



Finance Committee Agenda

City of Newton In City Council

Monday, June 25, 2018

6:30 PM
Room 211

#394-18 Transfer \$240,000 for back pay owed to the former police chief

HER HONOR THE MAYOR requesting authorization to transfer the sum of two hundred forty thousand dollars from the below accounts to fund the “back pay” owed to the former police chief.

Executive Office Full-time Salaries.....	\$25,000
Assessing Full-time Salaries	\$60,000
Treasury Full-time Salaries.....	\$20,000
Human Resources Full-time Salaries.....	\$30,000
Information Technologies Full-time Salaries	\$50,000
Planning Full-time Salaries.....	\$55,000

#393-18 Appropriate \$9,837.31 to settle a claim resulting from a sewer backup

HER HONOR THE MAYOR requesting authorization to appropriate and expend nine thousand eight hundred thirty-seven dollars and thirty-one cents (\$9,837.31) for full and final settlement of a claim resulting from damage caused by a sewer backup to a finished basement at 121 Hanson Road.

#389-18 Appropriation of \$6,400 to fund the purchase and installation of APS equipment

HER HONOR THE MAYOR requesting authorization to appropriate and expend six thousand four hundred dollars from the HP Fines – disability Commission Receipts Reserved for Appropriation for the purpose of funding the purchase and installation of Accessible Pedestrian Signals (APS) equipment at the Waverley and Tremont Streets intersection.

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.

#344-18 Request to transfer funds to hire a consultant to develop a cultural strategy

HER HONOR THE MAYOR requesting authorization to transfer the sum of thirty thousand dollars (\$30,000) from Current Year Budget Reserve to the Executive Office Consulting Account for the purpose of developing a cultural strategy for the City.

Referred to Programs & Services and Finance Committees

#350-18 Request to increase the salary of the City Clerk/Clerk of the Council

COUNCILORS LAREDO AND KALIS requesting an increase in the salary of the City Clerk/Clerk of the City Council to \$135,619 effective July 1, 2018 to match the percentage increase included in the FY 2019 budget for H-grade employees.

Programs & Services Approved 7-0 (Baker not voting)

Respectfully submitted,

Leonard J. Gentile, Chair



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#394-18
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rfuller@newtonma.gov

RECEIVED
Newton City Clerk
2018 JUN 18 PM 3:00
June 18, 2018
Ruth A. O'Connell, City
Newton, MA 02459

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$240,000 from the following accounts to Acct # 0110893-5725 Legal Claims & Settlements to cover the amount of "back pay" that the City owes to Former Police Chief Cummings.

<u>Transfer from</u>	<u>Account</u>	<u>Amount</u>
Executive Office Full Time Salaries	0110301-511001	\$25,000
Assessing Full Time Salaries	0110601-511001	\$60,000
Treasury Full Time Salaries	0110701-511001	\$20,000
Human Resources Full Time Salaries	0110901-511001	\$30,000
Information Technology Full Time Salaries	0111102-511001	\$50,000
Planning Full Time Salaries	0111401-511001	\$55,000

The former Police Chief will owe much of this money to the Retirement Board, but we cannot off-set the back pay with the retirement board. They are coming out of different pots of money so to speak.

The Law Department is working with the Retirement Board to ensure that they will pursue the refund due to them.

Thank you for your consideration of this matter.

Sincerely,
Ruthanne Fuller
Ruthanne Fuller
Mayor

RETIRED CHIEF MATTHEW CUMMINGS ORIGINAL CASH OUT

DATE OF HIRE: 6/2/1980 - DATE OF PROMOTION TO CHIEF 1/12/2009 - DATE OF RETIREMENT 10/24/12

Calculate a day's pay for employee

Weekly Base	Weekly Ed. Pay	Weekly ESRP	Total Weekly	Daily Rate (divide by 5)
\$ 2,381.08	\$ 629.40	\$ 259.15	\$ 3,269.63	\$ 653.93

Once you have determined the daily rate, you would multiply it by the number of days left to cash out unused leave time such as vacation, comp, personal, etc. **WITHOUT** retirement deducted

If the person is owed for time worked, you must pay them the time that they worked **WITH** retirement deducted.

