

**Public Buildings**

**Mission Statement**

To plan, construct, renovate, repair and maintain all public buildings; provide safe, secure, accessible and sustainable facilities in approximately 2.7 million square feet of space in 78 municipal and school buildings.

**Fiscal Year 2017 Accomplishments**

**Project Management** - Continued management of Zervas and Cabot school projects, Fire Station #3 project, as well as Manet Road building.

**Capital Planning** - Continued to update CIP and ensure residents were informed of progress on key projects.

**Effective Maintenance and Operations** - Expanded preventive maintenance program and improved efficiency of work-order completion.

**Energy Efficiency** - Achieved 20% improvement from 2008 baseline.

**Design Review Committee** - Continued to recommend qualified members.

**Fiscal Year 2018 Desired Outcomes**

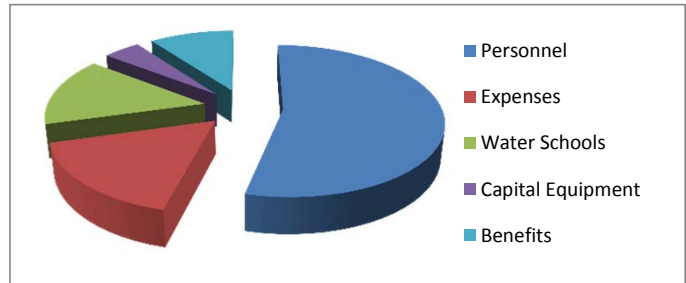
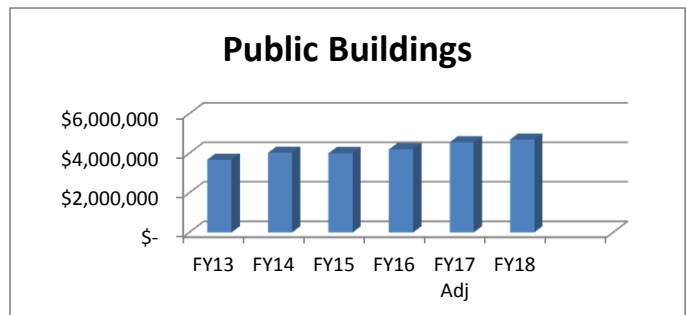
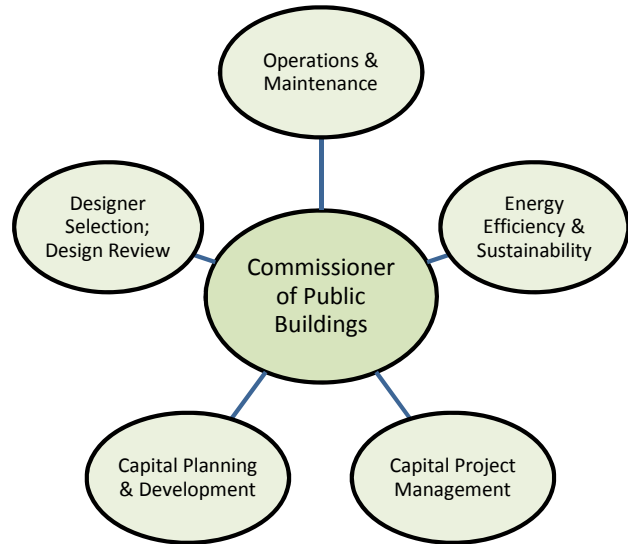
**Project Management** - Continue managing Zervas and Cabot projects, Fire Station #3 project, and former Aquinas School.

**Capital Planning** - Continue to update CIP and ensure residents are informed of progress on key projects.

**Effective Maintenance and Operations** - Expand preventive maintenance program and improve efficiency of work-order completion.

**Energy Efficiency** - Expand solar footprint and implement Green Communities Grant Projects.

**Design Review and Designer Selection Committees** - Continue to recommend qualified members.



**Department Detail**

	Actual				-<Adj Budget->		-<Proposed->	
	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2018	
<b>Expenditure by Core Function</b>								
Personnel	\$ 1,868,498	\$ 2,042,040	\$ 2,202,659	\$ 2,271,793	\$ 2,445,123	\$ 2,531,434		
Expenses	\$ 911,740	\$ 919,930	\$ 949,279	\$ 796,182	\$ 805,398	\$ 785,956		
Water Schools	\$ 387,629	\$ 526,208	\$ 454,944	\$ 640,914	\$ 637,657	\$ 694,000		
Capital Equipment	\$ 162,989	\$ 173,142	\$ 28,424	\$ 78,882	\$ 219,500	\$ 210,000		
Benefits	\$ 347,259	\$ 360,150	\$ 366,425	\$ 410,132	\$ 442,622	\$ 475,841		
<b>Total</b>	\$ 3,678,115	\$ 4,021,470	\$ 4,001,731	\$ 4,197,903	\$ 4,550,300	\$ 4,697,231		
<b>% Incr</b>		9.34%	-0.49%	4.90%	8.39%	3.23%		
<b>Personnel</b>								
Full-Time	30	32	33	33	32	33		
Part-Time	2	1	2	2	1	2		
<b>Total</b>	32	33	35	35	33	35		

