

CITY CLERK
GLOUCESTER, MA

2016 JUN 16 AM ID: 30



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, June 20, 2016 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall
AGENDA

(Items may be taken out of order at the discretion of the Committee)

1. **A. New Appointments:**
Waterways Board Liam O’Connell TTE 02/14/18 (Cont’d from 06/06/16)
- B. Management Appointments:**
Dan Smith Chief Administrative Officer TTE 02/14/17
Donna Leete Human Resources Director TTE 02/14/17
2. **CC2015-044 (Verga, Cox) Amend GCO Sec. 9-12 re: Prohibition of plastic checkout bags (Cont’d from 06/06/16)**
3. **CC2016-015 (Cox) Request O&A review & recommend the matter of prohibiting the use of polystyrene food & beverage containers or serving items for food service establishments if the packaging takes place on the premises of food service establishments & recommend whether an ordinance on polystyrene food & beverage containers be adopted (Cont’d from 06/06/16)**
4. **Council President’s Request to Review City Clerk Job Description (Cont’d from 06/06/16)**
5. **Communication from Councilor Steve LeBlanc to City Council re: review of MGL c. 140, §147, license stipend for City Clerk**
6. **CC2016-027 (Lundberg) Amend GCO c. 4, Art. II “Dogs” by adding a new section entitled, “Dogs prohibited from all city-owned flower beds at all times” and amend Sec. 1-15 “Penalty for violation of certain specified sections of Code**
7. **CC2016-028 (Cox) Amend GCO Sec. 22-265 “Turning movements-Generally,” Sec. 22-159 “Same-Between certain hours & on school days,” & Amend Sec. 22-291 “Tow-away zones” relative to traffic patterns & parking in the area of former St. Ann’s School (West Parish Elementary School) (TBC 07/18/16)**
8. **For Council Vote referred by Council on 6/7/16: Request by Councilors O’Hara & Memhard to petition MassDOT & State Sen. Tarr & State Rep. Ferrante to eliminate a left-hand turn from Route 128 extension on Bass Avenue to Eastern Avenue**

COMMITTEE
Chair, Councilor Steven LeBlanc
Vice Chair, Councilor Jamie O’Hara
Councilor Sean Nolan

CC: Jim Destino/Dan Smith
Joanne Senos
Chip Payson
Donna Leete

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 3, 2016

Mr. Liam O'Connell
7 Cardinal Lane
Gloucester, MA 01930

Dear Liam:

Thank you for your interest in serving on the City of Gloucester's **Waterways Board**. I am pleased to appoint you to a two year term as an At Large member of the Board, with a term to expire February 14, 2018. Your appointment will be forwarded to the City Council for their meeting of May 10, 2016, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective May 3, 2016. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require any additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatja Romeo Theken
Mayor

cc: Mayor's Report to the City Council
Ton Gross, Chair-Waterways Board

Name: Liam O'Connell

City: Gloucester

Phone Number: 978-309-9243

State: MA

Email Address: liam@ltolaw.com

Zip: 01930

Which staff member would you like to contact?: Sefatia Romeo Theken - Mayor

What is the nature of your request?: Dear Mayor Romeo Theken,

I am inquiring about serving on the Gloucester Waterways Committee, as I noticed there are vacancies opening up soon. I am a former US Merchant Marine Officer, US Coast Guard Officer, and maritime attorney. I recently opened a law office on Middle Street, after finishing a 2-year military activation out of state with the US Navy. I appreciate your time and look forward for the opportunity to discuss this further and explain why I am the right person for this board.

Best regards,

Liam O'Connell, Esq.

Sec. 10-2. - Composition and term.

- (a) *Composition.* The city waterways board shall consist of nine citizens of the city appointed by the mayor and confirmed by the city council. The appointees shall include three persons who are directly involved with the fishing industry, two persons who are recreational boaters, two persons who are directly involved with economic development of the city, and two persons at large who need not be involved with any marine-related activity.
- (b) *Term.* The term of all members shall be three years except that the initial terms shall be staggered so that the terms of no more than three members shall terminate in any one year. If a member resigns or is removed for any reason before his term expires, the mayor shall appoint a replacement within one month of the vacancy. Said appointment must be confirmed by the city council. Members of the waterways board and its standing committees shall be volunteers who are not compensated.
- (Ord. No. 17-1993, 12-14-1993; Ord. of 9-27-2011)

Daniel G. Smith
5 Linden Road, Gloucester, MA 01930
Telephone 978 559 9998
dgsmith626@gmail.com

Experienced public management professional for more than twenty years at the state and municipal levels of government with demonstrated competency in:

