

# City Clerk/Clerk of the Council

## Mission Statement

To provide courteous, high-quality customer service; provide access to public records; disseminate accurate information; provide administrative support services to the City Council; meet regulatory requirements established by City Ordinance and Massachusetts law.

## Fiscal Year 2016 Accomplishments

**Public Access** - Improved and enhanced online requests, ordering and payment capabilities.

**Public Records & Archives** - Created strategic plan for the City's archival collections.

**Elections** - Trained poll workers and implemented new practices and procedures in preparation for presidential election.

**Records Management & Practices** - Implemented new search engine to provide better online access to material.

**Customer Service** - Continued to make improvements to customer service interactions.

**Legislative Support** - Continued to review and determine best fit for agenda management software.

## Fiscal Year 2017 Desired Outcomes

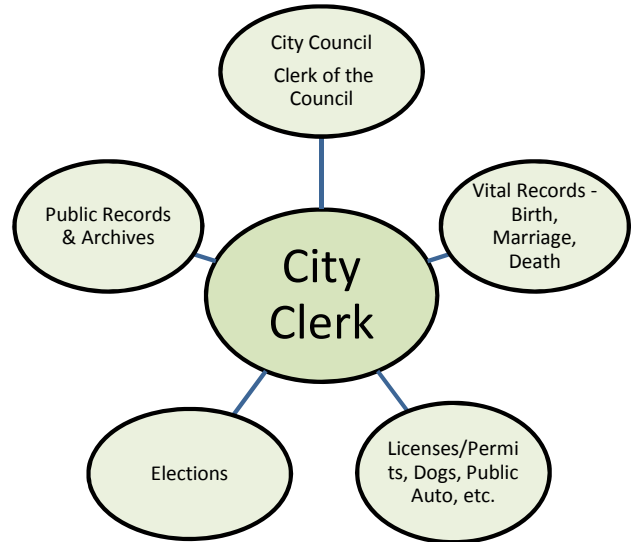
**Public Access** - Continue scanning of building files; promote new ways for residents to access public archives.

**Public Records & Archives** - Creation of state of the art archives space in Library; develop record transfer protocols; continue to promote new ways for public to access records.

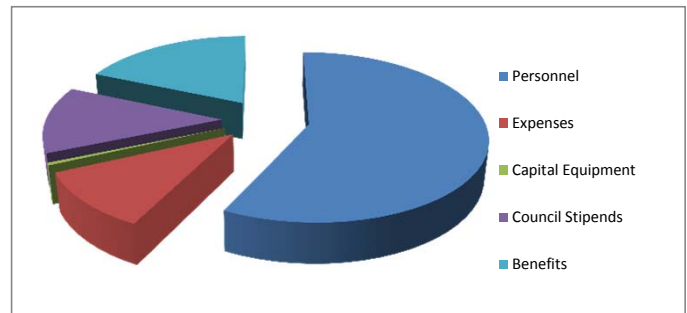
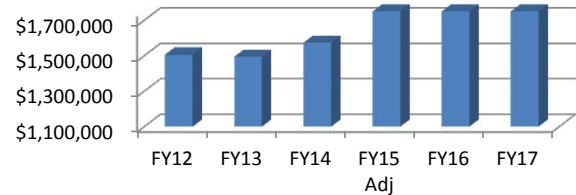
**Elections** - Reconfiguration of basement office and storage space; implement new early voting requirements for 2016 elections.

**City Council** - Work with IT Department to improve process for retrieval of online documentation.

**Customer Service** - Work with Public Buildings Department to maximize efficiency of office space for staff and residents.



## City Clerk/Clerk of the Council



## Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2016	FY17	
<b>Expenditure by Core Function</b>								
Personnel	\$ 924,193	\$ 951,621	\$ 873,184	\$ 931,217	\$ 1,082,476	\$ 1,043,977		
Expenses	\$ 137,545	\$ 66,100	\$ 144,283	\$ 132,196	\$ 184,155	\$ 196,244		
Capital Equipment	\$ -	\$ -	\$ 9,683	\$ 4,882	\$ 8,900	\$ 8,500		
Council Stipends	\$ 234,000	\$ 222,625	\$ 223,546	\$ 231,563	\$ 234,000	\$ 234,000		
Benefits	\$ 284,699	\$ 266,333	\$ 243,830	\$ 273,897	\$ 319,692	\$ 336,428		
<b>Total</b>	\$ 1,580,437	\$ 1,506,679	\$ 1,494,526	\$ 1,573,756	\$ 1,829,223	\$ 1,819,149		
<b>% Incr</b>		-4.67%	-0.81%	5.30%	16.23%	-0.55%		
<b>Personnel</b>								
Full-Time	14	14	13	13	14	14		
Part-Time	1	1	1	1	1	1		
<b>Total</b>	15	15	14	14	15	15		

