

City of Central Falls
Rhode Island

Adopted Budget Fiscal Year 2016-2017



James A. Diosa
Mayor



JAMES A. DIOSSA
MAYOR

May 12, 2016

The Honorable Bob Ferri
City Council President

Honorable Members
Central Falls City Council

Dear President Ferri and Honorable Members of the City Council,

Good evening and thank you for joining me on this very special occasion. I am proud to welcome you all here today. In fact, I am bursting with pride.

One of the great things about living in a small, walkable city like ours is the opportunity to connect with neighbors and business owners on a daily basis. Many mornings, when I walk to work, I often get the chance to talk with a mom bringing her child to school or with a shop owner getting ready for the day ahead.

I treasure these conversations because they are real. They help inform the decisions that I make every day. What we do in this building impacts people's lives directly and we must never lose sight of this fact.

Yet, one thing that I hear all the time from residents and business owners is this: Even though many have been hit hard by the state's prolonged recession, even though they may be facing many obstacles in their lives, there is optimism in their voices as they speak to me about Central Falls, how far we have come and what the future holds for us.

When you think about all that we have been through over these past few years - uncertainty, painful cuts and even more painful tax increases - it sometimes seems amazing how resilient we are as a community. Our collective sacrifices, fiscal responsibility and hard work have not been in vain.

That's why this is such an important moment for all of us and it's why I am so excited to share some great news with you today as I present my proposed FY2017 budget – the final budget under the state's 5-year bankruptcy plan.

Today, I am proud to submit a budget to the City Council that calls for a reduction in the residential property tax rate. That's right, for the first time IN A DECADE; Central Falls homeowners will finally get a break on their taxes. The residential tax rate, currently at \$27.63, will be brought down to \$26.69 – a significant 3.4% decrease.

This, coupled with an increase in the homestead exemption that would impact 840 homeowners, will provide much-needed relief to existing owner occupants while helping to incentivize homeownership in our city. It's no secret that Central Falls currently have one of the lowest homeownership rates in the state

and we are going to change that. We want more proud homeowners like Joaquin Ortiz and Trudy Crespo, who recently purchased their first home on Washington Street. Increasing the homestead tax exemption by 15% is an important step forward in that direction.

Furthermore, 268 senior citizen homeowners will also see their senior property tax exemption increase by 25%. Many of our seniors are living on a fixed income and, frankly, every penny matters. I am proud to present a budget that helps them improve their quality of life.

An additional 209 veterans will also see a 25% increase in their veteran's tax exemption. Fairness and justice for our veterans is extremely important to me and it should be for our whole city. This is just one small way that we can thank veterans like Jerry Barzykowski for their honorable service to our great country. Thank you, sir!

Now, I have spoken a lot about residential property taxes, and that's important. But we all know that commercial tax rates also have a big impact on our ability to grow our local economy and help our businesses prosper. That's why my budget freezes our commercial tax rate.

We are working hard to encourage economic development in our city at every level and providing a predictable tax structure is an important part of that. That's what I heard from business owners like Tony Fonseca, of Packaging and More. Tony, we are listening to you! Thank you for being a great Central Falls business owner!

My proposed FY17 budget is a budget that makes sense for our residents, our businesses and our future. We're lowering the residential property tax rate for the first time in ten years and we're increasing tax relief for owner-occupants, seniors and veterans. We're freezing the car tax and we're even freezing our business taxes.

How is this possible? Simply put, we're doing more with less. By cutting expenses and increasing efficiencies, I am proposing a budget that is 1% lower than last year's. Let me put it another way: the city will spend less money this year than it did last year.

Indeed, this budget, the final budget under the bankruptcy plan, reminds us of how far this city has come since those dark days and how far we have to go. And, let's be honest, we still have a ways to go.

One area where we must continue to be vigilant is our unfunded pension and OPEB liability. Thanks to a strategic investment of \$100k in last year's budget to create an OPED Trust, we have now cut our future OPEB liability in half. In this budget, we are continuing this fiscally responsible decision by allocating an additional \$100k towards this purpose.

We are making progress with our pension liability as well. Once again, we are submitting 107% of our Annual Required Contribution so that we can accelerate the full funding of our pension plan. Gone are the days when budgets were balanced by not making the full annual required contribution and kicking the can down the road. From 2010, when our pension was funded at 14%, our efforts have now increased our pension funding to 22%. Now, we are set to achieve 60% funding, out of critical status, in just 10 years.

This year we will also fund a Rainy Day or Emergency Reserve Fund equal to 1% of the city budget. It's the responsible thing to do, and ratings agencies have taken notice. In fact, it's a major reason why our bond rating has increased significantly, from B2 to Ba2 over the last three years.

These have been challenging times for our city, yet we have risen to the challenge. Above all else, my priority as Mayor has been to steer the city through its fiscal crisis and build a strong fiscal foundation for future generations.

However, a city cannot succeed simply by balancing its ledger. It's the people of Central Falls who make our city great and who are busy building a brighter future for all of us. That's why my proposed budget makes strategic and responsible investments in infrastructure, economic development, public safety and our youth.

Youth

There is one area that is critical to the long term success of our city. That is our youth. They are our most precious resource and they hold the key to our future. A recent incident on Summer Street led to several conversations with city parents Luz Cedenó, Enid Aponte and Daines Rosario. They stated that our youth need opportunities in order to stay off the street. They are right.

That's why I am proud to announce tonight that this budget makes strategic investments in our youth through after school programming, youth fellowships and sports programming across the city. In fact, this summer we are even launching a midnight basketball league. Let's invest in our youth and watch how successful they become!

Another youth initiative that I am very proud of is the Innovation Lab which we are developing in collaboration with Rhode Island College. We are all familiar with the run down house located across the street from the high school. Well, soon, this renovated space will become the Innovation Lab, where student teachers will live, high school students will be tutored and urban education researchers will research and write about best practices in the field. I want to personally thank Superintendent Víctor Capellán for your leadership and vision on this project and in so many great things happening in our schools.

As Mayor, I want to make sure that our kids are given every opportunity to succeed in life and create a brighter future for themselves, their families and – ultimately - our city. This budget offers an important step forward in that direction.

Economic Development

Central Falls has a rich history of entrepreneurship and economic activity. Today, much of that activity is led by the small businesses that line Dexter and Broad Street and collectively employ hundreds of people.

In addition to holding the line on commercial taxes, this budget will invest an addition \$100 thousand in our façade improvement program, with a direct impact on many of those small businesses in our commercial corridors. We want these streets to be destinations for people from all over - shopping in our stores, eating at our restaurants and feeling our rich diversity.

We are also investing \$600,000 in our Redevelopment Agency to create even more opportunities for economic development across the city. We have already made great progress at the Landing with the selection of a developer and the beginnings of a redevelopment plan. And, after years of work, we are in the process of securing the necessary funding to develop a Pawtucket Central Falls commuter rail station which could bring unprecedented development to our city.

Infrastructure

Like many cities in Rhode Island, we have a lot of infrastructure needs. I'm proud of the investments we have made to date, including new garbage and recycling bins for every resident of our city which has led to higher recycling rates and major savings, a brand new, state of the art ladder truck and new fire apparatus for our fire department, and snow plows to ensure that our streets are safe and clear of snow. This budget proposes investing in major sidewalk improvements, a new street sweeper to keep our main streets clean, additional trees to continue beautifying our city, major investments in our Main Street Facade Improvement Program to assist business owners and attract additional commerce to our square mile as well as an investment in our Redevelopment Agency to ensure that we eliminate blight from our city and rehab our vacant properties.

We have paved 26 roads over the past 2 years and will pave 32 roads across the city this year. Furthermore, I am proud to announce that we have received confirmation from the state that Dexter Street will be paved this summer! Finally!

Our Nuisance Task Force continues to improve our streets - block by block. They successfully demolished a major nuisance property on Pine Street and are about to do the same on Fletcher Street. We are replacing eyesores and magnets for vandalism with affordable homeownership opportunities, and changing entire neighborhoods in the process.

Also, we are buying our street lights back from National Grid and converting them all to efficient LED technology. This will save taxpayers an estimated 40% over the course of the year by reducing maintenance and electricity costs while minimizing our impact on the environment.

Speaking of the environment, this city with a bright future is on track to ensuring that 100% of the city's electricity is generated through renewable energy by this winter, and we're increasing the number of trees in our city. Last year we planted 50 trees and I am looking forward to planting another 100 this year.

The greening of our city also extends to our parks and recreational areas. We will continue to invest in our green spaces, parks and sports field to improve our residents' quality of life. Look for improvements soon at Illinois Street Park, among others.

Public Safety

We continue to invest in public safety because it is important for all Central Falls residents to feel safe in our city, at all times. My proposed budget accounts for the addition of 4 fire fighters, funded through a federal grant, and the addition of a School Resource Officer at Calcutt Middle School. Meanwhile, our men and women in uniform continue to strengthen their community connections to better serve all our residents. I'm proud of their work and its impact on our city.

Having our public servants reflect the city's diversity is an important part of that connection to community. That's why I would like to thank Councilwoman Stephanie Gonzalez and the police, fire and legal leadership for working hard to improve our hiring process and ensure that all Central Falls residents can feel proud of the men and women who serve them with honor and distinction on a daily basis.


Conclusion

I want to end by thanking the City Council for your leadership and your support. We have accomplished a lot together over the past year and I know that I could not have done any of it without you. Thank you.

The budget I have presented tonight is much more than a document containing proposed revenues and expenditures. It is a testament to our city's character, resilience and innovation. It is proof that when we work together towards a common goal, there is nothing that can stop us. And, most importantly, it is a roadmap to ensure that our great city of Central Falls continues to thrive and succeed long after we are gone.

Members of the council, I respectfully urge you to pass this budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James A. Diossa', enclosed within a large, loopy blue circle.

James A. Diossa
Mayor



CITY OF CENTRAL FALLS

LEONARD MORGANIS
ADMINISTRATION AND FINANCE OFFICER

*580 BROAD STREET
CENTRAL FALLS, RI 02863*

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May 12, 2016

Hon. James Diossa
Mayor, City of Central Falls

Hon. Robert Ferri
President, City Council of Central Falls

Hon. Council Members
City of Central Falls

I hereby certify that in this Officer's professional opinion, after evaluation of all pertinent financial information reasonably available, that the Central Falls financial resources and revenues of \$18,010,908 for the Fiscal Year 2017 are and will continue to be, adequate to support the proposed expenditures of \$18,010,908 without detrimental impact on municipal services.

In addition, the enclosed annual budget is in – "Material Conformity with the Fourth Amended Plan dated July 27, 2012" and as such, compliant with the Bankruptcy Plan.

Respectfully,

Leonard Morganis, AFO
City of Central Falls



The Annual Operating Budget Ordinance – General Fund Substitute A

In keeping with the provisions of Article II, Chapter 3, of the Charter of the City of Central Falls that the Annual Operating Budget for the General Fund shall be as follows:

SECTION 1. The several sums hereinafter named or so much as is authorized by law and is necessary of the objects respectively named, are hereby appropriated for the support and to defray the expenses of the government of the City of Central Falls for the financial year beginning on the first day of July, A.D. **Two thousand and sixteen** and ending on the thirtieth of June, A.D. **Two thousand and seventeen**. The same shall be apportioned in the same manner and for the objects and purpose following, and shall be known as the ordinary expenses of the City, viz:

SECTION 2. Tax Assessment Bill – and be it further ordered that the assessment and collection of a tax on the ratable real estate, tangible personal property, and motor vehicle tax in a sum not less than **\$14,551,134** nor more than **\$15,763,728**. Said tax shall be levied on three (3) classes of taxable property at the following rate per \$1,000 of net assessed value: (1) residential real estate @ **\$26.25**; (2) commercial/industrial real estate @ **\$39.67** and (3) tangible personal property @ **\$73.11** and (4) motor vehicles @ **\$48.65**. Said tax is for payment of the interest and indebtedness in whole or in part of the city, payments authorized by the order of the mayor and for purposes authorized by law. Prior to certifying the tax roll, the tax assessor shall adjust these rate(s) if necessary, so that the final tax levy does not exceed the state approved maximum levy.

SECTION 3. The tax assessor shall assess and apportion said tax provided for in section 2 on the inhabitants and ratable property of the said City on the thirty-first day of December, A.D. 2015 at 12:00 midnight, according to the law, and shall on completion of said assessment date, certify and sign the same and deliver to and deposit the same in the office of the finance director in his/her capacity as city treasurer and collector of taxes, on or before July 1, 2016.

SECTION 4. Said tax provided for in Section 2 shall be due and payable on or before July 15, 2016 and all taxes remaining unpaid after the fifteenth day of July 2016 shall bear interest from the fifteenth day of July 2016 and until collected, at the rate of **fifteen (15%)** per cent per annum and all taxes and interest in addition to taxes shall be paid to the city treasurer immediately after the receipt thereof.

SECTION 5. Said tax provided for in section 2 may be made in installments, the first installment of twenty-five (25%) per cent on or before the fifteenth day of July, 2016, and the remaining installments as follows: twenty-five (25%) per cent on the first day of October 2016, twenty-five (25%) per cent on the first day of January 2017 and twenty-five (25%) per cent on the first day of April 2017. After a six (6) working day grace period for interest penalty on each installment, all installments remaining unpaid after the date on which the first installment becomes due and payable shall carry until collected, a penalty at the rate of **fifteen (15%)** per cent per annum.

