

City of Central Falls
Rhode Island

Proposed Budget
Fiscal Year 2023



Maria Rivera
Mayor

MARIA RIVERA
MAYOR



ZULEYMA GOMEZ
CHIEF OF STAFF

580 BROAD STREET
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7474

May 6, 2022

The Honorable Jessica Vega
City Council President

Honorable Members
Central Falls City Council

Dear President Vega and Honorable Members of the City Council:

Central Falls has seen incredible opportunity and development over the last year. We made progress for future generations, while working hard to support our city's neighbors, families, and businesses, all who have been impacted by COVID-19 and its devastating lasting effects. Together, we can begin the next chapter of the City of Central Falls.

This year's balanced budget is designed to accelerate our recovery from this pandemic and keep our city moving forward. My focus this second year in office – reflected in this budget – has been on five areas that have a direct impact on the sustainability of our city: (1) housing and a healthy community; (2) education and our youth; (3) jobs and our economy; (4) improved city spaces and infrastructure; and (5) public safety.

While Central Falls may be the smallest city, we have big vision and have made bold progress. We are working hard to increase our resources and build a community that works for every resident through every stage of life. With these priorities in mind, I officially submit to you the fiscal year 2023 budget for the City of Central Falls and ask you for your support toward its passage. This budget demonstrates responsible spending and supports our operations and services, while complimenting the millions in new grant and federal dollars that are bringing life-transforming resources and programs to our city. I am proud of our growth over the last year and excited for what lies ahead.

I am overjoyed to announce *El Centro*, a one-stop supportive community center for the residents of our city. When I first created the Office of Constituent Services and Health last year, it became overwhelmingly clear our neighbors need not only health care and pandemic relief services, but also need a central place to receive trusted support and resources in their community. We'll be moving Constituent Services and Health to El Centro, along with key community partners who will be stationed on-site, to help us address food and housing security, provide mental and behavioral health support, assist families impacted by domestic violence, and coordinate afterschool programming. To make this happen, we've secured \$3 million in federal dollars and additional outside resources, have secured several streams of funding for substance use prevention, and now we've identified a location! I'm thrilled to see this big vision come to life. I would especially like to thank our Congressional delegation for their support of this project!

Even with this exciting project, it's no secret that we desperately need more affordable, safe housing for our residents. The lack of accessible housing has been the single biggest challenge over the last few years and has exacerbated the hardships of this pandemic. I recently made a goal to develop 200 new housing units in three years, and I'm pleased to report that we currently have 80 new units on a path to completion. We just retained a new Housing Project Manager who will keep us on track to our goal. But new housing units aren't our only answer – we need *all of our homes* safe and healthy for our families. As I took office last year, I was devastated to learn our city had the highest rate of child lead poisoning in Rhode Island. We responded by launching a new, targeted effort last summer to combat deadly lead, and have already made more than 200 existing units of housing lead-safe. This

year, we'll continue this important work by providing additional resources for families – like a new Healthy Homes and Families Fair next month – to help our property owners and renters more easily make their homes lead-free. The health of our children should not be compromised, especially in their own homes.

And as our families navigate the new challenges that stemmed from this pandemic, I recognize how tough the impact of inflation has been across the board – everything costs more including groceries, utilities, and rent. Through this time, housing costs have dramatically increased in the Northeast, with home prices and values soaring. This enabled us to propose in this budget the largest owner-occupied tax rate cut in city history. An owner-occupied tax cut will also be extended to small business owners, who will additionally get both their commercial tax and tangible tax rates cut as well. And for our vehicle owners, the car tax bill is going down and will continue to go down.

Our residents – including our children and youth – have always been at the forefront of our efforts. Plans are moving forward for our brand-new high school! I would like to thank our General Assembly delegation again for their hard work in accomplishing this. We've identified Higginson as the new location, and over the last year, many parents and community members have been engaged in the planning process. Our city and school district are working together toward an exciting spring 2023 groundbreaking. I have an additional special announcement to make. We have been creative with our school construction funding and I am pleased to announce that we will be turning the old high school site into a new, state-of-the-art elementary school! Our city also applied for and received the most funding out of any municipality in Rhode Island to accelerate renovations at Calcutt Middle School. Between now and the end of this year, our Calcutt community can expect to see \$4 million in renovations wrapping up, from new furniture and technology, to a new multi-media library, to a beautiful new entranceway. The future is bright! My vision is to have every school in Central Falls modernized within the next five years, and importantly, a plan and resources to maintain them. To that end, we are creating a new Revolving Capital Fund in partnership with the School District and with the help of the Department of Education so that a one-time contribution – split between the City and District – will be able to complete \$2 million worth of projects over the next five years for a net cost of just \$16,000.

Supporting our youth and setting them up for future success goes far beyond a physical school building. This budget continues the great work happening in both our Parks and Recreation and Planning Departments that provide resources, spaces, and programs to our youth and families. The budget ordinances before you will provide for a new afterschool opportunities coordinator who will be stationed at El Centro, the continuation of our beloved Summer Food Program, the creation of Summer Nonviolence youth opportunities to keep high-risk youth engaged, and continued improvements to our outdoor fields and recreation spaces.

Exciting upgrades are coming to the parks, fields, and courts around our city. We'll be breaking ground at Pierce Park in June on a new basketball court – expected to be open next spring – and will complete the renovations of our Saul Tarlow Little League Baseball Field thanks to the Narragansett Bay Commission and a \$380,000 grant from the Department of Environmental Management to clean up this brownfield site. We're installing two new grant-funded tennis courts at Sacred Heart Park this summer, and at Jenks Park, the first two phases of work will begin of our Master Plan funded by grant and federal dollars: a new playground with safe, modern equipment and the restoration of Cogswell Tower to make it safer for our residents and visitors to enjoy. I'm also pleased to share we're breaking ground on our new Phillips Street Community Garden this July! I know many of our families and seniors are looking forward to this.

It's not just our parks and recreation opportunities we're investing in. We're prioritizing key upgrades to our city's infrastructure – from roads, to sidewalks, to greenspaces, and more. You may have noticed one huge change: the rotary is gone! The rotary was consistently a challenge for residents, visitors, and nearby businesses, and I'm pleased to see its removal last month. And it doesn't stop there. The next step of that project is to repave Charles Street – a gateway to our city. This comes as we continue our work to completely upgrade the road, sidewalks, and streetscape on Sylvian Street, replace sidewalks and plant trees within the Conant Thread Train Station District, and follows recent improvements to Cross, Central, Jenks, and Madeira, along with paving and improvements along Dexter and Broad Streets. There are plans for paving and improving Lonsdale next – a long overdue upgrade. And thanks to the Narragansett Bay Commission, construction will begin next month to install underground green stormwater infrastructure that will reduce sewer overflow into the river.

As we advance our city spaces and infrastructure, we can't forget about the importance of investing in jobs, supporting our small businesses, and strengthening our economy. We just hired our first-ever full-time, bilingual Workforce Development and Small Business Assistance coordinator. This will allow us to better help our businesses thrive here – like connecting them with state and federal resources and access to talent – and supporting our residents by hosting new job fairs, improving access to high wage job opportunities, and boosting workforce advancement opportunities.

This budget also invests in the safety of Central Falls. We've made great progress over the last year to build a city where our families feel safe, supported, and can rely on our public safety departments to serve them. I'm pleased to report that violent crime in our city last year was the lowest it's been since 1988, and overall crime was the lowest since 2004! This is absolutely credit to our hard-working Police Department over the last year – from expanding community policing to the entire department, to becoming the first department in the state to have every member trained in nonviolence, to increasing our domestic violence prosecution rate. Further, with speeding being the number one safety complaint, we rolled out a "safer streets" campaign with new traffic cameras to directly combat dangerous speeding citywide that was putting too many of our pedestrians at risk, with red light cameras expected later this year to reduce red light running. We will also be introducing new speed bumps in the coming weeks on some of our streets where we still see excessive speeding, and now have a new city law that cracks down on the illegal use of ATVs on our streets. We're adding an extra layer of safety for our families by soon bringing the most modern camera technology to our parks – like Jenks, Sacred Heart, and Macomber. And as our police continue to serve our city, you'll begin seeing more of our officers out on bicycles and walking our streets to continue building positive relationships with our youth, families, businesses, and all residents.

Our Fire Department – another critical component of our public safety – has been a lifeline for so many families over the last year even though they faced major equipment challenges. Our city was without the use of a functioning ambulance for eight months despite thousands of EMS calls through this pandemic. Paired with the many devastating house fires that displaced families throughout 2021, it became clear our Fire Department urgently needed resources. Through work with Congressional leaders and Rhode Island Commerce, we secured more than \$800,000 in critical federal grant funding to provide our Fire Department with two new ambulances, additional firefighter training, and other necessary equipment. This budget supports this department so they can continue their live-saving work in our city.

Moving through the spring and summer, we have so much to look forward to! I'm thrilled we'll be bringing back our beloved Salsa Night in August, along with Central Falls Restaurant Week that will attract diners from around our state to explore our amazing cuisine and support our small businesses. We also have our new Food Truck Fest, our Car Show, more fun activities with our seniors at our high rises, and so much more. As we work hard to maintain our city operations through this balanced budget, we are very proud to offer many events that allow our community to come together and enjoy all Central Falls has to offer.

I want to sincerely thank all members of our City Council who have been both tremendous partners in this work and leaders in our community who are deeply invested in the future of Central Falls. I also want extend my gratitude to our incredible city department directors and staff who have worked hard to bring our vision to life over the last year, and helped ensure we provided a balanced budget to continue our success. Lastly, I want to thank every single resident in our city. We are Central Falls – a beautiful one square mile of community and opportunity – because of you!

Members of the Council, I respectfully urge you to pass the FY2023 City of Central Falls budget ordinances to keep our city moving forward.

Sincerely,



Maria Rivera
Mayor

City of Central Falls
Rhode Island

Proposed Budget
Fiscal Year 2023



Maria Rivera
Mayor

May 9, 2022



Annual Operating Budget Ordinance

In keeping with the provisions of Article II, Chapter 3, of the Charter of the City of Central Falls, 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 twenty-two and ending on the thirtieth of June, A.D. two thousand and twenty-three. 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 **\$15,144,275** nor more than **\$15,874,260**. Said tax shall be levied on five (5) classes of taxable property at the following rate per \$1,000 of net assessed value: 1) residential owner-occupied real estate @ **\$12.00**, 2) residential non-owner-occupied real estate @ **\$17.51**, 3) commercial/industrial real estate @ **\$28.72**, 4) tangible personal property @ **\$38.30**, and 5) motor vehicles @ **\$20.00**. 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. 2021 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, 2022**.

Section 4. Said tax provided for in section 2 shall be due and payable on or before **July 15, 2022**, and all taxes remaining unpaid after the fifteenth day of **July 2022** shall bear interest from the fifteenth day of **July 2022** and until collected, at the rate of fifteen per cent (15%) 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 2022, and the remaining installments as follows: twenty-five per cent (25%) on the fifteenth day of October 2022, twenty-five per cent (25%) on the fifteenth day of January 2023 and twenty-five per cent (25%) on the fifteenth day of April 2023. 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 per cent (15%) per annum.