<b>CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL</b>
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	ACTUAL 2015	ACTUAL 2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>CITY HALL MAINT/OPERATION</b>						
51 - PERSONAL SERVICES	161,856	167,967	190,812	108,617	207,895	17,083
52 - EXPENSES	283,379	195,157	221,380	145,276	230,880	9,500
58 - DEBT AND CAPITAL	1,500	1,250	1,392	1,334	0	-1,392
57 - FRINGE BENEFITS	24,937	27,412	29,439	13,621	19,103	-10,336
<b>TOTAL CITY HALL MAINT/OPERATION</b>	<b>471,673</b>	<b>391,786</b>	<b>443,023</b>	<b>268,847</b>	<b>457,877</b>	<b>14,855</b>
<b>LIBRARY BLDG MAINT/OPER.</b>						
51 - PERSONAL SERVICES	223,988	249,004	267,651	188,104	272,101	4,450
52 - EXPENSES	13,132	18,308	15,900	13,607	22,400	6,500
58 - DEBT AND CAPITAL	1,375	700	1,608	1,602	0	-1,608
57 - FRINGE BENEFITS	47,942	52,523	55,052	47,102	67,547	12,495
<b>TOTAL LIBRARY BLDG MAINT/OPER.</b>	<b>286,437</b>	<b>320,535</b>	<b>340,211</b>	<b>250,416</b>	<b>362,048</b>	<b>21,837</b>
<b>POLICE HQ CUSTODIAL</b>						
51 - PERSONAL SERVICES	74,324	76,316	80,419	58,929	80,214	-205
52 - EXPENSES	4,438	6,870	7,500	1,461	7,500	0
57 - FRINGE BENEFITS	17,148	17,272	18,207	13,011	18,928	721
<b>TOTAL POLICE HQ CUSTODIAL</b>	<b>95,909</b>	<b>100,458</b>	<b>106,125</b>	<b>73,401</b>	<b>106,642</b>	<b>517</b>
<b>PARKS/REC BLDG CUSTODIAL</b>						
51 - PERSONAL SERVICES	21,398	29,862	30,911	16,912	31,807	896
52 - EXPENSES	0	0	5,000	0	5,000	0
57 - FRINGE BENEFITS	280	484	518	239	536	18
<b>TOTAL PARKS/REC BLDG CUSTODIA</b>	<b>21,678</b>	<b>30,346</b>	<b>36,429</b>	<b>17,151</b>	<b>37,343</b>	<b>914</b>

