



Finance Committee Budget Agenda

City of Newton **In City Council**

Monday, June 1st, 2020

The Finance Committee will hold this meeting as a virtual meeting on Monday, June 1st, 2020 at 7:00 pm. To view this meeting use this link at the above date and time: <https://us02web.zoom.us/j/940798849>

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 940 798 849

Items scheduled for discussion:

Referred to Public Safety & Transportation and Finance Committees

#256-20

Transfer \$100,000 for new Police Cruisers

HER HONOR THE MAYOR requesting authorization to repurpose and transfer the sum of one hundred thousand dollars (\$100,000) from Comptroller's Reserve Acct #01C20107-585010 originally set aside for a Police Incident Command Vehicle to new Police Cruisers.

Public Safety & Transportation Approved 7-0 on 05/28/20

Referred to Public Facilities and Finance Committees

#255-20

Transfer \$400,000 to the DPW Roads Program

HER HONOR THE MAYOR requesting authorization to repurpose and transfer the sum of four hundred thousand dollars (\$400,000) from Acct #01C10402-579500 originally set aside for DPW 25% Design of Washington Street to the DPW Roads Program to repair the roadway section of Washington Street between Chestnut Street and Walnut Street.

Public Facilities Approved 8-0

#253-20

Transfer \$30,000 for Citywide Accessible Pedestrian Signals (APS) Installation project

HER HONOR THE MAYOR requesting authorization to transfer the sum of thirty thousand dollars (\$30,000) from FY20 Current Year Budget Reserve Act #0110498-5790 to Acct #01C40120 for the purpose of funding Phases 3 of 3 phases of the Citywide Accessible Pedestrian Signals (APS) installation project.

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 Public Safety & Transportation and Finance Committees

- #260-20** **Authorization to expend a MassDOT grant in the amount of \$80,000**
HER HONOR THE MAYOR requesting authorization to accept and expend an eighty thousand dollar (\$80,000) grant from the MassDOT's Workforce Transportation Program with twenty thousand dollars (\$20,000) in match funding to expand the Bluebikes system.
Public Safety & Transportation Approved 6-0-1, Councilor Malakie abstaining on 05/22/20

Referred to Public Safety & Transportation and Finance Committees

- #261-20** **Accept six Bike Share Stations from MetroFutures Inc.**
HER HONOR THE MAYOR requesting authorization to accept six bike share stations worth approximately two hundred twenty-four thousand two hundred fifty-seven dollars (\$224,257) in conjunction with the expansion of the Bluebikes system.
Public Safety & Transportation Approved 6-0-1, Councilor Malakie abstaining on 05/22/20

PLEASE BRING YOUR BUDGET, CIP BOOKS AND SUPPLEMENTAL CIP

DEPARTMENT BUDGET & CIP DISCUSSIONS:

Comptroller

Treasury

Human Resources

Financial Information Systems

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.

Chairs Note: *Chief Financial Officer Maureen Lemieux will provide an update on the expenditure of funds for COVID-19 as related to item #239-20.*

Respectfully submitted,

Rebecca Walker Grossman, Chair



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

256-20
Telephone
(617) 796-1100
Telefax
(617) 796-1113
TDD
(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 repurpose and transfer the sum of \$100,000 from Acct # 01C20107-585010 originally set aside for a Police Incident Command Vehicle.

The Coronavirus Pandemic has dramatically changed our world. The financial impact to the City's FY2021 Revenues due to the COVID-19 economic shutdown will be significant. Consequently, plans must be deferred and initiatives postponed. Realistically, it may take us a few years to recover financially from the devastating effects of closing our economy.

Two months ago, we intended to request \$350,000 for police cruiser replacements, an amount in line with the previous year. We have made the difficult decision of reducing this annual request to purchase police cruisers by \$150,000 to \$200,000. The Chief of Police believes that the City would be better served by repurposing the \$100,000 for the Police Incident Command Vehicle for a higher priority, the new cruisers.

With this change, we will be spending \$300,000 on police cruisers in FY21.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

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



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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(617) 796-1100
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Honorable City Council
Newton City Hall
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Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to repurpose and transfer the sum of \$400,000 from the Comptroller's Reserve Acct # 01C10402-579500 originally set aside for DPW 25% Design of Washington Street to the DPW Roads Program.

The Coronavirus Pandemic has dramatically changed our world. The financial impact to the City's revenues due to the COVID-19 economic shutdown will be significant. Consequently, plans must be deferred and initiatives postponed. Realistically, it may take us a few years to recover financially from the devastating effects of closing our economy.

The roadway section of Washington St between Chestnut St and Walnut St is in desperate need of repair and paving. The repair and paving need to happen over the next year to avoid a costly and disruptive reclamation process which will be required if the road deteriorates any further; performing this repair now will add 8-10 years additional life to the street. The total cost of this project will approximate \$700,000. Funding from the roads program will make up the required difference.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
MAY 4 4 53 PM
CITY CLERK
NEWTON, MA. 02459

Cassidy Flynn

From: Brendan Keegan <brendan@bikenewton.org>
Sent: Tuesday, May 26, 2020 11:45 AM
To: Cassidy Flynn
Cc: Ruthanne Fuller
Subject: Public Facilities Meeting 5/27 Agenda Item #255-20

[DO NOT OPEN links/attachments unless you are sure the content is safe.]

Dear Cassidy,

I'm writing on behalf of Bike Newton to express concern over the transfer and repurpose of \$400,000 that was intended to be used for the pilot of a road diet that would inform the 25% design of Washington Street. The redesign of Washington Street is a vital project to improve the safety of this dangerous corridor. Washington St. at Lowell Ave. is in the top 5% for motor vehicle crashes in Newton, according to MassDOT data. Recent speed data collected by the City of Newton shows that the 85th percentile speed on Washington St. at Cross Street is anywhere from 38mph to as high as 52mph.

Washington Street has been studied for the last 10 years by professionals in the field of planning like Peter Furth of Northeastern University and Stephanie Pollack of MassDOT. The city also undertook an effort to imagine the future of Washington Street called Hello Washington!. All of the studies of this corridor have identified the need for safer pedestrian crossings, protected bike facilities, and better access to bus stops. Data from Strava and Lime bike show that Washington Street is a heavily used route for bikes despite having no bike accommodations.

We understand that the city's budget has taken a hit because of the pandemic. This project is an opportunity to improve the safety of Washington Street, not just repave the same dangerous roadway. In order to improve safety the city can re-stripe the lanes to 11 feet, down from the current 13 feet. Wide lanes promote speeding and lead to more crashes and more severe crashes. The city should also install a temporary protected bike lane along the south side of Washington St. from Chestnut to Lowell. This will provide safer facilities for people on bikes and allow more space for people waiting at bus stops on a stretch where there is currently no sidewalk.

We would also like to know how the repurposing of this money would affect the timeline for the reconstruction of Washington Street and what the city's plans are to move forward with the pilot of a road diet and the 25% design for Washington Street. This is a vital corridor as we start to reopen the economy and we have an opportunity to improve Washington Street's safety and commercial viability. Simply repaving the street without any safety enhancements will be an opportunity squandered.

Thank you,
 Brendan Keegan

--

Brendan Keegan
President, Bike Newton
www.bikenewton.org
 @bikenewton

Bike Newton, a 501c3 organization promoting bicycling as a viable method of transportation in Newton, MA. Bicycling should be safe and convenient for all. Bike Newton is 1800 members strong.

Cassidy Flynn

From: James McGonagle
Sent: Wednesday, May 27, 2020 3:02 PM
To: Cassidy Flynn
Cc: Shawna Sullivan
Subject: FW: Public Facilities Meeting 5/27 Agenda Item #255-20

Sorry Cassidy, meant to include you on this.

From: James McGonagle
Sent: Wednesday, May 27, 2020 2:59 PM
To: brendan@bikenewton.org
Cc: Alison M. Leary <aleary@newtonma.gov>; Barney Heath <bheath@newtonma.gov>; Jason Sobel <jsobel@newtonma.gov>; Nicole Freedman (nfreedman@newtonma.gov) <nfreedman@newtonma.gov>; Jonathan Yeo (jyeo@newtonma.gov) <jyeo@newtonma.gov>
Subject: FW: Public Facilities Meeting 5/27 Agenda Item #255-20

Dear Mr. Keegan,

Due to the situation we are all facing, the City had to make some extremely difficult budget decisions in a very short period of time. We share the same goals to improve safety along the Washington Street corridor, especially for pedestrians and cyclists. The decision to move this exciting pilot out until we have a true understanding of the impacts to the City budget is disappointing for us all, but it will move forward once funding allows us to do so.

The need to resurface the existing Washington Street is based on the current poor pavement conditions and will help extend the useful life the pavement structure for years to come. Any further deterioration of this section of Washington St will force the City to have perform asphalt reclamation which can be up to three times the cost of a normal paving operation. It is important to act now and avoid these additional costs. This needed maintenance work is not a lost opportunity to redesign the roadway as part of a long-term major construction project. That said, we are always looking to make improvements, and we now develop pavement marking plans for all roadways that are repaved, rather than simply replicating the previous pavement markings. While we won't be able to make any major changes as part of this roadway maintenance, we will bring this topic to our Complete Streets Group to review options prior to any work being performed.

Sincerely,

Jim

James McGonagle
Commissioner of Public Works
City of Newton, MA
617-796-1015
jmcgonagle@newtonma.gov

Boston University

Department of Earth and Environment
685 Commonwealth Avenue
Boston, Massachusetts 02215-1401



May 26, 2020

The Honorable Ruthanne Fuller
Mayor, City of Newton
1000 Commonwealth Ave.
Newton Centre, MA 02459

Dear Mayor Fuller,

We are writing to express concern about your proposal in the [Supplemental Capital Improvement Plan FY2021-FY2025](#) to transfer \$400,000 from the fund for a 25% conceptual design for the Washington St. Corridor, for “immediate road repairs” on Washington Street between Chestnut Street and Walnut Street.

Our concern stems from our [research](#) and [advocacy](#) on gas leaks in Newton and greater Boston over the last several years. In 2019, the Gas Leak Allies, convened by Mothers Out Front and including Dr. Phillips, published [Rolling the Dice](#), a report on the safety of gas pipelines in Massachusetts.

It is our informed opinion that public safety and best use of scarce resources requires repairing the leaking gas pipelines before paving the road. There are two leak prone gas mains underneath Washington Street. National Grid reports eight unrepaired gas leaks along this portion of Washington Street, and a leak survey Dr. Phillips conducted with Gas Safety USA over the last two weeks of May, 2020 found nine leaks.

For your review we created this [google slide deck](#) that summarizes results from our gas leak survey and other information about the presence and condition of leaking gas pipelines underneath Washington Street. We will be happy to walk you and other stakeholders through these slides.

Leaks only grow over time, and no leak can be considered indefinitely “safe.” Moreover, gas leaks degrade air quality. And, our recent survey found gas concentrations in the root zones of dead and dying trees on this portion of Washington Street.

National Grid needs to first repair the leaks to avoid future repairs that will puncture new pavement and seed potholes.

Requiring National Grid to repair the gas leaks prior to paving will cost Massachusetts ratepayers around \$50-\$100k, compared to replacing 0.9 miles of two pipelines, which may cost

Boston University

Department of Earth and Environment

ratepayers about \$2M-\$3.5M¹. Triaging the leaking pipes by patching them extends the useful life of the old pipes and the road surface while avoiding locking-in fossil fuel infrastructure that is inconsistent with Newton's Climate Action Plan. Therefore we recommend pipeline repair rather than replacement.

Thank you for your attention to this issue.

Sincerely,



Nathan Phillips
Professor
Department of Earth and Environment
Boston University

Rachel Adler-Golden
Cindy Calloway
Ellie Goldberg
Elaine Landes
Melanie Renaud
Karen Slote
on behalf of Mothers Out Front Newton



¹[Rolling the Dice](#), p. 55

Cc:

Councilor Alison M. Leary, Chair
Public Facilities Committee
Newton City Council

Councilor Rebecca Walker Grossman, Chair
Finance Committee
Newton City Council

David Olson, Clerk
Newton City Council

City of Newton



DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

May 27, 2020

Nathan Phillips
Professor
Department of Earth and Environment
Boston University

And

Representatives of Mothers Out Front

Dear Mr. Phillips and Representatives of Mothers Out Front:

I am writing in response to your letter expressing concern regarding reallocating \$400,000 originally allocated for a 25% conceptual design of Washington Street from Chestnut Street and Lowell Avenue. The proposal is to reallocate these funds to pave this section of Washington Street, which is in danger of failing.

We are currently working with National Grid to coordinate the paving of this section of Washington Street with the repair of the gas main in this section of the street. Our Associate City Engineer John Daghlion is in contact with his counterpart at National Grid to ensure that these leaks are addressed before paving. National Grid is in the process of evaluating the main and developing a plan to address the leaks.

The Department of Public Works continues to hold a monthly meeting with National Grid to ensure that both parties are aware of respective projects within the City of Newton. These meetings enable the City and National Grid to work efficiently to replace mains and/or address leaks before paving roadways.

Please let me know if you have any further concerns or questions.

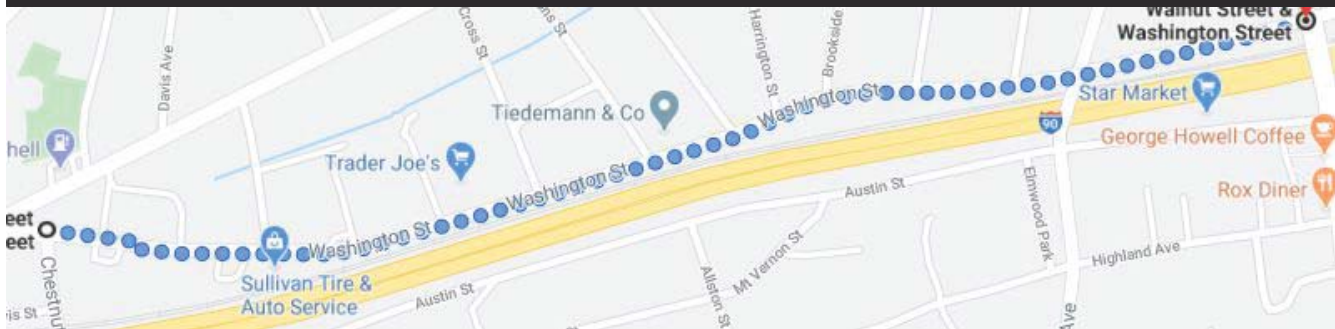
Sincerely,

James McGonagle

James McGonagle
Commissioner

Telephone: (617) 796-1009 • Fax: (617) 796-1050 • jmcgonagle@newtonma.gov

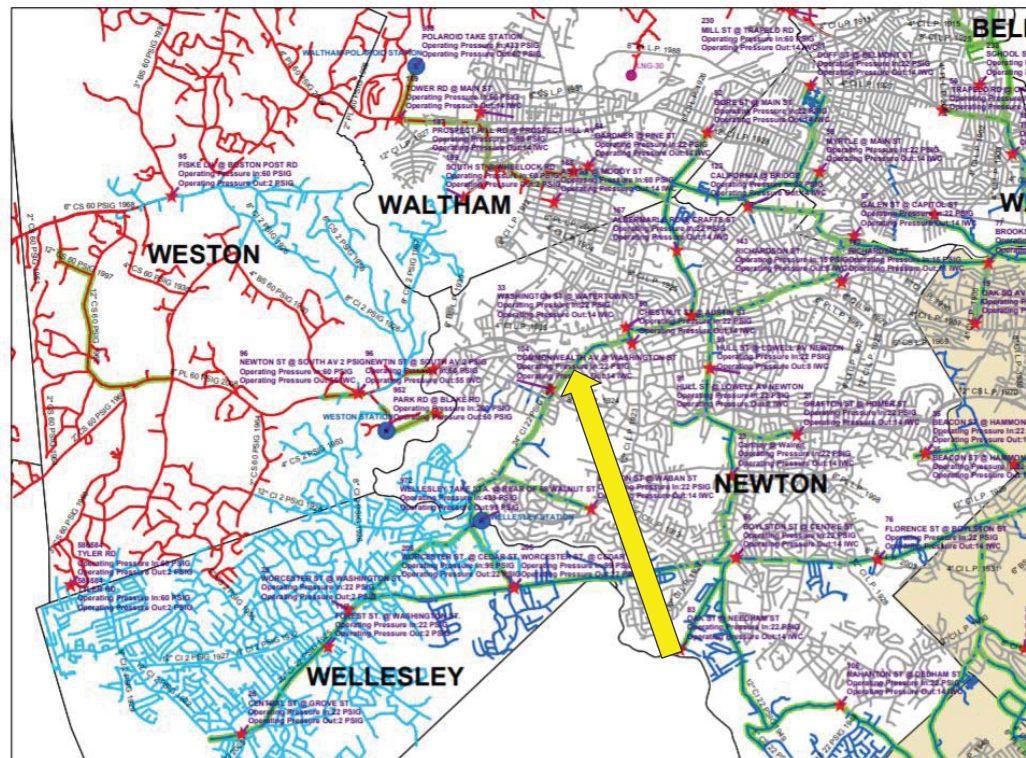
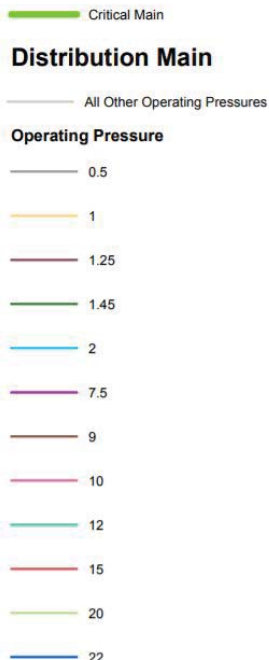
Washington St., Newton Gas Leaks: May, 2020



Nathan Phillips, Boston University
Bob Ackley, Gas Safety USA

Washington St: “critical main”²⁵⁵⁻²⁰”

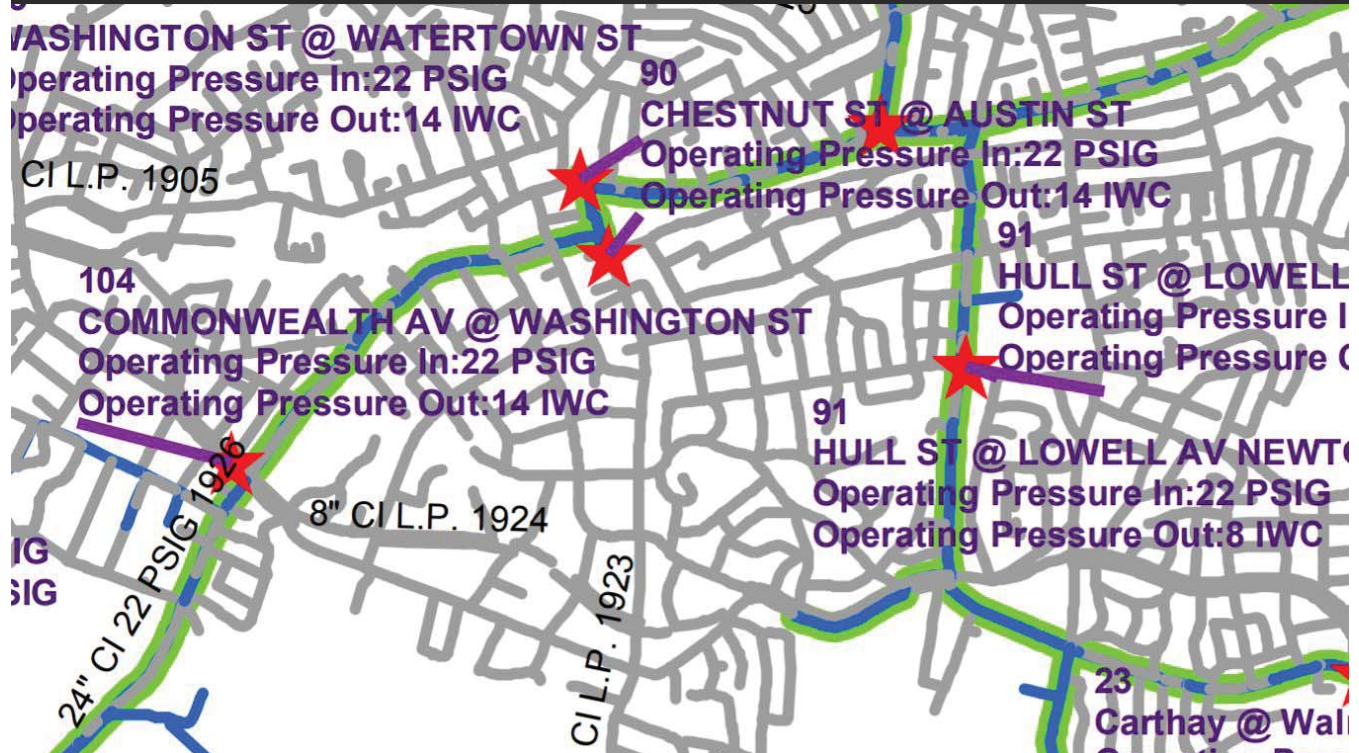
LEGEND



Leak-prone Gas Infrastructure

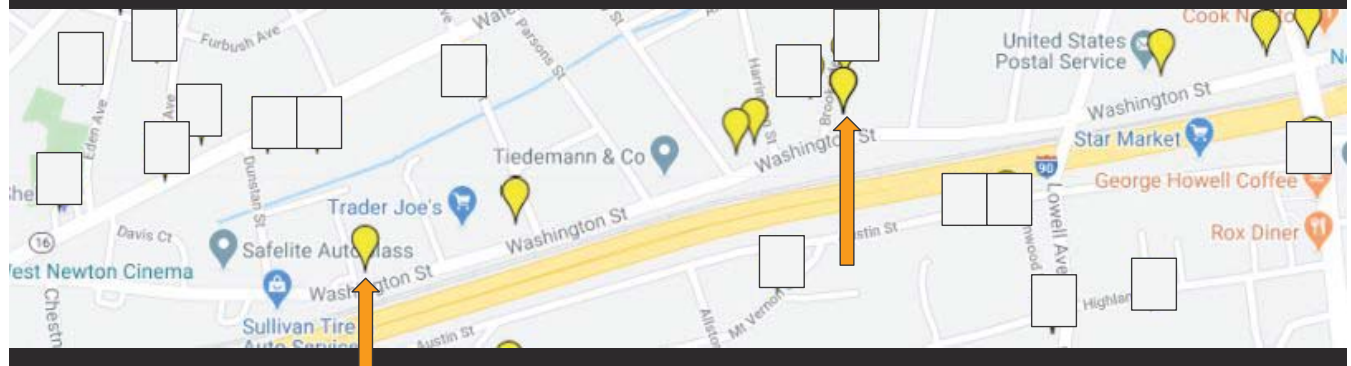
255-20

- One 24" Cast Iron "critical main", 22 psi main, 1926
- One 10" Cast Iron, 0.5 psi main, age unknown



8 utility-reported unrepaired leaks between Chestnut & Walnut

255-20



-Six leaks on Washington St.;
two leaks at cross-street
corners (Eddy, Harrington)

-Two leaks listed as "Grade 2"

- Six leaks listed as "Grade 3"

National Grid leak grade definitions:

Grade 1: Leaks must be responded to immediately, and we do not leave the scene until they are repaired.

Grade 2: Leaks are non-hazardous and must be monitored every six months and scheduled for repair within a year.

Grade 3: Leaks are non-hazardous at the time of detection and rechecked periodically and there is no requirement to repair them outside of Gas Main replacements.

