

City Clerk/Clerk of the Council

Mission

To provide vital services and election administration to the residents of the City of Newton and provide 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. Situated on the first floor of Newton City Hall, the Clerk's office records every significant life event: births, deaths and marriages that take place in Newton while maintaining the state's official copies of these records. The office also issues Dog Licenses, Off-Leash Park Permits, Raffle Permits and Business Certificates.

Tasked with conducting the annual municipal census, the City Clerk's Office compiles data from over 34,000 households. It plays a pivotal role in ensuring the integrity and accuracy of Federal, State, and Municipal elections, offering multiple voting methods such as mail-in voting, early in-person voting, and Election Day voting. The Elections department is instrumental in training and coordinating over 250 election workers, thereby facilitating fair and secure electoral processes.

The City Clerk's Office also provides support for the work of City Council, creating Council agendas and reports, providing transparency of the legislative process. The Clerk's office staffs all committee and council meetings, gathering information Councilors need to make decisions, updating and maintaining the City's Ordinances, and ensuring public access to this information.

Finally, the office oversees the City Archives, which holds the City's municipal records from the 1680s to today. Our archivist, alongside assisting in public records requests, collaborates with City Departments to maintain and organize the city's records, including conducting City Hall shredding events to ensure departmental organization.

City Clerk and Clerk of the Council

This Department provides two distinct and essential services to the City of Newton: supporting the Newton City Council and providing the community with vital records, licensing, City archives, the annual census, and elections. This Department also supports many Boards and Commissions and oversees open meeting laws.

Clerk of the Council & the Newton City Council

The Clerk of the Council staff support the important work of the Newton City Council. The second year of the 2024-2025 City Council session continued with Marc Laredo as President, David Kalis as Vice President, and with Councilor R. Lisle Baker as President Emeritus. Committee Chairs for the 2024-2025 session are: Land Use Committee Chair, Andrea Kelley; Zoning and Planning Committee Chair, R. Lisle Baker; Programs and Services Chair, Josh Krintzman; Public Safety and Transportation Committee Chair, Becky Grossman; Public Facilities Committee Chair, Susan Albright; Finance Committee Chair, Lenny Gentile; and Real Property Reuse Committee Chair, Vicki Danberg.

The City Council and its committees have adapted to support virtual, hybrid and in-person meeting formats. The Council Chamber is equipped for hybrid meetings, enabling both physical and online public participation, thereby enhancing our outreach and ensuring greater transparency in government. Remote engagement in our Council and Committee meetings has been increasing, due to more ways to view our meetings.

Clerk of the Council staff continue to support the work of the City Council. Committee Clerks manage the agendas, the Council Docket and the Reports Docket. Written reports detail the votes and discussion for agenda items at each Committee meeting. Clerks manage and regularly update website content, including Council documents, video from the Committee meetings, and backup materials pertaining to pending docket items. Committee clerks assist with inquiries from the public, concerning Council actions and research items for Councilors.

To provide another outlet for community outreach and transparency in our local legislative process, in April 2025, our first monthly Clerk of the Council Newsletter was introduced. This newsletter highlights actions taken by our committees and city council meetings, along with important civic dates from our City Clerk's office such as elections and census. We hope to build our subscribers by promoting the link to sign up here:

<https://lp.constantcontactpages.com/sl/yIX9ZjC>

Council staff provide information that the City Council will be reviewing over the course of the coming week 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, the public 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 Clerk and Support for the Community

City Boards & Commissions

The City Clerk's office posts meeting agendas for all the City's official boards and commissions, including City Council meetings, in compliance 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 of the meeting and are posted at least 48 hours before the meeting. In 2024, the Clerk's Office posted more than 1150 Meeting Notices and Agendas. 79 individuals signed the oath book in 2024 across 39 separate boards and we appreciate everyone's compliance with being sworn in before representing Newton.

Vital Records

The City Clerk's office, located on the ground floor of Newton City Hall, maintains records for births, deaths 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, and 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 2024, the City Clerk's office registered over 4,243 births with 81 amendments. The Clerk's office also had a busy year with couples filing for marriages, generating over 535 intentions, and registering 479 marriages. The City Clerk's office processes an average of 45 vital records requests per day, either online or at our front counter.

