

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE REPORT

MONDAY, FEBRUARY 8, 2010

Present: Ald. Gentile (Chairman), Ciccone, Linsky, Salvucci, Rice, Danberg, Fuller and Freedman

Also present: Ald. Crossley, Hess-Mahan, Johnson, Lennon and Shapiro

City staff present: Mayor Warren, Robert Rooney (Chief Operating Officer), Dolores Hamilton (Director of Human Resources), David Wilkinson (Comptroller), Robert DeRubeis (Interim Commissioner of Parks and Recreation), John MacGillivray (Veteran's Agent and Licensing Board Administrative Director), James Reardon (Treasurer and Collector) and Clint Schuckel (Traffic Engineer)

#422-09 MAYOR-ELECT WARREN requesting to create two full time positions in the Executive Department: a Performance Analyst (H09) and a Budget Analyst (H06) for seventy-seven thousand six hundred thirty-four dollars (\$77,634) from wage reserve to fund these two positions for the second half of this fiscal year.
[12/15/09 @ 4:05 PM]

ACTION: **APPROVED AS AMENDED 8-0 @ \$138,268**

NOTE: Mayor Warren presented the item to the Committee. The request is to fund two positions within the Executive Department. The Mayor has submitted a letter (attached) requesting an amendment to the original item. The amendment is a request to increase the amount from \$77,634 to \$138,268, which is the amount that was held in wage reserve for the two positions. The two positions were discussed during the FY'10 budget discussions and it was determined that the positions should not be created at that point but held to allow the incoming Mayor some flexibility in determining what types of positions were needed. Mayor Warren has determined that he would like to create two performance management positions: a Performance Management Director and a Performance Management Analyst. Both positions would report to the Chief Operating Officer, but work closely with the Chief Financial Officer and department heads.

The Mayor explained that the performance management positions are necessary to ensure that the City is spending in an efficient and cost-effective way to provide quality services to the citizens. The use of performance management would also provide department heads with the necessary tools to achieve their goals within their department. The performance management model has worked well in many other communities and those communities have achieved cost savings. The implementation of performance management would allow the City to establish real time goals and the ability to make instant decisions based on real time data. There will be a close relationship between the two positions and department heads to improve efficiency and provide quantifiable data on a regular basis. The Department of Public Works and the Parks and Recreation Department already use measurement and data-tracking software for functions within the departments. Therefore, it is likely that these two departments would be the first to implement performance management.

The attached draft job descriptions highlight the skill set required for each of the proposed positions. The Mayor already has a person in mind for the Performance Management Analyst. The individual has experience with performance management and has done data tracking and data mining, which are very important components of the required skills. Ald. Freedman requested that a reference to analytical skills be included in the required skills section of the job description for the Performance Management Analyst. The Performance Management Director position is posted on the Massachusetts Municipal Association website.

The Chair asked how the pay scale for the Performance Management Director position was determined. Dolores Hamilton, Director of Human Resources, explained that the position graded out to a mid-level department head salary. The Human Resources Department checked with other communities with similar positions and the pay scale was comparable but on the low-end of the scale. The Chair also questioned why there is a 20% increase in the salary of the Chief Financial Officer when compared with the previous position of Chief Budget Officer. The Mayor explained that it is a different position with different responsibilities than what the Chief Budget Officer position entailed. The Mayor believes that the City needs to attract a Chief Financial Officer that can bring leadership and management on the financial aspects of operating a city. The skills and abilities of that type of position are at a higher level than a Chief Budget Officer position. The Mayor also pointed out that several of the positions in the Mayor's Office have been downgraded from what they previously were. While he is adding positions to the Mayor's Office, he will demonstrate how the creation of these positions will generate savings.

Ald. Linsky inquired if the amendment request obviated Docket Item 26-10, a request for \$25,000 from the severance budget to cover severance expenses. The Mayor responded that the amendment does include the severance expenses and there is no longer a need to transfer the money from the Human Resources Department's Severance Budget to the Executive Department. Ald. Salvucci moved approval of the amended request for \$138,268 from wage reserve to fund the two positions, the additional salary adjustments and the severance packages associated with the Executive Department. The motion for approval carried by a vote of eight in favor and none opposed.

#26-10 HIS HONOR THE MAYOR requesting a transfer of twenty-five thousand dollars (\$25,000) from the severance budget in the Human Resources Department to the Executive Department for the purpose of covering current year severance expenses. [01/12/10 @ 4:50 PM]

ACTION: **NO ACTION NECESSARY 8-0**

NOTE: The transfer is no longer necessary, as the additional funds for the severance expenses are now contained in the above amended request for \$138,268, which includes the creation of two new positions in the Executive Department. Therefore, Ald. Ciccone moved the item no action necessary, which carried unanimously.

