



OFFICE OF THE CITY CLERK

FY2024 Budget Request

MISSION

The mission of the Department of City Clerk is to serve as the recorder of deeds; registrar of births, marriages and deaths, clerk of the probate court and clerk of the City Council.

CITY CLERK – serves as Clerk of the Council, Clerk of the Board of License Commissioners, Probate Clerk, Registrar of Vital Statistics, Recorder of Deeds and Clerk for other State-mandated functions. The clerk gives notice of the meetings of the Council, keeps a journal of its proceedings, and certifies by signature all actions of the Council.

PROBATE COURT- supports the operation of the Probate Court. The Probate Judge holds regular sessions twice each month, and special sessions, as the need arises. The Deputy City Clerk assists the judge at court sessions, swears witnesses, and records all judges' decrees. It is the responsibility of the Deputy Clerk to assign hearing dates, advertise petitions brought before the court, and send notices to all interested parties.

LAND EVIDENCE- responsible for recording all deeds, mortgages, leases, affidavits, condominium declarations, quitclaim deeds, certified copies of documents, and other similar instruments.



Total Proposed Operating Budget- FY 2024 - \$685,399

Total Proposed Operating Budget- FY 2025 - \$703,526

	FY2024	FY2025		
Salaries and Benefits	\$620,649	\$638,776		
Legal Advertising	\$10,000	\$10,000		Public Hearing and Probate Court notices
Dues & Subscriptions	\$500	\$500		RICTCA, IIMC, NEACTC
Conferences & Training	\$500	\$500		Professional Development
Contract Services	\$50,000	\$50,000	Granicus Clerkbase Civic Plus Avenu Donnegan Systems	Live streaming/video archive For City Council, HDC, ZBR, PB Agendas, Minutes, Resolutions and Ordinances Online hosting of Codified Ordinances Land Evidence document recording/archiving/hosting Microfiche machine maintenance
Mileage	\$250	\$250		
Office Supplies	\$3500	\$3500		
Total Operating Budget	\$685,399	\$703,526		



INSIGHTS

In FY2023, the City Clerk's Office processed or issued the following

Property Records

Mortgages -796

Business Registration -
139

Probate Court

670 transactions

New cases opened - 148

Licenses

Liquor License - 117
(capped)

Class A Sunday - 12

Victualing - 195

Holiday Selling - 208

Second-hand - 23

Pedicab - 16 / 30
operator

Sidewalk Cafes - 30

Mobile Food Truck - 6

Mobile Food Cart - 6

Transient Guest - 319

Rental Dwelling - 319

Dog License - 444

Tattoo License - 3

Private Detective - 3

Special Event -248

Entertainment - 93

751

Marriage Licenses

5,399

Property Transactions

2,543

*Vital Record
Requests*

557

*Deeds Recorded
180 over \$800,000*



FY 2024 GOALS

- Implement *Online Processing* Of Applications
- Pursue *Grant Opportunities* From The National Archives To Preserve Historical City Council Records
- Provide Citizens And Stakeholders Increased Communication And Transparency By Implementing *GovDelivery Service* By Dec. 31, 2023