

CITY OF NEWTON

IN BOARD OF ALDERMEN

BUDGET

ZONING & PLANNING COMMITTEE REPORT

TUESDAY, APRIL 27, 2010

Present: Ald. Johnson (Chairman), Baker, Lappin, Lennon, Shapiro, Swiston and Yates

Absent: Ald. Sangiolo

Also Present: Ald. Crossley and Fuller

Others Present: John Lojek (Commissioner, Inspectional Services), Candace Havens (Acting Director, Planning & Development Dept.), Amy Yuhasz (Assoc. Director, Planning and Development Dept.), Maureen Lemieux (Chief Financial Officer), Sarah Ecker (Director, Community Relations), Alice Ingerson (Program Manager, Community Preservation), Kathleen Cahill (Senior Planner), Karyn Dean (Committee Clerk)

**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.  
**EFFECTIVE DATE OF SUBMISSION: 04/20/10; LAST DATE TO PASS BUDGET 06/4/10**

**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.

**INSPECTIONAL SERVICES BUDGET**

**STRAW VOTE APPROVED 6-0-1 (Ald. Johnson abstaining)**

*The following report primarily includes questions from the Committee. Please refer to the attached presentation for the major points of the Inspectional Services Department budget.*

Mission of the Inspectional Services Department

Commissioner John Lojek addressed the Committee. He noted that the primary purpose of the Inspectional Services Department is to provide building and zoning information to the public and professionals and to keep the official building records of the City. The department also examines

plans and issues permits, inspects buildings and structures, responds to complaints and enforces compliance of the zoning and building codes.

### Personnel Changes

Mr. Lojek said the budget was basically level-funded for his department. The most significant changes were in personnel and they had no real financial impact. The department has added an administrative assistant who came to them from the Planning Department. She will be focusing on the computerization of the files to begin online permitting and perform other technology related upgrades. A plumbing and gas inspector position was eliminated through a retirement and those funds were used for the administrative position. The technology advances should help the department be more efficient which should make up for the loss of the one plumbing and gas inspector.

The other personnel change is that an open building inspector position was filled. Mr. Lojek noted that in the past year there were three inspectional zones in the City. He has added one more zone, which in fact is the entire City and includes all the city buildings, schools, places of assembly, the licensing inspections as well as the multi-residence buildings. This fourth zone will be covered by the new inspector. There had been a problem getting repairs done in the public buildings and a dedicated inspector should help alleviate this problem significantly. The new inspector has just completed all the public schools in the City and he is the liaison with the Public Buildings Department to get work done that is necessary for safety purposes. The multi-residence buildings are being organized into a priority list for inspection as well.

### Meeting FY10 Goals

1. Held training programs offered by the state for department staff. Reorganized clerical help at counter and implemented new procedures there. Simplified mechanical permit and provided Fire Dept. review list at counter
2. Expanded requirements for digital storage and upgraded technologies which allows all new permits to go directly into computer system
3. Simplified mechanical permit process
4. Continuing to work on fee schedule and structure
5. Continuing to examine ways to modify ordinances for a more user friendly experience

### FY10 Accomplishments

Mr. Lojek explained that the department accomplished the following this past year (please refer to presentation for more detail):

- Expanded requirements for digital storage of plans including improved access to files
- Reorganized clerical help at the front counter to improve many procedures
- Zoning changes that included the abandoned/vacant buildings ordinance, FAR bonus provisions, and changes to the Accessory Apartment ordinance
- Acquired wireless laptop technology for ISD field staff
- Filled 4<sup>th</sup> Building Inspector position
- Increased code enforcement
- Adopted Stretch Code

- Assisted in completion of application for “Green Community” status with the Massachusetts DOER

#### FY11 Goals and Objectives

Mr. Lojek said they are hoping to accomplish the following this coming year:

- Complete technological conversion to allow for online permitting to expedite the process
- Complete organization of required inspection of schools, assemblies, R-2s and licensing to provide a solid database and record for future inspections
- Change permit forms to simplify and expedite permit issuance
- Change access to reduce paper and storage requirements
- Address ongoing zoning issues such as staffing a Zoning Scoping Committee and changes to the zoning ordinances to make them more understandable (i.e., index, use table, online interpretations).
- Bring illegal apartments into compliance for safety reasons
- Continue to streamline Special Permit process

Mr. Lojek has some longer term goals for his department as well:

- Integration of all electronic files and records to create broad public access
- Constant reevaluation of the Zoning Ordinance for understanding and public convenience
- Create city wide buildings database for code improvements and energy conservation
- Revisit fee schedule

#### Permit Revenue

Mr. Lojek reported that building permits are up over last year but they are for smaller projects. This still keeps the inspectors very busy. Electrical, plumbing and gas permits are down but he is not sure why that is. His suspicion is permits are not being taken out on project so they need to investigate and do some enforcement if necessary.

Total revenues are up a bit in FY10 from FY09 but FY09 was a terrible year. FY06 was an extraordinary year with huge projects like Newton Wellesley Hospital, Avalon, MBTA and Bloomingdales. Still, the trend has been going down since FY07. He is projecting that FY10 revenues should be above FY09 by about \$500K.

#### Zoning Enforcement

Mr. Lojek reported 147 zoning enforcement complaints logged in with 46 of them resolved and 101 still open from 11/1/09 through 3/31/10. This is a quarterly report. Please see presentation for numbers and types of zoning enforcement complaints. Phone complaints are noted but a complaint form needs to be filled out to initiate an investigation. Commissioner Lojek said enforcement complaints are coming in at a very high rate right now. Many of them can usually be settled with a conversation. After that there is a notification and a few need to go to court.

## **Committee Questions**

### **Changes in Funding**

Ald. Johnson asked if there were any large line item changes in his department. Mr. Lojek said there was a very small decrease in the budget but it was basically level-funded. By manipulating the various positions as explained above, he was able to improve efficiency without increasing costs. The department purchased laptops with \$20K for inspectors in the field. This money was left over from eliminating the plumbing inspector and adding the administrative assistant.

### **Scanning**

Ald. Yates said that about 10 years ago, a previous Commissioner had been given funds to put ISD records in electronic form for safe storage. Ald. Yates said the new files as well as older files were also supposed to be scanned and perhaps an outside contractor was hired to do that work. Commissioner Lojek said he was not sure why it was not fully implemented and where any of that information could be found. Commissioner Lojek said about a year and a half ago there was a line item of \$24K that had not been expended for scanning purposes. The City Clerk's office was in need of scanners and the funds were lent towards that effort. The building permits will be done online and will go right into electronic form going forward. They do have a scanner for the older documents to be scanned but do not have the personnel time to get that work done.

### **Enforcement and Fines**

Ald. Baker thanked Commissioner Lojek for his effort and feels that sharing data with the other departments is important. He asked about criminal dispositions for code violations. Mr. Lojek said the forms that the department had printed in the past were not suitable or appropriate. Dave Norton is working with the Law Dept. to get a suitable ticket designed and printed. They are also working with the Fire Dept. to see how they are using their tickets for noncompliance. Ald. Baker asked what happens with the monies collected on fines. Mr. Lojek said those funds go into the general fund. Ald. Baker said these funds should be accounted for and perhaps a revolving fund could be created if monies were needed for enforcement purposes.

Ald. Lappin would like a listing of all outstanding complaints and how many have been resolved this year. She would also like a listing of the multi-residence properties that will be inspected by the new zone 4 building inspector. Ald. Johnson suggested putting this information into a graph. Commissioner Lojek said they did not have a zoning enforcement agent until this year so now the Mayor and the Board can receive quarterly reports. He hopes to get all this information online soon as well.

Ald. Shapiro asked how the department finds illegal apartments. Mr. Lojek said the Fire Department is a major source of information. Usually a small fire alerts authorities to an unsafe and illegal situation. The department's attitude is to help people bring an illegal unit into compliance when appropriate. There have been discussions by aldermen relative to an amnesty program. Mr. Lojek said if that came about, they would work with the Board in establishing the parameters of a program to be sure the staff could handle the workload in the best possible way. He has found that there are people out there who are afraid to deal with the City. He would like to deliver the message that the City is there to help when they can. Other violations are found

through complaints from neighbors and from inspectors driving around the city. Also a flag goes up when contractors are told they need to get a permit and they don't come in to get it. They double the permit fee when that happens. The laptops will allow the inspectors to issue permits in the field when they come across someone working without a permit.

#### Energy Conservation

Ald. Crossley was interested in energy conservation in public buildings. She noted that many have been interested in a capital needs inventory. She realizes that fire safety and conservation are just two pieces of that but she asked Mr. Lojek if he compiled a report of what was being observed during the inspection of public buildings. Mr. Lojek said the inspection of public buildings is for life safety issues and building code requirements and they are all carefully documented. An existing building with no insulation in the attic is not in violation, for example. Looking forward, however, they do want to be involved in the capital needs inventory and incorporate a conservation perspective.

#### Staff Capacity

Ald. Crossley said the market seems to be rebounding and she wondered if an increase in building or renovations would overtax the department. Mr. Lojek said that is why they have upgraded to laptops and other technologies. The laptops provide access to the code, files, inspections and forms which is much more efficient. They will continue to pursue technologies that will assist them even further.

#### Measure of Success

Ald. Fuller asked how success in the Inspectional Services Department was measured. Mr. Lojek said when he first arrived in Newton, he was primarily putting out fires and answering complaints about personnel, counter activity and lack of response from the staff. He said he rarely receives complaints of that nature anymore. There are complaints from people when they don't get to do what they want to do, but that's very different. He also receives letters in the mail and via email with thanks for help received from department staff.

#### CIP/Grants/Revolving Accounts

There is nothing to speak of in terms of the Capital Improvement Plan for this department. Their cars will be replaced on the car replacement schedule set out by the City. There are also no grants or revolving accounts.

#### Thanks and Assistance

Ald. Lennon said he wanted to express his thanks to Commissioner Lojek and his staff. He noted that the Boys and Girls Club was having a fundraiser and they needed a state inspection done for occupancy and without it, they could not hold their event. This all came about on a Friday afternoon for a Saturday event and Mr. Lojek took an inspector and got the work done so they could hold their fundraiser. Ald. Lennon appreciated the flexibility, cooperation and effort from the Inspectional Services Department to help out an organization at the last minute. Ald. Johnson and Ald. Baker, as well as many members of the Committee, added their thanks. Ald. Lennon also reminded Commissioner Lojek that the Board can be a resource assisting

departments' achieve their goals as a liaison to the Mayor's office. He encouraged a dialogue with department heads and the Board.

**PLANNING & DEVELOPMENT DEPARTMENT BUDGET**  
**STRAW VOTE APPROVED 5-0-1 (Ald. Baker not voting)**

*The following report primarily includes questions from the Committee. Please refer to the attached presentation for the major points of the Planning Department budget.*

Mission of Department

Candace Havens, Interim Director of Planning, addressed the Committee. She explained that the mission of her department is to serve as a resource to conduct technical review of development proposals; conduct comprehensive planning and problem solving consistent with the City's goals; and provide programs, services and improvements to neighborhoods that promote diversity and assist citizens through federal housing and community development funds.

Personnel Changes

Ms. Havens noted that her department is staffed with city funded positions as well as federally funded positions. The city funded budget will be adding an Economic Development Planner which was a position created upon adoption of the meals tax. The federally funded budget will eliminate a full-time principal bookkeeper position and replace that with a full-time Housing Planner position. This is a budget neutral change. The bookkeeper's responsibilities have been phased out because the City will be taking over the bookkeeping responsibilities in July. The Housing Planner will be able to provide direct services to low and moderate income citizens in housing and housing rehabilitation.

Budget Numbers

The FY11 budget includes the following: General Funds of \$984,060; CDBG Funds of \$2,458,367; HOME Grant Funds of \$2,263,364; Emergency Shelter Grant Funds (ESG) of \$98,666; and CPA Funds of \$3,089,085. There was a slight increase in the CDBG funds for the first time in 8 years. The ESG was down a little bit from last year because the formula is based largely upon the number of people in poverty in a community. The HOME grants were also down because more communities are participating which decreases the slice of the pie.

There will be some revisions to the final budget number. Ms. Havens explained that when one of the Senior Planners resigned and a new EDC Senior Planner came on board, the senior planner position inadvertently disappeared, but it should have remained. That position will be added back in and filled.

Meeting FY10 Goals and Objectives

Ms. Havens explained that many of the goals that were laid out in the FY10 budget have been reached as follows:

*Affordable Housing and Community Development*

- Completed FY11-15 Consolidated Plan to be submitted to Mayor next week

- Implemented a simplified and more streamlined Housing Rehabilitation Program
- Provided homelessness assistance to 72 households; short-term rental assistance for 21 households; and support and case management to help participants maintain their housing (funded through Homelessness Prevention (stimulus) funds)
- Completed construction drawings and bid documents for 4 projects with CDBG-R funds from the American Recovery and Reinvestment Act

#### *Conservation*

- Completed construction of accessible pathway at Crystal Lake behind 230 Lake Ave linking the newly acquired land to Levingston Cove.

#### *Comprehensive Plan*

- Continued follow up on early action items of Newton Comprehensive Plan including update of City's *Recreation and Open Space Plan*; development of Scenic Roads Regulations; and development of Special Permit criteria for Green Communities designation.

#### *Customer Service*

- Implemented *Community Plus* software for expanded express permitting online
- Streamlined procedures; updated guides for Site Plan Review/Special Permit Review, Conservation, Historic Preservation, Signs, and Accessory Apartments; and made department's website more user-friendly.

#### *Historic Preservation*

- Worked on completing the goals of the Preservation Plan

#### *Transportation*

- Worked with other City departments and Newton North High School neighbors to mitigate construction impacts.

#### *Zoning and Planning*

- Worked with the Zoning and Planning Committee on revisions to the Inclusionary Zoning ordinance and the Accessory Apartment ordinance as well as FAR.

