

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. Situated on the first floor of Newton City Hall, the Clerk's office records every significant 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.

Tasked with conducting the annual municipal census, the City Clerk's Office compiles data from over 34,000 households. It plays a pivotal role in ensuring the integrity and accuracy of Federal, State, and Municipal elections, offering multiple voting methods such as mail-in voting, early in-person voting, and Election Day voting. The Elections department is instrumental in training and coordinating over 250 election workers, thereby facilitating fair and secure electoral processes.

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 ensuring public access to this information.

Finally, the office oversees the City Archives, which holds the City's municipal records from the 1680s to today. Our archivist, alongside assisting in public records requests, collaborates with City Departments to maintain and organize the city's records, including conducting City Hall shredding events to ensure departmental organization.

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.

Newton City Council

In January 2024, the new session of the City Council commenced with the swearing-in of its 2024-2025 members. Marc Laredo was elected President and David Kalis elected Vice President with Councilor R. Lisle Baker as President Emeritus. Committee Chairs for the 2024-2025 session are as follows: Land Use Committee Chair, Andrea Kelley; Zoning and Planning Committee Chair, R. Lisle Baker; Programs and Services Chair, Josh Krintzman; Public Safety and Transportation Committee Chair, Becky Grossman; Public Facilities Committee Chair, Susan Albright; Finance Committee Chair, Lenny Gentile; and Real Property Reuse Committee Chair, Vicki Danberg.

The City Council and its' committees have adapted to support virtual, hybrid and in-person meeting formats. The Council Chamber is equipped for hybrid meetings, enabling both physical and online public participations, thereby enhancing our outreach and ensuring greater transparency in government. Remote engagement in our Council and Committee meetings has been increasing, due to more ways to view our meetings.

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 2024, a new internal software program was introduced, developed by Councilor Albright and Newton Information Technology (IT) developer, Rufen Liao. This program automates docket tracking and provides a method for the public to review City legislation and City Council actions.



Other additions to our online services in 2023 were Auto Dealer Licenses, Grants of Location and Water/Sewer Extensions.

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 2023, the Clerk's Office posted more than 1,075 Meeting Notices and Agendas.

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 2023, the City Clerk's office registered over 4,137 births. The Clerk's office also had a busy year with couples filing for marriages, generating over 436 intentions, and registering 420 marriages. The City Clerk's office processes an average of 40 vital records requests per day, either online or at our front counter.

Dog Licensing

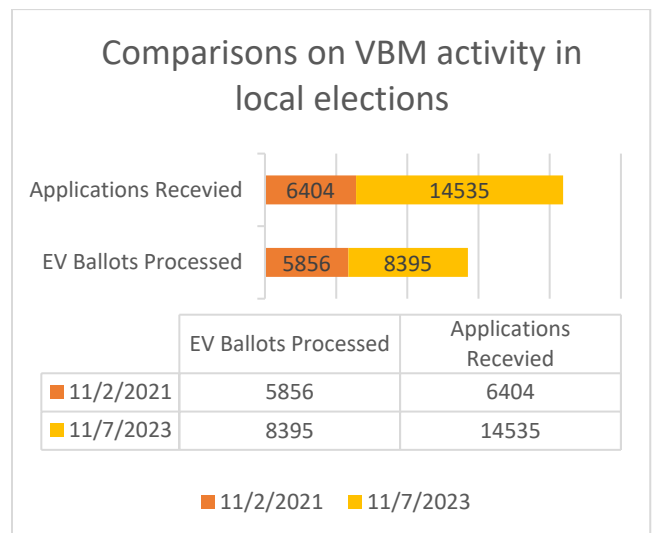
Each Spring the Clerk's office mails out dog license renewal forms to the owners of dogs in our database. In 2023, the office licensed 4,101 dogs which included 1,771 for an Off-leash Dog Park Permits. The top five most popular licensed dog names are: Luna, Bella, Lily, Rosie, and Stella.

