

# City Clerk/Clerk of the Council

To provide a variety of services to the residents of the City of Newton as well as providing administrative support to the City Council.

The City Clerk's Office operates at the heart of Newton City Government. Located on the first floor of Newton City Hall, the Clerk's Office records the births, deaths and marriages that take place in Newton, issues burial permits, and maintains the state's official copies of these records. The office also issues Dog Licenses, Off-Leash Park Permits, and Business Certificates.

The Clerk's Office conducts the annual municipal census, which gathers information from the more than 36,000 households in the City.

The Clerk's Office is responsible for conducting Federal, State and Municipal elections each year, and trains and schedules the more than 300 poll workers needed to conduct an election.

The City Clerk's Office also provides support for the work of City Council, creating Council Agendas and Reports, staffing council meetings, gathering the information Councilors need to make decisions, updating and maintaining the City's Ordinances, and making information available to the public.

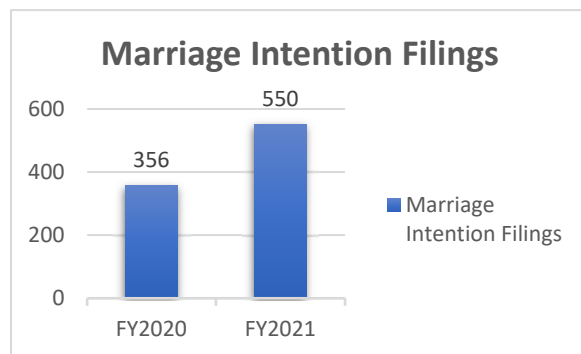
Finally, the Office oversees the City Archives which holds the City's municipal records from the 1680s to today and works with City Departments to maintain the records of the City.

## City Clerk/Clerk of the Council

As the Covid-19 and Coronavirus pandemic continues, the Office of the City Clerk and City Council has adapted and adjusted workplace procedures to continue providing essential services to the residents and non-residents of Newton while ensuring the safety of its staff and customers.

### Vital Records

Newton is one of the largest birthing communities in the Commonwealth of Massachusetts and shares a close relationship with the Birth Registry Department at Newton-Wellesley Hospital. In FY2021, The City Clerk's office registered over 2,400 births. The Clerk's office also saw a 54% increase of couples filing for marriage generating over 550 intentions.



### Newton City Council

In January of 2020, the members of the 2020-2021 City Council were sworn in and began their terms. Susan Albright was elected President and Richard Lipof was elected Vice President. Within a few short weeks the City, and the Council, were thrown into the Covid-19 Pandemic. The 24 members of the City Council receive administrative support through the City Clerk's office.

In response to the Covid-19 Emergency, Governor Baker issued a State of Emergency which allowed the Council to conduct their business remotely. The City Council quickly pivoted to virtual meetings and was able to conduct business at the Committee and Council level. No meetings were cancelled or postponed

as a result of the pandemic. The Council continued to hold public hearings and was able to review and approve critical requests for funding.

Council staff continue to support the work of the City Council. Committee Clerks manage the agendas, Council Docket and Reports Docket. Written reports detail the votes and discussion for agenda items at each Committee meeting. Clerks manage and regularly update website content which includes Council documents, audio from the Committee meetings and memos and backup material pertaining to pending docket items.

Information that the Council will be reviewing over the course of the coming week can be found each Friday in the online Friday Packet. Here residents, and City Councilors, can review the material that they will need to be familiar with during the coming week. Before each Council meeting, they will also find committee reports where they can see Committee recommendations to the Council as well as read about the discussion at the Committee level. The votes from the committee reports are compiled into the Reports Docket which is published the Thursday before each Council meeting. The Reports Docket lists the items that the Council will be discussing and voting on at the next Council meeting.

### City Boards & Commissions

The City Clerk's office posts meeting agendas for all the City's official boards and commissions, including City Council meetings. Hard copies of the agendas can be found on the bulletin board outside the City Clerk's office and digital versions are on the City's website on the electronic posting board. Items on the electronic posting board are organized by the date and are posted at least 48 hours before the meeting. In 2020 the Office posted more than 1,071 Meeting Notices and Agendas.

## Elections



The Newton City Clerk's Office faced a very challenging fall election season holding a State Primary Election in September and the State/Presidential Election in November. With the help of dedicated poll workers and wonderful staff the Clerk's office processed over 40,000 ballots for the November Election alone.

