

Clerk of the Board

Mission Statement

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

Fiscal Year 2013 Accomplishments

Public Access - Digitized two years of historic Aldermanic records and had the material bound and placed in the city archives.

Public Records & Archives - Reviewed and processed a six-year backlog of records

Vital Records - Implemented new Vital Information Program to more quickly and easily process Birth Records.

Licenses & Permits - Made it possible for dog owners renewing their dog's license and off-leash permit to pay online.

Elections - Successfully held and completed a presidential primary and election, and a Proposition 2 ½ override election

Fiscal Year 2014 Desired Outcomes

Public Access - Improved and enhanced access to public records

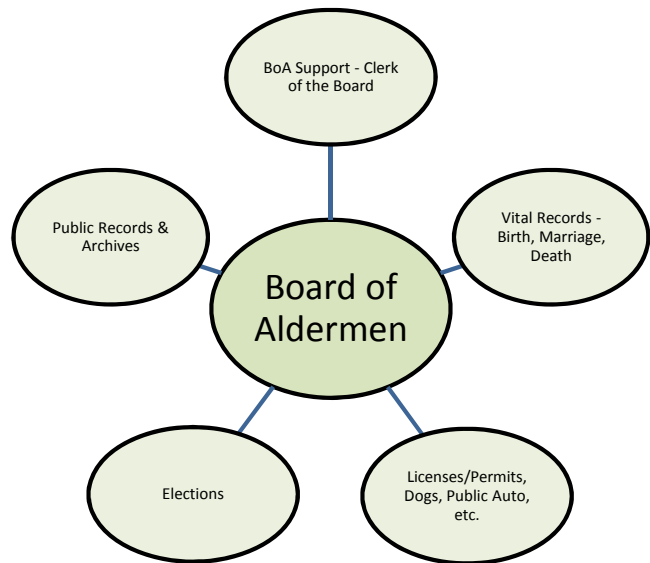
Public Records & Archives - Enhanced care of archival collections

Elections - Fully integrated Department - seamless transition through 2013 Municipal Elections

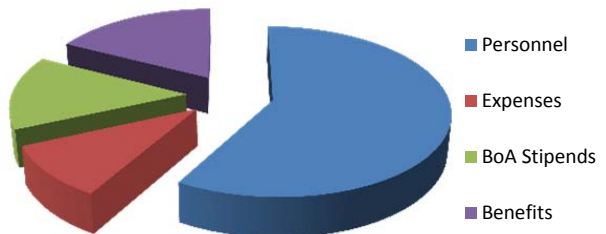
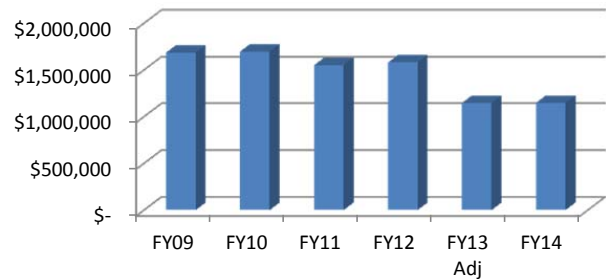
Records Management & Practices - A fully implemented Statewide Death Registration System

Licenses & Permits - Improved and streamlined license and permit application process

