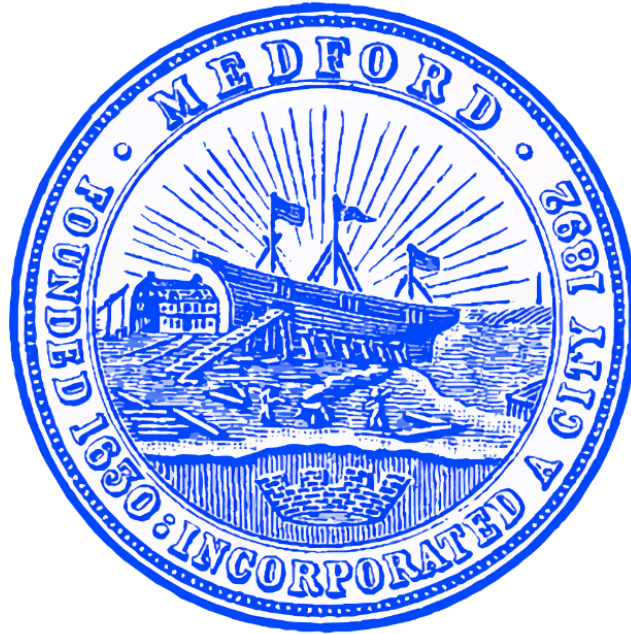


CITY OF MEDFORD

OFFICE OF THE CITY COUNCIL



GOVERNING AGENDA

2024 TO 2025

ISAAC B. “ZAC” BEARS
PRESIDENT

KIT COLLINS
VICE PRESIDENT

ANNA CALLAHAN | EMILY LAZZARO | MATT LEMING
GEORGE SCARPELLI | JUSTIN TSENG
COUNCILORS

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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: Councilor Callahan
- Timeline
 - Start Date: January 2024
 - End Date Goal: April 2025
- 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:
 - Latest meeting on the topic: 11/20/2024.
 - Public Tree Ordinance awaiting review by DPW Commissioner, other department heads, and KP Law.
 - Tree Committee ordinance and the Public Tree ordinance referred to DPW Commissioner McGivern for comment and cost estimates.
 - Private Tree Ordinance referred to review by City staff, including the Building Commissioner, DPW Commissioner, and PDS for feedback on updated next draft.

20-020: Food Truck Ordinance

- Lead Councilors: President Bears, Vice President Collins
- Timeline
 - Start Date: January 2024
 - End Date Goal: June 2025
- 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
- Status:
 - Incorporate legal feedback from March 20, 2024 COW

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																							
Food Truck 1/24 to 3/24												Food Truck 1/25 to 3/25											

Administration and Finance Committee

Chair: President Bears

- 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
- Status: Recurring/ongoing
 - Beginning Spring 2024, Annual Budget Process guided by new structure set up by Budget Ordinance
 - First-ever override process and passage of Questions 7 and 8 resulted in prevention of mid-FY25 layoffs within MPS, funding for programming and schedule improvements within MPS, and funding for new in-house road and sidewalk repair crew within DPW

COMPLETED - 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
 - Collaboration resulted in Questions 6, 7, and 8 being placed before voters on November 2024 ballot.
- Status: Ballot questions approved in June; Questions 7 and 8 approved by voters in November; appropriations approved December 2024.
 - The first Supplemental Appropriation allocates \$3M to Medford Public Schools for FY25 funding and would replace \$1.75M in ARPA funding that was advanced as

a one-time, stopgap funding measure to prevent further cuts at the beginning of FY25.

- The second Supplemental Appropriation allocates \$500,000 to the Department of Public Works for Highway Salaries and Expenses and related Insurance and Capital Expenses to enable additional staff for road and sidewalk infrastructure repair.
- The third Supplemental Appropriation allocates \$4M to Medford Public Schools to enable such purposes as described in Question 8, including: to create a high school schedule that increases access to arts and vocational programming, expands classroom instructional opportunities, and for classroom teacher and paraprofessional compensation.

