

CITY CLERK ELECTIONS

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 ELECTIONS**PROGRAM HIGHLIGHTS**

<u>SERVICE INDICATORS</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Estimated 2013</u>	<u>Projected 2014</u>
1. Voter Registrations Processed	1,604	1,117	4,300	350
2. Absentee Voters Serviced	1,267	486	2,593	100
3. Average Number of Ballots Cast	22,405	13,727	29,221	3,400

Polling Locations

- Ward 1: Immaculate Conception Church, Bonney Street, Penacook
 Ward 2: West Congregational Church, North State Street
 Ward 3: Beaver Meadow Golf Course, Club House, Beaver Meadow Street
 Ward 4: St. Peter's Church Parish Hall, 135 North State Street
 Ward 5: Green Street Community Center, Green Street
 Ward 6: St. John's Activity Center, South Main Street
 Ward 7: West Street Ward House, West Street
 Ward 8: Bektash Temple, 189 Pembroke Road
 Ward 9: Havenwood, 33 Christian Avenue
 Ward 10: Broken Ground School, Portsmouth Street

2014 GOALS

1. Complete an election procedures manual that clearly defines and provides guidance specific to the many duties that must be completed by municipal staff prior to and in follow-up to any election.
2. Hold additional training sessions for City Ward Clerks and Supervisors of the Checklists.

2013 GOALS STATUS

1. Complete an election procedures manual that clearly defines and provides guidance specific to the many duties that must be completed by municipal staff prior to and in follow-up to any election.
9-Month Status: Ongoing; staff focused on the September 11, 2012 State Primary Election and the November 6, 2012 General Election and therefore minimal progress was made during the first three quarters.
2. Staff will hold additional training sessions for City Ward Clerks and Supervisors of the Checklists.
9-Month Status: The City Clerk's Office held a Moderator's training session prior to the November 6, 2012 General Election to provide them with information regarding election law changes; including the new voter id law. The City Clerk's Office also provided several personal training sessions with many new Moderators, Ward Clerks and Supervisors of the Checklist prior to both the September and the November elections.

ADDITIONAL 2013 ACCOMPLISHMENTS

1. The City Clerk's Office held eight voter registration fairs in various nursing home facilities throughout the City of Concord for the September 11, 2012 and November 6, 2012 elections.
2. New voting booths were purchased for Wards One, Two and Three. These new voting booths were used for the first time at the September 11, 2012 State Primary Election. The City Clerk's Office will be pursuing and purchasing new voting booths for Wards Four, Five and Six.
3. The City Clerk's Office notified all the voters that were affected by the redistricting of the ward lines. This included informing them of their new ward and polling location within the city.

BUDGET DETAIL

CITY CLERK ELECTIONS

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
REVENUE						
ELECTION REIMBURSEMENT	\$2,614	\$6,835	\$3,469	\$7,000	\$6,810	\$4,500
MISCELLANEOUS	\$2,615	\$128	\$539	\$1,000	\$6,930	\$300
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$10,000	\$10,000	\$9,000	\$0
Total	\$5,229	\$6,963	\$14,008	\$18,000	\$22,740	\$4,800
APPROPRIATIONS						
COMPENSATION	\$15,190	\$38,963	\$31,501	\$44,940	\$41,470	\$15,630
OUTSIDE SERVICES	\$7,126	\$4,866	\$7,473	\$9,260	\$6,080	\$4,730
SUPPLIES	\$5,653	\$12,717	\$16,129	\$13,700	\$14,810	\$9,870
INSURANCES	\$15	\$117	\$52	\$110	\$100	\$20
CAPITAL OUTLAY-EQUIPMENT	\$0	\$0	\$8,106	\$10,000	\$9,000	\$0
FRINGE BENEFITS	\$227	\$1,304	\$476	\$970	\$1,180	\$340
Total	\$28,212	\$57,968	\$63,736	\$78,980	\$72,640	\$30,590

<u>POSITION TITLE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Moderators	10.0	10.0	10.0	10.0
Ward Clerks	10.0	10.0	10.0	10.0
Supervisors (chair)	10.0	10.0	10.0	10.0
Supervisors	20.0	20.0	20.0	20.0
Ballot Inspectors	80.0	80.0	80.0	46.0
Added Supervisors pro-tem for same-day registration	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
Total	140.0	140.0	140.0	106.0

Note: These positions listed above are not included in City-wide FTE staffing summary.

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FUNDING IMPACT

This budget contains no significant funding changes.