City of Cambridge

June 13, 2019

Dear Councillor:

You are hereby notified to attend a ***Special Meeting*** of the City Council for **Monday, June 17, 2019 at 2:30 PM in the Sullivan Chamber.**

By Order of His Honor the Mayor.

Mayor Marc C. McGovern

****

The purpose of the meeting is to hold public interviews for the four finalists for the position of City Clerk. The candidates are: Timothy Phelan, Jeanne M. Survell, Niko Vangjeli and Anthony Ivan Wilson. Copies of their statements of interest and resumes are attached hereto.

This meeting will be audio and video recorded. This special meeting may be adjourned prior to the commencement of the regular City Council meeting at 5:30. The regular City Council meeting of June 17, 2019 at 5:30 PM will open with public comment and the public may comment on the City Clerk candidates among other matters on the agenda pursuant to the Rules of the City Council as amended. Following the conclusion of public comment, the City Council may recess to Executive Session to conduct a strategy session in preparation for contract negotiations with one or more City Clerk candidates. If a vote on the hiring of a City Clerk takes place, such vote would be taken in open session.

This meeting shall be subject to the Rules of the City Council as amended.

My name is Tim Phelan and it is with both excitement and enthusiasm I write this personal statement introducing myself as a candidate for the City Clerk of Cambridge. I have a substantial legal background and long personal history of volunteerism, community activism and public service. As Cambridge has a well-earned reputation for excellence in many areas, including municipal government, diversity and inclusion, I was immediately drawn to this opportunity hoping to continue my ideals of government transparency and constituent services.

I served for 22 years as an elected official, including eight as City Council President, chairing all Council meetings in the City of Lynn. I have first-hand experience working extensively, collaboratively and directly, on a daily basis with the City Clerk during this time, on both simple and complex issues. We often relied and depended upon each other while navigating the intricacies of our intertwined roles. I possess a strong working knowledge of the Massachusetts Open Meeting Laws, Conflict of Interest/State Ethic Laws, Public Record/Privacy Laws, Zoning Statutes and Roberts Rules of Order. Having represented a diverse community, I understand the importance of quality and timely communication with both members of the public at large and the City Council. I have always believed no request is too small nor any question unimportant.

In my current position I serve as Chief Legal Counsel and Vice-President of Client Services while managing a large staff. It is a fast paced environment where positive working relationships, organizational skills and teamwork are necessary to succeed. The firm provides human resource guidance, consultation, legal advice and representation in a vast array of labor and employment related matters to approximately 500 employers, including many human service agencies, non-profits and Massachusetts municipalities and school districts. I have drafted

numerous employee handbooks, social media and sexual harassment & discrimination policies. I have also conducted a wide range of management education seminars and trainings for many organizations, focusing in large part on employee retention. I was the project lead of an exceptional internal team in the successful and comprehensive creation and implementation of a claims management application, CRM and shared drive system leading to an innovative paperless office environment. This would not have been accomplished without the participation, effort and cooperation of all internal stakeholders moving in the same direction, which is a management style that always increases the percentage of reaching one's collective goals.

If fortunate enough to obtain this position, I would be eager to build upon and enhance the past successes of the office in the areas of document management, civic engagement and open government. Disseminating public records in a timely fashion and assisting the City Council in any way needed to effectively and efficiently carry out their responsibilities would be a priority. Prompt communication and accessibility is key. I would explore The City's impressive Open Data Portal, which encourages public/private partnership and taps into the diverse knowledge and talent of Cambridge residents, to see if or how municipal accessibility can be enriched in partnership with the Clerk's office.

My experience as a long term municipal leader, lawyer, executive and Adjunct Professor uniquely encompasses the skill set required of this role. Having been a City Councilor and therefore fully grasping the daily, ever-changing obligations and mandates of a Councilor's duties, provides me a unique perspective and understanding of the Clerk's job. Being an attorney with a strong comprehension of the applicable statutory requirements would be a valuable asset in carrying out the many functions and overall performance of the office. These attributes,

coupled most importantly with my desire to engage and serve the public, a hallmark of the City of Cambridge, have brought me to this point. I thank you for this exceptional opportunity and truly appreciate the time and effort expended throughout this process.