Classification and Compensation Study Implementation

- Estimated length and timing: 6-18 months
- Description and goals:
 - 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
- Status: Awaiting completion and submission by Collins Center. No recent update from City Administration.

24-056: Updating Linkage Fees

- Estimated length and timing of project:
 - Considered alongside Zoning Ordinances
- Description and goals:
 - Update Medford's existing linkage fees and bring into compliance with state guidance/best practices re. frequency of updating fee amounts so that developers are not chronically under-compensating City for community impacts
 - Add Affordable Housing as a linkage fee payment category
- Status:
 - Resolution to update ordinance approved April 2024
 - Affordable Housing bucket and payment updates awaiting nexus study by Administration
 - Linkage Fee Home Rule Petition submitted to State Legislature

23-039, 24-484: Maximizing Tax Exemptions for Vulnerable Groups

- Estimated length and timing of project:
- Description and goals:
 - Continue to maximize property tax exemptions for vulnerable or marginalized groups within Medford to the greatest extent allowable under state law.

- Status:
 - Provisions of MGL c.59, §5, Clause 22G related to Real Estate Tax Exemptions for Qualifying Veterans adopted February 2024
 - Provisions of HERO Act (Chapter 178 of the Acts of 2024) adopted November 2024

COMPLETED - Establishment of General Stabilization Fund, Capital Stabilization Fund, and Water/Sewer Stabilization Fund

- Description and goals:
 - General and Capital Stabilization Funds create “rainy day funds” for emergencies and large capital needs, i.e. public safety equipment or municipal buildings
 - Water/Sewer Stabilization Fund creates mechanism for reinvesting water/sewer retained earnings into infrastructure improvements
 - Leverage year-to-year operating budget surpluses to be able to finance emergency costs and large-scale capital needs that are not possible to fund via City operating budget
- Status:
 - General Stabilization Fund approved March 2024
 - Capital Stabilization Fund and Water and Sewer Stabilization Fund approved June 2024
 - Capital Stabilization Fund appropriations since September include funding for: traffic signal safety improvement projects; new electric refuse truck; Engine 3 Pump Replacement; Cemetery Soil Removal; Grant Match for the Municipal Vulnerability Preparedness Action Grant for updating the 2019 Climate Change Vulnerability Assessment and developing an Urban Forest Master Plan; restoration of the City Hall Howard Alden Memorial Chambers Windows
 - Council awaiting COW with Administration to review updates to Capital Improvements Plan and further plan for Stabilization Fund monies

Ordinances

COMPLETED - 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
- Status: Ordained March 2024

- Budget Ordinance framework used to structure annual budget process beginning in Spring 2024.

24-025: Commercial Vacancy Tax

- Lead Councilor: Leming
- Timeline
 - Start Date: May 2024
 - End Date Goal: Unspecified
- Description and goals:
 - Disincentivize vacant commercial storefront properties in Medford's business districts
 - Discuss potential tax mechanisms for disincentivizing voluntary commercial vacancies, as well as to discuss provisions that would make such provisions operable and feasible to Medford business community.
- Status: Referred to Committee February 2024

24-010: Good Landlord Tax Credit Local Option

- Lead Councilor: Collins, Bears
- Timeline
 - Start Date: May 2024
 - End Date Goal: May 2025
- 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 (Chapter 59, Section 50).
- Status: Referred to Committee January 2024

Community Benefits Agreement Ordinance

- Lead Councilors: Collins, Tseng
- Timeline:
 - Start Date: November 2024
 - End Date Goal: May 2025
- 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

- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion.