## **FY2016 Accomplishments - City Clerk & Elections**

### **Outcome #1 - Continued Improvement in Access to Public Records**

#### **Target**

#### **Result**

#### **Strategy #1: Complete Archives Strategic Plan**

Working with consultant and key holders of archival material in City departments, completed development of a long-term plan for care and housing of archival material.

Jan 2016 Completed. A copy of the Strategic Plan is available

#### **Strategy #2: Marketing and Public Relations Plan**

Highlight the collections in the archives via news stories, displays and research opportunities.

Jun 2016 Elections updates published in Tab before Fall elections. Exhibit/information for archives in planning stage

#### **Strategy #3: Document Scanning**

Hire a Document Scanning Coordinator and continue scanning records in Inspectional Services to provide digital access to permits for inspectors and the public.

Aug 2015 Scanning Coordinator hired in April 2015. Has begun scanning building files and uploading to Community Plus

### **Outcome #2: Improved Records Management Procedures and Practices**

#### **Target**

#### **Result**

#### **Strategy #1: Develop Records Management Training**

Provide training opportunities for department staff who are responsible for records management in their departments.

Mar 2016 City Archivist has been working with departments. Focused on Fire Department Headquarters move to Aquinas

#### **Strategy #2: Rehouse Records and Archives**

Develop plans and programs to rehouse records which must be moved.

Mar 2016 Fire Department and other departments completed

### **Outcome #3: Continued Improvement in Customer Service**

#### **Target**

#### **Result**

#### **Strategy #1: Implement Statewide Issuance of Vital Records**

Work with Registry of Vital Records working group to implement the process for issuing birth records from any community regardless of where someone lives.

May 2016 This initiative was abandoned by the State, however 2015 was a successful first year for online payments

#### **Strategy #2: Office Improvements to Improve Customer Service**

Continue to develop plans to make the office space as efficient as possible for staff and customers.

June 2016 Plans have been developed, work is still to be completed

### **Outcome #4: Support for the Board of Aldermen**

#### **Target**

#### **Result**

#### **Strategy #1: Continue to Seek Out Improved Online Search Capabilities**

Working with Aldermen and IT Department to find better options for online document retrieval.

June 2016 Looking at Perceptive Software as a means for online search

### **Outcome #5: Efficient Elections and Census**

#### **Target**

#### **Result**

#### **Strategy #1: Review of Polling Locations**

Review each polling location to determine if better locations exist.

Mar 2016 Work ongoing, improvements being made to the Waban Library Center; Memorial-Spaulding move under review.

#### **Strategy #2: Implement New Early Voting Requirements for 2016 Elections**

Develop plans and procedures for implementing early voting in Newton required by state law for the 2016 elections.

June 2016 Regulations have been promulgated and plans are being developed

## **FY2017 Projected Outcomes - City Clerk & Elections**

### **Outcome #1 - Continued Improvement in Access to Public Records**

**Target**

#### **Strategy #1: Develop Plan to Create Centralized Archives**

Work with the Library to include the creation of a state of the art archives space in the Library's expansion plans to house all of the City's archival records. Jun 2017

#### **Strategy #2: Continue to Develop a Marketing and Public Relations Plan**

Find new opportunities to promote the ways that residents can access records of the City including the City Council and City Clerk. Jan 2017

#### **Strategy #3: Document Scanning**

Continue to work with Inspectional Services to scan and load building record information into Community Plus to make it usable by inspectors in the field. Jun 2017

### **Outcome #2: Improved Records Management Procedures and Practices**

**Target**

#### **Strategy #1: Develop Records Transfer Protocols**

Develop records transfer protocols and prepare for transfer of departmental archival records to City archives. Jun 2017