Prorated stipends and longevity should have **RETIREMENT DEDUCTED**.

Superior Officers are entitled to be paid for their Education pay for the remainder of the fiscal year **WITHOUT RETIREMENT DEDUCTED (CODE 119)**

PRORATED STIPENDS (WITH RETIREMENT DEDUCTED):

TYPE	JOB CLASS	PAY CODE	ANNUAL AMT.	NO. OF MONTHS/12	AMT DUE	PAYROLL ACCT#
DEFIBRILLATOR	SP05	126	\$ 425.00	2/3	\$ 283.33	0120101-514302
COMPUTER (NPA)	SP01	124	\$ 1,215.00	N/A	\$ -	
COMPUTER (SPO)	SP01	124	\$ 600.00	2/3	\$ 400.00	0120101-514304
UNIFORM	SP11	162	\$ 130.00	1/3	\$ 43.33	0120101-515102
PLAINCLOTHES	SP14	172	\$ 290.00	5/6	\$ 240.70	0120101-515101
SPO ADMIN STIPEND	SP07	129	\$ 615.00	7/12	\$ 153.75	0120101-514317
TRAINING (SIMUNITION)	SP10	139	\$ 500.00	1/6	\$ 291.67	0120101-514316
PRORATED LONGEVITY	L201	399	\$ 2,000.00	1/3	\$ 666.67	0120101-514001
PRORATED STIPENDS/LONGEVITY					\$ 2,079.45	

REGULAR PAY WITH RETIREMENT DEDUCTED

# OF DAYS WORKED	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE	USED THREE FOUR AND TWO DAYS TO COVER 10/22-10/24/12
3	\$ 653.93	\$ 1,961.79	0120101 511001	001	

VACATION PAY WITHOUT RETIREMENT

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
0	\$ 653.93	\$ -	0120102 511001	503

COMP TIME WITHOUT RETIREMENT DEDUCTED

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
0	\$ 653.93	\$ -	0120102 511001	144

FOUR AND TWO DAYS WITHOUT RETIREMENT DEDUCTED

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
1.5	\$ 653.93	\$ 980.90	0120102 511001	582

TOTAL SALARY PAID	\$ 2,942.69
SPECIAL LEAVE BUYBACK (150 DAYS)	\$ 5,000.00 (161 SICK DAYS)
EDUCATION PAY FOR BAL OF FY13	\$ 22,280.76 (35.4 WEEKS @ \$629.40)
TOTAL STIPENDS AND LONGEVITY	\$ 2,079.45
TOTAL CASHOUT	\$ 32,302.90

BACK PAY OWED TO MATTHEW CUMMINGS FOR 10/25/2012 TO 1/12/2014**REMAINING BALANCE OF ANNUAL STIPENDS TO BE PAID FOR FY13**

TYPE	JOB CLASS	PAY CODE	ANNUAL AMT.	OF MONTHS	AMT DUE	BAL OWED	PAYROLL ACCT#
DEFIBRILLATOR	SP05	126	\$ 425.00	2/3	\$ 283.33	\$ 141.67	0120101-514302
COMPUTER (SPO)	SP01	124	\$ 600.00	2/3	\$ 400.00	\$ 200.00	0120101-514304
UNIFORM	SP11	162	\$ 130.00	1/3	\$ 43.33	\$ 86.67	0120101-515102
PLAINCLOTHES	SP14	172	\$ 290.00	5/6	\$ 240.70	\$ 49.30	0120101-515101
SPO ADMIN STIPEND	SP07	129	\$ 615.00	7/12	\$ 153.75	\$ 461.25	0120101-514317
TRAINING (SIMUNITION)	SP10	139	\$ 500.00	1/6	\$ 291.67	\$ 208.33	0120101-514316
PRORATED LONGEVITY	L201	399	\$ 2,000.00	1/3	\$ 666.67	\$ 1,333.33	0120101-514001
TOTAL AMOUNTS			\$ 4,560.00		\$ 2,079.45	\$ 2,480.55	TOTAL STIPENDS