City of Central Falls
Annual Operating Budget - General Fund
Fiscal Year Revised July 1, 2021, and Ending June 30, 2022 and
Adopted Fiscal Year July 1, 2022, and Ending June 30, 2023

	FY 2022	FY 2023
General Fund Revenues		
Tax Revenue	15,495,088	16,084,275
Emergency Reserve Fund	(145,573)	(151,443)
Fees / Non-Tax Revenue	1,272,629	1,368,357
State Revenue	2,255,987	2,058,840
Federal Revenue	300,000	-
Other Revenue	131,000	50,000
Total General Fund Revenues	19,309,131	19,410,029
City Executive Management	343,857	344,624
City Council	41,160	41,160
City Boards	9,975	9,725
City Clerk	346,757	365,563
Board of Canvassers	2,500	30,000
Personnel	245,950	244,885
Legal	279,278	298,357
Tax Assessor	262,657	133,068
Finance	762,297	769,949
City Property	1,084,516	1,086,641
Recreation	303,281	333,595
Planning	364,249	333,080
Office of Constituent Serv & Health	105,402	91,428
Other City Government	4,205,611	4,229,025
Police	3,983,594	4,175,954
Judiciary	123,354	127,099
Fire	3,916,053	3,853,390
Dispatch & Emergency Mgmt.	623,836	623,699
Highway / Code	1,171,027	1,135,857
Public Works	983,050	1,032,203
Library	150,727	150,727
Total General Fund Expenditures	19,309,131	19,410,030
Total General Fund Revenue	19,309,131	19,410,029
Total General Fund Appropriations	19,309,131	19,410,030
Total Surplus (Deficit)	-	(0)

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Revenues:				
Tax revenue				
Tax revenue (current year)	14,713,748	14,557,319	12,103,395	15,144,275
Tax revenue (prior years)	790,461	657,769	492,429	660,000
Interest on taxes	283,264	280,000	167,098	280,000
Emergency Reserve Fund	-	(145,573)	-	(151,421)
Total tax revenue	15,787,474	15,349,515	12,762,923	15,932,832

Fees/non-tax revenue				
City Clerk miscellaneous fees-Advertisement/All Other Services	10,630	15,300	7,242	12,000
Probate fees	9,918	12,576	7,245	11,000
Realty Stamps City	129,084	51,000	151,289	121,203
Real Estate Recordings	75,537	61,200	62,062	50,000
Licenses (other than marriage)/Alcoholic Beverage License	92,359	77,871	84,474	80,000
Certificates (vital records)	17,105	10,942	11,216	16,000
Marriage Licenses	1,184	965	696	1,100
Reports/copying fees	4,475	2,020	5,251	6,000
Certificates of occupancy	5,100	5,100	3,600	5,100
Code Court Fees	-	1,530	-	100
Property preservation revenue	-	10,200	-	100
Misc. departmental revenue	131,662	100,000	60,944	100,000
Parks & Recreation Revenue	34,451	20,000	11,640	15,000
Field Fees	-	-	6,035	5,000
Building permits	42,683	40,000	59,399	40,000
Plumbing & mechanical permits	15,655	20,000	12,575	17,000
Electrical permits	14,489	20,000	9,615	14,500
Municipal Court Fees/Traffic Fines/Other Fines	103,581	180,000	59,725	187,750
Municipal Camera Court Fines	-	-	(1,020)	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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VIN check fees	-	20,000	6,836	7,500
Administrative and Other Fees	49,924	30,200	17,241	35,000
Vehicle Fees for Road Details	187,105	100,000	55,716	100,000
Municipal Court/Other Fines	41,213	20,000	20,920	35,000
Fire code inspection fees/other fire permits *	4,330	14,280	7,250	8,000
Alarm box fees & smoke detector certificates *	37,575	28,000	55,443	40,000
Rescue runs	392,693	330,000	246,833	360,000
Hazardous material permits	-	1,945	-	1,004
Local Pilot Revenue	86,143	79,500	4,333	80,000
Public works	19,637	20,000	11,349	20,000
Office of Health- other revenue	-	-	-	-
Total fees/non-tax revenue	2,798,676	1,272,629	977,911	1,368,357

<i>Federal revenue</i>				
Federal Revenue	-	300,000	-	-
Total federal revenue	-	300,000	-	-

<i>State revenue</i>				
MV Phase out	448,754	1,532,474	1,064,885	1,293,467
Distressed Communities Aid	45,856	220,713	220,713	235,462
Public Service Corporation Tax/Telephone tax	241,398	241,398	231,392	231,392
Hotel/meals & beverage tax	146,023	134,213	145,897	168,425
School Housing Aid - Direct payment-RIHBEAC reimbursement	95,287	95,287	-	97,286
Miscellaneous state aid/grants (Library Aid)	113,849	31,902	25,428	32,808
Total state revenue	1,512,633	2,255,987	1,688,315	2,058,840

* Revenues collected under fire plan review are being spent as general operational support for the fire department.

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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<i>Other income</i>				
Tax Sales/Miscellaneous Other Revenue	11,982	75,000	54,806	5,000
Miscellaneous	-	-	35,499	10,000
Other Revenue, Misc.	-	-	14,674	15,000
FEMA Funding	-	-	98,982	-
Nuisance Task Force Revenue	25,029	56,000	17,500	20,000
Total other income	38,154	131,000	221,461	50,000

Total Revenues	20,136,938	19,309,131	15,650,609	19,410,029
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General Fund Appropriations

<i>Executive MGT</i>				
Salaries-Executive	183,571	191,007	140,102	192,581
Social Security-Executive	12,554	11,842	8,433	11,940
Medicare-Executive	2,936	2,770	1,972	2,792
Municipal State Pension-Executive	23,683	27,543	20,203	28,618
TIAA-Cref – Executive	1,836	1,910	1,529	1,926
Medical Insurance-Executive	18,856	27,469	18,871	18,847
Dental Insurance-Executive	780	1,316	918	920
Other professional services-HR	200	42,000	31,500	42,000
Dues/Subscriptions – Executive	1,992	11,000	10,376	13,000
Supplies – Executive	2,034	1,000	163	1,000
Community Outreach	59,389	20,000	17,090	25,000
Professional Development & Training	6,211	6,000	1,341	6,000
Total Executive MGT	314,115	343,857	252,499	344,624

<i>City Council</i>				
Stipends	41,860	41,160	30,870	41,160
Total City Council	41,860	41,160	30,870	41,160

<i>City Boards</i>				
Personnel board	731	675	506	675
Purchasing board	675	675	506	675
Appeals board	900	900	675	900
Planning board	900	1,125	788	1,125
Zoning board	1,625	1,750	1,375	1,750
Canvassers board	1,400	2,100	1,400	2,100
Housing authority board	2,750	2,750	2,063	2,500
Total City Boards	8,981	9,975	7,313	9,725

<i>City Clerk</i>				
Salaries-City Clerk	172,375	211,361	152,777	224,435
Longevity-City Clerk	2,500	2,500	2,500	2,500
Social Security-City Clerk	10,686	13,259	9,219	14,070
Medicare-City Clerk	2,499	3,101	2,156	3,291
Municipal State Pension-City Clerk	22,526	30,839	22,348	33,723
TIAA-Cref – Clerk	1,746	2,139	1,550	2,269
Medical Insurance-City Clerk	34,870	42,548	24,975	31,435
Dental Insurance-City Clerk	1,368	2,110	1,375	1,840
Dues/subscriptions-City Clerk	1,312	900	-	4,000
Non-capital equipment-City Clerk	-	3,000	240	3,000
Claims & Settlements	136,214	32,500	46,873	42,500
Education & Training-City Clerk	6,663	2,500	2,449	2,500
Total City Clerk	392,759	346,757	266,461	365,563

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Board of Canvassers				
Elections and Elections Workers	43,917	2,500	10,174	30,000
Total Board of Canvassers	43,917	2,500	10,174	30,000

Personnel				
Salaries-HR	34,242	71,750	52,177	73,544
Social Security-HR	2,027	4,449	3,065	4,560
Medicare-HR	474	1,040	717	1,066
Municipal State Pension-HR	4,513	10,346	7,524	10,929
TIAA-Cref – HR	348	718	522	735
Medical Insurance-HR	6,087	15,079	10,359	13,359
Dental Insurance-HR	84	794	575	692
Other professional services-HR	30,434	-	848	-
Education & training-HR	3,010	4,500	-	6,000
Recruitment	-	-	-	15,000
Employee Events/team building	-	-	-	6,000
Workers compensation-HR	89,120	124,274	111,046	100,000
Employee Relations/Events	-	3,000	2,186	3,000
Testing-HR	5,019	10,000	5,252	10,000
Total Personnel	175,357	245,950	194,271	244,885

Legal				
Salaries-Legal	49,720	50,686	37,041	54,000
Social Security-Legal	2,847	3,143	2,127	3,348
Medicare-Legal	666	735	498	783
Municipal State Pension-Legal	6,414	7,309	5,341	8,024
TIAA-Cref – Legal	497	507	371	540

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Medical Insurance-Legal	14,464	15,079	10,359	13,359
Dental Insurance-Legal	587	794	554	692
Legal contingencies	77,109	20,000	29,839	32,000
Nuisance Task Force	40,000	56,000	26,667	40,800
Education and Training – Legal	-	1,000	1,750	1,000
Other professional services-Legal	143,575	124,025	110,008	143,811
Total Legal	350,879	279,278	224,554	298,357

<i>Tax Assessor</i>				
Salaries-Tax Assessor	37,704	43,421	31,360	44,074
Longevity Pay-Tax Assessor	-	1,500	1,500	1,500
Social Security-Tax Assessor	2,121	2,785	1,868	2,826
Medicare-Tax Assessor	496	651	437	661
Municipal State Pension-Tax Assessor	4,816	6,478	4,719	6,772
TIAA-Cref - Tax Assessment	373	449	327	456
Medical Insurance-Tax Assessor	13,267	15,079	10,359	12,588
Dental Insurance-Tax Assessor	539	794	554	692
Dues/subscriptions-Tax Assessor	167	500	420	-
Other professional services-Tax Assessor	60,262	60,000	36,787	40,000
Technology Software & Advisory	13,741	10,000	-	17,000
Education & Training - Tax Assessor	-	1,000	135	500
Revaluation Services-Tax Assessor	-	120,000	49,503	6,000
Total Tax Assessor	133,487	262,657	137,969	133,068

<i>Finance</i>				
Salaries-Finance	321,411	396,477	268,057	412,316
Longevity Pay-Finance	4,500	4,500	2,000	4,500
Sick Incentive Pay	641	-	671	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Social Security-Finance	20,385	24,861	16,330	25,843
Medicare-Finance	4,767	5,814	3,819	6,044
Municipal State Pension-Finance	33,581	51,761	33,658	61,939
TIAA-Cref - Finance	2,602	3,135	2,334	4,168
Medical Insurance-Finance	32,640	27,469	27,927	40,690
Dental Insurance-Finance	912	1,306	800	1,604
Supplies - Finance	334	1,000	75	500
Postage	19,518	18,000	20,327	25,000
Non-Capital Equipment	1,547	500	-	500
Collection agency	-	500	-	-
Accounting/auditing	63,751	80,619	50,965	88,725
Other professional services-Finance	289,300	73,920	59,199	89,649
Technology Software & Advisory	24,705	66,435	-	-
Bank Fees	4,796	2,000	3,410	4,471
Education & training-Finance	697	4,000	-	4,000
Total Finance	826,087	762,297	489,572	769,949

