



Programs & Services Committee Report

BUDGET

City of Newton **In City Council**

Wednesday, May 4, 2016

Present: Councilors Rice (Chair), Leary (Vice Chair), Auchincloss, Sangiolo, Schwartz and Baker

Absent: Councilors Hess-Mahan and Kalis

City Staff: Dori Zaleznik (Chief Administrative Officer), David Olson (City Clerk), Jayne Colino (Director, Senior Services), Alice Bailey (Administrative Manager, Senior Services), Deborah Youngblood (Commissioner, Health and Human Services), Linda Walsh (Deputy Commissioner, Health and Human Services), Donnalyn Kahn (City Solicitor), Karyn Dean (Committee Clerk)

Referred to Finance and Appropriate Committees

- #288-15(2) Submittal of the FY 2017 Municipal/School Operating Budget**
HIS HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY17 Municipal/School Operating Budget totaling \$378,969,244 passage of which shall be concurrent with the FY17-FY21 Capital Improvement Program (#288-15). [04/11/16 @ 11:31] **EFFECTIVE DATE OF SUBMISSION 04/19/16; LAST DATE TO PASS THE BUDGET 06/03/16**

Referred to Finance and Appropriate Committees

- #288-15 Submittal of the FY17 Capital Improvement Plan**
HIS HONOR THE MAYOR submitting the FY 2017-FY 2021 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/01/15 @ 1:53 PM]

Referred to Finance and Appropriate Committees

- #288-15(3) Submittal of the FY 2017 – FY 2021 Supplemental Capital Improvement Plan**
HIS HONOR THE MAYOR submitting the FY 2017 – FY 2021 Supplemental Capital Improvement Plan. [04/11/16 @ 11:31 AM]

BUDGET AND CIP DISCUSSIONS

CITY CLERK

The proposed FY17 budget for City Clerk/Clerk of the Council is \$1,819,749 which is a 0.55% decrease from the FY16 budget. For FY16 accomplishments please refer to the City Clerk's tab in the budget book. David Olson, City Clerk/Clerk of the Council joined the Committee. He explained that the department has 14 full-time employees, one part-time person and over 200 poll workers

who employed for each election. There have been 3 retirements in the past year and staff has shifted to fill those positions and new hires to fill the vacancies. The department is still down one full-time person but there is an active search to hire that last individual. Full staffing will be essential for the fall elections.

The only significant change in the budget is in the elections area under seasonal wages. The amount appears to have reduced but it's not entirely accurate. In FY16, three elections were included in the budget but in the coming year there will be only two elections. However, the pay for poll workers has increased after many years of no increases and there will also be an additional poll worker hired for each polling location for the presidential primary. About 80% of Newton voters turn out for a presidential election so that extra staffing is needed. While the number in the budget appears to have gone down, the amount per election will actually be higher as it is split between two, not three elections. Police officers, custodial staff and public works staff are also part of this budget for elections under Work by Other Departments line item as they are essential resources for elections.

Mr. Olson noted that he will be coming to the City Council for supplemental money to fund the early voting requirement mandated by the state. Voting must be open at least 10 days prior to the November election. In other states that do early voting, between 20% and 25% will come early to vote so he is expecting a significant turnout. Funds were not allocated in this budget because the state has not fully completed their regulations, therefore, an accurate amount could not be determined.

Revolving Funds

The off-leash dog licenses revolving fund: The City Clerk's office keeps 2.5% of those funds, which are used to buy the dog tags, and the rest goes to the Parks & Recreation Department.

The state extended polling hour grant: These funds are given only during years in which there are state elections and are used to reimburse cities for the extra two hours in the morning which the state is requiring polling locations be open.

Committee Comments/Questions

The Committee was pleased to see more communication from the City Council's office. Mr. Olson explained that he is working with staff to provide more communication on City Council matters with a newsletter which was launched a few weeks ago. So far only 60 people have signed up but once the word it out, he expects that list to grow.

It was asked if there was a better way to communicate with the City Council without having to go through the City Clerk. Mr. Olson noted that anyone can use citycouncil@newtonma.gov which is a direct distribution list to all 24 Councilors and to himself. The advantage of this address is that the City Council's office receives a copy and it then becomes part of the official file and record. He has been encouraging organizers to use this address and to pass that email address along. It was asked

if an online forum of some kind could work for contact with Councilors on issues, but Mr. Olson explained that Open Meeting Law could too easily be violated.

