

City Clerk/Clerk of the Council

To provide a variety of services to the residents of the City of Newton as well as providing administrative support to the City Council.

The City Clerk's Office operates at the heart of Newton City Government. Located on the first floor of Newton City Hall, the Clerk's Office records the births, deaths and marriages that take place in Newton, issues burial permits, and maintains the state's official copies of these records. The office also issues Dog Licenses, Off-Leash Park Permits, and Business Certificates.

The Clerk's Office conducts the annual municipal census, which gathers information from the more than 36,000 households in the City.

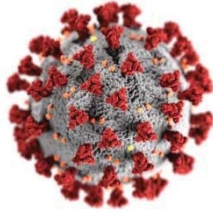
The Clerk's Office is responsible for conducting Federal, State and Municipal elections each year, and trains and schedules the more than 300 poll workers needed to conduct an election.

The City Clerk's Office also provides support for the work of City Council, creating Council Agendas and Reports, staffing council meetings, gathering the information Councilors need to make decisions, updating and maintaining the City's Ordinances, and making information available to the public.

Finally, the Office oversees the City Archives which holds the City's municipal records from the 1680s to today and works with City Departments to maintain the records of the City.

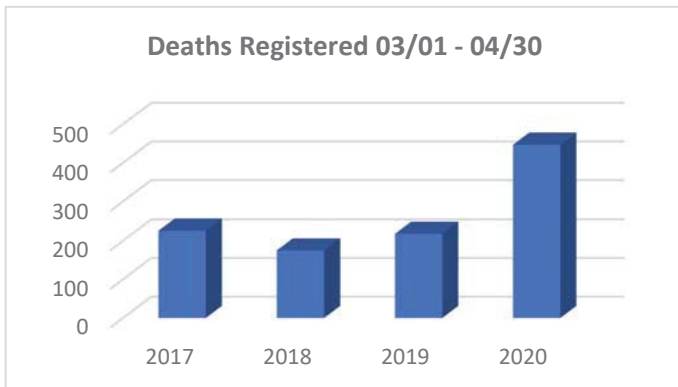
City Clerk/Clerk of the Council

The Covid-19 and the Coronavirus Pandemic of 2020 upended the way the City does business and required the City Clerk's Office, as well as all City Departments, to adjust to a closed City Hall, social distancing, and new ways of conducting business and serving the residents of Newton



Vital Records

The City Clerk's office is located at the heart of Newton City Hall maintaining records for birth, death 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, assists residents and funeral directors in recording the death of a loved one, and issuing Burial Permits.



From March 1 to April 30, 2020, the number of deaths registered by the Newton Clerk's Office doubled over the same period in previous years.

Newton City Council

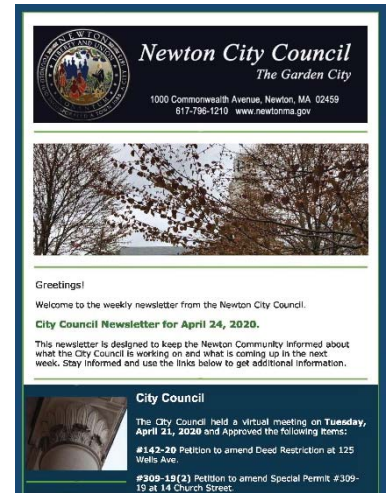
In January of 2020, the members of the 2020-2021 City Council were sworn in and began their terms. Susan Albright was elected President and Richard Lipof was elected Vice President. Within a few short weeks the City, and the Council, were thrown into the Covid-19 Pandemic. The 24 members of the City Council receive administrative support through the City Clerk's office. The staff in the office gather information for council agendas, record the votes taken at committee and full council

meetings, work with Committee Chairs to create Committee Reports, and publish the results of each meeting. To access information about what the City Council is doing, residents can sign up for the Clerk's office weekly City Council newsletter.

They can access the committee meeting pages where they will find agendas, reports, and audio from those meetings, as well as accessing the full Council meeting pages where they will see the docket, reports docket, council actions, and audio of each meeting.

