

CITY OF NEWTON
IN BOARD OF ALDERMEN
FINANCE COMMITTEE AGENDA

MONDAY JUNE 11, 2012

6:45 PM
Room 222 &
Aldermanic Chamber

ITEMS TO BE DISCUSSED:

#171-12 HIS HONOR THE MAYOR requesting authorization to transfer the sum of thirty thousand dollars (\$30,000) from Fire Department Full Time Salaries to Computer Server Hardware for the purpose of purchasing hardware associated with the Fire Department scheduling software. [05/29/12 @ 5:20 PM]

REFERRED TO PUBLIC SAFETY & TRANS AND FINANCE COMMITTEES

#172-12 HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifty-five thousand dollars (\$55,000) from Fire/Rescue Overtime for the purpose of funding the purchase of workforce scheduling, communications-based software for the Fire Department. [05/29/12 @ 5:20 PM]
PUBLIC SAFETY APPROVED 6-0 on 06/06/12

Chairman's Note: The Committee will meet jointly with the Public Facilities Committee to discuss the below request for funding of the Day Middle School Project.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#115-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of six million seven hundred fifty thousand dollars (\$6,750,000) from bonded indebtedness for the purpose of funding construction and administration of renovations and additions to F.A. Day Middle School. [04-09-12 @ 3:40 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#144-05(3) COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of one hundred thirty-four thousand dollars (\$134,000) to the Department of Public Works for specifications and construction to restore the City-owned Civil War Monument located in Newton Cemetery, as described in the proposal submitted by the Department of Public Works Engineering Division and the Planning and Development Department. [04/30/12 @ 11:53 AM]
PUBLIC FACILITIES APPROVED 7-0 on 06/06/12

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact the Newton ADA Coordinator Trisha Guditiz, 617-796-1156, via email at TGuditiz@newtonma.gov or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting date.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #160-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of four million two hundred thirty-nine thousand eight hundred seventy-eight dollars (\$4,239,878) from bonded indebtedness for the purpose of funding Phase 1 (Project Area 1) of the proposed 11-year Underground Infrastructure Strategic Improvement Plan as prepared by the Utilities Division. [05/14/12 @4:05 PM]
PUBLIC FACILITIES APPROVED 7-0 on 06/06/12

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #133-12 HIS HONOR THE MAYOR requesting authorization to transfer the sum of sixty-seven thousand one hundred thirty-six dollars (\$67,136) from the Water Enterprise Funds to the Mass Water Resource Authority Assessment as follows:
- \$40,000 from Work by Other Departments
 - \$20,000 from Hydrants & Hydrant Parts
 - \$7,136 from Current Year Reserve [04/30/12 @ 5:08 PM]
- PUBLIC FACILITIES APPROVED 7-0 on 06/06/12**

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #85-12 ALD. LENNON & LAPPIN requesting a review and possible ordinance amendment to review and adjust the salary of the Clerk Clerk/Clerk of the Board of Aldermen pursuant to Article XI of the *Rules and Orders of the Board of Aldermen 2012-2013* [03/26/12 @10:25 PM]
PROGRAMS & SERVICES APPROVED 7-0 on 06/06/12

ITEMS NOT TO BE DISCUSSED:

- #127-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of twenty thousand dollars (\$20,000) from the Newton Marriott Norumbega Park Maintenance Account for the purpose of improvements at Norumbega Park per Condition #26 of Special Permit #385-08, approved on February 17, 2009, for the Newton Marriott. [04/30/12 @5:09 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #114-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three hundred thousand dollars (\$300,000) from bonded indebtedness for the purpose of funding Phase I of a multi-phase project for energy efficiency upgrades at multiple buildings. [04-09-12 @ 7:04 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #108-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three hundred twenty thousand dollars (\$320,000) from bonded indebtedness for the purpose of funding design and Phase I construction and administration for replacement of a portion of the roof and repair of exterior masonry at the welding shop at the Crafts Street Garage. [04-09-12 @ 3:40]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #107-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of two hundred fifty-two thousand dollars (\$252,000) from bonded indebtedness for the purpose of funding the design and repair of masonry and related surfaces at the Public Works Utilities Building. [04-09-12 @ 3:40]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #106-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of one hundred sixty thousand dollars (\$160,000) from bonded indebtedness for the purpose of purchasing a street sweeper. [04-09-12 @ 3:39]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #104-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three hundred thousand dollars (\$300,000) from bonded indebtedness for the purpose of design and installation of an accessible ramp and renovations to the City Hall Veterans' Wing. [04-09-12 @ 2:48 PM]
- #102-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of five hundred thousand dollars (\$500,000) from cable contract receipts for the purpose of constructing Phase I of III to connect all city facilities with high-speed fiber infrastructure for continued reliance on the IT network. [04-09-12 @ 3:40 PM]

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

- #79-12 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of nine hundred thirty eight thousand sixty-three dollars (\$938,063) to the Planning & Development Department for the creation of seven units of affordable rental housing at 12 and 18-20 Curve Street, West Newton, as described in the proposal submitted by Myrtle Village, LLC. [03/01/12 @ 5:00 PM]

REFERRED TO PUBLIC SAFETY & TRANS AND FINANCE COMMITTEES

- #78-12 HIS HONOR THE MAYOR proposing amendments to Sections 19-9 and 19-199 of the City of Newton Revised Ordinances, 2007 to increase the penalties for handicap parking violations in Section 19-9 and to clarify that handicap parking violation penalties apply not only to spaces on public ways but also to handicap spaces on private property open to public access in accordance with Section 19-199; to update language in Section 19-199 regulating minimum width of handicap spaces; to add language pertaining to cross-hatch areas as required by state law; and to reference governing Architectural Access Board regulations. [03/12/12 @4:09 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #54-12 ALD. SALVUCCI, BLAZAR AND FULLER requesting the creation of a revolving fund into which 50% of all betterment income shall be deposited to be used exclusively for individual requests for betterments. [02/02/12 @ 10:21 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #39-12 HIS HONOR THE MAYOR requesting authorization to establish a revolving account with an annual expenditure limit of \$2,000,000 for the purpose of receiving funds collected by the Newton Schools Foundation in connection with the sale of naming rights for Newton Public School buildings and facilities and to be distributed for the sole purpose of public school education technology and curriculum purposes. [01/30/12 @ 4:18 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #383-11(4) HIS HONOR THE MAYOR recommending that Section 29-80 (b)(1) of the City of Newton Revised Ordinances, 2007 be amended by revising the stormwater rates as follows: single-family residences \$25 per year, two-family residences \$37.50 per year, and multi-family (3 units or more), commercial, industrial, and institutional properties (to include non-profits) would be charged at a rate of \$25 per Equivalent Residential Unit of 2,600 square feet of impervious surface on the property to take effect on July 1, 2012. [04-09-12 @ 2:39 PM]
- #140-11 ALD. HESS-MAHAN requesting acceptance of MGL Chapter 59 §5c which allows communities to shift the tax burden away from homeowners who live in lower than average valued single and multi-family homes to owners of higher valued homes, second homes, and most apartment buildings. {04-15-11 @ 3:07 PM]

REFERRED TO PROG & SERV, PUB FACIL. & FINANCE COMMITTEES

- #130-11 PAUL COLETTI, ALD. SANGIOLO, DANBERG, & JOHNSON requesting Home Rule Legislation to create a Capital Preservation Fund for the City of Newton modeled on the Community Preservation Fund to address the capital needs of the City. [04/11/11 @9:42 PM]
PROGRAMS & SERVICES APPROVED & REFERRED TO FINANCE 5-0-3(Fischman, Baker, Blazar abstaining) on 03/21/12
- #130-11(A) PROGRAMS & SERVICES COMMITTEE requesting the Finance Committee review alternate proposed Home Rule Legislation language related to the creation of a Capital Preservation Fund.
PROGRAMS & SERVICES APPROVED & REFERRED TO FINANCE 7-0-1 (Blazar abstaining) on 03/21/12

REFERRED TO PUBLIC SAFETY&TRANS & FINANCE COMMITTEES

- #363-10(2) ALD. ALBRIGHT proposing a trial of parking meter free Saturdays between Thanksgiving and New Year for the shopping areas to support shopping at local businesses in Newton. [02-10-12 @9:13 AM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #311-10(A) HIS HONOR THE MAYOR requesting an appropriation in the amount of three million three hundred thirty-five thousand dollars (\$3,035,000) from bonded indebtedness for the purpose of funding the FY 2011 Capital Improvement Plan projects as follows: [11/29/ 10 @ 3:23 PM]
Architectural Design and Engineering/ Next Scheduled Fire Station \$400,000
A-2 - HELD 6-0 \$270,000 for final design bidding and construction admin on 12/08/10

REFERRED TO LAND USE & FINANCE COMMITTEES

- #276-10 ALD. FULLER, CROSSLEY, DANBERG, LINSKY requesting a review of guidelines for mitigation fund provisions to maximize the use of such funds on behalf of the city together with mechanisms by which the city can better track such funds to ensure they are used in a timely fashion.

