

CITY OF NEWTON

IN BOARD OF ALDERMEN

BUGDET

PROGRAMS & SERVICES COMMITTEE AGENDA

WEDNESDAY, MAY 5, 2010

7:00 pm – NOTE EARLY START

Room 222

PLEASE BRING YOUR BUDGET AND CIP BOOKS

BUDGET

VETERAN'S SERVICES

ELECTION COMMISSION

CITY CLERK/CLERK OF THE BOARD

NEWTON HISTORY MUSEUM

CIP

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #121-10 HIS HONOR THE MAYOR, in accordance with Section 5-1 of the City of Newton Charter, submitting the FY'11 Municipal/School Operating Budget totaling \$340,073,328, passage of which shall be concurrent with the FY'11-FY'15 Capital Improvement Program. [04/13/10 @ 7:09 PM]
EFFECTIVE DATE OF SUBMISSION: 04/20/10

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #376-09 HIS HONOR THE MAYOR submitting the FY11-15 Capital Improvement Program, totaling \$140,377,285 and the FY10 Supplemental Capital budget, which require Board of Aldermen approval to finance new capital projects over the next five years.
- #242-03(5) PROGRAMS & SERVICES COMMITTEE requesting evaluation of the Off Leash Dog Pilot Program (Section 3-30(e) as established by ordinance Z-11) which was extended to June 30, 2010 to provide an opportunity for a fuller evaluation of the ordinance. [01/25/10 @ 4:45 PM]
- #242-03(6) ALD. ALBRIGHT requesting to amend Section 3-30 (as established by Ordinance Z-11) to create an off-leash dog areas ordinance. [04/26/10 @ 8:47 AM]

Respectfully Submitted,
Amy Sangiolo, Chairman

VETERANS' SERVICES DEPARTMENT

DEPARTMENT DESCRIPTION

The Veteran Services Office advocates on behalf of Newton veterans to provide quality support services and administers a state mandated program by M.G.L., Chapter 115 to aid emergency financial assistance for veterans and dependents in need. The city is reimbursed 75% by the state.

We offer assistance in filling out applications for various types of benefits, i.e., VA Health Care, Compensation and Pension, Annuities, Burials and any other miscellaneous forms.

The office, along with Veterans' and other organizations, makes sure a flag is put on all veterans graves during Memorial Day.

We interface with appropriate city agencies on behalf of the City's roughly 4,000 Veterans and their families.

ACCOMPLISHMENTS

1. Achieved strong attendance at Veteran events.
2. Assisted the Elks with annual Flag Day Ceremony.
3. Assisted the American Legion Post 440 in raising needed funds as part of their brick walkway program.

4. Coordinated with Mayor's Office and Veterans' Council to organize public events on Veterans' Day, Flag Day and Memorial Day.

GOALS AND OBJECTIVES

1. Continue to provide assistance to returning Veterans.
2. Continue ongoing relationships with Veteran posts.
3. Continue to assist Veterans in the administration of various other benefits they may qualify for.
4. Continue to advocate on behalf of Veterans in this city.
5. Continue the ongoing placing of flags on Veterans' graves each year on Memorial Day.

LICENSE COMMISSION

DEPARTMENT DESCRIPTION

The License Commission has responsibility for granting Common Victualler and Alcohol Licenses in accordance with M.G.L., chapter 138 and 140 and enforcing the Commission's rules and regulations and state laws pertaining to licenses under their jurisdiction. The Board's mission is to serve the public efficiently and to grant or act upon license applications that will be an asset to the community.

The License Commission staff ensures that licensed premises operate in accordance with the rules and regulations established by the Commission and the Alcoholic Beverage Control Commission.

The Board coordinate communications with other departments as well, i.e., Health Department, Fire Prevention and Inspectional Services.

ACCOMPLISHMENTS

1. Continued to improve communication by meeting with other departments involved with licensing.
2. Assisted the Treasurers Office with collecting unpaid taxes owed to city by licensees.
3. Provided assistance to Fire Prevention Bureau in collecting outstanding payments owed by licensees.

GOALS AND OBJECTIVES

1. Continued to communicate with other departments involved with licensed premises.
2. Continue to visit all licensed premises to determine compliance with rules and regulations in order to protect the safety and health of the public.
3. Ensure all licensees are apprised of any changes in state laws and Board's rules and regulations.

- **Training:** Trained all wardens and clerks on election procedures and the use of the AccuVote and AutoMark machines.
- **Workforce:** The Commission has absorbed a 16% cut in personnel and has maintained it's efficiencies in day to day operations as well as preparations for all elections.
- **High School Students:** The Commission with the assistance of the League of Women Voters was able to have students from both high schools participate as poll workers in the State Primary and State Election.
- **Boston College Students:** The Commission with the assistance of Boston College's Vice-President of Public Relations, Patrick Rowlawskas and Head of the Political Science Program, Professor Jamel Bell encouraged 33 students to assist at the polling sites on State Election Day.

GOALS AND OBJECTIVES

- Administer the following elections:
 - City Preliminary, Tuesday, September 15, 2009
 - City Election, Tuesday, November 3, 2009
- Certify all candidates' nomination papers for the offices of Mayor, Alderman-At-Large, Ward Alderman and School Committee Members.
- Certify voters' signatures on a Charter Revision Petition which will require a minimum of 7,758 voter signatures and certify nomination papers for Charter Commission candidates.

- Review Municipal Candidate Finance Reports
- Restructure voting list to contain both active and inactive voters on the same list.
- Maintain statistics on voter registrations, change of enrollments, change of addresses and purge voters for two elections.
- Train all wardens and clerks on any changes in election law and to review Election Day procedures.
- Increase high school student's participation during Election Day as poll workers.
- Process the 2010 City Census
- Publish the 2010 Annual Street List Directory
- Review polling sites for accessibility.
- Finalize modem transfers for all precincts for election results.
- Provide informational services and educational seminars for schools, organizations and city agencies.

The City Clerk's office records Intentions of Marriage, issues licenses including: Marriage; Dog; and Hunting, Fishing, and Sporting licenses.

The City Clerk is responsible for maintaining all official city records for Newton city government and its various city departments, boards, and commissions. These records are maintained and cared for in the City Archives, which are housed in three vaults located in: the City Clerk's Office; the Basement of City Hall; and the Newton Free Library. Documents relating to the governance of the city from the 17th century to the present are maintained and preserved.

The City Clerk is responsible for the creation of all statistical reports for the City of Newton required by state law, including but not limited to reports of births, deaths, marriages, and adoptions.

The City Clerk's Office is responsible for ensuring that all citizen requests for documents and information contained in the files maintained by the office of the City Clerk are answered promptly, courteously, and effectively.

The City Clerk is the official keeper of the City Seal and City Ordinances.

ACCOMPLISHMENTS

- Completed the second and final phase of a CPA funded project to improve vital record storage and preservation. The second phase included the conservation, cleaning, rebinding, scanning and microfilming of: birth, death and marriage indexes

from 1878 – 1972; and six volumes of historic city atlases in the Engineering vault.

- Improved the process of tracking and appointing City of Newton Board and Commission members through the purchase of TermTracker software to better track and manage appointments. Created a Procedures Manual for use by the Clerk's and Mayor's staffs. And finally the development of a Board and Commission Handbook for newly appointed commission members that provides critical information on the roles and responsibilities of city board, commission, and committee members.
- Created and completed a dog licensing campaign to increase awareness of the need to license dogs. Posters were set up around the city and a public relations campaign was undertaken to increase the number of dogs that were licensed.
- High speed duplex scanners were purchased to facilitate the scanning of back-up material for the work of the Board.
- Developed and implemented an on-line registration system for the new Commercial Parking Permit Program.

GOALS AND OBJECTIVES

- To continue with technological processing of data, reports, and correspondence for the most efficient processing of materials, and to implement on-line

payment options for certified copies of vital records and other documents.

- Continue to expand the information available to the public via the city and Aldermanic webpages.
- Work with the Newton History Museum and the Newton Free Library to develop a genealogical research website based on historic city material that will incorporate vital records, information on the historic burying grounds, historic maps, and other resources.
- Continue to work on a multi-year project to develop policy and procedure manuals for defined tasks that are undertaken in both the Aldermen's and City Clerk's Offices.

Goal 5 The Museum will collaborate with a range of organizations and individuals to effectively reach a broad segment of the community.

The Museum worked with numerous partner organizations to design, promote and deliver this year's programs. Some examples of collaborations include the Newton History Lecture series with the Newton Free Library, Newton Public Schools, Newton's' preservation commissions, a Black history Month Program with NFL and the Foundation for Racial, Ethnic and Religious Harmony and workshops on insulating your historic home with the Green Decade Coalition.

Goal 6 The Museum will engage the Newton community by actively promoting its programs, exhibitions and resources through new and time honored marketing techniques.

The Museum continues to reach out to Newton residents through newsletters (1490 mailed), brochures, listings in the Tab, fliers sent home in school children's backpacks, advertisements and other media techniques. This year we added coupons in the water bill, historic photographs in the Tab, and monthly e-mail announcements of Museum events to 700 people to our roster of public relation techniques.

GOALS AND OBJECTIVES

Goal 1 Establish the Structure and find Resources for a Successful Capital Campaign

This includes establishing a campaign committee; applying for capacity building grants to help support extra staff; purchasing, converting data for and learning new development software;

conducting house parties to engage prospective donors; and developing an attractive case statement.

Goal 2 Celebrate the Anniversary of the Jackson Homestead

The main portion of the Jackson Homestead was built in 1809. In celebration of its bicentennial, the Museum would like to develop an array of programs, a fund-raising gala and a special exhibition which focuses on this anniversary.

Goal 3 Continue Offering Quality Programs and Exhibitions to the Public and School-aged Children.

Goal 4 Increase the Visibility of the History Museum through Programs and Public Relations

The Museum is interested in sponsoring awards in Historic Preservation to promote the values of preservation in Newton and to provide a platform for preservationists to interact.

Goal 5 Have Sufficient Resources to Meet Our Goals

The Museum needs to continue to build its base of support. The Museum will be creating a special adjunct group called the Museum Council which will invite the participation of individuals who will support the institution. Council members will not hold legal authority like the board but they will contribute to their energy, wisdom and resources to help make the institution successful.

DRAFT for discussion purposes - 4/30/10

Delete the provisions of Sec. 3-30 Dogs Off-Leash Pilot Program in its entirety and insert in its place the following section:

Sec. 3-30 Dogs Off-Leash Program

(a) Notwithstanding the provisions of Sec. 3-26(a) *Restraint of Dogs*, in areas officially designated as a “Designated Off –Leash Area” by the commissioner of parks and recreation, a dog may be permitted off-leash under the following minimum conditions, and subject to any additional rules, regulations, and restrictions that may from time to time be in effect for an off-leash area.

- (1) The dog shall at all times be accompanied by and under the control of a person, who shall ensure that the animal does not disturb the surrounding area by excessive barking, and shall ensure that it does not disturb or threaten other dogs or persons using the designated off-leash area or surrounding area;
- (2) The dog shall be leashed prior to entering and upon exiting the designated off-leash area.
- (3) Any dog left unattended is subject to impoundment by the Newton police;
- (4) The person in charge of a dog inside a designated off-leash area shall, in accordance with Section 3-29, immediately remove and as soon as practicable properly dispose of any fecal waste deposited by that dog.
- (5) The dog shall wear a collar with identification at all times, be licensed and vaccinated, healthy and parasite free.
- (6) Dogs must be at least four months old to be allowed off-leash.
- (7) The number of off-leash dogs per person in a designated off-leash area is limited to three, unless otherwise specified in the rules and regulations pertaining to a particular off-leash area.
- (8) The person in charge of a dog or dogs must at all times carry a leash for each dog under that person’s supervision.
- (9) The dog owner and/or person in charge of a dog are responsible to ensure that the dog’s activity conforms to all rules and regulations pertaining to the off-leash area, as well as for any injury to persons or animals, or damage to public or private property caused by the dog.
- (10) No person shall bring a female dog in heat into any designated off-leash area.

(11) Any dog which is the subject of a complaint, investigation, order or proceeding pursuant to Section 3-25 or Section 3-27 of this ordinance, and/or under General Laws Chapter 140, section 157 shall be banned from designated off-leash areas.

(b) Selection and Designation of Sites for Off-Leash Areas.

- (1) The commissioner of parks and recreation, together with the director of planning and development, shall establish site selection criteria for the identification of appropriate sites for dogs off-leash areas on public land under owned by the city, and shall identify sites for potential designation. For any particular potential site, the commissioner and director may recommend additional criteria for designation of that particular site, such as need for fencing, where they deem appropriate.
- (2) Subject to the established site selection criteria, the commissioner of parks and recreation may designate specific off-leash areas on public land under the control of the city. If the identified area is under the jurisdiction of a municipal agency or commission other than the parks and recreation department, the commissioner shall obtain permission of that agency or commission prior to such designation. An agency or commission granting such permission may designate operation and maintenance of the off-leash area to the commissioner of parks and recreation.
- (3) A designation of any off-leash area may be revoked at any time by the commissioner or by the municipal agency or commission with jurisdiction of the off-leash area.
- (4) Notwithstanding anything to the contrary contained herein or hereafter, the following areas shall not be designated under any circumstances as designated off-leash areas: the little league baseball fields on (i) Lyons Playground; (ii) James E. Murphy Field at the Halloran Sports Complex; (iii) Leo H. Riley Field at Cabot Park; (iv) Jay Gordon Field at Newton Centre Playground; and (v) Richardson Field.

(c) Rules and Regulations

In addition to the minimum conditions listed in section (a) applicable to all designated off-leash areas, the commissioner may from time to time promulgate rules and regulations for the general operation and use of all off-leash areas, as well as rules and regulations specific to the use and operation of an individual site. The commissioner may impose time, seasonal, or other restrictions for the use of any area. In the case of off-leash areas on sites under the jurisdiction of another agency or commission, that agency or commission shall approve such rules, regulations and restrictions, and may make such additional rules, regulations, and restrictions it deems necessary.

(d) Signs

All conditions, rules and regulations, and other restrictions applicable to a designated

off-leash area, as well as the boundaries of such area, shall be conspicuously posted.

(e) *Penalties:* The owner and/or the person in charge of a dog in a designated off-leash area who fails to control said dog or who violates any of the rules, regulations or restrictions pertaining to the designated off-leash area shall be subject to a fine of fifty dollars (\$50.00) for each offense.