



Finance Committee Report

City of Newton In City Council

Monday, February 11, 2019

Present: Councilors Gentile (Chair), Ciccone, Norton, Cote, Rice, Noel, Grossman, and Lappin

Also present: Councilor Downs

City staff present: Jim McGonagle (Commissioner of Public Works), Ted Jerdee (Utilities Division), Jonathan Yeo (Chief Operating Officer), Marie Lawlor (Assistant City Solicitor), Jennifer Pucci (Assistant City Solicitor), and Sue Dzikowski (Comptroller)

#60-19 Appointment of Michelle Pizzi O'Brien as Director of Human Resources

HER HONOR THE MAYOR appointing MICHELLE PIZZI O'BRIEN as DIRECTOR OF HUMAN RESOURCES pursuant to Sec. 3-3 of the City Charter (30 days: 03/06/19).

Action: **Finance Approved 8-0**

Note: Chief Operating Officer Jonathan Yeo introduced Michell Pizzi O'Brien to the Committee and stated that he is excited that Ms. O'Brien is joining the City as the Director of Human Resources. One of the top priorities of Mayor Fuller is to fill this position with an experienced person. The Mayor reached out to Ms. Pizzi O'Brien to suggest that she apply. After the interview process, it was clear that Ms. Pizzi O'Brien was the leading candidate and the Mayor offered her the job.

Ms. Pizzi O'Brien joined the discussion and stated that she is excited to start working for the City and feels it is an amazing opportunity. She is currently the Director of Human Resources in the Town of Norwood, serves on the Board of Director at the Massachusetts Municipal Personnel Association, and is an active member of the International City/County Management Association. She began working in Norwood 13 years ago when the Town established a Human Resources Department. She built the Norwood Human Resources Department from the ground up. Ms. Pizzi O'Brien has extensive experience in collective bargaining, overseeing benefit programs, developing training programs, and implementation of policies and procedures.

Before working for the Town of Norwood, she worked at the Department of Revenue's Human Resources Bureau as a Personnel Administrator/Human Resources Subject Specialist, where she served as a specialist in the areas of FMLA and leave administration. Ms. Pizzi O'Brien began her career at the City of Waltham Human Resources Department as a Personnel Coordinator. The attached resume provides further details on Ms. Pizzi O'Brien's background and leadership experience.

A Committee member pointed out that it can be hard to attract and retain municipal employees and asked how Ms. Pizzi O'Brien handles that challenge. Ms. Pizzi O'Brien responded that one of the best ways to attract and keep employees is to create a great working environment. It is important for employees to feel valued. There are ways to improve the work environment through professional development and wellness programs. A Councilor added that that it seems to take a fair amount of time

to onboard new employees and the City sometimes loses good candidates due to the lag between interviewing and hiring. Ms. Pizzi O'Brien stated that there are number of ways to streamline the hiring process without investing a large amount of money like hiring a company to handle background checks instead of doing them inhouse.

A Committee member asked Ms. Pizzi O'Brien how she handles collective bargaining negotiations, when they become difficult. Ms. Pizzi O'Brien explained that she often relies on informal negotiations through casual meetings outside of official negotiations. It is important to establish relationships with union representatives outside of the negotiation process. Negotiations are easier when there is respect on both sides during bargaining. Labor relations are Ms. Pizzi O'Brien's favorite part of the job.

Ms. Pizzi O'Brien is looking forward to meeting employees and developing relationships with all the City Departments and familiarizing herself with the day-to-day operations of the Human Resources Department. Members were impressed with Ms. Pizzi O'Brien's background particularly her strong municipal experience and management skills. Committee members welcomed her to the City and wished her well. With that, Councilor Lappin moved approval of the appointment, which carried by a vote of seven in favor and none opposed.

#46-19 Submittal of the CAFR, and external audit reports

COMPTROLLER transmitting the Comprehensive Annual Financial Report and external audit reports for fiscal year ending June 30, 2018 for City Council review/acceptance.

