



Medford City Council
Medford, Massachusetts

Administration and Finance Committee, January 30, 2024

Voting Members

Isaac B. "Zac" Bears, Chair
Kit Collins, Vice Chair
Emily Lazzaro
Matt Leming
Justin Tseng

Broadcast Live: Channel 22 (Comcast) and Channel 43 (Verizon).

This meeting will take place at 6:00 P.M. in the Medford City Council Chamber on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/87080890178>

Call-in Number: +16469313860,,87080890178# US

To submit written comments, please email AHurtubise@medford-ma.gov.

CALL TO ORDER & ROLL CALL

ACTION AND DISCUSSION ITEMS

24-006 - Offered by Isaac Bears, Council President

Resolution that each Council Committee review the 2024-2025 Council Governing Agenda as amended at the January 24, 2024 Committee of the Whole Meeting

PAPERS IN COMMITTEE

17-378

Municipal Mini Bonds Program

IN CITY COUNCIL	04/25/2017
<u>19-025</u>	Recommendation to Accept Provisions of G.L. 71§ 37M
IN CITY COUNCIL	01/15/2019
IN COMMITTEE	01/29/2019
<u>20-047</u>	Resolution that the City Council Hire Additional Legal Services
IN CITY COUNCIL	01/28/2020
<u>20-021</u>	Resolution to Request the City Solicitor Provide a Draft Ordinance for a PILOT Commission
IN CITY COUNCIL	01/14/2020
IN COMMITTEE	02/04/2020
<u>20-090</u>	Resolution to Draft Ordinance Establishing An Extended Illness Leave Bank
IN CITY COUNCIL	03/10/2020
IN COMMITTEE	11/17/2020
<u>22-014</u>	Resolution to Join the State Paid Family and Medical Leave Program for Employees
IN CITY COUNCIL	01/04/2022
IN COMMITTEE	11/16/2022
<u>22-494</u>	Resolution to Draft a Budget Ordinance for the City of Medford
IN CITY COUNCIL	09/13/2022
IN COMMITTEE	02/07/2023, 03/21/2023, 10/10/2023, 11/28/2023, 12/20/2023

Adjournment



Medford City Council Committee of the Whole
Medford, Massachusetts

MEETING DATE

January 30, 2024

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

24-006 - Resolution that each Council Committee review the 2024-2025 Council Governing Agenda as amended at the January 24, 2024 Committee of the Whole Meeting

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that councilors submit items to be included in a 2024-2025 Medford City Council Governing Agenda document (draft template attached in packet) that will guide the work of this Council and its committees during this term.

Be it Further Resolved that councilors submit items to the City Clerk by Thursday, January 18th, 2024 for further discussion in committee of the whole.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024-2025 Medford City Council Governing Agenda DRAFT COW 1.24.24

2024-2025 Medford City Council Governing Agenda

Updated with Councilor Feedback for 1.24.24 Committee of the Whole Meeting

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Helpful Documents

[2024 City Council Committees](#)

[Code of Ordinances \(Municode\)](#)

[Medford Comprehensive Plan](#)

[Medford Housing Production Plan](#)

[Medford Climate Action and Adaptation Plan](#)

[Medford Open Space and Recreation Plan](#)

Committee of the Whole

Projects Currently in COW

19-070: Tree Preservation, Protection, and Replacement Ordinances

- Lead Councilors: President Bears, Vice President Collins
- Timeline
 - Start Date: January 2024
 - End Date Goal: June 2024
- Description and goals:
 - Protect tree inventory in Medford by creating regulations on cutting down trees
 - Create a Tree Committee to promote the planting and protection of trees
 - Create a Tree Fund to supplement the City budget for public tree maintenance, tree planting, stump removal, and tree-planting site-preparation as well as a fund for City residents to petition to fund private tree maintenance
- Current Status:
 - Awaiting replies from city staff
 - [Current Drafts](#)

21-057: Leaf Blower Ordinance

- Lead Councilors: President Bears, Vice President Collins
- Timeline
 - Start Date: January 2024
 - End Date Goal: June 2024
- Description and goals:
 - Regulate the use of (mainly gas-powered) leaf-blowers and reduce noise and carbon emissions
- Current Status:
 - Awaiting incorporation of several motions made during committee meeting

20-020: Food Truck Ordinance

- Lead Councilors: President Bears, Vice President Collins
- Timeline
 - Start Date: January 2024
 - End Date Goal: March 2024
- Description and goals:
 - Update regulations on one-time and special event food truck licensing and moving approvals from the City Council to the Board of Health
- Current Status:
 - Awaiting replies from city staff

Draft Timeline

2024												2025											
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4		
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12
Tree Ordinances 1/24 to 6/24																							
Leafblower Ordinance 1/24 to 6/24																							
Food Truck 1/24 to 3/24																							

Administration and Finance Committee

- Areas: Budget, Finance, Auditing, Taxation, Assessing, Procurement, Grant Administration, Retirement/Pensions, Personnel
- Departments: Finance, Treasurer/Collector, Assessor, Community Preservation, Law, Human Resources, Credit Union, Mayor's Office
- Relevant City Ordinances/City Regulations: Chapter 2 - Administration, Chapter 50 - Human Relations, Chapter 66 - Personnel

Major Projects

Annual Budget Process

- Estimated length and timing of project:
 - Recurring annually, January to June
- Description and goals of project:
 - Review, recommend, and approve/cut Mayor's proposed annual budget for General Fund and Enterprise Fund

Revenue Generation/Prop. 2.5

- Estimated length and timing of project: 6-18 months
- Description and goals of project:
 - Work with the Mayor, Finance Department, Medford Public Schools, and other stakeholders to develop a plan to generate additional revenue via the override and/or debt exclusion mechanisms allowed by Proposition 2.5 state law to fund essential city and school services and capital projects

Classification and Compensation Study Implementation

- Estimated length and timing of project: 6-12 months
- Description and goals of project:
 - Review Collins Center's Classification and Compensation Study
 - Discuss potential changes to classification and compensation ordinance
 - Determine fiscal impact of accepting all recommendations and discuss prioritization of changes based on available revenue

Ordinances

22-494: Budget Ordinance

- Lead Councilor: Bears
- Timeline

- Start Date: January 2024
- End Date Goal: March 2024
- Description and goals:
 - Complete Budget Ordinance drafting with administration as discussed at several meetings in 2023
 - Pass final draft in 2024 and begin using framework for FY25 budget

Commercial Vacancy Tax

- Lead Councilor: Leming
- Timeline
 - Start Date: May 2024
 - End Date Goal: December 2024
- Description and goals: Unspecified
 - Possible to work on in the Planning and Permitting Committee as well

24-010: Good Landlord Tax Credit Local Option

- Lead Councilor: Collins
- Timeline
 - Start Date: May 2024
 - End Date Goal: December 2024
- Description and goals:
 - Work with Committee, Finance Director and Chief Assessor to develop a tax exemption for Medford landlords whose properties' rental rates and tenants' incomes meet eligibility requirements; and to develop those eligibility requirements within the parameters put forth by MGL.

Community Benefits Agreement Ordinance

- Lead Councilors: Collins, Tseng
- Timeline:
 - Start Date: November 2024
 - End Date Goal: May 2024
- Description and goals:
 - An ordinance to create a requirement that developers of eligible projects (meeting certain size/footprint, etc. thresholds) convene and work with a community advisory group (i.e. a neighborhood group, perhaps with municipal representatives) to identify and establish community benefits that will be created/conferred as a condition of the development.
 - Create a Community Benefits Committee to help negotiate community benefits with large real-estate projects and non-profits, manage the needs assessment process, and develop an approach for distributing funds to worthy projects and initiatives that address pressing needs

20-515: Percent for Art Ordinance

- Lead Councilor: Collins
- Timeline
 - Start Date: January 2025
 - End Date Goal: December 2025
- Description and goals:
 - In line with Percent for Art Ordinances modeled by other municipalities, create a requirement that 1% of private development costs/development project budgets be earmarked for public art projects in Medford, and to set up the necessary financial and administration infrastructure for such a fund.

22-014: Paid Family and Medical Leave

- Lead Councilor: Bears
- Timeline
 - Start Date: January 2025
 - End Date Goal: June 2025
- Description and goals:
 - Work with Administration to institute PFML Program for all City employees and become first municipality in the Commonwealth to join the state's PFML system

20-090: Extended Illness Leave Bank

- Lead Councilor: Bears
- Timeline
 - Start Date: January 2025
 - End Date Goal: December 2025
- Description and goals:
 - Work with Administration to institute an extended illness leave bank for City employees

Oversight and Engagement

Financial Review and Long-Term Budget Planning and Forecasting

- Estimated length and timing of project: Recurring annually, July to December
- Description and goals of project:
 - Review city's financial status with Finance Department
 - Develop frameworks to allow for discussion of long-term financial planning and revenue forecasting (5 to 10 year projections)

Review Relevant City Ordinances and Regulations

- Subject: Chapter 2 - Admin, Chapter 50 - Human Relations, Chapter 66 - Personnel
- Estimated length and timing of project: Recurring annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Draft Timeline

2024												2025											
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4		
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12
FY25 Annual Budget Process 01/24 to 06/24												FY26 Annual Budget Process 01/24 to 06/24											
						Finance Review/Forecast 07/24 to 12/24												Finance Review/Forecast 07/24 to 12/24					
Budget Ordinance																							
Classification and Compensation Study Implementation 01/24 to 12/24																							
Revenue Generation/Prop 2.5 Planning 01/24 to 06/25																							
						Commercial Vacancy Tax 05/24 to 12/24																	
						Good Landlord Tax Credit 05/24 to 12/24																	
												Community Benefits Ordinance 11/24 to 5/25											
												Paid Family/Medical Leave 1/25 to 6/25											
												Percent for Art Ordinance 01/25 to 12/25											
												Extended Leave Illness Bank 01/25 to 12/25											
Review Relevant Ordinances and Regulations 01/24 to 12/24												Review Relevant Ordinances and Regulations 01/25 to 12/25											

Education and Culture Committee

- Areas: Arts, City Events, Education, History, Recreation, and Youth Affairs
- Departments: Medford Public Schools, Medford Public Library, Recreation, Parks Commission, Medford Arts Council
- Relevant City Ordinances/City Regulations: Chapter 2, Article III - Boards/Commissions, Chapter 2, Article IV - Officers/Employees, Chapter 26 - Education, Chapter 62 - Parks and Recreation

Major Projects

None (as of this draft)

Ordinances

None (as of this draft)

Oversight and Engagement

Review Relevant City Ordinances and Regulations

- Subject: Chapter 2, Article III - Boards/Commissions, Chapter 2, Article IV - Officers/Employees, Chapter 26 - Education, Chapter 62 - Parks and Recreation
- Estimated length and timing of project: Recurring annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Draft Timeline

2024												2025											
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4		
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12
Review Relevant Ordinances and Regulations 01/24 to 12/24												Review Relevant Ordinances and Regulations 01/25 to 12/25											

Governance Committee

- Areas: Ordinances, Rules, Charter, Elections
- Departments: Clerk, Law, Election Commission, Boards/Commissions
- Relevant City Ordinances/City Regulations: Review Part I - Charter; Chapter 2, Article III - Boards/Commissions; Chapter 2, Article IV - Officers/Employees; Chapter 30 - Elections; Appendix B - Rules of the Medford City Council; Appendix C - Special Acts; Appendix D - Acts Accepted

Major Projects

Updates to the City Charter

- Estimated length and timing of project:
 - 12-18 months
- Description of project:
 - Create a proposal for an updated city charter to, with the approval of the Mayor, submit to the State House and State Senate for approval
 - Review charter study committee research and draft language as well as any proposals from previous councils, city staff, boards, or commissions for inclusion in the new city charter
 - Begin preliminary meetings prior to September 2024 and invite charter study committee and Collins Center to submit any recommendations prior to the final report of the study committee to help the council start its process

Ordinances

None (as of this draft)

Oversight and Engagement

Elections Department Oversight Report and Recommendations

- Lead Councilor: Bears
- Estimated length and timing of project:
 - 1-4 months
- Description of project:
 - Review report requested by the Council regarding persistent issues with the timely counting and accurate release of results and systemic issues that led to breakdowns in the 2023 municipal election process

- Council make recommendations directly to the Mayor regarding funding, resources, staffing levels, personnel, department, structure, etc...

