

### **#3**

## **RESOLUTION REQUESTING THE MAYOR TO AUTHORIZE A REVIEW OF THE WORKFLOW, STRUCTURE AND JOB DESCRIPTIONS OF THE CITY CLERK'S DEPARTMENT**

**Councilors Laredo, Kalis, and Baker support the following Resolution.**

This resolution requests that the Mayor, in conjunction with City Council, to establish a working group to assist in the review and potential restructure of the City Clerk's department, focusing on workflow, job descriptions of both union and non-union positions, and compensation, ensuring the department can meet its responsibilities effectively.

The City Clerk's Department plays an essential role in maintaining the transparency and efficiency of the City Council's administrative functions and the integrity in assisting Newton residents, including record-keeping, public meetings, and election management; and

Our responsibilities and duties have increased to better serve Newton residents and Council; running hybrid meetings, administration of the docket tracking program, the new vote-by-mail requirements, and other election-related duties; and

The salaries and job descriptions for union and non-union positions within the City Clerk's department have not been reviewed for over ten years, necessitating a comprehensive review to ensure competitive compensation and accurate role definitions; and

It is essential to ensure that the City Clerk's department is adequately staffed and structured to meet these demands, while maintaining competitive salaries and clear job descriptions to attract and retain qualified personnel.

THEREFORE, Councilors Laredo, Kalis, and Baker request this review, as stated in the City Clerk's FY25 goals and strategies, be supported and authorized by the Mayor to ensure that the City Clerk is equipped to fulfill its vital functions.