Action: Finance Approved 8-0

Note: The Committee met with Matt Hunt of Clifton, Larson, Allen, LLP (CLA), the City's external auditing firm, to discuss CLA's review of the City's Comprehensive Annual Financial Report (CAFR) and review of the single audit report and the management letter for Fiscal Year 2018. The auditor's opinion on the CAFR is unqualified and unmodified (i.e., the financial statements present fairly, in all material respects, the City's financial situation), which is the best opinion available. The opinion includes reliance on the auditors that provide the audit of one of the City's small component units, the Newton Commonwealth Foundation. The Committee members received copies of all documents related to the audit. The CAFR, Federal Grants Report (single audit report) and the Management Letter can be found at: <http://www.newtonma.gov/gov/comptroller/new.asp>

Mr. Hunt began the discussion by reviewing the financial highlights of the audit of the CAFR. The Government Wide Financial Statements are reported on Pages 18-21 of the CAFR, which shows the City's assets, liabilities, and net position. The key information is the fund balance information, particularly for the General Fund. The City's assets are currently valued at approximately \$775 million of which \$207.5 million is from cash and investments and \$559 million is from capital assets. The City's liabilities are approximately \$1.91 billion of which \$295.5 million is bond payable obligations, \$623.8 million is net OPEB obligations, and \$295 million results from net pension liabilities. The City has a \$562.5 million

deficit at the end of FY 2018 due to GASB Statement 75 requiring the City to disclose the full OPEB liability over a 30-year horizon. The City has an unrestricted net position of over \$880 million.

The general fund balance at the end of FY 2018 was \$66.6 million, which includes \$2.5 million in non-spendable funds, \$14.38 million in restricted funds and \$5.6 million of assigned funds. The City continues to build its unassigned fund balance primarily through increasing the City's Rainy Day Stabilization Fund. The FY 2018 unassigned balance is \$44 million, which includes the funds in the Rainy Day Stabilization Fund. The MDMA on Page 12 of the CAFR shows trends on how balances in the unassigned funds have changed over the past five years. The unassigned balance decreased slightly this year but a 9.9% unassigned fund balance as a percentage of total revenues is still a very healthy ratio. In addition, Pages 24-26 provides a reconciliation of the governmental fund balance totals to the statement of net position that pinpoints how the General Fund compares to the budget.

Mr. Hunt reviewed the financial highlights related to the enterprise funds and internal service funds. The City's enterprise funds and internal service funds are in positive net positions. The sewer enterprise fund ended the fiscal year with assets totaling \$91 million and liabilities of just over \$21 million, which includes both pension and OPEB liabilities. The Sewer Fund net position at the end of Fiscal Year 2018 was \$69,257,636. The water enterprise fund ended the fiscal year with assets of \$83 million and liabilities of \$35.6 million. The Water Fund ended the year with a net position of \$47.5 million. The Storm Water Enterprise assets total \$8.2 million, the liabilities total \$5 million and ended the year with a net position of \$3.11 million. The internal service assets were \$34 million at the end of the fiscal year and liabilities totaled \$15.2 million, consisting mainly of incurred but not reported health claims liabilities and workers compensation liabilities. The net position of the internal service funds is \$18.6 million which is three months' worth of workers' compensation claims. Further information on the City's enterprise funds and insurance funds can be found on Pages 28-30 of the CAFR. Page 103 of the CAFR provides a further breakdown of the Internal Services Fund.

Mr. Hunt continued with a review of the fiduciary funds financial statements found on Pages 31-32 of the CAFR, which provides the total of both the Pension and OPEB Trust Funds. A breakout of both funds is provided on Pages 78 and 79, which includes sensitivity tables on the net pension liability calculated using the current discount rate of 7.25%, a discount rate that is 1% less and a 1% discount rate that is 1% more. The Pension Trust Fund assets total just over \$351 million, which is an increase of \$45 million over last year and the OPEB Trust Fund total is \$8.7 million, which is an increase of \$2.7 million over last fiscal year, which is largely due to increased return on investment.