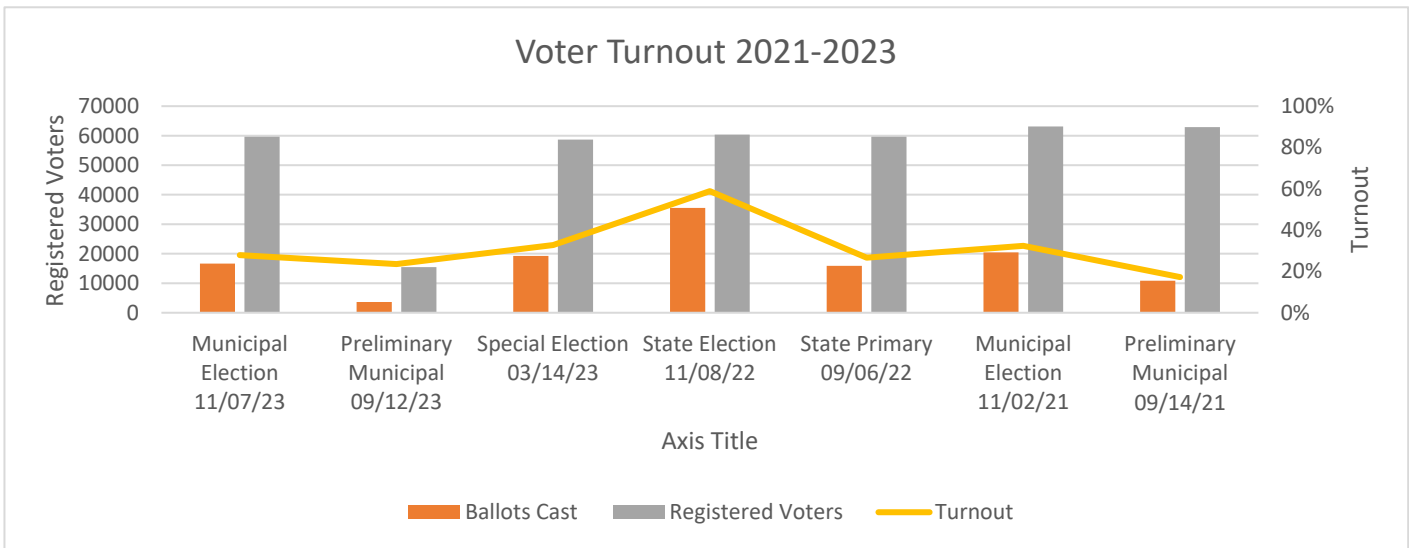
Municipal Census

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. We now include an Election Worker interest form, to which we received quite a number of responses.

Elections

The Newton City Clerk's Office successfully operated three elections in 2023, the special City Election, the local preliminary in September and the General Municipal Election in November. We continue to increase our vote by mail participation, many voters have switched to the convenience of mailing in or dropping off their ballot. Our Elections team continues to find ways to increase voter education and support our Election workers. We instituted a new Student Election Program for our high schools to provide civic service outreach and education in our election process. Using the 2023 Municipal Election data, Newton saw a 79% increase in vote by mail applications processed from the 2021 Municipal Elections. This information helps us work towards our goal of creating an efficient Elections staff and election prep workflow.





Overall, voter turnout remains the same, the difference is how Newton Voters participate, which is 50% by mail. We will continue to monitor any changes and hopefully after working through our new processes instituted in 2022, we can start voter registration events.

