

*City of Central Falls*  
*Rhode Island*

# Adopted Budget Fiscal Year 2018



**James A. Diossa**  
*Mayor*



JAMES A. DIOSSA  
*MAYOR*

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May 15, 2017

The Honorable Bob Ferri  
City Council President

Honorable Members  
Central Falls City Council

Dear President Ferri and Honorable Members of the City Council,

Today, I officially submit to you the fiscal year 2018 city budget for the City of Central Falls.

This is an important day for our city as it represents our first budget as we emerge from the oversight of the federal bankruptcy court. Bankruptcy was a bitter pill for all of us. But, it has set us on a path to fiscal responsibility and economic growth. And, this fiscal year 2018 city budget continues the march away from the fiscal irresponsibility of the past in many important ways.

This city budget creates a reserve fund, or rainy day fund, for the first time. Based on the input of fiscal experts and the expectations of rating agencies, I am proposing that this reserve fund be set at 10% of our city expenditures. This budget allocates \$2 million into the reserve fund. This fund will be a benchmark of fiscal responsibility and a backstop for any future economic or budgetary downturns.

The budget continues our investments in stabilizing our pension and retiree health care plans. We are once again fully investing in our annual required contribution for our pension fund and we are investing in a trust fund for retiree Other Post-Employment Benefits (OPEB). We are also continuing the fiscally responsible practices of funding a capital improvement fund and an internal reserve fund. This budget also reflects new five-year collective bargaining agreements that have been signed with city workers who are members of Council 94 and the members of our Fire Department. I would like to thank them for their service and for doing their part to ensure the progress of our city.

People are taking notice of our fiscally prudent decisions. The credit rating agency, Standard & Poor's, recently raised our long-term bond rating three notches removing us from junk bond status and moving us to investment grade. They stated that "Central Falls is operating under a much stronger economic and management environment since emerging from bankruptcy in 2012." Additionally, just a month ago, Moody's increased our rating and changed our fiscal outlook as positive.

This budget does include a 1.5%\* residential tax increase to ensure our fiscal progress. However, I remain committed to continuing the exemptions that significantly benefit our homeowners, seniors and veterans.

Even as we continue to craft a responsible city budget, we are also investing in what makes our city great: our people.

This budget makes important investments in our youth through our parks and recreation department so that we can have more community events and serve our children's needs as we continue to plan for a community center. From our after-school programming to our youth council to our diverse and family-oriented events, we are ensuring that our kids come first.

For the first time, the budget creates a specific line-item for senior services. Our seniors deserve opportunities to enjoy a high quality of life and this budget invests in just that. This year, our seniors will also see newly renovated parks where they can enjoy time with their friends and grandchildren.

We are also making strategic investments in the health and well-being of our residents through our innovative office of health. This office connects our residents with resources such as primary care doctors and is working with our rescue services to ensure that issues such as substance abuse are addressed with proper treatment instead of the revolving door of an emergency room.

Our quality of life is improving too as our city is cleaner and safer than ever before. Our public works department continues to build and repair our roads and sidewalks. Our nuisance task force is holding bad landlords accountable and reducing the amount of abandoned and blighted property in our city. Our fire department is educating the community about fire prevention and keeping our city residents safe from danger. Our police department also works hard every day to keep all of us safe. They have invested and succeeded in creating a strong community policing unit, a great group of school resource officers, a domestic violence advocate and they will receive national accreditation this year for the first time ever.

Investing in our people is at the heart of this budget. But, this budget also continues our work to bring more people to enjoy our city. From Central Falls Restaurant Week to Salsa Nights to the Car Show, this budget invests in the events that have brought thousands of people to enjoy our city, spend money in our city and tell the story about our comeback.

Two game-changing projects will only continue this momentum. We have the train station on our southern border which we have worked hand-in-hand with Mayor Grebien and the city of Pawtucket to finally make happen. This train station represents tens of millions of dollars in investment along our border and will catalyze the redevelopment of over 2 million square feet of abandoned mill space. On our northern border, the Landing project is finally going to be fully realized. We have just executed a contract that will ensure full public access to the waterfront, a bikeway and also stimulated private investment in the building itself. Over the next year, we will all see the Landing come to life.

These long-time visions for the city have only happened because of our investment in our department of planning and economic development. This city budget continues these investments. The department is leading the way in growing our economy. We have rebuilt Dexter Street and will continue the Façade Improvement Program for business owners on Broad and Dexter. We have joined the state's e-permitting initiative to make it easier to do business in Central Falls. In addition, we continue to invest in the development of affordable home ownership so that Central Falls can be more welcoming to homeowners – from millennials to first-time home buyers.

The city's economic future is tied to our small business community. When I became Mayor, the city had one of the highest commercial tax rate in Rhode Island. I vowed to change that. For the second budget year in a row, I have frozen the commercial tax rate.

I want to thank the City Council for your leadership and your support. We have accomplished a lot together over the past year and our unity is our strength.

In conclusion, they say that budgets are a reflection of a community's values. I believe that this budget represents the values of fiscal responsibility, investments in our people and a commitment to our economic comeback. I am confident that this city budget will continue our comeback and that, together, Central Falls will continue to make us proud.

*Members of the council, I respectfully urge your consideration and passage of this important city budget.*

Sincerely,

A handwritten signature in blue ink, appearing to read 'James A. Diossa', with a large, stylized flourish extending from the end of the name.

James A. Diossa  
*Mayor*

*\*FY18 Adopted Budget reflects a 1.2% residential tax rate increase.*



# CITY OF CENTRAL FALLS

LEONARD MORGANIS  
ADMINISTRATION AND FINANCE OFFICER

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580 BROAD STREET  
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7400 EXT. 2449  
FAX: (401) 727-7422

June 19, 2017

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 \$18,433,823 for the Fiscal Year 2018 are and will continue to be, adequate to support the proposed expenditures of \$18,433,823 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 and Fiscal Stability Act.

Respectfully,

*Leonard Morganis*

Leonard Morganis, AFO  
City of Central Falls



## **The Annual Operating Budget Ordinance – General Fund**

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 Seventeen** and ending on the thirtieth of June, A.D. **Two Thousand and Eighteen**. 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 @ **\$26.31** (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. 2016 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, 2017.

**SECTION 4:** Said tax provided for in Section 2 shall be due and payable on or before July 15, 2017 and all taxes remaining unpaid after the fifteenth day of July 2017 shall bear interest from the fifteenth day of July 2017 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, 2017, and the remaining installments as follows: twenty-five (25%) per cent on the fifteenth day of October 2017, twenty-five (25%) per cent on

the fifteenth day of January 2018 and twenty-five (25%) per cent on the fifteenth day of April 2018. 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 table:

**Annual Operating Budget - General fund  
Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018**

**FY2018**

<b>General Fund Revenues</b>	
Tax Revenue	\$14,989,461
Emergency Reserve Fund	(146,895)
Fees/Non-Tax Revenue	1,366,628
State Revenue	2,212,666
Other Revenue	11,961
<b>Total General Fund Revenues</b>	<b>\$18,433,823</b>
<b>General Fund Appropriations</b>	
City Executive Management	\$313,397
City Council	20,580
City Boards	10,650
City Clerk	319,827
Board of Canvassers	5,000
Personnel	135,178
Legal	213,680
Tax Assessor	138,831
Finance	541,016
City Property	1,072,207
Other City Government	5,302,547
Reserve	75,266
Police	4,029,233
Fire	3,376,680
Judiciary	113,671
Highway / Code	1,092,414
Public Works	848,000
Library	146,154
Recreation	386,661
Planning	292,830
Total General Fund Expenditures	<b>\$18,433,823</b>
<b>Total General Fund Revenue</b>	<b>\$18,433,823</b>
<b>Total General Fund Appropriations</b>	<b>\$18,433,823</b>
<b>Total Surplus (Deficit)</b>	<b>\$ (0)</b>

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
<b>Revenues:</b>				
<b>Tax Revenue</b>				
Tax Revenue (current year)	13,226,202	14,105,828	14,689,461	583,633
Tax Revenue (prior years)	636,120	255,162	300,000	44,838
Emergency Reserve Fund	-	(141,058)	(146,895)	(5837)
<b>Total tax revenue</b>	<b>\$13,862,322</b>	<b>\$14,219,932</b>	<b>\$14,842,567</b>	<b>\$622,635</b>
<b>Fees / non-tax revenue</b>				
Interest on taxes	299,845	246,987	275,000	28,013
VIN check fees	19,255	19,127	19,127	0
Probate fees	3,638	12,329	12,329	0
Realty Stamps	36,989	36,873	36,873	0
Real Estate Recordings	44,368	52,211	52,211	0
Licenses (other than marriage)	65,325	76,344	76,344	0
Certificates (vital records)	12,145	10,727	10,727	0
Marriage Licenses	1,280	947	947	0
Reports/copying fees	1,185	1,975	1,975	0
City Clerk miscellaneous fees	12,320	11,811	11,811	0
Fire code inspection fees/other fire permits	12,002	6,459	6,459	0
Alarm box fees & smoke detector certificates	21,370	27,687	27,687	0
Rescue runs	265,864	350,000	350,000	0
Hazardous material permits	150	1,907	1,907	0
Building permits	27,074	30,505	30,505	0
Plumbing & mechanical permits	17,660	19,373	19,373	0
Electrical permits	12,114	15,863	15,863	0
Certificates of occupancy	3,900	3,625	3,625	0
CARE account revenue	15,190	19,516	19,516	0
Municipal Court Fees/Traffic Fines/Other Fines	98,054	108,060	108,060	0
Administrative and Other Fees	22,189	48,012	48,012	0
Vehicle Fees for Road Details	30,213	67,828	67,828	0
Code Court Fees	0	1,500	1,500	0
Property preservation revenue	11,655	8,936	8,936	0