#### Other FY10 Accomplishments

Please refer to the presentation for the many accomplishments in FY10.

#### FY11 Goals

Please refer to the presentation for the FY11 goals. Ms. Havens said the program for this year is quite ambitious. They will rely on their strong volunteer base as well as students and interns and will also take advantage of any stimulus funds that may be available.

## Committee Questions

### Historic Preservation

Ald. Yates asked about design guidelines. Ms. Havens said they were thinking about some guidelines related to historic buildings to help property owners recognize the period in which their homes were built and to be able to articulate the details properly to the benefit of historic preservation. Broadly, these guidelines could be used across the board as about 85% of Newton homes are historic. Ald. Yates asked if Ms. Havens was aware of any programs for realtors so that they are aware of the benefits of preservation. She did not but Ald. Yates said he would send her some information.

### Affordable Housing

The Metrowest Consortium consists of 12 communities to collect federal funds for affordable housing. Ald. Swiston asked how many of the 6 completed projects through the Consortium in FY10 occurred in Newton. Ms. Yuhasz said the project at 192 Lexington Street to provide ten units of affordable for-sale housing was the only project in Newton at this time.

### Community Development

Ald. Swiston asked if Planning worked with the Child Care Commission on Community Development projects such as summer school projects. Ms. Yuhasz said the department provides some funding to the Child Care Commission.

### Staffing

Ald. Lennon asked if Jennifer Molinsky has left the department yet. Ms. Havens said she has left. It is a half time position with Eve Tapper, the zoning code official, as the other half of that position. The zoning code position and the planner position were once held by one person – Juris Alksnitis. The position was split in half because it seemed like a good way for both areas of expertise to get some attention. Ms. Tapper works with John Lojek on review of projects and determinations and Ms. Molinsky worked on legislative work and served the Zoning and Planning Committee. Mr. Alksnitis has been hired back on a temporary basis to fill Ms. Molinsky's position. Ald. Lennon wondered if Mr. Alksnitis, or the person who is permanently hired, could be helpful to Ms. Tapper. Ms. Havens said both positions require the applicant to be experienced in both areas and should be able to help each other as necessary.

Ald. Lennon asked how the new Economic Development planner would be working with the Board and so forth. Ald. Johnson asked Ms. Havens to work with the Committee Clerk to form a discussion item for an update with the Zoning and Planning Committee to be heard jointly with the Finance Committee.

Ald. Lennon asked about Ben Solomon Schwartz. Ms. Havens said he was leaving the department to attend Harvard Law School. His Senior Planner position is being advertised and will be filled. His position is the one that was inadvertently left out of the budget. When the EDC Planner was hired, that position was mistakenly put in as a replacement for Mr. Solomon Schwartz's position when it should not have been. It will be restored in the budget.



CIP/Gift/Grant/Revolving Funds

There is nothing to consider for the Planning Department relative to the CIP. Ald. Yates noted there was nothing listed in the grants for the Homeless Prevention and Rapid Re-housing program in the budget book. Ms. Havens said she would follow up on that.

Through an email, David Wilkinson, Comptroller, explained that the FY11 Budget Book did not include any reference to either the CDBG-R or HPRP grants. He explained that the objective of the gift/grant/revolving fund schedule is to obtain an authorization to spend for the following fiscal year for recurring gifts, grants, and revolving funds.

Since it remains unclear whether any new ARRA (federal stimulus) grants will be authorized for Newton in 2011, none have been included in the 2011 budget book. If any are awarded, they will be docketed individually at the point of award, just like any nonrecurring grant.

A full accounting of all City funds, without regard to whether they are one-time or recurring, is included in the City's Annual Financial Report and in the audited Schedule of Federal Financial Awards. Mr. Wilkinson apologized for any confusion the omission of actual expenditures for nonrecurring grant programs caused. Attached to this report is the March 31 unaudited Schedule of Federal Financial Awards that will include reference to all federal grant programs, even those with no year-to-date expenditures. The grants of interest are under the US Department of Housing and Urban Development.

Many members of the Committee thanked Ms. Havens and her staff for a wonderful presentation and their hard work throughout the year.

Motion to adjourn.

Respectfully Submitted,

Marcia Johnson, Chairman

# Inspectional Services Department

John D. Lojek, Commissioner

City of Newton

Setti D. Warren, Mayor

# DEPARTMENT DESCRIPTION

Our long-standing motto: “Strict code enforcement makes the city safer,” reveals the mission of the Inspectional Services Department (ISD). We strive to build a safe environment for the citizens of the City of Newton by enforcing all applicable state and local codes and ordinances in a fair and equitable manner. We strive to provide professional, courteous and user-friendly customer service.

Our code enforcement efforts ensure the public that the highest standards of public safety are achieved during construction. Inspectional Services provides a valuable public resource for record keeping, technical information, and review for compliance with codes and ordinances. Through an integrated approach with the Planning and Development and City Solicitor’s Departments, we provide clear and understandable interpretations of the zoning ordinances and decisions of Department personnel and the Commissioner of Inspectional Services with regard to the State Building Code.

Inspectional Services takes a proactive approach toward code enforcement while employing a constructive engagement management style in dealing with compliance resolution. Inspectional Services is committed to the

## **DEPARTMENT DESCRIPTION (cont'd)**

- Provide prompt, accurate and understandable building and zoning information to the public and building professionals.
- Examine plans for Zoning and Building Code compliance.
- Issue permits for the construction of new buildings, as well as demolition, renovation and additions to existing buildings and structures.
- Inspect buildings and structures while in the process of construction, reconstruction, renovation and demolition, as well as periodic and licensing inspections of existing places of public assembly.
- Investigate and act upon complaints of zoning and building code violations, including legal actions and Zoning Board of Appeals cases.
- Staff various committees and commissions of the City to provide technical support.
- Report quarterly to the Mayor and the Board of Aldermen, with a comparative statistical analysis of all zoning and land use complaints and numbers and types of permits issued.
- Maintain the official building files of all real property in the City of Newton, while allowing public access.

**COMMISSIONER**

Administrative  
Assistants  
(2)

Land Use & Zoning  
Enforcement

Chief Building Inspector/  
Plans Examiner

Senior Building Inspector

Senior Electrical Inspector

Senior Plumbing/Gas  
Inspector

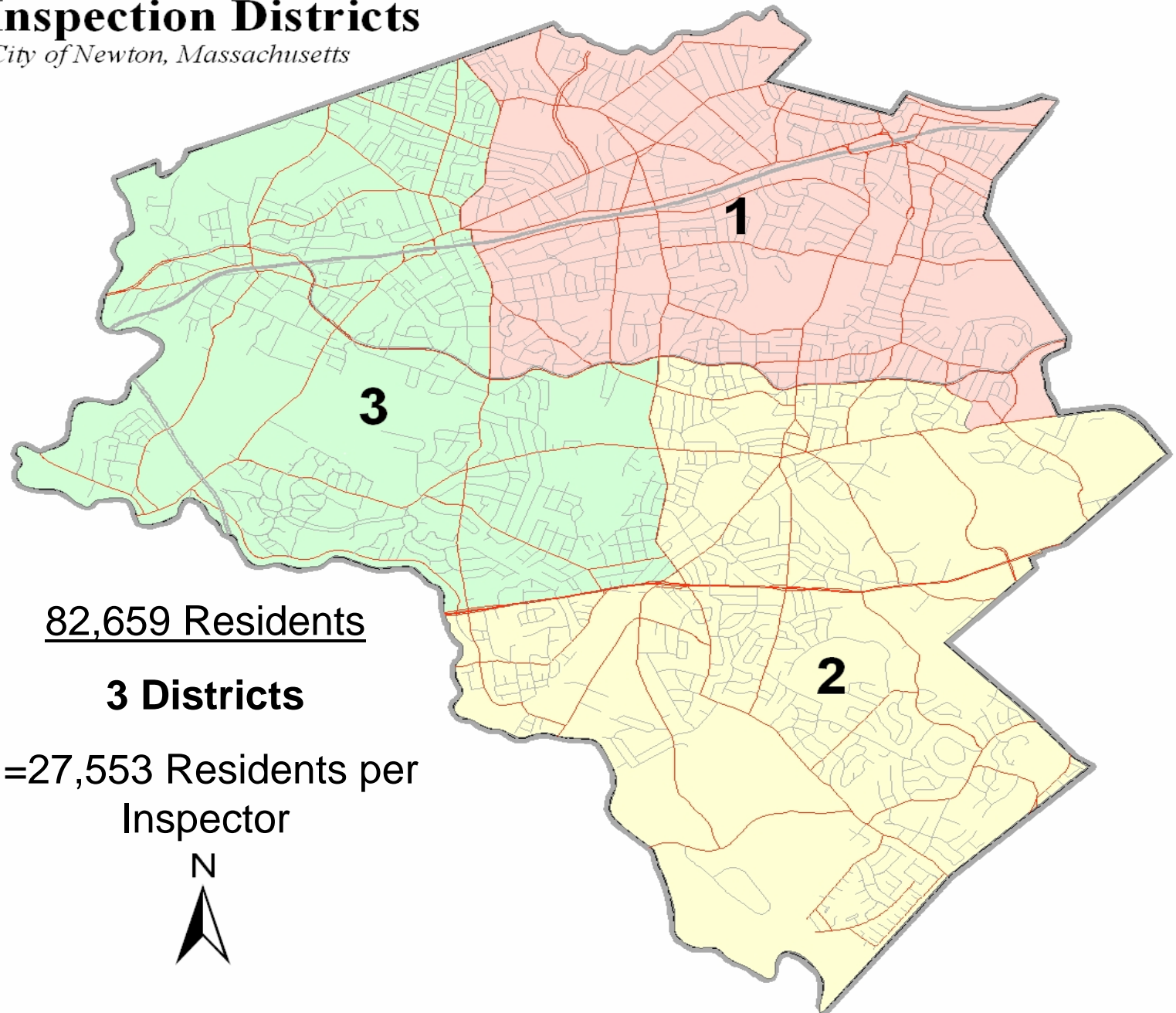
Building  
Inspector  
(3)

Electrical  
Inspector  
(1)

Plumbing/Gas  
Inspector  
(1)

# Inspection Districts

*City of Newton, Massachusetts*



82,659 Residents

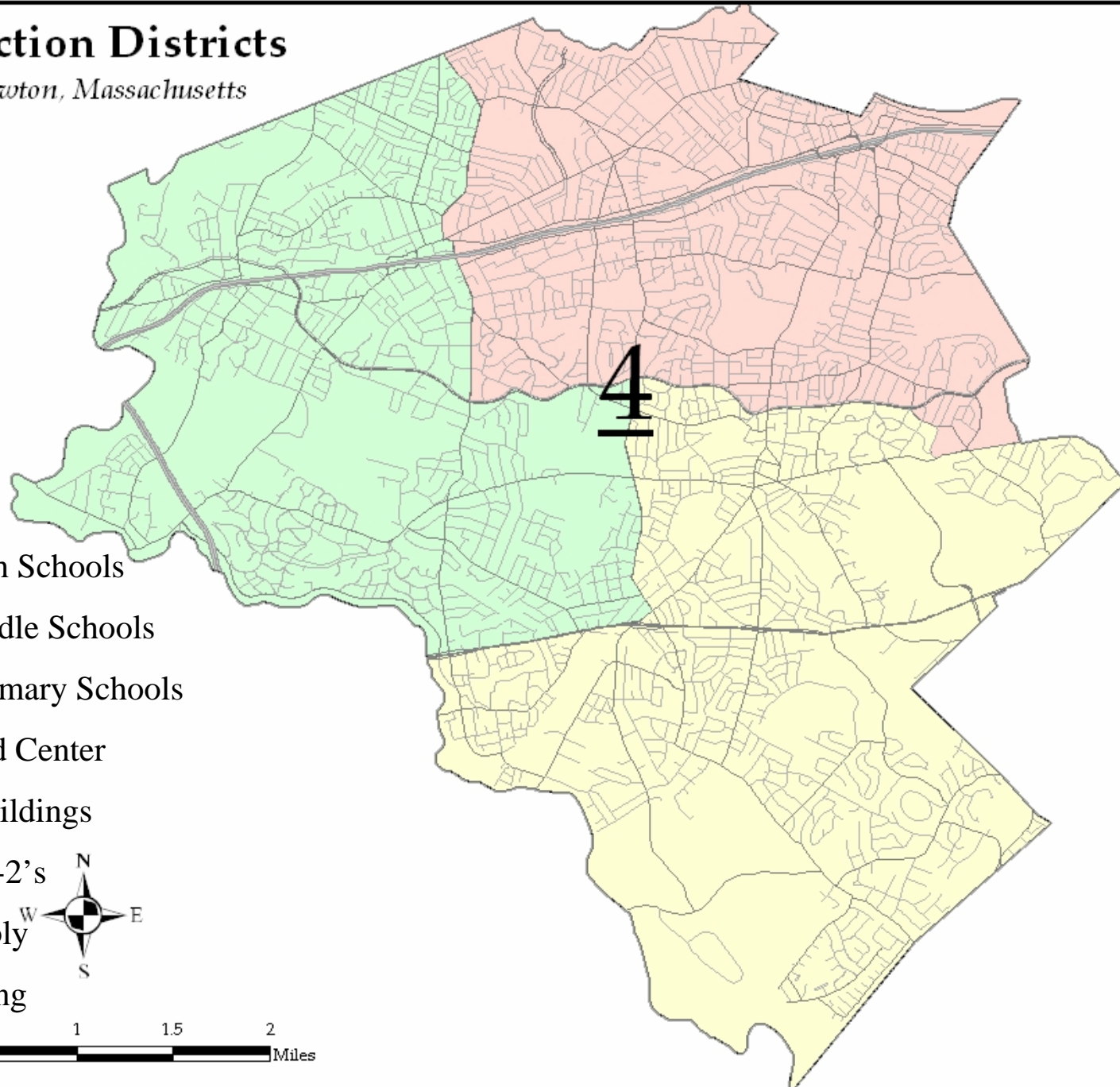
**3 Districts**

=27,553 Residents per  
Inspector



# Inspection Districts

*City of Newton, Massachusetts*



(2) High Schools

(4) Middle Schools

(15) Primary Schools

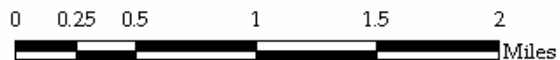
(1) Ed Center

City Buildings

400+ R-2's

Assembly

Licensing



# LINKAGES TO PLANNING & DEVELOPMENT

- Chief Zoning Code Official
- Conservation
- Preservation
- Chief and Senior Planners
- Development Service Agents



# ACCOMPLISHMENTS

1. Expanded requirements for digital storage of plans.
  - Now require all as-builts on CD – PDF
  - Improved access to plans, vault, files
  
2. Reorganized clerical help at front counter.
  - Implemented new procedures for front counter customer service
  - Simplified mechanical permit
  - Fire Department review list
  
3. Zoning Changes.
  - Added abandoned, vacant buildings ordinance
  - Implemented FAR Bonus provisions
  - Staffed FAR revision project
  - Assisted in accessory apartment changes to NZO
  
4. Acquired wireless laptop technology for ISD field staff.
  - Greater access to records and property file

## **ACCOMPLISHMENTS (cont'd)**

5. Filled 4<sup>th</sup> Building Inspector position.
  - Initiated review of all City of Newton Public School buildings
  - Created liaison to Public Buildings and Newton School Department
  - Began multi family, assembly and licensing inspections under new system
  
6. Increased code enforcement.
  - Established a strong working relationship between ISD and Newton District Court
  - Implemented new abandoned, vacation ordinance
  
7. Adoption of Stretch Code.

# GOALS AND OBJECTIVES

1. Complete conversions to allow for online permitting by year-end to expedite permitting process thereby reducing staff time.
  
