

TOWN CLERK

James D. Marques, CMC, Town Clerk

Mission Statement- To keep official Town records, issue licenses and administer the electoral process consistent with the Town charter and State and Federal Law and to provide public information in an efficient and courteous manner. To meet our customers’ expectations and provide effective communication/information services.

The Office of the Town Clerk consists of seven (7) divisions: Town Council, Board of Canvassers, Vital Records, Land Records, Licenses, Probate Court and Communication/Information Services. Responsibilities include the recording of a variety of official records and permanent documents, issuance of business and non-business licenses; issuance of birth, death, and marriage certificates; and the recording of all transactions of the Town Council. The office is also responsible for the administration of the Board of Canvassers, Probate Court and Communication/Information Services.

Board of Canvassers

The Board of Canvassers is comprised of three bi-partisan members. This office is responsible for voter registration and maintaining and updating voting lists, card files and permanent registration binders. In addition, this office is responsible for the conduct and supervision of all elections and referenda and the implementation of all election laws.

2001/2002 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Complete Recodification (Goal 1)	Organizational Development	2001
Install Minutes Indexing System (Goal 2)	Organizational Development	2001
Implement Optical Scanning Program (Goal 3)	Organizational Development and Infrastructure	2001
Continue the Recorded Plats restoration and preservation program (Goal 4)	Organizational Development	2001
Begin reindexing of land records from 1935-1940 (Goal 5)	Organizational Development	2001

QUARTER	ACTIVITY
FIRST QUARTER (7/1/01 to 9/30/01)	Business License Renewals; Begin Phase I of Reindexing Program 1935 to 1940 (Goal 2); Prepare Semi-annual Ordinance Supplement; Complete recodification (Goal 1); Advertise and Docket Committee Appointments
SECOND QUARTER (10/1/01 to 12/31/01)	Business License Renewals; Prepare Budget Submission; Advertise and Docket Committee Appointments
THIRD QUARTER (1/1/02 to 3/31/02)	License Renewals; Advertise Microfilm Records from 2000; Prepare Semi-annual Ordinance Supplement; Business and Docket Committee Appointments; Dog License Renewals
FOURTH QUARTER (4/1/02 to 6/30/02)	Business License Renewals; Advertise and Docket Committee Appointments; Dog License Renewals; Budget Hearings; Prepare for Budget Referenda (Goal 6); Conduct Budget Referenda if Necessary

PERFORMANCE MEASURES

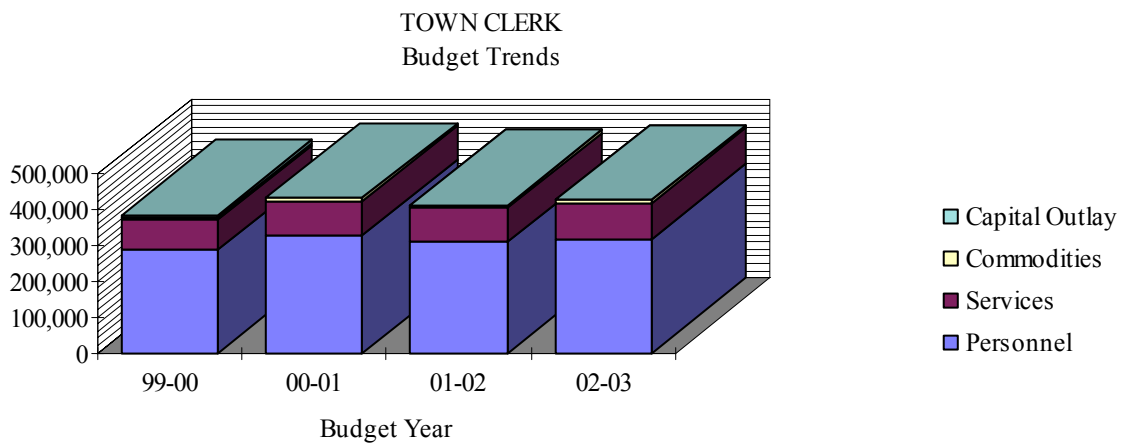
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 1999/00</i>	<i>BUDGET 2000/01</i>	<i>ACTUAL 2000/01</i>	<i>PROJECTED 2000/01</i>	<i>PROJECTED 2001/02</i>
Town Council Meetings	Goal 2	36	36	18	36	36
Recordings	Goal 4	7879	9,500	3946	8500	8500
Licenses	Goal 4	2584	2,700	484	2600	2600
Record Certify Vital Records	Goal 4	2697	2,500	1553	2700	2700
Yard Sales	Goal 4	300	300	200	300	300
Probate Cases	Goal 4	136	110	62	135	135
Probate Sessions	Goal 4	18	20	19	20	20
Maps Recorded	Goal 4	43	35	39	40	40
Discharges Recorded	Goal 4	57	50	24	50	50
Ordinances Changes	Goal 1	28	18	6	20	20
Committee Appointments	Goal 4	52	80	23	50	50
License Transfers	Goal 4	30	18	13	20	20
Elections	Goal 6	2	0	2	0	0
Budget Referenda	Goal 6	0	1	0	1	1
Voter Registration	Goal 6	1305	1,400	1430	1300	1300
Zone Changes	Goal 4	6	2	4	2	2

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 99/00</i>	<i>BUDGET 00/01</i>	<i>PROJECTED 01/02</i>
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Clerk II	2	2	2
Clerk I	3	3	2
Total	7	7	6

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 99/00</i>	<i>BUDGET 00/01</i>	<i>PROJECTED 01/02</i>
Clerical assistant	3	3	3
Town Sergeant	1	1	1
Total	4	4	4

	Expenditures Last Yr 99-00	Expenditures thru 6/30/01 preclose 00-01	Adopted Budget Curr Yr 00-01	Final Budget Next Yr 01-02	Budget Increase Decrease	Percent Changed Curr/Next	Projected Budget Following Yr 2002-2003
Town Clerk							
Personnel	\$287,702	\$308,479	\$327,951	\$307,778	(\$20,173)	-6.15%	\$317,011
Services	\$81,505	\$88,714	\$94,100	\$96,800	\$2,700	2.87%	\$99,704
Commodities	\$6,605	\$10,606	\$8,800	\$6,800	(\$2,000)	-22.73%	\$7,004
Capital Outlay	\$8,521	\$5,256	\$2,200	\$0	(\$2,200)		\$0
Total	\$384,332	\$413,055	\$433,051	\$411,378	(\$21,673)	-5.00%	\$423,719



Funding is proposed for the Town Clerk's function to include a budget referendum and redistricting procedures following the 2000 Census. A \$6,500 increase has been anticipated for the cost of legal advertising for fiscal year 2002. Also included is a 3% negotiated salary increase for the Local 1033, Municipal Employees. A reduction of one position in the Clerk's Office through attrition is planned.