SECTION 6. See the following tables:

**FY 2017 Annual Operating Budget Ordinance
Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017**

**Proposed Budget
2016-2017**

General Fund Revenues

Tax Revenue	\$14,360,990
Emergency Reserve Fund	(141,058)
Fees/Non Tax Revenue	1,538,615
State Revenue	2,240,399
Other Revenue	11,961
Total Revenues	\$18,010,907

General Fund Expenditures

City Executive Management	246,183
City Council	20,580
City Boards	10,650
City Clerk	320,504
Board of Canvassers	19,500
Personnel	133,678
Legal	201,312
Tax Assessor	112,732
Finance	553,356
City Property	1,000,618
Other City Government	5,391,670
FY17 Reserve	70,529
Police	3,950,356
Fire	3,135,458
Judiciary	112,069
Highway / Code	1,256,342
Public Works	795,400
Library	146,154
Recreation	270,936
Planning	262,881
Total General Fund Expenditures	\$18,010,907

Operating Surplus	\$0
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	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Revenues:					
Tax Revenue					
Tax Revenue (current year)	12,963,805	14,042,645	14,208,991	14,105,828	\$63,183
Tax Revenue (prior years)	535,743	250,159	420,000	255,162	5,003
Emergency Reserve Fund	0	(140,426)	0	(141,058)	(632)
Total tax revenue	13,499,548	\$14,152,378	\$14,628,991	\$14,219,932	\$67,554
Fees / non-tax revenue					
Interest on taxes	269,806	242,144	285,265	246,987	4,843
VIN check fees	19,127	17,843	3,398	19,127	1,284
Probate fees	9,863	13,392	7,928	12,329	(1,063)
Realty Stamps	36,705	33,343	23,783	36,873	3,530
Real Estate Recordings	50,851	42,987	67,950	52,211	9,224
Licenses (other than marriage)	75,257	67,144	88,335	76,344	9,200
Certificates (vital records)	10,868	7,139	9,060	10,727	3,588
Marriage Licenses	1,144	533	1,133	947	414
Reports/copying fees	1,580	971	5,663	1,975	1,004
City Clerk miscellaneous fees	9,449	15,064	11,325	11,811	(3,253)
Fire code inspection fees/other fire permits	5,167	13,075	5,096	6,459	(6,616)
Alarm box fees & smoke detector certificates	17,725	27,687	28,313	27,687	0
Rescue runs	293,605	327,674	254,813	350,000	22,326
Hazardous material permits	1,295	1,904	2,492	1,907	3
Building permits	24,404	34,616	45,300	30,505	(4,111)
Plumbing & mechanical permits	15,498	23,093	11,325	19,373	(3,721)
Electrical permits	12,690	20,714	25,481	15,863	(4,852)
Certificates of occupancy	2,900	5,032	6,795	3,625	(1,407)
CARE account revenue	16,970	19,516	13,590	19,516	0
Municipal Court Fees/Traffic Fines/Other Fines	96,531	93,037	169,875	108,060	15,023
Administrative and Other Fees	48,012	47,726	13,822	48,012	286
Vehicle Fees for Road Details	67,828	32,524	13,873	67,828	35,304
Code Court Fees	5,760	476	6,229	1,500	1,024
Property preservation revenue	8,936	3,318	22,650	8,936	5,618
Misc. departmental revenue	123,057	13,770	7,513	81,770	68,000
Local Pilot Revenue	237,166	302,207	71,476	269,877	(32,330)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Public works	8,370	9,132	24,655	8,370	(762)
Federal Revenue	0	191,573	0	0	(191,573)
Restitution	200	0	0	0	0
<i>Total fees / non-tax revenue</i>	1,470,764	1,607,634	1,227,138	1,538,615	(69,019)
<i>State revenue</i>					
MV Phase out	71,977	94,066	92,588	96,208	2,142
Distressed Communities Aid	303,293	303,293	292,172	187,737	(115,556)
Public Service Corporation Tax/Telephone tax	0	262,600	259,074	239,912	(22,688)
Hotel/meals & beverage tax	89,857	118,159	103,297	130,000	11,841
School Housing Aid - Direct payment	222,655	888,839	877,659	1,417,173	528,334
School Housing Aid - RIHBEC reimbursement	40,222	501,659	633,836	0	(501,659)
School Housing Aid - New Issuance	0	0	1,418,459	0	0
Debt Service QSCB Subsidy	0	147,119	117,534	117,533	(29,586)
Non Profit Organizations (PILOT)	542	18,740	22,986	24,507	5,767
Miscellaneous state aid/grants	20,229	26,046	31,290	27,329	1,283
<i>Total state revenue</i>	748,775	2,360,521	3,848,895	2,240,399	(120,122)
<i>Other income</i>					
Tax Sales/Misc. other revenue	23,923	47,247	51,880	11,961	(35,286)
<i>Total other income</i>	23,923	47,247	51,880	11,961	(35,286)
<i>Total revenues</i>	\$15,743,010	\$18,167,780	19,756,904	\$18,010,907	\$(156,873)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
<i>General Fund Appropriations</i>					
<i>Executive</i>					
Salaries-Executive	125,100	180,649	193,568	182,241	1,592
Social Security-Executive	8,590	12,072	12,001	11,299	(773)
Medicare-Executive	2,009	2,619	2,807	2,642	23
Municipal State Pension-Executive	16,886	24,604	32,539	24,566	(38)
TIAA-Cref - Executive	1,251	2,710	0	2,734	24
Medical Insurance-Executive	10,871	15,104	45,477	8,108	(6,996)
Dental Insurance-Executive	552	1,272	4,069	593	(680)
Dues/subscriptions-Executive	0	0	0	0	0
Non-Capital Equipment-Executive	0	0	1,000	0	0
Supplies - Executive	525	1,000	0	1,000	0
Community Outreach	5,192	3,000	1,000	8,000	5,000
Professional Development & Training	5,011	6,000	7,000	5,000	(1,000)
<i>Total Executive</i>	175,987	249,032	299,461	246,183	(2,849)
<i>City Council</i>					
Stipends	15,435	20,580	14,700	20,580	0
<i>Total City Council</i>	15,435	20,580	14,700	20,580	0
<i>City Clerk</i>					
Salaries-City Clerk	144,016	192,580	203,096	194,837	2,257
Longevity-City Clerk	6,000	4,000	4,000	4,000	0
Social Security-City Clerk	9,056	12,188	12,840	12,328	140
Medicare-City Clerk	2,118	2,850	3,003	2,883	33
Municipal State Pension-City Clerk	20,559	27,319	34,141	26,803	(516)
TIAA-Cref - Clerk	1,505	2,949	-00	2,983	34
Medical Insurance-City Clerk	20,438	30,209	51,705	33,657	3,449
Dental Insurance-City Clerk	1,701	3,186	4,516	2,993	(194)
Dues/subscriptions-City Clerk	145	500	50	510	10
Non-capital equipment-City Clerk	500	500	500	510	10
Claims/Settlement	3,970	15,000	0	10,000	(5,000)
Other professional services-City Clerk	23,630	27,729	28,313	28,000	271
Education & Training-City Clerk	155	1,000	500	1,000	0
<i>Total City Clerk</i>	233,792	320,010	342,664	320,504	494

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Board of Canvassers					
Election workers	273	19,500	13,000	19,500	0
Total Board of Canvassers	273	19,500	13,000	19,500	0
Personnel					
Salaries-HR	0	0	57,342	0	0
Social Security-HR	0	0	3,555	0	0
Medicare-HR	0	0	831	0	0
Municipal State Pension-HR	0	0	9,639	0	0
TIAA-Cref - HR	0	0	0	0	0
Medical Insurance-HR	0	0	15,159	0	0
Dental Insurance-HR	0	0	1,356	0	0
Workers compensation-HR	75,289	77,516	55,244	79,678	2,162
Other professional services-HR	22,061	34,076	2,210	40,000	5,924
Education & training-HR	0	2,000	500	2,000	0
Testing-HR	2,768	15,000	3,000	12,000	(3,000)
Total Personnel	100,118	128,592	148,836	133,678	5,086
Legal					
Salaries-Legal	34,659	45,012	45,551	124,137	79,125
Social Security-Legal	2,019	2,791	2,824	7,697	4,906
Medicare-Legal	472	638	660	1,800	1,162
Municipal State Pension-Legal	4,724	6,131	7,657	6,219	89
TIAA-Cref - Legal	346	675	0	692	17
Medical Insurance-Legal	7,709	10,706	15,159	9,868	(838)
Dental Insurance-Legal	604	957	1,356	899	(58)
Legal contingencies	4,048	15,000	75,000	15,000	0
Other professional services-Legal	71,344	119,000	76,000	35,000	(84,000)
Education & training-Legal	0	0	500	0	0
Total Legal	125,925	200,910	224,707	201,312	402
Tax Assessor					
Salaries-Tax Assessor	29,930	38,363	98,022	39,323	959
Longevity Pay-Tax Assessor	2,000	2,000	2,000	2,000	0
Sick Incentive Pay-Tax Assessor	0	474	0	0	(474)
Social Security-Tax Assessor	1,955	2,503	6,201	2,562	59

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Medicare-Tax Assessor	457	585	1,450	599	14
Municipal State Pension-Tax Assessor	4,317	5,498	16,477	5,570	73
TIAA-Cref - Tax Assessment	315	605	0	620	14
Medical Insurance-Tax Assessor	0	0	15,159	0	0
Dental Insurance-Tax Assessor	604	957	1,356	976	19
Dues/subscriptions-Tax Assessor	364	1,061	1,219	1,082	21
Other professional services-Tax Assessor	27,594	66,100	17,327	60,000	(6,100)
Education & training-Tax Assessor	0	0	500	0	0
Revaluation Services-Tax Assessor	(1,233)	10,960	0	0	(10,960)
Total Tax Assessor	66,303	129,107	159,711	112,732	(16,374)
Finance					
Salaries-Finance	207,626	267,522	296,731	274,210	6,688
Longevity Pay-Finance	1,500	3,500	5,500	3,500	0
Sick Incentive Pay-Finance	554	607	0	622	15
Social Security-Finance	12,311	16,803	18,738	17,218	415
Medicare-Finance	2,879	3,930	4,382	4,027	97
Municipal State Pension-Finance	28,309	37,390	49,881	37,435	45
TIAA-Cref - Finance	2,072	4,065	0	4,166	100
Medical Insurance-Finance	38,545	53,530	60,636	49,339	(4,191)
Dental Insurance-Finance	2,508	3,828	6,782	3,891	63
Postage	18,029	18,086	11,753	22,536	4,451
Non-capital equipment-Finance	0	0	1,156	0	0
Collection agency	15,124	2,500	2,325	14,179	11,679
Accounting/auditing	75,000	45,000	30,937	68,000	23,000
Other professional services-Finance	48,233	40,000	33,146	53,233	13,233
Education & training-Finance	110	500	500	1,000	500
Total Finance	452,799	497,261	522,467	553,356	56,095
City Property					
Custodial Services - Public Safety	13,312	25,000	22,614	25,500	500
Office supplies	5,180	8,550	6,795	8,500	(50)
Other supplies	3,339	5,000	1,195	5,000	0
Janitorial Supplies	1,032	1,696	1,699	1,730	34
Custodial Services -Other City Buildings	6,600	10,812	5,436	11,028	216

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Heating Fuel- Other City Buildings	4,145	7,000	9,652	7,140	140
Dues/Subscriptions	1,352	5,384	1,247	3,500	(1,884)
Non-capital equipment	2,327	12,000	1,821	3,000	(9,000)
General liability insurance	244,654	247,465	237,549	235,485	(11,980)
Telephone Other City Buildings	15,855	16,000	27,221	21,000	5,000
Telephone (Police)	11,152	15,705	16,513	15,000	(705)
Telephone (Fire)	6,438	11,033	11,847	10,000	(1,033)
Telephone-DWP Building	2,026	4,000	3,766	4,080	80
Advertising	17,453	15,000	17,348	18,500	3,500
Electric-Other City Buildings	23,011	37,221	79,828	37,965	744
Electric-Police	16,634	31,000	14,875	31,620	620
Electric-Fire	16,634	31,000	14,875	31,620	620
Electric-DWP Building	10,668	21,000	8,729	21,420	420
Repairs/Maint.-Other City Buildings	3,573	10,000	2,674	5,000	(5,000)
Water/Sewer-Other City Buildings	16,192	16,283	17,484	20,000	3,717
Water Public Safety Complex	10,388	19,000	2,718	19,380	380
Public Safety R&M	0	0	1,133	0	0
IT Consulting services	19,958	20,000	45,300	20,400	400
R&M Contracts - City Buildings	24,254	40,000	26,983	40,800	800
DPW Building R & M	0	0	566	0	0
DPW Water/Sewer	2,193	3,399	2,039	3,467	68
DPW Custodial Services	3,400	6,273	5,776	6,398	125
Capital Expenditures	0	0	0	0	0
Misc. City Property	1,379	2,000	658	2,040	40
Hydrants	63,462	67,000	84,772	115,000	48,000
Sewer/ NBC	2,186	10,000	15,824	10,000	0
Street lights	147,989	222,000	180,847	226,440	4,440
Heating fuel (Police)	4,384	12,000	16,988	12,240	240
Heating fuel (Fire)	5,716	21,000	16,988	21,244	244
Heating fuel (DPW)	3,905	6,000	8,097	6,120	120
Total City Property	710,792	959,821	911,857	1,000,618	40,797
City Boards					
Personnel board	506	675	0	675	0
Pension board	506	675	675	675	0
Purchasing board	450	675	675	675	0
Appeals board	675	900	900	900	0

