

# City Clerk/Clerk of the Council

## Mission

*To provide vital services and election administration to the residents of the City of Newton and provide administrative support to the City Council*

The City Clerk's Office operates at the heart of Newton City government, providing vital services for the Newton community. Located on the first floor of Newton City Hall, the Clerk's office records every major life event: births, deaths and marriages that take place in Newton while maintaining the state's official copies of these records. The office also issues Dog Licenses, Off-Leash Park Permits, Raffle Permits and Business Certificates.

The Clerk's Office conducts the annual municipal census, which gathers information from the more than 34,000 households in the city.

The Clerk's Office is responsible for conducting fair and accurate Federal, State, and Municipal elections each year. The Elections department provides voting by mail, voting early in-person and voting on election day, and trains and schedules more than 200 election workers needed to administer fair and secure elections.

The City Clerk's Office also provides support for the work of City Council, creating Council agendas and reports, providing transparency of the legislative process. The Clerk's office staffs all committee and council meetings, gathering information Councilors need to make decisions, updating and maintaining the City's Ordinances, and making all this information available to the public.

Finally, the office oversees the City Archives, which holds the City's municipal records from the 1680s to today. Our archivist, who assists in public records requests, works with City Departments to maintain the records of the city, and organizes City Hall shredding events, keeping our departments organized.

## City Clerk/Clerk of the Council

The Office of the City Clerk and City Council continues to provide essential services to the community of Newton, services that often are a vital part of everyday lives. Our staff work diligently and courteously, providing the residents of Newton with a variety of services from birth certificates, dissemination of legislative actions, Election administration, and filing of marriage intentions.

### Vital Records

The City Clerk's office, located on the ground floor of Newton City Hall, maintains records for births, deaths and marriages in the City of Newton. In addition to issuing certified copies of vital records, the City Clerk's office assists couples with filing marriage intention forms, and residents and funeral directors in recording the death of a loved one and issuing Burial Permits.

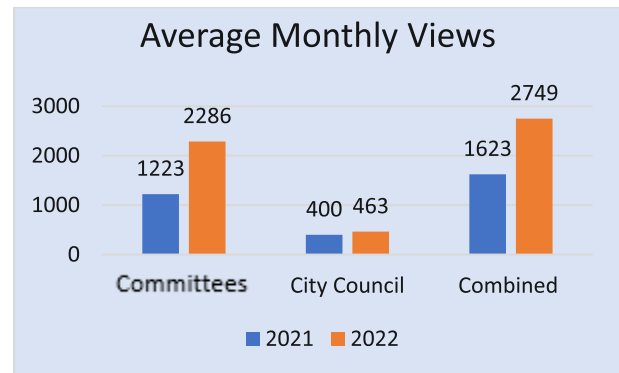
Newton is one of the largest birthing communities in the Commonwealth of Massachusetts and shares a close relationship with the Birth Registry Department at Newton-Wellesley Hospital. In 2022, the City Clerk's office registered over 4,277 births, an 8% increase from 2021. The Clerk's office also had a busy year with couples filing for marriages, generating over 466 intentions and registering 449 marriages.

### Newton City Council

In January 2022, the members of the 2022-2023 City Council were sworn in and began their terms. Susan Albright was elected President and Richard Lipof was elected Vice President for their second term in Council Leadership. The 24 members of the City Council receive administrative support through the City Clerk's office. Committee Chairs for the 2022-2023 session are as follows: Land Use Committee Chair, Richard Lipof; Zoning and Planning Committee Chair, Deborah Crossley; Programs and Services Chair, Josh Krintzman; Public Safety and Transportation Committee Chair, Andreae Downs; Public Facilities Committee Chair, Alison Leary; Finance Committee Chair, Rebecca

Walker Grossman; and Real Property Reuse Committee Chair, Marc Laredo.

We continue to provide support for virtual, hybrid and in-person meetings. Council Chambers hold hybrid meetings, where in-person and virtual participation is offered for public city meetings. The hybrid meeting format widens our community outreach and increases our government transparency. Remote engagement in our Council and Committee meetings has been increasing throughout the year. In 2022, our Committees' viewership grew by a thousand views a month. Committees



Council staff continue to support the work of the City Council. Committee Clerks manage the agendas, Council Docket and Reports Docket. Written reports detail the votes and discussion for agenda items at each Committee meeting. Clerks manage and regularly update website content, including Council documents, video from the Committee meetings, and backup materials pertaining to pending docket items. Committee clerks assist with inquiries from the public concerning Council actions and research items for Councilors.

In January of 2023, a new internal software program was introduced, developed by Council President Albright and Newton Information Technology (IT) staff. This program will automate docket tracking and provide a method for the public to review City legislation and City Council actions.

