



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, as well as registers physicians.

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

- Carried out the successful transition to a new Clerk of the Board/City Clerk upon the retirement of Edward English after 32 years as Newton's City Clerk.
- Began to use technology to facilitate Board and Committee meetings.
- Created new opportunities for better communication with the public including news articles for in-house and local news publications.

- Began the development of plans for the technological processing of data, reports, and correspondence to assist in the most efficient processing of materials.
- Continued maintenance of the City Archives, working with current space demands and keeping in mind the potential need for expansion of vault space.

GOALS AND OBJECTIVES

- To continue with technological processing of data, reports, and correspondence for most efficient processing of materials.
- Undertake periodic review of staffing of Committees to ensure that all needs for Aldermanic and Committee meetings are met.
- Design and test a database of Aldermanic docket items to track and provide information on the progress of items.
- Undertake the 5-year recodification process of the City Ordinances.
- Reorganize the archive vaults for easier access to material.
- Develop a plan for the proper, safe, and effective storage of Aldermanic and vital records within City Hall.
- Work with the Information Technology Department to update and enhance databases used in the offices.
- Enhanced Database functions for the City Clerk's Office.
- Develop a group of volunteers to provide research support.
- Improve communications with the public.

DEPARTMENT:

101 - CLERK/CLERK OF THE BOARD

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	727,084	756,573	759,389	47,264	806,653	780,830	-25,823	-3%
52 - EXPENSES	33,201	26,709	47,643	4,000	51,643	47,643	-4,000	-8%
SUB-TOTALS:	760,284	783,281	807,032	51,264	858,296	828,473	-29,823	-3%
57 - FRINGE BENEFITS	158,724	181,425	193,416	154	193,570	230,378	36,808	19%
SUB-TOTALS:	158,724	181,425	193,416	154	193,570	230,378	36,808	19%
DEPARTMENT TOTALS:	919,008	964,706	1,000,448	51,418	1,051,866	1,058,851	6,985	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0110101 ALDERMEN	702,014	743,546	774,139	42,581	816,720	813,518	-3,202	0%
0110102 CITY CLERK	216,994	221,160	226,309	8,837	235,146	245,333	10,187	4%
DEPARTMENT TOTALS:	919,008	964,706	1,000,448	51,418	1,051,866	1,058,851	6,985	1%

ALDERMEN	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	548,813	577,659	577,759	38,522	616,281	589,465	-26,816	-4%
52 - EXPENSES	17,158	13,749	29,900	4,000	33,900	29,900	-4,000	-12%
SUB-TOTALS:	565,971	591,408	607,659	42,522	650,181	619,365	-30,816	-5%
57 - FRINGE BENEFITS	136,043	152,138	166,480	59	166,539	194,153	27,614	17%
SUB-TOTALS:	136,043	152,138	166,480	59	166,539	194,153	27,614	17%
Element Totals:	702,014	743,546	774,139	42,581	816,720	813,518	-3,202	0%

CITY CLERK	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	178,271	178,914	181,630	8,742	190,372	191,365	993	1%
52 - EXPENSES	16,043	12,960	17,743	0	17,743	17,743	0	0%
SUB-TOTALS:	194,314	191,874	199,373	8,742	208,115	209,108	993	0%
57 - FRINGE BENEFITS	22,681	29,287	26,936	95	27,031	36,225	9,194	34%
SUB-TOTALS:	22,681	29,287	26,936	95	27,031	36,225	9,194	34%
Element Totals:	216,994	221,160	226,309	8,837	235,146	245,333	10,187	4%

DEPARTMENT:
101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	82,818	1	82,501
	Chief Committee Clerk	H07	1	66,791	1	67,203
	Committee Clerk	H05	3	162,404	3	163,406
	Secretary	H02	1	35,337	1	35,555
	Operations Supervisor	S06	1	44,740	1	45,016
	Business R cords Clerk	S05	1	40,934	1	41,186
	Registrar/Vital Stats	S05	1	40,934	1	41,186
	Receipts Clerk	S03	1	34,266	1	34,477
Account Totals:			10	508,224	10	510,531
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	25,000	0.3	25,000
Account Totals:			0.3	25,000	0.3	25,000
Report Totals:			12.7	767,224	12.7	769,531