	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Misc. departmental revenue	88,518	81,770	81,770	0
Local Pilot Revenue	137,667	269,877	69,877	(200,000)
Public works	8,720	8,370	8,370	0
Federal Revenue	0	0	0	0
Restitution	232	0	0	0
<b><i>Total fees / non-tax revenue</i></b>	<b>1,268,922</b>	<b>1,538,615</b>	<b>1,366,628</b>	<b>(171,987)</b>
<b><i>State revenue</i></b>				
MV Phase out	72,156	96,208	96,208	0
Distressed Communities Aid	223,894	187,737	225,398	37,661
Public Service Corporation Tax/Telephone tax	0	239,912	249,834	9,922
Hotel/meals & beverage tax	91,609	130,000	137,300	7,300
School Housing Aid - Direct payment	165,617	1,417,173	1,363,308	(53,865)
School Housing Aid - RIHBEC reimbursement	0	0	0	0
School Housing Aid - New Issuance	0	0	0	0
Debt Service QSCB Subsidy	54,771	117,533	87,948	(29,585)
Non Profit Organizations (PILOT)	24,507	24,507	25,595	1,088
Miscellaneous state aid/grants	17,656	27,329	27,075	(254)
<b><i>Total state revenue</i></b>	<b>650,210</b>	<b>2,240,399</b>	<b>2,212,666</b>	<b>(27,733)</b>
<b><i>Other income</i></b>				
Tax Sales/Misc. other revenue	27,859	11,961	11,961	0
<b><i>Total other income</i></b>	<b>27,859</b>	<b>11,961</b>	<b>11,961</b>	<b>0</b>
<b><i>Total revenues</i></b>	<b>\$15,809,314</b>	<b>\$18,010,907</b>	<b>\$18,433,823</b>	<b>422,916</b>

	<b>FY 2017 as of 3/31/17</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Variance (FY17 vs FY18)</b>
<b><i>General Fund Appropriations</i></b>				
<b><i>Executive</i></b>				
Salaries-Executive	165,451	182,241	225,886	43,645
Social Security-Executive	10,160	11,299	14,005	2,706
Medicare-Executive	2,376	2,642	3,275	633
Municipal State Pension-Executive	22,303	24,566	28,439	3,873
TIAA-Cref - Executive	1,655	2,734	3,388	655
Medical Insurance-Executive	6,025	8,108	13,536	5,428
Dental Insurance-Executive	444	593	867	274
Dues/subscriptions-Executive	0	0	0	0
Non-Capital Equipment-Executive	890	0	1,000	1,000
Supplies - Executive	0	1,000	0	(1,000)
Community Outreach	17,521	8,000	18,000	10,000
Professional Development & Training	3,684	5,000	5,000	0
<b><i>Total Executive</i></b>	<b>230,508</b>	<b>246,183</b>	<b>313,397</b>	<b>67,214</b>
<b><i>City Council</i></b>				
Stipends	15,435	20,580	20,580	0
<b><i>Total City Council</i></b>	<b>15,435</b>	<b>20,580</b>	<b>20,580</b>	<b>0</b>
<b><i>City Clerk</i></b>				
Salaries-City Clerk	127,604	194,837	196,362	1,525
Longevity-City Clerk	2,000	4,000	2,000	(2,000)
Social Security-City Clerk	7,758	12,328	12,298	(29)
Medicare-City Clerk	1,814	2,883	2,876	(7)
Municipal State Pension-City Clerk	17,439	26,803	24,974	(1,829)
TIAA-Cref - Clerk	1,294	2,983	2,975	(7)
Medical Insurance-City Clerk	16,047	33,657	30,990	(2,667)
Dental Insurance-City Clerk	1,507	2,993	2,330	(662)
Dues/subscriptions-City Clerk	382	510	510	0
Non-capital equipment-City Clerk	0	510	510	0
Claims/Settlement	17,385	10,000	15,000	5,000
Other professional services-City Clerk	20,410	28,000	28,000	0
Education & Training-City Clerk	100	1,000	1,000	0
<b><i>Total City Clerk</i></b>	<b>213,741</b>	<b>320,504</b>	<b>319,827</b>	<b>(677)</b>

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
<b><i>Board of Canvassers</i></b>				
Election workers	21,699	19,500	5,000	14,500
<b><i>Total Board of Canvassers</i></b>	<b>21,699</b>	<b>19,500</b>	<b>5,000</b>	<b>14,500</b>
<b><i>Personnel</i></b>				
Salaries-HR	0	0	0	0
Social Security-HR	0	0	0	0
Medicare-HR	0	0	0	0
Municipal State Pension-HR	0	0	0	0
TIAA-Cref - HR	0	0	0	0
Medical Insurance-HR	0	0	0	0
Dental Insurance-HR	0	0	0	0
Workers compensation-HR	76,606	79,678	79,678	0
Other professional services-HR	30,768	40,000	40,000	0
Education & training-HR	515	2,000	3,500	1,500
Testing-HR	11,362	12,000	12,000	0
<b><i>Total Personnel</i></b>	<b>119,251</b>	<b>133,678</b>	<b>135,178</b>	<b>1,500</b>
<b><i>Legal</i></b>				
Salaries-Legal	88,318	124,137	126,620	2,483
Social Security-Legal	5,355	7,697	7,850	154
Medicare-Legal	1,252	1,800	1,836	36
Municipal State Pension-Legal	4,424	6,219	5,809	(411)
TIAA-Cref - Legal	328	692	706	14
Medical Insurance-Legal	7,331	9,868	10,983	1,115
Dental Insurance-Legal	672	899	876	(22)
Legal contingencies	11,595	15,000	17,000	2,000
Other professional services-Legal	30,905	35,000	42,000	7,000
Education & training-Legal	0	0	0	0
<b><i>Total Legal</i></b>	<b>150,181</b>	<b>201,312</b>	<b>213,680</b>	<b>12,369</b>
<b><i>Tax Assessor</i></b>				
Salaries-Tax Assessor	28,143	39,323	40,109	786
Longevity Pay-Tax Assessor	0	2,000	2,500	500
Sick Incentive Pay-Tax Assessor	0	0	0	0

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Social Security-Tax Assessor	1,719	2,562	2,642	80
Medicare-Tax Assessor	402	599	618	19
Municipal State Pension-Tax Assessor	3,770	5,570	5,364	(206)
TIAA-Cref - Tax Assessment	280	620	639	19
Medical Insurance-Tax Assessor	0	0	0	0
Dental Insurance-Tax Assessor	672	976	876	(100)
Dues/subscriptions-Tax Assessor	562	1,082	1,082	(0)
Other professional services-Tax Assessor	35,914	60,000	60,000	0
Education & training-Tax Assessor	0	0	0	0
Revaluation Services-Tax Assessor	0	0	25,000	25,000
<b>Total Tax Assessor</b>	<b>71,462</b>	<b>112,732</b>	<b>138,831</b>	<b>26,098</b>
<b>Finance</b>				
Salaries-Finance	198,464	274,210	273,791	(419)
Longevity Pay-Finance	1,500	3,500	5,500	2,000
Sick Incentive Pay-Finance	622	622	622	0
Social Security-Finance	11,792	17,218	17,316	98
Medicare-Finance	2,758	4,027	4,050	23
Municipal State Pension-Finance	26,581	37,435	35,163	(2,273)
TIAA-Cref - Finance	1,972	4,166	4,189	24
Medical Insurance-Finance	36,655	49,339	43,931	(5,408)
Dental Insurance-Finance	2,912	3,891	2,918	(974)
Postage	16,603	22,536	22,536	(0)
Non-capital equipment-Finance	0	0	0	0
Collection agency	2,145	14,179	8,000	(6,179)
Accounting/auditing	68,814	68,000	68,000	0
Other professional services-Finance	30,173	53,233	54,000	767
Education & training-Finance	274	1,000	1,000	0
<b>Total Finance</b>	<b>401,264</b>	<b>553,356</b>	<b>541,016</b>	<b>(12,340)</b>
<b>City Property</b>				
Office supplies	6,932	8,500	8,550	50
Other supplies	4,289	5,000	5,000	0
Janitorial Supplies	947	1,730	1,730	0

