



Medford City Council
The Second Regular Meeting
Medford, Massachusetts
January 12, 2016

City Council

President, Frederick N. Dello Russo, Jr.
Vice President Breanna Lungo-Koehn
Richard F. Caraviello
John C. Falco, Jr.
Adam Knight
Michael J. Marks
George A. Scarpelli

City Clerk Edward P. Finn called the Second Regular Meeting of the Medford City Council to order at 7:00 P.M at the Howard F. Alden Memorial Auditorium, Medford City Hall.

ROLL CALL

SALUTE TO THE FLAG

RECORDS

The Records of the Meeting of January 5, 2016 were passed to Councillor Caraviello

Commendations

15-777

- ✓ Medford High School 2015 Greater Boston League Champions- Varsity Golf
- ✓ Medford High School 2015 Greater Boston League Champions-Varsity Boys Soccer
- ✓ Medford High School 2015 Greater Boston League Champions-Varsity Girls Soccer

15-776

- ✓ Medford Jr. Mustangs (Medford Youth Football) Jr. Varsity Football Team, EMASS Champions, Commonwealth Youth Football Conference Champions, Undefeated
- ✓ Medford Jr. Mustangs (Medford Youth Cheering) Varsity, Jr. Varsity and Frosh " Commonwealth Youth Cheer Conference Champions"

MOTIONS, ORDERS AND RESOLUTIONS

16-014- Offered by Councillor Knight

Be It Resolved the Medford City Council hold a Committee of the Whole to discuss and establish goals and priorities for 2016.

16-015- Offered by Councillor Knight

Be It Resolved that the Medford Council be provided a monthly report of all 311 calls.

16-016- Offered by Councillor Knight

Be It Resolved the Substance Abuse Outreach and Prevention Coordinator update the council on their efforts.

16-017- Offered by Councillor Knight

Be It Resolved that Park Medford updates the council concerning what steps they are taking to ensure the prevention of cyber attacks to users of the smart phone payment application.

16-018- Offered by Councillor Falco

Whereas the Medford City Council is required to pass the 2016-2017 Medford City Budget and timely and complete information is required to perform this task.

Whereas the school department produces a written narrative budget summary with goals, objectives, priorities, and staffing vacancies.

Be it Resolved that the Medford City Council request a Budget Template/Format from the administration for the upcoming budget for review and approval.

16-025- Offered By Councilor Caraviello:

Be It Resolved that the Medford City Council request that the Mayor examine the possibility of establishing a Veterans Advisory Committee as allowed by Massachusetts General Laws Chapter 115 Section 12.

PETITIONS, PRESENTATIONS AND SIMILAR MATTERS

16-019-

Petition by Jeanne Martin, 10 Cummings St, Medford, MA discuss preparing Union and Swan Streets to be converted for City Municipal Lot.

COMMUNICATIONS FROM THE MAYOR

16-020-

January 6, 2016

To the Honorable President and
Members of the Medford City Council
City Hall
Medford, MA 02155

Re: Amendment to Article IV, Division 4- "*City Solicitor*", Section 2-651 entitled "*Appointment and Qualification*" and to Article IV, Division 4- "*City Solicitor*", Section 2-652 entitled "*Term*";

Dear Mr. President and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the following Amendment to Article IV, Division 4- "*City Solicitor*", Section 2-651 entitled "*Appointment and Qualification*" and to Article IV, Division 4- "*City Solicitor*", Section 2-652 entitled "*Term*".

The purpose of these amendments is to change the term of the City Solicitor from one year to two years and to have that term run concurrently with the term of the Mayor.

**An Amendment to the
Revised Ordinances of the City of Medford
ARTICLE IV- "Officers and Employees"**

Division 4- "City Solicitor", Section 2-651- "Appointment and Qualification"

BE IT ORDAINED: By the City Council of the City of Medford that Article IV, Division 4 of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by changing the language of Article IV, Division 4- "*City Solicitor*", Section 2-651 entitled "*Appointment and Qualification*". Said section presently states:

There shall be a city solicitor. He shall be appointed annually by the mayor. He shall be an attorney and counsellor of the courts of the commonwealth.