#34-10 HIS HONOR THE MAYOR requesting acceptance of and authorization to expend a grant of two thousand eight hundred eighty-nine dollars (\$2,889) from the Massachusetts Department of Industrial Accidents, Office of Safety to be used to fund "Proper Body Mechanics—A training program for the Newton Free Library". [01/26/10 @ 11:48 AM]

ACTION: APPROVED 8-0

NOTE: Dolores Hamilton joined the Committee for discussion of the item. The request is to expend a grant from the state’s Department of Industrial Accidents, Office of Safety for training for library employees in proper body mechanics. The City applies for the grant funds offered by the Department of Industrial Accidents each year and those funds have provided the City with the opportunity to offer various training programs, such as the program related to creating ergonomically correct workstations. The city will contract with the physical trainer it currently uses to provide the training at the library. Ald. Linsky moved approval of the acceptance and expenditure of the grant, which carried unanimously.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#36-10 **HIS HONOR THE MAYOR** requesting authorization to appropriate and expend twenty-five thousand five hundred forty-two dollars (\$25,542) from an insurance company payment for the purpose of repairing damage caused by an auto accident to the War Memorial located at the Newton Highlands Playground. [01/26/10 @ 11:48 AM]

PROG & SERV APPROVED 7-0 (Linsky not voting) on 02/03/10

ACTION: APPROVED 8-0

NOTE: Bob DeRubeis, Commissioner of Parks and Recreation, presented the item to the Committee. The location of the damaged War Memorial is actually the Hyde Playground at Lincoln Street and not the Newton Highlands Playground. The War Memorial was damaged when a car ran into it on July 13, 2009. The Law Department provided photos of the accident and the damage sustained to the War Memorial, which were in the packet and attached to the Committee’s on-line agenda. The City obtained an estimate to repair the damage to the memorial and submitted to vehicle operator’s insurance. The insurance company issued a check to the City in the amount of \$25,532 for the repair.

The repair of the War Memorial will also give the City the opportunity to add some names to the War Memorial that were accidentally left off when it was created. If the repair were less than what was anticipated, the extra money would be placed in the general fund. The Committee had no questions regarding the item and Ald. Ciccone moved approval, which carried unanimously.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#37-10 **HIS HONOR THE MAYOR** requesting a transfer of funds in the amount of thirty thousand dollars (\$30,000) for the purpose of supplementing the FY’10 budget for veteran’s benefits as follows:

From: Veteran Services Salaries.....	\$13,000
Veteran Services Employee Benefits.....	\$3,000
Budget Reserve	\$14,000
To: Veteran Services Expenses (Veteran Benefits).....	\$30,000

[01/26/10 @ 11:48 AM]

PROG & SERV APPROVED 7-0 (Linsky not voting) on 02/03/10

ACTION: APPROVED 8-0

NOTE: John MacGillivray, Veteran's Agent and Licensing Board Administrative Director, joined the Committee for discussion of the request for a transfer of funds to supplement the veteran benefits account. The City provides benefits to veterans per the criteria provided by State law. It is mandatory that the City provide these benefits. The City receives a reimbursement from the State for 75% of the payments to veterans for benefits. The payments for veteran benefits fluctuate every year, depending on the number of veterans who apply. There has been a recent increase in applications due to the economic times, which has created the need to supplement the benefits account. The benefit payments have been averaging \$4,000 a month.

There is \$16,000 in salary and employee benefits funds available for transfer within the department's accounts due to a vacancy at the start of the fiscal year. The request also includes a transfer of \$14,000 from Budget Reserve. The requested transfer of \$30,000 should provide funding for the rest of the fiscal year.

Mr. MacGillivray expects that there will be the same NUMBER of applicants next year. He has been visiting the Senior Center to provide information on veteran benefit programs. The department has seen an increase in senior applicants, who are becoming aware of the benefits. Younger veterans usually do not remain in Newton more than a few months due to the high cost of living in the City. The income level for benefits is determined by the State. If a veteran qualifies for financial assistance, they are automatically qualified for medical benefits. However, if a veteran does not qualify for financial assistance, there is still the possibility that they will qualify for medical benefits.

After the Committee reviewed the request for the transfer of funds, Ald. Linsky made a motion for approval, which carried unanimously.

#269-09 COMPTROLLER submitting FY2009 Budgetary Basis Annual Financial Report.
[09/01/09 @ 4:45 PM]

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

NOTE: Chris Rogers of Sullivan and Rogers provided the Committee with a review of the finalized FY'09 Budgetary Basis Annual Financial Report. Each of the Committee members received the report in their packet and it is available on the City's website. Mr. Rogers began the review with the Comprehensive Annual Financial Report portion. This is the first year that the report is a qualified statement versus an unqualified statement, as the Newton School Foundation was not audited. The audit was not required this year and Mr. Rogers does not believe that it will have an impact on the city's credit rating or management. This is the second year that the Government Accounting Standards Board reporting standards require that the Other Post Employment Benefits (OPEB) Liability be partially reported. The \$53.5 million in unfunded liability represented in the report does not represent the full-unfunded liability, which stands at \$596 million. Ald. Fuller inquired if the City should look at funding the OPEB at this time. Mr. Rogers stated that it is not realistic at this time for the City to fund the OPEB. Most communities are in the same place as the City. The rating agencies are aware of the situation but seem to be focusing on general funds, capital enterprises, and self-insured liabilities. Mr. Rogers would expect that the full OPEB liability would be required to be part of the report in the next four to five years per governmental accounting requirements.