Licensing

Each Spring the Clerk's Office mails out dog license renewal forms to the owners of dogs in our database. In 2024, the office licensed 4,101 dogs which included 1,771 for an Off-leash Dog Park Permits. The top five most popular licensed dog names are: Charlie, Luna, Bella, Lucy and Rosie. In our 2025 applications, we added an informational flyer from our Parks, Recreation and Culture Department, explaining our off-leash program and our new dog park.

We continue to make it easier for our residents and businesses to use online services for applications. Additions to our online services in 2024 were our Business Certificates and by the end of 2025, our dog licenses will join the NewGov online program. Auto Dealer Licenses, Grants of Location and Water/Sewer Extensions have been successfully migrated online and provide our residents with another option in applying for these processes.

Municipal Census

Each January, the City Clerk's office produces the annual city street listing which is mailed to over 34,000 households. Utilizing an online response weblink, households with no changes to their 2025 city census were able to reply online.

Elections

The Newton City Clerk's Office successfully operated three elections in 2024 – the Presidential Primary in March, the state primary in September, and the General State Election in November. To bolster our fluctuating roster of Election Workers, we instituted a new Student Election Program for our high schools to provide civic service outreach and education in our election process.

We continue to increase our vote by mail participation, while our total turnout remains stationary; many voters have switched to the convenience of mailing in their ballot. We also purchased a dedicated Ballot drop box, securely installed in front of City Hall.

On January 23, we held our Poll Worker Appreciation party in the War Memorial. We had a great turnout of our civic-minded election workers with a visit from both our Mayor and Council President. We also thank the Newton League of Women Voters for providing dessert and assisting in the set up.



City Archives

The City Clerk's office is responsible for the City Archives. Our Archives are in the 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 to today. The City Archives is staffed by the City Archivist. Thanks to a year of dedicated effort, our new archival space is nearly completed, making it easier to research Newton's history.

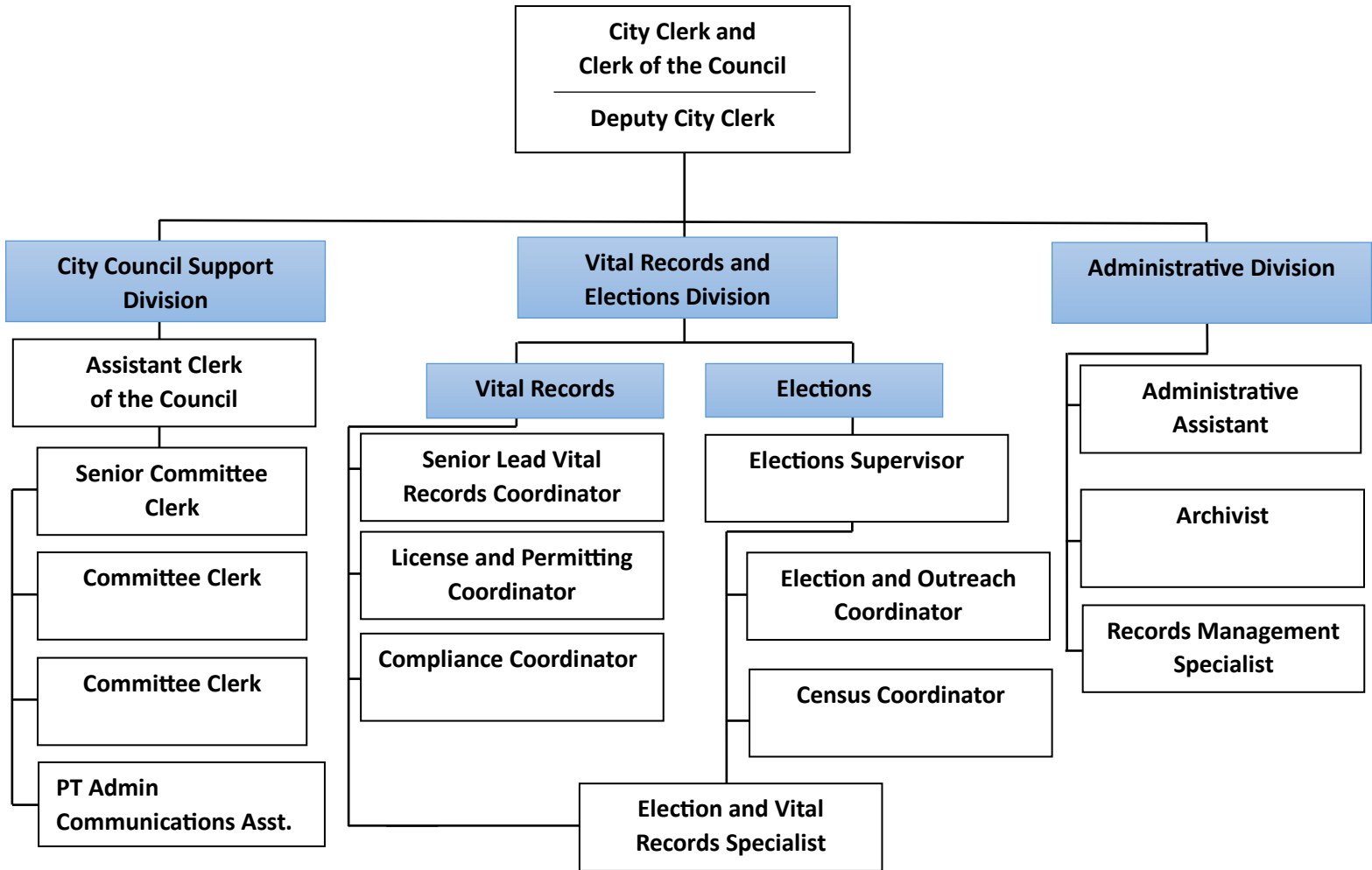
The City Clerk's team is here for Newton, striving to always provide exceptional service to all residents and businesses. Whether you need to acquire a vital record, register to vote, run for office, or license your dog, we have you covered. Visit our website, <https://www.newtonma.gov/government/city-clerk> for all the details on how you can make use of our many services.