255-20

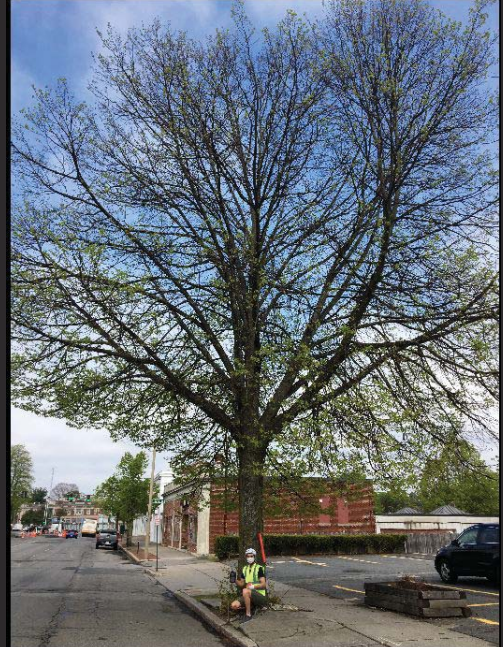


255-20



Tree damage found

255-20



1 of 2 recently planted Larches (both dead, gas in root zones).

Mature Linden (dying, 25% gas in root zone)

255-20

Takeaways:

- We detected 9 leaks on Washington St. between Chestnut St. & Walnut St.; NGrid reports 8 leaks.
 - Tree damage associated with gas in soil
 - There is no such thing as a “safe” gas leak.
 - Gas leaks only grow larger over time.

Costs*:

0.9 Mile pipeline replacement x 2 mains ~ \$2M to \$3.5M
(ratepayers)

Repairing 9 leaks x \$5k-\$10k/leak ~ \$50-\$100k
(ratepayers)

*[Rolling The Dice](#), p. 55



Extra slides follow:

Gas Safety Incorporated 16 Brook Lane Southborough, Massachusetts 01772 774-922-4626 Date: <u>5-28-20</u> Survey Type: <u>Grade</u> Address: <u>WASHINGTON STREET</u> City/Town: <u>NEEDHAM</u> Sketch: Comments: Surveyed By: <u>B. Bailey</u>	Gas Safety Incorporated 16 Brook Lane Southborough, Massachusetts 01772 774-922-4626 Date: <u>5-28-20</u> Survey Type: <u>Grade</u> Address: <u>WASHINGTON STREET</u> City/Town: <u>NEEDHAM</u> Sketch: Comments: Surveyed By: <u>B. Bailey</u>	Gas Safety Incorporated 16 Brook Lane Southborough, Massachusetts 01772 774-922-4626 Date: <u>5-28-20</u> Survey Type: <u>Grade</u> Address: <u>WASHINGTON STREET</u> City/Town: <u>NEEDHAM</u> Sketch: Comments: Surveyed By: <u>B. Bailey</u>	Gas Safety Incorporated 16 Brook Lane Southborough, Massachusetts 01772 774-922-4626 Date: <u>5-28-20</u> Survey Type: <u>Grade</u> Address: <u>WASHINGTON STREET</u> City/Town: <u>NEEDHAM</u> Sketch: Comments: Surveyed By: <u>B. Bailey</u>
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Extra slide: the receipts (leak reports)

Gas mains aren't always straight



The 24" critical main shifts over here from south to the north side of the street



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

253-20

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(617) 796-1100

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rfuller@newtonma.gov

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 sum of \$30,000 from FY20 Current Year Budget Reserve Acct # 0110498-5790 to Acct # 01C40120 for the purpose of funding Phase 3 of 3 phases of the Citywide APS Installation project.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

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

Accessible Pedestrian Signals (APS) - Remaining Locations

City of Newton

2020-04-29

Intersection Location	APS Units Needed	Unit Cost	Location Cost
Commonwealth Avenue at Washington Street	2	\$1,000.00	\$2,000.00
Crafts Street at Waltham Street/Harding Street	2	\$1,000.00	\$2,000.00
Commonwealth Avenue at Auburn Street (west)	3	\$1,000.00	\$3,000.00
Washington Street at I-90 WB Off-Ramp (Exit 16)	4	\$1,000.00	\$4,000.00
Centre Street at Centre Avenue	1	\$1,000.00	\$1,000.00
Waverly Avenue at Arlington Street (flashing ped beacon)	2	\$1,000.00	\$2,000.00
Waverly Avenue at Franklin Street (flashing ped beacon)	2	\$1,000.00	\$2,000.00
Langley Road at Langley Path (flashing ped beacon)	2	\$1,000.00	\$2,000.00
DPW Stock/No Installation	8	\$800.00	\$6,400.00
<i>Sub-Total</i>	26		\$24,400.00
		15% contingency	\$3,660.00
		Total	\$28,060.00
		Say	\$30,000.00



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

260-20 & 261-20

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rfuller@newtonma.gov

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

Honorable City Councilors:

I respectfully submit a docket item to your Honorable Council requesting the approval to accept and expend \$80,000 in grant funding from the MassDOT's Workforce Transportation Program to expand the Bluebikes system into Newton this summer. The City will provide \$20,000 in match funding and will contract with Motivate, the firm that manages the Bluebikes system in metro Boston. In addition, the City will be gifted the equipment (including bikes) for six bike share stations from MetroFutures Inc. valued at approximately \$224,257.

Attached is memo from Director of Transportation Planning Nicole Freedman regarding the grant. Also attached is the project summary submitted to MassDOT by the regional collaborative of Arlington, Chelsea, Newton and Watertown. Currently Bluebikes are operating within the Brookline-Cambridge-Boston-Somerville-Everett area.

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller

May 11, 2020

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2020 MAY 11 AM 11:37
CITY CLERK
NEWTON, MA. 02459



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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Barney S. Heath
Director

MEMORANDUM

Date: May 11, 2020
To: Maureen Lemieux, Chief Financial Officer
From: Nicole Freedman, Director of Transportation Planning
Cc: Barney Heath, Director of Planning
Subject: Request to Docket Item to Accept MassDOT Workforce Transportation Grant,
and bike stations for bike share

We request approval to accept and expend the following items to support Newton's planned bike share system.

1. \$80,000 in grant funding from MassDOT's Workforce Transportation Program
2. A gift of the equipment for six bike share stations including associated bikes from 501(c)(3) MetroFuture Inc, valued at approximately \$224,257.

The City is contracting with Motivate to provide operations for an expansion of the Bluebikes system into Newton in summer, 2020. The City will provide \$20,000 in match funding to assist with this launch.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO
Astrid Glynn, MassDOT Rail & Transit Administrator

260-20 & 261-20



February 5, 2020

Mr. Ben Cares
City of Chelsea
500 Broadway, Room 101-104
Chelsea, MA 02150

Dear Mr. Cares,

On behalf of Governor Baker and Lieutenant Governor Polito, I am pleased to notify you that the City of Chelsea has been competitively selected to receive a Workforce Transportation Program funding award for the following project(s):

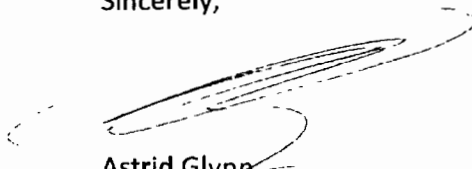
Bike-Share System Implementation Program in the amount of **\$340,000**

Providing more reliable and convenient travel options for workers will be an important component of our economic success. We are very pleased to support your effort in that area.

In the coming weeks, you will receive further information from the MassDOT Transit Unit detailing next steps. Please feel free to contact Thomas Schiavone (Thomas.Schiavone@dot.state.ma.us) if you have any questions in the meantime.

Thank you again for your continued commitment to improving transportation options across the Commonwealth.

Sincerely,



Astrid Glynn
Rail & Transit Administrator

MassDOT's 2019
Workforce Transportation Program Grant
A Bike-Share System Implementation Program
A Regional Application Between
Arlington, MA
Chelsea, MA
Newton, MA
Watertown, MA

Lead Contact for Application:
Benjamin Cares, Planner/Project Manager, City of Chelsea
617.466.4187, bcares@chelseama.gov



Town of Arlington

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3090

October 7, 2019

Alex Cox
Manager of Transit Grant Programs
Massachusetts Department of Transportation
10 Park Plaza, Suite 4160
Boston, MA 02116

Re: Workforce Transportation Grant – Joint Bike Share/Blue Bikes Application

Dear Mr. Cox:

I am writing in support of the joint application from Arlington, Newton, Chelsea, and Watertown for capital investment to become part of the Bluebikes bike share program. A majority of residents from the Town of Arlington commute to Boston and Cambridge and would benefit greatly from an interoperable bike share system that would allow these workers to commute directly from Arlington to these cities via bike share.

Our bike share project will enable the first major expansion of Bluebikes beyond the inner core cities into neighboring communities. Expanding the Bluebikes bike share system, by adding twenty new stations in four new communities, is the best option for creating a truly regional and sustainable first/last mile transportation solution. We have seen the potential for bike share over the last two years with our Lime Bike system; we are confident that a fully integrated regional bike share system will provide even more benefits to our workers and residents.

The Town plans to put in a 20% share of the \$100,000 requested for our portion of the application, or \$20,000. We have requested capital funding through our budgetary process to pay for this match, which will need to be approved by Town Meeting in spring 2020.

Thank you for your consideration of this application. Should you have questions about this letter, please contact Daniel Amstutz, Senior Transportation Planner, at damstutz@town.arlington.ma.us or at 781-316-3093.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam W. Chapdelaine".

Adam W. Chapdelaine
Town Manager

Cc: Jennifer Raitt, Director, Department of Planning & Community Development



CITY OF CHELSEA, MA

City Hall, 500 Broadway • Chelsea, MA 02150

October 11, 2019

To Whom It May Concern,

I am pleased to submit our regional application for the MassDOT Workforce Transportation Program grant with partner municipalities Arlington, Newton and Watertown. Our bike share project will enable the first major expansion of Bluebikes beyond the inner core cities of Boston, Somerville, and Cambridge and into neighboring communities and gateway cities.

Expanding the Bluebikes bike share system, by adding twenty new stations in four new communities, is the best option for creating a truly regional and sustainable first/last mile transportation solution.

We have seen the potential for bike share over the last two years with our Lime Bike system; we are confident that a fully integrated regional bike share system will provide even more benefits to our workers and residents.

Thank you for your consideration of our regional application.

Sincerely,

Thomas G. Ambrosino

City Manager

City of Chelsea



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100
Fax
(617) 796-1113
TDD/TTY
(617) 796-1089
Email
rfuller@newtonma.gov

October 11, 2019

Astrid Glynn
Rail and Transit Administrator
MassDOT Rail and Transit Division
10 Park Plaza, Suite 4160
Boston, MA 02116

Dear Astrid,

I am pleased to submit our collective application for a MassDOT Workforce Transportation Program grant with partner municipalities Arlington, Chelsea and Watertown for a bike share project.

Our bike share project will enable the first major expansion of Bluebikes beyond the inner core cities into our neighboring communities. Expanding the Bluebikes bike share system, by adding twenty new stations in four new communities, is an excellent option for creating a truly regional and sustainable first/last mile transportation solution. We have seen the potential for bike share over the last two years with our Lime Bike system; we are confident that this fully integrated regional bike share system will provide even more benefits to employees and residents. Newton is prepared to commit \$20,000 as match (subject to City Council approval) to \$80,000 in grant money requested for five bike stations in Newton.

Thank you for your consideration of our collective application.

Sincerely,

Ruthanne Fuller

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

Mayor, City of Newton



Watertown Town Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Anthony J. Donato,
Councilor At Large

Susan G. Falkoff,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounellis,
District A Councilor

Lisa J. Feltner,
District B Councilor

Vincent J. Piccirilli, Jr.,
District C Councilor

Kenneth M. Woodland
District D Councilor

October 8, 2019

Ms. Astrid Glynn
Rail and Transit Administrator
MassDOT
Ten Park Plaza, Suite 4160
Boston, MA 02116

Re: MassDOT Workforce Transportation Program

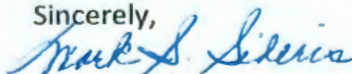
Dear Ms. Glynn:

Watertown is submitting a second application for the Workforce Transportation Program, for a joint program with Newton, Arlington and Chelsea, to launch a bike share program that would expand BlueBikes into the four communities. Watertown has been hosting LimeBikes for the past year and a half, with some success. However, a limiting factor for the LimeBikes program is that bikes cannot be taken into Boston and Cambridge, and therefore cannot be used to access the MBTA subway stations. Expanding BlueBikes into Watertown could potentially greatly increase our public transit ridership. Transit use by residents is lower than it could be because it consists only of buses. BlueBikes would provide residents with an additional means to access the Red and Green Lines. In addition, Watertown has a growing supply of office and lab space, with many new employees coming to Watertown from varying locations. BlueBikes would therefore serve both employees coming into Watertown and residents leaving Watertown during peak commuting hours. We think this could have an impact on congestion and air quality.

The Watertown Town Council strongly supports the application of the four communities, Watertown, Newton, Arlington and Chelsea, to help fund a regional bike share program. In addition to expanding transportation choices in Town, we value the opportunity to develop a regional transportation network with our neighboring communities. The Town is committed to providing a local match (\$20,000), using our TNC funds.

We thank you for your consideration of our project, and look forward to working with you on it.

Sincerely,


Mark S. Sideris
Council President
MSP



185 Berry Street
Suite 5000
San Francisco, CA 94107

10.8.2019

Mr. Alex Cox

Manager of Transit Grant Programs

Massachusetts Department of Transportation

10 Park Plaza, Suite 4160

Boston, MA 02116

Dear Mr Cox,

Lyft is pleased to submit this Letter of Commitment in support of the City of Chelsea's application to the Massachusetts Department of Transportation's Workforce Transportation Program.

As you know, Lyft currently operates the municipally-owned Bluebikes bikeshare system across five municipalities – Somerville, Cambridge, Boston, Everett and Brookline. We are always looking for ways to grow the system, and would be pleased to bring the Bluebikes service to Chelsea in the future if resources allow.

Specifically, we can commit to offering the following in conjunction with Chelsea's application for the

Workforce Transportation Program:

- Install at least \$100,000 of bikeshare equipment under an exclusive bikeshare program in Chelsea.

Please do not hesitate to reach out with any questions.

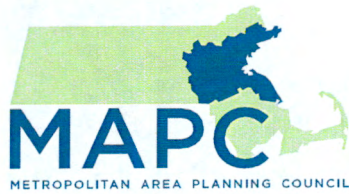
Sincerely,

Miller Nuttle

Miller Nuttle

Senior Manager, Bike and Pedestrian Policy

Lyft



SMART GROWTH AND REGIONAL COLLABORATION

October 11, 2019

Alex Cox

Manager of Transit Grant Programs

Massachusetts Department of Transportation

10 Park Plaza, Suite 4160

Boston, MA 02116

Dear Mr. Cox,

The Metropolitan Area Planning Council is pleased to submit a letter of support of the Town of Arlington and the Cities of Chelsea, Newton, and Watertown's grant application to the Massachusetts Department of Transportation Workforce Transportation Grant Program.

MAPC has worked in close partnership with these communities for the past two years to establish a regional bike share system that connects residents and employees to and from transit, and offers an alternative to vehicle travel for short trips. Advancing regional bike share is an important piece of our mission to promote smart growth and regional collaboration. Not only does bike share encourage more active transportation, but also helps alleviate the growing traffic congestion crisis impacting our region.

Arlington, Chelsea, Newton, and Watertown have all seen strong ridership and enthusiasm among residents for bike share. We are committed to continuing our work with these communities, Lyft, and the cities and towns currently served by the BlueBikes system to grow the network. Among many transportation and public health benefits, this expansion will also offer more residents the ability to bike to job centers in the region. MAPC has been a dedicated partner since the inception of this system, and we look forward to continuing to convene and facilitate these important discussions.

Thank you for your consideration, and please do not hesitate to reach out if you have any questions.

Sincerely,

Eric Bourassa

Director of Transportation

Metropolitan Area Planning Council

Erin Wortman, President | Adam Chapdelaine, Vice President | Samuel Seidel, Treasurer | Sandra Hackman, Secretary | Marc Draisen, Executive Director Metropolitan Area Planning Council | 60 Temple Place | Boston, Massachusetts 02111 | 617-933-0700 | 617-482-7185 fax | mapc.org

INTRODUCTION

The municipalities of Arlington, Chelsea, Newton and Watertown are seeking funding to supplement the capital and start-up costs of a bike-share system provided through Lyft's Bluebikes program. Through this partnership, the municipalities propose a coordinated effort consisting of contracting, marketing, deployment, and operational management.

Each municipality has seen significant ridership in their current bike-share systems under Lime. Unfortunately, Lime's contract will terminate at the beginning of May 2020, thus leaving our municipalities without a system, unless a viable alternative is financed, procured, and deployed. Inter-municipal consultations and public feedback have magnified the need to maintain a bike share system, with preferences expressed for a network with physical docking stations. Access to bicycle transportation is key for the municipalities, as the regional workforce increasingly depends on bicycling as a commuting method, particularly employees that work evening and overnight shifts after the MBTA has closed down.

The BlueBike system, overseen by Lyft, offers an opportunity to conceive a regional, integrative bike share system, underscored by the interoperability with the existing BlueBike network in Boston and surrounding communities. In order to contract with Lyft, municipalities must contribute \$100,000 (50%) to a total start-up cost of \$200,000. Once operational, Lyft will fully subsidize maintenance costs if the municipalities grant to Lyft the exclusive right to operate bike share systems in their jurisdiction. In order to continue a bike-share system within our municipalities, we are submitting this application to fund the implementation of the BlueBikes system at or around May 1st, 2020, in order to coincide with Lime's departure.

A regional expansion of a demonstrably successful bike-share system, evidenced by the experience of Boston, Cambridge, and Somerville, is an effective way to continue a promotion of a modal shift away from single occupancy vehicles within the municipalities, while serving demographic cohorts that are in need of innovative and cost-effective modes of transportation to and from their places of work.

Additionally, we have coordinated our efforts to establish a cohesive implementation plan, project scope, and budgetary forecast in order to demonstrate the feasibility of this project upon receipt of grant funding. This is underpinned by a comprehensive citizen outreach and engagement plan. This engagement approach is centered on informing the public of the availability and ease of use of bike sharing and soliciting input on the system's architecture and siting locations. Furthermore, we have also compiled letters of support from each City's Executive Officer, all of which are poised to lead the implementation of this system if grant funding is secured, as well as Lyft, whom have committed to fund a share of capital start-up costs.

The total project cost for each municipality is \$200,000, equaling a total project cost for all municipalities of \$800,000. Each municipality, as outlined within their attached respective budgets, has committed at least 20% matching funds in order to satisfy the grant requirement, through a combination of capital funding and/or Lyft's private commitment. Based on this financial plan,

Chelsea is requesting \$100,000 in MassDOT grant funds, while Arlington, Newton, and Watertown are each requesting \$80,000 in grant funds. Therefore, we respectfully request a total of \$340,000.

ANALYSIS OF LIME-BIKE DATA

Demonstrable ridership shows a demand for bike-share systems within our communities. For example, the Metropolitan Area Planning Council (MAPC) noted approximately 30,000 trips per month were observed across sixteen cities and towns from June through October. Ridership dropped significantly during winter months from January through March, but still maintained approximately 1,500 trips per month. In Table 1, we show each municipality's Lime bike ridership from April 1, 2018 through June 30th, 2019.

Table 1: Bike Share Applicant Municipalities (April 1st, 2018 to June 30th, 2019)

Municipality	Total Number of Trips	Total Weekday Trips	Total Weekend Trips
Arlington	17,327	12,592	4,734
Chelsea	13,455	10,138	3,317
Newton	19,420	14,314	5,106
Watertown	14,335	10,161	4,174
Total	64,537	47,205	17,332

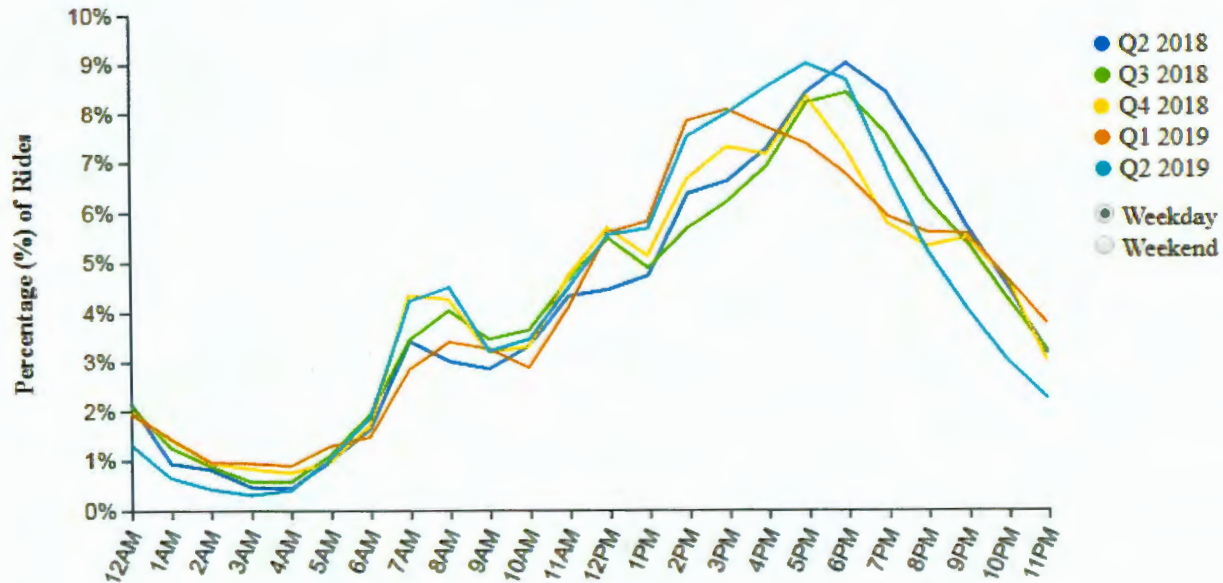
*MAPC's Dockless Bike Travel in Metro Boston Report

This data supports that there is a significant level of demand for bike-share within our municipalities. Additionally, as illustrated in the graph below, high levels of usage occurred during peak commuting hours, specifically during afternoon trips (Figure 1). According to MAPC Lime Data, which documented over 250,000 trips from April 1, 2018 to June 30th, 2019 the majority of rides occurred daily within evening peak hours.

Additionally, survey data (Attachment #1) collected by the MAPC illuminates our resident's usage of the existing bike-share systems for commuting purposes. A diverse cross-section of 233 riders were surveyed in order to assess their purposes for using Lime's bike-share system, yielding 78 riders stating they used Lime bike's system for commuting purposes. Therefore, with the continuation of a bike-share system, we estimate that our ridership post-implementation of the Bluebikes system will be comprised of at least 33% workforce or student commuters. Moreover, with targeted implementation of Bluebike stations within central business districts and careful coordination with businesses and other employers, our implementation plan will increase projected workforce ridership and promote further modal shift while providing an innovative, sustainable transportation mode to our communities.

Figure 1: MAPC Lime Data (2019)

Hourly Pattern of Trips by Quarter on Weekdays or Weekends



It is important to note that these ridership numbers are reflective of Lime's *dockless* system; however, we do not expect ridership to decrease in moving to a station-based system like Bluebikes. Rather, we believe that a regionally connected system within Boston's metropolitan region, with stations located at key public transit stops and station and businesses districts will demonstrably increase ridership, and specifically ridership within workforce populations.

Additionally, based on dialogue with Lyft and other BlueBikes partners, there is also a strong potential for the Bluebikes system to evolve towards hybrid docked and dockless bike types, pending action from the state legislature on the topic. In order for these hybrid bike systems to become more viable, however, a strong docked bike system must be established in order to develop financial stability and a robust initial rider network.