In addition, Mr. Hunt provided a quick review of the footnotes included in the CAFR. Note 10 (Page 60) of the CAFR footnotes relates to long-term debt. Total outstanding long-term debt is \$296.9 million. Total outstanding long-term debt is \$295.2 million (Note 10). The City has issued \$36.4 million of general obligation bonds in FY 18 and retired \$26 million in debt from general fund bonds. The OPEB unfunded actuarial accrued liability is \$643.5 million (Note 12). The OPEB liability is 1.35% funded with assets of \$8.7 million. The City recognized \$39.2 million of OPEB expenses and reported deferred

outflows of \$22.2 million related to OPEB. The deferred inflow reported was \$68.3 million. The discount rate used for FY 18 was 3.87%, compared to a discount rate of 3.58% used in 2017 to measure the total OPEB liability. The net pension liability is \$308.1 million. This year the liability is 53.26% funded, which is an increase of 5% from the prior year funding percentage.

The independent auditor provides reports on the internal control over federal and state financial reporting and on compliance. The report does not provide an opinion on internal controls but includes any significant deficiencies and/or material weaknesses in internal controls and material noncompliance to laws and regulations. The auditor reviewed the Community Development Block Grant for this audit. There were no findings and the City met all grant requirements. The City received an unmodified opinion on federal grant award programs.

Last year, the auditor reviewed Child Nutrition and the SPED Programs and deficiencies were identified in both programs. These findings were considered innocuous, but the auditor followed up on the findings this year and noted that all deficiencies were resolved.

Mr. Hunt continued with a review of the Management Letter. During the audit, CLA notes any matters that are opportunities for strengthening internal controls and operating efficiency, which the auditor conveys through the Management Letter and includes recommendations on addressing the comments. This year's management letter contains three prior year comments that the auditor considers resolved. A summary of each of the resolved comments is included in this year's management letter.

There is one prior year comment that has been partially resolved related to high school athletic fees and gate receipts. The School Department has addressed many of the issues raised by the auditor but is waiting for the implementation of the new MUNIS Software to address remaining issues. The comments concerning integrating the billing and collection system for police details with the City's payroll system continues to remain unresolved. This comment should be addressed when the City moves to MUNIS Software. There are three new comments in the Management Letter. The first comment new comment is a result of the auditor's evaluation of the City's policies and procedures for the year-end close process. The second comment results from the auditor's review of the internal controls for the student activity funds at Oak Hill Middle School. The third new comment is related to the auditor's evaluation of the City's computer processing environments and general controls over information technology related to business and financial systems.

Mr. Hunt reviewed the auditor's recommendations for each of the comments with the Committee. The Management letter includes the Administration's response to each of the comments. The Financial Audit Advisory Committee's Accounting and Audit Sub-committee will meet with representatives of the Police, School, Information Technology, and Comptrollers Departments regarding the comments related to their departments.

With that, Councilor Grossman moved approval of the acceptance of the CAFR and associated documents, which carried unanimously. The Finance Chair added that the Financial Audit Advisory Committee will meet in April to begin planning for next year's audit. During that meeting, the Financial Audit Advisory Committee (FAAC) identifies two areas within the City or School Department for the auditor to focus on during the upcoming audit. The FAAC generally chooses areas where there are known issues or collect money.

#61-19 Rescind the acceptance of Section 22F of MGL Chapter 40

COUNCILOR GENITILE requesting rescission of the acceptance of Section 22F of Mass General Law Chapter 40 which authorizes certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates, as provided therein.

Action: **Finance Held 8-0**

Note: Chief Operating Officer Jonathan Yeo and Assistant City Solicitor Marie Lawlor joined the Committee for the discussion. Back in 2001, the City accepted the provisions of 22F of Chapter 40 of Mass General Law, which authorizes department heads to set fees for certain licenses permits or certificates. At the time, then Mayor Cohen requested the Council approve the acceptance because the State would not enact special legislation to all the City to set fees for municipal lien certificates by ordinance. Accepting the law allowed the treasurer to set fees for lien certificates. Mayor Cohen also made it clear that if the law was accepted, he would ask department heads to submit fee increases to the City Council review. The City Solicitor at the time pointed out that the City could rescind the acceptance after three years from the effective date of acceptance, if the Council had any issues with department heads increasing the fees for the department.