City Archives

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

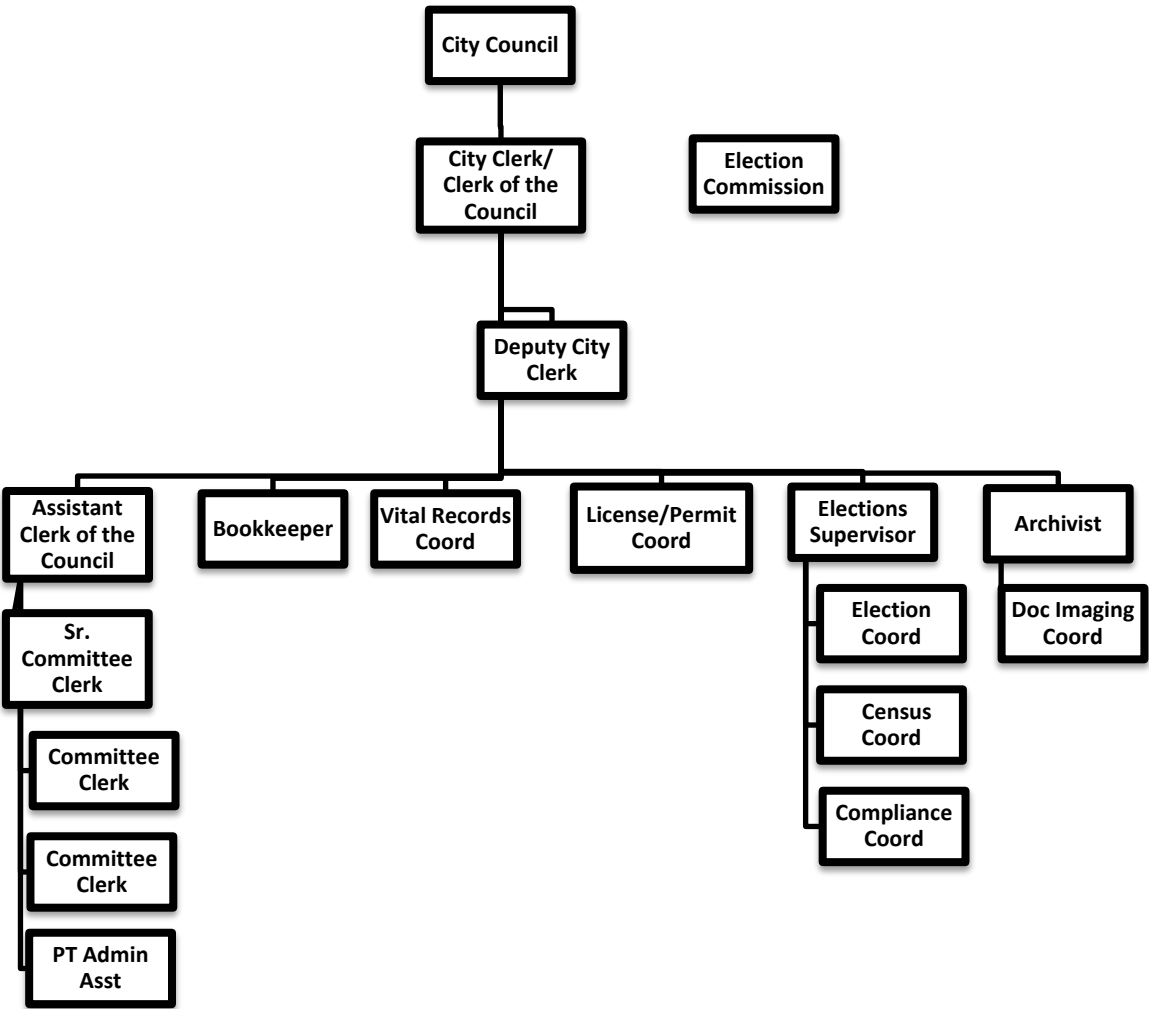
The City Archives preserves the records of the City and holds records from the founding of Newton as a town in 1680 through to today. The City Archives is staffed by the City Archivist. Thanks to a year of dedicated effort, our new archival space is nearly completed, making it easier to research Newton's history.

The City Clerk's team is here for Newton, providing exceptional service to all Councilors, residents and businesses. Whether you need to acquire a vital record, register to vote, run for office, or license your dog, we have you covered. Visit our website, <https://www.newtonma.gov/government/city-clerk> for all the details on how you can make use of our many services.