Council staff provide information that the Council will be reviewing over the course of the

coming week each Friday in the online Friday Packet. Here anyone can review the material that will be discussed and acted upon during the coming week. Before each Council meeting, the public will also find committee reports where they can see Committee recommendations to the Council as well as read about the discussion at the Committee level. The votes from the committee reports are compiled into the Reports Docket which is published the Thursday before each Council meeting. The Reports Docket lists the items that the Council will be discussing and voting on at the next Council meeting.

### City Boards & Commissions

The City Clerk's office posts meeting agendas for all the City's official boards and commissions, including City Council meetings, in compliance with the Open Meeting Laws of Massachusetts. Hard copies of the agendas can be found on the bulletin board outside the City Clerk's office and digital versions are on the City's website on the Electronic Posting Board. Items on the Electronic Posting Board are organized by the date and are posted at least 48 hours before the meeting. In 2022, the Clerk's Office posted more than 863 Meeting Notices and Agendas.

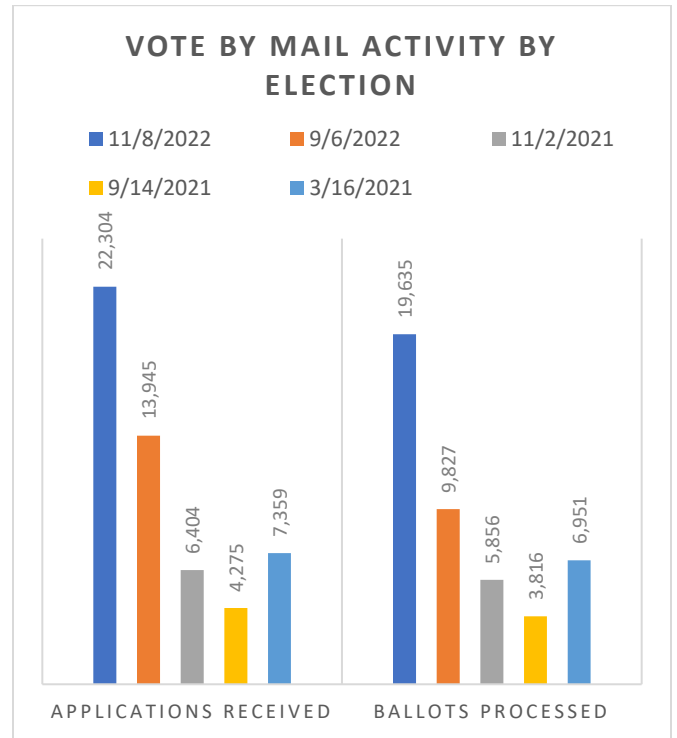
### Elections



The Newton City Clerk's Office successfully operated two elections in 2022, the State primary in September and

the General Election in November. In July, The Votes Act of 2022 was enacted. This Act made the temporary policies of voting by mail permanent, along with providing more time to register to vote before an election, and additional practices and policies to ensure the integrity and security of our Elections process. Creating more ways a voter can participate did involve more work hours for our Election staff

and department. Using the 2022 State Election data, Newton saw a 248% increase in vote by mail applications processed from last year's 2021 Municipal Elections; the municipal election data in 2023 will be helpful to determine future workloads.



With the help of dedicated election workers and wonderful staff, the Clerk's office processed over 36,000 ballots for the November 2022 Election alone.

### Municipal Census

Each January, the City Clerk's office produces the annual city street listing which is mailed to over 34,000 households. Utilizing an online response weblink, households with no changes to their 2023 city census were able to reply online.

### Dog Licensing

Each Spring the Clerk's Office mails out dog license renewal forms to the owners of dogs in our database. In 2022, the office licensed 4,300 dogs which included 2,100 for an Off-leash Dog Park Permit.

## City Archives

The City Clerk's office is responsible for the City Archives. Our Archives are located in the remodeled area on the third floor of the Newton Free Library.

The City Archives preserves the records of the City and holds records from the founding of Newton as a town in 1680 through today. The City Archives is staffed by the City Archivist. We are looking forward to adding new exhibits from our collection of Newton materials.

The City Clerk staff continues to serve all residents and businesses of Newton with professionalism and courtesy. Please visit our website to learn of the ways you can obtain a vital record, find how you can register to vote, run for local office, or license your dog.