There are two issues to consider when discussing the item. The first is whether the City Council should be voting to set fees in a collaborative effort with the administration. It is the City Councilors that are likely to have to justify to constituents why a fee was increased. The second is that many of the City's fees are listed in the City of Newton Ordinances. In the past, many of the listed fees were increased without any change to the fee listed in the ordinances. This has created confusion for residents who are charged a larger fee than what is listed in the ordinances. All of the fees in ordinances were updated during the last recodification of the ordinance and should still be correct.

Chief Operating Officer Jonathan Yeo stated that the Administration will work with departments and the City Council to look at the best way to handle setting fees. It is important to the Administration that fees are fair and accurate. According to Mass General Law fees must be based on the actual cost to provide the license or permit and cannot be increased to provide a profit.

There was a suggestion that it may make sense to review department fees during the Council's department budget discussions. Mr. Yeo stated that he would inform the departments to be prepared to provide their department fees for those discussions. The Chair will include it in the letter to the

Council on the budget process and budget meetings. The Committee would like to review a list of the fees that the City charges for the next discussion of the item. With that, Councilor Ciccone moved hold, which carried by a vote of eight in favor and none opposed.

#62-19 Authorize \$51,168.77 to settle claims against the City

HER HONOR THE MAYOR requesting authorization to appropriate and expend fifty-one thousand one hundred sixty-eight dollars and seventy-seven cents (\$51,168.77) for full and final settlement of the claims by Roger Counts against the City.

Action: Finance Approved as Amended 8-0

Note: Chief Financial Officer Maureen Lemieux provided the attached letter requesting that the item be amended by changing the funding source from an appropriation to a transfer of \$50,000 within the Utilities Division's budget to fund the requested \$51,168.77 settlement. Assistant City Solicitor Jen Pucci and Director of Utilities Ted Jerdee joined the Committee for discussion of this item and explained that Roger Counts submitted a claim in the amount of \$60,957.95 for damage to his home at 35 Grey Cliff Road and personal property at that home due to two sewer backups. The sewer backups occurred in April and November 2017.

In April 2017 the City's contractor, Green Mountain Pipeline Services was flushing a sewer line in the vicinity of 35 Gray Cliff Road. The jet of water used to flush the sewer line hit a blockage in the line, which caused sewage to backup into Mr. Count's basement bathroom. Fortunately, a contractor was in the basement at the time of the backup and was able to stop the City's contractor from continuing to flush the sewer line, which abated the sewer flow into the basement. Mr. Counts hired a company to clean up, repair, and sanitize the basement. There was approximately \$5,868 in damage to personal property.

The damage from the second backup in November 2017 was much more extensive. The Utilities Division responded to the backup but when the line was flushed it forced more sewage into the basement causing additional damage. The Utility Division determined that the sewer main collapsed and needed to be replaced. The City pumped out the main and property to prevent further issues until the main was repaired on December 4, 2017.

Mr. Counts provided detailed information on both sewer backups, photographs of the damage, and receipts for repairs, clean up and disposal costs. In addition, he provided a list of all the personal property that was damaged with the original purchase price for each of those items. The Law Department believes that the City is liable for both backups. The proposed settlement is for the full cost of all repair, sanitation, and cleanup for the backups. The Law Department used a 10% straight line depreciation method to determine the value of the lost personal property. Some of Mr. Counts damaged personal property was old and its value had depreciated significantly, which Mr. Counts anticipated. The City offered Mr. Counts \$51,168.77 for full and final settlement of his claim, which Mr. Counts accepted.

The Committee members had no problems with the request and expressed their sympathy for Mr. Counts. Councilor Lappin moved approval of the item with the requested amendment, which carried unanimously.