A Committee member asked if area council elections added a significant amount of work for staff. Mr. Olson explained that if there are more area councils, then he would need more staffing particularly in the fall. The difficulty with area councils is that they don't follow established ward and precinct lines, so the state's voter registration system cannot be used. Newton is the only community that holds elections for area councils in this manner and the state is not willing to make changes to its system. It is very labor intensive to put voter lists together because they have to manually pull streets from the various precincts that may fall within an area council.

Committee members were pleased to hear that poll worker pay had finally been raised. Mr. Olson noted that the non-competitive pay did not cause much of a problem for smaller, local elections. In the larger elections, however, poll workers do not have to work in the community in which they live, so they will go to the community that has the higher pay. Newton was losing poll workers to Needham, primarily, so the pay needed to be raised to remain competitive and keep polling locations fully staffed. The pay will now be \$190 for a warden, up from \$160, and Needham is at \$200.

It was asked if the City Councilors might be getting tablets as has been discussed previously. Mr. Olson said that the President of the Board would be responsible for making that decision.

Boards and Commissions

Councilor Sangiolo asked Mr. Olson if Boards and Commissions could be required to post agendas, minutes and audio online. The process as it stands for most Boards and Commissions is that they are not posting up-to-date materials online, making it frustrating to find information.

Mr. Olson explained that all agendas are supposed to be sent to the City Clerk's office primarily through an email address, pleasepost@newtonma.gov for posting. Those agendas are posted online and on the board outside the City Clerk's office in order to satisfy the Open Meeting Law requirement of 48-hour notice. There is no legal requirement, however, to post minutes online, only that minutes be made available if requested. Similarly, there is no legal requirement to post audio of meetings. The City Council staff posts all the agenda, reports and audio of City Council meetings online. Advisory groups are not subject to the Open Meeting Law and do not need to provide advance posting, though some do. Boards and Commissions created through the ordinances are subject to the Open Meeting Law requirements.

Ms. Zaleznik noted that there is a half-time administrative staff person working on Boards and Commissions and with 85 Boards and Commissions with multiple members it is a large task. Ms. Zaleznik would like to review the Boards and Commissions in conjunction with departments. Councilor Rice said many of them come through the Programs & Services Committee and perhaps they could be helpful in reviewing them along with the Mayor's office.

Councilor Rice took a straw vote of the Committee to approve the City Clerk's FY17 budget and the Committee voted in favor unanimously.

SENIOR SERVICES

The proposed FY17 budget for Senior Services is \$649,492 which is a 6.6% increase over the FY16 budget. Jayne Colino, Director of Senior Services addressed the Committee. For FY16 accomplishments, please refer to the Senior Services tab in the budget book. Ms. Colino explained that on the personnel budget, an additional \$20K has been allocated by the City. This is the beginning of a commitment to make up for CDBG funds which are no longer available to the department. The criteria for funding changed and the program does not qualify any longer. The additional amounts that increased in personnel were step raises and benefits changes that are not determined by her.

Other small changes in the budget are in utility costs such as electricity and natural gas. There was an increase in electricity costs based on past usage. This is the first full year using natural gas since the conversion from oil and based on usage, the amount was decreased. There was also an increase in water/sewer allocations based on past usage. If there is an overage in operational expenses, they usually have the opportunity to take some money from either a revolving fund or the Formula grant. Their ongoing operational expenses have become fairly clear, so they have not had to go into either of those accounts for the telephone costs or other costs.

Ms. Colino noted that the updated organizational chart did not make it into the budget book. The updated chart is attached. The changes indicate removal of federal funding from the Program Coordinator and Case Manager positions. There are also two new positions, Volunteer Coordinator and Outreach Coordinator, which will be funded by the Formula Grant.

CIP

The last project completed on the CIP for Senior Services was the updated HVAC systems at the Senior Center.

Revolving Funds

All of the City funds have been used for transportation, so they will have to dip into the revolving fund.

