



Programs & Services Committee Agenda **BUDGET**

City of Newton In City Council

Wednesday, May 20, 2020

The Programs & Services Committee will hold this meeting as a virtual meeting on Wednesday, May 20, 2020 at 7:00 pm. To view this meeting use this link at the above date and time: <https://us02web.zoom.us/j/425057110>. To listen to this meeting via phone call 1-646-558-8656 and enter the meeting ID 425 057 110.

Chair's Note: *Please have your budget and CIP books accessible during the meeting.*

Items Scheduled for Discussion:

BUDGET & CIP DISCUSSIONS:

- Library
- Senior Services
- City Solicitor
- City Clerk

Referred to Finance and Appropriate Committees

#8-20 Submittal of the FY 2021 to FY 2025 Capital Improvement Plan (#8-20)

HER HONOR THE MAYOR submitting the Fiscal Years 2021 to 2025 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter.

Referred to Finance and Appropriate Committees

#8-20(2) Submittal of the FY 2021 Municipal/School Operating Budget

HER HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY21 Municipal/School Operating Budget, passage of which shall be concurrent with the FY21-FY25 Capital Improvement Program (#8-20).

EFFECTIVE DATE OF SUBMISSION 05/11/20; LAST DATE TO PASS THE BUDGET 06/25/2020

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Referred to Finance and Appropriate Committees

#8-20(3)

Submittal of the FY 2021 – FY 2025 Supplemental Capital Improvement Plan

HER HONOR THE MAYOR submitting the FY 2021 – FY 2025 Supplemental Capital Improvement Plan.

Respectfully Submitted,

Josh Krintzman, Chair

Newton Free Library

Mission

The Newton Free Library brings the community together to enjoy, explore, create and discover.

The library operates at the heart of the cultural, literary and intellectual life of the community. It serves all demographics in Newton, from babies and their parents through our most senior citizens, and provides services, programs and collections of interest to all segments of the community.

Your library card unlocks access to vast collections: our library contains 390,318 books, 40,648 audiobook and music CDs, 41,029 DVDs and a growing "Library of Things" with musical instruments, laptops, and more. We also offer three digital services providing e-book and video or audio downloads to Newton cardholders, with a total of 685,000 titles to access from home or on the go. Logging into the Minuteman Library Network catalog provides additional resources, allowing a request to be placed on 1.5 million additional titles.

The library is more than ever a participatory community gathering place. Storytimes, concerts, author talks, crafts programs, book clubs, maker programs, game nights, art openings and more are available just about every day of the year.

The Newton Free Library had a tremendously busy year. Among our noteworthy accomplishments, the Library:

- Loaned 1,767,892 digital and physical materials. Thank you for making us one of the busiest public library buildings in Massachusetts!
- Renovated our atrium reading room, meeting rooms, study rooms, and high traffic areas of the first and second floors with new carpeting, paint, and refinished/updated furnishings.
- Expanded operating hours on Sunday afternoons in July and August. We welcomed an additional 7,687 visitors on Sundays during summer 2019.
- Opened our Makerspace, stocked with tools ranging from 3-D printers to sewing machines, for patrons to learn and create with during guided programming and drop-in DIY sessions.
- Expanded our Library of Things collection with musical instruments, puzzles, and board games to borrow. Laptops and electronic accessories like headphones and charging cords were added for in-library use.
- Conducted 2,574 programs (an increase of 15.8% from last year) serving an estimated 47,963 People.
- Brought library services to classrooms, preschools, camps, assisted living facilities and community events over 205 times, interacting with more than 5,825 residents.

During our mandated spring closure, Newton Free Library staff found new and creative ways to support readers of all ages through virtual programming and expanded offerings. We piloted a convenient Curbside Pick-up Project for people to collect their requested materials.

This service was so popular; we plan to provide it in the future. Additionally, we saw a 70% growth in residents taking advantage of the Library's downloadable and streaming books, music and movies. There was also a dramatic increase in online library card registrations; we look forward to welcoming these new members to the Library.

Despite necessary budget reductions, we are confident that we can continue providing residents with an amazing collection of materials to borrow, dynamic programs to attend, and continued enhancements to our services and facilities.

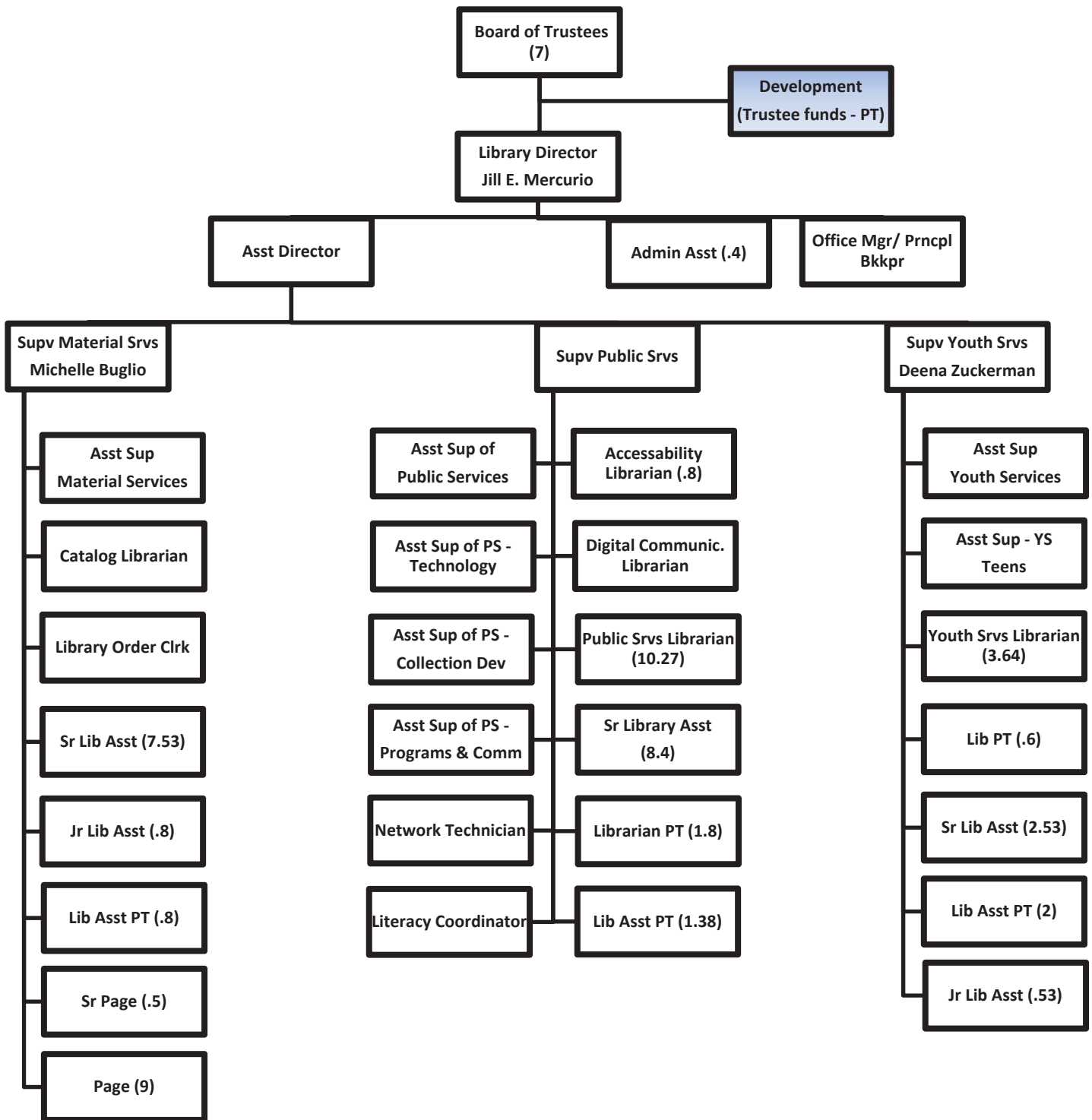
The budget is at a level sufficient to assure certification of the Library by the Massachusetts Board of Library Commissioners, which gives Newton cardholders the ability to use any library in the state, and qualifies the Library to receive state grants.

We are committed to making library services accessible and fulfilling for residents of all ages and we look forward to serving you.

Jill E. Mercurio

Library Director

Library



Financial and Operating Highlights

Financial Highlights

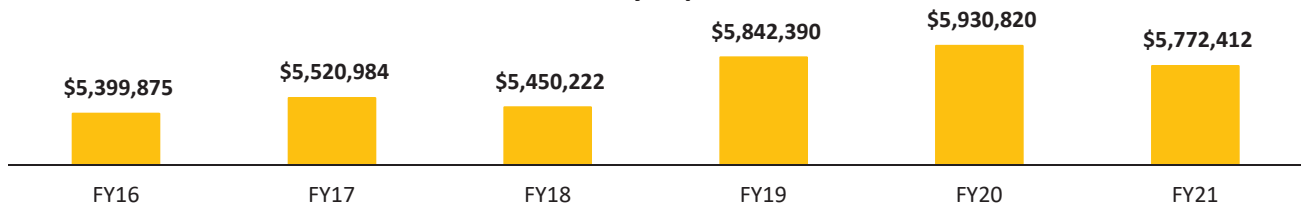
	<-----Actual----->				Adj Budget	Proposed
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Library Admin	\$ 312,452	\$ 320,266	\$ 332,490	\$ 360,673	\$ 379,769	\$ 243,055
Building Maintenance	\$ 264,847	\$ 284,850	\$ 271,670	\$ 280,850	\$ 283,850	\$ 283,850
Main Library	\$ 4,822,575	\$ 4,915,868	\$ 4,846,062	\$ 5,200,867	\$ 5,267,201	\$ 5,245,507
Total	\$ 5,399,875	\$ 5,520,984	\$ 5,450,222	\$ 5,842,390	\$ 5,930,820	\$ 5,772,412
% Incr		2.24%	-1.28%	7.20%	1.51%	-2.67%

Personnel

Full-Time	61	62	61	60	60	60*
Part-Time	17	22	22	22	22	22
Total FTE	78	84	83	82	82	82

