

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE REPORT

MONDAY JUNE 11, 2012

Present: Ald. Gentile (Chairman), Ciccone, Linsky, Salvucci, Rice, Blazar, Fuller, and Lappin

Also present: Ald. Albright, Crossley, Danberg, Laredo, and Lennon

City staff present: Tom Lopez (Fire Union President), Joe Mulvey (Interim Director of Information Technology), Paul Chagnon (Assistant Fire Chief), Stephanie Gilman (Public Buildings Commissioner), Alex Valcarce (Project Manager; Public Buildings), Arthur Cabral (Budget and Project Specialist; Public Buildings Department), Frank Nichols (Project Manager, Department of Public Works), Alice Ingerson (Community Preservation Planner), and Ryan Ferrara (Chief of Finance and Budget; Department of Public Works)

#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]

ACTION: **APPROVED AS AMENDED 8-0**

NOTE: Chief Financial Officer Maureen Lemieux and Director of Information Technology Joe Mulvey presented the request for a transfer of funds to purchase a storage area network to support the Fire Department's scheduling software referred to in the below docket item. The storage area network is a more cost effective approach than the purchase of a new server. The request also includes a small amount of funding to purchase the equipment needed for the telephone contact portion of the scheduling software, which would be used to automatically telephone firefighters to inform them of things like overtime opportunities, detail opportunities, and emergency recalls.

The docket item needs to be amended to state that the transfer is from IT Department Full-time Salaries instead of Fire Department Full-time Salaries. Ald. Fuller moved approval of the item as amended to reflect the needed change, which carried unanimously.

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

ACTION: **APPROVED 8-0**

NOTE: Chief Financial Officer Maureen Lemieux, Director of Information Technology Joe Mulvey, Assistant Fire Chief Chagnon, and Fire Union President Tom Lopez were present for the discussion of the request for funding to purchase scheduling software for the Fire

Department. The Fire Department and Administration have been meeting for a number of months regarding purchasing scheduling software for the Fire Department. The Administration has chosen to use software provided by Kronos' Telestaff after demonstrations were provided by Kronos and other software scheduling companies and collaborating with the Fire Department, the Fire Union, and the Information Technology Department. The Union also contacted other Fire Departments regarding the software and the communities were very pleased with the software as it eliminates waste, is very transparent, and efficient.

The Fire Department currently does all scheduling manually, which leads to errors that have resulted in union grievances. The new software will be rules based with communication capabilities to enhance response times. The software will handle emergency deployment, regular scheduling, overtime, minimum manning requirements and shift coverage scheduling for the Fire Department. The software is also compatible with the City's Finance Plus Software allowing the transfer of information between the two programs. Further information on the features and benefits of the software are attached.

The Committee questioned whether it would be better to wait until the City has hired a Chief of Information Officer to purchase the software. Ms. Lemieux explained that the purchase of this software is in line with the recommendations of the IT Advisory Committee. In addition, the implementation of this software should cut down on the number of grievances filed by firefighters as soon as it is implemented. President of the Firefighters' Union Tom Lopez added that the software is expected to alleviate many problems related to time management in the department. In addition the Communications Officer in the Fire Department currently handles all of the scheduling and with the implementation of the software, he will be able to focus on other responsibilities of his position.

Committee members inquired if there was any consideration given to using the software in other departments, such as the Police Department. The Police have very different scheduling needs but the Administration has asked for a quote for the Police Department.

The Committee also asked if training was included in the purchase cost. Kronos Telestaff provides between three and four days of training as part of the cost as well as the first year of maintenance. Ald. Fuller suggested that someone look at the escalation of the maintenance fee over the next few years before any contract is signed. With that Ald. Fuller moved approval, which carried unanimously.

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]
PUBLIC FACILITIES APPROVED 7-0 (Danberg not voting) on 06/11/12

ACTION: **APPROVED 8-0**

NOTE: The Finance Committee met jointly with the Public Facilities Committee on the request for authorization to bond \$6,750,000 for the construction of an addition and other modifications to the Day Middle School. A projected budget estimate for the project is attached. Vassilios Valaes of HMFH Architects reviewed the plans for F.A. Day Middle School with the Committees. The renovations to the school include converting the existing administration area located at the southeast corner of the building to four classrooms and adding a third-floor addition above the existing administration space to create two new classrooms. There will be a total of six classrooms added to the school and an expansion of the cafeteria to reduce the number of lunches from five to three. The administration area will be relocated to a two-story addition at the Minot Street entryway to the school. The relocation of the administrative offices will provide a defined and supervised entryway into the school.

The project also includes adding a sprinkler system throughout the existing school and the additions. There will be improvements to the parking area, which include two accessible parking spaces and an accessible van parking space, as well as a drop-off area and an entry plaza at the Minot Street entry. The plan includes 55 parking spots, which is an increase of two spaces over what currently exists. The Fire Department has reviewed the parking plan and fire access and has approved the plans. The attached plans give further details of the specific changes to areas of the school.

The project received site plan approval from the Board of Aldermen in December of 2011 and at this point the project is ready to move forward into the construction phase of the project. The Design Review Committee (DRC) submitted the attached letter to the Board of Aldermen dated May 31, 2012, stating that the DRC has reviewed the 90% construction drawings for the project and found that the drawings and specifications substantially meet the project requirements. The architect has since addressed seven of the 8 items identified by the DRC to be addressed in the final construction documents. Unfortunately, the contingency for the project cannot be raised from 5% to 10%. However, the Administration will consider raising the contingency for future projects.

The architect has improved upon the DRC's recommendation pertaining to the windows, which has resulted in window system specifications that exceed the Stretch Code. A mock-up of the window system will be done and tested before the windows are installed to ensure they meet all specifications. There was question regarding whether the \$15,000 dedicated to commission in the project budget was enough. Mr. Valcarce explained that there are only two new HVAC units being added to the building and that the \$15,000 is sufficient to commission those units.

The bid includes three alternates. The first alternate relates to providing infrastructure for a science classroom in the third floor addition, the second alternate is to provide casework for the science classroom and the third alternate is for the inclusion of a vestibule and two small learning spaces to be located at the west entry to the school. Principal of F.A. Day Middle School Brian Turner explained the need for an additional science classroom at the school. F.A. Day had a student population of 850 for the 2010-2011 school year, resulting in 8.5 teams. This year the number of students increased to a population that required 9 teams. It is expected that the student population will continue to grow over the next few years resulting in 10.5 teams. The

school requires the same of science classrooms and teachers as teams. There was some concern that there would not be another opportunity to address the need for a science classroom if the bids came in at the estimated budget. The Chair of Finance stated that he had asked if that were the case would the Board of Aldermen have another opportunity to address the science classroom need and was told that yes, it could be revisited. The Chair of Finance will monitor the science classroom issue and provide information to the Board.

Alex Valcarce reviewed the construction phasing for the project. Utility work on Minot Place and the cafeteria expansion will begin this summer. The contractor will work on the sprinkler or any other required work inside the school when students are not present. The additions can be worked on while school is in session, as the additions have a minimal impact the school operations.

The Administration had hoped to have received the bids for the project before the Board of Aldermen voted the funding. However, due to an error in the Central Register advertisement, the City did not receive any bids. The Purchasing Department phoned contractors and explained the error in the advertisement and as a result have a number of interested contractors. The sub file bids are due to the City on June 13, 2012 and the general contractor bids are due on June 21, 2012. The work is critical and the Administration would like the Board to vote the funding at the next Board of Aldermen meeting. The Chair of Finance referred the Committees to the draft project expenditure budget (attached), which will be part of the Board Order for this project. The line items included in the expenditure budget will require a recommendation by the Mayor and a majority vote by the Board Aldermen to transfer funds between line items with the exception of the project contingency line item, which the Mayor can approve transfers without Board of Aldermen approval.

Chief Financial Officer Maureen Lemieux walked through the bonding for the project. This year's budget includes debt service of \$16,259,000. If every projected that is funded through debt service is approved by the Board of Aldermen, she is anticipating that the debt service will be between \$17.1 and \$17.2 million next year, which includes this project and the renovation of Carr School. The intent is to bond this project for 20 years. The principal payments will be approximately \$338,000 per year. The interest payments for next year's sale are being calculated at 3% and for sales after that it is being calculated at 4%. The interest on the project at a 3% rate would be starting at \$236,000 and would decline at about \$12,000 per year.

The Chair of Finance inquired why the Administration is not considering bonding the project for thirty years, as interest rates are so low. Ms. Lemieux stated that she is willing to run models for 30 years versus 20 years and discuss them with the Chair but her preference is to see debt declining faster in order to continue with other projects. The Chairman of Finance suggested that the Board Order state that the project is to be bonded for no less than 20 years.

Ald. Albright moved approval of the item in the Public Facilities Committee, which carried unanimously. Ald. Fuller moved approval with the requirement that the project be bonded for no less than 20 years, which carried unanimously.

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

ACTION: **APPROVED 7-0 (Linsky not voting)**

NOTE: Frank Nichols of the Public Works Department reviewed the restoration of the city-owned Civil War monument located in the Newton Cemetery. The monument is close to 150 years old and is deteriorating. The project will restore the monument and retaining wall that provides support to the monument. Mr. Nichols will provide project management for the restoration. The Community Preservation Committee has recommended unanimously the funding \$134,000 for the restoration of the monument through the use of Community Preservation Act Funds. The recommendation is attached.

Ald. Salvucci moved approval of the item, which carried unanimously.

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

ACTION: **APPROVED 7-0 (Linsky not voting)**

NOTE: Commissioner of Public Works David Turocy presented the request to bond \$4,239,878 to fund Phase 1 of the 11-year Underground Infrastructure Strategic Plan. Phase I addresses Project Area I, which is comprised of areas of Newtonville and West Newton sewer system that were deemed to be the largest contributors of inflow and infiltration problems within the City. The Phase I portion of the project includes design, construction, Project Area II inspection and assessment, smoke and dye testing in Project Areas I, II, and III, and post-construction flow evaluation in Project Area I.