#### **Strategy #2: Rehouse Records and Archives**

Finish the assignment of records management and records storage spaces to Departments for records storage. Dec 2016

### **Outcome #3: Continued Improvement in Customer Service**

**Target**

#### **Strategy #1: Complete Office Improvements to Improve Customer Service**

Continue to work with the Public Buildings Department to make the office space as efficient as possible for staff and customers. Dec 2016

### **Outcome #4: Support for the City Council**

**Target**

#### **Strategy #1: Continue to Seek out Software to Improve Online Document Retrieval**

Work with IT Department to find better options for online document retrieval. Jun 2017

### **Outcome #5: Efficient Elections and Census**

**Target**

#### **Strategy #1: Complete Updating of Basement Office and Storage Spaces**

Work with the Public Buildings Department to complete reconfiguration of space. Sep 2016

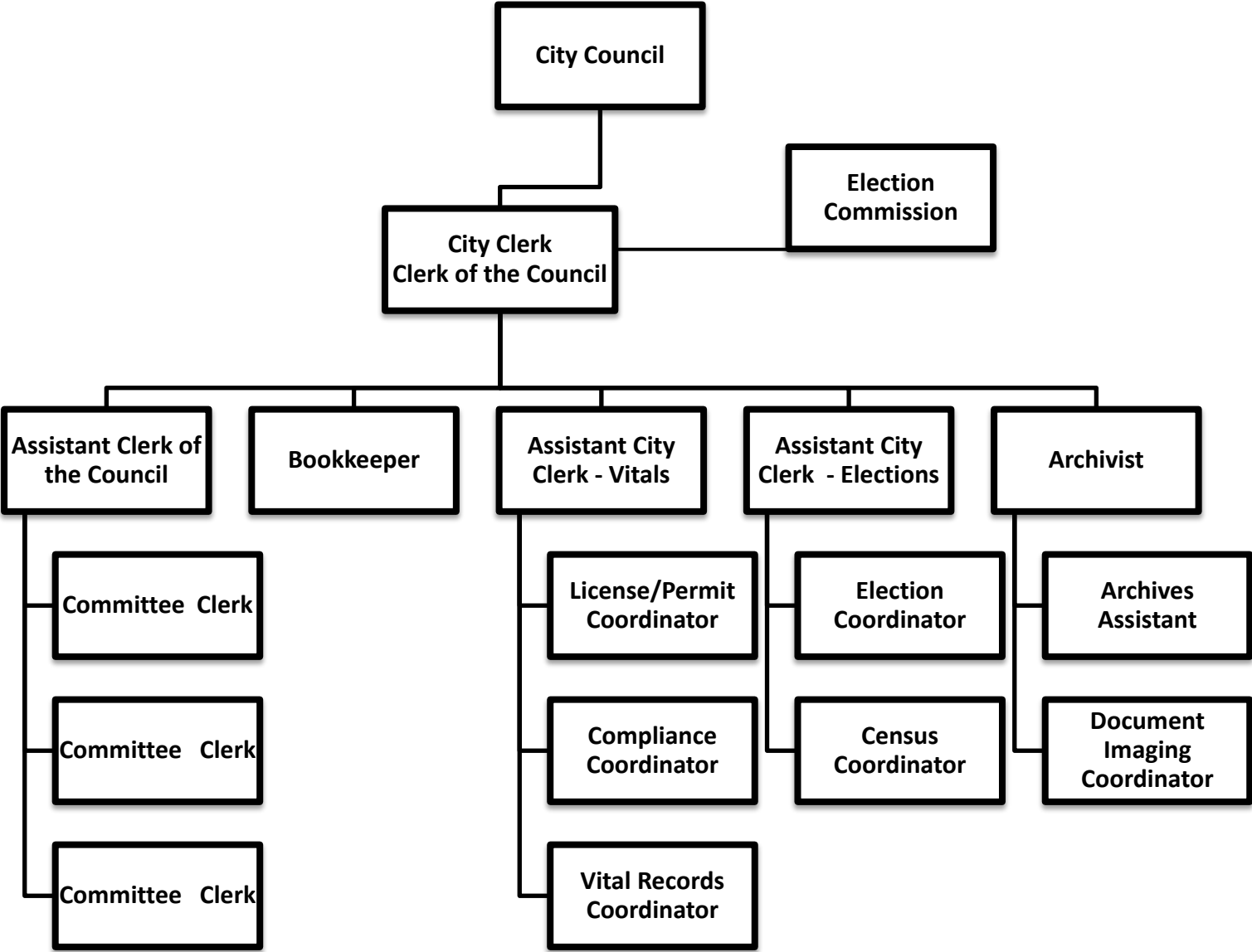
#### **Strategy #2: Implement New Early Voting Requirements for 2016 Elections**

