



CLERK'S DEPARTMENT FY23 BUDGET PRESENTATION

TOWN COUNCIL/WARRANT COMMITTEE BUDGET WORKSHOP – 1/27/2022

LIZ GRAVES – TOWN CLERK

MUNICIPAL ORG CHART

Town Council

Town Manager

Kevin Sutherland

Town Clerk

Liz Graves

Finance Dept.

Sarah Gilbert

Fire Department

Matt Bartlett

Planning Dept.

Michele Gagnon

Police Department

James Willis

Public Works Dept.

Bethany Leavitt

MUNICIPAL ORG CHART

Town Council

Town Manager

Kevin Sutherland

Town Clerk

Liz Graves

Finance Dept.

Sarah Gilbert

Fire Department

Matt Bartlett

Planning Dept.

Michele Gagnon

Police Department

James Willis

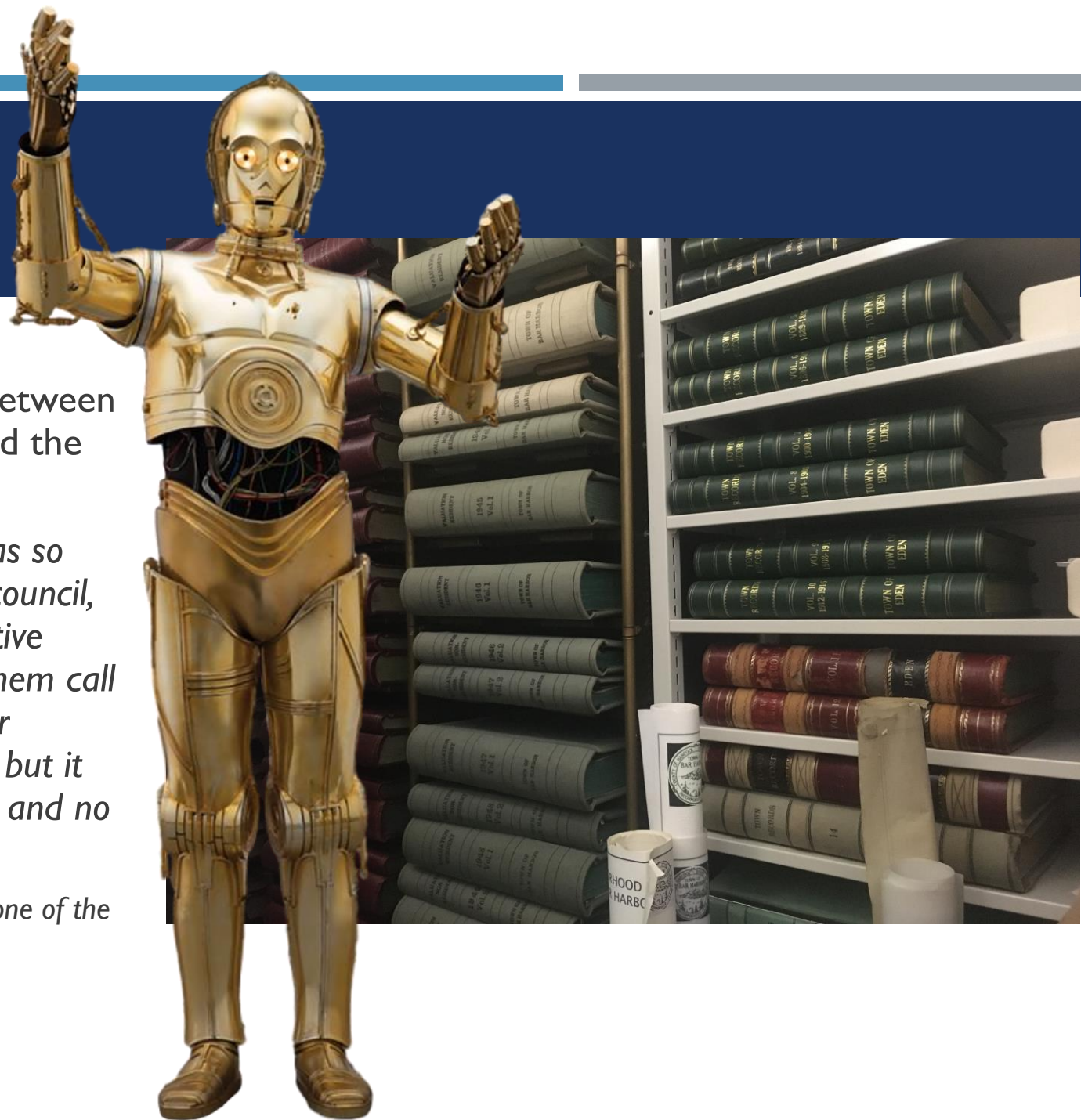
Public Works Dept.

