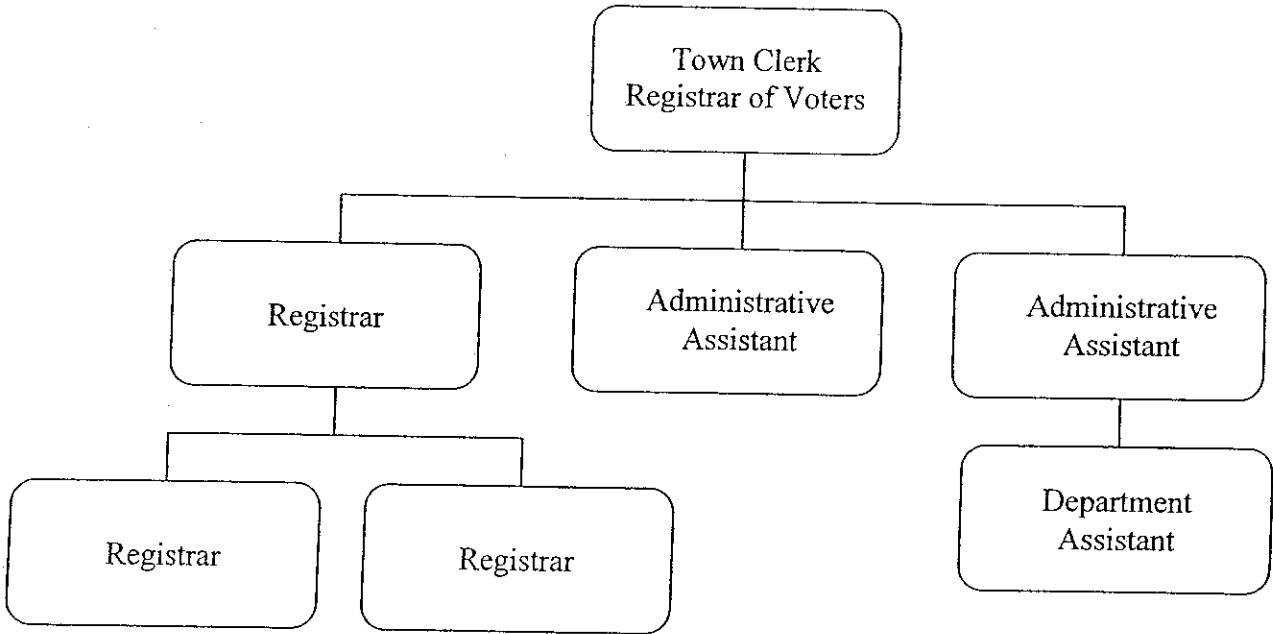


Town Clerk/Registrar of Voters



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Leadership Profile:

Jane M. Hladick, Town Clerk/Registrar of Voters

- 1992-Present: Town Clerk/Registrar of Voters
(January-February 2002: Acting Town Administrator)
- 1984-1992: Assistant Town Clerk
- 1978-1984: Records Clerk

- 2000-Present: Assistant Treasurer, Massachusetts Town Clerks' Association
- April 2005: Treasurer Middlesex Town & City Clerk's Association

Justice of the Peace

Narrative

Town of Natick

Town Clerk/Registrar of Voters

I. Main Purpose of the Department

To serve the citizens needs in a professional way and strive to carry out the multitude of duties required of the Town Clerk

II. Recent Developments

- Implementation of same-sex marriage
- Changing responsibilities regarding co-parenting

III. Current Challenges

- Addressing changes associated with the Help America Vote Act

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

The Election of a new Town Clerk and the smooth transition in that regard.

V. On the Horizon

- The need to restore and rebind existing records as well as bind newer records. This project has been delayed due to budgetary limitations but must be undertaken to preserve vital records.