By investing in the sewer system the Massachusetts Water Resource Authority (MWRA) assessments will decrease, as a result of the reduction of infiltration and inflow. It is estimated that approximately 60% of the sewerage treated by the MWRA is a result of inflow and infiltration. The saving will not be instantly realized as the MWRA assessments are based on the prior three years of sewer flow in order to minimize the impact of extremely wet year on communities.

Three questions concerning the sewer rates were asked during the Public Facilities Committee discussion to be answered at the Finance Committee discussion. Commissioner Turocy provided answers to the questions. There is no impact on the FY 13 sewer rates as a result of the project and there is a .7% impact to the rates in FY 14. If the sewer rate were to be increased slightly it is unlikely that the City would be able to address the plan any quicker due to the City's ability to manage such a large project and find contractors to do the additional work. The scale of work would become much larger and there would be fewer contractors available to do the work. It was suggested that the Administration may want to consider putting out two bids; one with a larger scale of work and one for a smaller scale to see if it is possible to do the larger scale work. Chief Financial Officer Maureen Lemieux responded that it may make more sense to structure the bid to include an alternate to assess Project Area III as part of Phase I. This would give the City the ability to add additional work at the start of Phase II of the project. The phasing of the project is based on doing the project areas with the biggest payback first and it may make sense to do those areas quicker and slow down on the last few project areas. With that, Ald. Lappin moved approval of the item, which carried by a vote of seven in favor and none opposed.

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

ACTION: **APPROVED 7-0 (Linsky not voting)**

NOTE: Commissioner Turocy presented the request to transfer funds from various accounts within the Water Enterprise Fund to be used to pay the Mass Water Resource Authority MWRA assessment. The City receives preliminary water and sewer assessments in February each year for the previous year. The preliminary assessment charges are included in the budget as a line item. The finalized water and sewer assessment are received by the City in June of each year. In most cases the final assessments are less than the preliminary assessments; however, this past year the final water assessment was \$67,136 more than the preliminary assessment. The final sewer assessment was \$176,000 less than the preliminary sewer assessment. However, the City cannot transfer funds between the water and sewer enterprise accounts as they must be self-sustaining funds.

The Public Works Department was aware that additional funds were needed to address the increase in the water assessment but determined that the best course of action was to wait to see what funds would be available in the Water Enterprise Fund at the end of the fiscal year. The Commissioner identified the accounts included in docket item as having surplus funds and would like to transfer those surpluses to the Mass Water Resource Authority Assessment Account to address the shortfall.

The Committee understood the need for the transfer and Ald. Ciccone moved approval of the item, which carried unanimously.

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

ACTION: **HELD 7-0 (Linsky not voting)**

NOTE: The item was held without discussion as further information is expected to be provided to the Committee.

The Committee adjourned at 8:53 p.m. and all other items before the Committee were held without discussion. Draft Board Orders for the above items are attached.

Respectfully submitted,

Leonard J. Gentile, Chairman

CITY OF NEWTON

IN BOARD OF ALDERMEN

2012

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman, Alderman Leonard J. Gentile, the transfer of the sum of thirty thousand dollars (\$30,000) from Information Technology Salaries to the Information Technology Capital Outlay is hereby approved as follows:

FROM:	Information Technology Salaries (0111101-511001).....	\$30,000
TO:	Information Technology Capital Outlay (0111101-585111).....	\$30,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#172-12

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
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



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.

© 2011, Kronos Incorporated. Kronos and the Kronos logo are registered trademarks of Kronos Incorporated or a related company. Telestaff is a trademark of Kronos Incorporated or a related company. For a full list of Kronos trademarks, please visit the "trademarks" page at www.kronos.com. All other product, company names, or marks mentioned, if any, are used for identification purposes only and may be the trademarks of their respective owners. All specifications are subject to change. All rights reserved. 282556-PS0053-US

CITY OF NEWTON
IN BOARD OF ALDERMEN

2012

ORDERED:

That, in accordance with the recommendation of the Public Safety and Transportation Committee through its Chairman Allan Ciccone, Jr. and the Finance Committee through its Chairman, Alderman Leonard J. Gentile, the transfer of the sum of fifty-five thousand dollars (\$55,000) from Fire/Rescue Overtime to Fire Staff Scheduling Software is hereby approved as follows:

FROM:	Fire Salaries (0121002-513001).....	\$55,000
TO:	Fire Staff Scheduling Software (C210056-585121).....	\$55,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

**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*

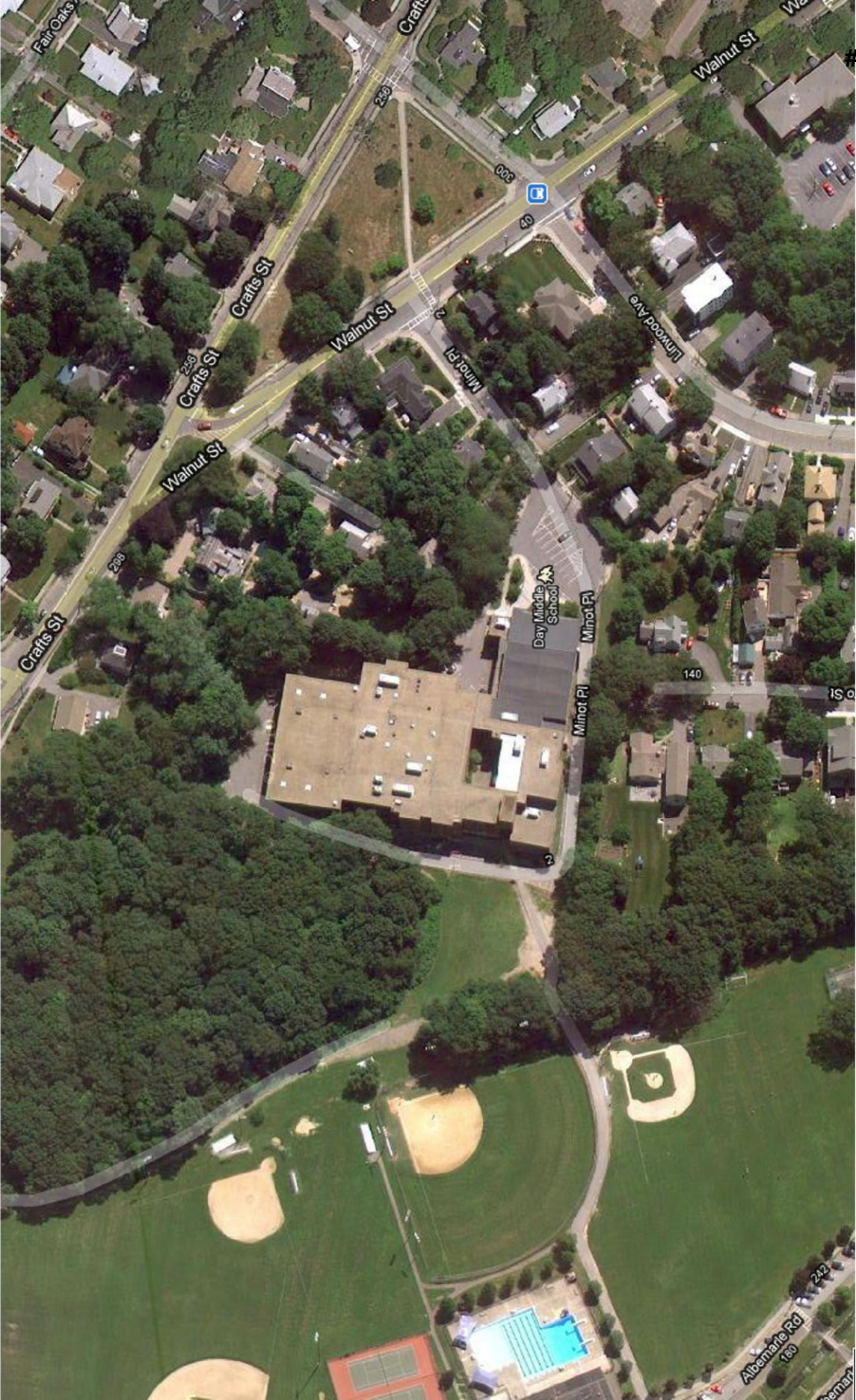
****Includes Construction of Temporary Space, P/A system Relocation, Fire Alarm/Utility Relocation*

- 
- A photograph of F. A. Day Middle School, a large brick building with a prominent entrance, surrounded by trees and a parking lot. The image is slightly faded to serve as a background for the text.
- **Site Plan & Entry Plaza**
 - **1st, 2nd & 3rd Floor Classrooms**
 - **Cafeteria**
 - **Administration and Student Services Suites**
 - **West Entry Reconfiguration**
 - **Phasing Plans**
 - **Elevations & Entry Rendering**

