

City Clerk/Clerk of the Board

Mission Statement

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

Fiscal Year 2015 Accomplishments

Public Access - Developed a scan and microfilm program for several departments.

Public Records & Archives - Secured funding to develop a strategic plan for the City's archival collections.

Elections - Successfully completed new training materials and training program for Poll Workers.

Records Management & Practices - Worked with departments to assess, clean, scan and more properly house archival records.

Customer Service - Improved customer inquiry tracking and enhanced online payment options.

Legislative Support - Provided support to full Board as well as the Board's standing and special committees.

Fiscal Year 2016 Desired Outcomes

Public Access - Improve and enhance online requests, ordering and payment capabilities.

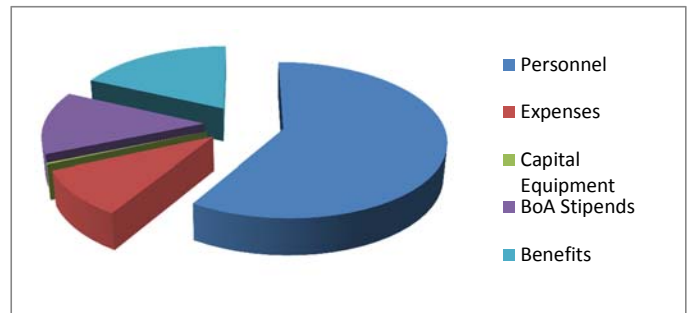
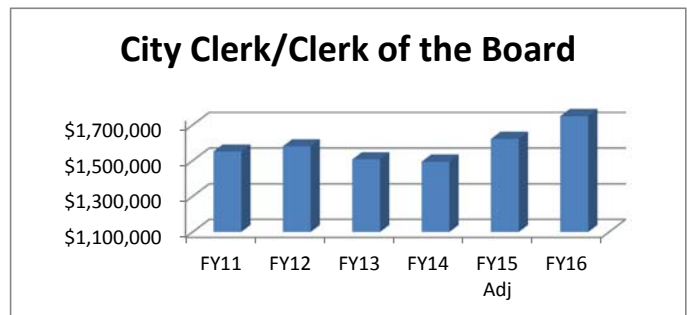
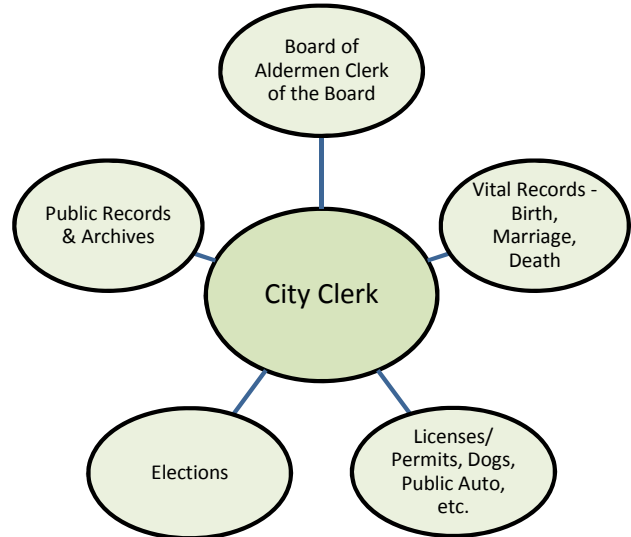
Public Records & Archives - Undertake the creation of a Strategic Plan for the City's archival collections.

Elections - Train Poll Workers and implement new practices and procedures in preparation for Presidential election.

Records Management & Practices - Implement document management system to provide better on-line access to material.

Customer Service - Continue to improve customer service interactions.

Legislative Support - Continue to review and determine best fit for Agenda Management Software.



