

Councillor Toomey stated that this issue of the need to restructure the office has been on his mind and under discussion by this committee in a number of meetings. He has long been concerned about the pay disparity for the Council's assistant and the Secretary to the School Committee.

Councillor Duehay stated that Councillor Reeves may be right about the supervision issue, but supervision by the Government Operations Committee has not been tried. If it doesn't work, it can be changed.

Councillor Duehay stated that he agrees with Councillor Reeves' remarks about research needs, and he also noted the problem with working at City Hall; there really is no adequate work space. There are real needs for the City Council.

Councillor Reeves said that the space at the end of the hall is not useful as office space. He also stated that there is a structural flaw to a two-person office. There should be a substitute when someone is out so that phone calls do not have to go to other offices such as the Mayor's office when the one remaining staff member leaves the office.

Councillor Toomey stated that the City Council hires the Council assistant, and it is the Council's responsibility to supervise that person.

Councillor Sullivan stated that this is a good time to address the space needs of the City Council, since the Rent Control Board space is now free.

Councillor Duehay said that when Rich MacKinnon was the assistant, Mary Tays was his secretary. Rich MacKinnon was supposed to do research, but he could not meet everyone's research needs.

Councillor Reeves asked whether the committee had looked at how other city councils are staffed and what kind of space is allocated to other City Councils. He said that members of the Boston City Council have private offices and two assistants. Councillor Duehay suggested contacting David Passifero on Mayor Menino's staff.

Councillor Duehay stated that each Councillor should have his or her own office; and these offices should be bigger than the previously planned offices. He said that the Committee should meet with the City Manager with regarding space as soon as possible.

Councillor Sullivan asked Councillor Toomey about the research capacity for the State legislature in the Legislative Research Bureau.

Councillor Duehay stated that there is a need to study the various models and which would work best for this City Council.

Councillor Toomey said that he believes the citizens expect City Councillors to be full time.

Councillor Duehay noted that there is in the U.S. a deeply-seated distrust of elected officials.

Councillor Sullivan noted that the City charter reflects some of that distrust of elected officials.

Councillor Reeves stated that he cannot support the proposed ordinance but he will demur. He then noted that there is an interface between this discussion and the discussion of the Manager's goals and objectives.

Councillor Duehay stated that to become more effective, the City Council needs to work together and there are many factors that make this difficult.

Councillor Toomey stated that he sees this as a first step toward getting to the kind of office that Councillor Reeves would like.

Councillor Toomey moved that salary range for the Executive Assistant be established at \$42-55,000. The motion passed on a voice vote.

Councillor Toomey moved that the Committee go into executive session to discuss the rate of pay and on a unanimous note, the committee went into executive session.

At 12:20 p.m., the committee resumed open session. Councillor Sullivan announced that no votes were taken in executive session and moved to recommend that the City Council set the present base salary of the Executive Assistant at \$46,000. The motion passed on a voice vote. The committee further voted unanimously to recommend that the City Council refer the proposed ordinance to the Ordinance Committee.

It was agreed that the committee would have additional meetings to discuss and plan for what will be expected of the office in the future.

Discussion then turned to the proposal to amend Section 2.24.030 (c) of the Municipal Ordinances, which requires six votes to remove the Deputy Clerk from office.

Councillor Sullivan moved that the committee recommend to the full City Council that the removal provision ordinance be changed to a five member majority for removal and that the proposed amendment be referred to the Ordinance Committee. The motion passed unanimously.

The discussion moved to the topic of planning for a discussion of goals and objectives.

Councillor Reeves said that the School Committee has a dinner meeting. He also said that the best meeting he had with the Manager was the one to which the City Manager brought his department heads to speak with newly elected City Councillors before they took office.

Councillor Duehay suggested asking City Councillors which are the items on which they would like to focus.

Councillor Sullivan reported that Councillor Triantafillou said that it would be difficult for her to be present at morning meetings.

Councillor Sullivan suggested a noontime start on a Friday after the primary is over.

Councillor Reeves suggested using a facilitator.

Councillor Duehay suggested using the Kennedy School as a location.

It was agreed without objection that the committee will recommend that the Council authorize the chair to set up a facilitated offsite meeting beginning at noontime and continuing until late afternoon on a date after the September primary, for the purpose of discussing goals and objectives.

It was further agreed that the City Clerk will arrange a meeting next week of the committee and the City Manager regarding office space for the City Council.

The meeting adjourned at 1:15 p.m.

For the Committee,

A handwritten signature in black ink, appearing to read 'M. Sullivan', written over a horizontal line.

Councillor Michael A. Sullivan, Chair

DRAFT ORDINANCE FOR CITY COUNCIL OFFICE AND ASSISTANT

.010 Office of the City Council-Established

There is established an Office of the City Council.

.020 Executive Assistant to the City Council

The Executive Assistant to the City Council shall be in charge of the Office of the City Council, and shall report to the Government Operations Committee of the City Council, or such other subcommittee as the City Council shall designate. He or she shall serve as the department head of the Office of the City Council and shall supervise whatever additional staff are required to carry out the work of this office.

.030 Appointment

The Executive Assistant to the City Council shall be elected by a majority vote of the City Council.