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Planning board	788	1,125	1,125	1,125	0
Zoning Board	1,313	1,750	1,750	1,750	0
Canvassers board	1,575	2,100	2,100	2,100	0
Housing authority board	2,063	2,750	2,750	2,750	0
Total City Boards	7,875	10,650	9,975	10,650	0
Police Department					
Salaries	1,571,672	2,090,975	2,004,849	2,179,115	88,140
Police trainee wages	1,410	8,240	8,800	1,410	(6,830)
Overtime	129,986	168,795	183,822	168,000	(795)
Special Investigations Overtime	18,486	25,575	28,313	24,031	(1,544)
Community Policing	19,185	20,000	0	10,000	(10,000)
K-9	3,266	9,500	0	4,082	(5,418)
Holiday pay	125,830	130,548	112,611	136,195	5,646
Longevity pay	51,000	65,500	78,500	73,500	8,000
Detective Stipends	6,000	7,800	6,500	7,956	156
Clothing/tool allowances	1,177	45,600	36,000	45,500	(100)
Sick Incentive Pay	3,182	2,986	0	3,061	75
Police Medicare	33,115	31,429	35,661	35,189	3,760
Police Dental Insurance	16,650	26,448	40,662	24,524	(1,924)
Police Social Security	0	0	0	87	87
Police Medical Insurance	171,099	232,293	270,981	216,401	(15,892)
Injuries/Medical (Work Related Injuries)	39,533	47,685	57,181	51,393	3,709
Salaries (Animal control)	28,081	36,559	37,400	37,473	914
Overtime (Animal control)	498	2,563	2,500	648	(1,915)
Animal Control Longevity Pay	1,500	1,500	1,500	1,500	0
Sick Incentive Pay (Animal control)	0	403	0	0	(403)
Social Security (Animal control)	1,817	2,360	2,584	2,438	78
Clothing/tool allowance (Animal control)	0	275	275	350	75
Medicare (Animal control)	425	552	604	570	18
Municipal State Pension (Animal control)	4,041	5,184	6,287	5,301	117
TIAA-Cref - Animal Control	296	571	0	590	19
Medical Insurance (Animal control)	3,167	4,398	6,228	4,054	(344)
Dental Insurance (Animal control)	198	315	447	296	(19)
Boarding of animals (Animal control)	324	4,274	5,524	2,000	(2,274)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Clerk & IT Salaries	60,985	79,396	81,220	81,381	1,985
Clerk & IT Overtime	327	1,000	1,000	425	(575)
Clerk & IT Longevity Pay	4,500	4,500	4,500	4,500	0
Clerk & IT Sick Incentive Pay	0	507	0	520	13
Clothing/tool allowances civilian	0	275	275	350	75
Clerk & IT Social Security	3,820	5,202	5,394	5,346	145
Clerk & IT Medicare	893	1,216	1,261	1,250	34
Municipal State Pension (Civilian Staff)	8,973	12,039	42,054	11,624	(416)
TIAA-Cref - Civilian	371	1,258	0	1,293	35
Clerk & IT Medical Insurance	15,418	21,412	15,159	19,736	(1,676)
Clerk & IT Dental Insurance	1,208	1,914	1,356	1,798	(116)
Dispatcher Salaries	208,513	319,032	250,171	318,563	(470)
Dispatcher & Clerk Overtime	14,271	50,000	27,622	35,000	(15,000)
Dispatcher Holiday Pay	15,270	22,831	18,331	19,910	(2,921)
Dispatchers Longevity	0	9,000	10,500	7,000	(2,000)
Dispatchers Sick Incentive Pay	460	940	0	964	24
Dispatcher clothing/tool allowances	0	2,200	1,650	2,800	600
Dispatcher Social Security	14,316	20,338	19,113	21,651	1,313
Dispatchers Medicare	3,348	4,756	4,470	5,064	307
Municipal State Pension (Dispatch)	30,952	45,904	42,054	47,074	1,170
TIAA-Cref - Dispatch	2,272	4,920	0	5,238	318
Dispatcher & Clerk Medical Insurance	32,492	66,725	73,092	55,687	(11,038)
Dispatcher & Clerk Dental Insurance	2,907	5,731	7,229	5,383	(348)
Public Safety Dispatcher Shared Equip R&M	4,136	6,000	0	6,000	0
Office supplies	3,002	4,400	4,521	4,000	(400)
Other supplies	3,743	8,200	7,677	8,200	0
Vehicle fuel	38,610	85,000	96,263	55,000	(30,000)
Dues/Subscriptions	605	800	566	816	16
Detective supplies	1,825	5,300	4,530	4,500	(800)
Non-capital equipment	2,436	6,000	7,928	5,000	(1,000)
General R & M	6,577	7,000	5,524	7,000	0
Vehicle R & M	18,477	28,000	22,098	26,000	(2,000)
Other professional services	36,174	93,103	45,300	93,120	17
Finger printing	1,680	2,500	2,831	2,500	0
Education & training	17,198	20,000	16,070	20,000	0
College tuitions	19,691	30,000	28,313	30,000	0

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Capital Expenditures	0	0	87,646	0	0
<i>Total Police Department</i>	2,807,389	3,949,730	3,862,947	3,950,356	626
<i>Judiciary</i>					
Salaries	30,915	38,364	53,246	42,077	3,713
Overtime	1,390	1,690	1,814	1,000	(690)
Longevity Pay	2,680	2,500	2,500	2,500	0
Sick Incentive Pay	433	474	0	520	46
Social Security	2,066	2,534	3,586	2,796	262
Clothing Allowance	0	0	275	0	0
Medicare	483	593	839	654	61
Municipal State Pension	4,564	5,566	6,597	6,079	513
TIAA-Cref - Municipal Court	410	613	0	676	63
Medical Insurance	7,709	10,706	15,159	9,868	(838)
Dental Insurance	604	957	1,356	899	(58)
Court Security	172	2,280	0	500	(1,780)
Office supplies	6,472	6,500	5,402	6,500	0
Municipal Court Judge	10,500	14,000	15,689	14,000	0
Housing Court Judge	9,000	12,000	0	12,000	0
Probate Court Judge	9,000	12,000	7,309	12,000	0
<i>Total Judiciary</i>	86,398	110,775	113,772	112,069	1,293
<i>Fire Department</i>					
Salaries-Fire	1,566,487	2,051,280	2,110,860	2,108,182	56,902
EMA Stipend	250	0	0	250	250
Overtime-Fire	246,868	290,000	139,586	165,000	(125,000)
Holiday pay-Fire	126,159	146,795	121,155	129,664	(17,131)
Longevity pay-Fire	43,500	67,000	82,500	76,000	9,000
Out of rank pay	10,549	15,000	22,650	13,714	(1,286)
Mechanic pay	5,280	7,280	7,280	6,864	(416)
Sick incentive pay -Fire	7,691	7,307	0	7,490	183
Clothing/tool allowance-Fire	0	37,000	38,000	37,000	0
Social Security-Fire	1,154	2,030	1,913	2,173	144
Medicare-Fire	27,284	30,744	36,569	34,193	3,449
Municipal State Pension-Fire Clerk	2,559	4,459	5,187	4,725	267
TIAA-Cref - Fire Clerk	188	491	0	526	35
Medical Insurance-Fire	207,857	340,000	346,603	279,661	(60,339)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Dental Insurance-Fire	18,223	28,341	39,213	27,220	(1,121)
Injuries/Medical (Work Related Injuries)-Fire	61,951	74,342	96,203	77,868	3,526
Other supplies-Fire	13,258	20,500	16,573	20,000	(500)
Vehicle fuel-Fire	8,972	25,040	21,518	20,000	(5,040)
Dues/subscriptions-Fire	500	500	91	1,000	500
Non-capital equipment-Fire	1,670	6,000	16,573	6,000	0
General R & M-Fire	3,633	10,000	5,524	5,000	(5,000)
Vehicle R & M-Fire	27,760	37,000	27,622	37,740	740
Other professional services-Fire	14,287	44,300	12,267	15,186	(29,114)
Education & training-Fire	3,492	6,300	4,703	10,000	3,700
College tuitions-Fire	350	3,000	10,000	5,000	2,000
Capital Expenditures-Fire	0	0	85,724	0	0
Fire Fighter Equipment	9,466	15,000	17,678	15,000	0
Office of Health				30,000	30,000
<i>Total Fire Department</i>	2,409,388	3,269,708	3,265,992	3,135,458	(134,250)
<i>Inspection Officers</i>					
Plumbing officer	3,750	5,000	4,323	5,200	200
Electrical inspector	3,750	5,000	4,323	5,200	200
<i>Total Inspection Officers</i>	7,500	10,000	8,646	10,400	400
<i>Highway/Code</i>					
Salaries-DPW/Code	395,968	562,256	810,852	576,313	14,056
Overtime-DPW/Code	23,897	47,000	50,863	45,000	(2,000)
Longevity pay-DPW/Code	21,000	23,000	36,000	21,000	(2,000)
Sick Incentive Pay-DPW/Code	1,038	541	0	555	14
Clothing/tool allowance-DPW/Code	0	2,475	5,150	3,150	675
Social Security-DPW/Code	26,513	36,286	55,978	37,067	781
Medicare-DPW/Code	6,201	8,486	13,770	8,669	183
Municipal State Pension-DPW/Code	53,130	73,978	128,095	75,198	1,220
TIAA-Cref - DPW/Code	3,185	8,147	0	8,368	220
Medical Insurance-DPW/Code	61,342	90,046	27,106	82,996	(7,050)
Dental Insurance-DPW/Code	5,652	7,971	18,081	7,487	(485)
Other supplies-DPW/Code	1,945	2,000	1,922	2,040	40
Other Professional Services-DPW/Code	14,743	46,000	1,472	31,000	(15,000)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Education & training-DPW/Code	72	500	552	1,000	500
Property protection-DPW/Code	680	10,000	3,233	10,000	0
Vehicle Fuel-DPW/Code	5,784	25,000	62,926	20,000	(5,000)
Non-capital equipment-DPW/Code	2,645	6,000	7,520	6,000	0
Winter road supplies-DPW/Code	23,176	40,000	10,805	40,000	0
General R & M-DPW/Code	471	5,000	0	5,000	0
Vehicle R & M-DPW/Code	46,115	50,000	86,677	50,000	0
DPW Building R&M-DPW/Code	370	2,000	1,829	2,000	0
Road R & M-DPW/Code	6,055	240,000	50,963	220,000	(20,000)
Traffic Signal R & M-DPW/Code	1,973	3,000	3,398	3,000	0
Misc. Highway-DPW/Code	0	500	764	500	0
Capital Expenditures-DPW/Code	0	0	45,000	0	0
Total Highway/Code	701,954	1,290,187	1,422,956	1,256,342	(33,845)
Public Works					
Solid waste removal/disposal	89,521	144,000	163,892	135,000	(9,000)
Trash Removal/Recycling	449,905	637,500	0	650,000	12,500
Total Public Works	539,426	781,500	163,892	785,000	3,500
Library					
City Contribution	118,825	118,825	113,966	118,825	0
State Library Grant-In-Aid	0	26,046	18,560	27,329	1,283
Total Library	118,825	144,871	132,526	146,154	1,283
Parks, Recreation & Community Service					
Salaries	34,521	54,000	38,498	51,250	(2,750)
Social Security	5,800	7,765	2,387	8,259	493
Medicare	1,345	1,816	558	1,931	115
Municipal State Pension	5,131	7,355	4,989	6,909	(446)
TIAA-Cref - Parks/Recreation	375	810	0	769	(41)
Medical Insurance	2,111	4,398	0	0	(4,398)
Dental Insurance	71	315	0	0	(315)
Temporary Salary	8,969	16,035	0	18,735	2,700
Other supplies	2,299	5,000	5,663	11,100	6,100
General R & M	7,520	11,489	7,361	11,719	230
Other professional services	1,928	5,000	6,512	5,000	0

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
Grant Writer	25,577	35,000	0	35,875	875
Street Beautification Workers	18,939	20,214	0	27,343	7,128
Youth Fellowship	0	6,000	0	15,000	9,000
Public events & activities	(4,242)	10,000	1,133	10,000	0
Education/Training	0	0	0	1,000	1,000
Misc. recreation	42	2,000	3,143	2,000	0
Afterschool Programing	0	0	0	56,420	56,420
Social Security - Afterschool Program	0	0	0	3,498	3,498
Medicare - Afterschool Program	0	0	0	818	818
Municipal State Pension - Afterschool	0	0	0	2,979	2,979
TIAA-Cref - Afterschool Program	0	0	0	332	332
<i>Total Parks, Recreation & Community Service</i>	110,385	187,199	70,244	270,936	83,737
<i>Planning</i>					
Salaries	115,044	142,000	119,020	153,275	11,275
Social Security	7,194	8,804	7,379	9,503	699
Medicare	1,682	2,059	1,726	2,222	163
Municipal State Pension	15,229	19,340	20,007	20,661	1,321
TIAA-Cref - Planning	1,116	2,130	0	2,299	169
Medical Insurance	6,997	19,503	21,387	17,976	(1,527)
Dental Insurance	876	1,588	1,804	1,491	(96)
Other Supplies-Planning	208	1,000	0	5,000	4,000
Education/Training	1,467	1,500	0	10,000	8,500
Other Professional Services	22,822	34,089	0	40,453	6,364
<i>Total Planning</i>	172,634	232,013	171,323	262,881	30,868
<i>City Debt Service</i>					
Bond principal	1,860,000	1,860,000	1,780,000	1,890,000	30,000
Bond interest	600,937	600,939	635,523	522,142	(78,798)
Other debt fees	1,100	2,000	9,278	2,000	0
Lease purchase	22,093	22,500	0	0	(22,500)
School Bonds - New Issuance for FY15-FY17	0	0	1,472,500	0	0
<i>Total City Debt Service</i>	2,484,130	2,485,439	3,897,301	2,414,142	(71,298)

	FY 2016 as of 3/31/16	FY 2016 Adopted Budget	FY 2017 Bankruptcy Plan	FY 2017 Proposed Budget	FY 2017 Variance (FY16 vs FY17)
<i>Contingency</i>					
General contingencies	12,152	20,746	37,500	205	(20,541)
Post-confirmation Attorney Fees	0	0	0	0	0
Creditor Pool	0	0	65,000	0	0
Receivership Cost	0	0	600,000	0	0
Special Projects	0	0	0	0	0
<i>Total Contingency</i>	12,152	20,746	702,500	205	(20,541)
<i>Other City Government</i>					
Compensated absences	26,815	57,491	52,500	33,518	(23,972)
Unemployment compensation	2,600	31,200	0	13,000	(18,200)
Group Life	7,236	11,000	11,014	11,000	0
Medical insurance - Retirees	143,494	280,494	473,907	210,457	(70,036)
OPEB	100,000	100,000	0	100,000	0
HRA - Health Reimbursement	110,708	133,715	150,000	118,715	(15,000)
<i>Total Other City Government</i>	390,852	613,900	687,421	486,691	(127,209)
<i>Reserve</i>					
Reserve	0	90,839	0	70,529	(20,310)
<i>Total Reserve</i>	0	90,839	0	70,529	(20,310)
<i>Retirement</i>					
Police retirement- Public Safety Pension	0	92,003	64,483	92,000	(3)
Fire retirement - Public Safety Pension	0	92,003	64,483	92,000	(3)
Public Pension - JH	1,667,377	2,261,404	2,441,073	2,306,632	45,228
<i>Total Retirement</i>	1,667,377	2,445,410	2,570,039	2,490,632	45,222
<i>Total General Fund Appropriations</i>	\$13,397,713	\$18,167,780	19,716,937	18,010,907	(156,873)
<i>Net Surplus/(Deficit)</i>	\$2,345,298	\$0	\$39,967	\$0	\$(0)

SECTION 7. This ordinance shall be effective upon passage.