Develop plans and procedures for implementing early voting in Newton required by state law for the 2016 elections. Sep 2016

#### **Strategy #3: Begin Process of Purchasing New Election Equipment**

Research the effectiveness and requirements of the State's newly approved election equipment. January 2017

# CLERK OF THE BOARD



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

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
<b>CLERK/CLERK OF THE BOARD SUMMARY</b>						
51 - PERSONAL SERVICES	1,096,730	1,162,780	1,316,476	1,009,933	1,274,477	-42,000
52 - EXPENSES	144,283	132,196	184,155	132,815	196,244	12,089
58 - DEBT AND CAPITAL	9,683	4,882	8,900	8,290	8,500	-400
57 - FRINGE BENEFITS	243,830	273,897	319,692	236,932	336,428	16,736
<b>TOTAL DEPARTMENT</b>	<b>1,494,526</b>	<b>1,573,756</b>	<b>1,829,223</b>	<b>1,387,970</b>	<b>1,815,649</b>	<b>-13,574</b>
<b>CITY COUNCIL</b>						
51 - PERSONAL SERVICES	606,389	622,334	649,447	500,780	627,461	-21,987
52 - EXPENSES	53,747	58,779	65,220	40,643	65,408	188
58 - DEBT AND CAPITAL	0	0	3,900	3,822	2,000	-1,900
57 - FRINGE BENEFITS	175,984	189,401	215,919	161,612	223,620	7,701
<b>TOTAL CITY COUNCIL</b>	<b>836,119</b>	<b>870,514</b>	<b>934,487</b>	<b>706,857</b>	<b>918,489</b>	<b>-15,998</b>
<b>CITY CLERK</b>						
51 - PERSONAL SERVICES	220,338	265,601	271,475	197,086	280,146	8,671
52 - EXPENSES	19,742	15,248	28,210	19,358	30,901	2,691
58 - DEBT AND CAPITAL	9,683	0	0	0	1,500	1,500
57 - FRINGE BENEFITS	39,467	53,850	61,185	48,422	75,136	13,951
<b>TOTAL CITY CLERK</b>	<b>289,230</b>	<b>334,699</b>	<b>360,870</b>	<b>264,865</b>	<b>387,683</b>	<b>26,813</b>
<b>ARCHIVES MANAGEMENT</b>						
51 - PERSONAL SERVICES	12,257	12,495	55,574	42,753	56,141	567
52 - EXPENSES	9,109	13,465	15,500	8,112	17,900	2,400
57 - FRINGE BENEFITS	178	95	8,405	5,802	7,560	-845
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>21,544</b>	<b>26,055</b>	<b>79,479</b>	<b>56,667</b>	<b>81,601</b>	<b>2,122</b>
<b>CENSUS RECORDS</b>						
51 - PERSONAL SERVICES	143,708	152,207	157,244	99,712	163,599	6,354
52 - EXPENSES	23,659	29,130	37,847	30,997	41,269	3,422
57 - FRINGE BENEFITS	28,198	30,551	33,378	21,069	29,279	-4,099
<b>TOTAL CENSUS RECORDS</b>	<b>195,564</b>	<b>211,888</b>	<b>228,469</b>	<b>151,778</b>	<b>234,147</b>	<b>5,678</b>
<b>ELECTIONS</b>						
51 - PERSONAL SERVICES	114,039	110,144	182,735	169,602	147,130	-35,605
52 - EXPENSES	38,026	15,574	37,378	33,704	40,766	3,388
58 - DEBT AND CAPITAL	0	4,882	5,000	4,468	5,000	0
57 - FRINGE BENEFITS	4	0	805	28	833	28
<b>TOTAL ELECTIONS</b>	<b>152,069</b>	<b>130,600</b>	<b>225,918</b>	<b>207,802</b>	<b>193,729</b>	<b>-32,189</b>