Public Management
Budget Development
Grant Writing
Supplier Development

Program Management
Project Management
Supply Chain Management
Grant Administration

PROFESSIONAL EXPERIENCE

Massachusetts Bay Transportation Authority

Director of Procurement Operations

March 2016 to Present

- Manage procurement programs and activities of personnel engaged in the procurement of materials, supplies, and services within the Materials Management Department according to Federal Transit Administration (FTA) Circular 4220.1F
- Provide leadership and direction to achieve established goals and to resolve issues identified by the FTA, Office of Inspector General (OIG) and MassDOT procurement audits.
- Establish policies for administering activities; ensure the development of new sources, processes, and ideas; and monitor departmental operations to ensure procurements deliver the quality, quantity, and price as agreed-upon according to established schedules and Disadvantaged Business Enterprise participation commitments.
- Engage the challenges of operations management in a workplace setting of sixty five employees in a largely-unionized environment.
- Direct the daily activities of the Supplier Development and Vendor Management Unit.
- Manage professional staff of thirty responsible for administering, monitoring, and auditing the procurement process.

Acting Director of Materials Management

May 2015 to March 2016

Deputy Director of Materials Management

December 2007 – May 2015

- Provide direction to the thirty-five employees who receive, store, and distribute over 40,000 different items used to support the transportation system and vehicle fleets in the MBTA's seventeen warehouses.
- Engage the challenges of operations management in a workplace setting of sixty five employees in a largely-unionized environment.
- Establish policies for administering activities; ensure the development of new sources, processes, and ideas; and monitor departmental operations to ensure procurements deliver the quality, quantity, and price as agreed-upon according to established schedules and Disadvantaged Business Enterprise participation commitments.
- Manage professional staff of thirty responsible for administering, monitoring, and auditing the procurement process.
- Direct the daily activities of the Supplier Development and Vendor Management unit.
- Serve as the Contracting Officer on high-value/high visibility MBTA procurement selection committees including, but not limited to:
 - A contract for the purchase of three hundred and twenty five (325) 40-foot low-floor hybrid and CNG Buses awarded in June 2015 to New Flyer America for a not to exceed price of \$222,225,555.00;
 - A contract for the purchase of one hundred and fifty two (152) Orange Line Cars and seventy four (74) Red Line Cars awarded in October 2014 to CNR Changchun Railway Vehicle Co. of China for a not to exceed price of \$566,600,000.00; and
 - A contract for the purchase of forty (40) forty-foot diesel/electric buses awarded in May of 2014 to New Flyer America with a not to exceed value of \$32,762,067.20.

City of Gloucester, Massachusetts

Operations Manager, Department of Public Works

January 2001 – November 2007

- Developed and managed the department's annual operating budget.
- Supervised employees in the Solid Waste, Water Meter, Custodial Services, Central Supply, Mechanical Services, and Business Office units.
- Managed maintenance services for entire city vehicle fleet.
- Directed department procurement activities following M.G.L Chapter 30B, Chapter 30-39m, and Chapter 149.
- Prepared grant applications for state and federal agencies.
- Prepared technical specifications for heavy equipment, supplies, and services.
- Represented department at City Council and Budget and Finance Committee meetings.

Revenue Manager, Department of Public Works

January 2000 – January-2001

- Ensured accurate financial systems for capital projects, revenue projection, and account reconciliations.
- Procured engineering and construction services for water, sewer, and road projects.
- Prepared reimbursement documents for state and federal funding agencies, including the State Revolving Fund (SRF), Water Pollution Abatement Trust (WPAT), and the Federal Emergency Management Agency (FEMA).

Senior Project Manager, Community Development

April 1998 to January 2000

- Monitored ten public service agencies which received funding from the Community Development Block Grant Program (CDBG).
- Ensured compliance with Department of Housing and Urban Development (HUD) regulations and audit requirements.
- Prepared and managed five grant proposals which generated \$717,000.00 in grant funding for municipal projects.

Weston & Sampson Engineers

Project Coordinator

January 1996 – April 1998

- Coordinated the closure, capping, and reuse construction of Gloucester's thirty-two acre municipal landfill.
- Facilitated an advisory group consisting of property abutters, public officials, environmental activists, and project engineers which met monthly during the 4 year duration of the project.
- Coordinated the construction activities of a pressurized sewer collection system; secured 450 permanent easements from property owners.

Education and Certifications

Master of Public Administration

Sawyer School of Management, Suffolk University, Boston, MA.

Bachelor of Music

University of Massachusetts, Lowell, MA.

