

City Administration

市役所

Public Information and Citizens' Voice

広報・広聴

Public Information

広報
kouhou

Koho Abiko

Abiko City Newsletters are distributed to citizens as inserts in newspapers on the 1st and 16th of each month. English extracts are available at city facilities. Newsletters are delivered by mail to your house on request.

■ Inquiry : Public Relations Section, Phone 7185-1269

Website

<http://www.city.abiko.chiba.jp>

■ Inquiry : Information Disclosure Desk, Phone 7185-1284

Information Disclosure

情報公開
jouhou koukai

The information in the possession of Abiko City are disclosed on request with some exceptions. Anybody can make a request.

Administrative Archives

Documents on various plans, publications and statistics of Abiko City, and administrative documents of Chiba Prefecture and the central government are available for perusal at Administrative Archives in Information Disclosure Desk. Documents may be photo-copied at ¥10/sheet. Open 8 : 30am to 5pm. Closed on Saturdays, Sundays, holidays, and Yearend/New Year holidays.

■ Inquiry : Information Disclosure Desk, Phone 7185-1284

Citizens' Voice

広聴
kouchou

Letter to City Administration

“Letter to City Administration” forms are placed at public institutions to reflect citizens' opinions and desires on the city administration. “E-mail to the city administration” using the website of the city is another way for the citizens to have their voices heard. The mayor answers in his own words by letter or e-mail after thoroughly examining the reports prepared by city staff.

Mayor-Citizen Talk Day

The mayor talks with individuals or a group of citizens once a month. Appointment required.

Request and Petition

Requests and petitions from citizens are received for consideration.

Fureai (informal) City and Citizen Meeting

The mayor and city executives meet and talk with citizens in an informal way at six locations in the city every year.

■ Inquiry : Secretarial Section, Phone 7185-1111, Ext.269

市役所
shiyakusho

City Hall

- Location : 1858 Abiko
- Open : Monday through Friday, 8 : 30am to 5 : 00pm
- Closed : Saturdays, Sundays, holidays, and Yearend/New Year holidays (29 December - 3 January)
- Notifications of marriage, death, and birth are also accepted at the night desk in the main building of City Hall, while City Hall is closed.
- Phone 7185-1111. An area code of Abiko is 04. (04 is not necessary if you are in Abiko, but always necessary if you use a cellular phone.)

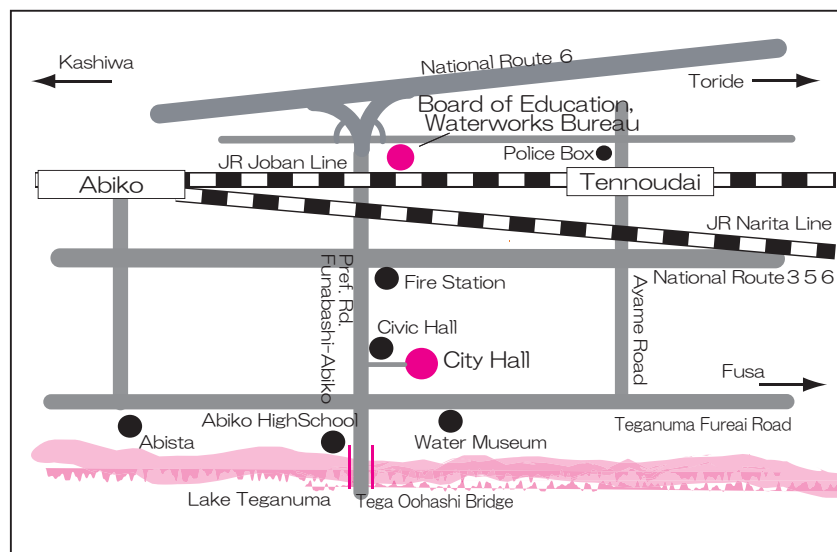


教育委員会
kyouikuinkai

Board of Education and Waterworks Bureau

水道局
suidoukyoku

- Location : 1684 Abiko. Waterworks Bureau on 3rd floor, and Board of Education 4th floor.
- Open : Monday through Friday, 8 : 30am to 5 : 00pm
- Closed : Saturdays, Sundays, holidays, and Yearend/New Year holidays (29 December - 3 January)
- Phone : Waterworks Bureau, 7184-0111 Board of Education, 7185-1151