*Two Senior Assistants deferred until FY2022

Total Library Expenditures



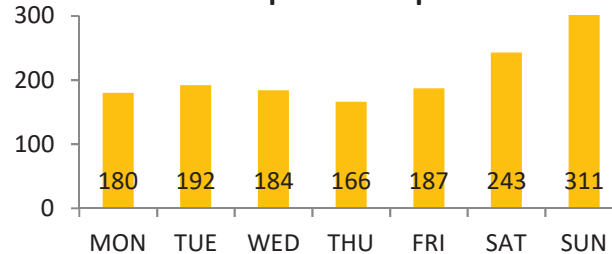
Operating Highlights

Card Holders	49,123
Visits Annually	659,313
Visits per day open	1,921

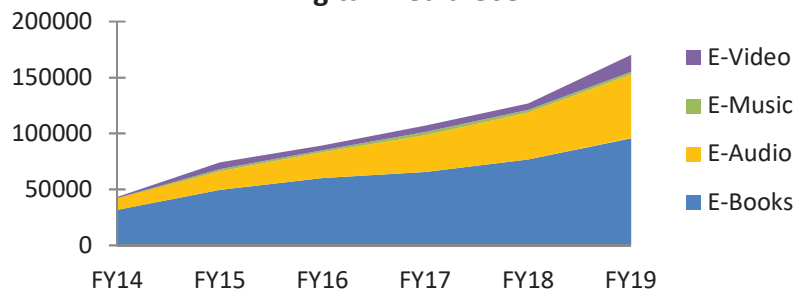
Collection	Owned	Borrowed
Adult Print	301,146	462,411
Adult AV	69,774	359,474
Youth Print	97,782	517,941
Youth AV	11,336	86,643
<u>Digtl. Media</u>	<u>72,508</u>	<u>136,881</u>
Total	552,546	1,769,945

Programs	Held	Attendance
Adult	1,453	14,387
Children's	806	29,071
<u>Teen</u>	<u>272</u>	<u>4,167</u>
Total	2,531	47,625

Visits per Hour Open



Digital Media Use



Newton Free Library

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Visitor Experience: *Provide a superb visitor experience to library visitors in person and online.*

- Share library news, reader recommendations and event information through improved channels.
 - Enhance way-finding signage to improve navigation throughout the building and collections.
 - Provide staff training to promote welcoming and inclusive services for all visitors.
- Work with DPW to improve library parking lot and expand the availability of parking spaces.
 - Continue upgrading seating and study areas throughout the building.
 - Launch a new website with improved accessibility and navigation.

- Maintain our vibrant collections by adding 35,000 new items and minimizing wait times by purchasing a copy for every three reserves and expanding the Speed Read Collection.
- Expand the availability of streaming and downloadable ebook, audiobook, video and digital magazine content by increasing the budget for Kanopy, hoopla, and Overdrive/Libby services.
- Expand our “Library of Things” through the Newton DPW using the state’s Recycling Dividends Program, which supports creation of local lending libraries for tools and other items.

Outcome 2

Collections: *Connect residents to ideas, information and resources that meaningfully enrich their lives.*

- Bolster the award-winning English Language Learner program by training new tutors quarterly and offering creative programming to support learners.
 - Expand our volunteer-driven home delivery program for people unable to visit the library.
 - Provide a diverse offering of adult programs featuring outside speakers, concert and a wide array of book clubs, Makerspace events and Technology classes.
- Launch an outreach pilot program that allows the library to offer programs at offsite locations throughout the city to reach new audiences and provide continued engagement opportunities.
 - Upgrade technology access and reliability by upgrading our computer networking infrastructure, wireless services and connecting all switches to the building’s fiber network.

Outcome 3

Programs and Services: *Bring the community together to explore ideas, build skills and promote engagement.*

Newton Free Library

Fiscal Year 2021 Outcomes and Strategies

- Continue developing plans to expand the Children's Room with a generous programming space, comfortable furnishings and engaging activity and study areas.
- Maintain a variety of compelling, age-appropriate program offerings for children and families, featuring a combination of virtual, in-person and drop-in activities.
- Empower tweens and teens to develop their own program opportunities by engaging the Advisory Board and collaborating with High School Clubs. Six to ten teen programs will be offered monthly.

Outcome 4

Youth: *Children and teens will develop skills and an appreciation for reading and lifelong learning in a welcoming, safe and inspiring environment.*

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
LIBRARY SUMMARY						
51 - PERSONAL SERVICES	3,755,481	3,713,536	3,821,920	4,038,987	3,844,710	-194,278
52 - EXPENSES	1,106,143	1,116,194	1,161,782	1,178,706	1,165,922	-12,784
58 - DEBT AND CAPITAL	5,999	4,504	12,075	12,500	0	-12,500
57 - FRINGE BENEFITS	655,585	626,651	674,704	700,626	761,780	61,154
TOTAL DEPARTMENT	5,523,207	5,460,886	5,670,481	5,930,819	5,772,412	-158,408
MAIN LIBRARY						
51 - PERSONAL SERVICES	3,468,388	3,414,896	3,513,460	3,699,157	3,640,330	-58,827
52 - EXPENSES	820,523	843,990	880,535	893,556	880,772	-12,784
58 - DEBT AND CAPITAL	5,999	4,504	12,075	12,500	0	-12,500
57 - FRINGE BENEFITS	622,776	593,345	642,531	661,988	724,405	62,417
TOTAL MAIN LIBRARY	4,917,686	4,856,736	5,048,601	5,267,201	5,245,507	-21,694
LIBRARY ADMINISTRATION						
51 - PERSONAL SERVICES	287,093	298,640	308,460	339,830	204,379	-135,451
52 - EXPENSES	770	544	834	1,300	1,300	0
57 - FRINGE BENEFITS	32,809	33,306	32,172	38,638	37,375	-1,263
TOTAL LIBRARY ADMINISTRATION	320,671	332,490	341,467	379,769	243,055	-136,714
LIBRARY BUILDING MAINT.						
52 - EXPENSES	284,850	271,660	280,414	283,850	283,850	0
TOTAL LIBRARY BUILDING MAINT.	284,850	271,660	280,414	283,850	283,850	0

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
601 - LIBRARY						
0160110 - MAIN LIBRARY						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	2,575,744	2,473,938	2,604,739	2,746,964	2,813,894	66,930
511101 PART TIME < 20 HRS/WK	434,740	438,605	466,828	523,481	504,866	-18,615
511102 PART TIME > 20 HRS/WK	244,317	256,257	212,602	211,794	246,649	34,855
513010 REGULAR OVERTIME	105,022	104,155	110,450	136,203	136,000	-203
514001 LONGEVITY	52,808	48,555	48,993	51,300	51,500	200
514006 EXCEPTIONAL SVS PAY	0	947	0	0	0	0
514309 OTHER STIPENDS	0	0	3,880	3,915	0	-3,915
514317 ADMINISTRATIVE STIPEND	4,320	4,180	240	0	0	0
515003 SPECIAL LEAVE BUY BACK	6,000	16,538	12,000	0	0	0
515005 BONUSES	0	18,900	15,000	0	0	0
515006 VACATION BUY BACK	19,436	26,051	12,860	0	0	0
515101 CLOTHING ALLOWANCE	500	1,271	0	0	0	0
515102 CLEANING ALLOWANCE	25,500	25,500	25,868	25,500	23,421	-2,079
519100 SALARY/WAGE ATTRITION	0	0	0	0	-136,000	-136,000
TOTAL PERSONAL SERVICES	3,468,388	3,414,896	3,513,460	3,699,157	3,640,330	-58,827
EXPENSES						
524010 OFFICE EQUIPMENT R-M	0	49	136	1,000	1,000	0
524080 DEPARTMENTAL EQUIP R-	554	16,456	15,037	18,509	18,509	0
524100 SOFTWARE MAINTENANC	12,434	16,501	17,488	14,550	17,041	2,491
530400 DOCUMENT PRESERVATI	3,250	3,505	4,887	5,250	5,250	0
532100 TUITION ASSISTANCE	-15	305	-125	300	300	0
534010 TELEPHONE	4,414	3,900	4,014	3,700	3,700	0
534040 INTERNET ACCESS CHAR	1,614	1,718	1,605	1,725	1,725	0
534100 POSTAGE	10,277	9,126	9,510	10,300	10,300	0
534200 PRINTING	4,770	4,573	7,131	5,250	5,250	0
534300 ADVERTISING/PUBLICATIO	767	836	825	840	840	0
542000 OFFICE SUPPLIES	7,717	7,996	8,966	9,000	9,000	0
548000 GASOLINE	464	565	578	575	575	0
558300 LIBRARY SUPPLIES	24,579	26,436	30,275	30,500	30,500	0
558500 COMPUTER SUPPLIES	7,977	7,420	7,470	8,000	8,000	0
559200 BOOKS/MANUALS/PERIODI	626,000	624,292	652,519	660,000	645,000	-15,000
571000 VEHICLE USE REIMBURSE	504	199	359	500	500	0
571200 REFRESHMENTS/MEALS	57	161	299	275	0	-275
571600 SPECIAL EVENT EXPENSE	32	153	87	0	0	0
573000 DUES & SUBSCRIPTIONS	115,127	119,800	119,474	123,282	123,282	0
TOTAL EXPENSES	820,523	843,990	880,535	893,556	880,772	-12,784
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	15,307	15,093	15,825	16,440	12,360	-4,080
57HLTH HEALTH INSURANCE	545,276	511,821	553,299	561,864	631,063	69,199
57LIFE BASIC LIFE INSURANCE	1,888	1,846	1,751	1,881	1,368	-513
57MEDA MEDICARE PAYROLL TAX	44,043	43,417	44,249	51,058	50,255	-803
57OPEB OPEB CONTRIBUTION	16,262	21,168	27,407	30,745	29,359	-1,386
TOTAL FRINGE BENEFITS	622,776	593,345	642,531	661,988	724,405	62,417

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
DEBT AND CAPITAL						
585111 PC HARDWARE-ADMIN	5,999	4,504	12,075	12,500	0	-12,500
TOTAL DEBT AND CAPITAL	5,999	4,504	12,075	12,500	0	-12,500
TOTAL MAIN LIBRARY	4,917,686	4,856,736	5,048,601	5,267,201	5,245,507	-21,694
0160111 - LIBRARY ADMINISTRATION						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	267,209	273,537	282,432	294,142	292,246	-1,896
511101 PART TIME < 20 HRS/WK	16,884	9,217	0	40,188	40,914	725
511102 PART TIME > 20 HRS/WK	0	11,036	20,608	0	0	0
513012 SUNDAY HOURS	0	0	0	0	-136,000	-136,000
514001 LONGEVITY	2,500	4,000	4,000	4,500	6,400	1,900
515005 BONUSES	0	350	600	0	0	0
515102 CLEANING ALLOWANCE	500	500	820	1,000	820	-180
TOTAL PERSONAL SERVICES	287,093	298,640	308,460	339,830	204,379	-135,451
EXPENSES						
524010 OFFICE EQUIPMENT R-M	770	544	834	1,300	1,300	0
TOTAL EXPENSES	770	544	834	1,300	1,300	0
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	933	971	902	1,050	1,050	0
57HLTH HEALTH INSURANCE	27,897	28,169	26,949	31,686	27,589	-4,097
57LIFE BASIC LIFE INSURANCE	57	57	57	57	114	57
57MEDA MEDICARE PAYROLL TAX	3,921	4,110	4,265	4,920	4,936	15
57OPEB OPEB CONTRIBUTION	0	0	0	925	3,687	2,762
TOTAL FRINGE BENEFITS	32,809	33,306	32,172	38,638	37,375	-1,263
TOTAL LIBRARY ADMINISTRATION	320,671	332,490	341,467	379,769	243,055	-136,714
0160112 - LIBRARY BUILDING MAINT.						
EXPENSES						
521000 ELECTRICITY	195,000	180,000	180,000	180,000	180,000	0
521100 NATURAL GAS	49,850	50,000	45,000	43,000	43,000	0
523000 WATER & SEWER SERVIC	39,820	41,120	35,000	40,000	40,000	0
524070 PUBLIC BUILDING R-M	0	0	20,000	20,000	20,000	0
524080 DEPARTMENTAL EQUIP R-	0	0	64	500	500	0
531000 BACKFLOW PREV INSPEC	180	540	350	350	350	0
TOTAL EXPENSES	284,850	271,660	280,414	283,850	283,850	0
TOTAL LIBRARY BUILDING MAINT.	284,850	271,660	280,414	283,850	283,850	0
TOTAL LIBRARY	5,523,207	5,460,886	5,670,481	5,930,819	5,772,412	-158,408

Senior Services Department

Mission

To help Newton be a livable and age-friendly community while optimizing the quality of life for older adults and those who support them through welcoming, respectful and meaningful opportunities that engage older people and empower them to remain independent and to be valuable partners in our community.

