



Finance Committee Agenda

City of Newton **In City Council**

Tuesday, May 19, 2020

The Finance Committee will hold this meeting as a virtual meeting on Tuesday, May 19, 2020 at 7:00 pm. To view this meeting use this link at the above date and time: <https://us02web.zoom.us/j/499157185>

One tap mobile

16465588656,,499157185# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 499 157 185

Items scheduled for discussion:

- #254-20 Transfer \$880,124.98 from the 2018 Winter Storm FEMA reimbursement**
HER HONOR THE MAYOR requesting authorization to transfer the sum of eight hundred eighty thousand one hundred twenty-four dollars and ninety-eight cents (\$880,124.98) from the FEMA reimbursement for a 2018 winter storm to the Inclement Weather Reserve Fund.

PLEASE BRING YOUR BUDGET, CIP BOOKS AND SUPPLEMENTAL CIP

DEPARTMENT BUDGET & CIP DISCUSSIONS:

Assessing
Information Technology
Purchasing
Executive/ Sustainability

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(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

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(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,

Rebecca Walker Grossman, Chair



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

254-20

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(617) 796-1100

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(617) 796-1113

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(617) 796-1089

E-mail
rfuller@newtonma.gov

May 4, 2020

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

Councilors:

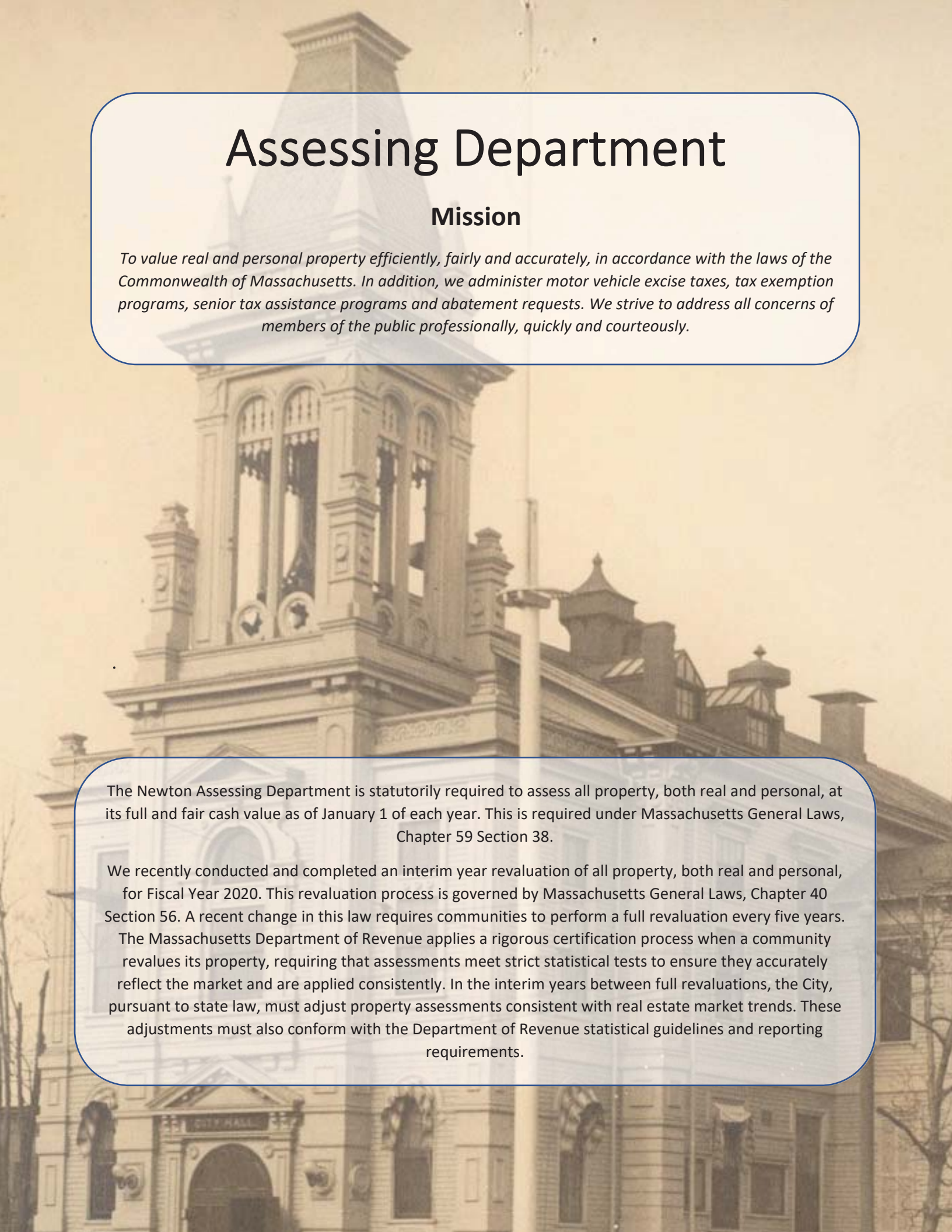
I respectfully submit a docket item to your Honorable Council requesting authorization to transfer the FEMA reimbursement for a 2018 winter storm in the amount of \$886,124.98 to the Inclement Weather Reserve Fund.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
2020 MAY - 4 PM 6:53
CITY CLERK
NEWTON, MA 02459



Assessing Department

Mission

To value real and personal property efficiently, fairly and accurately, in accordance with the laws of the Commonwealth of Massachusetts. In addition, we administer motor vehicle excise taxes, tax exemption programs, senior tax assistance programs and abatement requests. We strive to address all concerns of members of the public professionally, quickly and courteously.

The Newton Assessing Department is statutorily required to assess all property, both real and personal, at its full and fair cash value as of January 1 of each year. This is required under Massachusetts General Laws, Chapter 59 Section 38.

We recently conducted and completed an interim year revaluation of all property, both real and personal, for Fiscal Year 2020. This revaluation process is governed by Massachusetts General Laws, Chapter 40 Section 56. A recent change in this law requires communities to perform a full revaluation every five years. The Massachusetts Department of Revenue applies a rigorous certification process when a community revalues its property, requiring that assessments meet strict statistical tests to ensure they accurately reflect the market and are applied consistently. In the interim years between full revaluations, the City, pursuant to state law, must adjust property assessments consistent with real estate market trends. These adjustments must also conform with the Department of Revenue statistical guidelines and reporting requirements.

This past year, Fiscal Year 2020, was a very busy and productive year for our Newton Assessing Department. Some of our noteworthy accomplishments include:

- Successfully and in a timely manner completed the Department of Revenue mandated valuation of all real (27,000 parcels) and personal property (2,200 accounts) throughout the City, amounting to over \$36 billion in assessed value.
- Valued new growth due to new construction that resulted in \$5.6 million in “new” revenue for the City. This entailed reviewing and inspecting over 3,200 properties that had building permits from calendar 2018, including renovations, additions and/or new construction.
- Reviewed and granted over 600 personal exemptions, tax deferrals, tax work-off programs, water/sewer discounts and disabled tax aid grants.
- Administered over 71,000 motor vehicle excise bills. We met our internal goal of a 2-Day turnaround time on over 3,500 fully documented excise abatement applications.
- Worked effectively so that less than 1% of real and personal property assessed values were contested.
- Reviewed and analyzed over 1,800 property deeds that were filed and recorded at the Middlesex South Registry of Deeds. The corresponding ownership information was updated in our property database. The ownership changes were also provided to the Treasurer’s Office for accurate billing information.
- Upgraded our real estate database from ORACLE to Microsoft SQL and performed a 100% data verification check to have a successful and seamless transition.

The entire office is proud of all the work we accomplished, from the property valuations to the daily interactions we have with the public. We have all our property information available to the public on our on-line Assessing database. This database is the most widely viewed information on our City’s website.

We will continue to administer the statutory and local responsibilities that are placed upon our Assessing Department with the utmost professionalism.

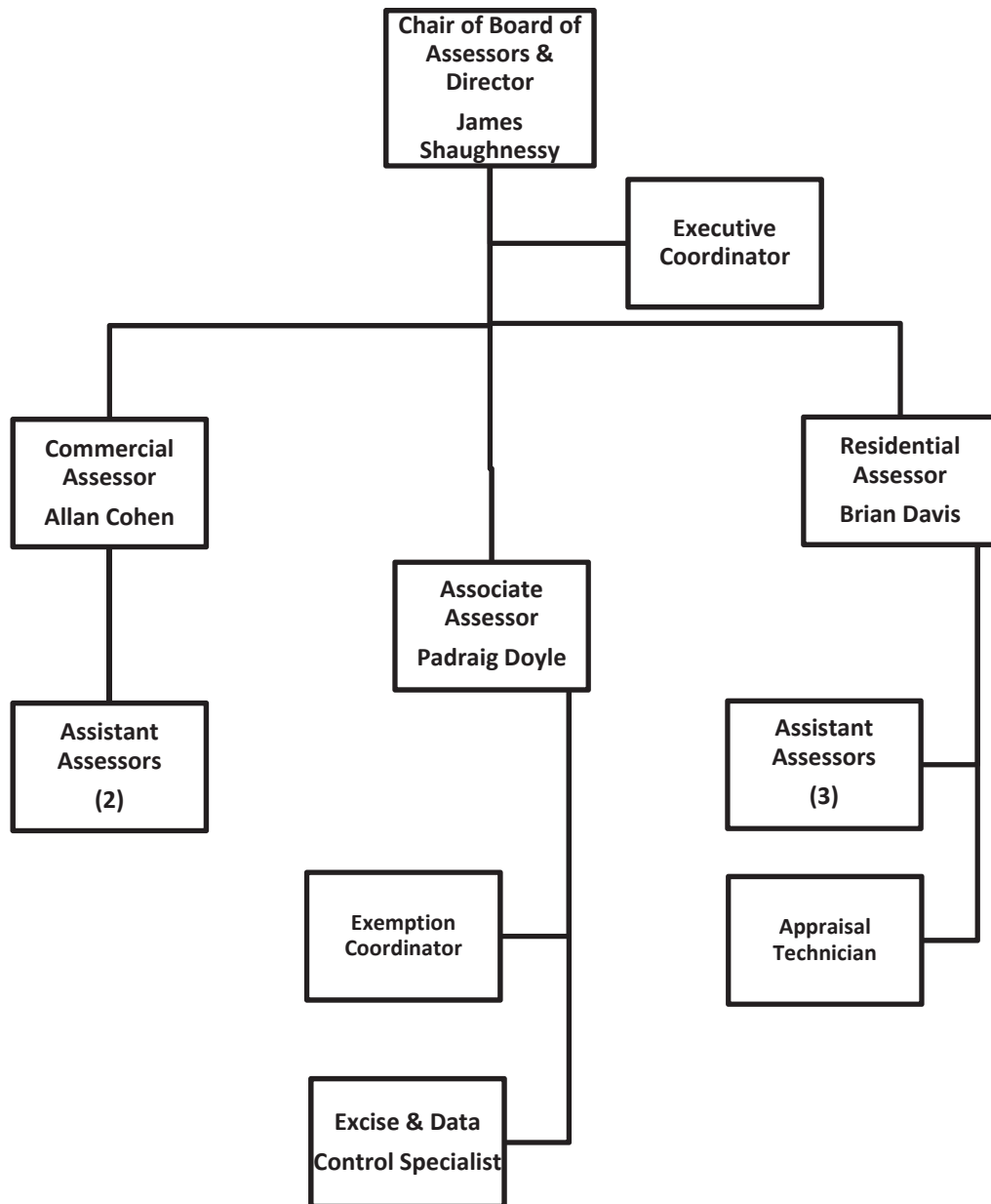
We are maintaining a mostly level-funded budget for fiscal year 2021 and we are excited to continue offering the exceptional customer service our Assessing Department provides.