Review Relevant City Ordinances and Regulations

- Subject: Review Part I - Charter; Chapter 2, Article III - Boards/Commissions; Chapter 2, Article IV - Officers/Employees; Chapter 30 - Elections; Appendix B - Rules of the Medford City Council; Appendix C - Special Acts; Appendix D - Acts Accepted
- Estimated length and timing of project:
 - Review annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Draft Timeline

2024												2025											
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4		
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12
						Draft New City Charter and Send to Mayor and Legislature 06/24 to 09/25																	
Election Dept. Reforms																							
Review Relevant Ordinances and Regulations 01/24 to 12/24												Review Relevant Ordinances and Regulations 01/25 to 12/25											

Planning and Permitting Committee

- Areas: Climate, Code Enforcement, Economic Development, Housing, Licensing, Parking, Planning, Permitting, Signs, Sustainability, Transportation, Zoning
- Departments: PDS, Building, Parking, DPW - Engineering
- Relevant City Ordinances: Chapter 14 - Businesses, Chapter 38 - Environment, Chapter 48 - Historical Preservation, Chapter 78 - Traffic and Vehicles, Chapter 87 - Wetlands, Chapter 90 - Vehicles for Hire, Chapter 94 - Zoning
- Relevant City Regulations: Traffic Commission Decisions and Regulations, Licensing Commission Decisions and Regulations

Major Projects

Zoning Reform

- Estimated length and timing of project until completion:
 - Start Date: January 2024
 - End Date Goal: September 2025
- Description and goals of project:
 - Work with selected consultant (Innes Associates + Bobrowski, Blatman, Haverty, & Silverstein) and staff from the Office of Planning, Development, and Sustainability to overhaul the substance of the Medford Zoning Ordinance based on the structure outlined in the 2022 Zoning Recodification
 - Update zoning districts, allowed uses, dimensional requirements, etc...
 - Implement the Medford Comprehensive Plan, Housing Production Plan, Climate Action and Adaptation Plan, and other city plans
 - Pass a new official zoning map for the city in digital format

Ordinances

23-077: Condo Conversion Ordinance

- Lead Councilor: Collins
- Timeline:
 - Start Date: January 2024
 - End Date Goal: May 2024
- Description and goals:
 - Implement an ordinance restricting conversion of rental apartments into condominiums as allowed under state law

22-310: Housing Home Rule Petitions

- Lead Councilors: Bears, Collins, Leming
- Timeline
 - Start Date: January 2024
 - End Date Goal: June 2024
- Description and goals:
 - **Real Estate Transfer Fee** - Draft a home rule petition to the State Legislature to enable Medford to enact local option real estate transfer fee to fund affordable housing projects
 - **Tenant First Right of Refusal** - Draft a home rule petition to the State Legislature to enable Medford to enact local option right of first refusal to purchase for tenants
 - **Rent Stabilization** - Draft a home rule petition to the State Legislature to enable Medford to enact local option rent stabilization
 - Submit to Mayor for approval and to legislature for enactment

24-008: Review Fee Schedule

- Lead Councilors: Bears
- Timeline
 - Start Date: January 2024
 - End Date Goal: December 2024
 - Review annually
- Description and goals:
 - Review city fee schedule and update as needed
 - Review all city fees set by the city council and suggest amendments based on inflation, increased cost for the city's work needed to verify accuracy and sufficiency of applications, comparisons to nearby, similar, or equivalently comparable communities

Cycling Safety Ordinance

- Lead: Collins
- Timeline
 - Start Date: July 2024
 - End Date Goal: December 2024
- Description and goals: An ordinance to create a structure/mandate that whenever road renovation, repaving, or road redesign is done on City-owned roads, bike lane infrastructure must be concurrently considered and implemented to the maximum extent feasible.

Transportation Demand Management

- Lead Councilors: Leming, Tseng

- Timeline
 - Start Date: July 2024
 - End Date Goal: December 2024
- Description and goals:
 - Adopt a transportation demand management ordinance whereby large commercial and institutional developments and/or large employers must develop a transportation demand management plan, designed to reduce private vehicle trips to the site
 - T 1.4.G. in the Climate Action and Adaptation Plan

Energy Disclosure

- Lead Councilor:
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Cambridge and Boston recently passed these, it asks large buildings to begin reporting their emissions, then later meeting certain goals.
 - BE 2.2.D in Climate Action and Adaptation Plan

Benchmarking Ordinance

- Lead Councilor: Tseng, Callahan
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Carbon emission reduction
 - Implement a reporting/disclosure ordinance for commercial and multifamily residential buildings over a particular size threshold that will require eligible buildings to track and disclose energy use and greenhouse gas emissions. Consider requiring benchmarking for water usage as well. Lead focus groups to gather input from property-owners, managers, renters, real estate brokers, and other relevant sectors in the design and implementation of the programs; include outreach, education, and training initiatives as part of program implementation.
 - BE 2.2.A in Climate Action and Adaptation Plan
 - CR 2.1.2. in Comprehensive Plan
 - “Research a benchmarking ordinance for smaller buildings if it turns out that a large building ordinance (as potentially passed by the state) will have little effect because most of our emissions are from smaller buildings. Work with experts to write such an ordinance if it seems necessary from our research.”

Rental Licensing Ordinance

- Lead: Callahan
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Advance affordable housing and climate goals
 - “CAAP BE 2.2.D, ‘Develop a rental licensing ordinance with energy efficiency standards.’

Pesticide Regulations

- Lead Councilor: Tseng
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Consider adopting pesticide and fertilizer use ordinances to restrict the use/timing of applying synthetic products in order to protect the health of residents, pets, waterways, soils, and ecosystems
 - EN 1.3.F in Climate Action and Adaptation Report

23-475: Blasting and Earth Removal Regulations

- Lead Councilor: Tseng
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Develop a basic system of permitting, regulation, and notification for blasting and earth removal projects

Green Score

- Lead Councilor: Tseng
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Points-based system whereby developers must meet a specific set of points, awarded based on the integration of natural systems (e.g., plantings, trees, green roofs, green walls, etc.)
 - Encourage new development and redevelopment to mitigate the urban heat island effect through the incorporation of green space and natural systems

- Encourage new development and redevelopment to capture, infiltrate, and evapotranspire more stormwater on site to reduce stormwater volume, flood risk, and stress on the stormwater system
- Encourage new development and redevelopment to meet healthy soil standards, which ensure soil in the city can better infiltrate stormwater, sequester carbon, reduce erosion, and support ecological health
- Consider standards that would require developments to meet one of four options: 1) Leaving native soil and vegetation undisturbed and protecting it from compaction during construction; 2) Amending existing site topsoil or subsoil on site to meet specifications; 3) Removing and stockpiling existing topsoil during grading, reapplying, and amending the soil in place to meet specifications; or 4) Importing a topsoil mix, including compost, to achieve an appropriate pH and sufficient soil organic matter and depth

Oversight and Engagement

Review Relevant City Ordinances and Regulations

- Subject: Review Chapter 14 - Businesses, Chapter 38 - Environment, Chapter 48 - Historical Preservation, Chapter 78 - Traffic and Vehicles, Chapter 87 - Wetlands, Chapter 90 - Vehicles for Hire, Chapter 94 - Zoning; Traffic Commission Decisions and Regulations; Licensing Commission Decisions and Regulations
- Estimated length and timing of project:
 - Review annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Review License, Permit, and Sign Applications

- Lead: Subcommittee on Licensing, Permitting, and Signs
- Timeline
 - Review following required legal process and deadlines
- Description of project:
 - Review any applications for licenses, permits, or sign appeals and render a recommendation to the council

Efficiency retrofits for existing buildings

- Lead Councilor: Callahan
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:

- Diminish building carbon footprint
- Work with Administration to implement CAAP BE 2.1 and BE 2.2 and subsections

Transit Signal Priority

- Lead Councilor: Tseng
- Timeline:
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Implement a strategy to reduce delays to transit vehicles at traffic signals to reduce transit travel times and improve transit reliability

Draft Timeline

2024												2025														
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4					
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12			
Zoning Reform and Plan Implementation 01/24 to 09/25																										
Housing Home Rule Petitions 01/24 to 06/24																										
Condo Conversion Ordinance 01/24 to 06/24																										
						Cycling Safety Ordinance 06/24 to 12/24																				
						TDM Ordinance 06/24 to 12/24																				
												Energy Disclosure? Benchmarking? Rental Licensing? Pesticide? Blasting? Green Score?														
												Efficiency Retrofits? Transit Signal Priority?														
Review Fee Schedule 01/24 to 12/24																								Review Fee Sched		
Review License, Permit, Sign Applications 01/24 to 12/24												Review License, Permit, Sign Applications 01/25 to 12/25														
Review Relevant Ordinances and Regulations 01/24 to 12/24												Review Relevant Ordinances and Regulations 01/25 to 12/25														

Public Health and Community Safety Committee

- Areas: Emergency Response, Public Health, Inspectional Services, Animal Control
- Departments: Health, Police, Fire, Building, DPW, Civil Defense
- Relevant City Ordinances: Chapter 6 - Animals, Chapter 10 - Buildings and Building Regulations, Chapter 22 - Civil Emergencies, Chapter 34 - Emergency Services, Chapter 42 - Fire Prevention and Protection, Chapter 46 - Floods, Chapter 54 - Law Enforcement, Chapter 58 - Offenses
- Relevant City Regulations: Board of Health Rules and Regulations

Major Projects

Warming and Cooling Center

- Lead Councilor: Lazzaro
- Timeline
 - Start Date:
 - End Date Goal:
- Description and Goals:

Alternative Emergency Response/Civilian Oversight

- Lead Councilor: Collins
- Timeline
 - Start Date: July 2024
 - End Date Goal: September 2025
- Description and goals:
 - Work with Committee, community members and Administration to create a policy and timeline for instituting alternative emergency response systems in Medford and establishing a civilian oversight board over MPD.

One-Stop Center for Public Services

- Lead Councilor: Tseng
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- Description and goals:
 - Integrate existing public/social services into a one-stop shop where residents can easily find and access them

Ordinances

Plant Medicine Decriminalization Ordinance

- Lead Councilor: Leming
- Timeline
 - Start Date: February 2024
 - End Date Goal: March 2024
- Description and goals of project: Unspecified

Overgrowth Ordinance

- Lead Councilor: Collins
- Timeline
 - Start Date: February 2024
 - End Date Goal: June 2024
- Description and goals:
 - Create an ordinance that gives Board of Health/Code Enforcement the authority to do enforcement/issue warnings and tickets when vegetative overgrowth from private properties interferes with the public way (i.e. untrimmed plants blocking sidewalks).