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FY2008 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2003	2004	2005	2006	Approved 2007	Proposed 2008
1 Total Vitals	996	942	967 (three year aver)	967 (2002- 2004 average)	964	960
2 Revenue	\$94,670	\$95,843	\$92,684 (three year avg)	\$92,684 (2002- 2004 average)	\$94,000	\$97,641
3 Registered Voters	19,407	20,668	20,097 (three year avg)	20,097 (2002- 2004 average)	19,880	20247

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Department: Town Clerk

Fiscal Year 2008

OPERATIONAL OBJECTIVES

<u>STAFF</u>	<u>No. Positions</u>
Management	1
Supervisory	0
Operational Staff	3

Brief Narrative of the Department's Operational Objectives for FY08:

I will strive, to the best of my ability, to carry out the multitude of duties as follows:

As Chief Election Official – Oversee polling places, election officers and the general conduct of all elections.

Direct preparation of ballots, polling places, voting equipment, voting list, administer campaign finance laws, certifies nomination papers and initiative petitions, and serve on the Board of Registrars.

Record and certify all official actions of the Town including town meeting legislation and appropriations, Planning and Zoning Board Decisions, sign all notes for borrowing, and keep the Town Seal.

Register all vital events occurring within the community and those events occurring elsewhere to local residents. Record original birth, marriage, and death records providing the basis for the Commonwealth's central registration system.

Administer the oath of office to all elected and appointed members of local committees and boards and ensure that all elected and appointed officials are informed in writing of the State's Open Meeting and Conflict of Interest Laws and post meetings of all governmental bodies.

Issue dog licenses with up to date rabies certificates for the protection of all residents.

Considered the core of local government, the Town Clerk's Office will serve as the central information office for local residents and citizens at large.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2003 thru 2007
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2003	2004	2005	2006	Thru December 2007
Staffing					
Full-Time Employees	4	4	4	4	4
Part-Time Employees	0	0	0	0	0
Seasonal Employees	0	0	0	0	0
Operating Budget					
Personal Services	176,507.00	175,237.36	180,466.52	188,819.27	92,829.82
Purchase of Services	4,869.61	3,188.57	3,837.25	2,246.42	1,508.74
Technical & Professional Svcs	20,952.48	16,661.50	6,849.46	5,347.25	3,993.20
Supplies	1,430.39	1,809.29	1,732.67	1,896.32	967.72
Other Chgs & Expenditures	0.00	0.00	0.00		
Total Operating Budget	203,759.48	196,896.72	192,885.90	198,309.26	99,299.48
Encumbered Operating Expenses			2,573.01	269.20	
Capital Equip/Projects Expended					

Quarterly Expenditure Pattern Fiscal Year 2003 thru 2007 - Operating Budget					
Percent Expended by Fiscal Year	2003	2004	2005	2006	2006
Personal Services					
Quarter 1 ending Sept 30	23.46%	24.82%	23.70%	23.13%	23.02%
Quarter 2 ending Dec 31	27.18%	24.91%	25.40%	24.54%	24.84%
Quarter 3 ending March 31	22.56%	25.23%	24.62%	24.27%	
Quarter 4 ending June 30	26.80%	24.94%	24.38%	26.44%	
Encumbrances for Year	0.00%	0.00%	1.40%	0.00%	
Closed to Fund Balance	0.00%	0.10%	0.50%	1.62%	
- - - - Total Pers Svcs	100.00%	100.00%	100.00%	100.00%	47.86%
All Non-Personal Services					
Quarter 1 ending Sept 30	4.43%	6.17%	10.03%	4.65%	4.49%
Quarter 2 ending Dec 31	63.60%	31.07%	20.34%	10.96%	16.92%
Quarter 3 ending March 31	7.67%	24.08%	5.46%	5.87%	
Quarter 4 ending June 30	24.30%	38.68%	23.46%	21.66%	
Encumbrances for Year	0.00%	0.00%	0.00%	1.22%	
Closed to Fund Balance	0.00%	0.00%	40.71%	55.64%	
- - - - Total Non Pers Svcs	100.00%	100.00%	100.00%	100.00%	21.41%
Capital Equip/Projects Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
- - - - Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