James

Shaughnessy

City of Newton Assessing Department

ASSESSING



Financial and Operating Highlights

Financial Highlights

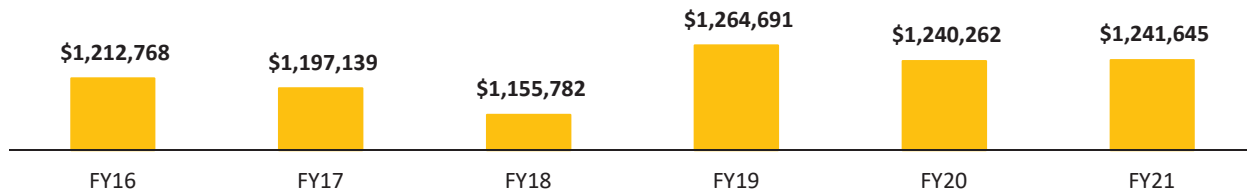
	<-----Actual----->			<-Adj Budget->		<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Assessing	\$ 1,212,768	\$ 1,197,139	\$ 1,155,782	\$ 1,264,691	\$ 1,240,262	\$ 1,241,645
Total	\$ 1,212,768	\$ 1,197,139	\$ 1,155,782	\$ 1,264,691	\$ 1,240,262	\$ 1,241,645
% Incr	1.43%	-1.29%	-3.45%	9.42%	-1.93%	0.11%

Personnel

Full-Time	13	13	13	13	13	13*
Part-Time	0	0	0	0	0	0
Total	13	13	13	13	13	13

*Excise Data Control Clerk deferred until Jan. 2, 2021

Total Assessing Expenditures



Operating Highlights

Single Family Sales			Assessing Department Activity			
Year	Sales	Avg Price	Year	Inspections	Deeds	Excise Bills
2010	590	\$875,632	2010	2,659	1,939	71,735
2011	583	\$896,858	2011	2,808	1,876	71,647
2012	694	\$946,793	2012	2,754	2,265	70,783
2013	740	\$1,045,810	2013	3,222	2,303	71,609
2014	671	\$1,107,486	2014	3,371	2,179	72,066
2015	745	\$1,200,567	2015	4,085	2,223	72,246
2016	660	\$1,245,840	2016	3,648	2,196	72,353
2017	701	\$1,312,866	2017	3,095	2,128	72,785
2018	710	\$1,391,520	2018	3,230	1,974	72,816
2019	653	\$1,408,727	2019	3,234	1,885	70,934
			*YTD			

Assessing Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Provide Timely, Full and Fair Cash Valuations of All Real and Personal Property

The Newton Assessing Department assesses all property, both real and personal, at its full and fair cash value as of January 1 of each year.

Our office visits all properties sold to help us understand in detail changes in the real estate market. We will review all the

property transfer deeds to determine if the transfer was a market value transaction. We will mail and then analyze income and expense forms to the owners of commercial, industrial and apartment properties to help us determine changes in the rental market. We will mail and then analyze Forms of List to all business owners to keep the personal property database current for valuation. We will conduct cyclical property inspections throughout the City to keep our property database current.

The Massachusetts Department of Revenue (DOR) applies a rigorous certification process when a community values its property, requiring that assessments meet strict statistical tests to ensure they accurately reflect the market and are applied consistently. The goal of our office is to get our valuations certified by the DOR in a timely manner so the Newton City Council can set the corresponding fiscal year tax rate. This timely certification enables the fiscal year 3rd quarter real estate and personal property tax bills to be mailed by the Treasurer/Collector on or before December 31st of the given year.

New growth comes from a variety of sources. New growth can be new construction, additions and/or alterations that result in increases in assessed value not due to changes in market conditions. New growth can be new business personal property, such as new machinery, furniture and equipment used to conduct their business. New growth can also occur when a tax-exempt property is returned to the tax roll. This new growth results in an increase in the annual City-wide tax levy over the limits of Proposition 2 ½.

Our office will physically inspect all properties with building permits to see if the work performed increased the market value of the property. We will calculate new growth based upon the Department of Revenue's (DOR) guidelines for determining new growth. DOR guidelines require us to report all new growth activity to the DOR. This new growth calculation needs to be certified by the DOR by late October so the Tax Classification hearing can be held by the City Council for timely setting of the fiscal year tax rate.

Outcome 2

Calculate Accurately New Growth Due to New Construction/Renovations

Assessing Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 3

Administer Tax Assistance Programs

There are numerous tax assistance programs in Newton for eligible property owners. Some programs are income and asset based. Some are income-only based; others are asset-only based. There are also tax exemptions available for disabled

veterans and blind property owners.

We make information about tax assistance programs available on our website and through inserts in the fiscal year tax bills. Our goal is to have most prior year exemption recipients approved by the time the third quarter real estate tax bills are issued in December. The approval process requires the applicant to submit various documents to confirm their eligibility. Approval prior to December enables the property owner to receive their exemption credit on their third and fourth quarter tax bills. We have a statutory deadline for accepting applications of April 1 of the fiscal year. Beginning in FY2019, the City of Newton increased the qualifying income limit for tax deferrals for seniors (41A) to \$86,000 (from \$60,000). This increase will make it easier for more low-income seniors to defer their tax liability.

The City of Newton issues over 70,000 motor vehicle excise bills in the course of a calendar year. Many times, a vehicle is sold, traded, donated, registered in another state or totaled in an accident. Motor vehicle excise is paid on a calendar year basis and if any of the above situations occur, the vehicle owner may be entitled to a partial abatement of their motor vehicle excise tax.

We provide a FAQ section on our website to answer many of the common motor vehicle excise questions. We also make the abatement application for motor vehicle excise available on-line for vehicle owners to access easily. In most cases, we need to know what happened to the vehicle and what happened to the license plate. We are consistently able to provide a 2-day turnaround time on timely filed and documented excise abatement requests; in some instances, we provide same day turn-around time. Our staff is cross-trained, so this 2-day turnaround time is met even during high demand and low staffing periods. Once approved, we also supply the Treasurer/Collector with abatement information within this 2-day period.

Outcome 4

Maintain 2-Day Turnaround of Motor Vehicle Excise Abatement Requests

FUND: 0001 - GENERAL FUND
DEPARTMENT: 106 - BOARD OF ASSESSORS

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

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
ASSESSING SUMMARY						
51 - PERSONAL SERVICES	1,036,748	992,895	1,056,772	1,044,264	1,032,988	-11,275
52 - EXPENSES	48,254	49,110	54,862	64,235	63,500	-735
57 - FRINGE BENEFITS	142,753	121,278	133,069	131,763	145,156	13,393
TOTAL DEPARTMENT	1,227,755	1,163,282	1,244,703	1,240,262	1,241,645	1,383
ASSESSING						
51 - PERSONAL SERVICES	1,036,748	992,895	1,056,772	1,044,264	1,032,988	-11,275
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FUND: 0001 - GENERAL FUND
DEPARTMENT: 106 - BOARD OF ASSESSORS

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
106 - ASSESSING							
0110641 - ASSESSING							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	978,678	952,518	1,004,489	1,031,014	1,019,338	-11,675
511102	PART TIME > 20 HRS/WK	3,562	13,165	13,674	0	0	0
514001	LONGEVITY	8,258	11,250	13,750	11,250	11,650	400
514309	OTHER STIPENDS	30,116	7,500	0	0	0	0
515003	SPECIAL LEAVE BUY BACK	6,000	0	6,000	0	0	0
515005	BONUSES	0	1,400	1,200	0	0	0
515006	VACATION BUY BACK	7,634	5,562	15,659	0	0	0
515101	CLOTHING ALLOWANCE	500	0	0	0	0	0
515102	CLEANING ALLOWANCE	2,000	1,500	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		1,036,748	992,895	1,056,772	1,044,264	1,032,988	-11,275
EXPENSES							
524010	OFFICE EQUIPMENT R-M	1,059	1,368	0	2,000	1,500	-500
524030	MOTOR VEHICLE R-M	500	676	782	1,200	0	-1,200
524050	COMPUTER EQUIPMT R-M	0	0	0	600	500	-100
524100	SOFTWARE MAINTENANC	18,581	18,105	25,558	28,000	30,000	2,000
531900	TRAINING EXPENSES	4,205	5,498	4,749	8,000	5,500	-2,500
534010	TELEPHONE	1,378	1,319	1,418	1,300	1,300	0
534040	INTERNET ACCESS CHAR	615	575	766	1,000	750	-250
534100	POSTAGE	9,606	10,046	9,423	5,500	10,000	4,500
534200	PRINTING	2,273	3,134	2,035	3,500	3,500	0
534300	ADVERTISING/PUBLICATIO	0	0	0	600	400	-200
542000	OFFICE SUPPLIES	4,551	4,014	4,931	5,000	5,000	0
548000	GASOLINE	589	812	559	1,200	0	-1,200
552300	PAPER GOODS & SUPPLIE	0	0	358	500	400	-100
559200	BOOKS/MANUALS/PERIODI	330	200	335	335	250	-85
571000	VEHICLE USE REIMBURSE	462	213	106	500	300	-200
571100	IN-STATE CONFERENCES	2,581	1,685	2,589	3,000	2,600	-400
573000	DUES & SUBSCRIPTIONS	1,525	1,465	1,253	2,000	1,500	-500
TOTAL EXPENSES		48,254	49,110	54,862	64,235	63,500	-735
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	3,872	3,197	3,170	2,916	2,448	-468
57HLTH	HEALTH INSURANCE	118,399	96,351	105,629	105,338	116,781	11,443
57LIFE	BASIC LIFE INSURANCE	340	297	316	285	228	-57
57MEDA	MEDICARE PAYROLL TAX	14,125	14,915	15,956	14,715	15,377	662
57OPEB	OPEB CONTRIBUTION	6,017	6,518	7,997	8,509	10,322	1,813
TOTAL FRINGE BENEFITS		142,753	121,278	133,069	131,763	145,156	13,393
TOTAL ASSESSING		1,227,755	1,163,282	1,244,703	1,240,262	1,241,645	1,383
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Information Technology Department

Mission

To provide the city with a telecommunications infrastructure that meets current and future technology needs and to provide accurate and timely information systems and technical support to all city departments and agencies and ultimately to its customers, the residents of Newton.

The Information Technology Department works with every department in the City to deliver infrastructure, equipment, phone services, Internet and critical access while protecting the data of our constituents and staff.