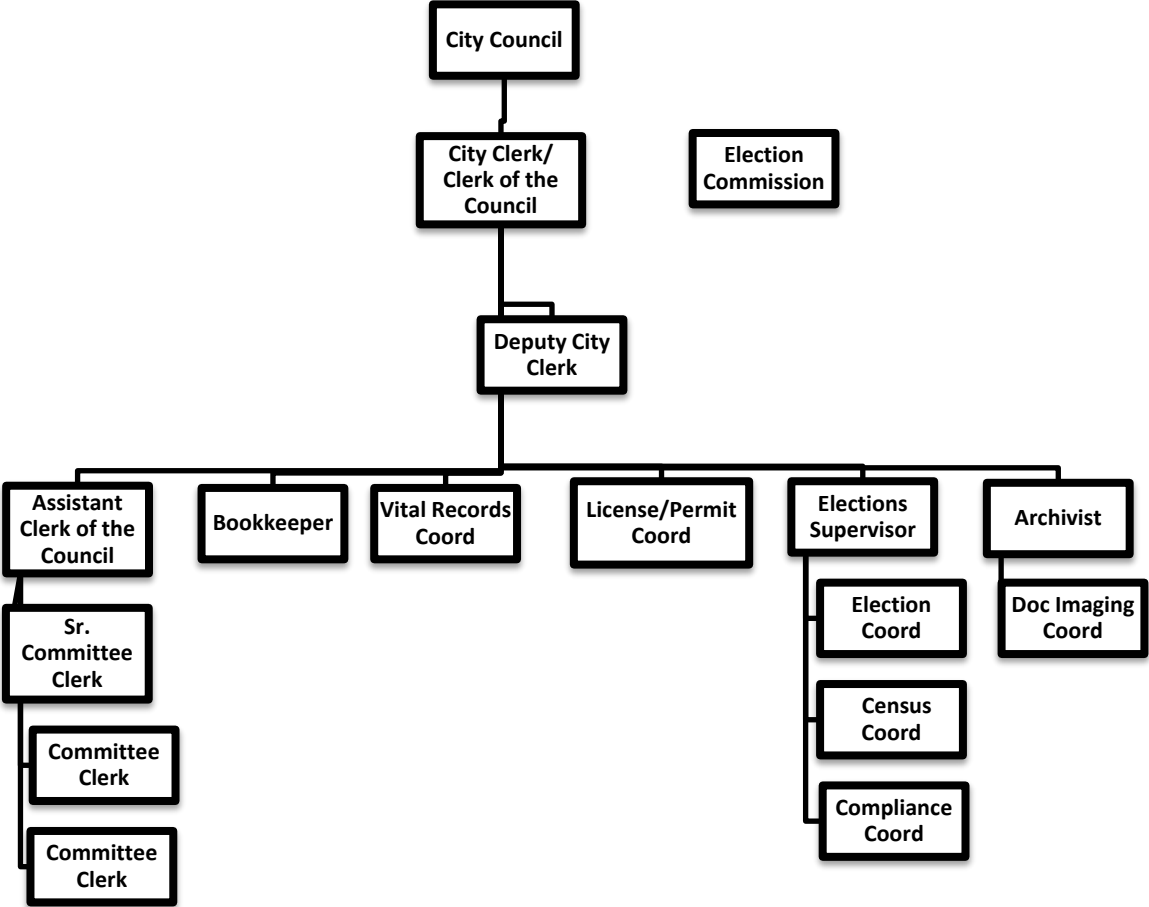
Sincerely,



Carol Moore, CMC

City Clerk/Clerk of the Council

# CLERK OF THE COUNCIL



# Financial and Operating Highlights

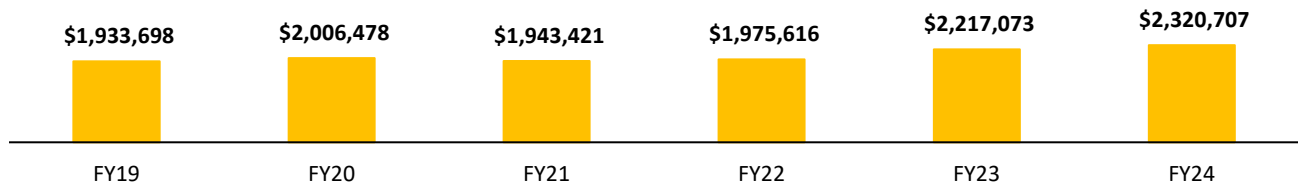
## Financial Highlights

	< -----Actual ----->				Original	Proposed
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Expenditure by Department</b>						
City Council	\$ 981,130	\$ 1,020,385	\$ 1,039,398	\$ 1,131,728	\$ 1,129,321	\$ 1,174,548
Archives Management	\$ 133,099	\$ 145,121	\$ 134,259	\$ 149,314	\$ 164,000	\$ 169,809
Census Records	\$ 78,075	\$ 88,735	\$ 83,042	\$ 69,961	\$ 91,760	\$ 97,847
City Clerk	\$ 379,742	\$ 378,796	\$ 401,923	\$ 424,092	\$ 443,601	\$ 463,419
Elections	\$ 361,652	\$ 373,441	\$ 284,799	\$ 200,521	\$ 388,391	\$ 415,084
<b>Total</b>	<b>\$ 1,933,698</b>	<b>\$ 2,006,478</b>	<b>\$ 1,943,421</b>	<b>\$ 1,975,616</b>	<b>\$ 2,217,073</b>	<b>\$ 2,320,707</b>
<b>% Incr</b>	<b>5.99%</b>	<b>3.76%</b>	<b>-3.14%</b>	<b>1.66%</b>	<b>12.22%</b>	<b>4.67%</b>

## Personnel

Full-Time	15	15	15	15	15	15
Part-Time	1	1	1	0	0	0
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>

## Total City Clerk Expenditures



## Operating Highlights

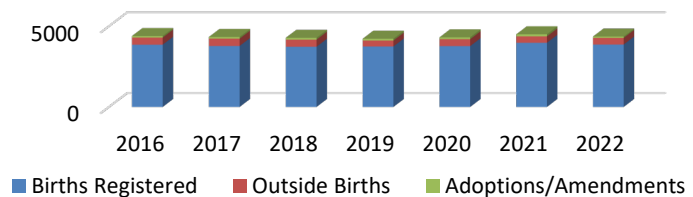
### Births

Births Registered	3866
Outside Births	411
Adoptions/Amendments	84

### 2022 Totals

Births Registered	3866
Outside Births	411
Adoptions/Amendments	84

### Births Registered



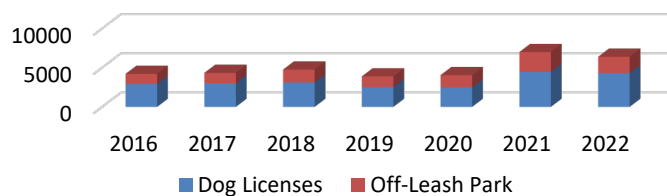
### Dog Licenses

Dog Licenses	4300
Off-Leash Park	2100

### 2022 Totals

Dog Licenses	4300
Off-Leash Park	2100

### Dog Licenses



# City Clerk/Clerk of the Council

## Fiscal Year 2024 Outcomes and Strategies

---

### Outcome 1

#### Increase Levels of Service

---

**City Clerk Strategy:** Provide ongoing customer service training for City Clerk staff. Develop a monthly City Clerk newsletter to increase interest in City Hall activities and promote important civic activities, like elections and census, renewing licenses, etc. Following our completion this year of forms updated to

ADA accessible fonts and translation assistance provided, the City Clerk's office will gather data and feedback on those changes for future refinements.

