

City Clerk/Clerk of the Council

Mission

The City Clerk's office provides 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.

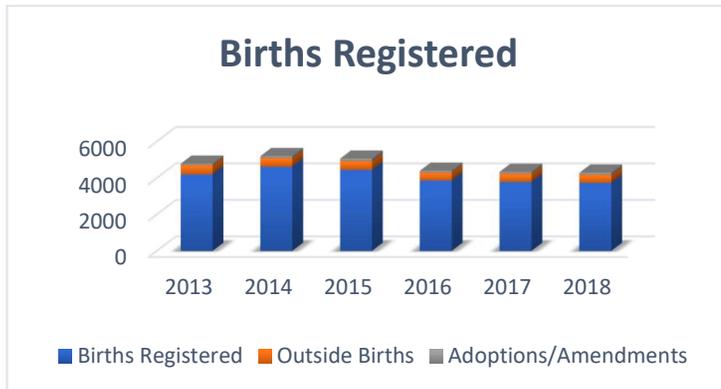
The Clerk's Office is responsible for conducting Federal, State and Municipal elections each year, and trains and schedules the more than 300 poll workers needed to conduct an election.

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 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.



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 on the City's web site in 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 2018 the Office posted more than 750 Meeting Notices and Agendas.

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

Every VOTE Counts!

State Election & Special Municipal Election
November 6, 2018

Early Voting Available for Both
October 22—November 2, 2018

On the Municipal Ballot: Questions to Ban and Limit Retail Recreational Marijuana Establishments.

For more information and voting locations visit the Elections webpage.

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 2018, the office held three elections including: the State Primary; and a combined State Election and Municipal Ballot Question Election. Two weeks of Early Voting were available for both the State Election and the Municipal Election. The State Primary on September 4, 2018 saw 15,942 registered Newton voters cast ballots. On November 6, 2018, 40,831 registered Newton voters cast ballots in the State and 40,344 cast ballots in the Municipal Elections.

2019 City Census
 Your census form is in the mail.

Keep your voter status active. Complete the Census and return it now. No changes to your form - Return it on-line.

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 6,000 households responded on-line in 2018. So far in 2019, 8,100 households responded on-line.

2019 Dog License and Off-Leash Park Permits

Now available in the City Clerk's Office
 All Dogs must be Licensed by April 1st each year.

Each Spring the Clerk's Office mails out dog license renewal forms to the owners of more than 5,000 dogs in our database. In 2018 the office licensed 4,764 dogs of which 1,656 also

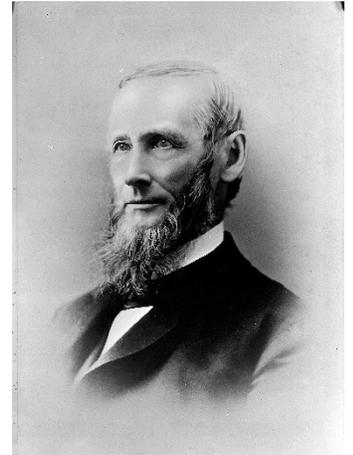
purchased an Off-leash Dog Park Permit. The office has seen increases in the number of dogs licensed for each of the last three years.

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. And they can access 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.



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.