Information that the Council will be reviewing over the course of the coming week can be found each Friday in the online Friday Packet. Here residents, and City Councilors, can review the material that they will need to be familiar with during the coming week. Before each Council meeting, they will also find committee reports where they will learn how each of the committees voted on the items before it. 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.

With a Stay-at-Home Advisory in place, the Council quickly adopted the use of Zoom to continue conducting its meetings. The Council did not miss a beat, did not cancel or postpone any meetings, and embraced the technology to facilitate remote participation.



City Boards & Commissions

The City Clerk's office posts meeting agendas for all of the City's official boards and commissions, including City Council meetings. 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 2019 the Office posted more than 750 Meeting Notices and Agendas.

Elections



The City Clerk's office oversees City, State and Federal elections. Candidates running for an office at either the local or state level can file their nomination papers with the City Clerk's office. Residents may register to vote, request absentee ballots, or become a poll worker to assist at the polls on election day. The Clerk's office recruits, trains and schedules more than 300 poll workers to effectively conduct each election.

In FY2020, the office held four elections including: a Municipal Preliminary; a Municipal General Election and a combined Presidential Primary and Special Municipal Ballot Question Election. One week of Early Voting was available for the Presidential Primaries and the Special Municipal Election. On March 3, 2020, more than 36,000 registered Newton voters cast ballots in the Presidential Primaries and Special Municipal Elections.

Municipal Census

The City Clerk's office conducts the yearly municipal census. Each January, the office distributes a census form to each of the 36,000 households in Newton in order to gather information on who is living in the City, as well

as to maintain the active voter registration status of all of Newton's voters. In 2018, residents of Newton were given the option of responding to the census on-line if there were no changes from the previous year. Over 9,350 households responded on-line in 2019. So far in 2020, 9,700 households responded on-line.

Dog Licensing



Each Spring the Clerk's Office mails out dog license renewal forms to the owners of more than 6,000 dogs in our database. In 2019 the office licensed almost 5,000 dogs of which 1,600 also purchased an Off-leash Dog Park Permit. The office has seen increases in the number of dogs licensed for each of the last three years.

City Archives

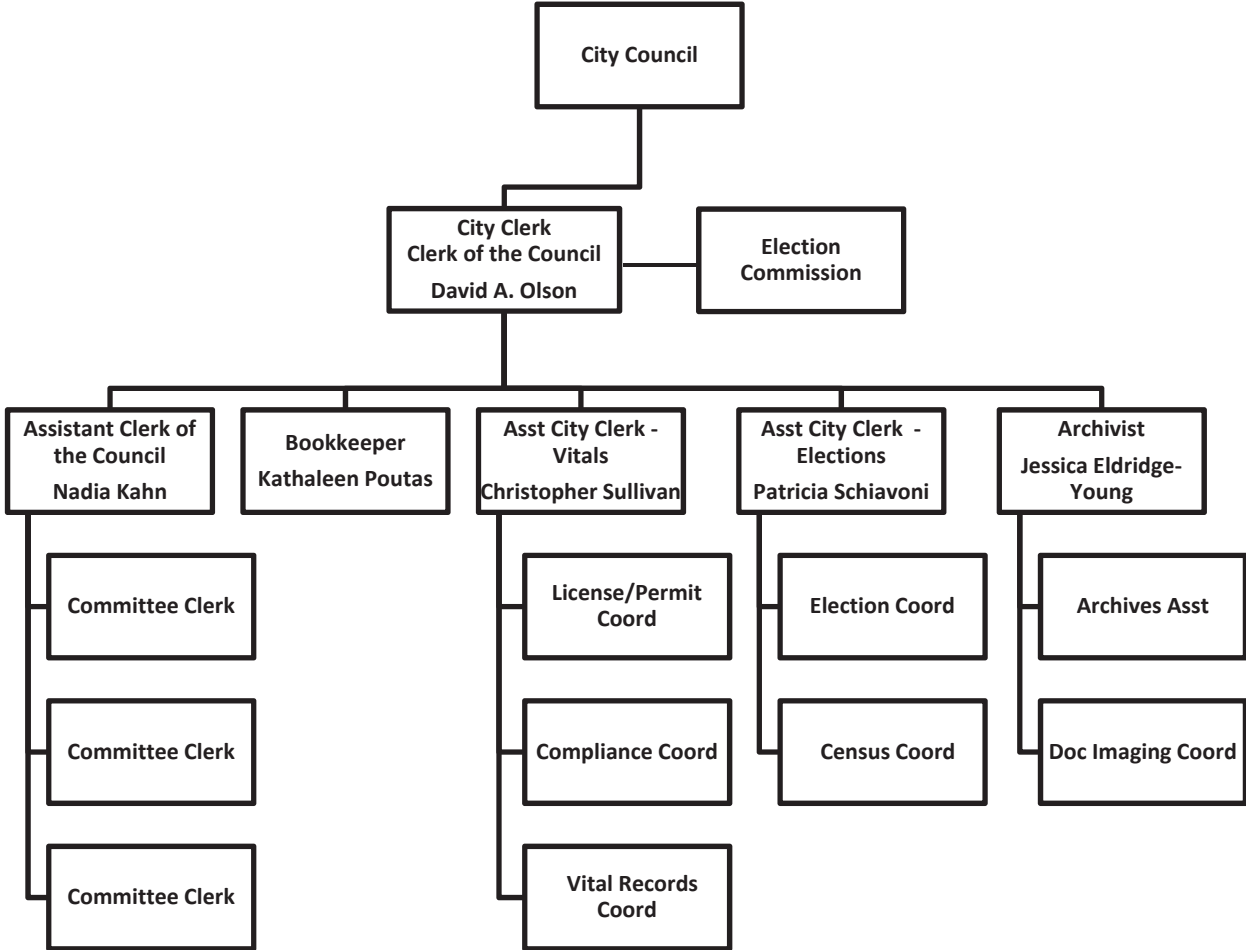
The City Clerk's office is also responsible for the City Archives. The City Archives preserves the records of the City and holds records from the founding of Newton as a town in 1680 through today. The City Archives is located primarily in the Newton Free Library and is staffed by the City Archivist and supported by our Scanning Coordinator.

