

City Clerk/Clerk of the Board

Mission Statement

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

Fiscal Year 2014 Accomplishments

Public Access - Continued to add material to the City's website to promote government transparency and access by the public.

Public Records & Archives - Made significant progress in organizing & rehousing archival material in a variety of Departments.

Vital Records - Worked with the State Registry of Vital Records to develop and test a Statewide Death Registration System.

Licenses & Permits - Reviewed and updated all on-line permit and license application forms and made them electronically fileable.

Elections - Completed the merge of the City Clerk and Elections Offices; held two successful elections and processed Census Forms and Dog Licenses in record time.

Fiscal Year 2015 Desired Outcomes

Public Access - Improve and enhance on-line search capabilities.

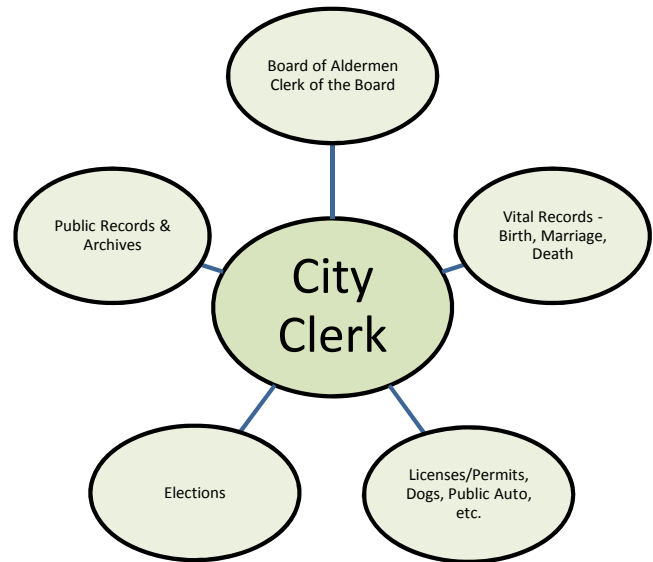
Public Records & Archives - Complete a Strategic Plan for the City's Archival Collections.

Elections - Successfully complete & implement a new training program for Poll Workers.

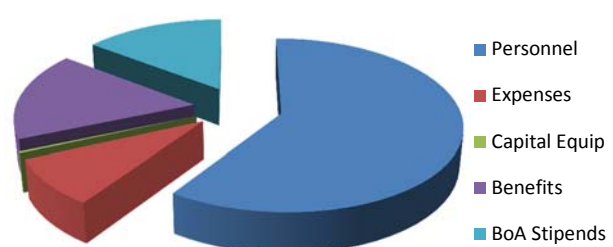
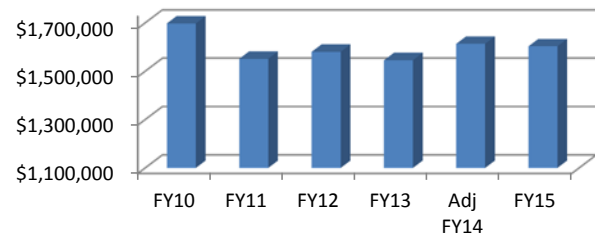
Records Management & Practices - Implement document management system to provide better on-line access to material.

Customer Service - Continue to improve work spaces and work flow to improve customer service.

Legislative Support - Develop training opportunities for members of the Board of Aldermen.



City Clerk/Clerk of the Board



Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	
Expenditure by Core Function								
Personnel	\$ 1,046,744	\$ 949,726	\$ 924,193	\$ 940,246	\$ 958,420	\$ 953,630		
Expenses	\$ 126,252	\$ 93,133	\$ 137,545	\$ 116,266	\$ 150,439	\$ 140,448		
Capital Equipment		\$ -		\$ -	\$ 13,498	\$ 5,000		
BoA Stipends	\$ 234,000	\$ 234,000	\$ 234,000	\$ 222,625	\$ 234,000	\$ 234,000		
Benefits	\$ 290,657	\$ 274,675	\$ 284,699	\$ 266,333	\$ 257,190	\$ 270,053		
Total	\$ 1,697,653	\$ 1,551,534	\$ 1,580,437	\$ 1,545,470	\$ 1,613,547	\$ 1,603,131		
% Incr	0.66%	-8.61%	1.86%	-2.21%	4.40%	-0.65%		
Personnel								
Full-Time	16	14	14	13	13	13		
Part-Time	1	1	1	1	1	1		
Total	17	15	15	14	14	14		