Committee Questions/Comments

A Councilor asked if there was anything in the CIP for an expansion of the Senior Center. Ms. Colino said there was a placeholder amount of money for the renovation of the Horace Mann School to develop it as a multi-age-group community center. That would be considered after all of the school renovations are complete. She would be pleased to be in a multi-generational center. She felt a large auditorium would be a great resource for the City.

Funding

It was asked if the budget book showed how much City money and how much state money was going towards each position. Ms. Colino explained that only City money is shown in the budget book. All the positions in the budget book are full-time positions, but the dollar amounts only represent City money

Ms. Zaleznik said the administration is trying to move both social services positions to full-funding by the City. It will take a couple of years to fully get to that point, but in the meantime, the Formula Grant will make up the difference. Ms. Colino explained that CDBG was providing \$39,500 via two grants and that was allocated to fund a portion of a social services position and a portion of the Program Coordinator position. In the coming budget, however, those funds will be comprised of \$20K from the City and \$19.5 from the Formula Grant. In this fiscal year, the Formula Grant covers about \$16K in full-time staff positions and in FY17 will cover an additional \$19.5, as mentioned. Also, all of the part-time positions are covered by the Formula Grant in the amount of approximately \$108K. Ms. Colino's position is the only one fully funded by the City.

The Committee asked that she provide a breakdown of that funding and it is attached to this report.

Ms. Colino said she and her staff have always been very proud that they could cobble together a great department using various funding sources, but she is very pleased and grateful that the administration is making this commitment towards full funding more positions. These are established positions and relying on grant funds is not sustainable for full-time positions that have had such a great impact on the community.

Programming

It was asked if programming would be expanded. Ms. Colino said they are always looking to expand their programming and hope to be able to do more off-site in order to accommodate that. Starting in June, they are piloting a program with the Newton Housing Authority to bring some programming to the residents. For example, the Tai Chi teacher will go off-site from the Senior Center to teach several sessions. The housing authority felt the residents were under utilizing the transportation services. They, along with Temples and other institutions, purchase transportation vouchers from Senior Services then make them available to their residents and congregants.

They are looking to grow the inventory of instructors as well so they can do more programs both on and off site. The Elder Programming Committee is a new group which has representation from Parks & Recreation, Senior Services, Newton At Home and some of the program coordinators from private facilities. The group is trying to coordinate the development of programs as well as the outreach and promotion of programs.

A Committee member asked if the arrangement with the Veterans' Center is going well. Ms. Colino said it was going well and office hours will now be held there as well as a monthly breakfast. There

is no programming for the breakfast but it is a wonderful socializing opportunity. The Program Coordinator is doing great work and is very detailed oriented. She is using every inch of space and time to get the most use of the Senior Center so expanding programs and opportunities outside the Center is essential.

Transportation

Transportation Services have continued to be very popular and ridership is increasing. Village Centers was a new addition last year and it has become a very popular use. This use is consistent with the City's age-friendly efforts to make sure senior residents have the opportunity to stay engaged in all aspects of the community, not just medical and grocery store visits. They have also added rides to any other City event or program. Needham Street is also an addition as well as the two Veteran's Administration Hospitals. Ms. Colino noted that while the transportation services are very popular, more promotion needs to be done so residents understand just how many places they can go. They put information in their newsletter and advertise in other places, but the Outreach Coordinator position can be very helpful with this. They are also working with Brookline on a program called TRIPS (Transportation Resource Information Partners and Programs for Seniors). This is a transportation counseling program for those who need to learn about various methods of getting around other than driving, and can also provide a buddy system for those who need help getting started on the T, Uber, Lyft, etc. They receive money from DOT and Brookline is the lead on this but they asked Newton to partner with them because Newton has a great senior transportation model. Ms. Colino noted she has also been hearing a need for transportation for those with disability, not necessarily seniors.

The trips data is attached. The Committee asked to see a breakdown of trips by village. This data could be interesting for the Economic Development Commission to see what is attractive for seniors and what some village centers might need in order to attract more seniors. Ms. Colino said she would get that information to them.