Referred to Public Facilities and Finance Committees

#67-19 Approve a \$500,000 for snow and ice removal
HER HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) from the Budget Reserve – Snow and Ice Removal Account to the following accounts:

Rental - Vehicles (0140110-5273).....	\$350,000
Regular Overtime (0140110-513001).....	\$150,000

Public Facilities Approved as Amended @ 1 million

Action: Finance Approved as Amended 8-0 @ \$1 million

Note: A letter from the Mayor requesting that the transfer amount be increased to \$1 million was attached to the agenda for the meeting. Commissioner of Public Works Jim McGonagle presented the request to the Committee. The requested increase will provide funding for the snowstorm forecast for Tuesday, February 12, 2019. The Public Works Department has spent \$2,305,216 to date on snow and ice operations. The Committee understood the need for the funds and Councilor Lappin moved approval of the item as amended to a transfer of \$1 million. The Committee voted unanimously to support the motion.

#63-19 Authorization to expend Byrne Memorial Justice Assistance Grant of \$19,741.60
HER HONOR THE MAYOR requesting authorization to accept and expend the Edward J. Byrne Memorial Justice Assistance Grant in the amount of nineteen thousand seven hundred forty-one dollars and sixty cents \$19,741.60. [11/17/16 @12:56 PM]

Action: Finance Held 8-0

Note: The Chair requested this item be held for discussion on February 19, 2019 at an early meeting of the Finance Committee before the City Council meeting. Councilor Cote moved hold on the item, which carried unanimously.

#64-19 Authorization to expend a US Food and Drug Administration Grant of \$20,000
HER HONOR THE MAYOR requesting authorization to accept and expend a twenty thousand dollars (\$20,000) grant from the United States Food and Drug Administration for the Newton Food Safety Training Video Project.

Action: Finance Approved 8-0

Note: Commissioner of Health and Human Services Deb Youngblood was unavailable to attend the meeting but provided a memo detailing how the \$20,000 in grant funds would be used by the Health and Human Services Department. The funds will be used to create a video on best practices for food safety for food establishments. The video will be available on the City's website and the Health Inspectors will use the video as a tool for restaurants to retrain their staff in food safety. The Commissioner is confident that the video will be a great tool for both the Health Department and restaurants. Committee members had no questions and Councilor Grossman moved approval, which carried unanimously.

#65-19 **Authorization to expend a US Food and Drug Administration Grant of \$3,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a three thousand dollars (\$3,000) grant from the United States Food and Drug Administration for Environmental Health Specialist training.

Action: **Finance Approved 8-0**

Note: Commissioner of Health and Human Services Deb Youngblood was unavailable to attend the meeting but provided a memo detailing how the \$3,000 grant would be used. The funding is used to send the City's environmental health specialists to training on the latest science related to food standards oversight. The training is valuable to the inspectors in doing their work. The Committee had no questions on the item. Councilor Grossman moved approval, which carried by a vote of eight in favor and none opposed.

#66-19 **Authorization to expend a US Food and Drug Administration Grant of \$4,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a four thousand dollars (\$4,000) grant from the Massachusetts Housing Finance Authority to support the activities of the Hoarding Task Force.

Action: **Finance Approved 8-0**

Note: Commissioner of Health and Human Services Deb Youngblood was unavailable to attend the meeting but provided a memo detailing how the \$4,000 grant from Mass Housing would be used. These grant funds were also received last year and allow the Health and Human Services Department to provide expert programs and workshops on hoarding. The department expects to provide a two-part workshop to train residents on how to declutter their homes. The Health and Human Service Department will time the workshop to take place shortly before the next citywide shredding day in order to encourage residents to utilize the free shredding service when decluttering. In addition, funds will also be used for training people who have completed the hoarding treatment group to lead recovery groups for people struggling with hoarding. A portion of the funds will also allow the department to continue mentoring college students to provide in home sorting services for Newton residents in need of decluttering assistance.

The Committee had no questions related to this grant funding. Councilor Grossman moved approval of the item, which carried unanimously.

#534-18(2) Amend Council Order #534-18 by changing the funding source to Free Cash
COMPTROLLER requesting Council Order #534-18 be amended by changing the funding source of twenty-eight thousand eight hundred four dollars (\$28,804) received from the State as reimbursement for McKinney-Vento Homeless Student Transportation from Revenue – 2018 to Free Cash.