**Election Strategy:** New Training manuals were developed and we will continue to update training on the new Votes Act passed in mid-2022 to supporting our Election workers and staff on those updates and adapting our procedures to remain compliant. Election workers appreciated the deep dive into the tabulators to increase their confidence in overseeing polling locations and with the new voting machines for the fall, the Election department will focus on thorough training.

**Clerk of the Council Strategy:** Continue to refresh the Council webpage. Using the current website, produce user-friendly, accessible, and informative pages to assist the community and City departments in connecting with their Newton's Councilors. Update council history, actions and city events on the council calendar. Provide education and instruction on how to utilize the new Docket Tracking system.

---

**City Clerk Strategy:** Half of our City Clerk's office staff have been hired in the last calendar year. Thorough development and support is needed to train our team. Veteran staff have begun the exacting work of creating manuals and instructions for dedicated tasks, creating a contingency plan for any absences in the future. The City Clerk's staff continues to work hard, providing essential services to our residents.

---

### Outcome 2

#### Trained and Supported Staff

---

**Election Strategy:** In FY23, all the Elections staff will need training on new voting machines and new Election laws. Thorough training will update our knowledge and maintain integrity in Election administration. The New Votes act presents a need for continuous learning and partnership with the State Elections team.

**Clerk of the Council Strategy:** Provide ongoing support to committee clerks. Develop technologies to assist in the weekly preparation of Council dockets and reports. Learn new Docket Tracking System to quickly compile new docket items and provide scheduled reports to Committee Chairs.

# City Clerk/Clerk of the Council

## Fiscal Year 2024 Outcomes and Strategies

---

### Outcome 3

#### Learning New Technologies – Paper Reductions

---

**City Clerk Strategy:** Develop NewGov program for DBAs, Grants of Locations, auto dealers licenses, and Raffles. Increase ease for residents to find information in one place by using the permitting system, NewGov, which connects all information under one address in one place.