BENEFIT OF BLUEBIKES TO WORKFORCE TRANSPORTATION AND REGION

Through an analysis of existing bike-share data, we have demonstrated demand for the current bike-share system within each of our municipalities. We have also related how existing data demonstrates a potential need for bike-share systems within our workforce, through observations of peak usage during commuting hours, and through the MAPC survey results. Beyond this, the introduction of a Bluebikes system will increase ridership among our workforce populations if implemented in a way that benefits central business districts and key public transit locations.

Our implementation plan involves significant coordination with Lyft representatives and businesses in order to target locations that will benefit the largest population of potential riders while ensuring Lyft reaches their ridership and budgetary benchmarks. Lyft has communicated to each of our municipality's their desire to implement stations within central business districts and along key transit routes, as this benefits dense populations with characteristics that align with high usage and the potential to use bike-shares for commuting and daily purposes. We believe this will promote further usage of bike-share systems to commute to and from work directly and within first-mile and last mile-gaps between transit.

NATCO released a report on bike-share systems throughout the United States. Their review of bike-share data within Seattle, WA resulted in the following findings on docked systems versus dockless systems, which reinforces our assumptions on how a station-based bike-share system will benefit our municipality's workers:

"Data from Seattle suggests that dockless bike share may be used differently from station-based bike share systems in other places around the U.S. and world. For example, typically station-based systems generate the most trips on weekdays and use within the average day follows 9-5 commuting patterns. In 2017, 48% of all station-based bike share trips took place during rush hours (7-9AM or 4-6PM), and 76% of all trips took place on weekdays.¹

In contrast, dockless bike share in Seattle has an evening peak but no morning rush hour peak and trips are spread out over the day with highest use seen on weekends, suggesting more recreational use.

The presence of weekday and AM/PM rush hour peaks is important because it suggests that station-based systems are part of a city's overall transportation network and are used in the course of a typical commute to work or school. For instance, annual member surveys from Washington, DC and Chicago also show significant bike share to transit crossover: 65% of Capital Bike Share members and 42% of Divvy members respectively report using bike share as part of longer transit commutes."²

The findings of Seattle's study as published in NATCO also make a substantial case for the ability of bike-share systems to supplement public transportation routes, especially when effectively placed at key transit locations. Moreover, a transition from Lime's dockless system to the station-based system under Lyft will likely generate increased ridership among workers and residents alike, which will be furthered by the tactical siting of the BlueBikes docking systems in key employment centers, industry clusters, and central business districts.

Finally, Lyft provides financial accessibility of Bluebikes to low-income demographics through a robust low-income program. Low-income individuals tend to have diminishing affordability for expensive single-occupancy vehicles and rely heavily on public transportation. Through provision of an innovative solution to filling public transportation gaps within last-mile

¹ NATCO's Bike Share and Shared Micromobility Initiative, Bike Share in the U.S.: 2017

and first-mile trips, Bluebikes can provide a bike-share system that benefits a particular subset of a lower-income workforce population.

ENVIRONMENTAL IMPACT

Modal shifts from single-occupancy vehicles towards public transportation and bicycling may reduce congestion within Boston's metropolitan urban core and inner ring when coupled with other congestion reduction policy measures. Our municipalities are working towards infrastructure that promotes and accommodates walking, bicycling, and the use of public transit.

Notably, each of municipalities has participated to some degree within the Complete Streets initiative through MassDOT. Infrastructure improvements under this program include increased safety among cyclists through the implementation of bicycle lanes and signage programs which help to encourage cycling within our communities. Through our participation in this effort we have demonstrated our ability to provide adequate infrastructure in order to accommodate a regional bike-share system, and to further increase modal shifts within our municipalities.

Each of our municipalities has some level of characteristics that qualify them as Environmental Justice (EJ) communities (Attachment #3). We have vulnerable communities who are more susceptible than others to the impacts of pollutants and health hazards perpetuated by the use of cars and other motor-vehicles. Primarily, asthma rates have been reported state-wide by Mass.gov at the rate of 10.2% among adults and 12.9% among children. These rates are significantly higher among residents in close proximity to congested, densely populated, and highly traveled streets, who often fall within at least one of the three characteristics of EJ populations. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect these EJ communities.

The act of cycling produces virtually zero greenhouse gas emissions, making it enormously beneficial to the reduction of emissions state-wide. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect these EJ communities. We are confident that these metrics will result in a positive Air Quality Benefit Analysis (Attachment #2), resulting in significant reduction in CO₂ levels and other greenhouse gas emissions.

IMPLEMENTATION PLAN

Our implementation plan outlines our strategy once we have secured adequate funding to engage in a contract with Lyft, which would occur from May 2020 until May 2022, with the ability to continue this contract if each municipality chooses to do so.

1. Contract with Lyft

- a. Contract with Lyft would begin May 1st, 2020 and run for two years, with the option to renew the contract for another two years, and subsequently, an additional two years. That means each municipality has the opportunity to continuously contract with Lyft, to at least May of 2026 or potentially further
- b. The contract, per municipality, enables the installation of five bike-share stations through a commitment of \$100,000 by the municipality. Subsequently, Lyft covers all other yearly expenses related to Operations and Maintenance of the system

2. Site Suitability Assessment

- a. Municipal Staff create standardized methodology for selecting locations for each station, in consultation with stakeholders. This methodology will be consistently applied throughout all municipalities involved in this grant application. Municipal Staff will hold two (2) public meetings as part of this process to gather feedback on the assessment. Through their respective Complete Streets planning initiatives, the municipalities have conducted a gap analysis, which yielded findings that can be integrated into this assessment
- b. Public Right-of-Ways, transit hubs, dense residential areas, and business districts are primary targets in order to ensure active ridership and benefit to workforce population. Key indicators for consideration will include, but not be limited to, employment density, residential density, industry clusters, public transit stop and station locations, demography, and socioeconomic characteristics

3. Stakeholder Engagement

- a. Coordinate with community based non-profits and other entities that can promote the installation of stations and ensure residents will be aware of the locations and function of these stations.
- b. Engage with businesses in municipality in order to assess who within their workforce can benefit from bike sharing systems
- c. Promote effort during regularly scheduled municipal meetings, such as stakeholder committees, board and commission meetings, and executive leadership meetings
- d. Coordinate with local Chambers of Commerce and other trade, industry, and labor groups to collect feedback and disseminate information about the effort.

4. Public Engagement

- a. Hold public meetings to discuss installation of stations and ride share system; assess community feedback and tailor outreach efforts to increase awareness on bike safety and usage of ride sharing systems
- b. Installation involves delivery, off-loading, and placement of equipment. Installation does not require other attendant infrastructure, such as electrical connections, as the stations are self-sustaining

5. Installation of Stations

- a. Municipal Staff along with Lyft Representatives monitor the physical installation of stations
- b. Installation involves delivery, off-loading, and placement of equipment. Installation does not require other attendant infrastructure, such as electrical connections, as the stations are self-sustaining
- c. Overall 20 stations would be installed between our four municipalities with 15 bikes per station; therefore, 300 bikes would be introduced to the regional bike-share system

6. Monitoring of Ridership and Modal Shift

- a. Ongoing data collection from Lyft in order to assess ridership, rider habits, and benefit to workforce and other demographics within municipal populations
 - i. Three mechanics may be deployed in order to monitor activity and benefit of bike-share systems to workforce populations

1. First-mile and last-mile utility during peak commuting hours can be assessed through Lyft's amalgamation of data
2. Diverse cross-sectional surveying of Bluebike users by regional planning commissions like MAPC, or individually within municipalities, or through Lyft itself
3. Evaluation of ridership during off-hours of public transportation within Lyft amalgamated data sets

KEY PERSONNEL

The following staff members for each municipality will oversee the implementation, operation, maintenance, and outreach of the Bluebikes system. In this way, we ensure sustainability and longevity of the system during and after its implementation.

Arlington			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Daniel Amstutz	Planning & Community Development	Senior Transportation Planner	Primary project manager for bike share for City
Erin Zwirko	Planning & Community Development	Assistant Director	Oversees specific project goals and benchmarks, coordinates with Senior Transportation Planner
Jennifer Raitt	Planning & Community Development	Director	Oversees general project goals and benchmarks

Chelsea			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Benjamin Cares	Planning & Development	Project Manager, Planner	Primary Project Manager, Primary project manager for bike share for City
Alexander Train	Planning & Development	Assistant Director	Oversees specific project goals and benchmarks, coordinates with Project Manager
John DePriest	Planning & Development	Director	Oversees general project goals and benchmarks

Newton			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Nicole Freedman	Planning Department	Director of Transportation Planning	Primary project manager for bike share for City

Barney Heath	Planning Department	Director of Planning and Development	Oversees all Planning Department activity
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Watertown			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Laura Wiener	Planning and Community Development Department	Senior Transportation Planner	Primary project manager for bike share for City
Steve Magoon	Community Development and Planning	Direct of Planning and Community Development and Assistant Town Manager	Oversees all activities within DCDP

BUDGET

The full start-up and implementation cost of the Bluebikes system through Lyft is \$200,000 per municipality, totaling \$800,000. This cost covers the installation of five stations within the municipality, and subsequently Lyft will cover the operations and maintenance cost for the stations and bikes for the duration of the contract period. This financing scheme is sustainable because each municipality pays a portion of the start-up cost and then is not required to inject any further capital in order to run and maintain the Bluebikes system.

Matching requirements for this grant are broken down in the budget appended to this application. Each municipality more than satisfies the matching requirement of the grant, averaging a match of 57.5% of total project funds across our four municipalities.

PARTNERSHIPS

The ongoing implementation of bike-share system within Boston and its surrounding municipalities is an existing partnership in and of itself unified under the MAPC's oversight and management. Through this regional grant application, we reinforce this unified effort and demonstrate how a regional bike-share system provides an effective means of transportation within our municipalities and its connectivity to the metropolitan region. We believe that this partnership with the MAPC qualifies as a public and regional partnership under this program. Following a grant award, the municipalities intend to continue meeting monthly through this regional bike share working group.

Additionally, we will establish a public-private partnership with Lyft. This partnership, as outlined above within the implementation process and budget, allows for sustainable implementation and maintenance of bike-share stations. Each municipality contributes staff time, expertise, and on-the-ground knowledge for effective placement and planning of bike-share systems, while Lyft provides the financial capital and administrative oversight to continue

providing Bluebikes to match demand, and can adequately run the necessary operations and maintenance of the system.

CONCLUSIONS

Each of our municipalities has demonstrated demand for bike-share systems over the past year of contracting with Lime. Through MAPC survey data, we have seen that a diverse cross-section of 233 individuals utilize Lime bikes for commuting to work or school. Additionally, further analysis of data has yielded high percentages of ridership during peak commuting hours. Considering these two forms of data, it appears that there is significant demand for bike-share systems as a form of commuting. Our municipalities believe that we can increase this modal shift by connecting to existing Bluebike systems under Lyft within Boston, Somerville, Cambridge and subsequently, the entire region of the Boston Metropolitan Area.

In order to achieve our goals in providing a regional bike-share system to each of our municipalities, we hope to supplement the installation and start-up of a Bluebikes system through funding by the Workforce Transportation Grant. We are confident that through careful planning and coordination with businesses, Lyft, our residents, and the region as a whole, we will achieve our projected ridership benchmarks and see ridership increase substantially within workforce users.

ATTACHMENT #1 (MAPC Survey Results)

MAPC Lime Riders' Characteristics, Travel Patterns, and Preferences

In June 2019, we distributed a survey to MAPC-area riders and collected 233 responses.

We found:

MAPC-area Lime riders are a diverse cross-section of the city's residents and visitors:

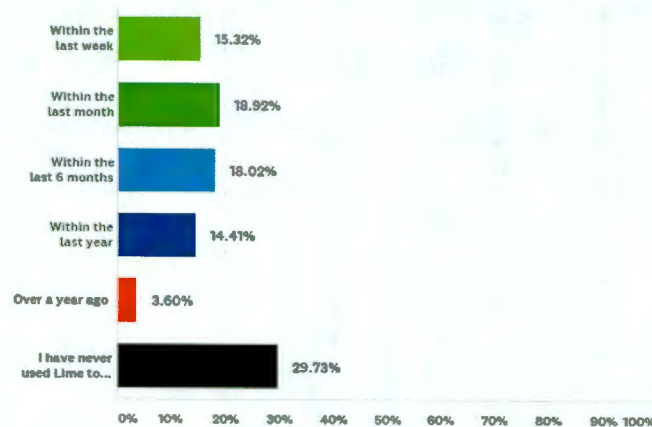
- **39% of riders** live in households earning **less than \$75,000 a year**.
 - Most Lime riders are employed: **77% work full time** and 8% work part time. About 15% of riders are students.
 - 81% of riders have an Associate, Bachelor's, or advanced (e.g., PhD, MD) degree.
 - The **average age** of a Lime rider is **37**, and 25% of Lime riders are 46 or older.
 - 75% of riders in the survey were White, 13% were Asian, and 12% were Hispanic.
 - **38% of riders** in the survey identified as **female** and 60% identified as male. This proportion of female riders is as high or higher than many docked bikeshare systems as well as personal bicycle use.
 - Only **5.6% of riders** stated that they lived outside of the MAPC region.
 - **53% of riders** last took a ride on a *personal bike* over a month ago, suggesting that Lime may be activating new riders.
 - **40% of riders** used BlueBike in the last month, showing how Lime and BlueBike are providing a robust network of first and last-mile solutions for MAPC-area travelers.
-

Lime enables MAPC-area riders to reduce their reliance on cars:

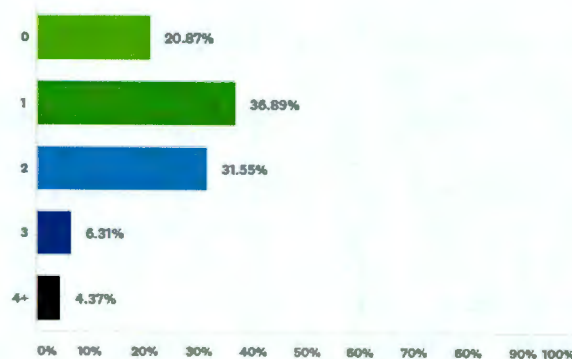
- On their most recent Lime rides, **32.8% of riders** used Lime rather than a car (personally owned, taxi, or ridehailing).
- **34.2% of riders** used Lime to get to or from public transit within the last month.
- Due to our riders' shift away from car trips, we estimate that Lime saved roughly **61 metric tons of CO2** that would have otherwise been emitted (as of July 2019).

- **57.8% of riders** live in households that own 1 or fewer cars.

Q7 When was the last time you used Lime to get to or from public transit?



Q9 How many cars do you or your household currently own?



Lime helps MAPC-area riders fulfill their everyday transportation needs. On their most recent Lime rides:

- **33% of riders** used Lime to commute to or from work or school.
- **17.2% of riders** used Lime to travel to or from dining or entertainment.

ATTACHMENT #2

Attachment B: Air Quality Benefits Analysis

This grant program is funded through the Congestion Mitigation and Air Quality Improvement (CMAQ)

Program, which is administered by the Federal Highway Administration (FHWA). The purpose of the CMAQ Program is to support transportation projects, transit service, and other related efforts that contribute to air quality improvements and mitigate the impacts of congestion. As such, to meet federal requirements related to CMAQ, project applicants are required to demonstrate that their proposed projects will reduce emissions and provide an air quality benefit. The questions in this section address this requirement.

The answers provided to these questions will be reviewed by the CMAQ Consultation Committee, which consists of members from the Massachusetts Department of Transportation (MassDOT), the

Massachusetts Department of Environmental Protection (MassDEP), the U.S. Environmental Protection Agency (EPA), and regional planning agencies within Massachusetts.

Questionnaire

- 1.) Please select the category that most closely aligns with the proposed project:

Transit/Shuttle Service (Section A)

Bike share (Section B)

Qualitative Analysis / Other (Section C)

A. Transit/Shuttle Service Questions

- 1.) Does your organization currently operate a transit or shuttle service? If not, skip to question 2. If yes, please complete the following tables:

Table 1: Summary of Currently-Operated Transit/Shuttle Vehicles					
Vehicle ID	Vehicle Type	Occupancy	Year of Manufacture	Vehicle Length	Fuel Required
1					
2					
3					
4					

Vehicle ID	Round Trips / Day	Length of Route (mi)	Average Speed (mph)	Daily Ridership	Days Operated / Year	Operation Hours

1						
2						
3						
4						

- 2.) Please provide the following details about the proposed transit or shuttle service and vehicles. If unsure, provide an estimate or leave blank:

Table 2: Summary of Proposed Transit/Shuttle Vehicles					
Vehicle ID	Vehicle Type	Occupancy (Number of Passengers)	Year of Manufacture	Vehicle Length	Fuel Required

Vehicle ID	Round Trips / Day	Length of Route (mi)	Average Speed (mph)	Daily Ridership	Days Operated / Year	Operation Hours

B. Bike Share Questions

- 1.) How many bikes will be included in this project?

300 bikes total will be included; five stations with fifteen bikes each will be implemented among four municipalities as a part of this program.

- 2.) What is the expected average bike trip length?

The expected average bike trip length is 0.6 miles, based on the average trip taken by Lime bike riders and according to MAPC data.

3.) What is the expected average number of trips per bike per day?

We expect an average number of 1.7 trips per bike per day, this value was calculated through an analysis performed by NATCO under their Bike Share and Micromobility Initiative on station-based systems.

4.) How many days of the year will your proposed bike share operate?

Approximately 365, although this will be heavily affected by inclement weather and the decision making process of each municipalities Planning & Development and Public Works Departments.

C. Qualitative Analysis

If none of the areas above apply to your project, please provide a qualitative assessment of why your project is expected to reduce emissions, citing applicable research where possible.

Please note that although quantitative analysis of air quality impacts is expected for almost all project types under the CMAQ program, an exception will be made when it is not possible to accurately quantify emissions benefits. In these cases, qualitative assessments based on reasoned and logical determinations that the projects or programs will decrease emissions will be conducted.

ATTACHMENT #3 (List of Environmental Justice Communities)

Municipality	EJ criteria (Minority, Income, English Isolation)*	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
Acton	M	1.00	3	15	20.0%	7181	21924	32.8%
Adams	I	1.00	6	10	60.0%	5237	8485	61.7%
Agawam	I	1.00	1	17	5.9%	1213	28438	4.3%
Amherst	MIE	1.36	11	22	50.0%	14166	37819	37.5%
Andover	M	1.00	2	20	10.0%	2957	33201	8.9%
Aquinnah	M	1.00	1	1	100.0%	311	311	100.0%
Arlington	MI	1.17	6	44	13.6%	7333	42844	17.1%
Ashland	M	1.00	1	9	11.1%	901	16593	5.4%
Athol	I	1.00	2	8	25.0%	3108	11584	26.8%
Attleboro	MI	1.50	4	30	13.3%	5470	43593	12.5%
Ayer	MI	1.00	4	7	57.1%	3962	7427	53.3%
Barnstable	MI	1.38	8	38	21.1%	8838	45193	19.6%
Barre	I	1.00	1	4	25.0%	883	5398	16.4%
Becket	I	1.00	1	2	50.0%	1071	1779	60.2%
Belmont	M	1.00	5	27	18.5%	5360	24729	21.7%
Beverly	MI	1.50	2	30	6.7%	1727	39502	4.4%
Billerica	M	1.00	1	30	3.3%	2746	40243	6.8%
Boston	MIE	1.60	396	559	70.8%	456403	617603	73.9%
Braintree	MI	1.00	4	26	15.4%	4722	35744	13.2%
Brockton	MIE	1.34	84	87	96.6%	90,817	93810	96.8%
Brookfield	I	1.00	1	3	33.3%	891	3390	26.3%
Brookline	MIE	1.16	19	38	50.0%	29249	58732	49.8%
Burlington	M	1.00	2	15	13.3%	5088	24498	20.8%
Cambridge	MIE	1.18	55	88	62.5%	70972	105162	67.5%
Canton	M	1.00	1	11	9.1%	3085	21561	14.3%
Chelmsford	M	1.00	1	22	4.5%	1003	33802	3.0%
Chelsea	MIE	2.00	27	27	100.0%	35177	35177	100.0%
Chicopee	MIE	1.35	20	43	46.5%	28146	55298	50.9%
Clinton	MI	1.50	4	10	40.0%	5204	13606	38.2%
Dalton	I	1.00	2	7	28.6%	1538	6756	22.8%
Danvers	I	1.00	1	16	6.3%	912	26493	3.4%

Dartmouth	I	1.00	1	19	5.3%	1300	34032	3.8%
Dedham	M	1.00	2	21	9.5%	2814	24729	11.4%
Dennis	I	1.00	3	18	16.7%	1853	14207	13.0%
Dracut	I	1.00	1	18	5.6%	1173	29457	4.0%
Eastham	I	1.00	1	6	16.7%	920	4956	18.6%
Easthampton	I	1.00	2	12	16.7%	2499	16053	15.6%
Easton	I	1.00	1	11	9.1%	1696	23112	7.3%
Everett	MIE	1.52	27	27	100.0%	41667	41667	100.0%
Fairhaven	I	1.00	2	15	13.3%	1898	15873	12.0%
Fall River	MIE	1.29	56	81	69.1%	59242	88857	66.7%
Falmouth	I	1.00	2	26	7.7%	1955	31531	6.2%
Fitchburg	MIE	1.57	23	32	71.9%	24680	40318	61.2%
Framingham	MIE	1.65	20	45	44.4%	32550	68318	47.6%
Franklin	I	1.00	1	17	5.9%	1467	31635	4.6%
Gardner	MI	1.00	5	13	38.5%	7999	20228	39.5%

Municipality	EJ criteria*	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
Gloucester	I	1.00	4	23	17.4%	4824	28789	16.8%
Grafton	M	1.00	1	10	10.0%	2115	17765	11.9%
Great Barrington	I	1.00	3	7	42.9%	2395	7104	33.7%
Greenfield	I	1.00	3	17	17.6%	3438	17456	19.7%
Harwich	I	1.00	1	12	8.3%	523	12243	4.3%
Haverhill	MI	1.38	13	40	32.5%	21313	60879	35.0%
Holbrook	M	1.00	1	9	11.1%	1635	10791	15.2%
Holyoke	MIE	2.15	27	37	73.0%	29053	39880	72.9%
Lancaster	I	1.00	1	4	25.0%	1900	8055	23.6%
Lawrence	MIE	2.27	55	55	100.0%	76377	76377	100.0%
Lee	I	1.00	1	6	16.7%	994	5943	16.7%
Leicester	I	1.00	1	8	12.5%	1050	10970	9.6%
Lenox	I	1.00	1	7	14.3%	480	5025	9.6%
Leominster	MI	1.33	12	26	46.2%	20721	40759	50.8%
Lexington	M	1.00	11	22	50.0%	16604	31394	52.9%
Lincoln	M	1.00	1	5	20.0%	1286	6362	20.2%
Lowell	MIE	1.46	70	80	87.5%	93309	106519	87.6%