20-515: Percent for Art Ordinance

- Lead Councilor: Collins & Callahan
- 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.
- Status: In Committee; last meeting on topic was in previous Council term

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
- Status: In Committee; last meeting on topic was in previous Council term

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
- Status: In Committee; last meeting on topic was in previous Council term

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)
- Status: Ongoing

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.
- Status: Ongoing

23-093, 24-513: Continued Advocacy for PILOT Legislation

- Estimated timeline: Ongoing
- Description and goals:
 - Continued support state PILOT (payment in lieu of taxes) legislation (S.1836/H.2963) which would require large nonprofits such as Tufts University to start paying their fair share in City property taxes
- Status: Ongoing

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 01/25 to 12/25											

Education and Culture Committee

Chair: Councilor Scarpelli

- 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)

Work with Administration to Identify Public Internships for MHS Students

- Lead Councilor: Tseng
- Description and Goals:
 - Work with Administration to identify opportunities and connect them with MHS students
- Status: Ongoing

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

Chair: Councilor Tseng

- 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:
 - 6 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
- Status:
 - Preliminary meetings in Committee begun in October 2024 in anticipation of draft City Charter submission by Mayor

None (as of this draft)

None (as of this draft)

- 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.

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 & Amend City Charter														
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

Chair: Vice President Collins

- 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

24-033: 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, Haverly, & 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
 - Incorporate below legislative priorities into zoning updates
- Status:
 - Ongoing
 - First package of updates (including technical updates, definitions, and approval of GIS zoning map) approved Spring 2024
 - Mystic Avenue Corridor District – in progress, City Council awaiting review and recommendations by Community Development Board
 - Green Score – in progress, City Council awaiting review and recommendations by Community Development Board
 - Salem Street Corridor District – in progress, approaching referring to Community Development Board
 - City Council leadership developing work plan for 2025 to schedule zoning discussions of other neighborhoods

Green Score

- Lead Councilor: Collins, Tseng
- Timeline:
 - Fall 2024–Spring 2025
- 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
- Status:
 - Developed alongside Mystic Avenue Corridor District zoning proposal

Referred to Community Development Board November 2024 for review and recommendations

24-026: Transportation Demand Management

- Lead Councilors: Leming, Tseng
- Timeline
 - Start date: Spring 2024
 - End date goal: September 2025
- 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
 - Study how new developments affect traffic/congestion in the City; minimize traffic and congestion; and incentivize carpooling, ridesharing, shuttles, transit, and car alternatives
 - T 1.4.G. in the Climate Action and Adaptation Plan
- Status:

- Referred to Zoning consultant for consideration; will be considered alongside other zoning strategies and development standards discussed during citywide zoning review

Ordinances

23-077: Condo Conversion Ordinance

- Lead Councilor: Collins
- Timeline:
 - Start Date: March 2024
 - End Date Goal: June 2025
- Description and goals:
 - Implement an ordinance restricting conversion of rental apartments into condominiums as allowed under state law
- Status:
 - In Committee

22-310: Housing Home Rule Petitions

- Lead Councilors: Bears, Collins
- Timeline
 - Start Date: January 2024
 - End Date Goal: May 2025
- Description and goals:
 - 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 and No-Fault Eviction Protections - Draft a home rule petition to the State Legislature to enable Medford to enact local option rent stabilization and just cause eviction
 - Submit to Mayor for approval and to legislature for enactment
- Status:
 - In Committee

24-041: Real Estate Transfer Fee Home Rule Petition

- Lead Councilors: Leming, Collins
- Timeline
 - Start Date: February 2024
- Description and Goals:
 - Draft a home rule petition to the State Legislature to enable Medford to enact local option to levy a small real estate transaction fee to serve as a funding source for development of affordable housing

- Submit to Mayor for approval and to legislature for enactment
- Status: Real Estate Transfer Fee not included in Governor's 2024 Affordable Housing Act

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
- Status:
 - Awaiting feedback from various department heads

Cycling Safety Ordinance

- Lead Councilors: Collins
- Timeline
 - Start Date: July 2024
 - End Date Goal: December 2025
- Description and goals:
 - 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.
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion.

Energy Disclosure

- Lead Councilor: Callahan
- Timeline:
 - Start Date: TBD
 - End Date Goal: TBD
- Description and goals:
 - Akin to similar policies in Cambridge and Boston require large buildings to begin reporting their emissions, and set up timeline for requiring large buildings to meet certain energy efficiency goals.
 - BE 2.2.D in Climate Action and Adaptation Plan

- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion.