## Municipal Census

Each January the City Clerk's office produces the annual city street listing which is mailed to 31,000 households. Utilizing an online response weblink, households with no changes to their 2021 city census were able to reply online. Over 10,400 Newton residents used this feature, an increase of 7% as compared to 2020.

## Dog Licensing

**Dog Licenses & Off-Leash Park Permits are available for purchase from the City Clerk's Office.**

All Dogs Must be Licensed by April 1<sup>st</sup>.



Each Spring the Clerk's Office mails out dog license renewal forms to the owners of more than 6,000 dogs in our database. In 2020, the office licensed almost 7,000 dogs of which 3,300 also purchased an Off-leash Dog Park Permit.

The office has seen a steady increase in the number of dogs licensed for each of the last three years.

## City Archives

The City Clerk's office is also responsible for the City Archives. The City Archives preserves the records of the City and holds records from the founding of Newton as a town in 1680 through today. The City Archives is located primarily in the Newton Free Library and is staffed by the City Archivist and supported by our Scanning Coordinator.

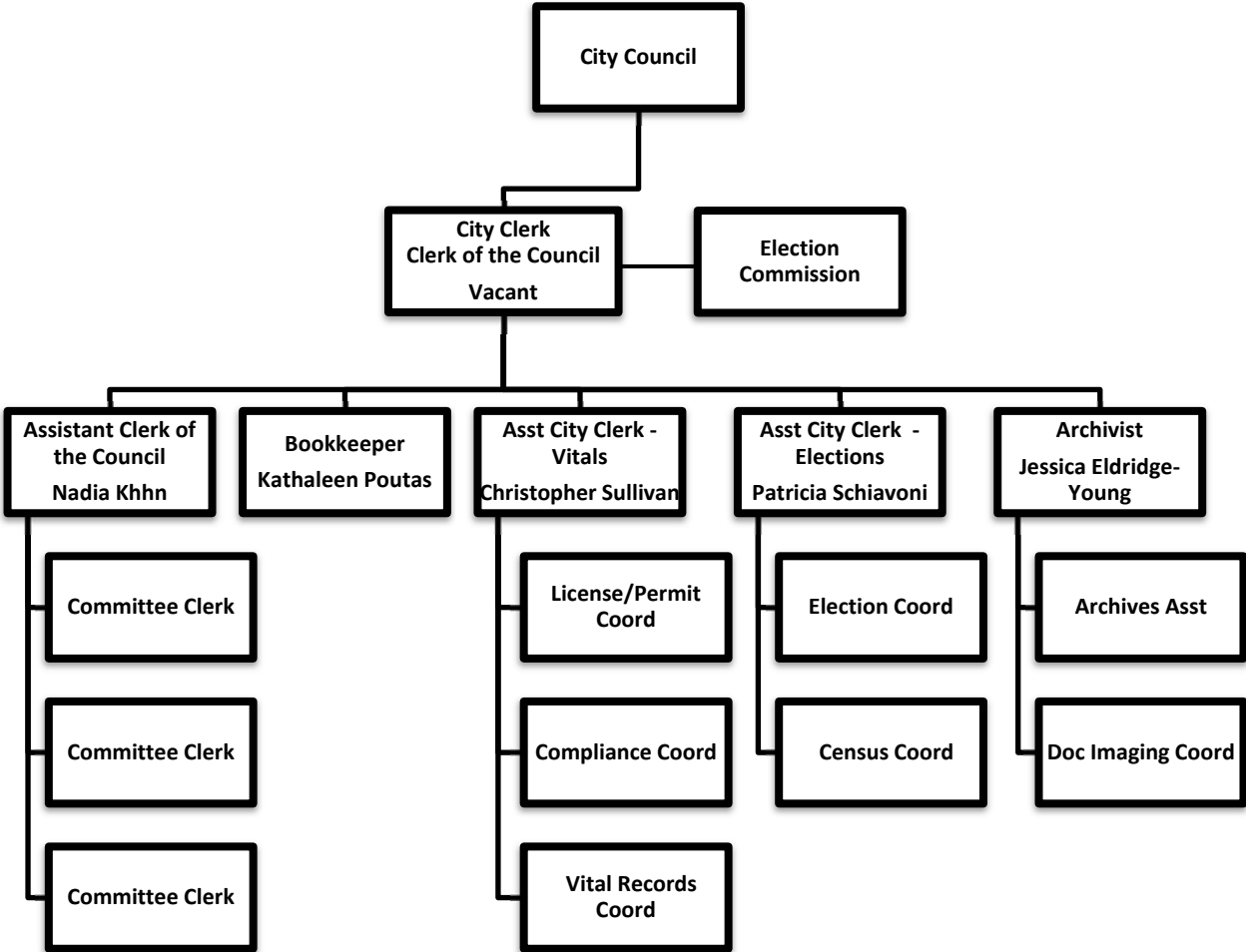
The City Clerk staff continue to serve the residents of Newton while keeping safe and socially distant. Please visit our website to learn of the ways you can obtain a vital record, find how you can register to vote, run for local office, or license your dog.