Ludlow	M	1.00	1	11	9.1%	2413	21103	11.4%
Lynn	MIE	1.75	56	72	77.8%	72884	90329	80.7%
Malden	MIE	1.38	50	52	96.2%	57638	59450	97.0%
Mansfield	M	1.00	1	14	7.1%	1703	23184	7.3%
Marlborough	MI	1.25	8	21	38.1%	14178	38499	36.8%
Mattapoissett	I	1.00	1	6	16.7%	569	6045	9.4%
Medford	MIE	1.15	20	53	37.7%	21905	56173	39.0%
Melrose	I	1.00	2	27	7.4%	2017	26983	7.5%
Methuen	MIE	1.40	15	35	42.9%	17463	47255	37.0%
Middleborough	I	1.00	2	14	14.3%	2189	23116	9.5%
Middleton	M	1.00	1	4	25.0%	3322	8987	37.0%
Milford	MIE	1.67	6	19	31.6%	6249	27999	22.3%
Millbury	I	1.00	1	10	10.0%	949	13261	7.2%
Milton	M	1.00	8	25	32.0%	7390	27003	27.4%
Monson	I	1.00	2	7	28.6%	556	8560	6.5%
Montague	I	1.00	4	8	50.0%	3,852	8437	45.7%
Nantucket	M	1.00	3	11	27.3%	3764	10172	37.0%
Natick	M	1.00	2	26	7.7%	2696	33006	8.2%
New Bedford	MIE	1.81	62	87	71.3%	66180	95072	69.6%
Newton	MI	1.00	10	64	15.6%	12723	85146	14.9%
North Adams	I	1.00	6	12	50.0%	7791	13708	56.8%
North Andover	MI	1.00	3	19	15.8%	4135	28352	14.6%
North Attleborough	I	1.00	1	18	5.6%	855	28712	3.0%
North Brookfield	I	1.00	1	5	20.0%	929	4680	19.9%
Northampton	MI	1.33	6	19	31.6%	7412	28549	26.0%
Norwood	MI	1.00	4	21	19.0%	5956	28602	20.8%
Oak Bluffs	MIE	1.50	2	5	40.0%	1189	4527	26.3%
Orange	I	1.00	2	7	28.6%	2311	7839	29.5%
Orleans	I	1.00	2	7	28.6%	1524	5890	25.9%

Municipality	EJ criteria*	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
Palmer	I	1.00	2	9	22.2%	3067	12140	25.3%
Peabody	MIE	1.50	6	32	18.8%	11074	51251	21.6%
Pittsfield	MI	1.58	19	48	39.6%	16445	44737	36.8%

Plainville	I	1.00	1	5	20.0%	1004	8264	12.1%
Plymouth	MI	1.00	2	38	5.3%	1879	56468	3.3%
Provincetown	I	1.00	2	5	40.0%	1116	2942	37.9%
Quincy	MIE	1.16	50	72	69.4%	68791	92271	74.6%
Randolph	MI	1.05	19	19	100.0%	32112	32112	100.0%
Revere	MIE	1.44	36	42	85.7%	45247	51755	87.4%
Rockland	I	1.00	1	11	9.1%	1982	17489	11.3%
Salem	MIE	1.89	9	33	27.3%	12967	41340	31.4%
Saugus	I	1.00	1	20	5.0%	1872	26628	7.0%
Sharon	M	1.00	1	11	9.1%	2069	17612	11.7%
Sheffield	I	1.00	1	4	25.0%	729	3257	22.4%
Shirley	M	1.00	1	4	25.0%	3153	8147	38.7%
Shrewsbury	ME	1.17	6	20	30.0%	11670	35608	32.8%
Somerville	MIE	1.29	35	69	50.7%	40721	75754	53.8%
Southbridge	MIE	1.70	10	16	62.5%	11182	16719	66.9%
Spencer	I	1.00	1	10	10.0%	886	11688	7.6%
Springfield	MIE	1.81	110	121	90.9%	137083	153060	89.6%
Stoneham	I	1.00	1	17	5.9%	560	21437	2.6%
Stoughton	MI	1.17	6	19	31.6%	6661	26962	24.7%
Taunton	MIE	1.44	9	31	29.0%	13206	55874	23.6%
Tisbury	I	1.00	1	5	20.0%	702	3949	17.8%
Waltham	MI	1.18	28	48	58.3%	36094	60632	59.5%
Ware	I	1.00	2	7	28.6%	2894	9872	29.3%
Wareham	MI	1.00	4	17	23.5%	4522	21822	20.7%
Warren	I	1.00	1	4	25.0%	1296	5135	25.2%
Watertown	M	1.00	6	29	20.7%	6268	31915	19.6%
Webster	I	1.00	3	11	27.3%	5211	16767	31.1%
Wellesley	M	1.00	3	23	13.0%	5550	27982	19.8%
West Springfield	MIE	1.63	8	20	40.0%	11166	28391	39.3%
Westborough	M	1.00	4	12	33.3%	6589	18272	36.1%
Westfield	MI	1.27	11	26	42.3%	14147	41094	34.4%
Westford	M	1.00	1	12	8.3%	2230	21951	10.2%
Weymouth	M	1.00	2	45	4.4%	3868	53743	7.2%
Whitman	I	1.00	1	13	7.7%	705	14489	4.9%
Wilbraham	I	1.00	1	9	11.1%	1278	14219	9.0%
Williamstown	MI	1.00	1	7	14.3%	861	7754	11.1%

Winchendon	I	1.00	2	7	28.6%	1897	10300	18.4%
Winchester	M	1.00	1	15	6.7%	2938	21374	13.7%
Winthrop	E	1.00	1	19	5.3%	876	17497	5.0%
Woburn	M	1.00	5	28	17.9%	8689	38120	22.8%
Worcester	MIE	1.75	106	149	71.1%	127938	181045	70.7%
Yarmouth	I	1.00	5	22	22.7%	4783	23793	20.1%

Office of the Comptroller

Mission

Maintain, prepare, and distribute timely and accurate financial reports to management, the City Council, state and federal agencies, taxpayers and members of the public; provide supervision and oversight of all financial activities.

The Office of the Comptroller is the key to financial compliance. In Newton, proper accounting standards are used to record virtually every transaction in all facets of the City, from the setting of the annual tax rates, to changes in long and short-term liabilities, to the calculation of annual free cash, and maintenance of appropriated legal levels of control over revenues and expenditures. The City's local aid, through the Commonwealth of Massachusetts and the Federal government, are predicated upon the timely and accurate reporting of the City's financial position each year.

Annual reporting in Newton includes the Annual Financial Report (Budgetary Basis) and the audited Generally Accepted Accounting Principles (GAAP) based financial statements including balance sheets and operating statements. Newton's Comprehensive Annual Financial Report is useful to residents, elected officials and bond rating agencies including Moody's Investors Service.

Fiscal Year 2020 was another strong year for the Office of the Comptroller. Highlights include:

- Maintained the highest possible bond rating from Moody's Investors Service, Inc. – Aaa stable (February 2020).
- Sold \$34.9 million in general obligation bonds via competitive sale; the City received ten bids on the bonds in February 2020, with Mesirow Financial, Inc. submitting the lowest true interest cost (2.04886%).
- Issued the audited FY19 Comprehensive Annual Financial Report with Generally Accepted Accounting Principles (GAAP) reporting and the FY19 internal Budgetary Basis Annual Financial Report. Both reports reflect the positive view by the City's external annual audit performed by *CliftonLarsonAllen, LLP*.
- Engaged in initiatives to continue the growth and development of analytical capacity. The department recruited and hired an Accountant with municipal experience to assist with the preparation of financial statements and journal entries for auditing requirements as well as day-to-day processes.
- Participated in professional development opportunities; all employees attend at least one professional development opportunity each year. Deputy Comptroller Steve Curley achieved status as a Certified Governmental Accountant (CGA) through The Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) Certification Program, a highly coveted designation based on passing Legal and Practical Examinations and satisfying educational and experience requirements.
- Engineered the multi-faceted process of conversion to the MUNIS financial accounting system. Tasks included troubleshooting of challenges as staff learned new procedures on every facet of the system. Prepared to move on

to the conversion of the payroll system by dissecting intricacies of payroll data to ensure the best possible transition.

- Advised members of the Finance Committee, the Executive Office, and other City departments as issues and questions arose.

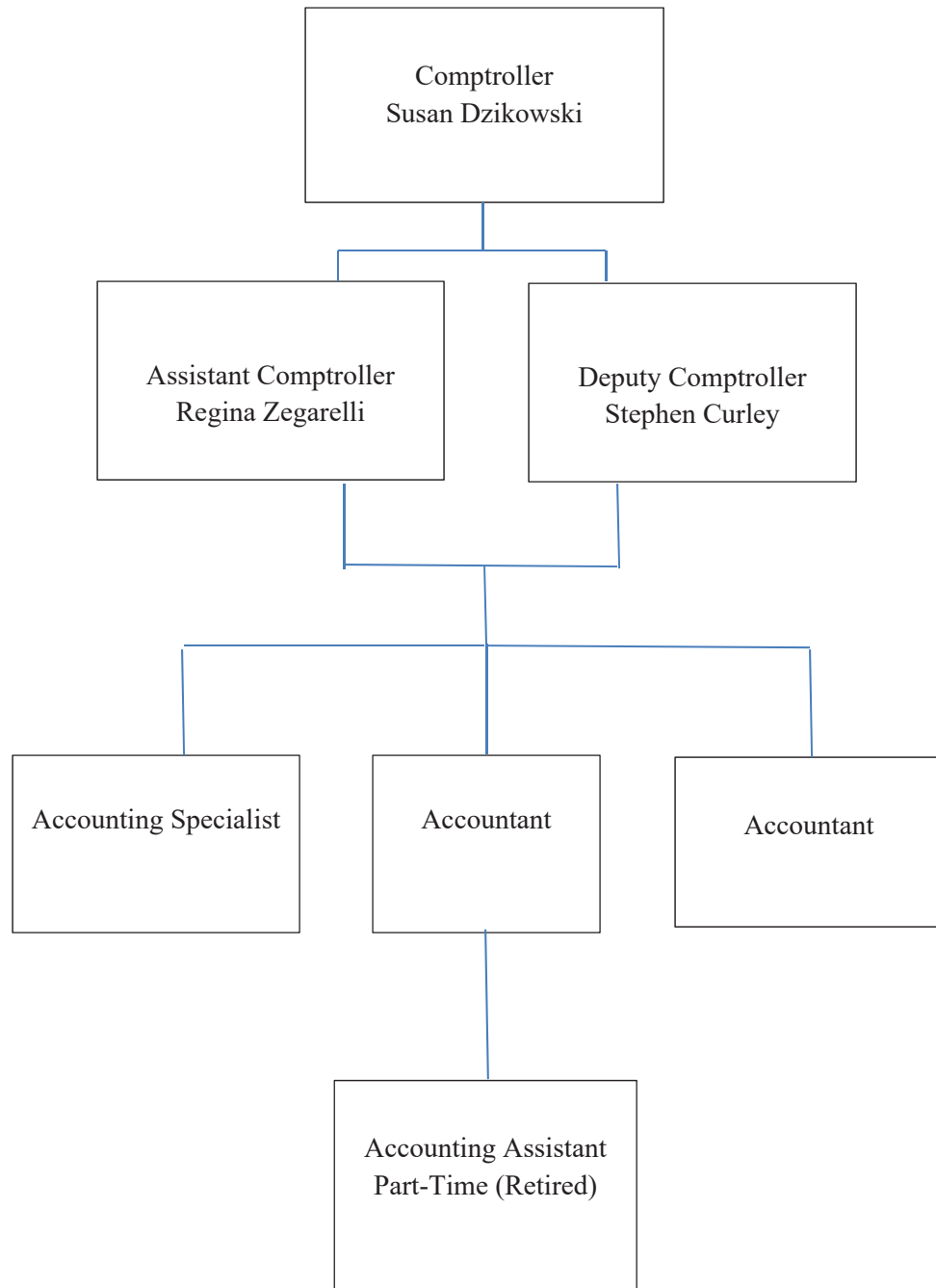
In FY2021, the Office of the Comptroller will maintain a level-funded budget and continue the department's exceptional performance.

The Comptroller's Office thrives because of the long-term experience and professional commitment of staff including Regina Zegarelli, Denise King, Stephen Curley, Juiling De Los Reyes, Stela Zaloshnja and Maria Mastroianni.

Special mention goes to Kelly Byrne, Director of the Newton Retirement Board, for her role as project manager in the successful conversion of retirement payroll to the PTG system.

Susan Dzikowski

Comptroller



Financial and Operating Highlights

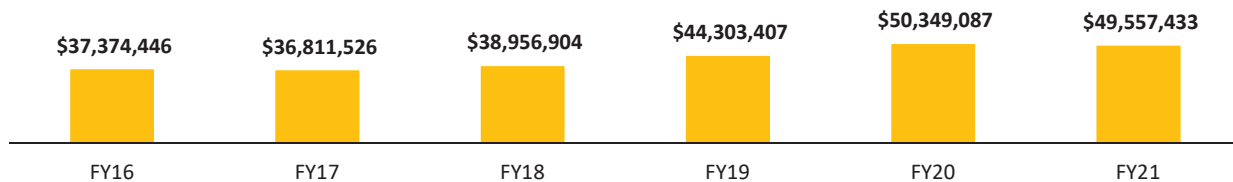
Financial Highlights

	<-----Actual----->			<-Adj Budget->		<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Comptroller	\$ 624,737	\$ 666,465	\$ 746,829	\$ 754,356	\$ 787,446	\$ 794,406
Retirement	\$ 31,234,382	\$ 33,311,600	\$ 35,468,476	\$ 39,175,944	\$ 41,817,879	\$ 43,362,345
Workers Comp	\$ 800,000	\$ 900,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Property Ins.	\$ 517,052	\$ 533,574	\$ 530,480	\$ 542,107	\$ 547,136	\$ 600,682
Reserve Funds	\$ -	\$ -	\$ 911,119	\$ 1,581,000	\$ 6,246,626	\$ 4,000,000
Inter-Fund Trans.	\$ 4,198,275	\$ 1,399,887	\$ 500,000	\$ 1,450,000	\$ 150,000	\$ -
Total	\$ 37,374,446	\$ 36,811,526	\$ 38,956,904	\$ 44,303,407	\$ 50,349,087	\$ 49,557,433
% Incr	0.35%	-1.51%	5.83%	13.72%	13.65%	-1.57%

Personnel

Full-Time	6	6	6	6	6	6
Part-Time	1	1	1	1	1	1
Total	7	7	7	7	7	7

Total Comptroller Expenditures



Operating Highlights

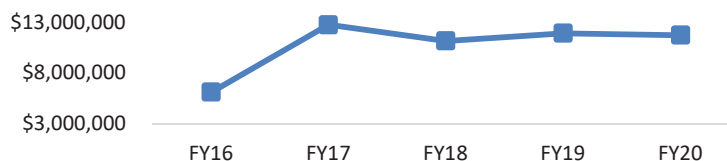
Bond Rating

Moody's Aaa

FY19 Revenue by Source (GAAP)

Property/Oth. Tax	64%
Grants/Revolving	19%
Fees/Charges	16%
All Other	1%

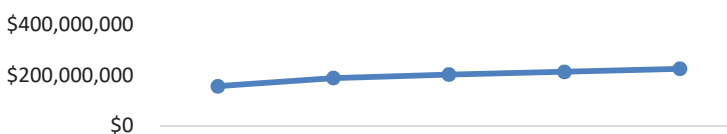
Free Cash



FY19 Expenses by Function (GAAP)

Education	57%
DPW Water/Sewer	15%
Public Safety	14%
General Gov't	8%
Culture/Recr.	4%
Interest on Debt	2%

Fund Balance (All Funds)



Office of the Comptroller

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Go Live with MUNIS Payroll

The conversion to MUNIS for all payroll applications has a target go live date of July 1, 2020. The expected outcome is a superior payroll system able to meet challenges with accuracy and flexibility. The Comptroller's Office will continue to work closely with the Executive, Financial Information Systems, Human Resources,

Treasury and Information Technology Departments to streamline the payroll process via the formation of a centralized payroll department.

The transition requires major changes and a steep learning curve as all stakeholders learn the new environment of payroll centralization. Benefits will be significant including eliminating most errors and adhering to standardized procedures based on sound business practices.

Meeting statutory requirements is a critical outcome and includes filing all necessary reports accurately and on-time. The timeline of reports include the following from July 2020 through June 2021:

Complete the budgetary basis annual financial report within three months of fiscal year end; submit free cash certification documents to the State in September; issue the audited CAFR, without any audit qualifications, within six months of fiscal year end; prepare and submit the City's annual Schedule A to the state Department of Revenue, Division of Local Services by the due date; submit financial requirements for certification of the City's tax rate by the date provided by the City Assessor; issue quarterly interim financial reports for all City funds within 30 days of month end; prepare the Comptroller's portion of bond Offering Statements according to the schedule of the bond issue; prepare citywide budgetary roll-up documents as per the schedule set by the Mayor and CFO; and prepare the budgetary analysis and City Council Order for the annual operating budget. With the hard work, deep experience and ongoing training of the Comptroller's staff, we are confident we will continue to achieve this critical outcome.

Outcome 2

Meet All Statutory Requirements

Office of the Comptroller

Fiscal Year 2021 Outcomes and Strategies

Outcome 3

Continued Growth of Comptroller's Office Staff

Reliable and accurate reporting by the City of Newton is dependent upon strong Comptroller staff continuing personal and professional growth. It is important to plan for succession by having in place a strong Deputy Comptroller and Assistant Comptroller. By making communication a

priority, everyone learns from each other, and with cross-training, one staff member can step in for another when necessary. Comptroller staff members ask "why" and not just "how" a journal entry is done - a good rule we follow. Participating in professional development training, including Certified General Accountant certification (CGA), is a priority because it increases knowledge within the office and builds a support network with other communities. Acknowledging contributions of individuals leads to a stronger team.

Hiring a new Accountant and the implementation of MUNIS has started to shift responsibilities of staff; new procedures will be designed as the financial software evolves. The office's success relies on adaptation, professionalism and on-going training.

The Comptroller's Office is committed to automating the preparation of financial statements using MUNIS database cubes, built on SSRS and Excel PivotTable reports. Staff will seek out training to properly utilize MUNIS cubes.

In conjunction with cubes, the department is exploring the use of Microsoft's SQL Server Reporting Services (SSRS) - software used to write reports. MUNIS allows users access to SQL Server Reporting Services to generate financial reports with many formats.

The Comptroller staff will become well-versed in the tools necessary to achieve this outcome. Automation allows time for tasks such as gaining a better understanding of GAAP and analyzing Newton's financial health.

Outcome 4

Achieve Automation of Financial Statements by 2021

FUND: 0001 - GENERAL FUND
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
COMPTROLLER SUMMARY						
51 - PERSONAL SERVICES	706,026	1,650,797	2,728,266	3,279,908	2,571,665	-708,243
52 - EXPENSES	1,533,615	1,484,469	1,471,414	4,978,161	3,537,457	-1,440,704
59 - OTHER FINANCING USES	3,816,445	500,000	2,090,000	150,000	0	-150,000
57 - FRINGE BENEFITS	33,259,087	35,419,811	39,506,445	41,921,069	43,448,311	1,527,242
TOTAL DEPARTMENT	39,315,174	39,055,076	45,796,125	50,329,138	49,557,433	-771,705
COMPTROLLER						
51 - PERSONAL SERVICES	488,707	513,906	536,147	553,229	571,665	18,436
52 - EXPENSES	100,042	153,989	129,416	131,025	136,775	5,750
57 - FRINGE BENEFITS	78,591	79,037	83,727	103,190	85,966	-17,224
TOTAL COMPTROLLER	667,339	746,932	749,290	787,445	794,406	6,961
INTER-FUND TRANSFERS						
59 - OTHER FINANCING USES	3,816,445	500,000	2,090,000	150,000	0	-150,000
TOTAL INTER-FUND TRANSFERS	3,816,445	500,000	2,090,000	150,000	0	-150,000
RETIREMENT						
51 - PERSONAL SERVICES	217,319	225,772	0	0	0	0
57 - FRINGE BENEFITS	33,180,496	35,340,774	39,422,718	41,817,879	43,362,345	1,544,466
TOTAL RETIREMENT	33,397,815	35,566,546	39,422,718	41,817,879	43,362,345	1,544,466
WORKERS COMPENSATION						
52 - EXPENSES	900,000	800,000	800,000	800,000	800,000	0
TOTAL WORKERS COMPENSATION	900,000	800,000	800,000	800,000	800,000	0
PROPERTY INSURANCE						
52 - EXPENSES	533,574	530,480	541,998	547,136	600,682	53,546
TOTAL PROPERTY INSURANCE	533,574	530,480	541,998	547,136	600,682	53,546
RESERVE FUNDS						
51 - PERSONAL SERVICES	0	911,119	2,192,119	2,726,679	2,000,000	-726,679
52 - EXPENSES	0	0	0	3,500,000	2,000,000	-1,500,000
TOTAL RESERVE FUNDS	0	911,119	2,192,119	6,226,679	4,000,000	-2,226,679

FUND: 0001 - GENERAL FUND
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
104 - COMPTROLLER							
0110434 - COMPTROLLER							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	435,126	478,427	483,389	516,979	541,616	24,637
511101	PART TIME < 20 HRS/WK	26,158	25,109	21,532	26,000	24,499	-1,501
514001	LONGEVITY	4,002	5,900	5,608	5,250	5,550	300
514399	ADMIN SUPPORT STIPEND	0	3,620	3,120	0	0	0
515003	SPECIAL LEAVE BUY BACK	6,000	0	6,000	0	0	0
515005	BONUSES	0	350	5,300	5,000	0	-5,000
515006	VACATION BUY BACK	16,921	0	10,698	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	0	0	0
TOTAL PERSONAL SERVICES		488,707	513,906	536,147	553,229	571,665	18,436
EXPENSES							
530201	AUDITING SERVICES	80,000	105,665	80,000	80,000	87,500	7,500
530215	ACTUARIAL SERVICES	12,000	38,400	37,900	38,400	40,000	1,600
531900	TRAINING EXPENSES	3,915	5,366	5,916	6,000	4,750	-1,250
534010	TELEPHONE	237	211	227	225	225	0
534100	POSTAGE	47	25	22	200	50	-150
534200	PRINTING	560	483	525	500	500	0
542000	OFFICE SUPPLIES	1,910	3,043	3,649	4,200	3,000	-1,200
558500	COMPUTER SUPPLIES	875	0	0	0	0	0
571000	VEHICLE USE REIMBURSE	0	103	190	0	0	0
573000	DUES & SUBSCRIPTIONS	498	693	986	1,500	750	-750
TOTAL EXPENSES		100,042	153,989	129,416	131,025	136,775	5,750
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,060	1,187	1,135	1,050	1,050	0
57HLTH	HEALTH INSURANCE	71,336	69,557	73,525	89,616	74,190	-15,426
57LIFE	BASIC LIFE INSURANCE	127	170	142	114	114	0
57MEDA	MEDICARE PAYROLL TAX	5,890	6,248	6,716	7,948	8,334	387
57OPEB	OPEB CONTRIBUTION	178	1,875	2,208	4,463	2,278	-2,185
TOTAL FRINGE BENEFITS		78,591	79,037	83,727	103,190	85,966	-17,224
TOTAL COMPTROLLER		667,339	746,932	749,290	787,445	794,406	6,961
0110490 - INTER-FUND TRANSFERS							
OTHER FINANCING USES							
595900	TRANS TO-RAINY DAY STA	689,887	500,000	390,000	150,000	0	-150,000
597300	TRANS TO-SCHOOL BLDG	710,000	0	1,300,000	0	0	0
597352	TRANS TO-ANGIER ELEM	261,366	0	0	0	0	0
597822	TRANS TO SENIOR CTR C	0	0	400,000	0	0	0
597900	TRANS TO-CAPITAL STABL	2,155,192	0	0	0	0	0
TOTAL OTHER FINANCING USES		3,816,445	500,000	2,090,000	150,000	0	-150,000
TOTAL INTER-FUND TRANSFERS		3,816,445	500,000	2,090,000	150,000	0	-150,000