FY2014 Accomplishments - City Clerk & Elections**Outcome #1 - Continued Improvement in access to public records****Strategy #1: Continue to find ways to improve on-line search capabilities**

Continue to work with IT to improve website search engines

Target

Dec 2013

Worked with Information Technology and website Software developer to find a solution to poor search results, but have not been able to completely solve the problem due to the software's structure.

Result

Research additional ways to provide search functionality for the large amount of material on the website

May 2014

Have reviewed strategies and software for better search capabilities on the web and will be focusing on Document Management solutions for better searching.

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

May 2014

Worked with NewTV to create informational videos for website.

Weekly press releases and news items about the work of the Board of Aldermen to be posted on the City website

Jun 2014

Developed format to be implemented and distributed in FY15.

Strategy #3: Continue to convert paper documents to digital images.

Scan Aldermanic Records from 2000 – 2004

Aug 2013

Records through 2002 were scanned over the summer. Records for 2003 & 2004 will be finished by June 30, 2014.

Scan older payroll records and microfilm.

Jun 2014

Project expanded to include all payroll records. Archivist worked with Financial Information Systems, Comptroller, and Treasury to complete.

Outcome #2: Improved Records Management Procedures and Practices**Strategy #1: Continued Assessment of Historic Documents**

City Archivist to continue assessment of archival collections and assist in the disposition of records beyond their retention schedules.

Jun 2014

Several shred days were undertaken and the vaults in City Hall basement and the Police and Fire Departments have been reorganized and cleaned.

Strategy #2: Develop effective strategies for the distribution and retention of Ethics Acknowledgements

Upgrade a Clerk's office staff position to take on the responsibility of distributing and collecting Conflict of Interest Summary Information, biannual Ethics training, and working with Boards and Commission to assist in Open Meeting compliance.

Apr 2014

Position was defined and funded, and a staff member was hired to take on the tasks.

Strategy #3: Develop Strategic Plan for Care and Housing of Archival Collections

Hire consultant to develop strategic plan in consultation with key City stakeholders

Jun 2014

An application for funding was submitted to the Community Preservation Committee. If approved, would be funded by the end of the fiscal year.

Strategy #4: Provide Information to Departmental Records Keepers

Develop training manuals for keepers of public records including specific retention schedules for departmental records.

May 2014

Project was started and will continue in FY15.

Strategy #5: 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 2014

Supplies were purchased, glass plates have begun moving to archives, and volunteers recruited. The project will continue in FY15.

Outcome #3: Continued Improvement in Customer Service**Strategy #1: Reduce the time it takes to process mailed in vital records requests**

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

Mar 2014

The merge of the Elections Department with the Clerk's Office has allowed staff to be assigned to improve processing times.

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

Improve sound and light issues in the Aldermanic Chamber.

Mar 2014

The Public Buildings Department has begun to experiment with new bulbs to improve lighting.

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

Mar 2014

New floor plans are being created to improve office flow. This project will continue into FY15.

Outcome #4: Improved and Streamlined license application processes**Strategy #1: Review departmental on-line applications for ease of use**

Rework all on-line applications to make them fileable and accessible to accommodate ADA issues.

Jan 2014

Successfully updated all departmental on-line forms.

Outcome #5: Improved support for the Board of Aldermen**Strategy #1: Develop Legislative Training Sessions**

Develop training program for newly elected Aldermen.

Nov 2013

Program developed and implemented in November & December for newly elected Aldermen.

Develop on-going training opportunities for continuing Board members

Jun 2014

Will continue into FY15

Provide training for those interested in paperless workflow.

Jun 2014

Will continue into FY15

Outcome #6: Efficient Elections and Census with High Turnout**Strategy #1: Elections information**

Develop a marketing plan to encourage voters to vote on election days.