	<b>FY 2017 as of 3/31/17</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Variance (FY17 vs FY18)</b>
Dues/Subscriptions	1,677	3,500	4,000	500
Non-capital equipment	570	3,000	10,500	7,500
Advertising	10,096	18,500	18,500	0
IT Consulting services	32,402	20,400	50,000	29,600
R&M Contracts - City Buildings	30,624	40,800	83,227	42,427
General liability insurance	230,539	235,485	240,000	4,515
Misc. City Property	2,307	2,040	3,000	960
Heating fuel (Police)	5,025	12,240	0	(12,240)
Heating fuel (Fire)	4,248	21,244	0	(21,244)
Water Public Safety Complex	13,310	19,380	0	(19,380)
Telephone (Police)	11,541	15,000	0	(15,000)
Telephone (Fire)	5,821	10,000	0	(10,000)
Electric-Police	18,224	31,620	0	(31,620)
Electric-Fire	17,800	31,620	0	(31,620)
Custodial Services - Public Safety	14,976	25,500	0	(25,500)
Heating fuel (DPW)	4,114	6,120	0	(6,120)
DPW Water/Sewer	2,360	3,467	0	(3,467)
Telephone-DPW Building	2,631	4,080	0	(4,080)
Electric-DPW Building	12,982	21,420	0	(21,420)
DPW Custodial Services	3,825	6,398	0	(6,398)
Heating Fuel-Other City Buildings	4,221	7,140	46,380	39,240
Telephone Other City Buildings	15,426	21,000	50,000	29,000
Repairs/Maint.-Other City Buildings	4,793	5,000	10,000	5,000
Water/Sewer-Other City Buildings	18,935	20,000	52,467	32,467
Electric-Other City Buildings	27,813	37,965	121,385	83,420
Custodial Services -Other City Buildings	7,425	11,028	11,028	0
Hydrants	69,904	115,000	120,000	5,000
Sewer/ NBC	4,141	10,000	10,000	0
Street lights	226,051	226,440	226,440	0
<b><i>Total City Property</i></b>	<b>815,948</b>	<b>1,000,618</b>	<b>1,072,207</b>	<b>71,589</b>
<b><i>City Boards</i></b>				
Personnel board	506	675	675	0
Pension board	169	675	675	0

	<b>FY 2017 as of 3/31/17</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Variance (FY17 vs FY18)</b>
Purchasing board	506	675	675	0
Appeals board	925	900	900	0
Planning board	806	1,125	1,125	0
Zoning board	1,271	1,750	1,750	0
Canvassers board	1,188	2,100	2,100	0
Housing authority board	1,788	2,750	2,750	0
<b><i>Total City Boards</i></b>	<b>7,158</b>	<b>10,650</b>	<b>10,650</b>	<b>0</b>
<b><i>Police Department</i></b>				
Salaries	1,465,888	2,179,115	2,222,697	43,582
Police trainee wages	17,600	1,410	8,000	6,590
Overtime	145,176	168,000	168,000	0
Special Investigations Overtime	14,828	24,031	25,600	1,569
Community Policing	14,911	10,000	15,000	5,000
K-9	4,135	4,082	7,700	3,618
Holiday pay	126,182	136,195	136,195	0
Longevity pay	49,750	73,500	75,500	2,000
Detective Stipends	5,700	7,956	7,800	(156)
Clothing/tool allowances	2,708	45,500	40,000	(5,500)
Sick Incentive Pay	8,040	3,061	7,975	4,915
Police Medicare	30,848	35,189	33,324	(1,865)
Police Dental Insurance	17,410	24,524	24,498	(26)
Police Social Security	1,341	87	0	(87)
Police Medical Insurance	155,257	216,401	236,342	19,941
Injuries/Medical (Work Related Injuries)	27,830	51,393	51,393	0
Salaries (Animal control)	26,655	37,473	38,223	750
Overtime (Animal control)	1,083	648	1,200	552
Animal Control Longevity Pay	1,500	1,500	1,500	0
Sick Incentive Pay (Animal control)	422	0	0	0
Social Security (Animal control)	1,799	2,438	2,485	46
Clothing/tool allowance (Animal control)	0	350	350	0
Medicare (Animal control)	421	570	576	6
Municipal State Pension (Animal control)	3,795	5,301	5,001	(300)

	<b>FY 2017 as of 3/31/17</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Variance (FY17 vs FY18)</b>
TIAA-Cref - Animal Control	282	590	596	6
Medical Insurance (Animal control)	3,012	4,054	4,512	458
Dental Insurance (Animal control)	222	296	289	(7)
Boarding of animals (Animal control)	(562)	2,000	3,000	1,000
Clerk & IT Salaries	57,886	81,381	83,008	1,627
Clerk & IT Overtime	891	425	1,000	575
Clerk & IT Longevity Pay	1,500	4,500	5,000	500
Clerk & IT Sick Incentive Pay	0	520	555	35
Clothing/tool allowances civilian	0	350	350	0
Clerk & IT Social Security	3,496	5,346	5,457	111
Clerk & IT Medicare	818	1,250	1,276	26
Municipal State Pension (Civilian Staff)	8,005	11,624	11,080	(544)
TIAA-Cref - Civilian	295	1,293	1,320	27
Clerk & IT Medical Insurance	14,662	19,736	21,965	2,229
Clerk & IT Dental Insurance	1,345	1,798	1,753	(45)
Dispatcher Salaries	185,800	318,563	323,219	4,656
Dispatcher & Clerk Overtime	29,374	35,000	40,000	5,000
Dispatcher Holiday Pay	13,227	19,910	20,201	291
Dispatchers Longevity	0	7,000	7,000	0
Dispatchers Sick Incentive Pay	606	964	964	0
Dispatcher clothing/tool allowances	0	2,800	3,150	350
Dispatcher Social Security	13,899	21,651	20,474	(1,177)
Dispatchers Medicare	3,251	5,064	4,788	(276)
Municipal State Pension (Dispatch)	27,161	47,074	41,575	(5,499)
TIAA-Cref - Dispatch	2,015	5,238	4,953	(285)
Dispatcher & Clerk Medical Insurance	28,205	55,687	66,492	10,805
Dispatcher & Clerk Dental Insurance	3,059	5,383	4,950	(433)
Public Safety Dispatcher Shared Equip R&M	4,264	6,000	6,000	0
Office supplies	2,241	4,000	4,000	0
Other supplies	5,093	8,200	8,200	0
Vehicle fuel	31,729	55,000	45,000	(10,000)
Dues/Subscriptions	730	816	800	(16)
Detective supplies	2,693	4,500	5,000	500
Non-capital equipment	4,030	5,000	5,000	0
General R & M	3,889	7,000	6,500	(500)

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Vehicle R & M	14,093	26,000	22,500	(3,500)
Other professional services	63,057	93,120	95,130	2,010
Finger printing	1,600	2,500	2,500	0
Education & training	7,633	20,000	20,000	0
College tuitions	1,710	30,000	20,317	9,683
Capital Expenditures	0	0	0	0
<b><i>Total Police Department</i></b>	<b>2,664,490</b>	<b>3,950,356</b>	<b>4,029,233</b>	<b>78,876</b>
<b><i>Judiciary</i></b>				
Salaries	29,929	42,077	42,918	841
Overtime	1,248	1,000	1,000	0
Longevity Pay	2,500	2,500	2,500	0
Sick Incentive Pay	474	520	520	(0)
Social Security	1,997	2,796	2,816	20
Clothing Allowance	0	0	0	0
Medicare	467	654	659	5
Municipal State Pension	4,371	6,079	5,718	(361)
TIAA-Cref - Municipal Court	405	676	681	5
Medical Insurance	7,331	9,868	10,983	1,115
Dental Insurance	672	899	876	(23)
Court Security	928	500	500	0
Office supplies	5,856	6,500	6,500	0
Municipal Court Judge	10,500	14,000	14,000	0
Housing Court Judge	9,000	12,000	12,000	0
Probate Court Judge	9,000	12,000	12,000	0
<b><i>Total Judiciary</i></b>	<b>84,679</b>	<b>112,069</b>	<b>113,671</b>	<b>1,602</b>
<b><i>Fire Department</i></b>				
Salaries-Fire	1,529,284	2,108,182	2,272,859	164,677
Stipend	250	250	15,000	14,750
Overtime-Fire	190,491	165,000	165,000	0
Holiday pay-Fire	137,275	129,664	132,345	2,681
Longevity pay-Fire	50,000	76,000	78,000	2,000
Out of rank pay	8,112	13,714	13,714	(0)
Mechanic pay	5,180	6,864	6,864	0



	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Sick incentive pay -Fire	7,606	7,490	7,647	157
Clothing/tool allowance-Fire	0	37,000	41,000	4,000
Social Security-Fire	1,648	2,173	4,385	2,212
Medicare-Fire	26,229	34,193	33,465	(728)
Municipal State Pension-Fire Clerk	4,113	4,725	8,904	4,179
TIAA-Cref - Fire Clerk	324	526	1,061	535
Medical Insurance-Fire	195,286	279,661	325,481	45,820
Dental Insurance-Fire	20,084	27,220	28,586	1,366
Injuries/Medical (Work Related Injuries)- Fire	49,784	77,868	77,868	0
Other supplies-Fire	10,057	20,000	20,000	0
Vehicle fuel-Fire	7,218	20,000	15,000	(5,000)
Dues/subscriptions-Fire	677	1,000	1,500	500
Non-capital equipment-Fire	2,601	6,000	6,000	0
General R & M-Fire	4,504	5,000	10,000	5,000
Vehicle R & M-Fire	26,260	37,740	32,000	(5,740)
Other professional services-Fire	55,712	15,186	2,000	(13,186)
Education & training-Fire	16,598	10,000	25,000	15,000
College tuitions-Fire	2,930	5,000	5,000	0
Capital Expenditures-Fire	0	0	0	0
Fire Fighter Equipment	6,344	15,000	18,000	3,000
Office of Health	6,097	30,000	30,000	0
<b>Total Fire Department</b>	<b>2,364,665</b>	<b>3,135,458</b>	<b>3,376,679</b>	<b>241,221</b>
<b>Inspection Officers</b>				
Plumbing officer	3,750	5,200	5,200	0
Electrical inspector	3,750	5,200	5,200	0
<b>Total Inspection Officers</b>	<b>7,500</b>	<b>10,400</b>	<b>10,400</b>	<b>0</b>
<b>Highway/Code</b>				
Salaries-DPW/Code	400,511	576,313	594,313	18,000
Overtime-DPW/Code	38,142	45,000	47,000	2,000
Longevity pay-DPW/Code	19,000	21,000	21,500	500
Sick Incentive Pay-DPW/Code	555	555	563	8
Clothing/tool allowance-DPW/Code	0	3,150	2,800	(350)
Social Security-DPW/Code	27,395	37,067	38,180	1,113