Introduction: May 12, 2016

First Reading, Public Hearing, First Passage: May 23, 2016

Second Reading, Public Hearing, Final Passage: May 31, 2016



Sonia Grace
City Clerk



James A. Diossa
Mayor



**An Ordinance Pertaining to the Salaries of Department Heads
& Others in Unclassified Service**

SECTION 1: The following officers and others in unclassified positions shall receive the following amount for their respective annual salaries. Such salaries, as set forth below, shall be paid by the Director of Finance in the manner and within the restrictions provided for paying the current expenses of the City.

Position	FY 2017
Mayor	71,333
Administration & Finance Officer	49,408
Chief of Staff	61,500
City Council (7)	2,940
City Clerk	64,424
Registrar / Assistant City Clerk	54,325
HR Personnel Director (contractor)	30,000
Legal / HR Clerk	46,137
Tax Assessor (contractor)	54,600
Finance Director	89,121
Assistant Finance Director	57,672
Municipal Court Judge	14,000
Associate Municipal Court (Housing Court) Judge	12,000
Probate Court Judge	12,000
Inspector (2) (part-time)	21,578
Plumbing Inspector	5,200
Electric Inspector	5,200
Building Official (contractor)	14,400
Director of Public Works and Code Enforcement	73,613
Assistant Director of Code Enforcement	41,000
Director of Parks, Recreation and Community Service	51,250
Parks and Rec Assistant (part time)	13,671
Street Beautification Workers (2) (part-time)	13,671
Temp Parks & Recreation Maintenance Worker (part-time)	5,064
Afterschool Program Coordinator (part time)	22,100
Afterschool Program Staff (4)	8,580
Director of Planning	60,000

Assistant Director of Planning and Redevelopment	51,250
Business Outreach / Public Relations	42,025
Police Chief	81,767
Fire Chief	77,875
Administrative / EMA Assistant	33,554
City Solicitor	78,000
Assistant Solicitor / Criminal Prosecutor (contractor)	20,000
Assistant Solicitor / Housing Prosecutor (contractor)	15,000
Grant Writer / Fund Developer	35,875
IT Consultant (contractor)	18,000

SECTION 2: The following sums are to be distributed among members of the City Boards as set forth below:

Board	FY 2016
Personnel Board (3) @ \$225 Ea	675
Pension Board (3) @ \$225 Ea	675
Purchasing Board (3) @ \$225 Ea	675
Appeals Board (4) @ \$225 Ea	900
Planning Board (5) @ \$225 Ea	1,125
Zoning Board (7) @ \$250 Ea	1,750
Board of Canvassers (3) 1 @ \$1,000 Ea; 2 @ \$550 Ea	2,100
Housing Authority Board (5) @ \$550 Ea	2,750

SECTION 3: This Ordinance shall take effect upon its passage and any ordinance inconsistent herewith is hereby repealed.

Introduction: May 12, 2016

First Reading, Public Hearing, First Passage: May 23, 2016

Second Reading, Public Hearing, Final Passage: May 31, 2016

Sonia Grace
City Clerk

James A. Diossa
Mayor



An Ordinance Amending the Wage Schedule Generally

SECTION 1: Salaries and other monetary consideration for members of the City’s Police Department for the twelve (12) month period beginning July 1, 2016 and ending June 30, 2017 shall be as follows:

**Police Department
Weekly Salary**

	Effective <u>Jul 1, 2016</u>
Patrolman Grade II	775.82
Patrolman Grade I	1,020.19
Sergeant	1,091.62
Lieutenant	1,167.99
Captain	1,249.75
Major	1,337.24

SECTION 2: Salaries and other monetary consideration for members of the City’s Fire Department for the twelve (12) month period beginning July 1, 2016 and ending June 30, 2017 shall be as follows:

**Fire Department
Weekly Salary**

	Effective <u>Jul 1, 2016</u>
Private (Probationary – 1 Year)	845.60
Private (2 nd Class – 1 Year)	866.79
Private (1 st Class)	977.68
Lieutenant	1,046.12
Captain	1,119.34
Battalion Chief	1,197.71
Deputy Chief	1,281.55

SECTION 3: The positions of Mechanic and Superintendent of Fire Alarms in the Fire Department shall each be paid an additional \$40.00 per week. The Assistant Fire Alarm Superintendent shall receive an additional \$20.00 per week. The position of Rescue Coordinator, who must have the minimum requirement of EMTA, shall be paid an additional \$40.00 per week.

SECTION FOUR: Salaries and other monetary consideration for members of the RI Council 94 in the divisions of Public Works, City Hall/Police, Dispatchers, and Animal Control/Parking Monitor/Police Computer IT Administrator for the twelve (12) month period beginning July 1, 2016 and ending June 30, 2017 shall be as follows:

**Public Works
Weekly Salary**

	Effective <u>Jul 1, 2016</u>
Laborer	867.75
Foreman	902.37
Mechanic	902.37
Clerk/Dispatcher	841.38

**City Hall/Police
Weekly Salary**

	Effective <u>Jul 1, 2016</u>
Payroll Clerk	
Step 1	840.98
Step 2 (More than one year of service)	944.48
All Other Clerks	
Step 1	689.78
Step 2 (6 Mos)	699.17
Step 3 (18 Mos)	708.68
Step 4 (30 Mos)	718.95
Step 5 (42 Mos)	728.37
Step 6 (54 Mos)	737.76
Step 7 (180 Mos)	789.43
Animal Control/Parking Monitor	
Step 1	678.31
Step 2 (12 Mos)	703.06
Dispatchers	
Step 1	678.72
Step 2 (12 Mos)	753.66

Step 3 (24 Mos)

783.81

Police Computer Administrator

737.41

This Ordinance will be amended as necessary to include any changes in Council 94 wage schedules due to open negotiations to renew the collective bargaining agreement that ends June 30, 2016.

SECTION 5: The provisions of this Ordinance shall take effect upon passage and any ordinance or parts of ordinances inconsistent herewith are hereby repealed.

Introduction: May 12, 2016

First Reading, Public Hearing, First Passage: May 23, 2016

Second Reading, Public Hearing, Final Passage: May 31, 2016



Sonia Grace
City Clerk



James A. Diossa
Mayor



The Annual Capital Program and Capital Budget Ordinance

SECTION ONE: Pursuant to the fourth amended plan dated July 27, 2012, i.e. “Bankruptcy Plan”, in the event that the City experiences an operating surplus at the end of a fiscal year, any surplus in excess of fifty thousand (\$50,000) dollars will be deposited into the City’s Capital Fund. In keeping with the provisions of Article II, Chapter 2-304 of the Charter of the City of Central Falls, the Annual Capital Program and Capital Budget shall be as follows:

**CAPITAL PROGRAM AND CAPITAL BUDGET FOR THE FISCAL YEARS
JULY 1, 2016 TO JUNE 30, 2020**

Department / Project	FY17	FY18	FY19	FY20
Public Works	375,000	215,000	215,000	215,000
Public Safety – Fire	152,275	152,275	152,275	152,275
Planning	350,000	0	0	0
Public Safety – Police	117,500	75,000	75,000	75,000
Redevelopment Agency	564,500	0	0	0
City Clerk	25,000	25,000	25,000	25,000
Parks & Recreation	20,000	20,000	20,000	20,000
Nuisance Task Force	100,000	0	0	0
Total	1,704,275	487,275	487,275	487,275

SECTION 2: The provisions of this Ordinance shall take effect upon passage of any ordinance or part of ordinances inconsistent herewith are hereby repealed.

Introduction: May 12, 2016

First Reading, Public Hearing, First Passage: May 23, 2016

Second Reading, Public Hearing, Final Passage: May 31, 2016



Sonia Grace
City Clerk



James A. Diossa
Mayor

Adopted Budget Fiscal Year 2016-2017



Departmental Goals and Objectives



**Office of the City Clerk
FY 2017 Budget
Sonia Grace, City Clerk**

Department Description:

The office of the City Clerk is the hub of information and activity for the City of Central Falls. Due to its easily accessible location and the variety of services it provides to the community, the office sees a high volume of visitors and transactions. Responsibilities and essential functions of the City Clerk include: 1) recorder of deeds and all land records; 2) registrar of vital records: birth, marriage, death certificates, marriages licenses; 3) clerk of the City Council; 4) property management: fiscal management of property expenses, coordination of major projects involving city owned buildings; point of contact with RI Interlocal Trust on issues related to real property and vehicles; 5) Licensing: business licensing, special permits; dog, fishing and hunting licenses; 6) Purchasing: procurement, policies and regulations, clerk of the purchasing board; 7) Board of Canvassers; 8) Probate Court: guardianship and estate administration; and 9) other: notary, genealogy

Department Staff:

- City Clerk
- Assistant/Deputy City Clerk
- Clerk (2)

Evaluation of 2016 Goals and Objectives:

- Provided training to city departments; collaborated with Finance Department in revising purchasing procedures
- Collaborated with Planning Department in implementation of long term green initiatives: street lights and building efficiencies
- Collaborated with Human Resources on issues related to property management and establishing procedures
- Ongoing modernization of office technology
- Successful coordination of 2016 Presidential Primary Election
- On-going: Collaborate with Finance department on improving vendor record system and sharing of vendor information
- Collaborated with City Solicitor on review of City Code, i.e. Small Business Growth Act
- Successfully raised grant funds to support renovations of City Hall
- Successfully transitioned city services to new vendors and coordinated building and infrastructure updates
- Successfully coordinated property insurance coverage to maximize savings and efficiencies

FY 2017 Goals and Objectives:

- Continue modernization of programs in City Clerk Office and in other departments, through the creation of electronic databases and data tracking.
- Continued collaboration with Planning Department in implementation of green initiatives: street lights, building efficiencies, renewable energy
- Collaborate with Human Resources to establish a new employee on-boarding process.
- Successful coordination of 2016 Election
- Collaborate with Finance department on improving vendor record system and sharing of vendor information
- Review municipal building infrastructure
- Collaborate with City Solicitor on review of City Code
- Create a comprehensive Boards and Commissions plan

Job Descriptions**City Clerk**

The city clerk shall be ex officio recorder of deeds, registrar of vital records, clerk of the council, and purchasing agent. The city clerk shall maintain an official electronic tape recorded copy and a video copy as well as written minutes of all city council and liquor board public meetings for public review.

The city clerk shall issue all licenses, and permits, as by state law or city ordinance shall be required to be issued by the city clerk or the department of records. The city clerk shall be ex officio keeper of the city seal. The clerk is empowered to affix the same to such papers and instruments pertaining to the city as by law are required to bear the seal of the city.

The city clerk shall serve as purchasing agent and shall be ex officio nonvoting member of the purchasing board. He/she shall give bond for the faithful performance of his/her duties in the amount fixed by ordinance.

Assistant City Clerk

The mayor shall designate one employee in the department of records to be the deputy city clerk. Such deputy shall have and exercise all the powers and perform all the duties which are incumbent on the city clerk, being thereunto qualified by taking the oath of office and shall also manage the Board of Canvassers.



**Human Resources Department
FY 2017 Budget
Human Resources Director**

Department Description:

The Human Resources Department is directed by the Human Resources Director who manages and supervises a system of personnel administration in compliance with state, federal and city law, along with all relevant collective bargaining agreements. The HR director creates policies and procedures for the management of personnel in accordance with all applicable laws and also coordinates the implementation of a city affirmative action plan.

The Department strives to provide outstanding customer service and stewardship of resources in attracting, selecting, and retaining a high-performance, diverse workforce. We focus on fostering employee satisfaction and promoting employee productivity. Human Resources support's other City departments in the areas of recruitment, training, employee relations, benefits administration, and compensation administration.

Department Staff:

- Legal / HR Clerk, 1.0 employee
- Human Resources Director, contractor

Assessment of FY 2016 Goals and Objectives:

- Bring all departments together to act as a whole within the city.
 - Achieved and Ongoing- joint hiring practices i.e. police/fire, Implementation of Employee Handbook, routine correspondences sent to employees and implementation of Community Posterboard celebrating birthdays and accomplishments.
- Implement a Human Resource database, which allows for employee access to view benefits, employee accruals and compensation.
 - Ongoing- Installation of Timeclocks and electronic timesheets. Individual employee data needs to be manually entered for completed database.
- Develop an "on boarding policy" for all future hires.
 - Ongoing- initial policies established with Finance and City Clerk.
- Implement employee evaluations
 - Still in Progress- Mayor's office meets weekly with directors and discusses employee relations.
- Provide support to all departments for compliance with state and federal laws and policies.
 - Achieved and Ongoing- Continued guidance on FMLA Guidelines, HR designated as central clearinghouse for employee issues, and assisting each department with hiring guidelines.