#115-12



F. A. Day Middle School
Newton, MA



#115-12



Aerial Map

F. A. Day Middle School
Newton, MA



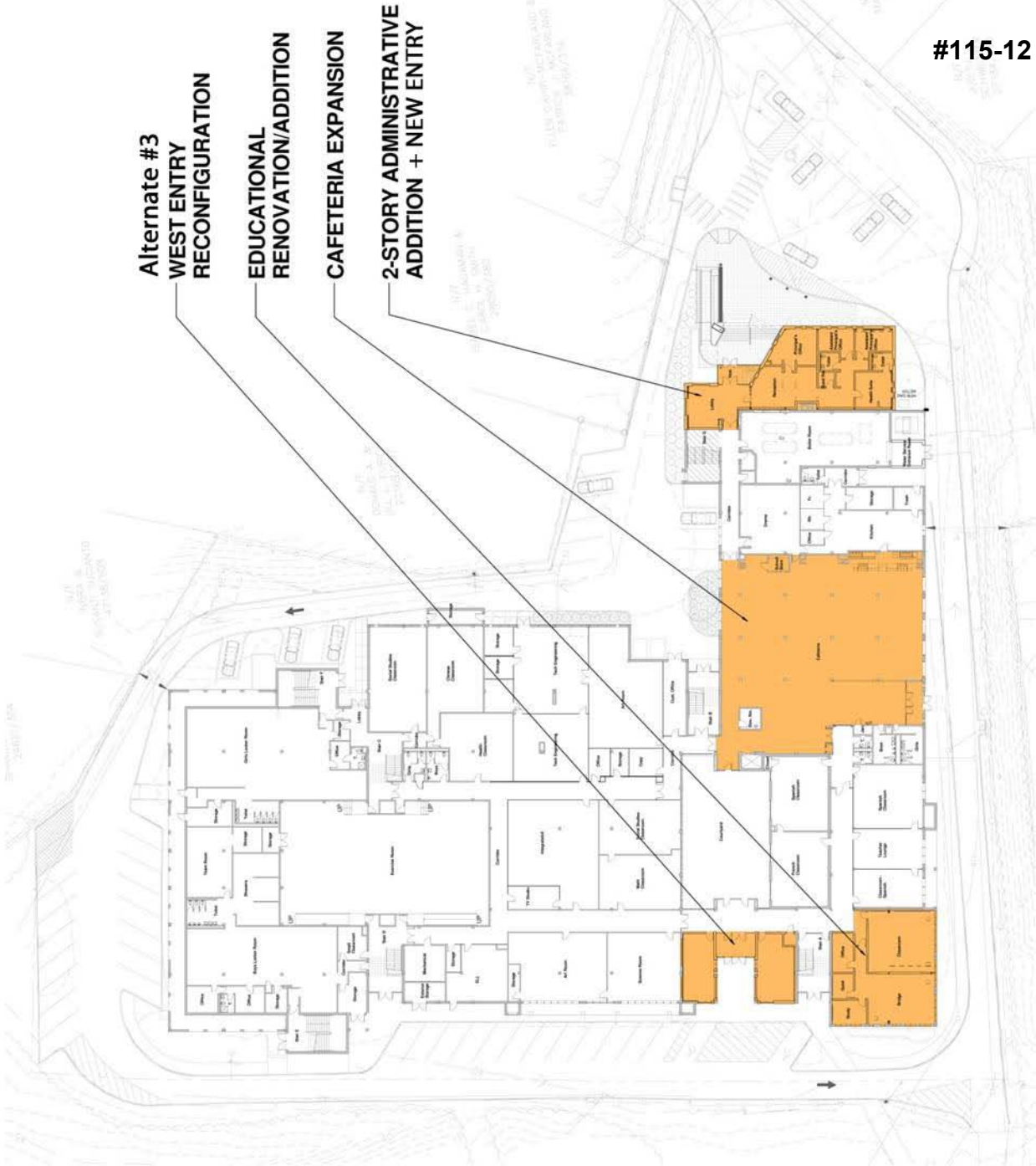
**Alternate #3
WEST ENTRY
RECONFIGURATION**

**EDUCATIONAL
RENOVATION/ADDITION**

CAFETERIA EXPANSION

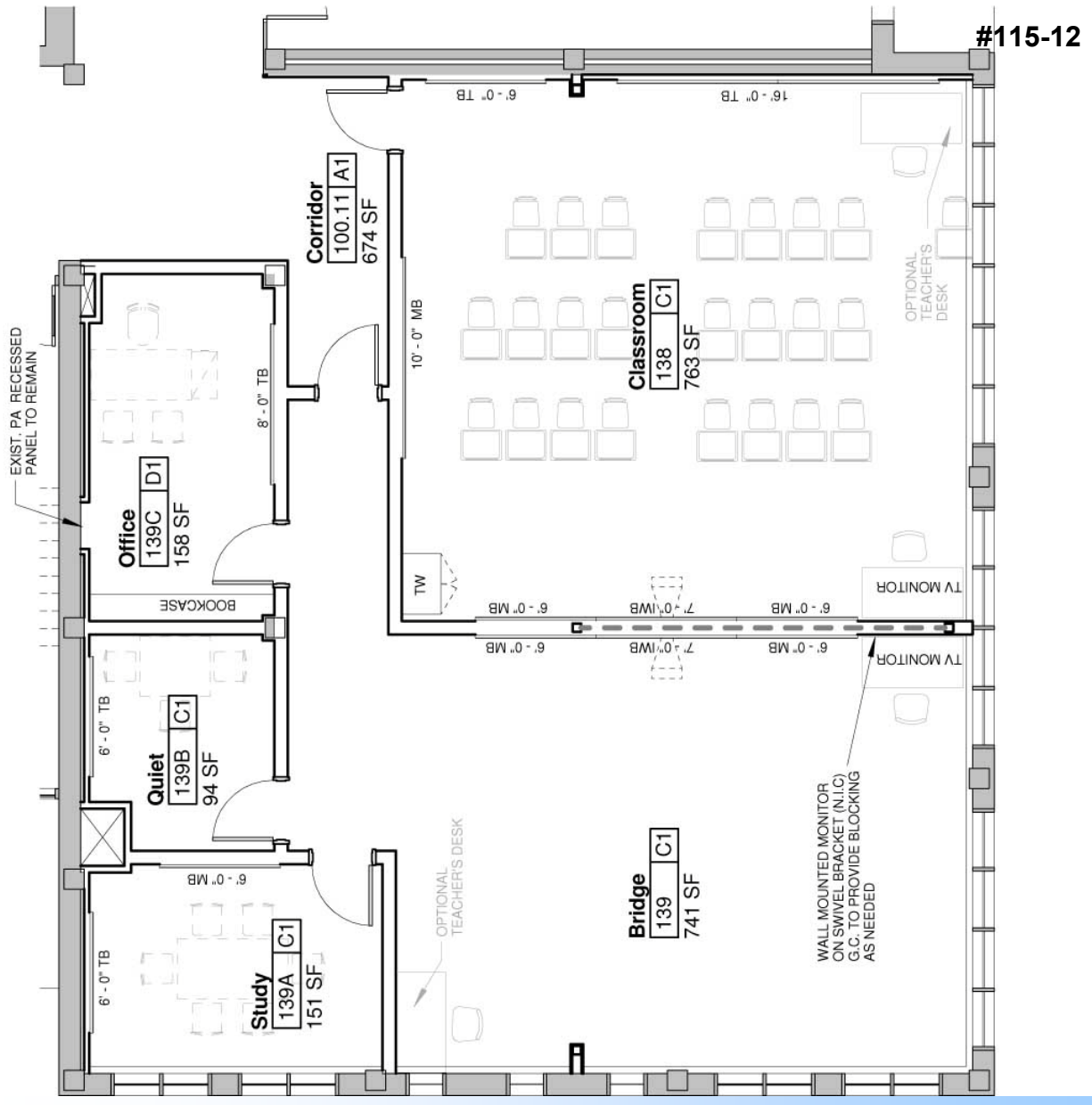
**2-STORY ADMINISTRATIVE
ADDITION + NEW ENTRY**