Massachusetts Certified Public Procurement Officer (MCPPO)

Massachusetts Office of the Inspector General - 2007

Professional Training

**Procurement Courses Administered by the Commonwealth of Massachusetts,
Office of the Inspector General**

Public Contracting Overview
May 23, 24, & 25, 2000
McCormack Building
Boston, MA

Design and Construction Contracting
June 12, 13, & 14, 2000
McCormack Building
Boston, MA

Bidding For Better Results
October 13, 2000
McCormack Building
Boston, MA

Supplies and Services Contracting
October 25, 26, & 27, 2000
McCormack Building
Boston, MA

Design and Construction Contracting
September 23, 13, & 14, 2006
McCormack Building
Boston, MA

Supplies and Services Contracting
August 8, 9, & 10, 2006
McCormack Building
Boston, MA

Local Government Real Property Transactions
September 26, 2000
McCormack Building
Boston, MA

**Program Management Courses Administered by the United States
Department of Transportation**

Triennial Review Workshop
US Department of Transportation
Federal Transit Administration
January 13, 14, 2009
Copley Plaza Hotel
Boston, MA

Procurement I: Introduction to Transit Procurement
National Transit Institute
May 26, 27, 28, 29, 30, 2010
Massachusetts Transportation Building
Boston, MA

*Procurement System Review
Workshop*
US Department of Transportation
Federal Transit Administration
June 16, 17, 2010
John Hancock Conference Center
Boston, MA

Understanding the Americans with Disabilities Act
National Transit Institute
June 23, 2010
Cape Cod Transportation Authority
South Dennis, MA

*Procurement II: Basic Cost and
Price Analysis*
National Transit Institute
September 20, 21, 22, 23, 24, 2010
Boston, MA

Procurement III: RFP's and Competitive Negotiation
National Transit Institute
February 15, 16, 17, 18, 2011
Massachusetts Transportation Building
Boston, MA

*Procurement IV: Contract
Administration*
National Transit Institute
June 27, 28, 29, 30, 2011
Massachusetts Transportation
Building
Boston, MA

Region I Procurement Technical Assistance Conference
Federal Transit Administration
June 19, 20, and 21, 2012
Volpe Transportation Center
Cambridge, MA

Bus Procurement Workshop
National Transit Institute
July 31, August 1, 2012
Boston, MA

Disadvantaged Business Enterprise
National Transit Institute
August 13, 14, & 15, 2012
Boston, MA

Disadvantaged Business Enterprise
National Transit Institute
April 27, 28, & 29, 2015
Boston, MA

Donna C. Leete

276 Western Ave, MA, Gloucester, MA 01930

978-283-1396

cell: 978-910-1331

dleete@live.com

PROFESSIONAL PROFILE

Accomplished Human Resources administrator offering innovative leadership and strategic planning. Proven experience in labor relations, negotiations, conflict resolution, performance management, communications, policy administration, systems development, compensation and benefits administration.

EXPERIENCE

COMMONWEALTH OF MASSACHUSETTS, Boston, MA

4/13 - Present

Director of Human Resources Management, Committee for Public Counsel Services

Charged with creating an HR infra-structure following legislatively mandated expansion of workforce in 2012. Workforce doubled to 800 employees, including 500 attorneys providing criminal defense services to indigent clients in a non-union environment. Serving as a member of the Senior Management Team.

- Develop & implement Human Resources goals, objectives, policies & procedures to support CPCS mission and a changing workplace culture.
- Manage a staff of 7 Human Resources professionals.
- Implement a payroll conversion to automated timesheets, Self Serv Time & Attendance.
- Review and update all personnel policies in Personnel Policy Manual. Draft new policies as needed.
- Assist agency management with employee relations issues, coaching techniques, progressive discipline, performance management, and the dispute resolution process.
- Develop and implement new employee orientation program, exit interview process for trend analysis.
- Ensure compliance with federal and state law by serving as Affirmative Action Officer, Sexual Harassment Officer, Americans with Disabilities Act (ADA) Coordinator. Conduct investigations as needed.
- Reorganized HR Department with inclusion of diversity and inclusion initiatives.
- Lead massive compensation initiative designed to improve staff retention.
- Conduct job classification study in partnership with the Collins Center at UMass Boston.
- Communicate and administer all employee benefits programs to supplement GIC standards.
- Develop and implement medical case management strategies for FMLA, ADA, Workers Compensation, etc.

COMMONWEALTH OF MASSACHUSETTS, Boston MA

12/11-4/13

Director of Human Resources, Division of Capital Asset Management

Administer all Human Resources functions for an expanding workforce of 350 regular and contracted employees in DCAM and BSB. Advise and counsel Commissioner, agency managers on matters of legal compliance, Best Practices in Human Resource management in a union environment. Responsibilities included:

- As the agency expands under Executive Order 543, develop HR goals and objectives in support of highly professional workplace cultures.
- Manage a staff of 7 HR professionals.
- Oversee the integration of all Human Resource, Payroll and Benefits Administration operations in a team environment.
- Counsel individual employees on problem resolution, policy compliance, and action plans for personal change.

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- Assist agency managers with performance management and professional development strategies. Lead the completion of the annual performance review process for managers (ACES) and union personnel (EPRS).
- As Training Officer, ensure agency compliance with all mandated trainings, including Diversity, Disability Awareness, Sexual Harassment, Preventing Workplace Violence, Ethics, etc
- Lead study of business process improvements under Lean Six Sigma guidelines.
- Perform all other duties of Commonwealth Human Resources Director as listed above.

COMMONWEALTH OF MASSACHUSETTS, Boston, MA

12/07-12/11

Director of Human Resources, Office of Consumer Affairs and Business Regulation

Administer all Human Resources functions for a workforce of over 500 regular and contracted employees in 6 different agencies in the OCABR Directorate. Provide advice and counsel to Undersecretary, agency Commissioners, agency managers on compliance with state and federal law, HRD standards, and Best Practices in Human Resource management in a unionized environment.

- Manage a staff of 4 Human Resources professionals and 5 agency Human Resources liaisons.
- As a member of the Commonwealth's Human Resources Advisory Council and focus groups, implement MassHR initiatives in a new Shared Services environment. These include new management development training initiatives and a payroll conversion to Self Serv Time & Attendance.
- Write and implement agency Affirmative Action and Diversity Plans.
- Working with Information Technology staff, develop and implement automated employee life cycle record keeping and workflow processing system, including new hires, employment changes, all leaves of absence, and the exit process.
- Perform all other duties of Commonwealth Human Resources Director as listed above.

CITY OF GLOUCESTER, MA

6/93-8/07

Personnel Director

Administered all Human Resource functions for a municipal workforce of 400 employees; advised Mayor and City managers on policies, legal compliance issues, personnel management and development, and best personnel practices. Managed a \$5M budget. Responsibilities and accomplishments:

- **Employment**, including Civil Service compliance, recordkeeping, writing all annual reports. Designed and implemented new Personnel Action Form for improved communications, controls, records, & standardized HRIS reporting. Conducted all recruitment functions; coordinated all screening committees; conducted references, CORI checks, pre-employment physical examinations. Designed and implemented new personnel orientation system for new hires; exit interviews for all departing employees. Wrote new employee orientation handbook & various personnel policies. In response to reductions in local aid, achieved a workforce downsized by 11% (45 jobs). Implemented 4 different Early Retirement Incentive programs, following cost-benefits analysis.
- **Employee and Labor Relations**, including contract negotiations with 6 municipal unions. Served as lead negotiator for City in collective bargaining process. Created management agendas, all proposals for Mayor's approval, final agreements. Served as City's grievance hearing officer, Civil Service hearing officer for approximately 30 labor disputes and employee discipline cases annually. Wrote findings, settlement agreements, achieving an arbitration referral rate of less than 3% of all grievances. Conducted Sexual Harassment investigations and issues written reports. To promote positive communications with workforce, implemented employee recognition program and employee newsletter. Developed and

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Implemented new performance appraisal systems for both management and non-exempt personnel.
Coordinated all employee training and development.

▪ **Compensation**

Revised, wrote, and classified all City job descriptions; developed new management classification system. Established comprehensive position grading systems, based on point-factor analysis. Completed annual wage and salary surveys of demographically similar communities. Utilized comparative data in collective bargaining process & to adjust management pay grades.

▪ **Benefits Administration**

Administered a \$10M health insurance account for City and School Dept. Cost containment strategies included the consolidation of the City risk pool for 400 retirees by implementing M.G.L. Ch.32B, Sec. 18, joining a joint purchasing trust (MIA) for 2 years, moving to self-insured trust fund, achieving a \$1+M premium rebate from Blue Cross/Blue Shield in middle of budget year, etc. Utilized cost-containment strategies, including light duty return-to-work programs for the management of workers compensation & s.111F claims. Managed all employee leaves of absence; minimized unemployment claims through policy development/enforcement. Expanded voluntary benefits program, adding new life insurance options, employee wellness options, employee discount programs, Employee Assistance program (EAP).

CITY OF SALEM, MA

6/88-6/93

Personnel Director

Administered all personnel procedures for a municipal workforce of 500+ employees, including Police, Fire, and DPW unions. Responsibilities included employment, Civil Service compliance, workers compensation case management, implementation of new HRIS system, dispute resolution, union contract negotiations with 5 different unions, compensation and benefits administration, including the consolidation of the City's health insurance risk pool, budgeting, and legal compliance with municipal, state and federal regulations.

SHAUGHNESSY KAPLAN REHABILITATION HOSPITAL, Salem, MA

9/86-6/88

Personnel Director

Managed all personnel functions for municipal hospital in a union environment. Ensured compliance with City ordinances and federal and state regulations. Responsibilities included employment, Civil Service compliance, compensation, benefits administration, employee relations, labor contract negotiations, including negotiating the privatization of the hospital, workers compensation case management, record keeping, the administration of all personnel policies and procedures, safety program management.

AMERICAN RED CROSS OF MASS BAY, Walham, MA

2/85-9/86

Regional Manager

Administered the delivery of health & safety programs in a 13-town territory. Supervised staff of 8 and large volunteer corps. Duties included staff recruitment, orientation, training and development, salary/benefits administration, public relations, fiscal management, volunteer board development, and program management.

SALEM AREA EMPLOYMENT & TRAINING ADMINISTRATION, Salem MA

12/80-6/84

Skills Training Manager

Designed, managed & monitored 12 vocational skills training programs throughout the North Shore. Coordinated employee relations for staff of 25. Responsibilities included recruitment, training, performance appraisal, compensation & benefits administration. Developed & administered \$1.2 M budget.

Donna C. Leete

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EDUCATION

- Harvard University Extension School, Cambridge, MA
Graduate courses in Human Resources Management
- University of Massachusetts, Amherst, MA
B.A. Education, Cum Laude Graduate
- Colby College, Waterville, ME
- Center for Dispute Resolution, Cambridge, MA
Certification as Mediator, following 35-hour training program
- Kennedy School of Government, Cambridge, MA
2010 Shared Services Summit
- Lean Six Sigma – Executive Awareness Training DCAM
- Certification as Lean Six Sigma Green Belt – DCAM

Ongoing human resources seminars include: Conducting Internal Discrimination Complaint Investigations (MCAD certified), MCAD Discrimination Prevention, Managing Diversity in the Workplace, Medicare Reform Act, Family and medical leave Act, Fair labor Standards Act, Disability Retirement, Workers Compensation, Annual Labor Law Update, Employment Law Training, Social Media Policy Development, etc.

CURRENT MEMBERSHIPS

- Society for Human Resources Management (SHRM)
- YMCA of the North Shore

Microsoft Office programs include Word, Excel, Power Point



**CITY OF GLOUCESTER 2015
CITY COUNCIL ORDER**

**ORDER: #CC2015-044
COUNCILLOR: Greg Verga & Melissa Cox**

**DATE RECEIVED BY COUNCIL: 11/17/15
REFERRED TO: O&A
FOR COUNCIL VOTE:**

ORDERED that the Ordinances & Administration Committee shall review the matter of the use of plastic checkout bags and shall propose banning them or reducing them by creating the following ordinance:

AMEND the Code of Ordinances Ch.9 Sec. 9-12 by **ADDING** new sec. 9-12 as follows:

- (a) "Checkout Bag" is a carry out bag provided by a store to a customer for the point of sale.
- (b) "Compostable Plastic Bag" a plastic bag that (1) conforms to the current ASD6400 for the compostability; (2) is certified as meeting the ASTM D6400 standard specification by a recognized verification entity, and conforms to any other standards deemed acceptable by this section.
- (c) "Retail Establishment" means any retail store that satisfies at least one of the following requirements: a retail space of 2500 square feet or larger or at least 3 locations in the City of Gloucester totaling 2500 square feet or more.
- (d) If a retail establishment provides plastic checkout bags to customers the plastic bags shall comply with the requirements of being compostable bags. Nothing in this section shall be read to preclude any establishment from making reusable checkout bags available for sale to customers or utilizing recyclable paper bags.

AMEND sec. 9-13 by adding a new sec. 9-13 as follows:

Each retail establishment comply with this law. If a violation has occurred a warning notice shall be issued for the first offense. The penalty for each violation that occurs after the initial violation shall be: \$50 for the first offense and \$100 for each offense thereafter.

Further Ordered that this matter be referred to the City Council that it adopt the above ordinance.

Greg Verga
Councilor at Large

Melissa Cox
Ward 2 Councilor



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

**ORDER: CC#2016-015
COUNCILLORS: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 04/12/16
REFERRED TO: O&A
FOR COUNCIL VOTE:**

ORDERED that the Ordinances & Administration Standing Committee shall review and recommend the matter of prohibiting the use of polystyrene food and beverage containers or serving items from food service establishments if the packaging takes place on the premises of food service establishments, and further that waivers may be granted for no more than six months if this poses an economic hardship. This ordinance amendment shall take into account CC2015-044 concerning plastic checkout bags.

ORDERED that a new Code of Ordinances Chapter 9, "Art. II" be **ADDED** and titled "Prohibition on Polystyrene-Based Disposable Food Serving Items" "Sec. 9-20 Effective _____ 2016 polystyrene food and beverage containers or serving items (such as utensils or straws) shall not be used in the City of Gloucester to package or serve food or beverages if that packaging takes place on the premises of "food service establishments" as defined in sec. 9-21.

In the event that compliance with this ordinance is not feasible for a food establishment because of either unavailability of alternative non-polystyrene containers or economic hardship, the Director of Health may grant a waiver of not more than six months upon application of the owner or owner's representative."

"Sec.9-21 Definitions;"

"Food Service Establishments shall mean those establishments which serve food or beverages which they have packaged on the premises."

And by **ADDING** at Sec. 1-15 of the Code of Ordinances that "Violations of sec. 9-20 of the Code of Ordinances shall be subject to civil ticketing by agents of the Health Department" by a fine of : _____."

FURTHER ORDERED that the O&A shall recommend to the Council that the ordinance on Polystyrene Food and Beverage Containers be adopted.

Melissa Cox
Ward 2 Councillor

City of Gloucester

JOB DESCRIPTION

Title:	City Clerk
Supervisor:	City Council & O&A Committee
Grade:	Reclassify from M10 to M9
Civil Service:	N/A
Union:	Exempt
Supervision Exercised:	Supervises all staff in City Clerk's office (5)

Responsibilities:

Serves as the "Clerk of the Council" under the City Charter and in so doing, attends all Council meetings including executive sessions, to assist and advise on procedural matters. Manages state and local elections pursuant to state and federal election laws. As the custodian of all city public records, directs all activities necessary to receive, index, record and safeguard all City records and documents not specifically maintained by other City departments, including vital records. Advertises various public notices and oversees the processing of specific license applications and zoning related applications. Ensures compliance with City Charter and City Code of Ordinances. Manages all personnel and day-to-day activities in the office of City Clerk. Develops and implements new systems to maximize efficient office operations, communications, and excellent customer service.

Duties:

- Supervises the receipt, index, filing and safeguarding of legal forms, documents, maps, vital statistics and similar papers required by law and ordinances to be made of record in the office of the City Clerk.
- Assists the public and their representatives, local and State officials by providing information available from office records and assisting in the interpretation of certain applicable laws and ordinances.
- Supervises the preparation of advertising and the advertising of such matters as public hearings on petitions and license applications.
- Supervises the distribution of licenses application forms, the receipt of applications and fees, the granting of licenses and permits, and the maintenance of records of all

licenses and fees not specifically under the jurisdiction of other City departments. Maintains familiarity with all laws and regulations relating to such licenses, which include taxis, vendors, tanks, auto dealers, dogs, shellfish and others. Serves as CORI representative to process CORI checks on taxi drivers.

- As member of the Licensing Commission, schedules all Licensing Commission meetings, prepares agendas and minutes, and participates as a member.
- Supervises the intake and processing of all City Council Special Permit Applications and other applications to the City Council, such as Rezoning and Zoning Amendments made under the zoning ordinance.
- As Clerk of the City Council, oversees the preparation of agendas, drafts of ordinances, resolutions and other Council matters, and the record maintenance of all Council actions. Assists Councilors as needed with the preparation of City Council Orders and with Roberts Rules of Order. Supervises the preparation of and publication of various reports and documents requested by the City Council. Provides direct support to City Council and O& A Committee.
- Ensures compliance of City Council and all City Boards and Commissions with public notice and meeting minutes requirements of the Open Meeting Law (OML). Develops means and methods of “remote participation” for meetings covered by OML.
- Serves as the appointed liaison to the State Ethics Commission. Administers oath of office to all appointees and officials and instructs them on OML and Ethics Law obligations.
- As member/clerk of the Board of Registrars, supervises the registering of voters, the activities of election officials, the conduct of all elections in the City, and the registering of absentee ballots. Manages and enforces local Campaign Finance Law requirements.
- Supervises annual city census and state reprecincting procedures (at time of US census).
- Maintains City Code of Ordinances, including online versions and periodic updates.
- Works collaboratively with City Archives Committee on all matters of shared responsibility, including records storage.
- Manages the Special Event Advisory Committee for the City Council.
- Manages all functions of the office of the City Clerk, including the preparation of the annual department budget, performance management and annual reviews for all staff, office communications including web page updates and maintenance.
- Performs other duties as assigned by the City Council.