Sincerely,

Carol Moore, CMC
City Clerk/Clerk of the Council

CLERK OF THE COUNCIL



Financial and Operating Highlights

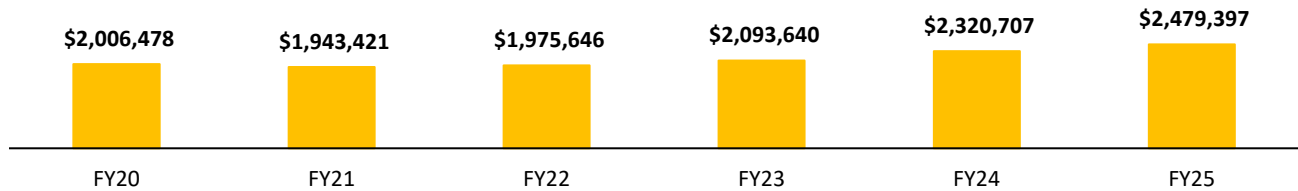
Financial Highlights

	< -----Actual ----->				Original	Proposed
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Expenditure by Department						
City Council	\$ 1,020,385	\$ 1,039,398	\$ 1,131,758	\$ 1,039,094	\$ 1,174,548	\$ 1,244,212
Archives Management	\$ 145,121	\$ 134,259	\$ 149,314	\$ 147,856	\$ 169,809	\$ 152,536
Census Records	\$ 88,735	\$ 83,042	\$ 69,961	\$ 73,715	\$ 97,847	\$ 111,168
City Clerk	\$ 378,796	\$ 401,923	\$ 424,092	\$ 569,939	\$ 463,419	\$ 496,514
Elections	\$ 373,441	\$ 284,799	\$ 200,521	\$ 263,036	\$ 415,084	\$ 474,967
Total	\$ 2,006,478	\$ 1,943,421	\$ 1,975,646	\$ 2,093,640	\$ 2,320,707	\$ 2,479,397
% Incr		-3.14%	1.66%	5.97%	10.85%	6.84%

Personnel

Full-Time	15	15	15	15	15	15
Part-Time	1	1	0	0	0	1
Total	16	16	15	15	15	16

Total City Clerk Expenditures



Operating Highlights

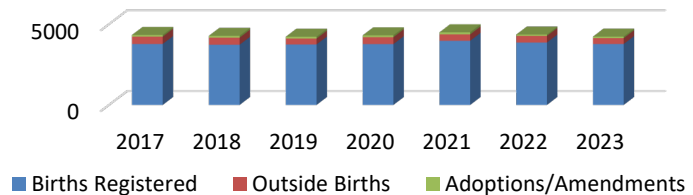
Births

Births Registered	3774
Outside Births	363
Adoptions/Amendments	98

2023 Totals

Births Registered	3774
Outside Births	363
Adoptions/Amendments	98

Births Registered



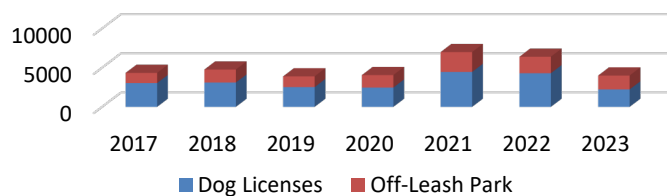
Dog Licenses

Dog Licenses	2230
Off-Leash Park	1771

2023 Totals

Dog Licenses	2230
Off-Leash Park	1771

Dog Licenses



City Clerk/Clerk of the Council

Fiscal Year 2025 Outcomes and Strategies

Outcome 1

Continue Prioritizing Customer Service,
Internal and External

City Clerk Strategy: Deputy City Clerk Cassidy Flynn has worked with our DEI Consultant, Racial Equity Group, to develop an extensive training workshop for the City Clerk's office. Our HR office has provided an opportunity for our front counter staff to attend customer

service training for FY25. Continuous professional development fosters new skills, builds confidence, and strengthens our team.

Election Strategy: Drawing from the positive responses of our Student Election Worker initiative, our election workers have expressed their joy in sharing civic pride and responsibility with our students. In light of this, we will continue to promote this program and hopefully have more involvement this fall.

