

## **CLERK OF THE BOARD AND CITY CLERK**

### **MISSION**

The Office of the Clerk of the Board of Aldermen/City Clerk has two distinct functions, each of which is vital to the working of Newton city government. The Department strives to fulfill these functions to the highest possible standards.

#### **Clerk of the Board of Aldermen**

The Office of the Clerk of the Board of Aldermen provides support for all aspects of the Board of Aldermen's operations including: scheduling, research, communication, and the legislative process. The office ensures that all functions of the Board and its committees are carried out at the most effective and efficient levels possible.

#### **City Clerk**

The Office of the City Clerk carries out all duties specified for it under state and local law. The office creates, organizes and maintains information and records relating to public records, vital statistics, licensing, and business registrations. The office answers inquiries made via phone, mail, E-mail, and in person, and provides the required documents. The City Clerk is the official record keeper for the City of Newton and is responsible for the organization, care and maintenance of the city's official archival material.

### **ACCOMPLISHMENTS IN FY2010**

#### **Records Preservation**

- In the aftermath of flooding in the basement of City Hall in March 2010, the Clerk's Office worked with the State Archives and the City Law Department to coordinate Departmental inventorying, categorizing, notification, and disposal of records damaged by flood waters. The Clerk's Office provided information and support to department heads as they cleaned up their storage areas and assisted with records disposal letters to the State Archives. This work could not have been accomplished without the Public Buildings Department and the Department of Public Works who coordinated the clean-up and accomplished the disposal of waterlogged material.



- The City Clerk's Office collaborated with the Newton History Museum and the Newton Free Library to successfully submit and present an application to the Community Preservation Committee. The CPC, and Board of Aldermen, approved funds for the



preservation and digitization of a collection of 19<sup>th</sup>- and 20<sup>th</sup>-century material held across the departments including a set of City Directories dating from 1868 to 1934 housed in the Clerk's Office. The work will be undertaken in FY2010.

- Back scanning of Aldermanic documents was begun to create a digital back-up of older records and to make the material searchable for easy access.
- An application was submitted to the Community Preservation Committee for the restoration and preservation of the Mayor Hyde portrait painted by Newton Artist Nahum Onthank.



### Staff Development

- The City Clerk and Assistant City Clerk attended the New England Municipal Clerks Academy for week-long courses on management and disaster recovery. The disaster recovery training was particularly helpful during the flooding in March.
- City Clerk staff attended the Massachusetts City & Town Clerks Winter Conference, as well as state sponsored training sessions on recent changes to the Massachusetts Marriage Intention Forms and procedures.
- Computer courses were undertaken through the City of Newton's Information Technology Department.

### Customer Service Enhancements

- The City Clerk served on the State's Registry of Vital Records Working Group charged with developing and implementing a new web-based vital records registering and retrieval system statewide. The new system, which will begin initial testing in July 2010, will provide for the electronic creation of vital records and electronic retrieval of records created after 1989.
- The Clerk continued to work with the Police Department and Traffic Engineer to rent Commercial Parking Spaces through the Commercial Parking Program. To date the program has rented more than 80 spaces in municipal lots across the City.
- A campaign was begun to encourage individuals to serve on Commissions and Committees. The campaign included placing information on Board of Aldermen appointments on-line and included information on current openings and an on-line application process.



### New Ethics Law Requirements

- Changes to the State’s Ethics Law require City and Town Clerks to undertake or assist in three key improvements. The first, which was completed by the end of 2009, was to provide a Summary of the Conflict of Interest Law to all employees, board members, commission members, and volunteers working for the City of Newton.
- The second new mandate was to assist in the implementation of an on-line Ethics training course to be completed by all municipal employees.
- The third component is to assist Boards and Commissions to post their Agendas and effectively create and maintain their meeting minutes. The office has created a Meeting Manual and minute takers guide to assist commission chairs to effectively conduct their meetings under the new requirements. The IT and Law departments were invaluable in the implementation of these components.

