



## **CITY COUNCIL**

City Clerk's Office 1/6/2021 12:00:00 PM

### **Regular Meeting Agenda~**

I hereby notify you that the following items of business have been filed with this office and can be acted upon at the meeting of the City Council **Monday January 11, 2021** at 06:30 PM.

City Clerk

#### **COVID-19 Advisory:**

In order to enable municipal government to continue its important work during the COVID-19 pandemic, and to ensure that elected officials can satisfy CDC social distancing guidelines to avoid exposure to contagions, the City of Springfield is providing public notice that it will conduct this meeting utilizing remote collaboration technology in accord with Governor Baker's Order concerning the Open Meeting Law. FOCUS Springfield Community TV will continue to broadcast meetings utilizing the technology listed below.

There are three (3) methods for City residents to be present during the meeting or, in the alternative, watch the meeting at a later date:

1. Viewers used to watching "live" or "on-demand" recordings via Livestream will continue to watch meetings using the same link: <https://livestream.com/focusspringfield/citycouncil>
2. Viewers used to watching "live" or recordings played back on Springfield's Comcast Channel 17 will continue to watch meetings on the same channel, and it is repeatedly aired several times a week until the next meeting
3. At any point, City Council meetings can be viewed at the FOCUS Springfield website <http://focusspringfield.com/>

### **Possible Public Speak-Out Time 6:00 PM**

#### **Call to Order**

6:30 PM Meeting called to order on January 11, 2021 at Virtual Meeting (Zoom) , Virtual Meeting, N/A, NA.

Moment of Silence - Pledge of Allegiance

#### **Reports of Committee**

#### **Informational**

#### **Grants**

- (1.) DPW Shared Streets & Spaces Grant - No Match Required - \$215,603.60 (Mayor Sarno)  
**ATTACHMENTS:**
- DPW Shared Streets & Spaces Grant (PDF)
- (2.) Critical Services COVID 19 Grant Increase - No Match Required- \$85,017.00 (Mayor Sarno)  
**ATTACHMENTS:**
- HHS Critical Services Covid Grant Set-up (PDF)
- (3.) FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match Required-\$75,000 (Mayor Sarno)  
**ATTACHMENTS:**
- Substance Abuse Collaborative Grant (PDF)
- (4.) Thomas J O'Connor Veterinarian Grant - No Match Required \$40,385.28 (Mayor Sarno)  
**ATTACHMENTS:**
- TJO Veterinarian signed grant (PDF)
- (5.) Thomas J O'Connor Veterinarian Technician 2 Grant - No Match Required \$26,557.44 (Mayor Sarno)  
**ATTACHMENTS:**
- TJO Vet Tech Second Grant (PDF)
- (6.) Thomas J O'Connor Veterinarian Technician 1 Grant - No Match Required \$18,258.24 (Mayor Sarno)  
**ATTACHMENTS:**
- TJO Vet Tech 1 Grant (PDF)
- (7.) Health Resources in Action Grant Acceptance -No Match -\$2,500.00 (Mayor Sarno)  
**ATTACHMENTS:**
- HHS Health Resources In Action Grant Set-up (PDF)
- (8.) Massachusetts Bicycle Coalition Grant Acceptance -No Match -\$1,000.00 (Mayor Sarno)  
**ATTACHMENTS:**
- Massachusetts Bicycle Coalition Grant Set-up (PDF)
- (9.) Donation of Goods - Police Vehicle (Mayor Sarno)

### **Orders**

- (10.) 2021 City Council Rules and Orders ()  
**ATTACHMENTS:**
- Clean DRAFT-2021 City Council Rules and Orders (DOCX)
  - Tracked Changes-2021 City Council Rules and Orders (DOCX)

### **Ordinances**

- (11.) (ID # 6006) - Regular Meetings



# City Council

SCHEDULED

Meeting: 01/11/21 06:30 PM  
Initiator: Christopher Fraser  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6017 A

1

## DPW Shared Streets & Spaces Grant - No Match Required - \$215,603.60 (Mayor Sarno)

**WHEREAS,** the Department of Public Works ("Department") has been awarded a "Shared Streets & Spaces Program Grant" in the amount of \$215,603.60 from the Massachusetts Department of Transportation; and

**WHEREAS,** the purpose of the grant program is to support public projects that promote public health, safe mobility, and renewed commerce by providing new or repurposed space(s) for physically-distanced walking, bicycling, dining, retail and bus travel; and

**WHEREAS,** the Department intends to use the grant funds for sidewalk expansion and improvements at Worthington St., from Main St. to Stearns Square. Additionally, funds will be used to install decorative overhead lighting from State St. to Howard St., which is adjacent to the MGM Springfield casino; and

**WHEREAS,** the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS,** the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

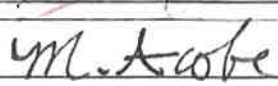
**NOW THEREFORE BE IT ORDERED,** acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grants, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation.

**DPW Shared Streets & Spaces Grant - \$215,603.60**



# City of Springfield, Massachusetts

## Form: Approval to Apply for a Grant

| General Information                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Title of Grant                                                                                                                                                                                         | MassDOT Shared Winter Streets & Spaces Grant Program                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                              |                               |
| Submission Due Date                                                                                                                                                                                    | December 4, 2020                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                              |                               |
| Granting Agency                                                                                                                                                                                        | MassDOT / Commonwealth of Massachusetts                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                              |                               |
| Purpose/Summary of Grant:                                                                                                                                                                              | <p>Shared Winter Streets and Spaces Grant Program is available to all Massachusetts municipalities. Grant awards provide funding for projects that result in 'calmed roadways', and safer mobility for pedestrians, bicyclists, and bus riders.</p> <p>The DPW is applying for design/construction funding for improvements to Worthington Street between Main Street and Stearns Square.</p> |                                                                                                                                              |                               |
| Amount of Grant                                                                                                                                                                                        | \$167,595 (request)                                                                                                                                                                                                                                                                                                                                                                           | Department                                                                                                                                   | Public Works (Engineering)    |
| Staff Contact Name                                                                                                                                                                                     | Andrew Krar, P.E.                                                                                                                                                                                                                                                                                                                                                                             | Contact Information                                                                                                                          | akrar@springfieldcityhall.com |
| Matching funds and/or support required                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
| Are matching funds required?                                                                                                                                                                           | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, dollar amount, timing, and source:                                                                                                   |                               |
| Are you hiring new staff under this grant? Note: the City's <u>Fiscal Policies and Procedures</u> require that the hiring department structure the hiring as grant funded and temporary.               | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, describe how this will be done:                                                                                                      |                               |
| If hiring, list # of positions:                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
| Full time or part time?                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
| Fringe Benefits? (Y/N)                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
| Does work needed by the grant require staff hours from other departments?                                                                                                                              | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, describe whether that department or those departments have been notified, and whether those staff hours are covered under the grant: |                               |
| Are you purchasing IT equipment under this grant? Note: the City's <u>Fiscal Policies &amp; Procedures</u> require that MTS be notified of all IT purchases.                                           | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, describe equipment and software (include information on how upgrades for both hardware and software will be funded):                 |                               |
| Is IT equipment and software support covered under the grant?                                                                                                                                          | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, describe costs covered and who will be providing the support:                                                                        |                               |
| Are you requesting capital projects under this grant? Note: the City's <u>Fiscal Policies &amp; Procedures</u> require capital project be approved in the City's centralized capital planning process. | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                        | If yes, describe who will be providing on-going maintenance and whether / how those cost are covered:                                        |                               |
| Signoff                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |                               |
| DEPARTMENT HEAD                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                            |                                                                                                                                              | Date 10/1/2020                |
| GRANTS DIRECTOR                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                            |                                                                                                                                              | Date 12/1/2020                |

Please Scan & E-mail this Form to Melanie Acobe at [macobe@springfieldcityhall.com](mailto:macobe@springfieldcityhall.com)

Attachment: DPW Shared Streets & Spaces Grant (6017 : DPW Shared Streets & Spaces Grant - No Match Required - \$215,603.60)



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request

1/04/2021

Department Requesting Grant Setup

Public Works

Department Phone # (Please include extension)

Name and Title of Person to Contact in Case of Questions  
Contract Administrator

Peg Merrill,

Was this Grant previously setup for a prior fiscal year? FY 21

If yes, please indicate your previous project number: MSSSP

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?

(Y/N) NY

If yes, please attach a copy of the Approved Form.

### Grant Type:

- X      State – Highway  
          Federal Pass-Through DOE– School  
          Federal Direct– School  
          Federal – City  
          State DOE– School  
          State Other – School  
          State – City  
          Private/Other

Grant Name: MassDOT Shared Streets & Spaces Program

Total Grant Amount Awarded:      \$ 215,603.60

Attachment: DPW Shared Streets & Spaces Grant (6017 : DPW Shared Streets & Spaces Grant - No Match Required - \$215,603.60)

Is this a Reimbursable Grant?

(Y/N) N

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                              |
|-----------------------|------------------------------|
| Entity Name           | MassDOT                      |
| Contact Person        | Miguel A. Sanchez            |
| Street Address        | 10 Park Plaza Suite 5450     |
| City, State, Zip Code | Boston, MA. 02116            |
| Telephone             | (857) 368-9534               |
| Fax                   |                              |
| E-Mail                | Cassandra.gascon@state.ma.us |

|                                |            |
|--------------------------------|------------|
| Actual Award Date              | 12/29/2020 |
| Board Approval Date            | 01/11/2021 |
| Start Date                     | 12/31/2020 |
| Expiration Date                | 06/30/2021 |
| Renewal Action Date (optional) |            |
| N/A                            |            |

If there are any Matching Funds: No

Type  
Percent  
Amount

Is there any Leverage? HUD FUNDING ONLY

Source  
Amount

Comments re: Description/Purpose of Grant: Springfield's Hybrid Improvements Project. Main Streets and Reimagined Streets at Worthington Street between Main St. & Stearns Sq. and Main St. between State St. & Howard St.

Comments re: Conditions/Restrictions of Grant

N/A

If this is a Federal Grant, enter CFDA#: N/A

If applicable enter the State ID # : MMARS #50984 – Chapter 90

What is the required drawdown frequency? N/A  
(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,  
Please enter any wire reference/identification # that may be used (if known)

Attachment: DPW Shared Streets & Spaces Grant (6017 : DPW Shared Streets & Spaces Grant - No Match Required - \$215,603.60)

Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 580800, 530600

Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
Signature

1-4-21  
Date

Please attach the following documents:

- ☒ Signed Approval to Apply for a Grant Form
- ☒ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.





Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO



December 29, 2020

Andrew Krar  
70 Tapley Street  
Springfield, MA 01104  
akrar@springfieldcityhall.com

Dear Andrew Krar:

Thank you for submitting a project application to the MassDOT Shared Winter Streets and Spaces Program. Your project application has been reviewed, and we are pleased to notify you that your Hybrid: Main Streets and Reimagined Streets project has been approved for funding. We received many applications and had a competitive applicant pool from which to select, and your application stood out. Springfield's Hybrid: Main Streets and Reimagined Streets project will be funded at \$215,603.60 under Chapter 90 Contract Number/ MMARS #50984. Ongoing maintenance, operational, and enforcement costs associated with a project are not eligible uses of this funding.

The Shared Winter Streets and Spaces Program is intended to support projects that promote public health, safe mobility, and renewed commerce by quickly providing new or repurposed space for socially-distanced walking, bicycling, dining, retail, and bus travel. Because of the urgency of this effort, the Springfield project will need to be fully implemented by Monday, May 31, 2021. Please note that any pavement markings or signage included in your project that are not compliant with the Manual on Uniform Traffic Control Devices should be used with caution, and only on a temporary basis. Please feel free to contact the Shared Streets Team to discuss this issue in more detail, if needed.

By June 30, 2021, a report detailing lessons learned from the project must be submitted to MassDOT. We also ask that you document the project's progress by taking before, during and after photos of your Shared Winter Streets & Spaces installation. Grant recipients may also be invited to participate in a learning exchange with other municipalities to share experiences. MassDOT will work directly with you to determine the best evaluation process for your particular project.

We are excited to work with you and the full Springfield team as this project advances.

Sincerely,





## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6016

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### **Critical Services COVID 19 Grant Increase - No Match Required- \$85,017.00 (Mayor Sarno)**

**WHEREAS**, the Springfield Health and Human Services Department ("Department") has been awarded a Critical Services COVID 19 Grant Increase in the amount of \$85,017.00 bringing the total grant award to \$385,017.00 from the MA Department of Public Health; and

**WHEREAS**, the purpose of this grant is to assist with critical services to fight the Covid-19 public health emergency; and

**WHEREAS**, the Department intends to use the grant funds to fulfill the requirements specified by the grant; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Critical Services COVID 19 Grant Increase - No Match Required- \$85,017.00**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 12/8/2020

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

Name and Title of Person to Contact in Case of Questions Lorene / Fiscal Manager

Was this Grant previously setup for a prior fiscal year? Yes

If yes, please indicate your previous project number: CSCOV

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
Private/Other

XXX

Grant Name: Critical Services COVID

Total Grant Amount Awarded: \$ 85,017.00 (Increase)

Is this a Reimbursable Grant? (Y/N) YES

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                           |
|-----------------------|---------------------------|
| Entity Name           | MA Dept. of Public Health |
| Contact Person        | Beth Harrington           |
| Street Address        | 250 Washington Street     |
| City, State, Zip Code | Boston, MA 02108          |
| Telephone             | 617-624-5807              |
| Fax                   |                           |
| E-Mail                |                           |

Actual Award Date 12/07/2020

Board Approval Date

Start Date 3/1/2020

Expiration Date 6/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Is there any Leverage? HUD FUNDING ONLY

Source

Amount

Comments re: Description/Purpose of Grant

Critical Services COVID

Comments re: Conditions/Restrictions of Grant

See Budget

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Lump Sum

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code: 28975200

Object Codes: 501000/506000/530105/551700/535200/578700

Budget Roll-Up Codes: yes

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.



Signature

12/8/20

Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD, MPH  
Commissioner

Tel: 617-624-6000  
www.mass.gov/dph

Date: 12/07/2020

To: CITY OF SPRINGFIELD

Re: Contract # INTF1208P01W20153011

Enclosed please find for your review and signature a Standard Contract package. This package is a result of recent negotiations with the Department of Public Health, as specified in the attached cover letter and includes the items noted below. Please take note of the following:

#### NEW STANDARD CONTRACT/AMENDMENT/RENEWAL FORM

Must be signed and dated (**Preferred BLUE INK**). Do not use correction fluid anywhere on the forms. If the provider information that is pre-filled in the upper left hand box is incorrect or missing, please contact me so that I can help you with the process to update. For instructions and hyperlinks, you can view this form at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance for Vendors-Forms or at [www.mass.gov/osd](http://www.mass.gov/osd) under OSD forms.

All attachments must be completed for your contract package to be processed.

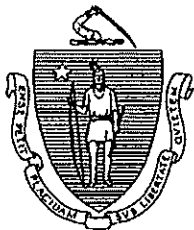
#### CONTRACTOR AUTHORIZED SIGNATORY LISTING AND AUTHENTICATION FORM

An original Contractor Authorized Signatory Listing (CASL) form must be submitted for each new contract package. Once an original is in the contract file, the provider/vendor can include a copy of the CASL with each subsequent contract amendment package, unless there is a change to the person who signed the Listing, or a name/s on the CASL changes.

If you have any questions, please contact **Beth Harrington** at **617-624-5807**  
An original contract package must be completed by **12/14/2020** and mailed to:

Department of Public Health  
Purchase of Service Office  
250 Washington St., 8<sup>th</sup> Floor  
Boston, MA 02108-4619  
Attention: **Beth Harrington**

Attachment: HHS Critical Services Covid Grant Set-up (6016 : Critical Services COVID 19 Grant Increase - No Match Required- \$85,017.00)



The Commonwealth of Massachusetts  
 Executive Office of Health and Human Services  
 Department of Public Health  
 250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER  
 Governor

KARYN E. POLITO  
 Lieutenant Governor

MARYLOU SUDDERS  
 Secretary

MONICA BHAREL, MD, MF  
 Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

December 7, 2020

Helen Caulton- Harris  
 CITY OF SPRINGFIELD  
 311 State Street  
 Springfield, MA 01105

**Contract number #: RE: INTF1208P01W20153011**

Contract Amendment Duration Change Only  
 COVID19 Emergency Response

Dear Helen;

The Massachusetts Department of Public Health, Office of Local and Regional Health is pleased to provide the enclosed *Standard Contract Amendment package, for your review and signature*. Your agency is receiving additional funding to support the COVID19 Emergency Response extending the contract end date to June 30, 2021 increasing the contract total max obligation to \$ 385,017.00.