As our workload permits, we are committed to enhancing the design of our polling locations to allow election workers a more efficient space. For FY25, we will review and upgrade our set up of polling locations with more signage and election furniture to assist voters in their election day experience.

Clerk of the Council Strategy: Proceed with the minor adjustments to our City Council Docket Tracking system. Establish internal workflow processes for the system's ongoing updates and management. After the reinstatement of our Part Time admin for assisting City Council, our candidate will develop a monthly City Council newsletter, assisting in report writing and docket tracking upkeep.

City Clerk Strategy: The City Clerk's staff continues to work hard, providing essential services to our residents using our newly established online applications for DBAs and online payments for Special Permits.

Outcome 2

Technology: Training, Implementation,
and Research

Election Strategy: In FY24, we implemented new voting tabulators and after multiple training sessions, we conducted three successful elections. Using feedback from voters and seasonal election workers, our elections team will continue to review how we train staff on our new tabulators. Continue to research ways to use social media and technology for voter outreach. The influx of voting by mail continues to pose an opportunity to improve processes and organization of our ballot mailing procedure to remove minor errors.

Clerk of the Council Strategy: Implementation has begun on our Online Code Management System. Rollout and training is expected this fall. Using this new software to finally complete our recodification as well.

City Clerk/Clerk of the Council

Fiscal Year 2025 Outcomes and Strategies

Outcome 3

State Software Training and Support

in FY25 and FY26.

City Clerk Strategy: The State is implemented a new Vitals reporting software, MAVRIC. This spring, we will begin training for Death certificate reporting with Birth and Marriages later

Election Strategy: This Spring, the State will roll out a new State Voter registration and Elections software. The training will be extensive and time sensitive with our busiest elections season this fall.

Learning both software programs is essential for our office and will be a priority for staff to have support and enough training time to guarantee success.

City Clerk and Elections Strategy: Collaborate with our HR department to hold a comprehensive review and possible restructuring of positions and compensations. The increasing complexity and work demand of elections necessitates this reevaluation of office structure. Elections no longer follow a cyclical work schedule. The vote by mail option along with heightened security measures is gaining in use and our office needs to meet those demands to continue our efficient and fair elections process.

Outcome 4

City Clerk/Elections Department – Research & Review of workflow and positions

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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
CLERK OF THE COUNCIL SUMMARY						
51 - PERSONNEL SERVICES	1,439,233	1,388,746	1,556,337	1,663,241	1,745,587	82,346
52 - EXPENSES	151,208	219,487	152,112	230,350	263,850	33,500
58 - CAPITAL EXPENSES	0	557	774	0	10,000	10,000
57 - FRINGE BENEFITS	345,222	366,856	384,417	427,116	459,960	32,844
TOTAL DEPARTMENT	1,935,664	1,975,646	2,093,640	2,320,707	2,479,397	158,690
CITY COUNCIL						
51 - PERSONNEL SERVICES	756,430	771,908	716,536	803,071	838,403	35,332
52 - EXPENSES	73,395	129,197	71,533	93,225	90,025	-3,200
57 - FRINGE BENEFITS	203,504	230,653	251,025	278,252	315,784	37,532
TOTAL CITY COUNCIL	1,033,328	1,131,758	1,039,094	1,174,548	1,244,212	69,664
ARCHIVES MANAGEMENT						
51 - PERSONNEL SERVICES	113,251	119,798	114,598	132,392	136,975	4,583
52 - EXPENSES	1,963	2,860	748	2,250	2,250	0
57 - FRINGE BENEFITS	18,608	26,657	32,509	35,167	13,311	-21,856
TOTAL ARCHIVES MANAGEMENT	133,822	149,314	147,856	169,809	152,536	-17,273
CENSUS RECORDS						
51 - PERSONNEL SERVICES	45,460	33,435	39,130	53,822	54,023	201
52 - EXPENSES	27,432	30,916	27,751	33,850	43,850	10,000
57 - FRINGE BENEFITS	9,399	5,610	6,834	10,175	13,295	3,120
TOTAL CENSUS RECORDS	82,292	69,961	73,715	97,847	111,168	13,321
CITY CLERK						
51 - PERSONNEL SERVICES	291,225	307,002	445,858	343,644	351,635	7,991
52 - EXPENSES	20,695	30,346	31,252	29,525	42,225	12,700
57 - FRINGE BENEFITS	90,002	86,744	92,829	90,250	102,654	12,404
TOTAL CITY CLERK	401,923	424,092	569,939	463,419	496,514	33,095
ELECTIONS						
51 - PERSONNEL SERVICES	232,867	156,604	240,216	330,312	364,551	34,239
52 - EXPENSES	27,723	26,168	20,827	71,500	85,500	14,000
58 - CAPITAL EXPENSES	0	557	774	0	10,000	10,000
57 - FRINGE BENEFITS	23,709	17,193	1,219	13,272	14,916	1,644
TOTAL ELECTIONS	284,299	200,521	263,036	415,084	474,967	59,883