NUMBER OF WEEKS REMAINING IN FISCAL YEAR BETWEEN 10/25/2012 AND 6/30/2013 35.4

PAY OWED FOR REMAINDER OF FISCAL YEAR

TYPE	WKLY AMT	# OF WEEKS	PAY OWED
BASE PAY	\$ 2,381.08	35.4	\$ 84,290.23
ESRP	\$ 259.15	35.4	\$ 9,173.91
(NO ED. PAY/ ALREADY PAID)	\$ -	35.4	\$ -
TOTAL PAY			\$ 93,464.14

REMAINING HOLIDAYS:

VETERAN'S DAY	\$ 595.27
THANKSGIVING	\$ 595.27
CHRISTMAS	\$ 595.27
NEW YEAR'S	\$ 595.27
MARTIN LUTHER KING JR. DAY	\$ 595.27
PRESIDENT'S DAY	\$ 595.27
PATRIOT'S DAY	\$ 595.27
MEMORIAL DAY	\$ 595.27
POLICE MEMORIAL DAY	\$ 595.27
TOTAL HOLIDAYS	\$ 5,357.43

TOTAL REMAINING PAY FOR FISCAL YEAR 2013 \$ 101,302.12

PAY OWED TO MATTHEW CUMMINGS FOR 7/1/2013 TO 1/12/2014**NUMBER OF WEEKS: 28**

BASE PAY		AMOUNT DUE (28 WKS)
ANNUAL	WEEKLY	
\$ 126,909.00	\$ 2,440.56	\$ 68,335.62

EDUCATION PAY		AMOUNT DUE (28 WKS)
ANNUAL	WEEKLY	
\$ 18,069.52	\$ 347.49	\$ 9,729.74

ESRP		AMOUNT DUE (28 WKS)
ANNUAL	WEEKLY	
\$ 13,787.87	\$ 265.15	\$ 7,424.24

SUBTOTAL	\$ 85,489.59
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HOLIDAYS:

HOLIDAY	AMOUNT	NOTE
INDEPENDENCE DAY	\$ 610.14	ONE-FOURTH WEEKLY BASE
LABOR DAY	\$ 610.14	
COLUMBUS DAY	\$ 610.14	
VETERAN'S DAY	\$ 610.14	
THANKSGIVING	\$ 610.14	
CHRISTMAS	\$ 610.14	
NEW YEAR'S DAY	\$ 610.14	
TOTAL	\$ 4,270.98	

TOTAL PAY:	\$ 89,760.57
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RETIRED CHIEF MATTHEW CUMMINGS NEW CASH OUT

DATE OF HIRE: 6/2/1980 - DATE OF PROMOTION TO CHIEF 1/12/2009 - REVISED DATE OF RETIREMENT 1/12/2014

Calculate a day's pay for employee

Weekly Base	Weekly Ed. Pay	Weekly ESRP	Total Weekly	Daily Rate (divide by 5)
\$ 2,440.56	\$ 645.34	\$ 265.15	\$ 3,351.05	\$ 670.21

Once you have determined the daily rate, you would multiply it by the number of days left to cash out unused leave time such as vacation, comp, personal, etc. **WITHOUT** retirement deducted

If the person is owed for time worked, you must pay them the time that they worked **WITH** retirement deducted.

Prorated stipends and longevity should have **RETIREMENT DEDUCTED**.