2. Complete organization of required inspection of schools, assemblies, R-2's, licensing, to provide a solid database and record for future inspections end of 2<sup>nd</sup> quarter .
  
3. Change of permit forms and access.
  - Simplify forms to expedite permit issuance
  - Reduce paper use and storage requirements

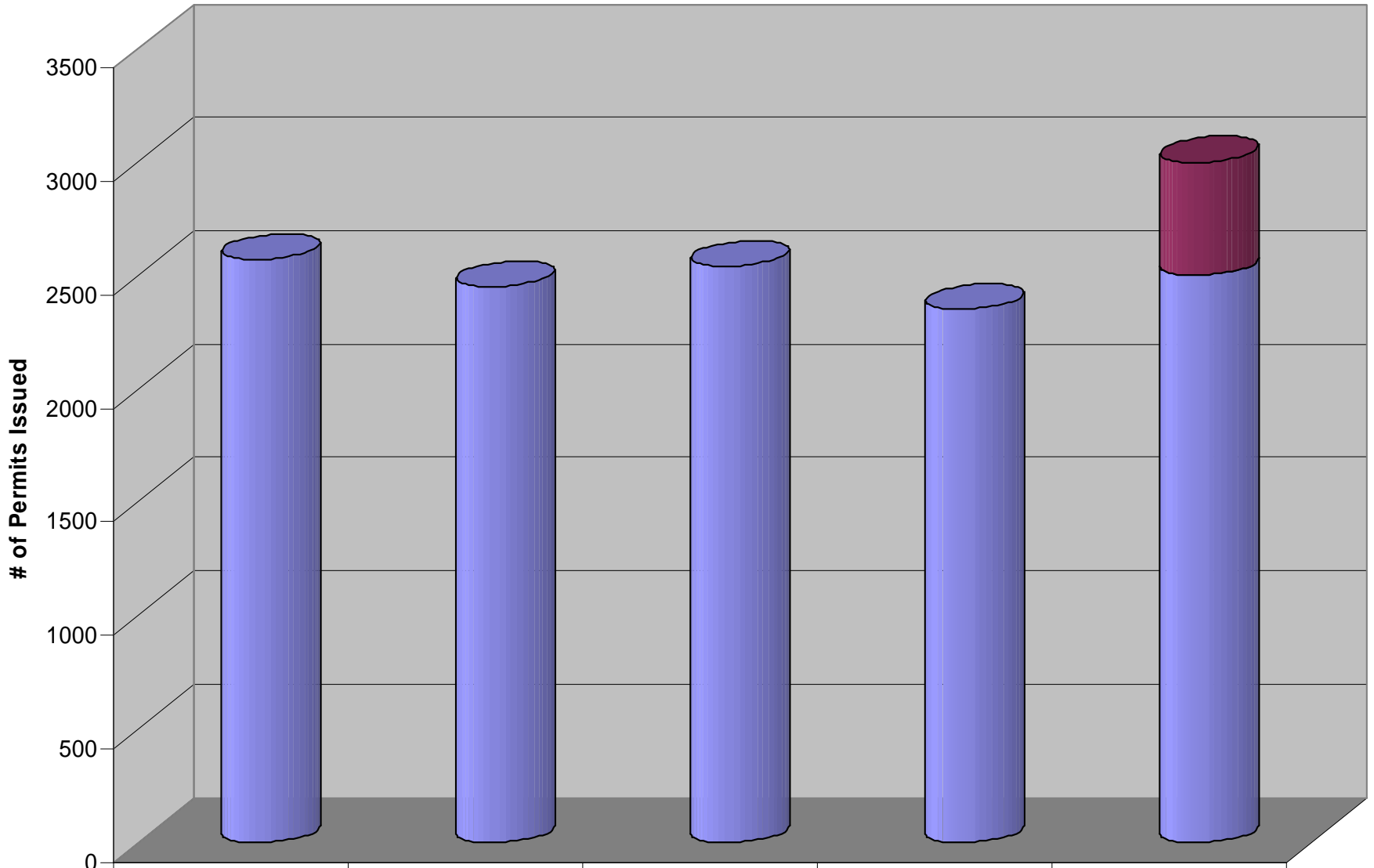
## GOALS AND OBJECTIVES (cont'd)

4. Address outstanding zoning issues.
  - Staff zoning scoping committee
  - Pursue changes to NZO to make ordinance more understandable and available
    - Index
    - Use Table
    - Accessory Apartments
    - Grade Plane
    - Provide online interpretations of ordinance in FAQ's by 2<sup>nd</sup> quarter
5. Work to complete Newton as a "Green Community".
  - Use of laptops and wireless communication
6. Reduce paper use and storage requirements.
7. Identify and bring into compliance illegal apartments, working closely with the Fire, Health and Police Departments.
8. Continue to streamline Special Permit process at the ISD/Planning level.
  - Increase coordination with Planning to make process understandable,
  - charter and more transparent

## **LONGER TERM GOALS**

1. Integration of all electronic files, plans, records, etc. to create broad public access and coordination with all departments.
2. Constant reevaluation of the Zoning Ordinance for understanding, enforcement and the public convenience.
3. Create city wide buildings database for code improvements and energy conservation.
4. Revisit fee schedule to be more efficient and understandable.

## Building Permits Issued by Fiscal Year



■ Projected

■ Actual

FY06

FY07

FY08

FY09

FY10

2571

2453

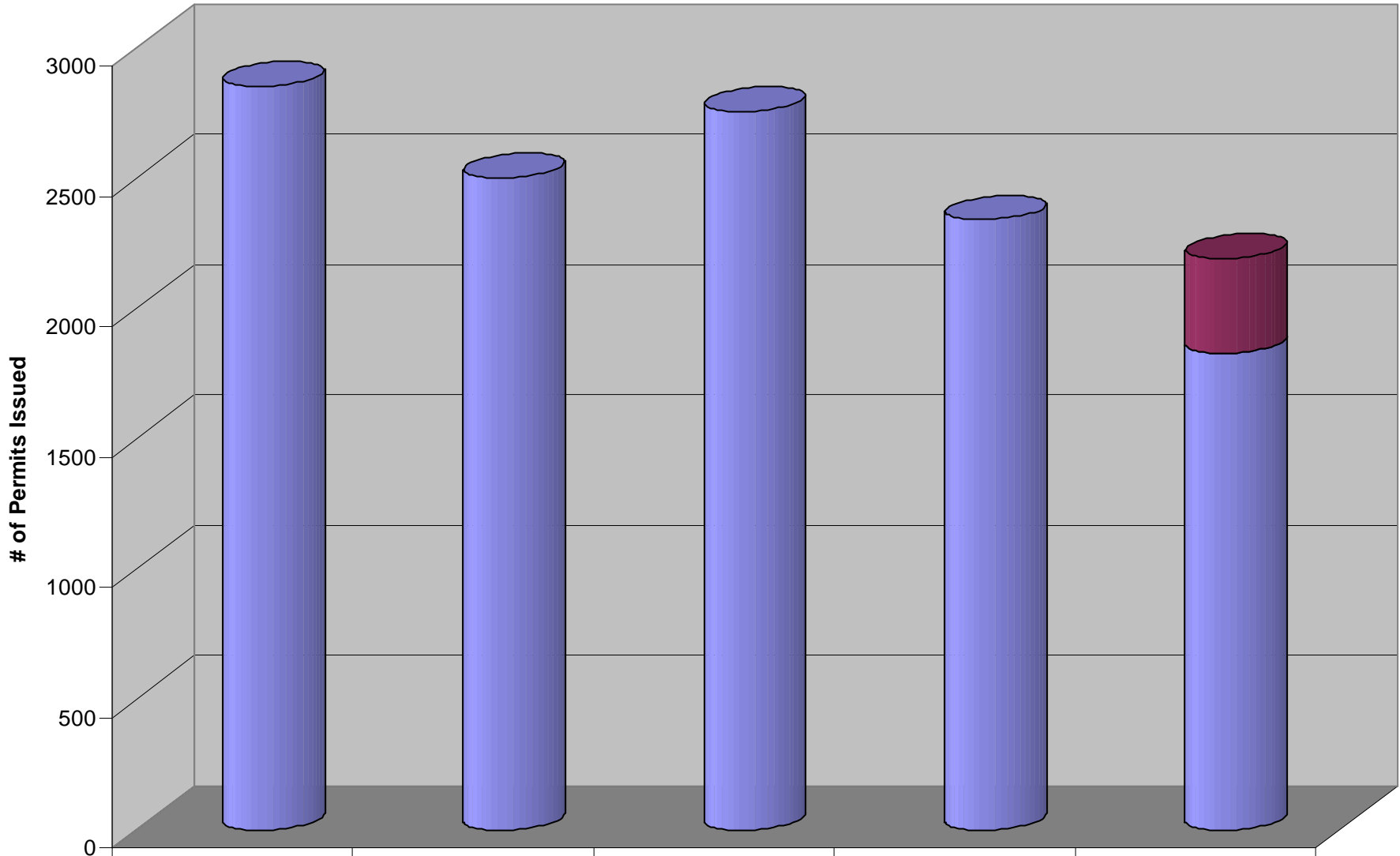
2541

2352

2501

500

### Electrical Permits Issued by Fiscal Year



■ Projected

■ Actual

FY06

FY07

FY08

FY09

FY10

2852

2499

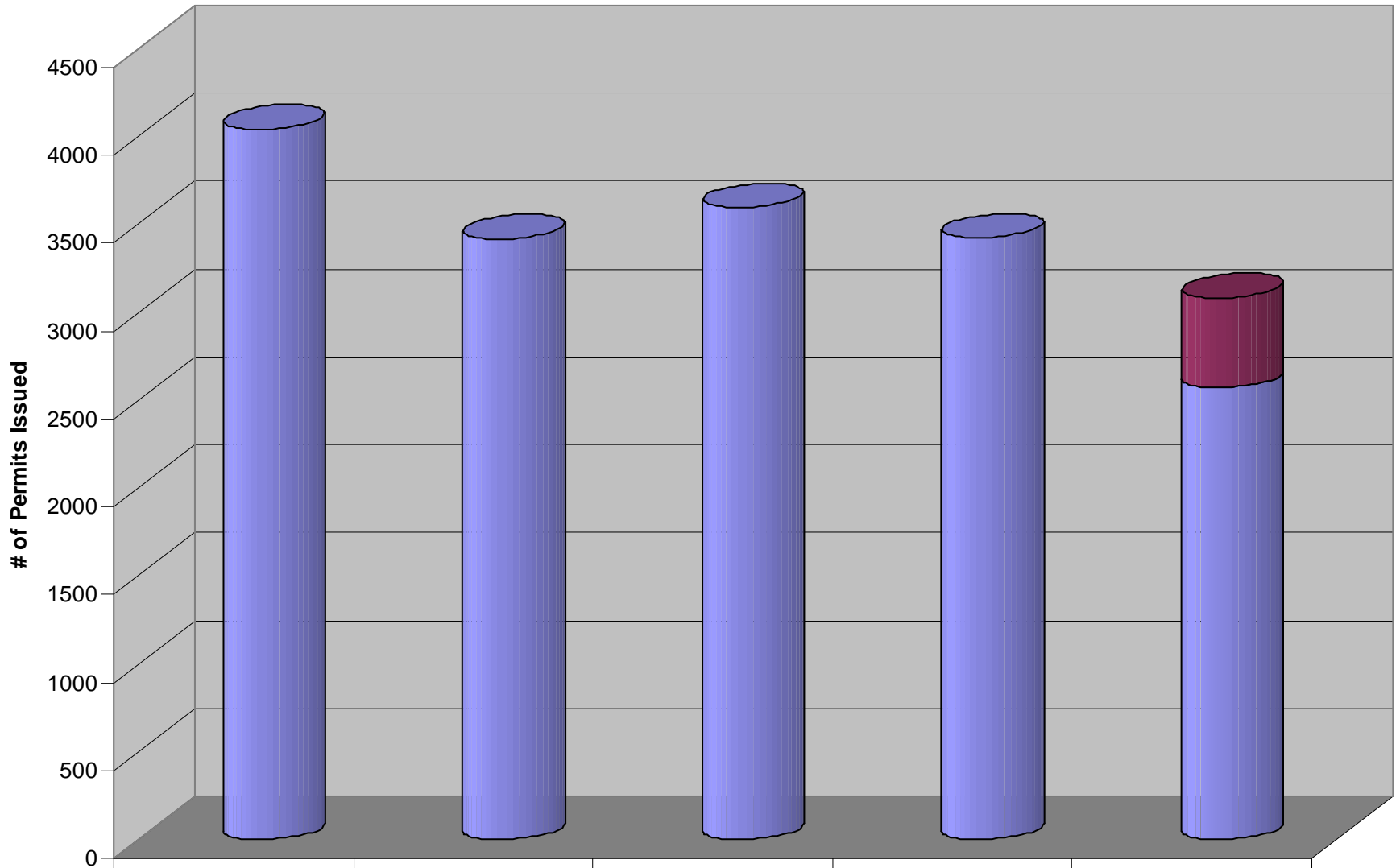
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1826