*Please return an estimated total budget/plan with your contract renewal package in order to avoid a break in service. A negotiated budget will be formalized with your DPH program manager, Ron O'Connor, on or before January 31, 2020.*

|                                        |              |
|----------------------------------------|--------------|
| Current Max Obligation:                | \$300,000.00 |
| FY21 (12/14/2020-06/30/2021) Increase: | \$85,017.00  |
| New Total Max Obligation:              | \$385,017.00 |

On behalf of the Massachusetts Department of Public Health, I want to thank you for your commitment to improve the health of the people of the Commonwealth.

Attachment: HHS Critical Services Covid Grant Set-up (6016 : Critical Services COVID 19 Grant Increase - No Match Required- \$85,017.00)

Sincerely,

A handwritten signature in black ink, appearing to read "Ron O'Connor", written in a cursive style.

Ron O'Connor, MPH, Director  
Office of Local and Regional Health



## COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions, which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> CITY OF SPRINGFIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Public Health<br><b>MMARS Department Code:</b> DPH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| <b>Legal Address: (W-9, W-4):</b><br>36 COURT ST SPRINGFIELD, MA 01103-1602                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            | <b>Business Mailing Address:</b><br>250 Washington Street, Boston MA 02108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| <b>Contract Manager:</b> Helen Caulton-Harris                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Phone:</b> 413-787-6456 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>E-Mail:</b> hcaulton@springfieldcityhall.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Fax:</b>                | <b>Contract Manager:</b> Beth Harrington                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Phone:</b> 617-624-5807 |
| <b>Contractor Vendor Code:</b> VC6000192140                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            | <b>E-Mail:</b> Beth.Harrington@mass.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Fax:</b> 617-624-5017   |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD 001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>MMARS Doc ID(s):</b> INTF1208P01W20153011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>RFR/Procurement or Other ID Number:</b> W20153 Emergency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| <input type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)<br><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)<br><input type="checkbox"/> Department Procurement (includes all grants <u>815 CMR 2.00</u> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> Contract Employee (Attach <u>Employment Status Form</u> , scope, budget)<br><input type="checkbox"/> Other Procurement Exception: (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            | <input checked="" type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter Current Contract End Date <u>Prior</u> to <u>06/30, 20 21</u> ,<br>Amendment: Enter Amendment Amount: \$ <u>85,017.00</u> (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b><br><input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)<br><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)<br><input checked="" type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget) |                            |
| The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.<br><input type="checkbox"/> <b>Rate Contract (No Maximum Obligation):</b> Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> <b>Maximum Obligation Contract:</b> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>385,017.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ____% PPD; Payment issued within 15 days ____% PPD; Payment issued within 20 days ____% PPD; Payment issued within 30 days ____% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)<br>Maximum Obligation Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30, 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Handwritten At Time of Signature)<br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Handwritten At Time of Signature)<br>Print Name: <u>Sharon Dyer</u><br>Print Title: <u>Director, Purchase of Service Office</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |

# COMMONWEALTH OF MASSACHUSETTS

## CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME:  
 CONTRACTOR VENDOR/CUSTOMER CODE:  
 CONTRACT #:

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

| AUTHORIZED SIGNATORY NAME | TITLE |
|---------------------------|-------|
|                           |       |
|                           |       |
|                           |       |
|                           |       |
|                           |       |

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign ontracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
 Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**Massachusetts Department of Public Health****Office of Local and Regional Health****Critical Services to Address COVID-19 Emergency****Scope of Work**

The Vendor will provide the following critical services to address the COVID-19 emergency in the City of Springfield.

1. Conduct a rapid assessment of needs for services, resources and public messaging/ community education in vendor.
2. Provide technical assistance to municipal partners based on identified needs.
3. Additional Services may include:
  - Surveillance and case identification (including, but not limited to, public health epidemiological investigation activities such a contact follow-up)
  - Monitoring of travelers
  - Isolation and quarantine (including, but not limited to, housing; wrap-around services; security; environmental control, clean-up and waste management; and behavioral health services).
  - Surge Staffing
  - Risk Communication support
  - Public health coordination with health care system.

A budget and brief interim report of activities will be due by January 31, 2021



## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6000

3

### **FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match Required- \$75,000 (Mayor Sarno)**

**WHEREAS**, the Springfield Health and Human Services Department ("Department") has been awarded a FY22 Massachusetts Substance Abuse Collaborative Grant Increase of \$75,000.00 from the DPH Bureau of Substance Abuse Services, bringing the total grant award to \$250,000.00; and

**WHEREAS**, the purpose of the grant is to develop local strategies for prevention of opioid abuse, underage drinking and other drug use; and

**WHEREAS**, the Department intends to use the grant funds to fulfill the requirements specified by the grant; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match Required- \$75,000**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 12/21/2020

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

Name and Title of Person to Contact in Case of Questions Lorene / Fiscal Mgr

Was this Grant previously setup for a prior fiscal year? YES

If yes, please indicate your previous project number: MSAC0

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
Private/Other

XX

Grant Name: SAPC1

Total Grant Amount Awarded: \$ 75,000.00 (Increase in funding)

Is this a Reimbursable Grant?

(Y/N) Yes

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

Entity Name MA DPH  
 Contact Person Andy Robinson  
 Street Address 250 Washington St  
 City, State, Zip Code Boston, MA 02108  
 Telephone 617-624-5094  
 Fax  
 E-Mail

Actual Award Date 9/8/2020

Board Approval Date

Start Date 7/1/2020

Expiration Date 6/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Is there any Leverage? HUD FUNDING ONLY

Source

Amount

Comments re: Description/Purpose of Grant

SAPC- to prevent underage drinking and other drug use across the Commonwealth of MA. This grant is also to increase both the number and capacity of Municipalities across the Commonwealth to address these issues

Comments re: Conditions/Restrictions of Grant

See Budget

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Month;y

If payment is to be sent by Grantor as a Wire,



Please enter any wire reference/identification # that may be used (if known)

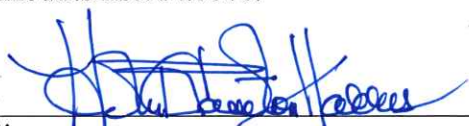
Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code: 28975200

Object Codes:  
501000/506000/517010/530105/531020/535200/542010/551700/569300/571100/578700

Budget Roll-Up Codes: YES

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
Signature

12/21/20  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.





The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

*[Handwritten signature]*

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD, M  
Commissioner

Tel: 617.624.6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

September 8, 2020

Lorene Leembruggen  
City of Springfield  
36 Court St  
Springfield, MA 01103

Dear Ms. Leembruggen:

This is to inform you that the Massachusetts Department of Public Health/Bureau of Substance Addiction Services has amended your contract #INTF2354M04160222094. This contract has been increased in the amount of \$75,000.00 for a revised contract amount of \$175,000.00 which will be in effect through June 30, 2021.

The out year amount of \$75,000.00 will be in effect for fiscal year 2022.

The total contract obligation for all years is \$825,000.00

This award contains funds from the Substance Abuse and Mental Health Services Administration (SAMHSA) of the federal government, #4512-9069 (CFDA#93.959). Providers receiving federal grant funds will be considered sub-recipients for the federal grant purposes and will be required to comply with applicable federal requirements, including but not limited to sub-recipient audit requirements under OMB Circular A-133.

If you have any questions, please call Andrew Robinson at (617) 624-5094.

*[Handwritten signature: RBB]*

Charles A. Whiteman, Director of Administration and  
Finance Bureau of Substance Addiction Services

Separated  
into two  
project  
wds  
→ SABC 1 - \$109,000  
MSAC 1 - \$75,000

Project  
SABC1  
MSAC1

Attachment: Substance Abuse Collaborative Grant (6000 : FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD, MPH  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

Date: 09/09/2020

To: CITY OF SPRINGFIELD

Re: Contract # **INTF2354M04160222094**

Enclosed please find for your review and signature a Standard Contract package. This package is a result of recent negotiations with the Department of Public Health, as specified in the attached cover letter and includes the items noted below. Please take note of the following:

**NEW STANDARD CONTRACT/AMENDMENT/RENEWAL FORM**

Must be signed and dated (**Preferred BLUE INK**). Do not use correction fluid anywhere on the forms. If the provider information that is pre-filled in the upper left hand box is incorrect or missing, please contact me so that I can help you with the process to update. For instructions and hyperlinks, you can view this form at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance for Vendors-Forms or at [www.mass.gov/osd](http://www.mass.gov/osd) under OSD forms.

All attachments must be completed for your contract package to be processed.

**CONTRACTOR AUTHORIZED SIGNATORY LISTING AND AUTHENTICATION FORM**

An original Contractor Authorized Signatory Listing (CASL) form must be submitted for each new contract package. Once an original is in the contract file, the provider/vendor can include a copy of the CASL with each subsequent contract amendment package, unless there is a change to the person who signed the Listing, or a name/s on the CASL changes.

If you have any questions, please contact **Michelle McHugh** at **617-624-5289**  
An original contract package must be completed by **09/25/2020** and mailed to:

Department of Public Health  
Purchase of Service Office  
250 Washington St., 8<sup>th</sup> Floor  
Boston, MA 02108-4619  
Attention: **Michelle McHugh**

SAPC

Attachment: Substance Abuse Collaborative Grant (6000 : FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match



## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions, which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> CITY OF SPRINGFIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Public Health<br><b>MMARS Department Code:</b> DPH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <b>Legal Address: (W-9, W-4):</b><br>311 STATE ST SPRINGFIELD, MA 01105-1320                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            | <b>Business Mailing Address:</b><br>250 Washington Street, Boston MA 02108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <b>Contract Manager:</b> Lorene Leembruggen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Phone:</b> 413-787-6456 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <b>E-Mail:</b> lleembruggen@springfieldcityhall.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Fax:</b> 413-787-6458   | <b>Contract Manager:</b> Michelle McHugh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Phone:</b> 617-624-5289 |
| <b>Contractor Vendor Code:</b> VC6000192140                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            | <b>E-Mail:</b> michelle.e.mchugh@mass.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD 001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>Fax:</b> 617-624-5017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| <input type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)<br><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)<br><input type="checkbox"/> Department Procurement (includes all grants 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> Contract Employee (Attach <u>Employment Status Form</u> , scope, budget)<br><input type="checkbox"/> Other Procurement Exception: (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            | <input checked="" type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter Current Contract End Date <u>Prior to 06/30, 20 22</u><br>Amendment: Enter Amendment Amount: \$ <u>75,000.00</u> (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b><br><input checked="" type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)<br><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)<br><input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget) |                            |
| The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.<br><input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>825,000.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ____% PPD; Payment issued within 15 days ____% PPD; Payment issued within 20 days ____% PPD; Payment issued within 30 days ____% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input checked="" type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)<br>Maximum Obligation Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30, 2022</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Handwritten At Time of Signature)<br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Handwritten At Time of Signature)<br>Print Name: <u>Sharon Oyer</u><br>Print Title: <u>Director, Purchase of Service Office</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |

FY: 2021

Amendment # (if Applicable): \_\_\_\_\_

If Federal Funds,  
CFDA#93.959**PURCHASE OF SERVICE – ATTACHMENT 1: PROGRAM COVER PAGE****PROGRAM INFORMATION**

|                                                                             |                                                                          |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Contractor Name:</b><br>CITY OF SPRINGFIELD                              | <b>Department Name:</b><br>Massachusetts Department of Public Health     |
| <b>Program Type:</b><br>Substance Abuse Prevention Programs                 | <b>Document ID #:</b> INTF2354M04160222094                               |
| <b>Program Name:</b><br>prevention                                          | <b>UFR Program:</b>                                                      |
| <b>Program Address:</b><br>36 Court St                                      | <b>MMARS Program Code:</b> 4941                                          |
| <b>City/State/Zip:</b><br>Springfield MA 01103-1699                         | <b>Other Reference Information (Information Purposes Only):</b>          |
| <b>Contact Person:</b> Lorene Leembruggen<br><b>Telephone:</b> 413-787-6456 | <b>Contact Person:</b> Michelle McHugh<br><b>Telephone:</b> 617-624-5289 |

**RFR INFORMATION:** ☐ Attached ☐ Legislative Exception ☐ Emergency ☐ Interim ☐ Amendment ☐ Collective Purchase

**RFR Reference #** 160222

**SCOPE OF SERVICES:** ☒ Bidders Response Attached ☐ Description of Services Attached RFR Info CH257

**TOTAL ANTICIPATED CONTRACT DURATION:** 7/1/2015 to 6/30/2022

**INITIAL DURATION:** 7/1/2015 to 6/30/2022

**OPTIONS TO RENEW:** \*\*\*\*\*Refer to RFR for options to renew and for the years for each option\*\*\*\*\*

**FISCAL TERMS**

| Price is established through: (Check 1, 2, or 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | FUNDING SUMMARY           |              |               |              |               |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------|---------------|--------------|---------------|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Prior Years               |              | Current Years |              | Future Years  |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | FY                        | Amount       | FY            | Amount       | FY            | Amount       |
| <input type="checkbox"/> <b>OPTION 1: PRICE AGREEMENT (list price)</b><br>\$ _____<br>Rate Regulation (if any) N/A<br><input type="checkbox"/> <b>OPTION 2: SUMMARY BUDGET ("T" Lines only)</b><br><input type="checkbox"/> Unit Rate<br><input type="checkbox"/> Cost Reimbursement<br><input type="checkbox"/> Other _____<br><input checked="" type="checkbox"/> <b>OPTION 3: COMPLETED BUDGET</b><br><input type="checkbox"/> Unit Rate<br><input checked="" type="checkbox"/> Cost Reimbursement<br><input type="checkbox"/> Other _____ | 2016                      | \$100,000.00 | 2021          | \$175,000.00 | 2022          | \$75,000.00  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2017                      | \$100,000.00 |               |              |               |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2018                      | \$100,000.00 |               |              |               |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2019                      | \$100,000.00 |               |              |               |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2020                      | \$175,000.00 |               |              |               |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Total:</b>             | \$575,000.00 | <b>Total:</b> | \$175,000.00 | <b>Total:</b> | \$75,000.00  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Multi Years Total:</b> |              |               |              |               | \$825,000.00 |

**Current Max Obligation:** \$ \_\_\_\_\_ **Unit Rate:** \$ \_\_\_\_\_ per \_\_\_\_\_ **# Billable Units:** \_\_\_\_\_

**Additional Payment or Price Specifications:**

Attachment: Substance Abuse Collaborative Grant (6000 : FY22 Massachusetts Substance Abuse Collaborative Grant Increase-No Match



## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6013

4

### **Thomas J O'Connor Veterinarian Grant - No Match Required \$40,385.28 (Mayor Sarno)**

**WHEREAS**, the Thomas J. O'Connor Animal Control and Adoption Center Department has been awarded a Thomas J O'Connor Veterinarian grant of \$40,385.28 from the Foundation for TJO Animals for the period starting July 1, 2020 and ending June 30, 2021; and

**WHEREAS**, the Department intends to use the grant funds to cover the cost of the positions base pay for an existing veterinary employee; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Thomas J O'Connor Veterinarian Grant - No Match Required \$40,385.28**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                          |              |
|----------------------------------------------------------|--------------|
| Date of Request                                          | 12/31/20     |
| Department Requesting Grant Setup                        | 292          |
| Department Phone # (Please include extension)            | 413-781-1022 |
| Name and Title of Person to Contact in Case of Questions | Pam Peebles  |

Was this Grant previously setup for a prior fiscal year?

If yes, please indicate your previous project number: 99118 Veterinarian

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?