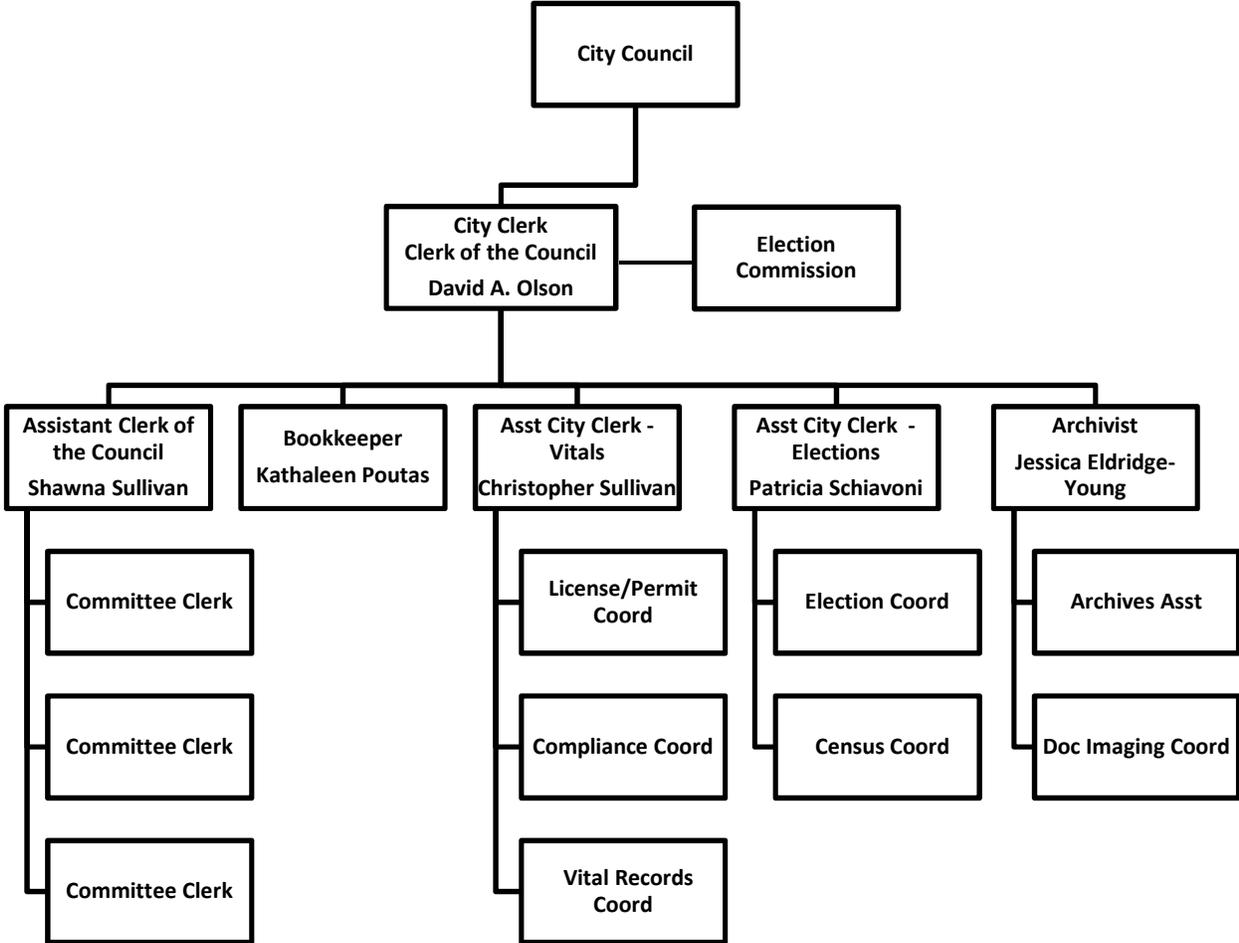
JULIUS CLARKE
NEWTON'S FIRST CITY CLERK

As we move into fiscal 2020 the City Clerk's office budget will see a few increases to help improve the work that we will be undertaking. The City Council's budget will increase to cover the cost of end-of-term activities, new Councilor orientation, and the Inaugural Ceremonies on January 1, 2020. The City Archives budget has been increased to hire a paid intern to assist with several major projects. Finally, the budget for Elections has been increased as there will be three elections in FY2020 including a Municipal Preliminary, Municipal Election, and the Presidential Primaries in March of 2020.

The staff of the City Clerk's office is here to serve the residents of Newton. Stop by the office 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.