365

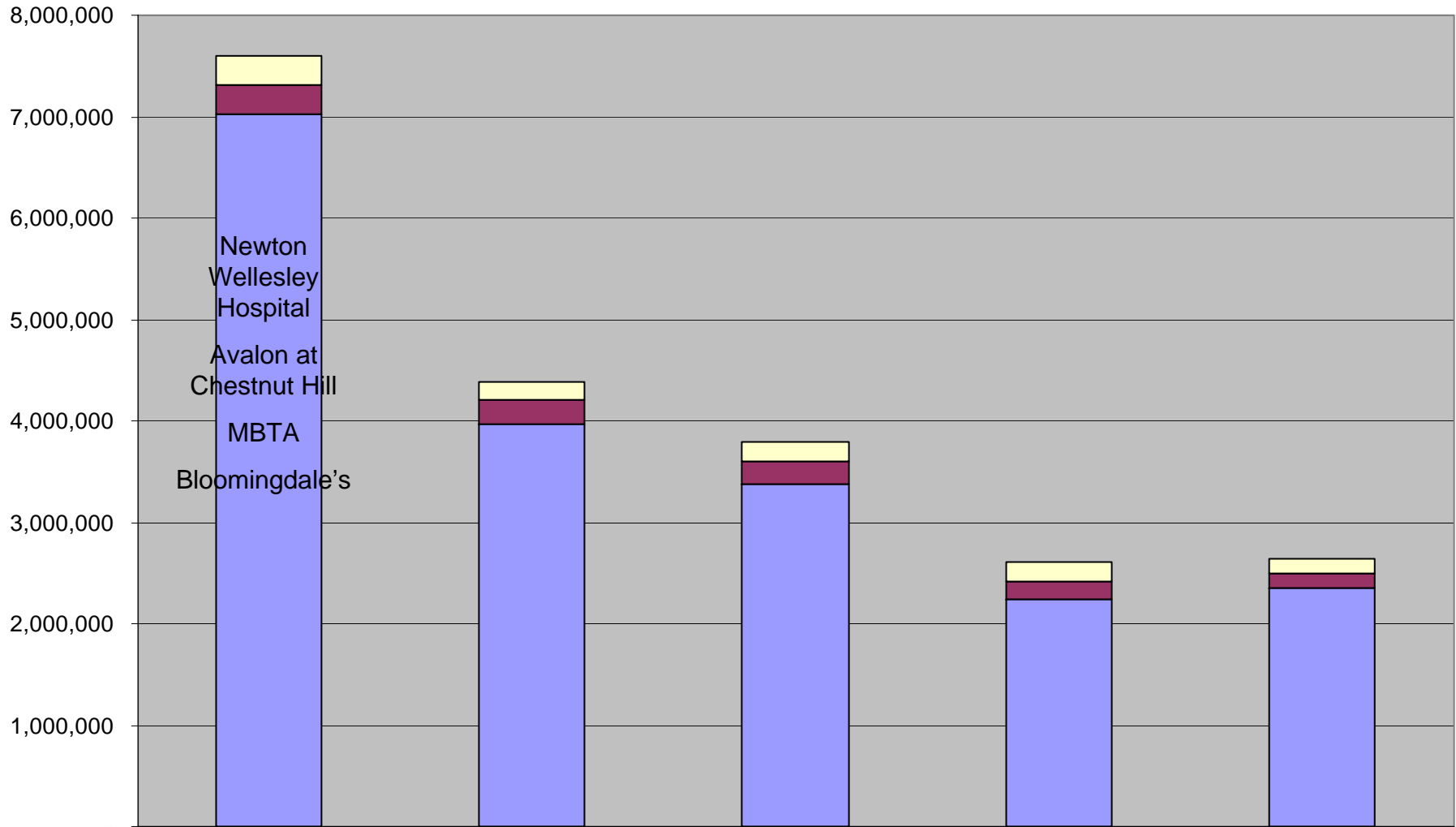
### Plumbing/Gas Permits Issued by Fiscal Year



■ Projected					514
■ Actual	4041	3416	3596	3423	2570

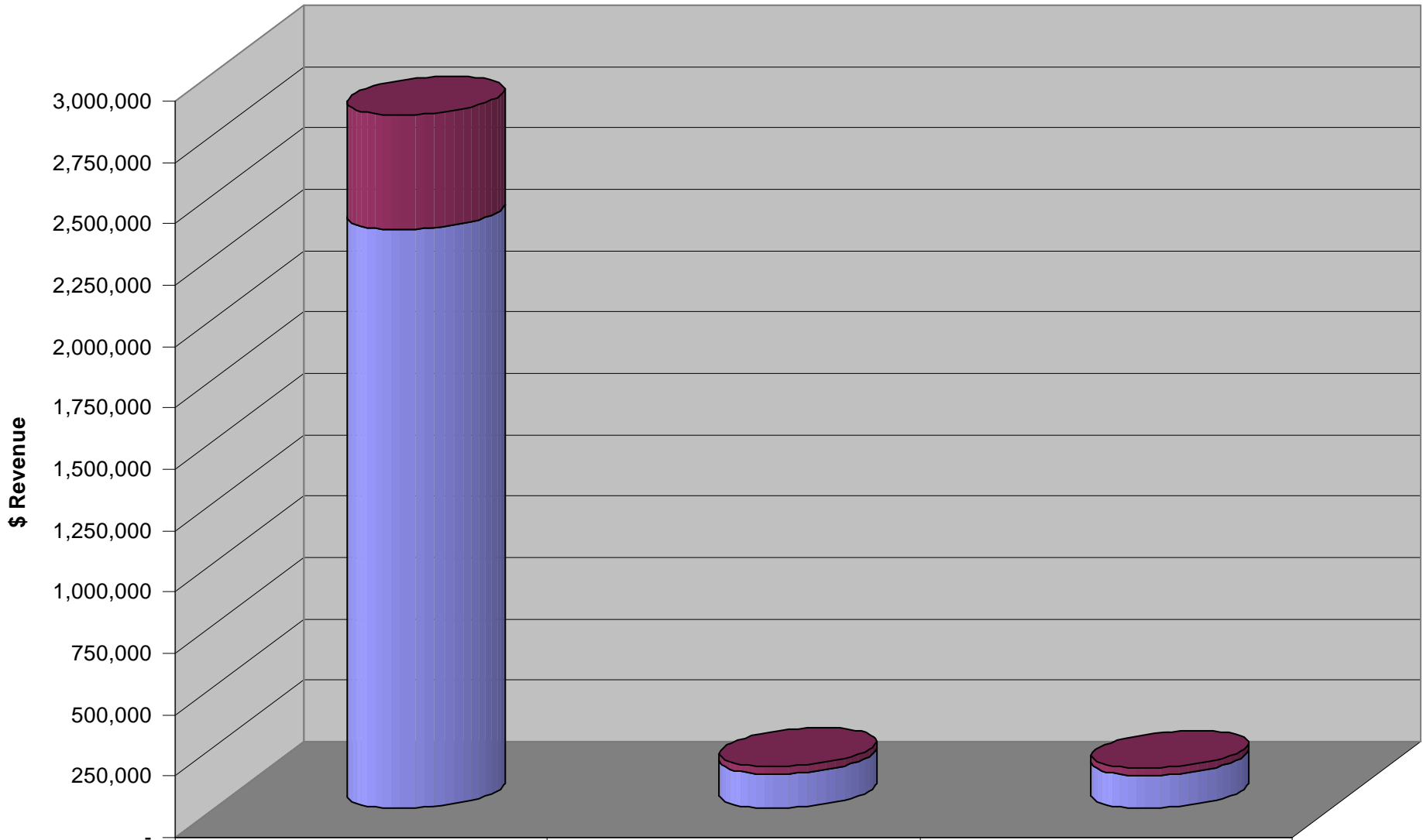


### Total Revenue FY06-09 & FY10 To Date 4/21/10



	FY06	FY07	FY08	FY09	FY10
Plumbing/Gas	298,108	188,124	198,609	186,563	136,120
Electrical	278,944	227,928	213,085	172,250	141,816
Building	7,026,104	3,975,681	3,381,301	2,244,698	2,358,123

# FY10 Projected Revenue



	Building FY10	Electrical FY10	Plumbing/Gas FY10
■ Projected	471,625	28,363	27,224
■ Actual	2,358,123	141,816	136,120

# ZONING ENFORCEMENT

11/01/09 to 3/31/10

Abandoned autos-----	5
Accessibility-----	1
Apartments/ Illegal Units-----	13
Auto repair-----	0
Building Code Violations-----	12
Boarding House-----	0
Business Home-----	1
Business Illegal-----	2
Condemnation-----	1
Construction w/out a permit-----	18
Construction in the setback-----	5
Disabled/ Abandoned Vehicles-----	2
Electrical Code-----	10
Floor Area Ratio-----	0
Fence ordinance-----	2
Fire-----	0
Grade Change/Water Runoff-----	12
Life Safety-----	10
Light ordinance-----	0
License Violation-----	1

Maximum Capacity Exceeded	1
Minimum Housing	0
No Certificate of Occupancy	1
No Special Permit	1
Noise Ordinance	1
Open and Abandoned property	4
Parking Commercial	1
Parking Residential	1
Plumbing/Gas Violation	11
Sewer Violation	0
Sign Ordinance	0
Structural Violation	0
Trash/ Overgrowth	4
Tree Removal	0
Unsafe Building or Structure	8
Variance Violation	1
Violation of Comprehensive Permit	0
Violation of Special Permit	3
Zoning/Use Violation	16
Total logged in	147
Open	101
Resolved	46

## Top Five Priorities

1. 233 Commonwealth Ave – Illegal apartment / overcrowding. Owner would not allow an inspection of property going back to 2002. Inspection completed on 4/17/09 with the help of an “Administrative Warrant”. Criminal complaint was issued in August 2009 and the owner was arraigned criminally. The building is now fully compliant to Zoning and Building Codes. Case was settled and the owner paid a substantial fine.
2. 13 additional illegal apartments units have been identified. 300+ suspected to exist.
3. Worked with Aldermen, staff and the Law Department and successfully passed the Vacant Property Ordinance.
4. A local towing company, which was granted a Special Permit to operate, was in violation of 14 of the 18 conditions of that Special Permit since 1998. The owner was brought before the Clerk Magistrate and a “criminal complaint” was issued. The next court date is April 26<sup>th</sup> 2010 in Newton District Court. This company has since lost the contract to tow for the City.
5. 6 unsafe structures removed. 4 houses and 2 garages.

DEPARTMENT:

220 - INSPEC SERVICE DEPARTMENT

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	856,219	804,890	882,978	0	882,978	884,766	1,788	0%
52 - EXPENSES	40,406	42,413	51,630	162	51,792	53,810	2,018	4%
58 - DEBT AND CAPITAL	0	0	20,000	141	20,141	20,000	-141	-1%
<b>SUB-TOTALS:</b>	<b>896,625</b>	<b>847,304</b>	<b>954,608</b>	<b>303</b>	<b>954,911</b>	<b>958,576</b>	<b>3,665</b>	<b>0%</b>
57 - FRINGE BENEFITS	149,542	133,334	161,663	0	161,663	141,103	-20,560	-13%
<b>SUB-TOTALS:</b>	<b>149,542</b>	<b>133,334</b>	<b>161,663</b>	<b>0</b>	<b>161,663</b>	<b>141,103</b>	<b>-20,560</b>	<b>-13%</b>
<b>DEPARTMENT TOTALS:</b>	<b>1,046,168</b>	<b>980,638</b>	<b>1,116,271</b>	<b>303</b>	<b>1,116,574</b>	<b>1,099,679</b>	<b>-16,895</b>	<b>-2%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0122001 INSPECTIONAL SVS ADMIN	265,448	260,160	375,156	165	375,321	372,606	-2,715	-1%
0122002 BLDG CODE/ZONING ENFMT	382,524	320,147	403,539	-481	403,058	390,407	-12,651	-3%
0122003 MECHANICAL INSPECTIONS	394,938	397,878	332,976	619	333,595	332,067	-1,528	0%
0122004 BLDG/ZONING ADJUD.	3,257	2,453	4,600	0	4,600	4,600	0	0%
<b>DEPARTMENT TOTALS:</b>	<b>1,046,168</b>	<b>980,638</b>	<b>1,116,271</b>	<b>303</b>	<b>1,116,574</b>	<b>1,099,679</b>	<b>-16,895</b>	<b>-2%</b>

