

ANNUAL REPORT OF THE CITY CLERK

To His Honor the Mayor, President Janssens and Members of the City Council:

I am pleased to submit the Annual Report of the City Clerk for the Fiscal Year beginning July 1, 2009 through June 30, 2010.

Three weeks into the new fiscal year, the City Council appointed me to the position of City Clerk. The new year was one of many transitions, including the physical relocation of the City Clerk's functions from Room 118 to Room 121, the move resulting from the division of the positions of City Clerk and Tax Collector as part of the Mayor's reorganization plan. On January 11, 2010 the Clerk's Office reopened in Room 121 with three staff persons, including City Clerk Alan L. Agnelli, Assistant City Clerk Robin L. Strazdas, and Administrative Clerk Titi Siriphan.

Among changes implemented during the year were computer software updates and procedural changes to Vital Recordkeeping (births, marriages, and deaths), as well changes in the issuance of Business Certificates and Dog Licenses. Other advances included improvements to City Council administrative operations and corresponding standing committee support, support to the Board of Registrars of Voters, as well as improvements to licensing and permitting functions.

The Clerk's Office wishes to acknowledge the tremendous support and guidance provided by City Council President Neil Janssens and Finance Committee members, as well as the entire City Council. Mayor Mark Hawke and his Secretary, Jennifer Griest, provided ongoing assistance during the transition, and the indispensable assistance of City Treasurer/Collector Charline Daigle and her seasoned staff made the transition run smoothly. The contributions of many others helped to make the transition successful, and for this I am truly grateful.

Respectfully submitted,

ALAN L. AGNELLI
City Clerk

Vital Records - Births

The process of creating, registering, reporting, issuing, amending and maintaining vital records forms an important part of the City Clerk's responsibilities.

In Fiscal year 2010, the Clerk's Office registered 645 births. Of these, 162 babies were born in Gardner to residents of Gardner; 90 babies born elsewhere in Massachusetts to Gardner residents; and, 393 babies were born in Gardner to non-Gardner residents.

Vital Records - Deaths

In Fiscal Year 2010, the Clerk's Office registered 342 deaths. Of these, 150 were Gardner residents who died in Gardner; 35 Gardner residents who died elsewhere in Massachusetts; 156 non-residents who died in Gardner; and, one non-resident Veteran buried in Gardner.

Vital Records - Marriages

In Fiscal Year 2010, the City Clerk's Office issued marriage licenses to 120 couples. Of these, 37 Gardner residents were married in Gardner; 46 Gardner residents were married elsewhere in Massachusetts; 15 non-residents were married in Gardner; and, 22 non-residents were married elsewhere in Massachusetts. In 2009, the City Clerk was commissioned a Justice of the Peace and in this capacity, officiated many weddings in City Hall, for which the City retained all fees.

City Council

As Clerk of the Council, the City Clerk provided records, information and parliamentary procedural assistance to enable the City Council to fulfill its legislative responsibilities and provided the public with information concerning Council actions. The Clerk prepared and distributed the Calendar (Agenda) for each meeting. The City Clerk attended all meetings of the City Council and Finance Committee and recorded its proceedings. In addition, the Clerk posted meeting notices of the Council and its four standing committees.

As City Council administrator, the Clerk received and processed license applications for bowling alleys, billiard tables, new and used motor vehicle dealers, second hand article dealers and collectors, and flammable & explosive storage licensing. The City Clerk also processed public utility orders adopted by the City Council.

Elections

The City Clerk, as the City's Chief Election Official, was responsible for directing State and Local elections. This included the hiring and supervision of nearly seventy officials including Wardens, Clerks, Inspectors and Deputy Inspectors for eleven voting precincts, contracting for polling facilities and Election Day set-up; the printing of ballots, testing of voting equipment; purchasing of election supplies; certifying election results and reporting same to the Secretary of State.

In FY2010, the City Clerk supervised the November 3, 2009 City Election, the December 8, 2009 Special State Primary (U.S. Senate vacancy), and the January 19, 2010 Special Election (U.S. Senate). In addition to planning and supervising elections, the City Clerk provides year-round Election and Voter information to media, political parties, candidates, and citizens.

Candidate and Petition Certifications

The City Clerk's Office processed all candidate and petition papers circulated among Gardner voters. This includes certifying the signatures of registered voters for dozens of local and state candidates as well as for State and local ballot question petitions.

The City Clerk's Office provided candidates, political parties and others with voter lists and voter history, as well as providing candidates and political party organizations with Campaign Finance Reporting forms and instructions and tracked filings for candidates for Mayor, City Council and School Committee.

Voter Registration

The City Clerk serves as a full voting member of the Board of Registrars of Voters, overseeing the day-to-day registration of voters.

The City Clerk's Office processed hundreds of voter registrations including registering new voters, address changes, name changes, party affiliation changes, etc.

The City Clerk's Office administered the annual City Census, better known as the Street List. In FY2010, the office processed approximately 10,000 census forms. The end product was the publication of the Annual Street List, which was made available for purchase in the Clerk's office or available free on the City's website.

Licensing and Permitting

The City Clerk's office received applications and issued Bazaar and Raffle Permits, Business Certificates ("Doing Business As"), and Dog Licenses. In Fiscal Year 2010, 1,250 dog licenses were issued.

Public Official

The City Clerk is charged with custody and maintenance of City Ordinances, the City Charter, and City Seal.