#115-12



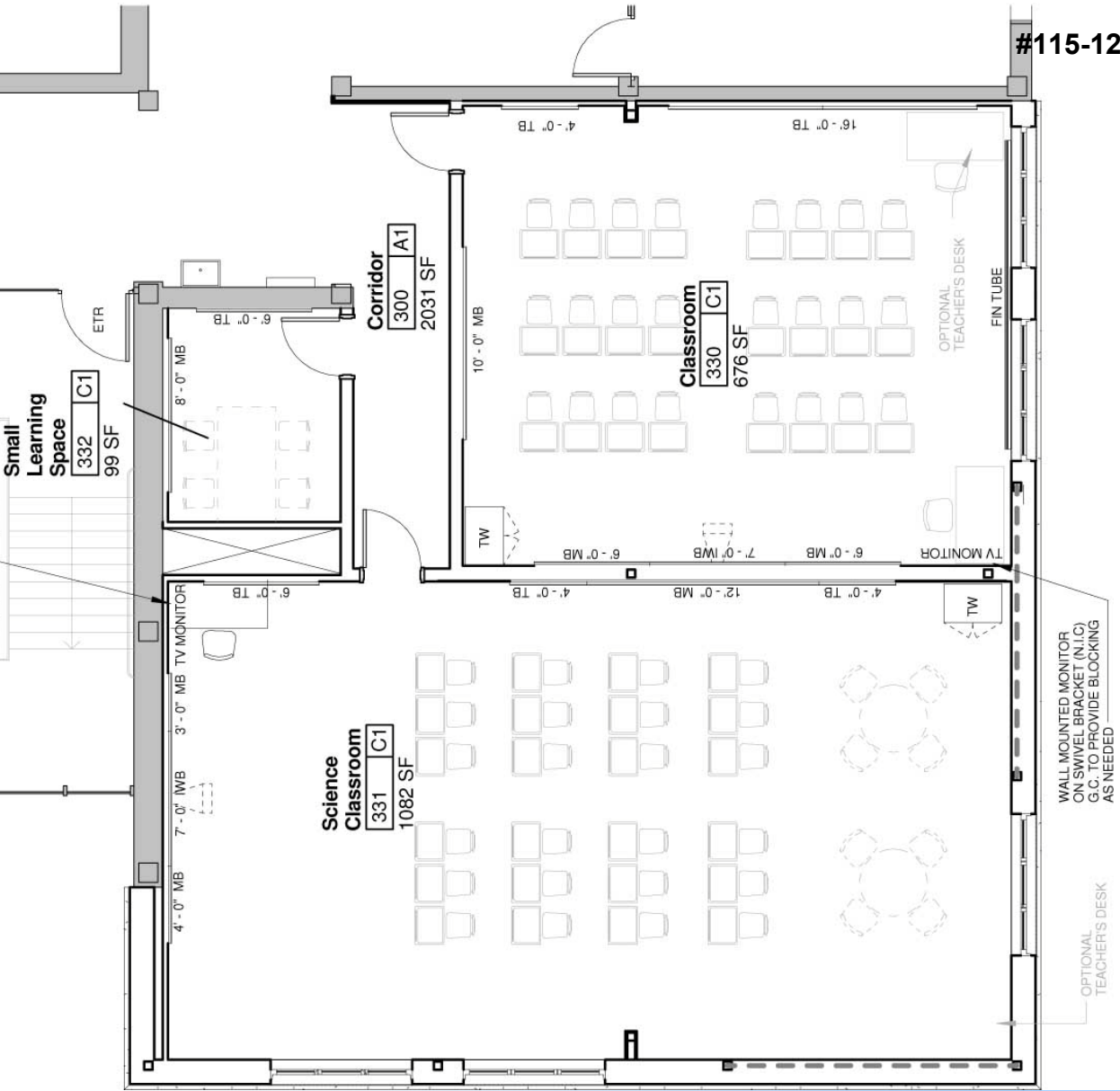
**F. A. Day Middle School
Newton, MA**

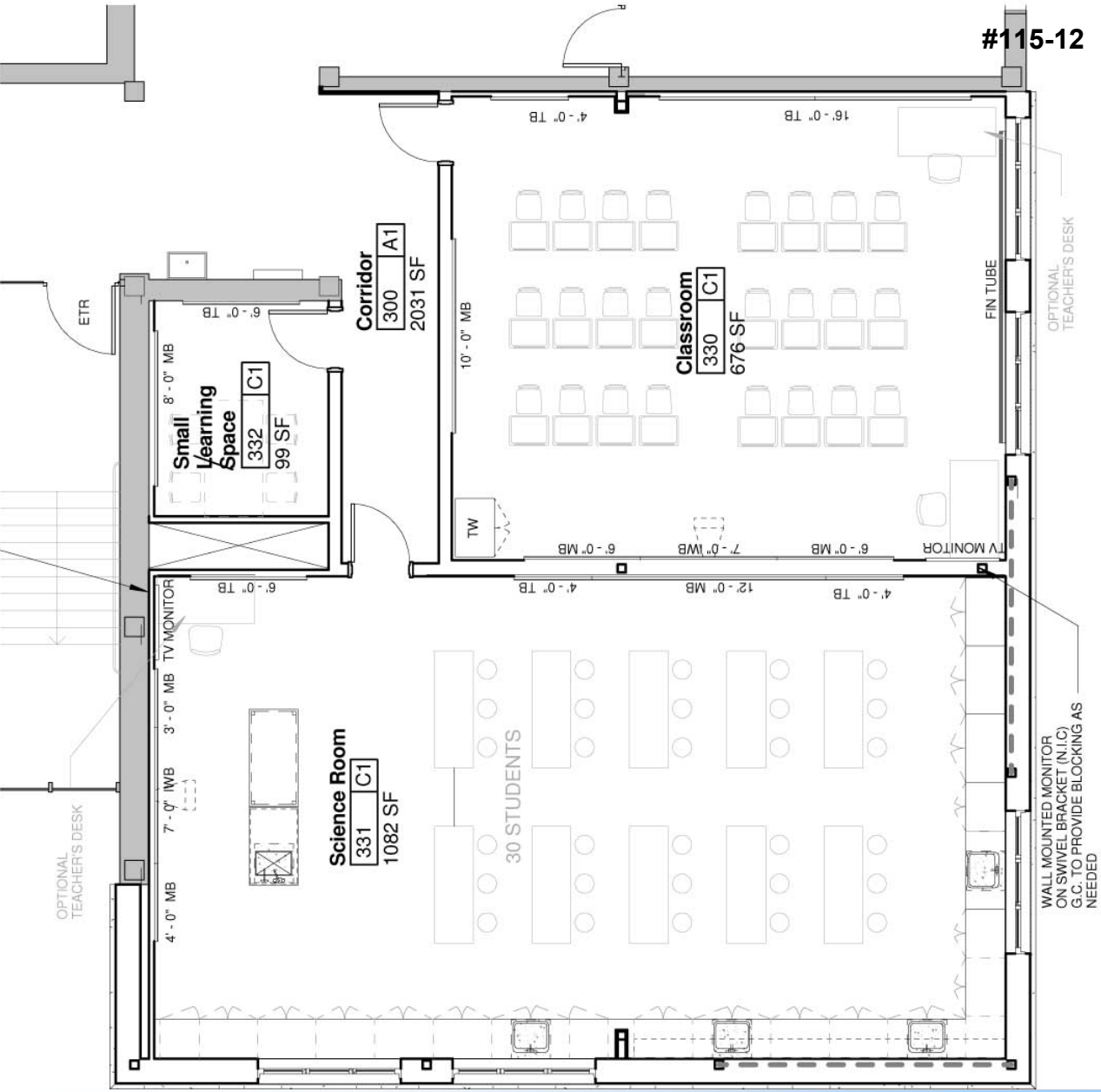
Scope of Work





Third Floor Classrooms – Base Bid

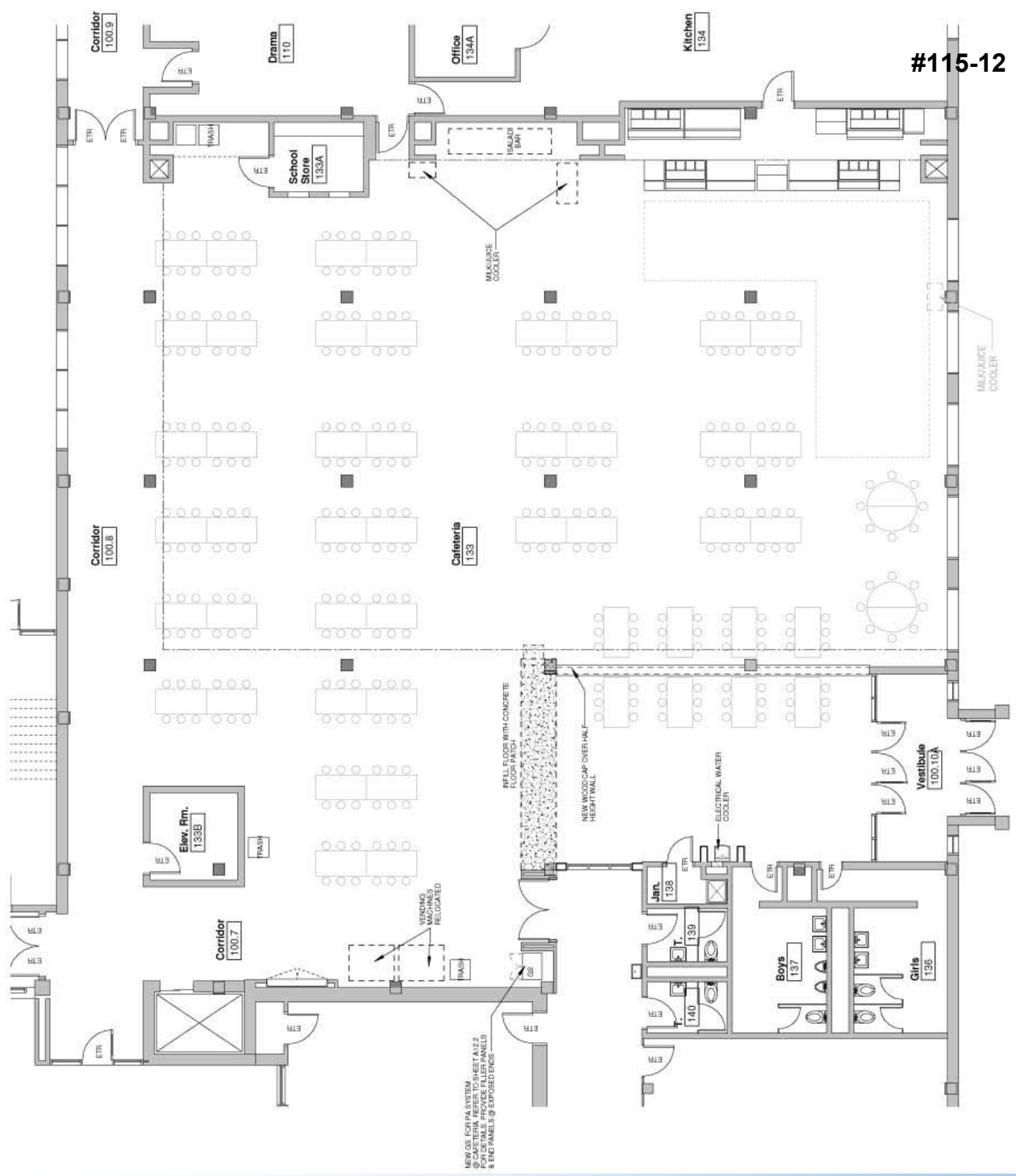




F. A. Day Middle School Newton, MA

Third Floor Classrooms - Alternate



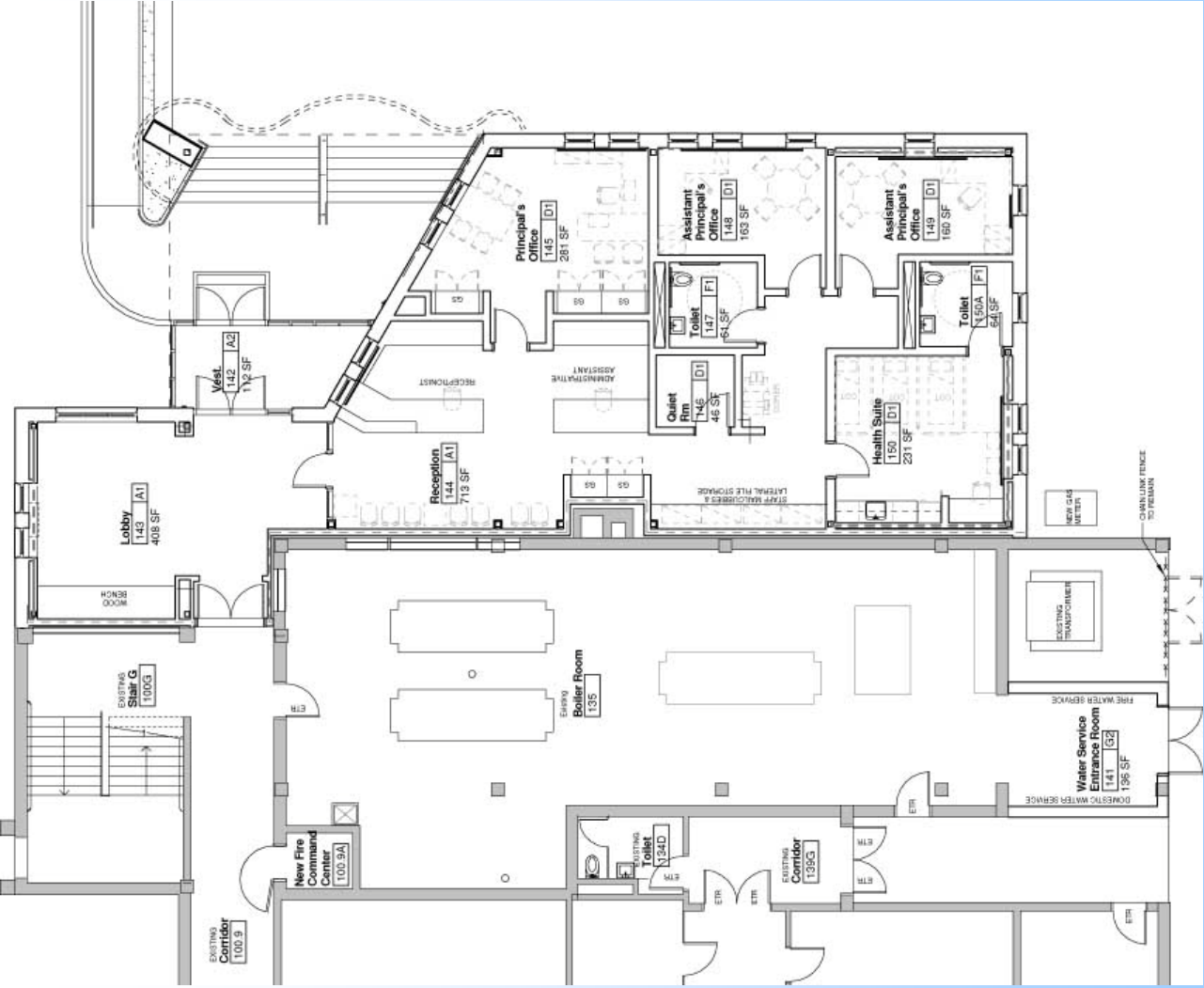


#115-12



Cafeteria Enlargement - 304 Seats