The Department offers a dynamic set of programs at the Newton Senior Center and other locations around Newton. Last year 5000 older residents participated in hundreds of programs ranging from Art and Music, Education, Health and Fitness, Language, Technology, Affinity and Support Groups, Food Programs and Volunteer opportunities. Support Groups and specific programming help people who are caregivers, bereaving, living with Parkinson's, Low Vision or Dementia or wanting to declutter and downsize.

The Department also provides services that support older adults' ability to stay engaged in the community. The City of Newton is a leader in the area of keeping people engaged through transportation. Last year we launched NewMo or Newton in Motion, an affordable on demand shared ride system. NewMO provides access to important selected destinations: medical appointments, grocery stores and food pantries, the Senior Center, village centers, houses of worship and to work. We are on target for providing over 25,000 rides this year.

Our Social Services Case Manager helped over 400 people access housing, home care and financial assistance through Fuel Assistance, SNAP benefits, Property Tax Relief and community funds. We administer the Commodity Supplemental Food Program that provides two bags of groceries and produce to close to 60 households each month. This year our case manager has focused on providing Dementia Friends training to city staff, volunteers and members of the community.

The SHINE program helps to demystify Medicare options through personal consultation sessions with trained counselors during open enrollment and throughout the year for those newly exploring health care options as they turn 65. This past year 526 were empowered to make the right Medicare choices.

The AARP/IRS program helps eligible residents file their income taxes and access programs at the state and federal level that stretch the dollar. Residents have accessed hundreds of pieces of Durable Medical Equipment through our loan program that help them rehab and live more safely.

This past year has been a successful one for the Newton Department of Senior Services, even with the significant challenges of COVID-19.

- The most notable of the accomplishment for this past year is the progress that has been made on the Newton's Center for Active Living (NewCAL) project. Newton is planning for the future of programs and services for the older residents of Newton and the entire community. A commitment from the Mayor and intensive community engagement has positioned Newton to build a large, well equipped, comfortable Center to meet the unique interests and needs of older adults, both those currently using the Senior Center and many others who are not. The Center will foster a special sense of community and belonging for this growing group. When spaces within this facility are not programmed for older adults, the goal is to offer well managed, quality and enriching community and multigenerational experiences for all residents of Newton. The project is in the site selection phase and has successfully engaged with hundreds of residents to build consensus to find the most suitable site for the future home of this important community asset.
- The Department provided 25,000 rides in FY20 to important destinations in and around Newton. In collaboration with the City Transportation Planning Director, we implemented NewMO (Newton in Motion), a new service to improve mobility and connection to all the City has to offer through an affordable on-demand ride share service. Close to 40% of the rides had been shared, prior to the pandemic. Riders are paying 50 cents/ride if they receive a public benefit (food stamps, fuel assistance, Mass Health) and up to \$5.00/ride. We are currently evaluating the effectiveness of the service from the rider perspective and with cost in mind as COVID-19 has made a ride-share model infeasible for the foreseeable future.

- We continued to expand our program offerings at the Senior Center and throughout the community. We are now offering ongoing programs at The Newton Free Library, The Stone Institute, The Scandinavian Living Center and The Hyde Community Center.
- In response to documented concerns of isolation and loneliness amongst older adult residents in Newton, the Department entered into a partnership with FriendshipWorks, an organization that has a 35+year mission of eliminating isolation and loneliness. We have matched over 40 people to meet weekly in older residents' homes to share time, interests and create friendships in our effort to decrease isolation and loneliness.
- In partnership with the Greater Boston Food Bank we offer the Commodity Supplemental Food program (CSFP). The program has grown and now offers over 80 older adults two bags of shelf stable groceries and fresh produce monthly.
- This past year we were able to add a full-time custodian to our staff. In FY21 we have been approved to combine two part-time positions into a full-time Outreach and Engagement Coordinator's position to enhance our outreach, marketing and community connections.
- When COVID-19 erupted, we quickly pivoted. While we had to close the Senior Center, we are offering Zoom classes. We are calling all our older residents, checking in and saying hello. 7000 phone calls have been made by 15 different volunteers to residents living alone 60+. We have been providing food, pharmacy and other essential item deliveries.

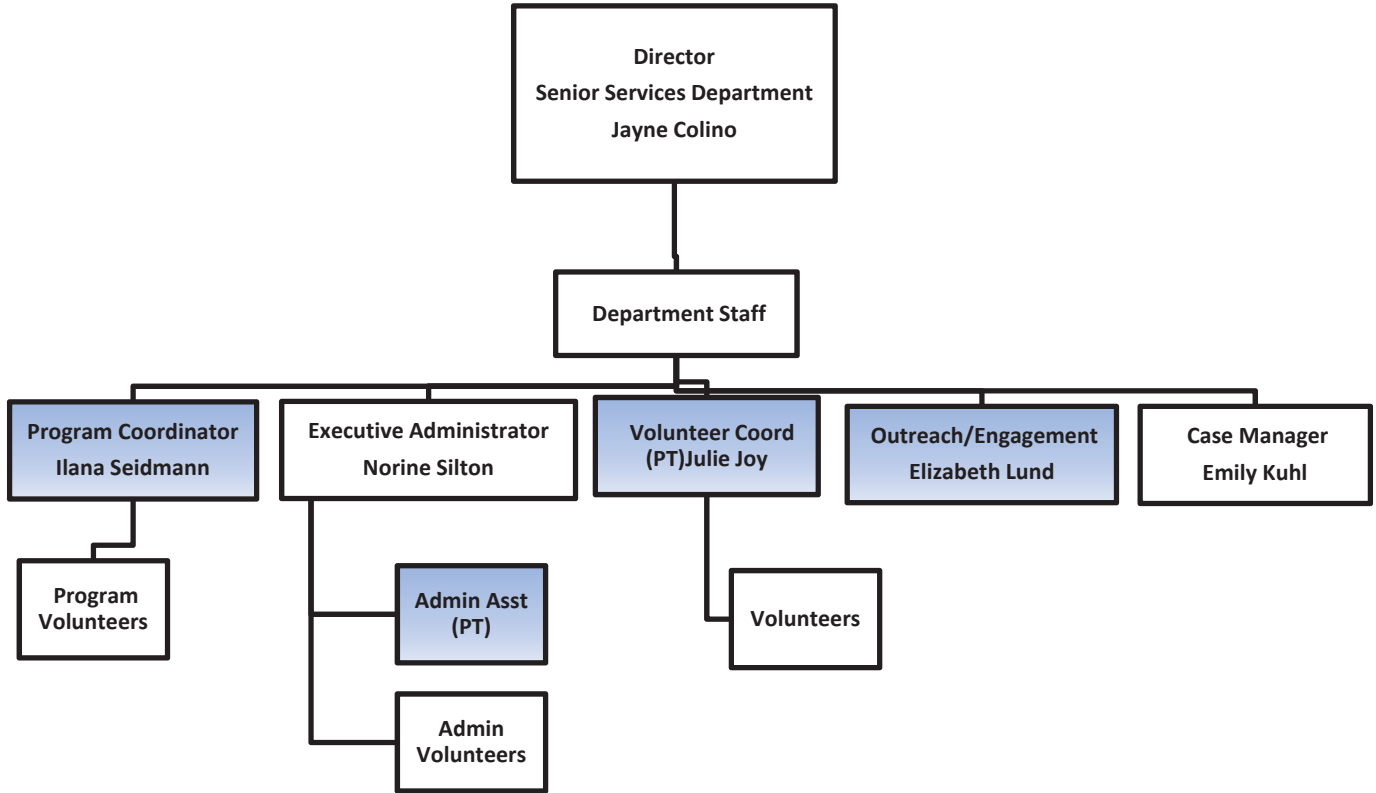
Jayne Colino

Director of Senior Services

SENIOR SERVICES



*Blue shaded is grant funded



Financial and Operating Highlights

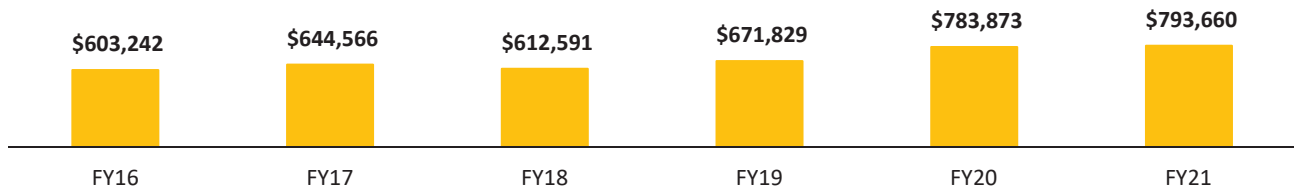
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2021
Expenditure by Department						
Human Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Services	\$ 603,242	\$ 644,566	\$ 612,591	\$ 671,829	\$ 783,873	\$ 793,660
Total	\$ 603,242	\$ 644,566	\$ 612,591	\$ 671,829	\$ 783,873	\$ 793,660
% Incr		6.85%	-4.96%	9.67%	16.68%	1.25%

Personnel

Full-Time	1	1	2	3	3	3
Part-Time	4	4	2	1	1	1
Total	5	5	4	4	4	4

Total Senior Services Expenditures



Operating Highlights

- 1500 people participated in recreational programs
- 347 pieces of Durable Medical Equipment were loaned
- 526 people accessed SHINE Counseling (consultation on Medicare options)
- 92 households received Commodity Foods
- 500 people participated fitness classes
- 3700 parking stickers were sold (allows residents 65+ to park at designated spots for free)
- 345 people participated in Shredding Day
- 53 people participated in the Tax Work Off program
- 200 volunteers provided services at the center and around the city
- 49 people participated in the Memory Café (a social opportunity for people with Dementia)
- 100 people received computer tutorir
- 150 participated in a wide variety of art classes

Department of Senior Services

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Drive Forward Newton's Center for Active Living (NewCAL) Planning Process

Design, locate and develop programs and services for a new community center that meets the evolving needs and interests of older residents of Newton, now and in the future. We work collaboratively with other city departments, the design team the Newton Council on Aging and residents as

we move from program definition, to site selection and a specific design that supports a new facility that will strengthen opportunities for connection. While the financial repercussions of COVID-19 is likely to impact the timing of NewCAL, we will try to move forward as much as possible.