Respectfully,

Timothy Phelan

Timothy Phelan

City of Cambridge
Cambridge City Council Office
Cambridge City Hall
795 Massachusetts Ave.
Cambridge, MA 02139

March 8, 2019

Attn: Naomie Stephen

RE: Letter of Interest

Dear Ms. Stephen:

Please accept this Letter of Interest, in confidence, for the position of City Clerk in Cambridge.

As a long term municipal leader, attorney, senior executive and Adjunct Professor, I bring substantial experience ideally suited for this position. Being a former elected official and President of the City Council I have first-hand experience working extensively and directly with the City Clerk. I have a unique understanding of both the collaboration necessary and legal mandates required of the job. I also have vast experience representing a diverse community and understand the importance of quality and timely communication as well as constituent services and public needs. In my current position I manage a large team of both management and non-management staff, while providing guidance, consultation, legal advice and representation for approximately 500 employers in a wide range of labor and employment related matters in a deadline driven environment. It is a must to remain knowledgeable of any and all new or applicable laws while understanding their impact on the work environment in "real-time". It is a fast paced environment where exceptional organizational skills are necessary to succeed. I am fortunate to have a team that works well together and grasps the importance of such proficiencies.

I would appreciate the opportunity to discuss my qualifications at your convenience and look forward to hearing from you in the near future.

Yours sincerely,

Timothy Phelan

Timothy Phelan

enc

Timothy Phelan, Esq.

Lynn, MA

EDUCATION

New England School of Law, Boston, MA
Juris Doctorate

Providence College, Providence, RI
Bachelor of Arts, Humanities

MUNICIPAL GOVERNMENT

CITY OF LYNN
Massachusetts

City Council President

- 18 year Councilor at Large; 8 yr. President; 5 yr. VP. Created & appointed all Committee members.
- Committee Chairman: Ordinance 10 yrs. Personnel 8 yrs. Finance 10 yrs. Public Property 8 yrs. Oversight 4 yrs.
- Extensive knowledge of Procurement, Vital Statistics, Personnel, Classification, Public Records, Open Meeting, State Ethics/Conflicts of Interest, OCPF, Record Retention, Privacy Laws & Roberts Rules of Order.
- Strong collaboration with Community Development and EDIC arms of City including Land use/Zoning oversight.
- Led successful capital planning and economic development projects through complex municipal financing, statutory restrictions and various regulations such as construction of a police station, state of the art athletic facility as well as separate high & middle schools while maintaining a superior municipal bond rating.
- Extensive workplace cooperation/interaction with Unions, Planning Board, ZBA, Water & Sewer Commission, municipal, legislative, congressional elected officials & multiple City Departments, boards and commissions.

CITY OF LYNN
Massachusetts

School Committee, Vice-Chairman

4 year member, elected as vice-chair by colleagues. Hired 7 principals, oversaw construction of 7 elementary school additions, set policy, financial oversight for 24 schools/14,000+ students.

PROFESSIONAL EXPERIENCE

UTCA, INC
Boston, MA

Chief Legal Counsel & Vice-President of Client Services *2000 - present*

General Counsel managing large staff and overseeing all labor/employee relations, client/vendor contract negotiations (including related MGL Chpt. 30B issues), planning & risk assessment while aligning visionary & operational goals. Played senior executive role in the implementation of innovative strategic initiatives developing company from local to regional then National organization, tripling gross revenues since hire. Represent approx.500 union/non-union employers, including numerous MA municipalities & school districts on various unemployment, labor, discrimination, wage/hour, FMLA & HR matters. Author employee handbooks, codes of conduct, drug/alcohol, sexual harassment & social media policies ensuring legal compliance/risk reduction. Coordinate all internal / external investigations. Legislative liaison.