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

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017	
<b>101 - CLERK/CLERK OF THE BOARD</b>							
<b>0110101 - CITY COUNCIL</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	380,118	387,946	392,653	306,352	391,611	-1,042
511103	OFFICIALS W/BENEFITS	223,546	231,563	234,000	175,500	234,000	0
514001	LONGEVITY	2,725	2,825	2,825	2,398	1,850	-975
515003	SPECIAL LEAVE BUY BAC	0	0	6,000	6,000	0	-6,000
515006	VACATION BUY BACK	0	0	10,530	10,530	0	-10,530
5190	SALARY/WAGE RESERVE	0	0	3,439	0	0	-3,439
<b>TOTAL PERSONAL SERVICES</b>		<b>606,389</b>	<b>622,334</b>	<b>649,447</b>	<b>500,780</b>	<b>627,461</b>	<b>-21,987</b>
<b>EXPENSES</b>							
52401	OFFICE EQUIPMENT R-M	0	420	1,520	1,520	1,520	0
52409	PUBLIC PROPERTY R-M	5,627	2,200	0	0	3,000	3,000
53401	TELEPHONE	589	610	730	410	730	0
5341	POSTAGE	4,643	6,202	4,825	4,541	5,308	483
5342	PRINTING	3,018	5,931	7,510	7,426	7,425	-85
5343	ADVERTISING/PUBLICATIO	23,888	36,649	33,015	14,178	35,000	1,985
5420	OFFICE SUPPLIES	4,419	3,768	4,500	3,217	4,725	225
5593	AWARDS & TROPHIES	0	0	500	0	1,200	700
5712	REFRESHMENTS/MEALS	3,318	778	4,000	2,120	2,000	-2,000
575401	ELECTED OFFICIAL EXPEN	4,186	2,220	4,620	4,052	4,500	-120
57543	INAUGURAL EXPENSES	4,059	0	4,000	3,180	0	-4,000
<b>TOTAL EXPENSES</b>		<b>53,747</b>	<b>58,779</b>	<b>65,220</b>	<b>40,643</b>	<b>65,408</b>	<b>188</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	4,812	5,075	5,443	3,986	5,485	42
57HLTH	HEALTH INSURANCE	161,191	173,550	197,237	148,560	205,244	8,007
57LIFE	BASIC LIFE INSURANCE	368	396	434	293	170	-264
57MEDA	MEDICARE PAYROLL TAX	7,943	8,033	10,044	6,525	9,111	-932
57OPEB	OPEB CONTRIBUTION	1,670	2,347	2,762	2,248	3,610	848
<b>TOTAL FRINGE BENEFITS</b>		<b>175,984</b>	<b>189,401</b>	<b>215,919</b>	<b>161,612</b>	<b>223,620</b>	<b>7,701</b>
<b>DEBT AND CAPITAL</b>							
58515	OFFICE FURNITURE	0	0	3,900	3,822	2,000	-1,900
<b>TOTAL DEBT AND CAPITAL</b>		<b>0</b>	<b>0</b>	<b>3,900</b>	<b>3,822</b>	<b>2,000</b>	<b>-1,900</b>
<b>TOTAL CITY COUNCIL</b>		<b>836,119</b>	<b>870,514</b>	<b>934,487</b>	<b>706,857</b>	<b>918,489</b>	<b>-15,998</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2014	FY2015	2016	4/13/2016	2017	2016 to 2017
<b>0110102 - CITY CLERK</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	211,653	251,440	251,134	179,759	268,216	17,081
513001	REGULAR OVERTIME	0	832	145	628	0	-145
514001	LONGEVITY	5,125	6,075	6,075	3,485	5,900	-175
514309	OTHER STIPENDS	930	0	0	0	4,031	4,031
514323	NOTARY STIPEND	631	4,054	4,031	3,123	0	-4,031
515003	SPECIAL LEAVE BUY BAC	0	0	476	476	0	-476
515005	BONUSES	0	1,200	0	0	0	0
515006	VACATION BUY BACK	0	0	7,114	7,114	0	-7,114
515102	CLEANING ALLOWANCE	2,000	2,000	2,500	2,500	2,000	-500
<b>TOTAL PERSONAL SERVICES</b>		<b>220,338</b>	<b>265,601</b>	<b>271,475</b>	<b>197,086</b>	<b>280,146</b>	<b>8,671</b>
<b>EXPENSES</b>							
52401	OFFICE EQUIPMENT R-M	723	0	0	0	0	0
52409	PUBLIC PROPERTY R-M	2,935	990	3,000	0	3,000	0
53401	TELEPHONE	655	678	700	456	700	0