Sincerely,



Carol Moore, CMC
City Clerk and Clerk of the Council

OFFICE OF THE CITY CLERK AND CLERK OF THE COUNCIL THE COUNCIL



Financial and Operating Highlights

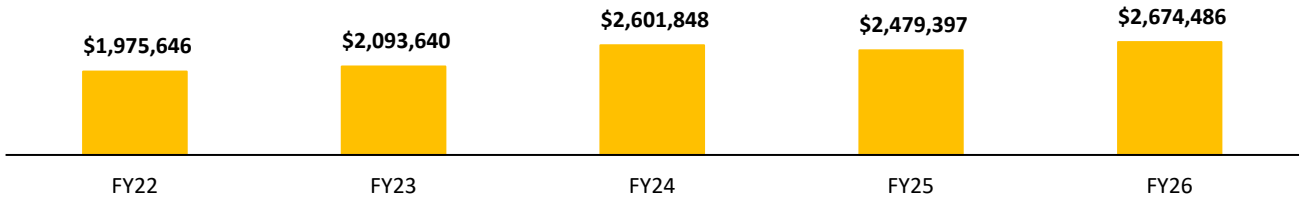
Financial Highlights

	< -----Actual ----->			Original	Proposed
	FY2022	FY2023	FY2024	FY2025	FY2026
Expenditure by Department					
City Council	\$ 1,131,758	\$ 1,039,094	\$ 1,175,545	\$ 1,244,212	\$ 1,259,247
Archives Management	\$ 149,314	\$ 147,856	\$ 147,936	\$ 152,536	\$ 163,127
Census Records	\$ 69,961	\$ 73,715	\$ 123,093	\$ 111,168	\$ 121,031
City Clerk	\$ 424,092	\$ 569,939	\$ 486,993	\$ 496,514	\$ 607,422
Elections	\$ 200,521	\$ 263,036	\$ 668,281	\$ 474,967	\$ 523,659
Total	\$ 1,975,646	\$ 2,093,640	\$ 2,601,848	\$ 2,479,397	\$ 2,674,486
% Incr		5.97%	24.27%	-4.71%	7.87%