Qualifications:

Bachelor’s Degree in government related field required plus a minimum of 5 years experience in supervising a government office or department. A combination of education and experience totaling 10 relevant years may be substituted.

Proficiency with computer applications required, including Microsoft Word Office Suite, Google Doc email system, scanning, website maintenance.

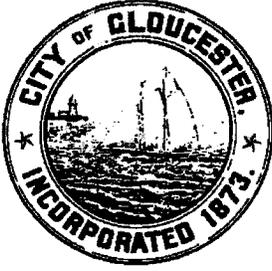
Demonstrated knowledge of state and local laws related to open meetings, public records, elections, zoning permits, and various local licenses and permits. Full knowledge of State Ethic Laws as applied to local officials and personnel, Gloucester Code of Ordinances, City Charter, and Roberts Rules of Order.

Excellent communication skills, including the ability to write clear and concise reports on complex subjects; interpersonal, customer service and organizational skills required.

Ability to prioritize multiple tasks and deal effectively with interruptions, often under time pressures; ability to attend to details; ability to be a member of and to develop a team required.

Ability to move and lift up to 20 pounds required for large files and some election related materials and equipment.

Ability to be qualified as a Notary Public required.



Office of the City Clerk
9 Dale Avenue • Gloucester, Massachusetts 01930
Office (978) 281-9720 Fax (978) 282-3051

MEMORANDUM

TO: City Council

FROM: Councillor Steve LeBlanc, O&A Chair

DATE: June 9, 2016

Re: Review of MGL Ch. 140, Sec. 147, license stipend for City Clerk

Request that the above matter be referred to the Ordinances and Administration for review and recommendation.

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE XX** PUBLIC SAFETY AND GOOD ORDER**CHAPTER 140** LICENSES**Section 147** Issuance of licenses; disposition of fees; action on official bond

Section 147. The police commissioner of the city of Boston and the clerks of other cities and towns shall issue dog licenses and tags, receive the money therefor and pay such funds into the treasuries of their respective cities and towns on the first Monday of each month or more often, at their discretion. The clerks of cities and towns, except the city of Boston, may retain for their own use \$.75 cents for each license issued, unless otherwise provided by law, and shall certify under penalties of perjury the amounts of money thus received and paid over to them. The police commissioner of the city of Boston and each city or town clerk shall make a record of the name of the owner or keeper of each dog licensed and the name, registered number and description of each dog licensed. Such records shall be open to public inspection during the usual office hours of the city or town clerk. All blanks for the licenses and tags and the record books shall be paid for out of the city or town treasury. The police commissioner of the city of Boston and any city or town clerk or city or town treasurer violating this section shall be punished by a fine of not less than \$50 nor more than \$500 or by imprisonment for not less than 1 month nor more than 1 year in a jail or house of correction, or both such fine and imprisonment. If a city or town clerk neglects or fails to pay the money into the city or town treasury as required by this section, the city or town may recover the amount thereof for the benefit of the city or town, with all damages sustained through such neglect or failure, and interest thereon, in an action on the official bond required, in the case of a city clerk, by section 13A of chapter 41 and, in the case of a town clerk, by section 13 of said chapter 41. All payments required under this section shall be subject to section 52 of said chapter 41.



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

ORDER: CC#2016-027
COUNCILLORS: Paul Lundberg

DATE RECEIVED BY COUNCIL: 06/14/16
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Chapter 4, Article II “Dogs” be amended by **ADDING** a new section 4-16 (e) entitled “Dogs prohibited from City-owned flower beds” as follows: “Dogs shall be prohibited from all City-owned flower beds at all times. The animal control officer shall issue to the owner or keeper of any such dog a citation for the violation of this article a fine of \$50.00 for each offense;” and

FURTHER ORDERED that Chapter 1, Sec. 1-15 “Penalty for violation of certain specified sections of Code” be amended by **ADDING** “Chapter 4, Sec. 4-16 (e) “Dogs prohibited from all City-owned flower beds.

Penalty:

Each offense: \$50.00”

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee for review and recommendation.

Paul Lundberg
Councillor at Large



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

ORDER: CC#2016-028
COUNCILLORS: Melissa Cox

DATE RECEIVED BY COUNCIL: 06/14/16
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Chapter 22 be amended as follows:

Amend Sec. 22-265 "Turning movements-Generally" by **DELETING** as follows: "Pleasant Street. While school is in session in a northerly direction, no left turn onto Smith Street between the hours of 8:30 a.m. to 9:15 a.m. and 2:30 p.m. to 3:15 p.m."

