

*City of Central Falls*  
*Rhode Island*

# Proposed Budget Fiscal Year 2025



**Maria Rivera**  
*Mayor*



MARIA RIVERA  
MAYOR

ROBERT KERMES  
CHIEF OF STAFF

## MAYOR'S OFFICE

580 BROAD STREET  
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7474

May 13, 2024

The Honorable Robert A. Ferri  
City Council President

Honorable Members  
Central Falls City Council

Dear President Ferri and Honorable Members of the City Council:

It's hard to believe I'm presenting you and our city with my fourth budget proposal in my first term as mayor. I strongly believe this proposal for the upcoming fiscal year prioritizes two of the most important things our city can offer: investments in *quality of life* and our *future*.

When I think about building and supporting a city that truly works for its people, it's of course about the big progress and huge strides forward that change the dynamics of our city, like our work to significantly grow our housing stock and chart a new course for education in Central Falls.

But it's also about building and supporting a city that focuses on the small things that matter, too – the things that keep our city running smoothly every day and create a better quality of life for every resident, like cleaner, safer streets and outdoor spaces, and making it easier to interact with our city government.

Together with our Departments, we've developed a balanced FY2025 budget that ensures our funds are focused on what matters most to our community today and tomorrow, and is complemented by new federal, state, and outside grant dollars we've won that validate the great work happening here.

### **A New Chapter for Central Falls Schools**

It's no secret that the education we offer our students here in Central Falls must be better. It's no fault of our hardworking teachers, those leading our schools, or our families who want nothing more than the best for their children. It's a bigger system failure we're working hard to finally address. Our schools have been under-resourced for decades – educating our students without the input or investments that support what our teachers and families really need. It's time that finally changes, and the only way forward is together.

That was overwhelmingly clear just a couple of weeks ago when we broke ground on our brand new \$108 million-dollar high school. Hundreds of supporters turned out to celebrate that historic moment of pride. We're finally replacing the 100-year-old deteriorating building our students and teachers have dealt with for far too long. This was a huge step forward for our future, and the culmination of incredibly hard work between our city and school district, state leaders, and organizations that believe in Central Falls. We sent a powerful message to our students that they matter. Our new modern high school will empower them, and give our teachers and school community a better building to support their important work.

But I know a new building alone doesn't solve the education challenges we face.

When I ran for mayor, I knew then I needed to do something bold to help our students. And our families. And our teachers. For so long, our community has been on the receiving end of decisions made without their input or control. The only way to make education work for Central Falls is to ensure the people who live and work here have a voice – and their voices are heard. That’s exactly what we’re doing.

I raised nearly half a million dollars to launch a new office in our city – the Office of Education Strategy – to do an in-depth analysis of our schools, understand what they truly need to succeed, and support our next steps forward. All of this work started by listening. Our Education Strategy team has listened to hundreds of families, students, teachers, and community members across our city about what’s needed in our schools, what’s working, and what’s not.

I invite you to join us on Saturday, June 8 at 11:00am in Veterans Memorial Park to hear about what we’ve learned from this work, new data, and the important steps forward.

As this work happens, we’ve found additional ways to invest in our students. Our city applied for and won more funding than any other city or town for the Governor’s important Learn365 initiative. This has allowed us to launch new programs and invest in proven strategies to boost attendance, FAFSA completion rates, and RICAS scores.

We are truly turning the page and starting a new chapter for our students and families.

### **More Affordable Homes for Our Residents**

When I think about our families – and all the ways our city can better support quality of life for everyone here in Central Falls – we can’t ignore the biggest challenge too many families are facing right now: a lack of affordable, stable, safe housing.

I made a bold commitment of bringing in 200 new housing units to our city during my term as mayor, and I’m proud to report we are on track to do just that.

As one of the densest cities in America, we’ve had to get creative to find space and opportunity to develop. Importantly, with a very limited budget, acquiring new properties was a huge challenge. That’s why I strongly advocated for the creation of the Site Acquisition Program in the state budget, which has allowed our city to buy properties we never would have been able to acquire otherwise, like the properties across from City Hall. Broad Street Homes – our former police station and old Dunkin Donuts property – will be breaking ground in the coming weeks, which will bring 44 new affordable apartments to our city.

I’m also excited to announce the completion of our new Washington and Hood Street developments. Two former vacant lots acquired by the City of Central Falls Redevelopment Agency were transformed into state-of-the-art single-family homes that recently hit the market. Homeownership is a key ingredient for everything from building generational wealth to improving health outcomes. But too often our residents are priced out of the market. Therefore, I directed these new homes be sold below cost via a lottery that prioritized residents, veterans, first-time homebuyers, and those employed by Central Falls-based organizations. Please join us on Monday, May 20 at 11:30am to celebrate two Central Falls families that will realize their dream of homeownership.

And there’s so much more being done. Together with Dr. Nelken and Jenks Park Pediatrics, we imagined a new type of housing project that would give women and children – particularly those experiencing huge hurdles like domestic violence or homelessness – a stable, affordable place to live, with wrap-around services that will change their lives, like health care, workforce education, and so much more. Last month, we made this project a reality and officially opened 30 units at Jenks Park Residences.

A quick glance around our city and it’s easy to see all of the great housing work happening. Site work just began at 44 Central Street to bring 25 mixed-income rental units and two community-focused commercial units; 23 Central Street is moving forward with 12 mixed-income rental units after receiving Planning and Zoning Board approvals;

58 affordable rental units will be coming to 6 School Street; 18 affordable units will be coming to 28 Cross Street; and nine residential units at 116 Chestnut Street opened less than a year ago. Add in additional market-rate housing we're also focused on – like 106 units on Roosevelt Avenue coming this year; converting the former Broad Street School building to 31 residential units currently underway; 10 residential and two ground-floor commercial units on Sheridan Street; six residential units at Lonsdale Ave and Orchard Street; and plans for construction of six residential units on School Street.

These are all life-changing developments we've invested in and helped facilitate.

Moreover, we're continuing our work to make sure our existing housing stock is safe. We've been focused on expanding our widely-recognized lead-safe efforts that help make homes safer in our city, combating dangerous child lead poisoning. As a result of these efforts, I'm proud to share that since I was sworn in as Mayor, Central Falls has brought nearly 1,000 housing units into compliance. That is nearly 20 percent of all housing units in the city.

I'm incredibly grateful to our hardworking Law Department leading this effort, along with the amazing housing progress championed by our Planning Department, Housing Consultant, and the developers and agencies around our city committed to our work.

It's clear – housing is happening here in Central Falls.

Quality of life for our residents goes far beyond home and school. It's about the amazing amenities and support we can offer citywide. Like our outdoor spaces, parks, and even roadways.

We just opened up our amazing new Pierce Park with a baseball field and basketball court, and I love seeing these used every day! Big upgrades are currently underway for Jenks Park – an iconic place in the heart of our city. From a new, expanded playground, to new café tables and seating for families, to significant landscaping improvements, new sidewalks, and more, the first phase of upgrades to our historical park will create an incredible outdoor space for all to enjoy in our city. Phase One work wraps up next month!

We're also celebrating the opening of our new Tennis Courts at Sacred Heart and Phillips Street Diversity Garden very soon. This is going to be a season to remember for our families, and I hope to see more residents inspired to get outdoors and enjoy all the beautiful offerings around our city.

When we consider our outdoor spaces, many of our improvements have had a dual-focus: improving spaces for our residents and our environment at the same time. Pierce Park renovations included elements to support stormwater runoff, and we applied for and won funding to bring new improvements to Dexter Plaza and the nearby area that will not only make it more enjoyable – like our new plans to allow food trucks! – but also help with stormwater runoff and control.

Flooding has been a big issue in our city as we see the effects of climate change. We're making sure we have focused efforts to respond to this. Thanks to FEMA funding, we're working closely with Pawtucket on a joint Hazard Mitigation Plan and we'll be sharing proposed initiatives for consideration by our community and the Council in the coming months.

### **Prioritizing Safety Citywide**

As I think about our environment – particularly our parks and outdoor spaces – one thing we've heard loud and clear is that families and residents have safety concerns in our parks. We've been hearing this for some time, and I'm proud to share that we're taking steps to directly address those concerns. We've invested in over a dozen cameras for all of our parks – being installed by the end of this year. This will be an important tool to keep these beautiful spaces clean, accessible, and most importantly, safe.

Further, this budget expands our award-winning community policing efforts. At the start of my tenure, I hired Colonel Roberson because of his expertise in blending the science of policing with the art of community relations. In ways big and small he is making good on this mission. For instance, several years ago, state funding dried up for our Police Department's summer bike patrols. My proposed budget creates a stable and consistent city-controlled funding source to bring back this important public safety initiative. Starting at the end of this school year, we'll see our approachable, community-centered officers out on bikes and on new walking beats in high-volume areas.

It's no surprise our Police Department's efforts have been recognized internationally. In fact, Central Falls was the first and only police department in our state to be recognized by the International Association of Chiefs of Police for our community policing efforts. From our entire Department being the first in the state to be fully trained in nonviolence practices, to unique programs like our nationally-recognized Leading Ladies Initiative that strengthens community trust and collaboration, to our community-focused programs that build trust and rapport with our residents of all ages, to the important work of our Domestic Violence Task Force that's launching more education and prevention efforts citywide, to officers winning Community Officers of the Year awards for outstanding community policing – we have made huge strides.

Our community-focused policing efforts have been working. Crime is down in our city, and over the last several years of our work, we've seen the lowest violent crime rates in 20 years.

I'm grateful to our Police Department that works so hard to keep us safe. And when I think about safety, our Fire Department plays a huge role in that, too.

We may be the smallest city in Rhode Island, but we're one of the busiest. Responsible for thousands of calls annually, the tremendous responsibility our Fire Department faces every day doesn't go unnoticed. I was so proud to celebrate the new state-of-the-art fire engine we got for our Fire Department this spring, thanks to American Rescue Plan Act dollars invested by our city and a grant we won from the USDA. This new engine will help our first responders continue their life-saving work and keep our community safe.

### **Investments with Impact**

We've continued to find ways to make our streets safer – and work better – for our residents and visitors. This budget funds additional traffic calming measures citywide, including removable speedbumps in high-need areas to slow dangerous speeding. With community input that will give residents a chance to request a traffic evaluation of a specific location, our officials will utilize this feedback and prioritize the areas where these are most needed.

As we invest in safer streets, we need to continue investments in the surrounding infrastructure as well. For too long, there's been deferred maintenance in our city, and it's time we catch back up. One of the ways we're doing that is through sidewalk improvements. With so many pedestrians year-round, I'm looking forward to ramping up a concerted effort this summer to fix our worst sidewalks.

We've chosen to invest our available dollars in ways that make the most impact, focused on quality of life for our community. Even small changes make a big difference. Beyond our sidewalks, we're making investments that keep our city running smoothly, like new a dump truck for our Department of Public Works that will help keep our parks cleaner, make it easier to expand debris cleanup efforts around our city, and improve our snow-removal operation come wintertime.

