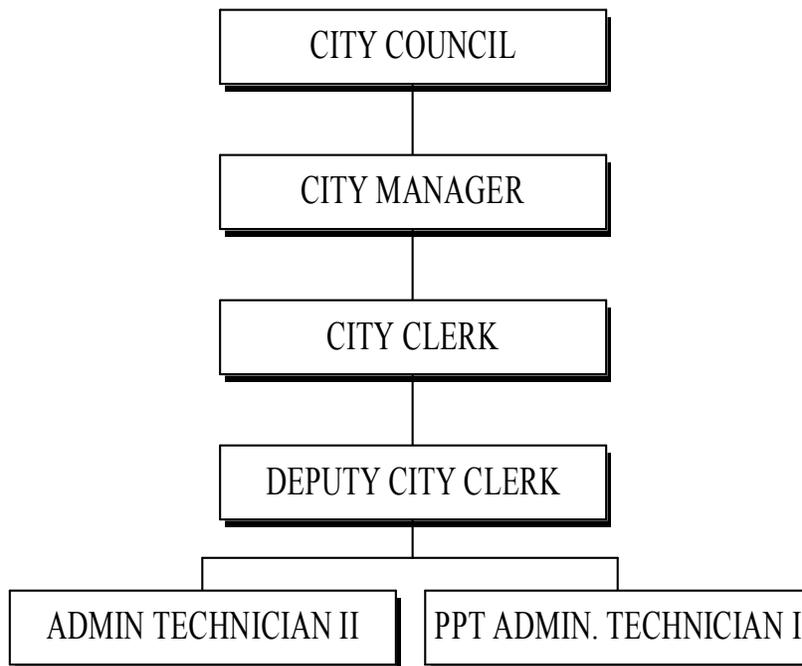


CITY CLERK RECORDS

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>	<u>Actual</u> <u>2011</u>	<u>Actual</u> <u>2012</u>	<u>Estimated</u> <u>2013</u>	<u>Projected</u> <u>2014</u>
1. Birth Certificates Issued	2,242	2,140	2,150	2,150
2. Marriage Certificates Issued	774	692	700	700
3. Death Certificates Issued	3,442	3,341	3,400	3,350
4. Divorce Records Issued	106	106	85	90
5. Certified Records Issued	6,564	6,279	6,335	6,290
6. Marriage Licenses Issued	444	419	415	420
7. Marriage Ceremonies Performed	89	83	85	85
8. Dog Licenses Issued	3,977	6,041	4,700	4,800
9. Notice of Intent to Issue Summons	2,536	887	800	800
10. Dog Summons Issued	1,113	451	450	450
11. UCC's Recorded, Terminated or Amended	501	803	700	700
12. City Council Minutes Prepared	14	21	15	14
13. Vital Record Amendments	168	189	175	175

2014 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 Continue to work to complete the backlog of indexing historical documents that must be retained by the City Clerk on behalf of the City of Concord.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.

2013 GOALS STATUS

1. Implement, as funded, improvements to the current City Council agenda process with a goal of implementing a more automated process.
9-Month Status: City Council approved the expenditure of \$50,000 for an automated agenda system at their January 2013 Council meeting. Staff is in the process of developing a request for proposal with assistance from the IT Director and the City Manager with a goal of implementing a new agenda system late spring, early summer 2013. Staff looks forward to a more automated/transparent 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.
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.

PROGRAM HIGHLIGHTS**CITY CLERK RECORDS**

3. 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 statues 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. A meeting with the Municipal Records Committee is set to be scheduled following the November 6th General Election follow up.

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.
9-Month Status: Staff continues to make progress on this goal. During FY 2013 progress was hampered while staff focused on other projects, i.e., working on notifying voters of the redistricting of the ward lines and two large elections, the September 11, 2012 State Primary Election and the November 6, 2012 General Election.

5. Complete a vital records manual and a general office manual to outline procedures staff should follow when performing their duties.
9-Month Status: Minimal progress was made on this goal. During FY 2013 progress was hampered while staff focused on other projects, i.e., working on notifying voters of the redistricting of the ward lines and two large elections, the September 11, 2012 State Primary Election and the November 6, 2012 General Election.

ADDITIONAL 2013 ACCOMPLISHMENTS

1. The City Clerk's Office worked with the city's IT Department to implement an email based dog licensing reminder system in which dog owners can sign up on the City's website to receive email reminders to license their dogs in April of each year.

2. During the City's development of the new municipal website, staff developed and designed new individual boards and commissions web pages streamlining the process for viewers to access more detailed information including agenda and minutes for the many boards and committees within the City of Concord.

CITY CLERK RECORDS**BUDGET DETAIL**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
REVENUE						
MARRIAGE LICENSES	\$2,933	\$3,122	\$2,954	\$2,900	\$2,600	\$2,660
DOG LICENSES	\$37,376	\$26,047	\$62,293	\$28,500	\$30,000	\$30,000
SUNDRY & RECORDING FEES-CLERK	\$36,189	\$39,080	\$41,229	\$38,000	\$36,650	\$38,000
Total	\$76,497	\$68,249	\$106,475	\$69,400	\$69,250	\$70,660
APPROPRIATIONS						
COMPENSATION	\$182,039	\$191,300	\$206,326	\$208,390	\$209,010	\$215,420
OUTSIDE SERVICES	\$8,931	\$6,711	\$4,937	\$7,925	\$6,210	\$8,154
SUPPLIES	\$2,316	\$3,155	\$2,502	\$3,470	\$3,470	\$3,510
INSURANCES	\$2,061	\$2,691	\$2,676	\$3,050	\$3,050	\$3,050
FRINGE BENEFITS	\$60,018	\$64,387	\$63,751	\$65,140	\$65,270	\$70,210
Total	\$255,365	\$268,244	\$280,192	\$287,975	\$287,010	\$300,344

<u>POSITION TITLE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</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	1.0	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	3.6	3.6	3.6	3.6

FUNDING IMPACT

CITY CLERK RECORDS

This budget contains no significant funding changes.

CITY CLERK RECORDS

NOTES