### Inauguration 2010/New Aldermen

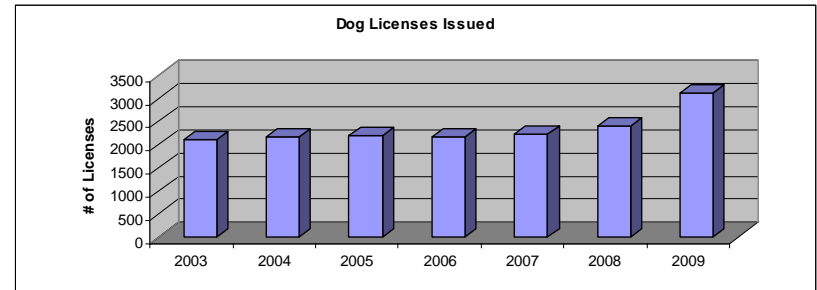
- The Board of Aldermen’s Staff coordinated very successful inaugural ceremonies that saw the largest attendance of residents and dignitaries in recent history, and worked with the Mayor-elect’s staff to coordinate the reception.



- An orientation and training program was undertaken, and successfully completed, to assist the new Aldermen in preparing for their duties on the Board.

### Dog Licensing

- Initiatives to increase the number of licensed dogs continued in 2009. The theme for the licensing campaign for 2010 is “One Size Fits All”. Posters reminding Newton residents to license their dogs were placed around the city and featured on the City’s website. Licensing reached a high of 3,106 dogs in 2009, an increase of 708 dogs over 2008.

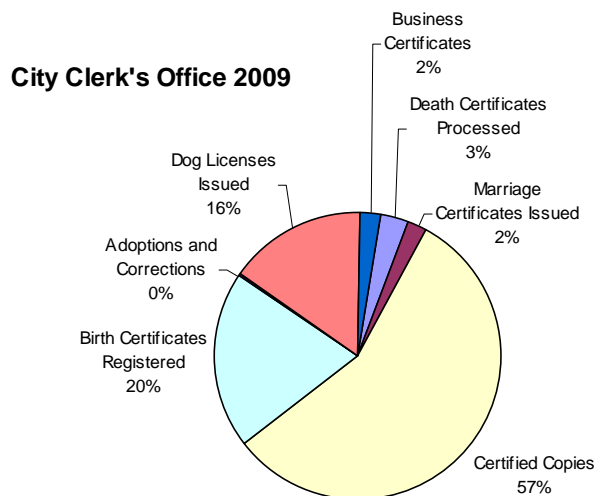


### Website Enhancements

- With the assistance of the IT Department, the Clerk of the Board’s Office was able to make the Friday Packet available on line, providing all of the material sent to

the Aldermen each Friday in an electronic version available to anyone through the website. The Clerk's Office was also able to create a new on-line posting board for Committee and Commission meeting announcements and agendas.

- With the assistance of an Alderman, the Board of Aldermen's website was redesigned to make the site easier to navigate and easier to find information. The new design also provides for a complimentary look with the City's website.
- Received, for the fourth year in a row, the e-government award with distinction from government watchdog group Common Cause for the quantity of government information available through our website.
- Have created a Twitter page for the Board of Aldermen to keep the public informed of current events.



## GOALS AND OBJECTIVES FOR FY2011

### Investing for the Future

- Continue with technological processing of data, reports, and correspondence to create the most efficient processing of materials. Work to find funding for a cross department software program to eliminate duplication through file sharing and work flow improvement.
- Work to invest in the future by reinstating a full-time Archivist position into the City Budget to be more effective in assisting with records management and retention across all City Departments.

### Stretching for Excellence

- Continue to focus on serving residents and making City government more effective by expanding the information available to the public.

### Effectiveness

- Continue to improve processing times of mailed-in requests for certified copies of vital records to better serve Newton residents.
- Work with other departments to develop a plan to identify historic archival material housed in City Departments to effectively create a master list and database to provide access to this material.
- Assist with and encourage cross department collaboration and training to be more effective and better utilize staff as workloads ebb and flow.

DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

## CITY OF NEWTON BUDGET DEPARTMENT SUMMARY

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	795,987	791,130	812,871	0	812,871	818,299	5,428	1%
52 - EXPENSES	54,713	45,322	54,910	-3,000	51,910	50,910	-1,000	-2%
<b>SUB-TOTALS:</b>	<b>850,700</b>	<b>836,452</b>	<b>867,781</b>	<b>-3,000</b>	<b>864,781</b>	<b>869,209</b>	<b>4,428</b>	<b>1%</b>
57 - FRINGE BENEFITS	233,525	225,423	244,443	0	244,443	210,863	-33,580	-14%
<b>SUB-TOTALS:</b>	<b>233,525</b>	<b>225,423</b>	<b>244,443</b>	<b>0</b>	<b>244,443</b>	<b>210,863</b>	<b>-33,580</b>	<b>-14%</b>
<b>DEPARTMENT TOTALS:</b>	<b>1,084,224</b>	<b>1,061,875</b>	<b>1,112,224</b>	<b>-3,000</b>	<b>1,109,224</b>	<b>1,080,072</b>	<b>-29,152</b>	<b>-3%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0110101 ALDERMEN	793,528	784,049	803,320	0	803,320	772,693	-30,627	-4%
0110102 CITY CLERK	290,696	277,825	308,904	-3,000	305,904	307,379	1,475	0%
<b>DEPARTMENT TOTALS:</b>	<b>1,084,224</b>	<b>1,061,875</b>	<b>1,112,224</b>	<b>-3,000</b>	<b>1,109,224</b>	<b>1,080,072</b>	<b>-29,152</b>	<b>-3%</b>

ALDERMEN	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	576,619	575,519	571,626	0	571,626	573,138	1,512	0%
52 - EXPENSES	37,901	28,666	35,900	0	35,900	31,900	-4,000	-11%
<b>SUB-TOTALS:</b>	<b>614,520</b>	<b>604,185</b>	<b>607,526</b>	<b>0</b>	<b>607,526</b>	<b>605,038</b>	<b>-2,488</b>	<b>0%</b>
57 - FRINGE BENEFITS	179,008	179,864	195,794	0	195,794	167,655	-28,139	-14%
<b>SUB-TOTALS:</b>	<b>179,008</b>	<b>179,864</b>	<b>195,794</b>	<b>0</b>	<b>195,794</b>	<b>167,655</b>	<b>-28,139</b>	<b>-14%</b>
<b>Element Totals:</b>	<b>793,528</b>	<b>784,049</b>	<b>803,320</b>	<b>0</b>	<b>803,320</b>	<b>772,693</b>	<b>-30,627</b>	<b>-4%</b>

CITY CLERK	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	219,367	215,611	241,245	0	241,245	245,161	3,916	2%
52 - EXPENSES	16,812	16,655	19,010	-3,000	16,010	19,010	3,000	19%
<b>SUB-TOTALS:</b>	<b>236,179</b>	<b>232,266</b>	<b>260,255</b>	<b>-3,000</b>	<b>257,255</b>	<b>264,171</b>	<b>6,916</b>	<b>3%</b>
57 - FRINGE BENEFITS	54,517	45,559	48,649	0	48,649	43,208	-5,441	-11%
<b>SUB-TOTALS:</b>	<b>54,517</b>	<b>45,559</b>	<b>48,649</b>	<b>0</b>	<b>48,649</b>	<b>43,208</b>	<b>-5,441</b>	<b>-11%</b>
<b>Element Totals:</b>	<b>290,696</b>	<b>277,825</b>	<b>308,904</b>	<b>-3,000</b>	<b>305,904</b>	<b>307,379</b>	<b>1,475</b>	<b>0%</b>

DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2010 BUDGET		2011 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	92,857	1	92,857
	Asst Clerk of the Board	H91	1	79,904	1	80,243
	Committee Clerk	H05	3	163,415	3	164,013
	Assisitant City Clerk	H07	1	59,891	1	60,162
	Business R cords Clerk	S05	1	44,757	1	44,757
	Registrar/Vital Stats	S05	1	44,757	1	44,757
	Customer Service Clerk	S04	1	34,083	1	35,421
	Receipts Clerk	S04	1	40,947	1	40,947
<b>Account Totals:</b>			<b>10</b>	<b>560,611</b>	<b>10</b>	<b>563,156</b>
511101	Archivist	H03	0.2	10,687	0.2	10,687
<b>Account Totals:</b>			<b>0.2</b>	<b>10,687</b>	<b>0.2</b>	<b>10,687</b>
511103	Alderman	XXX	2.4	234,000	2.4	234,000
<b>Account Totals:</b>			<b>2.4</b>	<b>234,000</b>	<b>2.4</b>	<b>234,000</b>
<b>Report Totals:</b>			<b>12.6</b>	<b>805,298</b>	<b>12.6</b>	<b>807,843</b>



DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

**CITY OF NEWTON BUDGET  
CLASSIFICATION DETAIL**

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>101 - CLERK/CLERK OF THE BOARD</b>										
<b>0110101 - ALDERMEN</b>										
<b>PERSONAL SERVICES</b>										
511001	FULL TIME SALARIES	297,365	330,137	336,176	0	336,176	259,223	337,113	937	0%
511101	PART TIME < 20 HRS/WK	8,483	10,031	0	0	0	0	0	0	0%
511102	PART TIME > 20 HRS/WK	34,902	0	0	0	0	0	0	0	0%
511103	OFFICIALS W/BENEFITS	234,000	234,000	234,000	0	234,000	175,290	234,000	0	0%
513001	REGULAR OVERTIME	0	0	0	0	0	0	0	0	0%
514001	LONGEVITY	1,869	1,350	1,450	0	1,450	775	2,025	575	40%
<b>PERSONAL SERVICES TOTALS:</b>		<b>576,619</b>	<b>575,519</b>	<b>571,626</b>	<b>0</b>	<b>571,626</b>	<b>435,288</b>	<b>573,138</b>	<b>1,512</b>	<b>0%</b>
<b>EXPENSES</b>										
52401	OFFICE EQUIPMENT R-M	95	1,303	700	-605	95	95	700	605	637%
52409	PUBLIC PROPERTY R-M	0	617	3,000	-2,390	610	610	3,000	2,390	392%
53401	TELEPHONE	665	605	1,700	0	1,700	381	1,700	0	0%
5341	POSTAGE	3,204	2,657	3,000	0	3,000	2,401	3,000	0	0%
5342	PRINTING	1,718	1,629	5,100	-2,300	2,800	1,767	5,100	2,300	82%
5343	ADVERTISING/PUBLICATIONS	13,577	6,403	7,000	0	7,000	5,257	7,000	0	0%
5420	OFFICE SUPPLIES	5,988	8,798	4,100	2,995	7,095	5,309	4,100	-2,995	-42%
5592	BOOKS/MANUALS/PERIODICALS	0	0	500	0	500	0	500	0	0%
5593	AWARDS & TROPHIES	576	0	600	0	600	579	600	0	0%
5712	REFRESHMENTS/MEALS	1,172	452	1,200	-350	850	500	1,200	350	41%
5730	DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0	0%
575401	ELECTED OFFICIAL EXPENSES	7,509	6,202	5,000	2,650	7,650	7,649	5,000	-2,650	-35%
57543	INAUGURAL EXPENSES	3,397	0	4,000	0	4,000	3,408	0	-4,000	-100%
<b>EXPENSES TOTALS:</b>		<b>37,901</b>	<b>28,666</b>	<b>35,900</b>	<b>0</b>	<b>35,900</b>	<b>27,955</b>	<b>31,900</b>	<b>-4,000</b>	<b>-11%</b>
<b>FRINGE BENEFITS</b>										
57DENTAL	DENTAL INSURANCE	5,515	4,771	4,777	0	4,777	3,412	4,043	-734	-15%
57HLTH	HEALTH INSURANCE	165,670	167,296	182,500	0	182,500	124,966	154,932	-27,568	-15%
57LIFE	BASIC LIFE INSURANCE	581	510	511	0	511	354	511	0	0%
57MEDA	MEDICARE PAYROLL TAX	7,242	7,288	8,006	0	8,006	5,636	8,169	163	2%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>FRINGE BENEFITS TOTALS:</b>		<b>179,008</b>	<b>179,864</b>	<b>195,794</b>	<b>0</b>	<b>195,794</b>	<b>134,368</b>	<b>167,655</b>	<b>-28,139</b>	<b>-14%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>793,528</b>	<b>784,049</b>	<b>803,320</b>	<b>0</b>	<b>803,320</b>	<b>597,611</b>	<b>772,693</b>	<b>-30,627</b>	<b>-4%</b>
<b>0110102 - CITY CLERK</b>										
<b>PERSONAL SERVICES</b>										
511001	FULL TIME SALARIES	173,358	202,141	225,995	-426	225,569	171,175	227,609	2,040	1%
511101	PART TIME < 20 HRS/WK	0	0	8,885	0	8,885	7,575	10,687	1,802	20%
511102	PART TIME > 20 HRS/WK	40,809	0	0	0	0	0	0	0	0%
513001	REGULAR OVERTIME	0	0	0	0	0	0	0	0	0%
513004	WORK BY OTHER DEPTS.	0	0	0	0	0	0	0	0	0%
514001	LONGEVITY	3,200	3,800	3,725	0	3,725	2,775	3,725	0	0%
514309	OTHER STIPENDS	0	1,122	1,140	426	1,566	1,218	1,140	-426	-27%
515002	SEVERANCE PAY	0	7,048	0	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	2,000	1,500	1,500	0	1,500	2,000	2,000	500	33%
<b>PERSONAL SERVICES TOTALS:</b>		<b>219,367</b>	<b>215,611</b>	<b>241,245</b>	<b>0</b>	<b>241,245</b>	<b>184,743</b>	<b>245,161</b>	<b>3,916</b>	<b>2%</b>
<b>EXPENSES</b>										
52401	OFFICE EQUIPMENT R-M	1,369	2,468	4,116	-3,683	433	433	4,116	3,683	851%
52409	PUBLIC PROPERTY R-M	0	1,144	1,267	-1,267	0	0	1,267	1,267	100%
53401	TELEPHONE	678	736	840	0	840	484	840	0	0%
5341	POSTAGE	5,145	5,641	4,537	1,950	6,487	5,903	4,537	-1,950	-30%
5342	PRINTING	3,550	2,176	3,500	0	3,500	2,808	3,500	0	0%
5420	OFFICE SUPPLIES	5,573	3,912	3,900	0	3,900	3,225	3,900	0	0%
5592	BOOKS/MANUALS/PERIODICALS	0	0	250	0	250	0	250	0	0%
5730	DUES & SUBSCRIPTIONS	498	480	500	0	500	317	500	0	0%
575005	EMPLOYEE HONESTY BONDS	0	100	100	0	100	100	100	0	0%
<b>EXPENSES TOTALS:</b>		<b>16,812</b>	<b>16,655</b>	<b>19,010</b>	<b>-3,000</b>	<b>16,010</b>	<b>13,270</b>	<b>19,010</b>	<b>3,000</b>	<b>19%</b>
<b>FRINGE BENEFITS</b>										
57DENTAL	DENTAL INSURANCE	959	661	663	0	663	517	663	0	0%
57HLTH	HEALTH INSURANCE	51,006	42,321	44,949	0	44,949	30,579	39,606	-5,343	-12%
57LIFE	BASIC LIFE INSURANCE	278	236	227	0	227	170	227	0	0%
57MEDA	MEDICARE PAYROLL TAX	2,273	2,340	2,810	0	2,810	2,075	2,712	-98	-3%
<b>FRINGE BENEFITS TOTALS:</b>		<b>54,517</b>	<b>45,559</b>	<b>48,649</b>	<b>0</b>	<b>48,649</b>	<b>33,341</b>	<b>43,208</b>	<b>-5,441</b>	<b>-11%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>290,696</b>	<b>277,825</b>	<b>308,904</b>	<b>-3,000</b>	<b>305,904</b>	<b>231,354</b>	<b>307,379</b>	<b>1,475</b>	<b>0%</b>

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
<b>01D101 - CITY CLERK/CLERK OF BD</b>										
	52 EXPENSES	0	0	0	0	0	0	0	0	0%
<b>TOTALS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>FUNCTIONAL ELEMENT TOTALS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>CLERK/CLERK OF THE BOARD TOTALS:</b>		<b>1,084,224</b>	<b>1,061,875</b>	<b>1,112,224</b>	<b>-3,000</b>	<b>1,109,224</b>	<b>828,965</b>	<b>1,080,072</b>	<b>-29,152</b>	<b>-3%</b>