FY 2017 Goals and Objectives:

- Successful implementation of two Wellness Programs offered by the Trust
- Increase participation in Walking Challenge by 25%
- Create a SFSP onboarding process with Parks and Recreation
- Complete categorization of all employee files
- Utilize at least 2 youth interns throughout the year
- Streamline/Implement employee evaluations
- Complete data transfer to fully implement ADP database, which allows for employee access to view benefits, employee accruals and compensation.
- Formalize "on boarding policy" for all future hires.
- Provide support to all departments for compliance with state and federal laws and policies.

Job Description:

DESCRIPTION: Under the direction of the Mayor of the City of Central Falls, the Director of Human Resources position assumes responsibility for the direction, planning, coordination and administration of all human resource programs, functions, and activities. This includes but is not limited to hiring, staffing, training, classification, benefits, wellness, safety, compensation, labor relations, employee performance evaluations, discipline, and civil service employment models. The position will advise the executive leadership team on an organization-wide basis to insure that public services are provided in alignment with the strategic objectives of the City government. Additionally, the Director of Human Resources must be able to negotiate and administer multiple collective bargaining agreements/contracts.

DUTIES & RESPONSIBILITIES: Under the direction of the Mayor of the City of Central Falls, exercises oversight authority and broad discretionary judgment to manage all functions and resources of Human Resources to achieve the City's priorities and objectives.

- Assist in the development and administration of the Human Resource Department's budgets, policies, projects and programs to effectively and efficiently deliver high quality services to the City and the community.
- Collaboratively and cooperatively works with the Mayor, Department Heads and other managers to analyze organization and community needs, and takes action in response to those needs.
- Champions the values of the organization through example and accountability.
- Ensures that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.
- Responsible for the oversight and administration of all employee benefits either mandated by contractual agreements or regulatory to include but not limited to health, dental, life, LTD, 457 and 403(b) plans, flexible spending programs, unemployment, workers' compensation, safety and wellness initiatives, HIPAA, Cobra, DLT, EEOC/ADA, FLSA, FCRA, vacation, sick and personal leave benefits, employee communications, and supplemental and/or voluntary benefits.
- Responsible for recruitment, placement, retention, and performance standards for all civil service employment in accordance with city ordinances, and all applicable regulatory laws and procedures.

- In coordination with the Mayor, and Law Department, manage requirements of collective bargaining agreements with all unions.
- Responsible for supervision, training and work performance of direct reports to meet objectives and standards of the City.
- Provides Human Resources policy development, administration, direction and guidance to the organization.
- Effectively communicates with employees and applicants regarding their employment rights, responsibilities, opportunities, and benefits.
- Administers the position classification plan and the position compensation plan. Develops and administers policies and procedures regulating employee leaves (FMLA, USERRA, personal leave, etc.).
- In conjunction with the executive team, develops and administers standards and criteria for employee performance.
- Establishes and coordinates employee training programs.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- Attends City Council and other meetings as needed/required.
- Additional related duties as required by the Mayor.



**Law Department
FY 2017 Budget
City Solicitor, Matthew Jerzyk**

Department Description:

The Law Department is directed by the City Solicitor, who is chief legal counsel for the City and who furnishes legal advice to the Mayor, to the City Council and to all officers, departments, boards and commissions concerning any matter or thing arising in connection with the exercise of their official duties. The law department (1) prosecutes any violation or alleged violation within the city of the statutes of the state or the ordinances of the city; (2) represents the city and the city's interests in all litigation by or against the city and every officer, department, board or commission; (3) collects by suit or otherwise all debts, taxes and accounts due the city which shall be placed with it for collection; (4) appears in, defends and advocates the interests and rights of the city or of any officers thereof in any suit or prosecution for any act or omission in the discharge of their official duties; (5) prepares, reviews and/or approves all contracts, bonds, and other instruments in writing in which the city is concerned, and approves all surety bonds required to be given for protection of the city; and (6) directs the Central Falls Nuisance Task Force in ensuring the health, safety and welfare of the City.

Department Staff & Contractors:

- Legal / HR Clerk, 1.0 employee
- City Solicitor, 1.0 employee
- Assistant City Solicitor, Criminal, contractor
- Assistant City Solicitor, Housing, contractor
- Assistant City Solicitor, Nuisance Task Force, contractor
- Bankruptcy Counsel, contractor

Evaluation of FY 2016 Goals and Objectives:

- Develop data-driven evaluation system for city attorneys: ACHIEVED AND ONGOING.
- Further develop Nuisance Task Force toolbox: ACHIEVED AND ONGOING.
- Increase housing court prosecutions and revenues: ACHIEVED AND ONGOING.
- Successfully implement red light camera program: ACHIEVED FROM LAW DEPARTMENT'S ROLE.
- Modernize city judicial system: ACHIEVED AND ONGOING.
- Resolve outstanding litigation and protect city's interests: ACHIEVED AND ONGOING.
- Increase and expand internship opportunities – especially with RWU Law: ACHIEVED AND ONGOING.

- Development and/or review of Rules and Regulations and/or Policies and Procedures for various city departments and boards: ACHIEVED AND ONGOING.
- Chapter by Chapter review and amendment of City Code: ACHIEVED AND ONGOING.
- Further strengthen Affirmative Litigation program: ACHIEVED AND ONGOING.
- Ongoing review of Wyatt and Fink settlements: ACHIEVED.
- Professionalizing the law department: online records, archives: ACHIEVED AND ONGOING.
- Increased ethics trainings, outreach and education: ONGOING.

FY 2017 Goals and Objectives:

- Continue to use data and technology to track criminal prosecutions and housing prosecutions.
- Reduce the number of houses in the City that are vacant and abandoned.
- Improve our system of tracking nuisance properties in order to address at risk properties before they become nuisances.
- Use the City's newly amended Housing Court ordinance to further prosecute nuisance properties in the Housing Court.
- Create nuisance task force success storybook.
- Expand upon successful Law Day 2016 with Central Falls High School.
- Review and draft amendments to Chapter 32 regarding parades, public assemblies and protests.
- Work with administration on labor negotiations.
- Work with city clerk on centralizing of board and commission rules and regulations; as well as board and commission trainings.
- Further expand institutional relationships with RWU Law and Suffolk Law to develop further internship opportunities.
- Work with city clerk to update and modernize Probate Court procedures.
- Work with department of public works on policies and procedures with utilities for cutting of city roads.
- Ongoing assistance with planning and redevelopment regarding primary city redevelopment opportunities.

**Job Description
City Solicitor**

The city solicitor shall be a lawyer admitted to practice before the Supreme Court of the state and shall have had at least two years' experience in active practice of the law. Upon appointment by the Mayor and confirmation by the City Council, the City Solicitor shall be the department head of the Law Department.

The City Solicitor shall be the chief legal counsel for the City and all counsel retained to represent the City shall report to and be supervised by him or her. The Solicitor or his or her designee shall furnish legal advice to the mayor, to the council and to all officers, departments, boards and

commissions concerning any matter or thing arising in connection with the exercise of their official duties and except as otherwise expressly provided, shall supervise, direct and control all of the law work of the city.

The Solicitor or his or her designee shall collect by suit or otherwise all debts, taxes and accounts due the city which shall be placed with it for collection by any officer, department, board or commission, and it shall represent the city and the city's interests in all litigation by or against the city and every officer, department, board or commission. The Solicitor or his or her designee shall commence and prosecute all actions and suits to be commenced by the city before any tribunal of the state, whether at law or in equity, and shall appear in, defend and advocate the interests and rights of the city or of any officers thereof in any suit or prosecution for any act or omission in the discharge of their official duties wherein any estate, right, privilege, ordinance or act or any breach of any ordinance may be brought into question. The city solicitor shall also, when requested, act as attorney and counsel for any officers of the city in any prosecution or proceeding which may be instituted by such officers in their official capacity for any breach of any of the laws of the state or of any of the provisions of this Code or other ordinances, orders or bylaws of the city.

The Solicitor or his or her designee shall prepare or approve all contracts, bonds, and other instruments in writing in which the city is concerned, and shall approve all surety bonds required to be given for protection of the city. It shall be the duty of the Solicitor, or some person duly authorized by him and for whose conduct, skill and faithfulness he shall be accountable, to draft all bonds, deeds, obligations, conveyances, agreements and other legal instruments of whatsoever nature which may be required of him by any provision of this Code or other ordinance or order of the city council or by any committee of the council.

The Solicitor or his or her designee shall prosecute any violation or alleged violation within the city of the statutes of the state or the ordinances of the city at the instance and request of the division of police.

The Solicitor or his or her designee shall, upon request of the council or of any council member, or of the mayor, prepare or assist in preparing any ordinance for introduction into the council, and shall prepare for the consideration of the council comprehensive revisions and codifications of all general ordinances of the city which are then in effect as required by this Charter or by the council. The city solicitor shall, in all matters, do every professional act incident to the office which may be required of him or her by the city council or by any committee thereof and shall, when required, furnish the city council or any officer of the city who may require it in the discharge of his or her official duties with his or her written legal opinion on any subject touching the duties of their respective offices or the rights, duties and interests of the city.

The Solicitor or his or her designee shall, with the assistance of the city clerk's department, prepare and submit to the council for its consideration, a comprehensive revision and codification of all the general ordinances of the city which are still in effect. For this purpose, it may employ the assistance of experts in the field of revision and codification as required by state law.

Job Descriptions

Legal / HR Confidential Clerk

Provides professional and administrative support to the Law Department and Human Resources Department, including confidential matters, as well as, on occasion, to the Mayor's Office. Coordinates a variety of specialized clerical duties requiring knowledge of legal correspondence and human resources operations. Performs a variety of legal and personnel related clerical duties associated with the nuisance task force, access to public records requests, legal correspondence, legal filing, applicant screening, typing and filing, labor relations, FMLA, labor issues, maintaining employment records, and functions relative to customer service. The clerk reports to the City Solicitor and Director of Human Resources and submits all time sheets and personnel matters to the City Solicitor.

Duties and Responsibilities:

- Performs customer service functions by answering citizen and employee requests and questions.
- Prepare and review a variety of documents such as correspondence, applications, employee files, health benefits, and payroll records.
- Submits the requests with new employee background checks and drug test.
- Conducts benefits enrollment for new employees, verifies I-9 documentation and maintains books current.
- Maintains nuisance task force master list and attends meetings and serves as secretary for the task force.
- Maintains an active list of access to public records requests and works with the City Solicitor to ensure timely and legal compliance.
- Updates HR spreadsheet with employee change requests and processes paperwork.
- Schedules meetings and interviews as requested by City Solicitor and HR Manager
- Makes photocopies, faxes documents, processes & receives Law and HR correspondence and performs other clerical functions and, occasionally, for the Mayor's office.
- Manages the employee vacation, personnel and sick time data records.
- Prepares new employee and/or intern files.
- Assists employees with any of Workers Compensation claims, FMLA, or Labor related problems.
- Receives and processes all Law and HR invoices.
- Assist in the administration of all municipal collective bargaining agreements/contracts.
- Ensures that all department operations conform to local, state and federal government regulations, and other applicable laws and policies.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- Assists in processing unemployment claims, personnel action forms, and employment verifications.
- Assists the City Solicitor and HR Director with various research projects and/or special projects.
- Maintain the departmental supplies for both departments.



**Finance Department
FY 2017 Budget
Finance Director, Cynthia DeJesus**

Department Description:

The Finance Department is directed by the Finance Director who is the chief financial, accounting and budget officer of the City.

Department Staff:

- Finance Director
- Manager of Finance/Deputy Director
- Payroll Clerk
- Accounts Payable Clerk
- Tax Collection Clerk
- Tax Assessor Clerk
- Tax Assessor, contractor

Evaluation of 2016 Goals and Objectives:

- Achieved: Finance Department is currently accepting credit card payments and on-line payments.
- Achieved: Draft of manual of department duties is complete.
- Achieved: Drafted policy regarding overage/shortage
- Still in progress: Updated Finance/Tax Assessor clerk job descriptions
- Still in progress: Create a check list of all Finance/Tax Assessor duties and pertinent due dates.
- Still in progress: Collaborate with purchasing to develop a process on allowable expenditures.

FY 2017 Goals and Objectives:

- Engage staff in cross trainings
- Host high school interns in Finance Department
- Send staff to training such as Excel
- Edit and finalize department manual
- Host a session on how to identify counterfeit money
- Enforce the process of documenting in taxpayer's accounts compliments, complaints and/or concerns
- Work with Human Resources/Chief of Staff to develop a Cell Phone Policy – who has a city phone and limitations

- Evaluate and make recommendations towards the City's Credit Card process
- Coordinate with the AFO regarding the City's Grant Management process
- Complete or Re-evaluate 2016 outstanding items by 12/31/2016

Department Job Duties:

The city's finance and accounting staff is responsible for all municipal *treasury, bookkeeping and payroll* functions. They monitor and maintain control over all accounts in the city's various governmental funds, develop budgets, process the city's payroll, pay vendors and prepare for the annual audit.

The **Director of Finance**, a highly responsible, full-time administrative position, is responsible for planning, directing and controlling the financial functions for the City by following City policies and procedures and in accordance with Federal and State of RI laws.

The **Manager of Finance/Deputy Director** coordinates the planning and management of all ongoing funds, accounting systems and related reporting. Acts as assistant to the Finance Director and provides oversight management of cash flow requirements for all funds.

