



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 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 issuing all licenses and permits issued by or under the authority of the City of Newton and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits.

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. In FY07, with the assistance of the IT Department, the office added capacity with a new server, upgraded hardware and software to facilitate workflow, added two networked scanners to capture more information digitally, added new computers in the City

Clerk's Office, and installed Adobe Acrobat software on the Clerk of the Board's staff computers.

- The office developed a new web design to facilitate communication and information distribution, and enhanced dissemination of material via e-mail and the web. The website now includes audio recordings of Board and Blue Ribbon Commission meetings. Worked with NewTV to make video of Board of Aldermen meetings available on the web.
- Completed the 5-year recodification of the City's Ordinances with the Law Department.
- Completed an application to the Community Preservation Committee for funds to preserve and rehouse vital and government records in the City Clerk's vaults.
- Reorganized the assignment of Clerks to Committees to place the Traffic Council and Public Safety & Transportation Committee with the same Committee Clerk. Hired a new clerk to replace the retiring Rosalie Myers, explored the creation of Assistant Clerk of the Board and Assistant City Clerk positions

GOALS AND OBJECTIVES

- To continue with technological processing of data, reports, and correspondence for most efficient processing of materials.
- Design and test a computer based tracking system for Aldermanic docket items to provide information on the progress of docket items.
- Work with the Information Technology Department to create more opportunities for license renewal via the web.

DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	737,983	768,030	780,830	-6,101	774,729	767,150	-7,579	-1%
52 - EXPENSES	26,709	39,058	47,643	1,410	49,053	51,643	2,590	5%
SUB-TOTALS:	764,691	807,087	828,473	-4,690	823,783	818,793	-4,990	-1%
57 - FRINGE BENEFITS	181,425	214,433	230,378	0	230,378	240,125	9,747	4%
SUB-TOTALS:	181,425	214,433	230,378	0	230,378	240,125	9,747	4%
DEPARTMENT TOTALS:	946,116	1,021,521	1,058,851	-4,690	1,054,161	1,058,918	4,757	0%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0110101 ALDERMEN	743,546	811,393	813,518	-5,802	807,716	812,134	4,418	1%
0110102 CITY CLERK	202,571	210,128	245,333	1,112	246,445	246,784	339	0%
DEPARTMENT TOTALS:	946,116	1,021,521	1,058,851	-4,690	1,054,161	1,058,918	4,757	0%

ALDERMEN	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	577,659	602,654	589,465	-6,101	583,364	576,735	-6,629	-1%
52 - EXPENSES	13,749	27,370	29,900	304	30,204	33,900	3,696	12%
SUB-TOTALS:	591,408	630,024	619,365	-5,797	613,568	610,635	-2,933	0%
57 - FRINGE BENEFITS	152,138	181,369	194,153	-5	194,148	201,499	7,351	4%
SUB-TOTALS:	152,138	181,369	194,153	-5	194,148	201,499	7,351	4%
Element Totals:	743,546	811,393	813,518	-5,802	807,716	812,134	4,418	1%

CITY CLERK	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	160,324	165,375	191,365	0	191,365	190,415	-950	0%
52 - EXPENSES	12,960	11,688	17,743	1,107	18,850	17,743	-1,107	-6%
SUB-TOTALS:	173,284	177,063	209,108	1,107	210,215	208,158	-2,057	-1%
57 - FRINGE BENEFITS	29,287	33,065	36,225	5	36,230	38,626	2,396	7%
SUB-TOTALS:	29,287	33,065	36,225	5	36,230	38,626	2,396	7%
Element Totals:	202,571	210,128	245,333	1,112	246,445	246,784	339	0%

DEPARTMENT:
101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	82,501	1	82,818
511001	Chief Committee Clerk	H07	1	67,203	1	67,462
511001	Committee Clerk	H05	2	98,463	2	98,842
511001	Secretary	H02	1	32,464	1	32,588
511001	Operations Supervisor	S06	1	45,016	1	45,189
511001	Business R cords Clerk	S05	1	41,186	1	41,344
511001	Registrar/Vital Stats	S05	1	41,186	1	41,344
511001	Receipts Clerk	S03	1	34,477	1	34,610
Account Totals:			9	442,496	9	444,198
511101	Committee Clerk	H05	0.2	11,314	0.2	11,357
Account Totals:			0.2	11,314	0.2	11,357
511102	Committee Clerk	H05	0.8	43,575	0.8	43,743
Account Totals:			0.8	43,575	0.8	43,743
511103	Alderman	XXX	2.4	234,000	2.4	234,000
Account Totals:			2.4	234,000	2.4	234,000
513004	Archivist	QQQ	0.3	22,621	0.3	23,327
Account Totals:			0.3	22,621	0.3	23,327
Report Totals:			12.7	754,006	12.7	756,626