Action: Finance Approved 8-0

Note: This is a request to amend a previously approved Council Order to appropriate \$28,804 from the 2018 Fiscal Revenue Account to the School Department. The City receives reimbursement from the State for costs associated with homeless student transportation. The reimbursement funds were received from the State in Fiscal Year 2018 but the approval to appropriate the funds did not happen until Fiscal Year 2019. The funds from the State dropped to Free Cash at the start of Fiscal Year 2019; therefore, they are not available for appropriation from the Fiscal Revenue Account. The amendment will authorize the appropriation of these funds from Free Cash. A Committee member moved approval of the item, which carried by a vote of eight in favor and none opposed.

The Committee adjourned at 10:15 PM and all other items before the Committee were held without discussion. Draft Council Orders for the above items that are recommended for City Council action are attached.

Respectfully submitted,
Leonard J. Gentile, Chair



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#60-19

Telephone
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(617) 796-1113
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(617) 796-1089
Email
rfuller@newtonma.gov

January 23, 2019

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RECEIVED
NEWTON CITY CLERK
2019 JAN 28 AM 10:56
DAVID A. CHASE, CLERK
NEWTON, MA 02459

Honorable City Councilors,

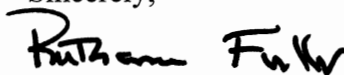
I write to request that your Honorable Council approve the appointment of Michelle Pizzi O'Brien as the City's Director of Human Resources.

Ms. Pizzi O'Brien has deep experience with labor relations and employee relations. She has served as the Director of Human Resources for the Town of Norwood since 2006 where she built their Human Resources Department and town-wide personnel functions from the ground up. She managed collective bargaining, implemented town-wide training programs, oversaw health insurance and other employee benefit programs, and developed best practice and personnel policies and procedures. Before her role with Norwood, Pizzi O'Brien worked in the Human Resources Bureau for the Massachusetts Department of Revenue and began her career in the City of Waltham's Human Resources Department as a Personnel Coordinator. As a result, she has a strong set of skills and the deep experience and leadership qualities needed to lead this critical department.

Ms. Pizzi O'Brien also holds a Bachelor of Arts degree from Regis College in Weston and a Masters in Public Administration from Boston's Northeastern University. In addition to her education and experience, she is also very active in many professional associations including being a member of the Board of Directors for the Massachusetts Municipal Personnel Association. Ms. Pizzi O'Brien also has deep personal connections to Newton as it was the community her mother and family immigrated to in the 1960s as new Americans, where her parents met and were later married in 1975, and where she spent her youth visiting her grandparents in the Village of Auburndale.


Michelle Pizzi O'Brien not only brings solid experience and a personal connection to Newton, she also has wonderful personal qualities as well. She is warm, positive and energetic. She cares deeply about employees and believes in public service. She knows how to collaborate and to lead simultaneously, an unusual quality. I am excited to partner with her and expect, with your approval, for her to begin March 11th.

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller



MICHELLE PIZZI O'BRIEN
M.P.A.

 [linkedin.com/in/michelle-pizzi-o'brien-mpa-ba6a596](https://www.linkedin.com/in/michelle-pizzi-o'brien-mpa-ba6a596)

 twitter.com/michellepizzi

PROFILE

Professional Human Resources Director with a deep understanding of public administration and a strong commitment to public service. Creative leader dedicated to collaboration and team building. Highly skilled in all areas of public human resources management. Skills are coupled with the positive attitude and energy needed to create and support a dynamic team of public servants.

SKILLS & ABILITIES

- ✓ Dedication to Public Service
- ✓ Labor/Employee Relations
- ✓ Budget Development and Management
- ✓ Team Building
- ✓ Conflict Resolution
- ✓ Experienced Trainer
- ✓ Benefits Administration
- ✓ Strategic Planning
- ✓ Succession Planning
- ✓ Policies and Procedures