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110491 - RETIREMENT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	208,615	213,932	0	0	0	0
514001	LONGEVITY	2,150	5,000	0	0	0	0
514006	EXCEPTIONAL SVS PAY	6,554	6,839	0	0	0	0
	TOTAL PERSONAL SERVICES	217,319	225,772	0	0	0	0
FRINGE BENEFITS							
570700	NCRS PENSION CONTB	22,317,261	24,445,550	27,839,261	29,389,658	30,795,436	1,405,778
570800	NON CONTRIB PENS BENE	90,588	70,494	73,843	62,821	47,700	-15,121
571300	RETIREMENT EXPENSE FU	84,065	93,070	0	0	0	0
57DENT	DENTAL INSURANCE	714	433	450	0	0	0
57HLTH	HEALTH INSURANCE	9,764,833	9,796,743	10,575,604	11,442,900	11,604,209	161,309
57LIFE	BASIC LIFE INSURANCE	41,558	41,070	39,945	42,500	40,000	-2,500
57MEDA	MEDICARE PAYROLL TAX	1,331	1,391	1,429	0	0	0
57MEDB	MEDICARE PART B REIMB	880,147	892,023	892,186	880,000	875,000	-5,000
	TOTAL FRINGE BENEFITS	33,180,496	35,340,774	39,422,718	41,817,879	43,362,345	1,544,466
	TOTAL RETIREMENT	33,397,815	35,566,546	39,422,718	41,817,879	43,362,345	1,544,466
0110492 - WORKERS COMPENSATION							
EXPENSES							
575007	WORKERS COMP INSURA	900,000	800,000	800,000	800,000	800,000	0
	TOTAL EXPENSES	900,000	800,000	800,000	800,000	800,000	0
	TOTAL WORKERS COMPENSATION	900,000	800,000	800,000	800,000	800,000	0
0110493 - PROPERTY INSURANCE							
EXPENSES							
575001	PROPERTY INSURANCE	527,817	524,619	536,030	541,136	594,682	53,546
575005	EMPLOYEE HONESTY BON	5,757	5,861	5,968	6,000	6,000	0
	TOTAL EXPENSES	533,574	530,480	541,998	547,136	600,682	53,546
	TOTAL PROPERTY INSURANCE	533,574	530,480	541,998	547,136	600,682	53,546
0110498 - RESERVE FUNDS							
PERSONAL SERVICES							
519700	CURRENT YEAR WAGE RE	0	911,119	2,192,119	2,726,679	2,000,000	-726,679
	TOTAL PERSONAL SERVICES	0	911,119	2,192,119	2,726,679	2,000,000	-726,679
EXPENSES							
579000	CURRENT YEAR RESERVE	0	0	0	500,000	500,000	0
579400	BUDGET RESERVE/SNOW	0	0	0	3,000,000	1,500,000	-1,500,000
	TOTAL EXPENSES	0	0	0	3,500,000	2,000,000	-1,500,000
	TOTAL RESERVE FUNDS	0	911,119	2,192,119	6,226,679	4,000,000	-2,226,679
TOTAL COMPTROLLER		39,315,174	39,055,076	45,796,125	50,329,138	49,557,433	-771,705

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	
104 - COMPTROLLER											
0110434 - COMPTROLLER											
511001	COMPTROLLER	9/8/2003				0		FY 2020	1.00	143,148	
	DZIKOWSKI, SUSAN	9/8/2003	16.81	1,000	0	0	HXXX	FY 2021	1.00	146,879	
	DEPUTY COMPTROLLER	10/18/2010				0		FY 2020	1.00	97,677	
	CURLEY, STEPHEN	10/18/2010	9.7	900	0	0	H11-14	FY 2021	1.00	100,223	
	ASST COMPTROLLER	2/28/2000				0		FY 2020	1.00	86,687	
	ZEGARELLI, REGINA	2/28/2000	20.34	2,000	0	0	H9-15	FY 2021	1.00	88,947	
	ACCOUNTANT	5/3/2010				0		FY 2020	1.00	74,440	
	KING, DENISE	5/3/2010	10.16	900	0	0	H7-15	FY 2021	1.00	76,381	
	ACCOUNTING SPECIALIST	11/4/2019				0		FY 2020	1.00	64,240	
	ZALOSHNA, STELA	11/4/2019	0.66	0	0	0	H7-5	FY 2021	1.00	65,915	
	ACCOUNTING ASSISTANT	5/15/2014				0		FY 2020	1.00	61,664	
	DE LOS REYES, JULING	5/15/2014	6.13	750	2,278	0	H6-8	FY 2021	1.00	63,271	
	Account Totals:					0		FY 2020	6.00	527,855	
						5,550	2,278	0	FY 2021	6.00	541,616
511101	PT ACCOUNTING ASSISTANT	12/30/1997				0		FY 2020	0.40	23,876	
	MASTROIANNI, MARIA	12/30/1997	22.5	0	0	0	S6-11	FY 2021	0.40	24,499	
	Account Totals:					0		FY 2020	0.40	23,876	
						0	0	0	FY 2021	0.40	24,499
TOTAL COMPTROLLER						0		FY 2020	6.40	551,732	
						5,550	2,278	0	FY 2021	6.40	566,115
TOTAL COMPTROLLER						0		FY 2020	6.40	551,732	
						5,550	2,278	0	FY 2021	6.40	566,115

Treasurer and Collector's Office

Mission

To provide for proper collection, management and allocation of City funds while ensuring their safety, liquidity, and yield production.

The City of Newton Treasurer and Collector's Office is responsible for the collection and management of all receipts due the city. It is further charged with the investment and reconciliation of all city funds.

The Treasurer and Collector's Office manages and fulfills all billing of Real Estate and Personal Property Tax, Excise Tax, Water & Sewer charges, including the collection and processing of all payments. The department also processes payments made for parking violations.

The Treasurer/Collector serves not only the residents of Newton but other city departments in the collection and disposition of their funds. The Treasurer is the custodian for and advisor to a number of the City's trust funds.

As part of the management process, Treasury establishes accounts and maintains relationships with numerous financial institutions. All accounts are reconciled to both the bank statements and to the City's general ledger. Treasury provides a range of payment options including in person, online, mail and lockbox.

Treasury works with the Comptroller and the Financial Information Service Department to complete, fund and disburse the City's payrolls.

The Treasurer and Collector's Office has a key role in maintaining the City's financial strength and Aaa Moody's rating for its borrowings. Responsibilities include the gathering, input and review of data in support of borrowings; coordinating with the City's Bond Counsel and Financial Advisor as to timing and follow up documentation; and signing the official bond documents.

Fiscal Year 2020 has been a year of transition for the City of Newton Treasury Department. After 18 years of dedicated service to the City, Treasurer & Collector Jim Reardon has retired. Five new employees were hired to back fill open positions: Assistant Treasurer & Collector, Financial Assistant, Senior Teller, Teller Support Specialist and Parking Payment Clerk.

The Treasurer/Collector's office remains one of the busiest offices in the City. Annually we service tens of thousands of customers including residents, law offices, government agencies, vendors and even employees whether by phone, in person or by written correspondence. Our team strives to convey the most accurate, timely and helpful solutions to all inquiries and we will continue every effort to deliver high quality customer service to all.

It is also the inaugural year for the Munis Financial Management software program. This solution provides an important first step toward integrating the City's general accounting system with the Treasury's accounts receivable system currently in use for tax and utility billing and collection. Many hours of cooperative testing and training between various departments resulted in a successful migration to the Munis program. As employees work to better understand the software's full potential and refine internal controls, our department will be actively involved in the next phase of the Munis installation which includes payroll processing. This install is anticipated during the upcoming fiscal year.

Some business highlights from this past year include:

29,000 real estate and personal property tax bills were issued and mailed quarterly by this office. Although we continue to have busy periods at the teller windows, tax payment transactions made by credit cards have increased by 11.7%. Tax payment transactions

made by e-check have increased by 10.3%. Another collection trend change we have seen is a 3.5% increase in payment transactions processed by mortgage companies via an electronic file.

Over 70,000 motor vehicle excise bills were sent from this office and we reviewed nearly 4000 abatement adjustments to determine refund eligibility. We continued to meet our service level agreement of ten business days to turnaround all refund requests.

We also continue to meet or exceed state guidelines for processing municipal lien certificates and redemption requests. In the last twelve months, over 2400 municipal liens certificates and releases were issued and mailed.

Our department is entering into a multi-year agreement that will continue and expand our online payment options. Cost-savings will be realized on the ACH processing and we will continue to work with City departments to implement additional point of sale and web-based payment options.

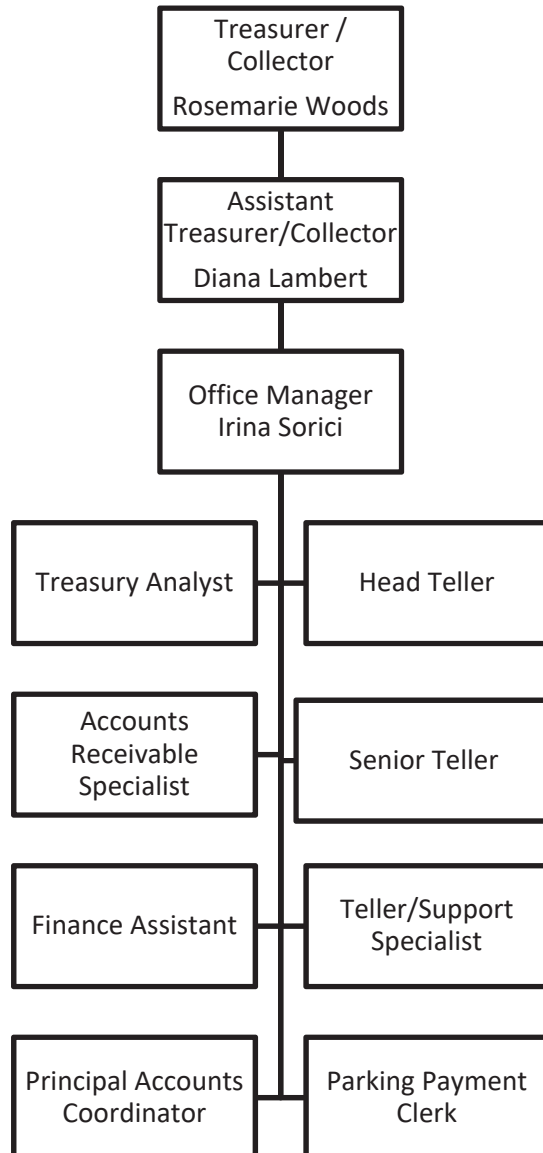
We will also continue to work with the Executive Office to maintain the City's Aaa bond rating by thoughtfully directing all short and long-term borrowing and managing relationships with custodial, investment and banking services. The City's cash funds are monitored closely to ensure investment returns are maximized while maintaining liquidity and mitigating risk.

We are proud to serve this community and look forward to the future as we continue our efforts to meet the needs of all Newton residents.

Rosemarie Woods

Treasurer & Collector

TREASURY DEPARTMENT



Financial and Operating Highlights

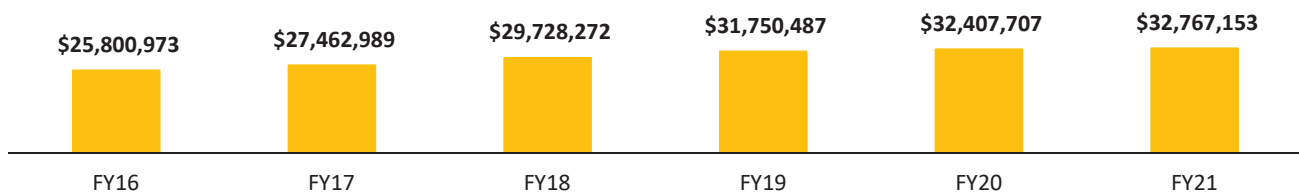
Financial Highlights

	<-----Actual----->			<-Adj Budget->		<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Treasury	\$ 1,337,786	\$ 1,104,119	\$ 1,141,352	\$ 1,297,661	\$ 1,313,129	\$ 1,279,977
Debt Maturities	\$ 10,228,407	\$ 11,537,247	\$ 12,516,894	\$ 13,162,267	\$ 14,026,667	\$ 14,549,667
Interest Lng Term	\$ 8,121,498	\$ 8,276,665	\$ 9,794,452	\$ 10,885,907	\$ 10,461,435	\$ 10,566,934
Interest Temp	\$ -	\$ -	\$ -	\$ 40,000	\$ 140,000	\$ -
OFU-ADV Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Assmnts	\$ 6,113,282	\$ 6,143,354	\$ 6,050,954	\$ 6,260,776	\$ 6,466,476	\$ 6,370,575
Total	\$ 25,800,973	\$ 27,462,989	\$ 29,728,272	\$ 31,750,487	\$ 32,407,707	\$ 32,767,153
% Incr	6.86%	6.44%	8.25%	6.80%	2.07%	1.11%

Personnel

Full-Time	11	11	11	11	11	11
Part-Time	0	0	0	0	0	0
Total	11	11	11	11	11	11

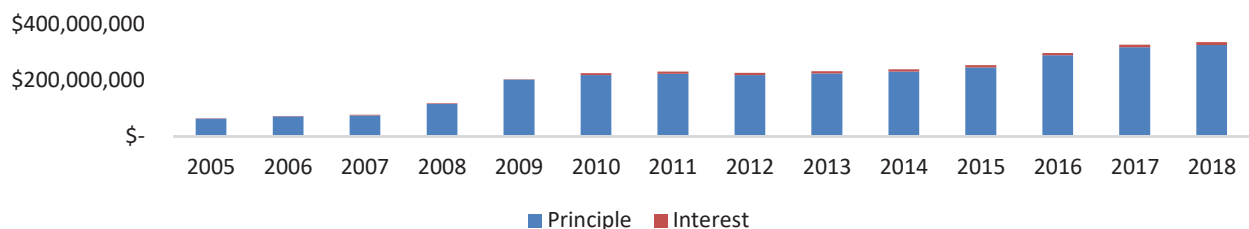
Total Treasury Expenditures



Operating Highlights

Credit Card Payments			E-Check Payments		Payments posted manually (estimate)		
FY	Bills Paid	\$ Value	Bills Paid	\$ Value	FY	# of Checks	# Online
2019	26,647	6,755,804	73,998	83,491,813	2019	22,033	10,999
2018	24,007	\$6,966,146	67,079	\$84,109,751			
2017	21,828	\$5,160,445	59,050	\$63,308,890			
2016	17,548	\$4,206,467	52,300	\$55,053,245			
2015	9,669	\$2,498,976	28,313	\$22,836,940			

Debt Service Principal & Interest



Treasurer & Collector's Office

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Re-engineer Treasury business processes that best maximize the newly integrated Munis Financial offerings

The conversion to MUNIS Financial software went live on July 1, 2019, with a major Munis Accounts Receivable software migration following six months later on January 1, 2020. This has created an exciting opportunity for multiple departments to perform work on the same software platform resulting in more

efficient, accurate and effective operations. This has allowed for better internal controls, more streamlined approval and reporting workflows and elimination of redundant and duplicative work. This software implementation has had an expansive impact on the Treasury Department now that the City is on a single financial software application. As users continue to train and utilize this new product, we are reviewing current operating procedures to improve revenue management, create stronger financial controls and utilize reporting with higher accuracy and flexibility. The Treasury will continue to work closely with the Information Technology Department to ensure the financial software is optimally set up in order for staff to perform at the highest levels of productivity whether it be managing customer payment inquiries, generating tax lien certificates or redemptions, creating supplemental bills, or processing customer refunds. Our goal is to identify and document best practices at both the individual employee and team level and collaborate with cross-functional departments for an overall improved business outcome. One major area of focus will be related to the installation of a new Munis payroll system expected to go live in FY 2021. This includes identifying and implementing our department's functional and business specifications for an accurate and timely payroll implementation. Our overall goal is to ensure that each payrun will be accurate, timely and compliant with governmental regulations by coalescing all financial and regulatory aspects within the Munis software.

Treasury continues to work toward finding suitable solutions that will help eliminate some manual processes currently in place. An important issue at hand is to decrease the number of checks that require manual posting. Many customers utilize their banks for online payments which results in a paper check sent to the City to post. Through public outreach and education to our customers, we will share the benefits of using the City's online payment options. We will also explore vendor solutions that will increase automation of bill payment posting to improve accuracy and timeliness for our customers. Other solutions to benefit our customers and elevate business outcomes may include use of software apps. Efforts to improve customer conveniences such as expediting payment processing for specific City services is one of our goals. Cash management

Outcome 2

Continue Technology Advancement with focus on Cash Management

Treasurer & Collector's Office

Fiscal Year 2021 Outcomes and Strategies

solutions that ensure asset security and highest yield will be sought. As the City moves toward using more integrated software platforms the possibility for these advancements increase.

Outcome 3

Continue Professional Development of Treasury Staff to Provide Excellent Internal and External Customer Service

A large degree of expertise and knowledge is required by all Treasury team members to be successful in their jobs. This upcoming year, supervisors will participate in formal professional development programs such as the Massachusetts Municipal Associations Finance Management Seminar as well as Massachusetts Collector and Treasurer's

Association's certification program. Employees will gain additional knowledge on financial management and reporting, discuss best practices in local government finance and review Mass General Law as related to cash management and collections. Providing quality customer service and support to the residents of Newton and to all City departments is another priority of our office. Continuing efforts are made to ensure Treasury staff be fully knowledgeable not only in their primary functions, but in their ability to support other positions that may become temporarily vacant due to attrition.

Outcome 4

Financial Cybersecurity

Treasury will also continue to work with our Information Technology department, financial institutions and contract vendors to heighten efforts related to protecting City assets. Methods of safeguarding and reporting are constantly changing and our efforts to employ solid security measures are continuously maintained through implementation of leading bank security software, use of best in class web security protocols and ongoing training efforts and personal vigilance.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 107 - TREASURER/COLLECTOR

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
TREASURY SUMMARY						
51 - PERSONAL SERVICES	648,239	680,963	656,395	730,227	719,123	-11,104
52 - EXPENSES	755,922	589,293	530,095	599,300	409,400	-189,900
56 - INTERGOVERNMENTAL	6,143,354	6,050,954	6,351,888	6,466,476	6,370,575	-95,901
58 - DEBT AND CAPITAL	28,226	0	0	0	0	0
5B -	0	267,859	0	0	0	0
5D -	20,255,168	22,602,546	23,999,567	24,488,102	25,116,601	628,499
57 - FRINGE BENEFITS	101,561	95,716	114,153	123,602	151,454	27,852
TOTAL DEPARTMENT	27,932,470	30,287,332	31,652,098	32,407,707	32,767,153	359,446
STATE ASSESSMENTS						
56 - INTERGOVERNMENTAL	6,143,354	6,050,954	6,351,888	6,466,476	6,370,575	-95,901
TOTAL STATE ASSESSMENTS	6,143,354	6,050,954	6,351,888	6,466,476	6,370,575	-95,901
TREASURY						
51 - PERSONAL SERVICES	648,239	680,963	656,395	730,227	719,123	-11,104
52 - EXPENSES	755,922	589,293	496,047	459,300	409,400	-49,900
58 - DEBT AND CAPITAL	28,226	0	0	0	0	0
57 - FRINGE BENEFITS	101,561	95,716	114,153	123,602	151,454	27,852
TOTAL TREASURY	1,533,948	1,365,972	1,266,595	1,313,129	1,279,977	-33,152
DEBT MATURITIES						
5D -	11,952,247	12,796,894	13,117,920	14,026,667	14,549,667	523,000
TOTAL DEBT MATURITIES	11,952,247	12,796,894	13,117,920	14,026,667	14,549,667	523,000
INTEREST-LNG TERM DEBT						
5D -	8,299,065	9,805,652	10,881,647	10,461,435	10,566,934	105,499
TOTAL INTEREST-LNG TERM DEBT	8,299,065	9,805,652	10,881,647	10,461,435	10,566,934	105,499
INTEREST-TEMP LOANS						
52 - EXPENSES	0	0	34,048	140,000	0	-140,000
5D -	3,856	0	0	0	0	0
TOTAL INTEREST-TEMP LOANS	3,856	0	34,048	140,000	0	-140,000
OFU-ADV REFUNDING CONTB.						
5B -	0	267,859	0	0	0	0
TOTAL OFU-ADV REFUNDING CONTB.	0	267,859	0	0	0	0

FUND: 0001 - GENERAL FUND
DEPARTMENT: 107 - TREASURER/COLLECTOR

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
107 - TREASURY							
0110720 - STATE ASSESSMENTS							
INTERGOVERNMENTAL							
562001	RETIREE HEALTH INSURA	3,331	3,642	6,539	7,395	4,098	-3,297
562002	AIR POLLUTION CONTROL	39,354	41,262	42,259	43,696	44,557	861
562003	MAPC	44,614	45,453	46,273	47,560	47,723	163
562004	RMV-NON RENEWAL CGS	108,200	108,200	108,795	108,200	105,300	-2,900
562005	MBTA	5,707,723	5,750,819	5,871,857	6,035,209	5,968,040	-67,169
562006	BOSTON METRO DISTRICT	2,355	2,195	2,195	2,057	2,057	0
562007	SPED CHARGES	65,287	0	89,648	52,063	46,955	-5,108
562008	CHARTER SCHOOL ASSMT	126,770	46,717	83,252	85,148	104,357	19,209
562009	SCHOOL CHOICE TUITION	45,720	52,666	101,070	85,148	47,488	-37,660
TOTAL INTERGOVERNMENTAL		6,143,354	6,050,954	6,351,888	6,466,476	6,370,575	-95,901
TOTAL STATE ASSESSMENTS		6,143,354	6,050,954	6,351,888	6,466,476	6,370,575	-95,901

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110745 - TREASURY							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	643,433	671,087	639,568	722,577	707,573	-15,004
513010	REGULAR OVERTIME	431	1,525	978	1,000	750	-250
514001	LONGEVITY	875	3,250	2,500	3,150	3,050	-100
514006	EXCEPTIONAL SVS PAY	0	1	0	0	0	0
515005	BONUSES	0	2,100	2,100	0	0	0
515006	VACATION BUY BACK	0	0	7,749	0	0	0
515102	CLEANING ALLOWANCE	3,500	3,000	3,500	3,500	3,500	0
519700	CURRENT YEAR WAGE RE	0	0	0	0	4,250	4,250
TOTAL PERSONAL SERVICES		648,239	680,963	656,395	730,227	719,123	-11,104
EXPENSES							
524010	OFFICE EQUIPMENT R-M	65	74	654	1,500	1,500	0
530207	BANKING SERVICES	85,899	103,410	91,630	140,000	100,000	-40,000
530700	PARKING TICKET COLLEC	120,722	110,412	132,421	150,000	125,000	-25,000
531400	REGIST/RECORDING FEES	2,854	1,800	-300	3,500	2,500	-1,000
531600	BOND/NOTE SALE COSTS	401,603	224,620	106,376	0	0	0
531700	MAILING SERVICES	104,036	105,465	125,034	115,000	135,000	20,000
534010	TELEPHONE	691	615	661	600	600	0
534100	POSTAGE	18,620	19,099	19,062	22,000	22,000	0
534200	PRINTING	8,386	5,612	8,485	6,500	6,500	0
534300	ADVERTISING/PUBLICATIO	1,635	935	681	4,000	1,500	-2,500
542000	OFFICE SUPPLIES	2,110	7,309	3,787	5,000	3,000	-2,000
552300	PAPER GOODS & SUPPLIE	3,066	3,885	3,337	4,000	4,000	0
558500	COMPUTER SUPPLIES	1,990	1,500	0	1,500	1,500	0
559200	BOOKS/MANUALS/PERIODI	0	0	0	200	200	0
571000	VEHICLE USE REIMBURSE	0	12	0	0	0	0
571100	IN-STATE CONFERENCES	50	76	50	500	1,500	1,000
573000	DUES & SUBSCRIPTIONS	952	1,226	1,013	1,000	1,000	0
575005	EMPLOYEE HONESTY BON	3,244	3,244	3,156	3,600	3,600	0
577000	TAX TITLE COSTS	0	0	0	400	0	-400
TOTAL EXPENSES		755,922	589,293	496,047	459,300	409,400	-49,900
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	2,199	2,522	2,584	3,150	2,100	-1,050
57HLTH	HEALTH INSURANCE	83,908	77,762	93,724	99,124	121,844	22,720
57LIFE	BASIC LIFE INSURANCE	316	269	278	285	285	0
57MEDA	MEDICARE PAYROLL TAX	8,822	9,381	8,964	10,088	10,362	274
57OPEB	OPEB CONTRIBUTION	6,316	5,782	8,603	10,955	16,863	5,909
TOTAL FRINGE BENEFITS		101,561	95,716	114,153	123,602	151,454	27,852
DEBT AND CAPITAL							
585190	RADIO COMMUNIC EQUIP	28,226	0	0	0	0	0
TOTAL DEBT AND CAPITAL		28,226	0	0	0	0	0
TOTAL TREASURY		1,533,948	1,365,972	1,266,595	1,313,129	1,279,977	-33,152