Legislative Support - Improved support for Board of Aldermen



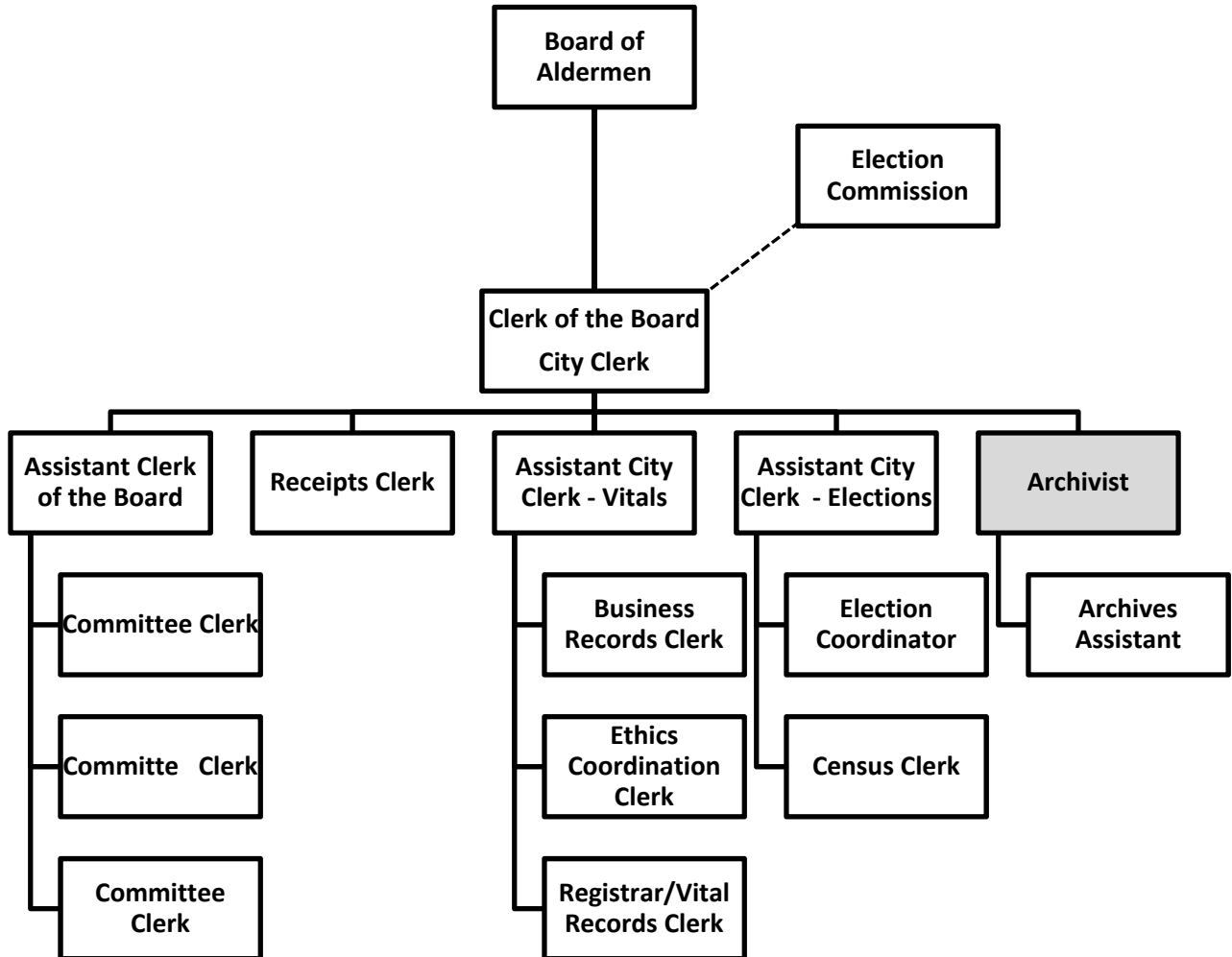
Clerk of the Board



Department Detail

	<-----Actual----->				<-Adj Budget->	<-Proposed->
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Expenditure by Core Function						
Personnel	\$ 1,045,112	\$ 1,046,744	\$ 949,726	\$ 924,193	\$ 961,258	\$ 958,420
Expenses	\$ 112,515	\$ 126,252	\$ 93,133	\$ 137,545	\$ 115,371	\$ 163,937
BoA Stipends	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000
Benefits	\$ 294,935	\$ 290,657	\$ 274,675	\$ 284,699	\$ 279,794	\$ 286,577
Total	\$ 1,686,562	\$ 1,697,653	\$ 1,551,534	\$ 1,580,437	\$ 1,590,423	\$ 1,642,934
% Incr		0.66%	-8.61%	1.86%	0.63%	3.30%
Personnel						
Full-Time	16	16	14	14	13	13
Part-Time	5	5	5	5	5	5
Total	21	21	19	19	18	18