Department Detail

	Actual				<-Adj Budget-> FY2015	<-Proposed-> FY2016
	FY2011	FY2012	FY2013	FY2014		
Expenditure by Core Function						
Personnel	\$ 949,726	\$ 924,193	\$ 951,621	\$ 862,730	\$ 953,631	\$ 1,036,461
Expenses	\$ 93,133	\$ 137,545	\$ 66,100	\$ 144,283	\$ 150,448	\$ 170,408
Capital Equipment	\$ -	\$ -	\$ -	\$ 9,683	\$ 5,000	\$ 5,000
BoA Stipends	\$ 234,000	\$ 234,000	\$ 222,625	\$ 234,000	\$ 234,000	\$ 234,000
Benefits	\$ 274,675	\$ 284,699	\$ 266,333	\$ 243,830	\$ 278,918	\$ 319,067
Total	\$ 1,551,534	\$ 1,580,437	\$ 1,506,679	\$ 1,494,526	\$ 1,621,997	\$ 1,764,936
% Incr		1.86%	-4.67%	-0.81%	8.53%	8.81%
Personnel						
Full-Time	14	14	13	13	13	14
Part-Time	1	1	1	1	1	1
Total	15	15	14	14	14	15

FY2015 Accomplishments - City Clerk & Elections

Outcome #1: Continued Improvement in access to public records

Target

Result

Strategy #1: Improve on-line search capabilities

Implement a Records Management software solution that can be expanded to departments beyond the Board of Aldermen.

Dec 2014

Initial attempts at Implementation proved unsuccessful. Continuing to search for solution that will work.

Strategy #2: Improved Marketing and Public Relations to assist residents in discovering the scope of material available.

Develop public information videos for the city website to assist residents in navigating the Aldermanic webpages

Jun 2015

Script Development is in process with a target of June 2015 for completion.

Strategy #3: Scan paper documents to digital images for quick and easy searching.

Scan Aldermanic Records from 2005 – 2007

Sep 2014

Complete.

Develop a scan and microfilm program for several departments.

Dec 2014

Plans developed and program of scanning and microfilming begun for Inspectional Services and Engineering.

Outcome #2: Improved Records Management Procedures and Practices

Target

Result

Strategy #1: Continued Assessment of Historic Documents

Continue assessment of archival collections and assist in the disposition of records beyond their retention schedules.

Jun 2015

Records disposition and shredding have been completed for many departments within the City

Strategy #2: Develop Strategic Plan for Care and Housing of Archival Collections

Complete strategic plan in consultation with key City stakeholders

Jan 2015

CPA has approved funding. When funds become available planning will begin.

Strategy #3: Rehouse important collections in danger of loss.

Complete the rehousing of the Engineering Department's glass plate negatives to protect them for future generations.

Jun 2015

Process has begun with volunteers and interns.

Outcome #3: Continued Improvement in Customer Service

Target

Result

Strategy #1: Reduce the time it takes to process requests for records.

Rework work schedules to allow dedicated time to accomplishing this task.

Jun 2015

Staff have been able to focus on processing requests and on-line payment opportunities are being developed.

Strategy #2: City Hall Space Improvements to Improve Customer Service

Work w/Public Buildings Dept to improve work and space flow within the Office.

Jun 2015

Still to be done.

Outcome #4: Improved Support for the Board of Aldermen

Target

Result

Strategy #1: Develop Legislative Training Sessions

Develop on-going training opportunities for continuing Board members

Nov 2015

Training sessions will be created and implemented in the fall 2015

Provide training for those interested in paperless workflow.

Sep 2014

Training developed.

Outcome #5: Efficient Elections and Census with High Turnout

Target

Result

Strategy #1: Elections information

Develop plan to replace aging and broken furniture and equipment

Sep 2015

A multi-phase plan has been developed and the first phase of the plan has been undertaken.

Update poll worker training materials

Sep 2015

A first draft of the manual has been created. On track for completion for September elections.

Strategy #2: Increase Census Response Rates

Continue to efficiently increase response rates to the annual census.

Jan 2015

Marketing campaign was created and undertaken.