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110771 - DEBT MATURITIES							
581A01	NSHS - 2005	475,000	475,000	475,000	475,000	475,000	0
581A02	HIGH SCHOOL RENOV-200	508,250	500,000	495,000	490,000	483,500	-6,500
581A03	PEIRCE SCHOOL-2006	33,300	35,000	35,000	30,000	35,000	5,000
581A04	COUNTRYSIDE-2006	10,000	9,000	10,000	10,000	5,000	-5,000
581A05	SCHOOL BOILERS-2006	24,950	24,000	25,000	25,000	23,000	-2,000
581A06	NSHS HVAC-2006	15,000	14,700	15,000	18,000	20,000	2,000
581A07	ELEM SCHL RENOV-2006	9,600	9,700	10,000	10,000	9,500	-500
581A08	NNHS-2007	270,000	264,200	260,000	260,000	260,000	0
581A09	NSHS-2007	105,200	110,000	105,000	105,000	105,000	0
581A10	H.MANN/MEM-SPLDG-2007	35,090	30,000	5,000	5,000	5,000	0
581A11	MASON-RICE/ZERVAS-200	70,400	70,000	70,000	70,000	70,000	0
581A12	NNHS-1 2007	132,210	135,000	135,000	134,500	130,000	-4,500
581A13	CARR BOILERS 2007	10,500	10,000	10,000	10,000	10,000	0
581A14	NNHS-2 2007	856,500	854,600	850,000	845,000	835,000	-10,000
581A15	NNHS-06/2008	545,000	565,000	554,340	582,040	607,040	25,000
581A16	BROWN WINDOWS 06/08	110,000	110,000	99,190	98,290	98,290	0
581A17	FA DAY HVAC-04/01/09	100,000	100,000	100,000	100,000	95,000	-5,000
581A18	NNHS-04/01/2009	1,635,000	1,700,000	1,770,000	2,090,000	2,160,000	70,000
581A19	UNDERWOOD BOILER-04/0	10,000	10,000	10,000	10,100	10,000	-100
581A20	BROWN WINDOWS-04/01/0	40,000	40,000	40,000	40,000	40,000	0
581A21	NSHS ATHL FIELDS-04/01/0	215,000	215,000	215,000	209,900	205,000	-4,900
581A22	ANGIER BOILER- 2010	20,000	20,000	20,000	20,000	0	-20,000
581A23	MODULAR CLASSROOMS-	95,000	95,000	95,000	95,000	82,000	-13,000
581A24	NNHS-2010	390,000	390,000	390,000	390,000	360,350	-29,650
581A25	ED CTR GENERATOR-2010	20,000	20,000	20,000	20,000	0	-20,000
581A26	BURR DOORS/WINDOWS-2	35,000	35,000	35,000	35,000	27,225	-7,775
581A27	COUNTRYSIDE ELEV-2010	15,000	15,000	15,000	15,000	0	-15,000
581A28	WILLIAMS BOILER-2010	20,000	20,000	20,000	20,000	0	-20,000
581A29	SCHOOL ROOF REPAIRS-2	45,000	45,000	45,000	40,000	40,000	0
581A30	SCHOOL MASONRY -2011	25,000	25,000	25,000	25,000	25,000	0
581A31	SCHOOL BOILER REPL-201	20,000	20,000	20,000	20,000	20,000	0
581A32	SCHOOL HVAC-2011	10,000	10,000	10,000	10,000	10,000	0
581A33	MANN WINDOW/DOOR-201	25,000	25,000	25,000	25,000	25,000	0
581A34	NNHS-2011 MSBA LOAN	366,667	366,667	366,667	366,667	366,667	0
581A36	MODULAR CLASSROOMS-	60,000	60,000	60,000	60,000	60,000	0
581A37	MODULAR CLASSROOMS-	5,000	5,000	5,000	5,000	5,000	0
581A38	SCHL SPRINKLER SYTEM-2	10,000	5,000	5,000	5,000	5,000	0
581A39	FA DAY RENOV/SPKL-2012	125,000	0	0	0	0	0
581A40	SCHL ACCESSIBILITY-2012	20,000	20,000	20,000	20,000	20,000	0
581A41	SCHL ELECTRICAL-2012	15,000	15,000	15,000	15,000	15,000	0
581A42	SCHL GENERATORS-2012	20,000	20,000	20,000	20,000	20,000	0
581A43	SCHL BOILER REPL-2012	30,000	30,000	30,000	30,000	30,000	0
581A44	MODULARS/SPKL-2012	100,000	100,000	100,000	100,000	100,000	0
581A45	SCHL MASONRY -2013	25,000	25,000	25,000	25,000	25,000	0
581A46	CARR SCHL DESIGN- 2013	60,000	60,000	0	0	0	0
581A47	CARR DESIGN/CON ADMIN	140,000	135,000	0	0	0	0
581A48	FA DAY RENOVATIONS-20	190,000	195,000	205,000	215,000	220,000	5,000

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
581A49	ELEM MODULARS-2014	160,000	160,000	160,000	160,000	160,000	0
581A50	MASON-RICE SPKL-2014	35,000	35,000	35,000	35,000	30,000	-5,000
581A51	CARR RENOVATIONS-2014	225,000	235,000	245,000	255,000	270,000	15,000
581A52	ANGIER ELEM - 2014	95,000	100,000	105,000	110,000	115,000	5,000
581A53	CABOT FEASIBILITY - 2015	200,000	200,000	195,000	195,000	0	-195,000
581A54	BIGELOW STAIRCASE-201	50,000	50,000	45,000	45,000	45,000	0
581A55	ANGIER CONSTR-2015	310,000	320,000	325,000	330,000	335,000	5,000
581A56	ZERVAS CONSTR - 2016	375,000	360,000	375,000	390,000	410,000	20,000
581A57	ANGIER CONSTR - 2016	90,000	90,000	95,000	95,000	100,000	5,000
581A58	AQUINAS ACQ - 2016	320,000	310,000	325,000	340,000	355,000	15,000
581A59	FA DAY WATER HTR -2016	10,000	15,000	15,000	15,000	15,000	0
581A60	NNHS BACKSTOP - 2016	15,000	15,000	20,000	20,000	20,000	0
581A61	NSHS TENNIS CTS - 2016	35,000	35,000	40,000	40,000	45,000	5,000
581A62	ZERVAS CONSTR - 2017	0	235,000	240,000	247,800	260,000	12,200
581A63	CABOT LAND TKNG - 2017	0	18,600	20,000	20,000	20,000	0
581A64	CABOT DESIGN - 2017	0	5,000	5,000	5,700	10,000	4,300
581A65	CABOT CONSTR - 2017	0	110,000	115,000	115,000	120,000	5,000
581A66	ZERVAS CONSTRUCT 12/1	0	0	65,000	65,000	65,000	0
581A67	NSHS MONDO REPL 12/17	0	0	24,000	20,000	20,000	0
581A68	CABOT CONSTRUCT 12/17	0	0	185,775	330,500	348,000	17,500
581A69	CABOT CONSTRUCT 2/19	0	0	0	170,000	170,000	0
581A70	CARR SCHOOL A/C 2/19	0	0	0	28,919	25,000	-3,919
581A71	BIGELOW BOILER REPL 2/	0	0	0	0	70,000	70,000
581A72	LINCOLN-ELIOT WINDOW-	0	0	0	0	90,000	90,000
581A73	FA DAY BOILER REPL- 2/20	0	0	0	0	50,000	50,000
581A74	NEWTON EARLY CHILHDH-	0	0	0	0	75,000	75,000
581B01	LANDFILL CLOSURE-MWP	120,580	121,727	126,253	0	0	0
581B03	BENCLIFFE CIRCLE-2009	15,000	15,000	15,000	0	0	0
581B04	CRAFTS ST FUEL STAT-20	45,000	45,000	45,000	45,000	0	-45,000
581B05	TRAFFIC SGNL IMP - 2016	65,000	70,000	70,000	75,000	75,000	0
581B06	AUB SQ TRAFFIC IMP - 201	100,000	100,000	105,000	110,000	115,000	5,000
581B08	ELIOT ST BRIDGE - 2016	65,000	65,000	70,000	70,000	75,000	5,000
581B09	DED/NAH TRAFFIC IMP 12/	0	0	85,225	85,000	85,000	0
581B10	DED/NAH INTER IMP 12/17	0	0	30,000	29,500	28,650	-850
581B14	W NEWTON SQ IMPRV- 2/2	0	0	0	0	375,000	375,000
581B15	WALNUT AND AUSTIN REH	0	0	0	0	270,000	270,000
581B16	PARKING METER & KIOSK-	0	0	0	0	60,000	60,000
581C01	FIRE STATIONS - 2007	20,000	19,200	20,000	20,000	20,000	0
581C02	FIRE STATIONS-2007	15,000	17,000	17,000	14,000	15,000	1,000
581C03	FIRE STATIONS 2007	20,000	23,000	23,500	25,000	25,000	0
581C04	FIRE STATION #4-2009	165,000	165,000	165,000	155,000	155,000	0
581C06	CITY HALL BOILERS-2009	10,000	10,000	10,000	10,000	10,000	0
581C07	FIRE STATION #4 - 2010	5,000	5,000	5,000	5,000	5,000	0
581C08	FIRE STATION #7 - 2010	220,000	220,000	220,000	220,000	193,650	-26,350
581C09	ENERGY CONSERVATION-	245,000	245,000	245,000	245,000	223,125	-21,875
581C10	CITY HALL WINDOWS-2011	15,000	10,000	10,000	10,000	10,000	0
581C11	CITY HALL ELEC/BLR-2013	20,000	20,000	20,000	20,000	20,000	0
581C12	CITY HALL VETS WING-201	15,000	15,000	15,000	15,000	15,000	0
581C14	CRAFTS ST DPW MASONR	20,000	20,000	20,000	20,000	20,000	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
581C15	CRAFTS ST ROOF DSN-13	10,000	5,000	0	0	0	0
581C16	ENERGY CONSV PROJ-201	80,000	80,000	0	0	0	0
581C17	GATH POOL IMPV-2013	15,000	15,000	15,000	15,000	15,000	0
581C18	SALT SHED/GARAGE-2014	25,000	25,000	25,000	25,000	25,000	0
581C19	FIRE ST#10/WIRES - 2015	305,000	305,000	305,000	305,000	305,000	0
581C20	ENERGY CONSERVATION-	135,000	130,000	130,000	130,000	130,000	0
581C21	FIRS ST#3 IMPV - 2016	65,000	65,000	65,000	70,000	75,000	5,000
581C22	SR CTR HVAC - 2016	10,000	15,000	15,000	15,000	15,000	0
581C23	WAR MEML ELEVATOR -20	40,000	40,000	40,000	40,000	45,000	5,000
581C24	MANET RD COMM BLDG-20	16,000	15,000	15,000	15,000	15,000	0
581C25	MAIN LIBR IMPV - 2016	20,000	20,000	20,000	25,000	25,000	0
581C26	CTY HALL ROOF - 2016	10,000	10,000	10,000	10,000	10,000	0
581C27	FIRE ST #3/HQ - 2017	0	60,400	65,000	65,000	70,000	5,000
581C28	FIRE ST #3/HQ - 2017	0	365,000	375,000	381,500	400,000	18,500
581C29	FIRE ST #3/HQ 12/17	0	0	90,000	90,000	90,000	0
581C30	CRAFTS ST GARAGE RF 2/	0	0	0	23,000	20,000	-3,000
581C31	LIBRARY INTER IMPRV 2/1	0	0	0	35,000	35,000	0
581D01	GATH POOL IMPVMTS-201	10,000	10,000	10,000	10,000	10,000	0
581D02	BRACELAND PK IMPV-2012	10,000	10,000	10,000	10,000	10,000	0
581D03	LOWER FALLS CC RENOV-	20,000	20,000	20,000	20,000	20,000	0
581D04	MCGRATH PARK TENNIS 2	0	0	0	18,000	15,000	-3,000
581I01	DPW EQUIPMENT-2006	49,000	50,000	50,000	50,000	45,000	-5,000
581I02	FIRE EQUIPMENT-2006	55,000	54,900	55,000	53,500	50,000	-3,500
581I03	DPW EQUIPMENT-2007	50,000	39,700	39,500	40,000	39,000	-1,000
581I04	FIRE ENGINE REPL-06/08	30,000	30,000	28,610	27,710	27,710	0
581I05	DPW EQUIPMENT-06/08	40,000	40,000	37,860	36,960	36,960	0
581I06	FIRE LADDER-2009	55,000	55,000	55,000	50,000	50,000	0
581I07	PARKS EQUIP-2009	5,000	5,000	5,000	5,000	5,000	0
581I08	DPW EQUIP-2009	40,000	40,000	40,000	40,000	40,000	0
581I09	FIRE ENGINE - 2010	50,000	50,000	50,000	50,000	0	-50,000
581I10	TRASH CARTS- 2010	190,000	190,000	190,000	190,000	0	-190,000
581I11	TROMMEL SCREEN-2011	15,000	15,000	15,000	15,000	15,000	0
581I13	FIRE ENGINE-2012	60,000	60,000	60,000	60,000	60,000	0
581I14	DPW EQUIP REPL-2012	30,000	30,000	30,000	30,000	30,000	0
581I15	DPW EQUIP REPL-2012	10,000	10,000	10,000	10,000	5,000	-5,000
581I16	SWEEPER REPL-2013	20,000	15,000	15,000	15,000	15,000	0
581I17	FIRE LADDER REPL-2013	70,000	70,000	65,000	65,000	65,000	0
581I18	DPW EQUIPMENT-2014	30,000	30,000	30,000	30,000	25,000	-5,000
581I19	SNOW MELTING EQMT-201	25,000	25,000	25,000	25,000	25,000	0
581I20	DPW EQUIPMENT - 2015	35,000	35,000	35,000	35,000	35,000	0
581I21	DPW SNOW BLOWER -201	10,000	15,000	15,000	15,000	15,000	0
581I22	LIBR AUTO CIRCL EQ-2016	18,000	15,000	20,000	20,000	20,000	0
581I23	FIRE PUMPER - 2016	30,000	30,000	35,000	35,000	35,000	0
581I24	FIRE SCBA EQMT - 2016	44,000	40,000	45,000	45,000	50,000	5,000
581I25	FIRE BUCKET TRUCK - 201	22,000	20,000	20,000	20,000	20,000	0
581I27	DPW CONSTR EQMT - 201	0	19,500	20,000	20,000	20,000	0
581I29	FIRE PUMPER - 2017	0	50,000	50,000	55,000	55,000	0
581I30	DISPATCH CONSL - 2017	0	55,000	55,000	60,000	60,000	0
581I31	FIRE LADDER #2 2/19	0	0	0	135,000	135,000	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
581132	BUCKET TRUCK P/R 2/19	0	0	0	25,000	25,000	0
581133	TRASH TRUCKS P/R 2/19	0	0	0	17,000	15,000	-2,000
581134	DPW GRADALL TRK 2/19	0	0	0	20,000	20,000	0
581135	BACKHOE DPW 2/19	0	0	0	19,000	15,000	-4,000
581136	FRONT END LOADER 2/19	0	0	0	9,081	10,000	919
TOTAL		11,952,247	12,796,894	13,117,920	14,026,667	14,549,667	523,000
TOTAL DEBT MATURITIES		11,952,247	12,796,894	13,117,920	14,026,667	14,549,667	523,000

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110772 - INTEREST-LNG TERM DEBT							
582A01	NSHS - 2005	157,938	143,687	124,688	105,688	86,688	-19,000
582A02	HIGH SCHOOL RENOV-200	132,748	120,165	105,240	90,465	75,863	-14,602
582A03	PEIRCE SCHOOL -2006	5,733	4,875	3,825	2,850	1,875	-975
582A04	COUNTRYSIDE-2006	1,120	885	600	300	75	-225
582A05	SCHOOL BOILERS-2006	3,160	2,550	1,815	1,065	345	-720
582A06	NSHS HVAC-2006	2,181	1,811	1,365	870	300	-570
582A07	ELEM RENOV-2006	1,272	1,031	735	435	143	-292
582A08	NNHS-2007	75,216	60,453	52,590	44,790	36,990	-7,800
582A09	NSHS-2007	34,202	28,350	25,125	21,975	18,825	-3,150
582A10	H.MANN/MEM-SPLDG-2007	2,901	1,050	525	375	225	-150
582A11	MASON-RICE/ZERVAS-200	22,154	18,300	16,200	14,100	12,000	-2,100
582A12	NNHS-1 2007	45,295	40,160	35,460	31,418	27,450	-3,968
582A13	CARR BOILER 2007	3,493	3,100	2,750	2,450	2,150	-300
582A14	NNHS-2 2007	285,278	252,619	222,950	197,525	172,325	-25,200
582A15	NNHS- 06/08	740,075	747,161	724,565	696,848	667,746	-29,102
582A16	BROWN WINDOWS-06/08	53,219	51,074	47,224	42,265	37,351	-4,914
582A17	FA DAY HVAC-4/01/2009	34,843	43,925	40,675	37,175	33,175	-4,000
582A18	NNHS-04/01/2009	1,601,385	2,232,150	2,147,150	2,058,650	1,975,050	-83,600
582A19	UNDERWOOD BOILER-04/0	3,374	4,229	3,904	3,554	3,150	-404
582A20	BROWN WINDOWS-04/01/0	13,367	16,725	15,425	14,025	12,425	-1,600
582A21	NSHS ATHL FIELDS-04/01/0	48,513	55,329	48,341	40,816	32,420	-8,396
582A22	ANGIER BOILER - 2010	3,100	2,400	1,600	800	0	-800
582A23	MODULAR CLASSROOMS-	32,725	20,400	32,086	24,300	18,450	-5,850
582A24	NNHS - 2010	376,206	205,653	401,558	325,668	301,059	-24,609
582A25	ED CTR GENERATOR -201	3,100	2,400	1,600	800	0	-800
582A26	BURR DOORS & WINDOW	17,425	10,200	18,461	14,511	12,431	-2,080
582A27	COUNTRYSIDE ELEVATOR	2,325	1,800	1,200	600	0	-600
582A28	WILLIAMS BOILER - 2010	3,100	2,400	1,600	800	0	-800
582A29	SCHOOL ROOFS-2011	24,250	14,825	26,064	20,900	19,100	-1,800
582A30	SCHOOL MASONRY-2011	13,419	8,334	14,370	11,560	10,436	-1,124
582A31	SCHOOL BOILERS-2011	10,463	6,531	11,131	8,943	8,043	-900
582A32	SCHOOL HVAC-2011	2,100	1,700	1,300	900	450	-450
582A33	MANN WINDOW/DOOR-201	14,781	9,016	16,186	13,080	11,956	-1,124
582A34	NNHS-MSBA LOAN 2011	183,333	176,000	168,666	161,333	154,000	-7,333
582A36	SCHL MODULARS-2012	15,300	14,100	12,900	11,700	10,200	-1,500
582A37	SCHL MODULARS-2012	1,275	1,175	1,075	975	850	-125
582A38	SCHL SPRINKLERS-2012	1,375	1,175	1,075	975	850	-125
582A39	FA DAY RENOV/SPKLR-201	2,500	0	0	0	0	0
582A40	SCHL ACCESSIBILITY-2012	5,100	4,700	4,300	3,900	3,400	-500
582A41	SCHL ELECTRICAL-2012	3,225	2,925	2,625	2,325	1,950	-375
582A42	SCHL GENERATORS-2012	5,100	4,700	4,300	3,900	3,400	-500
582A43	SCHL BOILER REPL-2012	7,650	7,050	6,450	5,850	5,100	-750
582A44	MODULARS/SPKLRs-2012	24,775	22,775	20,775	18,775	16,275	-2,500
582A45	SCHL MASONRY-2013	13,888	13,138	12,138	11,138	10,138	-1,000
582A46	CARR SCHL DESIGN-2013	4,200	2,400	0	0	0	0
582A47	CARR DESGN/CON ADMIN	9,600	5,400	0	0	0	0
582A48	FA DAY RENOVATIONS-20	205,706	200,006	192,206	184,007	175,407	-8,600