Our projects are greatly varied:

- Lead and primary implementor in the Financial system migration into Munis.
- Replaced aging 20-year-old system with (VoIP) Voice over IP system.
- Implemented phone trees for several departments.
- Review phone bills to enable reducing monthly land line costs by nearly 25% and counting.
- Replaced last copper trunk line (PRI) with modern Internet-based (SIP) technology and anticipate further savings every month.
- Continue to launch phishing awareness campaigns to raise awareness of anybody with a NewtonMa.gov email account.
- 2019 Phishing Awareness presentation shown live or pre-recorded to about 750 users.
- Replaced projection system in council chamber with state-of-the-art equipment.
- Enhanced custom applications for Public Safety, Elections and document tracking.
- Assist training in the maintenance of the City website.
- Assisted in evaluation and procurement, oversaw and implemented TimeMatters legal database management system for the Law Department.
- Responsible for the home page slide shows, emergency notice banner, live election results.
- Our Geographic Information Systems administration is so much more than maps; the layers of information determine everything from recycling routes to sidewalk snow removal to tree canopies and even our fiber routes.
- Converted to Office 365 subscription.
- Working with the DHS we have begun weekly blacklisting updates on our firewalls
- Continue to deliver desktop support to approximately 550 PCs in all municipal buildings.
- Maintain strong working relationships with other IT entities including the School Department, Library and the Fire and Wires Divisions.
- Continue to eliminate Windows 7 from our network.
- Actively participate in the Public Information Officer group to assist in the delivery of timely messages in a myriad of delivery options during both emergency and non-emergency situations.
- Preparing to implement Mobile Device Management on all city phones.

The IT department is a well-rounded group of individuals who work well as a team: resilience, professionalism, and dedication are all key traits that contribute to make IT one of the most reliable departments in the City.

The telecommunications foundation for the city has been successfully installed and maintained by the **Information Technology Department**. Our accomplishments since 2013 demonstrate our ability to effectively implement major infrastructure investments. Our team specialize in desktop support, web development, Geographic Information Systems, routing and networking, database administration, security and even social media.

- We look forward to the July 2020 third and final phase of our three-tiered financial migration as we move our financial system Tyler Technology's Munis product. This mission has been all-consuming for two of our full-time IT staff.

- We continue to facilitate new technologies to utilize the many opportunities created by the city-wide fiber network. The network supports the phone system, security surveillance video from many City buildings and our data. Our city-owned fiber network now supports our public safety radio systems. We are prepared to support additional needs with high-speed solutions as they arise. We anticipate the varied challenges of a responsive disaster recovery solution; a very fluid solution whose solution is dictated varies greatly whether it is weather, terror or pandemic related.

- From the perimeter outside of our network to our virtual servers, our cloud applications and our desktops, protecting ourselves first has evolved into our paramount priority across all scopes of work. We rely on an evolving combination of management of our Cisco software subscriptions on our firewalls, VLAN-protection via our switches, network monitoring, Microsoft Advanced Threat Protection, desktop anti-virus and constant updates based on weekly correspondence with the Department of Homeland Security

- The first line of support in our department are our Network Administrators. With excellent oversight and leadership our staff are an extremely organized, communicative group who perform exceptionally well, regardless of pressure and time constraints, and perform efficiently as a team or on their own.

- Our seemingly never-ending phishing awareness campaigns have proven invaluable during the past two years. The Law Department has been guided into it's first-ever legal management database system

(TimeMatters) which came at a key employee transition period for a department with many new faces. We continue to tweak our Active Directory system to refine access rights without inhibiting productivity. We continue to enhance our storage area network increasing virtual servers in hours instead of weeks for physical servers. We have begun looking into Amazon Web Services for disaster recovery, backup, applications hosting and listserv functions.

- We hope to unveil the new City website this July. After a dozen years, we have high expectations for enhanced, reliable searching, top notch calendars and better information distribution on all devices.

- We have written custom applications to reduce incoming non-emergency calls to the dispatch center by alarm companies as well as automating census data collection for people with no change to their demographics. New projects include many intelligent forms workflow systems such as Noise Ordinance waiver request application and approvals, lost and found pets, and the rat reporter to name a few.

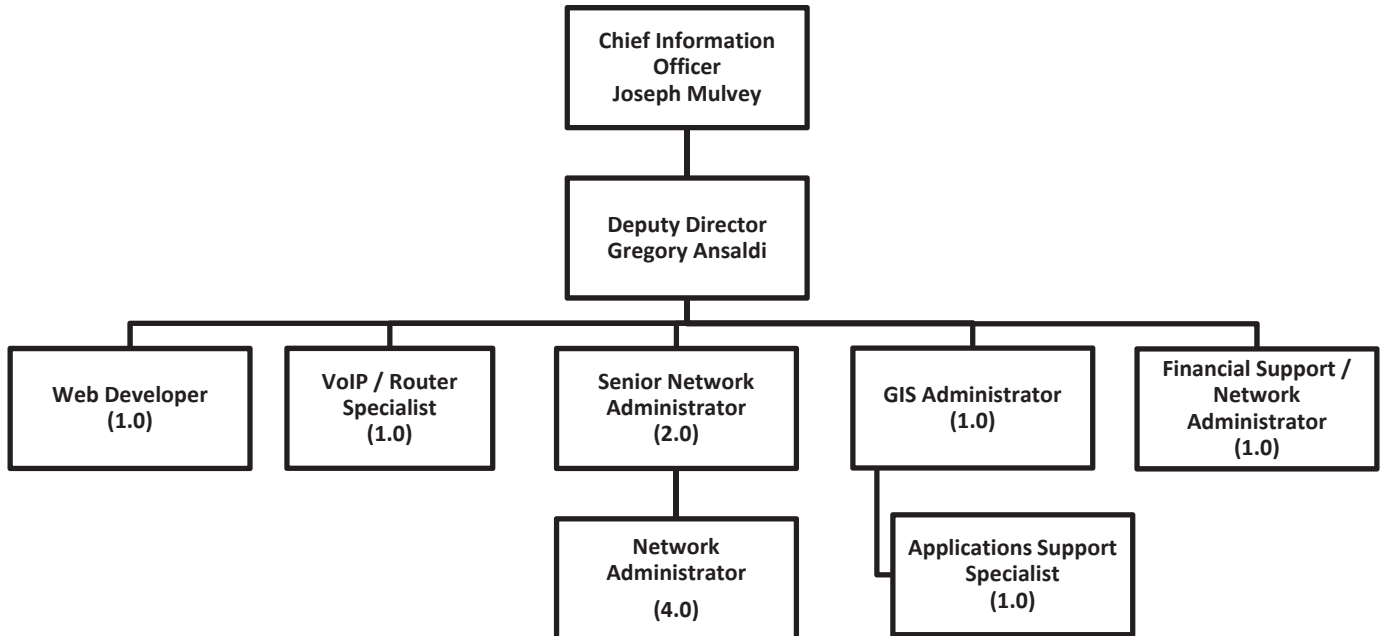
- GIS continues to increase its web footprint with new and improved applications for viewing and downloading data. The goal is to provide staff and residents with easy quick access to our data from everywhere. We have coordinated our data and workflows with many widely used software applications such as the Assessor's database, and various school and public works management packages as well as with State and Federal agencies. The system supports many projects, examples include zoning reform, school redistricting, evaluating solar sites and planning for major development projects.

Our budget requests remain stable and have only increased marginally to maintain the exceptional services expected of our department.

Joseph P. Mulvey

Chief Information Officer

INFORMATION TECHNOLOGY



Financial and Operating Highlights

Financial Highlights

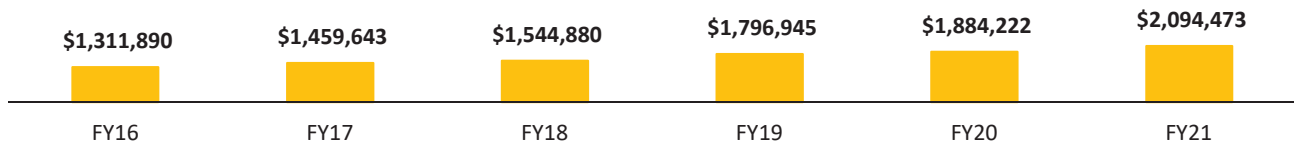
	<-----Actual----->			<-Adj Budget->		<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Administration	\$ 276,365	\$ 315,979	\$ 305,701	\$ 303,104	\$ 314,872	\$ 323,078
Micro/Network	\$ 707,570	\$ 774,556	\$ 822,753	\$ 1,033,101	\$ 1,091,350	\$ 1,005,666
Systems Program	\$ 192,331	\$ 228,191	\$ 276,616	\$ 312,886	\$ 324,883	\$ 607,883
GIS	\$ 135,624	\$ 140,917	\$ 139,810	\$ 147,854	\$ 153,117	\$ 157,846
Total	\$ 1,311,890	\$ 1,459,643	\$ 1,544,880	\$ 1,796,945	\$ 1,884,222	\$ 2,094,473
% Incr		9.94%	11.26%	5.84%	16.32%	4.86%

Personnel

Full-Time Employees	9	11	12	12	13	13*
Part-Time Employees	0	0	1	1	0	0
Total	9	11	13	13	13	13

*Network Administrator deferred to FY2022

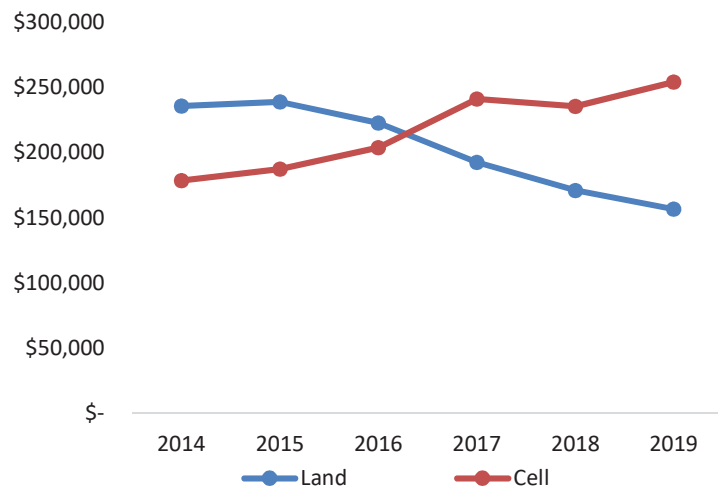
Total IT Expenditures



Operating Highlights

Municipal Email Accts	857
Email Rec.Last 6 mos	1,647,013
Storage Area Network	
Total Space	21.6 TB
Available Space	3.2 TB
Reduce Non-Emergency 911 Calls	
Fire Box Alarm App	9598
Number of GIS Layers	60
TimeMatters All Cases	15123
Buildings on City Fiber	62
Security	
Phishing Test Emails	10081
Website	
Visits last year	574,000
Sessions last year	1,100,000
Homepage Visits	441,741

Annual Costs, Cell & Landline



Information Technology Department

Fiscal Year 2021 Outcomes and Strategies

Security measures must be applied intelligently at all levels of our network. There are many facets to this challenge: mobile devices, email, perimeter devices, vendor equipment, remote access from employee personal equipment, viruses, worms, ransomware and phishing

The first line of defense is an educated staff.

Employee awareness and subscription-based phishing campaigns have proven their worth and we will continue these practices. Critical hardware is duplicated for redundancy. Our data center is duplicated off site. We are implementing a mobile device solution, creating a mobile device policy and SOPs, and training IT staff on best practices. We see the bad guys knocking on the firewall doors probing for access each Monday in our weekly report. We work with the Department of Homeland Security and regularly add the IP addresses of bad actors to our blacklist.

We rely more and more on our Active Directory system to protect our data. We are preparing to implement a more sophisticated password system comparable to requirements set forth in the financial industry. We continue to invest additional funds each subsequent fiscal year towards protecting ourselves and continually review current solutions, new trends and future concerns.