David A. Olson
Newton's Eighth City Clerk

CLERK OF THE COUNCIL



Financial and Operating Highlights

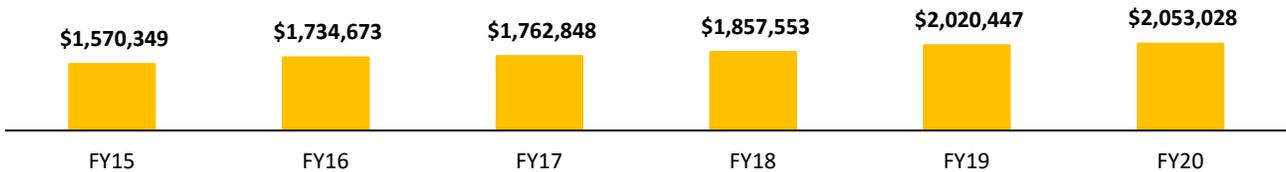
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Expenditure by Department						
City Council	\$ 870,514	\$ 913,027	\$ 936,042	\$ 961,205	\$ 996,044	\$ 1,007,676
City Clerk	\$ 333,499	\$ 346,787	\$ 330,929	\$ 366,114	\$ 386,904	\$ 385,258
Archives Management	\$ 26,055	\$ 78,230	\$ 79,134	\$ 123,676	\$ 168,860	\$ 171,383
Census Records	\$ 209,681	\$ 183,190	\$ 212,367	\$ 72,788	\$ 94,990	\$ 96,132
Elections	\$ 130,600	\$ 213,439	\$ 204,376	\$ 333,770	\$ 373,649	\$ 392,579
Total	\$ 1,570,349	\$ 1,734,673	\$ 1,762,848	\$ 1,857,553	\$ 2,020,447	\$ 2,053,028
% Incr		10.46%	1.62%	5.37%	8.77%	1.61%

Personnel

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

Total City Clerk Expenditures

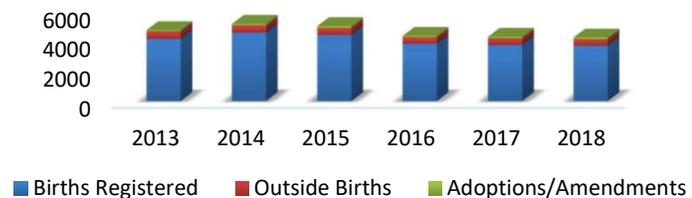


Operating Highlights

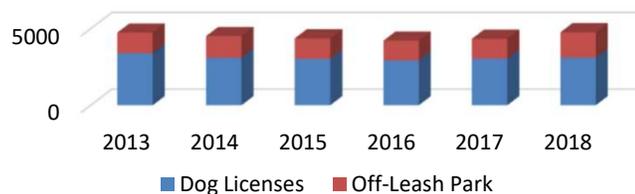
Income FY2018

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 2020 Outcomes and Strategies

Outcome 1

Provide Outstanding Customer Service

City Clerk Strategy: Provide continued improvement in response time to requests for information and records, especially for certified birth certificates which are needed to obtain a Real ID from the Registry of

Motor Vehicles.

Census Strategy: Create expanded Opportunities for On-line Response. Expanded opportunities for on-line response to include accepting forms with changes digitally.

Election Strategy: Improved Communication. Develop a poll worker web portal to better communicate and train poll workers. Hold information sessions on running for office.

City Council Strategy: New Technologies. Find new ways to use technology to distribute information.

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 improve access to on-line payment options.

Outcome 2

Ensure Easy Access to Public Records

Census Strategy: Continued Improvement in Census Speed and Accuracy. Use of scanning technologies and staff time to quickly process and update census information before the March Presidential Primary Elections.

Election Strategy: Expand Information Available for Candidates and Voters. Working with the Library and Public Buildings Departments to expand and upgrade Archives Storage at the Library and departmental facilities around the City.

City Council Strategy: New Technologies. Website redesign and organization; updated technology in the City Council Chamber; Special Permit database

Archives Strategy: Improved Finding Aids. Create finding aids for the collections of Mayors Mann, Cohen and Warren; Creating guides to assist the public with common queries.

