



Finance Committee Agenda

City of Newton In City Council

Wednesday, October 16, 2019

7 PM
Room 211

Items Scheduled for Discussion:

- #343-19** **Discussion on the new City website**
COUNCILORS NORTON, ALBRIGHT, LAREDO, KALIS and MARKIEWICZ requesting a discussion with IT and Executive departments regarding the City's new website now in development.
- #344-19** **Authorization of a revised FY20 budget for Community Preservation**
HER HONOR THE MAYOR requesting authorization of a revised FY2020 budget for the Community preservation Program, increasing the total budget from four million one hundred seven thousand eight hundred and fifty-eight dollars (\$4,107,858) to four million three hundred thirteen thousand and forty-six dollars (\$4,313,046). The Community Preservation Committee approved the revised budget on September 10, 2019 and it must be approved by the City Council before the City's FY2020 tax classification hearing in November. The budget reflects new information that was not available for the CPC's and City Council's Spring 2019 annual operating budget deliberations and votes. The revised budget includes FY2020 CPA surcharge revenue of exactly 1% of the total real estate levy in the FY2020 General Fund budget as well as changes in the 11.5% state matching revenue, as allowed by the State Department of Revenue.
- #345-19** **Assessment of Curb Betterments**
COMMISSIONER OF PUBLIC WORKS requesting approval of the following mentioned sidewalk/driveway apron and/or curb betterments; said betterments to be levied under the provisions of MGL Chapter 83, Sec. 26, authorizing the assessments of betterments for construction:

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Name	Address	Book/Page	SBL	Estimate
Michael J. Weaver and Cheri N. Weaver	386 Highland Ave	59094/150	24-23-01	\$2,730.00
Steffen Helmling and Jessica Berns	39 Devon Rd	63452/274	61-03-10	\$5,740.00
Laurie Giandomenico, Trustee of THE LAURIE GIANDOMENICO 2017 REVOCABLE TRUST	48 North St	69025/349	64-02-22	\$2,120.00
Mary Ellen Clark	53 Waban Ave	87809/578	55-11-13	\$2,197.50
Jen Hsian Huang Suong Xuan Nguyen	21 Hammond St Needs CHHDC Approval	24743/336	61-09-03	\$2,896.00
Bryan F. Albano and Sara K. Albano	18 Ionia St	70565/459	44-29-03	\$2,087.50
Michael Gleason and Michele Ciarcia	40 Wykeham Rd	59504/511	32-31-10	\$3,720.00
Debra T. Cohen and Arthur Cohen, Trustees of the DEBRA T. COHEN REVOCABLE TRUST	79 Warren St	68616/73	65-02-06	\$2,320.00
Rebecca M. Cohan, Trustee of the Rebecca M. Cohan 2007 Family Trust	1370 Beacon St	50543/124	53-16-23	\$3,568.00
Joan M. Boecke	36 Rowena Rd	53724/264	62-20-13	\$2,000.00
Brent Markus and Emily Jessica Derr	121 Park Ave	69798/101	73-23-06	\$4,368.00

Respectfully Submitted,

Leonard J. Gentile



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

344-19

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(617) 796-1100
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(617) 796-1113
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(617) 796-1089
Email
rfuller@newtonma.gov

September 25, 2019

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Honorable City Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization of a revised FY2020 budget for the Community Preservation Program, increasing the total budget from \$4,078,858 to \$4,313,046. The Community Preservation Committee approved the revised budget on September 10, 2019 and it must be approved by the City Council before the City's FY2020 tax classification hearing in November.

The budget revision reflects new information that was not available for the CPC's and City Council's Spring 2019 annual operating budget deliberations and votes. The revised budget includes FY2020 CPA surcharge revenue of exactly 1% of the total real estate levy in the FY2020 General Fund budget as well as changes in the 11.5% state matching revenue, as allowed by the State Department of Revenue, even though the final match will undoubtedly be higher.