Sep 2013

Sandwich Board placement with newly designed election's reminders were placed in 14 locations around the city.

Create an elections advisory group to assist the City Clerk.

Sep 2013

An Elections Advisory Group was convened and met with the City Clerk on several occasions in FY14.

Strategy #2: Increase Census Response Rates

Develop a plan to increase response rates to the annual census.

Dec 2013

Plans for timely mailing and follow-up were developed.

FY2015 Projected Outcomes - City Clerk & Elections**Outcome #1 - Continued Improvement in access to public records****Target****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

Strategy #2: Improved Marketing and Public Relations

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

Mar 2015

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

Scan Aldermanic Records from 2005 – 2007

Sep 2014

Develop a scan and microfilm program for several departments.

Dec 2014

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

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

Complete strategic plan in consultation with key City stakeholders

Jan 2015

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

Outcome #3: Continued Improvement in Customer Service**Target****Strategy #1: Reduce the time it takes to process requests for records**

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

Jan 2015

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

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

Mar 2015

Outcome #4: Improved Support for the Board of Aldermen**Target****Strategy #1: Develop Legislative Training Sessions**

Develop ongoing training opportunities for continuing Board members

Jan 2015

Provide training for those interested in paperless workflow.

Sep 2014

Outcome #5: Efficient Elections and Census with High Turnout**Target****Strategy #1: Elections information**

Develop plan to replace aging and broken furniture and equipment

Sep 2015

Update poll worker training materials

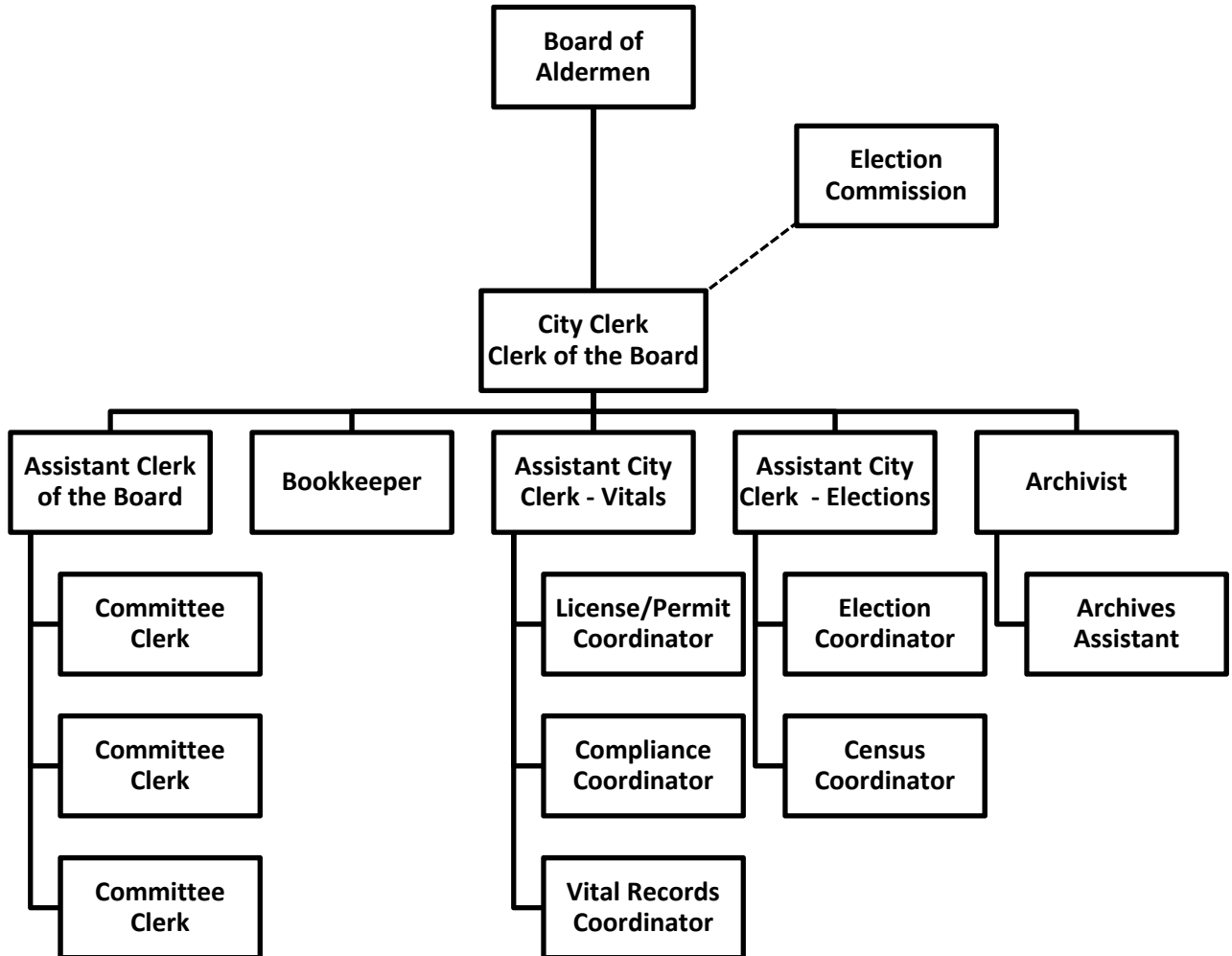
Sep 2015

Strategy #2: Increase Census Response Rates

Continue to efficiently increase response rates to the annual census.

Dec 2014

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 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	1,158,193	1,174,246	1,192,420	875,756	1,187,630	-4,790
52 - EXPENSES	137,545	66,100	150,439	109,956	140,448	-9,991
58 - DEBT AND CAPITAL	0	0	13,498	13,079	5,000	-8,498
57 - FRINGE BENEFITS	284,699	266,333	257,190	185,191	270,053	12,863
TOTAL DEPARTMENT	1,580,438	1,506,678	1,613,547	1,183,981	1,603,132	-10,415
ALDERMEN						
51 - PERSONAL SERVICES	573,079	574,173	616,820	467,766	625,068	8,248
52 - EXPENSES	54,683	47,448	49,734	37,656	45,950	-3,784
58 - DEBT AND CAPITAL	0	0	3,498	3,396	0	-3,498
57 - FRINGE BENEFITS	200,843	175,852	178,930	133,726	182,046	3,116
TOTAL ALDERMEN	828,604	797,473	848,982	642,544	853,063	4,082
CITY CLERK						
51 - PERSONAL SERVICES	242,360	257,582	262,439	173,180	267,442	5,002
52 - EXPENSES	17,486	17,964	18,596	12,309	20,688	2,092
58 - DEBT AND CAPITAL	0	0	10,000	9,683	0	-10,000
57 - FRINGE BENEFITS	34,731	33,202	39,139	29,566	55,509	16,370
TOTAL CITY CLERK	294,576	308,748	330,174	224,737	343,639	13,465
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	0	0	13,117	9,758	13,000	-117
52 - EXPENSES	0	0	9,400	7,061	13,500	4,100
57 - FRINGE BENEFITS	0	0	181	141	0	-181
TOTAL ARCHIVES MANAGEMENT	0	0	22,698	16,960	26,500	3,802
CENSUS RECORDS						
51 - PERSONAL SERVICES	241,700	204,884	180,044	111,013	162,121	-17,923
52 - EXPENSES	22,371	203	25,291	15,535	34,670	9,379
57 - FRINGE BENEFITS	49,037	56,147	38,070	21,754	31,628	-6,442
TOTAL CENSUS RECORDS	313,107	261,234	243,405	148,302	228,419	-14,985
ELECTIONS						
51 - PERSONAL SERVICES	101,055	137,607	120,000	114,039	120,000	0
52 - EXPENSES	43,006	485	47,418	37,395	25,640	-21,778
58 - DEBT AND CAPITAL	0	0	0	0	5,000	5,000
57 - FRINGE BENEFITS	89	1,131	870	4	870	0
TOTAL ELECTIONS	144,150	139,223	168,288	151,437	151,510	-16,778

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
101 - CLERK/CLERK OF THE BOARD						
0110101 - ALDERMEN						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	336,454	348,440	380,095	298,541	388,243	8,148
511103 OFFICIALS W/BENEFITS	234,000	222,625	234,000	167,375	234,000	0
514001 LONGEVITY	2,625	2,625	2,725	1,850	2,825	100
515006 VACATION BUY BACK	0	483	0	0	0	0
TOTAL PERSONAL SERVICES	573,079	574,173	616,820	467,766	625,068	8,248
EXPENSES						
52401 OFFICE EQUIPMENT R-M	1,261	200	270	0	1,520	1,250
52409 PUBLIC PROPERTY R-M	7,569	8,073	5,050	1,485	6,000	950
5301 CONSULTANTS	11,500	0	0	0	0	0
53401 TELEPHONE	619	603	730	440	730	0
5341 POSTAGE	3,932	5,599	3,727	3,172	3,951	224
5342 PRINTING	1,777	2,840	2,372	1,350	2,500	128
5343 ADVERTISING/PUBLICATIO	15,186	21,375	16,504	16,071	20,000	3,496
5420 OFFICE SUPPLIES	5,470	7,609	7,129	3,804	7,129	0
5593 AWARDS & TROPHIES	0	0	2,082	101	0	-2,082
5712 REFRESHMENTS/MEALS	4,020	497	3,620	2,989	1,000	-2,620
5730 DUES & SUBSCRIPTIONS	150	0	0	0	0	0
575401 ELECTED OFFICIAL EXPE	1,901	652	4,190	4,186	3,120	-1,070
57543 INAUGURAL EXPENSES	1,299	0	4,060	4,059	0	-4,060
TOTAL EXPENSES	54,683	47,448	49,734	37,656	45,950	-3,784
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	5,420	5,029	5,336	3,653	4,592	-744
57HLTH HEALTH INSURANCE	187,407	161,863	162,952	122,381	166,756	3,804
57LIFE BASIC LIFE INSURANCE	529	373	397	264	454	57
57MEDA MEDICARE PAYROLL TAX	7,488	7,537	8,771	6,181	9,072	300
57OPEB OPEB CONTRIBUTION	0	1,051	1,472	1,246	1,172	-300
TOTAL FRINGE BENEFITS	200,843	175,852	178,930	133,726	182,046	3,116
DEBT AND CAPITAL						
58513 AUDIO-VISUAL EQUIPMEN	0	0	3,498	3,396	0	-3,498
TOTAL DEBT AND CAPITAL	0	0	3,498	3,396	0	-3,498
TOTAL ALDERMEN	828,604	797,473	848,982	642,544	853,063	4,082

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2012	FY2013	2014	4/22/2014	2015	2014 to 2015
0110102 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	221,773	236,826	246,154	166,475	257,401	11,246
511101	PART TIME < 20 HRS/WK	12,376	12,376	1,600	0	0	-1,600
514001	LONGEVITY	4,675	4,850	5,125	3,775	4,025	-1,100
514309	OTHER STIPENDS	1,536	1,530	1,560	930	4,016	2,456
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
5197	CURRENT YEAR WAGE RE	0	0	6,000	0	0	-6,000
TOTAL PERSONAL SERVICES		242,360	257,582	262,439	173,180	267,442	5,002
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,263	872	1,859	516	0	-1,859
52409	PUBLIC PROPERTY R-M	900	1,000	1,000	0	1,000	0
5313	TEMP STAFFING SERVICE	0	0	0	0	4,000	4,000
53401	TELEPHONE	688	671	811	489	700	-111
5341	POSTAGE	6,817	7,564	6,028	4,418	6,390	362
5342	PRINTING	2,897	2,638	3,600	3,454	3,100	-500
5420	OFFICE SUPPLIES	4,646	5,119	4,628	2,764	4,648	20
5711	IN-STATE CONFERENCES	0	0	0	0	200	200
5730	DUES & SUBSCRIPTIONS	175	0	570	568	550	-20
575005	EMPLOYEE HONESTY BO	100	100	100	100	100	0
TOTAL EXPENSES		17,486	17,964	18,596	12,309	20,688	2,092
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	539	525	688	811	1,340	652
57HLTH	HEALTH INSURANCE	31,137	29,534	35,928	26,757	49,663	13,735
57LIFE	BASIC LIFE INSURANCE	245	222	227	160	170	-57
57MEDA	MEDICARE PAYROLL TAX	2,809	2,921	2,296	1,838	3,096	800
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,240	1,240
TOTAL FRINGE BENEFITS		34,731	33,202	39,139	29,566	55,509	16,370
DEBT AND CAPITAL							
58514	OFFICE EQUIPMENT	0	0	10,000	9,683	0	-10,000
TOTAL DEBT AND CAPITAL		0	0	10,000	9,683	0	-10,000
TOTAL CITY CLERK		294,576	308,748	330,174	224,737	343,639	13,465

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
0110103 - ARCHIVES MANAGEMENT						
PERSONAL SERVICES						
511101 PART TIME < 20 HRS/WK	0	0	13,117	9,758	13,000	-117
TOTAL PERSONAL SERVICES	0	0	13,117	9,758	13,000	-117
EXPENSES						
5245 DOCUMENT SHREDDING	0	0	3,500	2,070	3,500	0
5346 MICROFILMING	0	0	0	0	5,000	5,000
5420 OFFICE SUPPLIES	0	0	5,000	4,115	5,000	0
5585 COMPUTER SUPPLIES	0	0	900	876	0	-900
TOTAL EXPENSES	0	0	9,400	7,061	13,500	4,100
FRINGE BENEFITS						
57MEDA MEDICARE PAYROLL TAX	0	0	181	141	0	-181
TOTAL FRINGE BENEFITS	0	0	181	141	0	-181
TOTAL ARCHIVES MANAGEMENT	0	0	22,698	16,960	26,500	3,802

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2012	FY2013	2014	4/22/2014	2015	2014 to 2015
0110104 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	215,266	184,599	166,417	105,104	150,711	-15,706
511103	OFFICIALS W/BENEFITS	4,188	3,952	3,952	2,774	3,952	0
512001	SEASONAL WAGES	0	0	0	0	2,500	2,500
513001	REGULAR OVERTIME	2,555	5,364	4,000	961	0	-4,000
513004	WORK BY OTHER DEPTS.	1,259	1,500	1,500	0	0	-1,500
514001	LONGEVITY	2,150	975	1,175	1,175	1,950	775
514309	OTHER STIPENDS	0	0	0	0	2,008	2,008
515003	SPECIAL LEAVE BUY BAC	6,000	1,874	0	0	0	0
515005	BONUSES	3,000	0	0	0	0	0
515006	VACATION BUY BACK	5,282	5,620	0	0	0	0
515102	CLEANING ALLOWANCE	2,000	1,000	1,000	1,000	1,000	0
5197	CURRENT YEAR WAGE RE	0	0	2,000	0	0	-2,000
TOTAL PERSONAL SERVICES		241,700	204,884	180,044	111,013	162,121	-17,923
EXPENSES							
52401	OFFICE EQUIPMENT R-M	427	128	500	132	250	-250
53401	TELEPHONE	418	0	500	0	500	0
5341	POSTAGE	10,071	0	9,221	2,613	20,220	10,999
5342	PRINTING	10,561	0	11,396	11,396	12,000	604
5343	ADVERTISING/PUBLICATIO	0	0	1,499	0	1,500	1
5420	OFFICE SUPPLIES	864	0	700	356	0	-700
5585	COMPUTER SUPPLIES	0	0	1,200	788	0	-1,200
5711	IN-STATE CONFERENCES	30	0	200	190	200	0
5730	DUES & SUBSCRIPTIONS	0	75	75	60	0	-75
TOTAL EXPENSES		22,371	203	25,291	15,535	34,670	9,379
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,137	1,490	912	440	670	-242
57HLTH	HEALTH INSURANCE	44,977	50,732	32,409	19,176	27,192	-5,217
57LIFE	BASIC LIFE INSURANCE	217	227	114	113	170	57
57MEDA	MEDICARE PAYROLL TAX	2,706	3,698	2,985	1,568	2,321	-665
57OPEB	OPEB CONTRIBUTION	0	0	1,650	455	1,275	-375
TOTAL FRINGE BENEFITS		49,037	56,147	38,070	21,754	31,628	-6,442
TOTAL CENSUS RECORDS		313,107	261,234	243,405	148,302	228,419	-14,985

