

## **CITY CLERK ELECTIONS**

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### 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 2012</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Projected 2015</u>
1. Voter Registrations Processed	1,117	4,281	278	1,600
2. Absentee Voters Serviced	486	2,609	142	1,250
3. Average Number of Ballots Cast	13,727	29,221	4,173	22,200

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

2015 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 training sessions for all elected officials prior to the two State Elections to be held in 2014.

2014 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 November 5, 2013 Municipal Election and worked on merging/removing duplicate voters on the statewide voter checklist; therefore, minimal progress was made.
2. Hold additional training sessions for City Ward Clerks and Supervisors of the Checklists.  
9-Month Status: Staff did not hold specific training sessions for Ward Clerks and Supervisors of the Checklists. Staff provided personal training sessions with ward officials that were new or wanted a refresher training before the November 5, 2013 Municipal Election.

ADDITIONAL 2014 ACCOMPLISHMENTS

1. The City Clerk's Office will be pursuing and purchasing new voting booths for the last four wards within the city; Wards Seven, Eight, Nine and Ten.
2. Staff successfully worked with many other municipalities throughout the state to merge duplicate voters on the statewide voter checklist.

**BUDGET DETAIL****CITY CLERK ELECTIONS**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
<b>REVENUE</b>						
ELECTION REIMBURSEMENT	\$6,835	\$3,469	\$6,813	\$4,500	\$3,680	\$7,800
MISCELLANEOUS	\$128	\$539	\$8,445	\$300	\$200	\$250
TRANS FROM TRUST CAP RESERVE	\$0	\$10,000	\$10,000	\$12,500	\$12,500	\$0
<b>Total</b>	<b>\$6,963</b>	<b>\$14,008</b>	<b>\$25,258</b>	<b>\$17,300</b>	<b>\$16,380</b>	<b>\$8,050</b>
<b>APPROPRIATIONS</b>						
COMPENSATION	\$38,963	\$31,501	\$41,472	\$15,630	\$14,520	\$38,800
OUTSIDE SERVICES	\$4,866	\$7,473	\$6,926	\$4,730	\$4,130	\$7,030
SUPPLIES	\$12,717	\$16,129	\$14,507	\$9,870	\$8,190	\$13,800
INSURANCES	\$117	\$52	\$83	\$20	\$20	\$43
CAPITAL OUTLAY-EQUIPMENT	\$0	\$8,106	\$8,219	\$12,500	\$12,500	\$0
FRINGE BENEFITS	\$1,304	\$476	\$1,166	\$340	\$120	\$660
<b>Total</b>	<b>\$57,968</b>	<b>\$63,736</b>	<b>\$72,372</b>	<b>\$43,090</b>	<b>\$39,480</b>	<b>\$60,333</b>

<u>POSITION TITLE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</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	46.0	80.0
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	106.0	140.0

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

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**FUNDING IMPACT**

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This budget reflects funding for the purchase of indoor and outdoor U.S. flags for polling locations within the City that do not currently have flags available for use.