

Office of the Mayor

The Mayor's office is a gateway for constituent contact and referral and supports the work of the city's governmental departments and school districts. The Mayor is the chief elected official in the city and has statutory responsibilities, including serving as the Chair of the School Committee, and as a Trustee of the Smith Vocational and Agricultural High School. She works with the City Council and chairs their meetings. She serves on the Board of Trustees for the Academy of Music Theatre, the Look Memorial Park Trustees and Childs Park and may also serve on local, state and regional committees and boards. It is the Mayor's responsibility to nominate citizens to most of the city's many boards and commissions, with the approval of the City Council, and to present the City Council with a balanced budget before the start of the new fiscal year on July 1.



The Mayor's Office provides constituent services and oversight of government operations and obligations.



I call my desk "O'Hare International Airport." There are so many projects, deadlines, issues and concerns waiting for one thing or another before we can send it off to the next phase. There's a lot of shepherding; a lot of tracking down answers like Nancy Drew, because this is the Mayor's Office - the buck stops here. We should be able to help you find what you're looking for. It's never a dull moment, but it's very gratifying when I can help someone find the answer they need.

Corinne Philippides, Executive Assistant

Putting cityschool together is a real highlight of working here. I always learn something new about the city, even after 11+ years here! I'm always impressed by the students who sign up; and each time I am so proud of all the city staffers who participate. We have an amazing community and a dedicated group of staff working for the city. Being in the Mayor's office, we get to see it all. It's nice to share that with more of our neighbors.

Karen Bellavance-Grace, Aide to the Mayor

Mayor Mary Clare Higgins

210 Main Street, Room 12

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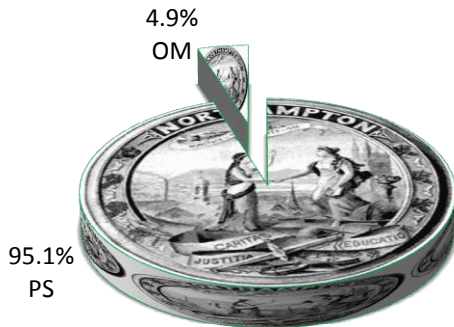
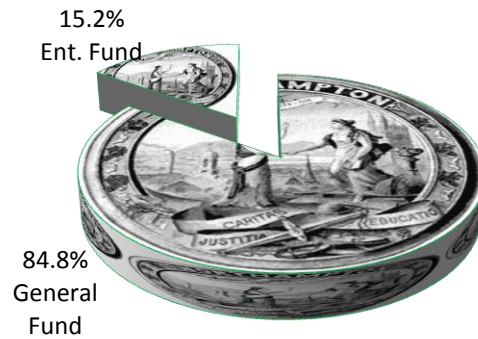
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Staffing Proposal for FY2012

Position Title	Full or Part time	Annual Salary	Funding Source(s)	Budgeted FTE	Change from FY2011	Union affiliation
Mayor	Full Time	80,000	General Fund, Enterprise Funds	1.0	Remains at FY2009 level	NR
Finance Director	Full Time	87,924	General Fund, Enterprise Funds	1.0		NAPEA
Executive Assistant to the Mayor	Full Time	41,102	General Fund, Enterprise Funds	1.0		NR
Aide to the Mayor	Full Time	38,220	General Fund, Enterprise Funds	1.0	Restored to full time – 35 hrs/wk	NR

Where Our Funding Comes From

The annual budget of Office of the Mayor is supported through the General Fund and a charge to the city's Enterprise Funds. This chart shows the percent of the Mayor's Office budget paid from each funding source.



How We Spend Our Money

This chart shows how much of the annual budget of the Mayor's Office is spent on staff (PS) and on Ordinary Maintenance (OM).

Some Accomplishments At A Glance

beyond our day-to-day operations

- Directed Public Safety team to implement new reverse call system, Connect CTY, to share more information with the community about emergencies, road construction, winter weather alerts and other safety, traffic related and public service messages.
- Improved variety and means of communications about winter parking bans using Connect CTY and newly installed Blue Lights at downtown locations. As a result, winter snow tows per storm were dramatically down this year.

- Ran a second multi-week *cityschool* program, offering residents an in-depth introduction to municipal services and activities.
- Contracted with an Energy Services Company (ESCO) to improve energy efficiency in city buildings and move forward the goals of the Sustainable Northampton report.
- Proposed a Proposition 2½ Override question to fund the building of a new Police Station facility. Through a collaborative effort, the question passed and the city will be able at long last to bring our outdated facility up to date.
- Oversaw the transition to an interim Superintendent in the middle of the school year.

The Year Ahead

- With another year of cuts in local aid from the Commonwealth, we must continue to find greater efficiencies or cut programs and services. In past years, we have combined departments and joined efforts with neighboring communities to deliver key services. This year, we will continue consolidating Human Resource functions on the school side and city side, and explore a regional approach to Health Inspection services.
- We will run a third session of *cityschool*, the popular citizen education program that engages residents with their elected officials and city staff.
- Construction of new Police facility will begin, requiring the coordinated effort of multiple city departments to ensure the project moves forward in a timely way and without jeopardizing the ongoing and important work of our public safety offices.
- We will work to finalize a financing plan and drawings for a new DPW facility, to replace buildings which are seriously in disrepair, pose a potential danger to city employees and are inappropriate for the tools and equipment we are using in the 21st century.

OFFICE OF THE MAYOR

	Actual FY 2010	Budget FY 2011	Budget FY 2012	\$ Change FY11-12	% Change FY11-12
Appropriation by Major Object					
Personal Services	243,221	236,288	248,340	12,052	5.1%
Ordinary Maintenance	5,989	9,830	12,830	3,000	30.5%
Other than Ordinary Maintenance	0	0	0	0	0.0%
Total	249,210	246,118	261,170	15,052	6.1%
<u>Appropriation by Major Activity</u>					
Administration	243,221	236,288	248,340	12,052	5.1%
State/Nat. Assoc. Dues/Office Support	5,989	9,830	12,830	3,000	30.5%
Total	249,210	246,118	261,170	15,052	6.1%
<u>Financing Plan</u>					
General Fund	208,799	205,707	221,722	16,015	7.8%
Enterprise Fund Charge to General Fund	40,411	40,411	39,448	(963)	-2.4%
Total	249,210	246,118	261,170	15,052	6.1%

Mayor's Office

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by the numbers

- 1,196** Mayoral signatures on contracts alone. City contracts with vendors average 4 signatures each, and they are all hand signed – no autopen!
- 14** Approximate number of motions the Mayor formulated for vote by the Economic Development, Housing and Land Use committee – the only City Council sub-committee the Mayor is a member of and allowed to vote on
- 28** Annual signatures – in blue ink only – which must be signed by the Mayor and notarized to assure the Commonwealth that yes, the Mayor *is* the signatory authority for the City of Northampton
- 24** Approximate number of banners the Mayor approves for display from the second floor balcony of City Hall, thanks to the assistance of Warren and Roger from Central Services
- 12-15** Meetings of the city's Financial Management team convened and facilitated by the Finance Director each year
- 30+** Annual proclamations issued by the Mayor, composed and prepared by Mayor's Office Staff
- 52** Percent of weekend days in 2010 that Mayor Higgins had at least one official event or meeting scheduled to attend