23-449: Wildlife Feeding Ordinance

- Lead Councilor: Collins
- Timeline
 - Start Date: July 2024
 - End Date Goal: December 2024
- Description and goals:
 - Create an ordinance that gives Board of Health/Code Enforcement the authority to do enforcement/issue warnings and tickets when overfeeding/inappropriate feeding of wildlife is creating nuisances or health hazards

23-453: Regulating retail sales of animals raised in commercial breeding facilities

- Leader Councilors: Collins
- Timeline
 - Start Date: July 2024
 - End Date Goal: December 2024
- Description and goals:
 - To create a regulation against the retail sale of pets and other animals raised in inhumane conditions (i.e. puppy mills)

22-379 and 22-453: Gender-Affirming Care and Reproductive Healthcare Protection Ordinance

- Lead Councilor: Tseng
- Timeline
 - Start Date: April 2024
 - End Date Goal: September 2024
- Description and goals:
 - Protect patients and medical professionals seeking and providing gender-affirming and reproductive healthcare
 - Prohibit the opening of crisis pregnancy centers

Oversight and Engagement

Surveillance Ordinance Reporting

- Lead Councilor: Collins
- Timeline
 - Start Date: April 2024
 - End Date Goal: June 2024
 - Review annually
- Description and goals:
 - Review reports from city administration required under the 2023 Community Control Over Public Surveillance Ordinance
 - Follow up with Administration and Departments on reports due under new CCOPS ordinance, discuss implementation and compliance, discuss implementation and gather feedback from community advocates

Housing Stability Notification Ordinance Implementation and Enforcement

- Lead Councilor: Collins
- Timeline
 - Start Date: April 2024
 - End Date Goal: June 2024
 - Review annually
- Description and goals of project:
 - Work with Board of Health and PDS department to review preliminary implementation of Housing Stability Notification Ordinance - review and evaluate methods of informing/alerting landlords to the new law, track progress on alerting residents to existence of law, develop mechanisms for checking compliance

Emergency Response Equipment Replacement

- **Lead Councilor:**
- **Timeline**
 - Start Date: January 2025
 - End Date Goal: June 2025
- **Description and goals:**
 - Review capital plan for funding replacement of equipment for emergency responders

Review Relevant City Ordinances and Regulations

- Subject: Review Chapter 14 - Businesses, Chapter 38 - Environment, Chapter 48 - Historical Preservation, Chapter 78 - Traffic and Vehicles, Chapter 87 - Wetlands, Chapter 90 - Vehicles for Hire, Chapter 94 - Zoning; Traffic Commission Decisions and Regulations; Licensing Commission Decisions and Regulations
- Estimated length and timing of project:
 - Review annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Draft Timeline

[illegible]

[illegible]

Public Works and Facilities Committee

- Areas: Streets, Facilities, Infrastructure, Utilities
- Departments: DPW - Streets (Highway, Fleet, Electrical, Engineering), DPW - Facilities (Facilities, Forestry, Parks, Cemetery, Waste), DPW - Water/Sewer, IT Department
- Relevant City Ordinances: Chapter 18 - Cemeteries, Chapter 62 - Parks and Recreation, Chapter 70 - Solid Waste, Chapter 74 - Streets/Sidewalks, Chapter 82 - Utilities, Chapter 86 - Vegetation

Major Projects

Street and Sidewalk Repair and Accessibility

- Lead Councilor: Callahan
- Timeline
 - Ongoing
- Description and goals of project:
 - Review city pavement management plans for streets and sidewalks
 - Review city plans to improve accessibility and walkability
 - Discuss funds appropriated relative to what's necessary to achieve goals contained in the pavement management plans
 - "...understand which of the proposed plans in the 2021 Pavement Management Study we have chosen, or if none what the plans are for the next 5 years. Ideally we can be transparent with the public about both the funding and which specific streets will be paved in what calendar year."

City Facilities and Equipment

- Lead Councilor:
- Timeline
 - Ongoing
- Description and goals of project:
 - Review facilities management plans or renovation plans
 - Discuss funds appropriated relative to what's necessary to ensure all facilities are in a state of good repair and provide effective services

Public Restrooms in Parks/Squares

- Lead Councilor: Tseng
- Timeline
 - Start Date:
 - End Date Goal:

- Description and goals:
 - Work with partners to develop plans to set up more public restrooms in public spaces

Ordinances

Lead Ordinance

- Lead Councilors: Bears, Callahan
- Timeline
 - Start Date: July 2024
 - End Date Goals: December 2024
- Description and goals of project:
 - Pass an ordinance regarding lead water lines pursuant to pending federal regulations and similar ordinances in other communities with water systems in poor condition like Medford

Home rule petition to increase excise taxes for large trucks

- Lead Councilor: Collins
- Timeline
 - Start Date: January 2025
 - End Date Goal: May 2025
- Description and goals:
 - In collaboration with constituent and nonprofit advocates, develop a home rule petition for the right to increase the amount of excise tax levied upon trucks over a certain size/weight, to make that tax commensurate with the greater amount of damage incurred to municipal roads by very large vehicles.

Oversight and Engagement

Public Utility Accountability

- Lead Councilor:
- Timeline:
 - Start Date:
 - End Date Goals:
- Description and goals of project:
 - Hold utility companies accountable to provide services and benefits to the community and mitigate impact of their assets and poor asset condition on the city

Tree Planting Volunteer Network

- Lead Councilor: Callahan
- **Timeline**
 - **Start Date:**
 - **End Date Goals:**
- Description and goals:
 - Work with the mayor and staff to allow residents to become trained volunteer tree planters
 - Look to other cities that have modeled similar programs as examples

Review Relevant City Ordinances and Regulations

- Subject: Review DPW - Streets (Highway, Fleet, Electrical, Engineering), DPW - Facilities (Facilities, Forestry, Parks, Cemetery, Waste), DPW - Water/Sewer, IT Department
- Relevant City Ordinances: Chapter 18 - Cemeteries, Chapter 62 - Parks and Recreation, Chapter 70 - Solid Waste, Chapter 74 - Streets/Sidewalks, Chapter 82 - Utilities, Chapter 86 - Vegetation
- Estimated length and timing of project:
 - Review annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Draft Timeline

2024												2025											
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4		
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12
Street/Sidewalk Repair and Improvement Review												Street/Sidewalk Repair and Improvement Review											
Facilities Maintenance and Improvement Review												Facilities Maintenance and Improvement Review											
						Lead Ordinance 7/24 to 12/24																	
												Heavy Vehicle Excise HRP 01/25 to 05/25											

				Tree Planting Volunteer Network?															
				Public Utility Accountability?															
Review Relevant Ordinances and Regulations 01/24 to 12/24										Review Relevant Ordinances and Regulations 01/25 to 12/25									

Resident Services and Public Engagement Committee

- Areas: Racial Justice, Disability, Elder, Veterans, Communications, Public Engagement, Elections
- Departments: Diversity, Equity, and Inclusion (DEI), Council on Aging, Veterans Services, Clerk, Medford Community Media, Communications
- Relevant City Ordinances: Chapter 2, Article III - Boards/Commissions, Chapter 2, Article IV - Officers/Employees

Major Projects

20-456: Multilingual Public Participation Resident Guide

- Lead Councilor:
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Committee on Resident Services and Public Engagement work with DEI Office, MVP Community Liaisons, Human Resources, Medford Community Media, Communications Office, etc. to create a multilingual user guide for participation in City public meetings and for general navigation around City Hall programming, offices and services

Ordinances

23-398: Gender Equity Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date: January 2024
 - End Date Goal: June 2024
- Description and goals:
 - Create a commission to focus on gender equity issues in Medford

23-398: Youth Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date: January 2024

- End Date Goal: June 2024
- Description and goals:
 - Create a commission for youth participation in local government
 - Help identify youth needs in city services

23-055: Welcoming City Ordinance

- Lead Councilor: Tseng
- Timeline
 - Start Date: April 2024
 - End Date Goal: September 2024
- Description and goals:
 - Codify Medford's existing non-cooperation policy with ICE
 - Expand to general city services and schools

22-501: Data Equity

- Lead Councilor: Tseng
- Timeline
 - Start Date: November 2024
 - End Date Goal: May 2025
- Description and goals:
 - Ensure data published by the city is grounded in equity principles
 - Disaggregate data currently collected under larger race/ethnicity categories
 - Help target city services to different communities more efficiently

Open Data

- Lead Councilor: Tseng
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Create a system for residents to engage with data collected by the City of Medford and collaborate with city partners on policy development

Immigrants' Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Institutionalize outreach to non-citizen residents and participation in local governance/policy making (advisory role)

- Work to address the needs of Medford's immigrant communities and strengthen the ability of immigrants to fully and equitably participate in Medford's economic, civic, social, and cultural life
- Integrate this work under the umbrella of a reformed Human Rights Commission

Language Access Policy or Ordinance

- Lead Councilor: Tseng
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Increase/cement existing access to city services for residents who speak languages other than English or who have at least one disability
 - Focus on availability of interpretation, translation, and assistive technologies
 - Review quality of existing services

Human Rights Commission Reform

- Lead Councilor: Tseng
- Timeline
 - Start Date:
 - End Date Goal:
- Description and goals:
 - Involve former and current members of the HRC, as well as HRC target communities, in modernizing the HRC's enabling ordinance
 - Remove language/powers from the enabling ordinance that is outdated/restrictive

Oversight and Engagement

Review Relevant City Ordinances and Regulations

- Subject: Review DPW - Streets (Highway, Fleet, Electrical, Engineering), DPW - Facilities (Facilities, Forestry, Parks, Cemetery, Waste), DPW - Water/Sewer, IT Department
- Relevant City Ordinances: Chapter 2, Article III - Boards/Commissions, Chapter 2, Article IV - Officers/Employees
- Estimated length and timing of project:
 - Review annually
- Description of project:
 - Review named ordinances and regulations for any out-of-date provisions, to improve readability, and to ensure compliance with state and federal law.

Modernizing the City Council Communications Strategy

- Lead Councilor: Tseng
- Timeline
 - Start Date: By June 2024
 - Ongoing
- Description and goals:
 - Press Releases:
 - Create a subcommittee to work on monthly press release updates to send out to social media accounts and city email list
 - Rotating responsibilities (?)
 - Senior Center Newsletter
 - Bullet point summaries from press releases
 - Social Media:
 - Create social media accounts
 - Determine social media use rules
 - Short-form Videos:
 - Create update videos on meetings and important issues and post onto either social media/Medford Community Media
 - Website:
 - Hold a Standing Committee meeting (and invite the city's Communications Director to attend) to solicit feedback from the public, propose changes, and updates to the City Website
 - Create a list of what we want to see on the City Council website

Meetings with Underrepresented Groups

- Lead Councilor: Tseng, Callahan
- Timeline
 - Ongoing
- Description and goals:
 - Listening sessions with under-represented and under-served populations (city councilors listen)
 - Work with community partners to hold meetings outside of City Hall if possible
 - Celebrations for underrepresented faith groups

Increase Public Input via Open Surveys and Forms

- Lead Councilor: Tseng
- Timeline
 - Ongoing
- Description and goals:
 - Increase accessibility of providing input to the City Council by developing surveys and input forms

Twice-Annual Training with Diversity, Equity and Inclusion Office

- Lead Councilor: Lazzaro
- **Timeline**
 - **Twice annually**
- Description and goals of project:
 - Implement a framework of diversity, equity, and inclusion in City Council business, starting with a standard bi-yearly training/refresher with Frances Nwajei or her designee - keep this standard going in perpetuity to ensure DEI is woven into all conversations and calculations of the City Council

Draft Timeline

2024												2025													
2024Q1			2024Q2			2024Q3			2024Q4			2025Q1			2025Q2			2025Q3			2025Q4				
01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12		
				Multilingual Public Participation Resident Guide 05/24 to 05/25																					
Gender Equity Commission 01/24 to 06/24																									
Youth Commission 01/24 to 06/24																									
			Welcoming City Ordinance 04/24 to 09/24																						
										Data Equity 11/24 to 05/25															
												Open Data? Immigrant Commission? Language Access Ordinance? HRC Reform?													
Modernize Council Communications Strategy							Implement New Council Communications Strategy with Regular Communications																		
Meetings with Underrepresented Groups												Meetings with Underrepresented Groups													
Increase Public Input with Forms and Surveys												Increase Public Input with Forms and Surveys													
Review Relevant Ordinances and Regulations 01/24 to 12/24												Review Relevant Ordinances and Regulations 01/25 to 12/25													

19-016 –
19-025 –

**COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JANUARY 23, @ 6:00 P.M.
IN ROOM 207, COUNCIL OFFICE
MEDFORD CITY HALL**

Attendees: John C. Falco Jr., Council President; Richard Caraviello, Councillor; Frederick Dello Russo Jr., Councillor; Adam Knight, Councillor; George Scarpelli, Councillor; Adam Hurtubise, City Clerk; Jennifer Dever Wood, Chief of Staff to the Mayor and Personnel Director; Kimberly Scanlon, Assistant City Solicitor; Kirsteen Patterson, Assistant Superintendent, Medford Public Schools; Carlos Alcantara; Mark McKie; Thomas Richardson.