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
0110105 - ELECTIONS						
PERSONAL SERVICES						
512001 SEASONAL WAGES	43,481	70,920	60,000	55,364	60,000	0
512002 SEASONAL SALARIES	0	1,644	24	24	0	-24
513004 WORK BY OTHER DEPTS.	57,574	62,436	59,976	58,650	60,000	24
514309 OTHER STIPENDS	0	2,607	0	0	0	0
TOTAL PERSONAL SERVICES	101,055	137,607	120,000	114,039	120,000	0
EXPENSES						
5290 CLEANING/CUSTODIAL SV	578	485	500	430	500	0
5319 TRAINING EXPENSES	1,530	0	1,830	1,725	1,830	0
53401 TELEPHONE	412	0	450	321	450	0
5341 POSTAGE	8,177	0	12,264	11,047	2,260	-10,004
5342 PRINTING	22,711	0	18,574	10,463	3,000	-15,574
5343 ADVERTISING/PUBLICATIO	0	0	0	0	3,000	3,000
5420 OFFICE SUPPLIES	654	0	600	212	1,600	1,000
5586 VOTING MACHINE SUPPLI	8,942	0	13,200	13,197	13,000	-200
TOTAL EXPENSES	43,006	485	47,418	37,395	25,640	-21,778
FRINGE BENEFITS						
57MEDA MEDICARE PAYROLL TAX	89	1,131	870	4	870	0
TOTAL FRINGE BENEFITS	89	1,131	870	4	870	0
DEBT AND CAPITAL						
585152 ELECTIONS FURNITURE	0	0	0	0	5,000	5,000
TOTAL DEBT AND CAPITAL	0	0	0	0	5,000	5,000
TOTAL ELECTIONS	144,150	139,223	168,288	151,437	151,510	-16,778
TOTAL CLERK/CLERK OF THE BOARD	1,580,438	1,506,678	1,613,547	1,183,981	1,603,132	-10,415

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

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY CLERK ELECTIO	H06	1.0	57,065	H06	1.00	58,776
	ASST CLERK OF BOARD ALD	H09	1.0	86,357	H09	1.00	88,945
	CENSUS COORDINATOR	S05	1.0	41,338	S05	1.00	42,510
	CITY CLERK/CLERK BOARD	xxx	1.0	116,467	xxx	1.00	116,467
	COMMITTEE CLERK	H05	3.0	177,269	H05	3.00	182,831
	ELECTIONS COORDINAT	S05	1.0	48,519	S05	1.00	49,425
	ASST CITY CLERK	H07	1.0	64,944	H07	1.00	66,885
	BOOKKEEPER	S05	1.0	48,518	S05	1.00	49,713
	COMPLIANCE CLERK	S05	1.0	41,339	S05	1.00	41,339
	LICENSING COORD.	S05	1.0	48,519	S05	1.00	49,731
	VITAL STATS COORD.	S05	1.0	48,519	S05	1.00	49,731
	Account Totals:		13.0	778,854		13.00	796,354
511101	ARCHIVES ASST	HY1	0.2	13,000	HY1	0.20	13,000
	Account Totals:		0.2	13,000		0.20	13,000
511103	ELECTION COMMISSIONER	QQQ	0.0	3,952	QQQ	0.00	3,952
	ALDERMAN	XXX	0.0	234,000	XXX	0.00	234,000
	Account Totals:		0.0	237,952		0.00	237,952
512001	POLL WORKERS	QQQ	0.0	60,000	QQQ	0.00	60,000
	SEASONAL				QQQ		2,500
	Account Totals:		0.0	60,000		0.00	62,500
	Report Totals:		13.2	1,089,806		13.20	1,109,806