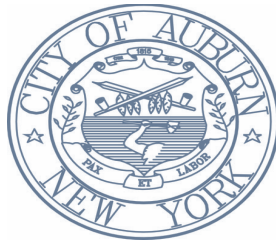


Office of City Clerk

Fiscal Year 2019-2020 Proposed Budget
Presented
April 4, 2019



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

Office of City Clerk

2018-19 budget information

Budgeted expenditures to date are within budget.

2019-20 budget request

- \$330,463.00 for City Clerk's Office;
- \$30,000.00 for Board of Elections;
- \$46,000.00 for Dog Control Program;
- \$30,000.00 for Historic and Cultural Sites Commission;
- \$5,000.00 for Auburn Beautification Commission;

Office of City Clerk

Organization	Object	Project	Account Description	2020 REQUESTED Budget	2019 Original Budget	2019 Revised Budget	2019 Actuals
A1410	110		SALARY & WAGES	\$179,218	\$169,090	\$169,090	\$131,730
A1410	120		SICK INCENTIVE	\$350	\$350	\$350	\$350
A1410	130		TEMPORARY & PART TIME	\$3,000	\$6,000	\$6,000	\$4,133
A1410	150		OVERTIME	\$0	\$1,000	\$1,000	\$0
A1410	409		SOFTWARE EXPENSES	\$10,000	\$40,000	\$43,109	\$22,693
A1410	412		OPERATING SUPPLIES	\$2,500	\$2,500	\$2,500	\$2,652
A1410	430		OTHER UTILITIES	\$1,000	\$1,000	\$1,000	\$600
A1410	440		SERVICES	\$55,000	\$30,000	\$31,888	\$20,513
A1410	460		TRAVEL, TRAINING, PROF DEV	\$1,500	\$1,250	\$1,250	\$1,196
A1410	801		RETIREMENT-GENERAL	\$23,595	\$22,304	\$22,304	\$1,750
A1410	811		SOCIAL SECURITY & MEDICARE	\$13,748	\$13,050	\$13,050	\$10,310
A1410	821		WORKERS' COMP- PREMIUM	\$308	\$374	\$374	\$341
A1410	841		HEALTH INSURANCE	\$35,525	\$32,799	\$32,799	\$25,106
A1410	842		DENTAL INSURANCE	\$3,960	\$3,960	\$3,960	\$3,091
A1410	845		VISION COVERAGE-CSEA	\$759	\$734	\$734	\$530
A1410 CITY CLERK				\$330,463	\$324,411	\$329,408	\$224,995

Office of City Clerk

- No change in Full Time Equivalents.
- Increase from previous year budget in dollars of \$1,055.00 reflects increases in employee salaries and benefits.