(Y) (N)

If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
 Federal Pass-Through DOE– School  
 Federal Direct– School  
 Federal – City  
 State DOE– School  
 State Other – School  
 State – City  
 Private/Other

Grant Name: TJO Veterinarian

Total Grant Amount Awarded: \$ 40,385.28

Attachment: TJO Veterinarian signed grant (6013 : Thomas J O'Connor Veterinarian Grant - No Match Required \$40,385.28)

Is this a Reimbursable Grant?

(Y/N) No

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

Entity Name

Contact Person

Street Address

City, State, Zip Code

Telephone

Fax

E-Mail

Actual Award Date 07/01/2020

Board Approval Date

Start Date 07/01/2020

Expiration Date 06/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Comments re: Description/Purpose of Grant

This grant will cover the cost of the Veterinarian position's base pay, as determined by the City of Springfield, for not more than sixteen (16) hours per week.

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)



Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code: 0129225

Object Codes: 501000

Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

Pam Peckles  
Signature

11/5/20  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

June 2020

Pamela Peebles  
Executive Director  
Thomas J. O'Connor Animal Control and Adoption Center  
627 Cottage Street  
Springfield, MA 01104

Dear Pam:

The Board of Directors for the Thomas J. O'Connor Animal Control and Adoption Center Foundation, Inc. d/b/a Foundation for TJO Animals (the "Foundation") are pleased to inform you that a grant has been approved in the amount not to exceed \$40,385.28 in support of the annual base salary of the Thomas J. O'Connor Animal Control and Adoption Center's Veterinarian. The grant shall be for a one-year period beginning on July 1, 2020 and ending on June 30, 2021. This letter outlines the terms and conditions of accepting this grant. Please read all the terms and conditions carefully, sign, and return no later than June 30, 2020 to: Foundation for TJO Animals, 66 Industry Avenue-Suite 3, Springfield, MA 01104.

The general grant terms and conditions are as follows:

- The City of Springfield shall be the Veterinarian's employer and will continue making this employment available on a full-time basis throughout the duration of the grant award period. The City of Springfield is responsible for any additional expenses of employment beyond the parameters of this grant, to include employee taxes and other associated benefits and the Veterinarian shall be subject to the direction, control, and supervision of the City and its employees and agents.
- This grant will cover the cost of this position's base pay, as determined by the City of Springfield, for not more than sixteen (16) hours per week.
- This grant will be paid in arrears on a quarterly basis. The amount of each quarterly reimbursement will be equal to the submitted quarterly invoices, which shall reflect the portion of the number of actual hours per week worked that are covered by the grant for the weeks worked in each quarter (including any period attributable to vacation or other time off consistent with the City's policies for similarly situated full-time employees). Payments will be processed no later than thirty (30) upon receipt of invoice. The invoicing schedule is detailed as follows:
  - Quarter 1 – First invoice received no later than October 31, 2020.
  - Quarter 2 – Invoice received no later than January 31, 2021.
  - Quarter 3 – Invoice received no later than April 30, 2021.
  - Quarter 4 – Final invoice received no later than July 31, 2021.
- The City of Springfield shall provide the Foundation with any documents it may reasonably request to demonstrate the purpose and use of the Grant funds.
- Neither party hereto shall be deemed to have waived any right hereunder unless such waiver is in writing, signed by an authorized official of such party and no delay or omission in exercising any right hereunder shall operate as a waiver of such right or other right. All the rights and remedies of the City or the Foundation hereunder shall be cumulative and not exclusive, and may be exercised singly or concurrently. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available or under general principles of law or equity.
- This grant letter constitutes the entire agreement between the parties pertaining to the subject matter hereof, and there are no other agreements or understandings, implied or expressed, written or oral relating to the grant funds.
- This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

We thank you for your continued efforts in providing outstanding medical care to our local, homeless animals.

Sincerely,  
Thomas J. O'Connor Animal Control and  
Adoption Center Foundation, Inc.

By: Nora Braska  
Nora Braska, President

Accepted and Agreed to by:

CITY OF SPRINGFIELD

By: Ron Peables  
Name:  
Title:

Date: 7/10/20

Attachment: TJO Veterinarian signed grant (6013 : Thomas J O'Connor Veterinarian Grant - No Match Required \$40,385.28)



## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6011

5

### **Thomas J O'Connor Veterinarian Technician 2 Grant - No Match Required \$26,557.44 (Mayor Sarno)**

**WHEREAS**, the Thomas J. O'Connor Animal Control and Adoption Center Department has been awarded a Thomas J O'Connor Veterinarian Technician 2 Grant (VetTech2) of \$26,557.44 from the Foundation for TJO Animals for the period starting July 1, 2020 and ending June 30, 2021; and

**WHEREAS**, the Department intends to use the grant funds to continue partially funding the salary of an existing veterinary technician employee; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Thomas J O'Connor Veterinarian Technician 2 Grant - No Match Required  
\$26,557.44**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                          |              |
|----------------------------------------------------------|--------------|
| Date of Request                                          | 12/31/20     |
| Department Requesting Grant Setup                        | 292          |
| Department Phone # (Please include extension)            | 413-781-1022 |
| Name and Title of Person to Contact in Case of Questions | Pam Peebles  |

Was this Grant previously setup for a prior fiscal year?

If yes, please indicate your previous project number: 991A7

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?

(Y/N)

If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
 Federal Pass-Through DOE– School  
 Federal Direct– School  
 Federal – City  
 State DOE– School  
 State Other – School  
 State – City  
 Private/Other

Grant Name: Vet Tech-Second

Total Grant Amount Awarded: \$ 26,557.44

Is this a Reimbursable Grant?

(Y/N) No

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if

Grantor is already in the customer file:

Entity Name

Contact Person

Street Address

City, State, Zip Code

Telephone

Fax

E-Mail

Actual Award Date 07/01/2020

Board Approval Date

Start Date 07/01/2020

Expiration Date 06/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Comments re: Description/Purpose of Grant

This grant will cover the cost of the Veterinarian Technician 2 position's base pay, as determined by the City of Springfield, for not more than thirty two (32) hours per week.

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)



Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

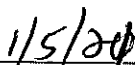
Org Code: 0129235

Object Codes: 501000

Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

June 2020

Pamela Peebles  
Executive Director  
Thomas J. O'Connor Animal Control and Adoption Center  
627 Cottage Street  
Springfield, MA 01104

Dear Pam:

The Board of Directors for the Thomas J. O'Connor Animal Control and Adoption Center Foundation, Inc. d/b/a Foundation for TJO Animals (the "Foundation") are pleased to inform you that a grant has been approved in the amount not to exceed \$26,557.44 in support of the annual base salary of the Thomas J. O'Connor Animal Control and Adoption Center's Veterinarian Technician 2 (VetTech2). The grant shall be for a one-year period beginning on July 1, 2020 and ending on June 30, 2021. This letter outlines the terms and conditions of accepting this grant. Please read all the terms and conditions carefully, sign, and return no later than June 30, 2020 to: Foundation for TJO Animals, 66 Industry Avenue-Suite 3, Springfield, MA 01104.

The general grant terms and conditions are as follows:

- The City of Springfield shall be the VetTech2's employer and will continue making this employment available on a full-time basis throughout the duration of the grant award period. The City of Springfield is responsible for any additional expenses of employment beyond the parameters of this grant, to include employee taxes and other associated benefits and the VetTech2 shall be subject to the direction, control, and supervision of the City and its employees and agents.
- This grant will cover the cost of this position's base pay, as determined by the City of Springfield, for not more than thirty-two (32) hours per week.
- This grant will be paid in arrears on a quarterly basis. The amount of each quarterly reimbursement will be equal to the submitted quarterly invoices, which shall reflect the portion of the number of actual hours per week worked that are covered by the grant for the weeks worked in each quarter (including any period attributable to vacation or other time off consistent with the City's policies for similarly situated full-time employees). Payments will be processed no later than thirty (30) upon receipt of invoice. The invoicing schedule is detailed as follows:
  - Quarter 1 – First invoice received no later than October 31, 2020.
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  - Quarter 3 – Invoice received no later than April 30, 2021.
  - Quarter 4 – Final invoice received no later than July 31, 2021.
- The City of Springfield shall provide the Foundation with any documents it may reasonably request to demonstrate the purpose and use of the Grant funds.
- Neither party hereto shall be deemed to have waived any right hereunder unless such waiver is in writing, signed by an authorized official of such party and no delay or omission in exercising any right hereunder shall operate as a waiver of such right or other right. All the rights and remedies of the City or the Foundation hereunder shall be cumulative and not exclusive, and may be exercised singly or concurrently. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available or under general principles of law or equity.
- This grant letter constitutes the entire agreement between the parties pertaining to the subject matter hereof, and there are no other agreements or understandings, implied or expressed, written or oral relating to the grant funds.
- This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

We thank you for your continued efforts in providing outstanding medical care to our local, homeless animals.

Sincerely,  
Thomas J. O'Connor Animal Control and  
Adoption Center Foundation, Inc.

By: Nora Braska  
Nora Braska, President

Accepted and Agreed to by:

CITY OF SPRINGFIELD

By: Ann Perchella  
Name:  
Title:

Date: 7/10/20



## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6012

6

### **Thomas J O'Connor Veterinarian Technician 1 Grant - No Match Required \$18,258.24 (Mayor Sarno)**

**WHEREAS**, the Thomas J. O'Connor Animal Control and Adoption Center Department has been awarded a Thomas J O'Connor Veterinarian Technician 1 Grant (VetTech1) of \$18,258.24 from the Foundation for TJO Animals for the period starting July 1, 2020 and ending June 30, 2021; and

**WHEREAS**, the Department intends to use the grant funds to continue partially funding the salary of an existing veterinary technician employee; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Thomas J O'Connor Veterinarian Technician 1 Grant - No Match Required  
\$18,258.24**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                          |              |
|----------------------------------------------------------|--------------|
| Date of Request                                          | 12/31/20     |
| Department Requesting Grant Setup                        | 292          |
| Department Phone # (Please include extension)            | 413-781-1022 |
| Name and Title of Person to Contact in Case of Questions | Pam Peebles  |

Was this Grant previously setup for a prior fiscal year?

If yes, please indicate your previous project number: 991A7

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?

(Y/~~N~~)

If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
 Federal Pass-Through DOE– School  
 Federal Direct– School  
 Federal – City  
 State DOE– School  
 State Other – School  
 State – City  
 Private/Other

Grant Name: Vet Tech-First

Total Grant Amount Awarded: \$ 18,258.24

Is this a Reimbursable Grant?

(Y/N) No

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

Entity Name

Contact Person

Street Address

City, State, Zip Code

Telephone

Fax

E-Mail

Actual Award Date 07/01/2020

Board Approval Date

Start Date 07/01/2020

Expiration Date 06/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Comments re: Description/Purpose of Grant

This grant will cover the cost of the Veterinarian Technician 1 position's base pay, as determined by the City of Springfield, for not more than twenty two (22) hours per week.

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)



Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code: 0129235

Object Codes: 501000

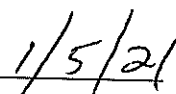
Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

Signature



Date



Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

June 2020

Pamela Peebles  
 Executive Director  
 Thomas J. O'Connor Animal Control and Adoption Center  
 627 Cottage Street  
 Springfield, MA 01104

Dear Pam:

The Board of Directors for the Thomas J. O'Connor Animal Control and Adoption Center Foundation, Inc. d/b/a Foundation for TJO Animals (the "Foundation") are pleased to inform you that a grant has been approved in the amount not to exceed \$18,258.24 in support of the annual base salary of the Thomas J. O'Connor Animal Control and Adoption Center's Veterinarian Technician 1 (VetTech1). The grant shall be for a one-year period beginning on July 1, 2020 and ending on June 30, 2021. This letter outlines the terms and conditions of accepting this grant. Please read all the terms and conditions carefully, sign, and return no later than June 30, 2020 to: Foundation for TJO Animals, 66 Industry Avenue-Suite 3, Springfield, MA 01104.

The general grant terms and conditions are as follows:

- The City of Springfield shall be the VetTech1's employer and will continue making this employment available on a full-time basis throughout the duration of the grant award period. The City of Springfield is responsible for any additional expenses of employment beyond the parameters of this grant, to include employee taxes and other associated benefits and the VetTech1 shall be subject to the direction, control, and supervision of the City and its employees and agents.
- This grant will cover the cost of this position's base pay, as determined by the City of Springfield, for not more than twenty-two (22) hours per week.
- This grant will be paid in arrears on a quarterly basis. The amount of each quarterly reimbursement will be equal to the submitted quarterly invoices, which shall reflect the portion of the number of actual hours per week worked that are covered by the grant for the weeks worked in each quarter (including any period attributable to vacation or other time off consistent with the City's policies for similarly situated full-time employees). Payments will be processed no later than thirty (30) upon receipt of invoice. The invoicing schedule is detailed as follows:
  - Quarter 1 – First invoice received no later than October 31, 2020.
  - Quarter 2 – Invoice received no later than January 31, 2021.
  - Quarter 3 – Invoice received no later than April 30, 2021.
  - Quarter 4 – Final invoice received no later than July 31, 2021.
- The City of Springfield shall provide the Foundation with any documents it may reasonably request to demonstrate the purpose and use of the Grant funds.
- Neither party hereto shall be deemed to have waived any right hereunder unless such waiver is in writing, signed by an authorized official of such party and no delay or omission in exercising any right hereunder shall operate as a waiver of such right or other right. All the rights and remedies of the City or the Foundation hereunder shall be cumulative and not exclusive, and may be exercised singly or concurrently. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available or under general principles of law or equity.
- This grant letter constitutes the entire agreement between the parties pertaining to the subject matter hereof, and there are no other agreements or understandings, implied or expressed, written or oral relating to the grant funds.
- This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

We thank you for your continued efforts in providing outstanding medical care to our local, homeless animals.

Sincerely,  
Thomas J. O'Connor Animal Control and  
Adoption Center Foundation, Inc.

By: Nora Braska  
Nora Braska, President

Accepted and Agreed to by:

CITY OF SPRINGFIELD

By: Pam Peebles  
Name:  
Title:

Date: 7/10/20

Attachment: TJO Vet Tech 1 Grant (6012 : Thomas J O'Connor Veterinarian Technician 1 Grant - No Match Required \$18,258.24)



## City Council

**SCHEDULED**

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6015

7

### **Health Resources in Action Grant Acceptance -No Match - \$2,500.00 (Mayor Sarno)**

**WHEREAS**, the department of Health and Human Services has been awarded a Health Resources in Action Grant of \$2,500.00 from Health Resources in Action for the period starting December 01, 2020 and ending March 30, 2021; and

**WHEREAS**, The department intends to use the grant funds to support outreach efforts for the Department of Public Health Covid 19 community impact survey.; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Health Resources in Action Grant Acceptance -No Match -\$2,500.00**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 12/16/2020

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

Name and Title of Person to Contact in Case of Questions Lorene / Fiscal Manager

Was this Grant previously setup for a prior fiscal year? NO

If yes, please indicate your previous project number:

If this is a new Grant, have you filled out the "Approval to apply for a grant" Form? (Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
Private/Other

XXX

Grant Name: Health Resources in Action

Total Grant Amount Awarded: \$ 2500.00

Is this a Reimbursable Grant?

(Y/N) NO

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                            |
|-----------------------|----------------------------|
| Entity Name           | Health Resources in Action |
| Contact Person        | Emily Dawson               |
| Street Address        | 2 Boylston Street          |
| City, State, Zip Code | Boston, MA 02116           |
| Telephone             | 617-451-0049               |
| Fax                   | 617—451-0002               |
| E-Mail                |                            |

Actual Award Date 12/1/2020

Board Approval Date

Start Date 12/1/2020

Expiration Date 3/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Is there any Leverage? HUD FUNDING ONLY

Source

Amount

Comments re: Description/Purpose of Grant

Unrestricted fund to support outreach efforts for DPH COVID19 community impact survey

Comments re: Conditions/Restrictions of Grant

See budget

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Check attached

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes:

Budget Roll-Up Codes: YES

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

Signature

Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.



