TOWN of WINDHAM
FY 2016-2017 MUNICIPAL BUDGET

7510 - TOWN CLERK SERVICES

MISSION:
The mission of the Town Clerk's Office is to be the keeper of the town's records, to oversee voter registration, conduct elections, and provide other services and functions as required by law, charter, or ordinance.

VISION:
State statutes, the town's charter and ordinances govern Town Clerk's Office. The Clerk and staff strive to keep up on everything, to give the public the best and most accurate service possible, and treat everyone fairly and with respect, integrity, and professionalism.

VALUES:
We show compassion and courtesy to everyone, and knowledge is the first and foremost service where we specialize. We take responsibility very seriously and we hope the public gives us the same courtesy they receive.

TOWN CLERK SERVICES:

Voter Registration	Birth, Marriage & Death Records	Concealed Weapon Apps.	Auto Registrations
Supervise All Elections	Business Licenses	Notary/Dedimus Service	Boat/ATV/Snowmobiles
Issue Marriage Licenses	Dog Licenses	Hunting/Fishing Licenses	Tax Payments
Council Meetings/Minutes	Administer Oaths	Ethics Disclosure Filings	

SUCCESS:
Success is willing to learn, grow, and change with ever-changing job requirements; the Clerk's Office does that. Staff cross-trained with Auto Registration/Tax Collection a few years ago when staff was reduced due to budget cuts. This has proven very effective in reducing wait times for citizens. At certain times of the week/ month/year, there are still lines but the office does its best to have the wait be no more than a few minutes. This office is responsible for so many different transactions it is most important to have staff keep abreast of all changes by learning new programs and attending classes.

MEASUREMENT:
The Clerk's Office keeps track of all types of business licenses that are renewed on a yearly basis in order to keep them current with the state laws and the town's ordinances.

Six different license reminders are mailed out to ninety-six business owners by mail, one month before their current license expires. They come in to process their application, pay their fee and then they go to Council for approval.

Many of the services provided in the Clerk's Office require monthly reporting with state agencies along with balancing to the penny on our reports. Once a week a quick check and balance is done on Inland Fisheries, Animal Welfare, Concealed Weapons and Vital Statistics accounts to make sure they match actual sales. These agencies send year-end reports showing that the accounts have balanced for the year.

TOWN of WINDHAM

FY 2016-2017 MUNICIPAL BUDGET

7510 - TOWN CLERK SERVICES

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Town Clerk (1.0 FTE)
Deputy Clerk (1.0 FTE)

Total current authorized positions (2.0 FTE)

41020 **Increase of $1,200 for extra hours needed by the Deputy Clerk/Registrar of Voters for hours worked before and day of election for the 2016 Presidential. *See notes.**

41030 Part-time Compensation

Deputy Clerk (0.6 FTE)

This budget proposes to:
Add a part-time Deputy Clerk Position (0.6 FTE)

Increase of $5,333 for additional election clerks and staff working extra hours before and during the 2016 Presidential Election. *See notes.

I am also requesting a second 24-hour per week Deputy at the cost of $24,721.77. This second position was not included in the Strategic Plan for the Clerk's Office. *See notes.

The new 24-hour per week deputy clerk's position is included in the manager's proposal beginning October 1, 2016.

42030 Programming memory sticks for elections, leasing two (2) extra voting machines, memory sticks, ballot bins yearly and paying Police Officers to be inside the high school during June elections when school is in session and for crowd control on large November elections, i.e. Presidential and Gubernatorial and off years for November elections when school is in session.

Increased by $1,730 to cover the cost of a spare ballot machine for the Presidential Election and programming new AVS machines. *See notes.

The Finance Committee decreased this account by $990. See FY2016-2017 budget amendment digest, amendment F01.

42040 Printing ballots, voter registration cards, business cards, and dog notices.

Increased by $1,000 to help with the costs of printing 11,000 to 12,000 municipal ballots.

42050 Maintenance and support on typewriters and voting machines.

42060 Telephone service

42070 Legal ads in the Portland Press Herald and non-legal ads & notices in the local Windham papers.

42080 Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices, etc.

Increased by $900 for the mailing of absentee ballot envelopes. *See notes.

42090 Annual attendance for the Clerk and one Deputy to attend the Elections Conference for Title 21-A. The Clerk & Deputy Clerk also attends Title 30-A classes, Clerk's Networking Day, educational sessions on vital statistics so to stay current as the laws change and to keep our certifications up to date.

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FY 2016-2017 MUNICIPAL BUDGET

7510 - TOWN CLERK SERVICES

42100 Food for election workers, absentee voting mileage, and meetings the Clerk & Deputy Clerk attends.

Increased by $240 to cover the cost for the extra meals. *See notes.

42110 Memberships to CCMCA, MTCCA, & NEACTC for the Clerk and one Deputy Clerk, and the annual Conservation Easement Registry fee.

