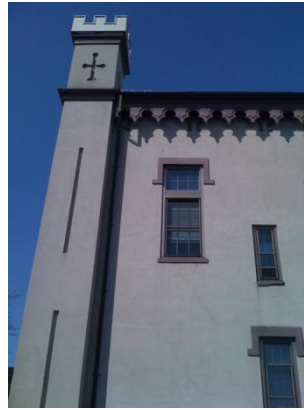


City Clerk & Registrar of Voters

The mission of the City Clerk and Registrar of Voters Office is to maintain and provide access to vital documents in the city of Northampton and to provide services to the public and to City Boards and Committees. Duties and responsibilities are governed by the City Charter and Ordinances, and under the jurisdiction of the Secretary of the Commonwealth (elections) and the Division of Fisheries and Wildlife (licenses). The City Clerk administers oaths of office to all elected and appointed members of committees and boards, and provides access to public records in compliance with the state public records departments.



The City Clerk holds all official city documents and vital records and the office maintains voter registration for the city.



Our office deals with many people coming in to do their genealogy and when they are able to locate a record for a long lost relative they are very excited.

We find it entertaining and enlightening when we hear about their relatives, because it provides a snapshot of the people who made Northampton what it is today.

*Wendy Mazza,
City Clerk*

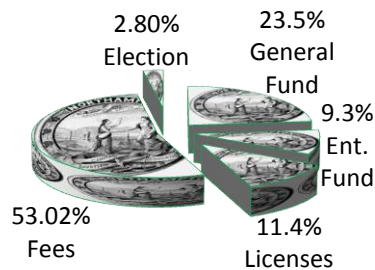
*Wendy Mazza, City Clerk
210 Main Street*

wmazza@northamptonma.gov

T: 413.587.1224; F:413.587.1264

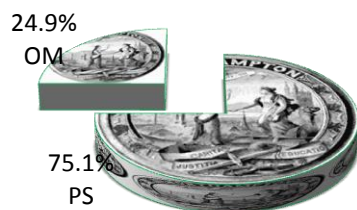
Staffing Proposal for FY2012

Position Title	Full or Part time	Annual Salary	Funding Source(s)	Budgeted FTE	Change from FY2011	Union affiliation
City Clerk	Full Time	62,494	General Fund, Enterprise Fund, licenses, Fees, Election	1.0		ELECTED
Assistant City Clerk	Full Time	36,820	General Fund, Enterprise Fund, licenses, Fees, Election	1.0		NAPEA
Principal Clerk	Full Time	32,939	General Fund, Enterprise Fund, Election	1.0		AFSCME
Principal Clerk	Full Time	33,092	General Fund, Enterprise Fund, licenses, Fees	1.0		AFSCME
Senior Clerk	Full Time	30,927	General Fund, Enterprise Fund, license, Fees, Election	1.0		AFSCME
Registrar (3)	Part Time	600 stipend	General Fund, Election	n/a		NR



Where Our Funding Comes From

The annual budget of the City Clerk and Registrar's Office is supported through the General Fund, Enterprise Funds, Licenses, Fees, and Election Reimbursements.



How We Spend Our Money

This chart shows how much of the annual budget of the City Clerk & Registrar's Office is spent on staff (PS), on Ordinary Maintenance

Some Accomplishments At A Glance

beyond our day-to-day operations

- Office renovation was completed to create a more user-friendly space, and to allow for a better workflow.
- New public ethics and Open Meeting Law regulations were released this year requiring round-the-clock access to the city meeting notices and agendas which we are responsible for posting.

The Year Ahead

- The State released new birth record program - Vitals Information Partnership. This program will allow for birth records to be issued without delay. ([you can download a form to request a birth, marriage or death certificate from the website](#))

CITY CLERK AND REGISTRAR OF VOTERS

	Actual FY 2010	Budget FY 2011	Budget FY 2012	\$ Change FY11-12	%Change FY11-12
<u>Appropriation by Major Object</u>					
Personal Services	200,308	196,841	198,258	1,417	0.7%
Ordinary Maintenance	88,707	65,875	65,875	0	0.0%
Other than Ordinary Maintenance	0	0	0	0	0.0%
Total	289,015	262,716	264,133	1,417	0.5%
<u>Appropriation by Major Activity</u>					
City Clerk	178,748	189,341	190,758	1,417	0.7%
Elections	75,217	43,065	43,065	0	0.0%
Registrar	35,050	30,310	30,310	0	0.0%
Total	289,015	262,716	264,133	1,417	0.5%
<u>Financing Plan</u>					
City Clerk Licenses	31,564	30,000	30,000	0	0.0%
General Fund	40,893	69,957	62,079	(7,878)	-11.3%
State Elections Reimbursement	41,596	7,402	7,402	0	0.0%
Enterprise Fund Charge to General Fund	24,557	24,557	24,652	95	0.4%
Passport Processing Fee	8,775	0	0	0	0.0%
City Clerk Fees	141,630	130,800	140,000	9,200	7.0%
Total	289,015	262,716	264,133	1,417	0.5%

City Clerk and Registrar

4 8 2 7 9 0 6 5 3 1

by the numbers

- 827** Birth records recorded
- 570** Death records recorded
- 349** Marriage Licenses issued
- 446** Non-Criminal violations processed
- 344** Business Certificates recorded
- 7,902** Copies of records issued
- 2,133** Dog Licenses issued
- 19,573** Registered voters participated in 11/2/10 state election (*if you are not registered to vote yet, [click here](#) to find out how to register*)
- 557** Absentee ballots processed for 11/2/10 state election (*you can find absentee [ballot information here](#)*)