



City Clerk's Office

Chuck Mason, City Clerk

Coleen LaMay, Deputy City Clerk & Registrar

Melissa Simmons, Clerk & Records Management

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What the City Clerk's Office Does

- Records Management for the City (City Council, City Code, contracts, agreements, all other City records according to NYS law)
- AuburnNY.gov Admin, Social Media, other Communications
- Advertising for the City, Legal Notices
- Licenses: Bingo and Games of Chance; Dog; Marriage
- Permits: Fire Prevention; Sidewalk Café; Mobile Vendor; Accessible Parking
- Vital Statistics: Registrar Functions; Birth Certificates; Death Certificates; Marriage Certificates
- Genealogy Research
- Soule Cemetery Records and Deeds
- Administration of Dog Control Program
- Freedom of Information Requests

Who the City Clerk's Office Serves

- Residents and Businesses of the City
- All people that were born in the City
- Families of people that have died in the City
- All people that originally obtained their marriage license in this office
- Dog owners (and non-owners) in the City
- Support for the City of Auburn organization

What Revenues are Generated

	FYE 2013	Budgeted FYE 2014	Budgeted FYE 2015
City Clerk's Fees (Vital Statistics, Marriage Licenses, etc.)	\$57,052.00	\$65,000.00	\$50,000.00
Amusement Licenses	\$5,360.00	\$5,500.00	\$5,000.00
Cemetery	\$7,500.00	\$5,000.00	\$5,000.00
Bingo	\$3,236.00	\$2,500.00	\$3,000.00
Games of Chance	\$956.00	\$1,000.00	\$1,000.00
Dog Licenses	\$8,486.00	\$11,000.00	\$8,000.00
Dog Fines	\$5,641.00	\$4,000.00	\$4,000.00
Totals	\$88,231.00	\$94,000.00	\$76,000.00

Operating Budgets

		2014-15		2015-16		Change
City Clerk's Office						
Operating Budget		\$325,777.00		\$325,728.00		0%
FTEs		3.5		3.5		0%
Dog Control						
Operating Budget		\$40,000.00		\$45,000.00		12.5% +\$5,000.00
FTEs		Contracted		Contracted		No change
Board of Elections						
		\$23,000.00		\$18,000.00		-22% -\$5,000.00
		1 Primary & 1 General Election		1 Primary & 1 General Election		

Changes in Services

- Maintains FY 2014-2015 service expectations
- Looking to put more emphasis on the City's Records Management Program
- Additional media/communications support for Civil Service Office job announcements; City events and programs; City public service announcements

Other items for future consideration but not included in this proposal...

- Re-establish the production of City Council Proceeding Books which were discontinued in 2004
- Make the Records Management Clerk position full time