Outcome 1

Protect Our Data and Networks using Hardware, Software, Awareness Training and Employee Education

Outcome 2

Complete the Financial System Upgrade

Perhaps the biggest feather in our technology cap will be the completed consolidation of our dual financial systems into one modern, forward facing, single vendor solution. Since 1995 we have maintained two financial systems: Tyler

Technology's Munis for receivables and Central Square's Finance Plus for accounting, payroll, benefits and procurement. By consolidating with one system, we eliminate the maintenance of software bridges, dual entry, mounting customizations, a company providing diminished support staff while having a wonderful opportunity to rebuild our data to achieve better efficiency and security.

Accounting and Procurement modules went live on July 1, 2019. While conversion day was a non-event, the subsequent weeks revealed gaps in workflow, reporting and rights that all required correction. The conversion could be called successful, but the process was bumpy and uncomfortable. January 7, 2020 saw the conversion of the receivables (Real Estate, Personal Property, Motor Vehicle and Boat Excise as well as Utility Billing). Originally slated for July 1, 2019, this phase ran quite smoothly despite the six-month delay.

The third and final phase of the conversion will be the most exciting and impactful - the conversion of our employee data. All related workflow processes and tables required to run our payroll will be tweaked, recreated from scratch or corrected into data that will serve us well for the next twenty years.

We continue to meet weekly discussing progress, red flags and next steps. We meet online for full days of preparation, questions and answers, table population and training approximately 6 days per month. In between, we are charged with dozens of tasks to be addressed prior to each push forward. We report regularly to the Mayor's Office with a bullet list of where we stand.

Upon completion of the financial system migration we will once again cast our sights upon the massive Permitting System challenge.

We signed an agreement to upgrade from Civica to the new Vision content management system owned by Granicus.

We expect to go live in July of 2020 and look forward to a higher level of data organization, context-sensitive search-ability and the calendar to end all calendars.

Outcome 3

Improve our Website

Outcome 4

Reduce Monthly Costs for City Landlines and Cell Phones

In 2014 the IT Department assisted in the consolidation of all City cell phones into a state contract using Verizon. At that time, we brought 314 phones into a shared plan that allowed better oversight and administration and enabled consistency in billing. Since that time, we have doubled our cell subscription devices.

With the advent of 5G technology, we are concerned that upgrading the non-compliant equipment could exacerbate our monthly costs.

We propose working with Verizon, the Mayor, Purchasing, Police, Fire, Public Works, Public Buildings, Inspectional Services and Parks & Recreation to create a policy that builds a framework to minimize costs without inhibiting efficiency and productivity.

Meanwhile, we have successfully consolidated our landlines by eliminating hundreds of unused Centrex lines. We have converted our ten PRI lines at six locations into a cost-effective three location solution founded on current technology. We have seen our monthly landlines bills reduced by nearly 25%. We strive to continue to use technology for further consolidation without sacrificing service or quality.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 111 - INFORMATION TECHNOLOGY

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
INFORMATION TECHNOLOGY SUMMARY						
51 - PERSONAL SERVICES	902,120	943,875	1,083,449	1,147,148	1,101,586	-45,562
52 - EXPENSES	279,226	320,546	380,091	393,303	660,303	267,000
58 - DEBT AND CAPITAL	123,791	154,788	124,509	125,000	106,000	-19,000
57 - FRINGE BENEFITS	157,953	156,136	200,229	218,771	226,585	7,814
TOTAL DEPARTMENT	1,463,090	1,575,345	1,788,278	1,884,222	2,094,474	210,252
IT ADMINISTRATION						
51 - PERSONAL SERVICES	261,576	250,812	250,360	251,918	258,358	6,440
52 - EXPENSES	12,297	14,090	17,042	16,820	16,820	0
58 - DEBT AND CAPITAL	0	30,000	27	0	0	0
57 - FRINGE BENEFITS	42,127	41,264	44,311	46,134	47,900	1,766
TOTAL IT ADMINISTRATION	315,999	336,166	311,740	314,872	323,078	8,206
MICRO/NETWORK SVS						
51 - PERSONAL SERVICES	538,748	588,489	726,386	783,455	727,565	-55,890
52 - EXPENSES	18,143	13,500	28,796	31,500	15,500	-16,000
58 - DEBT AND CAPITAL	123,791	124,788	124,482	125,000	106,000	-19,000
57 - FRINGE BENEFITS	97,302	95,975	135,572	151,395	156,601	5,206
TOTAL MICRO/NETWORK SVS	777,983	822,753	1,015,236	1,091,350	1,005,666	-85,684
SYSTEMS PROGRAMMING						
52 - EXPENSES	228,191	276,616	314,418	324,883	607,883	283,000
TOTAL SYSTEMS PROGRAMMING	228,191	276,616	314,418	324,883	607,883	283,000
GIS ADMINISTRATION						
51 - PERSONAL SERVICES	101,797	104,573	106,704	111,775	115,662	3,888
52 - EXPENSES	20,596	16,339	19,834	20,100	20,100	0
57 - FRINGE BENEFITS	18,524	18,897	20,347	21,242	22,084	842
TOTAL GIS ADMINISTRATION	140,917	139,810	146,885	153,117	157,846	4,729

FUND: 0001 - GENERAL FUND
DEPARTMENT: 111 - INFORMATION TECHNOLOGY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
111 - INFORMATION TECHNOLOGY							
0111153 - IT ADMINISTRATION							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	225,448	231,898	238,326	247,418	253,858	6,440
511101	PART TIME < 20 HRS/WK	34,178	15,414	6,534	0	0	0
514001	LONGEVITY	1,950	3,500	5,500	4,500	4,500	0
TOTAL PERSONAL SERVICES		261,576	250,812	250,360	251,918	258,358	6,440
EXPENSES							
527400	RENTAL - EQUIPMENT	1,594	1,522	1,268	1,830	1,830	0
531900	TRAINING EXPENSES	4,718	5,000	7,710	5,000	5,000	0
534010	TELEPHONE	84	109	141	150	150	0
534020	CELLULAR TELEPHONES	1,239	3,153	3,185	5,000	5,000	0
534100	POSTAGE	16	0	8	20	20	0
534200	PRINTING	0	0	0	20	20	0
542000	OFFICE SUPPLIES	3,991	2,525	4,170	3,500	3,000	-500
548000	GASOLINE	0	0	29	0	500	500
559200	BOOKS/MANUALS/PERIODI	400	422	0	400	400	0
571000	VEHICLE USE REIMBURSE	20	0	0	0	0	0
571100	IN-STATE CONFERENCES	60	536	271	300	300	0
572000	OUT-OF-STATE TRAVEL	0	466	0	0	0	0
573000	DUES & SUBSCRIPTIONS	175	357	260	600	600	0
TOTAL EXPENSES		12,297	14,090	17,042	16,820	16,820	0
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	517	538	560	582	582	0
57HLTH	HEALTH INSURANCE	37,876	37,147	40,178	41,786	43,458	1,672
57LIFE	BASIC LIFE INSURANCE	113	113	113	114	114	0
57MEDA	MEDICARE PAYROLL TAX	3,620	3,466	3,460	3,652	3,746	94
TOTAL FRINGE BENEFITS		42,127	41,264	44,311	46,134	47,900	1,766
DEBT AND CAPITAL							
585010	AUTOMOBILES/LIGHT TRU	0	30,000	0	0	0	0
585111	PC HARDWARE-ADMIN	0	0	27	0	0	0
TOTAL DEBT AND CAPITAL		0	30,000	27	0	0	0
TOTAL IT ADMINISTRATION		315,999	336,166	311,740	314,872	323,078	8,206

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0111154 - MICRO/NETWORK SVS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	534,357	583,089	710,086	767,555	720,915	-46,640
514001	LONGEVITY	2,650	4,550	5,500	5,400	6,150	750
514309	OTHER STIPENDS	0	0	0	10,000	0	-10,000
515005	BONUSES	0	350	10,300	0	0	0
515006	VACATION BUY BACK	740	0	0	0	0	0
515102	CLEANING ALLOWANCE	1,000	500	500	500	500	0
TOTAL PERSONAL SERVICES		538,748	588,489	726,386	783,455	727,565	-55,890
EXPENSES							
524010	OFFICE EQUIPMENT R-M	13,500	13,500	13,500	13,500	3,500	-10,000
524100	SOFTWARE MAINTENANC	1,956	0	14,765	18,000	12,000	-6,000
532100	TUITION ASSISTANCE	0	0	500	0	0	0
548000	GASOLINE	0	0	31	0	0	0
558500	COMPUTER SUPPLIES	2,687	0	0	0	0	0
TOTAL EXPENSES		18,143	13,500	28,796	31,500	15,500	-16,000
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	2,542	2,585	3,538	3,960	3,726	-234
57HLTH	HEALTH INSURANCE	80,531	78,825	111,633	124,119	129,084	4,965
57LIFE	BASIC LIFE INSURANCE	113	113	203	171	228	57
57MEDA	MEDICARE PAYROLL TAX	7,284	8,018	9,776	11,197	10,550	-647
57OPEB	OPEB CONTRIBUTION	6,832	6,434	10,421	11,948	13,013	1,065
TOTAL FRINGE BENEFITS		97,302	95,975	135,572	151,395	156,601	5,206
DEBT AND CAPITAL							
585110	COMPUTER SERVER HAR	9,915	10,072	9,997	10,000	8,000	-2,000
585111	PC HARDWARE-ADMIN	51,774	49,795	49,969	50,000	45,000	-5,000
585120	COMPUTER SERVER SOFT	47,116	50,134	49,541	50,000	45,000	-5,000
585121	PC SOFTWARE-ADMIN	14,986	14,787	14,976	15,000	8,000	-7,000
TOTAL DEBT AND CAPITAL		123,791	124,788	124,482	125,000	106,000	-19,000
TOTAL MICRO/NETWORK SVS		777,983	822,753	1,015,236	1,091,350	1,005,666	-85,684

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0111156 - SYSTEMS PROGRAMMING							
EXPENSES							
524011	GRANICUS/CIVIC R&M	0	27,849	29,700	29,700	29,700	0
524012	SAN HARDWARE M&S	5,465	20,000	20,000	20,000	20,000	0
524013	SAN SOFTWARE M&S	0	12,000	12,000	12,000	12,000	0
524100	SOFTWARE MAINTENANC	86,970	26,084	60,856	60,300	60,300	0
524101	REVERSE 911 SOFTWARE	54,783	50,500	50,500	50,500	50,500	0
524102	FINANCIAL SOFTWARE MA	0	0	0	0	260,000	260,000
524106	MS OUTLOOK SOFTWARE	39,534	83,048	78,000	90,000	115,000	25,000
524107	FOIA SOFTWARE SUB & M	0	9,000	7,446	10,000	10,000	0
524108	HYRELL SOFTWARE SUB&	0	6,600	6,600	9,600	9,600	0
534040	INTERNET ACCESS CHAR	30,267	30,633	28,783	28,783	28,783	0
534200	PRINTING	69	41	4	0	0	0
558500	COMPUTER SUPPLIES	11,104	10,862	20,528	14,000	12,000	-2,000
TOTAL EXPENSES		228,191	276,616	314,418	324,883	607,883	283,000
TOTAL SYSTEMS PROGRAMMING		228,191	276,616	314,418	324,883	607,883	283,000
0111157 - GIS ADMINISTRATION							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	100,922	103,573	106,704	110,775	113,662	2,888
514001	LONGEVITY	875	1,000	0	1,000	2,000	1,000
TOTAL PERSONAL SERVICES		101,797	104,573	106,704	111,775	115,662	3,888
EXPENSES							
524100	SOFTWARE MAINTENANC	16,000	12,300	15,963	16,000	16,000	0
531900	TRAINING EXPENSES	0	665	0	100	100	0
558500	COMPUTER SUPPLIES	4,596	3,374	3,871	4,000	4,000	0
TOTAL EXPENSES		20,596	16,339	19,834	20,100	20,100	0
FRINGE BENEFITS							
57HLTH	HEALTH INSURANCE	17,115	17,444	18,868	19,622	20,407	785
57MEDA	MEDICARE PAYROLL TAX	1,409	1,453	1,479	1,620	1,677	57
TOTAL FRINGE BENEFITS		18,524	18,897	20,347	21,242	22,084	842
TOTAL GIS ADMINISTRATION		140,917	139,810	146,885	153,117	157,846	4,729
TOTAL INFORMATION TECHNOLOGY		1,463,090	1,575,345	1,788,278	1,884,222	2,094,474	210,252

