

## **CITY ADMINISTRATOR**

nfrarck [at] ci.amity.or.us (***Nathan Frarck***)

The City Administrator reports directly to the Mayor and City Council. The mission of the City Administrator's office is to ensure city services are performed in accordance with Council policies and goals within the capability of the city's resources. The City Administrator presents the city budget to the Council and keeps them advised of the city's financial condition and the future needs of the city. The City Administrator is responsible for the long-range strategic planning for the organization and development of recommendations to the City Council on a variety of public policy issues.

## **CITY RECORDER/TREASURER**

***Natasha Johnson***

Under general direction of the City Administrator, the City Recorder plans and directs the budgeting and finance functions of the city; oversees and/or performs work relating to the maintenance of official city records, financial management and budgeting process. The City Recorder is also the Elections Officer for the City. The City Recorder must operate under State laws, the Amity City Charter, and Amity Ordinances, attend and keep official minutes at City Council meetings.

## **CITY CLERK**

***Mona Hatch***

The goal of the City Clerk is to provide a courteous, service-oriented partnership with the Amity City Council, city departments, and the community. The City Clerk reports to the City Recorder/Treasurer and is responsible for utility billing (water/sewer) as well as varied clerical services, payables/receivables, and other related work. In addition, the City Clerk is responsible for attending Amity Planning Commission meetings and keeping official minutes.

The City Clerk is responsible for the preparation and maintenance of records relating to the operations of the municipal court, coordination of court dockets and proceedings, and performs limited judicial functions in the absence of the judge.

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