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Medicare-DPW/Code	6,407	8,669	8,929	260
Municipal State Pension-DPW/Code	53,239	75,198	71,359	(3,839)
TIAA-Cref - DPW/Code	3,092	8,368	8,502	134
Medical Insurance-DPW/Code	61,661	82,996	92,375	9,379
Dental Insurance-DPW/Code	5,602	7,487	7,300	(187)
Other supplies-DPW/Code	1,983	2,040	2,040	0
Other Professional Services-DPW/Code	15,454	31,000	31,000	0
Education & training-DPW/Code	0	1,000	1,000	0
Property protection-DPW/Code	156	10,000	2,000	(8,000)
Vehicle Fuel-DPW/Code	9,154	20,000	18,000	(2,000)
Non-capital equipment-DPW/Code	2,553	6,000	6,000	0
Winter road supplies-DPW/Code	30,224	40,000	40,000	0
General R & M-DPW/Code	1,003	5,000	10,000	5,000
Vehicle R & M-DPW/Code	30,279	50,000	50,000	0
DPW Building R&M-DPW/Code	1,991	2,000	2,000	0
Road R & M-DPW/Code	112,856	220,000	23,653	(200,000)
Traffic Signal R & M-DPW/Code	331	3,000	3,000	0
Misc. Highway-DPW/Code	147	500	500	0
Capital Expenditures-DPW/Code	0	0	0	0
<b>Total Highway/Code</b>	<b>821,734</b>	<b>1,256,342</b>	<b>1,082,015</b>	<b>(174,327)</b>
<b>Public Works</b>				
Solid waste removal/disposal	93,143	135,000	185,000	50,000
Trash Removal/Recycling	433,333	650,000	663,000	13,000
<b>Total Public Works</b>	<b>526,477</b>	<b>785,000</b>	<b>848,000</b>	<b>63,000</b>
<b>Library</b>				
City Contribution	118,825	118,825	118,825	0
State Library Grant-In-Aid	17,656	27,329	27,329	0
<b>Total Library</b>	<b>136,481</b>	<b>146,154</b>	<b>146,154</b>	<b>0</b>
<b>Parks, Recreation &amp; Community Service</b>				
Salaries	36,454	51,250	93,000	41,750
Social Security	6,357	8,259	10,949	2,690
Medicare	1,482	1,931	2,561	630

	<b>FY 2017 as of 3/31/17</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Variance (FY17 vs FY18)</b>
Municipal State Pension	8,645	6,909	11,709	4,801
TIAA-Cref - Parks/Recreation	641	769	1,395	626
Medical Insurance	0	0	15,495	15,495
Dental Insurance	0	0	0	0
Temporary Salary	14,488	18,735	19,110	375
Other supplies	8,646	11,100	16,000	4,900
General R & M	11,221	11,719	11,719	0
Other professional services	4,918	5,000	5,000	0
Grant Writer	25,518	35,875	36,593	718
Street Beautification Workers	26,076	27,343	27,890	547
Youth Fellowship	2,733	15,000	15,000	0
Public events & activities	12,695	10,000	50,000	40,000
Education/Training	50	1,000	0	(1,000)
Misc. Elderly Programming	21,589	2,000	7,000	5,000
Afterschool Programing	11,860	56,420	55,798	(622)
Social Security - Afterschool Program	735	3,498	3,459	(39)
Medicare - Afterschool Program	177	818	809	(9)
Municipal State Pension - Afterschool	0	2,979	2,838	(141)
TIAA-Cref - Afterschool Program	0	332	338	7
<b><i>Total Parks, Recreation &amp; Community Service</i></b>	<b>194,285</b>	<b>270,936</b>	<b>386,663</b>	<b>115,727</b>
<b><i>Planning</i></b>				
Salaries	97,230	153,275	183,528	30,253
Social Security	6,114	9,503	11,379	1,876
Medicare	1,430	2,222	2,661	439
Municipal State Pension	13,309	20,661	23,106	2,445
TIAA-Cref - Planning	987	2,299	2,753	454
Medical Insurance	2,845	17,976	13,536	(4,440)
Dental Insurance	420	1,491	867	(624)
Other Supplies-Planning	4,799	5,000	5,000	0
Education/Training	7,341	10,000	10,000	0
Other Professional Services	28,544	40,453	40,000	(453)
<b><i>Total Planning</i></b>	<b>163,020</b>	<b>262,881</b>	<b>292,830</b>	<b>29,949</b>
<b><i>City Debt Service</i></b>				
Bond principal	1,890,000	1,890,000	1,920,000	30,000

	FY 2017 as of 3/31/17	FY 2017 Adopted Budget	FY 2018 Proposed Budget	FY 2018 Variance (FY17 vs FY18)
Bond interest	522,142	522,142	441,366	(80,776)
Other debt fees	1,000	2,000	2,000	0
Lease purchase	0	0	0	0
Debt Restructure	0	0	100,000	100,000
<b><i>Total City Debt Service</i></b>	<b>2,413,142</b>	<b>2,414,142</b>	<b>2,463,366</b>	<b>49,224</b>
<b><i>Contingency</i></b>				
General contingencies	3,735	205	0	(205)
Post-confirmation Attorney Fees	0	0	0	0
Creditor Pool	0	0	0	0
Receivership Cost	0	0	0	0
Special Projects	0	0	0	0
<b><i>Total Contingency</i></b>	<b>3,735</b>	<b>205</b>	<b>0</b>	<b>(205)</b>
<b><i>Other City Government</i></b>				
Compensated absences	14,025	33,518	25,000	(8,518)
Unemployment compensation	1,698	13,000	10,000	(3,000)
Group Life	8,117	11,000	11,000	0
Medical insurance - Retirees	118,531	210,457	150,000	(60,457)
OPEB	0	100,000	100,000	0
HRA - Health Reimbursement	79,719	118,715	100,000	(18,715)
<b><i>Total Other City Government</i></b>	<b>222,089</b>	<b>486,691</b>	<b>396,000</b>	<b>(90,691)</b>
<b><i>Reserve</i></b>				
Reserve	0	70,529	75,266	4,737
<b><i>Total Reserve</i></b>	<b>0</b>	<b>70,529</b>	<b>75,266</b>	<b>4,737</b>
<b><i>Retirement</i></b>				
Police retirement- Public Safety Pension	0	92,000	92,000	0
Fire retirement - Public Safety Pension	0	92,000	92,000	0
Public Pension - JH	2,015,554	2,306,632	2,259,181	(47,451)
<b><i>Total Retirement</i></b>	<b>2,015,554</b>	<b>2,490,632</b>	<b>2,443,181</b>	<b>(47,451)</b>
<b><i>Total General Fund Appropriations</i></b>	<b>\$13,664,496</b>	<b>\$18,010,907</b>	<b>18,433,823</b>	<b>422,916</b>
<b><i>Net Surplus/(Deficit)</i></b>	<b>\$2,144,818</b>	<b>\$(0)</b>	<b>\$0</b>	<b>\$0</b>

**SECTION 7:** This ordinance shall be effective upon passage.

Introduction: May 24, 2017

Public Hearing/First Passage: June 5, 2017

Public Hearing/Final Passage: June 19, 2017



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Sonia M Grace  
City Clerk



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James A Diossa  
Mayor



**An Ordinance Amending FY18 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.

<b>Position</b>	<b>FY 2018</b>
Mayor	72,760
Administration & Finance Officer	50,396
Chief of Staff	62,730
City Council (7)	2,940 *(5,880 for FY19)
City Clerk	65,713
Registrar / Assistant City Clerk	53,040
Legal / HR Clerk	47,060
Finance Director	85,000
Assistant Finance Director	58,825
Inspector (2) (part-time)	24,509
Director of Public Works and Code Enforcement	75,085
Assistant Director of Code Enforcement	48,000
Director of Parks, Recreation and Community Service	55,000
Street Beautification Workers (3) (part-time)	13,945
Parks & Recreation Assistant	38,000
Temp Parks & Recreation Maintenance Worker (part-time)	5,165
Afterschool Program Coordinator (1) (part-time)	22,542
Afterschool Program Workers (3) (part-time)	11,085
Director of Planning	61,200
Assistant Director of Planning and Redevelopment	55,517
Principal Planner (Partial Year)	23,971
Community Health Coach	35,000
Business Outreach / Public Relations	42,840
Police Chief	83,402

Fire Chief	79,432
City Solicitor	79,560
Grant Writer / Fund Developer	36,593
Executive Administrative Assistant	40,000

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

<b>Board</b>	<b>FY 2017</b>
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 24, 2017  
 Public Hearing: June 5, 2017  
 Public Hearing (continued)/First Passage: June 12, 2017  
 Final Passage / Public Hearing: June 19, 2017

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Sonia M. Grace  
 City Clerk

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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, 2017 and ending June 30, 2018 shall be as follows:

Police Department- Weekly Salary

Patrolman Grade II	\$775.82 - 791.34
Patrolman Grade I	\$1,020.19 - 1,040.59
Sergeant	\$1,091.62 - 1,113.45
Lieutenant	\$1,167.99 - 1,191.35
Captain	\$1,249.75 - 1,274.75
Major	\$1,337.24 - 1,363.98