Age-Friendly Community

A Committee member asked about the Age-Friendly Community initiative. Ms. Colino explained that Outreach and Engagement Coordinator will be instrumental in working on and promoting the age-friendly livable community initiative. Even without the formal age-friendly process, there is a need to promote all that Senior Services is doing through participation, volunteerism and program sponsorship. Ms. Colino said they were not sure if they would be accepted through the World Health Organization and AARPs network to be in the age-friendly program. Since Newton had already done a seniors needs assessment and strategic plan, along with other city-wide initiatives, they were in a very good position to be accepted. They applied in February and heard of their acceptance the same month. Using the WHO/AARP model gives a structure to move forward with the goals of an age-friendly community instead of figuring everything out from scratch.

Age-friendly is broad but the premise is when something is made better for seniors, it is better for everyone. Livability issues are age-friendly issues so they are trying to convene conversations

among the individuals and organizations who are already working on these issues so they understand there is a larger movement taking place. The major part of the expectation is to engage the community for input. Transportation, affordable housing, opportunities for engagement, respect and inclusion and vehicles for communication are some of the domains that need to be considered, and the City has decided to add arts and culture, and education to this list as well.

The City will need to provide a three-year report to AARP on their progress of engaging the community, creating an action plan and moving towards those actions. Then it is an ongoing measurement and evaluation process. Boston and Brookline, places on the Cape and in the Berkshires, and the country of Ireland have been declared age-friendly communities. Lasell College is the first age-friendly university in the country and they are working closely with them. Age-friendly does not include just seniors, it can also include children and their needs in the community. For instance, one of the strategies in Brookline was to do an inventory of public bathrooms. People with GI issues limit their engagement in the community, so they printed an inventory of public bathrooms on their website. The feedback they received came equally from parents with small children who they are trying to toilet-train. The benefits serve everyone and that is the point and the goal. Ms. Colino reported that Livability.org rated Newton as the third most livable city in the country for families.

Social Services

It was asked if two case managers are sufficient. Ms. Colino said the need and demand are being met with the two. There is an open position in Health and Human Services for a Director of Social Services and when that is filled, she feels they will be in a very good position to accommodate increased demand. They will watch the data to determine whether they continue to be staffed appropriately. There is an inter-departmental protocol with Police, Fire, Health and Human Services, Senior Services and Springwell to find services for those who might be in need. Those people can be identified through many sources throughout the City, for example, a postal worker contacted the City about a resident they were concerned with and that person had a response from the City and is receiving services. Outside resources are also available, for example the Senior Citizen Fund of Newton, which is the 501©(3) that supports seniors in the community. They have established an emergency relief fund that the case managers have access to. There are also a number of private funds with specific criteria of eligibility which her department is very versed in. CDBG funds can also be available in certain circumstances.

Councilor Rice took a straw vote of the Committee to approve the Senior Service's FY17 budget and the Committee voted in favor unanimously

HEALTH AND HUMAN SERVICES

The proposed FY17 budget for Health & Human Services is \$3,553,926 which is a 3% increase over the FY16 budget. Deborah Youngblood, Commissioner of Health and Human Services addressed

the Committee. The budget has stayed very level and the other change is the addition of a 19-hour/week temporary person to help with some of the new initiatives.

Restaurant Grading

Ms. Youngblood reported that the restaurant grading program has been successful and they have had a good working relationship with the restaurants in any areas where improvement was needed. The grades can be found on the Health and Human Services webpage of the City's website. It was asked how allergies are handled in the restaurants. Linda Walsh, Deputy Commissioner explained that owners have to go through an allergy awareness training and that is reflected in the grading report.

Suicide Prevention

NewtonCares coalition deals with mental health and suicide prevention and awareness. This program came about after there were a few student suicides in the City and there are ongoing efforts to keep that awareness in the forefront. They are also building on the QPR program focused on suicide prevention and trained 284 people so far this year and 600 since the program began. The Schools have their own program separate from QPR which is more extensive but they very work together on all these issues. Ms. Walsh reported that there are on average 5-6 suicides a year in Newton. They are now tracking the attempted suicides by working with Newton-Wellesley Hospital and that data is coming from psychiatric consults in the ER with ages of those patients getting younger and younger. The Committee asked if there was data on mode of suicides or attempted suicides. Ms. Walsh said they have not been tracking that data.