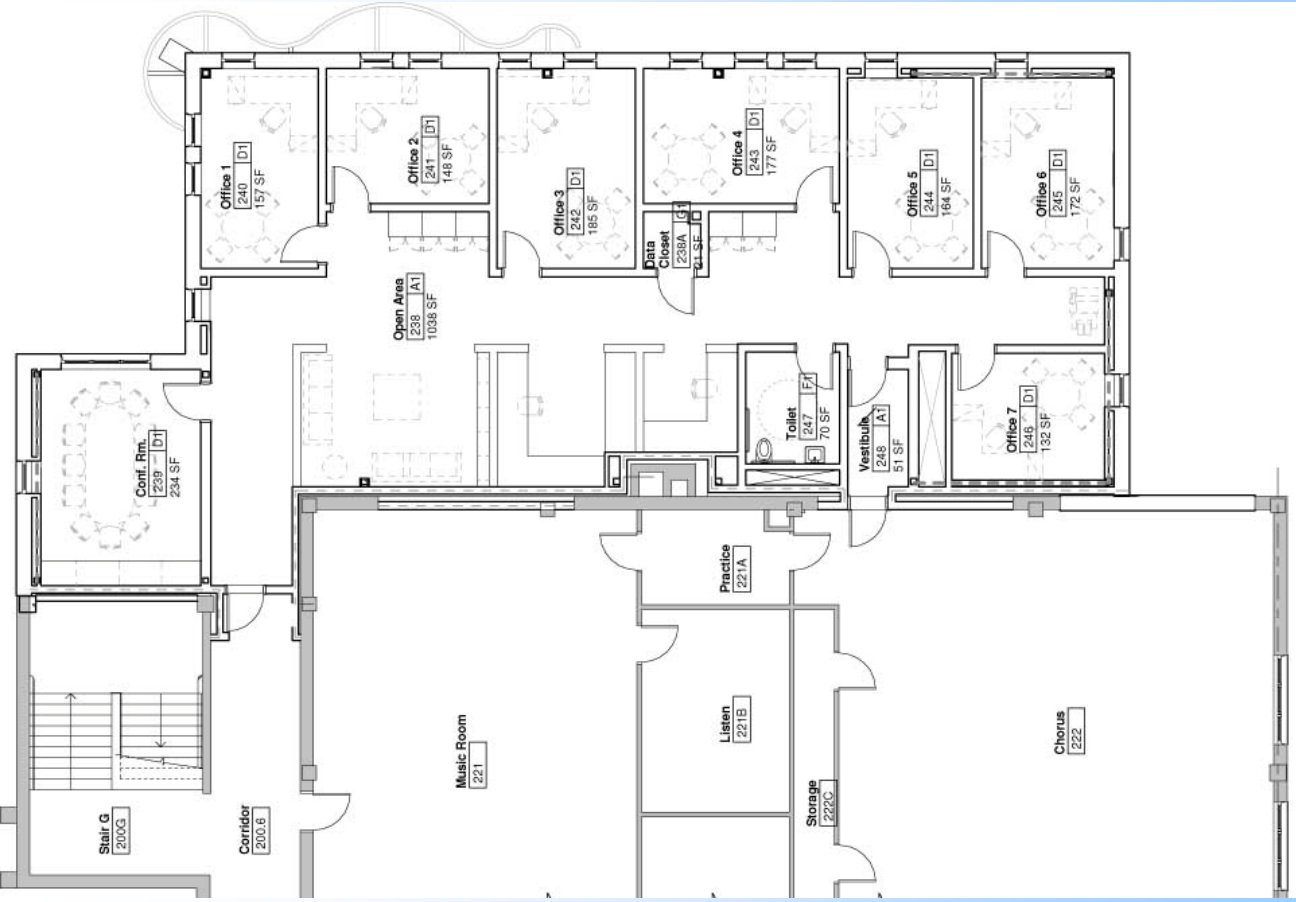
F. A. Day Middle School
Newton, MA



Administration Offices

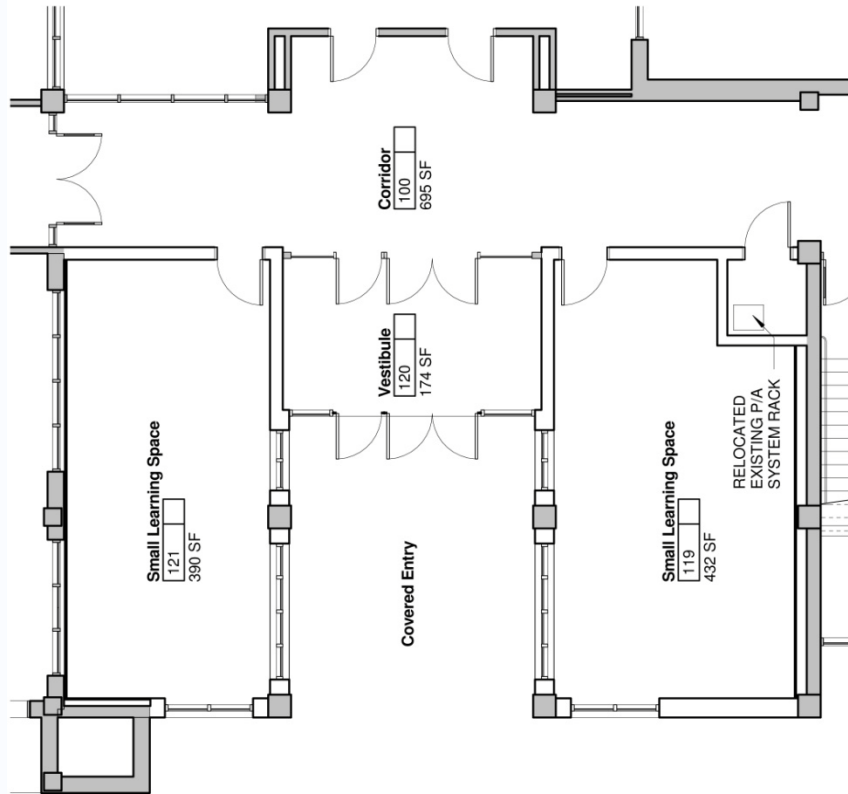
F. A. Day Middle School Newton, MA



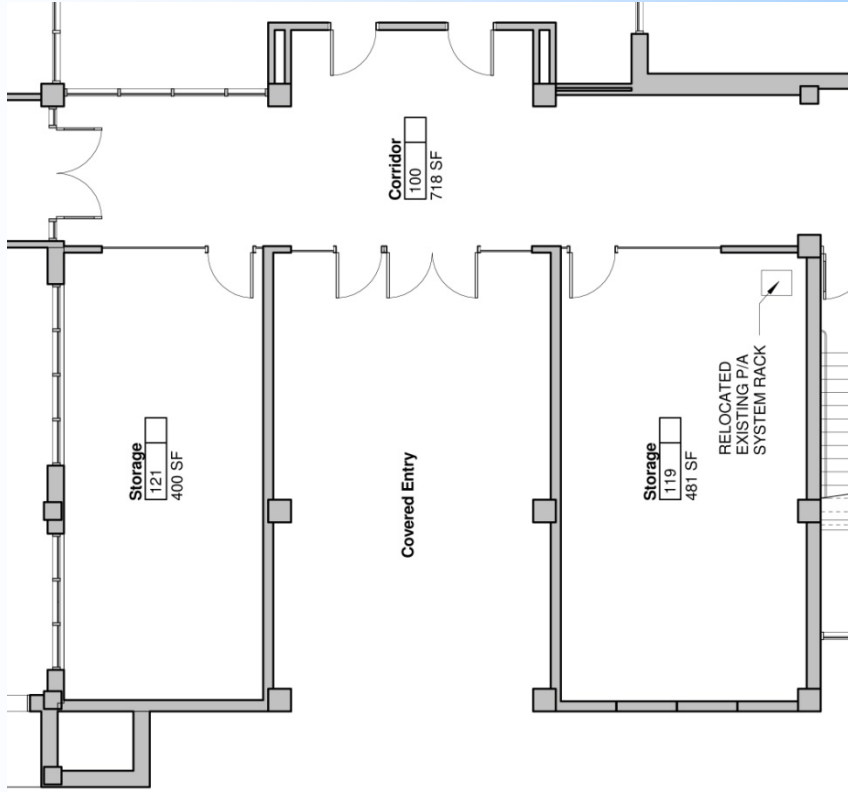


Student Services Area





Alternate



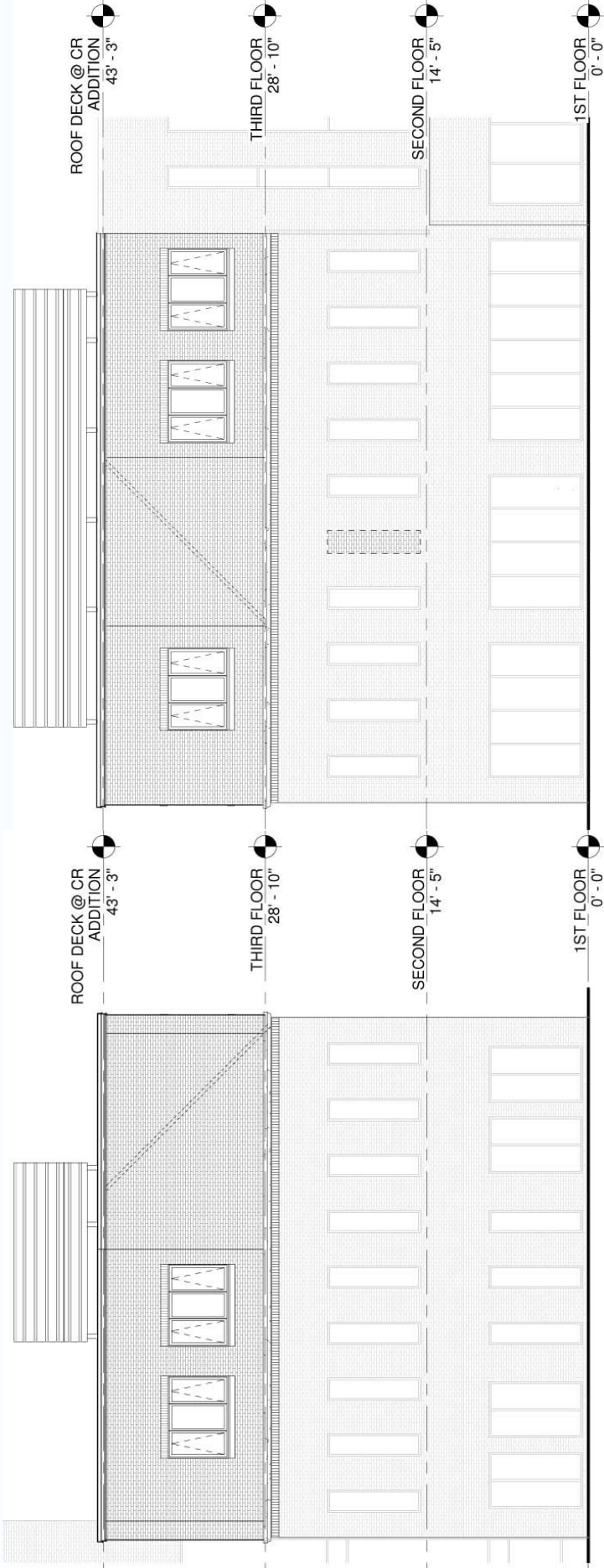
Base Bid

#115-12



West Entry

**F. A. Day Middle School
Newton, MA**