CITY OF NEWTON BUDGET PERSONNEL DETAIL

Account	Position Title	Benefits Date		Holiday						
	Employee Name	Hire Date	Yrs. Service	Longevity	OPEB	Add Comp	Grade	F.Y.	FTE	GROSS
111 - INFORMATION TECHNOLOGY										
0111153 - IT ADMINISTRATION										
511001	CIO	5/11/1992				0		FY 2020	1.00	130,693
	MULVEY, JOSEPH	5/11/1992	28.14	2,500	0	0	H14-21	FY 2021	1.00	134,100
	DEPUTY DIRECTOR, IT	12/8/1997				0		FY 2020	1.00	116,716
	ANSALDI, GREGORY	12/8/1997	22.56	2,000	0	0	H11-26	FY 2021	1.00	119,759
	Account Totals:					0		FY 2020	2.00	247,409
				4,500	0	0		FY 2021	2.00	253,858
TOTAL IT ADMINISTRATION						0		FY 2020	2.00	247,409
				4,500	0	0		FY 2021	2.00	253,858
0111154 - MICRO/NETWORK SVS										
511001	VOIP/ROUTER SPECIALIST	9/9/1996				0		FY 2020	1.00	109,137
	HUTCHINSON, ERIC	9/9/1996	23.81	2,000	0	0	H10-26	FY 2021	1.00	111,982
	SENIOR NETWORK ADMINIST	9/23/2002				0		FY 2020	1.00	105,936
	MOSS, ROBERT	9/23/2002	17.77	1,000	0	0	H10-24	FY 2021	1.00	108,697
	SENIOR NETWORK ADMINIST	4/14/2016				0		FY 2020	1.00	82,367
	SHERMAN, RACHEL	4/14/2016	4.21	750	3,043	0	H10-7	FY 2021	1.00	84,514
	FIN SUPPORT/NETWORK ADM	2/25/2016				0		FY 2020	1.00	95,480
	LELIEVRE, SCOTT	2/25/2016	4.35	750	3,527	0	H10-17	FY 2021	1.00	97,969
	WEB DEVELOPER	7/18/2011				0		FY 2020	1.00	75,546
	LIAO, RUFEN	7/18/2011	8.95	750	0	0	H7-16	FY 2021	1.00	77,515
	NETWORK ADMINISTRATOR	7/9/2018				0		FY 2020	1.00	59,001
	COCCHI, DARA	7/9/2018	1.98	0	2,179	0	H6-5	FY 2021	1.00	60,539
	NETWORK ADMINISTRATOR	10/13/2018				0		FY 2020	1.00	59,001
	LENAGHAN, SEAN	10/13/2018	1.72	0	2,179	0	H6-5	FY 2021	1.00	60,539
	NETWORK ADMINISTRATOR	4/15/2020				0		FY 2020	1.00	57,283
	ROBBINS, ROWAN	4/15/2020	0.21	0	2,085	0	H6-1	FY 2021	1.00	57,911
	NETWORK ADMINISTRATOR					0		FY 2020	1.00	59,001
	VACANT, VACANT			0	0	0	H6-5	FY 2021	1.00	1
	APPLICATIONS SPECIALIST	1/16/2007				0		FY 2020	1.00	61,482
	MIKER, JOHN	1/16/2007	13.46	900	0	500	S6-11	FY 2021	1.00	61,247
Account Totals:						0		FY 2020	10.00	764,234
				6,150	13,013	500		FY 2021	10.00	720,915
TOTAL MICRO/NETWORK SVS						0		FY 2020	10.00	764,234
				6,150	13,013	500		FY 2021	10.00	720,915
0111157 - GIS ADMINISTRATION										
511001	GIS ADMINISTRATOR	7/24/2000				0		FY 2020	1.00	110,775
	GREENFIELD, DOUGLAS	7/24/2000	19.94	2,000	0	0	H10-27	FY 2021	1.00	113,662
	Account Totals:						0		FY 2020	1.00
				2,000	0	0		FY 2021	1.00	113,662

CITY OF NEWTON BUDGET PERSONNEL DETAIL

Account	Position Title	Benefits Date			Holiday		Grade	F.Y.	FTE	GROSS
	Employee Name	Hire Date	Yrs. Service	Longevity	OPEB	Add Comp				
TOTAL GIS ADMINISTRATION						0		FY 2020	1.00	110,775
				2,000	0	0		FY 2021	1.00	113,662
TOTAL INFORMATION TECHNOLOGY						0		FY 2020	13.00	1,122,417
				12,650	13,013	500		FY 2021	13.00	1,088,436

Purchasing Department

Mission

Assure efficiency and legal compliance for everything the City of Newton buys.



CITY OF NEWTON
1000 COMMONWEALTH AVENUE
NEWTON, MA 02459

PHONE: 617-796-1220

FAX: 617-796-1227

Tax Exempt No. 046-001-404

Instructions to vendors

1. Submit original &
2. Submit separate
3. Note terms and

Purchase Order Date	Date Required	Requisition No.	Vendor No
02/22/19		1903642	11790

BILL TO/SHIP TO

VENDOR:

MINUTEMAN TRUCKS, INC
2181 PROVIDENCE HWY

The Purchasing Department is entrusted with assuring that City supplies and services are procured efficiently and in accordance with law. It works with Departments to ensure specifications are precisely written and fully advertised to allow fair and open competition. This is done for all City Departments, including the Newton Public Schools. The Department works cooperatively with requesting Departments, as successful purchasing is a team effort.

The Department has established policies for orderly procurements and seeks to assist departments on their application. Our policy is to avoid buying on exceptions and accommodations here and there; the process would soon become chaotic. Purchasing does not seek "to create a tangle of red tape or technical pitfalls." Rather its goal is "to proscribe an orderly framework for awarding contracts through an open and competitive process" This guarantees best value for the City and its taxpayers and fairness to our suppliers and contractors.

One principle applies to all procurements: the City uses open, fair competition. Therefore, all procurements are made using sound business practices, solicitation of quotes, invitations for bid (IFBs), or requests for proposals (RFPs).

The Purchasing Department works hard to teach City employees best practices for procurement. Education initiatives include the annual Procedures For Departmental Purchasing (5th ed.) (a/k/a the Red Book), a monthly Newsletter called Nick's Notes, participation in HR orientation programs for new employees, and departmental visits.

The Mail Room and Print Shop are also part of the Purchasing Department. The Print Shop provides services to virtually all City Departments, including Treasury, Retirement, City Clerk, Library, DPW, Fire and Parks & Recreation. Our mission is to provide mail and print services efficiently, responsibly and in a timely manner.

The Purchasing Department provides essential procurement, print and mail services to City Departments and procurement services to the Newton Public Schools (NPS). While the Department has no public face, as its customers are internal, its operation affects every Department every day.

Significant accomplishments include:

- Worked with departments and private designers to manage the advertising, issuing, intake and management of Invitations For Bids and Request For Proposals.
- Adopted new departmental procedures to conform to MUNIS, the City's new financial software.
- Addressed MUNIS conversion issues arising out of integration of the old and new software systems.
- Issued new policies for the more efficient and accurate inputting and maintenance of vendor tax information and the issuance of vendor numbers.
- Corrected and approved approximately 5,000 requisitions and converted approved requisitions into purchase orders.
- Printed and mailed all City purchase orders
- Hired and trained new Bid Specialist to replace retiring Purchasing Agent.
- Issued a monthly newsletter on procurement topics to City Councilors, Department Heads and internal and external subscribers.
- CPO taught a class entitled "Being a CPO" at the Massachusetts Office of Inspector General, was recertified as an MCPPO and attended municipal purchasing official meetings and continuing education programs.
- Participated in new employee training through the HR orientation program.

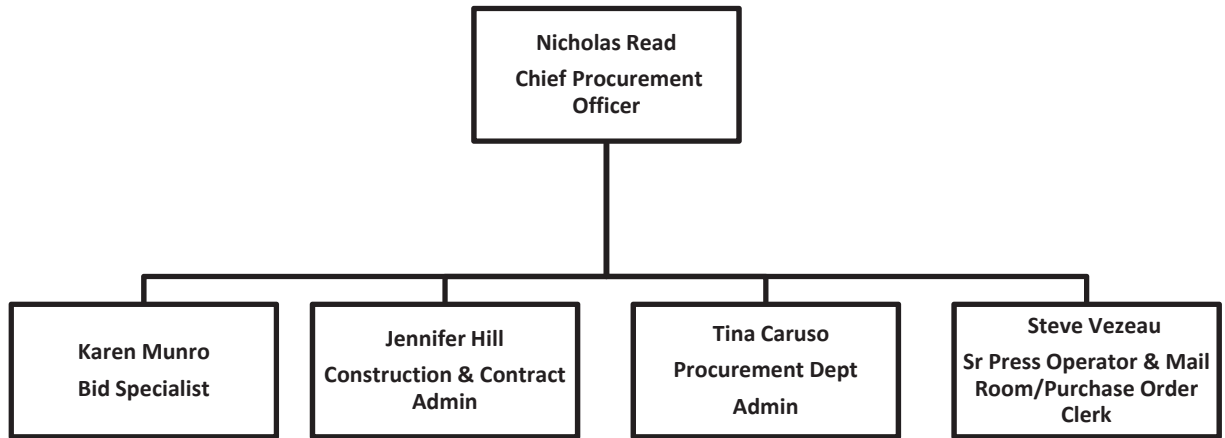
- Maintained and upgraded Print Shop and Mail Room equipment; leased new folder/stuffer/sealer.

Purchasing has set a standard of integrity in public procurement while assisting departments to navigate law and policy. We will continue to provide this high level of service into FY21.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, flowing style with a large initial 'N' and 'R'.