President Falco convened the meeting at 6:00 p.m.

The first agenda item was **19-016**, a petition by Carlos Alcantara for a Used Auto Sales Use Special Permit. The petition was referred to the Committee of the Whole at the January 15, 2019 City Council meeting.

President Falco recessed the meeting at 7:05 p.m. and reconvened at 7:11 p.m. to take up paper 19-025, in which the Mayor asked the Council to vote to accept provisions of G.L. c 71§ 37M.

Councillor Dello Russo asked for clarification on the purposes of the request. Ms. Dever Wood said that the Mayor was asking the Council to vote to accept the provisions of state law so that the Security Director position could be funded via the City and the School Department. She said that if passed, the vote can be rescinded at Council discretion.

Councillor Dello Russo asked if the position is helping both departments. Ms. Dever Wood said that fiscal responsibility and shared responsibility are a big part of the request.

Councillor Dello Russo asked who the position reports to and whether the Chief of Police is involved in the hierarchy.

Ms. Dever Wood said that the job reports directly to the Mayor with influence from the School Superintendent, but that there are no specifics for the Chief of Police, but that she expected that he would have input.

Councillor Dello Russo asked whether there are other things the Council could do without adopting or accepting this law. He asked if this acceptance can be done individually or if acceptance is permanent.

Councillor Knight said that he was reluctant to vote in favor because the schools could be short-changed.

Assistant City Solicitor Scanlon said that there could be concerns with public safety if the Council did not vote to accept the provisions. She said that the Council could vote to rescind its vote later.

Councillor Knight said that the Council would need a 2/3rds majority to adopt and a majority to withdraw.

Ms. Dever Wood said that there is a critical need for this job.

Councillor Scarpelli said that in the past, jobs had been consolidated because of budgets, but then not split when the budget situation improved. He said that the Council needs to look at other avenues because this opens up some concerns.

Councillor Marks suggested looking at need. He said that the School Department has security personnel but no Director of Security. He said that the schools can have it tomorrow. The School Department and School Committee can decide they want a Director. He said that the School Department has a Facilities Maintenance Department but that the City does not. He also said that it raises a red flag for him that this position does not report to the Chief of Police. He said that the Mayor should be here at this meeting and that he does not feel comfortable moving forward.

President Falco asked if the City could do a home rule petition.

Assistant City Solicitor Scanlon said that she could not speculate.

Councillor Knight asked if the Council could draft an ordinance restricting the Mayor's authority.

Councillor Marks said that the City Charter supersedes, and that the powers of the Mayor are part of the Charter.

Councillor Knight asked if there were alternatives to this vote.

Councillor Dello Russo requested an opinion on this matter from the City Solicitor. He also asked why this is not being done solely through the School Department.

Ms. Dever Wood said that in today's climate, municipal buildings are not safe. She said that the City needs a centralized person and location to oversee security planning.

Ms. Patterson said that this should be a shared resource. She noted that there is a School Resource Officer in the building.

Councillor Caraviello said that this is about the power structure. He asked whether the Council was acting to limit the power of the Mayor and asked if this is a charter issue. He said that before the Council makes this decision, we need a solid opinion on where we go.

President Falco said that the Council would like to see if other options are available. He said that the Council needs an opinion from the City Solicitor.

Councillor Caraviello said that he wants the City Solicitor to meet with the Council and explain the options and ramifications.

Councillor Marks said that the City should combine the Facilities Maintenance Department since we are talking about combined efforts. He said that there has been

no response from the Mayor on that request and that there needs to be give and take and discussion of Council priorities as well.

Ms. Dever Wood said that there would be a very hard look with respect to funding in 2020.

Councillor Marks said that maybe we could do both positions in Fiscal Year 2020.

Councillor Dello Russo said that he was ready to move forward with a vote.

Councillor Caraviello said he was concerned that the Chief of Police would have no input.

Ms. Dever Wood said that the Chief of Police would have input, but that this is not a police position.

Councillor Dello Russo said that other cities have these directors.

Councillor Knight suggested having a uniformed officer in City buildings, and that the Police Department might create a Captain position within the department, with the School Resource Officer directly under the Captain.

President Falco asked, in other cities, if this position is a direct report to the Police Chief?

Ms. Dever Wood said that this position is a direct report to the Mayor with a dotted-line report to the School Superintendent and the Chief of Police.

Councillor Marks asked that, as part of the options from the Administration, can the Council get an option in which the School Department picks up the entire cost of the position.

Councillor Knight moved to report out the questions, and to reconvene when answers are provided to the Council (Councillor Marks second)—passed.

Councillor Scarpelli moved to adjourn at 7:47 p.m. (Councillor Dello Russo second)—passed.

President Falco adjourned the meeting at 7:47 p.m.

[End of Committee of the Whole Report]

Councillor Dello Russo moved to accept the report on item **19-016** (Councillor Caraviello second)—passed.

Councillor Dello Russo moved to accept the report on item **19-025** (Councillor Caraviello second)—passed.

At 8:03 p.m., Councillor Caraviello moved to take papers in the hands of the Clerk (Councillor Knight second)—passed.

22-014 & 22-395
COMMITTEE OF THE WHOLE
MEETING REPORT
WEDNESDAY, NOVEMBER 16, 2022, @ 6:00 P.M

This meeting will take place in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/86746608384>

Meeting ID: 867 4660 8384

One tap mobile

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Dial by your location

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+1 346 248 7799 US (Houston)

Meeting ID: 867 4660 8384

Find your local number: <https://us06web.zoom.us/j/86746608384>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Attendees: Council President Nicole Morell; Council Vice President Isaac “Zac” Bears; Councillor Richard Caraviello; Councillor Kit Collins; Councillor Justin Tseng; City Clerk Adam Hurtubise; Chief of Staff Nina Nazarian; Finance Director Bob Dickinson; Federal Funds Manager Lorena Escolero; other attendees as noted in the body of this report.

President Morell called the meeting to order on Wednesday, November 16, 2022 at 6:00 p.m. in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss Papers **22-014**, Paid Family and Medical Leave, and **22-395**, an ARPA Presentation from the Administration.

President Morell thanked participants for attending. She said that the Committee would consider the ARPA paper first. Ms. Escolero presented an overview on ARPA. She also introduced herself to members of the Council who may not have known her previously. She gave a summary of allocations and approved projects under ARPA. She said that there was a survey presented, with 416 responses, 95% from Medford residents. She summarized the responses, involving human service needs,

infrastructure, non-profits, and other items. She described a variety of impacts on physical and mental health as a result of the pandemic. She presented the ARPA funding allocations. She said the largest expenditures have been the negative economic impact and infrastructure categories. She highlighted the projects that received allocations.

Ms. Escolero said more than half of the grant funding has been allocated, and the remaining amount to be allocated is \$19.7 million. She said Medford has used its revenue replacement for FY 22 and 23 school budgets, for facility assessment, IT and cybersecurity. She said she expects revenues to rise, decreasing the need for revenue replacement funds.

Councillor Caraviello said all these projects are worthy. He said we are allocating a lot of money to water and sewer when we have a water and sewer enterprise account. Ms. Escolero said we have a large infrastructure account and water and sewer is a large expense in all communities. Councillor Caraviello said we have several million dollars in our enterprise account so maybe some of this money could go to other projects. Ms. Escolero said that this is a historic type of funding and we should be taking advantage of the opportunities. Councillor Caraviello said some of this money could be going to other projects.

Vice President Bears said Ms. Escolero's role seemed to be assembling the survey, analyzing the results, and looking at other ARPA matters such as federal regulation and guidance, but that she was not the primary decision maker. Ms. Escolero said that this is correct. She said many projects need to be allocated by December 31, 2024.

Vice President Bears said it would be valuable to include revenue replacement as part of the funds already expended. He suggested amending the presentation to include revenue replacement before the presentation is posted on the website. She said that there is about \$2 million for additional department head requests. Vice President Bears said he knows a lot of the survey responses were from homeowners. He said that given so many of these responses were from homeowners, not renters, and given that, asked if there was ever consideration to allocating more money to affordable housing. Ms. Escolero said that this was discussed and rental assistance and homelessness were top areas of discussion. He said the City is looking to fund a project with the Medford Housing Authority.

Vice President Bears said that shifting some of these allocations would allow us to incentivize other investments.

President Morell said Councillor Tseng had submitted questions. She asked, on his behalf, for the breakdowns on demographics and outreach to groups, and breakdowns on race or rental status. Ms. Escolero said that the participation rates were higher among homeowners. President Morell said that participation rates are important, but that the breakdown of participants needs to be taken into account. President Morell asked for data by neighborhood and Ms. Escolero said that this would be shared.

President Morell said that the Council has received a number of papers from other department heads. She asked for information on the appropriations process. Ms. Escolero gave the breakdown by dollar amount. President Morell asked how much weight is given to these surveys in deciding the allocations. Ms. Escolero said many of the projects align with the results of the survey.

Councillor Tseng arrived at 6:42 p.m.

Chief of Staff Nazarian said she had submitted a paper from the Mayor for the next Council agenda. She said that there was a sliding scale on dollar amounts for the appropriations. President Morell said a Council vote was binding. Chief of Staff Nazarian said she did not believe that every item needed a Council vote. She said that she hoped the Council would approve most of these appropriations unanimously. She said that in the end, the Mayor was looking to pass these projects before the Council to get feedback. She said she could not commit much beyond that.

Councillor Collins said that regarding how the feedback is allocated, there are concerns over the racial and economic and living circumstances of the survey makeup. Ms. Escolero said she could do another report with additional updates after additional meetings.

Vice President Bears moved to receive and place on file (Councillor Caraviello second)—received and placed on file.

Discussion turned to the paper on potential paid family and medical leave. She said that this results from a meeting in February. She said that we did not have a Finance Director at that time and there were questions from the Council about the financial impacts. President Morell said she did not believe any other municipalities have opted into the program.

Vice President Bears said that this is a Council priority. He said it is an opportunity for Medford to lead. He said that paid family leave was passed in 2020, and offered to every employee in Massachusetts except municipal employees. He said that by joining a large pool, we benefit by being part of that larger pool, with shared costs and shared burdens. He said that the authority to join the program lies with the legislative body.

President Morell said that prior consultation with former Solicitor Scanlon revealed that a simple majority is required for approval.

Councillor Caraviello asked if we had surveyed City employees. President Morell said City employees had not been surveyed on this. Councillor Caraviello said he has heard feedback on both sides on this.

Councillor Collins asked if we were to enact this, would every City employee be automatically enrolled.

Director Dickinson said he did not think an employee could opt out. Vice President Bears said that there is a minimum that the employer would cover, but the rest could be bargained or the employer could offer more. Councillor Caraviello asked if the School Department would be included. President Morell said yes.

Director Dickinson said he researched contribution rates. He said the City could fully fund everything or could fund what is minimally required, or some place in between. He said if the City didn't fund it fully, that would become an issue to be negotiated with the unions. He said that this is based on a percentage of salaries. The total contribution would be .63% of salaries. The employer is required to put in .312% of salaries. He said if the City were to fund just what the employer would have to do, at the minimum, with the employer contribution for medical, the cost would be about \$315,000. He said it would be about \$161,000 for the schools. He said the City paid about \$100 million in salaries in 2022. If the City funded the entire cost, the approximate cost would be about \$637,000. He said the 2023 rates are lower than the rates for 2022. He said that to administer the program, there needs to be a registered leave administrator, so another position may need to be created. He said for an employee paid \$1,200 per week, it would work out to about \$200 per year.