**Public Buildings Budget Report**

FUND: 01 - GENERAL FUND  
DEPARTMENT: 115 - PUBLIC BLDG DEPARTMENT

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018	
<b>115 - PUBLIC BLDG DEPARTMENT</b>							
<b>0111501 - PUBL BLDG ADMIN.</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	842,052	848,362	855,876	625,853	873,733	17,857
511101	PART TIME < 20 HRS/WK	0	43,152	52,707	37,003	52,707	0
512001	SEASONAL WAGES	45,956	0	3,800	0	0	-3,800
513001	REGULAR OVERTIME	11,511	18,568	11,000	12,834	25,000	14,000
514001	LONGEVITY	3,500	4,175	4,175	675	5,825	1,650
515101	CLOTHING ALLOWANCE	450	1,550	1,000	1,000	1,000	0
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
5197	CURRENT YEAR WAGE RE	0	0	0	0	25,000	25,000
<b>TOTAL PERSONAL SERVICES</b>		<b>904,469</b>	<b>916,807</b>	<b>929,558</b>	<b>678,365</b>	<b>984,265</b>	<b>54,707</b>
<b>EXPENSES</b>							
52401	OFFICE EQUIPMENT R-M	0	0	630	210	603	-27
52403	MOTOR VEHICLE R-M	0	105	461	0	0	-461
52410	SOFTWARE MAINTENANC	10,448	15,000	16,539	9,294	17,000	461
5274	RENTAL - EQUIPMENT	1,576	2,402	2,420	1,802	2,500	80
5301	CONSULTANTS	33,636	23,398	44,430	44,430	20,000	-24,430
530202	ARCHITECTURAL SERVIC	25,613	8,669	45,090	41,108	20,000	-25,090
530208	LSP SERVICES	6,447	-450	1,000	0	3,000	2,000
5308	BLUEPRINTING	1,741	480	200	0	2,000	1,800
5314	REGIST/RECORDING FEES	0	0	100	0	1,500	1,400
5319	TRAINING EXPENSES	0	0	0	0	1,000	1,000
53401	TELEPHONE	2,011	2,003	1,789	1,122	1,875	86
53402	CELLULAR TELEPHONES	13,270	13,090	12,500	9,824	15,000	2,500
5341	POSTAGE	204	613	438	148	725	287
5342	PRINTING	431	781	850	850	700	-150
5414	PROPANE	0	0	500	0	0	-500
5420	OFFICE SUPPLIES	1,566	1,799	1,772	971	1,800	28
5480	GASOLINE	38,724	23,047	28,880	8,966	25,000	-3,880
5482	TIRES & TIRE SUPPLIES	0	0	0	0	1,000	1,000
5484	VEHICLE REPAIR PARTS	0	823	0	0	3,750	3,750
5581	UNIFORMS/PROTECTIVE	0	0	0	0	125	125
5585	COMPUTER SUPPLIES	1,534	845	506	298	6,000	5,494
5592	BOOKS/MANUALS/PERIOD	0	0	1,874	1,830	0	-1,874
5710	VEHICLE USE REIMBURSE	36	42	100	11	250	150
5711	IN-STATE CONFERENCES	289	209	175	77	500	325
5730	DUES & SUBSCRIPTIONS	0	1,140	0	0	828	828
<b>TOTAL EXPENSES</b>		<b>137,525</b>	<b>93,996</b>	<b>160,255</b>	<b>120,940</b>	<b>125,156</b>	<b>-35,099</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	3,703	4,032	4,035	2,911	2,907	-1,128
57HLTH	HEALTH INSURANCE	92,621	115,175	116,764	84,051	121,431	4,667
57LIFE	BASIC LIFE INSURANCE	335	340	341	227	342	1
57MEDA	MEDICARE PAYROLL TAX	11,186	11,725	12,247	8,272	11,889	-359
57OPEB	OPEB CONTRIBUTION	5,122	8,318	15,004	5,754	13,912	-1,092
<b>TOTAL FRINGE BENEFITS</b>		<b>112,967</b>	<b>139,590</b>	<b>148,391</b>	<b>101,215</b>	<b>150,480</b>	<b>2,090</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>DEBT AND CAPITAL</b>						
585011 USED AUTOS/LIGHT TRUC	12,005	69,537	60,000	57,302	60,000	0
585111 PC HARDWARE-ADMIN	2,199	7,395	5,568	0	0	-5,568
585121 PC SOFTWARE-ADMIN	385	0	932	932	0	-932
<b>TOTAL DEBT AND CAPITAL</b>	<b>14,590</b>	<b>76,932</b>	<b>66,500</b>	<b>58,234</b>	<b>60,000</b>	<b>-6,500</b>
<b>TOTAL PUBL BLDG ADMIN.</b>	<b>1,169,551</b>	<b>1,227,325</b>	<b>1,304,704</b>	<b>958,755</b>	<b>1,319,901</b>	<b>15,198</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2015	FY2016	2017	4/4/2017	2018	2017 to 2018
<b>0111502 - MUNICIPAL BLDG MAINT.</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	0	0	0	23	0	0
511002	FULL TIME WAGES	674,585	691,156	824,975	537,094	836,841	11,866
513001	REGULAR OVERTIME	86,120	76,119	80,000	66,145	80,000	0
513004	WORK BY OTHER DEPTS.	2,559	1,605	3,768	3,768	2,000	-1,768
514001	LONGEVITY	12,440	11,470	10,030	8,691	14,312	4,282
515101	CLOTHING ALLOWANCE	13,250	13,000	14,000	13,000	14,000	0
<b>TOTAL PERSONAL SERVICES</b>		<b>788,954</b>	<b>793,349</b>	<b>932,773</b>	<b>628,721</b>	<b>947,153</b>	<b>14,380</b>
<b>EXPENSES</b>							
5210	ELECTRICITY	6,200	7,096	6,500	4,356	8,500	2,000
5211	NATURAL GAS	4,577	6,724	12,000	4,458	6,500	-5,500
5230	WATER & SEWER SERVIC	1,130	5,080	657	238	5,000	4,343
52404	ELECTRICAL EQUIP R-M	7,352	4,563	19,000	19,000	10,000	-9,000
52407	PUBLIC BUILDING R-M	377,983	348,226	210,979	199,062	225,000	14,021
52413	OTHER REPAIR/MAINT.	11,470	19,631	10,600	10,600	10,000	-600
5305	EQUIPMENT INSPECTIONS	0	150	300	300	0	-300
5310	BACKFLOW PREV INSPEC	890	90	1,350	180	1,350	0
5319	TRAINING EXPENSES	279	1,500	750	559	750	0
5412	HEATING OIL	1,185	10,529	0	0	7,000	7,000
5430	BUILDING MAINT SUPPLIE	2,736	15,014	24,760	16,551	16,500	-8,260
5431	ELECTRICAL SUPPLIES	3,716	-242	6,925	4,309	11,000	4,075
5432	SMALL TOOLS	2,324	1,027	3,800	1,620	4,000	200
5450	CLEANING/CUSTODIAL SU	481	439	600	584	600	0
5530	CONSTRUCTION SUPPLIE	7,488	20,112	25,580	23,746	26,600	1,020
5580	PUBLIC SAFETY SUPPLIES	0	0	100	0	500	400
5581	UNIFORMS/PROTECTIVE	2,835	2,947	2,920	1,567	3,120	200
5771	PROFESSIONAL LICENSE	50	0	500	234	750	250
<b>TOTAL EXPENSES</b>		<b>430,697</b>	<b>442,884</b>	<b>327,321</b>	<b>287,364</b>	<b>337,170</b>	<b>9,849</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	3,066	2,981	3,108	2,767	3,124	16
57HLTH	HEALTH INSURANCE	146,973	154,242	167,281	129,078	197,139	29,858
57LIFE	BASIC LIFE INSURANCE	425	373	341	255	342	1
57MEDA	MEDICARE PAYROLL TAX	9,780	10,901	11,370	8,944	11,571	201
57OPEB	OPEB CONTRIBUTION	2,906	4,356	8,916	4,266	7,071	-1,845
<b>TOTAL FRINGE BENEFITS</b>		<b>163,151</b>	<b>172,852</b>	<b>191,016</b>	<b>145,310</b>	<b>219,247</b>	<b>28,231</b>
<b>DEBT AND CAPITAL</b>							
5825	BUILDING IMPROVEMENT	0	0	150,000	129,542	150,000	0
<b>TOTAL DEBT AND CAPITAL</b>		<b>0</b>	<b>0</b>	<b>150,000</b>	<b>129,542</b>	<b>150,000</b>	<b>0</b>
<b>TOTAL MUNICIPAL BLDG MAINT.</b>		<b>1,382,802</b>	<b>1,409,085</b>	<b>1,601,110</b>	<b>1,190,937</b>	<b>1,653,570</b>	<b>52,460</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2015	FY2016	2017	4/4/2017	2018	2017 to 2018