The staff of the City Clerk's office is here to serve the residents of Newton. In this time of Covid-19 and social distancing, check out our services on the city website when you are in need of a vital record, would like to register to vote, get a copy of a municipal document, or license your dog.

A handwritten signature in black ink, appearing to read 'David A. Olson'.

David A. Olson
Newton City Clerk

CLERK OF THE COUNCIL



Financial and Operating Highlights

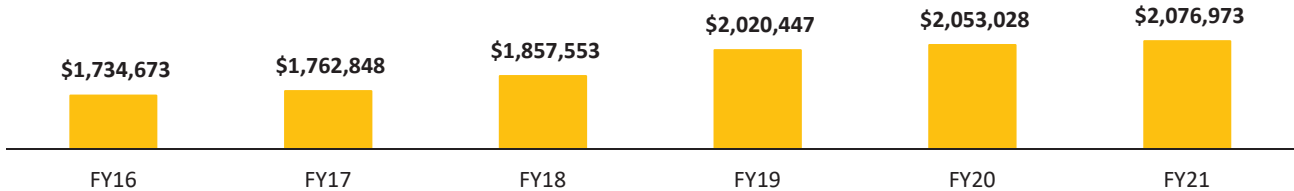
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
City Council	\$ 913,027	\$ 936,042	\$ 961,205	\$ 996,044	\$ 1,007,676	\$ 1,056,345
City Clerk	\$ 346,787	\$ 330,929	\$ 366,114	\$ 386,904	\$ 385,258	\$ 400,499
Archives Management	\$ 78,230	\$ 79,134	\$ 123,676	\$ 168,860	\$ 171,383	\$ 150,101
Census Records	\$ 183,190	\$ 212,367	\$ 72,788	\$ 94,990	\$ 96,132	\$ 88,774
Elections	\$ 213,439	\$ 204,376	\$ 333,770	\$ 373,649	\$ 392,579	\$ 381,254
Total	\$ 1,734,673	\$ 1,762,848	\$ 1,857,553	\$ 2,020,447	\$ 2,053,028	\$ 2,076,973
% Incr		1.62%	5.37%	8.77%	1.61%	1.17%