City Property				
Office supplies	6,893	10,000	7,653	7,000
Other supplies	7,861	8,000	3,334	8,000
Janitorial Supplies	2,581	2,500	1,824	3,000
Dues/Subscriptions	9,613	4,698	1,948	8,000
Non-capital equipment	18,610	12,000	1,041	8,000
Advertising	11,748	10,000	13,345	14,000
IT Consulting services	79,449	85,000	47,656	75,900
R&M Contracts - City Buildings	152,102	170,000	137,946	170,000
General Liability Insurance	274,668	275,000	277,922	296,000
Capital Expenditures - City Property	-	5,000	-	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Misc. City Property	3,502	4,000	2,093	-
Heating Fuel-Other City Buildings	36,828	45,000	21,432	55,506
Telephone Other City Buildings	52,597	49,790	38,046	50,000
Repairs/Maint.-Other City Buildings	26,854	35,000	14,355	30,000
Water/Sewer-Other City Buildings	185,867	180,270	133,291	194,239
Electric-Other City Buildings	51,625	101,363	147,402	141,796
Sewer/ NBC	47	-	(4,657)	-
Streetlights	167,802	86,895	18,086	25,200
Total City Property	1,088,647	1,084,516	863,317	1,086,641

Parks, Recreation & Community Service				
Salaries	78,117	99,006	71,271	106,000
Temporary Employee Salaries	34,093	46,932	14,178	24,960
Street Beautification Workers	41,292	29,640	36,302	35,568
Social Security	9,480	10,886	7,582	10,325
Medicare	2,217	2,207	1,773	2,415
Municipal State Pension	12,434	14,277	10,433	15,752
TIAA-Cref - Parks/Recreation	963	990	724	1,060
Medical Insurance	6,469	12,390	4,256	5,488
Dental Insurance	211	522	182	228
Other supplies	12,752	10,000	11,539	5,000
General R & M	14,458	15,300	23,711	34,000
Other professional services [Parks]	6,705	-	200	-
Public events & activities	30,908	24,000	23,071	30,000
Education/Training	6,370	1,000	-	1,000
Afterschool Programming	945	5,000	-	-
Social Security - Afterschool Program	59	714	-	-
Medicare - Afterschool Program	14	167	-	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Capital Expenditures	-	20,000	-	-
Elderly Program- Parks & Recreation	2,921	10,000	2,939	15,000
Miscellaneous Recreation - Summer Food Help	-	250	-	46,800
Total Parks, Recreation	270,285	303,281	208,160	333,595

Planning				
Salaries	200,392	212,889	159,332	233,972
Social Security	13,860	13,199	9,653	14,506
Medicare	3,241	3,087	2,258	3,393
Municipal State Pension	29,266	30,699	22,976	34,768
TIAA-Cref – Planning	2,268	2,129	1,593	2,340
Medical Insurance	28,172	30,158	23,377	26,718
Dental Insurance	1,009	1,588	1,214	1,384
Other Supplies – Planning	735	2,000	1,370	1,000
Other Professional Services [Planning]	19,453	13,500	3,105	10,000
Capital Expenditures	83,325	-	24,207	-
Affordable Housing Fund	-	50,000	-	-
Education/Training	1,097	5,000	-	5,000
Participatory Budgeting	-	-	(10,000)	-
Total Planning	388,518	364,249	239,085	333,080

Police				
Salaries	2,394,363	2,498,928	1,800,232	2,607,658
Police trainee wages	-	21,120	7,100	42,240
Overtime	189,408	110,000	230,265	170,000
Community Policing	12,017	15,000	4,861	7,500
Special Investigations Overtime	15,030	15,000	18,204	12,000

FY21 Audited Actuals **FY22 Budget** **FY23 Budget**
Item **March YTD**

Item	FY21 Audited Actuals	FY22 Budget	FY23 Budget	March YTD
K-9 Expenses & Overtime	4,153	5,000	8,000	6,879
Holiday pay	148,222	152,246	162,979	152,180
Longevity pay	96,480	100,500	108,500	65,000
Detective Stipends	7,567	7,800	-	5,725
Sick Incentive Pay	(17,294)	7,341	5,000	3,847
Police Education Stipend	13,000	13,000	17,000	14,000
Clothing/tool allowances	51,634	48,400	45,000	4,935
Police Social Security (Mary Chace)	-	-	3,214	651
Police Medicare	50,512	36,234	44,107	36,217
TIAA-Cref – Police	11,138	16,113	19,498	12,012
Police Medical Insurance	286,387	350,384	325,639	249,240
Police Dental Insurance	14,807	19,869	19,357	14,668
Injuries/Medical (Work Related Injuries)	-	-	-	21,780
Office supplies	3,902	4,000	4,000	1,996
Other supplies	6,124	5,000	5,000	4,204
Vehicle fuel	66,873	57,324	108,448	58,561
Dues/Subscriptions	812	612	600	200
Detective supplies	3,434	3,990	4,000	1,496
Non-capital equipment	7,827	9,455	9,400	5,022
General R & M	15,552	15,805	15,000	9,050
Vehicle R & M	37,366	35,000	24,000	35,113
Other professional services [Police]	66,350	20,000	65,000	17,100
Technology Software & Advisory	34,117	87,000	43,000	37,480
Education & training	15,767	20,808	20,000	9,786
Finger printing	640	2,305	2,300	230
College tuitions	61,919	45,000	60,000	45,509
Officer Wellness Program	5,315	-	5,000	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Capital Expenditures	132,497	45,000	35,465	-
Salaries (Animal control)	40,578	41,373	30,090	41,995
Overtime (Animal control)	(381)	1,224	1,266	1,000
Animal Control Longevity Pay	2,000	2,000	2,000	2,000
Sick Incentive Pay (Animal control)	457	477	-	475
Clothing/tool allowance (Animal control)	350	350	-	350
Social Security (Animal control)	2,596	2,740	2,005	2,689
Medicare (Animal control)	607	600	469	650
Municipal State Pension (Animal control)	5,492	6,254	4,627	6,538
TIAA-Cref - Animal Control	426	434	321	440
Medical Insurance (Animal control)	5,943	6,195	4,256	6,037
Dental Insurance (Animal control)	194	261	182	228
Boarding of animals (Animal control)	335	560	(48)	560
Clerk & IT Salaries	88,105	89,850	67,419	95,455
Clerk & IT Overtime	4,274	4,000	1,344	1,000
Clerk & IT Longevity Pay	5,000	5,000	2,000	5,000
Clerk & IT Sick Incentive Pay	537	574	560	574
Clothing/tool allowances civilian	350	350	-	350
Clerk & IT Social Security	5,620	5,938	4,084	3,214
Clerk & IT Medicare	1,315	1,303	955	1,513
Municipal State Pension (Civilian Staff)	12,008	13,677	10,010	15,366
TIAA-Cref – Civilian	445	454	348	521
Clerk & IT Medical Insurance	28,928	30,158	20,719	25,176
Clerk & IT Dental Insurance	1,174	1,588	1,107	1,384
Total Police Department	3,942,269	3,983,594	3,062,721	4,175,954

Judiciary

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Salaries	45,563	46,454	34,588	48,266
Overtime	1,109	1,860	-	2,000
Longevity Pay	3,000	3,000	3,000	3,000
Social Security	2,844	3,066	2,161	3,179
Medicare	665	674	505	743
Municipal State Pension	6,263	7,132	5,420	7,618
TIAA-Cref - Municipal Court	607	495	470	513
Medical Insurance	14,464	15,079	10,359	12,588
Dental Insurance	587	794	554	692
Office supplies	32	500	-	500
Probate Court Judge	12,000	12,000	9,000	12,000
Other Professional Services - Municipal Court	6,220	6,300	9,075	10,000
Housing Court Judge	12,000	12,000	9,000	12,000
Municipal Court Judge	14,000	14,000	10,500	14,000
Total Judiciary	119,677	123,354	94,632	127,099

Fire				
Salaries-Fire	2,465,651	2,525,333	1,747,092	2,546,126
Trainee Wages-Fire	-	6,000	25,000	54,900
Stipend	-	7,280	-	17,940
Overtime-Fire	238,209	200,000	262,126	200,000
Holiday pay-Fire	149,344	155,574	143,698	156,794
Longevity pay-Fire	77,500	77,000	63,500	75,000
Out of rank pay	17,703	12,974	14,556	20,000
Mechanic pay	7,319	-	5,360	-
Rescue- Fire	37,538	15,000	20,074	15,000
Sick incentive pay -Fire	3,200	6,662	4,345	6,000

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Clothing/tool allowance-Fire	42,000	43,000	-	42,000
Social Security-Fire	2,121	2,365	3,202	4,000
Medicare-Fire	42,229	39,546	32,559	44,510
Municipal State Pension-Fire Clerk	4,903	-	4,191	6,582
TTAA-Cref - Fire Clerk	7,207	9,453	5,726	7,500
Medical Insurance-Fire	372,288	499,682	301,666	435,305
Dental Insurance-Fire	22,270	25,564	15,427	20,733
Injuries/Medical (Work Related Injuries)-Fire	-	-	34,042	-
Other supplies-Fire	25,466	25,000	17,583	5,000
Supplies - EMS only	-	-	-	20,000
Vehicle fuel-Fire	20,186	25,000	25,400	32,000
Dues/subscriptions-Fire	810	1,500	755	2,000
Non-capital equipment-Fire	4,275	6,120	11,324	6,000
Fire Fighter Equipment	22,802	20,000	16,371	20,000
General R & M-Fire	19,947	17,000	4,023	17,000
Vehicle R & M-Fire	102,486	75,000	25,462	45,000
Other professional services-Fire	25,599	25,000	23,867	28,000
Education & training-Fire	10,140	20,000	11,254	20,000
College tuitions-Fire	2,742	6,000	-	6,000
Capital Expenditures-Fire	-	70,000	70,005	-
Total Fire Department	3,730,378	3,916,053	2,888,607	3,853,390

Dispatch and Emergency Management				
Dispatcher Salaries – Police	191,259	262,446	164,917	274,241
Dispatcher Overtime – Police	64,349	40,800	28,638	30,000
Dispatcher Holiday Pay – Police	12,256	16,403	13,219	17,140
Dispatcher Longevity Pay – Police	7,000	4,500	2,500	6,500
Dispatcher Sick Incentive Pay – Police	734	1,064	1,038	1,064