Personnel

Full-Time	15	15	15	15	15	16
Part-Time	1	0	0	0	1	1
Total	16	15	15	15	16	17

Total City Clerk Expenditures



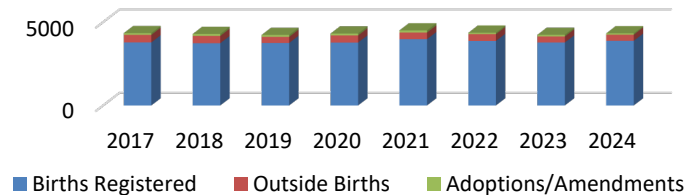
Operating Highlights

Births

Births Registered	3876
Outside Births	367
Adoptions/Amendments	81

2024 Totals

Births Registered

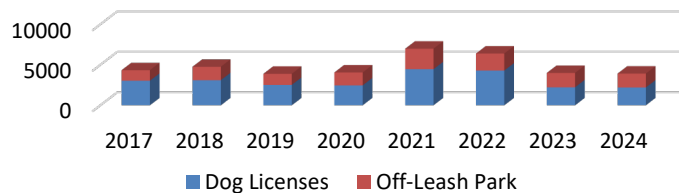


Dog Licenses

Dog Licenses	2202
Off-Leash Park	1720

2024 Totals

Dog Licenses



City Clerk and Clerk of the Council

Fiscal Year 2026 Outcomes and Strategies

Outcome 1

Continue Prioritizing Customer Service, Internal and External

City Clerk Strategy: We held a workshop focusing on serving our diverse customers more effectively with the Racial Equity Group. We will continue to be mindful of what we learned and how to put our new skills into practice.

Election Strategy: While more than 50% of

our ballots are sent through the mail, much of election day is processing ballots rather than the earlier era of having election day workers greeting their neighbors. Our Elections team is working on ways to make the election day experience meaningful to retain our great and very necessary large group of poll workers.

Clerk of the Council Strategy: We will proceed with fine tuning our City Council Docket Tracking system and Newsletter and look forward to our emphasis on continuous improvement as we expect the City Council Rules subcommittee will release their recommendations towards the end of 2025.

City Clerk Strategy: Business DBAs and Auto Dealer Licenses are now online on NewGov. Dog Licenses will be next, giving residents the flexibility to apply and pay online.

Clerk of the Council Strategy: Online Code Management System continues to move along. Rollout and training is expected over this summer.

We will be reviewing how AI could benefit our Council Committee Clerks. While a computer program cannot replace our staff, technology can help us build capacity. Our preferred virtual meeting software, Zoom, has new capabilities to our present recorded meetings. As with AI, one must review computer generated transcriptions for fact checks and provide necessary editing, so thorough research will be done.

Outcome 2

Use Technology Effectively via Training, Implementation, and Research

City Clerk and Elections Strategy: Collaborate with our HR department to hold an overview and implementation of restructured positions and compensations. The increasing complexity and work demand of elections necessitated this reevaluation of office structure. Elections no longer follow a cyclical work schedule. The vote by mail option along with heightened security measures is gaining in use and our office needs to meet those demands to continue our efficient and fair elections process. This restructuring also promotes advancement from within and the development of stronger public services and outreach.

Outcome 3

Improve City Clerk and Election Operations via Implementation of Updated Workflow and Positions