ENDICOTT COLLEGE
Beverly, MA

Adjunct Professor *2015 - present*

Van Loan Graduate School MBA Program, teach **Human Resource Laws & Compliance** (Labor Relations, Employment Law, Civil Rights, FMLA, FLSA, ADA, ADEA, EEO, Title IX & Collective Bargaining) and **HR in Transition.**

JON-JAY ASSOCIATES
Lynnfield, MA

Sr. Staff Attorney & Director of Human Resources

Started as legal intern and rose to Senior Management Employee. Oversaw all functions of HR & Legal department. Initiated/implemented managerial, fiscal and quality assurance efficiencies, consistent with business strategies resulting in a 40% internal departmental cost savings in 2 yrs. Provided administrative hearing & District Court representation as well "real-time" legal advice to over 600 employers, thus reducing potential financial risk of separating employees focusing on employee retention/talent management.

SUFFOLK COUNTY DISTRICT ATTORNEY'S OFFICE
Boston, MA

Prosecuting Attorney under S.J.C 3:03, Boston Municipal Court.

NEIGHBORHOOD LEGAL SERVICES
Lynn, MA

Attorney for indigent client base in elderly affairs, social sec. disability, landlord-tenant, unemployment & discrimination.

ASSOCIATED INDUSTRIES OF MASSACHUSETTS
Boston, MA

UI Committee Member
Provide legal advice, analysis & practical application oversight of drafting, passage and implementation of potential/passed UI law(s) at State/Federal level.

LICENSES / CERITIFCATIONS / BAR ADMISSIONS

- Massachusetts Bar
- United States Federal Court- Massachusetts
- Unites States Court of Military Appeals
- Notary Public, Commonwealth of MA
- Licensed MA Real Estate Broker

MANAGEMENT EDUCATION

Conduct Legal, Fiscal and HR Management Education Seminars/Training for:

- Lorman Educational Services
- Employers Association of the Northeast
- MA Assoc. of School Business Officials
- Northeast Human Resource Association
- Assoc. of Developmental Disabilities Providers
- Greater Boston HR Network
- Dallas Human Resource Association

AWARDS

- John F. Kennedy Library, Fenn Award Winner
- 2-time Lynn Journal Man of the Year
- Friendly Knights of St. Patrick, Man of the Year
- Lynn English High School Hall of Fame
- Boston Globe Girls Soccer, High School Coach of the Year, 2017

INTRODUCTION LETTER FOR

JEANNE M. SURVELL

CANDIDATE FOR CAMBRIDGE CITY CLERK

MONDAY, JUNE 17, 2019

Honorable City Council Members and Citizens of the City of Cambridge,

It is a pleasure to introduce myself to the City Council and Cambridge citizens as a candidate for City Clerk.

My entire career, aspirations and education have led me to this point. I graduated from Framingham State University in 1989 with my Bachelor's degree in Urban/Regional Planning. My intention was to pursue a Master's degree but instead I raised a family while running a home daycare business. I was able to return to municipal work in 2005 as the Administrative Assistant in Southborough's Building and Zoning Departments. I spent several years there honing my administrative skills as I managed a work force of nine employees while attending and transcribing the minutes and decisions of the Zoning Board of Appeals (ZBA). With my experience and interest in zoning, I was appointed by the Berlin Board of Selectmen to their ZBA. I spent several years with the Board as the Chair furthering my working knowledge and understanding of MGL Chapter 40A and how it applies to individual applications. I learned the nuances of running a meeting while dealing with sensitive issues impacting my fellow citizens. I am currently serving on the City of Fitchburg's ZBA as an alternate member since my interest in zoning has never waned.