5341	POSTAGE	7,275	7,426	12,700	11,578	13,970	1,270
5342	PRINTING	4,504	3,699	6,310	3,607	6,941	631
5343	ADVERTISING/PUBLICATIO	0	0	0	0	790	790
5420	OFFICE SUPPLIES	2,922	2,145	4,650	3,067	4,650	0
5711	IN-STATE CONFERENCES	0	0	200	180	200	0
5730	DUES & SUBSCRIPTIONS	628	210	550	370	550	0
575005	EMPLOYEE HONESTY BON	100	100	100	100	100	0
<b>TOTAL EXPENSES</b>		<b>19,742</b>	<b>15,248</b>	<b>28,210</b>	<b>19,358</b>	<b>30,901</b>	<b>2,691</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	1,081	1,497	1,424	1,120	1,658	234
57HLTH	HEALTH INSURANCE	35,866	48,315	55,437	43,657	66,616	11,179
57LIFE	BASIC LIFE INSURANCE	203	217	180	127	170	-10
57MEDA	MEDICARE PAYROLL TAX	2,317	2,832	2,404	2,044	3,207	804
57OPEB	OPEB CONTRIBUTION	0	988	1,741	1,474	3,484	1,744
<b>TOTAL FRINGE BENEFITS</b>		<b>39,467</b>	<b>53,850</b>	<b>61,185</b>	<b>48,422</b>	<b>75,136</b>	<b>13,951</b>
<b>DEBT AND CAPITAL</b>							
58514	OFFICE EQUIPMENT	9,683	0	0	0	1,500	1,500
<b>TOTAL DEBT AND CAPITAL</b>		<b>9,683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>
<b>TOTAL CITY CLERK</b>		<b>289,230</b>	<b>334,699</b>	<b>360,870</b>	<b>264,865</b>	<b>387,683</b>	<b>26,813</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
<b>0110103 - ARCHIVES MANAGEMENT</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	0	0	42,738	33,440	42,854	116
511101 PART TIME < 20 HRS/WK	12,257	12,495	12,836	9,313	12,787	-49
515102 CLEANING ALLOWANCE	0	0	0	0	500	500
<b>TOTAL PERSONAL SERVICES</b>	<b>12,257</b>	<b>12,495</b>	<b>55,574</b>	<b>42,753</b>	<b>56,141</b>	<b>567</b>
<b>EXPENSES</b>						
5245 DOCUMENT SHREDDING	3,390	2,499	3,500	1,380	3,500	0
5304 DOCUMENT PRESERVATI	0	0	2,000	1,625	2,400	400
5346 MICROFILMING	0	5,959	5,000	3,000	6,000	1,000
5420 OFFICE SUPPLIES	4,843	5,006	5,000	2,107	5,000	0
5585 COMPUTER SUPPLIES	876	0	0	0	1,000	1,000
<b>TOTAL EXPENSES</b>	<b>9,109</b>	<b>13,465</b>	<b>15,500</b>	<b>8,112</b>	<b>17,900</b>	<b>2,400</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	0	-1	497	158	208	-289
57HLTH HEALTH INSURANCE	0	-39	5,749	3,958	5,270	-479
57MEDA MEDICARE PAYROLL TAX	178	144	770	599	647	-122
57OPEB OPEB CONTRIBUTION	0	-10	1,389	1,087	1,435	46
<b>TOTAL FRINGE BENEFITS</b>	<b>178</b>	<b>95</b>	<b>8,405</b>	<b>5,802</b>	<b>7,560</b>	<b>-845</b>
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>21,544</b>	<b>26,055</b>	<b>79,479</b>	<b>56,667</b>	<b>81,601</b>	<b>2,122</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017	
<b>0110104 - CENSUS RECORDS</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	136,632	139,810	148,518	94,669	155,372	6,854
511103	OFFICIALS W/BENEFITS	3,509	3,952	3,951	2,964	3,952	1
512001	SEASONAL WAGES	0	0	2,500	0	2,500	0
513001	REGULAR OVERTIME	961	1,309	1,000	1,304	0	-1,000
514001	LONGEVITY	1,175	3,929	775	775	775	0
514323	NOTARY STIPEND	431	1,454	0	0	0	0
515005	BONUSES	0	600	0	0	0	0
515101	CLOTHING ALLOWANCE	0	154	0	0	0	0
515102	CLEANING ALLOWANCE	1,000	1,000	500	0	1,000	500
