

Article II

Functions and Authority of Permanent Officers, Boards and Committees of the City

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

Section 1. Mayor

- 1.1** Refer to Article III of the City of Framingham's Charter for information regarding the powers, qualifications, and election of the Mayor.
- 1.1.1 Deleted.**
- 1.1.2 Deleted.**
- 1.1.3 Deleted.**
- 1.1.4 Deleted.**
- 1.1.5 Deleted.**
- 1.1.6 Deleted.**
- 1.1.7 Deleted.**
- 1.1.8 Deleted.**
- 1.1.9 Deleted.**
- 1.2 Deleted.**
- 1.3 Deleted.**
- 1.4** The Mayor shall defend all suits brought against the City, and may settle any claim or suit to which the City is a party, which does not require the payment of more than twenty five thousand dollars; and, further, may settle any claim or suit resulting from the taking of land for any municipal purpose which does not require the payment of more than twenty five thousand dollars. Any settlement requiring a payment greater than those set forth in this section, except as authorized by law shall be made only when authorized by a majority vote of the City Council. The Mayor shall bring any suits to collect sums due the Town.
- 1.5 Deleted.**
- 1.6 Deleted.**
- 1.7 Deleted.**
- 1.8** Whenever any land acquired by the City for tax delinquency is to be sold by the Treasurer-Collector, the Mayor or their custodian, it shall be sold at public auction, after not less than fourteen (14) days notice in one or more newspapers published in the City. Such notice of an auction sale must contain a description of the property sufficient to identify it, and must state the date, time, place, terms and conditions of sale. Any real property acquired by the Town for tax delinquency held for more than five years and having an assessed value of more than \$15,000 shall not be sold without a review by the Real Property Committee and a two-thirds majority vote of Town Meeting. All such aforementioned sale of tax land shall be itemized and identified in the Annual Town Report.
- 1.9 Deleted.**

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

Section 2. City Council

- 2.1** There are 2 at-large City Councilors and 9 district City Councilors. Refer to Article II of the City of Framingham's Charter for information regarding the powers, qualifications, and election of the City Councilors. .
- 2.2 Deleted.**
- 2.3 Deleted.**
- 2.4 Deleted.**
- 2.5 Deleted.**
- 2.6 Deleted.**
- 2.7 Deleted.**
- 2.8 Deleted.**
- 2.9 Deleted.**

Section 3. City Clerk

- 3.1** The City Clerk shall permanently bind and keep one or more copies of the City reports. The City Clerk shall notify, or cause to be notified, all persons chosen or elected by the City or appointed on committees, of their election, choice or appointment. The City Clerk shall furnish all officers, boards and committees with a copy of all votes affecting them. The City Clerk shall not allow original papers or documents of the City to be taken from the City Clerk's office, except as they remain in the City Clerk's custody, or by authority of law.
- 3.2** The City Clerk shall make available forms, with appropriate headings, upon which petitions, reports and other papers in the ordinary course of City proceedings may be prepared.
- 3.3** The City Clerk shall furnish the various City officers, boards, and committees a copy of such actions of the City Council, as affects them respectively, immediately after the City Council action is taken.
- 3.4** The City Clerk shall publish updated City Ordinances pursuant to Article IX, Section 6 of the Charter.
- 3.5** The City Clerk shall have the authority to establish the format of City Ordinances and require that the format of proposed additions or amendments be altered to make the format of the additions or amendments consistent with the City Ordinance format. Such formatting as required should be accomplished prior to presentation of a proposed ordinance to the Council. Further, the City Clerk shall be responsible for reviewing the format of all existing and proposed City Ordinances (exclusive of zoning ordinances) or amendments thereto and shall make appropriate formatting changes. Such change may include changes to spacing, capitalization, font size, the use of underlining or italics. The City Clerk is also authorized to renumber sections or subsections of the Ordinances where such renumbering may include reordering of Ordinance sections or subsections and may include changing from numeric numbering to alphabetic numbering or the reverse.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

Section 4. City Treasurer-Collector

4.1 Deleted.

4.2 The Treasurer-Collector as collector of taxes shall collect, under the title of City Collector, all accounts due the City.

4.3 The Treasurer shall make a record, in a book kept for the purpose, of each appropriation, with the list of the warrants drawn against such appropriation, and shall also make a record kept for the purpose, of all bonds, notes, or other evidence of indebtedness of the City.

4.4 The Treasurer shall be the custodian of all deeds, contracts, bonds and insurance policies belonging to the City except that the bond of the Treasurer shall be in the custody of Mayor.

4.5 The Treasurer shall see that all deeds of the City are properly recorded and shall keep separate records in which shall be entered the number and a brief description of the property conveyed.

4.6 It shall be the duty of the Treasurer to make, in the annual printed report of the City, a report which shall specifically state the objects, if any, for which the debt of the City may have been increased during the preceding year. The report shall give a classified statement of the indebtedness of the City and the objects for which it was incurred. Said report shall also include:

4.6.1 A list of all notes issued during the year and the purposes for which the money was borrowed, giving the dates, amount, term, rate of interest, time of maturity, the premium, if any, received thereon and the names of the parties from whom the funds were borrowed.

4.6.2 A list of all notes paid during the year, and a list of all outstanding notes, with the dates on which they will mature.

4.6.3 A full exhibit of all moneys, properties and securities, which may be placed in his charge by virtue of any statute or bylaw or by virtue of any gift, devise, bequest or deposit.

4.6.4 A statement of the amount of money received by the City from sources other than taxation during the preceding year, also the expenditures and debt of the City for each of the preceding five years.

4.6.5 A list of all insurance held by the City.

4.7 The Treasurer shall be Treasurer of the Sinking Fund.

4.8 The Treasurer of the City is authorized to execute and deliver from time to time discharges on bonds and/or mortgages taken under the provisions of Massachusetts General Laws.

4.9 The duties and responsibilities of the Commissioners of Trust Funds shall be performed by the City Treasurer.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

Section 5. City Solicitor

- 5.1** The Mayor shall choose a competent attorney and/or law firm to act as City Solicitor.
- 5.2** The Mayor shall have authority to prosecute, defend and compromise, subject to the provisions of these Bylaws, through the City Solicitor, all litigation to which the City is a party, and to employ special counsel, whenever in their judgment there is a necessity therefor.
- 5.3** The City Solicitor shall draft all bonds, deeds, leases, obligations, conveyances, and other legal instruments, and do every professional act which may be required by vote of the City Council or any board or committee of the City. Also, when required by any boards or committees of the City, the City Solicitor shall furnish a written opinion on any legal question that may be submitted to him or her in regard to any matter which concerns the said board or committee. The City Solicitor shall at all times furnish legal advice to any officer of the City upon any subject concerning the duties incumbent upon such officer by virtue of that office, upon request of such officer submitted through the Mayor.
- 5.4** The City Solicitor shall prosecute all suits ordered to be brought by the City, and shall appear before any court in the Commonwealth in defense of all actions or suits brought against the City or its officers in their official capacity. The City Solicitor shall try any and all cases to which the City shall be a party, before any tribunal in this Commonwealth, or before any board of referees or commissioners.
- 5.5** The City Solicitor shall not make final settlement of any litigation to which the City is a party, unless duly authorized to do so by the Mayor, according to the provisions of these Ordinances, or by the City Council.
- 5.6** Immediately upon being notified by the Chief of Police or Director of Public Works, or upon the receipt of notice from any other source, of injury to person or property, under circumstances which may give rise to a claim for damages against the City, the City Solicitor shall make a careful and complete investigation of all the facts relative thereto, and report to the Mayor.
- 5.7** The City Solicitor shall, if requested by the Mayor or Chief of Police, prosecute in the local district court any case for violation of the Statutes of the Commonwealth or Ordinances of the City.
- 5.8** The City Solicitor shall annually make a written report to the Mayor, to be printed in the Mayor's Annual Report to the Council required by Article III, Section 6(a) of the Charter, concerning the professional services rendered by him or her during the preceding year. Said report shall contain a statement of each case which has been settled, tried, or otherwise disposed of on behalf of the City during the year; and, also a statement of each case which is still pending, and the status of the same, together with such other information and recommendations as may be deemed advisable.
- 5.9** The City Solicitor shall notify in writing all officers, boards or committees of the City of any changes in the laws of the Commonwealth affecting such officers, boards, or committees.

Section 6. City Engineer

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

- 6.1** The Public Works Division Head shall appoint a competent registered professional engineer to be City Engineer.
- 6.2** The City Engineer shall be responsible to the Mayor for the efficient execution of all engineering services for the City.
- 6.3** The City Engineer shall collect, arrange and index all existing plans in which the City is interested, obtaining originals wherever possible, and blueprints where originals cannot be obtained, and shall deposit the same and all future plans in a location within the City open to access by the public.

Section 7. Purchasing Department

- 7.1** The Chief Procurement Officer shall give a surety company bond for the faithful performance of his duties in such forms as the City Solicitor shall approve in a sum not less than \$100,000. The bond shall be executed, approved and delivered before he enters upon the duties of his office and within ten (10) days after his appointment, the City to pay the premium for said Bond. Should the Chief Procurement Officer fail to give the required bond, his appointment shall be void and a new appointment shall be made forthwith.
- 7.2** The Chief Procurement Officer shall have the following powers and duties:
 - 7.2.1** The Chief Procurement Officer shall be responsible for the procurement of all supplies, materials, equipment, contractual services needed by all of the departments, institutions, boards, commissions and other agencies which derive their support wholly or in part from City funds which are hereinafter referred to as the "Using" Agencies. "Contractual Services" means and includes all public utility services, fuel, towel and cleaning service, leases for all grounds, buildings, office or other space required by "Using" Agencies; the procurement, repair, maintenance or operation by other than City employees of equipment, machinery and other personal property. The rental with or without attendant personnel of equipment, machinery and other personal property. The term shall include contractual services in the construction or repair of public buildings, highways and other public works but shall not include professional, expert consultant or other contractual services which are in their nature unique or not subject to competition. Contractual services shall not be construed to mean the hiring of departmental personnel, medical, legal, technical or other professional services. Contractual services shall be construed to mean surety bonds, all forms of insurance, printing (except materials and printing to be used in elections). The Mayor may in case of emergency exempt purchases for any Using Agency from the provisions of this Section.
 - 7.2.2** The Chief Procurement Officer shall be responsible for the inspection of all supplies, materials, equipment and contractual services delivered to the City in order to determine conformance with the specifications set forth in the orders or contract and for such purpose may authorize any department or office to act for him.
 - 7.2.3** The Chief Procurement Officer shall have authority to order or make inventories of the supplies, materials, equipment and furnishings of any and all departments and any department possessing excess or surplus personal property of any kind shall not sell, exchange, transfer or dispose thereof without first certifying such personal property as surplus to the Chief Procurement Officer; and thereupon the Chief Procurement Officer shall circularize all departments and agencies as to their needs for such surplus property and if such need is determined, the Chief Procurement Officer may order transfer of such property from one department or agency to another.
 - 7.2.4** The Chief Procurement Officer shall have the power to sell by public auction or competitive bid, if possible, exchange or trade any supplies which have become obsolete, overage, unsuitable for use or surplus.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

- 7.2.5** In all cases where the supplies to be purchased are peculiar to the field of education, the school committee's determination as to the specifications of supplies to be purchased shall be conclusive upon the Purchasing Department.
- 7.2.6** The Chief Procurement Officer shall prepare and secure with the cooperation of the various department heads standard and written specifications for supplies used by the Using Agencies. It shall be the duty of the Chief Procurement Officer to classify supplies used in the various departments, to adopt as standards the minimum number of qualities, sizes and varieties of supplies consistent with the successful operation of the City government and to prepare and adopt written specifications of all such standard supplies. Except in the case of non-competitive types and kinds of supplies, all specifications shall be definite and certain and shall permit competition. After its adoption, each standard specification shall, unless revised or rescinded, apply alike in terms and effects to any future purchase order or contract for the supply described in such specifications. The agent shall consult with the heads of Using Agencies to determine their precise requirements and shall endeavor to prescribe those standards which best meet the needs of the majority of those agencies. The agent shall have the authority to make use of laboratory, engineering facilities of the City and the technical staffs of all City departments. Once established the agent shall enforce the written specifications adopted pursuant to this section.
- 7.2.7** The Chief Procurement Officer shall require that each Using Agency shall make an inventory, during the month of November in each year, of the personal property under its charge and a copy of such inventory shall be forwarded to the Chief Procurement Officer prior to December 1 of each year. Between the first day of November and the first day of December of each year there shall be forwarded to the Chief Procurement Officer an estimate of the equipment, materials, supplies and contractual services that will be needed by each Using Agency for the ensuing year. The requirements for preparing estimates shall not prevent any Using Agency from filing with the Chief Procurement Officer at any time a justifiable requisition for any supplies, materials, equipment or contractual services, the need for which was not foreseen when the detailed estimate was filed.
- 7.2.8** The Chief Procurement Officer shall control and supervise any and all existing storerooms and warehouses and any which may be hereafter established.
- 7.2.9** Requisitions for the purchase of supplies or contractual services for any Using Agency shall be received by the Purchasing Department prior to the issuance of a purchase order or contract for such supplies or contractual services and shall be signed by the department head or his authorized agent. The Chief Procurement Officer shall examine each requisition and shall have the authority, only after consultations with the head of the Using Agency, to revise it as to quantity, quality, or estimated cost but revisions as to quality shall be in accordance with the standards and specifications provided pursuant to subsection 7.5.6.
- 7.2.10** Except in cases of emergency, in which he shall within seventy-two hours, or sooner, if possible, notify the City Accountant of said purchase, the Chief Procurement Officer shall not issue any order for delivery on any contract, or any open market order unless and until the City Accountant certified that there is to the credit of each Using Agency concerned a sufficient appropriation balance in excess of all unpaid obligations, to defray the cost of such supplies, materials, equipment or contractual services.
- 7.2.11** The head of each department shall file with the Purchasing Department the name or names of members of his department who shall be authorized to approve requisitions.
- 7.2.12** All purchases, acquisitions and dispositions of goods, services, and real property by the City of Framingham shall be made in accordance with the provisions of the Uniform Procurement Act as set out in M.G.L. 30B as it may be amended from time to time.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

- 7.2.13** Any purchase order or contract made on behalf of the City under this section or otherwise in which the Chief Procurement Officer or any employees of his department, the heads of Using Agencies, or any other officer or employee of the City having a part in the placing of such order or contract is financially interested, directly, or indirectly shall be void.
- 7.3** The Chief Procurement Officer shall submit annually within thirty days of the close of the year a report on the activities of his department, and may suggest from time to time changes in the provisions of this article which he deems necessary.
- 7.4** Except as provided by law, all records of the Purchasing Department shall be public records open freely to public inspection and shall be kept on file in the office of the Chief Procurement Officer for a period of at least six years.
- 7.5** This Ordinance supersedes and nullifies the provisions of any Ordinance re: Purchases by departments, boards, commissions and shall apply to all purchases and contracts only insofar as it does not conflict with any prevailing State or Federal Statutes applicable to the City of Framingham.

Section 8. Board of Library Trustees

- 8.1** The Library Trustees shall have the care and custody of the Main Library and such branch libraries as may be established. They may expend such amounts as the Council may appropriate, and they shall adopt such rules and regulations as are consistent with law. The Trustees shall keep on file the annual report of the City of Framingham and similar reports of the former Town of Framingham and shall cause such reports to be substantially bound and lettered. They shall also have copies of all reports submitted to the City Clerk and transmitted to the Library Director properly preserved and made available for review.
- 8.2** The Library Trustees shall make an annual report to the City, which shall give a full financial statement of all receipts and expenditures, the number of books added, the number circulated at each library, and any other information they may desire to bring before the City.

Section 9. Moderator

Deleted.

Section 10. Finance Committee

Deleted.

Section 11. Capital Budget Committee

Deleted.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

Section 12. Human Relations Commission

- 12.1** There shall be a Human Relations Commission of thirteen (13) members who are residents of the City of Framingham. The membership of the Commission shall be broadly representative of the community in such areas as housing, employment, and education, and representative of the several religious faiths and racial groups.
- 12.2** The purpose of the Commission shall be to deal with the causes of intergroup disunity which underlie the urban crisis, including, but not limited to, the elimination of conditions of bias discrimination and prejudice against minority groups, and to establish affirmative action programs to insure equal enforcement of law, and equal protection of law, for all groups regardless of race, color, religious creed, national origin, ancestry, sex, gender identity, age, disability, sexual orientation, genetics, status as an active member of the armed forces of the United States, or any other protected class recognized under state or federal law (“protected class status”).
- 12.3** The duties and functions are as follows.
- 12.3.1** The Commission shall advise and consult with the Mayor on all matters involving prejudice or discrimination due to protected class status.
- 12.3.2** The Commission shall render an annual report to the Mayor and the City Council.
- 12.3.3** The Commission invite and encourage the cooperation of racial, religious and ethnic groups, community organizations, labor and business organizations, veterans organizations, and other groups in the City of Framingham in carrying on its work. The Commission may aid in the formation of local community groups in such neighborhoods as it may deem necessary or desirable to carry out specific programs designed to lessen tensions or improve understanding in the community.
- 12.3.4** The Commission shall request and obtain such cooperation, assistance and data from City departments as may be reasonably necessary to carry out its work.
- 12.3.5** The Commission shall receive and investigate complaints of tensions, practices of discrimination and acts of prejudice against any person or group because of race, color, religious creed, sex, age, handicap, national origin or ancestry and may conduct public hearings with regard thereto; obtain factual data and conduct public hearings to ascertain the status and treatment of the diverse minority groups in the City, and shall make recommendations as to the best means of progressively improving human relations in the City, and publish its findings of fact and recommendations in accordance with this Bylaw.
- 12.3.6** A complaint charging that any person has engaged or is engaging in any discriminatory practice may be made by the Commission itself or by an aggrieved individual. The term "person" as used in the Bylaw shall include one or more individuals, partnerships, associations, corporations, legal representatives, trustees, and the City and any of its departments, divisions, boards, officials, agents and employees. A complaint must be filed with the Commission within forty-five (45) days after the alleged discrimination.
- 12.3.7** The Commission shall make a prompt and full investigation of each complaint of all such unlawful practices as defined in the Massachusetts General Laws, Chapter 151B, Section 4.
- 12.3.8** If the Commission determines after investigation that probable cause exists for the allegations made in the complaint, the Commission may hold a public hearing to determine whether or not a discriminatory practice has been committed. The Commission shall serve upon the person charged hereinafter referred to as the respondent, by registered mail, a statement of the charges made in the complaint and a notice of the time and place of the hearing. The hearing shall be held not less than

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

ten (10) days after the serving of the statement of charges. The respondent shall have the right to file an answer to the charges, to appear at the hearing in person or to be represented by an attorney or any other person, and to examine and cross-examine witnesses and to present evidence in his own behalf.

- 12.3.9** If upon all the evidence presented, the Commission finds that the person charged with the complaint has not engaged or is not engaging in any discriminatory practice, it shall state its findings of fact and dismiss the complaint. If upon all the evidence presented, the Commission finds the respondent has engaged or is engaging in a discriminatory practice, it shall attempt to eliminate the discrimination by means of conciliation and persuasion. The Commission shall not make public the details of any conciliation proceedings unless required by law so to do, but it may publish the terms of conciliation when a complaint has been satisfactorily adjusted without identification of the parties. If the Commission is unable to eliminate the discrimination by means of conciliation and persuasion, it shall state its findings of fact and shall issue recommendations as the facts warrant.

Section 13. Council on Aging

- 13.1** The Council on Aging shall consist of not less than seven (7) nor more than eleven (11) members, and shall function pursuant to the provisions of the Massachusetts General Laws, Chapter 40, Section 8B, for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with programs of the Commission on Aging of the Commonwealth.
- 13.2** All members shall serve without compensation. Members of the Council shall be residents of the City during their term of office. The Council shall be responsible to the Mayor, and within the limits of available funds, it may appoint such Clerks and other employees as it may require to carry out its authorized programs (Chapter 40, section 8B).
- 13.3** The terms of office of all of the members of the Council shall commence on the first day of January in the year of their appointment and shall be for three (3) years, or until their successors shall have been duly appointed and qualified. Any vacancy in the membership of the Council shall be filled by the appointing authority as set forth in section 13.2 for the remainder of the unexpired term. The Council shall, annually, in the month of January elect such officers, in addition to its Chair, and such Chairs of committees as it deems appropriate.
- 13.4 Deleted.**

Section 14. Animal Control Officer

- 14.1** Disturbing the peace by barking

No person shall own or keep in the City any dog which, by barking, biting, howling or in any other manner disturbs the quiet of any person for a prolonged period such that a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment.

- 14.2** Complaint of nuisance or dangerous dog

If any person shall make a complaint in writing to the Chief of Police of the City that any dog owned or harbored within its jurisdiction is a nuisance or dangerous dog by reason of vicious disposition or excessive barking or other disturbance, the Hearing Authority shall investigate or cause the investigation of the complaint, including an examination under oath of the complaint at a public hearing in the municipality to determine whether the dog is a nuisance or a dangerous dog in accordance with G.L., c. 140, §157. For

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

purposes of this section, the "Hearing Authority" shall have the same definition as set forth under G.L. c. 140, 136A.

14.3 Restraint of dogs

No person owning or harboring a dog shall suffer or allow it to run at large in any of the streets or public places in the City of Framingham or allow it upon the premises of anyone other than the owner or keeper of such dog without the permission of the owner or occupant of such premises. No dog shall be permitted in any street or public place within the City of Framingham unless it is effectively restrained by a chain or leash not exceeding ten (10) feet in length.

14.4 Duties of Animal Control Officer

It shall be the duty of the Animal Control Officer to apprehend any dog found running at large in any street or public place within the City of Framingham or in violation of any of the provisions of this Bylaw, and to impound such dog in the place provided therefor. The Animal Control Officer, upon receiving any such dog, shall make a complete registry, entering the breed, color and sex of such dog and whether licensed. If licensed, the Animal Control Officer shall enter the name and address of the owner and the number of the license tag. The owner, if known, shall be notified as soon as possible that the dog has been impounded. The owner of any dog so impounded may reclaim such dog upon payment of the license fee, if unpaid, and of all costs and charges incurred by the City for impounding and maintenance of such dog as provided by law.

14.5 Muzzling or confinement of dogs

The Animal Control officer may, pending the outcome of a review by the Hearing Authority under G.L. c. 140, Section 157, order a dog to be muzzled or confined to its owner's premises, whichever in his or her judgment may be required, for any of the following reasons:

14.5.1 If found at large or unmuzzled, as the case may be, while an order of the Chief of Police the confinement or muzzling of such dog is in effect.

14.5.2 For having attacked or bitten any person.

14.5.3 For having killed or maimed or otherwise damaged any other domesticated animal.

14.5.4 For behaving in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal.

14.6 A person aggrieved by any order of the Hearing Authority may seek judicial review in the manner provided in Massachusetts General Laws Chapter 140, Section 157.

14.7 Any owner or keeper of a dog who shall fail to comply with the provisions of this Section shall be punished as follows:

First Offense.....	Warning
Second Offense.....	\$50.00
Third Offense.....	\$60.00
Subsequent Offenses.....	\$100.00

14.8 Anyone who is an owner or keeper of an unlicensed dog and who has neglected in previous years to get a license will be subject to a fine of ten dollars (\$10) for each year the person is in arrears. Fines are payable to the City Clerk's Office.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

- 14.9** Dog Licenses are available at City Clerk's Office starting January 2nd, of each year. Fees for such licenses to be set by the City Council. All fees are turned over to the Treasurer monthly. Licenses not purchased between January 2nd through February 28th are subject to a fifty dollar (\$50) penalty.
- 14.10** Every person maintaining a kennel shall obtain a kennel license which can be purchased through the City Clerk's Office. Fees for such licenses to be set by the City Council. Kennel Licenses must be approved by the Board of Health, as well as by the Animal Control Officer under G.L. c. 140, §137A. Every person owning more than three dogs must purchase a kennel license.

Section 15. Board of Assessors

- 15.1** The Board of Assessors shall include in its annual report to the City a listing of all abatements of real estate taxes granted in the year covered by its Annual Report, except those granted under the provisions of Massachusetts General Laws Chapter 59, Section 5, as amended (Ter. Ed.). Such listing shall include Parcel ID, Address and Unit, Owner or owners of record, Assessed Value, Original Tax, Reasons for Abatement, Value Abated, Tax Abated, Use Code and the Number of abatements granted on the property in the past five years. Listing shall be in order of street address. Said listing shall be printed in the City Report, each year, as a part of the annual report of the Board of Assessors.
- 15.2** The Assessors may order all buildings on public streets to be numbered and so shall order, when requested by a majority of the people owning real estate on any such street. The owner of every such building on a public street shall comply with such order within ten days thereafter. The owner of an unnumbered building may request the Assessors to designate the number for such building and the Assessors shall comply with such request within ten days. The Assessors may recommend such numbering of buildings on a private way.

Section 16. Real Property Committee

- 16.1** There shall be a Real Property Committee consisting of seven (7) members. Three (3) shall be City Councilors appointed by the City Council. The remaining 4 members shall be members of the Planning Board, Park Commission, Conservation Commission, and School Committee and shall be appointed by their respective boards.
- 16.2** All appointments shall be for two (2) year terms beginning in January of even number years.**16.3** The Real Property Committee shall choose its own officers.
- 16.4** The Real Property Committee shall consider all matters relating to the acquisition, transfer, or disposition of real property, or any interest therein, by the City. The Committee shall make recommendations to the City Council, Mayor, or any City board, officer, commission or committee relative to such matters.
- 16.5** Any proposal for the disposition, acquisition, or transfer of real property or any interest therein, by sale or rental to any person, by the City shall be presented to the Real Property Committee for its review and recommendation to City Council. For the purposes of this Bylaw, a person shall be any natural person, business, or partnership, corporation, union committee, club, organization, group of individuals or any governmental body, whether municipal, state or federal. Such proposals shall be presented in detail to the Real Property Committee at least thirty (30) days prior to any action thereon at any special or annual City Council.
- 16.6** The Real Property Committee shall duly consider all such proposals, and shall confer with, or solicit comments from, City boards, officers, committees, and commissions; and may hold hearings if it deems advisable. The Committee may request resources as necessary from the City Council, to perform appropriate evaluations, appraisals, assessments, surveys or other related actions deemed necessary. The Committee shall make a report of the matters so considered by it with recommendations relative thereto,

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

and its report shall be distributed to City Council members for any annual or special City Council at which such proposal is to be acted upon.

- 16.7** Where the Mayor receives notice from a City Board, officer, committee, or commission having charge of real property that a determination has been made pursuant to G.L. c. 40, §15A, the Mayor shall notify the Real Property Committee of such determination, to enable said Committee to consider and make a recommendation to City Council relative to the transfer of said real property to the same or another board, officer, committee or commission for another specific municipal purpose.

Section 17. Technology Services Department

17.1 Deleted.

17.2 Deleted.

17.3 Deleted.

17.4 Deleted.

17.5 City Appropriations for Technology Services; Annual Report.

17.5.1 Budget and Appropriations

- (a) The Annual Budget for the TS Department shall include all recommended expenditures for computer hardware, software, and services that are to be made from the appropriation for the TS Department.
- (b) If the appropriation for any board, officer, or department other than the TS Department includes funds for computer hardware, software, or services, those funds shall not be authorized to be expended unless the technical specifications pertaining to the proposed expenditure have been approved by the TS Director as compatible with the technical specifications of the City's Technology Services and consistent with the City Technology Services Policy as stated in this Ordinance.

17.5.2 Deleted.

17.6 Deleted.

Section 18. Parks, Recreation & Culture Division

18.1 The City of Framingham shall have a Parks, Recreation & Culture Division for the purposes of promoting and managing recreational programs, public parks, and recreation and cultural facilities for community use and public enjoyment.

18.2 All management functions and staff shall be coordinated and directed by the Division Director who shall be appointed by the Mayor.

Section 19. Administrative and Finance Division

19.1 The Administrative and Finance Division shall consist of a Department of Finance, which shall assume and be responsible for the functions and statutory duties of the offices of the City Accountant, City Treasurer/Collector, Chief Procurement Officer, and City Assessors, and a separate department or

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

departments which shall assume and be responsible for the functions and statutory duties, if any, of Technology and Media Services.

19.2 Deleted.

19.3 Deleted.

19.4 Deleted.

19.5 The responsibilities and duties of the Chief Financial Officer/Director of Administration and Finance (“CFO”) shall include the following:

19.5.1 Except as otherwise expressly prohibited by general or special law or ordinance of the City, the CFO shall supervise, direct and be responsible for the overall management and administration of the Administrative and Finance Division. In addition, the responsibilities of said CFO shall include, but not be limited to, the following:

- (a) to assist the Mayor in coordinating and managing the City-wide annual operating and capital budget process for all City departments, officers, boards, committees and commissions, in cooperation with those entities and pursuant to Article VI of the Charter;
- (b) to assist the Mayor in compiling and coordinating for all City departments, officers, boards, committees and commissions their operating and capital budgets, and submitting a proposed operating budget, capital inventory and 5-year capital improvement program to the City Council pursuant to Article VI of the Charter;
- (c) **Deleted;**
- (d) to prepare and maintain long-term financial forecasts: including revenue expectations, future implications of operating budget program decisions and capital budget programs related to infrastructure maintenance, improvement and expansion as directed by the Mayor;
- (e) to manage the financing and refinancing processes of the City, including financing strategies to maximize future flexibility relative to long-term capital expenditure forecasts;
- (f) to monitor actual line item income and expense information for all City departments and prepare financial and statistical reports relative to approved operating and capital budgets;
- (g) to advise all City officers, departments, boards, committees and commissions on financial and financing implications of operational proposals; and
- (h) to assist the Mayor in preparing the annual communication to the Council required by Article III, Section of the Charter;
- (i) to administer the payroll system for the City.

19.5.2 Deleted.

19.5.3 Deleted.

19.5.4 The CFO shall have access to all town books, papers and records of any sort for information necessary for the proper performance of the duties defined herein. All town officers, boards,

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

committees and commissions shall respond promptly, thoroughly and accurately to requests for information made by the CFO. Any contract or agreement entered into by town officers, boards, committees or commissions that impacts the current or future financial condition of the town, other than those covered by the town's purchasing ordinance, shall be submitted to said CFO within seven days of signing.

19.5.5 All City departments, officers, boards, committees and commissions shall keep the CFO fully informed as to the progress of all labor negotiations. The CFO shall prepare and submit to the City Council, as part of the process to consider appropriation of moneys to fund any negotiated labor agreement which affects the City, its departments, officers, boards, committees or commissions, an analysis of the financial impact on the City of any such labor agreement throughout the entirety of its proposed term together with a recommendation for action by the City Council.

19.5.6 Deleted.

19.6 The various City officers, departments, boards, committees and commissions charged with the expenditure of City funds shall, not later than November fifteenth of each year, or at such other time as directed by the Mayor, prepare and submit to said CFO detailed estimates of the amounts deemed by them to be necessary for the administration of their respective duties for the ensuing fiscal year and for capital items to be considered for the ensuing fiscal year and future years, with explanatory statements of the reasons for the amounts requested.

19.7 Deleted.

19.8 Deleted.

19.9 Deleted.

19.10 Deleted.

19.11 Deleted.

19.12 Deleted.

19.13 Deleted.

Section 20. (Deleted: October 19, 2010 Special Town Meeting, Article 4)

Section 21. Board of Health

21.1 The Board of Health shall be comprised according to G.L. c. 111, §26.

21.2 All management functions and staff of the Division of Public Health shall be coordinated and directed by the Division Director.

Section 22. Parks and Recreation Commission

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

- 22.1** There shall be a Parks and Recreation Commission, appointed by the Mayor, consisting of five (5) members each with a term of 3 years such that the term of no more than two members shall expire in the same year.
- 22.2** The role of the commission shall include:
- (a) performing statutory functions assigned to Parks and Recreation Commissions,
 - (b) promoting the use of and advocating the benefits of parks and recreational services,
 - (c) suggesting recreational programs to be implemented by the Park and Recreation Department,
 - (d) advising the Mayor and the City Council in the areas of public policy and long-range planning of recreation facilities for community use and public enjoyment, and
 - (e) such other responsibilities as may be assigned to them by the Mayor.

Section 23. Commission on Disability

- 23.1** A Commission on Disability, hereafter called the Commission is established to cause the full integration and participation of people with disabilities in the City.
- 23.2** Said Commission shall consist of seven members appointed by the Mayor.
- 23.3** The Commission membership will be consistent with G.L. c. 40, §8J.
- 23.3.1** The terms of one-third of the members expires each year, and their successor shall be appointed for terms of three years each.
- 23.3.2 Deleted.**
- 23.3.3** A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.
- 23.3.4** The chairperson and other officers shall be chosen by a majority vote of said Commission members.
- 23.4** The duties and functions of the Commission shall:
- 23.4.1** Research local problems of people with disabilities;
 - 23.4.2** Advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities;
 - 23.4.3** Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability (MOD);
 - 23.4.4** Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the City as they affect people with disabilities;
 - 23.4.5** Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability;
 - 23.4.6** Coordinate activities of other local groups organized for similar purposes.
- 23.5** Said Commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the City's annual report and shall have at least ten meetings annually.

Article II: Functions and Authority of Permanent Officers, Boards and Committees of the City

23.6 Commission may receive gifts of property, both real and personal, in the name of the City, subject to the approval of the Mayor and City Council pursuant to G.L. c. 44, §53A, such gifts to be managed and controlled by the said Commission for the purposes of this section.

Section 24. Agricultural Advisory Committee

24.1 The purpose of the Committee shall be to:

- a) Represent the City's farming and forestry community both internally and externally.
- b) Encourage, promote, and support the pursuit of farming and forestry in the City, both as a business and a community resource.
- c) Promote the protection, preservation and economic use of farmland and forestland within the City.

24.2 Duties and responsibilities of the Committee shall include, but not be limited to:

- a) Serving as representatives, advocates, educators, facilitators and/or mediators on farming and forestry issues both within the City and externally.
- b) Advising the Mayor, Planning Board, Conservation Commission, Board of Assessors, Board of Health, and other City bodies on all matters pertaining to farming or forestry activities or lands in City.
- c) Engaging in projects and activities, including educational programs and community events, to promote the business, activities and traditions of farming and forestry, as well as farm and forestland protection in City.
- d) Developing and recommending ordinances, measures, policies and procedures advocating and promoting agriculture and forestry.
- e) Reporting to Mayor on its projects and activities.

24.3 The Committee shall consist of five members appointed by the Mayor for terms of three years each. At least three of the members shall be actively engaged in farming, forestry, or related activities. Up to four alternates may also be appointed by the Mayor. Any vacancy shall be filled by the Mayor for the unexpired term of the vacancy.