EXPERIENCE

TOWN OF NORWOOD, NORWOOD MA DIRECTOR OF HUMAN RESOURCES 2006 TO PRESENT

- Direct the strategic and transactional human resources function for all union and nonunion employees for a community of over 29K residents and budget of approximately \$186M.
- Negotiated a \$2.2M reduction in health insurance and successfully transferred over 2200 lives to health insurance coverage through the *Commonwealth of Massachusetts Group Insurance Commission*.
- Successfully built the Human Resources Department from a one-person department with no independent budget, to a multi-member department with a combined budget of over \$15M, making the HR function part of the executive administration team.
- Management representative for the Board of Selectmen and General Manager in all collective bargaining and labor relation matters. Represent the employment and financial interest of the town while also maintaining excellent and collaborative relationships with union representation.
- Facilitated the strategic hiring of major department heads including the General Manager, Chief of Police, Chief of Fire, Chief Financial Officer, Treasurer/Collector, Public Health Director, Community and Economic Development Director and many other management and key staff roles (see hr.norwoodma.gov 2017 Human Resources Town Report).
- Manage employee benefits program for more than 850 eligible employees and 600 retirees with a FY19 budget of \$14M.
- Implemented and conducted a wide spectrum of training programs for managers and employees on various topics such as Harassment, Professional Conduct, Customer Service, Leadership, Team Building, the "Work/Life" Balance, Diversity and Inclusion, and more.
- Implemented wellness initiatives tallying up thousands of hours of healthy activity by General Government and School Department employees.
- Developed, negotiated and implemented over 30 best practice and personnel policies and procedures town wide (visit hr.norwoodma.gov under *Personnel Policies*)
- Updated employee classification and compensation program instituting performance metrics and targeted research to have compensation package reflect current market and provide for internal equity. Implemented Point Factor classification review system.
- Town of Norwood liaison to the Ethics Commission, conducting training and ensuring compliance yearly.
- Counsel management staff and employees on a regular basis, resulting in remarkable relationships internally and externally.
- Manage all compliance efforts as it relates to employment law, safety standards, and other related areas including, but not limited to, Sexual Harassment, Conflict of Interest, Pay Equity, HIPPA, ADA, DOT regulations, Civil Service, Employment Eligibility, Pregnant Worker's Fairness Act, etc.
- Committed to my duty to the public, and to the advancement of ethics and professionalism in public administration.

LEADERSHIP

Massachusetts Municipal Personnel Association (MMPA)

Board of Directors
Membership Committee Chair
Regular contributor and presenter

International City/County Management Association (ICMA)

Active Member
Contributing Department Manager and Community host to two fellows through the Young Southeast Asia Learning Initiative (YSEALI)

Massachusetts Collectors/Treasurers Association (MCTA)

Volunteer presenter and trainer
Conducted presentations, training seminars and classes at the annual Amherst Treasurers School, annual conferences and regional conferences

Society for Human Resources Management (SHRM)

Active Member
SHRM-SCP exam in May 2019

Northeast Human Resources Association (NEHRA)

Active member, invited to present at the 2019 Annual NEHRA Conference

International Public Management Associations for Human Resources (IPMA-HR)

Active member
IPMA-SCP exam February 2019

National Public Employer Labor Relations Association (NPELRA)

Active Member

Massachusetts Commission Against Discrimination (MCAD)

Certified investigator and trainer
Completed the *Train-the-Trainer* Program

DEPARTMENT OF REVENUE, BOSTON MA

HUMAN RESOURCES BUREAU

PERSONNEL ADMINISTRATOR/HR SUBJECT SPECIALIST 2004 TO 2006

- Served as Human Resources Bureau subject specialist in the area of FMLA and leave administration, coordinating medical leaves for a major state department.
- Coordinated agency wide audit as part of a union settlement agreement requiring the granting of creditable previous service toward the calculation of vacation accruals for over 1500 employees.
- Provided employee and management counseling relating to leave administration and reasonable accommodations.
- Provided guidance and recommendations to ensure benchmark HR practices to address the needs of employees while meeting the goals and obligations of the agency.

CITY OF WALTHAM, WALTHAM MA

HUMAN RESOURCES DEPARTMENT

PERSONNEL COORDINATOR/HR POLICY RESEARCH 2001 TO 2004

- Provided day-to-day human resources assistance in a fast paced department for a large municipal organization.
- Acted as the department policy research analyst, researching employment policy, working with city solicitors on development, and with managers and employees on implementation.
- Assisted the management team with the hiring of hundreds of employees consistent with Civil Service procedures and municipal recruitment practices.
- Created and developed a full employee orientation process updating benefits to reflect competitive package.