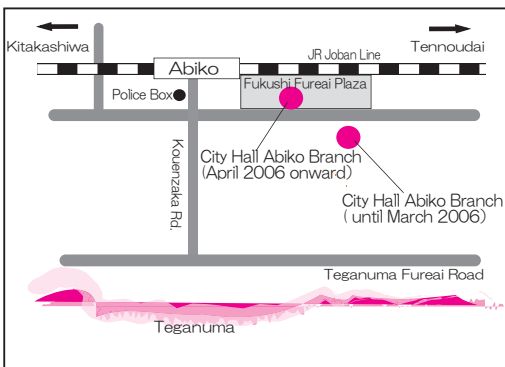


City Hall Branch Offices

○ Open : Monday through Friday, 8 : 30am to 5 : 00pm ○ Closed : Saturdays, Sundays, holidays, and Yearend/New Year holidays (29 December - 3 January)

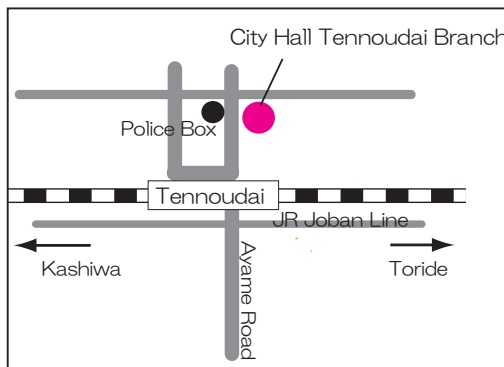
○ Office works handled at Branch Offices : ① Moving-in, moving-out, and change-of-address notifications ② Resident certificates ③ Family register matters such as notification of birth, marriage and death, and issuances of the copy of family register and its abstract ④ Name seal registration, and issuances of name seal registration certificates ⑤ Application for enrollment to National Health Insurance (cash payment and related paper works are not handled) ⑥ Application for enrollment to National Pension (cash payment and related paper works are not handled) ⑦ Municipal tax certificates ⑧ Mother-Child Health Handbook ⑨ Application for child allowances and subsidies for infant medical expenses ⑩ Notification of school transfer