Sincerely,

*Nadia Kahn*

Interim City Clerk

# CLERK OF THE COUNCIL



# Financial and Operating Highlights

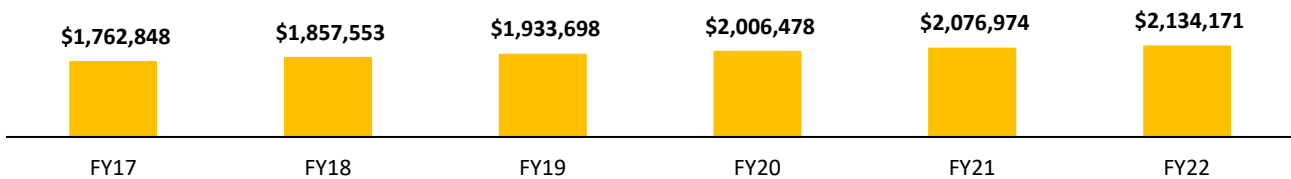
## Financial Highlights

	Actual				Original	Proposed
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
<b>Expenditure by Department</b>						
City Council	\$ 936,042	\$ 961,205	\$ 981,130	\$ 1,020,385	\$ 1,056,345	\$ <b>1,125,215</b>
City Clerk	\$ 330,929	\$ 366,114	\$ 379,742	\$ 378,796	\$ 400,499	\$ <b>415,971</b>
Archives Management	\$ 79,134	\$ 123,676	\$ 133,099	\$ 145,121	\$ 150,101	\$ <b>141,839</b>
Census Records	\$ 212,367	\$ 72,788	\$ 78,075	\$ 88,735	\$ 88,774	\$ <b>90,458</b>
Elections	\$ 204,376	\$ 333,770	\$ 361,652	\$ 373,441	\$ 381,254	\$ <b>360,688</b>
<b>Total</b>	\$ 1,762,848	\$ 1,857,553	\$ 1,933,698	\$ 2,006,478	\$ 2,076,974	\$ <b>2,134,171</b>
<b>% Incr</b>		5.37%	4.10%	3.76%	3.51%	<b>2.75%</b>

## Personnel

Full-Time	14	15	15	15	15	<b>15</b>
Part-Time	1	1	1	1	1	<b>0</b>
<b>Total</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15</b>

## Total City Clerk Expenditures



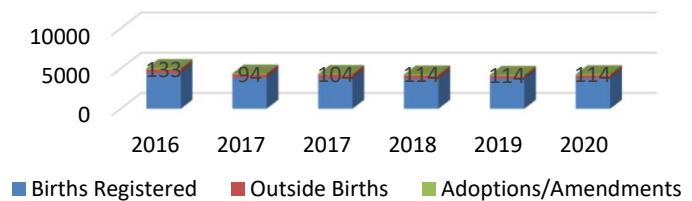
## Operating Highlights

### Births

### 2020 Totals

Births Registered	3770
Outside Births	429
Adoptions/Amendments	114

### Births Registered

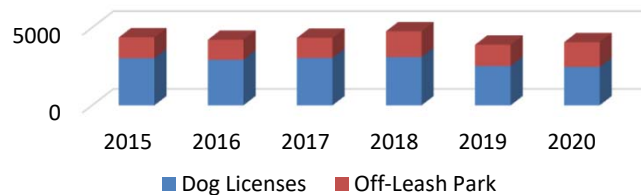


### Dog Licenses

### 2020 Totals

Dog Licenses	2467
Off-Leash Park	1593

### Dog Licenses



# City Clerk/Clerk of the Council

## Fiscal Year 2022 Outcomes and Strategies

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### Outcome 1

#### Provide Outstanding Customer Service

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**City Clerk Strategy:** Develop and refine ways to provide information and records through the Covid-19 Pandemic. Continue to develop and promote online services. Continually improve response times to requests for information and records

requests.