We've also been looking for ways to make interacting with our city easier. We currently have an antiquated system that requires residents to only use cash or checks for important services, like accessing vital records or obtaining licenses. So many of us rely on the ease of credit cards for all other transactions in our lives, so why not at City Hall? It's time to bring our city government into the 21st century and give our residents the ability to pay online. This budget pilots the start of a new payment system in our Clerk's Office. If successful, we'll be looking to expand this accessibility later this year to places like our Department of Public Works and Housing Court, too.

## **A City That Works for Its City**

When I was sworn in and created our Office of Constituent Services and Health on day one, I knew we could find ways to not only better reach our residents and support their needs, but become a more customer-friendly city. I made sure this department – and all of our departments – have staff that speak multiple languages and better reflect the people we serve.

With City Hall open for extended hours each month, we're using this time to bring in additional resources that help our residents, and raise awareness about this opportunity. From free immigration and other legal services, to utility bill assistance, and even free health resources, we're continuing this momentum. We're going to bring in resources and support from other departments during extended hours, like a job resource booth for residents who can't meet with our Human Resources department during the day.

This budget also invests in an additional part-time staff member to help elevate this work and impact, bolstering constituent services and the ways we respond to what our residents need. In the absence of a Senior Center, the Office of Constituent Services and Health will start hosting healthy living programs that will help our older residents stay active and thrive in their everyday lives. Programs will include wellness workshops, fitness classes, healthy cooking demonstrations, and more opportunities for socializing.

But the bedrock of this resident-focused work is our dream of El Centro. We've already raised more than \$7.5 million in outside dollars to fund this project. With construction starting later this year, this one-stop community center is going to be a game-changer for our city. El Centro will elevate the amazing work of our Office of Constituent Services and Health by bringing them to a central location, alongside resource organizations that will respond to the needs of our residents in real time. Complemented by other amenities, from a community space and gymnasium to a food pantry, I can't wait to see the magic of El Centro come to life.

We're investing in a city that truly works for its city.

## **Better for Businesses**

After we took a big step last year to make our city more business-friendly by providing a new \$20,000 exemption on tangible property, I'm proud to share our state recently took this another step forward by raising this exemption to \$50,000.

I've been working to build a city that's more attractive for entrepreneurs to choose Central Falls as a place to open a new business, or re-locate their current one – bringing in more jobs for our residents.

And our work continues to make Central Falls better for businesses. After launching a new position in our city – our first-ever Bilingual Workforce and Small Business Coordinator – we've hosted many workshops, job fairs, and small business-focused events that focus on helping Central Falls be a better city for businesses. This work is continuing in the months ahead, and I'm especially excited for one business-focused event in particular, 2024 Central Falls Restaurant Week!

## **Community at Center**

It's not just Restaurant Week that brings so many of us together. I want to give a special thanks to our hardworking Parks and Recreation Department who organize so many events year-round for our community. When I think of the Central Falls of today, I think of our unforgettable Salsa Nights, our summer programs, 4<sup>th</sup> of July celebration, movie nights, Food Truck Fest, Car Show, Easter in the Park, Halloween celebration, and so many more events that build a sense of community here.

I'm proud to share that we're able to make these events possible – and free for all – because our team has been hyper-focused on raising outside funds through grants and sponsorships. Just last year, we brought in more than \$115,000 for these events.

They also give opportunities to our families that may not have had these experiences otherwise, like our Thanksgiving and Holiday Food Basket giveaway events, or our free youth kayaking program. This fall, we're even launching a new bike tour initiative that will not only give our families access to a new, fun recreational opportunity, but it will intentionally showcase our beautiful outdoor spaces and new bike paths to many.

I never want our families to be unable to experience joys in life or special occasions because they can't afford it. That's why we're going to keep working so hard to prioritize creative ways we can raise funds for this work, and keep building our sense of pride and community. I want to give a huge thanks to our City Fund Developer who truly makes this work possible.

During the course of my first term, we've had huge dreams and priorities. But I also knew our ambitious plans would never be possible without a commitment to fundraising and finding outside support for our amazing community of Central Falls – applying and advocating for grants, sponsorships, state, and federal funds. Through our fund development, we've brought in more than \$166 million dollars to invest in our work, like new school buildings and education in our city, El Centro, funds for our first responders, new community events, and so much more. I like to think we're just getting started.

### **Choosing Central Falls and Our Future**

Without a doubt, Central Falls is worth investing in. Together, we choose Central Falls because it represents more than just our community. Central Falls represents hope, diversity, and a better future.

I've had the privilege to meet many mayors and leaders from communities across our country, and they're always amazed at how such a small city can get so many big things done. I'm truly humbled by the amount of people who reach out about the changing landscape in Central Falls. Honestly, sometimes I'm truly amazed at us, too.

We make progress happen because we aren't afraid of hard work, and we do that hard work together.

I would like to take a moment to truly thank our city department directors and staff. I know we share a deep commitment to this community, and none of this progress would be possible without them. I also want to thank our community partners who have chosen – and continue to choose – Central Falls as a city worth supporting.

Members of the City Council, thank you for your continued work and partnership. I encourage you to pass the FY2025 City of Central Falls budget ordinances before you that invest in our quality of life and our future.

Let's move Central Falls forward, together.

Sincerely,



Maria Rivera  
*Mayor*

*City of Central Falls*  
*Rhode Island*

# Proposed Budget Fiscal Year 2025



**Maria Rivera**  
*Mayor*





## 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-four and ending on the thirtieth of June, A.D. two thousand and twenty-five. 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, and tangible personal property tax in a sum not less than **\$15,508,322** nor more than **\$16,419,511**. Said tax shall be levied on four (4) classes of taxable property at the following rate per \$1,000 of net assessed value: 1) residential owner-occupied real estate @ **\$12.55**, 2) residential non-owner-occupied real estate @ **\$18.81**, 3) commercial/industrial real estate @ **\$30.96** and, 4) tangible personal property @ **\$38.33**. 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. 2022 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, 2024**.

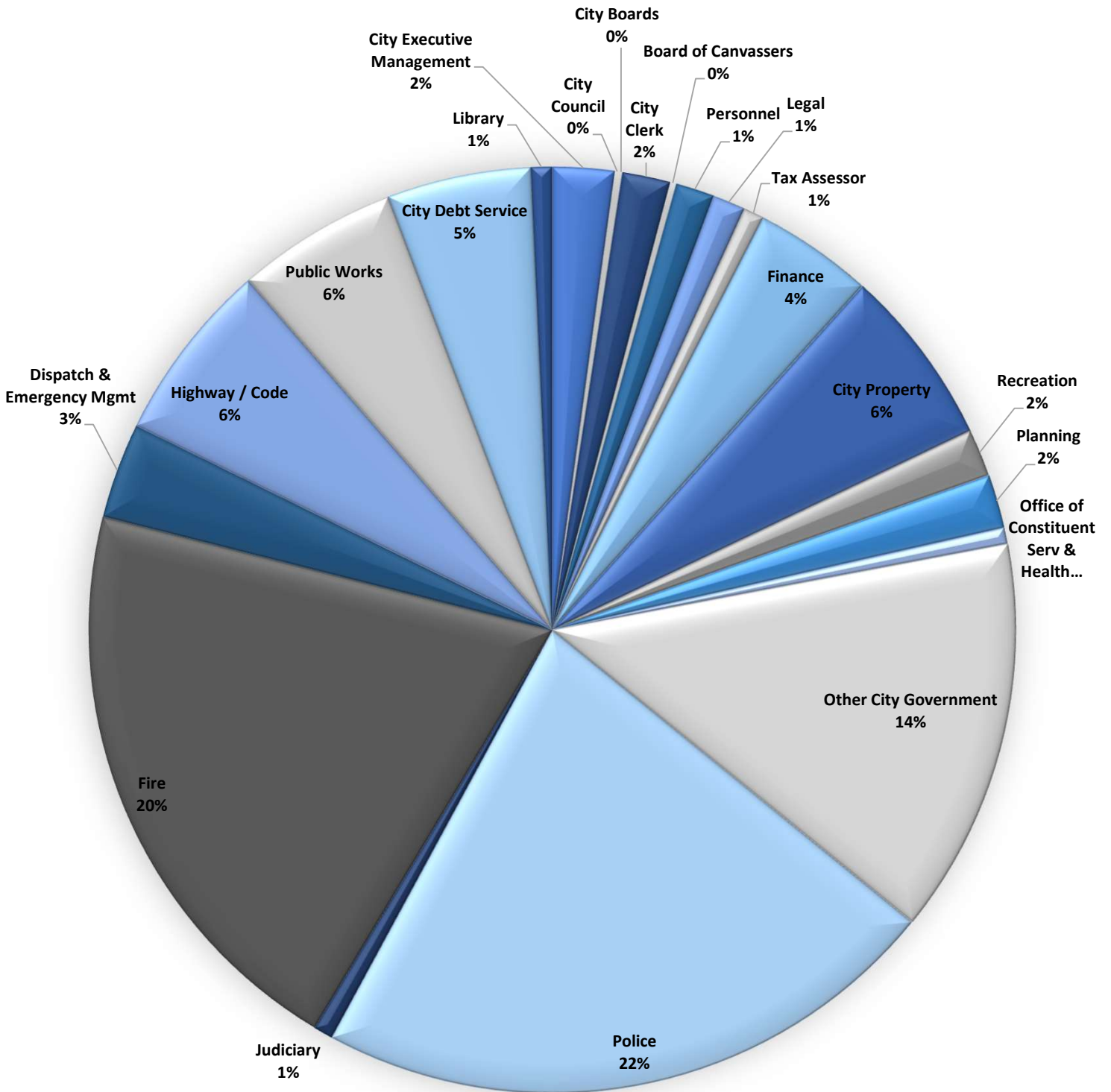
**Section 4.** Said tax provided for in section 2 shall be due and payable on or before **July 15, 2024** and all taxes remaining unpaid after the fifteenth day of **July 2024** shall bear interest from the fifteenth day of **July 2024** and until collected, at the rate of fifteen per cent (15%) per 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 2024, and the remaining installments as follows: twenty-five per cent (25%) on the fifteenth day of October 2024, twenty-five per cent (25%) on the fifteenth day of January 2025 and twenty-five per cent (25%) on the fifteenth day of April 2025. 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 July 1, 2023, and Ending June 30, 2024 and**  
**Proposed Fiscal Year July 1, 2024 and Ending June 30, 2025**

