



PUBLIC BUILDINGS

DEPARTMENT DESCRIPTION

In accordance with the revised ordinances, Chapter 5, Article I, Section 5-2, the Public Buildings Department, through its Public Buildings Commissioner, is responsible for the construction, alteration, repair and maintenance of all public buildings, except as otherwise provided for by the City Charter.

Prepare short and long term Capital Improvement Plan, review and implement energy conservation measures, analyze maintenance issues, procure materials to sustain the 85 operational and 1 leased building (former Highlands Library).

These services are accomplished by in-house and outside contracted skilled craftsmen. Both in-house and outside, design professionals provide the estimates, design and inspection of various projects under our jurisdiction.

Custodial equipment, furniture and program equipment in buildings is the responsibility of the user department.

The Department consists of the following six functional elements:

1. Public Building Maintenance and Energy Conservation Administration

The staff in this division of the Department administers the daily operations of the Public Buildings Department's six (6)

functional elements, including the maintenance of school buildings. It designs and implements effective management procedures and record systems; provides long range planning of capital repairs and improvements to public buildings; creates and implements sound preventative maintenance policies and procedures; and provides repair service, including emergency calls.

The Public Buildings Department is committed to energy efficiency, while improving municipal facilities. Under the direction of the Building Commissioner, the Energy Engineers works to save money and improve the building environment; determine ways to operate facilities efficiently to save money and share this information with building operators; educates and encourages building operators to conserve natural resources. The Energy Engineer also works to support local, State and national energy efficiency and renewable efforts by taking advantage of rebate/grant programs. The Engineer provides staff support to the Newton Citizens Commission on Energy, the Sustainable Newton Committee, and Renewable Resources Committee and coordinate high performance design in new construction and renovation projects.

2. Public Facility Maintenance and Operations

This division provides preventative maintenance and repair service, including emergency calls, in all City of Newton owned facilities as well as the utility costs for all facilities that come under the operational jurisdiction of the Public Buildings

Department. It directs, monitors, and coordinates contractual repair and maintenance work. It administers all contractual improvement work in all City of Newton owned facilities and all objectives as required by City Ordinance Chapter 5, Article I, Section 5-2, ensuring compliance with applicable programs under Massachusetts Construction Law.

The Public Buildings Department handles over 7,500 maintenance and repair service calls per year for 85 operational facilities. These services are accomplished by in-house and contracted skilled craftsmen. This department does not deal with furniture, program equipment or custodial equipment, repairs or replacement in facilities not under our department's jurisdiction.

Maintenance Division Responsibilities:

2,450,000	-	Square Feet of Building Area
\$250,333,335	-	Building Value
\$ 43,361,016	-	Contents
20	-	Vehicles

This element carries the operating expenses for the following facilities:

1. Public Buildings Department Office and stockroom
52 Elliot Street, Newton Highlands, MA 02461
2. Public Buildings Storage Garage
525 Winchester Street, Newton Highlands, MA 02461
3. Metal Storage Building
R149 Pleasant Street, Newton Centre, MA 02459

3. Custody, Care and Maintenance of Surplus Bldg.

This element provides funds to maintain City surplus facilities: Newton Cultural Center, Brigham House, (the former Highlands Library), (Utility costs only), as well as any additional facilities that may close, at a maximum temperature of 50 degrees in the winter months (to prevent freezing of pipes, etc.), the cost of such fuel, the security system operation and minimum electrical and gas requirements.

It provides utilities and contractual services for the securing and maintaining of any facilities that may become surplus until such time as their re-use or sale.

At this time, this functional element is funded, in part, to cover the costs of providing utilities only, up to \$6,000, for the former Highlands Library. (Portion of this building is currently being used by the Human Services Department's Youth Outreach Program)? In addition, the building maintenance of the Newton Cultural Center has been incorporated into this functional element.

4. Designer Selection/Review

In accordance with the revised ordinances, Chapter 5, Article III, Designer Selection Committee; Section 5-35 and Chapter 5, Article IV, Design Review Committee, Section 5-54, the Designer Selection and Design Review Committees provide recommendations to the Mayor whenever an Architect is to be engaged by the City for any purpose, and to coordinate the Design Review process for any public facility which has been

submitted to the Committee by the Mayor, Board of Aldermen and any public agency or committee within the City.