**Census Strategy:** Citizen Outreach. Create initiatives to inform citizens how responding to the census keeps their voter status active and updated. Continue to encourage on-line response resources to improve processing time.

**Election Strategy:** Prepare for 2021 Fall Municipal Election(s). Continue to work with Secretary of the State's office to identify and implement election processes. Develop effective communication strategies to get the word out about Fall election procedures.

**City Council Strategy:** Continue to expand Council reach and information available on the City's website. Promote Council business through City Council Newsletter.

**Archives Strategy:** Improved Web Presence. An expanded online presence on the City website to include information and exhibits.

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### Outcome 2

#### Ensure Easy Access to Services

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**City Clerk Strategy:** On-line Request Fulfilment; Work to shorten response times to online requests for vital records.

**Election Strategy:** Improve the function of the Elections Website by making it more user friendly, simplified, and easier to maneuver. Implement Virtual Poll Worker Recruitment & Training. Develop prerecorded training tutorials for poll workers to ensure continued safety for poll workers and voters during the Fall election.

**City Council Strategy:** Continue to provide relevant backup material and links to pages, presentations and information in Committee reports, maintain documents in Friday packet and on the Special Permit page. Work with IT department to develop ways to make documents easily accessible. Develop and provide training for new City Councilors.

**Archives Strategy:** Improved Finding Aids including the creation of information on the holdings contained in the various collections. Create guides to assist the public with common queries. Promote opportunities to access archival materials and new exhibits.

# City Clerk/Clerk of the Council

## Fiscal Year 2022 Outcomes and Strategies

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### Outcome 3

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#### Expand Council Reach and Transparency

**City Council Strategy:** Welcome and on-board new City Clerk/Clerk for the City Council. Prepare for Fall 2021 municipal election(s) and Inauguration on January 1, 2022. Renew City Council Newsletter to support distribution of information to the public.

**Council Project with Information Technology:** Collaborate with IT Department to Develop Online Tracking System for the management of City Council business. After investigation of various solutions and agenda management systems, over years, the City Clerk's office is working with the IT Department to develop a docket tracking system that conforms to the City Council's processes embedded in the City Charter, Council Rules and City Ordinances. A new system will encourage a transparent legislative process and provide access to Council documents in an organized, searchable, environment.

**Archives Strategy:** Continue to advocate for, and develop, archive expansion opportunities; Continue to assist departments with scanning projects to preserve public records and make them accessible.

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### Outcome 4

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#### Have Award winning Records Management Procedures and Practices

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**City Clerk Strategy:** New space acquisition and consolidation. Enhanced space utilization in vaults; continued binding of permanent records and move lesser used records to the archives.

**Census Strategy:** Prepare census form so citizens understand, complete, and return it promptly; by mail or online.

**Election Strategy:** Monitor changes to election equipment standards and election procedures. Focus on the replacement of outdated equipment. Anticipate the state certifying new polling equipment to replace Accu-Vote and AutoMark machines. Prepare outreach to voters and training for poll workers on new equipment before elections. Acquire acceptable, lockable storage option for election equipment.

**City Council Strategy:** Identify opportunities for online management of Council discussion items and backup materials, continue to maintain information on special permit page. Begin Recodification process.