INSPECTIONAL SVS ADMIN	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	200,643	205,033	269,244	0	269,244	273,341	4,097	2%
52 - EXPENSES	25,941	24,760	37,213	25	37,238	37,988	750	2%
58 - DEBT AND CAPITAL	0	0	20,000	141	20,141	20,000	-141	-1%
<b>SUB-TOTALS:</b>	<b>226,584</b>	<b>229,794</b>	<b>326,457</b>	<b>165</b>	<b>326,622</b>	<b>331,329</b>	<b>4,707</b>	<b>1%</b>
57 - FRINGE BENEFITS	38,864	30,367	48,699	0	48,699	41,277	-7,422	-15%
<b>SUB-TOTALS:</b>	<b>38,864</b>	<b>30,367</b>	<b>48,699</b>	<b>0</b>	<b>48,699</b>	<b>41,277</b>	<b>-7,422</b>	<b>-15%</b>
<b>Element Totals:</b>	<b>265,448</b>	<b>260,160</b>	<b>375,156</b>	<b>165</b>	<b>375,321</b>	<b>372,606</b>	<b>-2,715</b>	<b>-1%</b>

BLDG CODE/ZONING ENFMT	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010		RECOMMENDED 2011	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	327,184	270,007	338,613	0	338,613	337,571	-1,042	0%
52 - EXPENSES	4,234	6,780	4,045	-481	3,564	5,093	1,529	43%
SUB-TOTALS:	331,418	276,787	342,658	-481	342,177	342,664	487	0%
57 - FRINGE BENEFITS	51,106	43,360	60,881	0	60,881	47,743	-13,138	-22%
SUB-TOTALS:	51,106	43,360	60,881	0	60,881	47,743	-13,138	-22%
<b>Element Totals:</b>	<b>382,524</b>	<b>320,147</b>	<b>403,539</b>	<b>-481</b>	<b>403,058</b>	<b>390,407</b>	<b>-12,651</b>	<b>-3%</b>

MECHANICAL INSPECTIONS	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010		RECOMMENDED 2011	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	328,393	329,850	275,121	0	275,121	273,854	-1,267	0%
52 - EXPENSES	6,974	8,420	5,772	619	6,391	6,130	-261	-4%
SUB-TOTALS:	335,367	338,270	280,893	619	281,512	279,984	-1,528	-1%
57 - FRINGE BENEFITS	59,572	59,608	52,083	0	52,083	52,083	0	0%
SUB-TOTALS:	59,572	59,608	52,083	0	52,083	52,083	0	0%
<b>Element Totals:</b>	<b>394,938</b>	<b>397,878</b>	<b>332,976</b>	<b>619</b>	<b>333,595</b>	<b>332,067</b>	<b>-1,528</b>	<b>0%</b>

BLDG/ZONING ADJUD.	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010		RECOMMENDED 2011	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2010 To 2011	
52 - EXPENSES	3,257	2,453	4,600	0	4,600	4,600	0	0%
SUB-TOTALS:	3,257	2,453	4,600	0	4,600	4,600	0	0%
<b>Element Totals:</b>	<b>3,257</b>	<b>2,453</b>	<b>4,600</b>	<b>0</b>	<b>4,600</b>	<b>4,600</b>	<b>0</b>	<b>0%</b>

DEPARTMENT:

220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET  
**PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2010 BUDGET		2011 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Inspec Svcs Commissionr	H13	1	103,223	1	103,211
	Admin Assistant	S06	1	48,919	1	48,919
	Office Info Coordinator	S06	1	47,975	1	48,635
	Land Use/Zone Enf Agent	H08	1	68,325	1	68,576
	Chief Building Inspect	H09	1	76,733	1	76,733
	Building Inspector	IBI	1	63,526	1	63,526
	Building Inspector	IBI	2	122,918	2	124,596
	Sr. Building Inspector	ISI	1	69,153	1	70,566
	Sr Plumb/Gas Fitting In	ISI	1	67,408	1	69,517
	Sr Wire Inspector	ISI	1	70,785	1	70,785
	Wire Inspector	IBI	1	63,526	1	63,526
	Plumb/Gas Fitting Inspc	IBI	1	63,526	1	63,526
<b>Account Totals:</b>			<b>13</b>	<b>866,017</b>	<b>13</b>	<b>872,115</b>
<b>Report Totals:</b>			<b>13</b>	<b>866,017</b>	<b>13</b>	<b>872,115</b>



DEPARTMENT:

220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET  
CLASSIFICATION DETAIL

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>220 - INSPEC SERVICE DEPARTMENT</b>										
<b>0122001 - INSPECTIONAL SVS ADMIN</b>										
<b>PERSONAL SERVICES</b>										
511001	FULL TIME SALARIES	195,404	199,900	265,244	0	265,244	194,368	269,341	4,097	2%
512001	SEASONAL WAGES	0	0	0	0	0	0	0	0	0%
513001	REGULAR OVERTIME	4,739	5,133	3,000	0	3,000	3,226	3,000	0	0%
514001	LONGEVITY	0	0	0	0	0	0	0	0	0%
515002	SEVERANCE PAY	0	0	0	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	500	0	1,000	0	1,000	1,000	1,000	0	0%
<b>PERSONAL SERVICES TOTALS:</b>		<b>200,643</b>	<b>205,033</b>	<b>269,244</b>	<b>0</b>	<b>269,244</b>	<b>198,624</b>	<b>273,341</b>	<b>4,097</b>	<b>2%</b>
<b>EXPENSES</b>										
52401	OFFICE EQUIPMENT R-M	875	875	2,100	-200	1,900	1,455	2,100	200	11%
52410	SOFTWARE MAINTENANCE	0	0	5,000	-141	4,859	4,761	5,000	141	3%
5301	CONSULTANTS	821	777	310	0	310	120	310	0	0%
5319	TRAINING EXPENSES	600	745	1,360	103	1,463	1,548	1,360	-103	-7%
53401	TELEPHONE	1,367	1,579	1,800	0	1,800	1,067	1,800	0	0%
53402	CELLULAR TELEPHONES	4,255	4,658	6,350	0	6,350	4,366	6,400	50	1%
5341	POSTAGE	2,784	2,313	2,000	0	2,000	1,732	2,400	400	20%
5342	PRINTING	2,916	1,174	2,800	0	2,800	886	2,925	125	4%
5420	OFFICE SUPPLIES	3,415	2,468	2,500	537	3,037	2,524	2,500	-537	-18%
5480	GASOLINE	456	1,397	698	166	864	864	800	-64	-7%
5484	VEHICLE REPAIR PARTS	7,133	7,626	6,000	-300	5,700	276	6,148	448	8%
5585	COMPUTER SUPPLIES	297	561	426	0	426	240	426	0	0%
5592	BOOKS/MANUALS/PERIODICALS	744	373	874	-37	837	431	874	37	4%
5710	VEHICLE USE REIMBURSEMENT	0	35	100	0	100	40	50	-50	-50%
5730	DUES & SUBSCRIPTIONS	279	180	4,895	-104	4,791	245	4,895	104	2%
<b>EXPENSES TOTALS:</b>		<b>25,941</b>	<b>24,760</b>	<b>37,213</b>	<b>25</b>	<b>37,238</b>	<b>20,556</b>	<b>37,988</b>	<b>750</b>	<b>2%</b>
<b>FRINGE BENEFITS</b>										
57DENTAL	DENTAL INSURANCE	1,119	733	882	0	882	646	882	0	0%
57HLTH	HEALTH INSURANCE	34,938	26,722	43,842	0	43,842	25,702	36,305	-7,537	-17%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
57LIFE	BASIC LIFE INSURANCE	104	99	114	0	114	113	170	56	49%
57MEDA	MEDICARE PAYROLL TAX	2,704	2,813	3,861	0	3,861	2,749	3,920	59	2%
<b>FRINGE BENEFITS TOTALS:</b>		<b>38,864</b>	<b>30,367</b>	<b>48,699</b>	<b>0</b>	<b>48,699</b>	<b>29,211</b>	<b>41,277</b>	<b>-7,422</b>	<b>-15%</b>
<b>DEBT AND CAPITAL</b>										
58511	COMPUTER SERVER HARDWARE	0	0	20,000	141	20,141	20,141	20,000	-141	-1%
<b>DEBT AND CAPITAL TOTALS:</b>		<b>0</b>	<b>0</b>	<b>20,000</b>	<b>141</b>	<b>20,141</b>	<b>20,141</b>	<b>20,000</b>	<b>-141</b>	<b>-1%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>265,448</b>	<b>260,160</b>	<b>375,156</b>	<b>165</b>	<b>375,321</b>	<b>268,532</b>	<b>372,606</b>	<b>-2,715</b>	<b>-1%</b>
<b>0122002 - BLDG CODE/ZONING ENFMT</b>										
<b>PERSONAL SERVICES</b>										
511001	FULL TIME SALARIES	324,334	269,170	336,463	0	336,463	233,603	335,421	-1,042	0%
5120	TEMPORARY WAGES	0	0	0	0	0	0	0	0	0%
513001	REGULAR OVERTIME	0	200	0	0	0	0	0	0	0%
514001	LONGEVITY	850	-21	650	0	650	650	650	0	0%
515002	SEVERANCE PAY	0	-1,343	0	0	0	0	0	0	0%
515101	CLOTHING ALLOWANCE	2,000	2,000	1,500	0	1,500	1,500	1,500	0	0%
515102	CLEANING ALLOWANCE	0	0	0	0	0	0	0	0	0%
<b>PERSONAL SERVICES TOTALS:</b>		<b>327,184</b>	<b>270,007</b>	<b>338,613</b>	<b>0</b>	<b>338,613</b>	<b>235,753</b>	<b>337,571</b>	<b>-1,042</b>	<b>0%</b>
<b>EXPENSES</b>										
5319	TRAINING EXPENSES	130	220	30	0	30	0	1,235	1,205	4017%
5371	MEDICAL SERVICES	0	0	0	0	0	0	0	0	0%
5480	GASOLINE	2,410	3,819	2,000	-166	1,834	1,074	2,000	166	9%
5580	PUBLIC SAFETY SUPPLIES	885	1,259	100	-44	56	0	100	44	79%
5581	UNIFORMS/PROTECTIVE	284	1,022	555	-271	284	284	398	113	40%
5588	PHOTOGRAPHIC SUPPLIES	0	0	305	0	305	0	305	0	0%
5730	DUES & SUBSCRIPTIONS	325	260	455	0	455	220	455	0	0%
5771	PROFESSIONAL LICENSES	200	200	600	0	600	100	600	0	0%
<b>EXPENSES TOTALS:</b>		<b>4,234</b>	<b>6,780</b>	<b>4,045</b>	<b>-481</b>	<b>3,564</b>	<b>1,678</b>	<b>5,093</b>	<b>1,529</b>	<b>43%</b>
<b>FRINGE BENEFITS</b>										
57DENTAL	DENTAL INSURANCE	1,157	1,029	1,178	0	1,178	811	1,030	-148	-13%
57HLTH	HEALTH INSURANCE	46,267	38,456	54,679	0	54,679	31,711	41,648	-13,031	-24%
57LIFE	BASIC LIFE INSURANCE	113	113	114	0	114	94	170	56	49%
57MEDA	MEDICARE PAYROLL TAX	3,569	3,762	4,910	0	4,910	3,320	4,895	-15	0%

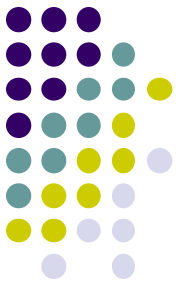
ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>FRINGE BENEFITS TOTALS:</b>		51,106	43,360	60,881	0	60,881	35,936	47,743	-13,138	-22%
<b>FUNCTIONAL ELEMENT TOTALS:</b>		382,524	320,147	403,539	-481	403,058	273,368	390,407	-12,651	-3%
<b>0122003 - MECHANICAL INSPECTIONS</b>										
<b>PERSONAL SERVICES</b>										
511001	FULL TIME SALARIES	320,593	320,208	268,621	0	268,621	206,864	267,354	-1,267	0%
513001	REGULAR OVERTIME	0	842	0	0	0	0	0	0	0%
513005	WORK FOR OTHER DEPT	0	0	0	0	0	0	0	0	0%
514001	LONGEVITY	5,300	5,800	4,500	0	4,500	3,550	4,500	0	0%
515002	SEVERANCE PAY	0	0	0	0	0	0	0	0	0%
515101	CLOTHING ALLOWANCE	2,500	3,000	2,000	0	2,000	2,000	2,000	0	0%
515102	CLEANING ALLOWANCE	0	0	0	0	0	0	0	0	0%
515401	PRIVATE DUTY DETAILS	0	0	0	0	0	0	0	0	0%
<b>PERSONAL SERVICES TOTALS:</b>		328,393	329,850	275,121	0	275,121	212,414	273,854	-1,267	0%
<b>EXPENSES</b>										
5319	TRAINING EXPENSES	990	565	300	200	500	315	500	0	0%
5432	SMALL TOOLS	0	345	345	-61	284	284	345	61	22%
5480	GASOLINE	4,265	6,102	3,682	0	3,682	2,220	3,682	0	0%
5580	PUBLIC SAFETY SUPPLIES	526	210	105	-30	75	75	105	30	40%
5581	UNIFORMS/PROTECTIVE	206	631	240	552	792	792	398	-395	-50%
5588	PHOTOGRAPHIC SUPPLIES	0	0	150	-150	0	0	150	150	100%
5730	DUES & SUBSCRIPTIONS	435	567	500	104	604	604	500	-104	-17%
5771	PROFESSIONAL LICENSES	552	0	450	4	454	454	450	-4	-1%
<b>EXPENSES TOTALS:</b>		6,974	8,420	5,772	619	6,391	4,743	6,130	-261	-4%
<b>FRINGE BENEFITS</b>										
57DENTAL	DENTAL INSURANCE	1,816	1,558	1,249	0	1,249	984	1,249	0	0%
57HLTH	HEALTH INSURANCE	55,683	55,949	48,723	0	48,723	38,415	48,723	0	0%
57LIFE	BASIC LIFE INSURANCE	283	274	227	0	227	170	227	0	0%
57MEDA	MEDICARE PAYROLL TAX	1,790	1,827	1,884	0	1,884	1,416	1,884	0	0%
<b>FRINGE BENEFITS TOTALS:</b>		59,572	59,608	52,083	0	52,083	40,985	52,083	0	0%
<b>FUNCTIONAL ELEMENT TOTALS:</b>		394,938	397,878	332,976	619	333,595	258,142	332,067	-1,528	0%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>0122004 - BLDG/ZONING ADJUD.</b>										
<b>EXPENSES</b>										
5341	POSTAGE	901	749	1,200	0	1,200	346	1,200	0	0%
5342	PRINTING	20	11	500	0	500	17	500	0	0%
5343	ADVERTISING/PUBLICATIONS	2,127	1,155	2,600	0	2,600	354	2,600	0	0%
5420	OFFICE SUPPLIES	208	537	300	0	300	0	300	0	0%
<b>EXPENSES TOTALS:</b>		<b>3,257</b>	<b>2,453</b>	<b>4,600</b>	<b>0</b>	<b>4,600</b>	<b>717</b>	<b>4,600</b>	<b>0</b>	<b>0%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>3,257</b>	<b>2,453</b>	<b>4,600</b>	<b>0</b>	<b>4,600</b>	<b>717</b>	<b>4,600</b>	<b>0</b>	<b>0%</b>
<b>01D220 - INSPECTIONAL SVCS DEPT</b>										
52	EXPENSES	0	0	0	0	0	0	0	0	0%
<b>TOTALS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>INSPEC SERVICE DEPARTMENT TOTALS:</b>		<b>1,046,168</b>	<b>980,638</b>	<b>1,116,271</b>	<b>303</b>	<b>1,116,574</b>	<b>800,758</b>	<b>1,099,679</b>	<b>-16,895</b>	<b>-2%</b>



Craig J. Hinton  
Aspen Dental Services

04.22.2010

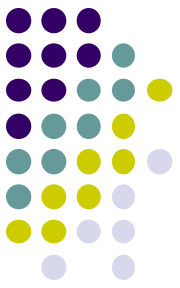


# PLANNING & DEVELOPMENT DEPARTMENT

ZONING & PLANNING COMMITTEE

BUDGET PRESENTATION FY11

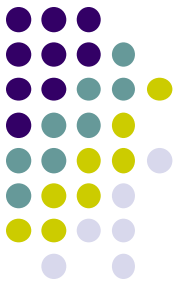
April 27, 2010



# Mission of the Department

- Serve as a resource to the City's elected and appointed officials and community at-large by conducting technical reviews of development proposals
- Promote, protect, and enhance neighborhood character and quality of life by conducting comprehensive planning, transportation planning, and economic development studies, and undertaking problem-solving activities consistent with the City's goals

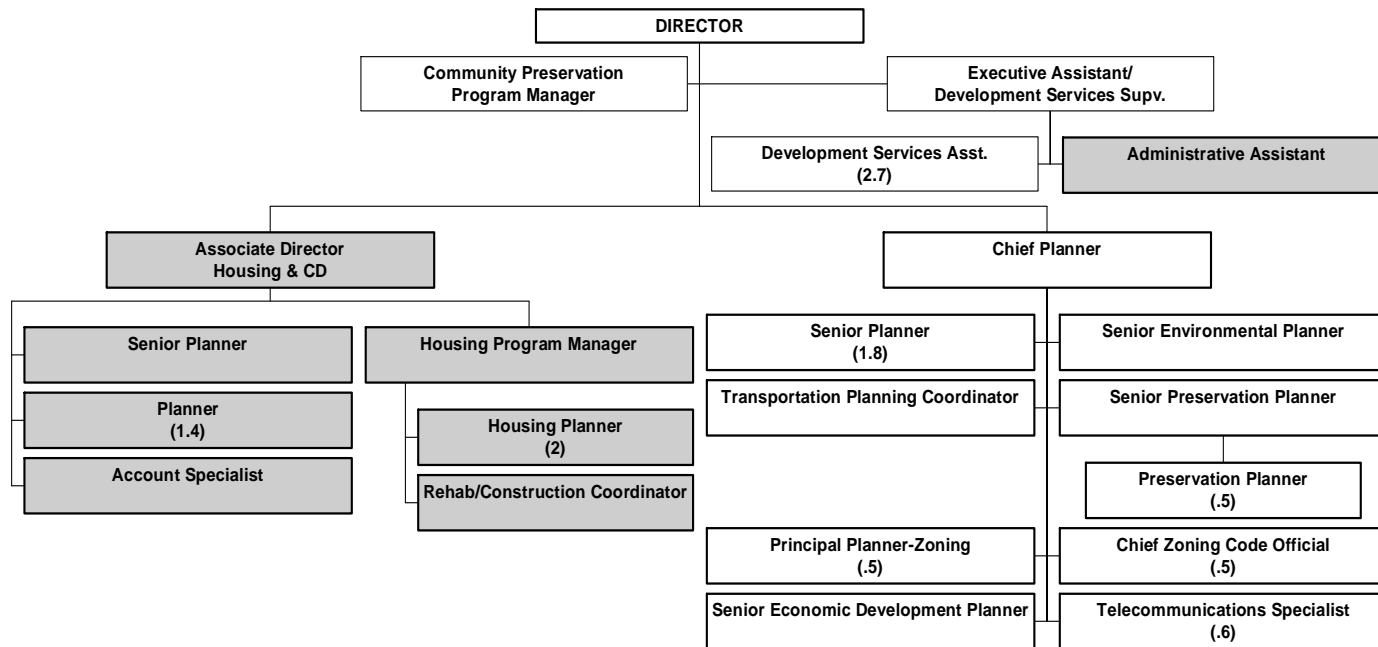
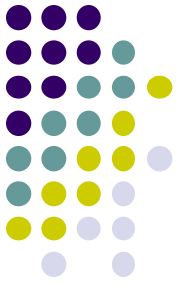
# Mission *(cont.)*



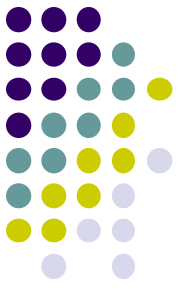
- Provide programs, services, and neighborhood improvements that promote diversity and assist low- and moderate-income people through use of available federal housing and community development funds



# Department of Planning and Development



 Indicates Federally Funded Positions



# This year's changes

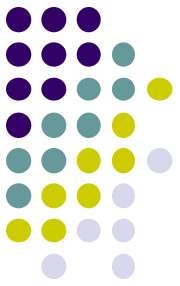
- FY11 City-funded budget includes
  - Economic Development planner position created upon adoption of meals tax
- Federally-funded budget includes the following budget-neutral changes:
  - Elimination of one full-time principal bookkeeper position
  - Replacement with one full-time housing planner position



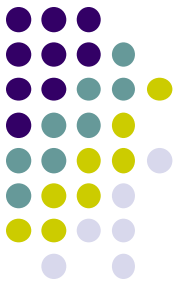
# Some of the numbers...

- Personnel includes:
  - General Fund – 10 full-time, 6 part-time
  - CDBG Fund – 9 full-time, 1 part-time
  - CPA Fund – 1 full-time
- FY11 Budget includes:
  - General Funds -- \$984,060
  - CDBG Funds -- \$2,458,367
  - HOME Grant Funds -- \$2,263,634
  - Emergency Shelter Grant Funds -- \$98,666
  - CPA Funds -- \$3,089,085

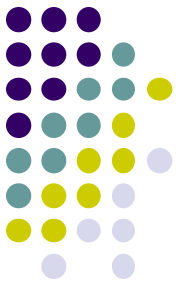
# Others we work with ~



- Committee on Community Preservation
- Land Use Committee
- Public Safety and Transportation Committee
- Real Property Reuse Committee
- Traffic Council
- Zoning and Planning Committee
- Auburndale Historic District Commission
- Bicycle and Pedestrian Task Force
- Brookline-Newton-Watertown Continuum of Care
- Chestnut Hill Historic District Commission
- Community Preservation Committee
- Conservation Commission
- Economic Development Commission
- Economic Development Advisory Committee
- Fair Housing Committee
- Farm (Angino) Commission
- Human Services Advisory Committee
- Mayor's Committee for People with Disabilities
- Newton Corner Advisory Committee
- Newton Historical Commission
- Newton Housing Partnership
- Newton Upper Falls Historic District Commission
- Newtonville Advisory Committee
- Newtonville Historic District Commission
- Nonantum Advisory Committee
- Planning and Development Board
- Telecommunications Advisory Board
- West Newton Advisory Committee
- Urban Design Commission
- Zoning Board of Appeals

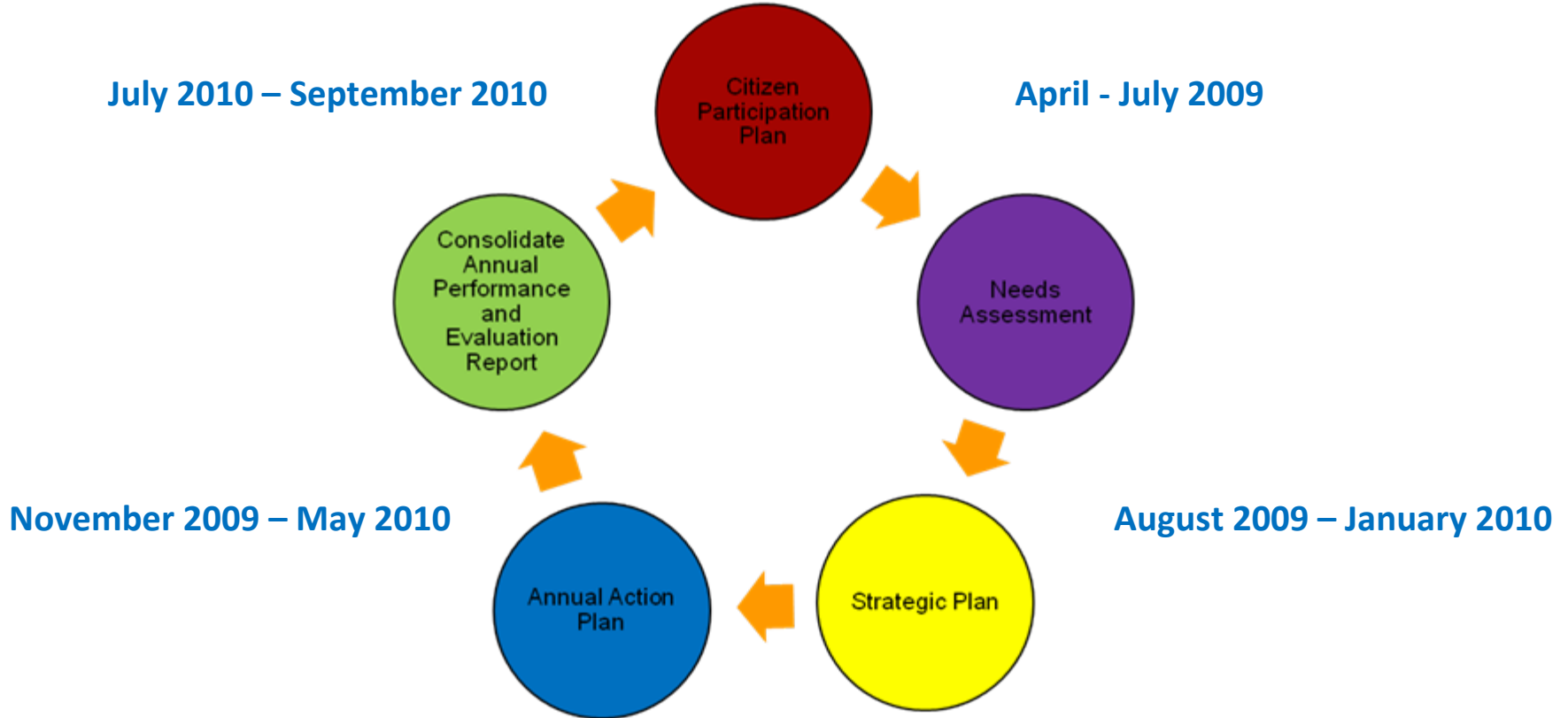


# FY10 Accomplishments ★

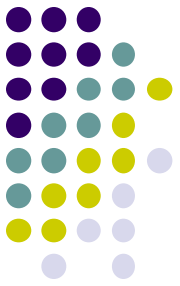


# FY11-15 Consolidated Plan

- Completed the *FY11-15 Consolidated Plan for Housing and Community Development*



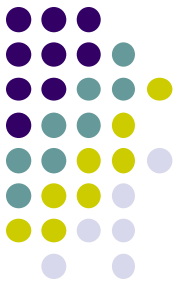
# Newton's HUD Funding in FY11



*(with FY10 for Comparison)*

CDBG -	\$2,458,367	(\$2,246,034 )	(+8%)
HOME -	\$2,263,634	(\$2,279,312)	(-1%)
ESG -	\$98,666	(\$98,985)	(-1%)

# Affordable Housing



Constructing an accessible bedroom and bathroom for an **elderly** Newton resident

- Implemented a simplified and more streamlined Housing Rehabilitation Program (rolled out in FY09)
- Committed \$625,203 in CDBG funds and assisted 23 low- and moderate-income households under Housing Rehabilitation Program

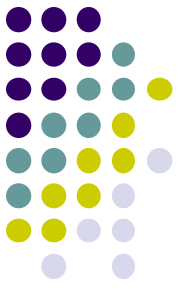




# Affordable Housing

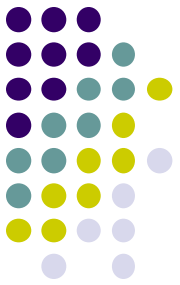
- Committed \$115,000 in Community Preservation Funds for down payment assistance under the Newton Homebuyer Program
- Committed \$915,866 in HOME and CDBG funds for the development of ten units of affordable for-sale housing at 192 Lexington Street





# Affordable Housing

- Committed \$300,000 in CDBG funds to reduce the first mortgage on a two-unit rental development at 2148-50 Commonwealth Avenue targeted to homeless veterans and their families
- Sponsored fair housing trainings to area real estate professionals, housing and human service providers, municipal and Newton Housing Authority staff, among others

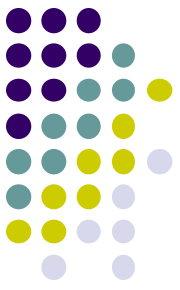


# Affordable Housing

## WestMetro HOME Consortium

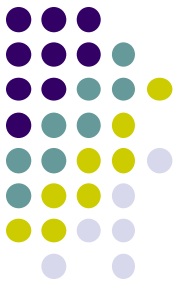
- 12 Members: Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Needham, Newton, Sudbury, Waltham, and Watertown.

<b>FY10 Projects Completed</b>	<b>Total Development Costs</b>	<b>HOME</b>	<b>Total Units</b>	<b>Affordable Units</b>	<b>HOME Units</b>
6	\$84,721,281	\$3,421,688	210	160	41



# Homelessness Prevention

- Through the allocation of \$923,339 in Homelessness Prevention (stimulus) funds received by eight partner agencies provided:
  - Homelessness assistance to 182 people (72 households) to keep them housed
  - Short-term rental assistance for 58 homeless people (21 households)
  - Support and case management needed to help participants maintain their housing



# Community Development

- Completed construction drawings and bid documents for the following projects funded with \$603,000 in CDBG-R funds from the American Recovery and Reinvestment Act (stimulus funds):
  - Pellegrini Park entranceway and parking lot
  - Stearns Park playground improvements
  - Nahanton Park Accessible Path
  - Newton Centre Accessible Path and Parking Space



# Community Development

- Installed a new traffic island on Church Street by the YMCA in Newton Corner, which has helped to clarify right-of-way and reduce collisions and traffic conflicts





# Community Development

- Provided CDBG human service funds to 25 agencies that provide over 4,000 low- and moderate-income Newton residents with critical human services like child care and summer camp scholarships, senior services and job training, and mentoring for people with developmental disabilities



# Community Development



Completed several accessibility improvement projects including:

◀ Construction of accessible pathway at Crystal Lake behind 230 Lake Avenue



◀ Creation of accessible pathway and planting beds for Learning Garden at Angino Farm



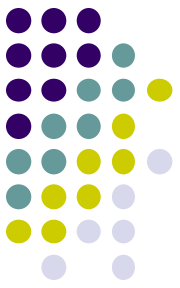
▲ Installation of 6 CDBG-funded curb cuts and retrofit of 19 curb cuts at 8 intersections with detectable warnings





# Comprehensive Plan

- Continued follow up on early action items of *Newton Comprehensive Plan* including:
  - Update of City's *Recreation and Open Space Plan*
  - Development of Scenic Roads Regulations
  - Development of Special Permit Criteria for sustainability and pursuit of Green Communities Badge



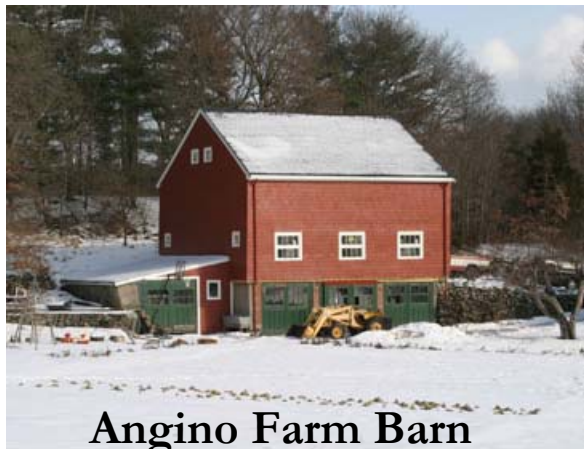
# Customer Service

- Implemented expanded *Community Plus* software for expanded express permitting online
- Continued to improve customer service by streamlining procedures, updating guides for Site Plan Review/Special Permit review (*done*), Conservation (*done*), Historic Preservation (*drafted*), Signs (*drafted*), Accessory Apartments (*needs revisions*)
- Provided more user-friendly information on the Department's website, such as high-interest projects



# Environmental Planning

Assisted Farm Commission with business plan and capital improvement plan, developing scope and funding strategy for barn repair. Completed Phase I: structural and exterior repair of barn



Angino Farm Barn

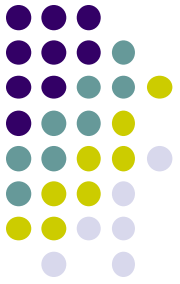


Crystal Lake Path

Obtained CDBG funding & permitting for Crystal Lake path behind 230 Lake Avenue



# Historic Preservation

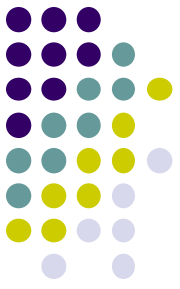


2009



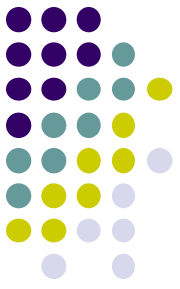
**Landmarking of  
17-19 Channing Street**

# Historic Preservation



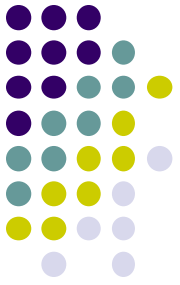
- Received Massachusetts Historical Commission grant to survey Newton's 18th and 19th century buildings
- Reviewed over **250** projects under the demolition delay ordinance and nearly **120** applications for alterations to properties in the four local historic districts
- Worked with Newton Historical Commission and interested others to streamline the City's demolition review process
- Worked on completing goals of Preservation Plan

# Development Review/Land Use

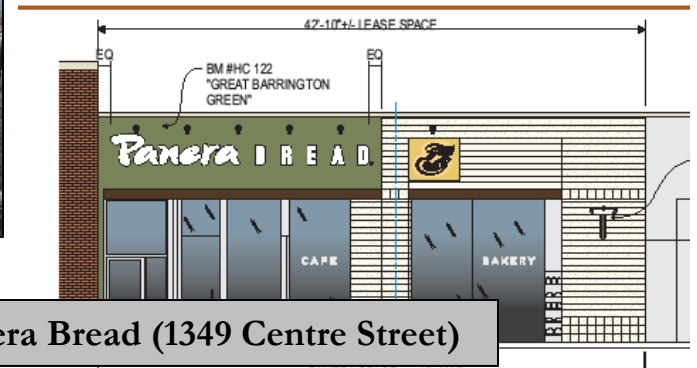


- Provided staff support to Land Use Committee
  - 41 special permit applications
- Streamlined Land Use process by
  - Revising rules to allow more flexible scheduling
  - Allow public hearing and working sessions on same day for minor requests
- Performed **145** technical reviews of applications for:
  - Wireless installations
  - Accessory Apartments
  - Institutional proposals
  - Site Plans
  - Consistency determinations
  - Sign permits
  - Comprehensive Permit for the Zoning Board of Appeals

# Land Use/Development Review



39 Herrick Road



Panera Bread (1349 Centre Street)

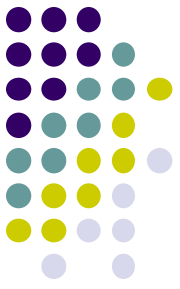


244 California Street.



Congregation Shaarei Tefillah  
(35 Morseland Ave.)

# Transportation Planning



Traffic  
Council



Safe Routes to  
School

- Traffic Council reviewed approximately **58** items at 12 meetings
- Supported successful walk-to-school program



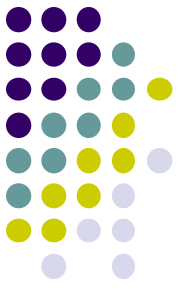


# Transportation



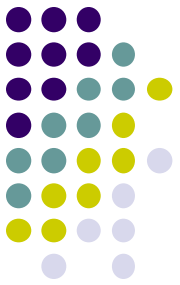
Regional bike rack program

- Participated in MAPC regional pedestrian plan advisory committee and regional bike program
- Coordinated activities of Worcester Polytechnic Institute Student pedestrian mobility study in four Village Centers
- Worked with other City Departments and NNHS neighbors to mitigate construction impacts

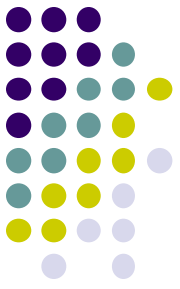


# Zoning and Planning

- Worked with Zoning and Planning Committee on revisions to:
  - Inclusionary Zoning Ordinance
  - Accessory Apartments
  - Floor Area Ratio (FAR)
- Work with FAR Task Force

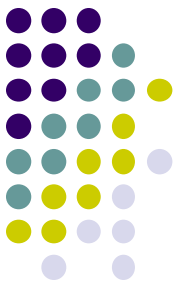


# Goals for FY11



# Neighborhood Improvements

- Use available funds to improve our neighborhoods by completing the City's four CDBG-R projects:
  - Implement portions of master plans for Pellegrini Park and Stearns Park
  - Construct accessible pathways at Newton Centre Playground and Nahanton Park
- Complete improvements at Centre Street and Centre Avenue in Newton Corner to improve pedestrian safety at this highly-traveled intersection



# Neighborhood Improvements *(cont.)*

- Develop master plan for improvements at Carleton Park to increase recreational opportunities for area residents
- Implement traffic improvements on Lowell Avenue to increase pedestrian and vehicular safety
- Plant 25 trees throughout Newton Corner target area to beautify CDBG target neighborhood



# Architectural Access

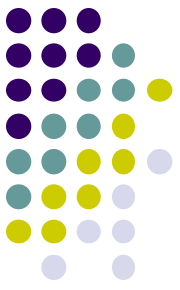
- Construct accessible pathway at Cold Spring Park to improve safety during Farmer's Market and throughout year
- Install ramp in the Newton Community Service Center auditorium to make it accessible to the public



# Human Services

## Housing for Homeless People

- Manage between 40-50 CDBG-funded human service and Emergency Shelter Grant projects to provide needed services and assistance to approximately 4,000 low- and moderate-income Newton residents
- Utilize Homelessness Prevention and Rapid Re-Housing Program funds received as part of the stimulus to provide assistance to over 100 households



# Housing

- Revise program guidelines for CDBG-funded One-to-Four Unit Purchase Rehabilitation Program to target projects that:
  - are accessible to persons with physical disabilities;
  - affordable to households at <50% of area median income that do not have rental assistance;
  - are affordable to low-income individuals with special needs.
- Revise Housing Rehabilitation Program guidelines to limit per project funding amounts so more residents will be served
- Apply for Fair Housing Initiative Program grant from HUD to enable City to provide additional fair housing training, education, outreach and programming





# Comprehensive Plan

- Maintain and enhance quality of life through *Plan* implementation:
  - Begin scoping for village studies
  - Establish Transportation Advisory Committee
  - Adopt street design classifications
  - Complete update of *Recreation and Open Space Plan*
  - Further define mixed-use centers



# Customer Service

- Cross-training within and across departments
- Conversion to online fillable forms for easier use and submissions
- Scanning of documents for electronic storage for ease of access and to reduce storage needs
- Update information online and in user-friendly brochures for Site Plan Review/Special Permits, Accessory Apartments, Historic Preservation, Wetlands Protection, Comprehensive Permits



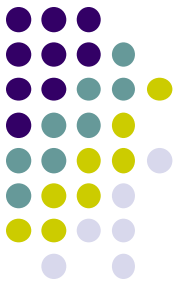
# Economic Development

- Foster business-friendly City to enhance tax base
  - Develop and implement economic development strategy
  - Assist developers with City processes
  - Collaborate with Chamber
  - Create a vision for desired development on Needham Street
  - Look at ways to re-use underutilized City properties



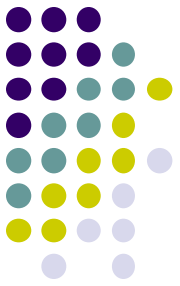
# Environment

- Facilitate public enjoyment of conservation areas and manage them more efficiently
  - Complete Management Plan for Conservation Areas and Conservation Restriction areas (400+ acres)
  - Rewrite Conservation Area Maintenance Plan
  - Renew efforts to link Flowed Meadow conservation area with 30 Wabasso Street and community
- Implementation plan for use of anticipated Green Communities Grant funds



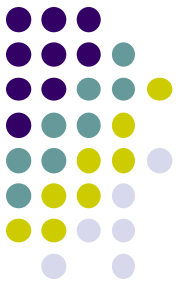
# Historic Preservation

- Streamline historic preservation functions to enable staff to seek and implement grants for preservation initiatives
  - Demolition delay regulations
  - Historic District reviews
- Expand educational offerings to community
  - Public outreach
  - Citywide archaeological survey
  - National Register nominations
  - Survey City's oldest (pre-1830) buildings



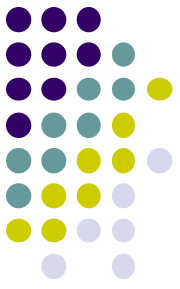
# Telecommunications

- Enhance telecommunications functions within City Hall and in the Community
  - Work with DPW to deploy automated meter reading network and system
  - Market leasing of at least 3 public properties to wireless providers to increase City revenues and improve coverage within the City
  - Work with schools and NewTV to increase broadcasting of educational programming



# Transportation

- Improve mobility and safety for all modes of transportation
  - Participate in bicycle rack program
  - Apply for grant to re-time traffic signals
  - Explore MBTA's Bus Shelter program



# Zoning

- Work with ZAP to develop strategy for updating Zoning Ordinance
- Refine existing regulations for clarity and user-friendliness
- Evaluate options for satisfying parking requirements, such as in-lieu fees
- Plan for mixed-use zones

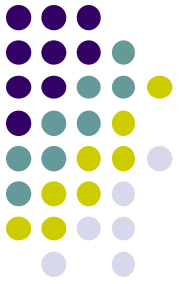




*“Make no little plans. They have no magic to stir men’s blood and probably will not themselves be realized.”*

