Clerk of the Board

Mission Statement

To provide courteous high-quality customer service and 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 2012 Accomplishments

Public Access - Joined the City's 311 online system allowing residents to Ask a Question and search FAQs.

Public Records & Archives - Scanned Aldermanic records for 1995 - 1998; bound and archived Aldermanic records for 1990 and 1991.

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.

Legislative Support- Assisted in the docketing and reporting of more than 450 items before the Board in 2011; planned and managed the 2012 Inaugural Ceremonies.

Fiscal Year 2013 Desired Outcomes

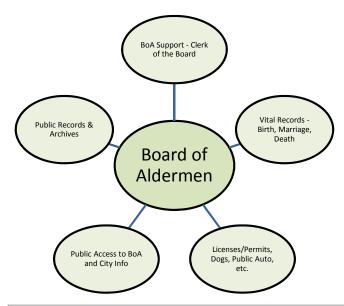
Public Access - Improved and enhanced access to public records

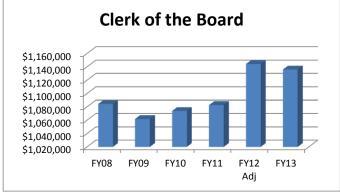
Public Records & Archives - Enhanced care of archival collections

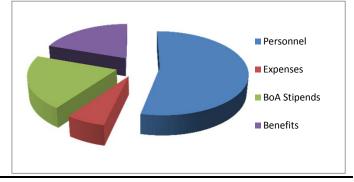
Vital Records - A fully implemented Statewide Death Registration System

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

Legislative Support - Improved support for Board of Aldermen



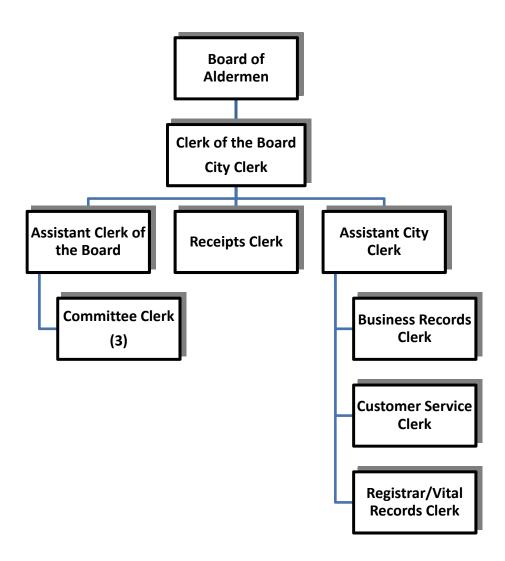




	<	 Act	ual		 >	<-Ac	dj Budget->	<-Proposed->
	 FY2008	FY2009		FY2010	FY2011		FY2012	FY2013
Expenditure by Core Function								
Personnel	\$ 561,987	\$ 557,130	\$	572,749	\$ 578,882	\$	594,995	\$ 608,650
Expenses	\$ 54,713	\$ 45,322	\$	51,129	\$ 50,200	\$	77,220	\$ 70,739
BoA Stipends	\$ 234,000	\$ 234,000	\$	234,000	\$ 234,000	\$	234,000	\$ 234,000
Benefits	\$ 233,525	\$ 225,423	\$	215,922	\$ 219,518	\$	237,972	\$ 222,516
Total	\$ 1,084,225	\$ 1,061,875	\$	1,073,800	\$ 1,082,600	\$	1,144,187	\$ 1,135,905
% Incr		-2.06%		1.12%	0.82%		5.69%	-0.72%
Personnel								
Full-Time	10	10		10	10		10	10
Part-Time	1	1		1	1		1	1
Total	 11	11		11	11		11	 11