Working with the Planning Departments' Transportation Planner and Via, our current provider, the Department of Senior Services will continue to educate older residents about our shared ride transportation system NewMo and the technologies available to access the service. We will continue to educate people on all the transportation options that are available to them to assure the broadest access to destinations that contribute to Healthy Aging. We are closely monitoring the use of NewMO and will modify the service, as needed, to provide a user friendly, safe, reliable and affordable service.

We will improve the promotion of programs and services throughout Newton that supports community engagement. Specifically, the Department will increase the number of volunteer and civic engagement opportunities through paid, volunteer and Tax Work Off jobs at the Newton Senior Center and in the greater community.

Outcome 2

Promote Transportation Services as a Key Element of Increased Community Engagement

Especially with the financial, physical and emotional health challenges that COVID-19 has created, the Department will support the financial health of older residents in many ways, including the continued

Outcome 3

Promote Elder Economic Security

Department of Senior Services

Fiscal Year 2021 Outcomes and Strategies

provision of Case Management services. Older residents will receive assistance to access programs that help to “stretch” their dollars: Fuel Assistance, Food Stamps (SNAP), housing and home care assistance and property tax relief. Senior Services will work with the Assessor’s Office to promote property tax assistance benefits broadly to assure those who could benefit from deferring their taxes, the Tax Work Off program and other benefits are aware and able to apply easily for this support.

The Department will continue to provide financial educational programs on timely topics. Specifically, we will continue to collaborate with the Newton Free Library on offering programs on planning for retirement.

Since Newton’s acceptance into the Network of Age-Friendly Communities by the World Health Organization and AARP in 2016, Senior Services and the Newton Council on Aging have been engaging the community to raise awareness and to prioritize actions and goals that will help Newton continue to expand and enhance the programs and services that make Newton Age-Friendly. Domain Action Teams on the Council on Aging are working with staff to implement new initiatives e.g., ride share service, friendly visiting/ isolation awareness campaign and planning for new directions that will further Newton’s Age-Friendly status (NewCAL, housing advocacy, zoning reform, improved public communications/outreach about all age-friendly efforts and opportunities in Newton). Our implementation plan will be submitted to WHO/AARP this year for approval.

Outcome 4

Implement and Develop Actions from Planning for a Livable All Age-Friendly Newton (PLAAN)

FUND: 0001 - GENERAL FUND
 DEPARTMENT: 502 - SENIOR SERVICES

**CITY OF NEWTON BUDGET
 DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
SENIOR SERVICES SUMMARY						
51 - PERSONAL SERVICES	286,979	261,989	270,432	290,424	286,169	-4,255
52 - EXPENSES	298,463	293,591	327,520	431,200	429,700	-1,500
57 - FRINGE BENEFITS	54,223	57,010	59,770	62,249	77,791	15,542
TOTAL DEPARTMENT	639,665	612,591	657,721	783,873	793,660	9,787
SENIOR SERVICES						
51 - PERSONAL SERVICES	286,979	261,989	270,432	290,424	286,169	-4,255
52 - EXPENSES	298,463	293,591	327,520	431,200	429,700	-1,500
57 - FRINGE BENEFITS	54,223	57,010	59,770	62,249	77,791	15,542
TOTAL SENIOR SERVICES	639,665	612,591	657,721	783,873	793,660	9,787

FUND: 0001 - GENERAL FUND
DEPARTMENT: 502 - SENIOR SERVICES

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
502 - SENIOR SERVICES						
0150209 - SENIOR SERVICES						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	287,283	254,939	263,324	247,207	252,008	4,801
511101 PART TIME < 20 HRS/WK	-4,901	0	28	0	0	0
511102 PART TIME > 20 HRS/WK	0	0	0	36,217	28,161	-8,056
513010 REGULAR OVERTIME	-478	0	180	0	0	0
514001 LONGEVITY	3,075	4,500	4,500	5,500	4,500	-1,000
515005 BONUSES	0	1,050	900	0	0	0
515102 CLEANING ALLOWANCE	2,000	1,500	1,500	1,500	1,500	0
TOTAL PERSONAL SERVICES	286,979	261,989	270,432	290,424	286,169	-4,255
EXPENSES						
521000 ELECTRICITY	30,423	21,568	26,465	30,000	30,000	0
521100 NATURAL GAS	9,040	14,183	13,499	10,000	10,000	0
523000 WATER & SEWER SERVIC	11,763	6,064	11,314	15,000	15,000	0
524010 OFFICE EQUIPMENT R-M	900	0	0	900	900	0
534010 TELEPHONE	1,048	907	892	600	600	0
534100 POSTAGE	1,000	975	1,376	1,000	1,000	0
534200 PRINTING	1,000	221	0	1,000	1,000	0
538300 TRANSPORTATION SERVI	215,000	214,640	250,000	350,000	350,000	0
538900 RECREATION/LEISURE AC	16,793	24,249	13,137	10,000	10,000	0
542000 OFFICE SUPPLIES	4,553	4,993	4,509	5,000	5,000	0
545000 CLEANING/CUSTODIAL SU	5,000	4,531	4,616	5,000	5,000	0
571000 VEHICLE USE REIMBURSE	244	511	378	1,000	1,000	0
571100 IN-STATE CONFERENCES	1,500	549	1,245	1,500	0	-1,500
573000 DUES & SUBSCRIPTIONS	200	200	90	200	200	0
TOTAL EXPENSES	298,463	293,591	327,520	431,200	429,700	-1,500
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	1,237	992	1,010	1,050	816	-234
57HLTH HEALTH INSURANCE	43,350	48,167	51,390	53,445	69,396	15,951
57LIFE BASIC LIFE INSURANCE	57	61	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	4,625	4,042	3,864	4,197	4,280	83
57OPEB OPEB CONTRIBUTION	4,954	3,749	3,450	3,500	3,242	-258
TOTAL FRINGE BENEFITS	54,223	57,010	59,770	62,249	77,791	15,542
TOTAL SENIOR SERVICES	639,665	612,591	657,721	783,873	793,660	9,787
TOTAL SENIOR SERVICES	639,665	612,591	657,721	783,873	793,660	9,787



Law Department

Mission

To provide effective, professional, caring and ethical legal advice and representation to all elected and appointed officials and to all City departments to enable the City government to operate at maximum potential while minimizing risk.

The Law Department for the City of Newton provides in-house counsel representation and legal support to the City, its departments, boards, and commissions, as well as to the officials and employees of the City in all areas of municipal law. This work includes representing Newton before federal and state courts and administrative agencies in matters of civil litigation; personal injury and other torts; civil rights; labor and employment; education law; contracts; land use; zoning; real estate acquisitions, dispositions and development public construction; public records; open meeting and conflict of interest laws.

The Law Department continues to enjoy success in providing sound legal advice on policy matters important to the City and defending the City in litigation. Some noteworthy accomplishments from the past year include:

- Advised and provided legal support to the Mayor, City Council and Planning Department in the historical acquisition of Webster Woods, which will preserve the woods in perpetuity.
- Advised and provided legal support to the City Council and Planning Department in enacting legislation to regulate short-term rentals in order to protect the health and safety of City residents.
- Successfully defended the Newton Public School Department and its teachers in federal court against claims of first amendment violations in connection with the school curriculum.
- Obtained favorable judgment from the Massachusetts Appeals Court bolstering the City's right to immunity in certain tort claims.
- Provided daily support to all departments, boards and commissions in ongoing efforts to exhibit transparency in government for all services to the public.
- Advised and supported the Mayor's Office and various departments throughout the City in the successful negotiations with City unions in order to provide a safe and rewarding work environment for City employees.

In 2020 we were pleased to hire an Assistant City Solicitor to handle litigation matters involving the School Department as well as advising on day-to-day legal matters. In addition, and as planned for FY2020, we reorganized the department to emphasis teamwork in the areas of litigation, labor and

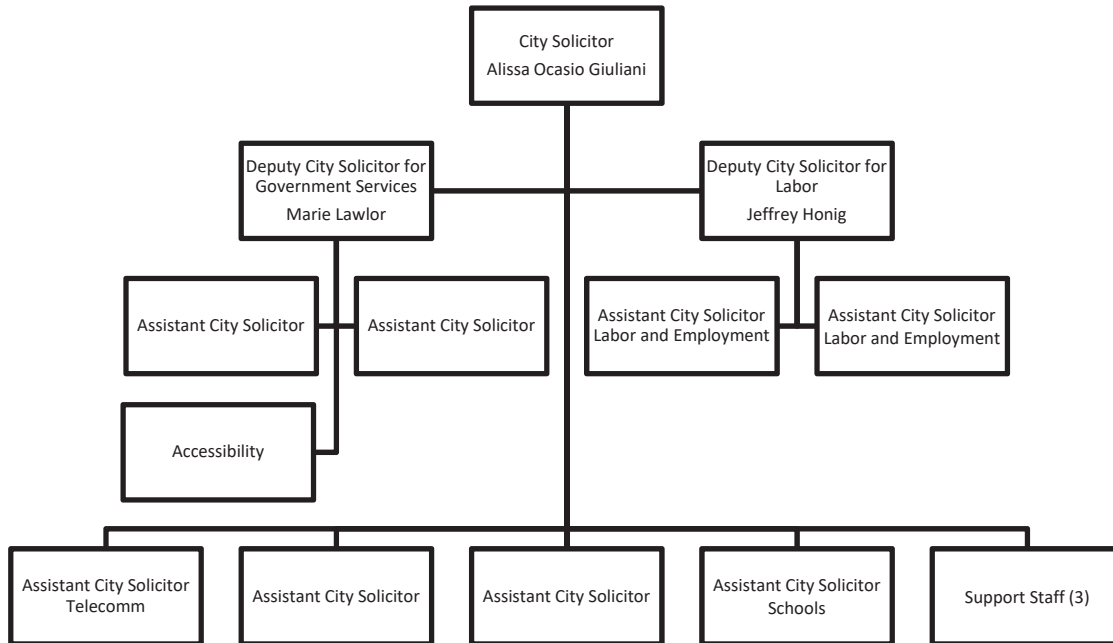
employment, and government services. As part of this reorganization, we added an additional Deputy City Solicitor position to provide additional leadership within the department or matters related to labor law and government services.

In FY2021, the Law Department looks forward to continued success in representing the City in litigation matters and looks forward to working with City Council, Executive Office and all departments to support them in new and important efforts.

