CITY OF NEWTON

IN BOARD OF ALDERMEN

PUBLIC SAFETY & TRANSPORTATION COMMITTEE AGENDA

WEDNESDAY, JUNE 6, 2012

7:00 PM
Room 202

ITEMS SCHEDULED FOR DISCUSSION:

DISCUSSION ITEM: Chairman's Note: At the Chair's request, Dori Zaleznik, Commissioner Health and Human Services Department will provide a presentation on duplicate street names.

REFERRED TO PUBLIC SAFETY & TRANS AND FINANCE COMMITTEES

#172-12 HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifty-five thousand dollars ($55,000) from Fire/Rescue Overtime for the purpose of funding the purchase of workforce scheduling, communications-based software for the Fire Department. [05/29/12 @ 5:20 PM]

#417-11 ALD. JOHNSON requesting a discussion with the Department of Transportation regarding sound barriers along the Turnpike. [12/07/11 @ 9:29 PM]
HELD 8-0 on 01/04/12

DISCUSSION ITEM: Chairman's Note: At the Chair's request, David Koses, Transportation Planner will provide Traffic Council Policy #3: Bike lane versus parking.

ITEMS NOT SCHEDULED FOR DISCUSSION:

#167-12 POLICE DEPARTMENT submitting reports of semi-annual taxi license/public auto inspections for review. [05/21/12 @ 3:48 PM]

#166-12 BOSTON COACH TRANSPORTATION request for annual renewal of the Boston College Bus Licenses. There are no changes proposed to last year's licenses. [05/21/12 @ 3:34 PM]

#146-12 DIRECTOR OF PLANNING & DEVELOPMENT, requesting possible amendment to Chapter 19 to allow the Commissioner of Department of Public Works to restrict parking up to 10 feet away from crosswalks. [05/14/12 @ 4:06 PM]
HELD 7-0 on 05/23/12

The location of this meeting is handicap accessible and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact the Newton ADA Coordinator Trisha Guditz at 617-796-1156 or tguditz@newtonma.gov or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting.

#125-12   ALD. YATES, HARNEY, SANGIOLO & GENTILE, requesting the
Transportation Advisory Group (TAG) to work with the Town of Wellesley,
MetroWest Regional Transit Authority, Mass Bay Community College,
Wellesley College and other institutions that provide bus service to the MBTA
and Newton Wellesley Hospital to operate their vehicles along Route 16 and
request that they pick-up and discharge passengers in Lower Falls. [04/20/12 @
1:55 PM]

#87-12   ALD. SALVUCCI, requesting the establishment of a permit parking program for
the Melrose Avenue Municipal Parking Lot in Auburndale to assist abutting
businesses with parking for their employees. [03/23/12 @ 12:52 PM]
HELD 6-0 on 04/11/12
HELD 6-0, Ald. Harney not voting on 05/23/12

#86-12   ALD. CICCONE, requesting possible changes to City Ordinance 19-30(a),
Procedures for Traffic Council, to require all Traffic Council meetings be held in
the evening. [03/16/12 @ 1:44 PM]
HELD 6-0 on 04/11/12
HELD 5-0, Ald. Harney and Swiston not voting on 05/23/12

#69-12   DANIEL HERMON, One International Place, 100 Oliver Street, Suite 1400,
Boston, MA 02110 requesting issuance of a van license to operate Dan's Coach in
Newton. [03/08/12 @ 2:16 PM]

REFERRED TO PS&T AND PUBLIC FACILITIES COMMITTEES
#413-11   ALD. CICCONE, SALVUCCI, GENTILE & LENNON updating the Public
Facilities and Public Safety & Transportation Committees on the progress of
renovations to the city's fire stations. [11/17/11 @11:07 AM]

#278-11   ALD. YATES, requesting a report from His Honor the Mayor on the likely
impacts on traffic in Newton from the changes to the Route 9/128 intersection as
part of the Add-A-Lane Project. [09/26/11 @ 2:37 PM]
HELD 5-0, Ald. Johnson not voting on 03/21/12

#137-11   ALD. DANBERG AND FULLER requesting possible changes to City Ordinance
19-191, Parking Meter Fees, to require a minimum purchase at long-term parking
meters in order to discourage short-term use. [4/26/11 @ 9:52 AM]
HELD 8-0 on 01/18/12

REFERRED TO PS&T AND PUBLIC FACILITIES COMMITTEE
#41-11   ALD. JOHNSON, LENNON AND DANBERG requesting discussion of the
elimination, except during snow emergencies, of the overnight parking ban which
is in effect from November 15 through April 15. [01/18/11 @ 9:00 PM]

REFERRED TO PUBLIC SAFETY&TRANSPORTATION & FINANCE COMMITTEES

#363-10(2)   ALD. ALBRIGHT proposing a trial of parking meter free Saturdays between Thanksgiving and New Year for the shopping areas to support shopping at local businesses in Newton. [02/10/12 @ 9:13 AM]

#279-10   ALD. JOHNSON, ALBRIGHT & LINSKY, requesting the development of a comprehensive traffic and parking plan for the Newton North High School neighborhood with the following streets as its borders: Commonwealth Avenue, Washington, Harvard and Valentine Streets. This plan to be completed by November 30, 2010 will include a fix to short term (immediate needs) and longer term needs to effectively manage the traffic circulation within the neighborhood, provide pedestrian and vehicular safety, and preserve quality of life for the neighborhood, school staff and faculty. [10/06/10 @ 12:33 PM]
HELD 7-0 on 04/18/12

Respectfully submitted,

Allan Ciccone, Jr. Chairman

City of Newton, Massachusetts

Office of the Mayor

SETTI D. WARREN
MAYOR

May 29, 2012

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

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of $55,000 from Acct # 0121002-513001 Fire/Rescue Overtime to fund the purchase of Kronos' Telestaff rules-based workforce scheduling, communications based software for the Fire Department.

Currently the Fire Department schedules all overtime, minimum manning and shift coverage manually, leading errors in shift rotation and union grievances. It is our expectation that these problems will be minimized with the addition of this software. I have attached the 'cut sheet' for your information.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

KRONOS

Estimated Solution Investment Summary

TeleStaff Solutions Group
50 Corporate Park, Irvine, CA 92606
Telephone: 1-800-850-7374

Date Created: **Monday, May 07, 2012**

Expiration Date: **July 1st 2012**

Estimate Prepared For: Newton Fire Department, MA

Sales Representative: Shannon Dubois
Inside Sales Rep
Order Type:

Contact Info:
Name: Chief Proia
Phone: 0
Email: 0

Customer SID#:

Product Description	License Capacity / Billing Role		Unit Price		Investment		Maintenance
TeleStaff Software Components							
TeleStaff Enterprise v2	200		$	140	$	28,000	
TeleStaff Auctions v2	200		$	50	$	10,000	
TeleStaff Web Access (Customer Hosted)	0		$	50	$	-	
TeleStaff Gateway Manager v2	0		$	5,000	$	-	
TeleStaff Reporting v2	0		$	5,000	$	-	
TeleStaff Web Timecard v2	0		$	2,500	$	-	
Discount					$	(11,400)	
Total Investment for Software Solution					$	26,600	$ 6,650
3rd Party Components	**Units**						
Sybase License v2 (Base Server License)	1		$	125	$	125	$
Sybase License v2 (Concurrent License)	3		$	125	$	375	$
Dongle 4 Port	1		$	900	$	900	$
Dongle 8 Port	0		$	1,500	$	-	$
Dongle 12 Port	0		$	2,100	$	-	$
3rd Party Total					$	1,400	$ -
Professional Services	**Hours**						
Baseline Deployment Services	Fixed per SOW				$	10,308 Fixed Fee	
Add On Deployment Services	Fixed per SOW				$	380 Fixed Fee	
Professional Services Total					$	10,688	
Solution Development	**Hours**						
Custom Services	Fixed per SOW				$	- Fixed Fee	
Solution Development Total					$	-	
Auctions Configuration	**Hours**						
Vacation	Fixed per SOW				$	1,500 Fixed Fee	
Position/Shift	Fixed per SOW				$	- Fixed Fee	
Roster/Workcode/OT/Special Event	Fixed per SOW				$	- Fixed Fee	
Auctions Configuation Total					$	1,500	
Optional Professional Services	**Hours**						
Advanced Confiiguration	Fixed per SOW				$	13,750 Fixed Fee	
Optional Services Total					$	13,750	
Subscription Services	**Hours**						
Hosted Web Access							$ 2,744
Subscription Services Total							$ 2,744

Investment Summary

TeleStaff Software =	$	26,600
3rd Party Components =	$	1,400
Annual Maintenance Cost =	$	-
Professional Services =	$	10,688
Auctions Configuration =	$	1,500
Optional Professional Services =	$	13,750
Solution Development =	$	-
Total Initial Solution Cost =	$	53,938

Subscription Services =	$	2,744
Annual Maintenance =	$	6,650
Annual Recurring Costs =	$	9,394

Kronos Confidential - Billed annually in advance beginning on 1st renewal of maintenance date

KRONOS®

Kronos TeleStaff Features and Benefits

DATASHEET

KRONOS TELESTAFF IS:
- Workforce scheduling
- Emergency deployment
- Communication
- Time management
- Integration

WITH KRONOS TELESTAFF YOU CAN:
- Control labor costs
- Minimize compliance risk
- Improve workforce productivity
- Open the lines of communication

Optimized Scheduling, Deployment, and Communication. That's Kronos TeleStaff.

Every mission starts with finding, qualifying, contacting, and deploying first responders and other critical resources. And manual, paper-based systems won't get the job done. They waste valuable time, energy, and money. Contribute to compliance risks. And hinder reliable and accurate communications. But with Kronos® TeleStaff™, these problems are a thing of the past.

Kronos TeleStaff pairs rules-based scheduling with communication capabilities to optimize on-scene arrival. Whether it is staffing the daily roster, deploying for a major disaster, coordinating off-duty work, or managing employee time, Kronos TeleStaff is uniquely designed to deliver. With this time-tested solution, you gain workforce scheduling features unlike any other vendor offering in the public safety and utilities markets.

Features	Benefits
Scheduling/Roster	
Pre-builds schedules and rosters	Makes creating schedules and rosters based on shift requirements quick and easy
Delivers comprehensive employee scheduling	Empowers managers to effortlessly staff employees to positions and shifts, even in the most complex scheduling environments
Provides a real-time daily roster	Displays in real time who is working a regular-duty shift (plus any working or nonworking exceptions, such as overtime, training, sick leave, vacation, etc.), and provides an at-a-glance view of employee qualifications and certifications
Supports many organization levels	Maintains all organizational scheduling data within a single solution, leading to greater collaboration among departments and increased productivity across the entire organization
Tracks employee certifications and qualifications	Helps managers track necessary data for proper staffing and helps ensure compliance
Automatically generates staffing alarms when staffing levels fall below requirements	Helps ensure that proper coverage is maintained
Offers a multi-user solution	Supports an unlimited number of users and can assign permission and security levels for individuals or groups
Provides web interface	Provides employees web access to the most commonly used features, allowing access to their schedules and the ability to expedite work tasks anytime, anywhere

Features	Benefits
Employs patented rules-based staffing engine	Automates the most complicated scheduling rules, saving significant time and effort
Relays scheduling communications automatically	Saves valuable time for managers by generating schedule-driven notifications to employees (who can be prompted to respond) by touch-tone phone, text, email, intranet, and internet
Supports different union or business rules for various departments, groups, or scenarios	Helps ensure scheduling compliance while offering the utmost flexibility
Validates staffing decisions against rules	Consistently applies rules when scheduling employees, granting leave, or processing time-off requests, helping ensure compliance
Supports multiple shifts, rotating posts, positions, future assignments, and promotions	Allows staffing personnel and employees to view current and future schedules based on shift or assignment changes that will occur
Allows employees to indicate the days, shifts, or events for which they are available to work extra-duty assignments	Simplifies staffing extra-duty work and assignments by allowing employees greater control over their schedules while improving morale
Automatically assigns shifts and staffs employees for work	Saves valuable time helping managers assign shifts, automatically considering availability, skills, time off, and more
Allows employees to submit time-off requests via touch-tone phone, intranet, or internet	Streamlines the workflow for employee requests and approvals based on policies and business culture, and saves employees and managers countless hours by automating requests and approvals while enforcing policies and rules
Finds and contacts employees to fulfill staffing needs	Virtually eliminates manual outbound staff scheduling calls and allows for concurrent calls to be conducted
Offers real-time view of past, present, and future scheduling data and other relevant staffing details	Allows users access to the most up-to-date scheduling data at all times throughout the day
Schedules employees to secondary employment	Offers a full view of the organization's staffing at all times for planned and unplanned event staffing
Displays schedules by employee, department, shift, day, week, month, and year and into the future	Flexible roster views make it easy to access necessary specific staffing data fast
Identifies and avoids overstaffing	Eliminates costly scheduling errors
Supports "can act as" staffing	Saves costs by staffing positions with personnel who have multiple abilities
Manages shift, assignment, and vacation bid processes*	Eliminates manual bid processes and helps employees balance work and personal life priorities, as they have more control over their work and vacation schedules
Offers a fast-find capability for people and groups	Easily locates specific employees or groups in just a few clicks
Provides drag-and-drop capabilities	Easily moves employees and reassigns shifts instantly
Maintains in-depth employee profiles	Keeps data such as ID, shift, contact methods, pay rate, seniority, attributes, DOB, and much more on each employee record

Features	Benefits
Notification	
Integrates built-in communication capabilities with scheduling functionality	Eliminates manual phone calls and expedites scheduling of employees, requiring no additional effort by managers
Tracks multiple contact numbers and methods	Offers flexible communication methods for staffing positions and relaying other work information
Makes the right contact based on the situation	Allows for the right staff members to be contacted in the right order and staffed for virtually any situation
Supports bidirectional exchange of information	Allows employees to can accept/deny work and make requests by phone
Sends communications to employees relating to work offers to fill vacancies, emergency recall, assignment changes, and other activities or events	Improves operational effectiveness by automating communications, linking scheduling-driven data, and relaying important messages pertaining to work, helping ensure compliance and appropriate staffing
Allows employees to specify contact methods	Ensures best contact method and receipt of notification
Captures and reports sent notifications and employee responses	Confirms receipt of all outbound messages via a time and date stamp for auditing purposes
Sends custom messages on the fly	Communicates information rapidly to specific groups, employees, or the entire organization by touch-tone phone, text, email, intranet, and internet
Overtime	
Automatically assigns overtime positions based on rules, reducing risk of noncompliance	Balances rules, employee schedules, and organizational needs when making overtime staffing decisions
Automatically validates staffing decisions	Consistently applies overtime rules when scheduling employees, granting leave, or processing time-off requests
Identifies who's eligible for overtime	Displays who is off duty, not fatigued, can be held over, or has signed up, ensuring accurate staffing
Creates entitlement lists	Generates lists based on unlimited entitlement variables
Notifies in entitlement order	Offers work fairly and by entitlement rules, helping to ensure compliance
Offers overtime by touch-tone phone, email, text, intranet, and internet	Ensures overtime positions are filled efficiently
Tracks overtime activity	Tracks all overtime actions by employee for audit purposes
Allows employee overtime sign-up	Improves morale by empowering employees; saves time and expedites staffing
Pre-approves or suppresses overtime	Helps control labor costs
Tracks overtime labor hours by work codes	Instantly shows number of hours worked per employee, department, and organization by user-defined work codes

Features	Benefits
Emergency Response	
Finds and contacts employees by touch-tone phone, text, email, intranet, and internet	Uses multiple communication methods for faster scheduling and deployment
Automatically backfills vacant positions	Maintains staffing levels during emergency response
Supports command post scheduling via the web	Manages staff and scheduling at the scene
Allows for custom messaging	Sends instant communications such as incident and situational updates to employees
Tracks hours related to emergency response and pre-populates built-in FEMA reporting module	Expedites reimbursement processes with government agencies, including FEMA for declared emergencies
Tracking of Time and Leave	
Manages complex leave and benefit accruals	Automates functions relating to time tracking, leave, and accruals by delivering an end-to-end manager and employee self-service system that expedites approvals, maintains staffing coverage, and allows organizations to easily measure how time is spent, so it can be efficiently managed and justified at all times
Uses unlimited work codes	Manages organization-defined working and nonworking codes such as overtime, vacation, move-ups, shift-differential pay, time trades, and more; accurately tracks codes within a centralized system
Calculates and tracks time balances of unused time, time off, comp time, sick time, vacation, and leave	Easily recognizes absence trends and patterns, and applies rules to decisions regarding time away from work
Incorporates compliance regulations via rules	Maintains compliance with federal and state labor laws, collective bargaining agreements, and other organization policies
Supports unique leave policies	Automatically enforces leave and time-off rules through customer-specific product configuration
Tracks and logs all leave and time-off events	Provides audit trail in event of grievance or audit
Provides employee and manager self-service	Provides access to real-time leave balances, minimizes requests to managers, and increases employee satisfaction
Delivers self-service reporting	Employees have access to their own personal history reports that detail time and accrual bank activity; provides several standard reports
Produces operational labor and cost reports	Displays trends and helps monitor employees' time and leave events, as well as where labor costs are spent and why, for greater workforce insight

Features	Benefits
Compliance	
Supports user-defined compliance rules	Incorporates rules associated with collective bargaining agreements, regulations, and policies for enforced compliance
Applies rules when making staffing decisions	Consistently validates staffing decisions against rules when granting leave and processing time-off requests
Creates structured staffing and approval processes	Encourages adherence to a framework of practices for your workforce while defining roles and responsibilities for scheduling decision makers
Tracks every scheduling event	Offers an audit trail showing every transaction within the system
Self-Service	
Provides employee self-serve access	Using a touch-tone phone, intranet, or internet, employees process requests, review notifications and messages, view schedules, and change profile information, based on authority level
Supports configured roles-based security	Allows organizations to define responsibilities for groups and individuals according to hierarchy and user responsibilities
Provides user access by touch-tone phone, intranet, and internet	Gives flexible system access points from anywhere, at anytime
Allows employees to sign up for overtime	Enables supervisors to approve or deny in one system; improves employee satisfaction
Allows employees to enter work preferences	Helps employees balance work and personal life priorities, and ensures correct staffing
Allows employees to conduct shift trades	Leverages scheduling tasks and improves employee satisfaction
Timecards	
Enables web-based time collection and management	Provides anytime, anywhere access, allowing employees to submit time with flexibility
Allows supervisors to approve or reroute timecards online	Makes it easier and more efficient to manage, approve, and submit time because actions occur within an online, centralized system
Automates timecard workflow	Allows organizations to define authority levels and incorporate business rules, ensuring accuracy and adherence to approval hierarchy
Offers standard or project-based timecards	Supports configurable timecards for specific employees, groups, or departments with ease
Integrates with TeleStaff and exports data to virtually any third-party payroll system	Provides seamless transfers of critical payroll-related data, eliminating redundant data entry while ensuring accuracy
Employs electronic signatures	Eliminates the use of paper and provides an electronic record of the approved time
Tracks when and who made changes	Delivers a compete audit trail
Utilizes leading-edge security architecture	Safeguards sensitive time data

Features	Benefits
Integration	
Integrates with third-party CAD and RMS solutions	Automatically or on demand transfers roster data, eliminating redundant data entry and ensuring accuracy
Integrates with third-party HR/payroll solutions	Finalizes pay reports, which can be transferred in dozens of formats to be sent automatically or on demand to payroll systems; accepts data from HR systems, including employee information, accrual balances, certifications, and more, eliminating redundant data entry and reducing errors
Integrates with third-party time and labor management solutions	Automatically or on demand populates an organization's time and labor management system so that punch, swipe, or other login data can be compared against the most current schedule; no-show, overtime, and other relevant data can be accepted from the time and labor system so that attendance data remains synchronized
Services and Support	
Delivers accelerated implementation and deployment	Delivers a uniquely tailored solution within 90 days from project kickoff for a faster return on investment
Provides extensive training services	Offers vendor-hosted, web-based, or on-site training services
Offers 24/7/365 technical support	Provides access to highly trained and dedicated product support specialists around the clock via a toll-free support line
Reporting	
Offers extensive labor and management reports	Provides 10 standard reports that analyze a variety of dynamic information relating to labor data and costs for better decision making and in-depth insight into operations
Continually records a database of scheduling activities and events	Captures real-time organizational scheduling data, maintaining a comprehensive archive for auditing purposes
Allows reports to be viewed, shared, printed, or emailed on demand	Gives flexibility in obtaining and viewing reports
Contains FEMA report module	Expedites recovery of reimbursement funds for FEMA-declared emergencies
Provides Custom Reporting module*	Expands reporting capabilities beyond canned reports

Automated Bidding and Custom Reporting are add-on modules.

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TIME & ATTENDANCE   SCHEDULING   ABSENCE MANAGEMENT   HR & PAYROLL   HIRING   LABOR ANALYTICS

Traffic Council Policy 3:
Prioritization of On-Street Parking and Bicycle lanes (*D R A F T*)
Date Adopted: XXXXXXXXXXX XX, 20XX

As defined by City ordinance, it is the purpose of the Traffic Council to take action on requests for site-specific changes to parking and traffic regulations. The Traffic Council aims to be fair and consistent in its decisions when similar situations present themselves and, over time, its actions have evolved into some implicit policies. The most frequently observed policies relating to requests for removal of parking to accommodate bicycle lanes are listed below and are to be used as guidelines for the future. Members of Traffic Council hope that this information offers guidance to the public, Board members, and staff as it affects projects or proposals they may consider.

BACKGROUND
The Newton Comprehensive Plan, adopted by the Newton Board of Aldermen on November 19, 2007, called for reducing reliance on auto driving and supporting a full range of travel modes, including walking, cycling, carpooling and taking transit. The Plan specified that "bicycles are considered an integral part of the transportation mode mix, and the design of the streets and sidewalks includes appropriate facilities for them."

The Transportation Advisory Committee (TAC), in their Transportation Advisory Committee Recommendations to Mayor Setti D. Warren November 17, 2011, subsequently endorsed by the Mayor, calls for the City to adopt a Complete Streets Policy, where all users, not just motorists, must be taken into consideration in the design and redesign of our street network. The TAC recommended that the Department of Public Works, Traffic Council, and the Board of Aldermen support a greatly expanded bicycle infrastructure, with at least 20 miles of bicycle lanes or other specific roadway accommodations to be implemented by 2015. The policy statement, shown below, is intended to act as a reference in those cases where street width does not allow both parking and bicycle lanes, and where parking demand is low. The policy does not preclude the removal of parking within an area of moderate or heavy parking usage, so to create new or improved bicycle lanes.

POLICY STATEMENT
To implement the goals described above, and in order to continue to improve Newton's bicycle infrastructure, it will be a Traffic Council policy to favor the restriction of on-street parking so to implement bicycle lanes on those streets referenced in the approved Newton Bicycle Plan[1], in those cases where parking demand is low. In Village Centers and in areas where parking usage is moderate or heavy, Traffic Council members shall consider factors such as the Newton Bicycle Plan, connectivity between key destinations, and alternative parking locations, in addition to street widths, volume, safety and other concerns.

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[1] Newton Bicycle Plan has not been approved as of April 25, 2012.

This policy should not be considered to be a directive or mandate. While this policy intends to create baseline support among Traffic Council members to vote in favor of implementing bicycle lanes cited in the Newton Bicycle Master Plan and in certain other locations, Traffic Council will continue to gather comments from residents, elected officials and other interested parties. Only after careful consideration of the aforementioned Citywide goals and all relevant and site-specific information provided, will each member of Traffic Council determine his or her final vote.