Vice President Bears said that this would cover up to 12 weeks of medical leave at 80% pay, and up to 26 weeks to care for sick family members. He said this would address broad needs for people of all ages. He said that this is not just parental leave. He asked if there are costs that the City is bearing right now for similar benefits. He asked if there is a way to calculate the difference between the existing system and a proposed new system. Director Dickinson said he would have to consult HR on this to get additional details.

President Morell said she knows the Council has expressed support of this in the past, she said that in the last ten months, her private employer provided 20 weeks of paid leave so she could heal and care for her child after her pregnancy. She said that if we can get this done, then we absolutely should.

Councillor Caraviello said that his wife has paid family leave available with her job. He said he believes that this kicks in after sick time is exhausted. President Morell said that employers can provide slightly different coverage, either comparable or superior.

Councillor Tseng said MGL provides a 7-day waiting period.

Councillor Collins said she looks forward to additional discussion on this topic. She said that there are many reasons to support this, including humanitarian reasons. She said we also need to be able to compete with the private sector.

Councillor Tseng said that this would be a particularly exciting policy for the City. He said that there is still so much more work we can do in this country to make life better for working people. He said that this is a way to walk the walk. He said that there is still

more feedback necessary but it is an exciting opportunity, and can show that Medford is a leader. He said it won't solve all our problems but it puts in a better position to succeed. He said that this is a situation where there is a race to the top.

Vice President Bears moved to request that the Finance Director estimate the existing cost to the City for programs or benefits with similar scope that could be covered by entering the state paid and medical leave program (seconded as below).

Vice President Bears moved to request that the HR Department estimate the additional staff time needed to comply with entry into the state family and medical leave program (seconded as below).

Vice President Bears moved to request that the City Administration and HR Department survey City and School employees on interest in the City entering the state paid family and medical leave program, and that such a survey have clear information on benefits of the program, potential employee cost if the City only covers its minimum requirement and also clear information on costs if the City covers the full costs of the program (seconded as below).

Vice President Bears moved to request that the City Clerk send a letter to representatives of all City and School bargaining units asking for feedback or interest in the City Council and City of Medford entering the state paid family and medical leave program (seconded as below).

Vice President Bears moved to consolidate all motions (Councillor Tseng second)—approved.

Vice President Bears moved for approval on the consolidated motions (Councillor Tseng second)—approved.

Vice President Bears moved to keep the papers in committee and report out the questions (Councillor Caraviello second)—approved.

Vice President Bears said he would be happy to assist with communications around these motions.

Councillor Collins moved to adjourn at 7:25 p.m. (Councillor Caraviello second)—approved.

President Morell adjourned the meeting at 7:26 p.m.

CHAPTER 3 – FINANCE

ARTICLE I. - GENERALLY

Sec. 3-1. - Purpose and intent. (NEW)

The purpose and intent of this article is to define, by ordinance, the requirements of a transparent, collaborative, and accountable budgeting process for the City of Medford and provision of financial information to Medford residents.

Secs. 3-2—3-49. - Reserved.

ARTICLE II. - BUDGET AND PROCUREMENT

Sec. 3-50. - Chief budget and procurement officer; appointment; term; authority.

Sec. 3-51. - Duty for the procurement of all supplies, services, or real property and disposing of supplies or real property.

Sec. 3-52. - Annual report.

Sec. 3-53. - Responsible employer requirements.

Secs. 3-54—3-59. - Reserved.

ARTICLE III. - TAX DELINQUENCY

Sec. 3-60. - Tax delinquency.

Secs. 3-61—3-79. - Reserved.

ARTICLE IV. - DEPARTMENTAL REVOLVING FUNDS

Sec. 3-80. - Purpose.

Sec. 3-81. - Expenditure limitations.

Sec. 3-82. - Interest.

Sec. 3-83. - Procedures and reports.

Sec. 3-84. - Authorized revolving funds.

Secs. 3-85—3-99. - Reserved.

ARTICLE V. - ANNUAL BUDGET PROCESS (NEW)

Sec. 3-100. - Purpose and intent.

The purpose and intent of this article is to outline an annual budgeting process for the city's funds that is transparent, responsibly-paced, and collaborative. This process will create clear expectations for all stakeholders and involved parties, encourage input by residents, and ensure that the city council and Medford residents have comprehensive and accurate information regarding the budget and the city's finances.

Sec. 3-~~402~~101. - Quarterly Financial Reports and Meetings

1. The finance director will provide a written report regarding the city's finances to the city council on a quarterly basis no later than ~~30~~60 days after the end of each quarter of the fiscal year. The report shall contain the following information:
 - ~~Previous quarter's year-to-date budget to actuals report for each month in the quarter~~
 - Previous quarter's accounts payable warrant ~~articles~~ by month for each month in the quarter
 - Year-to-date budget to actuals report, unaudited, as of the last day of the previous quarter for each department
 - ~~Comparison of year-to-date revenue and year-to-date expenses with figures from the previous fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Updates~~Where available updates on state certifications, revenue forecasts, spending forecasts, and any other information the finance director deems relevant
2. The city council will hold a committee or subcommittee meeting to review ~~each~~the 2nd and 3rd quarterly financial ~~report~~reports no later than 60 days after the end of each quarter of the fiscal year. ~~The~~The city council will coordinate the date/time of the meeting with the finance director ~~will to be able to~~ attend that meeting, present the report, and answer questions ~~pursuant to the rules of the city council~~.

Sec. 3-~~403~~102. - Preliminary Budget Meetings

- ~~1.~~ The city council will hold preliminary budget meetings between ~~January 15th and April 1st~~15 to May 15 of each year. These meetings will include the mayor or designee, finance director or designee, and relevant department heads. ~~The city council understands that in order for the mayor and finance director to be prepared to meet as early as April 15th on the following fiscal year budgets, mayor or finance director shall provide an estimated budget allocation for the Medford Public Schools must be provided to the for the following fiscal year to the school committee -school department/committee. Said allocation shall be provided to the school department/committee by the mayor or finance director by March 1 of each year.~~
- ~~2.~~ No later than 72 hours prior to the first preliminary budget meeting scheduled by the city council each year, the mayor, finance director, or ~~designee~~designees will provide the

total preliminary expected general fund revenue for the upcoming fiscal year following information to the city council:

1. ~~Total expected general fund revenue for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
2. ~~Total expected enterprise fund revenue for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
3. ~~Total expected fixed cost growth for annual operating budget expenses for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
- 3. No later than 72 hours prior to any preliminary budget meeting scheduled by the city council, the mayor, finance director, or ~~designee and department head~~ designees shall provide the following information to the city council for each department budget being discussed at said meeting: It shall be the mayor, finance director, or designees shall provide a schedule that contains who selects the order in which budgets will be discussed based on availability of relevant staff and administration priorities.
 1. ~~Annual operating budget for the previous year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 2. ~~Relevant Department Head's annual operating budget request for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Expected fixed cost growth for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 3. ~~Requested new staff, programs, or services for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~

Sec. 3-~~404~~103. - City Council Budget Recommendations to Mayor

1. Members of the city council will submit proposed budget recommendations for consideration by the full city council no later than ~~April 1st~~March 1 of each year.
2. The city council will create a standard format for the submission of proposed budget recommendations and annually determine which council committee or subcommittee will review proposed recommendations made by members of the city council.
3. The city council will consider proposed budget recommendations made by members of the city council and vote to submit them to the mayor by ~~April 15th~~March 15 of each year.
4. The mayor will review budget recommendations made by the city council and respond in writing prior to the presentation of the comprehensive budget proposal for the fiscal year.

Sec. 3-~~405~~104. - Presentation and Review of Comprehensive Budget Proposal

1. The mayor will submit the comprehensive budget proposal to the city council no later than May 31st of each year. The mayor, finance director, or their designees will make a presentation of the comprehensive budget proposal at the meeting of the city council at which the comprehensive budget proposal is first considered.
2. The city council may request additional budget meetings in general or for the review of specific proposed department budgets.

3. The mayor, finance director, or ~~department heads~~designees may request additional budget meetings to review specific proposed department budgets after the submission and presentation of the comprehensive budget proposal.
4. The comprehensive budget proposal will contain the following information:
 - 4.1. Total expected amount of general fund revenue
 - 4.1.1. Total expected property tax revenue
 - 4.1.2. Expected net state aid
 - 4.1.3. Other expected local receipts
 - 4.2. Proposed annual operating budget for each department~~and disaggregate the total proposed expenses into the categories of (1) fixed cost growth and (2) new expenses~~
 - 4.2.4.2.1. Disaggregate the total proposed expenses into the categories of (1) fixed cost growth and (2) new expenses.

Sec. 3-105. - Annual Review of Progress to Inclusion of Enterprise Funds, Capital Improvement Plans, Revolving Funds, and Grant Funds in Comprehensive Budget Proposal

1. Annually no later than October 15, the mayor, finance director, or designee shall submit a report to the council regarding progress towards and resources necessary to include enterprise funds, capital improvement plans, revolving funds, and grant funds as part of the comprehensive budget proposal.
2. The city council shall schedule a meeting no later than November 30 and coordinate the date/time of the meeting with the mayor, finance director, or designee to be able to attend that meeting, present the report, answer questions, and consider updates to this ordinance to reflect new procedures.

Sec. 3-106. - No Conflict with State Law

Nothing in this ordinance is intended to conflict with Massachusetts General Laws relating to the municipal budget process, including but not limited to Chapter 44, Section 32 of the General Laws.

Sec. 3-107. - Severability

Each separate provision of this article shall be deemed independent of all other provisions herein. If a court of competent jurisdiction declares that any provision of this article is invalid, then the remaining provisions of this article shall remain valid and enforceable.

Sec. 3-108. - Effective date.

This article shall become effective on January 1, 2024.

Secs. 3-109—3-149. - Reserved.

ARTICLE VI. - ANNUAL BUDGET NEEDS ASSESSMENTS (NEW)

Sec. 3-150. - Purpose and Intent

The purpose and intent of this article is to outline an annual budget needs assessment process that is transparent, responsibly-paced, and collaborative. This process will create annual reports that provide a comprehensive understanding of the short and long-term needs of the city regarding operating and capital expenses and dynamic analyses of the changes to these needs over time. These annual reports will set clear expectations for all stakeholders and involved parties and help the mayor and city council in addressing the city's operating and capital expense needs through the city's budgeting process.

Sec. 3-151. - Definitions

- *Operating expense needs* means the necessary funding amount needed to be spent annually on personnel and ordinary expenses to provide all city services effectively.
- *Capital expense needs* means the necessary funding amount needed to be spent on city-owned capital assets to maintain a state of good repair or restore a state of good repair.
- *State of good repair* means a condition sufficient for a capital asset to operate at a full level of performance, both individually and as a system.