Alissa O. Giuliani

Alissa Ocasio Giuliani
City Solicitor

LAW DEPARTMENT



Financial and Operating Highlights

Financial Highlights

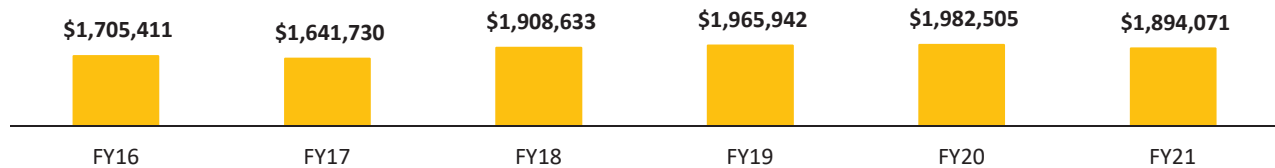
	<-----Actual----->				<-Adj Budget->		<-Proposed->
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department							
Legal	\$ 1,203,992	\$ 1,329,126	\$ 1,475,994	\$ 1,553,114	\$ 1,823,813	\$ 1,882,505	\$ 1,794,071
Claims/Settlr	\$ 107,282	\$ 376,285	\$ 165,736	\$ 355,519	\$ 142,129	\$ 100,000	\$ 100,000
Total	\$ 1,311,274	\$ 1,705,411	\$ 1,641,730	\$ 1,908,633	\$ 1,965,942	\$ 1,982,505	\$ 1,894,071
% Incr		30.06%	-3.73%	16.26%	3.00%	0.84%	-4.46%

Personnel

Full-Time	12	12	12	14	15	15	15*
Part-Time	1	1	1	1	1	1	1
Total	13	13	13	15	16	16	16

*Assistant City Solicitor deferred to January 2, 20121

Total Law Department Expenditures



Operating Highlights

Law	FY2018	FY2019	FY2020 YTD
Claims Processed	275	164	58
Public Records Requests Completed	457	297	292
Contracts Drafted and Distributed	103	110	151
Litigation Cases	14	10	18
Contracts Reviewed	249	177	301

Law Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Provide Land Use Support

The Law Department provides legal advice regarding all land use matters, including zoning, special permitting, ordinance drafting, construction, conservation restrictions, zoning enforcement and disposition of real estate to the Executive

Office, City Council, Planning Department, Department of Inspectional Services and Engineering Department. We staff and provide legal support to the City Council committees concerned with land use, specifically Land Use, Zoning and Planning and Real Property Reuse, and the Zoning Board of Appeals and historic commissions. In addition, we provide litigation advice and defense of City Council special permits as well as for decisions of the Zoning Board of Appeals and historic commission.

In particular in FY 2021, we will be providing legal support pertaining to the Zoning Redesign, revisions to the inclusionary zoning ordinance, a new short-term renewal ordinance, the Washington Street zoning overlay, the proposed acquisition of Webster Woods and the Northland and Riverside special permits.

The Department is an active partner to the City Council, the Mayor, the Executive office and various City Departments, regularly furnishing legal opinions and advice on matters referred to it. Such legal advice and support is also provided to City boards, commissions, and employees concerning their legal responsibilities and authority.

Outcome 2

Proactive Legal Advice and Risk Management for Our Clients

Outcome 3

Manage Litigation and Claims

The Law Department commences, prosecutes, and defends all legal actions and other matters on behalf of the City, including the Newton Public Schools, in all state and federal courts and administrative agencies, from the filing of an initial

Complaint through the trial and appellate stages of the case.

The Department also provides defense to the City from claims for damages to personal property or for injuries. We investigate these claims and provide advice to the City in defending the matter or reaching

Law Department

Fiscal Year 2021 Outcomes and Strategies

fair resolution. In addition, the Department continues to focus efforts on assessing our own losses in order to pursue opportunities for affirmative recovery of damages sustained by the City.

The Department continues to work with the City and City Council regarding wireless service facilities in public ways. This includes advice and support on federal guidelines for grant of location procedures, standards and fees for service facilities as well as

developing license agreements for wireless attachments to city-owned street lights. In further support of the City's efforts in the area of telecommunications, the Department continues to provide legal advice and advocacy on matters such as the Oak Hill Radio Frequency Interference (RFI) Remediation Fund, Verizon cable license renewal, amendments to current cable licenses due to the FCC's Franchise Fees Order as well as leases and licenses for use of city space and property.

Outcome 4

Provide Full Support for Telecommunications Efforts

Outcome 5

Assist in Labor and Employment Matters and Collective Bargaining

contracts have expired in prior fiscal years and, in FY 2021, we will continue negotiations with those bargaining units in an effort to settle the contracts by the end of FY 2021.

Provide advice, support and management in employee grievances and arbitrations for all City departments. Work with the City team to negotiate collective bargaining agreements with the City's nine unions. The Department is currently in negotiations with those unions whose

Assist in developing strategies to manage the development of this new industry in the City of Newton, working closely with the Executive Office, Planning and Development Department, Newton Police Department and Health and Human Services Department. Assist in the development of Host Community Agreements (HCA) for Newton, and in the development of standards and orderly procedures for selecting retail marijuana establishments to be granted an HCA, given the limited number of retail establishments which will be permitted to operate in the City. Provide legal advice and support to the City Council pertaining to zoning for marijuana establishments and special permitting for marijuana establishments seeking to locate within the City.

Outcome 6

Develop Strategies and Procedures for Managing Retail Marijuana Establishments

FUND: 0001 - GENERAL FUND
DEPARTMENT: 108 - CITY SOLICITOR

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
LAW SUMMARY						
51 - PERSONAL SERVICES	1,196,888	1,292,011	1,239,719	1,474,352	1,446,222	-28,129
52 - EXPENSES	311,034	528,909	439,956	281,451	273,051	-8,400
57 - FRINGE BENEFITS	134,253	142,985	143,125	206,605	174,798	-31,807
TOTAL DEPARTMENT	1,642,174	1,963,904	1,822,800	1,962,408	1,894,071	-68,336
LEGAL CLAIMS/SETTLEMENTS						
52 - EXPENSES	165,736	355,519	242,129	100,000	100,000	0
TOTAL LEGAL CLAIMS/SETTLEMENTS	165,736	355,519	242,129	100,000	100,000	0
LEGAL						
51 - PERSONAL SERVICES	1,196,888	1,292,011	1,239,719	1,474,352	1,446,222	-28,129
52 - EXPENSES	145,298	173,390	197,827	181,451	173,051	-8,400
57 - FRINGE BENEFITS	134,253	142,985	143,125	206,605	174,798	-31,807
TOTAL LEGAL	1,476,439	1,608,386	1,580,671	1,862,408	1,794,071	-68,336

FUND: 0001 - GENERAL FUND
 DEPARTMENT: 108 - CITY SOLICITOR

CITY OF NEWTON BUDGET
 DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
108 - LAW						
0110841 - LEGAL CLAIMS/SETTLEMENTS						
EXPENSES						
572500 CLAIMS/SETTLEMENTS	165,736	355,519	242,129	100,000	100,000	0
TOTAL EXPENSES	165,736	355,519	242,129	100,000	100,000	0
TOTAL LEGAL CLAIMS/SETTLEMENTS	165,736	355,519	242,129	100,000	100,000	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110851 - LEGAL							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	1,138,735	1,168,123	1,123,213	1,397,416	1,378,768	-18,647
511101	PART TIME < 20 HRS/WK	0	0	2,521	0	0	0
511102	PART TIME > 20 HRS/WK	52,168	53,539	55,157	57,261	58,754	1,493
514001	LONGEVITY	5,450	13,400	8,917	4,675	6,900	2,225
515002	SEVERANCE PAY	0	55,272	0	0	0	0
515003	SPECIAL LEAVE BUY BACK	0	0	10,000	0	0	0
515005	BONUSES	0	0	500	0	0	0
515006	VACATION BUY BACK	535	1,678	39,411	0	0	0
519700	CURRENT YEAR WAGE RE	0	0	0	15,000	1,800	-13,200
TOTAL PERSONAL SERVICES		1,196,888	1,292,011	1,239,719	1,474,352	1,446,222	-28,129
EXPENSES							
524010	OFFICE EQUIPMENT R-M	1,466	1,252	3,278	2,876	2,876	0
524100	SOFTWARE MAINTENANC	7,000	0	0	10,000	4,000	-6,000
527400	RENTAL - EQUIPMENT	3,160	3,257	3,392	3,400	4,000	600
530100	CONSULTANTS	45,000	53,632	54,392	20,000	15,000	-5,000
530219	ARBITRATION SERVICES	12,270	20,232	35,318	30,000	30,000	0
530900	LEGAL SERVICES	2,778	11,086	12,527	17,500	17,500	0
531300	TEMP STAFFING SERVICE	444	0	0	0	0	0
531400	REGIST/RECORDING FEES	4,109	2,636	1,630	2,500	3,500	1,000
531500	COURT COSTS/WITNESS F	2,764	2,000	2,384	3,000	3,000	0
534010	TELEPHONE	535	477	513	500	500	0
534020	CELLULAR TELEPHONES	565	280	219	675	675	0
534100	POSTAGE	3,336	2,500	2,364	2,500	2,500	0
534200	PRINTING	3,948	19,278	15,329	20,000	17,500	-2,500
534300	ADVERTISING/PUBLICATIO	199	0	0	0	0	0
537300	ADA REASONABLE ACCO	1,000	542	2,228	1,000	2,500	1,500
542000	OFFICE SUPPLIES	5,688	5,817	5,798	6,000	7,000	1,000
559200	BOOKS/MANUALS/PERIODI	41,283	41,014	49,212	50,000	50,000	0
571000	VEHICLE USE REIMBURSE	1,890	2,030	664	2,000	2,000	0
571100	IN-STATE CONFERENCES	3,683	2,997	4,720	5,000	5,000	0
573000	DUES & SUBSCRIPTIONS	4,180	4,359	3,859	4,500	5,500	1,000
TOTAL EXPENSES		145,298	173,390	197,827	181,451	173,051	-8,400
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	2,732	3,074	3,340	3,846	3,612	-234
57HLTH	HEALTH INSURANCE	114,547	121,733	112,980	158,822	131,558	-27,264
57LIFE	BASIC LIFE INSURANCE	335	340	293	342	285	-57
57MEDA	MEDICARE PAYROLL TAX	14,650	15,789	16,165	22,241	21,879	-362
57OPEB	OPEB CONTRIBUTION	1,989	2,048	10,348	21,354	17,464	-3,890
TOTAL FRINGE BENEFITS		134,253	142,985	143,125	206,605	174,798	-31,807
TOTAL LEGAL		1,476,439	1,608,386	1,580,671	1,862,408	1,794,071	-68,336
TOTAL LAW		1,642,174	1,963,904	1,822,800	1,962,408	1,894,071	-68,336

City Clerk/Clerk of the Council

To provide a variety of services to the residents of the City of Newton as well as providing administrative support to the City Council.

