

# City Clerk/Clerk of the Council

## Mission

*To provide vital 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, providing vital services for the Newton community. Located on the first floor of Newton City Hall, the Clerk's office records the births, deaths and marriages that take place in Newton, issue 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 32,000 households in the city.

The Clerk's Office is responsible for conducting fair and accurate 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 the City Council, creating Council agendas and reports, staffing Council meetings, gathering information Councilors need to make decisions, updating and maintaining the City's Ordinances, and making all this information available to the public.

Finally, the office oversees the City Archives, which hold the City's municipal records from the 1680s to today and our archivist, who assists in Public Records requests, works with City Departments to maintain the records of the City.

## City Clerk/Clerk of the Council

In the hopes that the COVID pandemic is turning to an endemic phase, the Office of the City Clerk and City Council continues to provide essential services to the community of Newton while ensuring the safety of its staff and customers. Our staff are commended in working through the uncertainties of the pandemic.

### Vital Records

The City Clerk's office is located at the heart of Newton City Hall maintaining records for birth, death and marriages in the City of Newton. In addition to issuing certified copies of vital records, the City Clerk's office assists couples with filing marriage intention forms, assists residents and funeral directors in recording the death of a loved one, and issuing Burial Permits.

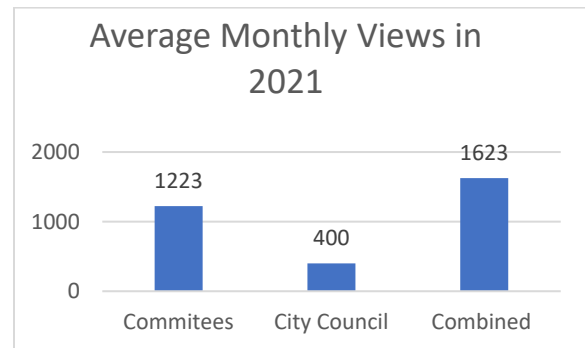
Newton is one of the largest birthing communities in the Commonwealth of Massachusetts and shares a close relationship with the Birth Registry Department at Newton-Wellesley Hospital. In 2021, The City Clerk's office registered over 3,973 births, a 5% increase from 2020. The Clerk's office also had a busy year with couples filing for marriages generating over 477 intentions and registered 454 marriages.

### Newton City Council

In January of 2022, the members of the 2022-2023 City Council were sworn in and began their terms. To accommodate for COVID guidelines and provide social distancing, our Inauguration was held in the auditorium of Newton North High School. Susan Albright was elected President and Richard Lipof was elected Vice President for their second term in Council Leadership. The 24 members of the City Council receive administrative support through the City Clerk's office.

Even though the Governor's State of Emergency has been lifted, we are practicing safe measures, and continue to provide support for virtual and hybrid meetings. In April, Council Chambers were ready to perform hybrid meetings, where in-person and virtual participation is offered for

public city meetings. The hybrid meeting format widens our community outreach and increases our government transparency. Viewership in our Council and committee meetings have been steady throughout the Covid-19 pandemic. In 2021, we had a monthly average 1623 views for Council and Committee meetings.



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, video from the Committee meetings and backup material pertaining to pending docket items. Committee clerks assist with inquiries from the public concerning Council actions and research items for Councilors.

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 anyone can review the material that will be discussed and acted upon 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, remaining complaint with the Open Meeting Laws of Massachusetts. 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 2021, the Office posted more than 1,091 Meeting Notices and Agendas.

### Elections

# VOTE

The Newton City Clerk's Office held three elections in 2021; a Special Election in March to fill two open Council seats, local preliminaries in September and our Council, Mayor, and School Committee seats, 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 32,000 households. Utilizing an online response weblink, households with no changes to their 2022 city census were able to reply online.

### Dog Licensing

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

Licensing Begins Annually On April 1<sup>st</sup>.



Each Spring the Clerk's Office mails out dog license renewal forms to the owners of more than 7,000 dogs in our database. In 2021, the

office licensed 4,463 dogs of which 2,533 also purchased an Off-leash Dog Park Permit.