Mr. Rogers moved onto the Reports on Internal Control over Financial Reporting, Compliance and Federal Award Programs portion of the report. The report contains the auditor's opinion on the City's compliance with the requirements of laws regulations contract and grants associated with the City's major federal programs. It is the opinion of the auditor that the City has complied with the requirements for each of the federal programs and there are no findings related to the federal programs. The report also expresses an opinion on the City's internal control over compliance but not an opinion on the effectiveness of internal control over compliance. Mr. Rogers stated that this portion of the report contains a finding on the reconciliation of primary depository accounts. The finding has been included in the auditor's report for several years. The auditor's recommend that the City implement procedures to reconcile individual bank accounts and the Treasurer's cash book by the end of the subsequent month. This finding is considered a significant deficiency and believed to be a material weakness. The Chair stated that when the Treasurer joins the Finance Committee for his reappointment at its next meeting, the Chair would like the Treasurer to provide an action plan to address the finding.

Treasurer James Reardon was present for the discussion and agreed to provide a solution to the deficiency. However, Mr. Reardon explained that there is not enough staff in the Treasurer's Department to perform all of the tasks required and if this issue is addressed something else will suffer. The department requires one or two more people to perform all of its functions. Mr. Rogers suggested that the City might want to look at outsourcing the reconciliation function. The Treasurer is willing to consider outsourcing but he is not sure how much cheaper it would be than hiring a full-time person in the department.

Mr. Rogers continued the review with the Management Letter portion of the report. The Management Letter is intended to provide information, comments and recommendations on the City's internal controls. The letter lists the comments and recommendation in order of priority of addressing. Mr. Rogers reviewed each of the comments and recommendations with the Committee. The number one priority concerns the water and sewer bills based on estimates. Although the City made an effort to obtain actual reads, the estimated bills resulted in substantial abatements. The City is in the process of addressing the problem by replacing all of the meters and implementing a new meter reading system, which will significantly reduce the number of abatements. The second priority is in regards to lack of procedures in place to reconcile the Treasurer's detailed account receivable balances to the general ledger in a timely manner. Although, the City has performed some procedures to resolve variances between the accounts receivables records of the Comptroller and the Treasurer there are still variances that remain. The auditor recommends the City put formal procedures in place regarding the reconciliation of the detailed accounts receivable balances to the general ledger no later than 30 days after the end of the previous month. The auditors also recommend that the Comptroller and Treasurer investigate and resolve the variances identified in the Management Letter. Mr. Rogers reviewed the other comments and recommendations with the Committee. The Board OF Aldermen's Audit Sub-committee continues to work on the comments and recommendations and will continue with that at the next meeting of the sub-committee. The Committee opted to hold the item until the Treasurer joined the Committee for his reappointment and addressed the reconciliation issue.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#39-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend ninety thousand dollars (\$90,000) from parking meter receipts for the purpose of purchasing 450 programmable parking meter mechanisms. [01/26/10 @ 6:11 PM]

PUBLIC FACILITIES APPROVED 4-2 (Albright and Lennon opposed) on 02/03/10

ACTION: APPROVED 7-0 (Danberg not voting)

NOTE: Traffic Engineer Clint Schuckel presented the request for \$90,000 to purchase 450 programmable parking meter mechanisms. Approximately 25% of the City's existing parking meters could not be reprogrammed to accept the new hourly parking meter rate. Therefore, there are 450 out of the City's 1,730 meters that cannot be reprogrammed, which are charging the old parking rate and are located next to meters that are charging the new rate. The City is losing approximately \$4,000 a week in revenue because the meters could not be reprogrammed. The Public Works Department would like to purchase the mechanisms as soon as possible to avoid further revenue loss. There is a balance of approximately \$1,125,815 in the parking meter revenue fund accounts. It is expected that \$1 million of that amount will be transferred to the general fund for FY' 11, which leaves over \$125,000 for the purchase of the parking meter mechanisms.

The new parking meter mechanisms would include card reader slots. However, the slots will not function, as they do not contain the additional mechanism to read the cards. About 1/3 of the City's current parking meters already include card reader slots. The cost of the additional mechanism to enable the City to implement a card program for the meters would be approximately \$80 per meter. Mr. Schuckel provided the Committee with the attached five-year capital plan for parking meters. The funding for the capital plan would come from parking meter receipts. The intention of the plan is to accept both coin and electronic payment for all meter parking spaces within the City. In FY' 10, the plan calls for the expansion of the monthly commercial parking permit program to include long-term parking for Newton commuters, the installation of a pay station at the Cypress Street municipal parking lot and the selection of an appropriate card technology to implement an electronic payment program for parking. In FY' 11, the Public Works Department would install card readers in all on-street parking meters and add a pay station to the Pearl Street parking lot. For the next three years, the City would change all municipal parking lots to a pay station program.

The Committee urged Mr. Schuckel to install the pay station in the Cypress Street lot and identify the appropriate card reader technology as soon as possible, as the amount of coin required to park long-term it is an inconvenience to Newton residents. Ald. Fuller moved approval of the item, which carried unanimously.

#35-10 HIS HONOR THE MAYOR requesting authorization for the Comptroller of Accounts to allocate investment income associated with tuition revenue collected in the Community Education Revolving Fund to Newton Community Education. [01/26/10 @ 11:48 AM]

ACTION: APPROVED 7-0 (Gentile not voting)

NOTE: David Wilkinson provided information to the Committee on behalf of Newton Community Education regarding the request to allocate investment income to the Community Education. The investment income is generated on tuition revenue collected in the Community Education Revolving Fund. The Newton Community Education Commission deposits credit card charges for tuition into a revolving account and although the City receives the credit card funds within 24 hours of processing, Newton Community Education must wait up to six weeks to gain access to the funds due the required process. While, it would be very difficult to change the process to allow immediate access to the funds, if the Board of Aldermen authorizes the Comptroller, he could credit the investment income to Newton Community Education. The Comptroller explained that the Board has authorized this in two other cases and it has no impact on City finances. Ald. Ciccone moved approval of the item, which carried unanimously

Chairman's Note: Comptroller David Wilkinson provided the Committee with a review of the mid-year revenue report, which was attached to the agenda. The total revenues for the year should meet the budget estimates. However, it does not appear that the City will have \$5 to \$6 million in Free Cash for the upcoming fiscal year. The only way the City will have the Free Cash available is if the payment from the New Falls Agreement is received. The City needs the Free Cash to fund budgetary requirements and operating needs that are not provided for within the budget, such as snow and ice funds, legal costs and fire and police overtime. It is up to the new administration to determine whether it wants to continue using free cash to fund these needs and requirements.

The current year's Water Fund looks fine and there continues to be \$1.7 million in surplus in those accounts. The Comptroller is less sure of the FY'10 Sewer Fund, as the mid-year increase in the sewer rate has yet to be realized in revenue collections. There is no sewer surplus available to meet unanticipated needs.

Draft Board Orders for each of the items with an action are attached. The Committee held all other items without discussion and adjourned at approximately 10:15 PM.

Respectfully Submitted,

Leonard J. Gentile, Chairman

CITY OF NEWTON
IN BOARD OF ALDERMEN

, 2010

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the sum of one hundred thirty-eight thousand two hundred sixty-eight dollars (\$138,268), to be appropriated from Wage Reserve, be and is hereby appropriated, granted, and expenditure authorized under the direction of His Honor the Mayor for the purposes of funding two new position in the Mayor's Office entitled "Performance Management Director" and "Performance Management Analyst," providing severance benefits for certain former employees of the Mayor's Office, and other salary obligations within the Mayor's Office.

FROM:	Wage Reserve (0110498-5197).....\$138,268
TO:	Mayor's Office Salaries (0110301-511001.....\$138,268

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#422-09

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February 5, 2010

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

10 FEB -5 PM 4:16
CITY CLERK
NEWTON, MA. 02159

Ladies and Gentlemen:

I write to amend a request that was submitted to your Honorable Board on December 15, 2009, Docket Item #422-09.

The original request was to create two full time positions in the Executive Department: a Performance Analyst (H09) and a Budget Analyst (H06) and sought funding in the amount of \$77,634. When the Fiscal Year 2010 budget was adopted last May, funding in the amount of \$138,268 was set aside in the City's wage reserve for creation of these two positions with the understanding that its use should be directed by the City's new mayor.

Today, I request that you appropriate the full \$138,268 from the City's wage reserve to fund the salary and benefits for two positions; a Performance Management Director (H-13) and a Performance Management Analyst (H-04). In addition to allowing me to fund these positions for the remainder of the year, it will allow me to meet the obligations of the City's severance and vacation pay policies as they relate to the Executive Department.

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



David B. Cohen
Mayor

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Office of the Mayor

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May 14, 2009

09 MAY 14 PM 5:04
CITY CLERK
NEWTON, MA 02159

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

Ladies and Gentlemen:

I write to your Honorable Board with amendments to the Fiscal Year 2010.