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
101 - CLERK OF THE COUNCIL						
0110111 - CITY COUNCIL						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	376,558	383,489	341,529	430,071	440,403	10,332
511101 PART TIME < 20 HRS/WK	0	3,575	780	0	25,000	25,000
511103 OFFICIALS W/BENEFITS	359,687	372,001	372,001	372,000	372,000	0
514001 LONGEVITY	5,900	900	1,000	1,000	1,000	0
514309 OTHER STIPENDS	3,212	3,181	0	0	0	0
515003 SPECIAL LEAVE BUY BACK	6,000	0	0	0	0	0
515006 VACATION BUY BACK	11,072	8,762	1,226	0	0	0
TOTAL PERSONNEL SERVICES	762,430	771,908	716,536	803,071	838,403	35,332
EXPENSES						
524010 OFFICE EQUIPMENT R-M	0	1,511	300	1,200	1,200	0
524090 PUBLIC PROPERTY R-M	398	0	285	1,000	1,000	0
524100 SOFTWARE MAINTENANC	0	0	0	11,000	11,000	0
527500 RENTAL/LEASE - PROPER	2,760	3,588	3,812	3,825	3,825	0
534100 POSTAGE	4,207	5,240	5,605	4,000	4,000	0
534200 PRINTING	1,068	2,074	4,479	6,000	6,000	0
534300 ADVERTISING/PUBLICATIO	62,989	111,721	53,259	55,000	55,000	0
542000 OFFICE SUPPLIES	421	1,618	1,449	2,000	2,000	0
558500 COMPUTER SUPPLIES	70	0	0	0	0	0
559200 BOOKS/MANUALS/PERIODI		30	0	0	0	0
559300 AWARDS & TROPHIES	0	0	0	1,000	1,000	0
571200 REFRESHMENTS/MEALS	316	354	879	3,500	3,500	0
575401 ELECTED OFFICIAL EXPEN	1,235	798	1,465	1,500	1,500	0
575402 INAUGURAL EXPENSES	0	2,263	0	3,200	0	-3,200
TOTAL EXPENSES	73,465	129,197	71,533	93,225	90,025	-3,200
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	4,871	5,534	5,264	5,288	5,239	-49
57HLTH HEALTH INSURANCE	181,136	207,294	227,895	250,108	281,574	31,466
57LIFE BASIC LIFE INSURANCE	203	132	114	119	170	51
57MEDA MEDICARE PAYROLL TAX	9,911	9,793	8,990	11,669	12,157	488
57OPEB OPEB CONTRIBUTION	7,383	7,900	8,763	11,068	16,644	5,576
TOTAL FRINGE BENEFITS	203,504	230,653	251,025	278,252	315,784	37,532
TOTAL CITY COUNCIL	1,039,398	1,131,758	1,039,094	1,174,548	1,244,212	69,664