### City Archives



## WE'VE MOVED!

The City Clerk's office is also responsible for the City Archives. Our Archives have recently moved to a new remodeled area on the third floor of the Newton Free Library.

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 staffed by the City Archivist. We are looking forward to adding new exhibits to City Hall from our collection of local materials.

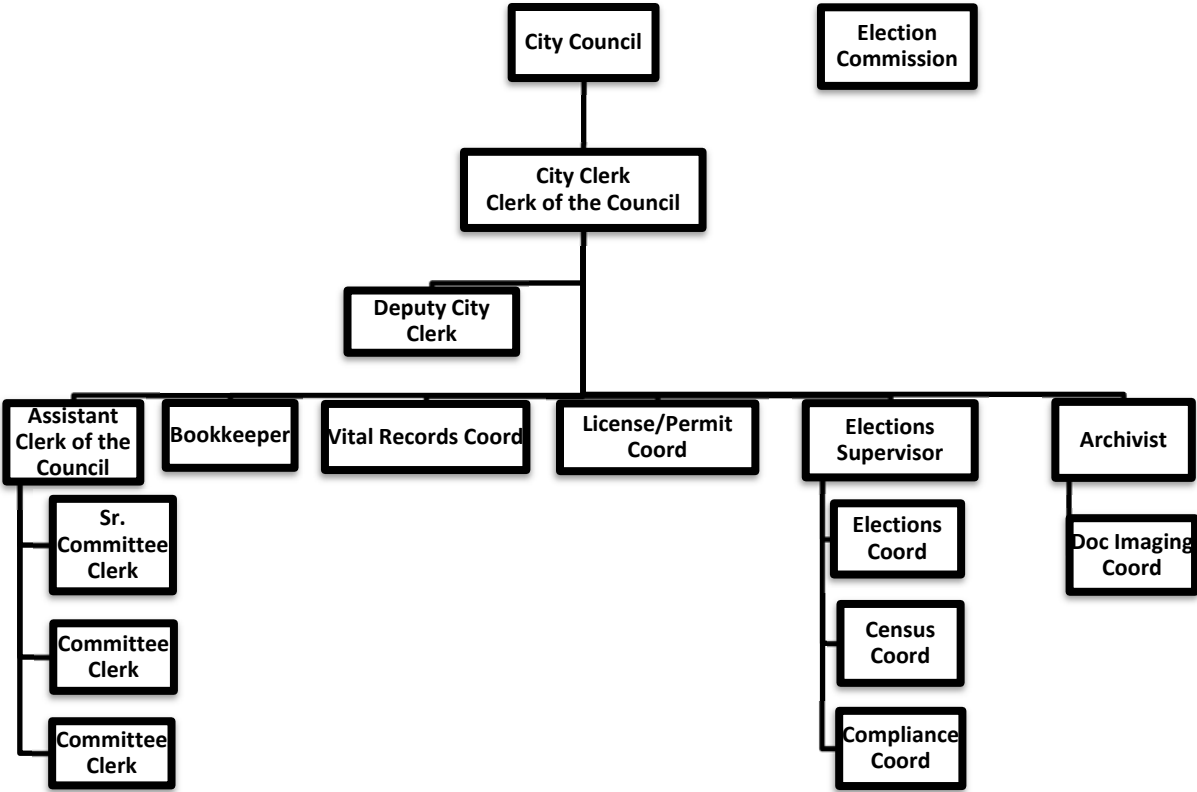
The City Clerk staff continue to serve all residents of Newton while keeping safe and socially distant. Please visit our website to learn of the ways you can obtain a vital record, find how you can register to vote, run for local office, or license your dog.