<b>TOTAL PERSONAL SERVICES</b>		<b>143,708</b>	<b>152,207</b>	<b>157,244</b>	<b>99,712</b>	<b>163,599</b>	<b>6,354</b>
<b>EXPENSES</b>							
52401	OFFICE EQUIPMENT R-M	132	0	250	0	250	0
52409	PUBLIC PROPERTY R-M	5,224	0	3,177	3,177	3,177	0
53401	TELEPHONE	0	0	500	0	500	0
5341	POSTAGE	5,213	18,585	20,220	19,186	22,242	2,022
5342	PRINTING	11,396	9,909	12,000	8,635	13,200	1,200
5343	ADVERTISING/PUBLICATIO	0	637	1,500	0	1,500	0
5420	OFFICE SUPPLIES	356	0	0	0	0	0
5585	COMPUTER SUPPLIES	788	0	0	0	0	0
5711	IN-STATE CONFERENCES	489	0	200	0	400	200
5730	DUES & SUBSCRIPTIONS	60	0	0	0	0	0
<b>TOTAL EXPENSES</b>		<b>23,659</b>	<b>29,130</b>	<b>37,847</b>	<b>30,997</b>	<b>41,269</b>	<b>3,422</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	576	686	1,194	566	517	-677
57HLTH	HEALTH INSURANCE	24,789	26,247	28,209	17,827	23,583	-4,626
57LIFE	BASIC LIFE INSURANCE	156	156	124	85	57	-67
57MEDA	MEDICARE PAYROLL TAX	2,005	2,062	2,167	1,363	2,271	105
57OPEB	OPEB CONTRIBUTION	673	1,401	1,685	1,229	2,851	1,166
<b>TOTAL FRINGE BENEFITS</b>		<b>28,198</b>	<b>30,551</b>	<b>33,378</b>	<b>21,069</b>	<b>29,279</b>	<b>-4,099</b>
<b>TOTAL CENSUS RECORDS</b>		<b>195,564</b>	<b>211,888</b>	<b>228,469</b>	<b>151,778</b>	<b>234,147</b>	<b>5,678</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
<b>0110105 - ELECTIONS</b>						
<b>PERSONAL SERVICES</b>						
512001 SEASONAL WAGES	55,364	49,795	79,672	77,060	70,400	-9,272
512002 SEASONAL SALARIES	24	348	420	420	0	-420
513001 REGULAR OVERTIME	0	0	1,500	1,938	2,000	500
513004 WORK BY OTHER DEPTS.	58,650	60,001	101,043	90,109	70,730	-30,313
514402 ELECTION TRAINING STIP	0	0	100	75	4,000	3,900
<b>TOTAL PERSONAL SERVICES</b>	<b>114,039</b>	<b>110,144</b>	<b>182,735</b>	<b>169,602</b>	<b>147,130</b>	<b>-35,605</b>
<b>EXPENSES</b>						
5275 RENTAL/LEASE - PROPER	0	0	1,000	0	1,000	0
5290 CLEANING/CUSTODIAL SV	430	500	1,000	0	1,000	0
5313 TEMP STAFFING SERVICE	0	0	0	0	2,000	2,000
5319 TRAINING EXPENSES	1,725	2,190	3,500	3,500	0	-3,500
53401 TELEPHONE	430	445	450	299	450	0
5341 POSTAGE	11,461	1,755	9,728	9,685	11,000	1,272
5342 PRINTING	10,466	1,773	5,050	4,668	5,500	450
5343 ADVERTISING/PUBLICATIO	0	1,330	1,850	1,772	2,000	150
5420 OFFICE SUPPLIES	258	1,556	920	647	1,000	80
5586 VOTING MACHINE SUPPLI	13,197	6,026	13,680	13,033	16,416	2,736
5711 IN-STATE CONFERENCES	60	0	200	100	400	200
<b>TOTAL EXPENSES</b>	<b>38,026</b>	<b>15,574</b>	<b>37,378</b>	<b>33,704</b>	<b>40,766</b>	<b>3,388</b>
<b>FRINGE BENEFITS</b>						
57MEDA MEDICARE PAYROLL TAX	4	0	805	28	833	28
<b>TOTAL FRINGE BENEFITS</b>	<b>4</b>	<b>0</b>	<b>805</b>	<b>28</b>	<b>833</b>	<b>28</b>
<b>DEBT AND CAPITAL</b>						
585152 ELECTIONS FURNITURE	0	4,882	5,000	4,468	5,000	0
<b>TOTAL DEBT AND CAPITAL</b>	<b>0</b>	<b>4,882</b>	<b>5,000</b>	<b>4,468</b>	<b>5,000</b>	<b>0</b>
<b>TOTAL ELECTIONS</b>	<b>152,069</b>	<b>130,600</b>	<b>225,918</b>	<b>207,802</b>	<b>193,729</b>	<b>-32,189</b>
<b>TOTAL CLERK/CLERK OF THE BOARD</b>	<b>1,494,526</b>	<b>1,573,756</b>	<b>1,829,223</b>	<b>1,387,970</b>	<b>1,815,649</b>	<b>-13,574</b>