1. Transfer the responsibility for the new Branch Library Reuse Revolving Fund from the Board of Library Trustees to the Public Building Department. This was discussed with both the Programs and Services Committee and Public Facilities Committee during the budget discussion for these respective departments.
2. Increase the Expenses in the Mayor's office by \$17,000 to cover the cost of the city's membership in the Massachusetts Municipal Association (MMA). The MMA has been an invaluable source of timely information, especially during these turbulent times. They are also a valued partner when advocating for the interests of all local governments. MMA membership has been paid from the Executive department budget but was inadvertently omitted in this year's budget preparation.
3. Increase the appropriation for budget reserve by \$138,268 to \$888,268.
4. Correct the title of the New Position in the Police Department. This position, listed in 0120111 - Communications, entitled Telecom Trainer/Manager should be listed in 0120113 - Research/Planning and be entitled Crime Analyst

Thank you for your consideration of these matters.

Very truly yours,

David B. Cohen
Mayor

DBC: srb

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us



DEDICATED TO COMMUNITY EXCELLENCE

CITY OF NEWTON, MASSACHUSETTS
 FISCAL YEAR 2010 SCHEDULE OF APPROPRIATIONS
 Board order #70-09(3)
 May 18, 2009

	Authorized Signature	Personal Services (6)	Expenses (1)	Fringe Benefits (5)	Intergovernmental	Debt Service & Capital Outlay (4)	Total
GENERAL FUND:							
City Clerk/Clerk of the Board of Aldermen	City Clerk	\$ 812,871	\$ 54,910	\$ 244,443	\$ -	\$ -	\$ 1,112,224
Mayor's Office	Mayor	579,248	40,625	83,905	-	-	703,778
Comptroller's Office	Comptroller	423,591	406,580	59,904	-	-	890,075
Purchasing/General Services	Purchasing Agent	324,943	73,903	45,154	-	3,000	447,000
Assessing Department	Assessing Director	990,818	40,000	178,149	-	-	1,208,967
Treasury/Collections/Parking Ticket Administration	Treasurer/Collector	511,388	387,569	114,696	-	-	1,013,653
City Solicitor's Office/Judgments & Settlements	City Solicitor	859,256	279,443	105,858	-	-	1,244,557
Human Resources	Director Human Resources	603,645	107,174	213,028	-	1,700	925,547
Information Technology Dept.	Information Technology Director	654,522	223,891	110,285	-	8,000	996,698
Elections Commission	Exec. Secy. - Election Comm.	500,460	82,188	77,476	-	-	660,124
Licensing	Admin. Director - Licensing	-	1,896	-	-	-	1,896
Planning & Development Department	Planning & Development Director	841,546	29,057	124,153	-	-	994,756
Public Building Department	Public Building Commissioner	1,460,745	687,365	274,151	-	1,000	2,423,261
Police Department	Police Chief	13,099,796	799,775	2,287,769	-	256,507	17,043,847
Fire Department	Fire Chief	12,917,440	558,295	2,268,015	-	27,000	15,770,750
Inspection Services Department	Inspection Services Commissioner	882,978	53,810	161,663	-	20,000	1,118,451
Civil Defense	Civil Defense Director	4,000	4,238	7,871	-	-	16,109
Weights & Measures	Veterans' Agent	65,621	3,615	6,500	-	-	75,736
Ambulance Service	Mayor	-	-	-	-	-	-
Public Works Department	Public Works Commissioner	8,036,134	9,048,364	1,666,310	-	174,539	18,925,347
Health & Human Services Department	Health & Human Services Commissioner	2,174,795	366,641	426,986	-	-	2,968,422
Senior Services Department	Senior Services Director	233,792	301,444	59,201	-	-	594,437
Veterans Services Department	Veterans Agent	140,658	47,275	21,347	-	-	209,280
Newton Public Library	Library Director	3,563,624	1,086,343	622,589	-	-	5,272,556
Parks & Recreation Department	Parks & Recreation Commissioner	2,544,748	1,401,140	349,914	-	-	4,295,802
Jackson Homestead	Jackson Homestead Director	194,163	19,721	34,936	-	-	248,820
ATB/Other Interest	Treasurer/Collector	-	-	-	-	-	-
Employee Benefits & Insurance	Personnel Director	-	-	-	-	-	-
Debt Maturities & Interest	Treasurer/Collector	-	-	-	-	14,332,596	14,332,596
Contributory/Non Contributory Retirement	Comptroller	176,480	70,730	21,581,989	-	-	21,829,199
Reserve Fund (Budget Reserve)	Comptroller	-	750,000	-	-	-	750,000
Municipal Wage/Salary Reserve	Comptroller (with vote of M&BoA)	-	138,268	-	-	-	138,268
Transfer to High School Debt Fund	Comptroller	-	-	-	-	-	-
Workers Compensation Self Insurance Fund	Comptroller	-	950,000	-	-	-	950,000
Transfer to Capital Stabilization Fund	Comptroller	-	-	-	-	-	-
Transfer to Federal Grant Fund (Police Grants)	Comptroller	-	-	-	-	-	-
State Assessments (3)	Treasurer/Collector	-	-	-	5,566,870	-	5,566,870
Newton Public Schools (1)/(2)	School Superintendent	-	-	-	-	-	164,708,394
TOTAL GENERAL FUND		\$ 53,197,262	\$ 18,014,260	\$ 31,126,292	\$ 5,566,870	\$ 14,824,342	\$ 287,437,420
COMMUNITY PRESERVATION FUND:							
Community Preservation	Planning & Development Director	\$ 107,721	\$ 1,764,265	\$ 3,593	\$ -	\$ -	\$ 3,093,567
Transfer to General Fund	Comptroller	-	26,000	-	-	-	26,000
TOTAL COMMUNITY PRESERVATION FUND		\$ 107,721	\$ 1,764,265	\$ 3,593	\$ -	\$ -	\$ 3,119,567