**SECTION 2:** Salaries and other monetary consideration for members of the City’s Fire Department for the twelve (12) month period beginning July 1, 2017 and ending June 30, 2018 shall be as follows:

Fire Department- Weekly Salary

Private (Probationary – 1 Year)	\$862.51
Private (2 <sup>nd</sup> Class – 1 Year)	\$884.12
Private (1 <sup>st</sup> Class)	\$997.23
Lieutenant	\$1,067.04
Captain	\$1,141.73
Battalion Chief	\$1,221.66
Deputy Chief	\$1,307.18

**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 and additional \$40.00 per week.



**SECTION 4:** 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, 2017 and ending June 30, 2018 shall be as follows:

	Public Works- Weekly Salary	
Laborer		\$902.80
Foreman		\$938.81
Mechanic		\$938.81
	City Hall/Police- Weekly Salary	
Payroll Clerk		
Step 1		\$874.94
Step 2 (More than one year of service)		\$982.63
All Other Clerks		
Step 1		\$717.64
Step 2 (6 Mos)		\$727.40
Step 3 (18 Mos)		\$737.30
Step 4 (30 Mos)		\$747.99
Step 5 (42 Mos)		\$757.78
Step 6 (54 Mos)		\$767.66
Step 7 (180 Mos)		\$821.31
Animal Control/Parking Monitor		
Step 1		\$705.70
Step 2 (12 Mos)		\$731.45
Dispatchers		
Step 1		\$706.13
Step 2 (12 Mos)		\$784.10
Step 3 (24 Mos)		\$815.47
Police Computer Administrator		\$767.19

THIS ORDINANCE WILL BE AMENDED AS NECESSARY TO INCLUDE ANY CHANGES IN FOP [Police Dept.] WAGE SCHEDULES DUE TO THE OPEN NEGOTIATIONS TO RENEW THE COLLECTIVE BARGAINING AGREEMENT THAT ENDS JUNE 30, 2017

**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 24, 2017  
Public Hearing/First Passage: June 5, 2017  
Public Hearing/Final Passage: June 19, 2017



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Sonia M. Grace  
City Clerk



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James A. Diossa  
Mayor



**The Annual Capital Program and Capital Budget Ordinance**

**SECTION 1:** Capital Program and Capital Budget July 1, 2017 to June 30, 2020

Department/Project	FY18	FY19	FY20
DPW	\$150,000	\$100,000	\$100,000
Fire	207,275	207,275	100,000
Police	152,000	152,000	72,000
City Clerk	25,000	0	0
Parks & Rec	20,000	0	0
Nuisance Task Force	75,000	75,000	75,000
Planning	571,000	500,000	500,000
Redevelopment Agency	0	0	0
<b>Total</b>	<b>\$1,200,275</b>	<b>\$1,034,275</b>	<b>\$847,000</b>

**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 24, 2017  
 Public Hearing/First Passage: June 5, 2017  
 Public Hearing/Second Passage: June 19, 2017

Sonia Grace  
 City Clerk

James A Diossa  
 Mayor



**Ordinance Creating the Fiscal Responsibility Act Of 2017**  
Introduced by City Council President Ferri, by request

Be it ordained that Chapter 2, "Administration," Article VI, "Finance," Division 1, "Generally," is hereby amended as follows.

**SECTION ONE:** Chapter 2, "Administration," Article VI, "Finance," Division 1, "Generally," is hereby amended as follows:

**Sec. 2-328. Reserve Fund.**

- (a) There is hereby created a Reserve Fund which must maintain a minimum fund balance of 10% of the previous fiscal year's expenditures.
- (b) The mayor may request of the city council the appropriation of any amount available within the fund for emergency purposes and the city council may only grant approval of the appropriation request with the affirmative vote of five (5) members of the council.
- (c) The finance director shall make a monthly accounting to the city council on the status of the fund.

**Sec. 2-330. Capital Improvement Fund.**

- (a) There is hereby created a Capital Improvement Fund in accordance with Section 2-304 of the home rule charter of at least \$250,000.00.
- (b) This fund shall be used to make capital improvements, to acquire and maintain all types of equipment, to purchase property and for all physical improvements in the city.
- (c) The finance director shall make a monthly accounting to the city council on the status of the fund.

**SECTION TWO:** This ordinance shall become effective upon passage.

Introduction: May 24, 2017

Public Hearing: June 5, 2017

Public Hearing (continued)/First Passage: June 12, 2017

Final Passage / Public Hearing: June 19, 2017



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Sonia M. Grace  
City Clerk



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James A. Diossa  
Mayor

# Adopted Budget Fiscal Year 2017-2018



## Departmental Goals and Objectives



**Office of the City Clerk  
FY 2018 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 owed 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 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. - Achieved & Ongoing
- Continue collaboration with Planning Department in implementation of green initiatives: street lights, building efficiencies, renewal energy. - Achieved & Ongoing
- Collaborate with Human Resources to establish a new employee on-boarding process. -Achieved
- Continue collaboration with Human Resources in establishing policies and procedures related to city property. - Achieved
- Successful coordination of 2016 Election- Achieved
- Collaborate with Finance department on improving vendor record system and sharing of vendor information-Not Achieved: Due to staffing and timeline restrictions, this project was postponed.
- Review municipal building infrastructure- Not Achieved: Due to staffing and timeline restrictions, this project was postponed.
- Collaborate with City Solicitor on review of City Code- Achieved & Ongoing
- Create a comprehensive Boards and Commissions plan- Achieved & Ongoing
- Continue coordination of IT services- Achieved & Ongoing

**FY 2018 Goals and Objectives:**

- Continue modernization of programs in City Clerk Office and in other departments, through the creation of electronic databases and data tracking.
- Continue collaboration with Planning Department in implementation of green initiatives: street lights, building efficiencies, renewal energy
- Collaborate with Human Resources to establish an employee exiting process.
- Continue improvements to election office systems in preparation of 2018 Elections
- Collaborate with Finance department to improve vendor record system and sharing of vendor information
- Create and implement municipal building maintenance plan
- Complete comprehensive review and implementation, in collaboration with the City Solicitor and the Department of Planning and Economic Development, of changes to Code of Ordinance related to business licensing
- Develop a record preservation plan
- Continue coordination of IT services
- Increase web-based access to city records
- Initiate creation of electronic catalog of all Probate records
- Continue to identify trainings and learning opportunities for City Council

**Job Descriptions****City Clerk**

The city clerk shall be ex officio the 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.





**Department of Public Works & Code Enforcement**  
**FY 2018 Budget**  
**Elaine Partridge, Director**

**Department Description**

**Public Works:** 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.

**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 one full time Council 94 employee and three-part time employees. (one part time Environmental Inspector, one part time Housing Inspector and one part time Building Official). It handles more than 2,000 complaints, phone calls and letters in a month.

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

**Public Works:**

- 1 Foreman
- 7 Laborers

**Code Enforcement:**

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

## Evaluation of FY 2017 Goals and Objectives:

### Highway Department

- Improve the condition and functionality of places where people work and where equipment and materials are stored. -Achieved & Ongoing
- Increase the contribution of Public Works personnel to the overall process of city government. -Achieved & Ongoing
- Ensure that every employee has appropriate personal protective equipment. -Achieved
- Eliminate all preventable personal injuries and vehicular accidents by using safety equipment, making sure guards are on machines, defensive driving, etc. -Achieved & Ongoing
- Continue to cross train within the Public Works Department staff. -In Progress
- Ensure that every employee attends at least one training program each year -In Progress
- Develop advancement and succession plan. -Not Achieved
- Develop Annual Street Maintenance Work Plan. -In Progress
- Establish annual funding for Street Maintenance Work Plan -Not Achieved
- Improve communications with State, Federal, and Local Government. -In Progress
- Strengthen partnerships with neighboring local communities and local businesses -In Progress
- Invest in employee training and mentoring programs. -Not Achieved
- Properly equip the Dept. with adequate tools necessary to do the jobs -Achieved
- Train employees on the job with the right attitude (customer friendly) -Achieved & Ongoing
- Identify grant opportunities to help us improve traffic operations -Not Achieved

### Parks & Fields:

- Preserve, protect, maintain, improve, and enhance natural resources and recreational opportunities -Achieved & Ongoing
- Build a healthier community-Enrich the lives of residents -Achieved & Ongoing
- Encourage volunteerism in coordination with the Recreation and Planning Dept. -Achieved
- Become a recognized leader in the community, state and nation in park and recreation management. -In Progress
- Improve inter-agency cooperation with neighboring communities -Achieved & Ongoing
- Apply safe design principles to make neighborhood parks safer and to increase citizen usage -In Progress
- Acquire appropriate land whenever possible to expand existing park facilities and services. -Not Achieved
- Support public and private organizations to maintain our parks and field -Not achieved

### Traffic and Signal Dept.

- Perform preventative maintenance on traffic signs and signal lights -Achieved & Ongoing
- Replace worn or missing street signs -Achieved & Ongoing
- Painting of lines on streets -Achieved & Ongoing
- Painting of crosswalks -Achieved & Ongoing
- Paint yellow curbs for “No Parking Zones” -Achieved & Ongoing
- Maintain paint lines in city parking lots -Achieved & Ongoing
- Paint guard rails and tunnels -Achieved & Ongoing