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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	ORIGINAL 2025	RECOMMENDED 2026	CHANGE 2025 to 2026
CLERK OF THE COUNCIL SUMMARY						
51 - PERSONNEL SERVICES	1,385,565	1,556,337	1,668,172	1,745,587	1,896,708	151,121
52 - EXPENSES	219,397	152,112	256,418	263,850	278,150	14,300
58 - CAPITAL EXPENSES	557	774	232,500	10,000	10,000	0
57 - FRINGE BENEFITS	366,856	384,417	444,758	459,960	489,628	29,668
TOTAL DEPARTMENT	1,972,375	2,093,640	2,601,848	2,479,397	2,674,486	195,089
CITY COUNCIL						
51 - PERSONNEL SERVICES	768,727	716,536	782,800	838,403	848,681	10,278
52 - EXPENSES	129,167	71,533	92,351	90,025	83,825	-6,200
57 - FRINGE BENEFITS	230,653	251,025	300,394	315,784	326,741	10,957
TOTAL CITY COUNCIL	1,128,546	1,039,094	1,175,545	1,244,212	1,259,247	15,035
ARCHIVES MANAGEMENT						
51 - PERSONNEL SERVICES	119,798	114,598	130,775	136,975	144,815	7,840
52 - EXPENSES	2,860	748	1,625	2,250	3,750	1,500
57 - FRINGE BENEFITS	26,657	32,509	15,537	13,311	14,562	1,251
TOTAL ARCHIVES MANAGEMENT	149,314	147,856	147,936	152,536	163,127	10,591
CENSUS RECORDS						
51 - PERSONNEL SERVICES	33,435	39,130	53,785	54,023	61,908	7,885
52 - EXPENSES	30,856	27,751	58,298	43,850	45,850	2,000
57 - FRINGE BENEFITS	5,610	6,834	11,010	13,295	13,273	-22
TOTAL CENSUS RECORDS	69,901	73,715	123,093	111,168	121,031	9,863
CITY CLERK						
51 - PERSONNEL SERVICES	307,002	445,858	350,096	351,635	452,429	100,794
52 - EXPENSES	30,346	31,252	36,412	42,225	48,975	6,750
57 - FRINGE BENEFITS	86,744	92,829	100,484	102,654	106,018	3,364
TOTAL CITY CLERK	424,092	569,939	486,993	496,514	607,422	110,908
ELECTIONS						
51 - PERSONNEL SERVICES	156,604	240,216	350,716	364,551	388,875	24,324
52 - EXPENSES	26,168	20,827	67,732	85,500	95,750	10,250
58 - CAPITAL EXPENSES	557	774	232,500	10,000	10,000	0
57 - FRINGE BENEFITS	17,193	1,219	17,333	14,916	29,034	14,118
TOTAL ELECTIONS	200,521	263,036	668,281	474,967	523,659	48,692

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

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	ORIGINAL 2025	RECOMMENDED 2026	CHANGE 2025 to 2026
101 - CLERK OF THE COUNCIL						
0110111 - CITY COUNCIL						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	383,489	341,529	406,564	440,403	450,681	10,278
511101 PART TIME < 20 HRS/WK	3,575	780	0	25,000	25,000	0
511103 OFFICIALS W/BENEFITS	372,001	372,001	372,001	372,000	372,000	0
514001 LONGEVITY	900	1,000	1,000	1,000	1,000	0
514309 OTHER STIPENDS	3,181	0	0	0	0	0
515006 VACATION BUY BACK	8,762	1,226	3,235	0	0	0
TOTAL PERSONNEL SERVICES	771,908	716,536	782,800	838,403	848,681	10,278
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,511	300	874	1,200	1,000	-200
524090 PUBLIC PROPERTY R-M	0	285	0	1,000	1,000	0
524100 SOFTWARE MAINTENANC	0	0	22,355	11,000	11,000	0
527500 RENTAL/LEASE - PROPER	3,588	3,812	5,355	3,825	3,825	0
534100 POSTAGE	5,240	5,605	3,987	4,000	4,000	0
534200 PRINTING	2,074	4,479	528	6,000	0	-6,000
534300 ADVERTISING/PUBLICATIO	111,721	53,259	47,679	55,000	50,000	-5,000
542000 OFFICE SUPPLIES	1,618	1,449	0	2,000	1,500	-500
559200 BOOKS/MANUALS/PERIODI	30	0	0	0	0	0
559300 AWARDS & TROPHIES	0	0	2,772	1,000	2,000	1,000
571200 REFRESHMENTS/MEALS	354	879	3,496	3,500	3,000	-500
575401 ELECTED OFFICIAL EXPEN	798	1,465	889	1,500	1,500	0
575402 INAUGURAL EXPENSES	2,263	0	4,417	0	5,000	5,000
TOTAL EXPENSES	129,197	71,533	92,351	90,025	83,825	-6,200
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	5,534	5,264	5,316	5,239	5,742	503
57HLTH HEALTH INSURANCE	207,294	227,895	274,091	281,574	294,255	12,681
57LIFE BASIC LIFE INSURANCE	132	114	189	170	170	0
57MEDA MEDICARE PAYROLL TAX	9,793	8,990	9,457	12,157	12,306	149
57OPEB OPEB CONTRIBUTION	7,900	8,763	11,341	16,644	14,268	-2,376
TOTAL FRINGE BENEFITS	230,653	251,025	300,394	315,784	326,741	10,957
TOTAL CITY COUNCIL	1,131,758	1,039,094	1,175,545	1,244,212	1,259,247	15,035