Bethany Leavitt

CLERK'S DEPARTMENT

- The Clerk's office is a primary link between residents, businesspeople, visitors and the Town.
- *“No other office in municipal service has so many contracts. It serves...the (town) council, the (town) manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience.”*

—William Bennett Munro, writing in 1934 in one of the first textbooks on municipal administration



CLERK'S DEPARTMENT STAFF

What Town Clerk Liz Graves does

- Town Records
 - Town Council agendas, minutes, and records
 - Maintain website
 - Annual report
 - Budget binders
- Election administration
- Boards and Committees administration
 - Oaths of office, required trainings

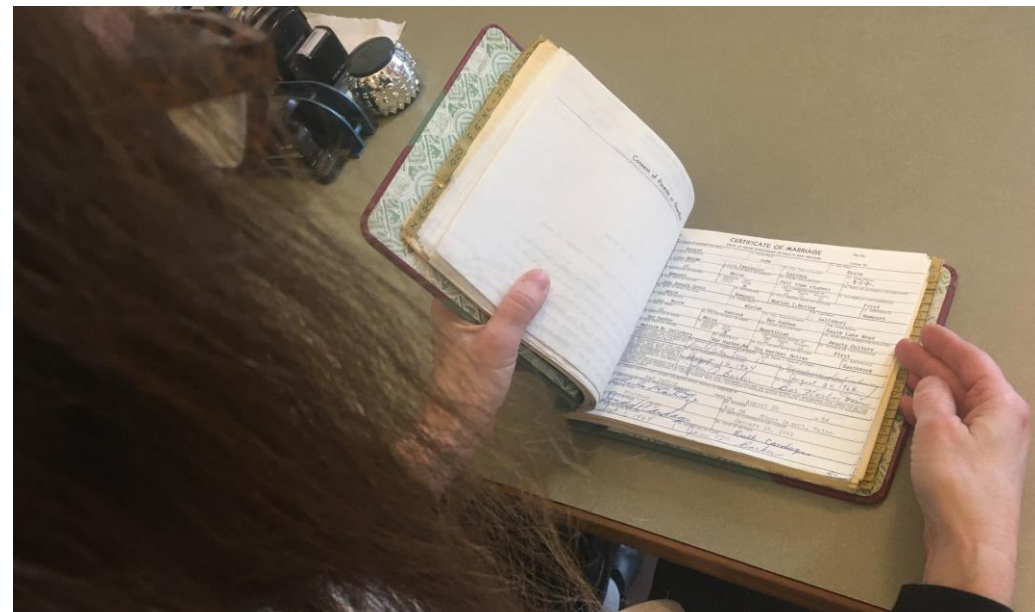
Total Department Expenses: \$137,025
Salary/wages are \$119,984, or 88%