REFERRED TO FINANCE AND PROGRAMS AND SERVICES COMMITTEES

- #245-06 ALD. JOHNSON AND HESS-MAHAN requesting an amendment to the City Charter to require the Mayor annually to prepare and submit to the Board of Aldermen a long-term financial forecast of anticipated revenue, expenditures and the general financial condition of the City, including, but not limited to identification of any factors which will affect the financial condition of the City; projected revenue and expenditure trends; potential sources of new or expanded revenues; anticipated municipal needs likely to require major expenditures; and a strategic plan for meeting anticipated municipal needs, to include, but not be limited to, any long or short-term actions that may be taken to enhance the financial condition of the City.

Respectfully submitted,

Leonard J. Gentile, Chairman



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#171-12

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(617) 796-1100

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(617) 796-1089

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swarren@newtonma.gov

May 29, 2012

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

RECEIVED
Newton City Clerk
2012 MAY 29 PM 5:20
David A. Olson, CMC
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$30,000 from Acct # 0111101-511001 Full Time Salaries to Acct # 0111102-58511 Computer Server Hardware for Hardware associated with the Fire Department Scheduling Software.

The City has been purchasing stand-alone servers for all applications throughout the departments. Information Technology is currently pursuing the purchase of a Storage Area Network to consolidate applications into a virtual server. We believe it is important for the City to begin to purchase this type of hardware so as to provide the most cost effective solutions.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#172-12

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swarren@newtonma.gov

May 29, 2012

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$55,000 from Acct # 0121002-513001 Fire/Rescue Overtime to fund the purchase of Kronos' Telestaff rules-based workforce scheduling, communications based software for the Fire Department.

Currently the Fire Department schedules all overtime, minimum manning and shift coverage manually, leading errors in shift rotation and union grievances. It is our expectation that these problems will be minimized with the addition of this software. I have attached the 'cut sheet' for your information.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2012 MAY 29 PM 5: 20
David A. Olson, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



Estimated Solution Investment Summary

TeleStaff Solutions Group
50 Corporate Park, Irvine, CA 92606
Telephone: 1-800-850-7374

Date Created: Monday, May 07, 2012
Expiration Date: July 1st 2012

Estimate Prepared For: Newton Fire Department, MA

Sales Representative: Shannon Dubois
Inside Sales Rep
Order Type:

Contact Info:
Name: Chief Proia
Phone: 0
Email: 0

Customer SID#:

Product Description	License Capacity / Billing		Unit Price	Investment	Maintenance
	Role				
TeleStaff Software Components					
TeleStaff Enterprise v2	200		\$ 140	\$ 28,000	
TeleStaff Auctions v2	200		\$ 50	\$ 10,000	
TeleStaff Web Access (Customer Hosted)	0		\$ 50	\$ -	
TeleStaff Gateway Manager v2	0		\$ 5,000	\$ -	
TeleStaff Reporting v2	0		\$ 5,000	\$ -	
TeleStaff Web Timecard v2	0		\$ 2,500	\$ -	
Discount				\$ (11,400)	
Total Investment for Software Solution				\$ 26,600	\$ 6,650

3rd Party Components	Units		Unit Price	Investment	Maintenance
	Role				
Sybase License v2 (Base Server License)	1		\$ 125	\$ 125	\$ -
Sybase License v2 (Concurrent License)	3		\$ 125	\$ 375	\$ -
Dongle 4 Port	1		\$ 900	\$ 900	\$ -
Dongle 8 Port	0		\$ 1,500	\$ -	\$ -
Dongle 12 Port	0		\$ 2,100	\$ -	\$ -
3rd Party Total				\$ 1,400	\$ -

Professional Services	Hours		Unit Price	Investment	Maintenance
	Role				
Baseline Deployment Services	Fixed per SOW		\$ -	\$ 10,308	Fixed Fee
Add On Deployment Services	Fixed per SOW		\$ -	\$ 380	Fixed Fee
Professional Services Total				\$ 10,688	

Solution Development	Hours		Unit Price	Investment	Maintenance
	Role				
Custom Services	Fixed per SOW		\$ -	\$ -	Fixed Fee
Solution Development Total				\$ -	

Auctions Configuration	Hours		Unit Price	Investment	Maintenance
	Role				
Vacation	Fixed per SOW		\$ -	\$ 1,500	Fixed Fee
Position/Shift	Fixed per SOW		\$ -	\$ -	Fixed Fee
Roster/Workcode/OT/Special Event	Fixed per SOW		\$ -	\$ -	Fixed Fee
Auctions Configuration Total				\$ 1,500	

Optional Professional Services	Hours		Unit Price	Investment	Maintenance
	Role				
Advanced Configuration	Fixed per SOW		\$ -	\$ 13,750	Fixed Fee
Optional Services Total				\$ 13,750	

Subscription Services	Hours		Unit Price	Investment	Maintenance
	Role				
Hosted Web Access			\$ -	\$ -	\$ 2,744
Subscription Services Total				\$ -	\$ 2,744

Investment Summary	
TeleStaff Software = \$	26,600
3rd Party Components = \$	1,400
Annual Maintenance Cost = \$	-
Professional Services = \$	10,688
Auctions Configuration = \$	1,500
Optional Professional Services = \$	13,750
Solution Development = \$	-
Total Initial Solution Cost = \$	53,938
Subscription Services = \$	2,744
Annual Maintenance = \$	6,650
Annual Recurring Costs = \$	9,394

Billed annually in advance beginning on 1st renewal of maintenance date



Kronos TeleStaff Features and Benefits

DATASHEET

KRONOS TELESTAFF IS:

- Workforce scheduling
- Emergency deployment
- Communication
- Time management
- Integration

WITH KRONOS TELESTAFF YOU CAN:

- Control labor costs
- Minimize compliance risk
- Improve workforce productivity
- Open the lines of communication

Optimized Scheduling, Deployment, and Communication. That's Kronos TeleStaff.

Every mission starts with finding, qualifying, contacting, and deploying first responders and other critical resources. And manual, paper-based systems won't get the job done. They waste valuable time, energy, and money. Contribute to compliance risks. And hinder reliable and accurate communications. But with Kronos® TeleStaff™, these problems are a thing of the past.

Kronos TeleStaff pairs rules-based scheduling with communication capabilities to optimize on-scene arrival. Whether it is staffing the daily roster, deploying for a major disaster, coordinating off-duty work, or managing employee time, Kronos TeleStaff is uniquely designed to deliver. With this time-tested solution, you gain workforce scheduling features unlike any other vendor offering in the public safety and utilities markets.

Features	Benefits
Scheduling/Roster	
Pre-builds schedules and rosters	Makes creating schedules and rosters based on shift requirements quick and easy
Delivers comprehensive employee scheduling	Empowers managers to effortlessly staff employees to positions and shifts, even in the most complex scheduling environments
Provides a real-time daily roster	Displays in real time who is working a regular-duty shift (plus any working or nonworking exceptions, such as overtime, training, sick leave, vacation, etc.), and provides an at-a-glance view of employee qualifications and certifications
Supports many organization levels	Maintains all organizational scheduling data within a single solution, leading to greater collaboration among departments and increased productivity across the entire organization
Tracks employee certifications and qualifications	Helps managers track necessary data for proper staffing and helps ensure compliance
Automatically generates staffing alarms when staffing levels fall below requirements	Helps ensure that proper coverage is maintained
Offers a multi-user solution	Supports an unlimited number of users and can assign permission and security levels for individuals or groups
Provides web interface	Provides employees web access to the most commonly used features, allowing access to their schedules and the ability to expedite work tasks anytime, anywhere

Kronos TeleStaff Features and Benefits

Features	Benefits
Employs patented rules-based staffing engine	Automates the most complicated scheduling rules, saving significant time and effort
Relays scheduling communications automatically	Saves valuable time for managers by generating schedule-driven notifications to employees (who can be prompted to respond) by touch-tone phone, text, email, intranet, and internet
Supports different union or business rules for various departments, groups, or scenarios	Helps ensure scheduling compliance while offering the utmost flexibility
Validates staffing decisions against rules	Consistently applies rules when scheduling employees, granting leave, or processing time-off requests, helping ensure compliance
Supports multiple shifts, rotating posts, positions, future assignments, and promotions	Allows staffing personnel and employees to view current and future schedules based on shift or assignment changes that will occur
Allows employees to indicate the days, shifts, or events for which they are available to work extra-duty assignments	Simplifies staffing extra-duty work and assignments by allowing employees greater control over their schedules while improving morale
Automatically assigns shifts and staffs employees for work	Saves valuable time helping managers assign shifts, automatically considering availability, skills, time off, and more
Allows employees to submit time-off requests via touch-tone phone, intranet, or internet	Streamlines the workflow for employee requests and approvals based on policies and business culture, and saves employees and managers countless hours by automating requests and approvals while enforcing policies and rules
Finds and contacts employees to fulfill staffing needs	Virtually eliminates manual outbound staff scheduling calls and allows for concurrent calls to be conducted
Offers real-time view of past, present, and future scheduling data and other relevant staffing details	Allows users access to the most up-to-date scheduling data at all times throughout the day
Schedules employees to secondary employment	Offers a full view of the organization's staffing at all times for planned and unplanned event staffing
Displays schedules by employee, department, shift, day, week, month, and year and into the future	Flexible roster views make it easy to access necessary specific staffing data fast
Identifies and avoids overstaffing	Eliminates costly scheduling errors
Supports "can act as" staffing	Saves costs by staffing positions with personnel who have multiple abilities
Manages shift, assignment, and vacation bid processes*	Eliminates manual bid processes and helps employees balance work and personal life priorities, as they have more control over their work and vacation schedules
Offers a fast-find capability for people and groups	Easily locates specific employees or groups in just a few clicks
Provides drag-and-drop capabilities	Easily moves employees and reassigns shifts instantly
Maintains in-depth employee profiles	Keeps data such as ID, shift, contact methods, pay rate, seniority, attributes, DOB, and much more on each employee record

Kronos TeleStaff Features and Benefits

Features	Benefits
Notification	
Integrates built-in communication capabilities with scheduling functionality	Eliminates manual phone calls and expedites scheduling of employees, requiring no additional effort by managers
Tracks multiple contact numbers and methods	Offers flexible communication methods for staffing positions and relaying other work information
Makes the right contact based on the situation	Allows for the right staff members to be contacted in the right order and staffed for virtually any situation
Supports bidirectional exchange of information	Allows employees to can accept/deny work and make requests by phone
Sends communications to employees relating to work offers to fill vacancies, emergency recall, assignment changes, and other activities or events	Improves operational effectiveness by automating communications, linking scheduling-driven data, and relaying important messages pertaining to work, helping ensure compliance and appropriate staffing
Allows employees to specify contact methods	Ensures best contact method and receipt of notification
Captures and reports sent notifications and employee responses	Confirms receipt of all outbound messages via a time and date stamp for auditing purposes
Sends custom messages on the fly	Communicates information rapidly to specific groups, employees, or the entire organization by touch-tone phone, text, email, intranet, and internet
Overtime	
Automatically assigns overtime positions based on rules, reducing risk of noncompliance	Balances rules, employee schedules, and organizational needs when making overtime staffing decisions
Automatically validates staffing decisions	Consistently applies overtime rules when scheduling employees, granting leave, or processing time-off requests
Identifies who's eligible for overtime	Displays who is off duty, not fatigued, can be held over, or has signed up, ensuring accurate staffing
Creates entitlement lists	Generates lists based on unlimited entitlement variables
Notifies in entitlement order	Offers work fairly and by entitlement rules, helping to ensure compliance
Offers overtime by touch-tone phone, email, text, intranet, and internet	Ensures overtime positions are filled efficiently
Tracks overtime activity	Tracks all overtime actions by employee for audit purposes
Allows employee overtime sign-up	Improves morale by empowering employees; saves time and expedites staffing
Pre-approves or suppresses overtime	Helps control labor costs
Tracks overtime labor hours by work codes	Instantly shows number of hours worked per employee, department, and organization by user-defined work codes

Kronos TeleStaff Features and Benefits

Features	Benefits
Emergency Response	
Finds and contacts employees by touch-tone phone, text, email, intranet, and internet	Uses multiple communication methods for faster scheduling and deployment
Automatically backfills vacant positions	Maintains staffing levels during emergency response
Supports command post scheduling via the web	Manages staff and scheduling at the scene
Allows for custom messaging	Sends instant communications such as incident and situational updates to employees
Tracks hours related to emergency response and pre-populates built-in FEMA reporting module	Expedites reimbursement processes with government agencies, including FEMA for declared emergencies
Tracking of Time and Leave	
Manages complex leave and benefit accruals	Automates functions relating to time tracking, leave, and accruals by delivering an end-to-end manager and employee self-service system that expedites approvals, maintains staffing coverage, and allows organizations to easily measure how time is spent, so it can be efficiently managed and justified at all times
Uses unlimited work codes	Manages organization-defined working and nonworking codes such as overtime, vacation, move-ups, shift-differential pay, time trades, and more; accurately tracks codes within a centralized system
Calculates and tracks time balances of unused time, time off, comp time, sick time, vacation, and leave	Easily recognizes absence trends and patterns, and applies rules to decisions regarding time away from work
Incorporates compliance regulations via rules	Maintains compliance with federal and state labor laws, collective bargaining agreements, and other organization policies
Supports unique leave policies	Automatically enforces leave and time-off rules through customer-specific product configuration
Tracks and logs all leave and time-off events	Provides audit trail in event of grievance or audit
Provides employee and manager self-service	Provides access to real-time leave balances, minimizes requests to managers, and increases employee satisfaction
Delivers self-service reporting	Employees have access to their own personal history reports that detail time and accrual bank activity; provides several standard reports
Produces operational labor and cost reports	Displays trends and helps monitor employees' time and leave events, as well as where labor costs are spent and why, for greater workforce insight

Kronos TeleStaff Features and Benefits

Features	Benefits
Compliance	
Supports user-defined compliance rules	Incorporates rules associated with collective bargaining agreements, regulations, and policies for enforced compliance
Applies rules when making staffing decisions	Consistently validates staffing decisions against rules when granting leave and processing time-off requests
Creates structured staffing and approval processes	Encourages adherence to a framework of practices for your workforce while defining roles and responsibilities for scheduling decision makers
Tracks every scheduling event	Offers an audit trail showing every transaction within the system
Self-Service	
Provides employee self-serve access	Using a touch-tone phone, intranet, or internet, employees process requests, review notifications and messages, view schedules, and change profile information, based on authority level
Supports configured roles-based security	Allows organizations to define responsibilities for groups and individuals according to hierarchy and user responsibilities
Provides user access by touch-tone phone, intranet, and internet	Gives flexible system access points from anywhere, at anytime
Allows employees to sign up for overtime	Enables supervisors to approve or deny in one system; improves employee satisfaction
Allows employees to enter work preferences	Helps employees balance work and personal life priorities, and ensures correct staffing
Allows employees to conduct shift trades	Leverages scheduling tasks and improves employee satisfaction
Timecards	
Enables web-based time collection and management	Provides anytime, anywhere access, allowing employees to submit time with flexibility
Allows supervisors to approve or reroute timecards online	Makes it easier and more efficient to manage, approve, and submit time because actions occur within an online, centralized system
Automates timecard workflow	Allows organizations to define authority levels and incorporate business rules, ensuring accuracy and adherence to approval hierarchy
Offers standard or project-based timecards	Supports configurable timecards for specific employees, groups, or departments with ease
Integrates with TeleStaff and exports data to virtually any third-party payroll system	Provides seamless transfers of critical payroll-related data, eliminating redundant data entry while ensuring accuracy
Employs electronic signatures	Eliminates the use of paper and provides an electronic record of the approved time
Tracks when and who made changes	Delivers a complete audit trail
Utilizes leading-edge security architecture	Safeguards sensitive time data

Kronos TeleStaff Features and Benefits

Features	Benefits
Integration	
Integrates with third-party CAD and RMS solutions	Automatically or on demand transfers roster data, eliminating redundant data entry and ensuring accuracy
Integrates with third-party HR/payroll solutions	Finalizes pay reports, which can be transferred in dozens of formats to be sent automatically or on demand to payroll systems; accepts data from HR systems, including employee information, accrual balances, certifications, and more, eliminating redundant data entry and reducing errors
Integrates with third-party time and labor management solutions	Automatically or on demand populates an organization's time and labor management system so that punch, swipe, or other login data can be compared against the most current schedule; no-show, overtime, and other relevant data can be accepted from the time and labor system so that attendance data remains synchronized
Services and Support	
Delivers accelerated implementation and deployment	Delivers a uniquely tailored solution within 90 days from project kickoff for a faster return on investment
Provides extensive training services	Offers vendor-hosted, web-based, or on-site training services
Offers 24/7/365 technical support	Provides access to highly trained and dedicated product support specialists around the clock via a toll-free support line
Reporting	
Offers extensive labor and management reports	Provides 10 standard reports that analyze a variety of dynamic information relating to labor data and costs for better decision making and in-depth insight into operations
Continually records a database of scheduling activities and events	Captures real-time organizational scheduling data, maintaining a comprehensive archive for auditing purposes
Allows reports to be viewed, shared, printed, or emailed on demand	Gives flexibility in obtaining and viewing reports
Contains FEMA report module	Expedites recovery of reimbursement funds for FEMA-declared emergencies
Provides Custom Reporting module*	Expands reporting capabilities beyond canned reports

*Automated Bidding and Custom Reporting are add-on modules.



TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS

Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 +1 800 225 1561 +1 978 250 9800 www.kronos.com

More information about Kronos customer success stories may be found at www.kronos.com/resources.