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Town Clerk

	No of Staff	Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2005		2006		2004		2003	
						Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Salaries Management	1.0	73,183.00	73,183.00	35,874.02	72,465.46	70,341.00	68,625.00	70,341.00	70,341.00	66,950.00	66,950.00	66,950.00	66,950.00
Salaries Operation Staff	3.0	120,450.00	120,450.00	55,269.77	118,753.00	115,722.23	109,494.59	115,722.23	115,722.23	106,162.40	106,162.40	105,757.00	105,757.00
Add'l Comp Operational Staff		1,223.89	1,223.89	654.17	1,207.86	1,373.84	900.00	1,373.84	1,373.84	800.00	800.00	800.00	800.00
Operational Staff Overtime		1,500.00	1,500.00	1,031.86	1,500.00	1,382.20	1,446.93	1,382.20	1,382.20	1,324.96	1,324.96	3,000.00	3,000.00
Retirement Buy-Out		11,019.77	11,019.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL SERVICES	4.0	207,376.66	207,376.66	92,829.82	193,926.32	188,819.27	180,466.52	188,819.27	188,819.27	175,237.36	175,237.36	176,507.00	176,507.00
Repairs & Maint Equipment		350.00	350.00	129.00	350.00	129.00	0.00	129.00	129.00	119.00	119.00	215.00	215.00
In State Travel/Meetings		1,000.00	1,000.00	269.00	1,000.00	0.00	717.00	0.00	0.00	774.00	774.00	785.00	785.00
Communication Telephone		950.00	950.00	402.96	950.00	892.40	992.50	892.40	892.40	839.63	839.63	781.88	781.88
Dues & Memberships		400.00	400.00	325.00	400.00	150.00	275.00	150.00	150.00	220.00	220.00	170.00	170.00
Copy/Mail Center Fees		2,000.00	2,000.00	382.78	2,000.00	1,075.02	1,542.53	1,075.02	1,075.02	849.61	849.61	2,628.18	2,628.18
Mass General Law Updates		1,000.00	1,000.00	523.00	1,000.00	862.00	0.00	862.00	862.00	0.00	0.00	0.00	0.00
Other Services Misc.		200.00	200.00	0.00	300.00	0.00	310.22	0.00	0.00	386.33	386.33	289.55	289.55
PURCHASE OF SERVICES		5,900.00	5,900.00	2,031.74	6,000.00	3,108.42	3,837.25	3,108.42	3,108.42	3,188.57	3,188.57	4,869.61	4,869.61
Communication Print & Advertising		5,000.00	5,000.00	3,201.00	22,000.00	4,485.25	6,849.46	4,485.25	4,485.25	16,661.50	16,661.50	20,952.48	20,952.48
TECHNICAL & PROFESSIONAL SVS		5,000.00	5,000.00	3,201.00	22,000.00	4,485.25	6,849.46	4,485.25	4,485.25	16,661.50	16,661.50	20,952.48	20,952.48
Office Supplies		2,000.00	2,000.00	967.72	2,000.00	1,896.32	1,732.67	1,896.32	1,896.32	1,809.29	1,809.29	1,430.39	1,430.39
SUPPLIES		2,000.00	2,000.00	967.72	2,000.00	1,896.32	1,732.67	1,896.32	1,896.32	1,809.29	1,809.29	1,430.39	1,430.39
BUDGET TOTAL		220,276.66	220,276.66	99,030.28	223,926.32	198,309.26	192,885.90	198,309.26	198,309.26	196,896.72	196,896.72	203,759.48	203,759.48

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TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2008

Emp #	Employee Name	Actual FY06 Overtime	Actual FY06 Regular Earnings	Budgetary FY07 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2008	Total Appropriation	Additional Compensation Longevity	Education	Other	Total Add'l Comp	
	<u>In Clerk:</u>																
	<u>Management</u>																
	Vacancy			\$72,465.46	BASE	Elected	52.0	35.1841	40.0	\$1,407.37	73,183.00	\$73,183.00					
	<u>Operational</u>																
2971	JUDITH KUHN	\$796.27	\$39,802.44	\$40,845.79	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39		\$611.95			611.95	
2171	PATRICIA STROZZI	\$931.48	\$40,052.68	\$40,845.79	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39		\$611.95			611.95	
42737	KERRY GRAVELINE	\$361.12	\$34,445.71	\$38,268.27	BASE	4-Max	52.2	19.8504	37.5	\$744.39	38,857.16		\$0.00		\$0.00	\$1,223.89	
	Department Totals	<u>\$1,727.75</u>	<u>\$79,855.12</u>	<u>\$192,425.31</u>								<u>\$120,449.93</u>	<u>\$1,223.89</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,223.89</u>	

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