City Clerk/Clerk of the Council

Fiscal Year 2020 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: Public Relations. Increase responses to the annual city census and the

Federal Census in 2020 to more accurately determine the population of the city.

Election Strategy: Improved Communication. Poll worker Portal, Voter registration opportunities, Municipal and Presidential Primary Elections in FY20; Voter Information Outreach.

City Council Strategy: Expanded Use of Current Strategies. Continue to expand the use of Public Records request software.

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

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

Census Strategy: Improve digital search of Census records. Improve digital search of Census records to more quickly find an individual response.

Election Strategy: Improved Communication. Review software options to more effectively present voter information and election night results.

City Council Strategy: Enhanced Organization of Material. Look at ways to better organize material presented by the City Council to make it easier to find on the city website.

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.

Outcome 4

Have Award winning records management procedures and practices

FUND: 01 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
CLERK/CLERK OF THE BOARD SUMMARY						
51 - PERSONAL SERVICES	1,240,856	1,303,552	1,391,882	1,091,497	1,463,392	71,510
52 - EXPENSES	190,316	222,110	227,665	114,168	216,726	-10,939
58 - DEBT AND CAPITAL	7,560	9,500	9,000	0	9,000	0
57 - FRINGE BENEFITS	323,993	322,389	391,900	277,450	363,909	-27,991
TOTAL DEPARTMENT	1,762,725	1,857,551	2,020,447	1,483,115	2,053,027	32,580
CITY COUNCIL						
51 - PERSONAL SERVICES	644,875	653,107	667,687	506,227	683,581	15,895
52 - EXPENSES	65,471	80,547	67,970	37,297	77,250	9,280
58 - DEBT AND CAPITAL	2,000	4,500	2,500	0	2,500	0
57 - FRINGE BENEFITS	223,696	223,051	257,887	192,400	244,345	-13,542
TOTAL CITY COUNCIL	936,042	961,205	996,044	735,924	1,007,676	11,632
CITY CLERK						
51 - PERSONAL SERVICES	239,108	262,548	273,927	210,939	281,556	7,629
52 - EXPENSES	26,674	37,428	40,729	29,637	33,525	-7,204
58 - DEBT AND CAPITAL	722	0	1,500	0	1,500	0
57 - FRINGE BENEFITS	64,425	66,139	74,748	50,548	68,677	-6,071
TOTAL CITY CLERK	330,929	366,114	390,904	291,123	385,258	-5,646
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	57,031	96,495	122,340	85,754	132,368	10,028
52 - EXPENSES	14,414	18,676	18,726	225	20,601	1,875
57 - FRINGE BENEFITS	7,689	8,504	27,794	12,168	18,414	-9,380
TOTAL ARCHIVES MANAGEMENT	79,134	123,676	168,860	98,147	171,383	2,523
CENSUS RECORDS						
51 - PERSONAL SERVICES	152,809	39,061	50,282	32,550	45,097	-5,185
52 - EXPENSES	31,374	30,444	40,027	27,529	41,900	1,873
57 - FRINGE BENEFITS	28,184	3,282	681	5,908	9,135	8,453
TOTAL CENSUS RECORDS	212,367	72,788	90,990	65,986	96,132	5,142
ELECTIONS						
51 - PERSONAL SERVICES	147,033	252,341	277,647	256,029	320,790	43,143
52 - EXPENSES	52,383	55,015	60,213	19,480	43,450	-16,763
58 - DEBT AND CAPITAL	4,838	5,000	5,000	0	5,000	0
57 - FRINGE BENEFITS	0	21,413	30,789	16,426	23,338	-7,451
TOTAL ELECTIONS	204,254	333,770	373,649	291,935	392,579	18,930