	FY 2024	FY 2025
<b>General Fund Revenues</b>		
Tax Revenue	15,972,436	16,233,320
Emergency Reserve Fund	(151,224)	(155,083)
Fees / Non-Tax Revenue	1,613,500	1,644,000
State Revenue	2,972,692	3,358,912
Other Revenue	42,500	87,500
<b>Total General Fund Revenues</b>	<b>20,449,904</b>	<b>21,168,648</b>
<b>General Fund Expenditures</b>		
City Executive Management	367,447	456,012
City Council	41,160	41,160
City Boards	15,600	15,600
City Clerk	381,874	355,339
Board of Canvassers	30,000	45,000
Personnel	266,772	286,349
Legal	235,611	243,000
Tax Assessor	132,915	150,914
Finance	802,671	879,794
City Property	1,275,101	1,319,109
Recreation	366,024	351,978
Planning	362,496	397,131
Office of Constituent Serv & Health	116,462	119,772
Other City Government	3,034,949	2,928,288
Police	4,485,039	4,666,302
Judiciary	139,673	142,309
Fire	4,114,139	4,312,022
Dispatch & Emergency Mgmt	646,726	704,912
Highway / Code	1,352,089	1,343,754
Public Works	1,114,201	1,190,467
City Debt Service	1,013,213	1,064,539
Library	155,742	154,896
<b>Total General Fund Expenditures</b>	<b>20,449,904</b>	<b>21,168,649</b>
Total General Fund Revenue	20,449,904	21,168,648
Total General Fund Appropriations	20,449,904	21,168,649
Total Surplus (Deficit)	0	0

# General Fund Expenditures



Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
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<b>Revenues</b>
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<b>Tax Revenue</b>				
Tax revenue (current year)	14,667,740	14,226,997	11,815,880	14,690,929
Tangible Tax (current year)		895,439	-	817,390
Tax revenue (prior years)	543,653	600,000	629,579	550,000
Interest on taxes	211,772	250,000	189,099	175,000
Emergency Reserve Fund	-	(151,224)	-	(155,083)
<b>Total tax revenue</b>	<b>15,344,975</b>	<b>15,821,212</b>	<b>12,634,557</b>	<b>16,078,237</b>

<b>Fees/non-tax revenue</b>				
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City Clerk miscellaneous fees	8,189	12,000	8,142	10,000
Probate fees	10,297	11,000	11,460	11,000
Realty Stamps City	137,768	120,000	92,025	120,000
Real Estate Recordings	58,367	50,000	35,650	50,000
Licenses (other than marriage)	99,979	108,000	107,244	108,000
Certificates (vital records)	15,300	16,000	11,924	16,000
Marriage Licenses	1,120	1,000	824	1,000
Reports/copying fees	8,251	7,000	5,968	7,000
Certificates of occupancy	4,800	5,500	2,950	5,500
Misc. departmental revenue	138,970	100,000	100,334	110,000
Parks & Recreation Revenue	2,095	-	-	-
Field Fees	17,245	12,000	2,185	8,000
Building permits	73,018	55,000	38,636	40,000
Plumbing & mechanical permits	23,256	20,000	8,605	17,000
Electrical permits	14,922	16,000	23,959	14,500
Court Fees /Traffic Fines/Other Fines	108,757	45,000	40,914	45,000
Municipal Camera Fines	181,578	280,000	380,710	350,000
VIN check fees	11,902	10,000	9,501	10,000
Administrative and Other Fees	27,205	35,000	13,038	30,000
Fire Detail-Admin Fee	365	-	-	-
Vehicle Fees for Road Details	109,560	100,000	50,943	100,000
Municipal Court/Other Fines	40,027	35,000	91,374	40,000
Fire code inspection fees/other fees	20,817	15,000	7,326	15,000
Alarm box fees & smoke certificates	33,690	40,000	32,170	35,000
Rescue runs	458,789	380,000	345,680	400,000
Hazardous material permits	-	-	1,300	1,000
Local Pilot Revenue	90,606	80,000	3,250	80,000
Investment Income	-	40,000	-	-
Public works	26,447	20,000	16,718	20,000
<b>Total fees/non-tax revenue</b>	<b>1,723,320</b>	<b>1,613,500</b>	<b>1,442,829</b>	<b>1,644,000</b>

<b>State revenue</b>				
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MV Phase out	2,077,974	2,077,974	1,558,481	2,077,974
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Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
Tangible Tax Phase Out				291,382
Distressed Communities Aid	235,462	263,947	263,947	268,136
Public Service Corporation Tax/Telephone tax	240,792	240,792	294,118	294,118
Hotel/meals & beverage tax	248,354	205,776	219,013	232,391
School Housing Aid	97,286	97,286	9,497	98,840
Library Aid	36,645	36,917	29,491	36,071
Local Cannabis Income	33,804	50,000	44,174	60,000
<b>Total state revenue</b>	<b>2,970,317</b>	<b>2,972,692</b>	<b>2,418,721</b>	<b>3,358,912</b>

<i>Other income</i>				
Miscellaneous Other Revenue	28,273	5,000	37,061	10,000
Miscellaneous - MLC	(2,940)	7,500	4,995	7,500
Other Revenue, Misc	46,935	20,000	64,249	20,000
Fema Funding	114,397	-	-	-
Grant Writer Revenue				40,000
Nuisance Task Force Revenue	3,491	10,000	3,650	10,000
<b>Total other income</b>	<b>190,156</b>	<b>42,500</b>	<b>109,956</b>	<b>87,500</b>

<b>Total Revenues</b>	<b>20,306,958</b>	<b>20,449,904</b>	<b>16,626,635</b>	<b>21,168,648</b>
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<i>General Fund Appropriations</i>				
<b>Executive MGT</b>				
Salaries	194,391	197,396	151,730	259,343
Social Security	11,745	12,239	9,175	16,079
Medicare	2,747	2,862	2,146	3,760
Municipal State Pension	28,886	26,727	20,512	33,689
TIAA-Cref	2,145	1,974	1,665	2,593
Medical Insurance	18,903	26,798	13,390	32,826
Dental Insurance	920	1,451	638	1,721
Other professional services	46,091	42,000	42,428	42,000
Dues/Subscriptions	14,912	13,000	-	15,000
Supplies	606	1,000	-	2,000
Community Outreach	35,943	35,000	29,417	40,000
Professional Development & Training	4,699	7,000	1,925	7,000
<b>Total Executive MGT</b>	<b>361,988</b>	<b>367,447</b>	<b>273,026</b>	<b>456,012</b>

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

<i>City Boards</i>				
Personnel board	1,069	1,500	1,125	1,500
Purchasing board	675	1,750	1,125	1,750
Appeals board	900	1,750	1,294	1,750
Planning board	956	3,000	2,044	3,000

Item		FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
	Zoning Board	1,625	3,000	2,213	3,000
	Canvassers board	2,100	2,100	1,225	2,100
	Housing authority board	2,375	2,500	1,750	2,500
<b>Total City Boards</b>		<b>9,700</b>	<b>15,600</b>	<b>10,775</b>	<b>15,600</b>

<b>City Clerk</b>					
	Salaries	210,907	230,627	169,047	240,123
	Longevity	2,500	-	-	-
	Language Stipend	-	-	-	300
	Social Security	13,500	14,299	10,252	14,906
	Medicare	3,157	3,344	2,398	3,486
	Municipal State Pension	31,661	31,227	22,871	31,192
	TIAA-Cref	2,131	2,306	1,689	2,401
	Medical Insurance	28,738	44,155	13,615	19,210
	Dental Insurance	1,638	2,416	1,147	1,721
	Dues/subscriptions	2,442	4,000	9,982	3,000
	Non-capital equipment	1,699	3,000	-	3,000
	Claims & Settlements	66,996	42,500	34,085	10,000
	Other Professional Services				5,000
	Public Meeting Interpreter				15,000
	Education & Training	555	4,000	210	6,000
<b>Total City Clerk</b>		<b>365,924</b>	<b>381,874</b>	<b>265,297</b>	<b>355,339</b>

<b>Board of Canvassers</b>					
	Elections and Election Workers	26,558	30,000	19,994	45,000
<b>Total Board of Canvassers</b>		<b>26,558</b>	<b>30,000</b>	<b>19,994</b>	<b>45,000</b>

<b>Personnel</b>					
	Salaries	52,016	61,500	44,938	62,730
	Social Security	3,528	3,813	2,632	3,889
	Medicare	825	892	615	910
	Municipal State Pension	7,730	8,327	6,085	8,149
	TIAA-Cref	520	615	449	627
	Medical Insurance	8,374	13,399	9,491	13,359
	Dental Insurance	374	726	480	692
	Other professional services	34,240	60,000	46,538	60,000
	Education & training	10,718	2,500	770	2,500
	Recruitment	6,000	10,000	2,596	7,500
	Employee Events/team building	-	4,000	4,354	4,000
	Workers compensation	104,120	90,000	88,297	106,993
	Employee Relations/Events	1,000	3,000	4,504	5,000
	Testing	20,150	8,000	12,558	10,000
<b>Total Personnel</b>		<b>249,595</b>	<b>266,772</b>	<b>224,308</b>	<b>286,349</b>



Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
<b>Legal</b>				
Salaries	41,539	-	-	-
Social Security	2,412	-	-	-
Medicare	564	-	-	-
TIAA-Cref	415	-	-	-
Medical Insurance	10,049	-	-	-
Dental Insurance	518	-	-	-
Legal contingencies	155,342	50,000	46,686	50,000
Nuisance Task Force	35,876	40,800	20,968	42,000
Education and Training	925	1,000	588	1,000
Other professional services	164,509	143,811	93,860	150,000
<b>Total Legal</b>	<b>418,322</b>	<b>235,611</b>	<b>162,101</b>	<b>243,000</b>

<b>Tax Assessor</b>				
Salaries	43,983	44,955	32,812	46,079
Sick Incentive Pay	-	-	-	-
Longevity Pay	1,500	1,500	1,500	1,500
Language Stipend	-	-	-	300
Social Security	2,614	2,880	1,981	2,968
Medicare	612	674	463	694
Municipal State Pension	6,748	6,290	4,643	6,442
TIAA-Cref	454	465	343	476
Medical Insurance	12,626	12,626	8,943	13,616
Dental Insurance	692	726	480	739
Dues/subscriptions	560	600	535	600
Other professional services	29,940	41,000	28,148	41,000
Technology Software & Advisory	9,822	14,500	4,885	16,000
Education & Training	300	1,000	140	500
Revaluation Services	11,449	5,700	5,700	20,000
<b>Total Tax Assessor</b>	<b>121,300</b>	<b>132,915</b>	<b>90,574</b>	<b>150,914</b>

<b>Finance</b>				
Salaries	393,847	420,591	282,878	486,755
Longevity Pay	5,000	3,000	-	4,500
Language Stipend	-	-	-	-
Sick Incentive Pay	-	-	697	-
Social Security	24,360	26,263	17,366	30,458
Medicare	5,697	6,142	4,061	7,123
Municipal State Pension	50,185	57,354	32,250	66,516
TIAA-Cref	3,377	4,236	2,382	4,913
Medical Insurance	28,499	35,943	12,617	32,826
Dental Insurance	2,079	3,142	1,276	2,704
Supplies	508	500	1,317	500
Postage	16,845	25,000	11,647	25,000
Non-Capital Equipment	181	500	1,295	4,000

Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
Collection agency	-	5,000	-	5,000
Accounting/auditing	85,874	92,000	103,396	100,000
Other professional services	79,281	90,000	32,554	75,000
Technology Software & Advisory	-	23,000	22,440	23,000
Bank Fees	3,789	4,500	1,974	4,000
Education & training	537	5,500	4,880	7,500
<b>Total Finance</b>	<b>700,059</b>	<b>802,671</b>	<b>533,029</b>	<b>879,794</b>