Nicholas Read
Chief Procurement Officer

PURCHASING



Financial and Operating Highlights

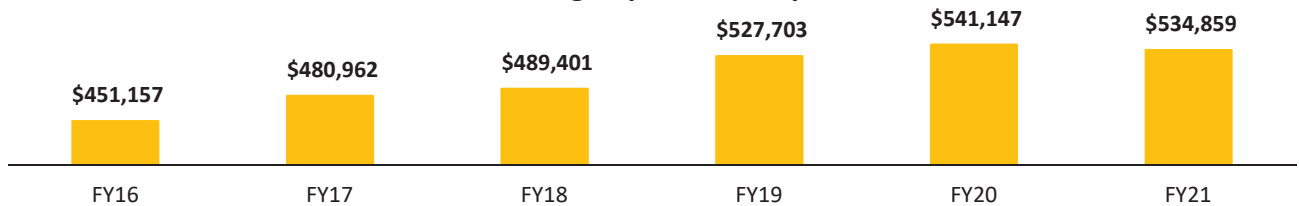
Financial Highlights

	<-----Actual----->					<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Purchasing	\$ 357,558	\$ 361,248	\$ 373,153	\$ 395,385	\$ 402,152	\$ 396,788
Telecomm	\$ 6,370	\$ 8,427	\$ (1,959)	\$ -	\$ -	\$ -
Printing	\$ 87,229	\$ 111,287	\$ 118,207	\$ 132,318	\$ 138,995	\$ 138,071
Total	\$ 451,157	\$ 480,962	\$ 489,401	\$ 527,703	\$ 541,147	\$ 534,859
% Incr		6.61%	1.75%	7.83%	2.55%	-1.16%

Personnel

Full-Time	5	5	5	5	5	5
Part-Time	0	0	0	0	0	0
Total	5	5	5	5	5	5

Total Purchasing Department Expenditures



Operating Highlights

	FY19	FY20 YTD
Purchasing		
Invitations For Bids (Number)	99	46
Requests For Proposals (Number)	5	4
Bids & RFPs (Aggregate Value)	\$29,541,333	\$6,425,663
Bids & RFPs (Potential Savings)	\$8,494,628	\$2,167,057
Requisitions (Number)	4,930	3,120
Requisitions (Aggregate Value)	\$17,444,864	\$11,522,135

Print Shop

Black & White Copies	911,428	388,324
Color Copies	592,964	263,533
Total All Copies	1,505,392	651,757

Mail Room

Number of Items Mailed	81,115
Total Cost of Mailings	\$46,123

Purchasing Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Continue Developing Expertise in and Address Issues MUNIS Software

On July 1, 2019, all Purchasing Department requisition, vendor number tracking and accounting functions were converted to MUNIS.

Overall, the conversion was successful and the Department operates using the MUNIS software. Even though the main functions

are operating smoothly, ancillary issues like a large increase in vendor number requests require special attention. The Department will seek to resolve all such issues by the end of the fiscal year.

Outcome 2 for FY20 was implementation of electronic purchase orders (POs). In FY19, four copies of each PO were printed, one each for the Department, the Comptroller, the Purchasing Department and the vendor. The vendor received its copy by USPS mail. Storage of paper records and postage cost were required.

Since POs are readily accessible digitally in MUNIS, only the vendor copy of a PO is printed. It is still mailed, however, since getting vendor numbers fully updated was a more pressing priority. Electronic transmission of POs to as many vendors as practicable will be a carryover Outcome for FY21.

Outcome 2

Switch to Electronic Purchase Orders

Outcome 3

Continue and Expand Education Initiatives

Legal requirements, policies and procedures apply to all City and NPS procurements. The Purchasing Department itself buys little; its purpose to assure that the Departments that are doing the purchasing know the applicable rules. Rules are easier to

remember and follow if one knows why the rule is there in the first place.

With this in mind, the Purchasing Department has initiated outreach to departments, both to make the Purchasing Department accessible and to transmit information and experience. A monthly newsletter is also published, highlighting a topic or issue that arose in the previous month. Nick participates in the HR orientation program and visits departments. On account of the MUNIS conversion, the Department did not issue its annual edition of *Procedures For Departmental Purchasing*, which describes in detail all the steps necessary for small and large procurements. An edition reflecting current practice will be issued in FY21.

Purchasing Department

Fiscal Year 2021 Outcomes and Strategies

A goal for FY21 is to continue these initiatives, and expand them to the extent practicable.

The City has good intentions for encouraging minority and women-owned business participation in public bids. However, its Minority/Women Business Enterprise Plan and Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program are over 10 years old. Also, they are statements of policy rather than affirmative programs to encourage participation of these groups in municipal procurement.

In FY21 the Department will contact other municipalities to see what workable options are available, submit a proposal for approval, and hopefully implement a plan that will promote stronger MBE/WBE participation.

Outcome 4

Promotion of Bids From Minority & Women Owned Businesses

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

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

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
PURCHASING SUMMARY						
51 - PERSONAL SERVICES	348,168	363,449	376,300	384,725	389,434	4,709
52 - EXPENSES	39,223	43,320	41,871	63,250	61,750	-1,500
57 - FRINGE BENEFITS	85,535	84,594	89,879	93,170	83,675	-9,496
TOTAL DEPARTMENT	472,927	491,363	508,050	541,146	534,859	-6,287
PURCHASING						
51 - PERSONAL SERVICES	283,306	295,719	307,581	315,100	320,566	5,465
52 - EXPENSES	13,107	12,849	14,472	16,350	15,850	-500
57 - FRINGE BENEFITS	65,228	64,586	68,327	70,700	60,373	-10,328
TOTAL PURCHASING	361,640	373,153	390,380	402,151	396,788	-5,363
PRINTING						
51 - PERSONAL SERVICES	64,863	67,730	68,719	69,625	68,868	-757
52 - EXPENSES	26,116	30,472	27,399	46,900	45,900	-1,000
57 - FRINGE BENEFITS	20,308	20,008	21,552	22,470	23,302	832
TOTAL PRINTING	111,287	118,210	117,670	138,995	138,071	-924

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
105 - PURCHASING							
0110538 - PURCHASING							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	278,581	288,869	300,051	308,950	315,316	6,365
513010	REGULAR OVERTIME	225	0	180	0	0	0
514001	LONGEVITY	3,500	5,150	5,750	5,150	4,250	-900
515005	BONUSES	0	700	600	0	0	0
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES		283,306	295,719	307,581	315,100	320,566	5,465
EXPENSES							
524010	OFFICE EQUIPMENT R-M	1,064	160	1,743	2,000	500	-1,500
527400	RENTAL - EQUIPMENT	393	0	0	0	0	0
534010	TELEPHONE	485	432	464	500	500	0
534100	POSTAGE	1,922	2,054	2,057	2,500	2,500	0
534200	PRINTING	141	704	0	1,000	1,000	0
534300	ADVERTISING/PUBLICATIO	5,110	5,139	4,999	5,000	5,000	0
542000	OFFICE SUPPLIES	3,141	3,435	3,966	3,500	3,500	0
571000	VEHICLE USE REIMBURSE	150	13	138	0	500	500
571100	IN-STATE CONFERENCES	0	0	275	1,250	1,500	250
573000	DUES & SUBSCRIPTIONS	701	912	831	600	850	250
TOTAL EXPENSES		13,107	12,849	14,472	16,350	15,850	-500
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,552	1,615	1,646	1,746	1,164	-582
57HLTH	HEALTH INSURANCE	54,446	53,399	56,597	60,067	47,667	-12,400
57LIFE	BASIC LIFE INSURANCE	227	227	222	228	171	-57
57MEDA	MEDICARE PAYROLL TAX	3,631	3,789	3,902	4,569	4,648	79
57OPEB	OPEB CONTRIBUTION	5,372	5,557	5,959	4,090	6,722	2,632
TOTAL FRINGE BENEFITS		65,228	64,586	68,327	70,700	60,373	-10,328
TOTAL PURCHASING		361,640	373,153	390,380	402,151	396,788	-5,363

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110540 - PRINTING							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	63,331	65,326	66,612	67,125	66,868	-257
513010	REGULAR OVERTIME	131	551	307	1,000	500	-500
514001	LONGEVITY	900	1,000	1,000	1,000	1,000	0
514006	EXCEPTIONAL SVS PAY	0	3	0	0	0	0
515005	BONUSES	0	350	300	0	0	0
515101	CLOTHING ALLOWANCE	500	500	500	0	0	0
515102	CLEANING ALLOWANCE	0	0	0	500	500	0
TOTAL PERSONAL SERVICES		64,863	67,730	68,719	69,625	68,868	-757
EXPENSES							
524010	OFFICE EQUIPMENT R-M	6,768	11,749	6,102	10,000	4,400	-5,600
527400	RENTAL - EQUIPMENT	17,347	17,665	27,631	30,400	35,000	4,600
534100	POSTAGE	2,737	7,750	476	1,000	1,000	0
550100	PRINTING SUPPLIES	-846	-7,139	-6,919	5,000	5,000	0
558100	UNIFORMS/PROTECTIVE	110	446	109	500	500	0
TOTAL EXPENSES		26,116	30,472	27,399	46,900	45,900	-1,000
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	517	538	560	582	582	0
57HLTH	HEALTH INSURANCE	18,938	18,574	20,089	20,893	21,729	836
57MEDA	MEDICARE PAYROLL TAX	852	896	903	995	991	-4
TOTAL FRINGE BENEFITS		20,308	20,008	21,552	22,470	23,302	832
TOTAL PRINTING		111,287	118,210	117,670	138,995	138,071	-924
TOTAL PURCHASING		472,927	491,363	508,050	541,146	534,859	-6,287

CITY OF NEWTON BUDGET PERSONNEL DETAIL

Account	Position Title	Benefits Date	Yrs. Service	Longevity	OPEB	Holiday Add Comp	Grade	F.Y.	FTE	GROSS	
105 - PURCHASING											
0110538 - PURCHASING											
511001	CPO	9/10/2012				0		FY 2020	1.00	113,628	
	READ, NICHOLAS	9/10/2012	7.81	750	4,197	0	H12-20	FY 2021	1.00	116,591	
	PURCHASING AGENT	9/9/2019				0		FY 2020	1.00	68,359	
	MUNRO, KAREN	9/9/2019	0.81	0	2,525	0	H6-15	FY 2021	1.00	70,141	
	CONSTRUCTION CONTRACT A	2/25/2002				0		FY 2020	1.00	71,156	
	HILL, JENNIFER	2/25/2002	18.35	1,000	0	500	S8-11	FY 2021	1.00	72,473	
	PURCHASING DEPT ADMIN	12/13/1988				0		FY 2020	1.00	56,326	
	CARUSO, TINA	12/13/1988	31.55	2,500	0	500	S5-11	FY 2021	1.00	56,111	
	Account Totals:						0		FY 2020	4.00	309,469
					4,250	6,722	1,000		FY 2021	4.00	315,316
	TOTAL PURCHASING						0		FY 2020	4.00	309,469
					4,250	6,722	1,000		FY 2021	4.00	315,316
0110540 - PRINTING											
511001	SR PRESS OP	8/12/2002				0		FY 2020	1.00	67,125	
	VEZEAU, STEPHEN	8/12/2002	17.89	1,000	0	500	S7-11	FY 2021	1.00	66,868	
	Account Totals:						0		FY 2020	1.00	67,125
					1,000	0	500		FY 2021	1.00	66,868
TOTAL PRINTING						0		FY 2020	1.00	67,125	
				1,000	0	500		FY 2021	1.00	66,868	
TOTAL PURCHASING						0		FY 2020	5.00	376,593	
				5,250	6,722	1,500		FY 2021	5.00	382,184	