FUND: 01 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
101 - CLERK/CLERK OF THE BOARD						
0110101 - CITY COUNCIL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	409,025	413,457	422,438	327,964	437,400	14,963
511101 PART TIME < 20 HRS/WK	0	0	2,500	113	2,500	0
511103 OFFICIALS W/BENEFITS	234,000	234,000	234,000	175,500	234,000	0
514001 LONGEVITY	1,850	5,650	4,800	2,650	5,550	750
5190 SALARY/WAGE RESERVE	0	0	3,949	0	4,131	182
TOTAL PERSONAL SERVICES	644,875	653,107	667,687	506,227	683,581	15,895
EXPENSES						
52401 OFFICE EQUIPMENT R-M	1,324	1,489	1,500	672	1,500	0
52409 PUBLIC PROPERTY R-M	6,362	6,000	6,000	289	6,000	0
53401 TELEPHONE	519	462	550	280	450	-100
5341 POSTAGE	5,361	5,745	6,120	3,311	6,000	-120
5342 PRINTING	4,826	6,115	7,500	7,065	7,500	0
5343 ADVERTISING/PUBLICATIO	36,940	38,536	36,000	20,146	35,000	-1,000
5420 OFFICE SUPPLIES	4,558	6,519	6,000	5,290	7,000	1,000
5593 AWARDS & TROPHIES	0	3,216	500	0	2,000	1,500
5712 REFRESHMENTS/MEALS	1,672	4,555	1,000	149	4,000	3,000
575401 ELECTED OFFICIAL EXPEN	3,908	2,326	2,800	95	2,800	0
57543 INAUGURAL EXPENSES	0	5,582	0	0	5,000	5,000
TOTAL EXPENSES	65,471	80,547	67,970	37,297	77,250	9,280
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	5,309	5,440	5,944	4,780	6,522	578
57HLTH HEALTH INSURANCE	204,639	203,320	238,407	175,820	224,096	-14,311
57LIFE BASIC LIFE INSURANCE	396	368	228	255	342	114
57MEDA MEDICARE PAYROLL TAX	8,250	8,354	9,645	6,339	9,879	233
57OPEB OPEB CONTRIBUTION	5,101	5,570	3,663	5,206	3,506	-157
TOTAL FRINGE BENEFITS	223,696	223,051	257,887	192,400	244,345	-13,542
DEBT AND CAPITAL						
58515 OFFICE FURNITURE	2,000	4,500	2,500	0	2,500	0
TOTAL DEBT AND CAPITAL	2,000	4,500	2,500	0	2,500	0
TOTAL CITY COUNCIL	936,042	961,205	996,044	735,924	1,007,676	11,632

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2017	FY2018	2019	4/11/2019	2020	2019 to 2020
0110102 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	231,204	252,224	265,777	203,003	272,906	7,129
513001	REGULAR OVERTIME	497	1,024	0	2,298	0	0
514001	LONGEVITY	3,400	3,400	4,150	900	4,650	500
514317	ADMINISTRATIVE STIPEND	0	0	0	0	2,000	2,000
514323	NOTARY STIPEND	2,008	2,000	2,000	1,538	0	-2,000
515005	BONUSES	0	1,400	0	1,200	0	0
515102	CLEANING ALLOWANCE	2,000	2,500	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		239,108	262,548	273,927	210,939	281,556	7,629
EXPENSES							
52401	OFFICE EQUIPMENT R-M	0	225	622	0	655	33
52409	PUBLIC PROPERTY R-M	0	9,060	4,500	0	4,500	0
52410	SOFTWARE MAINTENANC	0	342	395	388	400	5
5274	RENTAL - EQUIPMENT	0	3,382	3,499	3,496	3,390	-109
53401	TELEPHONE	577	514	600	312	500	-100
5341	POSTAGE	15,794	14,435	14,200	14,179	10,200	-4,000
5342	PRINTING	4,037	5,299	7,000	3,302	7,000	0
5343	ADVERTISING/PUBLICATIO	538	620	650	0	800	150
5420	OFFICE SUPPLIES	4,617	2,521	4,920	4,018	4,920	0
5585	COMPUTER SUPPLIES	557	128	3,130	2,789	130	-3,000
5711	IN-STATE CONFERENCES	20	350	300	240	300	0
5730	DUES & SUBSCRIPTIONS	435	450	813	813	630	-183
575005	EMPLOYEE HONESTY BON	100	100	100	100	100	0
TOTAL EXPENSES		26,674	37,428	40,729	29,637	33,525	-7,204
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,307	1,509	2,132	1,359	1,866	-266
57HLTH	HEALTH INSURANCE	57,081	57,696	64,588	44,428	60,067	-4,521
57LIFE	BASIC LIFE INSURANCE	132	170	171	127	171	0
57MEDA	MEDICARE PAYROLL TAX	3,189	3,543	3,943	2,813	4,046	103
57OPEB	OPEB CONTRIBUTION	2,715	3,220	3,914	1,820	2,527	-1,388
TOTAL FRINGE BENEFITS		64,425	66,139	74,748	50,548	68,677	-6,071
DEBT AND CAPITAL							
58514	OFFICE EQUIPMENT	722	0	1,500	0	1,500	0
TOTAL DEBT AND CAPITAL		722	0	1,500	0	1,500	0
TOTAL CITY CLERK		330,929	366,114	390,904	291,123	385,258	-5,646