Personnel

Full-Time	13	14	15	15	15	15
Part-Time	1	1	1	1	1	1
Total	14	15	16	16	16	16

Total City Clerk Expenditures

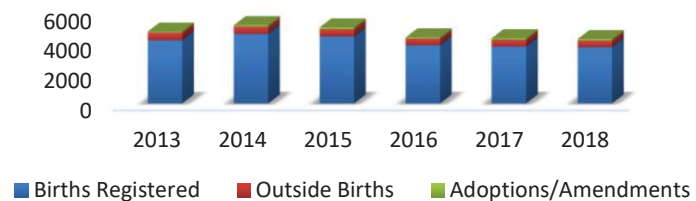


Operating Highlights

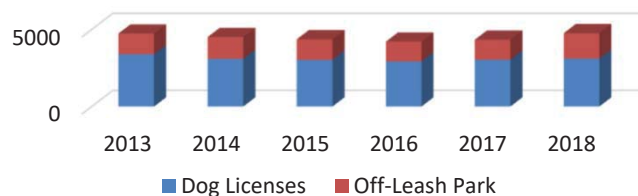
Income FY2018

Category	Total
Public Records Requests	\$ 3,950
Certified Copies Vitals	\$ 144,135
Marriage Intentions	\$ 14,210
Drone Permits	\$ 110
Special Permit Fees	\$ 34,230
Auctioneer Permits	\$ 20
Auto Dealer Licenses	\$ 5,400
Business Certificates	\$ 18,755
Dog Licenses	\$ 41,260
Raffle/Bazaar Permits	\$ 210
Taxi Licenses	\$ 1,510
Dormitories	\$ 1,200
Miscellaneous	\$ 460
Total	\$ 265,450

Births Registered



Dog Licenses



City Clerk/Clerk of the Council

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Provide Outstanding Customer Service

City Clerk Strategy: Develop and refine ways to provide information and records during the Covid-19 Pandemic Emergency including ways to provide service through remote options and to develop plans and

prepare for social distancing for in-person transactions. Maintain and continually improve response times to requests for information and records.

Census Strategy: Citizen Outreach. Create initiatives to inform citizens how responding to the census keeps their voter status active and updated. Continue to encourage on-line response resources.

Election Strategy: Work with the State Legislators and stake holders to create an effective and efficient mail-in voting program for the Fall elections during the Covid-19 Pandemic.

City Council Strategy: Continue to expand the reach and information available in the City Council Newsletter relative to Council meetings and actions, and develop ways to expand on-line interactions.

Archives Strategy: Improved Web Presence. An expanded online presence on the City website to include information and exhibits.

City Clerk Strategy: On-line Payment and Request Expansion. Work with City Hall Systems and the cities IT department to expand and improve access to on-line payment options.

Outcome 2

Ensure Easy Access to Services

Census Strategy: Continue the census schedule with first mailing in early January, second mailing in early April and confirmation postcard mailing in June to encourage as many responses as possible.

Election Strategy: Improve the function of the Elections Website by making it more user friendly and easier to maneuver. Develop effective communication strategies to get the word out about Fall election procedures.

City Council Strategy: Continue to provide relevant backup material and links to pages, presentations and information in Committee reports, maintain documents in Friday packet and in Special Permit page, minimize response time for Next Request public records requests.

Archives Strategy: Improved Finding Aids including the creation of finding aids for various collections. Create guides to assist the public with common queries.

City Clerk/Clerk of the Council

Fiscal Year 2021 Outcomes and Strategies

Outcome 3

Create Excitement for, and confidence in, the work of the City Clerk's Office

City Clerk Strategy: Public Relations. Develop public relations opportunities with the community to better inform Newton residents of the options available at the Clerk's Office.

Census Strategy: Improve processing time.

Review and improve processing time so census information is up to date.

Election Strategy: Poll Worker Recruitment & Training. Develop policies and procedures for poll worker interactions at polling locations that protect Poll Workers and voters during the Covid-19 Pandemic. Develop virtual training options for poll workers

City Council Strategy: Promote Council business through Council Newsletter, continue to facilitate Council operations with other City departments.

Archives Strategy: Enhanced Access Opportunities to Archival Material. New exhibits, finding aids, and information on the holdings of the Newton City Archives.