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
582A49	ELEM MODULARS-2014	84,600	79,800	71,800	63,800	55,800	-8,000
582A50	MASON-RICE SPKLR-2014	16,763	15,713	13,963	12,213	10,463	-1,750
582A51	CARR RENOVATIONS-2014	440,863	434,113	422,363	410,113	397,363	-12,750
582A52	ANGIER - 2014	187,694	184,844	179,844	174,594	169,094	-5,500
582A53	CABOT FEASIBILITY-2015	13,800	9,800	5,850	1,950	0	-1,950
582A54	BIGELOW STAIRCASE-201	13,200	12,200	11,250	10,350	9,450	-900
582A55	ANGIER CONSTR-2015	477,750	471,450	465,000	458,450	451,800	-6,650
582A56	ZERVAS CONSTR - 2016	710,254	721,863	707,463	688,713	669,213	-19,500
582A57	ANGIER CONSTR - 2016	175,928	178,919	175,319	170,569	165,819	-4,750
582A58	AQUINAS LAND AQ - 2016	616,003	626,281	613,881	597,632	580,632	-17,000
582A59	FA DAY HT WATER HTR-20	6,699	6,550	5,950	5,200	4,450	-750
582A60	NNHS BACKSTOP - 2016	15,567	15,550	14,950	13,950	12,950	-1,000
582A61	NSHS TENNIS CTS - 2016	33,254	33,100	31,700	29,700	27,700	-2,000
582A62	ZERVAS CONSTR - 2017	0	470,861	465,099	457,900	447,988	-9,912
582A63	CABOT LAND TKNG - 2017	0	36,581	36,125	35,525	34,725	-800
582A64	CABOT DESIGN - 2017	0	14,519	14,409	14,260	14,032	-228
582A65	CABOT CONSTR - 2017	0	220,567	217,881	214,432	209,832	-4,600
582A66	ZERVAS CONSTRUCT 12/1	0	0	89,135	71,110	67,860	-3,250
582A67	NSHS MONDO REPL 12/17	0	0	16,839	12,900	11,900	-1,000
582A68	CABOT CONSTRUCT 12/17	0	0	860,292	706,582	689,619	-16,963
582A69	CABOT CONSTRUCT 2/19	0	0	0	188,833	186,844	-1,989
582A70	CARR SCHOOL A/C 2/19	0	0	0	42,546	12,650	-29,896
582A71	BIGELOW BOILER REPL- 2/	0	0	0	0	42,050	42,050
582A72	LINCOLN-ELIOT WINDOW-	0	0	0	0	56,550	56,550
582A73	FA DAY BOILER REPL- 2/20	0	0	0	0	31,417	31,417
582A74	NEWTON EARLY CHILHDH-	0	0	0	0	116,423	116,423
582B01	MWPAT LANDFILL CLOSU	2,200	0	0	0	0	0
582B03	BENCLIFFE CIRCLE-2009	1,463	1,013	525	0	0	0
582B04	CRAFTS ST FUEL ST - 2010	6,975	5,400	3,600	1,800	0	-1,800
582B05	TRAFFIC SGNL IMP - 2016	35,519	34,250	31,450	27,950	24,200	-3,750
582B06	AUB SQ TRAFFIC IMPV-201	53,303	51,300	47,300	42,050	36,550	-5,500
582B08	EILOT ST BRIDGE - 2016	79,473	79,850	77,250	73,750	70,250	-3,500
582B09	DED/NAH TRAFFIC IMP 12/	0	0	67,579	51,975	47,725	-4,250
582B10	DED/NAH INTER IMP 12/17	0	0	21,753	16,603	15,149	-1,454
582B14	W NEWTON SQ IMPRV- 2/2	0	0	0	0	234,852	234,852
582B15	WALNUT AND AUSTIN REH	0	0	0	0	169,650	169,650
582B16	PARKING METER & KIOSK-	0	0	0	0	37,604	37,604
582C01	FIRE STATIONS-2007	3,776	2,688	2,100	1,500	900	-600
582C02	FIRE STATIONS 2007	2,792	2,170	1,575	1,110	675	-435
582C03	FIRE STATIONS 2007	4,550	3,715	2,903	2,175	1,425	-750
582C04	FIRE STATION #4-2009	36,783	41,798	36,435	30,660	24,460	-6,200
582C06	CITY HALL BOILER-2009	3,506	4,425	4,100	3,750	3,350	-400
582C07	FIRE STATION #4-2010	2,775	1,600	3,028	2,400	2,075	-325
582C08	FIRE STATION #7 - 2010	122,100	70,400	132,365	104,883	91,242	-13,641
582C09	ENERGY CONSV - 2010	86,775	53,800	85,959	65,356	49,979	-15,377
582C10	CITY HALL WINDOWS-2011	2,300	1,700	1,300	900	450	-450
582C11	CITY HALL ELEC/BOILER-1	8,450	7,850	7,050	6,250	5,450	-800
582C12	CITY HALL VETS WING-201	8,606	8,156	7,556	6,956	6,356	-600
582C14	CRAFTS DPW MASNRY-13	5,400	4,800	4,000	3,200	2,400	-800

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
582C15	CRAFTS DPW ROOF-2013	500	200	0	0	0	0
582C16	ENERGY CONSV-2013	5,600	3,200	0	0	0	0
582C17	GATH POOL IMPV-2013	4,050	3,600	3,000	2,400	1,800	-600
582C18	SALT SHED-2014	17,531	16,781	15,531	14,282	13,032	-1,250
582C19	FIRE ST #10/WIRES - 1/15	186,050	179,950	173,850	167,750	161,650	-6,100
582C20	ENERGY CONSERVATION-	79,350	76,700	74,100	71,500	68,900	-2,600
582C21	FIRE ST#3 - 2016	129,426	131,675	129,075	125,825	122,325	-3,500
582C22	SR CTR HVAC - 2016	6,699	6,550	5,950	5,200	4,450	-750
582C23	WAR MEML ELEVATOR - 2	45,303	45,400	43,800	41,800	39,800	-2,000
582C24	MANET RD COMM BLDG-20	27,214	27,594	26,994	26,244	25,494	-750
582C25	MAIN LIBR IMPV - 2016	11,133	10,750	9,950	8,950	7,700	-1,250
582C26	CTY HALL ROOF - 2016	4,434	4,200	3,800	3,300	2,800	-500
582C27	FIRE ST #3/HQ - 2017	0	123,156	121,688	119,738	117,138	-2,600
582C28	FIRE ST #3/HQ - 2017	0	395,505	385,657	374,407	359,147	-15,260
582C29	FIRE ST #3/HQ 12/17	0	0	93,425	73,350	68,850	-4,500
582C30	CRAFTS ST GARAGE RF 2/	0	0	0	12,815	12,107	-708
582C31	LIBRARY INTER IMPRV 2/1	0	0	0	21,847	20,850	-997
582D01	GATH POOL IMPROVEMEN	1,350	1,150	950	750	500	-250
582D02	BRACELAND PK IMPV-2012	2,550	2,350	2,150	1,950	1,700	-250
582D03	LOWER FALLS CC RENOV-	9,831	9,231	8,231	7,232	6,232	-1,000
582D04	MCGRATH PARK TENNIS 2	0	0	0	9,425	8,850	-575
582I01	DPW EQUIPMENT-2006	6,340	5,100	3,600	2,100	675	-1,425
582I02	FIRE LADDER-2006	6,952	5,579	3,930	2,303	750	-1,553
582I03	DPW EQUIPMENT-2007	7,946	5,351	4,163	2,970	1,785	-1,185
582I04	FIRE ENGINE REPL-06/08	8,554	7,745	6,695	5,265	3,880	-1,385
582I05	DPW EQUIPMENT-06/08	11,393	10,315	8,915	7,022	5,175	-1,847
582I06	FIRE LADDER-2009	11,843	13,313	11,525	9,600	7,600	-2,000
582I07	PARKS EQUIP-2009	1,163	1,338	1,175	1,000	800	-200
582I08	DPW EQUIP-2009	9,111	10,420	9,120	7,720	6,120	-1,600
582I09	FIRE ENGINE - 2010	7,750	6,000	4,000	2,000	0	-2,000
582I10	TRASH CARTS - 2010	29,450	22,800	15,200	7,600	0	-7,600
582I11	TROMMEL SCREEN-2011	3,150	2,550	1,950	1,350	675	-675
582I13	FIRE ENGINE - 2012	8,100	6,900	5,700	4,500	3,000	-1,500
582I14	DPW EQUIP REPL-2012	4,050	3,450	2,850	2,250	1,500	-750
582I15	DPW EQUIP REPL-2012	1,100	900	700	500	250	-250
582I16	SWEEPER REPL-2013	4,200	3,600	3,000	2,400	1,800	-600
582I17	FIRE LADDER REPL-2013	27,813	25,713	22,912	20,312	17,713	-2,599
582I18	DPW EQUIPMENT-2014	10,400	9,500	8,000	6,500	5,000	-1,500
582I19	SNOW MELTING EQMT-201	9,500	8,750	7,500	6,250	5,000	-1,250
582I20	DPW EQUIPMENT - 2015	9,650	8,950	8,250	7,550	6,850	-700
582I21	DPW SNOW BLOWER - 201	6,699	6,550	5,950	5,200	4,450	-750
582I22	LIBR AUTO CIRCL EQ-2016	9,032	8,650	8,050	7,050	6,050	-1,000
582I23	FIRE PUMPER - 2016	28,820	28,700	27,500	25,750	24,000	-1,750
582I24	FIRE SCBA EQMT-2016	22,372	21,450	19,850	17,600	15,350	-2,250
582I25	FIRE BUCKET TRUCK-2016	10,053	9,550	8,750	7,750	6,750	-1,000
582I27	DPW CONST EQMT - 2017	0	8,761	8,200	7,600	6,800	-800
582I29	FIRE PUMPER - 2017	0	22,769	21,332	19,832	17,632	-2,200
582I30	DISP CONSOLE - 2017	0	24,504	22,922	21,272	18,872	-2,400
582I31	FIRE LADDER #2 2/19	0	0	0	58,000	53,250	-4,750

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
582I32	BUCKET TRUCK P/R 2/19	0	0	0	10,392	9,500	-892
582I33	TRASH TRUCKS P/R 2/19	0	0	0	8,700	8,150	-550
582I34	DPW GRADALL TRK 2/19	0	0	0	12,374	11,800	-574
582I35	BACKHOE DPW 2/19	0	0	0	7,202	6,500	-702
582I36	FRONT END LOADER 2/19	0	0	0	4,789	4,500	-289
TOTAL		8,299,065	9,805,652	10,881,647	10,461,435	10,566,934	105,499
TOTAL INTEREST-LNG TERM DEBT		8,299,065	9,805,652	10,881,647	10,461,435	10,566,934	105,499
0110773 - INTEREST-TEMP LOANS							
EXPENSES							
531600	BOND/NOTE SALE COSTS	0	0	34,048	0	0	0
579500	UNDISTRIBUTED BUDGET	0	0	0	140,000	0	-140,000
TOTAL EXPENSES		0	0	34,048	140,000	0	-140,000
583A03	CABOT BAAN'S	3,856	0	0	0	0	0
TOTAL		3,856	0	0	0	0	0
TOTAL INTEREST-TEMP LOANS		3,856	0	34,048	140,000	0	-140,000
0110775 - OFU-ADV REFUNDING CONTB.							
5978	ADV REFUNDING CONTB.	0	267,859	0	0	0	0
TOTAL		0	267,859	0	0	0	0
TOTAL OFU-ADV REFUNDING CONTB.		0	267,859	0	0	0	0
TOTAL TREASURY		27,932,470	30,287,332	31,652,098	32,407,707	32,767,153	359,446

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		
107 - TREASURY												
0110745 - TREASURY												
511001	TREASURER	9/21/2009				0		FY 2020	1.00	129,094		
	WOODS, ROSEMARIE	9/21/2009	10.78	900	0	0	H13-25	FY 2021	1.00	132,460		
	ASSISTANT TREASURER	3/2/2020				0		FY 2020	1.00	89,388		
	LAMBERT, DIANA	3/2/2020	0.33	0	3,253	0	H11-8	FY 2021	1.00	90,368		
	OFFICE MANAGER	8/19/2015				0		FY 2020	1.00	72,043		
	SORICI, IRINA	8/19/2015	4.87	750	2,661	0	H8-7	FY 2021	1.00	73,921		
	TREASURY ANALYST	8/2/2010				0		FY 2020	1.00	60,960		
	LEAVITT, KIRSTEN	8/2/2010	9.91	900	0	0	H5-13	FY 2021	1.00	62,550		
	ACCOUNTS RECEIVABLE SPE	9/24/2018				0		FY 2020	1.00	51,446		
	CASSANI, JOHN	9/24/2018	1.77	0	1,868	500	S7-3	FY 2021	1.00	51,887		
	FINANCE ASSISTANT	4/1/2019				0		FY 2020	1.00	51,446		
	RAHIMOV, FARID	4/1/2019	1.25	0	1,859	500	S7-3	FY 2021	1.00	51,629		
	PRINCIPAL ACCOUNT COORD	11/3/2014				0		FY 2020	1.00	56,216		
	YEE, ANDREW	11/3/2014	5.66	500	2,077	500	S7-6	FY 2021	1.00	57,682		
	HEAD TELLER	5/23/2019				0		FY 2020	1.00	49,990		
	KRIVINSKY, LUDMILA	5/23/2019	1.11	0	1,798	500	S6-5	FY 2021	1.00	49,955		
	PARKING PAYMENT CLERK	9/30/2019				0		FY 2020	1.00	45,748		
	ONEIL, MEGAN	9/30/2019	0.75	0	1,678	500	S6-2	FY 2021	1.00	46,599		
	TELLER/SUPPORT SPECIALI	8/14/2019				0		FY 2020	1.00	43,170		
	WALSH, DEIDRE ANN	8/14/2019	0.88	0	0	500	S5-3	FY 2021	1.00	44,139		
	SENIOR TELLER	12/11/2017				0		FY 2020	1.00	45,799		
	THEA, THOMAS	12/11/2017	2.56	0	1,670	500	S5-5	FY 2021	1.00	46,383		
	Account Totals:						0		FY 2020	11.00	695,301	
							3,050	16,863	3,500	FY 2021	11.00	707,573
	TOTAL TREASURY						0		FY 2020	11.00	695,301	
							3,050	16,863	3,500	FY 2021	11.00	707,573
TOTAL TREASURY						0		FY 2020	11.00	695,301		
						3,050	16,863	3,500	FY 2021	11.00	707,573	

Department of Human Resources

Mission

To provide respectful and caring Human Resource services and solutions with supporting policies and procedures to enhance the fair recruitment, retention, training and development of our most valuable resource, the employees of the City and provide them with a safe and positive workplace with fair compensation.



The Human Resources Department provides a wide range of services to the City of Newton's employees and management team, including:

- Administration of Employee Benefits
- Compensation and Classification Management
- Design of Organizational Structures
- Development of Policies and Procedures
- Diversity and Inclusion Programs
- Labor and Employee Relations
- Labor and Employment Law Compliance
- Leadership Support and Counseling
- Management of Grievances and Discipline
- Personnel Record Keeping
- Professional Development and Training of Talent
- Recruitment and Selection of Talent
- Risk Management and Compliance
- Succession Planning
- Wellness Initiatives
- Workers' Safety and Workers' Compensation

Fiscal Year 2020 was a productive and new year for the Department of Human Resources. As the City's new Director of Human Resources, fiscal year 2020 was an exciting and productive year for our new team. In FY20 we filled three vacant positions – the Senior HR Generalist, the HR Generalist and the Benefits Manager positions. By the summer's end, we had quickly built a solid team and began the work of building a new Department and structuring ourselves in such a way that we could provide the most effective services to City departments.

Our two newly created positions of HR Business Partners were assigned City departments and began the work of understanding those departmental needs and focused their energy and HR expertise on best supporting their functions. With a strategic focus on the HR Business Partner (HRBP) role, one of our HRBPs was assigned the Police and Fire Departments in order to maintain a Public Safety and Civil Service focus on these two large and important departments. Our other HRBP was assigned to the Departments of Public Works, Public Facilities and Parks, Recreation and Culture – again to maintain consistency in how these similar departments run and interact with each other. The remaining departments were assigned based on the individual skillset and experience of the individual HRBP. With the HRBP model, the Department of Human Resources can organize departmental personnel management through one key liaison and ensure consistency and equity in the management of various personnel systems and processes.

The new HR team focused on developing improved methods of coordinating a professional recruitment and hiring process, increasing the turnaround time for finding qualified talent to join the Newton team, and utilized networking and recruitment tactics through public administration associations to

target talent. While many positions were filled in FY20, some key positions include the Newton Fire Chief, Director of Cultural Development, Assistant Treasurer/Collector, Director of Economic Development, Director of the Newton Free Library and the Commissioner of Parks, Recreation and Culture.

The Benefits Manager and Director of Human Resources focused on making benefit information more easily accessible to employees and enhanced our benefit package by adding several wellness related programs to our lineup.

The HR Generalist and Senior HR Generalist were very busy coordinating with other departments on how to best improve the efficiency of internal personnel related actions. The HR Generalist coordinated a new employee orientation process that provides new employees with the onboarding information and materials they need to make a smooth and positive transition.

And of course, we have closed our fiscal year by supporting all employees and department leadership with the impacts of the COVID-19 pandemic. The Human Resources Department was deemed highly essential to this process and supported the Executive Office and all employees through uncharted waters. We worked quickly to keep employees safe, reorganize city operations in order to keep city operations running to the extent possible and implement interim COVID-19 related policies and procedures to protect our essential employees and First Responders and provide benefit related materials specific to COVID-19 related absences and needs.

In addition to a few of the highlights listed above, the HR Department also worked to:

- Develop relationships with key Department leadership.

- Develop relationships with all union representatives.
- Develop relationships with other internal departments involved in the
- Enhance the HR website and utilize professional associations for networking and recruitment activities.
- Manage and complete the hiring of over a dozen key leadership positions, and several dozen staff level positions throughout the City.
- Improved recruitment initiatives, resulting in a decreased turn-around period from vacancy to new hire.
- Supported the collective bargaining process and settled two additional union contracts, one through FY20 and another through FY23.
- Conducted training as needed and coordinated the development of key training initiatives with department leadership.
- Developed policies as needed to communicate and develop safety and benefit initiatives relating to the COVID-19 pandemic and legislative changes impacting municipalities and employers.

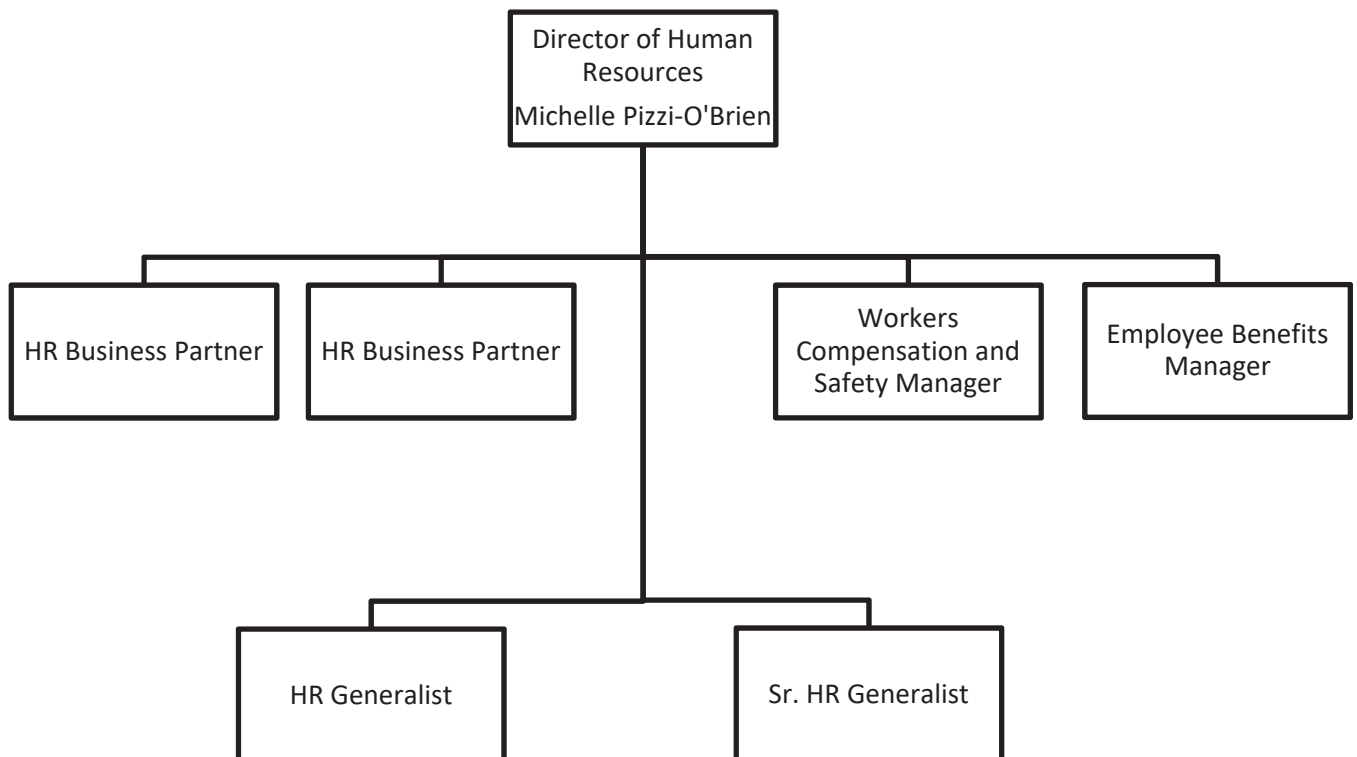


Michelle Pizzi O'Brien, M.P.A.
Director of Human Resources

My goal was to work towards turning the existing HR Department from a transactional and reactive department, to one which provides, at an exemplary level to our employees and management team, all aspects of a fully functioning, strategic human resources department.

I am very proud to have taken on this role for the good City of Newton and look forward to working with and for our employees in the years ahead.

HUMAN RESOURCES



Financial and Operating Highlights

Financial Highlights

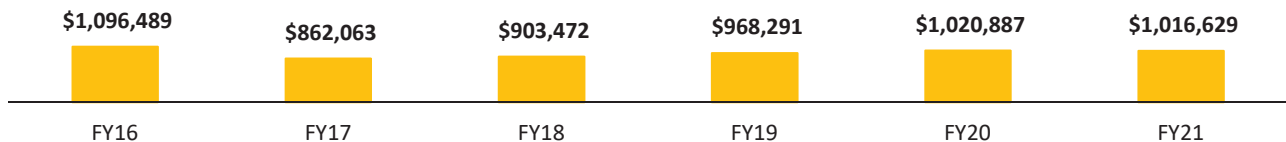
	<-----Actual----->			<-Adj Budget->		<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
HR	\$ 1,096,489	\$ 862,063	\$ 903,472	\$ 968,291	\$ 1,020,887	\$ 1,016,629
Total	\$ 1,096,489	\$ 862,063	\$ 903,472	\$ 968,291	\$ 1,020,887	\$ 1,016,629
% Incr		-21.38%	4.80%	7.17%	5.43%	-0.42%

Personnel

Full-Time	7	9	9	8	7	7*
Part-Time	1	1	1	1	1	0
Total	8	10	10	9	8	7

*HR Generalist deferred until January 2, 2020

Total HR Expenditures



Operating Highlights

Recruitment Highlights:

- Managed and supporting the hiring activities of approximately 302 positions throughout the City

Healthcare and Wellness:

- Through education and training, the City's Benefit Partners reported that while emergency room and minute clinic utilization decreased, Urgent Care utilization increased by 27%, resulting in lower health care costs for the employee and the City for services.

Employee Relations and Labor Relations:

- The HR Department also worked in FY20 to develop positive and collaborative relationships with union representatives throughout our organization.

Worker's Compensation/Safety:

- The HR Director negotiated an agreement with the Teamsters Union and their Training Director. In November 2019, the City partnered with Teamster Local 25 to offer training and education for our employees in that bargaining unit.

Human Resources Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Continue to Reorganize and Staff the Human Resources Department

In FY2021, the Human Resources Department will continue its work to reorganize and staff the department in our effort to improve upon the personnel management systems in the City. Historically, the City of Newton provided human resources expertise transactionally with specialists focused on specific HR functions. We

transformed the department to be a more effective, strategic partner to both the City's executive leadership and our employees. The goal is to improve, and, when appropriate, streamline HR procedures using best practices, human resources software and technology, and faster and more error free processing of personnel actions. We will capitalize on what we learned during the pandemic and developing more streamlined, technology friendly and policy driven developments.

The roles of many members of the Human Resources Department changed in FY2020. Two employees were identified as Human Resources Business Partners (HRBP). The role of the HRBP is to make sure human resource policy and procedure throughout their assigned departments fit the needs, goals, and aims of the City and its leadership. An HRBP is an experienced human resource professional who works closely with the HR Director and the City's senior leadership to develop and direct an HR agenda that closely supports the department and the City's organizational goals.

Two staff members in Human Resources will remain as specialists to provide in-depth service in two major specialty areas – workers' safety & workers' compensation and benefits for employees, especially health insurance. The Human Resources Department will continue to have two HR professionals serve as generalists – the HR Generalist and the Senior HR Generalist. The Senior HR Generalist will provide support to all members of the Department. Areas of focus will include labor and employment law compliance; HR policy development; classification and compensation plan development; position description development; a point factor re-classification system; diversity initiatives; internal investigations and training; and comprehensive talent development and training programs. The department will be supported by an HR Generalist who will handle day-to-day operations of the department, manage city wide human resources procedures and policies, and manage personnel records.