.040 Duties

The duties of the Executive Assistant to the City Council shall include, but not be limited to:

- a. Providing secretarial and administrative assistance to the City Council, including handling correspondence, scheduling and records/filing needs of the City Council;
- b. Making arrangements for official travel by the City Council;
- c. Coordinating dedications, City Council Inaugurations and other ceremonial occasions sponsored by the City Council or individual Councillors, including producing and sending invitations and programs, arranging for signs and plaques, refreshments as needed.
- d. Acting as primary payroll clerk for the City Council, maintaining payroll and personnel files.
- e. Providing the resources and research the City Councillors might require to fulfill their legislative responsibilities.
- f. Assisting the City Council, the City Clerk and Deputy City Clerk as staff person to the City Council and its committees, including assisting in preparation of the City Council agenda and committee reports as needed.
- g. Handling the financial records of the City Council and assisting the Council in budget preparation.
- h. Assisting the Office of the Mayor during Mayoral transitions.
- i. Supervising whatever additional staff are required to carry out the work of this office.

.050 Salary

a. The salary of the Executive Assistant to the City Council shall be as established by the City Council within the range of not less than forty-two thousand dollars nor more than fifty-five thousand dollars and shall be adjusted in accord with those adjustments afforded to non-union employees.

b. The Executive Assistant to the City Council shall devote full time during ordinary business hours to his or her duties and shall not receive compensation in the form of overtime.

.060 Removal.

The Executive Assistant to the City Council may be removed by majority vote of the City Council.

Prior City Ordinance

Ordinance No. 652

Final Publication No. 1870. First
Publication No. 1859 in the
Chronicle-Sun on March 25, 1976.

CITY OF CAMBRIDGE
In the Year One Thousand
Nine Hundred seventy-six
AN ORDINANCE

An amendment to an ordinance
formerly entitled: "The General
Ordinances of the City of Cam-
bridge" as revised in 1972 and now
designated as "The Code of the City
of Cambridge."

Be it ordained by the City Council
of the City of Cambridge as follows:

The Code of the City of Cam-
bridge is hereby amended by
striking the contents of Article XI,
Section 2-126, 2-127 and 2-128, and
inserting in their place a new Ar-
ticle XI entitled: Division of Council
Services.

The Administrative Assistant to
the City Council shall be elected by
a majority vote of the City Council
for a term of 2 years or until his or
her successor is appointed and
qualified. He or she shall receive a
salary of \$15,000.00 minimum to
\$16,500.00 maximum to be reached
over a three (3) year period in
increments of \$500.00

The Administrative Assistant to
the City Council shall be in charge
of the Division of Council Services.
He or she shall assist the City Clerk
and the Deputy City Clerk as staff
person to designated Council
Committees. He or she shall keep
proper records of said committees
and when requested by the
Chairman, shall forward all ap-
propriate notices and materials.

He or she shall handle all the
correspondence and scheduling
needs of the City Council as they
might require.

The Administrative Assistant to
the City Council shall provide the
Council with whatever resources
and research they might require in
order to fulfill their legislative
responsibilities.

He or she shall handle all
financial records of the Council and
shall assist them in the preparation
of their budget.

The Administrative Assistant to
the City Council shall supervise a
Clerk Stenographer and whatever
additional staff is needed to carry
out the work of this division.

The Administrative Assistant
may be removed by a majority vote
of the City Council.

This ordinance shall take effect
upon passage.

In City Council April 12, 1976

Passed to be ordained by a yeas
and nay vote: Yeas 8; Nays 0;
Absent 1.

Attest: Paul E. Healy, City Clerk

(C) Apr 15

City of Cambridge

The Government Operations Committee held a public meeting on July 18, 1996, beginning at 11:15 a.m. in the Ackerman Room for the purpose of discussing restructuring the City Council office, changing section 2.24.030 of the Municipal Code to eliminate the requirement of six votes to terminate the Deputy Clerk, and planning a informal meeting in the fall to discuss goals and objectives.

Present at the hearing were Michael A. Sullivan, Chair of the Committee, Vice Mayor Kathleen L. Born, Councillor Francis H. Duehay, Councillor Kenneth E. Reeves, Councillor Timothy J. Toomey, Jr., and City Clerk D. Margaret Drury. Also present were James Lindstrom, City Auditor, and Sandra Albano, Assistant to the City Council.

Councillor Sullivan convened the hearing and explained the purpose. He began the meeting with a discussion of the structure of the City Council office. The City Clerk distributed copies of a draft ordinance that the City Clerk drafted on behalf of the committee establishing the City Council office as a separate department and setting out the duties of the Executive Assistant, along with a copy of the prior ordinance on the City Council office which was excluded from the code during the 1988 recodification.

Councillor Duehay stated that he believes that is very important to have a person who supervises this office, and he believes the ordinance creates a good supervision structure. It has not been tried before and should be looked at as an experiment which can be changed if necessary.

Councillor Duehay suggested the title "Executive Assistant" and suggested adding the supervisory responsibility to the list of duties.

Councillor Reeves stated that he is not clear regarding the rationale for having a separate department. He believes it is a mistake. It does not address the issue of how to make the Council office more effective. He needs research and correspondence which he does not have to write out himself. In addition, he questions whether there can be effective supervision by a Council committee.

Councillor Sullivan stated that historically, the office has been separate but there has been no legal recognition in recent terms. He agreed that the issue of resources for research has been an ongoing problem for the City Council.

Councillor Toomey agreed that the lack of research has been a frustrating issue. There is a need for additional staff.

Committee Report #1

0-22

A communication was received from D. Margaret Drury, City Clerk, transmitting a report from Councillor Michael A. Sullivan, Chair of the Government Operations Committee for a meeting held on July 18, 1996 for the purpose of restructuring the City Council Office, changing section 2.24.030 of the Municipal Code to eliminate the requirements of six votes to terminate the Deputy City Clerk and the planning of an information meeting in the fall to discuss goals and objectives.

9/20 Sent to C. Bluehay

In City Council September 9, 1996

Report accepted

Referred to

Ordinance Committee

Ngachan taken
12/22/97 placed in file