**Election Strategy:** In time for the March 2023 Special Election, our office implemented a new Election worker database. This database replaced various excel and word documents, allowing us to organize and coordinate all Election worker schedules and payment history in one program. Late FY23, new tabulators (i.e., voting machines) will be purchased. Over the course of the next few months, the City Clerk's office will receive the new tabulators and train before the Municipal Elections in the fall. New manuals will need to be created along with detailed training videos for all Election workers.

**City Council Strategy:** Continue revamping Council webpages to be clearer and more concise. Finalize the Docket tracking system by adding a search and reporting feature. Continue the transfer of our Ordinances with the Online Code Management program, purchased in FY22; this is an extensive project that will continue throughout FY24. Training will be scheduled for Councilor and City staff once rollout is ready.

---

**Election Strategy:** With new tabulators, Elections staff will focus on training. Since the Votes Act of 2022 was passed in July 2022, the Clerk's office is learning new procedures and processes. In FY24, we will take the new procedures and update manuals and plans to create tools for staff to use. The new Election worker database will keep accurate records of each worker's service and payment history. Vote by Mail applications and ballots have created a need for a new workplan for each election. What once required preparation for one Election Day has turned into preparation for three months of Elections administration and early voting. Our strategy is to review staff workloads to ensure no steps are missed and prevent burn out and unsustainable schedules. Our City Clerk's office will be proactive to ensure Newton continues to have secure and efficient elections. We also want our voters to feel assured and know that we can provide all voters with the most up to date, correct information and prompt, professional and courteous service.

---

### Outcome 4

#### Effective and Secure Vote-by Mail and Election Day Procedures

---



FUND: 0001 - GENERAL FUND  
DEPARTMENT: 101 - CLERK OF THE COUNCIL

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>CLERK OF THE COUNCIL SUMMARY</b>						
51 - PERSONNEL SERVICES	1,427,354	1,446,483	1,388,746	1,624,744	1,663,241	38,497
52 - EXPENSES	191,503	151,715	219,457	178,675	230,350	51,675
58 - CAPITAL EXPENSES	2,654	0	557	2,500	0	-2,500
57 - FRINGE BENEFITS	357,842	345,222	366,856	411,153	427,116	15,963
<b>TOTAL DEPARTMENT</b>	<b>1,979,353</b>	<b>1,943,421</b>	<b>1,975,616</b>	<b>2,217,072</b>	<b>2,320,707</b>	<b>103,635</b>
<b>CITY COUNCIL</b>						
51 - PERSONNEL SERVICES	722,362	762,430	771,908	808,103	803,071	-5,032
52 - EXPENSES	71,009	73,465	129,167	76,150	93,225	17,075
57 - FRINGE BENEFITS	227,014	203,504	230,653	245,068	278,252	33,184
<b>TOTAL CITY COUNCIL</b>	<b>1,020,385</b>	<b>1,039,398</b>	<b>1,131,728</b>	<b>1,129,321</b>	<b>1,174,548</b>	<b>45,227</b>
<b>ARCHIVES MANAGEMENT</b>						
51 - PERSONNEL SERVICES	109,671	113,251	119,798	128,579	132,392	3,813
52 - EXPENSES	2,595	2,400	2,860	1,975	2,250	275
57 - FRINGE BENEFITS	18,194	18,608	26,657	33,446	35,167	1,721
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>130,460</b>	<b>134,259</b>	<b>149,314</b>	<b>164,000</b>	<b>169,809</b>	<b>5,809</b>
<b>CENSUS RECORDS</b>						
51 - PERSONNEL SERVICES	45,573	46,210	33,435	50,333	53,822	3,489
52 - EXPENSES	34,096	27,432	30,916	31,850	33,850	2,000
57 - FRINGE BENEFITS	9,066	9,399	5,610	9,577	10,175	598
<b>TOTAL CENSUS RECORDS</b>	<b>88,735</b>	<b>83,042</b>	<b>69,961</b>	<b>91,760</b>	<b>97,847</b>	<b>6,087</b>
<b>CITY CLERK</b>						
51 - PERSONNEL SERVICES	264,542	291,225	307,002	339,788	343,644	3,856
52 - EXPENSES	28,836	20,695	30,346	29,200	29,525	325
57 - FRINGE BENEFITS	81,454	90,002	86,744	74,613	90,250	15,637
<b>TOTAL CITY CLERK</b>	<b>374,832</b>	<b>401,923</b>	<b>424,092</b>	<b>443,601</b>	<b>463,419</b>	<b>19,818</b>
<b>ELECTIONS</b>						
51 - PERSONNEL SERVICES	285,206	233,367	156,604	297,941	330,312	32,371
52 - EXPENSES	54,968	27,723	26,168	39,500	71,500	32,000
58 - CAPITAL EXPENSES	2,654	0	557	2,500	0	-2,500
57 - FRINGE BENEFITS	22,113	23,709	17,193	48,450	13,272	-35,178
<b>TOTAL ELECTIONS</b>	<b>364,941</b>	<b>284,799</b>	<b>200,521</b>	<b>388,391</b>	<b>415,084</b>	<b>26,693</b>