The City Clerk's Office operates at the heart of Newton City Government. Located on the first floor of Newton City Hall, the Clerk's Office records the births, deaths and marriages that take place in Newton, issues burial permits, and maintains the state's official copies of these records. The office also issues Dog Licenses, Off-Leash Park Permits, and Business Certificates.

The Clerk's Office conducts the annual municipal census, which gathers information from the more than 36,000 households in the City.

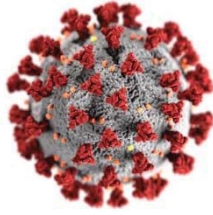
The Clerk's Office is responsible for conducting Federal, State and Municipal elections each year, and trains and schedules the more than 300 poll workers needed to conduct an election.

The City Clerk's Office also provides support for the work of City Council, creating Council Agendas and Reports, staffing council meetings, gathering the information Councilors need to make decisions, updating and maintaining the City's Ordinances, and making information available to the public.

Finally, the Office oversees the City Archives which holds the City's municipal records from the 1680s to today and works with City Departments to maintain the records of the City.

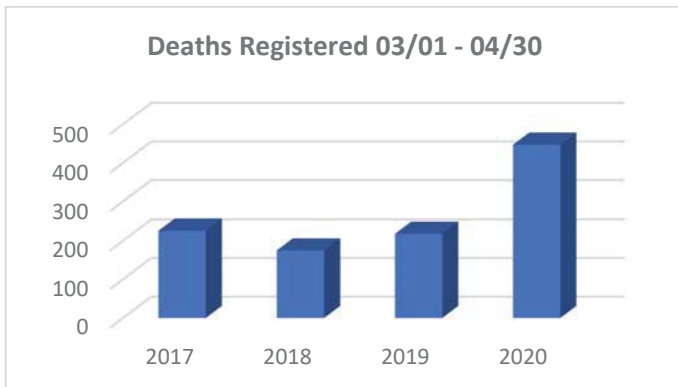
City Clerk/Clerk of the Council

The Covid-19 and the Coronavirus Pandemic of 2020 upended the way the City does business and required the City Clerk's Office, as well as all City Departments, to adjust to a closed City Hall, social distancing, and new ways of conducting business and serving the residents of Newton



Vital Records

The City Clerk's office is located at the heart of Newton City Hall maintaining records for birth, death and marriages in the City of Newton. In addition to issuing certified copies of vital records, the City Clerk's office assists couples with filing marriage intention forms, assists residents and funeral directors in recording the death of a loved one, and issuing Burial Permits.



From March 1 to April 30, 2020, the number of deaths registered by the Newton Clerk's Office doubled over the same period in previous years.

Newton City Council

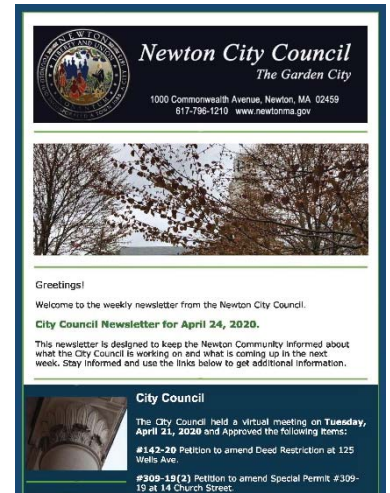
In January of 2020, the members of the 2020-2021 City Council were sworn in and began their terms. Susan Albright was elected President and Richard Lipof was elected Vice President. Within a few short weeks the City, and the Council, were thrown into the Covid-19 Pandemic. The 24 members of the City Council receive administrative support through the City Clerk's office. The staff in the office gather information for council agendas, record the votes taken at committee and full council

meetings, work with Committee Chairs to create Committee Reports, and publish the results of each meeting. To access information about what the City Council is doing, residents can sign up for the Clerk's office weekly City Council newsletter.

They can access the committee meeting pages where they will find agendas, reports, and audio from those meetings, as well as accessing the full Council meeting pages where they will see the docket, reports docket, council actions, and audio of each meeting.

Information that the Council will be reviewing over the course of the coming week can be found each Friday in the online Friday Packet. Here residents, and City Councilors, can review the material that they will need to be familiar with during the coming week. Before each Council meeting, they will also find committee reports where they will learn how each of the committees voted on the items before it. The votes from the committee reports are compiled into the Reports Docket which is published the Thursday before each Council meeting. The Reports Docket lists the items that the Council will be discussing and voting on at the next Council meeting.

With a Stay-at-Home Advisory in place, the Council quickly adopted the use of Zoom to continue conducting its meetings. The Council did not miss a beat, did not cancel or postpone any meetings, and embraced the technology to facilitate remote participation.



City Boards & Commissions

The City Clerk's office posts meeting agendas for all of the City's official boards and commissions, including City Council meetings. Hard copies of the agendas can be found on the bulletin board outside the City Clerk's office and digital versions are on the City's website on the electronic posting board. Items on the electronic posting board are organized by the date and are posted at least 48 hours before the meeting. In 2019 the Office posted more than 750 Meeting Notices and Agendas.

Elections



The City Clerk's office oversees City, State and Federal elections. Candidates running for an office at either the local or state level can file their nomination papers with the City Clerk's office. Residents may register to vote, request absentee ballots, or become a poll worker to assist at the polls on election day. The Clerk's office recruits, trains and schedules more than 300 poll workers to effectively conduct each election.

In FY2020, the office held four elections including: a Municipal Preliminary; a Municipal General Election and a combined Presidential Primary and Special Municipal Ballot Question Election. One week of Early Voting was available for the Presidential Primaries and the Special Municipal Election. On March 3, 2020, more than 36,000 registered Newton voters cast ballots in the Presidential Primaries and Special Municipal Elections.

Municipal Census

The City Clerk's office conducts the yearly municipal census. Each January, the office distributes a census form to each of the 36,000 households in Newton in order to gather information on who is living in the City, as well

as to maintain the active voter registration status of all of Newton's voters. In 2018, residents of Newton were given the option of responding to the census on-line if there were no changes from the previous year. Over 9,350 households responded on-line in 2019. So far in 2020, 9,700 households responded on-line.

Dog Licensing



Each Spring the Clerk's Office mails out dog license renewal forms to the owners of more than 6,000 dogs in our database. In 2019 the office licensed almost 5,000 dogs of which 1,600 also purchased an Off-leash Dog Park Permit. The office has seen increases in the number of dogs licensed for each of the last three years.

City Archives

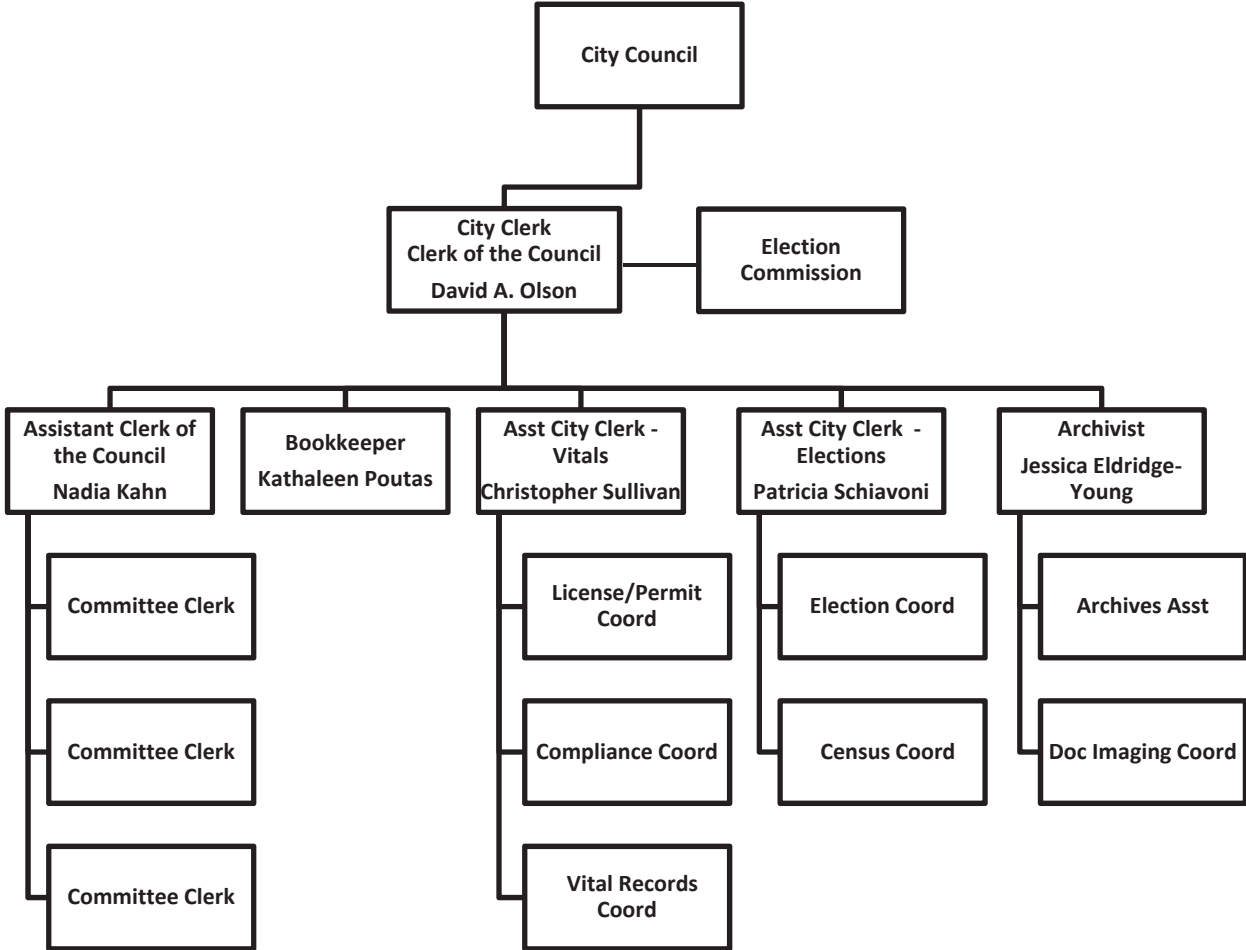
The City Clerk's office is also responsible for the City Archives. The City Archives preserves the records of the City and holds records from the founding of Newton as a town in 1680 through today. The City Archives is located primarily in the Newton Free Library and is staffed by the City Archivist and supported by our Scanning Coordinator.

The staff of the City Clerk's office is here to serve the residents of Newton. In this time of Covid-19 and social distancing, check out our services on the city website when you are in need of a vital record, would like to register to vote, get a copy of a municipal document, or license your dog.

A handwritten signature in black ink, appearing to read 'David A. Olson'.