High School Summer Internship Program

This program is open to all, but the hope is to expand opportunities to under-represented youth who may not have as much access to summer enrichment activities, career awareness and exploration or experience opportunities. The goal is to place 25 students this summer and they already have 58 applicants and 57 of those applicants are young people of color. That has taken a concerted effort to make the program known to those students. Ten students are part of the transitioning together program which is for first-generation college students and six students who are part of the METCO program. The internship opportunities will be in STEM-related businesses in Newton and in Boston as well. The Boston locations will make accessibility and transportation easier for the METCO students. The Youth Services Director has been spearheading this program.

Economic Growth for All Coalition

This was launched by the Mayor which is a long-term partnership with City officials, academics, non-profits and other businesses with a goal for designing a blueprint for Newton to promote opportunity and economic self-sufficiency for all residents but particularly for those who are at-risk for not succeeding. The work is based on the Brookings Benchmark Study which looks at what it takes across the lifespan for success. Ms. Youngblood has turned this into four working groups: Health and Welfare; Self-sufficiency Income; Children's Education Cabinet (working with Harvard University); and Innovation Economy. Each group is tasked to think about the benchmarks and

what would be necessary within those areas including short, medium and long-term goals. So far most of the groups have identified some short-term goals.

Revolving Funds

The Health Nursing Grant is state money that the department does not expect to say any changes to. It funds one of the nurses and the software program the nurses use. This is not money they have any control over.

Human Rights Commission revolving fund consists of donations. Other funding for the HRC is in the operating budget of the department.

There are no changes to other revolving funds.

Committee Questions/Comments

Intergenerational

A Committee member noted that much research has been done around relationships with children aged 2-5 and adults and how that influences development. It was asked if the work being done in conjunction with Harvard addresses that. Ms. Youngblood said they have only just begun their relationship with Harvard on the project and there will be a larger meeting soon. One thing they have spoken about is making sure kids enter kindergarten with some substantial pre-school experience. Some of the inter-generational models have definitely been of interest as well.

New Parent Resources

It was suggested the breast-feeding rights should be expanded and it might be something to consider going forward. Ms. Walsh noted that their department is staffed with several mothers who are breastfeeding and it is a very comfortable environment there for pumping. In addition, it was wondered if there was some programming for new parents with issues related to post-partum depression and support for the pressures of parenting. Ms. Youngblood said Newton-Wellesley used to have that sort of program but she wasn't sure if it was ongoing. There is room for that kind of programming and she could speak to some of the City's partners to see what might be available or developed. The Jewish Community Center also does some parenting programs and the City shares the information on those.

Transportation

It was also suggested that the department get involved with encouraging people to walk more and WalkYourCity.org had been suggested as well. A Councilor also mentioned that working with Newton Public Schools and transportation could get more students into better situations like taking them to the Boys and Girls Club after school by just expanding the routes a little bit and a bit more coordination.

Economic Growth for All Coalition

It was asked how the Economic Growth for All Coalition was formed. Ms. Youngblood explained that Mayor Warren pulled the coalition together before she started working with the City. The coalition was then broken down into the four working groups and the goal was to make each group as diverse as possible. Ms. Zaleznik explained that this was meant to be a steering group to keep this as a sustainable movement over time. Once the groups picked projects, there was no intention to limit the number of people to work on any of the initiatives. There is opportunity for residents, Councilors and anyone who is interested to come on board.

Opioids

It was asked what was happening with the opioid situation in Newton. Ms. Youngblood said Newton PATH (Prevention, Awareness, Treatment and Hope) was formed which is a multi-disciplinary group which includes Police, Fire, HHS, the Schools, Councilor Harney, members of the drug court, and others. They have been putting together some strategies for going forward. There have been seminars and others are coming and they are working with the District Attorney for events of community interest. Newton Path will schedule an event in the fall co-sponsored with the Mayor and Representative Kay Khan at which they will show a documentary called "If Only" which was sponsored by the Wahlburg Foundation.