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 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	1,183,726	1,158,193	1,195,258	904,436	1,192,420	-2,838
52 - EXPENSES	93,133	137,545	115,371	81,083	150,439	35,068
58 - DEBT AND CAPITAL	0	0	0	0	13,498	13,498
57 - FRINGE BENEFITS	274,676	284,699	279,794	193,911	286,577	6,783
TOTAL DEPARTMENT	1,551,534	1,580,438	1,590,423	1,179,430	1,642,934	52,511
ALDERMEN						
51 - PERSONAL SERVICES	566,830	573,079	593,924	421,620	616,798	22,874
52 - EXPENSES	31,804	54,683	52,318	26,691	50,434	-1,884
58 - DEBT AND CAPITAL	0	0	0	0	3,498	3,498
57 - FRINGE BENEFITS	185,592	200,843	187,381	141,700	208,414	21,033
TOTAL ALDERMEN	784,226	828,604	833,623	590,012	879,144	45,521
CITY CLERK						
51 - PERSONAL SERVICES	244,051	242,360	260,487	190,179	262,461	1,974
52 - EXPENSES	18,396	17,486	18,421	10,681	18,596	175
58 - DEBT AND CAPITAL	0	0	0	0	10,000	10,000
57 - FRINGE BENEFITS	33,926	34,731	35,135	25,674	36,768	1,633
TOTAL CITY CLERK	296,373	294,576	314,043	226,534	327,825	13,783
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	0	0	0	0	13,117	13,117
52 - EXPENSES	0	0	0	0	9,400	9,400
TOTAL ARCHIVES MANAGEMENT	0	0	0	0	22,517	22,517
CENSUS RECORDS						
51 - PERSONAL SERVICES	253,886	241,700	207,491	161,728	180,044	-27,447
52 - EXPENSES	20,314	22,371	26,119	25,374	24,195	-1,924
57 - FRINGE BENEFITS	55,041	49,037	56,147	26,373	40,525	-15,622
TOTAL CENSUS RECORDS	329,241	313,107	289,757	213,475	244,764	-44,994
ELECTIONS						
51 - PERSONAL SERVICES	118,958	101,055	133,356	130,909	120,000	-13,356
52 - EXPENSES	22,619	43,006	18,513	18,337	47,814	29,301
57 - FRINGE BENEFITS	117	89	1,131	164	870	-261
TOTAL ELECTIONS	141,694	144,150	153,000	149,410	168,684	15,684

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
101 - CLERK/CLERK OF THE BOARD						
0110101 - ALDERMEN						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	330,805	336,454	356,816	250,388	368,297	11,480
511103 OFFICIALS W/BENEFITS	234,000	234,000	234,000	169,000	234,000	0
514001 LONGEVITY	2,025	2,625	2,625	1,750	2,725	100
515006 VACATION BUY BACK	0	0	483	483	0	-483
5197 CURRENT YEAR WAGE RE	0	0	0	0	11,776	11,776
TOTAL PERSONAL SERVICES	566,830	573,079	593,924	421,620	616,798	22,874
EXPENSES						
52401 OFFICE EQUIPMENT R-M	589	1,261	1,520	0	1,520	0
52409 PUBLIC PROPERTY R-M	600	7,569	6,000	1,775	6,000	0
5301 CONSULTANTS	0	11,500	11,500	0	0	-11,500
53401 TELEPHONE	866	619	730	405	730	0
5341 POSTAGE	4,028	3,932	3,647	3,415	3,727	80
5342 PRINTING	1,532	1,777	2,372	1,764	2,372	0
5343 ADVERTISING/PUBLICATIO	15,413	15,186	15,400	14,580	15,554	154
5420 OFFICE SUPPLIES	6,116	5,470	7,129	4,173	7,129	0
5593 AWARDS & TROPHIES	0	0	200	0	2,082	1,882
5712 REFRESHMENTS/MEALS	563	4,020	700	283	4,200	3,500
5730 DUES & SUBSCRIPTIONS	0	150	0	0	0	0
575401 ELECTED OFFICIAL EXPE	2,096	1,901	3,120	297	3,120	0
57543 INAUGURAL EXPENSES	0	1,299	0	0	4,000	4,000
TOTAL EXPENSES	31,804	54,683	52,318	26,691	50,434	-1,884
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	4,041	5,420	4,646	3,799	5,475	829
57HLTH HEALTH INSURANCE	173,675	187,407	174,435	131,484	192,339	17,904
57LIFE BASIC LIFE INSURANCE	529	529	681	274	397	-284
57MEDA MEDICARE PAYROLL TAX	7,348	7,488	7,619	5,467	8,771	1,152
57OPEB OPEB CONTRIBUTION	0	0	0	676	1,431	1,431
TOTAL FRINGE BENEFITS	185,592	200,843	187,381	141,700	208,414	21,033
DEBT AND CAPITAL						
58513 AUDIO-VISUAL EQUIPMEN	0	0	0	0	3,498	3,498
TOTAL DEBT AND CAPITAL	0	0	0	0	3,498	3,498
TOTAL ALDERMEN	784,226	828,604	833,623	590,012	879,144	45,521