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	ORIGINAL 2025	RECOMMENDED 2026	CHANGE 2025 to 2026
0110112 - ARCHIVES MANAGEMENT						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	118,548	113,348	129,025	135,075	142,740	7,665
514001 LONGEVITY	750	750	1,250	1,400	1,575	175
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONNEL SERVICES	119,798	114,598	130,775	136,975	144,815	7,840
EXPENSES						
524100 SOFTWARE MAINTENANC	0	0	0	0	1,500	1,500
524500 DOCUMENT SHREDDING	1,910	600	1,625	1,000	1,000	0
530400 DOCUMENT PRESERVATI	0	0	0	250	250	0
542000 OFFICE SUPPLIES	950	148	0	750	750	0
573000 DUES & SUBSCRIPTIONS	0	0	0	250	250	0
TOTAL EXPENSES	2,860	748	1,625	2,250	3,750	1,500
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	582	703	211	202	202	0
57HLTH HEALTH INSURANCE	20,332	26,110	8,598	8,907	9,844	937
57LIFE BASIC LIFE INSURANCE	52	57	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	1,593	1,469	1,837	1,986	2,100	114
57OPEB OPEB CONTRIBUTION	4,098	4,170	4,833	2,159	2,359	200
TOTAL FRINGE BENEFITS	26,657	32,509	15,537	13,311	14,562	1,251
TOTAL ARCHIVES MANAGEMENT	149,314	147,856	147,936	152,536	163,127	10,591
0110119 - CENSUS RECORDS						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	31,942	37,089	50,802	52,523	59,908	7,385
513010 REGULAR OVERTIME	1,076	1,540	2,483	1,000	1,500	500
515102 CLEANING ALLOWANCE	417	500	500	500	500	0
TOTAL PERSONNEL SERVICES	33,435	39,130	53,785	54,023	61,908	7,885
EXPENSES						
534100 POSTAGE	18,342	16,525	40,487	25,000	25,000	0
534200 PRINTING	12,514	11,226	17,811	18,000	20,000	2,000
534300 ADVERTISING/PUBLICATIO	0	0	0	750	750	0
571100 IN-STATE CONFERENCES	0	0	0	100	100	0
573000 DUES & SUBSCRIPTIONS	60	0	0	0	0	0
TOTAL EXPENSES	30,916	27,751	58,298	43,850	45,850	2,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	120	0	105	202	202	0
57HLTH HEALTH INSURANCE	4,128	4,967	8,226	8,907	9,844	937
57LIFE BASIC LIFE INSURANCE	19	38	57	57	57	0
57MEDA MEDICARE PAYROLL TAX	463	526	719	1,970	889	-1,081
57OPEB OPEB CONTRIBUTION	880	1,304	1,903	2,159	2,281	122
TOTAL FRINGE BENEFITS	5,610	6,834	11,010	13,295	13,273	-22
TOTAL CENSUS RECORDS	69,961	73,715	123,093	111,168	121,031	9,863

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	ORIGINAL 2025	RECOMMENDED 2026	CHANGE 2025 to 2026	
0110161 - CITY CLERK							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	282,053	422,575	335,567	342,885	435,004	92,119
513010	REGULAR OVERTIME	5,684	11,208	6,279	0	10,000	10,000
514001	LONGEVITY	5,396	3,500	4,250	4,750	4,925	175
514309	OTHER STIPENDS	4,959	2,008	2,000	0	0	0
514323	NOTARY STIPEND	0	0	0	2,000	0	-2,000
515006	VACATION BUY BACK	6,785	4,567	0	0	0	0
515102	CLEANING ALLOWANCE	2,125	2,000	2,000	2,000	2,500	500
TOTAL PERSONNEL SERVICES		307,002	445,858	350,096	351,635	452,429	100,794
EXPENSES							
524010	OFFICE EQUIPMENT R-M	79	268	772	750	1,000	250
524090	PUBLIC PROPERTY R-M	0	0	4,665	450	450	0
531900	TRAINING EXPENSES				0	5,500	5,500
534010	TELEPHONE	783	690	686	800	800	0
534020	CELLULAR TELEPHONES	650	715	996	650	650	0
534100	POSTAGE	20,168	19,945	14,596	20,000	20,000	0
534200	PRINTING	5,840	6,886	8,591	7,000	8,000	1,000
534300	ADVERTISING/PUBLICATIO	0	0	0	700	700	0
542000	OFFICE SUPPLIES	1,882	1,900	3,732	3,500	3,500	0
571100	IN-STATE CONFERENCES	220	100	765	7,500	7,500	0
573000	DUES & SUBSCRIPTIONS	600	625	1,610	750	750	0
575005	EMPLOYEE HONESTY BON	123	123	0	125	125	0
TOTAL EXPENSES		30,346	31,252	36,412	42,225	48,975	6,750
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	1,375	1,839	1,993	1,914	1,411	-503
57HLTH	HEALTH INSURANCE	77,306	78,168	86,677	89,822	90,099	277
57LIFE	BASIC LIFE INSURANCE	137	57	66	57	57	0
57MEDA	MEDICARE PAYROLL TAX	3,999	5,966	5,052	5,099	6,415	1,316
57OPEB	OPEB CONTRIBUTION	3,927	6,800	6,697	5,762	8,036	2,274
TOTAL FRINGE BENEFITS		86,744	92,829	100,484	102,654	106,018	3,364
TOTAL CITY CLERK		424,092	569,939	486,993	496,514	607,422	110,908