In 2012, an opportunity presented itself in the Town of Sterling to be the Assistant Town Clerk. During my tenure, I immersed myself in all aspects of becoming a Town Clerk. In addition to on the job training, I attended classes on how to process vital records, public speaking, records management and municipal finance. Through these intense educational classes, I earned my Certified Municipal Clerk (CMC) credential issued by the International Institute of Municipal Clerks (IIMC). I am currently working towards my Master Municipal Clerk (MMC). The MMC program is an advanced continuing education program that prepares me to perform complex municipal duties. It has an extensive and rigorous educational and professional contribution component and this has led to my appointment on the Election Committee in IIMC's Region One. Simultaneously, I'm pursuing accreditation as a Parliamentarian where I will further develop my knowledge of Robert's Rules to guide the Council during meetings. I currently serve as a Justice of the Peace, a Commissioner to Qualify and a Notary Public.

As the Pepperell Town Clerk for the past two years, my understanding of the intricate responsibilities entrusted to the Town Clerk through Massachusetts General Laws, Town Charter and bylaws have grown immensely. My position requires the complete immersion in the daily

running of the office. A few of the responsibilities are the regular processing of birth, marriage and death certificates, issuing business licenses, website administrator, long range planning of local and State elections, running Town Meetings and implementing strategies to maintain those documents. If chosen as the City Clerk, my goal is to maintain and accurately record the actions of the Council and to foster team work within the Clerk's office.

As a teenager in the 1980s, I spent my time riding the bus from my hometown of Waltham into Harvard Square to hang out. My friends lived in Central Square and my father worked in Boston. It feels like a second home here because it's familiar. It would be a great honor to serve the City of Cambridge as I have a great sentimental knowledge of it and its recent past.

I know I possess the education, the professionalism and determination to successfully run the City Clerk's office and serve the individual members of the City Council and its citizens. What I don't know, I can learn with time and experience. My career history shows I have continually pushed myself to achieve more because I believe in my abilities to succeed. I have no hesitation about my capacity to meet the needs of the City Council members. I will always act and present myself in the best light to reflect the positive actions of the City and the staff of the City Clerk.

I sincerely hope you will seriously consider my application for this prestigious position within the City of Cambridge.

Thank you.

Ms. Jeanne M. Survell
Fitchburg, MA

March 4, 2019

City of Cambridge
City Council Office
Ms. Naomie Stephen
Cambridge City Hall
795 Massachusetts Avenue
Cambridge, MA 02139

Dear Ms. Stephen,

As advertised on the Massachusetts Municipal Association's website, I'm applying for the open position of City Clerk.

I am employed as the Pepperell Town Clerk and previously as the Sterling Assistant Town Clerk. I was also with the Town of Southborough as the Building and Zoning Department's Administrative Assistant. I earned my bachelor's degree from Framingham State in Urban and Regional Planning. I am a Certified Municipal Clerk (CMC), earning my degree in 2016 from the New England Municipal Clerks Institute and Academy that required three years of education and training.

Due to my current position, I am well versed in the role and responsibilities of a Town Clerk. I am responsible for processing all vital records, posting all meetings and agendas, tracking expenses and receipts in the budget, creating the Annual Town Meeting minutes and managing all elections. My duties are very similar to a City Clerk although there are additional responsibilities with this position that I am ready and capable to fulfill; such as, my responsibilities to the City Council. I possess a diverse work and educational background that enables me to adapt to new responsibilities with ease.

I spent several years as the Chair for the Berlin Zoning Board of Appeals and I'm currently sitting on the City of Fitchburg's Zoning Board. Not only am I versed in land use issues but I have my certification as a Notary since 2006 and I'm a Justice of Peace and a Commissioner to Qualify that allows me to swear in other Notaries to office.

Therefore, I feel my knowledge and experience will enhance the current level of professionalism offered in the City of Cambridge. I look forward to hearing from you.

Sincerely,

Jeanne M. Survell

Fitchburg, MA 01420

Jeanne M. Survell

Objective: Secure a position that utilizes my work experience and education while offering opportunities for personal and professional growth.

