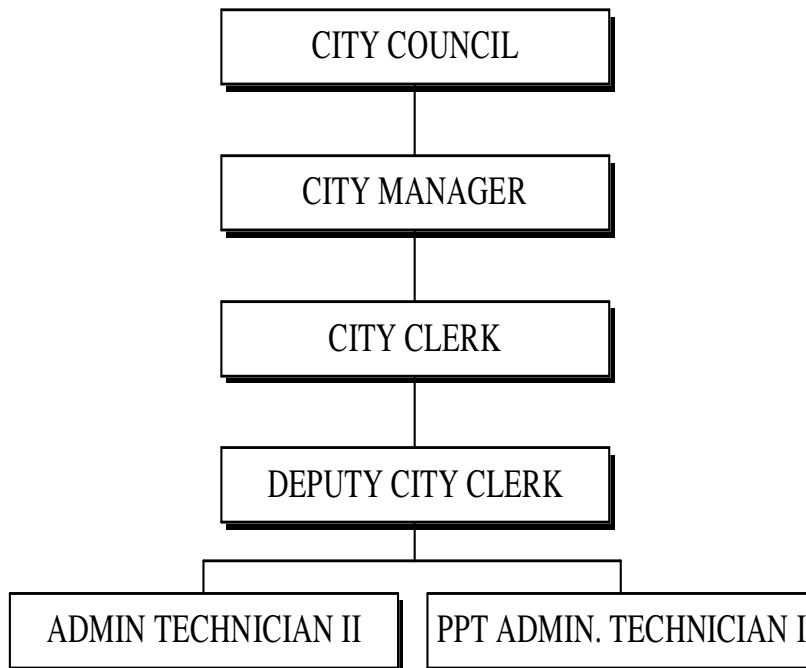

CITY CLERK RECORDS

MISSION

The mission of the City Clerk's Office is to efficiently meet all statutory obligations with respect to elections, vital records, and City Council. The City Clerk's Office is responsible for the preservation and management of all vital events occurring within the City. Those vital events include births, marriages, and deaths. In addition to vital records, the office records all official documents of the City of Concord. The office conducts and preserves the integrity of all local, state and federal elections. Internally, the office views itself as the liaison between the general public and the Mayor and City Council. The office is responsible for the preparation of all City Council agendas, minutes and official notices.

CITY CLERK DEPARTMENT TABLE OF ORGANIZATION



CITY CLERK RECORDS**PROGRAM HIGHLIGHTS**

<u>SERVICE INDICATORS</u>	Actual <u>2010</u>	Actual <u>2011</u>	Estimated <u>2012</u>	Projected <u>2013</u>
1. Birth Certificates Issued	2,597	2,242	2,200	2,250
2. Marriage Certificates Issued	762	774	750	740
3. Civil Union Certificates Issued	10	0	0	0
4. Death Certificates Issued	3,664	3,442	3,580	3,450
5. Divorce Records Issued	118	106	105	105
6. Certified Records Issued	7,151	6,564	6,635	6,545
7. Marriage Licenses Issued	411	444	460	430
8. Civil Union Licenses	4	0	0	0
9. Dog Licenses Issued	5,488	3,977	4,100	4,300
10. Notice of Intent to Issue Summons	2,499	2,536	2,300	2,300
11. Dog Summons Issued	415	1,113	500	450
12. UCC's Recorded, Terminated or Amended	438	501	794	500
13. City Council Minutes Prepared	18	14	19	15
14. Vital Record Amendments	168	168	170	165

2013 GOALS

1. Implement, as funded, improvements to the current City Council agenda process with a goal of implementing a more automated process.
2. Implement an updated procedure for all committees to use in order to assure compliance with right to know laws specific to the posting of meetings, as well as the production of minutes for those meetings.
3. Continue to work with all departments on finalizing a citywide retention schedule for municipal documents in accordance with State law.
4. Continue to work to complete the backlog of indexing historical documents that must be retained by the City Clerk on behalf of the City of Concord.
5. Complete a vital records manual and a general office manual to outline procedures staff should follow when performing their duties.

2012 GOALS STATUS

1. Continue to work with all departments on finalizing a citywide retention schedule for municipal documents in accordance with State law.
9-Month Status: In accordance with RSA 33, the Municipal Records Committee, comprised of the City Clerk, Deputy City Clerk, Treasurer, Assessor, Tax Collector and IT Director, have been tasked with reviewing current statutory requirements pertaining to records storage. Timelines have been established for those departments currently storing documents within City Hall to purge records that no longer need to be retained by the City. Recommendations as to how long municipal records not listed within retention statutes should be kept, along with recommendations on which department should retain documents currently stored by more than one entity, will be submitted to City Administration for review and approval. This ongoing task should ultimately lead to the reduction of stored records, thereby increasing available storage space within the municipal complex, as well as outlying departments, and ensuring that when a municipal complex assessment is done, real storage needs are considered.

PROGRAM HIGHLIGHTS**CITY CLERK RECORDS**

2. Continue to work to complete the backlog of indexing historical documents that must be retained by the City Clerk on behalf of the City of Concord.
9-Month Status: Staff continues to make progress on this goal. During FY 2012, progress was hampered while staff focused on other projects, i.e., the state mandated checklist purge, two elections, the November 2011 Municipal Election and the January 2012 Presidential Primary.
3. Implement an updated procedure for all committees to use in order to assure compliance with Right to Know Laws specific to the posting of meetings, as well as the production of minutes for those meetings.
9-Month Status: Minimal progress to date. Procedures for committees and members of staff to use to ensure compliance with Right to Know laws and municipal policies will be drafted for review by City Administration prior to Citywide implementation.
4. Develop a Request for Proposals (RFP) to obtain quotes to digitize historic documents that must be maintained by the City of Concord for eternity.
9-Month Status: This goal will be incorporated into Citywide work done by the Municipal Records Committee.
5. Draft a vital records manual and a general office manual to outline procedures staff should follow when performing their duties.
9-Month Status: Minimal progress has been made on this manual, as focus has been on the Elections Procedures Manual, followed by updated procedures for all committees to assure compliance with municipal policies and Right to Know laws.

ADDITIONAL 2012 ACCOMPLISHMENTS

1. In follow-up to resident requests for dog licensing reminder information, the City Clerk's Office and the IT Department designed a dog licensing database to which residents may add their e-mail addresses in order to receive dog licensing reminders from the City Clerk's Office.
2. Via newsprint, radio and television, staff provided residents with annual dog licensing requirements.
3. Via the City's website, staff began providing a link to monthly City Council agenda packages, reducing the number of Council agenda packages produced on a monthly basis while providing immediate, 24/7 access to monthly packets.

CITY CLERK RECORDS**BUDGET DETAIL**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
REVENUE						
MARRIAGE LICENSES	\$2,775	\$2,933	\$3,122	\$2,800	\$2,950	\$2,900
DOG LICENSES	\$33,571	\$37,376	\$26,047	\$28,500	\$54,200	\$28,500
SUNDRY & RECORDING FEES-CLERK	\$41,534	\$36,189	\$39,080	\$38,500	\$38,170	\$38,000
LAMINATING FEES	\$71	\$0	\$0	\$0	\$0	\$0
Total	\$77,951	\$76,497	\$68,249	\$69,800	\$95,320	\$69,400
APPROPRIATIONS						
COMPENSATION	\$179,472	\$182,039	\$191,300	\$205,920	\$205,910	\$208,390
OUTSIDE SERVICES	\$11,228	\$8,931	\$6,711	\$7,633	\$6,483	\$7,925
SUPPLIES	\$2,871	\$2,316	\$3,155	\$3,310	\$3,120	\$3,470
INSURANCES	\$2,318	\$2,061	\$2,691	\$2,660	\$3,060	\$3,050
EQUIPMENT	\$346	\$0	\$0	\$0	\$0	\$0
FRINGE BENEFITS	\$57,863	\$60,018	\$64,387	\$71,260	\$63,560	\$65,140
Total	\$254,098	\$255,365	\$268,244	\$290,783	\$282,133	\$287,975

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
Administrative Technician II	.88	*1.0	1.0	1.0
Data Technician	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
Total	3.48	3.6	3.6	3.6

*Full-time Administrative Technician II, previously shared with Collections and Assessing, now budgeted fully in City Clerk's Office (position was always full-time, just not always fully budgeted in Clerk's Office).

BUDGET DETAIL**CITY CLERK RECORDS**

This budget contains no significant funding changes.

CITY CLERK RECORDS

NOTES