FY2016 Projected Outcomes - City Clerk & Elections

Outcome #1: Continued Improvement in access to public records

Target

Strategy #1: Complete Archives Strategic Plan

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

Jan 2016

Strategy #2: Marketing and Public Relations Plan

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

Jun 2016

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

Outcome #2: Improved Records Management Procedures and Practices

Target

Strategy #1: Develop Records Management Training

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

Jun 2016

Strategy #2: Rehouse Records and Archives

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

Dec 2015

Outcome #3: Continued Improvement in Customer Service

Target

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

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.

Dec 2015

Outcome #4: Support for the Board of Aldermen

Target

Strategy #1: Continue to seek out improved on-line search capabilities

Working with Aldermen and IT Department to find better options for on-line document retrieval.

Jun 2016

Outcome #5: Efficient Elections and Census

Target

Strategy #1: Review of Polling Locations

Review each polling location to determine if better locations exist.

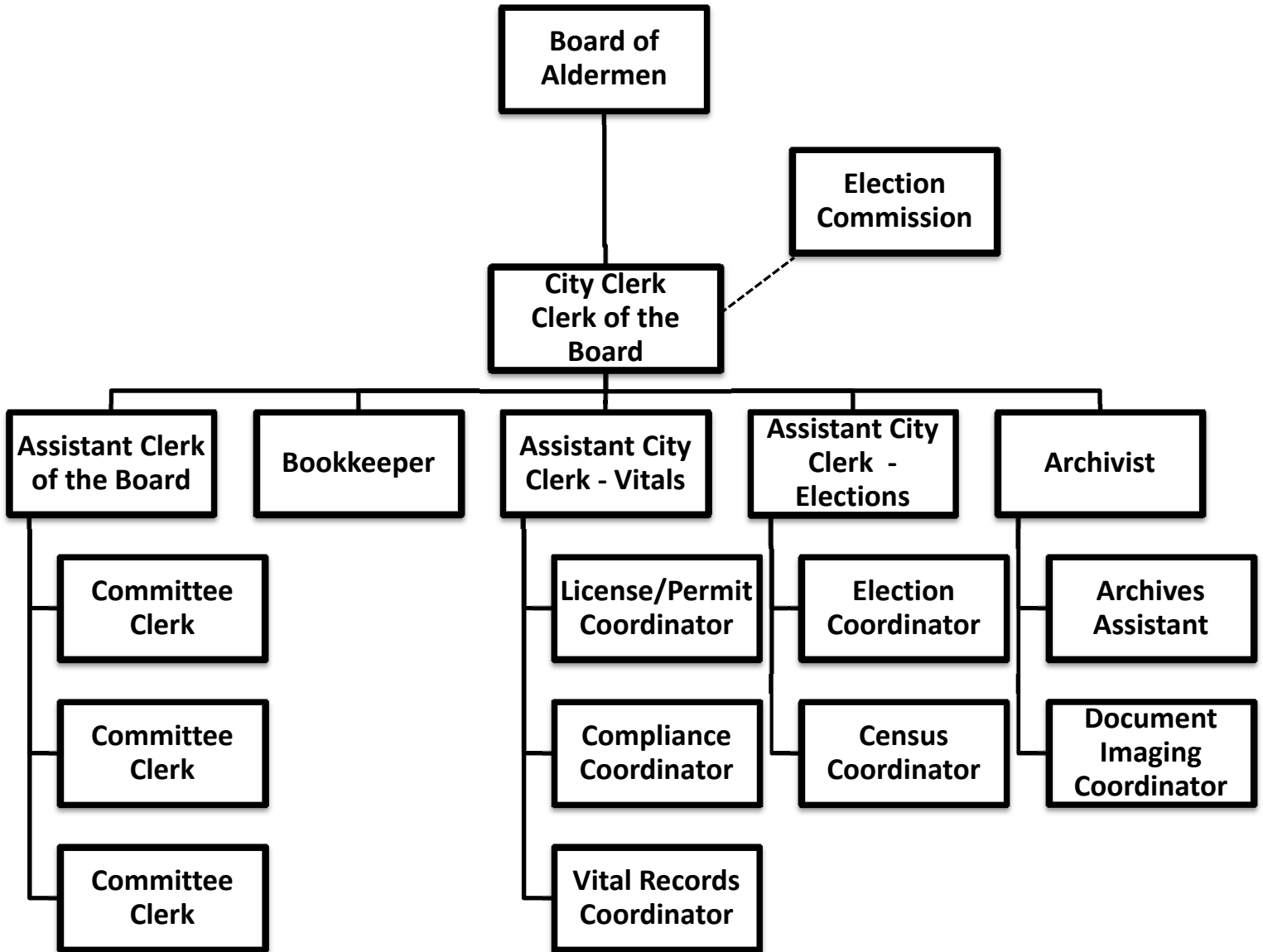
Sep 2015

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

CITY CLERK / 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 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
CLERK/CLERK OF THE BOARD SUMMARY						
51 - PERSONAL SERVICES	1,174,246	1,096,730	1,187,631	931,513	1,270,461	82,830