Education:

1985-1989 **Framingham State University**
Bachelor of Arts
- Degree in Geography with a concentration in Urban/Regional Planning

Computer Skills: Microsoft Word, Microsoft Outlook, L.L. Database, Excel, Access, Voter Registration Information Systems (State database), Electronic Death and Birth Record System (State database). Site Administrator Town websites

Work Experience:

2017 - Present **Town of Pepperell**
Town Clerk
- Process, record and maintain Vital Records; birth, marriage and death
- Manage/record Annual and Special Town Meetings
- Run all aspects of Federal, State and Local Elections
- Issue Doing Business As Certificates; Raffles; Dog Licenses
- Post meeting and agenda requests
- Track Appointed and Elected Officials
- Post minutes for all Town Boards and Committees
- Collect and deposit Town Clerk fees – track budget
- Manage Seniors in Tax Work Off Program
- Process confidential material

2012-2017 **Town of Sterling**
Assistant Town Clerk
- Same as Above

2005-2012 **Town of Southborough**
Administrative Assistant Building and Zoning Departments
- Provide support to the Building Department
- Provide secretarial support to the Zoning Board of Appeals
- Coordinate payroll for nine employees and/or contracted services
- Serve as the Recording Secretary for the Zoning Board of Appeals
- Wrote legal Zoning Board of Appeals Decisions

Certificates: **Notary Public, Justice of the Peace, Commissioner to Qualify, Certified Municipal Clerk** (CMC)

Appointments: **2010-2017 – Chairperson,** Berlin Zoning Board of Appeals
2017-Present – Member, Fitchburg Zoning Board of Appeals

NIKO VANGJELI
WORCESTER, MA 01605

June 12, 2019

Mayor Marc C. McGovern and
Members of the Cambridge City Council
795 Massachusetts Ave.
Cambridge, MA 02139

To the Honorable Mayor and Members of the City Council,

I am pleased to submit my résumé for consideration for the available position of City Clerk. Given my background in record management and my experience in effectively hiring, training, and supervising staff, I feel that I am in a great position to support the City of Cambridge. Building strong partnerships with all levels of government has been a cornerstone of my career, and I am passionate to work as a member of a team with people from different cultural backgrounds and diverse political views. Whether working in a community where I have existing relationships or coming in with a fresh perspective to a new area, I can adapt to new environments quickly. My versatile communication skills and capacity to collaborate with remote and diverse teams has been demonstrated in a variety of settings in my current position.

In my current role as Assistant City Clerk, my responsibilities include planning and managing local, state, and federal elections, promoting civic engagement, fulfilling public records requests, and maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk. In addition, I appoint and train 300 temporary election officials and appear before the Board of Election Commissioners, City Council, legislative committees, and the media to explain office procedures and election related legislation. One of my proudest professional achievements is promoting civic engagement among young adults. On an annual basis, I organize the Worcester Rising Civics Camp in partnership with the Worcester Public Schools. Through the generous time commitment and talent of many guest speakers, high school students develop an understanding of how and why civic engagement and government at all levels is essential.

As a first generation American, it was easy for me to be attracted to public service. I grew up among family members and friends that were always civically involved. So for me, local government was the place to start because it is the one place in government that communicates directly with citizens. My career in the public sector began as a young adult working in the Clerk's office in Worcester. It was a sector of local government that perfectly matched my personality. I cannot think of a more rewarding occupation than serving as the

City Clerk and managing the hub of local government. The Clerk's office serves as a direct link between city residents and their government. As Clerk, you are the city's primary record keeper and you are not only expected to understand the operation of local government, but also navigate citizens through the process of accessing this information. Whether issuing a birth certificate, solemnizing a wedding ceremony, or navigating residents through city council, the work the Clerk performs makes an imprint on the municipality.

With that said, I cannot wait to join the City of Cambridge and build on the important work that has already been done by the previous City Clerk and Deputy City Clerk. I hope to learn from the Deputy City Clerk and the rest of the City Clerk staff so I can transition quickly into this new role and work tirelessly alongside them. I believe our best days are ahead, and I appreciate the chance to be a part of this extraordinary journey in bringing some of the initiatives and programs that I have established in the City of Worcester and adapt them to Cambridge. A few of the initiatives I would like to expand in Cambridge include student engagement in local government, digitization and archival of vital records, and increased public access to historical materials. My goal as City Clerk is to make Cambridge's historical collections more accessible to the community. I believe that each person in our community should be able to benefit from an open government, and that any piece of the history of their city should be readily available to them.