5. School Facility Maintenance

This element provides preventative maintenance and repair service, including emergency calls, in all City of Newton schools. It directs, monitors, and coordinates contractual repair and maintenance work and summer projects. It administers all contractual improvement work in all City of Newton owned facilities and all objectives, as required by City Ordinance Chapter 5, Article I, Section 5-2, and ensures compliance with applicable programs under Massachusetts Construction Law.

6. City Hall Maintenance and Operation

This element provides custodial, preventative maintenance, and repair services as well as utility costs (except telephone) for City Hall.

This division is administered by the Public Buildings Department and is a separate functional element to show actual costs of maintaining and operating City Hall. All costs for building cleaning, cleaning supplies, utilities and contractual maintenance, i.e., operating costs, for City Hall are, for organizational purposes, carried in this element.

ACCOMPLISHMENTS

1. Substantially completed the renovation and addition to Newton South High School.
2. Selected a Project Manager and Architect for the construction of a new Newton North High School.

3. Completed programming and implemented the new Facility Maintenance Software Program, SchoolDude, to track work orders and maintenance costs for all municipal facilities.
4. Transformation of the existing Carr School to be occupied by five tenants, not including the Mayor's Office for Cultural Affairs. The tenants include Newton Pride, New Repertory Theatre, New Philharmonia, Suzuki School of Newton, and Warmlines, along with revenue producing programs including the Carr Playspace, Arts in the Parks and the Newton Youth Players.
5. Procured funding for the initial design, project management, legal services and site evaluation for the new Newton North High School.
6. Implemented Peirce School window design/bid.
7. Installed energy efficient boilers at Bowen and Burr Schools.
8. Completed school lighting retrofit project.
9. In conjunction with Farm Commission, prepared Angino Farm for occupancy (replaced roof, masonry, electrical upgrade, asbestos abatement).
10. Police Annex ramp project – design, bid, construction.
11. Auburndale Library ramp project – design, bid, construction.
12. Newton Corner Library project – In conjunction with CPC, exterior restoration project, roof, gutters, paint, rebuilt porch.
13. Senior Center project – design and construction of new office.
14. Senior Center schematic design and ext. vestibule.
15. Wares Cove ADA Project (in conjunction with Planning Department).

GOALS AND OBJECTIVES

High School Projects

Complete the commissioning and closeout of Newton South High School

Complete the schematic and design development phases of the design of the Newton North High School

Energy Conservation Measures

Obtain funding for city side municipal projects (grants / utilities); continue with the solar on schools campaign; partner with other departments on utility conservation measures. (i.e., lowering day time and after hour thermostat settings, shutting off lighting when not required, etc.)

Schooldude Products

To aid energy conservation and equipment longevity we will implement the following products; Preventative Maintenance Direct (PM Direct), Inventory Direct, Planning Direct

DEPARTMENT:

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**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	1,430,065	1,324,587	1,299,239	184,554	1,483,793	1,386,779	-97,014	-7%
52 - EXPENSES	406,086	476,752	558,898	0	558,898	554,887	-4,011	-1%
SUB-TOTALS:	1,836,150	1,801,338	1,858,137	184,554	2,042,691	1,941,666	-101,025	-5%
57 - FRINGE BENEFITS	236,782	252,902	265,035	260	265,295	269,937	4,642	2%
SUB-TOTALS:	236,782	252,902	265,035	260	265,295	269,937	4,642	2%
DEPARTMENT TOTALS:	2,072,932	2,054,241	2,123,172	184,814	2,307,986	2,211,603	-96,383	-4%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0111501 PUBL BLDG ADMIN.	635,454	603,442	611,189	22,387	633,576	628,360	-5,216	-1%
0111502 MUNICIPAL BLDG MAINT.	1,044,091	1,026,202	1,022,658	163,333	1,185,991	1,051,478	-134,513	-11%
0111503 CUSTODY OF SURPLUS BLDG	43,973	70,543	126,070	-7,460	118,610	133,877	15,267	13%
0111504 SCHOOL BLDG MAINT.	0	0	0	0	0	0	0	0%
0111505 DESIGNER SELECTION	23	1,469	1,130	0	1,130	1,130	0	0%
0111506 CITY HALL MAINT/OPERATION	349,392	352,585	362,125	6,554	368,679	396,758	28,079	8%
DEPARTMENT TOTALS:	2,072,932	2,054,241	2,123,172	184,814	2,307,986	2,211,603	-96,383	-4%