There is now a drug take-back kiosk at the police station which is opened 24/7; the Fire department is carrying Narcan and the Police are being trained very soon; there is a community awareness media campaign which is starting to rollout with monthly themes; The Tab interviewed Ms. Youngblood and Chief MacDonald so that should be published soon; they have also been asked to participate in a statewide campaign; they are looking at youth prevention curricula which might be presented at out-of-school times at high school and perhaps middle school; and they are also really trying to get better data and coordinate with Police, Fire and the hospital. Newton is doing better than many communities, but there is an issue with 20 overdoses and 5 deaths in the City this past year; in 2016 there have already been 9 overdoses and 3 deaths. The opioid epidemic spans all age and socio-economic ranges and heroin has become a huge issue when 10 years ago it was barely registering. It is widely and easily available, inexpensive, extremely potent and people never really know exactly what they are taking. Recovery avenues are very fragmented and the system is difficult to navigate. WickedSober.com is a website that helps with referrals and the people there are very hands-on and the program is opioid specific. Newton has a few providers and some support groups and drug counseling and one sober house for young mothers. Neighboring communities have more resources but are easily accessible to Newton residents. Ms. Youngblood said they are putting together a one-page resource guide.

Mosquito Spraying

Newton is part of a regional system for mosquito control and that budget increases about 2% each year. John McNally is the person who could answer any specific questions.

Licensing and Permitting

Ms. Youngblood said they are working with the IT Department to see how online permitting might work and how it might coordinate without appropriate departments.

It was asked how many liquor licenses were available. Ms. Walsh said they have some All-Alcohol licenses and fewer Wine-and-Malt licenses. A license owner may sell their license to another business owner but the Licensing Board still decides if that license will be granted.

BYOB is a concept some Committee members would like to see implemented in Newton. Ms. Zaleznik said the Licensing Commissions discusses it every year but has not decided to move forward thus far. It was noted that many communities around Newton do allow it including Boston, Needham and Brookline.

Student Activity

It was asked of the department could be more involved with championing more physical activity and outdoor time for students in school. Ms. Walsh said that is built into school programming but the school nurses are also very vocal about the issue. Many schools do support it and try to be creative in finding ways for more activity.

Councilor Sangiolo noted that she would like to have Ms. Youngblood return to Committee in the near future to continue conversations about all the initiatives in the Health and Human Services Department.

Councilor Rice took a straw vote of the Committee to approve the Health and Human Services FY17 budget and the Committee voted in favor unanimously.

LAW

The proposed FY17 budget for Law Department is \$1,666,764 which is a -6.84% decrease from the FY16 budget. Donnalyn Kahn, City Solicitor addressed the Committee. This change is primarily due to Claims and Settlements. The fiscal year starts with a \$100K allocation and if more funds are needed, she will be back before the Council for appropriations. Claims and Settlements were over \$370K last year (see explanatory note below). She explained that there are some changes in salaries. The titles of three Associate City Solicitors have been changed to Deputy City Solicitor for Ouida Young, Jeff Honig and Angela Smagula. Salary increases for those three positions added approximately \$40K to the budget.

The only other significant change in the budget is in the consultant line. The Law Department is paying for Civil Rights Training by an outside consultant, Richard Cole, in the schools to help identify hate crimes. There are two large litigation matters that have expert witnesses attached to them as well. There is also \$10K in outside Legal Services because the City is up on the franchise agreements. Alan Mandl is the in-house expert but Newton also uses Attorney Peter Eckstein who does these agreements for many other communities as well.

Claims and Settlements were up in FY16. These settlements included a terrible dog-bite case involving the Police K-9 Unit; a case involving an employee who was returned to work in an arbitration which included back pay; and many instances of damage from snow plows and other snow-related incidences over the terrible winter. The budget includes \$100K and if more funds are needed, she will come before the Council for further appropriations. Ms. Kahn noted that she prepares a report for the Finance Committee every six months which includes all claims and recoups. This includes rental money for telecommunications equipment and money the City is collecting from claims against others.

There was no litigation from National Grid relative to the death of shade trees from gas leaks but there have been ongoing attempts to collect money. Ms. Kahn said she had gotten an agreement from National Grid to pay \$100K in damages and is pleased with that amount. The item will come before the City Council soon. It was estimated that about 400 trees were damaged. An arborist gave an estimate of the replacement cost of those trees and that amount was in the vicinity of the settlement amount.