Commented [1]:
<https://www.law.cornell.edu/cfr/text/49/625.17>

Sec. 3-152. - Annual Review of Progress to Development of Reports on Operating and Capital Expense Needs Annual Report on Operating Expense Needs

1. Annually no later than October 15, the mayor, finance director, or designee shall submit a report to the council regarding progress towards the development of a regular assessment and report of the city's operating and capital expense needs.
2. The city council shall schedule a meeting no later than November 30 and coordinate the date/time of the meeting with the mayor, finance director, or designee to be able to attend that meeting, present the report, answer questions, and consider updates to this ordinance to reflect new procedures.
4. The finance director will provide a written report regarding the city's long-term operating expense needs to the city council on an annual basis no later than April 1st of each calendar year. The report shall contain the following information:
 - 1.1. A list of all services and programs run by each city department.
 - 1.2. Number of staff positions, and proposed salary and wage amounts for those positions, necessary for each department to provide timely and effective services and programs, as determined by the relevant department head
 - 1.3. Other operating expenses and amounts necessary for each department to provide timely and effective services and programs, as determined by the relevant department head

- 1.4. ~~The report will provide separate sections for general fund operating expense needs, enterprise fund operating expense needs, and operating expense needs for any other funds.~~
2. ~~If the finance director is unable to produce said written report, the finance director will notify the city council by February 1st of each calendar year and provide the city council with a memorandum about what resources are necessary to create the report and the timeline for acquiring those resources.~~

~~Sec. 3-153. - Annual Report on Capital Expense Needs~~

3. ~~The finance director will provide a written report regarding the city's long-term capital expense needs to the city council on an annual basis no later than April 1st of each calendar year. The report shall contain the following:~~
 - 3.1. ~~A list of all capital assets owned and/or maintained by each city department.~~
 - 3.2. ~~One-time expense amount necessary to restore each capital asset to a state of good repair, as determined by the relevant department head or a comprehensive analysis of capital assets~~
 - 3.3. ~~Recurring expense amount necessary to maintain each capital asset in a state of good repair once restored to that state, as determined by the relevant department head or a comprehensive analysis of capital assets~~
 - 3.4. ~~The report will provide separate sections for general fund capital expense needs, enterprise fund capital expense needs, and capital expense needs for any other funds.~~
4. ~~The finance director will request that the Medford School Committee or administrators provide any relevant information or reports on buildings and capital assets controlled by Medford Public Schools that would inform this report.~~
5. ~~If the finance director is unable to produce said written report, the finance director will notify the city council by February 1st of each calendar year and provide the city council with a memorandum about what resources are necessary to create the report and the timeline for acquiring those resources.~~

~~Sec. 3-153~~³⁴. - No Conflict with State Law

Nothing in this ordinance is intended to conflict with Massachusetts General Laws relating to the municipal budget process, including but not limited to Chapter 44, Section 32 of the General Laws.

~~Sec. 3-154~~⁴⁵. - Severability

Each separate provision of this article shall be deemed independent of all other provisions herein. If a court of competent jurisdiction declares that any provision of this article is invalid, then the remaining provisions of this article shall remain valid and enforceable.

~~Sec. 3-155~~⁵⁶. - Effective date.

This article shall become effective on January 1, ~~2024~~²⁰²⁵.

Secs. 3-15567—3-199. - Reserved.

Updated ARTICLE II. - BUDGET AND PROCUREMENT

Sec. 3-~~102~~101. - Quarterly Financial Reports and Meetings

1. The finance director will provide a written report regarding the city's finances to the city council on a quarterly basis no later than ~~3060~~ days after the end of each quarter of the fiscal year. The report shall contain the following information:
 - ~~Previous quarter's year-to-date budget to actuals report for each month in the quarter~~
 - Previous quarter's accounts payable warrant ~~articles~~ by month for each month in the quarter
 - Year-to-date budget to actuals report, unaudited, as of the last day of the previous quarter for each department
 - ~~Comparison of year-to-date revenue and year-to-date expenses with figures from the previous fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Updates~~Where available updates on state certifications, revenue forecasts, spending forecasts, and any other information the finance director deems relevant
2. The city council will hold a committee or subcommittee meeting to review ~~each~~the 2nd and 3rd quarterly financial ~~report~~reports no later than 60 days after the end of each quarter of the fiscal year. ~~The~~The city council will coordinate the date/time of the meeting with the finance director will to be able to attend that meeting, present the report, and answer questions ~~pursuant to the rules of the city council.~~

Sec. 3-~~103~~102. - Preliminary Budget Meetings

1. The city council will hold preliminary budget meetings between ~~January 15th and April 1st~~15 to May 15 of each year. These meetings will include the mayor or designee, finance director or designee, and relevant department heads. The city council understands that in order for the mayor and finance director to be prepared to meet as early as April 15th on the following fiscal year budgets, an allocation must be provided to the school department/committee. Said allocation shall be provided to the school department/committee by the mayor or finance director by March 1 of each year.
2. No later than 72 hours prior to the first preliminary budget meeting scheduled by the city council each year, the mayor, finance director, or ~~designee~~designees will provide the total preliminary expected general fund revenue for the upcoming fiscal year following information to the city council:
 - ~~Total expected general fund revenue for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Total expected enterprise fund revenue for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Total expected fixed cost growth for annual operating budget expenses for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~

Commented [1]: do we want it to be "relevant invited department heads"?

Commented [2]: That makes sense to me!

3. No later than 72 hours prior to any preliminary budget meeting scheduled by the city council, the mayor, finance director, or ~~designee and department head~~designees shall provide the following information to the city council for each department budget being discussed at said meeting: It shall be the mayor, finance director, or designees who selects the order in which budgets will be discussed.
 - Annual operating budget for the previous year ~~(and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - Relevant Department Head's annual operating budget request for the upcoming fiscal year ~~(and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - ~~Expected fixed cost growth for the upcoming fiscal year (and inflation-adjusted figures for the previous five fiscal years, if possible)~~
 - Requested new staff, programs, or services for the upcoming fiscal year ~~(and inflation-adjusted figures for the previous five fiscal years, if possible)~~

Sec. 3-~~104~~103. - City Council Budget Recommendations to Mayor

1. Members of the city council will submit proposed budget recommendations for consideration by the full city council no later than ~~April 1st~~March 1 of each year.
2. The city council will create a standard format for the submission of proposed budget recommendations and annually determine which council committee or subcommittee will review proposed recommendations made by members of the city council.
3. The city council will consider proposed budget recommendations made by members of the city council and vote to submit them to the mayor by ~~April 15th~~March 15 of each year.
4. The mayor will review budget recommendations made by the city council and respond in writing prior to the presentation of the comprehensive budget proposal for the fiscal year.

Sec. 3-~~105~~104. - Presentation and Review of Comprehensive Budget Proposal

1. The mayor will submit the comprehensive budget proposal to the city council no later than May 31st of each year. The mayor, finance director, or their designees will make a presentation of the comprehensive budget proposal at the meeting of the city council at which the comprehensive budget proposal is first considered.
2. The city council may request additional budget meetings in general or for the review of specific proposed department budgets.
3. The mayor, finance director, or ~~department heads~~designees may request additional budget meetings to review specific proposed department budgets after the submission and presentation of the comprehensive budget proposal.
4. The comprehensive budget proposal will contain the following information:
 - 4.1. Total expected amount of general fund revenue
 - 4.1.1. Total expected property tax revenue
 - 4.1.2. Expected net state aid
 - 4.1.3. Other expected local receipts
 - 4.2. Proposed annual operating budget for each department ~~and disaggregate the total proposed expenses into the categories of (1) fixed cost growth and (2) new expenses~~
 - 4.3. ~~Total expected amount of revenue for enterprise funds~~

- 4.4. Proposed annual operating budget for enterprise funds and disaggregate the total proposed expenses into the categories of (1) fixed cost growth and (2) new expenses for each enterprise fund.
- 4.5. A suggested five-year capital improvements program to be undertaken by the city, the first year of said period being the current year of the submission thereof, together with the estimated costs of carrying out such program. The estimated cost of the projects to be undertaken or continued during the first year of said period, and to be paid out of appropriations, shall be included in the budget for the then current year.
- 4.5.1. The proposed capital outlay program shall specify the proposed projects in an expenditure schedule and shall be accompanied by a financial program which shall clearly outline any bond issues relating thereto, as well as the amount of money proposed to be made available for the program from the annual tax levy.
- 4.5.2. The Community Development Board and the several department heads of the city government shall cooperate with and assist the mayor in the preparation, development and implementation of said capital outlay program.
- 4.6. Any expected revenue and proposed operating expenses for revolving funds.
- 4.7. Any expected grant revenue and proposed grant-funded expenses for any city departments.

22-494
SUBCOMMITTEE ON ORDINANCES AND RULES
MEETING NOTICE
TUESDAY, FEBRUARY 7, 2023 @ 6:00 P.M.

This meeting will take place in the Howard F. Alden Memorial Chambers on the second floor of Medford City Hall, and via Zoom.

Join Zoom Meeting
<https://us06web.zoom.us/j/81736461988>

Meeting ID: 817 3646 1988
One tap mobile
+13092053325,,81736461988# US
+13126266799,,81736461988# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 817 3646 1988
Find your local number: <https://us06web.zoom.us/u/kcEAPFjlhz>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

There will be a meeting of the Medford City Council Subcommittee on Ordinances and Rules on Tuesday, February 7, 2023, at 6:00 p.m. in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom.

The purpose of the meeting is to discuss the creation of a Budget Needs Assessment Ordinance to provide accurate and actionable information on the City of Medford's operating and capital budget needs and the deficit between current revenues and needed expenditures (Paper **22-494**).

For further information, aids, and accommodations, contact the City Clerk at 781-393-2425.

February 3, 2023

Sincerely yours,

Isaac "Zac" Bears (AFT)

Isaac "Zac" Bears
Subcommittee Chair

22-494
SUBCOMMITTEE ON ORDINANCES AND RULES
MEETING REPORT
TUESDAY, MARCH 21, 2023 @ 6:00 P.M.

Join Zoom Meeting
<https://us06web.zoom.us/j/81969328791>

Meeting ID: 819 6932 8791
One tap mobile
+13126266799,,81969328791# US (Chicago)
+16469313860,,81969328791# US

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 819 6932 8791

Find your local number: <https://us06web.zoom.us/j/kc5oRdClgd>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Attendees: Council Vice President Isaac “Zac” Bears; Councillor Kit Collins; City Clerk Adam Hurtubise; Finance Director Bob Dickinson.

Vice President Bears called the meeting to order on Tuesday, March 21, 2023, at 6:00 p.m. in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss the creation of a Budget Needs Assessment Ordinance to provide accurate and actionable information on the City of Medford's operating and capital budget needs and the deficit between current revenues and needed expenditures (Paper **22-494**).

Vice President Bears thanked participants for attending. He provided a summary of work done to date. Councillor Collins thanked Vice President Bears. Vice President Bears shared a memo he drafted as a result of the last meeting. He said currently Chapter 2 Section 5 governs the budget. He recommended moving all the budget items to a new chapter in the ordinances. He said he hopes that the draft ordinance provides a framework so that the Council has enough information to make informed decisions.

He said right now we get a budget in late May or early June. He said that this ordinance would allow the Council to meet with department heads earlier. He said nothing in the

ordinance is intended to conflict with Massachusetts General Law and the proposed effective date would be September 1, 2023.

Councillor Collins said that this is a great start. She said that the memo encapsulates the previous discussions. She said that this provides a structure to which we can hold ourselves accountable. She said that quarterly meetings are important and improve transparency.

Councillor Collins said that section 107 would merit further discussion. She said that this is the Council's opportunity to set forth a best-case scenario on how this would go. She said that a couple of these dates could be bumped. She said she does not want a process that is not doable. She suggested submissions by the last week in March and a request for a comprehensive budget proposal in the first half of May.

Councillor Collins moved for a five-minute recess to address technical issues (Vice President Bears second)—approved.

Vice President Bears declared a recess at 6:24 p.m.

Vice President Bears called the meeting back to order at 6:26 p.m.

Director Dickinson said that as a framework, the ordinance looks quite reasonable. He said he would have to review it in more detail. He said he doesn't want to do what we did last June. He said he assumes that this is a working document and wants to review it with his team.

Vice President Bears said that there will be future meetings on this document and that he would move to send the document to Director Dickinson for his review.

Vice President Bears said that Article 6, the annual budget needs assessments, is important. He asked if it was feasible for the City to create an annual or other report that would provide an overview of short and long term financial needs. He said all of this would require further discussion for capital needs and operating needs. He said he looked for other processes in other cities and towns. He said he didn't find anything by way of an ordinance, but the framework is that at some regular interval, the City produces a document with operational and capital needs.