Benchmarking Ordinance

- Lead Councilor: Tseng, Callahan
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- Description and goals:
 - Carbon emission reduction, as outlined in BE 2.2.A in Climate Action and Adaptation Plan, and CR 2.1.2. in Comprehensive Plan
 - 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.
 - In addition, research efficacy of a benchmarking ordinance for smaller buildings.
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

24-059: Rental Licensing Ordinance

- Lead: Callahan
- Timeline: TBD
 - Start date: Referred to Committee, April 2024
 - PDS has indicated this project should be a priority as it advances other goals.
- Description and goals:
 - Create a licensing/permitting system for rental apartments, similar to licensing/permitting system for other Medford-based commercial enterprises and businesses, so as to: improve City understanding of what types of rentals are needed and available in Medford; improve City communication with local property owners and tenants; and to better inform rental-related projects, issues and communications (i.e. energy retrofitting rental units; implementation of Housing Stability Notification Ordinance)
 - Consider utilizing CitizenServe to track rental licensing
 - This proposal is informed by BE 2.2.D in the Climate Action and Adaptation Plan, 'Develop a rental licensing ordinance with energy efficiency standards'
 - Align with goals of 21-070 (in committee), Update on Complaints and Inspection Process for Reporting Health & Safety Issues for Tenants

Pesticide Regulations

- Lead Councilor: Tseng
- Timeline:
 - Start Date: TBD
 - End Date Goal: TBD
- 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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

23-475: Blasting and Earth Removal Regulations

- Lead Councilor: Tseng
- Timeline:
 - TBD
- Description and goals:
 - Develop a basic system of permitting, regulation, and notification for blasting and earth removal projects
- Status: Referred to Committee, December 2023

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
- Status: Ongoing

Efficiency retrofits for existing buildings

- Lead Councilor: Callahan
- Timeline:
 - TBD
- Description and goals:
 - Diminish carbon footprint of existing buildings
 - Work with Administration to implement CAAP BE 2.1, BE 2.2, and subsections
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

Transit Signal Priority

- Lead Councilor: Tseng
- Timeline:
 - TBD
- Description and goals:
 - Work with Traffic & Transit Director and DPW to implement a strategy to reduce delays to transit vehicles at traffic signals to reduce transit travel times and improve transit reliability
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

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 Updates Project and Comprehensive Plan Implementation 01/24 to 09/25																								
														Cycling Safety Ordinance										
														Potential to Review the Following In Addition to Zoning Updates Project: Housing Home Rule, Condo Conversion, Energy Disclosure, Benchmarking, Rental Licensing, Pesticide, Blasting, Efficiency Retrofits										
Review Fee Schedule 01/24 to 3/25																						Review Fee Sched		

Public Health and Community Safety Committee

Chair: Councilor Lazzaro

- 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

24-023: Warming and Cooling Center

- Lead Councilor: Lazzaro
- Timeline
 - Start Date: Goal to pilot during Winter 2025
 - End Date Goal: TBD
- Description and Goals:
 - Work with City staff (including Board of Health and Office of Outreach & Prevention), community stakeholders, community workers in neighboring cities, to explore options, cost, and requirements to open a warming and cooling center for adults experiencing homelessness
 - Develop local resources to help meet high regional demand for warming & cooling centers
- Status: Ongoing

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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

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 resource center where residents can easily find and access them
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

24-021: Plant Medicine Decriminalization Resolution

- Lead Councilor: Leming
- Timeline
 - Approved at February 6, 2024 Regular Meeting
- Description and goals of project:
 - Advocate for state law changes to decriminalize adult use and possession of certain plant-derived medicines to treat PTSD, depression and other illnesses.

