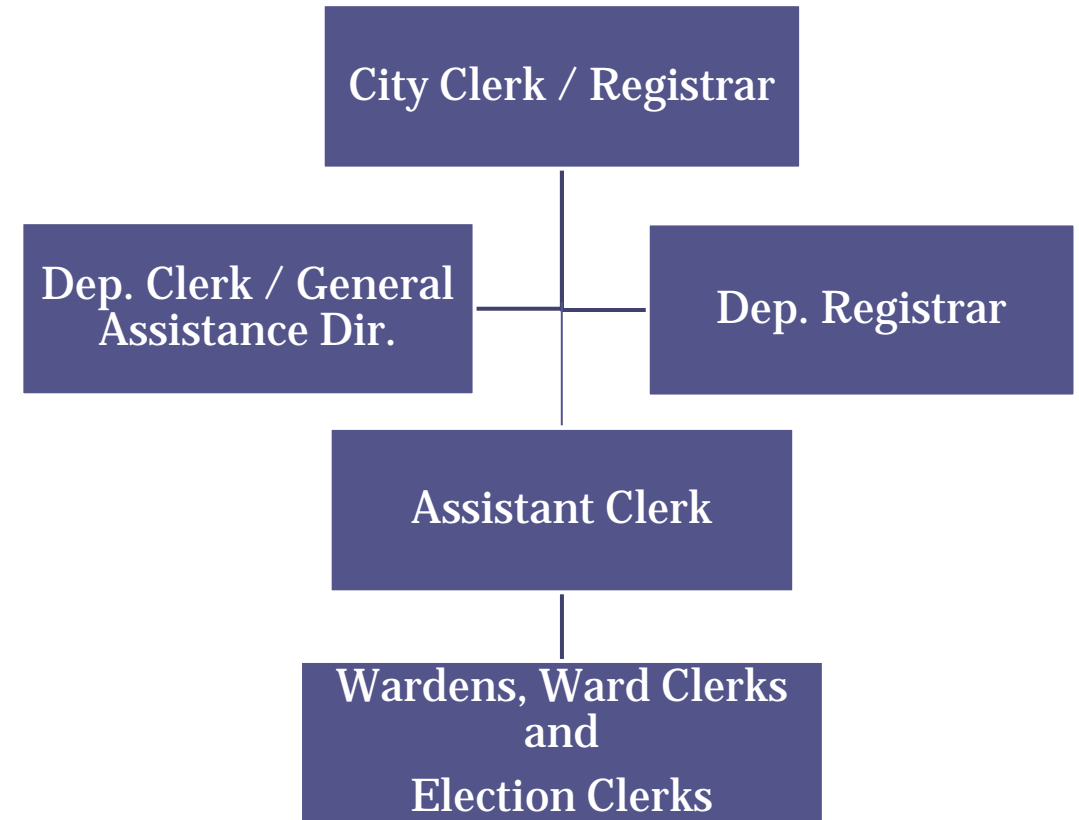




# Introduction to Department

- **Full time employees = 2**
  - City Clerk & Dep. City Clerk
- **Part time employees = 2**
  - Dep. Registrar & Asst. Clerk - As needed basis.
- **Seasonal employees = 44**
  - Wardens, Ward Clerks, Election Clerks and Sub-Registrars



# Major Responsibilities/Duties

Elections

Licensing

Records

General Assistance

# Major Responsibilities/Duties

- **Elections**

- Process New Voter Registration applications, changes and strikes.
- Certify Petitions – Candidate Nomination, Citizen Initiative and People Veto Referendum.
- Organize, record, review and maintain Campaign Finance Reports for municipal candidates. (Required in towns/cities with population of 15,000 or more)
- Pre-Election Activities start 3-5 months prior to Election Day.
- Post Election Activities end 45 business days after Election Day.
- Review the redistricting Municipal Boundary Lines every 10 years.

# Major Responsibilities/Duties

- **Licenses & Permits**

- Issuance of various licenses and permits as follows:

Business Registration

Dog / Kennel License

Flea Market

Games of Chance/Beano

Liquor License

Massage Establishment & Therapist

Medical Marijuana Cultivation and Distribution

Mooring Permit

Pole Permit

Solid Waste Permit

Special Entertainment Permit

Tag Day

Taxi

Victualer Licenses

# Major Responsibilities/Duties

- **Records**

- Recording and issuance of Birth, Marriage, Death records, Burial Permits and Laurel Hill Cemetery Deeds.
- Prepare and maintain minutes of City Council meetings.
- File and preserve all contracts, bonds, easements and oaths of office.
- Publish legal notices.
- Oversee the codification of the City Code.
- Acting Freedom of Access Act Officer.
- Post agendas and minutes for the Coastal Waters Commission.

# Major Responsibilities/Duties

- **General Assistance**

- Applications are taken on Tuesdays & Thursdays by appointment and walk in emergencies.
  - Determine eligibility/non-eligibility of applicants within 24 hours.
  - Distribute vouchers for assistance for: electricity, food, fuel, household/personals, medicine, and rent.
  - Work-fare program and work search for able-bodied adults.
  - Refer citizens to other potential and available resources in the community.

# Significant Accomplishments

- **Worked with Mary Pelkey, Coordinator of the Senior Tax Workers – She coordinated staff to conduct absentee voting in the auditorium for the Nov. 2016 Presidential Election and I trained the workers. This saved the city roughly \$3,700 in payroll.**
- **Developed a FOAA tracking system and database with no additional cost to the city.**
- **Hired a part-time Assistant Clerk to provide coverage in the office.**
- **Coordinated and successfully run the Nov. 2016 Presidential Election as well as the Nov. 2017 Municipal General & Referendum and State Referendum Election.**



# Current/Ongoing Projects

- Preservation of the remaining vital statistic books with Council approved money (\$22,000).
- General Assistance Work-Fare program. Would like to have more options.



# Recognized and/or Potential Obstacles/Limitations

- **Election Booths**

- New Election Booths for the Polling Place – On Aug. 25<sup>th</sup> I was notified by the Safety Committee that another injury had occurred while moving the booths. The causes center around the bulkiness of the booths and that they were not engineered for ease of moving and set up. There doesn't seem to be an easy fix to eliminate the problem with the existing equipment.

The Safety Committee is recommending that new booths be purchased with a weight of under 40 lbs. We would need roughly 105 single booths or a combination thereof with a rough estimate cost of \$21,000. The recommendation is to pay for the booths from the Workers Compensation Fund. The City Administrator will be going before the new Council to ask for a Budget Amendment in order to do this.