10 FEB - 7 - 04
PM 4: 58
CITY CLERK
NEWTON, MA 02159
GRADE: H-04

PERFORMANCE MANAGEMENT ANALYST

Setti Warren Administration

Newton recently elected Setti Warren on a platform of significant change. Voters determined that the city was headed in the wrong direction and needed the kind of executive leadership that Setti could provide.

During the course of the campaign, Setti spoke honestly and often about the need to implement a performance management and Citistat system like the one which has brought significant savings and better management discipline to Somerville, Baltimore and other cities around the nation. "We must put Newton's financial house in order by zero-basing our budget and eliminating duplication, waste and programs that don't work. I believe we can have a city that runs effectively and efficiently, that plans for the long term and embraces innovation wherever it can make us better. Implementing a performance management and NewStat program is essential to making this happen."

Mayor-elect Warren is looking for a Budget Analyst who supports this mission, will coordinate the data to support the budget and achieve savings as a part of the executive team and support change in Newton.

Essential Function:

The Performance Analyst, reporting directly to the Performance Manager, will assist with ongoing implementation and development of the NewStat performance management program that will monitor all aspects of City government to insure efficient use of City resources and foster high quality and timely delivery of services. Responsibilities will include preparing data for presentations, collection and analysis of key information on a range of city programs and services which will allow data-driven decision making that creates efficiencies and streamlines operations.

Relationships

**Reports To
Works Closely with**

Performance Management Director
All Department Heads, Mayor, Executive Staff

Key Accountabilities

- Assist with the development and design of data bases.
- Securing and analyzing personnel, financial service and operations data from internal systems and external sources.
- Monitoring City departments in their service delivery, financial performance, and completion of projects and priorities established by the departments and the Mayor
- Validate reporting data through site visits and to gain a better understanding of operations

- Briefing the Performance Manager frequently on citywide problem areas or opportunities for improvement or innovation
- Preparing for, convening, and facilitating meetings with Department Heads and core management in varying departments
- Continuously updating a database of tasks assigned to staff throughout the City, updating department heads and the Mayor on open tasks at least weekly
- Developing presentations for meetings between Mayor, COO and department heads to review relevant data
- Analyzing financial performance, service delivery and completion of projects and priorities
- Assisting department heads in the identification of efficiencies
- Assisting CFO and department heads in the preparation of a performance-based annual operating budget
- Preparing detailed reports pertaining to discrepancies and amendments that occurred in the budget, during the entire financial year also forms an important part of budget analyst job description.

Required Skills

- Ability to establish and maintain effective working relationships with municipal officials, department heads, business officials, and the general public
- Ability to assist with the development and implementation of strategic goals, plans, and procedures for cost effective and transparent management of allocated resources.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Utilizes technology to improve efficiency, effectiveness and transparency
- Exhibits excellent written and verbal communication skills that engages others and demonstrates active listening.

Education:

- Bachelor degree in finance, accounting, statistics or related field
- One year of experience in governmental budgetary and finance activities
- Or equivalent combination of education and experience



10 FEB - 5:10 PM 4:18 PM
CITY CLERK
GRADE: H-13
NEWTON, MA 02159

PERFORMANCE MANAGEMENT DIRECTOR

Setti Warren Administration

Newton recently elected Setti Warren on a platform of significant change. Voters determined that the city was headed in the wrong direction and needed the kind of executive leadership that Setti could provide.

During the course of the campaign, Setti spoke honestly and often about the need to implement a performance management and Citistat system like the one which has brought significant savings and better management discipline to Somerville, Baltimore and other cities around the nation. "We must put Newton's financial house in order by zero-basing our budget and eliminating duplication, waste and programs that don't work. I believe we can have a city that runs effectively and efficiently, that plans for the long term and embraces innovation wherever it can make us better. Implementing a performance management and NewStat program is essential to making this happen."

Mayor-elect Warren is looking for a Director of Performance Management who can answer this call and work as a full partner in bringing change to Newton.

