

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 the best of our abilities, 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

- Retirement of one staff member necessitates hiring a replacement and training a new employee

V. On the Horizon

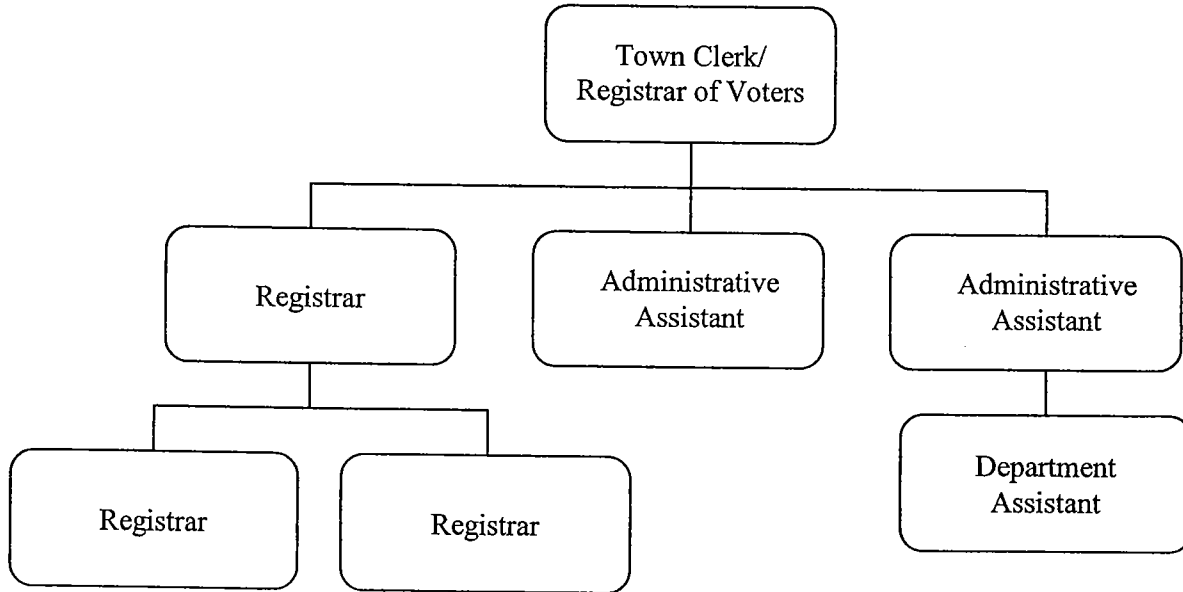
- The need to restore and rebind existing records as well as bind newer records. This project has been delayed due to budgetary limitations but must be undertaken to preserve vital records.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2001	2002	2003	2004	Approved 2005	Proposed 2006
1 Total Vitals	1,131	994	965	942	967 (three year avg)	967 (2002-2004 average)
2 Revenue	\$97,717	\$87,540	\$94,670	\$95,843	\$92,684 (three year avg)	\$92,684 (2002-2004 average)
3 Registered Voters	20,099	20,216	19,407	20,668	20,097 (three year avg)	20,097 (2002-2004 average)

Fiscal Year 2006 Organization

Town Clerk/Registrar of Voters



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

Notary Public
Justice of the Peace

Town Clerk

	<i>No of Staff</i>	Tn Admin Recommendations	2006 Dept Requests	2005 Expended 12/31/04	2005 Appropriated	2004 Actual	2003 Actual	2002 Actual	2001 Actual
Salaries Management	1.0	68,625.00	68,625.00	34,322.21	68,625.00	66,950.00	66,950.00	64,193.04	58,015.00
Salaries Operation Staff	3.0	115,773.34	115,773.34	53,662.00	112,949.85	106,162.40	105,757.00	102,284.00	99,320.00
Add'l Comp Operational Staff		1,745.92	1,745.92	900.00	900.00	800.00	800.00	550.00	550.00
Operational Staff Overtime		1,500.00	1,500.00	1,446.93	1,500.00	1,324.96	3,000.00	1,401.10	3,188.88
PERSONAL SERVICES	4.0	187,644.26	187,644.26	90,331.14	183,974.85	175,237.36	176,507.00	168,428.14	161,073.88
Repairs & Maint Equipment		350.00	350.00	0.00	350.00	119.00	215.00	969.73	330.68
In State Travel/Meetings		1,000.00	1,000.00	304.00	1,000.00	774.00	785.00	654.37	687.00
Communication Telephone		950.00	950.00	484.22	900.00	839.63	781.88	954.42	1,049.59
Dues & Memberships		400.00	400.00	200.00	400.00	220.00	170.00	590.00	190.00
Copy/Mail Center Fees		2,000.00	2,000.00	468.35	2,000.00	849.61	2,628.18	1,742.49	1,750.74
Mass General Law Updates		1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Services Misc.		300.00	300.00	119.00	300.00	386.33	289.55	0.00	146.68
PURCHASE OF SERVICES		6,000.00	6,000.00	1,575.57	4,950.00	3,188.57	4,869.61	4,911.01	4,154.69
Communication Print & Advertising		14,000.00	14,000.00	3,289.20	14,000.00	16,661.50	20,952.48	10,397.64	12,775.45
TECHNICAL & PROFESSIONAL SVS		14,000.00	14,000.00	3,289.20	14,000.00	16,661.50	20,952.48	10,397.64	12,775.45
Office Supplies		2,000.00	2,000.00	1,496.00	2,000.00	1,809.29	1,430.39	1,808.24	1,914.07
SUPPLIES		2,000.00	2,000.00	1,496.00	2,000.00	1,809.29	1,430.39	1,808.24	1,914.07
BUDGET TOTAL		\$209,644.26	\$209,644.26	\$96,691.91	\$204,924.85	\$196,896.72	\$203,759.48	\$185,545.03	\$179,918.09

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'04 Earnings	Budgetary FY'05 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2006	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>In Clerk:</u>															
<u>Management</u>															
604	JANE HLADICK	\$66,950.00	\$68,625.00	BASE	Elected	52.0	32.9928	40.0	\$1,319.71	68,625.00					
			<u>\$68,625.00</u>								\$68,625.00				
<u>Operational</u>															
3416	VIRGINIA DOUCETTE	\$35,973.20	\$36,687.10	BASE	4-Max		19.0790	37.5	\$715.48	37,348.06		\$373.48			
2971	JUDITH KUHN	\$36,846.94	\$38,506.40	BASE	5-Max		20.0320	37.5	\$751.20	39,212.64		\$588.19			
2171	PATRICIA STROZZI	\$37,128.48	\$38,506.40	BASE	5-Max		20.0320	37.5	\$751.20	39,212.64		\$784.25			\$1,745.92
			\$113,699.90								\$115,773.34				
		<u>\$176,898.62</u>	<u>\$182,324.90</u>								<u>\$184,398.34</u>	<u>\$1,745.92</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,745.92</u>