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON MA

Master of Public Administration

REGIS COLLEGE, WESTON MA

Bachelor of Arts in Political Science

VOLUNTEER WORK

Volunteer Reader for the *Read Across America* program
Parent/Teacher Association, Prescott School, Norwood
Boy Scouts of America, volunteer and contributing parent
Norwood Recreation community events program volunteer
Volunteer host to ICMA YSEALI Management Fellows
Supported training in public personnel administration for Pakistani government officials through the Massachusetts Municipal Association

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of Her Honor the Mayor and with the confirmation of the Honorable City Council, be it known that MICHELLE PIZZI O'BRIEN is hereby appointed as DIRECTOR of HUMAN RESOURCES effective ?????????????? 2019.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON, City Clerk

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the City Council has reviewed and hereby accepts the Comprehensive Annual Financial Report and external audit reports for fiscal year ending June 30, 2018 submitted by the Comptroller.

Under Suspension of Rules
Readings Waived and Adopted

(SGD) DAVID A. OLSON
City Clerk



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

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(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

February 11, 2019

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Councilors:

I write to request that your Honorable Council Amend Docket Item # 62-19 authorizing the full and final settlement of a sewer claim filed by Roger Counts of 35 Gray Cliff Road by doing the following:

- Transfer \$50,000 from Acct # 27A10498-5790 to Acct # 27A10893-5725
- Authorize the expenditure of \$51,168.77 from Acct # 27A10893-5725 for full and final settlement of this claim.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the transfer of the sum of fifty thousand dollars from Sewer Fund Current Year Reserves to Sewer Fund Legal Claims and Settlements be and is hereby approved and the City Solicitor is hereby authorized to expend the sum of fifty-one thousand one hundred sixty-eight dollars and seventy-seven cents (\$51,168.77) from the Sewer Fund Legal Claims and Settlements for the purpose of making full and final settlement of a claim against the City of Newton as a result of two sewer backups at 35 Grey Cliff Road, be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Public Facilities Committee and Finance Committee through their respective Chairs Deborah J. Crossley and Leonard J. Gentile, a transfer of funds in the amount of one million dollars (\$1,000,000) from Budget Reserve-Snow and Ice Removal to the Department of Public Works to fund snow and ice operations, be and is hereby approved as follows:

FROM:	Budget Reserve Snow & Ice (0110498-5794).....	\$1,000,000
TO:	DPW Overtime (0140110-513001).....	\$350,000
	DPW Rental Vehicles/Contractors (0140110-5273).....	\$650,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____

CITY OF NEWTON

IN CITY COUNCIL

February 4, 2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the authorization to accept and expend a grant in the amount of twenty thousand four hundred sixty dollars (\$20,460) from the Massachusetts Emergency Management Agency (MEMA) to purchase equipment to enhance the emergency operations in the City, be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
21 yeas 0 nays 3 absent (Councilors Gentile, Lappin, and Rice)

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the authorization to accept and expend a grant in the amount of twenty thousand dollars (\$20,000) from the United States Food and Drug Administration to fund the Newton Food Safety Training Video Project, be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the authorization to accept and expend a grant in the amount of three thousand dollars (\$3,000) from the United States Food and Drug Administration to fund training for Newton Environmental Health Specialists, be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the authorization to accept and expend a grant in the amount of four thousand dollars (\$4,000) from the Massachusetts Housing Finance Authority to support the activities of the Newton Hoarding Task Force, be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____

CITY OF NEWTON

IN CITY COUNCIL

2019

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, Council Order #534-18 is rescinded and the sum of twenty-eight thousand eight hundred four dollars (\$28,804) be and is hereby appropriated from Free Cash to be expended under direction and control of the of the Superintendent of Schools.

FROM:	Free Cash	
	(01-3497).....	\$28,804
TO:	Homeless Student Transportation	
	(C301058-538301)	\$28,804

Under Suspension of Rules
Readings Waived and Adopted

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____