Superior Officers are entitled to be paid for their Education pay for the remainder of the fiscal year **WITHOUT** RETIREMENT DEDUCTED (**CODE 119**)

PRORATED STIPENDS (WITH RETIREMENT DEDUCTED):

TYPE	JOB CLASS	PAY CODE	ANNUAL AMT.	NO. OF MONTHS/12	AMT DUE	PAYROLL ACCT#
DEFIBRILLATOR	SP05	126	\$ 425.00	11/12	\$ 389.58	0120101-514302
COMPUTER (NPA)	SP01	124	\$ 1,215.00	N/A	\$ -	
COMPUTER (SPO)	SP01	124	\$ 600.00	11/12	\$ 550.00	0120101-514304
UNIFORM	SP11	162	\$ 130.00	2/3	\$ 86.67	0120101-515102
PLAINCLOTHES	SP14	172	\$ 290.00	1/12	\$ 24.17	0120101-515101
SPO ADMIN STIPEND	SP07	129	\$ 615.00	1/2	\$ 153.75	0120101-514317
TRAINING (SIMUNITION)	SP10	139	\$ 500.00	5/6	\$ 291.67	0120101-514316
PRORATED LONGEVITY	L201	399	\$ 2,000.00	2/3	\$ 1,333.33	0120101-514001
PRORATED STIPENDS/LONGEVITY					\$ 2,829.17	

REGULAR PAY WITH RETIREMENT DEDUCTED

# OF DAYS WORKED	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
0	\$ 670.21	\$ -	0120101 511001	001

VACATION PAY WITHOUT RETIREMENT

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
25	\$ 670.21	\$ 16,755.25	0120101 511001	503

COMP TIME WITHOUT RETIREMENT DEDUCTED

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
0	\$ 670.21	\$ -	0120101 511001	144

FOUR AND TWO DAYS WITHOUT RETIREMENT DEDUCTED

# OF DAYS LEFT	DAILY RATE	AMT. OWED	ACCOUNT	PAY CODE
0	\$ 653.93	\$ -	0120101 511001	582

TOTAL SALARY PAID \$ 16,755.25 (**UNUSED VACATION**)

SPECIAL LEAVE BUYBACK (150 DAYS) \$ - (already paid out \$5,000.00 for 161 days; no balance with 15 days 1/1/14 would be 166 additional amount due for under 200 days)

EDUCATION PAY FOR BAL OF FY14 \$ 15,488.16 (24 weeks at 645.34)

TOTAL PRORATED STIPENDS AND LONGEVITY \$ 2,829.17

TOTAL CASHOUT \$ 35,072.58

MATTHEW CUMMINGS TOTAL BACK PAY OWED 10/25/12 - 1/12/2014

OWED 10/25/12-6/30/13 \$ 101,302.12

OWED 7/1/13 - 1/12/14 \$ 89,760.57

CASH OUT 1/12/14 \$ 35,072.58

TOTAL BACK PAY \$ 226,135.27



RUTHANNE FULLER
MAYOR

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Office of the Mayor

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rfuller@newtonma.gov

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$9,837.31 from Sewer Acct # 27A10893-5725 Sewer Legal Claims/Settlements for full and final settlement of Claim # 18-142 – Damage to Basement from Sewer Backup. Details are attached.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JUN 18 PM 2:59
June 18, 2018
David A. Olson, Clerk
Newton, MA 02459

LAW DEPARTMENT

**CITY OF NEWTON, MASSACHUSETTS
CITY HALL**1000 COMMONWEALTH AVENUE
NEWTON CENTRE, MA 02459
TELEPHONE (617) 796-1240
FACSIMILE (617) 796-1254**ACTING CITY SOLICITOR
OUIDA C.M. YOUNG****DEPUTY CITY SOLICITORS**
ANGELA BUCHANAN SMAGULA
JEFFREY A. HONIG**ASSISTANT CITY SOLICITORS**
MARIE M. LAWLOR
ROBERT J. WADDICK
MAURA E. O'KEEFE
ALAN D. MANDL
JULIE B. ROSS
JILL M. MURRAY
JONAH M. TEMPLE