Ordinances

24-036: Overgrowth Ordinance

- Lead Councilor: Collins
- Timeline
 - Start Date: September 2024
 - End Date Goal: April 2025
- Description and goals:
 - Empower Board of Health/Code Enforcement to do enforcement/issue warnings and tickets when vegetative overgrowth from private properties interferes with the public way (i.e. untrimmed plants blocking sidewalks) or creates public health hazards (i.e. rodent harborages, standing water)
 - Contribute to City's rodent mitigation efforts
- Status: In progress; awaiting further updates after October 2024 Committee meeting and review by Health Director

24-461: Updates to Rodent Control Ordinance

- Lead Councilor: Collins
- Timeline:
 - Start date: September 2024

- End Date Goal: March 2025
- Description and goals:
 - Work with Health Director on updates to existing Rodent Control Ordinance (Ch. 6, Article IV) to enable more effective rodent intervention and prevention in the community; create requirement for rodent-proof trash storage on private property; create Rodent Control Fund so that fines from this ordinance, Wildlife Feeding Ordinance, and Overgrowth Ordinance will fund further rodent prevention methods.
- Status: In progress; awaiting drafting of new language and further input from City staff

COMPLETED - 23-449: Wildlife Feeding Ordinance

- Lead Councilor: Collins
- Timeline
 - Start Date: September 2024
 - End Date Goal: February 2025
- Description and goals:
 - Empower Board of Health/Code Enforcement to do enforcement/issue warnings and tickets when overfeeding/inappropriate feeding of wildlife creates nuisances or public health hazards
 - Contribute to City's rodent mitigation efforts
- Status:
 - Ordained September 2024
 - Update requested to allow for monies raised through fines/penalties to be allocated to Rodent Control Fund

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

- Leader Councilors: Collins, Bears
- Timeline
 - Start Date: March 2024
 - End Date Goal: December 2025
- Description and goals:
 - To create a regulation against the retail sale of pets and other animals raised in inhumane conditions (i.e. puppy mills)
- Status: In committee

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

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

- End Date Goal: January 2025
- Description and goals:
 - Protect patients and medical professionals seeking and providing gender-affirming and reproductive healthcare
 - Prohibit the opening of crisis pregnancy centers
- Status: In Committee, latest meeting October 2024; awaiting further review and comment by Councilors.

Oversight and Engagement

24-074: Surveillance Ordinance Reporting

- Lead Councilor: Collins
- Timeline
 - Annual review process, April–June
- 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
- Status: Ongoing; first Annual Surveillance Report reviewed in Committee April 2024

24-042: Housing Stability Notification Ordinance Implementation and Enforcement

- Lead Councilor: Collins
- Timeline
 - 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 resident awareness; develop mechanisms for checking compliance
- Status: Ongoing

Emergency Response Equipment Replacement

- Lead Councilor: TBD
- Timeline
 - Start Date: May 2024
 - End Date Goal: June 2025
- Description and goals:

- Review capital plan for funding replacement of equipment for emergency responders
- Status: Ongoing

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

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			
	Warming/Cooling Center?																									
						Alternative Emergency Response/Civilian Oversight 07/2024 to 09/2025																				
															One-Stop Center for Public Services?											
										Reproductive Health Ordinance																
													'Puppy Mill' Ban Ordinance													
										Overgrowth Ordinance																
													Updates to Rodent Control Ordinance													
			CCOPS Review												CCOPS Review											
			HSNO Review												HSNO Review											
												Emergency Response Equipment Capital Plan														

Review Relevant Ordinances and Regulations 01/24 to 12/24	Review Relevant Ordinances and Regulations 01/25 to 12/25
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Public Works and Facilities Committee

Chair: Councilor Callahan

- 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 funding is necessary to achieve goals contained in the pavement management plans
 - Track progress on proposed plans in 2021 Pavement Management Study
 - Work to keep public updated on paving plans and scheduled maintenance/repaving
- Status:
 - Passage of Question 7 secured \$500M for in-house road and sidewalk repair crew within DPW
 - Next update/meeting with DPW requested for Winter 2024-2025 relative to repaving plans in light of passage of Question 7
 - Council also advocating for safety improvements and anti-speeding interventions on DOT/DCR-administered roadways within Medford (24-503)