Councillor Collins said that we can look for a template. She said she thinks this is doable. She said it could be a tough thing to get exactly right. She said this strikes her as a top-heavy project. She said that this is driven by the exact under-resource issues that created the discussion about this ordinance. She said that in terms of immediate next steps, the hardest thing is to describe what these reports should look like.

Director Dickinson said this would be a big project but that it wouldn't be as heavy a lift once the structure is in place. He said extending road and sidewalk needs to needs of

other departments Citywide is a bit tough to do. He said it becomes more difficult to predict on the operating side what people we would need to get these projects done.

Vice President Bears said one result of the last meeting was to produce a memo on what could be done outside of the ordinance. He said he would like feedback from the full Council on this. He said the intent is to articulate the policies and procedures. He said that this could create a collaborative approach around budgeting. He said that generally, other comparable cities have more staff members. He said that an ordinance would give the Council more authority over the budget process. He said that a Charter Amendment might also be necessary. He said that the Boston City Council just changed the City Charter. He said it would be better for democracy if the Council had a voice in this. He said he would support circulating the documents again for more feedback from the Council.

Councillor Collins said that this is a summary of conversations that the full Council should have. She said all the newer Councillors have a view on the budget process. She said that there is so much to be said about the influence of the City Council on the process. She said that the Council is often more accessible.

Councillor Collins moved to send the documents to the subcommittee members for comments, and to Director Dickinson for comments, and then for a discussion of those comments at a future meeting (Vice President Bears second)—approved.

Councillor Collins moved to adjourn at 6:53 p.m. (Vice President Bears second)—approved.

Vice President Bears adjourned the meeting at 6:53 p.m.

22-494
SUBCOMMITTEE ON ORDINANCES AND RULES
MEETING NOTICE
TUESDAY, OCTOBER 10, 2023 @ 6:00 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/83631280814>

Meeting ID: 836 3128 0814

One tap mobile

+16469313860,,83631280814# US

+19292056099,,83631280814# US (New York)

Dial by your location

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 836 3128 0814

Find your local number: <https://us06web.zoom.us/j/83631280814>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Attendees: Council Vice President Isaac “Zac” Bears, Subcommittee Chair; Councillor Kit Collins; Councillor Justin Tseng; City Clerk Adam Hurtubise; Finance Director Bob Dickinson; Chief of Staff Nina Nazarian; other participants as noted in the body of this report.

Vice President Bears called the meeting to order on Tuesday, October 10, 2023, at 6:08 p.m. in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss the proposed Budget Ordinance (Paper **22-494**).

Vice President Bears thanked participants for attending. He gave an overview of the proposed budget ordinance.

Councillor Tseng said that this is his first meeting as a member of the Subcommittee. He said that he thinks this is everything we should be doing as a City. He asked about 3-103, the preliminary budget meetings. Vice President Bears said that we could discuss everything related to the ordinance at this meeting.

Councillor Collins said it is great to see this draft fleshed out. She said this lays out a way of answering questions that Councillors hear from residents quite often. She said that this ordinance is a way of providing solutions that have not been available for some time.

Vice President Bears invited Chief of Staff Nazarian to present. Chief of Staff Nazarian said she appreciated the opportunity to speak on this issue. She said she has met with Director Dickinson on this ordinance, and has discussed it at a high level and in more detail. She said it seems like the ordinance is highly prescriptive and she does not think the City has the capacity to execute on this, and she thinks that if it is implemented, the City will be set up to fail. She said that there is a tremendous amount that is not achievable. She asked where the draft ordinance came from. She asked if there is a model out there that can help us.

Vice President Bears said that this came from meetings the Subcommittee has had up to this point, particularly in February and March. He said it is not copied from any other community and is crafted based on the preferences of the Council and the Subcommittee. Chief of Staff Nazarian said that there are multiple systems within City Government that would need to be resolved in order for parts of this ordinance to be implemented.

Vice President Bears said that the intent here is more procedural. He said that the intent is not to do the unachievable tomorrow but to make the reasonable achievable in a reasonable amount of time. He said he wants to know what the systems are so we can get to that point. He said that what Chief of Staff Nazarian said is why we need an ordinance.

Chief of Staff Nazarian said that this could set it up so that the Administration would be reporting on things it could not achieve. She said she commends the Subcommittee for drafting this ordinance. She said it is impressive. She said she has never seen a City or Town execute on this. She said it asks us to go from zero to 100 all at once. She said it is asking us to identify the 90 to 95 things we can't do rather than building on the progress we've made over the last several years. She said that there is no reason why future Councils couldn't keep these reports as guidance.

Councillor Collins said that there has been a great discussion on this ordinance already. She said she would like to know more about the specifics of what may need to be amended or negotiated. She said that there is no point in passing an ordinance that is undoable or unreasonable. She said we could make a list of what we can specifically target and what we can make more clear. She said that this is meant in good faith.

Councillor Tseng said we have made a lot of progress when it comes to creation of the budget. He said that there are still obstacles. He said some of them are institutional obstacles. He said that this draft comes from notes from the February and March meetings but we have also talked about this a lot on the Council in the last year and nine months. He said at the very least this should be a starting point. He said he believes that a budget ordinance should be a tool to move all of us in the right direction. He said we should be aiming for an ambitious enough number that we can achieve. He said a tool like this will help us rebuild our trust with our constituents.

Vice President Bears said that he understands that his draft is comprehensive. He said pieces came from Holyoke's financial manual. Other parts came from ordinances in Cambridge and Somerville, and some from Cornell Law School. He said he hears the Administration on what is possible, and eventually, what is possible is what will happen. He said we need to know what it means to have a fully funded budget. He said without the goal, we can't measure progress. He said we should set a goal of what 100% progress looks like. He said he wants to know what the process of getting there looks like.

Chief of Staff Nazarian said she wanted to clarify. She said she has worked in local government for her entire career. She said she has worked with really capable and intelligent professionals. She said government has its inherent challenges. She said that the private sector often has simpler scenarios. She said that if nobody has built something like this, she said we are aiming to a place that may not be reasonable for government. She said she works in government every day to make government better because she, like the Council, wants to make government better. She said she thinks this ordinance is something we can't build. She said it would create significant hardships for a number of offices, particularly the Finance office. She said that the timing at which the City receives information has the potential to hinder the Administration's responses under this ordinance. She said that there are a lot of moving parts.

Director Dickinson said that we want to get to 100 but we're on 10 right now. He said a needs assessment makes sense. He said he doesn't know what resources we would need to be able to answer that question. He said that there are very limited resources available to get us to 100 but we can make incremental improvements.

Vice President Bears said he understands this. He said the fundamental question is how much money it would take to get the roads into the condition that we need them to be. He said that if this ordinance helps us get there, it unlocks some of the other

potential in other departments. He said it is not sustainable to keep telling people that we don't know. He said he is not a civil engineer but we do build bridges. He said it is difficult to tell people that we don't know the answers to their questions and we don't have the resources to find out.

Councillor Collins said that we are going to discuss this many more times. She said that we need to set up a reliable structure for the budget. She said most of the friction seems to be in the capital planning.

Councillor Tseng said he would like to know what the Administration finds not to be feasible. He said he would like to see a counter-proposal with specifics. Chief of Staff Nazarian said she spent a lot of time going through Article 5. She said she spent about four hours in total discussing this. She said we all share the importance of the budget process.

Vice President Bears said he appreciates the amount of time that has been spent on this. He said that the bones of this are regular meetings with the Council, starting before the budget is submitted to the Council, allowing for Council recommendations to the Mayor, and timelines. He said that essentially, the Council is involved in meetings before we receive a proposal.

Chief of Staff Nazarian said that the Administration shares the Council's priorities on production of the budget, but that this is a very large document. She asked if it would make sense to take the framework and think about additional discussion points that might be relevant.

Director Dickinson said one of the first things he did was look at this document and see how his current practices fit into the document. He said he would like to see what we could really achieve.

Councillor Collins said she would like to know how early the Council can start talking about this.

Councillor Tseng said he is interested in a counter-proposal. He said it would work even better to use these questions and comments as a baseline.

Vice President Bears said that the real question is where this falls apart and he is hearing that this falls apart on several points and is not doable under current conditions. He said he is committed to finding a way to see where we need to go and how we can get there.

Councillor Collins moved to request from the Chief of Staff and the Finance Director a written response to the draft ordinance as proposed, to be discussed at the next subcommittee meeting (amended by Vice President Bears: with a very basic outline of what a reasonable timeline would look like for the budget process as discussed)(Councillor Tseng second)—approved as amended.

Chief of Staff Nazarian said the Administration would do its best and would be as efficient as possible.

Councillor Tseng moved to adjourn at 7:14 p.m. (Councillor Collins second)—approved.

Vice President Bears adjourned the meeting at 7:14 p.m.

22-494
SUBCOMMITTEE ON ORDINANCES AND RULES
MEETING REPORT
TUESDAY, NOVEMBER 28, 2023 @ 6:00 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/85239553806>

Meeting ID: 852 3955 3806

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Dial by your location

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Meeting ID: 852 3955 3806

Find your local number: <https://us06web.zoom.us/j/85239553806>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Attendees: Council Vice President Isaac “Zac” Bears, Subcommittee Chair; Councillor Kit Collins; Councillor Justin Tseng; City Clerk Adam Hurtubise; Finance Director Bob Dickinson; Chief of Staff Nina Nazarian.

Vice President Bears called the meeting to order on Tuesday, November 28, 2023, at 6:15 p.m. in the Medford City Council Chamber on the second floor of Medford City Hall, and via Zoom. The start of the meeting was delayed because an outside group was setting up the room for an event. The purpose of the meeting was to discuss the proposed Budget Ordinance (Paper **22-494**).

Vice President Bears thanked participants for attending. He gave a summary of progress on this proposed ordinance so far. The Chief of Staff and the Finance Director prepared a document in response to the Subcommittee’s document discussed at the last meeting.

Councillor Tseng said we just got this document and asked for a presentation.

Chief of Staff Nazarian thanked the Subcommittee. She apologized for the timing of the presentation of the draft. She said that the Subcommittee said that there were certain things that were priorities of the Council. She summarized those items, which included more frequent meetings and more input on the budget before it is presented to the Council. She said that there were a number of items that needed to be discussed before certain items could progress and would need more review from people in the Administration. She said she wanted to focus first on items she knew we could accomplish and then augment the ordinance later. She specifically referenced the water and sewer enterprise fund.

Vice President Bears asked about grant funding, revolving funds, and other special funds. He asked about other funds and the general fund. Chief of Staff Nazarian said that with revolving funds, those are dynamic. She called them a dynamic funding bucket. She said revenue comes in as revenue goes out. She said she works with departments to ensure that they are not overspending. She said she understands that the Council is looking for more of a conversation on this matter and that is where she is trying to go.

Director Dickinson said that grant money can usually only be spent on specific items. He said his department is trying to look at every special revenue fund to ensure compliance.

Vice President Bears said that we triage certain financial items and are consistently looking at those. He said we need to keep looking at all of these things, particularly ARPA and funds that will expire. Chief of Staff Nazarian said that ARPA funds will expire on December 31 of next year. She said she and the Administration are looking at ways to maximize the impacts of that funding.

Councillor Tseng asked if it is possible to take grant-funded positions out of special funds or ensure that they might continue to exist. Chief of Staff Nazarian said that there is constant monitoring to ensure that expenses do not exceed revenues. She said that on staffing, this largely becomes moot soon. She said that casino mitigation funds are part of the budget process. She said that generally we want to be flexible and she recommended that there are things that are fluid that are going to change. She said ARPA is going to change.

Councillor Tseng said that this doesn't seem like a huge lift to include some of this information in the report. He said he would defer to the rest of the Council. Vice President Bears asked if the various org charts included grant-funded positions. Director Dickinson said that they do.