<b>City Property</b>				
Office supplies	11,475	9,000	7,119	10,000
Other supplies	5,914	6,000	9,194	8,000
Janitorial Supplies	2,900	3,500	1,974	3,500
Dues/Subscriptions	385	8,000	3,566	8,000
Non-capital equipment	5,402	8,000	-	15,000
Advertising	24,962	14,000	7,675	12,000
IT Consulting services	69,044	85,000	48,319	93,500
R&M Contracts	176,137	160,000	126,134	167,200
General Liability Insurance	310,049	330,000	341,668	378,136
Heating Fuel	30,969	70,595	31,406	66,359
Telephone	60,757	70,000	28,693	73,500
Repairs/Maint.	41,121	83,166	42,383	85,000
Water/Sewer	255,758	255,512	125,612	218,492
Electric	202,627	145,869	91,582	153,963
Street lights	25,239	26,460	18,686	26,460
<b>Total City Property</b>	<b>1,222,739</b>	<b>1,275,101</b>	<b>884,010</b>	<b>1,319,109</b>

<b>Parks, Recreation &amp; Community Service</b>				
Salaries	108,000	112,700	82,345	114,954
Temporary Employee Salaries	23,585	27,541	12,936	-
Street Beautification Workers	19,098	39,246	11,881	37,187
Social Security	10,888	10,834	8,051	9,433
Medicare	2,546	2,534	1,883	2,206
Municipal State Pension	18,908	15,260	12,539	14,933
TIAA-Cref - Parks/Recreation	1,272	1,127	926	1,150
Medical Insurance	5,505	5,505	3,899	19,210
Dental Insurance	228	239	158	982
Other supplies	6,383	5,000	5,827	6,000
General R & M	47,341	34,000	35,255	34,000
Basketball Program	29	8,000	5,041	9,300
Public events & activities	37,620	50,150	61,458	55,000
Education/Training	880	1,000	-	1,000
Afterschool Programing	566	5,000	2,010	5,000
Elderly Program	16,604	17,000	16,282	17,000
Summer Food Help	26,360	30,888	23,709	24,624
<b>Total Parks, Recreation</b>	<b>325,813</b>	<b>366,024</b>	<b>284,199</b>	<b>351,978</b>



Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
<b>Planning</b>				
Salaries	215,903	261,792	187,025	291,106
Social Security	13,575	16,231	11,324	18,049
Medicare	3,175	3,796	2,648	4,221
Municipal State Pension	31,959	35,447	25,323	37,815
TIAA-Cref	2,151	2,618	1,870	2,911
Medical Insurance	19,942	24,408	16,731	24,804
Dental Insurance	919	1,204	767	1,226
Other Supplies	1,379	2,000	401	2,000
Other Professional Services	33,749	10,000	5,008	10,000
Education/Training	44	5,000	583	5,000
<b>Total Planning</b>	<b>322,796</b>	<b>362,496</b>	<b>251,681</b>	<b>397,131</b>

<b>Police</b>				
Salaries	2,251,597	2,553,037	1,787,917	2,756,390
Police trainee wages	78,910	90,800	59,020	39,000
Overtime	400,381	250,000	348,047	250,000
Community Policing	10,185	12,000	9,727	21,000
Special Investigations Overtime	26,534	20,000	22,014	25,000
K-9 Expenses & Overtime	8,392	8,500	6,669	9,000
Holiday pay	149,700	175,837	161,020	185,526
Longevity pay	89,500	106,000	62,500	104,500
Sick Incentive Pay	4,162	5,443	4,479	12,354
Police Education Stipend	12,500	11,500	13,000	14,500
Clothing/tool allowances	47,401	56,000	9,835	47,000
Police Language Stipend				3,250
Police Social Security	4,975	-	4,813	-
Police Medicare	50,284	43,228	40,016	45,128
TIAA-Cref - Police	14,890	22,433	17,161	29,938
Police Medical Insurance	324,311	315,879	199,319	302,410
Police Dental Insurance	11,594	18,590	9,894	17,441
Office supplies	3,474	4,000	2,235	4,000
Other supplies	4,866	5,000	3,405	5,500
Vehicle fuel	77,202	99,670	59,288	77,030
Dues/Subscriptions	1,300	900	1,707	1,200
Detective supplies	3,405	4,500	3,398	5,000
Non-capital equipment	17,102	10,000	1,853	10,000
General R & M	16,956	15,000	20,816	20,000
Vehicle R & M	65,859	50,000	44,237	55,000
Other professional services	65,214	59,188	47,900	65,000
Technology Software & Advisory	49,811	86,000	43,176	86,000
Education & training	20,770	25,000	23,065	30,000
Finger printing	740	2,300	160	2,300
College tuitions	34,550	45,000	32,096	35,000
Officer Wellness Program	2,000	-	1,028	-

Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
Capital Expenditures	153,542	166,000	172,497	169,896
Salaries (ACO)	41,995	42,834	31,297	45,662
Overtime (ACO)	1,515	1,000	4,513	6,650
Longevity Pay (ACO)	2,000	2,000	2,000	2,000
Sick Incentive Pay (ACO)	466	-	-	-
Clothing/tool allowance (ACO)	350	350	-	350
Social Security (ACO)	2,803	2,831	2,290	2,977
Medicare (ACO)	656	662	536	696
Municipal State Pension (ACO)	6,538	6,071	4,509	6,453
TIAA-Cref (ACO)	440	448	333	477
Medical Insurance (ACO)	5,187	6,056	3,674	5,594
Dental Insurance (ACO)	228	239	158	244
Boarding of animals (ACO)	534	7,000	6,331	8,000
Clerk & IT Salaries	95,085	97,364	71,145	99,798
Clerk & IT Overtime	670	1,000	104	1,000
Clerk & IT Longevity Pay	5,000	5,500	2,500	5,500
Clerk & IT Sick Incentive Pay	-	-	-	-
Clothing/tool allowances civilian	350	350	-	350
Clerk & IT Social Security	5,860	6,378	4,285	6,741
Clerk & IT Medicare	1,371	1,492	1,002	1,577
Municipal State Pension (Civilian Staff)	14,873	13,928	9,971	14,079
TIAA-Cref - Civilian	488	1,029	377	1,084
Clerk & IT Medical Insurance	25,252	25,251	17,887	27,232
Clerk & IT Dental Insurance	1,132	1,451	638	1,478
<b>Total Police Department</b>	<b>4,214,900</b>	<b>4,485,039</b>	<b>3,375,839</b>	<b>4,666,302</b>

<b>Judiciary</b>				
Salaries	48,266	49,232	35,974	50,462
Overtime	-	2,000	1,244	2,100
Longevity Pay	3,000	3,000	3,000	3,000
Language Stipend	-	-	-	300
Sick Incentive Pay	-	-	-	-
Social Security	2,972	3,238	2,347	3,333
Medicare	695	757	549	780
Municipal State Pension	7,618	7,072	5,277	6,945
TIAA-Cref	641	522	487	535
Medical Insurance	12,626	12,626	8,943	13,616
Dental Insurance	691	726	480	739
Office supplies	495	500	390	500
Probate Court Judge	12,000	12,000	9,000	12,000
Other Professional Services	6,000	10,000	9,350	10,000
Housing Court Judge	12,000	12,000	9,000	12,000
Municipal Court Judge	14,000	14,000	10,500	14,000
Court Interpreter	-	12,000	1,500	12,000
<b>Total Judiciary</b>	<b>121,004</b>	<b>139,673</b>	<b>98,043</b>	<b>142,309</b>

Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
<b>Fire</b>				
Salaries	2,366,512	2,680,032	1,770,721	2,793,399
Trainee Wages	35,238	54,428	66,724	30,000
Stipend	7,360	28,600	11,200	28,600
Detail Overtime	2,530	5,000	4,703	5,500
Overtime	285,060	200,000	248,193	260,000
Holiday pay	149,999	171,164	152,467	174,587
Longevity pay	69,000	70,500	48,250	78,250
Out of rank pay	18,243	20,000	12,526	20,000
Mechanic pay	7,280	-	-	-
Rescue	39,749	-	-	-
Sick incentive pay	1,374	6,000	3,078	4,000
Clothing/tool allowance	38,000	43,000	-	43,000
Social Security	3,733	2,690	3,687	2,754
Medicare	43,156	44,252	32,603	45,209
Municipal State Pension-Fire Clerk	5,993	3,754	4,212	3,794
TIAA-Cref	18,423	28,919	18,182	37,310
Medical Insurance	358,142	355,861	244,482	333,706
Dental Insurance	16,905	17,385	11,358	17,456
Other supplies	5,196	8,000	6,277	10,000
Supplies - EMS only	26,562	30,000	20,800	28,000
Vehicle fuel	43,630	66,553	23,264	38,755
Dues/subscriptions	1,521	2,000	2,133	2,500
Non-capital equipment	5,289	6,000	1,595	6,000
Fire Fighter Equipment	30,255	50,000	39,160	25,000
General R & M	18,174	17,000	3,385	15,000
Vehicle R & M	67,018	70,000	67,966	70,000
Other professional services	49,474	30,000	31,310	30,000
Education & training	17,584	20,000	9,807	20,000
College tuitions	11,250	10,000	-	5,000
Capital Expenditures	-	73,000	-	184,201
<b>Total Fire Department</b>	<b>3,742,650</b>	<b>4,114,139</b>	<b>2,838,082</b>	<b>4,312,022</b>

<b>Dispatch and Emergency Management</b>				
Dispatcher Salaries	243,209	279,726	153,965	292,597
Dispatcher Overtime	65,523	50,000	48,170	65,000
Dispatcher Holiday Pay	13,758	17,483	12,965	18,155
Dispatcher Longevity Pay	4,500	6,500	4,500	6,500
Language Stipend	-	-	-	600
Dispatcher Sick Incentive Pay	530	554	-	565
Dispatcher clothing/tool allowances	2,450	2,100	-	1,750
Dispatcher Social Security	19,056	18,994	13,527	19,850
Dispatcher Medicare - Police	4,626	4,442	3,163	4,642
Dispatcher Municipal State Pension	38,715	41,122	23,082	41,211
Dispatcher TIAA-Cref	2,605	3,037	1,705	3,173

Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
Dispatcher & Clerk Medical Insurance	26,105	40,812	17,804	52,035
Dispatcher & Clerk Dental Insurance	1,311	2,169	861	2,704
Public Safety Dispatcher Shared Equip R&M	486	1,000	565	1,000
Dispatcher Salaries PT	162,072	143,424	122,502	159,120
Dispatcher Social Security PT	9,114	8,398	6,634	8,923
Dispatchers Medicare PT	2,131	1,964	1,551	2,087
EMA service	25,000	25,000	-	25,000
<b>Total Dispatch and Emergency Management</b>	<b>621,191</b>	<b>646,726</b>	<b>410,994</b>	<b>704,912</b>