Amend GCO Sec. 22-159 "Same-Between certain hours and on school days" by **DELETING** as follows:

"Pleasant Street. While school is in session, Pleasant Street from a point beginning at its intersection with Prospect Street, westerly side, in a northerly direction to Smith Street, no parking between the hours of 8:30 a.m. to 9:15 a.m. and 2:30 p.m. to 3:15 p.m. on school days."

Amend GCO Sec. 22-291 "Tow-away zones" by **DELETING** as follows: "Pleasant Street. While school is in session, Pleasant Street from a point beginning at its intersection with Prospect Street, westerly side, in a northerly direction to Smith Street, no parking between the hours of 8:30 a.m. to 9:15 a.m. and 2:30 p.m. to 3:15 p.m. on school days."

FURTHER ORDERED that this matter be referred to the Traffic Commission and the Ordinances & Administration Standing Committee for review and recommendation.

Melissa Cox
Ward 2 Councillor

2. **CC2016-025 (O'Hara/Memhard) Request City Council vote to petition MassDOT, Senator Bruce Tarr & State Representative Ann-Margaret Ferrante to request the elimination of the left-hand turn from Route 128 Extension on Bass Avenue to Eastern Avenue**

Councilor O'Hara said that this request came out of the Beach Traffic Ad Hoc Committee that is looking to reduce traffic issues. He said he wants to ask MassDOT to remove the left-hand turn from Route 128 Extension on Bass Avenue to Eastern Avenue as a vehicle is exiting from Bass Avenue onto the Route 128. He said while necessarily a heavily used turn that by removing that left turn it would reduce vehicles travelling north or towards Bass Avenue. Cars would still have the ability to go to Lee's Restaurant and take a right turn.

Councilor LeBlanc asked as a point of information that the request came from the Beach Traffic Ad Hoc Committee, and if it had, he pointed out that the matter should have come first to the Ordinances & Administration Committee first before the Council was asked to take any action as the Ad Hoc Committee was appointed by and reports to the O&A Committee. He asked that the matter to be referred back to O&A before any Council discussion or action on the matter happens. He reconfirmed with **Councilor O'Hara** that this request came out of the Beach Traffic Ad Hoc Committee, and Councilor O'Hara said that was correct.

Council President Ciolino indicated that this was a request to the state, and even if it had gone to O&A, the state would still have to make a determination. The Council action is just moving this forward to MassDOT. **Councilor LeBlanc** expressed his understanding on what the Council was being asked to do, but said the norm is that the action first is a report of an Ad Hoc Committee to the appointing Standing Committee; a discussion takes place on the Standing Committee level; and then if deemed appropriate a recommendation is made to the City Council for their discussion and action. **Councilor O'Hara** said it was his idea to discuss it with Councilor Memhard as Ward Councilor and to bring the matter forward to the Council.

Councilor Lundberg said he was reluctant to put forward a request to state representatives yet, and that the matter should go to the Standing Committee first so that the O&A Committee can make a considered recommendation.

Councilor Gilman expressed her agreement with Councilors LeBlanc and Lundberg for the matter to go through proper channel.

Councilor O'Hara said he would agree to have the matter referred to the O&A Committee for vetting before returning to the City Council for its consideration.

By a unanimous vote of the City Council the matter of CC2016-025 (O'Hara/Memhard) Request City Council vote to petition MassDOT, Senator Bruce Tarr & State Representative Ann-Margaret Ferrante to request the elimination of the left-hand turn from Route 128 Extension on Bass Avenue to Eastern Avenue was referred to the Ordinances & Administration Committee.

Unfinished Business: None.

Individual Councilor's Discussion including Reports by Appointed Councilors to Committees: None.

Councilors' Requests to the Mayor:

Councilor Gilman, expressing that she understood the challenge of adding 12 budget review meetings to the Council's regular May and June meeting schedule that when planning next year's budget schedule, she said would appreciate consideration that there would be an attempt to avoid conflicts with Standing Committee meetings so those Councilors who wish to attend the budget meetings can do so.

Councilor Orlando said that despite the difficulties during the budget process that at times caused him to be at odds with the Administration, the Administration did a good job by crafting a very tight budget and expressed his appreciation for their efforts.

Council President Ciolino reminded the Council of a Special Meeting of the Council on Thursday, June 9 at 5:00 p.m. in City Hall's first floor Council Committee Room for the sole purpose of an Executive Session. He urged all Councilors if at all possible to attend.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: