



FY20 Proposed Budget

CITY CLERK

❖ Four full-time employees:

City Clerk

Deputy City Clerk Pamela Peters

Office Associate Annamarie Rohrer

Central Mail Associate Kim Hastings

❖ Primary Functions:

Keeper of the Records – Town Code; contracts; deeds

Public requests for information

Mayor and Council agenda packets; Civic Streaming

Minutes

Legal Ads

Franchise agreements

Financial Disclosure Statements

Municipal Election

Welcoming City Hall visitors and assisting other departments

Daily mail delivery, pickup and processing service for all town facilities

Senior citizen bus passes, employee ID cards, residential parking permits, OC license plate applications, boat ramp passes

Passport Acceptance Facility



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- ❖ Total Budget is \$ 553,595
 - ❖ Increase of \$ 9,700 as compared to FY19

- ❖ Notable line items include:
 - ❖ \$121,450 Postage
 - ❖ \$34,054 MML dues for Town Membership
 - ❖ \$15,470 Accela HD Civic Streaming, Legislative Management Services
 - ❖ \$5,215 Travel/Training
 - ❖ \$4,500 Printing (Town Code)



Questions?