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 101 - CLERK OF THE COUNCIL

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>101 - CLERK OF THE COUNCIL</b>						
<b>0110111 - CITY COUNCIL</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	416,712	376,558	383,489	435,103	430,071	-5,032
511101 PART TIME < 20 HRS/WK	0	0	3,575	0	0	0
511103 OFFICIALS W/BENEFITS	303,000	359,687	372,001	372,000	372,000	0
514001 LONGEVITY	2,650	5,900	900	1,000	1,000	0
514309 OTHER STIPENDS	0	3,212	3,181	0	0	0
515003 SPECIAL LEAVE BUY BACK	0	6,000	0	0	0	0
515006 VACATION BUY BACK	0	11,072	8,762	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>722,362</b>	<b>762,430</b>	<b>771,908</b>	<b>808,103</b>	<b>803,071</b>	<b>-5,032</b>
<b>EXPENSES</b>						
524010 OFFICE EQUIPMENT R-M	1,292	0	1,511	1,200	1,200	0
524090 PUBLIC PROPERTY R-M	104	398	0	1,000	1,000	0
524100 SOFTWARE MAINTENANC	0	0	0	0	11,000	11,000
527500 RENTAL/LEASE - PROPER	0	2,760	3,588	3,500	3,825	325
534010 TELEPHONE	0	0	0	450	0	-450
534100 POSTAGE	1,847	4,207	5,240	4,000	4,000	0
534200 PRINTING	5,548	1,068	2,074	6,000	6,000	0
534300 ADVERTISING/PUBLICATIO	50,562	62,989	111,721	55,000	55,000	0
542000 OFFICE SUPPLIES	1,528	421	1,618	2,500	2,000	-500
558500 COMPUTER SUPPLIES	0	70	0	0	0	0
559300 AWARDS & TROPHIES	2,105	0	0	0	1,000	1,000
571200 REFRESHMENTS/MEALS	4,023	316	354	1,000	3,500	2,500
575401 ELECTED OFFICIAL EXPEN	813	1,235	798	1,500	1,500	0
575402 INAUGURAL EXPENSES	3,187	0	2,263	0	3,200	3,200
<b>TOTAL EXPENSES</b>	<b>71,009</b>	<b>73,465</b>	<b>129,167</b>	<b>76,150</b>	<b>93,225</b>	<b>17,075</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	4,907	4,871	5,534	5,017	5,288	271
57HLTH HEALTH INSURANCE	206,044	181,136	207,294	217,973	250,108	32,135
57LIFE BASIC LIFE INSURANCE	269	203	132	114	119	5
57MEDA MEDICARE PAYROLL TAX	9,307	9,911	9,793	11,724	11,669	-55
57OPEB OPEB CONTRIBUTION	6,486	7,383	7,900	10,240	11,068	828
<b>TOTAL FRINGE BENEFITS</b>	<b>227,014</b>	<b>203,504</b>	<b>230,653</b>	<b>245,068</b>	<b>278,252</b>	<b>33,184</b>
<b>TOTAL CITY COUNCIL</b>	<b>1,020,385</b>	<b>1,039,398</b>	<b>1,131,728</b>	<b>1,129,321</b>	<b>1,174,548</b>	<b>45,227</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>0110112 - ARCHIVES MANAGEMENT</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	109,171	112,001	118,548	127,329	130,642	3,313
511101 PART TIME < 20 HRS/WK	14,290	0	0	0	0	0
514001 LONGEVITY	0	750	750	750	1,250	500