<b>Public Works and Code Enforcement</b>				
Salaries	611,080	677,823	455,776	684,939
Overtime	34,360	45,000	51,344	45,000
Longevity pay	17,500	19,500	13,500	16,500
Language Stipend	-	-	-	900
Sick Incentive Pay	598	-	-	600
Clothing/tool allowance	2,800	2,800	-	3,916
Social Security	42,174	43,408	31,551	43,927
Medicare	9,863	10,152	7,379	10,273
Municipal State Pension	97,055	90,913	61,829	89,401
TIAA-Cref	6,540	6,714	4,557	6,882
Medical Insurance	87,491	97,592	57,910	90,455
Dental Insurance	5,166	6,037	3,249	5,407
Other supplies	21,912	15,000	1,330	15,000
Vehicle Fuel	25,057	29,750	10,813	22,553
Non-capital equipment	568	3,000	-	10,000
Winter road supplies	10,301	20,000	13,924	20,000
General R & M	20,164	20,000	35,111	20,000
Vehicle R & M	87,385	65,000	53,257	65,000
Other Professional Services	30,033	18,000	8,025	3,600
Road R & M	69,981	30,000	51,965	35,000
Education & training	4,397	5,000	2,501	7,000
Traffic Signal R & M	-	6,000	1,423	5,000
Capital Expenditures	54,134	130,000	131,688	117,000
Building Inspector	-	-	-	14,400
Plumbing Inspector	5,200	5,200	1,300	5,500
Electrical Inspector	5,200	5,200	2,600	5,500
<b>Total Public Works and Code Enforcement</b>	<b>1,248,959</b>	<b>1,352,089</b>	<b>1,001,030</b>	<b>1,343,754</b>

<b>Public Works</b>				
Solid waste removal/disposal	350,570	318,337	241,170	332,190
Trash Removal/Recycling	710,843	795,864	513,267	858,278
<b>Total Public Works</b>	<b>1,061,413</b>	<b>1,114,201</b>	<b>754,437</b>	<b>1,190,467</b>

<b>Office of Constituents Services and Health</b>				
Salaries/ wages	62,043	57,400	241,170	58,548

Item	FY 23 Actuals	FY 24 Budget	FY 24 Actuals March	FY 25 Budget
Social Security	3,617	3,559	513,267	3,630
Medicare	846	832	754,437	849
Municipal State Pension	9,220	7,772	-	7,605
TIAA-CREF	620	574	-	585
Medical Insurance	14,087	13,399	48,840	13,616
Dental Insurance	720	726	2,866	739
Other Supplies	1,124	10,000	671	8,000
Other Professional Services	8,561	20,200	6,479	10,200
Education & training	-	2,000	479	4,000
Supplemental Staffing	-	-	-	12,000
<b>Total Office of Constituent Services and Health</b>	<b>100,838</b>	<b>116,462</b>	<b>9,950</b>	<b>119,772</b>

<b>Library</b>				
City Contribution	118,825	118,825	118,825	118,825
State Library Grant-In-Aid	36,645	36,917	-	36,071
<b>Total Library</b>	<b>155,470</b>	<b>155,742</b>	<b>118,825</b>	<b>154,896</b>

<b>City Debt Service</b>				
Bond principal	836,000	862,000	923,073	940,158
Bond interest	171,421	144,855	143,959	117,363
Other debt fees	7,690	6,358	6,358	7,018
<b>Total City Debt Service</b>	<b>1,015,111</b>	<b>1,013,213</b>	<b>1,073,390</b>	<b>1,064,539</b>

<b>Other City Government</b>				
Compensated absences	111,915	30,000	19,723	-
Unemployment compensation	7,412	15,000	12,829	15,000
HRA - Health Reimbursement	110,935	110,000	86,874	125,000
Group Life Insurance	15,057	15,000	11,568	16,000
OPEB	60,000	75,000	-	75,000
Medical insurance - Retirees	66,934	100,000	95,199	100,000
Pension MERS Police & Fire	2,532,412	2,539,949	1,701,290	2,447,288
Reserve - Other City Gov	-	50,000	-	50,000
Transfer In/Out	-	-	(782,089)	-
Stale Dated Checks	170	-	-	-
School Department - City Share	586,491	100,000	30,612	100,000
FEMA Expenses	19,175	-	-	-
Issue Advocacy	-	-	5,426	-
<b>Total Other City Government</b>	<b>3,510,501</b>	<b>3,034,949</b>	<b>1,963,520</b>	<b>2,928,288</b>
<b>Total General Fund Appropriations</b>	<b>19,957,991</b>	<b>20,449,903</b>	<b>14,760,607</b>	<b>21,168,649</b>

Introduction: May 13, 2024

First Reading/First Passage: June 5, 2024

Second Reading/Second Passage: June 10, 2024

X

Maria Rivera  
Mayor

X

Alberto Deburgo  
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, 2024, and ending June 30, 2025, shall be as follows:

July 1, 2024

Police Department- Weekly Salary	
Patrolman - Grade II	\$924.71
Patrolman - Grade I	\$1,215.95
Detective	\$1,301.07
Sergeant	\$1,392.14
Lieutenant	\$1,489.60
Captain	\$1,564.07
Major	\$1,642.28

January 1, 2025

Police Department- Weekly Salary	
Patrolman - Grade II	\$947.83
Patrolman - Grade I	\$1,246.35
Detective	\$1,333.60
Sergeant	\$1,426.94
Lieutenant	\$1,526.84
Captain	\$1,603.17
Major	\$1,683.34

**Section 2.** Salaries and other monetary consideration for members of the City’s Fire Department for the twelve (12) month period beginning July 1, 2024, and ending June 30, 2025, shall be as follows:

Fire Department - Weekly Salary July 1, 2024	
Emergency Coordinator Assistant	\$774.61
Private (Probationary-1 Year)	\$1,016.36
Private (2nd Class-1 Year)	\$1,040.96
Private (1st Class)	\$1,174.13
Lieutenant	\$1,256.33
Captain	\$1,344.27
Battalion Chief	\$1,438.39
Deputy Chief	\$1,539.11

**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, 2024, and ending June 30, 2025, shall be as follows:

<b>Public Works - Weekly Salary</b>	
Laborer	\$1,042.13
Foreman	\$1,130.93
Mechanic	\$1,083.69
Utility Worker	\$1,062.63

<b>Animal Control/ Parking Monitor- Weekly Salary</b>	
Step 1	\$814.62
Step 2 (12 Mos)	\$844.33
Step 3 (24 Mos)	\$878.11

<b>City Hall/Police Clerks - Weekly Salary</b>	
<b>Payroll Clerk</b>	
Step 1	\$1,009.96
Step 2 (6 Mos)	\$1,134.29

<b>Dispatcher- Police- Weekly Salary</b>	
Step 1	\$838.98
Step 2 (12 Mos)	\$928.31
Step 3 (24 Mos)	\$968.87
Step 4 (36 Mos)	\$993.35

<b>All Other Clerks/ Office Manager</b>	
Step 1	\$828.39
Step 2 (6 Mos)	\$839.66
Step 3 (18 Mos)	\$851.10
Step 6 (54 Mos)	\$886.13
Step 7 (180 Mos)	\$948.06
Step 8 (204 Mos)	\$970.43

Step 2 (12 Mos)	\$894.31
Step 3 (24 Mos)	\$921.15
Step 4 (36 Mos)	\$948.77

**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 13, 2024  
 First Reading/First Passage: June 5, 2024  
 Second Reading/Second Passage: June 10, 2024

**X**  
 \_\_\_\_\_  
 Maria Rivera  
 Mayor

**X**  
 \_\_\_\_\_  
 Alberto Deburgo  
 City Clerk



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

**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

Department	Position	FY 24	FY 25
Executive MGT	Mayor	82,335	83,982
Executive MGT	Chief of Staff	70,985	72,405
Executive MGT	Deputy Chief of Staff	NEW	55,000
Executive MGT	Executive Administrative Assistant	44,075	47,957
City Clerk	City Clerk	82,000	83,640
City Clerk	Deputy City Clerk	64,675	67,969
Personnel	Deputy Director of Human Resources	61,500	62,730
Finance	Director of Finance	100,807	102,824
Finance	Deputy Director of Finance	81,575	85,207
Finance	Director of Development and Strategic Partnerships	53,300	150,000
Finance	Junior Accountant	40,384	REMOVED
Parks and Recreation	Director of Parks and Recreation	64,575	65,867
Parks and Recreation	Coordinator of Parks, Recreation/Community Service	48,125	49,088
Parks and Recreation	Parks and Recreation Workers (Part-Time Positions)	12,792	REMOVED
Parks and Recreation	Street Beautification Workers (Part-Time Position)	18,229	18,594
Planning	Community Dev MGR	49,924	REMOVED
Planning	Deputy Principal Planning Director	NEW	75,000
Planning	Deputy Planning Director for Project Management	70,698	72,112
Planning	Planning Technician	49,946	50,945
Planning	Director, Planning/Economic Development	91,225	93,050
Police	Chief of Police	94,378	97,116
Fire	Fire Chief	94,286	96,172
Fire	Fire Department Dispatchers (PT)	17.43 per hour	18.00 per hour
DPW/Code	Director, DPW/Code Enforcement	84,966	86,665
DPW/Code	Deputy Director, DPW/Code Enforcement	54,317	55,404
DPW/Code	Environmental Inspector (PT)	12,959	13,207
Health	Deputy Director of Constituent Services and Health	57,400	58,548

Introduction: May 13, 2024

First Reading/First Passage: June 5, 2024

Second Reading/Second Passage: June 10, 2024

**X**

\_\_\_\_\_  
 Maria Rivera  
 Mayor

**X**

\_\_\_\_\_  
 Alberto Deburgo  
 City Clerk





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

Capital Budget July 1, 2024, to June 30, 2025

**Section 1.** Be it ordained by the City of Central Falls that in the event the City experiences an operating surplus at the end of a fiscal year, any surplus in excess of fifty thousand (\$50,000) dollars will be deposited into the City's Capital Fund. In keeping with the provisions of Article II, Chapter 2-304 of the Charter of the City of Central Falls, be it ordained that the Annual Capital Program and Capital budget shall be as follows:

**FY25 ANNUAL CAPITAL BUDGET - FY25 – FY29**

Department/ Project	FY25	FY26	FY27	FY28	FY29
<b>Departments</b>					
DPW	117,000	75,000	75,000	75,000	75,000
Fire	184,201	100,000	100,000	100,000	100,000
Police	169,896	100,000	100,000	100,000	100,000
City Property	-	75,000	75,000	75,000	75,000
Parks & Rec	-	20,000	20,000	20,000	20,000
Finance	-	10,000	10,000	10,000	10,000
Planning	-	10,000	10,000	10,000	10,000
City Clerk	-	10,000	10,000	10,000	10,000
<b>Total</b>	<b>471,097.00</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>400,000.00</b>