West Elevation



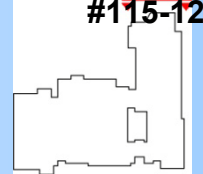
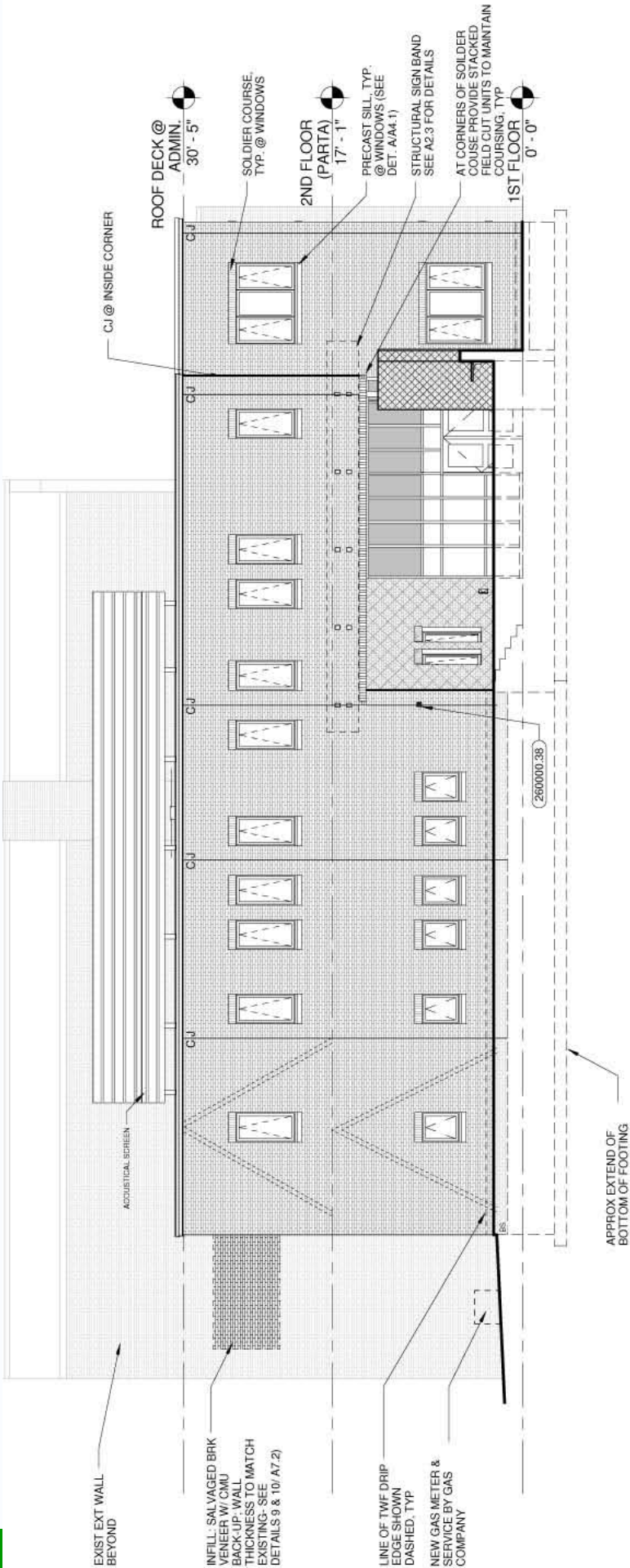
South Elevation

#115-12

**F. A. Day Middle School
Newton, MA**



Elevations at Classrooms



South Elevation

F. A. Day Middle School
Newton, MA

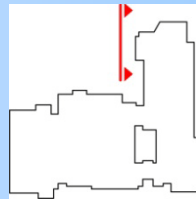
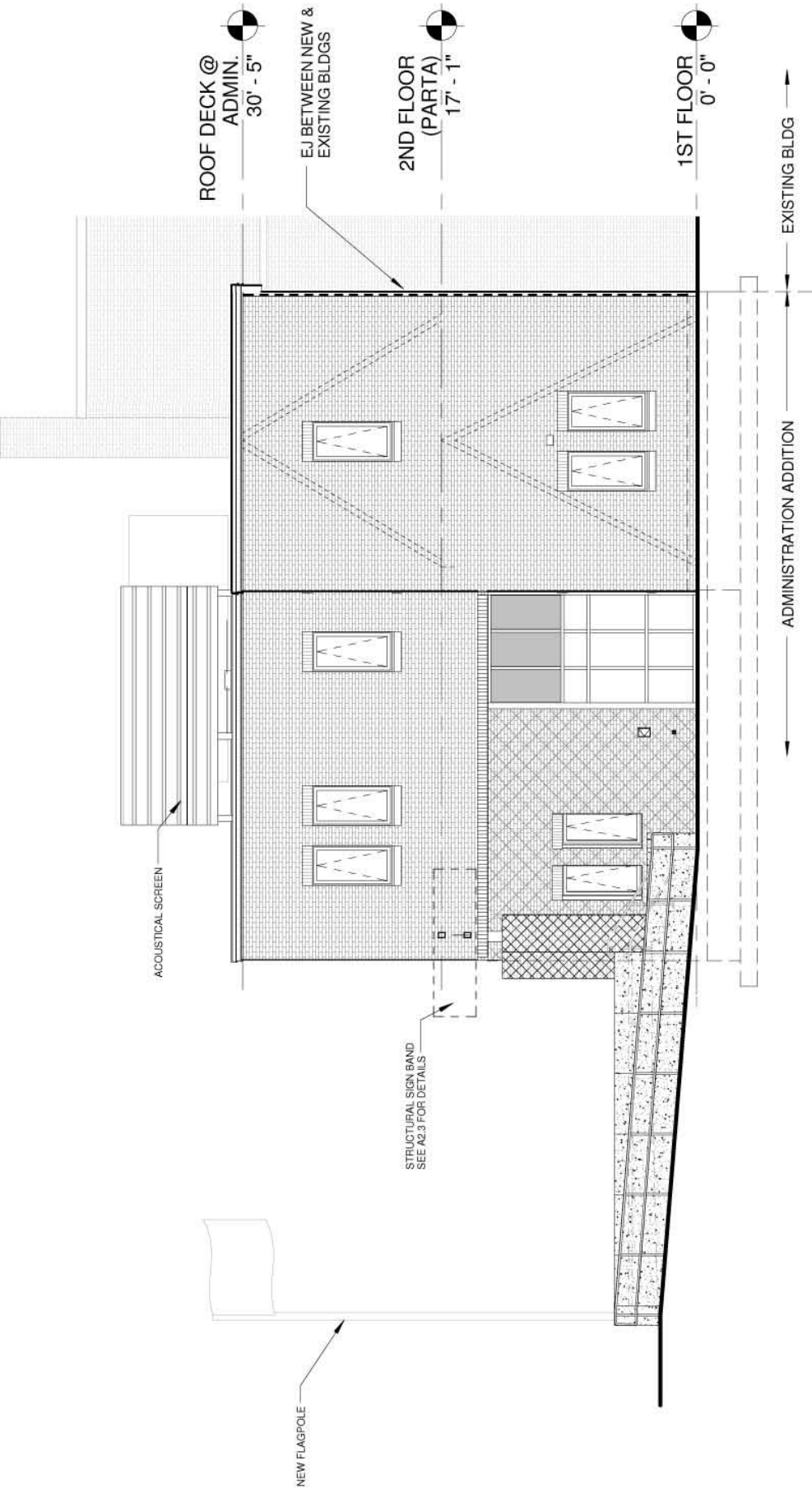
Elevation at 2-Story Addition