Essential Function:

The role of the Director of Performance Management is to fully implement and then administer the City's Performance Management and NewStat program. Such a system would involve the collection of key information on a range of city programs and services and allow data-driven decision making about what's working and not working. Director of Performance management would first have to work closely with Department Heads and residents to determine what measures are appropriate and how to collect and report relevant information. Once the system was in place, the Director would have responsibility for the integrity of the data, for the goal-setting process and for the reporting and discussion of results.

Relationships

Reports To
Works Closely with
Directly Supervises

COO
All Department Heads, Mayor, Executive Staff
Citizens' Assistance Officer, Performance Management Analyst

Key Accountabilities

- Implement a working performance management system and build support for its value/use throughout City hall
- Work closely with Department heads and community to identify appropriate measures of success and annual goals
- Oversee the collection and analysis of all relevant data

- Prepare for, convene and facilitate regular meetings between Mayor, COO and department heads to review relevant performance data
- Monitor service delivery, financial performance and completion of projects and priorities
- Assist department heads in the identification of improvement opportunities
- Assist the CFO and department heads in the preparation of a performance-based annual operating budget
- Oversee design and administration of regular resident and staff satisfaction surveys

Education:

- Bachelor degree
- MPA or MBA preferred

Minimum Work Experience:

- 6-8 years of management experience in performance management, process improvement, data-driven management, balanced scorecard work
- Municipal and/or government experience preferred
- Consulting experience a plus

Required Skills

- In-depth knowledge of performance management, process improvement and balanced scorecard
- Strong consulting and influence skills
- Experience effectively managing, leading, motivating and developing staff by delegating tasks and authority
- Is able to establish and maintain cooperative working relationships with others.
- Is able to develop and implement strategic goals, plans, and procedures for cost effective and transparent management of allocated resources.
- Is able to assess and prioritize multiple tasks, projects and demands.
- Uses technology to improve efficiency, effectiveness and transparency
- Excellent written and verbal communication skills that engages others and demonstrates active listening.

CITY OF NEWTON
IN BOARD OF ALDERMEN

, 2010

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the following item be and is hereby voted NO ACTION NECESSARY:

#26-10 HIS HONOR THE MAYOR requesting a transfer of twenty-five thousand dollars (\$25,000) from the severance budget in the Human Resources Department to the Executive Department for the purpose of covering current year severance expenses.

Under Suspension of Rules
Readings Waived and Item Voted NO ACTION NECESSARY

(SGD) DAVID A. OLSON, City Clerk

CITY OF NEWTON

IN BOARD OF ALDERMEN

, 2010

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the Director of Human Resources is hereby authorized to accept and expend a grant from the Massachusetts Department of Industrial Accidents, Office of Safety in the amount of two thousand eight hundred eighty-nine dollars (\$2,889) to be used for a proper body mechanics training program for the Newton Free Library employees to reduce risk of injury and increase safety awareness.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

CITY OF NEWTON
IN BOARD OF ALDERMEN

, 2010

ORDERED:

That, in accordance with the recommendation of the Programs and Services Committee through its Chairman Amy Mah Sangiolo and Finance Committee through its Chairman Leonard J. Gentile, the sum of twenty-five thousand five hundred thirty-two dollars (\$25,532), be and is hereby transferred from Receipts Reserved to Highlands War Memorial Repairs to be expended under the direction and control of the Commissioner of Parks and Recreation for the purpose of repairs to the War Memorial as a result of an automobile accident.

FROM:	Receipts Reserved (14J108-5901).....\$25,532
TO:	Highlands War Memorial Repairs (C602057-52409).....\$25,532

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

CITY OF NEWTON

IN BOARD OF ALDERMEN

, 2010

ORDERED:

That, in accordance with the recommendation of the Programs and Services Committee through its Chairman Amy Mah Sangiolo and Finance Committee through its Chairman Leonard J. Gentile, the sum of thirty thousand dollars (\$30,000), be and is hereby transferred from the following fund sources to be expended under the direction and control of the Veterans' Services Agent, for the purpose of supplementing the Veterans' Benefits account for the remainder of FY' 10:

FROM:	Budget Reserve	
	(0110498-5790).....	\$14,000
	Veteran Services Salaries	
	(0150301-511001).....	\$13,000
	Veteran Services Employee Benefits	
	(0150301-57HLTH).....	\$3,000
TO:	Veteran Services Expenses (Veteran Benefits)	
	(C602057-52409).....	\$30,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

CITY OF NEWTON
IN BOARD OF ALDERMEN

2010

ORDERED:

That, in accordance with the recommendation of the Public Facilities Committee through its Chairman, Sydra Schnipper, and the Finance Committee through its Chairman, Leonard J. Gentile, the sum of ninety thousand two hundred dollars (\$90,000) be and is hereby appropriated from Parking Meter Receipts to be expended under the direction of the Commissioner of Public Works for the purpose of purchasing 450 programmable parking meter mechanisms:

FROM:	Parking Meter Receipts (14D401-5901).....\$90,000
TO:	Replacement Parking Meters (C401067-5822).....\$90,000

