

City Council

2024-2025

City of Newton



To: City Council Members-Elect

From: President-Elect Marc C. Laredo and Vice President-Elect David Kalis

Cc: City Clerk Carol Moore

Re: Administrative Matters

As we start our new term together, we want to provide you with information about certain administrative matters:

1. In our memorandum dated December 20, 2023, we asked the Administration to help us get docket items and back-up materials to the City Council in a timely fashion. We will need similar assistance from one another. Therefore, please get new docket items to City Clerk Moore by the close of business on the Monday before a City Council meeting (in other words, one week in advance of the meeting). Second, all back-up materials that you want to give to other Councilors on any particular item should be provided to the Clerk's office by 5 pm on Thursday for the next day's packet. We will recommend that the City Council and/or the relevant committee not consider any materials that are not provided in this manner and not take up any matter for which there are insufficient materials, except in an emergency or other unusual circumstances.
2. There may be instances when one or more Councilors wish to provide memoranda or other information to a Committee or the full City Council in advance of a meeting. In order to avoid violations of the open meeting law, all such materials should be sent to City Clerk Moore by the Thursday before the meeting, who then will post them with our Friday packet and distribute them to the full City Council. Please do not respond to any such memoranda or materials to the full City Council or the relevant Committee until the meeting takes place – again, we want to be careful to follow the open meeting law.
3. We have asked City Clerk Moore to schedule several meetings of committee chairs at 6:30 pm before our regular full City Council meetings during the first few months of this term – they are tentatively scheduled for January 16, 2024, February 5, 2024, and March 18, 2024. *All Councilors are welcome to attend these meetings!* We intend to cover the following topics: ethics, future training opportunities, interactions with city staff, and best practices.
4. Please join us for the annual Martin Luther King Day celebration on January 15, 2024 at Newton North High School from 9:30-11:30 am. You can register here: <https://www.newtonma.gov/government/mayor-fuller/special-projects-and-initiatives/newton-mlk-day>.

5. If you have not done so, please set up regular times to meet with the other two Councilors in your ward and the School Committee representative from your ward. We think that these meetings will be very helpful.
6. We are working with School Committee leadership to set up a joint School Committee/City Council meeting in January. Superintendent Nolin and the School Committee leadership will present information regarding their new education initiatives and financial needs. This will be an important opportunity for us to learn more about the schools well in advance of our budget deliberations in April and May.
7. Please try out the new docket tracking system (thank you again to Councilor Albright for all her efforts on this initiative) and provide City Clerk Moore with your feedback.
8. We will be having regular meetings with City Clerk Moore about the administrative work of the City Council. Please let us know if you have any comments or suggestions as to changes or improvements that you would like to see.
9. As Committee chairs and vice chairs put together their calendars of meetings for the year, please share those calendars not only with Committee members but with the Council as a whole so that all Councilors who are interested in a particular item will have an opportunity to attend the Committee meeting where it will be discussed.

We look forward to seeing everyone on January 1!