## **Code Enforcement**

- Promote positive customer service by being knowledgeable, helpful, and courteous.  
-Achieved & Ongoing
- Provide support to cultivate the quality of neighborhoods -Not Achieved
- Foster citizens' engagement and involvement in their neighborhoods and the community  
-Not Achieved
- Improving the aesthetics of the City using Proactive Code Enforcement with a concentration on entry corridors will invite people to come visit, reside, or open a business. -  
Achieved & Ongoing
- Provide safety and customer service training to staff. -Achieved & Ongoing
- 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  
-Achieved & Ongoing
- 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.  
-In Progress
- Promote high-quality, owner-occupied housing to retain existing tenants and attract new home owners to the neighborhood -Achieved & Ongoing
- Initiate aggressive code enforcement on problem properties to improve the neighborhood's supply of older housing units and promote pride in property ownership. -In Progress
- Promote landlord education using CF Housing Authority to improve housing conditions and protect against neighborhood image deterioration and property value decline. -Achieved & Ongoing
- Use permit and fine revenues on housing maintenance, code enforcement and rehabilitation to significantly reduce the number of homes classified as deficient or substandard. -In Progress
- Review the option of reducing large concentrations of multiple-family housing to better improve the housing mix throughout the neighborhood. -In Progress
- Leverage city fund along with grants funding to upgrade Code Enforcement outdated record keeping. Investigate digitizing all code enforcement record which would enhance the efficiency of the code -In Progress

## **Goals for 2018**

- Work with the Department of Parks, Recreation and Community Services to get at least 5 youth interns throughout the year
- Ensure that DPW/Code is represented at all our Trust Safety Committee Meetings
- Maintain or increase our current recycling rate
- Collaborate with local schools to host an education classes on recycling
- Hold informative meetings at city hall for residents on recycling, home improvements, yard maintenance, how to dispose of grease, etc...
- Encourage neighborhoods to adopt a street or park to work with DPW to maintain the aesthetics of the area.
- Use the Nuisance Task Force as a tool to reduce problem properties in the city.
- Increase the number of sub-standard properties to housing court.

## **Job Description:**

### **Director of Public Works and Code Enforcement**

The Director is responsible for all 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**

The Assistant Director of Public Works and Code Enforcement is responsible for assisting the director with the day to day operations. Performs such duties as needed to maintain and operate DPW and Code Enforcement in compliance with local, state and federal requirements and standards, ordinances, procedures, laws and regulations. Assumes management responsibility for all DPW and Code Enforcement services and activities in the absence of the Director.

The Assistant Director conducts complaint investigations, including field inspections, returns follow up phone calls, issues letters of violation to more than 1500 calls per month. Gathers evidence for written reports and coordinates with other field staff for follow up inspections to ensure compliance with violations. Inspects and investigates properties and buildings to make sure they are in compliance with the Property Maintenance Code. Determines the nature of environmental and health hazards, including accumulation on property, garbage and debris, nuisance violations and unsafe building conditions. Prepares letters to individuals, when necessary, regarding pending legal actions, remedies, and potential citations. Assists the public with code compliance questions, application forms, and general understanding of requirements. Serves as an active member on the Nuisance Task Force. Conducts inspections on walks with the Nuisance Task Force for properties in violation of the Property Maintenance Code. Is on call for after hour emergencies. Assists in the preparation of court cases to be heard by the Minimum Housing Court which meets monthly. Testifies when necessary. Schedules inspections for the plumbing inspector, electrical inspector and building official. Investigates complaints regarding unregistered/abandoned vehicles, illegal dumping and graffiti. Meets with Building Official and Director to discuss and find solutions to problems that need more attention. Researches legal use of properties. Testifies at 6th District Court regarding housing issues that result in a court case pursued by landlords and tenants. Works with landlords and tenants to resolve housing issues. Attends seminars and workshops to improve the department. Ensures work quality and adherence to established policies and procedures of subordinates. Work is performed under the moderate supervision of the Director.



**Department of Planning and Economic Development**  
**FY 2018 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 regulations 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 marketing. Specific duties include meeting with businesses and connecting them to all available pertinent resources and promoting the city through marketing and brand development.

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 2017 Goals and Objectives:**

- With additional funding, make significant progress on Comprehensive Plan
  - Staff primarily responsible for implementing left the City in fall 2016. Replacements are being trained and progress is expected to resume in summer 2017.- Not Achieved:
- Leverage Redevelopment Agency budget to have significant impact on the urban fabric of Central Falls
  - Redevelopment Planned approved by Council on February 27, 2017. Redevelopment Agency moving forward on disposition of property and acquisition of additional property for redevelopment. - In Process
- Complete outstanding capital projects
  - Major Park Renovations and Roosevelt Streetscape Improvements expected to be completed by June 2017. Veterans Park and McKenna Center for Teaching, Learning, and Research expected to be completed in summer 2017. -In Process
- Fully fund construction of Train Station
  - Currently researching financing plans for presentation to City Council. -In Process:
- Complete preliminary design of phase 2 improvements to Dexter Street
  - Waiting on direction from Mayor. -In Process
- Conduct signage study
  - Intern capacity in first half of FY17 was limited, increased intern capacity in second half of FY17 should enable this project to be completed by August 2017. -In Process
- Improve business registration processes
  - New Assistant Director is leading this effort. - In Process:
- Assist with launch of Rhode Island Community Development Equity Fund
  - Additional funding not secured. -Not Achieved
- Restructure Restaurant Week
  - -Achieved
- Complete Jenks Park Master Plan
  - -Not Achieved
- Create vision for Broad Street investments
  - Working with Town of Cumberland and City of Pawtucket to retain urban designer; will coordinate with Broad Street Coordinator Jillian Finkle and Broad Street Steering Committee. -In Process
- Continue park investments
  - Community Development Manager developing scope of work for late fall 2017 bid. – In Process
- Complete Calcutt playground renovation
  - -Not Achieved
- Complete Working Cities application

- -Achieved
- Open Jobs Center
  - Workforce development efforts being led by Assistant Director. -Not Achieved
- Open Bike Lanes
  - Bike lanes expected to open in May 2017. – In Process
- Continue street amenity requalification
  - Parklet tabled by Council. Bid for bus shelters being developed with RIPTA. Street tree planting program continued for 2017. -In Process

**FY 2018 Goals and Objectives:**

- With additional funding, develop a use for 147-151 Summer Street
- Complete Hazard Mitigation Plan
- Develop Bylaws for Planning Board and Zoning Board of Review
- Update City map
- Development regularly distributed economic development benchmarks
- Develop and maintain a comprehensive business database
- Re-open The Landing as a vibrant community destination
- Enact Green and Complete Streets legislation
- Return long-term vacant/tax-delinquent properties to tax rolls

**Department Staff:**

- Director
- Assistant Director
- Principal Planner (Grant funded)
- Business Outreach and Public Relations Coordinator
- Community Development Manager (Grant funded)

**Job Descriptions:**

**Director**

The Director is a multi-talented maestro who has the ability to lead a lean team in a high-stress environment and quickly accomplish substantial administrative recommendations, capital projects, and grant applications. The Director is the figurehead of the department and 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**

Under general direction of Director, the Assistant Director directs, administers, and coordinates community redevelopment and economic development 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 works intimately with the Redevelopment Agency, the State's commerce corporation, and city programs that support city capital projects and other small business development projects, including facade improvement. 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
- Coordinates redevelopment projects
- Acts as an advisor to the staff on urban redevelopment activities
- 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 small business development
- Assigns work and supervises staff and consultants in the compilation and interpretation of physical, social, and economic data used in the analysis of planning, economic development, and redevelopment problems and in the design of the solutions to these problems
- Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, 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; 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
- 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 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.
- 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"/"value added" 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.

#### **Community Development Manager**

Under general supervision of the Director, the Community Development Manager performs administrative duties in support of the Department's community development work, specifically management of the Community Development Block Grant (CDBG) Program in all its phases. The major areas directed are:

- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.

- Under the general direction of the Director, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the CDBG program development and administration and other related grant administration activities, and provides technical assistance to the department.
- Under general direction of Director, develops, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the CDBG program development and administration and other related grant-writing and administration activities. Prepares and administers requests for Federal and State grants with the Principal Planner, and provides technical advice and assistance to Director of Planning.
- Prepares Environmental Assessments and Reviews of proposed activities including all advertising and notice requirements.
- Receives and reviews loan/grant applications. Makes recommendation to Director for approval of loans/grants.
- Prepares bid specifications for public facility projects using CDBG funds. Assists Director in recommending approval of bids and contract awards to the Purchasing Agent.
- Conducts on-site project inspections; monitors project contractors for quality-of-work, timely completion, and compliance with applicable local regulations and guidelines and Federal requirements.
- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of projects.
- Responsible for all department record keeping, including record keeping for all department grants, contracts, specifications, purchase and sale agreements and deeds correspondence, etc. Also assists Director with bookkeeping for federal and state accounts, checkbook reconciliation, trial balance reports and general ledger entries. Assists Director with auditing process by working with City auditor and various state and federal government agencies.



