

GOVERNMENT OPERATIONS COMMITTEE

Discussion Points

- o Office Reorganization as proposed 5/2/90
- o Office Reorganization as amended 2/7/91
- o Current functions and responsibilities
of the City Clerk's Office
- o Recommendation of Committee

OFFICE OF THE CITY CLERK

REORGANIZATION PROPOSAL

*PRELIMINARY
OUTLINE*

MAY 2, 1990

CAMBRIDGE, MASSACHUSETTS

CURRENT AREAS OF CONCERN

- o Incomplete Council Record
(Since mid-'87) - *Not in compliance with*
Typing
Editing
Binding } *Hard Copy Remains*
- o Growing Backlog in the Recording of Vital Statistics
Increase Adoptions
" Birth Corrections } *must be completed pursuant to M.G.L. c. 46*
- o Deficient Council Committee Support System
Insufficient staff to provide for family reports
Too much work for only 2 people
- o Disjointed Administrative Structure/
Lack of Accountability
NO one central reporting/monitoring mechanism to ensure all projects completed
- o Insufficient City Council Support
Reviews / Availability is reported in family manner to individual requests
Typing
- o Poorly Defined City Council Clerical Support
Public Info
People Need to Know!
Typing Done in Council office
" " " City Clerk's office
Lead & follow in Mayor's office
Difficult to maintain Council Confidentiality

GOAL #1

To eliminate current backlogs and to augment existing clerical support staff in order to maintain statutory responsibilities.

GOAL #2

To provide qualified staff support to all Council Committees and to furnish timely reports and recommendations to the Council and to the general public.

GOAL # 3

To establish a single office to provide administrative and clerical support for the City Council; to maintain the official records of the city and its citizens; and to provide for the distribution of public information.

GOAL #4

To anticipate and to respond to the ever increasing clerical and constituent service needs of each Council member in conjunction with the establishment of individual Council offices.

GOAL #5

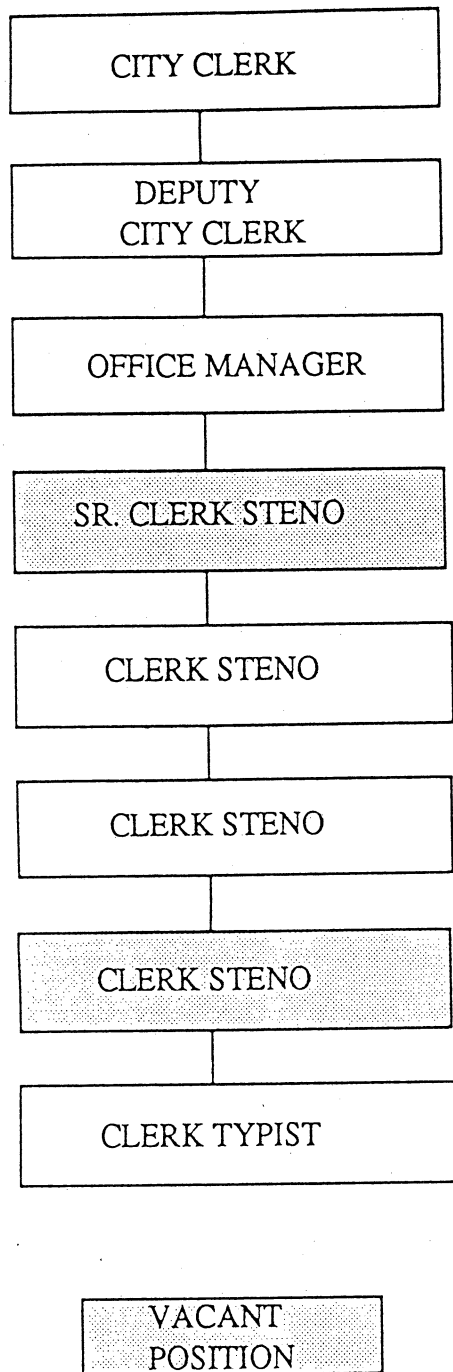
To designate a public information officer for the purpose of maximizing the dissemination of municipal information.

OFFICE OF THE CITY CLERK

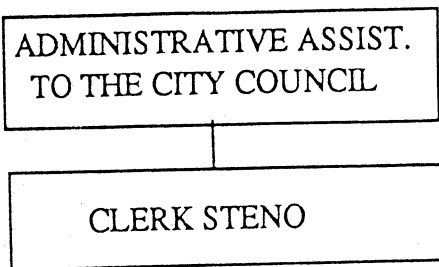
TABLE OF ORGANIZATION

(CURRENT)

OFFICE OF THE CITY CLERK



DIVISION OF COUNCIL SERVICES

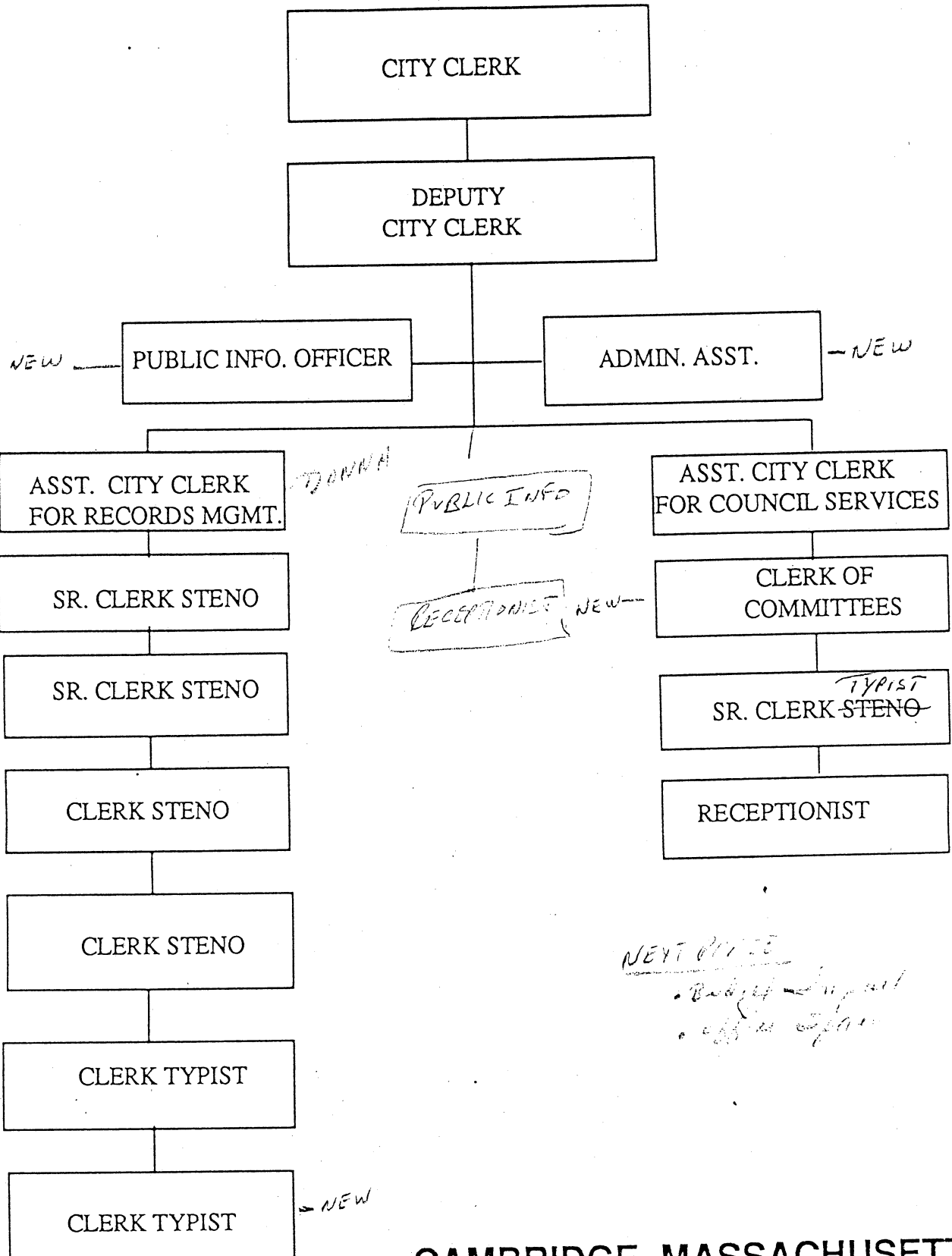


CAMBRIDGE, MASSACHUSETTS

OFFICE OF THE CITY CLERK

TABLE OF ORGANIZATION

(PROPOSED)



CAMBRIDGE, MASSACHUSETTS



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

JOSEPH E. CONNARTON
CITY CLERK

(617) 349-4260

JOHN E. FLYNN
DEPUTY CITY CLERK

February 7, 1991

TO: COUNCILLOR TIMOTHY TOOMEY
COUNCILLOR FRANCIS DUEHAY
COUNCILLOR JONATHAN MYERS

FROM: JOSEPH E. CONNARTON *JEC*
CITY CLERK

SUBJECT: CITY CLERK'S OFFICE/PROPOSED REORGANIZATION

Following the last meeting of the committee, I have discussed the proposed reorganization with each member of the City Council. During my discussions it became clear that while many members support the need for additional support staff and space for the City Clerk's Office, several members would like to have the ability to use research interns during the course of their term. Therefore, I would suggest the following changes be considered regarding my proposal.

Rather than providing five additional positions within the City Clerk's Office, I suggest that four positions be considered; specifically:

Clerk of Committees
Administrative Assistant
Public Information Officer
Senior Clerk Stenographer.

This would reduce by \$40,000 the additional money needed to fund the proposed reorganization and would allow the City Council the opportunity to fund intern positions, if in fact, each member is willing to support the \$186,052 figure previously discussed.

This is only a suggestion and obviously subject to City Council support. I believe one of the major issues to be decided is whether or not the concept of merging the City Council and City Clerk's Office is one which enjoys the majority support of the City Council. I am willing

to discuss other options, but urge the committee to make a recommendation to the full City Council as soon as possible given the fact my office is having a difficult time keeping pace with the increased volume of work.

Secondly, a decision needs to be made over the amount of money to be appropriated for the merger and finally a decision must be made regarding the additional office space for the City Clerk's Office.

As you all know this past year has been a very busy one for all of us and it is extremely important to me and my staff that a prompt resolution to this issue be made as neither office will be able to continue to meet this demand. I appreciate the sensitivity of requesting such an additional appropriation, but frankly both offices desperately need this increase if we are to continue to meet the work load.

The following is a brief recapitulation of the outline I made to you during the FY 91 budget hearing.

The records of the City Council since mid 1987 need to be typed, edited and placed in bound volumes for review by the general public, municipal and state officials, attorneys, etc.

There remains a continuing backlog in the recording, indexing and filing of vital statistics relative to Affidavits of Corrections preparatory to amending these records. This must be done in accordance with Chapter 46 Section 1 et seq. M.G.L.A.

Providing support staff to the City Council Committees is taking a large amount of time and it is imperative to expand the staff resources in this area.

The current workload divided between the City Clerk's Office and the City Council Office does not really provide for a clear monitoring process to ensure each project is completed in a timely and professional fashion.

The need for additional space for the City Clerk's Office is essential in any effort to expand staff and services. Also it is vitally important in terms of providing adequate space for records retention.

Finally, you need to understand that although both offices have been keeping up with the increased volume of work, doing so is taking a toll both personally and physically on the staff. Furthermore, the quality of the work product is not always the best we could provide if given adequate resources. The fact that we have been able to meet the demand at all is due to the fact that the women in both offices have made a total commitment to their jobs, working beyond the normal work day without regard for overtime, however this is in clear conflict with the Federal Fair Labor Standards Act.

I firmly believe the quicker this issue is resolved the better for all concerned. I look forward to meeting with you in the near future in order that we may be able to discuss a proposal which can be agreed upon by the committee and subsequently forwarded to the full City Council.