A critical FY2021 goal for the Human Resources Department will be to strengthen the City's relationship with our employees and their representatives. We will aim to address employee issues as soon as they surface, ensure employees have a safe work environment, and follow vigorously fair

employment practices. We will be mindful of the federal and state laws that govern the relationships between labor unions and employers. We will work continuously to have a positive labor-management

Outcome 2

Strengthen the City's Relationship with Our Employees and their Representatives

Human Resources Department

Fiscal Year 2021 Outcomes and Strategies

relationship by communicating regularly, bargaining in good faith and coordinating the development of fully executed labor agreements. By working closely with our labor unions, the Law Department, department managers and Executive staff, we will use communication tools, training, mechanisms and procedures to reduce the number of grievances, the time period in which grievances are processed, and the number of grievances which end up with arbitration.

Outcome 3

Focus on the Wellness and Wellbeing of our Employees

The goal for the HR Department is a positive, respectful and caring workplace in the City. The Department will find ways to express gratitude for the work of our dedicated public servants, create a safe and professional work environment, expand opportunities for growth and development, act consistently with

personnel actions and communications, and encourage positive relationships and work habits.

In FY2021, the HR Department will continue to focus on Employee Wellness but in a different way. The traditional methods of implementing a wellness program will surely change during and following the COVID-19 pandemic. We will need to be creative in the ways we reach and meet the wellness needs of our employees while identifying that those needs may be different than in years past. Many employees have experienced loss, illness, financial difficulty and childcare concerns during this time and may continue for some time into FY2021. Our goal is to focus our experience in identifying ways to support employees during this challenging time within the constraints of a challenging financial atmosphere.

The need for professional human resources management during the COVID-19 pandemic is strong. We will continue our efforts to support staff, department leadership, union leadership and the Executive team in the management of all personnel administration needs as it relates to the pandemic. We will

continue to make ourselves available for all of the unique employee and administration needs that have arisen from the pandemic and will continue to work closely with the emergency management team to ensure that all efforts are taken to ensure the safety of our employees and Newton residents. We will continue to track legislative changes and impacts in order to maintain compliance, transparency and communication of these changes when needed.

Outcome 4

Continue to Support the Organization through COVID-19

FUND: 0001 - GENERAL FUND
DEPARTMENT: 109 - HUMAN RESOURCES

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

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
HUMAN RESOURCES SUMMARY						
51 - PERSONAL SERVICES	458,588	518,000	589,678	572,220	562,145	-10,076
52 - EXPENSES	192,161	215,667	206,047	273,391	221,050	-52,341
57 - FRINGE BENEFITS	211,315	169,805	172,566	175,276	233,434	58,158
TOTAL DEPARTMENT	862,063	903,472	968,291	1,020,887	1,016,629	-4,259
HUMAN RESOURCES						
51 - PERSONAL SERVICES	458,588	518,000	589,678	572,220	562,145	-10,076
52 - EXPENSES	192,161	215,667	206,047	273,391	221,050	-52,341
57 - FRINGE BENEFITS	211,315	169,805	172,566	175,276	233,434	58,158
TOTAL HUMAN RESOURCES	862,063	903,472	968,291	1,020,887	1,016,629	-4,259

FUND: 0001 - GENERAL FUND
DEPARTMENT: 109 - HUMAN RESOURCES

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
109 - HUMAN RESOURCES							
0110952 - HUMAN RESOURCES							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	444,847	444,553	494,401	548,816	538,945	-9,872
511101	PART TIME < 20 HRS/WK	6,899	21,853	39,612	21,154	20,000	-1,154
511102	PART TIME > 20 HRS/WK	5,124	49,853	39,470	0	0	0
514001	LONGEVITY	775	900	2,025	2,250	1,500	-750
514005	WORKING OUT OF GRADE	943	0	0	0	0	0
515006	VACATION BUY BACK	0	840	14,170	0	0	0
519700	CURRENT YEAR WAGE RE	0	0	0	0	1,700	1,700
TOTAL PERSONAL SERVICES		458,588	518,000	589,678	572,220	562,145	-10,076
EXPENSES							
524010	OFFICE EQUIPMENT R-M	351	275	464	500	500	0
524080	DEPARTMENTAL EQUIP R-	282	211	1,195	1,400	1,400	0
527400	RENTAL - EQUIPMENT	3,440	3,505	3,452	4,000	9,600	5,600
530100	CONSULTANTS	15,599	11,434	35,798	30,000	25,000	-5,000
530217	FOOD SERVICES	10,400	10,400	0	5,000	0	-5,000
530218	FLEX SPENDING PLAN AD	29,231	31,811	35,045	35,000	35,000	0
530220	INVESTIGATION SERVICES	2,930	0	5,170	10,000	10,000	0
530221	FIT FOR DUTY SERVICES	10,000	19,747	13,321	20,000	10,000	-10,000
530900	LEGAL SERVICES	0	9,590	18,259	0	0	0
531300	TEMP STAFFING SERVICE	13,145	457	11,723	5,000	5,000	0
531900	TRAINING EXPENSES	1,528	19,780	1,502	50,000	35,000	-15,000
532100	TUITION ASSISTANCE	6,657	5,452	5,370	15,000	7,500	-7,500
534010	TELEPHONE	1,554	1,326	1,642	1,750	1,750	0
534020	CELLULAR TELEPHONES	77	189	1,384	1,500	2,000	500
534100	POSTAGE	2,660	3,106	3,759	5,000	3,000	-2,000
534200	PRINTING	1,529	1,095	1,261	1,241	1,300	59
534300	ADVERTISING/PUBLICATIO	28,950	7,388	12,302	10,000	5,000	-5,000
537100	MEDICAL SERVICES	3,500	1,820	0	2,000	57,000	55,000
537200	MEDICAL SCREENINGS	11,000	56,305	5,435	25,000	0	-25,000
537201	PREPLACEMENT SCREENI	29,440	27,468	42,368	40,000	0	-40,000
542000	OFFICE SUPPLIES	3,352	2,919	5,629	5,000	7,500	2,500
546100	RECREATION SUPPLIES	265	80	0	500	0	-500
549900	MEDICAL VACCINES	15,000	0	0	0	0	0
571000	VEHICLE USE REIMBURSE	261	0	49	0	500	500
571100	IN-STATE CONFERENCES	0	0	0	0	1,000	1,000
571200	REFRESHMENTS/MEALS	735	1,115	599	3,000	1,500	-1,500
573000	DUES & SUBSCRIPTIONS	275	194	320	2,500	1,500	-1,000
TOTAL EXPENSES		192,161	215,667	206,047	273,391	221,050	-52,341
FRINGE BENEFITS							
570200	UNEMPLOYMENT BENEFIT	91,620	84,424	89,620	90,000	146,410	56,410
57DENT	DENTAL INSURANCE	2,265	2,146	2,252	2,796	1,632	-1,164
57HLTH	HEALTH INSURANCE	101,973	64,549	61,137	61,893	62,629	736
57LIFE	BASIC LIFE INSURANCE	307	260	198	228	171	-57
57MEDA	MEDICARE PAYROLL TAX	6,137	6,927	7,476	8,581	8,238	-343
57OPEB	OPEB CONTRIBUTION	9,012	11,500	11,883	11,778	14,354	2,576

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
TOTAL FRINGE BENEFITS	211,315	169,805	172,566	175,276	233,434	58,158
TOTAL HUMAN RESOURCES	862,063	903,472	968,291	1,020,887	1,016,629	-4,259
TOTAL HUMAN RESOURCES	862,063	903,472	968,291	1,020,887	1,016,629	-4,259

CITY OF NEWTON BUDGET PERSONNEL DETAIL

Account	Position Title	Benefits Date	Hire Date	Yrs. Service	Longevity	OPEB	Add Comp	Holiday	Grade	F.Y.	FTE	GROSS		
109 - HUMAN RESOURCES														
0110952 - HUMAN RESOURCES														
511001	DIR H.R.	3/12/2019						0		FY 2020	1.00	138,713		
	MICHELLE, PIZZI O'BRIEN	3/12/2019		1.3	0	0		0	H14-25	FY 2021	1.00	140,233		
	BUSINESS PARTNER	3/23/2015						0		FY 2020	1.00	81,714		
	ONEILL, MARY	3/23/2015		5.27	750	3,018		0	H9-11	FY 2021	1.00	83,844		
	BUSINESS PARTNER	8/5/2019						0		FY 2020	1.00	72,612		
	BARNES, CHIQUITA	8/5/2019		0.91	0	2,643		0	H7-6	FY 2021	1.00	73,408		
	W/C & SAFETY MANAGER	3/23/2015						0		FY 2020	1.00	84,163		
	BROWN, KELLY	3/23/2015		5.27	750	3,109		0	H9-13	FY 2021	1.00	86,358		
	BENEFITS ADMIN	5/13/2019						0		FY 2020	1.00	63,304		
	JOHN, SAEZ	5/13/2019		1.13	0	2,338		0	H7-4	FY 2021	1.00	64,954		
	SENIOR HR GENERALIST	5/28/2019						0		FY 2020	1.00	62,369		
	MCGONAGLE, MICHELLE	5/28/2019		1.09	0	2,270		0	H5-5	FY 2021	1.00	63,053		
	HR GENERALIST							0		FY 2020	1.00	53,408		
	VACANT, VACANT				0	975		0	H6-8	FY 2021	1.00	27,094		
	Account Totals:								0		FY 2020	7.00	556,283	
						1,500	14,354		0		FY 2021	7.00	538,945	
511101	SEASONAL CLERK							0		FY 2020		21,154		
					0	0		0	QQQ-	FY 2021		20,000		
	Account Totals:								0		FY 2020	21,154		
						0	0		0		FY 2021	20,000		
TOTAL HUMAN RESOURCES								0		FY 2020	7.00	577,437		
								1,500	14,354		0	FY 2021	7.00	558,945
TOTAL HUMAN RESOURCES								0		FY 2020	7.00	577,437		
								1,500	14,354		0	FY 2021	7.00	558,945

Financial Information Systems Department

Mission

To provide guidance, support, training, and documentation to all departments in the use of the City's financial software applications; analyzes departmental financial functions and makes recommendations on how the use of software could streamline operations; implements new software releases to provide greater functionality to financial operations



The FIS Department acts as the interface between the financial software and financial software data and end user, providing testing, training, and documentation, especially with new updates and releases. Additionally, FIS staff process all payrolls; prepare all City regulatory billings; and manage federal and state reporting, such as annual W-2, 1099-M, 1099-R tax forms, and Affordable Care Act preparation; IRS and DOR wage reports; and changes to salary schedules.

Over the past year, the Financial Information Systems Department has accomplished the following:

- Populated payroll and human resources setup tables, salary schedules, charge codes, and other reference information for migration from FinancePlus to the human resources and payroll modules of the Munis software system;
- Worked with Tyler Technology implementation staff to resolve data categorization issues such as job class, position control, pay code, and special leave designations;
- Assisted IT in the review and elimination of redundant and obsolete employee data, salary schedules, pay codes, charge codes, etc. Also, reviewed and corrected Tax and Utility Billing charge codes in the upgrade of our receivables from version 10.5 to 11.3 in Munis;
- Processed paychecks for over 5,400 full- and part-time employees, and pension checks for 1,350 retirees, each pay period;
 - Prepared 26,699 vendor checks on 430 warrants;
- Managed the W-2, 1099-R, 1099-M, and Affordable Care Act 1095-C processes;
- Prepared receivables billings as required by law: motor vehicle excise, boat excise, real estate, and personal property;
- Calculated retro payments with the settlement of multiple union contracts; updated the payroll system to reflect contractual changes; implemented union contract agreements to specifications; and updated employee pay rate records;
- Provided one-on-one training for end users on Munis software, for requisitions

processing, invoices to be paid, and financial accounts detail inquiry ;

- Offered ongoing guidance to payroll clerks for appropriate pay codes and leave codes; salary adjustments; longevity; and stipends;
- Continue to develop training manuals for end users of the new Munis software; updated other previously developed manuals as appropriate.

This year, we have been working exhaustively to implement the Human Resources/Payroll functions in our conversion from FinancePlus to Munis software. As part of that process, we have taken this opportunity to examine all our existing data, eliminating, consolidating, and revising as needed. In addition, we are confident that the data being converted is updated, applicable, and necessary.

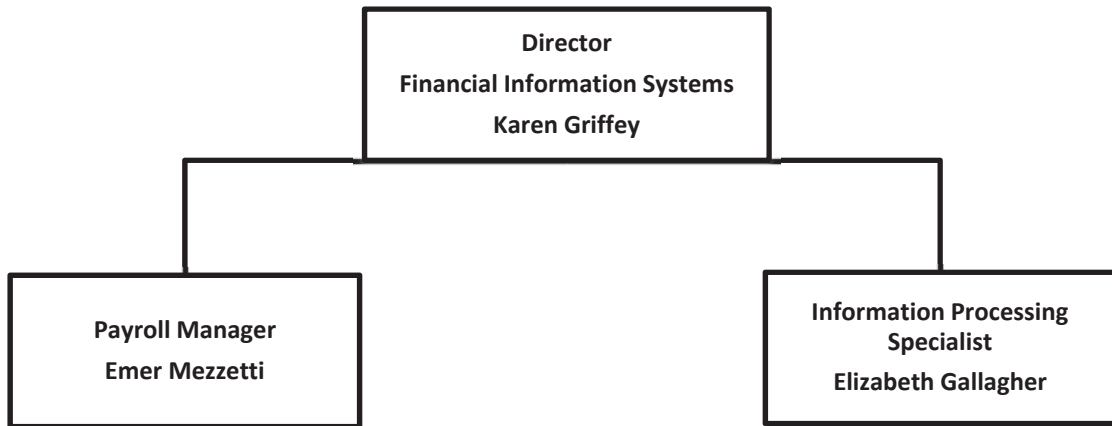
The annual maintenance fee for our Munis financials and receivables software contract has been transferred to the Information Technology Department budget. Thus, there is a significant decrease in budget levels from the last several fiscal years to this fiscal year.

We look forward to July 1, when human resources and payroll information will be fully functional on Munis. As one of the more eagerly awaited enhancements, we anticipate significant improvement in data retrieval for analysis, with greater end user satisfaction.

Karen Griffey

Director, FIS Department

FINANCIAL INFORMATION SYSTEMS



Financial and Operating Highlights

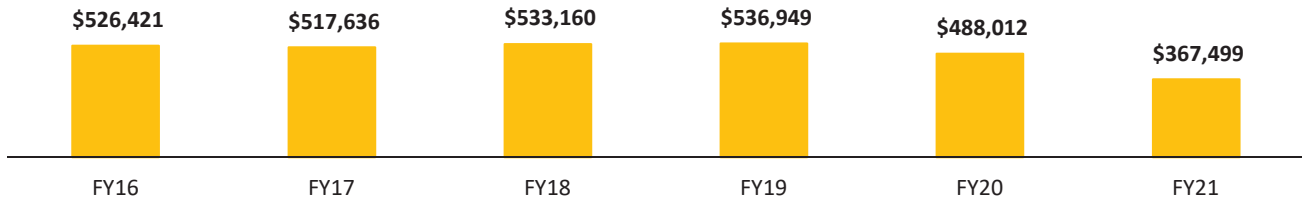
Financial Highlights

	<-----Actual----->					<-Adj Budget->	<-Proposed->
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	
Expenditure by Department							
FIS	\$ 526,421	\$ 517,636	\$ 533,160	\$ 536,949	\$ 488,012	\$ 367,499	
Total	\$ 526,421	\$ 517,636	\$ 533,160	\$ 536,949	\$ 488,012	\$ 367,499	
% Incr		-1.67%	3.00%	0.71%	-9.11%	-24.69%	

Personnel

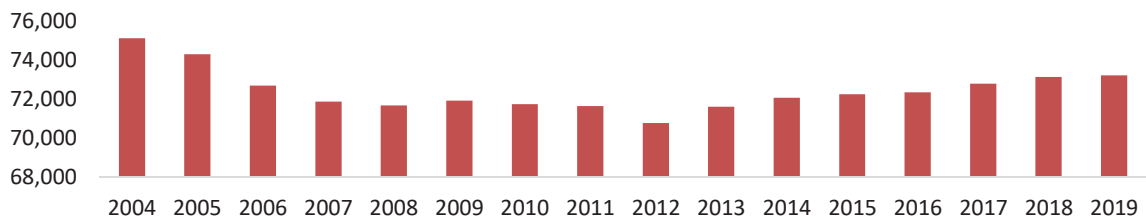
Full-Time	3	3	3	3	3	3
Part-Time	1	0	0	0	0	0
Total	4	3	3	3	3	3

Total Financial Information Systems Expenditures

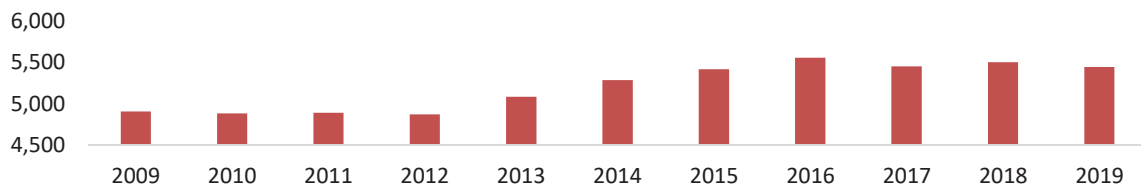


Operating Highlights

Vehicles Billed



W-2s Issued



Financial Information Systems

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Prepare Munis Setup Tables and Employee Data for Implementation of and Migration to the new Payroll/Human Resources Software

Set up, build, and populate background tables “from scratch,” to eliminate existing corrupt and obsolete data. These include pay codes, deduction codes, leave codes, salary tables, union contracts obligations, and tax information. In addition, critical parallel testing is being conducted to verify setup tables and employee records are correct, in advance of “going live.” Work with Munis

experts and Information Technology staff to resolve issues during implementation.

Create a new user manual for distribution to each newly hired administrative/clerical employee. This will be provided in coordination with other orientation programs through Human Resources, with one-on-one scheduled training. MUNIS software implementation includes training in all modules purchased. City employees will receive formal training from the software company prior to the “go live” date, focused on the modules to be incorporated into their daily responsibilities. Ongoing, FIS, in

collaboration with the Human Resources staff, will schedule training sessions for all new administrative employees, as a regular part of their orientation. In addition, ongoing refresher training, as well as training for any new computer software purchases, will be scheduled as needed, but offered at least twice per fiscal year.

Outcome 2

Develop Training Materials for End Users of the Financials Software; Train the Administrative Workforce Extensively

Financial Information Systems

Fiscal Year 2021 Outcomes and Strategies

Outcome 3

Ensure Timely and Accurate Billing and Reporting; Fulfill Payroll Data Requests; Reconcile Payroll Tax Reporting

Continue to schedule and prepare all billings to meet statutory billing requirements in a timely and accurate manner. Prepare the necessary reports for specified governmental regulatory bodies, assuring accuracy, timeliness, and clarity. FIS staff continue to be the knowledge experts for personnel and payroll use and reporting functions. This includes the continued verification of employment

and/or income; payroll history verification; individual earnings analyses; compliance with union employee requests; as well as employee payroll-related public records requests. In addition, FIS staff will monitor, reconcile, and verify federal, state, and Medicare tax withholdings.

Outcome 4

Implement the Employee Self Service Center

In collaboration with the Information Technology Department, implement the Employee Self Service Center module sometime in the future. This should empower our employees with the ability to update their addresses, change tax

exemption statuses, look up payroll history, reprint lost forms, enroll in health care, dental, and life insurance, add dependents to their health care coverage, apply for voluntary offerings such as flexible reimbursement, and view their special leave and vacation bank balances.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
FINANCIAL INFORMATION SYSTEMS SUMMARY						
51 - PERSONAL SERVICES	240,808	248,897	257,359	267,047	275,439	8,392
52 - EXPENSES	217,066	224,784	233,364	154,260	22,860	-131,400
57 - FRINGE BENEFITS	59,761	59,478	64,154	66,705	69,201	2,495
TOTAL DEPARTMENT	517,636	533,160	554,877	488,012	367,499	-120,513
FINANCIAL INFO SYSTEMS						
51 - PERSONAL SERVICES	240,808	248,897	257,359	267,047	275,439	8,392
52 - EXPENSES	217,066	224,784	233,364	154,260	22,860	-131,400
57 - FRINGE BENEFITS	59,761	59,478	64,154	66,705	69,201	2,495
TOTAL FINANCIAL INFO SYSTEMS	517,636	533,160	554,877	488,012	367,499	-120,513

FUND: 0001 - GENERAL FUND
DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
118 - FINANCIAL INFORMATION SYSTEMS							
0111855 - FINANCIAL INFO SYSTEMS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	238,141	245,332	252,059	263,547	271,439	7,892
513010	REGULAR OVERTIME	292	-285	0	0	0	0
514001	LONGEVITY	1,875	3,000	4,500	3,500	4,000	500
515005	BONUSES	0	350	300	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	0	0	0
TOTAL PERSONAL SERVICES		240,808	248,897	257,359	267,047	275,439	8,392
EXPENSES							
524010	OFFICE EQUIPMENT R-M	0	0	836	4,000	4,000	0
524050	COMPUTER EQUIPMT R-M	196,307	199,348	200,663	132,000	0	-132,000
524080	DEPARTMENTAL EQUIP R-	797	797	493	800	800	0
531900	TRAINING EXPENSES	13,890	21,889	26,889	10,000	5,000	-5,000
534010	TELEPHONE	75	95	102	110	110	0
534100	POSTAGE	94	0	5	50	5,650	5,600
534200	PRINTING	206	276	131	300	300	0
542000	OFFICE SUPPLIES	738	494	760	1,000	1,000	0
558500	COMPUTER SUPPLIES	4,959	1,886	3,486	5,000	5,000	0
571100	IN-STATE CONFERENCES	0	0	0	500	500	0
573000	DUES & SUBSCRIPTIONS	0	0	0	500	500	0
TOTAL EXPENSES		217,066	224,784	233,364	154,260	22,860	-131,400
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,552	1,615	1,679	1,746	1,746	0
57HLTH	HEALTH INSURANCE	52,623	52,270	56,535	56,184	58,431	2,247
57LIFE	BASIC LIFE INSURANCE	113	113	113	57	57	0
57MEDA	MEDICARE PAYROLL TAX	3,619	3,578	3,717	3,871	3,994	123
57OPEB	OPEB CONTRIBUTION	1,853	1,903	2,111	4,847	4,973	126
TOTAL FRINGE BENEFITS		59,761	59,478	64,154	66,705	69,201	2,495
TOTAL FINANCIAL INFO SYSTEMS		517,636	533,160	554,877	488,012	367,499	-120,513
TOTAL FINANCIAL INFORMATION SYSTEM		517,636	533,160	554,877	488,012	367,499	-120,513

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	
118 - FINANCIAL INFORMATION SYSTEMS											
0111855 - FINANCIAL INFO SYSTEMS											
511001	DIRECTOR	3/4/1996				0		FY 2020	1.00	129,921	
	GRIFFEY, KAREN	3/4/1996	24.32	2,500	0	0	H12-29	FY 2021	1.00	133,308	
	PAYROLL MANAGER	5/25/2014				0		FY 2020	1.00	72,043	
	MEZZETTI, EMER	5/25/2014	6.1	750	2,661	0	H8-7	FY 2021	1.00	73,921	
	INFO PROCESSING SPECIAL	7/5/2013				0		FY 2020	1.00	62,579	
	GALLAGHER, ELIZABETH	7/5/2013	6.99	750	2,312	0	H6-9	FY 2021	1.00	64,210	
	Account Totals:					0		FY 2020	3.00	264,542	
					4,000	4,973	0	FY 2021	3.00	271,439	
TOTAL FINANCIAL INFO SYSTEMS						0		FY 2020	3.00	264,542	
						4,000	4,973	0	FY 2021	3.00	271,439
TOTAL FINANCIAL INFORMATION SYSTEMS						0		FY 2020	3.00	264,542	
						4,000	4,973	0	FY 2021	3.00	271,439