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2017	FY2018	2019	4/11/2019	2020	2019 to 2020
0110103 - ARCHIVES MANAGEMENT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	43,917	83,769	109,464	75,434	107,647	-1,817
511101	PART TIME < 20 HRS/WK	12,614	12,376	12,376	9,520	23,471	11,095
514001	LONGEVITY	0	0	0	0	750	750
515005	BONUSES	0	350	0	300	0	0
515102	CLEANING ALLOWANCE	500	0	500	500	500	0
TOTAL PERSONAL SERVICES		57,031	96,495	122,340	85,754	132,368	10,028
EXPENSES							
52410	SOFTWARE MAINTENANC	0	0	0	0	1,875	1,875
5245	DOCUMENT SHREDDING	3,350	3,500	3,500	0	3,500	0
5304	DOCUMENT PRESERVATI	2,400	2,628	3,000	0	4,500	1,500
5346	MICROFILMING	2,664	6,000	6,000	0	4,500	-1,500
5420	OFFICE SUPPLIES	5,000	5,000	5,000	0	5,000	0
5585	COMPUTER SUPPLIES	1,000	1,398	1,000	0	1,000	0
5730	DUES & SUBSCRIPTIONS	0	151	226	225	226	0
TOTAL EXPENSES		14,414	18,676	18,726	225	20,601	1,875
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	208	216	226	312	468	242
57HLTH	HEALTH INSURANCE	5,270	5,372	21,898	8,045	12,084	-9,814
57LIFE	BASIC LIFE INSURANCE	0	0	0	38	57	57
57MEDA	MEDICARE PAYROLL TAX	781	1,363	1,774	1,173	1,930	156
57OPEB	OPEB CONTRIBUTION	1,429	1,554	3,896	2,601	3,875	-21
TOTAL FRINGE BENEFITS		7,689	8,504	27,794	12,168	18,414	-9,380
TOTAL ARCHIVES MANAGEMENT		79,134	123,676	168,860	98,147	171,383	2,523

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2017	FY2018	2019	4/11/2019	2020	2019 to 2020
0110104 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	147,910	38,088	46,482	29,611	43,097	-3,385
512001	SEASONAL WAGES	3,361	0	2,500	0	0	-2,500
513001	REGULAR OVERTIME	538	123	800	1,639	1,500	700
515005	BONUSES	0	350	0	300	0	0
515102	CLEANING ALLOWANCE	1,000	500	500	1,000	500	0
TOTAL PERSONAL SERVICES		152,809	39,061	50,282	32,550	45,097	-5,185
EXPENSES							
52401	OFFICE EQUIPMENT R-M	0	0	250	0	0	-250
52409	PUBLIC PROPERTY R-M	4,060	4,247	3,177	0	0	-3,177
5341	POSTAGE	14,754	14,625	21,500	14,265	25,000	3,500
5342	PRINTING	10,920	11,572	13,200	12,718	15,000	1,800
5343	ADVERTISING/PUBLICATIO	1,315	0	1,500	546	1,500	0
5711	IN-STATE CONFERENCES	325	0	400	0	400	0
TOTAL EXPENSES		31,374	30,444	40,027	27,529	41,900	1,873
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	725	73	0	152	234	234
57HLTH	HEALTH INSURANCE	21,841	2,162	0	4,310	6,660	6,660
57LIFE	BASIC LIFE INSURANCE	57	5	0	38	57	57
57MEDA	MEDICARE PAYROLL TAX	2,105	706	681	442	632	-49
57OPEB	OPEB CONTRIBUTION	3,456	336	0	967	1,551	1,551
TOTAL FRINGE BENEFITS		28,184	3,282	681	5,908	9,135	8,453
TOTAL CENSUS RECORDS		212,367	72,788	90,990	65,986	96,132	5,142

