

**TOWN OF STRATFORD  
PROPOSED OPERATING BUDGET  
FISCAL YEAR 2010**

**01 - GENERAL FUND  
107 - TOWN CLERK**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
<b>TOWN CLERK</b>								
01107	6003	Payroll - Regular	213,478	245,825	200,717	226,158	238,297	5.37%
01107	6004	Payroll - Part Time	14,993	17,410	23,614	10,968	12,168	10.94%
01107	6020	Payroll - Overtime	1,811	6,301	4,679	3,200	3,000	-6.25%
01107	6061	Education	1,500	699	1,328	1,764	1,600	-9.30%
01107	6102	Printing & Stationery	1,105	1,772	2,194	2,156	2,000	-7.24%
01107	6103	Duplications	1,507	2,094	1,144	1,960	1,900	-3.06%
01107	6104	Map Scanning Imager	2,700	168	598	700	700	0.00%
01107	6302	Equipment Service	300	300	-	300	300	0.00%
01107	6319	Records Maintenance	-	3,400	3,360	3,494	3,300	-5.55%
01107	6456	Recording & Indexing	61,052	51,292	46,306	58,500	59,200	1.20%
01107	6502	Advertising	1,377	601	2,362	2,225	1,525	-31.46%
01107	6503	Printing /Reports	6,044	5,789	10,164	18,395	18,395	0.00%
01107	6511	Vital Statistics Fee	2,500	1,221	2,030	2,500	2,500	0.00%
01107	6512	Microfilm Storage	2,090	2,203	2,174	2,400	2,400	0.00%
01107	6524	State Licenses	38,908	34,006	34,900	37,000	37,000	0.00%
01107	6533	Town Code	8,797	1,891	7,166	10,000	10,000	0.00%
			<b>358,162</b>	<b>374,969</b>	<b>342,737</b>	<b>381,720</b>	<b>394,285</b>	<b>3.29%</b>



**PROGRAM DESCRIPTION**

The Town Clerk's Office mission is serving as the official record keeper of all Town business as required by Town Charter and Connecticut State Statutes.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	4.0	4.5	4.5	4.5	4.5

**BASIC BUDGET LINE ITEM JUSTIFICATION**

<u>Department</u>	<u>Town Clerk</u>	<u>2010 Proposed Budget</u>
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<b>107-6004</b>	<b>Payroll – Part Time</b>	<b>\$ 12,168</b>
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The part time clerk handles the increasing customer services needs of the Town Clerk's office such as document recording, scanning, mail requests and mailing back of original documents.

<b>107-6020</b>	<b>Overtime</b>	<b>\$ 3,000</b>
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Payments to Town Clerk's staff for overtime working on election preparation of absentee ballots for national, state and local elections.

<b>107-6061</b>	<b>Education</b>	<b>\$ 1,600</b>
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This account provides funding for professional memberships, required certification classes, attendance at the CT Town Clerk conference held twice a year by the office of the Secretary of the State, seminars and travel expenses.

<b>107-6102</b>	<b>Printing &amp; Stationery</b>	<b>\$ 2,000</b>
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Funding for office supplies, which include: paper, various stamps, stamp pads, toners and cartridges. Also covers the cost for nameplates for all boards and commissions and commissions & committees who file minutes and agendas.



**107 TOWN CLERK**

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**107-6103 Duplications \$ 1,900**

Funding for the monthly lease agreement for the SAVIN 804E copy machine used in the Town Clerk's office and heavily used by the public, title searchers and attorneys.

**107-6456 Recording & Indexing \$ 59,200**

Recording and indexing costs for 16,000 instruments at \$3.70/instrument. This activity provides a corresponding source of revenue to the Town.

**107-6503 Printing/Reports \$ 18,395**

This account provides funding for the printing costs associated with conducting an election, including absentee ballots, moderator returns, voting machine strips, posters, and envelopes. Ballots for 75% of the total number of registered voters in addition to absentee ballots must be provided on hand. The paper ballots are card-stock.

**107-6511 Vital Statistic Fees \$ 2,500**

Funds necessary to comply with Section 7-444 of the State Statutes. This account provides funding for 1,250 vital records at \$2.00/copy.

**107-6512 Microfilm Storage \$ 2,400**

Funds to cover cost of off-premises, environmentally controlled storage of approximately 1,655 rolls of security film at \$1.45/roll.

**107-6533 Town Code \$ 10,000**

This account provides funding for the annual update of the Town Code. Includes additional money for anticipated new ordinances and legislation adopted during FY 2010.