Sincerely,

Carol Moore, CMC

City Clerk/Clerk of the Council

# CLERK OF THE COUNCIL



# Financial and Operating Highlights

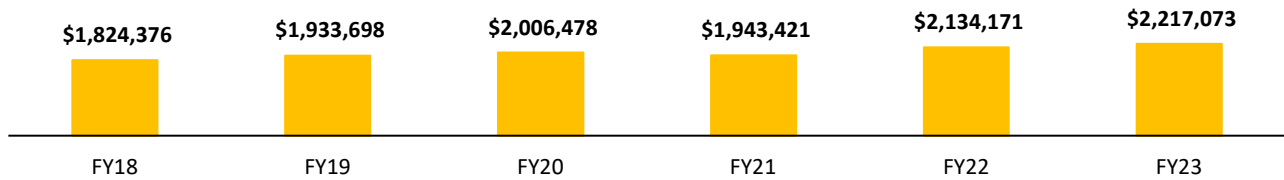
## Financial Highlights

	< -----Actual ----->				Original	Proposed
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Expenditure by Department</b>						
City Council	\$ 952,389	\$ 981,130	\$ 1,020,385	\$ 1,039,398	\$ 1,125,215	\$ <b>1,129,321</b>
City Clerk	\$ 363,497	\$ 379,742	\$ 378,796	\$ 401,923	\$ 415,971	\$ <b>443,601</b>
Archives Management	\$ 110,892	\$ 133,099	\$ 145,121	\$ 134,259	\$ 141,839	\$ <b>164,000</b>
Census Records	\$ 66,551	\$ 78,075	\$ 88,735	\$ 83,042	\$ 90,458	\$ <b>91,760</b>
Elections	\$ 331,047	\$ 361,652	\$ 373,441	\$ 284,799	\$ 360,688	\$ <b>388,391</b>
<b>Total</b>	\$ 1,824,376	\$ 1,933,698	\$ 2,006,478	\$ 1,943,421	\$ 2,134,171	\$ <b>2,217,073</b>
<b>% Incr</b>	5.67%	5.99%	3.76%	-3.14%	9.82%	<b>3.88%</b>

## Personnel

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

## Total City Clerk Expenditures

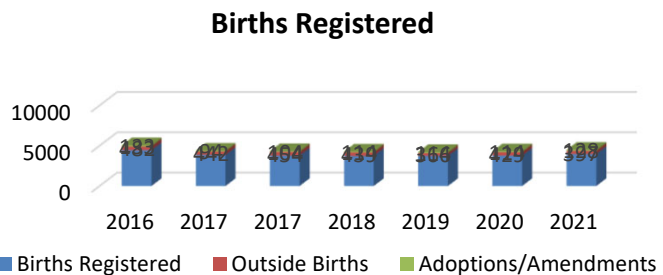


## Operating Highlights

### Births

Births Registered	3975
Outside Births	397
Adoptions/Amendments	128

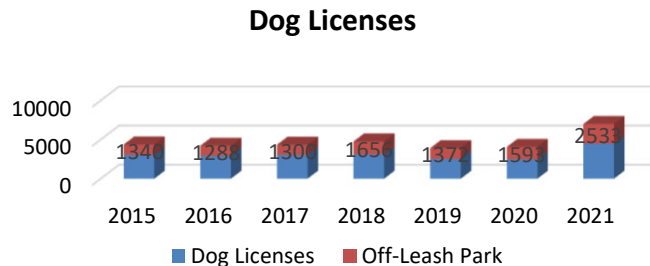
### 2021 Totals



### Dog Licenses

Dog Licenses	2467
Off-Leash Park	1593

### 2021 Totals



# City Clerk/Clerk of the Council

## Fiscal Year 2023 Outcomes and Strategies

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### Outcome 1

#### Expand Internal/External Customer Outreach

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**City Clerk Strategy:** Provide ongoing customer service training for City Clerk staff. Under the City Archives, expand exhibits on the City website to provide a learning experience, as well as using City Hall as a venue for 3D exhibits from our collection, collaborating with Historic Newton. Develop a monthly City Clerk

newsletter to increase interest in City Hall activities and promote important civic dates, like elections and census, renewing licenses, etc.

**Election Strategy:** Develop a poll worker training video to better communicate and train poll workers. Look for diverse City events where the Clerk's office can have an in-person opportunity to provide informative resources for the community, like voter registration opportunities.

**Clerk of the Council Strategy:** Refresh Council webpage. Using the current website, produce user-friendly, accessible, and informative pages to assist the community and other City departments in connecting with their local legislators.

