

NEWTON CITY COUNCIL DOCKET TRACKING

INSTRUCTIONS

City Councilor

For Help- Contact DocketTracking@newtonma.gov or Scott Matthews at 617-796-1219

HOMEPAGE

- I. Begin by clicking on the following link which will redirect to the Docket Tracking System Homepage.

[Docket Tracking System, City Council, Newton MA](#)

- a. Signing in: signing in for the first time
 - i. Account has to be created by the administrator
 - ii. To log in for the first time
 1. Hit New Official Login
 2. Name=Last Name
 3. Password=First Name

PUBLIC ACCESS	DESCRIPTION
Browse Dockets Search Dockets	The Docket Tracking System provides the Public residents to see how Councilors vote on dock work with our IT Department to develop new Chairs will have the ability to follow all docke
CITY COUNCIL / CITY DEPT. LOGIN	For information on how to use the site -pleas
Email: <input type="text"/> Password: (5-20 characters, including upper, lower case and numbers) <input type="password"/> <input type="submit" value="Submit"/> New Official Login 1	
How to ...	



Docket Tracking System

- City Council, City of Newton, MA

If you have already registered please click [HERE](#)

NEW USER REGISTRATION

Name:

2

Password:

3

Submit

City of Newton, MA © 2023

II. Docket Tracking System Homepage

- a. Description: Outlines the purpose and intent of the Docket Tracking System
- b. Public Access: Allows for the easy browsing and searching of City Council Dockets
 - i. Browse Dockets: Shows a Listing of all docket items with searchable columns
 - ii. Search Dockets: Allows for search via keyword, docket number, and by Councilor votes
- c. City Council/City Login: Please enter your City email address and unique password to access the Docket Tracking System

PUBLIC ACCESS

Browse Dockets

Search Dockets

CITY COUNCIL / CITY DEPT. LOGIN

Email:

Password: (5-20 characters, including upper, lower case and numbers)

Submit

New Official Login

How to ...

DESCRIPTION

The Docket Tracking System provides the Public, Councilors, and City Staff, a tool to follow a docket item as it progresses through the legislative process. Once voted, the docket items move to "inactive" status but are still searchable. A feature that allows residents to see how Councilors vote on docket items is also part of the new system which conforms to the procedures employed by the City Council as stated in our Charter, Council rules, and City Ordinances. The software is still a "work in progress" as we work with our IT Department to develop new features. Initial features include a Councilor/City staff docket upload tool for new docket items, Council Agenda management tools, docket management tools for the Clerk's office, and a search page for all. Council Chairs will have the ability to follow all dockets referred to their committee. Coming soon will be enhanced search tools and Committee Agenda management. Please provide feedback and suggestions to assist in building this organizational tool.

For information on how to use the site -please click [here](#).

LOG IN ISSUES

If you trying to log in and you are having log in issues, you will get the screen below.

Option 1: If you are a new user to the system you can click on the first line and register as a new user.

Option 2: If you need to reset your password, you can click on the second line, and enter your email. The system will then send you an email allowing you to reset your password.

Option 3: If you would like to try login again below without changing your password, you can try to do so where it says login again.



Docket Tracking System

- City Council, City of Newton, MA

New official please register [HERE](#)
Reset password click [HERE](#)
Or try to login again below

LOGIN AGAIN:

Email:

hiao@newtonma.gov

Password: (5-20 characters, including upper, lower case and numbers)

.....

Submit

City of Newton, MA © 2024

NEW DOCKET ITEM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

- III. Once logged in, you will automatically be directed to the “New Docket” page. Displayed here are the following:
- a. Date Time Group: The date and time that the new docket item was opened.
 - b. From (Docketer): This is the primary docketer of the item and a free text box.
 - c. Co-Sponsor(s): Additional City Councilors who have signed on as co-docketers can be selected.
 - i. Ask Council if They Want to Co-Sponsor: By selecting this box, an email will be sent to all City Councilors asking if they would like to sign onto the docket item as a co-sponsor.
 - d. City Personnel: This free text box can be utilized to enter the name of any City Staff that should be invited when the docket item is discussed.
 - e. Dept (Department): From the drop-down menu, please select the appropriate department that the invited City Staff belongs to.
 - f. Resident: This free text box can be utilized to enter the name of any Newton resident that should be invited when the docket item is discussed.
 - g. Phone/Email: Please enter the contact information for the Newton resident.
 - h. 1. Docket Title: A short, succinct sentence describing the docket item.