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

		ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	ORIGINAL 2025	RECOMMENDED 2026	CHANGE 2025 to 2026
0110162 - ELECTIONS							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	45,707	32,283	106,788	126,099	137,663	11,564
511103	OFFICIALS W/BENEFITS	3,952	3,952	3,952	3,952	3,952	0
512001	SEASONAL WAGES	65,255	101,337	123,104	129,000	130,000	1,000
513010	REGULAR OVERTIME	0	1,226	0	0	10,000	10,000
513040	WORK BY OTHER DEPTS.	37,830	99,967	106,639	100,000	100,000	0
514309	OTHER STIPENDS	0	260	0	0	0	0
514402	ELECTION TRAINING STIP	3,360	690	4,845	5,000	6,760	1,760
515006	VACATION BUY BACK	0	0	4,888	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONNEL SERVICES		156,604	240,216	350,716	364,551	388,875	24,324
EXPENSES							
524100	SOFTWARE MAINTENANC	695	7,480	6,105	7,500	9,000	1,500
527500	RENTAL/LEASE - PROPER	0	0	0	2,000	2,000	0
529000	CLEANING/CUSTODIAL SV	200	1,280	500	1,500	1,500	0
531900	TRAINING EXPENSES	0	0	15	0	0	0
534010	TELEPHONE	270	238	237	350	350	0
534100	POSTAGE	7,504	2,860	27,597	25,000	30,000	5,000
534200	PRINTING	3,688	2,993	17,404	14,000	25,000	11,000
534300	ADVERTISING/PUBLICATIO	2,122	1,900	3,386	12,000	12,000	0
542000	OFFICE SUPPLIES	942	1,286	1,500	1,750	1,750	0
558500	COMPUTER SUPPLIES	0	0	0	500	500	0
558600	VOTING SUPPLIES	10,644	2,791	10,987	20,000	12,000	-8,000
571100	IN-STATE CONFERENCES	0	0	0	150	150	0
571200	REFRESHMENTS/MEALS	102	0	0	750	1,500	750
TOTAL EXPENSES		26,168	20,827	67,732	85,500	95,750	10,250
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	366	0	295	202	405	203
57HLTH	HEALTH INSURANCE	14,450	0	12,064	8,907	19,464	10,557
57LIFE	BASIC LIFE INSURANCE	38	0	19	0	57	57
57MEDA	MEDICARE PAYROLL TAX	962	1,219	1,790	3,778	3,946	168
57OPEB	OPEB CONTRIBUTION	1,377	0	3,165	2,029	5,162	3,133
TOTAL FRINGE BENEFITS		17,193	1,219	17,333	14,916	29,034	14,118
CAPITAL EXPENSES							
585152	ELECTIONS FURNITURE	557	774	0	10,000	10,000	0
585170	ELECTIONS EQUIP/FURNIT	0	0	232,500	0	0	0
TOTAL CAPITAL EXPENSES		557	774	232,500	10,000	10,000	0
TOTAL ELECTIONS		200,521	263,036	668,281	474,967	523,659	48,692
TOTAL CLERK OF THE COUNCIL		1,975,646	2,093,640	2,601,848	2,479,397	2,674,486	195,089