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**City Clerk Strategy:** Re-invest in the organization of the City Clerk's office. By making investments in our team a priority, staff know their value in the vital processes performed within the Clerk's office. Through development of staff, we will strengthen our accountability by actively looking for new updates on our procedures. Build relationships with other Clerks' and State departments. Provide continuing customer service and teambuilding training. Reinforce strong communication skills and teamwork as they directly relate to our performance, improving our delivery of service.

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### Outcome 2

#### Develop Clerk Staff

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**Election Strategy:** In FY23, the Elections staff will be new to Newton. Thorough training will be needed to maintain our knowledge and integrity in Election administration.

**Clerk of the Council Strategy:** Provide ongoing support to committee clerks. Develop technologies to assist in the weekly preparation of Council dockets and reports. Utilize new Docket Tracking System to quickly compile new docket items and provide scheduled reports to Committee Chairs.

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### Outcome 3

#### Build Accessibility in City Clerk Communications

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**City Clerk Strategy:** Review processes within office to identify areas that show inequity or inequality of service like inaccessible forms and out of date webpages.

# City Clerk/Clerk of the Council

## Fiscal Year 2023 Outcomes and Strategies

**Election Strategy:** Improve communications. Provide Census information in additional languages used within the Newton community. Ensure color choices and font are ADA compliant in all posters and forms. Format Election results in a clearer design.

**City Council Strategy:** Work with IT and website provider to ensure that Council reports are accessible in design and can be easily translated. Research designs of Council Friday Packet to provide clearer dissemination of Council actions. The Clerk's office should focus on educating the public on Council process for greater transparency. We can create enhanced organization of public materials by looking at ways to better organize material presented by the City Council to make it easier for our community to find on the city website.

**City Clerk Strategy:** Review State retention records to remove redundant storage of records currently stored in a secure, state-approved, electronic format. The Clerk's office recognizes that storage space is limited, and review of our archived documents is needed. Work with City Archivist to prepare removal of approved documents.

**Election Strategy:** Review software options to more effectively present voter information and election night results. Renew creation of RFP on purchase of voting tabulators for purchase towards the end of FY23.

**City Council Strategy:** Install online Code Management software as user-friendly navigation through the City's Ordinances will benefit City Councilors, staff, and the community. Online Code Management allows our legislation to be searchable, translated through online services, and sharable. This software will be integrated within our website, updated through the Clerk's office, and used by all.

