

**2011  
City Clerk  
Annual Report**

**Vitals (Death/Marriage/Birth/Genealogy):**

There were 114 death certificates processed, 47 marriages licenses, and 1 birth in 2011 along with numerous genealogy searches conducted by the Clerk's Office.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Birth:</u>	0	1	2	1
<u>Death:</u>	101	109	115	114
<u>Marriage:</u>	71	43	46	47

**Gaming (Hunting/Fishing):**

A combination of 68 hunting/fishing licenses were processed for a total of \$2,815 in fees. This resulted in the City receiving \$155.23 in compensation from EnCon.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
	78	84	107	68

**Dog Licenses**

In 2011, 708 new/renewal licenses were issued to residents for fees of \$7,617 collected. There is a significant increase of fees being retained by the City since the Clerk's Office was put in charge of the licensing from the State. Included are 99 licenses issued/renewed by senior citizens exempting them from the local fee. The Clerk's Office also had 18-1<sup>st</sup> offense redemption fees paid for a total of \$1,800, and 2-2<sup>nd</sup> offense redemption fees paid for a total of \$550 collected.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Spay/Neutered:</u>	524	525	551	600
<u>Unspay/Unneutered:</u>	86	90	86	106
<u>Sr. Renewal:</u>	82	70	81	99
<u>Replacement Tag:</u>	14	12	7	2
<u>1<sup>st</sup> Offense Redemption:</u>	15	17	8	18
<u>2<sup>nd</sup> Offense Redemption</u>	0	0	0	2

**Gambling (Bingo/GOC/Bell Jar):**

The Clerks Office issued Bingo Licenses to five organizations. These organizations conducted 137 games for fees of \$1,492.50 collected. From these games, 3% of proceeds are returned to the City for \$938.68 in fees being collected. There were also three Games of Chance licenses for fees of \$200, and 5% of proceeds returned to the City amounting to \$359.07. The Clerk's Office also issued 10 Bell Jar licenses for a total of \$175.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Bingo:</u>	203	152	201	137
<u>Games of Chance:</u>	13	16	19	3
<u>Bell Jar:</u>	9	11	8	10

**Vendor/Solicitor Permits**

Two exempt vendor permits were issued by the Clerk's Office. Also issued were three three-month vendor permits for fees of \$375, and nine one-year solicitor permits for \$450.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Exempt:</u>	7	25	26	2
<u>3 Month:</u>	2	10	5	3
<u>Year:</u>	1	0	0	9

**F.O.I.L. REQUESTS**

The Clerk's Office processed 109 F.O.I.L. requests, which resulted in \$232.83 collected by the Clerk's Office.

<b><u>DESCRIPTION</u></b>	<b><u>NUMBER</u></b>	<b><u>REVENUE TO CITY</u></b>
<b><u>VITAL STATISTICS RECORDS FILED:</u></b>		
Birth	1	None
Death Certificates	114	None
Genealogy Copies & Searches (Total Fees = \$9,179.00)	Numerous	\$1,007.20
Copies of Marriage Transcripts Issued	38	\$380.00
<b><u>MARRIAGE LICENSES/CERTIFICATES ISSUED</u></b>	47	\$822.50
<b><u>FISH &amp; GAME LICENSES ISSUED (Total Fees = \$2,815.00)</u></b>	68	\$155.23
<b><u>DOG LICENSES ISSUED (New and Renewal)</u></b>	708	\$7,617.00
Senior Citizen Renewal's	99	(Included above)
Replacement Tags	2	\$6.00
Redemption Fees 1 <sup>st</sup> Offense (\$100.00 ea)	18	\$1800.00
Redemption Fees 2 <sup>nd</sup> Offense (\$275.00 ea)	2	\$550.00
<b><u>BINGO LICENSES ISSUED</u></b>	137	\$1,492.50
<b><u>GAMES OF CHANCE LICENSES ISSUED</u></b>	3	\$200.00
<b><u>BELL JAR LICENSES ISSUED</u></b>	10	\$175.00
<b><u>3% FEE FROM BINGO PROCEEDS TO CITY</u></b>		\$938.68
<b><u>5% FEE FROM GAMES OF CHANCE PROCEEDS TO CITY</u></b>		\$359.07
<b><u>FIREWORKS PERMITS ISSUED</u></b>	3	None
(NO FEE CHARGED)		None
<b><u>CERTIFICATES OF RESIDENCY COLLEGE STUDENTS</u></b>	Hundreds	None
(NO FEE CHARGED)		
<b><u>VENDOR/SOLICITOR PERMITS</u></b>		
Exempt	2	None
Seasonal/3 Month (\$125.00)	3	\$375.00
1 Year (\$50.00)	9	\$450.00
<b><u>FOIL REQUESTS</u></b>	109	\$232.83
<b><u>INSUFFICIENT FUNDS FEE</u></b>	0	\$0.00
<b>TOTAL REVENUE TO CITY</b>		<b>\$16,561.01</b>