Outcome 4

Have Award winning records management procedures and practices

City Clerk Strategy: New space acquisition and consolidation. Enhanced space utilization in vaults; continued binding of permanent records and move lesser used records to the archives.

Census Strategy: Revise Census Form. Redesign form so citizens understand, complete, and return it promptly.

Election Strategy: Replace outdated equipment. Anticipate the state certifying new polling equipment to replace Accuvote and AutoMark machines. Prepare outreach to voters and training for poll workers on new equipment before elections.

City Council Strategy: Identify opportunities for online management of Council discussion items and backup materials, continue to maintain information on special permit page.

Archives Strategy: Excellent Facilities. Continue to advocate for, and develop, archive expansion opportunities; Continue to assist departments with scanning projects to preserve public records and make them accessible.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
CLERK OF THE COUNCIL SUMMARY						
51 - PERSONAL SERVICES	1,245,288	1,311,172	1,378,265	1,463,394	1,581,240	117,846
52 - EXPENSES	191,658	222,273	228,933	216,726	155,916	-60,810
58 - DEBT AND CAPITAL	8,338	9,500	12,928	9,000	5,000	-4,000
57 - FRINGE BENEFITS	323,993	322,389	370,485	363,909	334,817	-29,091
TOTAL DEPARTMENT	1,769,278	1,865,334	1,990,611	2,053,029	2,076,974	23,945
CITY COUNCIL						
51 - PERSONAL SERVICES	644,875	653,107	665,116	683,582	809,857	126,275
52 - EXPENSES	66,700	80,710	69,966	77,250	54,950	-22,300
58 - DEBT AND CAPITAL	2,000	4,500	5,143	2,500	0	-2,500
57 - FRINGE BENEFITS	223,696	223,051	259,266	244,345	191,537	-52,808
TOTAL CITY COUNCIL	937,271	961,367	999,490	1,007,677	1,056,345	48,667
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	57,031	96,495	112,919	132,368	126,048	-6,320
52 - EXPENSES	14,414	18,676	18,725	20,601	5,101	-15,500
57 - FRINGE BENEFITS	7,689	8,504	16,194	18,414	18,953	539
TOTAL ARCHIVES MANAGEMENT	79,134	123,676	147,839	171,383	150,101	-21,281
CENSUS RECORDS						
51 - PERSONAL SERVICES	156,761	39,393	42,148	45,097	46,217	1,120
52 - EXPENSES	31,488	30,444	33,896	41,900	33,100	-8,800
57 - FRINGE BENEFITS	28,184	3,282	7,917	9,135	9,457	323
TOTAL CENSUS RECORDS	216,432	73,119	83,960	96,132	88,774	-7,358
CITY CLERK						
51 - PERSONAL SERVICES	239,108	264,728	275,389	281,556	286,072	4,516
52 - EXPENSES	26,674	37,428	42,167	33,525	23,815	-9,710
58 - DEBT AND CAPITAL	1,500	0	1,500	1,500	0	-1,500
57 - FRINGE BENEFITS	64,425	66,139	65,739	68,677	90,613	21,936
TOTAL CITY CLERK	331,707	368,294	384,795	385,258	400,499	15,242
ELECTIONS						
51 - PERSONAL SERVICES	147,513	257,449	282,693	320,791	313,047	-7,745
52 - EXPENSES	52,383	55,015	64,179	43,450	38,950	-4,500
58 - DEBT AND CAPITAL	4,838	5,000	6,285	5,000	5,000	0
57 - FRINGE BENEFITS	0	21,413	21,369	23,338	24,257	919
TOTAL ELECTIONS	204,734	338,877	374,527	392,580	381,254	-11,326