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 101 - CLERK OF THE COUNCIL

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>CLERK OF THE COUNCIL SUMMARY</b>						
51 - PERSONNEL SERVICES	1,308,456	1,378,265	1,441,644	1,581,240	1,559,438	-21,802
52 - EXPENSES	197,158	174,797	203,764	155,916	182,075	26,159
58 - CAPITAL EXPENSES	121	10,151	3,229	5,000	5,000	0
57 - FRINGE BENEFITS	322,389	370,485	357,842	334,817	387,658	52,840
<b>TOTAL DEPARTMENT</b>	<b>1,828,124</b>	<b>1,933,698</b>	<b>2,006,478</b>	<b>2,076,974</b>	<b>2,134,171</b>	<b>57,197</b>
<b>CITY COUNCIL</b>						
51 - PERSONNEL SERVICES	653,107	665,116	722,362	809,857	810,492	635
52 - EXPENSES	74,912	56,749	71,009	54,950	75,800	20,850
57 - FRINGE BENEFITS	223,051	259,266	227,014	191,537	238,922	47,385
<b>TOTAL CITY COUNCIL</b>	<b>951,069</b>	<b>981,130</b>	<b>1,020,385</b>	<b>1,056,345</b>	<b>1,125,215</b>	<b>68,870</b>
<b>ARCHIVES MANAGEMENT</b>						
51 - PERSONNEL SERVICES	96,495	112,919	123,961	126,048	119,001	-7,047
52 - EXPENSES	9,958	3,985	2,966	5,101	3,225	-1,876
57 - FRINGE BENEFITS	8,504	16,194	18,194	18,953	19,613	661
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>114,958</b>	<b>133,099</b>	<b>145,121</b>	<b>150,101</b>	<b>141,839</b>	<b>-8,262</b>
<b>CENSUS RECORDS</b>						
51 - PERSONNEL SERVICES	39,061	42,148	45,573	46,217	47,544	1,327
52 - EXPENSES	27,624	28,010	34,096	33,100	33,100	0
57 - FRINGE BENEFITS	3,282	7,917	9,066	9,457	9,815	357
<b>TOTAL CENSUS RECORDS</b>	<b>69,968</b>	<b>78,075</b>	<b>88,735</b>	<b>88,774</b>	<b>90,458</b>	<b>1,684</b>
<b>CITY CLERK</b>						
51 - PERSONNEL SERVICES	262,548	275,389	264,542	286,072	292,494	6,422
52 - EXPENSES	32,630	38,614	32,226	23,815	29,500	5,685
58 - CAPITAL EXPENSES	0	0	575	0	0	0
57 - FRINGE BENEFITS	66,139	65,739	81,454	90,613	93,977	3,364
<b>TOTAL CITY CLERK</b>	<b>361,317</b>	<b>379,742</b>	<b>378,796</b>	<b>400,499</b>	<b>415,971</b>	<b>15,471</b>
<b>ELECTIONS</b>						
51 - PERSONNEL SERVICES	257,245	282,693	285,206	313,047	289,908	-23,139
52 - EXPENSES	52,033	47,440	63,468	38,950	40,450	1,500
58 - CAPITAL EXPENSES	121	10,151	2,654	5,000	5,000	0
57 - FRINGE BENEFITS	21,413	21,369	22,113	24,257	25,331	1,073
<b>TOTAL ELECTIONS</b>	<b>330,813</b>	<b>361,652</b>	<b>373,441</b>	<b>381,254</b>	<b>360,688</b>	<b>-20,566</b>