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

Introduction: May 13, 2024

First Reading/First Passage: June 5, 2024

Second Reading/Second Passage: June 10, 2024

X

\_\_\_\_\_  
 Maria Rivera  
 Mayor

X

\_\_\_\_\_  
 Alberto Deburqo  
 City Clerk

# Proposed Budget Fiscal Year 2024-2025



## Departmental Goals and Objectives



**Office of the City Clerk  
FY 2025 Budget  
Alberto M. de Burgo, 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, marriage licenses
- Clerk of the City Council
- Property management: fiscal management of property expenses, coordination of major projects involving city-owned buildings; point of contact with RI Interlocal Trust on issues related to real property and vehicles.
- File Claims: file all claims with the RI Interlocal Trust involving the city.
- Point of Contact for IT and Cybersecurity Services.
- Licensing: business licensing, special permits, dog licenses, private detective and constable licenses
- Purchasing: procurement, policies and regulations, clerk of the purchasing board
- Board of Canvassers: Maintain voter registration and conduct elections.
- Probate Court: guardianship, name changes, filing wills, and estate administration.
- Other: notary, genealogy, preservation of all City records

**Department Staff:**

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

**Evaluation of Goals and Objectives for FY 2024:**

- Strengthen security measures for city hall and potential parks. – *Achieved & ongoing*
- Complete transfer of City Clerk records to electronic storage. - *Achieved & ongoing*
- 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 the coordination of IT services. -*ongoing*
- Provide an updated audiovisual system to the Council Chambers for Council meetings. -*Achieved-ongoing*
- Update Office technology (*hardware & software*) for supporting staff. -*Achieved*
- Enhancement and beautification of City Hall & other buildings. -*Achieved*
- Coordinate with the fire and police departments to provide policies for fire drills and active shooter drills. -*Achieved & ongoing*
- Plan with the fire department to conduct 3 fire drills a year. -*Achieved & ongoing*

- Work with the Human Resource Director to create and implement safety policies for employees in City Buildings. -*Achieved*
- Repair the back door for increased security. -*Achieved*
- Partner with the Department of Homeland Security to conduct cybersecurity assessments of all municipal departments. -*Achieved*
- Work with Apex to continue to monitor cybersecurity programs for City Hall. -*Achieved & ongoing*
- Work with the Human Resources Department and Mayor's Office to ensure all staff are trained in potential cyber threats. -*Achieved & ongoing*
- Conduct 2023 Special Election- 1<sup>st</sup> Congressional District Seat. -*Achieved*
- Add security cameras to the outside of the City Hall building for added security. -*ongoing*
- Work with Kofile to preserve records in Clerks Office vault. -*ongoing*
- Repair existing shelves in the vault. -*ongoing*

### **Goals and Objectives FY 2025:**

- Restore and maintain City Hall structures by repointing bricks in priority areas and advancing efforts to enhance the aesthetic appeal of City Hall and other municipal buildings.
- Strengthen security measures for City Hall and select parks by adding surveillance cameras.
- Identify funding for security cameras at the DPW rear parking lot and garage to protect equipment and vehicles.
- Coordinate efforts in developing a welcome package for new businesses in Central Falls.
- Provide e-recording options for land records and increase the availability of land records online.
- Create a form and process for requesting funding for repairs to be utilized by all departments.
- Continue to maintain a standard of excellence in procurement practices by ensuring that all departments consistently adhere to both City and State purchasing guidelines and policies.
- Develop and execute a protocol for the disposal of City vehicles in the fleet, encompassing departments such as Parks & Recreation, Fire, Department of Public Works (DPW), and Police.
- Explore a credit card payment option for applicable City Departments.
- Continue the transfer of City Clerk records to electronic storage.
- Maintain ongoing coordination of IT services and oversee the monitoring of cybersecurity programs for City Hall.
- Increase subscriptions to the City YouTube Channel and broadcast Council meetings on YouTube Live.
- Investigate options for modernizing the audiovisual system in the Council Chambers to enhance functionality during Council meetings.
- Update office technology (*software & Hardware*) for support staff.
- Add a third camera to the Council Chambers for meetings.
- Continue to partner with the Department of Homeland Security to conduct cybersecurity assessments of all municipal departments.
- Continue non-partisan endeavors to boost voter engagement in local elections.
- Conduct the 2024 Election - Primary & General.

### **Department Job Descriptions:**

#### **City Clerk**

The City Clerk holds multiple key roles within the municipal administration, serving as the ex officio recorder of deeds, registrar of vital records, clerk of the council, and purchasing agent. In this capacity, the City Clerk

is responsible for maintaining accurate records, including both electronic and video copies, as well as written minutes of all City Council and Liquor Board public meetings, ensuring transparency and accessibility to the public. Additionally, the City Clerk oversees the issuance of all licenses and permits in compliance with state law and city ordinances. Serving as the purchasing agent, the City Clerk plays a crucial role in procurement processes and serves as an ex officio nonvoting member of the purchasing board. Moreover, the City Clerk is entrusted with managing the Board of Canvassers and overseeing the conduct of elections, further demonstrating their integral role in the democratic process for our municipality.

### **Deputy City Clerk**

The mayor will appoint an employee within the Department of Records to serve as the Deputy City Clerk. This deputy will possess and wield all powers and fulfill all responsibilities assigned to the City Clerk, provided they are duly qualified by taking the oath of office. Additionally, the deputy will oversee the management of the Board of Canvassers.



## Human Resources Department

FY 2025 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 supports other City departments in the areas of recruitment, training, employee relations, benefits administration, and compensation administration.

### Department Staff:

- Director of Human Resources, contracted.
- Deputy Director of Human Resources, 1.0 employee

### Evaluation of FY 2024 Goals and Objectives:

- Update Employee Handbook to include all policies currently being implemented (*achieved*)
- Revamp public safety recruitment process by modernizing application process and creating marketing content to attract candidates (*achieved*)
- Successful continuation of Wellness Programs offered by the Trust (*achieved*)
- Increase participation in Heathy Challenges (*achieved*)
- 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 new hire documentation/forms for on-boarding process for new employees (*achieved*)
- Continue to provide on-going Harassment Training for all new and existing employees (*achieved and ongoing*)
- Identify and establish new policies that foster a safe and heathy work environment (*achieved and ongoing*)
- Continue to organize all historical department records for the purposes of: (1) complying with the Records Retention Schedule and shredding outdated documentation; and (2) digitizing all records the Human Resources Department is required to retain (*achieved and ongoing*)

### Goals and Objectives FY 2025:

- Provide opportunities for residents to engage with the Human Resources Department and learn

about current vacancies during extended hours at City Hall.

- Devise and implement Cybersecurity Training Program for all employees.
- Devise and implement Emergency/Incident Evacuation Plan for each government building.
- Encourage department directors to routinely conduct performance evaluations on their staff.
- Continue to identify new training opportunities for employees.
- Continue to provide support to all departments for compliance with state and federal laws and policies.
- Continuously update new hire documentation/forms for on-boarding process for new employees.
- Continue to provide on-going Harassment Training for all new and existing employees.
- Continue to 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 the Records Retention Schedule and shredding outdated documentation; and (2) digitizing all records the Human Resources Department is required to retain.

## **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, safety and wellness initiatives, HIPAA, Cobra, DLT, EEOC/ADA, FLSA, FCRA, vacation, sick and personal leave benefits, 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.
- Manages grievances through settlement, efficiently communicating with union representation.
- Negotiates all collective bargaining agreements.
- 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.

### **Deputy Director of Human Resources**

*Description:* Under the direction of the Director of Human Resources, the Deputy Director of Human Resources supports 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.

*Duties and Responsibilities:* Supports all functions and resources of Human Resources to achieve the City's priorities and objectives.

- Assists in the recruitment and onboarding of all city personnel.
- Supports the administration of all employee benefits either mandated by contractual agreements or regulatory to include but not limited to health, dental, life, safety and wellness initiatives, HIPAA, Cobra, DLT, EEOC/ADA, FLSA, FCRA, vacation, sick and personal leave benefits, and supplemental and/or voluntary benefits.
- Prepares communications related to injured-on-duty claims and worker's compensation claims.
- Effectively communicates with employees and applicants regarding their employment rights, responsibilities, opportunities, and benefits.
- Aids the director in developing and administering 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.
- Assists the Law Department with all Access to Public Records Act requests, city contracts, and other duties as requested.
- Attends City Council and other meetings as needed/required.





**Law Department  
FY 2025 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:**

- City Solicitor, contractor
- Assistant City Solicitor, Criminal Prosecutor, contractor
- Assistant City Solicitor, Housing Prosecutor, contractor
- Assistant City Solicitor, Nuisance Task Force, contractor
- Program Director, Housing, Equity and Lead Poisoning Prevention, contractor

**Evaluation of FY 2024 Goals and Objectives:**

- Housing and Redevelopment – Continue partnerships with the planning department and the redevelopment agency toward the successful creation of more than 200 units of safe and affordable housing. *Achieved and ongoing*
- Litigation – Continue to partner with relevant counsel regarding outstanding litigation and to bring suits to resolution. *Achieved and ongoing*
- Digitization – Work with relevant city departments to digitize and make public certain records including public record requests. *Achieved and ongoing*
- El Centro – Continue to work with city departments to provide legal support for the opening of the new community and senior center. *Achieved and ongoing*
- Sewer System Planning and Repair – Work with planning and public works to apply for relevant and available plans to map out the city's sewer facilities and make a plan for repair. *Achieved and ongoing*
- Comprehensive Plan – Collaborate with the planning department to ensure a new comprehensive plan gets published in a timely manner *Ongoing*

- School Construction – Advance the citywide plan for, at least, two new school buildings through the school building committee, the ownership team, the state house and the complex financing issues. *Achieved and ongoing*
- Internship Program – Continue to expand the amount of opportunities for students in the Law Department and the City. *Achieved and ongoing*
- Legislative advocacy – Continue to create and advocate for state legislation that advances the interests of the city and the city’s residents. *Achieved and ongoing*
- Receivership Program – Work with the Nuisance Task Force and expand the number of properties in the program and collaborate regarding the use of Section Eight placement vouchers. *Achieved and ongoing*
- Nuisance Task Force - Continue maintaining and actively managing our list of nuisance properties and integrating new elements/metrics onto our list (i.e. lead compliance, which properties are renting via section 8 vouchers). Create a matrix as to the tools we have in our toolbox for abating nuisances and outline a system in terms of how we respond to nuisances we become aware of and at what particular point we move from our traditional responses (i.e. written letter, invitation to NPTF, declaration of public nuisance) to receivership. Collaborate with other departments to help curb the ongoing issues with recycling and more specifically with tenants/owners not properly disposing of recyclables. *Achieved and ongoing*
- Lead Poisoning Prevention - Funnel a minimum of five applicants per month into the Rhode Island Housing LeadSafe Homes Program. This means helping applicants through the first three sections of the application: overview, borrower information, and property information. Bring over 200 distinct properties and 450 units into compliance with minimum housing standards and the Lead Hazard Mitigation Act. Continue to strengthen community stakeholder relationships through communication, engagement, and accountability. In 2021, we focused on the Blackstone Valley Community Action Program, Childhood Lead Action Project, and the Department of Health. In 2022, we focused on the Central Falls Housing Authority, Central Falls Pawtucket Development Fund, and the Attorney General’s Office. *Achieved and ongoing*

**FY 2025 Goals and Objectives:**

- School Construction – Work towards the successful opening of the new high school and the visioning for the old high school building.
- Open Government – Partner with code enforcement on digitizing violations, summons and tickets and create an online payment tool.
- Housing and Redevelopment – Continue partnerships with the planning department and the redevelopment agency toward the successful creation of more than 200 units of safe and affordable housing.
- Litigation – Continue to partner with relevant counsel regarding outstanding litigation and to bring suits to resolution, especially the Wyatt litigation.
- Domestic Violence – Strengthen the task force’s work through continued community outreach and education as well as the tracking of data.
- El Centro – Continue to work with city departments to provide legal support for the opening of the new community and senior center.
- Sewer System Planning and Repair – Work with planning and public works to apply for relevant and available plans to map out the city’s sewer facilities and make a plan for repair.
- Zoning Ordinance and Comprehensive Plan – Collaborate with the planning department to ensure a new zoning ordinance and comprehensive plan get created.