24-034: City Facilities and Equipment

- Lead Councilor: Bears
- 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

- Status: Ongoing

24-470: Public Restrooms in Parks/Squares

- Lead Councilor: Tseng
- Timeline
 - Start Date: October 2024
 - End Date Goal: TBD
- Description and goals:
 - Work with partners and City staff to assess feasibility needs and develop plans to set up more public restrooms in public spaces
- Status: Ongoing, latest Committee meeting October 2024

Ordinances

Lead Ordinance

- Lead Councilors: Bears, Callahan
- Timeline
 - Start Date: TBD
 - End Date Goals: December 2025
- 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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

Home rule petition to increase excise taxes for large trucks

- Lead Councilor: Collins
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- Description and goals:
 - Collaborate with constituent and nonprofit advocates to 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.
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

Oversight and Engagement

Public Utility Accountability

- Timeline: Ongoing
- 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 and residents
- Status: Ongoing

24-493: Tree Planting Volunteer Network

- Lead Councilor: Callahan
- Timeline
 - Start Date: November 2024
 - End Date Goals: TBD
- 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
- Status: Referred to Committee November 2024

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											
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

Chair: Councilor Leming

- 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, 24-370: Multilingual Public Participation Resident Guide

- Lead Councilor: Tseng
- Timeline
 - Ongoing
- 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
- Status: Committee published English-language City Council resident's guide October 204

Ordinances

23-398: Gender Equity Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date Goal: June 2025
- Description and goals:
 - Create a commission to focus on gender equity issues in Medford
- Status: In Committee from previous Council term; last meeting on topic October 2023

23-398: Youth Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date Goal: June 2025
- Description and goals:
 - Create a commission for youth participation in local government
 - Help identify youth needs in city services
- Status: In Committee from previous Council term; last meeting on topic October 2023

23-055: Welcoming City Ordinance

- Lead Councilor: Tseng, Leming
- Timeline
 - Start Date: November 2024
 - End Date Goal: January 2025
- Description and goals:
 - Codify Medford's existing non-cooperation policy with ICE
 - Expand to general city services and schools
- Status: Referred out of Committee following review by Councilors, legal counsel, and community feedback, December 2024

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
- Status: In Committee

Open Data

- Lead Councilor: Tseng
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- 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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

Immigrants' Commission

- Lead Councilor: Tseng
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- 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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

Language Access Policy or Ordinance

- Lead Councilor: Tseng
- Timeline
 - Start Date: TBD
 - End Date Goal: TBD
- 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
- Status: Discussed in Committee of the Whole; not yet assigned a paper number nor referred to Committee for discussion

24-069: Human Rights Commission Reform

- Lead Councilor: Tseng
- Timeline
 - Start Date: January 2025
 - End Date Goal: Spring 2025
- 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
- Status: Recirculated at Fall 2024 Committee meeting; awaiting feedback from City administration

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.

24-015, 24-016: Modernizing the City Council Communications Strategy

- Lead Councilor: Bears, Tseng, Leming
- Timeline
 - Start Date: 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
- Status:
 - New City Council newsletter began publishing in April:
<https://bit.ly/medfordcitycouncilnewsletter>
 - New City Council public portal (Civic Clerk) with meeting info, agendas and files:
<https://medfordma.portal.civicclerk.com/>

- Social media policy for City Council drafted in Committee
- City Council meetings now all live-streamed to YouTube and available immediately, in addition to being available on Medford Community Media

24-073: Meetings with Underrepresented Groups

- Lead Councilor: Tseng, Callahan, Leming
- 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
- Status:
 - Beginning in May 2024, listening sessions have been conducted at the Medford Senior Center; with constituents from the Portuguese speaking community; and with members of Medford's Arab community.

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
- Status: Ongoing

24-022: 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
- Status: In Committee January 2024

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 07/25 to 11/25							
										Welcoming City Ordinance															
										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													