June 18, 2018

Mayor Ruthanne Fuller
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459RE: Damage to Basement from Sewer Backup - \$9,837.31
121 Hanson Road
File #18-142

Dear Honorable Mayor Fuller:

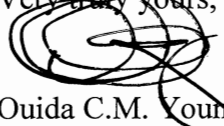
The claim in the above-referenced matter stems from damage to a finished basement caused by a sewer backup at 121 Hanson Road on March 11, 2018. The property is owned by Steve Lange and Yael Hurwitz-Lange.

This property has had sewer backups on several occasions over the past 10 years, although none of the prior backups resulted in sewer water infiltrating into the basement. According to the homeowners, the last time the sewer backed up before this March 2018 backup, the City DPW supervisor suggested that the City would need to do something to prevent future backups. However, this sewer main was not placed on the DPW list for routine maintenance; that has now been done.

While the entire basement area had to be cleaned and disinfected due to the presence of sewer water, the replacement of drywall and flooring due to mold was limited to the basement bathroom area. Fortunately, damage to the basement contents was limited because the homeowners store most of their property in plastic tubs. The settlement amount reflects the actual costs to disinfect and repair the damage to the basement as well as a small amount for the depreciated value of the damaged contents. We believe the costs are reasonable and consistent with damage of this sort.

Therefore, I respectfully request that you docket this item seeking to appropriate \$9,837.31 and authorize expenditure thereof as full and final settlement of this claim against the City of Newton.

Very truly yours,

A handwritten signature in black ink, appearing to be "Ouida C.M. Young", written over a circular stamp or seal.

Ouida C.M. Young
Acting City Solicitor



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#389-18

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

RECEIVED
Newton City Clerk
2018 JUN 11 PM 3:42
June 11, 2018
Revia A. Olson, CFO
Newton, MA 02459

Ladies and Gentlemen:

I write to docket a request that your Honorable Council authorize the appropriation and expenditure of \$6,400 from Acct # 14-3314M3, H-P Fines-Disability Commission Receipts Reserved for Appropriation for the purpose of funding the purchase and installation of APS equipment at the Waverley and Tremont intersection. This funding will provide 8 units of Accessible Pedestrian Signals at approximately \$800 each.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#344-18

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Email
rfuller@newtonma.gov

May 29, 2018

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to transfer the sum of \$30,000 from Acct # 0110498-5790 FY18 Current Year Budget Reserve to Acct # 0110301-5301 Executive Office Consulting for the purpose of developing a Cultural Strategy for the City.

The purpose of this strategy will be to develop a Newton which supports all forms of cultural expression and artistic endeavors; a Newton where organizations engaged in the arts are empowered to nurture creativity; a Newton where artists creating the art are encouraged to express that creativity, and a Newton where people working, living and learning here have their lives enriched by experiencing that creativity.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 MAY 29 PM 2:58
David A. Olson, Clerk
Newton, MA 02459

From: [Jonathan Yeo](#)
To: [Shawna Sullivan](#)
Subject: Draft Outline for Newton Plan for Arts and Cultural, Job Descriptions
Date: Friday, June 22, 2018 4:05:46 PM
Attachments: [Arts and Cultural Plan Draft.pdf](#)
[Job Summaries - MOCFA.PDF](#)

Honorable City Councilors,

Attached is a draft document with an outline for development of Newton's Plan for Arts & Culture and an early draft scope of services for a consultant to lead that process. The Mayor will establish an advisory committee, including a City Councilor(s), to work through the draft scope before a consultant is solicited. As requested, a second document shows a job summary for the two full-time positions in the Mayor's Office for Cultural Affairs. The creation of a Plan for Arts & Culture is a major undertaking that will involve a significant amount of research, organization, writing and stakeholder involvement that is far beyond what is possible with the two existing staff.

Jonathan

Draft Outline for Development of Newton's Plan for Arts & Culture (NewPAC)

1. Action Plan for Establishment of the NewPAC Executive and Advisory Committees

- a. Create criteria for inclusion
 - i. Residents, Audiences, Participants (Youth, Young Adults, Millennials, Parents, Empty Nesters, Seniors, Diversity by neighborhood, type of art, ethnicity, etc.)
 - ii. Business owners, Donors, Foundations
 - iii. Artists, Makers, Performers
 - iv. Arts Organizations
 - v. City Councilor(s)
 - vi. City staff from multiple departments
- b. Define responsibilities
- c. Seek resumes
- d. Recommendation to Mayor

2. Developing Newton's Plan for Arts & Culture (NewPAC)

- a. Develop a Mission Statement for Arts & Culture in Newton
 - i. Goals
 1. Educational
 2. Participatory and Collaborative
 3. Diverse
 4. Creative and Innovative
 5. Sustainable and Accountable
 6. Inclusive
 7. Economic and Community Vitality
 - ii. Roadmap to the Future
 - iii. Concise
 - iv. Realistic
- b. Establish timelines
- c. Determine funding sources
- d. Integrate Different components of Plan
 - i. Assets and Needs Assessment
 - ii. Cultural Mapping across Newton Villages and Corridors
 - iii. Comprehensive Plan
 - iv. Potential for Cultural District Plan

Draft NewPAC Advisory Committee Work Plan

1. Assemble an Advisory Committee to aid in the development of the Newton Plan for Arts & Culture. The Advisory Team will comprise individuals involved in arts and culture, city staff, residents, business owners, artists, art organizations and a City Councilor(s) to assist in generating a broader understanding of the issues and opportunities across the city.
2. Review, analyze, and integrate the information that is collected by the Advisory Committee, as well as utilizing other existing Arts & Cultural documents (Economic Development, Arts Council, Newton Cultural Alliance, Newton Cultural Council, Newton Pride) to develop a comprehensive list of the current cultural assets in the city; this should include existing cultural planning and adjunct groups or resources working independently to promote the arts in Newton.
3. Draft RFP proposal for a consultant to write Newton's Plan for Arts & Culture (NewPAC). Work with Purchasing to put RFP out to bid (or, if MAPC is chosen, negotiate a direct contract with them).
4. Review and rate proposers. Make selection and meet with accepted firm. Set guidelines moving forward so that successful bidder understands role and the synergy that needs to exist between firm and Advisory Committee.
5. Work with the consultants to:
 1. Facilitate public meetings that work to nurture creative and constructive dialogue with the City of Newton community about current programs and practices and a future vision for the arts and culture. Attention should be given to gain participation and buy in from a large cross section of entities throughout the city.
 2. Review cultural planning documents from other communities, as well as existing programming within the City of Newton.
 3. Analyze barriers to creative potential and opportunities for creative ventures.
 4. Develop alternative scenarios and determine alternative goals, strategies and tactics with measurable milestones.
 5. Refine plan
 6. Launch plan

DRAFT REQUEST FOR PROPOSALS

Newton's Arts & Cultural Plan (NewPAC)

GENERAL INFORMATION

The City of Newton, Massachusetts ("The City"), through its Executive Office and Parks & Recreation Department, is seeking proposals from firms or teams of firms experienced in arts and cultural policy, strategic planning, and technical support, along with involvement in working with arts organizations, local governments, and community residents in defining and creating a City Strategic Plan for Arts and Culture, to be called NewPAC.

NewPAC should provide the vision, policy framework, implementation strategies, organizational structures, and funding requirements needed to further develop the current programming and build upon the rich cultural history of not only the City but the Metropolitan area as well.