I appreciate you taking the time to review my credentials and look forward to discussing my qualifications and exciting initiatives during the June 17th interview. My vision for Cambridge is based on what I see today and what we can achieve together for tomorrow. Today it is evident that Cambridge celebrates the strength of its diversity while being united by its heritage and common future and encourages growth, strong leadership, efficient government and civic pride. Together, we will work towards a Cambridge that promotes civic engagement, government transparency and accessibility.

Sincerely,

Nikolin Vangjeli

Niko Vangjeli

NIKO VANGJELI
WORCESTER, MA 01605

March 31, 2019

Marc C. McGovern, Mayor
795 Massachusetts Ave.
Cambridge, MA 02139

Dear Mayor McGovern,

I am pleased to submit my resume for consideration for the available position of City Clerk. Given my background in vital record management, and my experience in effectively hiring, training and supervising staff I feel I am in a great position to support the City of Cambridge.

Building strong partnerships with all levels of government has been a cornerstone of my career, and I am passionate to work as a member of a team, with people of different cultural backgrounds and diverse political views. Whether working in a community where I have existing relationships or coming in with a fresh perspective to a new area, I can adapt to new environments quickly. My versatile communication skills and capacity to collaborate with remote and diverse teams has been demonstrated in a variety of settings in my current position.

Please review these points from my professional background which demonstrate the superior results and my approach to professional challenges.

Experience: In my current role my responsibilities include planning and managing elections; maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk; personnel management and demonstrated proficiency in coordinating and liaising programs with regional, state, and federal officials.

Training: I hold a Master's in Public Administration, completing extensive coursework in Public Policy, Budget and Personnel Management. Moreover, I am a member of the Massachusetts City Clerks Association, keeping me in touch with regulatory developments and technological advances affecting municipal government. The enclosed resume provides further detail about my qualifications and background. I welcome the opportunity to further discuss how I can apply my strengths to the City of Cambridge.

I appreciate you taking the time to review my credentials and experience.

Sincerely,

Nikolin Vangjeli

Niko Vangjeli
Enc. Resume

NIKO VANGJELI
WORCESTER, MA 01605

SUMMARY

Accomplished Assistant City Clerk with demonstrated ability to deliver mission-critical results. Strong multitasking abilities in fast paced governmental environment. Extensive experience in maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk. Highly skilled in personnel management and demonstrated proficiency in coordinating programs and interacting with regional, state, and local officials.

HIGHLIGHTS

- Effectively hire, train and supervise staff.
- Ability to simplify, present and communicate complex issues.
- Proficient in team leadership towards organizational objectives.
- Budgeting/Financial Administration.
- Media relations.
- Strategic planning.
- Regulatory compliance.
- Keen understanding of local ordinances.

EXPERIENCE

2009 - 2012 City of Worcester Worcester, MA

Intern, Office of the City Clerk

- Frontline staff member designated to address resident concerns.
- Experience with data entry.
- Responsible for processing the annual street listing and the certification of nomination and petition papers.
- Provide administrative support on Election Days.

2012 - 2013 City of Worcester Worcester, MA

Intern, Office of the City Mayor

- Policy research.
- Prepared monthly reports to City Council and Mayor.
- Collect information for studies and reports, and maintain databases.
- Provide general information to constituents.
- Prepare official proclamations, press releases and support letters.

2013 - 2014 City of Worcester Worcester, MA

Principle Staff Assistant, Office of the City Clerk

- Community outreach and voter education.
- Appoint and manage 370 temporary employees.
- Manage day to day operations of the Election Commission.
- Assist and guide election candidates in legal protocols before and after elections.

2014 - 2016 City of Worcester Worcester, MA

Assistant Director of Elections, Office of the City Clerk

- Plan, organize, and coordinate the activities of the Elections Department; establishes policies, procedures and guidelines to be observed by department personnel.
- Supervise a staff of clerical and volunteers engaged in coordinating elections.
- Appear before the Board of Election Commissioners, City Council, legislative committees, court officials, citizen groups and the media to explain election results, procedures and related matters.
- Recruit, train, motivate and evaluate City Clerk's Office personnel by providing staff training, coordinating with

employees to correct deficiencies and implementing discipline and termination procedures.

- Coordinated with other divisions, departments, outside agencies and the public on behalf of City Clerk's Office; negotiated and resolved sensitive and controversial issues.
- Participated in the forecast of funds needed for staffing, equipment, materials, and supplies; monitored and approved expenditures.
- Manage digitization efforts for the Office of the City Clerk and the Election Department.

2016 – Present City of Worcester Worcester, MA

Assistant City Clerk, Office of the City Clerk

- Review state and federal legislation, court decisions, administrative rulings, and related matters to determine if City policies and procedures are in compliance.
- Attend meetings as required, take and transcribe meeting minutes, conduct follow-up activities related to actions including the indexing and recording of documents and processing agreements.
- Provide staff support to the City Council and serve as repository for all official City records.
- Plan, organize, direct, and participate in the services and activities of the City Clerk's Office.
- Participate in the development and administration of department goals, objectives, and procedures.
- Administer Oaths or affirmations and sign and certify official City documents.
- Oversee and manage the City's records management program including developing procedures for records management, retrieval and disposal, and preserve official city documents and records, and reports in accordance with legal requirements.

EDUCATION

2009 - 2013 College of the Holy Cross Worcester, MA

- Bachelor of Arts in Political Science

2014 - 2016 Clark University Worcester, MA

- Master of Arts in Public Administration

LICENSES AND CERTIFICATIONS

- Commonwealth of Massachusetts Justice of the Peace (Commission expires February 22, 2024)

LANGUAGES

- Albanian

Anthony Ivan Wilson, Esq.
Springfield, MA

Cambridge City Council Office
795 Massachusetts Avenue
Cambridge, MA 02139

June 12, 2019

RE: Personal Statement

Dear Cambridge City Council,

Thank you for this opportunity to explain my interest in serving as the next City Clerk of the City of Cambridge. I hope that this personal statement will assist the City Council as it compares my experiences and education with the other distinguished candidates put forward by the selection committee.

From 2009 to 2011, I attended Suffolk University Law School in the City of Boston. While there, I worked to develop my skills as a lawyer and a communicator. I tried my first case as a student prosecutor with the Suffolk County District Attorney's Office in Chelsea, Massachusetts. I was also an active member of the Black Law Students Association, where we worked to further opportunities for black students and alumni. As a member of BLSA, I took on the responsibility of organizing an annual event that brought together black law students from across the state to meet and network.

After graduation, I was appointed as an Associate City Solicitor in the City Springfield. Initially, my duties focused on litigation. I defended the city in civil rights lawsuits, contract disputes and employment related matters. Eventually, the City Solicitor added counsel to the City Council to my duties. This meant I attended all regular meetings of the Springfield City Council. I reviewed all proposed ordinances and provided legal advice to the City Council. As counsel to the Council, I have had the privilege of advising city councilors on at least two high-profile issues: the host community agreement with the MGM Casino and regulations for medical marijuana facilities in Springfield.

In 2016, the Council appointed me to my current position as the Springfield City Clerk. In that capacity, I am responsible for maintaining vital records, city records and public records. In an effort to improve the office, I have implemented the following programs:

- Digitized a significant portion of the City's Historical and current records for easy online access.

- Hired and trained a public records coordinator, who manages every public records request that the city receives.

- Purchased and maintained public records software that allows citizens to easily submit and track public records requests.

- Modernized City Council processes which include: the digital dissemination of the City Council Agendas and Ipads for each City Councilor.

- Oversaw the adoption of digital agendas and minutes management software for all city boards and commissions.