43010 This account is for all typical office supplies.

43030 Restoration and binding of old birth, death, marriage books, and other town records, as well as fireproof storage of the records. The goal is to restore one to two books a year. This line also pays for binding the yearly book of Town Council Minutes, and buying any manuals that we need. There are several vital record books in the vault remaining to be restored, along with four very large town meeting books from the 1970's. The quoted price range to have those four books restored is $1,631 to $4,850 each; those figures depend on the size and condition of the books.

Clerk's Notes:

Increases to several line items are being requested due to the upcoming Presidential Election in November based on a review of all the **extra costs** from the 2012 Presidential Election. The figures listed are over and above the typical election costs of $5,000- $6,000 The **amount needed for the 2016 Presidential is $10,403.**

The Deputy Clerk/Registrar of Voters worked 37 extra hours the last Presidential totaling **$1,007** in extra pay. She was not full-time in 2012, she is now and all extra hours worked will be at the overtime pay rate. Just as a note, I also worked an additional 43 hours of unpaid overtime the last Presidential election.

My 24 hour Deputy Clerk worked 75 extra hours during the last Presidential election totaling **$1,697** in extra pay. Fourteen of those hours were at overtime pay.

I had to hire one of my Election Clerks to come in to help the 2-3 weeks prior to election. The additional hours totaled 42 hours at $8.00 per hour at a cost of **$336.**

An additional **$224** is needed to hire four Election Clerks to work one day prior to Election Day to start processing all of the absentee ballots. Four years ago, we had 3,100 people vote by absentee. This is a lot of extra work in the Clerk's Office. If we do not start early, we would never be able to get all of the ballots processed on Election Day.

An additional **$2,176** will be needed to pay the **extra 16 Election Clerks** that will be needed to work the polls on Election Day. A normal election requires about 15 workers. We will work, most likely, a 17-hour day. Their pay rate is $8.00 per hour.

I will need to hire Fire/Police personnel, approximately 12 hours of coverage, for the school parking lots & Route 202 at a cost of **$900**.

The cost of renting a spare machine will be **$990** under Professional Services. I have five machines currently, three for the voters at the polls and two for the absentee ballot processers. If one of those machines goes down, I will need to have a spare ready to go. Those machines will be working continually from 7:00 am to 8:00 pm.

We are being issued 2 new AVS machines, and the municipalities will be expected to pay for their programming at a Cost of $370 per unit, totaling **$740** under Professional Services.

I added an extra **$1,000** to the Print Services line due to the fact I will need to order 11,000 to 12,000 municipal ballots.

I recommend we add **$900** to the Postage line. In 2008, we mailed 855 absentee envelopes ($555.75 postage fees), In 2012, we mailed out 1,034 absentee envelopes ($712 postage fees), and I expect it to increase this year as well. I do not know exactly what the postage will be per envelope in November.

7510 - TOWN CLERK SERVICES

The cost of the food for the extra 16 workers @ $15 each comes to **$240** under Travel/Meals.

***Amounts related to the 2016 Presidential Election will be deducted from next year's budget, excluding the $740 I need to program the two new AVS ballot machines, this will be a new, yearly expense.**

MISSION GAPS:
The room used to store election equipment is much too small and cannot fit all of the equipment. The ballot machines currently have to be stored in the Clerk's personal office, as they need to be stored under lock and key by the Town Clerk, and there is no other secure space available.

The fire proof, walk-in vault in the basement has surpassed its capacity. There is no more room in there to store anymore books or records of any kind. I have purchased several fireproof file drawers to hold the most recent birth, marriage and death records which are kept in the Clerk's Office.

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acct	description	FY 2015 actual	FY 2016 approved	FY 2016 ytd (12/31)	FY 2017 preliminary	FY 2017 manager	FY 2017 council
41010	Compensation	102,963	100,638	51,944	106,733	101,528	101,528
41020	Overtime Compensation	-	-	0	1,200	1,200	1,200
41030	Part-time Compensation	31,634	33,712	15,431	59,980	59,980	59,980
42030	Professional Services	3,786	5,530	2,546	7,260	7,260	6,270
42040	Print Services	3,683	4,000	2,194	5,000	5,000	5,000
42050	Equipment Maintenance	526	900	185	900	900	900
42060	Telephone	1,197	1,300	493	1,300	1,300	1,300
42070	Advertising	3,099	3,300	2,211	3,300	3,300	3,300
42080	Postage	2,184	1,100	1,023	2,000	2,000	2,000
42090	Training/Conferences	420	750	170	750	750	750
42100	Travel/Meals	1,544	2,200	898	2,440	2,440	2,440
42110	Memberships	140	140	50	140	140	140
43010	Supplies & Materials	2,634	3,000	1,266	3,000	3,000	3,000
43030	Books, Maps & Publications	2,405	2,500	2,104	2,500	2,500	2,500
		156,216	159,070	80,515	196,503	191,298	190,308