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
0110112 - ARCHIVES MANAGEMENT						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	112,001	118,548	113,348	130,642	135,075	4,433
514001 LONGEVITY	750	750	750	1,250	1,400	150
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONNEL SERVICES	113,251	119,798	114,598	132,392	136,975	4,583
EXPENSES						
524090 PUBLIC PROPERTY R-M	437	0	0	0	0	0
524500 DOCUMENT SHREDDING	1,230	1,910	600	1,000	1,000	0
530400 DOCUMENT PRESERVATI	0	0	0	250	250	0
542000 OFFICE SUPPLIES	733	950	148	750	750	0
573000 DUES & SUBSCRIPTIONS	0	0	0	250	250	0
TOTAL EXPENSES	2,400	2,860	748	2,250	2,250	0
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	416	582	703	741	202	-539
57HLTH HEALTH INSURANCE	12,568	20,332	26,110	27,521	8,907	-18,614
57LIFE BASIC LIFE INSURANCE	57	52	57	60	57	-3
57MEDA MEDICARE PAYROLL TAX	1,551	1,593	1,469	1,927	1,986	59
57OPEB OPEB CONTRIBUTION	4,016	4,098	4,170	4,918	2,159	-2,759
TOTAL FRINGE BENEFITS	18,608	26,657	32,509	35,167	13,311	-21,856
TOTAL ARCHIVES MANAGEMENT	134,259	149,314	147,856	169,809	152,536	-17,273
0110119 - CENSUS RECORDS						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	44,231	31,942	37,089	52,322	52,523	201
513010 REGULAR OVERTIME	730	1,076	1,540	1,000	1,000	0
514001 LONGEVITY	750	0	0	0	0	0
515102 CLEANING ALLOWANCE	500	417	500	500	500	0
TOTAL PERSONNEL SERVICES	46,210	33,435	39,130	53,822	54,023	201
EXPENSES						
534100 POSTAGE	18,287	18,342	16,525	20,000	25,000	5,000
534200 PRINTING	8,623	12,514	11,226	13,000	18,000	5,000
534300 ADVERTISING/PUBLICATIO	522	0	0	750	750	0
571100 IN-STATE CONFERENCES	0	0	0	100	100	0
573000 DUES & SUBSCRIPTIONS	0	60	0	0	0	0
TOTAL EXPENSES	27,432	30,916	27,751	33,850	43,850	10,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	208	120	0	212	202	-10
57HLTH HEALTH INSURANCE	6,926	4,128	4,967	7,164	8,907	1,743
57LIFE BASIC LIFE INSURANCE	57	19	38	60	57	-3
57MEDA MEDICARE PAYROLL TAX	622	463	526	769	1,970	1,201
57OPEB OPEB CONTRIBUTION	1,586	880	1,304	1,970	2,159	189
TOTAL FRINGE BENEFITS	9,399	5,610	6,834	10,175	13,295	3,120
TOTAL CENSUS RECORDS	83,042	69,961	73,715	97,847	111,168	13,321

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
0110161 - CITY CLERK							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	277,643	282,053	422,575	335,394	342,885	7,491
513010	REGULAR OVERTIME	3,333	5,684	11,208	0	0	0
514001	LONGEVITY	3,400	5,396	3,500	4,250	4,750	500
514309	OTHER STIPENDS	3,864	4,959	2,008	0	0	0
514323	NOTARY STIPEND	985	0	0	2,000	2,000	0
515006	VACATION BUY BACK	0	6,785	4,567	0	0	0
515102	CLEANING ALLOWANCE	2,000	2,125	2,000	2,000	2,000	0
TOTAL PERSONNEL SERVICES		291,225	307,002	445,858	343,644	351,635	7,991
EXPENSES							
524010	OFFICE EQUIPMENT R-M	570	79	268	750	750	0
524090	PUBLIC PROPERTY R-M	7,280	0	0	450	450	0
534010	TELEPHONE	848	783	690	800	800	0
534020	CELLULAR TELEPHONES		650	715	650	650	0
534100	POSTAGE	2,049	20,168	19,945	15,500	20,000	4,500
534200	PRINTING	5,309	5,840	6,886	4,800	7,000	2,200
534300	ADVERTISING/PUBLICATIO	465	0	0	700	700	0
542000	OFFICE SUPPLIES	3,341	1,882	1,900	3,500	3,500	0
571100	IN-STATE CONFERENCES	0	220	100	1,500	7,500	6,000
573000	DUES & SUBSCRIPTIONS	833	600	625	750	750	0
575005	EMPLOYEE HONESTY BON	0	123	123	125	125	0
TOTAL EXPENSES		20,695	30,346	31,252	29,525	42,225	12,700
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,448	1,375	1,839	1,797	1,914	117
57HLTH	HEALTH INSURANCE	80,326	77,306	78,168	77,797	89,822	12,025
57LIFE	BASIC LIFE INSURANCE	170	137	57	60	57	-3
57MEDA	MEDICARE PAYROLL TAX	3,749	3,999	5,966	5,002	5,099	97
57OPEB	OPEB CONTRIBUTION	4,309	3,927	6,800	5,594	5,762	168
TOTAL FRINGE BENEFITS		90,002	86,744	92,829	90,250	102,654	12,404
TOTAL CITY CLERK		401,923	424,092	569,939	463,419	496,514	33,095