Committee Questions/Comments

Zoning Reform

There was a concern that support work for the Zoning Reform project was not listed in the work ahead for this year. Ms. Kahn said she did not put every project into the budget book but she has earmarked two attorneys for Zoning Reform work: Susan Egan and Marie Lawlor. A Councilor said that Phase One of this project required many, many re-edits and while the staff in the Law Department worked hard on it, there were still issues. He wanted to be sure the resources will be there and the attorneys will have available time to work with the Zoning & Planning Committee and the consultant. Ms. Kahn said there was only one attorney working on Phase One so she feels having an additional attorney and herself will be sufficient for Phase Two.

The City Council depends on the Law Department primarily for ordinance writing and land use and zoning matters. A Committee member said an amendment should be made to the budget document to reflect the commitment to those functions.

Salaries

It was asked why there were such substantial increases for some of the attorney's and relatively little for others. The Deputy City Solicitors were receiving anywhere from \$10K-\$20K raises. Ms. Kahn explained that one of the Deputies, Jeff Honig has been working in the capacity of Interim Director of Human Resources as well as performing duties in the Law Department so the raise reflects those added responsibilities. None of the money is coming from the Human Resources budget, however, money is reflected in the Human Resources budget to be available when a permanent Director is hired and the Finance Committee reviewed that budget. It was asked if Mr. Honig's salary will go down when the permanent director is hired. Ms. Kahn felt that his duties would be considerable when he comes back to the Law Department full-time. She will review that

when at the appropriate time and if the workload does not match the salary, then she would lower it, but she does not want to lose Mr. Honig. The concern was that while the increases for those individuals may be warranted, there was a disparity among the other attorneys. This does not send a positive signal for those who are in the Assistant City Solicitor positions. Ms. Kahn said the department was aware of the salary increases and understood the distribution of raises.

Counsel to the City Council

Some Committee members felt that the City Council should have an attorney dedicated to their needs. This could perhaps be someone in the Law Department or there could be a line item for an outside consulting attorney to keep things a more independent. Ms. Kahn said she has made some shifts in the department and she intends to groom Assistant City Solicitor, Maura O'Keefe to be a dedicated attorney for City Council business. Ms. O'Keefe has expressed an interest in working with the Council. This is not in place immediately, but she will let the Council know when that will be in place. A Committee member said that Ouida Young is the attorney in the City with the most experience with the zoning ordinance. It was suggested that Ms. Young oversee Ms. O'Keefe in these matters. Ms. Kahn noted that the department works together and they are all learning all they can from Ms. Young as her breadth of institutional knowledge is impressive.

It was wondered if the Law Department draws on other organizations. Ms. Kahn said they are part of the Massachusetts Municipal Association and they attend meetings regularly. There is a listserv and they share information between communities.

Councilor Rice took a straw vote of the Committee to approve the Law Department's FY17 budget and the Committee voted in favor unanimously.

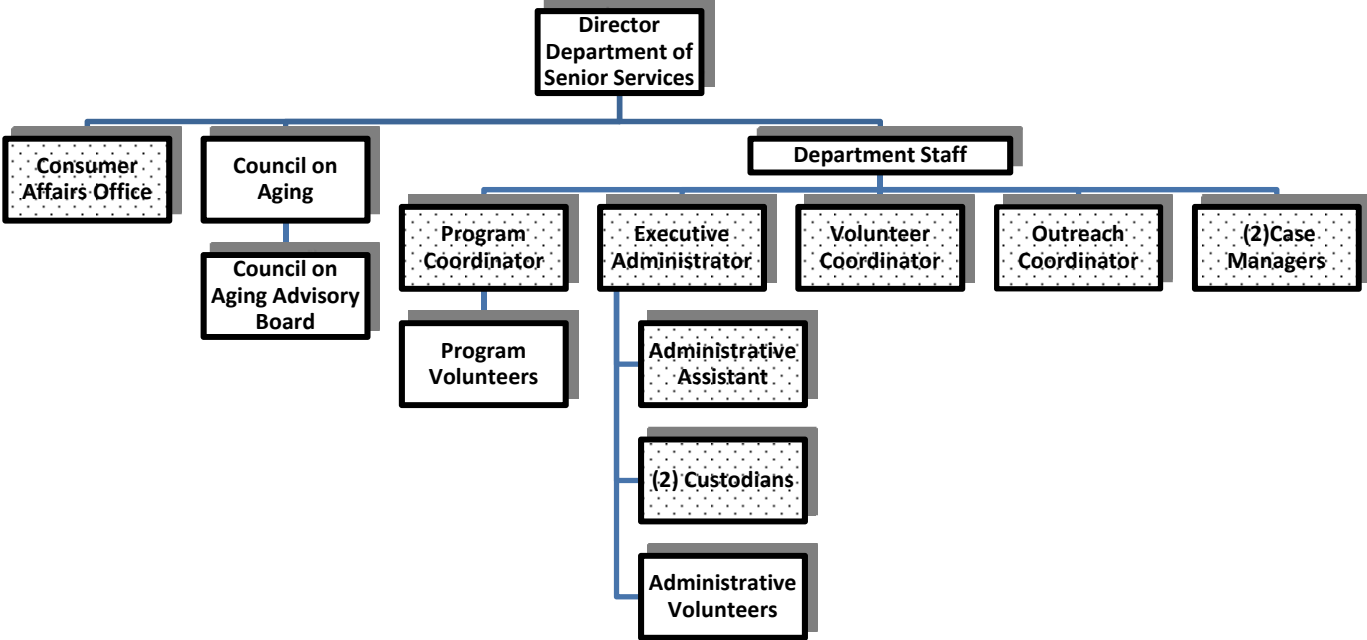
Meeting adjourned.

Respectfully Submitted,

John R. Rice, Chair

SENIOR SERVICES

Dotted positions are paid partially or completely by State grants.



FY16 Senior Services Staff Funding
 Includes \$39,500 in CDBG funds which will no longer be received.
 The City will now cover \$20K; the remainder by FY17 formula grant

staff	city	formula	cdbg	total	step/rng	
Director	101308.00			101308.00	10-19	
Case manager	26878	2330.00	23250.00	52458.00	7-4	
case manager	48587	3871.00		52458.00	7-4	
Program Coordinator	31013	5195.00	16250.00	52458.00	7-4	
Executive Administ.	56098	4668.00		60766.00	8-6	
PT Custodian		23379.00		23379.00	22.28/hr	19.5/wk
PT Custodian		20599.00		20599.00	20.16/hr	19.5/wk
Admin. Assist		19516.00		19516.00	19.10/hr	19.5/wk
Volunteer Coord.		21450.00		21450.00	22/ hr	19.5/wk
Outreach Coord.		21450.00		21450.00	22/hr	19.5/wk
Total	263884.00	122458.00	39500.00	425842.00		

Full Time staff	city	formula
Director	101308.00	
Case manager	26878	2330.00
case manager	48587	3871.00
Program Coordinator	31013	5195.00
Executive Administ.	56098	4668.00
	263884.00	16064.00

Part time staff	city	formula
PT Custodian		23379.00
PT Custodian		20599.00
Admin. Assist		19516.00
Volunteer Coord.		21450.00
Outreach Coord.		21450.00
medicare tax		1543.00
Total	0.00	107937.00

Senior Services
Transportation - Number of Trips

	med inside	med out	grocery	sr.ctr	city hal	worship	LT care	Wheel	Library	Village	VA	
Jan-16	673	271	304	403	0	233	41	0	67	102	10	TD elks14
15-Dec	765	275	368	424	4	186	58	0	33	83	11	
15-Nov	754	298	281	446	3	178	50	6	53	52	8	
15-Oct	714	248	289	505	1	177	58	0	58	60	8	
15-Sep	644	388	295	454	2	159	30	0	55	47	2	
15-Aug	635	343	267	570	2	188	38	0	22	58	12	
15-Jul	635	321	279	468	1	151	54	2	42	51	0	
15-Jun	622	241	240	390	3	141	8	2	43	23	0	
15-May	615	217	216	403	8	155	2	4	58	31	0	
15-Apr	620	294	205	423	2	167	2	5	37	43	0	
15-Mar	646	254	278	531	9	129	0	0	33	20	0	
15-Feb	471	157	259	223	8	95	0	0	11	22	0	13 thanks
	7794	3307	3281	5240	43	1959	341	19	512	592	51	