

Office of City Clerk

2017-18 Proposed Budget

Presented
April 13, 2017



Office of City Clerk

The City Clerk works for the Mayor and Council and in partnership with the City Manager and staff throughout the City organization.

The Clerk's office is responsible for: maintaining Vital Records for individuals that were born, died or obtained a marriage license in the City (birth, death and marriage records); genealogical searches; working with the Dog Control Officer and dog licensing; coordinating with the Board of Elections for city voters; City records management and access including responding to requests for information under the NYS Freedom of Information Law; maintaining Soule Cemetery Records and Deeds; issuing accessible parking permits; bingo and games of chance licenses; facilitate some City permits such as mobile vending, fire prevention and sidewalk café; public relations and communications for the City including administration of City website and social media.

Staff includes:

- City Clerk
- Deputy City Clerk/Registrar
- 1 full time Clerk
- Assisted by Secretary to Mayor and Council

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2016-17 budget information

Budgeted expenditures to date are within budget.

2017-18 budget request

Total budget request is:

\$326,464.00 for City Clerk's Office, includes \$20,000.00 for two extra projects;

\$19,000.00 for Board of Elections;

\$46,000.00 for Dog Control Program.

- No change in Full Time Equivalents or Part Time personnel
- No change in classifications for personnel
- Increase from previous budget in dollars of \$20,000.00 reflects two projects:
 1. Update of City Code due to anticipated adoption of a new City Zoning Code
 2. Upgrade of the City Website for responsiveness with devices such as phones and tablets.

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	FYE 2017	FYE 2018	FYE 2018 + 20k	
City Clerk	305,557.00	306,464.00	326,464.00	
Board of Elections	22,000.00	19,000.00		
Dog Control	46,000.00	46,000.00		

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Software (409) includes all organization expenses associated with City website; live-streaming software; NOVUS agenda program; General Code; email marketing. Also includes expenses specific to Clerk's office such as BAS (Vital Records transactions, Dog Licensing, parking permits); Versa (Vital Records storage)

Services (440) includes legal advertising, retail media advertising, public relations, communications, social media promotion, bingo inspection program, General Code updates.

General Code is the company we use to maintain our City Code. This includes maintaining and updating the Code as it appears on the City website, as well as, updating paper hard copies of the code, following Council adopting any code change. Every time we make a change to the City Code there is an expense associated with General Code once they make the update. These expenses vary depending on the magnitude of the code change or update.

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What does a City Code change or update cost?

Example #1: Solid Waste, Chapter 254 update

- In 2014 we conducted an in house review of Chapter 254 Solid Waste
- There were many changes and we completely replaced the Chapter. (Approx 25 pages of a word document)
- Staff time expended: City Manager, Superintendent of Public Works, Landfill Supervisor, other DPW & Landfill staff, Corporation Counsel, City Clerk
- Public Review via City Council
- Council adoption in fall of 2014
- The final step was General Code which makes the actual update. The General Code expense associated with this update was \$3,200.

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What does a City Code change or update cost?

Example #2: Zoning Code Update (2015-2017)

- Major project, City executed a professional services contract using grant funding (130k grant funded, a component of BOA grant, aka SPARKS)
- Staff time: Substantial time over the 3 year period from Director of OPED, Senior Planner, Building Code Inspector, Corporation Counsel. BID Director & ZBA board Chair also served on the review committee.
- Final draft of the Zoning Code Chapter will be 200-250 word document pages.
- Public review process via City Boards and City Council (2017)
- Council adoption
- The final step: General Code will make the actual update. This accounts for majority of the special project amount budgeted and is estimated at \$20,000.00.