Thank you for your cooperation in this matter.

c.c. Mayor Alice K. Wolf
Robert W. Healy, City Manager ✓
The Honorable, the City Council



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

JOSEPH E. CONNARTON
CITY CLERK

(617) 349-4260

JOHN E. FLYNN
DEPUTY CITY CLERK

February 27, 1991

TO: THE HONORABLE, THE CITY COUNCIL

FROM: JOSEPH E. CONNARTON, CITY CLERK

SUBJECT: OFFICE OF THE CITY CLERK REORGANIZATION

The City Clerk's Department is organized in accordance with the provisions of Massachusetts General Laws (MGL) Chapters 43 and 46 and Chapter 2.24 of the Municipal Code of the City of Cambridge. In an effort to further delineate the operations of this department it is necessary to separate by function the statutory duties and responsibilities.

The City Clerk is designated as the keeper of the Record and recorder of Vital Statistics for the City of Cambridge. As recorder of Vital Statistics, a high degree of emphasis is placed on accuracy, reliability and timeliness. Vital Statistics include Births, Deaths and Marriages.

The following chart provides a five-year compilation of the Vital Statistics, by category, recorded and indexed:

	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
Births	2302	2100	2673	2871	2943
Deaths	1680	1626	1497	1431	1394
Marriages	1122	1020	979	1008	1027

It should be noted that these records are amendable through an affidavit of correction process. A process that is a protracted one resulting in the establishment of a new record.

The City Clerk's office also records the following:

1. Uniform Commercial Code Certificates (Mortgages) approx. 1735 pr. yr
2. Business Certificates
3. Business Certificate Withdrawals
4. Filing of Zoning Petitions (citizen initiative)
5. Constable Appointments/Bonds
6. Physician/Optomerty Certificates
7. Declaration of Trusts
8. Assignment for the Benefit of Creditors
9. Writ of Attachments
10. Going out of Business sales
11. Sign Bonds
12. Awnings/Canopies Bonds
13. Display of Merchandise Bonds
14. Department of Revenue - Child Support Lien
15. Department of Revenue - State Tax Liens and releases
16. Cemetery Deeds/Transfers
17. Board of Zoning Appeal Cases
18. Planned Unit Development (Applications and Decision)
19. Mixed use Development (Applications and Decision)
20. Historical Landmark Designation Certificates
21. Conflict of Interest Statements
22. Municipal Contracts
23. Oath of office administration

In accordance with the provisions of MGL Chapter 131 entitled Inland Fisheries and Game and Other Natural Resources, this office serves as the authorized agent for the Division of Fisheries and Wildlife in the issuance of a myriad of sport licenses and stamps. In calendar year 1990 this office issued 901 licenses and stamps.

In accordance with MGL Chapter 40A Section 5 of The Zoning Act, the City Clerk's Office plays an integral role in the verification of signatures vis a vis a citizen initiative petition, notification to petitioners, abutters and in legal notice (ad in local newspaper) as well as in post adoption activities. In FY 90 some eight such petitions were received in this office. (Please note that in addition, nine petitions were initiated by the City Council and the Planning Board for a total of seventeen.) The above mentioned process also heavily relies on collaboration and cooperation between this office and Community Development, Assessing, Engineering and Printing/Mailing to ensure that full compliance is met and free of legal defect.

The City Clerk's Office in conjunction with the Community Development Department compiles, codifies and produces an updated Zoning Ordinance book on a biennial basis.

In accordance with the provisions of MGL Chapter 263A as amended by Chapter 409 of the Acts of 1983 entitled the Open Meeting Law, the City Clerk provides to each board, commission, or governmental body, on an annual basis, copies of said statute along with updates as provided by the Middlesex County District Attorney.

On March 29, 1991 a transfer of responsibility for the collection of violations under the Noncriminal procedure for municipal violations will take place from the Clerk Magistrate of the Cambridge District Court to the City Clerk. Under the amendment to Chapter 40 Section 21D, payment for such municipal ordinance violations as noise, snow and ice, rubbish, smoking and advertising signs and display(s) will be collected subject to the violator waiving a hearing within twenty-one days. According to data provided by the Clerk Magistrate's office 136 violations were received and processed in 1990.

The City Clerk is oftentimes designated by State statutes to file with State Constitutional Offices and Executive Offices certificates of appointment of certain municipal officials and their terms. Certification includes, but is not limited to, the City Manager, Fire Chief, Membership of the Cambridge Housing Authority, Redevelopment Authority, Industrial Development Financing Authorities, Treasurer/Collector, City Auditor and City Clerk. The City Clerk also ensures compliance with the Freedom of Information Act.

The City Clerk is also responsible for transmitting to the Department of Revenue all loan orders adopted by the City Council as well as transmitting all jittany orders to the Department of Public Utilities.

The City Clerk also serves as Clerk to the City Council and keeper of the record of all meetings of the City Council. The City Council, in calendar 1990, convened in regular session twenty-nine times and in special session once. The Clerk also serves in a parliamentary resource role to the presiding officer of the meeting.

In accordance with the Rules of the City Council as amended, the City Clerk is charged with the following duties and responsibilities:

All matters of whatever description which may require action by the City Council shall be presented to the City Clerk by 5:00 p.m. on Thursday preceding each regular meeting. Communications submitted later will be held over for the next regular meeting.

The City Clerk shall prepare the minutes of the previous regular and/or special meetings and a calendar of all matters to come before the City Council at each meeting in accordance with the established order of business and shall deliver to the residence of each Councillor a copy of the same not later than twenty-four hours prior to said meeting. On all matters on which there has been a roll-call vote, the minutes shall reflect the votes of the individual members.

The City Clerk is authorized by these rules to order and publish notice of hearings on petitions presented to him regarding public hearings before the Council.

Each of the three consent agendas is voted on in its entirety, with no discussion of individual items. If any item in a consent agenda requires a roll call vote, that consent agenda shall be voted upon by roll call. Any item can be removed from the consent agenda for discussion and separate vote by request of a single City Councillor. Upon such request, the item would be moved to the appropriate section of the agenda.

Placement of items on the City Manager's Consent Agenda shall be determined by the City Manager. Placement of items on the Communications Consent Agenda shall be at the discretion of the City Clerk. Upon submitting resolutions to the City Clerk, City Councillors shall specify whether the resolutions should be placed on the Consent Agenda of Motions, Orders, or Resolutions.

The City Clerk also prepares the Call of the Meeting for Special Meetings as directed by the Mayor, Vice-Chairman or four members of the City Council. This procedure is outlined by the Open Meeting Statute.

Upon completion of a meeting of the City Council, the City Clerk annotates the action(s) of the City Council, advertises as necessary, transmits to appropriate city department(s), petitioner(s), governmental unit(s), etc. the resultant action(s) and communicates as directed with applicable person(s) or group(s). The City Clerk also files any and all home rule legislation with the Massachusetts Great and General Court Clerk.

The City Clerk's office also indexes the actions of the City Council with five categories. The categories with the corresponding indices are reflected as follows for 1990:

Appointments	75
Finance	721
Highway	134
Ordinance	62
Sundries	<u>1,276</u>
Total	2,268

The City Clerk's Office also provides staffing support to the nineteen committees of the City Council. In 1990 the various committees held 101 meetings or hearings.

The City Clerk also performs a wide array of City Council related duties ranging from activities associated with the disposition of city property, to curb cut neighborhood transmittals to council order and resolution transmittals, to providing the final verification of compliance on sign applications before City Council approval to ensuring the integrity of the City Council Record.

This memorandum was crafted as an informational tool to highlight the scope of and activities of this office pursuant to the request of Her Honor the Mayor.

The goal of this office is to provide impartially, efficient, quality services to the City Council, city departments, other governmental units and most importantly the public. To meet this end additional resources are needed.

Government is ever-changing to meet the demands placed upon it. We live in a time of much economic uncertainty with limited financial resources to fulfill every demand, but the time has arrived to review the operation of this office.

I look forward to discussing this matter with you in the Government Operations Committee.

Thank you for your consideration in this matter.

2.

5-339

COMMUNICATIONS AND REPORTS FROM CITY OFFICERS

Communication received from Joseph E.
Connarton, City Clerk, transmitting infor-
mation relative to the reorganization of
the City Clerk's Office.

In City Council,

March 4, 1991.

*Referred to the
Government Operations
Committee
memo sent to Comm. 3/1/91/clw*