David A. Olson
Newton City Clerk

CLERK OF THE COUNCIL



Financial and Operating Highlights

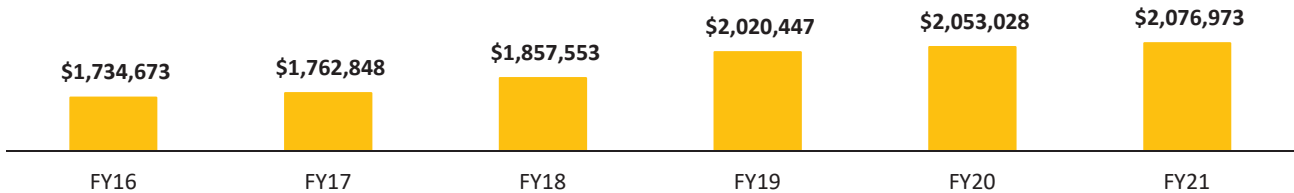
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
City Council	\$ 913,027	\$ 936,042	\$ 961,205	\$ 996,044	\$ 1,007,676	\$ 1,056,345
City Clerk	\$ 346,787	\$ 330,929	\$ 366,114	\$ 386,904	\$ 385,258	\$ 400,499
Archives Management	\$ 78,230	\$ 79,134	\$ 123,676	\$ 168,860	\$ 171,383	\$ 150,101
Census Records	\$ 183,190	\$ 212,367	\$ 72,788	\$ 94,990	\$ 96,132	\$ 88,774
Elections	\$ 213,439	\$ 204,376	\$ 333,770	\$ 373,649	\$ 392,579	\$ 381,254
Total	\$ 1,734,673	\$ 1,762,848	\$ 1,857,553	\$ 2,020,447	\$ 2,053,028	\$ 2,076,973
% Incr		1.62%	5.37%	8.77%	1.61%	1.17%

Personnel

Full-Time	13	14	15	15	15	15
Part-Time	1	1	1	1	1	1
Total	14	15	16	16	16	16

Total City Clerk Expenditures

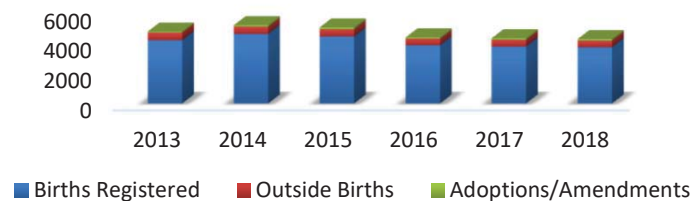


Operating Highlights

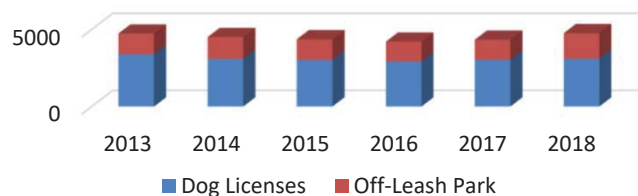
Income FY2018

Category	Total
Public Records Requests	\$ 3,950
Certified Copies Vitals	\$ 144,135
Marriage Intentions	\$ 14,210
Drone Permits	\$ 110
Special Permit Fees	\$ 34,230
Auctioneer Permits	\$ 20
Auto Dealer Licenses	\$ 5,400
Business Certificates	\$ 18,755
Dog Licenses	\$ 41,260
Raffle/Bazaar Permits	\$ 210
Taxi Licenses	\$ 1,510
Dormitories	\$ 1,200
Miscellaneous	\$ 460
Total	\$ 265,450

Births Registered



Dog Licenses



City Clerk/Clerk of the Council

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Provide Outstanding Customer Service

City Clerk Strategy: Develop and refine ways to provide information and records during the Covid-19 Pandemic Emergency including ways to provide service through remote options and to develop plans and

prepare for social distancing for in-person transactions. Maintain and continually improve response times to requests for information and records.

Census Strategy: Citizen Outreach. Create initiatives to inform citizens how responding to the census keeps their voter status active and updated. Continue to encourage on-line response resources.

Election Strategy: Work with the State Legislators and stake holders to create an effective and efficient mail-in voting program for the Fall elections during the Covid-19 Pandemic.

City Council Strategy: Continue to expand the reach and information available in the City Council Newsletter relative to Council meetings and actions, and develop ways to expand on-line interactions.

Archives Strategy: Improved Web Presence. An expanded online presence on the City website to include information and exhibits.

City Clerk Strategy: On-line Payment and Request Expansion. Work with City Hall Systems and the cities IT department to expand and improve access to on-line payment options.

Outcome 2

Ensure Easy Access to Services

Census Strategy: Continue the census schedule with first mailing in early January, second mailing in early April and confirmation postcard mailing in June to encourage as many responses as possible.

Election Strategy: Improve the function of the Elections Website by making it more user friendly and easier to maneuver. Develop effective communication strategies to get the word out about Fall election procedures.

City Council Strategy: Continue to provide relevant backup material and links to pages, presentations and information in Committee reports, maintain documents in Friday packet and in Special Permit page, minimize response time for Next Request public records requests.

Archives Strategy: Improved Finding Aids including the creation of finding aids for various collections. Create guides to assist the public with common queries.

City Clerk/Clerk of the Council

Fiscal Year 2021 Outcomes and Strategies

Outcome 3

Create Excitement for, and confidence in, the work of the City Clerk's Office

City Clerk Strategy: Public Relations. Develop public relations opportunities with the community to better inform Newton residents of the options available at the Clerk's Office.

Census Strategy: Improve processing time.

Review and improve processing time so census information is up to date.

Election Strategy: Poll Worker Recruitment & Training. Develop policies and procedures for poll worker interactions at polling locations that protect Poll Workers and voters during the Covid-19 Pandemic. Develop virtual training options for poll workers

City Council Strategy: Promote Council business through Council Newsletter, continue to facilitate Council operations with other City departments.

Archives Strategy: Enhanced Access Opportunities to Archival Material. New exhibits, finding aids, and information on the holdings of the Newton City Archives.

Outcome 4

Have Award winning records management procedures and practices

City Clerk Strategy: New space acquisition and consolidation. Enhanced space utilization in vaults; continued binding of permanent records and move lesser used records to the archives.

Census Strategy: Revise Census Form. Redesign form so citizens understand, complete, and return it promptly.

Election Strategy: Replace outdated equipment. Anticipate the state certifying new polling equipment to replace Accuvote and AutoMark machines. Prepare outreach to voters and training for poll workers on new equipment before elections.

City Council Strategy: Identify opportunities for online management of Council discussion items and backup materials, continue to maintain information on special permit page.

Archives Strategy: Excellent Facilities. Continue to advocate for, and develop, archive expansion opportunities; Continue to assist departments with scanning projects to preserve public records and make them accessible.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
CLERK OF THE COUNCIL SUMMARY						
51 - PERSONAL SERVICES	1,245,288	1,311,172	1,378,265	1,463,394	1,581,240	117,846
52 - EXPENSES	191,658	222,273	228,933	216,726	155,916	-60,810
58 - DEBT AND CAPITAL	8,338	9,500	12,928	9,000	5,000	-4,000
57 - FRINGE BENEFITS	323,993	322,389	370,485	363,909	334,817	-29,091
TOTAL DEPARTMENT	1,769,278	1,865,334	1,990,611	2,053,029	2,076,974	23,945
CITY COUNCIL						
51 - PERSONAL SERVICES	644,875	653,107	665,116	683,582	809,857	126,275
52 - EXPENSES	66,700	80,710	69,966	77,250	54,950	-22,300
58 - DEBT AND CAPITAL	2,000	4,500	5,143	2,500	0	-2,500
57 - FRINGE BENEFITS	223,696	223,051	259,266	244,345	191,537	-52,808
TOTAL CITY COUNCIL	937,271	961,367	999,490	1,007,677	1,056,345	48,667
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	57,031	96,495	112,919	132,368	126,048	-6,320
52 - EXPENSES	14,414	18,676	18,725	20,601	5,101	-15,500
57 - FRINGE BENEFITS	7,689	8,504	16,194	18,414	18,953	539
TOTAL ARCHIVES MANAGEMENT	79,134	123,676	147,839	171,383	150,101	-21,281
CENSUS RECORDS						
51 - PERSONAL SERVICES	156,761	39,393	42,148	45,097	46,217	1,120
52 - EXPENSES	31,488	30,444	33,896	41,900	33,100	-8,800
57 - FRINGE BENEFITS	28,184	3,282	7,917	9,135	9,457	323
TOTAL CENSUS RECORDS	216,432	73,119	83,960	96,132	88,774	-7,358
CITY CLERK						
51 - PERSONAL SERVICES	239,108	264,728	275,389	281,556	286,072	4,516
52 - EXPENSES	26,674	37,428	42,167	33,525	23,815	-9,710
58 - DEBT AND CAPITAL	1,500	0	1,500	1,500	0	-1,500
57 - FRINGE BENEFITS	64,425	66,139	65,739	68,677	90,613	21,936
TOTAL CITY CLERK	331,707	368,294	384,795	385,258	400,499	15,242
ELECTIONS						
51 - PERSONAL SERVICES	147,513	257,449	282,693	320,791	313,047	-7,745
52 - EXPENSES	52,383	55,015	64,179	43,450	38,950	-4,500
58 - DEBT AND CAPITAL	4,838	5,000	6,285	5,000	5,000	0
57 - FRINGE BENEFITS	0	21,413	21,369	23,338	24,257	919
TOTAL ELECTIONS	204,734	338,877	374,527	392,580	381,254	-11,326

FUND: 0001 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
101 - CLERK OF THE COUNCIL						
0110111 - CITY COUNCIL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	409,025	413,457	426,353	437,401	429,984	-7,417
511101 PART TIME < 20 HRS/WK	0	0	113	2,500	0	-2,500
511103 OFFICIALS W/BENEFITS	234,000	234,000	234,000	234,000	372,000	138,000
514001 LONGEVITY	1,850	5,650	4,650	5,550	3,650	-1,900
519000 SALARY/WAGE RESERVE	0	0	0	4,131	4,223	92
TOTAL PERSONAL SERVICES	644,875	653,107	665,116	683,582	809,857	126,275
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,324	1,489	1,447	1,500	1,500	0
524090 PUBLIC PROPERTY R-M	6,362	6,000	9,446	6,000	4,000	-2,000
534010 TELEPHONE	519	462	497	450	450	0
534100 POSTAGE	5,361	5,745	5,980	6,000	4,000	-2,000
534200 PRINTING	4,826	6,115	9,940	7,500	7,500	0
534300 ADVERTISING/PUBLICATIO	36,940	38,536	36,000	35,000	30,000	-5,000
542000 OFFICE SUPPLIES	4,558	6,519	5,538	7,000	5,000	-2,000
558500 COMPUTER SUPPLIES	1,204	0	0	0	0	0
559300 AWARDS & TROPHIES	0	3,216	0	2,000	0	-2,000
571200 REFRESHMENTS/MEALS	1,672	4,555	673	4,000	1,000	-3,000
573000 DUES & SUBSCRIPTIONS	25	163	0	0	0	0
575401 ELECTED OFFICIAL EXPEN	3,908	2,326	446	2,800	1,500	-1,300
575402 INAUGURAL EXPENSES	0	5,582	0	5,000	0	-5,000
TOTAL EXPENSES	66,700	80,710	69,966	77,250	54,950	-22,300
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	5,309	5,440	6,303	6,522	4,428	-2,094
57HLTH HEALTH INSURANCE	204,639	203,320	237,333	224,096	170,591	-53,505
57LIFE BASIC LIFE INSURANCE	396	368	340	342	171	-171
57MEDA MEDICARE PAYROLL TAX	8,250	8,354	8,300	9,879	11,743	1,864
57OPEB OPEB CONTRIBUTION	5,101	5,570	6,990	3,506	4,605	1,098
TOTAL FRINGE BENEFITS	223,696	223,051	259,266	244,345	191,537	-52,808
DEBT AND CAPITAL						
585150 OFFICE FURNITURE	2,000	4,500	5,143	2,500	0	-2,500
TOTAL DEBT AND CAPITAL	2,000	4,500	5,143	2,500	0	-2,500
TOTAL CITY COUNCIL	937,271	961,367	999,490	1,007,677	1,056,345	48,667