Outcome #1 - Improved and enhanced access to public records Strategy #1: Improved on-line search	<u>Target</u>
Work with IT to improve website search engine	September 2012
Strategy #2: Conversion of paper documents to on-line digital copy	September 201
Continue conversion of vitals card catalogue to database	Ongoin
Scan Aldermanic Records for 1999 - 2002	May 201
Outcome #2: Enhanced care of archival collections	Targe
Strategy #1: Work with Library's Archivist to undertake small projects	
Catalogue and store materials awaiting processing in the Archives Office	August 2012
Inventory and create the database for City deeds housed in the archives vaults	October 201
Inventory, assess, and store oversized plans in the archives vault	January 201
Develop storage system for City contracts filed with the City Clerk's office	June 201
Strategy #2: Seek funds from the CPA to undertake larger critical Archive projects.	
Hire consultant to assist in the creation of a strategic plan for Archives	November 2012
Rearrange and inventory Clerk's archival vaults	November 201
Inventory and assess Veteran's collection	May 2013
Hire consultant to assist with the cataloguing of Mayor Cohen's papers	May 201
Outcome #3: Fully implemented Statewide Death Registration System	<u>Targe</u>
Strategy #1: Work with the State's Registry of Vital Records to implement	
Attend monthly meetings of the Registry	Monthl
Train office staff to use the new system	April 2013
Work with local funeral directors to assist their use of the system	May of 2013
Outcome #4: Improved and streamlined license and permit application process	<u>Targe</u>
Strategy #1: Work with IT to implement on-line licensing programs	
Povolon mans to electronically notify Dog Owners of online renewal	February 2013
bevelop means to electronically hotily bog owners of offline renewal	
Develop means to electronically notify Dog Owners of online renewal Develop means for customers to electronically file Business Certificates	May 2013
Develop means for customers to electronically file Business Certificates	,
Outcome #5: Improved Support for the Board of Aldermen	,
Outcome #5: Improved Support for the Board of Aldermen Strategy #1: Implement Agenda Management Software	<u>Targe</u>
Outcome #5: Improved Support for the Board of Aldermen Strategy #1: Implement Agenda Management Software Work with IT to select vendor and implement program	Targe November 201
Outcome #5: Improved Support for the Board of Aldermen Strategy #1: Implement Agenda Management Software Work with IT to select vendor and implement program Develop and implement training sessions for department heads	Targe November 201
Outcome #5: Improved Support for the Board of Aldermen Strategy #1: Implement Agenda Management Software Work with IT to select vendor and implement program Develop and implement training sessions for department heads Strategy #2: Improve Legislative Training Sessions	Targe November 201 May 201
, , , ,	May 2013 Targe November 2013 May 2013

CITY CLERK



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	806,749	812,882	828,995	629,184	842,650	13,655
52 - EXPENSES	51,129	50,200	77,070	51,198	70,739	-6,331
57 - FRINGE BENEFITS	215,922	219,518	237,972	188,510	222,516	-15,456
TOTAL DEPARTMENT	1,073,800	1,082,600	1,144,037	868,893	1,135,906	-8,131
ALDERMEN						
51 - PERSONAL SERVICES	569,376	566,830	577,579	440,108	582,164	4,584
52 - EXPENSES	35,306	31,804	58,649	36,427	52,318	-6,331
57 - FRINGE BENEFITS	175,417	185,592	203,335	160,662	187,428	-15,907
TOTAL ALDERMEN	780,100	784,226	839,564	637,197	821,910	-17,654
CITY CLERK						
51 - PERSONAL SERVICES	237,372	246,051	251,416	189,076	260,487	9,071
52 - EXPENSES	15,823	18,396	18,421	14,771	18,421	0
57 - FRINGE BENEFITS	40,505	33,926	34,637	27,849	35,088	451
TOTAL CITY CLERK	293,700	298,373	304,473	231,696	313,996	9,523