Please see the attached memo from Community Preservation Program Manager Alice Ingerson for details. Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller, Mayor



City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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Ruthanne Fuller
Mayor

Barney S. Heath
Director

Community Preservation Committee

MEMORANDUM

Date: 16 September 2018
From: Barney Heath, Director of Planning & Development
Alice Ingerson, Community Preservation Program Manager,
on behalf of the Community Preservation Committee
To: The Honorable City Council
Her Honor Mayor Ruthanne Fuller
Comptroller Susan Dzikowski

About: revised Newton Community Preservation Program budget for Fiscal 2020

This memo accompanies a proposed, revised Community Preservation Program budget for Fiscal 2020, presented in two tables:

- ♦ overall revenue and expenditures, including required budget reserves for each CPA-eligible resource
- ♦ budget detail for program administration

The Community Preservation Committee (CPC) approved this revised budget on 10 September 2019 by a vote of 6-0 (members Richard Kronish, Jennifer Molinsky and Peter Sargent absent). This revised budget will only take effect if it is approved by the Council before the City of Newton’s Fy20 tax classification hearing, usually held in November of each year.

This budget increases program revenue slightly over the budget approved by the Council last spring:

- ♦ Last spring’s budget projected total Fy20 program revenue of \$4,107,858.
- ♦ The revised budget projects total Fy20 new program revenue of \$4,313,046.

This change reflects new information that was not available for the CPC’s Fy20 budget vote in March 2019:

- ♦ Newton’s CPA surcharge is 1% of its total real estate tax levy. The revised Fy20 budget includes Fy20 surcharge revenue of exactly 1% of the total real estate levy in the Fy20 General Fund budget approved in May 2019.
- ♦ Both the original and revised Fy20 CPA budgets include an 11.5% state match for Fy19 CPA surcharge revenue, as allowed for budgeting purposes by the state Dept. of Revenue, even though the final match will undoubtedly be higher. The revised Fy20 CPA budget applies that allowed match to Newton’s final, confirmed CPA surcharge revenue for Fy19, which was slightly more than the Fy19 budgeted surcharge revenue used in preparing the original Fy20 CPA budget.

The “notes” columns on the attached budget tables explain the relatively minor changes made to budgeted reserves and expenditures in response to this slight increase in budgeted revenue.

website www.newtonma.gov/cpa
contact Alice E. Ingerson, Community Preservation Program Manager
email aingerson@newtonma.gov phone 617.796.1144

City of Newton, Massachusetts COMMUNITY PRESERVATION FUND	Fiscal 2020	Fiscal 2020	Notes
Program Budget	approved by CPC 12 March 2019	approved by CPC 10 Sept 2019	
REVENUE			
local CPA surcharge	\$3,394,845	\$3,568,921	= Newton's 1% CPA surcharge on real estate tax levy of \$356,892,067 in approved Fy20 general fund budget. Budgeted Fy20 levy was not available for CPC's original March 2019 Fy20 budget vote.
state matching funds (11.5% of Fy19 surcharge revenue)	\$352,196	\$383,309	= 11.5% state match (state Dept. of Revenue allows 11.75%) for Newton's confirmed Fy19 CPA surcharge revenue. Final Fy19 surcharge revenue was not available for CPC's original March 2019 Fy20 budget vote.
undesignated fund balance ("lagged" state funds –funds above the amount in prior-year budget but confirmed too late to include in that year's budget)	\$360,816	\$360,816	
TOTAL REVENUE	\$4,107,858	\$4,313,046	
EXPENDITURES			
PROGRAM ADMINISTRATION & DEBT SERVICE			
Program Administration	(\$205,075)	(\$215,456)	CPA statute allows budgeting max. 5% for "the administrative & operating expenses of the community preservation committee." 5% of revised Fy20 revenue is \$215,824.
BUDGETED RESERVES			
Community Housing Reserve (10% of annual new funds)	(\$410,786)	(\$431,305)	
Historic Resources Reserve (10% of annual new funds)	(\$410,786)	(\$431,305)	
Open Space Reserve (10% of annual new funds)	(\$410,786)	(\$431,305)	
General Reserve (all annual new funds not budgeted for debt service, program administration or restricted reserves)	(\$2,670,426)	(\$2,803,676)	
TOTAL EXPENDITURES	(\$4,107,858)	(\$4,313,046)	

