

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]

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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 Counselor: 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											

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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

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- 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

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				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													