Dispatcher clothing/tool allowances – Police	1,400	1,750	-	2,100
Dispatcher Social Security – Police	16,832	17,764	12,664	18,665
Dispatcher Medicare – Police	3,936	3,805	2,962	4,365
Dispatcher Municipal State Pension – Police	26,988	40,858	25,832	42,954
Dispatcher TIAA-Cref – Police	2,092	2,833	1,791	2,979
Dispatcher & Clerk Medical Insurance – Police	37,811	48,742	23,127	40,690
Dispatcher & Clerk Dental Insurance – Police	1,105	1,838	1,100	2,068
Public Safety Dispatcher Shared Equip R&M - Police	3,670	3,570	638	1,000
Dispatcher Salaries-Fire PT	142,051	138,842	107,140	143,922
Dispatcher Social Security- Fire PT	8,807	8,608	6,161	8,923
Dispatchers Medicare-Fire PT	2,060	2,013	1,441	2,087
Public Safety Dispatcher Shared Equip R&M – Fire	3,449	3,000	1,842	-
EMA service	25,000	25,000	-	25,000
Total Dispatch and Emergency Management	550,800	623,836	395,009	623,699

Public Works and Code Enforcement				
Salaries-DPW/Code	593,413	632,397	464,785	624,365
Overtime-DPW/Code	48,882	45,000	30,860	45,000
Longevity pay-DPW/Code	18,500	18,000	16,750	16,000
Sick Incentive Pay-DPW/Code	575	613	-	-
Clothing/tool allowance-DPW/Code	2,800	2,800	-	2,800
Backhoe Licenses- DPW/Code	300	300	90	
Social Security-DPW/Code	39,916	40,536	30,742	39,876
Medicare-DPW/Code	9,335	9,480	7,190	9,326
Municipal State Pension-DPW/Code	76,504	90,285	67,709	95,158
TIAA-Cref - DPW/Code	5,358	5,700	4,362	6,404
Medical Insurance-DPW/Code	110,351	121,040	78,953	99,229

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
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Dental Insurance-DPW/Code	4,367	6,476	4,120	5,299
Other supplies-DPW/Code	11,921	2,500	3,739	15,000
Vehicle Fuel-DPW/Code	14,081	15,000	9,887	30,000
Non-capital equipment-DPW/Code	792	3,000	-	3,000
Winter road supplies-DPW/Code	13,350	35,000	10,524	20,000
General R & M-DPW/Code	25,331	12,500	5,619	1,000
Vehicle R & M-DPW/Code	46,865	55,000	45,132	55,000
Other Professional Services-DPW/Code	33,170	20,000	10,814	18,000
Road R & M-DPW/Code	38,341	34,500	14,630	30,000
Education & training-DPW/Code	4,951	3,000	3,086	4,000
Traffic Signal R & M-DPW/Code	1,855	6,000	1,138	6,000
Safety Equipment	-	1,500	-	-
Streetlights	15,377		321	-
Plumbing Inspector	5,200	5,200	3,900	5,200
Electrical Inspector	5,200	5,200	3,900	5,200
Total Public Works and Code Enforcement	1,127,707	1,171,027	818,250	1,135,857

Public Works				
Solid waste removal/disposal	457,766	280,000	146,793	294,000
Trash Removal/Recycling	541,100	703,050	478,074	738,203
Total Public Works	998,866	983,050	624,867	1,032,203

Office of Constituents Services and Health				
Salaries/ wages- Office of Health	52,390	51,249	37,100	52,531
Social Security- Office of Health	3,048	3,178	2,131	3,257
Medicare- Office of Health	713	743	498	762
Municipal State Pension- Office of Health	6,757	7,390	5,350	7,806
TIAA-CREF- Office of Health	524	513	371	525

Medical Insurance- Office of Health	11,736	21,274	10,359	13,359
Dental Insurance- Office of Health	568	1,055	554	692
Other Supplies	3,159	5,000	666	2,500
Other Professional Services- Office of Health	32,836	15,000	8,441	9,996
Total Office of Constituent Services and Health	111,732	105,402	65,470	91,428

<i>Library</i>				
City Contribution	118,457	118,825	119,193	118,825
State Library Grant-In-Aid	31,752	31,902	31,902	31,902
Total Library	150,209	150,727	151,095	150,727

<i>City Debt Service</i>				
Bond principal	779,000	805,000	805,000	836,000
Bond interest	227,027	199,983	199,910	171,564
Other debt fees	4,058	7,200	7,018	6,690
Total City Debt Service	1,010,085	1,012,183	1,011,927	1,014,254

<i>Other City Government</i>				
Compensated absences	83,151	56,892	62,033	27,853
Unemployment compensation	28,311	5,000	14,155	15,000
HRA - Health Reimbursement	120,660	130,000	82,484	110,000
Group Life Insurance	11,175	11,000	10,958	11,000
OPEB	60,000	60,000	-	60,000
Medical insurance – Retirees	129,247	5,000	95,239	126,985
Pension MERS Police & Fire	2,848,670	2,800,000	2,060,992	2,763,934
Claims/ Settlement Not Paid	-	-	74,323	-
Reserve - Other City Gov	-	25,536	-	-
FY21 Covid19 Identified Expenses	159,672	-	126	-

Item	FY21 Audited Actuals	FY22 Budget	FY22 March YTD	FY23 Budget
School Department - City Share (3-4%)	62,698	100,000	6,167	100,000
Overtime-COVID 19	-	-	10,082	-
Medicare- COVID 19	-	-	676	-
FEMA Expenses	-	-	2,560	-
Total Other City Government	3,925,051	3,193,428	2,419,793	3,214,772
Total General Fund Appropriations	19,701,666	19,309,131	14,456,618	19,410,030

SECTION 7: This ordinance shall be effective upon passage.

Introduction: May 9, 2022

First Reading/First Passage: May 23, 2022

Second Reading/Second Passage: May 26, 2022

X

 Maria Rivera
 Mayor

X

 Jahaira Rodriguez
 City Clerk



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

SUB-A

SECTION ONE: The following officers and others in unclassified positions shall receive the following amount for their respective annual salaries. These individuals and positions in the unclassified service are not part of the personnel system pursuant to section 7-101 of the Home Rule Charter of the City of Central Falls. 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.

Department	Position	FY 22	FY 23
Executive MGT	Mayor	78,368	80,237
Executive MGT	Chief of Staff	67,565	69,254
Executive MGT	Executive Administrative Assistant	45,074	43,000
City Clerk	City Clerk	70,778	72,547
City Clerk	Assistant City Clerk	57,128	61,128
Personnel	Director of Human Resources	71,750	73,544
Legal	Legal/HR Clerk	50,687	54,000
Finance	Director of Finance	95,950	98,349
Finance	Deputy Director of Finance	77,644	79,585
Finance	Grant Writer/ Fund Developer (Part time Position)	42,023	52,000
Finance	Junior Accountant	38,438	39,399
Parks and Recreation	Director of Parks and Recreation	58,077	63,000
Parks and Recreation	Coordinator of Parks, Recreation/Community Service	40,929	43,000
Parks and Recreation	Parks and Recreation Workers (Part-Time Positions)	Up to \$11,846 ea	Up to \$12,480 ea
Parks and Recreation	Street Beautification Workers (Part-Time Position)	Up to \$14,820 ea	Up to \$17,784 ea
Planning	Community Dev MGR	47,518	48,706
Planning	Deputy Director, Planning/Economic Development	67,291	68,973
Planning	Principal Planner	47,539	48,727
Planning	Director, Planning/Economic Development (Part-Time Position)	65,917	67,565
Police	Chief of Police	89,830	92,076
Fire	Fire Chief	85,555	87,694
Fire	Fire Department Dispatchers (Part Time Positions)	Up to \$8,167 ea	Up to \$8,466 ea
DPW/Code	Director, DPW/Code Enforcement	80,872	82,894
DPW/Code	Deputy Director, DPW/Code Enforcement	51,700	52,993
DPW/Code	Building Inspector (2 Part-Time Positions)	24,287	24,287
DPW/Code	Electrical Inspector	5,200	5,200
DPW/Code	Plumbing Inspector	5,200	5,200
Health	Director of Constituent Services and Health	51,250	52,531

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

Department	Position	Number	FY 22	FY 23
City Council	Council Members @ \$5,880 ea	7	41,160	41,160
Boards	Personnel Board @ \$225 ea	3	675	675
Boards	Purchasing Board @ \$225 ea	3	675	675
Boards	Appeals Board @ \$225 ea	4	900	900
Boards	Planning Board @ \$225 ea	5	1,125	1,125
Boards	Zoning Board @ \$250 ea	7	1,750	1,750
Boards	Board of Canvassers @ \$700 ea	3	2,100	2,100
Boards	Housing Authority Board @ \$500 ea	5	2,750	2,500

SECTION THREE: This ordinance shall be effective upon passage

Introduction: May 9, 2022

First Reading/First Passage: May 23, 2022

Second Reading/Second Passage: May 26, 2022

X

Maria Rivera
Mayor

X

Jahaira Rodriguez
City Clerk



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, 2022, and ending June 30, 2023, are estimated due to contract negotiations:

Police Department - Weekly Salary

Patrolman - Grade II	\$884.47
Patrolman - Grade I	\$1,163.03
Detective	\$1,244.45
Sergeant	\$1,331.56
Lieutenant	\$1,424.77
Captain	\$1,496.01
Major	\$1,570.81

Section 2. Salaries and other monetary consideration for members of the City’s Fire Department for the twelve (12) month period beginning July 1, 2022, and ending June 29, 2023, shall be as follows:

Fire Department – Weekly Salary July 1,2022

Emergency Coordinator Assistant	\$712.44
Private (Probationary-1 Year)	\$956.95
Private (2 nd Class-1 Year)	\$980.93
Private (1 st Class)	\$1,106.46
Lieutenant	\$1,183.88
Captain	\$1,266.74
Battalion Chief	\$1,355.43
Deputy Chief	\$1,450.31

Fire Department - Weekly Salary January 1,2023

Emergency Coordinator Assistant	\$726.69
Private (Probationary-1 Year)	\$976.09
Private (2nd Class-1 Year)	\$1,000.55
Private (1st Class)	\$1,128.59
Lieutenant	\$1,207.56
Captain	\$1,292.07
Battalion Chief	\$1,382.54
Deputy Chief	\$1,479.32

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

Section 4. Salaries and other monetary consideration for members of the RI Council 94 in the divisions of Public Works, City Hall, Police Dispatchers, Animal Control/Parking Monitor, Police Computer IT Administrator for the twelve (12) month period beginning July 1, 2022, and ending June 30, 2023, shall be as follows:

Public Works - Weekly Salary

Laborer	\$996.77
Foreman	\$1,071.00
Mechanic	\$1,036.53

City Hall/Police Clerks - Weekly Salary

Payroll Clerk	
Step 1	\$966.01
Step 2 (6 Mos)	\$1,084.92

All Other Clerks

Step 1	\$792.35
Step 2 (6 Mos)	\$803.12
Step 3 (18 Mos)	\$814.06
Step 4 (30 Mos)	\$825.85
Step 5 (42 Mos)	\$836.66
Step 6 (54 Mos)	\$847.57
Step 7 (180 Mos)	\$906.80
Step 8 (204 Mos)	\$928.20

Animal Control/ Parking Monitor

Step 1	\$779.17
Step 2 (12 Mos)	\$807.59

Dispatcher- Police	
Step 1	\$779.64
Step 2 (12 Mos)	\$862.46
Step 3 (24 Mos)	\$900.35
Step 4 (36 Mos)	\$923.10

Police IT Administrator	
Step 1	\$830.40
Step 2 (12 Mos)	\$855.39
Step 3 (24 Mos)	\$881.06
Step 4 (36 Mos)	\$907.48

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 9, 2022

First Reading/First Passage: May 23, 2022

Second Reading/Second Passage: May 26, 2022

X

Maria Rivera
Mayor

X

Jahaira Rodriguez
City Clerk



The Annual Capital Program and Capital Budget Ordinance

Capital Budget July 1, 2022 to June 30, 2023

Section 1. FY23 ANNUAL CAPITAL BUDGET -FY22 – FY23

Department/Project	FY 22	FY 23
Departments		
DPW	\$0	\$0
Fire	\$0	\$0
Police	\$0	\$0
City Clerk	\$0	\$0
Parks & Rec	\$20,000	\$0
Nuisance Task Force	\$0	\$0
Vehicles in FY22	\$20,000	\$0
DPW	\$0	\$0
Fire	\$75,000	\$0
Police	\$45,000	\$0
Total Vehicles	\$120,000	\$0
Buildings in FY22		
Police, 150 Illinois	\$0	\$0
Fire, 160 Illinois	\$0	\$0
DPW, 1280 High	\$0	\$0
City Hall, 580 Broad	\$5,000	\$0
Total Buildings	\$5,000	\$0
Total	\$145,000	\$0

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 9, 2022

First Reading/First Passage: May 23, 2022

Second Reading/Second Passage: May 26, 2022

X

Maria Rivera
Mayor

X

Jahaira Rodriquez
City Clerk

Proposed Budget Fiscal Year 2022-20223



Departmental Goals & Objective



**Office of the City Clerk
FY 2023 Budget
Jahaira Rodriguez, 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:

- Recorder of deeds and all land records
- registrar of vital records: birth, marriage, death certificates, marriages licenses
- clerk of the City Council
- 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
- Licensing: business licensing, special permits; dog, fishing and hunting licenses
- Purchasing: procurement, policies and regulations, clerk of the purchasing board
- Board of Canvassers
- Probate Court: guardianship and estate administration and
- Other: notary, genealogy

Department Staff:

- City Clerk, 1.0 employee
- Deputy City Clerk, 1.0 employee
- Clerk (2), 1.0 employee

Evaluation of FY 2022 Goals and Objectives:

- Hire a new clerk (This position is not newly created but needs the allocation of funds)-*Achieved*
- Finalizing the modernization of programs in City Clerk Office and in other departments, through the creation of electronic databases and data tracking-*Achieved & ongoing*
- Strengthen security measures for city hall-*Achieved & ongoing*
- Complete transfer of City Clerk records to electronic storage-*In Process*
- Support and guide the Board of Canvassers in the development, revision and documentation of election processes and board by-laws-*Achieved & ongoing*
- Increase the availability of land records online- *Ongoing*
- Continue collaboration with Planning Department in implementation of green initiatives: building efficiencies, renewal energy-*Achieved & ongoing*
- Collaborate with Finance department to improve vendor record system and sharing of vendor information-*Ongoing*
- Conduct 2021 Special Election-Ward 3-*Achieved*

- 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-*Ongoing*
- Fully ADA compliant by having handicap doors at City Hall-*achieved*

Goals and Objectives for FY 2023:

- Have all our services and payments online.
- Strengthen security measures for city hall and potential parks.
- Complete transfer of City Clerk records to electronic storage.
- Support and guide the Board of Canvassers in the development, revision and documentation of election processes and board by-laws.
- Increase the availability of land records online.
- Collaborate with Human Resources on revision and creation of policies and trainings.
- Continue coordination of IT services.
- Focus efforts on improving our services to Council and Community through technology
- Provide an updated audiovisual system to the Council Chambers for Council meetings.
- Enhance volunteerism and engage citizens by having more effective recruiting for Boards and Commission vacancies.
- Update Office technology for supporting staff.
- Enhancement and beautification of City Hall & other buildings.
- Credit card payment system.

Department Job Descriptions:

City Clerk

The city clerk is the ex officio the recorder of deeds, registrar of vital records, clerk of the council, and purchasing agent. The city clerk maintains 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 issues all licenses, and permits, as required by state law or city ordinance. The clerk serves as purchasing agent and is the ex officio nonvoting member of the purchasing board. The City Clerk manages the Board of Canvassers and conducts elections.

Deputy 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 2023 Budget
Jean Barros, 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 permit, reviews blueprints, 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 Directors

- 1 Director
- 1 Assistant Director

Public Works:

- 1 Foreman
- 7 Laborers

Code Enforcement:

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

Evaluation of FY 2022 Goals & Objectives:

- 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 100% of remaining Trust Safety Committee Meetings
- Maintain or increase our recycling rate
- Maintain aesthetics of the city by encouraging residents and businesses to adopt at least 1 street or park.
- Increase the number of Housing Violations sent to Housing Court including lead housing violations
- Work with planning to support implementation of traffic calming measures
- Continue to explore new training opportunities through the Trust and other organizations
- Implement new training in our day-to-day operations
- Use the Nuisance Task Force as a tool to reduce problem properties in the city.
- Send out at least 4 public informative notices via newsletter to residents regarding snow removal, trash/recycling, yard waste and disposal of common items.
- Develop and support a qualified, healthy diverse work force to succeed by planning future trainings and skills development
- Create and implement plan for the enforcement of updated snow removal ordinances

Goals & Objectives for FY 2023:

- Utilize Nuisance Task Force to concentrate enforcement on problem properties.
- Increase the quality of the city's housing stock utilizing stricter enforcement approaches and housing court compliance efforts.
- Expand Lead safe compliance efforts throughout the city to increase healthier housing stock.
- Reduce number of vacant and abandoned structures in the city.
- Develop "File digitization" and technology improvement plan, (5-10 years).
- Develop Recycling education strategy for residents and new homeowners.
- Increase recycling rates, (residential), reduce number of rejected loads at landfill.
- Maintain city's aesthetic appeal, by encouraging resident and business participation in beautifying public spaces.
- Develop a capital fleet maintenance and replacement plan, (5-10 years).
- Collaboration with planning department to update infrastructure improvement plan.
- Develop a yearly staff, training, and education plan.

Job Descriptions:

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 follow 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. Research 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.



**Finance Department
FY 2023 Budget
Mary Signer, Director of Finance**

Department Description:

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

Department Staff:

- Director of Finance
- Deputy Director of Finance
- Jr. Accountant
- Payroll Clerk
- Accounts Payable Clerk
- Tax Collection Clerk
- Tax Assessor Clerk
- Tax Assessor, Contractor

Evaluation of FY 2022 Goals and Objectives

- Review, update and document operating policies and practices that may affect the Finance Department's operating efficiency. - *ongoing*
- Improve financial reporting and fiscal oversight with communication of timely results and management participation and oversight to achieve budget goals. - *ongoing*
- Participate with all Departments in the compliance with contractual obligations and monitoring of contractual terms and conditions. - *ongoing*
- Achieve the completion of the FY21 audit no later than December 31, 2021. - *not completed*
- Establish routine processes to meet all State Division of Municipal Finance periodic reporting requirements. - *ongoing*
- Improve collections by providing correspondence of payment variances. - *completed*
- Accurate and timely accounting of the June 2020 tax sale. Document process and all transactions. - *completed*
- Audit all purchase requisitions to ensure proper and consistent accounting. Ensure all requisitions are budgeted. - *ongoing*

Goals and Objectives for FY 2023:

- Review, update and document operating policies and practices that may affect the Finance Department's operating efficiency.
- Improve financial reporting and fiscal oversight with communication of timely results and management participation and oversight to achieve budget goals.
- Participate with all Departments in the compliance with contractual obligations and monitoring of contractual terms and conditions.
- Achieve the completion of the FY22 audit no later than December 31, 2022.

- Establish routine processes to meet all State Division of Municipal Finance periodic reporting requirements.
- Cross train all positions within the department to ensure timely and accurate customer services when team members are absent.
- Audit all purchase requisitions to ensure proper and consistent accounting. Ensure all requisitions are budgeted.
- Collaborate with the school district on all school financing and construction activities.
- Coordinate with City Clerk and Human Resource to ensure proper approval and access to the City's IT systems.

Department Job Description:

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.

Director of Finance is a full-time administrative position, 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.

Deputy Director of Finance coordinates the planning and management of all ongoing funds, accounting systems and related reporting. Acts as assistant to the Director of Finance and provides oversight management of cash flow requirements for all funds. Provides day to day oversight of accounts payable and collections functions and works with Payroll Clerk to ensure accurate and timely reporting of payroll.

Junior Accountant is responsible for properly recording all banking transactions in a timely manner and performs an audit of all cash transactions in the department. Responsible for balance sheet reconciliations. Provides support to Director and Deputy as needed.

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

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. Maintains account payable records and approved vendor list. Also acts as secondary Tax Collection Clerk responsible for collecting all municipal taxes on real estate and personal property in the City

Tax Collection Clerk 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.

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.



**Fire Department
FY 2023 Budget
Scott G. Mello, Fire Chief**

Department Description:

The Central Falls Fire Department has a mission to provide excellent fire control and suppression services to the community. We also provide emergency and non-emergency medical care and transport. The Central Falls Fire Department is a community-focused fire department that strives for the highest quality of fire suppression and Emergency Medical 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 4 Employees
- Lieutenant 8 Employees
- Private 1st Class 13 Employees
- Private 2nd Class 0 Employees
- Probationary Firefighters 5 Employees
- Administrative Assistant 1 Employee
- Total Staff: 37 Employees
- We are currently 6 members down currently.

Evaluation of FY 2022 Goals:

- Working on an FM Global Grant for I-Pad Tablets to be placed on each piece of apparatus--*accomplished*
- Apparatus replacement--*ongoing*
- Establish a department training officer--*ongoing*
- Purchase One new Engine Truck – The two Engines we have now one is 20 years old and the second one is 29 years old--*ongoing*.
- Purchase 2 new Staff Vehicles. This would enable the department to have vehicles passed to the Fire Prevention Inspectors so they can conduct all type of inspections throughout the city which generate revenue for the City of Central Falls--*accomplished*
- Create the position of a Training Officer and a Safety Officer--*ongoing*
- Purchase new Firefighter gear (Bunker Pants and Fire Coat), Which by State Law (NFPA 1500) must be replaced every 10 years—*ongoing and will be accomplished upon receipt of the AFG grant proposal submitted.*
- Restore the 4th Fire Captain position which was removed during bankruptcy--*accomplished*
- Actively recruit members of the community to join the Central Falls Fire Department. This will continue the history of the department becoming a diverse department--*ongoing*
- Ensure the recruitment process puts emphasis on recruiting and retaining female Candidates to become Central Falls Firefighters--*ongoing*
- Create an Accommodation Committee. This will identify any fire department

member that performs above and beyond the call of duty and will be duly recognized--*ongoing*

- Create an EAP (Employee Assistance Program), which will assist any member who is experiencing any serious situations in their lives, or their families lives and help direct them to the appropriate facilities for assistance--*ongoing*

Goals and Objectives for FY 2023:

- Construction of a new modern Public Safety Complex.
- Hiring of additional lateral transfer firefighters for a significant cost savings to the city.
- Create a position of Assistant Chief of Department (Non-Union Position).
- Upon receipt of the AFG Training Grant – continued professional development.
- Training for all members of the department especially new company officers.
- Train personnel in Mayday training and Incident Command Training--*ongoing*
- Conduct accountability at building fires training--*ongoing*
- Identify hazardous buildings and properties throughout the city--ongoing

Job Descriptions:

Fire Chief

The Fire Chief commands the entire Central Falls Fire Department. The Fire Chief manages all of the fire and emergency medical services divisions. The Fire Chief manages all of the equipment and apparatus within the department. The Chief assigns all members of the department to their respective positions and apparatus assignments. The Chief is responsible for the conduct and discipline for the department. Subject to the approval of the director of public safety, the Chief shall ensure all rules and regulations conform with the ordinances of the city concerning the operation of the department. The Fire Chief conducts duties that are required by the collective bargaining agreement between the City of Central Falls and Local Union 1485.

Administrative Assistant to the Fire Chief

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. These duties include customer service, secretarial responsibilities, office administrative and bookkeeping functions, and special projects.

Helps internal and external customers of the division, including members of the public, contractors, and staff of the city. Greets visitors, answers phone, 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:

- * 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.



**Human Resources Department
FY 2023 Budget
Ana C. Ureña, 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, 1.0 employee

Evaluation of FY 2022 Goals and Objectives:

- Successful continuation of at least two (3) Wellness Programs offered by the Trust (*achieved*)
- Complete the Trust's WorkSmart21 programs focused on reducing the risk of work-related injuries; and continue to encourage employees to attend applicable Workshops the TRUST offers to all employees to train and reinforce injury prevention (*achieved*)
- Increase participation in Heathy Challenges (*achieved and ongoing*)
- Identify new training opportunities for employees (*achieved and ongoing*)
- Provide support to all departments for compliance with state and federal laws and policies (*achieved and ongoing*)
- Continuously update Employee Handbook as needed (*achieved and ongoing*)
- Continuously update city policies as needed (*achieved and ongoing*)
- Continuously update new hire documentation/forms for on-boarding process for new employees (*achieved and ongoing*)
- Identify and establish new policies that foster a safe and heathy work environment (*achieved and ongoing*)
- Continue to amend COVID-19 policy to reflect CDC and RIDOH recommendations (*achieved*)
- Continue to organize all historical department records for the purposes of: (1) complying with Records Retention Schedule and shredding outdated documentation; and (2) digitizing all records the Human Resources Department is required to retain (*achieved and ongoing*)
- Remodel the HR office to provide better access to information for employees (*achieved*)

- Continue to provide on-going Harassment Training for all new and existing employees *(achieved and ongoing)*
- Continue to work with Legal and the City Clerk's Office on the on-going implementation of social media Policy for both the public and employees based on best practices and appropriate legal framework

FY 2023 Goals and Objectives:

- Increase participation in Healthy Challenges
- Identify new training opportunities for employees
- Provide support to all departments for compliance with state and federal laws and policies
- Continuously update Employee Handbook as needed
- Continuously update city policies as needed
- Continuously update new hire documentation/forms for on-boarding process for new employees
- Identify and establish new policies that foster a safe and healthy work environment
- Continue to organize all historical department records for the purposes of: (1) complying with Records Retention Schedule and shredding outdated documentation; and (2) digitizing all records the Human Resources Department is required to retain.
- Continue to provide on-going Harassment Training for all new and existing employees.
- Continue to work with Legal and the City Clerk's Office on the on-going implementation of social media Policy for both the public and employees based on best practices and appropriate legal framework.
- Organize yearly retreats for Directors and Deputies.
- Centralize public safety recruitment drive within the Human Resources Department.

Job Descriptions:

Director of Human Resources

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 and 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 deliver high quality services effectively and efficiently to the City and the community.
- Collaboratively and cooperatively works with the Mayor, Department Directors, and other managers to analyze organization and community needs and acts 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 2023 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, contractor
- Assistant City Solicitor, Criminal Prosecutor, contractor
- Assistant City Solicitor, Housing Prosecutor, contractor
- Assistant City Solicitor, Nuisance Task Force, contractor
- Assistant City Solicitor, Housing and Equity, contractor
- Labor Relations, contractor

Evaluation of FY 2022 Goals and Objectives:

- Work with the Purchasing Agent and Directors to updates purchasing regulations. *Achieved and Ongoing.*
- Create strategies to improve financial options for building a new high school and other needs regarding school construction. *Achieved and Ongoing.*
- Fully implement a new grant from RI Housing to combat lead poisoning in the city. *Achieved and Ongoing*
- Streamline process for the tax sale. *Achieved and Ongoing*
- Collaborate with the planning department on all legal needs relative to redevelopment priorities. *Achieved and Ongoing*
- Partner with the Parks and Recreation department on all revisions required for city parks and athletic fields. *Achieved and Ongoing*
- Continue to assist the administration with legal needs relative to ongoing testing and vaccine

strategies for the COVID-19 pandemic. *Achieved and Ongoing*

- Implement the goals and strategies for rebuilding the community garden on Phillips Street. *Achieved and Ongoing*
- Continue the Nuisance Task Force's work with a focus on returning to street walks. *Achieved and Ongoing*
- Continue to make a robust internship program available to both high school and college students who are interested in a career in the law. *Achieved and Ongoing*

FY 2023 Goals and Objectives

- Coordinate the City of Central Falls' efforts to ensure that the new high school and school construction projects are in the best interests of students and the community and on time and on budget.
- Continue to grow the city's receivership program to transform abandoned and vacant and underutilized properties into housing development opportunities.
- Provide legal support for the development of El Centro.
- Continue to provide professional development opportunities regarding Access to Public Records requests, the Open Meetings Act and city and state ethics laws.
- Maintain and develop internship opportunities for high school, college and law school students.
- Manage litigation to a successful resolution.
- Steward collective bargaining negotiations to successful three-year contracts.
- Nuisance Task Force - Maintain and actively manage an accurate list of all nuisance properties throughout the City of Central Falls; develop and implement strategies for nuisance abatement regarding the properties on that list; hold monthly meetings with the directors of the relevant departments; create a process whereby property owners can be (a) informed and (b) held accountable for the condition of their respective; and improve the overall quality of housing in the City of Central Falls, especially as it pertains to public health and public safety.
- Lead Prevention - Continue moving through the Lead Enforcement and Action Database (LEAD) Project property list: 1st and 2nd NOV's (minimum 20 new letters per month); develop and implement a strategic vision for the LEAD Project that includes enforcing existing certificate requirements and creating a system for providing notices of renewal; engage with the community regarding tenant and landlord rights and responsibilities in a way that encourages participation and action in a fair and transparent manner; hold a major "Lead Fair" (two per year) that encompasses (1) general education about lead in homes, (2) lead testing for children, and (3) specific pediatric initiatives/education; and be a voice of leadership in Rhode Island concerning lead abatement solutions.

Job Description City Solicitor

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

The City Solicitor shall be the chief legal counsel for the City and all counsel retained to represent the City shall report to and be supervised by him or her. The Solicitor or his or her designee shall furnish

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

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

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

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

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

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

Job Descriptions

Legal / HR Confidential Clerk

Provides professional and administrative support to the Law Department and Human Resources Department, including confidential matters, as well as, on occasion, to the Mayor's Office.

Coordinates a variety of specialized clerical duties requiring knowledge of legal correspondence and

human resources operations. Performs a variety of legal and personnel related clerical duties associated with the nuisance task force, access to public records requests, legal correspondence, legal filing, applicant screening, typing and filing, labor relations, FMLA, labor issues, maintaining employment records, and functions relative to customer service. The clerk reports to the City Solicitor and Director of Human Resources and submits all time sheets and personnel matters to the City Solicitor.

Duties and Responsibilities:

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



**Office of Constituent Services & Health
FY 2023 Budget
Wanda Casiano, Director**

Department Description:

The Office of Constituent Services and Health serves as a point of contact for the people we serve and their families, advocates, legislators, and the public. We are here to answer questions, address complaints, and provide resources to our residents. Our goal is to be accessible and responsive to your needs and identify areas that need improvement. We aim to be a source of information and guidance for our citizens by providing reliable, high quality, and excellent services. Our services will consist of an in-depth analysis of each case that will result in either direct assistance from our offices, or referrals to our many collaborating social services agencies in the state.

Number of Employees:

- 1 Director

Evaluation of FY 2022 Goals and Objectives:

- The Central Falls Constituent Services and Health in collaboration with the Fire Department will reduce total EMS use by 10% by employing a public communications strategy and by helping people understand how to use the Central Falls Neighborhood Health Station Urgent Care instead of calling 911 unnecessarily. This strategy will begin in July 2021 with an integrated campaign to inform our residents “Care before the call”. - *ongoing*
- To increase the city’s influenza vaccination rate to 80% for 2022.- *ongoing*
- Created a master list of city/state resources. – *ongoing*
- Continue to build on the COVID-19 response, that reduces the number of new infections per week to zero over the course of the year with all community partners. – *completed & ongoing*

Goals and Objectives for FY 2023:

- To increase the city’s COVID-19 vaccination rate to 80% for 2023, currently CF has a rate of 73% with completed primary series (2 doses).
- To decrease the city’s COVID-19 positive cases rate, by facilitating face masks, self-tests, and vaccination clinics.
- Continue to partner with non-profit organizations to offer resources to constituents.
- Continue to plan with the team to build the upcoming Wellness Center “El Centro”.
- Apply for funding opportunity to obtain additional staffing to assist the needs of the community
- Develop local/state partnership.

Department Job Description:

Director of Constituent Services and Health

The Director of Constituent Services and Health, while modeling professional behaviors, desirable work ethic, and superior skills in constituents' services, will direct efforts to ensure that the residents of the City of Central Falls are provided with a variety of services to meet their needs, including, but not limited to, those relating to wellness, food, and housing instability. The Director identifies and applies for funding opportunities for the office and determines how to disburse that funding most appropriately among office objectives. The Director of Constituent Services and Health develops, implements, and oversees programs to aid residents and encourage community participation from residents.

Essential duties and responsibilities include the following:

- Assumes full management responsibility for all staff in the Office of Constituent Services and Health.
- Plans and administers appropriate departmental records systems and prepares various administrative/operations reports to document the processes, incomes, and outcomes of the Office of Constituent Services and Health.
- Works closely with fund developer to identify and apply for relevant grants to acquire reliable, consistent, and ongoing funding for the Office of Constituent Services and Health.
- Drafts a budget for the Office at the beginning of each fiscal year and adjusts/shifts funding depending on priority.
- Directs casework services to help residents obtain specific benefits or assistance
- Develops resident participation programs to encourage residents to participate in advocacy efforts through involvement in local government.
- Responds to resident needs in emergent situations requiring immediate attention and assistance.
- Conducts research to identify the needs of residents and how the city could better address these findings.
- Develop relationships with residents in the community by fostering an approachable and familial culture in City Hall.
- Fosters frequent communication between the office and various efforts to care for residents by such organizations.
- Performs related duties as required.



**Parks & Recreation & Community Services Department
FY 2023 BUDGET**

Alberto Rivas, Director of Parks & Recreation & Community Services Department

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 of Parks & Recreation & Community Services

DEPARTMENT STAFF:

- Director (employee) Salary
- Coordinator (employee) Salary
- Street Beautifications (2) Part time employees
- Fields Supervisors (2) Part time employees
- Summer Food Service Program Workers, (12) part-time employees – Summer Jobs

JOBS DESCRIPTIONS:

Parks & Recreation & Community Services Director

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 exercise and performs such duties as may be authorized by ordinance not inconsistent with the Charter.

COORDINATOR

- 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

STREET BEAUTIFICATION WORKER (2)

- 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, also Police & Fire Department and City Hall.

FIELD SUPERVISORS (2)

- Monitor the athletic fields
- Assisting in Games, events and more
- Communicate with the coaches to open and close the fields

FY23 GOALS AND OBJECTIVES:

(Disclosure: these goals and objectives are subject to change as we continue to move forward and prioritize the safety and wellbeing of our youth, senior citizens, and families we serve.)

- Hire two part time fields supervisor workers- ***Completed***
- Work closely with the Planning Department to oversee all the ongoing park projects-***In Process***
- Working with the Planning Department to renovate Dexter Plaza- ***In Process***
- Partner up with art organizations to offer opportunities for local artists and youth to work together to create public works of art. -***In process***
- Transition into a new recreation software that will allow us to share a live event calendar with the community and make reservation process more efficient. -***In Process***
- Add permanent fencing at Macomber stadium-***In Process***
- Create the new visitor tour program-***In Process***
- Continue expanding city employment, educational and enrichment opportunities in Central Falls. – ***Ongoing***
- Continue to empower and provide equitable opportunities to our youth and adolescence to grow within their community by expanding community service experiences. – ***Ongoing***
- Continue youth fellowship program and offering internships in all City departments. – ***Ongoing***
- Plan to expand summer programming for 2023 by adding more sites and outdoor activities for youth & seniors. - ***Ongoing***
- Continue planning steps towards a new community center “El Centro.” ***In Process***

- Work with the planning department to renovate city parks and playground, which includes, Garfield playground, Sacred Heart playground, and add playground section at Veteran's Memorial Park). *In Process*
- Continue working to add security cameras in all city parks and sports facilities. *In Process*

GENERAL R & M

PARKS & FIELDS

- Monthly service for Portable Restrooms located in parks and fields.
- Supplies for maintenance such as paint, garbage bags, gloves, copies of park and fields keys, tools, etc.
- Monthly orders for dog waste bags
- Grass Roots of RI monthly fertilization visits to fields and parks
- Baseball field clay
- Service to sprinkler system in all parks
- Repairs to broken items in parks and fields and park's sheds.

EDUCATION & TRAINNING

- Preparation skills (CPR)

ELDERLY PROGRAM

- Zumba with Seniors
- Ice cream with Seniors
- Jazz Night Concerts
- Snow Shoveling Program
- Seniors Games Day
- Seniors Lunch Program

OTHER SUPPLIES

- Sponsorships of events to community organizations
- Supplies for parks and recreation office, events, and staff
- Purchases for parks and recreation programs supplies
- parks and recreation events advertisement.

PUBLIC EVENTS & ACTIVITIES

LISTED BELOW ARE ALL PARK & REC EVENTS FOR 2023

INTERNATIONAL WOMEN'S DAY

Each year, we will honor women who have created waves of change that have positively impacted our city in incredible ways and who also become a role model and inspiration for women and girls in our city and beyond.

CENTRAL FALLS FOUNDER'S DAY

Each year the City of Central Falls will celebrate Central Falls' birthday in a variety of ways, though each year we will have guest speakers, entertainment, live music, refreshments, and giveaways for attendees.

EASTER IN THE PARK

Each year the goal is to give Easter Baskets to the first 1,000 children and to continue to increase the number as the years go by. Our goal is also to provide live music, pictures with the Easter bunny, entertainment, refreshments and continue to grow and provide more resources and fun activities for youth during this event.

LET'S KEEP CF CLEAN (Earth Day Event)

The Central Falls Parks and Recreation Department is currently planning this year's "Let's Keep Central Falls Clean" Campaign to be celebrated on Earth Day in April. With the support of volunteers, this widely publicized event will be aimed to clean up our city parks including our historic Jenks Park and River Island Park (Rhode Island's only urban campground). This initiative/celebration will occur once a month. The purpose of this initiative is to educate our community, especially our youth, on the importance of keeping our parks, greenspace, community, and waters clean. (The success of this event will also go a long way in growing community pride – pride for a community that has truly struggled over the past year.)

ICE CREAM IN THE PARK

The Central Falls Parks and Recreation Department will continue to bring joy to our children over the summer and reinforce the message of staying safe while enjoying ice cream in the park with their loved ones. This event will be held on the last Friday of the following months, June, July and August from 6:00 p.m. to 8:00 p.m.

ZUMBA IN THE PARK

The Central Falls Parks and Recreation Department will be reinforcing the importance of exercising in our community during the summer by holding Zumba Classes in the park every Thursday during the following months, June, July, and August.

CF FOOD TRUCK FEST

The goal for the CF Food Truck is to bring diversity into our city by inviting different food trucks and highlight family bonding as well as seeking to bring good music and quality of our culture and flavor.

ZUMBA WITH SENIORS

The Central Falls Parks and Recreation Department will be reinforcing the importance of exercising in our community during the summer by holding Zumba Classes in the park every Thursday during the following months, June, July, and August.

COMMUNITY COOK OUT

Free for all Central Falls residents. Food distribution along with a community cookout event.

SUMMER BASKETBALL LEAGUE

This summer basketball league consists in multiple division from 4th grade through 12th grade. The games take place on Friday evenings and Saturdays at Higginson Park. This league is from June to August.

FOURTH OF JULY CELEBRATION

For the first time in many years, the City of Central has brought its residents a 4th of July celebration with the goal of increasing community pride as well as a safe space for residents to enjoy with their families without having to travel out of Central Falls for their children to see the fireworks.

SUMMER FOOD SERVICE PROGRAM

The SFSP is a free summer meals program for youth 18 and younger. The program runs from Monday-Friday and breakfasts and lunches are served at different parks in the city. The program aims to promote the values and benefits of healthy living by offering nutritious meal in the community.

KAYAK PROGRAM

The Central Falls Youth Kayak Program is a program for Central Falls Youth that provides free kayaking lessons for Central Falls youth under 18. The program starts at the end of June through September in partnership with Blackstone Valley Tourism Council at the Central Falls Landing.

SALSA NIGHT

This event is an event that gives that opportunity to all salsa lovers to dance the night away on Roosevelt Ave Bridge free of charge, enjoy salsa lessons, a live band, food provided by a rotating cast of food trucks, and beverages to enjoy.

CENTRAL FALLS CAR SHOW

The Central Falls car show is an event that brings Over 150 antique and custom cars, live entertainment, food and novelty vendors, awards, and more.

HALLOWEEN IN THE PARK

Community event aimed at keeping youth off the street during Halloween. Attractions include free carnival games, candy, music and even a Haunted Tower Tour.

TURKEY DRIVE

This event provides Central Falls residents in need of their thanksgiving dinner to receive a turkey and seasoning at no cost.

CHRISTMAS LIGHTING – TOY DRIVE

This event provides free refreshments, holiday carols, free gifts and candy to children, free pictures with Santa and a beautiful tree lighting ceremony in front of city hall.



Department of Planning and Economic Development

FY 2023 Budget

Thomas E Deller, AICP, Director

Department Description:

The Department of Planning and Economic Development, working with the residents and elected representatives of the city, creates the vision as to what Central Falls should be as a city, and then works with all to implement that vision.

The Department provides leadership in:

- research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management, and development of land in the public interest
- assisting City representatives in making informed decisions concerning land use, built environment, urban design, architecture, and heritage resources.
- coordinating the city's efforts in planning, economic development, housing strategy, and environmental issues; and,
- advising and staffing the Planning Board, the Zoning Board, and the Redevelopment Agency.

The Department influences the development of property in the city through regulatory reviews where we work with developers to navigate the planning process while adhering to established policies and laws of the city, with an eye toward careful growth and protecting the town, its neighborhoods and residents.

The department's work focuses on four areas:

1) Planning

DPED is responsible for administering the Comprehensive Plan, which is the long-range vision for the City that provides the framework for development, redevelopment, and revitalization. In support of the Comprehensive Plan, DPED staffs the Planning Board and processes all Land Developments and Subdivisions. DPED also maintains the Official Map of the City of Central Falls and is responsible for providing data about the city-to-City officials, other governmental agencies, and the general public.

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.

4) Community Development

DPED leads the efforts to revitalize the city through housing development, park development/improvement, infrastructure development and other physical improvements to the city. These efforts also include securing CDBG funding for public services (through collaborations with nonprofit community development organizations), public facilities and improvements, housing rehabilitation, affordable housing, and support for businesses.

Key Activities:

- Represent the city and Committees in core team meetings including routine land-use matters and related legal issues; design review; affordable housing; emergency management, such as FEMA; environmental issues; public transit and RIDOT projects.
- Work closely with the mayor's team on multiple projects that are complex and sensitive, often involving confidential issues.
- Strive to bring in the right kinds of projects that will have beneficial impact to the tax base and residents' quality of life.
- Coordinate development, update and implement comprehensive plans, coordinate revisions, and update the land use maps.
- Consult with various technical, professional, and legal personnel as needed to protect the interests of the city and its Boards in carrying out its statutory responsibilities.
- Research various technologies, infrastructures, and projects that the city can undertake to achieve energy sustainability and reduce its overall carbon footprint.
- Develop and participate in the implementation, coordination and maintenance of the Comprehensive Plan and any subsidiary plan like the Open Space Plan, the Hazard Mitigation Plan, the Housing Plan, the Economic Development Plan and any state plan that establishes framework and goals for local plans.
- Keep apprised of information disseminated by State agencies
- Assist in updating the Geographic Information System, and
- Manage various federal grants that the city receives.

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 2023 Goals and Objectives

- Because of the day to day demands on the Department, work on the city's comprehensive plan has been delayed. Now that the Department is fully staffed, a work schedule to complete a Draft Comprehensive Plan by June 2023 will be developed.
- Update the Central Falls Zoning Ordinance to bring it into conformance with the new Comprehensive Plan.
- Update the Central Falls Land Development and Subdivision Regulations to be in conformance with the changes in state law.
- Complete Phase 1 improvements to Jenks Park

- Complete Park improvements at River Island Park
- Work with the Cities of Pawtucket and Attleborough and the Town of Cumberland to create a detailed plan for the connection of various pieces of the Blackstone Bikeway
- Complete remediation at Pierce Park and High Street Ballfield, redevelop the ballfield and develop a new basketball court.
- Work to obtain funding to remediate contamination at the River Street properties.
- Complete joint Economic Development Plan with City of Pawtucket
- Complete Vision Plan for OSRAM-Sylvania site and facilitate Phase 1 of redevelopment
- Complete Vision Plan to promote redevelopment of fire-damaged portion of Conant Thread Transit Oriented Development District
- Complete street and sidewalk improvements and installation of green stormwater infrastructure to improve access to Pawtucket/Central Falls Transit Center and build climate resiliency
- Facilitate NBC's installation of green stormwater infrastructure at various locations throughout city to build climate resiliency
- Roll out Community Electricity Aggregation Program
- Continue the redevelopment of Sylvian Street by acquiring problem properties; complete street and sidewalk improvements, installation of green infrastructure, and development of gateways at both ends of the street.
- Continue to work with the Nuisance Properties Task Force and the Redevelopment Agency to address vacant properties in the city.
- Continue to seek and secure grant funding to achieve administration's goals
- Improve public access to information through the City's new website
- Partner will local non-profit housing developers to acquire land and develop new market and affordable housing throughout the city.

Job Descriptions:

Director

The Director is a multi-talented individual 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, while maintaining working relationships with other City officials, partners, and the general public. 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
- Possess 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 develops, directs, administers, and coordinates planning activities for the City of Central Falls. The Assistant Director is responsible for day-to-day planning activities of the Department of Planning and Economic Development and works most directly to maintain the City's *Comprehensive Plan*. The Assistant Director staffs the Pawtucket-Central Falls Joint Planning Commission, the Central Falls Planning Board, and the Central Falls Zoning Board of Review. 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 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.
- Serves as staff secretary to Pawtucket-Central Falls Joint Planning Commission, the Central Falls Planning Board, and the Central Falls Zoning Board of Review with duties that include preparation of agendas and preparation of meeting minutes, as well as the preparation and recording of all decisions/resolutions of the Agency.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning matters.
- Compiles and interprets physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems
 - Performs evaluation of data affecting location and design of projects.
 - Supervises and coordinates various staff activities of the Department in the completion of assigned projects with special emphasis on urban design or on research and analysis.
 - Assigns work and supervises staff and consultants in the compilation and interpretation of physical, social, and economic data used in the analysis of planning problems and in the design of the solutions to these problems.
 - Assists in the evaluation of data affecting location and design of projects.
 - Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices
 - Performs mapping functions of the department.
 - 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.
 - Represents the Department at conferences and work-related meetings as required; represents Department at meetings and events in the absence of the Director
 - Performs other related duties as required.

Principal Planner

The Principal Planner must be detail oriented in order to provide administrative coordination and support necessary to ensure that DPED operations are implemented in an effective, up-to-date, and accurate manner. The major areas directed are:

- Participates in the organization and development of the planning and urban redevelopment program to be implemented by the Department of Planning and Economic Development and the Redevelopment Agency.
- Undertakes redevelopment projects from inception through completion.
- Serves as staff secretary to Central Falls Redevelopment Agency with duties that include preparation of agendas, preparation of meeting minutes, and board recommendation as well as the preparation and recording of all decisions/resolutions of the Agency.
- Supervises consultants in the completion of DPED projects.
- 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.
- 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.

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 Office 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 and other department directors, 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.
- 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 Office of Planning and Economic Development projects.
- Responsible for drafting press releases, media advisories, coordinating press, etc. for city projects and initiatives.
- Assists with managing a Central Falls web portal for businesses.
- Works closely with city's contracted Fund Developer to coordinate application and administration of some grant programs.
- Works with community partners in planning and execution of events, trainings and community meetings.
- Facilitates phone calls and performs scheduling for Office of Planning and Economic Development. Coordinates Office activities with other city departments as needed. Aids the Director in presentations to various federal, state, and local public and private agencies.
- Represents Office of Planning at meetings and events in the absence of the Director/Assistant Director.
- Serves as primary administrator for city's annual Restaurant Week initiative. Responsible for coordinating with the variety of business that participate in the program as well as the sponsors.
- Serves as primary administrator for website. Posts and edits content on the website as necessary.
- Serves as primary administrator of all City sponsored social media accounts. Posts and edits content on social media platforms as necessary.

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.



**Police Department
FY 2022 Budget
Colonel Anthony J. Roberson – Chief of Police**

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.

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.

Budgeted Sworn Department Staff:

Colonel 1.0 employee
Major 2.0 employees
Captain 2.0 employees
Lieutenants 4.0 employees
Sergeants 7.0 employees
Detectives 5.0 employees Patrol
Officers 19.0 employees

Budgeted Civilian Department Staff:

Dispatchers 6.0 employees
Police Clerk 1.0 employee
Computer IT/Records 1.0 employee
Animal Control 1.0 employee
Court Clerk 1.0 employee

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.

Evaluation of Goals and Objectives for FY2022

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 serving 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:

- Procure Police DTS licensing and software to automate overtime and police detail coordination. This system will efficiently organize, regulate, and communicate extra-duty details, overtime and secondary employment freeing up supervisors to perform other tasks – we began to utilize the new Police DTS system in May of 2021; this system has worked as expected - ACHIEVED
- Continue utilizing Benchmark system as internal reporting paperless system (which covers use of force incidents, vehicle inspections, building maintenance, etc.) our department switched systems to the LEFTA Systems which we began to utilize in February of 2022 – which is working as expected - ACHIEVED
- To offer department transparency to policy and procedures, establish an online portal through Power DMS – Power DMS has offered and made available the transparency portal part as part of the yearly accreditation package - ACHIEVED
- Seek to reestablish Neighborhood Response Team (NRT) with the Rhode Island State Police – we are pending notification of federal funding that may be awarded to the R.I. State Police for this program - PENDING
- Bolster patrol bureau staffing with the hiring of two (2) lateral officers and the anticipated graduation of two (2) recruits from the Rhode Island Municipal Police Academy in December of 2021 – in July 2021 we hired one (1) lateral officer and in December 2021 one (1) recruit who graduated from RIMPA – partially ACHIEVED
- Upgrade patrol fleet vehicles at the needed rate of two (2) per year – we have ordered two (2) patrol and four (4) unmarked police vehicles that are pending delivery - ACHIEVED
 - Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations – currently one (1) officer is assigned to this taskforce – ON GOING
 - Continue with the employee Assistance Program to provide officers with counseling, stress reduction efforts and any needed resources – the employee assistance program is still being offered – ON GOING
 - Seek advice and recommendations from a “plumbing engineer” regarding the repair and replacement of nonoperational plumbing to specific areas of the building – ON GOING
 - Continue to collaborate active shooter training with Fire Department and Emergency Medical Services (EMS) personnel – this training is and will continue – ON GOING
 - Procure funding to obtain a radio system to upgrade – we recently purchased and received 45 radios utilizing “American Rescue Plan Funds” - ACHIEVED
 - Seek advice and recommendations from a “structural engineer” to access plans to repair sally-port floor structure supports which has shown signs of structural deficiencies – the city has begun the process of seeking an engineer to evaluate this area of the station – ON GOING
 - Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations – our department is continuing with this task force – ON GOING
 - Continue partnership with Blackstone Valley Advocacy Center in domestic violence and sexual assault prevention and awareness – ON GOING
 - Maintain School Resource Officer (SRO) program at both the Central Falls High School and Calcutt Middle School – we currently have two (2) officers assigned to these schools – ON GOING

- Continue to improve and expand upon community-police relations with walking beats bicycle patrols, engagement programs and updated departmental approach – these programs take place in the spring and summer and will continue – *ONGOING*
- Once Covid19 restrictions have been lifted continue with the 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. – during COVID19, our department was limited, but we did hold National Night Out, Shop with a COP events. These programs will continue with the easing of Covid19 restrictions – *ON GOING*
- Continue with department’s Officer Wellness Program – our department updated and completed the main first floor lunchroom; we will continue to offer wellness programs and initiatives –*ON GOING*
- Continue partnership with the Rhode Island Liaison Program to provide family services to any victims of crime within the city; began Go-Team Program with Rhode Island Family Services in which has a full-time victim’s advocate working with our agency – *ON GOING*
- Continue in our efforts to reduce crime – fear of crime – in our community – *ON GOING*
- Implement Non-violence Training – all our officers attended and completed the Non-violence Training Program that was officer thru The Non-Violence Institute held in June 2021 we were the first department in the state to receive this training - *ACHIEVED*
- Review of current IT policies and practices – our department is currently seeking a review of our IT administration and system functions – once the evaluation is complete, we will look move and to implement suggestions – *ON GOING*
- Institute De-escalation training for all sworn police officers – this training will continue – *ON GOING*
- Amped Software-Multimedia processing laptop for forensic processing and video enhancement – with federal JAG funding, we purchased and are currently utilizing this system – *ACHIEVED*

Goals and Objectives for FY 2023

The goals and objectives of the Central Falls Police Department has 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 serving 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:

- Continue to offer department transparency to policy and procedures with an online portal through Power DMS
- Seek to reestablish Neighborhood Response Team (NRT) with the Rhode Island State Police when and if federal grant funding is obtained by RISP
- Continue to bolster patrol bureau staffing with the hiring of lateral officers and the anticipated graduation of recruits from the Rhode Island Municipal Police Academy
- Upgrade patrol fleet vehicles at the needed rate of two (2) per year
- Continue with the employee Assistance Program to provide officers with counseling, stress reduction efforts and any needed resources
- Continue with department’s Officer Wellness Program

- Seek advice and recommendations from a “structural engineer” to access plans to repair sally-port floor structure supports which has shown signs of structural deficiencies
- Continue to collaborate active shooter training with Fire Department, School Department and Emergency Medical Services (EMS)
- 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

- Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations
- 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
- Continue to improve and expand upon community-police relations with walking beats bicycle patrols and engagement programs. Continue to host community events, to include Touch-a-truck, National Night Out, Chill with a Cop, Citizen Police Academy, etc.
- Continue partnership with the Rhode Island Liaison Program to provide family services to any victims of crime within the city; we began Go-Team Program with Rhode Island Family Services in which has a full-time victim’s advocate working with our agency
- Continue in our efforts to reduce crime – fear of crime – in our community
- Continue to work with the Non-violence Institute for officer training programs
- Continue De-escalation training program for all sworn police officers
- Upgrade our current IT policies and practices, as well seek to update our IT operating systems in an effort to streamline our department’s IT needs
- Purchase Adobe Pro for all Administrative staff
- Upgrade our dispatch telephone and radio recording system
- Upgrade our department’s Taser units
- Seek funding and proposals for a new public safety building
- Institute body camera program
- Continue our partnership with Family Care Community Partnerships (FCCPs). This agency, is part of DCYF's network of prevention-focused providers, brings community-based services to children and families to build a stronger, brighter futures
- Institute an elderly abuse training program in our department to further assistance those in our community that may be experiencing abuse and neglect
- Work with Nonviolence Institute and the “Street Worker Outreach” Program.