**Fire Department  
FY 2018 Budget  
Robert Bradley, Chief**

**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 Employee   |
| • Deputy Chief:             | 1 Employee   |
| • Battalion Chief :         | 4 Employees  |
| • Captain:                  | 3 Employees  |
| • Lieutenant:               | 9 Employees  |
| • Private 1st Class :       | 19 Employees |
| • Private 2nd Class :       | 2 Employees  |
| • Academy Recruits          | 3 Employees  |
| • Administrative Assistant: | 1 Employee   |
| • Total Staff :             | 41 Employees |

**2017 Goals and Objectives:**

- A formal replacement plan and process to update and replace Fire Department fleet of apparatus.  
-In Progress
- The formal transition of the 4 probationary fire fighters (from the SAFER grant) to active members of the Central Falls Fire Department. -Achieved & Ongoing
- Search out and bring in certified instructors for firefighter and command staff training.  
-In progress
- Explore outside training classes for our firefighters to enhance their skills and provide them with quality tools/training to perform their jobs (Fire/EMS). -Achieved & Ongoing
- Continue the following community outreach efforts:
  - 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  
-Achieved & Ongoing

- Working with Youth (Junior Fire Academy) -Not Achieved. Due to numerous injuries and increased duties because of the injuries there was no time to put together properly
- Presentations to High School students about pursuing a career in the Fire Service -Achieved & ongoing
- Helping CF High School SERT Team get training and reestablish city-wide Emergency Response Team In process with Pawtucket /CF EMA
- Continued work with BVCHC as plan progresses -In Progress
- Continue to be an integral part of the Pawtucket/Central Falls EMA merge -Achieved & ongoing
- Explore replacement of aging radio box system -Not Achieved

### **2018 Goals and Objectives:**

- Initiate procurement of radio communications system to the 800mhz system (vehicles and portables)
- Continue to upgrade and secure the departments IT system which has been an ongoing problem and explore new software for a faster and much more secure records/payroll system
- Move the department to the implementation of the e-permitting system and modernizing permits by going computerized
- Continue to work with Dr. Fine and BVCHC for Mobile Integrated Health Care launch
- Upgrading of the aging Fire alarm system
- Successfully launch Junior Fire Fighter program in the fall
- Explore replacement of the department pickup with a heavier duty vehicle and plow due to the keeping the public safety complex clean during snow storms
- Revamp and resurrect Fire Prevention program with schools

### **Job Descriptions:**

#### **Fire Chief**

The Fire Chief will be the Fire Marshall for the City of Central Falls and accordingly will be NFPA 1031 and 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.
  - \* 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.

### **Office on Health** **Chief Health Strategist (Dr. Fine)**

#### **Department Description:**

The Central Falls Office on Health is charged with improving the health and safety of the people of Central Falls, and with making Central Falls into the healthiest community in Rhode Island. That means understanding what our health challenges and resources are, and planning to use our resources wisely to address those challenges. The Office on Health authored the Central Falls Substance Use Disorder Prevention and Treatment Plan, and staffs the Substance Use Disorder Task Force. The Office on Health monitors and tracks our Emergency Medical Services use, and uses EMS data to track the cause of medical, mental health and substances use challenges in Central Falls, as makes follow-up up contact with every single person who uses the service to make sure they have retrieved the treatment they needed, and also to make sure they have access to primary medical care. The Office on Health staffs the Central Falls Multidisciplinary Team, which brings together clinicians, EMS, The Central Falls Police Department, The Central Falls Housing Authority and other social services agencies in order to provide the best possible care for our residents who are at greatest risk. And the Office on Health Staffs provides health coaching for people in Central Falls with complex medical and behavioral health conditions to help them maintain their health, and works to enroll the people in Central Falls who smoke in a program to help them quit. In addition,

the Office on Health will draft a Central Falls Community Health Plan, for presentation to the City Council in the Fall of 2017.

The Central Falls Office on Health works in close collaboration with the Fire Department and the Departments of Parks and Recreation and Planning.

## **Community Health Coach**

### **Job Description**

The Community Health Coach assists Central Falls Emergency Medical Services and the Health Policy Advisor as part of the multidisciplinary team of the Central Falls Neighborhood Health by interfacing with patients and their families, providing community outreach to community and religious organizations, and by working directly with patients and their families to help them reach their personal and community health goals, as we collaboratively to reduce unnecessary use of EMS and to prevent drug use and drug overdose death in Central Falls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- In collaboration with other members of the Central Falls Neighborhood Health Station multidisciplinary team, provides assistance, when appropriate, administering assessments to identify the needs of the assigned patients;
- Outreach to and interface with patients in a timely manner (within one business days of receiving referral);
- Assist EMS is identifying frequent users of EMS and assists the Multidisciplinary Team with the development of a care plan aimed at reducing unnecessary use to include: actions to improve patients health status, medical home barriers to care, potential alternatives to using the ER in non-emergent situations, as well as any social needs identified by patient;
- Coaches individual patients as assigned by the multidisciplinary team to help those patients reach their personal health goals;
- Remain fully engaged with each patient until goals are completed utilizing motivational interviewing skills, and culturally appropriate interventions and emotional support to help members achieve the goals of their care plan;
- Collaborates with other service providers, helping patients make necessary connections;
- Collaborate with partners to reduce barriers to non-emergent care by: linking to and reinforcing the medical home concept, linking patients to alternatives to ER (urgent care settings) for non-emergent care, assist, train, and coach patients with obtaining, scheduling, and rescheduling health care appointments, exploring transportation options, and providing tips and techniques to ensure follow up with providers and with best choices and options as determined by the patient her or himself;
- Collaborates with other partners to identify all sites of drug overdose and then to support contact tracing and contact educations to reduce drug use and drug overdose death;
- Provide emotional support and serve as a role model and guide patients to practice positive, responsible health behaviors;
- Maintain timely, accurate records, documentation, and reports as required;
- Off-site travel and home visits will be required;
- Represents the organization with a positive, professional attitude when communicating with Central Falls EMS and of the Central Falls Neighborhood Health Station;

- Follows the City of Central Falls policies regarding dress code and personal appearance at all times;
- Works well with others and has the ability to discuss in a professional manner issues that come up with staff; and
- Other duties may be assigned.



**Human Resources Department  
FY 2018 Budget  
Jackie Parra, 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 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 2017 Goals and Objectives:**

**FY 2017 Goals and Objectives:**

- Successful implementation of 2 Wellness Programs offered by the Trust- Achieved
- Increase participation in Walking Challenge by 25%- In Progress
- Create a SFSP onboarding process with Parks and Recreation- Achieved & Ongoing
- Complete categorization of all employee files- Achieved
- Utilize at least 2 youth interns throughout the year- Achieved
- Streamline/Implement employee evaluations- Not Achieved
- Complete data transfer to fully implement ADP database, which allows for employee access to view benefits, employee accruals and compensation. In Progress- Individual employee data needs to be manually entered for completed database.
- Formalize "on boarding policy" for all future hires. - Achieved
- 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 2018 Goals and Objectives:**

- Successful continuation of 2 Wellness Programs offered by the Trust
- Collaborate with the Rhode Island Interlocal Trust in a WorkSmart 21 Program to reduce the risk of work related injuries
- Create a Wellness Program together with the Rhode Island Interlocal Trust to provide events for employees
- Increase participation in Walking Challenge by 25%
- Utilize at least 2 youth interns throughout the year
- Identify and implement employee evaluations
- Complete full 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.
- Ensure new policies are followed and trainings are conducted
  - Harassment training
  - Cell Phone Usage Policy
  - Vehicle Use Policy
- Establish new policies that fosters a safe and healthy work environment.

**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 ensure 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 2018 Budget  
Matthew Jerzyk, City Solicitor**

**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, .5 employee
- Assistant City Solicitor, Criminal, contractor
- Assistant City Solicitor, Housing, contractor
- Assistant City Solicitor, Nuisance Task Force, contractor
- Bankruptcy Counsel, contractor
- Labor Relations, contractor

**Evaluation of FY 2017 Goals and Objectives:**

- Continue to use data and technology to track criminal prosecutions and housing prosecutions. -Achieved & Ongoing
- Reduce the number of houses in the City that are vacant and abandoned. -Achieved & Ongoing
- Improve our system of tracking nuisance properties in order to address at risk properties before they become nuisances. -Achieved & Ongoing
- Use the City's newly amended Housing Court ordinance to further prosecute nuisance properties in the Housing Court. -Achieved & Ongoing
- Create nuisance task force success storybook. -Ongoing

- Expand upon successful Law Day 2016 with Central Falls High School. -Achieved & Ongoing Review and draft amendments to Chapter 32 regarding parades, public assemblies and protests.  
-Ongoing
- Work with administration on labor negotiations. -Achieved and Ongoing
- Work with city clerk on centralizing of board and commission rules and regulations; as well as board and commission trainings. -Ongoing
- Further expand institutional relationships with RWU Law and Suffolk Law to develop further internship opportunities. -Achieved & Ongoing
- Work with city clerk to update and modernize Probate Court procedures. -Ongoing
- Work with department of public works on policies and procedures with utilities for cutting of city roads. -Ongoing
- Ongoing assistance with planning and redevelopment regarding primary city redevelopment opportunities. -Achieved & Ongoing

**FY 2018 Goals and Objectives:**

- Collaborate with the Planning Department to fully implement the Redevelopment Agency's goals for this year.
- Review and modernize three chapters of the Code of Ordinances.
- Convene a working group to examine data regarding domestic violence in the city and to make recommendations.
- Identify funding sources and work with the grant writer to secure additional third-party funds for the nuisance task force.
- Further strengthen intern and clerkship opportunities for high school, college and law school students.
- Work with city clerk on centralizing of board and commission rules and regulations; as well as board and commission trainings.
- Review all city court dockets, procedures and infrastructure with municipal judges.
- Work with the Finance Department in reviewing all bankruptcy and receivership expenses and produce a memo on actual costs to the city.
- Commence a charter review commission in partnership with the city council and the mayor's office to review the city charter and make recommendations to the votes for the 2018 municipal election.

**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.

## **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 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 accesses 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.



