

Office of City Clerk

Fiscal Year 2023-2024 Proposed Budget
Presented
April 13, 2023



Office of City Clerk

The City Clerk works for the Mayor and Council and 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; assist with facilitating some City permits such as mobile food preparation vehicle/mobile vending, fire prevention and sidewalk café; conducting civil ceremonies for marriages; provides administrative support for the Historic & Cultural Sites Commission/ERHC; public relations and communications for the City including administration of City website and social media.

Staff includes:

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

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2022-23 budget information

Budgeted expenditures to date are within budget.

2023-24 budget request

\$288,369.00 for City Clerk's Office;
\$22,000.00 for Board of Elections; and
\$51,000.00 for Animal Control Program & Community Cat Initiative.

2023-24 budgeted revenues

\$66,700.00 for City Clerk's Office.

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Org	Object	Account Description	2023-24 RECOMMENDED Budget
A1410	110	SALARY & WAGES	\$ 210,869
A1410	120	SICK INCENTIVE	\$ -
A1410	130	TEMPORARY & PART TIME	\$ -
A1410	140	HOLIDAY PAY	\$ -
A1410	150	OVERTIME	\$ -
A1410	210	FURNITURE & FIXTURES	\$ -
A1410	409	SOFTWARE EXPENSES	\$ 500
A1410	411	OFFICE SUPPLIES	\$ -
A1410	412	OPERATING SUPPLIES	\$ 2,500
A1410	430	OTHER UTILITIES	\$ 1,000
A1410	440	SERVICES	\$ 72,700
A1410	460	TRAVEL, TRAINING, PROF DEV	\$ 800
		Clerks Office (A1410) - Total Expenditures	\$ 288,369