The language of said Section 2-651 shall be amended to read as follows:

There shall be a city solicitor. He shall be appointed by the mayor. He shall be an attorney and counsellor of the courts of the commonwealth.

**An Amendment to the
Revised Ordinances of the City of Medford
ARTICLE IV- "Officers and Employees"
Division 4- "City Solicitor", Section 2-652- "Term"**

BE IT ORDAINED: By the City Council of the City of Medford that Division 4 of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by changing the language of Article IV, Division 4- "*City Solicitor*", Section 2-652 entitled "*Term*". Said section presently states:

He shall hold office one year from the first Monday in January in the year of his appointment, and until another shall be appointed and qualified.

The language of said Section 652 shall be amended to read as follows:

He shall hold office for term of two years from the first Monday in January in the year of his appointment, and until another shall be appointed and qualified.

Respectfully Submitted,
(Signature filed/paper)
Mayor Stephanie Muccini Burke

16-021-

January 6, 2016

To the Honorable President and
Members of the Medford City Council
City Hall
Medford, MA 02155

Re: Amendment to Division 4 by the addition of a Division 4A entitled "Chief of Staff and Policy" and further adding Section 2-680 entitled "*Appointment and Duties*".

Dear Mr. President and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the following Amendment to Division 4 by the addition of a Division 4A entitled "Chief of Staff and Policy" and further adding Section 2-680 entitled "*Appointment and Duties*".

The purpose of this amendment to the Revised Ordinances is the creation of a position called "Chief of Staff and Policy" to advise the Mayor on policy matters and to act as personnel director.

**An Amendment
to the
Revised Ordinances of the City of Medford
ARTICLE IV- "Officers and Employees"
Division 4A- "Chief of Staff and Policy", Section 2-680- "Appointment and
Duties"**

BE IT ORDAINED: By the City Council of the City of Medford that Article IV, of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by the addition of Division 4A entitled "Chief of Staff and Policy" and further adding Section 2-680 entitled "*Appointment and Duties*". Said section shall state:

There shall be a Chief of Staff and Policy who shall be appointed by the mayor. The duties of the Chief of Staff and Policy shall include the following:

- a. Advise the Mayor on matters of municipal policy;
- b. Manage communication and information both to and from the Office of the Mayor;
- c. Act as Director of Personnel being responsible for advising the Mayor on matters of employee compensation, benefits administration and fostering employee services, safety and welfare;
- d. Advise the Mayor and Department Heads on matters of employee discipline;
- e. Be responsible for representing the Mayor in all collective bargaining sessions including all grievances, arbitrations and all matters relating thereto.

Respectfully Submitted,
(signature filed/paper)
Mayor Stephanie Muccini Burke

16-022-

January 6, 2016

To the Honorable President and
Members of the Medford City Council
City Hall
Medford, MA 02155

Re: Amendment to Article V- "*Finance*" Division 2- "*Procurement*", Section 2-931 entitled "*Procurement Officer, Appointment, Term and Authority*".

Dear Mr. President and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the following Amendment to Article V- "*Finance*" Division 2- "*Procurement*", Section 2-931 entitled "*Procurement Officer, Appointment, Term and Authority*".

The purpose of this amendment is to provide for a new position that has two components- Chief Budget Officer and Chief Procurement Officer.

**An Amendment to the
Revised Ordinances of the City of Medford
ARTICLE V- "*Finance*"
Division 2- "*Procurement*", Section 2-931- "*Chief Procurement Officer,
Appointment, Term and Authority*"**

BE IT ORDAINED: By the City Council of the City of Medford that Division 4 of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by changing the language of Article V- "*Finance*"

Division 2- "Procurement", Section 2-931 entitled "Procurement Officer, Appointment, Term and Authority". Said section presently states:

**ARTICLE V. - FINANCE
DIVISION 2. - PROCUREMENT**

Sec. 2-931. - Chief procurement officer; appointment; term; authority.