Newton, Massachusetts COMMUNITY PRESERVATION PROGRAM		
Budget Detail for Program Administration	Fiscal 2020	Fiscal 2020
	approved by CPC 12 March 2019	approved by CPC 10 Sept 2019
PERSONNEL		
Prog Mgr: FULL TIME SALARIES (grade H-9)	\$105,000.00	\$103,585.00
Prog Mgr: CONTRIBUTORY RETIREMENT	\$20,492.00	\$20,492.00
Prog Mgr: DENTAL INSURANCE	\$1,000.00	\$300.00
Prog Mgr: HEALTH INSURANCE	\$5,000.00	\$10,000.00
Prog Mgr: BASIC LIFE INSURANCE	\$60.70	\$57.00
Prog Mgr: MEDICARE PAYROLL TAX	\$1,471.97	\$1,471.97
Prog Mgr: LONGEVITY	\$900.00	\$900.00
Program Manager(s) total	\$133,924.66	\$136,805.97
Work by Other Depts.	\$6,000.00	\$7,000.00
SUBTOTAL Personnel	\$139,924.66	\$143,805.97
OTHER		
Consultants	\$50,000.00	\$52,500.00
Advertising/ Publications	\$2,500.00	\$2,500.00
Audiovisual Equipment	\$500.00	\$500.00
Computer Software	\$500.00	\$500.00
Computer Supplies	\$1,000.00	\$1,000.00
Dues & Subscriptions	\$7,900.00	\$7,900.00
In-State Conferences		\$1,000.00
Office Supplies & Equipment	\$500.00	\$1,000.00
Postage	\$1,000.00	\$1,000.00
Printing	\$500.00	\$3,000.00
Signs	\$750.00	\$750.00
SUBTOTAL Other Expenses	\$65,150.00	\$71,650.00
TOTAL All Expenses	\$205,074.66	\$215,455.97

Notes
<i>Corrected from approved Fy20 general fund budget. March 2019 CPC budget vote used an estimate.</i>
<i>Estimated CPC contribution for new staff (family plans) starting January 2020 (current staff does not use these benefits). Final Fy20 costs were not available for March 2019 CPC budget vote, which also mistakenly used estimated employee contributions.</i>
<i>Increased to cover custodian assistance with 2020 CPC mtgs at Senior Center. Also used for assistance with construction verification by rehab. manager in Planning or by Engineering Division staff.</i>
<i>Allows for training or other post-retirement assistance that may be requested from current staff during this transition year, as well as for usual consultant work (appraisals, etc.)</i>
<i>Newton's Community Preservation Coalition dues.</i>
<i>Increased to allow for new staff training.</i>
<i>Increased to allow for new staff office furniture.</i>
<i>5% of revised Fy20 new revenue allowed by CPA statute = \$215,824.4</i>



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

345-19

Telephone
(617) 796-1100

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Email
rfuller@newtonma.gov

September 26, 2019

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Honorable City Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to assess curb betterments in 2019 for a list of properties planned for curb construction by the Department of Public Works. The curb betterments will be levied to the listed properties under the provisions of MGL Chapter 83, Sec. 26, and city ordinance Section 26-73 (c).