FUND: 0001 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
101 - CLERK OF THE COUNCIL						
0110111 - CITY COUNCIL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	409,025	413,457	426,353	437,401	429,984	-7,417
511101 PART TIME < 20 HRS/WK	0	0	113	2,500	0	-2,500
511103 OFFICIALS W/BENEFITS	234,000	234,000	234,000	234,000	372,000	138,000
514001 LONGEVITY	1,850	5,650	4,650	5,550	3,650	-1,900
519000 SALARY/WAGE RESERVE	0	0	0	4,131	4,223	92
TOTAL PERSONAL SERVICES	644,875	653,107	665,116	683,582	809,857	126,275
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,324	1,489	1,447	1,500	1,500	0
524090 PUBLIC PROPERTY R-M	6,362	6,000	9,446	6,000	4,000	-2,000
534010 TELEPHONE	519	462	497	450	450	0
534100 POSTAGE	5,361	5,745	5,980	6,000	4,000	-2,000
534200 PRINTING	4,826	6,115	9,940	7,500	7,500	0
534300 ADVERTISING/PUBLICATIO	36,940	38,536	36,000	35,000	30,000	-5,000
542000 OFFICE SUPPLIES	4,558	6,519	5,538	7,000	5,000	-2,000
558500 COMPUTER SUPPLIES	1,204	0	0	0	0	0
559300 AWARDS & TROPHIES	0	3,216	0	2,000	0	-2,000
571200 REFRESHMENTS/MEALS	1,672	4,555	673	4,000	1,000	-3,000
573000 DUES & SUBSCRIPTIONS	25	163	0	0	0	0
575401 ELECTED OFFICIAL EXPEN	3,908	2,326	446	2,800	1,500	-1,300
575402 INAUGURAL EXPENSES	0	5,582	0	5,000	0	-5,000
TOTAL EXPENSES	66,700	80,710	69,966	77,250	54,950	-22,300
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	5,309	5,440	6,303	6,522	4,428	-2,094
57HLTH HEALTH INSURANCE	204,639	203,320	237,333	224,096	170,591	-53,505
57LIFE BASIC LIFE INSURANCE	396	368	340	342	171	-171
57MEDA MEDICARE PAYROLL TAX	8,250	8,354	8,300	9,879	11,743	1,864
57OPEB OPEB CONTRIBUTION	5,101	5,570	6,990	3,506	4,605	1,098
TOTAL FRINGE BENEFITS	223,696	223,051	259,266	244,345	191,537	-52,808
DEBT AND CAPITAL						
585150 OFFICE FURNITURE	2,000	4,500	5,143	2,500	0	-2,500
TOTAL DEBT AND CAPITAL	2,000	4,500	5,143	2,500	0	-2,500
TOTAL CITY COUNCIL	937,271	961,367	999,490	1,007,677	1,056,345	48,667

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021	
0110112 - ARCHIVES MANAGEMENT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	43,917	83,769	99,743	107,647	112,002	4,356
511101	PART TIME < 20 HRS/WK	12,614	12,376	12,376	23,471	12,795	-10,676
514001	LONGEVITY	0	0	0	750	750	0
515005	BONUSES	0	350	300	0	0	0
515102	CLEANING ALLOWANCE	500	0	500	500	500	0
	TOTAL PERSONAL SERVICES	57,031	96,495	112,919	132,368	126,048	-6,320
EXPENSES							
524100	SOFTWARE MAINTENANC	0	0	0	1,875	1,875	0
524500	DOCUMENT SHREDDING	3,350	3,500	3,500	3,500	1,000	-2,500
530400	DOCUMENT PRESERVATI	2,400	2,628	3,000	4,500	1,000	-3,500
534600	MICROFILMING	2,664	6,000	6,000	4,500	0	-4,500
542000	OFFICE SUPPLIES	5,000	5,000	5,000	5,000	1,000	-4,000
558500	COMPUTER SUPPLIES	1,000	1,398	1,000	1,000	0	-1,000
573000	DUES & SUBSCRIPTIONS	0	151	225	226	226	0
	TOTAL EXPENSES	14,414	18,676	18,725	20,601	5,101	-15,500
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	208	216	416	468	468	0
57HLTH	HEALTH INSURANCE	5,270	5,372	10,726	12,084	12,568	484
57LIFE	BASIC LIFE INSURANCE	0	0	52	57	57	0
57MEDA	MEDICARE PAYROLL TAX	781	1,363	1,549	1,930	1,828	-102
57OPEB	OPEB CONTRIBUTION	1,429	1,554	3,452	3,875	4,032	157
	TOTAL FRINGE BENEFITS	7,689	8,504	16,194	18,414	18,953	539
	TOTAL ARCHIVES MANAGEMENT	79,134	123,676	147,839	171,383	150,101	-21,281

