

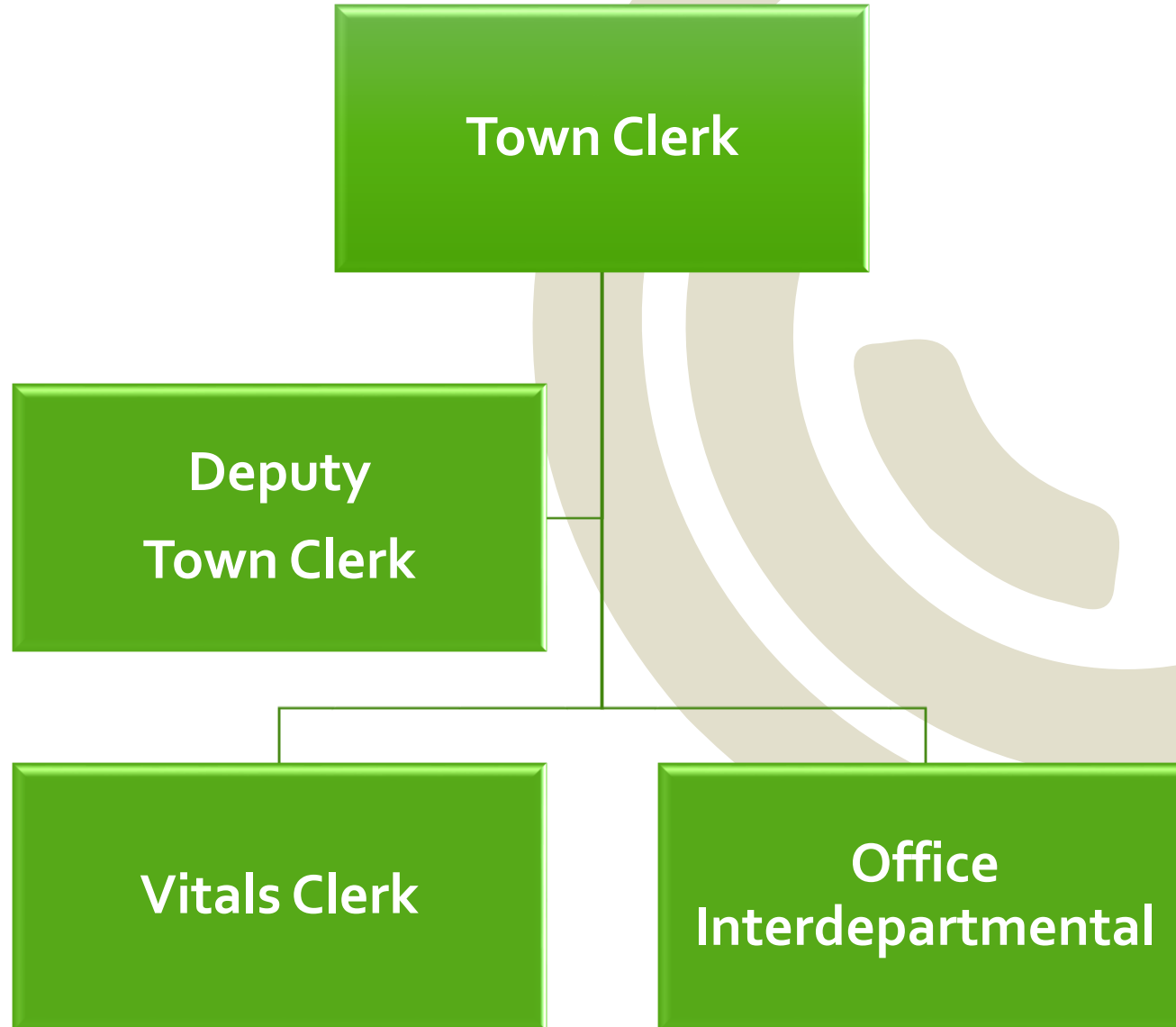


# **Town Clerk**

## **BUDGET PRESENTATION**

**FY 2019-2020**

# ➤ ORGANIZATIONAL CHART



# ➤ MISSION



- The Town Clerk's duties and responsibilities are set forth by Federal and State Statutes, the Town Charter and the Town Code of Ordinances.
- One of the major responsibilities of the Town Clerk is that of recording, preserving and maintaining all land records. Equally important the Town Clerk serves as East Hartford's Registrar of Vital Statistics, which includes issuing marriage licenses, certified copies of Birth, Marriage, and Death certificates, and burial and cremation permits and maintaining the sexton report.
- The schedules, agendas, and minutes of all Town Boards and Commissions are maintained here. Notary Public service is provided, as well as Notary applications and certification. Justices of the Peace are appointed and registered by this office.
- As an agent for the State, a variety of sporting licenses and dog licenses are issued. State and local conveyance taxes are collected, processed and filed along with forms and monies forwarded to the Commissioner of Revenue Services.
- The Town Clerk is also charged with the responsibility of administering all elections along with the Registrar of Voters, processing absentee ballot requests, creating the ballot and absentee ballot, as well as recording and certifying all elections, primaries and referendums. Voter I.D. cards are also issued.
- The office is a repository for Trade Name Certificates and Liquor Permits, recorder and filer of maps and Military Discharges. The Town Clerk is the keeper of the Town Seal and the Vital Statistics Seal.



## ➤ ACTIVITY & ACCOMPLISHMENTS

- Land Record Documents Recorded: 6,560
- Vital Records Processed: 1,502
- Births: 622
- Marriages: 402
- Deaths: 478
- Dogs Licensed: 1,553 y.t.d.
- Land Record Index Conversion: 2,364



## ➤ PROGRAMS & INITIATIVES

- In cooperation with the Mayor's Office and the Connecticut Veterinary Medical Association, each May the Town Clerk's Office sponsors a Low Cost / No Cost Rabies Vaccination Clinic. Last year 54 dogs and 7 cats, who might not otherwise have received their rabies shot, were administered their vaccination. This clinic service 61 patients in a two hour period.
- This fiscal year, The Town Clerks Office applied for and received a grant from the Connecticut State Library in the amount of \$6,500.00. This grant will be used to index an additional 2,364 land record documents. Once indexed these documents will be merged into our existing on line data base creating a more comprehensive search on line. Currently the index dates back to August 19, 1965.



## ➤ BUDGET REMAINS CONSISTENT

All of the line items in non-salary budget accounts for the Town Clerk's Office are remaining at the same level or less for Fiscal Year 2020 from where they were in Fiscal Year 2019.



# THANK YOU!

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