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### Outcome 4

#### Utilize Technology for Records Management and Online Code Management

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

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>101 - CLERK OF THE COUNCIL</b>						
<b>0110111 - CITY COUNCIL</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	426,353	416,712	376,558	436,842	435,103	-1,739
511101 PART TIME < 20 HRS/WK	113	0	0	0	0	0
511103 OFFICIALS W/BENEFITS	234,000	303,000	359,687	372,000	372,000	0
514001 LONGEVITY	4,650	2,650	5,900	1,650	1,000	-650
514309 OTHER STIPENDS	0	0	3,212	0	0	0
515003 SPECIAL LEAVE BUY BAC	0	0	6,000	0	0	0
515006 VACATION BUY BACK	0	0	11,072	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>665,116</b>	<b>722,362</b>	<b>762,430</b>	<b>810,492</b>	<b>808,103</b>	<b>-2,389</b>
<b>EXPENSES</b>						
524010 OFFICE EQUIPMENT R-M	1,832	1,292	0	1,500	1,200	-300
524090 PUBLIC PROPERTY R-M	2,092	104	398	2,500	1,000	-1,500
527500 RENTAL/LEASE - PROPER	0	0	2,760	3,350	3,500	150
534010 TELEPHONE	497	0	0	450	450	0
534100 POSTAGE	3,962	1,847	4,207	4,000	4,000	0
534200 PRINTING	9,940	5,548	1,068	6,000	6,000	0
534300 ADVERTISING/PUBLICATIO	31,769	50,562	62,989	47,500	55,000	7,500
542000 OFFICE SUPPLIES	5,538	1,528	421	2,500	2,500	0
558500 COMPUTER SUPPLIES	0	0	70	0	0	0
559300 AWARDS & TROPHIES	0	2,105	0	0	0	0
571200 REFRESHMENTS/MEALS	673	4,023	316	2,500	1,000	-1,500
575401 ELECTED OFFICIAL EXPEN	446	813	1,235	1,500	1,500	0
575402 INAUGURAL EXPENSES	0	3,187	0	4,000	0	-4,000
<b>TOTAL EXPENSES</b>	<b>56,749</b>	<b>71,009</b>	<b>73,465</b>	<b>75,800</b>	<b>76,150</b>	<b>350</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	6,303	4,907	4,871	5,518	5,017	-501
57HLTH HEALTH INSURANCE	237,333	206,044	181,136	210,257	217,973	7,716
57LIFE BASIC LIFE INSURANCE	340	269	203	114	114	0
57MEDA MEDICARE PAYROLL TAX	8,300	9,307	9,911	11,828	11,724	-104
57OPEB OPEB CONTRIBUTION	6,990	6,486	7,383	11,205	10,240	-965
<b>TOTAL FRINGE BENEFITS</b>	<b>259,266</b>	<b>227,014</b>	<b>203,504</b>	<b>238,922</b>	<b>245,068</b>	<b>6,145</b>
<b>TOTAL CITY COUNCIL</b>	<b>981,130</b>	<b>1,020,385</b>	<b>1,039,398</b>	<b>1,125,215</b>	<b>1,129,321</b>	<b>4,106</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>0110112 - ARCHIVES MANAGEMENT</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	99,743	109,171	112,001	117,751	127,329	9,578
511101 PART TIME < 20 HRS/WK	12,376	14,290	0	0	0	0
514001 LONGEVITY	0	0	750	750	750	0
515005 BONUSES	300	0	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>112,919</b>	<b>123,961</b>	<b>113,251</b>	<b>119,001</b>	<b>128,579</b>	<b>9,578</b>
<b>EXPENSES</b>						
524090 PUBLIC PROPERTY R-M	0	0	437	0	0	0
524500 DOCUMENT SHREDDING	1,470	1,200	1,230	1,000	750	-250
530400 DOCUMENT PRESERVATI	0	0	0	1,000	250	-750
542000 OFFICE SUPPLIES	2,290	1,170	733	1,000	750	-250
558500 COMPUTER SUPPLIES	0	371	0	0	0	0
573000 DUES & SUBSCRIPTIONS	225	225	0	225	225	0
<b>TOTAL EXPENSES</b>	<b>3,985</b>	<b>2,966</b>	<b>2,400</b>	<b>3,225</b>	<b>1,975</b>	<b>-1,250</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	416	450	416	403	703	300
57HLTH HEALTH INSURANCE	10,726	12,085	12,568	13,071	26,110	13,039
57LIFE BASIC LIFE INSURANCE	52	57	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	1,549	1,702	1,551	1,726	1,864	138
57OPEB OPEB CONTRIBUTION	3,452	3,900	4,016	4,357	4,712	355
<b>TOTAL FRINGE BENEFITS</b>	<b>16,194</b>	<b>18,194</b>	<b>18,608</b>	<b>19,613</b>	<b>33,446</b>	<b>13,833</b>
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>133,099</b>	<b>145,121</b>	<b>134,259</b>	<b>141,839</b>	<b>164,000</b>	<b>22,161</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>0110119 - CENSUS RECORDS</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	39,209	42,274	44,231	45,544	48,833	3,289
513010 REGULAR OVERTIME	1,639	1,549	730	1,500	1,000	-500
514001 LONGEVITY	0	1,250	750	0	0	0
515005 BONUSES	300	0	0	0	0	0
515102 CLEANING ALLOWANCE	1,000	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>42,148</b>	<b>45,573</b>	<b>46,210</b>	<b>47,544</b>	<b>50,333</b>	<b>2,789</b>
<b>EXPENSES</b>						
524090 PUBLIC PROPERTY R-M	1,130	0	0	0	0	0
534100 POSTAGE	13,579	22,955	18,287	20,000	20,000	0
534200 PRINTING	12,630	10,619	8,623	12,000	11,000	-1,000
534300 ADVERTISING/PUBLICATIO	546	522	522	1,000	750	-250
571100 IN-STATE CONFERENCES	125	0	0	100	100	0
<b>TOTAL EXPENSES</b>	<b>28,010</b>	<b>34,096</b>	<b>27,432</b>	<b>33,100</b>	<b>31,850</b>	<b>-1,250</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	204	221	208	202	202	0
57HLTH HEALTH INSURANCE	5,788	6,660	6,926	7,203	6,797	-406
57LIFE BASIC LIFE INSURANCE	52	57	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	571	619	622	668	715	47
57OPEB OPEB CONTRIBUTION	1,303	1,510	1,586	1,685	1,807	122
<b>TOTAL FRINGE BENEFITS</b>	<b>7,917</b>	<b>9,066</b>	<b>9,399</b>	<b>9,815</b>	<b>9,577</b>	<b>-237</b>
<b>TOTAL CENSUS RECORDS</b>	<b>78,075</b>	<b>88,735</b>	<b>83,042</b>	<b>90,458</b>	<b>91,760</b>	<b>1,302</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2019	2020	2021	2022	2023	2022 to 2023
<b>0110161 - CITY CLERK</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	264,492	255,886	277,643	283,744	330,288	46,544
513010	REGULAR OVERTIME	2,298	491	3,333	0	0	0
514001	LONGEVITY	3,400	4,150	3,400	4,750	3,500	-1,250
514308	SPECIALIST PAY	0	0	0	2,000	2,000	0
514309	OTHER STIPENDS	0	0	3,864	0	0	0
514323	NOTARY STIPEND	2,000	2,015	985	0	2,000	2,000
515005	BONUSES	1,200	0	0	0	0	0
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>275,389</b>	<b>264,542</b>	<b>291,225</b>	<b>292,494</b>	<b>339,788</b>	<b>47,294</b>
<b>EXPENSES</b>							
524010	OFFICE EQUIPMENT R-M	188	814	570	750	750	0
524090	PUBLIC PROPERTY R-M	3,978	532	7,280	2,000	2,000	0
524100	SOFTWARE MAINTENANC	388	0	0	0	0	0
527400	RENTAL - EQUIPMENT	3,778	3,390	0	0	0	0
534010	TELEPHONE	552	784	848	800	800	0
534100	POSTAGE	17,954	15,369	2,049	15,500	15,500	0
534200	PRINTING	3,918	4,709	5,309	5,000	4,800	-200
534300	ADVERTISING/PUBLICATIO	0	522	465	800	700	-100
542000	OFFICE SUPPLIES	3,886	5,052	3,341	3,500	3,500	0
558500	COMPUTER SUPPLIES	2,789	0	0	0	0	0
571100	IN-STATE CONFERENCES	270	0	0	300	300	0
573000	DUES & SUBSCRIPTIONS	813	953	833	750	750	0
575005	EMPLOYEE HONESTY BON	100	100	0	100	100	0
<b>TOTAL EXPENSES</b>		<b>38,614</b>	<b>32,226</b>	<b>20,695</b>	<b>29,500</b>	<b>29,200</b>	<b>-300</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	1,773	1,537	1,448	1,405	1,204	-202
57HLTH	HEALTH INSURANCE	57,756	72,613	80,326	83,539	66,317	-17,222
57LIFE	BASIC LIFE INSURANCE	170	156	170	171	57	-114
57MEDA	MEDICARE PAYROLL TAX	3,673	3,410	3,749	4,241	4,897	656
57OPEB	OPEB CONTRIBUTION	2,367	3,739	4,309	4,620	2,138	-2,482
<b>TOTAL FRINGE BENEFITS</b>		<b>65,739</b>	<b>81,454</b>	<b>90,002</b>	<b>93,977</b>	<b>74,613</b>	<b>-19,364</b>
<b>CAPITAL EXPENSES</b>							
585140	OFFICE EQUIPMENT	0	575	0	0	0	0
<b>TOTAL CAPITAL EXPENSES</b>		<b>0</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY CLERK</b>		<b>379,742</b>	<b>378,796</b>	<b>401,923</b>	<b>415,971</b>	<b>443,601</b>	<b>27,630</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023	
<b>0110162 - ELECTIONS</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	110,371	112,335	102,838	115,506	127,739	12,233
511103	OFFICIALS W/BENEFITS	3,952	3,952	3,952	0	3,952	3,952
512001	SEASONAL WAGES	78,569	85,067	64,953	83,952	80,000	-3,952
513010	REGULAR OVERTIME	1,256	2,151	6,583	0	0	0
513040	WORK BY OTHER DEPTS.	75,779	72,966	43,280	80,000	80,000	0
514001	LONGEVITY	0	0	500	500	750	250
514402	ELECTION TRAINING STIP	12,466	8,235	5,040	9,450	5,000	-4,450
515005	BONUSES	300	0	0	0	0	0
515006	VACATION BUY BACK	0	0	5,722	0	0	0
515102	CLEANING ALLOWANCE	0	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>282,693</b>	<b>285,206</b>	<b>233,367</b>	<b>289,908</b>	<b>297,941</b>	<b>8,033</b>
<b>EXPENSES</b>							
524090	PUBLIC PROPERTY R-M	14,188	8,500	0	0	0	0
524100	SOFTWARE MAINTENANC	450	1,501	10,947	2,500	2,500	0
527500	RENTAL/LEASE - PROPER	0	2,282	540	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	1,576	1,871	1,290	1,700	1,500	-200
534010	TELEPHONE	362	271	293	350	350	0
534100	POSTAGE	3,787	10,056	-2,608	10,000	10,000	0
534200	PRINTING	2,457	14,169	2,172	4,000	5,000	1,000
534300	ADVERTISING/PUBLICATIO	5,802	2,168	3,017	5,000	5,000	0
539000	POLICE PRIVATE DETAIL S	396	0	0	0	0	0
542000	OFFICE SUPPLIES	704	465	405	1,000	750	-250
558500	COMPUTER SUPPLIES	0	0	669	1,500	500	-1,000
558600	VOTING SUPPLIES	17,183	20,602	10,999	11,000	11,000	0
571100	IN-STATE CONFERENCES	0	0	0	400	150	-250
571200	REFRESHMENTS/MEALS	535	1,583	0	1,000	750	-250
<b>TOTAL EXPENSES</b>		<b>47,440</b>	<b>63,468</b>	<b>27,723</b>	<b>40,450</b>	<b>39,500</b>	<b>-950</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	560	561	516	501	703	202
57HLTH	HEALTH INSURANCE	17,578	18,281	19,013	19,773	39,877	20,104
57LIFE	BASIC LIFE INSURANCE	57	57	57	57	57	0
57MEDA	MEDICARE PAYROLL TAX	1,561	1,567	2,331	3,094	3,087	-7
57OPEB	OPEB CONTRIBUTION	1,614	1,648	1,793	1,906	4,726	2,820
<b>TOTAL FRINGE BENEFITS</b>		<b>21,369</b>	<b>22,113</b>	<b>23,709</b>	<b>25,331</b>	<b>48,450</b>	<b>23,119</b>
<b>CAPITAL EXPENSES</b>							
585152	ELECTIONS FURNITURE	10,151	2,654	0	5,000	2,500	-2,500
<b>TOTAL CAPITAL EXPENSES</b>		<b>10,151</b>	<b>2,654</b>	<b>0</b>	<b>5,000</b>	<b>2,500</b>	<b>-2,500</b>
<b>TOTAL ELECTIONS</b>		<b>361,652</b>	<b>373,441</b>	<b>284,799</b>	<b>360,688</b>	<b>388,391</b>	<b>27,703</b>
<b>TOTAL CLERK OF THE COUNCIL</b>		<b>1,933,698</b>	<b>2,006,478</b>	<b>1,943,421</b>	<b>2,134,171</b>	<b>2,217,072</b>	<b>82,901</b>