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
0110162 - ELECTIONS							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	102,838	45,707	32,283	120,860	126,099	5,239
511103	OFFICIALS W/BENEFITS	3,952	3,952	3,952	3,952	3,952	0
512001	SEASONAL WAGES	64,953	65,255	101,337	100,000	129,000	29,000
513010	REGULAR OVERTIME	6,583	0	1,226	0	0	0
513040	WORK BY OTHER DEPTS.	43,280	37,830	99,967	100,000	100,000	0
514001	LONGEVITY	500	0	0	0	0	0
514309	OTHER STIPENDS	0	0	260	0	0	0
514402	ELECTION TRAINING STIP	5,040	3,360	690	5,000	5,000	0
515006	VACATION BUY BACK	5,722	0	0	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONNEL SERVICES		233,367	156,604	240,216	330,312	364,551	34,239
EXPENSES							
524100	SOFTWARE MAINTENANC	10,947	695	7,480	7,500	7,500	0
527500	RENTAL/LEASE - PROPER	540	0	0	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	1,290	200	1,280	1,500	1,500	0
534010	TELEPHONE	293	270	238	350	350	0
534100	POSTAGE	-2,608	7,504	2,860	10,000	25,000	15,000
534200	PRINTING	2,172	3,688	2,993	15,000	14,000	-1,000
534300	ADVERTISING/PUBLICATIO	3,017	2,122	1,900	12,000	12,000	0
542000	OFFICE SUPPLIES	405	942	1,286	1,750	1,750	0
558500	COMPUTER SUPPLIES	669	0	0	500	500	0
558600	VOTING SUPPLIES	10,999	10,644	2,791	20,000	20,000	0
571100	IN-STATE CONFERENCES	0	0	0	150	150	0
571200	REFRESHMENTS/MEALS	0	102	0	750	750	0
TOTAL EXPENSES		27,723	26,168	20,827	71,500	85,500	14,000
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	516	366	0	212	202	-10
57HLTH	HEALTH INSURANCE	19,013	14,450	0	7,164	8,907	1,743
57LIFE	BASIC LIFE INSURANCE	57	38	0	0	0	0
57MEDA	MEDICARE PAYROLL TAX	2,331	962	1,219	3,274	3,778	504
57OPEB	OPEB CONTRIBUTION	1,793	1,377	0	2,622	2,029	-593
TOTAL FRINGE BENEFITS		23,709	17,193	1,219	13,272	14,916	1,644
CAPITAL EXPENSES							
585152	ELECTIONS FURNITURE	0	557	774	0	10,000	10,000
TOTAL CAPITAL EXPENSES		0	557	774	0	10,000	10,000
TOTAL ELECTIONS		284,799	200,521	263,036	415,084	474,967	59,883
TOTAL CLERK OF THE COUNCIL		1,943,421	1,975,646	2,093,640	2,320,707	2,479,397	158,690