



FY24 BUDGET INCREASE RATIONALE FORM

Department: **Town Clerk's Office**

Requested Increase Amount: \$2,160. (\$15,000)

Rationale: Part-time Assistant for 19 hours at \$25.00 an hour

Impact on Services:

- The overall budget is a decrease this year, but this amount will show next fiscal year.
- The budget rises/falls with the election cycle.
- Request of a new position – part-time Assistant
 - Election Law Changes – Early Voting help – entering applications, assembling ballot packets, entering mailed/returned ballots, filing of all rec'd ballots
 - Automatic Voter Registration – any/all visits to State Agencies are submitted to us as Voter Registrations – need to go through to make sure new? , any changes? Etc.
 - New Ethics tracking – State database for online training – need to download each day and update our database for our on tracking
 - Public Records requests – currently working on 10 that require documents from different departments – have timeline components that need to be maintained
 - Parking Tickets – June until September need to record daily issued tickets in our software – last year over 1200 were issued – daily walk-ins to dispute or make payment – weekly turnovers from Deputy Collector for outstanding citation payments.

Town Clerk Office Personnel

Town	Population	Full Time	Part Time	Pt Hours	PT Salary	Pt Duties	Notes:
Yarmouth	25023	3	1	20	25.5075	Misc Office	Have requested an add'l FT office Position for FY 24 - also uses an election/registrar worker 20 hours a week & 1 PT Elder services Placement also
Barnstable	48916	4	2	25	25.08		Registrar/Election Workers as needed
Eastham	5200	2	1	19	24.65	Misc Office	Also uses a Registrar Weekly for filing of Voter Reg and Census
Dennis	14000	3					Registrar/Election Workers as needed
Orleans	6400	2	1	25			FY24 moving to 30 hours
Wellfleet	3506	2	1	19			Election Clerk - part of tax work-off program
Harwich	13441	3					
Chatham	6125	2					FY24 PT person at 19 hours a week budgeted 22900.