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021	
0110119 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	147,910	38,088	39,209	43,097	44,217	1,120
511103	OFFICIALS W/BENEFITS	3,952	329	0	0	0	0
512001	SEASONAL WAGES	3,361	0	0	0	0	0
513010	REGULAR OVERTIME	538	123	1,639	1,500	1,500	0
514006	EXCEPTIONAL SVS PAY	0	2	0	0	0	0
515005	BONUSES	0	350	300	0	0	0
515102	CLEANING ALLOWANCE	1,000	500	1,000	500	500	0
	TOTAL PERSONAL SERVICES	156,761	39,393	42,148	45,097	46,217	1,120
EXPENSES							
524090	PUBLIC PROPERTY R-M	4,060	4,247	0	0	0	0
534100	POSTAGE	14,754	14,625	18,449	25,000	20,000	-5,000
534200	PRINTING	10,920	11,572	13,821	15,000	12,000	-3,000
534300	ADVERTISING/PUBLICATIO	1,315	0	1,500	1,500	1,000	-500
558500	COMPUTER SUPPLIES	113	0	0	0	0	0
571100	IN-STATE CONFERENCES	325	0	125	400	100	-300
	TOTAL EXPENSES	31,488	30,444	33,896	41,900	33,100	-8,800
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	725	73	204	234	234	0
57HLTH	HEALTH INSURANCE	21,841	2,162	5,788	6,660	6,926	266
57LIFE	BASIC LIFE INSURANCE	57	5	52	57	57	0
57MEDA	MEDICARE PAYROLL TAX	2,105	706	571	632	648	16
57OPEB	OPEB CONTRIBUTION	3,456	336	1,303	1,551	1,592	40
	TOTAL FRINGE BENEFITS	28,184	3,282	7,917	9,135	9,457	323
	TOTAL CENSUS RECORDS	216,432	73,119	83,960	96,132	88,774	-7,358

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110161 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	231,204	252,224	264,492	272,906	277,922	5,016
513010	REGULAR OVERTIME	497	1,024	2,298	0	0	0
514001	LONGEVITY	3,400	3,400	3,400	4,650	4,150	-500
514006	EXCEPTIONAL SVS PAY	0	16	0	0	0	0
514317	ADMINISTRATIVE STIPEND	0	0	0	2,000	2,000	0
514323	NOTARY STIPEND	2,008	2,000	2,000	0	0	0
515005	BONUSES	0	1,400	1,200	0	0	0
515006	VACATION BUY BACK	0	1,664	0	0	0	0
515101	CLOTHING ALLOWANCE	0	500	0	0	0	0
515102	CLEANING ALLOWANCE	2,000	2,500	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		239,108	264,728	275,389	281,556	286,072	4,516
EXPENSES							
524010	OFFICE EQUIPMENT R-M	0	225	188	655	655	0
524090	PUBLIC PROPERTY R-M	0	9,060	5,300	4,500	2,000	-2,500
524100	SOFTWARE MAINTENANC	0	342	388	400	0	-400
527400	RENTAL - EQUIPMENT	0	3,382	3,496	3,390	0	-3,390
534010	TELEPHONE	577	514	552	500	500	0
534100	POSTAGE	15,794	14,435	17,954	10,200	10,200	0
534200	PRINTING	4,037	5,299	5,396	7,000	5,000	-2,000
534300	ADVERTISING/PUBLICATIO	538	620	0	800	800	0
542000	OFFICE SUPPLIES	4,617	2,521	4,920	4,920	3,500	-1,420
558500	COMPUTER SUPPLIES	557	128	2,789	130	130	0
571100	IN-STATE CONFERENCES	20	350	270	300	300	0
573000	DUES & SUBSCRIPTIONS	435	450	813	630	630	0
575005	EMPLOYEE HONESTY BON	100	100	100	100	100	0
TOTAL EXPENSES		26,674	37,428	42,167	33,525	23,815	-9,710
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,307	1,509	1,773	1,866	1,632	-234
57HLTH	HEALTH INSURANCE	57,081	57,696	57,756	60,067	80,327	20,260
57LIFE	BASIC LIFE INSURANCE	132	170	170	171	171	0
57MEDA	MEDICARE PAYROLL TAX	3,189	3,543	3,673	4,046	4,148	102
57OPEB	OPEB CONTRIBUTION	2,715	3,220	2,367	2,527	4,335	1,808
TOTAL FRINGE BENEFITS		64,425	66,139	65,739	68,677	90,613	21,936
DEBT AND CAPITAL							
585121	PC SOFTWARE-ADMIN	778	0	0	0	0	0
585140	OFFICE EQUIPMENT	722	0	1,500	1,500	0	-1,500
TOTAL DEBT AND CAPITAL		1,500	0	1,500	1,500	0	-1,500
TOTAL CITY CLERK		331,707	368,294	384,795	385,258	400,499	15,242