Under Suspension of Rules
Readings Waived and Item Approved
23 yeas 0 nays 1 absent (Alderman Merrill)

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

#39-10

Parking Meters: Five-Year Capital Plan

Objective: Accept both coin & electronic payment at ALL metered parking spaces in the City of Newton

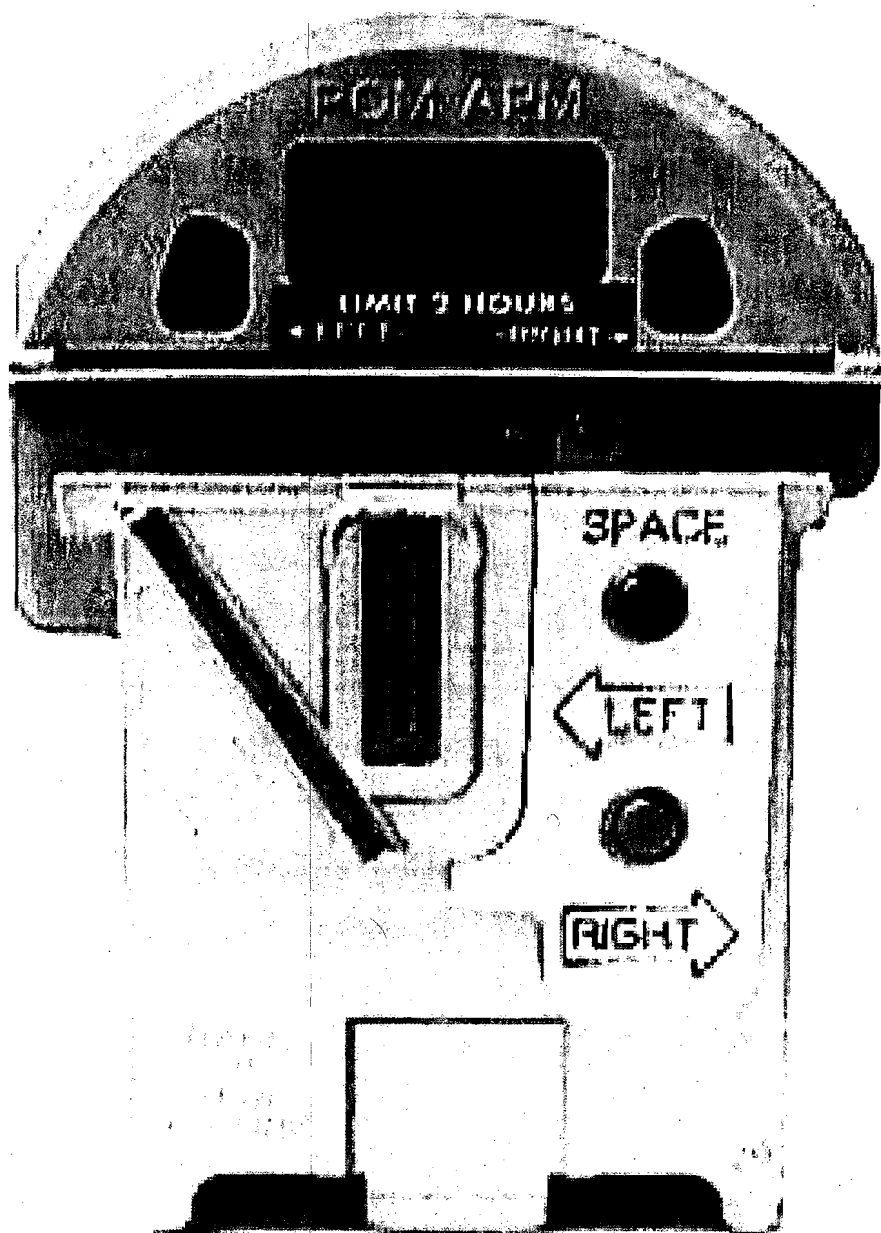
Funding Source: Parking Meter Receipts

Funding Process: Mayoral request for special appropriation via Board of Aldermen

Year	Task	Cost
FY10	Expand monthly permit programs for long-term parking at City meters for Newton employees and residents	
	Install pay station in Cypress municipal parking lot*	\$ 20,000
	Install programmable meters that charge current hourly rates	\$ 90,000
	Identify, select, and procure preferred card technology	
FY11	Install pay station in Pearl St parking lot	\$ 20,000
	Install card readers in all on-street parking meters	\$ 70,000
FY12	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY13	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY14	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY15	Install pay stations for 2-3 municipal parking lots	\$ 100,000
TOTAL		\$ 600,000

* Funding appropriated, but not expended to date.

#39-10



CITY OF NEWTON

IN BOARD OF ALDERMEN

2010

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the Comptroller is authorized to calculate investment income earned on funds held by the City on behalf of Newton Community Education, and to credit said income to the Newton Community Education revolving fund account on a quarterly basis.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor