

**Request for Charter Commission Clerical Assistance**  
**January 14, 2016**  
**Charter Commission Meeting**  
**~Preliminary~**

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Jane Frantz and Karen Manning (co-clerks, Newton Charter Commission) request part time assistance from Jose Morgan, currently a part time employee of the City of Newton.

Jane and Karen met with Jose on Monday, January 11, 1:30p.m. in City Hall and all three parties agreed that Jose would be well suited for the position. Please note that in addition to Jose's billable hours, printing costs will be incurred for meeting documentation.

**Job Responsibilities for Jose Morgan:**

1. Attend Charter Commission meetings and hearings. Record notes and discussions including motions, seconding, and votes.
2. Compile Minutes through use of meeting/hearing audio recordings. Submit the minutes for review to Karen and Jane, who will edit as needed and present to the Commission for approval.
3. Compile Meeting packet information and other paperwork as needed prior to meetings and hearings. (City of Newton Printing, Lower Level of City Hall).
4. Assist with other clerical responsibilities that may arise over the course of the Commission's work.

**Funding Request:**

Jose's billable rate is \$15 per hour.

Each meeting and hearing would [approximately] require :

1-2 hours: Compiling Documentation and Printing
2.5 hours: Attending Meetings
2.5 hours: Reviewing audio and compiling tapes

Scenario 1:

7 total hours (per meeting or hearing) x \$15 = \$105
20 Meetings and Hearings: \$2,100
25 Meetings and Hearings: \$2, 625

Scenario 2 (+1 hour):

8 total hours (per meeting or hearing) x \$15 = \$120
20 Meetings and Hearings: \$2400
25 Meetings and Hearings: \$3000