- Internship Program – Continue to expand the amount of opportunities for students in the Law Department and the City.
- Legislative advocacy – Continue to create and advocate for state legislation that advances the interests of the city and the city’s residents.
- Receivership Program – Work with the Nuisance Task Force and expand the number of properties in the program and collaborate regarding the use of Section Eight placement vouchers.
- Nuisance Task Force - Continue maintaining and actively managing our list of nuisance properties and integrating new elements/metrics onto our list.
- Lead Poisoning Prevention - Funnel a minimum of five applicants per month into the Rhode Island Housing LeadSafe Homes Program and host additional testing events.

**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.



**Finance Department  
FY 2025 Budget  
Mary Signer, Director of Finance**

**Department Description:**

The Finance Department is 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
- Director of Development and Strategic Partnerships
- Payroll Clerk
- Accounts Payable Clerk
- Tax Collection Clerk
- Tax Assessor Clerk
- Tax Assessor, Contractor

**Evaluation of FY 2024 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*
- Achieve the completion of the FY23 audit no later than December 31, 2023. *Complete!*
- Establish routine processes to meet all State Division of Municipal Finance periodic reporting requirements. *Ongoing*
- Cross train all positions within the department to ensure timely and accurate customer services when team members are absent. *Ongoing*
- Ensure accurate and seamless transition to new Tax Administration & Collection Software. *Complete*
- Improve Collections by using the services of a Collection Agency. *Deferred*
- Collaborate with the OPM, school district, and state on all school financing and construction activities to ensure a successful and timely school construction. *Ongoing*
- Work collaboratively with directors to ensure all internal controls, processes, and reporting requirements are met. *Ongoing*

**Goals and Objectives for FY 2025:**

- 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.
- Achieve the completion of the FY24 audit no later than December 31, 2024.
- Prepare and submit all state and federal financial reporting requirements.
- Cross train all positions within the department to ensure timely and accurate customer services when

team members are absent.

- Collaborate with the OPM, school district, and state on all school financing and construction activities to ensure a successful and timely school construction.
- Collaborate with the OPM, constituent services and the state on all funding and construction for the El Centro project.
- Work collaboratively with directors to ensure all internal controls, processes, and reporting requirements are met.
- Identify new grant opportunities. Prepare and submit applications in a timely manner.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets.
- Provide financial support on all city short-term and long-term goals.

### **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. Provide day to day oversight of accounts payable and collections functions and works with Payroll Clerk to ensure accurate and timely reporting of payroll. Responsible for all city bank reconciliations.

**Director of Development and Strategic Partnership** is responsible for the development of a fund-raising strategy aligned with the city's goals. This individual is responsible for managing the entire grant process, from identifying grant opportunities, to submitting grant applications and managing pos-award requirements.

**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 for verifying 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. Also prepares and/or audits all other banking deposits within 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 and tangible property. They are responsible for maintaining updated property ownership information and for overseeing the revaluation process in the City.



**Parks & Recreation & Community Services Department  
FY 2025 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
- Citywide After School program coordinator (employee) Salary by RIDE
- Street Beautifications (2) Part time employees
- Summer Food Service Program Workers, (10) 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, Citywide After School program coordinator, 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

## **CITYWIDE AFTER SCHOOL PROGRAM COORDINATOR**

- Develop, recruit, and implement after school programs that bring together CF students from the CF school district, Segue, International Charter School, Blackstone Academy, and Blackstone Valley Preparatory.
- Lead recruitment and registration process of all programs.
- Provide supervision and leadership to all expanded learning staff; this includes coaching and mentoring.
- Communicated with families and school personnel about programs, schedules, and students' academic and social emotional wellbeing.

## **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.

## **Evaluation of FY 2024 Goals and Objectives:**

- Transfer the street beautification worker to DPW- can assist in more duties to Parks and Recreation also extra resource to DPW. -*Proposed in Council 94 negotiations. Mutual decision was made not to proceed*
- Work closely with the Planning Department to oversee all the ongoing park projects- ***Ongoing.***
- Working with the Planning Department and Organizations 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. -***Ongoing.***
- 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-Completed
- 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 2024 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 playgrounds, which includes Garfield playground, Sacred Heart playground, and add playground section at Veteran’s Memorial Park). – ***Ongoing.***
- Continue working to add security cameras in all city parks and sports facilities. - ***Completed by June 30<sup>th</sup>, 2024.***
- Diversity Route – ***In Process.***



## Goals and Objectives FY 2025:

(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.)

- Manage two street beautification workers -Ongoing
- Work closely with the Planning Department to oversee all the ongoing park projects- **Ongoing.**
- Working with the Planning Department and Organizations to renovate Dexter Plaza- **The rebuild will start soon.**
- Partner up with art organizations to offer opportunities for local artists and youth to work together to create public works of art. -**Ongoing.**
- 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. -**Completed will launch soon.**
- Add permanent fencing at Macomber stadium- **Completed.**
- 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 adolescents 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 2025 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 playgrounds, which includes Garfield playground, Sacred Heart playground, tennis court, Jenks Park etc. -**Ongoing.**
- Continue working to add security cameras in all city parks and sports facilities.
- Diversity Route – **In Process.**
- Start a family bike ride event to encourage city residents to take advantage of the new bike paths along the Blackstone River – **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 & TRAINING

- Preparation skills (CPR)
- Conferences

**AFTER SCHOOL PROGRAMING  
YOUTH EMPOWERMENT WORKSHOPS**

Workshops revolving around career development will be open to all Central Falls youth. The workshops will run every three months in the year and will touch on topics such as public speaking, proper business attire, finances, and so on. The goal of these workshops is to prepare youth for professionalism in their adulthood.

**ELDERLY PROGRAM**

- Zumba with Seniors
- Ice cream with Seniors
- Jazz Concerts
- Snow Shoveling Program
- Seniors Games Day
- Seniors Lunch Program
- Bohemia Night
- Painting with the Mayor
- Dancing with the Mayor
- Trips to YMCA
- Summer trips
- Holiday Dinner

**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 2025***

**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.

## **MOVIE IN THE PARK**

The Central Falls Parks and Recreation Department will be creating more family activities two times during summer time in Louis C. Yip field, join us for an outdoor movie and popcorn under the stars.

## **CF FOOD TRUCK FEST**

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.

## **SUMMER BASKETBALL LEAGUE**

This summer basketball league consists in multiple division from 4<sup>th</sup> grade through 12<sup>th</sup> 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.

## **YOUTH CAREER EMPOWERMENT SUMMER PROGRAM (15 Youth)**

The goal of the Youth Career Empowerment Summer Program is to provide students with proper hands-on experience in their desired career field while receiving mentorship from a professional in the career they want to pursue.

## **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 (2)**

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.

### **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.

### **FAMILY BIKE RIDE**

Our mission is to provide essential services, facilities, and programs necessary for the positive development and well-being of the community through parks, greenways, trails, and recreational facilities. At Family Biking Day, we're promoting a healthy lifestyle and quality of life for all.



**Department of Planning and Economic Development**  
**FY 2024 Budget**  
**James P. Vandermillen, Director**

**Department Description:**

The Department of Planning and Economic Development (DPED), 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, the 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 city, 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 frameworks and goals for local plans.
- Keep apprised of information disseminated by State agencies.
- Assist in updating the Geographic Information System.
- Pursue and manage various state, federal, and private grants to fund its projects and activities.

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.

#### **FY 2024 Goals and Objectives:**

- Complete a Draft Comprehensive Plan by June 2024 *-in progress*
- Update the Central Falls Zoning Ordinance to bring it into conformance with the new Comprehensive Plan. *-in progress*
- Update the Central Falls Land Development and Subdivision Regulations to be in conformance with the changes in state law. *-in progress*
- Complete the 5-year update to the Multi-jurisdictional Pawtucket-Central Falls Hazard Mitigation Plan. *-in progress*

- Complete the design and make substantial progress on construction of the El Centro Community Center. ***-in progress***
- Facilitate development of the Broad Street Homes affordable housing project. ***-in progress***
- Complete the construction of two new single-family homes at Washington and Hood. – ***complete***
- Secure funding for, and begin construction of, five townhouses at 40 Reed Avenue to provide affordable homeownership opportunities. – ***project discontinued based on resident feedback***
- Complete acquisition of a portion of the former Osram site for development of affordable and market-rate housing. – ***in progress***
- Complete Vision Plan to promote redevelopment of fire-damaged portion of Conant Thread Transit Oriented Development District. ***-in progress***
- Continue to work with the Nuisance Properties Task Force and the Redevelopment Agency to address vacant properties in the city. ***-ongoing***
- Continue to partner with local non-profit housing developers to identify and acquire properties and develop new market rate and affordable housing throughout the city. ***-ongoing***
- Complete Phase 1 improvements to Jenks Park; specifically, construction of the new playground and renovations to Cogswell Tower. – ***to be completed next month***
- Complete the construction of new tennis courts at Sacred Heart Park. – ***to be completed next month***
- Complete remediation at Pierce Park and High Street Ballfield and open the new ballfield and new basketball court for the community. ***-complete***
- Complete Park improvements at River Island Park. – ***in progress***
- 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. – ***in progress***
- Complete streetscape and sidewalk improvements and installation of green stormwater infrastructure along Pine Street to improve access to Pawtucket/Central Falls Transit Center and build climate resiliency
- Complete construction of a parklet at the corner of Rand and Pine Streets, which will serve as a gateway to the Conant Thread District and use green infrastructure to build climate resiliency – ***in progress***
- Facilitate NBC's installation of green stormwater infrastructure at various locations throughout city to build climate resiliency – ***in progress***
- Improve public access to information, including applications, maps, data, and project descriptions (proposed, in-progress, and recently completed), through the City's website - ***ongoing***
- Continue to seek, secure, and manage grant funding to achieve administration's goals - ***ongoing***

- Fully integrate the Coordinator of Workforce Development & Small Business Assistance position into the Planning Department, and establish measurable objectives for meeting the needs of businesses and job-seekers - *ongoing*

**FY 2025 Goals and Objectives:**

- Complete the 10-year update to the Central Falls Comprehensive Plan.
- Complete updates to the Central Falls Zoning Ordinance to be in conformance with changes in State law.
- Complete updates to the Central Falls Land Development and Subdivision Regulations to be in conformance with changes in State law.
- Complete the 5-year update to the Multi-jurisdictional Pawtucket-Central Falls Hazard Mitigation Plan.
- Support development of the El Centro Community Center.
- Support construction of the new Central Falls High School and the Higginson Avenue Athletic Complex.
- Support development of the Broad Street Homes affordable housing project.
- Support redevelopment of the former Osram site to provide affordable and market-rate housing and commercial uses.
- Explore redevelopment options for the Conant Thread Transit Oriented Development District.
- Continue to work with the Nuisance Properties Task Force and use the powers of the Redevelopment Agency to address vacant and blighted properties in the city.
- Continue to partner with local non-profit housing developers to identify and acquire properties and develop new market rate and affordable housing throughout the city.
- Continue implementation of the phased Master Plan for improvements to Jenks Park.
- Complete improvements on River Island to expand opportunities for outdoor recreation and education.
- Continue to explore and implement solutions for addressing the effects of climate change (e.g., street flooding, urban heat island effect, etc.), including identifying locations for tree plantings throughout the city and implementation of projects to install green stormwater infrastructure and alternative paving materials along portions of Pine and Dexter Streets.
- Support the Department of Public Works in preparing a sewer and stormwater facilities plan.
- Explore ways to streamline and systematize the application and review processes for zoning and development plan review to improve efficiency and transparency.
- Continue to seek, secure, and manage grant funding to achieve administration's goals.