FUND: 0001 - GENERAL FUND  
DEPARTMENT: 101 - CLERK OF THE COUNCIL

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>101 - CLERK OF THE COUNCIL</b>						
<b>0110111 - CITY COUNCIL</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	413,457	426,353	416,712	429,984	436,842	6,858
511101 PART TIME < 20 HRS/WK	0	113	0	0	0	0
511103 OFFICIALS W/BENEFITS	234,000	234,000	303,000	372,000	372,000	0
514001 LONGEVITY	5,650	4,650	2,650	3,650	1,650	-2,000
519000 SALARY/WAGE RESERVE	0	0	0	4,223	0	-4,223
<b>TOTAL PERSONNEL SERVICES</b>	<b>653,107</b>	<b>665,116</b>	<b>722,362</b>	<b>809,857</b>	<b>810,492</b>	<b>635</b>
<b>EXPENSES</b>						
524010 OFFICE EQUIPMENT R-M	1,104	1,832	1,292	1,500	1,500	0
524090 PUBLIC PROPERTY R-M	750	2,092	104	4,000	2,500	-1,500
527500 RENTAL/LEASE - PROPER	0	0	0	0	3,350	3,350
534010 TELEPHONE	462	497	0	450	450	0
534100 POSTAGE	5,745	3,962	1,847	4,000	4,000	0
534200 PRINTING	6,115	9,940	5,548	7,500	6,000	-1,500
534300 ADVERTISING/PUBLICATIO	38,536	31,769	50,562	30,000	47,500	17,500
542000 OFFICE SUPPLIES	6,519	5,538	1,528	5,000	2,500	-2,500
559300 AWARDS & TROPHIES	3,216	0	2,105	0	0	0
571200 REFRESHMENTS/MEALS	4,555	673	4,023	1,000	2,500	1,500
573000 DUES & SUBSCRIPTIONS	163	0	0	0	0	0
575401 ELECTED OFFICIAL EXPEN	2,326	446	813	1,500	1,500	0
575402 INAUGURAL EXPENSES	5,582	0	3,187	0	4,000	4,000
<b>TOTAL EXPENSES</b>	<b>75,074</b>	<b>56,749</b>	<b>71,009</b>	<b>54,950</b>	<b>75,800</b>	<b>20,850</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	5,440	6,303	4,907	4,428	5,518	1,090
57HLTH HEALTH INSURANCE	203,320	237,333	206,044	170,591	210,257	39,666
57LIFE BASIC LIFE INSURANCE	368	340	269	171	114	-57
57MEDA MEDICARE PAYROLL TAX	8,354	8,300	9,307	11,743	11,828	86
57OPEB OPEB CONTRIBUTION	5,570	6,990	6,486	4,605	11,205	6,601
<b>TOTAL FRINGE BENEFITS</b>	<b>223,051</b>	<b>259,266</b>	<b>227,014</b>	<b>191,537</b>	<b>238,922</b>	<b>47,385</b>
<b>CAPITAL EXPENSES</b>						
585150 OFFICE FURNITURE	1,157	0	0	0	0	0
<b>TOTAL CAPITAL EXPENSES</b>	<b>1,157</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY COUNCIL</b>	<b>952,389</b>	<b>981,130</b>	<b>1,020,385</b>	<b>1,056,345</b>	<b>1,125,215</b>	<b>68,870</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>0110112 - ARCHIVES MANAGEMENT</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	83,769	99,743	109,171	112,002	117,751	5,748
511101 PART TIME < 20 HRS/WK	12,376	12,376	14,290	12,795	0	-12,795
514001 LONGEVITY	0	0	0	750	750	0
515005 BONUSES	350	300	0	0	0	0
515102 CLEANING ALLOWANCE	0	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>96,495</b>	<b>112,919</b>	<b>123,961</b>	<b>126,048</b>	<b>119,001</b>	<b>-7,047</b>
<b>EXPENSES</b>						
524100 SOFTWARE MAINTENANC	0	0	0	1,875	0	-1,875
524500 DOCUMENT SHREDDING	450	1,470	1,200	1,000	1,000	0
530400 DOCUMENT PRESERVATI	3,340	0	0	1,000	1,000	0
542000 OFFICE SUPPLIES	5,918	2,290	1,170	1,000	1,000	0
558500 COMPUTER SUPPLIES	100	0	371	0	0	0
573000 DUES & SUBSCRIPTIONS	151	225	225	226	225	-1
<b>TOTAL EXPENSES</b>	<b>9,958</b>	<b>3,985</b>	<b>2,966</b>	<b>5,101</b>	<b>3,225</b>	<b>-1,876</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	216	416	450	468	403	-65
57HLTH HEALTH INSURANCE	5,372	10,726	12,085	12,568	13,071	503
57LIFE BASIC LIFE INSURANCE	0	52	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	1,363	1,549	1,702	1,828	1,726	-102
57OPEB OPEB CONTRIBUTION	1,554	3,452	3,900	4,032	4,357	325
<b>TOTAL FRINGE BENEFITS</b>	<b>8,504</b>	<b>16,194</b>	<b>18,194</b>	<b>18,953</b>	<b>19,613</b>	<b>661</b>
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>114,958</b>	<b>133,099</b>	<b>145,121</b>	<b>150,101</b>	<b>141,839</b>	<b>-8,262</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022	
<b>0110119 - CENSUS RECORDS</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	38,088	39,209	42,274	44,217	45,544	1,327
511103	OFFICIALS W/BENEFITS	329	0	0	0	0	0
513010	REGULAR OVERTIME	123	1,639	1,549	1,500	1,500	0
514001	LONGEVITY	0	0	1,250	0	0	0
514006	EXCEPTIONAL SVS PAY	2	0	0	0	0	0
515005	BONUSES	350	300	0	0	0	0
515102	CLEANING ALLOWANCE	500	1,000	500	500	500	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>39,393</b>	<b>42,148</b>	<b>45,573</b>	<b>46,217</b>	<b>47,544</b>	<b>1,327</b>
<b>EXPENSES</b>							
524090	PUBLIC PROPERTY R-M	2,930	1,130	0	0	0	0
534100	POSTAGE	14,625	13,579	22,955	20,000	20,000	0
534200	PRINTING	10,069	12,630	10,619	12,000	12,000	0
534300	ADVERTISING/PUBLICATIO	0	546	522	1,000	1,000	0
571100	IN-STATE CONFERENCES	0	125	0	100	100	0
	<b>TOTAL EXPENSES</b>	<b>27,624</b>	<b>28,010</b>	<b>34,096</b>	<b>33,100</b>	<b>33,100</b>	<b>0</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	73	204	221	234	202	-32
57HLTH	HEALTH INSURANCE	2,162	5,788	6,660	6,926	7,203	277
57LIFE	BASIC LIFE INSURANCE	5	52	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	706	571	619	648	668	19
57OPEB	OPEB CONTRIBUTION	336	1,303	1,510	1,592	1,685	93
	<b>TOTAL FRINGE BENEFITS</b>	<b>3,282</b>	<b>7,917</b>	<b>9,066</b>	<b>9,457</b>	<b>9,815</b>	<b>357</b>
	<b>TOTAL CENSUS RECORDS</b>	<b>70,299</b>	<b>78,075</b>	<b>88,735</b>	<b>88,774</b>	<b>90,458</b>	<b>1,684</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2018	2019	2020	2021	2022	2021 to 2022
<b>0110161 - CITY CLERK</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	252,224	264,492	255,886	277,922	283,744	5,822
513010	REGULAR OVERTIME	1,024	2,298	491	0	0	0
514001	LONGEVITY	3,400	3,400	4,150	4,150	4,750	600
514006	EXCEPTIONAL SVS PAY	16	0	0	0	0	0
514308	SPECIALIST PAY	0	0	0	0	2,000	2,000
514317	ADMINISTRATIVE STIPEND	0	0	0	2,000	0	-2,000
514323	NOTARY STIPEND	2,000	2,000	2,015	0	0	0
515005	BONUSES	1,400	1,200	0	0	0	0
515006	VACATION BUY BACK	1,664	0	0	0	0	0
515101	CLOTHING ALLOWANCE	500	0	0	0	0	0
515102	CLEANING ALLOWANCE	2,500	2,000	2,000	2,000	2,000	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>264,728</b>	<b>275,389</b>	<b>264,542</b>	<b>286,072</b>	<b>292,494</b>	<b>6,422</b>
<b>EXPENSES</b>							
524010	OFFICE EQUIPMENT R-M	225	188	814	655	750	95
524090	PUBLIC PROPERTY R-M	4,605	3,978	532	2,000	2,000	0
524100	SOFTWARE MAINTENANC	342	388	0	0	0	0
527400	RENTAL - EQUIPMENT	3,100	3,778	3,390	0	0	0
534010	TELEPHONE	514	552	784	500	800	300
534100	POSTAGE	14,435	17,954	15,369	10,200	15,500	5,300
534200	PRINTING	5,299	3,918	4,709	5,000	5,000	0
534300	ADVERTISING/PUBLICATIO	620	0	522	800	800	0
542000	OFFICE SUPPLIES	2,521	3,886	5,052	3,500	3,500	0
558500	COMPUTER SUPPLIES	67	2,789	0	130	0	-130
571100	IN-STATE CONFERENCES	350	270	0	300	300	0
573000	DUES & SUBSCRIPTIONS	450	813	953	630	750	120
575005	EMPLOYEE HONESTY BON	100	100	100	100	100	0
<b>TOTAL EXPENSES</b>		<b>32,630</b>	<b>38,614</b>	<b>32,226</b>	<b>23,815</b>	<b>29,500</b>	<b>5,685</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	1,509	1,773	1,537	1,632	1,405	-227
57HLTH	HEALTH INSURANCE	57,696	57,756	72,613	80,327	83,539	3,212
57LIFE	BASIC LIFE INSURANCE	170	170	156	171	171	0
57MEDA	MEDICARE PAYROLL TAX	3,543	3,673	3,410	4,148	4,241	93
57OPEB	OPEB CONTRIBUTION	3,220	2,367	3,739	4,335	4,620	286
<b>TOTAL FRINGE BENEFITS</b>		<b>66,139</b>	<b>65,739</b>	<b>81,454</b>	<b>90,613</b>	<b>93,977</b>	<b>3,364</b>
<b>CAPITAL EXPENSES</b>							
585140	OFFICE EQUIPMENT	0	0	575	0	0	0
<b>TOTAL CAPITAL EXPENSES</b>		<b>0</b>	<b>0</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY CLERK</b>		<b>363,497</b>	<b>379,742</b>	<b>378,796</b>	<b>400,499</b>	<b>415,971</b>	<b>15,471</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022	
<b>0110162 - ELECTIONS</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	92,729	110,371	112,335	117,895	115,506	-2,389
511103	OFFICIALS W/BENEFITS	3,623	3,952	3,952	3,952	0	-3,952
512001	SEASONAL WAGES	69,816	78,569	85,067	90,000	83,952	-6,048
512002	SEASONAL SALARIES	204	0	0	0	0	0
513010	REGULAR OVERTIME	992	1,256	2,151	0	0	0
513040	WORK BY OTHER DEPTS.	78,089	75,779	72,966	90,000	80,000	-10,000
514001	LONGEVITY	0	0	0	1,250	500	-750
514402	ELECTION TRAINING STIP	6,743	12,466	8,235	9,450	9,450	0
515005	BONUSES	350	300	0	0	0	0
515006	VACATION BUY BACK	4,904	0	0	0	0	0
515102	CLEANING ALLOWANCE	0	0	500	500	500	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>257,449</b>	<b>282,693</b>	<b>285,206</b>	<b>313,047</b>	<b>289,908</b>	<b>-23,139</b>
<b>EXPENSES</b>							
524090	PUBLIC PROPERTY R-M	7,650	14,188	8,500	0	0	0
524100	SOFTWARE MAINTENANC	0	450	1,501	6,000	2,500	-3,500
527500	RENTAL/LEASE - PROPER	1,800	0	2,282	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	1,912	1,576	1,871	1,700	1,700	0
531900	TRAINING EXPENSES	30	0	0	0	0	0
534010	TELEPHONE	337	362	271	350	350	0
534100	POSTAGE	814	3,787	10,056	5,000	10,000	5,000
534200	PRINTING	7,594	2,457	14,169	4,000	4,000	0
534300	ADVERTISING/PUBLICATIO	12,855	5,802	2,168	5,000	5,000	0
539000	POLICE PRIVATE DETAIL S	0	396	0	0	0	0
542000	OFFICE SUPPLIES	1,412	704	465	1,000	1,000	0
558500	COMPUTER SUPPLIES	0	0	0	1,500	1,500	0
558600	VOTING SUPPLIES	16,135	17,183	20,602	11,000	11,000	0
571100	IN-STATE CONFERENCES	315	0	0	400	400	0
571200	REFRESHMENTS/MEALS	1,210	535	1,583	1,000	1,000	0
	<b>TOTAL EXPENSES</b>	<b>52,063</b>	<b>47,440</b>	<b>63,468</b>	<b>38,950</b>	<b>40,450</b>	<b>1,500</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	595	560	561	582	501	-81
57HLTH	HEALTH INSURANCE	17,205	17,578	18,281	19,012	19,773	761
57LIFE	BASIC LIFE INSURANCE	52	57	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	1,221	1,561	1,567	2,806	3,094	288
57OPEB	OPEB CONTRIBUTION	2,341	1,614	1,648	1,800	1,906	106
	<b>TOTAL FRINGE BENEFITS</b>	<b>21,413</b>	<b>21,369</b>	<b>22,113</b>	<b>24,257</b>	<b>25,331</b>	<b>1,073</b>
<b>CAPITAL EXPENSES</b>							
585152	ELECTIONS FURNITURE	121	10,151	2,654	5,000	5,000	0
	<b>TOTAL CAPITAL EXPENSES</b>	<b>121</b>	<b>10,151</b>	<b>2,654</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
	<b>TOTAL ELECTIONS</b>	<b>331,047</b>	<b>361,652</b>	<b>373,441</b>	<b>381,254</b>	<b>360,688</b>	<b>-20,566</b>
<b>TOTAL CLERK OF THE COUNCIL</b>		<b>1,832,190</b>	<b>1,933,698</b>	<b>2,006,478</b>	<b>2,076,974</b>	<b>2,134,171</b>	<b>57,197</b>