



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.

Office of the 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.

Services

Office of the Board of Aldermen

The Office of the Clerk of the Board of Aldermen manages, executes, and administers all legislative business between the Board of Aldermen and city departments, other agencies, and the residents of Newton. The Clerk of the Board and the Committee Clerks ensure that all Board and Committee functions are carried out at the highest possible levels.

The Clerk of the Board and the Committee Clerks assist the Aldermen in framing docket items and review all docket items submitted for consideration by the Board to ensure that the intent of each item is clear and in proper form. The office assists the President in the assignment of docket items to appropriate Board Committees and creates the docket for each meeting.

Committee Clerks work with Committee Chairs to create meeting agendas and reports for each of the Board's committees. The Clerks assist each Committee Chair by working with them to complete their committee reports, which may include transcription from audio tapes or attendance at the meeting.

The Clerk of the Board and Committee Clerks conduct research to assist in the effective discussion by the Aldermen of topics at hand.

The Office of the Clerk of the Board of Aldermen communicates with the Mayor, city departments, boards,

commissions, and Newton's citizens to ensure that groups know about, and are available to provide information on, docket items in which they have an interest. The Committee Clerks ensure that all background information on docket items is available to such persons and to the members of the committee.

The Office of the Clerk of the Board of Aldermen provides for the complete, accurate, effective, and efficient maintenance and retrieval of all Aldermanic records. Records include, but are not limited to: grants of location, ordinances, Aldermanic appointments, recodification of ordinances, committee agendas and reports, water/sewer assessments, and audio recordings of all meetings of the full Board and Board Committees.

The Clerk of the Board and Committee Clerks assist the Board with parliamentary procedures and other matters arising at meetings based on a solid knowledge of city ordinances, the Rules and Orders of the Board, and Massachusetts Open Meeting Laws.

The Clerk of the Board ensures full compliance with all legal requirements with respect to public notice and other matters pertaining to any meeting of the full Board and of any of its committees.

The Office of the Clerk of the Board of Alderman is responsible for the accurate drafting of Aldermanic Resolutions and Board Orders. The office is also responsible for working with the Law Department to recodify Newton's ordinances and publish an updated book of ordinances every five years.

The Office manages and communicates Aldermanic schedules and the Board calendar to appropriate city staff, citizens' groups, and the general public

The Clerk of the Board of Aldermen serves as Chief Citizen Liaison for the Board by ensuring that all members of the Board receive timely communications from members of the public.

The Office of the Board of Aldermen creates and keeps up to date the Government and Officers Book and coordinates the scheduling of Aldermanic Committee Rooms for Aldermanic, Department, and Commission meetings.

City Clerk

The staff of the Office of the City Clerk is responsible for maintaining and processing all vital statistics for the City of Newton as required by state law.

Records kept by the Office of the City Clerk include, but are not limited to vital statistics (birth, marriage, adoption and death certificates), City Contracts, Business Certificates (d/b/a's), appeals from decisions of the Zoning Board of Appeals and Planning Board, and filings from City boards and commissions.

All notifications and documents are public records, with some exceptions pertaining to vital records. The staff of the City Clerk's Office answers citizen questions via mail, E-mail, phone calls, and in person at the office.

The City Clerk's office records Intentions of Marriage, issues licenses including: Marriage; Dog; and Hunting, Fishing, and Sporting licenses.

The City Clerk is responsible for maintaining all official city records for Newton city government and its various city departments, boards, and commissions. These records are maintained and cared for in the City Archives, which are housed in three vaults located in: the City Clerk's Office; the Basement of City Hall; and the Newton Free Library. Documents relating to the governance of the city from the 17th century to the present are maintained and preserved.

The City Clerk is responsible for the creation of all statistical reports for the City of Newton required by state law, including but not limited to reports of births, deaths, marriages, and adoptions.

The City Clerk's Office is responsible for ensuring that all citizen requests for documents and information contained in the files maintained by the office of the City Clerk are answered promptly, courteously, and effectively.

The City Clerk is the official keeper of the City Seal and City Ordinances.

ACCOMPLISHMENTS

- Completed the second and final phase of a CPA funded project to improve vital record storage and preservation. The second phase included the conservation, cleaning, rebinding, scanning and microfilming of: birth, death and marriage indexes

from 1878 – 1972; and six volumes of historic city atlases in the Engineering vault.

- Improved the process of tracking and appointing City of Newton Board and Commission members through the purchase of TermTracker software to better track and manage appointments. Created a Procedures Manual for use by the Clerk's and Mayor's staffs. And finally the development of a Board and Commission Handbook for newly appointed commission members that provides critical information on the roles and responsibilities of city board, commission, and committee members.
- Created and completed a dog licensing campaign to increase awareness of the need to license dogs. Posters were set up around the city and a public relations campaign was undertaken to increase the number of dogs that were licensed.
- High speed duplex scanners were purchased to facilitate the scanning of back-up material for the work of the Board.
- Developed and implemented an on-line registration system for the new Commercial Parking Permit Program.

GOALS AND OBJECTIVES

- To continue with technological processing of data, reports, and correspondence for the most efficient processing of materials, and to implement on-line

payment options for certified copies of vital records and other documents.

- Continue to expand the information available to the public via the city and Aldermanic webpages.
- Work with the Newton History Museum and the Newton Free Library to develop a genealogical research website based on historic city material that will incorporate vital records, information on the historic burying grounds, historic maps, and other resources.
- Continue to work on a multi-year project to develop policy and procedure manuals for defined tasks that are undertaken in both the Aldermen's and City Clerk's Offices.

DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	758,112	795,987	794,192	7,841	802,033	812,871	10,838	1%
52 - EXPENSES	41,006	54,713	52,910	6,882	59,792	54,910	-4,882	-8%
SUB-TOTALS:	799,118	850,700	847,102	14,723	861,825	867,781	5,956	1%
57 - FRINGE BENEFITS	222,722	233,525	223,982	1,909	225,891	244,443	18,552	8%
SUB-TOTALS:	222,722	233,525	223,982	1,909	225,891	244,443	18,552	8%
DEPARTMENT TOTALS:	1,021,840	1,084,224	1,071,084	16,632	1,087,716	1,112,224	24,508	2%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0110101 ALDERMEN	785,094	793,528	829,109	-36,380	792,729	803,320	10,591	1%
0110102 CITY CLERK	236,746	290,696	241,975	53,012	294,987	308,904	13,917	5%
DEPARTMENT TOTALS:	1,021,840	1,084,224	1,071,084	16,632	1,087,716	1,112,224	24,508	2%

ALDERMEN	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	574,007	576,619	609,907	-33,556	576,351	571,626	-4,725	-1%
52 - EXPENSES	24,440	37,901	33,900	3,461	37,361	35,900	-1,461	-4%
SUB-TOTALS:	598,446	614,520	643,807	-30,095	613,712	607,526	-6,186	-1%
57 - FRINGE BENEFITS	186,648	179,008	185,302	-6,284	179,018	195,794	16,776	9%
SUB-TOTALS:	186,648	179,008	185,302	-6,284	179,018	195,794	16,776	9%
Element Totals:	785,094	793,528	829,109	-36,380	792,729	803,320	10,591	1%

CITY CLERK	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	184,105	219,367	184,285	41,397	225,682	241,245	15,563	7%
52 - EXPENSES	16,566	16,812	19,010	3,421	22,431	19,010	-3,421	-15%
SUB-TOTALS:	200,672	236,179	203,295	44,819	248,114	260,255	12,141	5%
57 - FRINGE BENEFITS	36,075	54,517	38,680	8,193	46,873	48,649	1,776	4%
SUB-TOTALS:	36,075	54,517	38,680	8,193	46,873	48,649	1,776	4%
Element Totals:	236,746	290,696	241,975	53,012	294,987	308,904	13,917	5%

DEPARTMENT:
101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	92,857	1	92,857
	Asst Clerk of the Board	H09	1	78,661	1	79,904
	Committee Clerk	H05	3	160,405	3	163,415
Account Totals:			5	331,923	5	336,176
511101	Committee Clerk	H05	0.2	10,884	0	0
Account Totals:			0.2	10,884	0	0
511103	Alderman	XXX	2.4	234,000	2.4	234,000
Account Totals:			2.4	234,000	2.4	234,000
Report Totals:			7.6	576,807	7.4	570,176