**Police Department  
FY 2018 Budget  
Colonel James J. Mendonca, Chief of Police**

**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 7.0 employees  
Detectives 5.0 employees  
Patrol Officers 21.0 employees (including recruits graduating the police academy May 26, 2017)

### **Civilian Department Staff:**

Dispatchers 8.0 employees  
Police Clerk 1.0 employee  
Computer IT/Records 1.0 employee  
Animal Control 1.0 employee

### **Evaluation of Goals and Objectives for FY2017:**

- Increase the number of Drug Recognition Experts with the agency from two to four officers – ONGOING (increased from two to three)
- Procure training equipment for active shooter scenario training – Achieved
- 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 – Ongoing
- Maintain our participation with High Intensity Drug Trafficking (HIDTA) Taskforce to target mid-level and street level narcotics operations – Achieved (TFO reassigned to DEA Task Force)
- Procure two body shields and four high-level tactical vest for high-risk entries and active shooter situations – Ongoing
- 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 – Ongoing
- Purchase additional building entry tools, ram and breaching equipment – Achieved
- Establishment of School Resource Officer (SRO) program at Calcutt Middle School – Ongoing
- Continued collaboration with the Rhode Island State Police with the Neighborhood Response Team (NRT) – Achieved (3-year grant funding exhausted)
- Initiate incremental Upgrade to Dual band 800 MHz System – Pending
- Initiate preparation for national accreditation under the Commission on Accreditation for Law Enforcement Agencies (CALEA) – Pending (expected award presentation July 29, 2017)
- Purchase two laptop computer and associated software for accident reconstruction and crime scene investigations – Achieved
- Community Policing unit to host two community events – Achieved (exceeded goal)



- Host two presentations at the high school – Achieved
- Further police partnerships with Blackstone Valley Advocacy Center and School Department for domestic training and intervention - Ongoing

### **FY2018 Goals and Objectives**

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:

- With the successful campaign to acquire Hayron – an 18 month-old German Shepherd – reestablish the K-9 Program
- Bolster patrol bureau staffing with the anticipated graduation of recruits from the Rhode Island Municipal Police Academy
- Procure two new patrol bicycles to accommodate female and smaller statured officers
- Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations
- Creation of a vehicle storage facility for seized vehicles due to forfeiture and crime scene investigation
- Assign and train additional selected officers on patrol rifles
- Train all department supervisors on CodeRed Emergency Notification System and develop protocols on when its utilized
- Collaborate active shooter training with Fire Department and Emergency Medical Services (EMS) personnel
- Initiate procurement of new portable radios as part of incremental Upgrade to Dual band 800 MHz System
- Continue collaboration with Pawtucket Police Department in joint bicycle patrol
- Purchase and implement crime scene sketch software for Detective Bureau
- Train specific department members on advanced IMC/Tri-Tech system data queries
- 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
- Expand the number of officers trained in accident reconstruction from four to five
- Continue partnership with Blackstone Valley Advocacy Center in domestic violence and sexual assault prevention and awareness
- Maintain School Resource Officer (SRO) program within Central Falls High School and Calcutt Middle School

- Increase the number of Advanced Roadside Impaired Driving Enforcement (ARIDE) personnel within the agency from eight to ten
- Obtain national certification under the Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Continue to improve and expand upon community-police relations with walking beats and bicycle patrols
- Community Services Unit (CSU) to host several community events, to include: Touch-a-truck, National Night Out, Chill with a Cop, Citizen Police Academy, etc.

### **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.



**Finance Department  
FY 2018 Budget  
Irina M. Gorman, Acting Finance Director**

**Department Description:**

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

**Department Staff:**

- Acting Finance Director
- Payroll Clerk
- Accounts Payable Clerk
- Tax Collection Clerk
- Tax Assessor Clerk
- Tax Assessor, contractor

**FY 2017 Goals and Objectives:**

- Engage staff in cross training
- Host high school interns in Finance Department
- Send staff to training such as Excel
- Finish the Finance Policy and Procedure 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 12/31/2017

**Evaluation of 2017 Goals and Objectives:**

- Achieved: Host high school interns in Finance Department
- Achieved: Engaged staff in cross training
- Achieved: Finance Department increased collections of delinquent MV accounts within State Tax Offset program
- Achieved: Draft of manual of department duties is complete

- Achieved: Drafted policy regarding overage/shortage
- Achieved: Updated Finance/Tax Assessor clerk job descriptions
- Still in progress: Enforce the process of documenting in taxpayer's accounts compliments, complaints and/or concerns
- Still in progress: Complete or Re-evaluate 2016 outstanding items by 12/31/2017
- Still in progress: Coordinate with the AFO regarding the City's Grant Management process
- Still in progress: Worked with Human Resources to develop a Cell Phone Policy – who has a city phone and limitations

### **FY 2018 Goals and Objectives:**

- The City's Credit Card service needs to add more payment options for taxpayer convenience
- Finance Department will be adjusting procedures for MV accounts due to RIDMV system upgrade in first quarter of FY18
- Department is in need of developing Finance threshold policy
- Review and update infrastructural needs to improve internal processes
- Finance Department staff in needs of continuing education

### **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, 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**  
**Rob Sayre-McCord, Director**

**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*

- Director, Full-time
- Recreation Assistant, part time (proposing full-time)
- 2 Street Beautification Workers, part-time
- Temporary Field Maintenance Worker, part-time (proposing additional worker)
- Fund Developer, employee
- Afterschool Coordinator, part time (employee)
- 3 Afterschool Workers, part time (employees)
- Youth Fellowship Program, stipend interns
- Summer Food Service Program Workers (funded by SFSP revenue and any SFSP-specific grants)
- Various grant funded part-time employment/stipend (Growing Cities Grant, AmeriCorps VISTA)
- Youth Workers, part-time (funded by BVCAP, SERJobs, CF Housing, State of RI)

**Evaluation of FY 2017 Goals and Objectives:**

- Continue to grow, develop and win funding for the Department of Parks & Recreation & Community Services -Achieved & Ongoing
- Create and implement an afterschool program to augment the School Department's current programming Achieved & Ongoing
- Serve at least 500 youth/day through SFSP -Achieved
  - Secure at least 3 external partner sites for SFSP

- Expand reach of SFSP Mobile Unit
- Oversee a successful implementation of the Midnight Basketball League -Achieved
- Grow the Summer Youth Basketball League -Achieved
- Help community partners with creation of CF Youth Soccer League -Achieved & Ongoing
- Strengthen partnerships with CF Schools -Achieved & Ongoing
- Expand city employment, educational, and enrichment opportunities for CF youth - Achieved & Ongoing
- Expand recreational opportunities for elderly CF residents -Not achieved- State eliminated DEA grant)
- Strengthen partnership with CF Community Policing Unit -Achieved & Ongoing
- Strengthen partnership with CF High School Health Clinic -Achieved & Ongoing
- Strengthen partnership with Central Falls Prevention Coalition -Achieved & Ongoing
- Expand the Yoga for Seniors Program -Achieved & Ongoing
- Expand the CF<sup>2</sup>: Central Falls Community Fitness YMCA Program -Achieved & Ongoing
- Create a Latino Arts & Music Experience including a CF Music Festival -Not Achieved – funding not secured
- Expand opportunities for urban agriculture and community gardening -Achieved & Ongoing
- 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 -Achieved & Ongoing

**FY 2018 Goals and Objectives:**

- Continue to grow, develop and win funding for the Department of Parks & Recreation & Community Services
- Continue to grow and develop the Afterschool Program
  - Coordinate with the USDA and RIDE to create the region's (nation's?) first afterschool mobile meals unit
- Serve at least 500 youth/day through the SFSP
  - Secure at least 3 external partner sites for the SFSP
  - Continued expansion of the SFSP Mobile Unit
- Take ownership of the CF Midnight Basketball League
  - Grow league in number of CF players
- Explore funding opportunities and partnerships for a CF Midnight Soccer League
- Grow the Summer Youth Basketball League
  - More players and days/nights a week of structured, coached, basketball activities
- Grow and expand the CF Youth Soccer Association Soccer League
  - Add additional teams and age groups (i.e. U13, U16)
- Explore funding opportunities and partnerships for a summer CF Baseball Program
- 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 Policing Unit
- Strengthen partnership with CF High School Health Clinic
- Strengthen partnership with Central Falls Prevention Coalition

- Strengthen partnerships with the Brown Alpert School of Medicine and Brown Family Medicine Programs
- Grow and expand the CF<sup>2</sup>: Central Falls Community Fitness YMCA Program
- Create free summer viewing events for international soccer tournaments
- Grow and expand the CF Community Fitness Festival in collaboration with CF public and charter schools
- Expand opportunities for urban agriculture and community gardening
  - Break ground on the Garfield St Community Garden
- 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
- Institute the Recreation Board
- Update website to reflect current and past Recreational events

## **Job Descriptions:**

### **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.

### **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

#### **Grant Writer**

- 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
- Manage billing
- Assist with event scheduling
- Process reservations and schedule event staff and field monitors

#### **Afterschool Program Coordinator**

- Plan and schedule the Afterschool Program activities
- Secure enrichment and field trip opportunities for Afterschool Program
- Plan and coordinate the meal service component for the Afterschool Program
- Plan, schedule, and coordinate the Mobile Meals Unit for the Afterschool Program
- Manage Afterschool Staff timesheets
- Train and Manage Program Interns
- Manage the Afterschool Program Budget
  - Manage and purchase Afterschool Program supplies

#### **Afterschool Program Workers**

- Provide quality childcare during the afterschool program
- Assist with program planning
- Operate activities during the Afterschool Program