- i. 1. Docket Text: Paragraph outlining in greater detail the nature of the docket item.
- j. 2. Purpose and Intended Outcome: Click on box to identify purpose of the docket item. If none select other and type in intended purpose.
- k. 3. Recommendation to Committee: Select which committee (s) you believe it should go to following the Council Rules and Orders.
- l. 4. Item should be taken up in Committee: Identify the timeliness of when the item should be taken up by the Committee's Chair.
- m. 5. Estimation of Consideration: Length of time you believe consideration should take.
- n. 6.: check if you would like to discuss with the chair before any decision is made before proceeding.
- o. 7.: check if you would like clerk to notify you when the item is scheduled for discussion.
- p. 8: Background Materials: upload materials as back-up for docket item- when uploading material you can upload one document directly, if you are uploading multiple documents it would need to be in a zip file *please see appendix A on how to create a zip file.
- q. 9: Additional Background Material: check if you will be uploading additional information before the item is scheduled for discussion. In the free text box titled "Additional Materials", give a general description of additional materials you intend to provide prior to scheduling the item for discussion.
- r. Name of Person Docketing the item: sign your name as the person entering the item.
- s. Hit Submit – It will date stamp when the item was submitted

Docket Tracking System

- City Council, City of Newton, MA

New Docket: Admin, Scott Matthews

All Pending Dockets

Accepted Dockets

Active Dockets

All Public Officials

Log Out

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

<p>To: Clerk of the City Council</p> <p>Date</p> <input type="text" value="12/11/2023 14:03"/> A <p>From (Docketer): * (Enter last or first name from an existing record; Free text of individual/entity)</p> <input type="text" value="Docketer Name"/> B <p>Co-sponsor(s): C</p> <table border="0"><tr><td><input type="checkbox"/> Albright, Susan</td><td><input type="checkbox"/> Baker, R. Lisle</td><td><input type="checkbox"/> Bowman, Alicia</td></tr><tr><td><input type="checkbox"/> Crossley, Deborah</td><td><input type="checkbox"/> Danberg, Victoria</td><td><input type="checkbox"/> Downs, Andreae</td></tr><tr><td><input type="checkbox"/> Gentile, Leonard</td><td><input type="checkbox"/> Scibelli Greenberg, Maria</td><td><input type="checkbox"/> Walker Grossman, Rebecca</td></tr><tr><td><input type="checkbox"/> Humphrey, Bill</td><td><input type="checkbox"/> Kalis, David</td><td><input type="checkbox"/> Kelley, Andrea</td></tr><tr><td><input type="checkbox"/> Krintzman, Joshua</td><td><input type="checkbox"/> Laredo, Marc</td><td><input type="checkbox"/> Leary, Alison</td></tr><tr><td><input type="checkbox"/> Lipoof, Richard</td><td><input type="checkbox"/> Lucas, Tarik</td><td><input type="checkbox"/> Malakie, Julia</td></tr><tr><td><input type="checkbox"/> Markiewicz, Christopher</td><td><input type="checkbox"/> Noel, Brenda</td><td><input type="checkbox"/> Norton, Emily</td></tr><tr><td><input type="checkbox"/> Oliver, John</td><td><input type="checkbox"/> Ryan, Holly</td><td><input type="checkbox"/> Wright, Pamela</td></tr></table> <p><input type="checkbox"/> Ask councilor if they want to co-docket.</p> <p><input checked="" type="radio"/> Regular Docket <input type="radio"/> Resolution <input type="radio"/> Executive Session</p> <p>1. Please docket the following item (it will be edited for length if necessary): *</p> <p>Docket Title * H</p> <input type="text"/> <p>Docket Text * I</p> <input type="text"/>	<input type="checkbox"/> Albright, Susan	<input type="checkbox"/> Baker, R. Lisle	<input type="checkbox"/> Bowman, Alicia	<input type="checkbox"/> Crossley, Deborah	<input type="checkbox"/> Danberg, Victoria	<input type="checkbox"/> Downs, Andreae	<input type="checkbox"/> Gentile, Leonard	<input type="checkbox"/> Scibelli Greenberg, Maria	<input type="checkbox"/> Walker Grossman, Rebecca	<input type="checkbox"/> Humphrey, Bill	<input type="checkbox"/> Kalis, David	<input type="checkbox"/> Kelley, Andrea	<input type="checkbox"/> Krintzman, Joshua	<input type="checkbox"/> Laredo, Marc	<input type="checkbox"/> Leary, Alison	<input type="checkbox"/> Lipoof, Richard	<input type="checkbox"/> Lucas, Tarik	<input type="checkbox"/> Malakie, Julia	<input type="checkbox"/> Markiewicz, Christopher	<input type="checkbox"/> Noel, Brenda	<input type="checkbox"/> Norton, Emily	<input type="checkbox"/> Oliver, John	<input type="checkbox"/> Ryan, Holly	<input type="checkbox"/> Wright, Pamela	<p>The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):</p> <table border="0"><tr><td>City Personnel D</td><td>Dept. E</td></tr><tr><td>1. <input type="text"/></td><td>Select a Dept. <input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td>Select a Dept. <input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td>Select a Dept. <input type="text"/></td></tr><tr><td>4. <input type="text"/></td><td>Select a Dept. <input type="text"/></td></tr></table> <table border="0"><tr><td>Resident F</td><td>Phone/Email G</td></tr><tr><td>1. <input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td></tr></table>	City Personnel D	Dept. E	1. <input type="text"/>	Select a Dept. <input type="text"/>	2. <input type="text"/>	Select a Dept. <input type="text"/>	3. <input type="text"/>	Select a Dept. <input type="text"/>	4. <input type="text"/>	Select a Dept. <input type="text"/>	Resident F	Phone/Email G	1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
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2. <input type="text"/>	<input type="text"/>																																								
<p>2. The purpose and intended outcome of this item is: J</p> <table border="0"><tr><td><input type="checkbox"/> Fact-finding & discussion</td><td><input type="checkbox"/> Ordinance change</td></tr><tr><td><input type="checkbox"/> (Re)appointment</td><td><input type="checkbox"/> Traffic Council appeal</td></tr><tr><td><input type="checkbox"/> Grant of Location</td><td><input type="checkbox"/> Rule change</td></tr><tr><td><input type="checkbox"/> 5-58 Site Plan Review</td><td><input type="checkbox"/> Appropriation</td></tr><tr><td><input type="checkbox"/> Acceptance of a grant</td><td><input type="checkbox"/> Special Permit</td></tr><tr><td><input type="checkbox"/> Authorization to transfer</td><td><input type="checkbox"/> Bond Authorization</td></tr><tr><td><input type="checkbox"/> Authorization to appropriate & expend</td><td><input type="checkbox"/> Other <input type="text" value="Other purpose"/></td></tr></table>		<input type="checkbox"/> Fact-finding & discussion	<input type="checkbox"/> Ordinance change	<input type="checkbox"/> (Re)appointment	<input type="checkbox"/> Traffic Council appeal	<input type="checkbox"/> Grant of Location	<input type="checkbox"/> Rule change	<input type="checkbox"/> 5-58 Site Plan Review	<input type="checkbox"/> Appropriation	<input type="checkbox"/> Acceptance of a grant	<input type="checkbox"/> Special Permit	<input type="checkbox"/> Authorization to transfer	<input type="checkbox"/> Bond Authorization	<input type="checkbox"/> Authorization to appropriate & expend	<input type="checkbox"/> Other <input type="text" value="Other purpose"/>																										
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Authorization to appropriate & expense Other (Other purpose)

3. I recommend that this item be assigned to the following committees: **K**

<input type="checkbox"/> Programs & Services	<input type="checkbox"/> Finance	<input type="checkbox"/> Real Property & Reuse
<input type="checkbox"/> Zoning & Planning	<input type="checkbox"/> Public Safety & Transportation	<input type="checkbox"/> Special Committee
<input type="checkbox"/> Public Facilities	<input type="checkbox"/> Land Use	<input type="checkbox"/> Other Communication

4. This item should be taken up in committee: **L**

Immediately (Emergency only, please).
Please state nature of emergency

As soon as possible, preferably within a month
 In due course, at discretion of Committee Chair
 When certain materials are made available, as noted in 6 & 7 on reverse
 Following public hearing

5. I estimate that consideration of this item will require approximately: **M**

<input type="checkbox"/> One half hour or less	<input type="checkbox"/> Up to one hour
<input type="checkbox"/> More than one hour	<input type="checkbox"/> An entire meeting
<input type="checkbox"/> More than one meeting	<input type="checkbox"/> Extended deliberation by subcommittee

Please check the following:

6. I would like to discuss this item with the Chair before any decision is made on how and when to proceed. **N**

7. I would like the Clerk's office to notify me when the Chair has scheduled the item for discussion. **O**

8. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion: **P**

** (ZIP, PDF, MS Word or excel file types only; No special character (" ") in the file name)*

Step 1: No file chosen Step 2:

9. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. **Q**

Additional materials

(Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Name of the person docketing the item: **R**

[Please print a copy for your records by right clicking (Windows) / Control-clicking (Mac) your mouse on a blank spot inside the frame, then selecting Print from the popup menu. Thank you!]

S

PENDING DOCKETS

- IV. In your pending dockets tab- it will display items that you are currently working on. When and Item is complete and ready to be submitted to the clerks office to be included on the Docket- (See below)

- V. Following the submission of the *New Docket*, the item will automatically be moving to the *Pending Dockets* tab. Here docket items:
 - a. Are quality checked by the Clerk's Office.
 - b. Are assigned to appropriate Committee(s)
 - i. This step completes the Clerk's Office's **intake** of the docket item, and the docket item now becomes an *Accepted Docket* within the System.

- ii. Receives an autogenerated docket number once it is moved to the *Accepted Docket Stage*

Accepted Docket

- VI. Once in Accepted Docket Stage the Clerks Office will review the text of each docket item
 - a. Clerk's Office will note that it had been reviewed
 - b. Clerk's Office will create a Docket
 - c. Once the City Council accepts the Docket, it will then be moved over to the *Active Docket Stage*

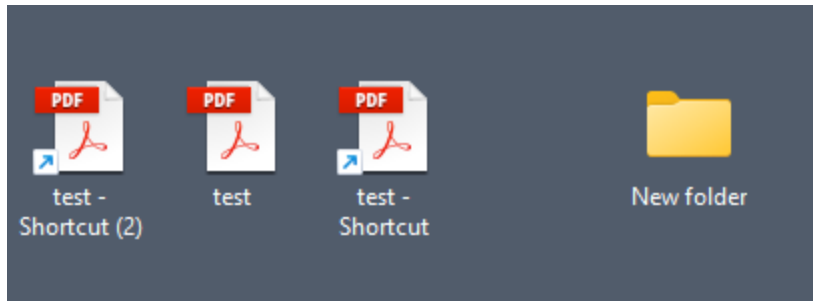
Active Docket

- VII. Once in Active Dockets the Clerk will update the item as it moves through the legislative process
 - a. Committee meetings
 - b. Close relevant public hearings
 - c. Committee meeting Votes
 - d. City Council Meeting
 - e. City Council Votes
 - f. Council Order
- VIII. Once item is finished the clerk will finish it
 - a. Finished Dockets- complete docket item with Council Action
 - b. Term Out Dockets- Docket Items termed out at the end of Council term

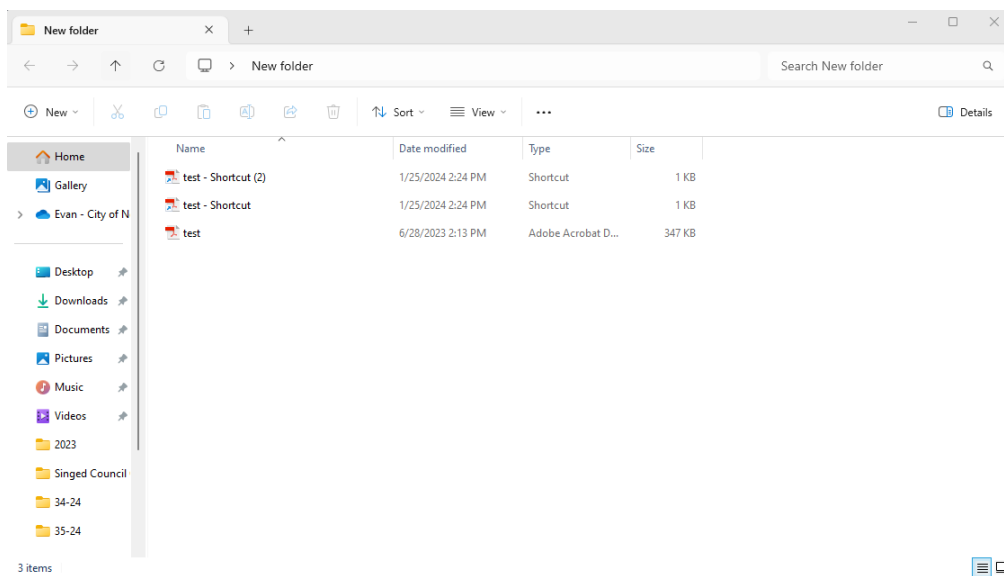
Appendix A

How to Create a Zip File (Windows users)

1. Add all the documents you want to include as backup to a docket item in a single folder. Locate the folder that you want to zip.

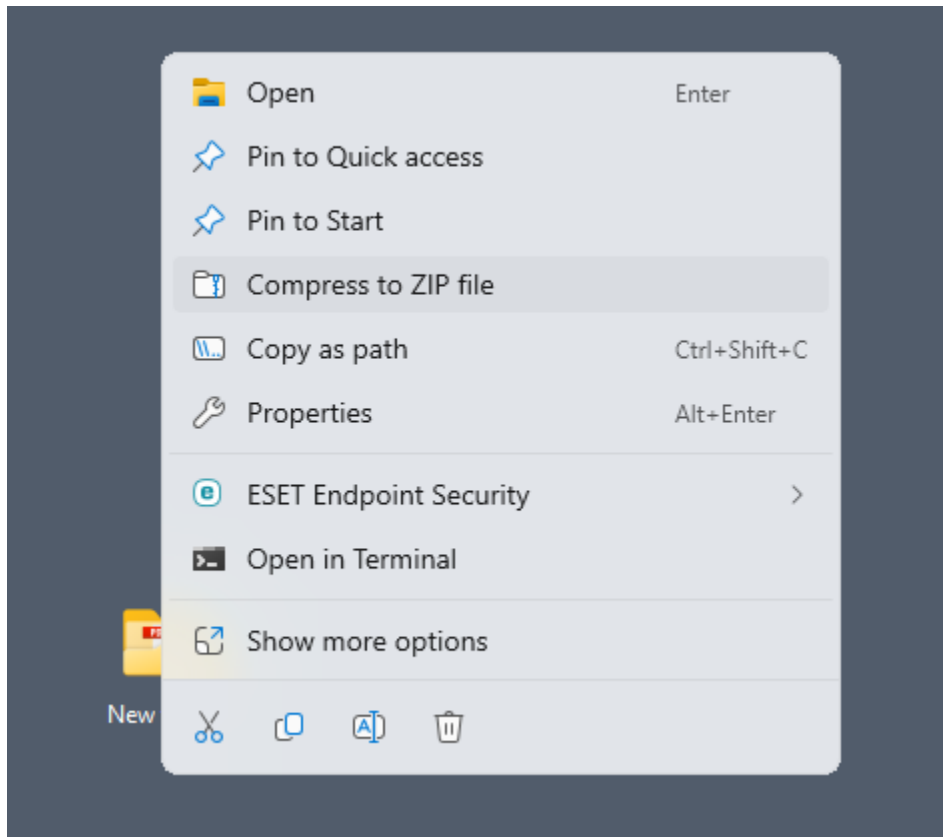


Select the Three Documents you want to include and create a folder in which you will move ALL of your documents into.

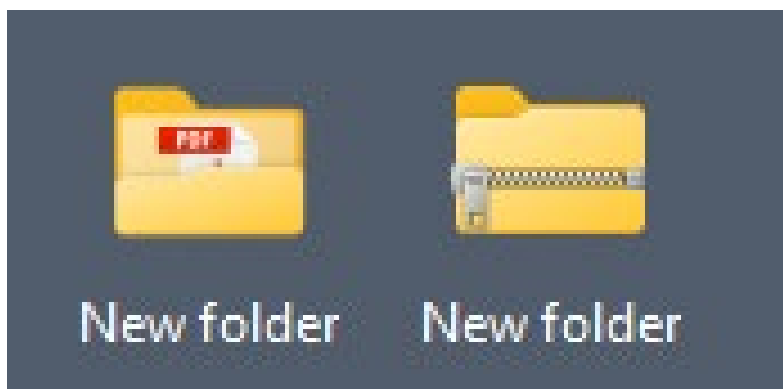


This image represents what the folder will look like once you successfully move documents into it.

2. Right-click the folder, then select **Compressed to Zip file**.



3. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.



- Once you have your Zip Compressed File, you will then be able to upload your documents in the initial stage of uploading a docket request.

8. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

** (ZIP, PDF, MS Word or excel file types only; No special character (' ') in the file name)*

Step 1: test.zip

Step 2:

- When you are finished uploading your documents, remember to click the submit button next to the tab where you upload the ZIP file.

8. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

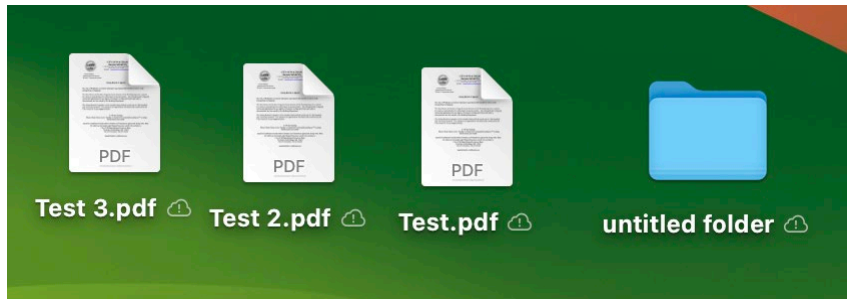
** (ZIP, PDF, MS Word or excel file types only; No special character (' ') in the file name)*

Step 1: No file chosen

Step 2:

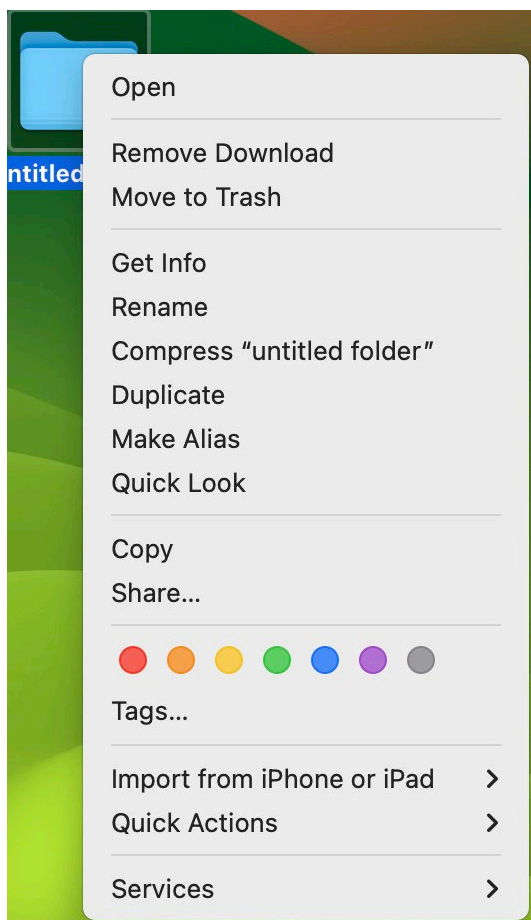
How to Create a Zip File (Mac Users)

1. Add all the documents you want to include as backup in a single folder. Locate the folder you want to ZIP.

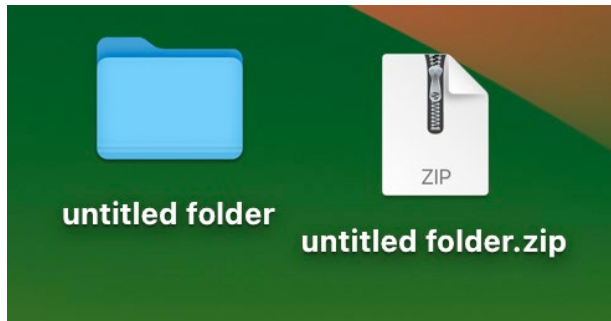


Select the documents you want to include and create a folder in which you will move ALL documents into.

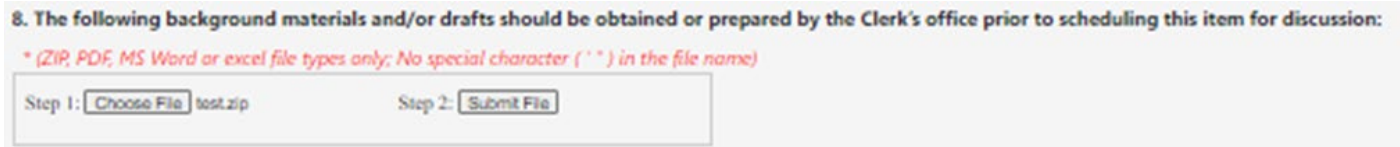
2. Right-click the folder, then select "Compress "untitled" folder". (It will show the corresponding name of the folder you are trying to compress)



3. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right click) the folder, select RENAME, and then type the name you want to call this folder.



4. Once you have the ZIP compressed file, you will then be able to upload your documents in the initial stage of uploading a docket request.



5. When you are finished uploading your documents, remember to click the submit button next to the tab where you upload the ZIP file.