Abiko Branch



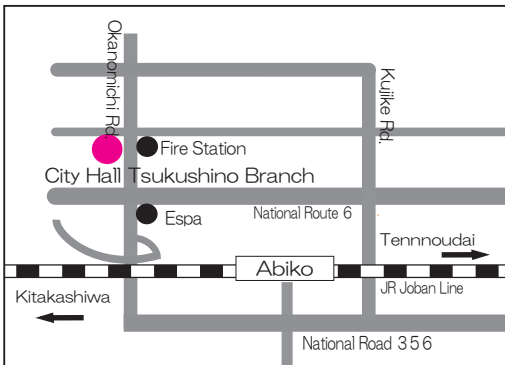
3-5-3 Honchou

Tennoudai Branch



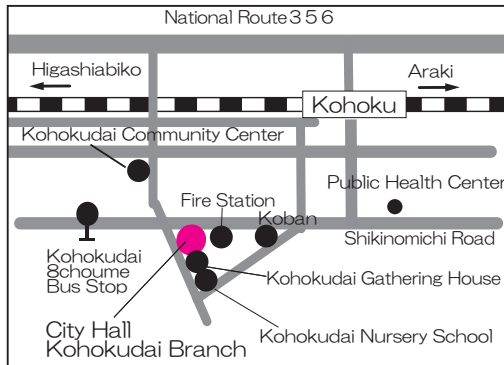
1-10-15 Shibasakidai

Tsukushino Branch



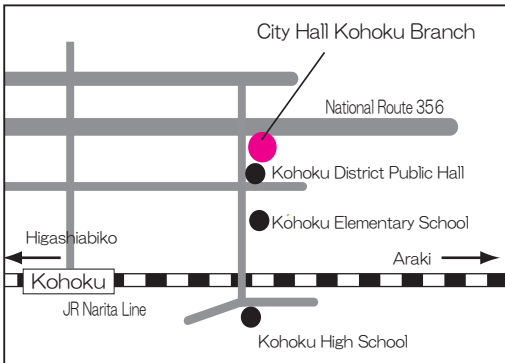
3-22-2 Tsukushino

Kohokudai Branch



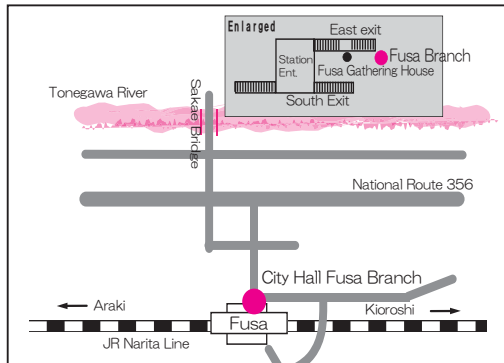
3-1-1 Kohokudai

Kohoku Branch



81-3 Nakazato

Fusa Branch



2730-1 Fusa

行政サービスセンター
gyousei saabisu sentaa

我孫子駅前行政連絡所
abiko ekimae
gyousei renraakujo

天王台行政サービスセンター
tennoudai
gyousei saabisu sentaa

つくし野行政サービスセンター
tsukushino
gyousei saabisu sentaa

湖北行政サービスセンター
kohokudai
gyousei saabisu sentaa

湖北行政サービスセンター
kohoku
gyousei saabisu sentaa

布佐行政サービスセンター
fusa
gyousei saabisu sentaa

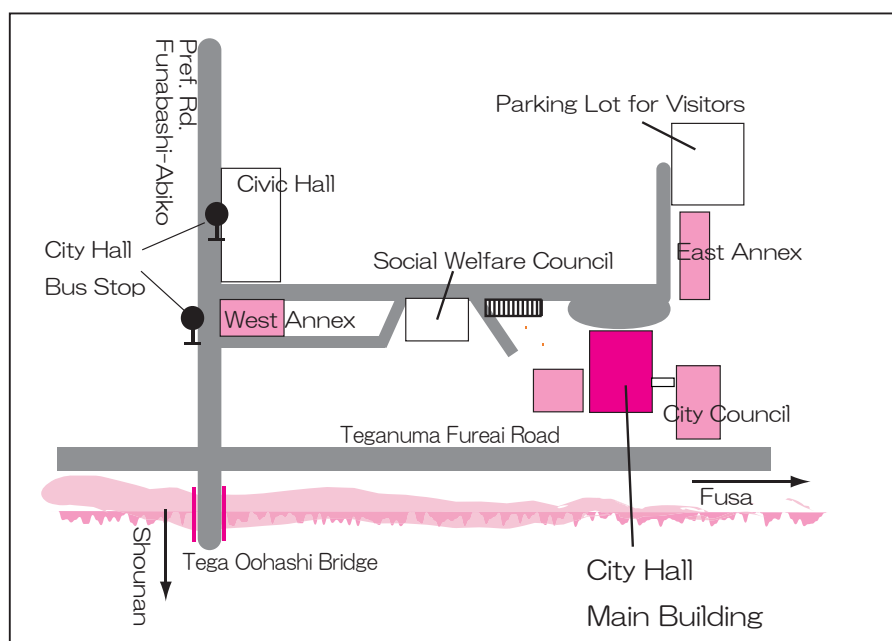
Organizational Chart

Organizational Chart of Abiko City Office		
Department	Section/ *Desk	Main Tasks
Planning and Coordination	Planning and Coordination	Comprehensive and strategic planning; coordination with city/prefecture/state governments; executive meetings; project/policy assessment and evaluation; significant initiatives
	*Narita Line	Improvement of JR Narita Line
	Finance	Budget; financing; city bond
General Affairs	General Affairs	Personnel; wages; staff training; administrative reform; documents; regulations; statistics
	Secretarial	Secretaries to Mayor and Deputy Mayor; citizens' voice; legal consultation
	Public Relations	City newsletter; information disclosure; personal information protection
	*Information Disclosure	City websites; administrative archives
	Property Management	City property and facility management; bidding; contract; inspection of public works
	Information Technology	Computer-related works; promotion of information accessibility
Civic Affairs	Tax Collection	City and prefecture tax collection; promotion of tax payment
	Taxation	Taxation of city and prefectural tax; tax payment certificates; assessment of real estate
	Citizens Registration	Family register; resident registry; name seal registration; alien registration; address allocation
	National Health Insurance & Pension	National Health Insurance; National Pension
Environment & Living	Public Interest Activities Support	Support of citizen's community and volunteer activities; NPOs; residents' association; Community Centers
	*Disaster Prevention and Safety	Disaster prevention planning; emergency drills; crime prevention
	Commerce-Industry-Tourism	Promotion of economic activities; finance to small/medium-sized businesses; tourism; consumer protection
	Agriculture	Promotion of agriculture; public rental garden
	Lake Teganuma	Environmental protection; lake and river preservation; pollution countermeasures; nature conservation
	Clean Center	Waste and sewage disposal; garbage collection; resources recycling
	Traffic Administration	Traffic safety measures; bicycle parking lots; civic bus; train station elevators and escalators
	Gender Equality	Promotion of gender equality
Public Health & Welfare	General Welfare Counseling	Planning of welfare measures; consultation on welfare matters; adults' guardianship
	Elderly Welfare	Long-Term Care Insurance; Elderly Health Insurance