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

CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2016			2017		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY CLERK ELECTIO	H07	1.0	63,304	H08	1.00	67,653
	ASST CITY CLERK VITAL	H07	1.0	62,369	H07	1.00	63,995
	ASST CLERK OF BOARD ALD	H07	1.0	78,175	H09	1.00	80,209
	BOOK KEEPER	S05	1.0	51,803	S05	1.00	53,144
	CENSUS COORDINATOR		1.0	42,738	S05	1.00	43,211
	CITY CLERK/CLERK BOARD	xxx	1.0	116,913	xxx	1.00	116,467
	COMMITTEE CLERK	H07	3.0	190,628	H07	3.00	194,934
	COMPLIANCE COORDINATOR		1.0	42,738	S05	1.00	43,211
	DOCUMENT SCANNING COORD	S05	1.0	41,606	S05	1.00	42,854
	ELECTIONS COORDINATOR		1.0	43,384	S05	1.00	44,508
	LICENSING COORDINATOR	S05	1.0	52,562	S05	1.00	53,933
	VITAL RECORD COORDINATO	S05	1.0	52,562	S05	1.00	53,933
	<b>Account Totals:</b>		<b>14.0</b>	<b>838,783</b>		<b>14.00</b>	<b>858,052</b>
511101	ARCHIVIST CLERK PT	QQQ	0.2	12,836	QQQ	0.20	12,787
	<b>Account Totals:</b>		<b>0.2</b>	<b>12,836</b>		<b>0.20</b>	<b>12,787</b>
511103	COUNCILOR	XXX	0.0	234,000	QQQ	0.00	234,000
	ELECTION COMMISSIONER	QQQ	0.0	3,952	QQQ	0.00	3,952
	<b>Account Totals:</b>		<b>0.0</b>	<b>237,952</b>		<b>0.00</b>	<b>237,952</b>
512001	POLL WORKERS	QQQ	0.0	68,000	QQQ	0.00	70,400
	SEASONAL	QQQ	0.0	2,500	QQQ	0.00	2,500
	<b>Account Totals:</b>		<b>0.0</b>	<b>70,500</b>		<b>0.00</b>	<b>72,900</b>
	<b>Report Totals:</b>		<b>14.2</b>	<b>1,160,071</b>		<b>14.20</b>	<b>1,181,691</b>