The **Payroll Clerk** compiles payroll data and maintains payroll records. Responsible for the timely processing of all city payroll functions.

The **Accounts payable clerk** serves as a centralized contact for the receipt of all invoices submitted by vendors and secures the necessary back up information required for payment. This individual is responsible to verify account numbers, confirms available funding, monitor's internal purchase order control, enters invoices, processes check and posts daily account transaction activity. Maintain accounts payable records and approved vendor list. Also acts as **Tax Collection Clerk** responsible for *collecting* all municipal taxes on real estate and personal property in the city

The city's **Tax Collection Clerk** staff is responsible for *collecting* all municipal taxes on real estate and personal property in the city. This individual also issues municipal lien certificates and answers municipal tax questions.

The **Tax Assessor's Office** includes the Tax Assessor Clerk and the Tax Assessor (contractor). They are responsible for *determining the values* of all taxable property in the City of Central Falls, including real estate, mobile homes, autos and tangible property. They are responsible for maintaining updated property ownership information and for overseeing the revaluation process in the city.



**Parks & Recreation & Community Services Department
FY 2017 Budget
Director, Rob Sayre-McCord**

Department Description:

The Department of Parks & Recreation & Community Services has supervision and control of planning recreational programs for all city residents. It has supervision and maintenance of all property, materials and equipment under its control. The Department of Parks & Recreation & Community Services is responsible to report any maintenance issues of all parks, recreational fields and playgrounds to the Director of Public Works.

The Director of Parks & Recreation & Community Services exercises and performs such duties as may be authorized by ordinance not inconsistent with the City Charter. The director under the supervision of the department of human resources shall hire personnel as may be necessary to maintain the department.

Department Staff:

Current- Employees

- Director, full-time
- Fund Developer, part-time
- Assistant, part-time
- 2 Street Beautification Workers, part-time
- Temporary Field Maintenance Worker, part-time
- Youth Fellowship Program, interns

Current- Grant Funded

- Summer Food Service Program Coordinator, part-time
- Summer Food Service Program Workers, part-time (employees funded by SFSP revenue and any SFSP-specific grants)
- Youth Workers, part-time (funded by BVCAP, SERJobs, CF Housing, State of RI)
- Various grant funded part-time employment (DEA grant, USTA, Legislative awards)

Proposed

- After-school program staff

Evaluation of FY 2016 Goals and Objectives:

- (Achieved & Ongoing) Grow, develop and win funding for the Department of Parks & Recreation & Community Services
- (Achieved) Utilize Dexter Plaza as a recreational facility
- (Still in Progress) Strengthen partnership with Central Falls Prevention Coalition
- (Still in Progress) Institute the Recreation Board
- (Achieved) Update website to reflect current and past Recreational events
- (Achieved & Ongoing) Update website to include pictures of each recreational space
- (Achieved) Expand the Summer Food Service Program to serve 500 students per day
- (Achieved & Ongoing) Find additional partnerships and grants geared towards youth programming
- (Achieved) Add permit to website with detailed description of process
- (Achieved) Continue hosting at least eight large scale events
- (Achieved) Receive all annually based grants received in 2015 (DEM, NBC, etc.)

FY 2017 Goals and Objectives:

- Continue to grow, develop and win funding for the Department of Parks & Recreation & Community Services
- Create and implement an afterschool program to augment the School Department's current programming
- Serve at least 500 youth/day through SFSP
 - Secure at least 3 external partner sites for SFSP
 - Expand reach of SFSP Mobile Unit
- Oversee a successful implementation of the Midnight Basketball League
- Strengthen the Summer Youth Basketball League
- Help community partners with creation of CF Youth Soccer League
- Strengthen partnerships with CF Schools
- Expand city employment, educational, and enrichment opportunities for CF youth
- Expand recreational opportunities for elderly CF residents
- Strengthen partnership with CF Community Services Unit
- Strengthen partnership with CF High School Health Clinic
- Strengthen partnership with Central Falls Prevention Coalition
- Expand the Yoga for Seniors Program
- Expand the CF²: Central Falls Community Fitness YMCA Program
- Expand opportunities for urban agriculture and community gardening
- Collaborate with the CF Tree Council, the CF Tree Warden, and the Departments of Planning and Public Works to continue the greening and reforestation of CF

Job Description:**Director of Parks & Recreation & Community Services**

The Department of Parks & Recreation & Community Services is directed by the Director of Parks & Recreation & Community Services. The director is responsible for planning, supervising and

controlling recreational programs, events and activities for all city residents. The director is responsible for granting appropriate usage of the city's recreational spaces to schools, non-profits, businesses and other groups or individuals, interested in field rental and use. They are responsible for permitting programming, events and activities when on recreational land. The director supervises and maintains all property, materials and equipment under the Department of Parks & Recreation & Community Services. The director, with guidance from the Department of Human Resources hires personnel as may be necessary to maintain the department. The director supervises and manages the Street Beautification workers, the Fund Developer, seasonal employees and youth workers as well as community service workers. They report any maintenance issues of all parks, recreational fields and playgrounds to the Director of Public Works. They also assist with maintaining the city's social media platforms and website. They exercise and performs such duties as may be authorized by ordinance not inconsistent with the Charter.

Street Beautification Worker

- Assists with Parks & Recreation & Community Services related responsibilities and continuation of the Broad St/Dexter St Beautification Initiative.
- Litter pick-up at CF Parks
- Graffiti removal on Dexter and Broad St
- Supervise youth/community service volunteers participating in temporary work
- Assistance with any Park and Rec related function, activity or duty
- Assist with ice/snow removal of Broad & Dexter Streets.

Summer Food Service Program Coordinator

- Plan curriculum, weekly themes, and field trips for SFSP sites
- Create policies and procedures for the CF SFSP
- Attend and participate in all training sessions
- Create partnerships with existing organizations and businesses
- Order, distribute and track breakfast and lunch distributions.
- Serve as a role model for all youth participants and uphold a standard of excellence throughout the program
- Arrange for guest speakers, field trips, activities, presentations, and sport activities in alignment with the weekly themes.
- Supervise Summer Food Service Program Workers and several youth staff workers

Temporary Field Maintenance Staff

- Assist with Parks and Recreation related responsibilities
- Litter pick-up and removal at parks and city owned locations
- Baseball/Softball/Soccer/Football field maintenance
- Event preparation
- Trash removal from all parks
- Litter pick-up/Graffiti Removal
- Supervise youth/community service volunteers participating in temporary work
- Assistance with any Parks and Recreation related function, activity or duty

Fund Developer

- Research grant prospects and advise the city on which ones to approach and how.
- Work with staff to interpret guidelines, and gather material and information necessary for a strong proposal.
- Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission.
- Support Staff in grant management.
- Attend meetings necessary to accomplish the required work.
- Create, with input from various stakeholders, a development plan for Client.
- Develop opportunities for donations and fundraising for special projects
- Manage fundraising events as needed

Recreation Assistant

- Work with the Director of Parks & Recreation & Community Services on day-to-day departmental functions
- Assist with event planning
- Manage volunteers and community service participants
- Manage departmental payroll
- Assist with event scheduling



Department of Planning and Economic Development
FY 2017 Budget
Peter Friedrichs, Director

Department Description:

The Department of Planning and Economic Development (DPED) works to ensure the City's growth and public infrastructure is consistent with its strategic goals, as stated in the City's Comprehensive Community Plan, and is in compliance with all relevant state and federal regulation and city ordinances pertaining to land use and development. This planning is a primary component of economic development, which seeks to increase economic activity in the city to limit tax rate increases. This centers around creating a unique "brand" for Central Falls that allows the city to compete regionally (and ideally internationally) in areas of residential and commercial activity. Finally, the department provides resources to residents to increase their personal capacity through community development.

The department focuses on four key areas:

1) Planning

DPED is responsible for administering the long-range vision for the City: the Comprehensive Community Plan. In support of the Comprehensive Plan, DPED staffs the Planning Board and processes all Land Developments and Subdivisions. DPED also staffs the Zoning Board of Review, maintains the Official Map of the City of Central Falls, and is responsible for providing data about the city.

2) Architecture and Urban Design

DPED sets the architectural and urban design tone for the City through its capital projects, consultation with developers, and administration of the Planning Board, Zoning Board of Review, and Redevelopment Agency.

3) Economic Development

DPED works to foster and improve the economy of the city, with particular focus on its commercial viability, through small business support, neighborhood revitalization efforts, business attraction, and branding. Specific duties include meeting with businesses and connecting them to all available pertinent resources and promoting the city through marketing and brand development, including development of online brand presence on city website and social media.

4) Community Development

DPED leads community development efforts in Central Falls. This includes collaborating and providing funding for nonprofit community development organizations.

DPED seeks community input and ideas on all department projects and initiatives, working closely with residents, community groups, and other stakeholders to develop common goals and guide development accordingly.

In order to fund its activities, DPED pursues grants from various public and private sources.

FY 2016 Goals and Objectives:

- Re-establish Central Falls Redevelopment Agency
Achieved: The Redevelopment Agency has been meeting since October 2015. The Redevelopment Plan was submitted to Council in April 2016.
- Complete Comprehensive Community Plan
In Process: Existing conditions document prepared for internal review. Road show to begin in summer 2016. Additional funding needed for consultants.
- Make recommendations for zoning reform/update
In Process: Working with Legal documents to prepare ordinances for introduction in summer 2016.
- Establish Wi-Fi in Jenks Park
In Process: Priority shifted to Dexter Street through Commerce RI Funding. Installation in summer 2016.
- Secure Central Falls' seat at the table for CF-Pawtucket commuter rail RIDOT project
Achieved: TIGER application for full construction funding submitted April 29, 2016.
- Ensure that Dexter Street RIDOT 1-R project is completed in line with City goals and objectives, ensure that phase 2 improvements move forward.
Achieved: Construction to be completed in August 2016. Beginning conceptual design of phase 2 improvements.
- Complete DEM Parks projects
In Process: Construction to begin in summer 2016.
- Complete RI College Innovation Lab project
In Process: Construction begun in May 2016.
- Execute Central Falls Landing RFP process
Achieved: Tai-O selected as developer. Site work in schematic design. Pursuing historic registration to facilitate building development. Two \$200,000 EPA Brownfields Cleanup grants awarded to project.
- Implement "Main Street Business Development" program
In Process: Received \$300,000 in Commerce RI Main Street Streetscape Improvement Funds to exponentially grow program. Construction to begin in summer 2016.
- Improve documentation of planning board and zoning board decisions on website
Achieved: All documentation stored digitally and all board materials available on respective webpages.
- Sponsor/Complete another RISD-Javeriana Design Build project
Achieved: Garfield Street Park renovated in Summer 2015.
- Implement signage program at city parks, buildings, and parking lots.
In Process: Tree signs installed in Jenks Park. Construction signage throughout city.

- Support “tactical”/”lean” urbanism approach by establishing process for permitting temporary and pop-up uses.
In Process: Workshop held in February 2016. Working with other departments to further facilitate.
- Launch home repair program.
Achieved: Launched in May 2016.
- Add seating to Jenks Park, specifically movable seating under umbrella gazebos.
- **Achieved:** Furniture installed in May 2016.

FY 2017 Goals and Objectives:

- With additional funding, make significant progress on Comprehensive Plan
- Leverage Redevelopment Agency budget to have significant impact on the urban fabric of Central Falls
- Complete outstanding capital projects
- Fully fund construction of Train Station
- Complete preliminary design of phase 2 improvements to Dexter Street
- Conduct signage study
- Improve business registration processes
- Assist with launch of Rhode Island Community Development Equity Fund
- Restructure Restaurant Week
- Complete Jenks Park Master Plan
- Create vision for Broad Street investments
- Continue park investments
- Complete Calcutt playground renovation
- Complete Working Cities application
- Open Jobs Center
- Open Bike Lanes
- Continue street amenity requalification

Department Staff:

- Director
- Assistant Director for Architecture and Redevelopment
- Principal Planner
- Business Outreach and Public Relations Coordinator
- Community Development Manager

Job Descriptions:

Director

The Director is responsible for publicly representing the department in all efforts. The Director must be capable of advocating on behalf of their department for the City of Central Falls and work in a strategic manner to ensure successful planning, architecture, economic development, and community development for the City. The director is responsible for the budget of the department, grants administered, and capital projects managed. The Director should:

- Have experience in the fields of planning, architecture, construction, business, and the nonprofit sector
- Be familiar with HUD and EPA regulations
- A history of success in grant applications and administration
- Be able to quickly analyze and visualize large amounts of data
- Be highly organized personally and organizationally
- Quickly present meaningful information in a convincing manner
- Be capable of producing high-quality visuals
- Be familiar with branding, marketing, and media outreach

Assistant Director for Architecture and Redevelopment

Under general direction of Director, the Assistant Director develops, directs, administers, and coordinates community redevelopment activities for the City of Central Falls, including all activities of the Central Falls Redevelopment Agency. The Assistant Director is responsible for establishing metrics and meeting achievement goals for the city in regards to economic development and administration and other related planning and economic development activities. This position provides advice and assistance to the Director of Planning and Economic Development, Mayor, City Council, various City Department Directors and local boards, commissions and officials, community and civic leaders, and the general public. The Assistant Director will work intimately with the city's redevelopment agency, the state's commerce corporation, and city programs that support city capital projects and other improvements to the streetscape, including facade improvement, home repair, and home ownership. The major areas directed are:

- Participates in the organization and development of the planning and urban redevelopment program to be implemented by the Department of Planning and Economic Development and the Redevelopment Agency
- Undertakes redevelopment projects from inception through completion
- Acts as architectural and urban advisor to the staff on urban redevelopment activities
- Serves as Secretary to Central Falls Redevelopment Agency with duties that include preparation of agendas, preparation of meeting minutes, and board recommendation as well as the preparation and recording of all decisions/resolutions of the Agency
- Prepares and delivers presentations to City boards, technical and neighborhood groups on architecture, planning, urban design, and redevelopment matters
- Supervises and coordinates various staff activities of the Department in the completion of assigned projects with special emphasis on architecture and urban design or on research and analysis
- Assigns work and supervises staff and consultants in the compilation and interpretation of physical, social, and economic data used in the analysis of planning, architecture, urban design, and redevelopment problems and in the design of the solutions to these problems
- Assists in the evaluation of data affecting location and design of projects
- Designs and prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices

- Represents the Department at conferences and work related meetings as required; represents Department of Planning and Economic Development at meetings and events in the absence of the Director
- Performs other related duties as required.