FUND: 01 - GENERAL FUND

DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	_	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
101 - CLERK/CLE	RK OF THE BOARD						
0110101 - ALDE	RMEN						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	334,136	330,805	336,454	259,108	345,539	9,084
511103	OFFICIALS W/BENEFITS	233,790	234,000	234,000	175,500	234,000	0
514001	LONGEVITY	1,450	2,025	3,375	1,750	2,625	-750
515005	BONUSES	0	0	3,750	3,750	0	-3,750
TOTAL	PERSONAL SERVICES	569,376	566,830	577,579	440,108	582,164	4,584
EXPENSES							
52401	OFFICE EQUIPMENT R-M	95	589	1,520	660	1,520	0
52409	PUBLIC PROPERTY R-M	610	600	6,781	3,631	6,000	-781
5301	CONSULTANTS	0	0	11,500	8,500	11,500	0
53401	TELEPHONE	668	866	730	523	730	0
5341	POSTAGE	3,390	4,028	3,647	3,066	3,647	0
5342	PRINTING	2,148	1,532	2,372	1,293	2,372	0
5343	ADVERTISING/PUBLICATIO	7,196	15,413	14,000	10,299	15,400	1,400
5420	OFFICE SUPPLIES	8,694	6,116	6,979	1,680	7,129	150
5593	AWARDS & TROPHIES	579	0	400	0	200	-200
5712	REFRESHMENTS/MEALS	621	563	4,200	3,718	700	-3,500
575401	ELECTED OFFICIAL EXPE	7,649	2,096	2,520	1,414	3,120	600
57543	INAUGURAL EXPENSES	3,658	0	4,000	1,643	0	-4,000
TOTAL	EXPENSES	35,306	31,804	58,649	36,427	52,318	-6,331
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	4,403	4,041	5,420	4,188	4,646	-774
57HLTH	HEALTH INSURANCE	163,230	173,675	189,223	150,353	172,246	-16,977
57LIFE	BASIC LIFE INSURANCE	453	529	568	415	681	114
57MEDA	MEDICARE PAYROLL TAX	7,332	7,348	8,125	5,705	9,855	1,731
TOTAL	FRINGE BENEFITS	175,417	185,592	203,335	160,662	187,428	-15,907
TOTAL ALD	ERMEN —	780,100	784,226	839,564	637,197	821,910	-17,654

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
0110102 - CITY	= Clerk						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	221,262	226,050	227,248	169,130	238,828	11,580
511101	PART TIME < 20 HRS/WK	8,820	10,710	12,376	9,520	12,749	372
514001	LONGEVITY	3,725	3,725	3,725	3,500	5,350	1,625
514309	OTHER STIPENDS	1,566	1,566	1,566	1,176	1,560	-6
515005	BONUSES	0	2,000	4,500	3,750	0	-4,500
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
TOTAL I	PERSONAL SERVICES	237,372	246,051	251,416	189,076	260,487	9,071
EXPENSES							
52401	OFFICE EQUIPMENT R-M	433	1,255	2,359	1,263	2,359	0
52409	PUBLIC PROPERTY R-M	0	0	1,000	900	1,000	0
53401	TELEPHONE	743	477	811	456	811	0
5341	POSTAGE	7,038	8,841	5,898	4,673	5,898	0
5342	PRINTING	3,715	3,004	3,055	2,475	3,055	0
5420	OFFICE SUPPLIES	3,477	4,518	5,023	4,828	4,728	-295
5730	DUES & SUBSCRIPTIONS	317	200	175	175	470	295
575005	EMPLOYEE HONESTY BO	100	100	100	0	100	0
TOTAL I	EXPENSES	15,823	18,396	18,421	14,771	18,421	0
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	611	443	540	417	528	-12
57HLTH	HEALTH INSURANCE	37,028	30,487	31,138	25,088	31,455	317
57LIFE	BASIC LIFE INSURANCE	227	208	227	189	227	0
57MEDA	MEDICARE PAYROLL TAX	2,640	2,788	2,732	2,155	2,878	146
TOTAL I	FRINGE BENEFITS	40,505	33,926	34,637	27,849	35,088	451
TOTAL CITY	CLERK	293,700	298,373	304,473	231,696	313,996	9,523
TOTAL CLERK	CLERK OF THE BOARD	1,073,800	1,082,600	1,144,037	868,893	1,135,906	-8,131

FUND: 01 - GENERAL FUND

DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

			2012			2013	
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	Clerk of the Board	XXX	1.0	92,754	XXX	1.00	92,500
	Asst Clerk of the Board	H09	1.0	81,045	H09	1.00	83,930
	Committee Clerk	H05	3.0	162,556	H05	3.00	169,109
	Assisitant City Clerk	H07	1.0	60,763	H07	1.00	63,119
	Business Records Clerk	S05	1.0	45,205	S05	1.00	47,155
	Registrar/Vital Stats	S05	1.0	45,205	S05	1.00	47,155
	Customer Service Clerk	S04	1.0	36,471	S04	1.00	38,193
	Receipts Clerk	S04	1.0	41,356	S04	1.00	43,207
	Account Totals:	-	10.0	565,355		10.00	584,367
511101	Archivist	H03	0.2	12,411	H03	0.20	12,749
	Account Totals:	-	0.2	12,411		0.20	12,749
511103	Alderman	XXX	2.4	234,000	xxx	2.40	234,000
	Account Totals:	-	2.4	234,000		2.40	234,000
	Report Totals:		12.6	811,766		12.60	831,115