



## **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), Uniform Commercial Code (UCC) filings, 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 citizens 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 17<sup>th</sup> 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**

- The City Clerk and the Clerk of the Board of Aldermen's Offices made significant progress in the use of technology to more effectively communicate with the public and to store and retrieve data. Major additions to the website included: a new search engine to more easily locate material on the Aldermen's and City Ordinance webpages; a new on-line version of the City Ordinances that is updated monthly as new ordinances are passed; expanded material available on the City Clerk's site including birth, death and marriage indexes for records prior to 1900.

- Completed the first phase of a preservation project funded by the Community Preservation Act that conserved, preserved and re-housed vital and government records in the City Clerk's vaults. The project included the installation of mobile shelving in the clerk's office vault, the conservation of material in imminent danger of loss, the microfilming and scanning of document pages for preservation and access.
- Complete the application process for Phase II funding of the City Archives Project, which will conserve and preserve, microfilm and scan 36 volumes of vital records indexes, and was successful in securing Community Preservation Committee approval.

### **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 aldermen's 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.
- Take the first steps in 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 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	768,030	758,112	767,150	35,570		802,720	794,192	-8,528	-1%
52 - EXPENSES	39,058	41,006	51,643	9,707		61,350	52,910	-8,440	-14%
<b>SUB-TOTALS:</b>	<b>807,087</b>	<b>799,118</b>	<b>818,793</b>	<b>45,277</b>		<b>864,070</b>	<b>847,102</b>	<b>-16,968</b>	<b>-2%</b>
57 - FRINGE BENEFITS	214,433	222,722	240,125	0		240,125	223,982	-16,143	-7%
<b>SUB-TOTALS:</b>	<b>214,433</b>	<b>222,722</b>	<b>240,125</b>	<b>0</b>		<b>240,125</b>	<b>223,982</b>	<b>-16,143</b>	<b>-7%</b>
<b>DEPARTMENT TOTALS:</b>	<b>1,021,521</b>	<b>1,021,840</b>	<b>1,058,918</b>	<b>45,277</b>		<b>1,104,195</b>	<b>1,071,084</b>	<b>-33,111</b>	<b>-3%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
0110101 ALDERMEN	811,393	785,094	812,134	21,200		833,334	829,109	-4,225	-1%
0110102 CITY CLERK	210,128	236,746	246,784	24,077		270,861	241,975	-28,886	-11%
<b>DEPARTMENT TOTALS:</b>	<b>1,021,521</b>	<b>1,021,840</b>	<b>1,058,918</b>	<b>45,277</b>		<b>1,104,195</b>	<b>1,071,084</b>	<b>-33,111</b>	<b>-3%</b>

ALDERMEN	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	602,654	574,007	576,735	24,610		601,345	609,907	8,562	1%
52 - EXPENSES	27,370	24,440	33,900	7,462		41,362	33,900	-7,462	-18%
<b>SUB-TOTALS:</b>	<b>630,024</b>	<b>598,446</b>	<b>610,635</b>	<b>32,072</b>		<b>642,707</b>	<b>643,807</b>	<b>1,100</b>	<b>0%</b>
57 - FRINGE BENEFITS	181,369	186,648	201,499	-10,872		190,627	185,302	-5,325	-3%
<b>SUB-TOTALS:</b>	<b>181,369</b>	<b>186,648</b>	<b>201,499</b>	<b>-10,872</b>		<b>190,627</b>	<b>185,302</b>	<b>-5,325</b>	<b>-3%</b>
<b>Element Totals:</b>	<b>811,393</b>	<b>785,094</b>	<b>812,134</b>	<b>21,200</b>		<b>833,334</b>	<b>829,109</b>	<b>-4,225</b>	<b>-1%</b>

CITY CLERK	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	165,375	184,105	190,415	10,960		201,375	184,285	-17,090	-8%
52 - EXPENSES	11,688	16,566	17,743	2,245		19,988	19,010	-978	-5%
<b>SUB-TOTALS:</b>	<b>177,063</b>	<b>200,672</b>	<b>208,158</b>	<b>13,205</b>		<b>221,363</b>	<b>203,295</b>	<b>-18,068</b>	<b>-8%</b>
57 - FRINGE BENEFITS	33,065	36,075	38,626	10,872		49,498	38,680	-10,818	-22%
<b>SUB-TOTALS:</b>	<b>33,065</b>	<b>36,075</b>	<b>38,626</b>	<b>10,872</b>		<b>49,498</b>	<b>38,680</b>	<b>-10,818</b>	<b>-22%</b>
<b>Element Totals:</b>	<b>210,128</b>	<b>236,746</b>	<b>246,784</b>	<b>24,077</b>		<b>270,861</b>	<b>241,975</b>	<b>-28,886</b>	<b>-11%</b>

DEPARTMENT:  
101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET  
**PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	91,091	1	92,857
511001	Chief Committee Clerk	H07	1	71,594	1	73,755
511001	Committee Clerk	H05	2	105,574	2	110,394
511001	Secretary	H02	1	35,555	1	37,737
511001	Operations Supervisor	S06	1	47,249	1	48,675
511001	Business R cords Clerk	S05	1	43,229	1	44,534
511001	Registrar/Vital Stats	S05	1	43,229	1	44,534
511001	Receipts Clerk	S04	1	39,549	1	40,743
<b>Account Totals:</b>			<b>9</b>	<b>477,070</b>	<b>9</b>	<b>493,229</b>
511101	Committee Clerk	H05	0.2	10,650	0.2	10,884
<b>Account Totals:</b>			<b>0.2</b>	<b>10,650</b>	<b>0.2</b>	<b>10,884</b>
511102	Committee Clerk	H05	0.8	46,792	0.8	48,929
511102	Archivist	H08	0.67	41,602	0	0
<b>Account Totals:</b>			<b>1.47</b>	<b>88,394</b>	<b>0.8</b>	<b>48,929</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>13.07</b>	<b>810,113</b>	<b>12.4</b>	<b>787,042</b>