Having served the third largest municipality in the state as both an attorney and as the City Clerk, I have developed a unique combination of skills as a municipal manager. I am interested in the opportunity to bring those skills to the City of Cambridge for a number of reasons.

Cambridge is one of the oldest and most recognizable municipalities in the state. It is home to two of the country's most respected and well-known institutions of high learning. In addition, the city is beautifully designed and constructed. It is a community that is highly regarded by peer municipalities. However, there is to Cambridge than its history and reputation, the city has proactively worked to become a modern municipality.

Cambridge was the first community in the state issue marriage licenses to same-sex couples. The first, and I believe only, community in the state to implement participatory budgeting. There are dozens of initiatives, including funding universal pre-Kindergarten programs, that the administration has implemented in order to improve the quality of life for residents.

I hope to continue that tradition as City Clerk. I plan to import some of the programs I have implemented in Springfield, like digitizing historical city documents; expanding and strengthening the city's use of digital agendas and minutes; and increasing office efficiencies. I also want to push forward with initiatives that are important to the Council like improving staff coverage and minute taking at City Council meetings. I hope to tackle these and future challenges as City Clerk.

Anthony Ivan Wilson

Springfield, MA 01118

September 5, 2017

Attn. Naomie Stephen
Cambridge City Council Office
795 Massachusetts Avenue
Cambridge, MA 02139
cityclerkjob@cambridgema.gov

Dear Hiring Committee,

Whether you are purchasing a birth certificate, licensing a dog or reviewing the minutes of the City Council; citizens expect the City Clerk and his/her team to be knowledgeable, detail-oriented and helpful. I have demonstrated these qualities throughout my career.

I joined the City of Springfield law Department in 2012 as an Associate City Solicitor. My duties included advising the City Council on legal issues and drafting legislation. In that capacity, I worked on important and sensitive issues like the Springfield Casino and Medical marijuana.

In 2016, the Council appointed me to my current position as the Springfield City Clerk. In that capacity, I am responsible for maintaining vital records, city records and public records. In an effort to improve the office, I have implemented the following programs:

- Digitized a significant portion of the City's Historical and current records for easy online access.
- Hired and trained a public records coordinator, who works with me, to manage every public records request that the city receives.
- Purchased and maintained public records software that allows citizens to easily submit and track public records requests.
- Modernized City Council processes which include: the digital dissemination of the City Council Agendas, Ipads for each City Councilor and the adoption of digital agenda management software.

Based on my background and experience, I will be a beneficial addition to your organization. I hope to hear from you soon.

Sincerely,

Anthony Ivan Wilson, Esq.

ANTHONY I. WILSON

Springfield, MA

PROFESSIONAL EXPERIENCE

CITY CLERK

City of Springfield - Springfield, MA (February 2016 - Present)

- Oversee the day-to-day operations of the following city departments: the City Council Office, Vital Records, Public Records and Elections. This included supervising 17 employees and managing an annual budget of approximately $900,000+.
- Works with the Mayor and the City Council regarding the enactment sand implementation of various legislative and executive policies.

ASSOCIATE CITY SOLICITOR

City of Springfield Law Department - Springfield, MA (January 2012 - February 2016)

- Defended the City of Springfield in the United States District Court for the District of Massachusetts, the First Circuit Court of Appeals and the Massachusetts Superior Court.
- Provided legal advice and drafted legislation for the Springfield City Council on issues ranging from land use and zoning to casino gaming and committee appointments.
- Negotiated on the City's behalf before the Massachusetts Commission Against Discrimination, HUD's Office of Fair Housing and the Office of United States Attorney.
- Monitored compliance of state and federal contracts and grants.

BAR MEMBERSHIP

State of Massachusetts, November 2011, BBO # 682573

United States District Court, District of Massachusetts, April 2012

First Circuit Court of Appeals, January 2013, BBO # 1157353

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL - Boston, MA
Juris Doctor (May 2011)

CLARK ATLANTA UNIVERSITY - Atlanta, GA
Bachelor of Arts, Journalism and Communications (December 2006)