F. A. Day Middle School Newton, MA

#115-12

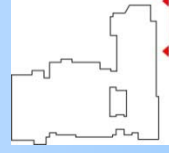


North Elevation

Elevation at 2-Story Addition



#115-12



South Elevation

Elevation at 2-Story Addition

F. A. Day Middle School
Newton, MA





#115-12



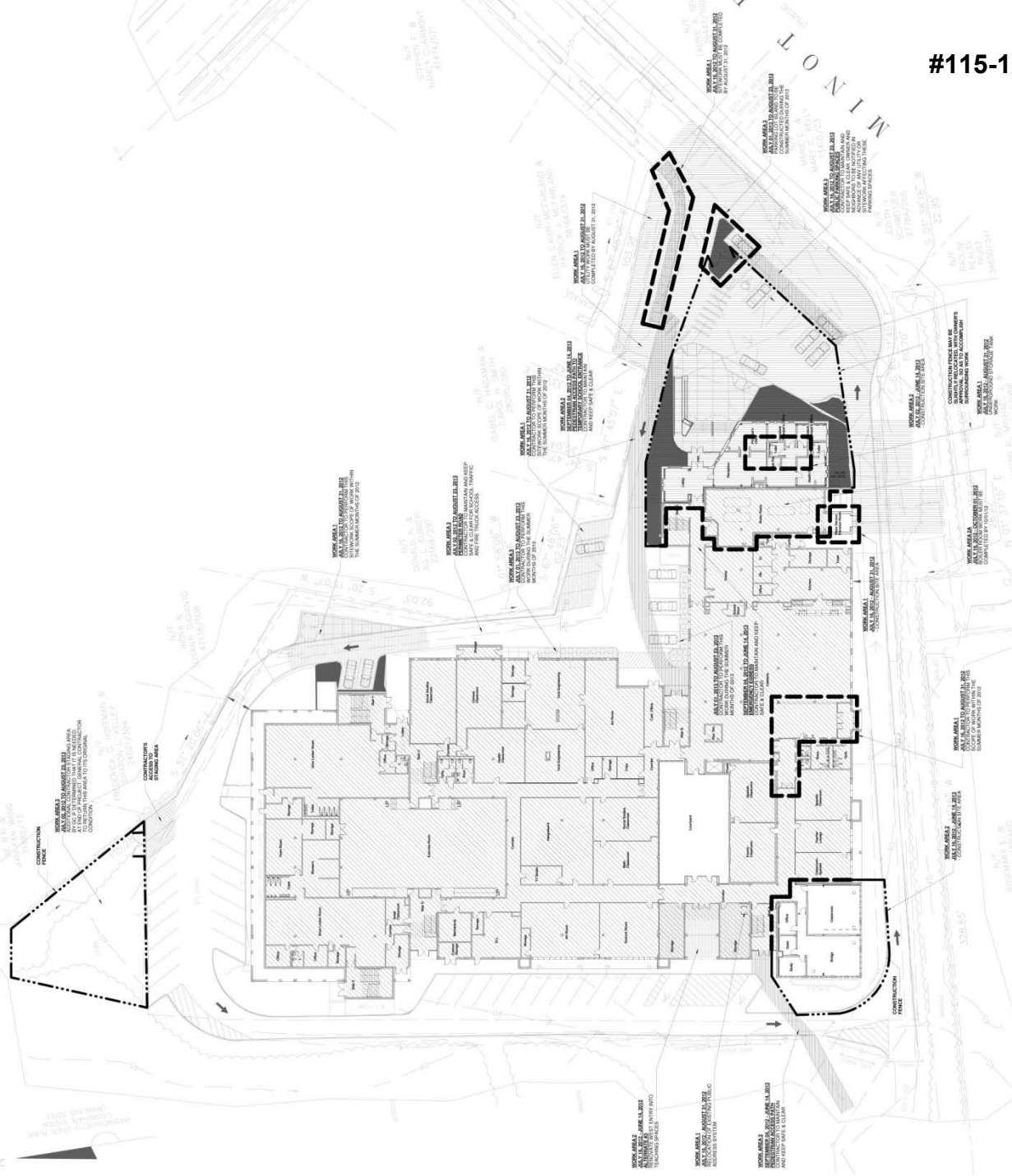
F. A. Day Middle School
Newton, MA

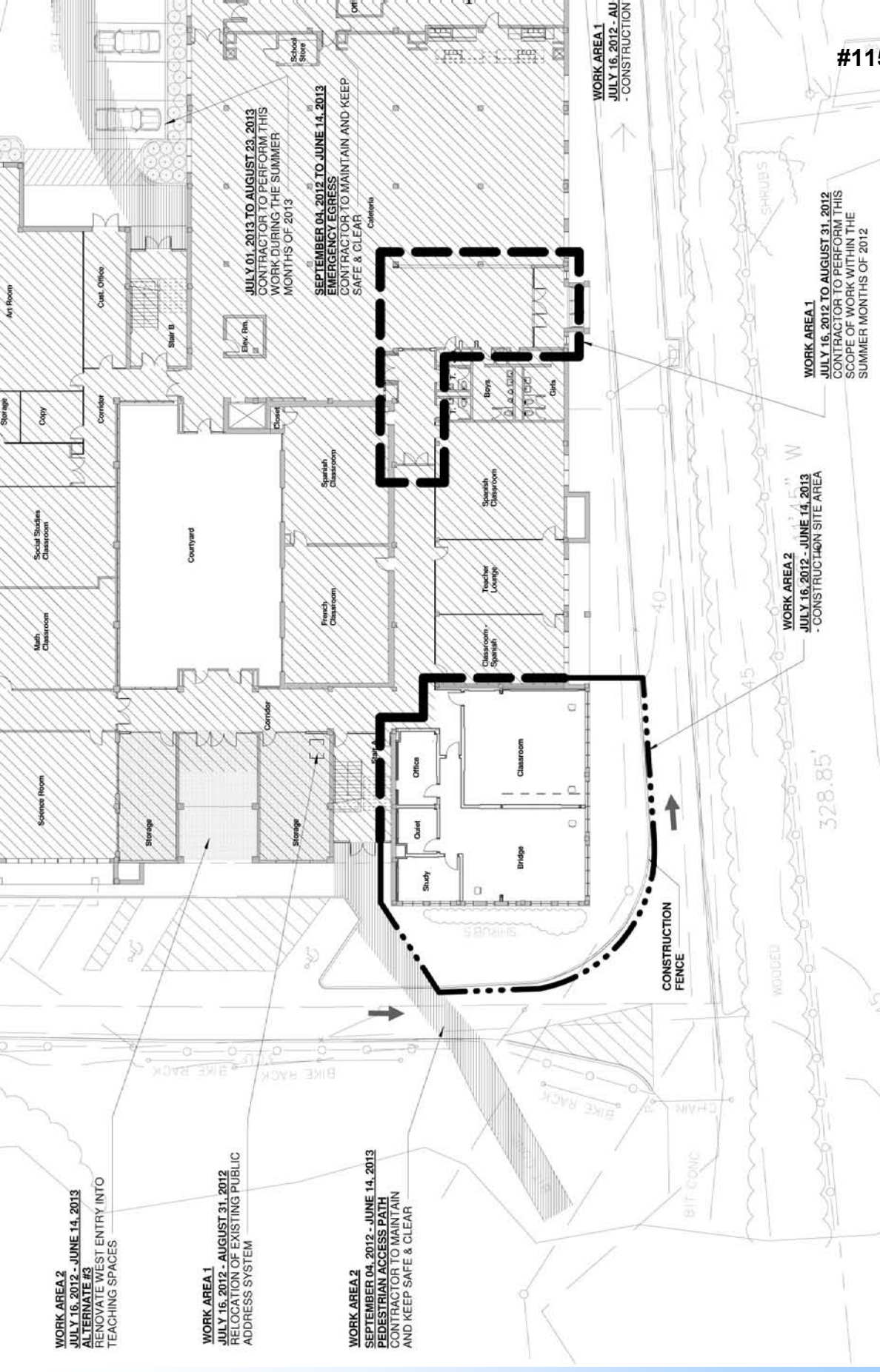


F. A. Day Middle School Newton, MA

Limit of Work Plan - 1st Floor

#115-12





WORK AREA 2
JULY 16, 2012 - JUNE 14, 2013
ALTERNATE #3
 RENOVATE WEST ENTRY INTO
 TEACHING SPACES

WORK AREA 1
SEPTEMBER 04, 2012 - AUGUST 31, 2012
 RELOCATION OF EXISTING PUBLIC
 ADDRESS SYSTEM

WORK AREA 3
SEPTEMBER 04, 2012 - JUNE 14, 2013
 PEDESTRIAN ACCESS PATH
 CONTRACTOR TO MAINTAIN
 AND KEEP SAFE & CLEAR

JULY 01, 2013 TO AUGUST 23, 2013
 CONTRACTOR TO PERFORM THIS
 WORK DURING THE SUMMER
 MONTHS OF 2013

SEPTEMBER 04, 2012 TO JUNE 14, 2013
EMERGENCY EGRESS
 CONTRACTOR TO MAINTAIN AND KEEP
 SAFE & CLEAR

WORK AREA 1
JULY 16, 2012 - AU
- CONSTRUCTION

WORK AREA 2
JULY 16, 2012 - JUNE 14, 2013
 - CONSTRUCTION SITE AREA

WORK AREA 1
JULY 16, 2012 TO AUGUST 31, 2012
 CONTRACTOR TO PERFORM THIS
 SCOPE OF WORK WITHIN THE
 SUMMER MONTHS OF 2012

