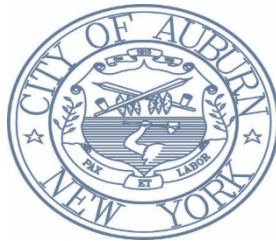


# Office of City Clerk

Fiscal Year 2024-2025 Proposed Budget  
Presented  
April 25, 2024



# 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

# Office of City Clerk

## 2024-25 budget request

\$272,124.00 for City Clerk's Office;

*reduction due to website, livestream, agenda program and miscellaneous software being moved to a central IT budget line*

\$20,000.00 for Board of Elections; and

\$100,000.00 for Animal Control Program & includes 5k for Community Cat Initiative.

# Office of City Clerk

Org	Object	Account Description	2024-25 RECOMMENDED Budget
A1410	110	SALARY & WAGES	\$ 222,134
A1410	120	SICK INCENTIVE	\$
A1410	130	TEMPORARY & PART TIME	\$
A1410	140	HOLIDAY PAY	\$
A1410	150	OVERTIME	\$
A1410	210	FURNITURE & FIXTURES	\$ 250
A1410	409	SOFTWARE EXPENSES	\$
A1410	411	OFFICE SUPPLIES	\$
A1410	412	OPERATING SUPPLIES	\$ 2,500
A1410	430	OTHER UTILITIES	\$ 540
A1410	440	SERVICES	\$ 45,900
A1410	460	TRAVEL, TRAINING, PROF DEV	\$ 800
		Clerks Office (A1410) - Total Expenditures	\$ 277,124