There shall be a chief procurement officer who shall be appointed by the mayor. He or she shall hold office for a term of three years from the first Monday of March in the year of his or her appointment. The chief procurement officer shall have charge of the purchasing department. The purchasing department shall be under the direction and control of the director of finance/auditor.

The language of said Article V- "Finance" Division 4- "Procurement", Section 2-931 entitled "Procurement Officer, Appointment, Term and Authority" shall be amended to read as follows:

**ARTICLE V- FINANCE
DIVISION 2. – BUDGET AND PROCUREMENT**

Sec. 2-931. – Chief Budget and Procurement Officer; appointment; term; authority.

There shall be a chief budget and procurement officer who shall be appointed by the Mayor. He or she shall hold office for a term of three years from the first Monday of March in the year of his or her appointment. The chief budget and procurement officer shall, in collaboration with the various departments:

- a) Annually prepare and submit a proposed operating budget and capital improvement budget to the Mayor on a timely basis for submission to the City Council;
- b) Attend all City Council budget subcommittee meetings, committee of the whole meetings and regular or specially scheduled meetings of the Medford City Council that pertain to budgets;
- c) Have charge of the purchasing department;
- d) Perform all duties required of a Chief Procurement Officer under Massachusetts General Laws;
- e) Report directly to the Mayor on matters that pertain to budgets;
- f) Report to the Director of Finance/Auditing on matters that pertain to procurement.

Respectfully Submitted,
(Signature filed/paper)
Mayor Stephanie Muccini Burke

January 6, 2016

To the Honorable President and
Members of the Medford City Council
City Hall
Medford, MA 02155

Re: Amendment to Chapter 66 "*Personnel*", Article II, "*Classification and Compensation Plan*", Section 66-33 entitled "*Officers and Employees- Non-Union.*"

Dear Mr. President and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the following Amendment to Chapter 66 "*Personnel*", Article II, "*Classification and Compensation Plan*", Section 66-33 entitled "*Officers and Employees- Non-Union.*" of the Revised Ordinances of the City of Medford.

The purpose of this amendment is to change the compensation plan for those positions that have been created or amended pursuant to the corresponding resolutions submitted to the Council for its consideration.

**An Amendment to the
Revised Ordinances of the City of Medford
Chapter 66- Personnel
ARTICLE II- "Classification and Compensation Plan"
Section 66-33- "Officers and Employees- Non-Union"**

BE IT ORDAINED: By the City Council of the City of Medford that Division 4 of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by changing the language of Chapter 66 "*Personnel*", Article II, "*Classification and Compensation Plan*", Section 66-33 entitled "*Officers and Employees-Non-Union*" as follows:

Amendment A

Classification CAF-21 presently states, in pertinent part, that it applies as follows:

CAF-21 Dir. Of Budgets/Personnel

The language of CAF-21 shall be amended to read and apply as follows:

CAF-21 City Solicitor; Chief of Staff and Policy

Amendment B

Classification CAF-19 presently states, in pertinent part, that it applies as follows:

CAF-19 Clerk, Treasurer-Collector, Dir. of Public Health/Elder Services, Chief Assessor

The language of CAF-19 shall be amended to read and apply as follows:

CAF-19 Clerk, Treasurer-Collector, Dir. of Public Health/Elder Services, Chief Assessor; Chief Budget Officer and Chief Procurement Officer.

Amendment C

- a. Reference to "Dir. Of Budgets/Personnel" as presently exists in CAF-21 is hereby deleted;
- b. Reference to "City Solicitor" as presently exists in CAF-20 is hereby deleted;

Respectfully Submitted,
(Signature filed/paper)
Mayor Stephanie Muccini Burke

16-024-

January 6, 2016

To the Honorable President and
Members of the Medford City Council
City Hall
Medford, MA 02155

Re: Amendment to Chapter 66 "*Personnel*", Article III, "*Personnel Policies*", Section 66-64 entitled "*Vacation*"

Dear Mr. President and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the following Amendment to Chapter 66 "*Personnel*", Article III, "*Personnel Policies*", Section 66-64 entitled "*Vacation*" of the Revised Ordinances of the City of Medford.

The purpose of this amendment is to allow new employees to accrue vacation from the start of their employment but to prohibit them from using any vacation time that accrues until after the passage of six months from the start of their employment.

An Amendment to the
Revised Ordinances of the City of Medford
Chapter 66- Personnel

ARTICLE III- "Personnel Policies"
Section 66-64- "Vacation"

BE IT ORDAINED: By the City Council of the City of Medford that Division 4 of the Revised Ordinances of the City of Medford, as most recently amended, is hereby further amended by changing the language of Chapter 66 "Personnel", Article III, "Personnel Policies", Section 66-64 entitled "Vacation". Said section presently states:

Sec. 66-64. - Vacation.

(a) Generally. All permanent officers and employees of the city with the exceptions noted in section 66-61 shall receive a vacation without loss of pay in each calendar year if he or she has actually worked for 30 weeks in the aggregate during the 12 months preceding June 1 in such calendar year.

The language of said Section 66-64 shall be amended to read as follows:

Sec. 66-64. - Vacation.

(a) Generally. All permanent officers and employees of the city with the exceptions noted in section 66-61 shall receive a vacation without loss of pay in each calendar year which shall be accrued on a monthly basis from the inception of their employment. During the first six (6) months following the inception of employment said permanent officers and employees of the city may not utilize any vacation time but this requirement shall not prohibit the accrual of the same during that six (6) month period.

Respectfully Submitted,
 (Signature filed/paper)
 Mayor Stephanie Muccini Burke

UNFINISHED BUSINESS

<u>'15-605</u>	Hearing National Grid & Verizon Canal St		
	IN CITY COUNCIL	AUGUST 11, 2015	TABLED
<u>'15-734-</u>	Loan Order addition DPW Facility Project Funds \$300,000		
	IN CITY COUNCIL	NOVEMBER 10, 2015	TABLED
	IN CITY COUNCIL	NOVEMBER 17, 2015	TABLED
	IN CITY COUNCIL	DECEMBER 1, 2015	REFERRED TO COMMITTEE
	IN COMMITTEE	DECEMBER 8, 2015	REPORTED OUT
	IN CITY COUNCIL	DECEMBER 8, 2015	TABLED

<u>'15-736</u>	Loan Order Winthrop Street Drainage Project \$350,000		
	IN CITY COUNCIL	NOVEMBER 10, 2015	TABLED
	IN CITY COUNCIL	NOVEMBER 17, 2015	TABLED
	IN CITY COUNCIL	DECEMBER 1, 2015	1ST READING PASSED
	ADVERTISED	DECEMBER 11, 2015	MEDFORD DAILY MERCURY
	(eligible for third reading December 22, 2015)		
<u>'15-788-</u>	Representative from Tufts explain function of TEMS		
	IN CITY COUNCIL	DECEMBER 8, 2015	TABLED
<u>'15-816-</u>	Transfer \$250,000 from sale of real estate for 5 kiosks improvements		
	IN CITY COUNCIL	DECEMBER 22, 2015	TABLED
<u>'16-009-</u>	No Confidence		
	IN CITY COUNCIL	JANUARY 5, 2016	TABLED Council Rule 29

PUBLIC PARTICIPATION

COUNCIL PAPERS IN COMMITTEE

Reports Due/ Deadlines

Records:

The Records of the Meeting of January 5, 2016 were passed to Councillor Caraviello

Adjournment: