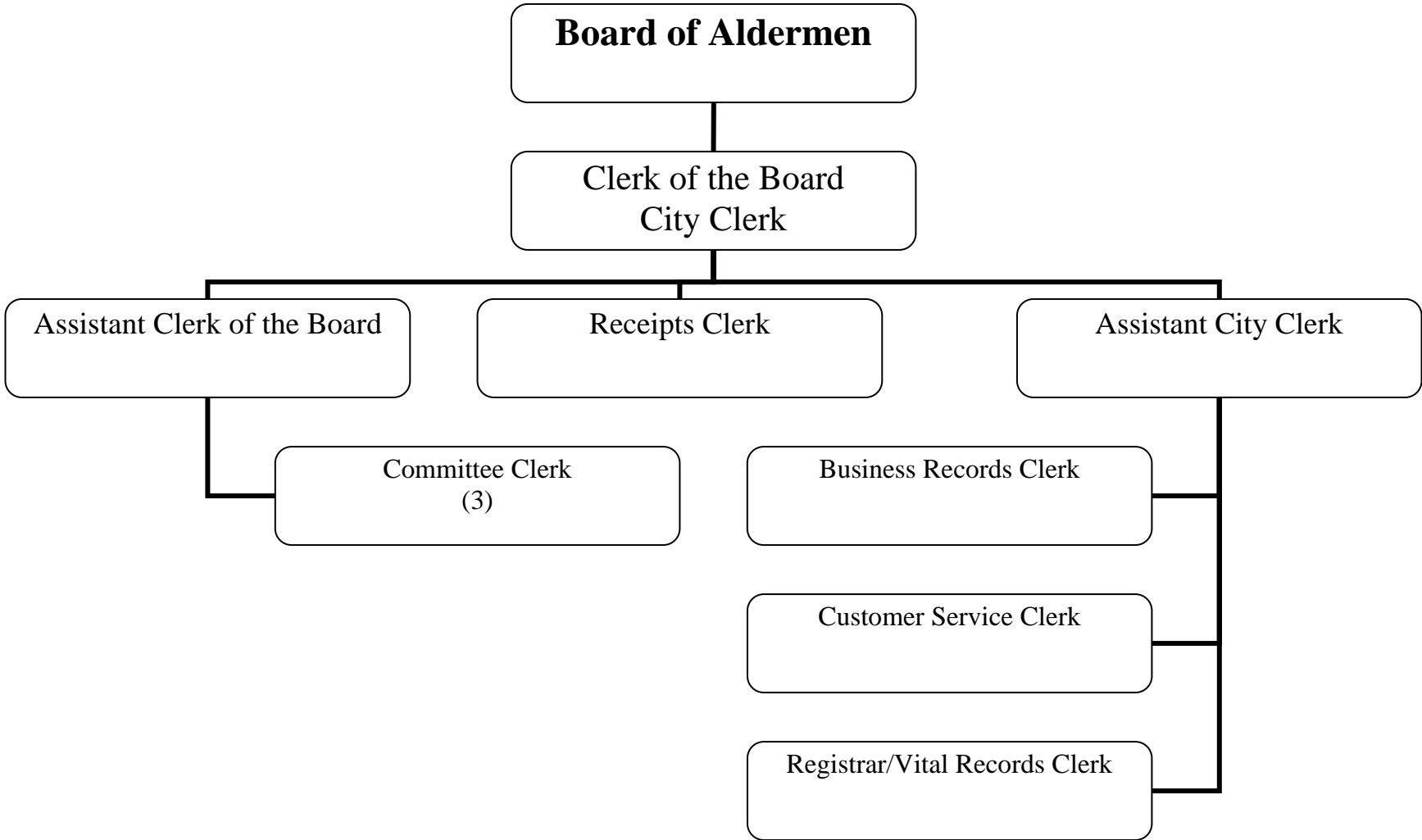


FUND: 01 – GENERAL FUND
DEPARTMENT: 101 – CLERK / CLERK OF THE BOARD



CLERK OF THE BOARD AND CITY CLERK

MISSION

The mission of the Newton City Clerk's Office is to serve the citizens of Newton by: providing courteous high-quality customer service; providing access to public records; disseminating accurate information; preserving official public documents and records of the City of Newton; providing administrative and support services to the Board of Aldermen; and meeting regulatory requirements established by City Ordinance and Massachusetts Law.

Clerk of the Board of Aldermen

The Office of the Clerk of the Board of Aldermen provides support for all aspects of the Board of Aldermen's operations including: scheduling, research, communication, and the legislative process. The office ensures that all functions of the Board are carried out at the most effective and efficient levels possible.

City Clerk

The Office of the City Clerk carries out all duties specified for it under state and local law. The office creates, organizes and maintains information and records relating to public records, vital statistics, licensing, and business registrations. The office answers inquiries made via phone, mail, E-mail, and in person, and provides the required information and documents. The City Clerk is the official record keeper for the City of Newton and is responsible for the organization, care and maintenance of the city's official archival material.

ACCOMPLISHMENTS IN FY2011

Records Preservation

- With the clean-up of the basement vaults completed after the spring flooding in 2010, the office reorganized the material in the vaults to move marriage records to the vital records vault in the City Clerk's Office and better house and organize Board of Aldermen Committee Records.
- At the Request of the Community Preservation Commission, the City Clerk's Office collaborated with the Newton History Museum and the Newton Free Library to successfully submit and present an application to undertake an inventory of the historic material held by each city department. The funds were approved by the Board of Aldermen and a consultant was hired, the work to be completed in the Spring of 2011.
- Back scanning of Aldermanic documents continued in order to create a digital back-up of older records and to make the material computer searchable for easy access. The scanning of Aldermanic material for 1991 – 1995 was completed.

Customer Service Enhancements

- The City Clerk and Assistant City Clerk worked with the Massachusetts Registry of Vital Records to develop and test a new Vital Records Information Processing system which went live in February 2011. The City of Newton is a leader in the development and use of this new state-wide

system that allows the creation and sharing of Birth Records electronically and is being used by hospitals and Clerk's Offices across the Commonwealth.

- New projection screens were installed in the two Aldermanic conference rooms to make it easier for city staff and residents to show PowerPoint and other presentations.

Dog Licensing

- Initiatives to increase the number of licensed dogs continued in FY2011. The theme for the licensing campaign this year is "What's this Year's Hottest Fashion Accessory – A Tag". Licensing reached a high of 3,751 dogs in 2010, an increase of 645 dogs over 2009.
- The Off-Leash Dog Park Permits will be issued through the City Clerk's Office beginning in April.

Website Enhancements

- With the assistance of the IT Department, the Clerk of the Board's Office has added a special permit .ftp folder to the Aldermen's webpage. The folder contains material specifically relating to current special permits, providing all of the material sent to the Aldermen each Friday in an electronic version available to anyone through the website. The Clerk's Office was also able to create a new on-line posting board for Committee and Commission meeting announcements and agendas.
- Received, for the fifth year in a row, the e-government award with distinction from government watchdog group Common Cause for the quantity of government information available through our website.

GOALS AND OBJECTIVES FOR FY2012

Investing for the Future

- Continue with technological processing of data, reports, and correspondence to create the most efficient processing of materials. Work to find funding for a cross department software program to eliminate duplication through file sharing and work flow improvement.
- Work to invest in the future by reinstating a full-time Archivist position into the City Budget to be more effective in assisting with records management and retention across all City Departments.

Stretching for Excellence

- Continue to focus on serving residents and making City government more effective by expanding the information available to the public.

Making Government More Effective

- Continue to improve processing times of mailed-in requests for certified copies of vital records to better serve Newton residents.
- Work with other departments to develop a plan to identify historic archival material housed in City Departments to effectively create a master list and database to provide access to this material.
- Assist with and encourage cross department collaboration and training to be more effective and better utilize staff as workloads ebb and flow.

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

**CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2009	ACTUAL 2010	ORIGINAL 2011	AMENDED 2011	RECOMMENDED 2012	APPROPRIATION CHANGE 2011 To 2012	
DEPARTMENT SUMMARY							
51 - PERSONAL SERVICES	791,130	806,749	818,299	818,299	816,393	-1,906	0%
52 - EXPENSES	45,322	51,129	50,910	50,910	61,939	11,029	22%
57 - FRINGE BENEFITS	225,423	215,922	210,863	220,488	245,472	24,984	11%
TOTAL DEPARTMENT	1,061,875	1,073,800	1,080,072	1,089,697	1,123,804	34,107	3%
ALDERMEN							
51 - PERSONAL SERVICES	575,519	569,376	573,138	573,138	570,072	-3,066	-1%
52 - EXPENSES	28,666	35,306	31,900	31,900	43,518	11,618	36%
57 - FRINGE BENEFITS	179,864	175,417	167,655	186,398	207,532	21,134	11%
TOTAL ALDERMEN	784,049	780,100	772,693	791,436	821,122	29,686	4%
CITY CLERK							
51 - PERSONAL SERVICES	215,611	237,372	245,161	245,161	246,322	1,161	0%
52 - EXPENSES	16,655	15,823	19,010	19,010	18,421	-589	-3%
57 - FRINGE BENEFITS	45,559	40,505	43,208	34,090	37,939	3,849	11%
TOTAL CITY CLERK	277,825	293,700	307,379	298,261	302,682	4,421	1%

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

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

		ACTUAL	ACTUAL	ORIGINAL	AMENDED	YTD EXPENSES	RECOMMENDED	APPROPRIATION CHANGE	
		FY2009	FY2010	2011	2011	2011	2012	FY2011 AND FY2012	
101 - CLERK/CLERK OF THE BOARD									
0110101 - ALDERMEN									
PERSONAL SERVICES									
511001	FULL TIME SALARIES	330,137	334,136	337,113	337,113	255,294	334,047	-3,066	-1%
511101	PART TIME < 20 HRS/WK	10,031	0	0	0	0	0	0	0%
511103	OFFICIALS W/BENEFITS	234,000	233,790	234,000	234,000	175,500	234,000	0	0%
514001	LONGEVITY	1,350	1,450	2,025	2,025	1,350	2,025	0	0%
TOTAL PERSONAL SERVICES		575,519	569,376	573,138	573,138	432,144	570,072	-3,066	-1%
EXPENSES									
52401	OFFICE EQUIPMENT R-M	1,303	95	700	700	611	1,520	820	117%
52409	PUBLIC PROPERTY R-M	617	610	3,000	2,600	600	3,000	400	15%
53401	TELEPHONE	605	668	1,700	1,700	651	730	-970	-57%
5341	POSTAGE	2,657	3,390	3,000	3,400	2,680	3,647	247	7%
5342	PRINTING	1,629	2,148	5,100	4,100	804	2,372	-1,728	-42%
5343	ADVERTISING/PUBLICATION	6,403	7,196	7,000	9,000	8,447	14,000	5,000	56%
5420	OFFICE SUPPLIES	8,798	8,694	4,100	5,100	4,465	7,129	2,029	40%
5592	BOOKS/MANUALS/PERIODIC	0	0	500	500	0	0	-500	-100%
5593	AWARDS & TROPHIES	0	579	600	600	0	900	300	50%
5712	REFRESHMENTS/MEALS	452	621	1,200	1,200	305	3,100	1,900	158%
575401	ELECTED OFFICIAL EXPENS	6,202	7,649	5,000	3,000	2,088	3,120	120	4%
57543	INAUGURAL EXPENSES	0	3,658	0	0	0	4,000	4,000	100%
TOTAL EXPENSES		28,666	35,306	31,900	31,900	20,652	43,518	11,618	36%
FRINGE BENEFITS									
57DENTAL	DENTAL INSURANCE	4,771	4,403	4,043	4,043	3,063	4,836	793	20%
57HLTH	HEALTH INSURANCE	167,296	163,230	154,932	173,675	131,949	194,004	20,329	12%
57LIFE	BASIC LIFE INSURANCE	510	453	511	511	406	568	57	11%
57MEDA	MEDICARE PAYROLL TAX	7,288	7,332	8,169	8,169	5,674	8,125	-44	-1%
TOTAL FRINGE BENEFITS		179,864	175,417	167,655	186,398	141,092	207,532	21,134	11%
TOTAL ALDERMEN		784,049	780,100	772,693	791,436	593,889	821,122	29,686	4%

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	ORIGINAL	AMENDED	YTD EXPENSES	RECOMMENDED	APPROPRIATION CHANGE	
		FY2009	FY2010	2011	2011	2011	2012	FY2011 AND FY2012	
0110102 - CITY CLERK									
PERSONAL SERVICES									
511001	FULL TIME SALARIES	202,141	221,262	227,609	227,183	174,798	227,382	199	0%
511101	PART TIME < 20 HRS/WK	0	8,820	10,687	10,687	8,568	11,648	961	9%
514001	LONGEVITY	3,800	3,725	3,725	3,725	2,775	3,725	0	0%
514309	OTHER STIPENDS	1,122	1,566	1,140	1,566	1,212	1,566	0	0%
515002	SEVERANCE PAY	7,048	0	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	1,500	2,000	2,000	2,000	2,000	2,000	0	0%
TOTAL PERSONAL SERVICES		215,611	237,372	245,161	245,161	189,353	246,322	1,161	0%
EXPENSES									
52401	OFFICE EQUIPMENT R-M	2,468	433	4,116	2,616	1,255	2,359	-257	-10%
52409	PUBLIC PROPERTY R-M	1,144	0	1,267	1,267	0	1,000	-267	-21%
53401	TELEPHONE	736	743	840	840	237	811	-29	-3%
5341	POSTAGE	5,641	7,038	4,537	5,537	5,173	5,898	361	7%
5342	PRINTING	2,176	3,715	3,500	3,500	2,383	3,055	-445	-13%
5420	OFFICE SUPPLIES	3,912	3,477	3,900	4,400	4,259	4,728	328	7%
5592	BOOKS/MANUALS/PERIODIC	0	0	250	250	0	0	-250	-100%
5730	DUES & SUBSCRIPTIONS	480	317	500	500	200	470	-30	-6%
575005	EMPLOYEE HONESTY BOND	100	100	100	100	0	100	0	0%
TOTAL EXPENSES		16,655	15,823	19,010	19,010	13,507	18,421	-589	-3%
FRINGE BENEFITS									
57DENTAL	DENTAL INSURANCE	661	611	663	663	349	531	-132	-20%
57HLTH	HEALTH INSURANCE	42,321	37,028	39,606	30,488	24,038	34,450	3,962	13%
57LIFE	BASIC LIFE INSURANCE	236	227	227	227	170	227	0	0%
57MEDA	MEDICARE PAYROLL TAX	2,340	2,640	2,712	2,712	2,183	2,731	19	1%
TOTAL FRINGE BENEFITS		45,559	40,505	43,208	34,090	26,740	37,939	3,849	11%
TOTAL CITY CLERK		277,825	293,700	307,379	298,261	229,600	302,682	4,421	1%
TOTAL CLERK/CLERK OF THE BOARD		1,061,875	1,073,800	1,080,072	1,089,697	823,488	1,123,804	34,107	3%

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

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2011		2012	
			FTE	SALARY	FTE	SALARY
511001	Clerk of the Board	XXX	1	92,857	1	92,857
	Asst Clerk of the Board	H09	1	80,243	1	80,243
	Committee Clerk	H05	3	160,947	3	160,947
	Assisitant City Clerk	H07	1	60,162	1	60,162
	Business R cords Clerk	S05	1	44,757	1	44,757
	Registrar/Vital Stats	S05	1	44,757	1	44,757
	Customer Service Clerk	S04	1	35,421	1	36,760
	Receipts Clerk	S04	1	40,947	1	40,947
Account Totals:			10	560,090	10	561,429
511101	Archivist	H03	0.2	11,648	0.2	11,648
	Account Totals:			0.2	11,648	0.2
511103	Alderman	XXX	2.4	234,000	2.4	234,000
	Account Totals:			2.4	234,000	2.4
Report Totals:			12.6	805,738	12.6	807,077