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110112 - ARCHIVES MANAGEMENT						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	43,917	83,769	99,743	107,647	112,002	4,356
511101 PART TIME < 20 HRS/WK	12,614	12,376	12,376	23,471	12,795	-10,676
514001 LONGEVITY	0	0	0	750	750	0
515005 BONUSES	0	350	300	0	0	0
515102 CLEANING ALLOWANCE	500	0	500	500	500	0
TOTAL PERSONAL SERVICES	57,031	96,495	112,919	132,368	126,048	-6,320
EXPENSES						
524100 SOFTWARE MAINTENANC	0	0	0	1,875	1,875	0
524500 DOCUMENT SHREDDING	3,350	3,500	3,500	3,500	1,000	-2,500
530400 DOCUMENT PRESERVATI	2,400	2,628	3,000	4,500	1,000	-3,500
534600 MICROFILMING	2,664	6,000	6,000	4,500	0	-4,500
542000 OFFICE SUPPLIES	5,000	5,000	5,000	5,000	1,000	-4,000
558500 COMPUTER SUPPLIES	1,000	1,398	1,000	1,000	0	-1,000
573000 DUES & SUBSCRIPTIONS	0	151	225	226	226	0
TOTAL EXPENSES	14,414	18,676	18,725	20,601	5,101	-15,500
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	208	216	416	468	468	0
57HLTH HEALTH INSURANCE	5,270	5,372	10,726	12,084	12,568	484
57LIFE BASIC LIFE INSURANCE	0	0	52	57	57	0
57MEDA MEDICARE PAYROLL TAX	781	1,363	1,549	1,930	1,828	-102
57OPEB OPEB CONTRIBUTION	1,429	1,554	3,452	3,875	4,032	157
TOTAL FRINGE BENEFITS	7,689	8,504	16,194	18,414	18,953	539
TOTAL ARCHIVES MANAGEMENT	79,134	123,676	147,839	171,383	150,101	-21,281

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110119 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	147,910	38,088	39,209	43,097	44,217	1,120
511103	OFFICIALS W/BENEFITS	3,952	329	0	0	0	0
512001	SEASONAL WAGES	3,361	0	0	0	0	0
513010	REGULAR OVERTIME	538	123	1,639	1,500	1,500	0
514006	EXCEPTIONAL SVS PAY	0	2	0	0	0	0
515005	BONUSES	0	350	300	0	0	0
515102	CLEANING ALLOWANCE	1,000	500	1,000	500	500	0
TOTAL PERSONAL SERVICES		156,761	39,393	42,148	45,097	46,217	1,120
EXPENSES							
524090	PUBLIC PROPERTY R-M	4,060	4,247	0	0	0	0
534100	POSTAGE	14,754	14,625	18,449	25,000	20,000	-5,000
534200	PRINTING	10,920	11,572	13,821	15,000	12,000	-3,000
534300	ADVERTISING/PUBLICATIO	1,315	0	1,500	1,500	1,000	-500
558500	COMPUTER SUPPLIES	113	0	0	0	0	0
571100	IN-STATE CONFERENCES	325	0	125	400	100	-300
TOTAL EXPENSES		31,488	30,444	33,896	41,900	33,100	-8,800
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	725	73	204	234	234	0
57HLTH	HEALTH INSURANCE	21,841	2,162	5,788	6,660	6,926	266
57LIFE	BASIC LIFE INSURANCE	57	5	52	57	57	0
57MEDA	MEDICARE PAYROLL TAX	2,105	706	571	632	648	16
57OPEB	OPEB CONTRIBUTION	3,456	336	1,303	1,551	1,592	40
TOTAL FRINGE BENEFITS		28,184	3,282	7,917	9,135	9,457	323
TOTAL CENSUS RECORDS		216,432	73,119	83,960	96,132	88,774	-7,358

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110161 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	231,204	252,224	264,492	272,906	277,922	5,016
513010	REGULAR OVERTIME	497	1,024	2,298	0	0	0
514001	LONGEVITY	3,400	3,400	3,400	4,650	4,150	-500
514006	EXCEPTIONAL SVS PAY	0	16	0	0	0	0
514317	ADMINISTRATIVE STIPEND	0	0	0	2,000	2,000	0
514323	NOTARY STIPEND	2,008	2,000	2,000	0	0	0
515005	BONUSES	0	1,400	1,200	0	0	0
515006	VACATION BUY BACK	0	1,664	0	0	0	0
515101	CLOTHING ALLOWANCE	0	500	0	0	0	0
515102	CLEANING ALLOWANCE	2,000	2,500	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		239,108	264,728	275,389	281,556	286,072	4,516
EXPENSES							
524010	OFFICE EQUIPMENT R-M	0	225	188	655	655	0
524090	PUBLIC PROPERTY R-M	0	9,060	5,300	4,500	2,000	-2,500
524100	SOFTWARE MAINTENANC	0	342	388	400	0	-400
527400	RENTAL - EQUIPMENT	0	3,382	3,496	3,390	0	-3,390
534010	TELEPHONE	577	514	552	500	500	0
534100	POSTAGE	15,794	14,435	17,954	10,200	10,200	0
534200	PRINTING	4,037	5,299	5,396	7,000	5,000	-2,000
534300	ADVERTISING/PUBLICATIO	538	620	0	800	800	0
542000	OFFICE SUPPLIES	4,617	2,521	4,920	4,920	3,500	-1,420
558500	COMPUTER SUPPLIES	557	128	2,789	130	130	0
571100	IN-STATE CONFERENCES	20	350	270	300	300	0
573000	DUES & SUBSCRIPTIONS	435	450	813	630	630	0
575005	EMPLOYEE HONESTY BON	100	100	100	100	100	0
TOTAL EXPENSES		26,674	37,428	42,167	33,525	23,815	-9,710
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,307	1,509	1,773	1,866	1,632	-234
57HLTH	HEALTH INSURANCE	57,081	57,696	57,756	60,067	80,327	20,260
57LIFE	BASIC LIFE INSURANCE	132	170	170	171	171	0
57MEDA	MEDICARE PAYROLL TAX	3,189	3,543	3,673	4,046	4,148	102
57OPEB	OPEB CONTRIBUTION	2,715	3,220	2,367	2,527	4,335	1,808
TOTAL FRINGE BENEFITS		64,425	66,139	65,739	68,677	90,613	21,936
DEBT AND CAPITAL							
585121	PC SOFTWARE-ADMIN	778	0	0	0	0	0
585140	OFFICE EQUIPMENT	722	0	1,500	1,500	0	-1,500
TOTAL DEBT AND CAPITAL		1,500	0	1,500	1,500	0	-1,500
TOTAL CITY CLERK		331,707	368,294	384,795	385,258	400,499	15,242

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110162 - ELECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	-653	92,729	110,371	112,389	117,895	5,505
511103	OFFICIALS W/BENEFITS	0	3,623	3,952	3,952	3,952	0
512001	SEASONAL WAGES	67,689	69,816	78,569	98,000	90,000	-8,000
512002	SEASONAL SALARIES	480	204	0	0	0	0
513010	REGULAR OVERTIME	0	992	1,256	1,500	0	-1,500
513040	WORK BY OTHER DEPTS.	74,368	78,089	75,779	95,000	90,000	-5,000
514001	LONGEVITY	0	0	0	0	1,250	1,250
514402	ELECTION TRAINING STIP	5,629	6,743	12,466	9,450	9,450	0
515005	BONUSES	0	350	300	0	0	0
515006	VACATION BUY BACK	0	4,904	0	0	0	0
515102	CLEANING ALLOWANCE	0	0	0	500	500	0
TOTAL PERSONAL SERVICES		147,513	257,449	282,693	320,791	313,047	-7,745
EXPENSES							
524100	SOFTWARE MAINTENANC	0	0	6,250	6,000	6,000	0
527500	RENTAL/LEASE - PROPER	1,800	1,800	2,000	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	1,500	1,912	1,576	1,700	1,700	0
531900	TRAINING EXPENSES	0	30	0	500	0	-500
534010	TELEPHONE	378	337	362	350	350	0
534100	POSTAGE	17,488	814	11,220	5,000	5,000	0
534200	PRINTING	12,514	7,594	10,000	8,000	4,000	-4,000
534300	ADVERTISING/PUBLICATIO	-253	12,855	12,855	5,000	5,000	0
539000	POLICE PRIVATE DETAIL S	0	0	396	0	0	0
542000	OFFICE SUPPLIES	1,550	1,412	704	1,000	1,000	0
558500	COMPUTER SUPPLIES	358	0	0	1,500	1,500	0
558600	VOTING SUPPLIES	17,857	26,737	18,282	11,000	11,000	0
571100	IN-STATE CONFERENCES	0	315	0	400	400	0
571200	REFRESHMENTS/MEALS	-810	1,210	535	1,000	1,000	0
TOTAL EXPENSES		52,383	55,015	64,179	43,450	38,950	-4,500
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	0	595	560	582	582	0
57HLTH	HEALTH INSURANCE	0	17,205	17,578	18,281	19,012	731
57LIFE	BASIC LIFE INSURANCE	0	52	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	0	1,221	1,561	2,715	2,806	91
57OPEB	OPEB CONTRIBUTION	0	2,341	1,614	1,703	1,800	97
TOTAL FRINGE BENEFITS		0	21,413	21,369	23,338	24,257	919
DEBT AND CAPITAL							
585152	ELECTIONS FURNITURE	4,838	5,000	6,285	5,000	5,000	0
TOTAL DEBT AND CAPITAL		4,838	5,000	6,285	5,000	5,000	0
TOTAL ELECTIONS		204,734	338,877	374,527	392,580	381,254	-11,326
TOTAL CLERK OF THE COUNCIL		1,769,278	1,865,334	1,990,611	2,053,029	2,076,974	23,945