The City Clerk, as custodian of City Ordinances and the City Charter, is charged with revising these documents as they are amended by the City Council and Special Act. Every amendment to a City Ordinance, whether relating to traffic, personnel, salaries and wages, zoning, or otherwise, was published twice in the local newspaper.

The City Clerk, as Keeper of the City Seal, certified hundreds of official documents, including Appointments, Land Takings, Easements, Loan Orders, Resolutions, Council Votes, etc.

The City Clerk received all Certificates of Appointments from the Mayor for presentment to the City Council. All Appointments are filed in the Clerk's Office for permanent recording.

The City Clerk administered oaths of office to every public official upon appointment, including the Mayor, City Councillors, department heads, members of every board, committee and commission, and Police Officers and Constables. The Office maintains permanent records of these actions.

The City Clerk's Office provided notarial services for official City purposes and to the general public. All office staff are commissioned notaries public.

Filings, Recordings & Registrations

Under State Law, the City Clerk is responsible for filing, recording and registering the following:

Architect Certificate of Registration (if suspended/revoked/annulled (c.112,§60H))	Recording
Assignment for Benefit of Creditors (c.203, §41)	Recording
Assignment of Wages (c.154, §§1,2,3,5,6)	Recording
Beverage Vessel "Registered Brand" Registration (c.110,§17)	Registration
Blasting Bond (c.148, §19)	Filing
Campaign Finance Reports for Local Candidates & Local Ballot Questions (c.55, §24)	Filing
Certificate of Need by Department Head, Special Municipal Employ. (c.268A, §§17,18)	Filing
Claims and Actions Against the City (c.223, §37)	Filing
Claims for Injury Due to Defects in Public Ways (c.84, §§15,18,19,20)	Filing
Conflict of Interest Disclosure Statement (c.268A)	Filing
Conflict of Interest Legal Opinions Rendered for Public employees/officials (c.268A)	Filing
Constable Bond (c. 41, §§ 92, 93)	Filing
Corporate Merger Articles of Amendment (c.156, §46A)	Filing
Dairy Product Cans (Milk/Cream) "Registered Brand" Registration (c.110,§21)	Registration
Declaration of Trust (c.182, §2)	Filing
Electrologist License (c.112,§87HHH)	Recording
Financial Interest Disclosure Statement (c.268A, §§19,20,24)	Filing
Fireworks Bond (c.148, §42)	Filing
Flammables & Explosives Storage (AST/UST) Registrations (c.148,§13)	Registration
Garments/Linens Laundered for Rent/Lease Under "Registered Brand" (c.110,§25a)	Registration
Homestead Declarations for Manufactured Homes only (c.188, §2)	Recording
Legal Counsel Opinions Relating to Conduct of Public Officials and Employees (c.268A).	Filing
Local Boards of Conciliation Decisions (Labor Disputes) (c.150, §5)	Filing
Notice of Suspension of Official/Employee for Misconduct in Office (c.268A,§25)	Filing
Optometrist Certificate of Registration (c.112,§§70,71)	Recording
Physician Certificate of Registration (c.112,§8)	Recording
Planning Board Decisions (c.41,§81U)	Filing
Podiatrist Certificate of Registration (c.112,§21)	Recording
Political Committee Organization (c.52, §§2,4,5,6)	Filing
Pond Measurement Determination by DEP (c.131, §46)	Recording
Property Deeds for Municipal Land	Filing
Public Meeting Notices (c.39, §23B)	Filing
Public Official Bonds (c.41, §§13A,46; c.60,§13)	Filing
Public Official Resignations (c.41, §109)	Filing
Shooting Gallery Bond (c.140, §56A)	Filing
Stallion for Breeding Purposes Certificate of Registration (c.140, §176)	Filing
Wildlife Sanctuary, Div. of Fisheries & Wildlife Order of Establishment (c.131,§9)	Filing
Zoning Board of Appeals Decisions (c.40A)	Filing

QTY	CITY CLERK FY2010 DEPARTMENTAL RECEIPTS	TOTAL
4	Antique Junk Collectors Licenses	120.00
Various	Approval Not Required Filing (Subdivision)	755.00
1,828	Birth Certificates Issued (Certified copies)	18,280.00
3	Bowling Alley & Pool Table Licenses	755.00
5	Business Certificate Changes	100.00
58	Business Certificates Issued (New and Renewal)	2,320.00
1,477	Death Certificates Issued (Certified copies)	14,770.00
71	Dog License Late Fees	710.00
1,250	Dog Licenses Issued	18,532.00
Various	Fishing & Hunting License Fees Retained by the City	95.00
49	Hackney & Hackney Operators License Fees turned over by the Police Department	245.00
233	Marriage Certificates Issued (Certified copies)	2,330.00
125	Marriage Intentions Filed	2,950.00
23	Motor Vehicle Dealer Licenses (All Classes)	2,300.00
Various	Petroleum Storage Registrations	605.00
Various	Photocopies	11.25
1	Pole Location Recording	40.00
27	Raffle & Bazaar Permits Issued	270.00
40	Street Lists	600.00
Various	Subdivision Fees	7,650.00
25	Vital Record Corrections	565.00
4	Voter Certificates	40.00
2	Zoning Ordinances and Maps	55.00
Various	Zoning Variance Fees	1,920.00
	TOTAL	76,018.25
	Fishing & Hunting License Fees Collected by the City and Transmitted to Massachusetts Dept. of Fisheries & Wildlife	7,532.65