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		FY2017	FY2018	FY2019	2020	2021	2020 to 2021
0110162 - ELECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	-653	92,729	110,371	112,389	117,895	5,505
511103	OFFICIALS W/BENEFITS	0	3,623	3,952	3,952	3,952	0
512001	SEASONAL WAGES	67,689	69,816	78,569	98,000	90,000	-8,000
512002	SEASONAL SALARIES	480	204	0	0	0	0
513010	REGULAR OVERTIME	0	992	1,256	1,500	0	-1,500
513040	WORK BY OTHER DEPTS.	74,368	78,089	75,779	95,000	90,000	-5,000
514001	LONGEVITY	0	0	0	0	1,250	1,250
514402	ELECTION TRAINING STIP	5,629	6,743	12,466	9,450	9,450	0
515005	BONUSES	0	350	300	0	0	0
515006	VACATION BUY BACK	0	4,904	0	0	0	0
515102	CLEANING ALLOWANCE	0	0	0	500	500	0
TOTAL PERSONAL SERVICES		147,513	257,449	282,693	320,791	313,047	-7,745
EXPENSES							
524100	SOFTWARE MAINTENANC	0	0	6,250	6,000	6,000	0
527500	RENTAL/LEASE - PROPER	1,800	1,800	2,000	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	1,500	1,912	1,576	1,700	1,700	0
531900	TRAINING EXPENSES	0	30	0	500	0	-500
534010	TELEPHONE	378	337	362	350	350	0
534100	POSTAGE	17,488	814	11,220	5,000	5,000	0
534200	PRINTING	12,514	7,594	10,000	8,000	4,000	-4,000
534300	ADVERTISING/PUBLICATIO	-253	12,855	12,855	5,000	5,000	0
539000	POLICE PRIVATE DETAIL S	0	0	396	0	0	0
542000	OFFICE SUPPLIES	1,550	1,412	704	1,000	1,000	0
558500	COMPUTER SUPPLIES	358	0	0	1,500	1,500	0
558600	VOTING SUPPLIES	17,857	26,737	18,282	11,000	11,000	0
571100	IN-STATE CONFERENCES	0	315	0	400	400	0
571200	REFRESHMENTS/MEALS	-810	1,210	535	1,000	1,000	0
TOTAL EXPENSES		52,383	55,015	64,179	43,450	38,950	-4,500
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	0	595	560	582	582	0
57HLTH	HEALTH INSURANCE	0	17,205	17,578	18,281	19,012	731
57LIFE	BASIC LIFE INSURANCE	0	52	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	0	1,221	1,561	2,715	2,806	91
57OPEB	OPEB CONTRIBUTION	0	2,341	1,614	1,703	1,800	97
TOTAL FRINGE BENEFITS		0	21,413	21,369	23,338	24,257	919
DEBT AND CAPITAL							
585152	ELECTIONS FURNITURE	4,838	5,000	6,285	5,000	5,000	0
TOTAL DEBT AND CAPITAL		4,838	5,000	6,285	5,000	5,000	0
TOTAL ELECTIONS		204,734	338,877	374,527	392,580	381,254	-11,326
TOTAL CLERK OF THE COUNCIL		1,769,278	1,865,334	1,990,611	2,053,029	2,076,974	23,945