Vice President Bears said it would be great for people to see all that City Government does without having to wait. He said right now, the budget doesn't present all those elements.

Chief of Staff Nazarian said that there is a quarterly financial report section, a City Council meeting section, and multiple other components as requested by the Council. She said that once an ordinance is passed, this will be a good test. She said that there are things that are out of our control. She said that April 15 is the earliest she thinks the Administration could present budget information to the Council. She said she did not want to end up in a position where we are overstating revenue. She said that going earlier might force the Administration to be more conservative. She said we do not want to overstate revenue. She said that the City can't build a budget unless the School Department's budget is somewhat known. She said that the Schools are one of the largest elements of the budget.

Vice President Bears said he didn't know whether he wanted to legislate the school budget because he didn't know whether we should do that. He said he didn't want to legislate on the school budget because the School Committee is separate from the City Council. Chief of Staff Nazarian said she wasn't sure we could separate them and that we would be remiss in acknowledging that important element of this process. She said we might have to notify the School Committee on this topic. She said that in order to present these things by April 15, we also have to be able to prescribe which budgets will come before the Council first. She said April is relatively early.

Vice President Bears said he thought the Council could work with the Administration on when to set out certain budgets.

Councillor Collins thanked Chief of Staff and Director Dickinson for the work they put into this document. She said she had some questions around the allocation of budgets. She said she is excited to review this further.

Councillor Tseng said that his biggest question is on the Council budget recommendations. He said that making recommendations before the first budget meeting is something to be discussed. He said we need to look at fixed costs versus new expenses. He said he would support Councillor Collins's statement that we should refer the portion relative to the School Committee to the School Committee.

Vice President Bears said it would be nice to know how much is fixed cost versus new program. He said that this will allow us to account for inflation. Councillor Tseng said he would agree with this.

Councillor Collins moved to refer the relevant section regarding the allocation to the School Committee to School Committee Members, and further moved that we will provide both drafts of the ordinance as well as the Committee Reports (Councillor Tseng second)—

Councillor Tseng moved that Councillors submit written comments on this draft of the ordinance to the Clerk by next Tuesday (Councillor Collins second)—

Councillor Collins moved to keep the paper in Committee, and further moved to adjourn, at 7:00 p.m. (Councillor Tseng second)—

Councillor Collins moved to join and approve all motions (Councillor Tseng second)—approved.

Vice President Bears adjourned the meeting at 7:00 p.m.

22-494
SUBCOMMITTEE ON ORDINANCES AND RULES
MEETING REPORT
WEDNESDAY, DECEMBER 20, 2023 @ 5:30 P.M.

This meeting will take place in the Howard F. Alden Memorial Chambers on the second floor of Medford City Hall, and via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/85225878645>

Meeting ID: 852 2587 8645

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- +1 346 248 7799 US (Houston)

Meeting ID: 852 2587 8645

Find your local number: <https://us06web.zoom.us/j/85225878645>

To participate remotely outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Attendees: Council Vice President Isaac “Zac” Bears, Subcommittee Chair; Councillor Kit Collins; Annie Kelly, City Clerk’s Office; Finance Director Bob Dickinson; Chief of Staff Nina Nazarian.

Vice President Bears called the meeting to order at 5:30 p.m. in the Medford City Council Chamber and via Zoom. Immediate technical difficulties with the audiovisual system necessitated a recess, which Vice President Bears declared. Vice President Bears reconvened the meeting at 6:05 p.m. The purpose of the meeting was to discuss the proposed Budget Ordinance (Paper **22-494**).

Vice President Bears thanked participants for attending.

Councillor Collins said that 3-101, the Quarterly Financial Reports, the change from a 30-day reporting requirement to a 60-day reporting requirement was reasonable. She said she would like to see an annual report with an annual budget needs assessment. She said she would like to hear the rationale behind reviewing only the second and third and quarter reports. She said she had a strong preference for the budget meetings to

happen earlier in the year. Councillor Collins said that the Council and the public would benefit from having the preliminary budget meetings earlier in the year. She said she is comfortable with preliminary hearings being less formal. She said that the suggestion to put the School Committee allocation in by March 1 is something she would like to see feedback from the School Committee. She also said she would like to see information about fixed cost increases sooner rather than later. On the section regarding Council budget recommendations to the Mayor, she said she would like to see the timeline changed from April to March. She said she'd be happy to see submissions considered earlier in the budget process if there's a greater chance of incorporating Council recommendations into the budget.

Councillor Collins said she also has concerns that the Council budget recommendations would be due before the preliminary budget meetings with Department Heads. She said she was happy, with 3-104, to see alignment between the earlier draft and the Administration's proposal. She said she would like to consider phase-in dates for certain provisions.

On the Annual Budget Needs Assessment, Councillor Collins said she hopes to discuss this further. She said the operating budget is a snapshot. She said she would like a more longitudinal road map to compare against the operating budget. She asked if there is a way to operationalize parts of the annual budget needs assessment.

Vice President Bears noted that Councillor Tseng provided written comments similar to Councillor Collins's comments, including the same question on reviewing the second and third quarter reports. He said Councillor Tseng raised similar questions about other parts of the draft ordinance, including informal meetings. Councillor Tseng also wanted to see a timeline for items like Enterprise Revolving Funds. Vice President Bears said Councillor Tseng had similar questions on fixed cost increases.

Vice President Bears said he took the Administration's draft and then tracked changes. He put it back into the framework originally proposed by the Subcommittee. He said he had an opportunity to speak with the Chair and Vice Chair of the School Committee and the Chief of Staff, and the March 1 date seemed to have consensus.

Vice President Bears said he adjusted the phrasing of the section on preliminary budget meetings. Vice President Bears suggested a March 22 submission of priorities. He said he also had questions about personnel costs or increases, and increases in various costs. He said right now this would just look at the general fund. He said right now the capacity is not there to go beyond that. He suggested sitting down once a year to review this particular process of implementing this ordinance about the budget process.

Chief of Staff Nazarian said that at a high level, this was a lot to process here, and that she would like to take some time to process it. She said she would work through what she could but that there might be questions. She said she needed to look at it in a way that also takes into account her resources and Department Heads' resources. She said it is not an issue of whether the Administration wants to provide the information but

whether how it can provide it and if it can provide it. She said she didn't want to make a commitment to the Council and then fail. She said she needs more time to look at this.

Vice President Bears said he had a version with changes tracked and would look at some clarifying questions.

Director Dickinson said he would look at all this with an eye toward what he can prepare. He said spending is not linear. He said he is not clear on what information this would really provide. He said he spends the summer on various tasks including trying to close the prior fiscal year. He said trying to compare current spending to inflation-adjusted spending from five years ago gets him to an apples-to-oranges comparison.

Vice President Bears asked for the actual third quarter numbers and Director Dickinson said he could provide them. Vice President Bears asked about breaking down the change in department budgets from year to year. Director Dickinson said that this is part of what we do anyway as part of the budget process. He said he doesn't see a problem with this.

Vice President Bears said we should stick to the general fund just for now. He said that this is really just a problem with how the information is presented. He said we know the information is in there but that this would simplify it. He said that this is really just a way of displaying it in the document.

Chief of Staff Nazarian said that she doesn't know if the current improvement on the Administration's own process is going to resolve the problem. She said that the budget will highlight where there are increases beyond a certain percentage and a certain dollar. She said we need to be careful what steps we commit to.

Vice President Bears said that this is essentially what we have now. He said that this would be for the whole department. He said he was thinking about increases and what percentages of each increase were attributable to what various causes.

Councillor Collins said that the departmental budget summaries accomplish some of this information in the current budget process.

Vice President Bears said that there were some additional questions that needed some digestion. First were Councillors Collins and Tseng's concerns about the order of operations with the Council recommendations coming before the budget meetings. He said that there were other questions about the general fund and about enterprise funds. He said he would like to maintain the incorporation of the intent of the Council.

Councillor Collins said that in a perfect world, everybody has plenty of time to put a budget together. She said that meeting earlier in the year can get us to identify needs and wants and get those to the Administration before the budget is put together. She said we should be able to have some version of those budget hearings earlier in the

process because recommendations are in part derived from what the Council hears from Department Heads and residents.

Chief of Staff Nazarian said that this is all a bit of a chicken and egg situation. She said one reason we presented language on setting some level of expectation on submission of numbers to the School Committee or School Administration is because we have to figure out what share of the pie we have to manage. She said having that information as early as possible would help the process.

Councillor Collins said that the intent is to move Council input earlier into the budget process, and she said she appreciates that. She asked if there's a way to have a version of the budget hearings that are a lighter lift so we could get that information sooner.

Vice President Bears said that he would still prefer the word preliminary, but that if Councillors want to have informal meetings, or send questions to Department Heads by e-mail, that's a way to engage Department Heads in advance without having additional formal meetings. He said we need to be as judicious as we can with this.

Councillor Collins said she'd be happy to be convinced on that point. She said she wasn't sure how the order of operations would work.

He said that many municipalities never get answers to any of these questions because they are hard to answer, but he said he would still like to try to find answers to them while realizing that it is tough for the Finance Department and Department Heads. He asked if there was a way to get to a point where these questions are part of all future discussions on the budget. He said that discussion of enterprise funds would also be helpful to the process. He said that once a year, some group of Councillors, the Mayor, the Chief of Staff, and the Finance Director should sit down and see how close we are to achieving the goals of this ordinance.

Chief of Staff Nazarian said she would be happy to have a conversation on this. She said her hesitancy is wanting to try what we have here first. She said she would like to move forward with what we have outlined. She said she is happy to think through it.

Director Dickinson said that we look at the general fund budget and this is something we've done many times in estimating budgets. He said that the enterprise funds would require additional details from consultants and becomes a little bit more complex. He said we have a framework for capital spending. He said it would be helpful to go through the general fund materials with what the Council is requesting. He said he would think of a way to provide the Council with this information.

Councillor Collins said that a key feature of this is that it is not something that we can bring online. She said she was curious to see what happens with a clause that deals with the non-general fund buckets. She said that hearing from the Finance Director is always a situation that leads to good information to have.

Chief of Staff Nazarian said that expectations automatically get set. She said she is certainly willing to rethink this matter. She said that there are so many unintended things that just come up. She said that this doesn't seem to fit logistically. She said she doesn't want an unintended consequence down the road. She said she thinks it's simple to modify the ordinance down the road. She said we never predicted a pandemic and we can't predict what the future holds.

Vice President Bears said he understands. He said we'll never be able to mitigate the possibility that a future Council will interpret the ordinance differently than this Council does. He said some section that joins the realities of future Council questions and expectations and the Administration's response that we can't answer these questions now because we haven't done it this way for many decades and we don't have the tools right now.

Vice President Bears said that the Council would have to call future meetings for this ordinance. He said it's important to him that in ten years that if he and none of the other Councillors are here, that the budget process says that these are important questions to ask. He said what we are trying to do and what the Administration is trying to do is to solve the same problem.

Chief of Staff Nazarian asked how we incorporate language that surpasses time. She said she would be happy to hear thoughts about further collaboration. She said that it would be great if the ordinance laid out that this is a trial path. She said whatever passes and is codified would be law and we would have an obligation to comply with that law.

Vice President Bears said the language could be changed to reflect what he intended if that is not clear. He said he could propose taking out language that is any kind of pigeonholing approach.

Councillor Collins moved to have the Administration and Subcommittee Members to review current ordinance drafts, and to further consider questions and decision points on the general fund framework in Article V; to consider and formulate suggestions around how to incorporate the intent of Article VI into a reasonable framework; and to circulate any written responses or proposals ahead of the next Subcommittee meeting on this topic (Vice President Bears second)—approved, with an amendment from Vice President Bears to send the committee report along with the motion language, to the Administration for review.

Councillor Collins moved to adjourn at 7:12 p.m. (Vice President Bears second)—approved.

Vice President Bears adjourned the meeting at 7:12 p.m.