## **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

### **Deputy Planning Director for Project Management**

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.

### **Planning Technician**

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.

### **Coordinator of Workforce Development & Small Business Assistance**

- Provide day-to-day management of educational activities that promote the development and provision of programs to meet employer needs and advance the City's workforce development goals
- Identify, develop, and maintain workforce development partnerships and network with other program coordinators

- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for resident participants
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool
- Organize, plan, and execute workforce development events as necessary for various assigned projects
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input to Director of Planning and Economic Development and make recommendations for improvements to programs and the department
- Perform other related duties as assigned by the Director of Planning and Economic Development



**Police Department  
FY 2025 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 through collaborative efforts and partnerships 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 18.0 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 FY 2024**

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:

- Continue to offer department transparency to policy and procedures with an online portal through Power DMS – ***On Going***
- Seek to reestablish Neighborhood Response Team (NRT) with the Rhode Island State Police when and if federal grant funding is obtained by RISP – ***Pending Funding***
- Continue to bolster patrol bureau staffing with the hiring of lateral officers (One hired in 2022) and the anticipated graduation of recruits from the Rhode Island Municipal Police Academy (four graduated and sworn in 2022) – ***On Going***
- Upgrade patrol fleet vehicles at the needed rate of two (2) per year - ***On Going***
- Continue with the employee Assistance Program to provide officers with counseling, stress reduction efforts and any needed resources – ***On Going***
- Continue with department's Officer Wellness Program – ***On Going***
- Seek advice and recommendations from a "structural engineer" to assess plans to repair sally-port floor structure supports which has shown signs of structural deficiencies – ***On Going***
- Continue to collaborate active shooter training with Fire Department, School Department and Emergency Medical Services (EMS) – ***On Going***
- Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations – ***On Going***
- Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations – ***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 within Central Falls High School and Calcutt Middle School – ***On Going***

- 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. – *On Going*
- 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 – *On Going*
- Continue in our efforts to reduce crime – fear of crime – in our community – *On Going*
- Continue to work with the Non-violence Institute for officer training programs - *Achieved*
- Continue De-escalation training program for all sworn police officers – *On Going*
- 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 – *On Going*
- Purchase Adobe Pro for all Administrative staff - *Achieved*
- Upgrade our dispatch telephone and radio recording system - *Achieved*
- Upgrade our department’s Taser units- *Pending*
- Seek funding and proposals for a new public safety building- *On Going*
- Institute body camera program – *On Going*
- 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- *On Going*
- Institute an elderly abuse training program in our department to further assistance those in our community that may be experiencing abuse and neglect – *On Going*
- Work with Nonviolence Institute and the “Street Worker Outreach” Program – *On Going*

### **Goals and Objectives for FY 2025**

- Continue to offer department transparency to policy and procedures with an online portal through Power DMS
- Continue the Neighborhood Response Team (NRT) with the Rhode Island State Police as federal grant funding has been secured through the 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
- Assign member of the agency to be the Officer Wellness Program coordinator - to train and assist department personnel in all aspects of wellness
- Institute a Crisis Management team for our agency that would consist of officers, clergy and mental health professionals to address immediate response to trauma inducing incidents
- Follow-up with recommendations of 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, RI State police, 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
- 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 De-escalation training program for all sworn police officers
- Continue to update our IT operating systems in an effort to streamline our department's IT needs and security
- Upgrade our department's Taser units
- Continue to seek funding and proposals for a new public safety building
- Continue the 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
- Continue work with Nonviolence Institute and the "Street Worker Outreach" Program
- Institute an educational program to address the overdose crises facing the Central Falls
- Augment cross-departmental communication and coordination with the School District
- Address significant violent crime through partnerships, community engagement, prevention and intervention. As well as focused strategic enforcement and accountability.



**Fire Department  
FY 2025 Budget  
Scott G. Mello, Fire Chief**

**Mission Statement:**

The Central Falls Fire Department has a mission to provide excellent fire control and suppression services to the community. The mission is to protect life and property as our number one priority. 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 Description:**

The Fire Department consists of four platoons with a Battalion Chief supervising each platoon supported by a Captain, two Lieutenants, one Rescue Lieutenant, and five Privates.

**Department Staff:**

- Fire Chief 1 Employee
- Deputy Chief 1 Employee
- Battalion Chief 4 Employees
- Captain 4 Employees
- Lieutenant 8 Employees
- Private 1st Class 7 Employees
- Private 2nd Class 7 Employees
- Probationary Firefighters 10 Employees
- Administrative Assistant 1 Employee
- Total Staff 43 Employees
- We are currently 2 members down at time of the new physical year.

**Evaluation of FY 2024 Goals:**

- Apparatus replacement--***Accomplished***
- Purchase One new Engine Truck – *Accomplished*
- 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—***Accomplished***
- Actively recruit members of the community to join the Central Falls Fire Department. This will continue with the assistance of the Director of HR.
- This will be an ongoing process to maintain 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***.

**Goals and Objectives for FY 2025:**

- Working for the funding for a NEW PUBLIC SAFETY COMPLEX- *Ongoing*
- Upgrade our fire dispatch software to ensure compatibility with the State of RI and surrounding mutual aid communities – ***Ongoing***
- Upgrade our fire dispatch hardware, equipment, and our channel 2 capabilities.- ***Ongoing***
- Purchase new battery-operated extrication equipment (Jaws of Life) funding from a RI DOT grant-***Ongoing***
- Purchase new fire hose funding from the Sinese Foundation- ***Ongoing***
- 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 the fire and emergency medical services divisions. The Fire Chief manages all 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 of 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 secretarial duties for the Fire Department. These duties include customer service, secretarial responsibilities, office administrative and bookkeeping functions. 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:

- Provides secretarial services to the Fire Chief, Deputy Chief and Fire Inspectors. Takes and transmits messages; produces documents and reports.
- 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.
- Maintaining a daily record of department fuel supply and usage.



**Department of Public Works & Code Enforcement**  
**FY 2024 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 2024 Goals & Objectives:**

- Work with the Department of Parks, Recreation and Community Services to get at least 5 youth interns throughout the year. *-ongoing*
- Ensure that DPW/Code is represented at 100% of remaining Trust Safety Committee Meetings -

*ongoing*

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

**Goals & Objectives for FY 2025:**

- 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 the number of vacant and abandoned structures in the city.
- Develop "File digitization" and technology improvement plan, (5-10 years).
- 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 yearly staff, training, and education plan.
- Customized repair approaches to address specific sidewalk damage.
- Collaborate with public safety departments to implement additional traffic calming measures.
- Continue implementing recycling program to increase public awareness and participation
- Continue to work with RI Infrastructure Bank and DEM to update our infrastructure improvement plan.
- Continue to collaborate with the finance department in developing a fleet maintenance and replacement plan.
- Develop a plan designed to increase the types of bulk items we pick weekly

**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.



**Office of Constituent Services & Health**  
**FY 2025 Budget**  
**Zuleyma Gomez, 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 their 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 service agencies in the state.

**Number of Employees:**

- 1 Director
- 1 Deputy Director

**Evaluation of FY 2024 Goals and Objectives:**

- Revamp the Central Falls Multidisciplinary Team to provide comprehensive wrap-around services for residents: ***Ongoing.***
- Continue to partner and strengthen the relationships with non-profit organizations to offer many resources: ***Ongoing.***
- Start the construction of the upcoming community wellness center: “El Centro of Central Falls” and securing local non-profits that will reside in the building: ***In Progress.***
- Distribute Naloxone kits to businesses to reduce overdoses deaths: ***Completed.***
- Maintain and develop local/state partnerships: ***Ongoing.***
- Add a Deputy Director to the department to divide duties and responsibilities: ***Completed.***

**Goals and Objectives for FY 2025:**

- Continue to support and revamp the Central Falls Multidisciplinary Team to provide comprehensive wrap-around services for residents.
- Support and Participate in the Domestic Violence Task Force.
- Support and Participate in the CF/Pawtucket Substance Use & Mental Health Task Force.
- Continue to partner and strengthen the relationship with local & non-profit organizations which include: *Progreso Latino, Family Service of RI, RI Energy, Elisha Project, Project Undercover, Sojourner House, Blackstone Valley Advocacy Center, Jenks Pediatrics, CF School District, RIC Hub, BVCAP, LISC/HEZ, The Ward-Robe, ABS Law Office, and more.*
- Continue hosting monthly hub of services during City Hall Extended Hours.
- Host 2 community fairs centered around mental health & general health.
- Continue to support plan for Unhoused Populations.
- Support CFPD with CF Opioid Settlement Plan.

- Explore options to systematize Constituent Service Programs.
- Manage the development and construction of El Centro.
- Host groundbreaking ceremony for El Centro of Central Falls.
- Host healthy living programs for older adults.
- Add a Community Health & Resource Navigator to the team.

**Department Job Description:**

**Director of Constituent Services and Health/El Centro Program Manager**

The **Director** of Constituent Services and Health, 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 appropriately disburse that funding 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 for El Centro project.

**Deputy Director of Constituent Services and Health**

The **Deputy Director** of Constituent Services and Health will support efforts alongside the Director, 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, referrals, housing instability and more. The Deputy Director of Constituent Services and Health implements & oversees programs to assist residents and encourage community participation from residents.

**Essential duties and responsibilities include the following:**

- 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.
- Oversee the Multidisciplinary Team meetings along with Chief Health Strategist & Director of OCS&H.
- Organize and Plan community health related fairs.
- Performs related duties as required.