

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2017 OCT -5 A 11: 53

RECORDED

October 5, 2017

TO: The City Council
RE: Reorganization of Water & Sewer Crews with CPW Crews

Dear Councillors:

Upon becoming Mayor, I asked the City Council for a Zoning Study and an Organizational Study of all the City departments. The City Council agreed, and I subsequently put in funding requests for both.

Matrix Consulting Group was hired to do the Organizational Study. Some of the Matrix recommendations included centralization of cemetery, parks maintenance and forestry maintenance, merger of the public vehicles department to public works department. The City Council reorganized those into the Consolidated Public Works (CPW) in 2005. I had also asked for the City Engineer to be independent of the Public Works Director based upon the experience and skill required by the engineer. A separate Ordinance was created by the City Council in 2004 for the Engineer/Engineering Department.

Thereafter, twice I asked the City Council to merge the crews of CPW and Water & Sewer division together under the CPW Director. The first time the Council said I didn't give it enough time to work. The second time, the then Council President said not to ask again.

Pursuant to City Charter Section 6-4, I respectfully request merger of the water and sewer crews with the CPW department.

Some of my reasons include:

1. Benefit to the public and the consumers who actually deal with both departments;
2. Benefit of the departments themselves, including best practices such as the 311 system, which one department operates and the other doesn't; and
3. There won't be two dominions with public works and water & sewer functions, thus allowing tasks to be assigned, work to be done, money to be saved, all more efficiently for the organizations themselves, the taxpayers and the public.

The independent City Engineer would remain. The engineer would continue to be responsible for the Consent Decrees, EPA, DEP and MWRA matters. The Engineer would then concentrate on compliance issues and the multitude of capital projects, both

internal and external, that need to be completed. Further, the current CPW Director has the education and experience in water issues, and maintains his water license as well.

Specifically, I am requesting that the water and sewer superintendent position and the foreman position, along with all of the water and sewer labor positions (see attached), and one principal office assistant be transferred to CPW.

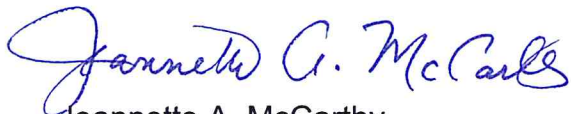
The current pay grades of the City Engineer and CPW Director are both grade 20. The grade of the Assistant CPW Director is 18. **I am recommending returning to a grade 21 for the CPW Director**, the grade the Council established when those water and sewer functions were under the public works director.

This reorganization will allow a more efficient handling of the daily calls from the public, and the administration of public works projects, which are not only important to our constituents, but to the Mayor and City Council as well.

I urge you to adopt these much needed reforms. If this is agreed to, I will submit a request to the Law Department to prepare the necessary Ordinances.

The CPW Director, the City Engineer and I are available to answer any questions you have on these requests/recommendations.

Sincerely,



Jeannette A. McCarthy

JAM/ccb

Enclosures

cc: Michael Chiasson
Steve Casazza

<u>GRADE</u>	<u>JOB TITLE</u>
	ENGINEERING
20	CITY ENGINEER
14	JUNIOR CIVIL ENGINEER
14	JUNIOR CIVIL ENGINEER
13	GENERAL CONSTRUCTION INSPECTOR
10	ADMINISTRATIVE ASSISTANT

<u>GRADE</u>	<u>JOB TITLE</u>
WATER ADMINISTRATION	
16	ASSISTANT CITY ENGINEER
16	SUPERINTENDENT WATER/SEWER
15	BUSINESS MANAGER
13	FOREMAN
13	SENIOR CODE ENFORCEMENT INSPECTOR
13	SENIOR CODE ENFORCEMENT INSPECTOR
12	CODE ENFORCEMENT INSPECTOR
8	PRINCIPAL OFFICE ASSISTANT
WATER & SEWER BILLING & COMPLIANCE	
10	ADMINISTRATIVE ASSISTANT
10	ADMINISTRATIVE ASSISTANT
8	PRINCIPAL OFFICE ASSISTANT PT 19 HRS
WATER	
11	WORKING FOREMAN II
10	WORKING FOREMAN I
10	WORKING FOREMAN I NIGHTS
9	CROSS CONNECTOR INSPECTOR
9	SPECIAL MOTOR EQUIP OPERATOR
8	HEAVY MOTOR EQUIPMENT OPERATOR
8	WATER METER INSTALLER
7	MOTOR EQUIPMENT OPERATOR
7	MOTOR EQUIPMENT OPERATOR
7	MOTOR EQUIPMENT OPERATOR
7	HIGHWAY MAINTENANCE PERSON
6	LABORER NIGHTS
SEWER	
10	WORKING FOREMAN I
10	WORKING FOREMAN I
10	WORKING FOREMAN I/VIDEO INSPECTOR
9	PUMP STATION OPERATOR
9	SPECIAL MOTOR EQUIP OPERATOR
9	SPECIAL MOTOR EQUIP OPERATOR
9	SPECIAL MOTOR EQUIP OPERATOR NIGHTS
8	HEAVY MOTOR EQUIPMENT OPERATOR NIGHTS
7	MOTOR EQUIPMENT OPERATOR
7	LABORER

of departments or members of boards. This section shall not authorize any action which is in conflict with chapter thirty-one of the General Laws.

Section 6-5. Officials to expedite transition to adopted plan.

The mayor, the city council, and the city clerk in office when any plan set forth in this charter has been adopted, or is proposed for adoption, shall comply with all requirements of this charter relating to such proposed adoption and to the election of the officials specified in said plan, in order that all things necessary for the nomination and election of the officials first to be elected under the provisions of this charter and of the plan so adopted may be done.

ARTICLE 7. INITIATIVE AND REFERENDUM PETITION

Section 7-1. Initiative petition, measure defined.

A petition conforming to the requirements hereinafter provided and requesting the city council to pass a measure, except an order granted under section seventy or section seventy-one of chapter one hundred and sixty-four or chapter one hundred and sixty-six of the General Laws or requesting the school committee to pass a measure, therein set forth or designated, shall be termed an initiative petition, and shall be acted upon as hereinafter provided. In this and the seven (7) following sections, "measure" shall mean an ordinance passed or which could be passed by the city council or a resolution, order or vote passed or which could be passed by the city council, or a resolution, order or vote passed or which could be passed by the school committee, as the case may be.

Section 7-2. Initiative petitions, validity of signatures, filing, certification.

Signatures to initiative petitions need not be all on one (1) paper. All such signature papers pertaining to any one (1) measure shall be fastened together and shall be filed in the office of the city clerk as one (1) instrument, with the

endorsement thereon of the names and addresses of three (3) persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within seven (7) working days after the filing of said petition the registrars of voters shall ascertain the number of registered voters who have signed the petition, shall determine the percentage which that number bears to the total number of registered voters in the city as of the last state election and shall attach to the petition their certificate showing the results of their examination.

The city clerk shall forthwith transmit the said certificate with the said petition to the city council or to the school committee, according as the petition is addressed, and at the same time shall send a copy of said certificate to the first ten (10) persons designated on the petition as filing the same.

When such certificate has been so transmitted, said petition shall be deemed to be valid unless written objections are made thereto by a registered voter of the city within forty-eight (48) hours after such certification by filing such objections with the city council or the school committee, and a copy thereof with the registrars of voters. A copy of the objections so filed shall forthwith be transmitted to the state ballot law commission which shall hold a public hearing on said objections, shall render a decision on the matter referred to it within fourteen (14) days after the objections were filed and transmit a copy of its decision to the city council or the school committee.

Section 7-3. Initiative petition, requirements for passage and submission to electorate; date of election.

If any initiative petition is signed by registered voters equal in number to at least fifteen (15) per cent of the whole number of registered voters, the city council or the school committee shall, within twenty (20) days after the date of the certificate of the registrars to that effect:

- (1) Pass said measure without alteration, subject to the referendum vote provided by this charter, or

such preliminary election. Such nominee shall be replaced by the candidate with the next highest number of votes in said preliminary, unless provided by the charter of the city.

If two (2) or more persons are to be elected to the same office at such regular or special election, the several persons, equal in number to twice the number so to be elected, who receive at such preliminary election the highest number of votes for nomination for that office shall, except as provided by section 5-7, be the sole candidates for that office whose names may be printed on the official ballot.

If the preliminary election results in a tie vote among candidates for nomination receiving the lowest number of votes, which, but for said tie vote, would entitle a person receiving the same to have his name printed upon the official ballot for the election, all candidates participating in said tie vote shall have their names printed upon the official ballot, although in consequence there be printed thereon candidates to a number exceeding twice the number to be elected.

Section 5-7. Nomination of candidates, conditions making preliminary election unnecessary.

If, at the expiration of the time for filing statements of candidates to be voted for at any preliminary election, the number of statements which have been filed with the city clerk for a particular office does not exceed twice the number of persons to be elected to such office, the candidates whose statements have thus been filed shall be deemed to have been nominated to said office, and their names shall be voted on for such office at the succeeding regular or special election, as the case may be, and the city clerk shall not print said names upon the ballot to be used at said preliminary election and no other nomination to said office shall be made. If in consequence it shall appear that no names are to be printed upon the official ballot to be used at any preliminary election in any ward or wards of the city, no preliminary election shall be held in any such ward or wards.

ARTICLE 6. ADOPTION OF CHARTER, EFFECT, TRANSITIONAL PROVISIONS

Section 6-1. Effect of charter on legislative powers of city.

None of the legislative powers of the city shall be abridged or impaired by this charter, but all such legislative powers shall be possessed and exercised by the city council.

Section 6-2. Effect of charter on obligations, taxes and legal acts.

All official bonds, recognizances, obligations, contracts and other instruments entered into or executed by or to the city before the adoption of this charter, and all taxes, special assessments, fines, penalties, forfeitures incurred or due or owing to the city, shall be enforced and collected, and all writs, imposed, prosecutions, actions and causes of action, except as herein otherwise provided, shall continue without abatement and remain unaffected by this charter; and no legal act done by or in favor of the city shall be rendered invalid by its adoption of this charter.

Section 6-3. Effect of adoption of charter on ordinances, etc.

Ordinances, resolutions, orders or other regulations of the city, existing at the time of adoption of this charter, shall continue in full force and effect until repealed, modified or superseded.

Section 6-4. Existing organization to continue until superseded.

Until superseded under this charter, the organization of the executive and administrative departments, and the powers and duties of the officers and employees of the City of Waltham Charter, and the fiscal year of the city shall remain as constituted at the time of the adoption of this charter; but the city council may, at any time by ordinance consistent with general laws, reorganize consolidate or abolish departments, in whole or in part, transfer the duties, powers and appropriations of one department to another, in whole or in part, establish new departments, and increase, reduce, establish or abolish salaries of heads