Principal Planner

The Principal Planner must be highly technical and detail oriented in order to provide administrative coordination and support necessary to ensure that municipal planning and community development operations are maintained in an effective, up-to-date, and accurate manner. The major areas directed are:

- Undertakes planning projects from inception through completion; Participates in the organization and development of the planning and urban redevelopment program; Coordinates department activities with special emphasis on architecture and urban design or on research and analysis; Compiles and interprets physical, social, and economic data in the analysis of planning and urban redevelopment problems and in the design of the solutions to these problems.
- Assists in the compilation and interpretation of physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems.
- Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices.
- Assists in the evaluation of data affecting location and design of projects.
- Performs mapping functions of the department
- Aids the Director in presentations to various federal, state, and local public and private agencies. Represents Department of Planning at meetings and events in the absence of the Director.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
- Represents the Department at conferences and work related meetings as required.
- Acts as technical advisor to the staff on planning and urban redevelopment studies.
- Works closely with city's contracted Fund Developer to coordinate application and administration of relevant grant programs. Under the supervision of the Director, prepares all requisite reports relating to grant receipts.
- Works with the Director to prepare grant applications to non-CDBG funding sources.
- Receives and reviews loan/grant applications for projects funded under the CDBG program. Makes recommendation to Director for approval of loans/grants. Prepares loan/grant agreements to include requirements of CDBG Program as they specifically apply to the particular project and/or business.
- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of grants projects and other assigned projects.

Business Outreach and Public Relations Coordinator

The Business Outreach and Public Relations Coordinator must be highly technical and detail oriented in order to provide administrative coordination and support necessary to ensure that municipal operations of the Department of Planning and Economic Development are maintained in an effective, up-to-date, and accurate manner. The major areas directed are:

- Under supervision of Director and in close coordination with the Office of the Mayor, develops and messages the City's "brand" to the media, to the public, and to the private sector. Establishes and conducts City's marketing strategy and public relations efforts, including direct community and business outreach. Drafts press releases and manages content on the City's website and social media platforms.
- Develops communications tools to engage Central Falls residents in city government and public events. Coordinates efforts to increase transparency of and public engagement in ongoing Department of Planning and Economic Development projects. Works with community partners in planning and execution of events, trainings and community meetings.
- Performs outreach duties for Department of Planning and Economic Development. Coordinates department activities with other city departments as needed. Aids the Director in presentations to various federal, state, and local public and private agencies. Represents Department of Planning at meetings and events in the absence of the Director.



**Police Department
FY 2017 Budget
Colonel James Mendonca**

Department Description:

The Police Department consists of three divisions that include the Uniformed Division, Investigative Division and Administrative Division.

Uniformed Division

The Uniformed Division is charged with the primary responsibility for all law enforcement activities within the community. The Uniformed Division's mission is to preserve the peace, protect life and property against the effects of criminal activity and to ensure the safety of the motoring public by enforcing all traffic laws. The following are only some of the functions of the division: Patrol Operations, Traffic Enforcement, Animal Control, Dispatch Communications, Fleet Management and Special Services.

Investigative Division

The Investigative Division is responsible for follow-up inquiries of all major crimes, such as murder, robbery, rape, burglary, and serious assaults. The Investigative Division also examines any other crimes that warrant an in-depth investigation as determined on a case-by-case basis. Investigators are assigned to one or more of the following sections within the Division: Criminal Investigations, Court Prosecution, Youth Services, Special Investigations, Sex Offender Notification and Evidence Control.

Administrative Division

The Administrative Division consists of a variety of officers within the agency which develop policy and perform the ancillary functions which support the field operations within the Central Falls Police Department. Some of the services within this division consist of the following: Grant Management, Research and Development, Professional Standards and Training, Accreditation, Public Information, Records and Analysis, Information Technology and Community-based Policing.

Mission Statement

The fundamental mission of the Central Falls Police Department is to protect life and property; enforce the law in a fair and impartial manner; preserve the peace, order, and safety of the community we serve; safeguard the constitutional guarantees; and provide other police-related services as required by the community in a manner consistent with the values of a free society.

Sworn Department Staff:

- Colonel 1.0 employee
- Major 1.0 employee

- Captain 1.0 employee
- Lieutenants 4.0 employees
- Sergeants 6.0 employees
- Detectives 5.0 employees
- Patrol Officers 21.0 employees

Civilian Department Staff

- Dispatchers 7.0 employees
- Police Clerk 1.0 employee
- Computer IT/Records 1.0 employee
- Animal Control 1.0 employee

Status of Goals and Objectives for FY2016:

- RIPAC Accreditation - COMPLETED
- Establishment of School Emergency Response Plan – ON GOING
- Continued cooperative effort with the School Department to enhance and improve building security and preparedness for a potential active shooter scenario and our tactical response – ON GOING
- Maintain our participation with High Intensity Drug Trafficking (HIDTA) Taskforce to target mid-level and street level narcotics operations - ON GOING
- Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations – ON GOING
- Commence our third year with the High School – School Resource Officer (SRO) program funded through FY2013 COPS Grant – ON GOING
- Full utilization of electronic employee tracking , early intervention and appraisal system to better serve our employees - COMPLETED
- Continued collaboration with the Rhode Island State Police with the Neighborhood Response Team (NRT) – ON GOING
- Installation of New Offsite Backup Server and NCIC System – NEAR COMPLETION
- Anticipated Upgrade to Dual band 800 MHz System - PENDING
- Procure new COGENT / Livescan Fingerprint System - COMPLETED
- Establishment of Community Policing Bureau and Crime Suppression Unit - COMPLETED
- Installation of Video Security System - COMPLETED
- Implement New Recruitment and Selection Practice - COMPLETED
- Designation of Mobile Crime Scene Vehicle - COMPLETED

POLICE GOALS AND OBJECTIVES FOR FY2017

The goals and objectives of the Central Falls Police Department have always begun with the hard-working and dedicated group of sworn and civilian personnel that comprise this fine organization.

The Central Falls Police Department will strive to enhance our abilities, as we are committed to serve the citizens of Central Falls in the best manner possible. In doing so, our endeavor is to achieve several structured goals and objectives, most of which will be funded in whole or in part from grant opportunities and initiatives such as these:

- Increase the number of Drug Recognition Experts with the agency from two to four officers
- Procure training equipment for active shooter scenario training
- Continued cooperative effort with the School Department to enhance and improve building security and preparedness for a potential active shooter scenario and our tactical response
- Maintain our participation with High Intensity Drug Trafficking (HIDTA) Taskforce to target mid-level and street level narcotics operations
- Procure two body shields and four high-level tactical vest for high-risk entries and active shooter situations
- Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations
- Purchase additional building entry tools, ram and breaching equipment
- Establishment of School Resource Officer (SRO) program at Calcutt Middle School
- Continued collaboration with the Rhode Island State Police with the Neighborhood Response Team (NRT)
- Initiate incremental Upgrade to Dual band 800 MHz System
- Initiate preparation for national accreditation under the Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Purchase two laptop computer and associated software for accident reconstruction and crime scene investigations
- Community Policing unit to host two community events
- Host two presentations at the high school
- Further police partnerships with Blackstone Valley Advocacy Center and School Department for domestic training and intervention

Job Description:

Chief of Police

The Chief of Police commands the Central Falls Police Department, manages all departmental personnel, equipment and apparatus, and is responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, protection of the rights of persons and property and enforcement of the laws of the state and the ordinances of the city and all rules and regulations made in accordance therewith. The Chief assigns all members of the Department to their respective posts, shifts, details and duties. The Chief is responsible for the efficiency, discipline and good

conduct of the Department and for care and custody of all property used by the Department. The Chief ensures that the Department operates and maintains an efficient police communication system and that proper traffic signs and signals are erected and properly maintained. Subject to the approval of the director of public safety, the chief of police makes rules and regulations in conformity with relevant city, state and federal law, concerning the operation of the Department and the conduct of all officers and employees thereof. The Chief designates the material and style of the uniforms of the members of the Department. The Chief performs such management duties and obligations as prescribed by relevant collective bargaining agreements involving Department employees and personnel.



**Fire Department
FY 2017 Budget
Chief Robert Bradley**

Department Description:

The Central Falls Fire Department has a mission to provide excellent fire control and suppression services to the community. We provide emergency and non-emergency medical care and transport. We empower the Central Falls community through public fire education and fire prevention resources. The Central Falls Fire Department will be recognized as a credible, community-focused fire department that strives for the highest quality of fire suppression services. We will achieve this by being a well-trained, professional, rapid response team that serves the Central Falls community.

Department Staff:

- Fire Chief 1.0 Employee
- Deputy Chief 1.0 Employee
- Battalion Chief 4.0 Employees
- Captain 3.0 Employees
- Lieutenant 9.0 Employees
- Private 1st Class 19.0 Employees
- Private 2nd Class 1.0 Employees
- Probationary 4.0 Employees
- Administrative Assistant 1.0 Employee

Total Staff 38.0 Employees

2016 Goals and Objectives: Assessment

- Continue moving the department forward into the digital age as our IT infrastructure is repaired and improved.-ACHIEVED AND ONGOING
- Seriously look towards an apparatus replacement program-STILL IN PROGRESS
- Continue to revise our policies and procedures-STILL IN PROGRESS
- By modernizing our firefighting and EMS equipment along with enhanced training our firefighters/EMS personnel continue to excel in the services they provide
 - Looking to replace outdated thermal imaging cameras- STILL IN PROGRESS
 - Looking to replace outdated hazardous gas meters- STILL IN PROGRESS
 - Replacing outdated fire hose with new hose (LDH and attack)- ACHIEVED AND ONGOING (AFG Grant)
 - Implementing accountability system for firefighters- STILL IN PROGRESS

- Establishing a safety officer on scene- STILL IN PROGRESS
- Bring outside trainers for command and firefighters training- ACHIEVED AND ONGOING
- Keep updating our software and replacing hardware as needed and install the necessary firewalls and virus protection to ensure the proper protection.- ACHIEVED AND ONGOING
- Make sure that the computer system has backup capabilities every day to minimize any future damage from any cyber attacks.- ACHIEVED
- Bring back public education to our seniors, parent groups and most importantly to our children of the City with regards to fire safety and health and wellbeing of everyone involved. Work with the Red Cross on their Pillow Case Campaign for the children in the schools.- PORTIONS ACHIEVED AND ONGOING
- We must also be ready to move the Dual Band 800 MHz radio system that the PD is moving towards. Grants and some residual funds will be used. This is a necessity due to the fact if the PD is on the 800mhz system and we are not there will not be any way for us to communicate in the field jeopardizing both departments with the lack of communication.- STILL IN PROGRESS
- The biggest goal of this department is to make the necessary improvements to our fire station to ensure the health and safety of our firefighters. SOME PORTIONS ACHIEVED AND ONGOING

2017 Goals and Objectives:

- A formal replacement plan and process to update and replace Fire Department fleet of apparatus.
- The formal transition of the 4 probationary fire fighters (from the SAFER grant) to active members of the Central Falls Fire Department.
- Search out and bring in certified instructors for firefighter and command staff training.
- Explore outside training classes for our firefighters to enhance their skills and provide them with quality tools/training to perform their jobs (Fire/EMS).
- Continue outreach to the community with things such as:
 - Continue reaching out to the community about the possibility of becoming a member of the Central Falls Fire Department and what is necessary to pursue this career
 - Working with Youth (Junior Fire Academy)
 - Presentations to High School students about pursuing a career in the Fire Service
 - Helping CF High School SERT Team get training and reestablish city-wide Community Emergency Response Team
- Continued work with BVCHC as plan progresses
- Continue to be an integral part of the Pawtucket/Central Falls EMA merge
- Explore replacement of aging radio box system

Job Descriptions

Fire Chief

The fire chief will be the Fire Marshal for the City of Central Falls and accordingly will be NFPA 1033 certified. He will inspect occupancies throughout the city as needed and will investigate all fire fires along with outside agencies as needed. The fire chief will be in direct command of the fire and emergency medical services division. He shall assign all members of the division to their respective posts, shifts, details and duties. With the approval of the director of public safety, he shall make all rules and regulations in conformity with the ordinances of the city concerning the operation of the division and the conduct of all officers and employees. He shall be responsible for the efficiency, discipline and good conduct of the division and for the care and custody of all property used by the division.

Administrative/EMA Assistant

Under general supervision of the Fire Chief, serves as primary staff member responsible for provision of comprehensive administrative and secretarial duties for the Fire Department and the City of Central Falls Emergency Management Divisions. These duties include customer service, secretarial responsibilities, office administrative and bookkeeping functions and special projects.