Mayor's Office

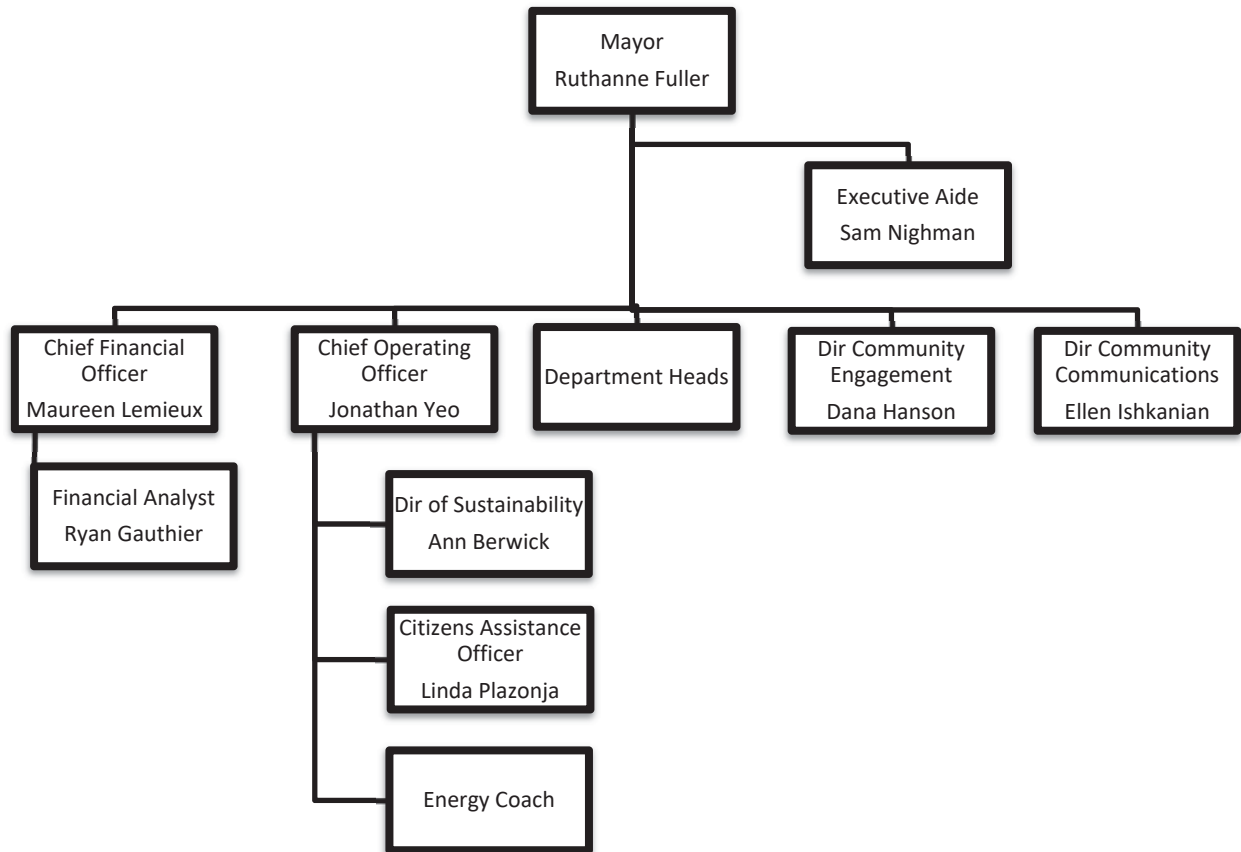
Mission

To build a greater, better and more beautiful Newton to transmit to our children and grandchildren – grounded in our sense of civic duty, inspired by our shared vision, and fueled by our tradition of working together, focusing on our priorities, ensuring we invest in our employees, facilities, underfunded obligations and most fundamentally, services to our residents while maintaining our commitment to financial sustainability and wise spending.

Overarching Goals for the City of Newton

- Ensuring academic excellence and educational equity
- Keeping Newton safe
- Making Newton more “all age” friendly with a focus on seniors
- Improving streets, sidewalks, and mobility & public buildings and infrastructure
- Preserving neighborhoods, increasing affordable housing, and diversifying housing options
- Promoting vibrant, walkable and financially robust village centers & commercial corridors
- Addressing climate change and sustaining our environment
- Protecting woods and open spaces & caring for our parks and recreation spaces
- Fostering art, culture & community life
- Facilitating a healthy, accessible and supportive Newton
- Providing excellent and responsive City services
- Assuring the City's financial health and spending wisely

MAYOR'S OFFICE



Office of the Mayor

FY2021 Environmental Sustainability

The Sustainability Program of the Mayor's Office spans all City departments in the development, coordination, and oversight of all of the City's environmental, energy, and climate-related sustainability programs. During FY2021 the City will continue to pursue an ambitious range of programs, including the development and support of residential, commercial, and municipal renewable energy; sustainable materials management; Newton Power Choice, LED lighting installations in municipal buildings; and implementation of the City's first five-year Climate Action Plan.

The Climate Action Plan itself includes a great many efforts, e.g., a program to encourage the spread of heat pump technology for heating, cooling, and hot water (the HeatSmart program); a memorandum of understanding (MOU) with the electric and gas utilities to promote greater energy efficiency and sustainability programs in commercial buildings; a Green Leadership Collaborative among the City's leading NGOs and businesses; development of an expanded tree-planting program; and exploration of technologies and the costs and benefits of building electrification.

Beyond these programs the City's Planning and Public Works Departments are working to implement other portions of the Climate Action Plan, including sustainable principles for transportation systems, the "complete streets" approach to road design, bike sharing, installation of electric vehicle (EV) charging stations and preferential parking for EVs in City parking lots, EV car sharing, and shared trips for Newton seniors.

Additional expenses in FY2021 include funding the Energy Coach position discussed in the Climate Action Plan. This position will be funded for the second half of the fiscal year.

"Newton Power Choice"– Citywide Municipal Aggregation Program – Cleaner Power

In early 2019 the City launched a plan for a new electricity program called Newton Power Choice. The program provides an opportunity for Newton to significantly increase the community's investment in clean energy. Newton Power Choice also provides greater price stability than Eversource Basic Service. The program is a City-vetted alternative to commercial electricity supply offers made directly to electricity customers, some of which include high prices and hefty cancellation fees.

Newton Power Choice is a form of group electricity purchasing known as a municipal electricity aggregation. With the program, Newton purchases from renewable sources like solar and wind the equivalent of 62% of the electricity our homes and businesses use. Newton Power Choice also includes an option for Newton's electricity customers to choose 100% renewable power, instead of the program's standard 62%. In FY2021 the City will continue its ambitious campaign to urge customers to choose the 100% option.

The current Newton Power Choice contract with the program's supplier, Direct Energy, expires in January 2021. Prior to that time the City will go out to bid again for a new aggregation contract.

Phase 3 Solar– Installations on Additional Municipal Facilities

Under Phase 3, the City will expand its solar footprint by installing 17 solar arrays at City-owned facilities. These projects have the dual purpose of reducing carbon emissions from electricity generation and

producing revenue for the City in the form of lower electricity costs for City facilities. Construction was completed at three rooftop locations in FY 2020 and will continue in the summer and fall of FY 2021.

The City's 12 currently operating solar projects (Phases 1 and 2) generated over 4.4 million kWh of electricity in FY2019, which is sold to Eversource, thereby providing renewable energy to the regional electric grid. This is equivalent to 21% of the electricity used by the City. In FY2019, the projects saved the City approximately \$750,000. Savings will continue over the 20-year term of the contracts.

Green Communities Grant – LED Lighting Upgrades in City/School Buildings

The City has converted over 50% of the lighting in its schools and other City buildings to LEDs (light-emitting diodes), which are significantly more energy efficient than other types of lighting. Under our 2020 Green Communities grant application we are seeking State funds to continue this program by completing LED lighting conversion in additional buildings during the first half of FY2021. During FY2020 the City completed LED lighting projects at the Newton South High School tennis courts and field house.

HeatSmart

In FY2020 City received an \$8,500 grant from the Massachusetts Clean Energy Center to encourage the spread of heat pump technology for heating, cooling, and hot water. This grant is accompanied by extensive consulting services from Cadmus with respect to the City's heat pump marketing efforts. Heat pumps are powered by electricity and are highly efficient as compared to traditional electric resistance heating. They are able to replace fossil fuels for heating, cooling, and hot water. The City will continue to work with Green Newton and other local environmental NGOs to implement the program.

E-Vehicles – Purchasing and initiating All-Electric Motor Pool Replacement Program

The City has reached its goal of replacing its complete fleet of 46 non-emergency passenger vehicles with EVs.

In FY2019 the City installed three additional charging stations at City Hall to support the EV fleet expansions, and one at the Crafts Street DPW facility in FY 2020. In FY2021 the City is planning to install EV charging stations at nine parking lots. Solar canopies that will be installed as part of the Phase 3 solar program, including at the Newton Free Library.

The City is also working with a vendor, Greenspot, to pilot EV car sharing with three vehicles, and public charging in public parking lots. This program was launched in FY2020 and charging stations for the program have been installed at three City parking lots for use by the public and to support EV car sharing. With these three charging stations the City has a total of 11 EV charging stations on City property for use by the City fleet and the public.

In FY2020 the City began developing a plan for EV charging stations and the designation of preferential parking spaces in City parking lots and in other key municipal locations. In FY2021 the City will continue to plan for and implement EV charging installations and preferential parking and will continue working with Eversource on implementation.

MOU between the City and the Utilities

The City and the Newton Citizens Commission on Energy (NCCE) have been working and will continue to work in FY2021 on the development of an MOU with Eversource and National Grid in order to create a

partnership for the delivery of utility-sponsored energy efficiency and EV programs to more Newton electric and gas customers. The MOU includes performance and energy savings goals. Under this program we will continue to work to maximize the potential for energy savings and energy rebate funds for Newton customers.

Green Leadership Collaborative (GLC)

The GLC is a program to involve the largest energy users in Newton in the achievement of the City's sustainability goals. The City is working with the utilities to identify the 10 largest energy users in Newton. The City will invite three to four of these large utility customer to become part of this group in FY2021 and expand on this Collaborative each year.

Sustainable Materials Management

Newton's Department of Public Works, Sustainable Materials Management Division, is focused on waste reduction, reuse, recycling, and proper management of municipal solid waste. In FY2021, Newton DPW will focus on promoting the subscription curbside organics collection program. In addition, expansion of food waste collection at school cafeterias and residential drop-off collection is planned. Education and outreach programs will continue to encourage waste reduction and diversion of food waste as high-impact actions residents can take. Site improvements for the Resource Recovery Center at Rumford Ave are also planned for FY2021.

Implement Climate Vulnerability Plan

The Sustainability Office and the Planning Department has developed and will continue in FY2021 to implement a municipal Climate Vulnerability Plan that addresses the City's vulnerability and adaptation/resiliency to climate changes (most importantly increased flooding and excessive heat).

Building Codes – Influencing the International Code Council (ICC) Building Code and the Massachusetts Building Codes

By State law, cities and towns in Massachusetts are required to adopt the State's building code, and are not allowed to have their own building code. For that reason, it's important that the State's code be as progressive as possible.

Every three years, the ICC writes a building code that Massachusetts is required by State law to adopt. The State entity that adopts the ICC code is the Board of Building Regulations and Standards (BBRS). Typically, the BBRS adopts the ICC code with only minor changes, and also adopts a so-called "stretch" code, which is more progressive in terms of energy efficiency than the base code. The BBRS has not been particularly progressive with respect to energy efficiency and new building methods, and in the past has adopted the ICC code with few changes. For that reason, the City was active, with other cities and towns, in trying to influence the development of the 2021 ICC code so that it incorporates building practices that lower energy consumption.

The new code ICC code that was adopted in FY2020 due in large part to the involvement of cities and town across the country is much more progressive than earlier versions. In FY2021 Newton will continue to work with other communities and advocacy groups in the Commonwealth to attempt to influence the new base code and stretch code to be adopted by the BBRS.

Integration of Sustainability Principles into Newton City Ordinances

The Planning Department, the Sustainability Department, and the Public Buildings Department began in FY2020 and will continue in FY2021 to undertake a review of the City's ordinances, including the Zoning Code, to ensure that they reflect "best practices" with regard to sustainability principles.

Develop and Implement the Climate Action Plan

In FY2020 the Sustainability Office, Planning Department, and Public Buildings Department coordinated to develop a five-year Climate Action Plan, contemporaneous with the Newton Citizens Commission on Energy's development of a separate longer-term plan, to reduce greenhouse gas emissions throughout the community (that is, not limited to the City's municipal operations). The City is also committed to analyzing all new project proposals with a "climate change lens." In FY2021 and thereafter the City will focus on implementation of the Climate Action Plan. Those activities include, but are not limited to:

- The efforts noted above, such as Newton Power Choice, Solar Phase 3, electrification of vehicles, sustainable materials management, the utility MOU, the Green Leadership Collaborative, HeatSmart, and increased energy efficiency (e.g., LED lighting in City buildings);
- A communications initiative, including work with volunteers and with members of the Newton Citizens Commission on Energy, to implement the Climate Action Plan;
- Continued exploration of technologies and the costs and benefits of building electrification;
- Development of a program to sequester greenhouse gas emissions through additional tree planting on private property in Newton and through support of a tree-planting program in Newton's Sister City in Nicaragua.

Municipal Electricity and Gas Contracts

The City purchases its electricity and gas supply from third party suppliers to get better and more stable rates.

Natural gas: The City entered into a new gas contract covering a four -year period from Nov. 1, 2019 through Oct. 31, 2023. Under this new contract the City's gas prices decreased 21% from \$.676 per therm to \$.529 per therm. Annualized savings to the City in FY 2021 will be \$247,713 based on FY 2019 gas use. Note that gas and electric use will decline in the last quarter of FY 2020 due to school closings.

Electricity: The City has been enjoying considerable savings from its current electricity contracts which began on Dec. 1, 2018 and will expire Nov. 30, 2020. In FY 2019 the City saved \$685,000 on its electricity costs compared to the Eversource basic service rate. FY 2020 savings are estimated to be \$456,000 based on 2019 electricity use. This difference in savings is due to lower Eversource basic service rates in FY 2020. The City is working on a new multiyear electricity contract that will begin Dec. 1, 2020.

RECs (Renewable Energy Credits): The City has been purchasing additional electricity RECs through a three year contract that runs concurrent to the electricity contract. The City has purchased 1,050 RECs per year from a wind turbine in Plymouth Mass. which is the equivalent of 5% of if total use.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 103 - EXECUTIVE

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

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
EXECUTIVE SUMMARY						
51 - PERSONAL SERVICES	811,668	803,679	770,997	830,519	890,074	59,555
52 - EXPENSES	59,877	105,711	153,966	110,100	61,100	-49,000
57 - FRINGE BENEFITS	107,639	85,913	102,143	116,562	137,980	21,418
TOTAL DEPARTMENT	979,184	995,304	1,027,106	1,057,181	1,089,154	31,973
EXECUTIVE						
51 - PERSONAL SERVICES	742,782	741,318	711,578	768,836	826,809	57,973
52 - EXPENSES	59,877	105,711	153,930	110,100	61,100	-49,000
57 - FRINGE BENEFITS	88,977	67,128	81,284	94,527	115,134	20,606
TOTAL EXECUTIVE	891,636	914,157	946,791	973,464	1,003,043	29,579
CITIZEN ASSISTANCE						
51 - PERSONAL SERVICES	68,886	62,361	59,419	61,683	63,265	1,582
52 - EXPENSES	0	0	36	0	0	0
57 - FRINGE BENEFITS	18,662	18,786	20,860	22,035	22,846	811
TOTAL CITIZEN ASSISTANCE	87,548	81,146	80,314	83,717	86,111	2,393

FUND: 0001 - GENERAL FUND
DEPARTMENT: 103 - EXECUTIVE

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
103 - EXECUTIVE							
0110320 - EXECUTIVE							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	742,782	657,008	672,534	699,429	745,529	46,100
511101	PART TIME < 20 HRS/WK	0	43,724	38,294	68,657	70,380	1,723
514001	LONGEVITY	0	2,250	750	750	900	150
515002	SEVERANCE PAY	0	2,452	0	0	0	0
515006	VACATION BUY BACK	0	35,885	0	0	0	0
519700	CURRENT YEAR WAGE RE	0	0	0	0	10,000	10,000
TOTAL PERSONAL SERVICES		742,782	741,318	711,578	768,836	826,809	57,973
EXPENSES							
524010	OFFICE EQUIPMENT R-M	0	61	0	300	300	0
527400	RENTAL - EQUIPMENT	3,600	4,702	2,361	5,000	5,000	0
530100	CONSULTANTS	2,600	450	19,478	10,000	0	-10,000
530101	CULTURE PLAN CONSULT	0	30,000	29,950	0	0	0
530102	CLIM ACTION PLN CONSUL	0	30,000	50,000	25,000	0	-25,000
534010	TELEPHONE	1,080	795	855	800	800	0
534020	CELLULAR TELEPHONES	3,140	4,319	3,891	5,000	4,000	-1,000
534100	POSTAGE	1,999	976	399	5,000	1,500	-3,500
534200	PRINTING	4,001	4,907	2,360	5,000	3,000	-2,000
542000	OFFICE SUPPLIES	479	2,547	638	4,000	2,500	-1,500
546100	RECREATION SUPPLIES	347	0	0	0	0	0
571000	VEHICLE USE REIMBURSE	104	113	129	0	0	0
571100	IN-STATE CONFERENCES	0	875	428	3,000	1,000	-2,000
571200	REFRESHMENTS/MEALS	1,702	9	954	2,000	1,000	-1,000
572000	OUT-OF-STATE TRAVEL	0	0	1,879	0	0	0
573000	DUES & SUBSCRIPTIONS	40,825	25,956	40,608	45,000	42,000	-3,000
TOTAL EXPENSES		59,877	105,711	153,930	110,100	61,100	-49,000
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,081	655	1,420	1,746	1,746	0
57HLTH	HEALTH INSURANCE	71,423	51,438	60,775	71,132	87,683	16,551
57LIFE	BASIC LIFE INSURANCE	227	137	113	114	114	0
57MEDA	MEDICARE PAYROLL TAX	10,342	10,432	9,954	10,835	11,337	502
57OPEB	OPEB CONTRIBUTION	5,905	4,466	9,021	10,701	14,254	3,553
TOTAL FRINGE BENEFITS		88,977	67,128	81,284	94,527	115,134	20,606
TOTAL EXECUTIVE		891,636	914,157	946,791	973,464	1,003,043	29,579

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110329 - CITIZEN ASSISTANCE							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	68,886	62,361	59,419	61,683	63,265	1,582
TOTAL PERSONAL SERVICES		68,886	62,361	59,419	61,683	63,265	1,582
EXPENSES							
559300	AWARDS & TROPHIES	0	0	36	0	0	0
TOTAL EXPENSES		0	0	36	0	0	0
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	517	528	560	582	582	0
57HLTH	HEALTH INSURANCE	14,975	15,452	17,578	18,281	19,012	731
57LIFE	BASIC LIFE INSURANCE	57	52	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	882	727	586	894	917	23
57OPEB	OPEB CONTRIBUTION	2,231	2,027	2,080	2,220	2,278	57
TOTAL FRINGE BENEFITS		18,662	18,786	20,860	22,035	22,846	811
TOTAL CITIZEN ASSISTANCE		87,548	81,146	80,314	83,717	86,111	2,393
TOTAL EXECUTIVE		979,184	995,304	1,027,106	1,057,181	1,089,154	31,973

CITY OF NEWTON BUDGET PERSONNEL DETAIL

Account	Position Title	Benefits Date		Holiday						
	Employee Name	Hire Date	Yrs. Service	Longevity	OPEB	Add Comp	Grade	F.Y.	FTE	GROSS
103 - EXECUTIVE										
0110320 - EXECUTIVE										
511001	MAYOR	1/1/2010				0		FY 2020	1.00	125,963
	FULLER, RUTHANNE	1/1/2010	10.5	0	0	0	HXXX	FY 2021	1.00	125,482
	CHIEF FINANCIAL OFFICER	4/12/2010				0		FY 2020	1.00	166,166
	LEMIEUX, MAUREEN	4/12/2010	10.22	900	0	0	H17-28	FY 2021	1.00	170,498
	CHIEF OPERATING OFFICER	1/16/2018				0		FY 2020	1.00	166,166
	YEO, JONATHAN	1/16/2018	2.46	0	6,048	0	H17-28	FY 2021	1.00	167,988
	COMMUNITY ENGAGEMENT &	1/2/2018				0		FY 2020	1.00	68,138
	HANSON, DANA	1/2/2018	2.5	0	2,517	0	H7-9	FY 2021	1.00	69,914
	DIRECTOR OF COMMUNITY C	1/2/2018				0		FY 2020	1.00	65,404
	ISHKANIAN, ELLEN	1/2/2018	2.5	0	2,416	0	H6-12	FY 2021	1.00	67,109
	FINANCIAL ANALYST	8/2/2017				0		FY 2020	1.00	54,196
	GAUTHIER, RYAN	8/2/2017	2.91	0	0	0	H5-5	FY 2021	1.00	55,609
	EXECUTIVE AIDE TO THE M	1/3/2018				0		FY 2020	1.00	52,618
	NIGHMAN, SAM	1/3/2018	2.49	0	1,944	0	H5-3	FY 2021	1.00	53,989
ENERGY COACH						0		FY 2020		0
	VACANT, VACANT			0	1,330	0	HXXX	FY 2021	1.00	34,940
Account Totals:						0		FY 2020	7.00	698,651
				900	14,254	0		FY 2021	8.00	745,529
511101	SUSTAINABILITY MANAGER	2/1/2017				0		FY 2020	0.49	47,157
	BERWICK, ANN	2/1/2017	3.42	0	0	0	H11-7	FY 2021	0.49	48,380
	BOARDS & COMMISSIONS CO	1/25/2016				0		FY 2020	0.49	21,500
	TIMBERS, AMALIA	1/25/2016	4.43	0	0	0	QQQ	FY 2021	0.49	22,000
Account Totals:						0		FY 2020	0.98	68,657
				0	0	0		FY 2021	0.98	70,380
TOTAL EXECUTIVE						0		FY 2020	7.98	767,308
						900	14,254	FY 2021	8.98	815,909
0110329 - CITIZEN ASSISTANCE										
511001	CITIZENS ASSISTANCE OFF	1/8/2018				0		FY 2020	1.00	62,579
	PLAZONJA, LINDA	1/8/2018	2.48	0	2,278	0	H6-9	FY 2021	1.00	63,265
Account Totals:						0		FY 2020	1.00	62,579
				0	2,278	0		FY 2021	1.00	63,265
TOTAL CITIZEN ASSISTANCE						0		FY 2020	1.00	62,579
						0	2,278	FY 2021	1.00	63,265
TOTAL EXECUTIVE						0		FY 2020	8.98	829,887
						900	16,531	FY 2021	9.98	879,174