

MEMO

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: September 12, 2014
RE: Monthly Report for August 2014

MISSION:

The mission of the Town Clerk's Office is to ensure the town's vital records as well as other permanent records are recorded and kept forever. We are here to serve the public in a helpful, courteous and friendly manner with their town hall business.

SUCCESS:

Helping the public with their daily town office business, i.e. licensing dogs, processing vital records, voter registration, etc. and answering their questions is how we show success in the Clerk's Office.

MEASUREMENT:

In measuring our progress with our new dog program, our goal is to complete the input of data by October 15. As of this date, we have approximately 4 ½ weeks to go and we have approximately 66% of all cards transferred.

August Stats:

Birth Certificates	33	Notary Service	4
Marriage Certificates	32	Boats	16
Marriage Intentions	21	Motion Picture	1
Marriages performed	1	Liquor license	1
Death Certificates	66	Victualer's license	0
Burial permits	15	Home Solicitation	0
Passport photos	63	Recycle bins	1
Concealed Weapons permits	9	Trash bags	0
Register New Business	5	Compost Bins	0
Hunting/Fishing	92	Special Amusement Permit	0
Dog licenses	30	Wrecker Rotation	1
Impound fees	1	Street signs/posts	0
Pole Location	1	Property Taxes	23
Auto Registrations	321	Trash Hauler's License	0
ATV's	10	Street Maps	5
One Day Catering	2		