BACKGROUND

Newton History

The City of Newton is located in Middlesex County on the south bank of the Charles River, about 8 miles northwest of Boston. The city is comprised of 13 "villages," each with its own distinct character and many containing their own small downtown areas. In addition to Boston, Newton is also bordered by Wellesley (to the west), Needham (to the southwest), Waltham (to the north), and Brookline (to the east).

Known as the Garden City, Newton was settled in 1630 as part of Cambridge (whose original name was "Newtowne"). In 1688, Newton separated from Cambridge and became known as Cambridge Village and later Newtown before finally becoming Newton in 1766. Incorporated as a city in 1873,

As of 2016, the population of Newton was estimated at approximately 89,000. The city has a rich and diverse cultural heritage that can be seen throughout its villages.

Mayor's Office for Cultural Affairs

The Mayor's Office for Cultural Affairs ("MOFCA") has several major functions:

- Originates cultural programming for Newton residents of all ages and interests
- Supports the activities of Newton's 80 diverse arts and cultural organizations
- Manages and supervises the Newton Arts Lottery Council, a program of the Massachusetts Cultural Council

Founded in 1985, MOFCA currently plans and administers more than 100 individual activities, events and courses throughout the city every year. MOFCA supports Newton's cultural organizations in many ways: It recently established a city-wide online arts calendar, free to all

Newton arts and cultural organizations and programs, called newtonartscalendar.org. The Festival of the Arts, developed with Newton Community Pride, brings together 60 arts organizations annually, enhancing their presence in the community. Newest development is the support of a year-round Social Media Manager.

SCOPE OF SERVICES

Vision

Mayor Fuller's Arts & Cultural Vision: "I envision a Newton which supports all forms of cultural expression and artistic endeavors; a Newton where organizations engaged in the arts are empowered to nurture creativity; a Newton where artists creating the art are encouraged to express that creativity, and a Newton where people working, living and learning here have their lives enriched by experiencing that creativity."

To accomplish this vision, the Mayor advances that culture and the arts must have a prominent standing within Newton's city government. Newton's Plan for Arts & Culture will promise new strategies to fulfill the Mayor's vision and build on the current programming across the City. The plan will take a long-term view for the arts in Newton, and examining the possibility of having an appropriate location in Newton certified as a Cultural District.

Consultant Role

Consultant proposals should outline an inclusive, citywide research process to gather ideas, analyze assets and needs, create maps and a strategic arts and culture vision statement, and develop an action plan. Information should be garnered from city residents, business owners, developers, city and regional arts & cultural organizations, artists, city departments, and current cultural program users. Discussion can be engaged through public meetings, social media, programmatic observation and other acceptable methods of informational dissemination. This City envisions a dynamic process that is creative, engaging and creates an environment of universal inclusion.

NewPAC Project Development

1. Development of a comprehensive project plan
 - a. Plan should identify a clear vision, specific goals to meet the vision and a detailed methodology to achieve those goals
2. Meet with the Advisory Committee to review the proposal and project timing
3. Outline a comprehensive communications plan for the NewPAC project
 - a. Plan should increase awareness across the community
4. Ensure strong community engagement, through;
 - a. Message boards
 - b. Media releases
 - c. Dedicated website
5. Produce a timeline for release of plan

Public Engagement

1. Methods of Outreach
 - a. Facilitate stakeholder meetings
 - b. Hold public events
 - c. Conduct interviews with cultural providers and other local stakeholders
 - d. Create survey of the general public regarding their participation and interest in cultural activities
2. Memorialize meetings with notes and comments
3. Develop takeaways that can be developed for further input
4. Report back to Advisory Committee

Research and Analysis – Assets and Needs

1. Evaluation
 - a. Review cultural assets and programs in all City facilities
 - b. Review independent and private programs
 - c. Identify the direct and indirect benefits of cultural services to all aspects of the City's development, including the impacts on economic and community development, current demographics, and proposed future development
 - d. Identify areas in the City that would qualify as a Cultural District
2. Assessment
 - a. Look at emerging trends and future considerations related to the delivery of arts and cultural programs
 - b. Provide service delivery options which will support changing demographics, societal expectations, industry trends and best practices.