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>123,961</b>	<b>113,251</b>	<b>119,798</b>	<b>128,579</b>	<b>132,392</b>	<b>3,813</b>
<b>EXPENSES</b>						
524090 PUBLIC PROPERTY R-M		437	0	0	0	0
524500 DOCUMENT SHREDDING	1,200	1,230	1,910	750	1,000	250
530400 DOCUMENT PRESERVATI	0	0	0	250	250	0
542000 OFFICE SUPPLIES	1,170	733	950	750	750	0
558500 COMPUTER SUPPLIES	371	0	0	0	0	0
573000 DUES & SUBSCRIPTIONS	225	0	0	225	250	25
<b>TOTAL EXPENSES</b>	<b>2,966</b>	<b>2,400</b>	<b>2,860</b>	<b>1,975</b>	<b>2,250</b>	<b>275</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	450	416	582	703	741	38
57HLTH HEALTH INSURANCE	12,085	12,568	20,332	26,110	27,521	1,411
57LIFE BASIC LIFE INSURANCE	57	57	52	57	60	3
57MEDA MEDICARE PAYROLL TAX	1,702	1,551	1,593	1,864	1,927	63
57OPEB OPEB CONTRIBUTION	3,900	4,016	4,098	4,712	4,918	206
<b>TOTAL FRINGE BENEFITS</b>	<b>18,194</b>	<b>18,608</b>	<b>26,657</b>	<b>33,446</b>	<b>35,167</b>	<b>1,721</b>
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>145,121</b>	<b>134,259</b>	<b>149,314</b>	<b>164,000</b>	<b>169,809</b>	<b>5,809</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>0110119 - CENSUS RECORDS</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	42,274	44,231	31,942	48,833	52,322	3,489
513010 REGULAR OVERTIME	1,549	730	1,076	1,000	1,000	0
514001 LONGEVITY	1,250	750	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	417	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>45,573</b>	<b>46,210</b>	<b>33,435</b>	<b>50,333</b>	<b>53,822</b>	<b>3,489</b>
<b>EXPENSES</b>						
534100 POSTAGE	22,955	18,287	18,342	20,000	20,000	0
534200 PRINTING	10,619	8,623	12,514	11,000	13,000	2,000
534300 ADVERTISING/PUBLICATIO	522	522	0	750	750	0
571100 IN-STATE CONFERENCES	0	0	0	100	100	0
573000 DUES & SUBSCRIPTIONS	0	0	60	0	0	0
<b>TOTAL EXPENSES</b>	<b>34,096</b>	<b>27,432</b>	<b>30,916</b>	<b>31,850</b>	<b>33,850</b>	<b>2,000</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	221	208	120	202	212	10
57HLTH HEALTH INSURANCE	6,660	6,926	4,128	6,797	7,164	367
57LIFE BASIC LIFE INSURANCE	57	57	19	57	60	3
57MEDA MEDICARE PAYROLL TAX	619	622	463	715	769	54
57OPEB OPEB CONTRIBUTION	1,510	1,586	880	1,807	1,970	163
<b>TOTAL FRINGE BENEFITS</b>	<b>9,066</b>	<b>9,399</b>	<b>5,610</b>	<b>9,577</b>	<b>10,175</b>	<b>598</b>
<b>TOTAL CENSUS RECORDS</b>	<b>88,735</b>	<b>83,042</b>	<b>69,961</b>	<b>91,760</b>	<b>97,847</b>	<b>6,087</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

		ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>0110161 - CITY CLERK</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	255,886	277,643	282,053	330,288	335,394	5,106
513010	REGULAR OVERTIME	491	3,333	5,684	0	0	0
514001	LONGEVITY	4,150	3,400	5,396	3,500	4,250	750
514308	SPECIALIST PAY	0	0	0	2,000	0	-2,000
514309	OTHER STIPENDS	0	3,864	4,959	0	0	0
514323	NOTARY STIPEND	2,015	985	0	2,000	2,000	0
515006	VACATION BUY BACK	0	0	6,785	0	0	0
515102	CLEANING ALLOWANCE	2,000	2,000	2,125	2,000	2,000	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>264,542</b>	<b>291,225</b>	<b>307,002</b>	<b>339,788</b>	<b>343,644</b>	<b>3,856</b>
<b>EXPENSES</b>							
524010	OFFICE EQUIPMENT R-M	814	570	79	750	750	0
524090	PUBLIC PROPERTY R-M	532	7,280	0	2,000	450	-1,550
527400	RENTAL - EQUIPMENT	3,390	0	0	0	0	0
534010	TELEPHONE	784	848	783	800	800	0
534020	CELLULAR TELEPHONES			650	0	650	650
534100	POSTAGE	15,369	2,049	20,168	15,500	15,500	0
534200	PRINTING	4,709	5,309	5,840	4,800	4,800	0
534300	ADVERTISING/PUBLICATIO	522	465	0	700	700	0
542000	OFFICE SUPPLIES	5,052	3,341	1,882	3,500	3,500	0
571100	IN-STATE CONFERENCES	0	0	220	300	1,500	1,200
573000	DUES & SUBSCRIPTIONS	953	833	600	750	750	0
575005	EMPLOYEE HONESTY BON	100	0	123	100	125	25
<b>TOTAL EXPENSES</b>		<b>32,226</b>	<b>20,695</b>	<b>30,346</b>	<b>29,200</b>	<b>29,525</b>	<b>325</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	1,537	1,448	1,375	1,204	1,797	593
57HLTH	HEALTH INSURANCE	72,613	80,326	77,306	66,317	77,797	11,480
57LIFE	BASIC LIFE INSURANCE	156	170	137	57	60	3
57MEDA	MEDICARE PAYROLL TAX	3,410	3,749	3,999	4,897	5,002	105
57OPEB	OPEB CONTRIBUTION	3,739	4,309	3,927	2,138	5,594	3,456
<b>TOTAL FRINGE BENEFITS</b>		<b>81,454</b>	<b>90,002</b>	<b>86,744</b>	<b>74,613</b>	<b>90,250</b>	<b>15,637</b>
<b>CAPITAL EXPENSES</b>							
585140	OFFICE EQUIPMENT	575	0	0	0	0	0
<b>TOTAL CAPITAL EXPENSES</b>		<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY CLERK</b>		<b>378,796</b>	<b>401,923</b>	<b>424,092</b>	<b>443,601</b>	<b>463,419</b>	<b>19,818</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>0110162 - ELECTIONS</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	112,335	102,838	45,707	127,739	120,860	-6,879
511103 OFFICIALS W/BENEFITS	3,952	3,952	3,952	3,952	3,952	0
512001 SEASONAL WAGES	85,067	64,953	65,255	80,000	100,000	20,000
513010 REGULAR OVERTIME	2,151	6,583	0	0	0	0
513040 WORK BY OTHER DEPTS.	72,966	43,280	37,830	80,000	100,000	20,000
514001 LONGEVITY	0	500	0	750	0	-750
514402 ELECTION TRAINING STIP	8,235	5,040	3,360	5,000	5,000	0
515006 VACATION BUY BACK	0	5,722	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>285,206</b>	<b>233,367</b>	<b>156,604</b>	<b>297,941</b>	<b>330,312</b>	<b>32,371</b>
<b>EXPENSES</b>						
524090 PUBLIC PROPERTY R-M	8,500	0	0	0	0	0
524100 SOFTWARE MAINTENANC	1,501	10,947	695	2,500	7,500	5,000
527500 RENTAL/LEASE - PROPER	2,282	540	0	2,000	2,000	0
529000 CLEANING/CUSTODIAL SV	1,871	1,290	200	1,500	1,500	0
534010 TELEPHONE	271	293	270	350	350	0
534100 POSTAGE	10,056	-2,608	7,504	10,000	10,000	0
534200 PRINTING	14,169	2,172	3,688	5,000	15,000	10,000
534300 ADVERTISING/PUBLICATIO	2,168	3,017	2,122	5,000	12,000	7,000
542000 OFFICE SUPPLIES	465	405	942	750	1,750	1,000
558500 COMPUTER SUPPLIES	0	669	0	500	500	0
558600 VOTING SUPPLIES	20,602	10,999	10,644	11,000	20,000	9,000
571100 IN-STATE CONFERENCES	0	0	0	150	150	0
571200 REFRESHMENTS/MEALS	1,583	0	102	750	750	0
<b>TOTAL EXPENSES</b>	<b>63,468</b>	<b>27,723</b>	<b>26,168</b>	<b>39,500</b>	<b>71,500</b>	<b>32,000</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	561	516	366	703	212	-491
57HLTH HEALTH INSURANCE	18,281	19,013	14,450	39,877	7,164	-32,713
57LIFE BASIC LIFE INSURANCE	57	57	38	57	0	-57
57MEDA MEDICARE PAYROLL TAX	1,567	2,331	962	3,087	3,274	187
57OPEB OPEB CONTRIBUTION	1,648	1,793	1,377	4,726	2,622	-2,104
<b>TOTAL FRINGE BENEFITS</b>	<b>22,113</b>	<b>23,709</b>	<b>17,193</b>	<b>48,450</b>	<b>13,272</b>	<b>-35,178</b>
<b>CAPITAL EXPENSES</b>						
585152 ELECTIONS FURNITURE	2,654	0	557	2,500	0	-2,500
<b>TOTAL CAPITAL EXPENSES</b>	<b>2,654</b>	<b>0</b>	<b>557</b>	<b>2,500</b>	<b>0</b>	<b>-2,500</b>
<b>TOTAL ELECTIONS</b>	<b>373,441</b>	<b>284,799</b>	<b>200,521</b>	<b>388,391</b>	<b>415,084</b>	<b>26,693</b>
<b>TOTAL CLERK OF THE COUNCIL</b>	<b>2,006,478</b>	<b>1,943,421</b>	<b>1,975,616</b>	<b>2,217,072</b>	<b>2,320,707</b>	<b>103,635</b>