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
0110102 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	226,050	221,773	238,828	174,525	247,776	8,948
511101	PART TIME < 20 HRS/WK	10,710	12,376	12,749	9,044	0	-12,749
514001	LONGEVITY	3,725	4,675	5,350	3,500	5,125	-225
514309	OTHER STIPENDS	1,566	1,536	1,560	1,110	1,560	0
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
5197	CURRENT YEAR WAGE RE	0	0	0	0	6,000	6,000
TOTAL PERSONAL SERVICES		244,051	242,360	260,487	190,179	262,461	1,974
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,255	1,263	2,359	872	2,359	0
52409	PUBLIC PROPERTY R-M	0	900	1,000	0	1,000	0
53401	TELEPHONE	477	688	811	450	811	0
5341	POSTAGE	8,841	6,817	5,898	4,335	6,028	130
5342	PRINTING	3,004	2,897	3,055	1,942	3,100	45
5420	OFFICE SUPPLIES	4,518	4,646	4,728	2,982	4,728	0
5730	DUES & SUBSCRIPTIONS	200	175	470	0	470	0
575005	EMPLOYEE HONESTY BO	100	100	100	100	100	0
TOTAL EXPENSES		18,396	17,486	18,421	10,681	18,596	175
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	443	539	528	386	549	21
57HLTH	HEALTH INSURANCE	30,487	31,137	31,455	22,985	33,028	1,573
57LIFE	BASIC LIFE INSURANCE	208	245	227	151	227	0
57MEDA	MEDICARE PAYROLL TAX	2,788	2,809	2,925	2,151	2,964	39
TOTAL FRINGE BENEFITS		33,926	34,731	35,135	25,674	36,768	1,633
DEBT AND CAPITAL							
58514	OFFICE EQUIPMENT	0	0	0	0	10,000	10,000
TOTAL DEBT AND CAPITAL		0	0	0	0	10,000	10,000
TOTAL CITY CLERK		296,373	294,576	314,043	226,534	327,825	13,783
0110103 - ARCHIVES MANAGEMENT							
PERSONAL SERVICES							
511101	PART TIME < 20 HRS/WK	0	0	0	0	13,117	13,117
TOTAL PERSONAL SERVICES		0	0	0	0	13,117	13,117
EXPENSES							
5245	DOCUMENT SHREDDING	0	0	0	0	3,500	3,500
5420	OFFICE SUPPLIES	0	0	0	0	5,000	5,000
5585	COMPUTER SUPPLIES	0	0	0	0	900	900
TOTAL EXPENSES		0	0	0	0	9,400	9,400
TOTAL ARCHIVES MANAGEMENT		0	0	0	0	22,517	22,517

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
0110104 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	235,296	215,266	187,206	142,067	166,417	-20,790
511103	OFFICIALS W/BENEFITS	2,960	4,188	3,952	2,223	3,952	0
513001	REGULAR OVERTIME	4,256	2,555	5,364	6,471	4,000	-1,364
513004	WORK BY OTHER DEPTS.	6,674	1,259	1,500	1,500	1,500	0
514001	LONGEVITY	1,700	2,150	975	975	1,175	200
515003	SPECIAL LEAVE BUY BAC	0	6,000	1,874	1,873	0	-1,874
515005	BONUSES	1,500	3,000	0	0	0	0
515006	VACATION BUY BACK	0	5,282	5,620	5,620	0	-5,620
515102	CLEANING ALLOWANCE	1,500	2,000	1,000	1,000	1,000	0
5197	CURRENT YEAR WAGE RE	0	0	0	0	2,000	2,000
TOTAL PERSONAL SERVICES		253,886	241,700	207,491	161,728	180,044	-27,447
EXPENSES							
52401	OFFICE EQUIPMENT R-M	167	427	128	11	500	372
53401	TELEPHONE	487	418	500	294	500	0
5341	POSTAGE	10,000	10,071	7,999	7,942	10,220	2,221
5342	PRINTING	7,078	10,561	15,800	15,787	11,000	-4,800
5420	OFFICE SUPPLIES	837	864	1,072	1,072	700	-372
5585	COMPUTER SUPPLIES	1,138	0	545	267	1,000	455
5711	IN-STATE CONFERENCES	457	30	0	0	200	200
5730	DUES & SUBSCRIPTIONS	150	0	75	0	75	0
TOTAL EXPENSES		20,314	22,371	26,119	25,374	24,195	-1,924
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,243	1,137	1,490	564	912	-578
57HLTH	HEALTH INSURANCE	50,878	44,977	50,732	23,488	35,309	-15,423
57LIFE	BASIC LIFE INSURANCE	217	217	227	104	114	-114
57MEDA	MEDICARE PAYROLL TAX	2,703	2,706	3,698	2,217	2,499	-1,199
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,691	1,691
TOTAL FRINGE BENEFITS		55,041	49,037	56,147	26,373	40,525	-15,622
TOTAL CENSUS RECORDS		329,241	313,107	289,757	213,475	244,764	-44,994