PUBL BLDG ADMIN.	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	527,241	488,610	474,219	15,765	489,984	491,239	1,255	0%
52 - EXPENSES	38,010	45,772	66,400	6,465	72,865	73,290	425	1%
SUB-TOTALS:	565,251	534,382	540,619	22,230	562,849	564,529	1,680	0%
57 - FRINGE BENEFITS	70,203	69,060	70,570	157	70,727	63,831	-6,896	-10%
SUB-TOTALS:	70,203	69,060	70,570	157	70,727	63,831	-6,896	-10%
Element Totals:	635,454	603,442	611,189	22,387	633,576	628,360	-5,216	-1%

MUNICIPAL BLDG MAINT.	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006 ADJUSTMENTS	TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE 2006 To 2007	
51 - PERSONAL SERVICES	749,241	683,392	679,794	161,743	841,537	746,461	-95,076	-11%
52 - EXPENSES	151,597	189,049	180,671	1,590	182,261	134,187	-48,074	-26%
SUB-TOTALS:	900,838	872,441	860,465	163,333	1,023,798	880,648	-143,150	-14%
57 - FRINGE BENEFITS	143,252	153,761	162,193	0	162,193	170,830	8,637	5%
SUB-TOTALS:	143,252	153,761	162,193	0	162,193	170,830	8,637	5%
Element Totals:	1,044,091	1,026,202	1,022,658	163,333	1,185,991	1,051,478	-134,513	-11%

CUSTODY OF SURPLUS BLDG	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006 ADJUSTMENTS	TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE 2006 To 2007	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
52 - EXPENSES	43,973	70,543	126,070	-7,460	118,610	133,877	15,267	13%
SUB-TOTALS:	43,973	70,543	126,070	-7,460	118,610	133,877	15,267	13%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	43,973	70,543	126,070	-7,460	118,610	133,877	15,267	13%

SCHOOL BLDG MAINT.	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006 ADJUSTMENTS	TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE 2006 To 2007	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	0	0	0	0	0	0	0	0%

DESIGNER SELECTION	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006 ADJUSTMENTS	TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE 2006 To 2007	
52 - EXPENSES	23	1,469	1,130	0	1,130	1,130	0	0%
SUB-TOTALS:	23	1,469	1,130	0	1,130	1,130	0	0%
Element Totals:	23	1,469	1,130	0	1,130	1,130	0	0%

CITY HALL MAINT/OPERATION	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006 ADJUSTMENTS	TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE 2006 To 2007	
51 - PERSONAL SERVICES	153,582	152,585	145,226	7,046	152,272	149,079	-3,193	-2%
52 - EXPENSES	172,483	169,919	184,627	-595	184,032	212,403	28,371	15%
SUB-TOTALS:	326,065	322,503	329,853	6,451	336,304	361,482	25,178	7%
57 - FRINGE BENEFITS	23,327	30,081	32,272	103	32,375	35,276	2,901	9%
SUB-TOTALS:	23,327	30,081	32,272	103	32,375	35,276	2,901	9%
Element Totals:	349,392	352,585	362,125	6,554	368,679	396,758	28,079	8%

DEPARTMENT:
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**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Public Buildings Comm	H14	1	107,722	1	108,387
	Budget & Project Spec	H10	1	80,264	1	80,759
	Build Maint Supervisor	C11	1	67,905	1	67,645
	Facilities Manager	C10	1	59,380	1	60,674
	Administrative Assist.	S06	1	44,740	1	45,016
	Principal Bookkeeper	S06	1	44,740	1	45,016
	Energy Engineer	S11	1	69,835	1	70,266
	Sr Building Custodian	S07	1	48,905	1	49,207
	Building Custodian	S05	2	81,867	2	82,372
Account Totals:			10	605,359	10	609,342
511002	Storekeeper	R05	1	38,715	1	39,926
	Carpenter	R08	3	137,298	3	138,146
	Electrician	R07	4	177,776	4	178,874
	Mason	R06	1	44,402	1	44,676
	Oil Burner Tech	R07	2	88,888	2	89,437
	Painter	R05	1	44,401	1	44,679
	Plumber	R07	3	133,332	3	134,155
	Steamfitter	R07	1	44,444	1	44,718
Account Totals:			16	709,256	16	714,611
Report Totals:			26	1,314,615	26	1,323,954