52 - EXPENSES	66,100	144,283	150,448	105,915	170,408	19,960
58 - DEBT AND CAPITAL	0	9,683	5,000	4,882	5,000	0
57 - FRINGE BENEFITS	266,333	243,830	278,918	210,751	319,067	40,149
TOTAL DEPARTMENT	1,506,678	1,494,526	1,621,997	1,253,062	1,764,936	142,939
ALDERMEN						
51 - PERSONAL SERVICES	574,173	606,389	625,068	478,130	649,447	24,380
52 - EXPENSES	47,448	53,747	60,950	43,003	65,120	4,170
57 - FRINGE BENEFITS	175,852	175,984	190,686	143,214	213,848	23,163
TOTAL ALDERMEN	797,473	836,119	876,703	664,347	928,416	51,712
CITY CLERK						
51 - PERSONAL SERVICES	257,582	220,338	276,842	208,766	281,545	4,704
52 - EXPENSES	17,964	19,742	20,688	10,858	18,690	-1,998
58 - DEBT AND CAPITAL	0	9,683	0	0	0	0
57 - FRINGE BENEFITS	33,202	39,467	55,526	42,705	61,441	5,915
TOTAL CITY CLERK	308,748	289,230	353,056	262,330	361,676	8,621
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	0	12,257	13,000	9,758	55,574	42,574
52 - EXPENSES	0	9,109	13,500	11,075	15,500	2,000
57 - FRINGE BENEFITS	0	178	180	141	8,255	8,075
TOTAL ARCHIVES MANAGEMENT	0	21,544	26,680	20,974	79,329	52,649
CENSUS RECORDS						
51 - PERSONAL SERVICES	204,884	143,708	162,373	124,715	157,744	-4,629
52 - EXPENSES	203	23,659	34,670	27,106	34,670	0
57 - FRINGE BENEFITS	56,147	28,198	31,656	24,690	34,718	3,062
TOTAL CENSUS RECORDS	261,234	195,564	228,699	176,512	227,132	-1,567
ELECTIONS						
51 - PERSONAL SERVICES	137,607	114,039	110,349	110,144	126,150	15,801
52 - EXPENSES	485	38,026	20,640	13,873	36,428	15,788
58 - DEBT AND CAPITAL	0	0	5,000	4,882	5,000	0
57 - FRINGE BENEFITS	1,131	4	870	0	805	-65
TOTAL ELECTIONS	139,223	152,069	136,859	128,899	168,383	31,524

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
101 - CLERK/CLERK OF THE BOARD						
0110101 - ALDERMEN						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	348,440	380,118	388,243	303,217	397,622	9,380
511103 OFFICIALS W/BENEFITS	222,625	223,546	234,000	173,063	234,000	0
514001 LONGEVITY	2,625	2,725	2,825	1,850	2,825	0
515006 VACATION BUY BACK	483	0	0	0	0	0
5190 SALARY/WAGE RESERVE	0	0	0	0	15,000	15,000
TOTAL PERSONAL SERVICES	574,173	606,389	625,068	478,130	649,447	24,380
EXPENSES						
52401 OFFICE EQUIPMENT R-M	200	0	720	420	1,520	800
52409 PUBLIC PROPERTY R-M	8,073	5,627	6,000	2,000	3,500	-2,500
53401 TELEPHONE	603	589	730	406	730	0
5341 POSTAGE	5,599	4,643	4,291	4,288	4,000	-291
5342 PRINTING	2,840	3,018	4,011	3,956	2,750	-1,261
5343 ADVERTISING/PUBLICATIO	21,375	23,888	35,875	25,449	35,000	-875
5420 OFFICE SUPPLIES	7,609	4,419	5,854	3,937	4,500	-1,354
5593 AWARDS & TROPHIES	0	0	0	0	2,000	2,000
5712 REFRESHMENTS/MEALS	497	3,318	1,000	489	4,000	3,000
575401 ELECTED OFFICIAL EXPE	652	4,186	2,469	2,060	3,120	651
57543 INAUGURAL EXPENSES	0	4,059	0	0	4,000	4,000
TOTAL EXPENSES	47,448	53,747	60,950	43,003	65,120	4,170
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	5,029	4,812	5,232	3,858	5,273	41
57HLTH HEALTH INSURANCE	161,863	161,191	173,556	131,015	197,711	24,155
57LIFE BASIC LIFE INSURANCE	373	368	454	297	397	-57
57MEDA MEDICARE PAYROLL TAX	7,537	7,943	9,072	6,216	9,200	128
57OPEB OPEB CONTRIBUTION	1,051	1,670	2,372	1,828	1,268	-1,105
TOTAL FRINGE BENEFITS	175,852	175,984	190,686	143,214	213,848	23,163
TOTAL ALDERMEN	797,473	836,119	876,703	664,347	928,416	51,712

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2013	FY2014	2015	4/15/2015	2016	2015 to 2016
0110102 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	236,826	211,653	264,601	197,983	269,440	4,839
511101	PART TIME < 20 HRS/WK	12,376	0	0	0	0	0
513001	REGULAR OVERTIME	0	0	1,000	832	0	-1,000
514001	LONGEVITY	4,850	5,125	4,025	3,575	6,075	2,050
514309	OTHER STIPENDS	1,530	930	0	0	4,031	4,031
514323	NOTARY STIPEND	0	631	4,016	3,177	0	-4,016
515005	BONUSES	0	0	1,200	1,200	0	-1,200
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		257,582	220,338	276,842	208,766	281,545	4,704
EXPENSES							
52401	OFFICE EQUIPMENT R-M	872	723	0	0	0	0
52409	PUBLIC PROPERTY R-M	1,000	2,935	1,000	990	3,000	2,000
5313	TEMP STAFFING SERVICE	0	0	4,000	0	0	-4,000
53401	TELEPHONE	671	655	700	451	700	0
5341	POSTAGE	7,564	7,275	6,390	4,400	6,390	0
5342	PRINTING	2,638	4,504	3,100	2,823	3,100	0
5420	OFFICE SUPPLIES	5,119	2,922	4,648	1,884	4,650	2
5711	IN-STATE CONFERENCES	0	0	200	0	200	0
5730	DUES & SUBSCRIPTIONS	0	628	550	210	550	0
575005	EMPLOYEE HONESTY BO	100	100	100	100	100	0
TOTAL EXPENSES		17,964	19,742	20,688	10,858	18,690	-1,998
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	525	1,081	1,512	1,187	1,594	82
57HLTH	HEALTH INSURANCE	29,534	35,866	49,664	38,285	54,963	5,299
57LIFE	BASIC LIFE INSURANCE	222	203	222	165	227	5
57MEDA	MEDICARE PAYROLL TAX	2,921	2,317	2,916	2,246	3,248	332
57OPEB	OPEB CONTRIBUTION	0	0	1,212	822	1,410	197
TOTAL FRINGE BENEFITS		33,202	39,467	55,526	42,705	61,441	5,915
DEBT AND CAPITAL							
58514	OFFICE EQUIPMENT	0	9,683	0	0	0	0
TOTAL DEBT AND CAPITAL		0	9,683	0	0	0	0
TOTAL CITY CLERK		308,748	289,230	353,056	262,330	361,676	8,621