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
0110105 - ELECTIONS						
PERSONAL SERVICES						
512001 SEASONAL WAGES	60,867	43,481	70,920	68,474	60,000	-10,920
513004 WORK BY OTHER DEPTS.	58,091	57,574	62,436	62,436	60,000	-2,436
TOTAL PERSONAL SERVICES	118,958	101,055	133,356	130,909	120,000	-13,356
EXPENSES						
5290 CLEANING/CUSTODIAL SV	471	578	485	455	500	15
5319 TRAINING EXPENSES	970	1,530	1,030	1,030	1,000	-30
53401 TELEPHONE	211	412	438	295	450	12
5341 POSTAGE	10,611	8,177	10,152	10,152	12,264	2,112
5342 PRINTING	678	22,711	101	101	24,000	23,899
5420 OFFICE SUPPLIES	679	654	600	597	600	0
5586 VOTING MACHINE SUPPLI	9,000	8,942	5,707	5,707	9,000	3,293
TOTAL EXPENSES	22,619	43,006	18,513	18,337	47,814	29,301
FRINGE BENEFITS						
57MEDA MEDICARE PAYROLL TAX	117	89	1,131	164	870	-261
TOTAL FRINGE BENEFITS	117	89	1,131	164	870	-261
TOTAL ELECTIONS	141,694	144,150	153,000	149,410	168,684	15,684
TOTAL CLERK/CLERK OF THE BOARD	1,551,534	1,580,438	1,590,423	1,179,430	1,642,934	52,511

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

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ARV/ELECTIONS COORDINAT	S05	1.0	47,155	S05	1.00	48,518
	ASST CLERK OF BOARD ALD	H09	1.0	83,928	H09	1.00	86,358
	CITY CLERK/CLERK BOARD	XXX	1.0	104,269	XXX	1.00	104,670
	COMMITTEE CLERK	H05	3.0	172,283	H05	3.00	177,269
	DEPUTY OF ELECTIONS	H11	1.0	97,409	H08	1.00	67,653
	ELECTION SPEC BOOKKEEPE	S06	1.0	48,832	S06	1.00	50,245
	ASST CITY CLERK	H07	1.0	63,118	H07	1.00	64,945
	BUSINESS RECORDS CLERK	S05	1.0	47,155	S05	1.00	48,518
	CUSTOMER SERVICE CLERK	S04	1.0	38,193	S05	1.00	41,339
	RECEIPTS CLERK	S04	1.0	43,207	S04	1.00	44,456
	REGISTRAR/VITAL STATS C	S05	1.0	47,155	S05	1.00	48,518
	Account Totals:		13.0	792,705		13.00	782,489
511101	ARCHIVIST CLERK PT	H03	0.2	12,749	H03	0.20	13,117
	Account Totals:		0.2	12,749		0.20	13,117
511103	ELECTION COMMISSIONER	QQQ	0.4	3,952	QQQ	0.40	3,952
	ALDERMAN	XXX	2.4	234,000	XXX	2.40	234,000
	Account Totals:		2.8	237,952		2.80	237,952
512001	POLL WORKERS		1.0	75,000	QQQ	1.00	60,000
	Account Totals:		1.0	75,000		1.00	60,000
	Report Totals:		17.0	1,118,406		17.00	1,093,559