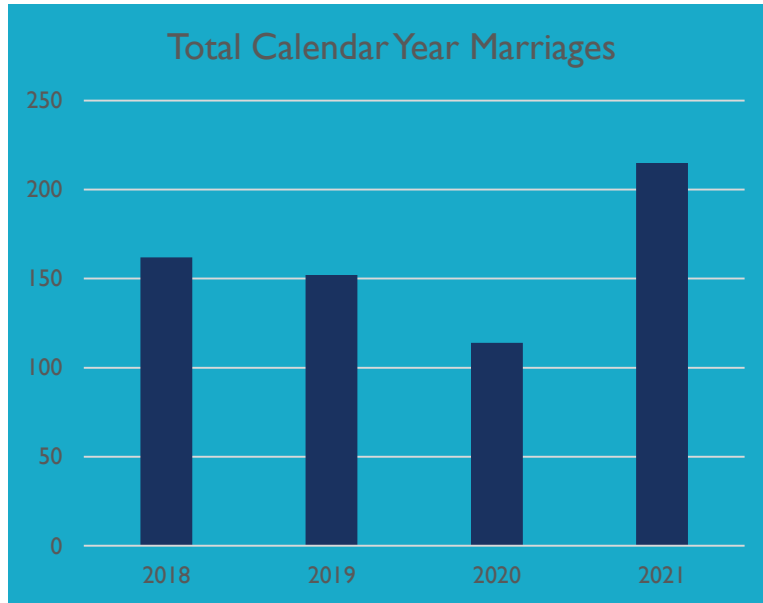


What Deputy Clerk Lynn Kenison Higgins does

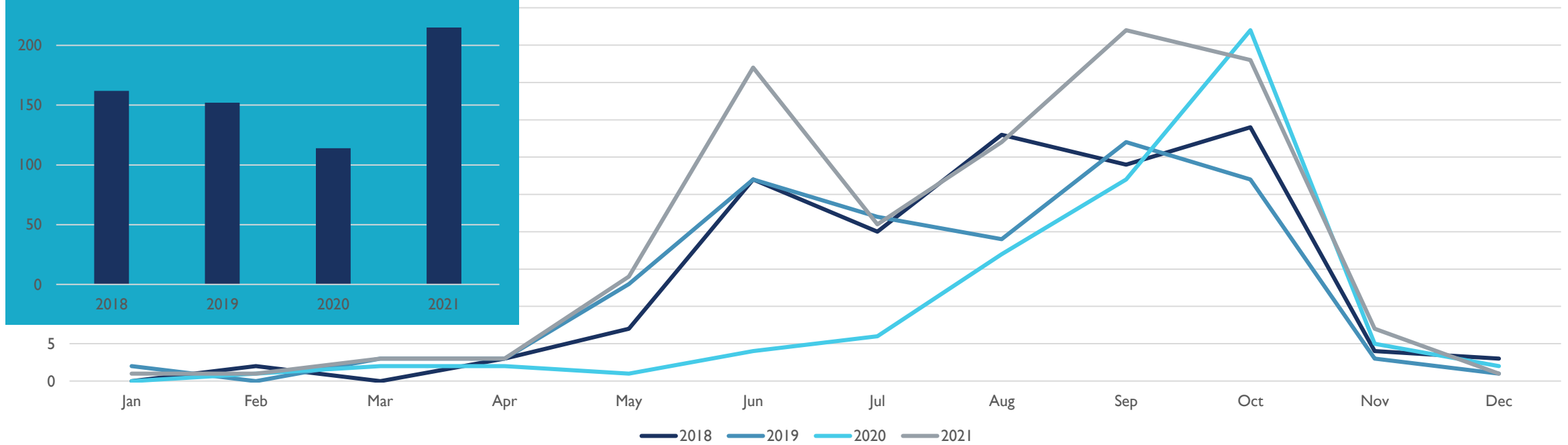
- Public information (refer customers to other Town departments, Visitor's Center, etc.)
- Vital records (birth, death, marriage)
- Issue licenses (hunt/fish, shellfish, dog, taxi, liquor, special amusement)



REVENUES—CLERK FEES



Marriages Filed by Month, CY 2018-2021



APPLICATION FOR GENERAL ASSISTANCE

Administrator: Please read the following to the applicant or have the applicant read it in your presence.

PENALTY FOR FALSE REPRESENTATION. Whoever knowingly and willfully makes any false representation of a material fact to the overseer of any municipality or to the department or its agents for the purpose of causing that or any other person to be granted assistance by the municipality or by the State is guilty of a Class E crime and shall reimburse the municipality for that assistance. Further assistance may be denied until that person reimburses the municipality for the assistance or enters into a written agreement, which must be reasonable under the circumstances, to reimburse the municipality or that person has been ineligible for assistance for a period of 120 days, whichever period is longer. (22 M.R.S.A. § 4315).

GENERAL ASSISTANCE

- Every Bar Harbor resident who makes a request gets an appointment to determine eligibility.
- The Maine Department of Health and Human Services and the town are jointly responsible for the administration of the General Assistance Program. The town's GA administrator, with the assistance of DHHS staff, determines eligibility, provides assistance, and maintains case records.
- Program can help pay for housing, but town does not maintain a list of apartments.
- FY22: 8 applications to date, 4 ineligible
- See expenses page 8

1. HOUSEHOLD (Please type or print)

Name of Applicant:		Date of Birth:	Place of Birth:	Social Security Number:	Telephone numbers:	
					Home:	
					Cell:	
					Message:	
Mailing Address:					Length of Use:	
Physical Address:					Length of Residence:	
Most recent previous address:					Length of Residence:	
Applicant is:		Has anyone in the HH ever applied for GA in the past? YES or NO <input type="checkbox"/>	If yes,		Type of Assistance Received:	
<input type="checkbox"/> Single	<input type="checkbox"/> Divorced		Where:			
<input type="checkbox"/> Married	<input type="checkbox"/> Widowed		When:			
<input type="checkbox"/> Separated						
Does anyone in your household have a warrant for their arrest as a result of a felony conviction?		If yes, who?	Have you reached the TANF 60 mo. Limit?		If yes, have you applied for an extension?	
Has your household applied for LIHEAP?	Does everyone receive SNAP benefits?	If so, how much?	Do you have a Government funded cell phone?		Has your household filed for an income tax refund?	
Did you or anyone in your household serve in the U.S. Military?	Has anyone applied for a VA pension?	Does anyone receive post-secondary Financial Aid?	Subsidized Housing?		Is everyone in the household a US citizen?	
			Utility Allowance? \$			
Total number of people in household:	Number seeking assistance:	Total # of people for whom applicant is seeking assistance:	Is anyone sanctioned by TANF?		If so, who and date:	
			Is anyone disqualified by GA?			
PEOPLE LIVING WITH THE APPLICANT			RELATIONSHIP	DOB	Birthplace	SOCIAL SECURITY #
						Disabled(D) Veteran (V)
1.						
2.						
3.						
4.						
5.						

FY22 ACCOMPLISHMENTS & FY23 SERVICE ENHANCEMENT

Accomplishments

- Coordinated with Manger, Council and Warrant Committee to make new budget process happen
- Navigated new Remote Participation Policies for every board, committee and task force
- 2021 Elections: New Clerk and training and supervising new poll workers
- With Appointments Committee and Planning/Code, created two new task forces
- Improved Board/Committee/Task Force websites
- Began email notifications for dog licensing

Service Enhancement

- Contract out town-wide mailings (for town-wide LUO amendment public hearings)