**HEALTH RESOURCES IN ACTION**2 BOYLSTON STREET  
BOSTON, MA 02118**Citizens Bank®**

5-7017/2110



11/6/2020

PAY TO THE  
ORDER OF

City of Springfield, Department of Health and Human

\*\*2,500.00

TWO THOUSAND FIVE HUNDRED AND XX/100\*\*\*\*\*

\$

DOLLARS

City of Springfield, Department of Health and  
Human Services  
311 State St  
Springfield, MA 01105

VOID AFTER 90 DAYS, EXTRA SIGNATURE OVER \$10,000



AUTHORIZED SIGNATURE

MEMO

Attachment: HHS Health Resources In Action Grant Set-up (6015 : Health Resources in Action Grant Acceptance -No Match -\$2,500.00)



## City Council

SCHEDULED

8

Meeting: 01/11/21 06:30 PM  
Initiator: Hamediah Mohamed  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6014

### Massachusetts Bicycle Coalition Grant Acceptance -No Match -\$1,000.00 (Mayor Sarno)

**WHEREAS**, the department of Health and Human Services has been awarded a Massachusetts Bicycle Coalition Grant of \$1,000.00 from the Mass Bicycle Association for the period starting October 01, 2020 and ending March 30, 2021; and

**WHEREAS**, the Department intends to use the grant funds to provide transportation in the community, specifically related to training youth to provide bicycle repair services for riders in Springfield; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Massachusetts Bicycle Coalition Grant Acceptance -No Match -\$1,000.00**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 12/16/2020

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

Name and Title of Person to Contact in Case of Questions Lorene / Fiscal Manager

Was this Grant previously setup for a prior fiscal year? NO

If yes, please indicate your previous project number:

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
Private/Other

XXX

Grant Name: Massachusetts Bicycle Coalition

Total Grant Amount Awarded: \$ 1000.00

Is this a Reimbursable Grant?

(Y/N) NO

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                          |
|-----------------------|--------------------------|
| Entity Name           | Mass Bicycle Association |
| Contact Person        | Galen Mook               |
| Street Address        | 50 Milk Street           |
| City, State, Zip Code | Boston, MA 02109         |
| Telephone             | 617-542-2453             |
| Fax                   |                          |
| E-Mail                |                          |

Actual Award Date 10/2020

Board Approval Date

Start Date 10/01/2020

Expiration Date 3/30/2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Is there any Leverage? HUD FUNDING ONLY

Source

Amount

Comments re: Description/Purpose of Grant

To provide support for work in community specifically related to training youth to provide bicycle repair services for riders in Springfield,

Comments re: Conditions/Restrictions of Grant

See budget

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Check attached

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

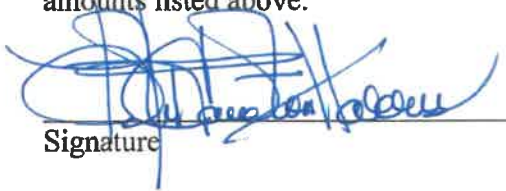
Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

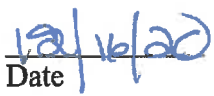
Org Code:

Object Codes:

Budget Roll-Up Codes: YES

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
Signature

  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

**MassBike** Massachusetts Bicycle Coalition  
 50 Milk St. Ste. 33  
 Boston, MA 02109  
 (617) 542-2453

2277

DATE 11/28/20

PAY TO THE ORDER OF City of Springfield Dpt of Health + Human Services \$ 1000-

One Thousand DOLLARS

FOR Mass in Motion Mini-Grant

**Citizens Bank**

*[Signature]*

Attachment: Massachusetts Bicycle Coalition Grant Set-up (6014 : Massachusetts Bicycle Coalition Grant Acceptance -No Match -\$1,000.00)



## City Council

**SCHEDULED**

9

Meeting: 01/11/21 06:30 PM  
Initiator: Christopher Fraser  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 6008

### Donation of Goods - Police Vehicle (Mayor Sarno)

**WHEREAS**, the National Insurance Crime Bureau ("NICB") has awarded a donation of a vehicle to the Springfield Police Department ("Department"); and

**WHEREAS**, the Department intends to use the vehicle for the purposes that best fit current operational and investigative needs; and

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to authorize acceptance of the vehicle; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the acceptance of the gift and use of the tangible personal property, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws Ch. 4410, Sec. 53A 1/2, that the City Council hereby accepts the donation of the vehicle, and authorizes the Police Department to use the vehicle for the purposes stated in this order.





## City Council

**TABLED**

10

Meeting: 01/11/21 06:30 PM

Initiator: Tasheena Davis

Sponsors:

DOC ID: 6010

## 2021 City Council Rules and Orders ()

# 2021

## RULES AND ORDERS OF THE SPRINGFIELD CITY COUNCIL

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## RULES AND ORDERS OF THE CITY COUNCIL 2017

**RULE 1     MEETING**

Regular meetings of the Council shall be held on the first and third Mondays of each month at 6:30 p.m. unless otherwise ordered from time to time by the City Council President. An Associate City Solicitor shall be present at all Council meetings. In the event a legal holiday falls on a scheduled meeting night, the meeting shall be held on the following Tuesday at the scheduled time and if a scheduled meeting falls on the evening before a state or city primary election, the meeting will then be held on the following Monday at the regularly scheduled time. Only one (1) meeting shall be held during the month of July and August, namely on the third Monday of each said month. Meetings shall be held in the Council Chambers. Additional meetings may be held from time to time for the purpose of conducting public hearings and acting upon orders amending Rules of the Road only. (R. 0. 1986 Sec. 2.02.020). Proclamations of a non-public policy nature shall be offered by the City Council, meeting as the Committee of the Whole, in special session scheduled at 6:00 P.M. on City Council Hearings nights unless otherwise determined by the Council President, and such proclamations shall be introduced in accordance with existing rules of the City Council. Notice of all regular meetings shall be made by first class mail or e-mail or other electronic means at least seventy-two (72) hours before the meeting if allowed by law or regulation.

Unless the City Council shall vote to go into executive session, all meetings of the City Council, and of any Committee thereof, shall be open to the public and members of the press with opportunity for the public to be heard.

**RULE 2     NOTICE FOR SPECIAL MEETINGS**

The Mayor, and in a like manner, the President of the Council may at any time call a special meeting of the Council by causing a written notice of such meeting, specifying the subject which he/she desires to have considered, to be left at the usual place of residence of each Councilor, given to him/her in hand, or emailed electronically at least seventy-two (72) hours before the time appointed for the meeting and no business other than that specified in said notice and on file in the office of the City Clerk shall be transacted at such meeting. On written petition of any seven (7) members of the Council, the President shall call a

special meeting of the Council to act upon any matter set forth in the petition and on file in the office of the City Clerk. Notice of the special meeting shall be made by first class mail or e-mail or other electronic means at least seventy-two (72) hours before the meeting, if allowed by law or regulations. Certification of the proper notification of all such special meetings shall be made to the City Clerk in a manner determined by him/her in accordance with the rules of the City Council and law.

### **RULE 3      PUBLIC SPEAK-OUTS**

A Public Speak-Out time shall be scheduled at 6:30 pm prior to all regularly scheduled meetings of the City Council. Public Speak-Out shall be cancelled in the event a Special Meeting is called by the Mayor or City Council President. Interested speakers shall give their name, address and the subject upon which they wish to speak before the start of the City Council meeting on a form provided by the City Council staff. Only matters relating to the affairs of the City of Springfield shall be addressed. No subject shall be addressed upon which a public hearing has been set in accordance with law or by vote of the council nor shall the council be addressed upon any subject which has had a public hearing in accordance with law or by vote of the council and is awaiting final disposition. There shall be a three (3) minute time limit for each individual speaker per meeting. A majority of members of the City Council shall attend public speak-out.

### **RULE 4      QUORUMS**

A quorum of the City Council shall consist of a majority of all of the members of the City Council, a quorum; (seven (7) councilors) shall proceed to business. In the absence of the President, the Vice President shall call the Council to order and serve as President for the meeting, and in the absence of both, a temporary President pro-tempore shall serve who is senior in length of service, or if more than one have so served, then the member both in age and length of service shall serve during the absence of both the President and the Vice President. If, at the time any meeting is called to order, a quorum is not present and if, after a recess of not more than thirty (30) minutes, a quorum is still not present, the President shall declare the meeting adjourned.



## **RULE 5      ORDERS OF BUSINESS**

At every Council meeting, unless otherwise determined by the majority of the members present, the order of business shall be as follows:

1. Roll Call of Members
2. Moment of Silence
3. Pledge of Allegiance
4. Communications from His Honor, the Mayor
5. Reports of Committees
6. Rules of the Road
7. Grants
8. Financial Orders
9. Public hearings
10. Zoning Ordinances.
11. Presentation of petitions, grievances, memorials
12. Reports, Orders and Ordinances
13. Unfinished business of previous meetings

## **RULE 6      RECEIVING, REFERRAL AND SCHEDULING BUSINESS**

The City Clerk shall refer to the appropriate Department, Board, Commission or City Council Committee all petitions such as zone changes, street light petitions, annuities, street, drain, sewer petitions, or other similar matters or communications. All matters shall be referred within ten (10) working days of their receipt by the City Clerk or in accordance with law. The City Clerk shall compile a list of all matters and the dates referred and shall make said list available for review by any interested party. The City Clerk shall also receive reports and set dates for public hearings on Special Permits, Gasoline, Zone Changes, Pole and Wire petitions or on any other matters requiring a legal hearing. These matters shall be set for hearings on the next scheduled hearing date, provided that proper referrals have been made, sufficient time for advertising and public notice is available and the agenda for such hearing date is not, in the opinion of the City Clerk or the President, too lengthy. Matters should thereof be set for hearings in the order that they are received by the City Clerk. Any matter which is not routine may be referred to the Council at the discretion of the City Clerk.

**RULE 7     INFORMAL PUBLIC HEARINGS**

On informal public hearings before the City Council, the proponents will be given twenty (20) minutes for a presentation of their case to the City Council. Questions by members of the City Council shall be made only after each proponent has spoken, unless leave is granted by the President. The opponents to the petition shall be given twenty (20) minutes for a presentation of their opposition. Questions by members of the City Council shall be made only after each opponent has spoken, unless leave is granted by the President. After the proponents and opponents have completed their arguments, each side will be allowed five (5) minutes in rebuttal time in the same order as above. Notwithstanding the foregoing limitations on time, any person may have the right to be recorded for or against the subject to be heard. After the close of all hearings no further evidence, oral or written, may be presented to the City Council on the issue before the Council.

**RULE 7A     FORMAL PUBLIC HEARINGS**

Formal public hearings may be requested for matters of public interest or of legislative requirement. Formal public hearings shall not be held during regular business meetings of the City Council except in an emergency. The City Council shall refer such requests to a committee of the City Council. If the City Council deems it advisable, it may direct that the hearing be televised.

The time devoted to formal public hearings shall not be more than two (2) hours at any one sitting. Any hearing not completed within the specified time may be continued to another meeting. Any individual appearing before the City Council at a public hearing and claiming to represent another as agent or otherwise in the matter of being heard shall file with the City Council a written authorization signed by the individual, organization or corporation whose interests such individual represents.

There shall be a five (5) minute time limit for each speaker to express her or his views on the matter being heard by the City Council. Speakers will be required to address themselves solely to the issue, which is before the City Council for discussion and shall not engage in personal or rude remarks.

In all hearings before the City Council, the case of the petitioner shall be submitted first, except in matters affecting acceptance of highways or taking by right of eminent domain.

In any hearing where findings are required to be made by statute or ordinance, the petitioner shall submit proposed findings with the staff of the Planning Department and Law Department for review at least one (1) week prior to the hearing.

## **RULE 8      ELECTIONS OF PRESIDENT AND VICE PRESIDENT**

- A. Annually at its first meeting, the City Council shall elect a President from its own members who shall preside at all meetings of the City Council and perform such other duties as are prescribed in Chapter 43 of the General Laws and any acts in amendment thereof or supplementary thereto. The City Council shall in like manner elect a Vice President. (G. L. C. 43, Sec. 50)

## **RULE 9      DUTIES OF PRESIDING OFFICER**

The duties of the presiding officer are as follows:

### **A. CHAIRING MEETINGS**

The presiding officer of the Council shall take the chair at the hour to which the Council has adjourned and call the members to order and shall forthwith cause the roll to be called and the names of the absentees recorded. In the absence of the President, the Vice President of the City Council assume the powers of the President and, in the absence of both, a temporary President pro-tempore shall serve who is senior in length of service, or if more than one have so served, then the member both in age and length of service shall serve during the absence of both the President and the Vice President.

### **B. CHAMBER DECORUM AND CHALLENGING PRESIDING OFFICER**

The President shall preserve order and decorum, may speak to points of order in preference to other members, and shall decide all such questions subject to an appeal to the Council, by any motion regularly seconded, and no other business shall be in order until the question on the appeal shall have been decided. The vote shall be by roll call and shall

be decided in the affirmative unless two thirds of the Council votes are to the contrary.

### **C. PRESIDENT'S RIGHT TO DEBATE**

The President must step down from the chair to speak on matters that the Council is voting on. The President may call the Vice President to the chair, and in the absence of Vice President, may call a temporary President pro-tempore who shall be the senior in length of service, or if more than one have so served, then the member both in age and length of service to the chair for a period of time not extending beyond an adjournment and, when out of the chair, the President may participate in any debate and shall not resume the chair while the same question is pending. He/she states facts and gives his/her opinions on questions of order and may question persons participating in public hearings without permission of the chair.

### **D. VOTE DOUBTFUL**

The President shall decide all votes, but if any Councilor doubts the vote, the President, without further debate, shall call for a vote of the Council, which shall be taken by a roll call. The President shall then announce the result, but no decision shall be declared unless a quorum of the Council shall have voted.

### **E. CALLING RECESS**

The President may, at any time, during debate or otherwise, declare a recess for not more than ten (10) minutes and such action shall not be subject to appeal nor shall any motions apply thereto.

### **F. REMOVAL OF PERSONS FOR DISRUPTION OF PROCEEDINGS**

Pursuant to Mass. Gen. Law Chapter 30A, sec. 20(g), no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

## **RULE 10 RIGHTS AND DUTIES OF MEMBERS**

Each member has the following rights and duties to preserve order and decorum:

**A. MEMBERS' RIGHT TO SPEAK**

Every member, when about to speak, shall rise and respectively address the chair, confining himself/herself to the question under debate, avoid personalities and sit down when he/she is finished. No member shall speak out of his/her place without leave of the President, nor shall any member be interrupted by another while speaking except by a call to order for an explanation.

**B. SPEAKING ON ONE ISSUE**

No member shall speak more than three times on the same question or more than once until others choosing to speak shall have spoken, or more than two (2) minutes at each time, without obtaining leave of the President.

**C. RESPECT FOR OTHER COUNCILORS, APPOINTED AND ELECTED OFFICIALS, THE PUBLIC**

Any individual or member who may be mentioned in debate or addressed by a Councilor, shall be so mentioned or addressed by his/her title and/or name and in an intelligible and respectful manner.

**D. INTERRUPTING SPEAKER**

While the presiding officer or any other member is speaking, no one shall stand up or pass unnecessarily before the person speaking.

**E. PRIORITY OF SPEAKERS**

When two or more members rise and address the chair at the same time, the presiding officer shall name the member who is entitled to the floor.

**F. RESPONSIBILITY TO VOTE**

Every member who shall be in the Council when a question shall be put, shall give his/her vote, unless a member wishes to be recorded as abstaining, or shall vote present if prohibited from participating in a vote by law due to a prior absence. Any councilor who is not within the rail in the City Council Chambers during a vote shall be marked absent from said vote. Any Councilor who is not within the rail in the City Council Chambers during at least 50% of a debate shall be marked absent from the pursuant vote.

**RULE 11 SEATING OF COUNCILORS**

The seats of the City Council shall be numbered and determined by lot annually and no member shall change his/her seat except by permission of the President.

**RULE 12 FILING DEADLINES**

No new Order or Ordinance shall be proposed nor shall any new business be transacted at a regular meeting of the City Council unless a written copy of such proposed Order, Ordinance, or new business is filed in proper form and in order in the office of the City Clerk not later than twelve o'clock noon of the Wednesday preceding such regular meeting of the City Council.