Provides assistance to internal and external customers of the division, including members of the public, contractors, and staff of the city. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization, referring more complex issues to technical professional or management staff. Issues include:

- Procedures regarding inspections and issuance of permits under the jurisdiction of the Fire Department and the Central Falls Emergency Management Agency (e.g. fire safety inspections, fire reports, fire alarms, blasting permits, hazardous materials permits, smoke detector permits).
- Requests for records and information regarding rescue and medical billing, fire loss, and incident reports.
- Procedures regarding hazardous materials and disposal.
- Provides secretarial services to the Fire Chief, Deputy Chief and Fire Inspectors. Screens calls; takes and transmits messages; produces documents and reports; Makes appointments and maintains calendar; establishes and maintains departmental files, including confidential information; sends faxes and duplicates materials.
- Serves as primary department staff member responsible for office Administrative and bookkeeping functions. Duties include:
- Collecting, recording and depositing fees for permits, licenses and other department functions and services; prepares related reports and reconciles with the City's finance department .
- Ordering of department supplies as necessary to maintain inventory levels.
- Maintenance of division personnel files.
- Billing for fire details, utilizing the City's Account Receivable System.
- Maintaining a daily record of department fuel supply and usage.
- Performs other related duties as required or assigned.



Department of Public Works & Code Enforcement
FY 2017 Budget
Director, Elaine Partridge

Department Duties and Responsibilities:

The department of public works supervises and controls the planning, surveying, construction and reconstructing, altering, paving, repairing, maintenance and inspecting of highways, sidewalks, curbs, storm and sewer drains. It has supervision and maintenance of all property, material, apparatus and equipment under its control. It is responsible for the maintenance of all parks and maintains recreational fields and playgrounds as directed by the department of recreation. The department furnishes engineering advice to the mayor, to the council and to all officers, departments, boards and commissions concerning any matter. Also, the department prepares, keeps and maintains proper maps and records pertaining to the location of all streets, sewers, curbing and similar matters. Finally, the department of public works makes street crossings and maintains traffic signs as directed by the chief of police.

Number of Employees: 14 (11 FT and 3 PT) Total for both Departments, including Director

DPW:

- 1 Foreman
- 7 Laborers

Code Enforcement:

- 1 PT Bldg. Official
- 1 PT Environmental Inspector
- 1 PT Housing Inspector
- 1 FT Clerk
- 1 FT Asst. Director
- 1 Director

Highway Dept. goals and objectives 2016

- Daily details to repair and maintain roads and highways in the City including patching pot holes, and painting lines, (Achieved and Ongoing)
- Clean and repair storm drains and sewer mains, including sewer blockages (Achieved & Ongoing)
- Winter snow plowing and removal on streets as well as at all municipal buildings, (Achieved and Ongoing)
- Sanding and applying ice control treatments (Achieved and Ongoing)
- Sweeping and cleaning all streets and avenues (Achieved and Ongoing)

Highway Dept. goals and objectives 2017

- Improve the condition and functionality of places where people work and where equipment and materials are stored.
- Increase the contribution of Public Works personnel to the overall process of city government.
- Ensure that every employee has appropriate personal protective equipment.
- Eliminate all preventable personal injuries and vehicular accidents by using safety equipment, making sure guards are on machines, defensive driving, etc.
- Continue to cross train within the Public Works Department staff.
- Ensure that every employee attends at least one training program each year
- Develop advancement and succession plan.
- Develop Annual Street Maintenance Work Plan.
- Establish annual funding for Street Maintenance Work Plan
- Improve communications with State, Federal, and Local Government.
- Strengthen partnerships with neighboring local communities and local businesses
- Invest in employee training and mentoring programs.
- Properly equip the Dept. with adequate tools necessary to do the jobs
- Train employees on the job with the right attitude (customer friendly)
- Identify grant opportunities to help us improve traffic operations

Parks & Fields: goals and objectives 2016

- Planting of grass, flowers, shrubs and trees (Achieved and ongoing)
- Fertilizing, watering, and aerating fields (Achieved and ongoing)
- Cutting the grass and weed whacking fields and parks (Achieved and ongoing)
- Pruning trees (Achieved and ongoing)
- Painting the fields for football and soccer games (Achieved and ongoing)
- Set up the play apparatus at the city playgrounds (Achieved and ongoing)
- Paint recreation buildings and equipment (Achieved and ongoing)

Parks & Fields: goals and objectives 2017

- Preserve, protect, maintain, improve, and enhance natural resources and recreational opportunities
- Build a healthier community-Enrich the lives of residents
- Encourage volunteerism in coordination with the Recreation and Planning Dept.
- Become a recognized leader in the community, state and nation in park and recreation management.
- Improve inter-agency cooperation with neighboring communities
- Apply safe design principles in order to make neighborhood parks safer and to increase citizen usage
- Acquire appropriate land whenever possible to expand existing park facilities and services.
- Support public and private organizations to maintain our parks and fields

Traffic and Signal Dept. goals and objectives 2016

- Perform preventive maintenance on traffic signs and signal lights (Achieved and ongoing)
- Replace worn or missing street signs (Achieved and ongoing)
- Painting of lines on streets (Achieved and ongoing)
- Painting of crosswalks (Achieved and ongoing)
- Paint yellow curbs for “no parking zones” (Achieved and ongoing)
- Maintain paint lines in city parking lots (Achieved and ongoing)
- Paint guard rails and tunnels (Achieved and ongoing)

Traffic and Signal Dept. goals and objectives 2017

- Perform preventive maintenance on traffic signs and signal lights
- Replace worn or missing street signs
- Painting of lines on streets
- Painting of crosswalks
- Paint yellow curbs for “no parking zones”
- Maintain paint lines in city parking lots
- Paint guard rails and tunnels

Code Enforcement

The Division of Code Enforcement enforces the state building code, the city’s zoning ordinance, the city’s trash ordinance and the ordinance for minimum housing standards. The department issues permits, reviews blue prints, reviews zoning and legal use matters, issues Certificates of Occupancy for businesses and residences and issues fines for non-compliance. Code Enforcement also handles the Department of Public Works telephone calls, trash matters, schedules appointments for the removal large trash items and processes water and sewer connection applications, as well as road opening permits. The department has 1 full time Council 94 employee and 3 part time employees. (1 part time Environmental Inspector, 1 part time Housing Inspector and 1 part time Building Official). It handles more than 2,000 complaints, phone calls and letters in a month.

Code Enforcement Goals and Objectives for FY 2016:

- Be proactive rather than reactive (Achieved and ongoing)
- Work hand in hand with the Police Dept. and Fire Dept. (Achieved and ongoing)
- Use the Nuisance Task Force to our advantage for problems with uncooperative landlords
- Use the new municipal court as much as possible (Achieved and ongoing)

Code Enforcement Goals and Objectives for FY 2017 in addition to the ongoing process:

- Promote positive customer service by being knowledgeable, helpful, and courteous.
- Provide support to cultivate the quality of neighborhoods
- Foster citizens’ engagement and involvement in their neighborhoods and the community
- Improving the aesthetics of the City through the use of Proactive Code Enforcement with a concentration on entry corridors will invite people to come visit, reside, or even open up a business.
- Provide safety and customer service training to staff

- Consider rezoning inappropriately zoned properties, in both residential and nonresidential areas, when redevelopment occurs so that they are consistent with current or adopted land uses
- Consider/brainstorm an ordinance that would require all building renovations and/or additions to utilize the architectural style of the existing structure, or create a compatible architectural style.
- Promote high-quality, owner-occupied housing to retain existing tenants and attract new home owners to the neighborhood
- Initiate aggressive code enforcement on problem properties to improve the neighborhood's supply of older housing units and promote pride in property ownership.
- Promote landlord education using CF Housing Authority to improve housing conditions and protect against neighborhood image deterioration and property value decline.
- Use permit and fine revenues on housing maintenance, code enforcement and rehabilitation in order to significantly reduce the number of homes classified as deficient or substandard.
- Review the option of reducing large concentrations of multiple-family housing to better improve the housing mix throughout the neighborhood.
- Leverage city fund along with grants funding to upgrade Code Enforcement outdated record keeping. Look into the option of digitizing all code enforcement record which would enhance the efficiency of the code

Job Description:

Director of Public Works and Code Enforcement

The Director is responsible for all of the highways, roads and infrastructure in the city. An employee in this classification is responsible for establishing work methods and procedures, setting performance standards and evaluating the work of all the employees in the department. In addition to overseeing all relevant staff, contractors and vendors, the Director is responsible for maintaining the department's budget, including the requisitioning of items to be purchased and repairs to all vehicles.

In addition, the Director enforces the state building code, the city's zoning ordinance and the ordinance providing for minimum housing standards for housing and such other matters as may be appropriately assigned. The Director of code enforcement also performs all duties prescribed to fence viewers by state law. The Director collects all building permit fees and transfers them to the office of the finance director.

The Director has the charge, care and management of the personnel and equipment engaged in the administration of the program for collection of garbage and recycling in the city. The Director has the power to perform inspections, issue citations and prosecute violations. In said capacity, the Director collaborates with the Law Department on prosecuting housing and environmental violations.

Assistant Director of Public Works and Code Enforcement

Assists the Director of Public Works and Code Enforcement in any and all responsibilities of that position.



The Judiciary FY 2017 Budget

Municipal Court Description:

Judge Raymond Cooney

Clerk Nathalie Benway

- The Central Falls Municipal Court is authorized by RIGL § 45-2.27 and Chapter 14 of the Central Falls Code of Ordinances. The Municipal Court hears various cases including the following: traffic and parking offenses and the violation of any ordinance. The Municipal Court may impose a sentence not to exceed thirty (30) days in jail and impose a fine not in excess of five hundred dollars (\$500), or both. The court is empowered to administer oaths, compel the attendance of witnesses, and punish persons for contempt, and to execute search warrants to the extent the warrants could be executed by a judge of the district court. Municipal Court sessions are held on alternate Tuesday evenings at 6:00PM in the City Council Chambers at City Hall.

Housing Court Description:

Municipal Court Associate (Housing Court) Judge Robert McConnell

Clerk Venuz Madrid

- The Central Falls Housing Court hears and determines causes involving violations of minimum housing ordinances of the city and any violation of the state minimum building code.
- Housing Court sessions are held on Wednesdays, once a month, in the City Council Chambers at City Hall.
- In case of the sickness, absence from the city or other disability or ineligibility of the judge of the municipal court, performs as acting judge of the Municipal Court.

Probate Court Description:

Judge Bruce Sawyer

Clerk Candida Silva

- The Central Falls Probate Court is authorized by RIGL § 8-9-2.1 and Section 2-500 of the Central Falls Home Rule Charter.
- The Probate Court has jurisdiction in Central Falls of the probate of wills; the granting of administration, the appointment of custodians, of administrators, of guardians of persons and estates, or of persons only or of estates only, and of conservators; the accepting and allowing of bonds, inventories, and accounts of executors, administrators, and guardians; the granting of leave to sell at public or private sale, or to mortgage property, as hereinafter provided; of the making of partition of the real estate of deceased persons; and of all other matters now within the jurisdiction of probate courts.

The Judiciary's Goals and Objectives for FY 2016:

- Promulgate rules and regulations for each Court. (Achieved and ongoing)
- Improve the use of technology. (Achieved and ongoing)
- Digitize court recordings. (Achieved and ongoing)
- Permit credit card payments.(Achieved)
- Increase engagement with High School students on the importance of the law. (Still in Progress)

The Judiciary's Goals and Objectives for FY 2017:

- Promulgate rules and regulations for each Court.
- Improve the use of technology.
- Digitize court recordings.
- Increase engagement with High School students on the importance of the law.



**Information Technology
FY 2017 Budget
Director, Michael St. Jean**

Department Description:

Manages the planning, budgeting, implementation, maintenance and security of City-wide information technology tools, including information systems, facilities, software, equipment, communications; ensures that system development proceeds in a logical, integrated fashion to meet the needs of the City and its operating departments; assists departments with capital investment in information technology tools. Provides assistance on special projects as necessary.

Assists in the development and implementation of the City's Information Technology program including goals, priorities and policies relating to City-wide information technology and communications management. Coordinates City information technology, including systems management, application development, hardware/software support, communications network support, training and troubleshooting.

IT Department Goals and Objectives Review 2016:

- Update Infrastructure (Administration and Public)
 - New wireless access nodes installed throughout City Hall, Fire Department, Department of Public Works.
 - New servers installed at City Hall, Fire Department, and Department of Public Works
 - New 10/100/1000 switches installed replacing old 10/100 switches
 - New workstations installed in Planning Department. All other workstations updated with anti-virus.
 - Address electrical issues and battery backups in server rooms.
 - Install new Fiber Optic connections to Fire Department. Join Fire Department to the City Network.
- Assure Backup, Security, and Disaster Recovery
 - City services, software, and data backed up every night and replicated at Department of Public Works in the event of an emergency.
 - Fortigate Security Appliance installed for additional network security, virus scanning, and secure remote access.
 - Network Directory and permissions redesigned for better network security and privacy.
- Improve City Communications, Systems, and Services
 - New Microsoft Online Email System replaced aging Microsoft Exchange Server and Ipswitch Webmail system.
 - Opal, Infinite Visions, AssessPro moved to new servers and updated to recent versions
- Expand Internet Access (Administration and Public)

- Internet speed at City Hall, Fire Department, and Department of Public Works increased from 2/1mbs to 60/30mbs
- Swift and Prompt Customer Service

IT Department Goals and Objectives 2017:

- Update Infrastructure (Administration and Public)
- Assure Backup, Security, and Disaster Recovery
- Improve City Communications, Systems, and Services
- Expand Internet Access (Administration and Public)
- Swift and Prompt Customer Service

Job Description:

IT Director

- Administers systems and servers related to district LAN and WAN, Phone, and technology installed A/V systems (e.g. email systems, accounts, print queue, workstation ID, IP assignments, office computers, mobile devices, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Designs and creates computer networks, network topology and network engineering (e.g. Internet, Intranet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient computer operation.
- Installs and tests server software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives. Participates in a variety of planning and development activities, for the purpose of creating short and long range plans for programming support
- Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases. Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones, security systems, and A/V systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.