Development and Dissemination of the Arts& Culture Plan

1. Develop a draft plan providing;
 - a. Executive Summary
 - b. Cultural Plan Definitions
 - c. Summary of all Research and Consultations
 - d. Mapping Assets and Monitoring and Evaluation Measures
 - e. Cultural Plan Vision Statement
 - f. Principles and Roles and Partnerships
 - g. Implementation Strategy
 - h. Short, mid and Long-term goals
 - i. Funding Plan
 - j. Identify Cultural District Plan: through a set of goals and strategies pertaining to a specific geographic area within a community
2. Review draft plan with the Advisory Committee and based on feedback, revise as needed. Present the final Plan to Mayor for approval.

Proposal Evaluation

1. Demonstrated understanding of the Project Objectives and Scope of Work
2. Clear understanding of the City of Newton and the current cultural environment

3. Recent and relevant experience in similar projects
4. Demonstrated reliability to perform and manage projects of the nature described herein
5. Qualifications/expertise of team members in visioning, planning, programming, and developing successful arts and culture plans & districts
6. An ability to reach and engage a range of constituents from within the arts, as well as other sectors

Job Summaries – Mayor’s Office of Cultural Affairs

Director of the Mayor’s Office of Cultural Affairs

Designs, implements and evaluates programs that nurture a culturally rich community, that offer Newton residents the opportunities to participate in cultural programs and that support the activities of Newton artists, musicians and cultural organizations. The Director manages staff, volunteers and performers. The Director manages the department budget, grants and payroll.

The Director works closely with the Executive Office, city departments, Massachusetts Cultural Council, Newton Pride as well residents and local businesses. The Director works many evenings and weekends throughout the year, and manages complicated facility, performer, organizational, and financial arrangements.

Associate Director of the Arts in the Parks Program and of the Mayor’s Office of Cultural Affairs

Assists the Director of the Mayor’s Office of Cultural Affairs in designing, implementing and evaluating programs that nurture a culturally rich community, that offer Newton residents the opportunities to participate in cultural programs and that support the activities of Newton artists, musicians and cultural organizations. Responsibilities include supervising and evaluating, performers, programs and volunteers and providing administrative support as needed for more than 40 projects and programs twelve months a year. Public relations, advertising, and contract management for all these monthly events is a key component of the job. Outstanding communication and computer skills are required, and work hours may extend well into weekends and evenings.

RECEIVED
Newton City Clerk

CITY COUNCIL

350-18

CITY OF NEWTON

2018 MAY 15 PM 3:05

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: May 3, 2018

From (Docketer): Councilors Laredo and Kalis

Address: _____

Phone: _____

E-mail: _____

Additional sponsors: _____

1. Please docket the following item (it will be edited for length if necessary):

Councilors Laredo and Kalis requesting an increase in the salary of the City Clerk/Clerk of the City Council to \$135,619 effective July 1, 2018 to match the percentage increase included in the FY19 budget for H-grade employees.

2. The purpose and intended outcome of this item is:

- | | |
|--|--|
| <input type="checkbox"/> Fact-finding & discussion | <input checked="" type="checkbox"/> Ordinance change |
| <input type="checkbox"/> Appropriation, transfer, | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Expenditure, or bond authorization | <input type="checkbox"/> License or renewal |
| <input type="checkbox"/> Special permit, site plan approval, | <input type="checkbox"/> Appointment confirmation |
| <input type="checkbox"/> Zone change (public hearing required) | <input type="checkbox"/> Other: _____ |

3. I recommend that this item be assigned to the following committees:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Programs & Services | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Zoning & Planning | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Committee |
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Land Use | <input type="checkbox"/> No Opinion |

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

PLEASE FILL OUT BOTH SIDES