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020	
0110105 - ELECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	-653	92,729	107,930	84,695	112,388	4,458
511103	OFFICIALS W/BENEFITS	0	3,623	3,952	2,964	3,952	0
512001	SEASONAL WAGES	67,689	69,816	77,265	78,569	98,000	20,735
513001	REGULAR OVERTIME	0	992	1,000	1,256	1,500	500
513004	WORK BY OTHER DEPTS.	74,368	78,089	80,000	75,779	95,000	15,000
514402	ELECTION TRAINING STIP	5,629	6,743	7,000	12,466	9,450	2,450
515005	BONUSES	0	350	0	300	0	0
515102	CLEANING ALLOWANCE	0	0	500	0	500	0
	TOTAL PERSONAL SERVICES	147,033	252,341	277,647	256,029	320,790	43,143
EXPENSES							
52410	SOFTWARE MAINTENANC	0	0	6,250	450	6,000	-250
5275	RENTAL/LEASE - PROPER	1,800	1,800	2,000	0	2,000	0
5290	CLEANING/CUSTODIAL SV	1,500	1,912	1,704	1,405	1,700	-4
5319	TRAINING EXPENSES	0	30	500	0	500	0
53401	TELEPHONE	378	337	400	204	350	-50
5341	POSTAGE	17,488	814	11,220	3,785	5,000	-6,220
5342	PRINTING	12,514	7,594	10,000	2,457	8,000	-2,000
5343	ADVERTISING/PUBLICATIO	-253	12,855	12,855	4,524	5,000	-7,855
5390	POLICE PRIVATE DETAIL S	0	0	396	396	0	-396
5420	OFFICE SUPPLIES	1,550	1,412	1,000	704	1,000	0
5585	COMPUTER SUPPLIES	358	0	0	0	1,500	1,500
5586	VOTING SUPPLIES	17,857	26,737	11,988	5,019	11,000	-988
5711	IN-STATE CONFERENCES	0	315	400	0	400	0
5712	REFRESHMENTS/MEALS	-810	1,210	1,500	535	1,000	-500
	TOTAL EXPENSES	52,383	55,015	60,213	19,480	43,450	-16,763
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	0	595	560	430	582	22
57HLTH	HEALTH INSURANCE	0	17,205	23,622	13,522	18,281	-5,341
57LIFE	BASIC LIFE INSURANCE	0	52	114	42	57	-57
57MEDA	MEDICARE PAYROLL TAX	0	1,221	2,650	1,202	2,715	65
57OPEB	OPEB CONTRIBUTION	0	2,341	3,843	1,230	1,703	-2,139
	TOTAL FRINGE BENEFITS	0	21,413	30,789	16,426	23,338	-7,451
DEBT AND CAPITAL							
585152	ELECTIONS FURNITURE	4,838	5,000	5,000	0	5,000	0
	TOTAL DEBT AND CAPITAL	4,838	5,000	5,000	0	5,000	0
	TOTAL ELECTIONS	204,254	333,770	373,649	291,935	392,579	18,930
TOTAL CLERK/CLERK OF THE BOARD		1,762,725	1,857,551	2,020,447	1,483,115	2,053,027	32,580