



A1

OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

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D. MARGARET DRURY
CITY CLERK

DONNA P. LOPEZ
DEPUTY CITY CLERK

To: Councillor Henrietta Davis, Co-Chair
Councillor David P. Maher, Co-Chair,
Government Operations Committee

From: Margaret Drury, City Clerk

Date: November 30, 2009

Re: Items that Remain in Committee

Dedication of an appropriate spot at the new Main Library in honor of Brother Blue

Consideration of increasing ongoing public information about election counts in real time, including using CTV8 for interim results.

Review the policies for swearing in the Mayor and determine if there are options for at which meeting this occurs.

Review the policy about naming street corners and develop and develop a procedure to ensure that placement of memorial signs is agreeable to neighbors and a procedure to remove existing signs to another location when neighbors object to their placement.

Petition to rename Plympton Street in honor of David Halberstam (2008)

Use of City Council meeting time to make announcements (2008)

Request that City Manager ask all department heads to provide in writing standard operating procedures that include details of staff positions, functions and narrative or step-by-step procedures (2008)

A2

To: Councillor Henrietta Davis, Co-Chair
Councillor David P. Maher, Co-Chair,
Government Operations Committee

From: Margaret Drury, City Clerk

Date: December 3, 2009

Re: Items that Remain in Committee

It has come to my attention that one more item remains in the Government Operations Committee:

Review the City Council policy on public comment with a view towards making any necessary amendments and report back to the City Council on this matter.

I thought that there had been a hearing on this matter, but I cannot find any record of such a meeting during the 2008-2009 term.



City of Cambridge

O-1
IN CITY COUNCIL
November 16, 2009

MAYOR SIMMONS
COUNCILLOR DAVIS
COUNCILLOR DECKER
COUNCILLOR MAHER
COUNCILLOR REEVES
VICE MAYOR SEIDEL
COUNCILLOR TOOMEY
COUNCILLOR WARD

WHEREAS: The Reverend Dr. Hugh Morgan Hill, a beloved storyteller known by so many as "Brother Blue," passed away this week; now therefore be it

ORDERED: That the City Manager be and hereby is requested to designate a suitable site at the new Main Library in the name of Brother Blue and be it further

ORDERED: That the Executive Assistant to the City Council be and hereby is requested to confer with the family regarding a suitable dedication ceremony and communicate with the Department of Public Works to arrange for the sign and also to advise the City Council of the scheduled dedication.

REFERRED TO GOVERNMENT OPERATIONS AND RULES COMMITTEE ON MOTION OF COUNCILLOR DAVIS

Ak



City of Cambridge

O-3
IN CITY COUNCIL
November 16, 2009

MAYOR SIMMONS
COUNCILLOR DAVIS
COUNCILLOR DECKER
COUNCILLOR KELLEY
COUNCILLOR MAHER
COUNCILLOR REEVES
VICE MAYOR SEIDEL
COUNCILLOR TOOMEY
COUNCILLOR WARD

ORDERED: That the Government Operations Committee consider increasing ongoing public information about election counts in real time, and that through the use of CTV8 an improved process will provide the public access to ongoing election results until the final count is available.

In City Council November 16, 2009
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy; *D. Margaret Drury*

ATTEST:-
D. Margaret Drury, City Clerk

A5



City of Cambridge

O-5
IN CITY COUNCIL
November 16, 2009

MAYOR SIMMONS
COUNCILLOR DAVIS
COUNCILLOR DECKER
COUNCILLOR KELLEY
COUNCILLOR REEVES
VICE MAYOR SEIDEL

ORDERED: That the Government Operations Committee review the policies for swearing in the Mayor and determine if there are options for which meeting this is conducted.

In City Council November 16, 2009
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury, City Clerk

AG



City of Cambridge

O-1
IN CITY COUNCIL
April 13, 2009

COUNCILLOR KELLEY
VICE MAYOR SEIDEL
MAYOR SIMMONS
COUNCILLOR WARD

WHEREAS: Some residents have expressed concern over the proliferation of memorial street corners in Cambridge and, in some cases, have objected to the specific location of relevant memorial signs; and

WHEREAS: Some residents have expressed concern over their belief that notice about a corner naming was not sufficient to allow them to express their opinion on the propriety of the dedication; now therefore be it

ORDERED: That the Government Operations Committee review the policy about naming street corners and develop a procedure to ensure that placement of memorial signs is agreeable to neighbors and also to develop a procedure to remove existing signs to another location when neighbors object to their placement; and be it further

ORDERED: That City Councillors are requested not to submit any corner memorial orders until the City Council has adopted a formal policy on the naming of street corners.

**REFERRED TO THE GOVERNMENT OPERATIONS AND RULES COMMITTEE ON
MOTION OF COUNCILLOR MAHER**

A7



City of Cambridge

O-6
IN CITY COUNCIL
May 12, 2008

MAYOR SIMMONS
COUNCILLOR DECKER
COUNCILLOR KELLEY
COUNCILLOR MAHER
VICE MAYOR MURPHY
VICE MAYOR SEIDEL
COUNCILLOR TOOMEY

WHEREAS: Standard Operating Procedures (SOPs) have long been considered a form of best practice in business and government, allowing for the smooth transition of personnel as administrations change, employees shift roles, or unforeseen circumstances occur including natural and unnatural happenings and disasters; and

WHEREAS: It is a burdensome to new personnel filling vacancies, existing personnel who carry the responsibility of training, and the taxpayers who pay for excessive staff hours that could be replaced by appropriate written Standard Operating Procedures that would provide a step-by-step support to the functions of specific employees and departments, and their programs and functions; now therefore be it

ORDERED: That the City Manager is hereby requested to ask all City Department Heads to provide in writing, within a designated period of time (i.e., 1 year), Standard Operating Procedures for their department that include details of staff positions, functions, and narrative or step-by-step procedures standard operations and functions.

REFERRED TO GOVERNMENT OPERATIONS AND RULES COMMITTEE ON MOTION OF COUNCILLOR DAVIS

Ag



City of Cambridge

O-6
IN CITY COUNCIL
April 14, 2008

COUNCILLOR TOOMEY
COUNCILLOR DAVIS
COUNCILLOR DECKER
COUNCILLOR KELLEY
COUNCILLOR MAHER
VICE MAYOR MURPHY
COUNCILLOR REEVES
MAYOR SIMMONS

ORDERED: That the subject of the use of City Council meeting time to make public announcements be referred to the Government Operations and Rules Committee to determine an appropriate procedure to make such announcements.

In City Council April 14, 2008
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy;

ATTEST:-

D. Margaret Drury, City Clerk

REFERRED TO GOVERNMENT OPERATIONS AND RULES COMMITTEE



B1

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

October 27, 2006

Vice Mayor Toomey
Councillor Henrietta Davis
Councillor Marjorie C. Decker
Councillor Brian Murphy
Councillor E. Denise Simmons
Cambridge City Hall

Dear Vice Mayor Toomey, Councillors Davis, Decker, Murphy & Simmons:

In response to Council Order No. 5, dated 6/12/06, regarding forming a committee to set criteria for naming street corners and squares in the City, I am attaching a report of the City Manager's Public Dedications Committee, which consisted of Deputy City Manager Richard C. Rossi, Public Works Commissioner Lisa Peterson, Assistant to the City Council Sandra Albano, Director of Veterans' Services Bob Stevens, Executive Director of the Historical Commissioner Charles M. Sullivan and Assistant to the City Manager Nancy B. Schlacter.

The attached report includes the proposed procedure for applying for a public memorial and the criteria for consideration of an application for a dedicated public memorial.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment

The following is the procedure for applying for a dedication:

Persons seeking an application for a dedication should be referred to the Assistant to the City Council to obtain a copy of the City's criteria and instructions on how to submit the request for a dedication.

An applicant seeking a dedication should first review the criteria set forth below. If the applicant believes that the person they seek to honor meets the criteria, the applicant must submit a request in writing to a City Council member ("Sponsoring Councillor"), stating how their proposed honoree meets the City's criteria. The Sponsoring Councillor will submit this written request, by Council Order, to the City Council for referral to the Council's Public Memorial Committee (Government Operations Committee) for their consideration/approval.

Dedication Recommended:

If the request for a dedication is recommended by the Public Memorial Committee (Government Operations Committee), it will be returned to the Sponsoring Councilor for submission to the full City Council. If the honoree is KIA, the Assistant to the City Council will notify the Veteran's Director to assist in the dedication.

Dedication Not Recommended:

If the request for a dedication is not recommended by the Public Memorial Committee (Government Operations Committee), it will be returned to the Sponsoring Councillor with written reasons why it is not being recommended.

Further considerations

1. **If the applicant seeks a particular location for a dedication, City departments will review the requested location for its availability and appropriateness. Sponsoring Councillors should not promise a particular location for a memorial dedication to an applicant.**
2. **Dedications other than signs (i.e.: benches, trees, plaques and other infrastructure) will be paid for by applicant/requester at a price to be determined by the DPW. Such price will reflect only the actual cost of the acquisition, planting or installation.**

This policy recognizes that there may be persons within and without the community whose contributions in one area alone may not be very significant but whose overall contributions to Cambridge, the Commonwealth or the nation over a long period of time make the person worthy of memorialization by Cambridge.

The memorialization of a person shall be bestowed whenever a person is deemed worthy, without any consideration of the person's color, sex, age, religion, national origin or any other circumstances beyond the reasons cited for memorialization.

The following are the criteria for the dedication of squares in Cambridge:

- **Military Service**
 - Killed in Action (KIA) (Gold Star) or
 - Honorably discharged veteran of the armed services of the United States who served during wartime.
 - Sign would include the word Veteran, the War(s) he/she served in, and any significant military decoration
 - Final discharge status to be checked and confirmed by Veteran Services Dept.

- **Significant contribution to Cambridge community as determined by Public Memorials Committee (Government Operations Committee).**
 - A person who has been active in civic affairs in Cambridge, whose life/contributions have significance to Cambridge history and are documented by city records, historical documents or newspapers.
 - Valuable and substantial contribution to the City in an official, civic, or social capacity, which sets them apart from normal civic participation in the affairs of the City. [Examples: Service in public office, either in an elected or appointed capacity]
 - Service as a leader of an active organization of the community, which contributes to the social well-being and fabric of their neighborhood or the City as a whole.
 - Distinguished careers by present or former residents who have achieved state or national fame.
 - Significant contributions that improved the quality of life, the general health or major development of Cambridge, the Commonwealth or the nation.

- **Performed an heroic or distinguished act completely without regard for personal safety and welfare for the common good.**

- **Worked in public service in Cambridge**
 - Meritorious and distinguished service as an employee of the City.
 - Distinguished public service to Cambridge, the Commonwealth or the nation.

- **Historical Significance**
 - Associated with important historical events, movements or patterns in American history, and significantly linked with Cambridge through birth, residence or participation in local affairs