#115-12



F. A. Day Middle School
Newton, MA
Limit of Work Plan - 1st Floor - West



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, appearing to read "Arthur Cohen". The signature is fluid and cursive, with a long, sweeping underline.

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

CITY OF NEWTON
IN BOARD OF ALDERMEN

2012

ORDERED:

That for the purpose of paying for the construction and administration of renovations and additions to F.A. Day Middle School, and all other costs associated therewith, there be and hereby is appropriated and authorized to be borrowed under and pursuant to Chapter 44 Section 7(3A) of the General Laws, as amended and supplemented, or pursuant to any other enabling authority, the sum of six million seven hundred fifty thousand dollars (\$6,750,000). Provided, however, that the term of any bonds issued under this order not be less than twenty (20) years and the legal level of control for budgetary expenditure purposes shall be as described in the attached schedule.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

DOCKET ITEM #115-12
DRAFT BOARD ORDER PROJECT EXPENDITURE BUDGET
LEGAL LEVEL OF CONTROL

FA DAY ADDITION & RENOVATION PROJECT BUDGET

(FADAY12)

	31M115D1 <u>BO# 288-09</u>	31O115B923 <u>BO# 367-10(B2C)</u>	DOCKET ITEM <u>#115-12</u>	PROJECT BUDGET <u>TOTAL {1}</u>
512001 CONSTRUCTION CLERK OF WORKS	\$ -	\$ 10,625.00		\$ 10,625.00
530205 CONSTRUCTION CLERK OF WORKS	-	-	114,275.00	114,275.00
5301 CONSULTANTS	-	-	59,959.00	59,959.00
530202 ARCHITECTURAL SERVICES	144,896.19	602,775.00	2,329.00	750,000.19
530219 BUILDING SYSTEMS COMMISSIONING	-	-	15,000.00	15,000.00
5825 GENERAL CONTRACTOR	-	-	4,446,969.00	4,446,969.00
582501 SPRINKLER & RELATED WORK	-	-	1,688,403.00	1,688,403.00
52407 BUILDING IMPROVEMENTS	-	-	80,000.00	80,000.00
5793 PROJECT CONTINENCY (MAYOR'S CONTINGENCY)	-	-	100,000.00	100,000.00
5795 UNDISTRIBUTED PROJECT BUDGET	-	15,800.00	202,265.00	218,065.00
57MEDA MEDICARE PAYROLL TAX	-	100.00		100.00
58520 COMMUNICATIONS EQUIPMENT	-	14,200.00	10,800.00	25,000.00
585FFE FURNITURE, FIXTURES & EQUIPMENT	-	-	30,000.00	30,000.00
TOTAL	<u>\$ 144,896.19</u>	<u>\$ 643,500.00</u>	<u>\$ 6,750,000.00</u>	<u>\$ 7,538,396.19</u>

{1} Each budget line item represents an appropriation unit and as such all transfers between line items require a prior recommendation of the Mayor and a majority vote of approval by the Board of Aldermen, with the exception of the Project Contingency, from which the Mayor may approve transfers, without Board approval.



Setti D. Warren
Mayor

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

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Candace Havens
Director

Community Preservation Committee FUNDING RECOMMENDATION

date: 30 April 2012
from: Community Preservation Committee
to: Honorable Board of Aldermen
about: Recommended funding for **CIVIL WAR MONUMENT**

PROJECT GOALS & ELIGIBILITY

This project will restore the City-owned monument in Newton Cemetery, erected in 1864 to commemorate the sacrifice of Newton soldiers' lives in the Civil War. The monument's condition has deteriorated markedly since the original 2005-06 assessment supported with CPA funds. The Community Preservation Committee accepted this funding proposal off-cycle based on the sponsoring departments' presentation of strong evidence that another winter might cause additional serious damage, which could significantly increase the cost of restoring the monument.

This recommendation relies on the findings made for the CPC's March 2005 funding recommendation that the monument is eligible for funding under the Community Preservation Act, and that its restoration is consistent with priorities identified in Newton's *Community Preservation Plan* and *Comprehensive Plan*.

RECOMMENDED FUNDING

On 24 April 2011 by a unanimous vote of 7-0 (members Wally Bernheimer and Dan Green absent), the Community Preservation Committee recommended that total funding of \$134,000 be appropriated to the control of the Commissioner of Public Works for this project. All funds should be drawn from the Community Preservation Fund's fund balance designated for historic resources and should be counted 100% in that category.

Funds may be used for all eligible purposes included implicitly or explicitly in the following summary budget:

CIVIL WAR MONUMENT RESTORATION

Project Budget	
Project management: Engineering Division, Dept. of Public Works staff to oversee contracted design services: to manage bidding, contracting & site work for construction	\$2,000
consulting services: design & specifications	\$12,000
Construction	\$120,000
Total CPA funding recommended:	\$134,000

(continued on p. 2)

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

SPECIAL ISSUES CONSIDERED BY THE CPC

Ordinarily, the Committee prefers to base its construction funding recommendations on estimates informed by a final design or specifications. However, in this case it is recommending funding for design and construction simultaneously, with the intention of allowing all restoration work to be completed before the monument must weather another winter.

ADDITIONAL RECOMMENDATIONS

1. Funds should be appropriated to the control of the Engineering Division in the Department of Public Works, with the project engineer designated as the project manager.
2. The historic preservation staff of the Planning and Development Department will provide additional advice or assistance as requested by the project manager.
3. The project manager will provide in-person reports to the Community Preservation Committee on (a) the results of the project's design phase and (b) construction bidding, prior to the start of work at the site, and will provide the Committee with both in-person and written reports on the project's final results within 1month of project completion.
4. Both City departments above will collaborate with the CPC, the Newton Veterans Department, Newton Cemetery, and other appropriate Newton organizations or agencies to publicize the project and to re-dedicate the restored monument in 2014, on or prior to the 150th anniversary of its original dedication.
5. Any portion of the Community Preservation Fund grant not used for the purposes stated herein will be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on the completion of all planned work:

1. prior to May 2014
2. for no more than the total funding recommended, and if possible, for less

ATTACHMENTS

(delivered to the clerks of the Programs & Services and Finance Committees)

- draft Board order
- proposal & supporting documents, including letters of support & PowerPoint presentation
- project web page: www.newtonma.gov/gov/planning/cpa/projects/cityhall.asp#Civil-War-Monument

This page links to the full text of major documents for this project, including the 2005-06 CPC recommendation and Board order for an initial assessment and restoration recommendations.

CITY OF NEWTON
IN BOARD OF ALDERMEN
2012

ORDERED:

That, in accordance with the recommendations of the Community Preservation Committee (CPC) through its Chairman, Leslie Burg; the Public Facilities Committee through its Chairman Alderman Anthony Salvucci; and the Finance Committee through its Chairman Alderman Leonard J. Gentile, the sum of one hundred thirty-four thousand dollars (\$134,000) be appropriated from the fund balances & reserves of the Community Preservation Fund as shown below, and expended under the direction of the Department of Public Works to restore the municipal Civil War Monument in Newton Cemetery at 791 Walnut Street, as detailed in the CPC's April 2012 funding recommendation to the Board of Aldermen.

From:	CPA Historic Resources Pending Appropriations (21-3497).....	\$134,000
To:	Civil War Monument Restoration (21B40101 -52409)	\$134,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON

IN BOARD OF ALDERMEN

2012

ORDERED:

That for the purpose of paying for Phase I of the proposed 11-year Underground Infrastructure Strategic Improvement Plan, and all other costs associated therewith, there be and hereby is appropriated and authorized to be borrowed under and pursuant to Chapter 44 Section 7(1) and 7(1A) of the General Laws, as amended and supplemented, or pursuant to any other enabling authority, the sum of four million two hundred thirty-nine thousand seventy-eight (\$4,239,878).

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON
IN BOARD OF ALDERMEN

2012

ORDERED:

That, in accordance with the recommendation of the Public Facilities Committee through its Chairman Anthony J. Salvucci and the Finance Committee through its Chairman, Alderman Leonard J. Gentile, the transfer of the sum of sixty-seven thousand one hundred thirty-six dollars (\$67,136) from Water Enterprise Funds to the Mass Water Resource Authority Assessment is hereby approved as follows:

FROM:	DPW Salaries (28A401Z5-513004)\$40,000
	DPW Expenses (28A401Z4-5544)\$20,000
	(28A401Z2-5790)\$7,136
TO:	DPW Intergovernmental (MWRA Charges) (28A10781-562013).....\$55,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____