<b>0111503 - CUSTODY OF SURPLUS BLDG</b>							
<b>PERSONAL SERVICES</b>							
513001	REGULAR OVERTIME	0	3,051	8,000	0	8,000	0
<b>TOTAL PERSONAL SERVICES</b>		<b>0</b>	<b>3,051</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>EXPENSES</b>							
5210	ELECTRICITY	7,000	6,557	8,120	3,587	9,000	880
5211	NATURAL GAS	13,831	12,040	13,500	5,270	12,000	-1,500
5230	WATER & SEWER SERVIC	2,775	4,000	3,000	1,576	5,000	2,000
52407	PUBLIC BUILDING R-M	25,724	10,909	14,389	5,399	10,000	-4,389
5310	BACKFLOW PREV INSPEC	1,493	0	1,350	0	1,350	0
5412	HEATING OIL	3,117	925	3,540	2,629	1,000	-2,540
5430	BUILDING MAINT SUPPLIE	0	0	0	0	2,500	2,500
<b>TOTAL EXPENSES</b>		<b>53,939</b>	<b>34,431</b>	<b>43,899</b>	<b>18,460</b>	<b>40,850</b>	<b>-3,049</b>
<b>TOTAL CUSTODY OF SURPLUS BLDG</b>		<b>53,939</b>	<b>37,482</b>	<b>51,899</b>	<b>18,460</b>	<b>48,850</b>	<b>-3,049</b>
<b>0111504 - SCHOOL BLDG MAINT.</b>							
<b>PERSONAL SERVICES</b>							
513001	REGULAR OVERTIME	0	0	5,000	0	0	-5,000
<b>TOTAL PERSONAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>-5,000</b>
<b>EXPENSES</b>							
5230	WATER & SEWER SERVIC	441,532	622,922	625,000	428,163	675,000	50,000
530208	LSP SERVICES	28,684	11,282	25,000	23,200	25,000	0
5310	BACKFLOW PREV INSPEC	9,550	9,990	9,500	4,190	9,500	0
5450	CLEANING/CUSTODIAL SU	0	599	800	0	0	-800
<b>TOTAL EXPENSES</b>		<b>479,766</b>	<b>644,793</b>	<b>660,300</b>	<b>455,553</b>	<b>709,500</b>	<b>49,200</b>
<b>TOTAL SCHOOL BLDG MAINT.</b>		<b>479,766</b>	<b>644,793</b>	<b>665,300</b>	<b>455,553</b>	<b>709,500</b>	<b>44,200</b>
<b>0111505 - DESIGNER SELECTION</b>							
<b>EXPENSES</b>							
5342	PRINTING	0	0	75	0	75	0
5343	ADVERTISING/PUBLICATIO	0	0	1,425	0	1,425	0
<b>TOTAL EXPENSES</b>		<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
<b>TOTAL DESIGNER SELECTION</b>		<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>0111506 - CITY HALL MAINT/OPERATION</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	138,821	134,096	149,298	95,300	185,588	36,290
513001 REGULAR OVERTIME	17,227	28,772	35,732	11,287	15,000	-20,732
514001 LONGEVITY	0	0	0	0	900	900
514004 SHIFT DIFFERENTIAL	4,308	4,100	4,282	1,030	4,407	125
515101 CLOTHING ALLOWANCE	1,500	1,000	1,500	1,000	0	-1,500
515102 CLEANING ALLOWANCE	0	0	0	0	2,000	2,000
<b>TOTAL PERSONAL SERVICES</b>	<b>161,856</b>	<b>167,967</b>	<b>190,812</b>	<b>108,617</b>	<b>207,895</b>	<b>17,083</b>
<b>EXPENSES</b>						
5210 ELECTRICITY	38,293	12,307	45,000	40,679	45,000	0
5211 NATURAL GAS	89,791	80,464	85,000	55,733	80,000	-5,000
5230 WATER & SEWER SERVIC	9,507	8,912	9,000	5,078	9,000	0
52404 ELECTRICAL EQUIP R-M	0	863	2,190	0	2,500	310
52407 PUBLIC BUILDING R-M	125,375	78,865	55,000	28,221	65,000	10,000
52408 DEPARTMENTAL EQUIP R-	0	0	3,000	588	3,000	0
52409 PUBLIC PROPERTY R-M	1,787	653	3,750	0	3,750	0
52413 OTHER REPAIR/MAINT.	3,800	100	3,000	0	3,000	0
5310 BACKFLOW PREV INSPEC	180	180	180	90	180	0
5450 CLEANING/CUSTODIAL SU	14,123	12,154	14,810	14,721	19,000	4,190
5581 UNIFORMS/PROTECTIVE	524	659	450	166	450	0
<b>TOTAL EXPENSES</b>	<b>283,379</b>	<b>195,157</b>	<b>221,380</b>	<b>145,276</b>	<b>230,880</b>	<b>9,500</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	671	711	725	351	217	-508
57HLTH HEALTH INSURANCE	21,912	24,230	24,961	11,685	12,542	-12,419
57LIFE BASIC LIFE INSURANCE	113	113	114	76	114	0
57MEDA MEDICARE PAYROLL TAX	2,240	2,357	2,249	1,509	2,152	-97
57OPEB OPEB CONTRIBUTION	0	0	1,391	0	4,078	2,687
<b>TOTAL FRINGE BENEFITS</b>	<b>24,937</b>	<b>27,412</b>	<b>29,439</b>	<b>13,621</b>	<b>19,103</b>	<b>-10,336</b>
<b>DEBT AND CAPITAL</b>						
585171 HOUSEKEEPING EQUIPME	1,500	1,250	1,392	1,334	0	-1,392
<b>TOTAL DEBT AND CAPITAL</b>	<b>1,500</b>	<b>1,250</b>	<b>1,392</b>	<b>1,334</b>	<b>0</b>	<b>-1,392</b>
<b>TOTAL CITY HALL MAINT/OPERATION</b>	<b>471,673</b>	<b>391,786</b>	<b>443,023</b>	<b>268,847</b>	<b>457,877</b>	<b>14,855</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018	
<b>0111507 - LIBRARY BLDG MAINT/OPER.</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	161,021	190,888	200,415	146,275	204,045	3,630
511101	PART TIME < 20 HRS/WK	15,810	12,900	19,374	8,670	19,000	-374
513001	REGULAR OVERTIME	29,187	27,636	31,200	18,141	32,105	905
514001	LONGEVITY	7,644	5,000	5,000	5,000	5,000	0
514004	SHIFT DIFFERENTIAL	4,813	7,057	6,649	5,314	6,849	200
514399	ADMIN SUPPORT STIPEND	3,011	3,023	3,012	2,204	3,102	90
515101	CLOTHING ALLOWANCE	2,500	2,500	2,000	2,500	0	-2,000
515102	CLEANING ALLOWANCE	0	0	0	0	2,000	2,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>223,988</b>	<b>249,004</b>	<b>267,651</b>	<b>188,104</b>	<b>272,101</b>	<b>4,450</b>
<b>EXPENSES</b>							
52408	DEPARTMENTAL EQUIP R-	787	3,139	1,000	846	1,000	0
5431	ELECTRICAL SUPPLIES	1,361	3,072	1,000	0	3,000	2,000
5450	CLEANING/CUSTODIAL SU	10,244	11,195	13,275	12,261	17,775	4,500
5581	UNIFORMS/PROTECTIVE	740	902	625	500	625	0
	<b>TOTAL EXPENSES</b>	<b>13,132</b>	<b>18,308</b>	<b>15,900</b>	<b>13,607</b>	<b>22,400</b>	<b>6,500</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	589	885	933	682	538	-395
57HLTH	HEALTH INSURANCE	44,174	45,831	48,127	41,968	61,006	12,879
57LIFE	BASIC LIFE INSURANCE	146	156	170	113	171	1
57MEDA	MEDICARE PAYROLL TAX	2,329	3,240	3,121	2,386	3,060	-60
57OPEB	OPEB CONTRIBUTION	704	2,411	2,701	1,954	2,771	71
	<b>TOTAL FRINGE BENEFITS</b>	<b>47,942</b>	<b>52,523</b>	<b>55,052</b>	<b>47,102</b>	<b>67,547</b>	<b>12,495</b>
<b>DEBT AND CAPITAL</b>							
585171	HOUSEKEEPING EQUIPME	1,375	700	1,608	1,602	0	-1,608
	<b>TOTAL DEBT AND CAPITAL</b>	<b>1,375</b>	<b>700</b>	<b>1,608</b>	<b>1,602</b>	<b>0</b>	<b>-1,608</b>
	<b>TOTAL LIBRARY BLDG MAINT/OPER.</b>	<b>286,437</b>	<b>320,535</b>	<b>340,211</b>	<b>250,416</b>	<b>362,048</b>	<b>21,837</b>



CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>0111508 - POLICE HQ CUSTODIAL</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	50,344	52,062	53,419	39,092	53,214	-205
513001 REGULAR OVERTIME	20,980	21,253	24,000	16,837	24,000	0
514001 LONGEVITY	2,500	2,500	2,500	2,500	2,500	0
515101 CLOTHING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONAL SERVICES</b>	<b>74,324</b>	<b>76,316</b>	<b>80,419</b>	<b>58,929</b>	<b>80,214</b>	<b>-205</b>
<b>EXPENSES</b>						
5450 CLEANING/CUSTODIAL SU	4,258	6,616	7,360	1,321	7,360	0
5581 UNIFORMS/PROTECTIVE	180	254	140	140	140	0
<b>TOTAL EXPENSES</b>	<b>4,438</b>	<b>6,870</b>	<b>7,500</b>	<b>1,461</b>	<b>7,500</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	486	507	517	378	538	21
57HLTH HEALTH INSURANCE	16,498	16,613	17,115	12,507	17,800	685
57LIFE BASIC LIFE INSURANCE	57	57	57	38	57	0
57MEDA MEDICARE PAYROLL TAX	107	94	518	88	533	15
<b>TOTAL FRINGE BENEFITS</b>	<b>17,148</b>	<b>17,272</b>	<b>18,207</b>	<b>13,011</b>	<b>18,928</b>	<b>721</b>
<b>TOTAL POLICE HQ CUSTODIAL</b>	<b>95,909</b>	<b>100,458</b>	<b>106,125</b>	<b>73,401</b>	<b>106,642</b>	<b>517</b>
<b>0111509 - PARKS/REC BLDG CUSTODIAL</b>						
<b>PERSONAL SERVICES</b>						
513001 REGULAR OVERTIME	21,398	29,862	30,911	16,912	31,807	896
<b>TOTAL PERSONAL SERVICES</b>	<b>21,398</b>	<b>29,862</b>	<b>30,911</b>	<b>16,912</b>	<b>31,807</b>	<b>896</b>
<b>EXPENSES</b>						
5450 CLEANING/CUSTODIAL SU	0	0	5,000	0	5,000	0
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57MEDA MEDICARE PAYROLL TAX	280	484	518	239	536	18
<b>TOTAL FRINGE BENEFITS</b>	<b>280</b>	<b>484</b>	<b>518</b>	<b>239</b>	<b>536</b>	<b>18</b>
<b>TOTAL PARKS/REC BLDG CUSTODIAL</b>	<b>21,678</b>	<b>30,346</b>	<b>36,429</b>	<b>17,151</b>	<b>37,343</b>	<b>914</b>
<b>TOTAL PUBLIC BLDG DEPARTMENT</b>	<b>3,961,755</b>	<b>4,161,810</b>	<b>4,550,301</b>	<b>3,233,521</b>	<b>4,697,232</b>	<b>146,931</b>





## Public Facilities Committee Budget Report

### City of Newton In City Council

**Wednesday, April 19, 2017**

**Present:** Councilors Crossley (Chair), Albright, Laredo, Lennon, Lappin, Brousal-Glaser, Gentile, Danberg

**City staff present:** Commissioner of Public Buildings Joshua Morse

#### **BUDGET & CIP DISCUSSIONS:           Public Buildings Department**

**Note:**           Commissioner of Public Buildings Josh Morse provided an overview of ongoing Capital Projects. He began by notice two recent changes to the budget for fiscal year.

First, the water and sewer line item has been increased \$50,000 over last year to cover the cost of increased water usage in schools. The Commissioner noted that School Department water and sewer costs are covered in the Public Buildings Budget since 2014. The higher cost is primarily due to watering the fields at Newton North High School (it was a dry year). Although the fields use captured water, the cistern contains only enough water to irrigate for one day. The City is considering drilling wells at the high school in addition to an irrigation management system to help mitigate the need to purchase additional water.

Committee members questioned whether the state Plumbing Board might consider allowing the City to recycle greywater for toilet flushing, as the infrastructure already exists, and would save a great deal on the water and sewer bills. Commissioner Morse is not confident the Plumbing Board would be receptive to the request, but confirmed he will provide the annual water consumption cost and the cost of hooking up the system for comparison.

The second budgetary change is the addition of one full time custodian. There are five full time custodian positions now covering City Hall, the main Library, Police Headquarters, the Police garage and the Police Annex. Additional cleaning at other municipal buildings is completed by light duty staff or overtime. In 2017, the cost of the overtime exceeded what a new custodian would cost. In combination with the anticipated increased demand from Fire Station 3/HQ, it was determined that a new custodial staff person would be more cost effective than continuing to use overtime/light duty. The new custodian will be able to address needs at Fire Station 3/HQ, Parks & Recs Buildings, DPW Facilities, the Senior Center and other municipal buildings. It was noted that the funds will come from the funds previously allocated for overtime work.

The budget includes additional funding for computer related expenses. Commissioner Morse confirmed that the department is looking to purchase a computer and CADD system to allow

capable staff to perform design work. It is estimated that the computer and software will cost \$4,000.

The Commissioner responded to inquiries about the distribution of labor among City craftsmen. The FY17 budget goals expressed a desire to balance in house labor to be better in proportion to the size of schools and municipal buildings.

The Commissioner noted that decreasing craftsman time in the schools correlates to necessary increases in spending on projects, putting pressure on school maintenance funds. He stated that he tries to balance the work but does not think that the craftsmen's time can be split evenly.

### **Angier**

The final bill was processed, the final MSBA rebate received and the project came in approximately \$1.2 million dollars under budget. This will reduce the debt override. Committee questioned whether anything was value engineered out of the project that should have remained. The Commissioner stated that nothing the City desired was removed from the project. He noted that often during projects, the architect or landscape engineer will include features in excess of the City's requests which can be eliminated without negative consequence.

### **Zervas**

Construction is ahead of schedule and under budget. It is anticipated that the Certificate of Occupancy will be issued in June and then students will move back in September. Commissioner Morse noted that the process and communications with abutters has been successful and there have been few complaints. He confirmed that all lessons learned from Angier have informed the work at Zervas, helping to ensure that deadlines are met. He confirmed that while the move can take a few days, the set-up of technical equipment can take longer, and complete process can take up to six weeks.

### **Cabot**

Construction documents are 60% complete. The Design Review Team has reviewed the plans and the next phase is to create the final set of construction documents. Commissioner Morse noted that there have been no significant changes to the plans that were previously presented to the City Council. The changes that have occurred have been to the security and technical equipment, electrical and plumbing. Public Buildings is working with Newton Public Schools to ensure that their expectations are being met and that changes do not impact the programming for the school. Commissioner Morse noted that Public Buildings is looking to release an early site package to demolish the newer addition and modular buildings. The Commissioner will coordinate with Public Works on rebuilding the Laundry Brook culvert, particularly the portion that runs below the corner of the building.

Commissioner Morse stated that based on the density of the neighborhood, Public Buildings is developing a plan to address added traffic, parking needs and congestion that may result from the construction. They will maintain a website with details during the life of the project in addition to distributing information flyers. It was noted that while a portion of Cabot Park will be used to

store soil temporarily, outreach efforts will extend to the little league community and construction will not impact the outfield.

### **Fire Station 3 / Headquarters**

Fire Station 3/ Headquarters project is ahead of schedule. Commissioner Morse estimated that the Fire Station can be occupied by June and the Headquarters can be occupied in September. He noted that being ahead of schedule can result in cost savings from general condition expenses ranging from \$100 - \$200 thousand dollars each month. Commissioner Morse stated that Commodore Builders have been producing quality work and coordinating efficiently. He added that oversight from the Fire Department Director of Technical Services Alex Chadis with regard to emergency communication equipment has been instrumental in expediting processes. The Chair noted that a tour of the Fire station site revealed a well-managed, organized and safe site.

### **Aquinas**

The Statement of Interest for the Lincoln Eliot School (Aquinas) has been resubmitted to the MSBA, seeking MSBA funding for major renovations. It is anticipated that the City will receive feedback in winter of 2018. This fall, water and heat will be turned off in the convent structure. The Commissioner was not aware of plans to keep the students in the building, or relocate them. He noted that the City would have to work collaboratively to finalize plans.

The window replacement project is complete, and the preschool moved in. Committee members noted that abutters to the site have been questioning the plans and are experiencing frustration with the lack of a site plan. Commissioner Morse noted that while he is wary to expend funds to work on conceptual design documents (without MSBA approval), he would be willing to have a community meeting to address concerns and answer questions.

### **2018 CIP Items**

The replacement cost estimate for the indoor track at Newton South High School is \$260-\$300 thousand dollars. Due to standard wear and tear from students' cleats, the track must be replaced approximately every 15 years in order to meet Track and Field meet standards. The existing track was installed in 2002.

### **DPW Wash bay at Crafts Street**

The Department of Environmental Protection requires a system for vehicle washing because of chemical runoff. The freestanding DPW wash bay at Crafts Street is used to wash all City vehicles. Commissioner Morse noted that while the building structure is in good condition, the internal systems (electrical system, hot water, undercarriage, ventilation system) are rusted through from salt. The estimate for the repairs is \$517,500, but it was noted that DPW Commissioner McGonagle's expertise can provide insight with regard to pricing and quality of the equipment.

### **Newton Free Library**

Committee members asked for updates to revisions for the Library Expansion Project. Commissioner Morse stated that the Library Trustees and Library Director have worked to identify three top priorities. The first priority is to renovate the maker space and children's area. By reducing the number of reference books in the adjacent area, the Library working group hopes to

find space to expand the children's area. It was noted that while Reference books are not used frequently anymore, the children's area usage is maximized. The estimate for the expansion is \$517,500 and includes an upgrade to make the bathrooms accessible. The second priority would be upgrading the circulation desk. Commissioner Morse stated that renovations would be made to make the desk more user friendly, functional and ADA compliant. It is anticipated that staff could be relocated to other floors to repurpose first floor space. The third priority is to expand the Druker Auditorium. It was stated that Druker is consistently booked and occupied to capacity.

Commissioner Morse confirmed that the DRC remains involved in the planning. He noted that if the plans progress, a request for funds for a concept design of the auditorium may come before the Council. It was stated that because at some point there may be a major library project, he has recommended that the City use the same architect to ensure consistency in the plans and design, but closely monitor the scope of the work.

### **Crescent Street**

The designer and Project Manager for the Crescent Street Housing and park expansion project have been selected. While there have been a couple of staff meetings, Public Buildings intends to solicit community input prior to any preliminary design. The intent of the first community meeting will be a review of the process to this point, Q&A and for the design team to hear design preferences. The architect for the project will have a sample portfolio for the public and the City is looking forward to work with the landscape architect, who has a good reputation.

### **Solar Projects**

Solar carports are in place and on line at both Newton South High School and the DPW yard. Rooftop solar panels at Zervas will be fully operational this fall. Commissioner Morse noted that ground-mounted solar at Rumford Avenue are on track to meet the May 8, 2017 deadline. In order to meet mechanical completion standards, the City must erect a DEP-approved fence around the solar panels. As there are three types of fences allowed, Public Buildings intends to solicit community feedback related to type of fence (at the boundary between residences and the yard) prior to installation. If the City does not meet the May 8 deadline, it is subject to approximately 20% less reimbursement for the life of the project. Committee members expressed serious concern, and questioned whether it would be cost effective to put up a chain link fence at the shared boundary location in the interim. Commissioner Morse confirmed that 3/4 of the fence is scheduled to begin now and as it is not visible to abutters, which will be chain link. Committee members urged the Commissioner to expedite the process and ensure that the site is mechanically complete prior to May 8.

**Update:** The fence work started the week of April 24. Chain Link fence will go around the majority of the site and a temporary fence will go up where the different fence portion may ultimately go. Everything has been cleared through DEP, DOER, and Inspectional Services. Ameresco and Public Buildings Project Manager Bill Ferguson have confirmed that they are right on schedule to meet the deadline.

### **Central High School Ed Center**

Commissioner Morse confirmed that the School Department will be funding the Ed Center project. It was suggested that using the Health Holiday funds for these improvements may be sensible as this is a one time expense and the funding source is not renewable.

### **Bigelow**

A Committee member questioned whether the mechanical upgrades would be completed in FY17 or FY18 and Commissioner Morse confirmed he would have to check with the Chief Financial Officer.

The School Department will be funding the cost of the generator for F. A. Day (\$75,000) out of Charter Maintenance.

### **Elliot Street Parks & Rec Building**

At a previous meeting, Committee members held the request for a pre-engineered building for a mechanics bay at the Elliot Street site pending a larger discussion related to space utilization. The Chair noted that discussions to create a plan for operations and equipment storage have begun with Commissioners of DPW, Parks & Rec and Public Buildings. It was noted that there may be solutions that are more effective and efficient than putting additional structures at the site. The DPW Commissioner is working to sell off and remove extraneous DPW equipment and materials storage, and assess space needs for operations. Councilors Crossley and Gentile will be touring the site when a concept plan is generated. A Committee member noted that while there is need for a comprehensive City-wide space utilization plan for City operations, there is time sensitivity regarding the need for a mechanics bay for Parks & Rec.

### **City Hall Bathrooms**

A Committee member expressed concern about the condition of the bathrooms in City Hall. It was previously stated that due to the condition of these bathrooms, cleanliness can be compromised. Committee members agreed that the volume of visitors and staff at City Hall warrants prioritizing bathroom renovations. Commissioner Morse noted that renovations to the bathroom may be more costly than anticipated if significant alterations are needed. He stated that he would have to verify the estimates after reviewing the various building codes. A Committee member noted that the funds may already exist from other items presented in the budget that may have received lower cost estimates than anticipated.

Committee members questioned why the proposed budget item for FY18 reflects less for consultant and architectural services than previous years. Commissioner Morse noted that the number is dependent on the anticipated demand but stated that the number fluctuates year to year.

The Commissioner noted that the \$150,000 is reserved for projects less than \$75,000 but greater than what would be covered by daily maintenance. The funds can sometimes cover several smaller projects. In FY17, the \$150,000 dollars was used for restoration of the City Hall cupola, City Council chairs, an access control system and a new carpet in the Comptroller's Office.

A Committee member noted that the Design Review Committee is not fully staffed and requested that the Commissioner provide information on appointments. The Commissioner confirmed that he would and voiced his appreciation for the quality of work produced by the Design Review Team. Currently, they are working on a document to set policy standards related to an integrated design approach. The Commissioner will present information on how various early design decisions can impact the project as a whole, and how such policies may be used to inform contract language in the future. Committee members expressed appreciation for Commissioner Morse's efforts and unanimously straw voted in favor of approving the FY18 Public Buildings Budget.

The Committee adjourned at 9:30 pm.

**Respectfully submitted,**

**Deborah J. Crossley, Chair**