	Livelihood Support	Support for on-relief family and the disabled; commissioned welfare volunteers; counseling on personal problems
	Child	Planning for children; counseling on children
	*Child Abuse Prevention	Measures for child abuse
	Nursery	Child allowance; mother-child family; after-school-hour pupils' rooms; nursery schools
	Public Health Center	Health for mothers, babies, children, and adults; rabies vaccination
Construction	Public Facility Construction	Planning and maintenance of city office buildings; city housing
	Road	Road management; permission of city road use; street lamps
	Sewerage	Planning, building and maintenance of public sewerage; promotion of flush toilet
	Flood Control	Flood control; maintenance of drainage canal
Urban Design	Urban Planning	Urban development planning; landscape harmony
	Housing	Housing policy; building inspection; measures against building code violation
	Parks & Greenery	Construction and management of parks; preservation of green zones and trees
	Land Rezoning	Land zoning and rezoning
	Land Administration	Prior consultation on land development; land use permits

Organizational Chart of Abiko City Office

Department	Section/Desk	Main Tasks
Accounting	Accounting	Money controlling; accounting
City Council Secretariat		City Council management; minutes preparation; reception of petitions and appeals
Election Administration Commission Secretariat		Compilation of voters' register; constituency; execution of elections
Audit Commission Secretariat		Auditing of accounts of city office and related institutions
Agriculture Commission Secretariat		Farm land adjustment
Fire	General Affairs	Operational planning; basic strategy on fire fighting
	Fire Prevention	Fire prevention measures; fire preventing equipment; raising awareness on fire hazard
	Fire Defense	Management of fire-fighting, rescue, and ambulance systems
	West Fire Station	Fire-fighting; rescue; ambulance
	East Fire Station	Fire-fighting; rescue; ambulance
Waterworks Bureau	Water Supply Management	Water project planning and management; collection of water charges
	Water Supply Engineering	Water supply; water cleaning facility management; water leakage
Board of Education		
Education	General Affairs	General affairs; management of school facilities
	School Education	School zones; school enrollment and transfer; school meals
	Supervisory	Education guidelines; teachers' training and supervision
Social Education	Social Education	Out-of-school activities for development of youth
	Sports	Promotion of sports; construction and maintenance of sports facilities
	Art & Culture	Promotion of art and culture; protection of cultural assets
	Public Hall	Study classes; lectures; exhibitions
	Library	Book reading services; book lending services; audiovisual facilities
	Bird Museum	Exhibitions; lectures; bird watching events; collection of specimens; research and observation of birds
	Lifelong Learning	Planning of lifelong learning courses

City Hall Location



City Hall main entrance is about 5 minutes walk (uphill and stairs) from City Hall bus stop, which is about ten minutes by bus from Abiko Station.