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Design Review Committee
PUBLIC BUILDINGS DEPARTMENT
Arthur Cohen, Chairman
Stephanie Kane Gilman, Commissioner
Telephone (617) 796-1600
FAX (617) 796-1601
TTY: (617) 796-1089
52 Elliot Street
Newton Highlands, MA 02461-1605

Setti D. Warren
Mayor

Honorable Board of Aldermen
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

May 31, 2012

RE: Renovations to the FA Day Middle School

SUBJECT: Construction Documents Program Certification

Honorable Board:

On Thursday, 26 April 2012 the Design Review Committee met to review and discuss the Construction Documents 90% progress drawing set for the above referenced project presented by HMFH Architects on behalf of the Public Buildings Department and Newton School Department. The Public Buildings Department requested DRC certification in accordance with Section 5-54(c) of the City ordinance that the drawings and specifications substantially meet the project program requirements and as such the project could be advertised for public bid.

The Committee was appreciative of the efforts made by HMFH in working with and responding to DRC reviews and comments on the project. The Committee continues to support the design solution and believes that the proposed circulation and placement of building additions are a good solution to the physically constrained and very tight site. The Committee has reviewed the project through design development and construction document phases and supports the proposed design solution.

The Committee certifies that to the best of its understanding, the documents do substantially meet the program requirements for the project. With the qualification that the drawings and specifications require some final coordination and that the items identified below will be researched, completed and / or addressed in the final construction documents.

1. Phasing drawings should be simplified and indicate the milestone dates by which work is required to be complete. The drawings and notes should be coordinated with the specification manual. The specification should include the requirement that sprinkler and associated work within the existing building is to be done during school vacation times when school is not in session. The specification should require a construction management plan which is to be approved by the City.
2. Order of Alternates should be #1. Infrastructure for Science Class Room at Third Floor Class Room; #2. Casework for Science Class Room at Third Floor Class Room; # 3. West Entry Work.
3. The HVAC controls specification needs to indicate that the new systems are required to be tied into the existing system. Coordination of mechanical specifications to be followed through.
4. Project budget and specification should include commissioning of new mechanical systems.
5. Project specification and budget should include test for air infiltration of windows and surrounding construction either on a mock up or building itself.

6. U-values for windows should be evaluated and lowered if possible to do better than the Stretch Energy Code.
7. The project should consider increasing the contingency from 5% to 10%.
8. Original design documents for the school, if provided, should be provided for informational purposes only.

Sincerely,

A handwritten signature in black ink that reads "Arthur Cohen". The signature is written in a cursive, flowing style.

Arthur Cohen, AIA
Chair Design Review Committee

CC: Design Review Committee Members
Stephanie Gilman, Commissioner of Public Buildings
Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer
Dr. David Fleishman, School Superintendent
Sandy Guryan, Deputy Superintendent/Chief Administrative Officer

**PROJECT BUDGET
ESTIMATE**

PROJECT COSTS

**RENOVATION FIRE TOTAL
ADDITION PROTECTION PROJECT**

CONSTRUCTION COSTS

Total Construction Costs \$4,662,432 \$1,778,834 \$6,441,266 *Includes w/ 5% Cont.*

SOFT COSTS

<i>Total Design & Engineering*</i>	\$610,800	\$139,200	\$750,000
<i>Total Other Professional Services**</i>	\$174,959	\$25,000	\$199,959
<i>Total Fixtures, Furnishings & Equipment</i>	\$55,000	\$0	\$55,000
<i>Total Project Related Expenses***</i>	\$85,000	\$0	\$85,000
Total Soft Costs	\$925,759	\$164,200	\$1,089,959
PROJECT TOTAL	\$5,588,191	\$1,943,034	\$7,531,225

Previous Appropriation \$788,396

FUNDING REQUEST **\$6,742,829**

FY 13 CIP Funding Available **\$6,750,000**

**Includes Design fees, Surveys & Testing*

***Includes Clerk, Envir. Monitoring, Commission'g, Materials & Window Testing*

****Includes Construction of Temporary Space, P/A system Relocation, Fire Alarm/Utility Relocation*



PUBLIC BUILDINGS DEPARTMENT

Stephanie Kane Gilman, Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

April 9, 2012

Mayor Setti D. Warren
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

APPROVED

4-9-12

RE: Request for Construction Funds to Complete Improvements to F.A. Day Middle School, (FY13 CIP Priority #6)

Dear Mayor Warren:

The Public Buildings Department requests the sum of \$6,750,000 from bonded indebtedness for the purpose of funding construction and administration of renovations and additions to F.A. Day Middle School as outlined below:

Project Description: Conversion of the existing administration offices and student services areas to four new classrooms, addition of third floor space to create two new classrooms and associated learning spaces, expansion of existing cafeteria to provide additional seating to reduce the number of lunch periods from five to three. The design includes a two-story addition at the Minot Street entry to accommodate the relocated administration offices and student services. Renovations include the installation and upgrade of Fire Protection systems including sprinklers, fire alarm and emergency devices. Proposed site improvements include new accessible parking, drop-off area, entry plaza modifications, new cross walks and directional signage.

Project Justification: Current and projected enrollment figures require additional classroom space and cafeteria expansion, and the relocation of the administration offices to the Minot Street side of the building frees up space to address other issues around supervised building entry and better building function.

Project Cost Estimate:

Construction Cost:	\$6,483,309
Design and Testing Services:	\$746,000
Other Professional Services (Clerk):	\$176,959
5% Project Contingency:	\$130,732
Total Estimated Project Cost:	\$7,537,000
Previous Appropriation:	-\$787,000
Current Funding Request:	\$6,750,000

RECEIVED
Newton City Clerk
2012 APR -9 PM 3:40
DAVID A. OLSON, CMC
Newton, MA 02459

Anticipated Project Schedule:

Design: July 1, 2011 – May 11, 2012
Bidding and Construction: May 11, 2012 – Sept, 2013

Should you have any questions regarding the above, please feel free to contact my office.

Sincerely,

Stephanie Kane Gilman
Commissioner of Public Buildings

SKG:dla

CC: Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#160-12

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

May 14, 2012

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the following appropriation and authorize a general obligation borrowing of an equal amount:

Amount: \$4,239,878 for Project Area 1 of the proposed 11 year Underground Infrastructure Strategic Improvement Plan prepared by the Utilities Division.

Detailed information is attached.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2012 MAY 14 PM 4:06
DAVID A. OLSON, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



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

Setti D. Warren
Mayor

May 14, 2012

To: Mayor Setti D. Warren

From: David F. Turocy, Commissioner of Public Works

Via: Robert R. Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

Subject: Request for Sewer Funds Borrowing Authorization
FY 2013 Capital Improvement Plan

Public Works requests authorization to borrow \$4,239,878 to continue our long range plans to remove infiltration/inflow from the City's sewer system in the Newtonville and West Newton areas. This is known as Project Area 1 of the proposed 11 year Underground Infrastructure Strategic Improvement Plan prepared by the Utilities Division.

This borrowing authorization will benefit the City in the following ways:

- a. Newton has approximately 300 miles of public sewer pipeline, and much of the sewer pipe is approaching 100 years old. Due to the age of the pipes, a substantial amount of infiltration (from groundwater) into the system has been documented through engineering studies and surveys. In addition, a substantial amount of inflow into the system from sump pumps, roof leaders, and driveway drains (from storm events) has also been documented. The MWRA meters the City's sewer flows, and charges us for total flow, including this infiltration/inflow. Removal of this extraneous water will help reduce our annual sewer assessments by the MWRA.
- b. During significant storm events, the amount of stormwater entering the sewer system overwhelms the sewer system capacity to transport the wastewater. Surcharging and overflows occur, allowing raw sewage, which is heavily diluted, to contaminate the public way or alternatively, residential basements. This infiltration/inflow does not belong in the City's sewer system, and must be removed.

I formally request that this be docketed with the Honorable Board of Aldermen for authorization. Please contact me if you have any questions or need additional information.

cc: D. Wilkinson, Comptroller
R. Ferrara, DPW Chief Budget Officer
F. Russell, Director of Utilities
L. Taverna, City Engineer



**CITY OF NEWTON
DEPARTMENT OF PUBLIC WORKS**

Memo

To: Maureen Lemieux
From: Ryan Ferrara and Fred Russell
CC: David Turocy
Date: 5/14/2012
Re: Request to Borrow \$4,239,878 in Sewer Debt

Public Works is requesting authorization to borrow \$4,239,878 to continue our long range plans to remove infiltration/inflow from the City's sewer system in the Newtonville and West Newton areas. Specific initiatives to be addressed in FY13 of the sewer system strategic improvement plan are as follows:

Newtonville/West Newton/Auburndale

Phase I Design:
\$207,000

Phase I Construction/Construction Services:
\$3,105,000

Post Construction Flow Evaluation:
\$25,875

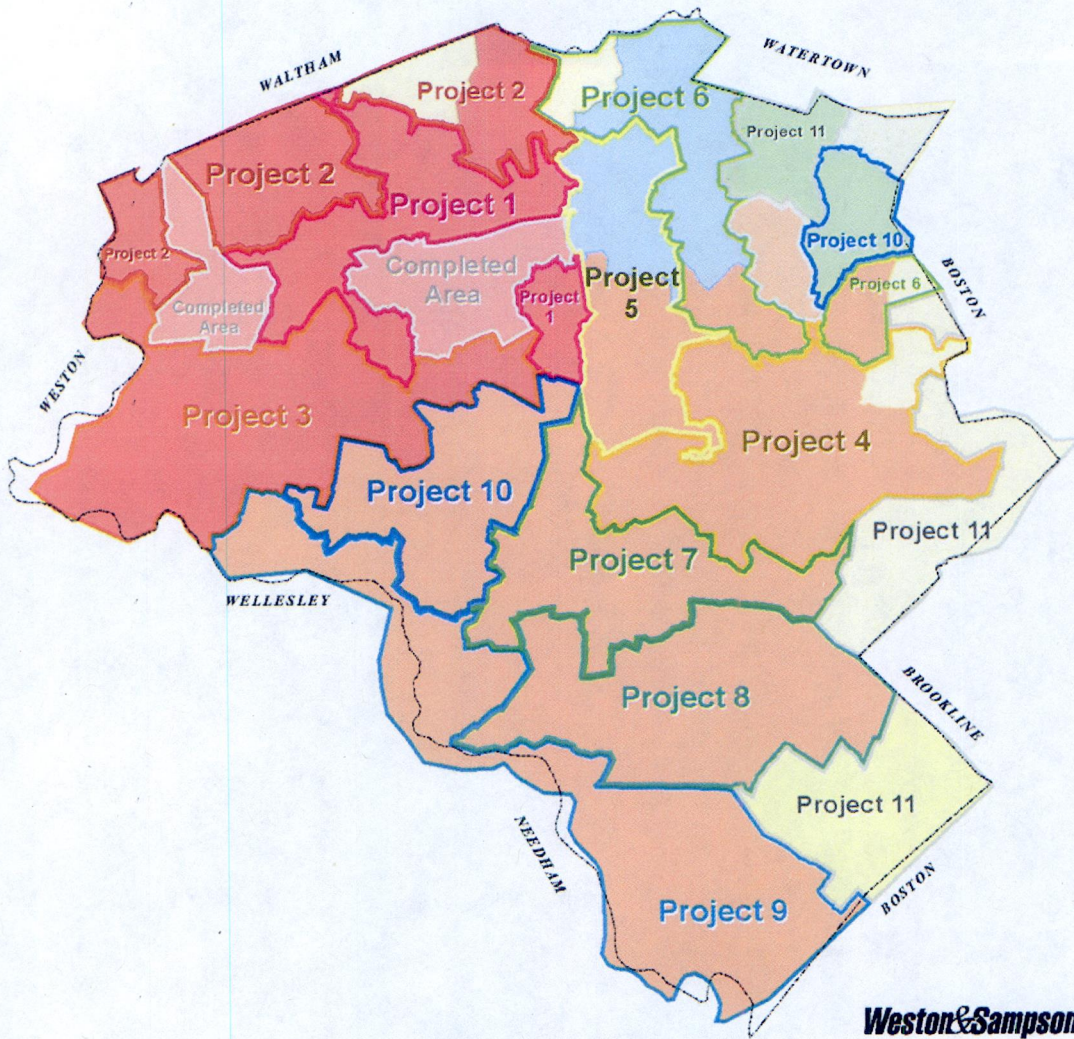
Phase II Investigation:
\$584,775

Heavy Cleaning (10% of investigation footage)
\$58,478

Smoke/Dye Testing (Phase 1-3 Areas):
\$258,750

**Total:
\$4,239,878**

Below is a map of the eleven sewer system strategic improvement plan project phases:





SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#133-12

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(617) 796-1100

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(617) 796-1089

E-mail
swarren@newtonma.gov

April 30, 2012

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

RECEIVED
Newton City Clerk
2012 APR 30 PM 5:08
David A. Olson, Clerk
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$67,136 from the water enterprise fund appropriations listed below to the Mass Water Resource Authority Assessment.

Transfer: \$40,000 from Acct # 513004 - Work by Other Depts
\$20,000 from Acct #5546 - Hydrants & Hydrant Parts, and
\$ 7,136 from Acct #5790 - Current Year Reserve

As explained by the Commissioner of Public Works in the attached request, the MWRA FY12 Final Water Assessment exceeded the preliminary recommendation by \$67,136. Conversely, the FY12 Final Sewer Assessment was \$176,566 less than the preliminary recommendation, however, due to the fact that the two accounts reside in separate and distinct enterprise accounts, and therefore, this transfer within the Water Account by the Board of Aldermen is necessary.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



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City of Newton



DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449Setti D. Warren
Mayor

To: Mayor Setti D. Warren

From: David Turocy, Commissioner of Public Works

Via: Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

Date: April 20, 2012

Subject: Fiscal Year 2012 MWRA Water Charge

The Massachusetts Water Resources Authority (MWRA) assesses member communities for the distribution and treatment of water and sewer. The annual water charges are based upon metered water use for the immediately preceding calendar year. The preliminary Fiscal Year (FY) 2012 water and sewer assessments were provided to member communities on February 17, 2011 reflecting a water assessment to Newton of \$8,872,649. These preliminary MWRA water and sewer assessment figures were included within the Newton Proposed FY12 water and sewer budgets. In June 2011, MWRA finalized their FY12 Current Expense Budget and subsequently distributed final revised water and sewer assessments to communities. Final community assessments have traditionally been lower than the preliminary assessment figures. In FY12, however, water charges to all communities increased from the preliminary to the final creating a \$67,136 shortfall in Newton's water budget. The sewer assessment notably decreased by \$176,566 from the preliminary to the final assessment.

Newton's representative to the MWRA Advisory Board, City Engineer Lou Taverna along with other member communities, relayed strong objections to MWRA regarding increasing community assessments from the preliminary to the final assessments. MWRA staff relayed that the increase in the Water assessments in FY12 was due to some late additions to the budget and future final assessments would be no higher than the preliminary charges. This issue was identified as a concern in July but the decision was made to wait until the final quarter of FY12 to identify areas within the water budget where funds could be reallocated to address this anticipated shortfall. DPW is accordingly requesting that the transfers in the table below be executed:

Water Transfer Request - By Line Item

Projected MWRA Water Assessment Shortfall:
\$67,136

From Budget Code	Account	To Budget Code	Account	Amount
28A401Z5 - Water Pump Station Maintenance	513004 - Work By Other Departments	28A10781 - MWRA Assessments	563001 - MWRA Charges	\$40,000
28A401Z4 - Hydrant Inspections	5546 - Hydrants/Hydrant Parts	28A10781 - MWRA Assessments	563001 - MWRA Charges	20,000
28A401Z2 - Water Main Installations	5790 - Current Year Reserve	28A10781 - MWRA Assessments	563001 - MWRA Charges	7,136

Total \$67,136

Please forward this request as a docket item to the Honorable Board of Aldermen. Thank you for your consideration.

CC: Fred Russell, Utilities Director
Ryan Ferrara, DPW Chief of Budget and Finance
David Wilkinson, City Comptroller

Clerk of the Board of Aldermen/City Clerk

Incumbent: David A. Olson

Massachusetts Commissions held: Notary Public, Justice of the Peace, and Commissioner to Qualify Public Officials

FY2012 Departmental Budget: \$1,123,804

FY2012 Departmental Income: \$189,920

Number of Staff supervised: 9.2 FTEs

Number of Aldermen supported: 24

Clerk of the Board of Aldermen

The Clerk of the Board of Aldermen ("Board Clerk") serves, under the leadership of the President and Vice President of the Board, as the chief staff officer of the Board of Aldermen. As the Board's chief of staff the Board Clerk, assisted by a staff that includes an Assistant Clerk of the Board and three full time and one part time Committee Clerks is responsible for all non-policy aspects of the Board's operations so that all the functions of the Board and its committees are carried out at the most effective possible level. In this role, the Board Clerk is responsible for:

***Board Leadership Support* The Board Clerk:**

- Serves as the primary liaison between the Board Clerk's office and the President and Vice President of the Board so as to ensure that all Board and Committee functions are carried out at the highest possible level.
- Is responsible for review of all docket items submitted for consideration by the Board to ensure that the intent of each item is clear and in proper form, and for assisting the President in assigning docket items to appropriate Board Committees.
- Is responsible for the preparation of the aldermanic docket and of all agendas for all meetings of the full Board of Aldermen and of all Board committees, and for assisting the President in decisions regarding the aldermanic docket and scheduling of items for consideration by the Board.
- Is responsible for staffing all meetings of the full Board of Aldermen and for providing guidance to the President and Vice President with respect to parliamentary procedure and other matters arising at such meetings based on a solid knowledge of City Ordinances, the Rules and Orders of the Board, and Parliamentary procedure.

***Committee Support* The Board Clerk:**

- Is responsible for assignment of appropriate personnel from the Board Clerk's staff as committee clerks to provide support to the chairs of the ten (10) standing Board committees at such levels and in such manner as requested by the various committee chairs.
- Works with the President and Vice President and the committee chairs to determine what forms of support are required for each committee and its chair.

- Is responsible for the scheduling of Aldermanic meetings to avoid conflict, to meet time constraints and deadlines, and to follow the restrictions and rules set out in the city charter, city ordinances, and Board of Aldermen rules.
- Sets challenging but realistic standards and expectations for committee clerks in their support of committees and their chairs and provides appropriate orientation, training, and oversight, with guidance from the Department of Human Resources, to ensure that all committee clerks provide such support at a superior level.
- Works with committee chairs and committee clerks to obtain the presence at committee meetings of appropriate city personnel and Newton citizens to provide information on docket items in which such persons are interested, and to ensure that all background information on docket items is available to such persons and to the members of the committee.

Overall Aldermanic Support The Board Clerk:

- Is responsible for ensuring that the needs and requests of all twenty-four members of the Board of Aldermen are given the greatest feasible level of professional support to enable them carry out their aldermanic responsibilities.
- Facilitates contacts for aldermen with city officials and departments and outside agencies, including arranging for preparation of written communications to such persons and agencies requesting information or other assistance and following up, as necessary, on such requests.
- Is responsible for managing, executing, and administering all legislative business between the Board of Aldermen and city departments, other agencies, and the residents of Newton.
- Reviews docket items/requests with appropriate Department Heads, as needed, to obtain necessary history and background and to determine what departmental support is required for the Board's informed consideration of the item/request.
- Works with aldermen to determine what research and archival retrieval is necessary or useful for consideration of docket items, assigns as appropriate to members of the Board Clerk's staff the conduct of such research and retrieval, and oversees the satisfactory completion of such research and retrieval.
- Provides guidance to aldermen on the proper framing of items for the aldermanic docket
- Is responsible for ensuring full compliance with all legal requirements with respect to public notice and other matters pertaining to any meeting of the full Board and of any of its committees.
- Is responsible for the accurate drafting of Aldermanic Resolutions and Board Orders.
- Provides advice to members of the Board on procedures, practices, and policies.
- Maintains files and records of all Board actions.
- Plans and organizes Aldermanic events.

- Works actively with all Departments, Boards and Commissions, and citizen groups in order to provide advance notification to Board members of important city events and news from City Departments.

Citizen Services **The Board Clerk:**

- Manages and communicates aldermanic schedules and board calendar to appropriate city staff, citizens' groups, and the general public.
- Serves as Chief Citizen Liaison for the Board by ensuring that all members of the Board receive timely communications to the Board from members of the public.
- Oversees the development and updating of the Aldermanic webpages on the City of Newton's website making sure that Dockets, Agendas, and Reports are posted in a timely manner and that information is up to date and accurate.
- Is responsible for maintaining the city's official meeting posting boards and lobby calendar and makes sure that notices of meetings are posted in a timely manner.
- Provides information to local media outlets to communicate the actions of the board to the general public.

Licenses **The Board Clerk:**

- Is responsible for the issuance of all licenses and permits issued by or under the authority of the Board of Aldermen including: auto dealer, taxi, limousine, and junk dealers licenses and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits.

Reporting Functions **The Board Clerk:**

- Reports to the President of the Board of Aldermen, as the representative of the twenty-four members of the Board.

Departmental Management and Leadership **The Board Clerk:**

- Appoints and manages the staff of the Board Clerk, including planning, training, oversight, and evaluation.
- Develops and manages an annual budget and Capital Improvement Plan for the Board of Aldermen's offices within the guidelines provided by the City.
- Reviews and approves requisitions for the expenditure of funds by the offices of the Board Clerk.

Management Technology **The Board Clerk:**

- Is responsible for the creation of databases for the complete, accurate, effective, and efficient maintenance of all licenses authorized by the Board of Aldermen.

- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all aldermanic records including, but not limited to:
Grants of location, Ordinances, Aldermanic appointments, Recodification of ordinances, Committee agendas and reports, Water/sewer assessments, Audio recordings of all meetings of the full Board and Board committees, and Records disposition.

City Clerk

The Office of the City Clerk carries out all duties specified for it under state and local law. The office creates, organizes and maintains information and records relating to public records, vital statistics, licensing, and business registrations. The office answers inquiries made via phone, mail, E-mail, and in person, and provides the required documents. The City Clerk is the official record keeper for the City of Newton and is responsible for the organization, care and maintenance of the city's official archival material. The City Clerk oversees a staff that includes an Assistant City Clerk, a Business Records Clerk, a Vital Records Clerk, a Receipts Clerk, and the City Archivist. The City Clerk must be commissioned by the State of Massachusetts as a Notary Public and a Justice of the Peace. The duties of the City Clerk include, but are not limited to:

***Vital statistics* The City Clerk:**

- Is responsible for maintaining and processing all vital records for the City of Newton as required by state law. Records kept by the Office of the City Clerk include, but are not limited to vital statistics (birth, marriage, adoption, death and burial permits), City Contracts, Business Certificates (DBA's), appeals from decisions of the Zoning Board of Appeals and Planning Board, and filings from City boards and commissions.
- Is responsible for the creation of all statistical reports for the City of Newton required by state law, including but not limited to reports of births, deaths, marriages, and adoptions.
- Works with the State of Massachusetts Registry of Vital Records to assist in the development of and implementation of state-wide databases for the recording of birth, death and marriage records and facilitating the training of staff to use these systems.

***Record keeping/Archival Support* The City Clerk:**

- Is responsible for maintaining the City Archives which houses all official city records for the legislative branch of government and various city departments, boards, and commissions. City Records encompass 2,510 linear feet of records dating from 1680 to the present. Records are house in three vaults located in City Hall and the Newton Free Library.
- Is responsible for the arrangement, description, preservation, storage and access to Newton records with long-term, historical value including official town & city records and makes recommendations and oversees implementation of records reformatting, indexing, and delivery solutions for permanent and inactive records.

- Provides access to material held in the archives to the general public, businesses, lawyers, court personnel, city employees, municipal boards and committees, state and federal employees, vendors, and city/school departments.
- Regularly deals with confidential information; information managed requires the application of appropriate judgment, discretion and adherence to professional code of ethics e.g., Society of American Archivists (SAA) and Association of Records Managers and Administrators (ARMA).
- Is responsible for the creation of inventories of active and inactive record storage areas and coordination of scheduling of records disposition; recommends active and inactive records storage periods, in coordination with the State's Supervisor of Public Records, Records Management Unit.
- Is responsible for the processing of records according to archival principles and standards e.g., Society of American Archivists (SAA) and creates finding aids and indexes for internal and external use.
- Is responsible for the preservation of records by identifying endangered materials and levels of conservation work needed and overseeing basic repair and preventive preservation for paper records.
- Is responsible for the Maintenance of archival collections management information, including up-to-date shelf list inventory and transfer records.
- Oversees the research, planning, development and implementation of long and short-range goals for the archives and records center, in coordination with the City Archivist.
- Is responsible for the implementation and management of reformatting projects e.g., microfilm, copy photography, digital imaging; may also prepare records for reformatting, including creation of targets, in accordance with Records Management Unit, International Standards Organization (ISO) and Association for Information and Image Management (AIIM) guidelines.
- Is responsible for preparing and maintaining the Government and Officers book for the City of Newton.
- Is the official keeper of the City Seal and City Ordinances.

Licenses The City Clerk:

- Is responsible for issuing all licenses and permits issued by or under the authority of the City of Newton including Dog, Off-Leash, Burial Permit, and Business Registrations and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits.

Citizen Services The City Clerk:

- All notifications and documents are public records, with some exceptions pertaining to vital records. The City Clerk is responsible for ensuring that all citizen requests for documents and information contained in the files maintained by the office of the City Clerk are answered promptly, courteously, and effectively.

- Provides Notary Public Services to Newton residents, individuals doing business with the City of Newton, and City Officials.

Information Management Technology The City Clerk:

- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all information collected by the City Clerks Office.
- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all City records including, but not limited to:
Vital Statistics (birth, marriage, adoption and death certificates), Uniform Commercial Code (UCC) filings, City Contracts, Business Certificates (DBA's), appeals from decisions of the Zoning Board of Appeals and Planning Board, filings from City boards and commissions, and Records disposition.
- Works with City's on-line payment provider and the IT department to institute effective means for citizens to pay for licenses and permits on-line.

Departmental Management and Leadership The City Clerk:

- Appoints and manages the staff of the City Clerk, including planning, training, oversight, and evaluation.
- Develops and manages an annual budget and Capital Improvement Plan within the guidelines provided by the City.
- Reviews and approves requisitions for the expenditure of funds by the offices of the City Clerk.
- Oversees the collection and posting of receipt slips for payments for various permits, licenses, applications and certificates including the proofing, balancing and reconciliation of daily receipts. Oversees the creation of required journal and ledger entries allocating funds paid to proper accounts and the monthly reconciliation of funds received. Reconciles accounts receivable errors. Prepares required financial reports.

Board and Commission Support The City Clerk:

- Maintains a database of all appointees to Boards and Commission including the terms of their service, the date of completion of their service, and the date of taking the oath of office.
- Administer the Oath of Office to all duly appointed Board and Commission members so that they may undertake their duties.
- Provide for the timely posting of the agendas of the City of Newton's Boards and Commissions on the City's Official Posting Board in City Hall and on the Official Electronic Posting Board on the City's website.
- Provide training, training materials and guidance in the requirements of the State of Massachusetts Open Meeting Laws.

Ethics and Conflict of Interest Training: City Clerk

- Disseminate each year the State of Massachusetts Summary of the Conflict of Interest Law as required by state statute to all City and School personnel, Board and Commission members, contractors, and volunteers. The Clerk is responsible for collecting from each individual a signed statement that they have received the summary and record that information in a database.
- Notify and provide access to the State Mandated Ethics Training program to all City and School personnel and Board and Commission members biennially. Develop training materials and provide training sessions to personnel without computer access. Collect and maintain certificates for each individual showing that they completed the training session.

circulation, (2) noise, (3) telecommunications, (4) historic preservation, (5) blasting, (6) removal of toxic or hazardous waste, (7) drainage systems capacity, (8) environmental protection, including conservation, erosion control, and watershed and floodplain protection, or (9) similar issues affecting the public health, safety or welfare.

The applicant filing the land use petition for which an outside consultant is hired pursuant to this Rule shall pay the consultant's fee to the City. The fee shall be set by the Director of Planning and Development, shall be reasonable and shall reflect the estimated cost for the type of review or report requested from the consultant. Any fee charged in excess of the actual cost of the review or report shall be repaid to the applicant in accordance with the provisions of Rev. Ord. §22-4.

Any consultant hired pursuant to this Rule shall have an educational degree in or related to the field at issue, or three (3) or more years of practice in the field at issue or a related field. The Director of Planning and Development shall select the consultant in accordance with all applicable ordinances and state statutes. An applicant required to pay a fee for an outside consultant pursuant to this Rule may appeal the choice of consultant by requesting that the Board of Aldermen reconsider the selection made by the Director of Planning and Development or by seeking direct judicial review, if otherwise permitted by law. The applicant's appeal shall be limited to claims that the selected outside consultant has a conflict of interest or does not possess the educational or professional qualifications required by this Rule.

ARTICLE XI

The Board of Aldermen shall review the salary of the City Clerk/Clerk of the Board of Aldermen during a 90 day period following the Clerk's election pursuant to §4-20 of the City of Newton Rev Ord, 2007.

* * *

Revised February 2012

(a) Appointment After Expiration of Term—No former alderman shall hold any compensated appointive City office or City employment until one year after the expiration of his service on the Board of Aldermen. This provision shall not prohibit a former City employee or City officer from resuming his duties as such City officer or City employee at the conclusion of his service as alderman.

(b) Interference in Administration—No member or committee of the Board of Aldermen shall directly or indirectly take part in the conduct of the executive or administrative business of the City.

Sec. 2-5. Filling of Vacancies.

(a) Special Election—If there be a vacancy, by failure to elect or otherwise, on the Board of Aldermen within the first fifteen calendar months of the term for which aldermen are elected, the Board of Aldermen shall forthwith call a special election to fill such vacancy. Such election shall be by the voters of the whole City in the case of aldermen at large, or by the voters entitled to such representation in the case of ward aldermen.

(b) After Regular City Election—If such vacancy shall occur after fifteen calendar months of the term for which aldermen are elected, no special election shall be held. In the case of a vacancy in the office of ward alderman, the person elected at the next regular City election to the seat in which the vacancy exists shall immediately be sworn and shall, in addition to the term for which he was elected, serve for the balance of the then unexpired term. In the case of a vacancy in the office of alderman at large, the person elected at the next regular City election to the seat in which the vacancy exists shall immediately be sworn and shall, in addition to the term for which he was elected, serve for the balance of the then unexpired term. If no incumbent alderman at large from the ward in which the vacancy exists is elected at such election for such office, the candidate who receives the highest number of votes shall be deemed to be elected to the seat in which the vacancy exists and shall serve as aforesaid.

Sec. 2-6. Exercise of Powers; Quorum; Rules of Procedure.

(a) Exercise of Powers—Except as otherwise provided by law or the charter, the legislative powers of the Board of Aldermen may be exercised in a manner determined by it.

(b) Quorum—A majority of the Board of Aldermen then in office shall constitute a quorum but a smaller number may meet and adjourn from time to time. The affirmative vote of a majority of the full Board shall be necessary to adopt any appropriation order. While a quorum is present, any other motion or measure may be adopted by a majority vote, except as otherwise provided by law or the charter.

(c) Rules of Procedure—The Board of Aldermen shall from time to time establish rules for its proceedings. Regular meetings of the Board of Aldermen shall be held at a time and place fixed by ordinance. Special meetings of the Board of Aldermen may be held on the call of the Mayor, as provided in Section 3-7(b), on the call of the president of the Board of Aldermen, or on the call of any seven or more members, by written notice delivered to the place of residence or business of each member at least twenty-four hours in advance of the time set.

Except as otherwise authorized by General Laws Chapter 39, Section 23A ("open meeting law"), all sessions of the Board of Aldermen shall be open to the public and press. Every matter coming before the Board of Aldermen for action shall be put to a vote, the result of which shall be duly recorded. A full, accurate, and up-to-date record of the proceedings of the Board of Aldermen shall be kept and shall be open to inspection by the public. It shall include a record of each roll call vote.

Sec. 2-7. City Clerk; Comptroller of Accounts.

As soon as practicable after the board of aldermen has been organized, it shall elect, by ballot or otherwise, a city clerk and a comptroller of accounts as officers of the city to hold office for the term of two years and until their

successors are qualified, unless they are removed by vote of a majority of the full board, taken by ballot. Vacancies in the said offices shall be filled for the balance of any unexpired term by the Board of Aldermen.

(a) City Clerk—The City Clerk shall have such powers and perform such duties as the Board of Aldermen may prescribe in addition to such duties as may be prescribed by law.

(b) Comptroller of Accounts—The Comptroller of Accounts shall keep and have charge of the accounts of the City. He shall regularly audit the books and accounts of all City agencies, and he shall have such powers and perform such other duties as the Board of Aldermen may prescribe in addition to such duties as may be prescribed by law. (Acts of 1991, chapter 50.)

Sec. 2-8. Clerk of the Board; Other Staff.

(a) Clerk of the Board—The Board of Aldermen shall elect, by ballot or otherwise, a Clerk of the Board, to hold office at its pleasure. The Clerk of the Board shall give notice of all meetings of the Board of Aldermen to its members and to the public, keep a record of its proceedings, and perform such duties as may be assigned by the charter, by ordinance, or by other vote of the Board of Aldermen.

(b) Other Staff—The Board of Aldermen may by ordinance establish other staff positions, regular or special, as it shall from time to time deem necessary or desirable to assist the aldermen in the performance of their duties.

(c) Salaries of Aldermanic Staff—The Board of Aldermen shall by ordinance establish, and may from time to time modify, a salary schedule and a job description for the Clerk of the Board and such other positions as it may create to serve as aldermanic staff.

Sec. 2-9. Measures; Emergency Measures; Charter Objection.

(a) In General—No measure shall be passed finally on the date on which it is introduced, except in cases of special emergency involving the health or safety of the people or their property. Except as otherwise provided by the charter, every adopted measure shall become effective at the expiration of twenty days after adoption or at any later date specified therein. Measures not subject to referendum shall become effective upon adoption. No ordinance shall be amended or repealed except by another ordinance adopted in accordance with the charter, or as provided in the initiative and referendum procedures.

(b) Emergency Measures—An emergency measure shall be introduced in the form and manner prescribed for measures generally, except that it shall be plainly designated as an emergency measure and shall contain statements after the enacting clause declaring that an emergency exists and describing its scope and nature in clear and specific terms. The emergency as declared and defined in a preamble thereto shall be separately voted on and shall require the affirmative vote of two-thirds of the full Board. An emergency measure may be passed with or without amendment or rejected at the meeting at which it is introduced. No measure making a grant, renewal or extension, whatever its kind or nature, or any franchise or special privilege shall be passed as an emergency measure, and except as provided in General Laws Chapter 166, Sections 70 and 71 (relating to utility lines), no such grant, renewal or extension shall be made other than by ordinance. After its adoption, an emergency measure shall be published as prescribed for other adopted measures. It shall become effective upon adoption or at such later time as it may specify.

(c) Charter Objection—On the first occasion that the question on adoption of a measure is put to the Board of Aldermen, if a single member objects to the taking of the vote, the vote shall be postponed until the next meeting of the Board of Aldermen whether regular or special. If three or more other members shall join the member in his objection, such postponement shall be until the next regular meeting; but for an emergency measure at least five members in all must object. This procedure shall not be used more than once for any matter bearing a single docket

ARTICLE II. CLERK OF THE BOARD**Sec. 4-20. Election and term.**

The board of aldermen shall elect by ballot a clerk of the board to hold office for a term of two (2) years beginning with the first secular day of January after the election of a new board of aldermen and until his successor is appointed. (Rev. Ords. 1973, § 2-101)

Cross reference—City clerk, Ch. 6

Sec. 4-21. Salary.

(a) The compensation for the clerk of the board of aldermen shall be determined by the board of aldermen.

(b) As of January 1, 2008, the salary of the clerk of the board shall be at the annual rate of \$92,500, unless otherwise further amended by the board of aldermen. (Rev. Ord. 1973, § 2-102; Ord. No.118, 3-1-76; Ord. No. 265, 2-21-78; Ord. No. R-106, 1-5-81; Ord. No. R-211, 1-18-82; Ord. No. R-315, 3-21-83; Ord. No. S-118, 9-17-85; Ord. No. S-207, 8-11-86; Ord. No. S-208, 8-11-86; Ord. No. S-283 and S-284A, 12-7-87; Ord. No. T-29, 6-5-89; Ord. No. T-30, 6-5-89; Ord. No. T-104, 9-17-90; Ord. No. T-107, 10-15-90; Ord. No. T-224, 5-4-92; Ord. No. T-225, 6-1-92; Ord. No. V-20, 6-19-95; Ord. No. V-134, 10-6-97; Ord No. W-27, 2-20-01; Ord. No. X-164, 08-08-05; Ord. No. X-210, 12-19-05; Ord. No. Y-30, 8-13-07; Ord. No. Z-10, 11-19-07)

Editor's note – Ord. No.Y-30 became effective on 7/1/07.

Sec. 4-22. Departmental organization; staff.

The clerk of the board shall be the head of his department with the benefits relating thereto and shall have a staff of three (3) committee clerks and two (2) secretaries. There shall also be made available from time to time to the clerk of the board's staff an additional clerk-typist assigned to the city clerk's office as the work load of the city clerk's office and the clerk of the board's office shall require. The clerk of the board's staff salaried by his department shall be solely responsible to the clerk of the board. (Rev. Ords. 1973, § 2-103; Ord. No. T-104, 9-17-90)

Sec. 4-23. Facilities.

The clerk of the board and his staff shall have such adequate office facilities in the city hall as may be recommended by the clerk of the board and approved by the board of aldermen. (Rev. Ords. 1973, § 2-104)

Sec. 4-24. Equipment.

The office of the clerk of the board and his staff shall have such equipment available as is necessary to adequately serve the needs of his department. (Rev. Ords. 1973, § 2-105)

Sec. 4-25. Responsibility of clerk of the board.

The clerk of the board shall be solely responsible to the board of aldermen, from whom he shall receive his direction and authority. (Rev. Ords. 1973, § 2-106)

Sec. 4-26. Relationship between clerk of the board and city clerk.

(a) The clerk of the board shall have the title and status of assistant city clerk with the responsibilities and powers vested by law in such office. In the absence of the city clerk for reason of sickness, vacation, or absence from the city, the clerk of the board shall also become the acting city clerk with all the rights, duties, and responsibilities authorized by law in the city clerk.

Department Head Compensation Comparisons

Information taken from the FY2012 Budget

Arranged by Compensation

Position	Budgeted Compensation		Total Compensation			# of Employees	General Fund FY12 Budget
	FY12	1% plus \$750	FY12	Grade	Step		
Chief Administrative Officer	127,220	2,022	129,242	H17	13		
Fire Chief	126,030	2,010	128,040	H16	13	187	16,430,025
Comptroller	125,596	2,006	127,602	H13	Z	8	28,971,622
Public Works Commissioner	124,164	1,992	126,156	H16	12	136	18,611,442
Chief Financial Officer	120,517	1,955	122,472	H13	11		
Police Chief	118,733	1,937	120,670	H16	9	198	17,594,349
Chairman, Board of Assessors	111,210	1,862	113,072	H13	16	13	1,133,166
Director of Human Resources	111,210	1,862	113,072	H13	16	8	1,082,116
City Solicitor	110,812	1,858	112,670	H15	7	11	1,165,405
Recreation Commissioner	109,322	1,843	111,165	H14	10	42	3,887,779
Retirement Director	106,648	1,816	108,464	QQQ		2	
City Librarian	106,347	1,813	108,160	H13	13	70	5,026,438
Health and Human Services Commissioner	106,110	1,811	107,921	H14	8	40	2,954,503
Collector/Treasurer	104,773	1,798	106,571	H13	12	10	22,680,915
Inspectional Services Commissioner	103,211	1,782	104,993	H13	11	13	1,080,707
Public Buildings Commissioner	95,593	1,706	97,299	H14	1	32	3,513,242
Executive Secretary Elections	93,250	1,683	94,933	H11	12	5	566,205
City Clerk/Clerk of the Board	92,857	1,679	94,536	QQQ		13	1,123,804
Senior Center Director	88,459	1,635	90,094	H10	13	4	569,826
Purchasing Agent	84,288	1,593	85,881	H12	1	5	378,161
Veterans Agent	82,104	1,571	83,675	H10	8	2	292,498
Museum Director	82,104	1,571	83,675	H10	8	3	237,014
Director of Planning .75 position	72,772	1,478	74,250	H14	2	12	904,159
Director of IT - Vacant			0	H13		7	1,113,907

Department Head Compensation Comparisons

#85-12

Information taken from the FY2012 Budget

Arranged by Budget

Position	Budgeted Compensation		Total Compensation			# of Employees	General Fund FY12 Budget
	FY12	1% plus \$750	FY12	Grade	Step		
Comptroller	125,596	2,006	127,602	H13	Z	8	28,971,622
Collector/Treasurer	104,773	1,798	106,571	H13	12	10	22,680,915
Public Works Commissioner	124,164	1,992	126,156	H16	12	136	18,611,442
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Fire Chief	126,030	2,010	128,040	H16	13	187	16,430,025
City Librarian	106,347	1,813	108,160	H13	13	70	5,026,438
Recreation Commissioner	109,322	1,843	111,165	H14	10	42	3,887,779
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Retirement Director	106,648	1,816	108,464	QQQ		2	
Chief Administrative Officer	127,220	2,022	129,242	H17	13		
Chief Financial Officer	120,517	1,955	122,472	H13	11		

Sorted by Population

City / Town	Population	Compensation	Staff	App / Elect
Boston	617,594	\$ 102,492	14	Appointed
Worcester	181,045	\$ 125,260	19	Elected
Springfield	153,060	\$ 106,486	10	Appointed
Cambridge	105,162	\$ 123,332	10	Appointed
New Bedford	95,072	\$ 69,142	5	Appointed
Brockton	93,810	\$ 101,036	11	Appointed
Quincy	92,271	\$ 99,100	10	Appointed
Lynn	90,329	\$ 101,328	7	Appointed
Fall River	88,857	\$ 94,401	4	Appointed
Newton	85,146	\$ 92,500	13	Appointed
Somerville	75,754	\$ 78,387	6	Appointed
Waltham	60,632	\$ 108,919	11	Appointed
Brookline	58,732	\$ 104,045	6	Elected
Natick	33,006	\$ 65,000	4	Elected
Watertown	31,915	\$ 83,999	3	Appointed
Needham	28,886	\$ 81,850	5	Elected
Wellesley	27,982	\$ 74,903	4	Elected
Dedham	24,729	\$ 85,261	4	Elected
Weston	11,261	\$ 72,159	2	Appointed

Sorted by Compensation

City / Town	Population	Compensation	Staff	App / Elect
Worcester	181,045	\$ 125,260	19	Elected
Cambridge	105,162	\$ 123,332	10	Appointed
Waltham	60,632	\$ 108,919	11	Appointed
Springfield	153,060	\$ 106,486	10	Appointed
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Brockton	93,810	\$ 101,036	11	Appointed
Quincy	92,271	\$ 99,100	10	Appointed
Fall River	88,857	\$ 94,401	4	Appointed
Newton	85,146	\$ 92,500	13	Appointed
Dedham	24,729	\$ 85,261	4	Elected
Watertown	31,915	\$ 83,999	3	Appointed
Needham	28,886	\$ 81,850	5	Elected
Somerville	75,754	\$ 78,387	6	Appointed
Wellesley	27,982	\$ 74,903	4	Elected
Weston	11,261	\$ 72,159	2	Appointed
New Bedford	95,072	\$ 69,142	5	Appointed
Natick	33,006	\$ 65,000	4	Elected

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Springfield	153,060	\$ 106,486	10	Appointed
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Lynn	90,329	\$ 101,328	7	Appointed
Brookline	58,732	\$ 104,045	6	Elected
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Wellesley	27,982	\$ 74,903	4	Elected
Natick	33,006	\$ 65,000	4	Elected
Watertown	31,915	\$ 83,999	3	Appointed
Weston	11,261	\$ 72,159	2	Appointed

* = Per FY12 budget Clerk Staff is listed as 12.6 with each Alderman listed as 0.1 FTE

Sorted by Appointed or Elected the Population

City / Town	Population	Compensation	Staff	App / Elect
Boston	617,594	\$ 102,492	14	Appointed
Springfield	153,060	\$ 106,486	10	Appointed
Cambridge	105,162	\$ 123,332	10	Appointed
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Dedham	24,729	\$ 85,261	4	Elected

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