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller, Mayor

Cc: James McGonagle, DPW Commissioner

RECEIVED
CITY CLERK
2019 SEP 27 PM 12:24
RUTHANNE FULLER
NEWTON, MA 02459



OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

September 23, 2019

To: Mayor Ruthanne Fuller
Maureen Lemieux, Chief Financial Officer

From: James McGonagle, Commissioner of Public Works

Subject: Request for Docket Item
Assessment of Curb Betterments, Calendar Year 2019

The Department of Public Works (DPW) respectfully request the Honorable Mayor docket for consideration the assessment of curb betterments on the properties listed on the attached table. These curb betterments will be completed by DPW in calendar year 2019, using both in-house crews and construction contractors, and will be inspected by the Engineering Division who will confirm the work is complete. The formal request is as follows:

The Commissioner of Public Works is requesting approval of the assessment of the following mentioned curb betterments; said curb betterments to be graded and constructed, and assessments to be levied under the provisions of MGL Chapter 83, Sec. 26, and city ordinance Section 26-73 (c) authorizing the assessment of betterments for curb construction.

Thank you

Attachment: 1 doc.

cc: Shawna Sullivan, DPW Chief of Staff
Susan Dzikowski, Comptroller
David Olsen, City Clerk
Jack Cowell, DPW Budget and Finance
Louis M. Taverna, P.E., City Engineer

Betterments

Name	Address	Book/Page	SBL	Estimate
Michael J. Weaver and Cheri N. Weaver	386 Highland Ave	59094/150	24-23-01	\$2,730.00
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Section 26-73. New curbing installation.

(a) Whenever the city undertakes reconstruction of a public way such project shall include the installation of curbing at those locations that the commissioner of public works determines to require curbing for the purpose of public safety or drainage. The installation of curbing pursuant to this subsection (a) shall be at the sole expense of the city.

(b) Whenever the owner of an estate abutting on a public way requests that curbing be installed abutting such estate, the city may install such curbing. The commissioner of public works shall receive the petitions of owners requesting the installation of curbing and shall prioritize as follows:

First Priority: Request for curb installation

(1) on any portion of an arterial or collector roadway, where there is not existing curbing; or

(2) at any location that is deemed by the commissioner of public works or the chief of police to be a potentially serious safety hazard for pedestrians and/or motorists; or

(3) to alleviate drainage or erosion problems, or where the steepness of the slope of the public way is 3% or greater.

Second Priority: Requests for curb installation at locations where curbing already exists on approximately fifty percent (50%) or more of the same side of the public way.

Third Priority: All other requests for curbing installation, except at those locations where the commissioner of public works determines that such curbing would serve no public purpose.

(c) Whenever curbing is installed pursuant to subsection (b), the owner shall pay fifty percent (50%) of the total cost thereof in the following manner:

(1) in the event that said fifty percent (50%) amount is two thousand dollars (\$2,000) or more, it shall be assessed upon the owner of the abutting estate pursuant to G.L. c. 83 §26, provided that nothing herein shall prohibit an owner from voluntarily prepaying said fifty percent (50%) amount;

(2) in the event that said fifty percent (50%) amount is less than two thousand dollars (\$2,000), it shall be paid by the owner prior to construction, except as otherwise provided in section 26-71(b)(3).

(d) For those requests for curbing which are prepaid, the commissioner of public works shall proceed with the installation, subject to availability of funding and in accordance with subsection (e). For those curbing installation requests which are not prepaid, the commissioner of public works, acting in accordance with subsection (e) shall § 26-73 NEWTON ORDINANCES — STREETS AND SIDEWALKS § 26-73 Newton Ordinances On-Line - Chapter 26 - page 23 periodically forward them to the city council for its consideration under the betterment laws. (e) For those requests which are received prior to April 15 of each year, all actions by the commissioner of public works and the city council pursuant to subsection (d) shall be taken in accordance with the priorities assigned pursuant to subsection (b), provided however, that the commissioner of public works shall have the authority to act upon a First Priority request at any time, regardless of date received. (Rev. Ords. 1995, Ord. No. V-84, 6-3-96; Ord. No. A-10, 02-04-13)

City of Newton



Ruthanne Fuller
Mayor

DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

345-19

COPY

2019 SEP 25 AM 11:03

September 23, 2019

To: Mayor Ruthanne Fuller
Maureen Lemieux, Chief Financial Officer

From: James McGonagle, Commissioner of Public Works

Subject: Request for Docket Item
Assessment of Curb Betterments, Calendar Year 2019

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