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2013	FY2014	2015	4/15/2015	2016	2015 to 2016
0110103 - ARCHIVES MANAGEMENT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	0	0	0	0	42,738	42,738
511101	PART TIME < 20 HRS/WK	0	12,257	13,000	9,758	12,836	-164
TOTAL PERSONAL SERVICES		0	12,257	13,000	9,758	55,574	42,574
EXPENSES							
5245	DOCUMENT SHREDDING	0	3,390	3,500	2,124	3,500	0
5304	DOCUMENT PRESERVATI	0	0	0	0	2,000	2,000
5346	MICROFILMING	0	0	5,400	5,400	5,000	-400
5420	OFFICE SUPPLIES	0	4,843	4,600	3,551	5,000	400
5585	COMPUTER SUPPLIES	0	876	0	0	0	0
TOTAL EXPENSES		0	9,109	13,500	11,075	15,500	2,000
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	0	0	0	0	497	497
57HLTH	HEALTH INSURANCE	0	0	0	0	5,749	5,749
57MEDA	MEDICARE PAYROLL TAX	0	178	180	141	620	440
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,389	1,389
TOTAL FRINGE BENEFITS		0	178	180	141	8,255	8,075
TOTAL ARCHIVES MANAGEMENT		0	21,544	26,680	20,974	79,329	52,649

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2013	FY2014	2015	4/15/2015	2016	2015 to 2016
0110104 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	184,599	136,632	150,711	113,499	149,518	-1,193
511103	OFFICIALS W/BENEFITS	3,952	3,509	3,952	2,964	3,951	-1
512001	SEASONAL WAGES	0	0	57	0	2,500	2,443
513001	REGULAR OVERTIME	5,364	961	1,270	1,270	0	-1,270
513004	WORK BY OTHER DEPTS.	1,500	0	0	0	0	0
514001	LONGEVITY	975	1,175	2,775	3,929	775	-2,000
514323	NOTARY STIPEND	0	431	2,008	1,454	0	-2,008
515003	SPECIAL LEAVE BUY BAC	1,874	0	0	0	0	0
515005	BONUSES	0	0	600	600	0	-600
515006	VACATION BUY BACK	5,620	0	0	0	0	0
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES		204,884	143,708	162,373	124,715	157,744	-4,629
EXPENSES							
52401	OFFICE EQUIPMENT R-M	128	132	250	0	250	0
52409	PUBLIC PROPERTY R-M	0	5,224	0	0	0	0
53401	TELEPHONE	0	0	500	0	500	0
5341	POSTAGE	0	5,213	20,220	15,590	20,220	0
5342	PRINTING	0	11,396	12,000	10,880	12,000	0
5343	ADVERTISING/PUBLICATIO	0	0	1,500	637	1,500	0
5420	OFFICE SUPPLIES	0	356	0	0	0	0
5585	COMPUTER SUPPLIES	0	788	0	0	0	0
5711	IN-STATE CONFERENCES	0	489	200	0	200	0
5730	DUES & SUBSCRIPTIONS	75	60	0	0	0	0
TOTAL EXPENSES		203	23,659	34,670	27,106	34,670	0
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,490	576	671	529	1,194	523
57HLTH	HEALTH INSURANCE	50,732	24,789	27,191	21,312	28,209	1,018
57LIFE	BASIC LIFE INSURANCE	227	156	170	123	114	-57
57MEDA	MEDICARE PAYROLL TAX	3,698	2,005	2,320	1,710	2,317	-4
57OPEB	OPEB CONTRIBUTION	0	673	1,303	1,017	2,885	1,581
TOTAL FRINGE BENEFITS		56,147	28,198	31,656	24,690	34,718	3,062
TOTAL CENSUS RECORDS		261,234	195,564	228,699	176,512	227,132	-1,567

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
0110105 - ELECTIONS						
PERSONAL SERVICES						
512001 SEASONAL WAGES	70,920	55,364	50,000	49,795	66,000	16,000
512002 SEASONAL SALARIES	1,644	24	348	348	0	-348
513001 REGULAR OVERTIME	0	0	0	0	1,500	1,500
513004 WORK BY OTHER DEPTS.	62,436	58,650	60,001	60,001	58,650	-1,351
514309 OTHER STIPENDS	2,607	0	0	0	0	0
TOTAL PERSONAL SERVICES	137,607	114,039	110,349	110,144	126,150	15,801
EXPENSES						
5275 RENTAL/LEASE - PROPER	0	0	0	0	1,000	1,000
5290 CLEANING/CUSTODIAL SV	485	430	500	500	1,000	500
5319 TRAINING EXPENSES	0	1,725	3,500	2,190	3,500	0
53401 TELEPHONE	0	430	450	296	450	0
5341 POSTAGE	0	11,461	2,260	1,750	5,178	2,918
5342 PRINTING	0	10,466	3,000	1,728	9,000	6,000
5343 ADVERTISING/PUBLICATIO	0	0	1,330	1,330	1,500	170
5420 OFFICE SUPPLIES	0	258	1,600	1,134	1,600	0
5586 VOTING MACHINE SUPPLI	0	13,197	8,000	4,944	13,000	5,000
5711 IN-STATE CONFERENCES	0	60	0	0	200	200
TOTAL EXPENSES	485	38,026	20,640	13,873	36,428	15,788
FRINGE BENEFITS						
57MEDA MEDICARE PAYROLL TAX	1,131	4	870	0	805	-65
TOTAL FRINGE BENEFITS	1,131	4	870	0	805	-65
DEBT AND CAPITAL						
585152 ELECTIONS FURNITURE	0	0	5,000	4,882	5,000	0
TOTAL DEBT AND CAPITAL	0	0	5,000	4,882	5,000	0
TOTAL ELECTIONS	139,223	152,069	136,859	128,899	168,383	31,524
TOTAL CLERK/CLERK OF THE BOARD	1,506,678	1,494,526	1,621,997	1,253,062	1,764,936	142,939

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

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY CLERK ELECTIO		1.0	58,776	H06	1.00	60,764
	ASST CLERK OF BOARD ALD		1.0	88,945	H09	1.00	91,964
	CENSUS COORDINATOR		1.0	45,168	S05	1.00	46,016
	CITY CLERK/CLERK BOARD		1.0	116,467	xxx	1.00	116,913
	COMMITTEE CLERK		3.0	182,559	H05	3.00	188,745
	ELECTION COORD		1.0	50,837	S05	1.00	42,738
	ASST CITY CLERK VITALS		1.0	66,885	H07	1.00	69,150
	BUSINESS RECORDS CLERK		1.0	50,837	S05	1.00	52,562
	COMPLIANCE COORDINATOR		1.0	41,339	S05	1.00	43,374
	DOCUMENT SCANNING COORD		0.0	0	S05	1.00	42,738
	RECEIPTS CLERK		1.0	50,837	S05	1.00	51,791
	REGISTRAR/VITAL STATS C		1.0	50,837	S05	1.00	52,562
	Account Totals:		13.0	803,487		14.00	859,319
511101	ARCHIVIST CLERK PT		0.2	12,787	QQQ	0.20	12,836
	Account Totals:		0.2	12,787		0.20	12,836
511103	ALDERMAN		0.0	234,000	XXX	0.00	234,000
	ELECTION COMMISSIONER	QQQ	0.0	2,964	QQQ	0.00	2,963
	ELECTION COMMISSIONER	QQQ	0.0	988	QQQ	0.00	988
	Account Totals:		0.0	237,952		0.00	237,951
512001	POLL WORKERS	QQQ	0.0	60,000	QQQ	0.00	66,000
	SEASONAL	QQQ	0.0	2,500	QQQ	0.00	2,500
	Account Totals:		0.0	62,500		0.00	68,500
	Report Totals:		13.2	1,116,726		14.20	1,178,606