**RULE 12A BOND ORDERS**

No bond order authorizing the City Treasurer to borrow for any amount or purpose shall be filed with the City Clerk unless accompanied by exhibit(s) detailing said expenditure or unless the same information is apparent on the face of the order.

**RULE 13 COUNCIL AGENDA AND BULLETIN**

The City Clerk shall compile a bulletin of all proposed Orders and Ordinances and other new business and an agenda of the then unfinished business before the City Council and shall cause a copy of the same to be delivered to each member of the City Council no later than the Thursday preceding such regular meeting of the City Council.

In compiling said bulletin or agenda of all proposed Orders, Ordinances, Resolves and any other business, the City Clerk shall include the name of the members proposing the same. Orders, Resolves and Ordinances shall be sponsored only by the Mayor or by a member of the City Council.

**RULE 14    PRESENTING BUSINESS**

All Communications, Reports, Petitions, Memorials, Grievances, Orders, Ordinances and Proclamations addressed to the Council shall be filed with the City Clerk and presented by the President or by a member in his/her place who may explain the subject thereof if appearing on the Council agenda. Upon the approval of the sponsor, corrections or changes which do not compromise the spirit or intent of resolves and orders may be filed with the City Clerk at any time prior to the presentation of the matter to the Mayor for approval and signature.

**RULE 15    FORM OF REPORTS**

All reports and other papers submitted to the City Council shall be submitted in written form or filed by e-mail, fax, PDF or other electronic means, properly endorsed, and the Clerk shall make copies of any papers to be reported by Committees at the request of the respective chairperson thereof.

**RULE 16    DEFINITIONS: ORDERS AND RESOLVES**

In all votes of the City Council which express anything by way of command, the form of expressing shall be "Ordered", and whenever the City Council expresses opinions, principles, facts or purposes, the form of expression shall be "Resolved".

**RULE 16A   SPECIAL ACTS - HOME RULE LEGISLATION**

Any special home rule legislation order shall, upon its filing with the City Clerk, be referred to the appropriate Board, Commission or Department for an opinion and recommendation to be filed with the Clerk within ten (10) calendar days. Upon receipt of such opinion, recommendation or report the special home rule legislation shall be placed on the next regular agenda of the City Council.

**RULE 17    REFERRAL TO COMMITTEES**



When a matter properly before the Council relates to a subject which may properly be examined and reported upon by an existing committee of the City Council, such matter shall, upon motion and a majority vote of the City Council be referred to such Committee. When a motion is made to refer a matter and different committee is proposed, the motion shall be put in the following order:

1. To a standing committee of the Council.
2. To a special committee of the Council.

## **RULE 18     RECALL OF COMMITTEE REFERRALS**

If, within fifteen (15) days, a matter referred to a Committee, other than a committee of all the members is not reported upon, it may be recalled by a majority vote of all the members of that Committee.

If, after fifteen (15) days, a matter referred to a Committee is not reported upon, it may be recalled by a standing vote of five (5) members of the Council.

If, after thirty (30) days, a matter referred to a Committee is not reported upon, any member may recall such matter from the Committee.

If, after one hundred twenty (120) days, a matter referred to committee is not reported upon or action taken on the matter it shall be deemed dead and a new request must be refiled to appear before the Council.

A matter referred to committee may not be refiled unless it has been recalled and acted upon unfavorably or otherwise considered to have died in committee in accordance with this rule.

## **RULE 19     MATTERS REQUIRING TWO READINGS FOR PASSAGE**

All Orders and Resolutions imposing penalties or authorizing the expenditure, transfer or payment of money, whether the same shall have been appropriated or not and all Orders or Resolutions authorizing loans shall have two (2) separate readings before they shall be finally passed by the Council, but they shall not have more than one (1) reading on the same day, except Orders to authorize the printing of any documents relating to City business.

## **RULE 20 FINANCIAL MATTER REQUIRING REFERRAL**

All Orders, Resolutions, and Ordinances authorizing the expenditure or payment of money or instituting programs that may require the expenditure of funds, or accepting permissive legislation passed by the General Court which shall involve the expenditure or payment of money shall be first referred to the City Comptroller for his cost analysis and opinion, if such is not apparent on the face of the Order, etc. In all cases the City Comptroller shall make a report back to the Council before said order is finally passed. Once Rule 20 is invoked debate is ended. No explanation is necessary to invoke Rule 20; however, if the exact extent of the value of the expenditure or payment is clear on the face of the proposal then this rule is inapplicable and the President shall not halt debate upon its invocation.

## **RULE 21 ORDERS OF LAND TAKING**

An Order for a taking of land by the City of Springfield shall not appear on the City Council agenda unless there is prior written approval relative to such Order's form and content received by the City Clerk and signed by the City Solicitor, Deputy or Associate City Solicitor.

## **RULE 22 ENACTMENTS OF ORDINANCES-PROCEDURES**

### **A. PRELIMINARY STEPS**

All Ordinances presented to the City Council shall be referred to the City Solicitor before being introduced for approval as to form, and copies of all such Ordinances shall be furnished to members of the Council at or before the meeting in which they are introduced.

All Ordinances shall be read the first time and referred to the Committee on Ordinances who shall determine that the Ordinance is properly drawn (first step). If an Ordinance is referred to a Committee for further study or in some other manner held over for future consideration, then the first step shall not be considered taken unless otherwise voted by the Council.

After the Committee on Ordinances determines that the Ordinance is correctly drawn, the same shall be read again and passed to be enrolled. The Ordinance shall be enrolled by the Clerk and referred to the Committee on

Enrollment who shall determine that it is correctly enrolled (second step). If the Ordinance is found to be correctly enrolled, the question shall be on passing the same to be ordained (third step) and it shall be signed by the President and then presented to the Mayor by the Clerk for his/her approval.

It shall be the duty of the Committee on Enrollment and Ordinances to sign as a procedural matter all ordinances when referred by an affirmative vote of the City Council and presented by the Clerk. (See Rule 39) The president shall appoint alternate councilors to sign, only in the absence of any of the committee members.

Any Ordinances, excepting Zoning Ordinances, before being passed to be ordained, may be referred to the Law Department for a ruling as to its legality upon the motion of any member of the Council.

No Ordinance shall be amended or repealed except by an Ordinance adopted in accordance with this section.

#### **B. FINAL PASSAGE**

No Ordinance shall be passed finally on the date on which it is introduced except in cases of special emergency involving the health or safety of the people or their property. (G.L. C. 43, Sec. 20)

#### **C. PASSAGE IN ONE SESSION**

Any Ordinance, Order, or Resolution may be passed through all of its stages of legislation at one session, providing that no member of the Council objects thereto. But if any member of the Council objects, the measure shall be postponed for that meeting. (G. L. C. 43, Sec. 22)

#### **D. EFFECTIVE DATE**

Ordinances shall take effect twenty (20) days from and after the final passage unless otherwise provided, or if emergency preamble is applied. Zoning Ordinances shall take effect upon adoption. (G. L. C. 40A, Sec. 5)

#### **E. PASSAGE IN AN EMERGENCY**

No Ordinance shall be regarded as an emergency measure unless it is defined in a preamble thereto separately voted upon and receiving the affirmative vote of two thirds of the members of the City Council. (G. L. C. 43, Sec. 20)

### **RULE 23 ZONE CHANGE - SPECIAL PERMIT LIMITATION**

- A. No proposed zoning ordinance or bylaw which has been unfavorably acted upon by a City Council shall be considered by the City Council within two (2) years after the date of such unfavorable action, unless the adoption of such proposed ordinance or bylaw is recommended in the final report of the Planning Board. (G.L. C. 40A, Sec. 5)
- B. A petition to the City Council for a Special Permit for a use permitted within a zoning district, which has been unfavorably and finally acted upon by the City Council, shall not be favorably acted upon by the City Council within two years of the date of final unfavorable action unless the City Council by two-thirds vote makes findings and records in its record of proceedings specific material changes in the condition upon which the previous unfavorable action was based and unless all but one of the members of the Planning Board consents thereto and after notice is given to parties in interest of the time and place of the proceedings when the question of such consent by the Planning Board and City Council will be considered. (G.L.C. 40A, Sec. 16)

## **RULE 24     ZONE CHANGE TIME LIMITATION**

If the Council fails to vote to adopt a proposed Zoning Ordinance within ninety (90) days after the hearing, no action shall be taken thereon until a subsequent hearing is held as provided by law. (G.L. C. 40A, Sec. 5)

## **RULE 25     SPECIAL PERMITS**

The City Council shall act within ninety (90) days following the public hearing. Failure to take final action upon an application for Special Permit within said ninety (90) days shall be deemed a grant of the permit applied therefor. Special Permits shall require a two-thirds vote of the City Council. (G.L. C. 40A, Sec. 9). The City Clerk shall be empowered to extend the required time limits for a public hearing and City Council action in accordance with G.L. C. 40A, Sec. 9. The City Clerk shall be empowered to provide for the withdrawal of petitions without prejudice subsequent to the publication of the notice of hearing (G.L. C. 40A, Sec. 16). If the City Council fails to act definitively on a Special Permit after sixty (60) days have passed since the close of the public hearing, the City Clerk automatically shall cause the Special Permit petition to appear on the agenda for the next scheduled meeting of the full City Council.

**RULE 26    GASOLINE STORAGE PERMITS**

A petition to the City Council for the right to keep, store, use and sell petroleum and its products shall not be acted upon by the Council if it appears that a petition for the same specific property has already been acted upon unfavorably by said Council until two (2) years have expired from the date of the final action of the Council on the prior petition.

**RULE 27    MAKING A MOTION**

Any Councilor, except the presiding officer, may make or second a motion on any matter under consideration by the City Council. To be considered, the motion must be seconded by a Councilor other than the maker or presiding officer. Every valid motion shall be disposed of by vote of the Council, unless withdrawn by the mover before an amendment or decision.

**RULE 28    ORDER OF MOTIONS**

Motions shall be considered in the order in which they are made unless a subsequent motion is concerned with some motion previous in nature, except that in naming sums and fixing sums, the largest sum and the longest time shall be put first.

**RULE 29    DIVISION OF MOTIONS**

Any member of the Council may call for the division of a motion or question when the sense of the motion or question will admit it.

**RULE 30    MOTION TO RECESS LIMITATION**

At a regular meeting, when a motion to recess has been approved by the Council, duration of said recess shall not extend beyond one (1) hour in length unless the Council by unanimous vote establishes a specific time greater than

one (1) hour. Only one recess per topic shall be called for the purpose of information.

### **RULE 31 MOVE THE QUESTION**

The previous question shall be in the form of "move the question". It only shall be admitted when demanded by two-thirds of the members if a quorum be present, and until it is decided, shall preclude all amendments and debate of the main question, and after the adoption of the previous question, the sense of the Council shall forthwith be taken upon amendments, report by a committee, upon all pending amendments in their order and then upon the main question.

### **RULE 32 IRRELEVANT AMENDMENT**

No motion or proposition of a subject different from that under consideration shall be admitted under color of amendment.

### **RULE 33 RECONSIDERATION**

A vote having been taken, it shall be in order for any member to move an immediate reconsideration thereof or to serve notice of reconsideration at the next regular meeting of the Council. Items upon which reconsideration has been moved will appear on the agenda of the next regular meeting under "Unfinished Business" and will be acted upon by the Council at that time if the original maker of that motion has not called for it or unless it has been withdrawn in writing to the City Clerk. When a motion to reconsider has been decided, that disposition shall not be reconsidered, and no question shall be twice reconsidered unless it has been amended after the consideration. A move to reconsider shall not be in order after a final vote on a Zone Change or Special Permit.

### **RULE 34 PROHIBITIONS AGAINST RECONSIDERATION**

Reconsideration shall not be had upon the following motions:

To adjourn

To move the question

To lay on the table (A motion to "Lay on the table" can only be reconsidered when the vote is in the affirmative.)

To lay on the table until the next regular meeting To take from the table

To close debate at a specified time

## **RULE 35 VOTE REQUIRED FOR PASSAGE**

The affirmative vote of the majority (seven (7) Councilors) of all the members (thirteen (13) Councilors) of the Council shall be necessary to adopt any motion, resolution, or ordinance, (G.L. C. 43, Sec. 18). Two-thirds vote for zoning amendments and special permits, (G. L. C. 40A, Secs. 5 and 9). Two-thirds vote for certain appropriations and transfers orders, (G. L. C. 44, Secs. 7, 8, 33, 33A, 338, and 68 (except for any amount appropriated for the use of any department to another appropriation for the same department- majority vote (G. L. C. 44 Sec. 338 ); G.L. C. 40, Sec. 58 (stabilization fund) two-thirds vote required. G. L. C. 150E, Section 7 (Collective Bargaining Agreements majority vote). G. L. C. 40, Sec. 14 Appropriation of money by loan or otherwise for the purpose of purchase or taking of land for municipal purpose by two-thirds vote of City Council.

## **RULE 36 ROLL CALL VOTE**

A roll call vote shall be taken on any question or motion upon the request of any member of the Council present and once said vote has commenced, it shall not otherwise be interrupted.

## **RULE 37 SUSPENSION OF RULES**

No rule or standing order of the Council shall be suspended unless all of the members present consent thereto, nor shall any rule or order be repealed, amended, or added unless by two-thirds roll call vote of the whole Council concurring therein.



## **RULE 38    SUPPLEMENTARY RULES**

On all matters of Parliamentary procedure not provided for in these rules, by-law or ordinance, Roberts's Rules and Orders and Manual of Parliamentary Law and Procedures shall govern.

## **RULE 39    STANDING COMMITTEES**

Standing Committees shall be appointed by the President each year as follows:

- |    |                                              |           |
|----|----------------------------------------------|-----------|
| 1. | General Government                           | 3 members |
| 2. | Health and Human Services                    | 3 members |
| 3. | Finance                                      | 3 members |
| 4. | Maintenance and Development                  | 3 members |
| 5. | Planning and Economic Development            | 3 members |
| 6. | Public Safety                                | 3 members |
| 7. | Inter-Governmental/State & Federal Relations | 3 members |
| 8. | Sustainability and Environment Committee     | 3 members |
| 9. | Civil Rights                                 | 3 members |

The President shall be an "ex-officio" member of all standing committees. The Vice President shall serve on two (2) standing committees. Members of the Council may attend meetings of any of its committees but shall not vote thereat.

There shall also be a Committee on Ordinance and a Committee on Enrollment, whose sole responsibility shall be proper enactment of all Ordinances. The members of the General Government Committee shall serve on these committees. The following areas shall be the responsibility of the aforementioned Committees:

### **1. GENERAL GOVERNMENT COMMITTEE**

City Clerk

Ordinance Revision

|                            |                         |
|----------------------------|-------------------------|
| City Council               | Elections Commission    |
| Personnel Policy Board     | Committee on Enrollment |
| Committee on Ordinances    | License Commission      |
| Retirement Board           | Mayor's Office          |
| South End Community Center | Election Commission     |
| Law Department             | Internal Audit          |

## **2. HEALTH AND HUMAN SERVICES COMMITTEE**

All matters pertaining to the health affairs of the city, elderly, veterans, youth and the disabled.

|                            |                           |
|----------------------------|---------------------------|
| Elder Affairs              | Council on Aging          |
| Human Services             | Animal Control            |
| Libraries                  | Bee Commissioner          |
| Human Relations Commission | Veterans Affairs          |
| Commission on Disability   | Health Department         |
| Veteran's Services         | Youth Services Commission |
| Women Commission           |                           |

## **3. FINANCE COMMITTEE**

All matters relating to the financial affairs of the city shall be referred to the Finance Committee. It shall also be the responsibility of the Finance Committee, consistent with and to comply with Chapter 40 Section 56 of the Massachusetts General Laws, to forward a recommendation to the City Council of the percentages of local tax levy property. Finance Committee meetings with the public will begin in October with an overview, orientation and education process presentation by the Board of Assessors Office. The Finance Committee will discuss the budget process and how it impacts the real estate tax rate. Once the

City receives certification of property values and new growth there will be a seven (7) day window before the Finance Committee can hold a public tax classification meeting. At least two public hearings will be held, prior to the tax classification meeting, including one in the neighborhood. A financial analyst or an economist (neither of which will be employed by the City) will participate in said Finance Committee public hearings meetings. Information flow to Councilors will be shared with any citizens upon their request. Further, the Finance Committee shall establish a Sub-Committee comprised of, but not limited to, the Chairman of the Finance Committee, a representative of the Springfield Chamber of Commerce, a representative of the recognized neighborhood councils, a financial analyst and/or economist (neither of which will be employed by the City) and the Chairperson of the Board of Assessors (or such designated assessor) for the purpose of assisting in the formulation of said recommendation to the City Council.

|                        |                                        |
|------------------------|----------------------------------------|
| CAFO                   | Department Human Resources             |
| Finance Department     | City Collector/Treasurer               |
| Audit Committee        | Division of Capital Asset Construction |
| Office of Procurement  | Pension                                |
| City Comptroller       | Board of Assessors                     |
| Information Technology | CitiStat/311                           |
| Labor Relations        | Payroll                                |
| Tax Title Property     | Budget Director                        |
| Deferred Compensation  | Health Insurance                       |

#### **4. MAINTENANCE AND DEVELOPMENT COMMITTEE**

|                         |                            |
|-------------------------|----------------------------|
| Park Department         | Board of Public Works      |
| Public Utilities        | Transportation             |
| Park Commission         | Capital Planning Committee |
| Public Works Department | Outdoor Advertising        |

Facilities Management      Fence Viewer

## 5. PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

The Committee shall meet with various departments and commissions to review economic opportunities to create jobs and to plan for economic growth of the city. In addition, the Committee shall review existing special permits for compliance with all conditions, review complaints, and hold necessary hearings with the petitioners and make recommendations to the City Council relative to revocation.

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Art Commission                     | Board of Appeals                  |
| Building Commission                | Building Standards Committee      |
| Community Development              | Conservation Commission           |
| Spfld Redevelopment Auth.          | Industrial Development Financing  |
| Zoning and Special Permits         | Mass Career Development Institute |
| Lumber Measurer Weights & Measures |                                   |

## 6. PUBLIC SAFETY COMMITTEE

|                       |                           |
|-----------------------|---------------------------|
| City Physician        | Emergency Preparedness    |
| Constables            | Police Commissioner       |
| Police Department     | Building Department       |
| Inspectional Services | Gypsy Moth Superintendent |
| Economic Development  | Employment-Manpower       |
| Historical Commission | Housing Appeal Board      |
| Wire Inspector        | Riverfront Commission     |
| Housing Commission    | Special Permit Review     |
| Planning Board        | Planning Department       |

|                                                 |                             |
|-------------------------------------------------|-----------------------------|
| Fire Commissioner                               | Fire Department             |
| Health Department                               | Petroleum Storage Petitions |
| Centralized Dispatch                            | Fence Viewer                |
| Office of Housing                               | Forest Warden               |
| Hampden County Employment & Training Consortium |                             |

## **7. INTER-GOVERNMENT/STATE & FEDERAL RELATIONS COMMITTEE**

The Committee shall report on enacted state and federal legislation and its impact on the city; appraise pending state and federal legislation and make recommendations for approval/disapproval to the Mayor and the Council; track Home Rule legislation; review state and federal revenue sources to determine appropriations to the city; establish a greater presence with the Massachusetts Municipal Association, General Court and other state organizations and Federal delegation to enhance city lobbying efforts at the state and federal levels.

The Committee shall act as a conduit for information and an active sponsor of programs in addressing issues within city government between and amongst employees and citizens. The Committee will suggest appropriate legal and social guidelines for a mediation process and will help to define problems and direction in assisting individuals and organizations so that all citizens of the city will be part of the understanding process, the Committee will work in conjunction with Boards and Commissions of the Mayor.

|                            |                                     |
|----------------------------|-------------------------------------|
| School Committee           | Department Water & Sewer Commission |
| State Relations            | Civil Rights & Race Relations       |
| School Building Commission | Parking Authority                   |
| Federal Relations          | Spfld Housing Authority             |

## **8. SUSTAINABILITY AND ENVIRONMENT COMMITTEE**

In recognition of the impact that climate change is having and will have on our environment, economy, and public health the City Council hereby establishes the Sub-Committee on Sustainability and Environment.

The Committee shall meet regularly with all relevant city departments to discuss environmental and sustainability initiatives in the City, and will meet to

examine and explore technology and innovations regarding energy efficiency, reduction, and reducing pollutants in our air and water to benefit the wellbeing, quality of life, and future of the city's residents and economic vitality of our City's businesses.

The Committee shall also hold meetings to oversee the implementation and goals of the City's Climate Action and Resiliency Plan.

## **9. CIVIL RIGHTS**

### **RULE 41 COMMITTEE OF THE WHOLE**

There shall be a Committee of the Whole consisting of all members of the City Council and chaired by the President. The committee shall meet at the call of the President, and upon the written petition of any seven (7) members of the council. The committee shall meet at least twice a year with the city's federal and state legislative delegations. The Committee shall meet quarterly with the Chief Financial Officer, the Budget Director, the Collector-Treasurer and the Auditor as well as the positions of Chief Administrative and Financial Officer, Comptroller and Director of Internal Audit if so approved by the General Court.

### **RULE 42 DUTIES OF COMMITTEES**

Each standing committee of the City Council will have the following duties in regard to each of the departments within its purview:

1. The exercise of financial overview before expenditure through committee input during the several stages of budget formulation, budget approval, and financial transfers.
2. The review and evaluation of administrative procedures and policies as carried out by department policies and program.
3. The review of substantive legislation as carried out by department policies and program.
4. The mandatory review of the Mayor's annual departmental budget recommendations prior to budget approval.

**RULE 43 MEETINGS OF COMMITTEES**

Only the chairperson of each committee may call special meetings in order to deal with matters referred to it by the City Council. Copies of the agenda and committee reports shall be given to the Clerk for distribution to the City Council. Committees shall schedule evening meetings, when possible, in the appropriate neighborhood relative to zone changes, special permits or other issues of a particular neighborhood concern which have been formally referred. Each committee shall meet once a month during the legislative year. The President of the City Council may remove any chairman from his or her post for failure to meet regularly on issues in either standing or special committees of the City Council.

**RULE 44 QUORUM OF COMMITTEE**

A quorum of a City Council committee shall consist of two (2) members of that committee.

**RULE 45 COMMITTEE CHAIRPERSON**

The President shall be ex-officio chairperson of any committee of which he/she is a member, with the right to vote and on all other committees the Councilor first named shall be chairperson, and in the case of his/her resignation or inability to serve, the President shall designate a new chairperson.

**RULE 46 COMMITTEE REPORTS**

No committee shall act by separate consultation and no reports, except minority reports, shall be received unless they shall have been agreed to in committee actually assembled.

City Council action on all committee reports shall be to receive such and shall have no bearing on the content or recommendation of the report. A separate vote or motion shall be entertained on the item being reported on.



## **RULE 47    WRITTEN REPORT REQUIRED**

It shall be the duty of every committee of the City Council and every board, commission, committee and department head of the city, to whom any subject may be specially referred, to report in writing within four (4) weeks or unless otherwise specified in the City Council Rules and Orders, or unless further time is granted by the Council. A written report may be waived by a majority of the Council sitting.

## **RULE 48    COMMITTEE MEETING DURING COUNCIL SESSIONS**

No Committee shall sit during a meeting of the Council without special leave, except the committees on Ordinance and Enrollment.

## **RULE 49    APPOINTMENTS - CONFIRMATION PROCEDURES**

All City officers, boards and commissions over which the City Council has the power of appointment or confirmation, shall first be referred by the City Clerk to their appropriate committees for study, after which said appointments shall then be presented to the City Council within thirty (30) days of its submission for confirmation by a roll call vote. The City Clerk may refer all re-appointments directly to the City Council for confirmation by a roll call vote.

## **RULE 50    COUNCIL CHAMBERS - LIMITATION OF ADMITTANCE**

No person shall be admitted within the rail in the City Council Chambers during any meeting of the City Council, except upon permission of the President.

## **RULE 51    RESPONSIBILITIES OF CITY CLERK AT MEETING**

### **A. ATTENDANCE AND RECORD KEEPING**

The City Clerk shall act as Clerk of the City Council and attend all meetings of the Council, and keep a full and accurate journal of the proceedings of the Council meetings and such record shall be open to inspection, subject to

General Law. He/she shall also record the names of members present and absent and shall have the care and custody of all records, documents, maps, plans and papers of the Council. When a yes or no vote is taken, the clerk shall call the names of all the members in seat order excepting that of the presiding officer, which shall be called last.

## **B. CITY CLERK RESPONSIBILITIES WITH COMMITTEES**

The Clerk shall notify in writing the chairperson of each committee of the Council of the appointment of such committee.

## **C. OTHER RESPONSIBILITIES**

The Clerk shall perform all other responsibilities set forth by statute and in these rules.

# **RULE 52     REQUESTS FOR OPINIONS**

When seven (7) members of the City Council or a majority of a Committee of the City Council requests an opinion or response from the Law Department in writing, the Law Department shall respond to such request in writing within thirty (30) days.

When five members of the City Council or a majority of a Committee of the City Council requests an opinion or response from the Finance Department in writing, the Finance Department shall respond to such request in writing within seven (7) days.

# **RULE 53     SPECIAL COMMITTEES**

## **A. OTHER SPECIAL COMMITTEES**

The President may appoint other special committees for specific purposes and with time limitations as to their existence, as from time to time he/she deems necessary.

## **B. DISCHARGE OF SPECIAL COMMITTEES**

The President shall discharge all special committees upon completion of their assignment or the filing of a final report.

# 2021

## RULES AND ORDERS OF THE SPRINGFIELD CITY COUNCIL

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## RULES AND ORDERS OF THE CITY COUNCIL 2017

**RULE 1     MEETING**

Regular meetings of the Council shall be held on the first and third Mondays of each month at 6:30 p.m. unless otherwise ordered from time to time by the City Council President. An Associate City Solicitor shall be present at all Council meetings. In the event a legal holiday falls on a scheduled meeting night, the meeting shall be held on the following Tuesday at the scheduled time and if a scheduled meeting falls on the evening before a state or city primary election, the meeting will then be held on the following Monday at the regularly scheduled time. Only one (1) meeting shall be held during the month of July and August, namely on the third Monday of each said month. Meetings shall be held in the Council Chambers. Additional meetings may be held from time to time for the purpose of conducting public hearings and acting upon orders amending Rules of the Road only. (R. 0. 1986 Sec. 2.02.020). Proclamations of a non-public policy nature shall be offered by the City Council, meeting as the Committee of the Whole, in special session scheduled at 6:00 P.M. on City Council Hearings nights unless otherwise determined by the Council President, and such proclamations shall be introduced in accordance with existing rules of the City Council. Notice of all regular meetings shall be made by first class mail or e-mail or other electronic means at least seventy-two (72) hours before the meeting if allowed by law or regulation.

Unless the City Council shall vote to go into executive session, all meetings of the City Council, and of any Committee thereof, shall be open to the public and members of the press with opportunity for the public to be heard.

**RULE 2     NOTICE FOR SPECIAL MEETINGS**

The Mayor, and in a like manner, the President of the Council may at any time call a special meeting of the Council by causing a written notice of such meeting, specifying the subject which he/she desires to have considered, to be left at the usual place of residence of each Councilor, given to him/her in hand, or emailed electronically at least seventy-two (72) hours before the time appointed for the meeting and no business other than that specified in said notice and on file in the office of the City Clerk shall be transacted at such meeting. On written petition of any seven (7) members of the Council, the President shall call a

special meeting of the Council to act upon any matter set forth in the petition and on file in the office of the City Clerk. Notice of the special meeting shall be made by first class mail or e-mail or other electronic means at least seventy-two (72) hours before the meeting, if allowed by law or regulations. Certification of the proper notification of all such special meetings shall be made to the City Clerk in a manner determined by him/her in accordance with the rules of the City Council and law.

### **RULE 3      PUBLIC SPEAK-OUTS**

A Public Speak-Out time shall be scheduled at ~~6:00~~6:30 pm prior to all regularly scheduled meetings of the City Council. Public Speak-Out shall be cancelled in the event a Special Meeting is called by the Mayor or City Council President. Interested speakers shall give their name, address and the subject upon which they wish to speak before the start of the City Council meeting on a form provided by the City Council staff. Only matters relating to the affairs of the City of Springfield shall be addressed. No subject shall be addressed upon which a public hearing has been set in accordance with law or by vote of the council nor shall the council be addressed upon any subject which has had a public hearing in accordance with law or by vote of the council and is awaiting final disposition. There shall be a three (3) minute time limit for each individual speaker per meeting. A majority of members of the City Council shall attend public speak-out. ~~All members of the City Council shall attend public speak-out.~~

### **RULE 4      QUORUMS**

A quorum of the City Council shall consist of a majority of all of the members of the City Council, a quorum; (seven (7) councilors) shall proceed to business. In the absence of the President, the Vice President shall call the Council to order and serve as President for the meeting, and in the absence of both, a temporary President pro-tempore shall serve who is senior in length of service, or if more than one have so served, then the member both in age and length of service shall serve during the absence of both the President and the Vice President. If, at the time any meeting is called to order, a quorum is not present and if, after a recess of not more than thirty (30) minutes, a quorum is still not present, the President shall declare the meeting adjourned.



## **RULE 5      ORDERS OF BUSINESS**

At every Council meeting, unless otherwise determined by the majority of the members present, the order of business shall be as follows:

1. Roll Call of Members
2. Moment of Silence
3. Pledge of Allegiance
4. Communications from His Honor, the Mayor
5. Reports of Committees
6. Rules of the Road
7. Grants
8. Financial Orders
9. Public hearings
10. Zoning Ordinances.
11. Presentation of petitions, grievances, memorials
12. Reports, Orders and Ordinances
13. Unfinished business of previous meetings

## **RULE 6      RECEIVING, REFERRAL AND SCHEDULING BUSINESS**

The City Clerk shall refer to the appropriate Department, Board, Commission or City Council Committee all petitions such as zone changes, street light petitions, annuities, street, drain, sewer petitions, or other similar matters or communications. All matters shall be referred within ten (10) working days of their receipt by the City Clerk or in accordance with law. The City Clerk shall compile a list of all matters and the dates referred and shall make said list available for review by any interested party. The City Clerk shall also receive reports and set dates for public hearings on Special Permits, Gasoline, Zone Changes, Pole and Wire petitions or on any other matters requiring a legal hearing. These matters shall be set for hearings on the next scheduled hearing date, provided that proper referrals have been made, sufficient time for advertising and public notice is available and the agenda for such hearing date is not, in the opinion of the City Clerk or the President, too lengthy. Matters should thereof be set for hearings in the order that they are received by the City Clerk. Any matter which is not routine may be referred to the Council at the discretion of the City Clerk.

**RULE 7     INFORMAL PUBLIC HEARINGS**

On informal public hearings before the City Council, the proponents will be given twenty (20) minutes for a presentation of their case to the City Council. Questions by members of the City Council shall be made only after each proponent has spoken, unless leave is granted by the President. The opponents to the petition shall be given twenty (20) minutes for a presentation of their opposition. Questions by members of the City Council shall be made only after each opponent has spoken, unless leave is granted by the President. After the proponents and opponents have completed their arguments, each side will be allowed five (5) minutes in rebuttal time in the same order as above. Notwithstanding the foregoing limitations on time, any person may have the right to be recorded for or against the subject to be heard. After the close of all hearings no further evidence, oral or written, may be presented to the City Council on the issue before the Council.

**RULE 7A     FORMAL PUBLIC HEARINGS**

Formal public hearings may be requested for matters of public interest or of legislative requirement. Formal public hearings shall not be held during regular business meetings of the City Council except in an emergency. The City Council shall refer such requests to a committee of the City Council. If the City Council deems it advisable, it may direct that the hearing be televised.

The time devoted to formal public hearings shall not be more than two (2) hours at any one sitting. Any hearing not completed within the specified time may be continued to another meeting. Any individual appearing before the City Council at a public hearing and claiming to represent another as agent or otherwise in the matter of being heard shall file with the City Council a written authorization signed by the individual, organization or corporation whose interests such individual represents.

There shall be a five (5) minute time limit for each speaker to express her or his views on the matter being heard by the City Council. Speakers will be required to address themselves solely to the issue, which is before the City Council for discussion and shall not engage in personal or rude remarks.

In all hearings before the City Council, the case of the petitioner shall be submitted first, except in matters affecting acceptance of highways or taking by right of eminent domain.

In any hearing where findings are required to be made by statute or ordinance, the petitioner shall submit proposed findings with the staff of the Planning Department and Law Department for review at least one (1) week prior to the hearing.

## **RULE 8      ELECTIONS OF PRESIDENT AND VICE PRESIDENT**

- A. Annually at its first meeting, the City Council shall elect a President from its own members who shall preside at all meetings of the City Council and perform such other duties as are prescribed in Chapter 43 of the General Laws and any acts in amendment thereof or supplementary thereto. The City Council shall in like manner elect a Vice President. (G. L. C. 43, Sec. 50)

## **RULE 9      DUTIES OF PRESIDING OFFICER**

The duties of the presiding officer are as follows:

### **A. CHAIRING MEETINGS**

The presiding officer of the Council shall take the chair at the hour to which the Council has adjourned and call the members to order and shall forthwith cause the roll to be called and the names of the absentees recorded. In the absence of the President, the Vice President of the City Council assume the powers of the President and, in the absence of both, a temporary President pro-tempore shall serve who is senior in length of service, or if more than one have so served, then the member both in age and length of service shall serve during the absence of both the President and the Vice President.

### **B. CHAMBER DECORUM AND CHALLENGING PRESIDING OFFICER**

The President shall preserve order and decorum, may speak to points of order in preference to other members, and shall decide all such questions subject to an appeal to the Council, by any motion regularly seconded, and no other business shall be in order until the question on the appeal shall have been decided. The vote shall be by roll call and shall

be decided in the affirmative unless two thirds of the Council votes are to the contrary.

### **C. PRESIDENT'S RIGHT TO DEBATE**

The President must step down from the chair to speak on matters that the Council is voting on. The President may call the Vice President to the chair, and in the absence of Vice President, may call a temporary President pro-tempore who shall be the senior in length of service, or if more than one have so served, then the member both in age and length of service to the chair for a period of time not extending beyond an adjournment and, when out of the chair, the President may participate in any debate and shall not resume the chair while the same question is pending. He/she states facts and gives his/her opinions on questions of order and may question persons participating in public hearings without permission of the chair.

### **D. VOTE DOUBTFUL**

The President shall decide all votes, but if any Councilor doubts the vote, the President, without further debate, shall call for a vote of the Council, which shall be taken by a roll call. The President shall then announce the result, but no decision shall be declared unless a quorum of the Council shall have voted.

### **E. CALLING RECESS**

The President may, at any time, during debate or otherwise, declare a recess for not more than ten (10) minutes and such action shall not be subject to appeal nor shall any motions apply thereto.

### **F. REMOVAL OF PERSONS FOR DISRUPTION OF PROCEEDINGS**

Pursuant to Mass. Gen. Law Chapter 30A, sec. 20(g), no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

## **RULE 10 RIGHTS AND DUTIES OF MEMBERS**

Each member has the following rights and duties to preserve order and decorum:

**A. MEMBERS' RIGHT TO SPEAK**

Every member, when about to speak, shall rise and respectively address the chair, confining himself/herself to the question under debate, avoid personalities and sit down when he/she is finished. No member shall speak out of his/her place without leave of the President, nor shall any member be interrupted by another while speaking except by a call to order for an explanation.

**B. SPEAKING ON ONE ISSUE**

No member shall speak more than three timestwice on the same question or more than once until others choosing to speak shall have spoken, or more than five-two (25) minutes at each time, without obtaining leave of the President.

**C. RESPECT FOR OTHER COUNCILORS, APPOINTED AND ELECTED OFFICIALS, THE PUBLIC**

Any individual or member who may be mentioned in debate or addressed by a Councilor, shall be so mentioned or addressed by his/her title and/or name and in an intelligible and respectful manner.

**D. INTERRUPTING SPEAKER**

While the presiding officer or any other member is speaking, no one shall stand up or pass unnecessarily before the person speaking.

**E. PRIORITY OF SPEAKERS**

When two or more members rise and address the chair at the same time, the presiding officer shall name the member who is entitled to the floor.

**F. RESPONSIBILITY TO VOTE**

Every member who shall be in the Council when a question shall be put, shall give his/her vote, unless a member wishes to be recorded as abstaining, or shall vote present if prohibited from participating in a vote by law due to a prior absence. Any councilor who is not within the rail in the City Council Chambers during a vote shall be marked absent from said vote. Any Councilor who is not within the rail in the City Council Chambers during at least 50% of a debate shall be marked absent from the pursuant vote.

**RULE 11 SEATING OF COUNCILORS**

The seats of the City Council shall be numbered and determined by lot annually and no member shall change his/her seat except by permission of the President.

**RULE 12 FILING DEADLINES**

No new Order or Ordinance shall be proposed nor shall any new business be transacted at a regular meeting of the City Council unless a written copy of such proposed Order, Ordinance, or new business is filed in proper form and in order in the office of the City Clerk not later than twelve o'clock noon of the Wednesday preceding such regular meeting of the City Council.

**RULE 12A BOND ORDERS**

No bond order authorizing the City Treasurer to borrow for any amount or purpose shall be filed with the City Clerk unless accompanied by exhibit(s) detailing said expenditure or unless the same information is apparent on the face of the order.

**RULE 13 COUNCIL AGENDA AND BULLETIN**

The City Clerk shall compile a bulletin of all proposed Orders and Ordinances and other new business and an agenda of the then unfinished business before the City Council and shall cause a copy of the same to be delivered to each member of the City Council no later than the Thursday preceding such regular meeting of the City Council.

In compiling said bulletin or agenda of all proposed Orders, Ordinances, Resolves and any other business, the City Clerk shall include the name of the members proposing the same. Orders, Resolves and Ordinances shall be sponsored only by the Mayor or by a member of the City Council.

**RULE 14    PRESENTING BUSINESS**

All Communications, Reports, Petitions, Memorials, Grievances, Orders, Ordinances and Proclamations addressed to the Council shall be filed with the City Clerk and presented by the President or by a member in his/her place who may explain the subject thereof if appearing on the Council agenda. Upon the approval of the sponsor, corrections or changes which do not compromise the spirit or intent of resolves and orders may be filed with the City Clerk at any time prior to the presentation of the matter to the Mayor for approval and signature.

**RULE 15    FORM OF REPORTS**

All reports and other papers submitted to the City Council shall be submitted in written form or filed by e-mail, fax, PDF or other electronic means, properly endorsed, and the Clerk shall make copies of any papers to be reported by Committees at the request of the respective chairperson thereof.

**RULE 16    DEFINITIONS: ORDERS AND RESOLVES**

In all votes of the City Council which express anything by way of command, the form of expressing shall be "Ordered", and whenever the City Council expresses opinions, principles, facts or purposes, the form of expression shall be "Resolved".

**RULE 16A    SPECIAL ACTS - HOME RULE LEGISLATION**

Any special home rule legislation order shall, upon its filing with the City Clerk, be referred to the appropriate Board, Commission or Department for an opinion and recommendation to be filed with the Clerk within ten (10) calendar days. Upon receipt of such opinion, recommendation or report the special home rule legislation shall be placed on the next regular agenda of the City Council.

**RULE 17    REFERRAL TO COMMITTEES**



When a matter properly before the Council relates to a subject which may properly be examined and reported upon by an existing committee of the City Council, such matter shall, upon motion and a majority vote of the City Council be referred to such Committee. When a motion is made to refer a matter and different committee is proposed, the motion shall be put in the following order:

1. To a standing committee of the Council.
2. To a special committee of the Council.

## **RULE 18     RECALL OF COMMITTEE REFERRALS**

If, within fifteen (15) days, a matter referred to a Committee, other than a committee of all the members is not reported upon, it may be recalled by a majority vote of all the members of that Committee.

If, after fifteen (15) days, a matter referred to a Committee is not reported upon, it may be recalled by a standing vote of five (5) members of the Council.

If, after thirty (30) days, a matter referred to a Committee is not reported upon, any member may recall such matter from the Committee.

If, after one hundred twenty (120) days, a matter referred to committee is not reported upon or action taken on the matter it shall be deemed dead and a new request must be refiled to appear before the Council.

A matter referred to committee may not be refiled unless it has been recalled and acted upon unfavorably or otherwise considered to have died in committee in accordance with this rule.

## **RULE 19     MATTERS REQUIRING TWO READINGS FOR PASSAGE**

All Orders and Resolutions imposing penalties or authorizing the expenditure, transfer or payment of money, whether the same shall have been appropriated or not and all Orders or Resolutions authorizing loans shall have two (2) separate readings before they shall be finally passed by the Council, but they shall not have more than one (1) reading on the same day, except Orders to authorize the printing of any documents relating to City business.



## **RULE 20 FINANCIAL MATTER REQUIRING REFERRAL**

All Orders, Resolutions, and Ordinances authorizing the expenditure or payment of money or instituting programs that may require the expenditure of funds, or accepting permissive legislation passed by the General Court which shall involve the expenditure or payment of money shall be first referred to the City Comptroller for his cost analysis and opinion, if such is not apparent on the face of the Order, etc. In all cases the City Comptroller shall make a report back to the Council before said order is finally passed. Once Rule 20 is invoked debate is ended. No explanation is necessary to invoke Rule 20; however, if the exact extent of the value of the expenditure or payment is clear on the face of the proposal then this rule is inapplicable and the President shall not halt debate upon its invocation.

## **RULE 21 ORDERS OF LAND TAKING**

An Order for a taking of land by the City of Springfield shall not appear on the City Council agenda unless there is prior written approval relative to such Order's form and content received by the City Clerk and signed by the City Solicitor, Deputy or Associate City Solicitor.

## **RULE 22 ENACTMENTS OF ORDINANCES-PROCEDURES**

### **A. PRELIMINARY STEPS**

All Ordinances presented to the City Council shall be referred to the City Solicitor before being introduced for approval as to form, and copies of all such Ordinances shall be furnished to members of the Council at or before the meeting in which they are introduced.

All Ordinances shall be read the first time and referred to the Committee on Ordinances who shall determine that the Ordinance is properly drawn (first step). If an Ordinance is referred to a Committee for further study or in some other manner held over for future consideration, then the first step shall not be considered taken unless otherwise voted by the Council.

After the Committee on Ordinances determines that the Ordinance is correctly drawn, the same shall be read again and passed to be enrolled. The Ordinance shall be enrolled by the Clerk and referred to the Committee on

Enrollment who shall determine that it is correctly enrolled (second step). If the Ordinance is found to be correctly enrolled, the question shall be on passing the same to be ordained (third step) and it shall be signed by the President and then presented to the Mayor by the Clerk for his/her approval.

It shall be the duty of the Committee on Enrollment and Ordinances to sign as a procedural matter all ordinances when referred by an affirmative vote of the City Council and presented by the Clerk. (See Rule 39) The president shall appoint alternate councilors to sign, only in the absence of any of the committee members.

Any Ordinances, excepting Zoning Ordinances, before being passed to be ordained, may be referred to the Law Department for a ruling as to its legality upon the motion of any member of the Council.

No Ordinance shall be amended or repealed except by an Ordinance adopted in accordance with this section.

#### **B. FINAL PASSAGE**

No Ordinance shall be passed finally on the date on which it is introduced except in cases of special emergency involving the health or safety of the people or their property. (G.L. C. 43, Sec. 20)

#### **C. PASSAGE IN ONE SESSION**

Any Ordinance, Order, or Resolution may be passed through all of its stages of legislation at one session, providing that no member of the Council objects thereto. But if any member of the Council objects, the measure shall be postponed for that meeting. (G. L. C. 43, Sec. 22)

#### **D. EFFECTIVE DATE**

Ordinances shall take effect twenty (20) days from and after the final passage unless otherwise provided, or if emergency preamble is applied. Zoning Ordinances shall take effect upon adoption. (G. L. C. 40A, Sec. 5)

#### **E. PASSAGE IN AN EMERGENCY**

No Ordinance shall be regarded as an emergency measure unless it is defined in a preamble thereto separately voted upon and receiving the affirmative vote of two thirds of the members of the City Council. (G. L. C. 43, Sec. 20)

### **RULE 23 ZONE CHANGE - SPECIAL PERMIT LIMITATION**

- A. No proposed zoning ordinance or bylaw which has been unfavorably acted upon by a City Council shall be considered by the City Council within two (2) years after the date of such unfavorable action, unless the adoption of such proposed ordinance or bylaw is recommended in the final report of the Planning Board. (G.L. C. 40A, Sec. 5)
- B. A petition to the City Council for a Special Permit for a use permitted within a zoning district, which has been unfavorably and finally acted upon by the City Council, shall not be favorably acted upon by the City Council within two years of the date of final unfavorable action unless the City Council by two-thirds vote makes findings and records in its record of proceedings specific material changes in the condition upon which the previous unfavorable action was based and unless all but one of the members of the Planning Board consents thereto and after notice is given to parties in interest of the time and place of the proceedings when the question of such consent by the Planning Board and City Council will be considered. (G.L.C. 40A, Sec. 16)

## **RULE 24     ZONE CHANGE TIME LIMITATION**

If the Council fails to vote to adopt a proposed Zoning Ordinance within ninety (90) days after the hearing, no action shall be taken thereon until a subsequent hearing is held as provided by law. (G.L. C. 40A, Sec. 5)

## **RULE 25     SPECIAL PERMITS**

The City Council shall act within ninety (90) days following the public hearing. Failure to take final action upon an application for Special Permit within said ninety (90) days shall be deemed a grant of the permit applied therefor. Special Permits shall require a two-thirds vote of the City Council. (G.L. C. 40A, Sec. 9). The City Clerk shall be empowered to extend the required time limits for a public hearing and City Council action in accordance with G.L. C. 40A, Sec. 9. The City Clerk shall be empowered to provide for the withdrawal of petitions without prejudice subsequent to the publication of the notice of hearing (G.L. C. 40A, Sec. 16). If the City Council fails to act definitively on a Special Permit after sixty (60) days have passed since the close of the public hearing, the City Clerk automatically shall cause the Special Permit petition to appear on the agenda for the next scheduled meeting of the full City Council.

**RULE 26    GASOLINE STORAGE PERMITS**

A petition to the City Council for the right to keep, store, use and sell petroleum and its products shall not be acted upon by the Council if it appears that a petition for the same specific property has already been acted upon unfavorably by said Council until two (2) years have expired from the date of the final action of the Council on the prior petition.

**RULE 27    MAKING A MOTION**

Any Councilor, except the presiding officer, may make or second a motion on any matter under consideration by the City Council. To be considered, the motion must be seconded by a Councilor other than the maker or presiding officer. Every valid motion shall be disposed of by vote of the Council, unless withdrawn by the mover before an amendment or decision.

**RULE 28    ORDER OF MOTIONS**

Motions shall be considered in the order in which they are made unless a subsequent motion is concerned with some motion previous in nature, except that in naming sums and fixing sums, the largest sum and the longest time shall be put first.

**RULE 29    DIVISION OF MOTIONS**

Any member of the Council may call for the division of a motion or question when the sense of the motion or question will admit it.

**RULE 30    MOTION TO RECESS LIMITATION**

At a regular meeting, when a motion to recess has been approved by the Council, duration of said recess shall not extend beyond one (1) hour in length unless the Council by unanimous vote establishes a specific time greater than

one (1) hour. Only one recess per topic shall be called for the purpose of information.

### **RULE 31 MOVE THE QUESTION**

The previous question shall be in the form of "move the question". It only shall be admitted when demanded by two-thirds of the members if a quorum be present, and until it is decided, shall preclude all amendments and debate of the main question, and after the adoption of the previous question, the sense of the Council shall forthwith be taken upon amendments, report by a committee, upon all pending amendments in their order and then upon the main question.

### **RULE 32 IRRELEVANT AMENDMENT**

No motion or proposition of a subject different from that under consideration shall be admitted under color of amendment.

### **RULE 33 RECONSIDERATION**

A vote having been taken, it shall be in order for any member to move an immediate reconsideration thereof or to serve notice of reconsideration at the next regular meeting of the Council. Items upon which reconsideration has been moved will appear on the agenda of the next regular meeting under "Unfinished Business" and will be acted upon by the Council at that time if the original maker of that motion has not called for it or unless it has been withdrawn in writing to the City Clerk. When a motion to reconsider has been decided, that disposition shall not be reconsidered, and no question shall be twice reconsidered unless it has been amended after the consideration. A move to reconsider shall not be in order after a final vote on a Zone Change or Special Permit.

### **RULE 34 PROHIBITIONS AGAINST RECONSIDERATION**

Reconsideration shall not be had upon the following motions:

To adjourn

To move the question

To lay on the table (A motion to "Lay on the table" can only be reconsidered when the vote is in the affirmative.)

To lay on the table until the next regular meeting To take from the table

To close debate at a specified time

## **RULE 35 VOTE REQUIRED FOR PASSAGE**

The affirmative vote of the majority (seven (7) Councilors) of all the members (thirteen (13) Councilors) of the Council shall be necessary to adopt any motion, resolution, or ordinance, (G.L. C. 43, Sec. 18). Two-thirds vote for zoning amendments and special permits, (G. L. C. 40A, Secs. 5 and 9). Two-thirds vote for certain appropriations and transfers orders, (G. L. C. 44, Secs. 7, 8, 33, 33A, 338, and 68 (except for any amount appropriated for the use of any department to another appropriation for the same department- majority vote (G. L. C. 44 Sec. 338 ); G.L. C. 40, Sec. 58 (stabilization fund) two-thirds vote required. G. L. C. 150E, Section 7 (Collective Bargaining Agreements majority vote). G. L. C. 40, Sec. 14 Appropriation of money by loan or otherwise for the purpose of purchase or taking of land for municipal purpose by two-thirds vote of City Council.

## **RULE 36 ROLL CALL VOTE**

A roll call vote shall be taken on any question or motion upon the request of any member of the Council present and once said vote has commenced, it shall not otherwise be interrupted.

## **RULE 37 SUSPENSION OF RULES**

No rule or standing order of the Council shall be suspended unless all of the members present consent thereto, nor shall any rule or order be repealed, amended, or added unless by two-thirds roll call vote of the whole Council concurring therein.

## **RULE 38    SUPPLEMENTARY RULES**

On all matters of Parliamentary procedure not provided for in these rules, by-law or ordinance, Roberts's Rules and Orders and Manual of Parliamentary Law and Procedures shall govern.

## **RULE 39    STANDING COMMITTEES**

Standing Committees shall be appointed by the President each year as follows:

- |    |                                              |           |
|----|----------------------------------------------|-----------|
| 1. | General Government                           | 3 members |
| 2. | Health and Human Services                    | 3 members |
| 3. | Finance                                      | 3 members |
| 4. | Maintenance and Development                  | 3 members |
| 5. | Planning and Economic Development            | 3 members |
| 6. | Public Safety                                | 3 members |
| 7. | Inter-Governmental/State & Federal Relations | 3 members |
| 8. | Sustainability and Environment Committee     | 3 members |
| 9. | Civil Rights                                 | 3 members |

The President shall be an "ex-officio" member of all standing committees. The Vice President shall serve on two (2) standing committees. Members of the Council may attend meetings of any of its committees but shall not vote thereat.

There shall also be a Committee on Ordinance and a Committee on Enrollment, whose sole responsibility shall be proper enactment of all Ordinances. The members of the General Government Committee shall serve on these committees. The following areas shall be the responsibility of the aforementioned Committees:

### **1. GENERAL GOVERNMENT COMMITTEE**

City Clerk

Ordinance Revision

|                            |                         |
|----------------------------|-------------------------|
| City Council               | Elections Commission    |
| Personnel Policy Board     | Committee on Enrollment |
| Committee on Ordinances    | License Commission      |
| Retirement Board           | Mayor's Office          |
| South End Community Center | Election Commission     |
| Law Department             | Internal Audit          |

## **2. HEALTH AND HUMAN SERVICES COMMITTEE**

All matters pertaining to the health affairs of the city, elderly, veterans, youth and the disabled.

|                            |                           |
|----------------------------|---------------------------|
| Elder Affairs              | Council on Aging          |
| Human Services             | Animal Control            |
| Libraries                  | Bee Commissioner          |
| Human Relations Commission | Veterans Affairs          |
| Commission on Disability   | Health Department         |
| Veteran's Services         | Youth Services Commission |
| Women Commission           |                           |

## **3. FINANCE COMMITTEE**

All matters relating to the financial affairs of the city shall be referred to the Finance Committee. It shall also be the responsibility of the Finance Committee, consistent with and to comply with Chapter 40 Section 56 of the Massachusetts General Laws, to forward a recommendation to the City Council of the percentages of local tax levy property. Finance Committee meetings with the public will begin in October with an overview, orientation and education process presentation by the Board of Assessors Office. The Finance Committee will discuss the budget process and how it impacts the real estate tax rate. Once the



City receives certification of property values and new growth there will be a seven (7) day window before the Finance Committee can hold a public tax classification meeting. At least two public hearings will be held, prior to the tax classification meeting, including one in the neighborhood. A financial analyst or an economist (neither of which will be employed by the City) will participate in said Finance Committee public hearings meetings. Information flow to Councilors will be shared with any citizens upon their request. Further, the Finance Committee shall establish a Sub-Committee comprised of, but not limited to, the Chairman of the Finance Committee, a representative of the Springfield Chamber of Commerce, a representative of the recognized neighborhood councils, a financial analyst and/or economist (neither of which will be employed by the City) and the Chairperson of the Board of Assessors (or such designated assessor) for the purpose of assisting in the formulation of said recommendation to the City Council.

|                        |                                        |
|------------------------|----------------------------------------|
| CAFO                   | Department Human Resources             |
| Finance Department     | City Collector/Treasurer               |
| Audit Committee        | Division of Capital Asset Construction |
| Office of Procurement  | Pension                                |
| City Comptroller       | Board of Assessors                     |
| Information Technology | CitiStat/311                           |
| Labor Relations        | Payroll                                |
| Tax Title Property     | Budget Director                        |
| Deferred Compensation  | Health Insurance                       |

#### **4. MAINTENANCE AND DEVELOPMENT COMMITTEE**

|                         |                            |
|-------------------------|----------------------------|
| Park Department         | Board of Public Works      |
| Public Utilities        | Transportation             |
| Park Commission         | Capital Planning Committee |
| Public Works Department | Outdoor Advertising        |

Facilities Management      Fence Viewer

## 5. PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

The Committee shall meet with various departments and commissions to review economic opportunities to create jobs and to plan for economic growth of the city. In addition, the Committee shall review existing special permits for compliance with all conditions, review complaints, and hold necessary hearings with the petitioners and make recommendations to the City Council relative to revocation.

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Art Commission                     | Board of Appeals                  |
| Building Commission                | Building Standards Committee      |
| Community Development              | Conservation Commission           |
| Spfld Redevelopment Auth.          | Industrial Development Financing  |
| Zoning and Special Permits         | Mass Career Development Institute |
| Lumber Measurer Weights & Measures |                                   |

## 6. PUBLIC SAFETY COMMITTEE

|                       |                           |
|-----------------------|---------------------------|
| City Physician        | Emergency Preparedness    |
| Constables            | Police Commissioner       |
| Police Department     | Building Department       |
| Inspectional Services | Gypsy Moth Superintendent |
| Economic Development  | Employment-Manpower       |
| Historical Commission | Housing Appeal Board      |
| Wire Inspector        | Riverfront Commission     |
| Housing Commission    | Special Permit Review     |
| Planning Board        | Planning Department       |

|                                                 |                             |
|-------------------------------------------------|-----------------------------|
| Fire Commissioner                               | Fire Department             |
| Health Department                               | Petroleum Storage Petitions |
| Centralized Dispatch                            | Fence Viewer                |
| Office of Housing                               | Forest Warden               |
| Hampden County Employment & Training Consortium |                             |

## **7. INTER-GOVERNMENT/STATE & FEDERAL RELATIONS COMMITTEE**

The Committee shall report on enacted state and federal legislation and its impact on the city; appraise pending state and federal legislation and make recommendations for approval/disapproval to the Mayor and the Council; track Home Rule legislation; review state and federal revenue sources to determine appropriations to the city; establish a greater presence with the Massachusetts Municipal Association, General Court and other state organizations and Federal delegation to enhance city lobbying efforts at the state and federal levels.

The Committee shall act as a conduit for information and an active sponsor of programs in addressing issues within city government between and amongst employees and citizens. The Committee will suggest appropriate legal and social guidelines for a mediation process and will help to define problems and direction in assisting individuals and organizations so that all citizens of the city will be part of the understanding process, the Committee will work in conjunction with Boards and Commissions of the Mayor.

|                            |                                     |
|----------------------------|-------------------------------------|
| School Committee           | Department Water & Sewer Commission |
| State Relations            | Civil Rights & Race Relations       |
| School Building Commission | Parking Authority                   |
| Federal Relations          | Spfld Housing Authority             |

## **8. SUSTAINABILITY AND ENVIRONMENT COMMITTEE**

In recognition of the impact that climate change is having and will have on our environment, economy, and public health the City Council hereby establishes the Sub-Committee on Sustainability and Environment.

The Committee shall meet regularly with all relevant city departments to discuss environmental and sustainability initiatives in the City, and will meet to

examine and explore technology and innovations regarding energy efficiency, reduction, and reducing pollutants in our air and water to benefit the wellbeing, quality of life, and future of the city's residents and economic vitality of our City's businesses.

The Committee shall also hold meetings to oversee the implementation and goals of the City's Climate Action and Resiliency Plan.

## **9. CIVIL RIGHTS**

### **RULE 41 COMMITTEE OF THE WHOLE**

There shall be a Committee of the Whole consisting of all members of the City Council and chaired by the President. The committee shall meet at the call of the President, and upon the written petition of any seven (7) members of the council. The committee shall meet at least twice a year with the city's federal and state legislative delegations. The Committee shall meet quarterly with the Chief Financial Officer, the Budget Director, the Collector-Treasurer and the Auditor as well as the positions of Chief Administrative and Financial Officer, Comptroller and Director of Internal Audit if so approved by the General Court.

### **RULE 42 DUTIES OF COMMITTEES**

Each standing committee of the City Council will have the following duties in regard to each of the departments within its purview:

1. The exercise of financial overview before expenditure through committee input during the several stages of budget formulation, budget approval, and financial transfers.
2. The review and evaluation of administrative procedures and policies as carried out by department policies and program.
3. The review of substantive legislation as carried out by department policies and program.
4. The mandatory review of the Mayor's annual departmental budget recommendations prior to budget approval.

## **RULE 43    MEETINGS OF COMMITTEES**

Only the chairperson of each committee may call special meetings in order to deal with matters referred to it by the City Council. Copies of the agenda and committee reports shall be given to the Clerk for distribution to the City Council. Committees shall schedule evening meetings, when possible, in the appropriate neighborhood relative to zone changes, special permits or other issues of a particular neighborhood concern which have been formally referred. Each committee shall meet once a month during the legislative year. ~~Upon his or her appointment, the Chairperson of each committee shall present to the City Clerk a schedule of proposed meeting dates for the legislative year.~~ The President of the City Council may remove any chairman from his or her ~~post~~ post ~~for failure to meet regularly on issues in either standing or special committees of the City Council.~~ for failure to submit said schedule.

## **RULE 44    QUORUM OF COMMITTEE**

A quorum of a City Council committee shall consist of two (2) members of that committee.

## **RULE 45    COMMITTEE CHAIRPERSON**

The President shall be ex-officio chairperson of any committee of which he/she is a member, with the right to vote and on all other committees the Councilor first named shall be chairperson, and in the case of his/her resignation or inability to serve, the President shall designate a new chairperson.

## **RULE 46    COMMITTEE REPORTS**

No committee shall act by separate consultation and no reports, except minority reports, shall be received unless they shall have been agreed to in committee actually assembled.

City Council action on all committee reports shall be to receive such and shall have no bearing on the content or recommendation of the report. A separate vote or motion shall be entertained on the item being reported on.

## **RULE 47    WRITTEN REPORT REQUIRED**

It shall be the duty of every committee of the City Council and every board, commission, committee and department head of the city, to whom any subject may be specially referred, to report in writing within four (4) weeks or unless otherwise specified in the City Council Rules and Orders, or unless further time is granted by the Council. A written report may be waived by a majority of the Council sitting.

## **RULE 48    COMMITTEE MEETING DURING COUNCIL SESSIONS**

No Committee shall sit during a meeting of the Council without special leave, except the committees on Ordinance and Enrollment.

## **RULE 49    APPOINTMENTS - CONFIRMATION PROCEDURES**

All City officers, boards and commissions over which the City Council has the power of appointment or confirmation, shall first be referred by the City Clerk to their appropriate committees for study, after which said appointments shall then be presented to the City Council within thirty (30) days of its submission for confirmation by a roll call vote. The City Clerk may refer all re-appointments directly to the City Council for confirmation by a roll call vote.

## **RULE 50    COUNCIL CHAMBERS - LIMITATION OF ADMITTANCE**

No person shall be admitted within the rail in the City Council Chambers during any meeting of the City Council, except upon permission of the President.

## **RULE 51    RESPONSIBILITIES OF CITY CLERK AT MEETING**

### **A. ATTENDANCE AND RECORD KEEPING**

The City Clerk shall act as Clerk of the City Council and attend all meetings of the Council, and keep a full and accurate journal of the proceedings of the Council meetings and such record shall be open to inspection, subject to

General Law. He/she shall also record the names of members present and absent and shall have the care and custody of all records, documents, maps, plans and papers of the Council. When a yes or no vote is taken, the clerk shall call the names of all the members in seat order excepting that of the presiding officer, which shall be called last.

## **B. CITY CLERK RESPONSIBILITIES WITH COMMITTEES**

The Clerk shall notify in writing the chairperson of each committee of the Council of the appointment of such committee.

## **C. OTHER RESPONSIBILITIES**

The Clerk shall perform all other responsibilities set forth by statute and in these rules.

# **RULE 52     REQUESTS FOR OPINIONS**

When seven (7) members of the City Council or a majority of a Committee of the City Council requests an opinion or response from the Law Department in writing, the Law Department shall respond to such request in writing within thirty (30) days.

When five members of the City Council or a majority of a Committee of the City Council requests an opinion or response from the Finance Department in writing, the Finance Department shall respond to such request in writing within seven (7) days.

# **RULE 53     SPECIAL COMMITTEES**

## **A. OTHER SPECIAL COMMITTEES**

The President may appoint other special committees for specific purposes and with time limitations as to their existence, as from time to time he/she deems necessary.

## **B. DISCHARGE OF SPECIAL COMMITTEES**

The President shall discharge all special committees upon completion of their assignment or the filing of a final report.



**City Council**  
36 Court Street  
Springfield, MA 01103

Meeting: 01/11/21 06:30 PM  
Department: City Clerk  
Category: General  
Prepared By: Tasheena Davis  
Initiator: Tasheena Davis  
Sponsors:  
DOC ID: 6006

**TABLED**

**ORDINANCE (ID # 6006)**

## **Regular Meetings**

### **Chapter 61-2(A) Regular Meetings Proposed Ordinance**

ORD. NO. \_\_\_\_61-2(A)

AN ORDINANCE (A LOCAL LAW) TO AMEND the Code of the City of Springfield, Section 2(A) of Chapter 61 thereof, entitled Regular Meetings, by repealing and amending the following sections:

"Regular meetings of the Council shall be held on the first and third Mondays of each month at 7:00 p.m. unless otherwise ordered from time to time by the City Council President."

#### **HISTORY:**

**01/04/21**      **City Council**

**LAY ONTABLE**

**Next: 01/11/21**

The Council took items 1 and 2 together. The Council voted unanimously to table each item.