– Daniel Burnham

# Community Preservation Program



Funded to date in fiscal 2010

total \$2,650,545



Angino Farm Barn  
Interior \$568,000

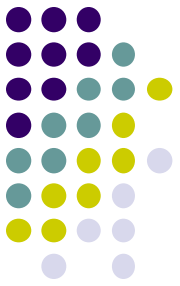


City Archives –  
Combined  
\$36,545

Lexington Street (housing) \$2,046,000



# Community Preservation Program



Underway in fiscal 2010

total \$8,116,511

(selected projects shown)



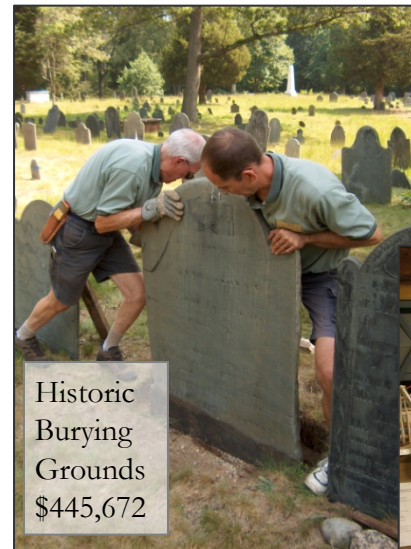
Homebuyer Assistance  
Phase 3, \$968,000



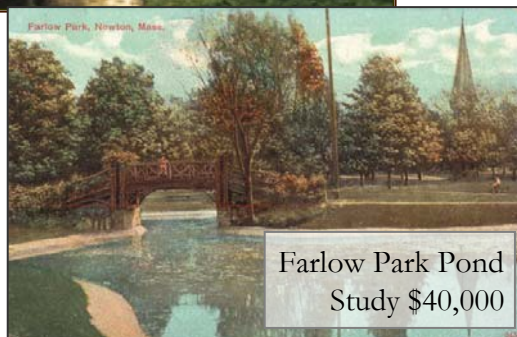
Durant-Kenrick  
Homestead  
\$2,717,300



Archaeology  
Survey  
\$37,750



Historic  
Burying  
Grounds  
\$445,672

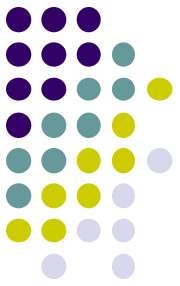


Farlow Park Pond  
Study \$40,000



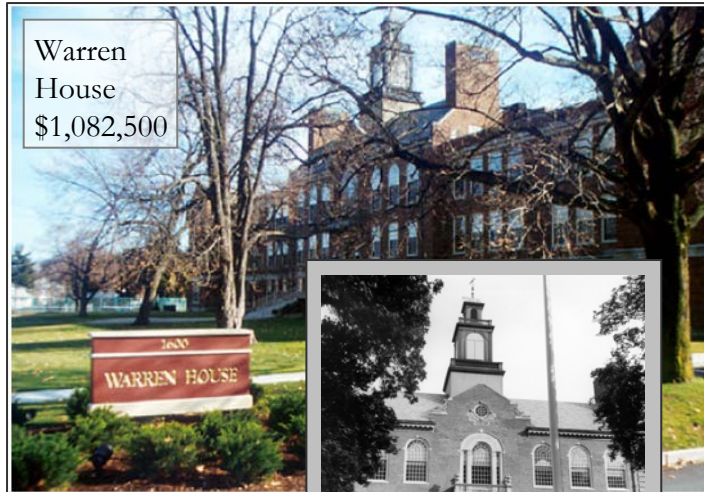
Museum Archives  
Design \$37,500

# Community Preservation Program



Completed in fiscal 2010

total \$1,800,794



Warren House  
\$1,082,500



Brigham House  
\$554,950



Cheesecake Brook Greenway  
Master Plan Report

December 2009

Cheesecake Brook  
Master Plan  
\$25,100



Images of the Cheesecake Brook Greenway

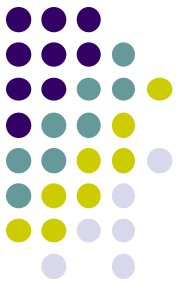


Museum  
Exterior  
\$138,244



# Community Preservation Program

## Fiscal 2011 & beyond



COMMUNITY PRESERVATION FUND							
Newton, Massachusetts	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
<b>REVENUE</b>							
local CPA surcharge	\$2,353,480	\$2,412,317	\$2,472,625	\$2,534,441	\$2,597,802	\$2,662,747	\$2,729,315
state matching funds	\$681,605	\$588,370	\$482,463	\$370,894	\$253,444	\$129,890	\$133,137
<b>additional local revenue:</b>							
fund balance <i>(estimated as of March 2010 for fiscal 2011)</i>	\$2,988,612						
interest	\$54,000						
<b>TOTAL REVENUE</b>	<b>\$6,077,697</b>	<b>\$3,000,687</b>	<b>\$2,955,088</b>	<b>\$2,905,334</b>	<b>\$2,851,246</b>	<b>\$2,792,637</b>	<b>\$2,862,453</b>
<b>EXPENDITURES</b>							
<b>PROGRAM ADMINISTRATION &amp; DEBT SERVICE</b>							
program administration	(\$145,990)	(\$150,034)	(\$147,754)	(\$145,267)	(\$142,562)	(\$139,632)	(\$143,123)
debt service for Angino Farm	\$0	\$0	\$0	\$0	\$0	\$0	\$0
debt service for Kessler Woods	(\$555,750)	(\$540,750)	(\$525,125)	(\$508,500)	\$0	\$0	\$0
debt service for 20 Rogers St. <i>(final payment in fiscal 2017)</i>	(\$327,038)	(\$317,156)	(\$306,000)	(\$293,250)	(\$281,000)	(\$269,844)	(\$260,281)
TOTAL Program Administration & Debt Service	<b>(\$1,028,777)</b>	<b>(\$1,007,941)</b>	<b>(\$978,879)</b>	<b>(\$947,017)</b>	<b>(\$423,562)</b>	<b>(\$409,476)</b>	<b>(\$403,404)</b>
<b>AVAILABLE RESOURCES</b>	<b>\$5,048,919</b>	<b>\$1,992,746</b>	<b>\$1,976,209</b>	<b>\$1,958,318</b>	<b>\$2,427,683</b>	<b>\$2,383,161</b>	<b>\$2,459,049</b>

*Assumes local revenue increasing 2.5% per year; state match decreasing from 30% in fiscal 2012 to 5% in fiscal 2016-17; program administration at statutory maximum of 5%.*

CITY OF NEWTON, MASSACHUSETTS  
 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
 FEDERAL AWARD PROGRAM EXPENDITURES  
 July 1, 2009 - March 31, 2010

10 APR 29 PM 12: 19  
 CITY CLERK  
 NEWTON, MA. 02159

Federal Grantor/ Pass-Through Grantor Program	Federal CFDA Number	Federal Expenditures	
<b>U.S. Department of Agriculture</b>			
<u>Direct Program:</u>			
Food Distribution Program	10.550	-	
Urban Forestry	10.675	-	
<u>Passed through State Department of Education:</u>			
School Breakfast Program	10.553	-	
School Lunch Program	10.555	320,990	11301-4320
Total U.S. Department of Agriculture		320,990	
<b>U.S. Department of Housing and Urban Development</b>			
<u>Direct Programs:</u>			
Community Development Block Grant	14.218	1,549,098	15*
Community Development Block-R Grant (ARRA)	14.253	-	18ARC
Supportive Housing Grant	14.235	-	18AA
Fair Housing Initiatives Grant	14.408	-	18CC*
Emergency Shelter Grant	14.231	73,091	18A*
HPRP Grant (ARRA)	14.257	60,000	18ARB
HOME Investment Partnerships Program	14.239	1,408,347	16*
Total U.S. Department of Housing and Urban Development		3,030,536	
<b>U.S. Department of Interior</b>			
<u>Passed through Massachusetts Division of Marine Fisheries</u>			
Outdoor Recreation, Acquisition, Development and Planning	15.916	-	21-4320
<b>U.S. Department of Justice</b>			
<u>Passed through State Executive Office of Public Safety:</u>			
Law Enforcement Block Grant	16.592	-	
COPS Homeland Security Overtime Grant	16.614	-	
Bulletproof Vest Partnership Grant	16.607	-	
JAG School Security Grant - Byrne Memorial Program	16.580	104	18FF*
Byrne Memorial Grant (ARRA)	-	-	18ARF
National Incident Based Reporting System Grant	16.607	-	
DEA Asset Forfeitures	16.UNK	-	13C201A
Total U.S. Department of Justice		104	
<b>U.S. Department of Transportation</b>			
<u>Passed through State Department of Transportation:</u>			
State Agency Program	20.600	-	
<b>U.S. Institute of Museum and Library Services</b>			
<u>Direct Program:</u>			
Museum for America Grant	45.301	10,962	18D603*
<u>Passed through State Library Board of Commissioners:</u>			
Library Services and Technology Grant	45.310	-	18D601*
Total U.S. Institute of Museum and Library Services		10,962	

CITY OF NEWTON, MASSACHUSETTS  
 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
 FEDERAL AWARD PROGRAM EXPENDITURES  
 July 1, 2009 - March 31, 2010

Federal Grantor/ Pass-Through Grantor Program	Federal CFDA Number	Federal Expenditures	
<b>Environmental Protection Agency</b>			
Passed through State Executive Office of Environmental Affairs:			
Environmental Education Grant	66.951	-	
<b>U.S. Department of Energy</b>			
<u>Direct Programs:</u>			
Energy Conservation Grant (ARRA)	81.128	-	
<b>U.S. Department of Education</b>			
<u>Direct Program:</u>			
Small Learning Communities	84.215L	-	18SB*
Emergency Response Crisis Management (ERCMT) Grant	84.184E	-	18SW*
School Counseling Demonstration Program Grant	84.215E	217,862	18SZ*
Physical Education Grant	84.215F	34,920	18SX*
American History Grant	84.215X	199,620	18SJ*
Safe School/Healthy Student	84.184L	643,848	18SCC*
Interface Program	84.215M	-	18SU*
<u>Passed through State Department of Education:</u>			
Title I Distribution	84.010	407,368	18SE*
SPED IDEA Allocation	84.027	2,008,846	18SA*
SPED IDEA Allocation (ARRA)	84.391	971,896	18ARD
SPED Mental Health Support	84.027	-	
SPED Corretive Action Grant	84.027	-	18SAA
Secondary Reading Grant	84.027	-	18SL*
SPED Electronic Portfolio	84.027	-	
Carl Perkins Occupational Education	84.048	59,989	18SG*
Title II - Education for Economic Security	84.164	-	
SPED Preschool	84.173	-	
SPED Early Childhood Training	84.173	47,436	18SO*
SPED Early Childhood Training (ARRA)			18ARE
SPED Induction	84.027	25,349	18SR*
SPED Autistic	84.027	-	
Safe and Drug Free Schools	84.186	26,048	18SP*
Supported Employment Program	84.187	-	
Innovative Education Program (Title V Block Grant)	84.298	-	18SC
Technical Literacy Grant (Enhanced Education Thru Technology)	84.318	6,748	18SQ*
Emergency Impact Aid (Katrina relocation assistance)	84.938	-	
Title III - No Child Left Behind Grant	84.365	107,917	18ST*
SPED Program Review Grant	84.027	-	
English Language Grant	84.365	-	
Educator Quality Grant	84.367	215,593	18SD*
SFSF Education Stabilization Grant (ARRA)	84.394	-	18ARA
Total U.S. Department of Education		4,973,440	
<b>U.S. Department of Health and Human Services</b>			
<u>Direct Program:</u>			
Safe School/Healthy Student	84.184L	371,255	18SBB
Medicare Part D Prescription Drug Benefit Reimbursement		419,762	0110901-43100
Medicare Flu Vaccine Reimbursement		29,558	0150103-43100
<u>Passed thru State Executive Office of Health &amp; Human Services</u>			
SPED Medicaid Reimbursement	93.778	276,550	0130101/0150
SPED Medicaid Reimbursement (ARRA)	93.778	3,360	0130101-43200
<u>Passed thru State Executive Office of Elder Affairs:</u>			

CITY OF NEWTON, MASSACHUSETTS  
 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
 FEDERAL AWARD PROGRAM EXPENDITURES  
 July 1, 2009 - March 31, 2010

<b>Federal Grantor/ Pass-Through Grantor Program</b>	Federal CFDA Number	Federal Expenditures	
Title IIIC Grant	93.045	-	18BB*
Title IIIB Senior Transportation Grant	93.044	1,333	
Total U.S. Department of Health and Human Services		1,098,458	
<b>U.S. Center for Disease Control and Prevention</b>			
<u>Passed thru State Executive Office of Health and Human Services:</u>			
PHER Grants	93.069	28,760	18LL*/18LA
<u>Passed thru State Department of Fire Services:</u>			
DFS Bioterrorism First Responder Liaison Grant	93.283	10,925	18L
Total U.S. Center for Disease Control and Prevention		39,685	
<b>U.S. Corporation for National Community Service</b>			
<u>Passed thru State Department of Education:</u>			
Learn and Serve Grant	94.004	94	18SI*
<b>U.S. Department of Homeland Security</b>			
<u>Passed thru State Executive Office of Public Safety</u>			
Homeland Security Equipment Grant	97.007	-	
Homeland Security Assistance to Firefighters Grant	97.044	78,144	18JJ*
SHSP II Training and Exercise Grant	97.005	-	
State Homeland Security Training Grant (City of Beverly Pass Thru)	97.073	-	18Q*
<u>Passed thru State Office of Emergency Management</u>			
Emergency Food/Shelter Grant	97.024	-	
Public Assistance Grant	97.036	-	18E*
Emergency Management Assistance Grant	97.042	-	
State and Local All Hazards Grant	97.051	-	
Total U.S. Department of Homeland Security		78,144	
Total		\$ 9,552,413	