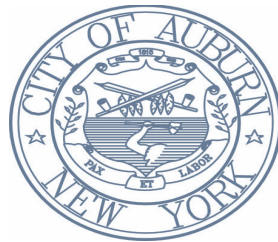


Office of City Clerk

Fiscal Year 2022-2023 Proposed Budget
Presented
April 7, 2022



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; assist with facilitating some City permits such as 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 Deputy City Clerk/Registrar
- 1 full time Senior Clerk
- Assisted by Secretary to Mayor and Council

Office of City Clerk

2020-21 budget information

Budgeted expenditures to date are within budget.

2022-23 budget request

\$370,584.00 for City Clerk's Office;
\$20,000.00 for Board of Elections; and
\$46,000.00 for Dog Control Program.

2021-22 budgeted revenues

\$77,250.00 for City Clerk's Office.

Office of City Clerk

Org	Object	Account Description	2023 RECOMMENDED Budget
A1410	110	SALARY & WAGES	\$ 201,778
A1410	120	SICK INCENTIVE	\$ -
A1410	130	TEMPORARY & PART TIME	\$ -
A1410	140	HOLIDAY PAY	\$ -
A1410	150	OVERTIME	\$ -
A1410	210	FURNITURE & FIXTURES	\$ 5,000
A1410	409	SOFTWARE EXPENSES	\$ 500
A1410	411	OFFICE SUPPLIES	\$ -
A1410	412	OPERATING SUPPLIES	\$ 2,500
A1410	430	OTHER UTILITIES	\$ 1,000
A1410	440	SERVICES	\$ 67,700
A1410	460	TRAVEL, TRAINING, PROF DEV	\$ 800
A1410	801	RETIREMENT-GENERAL	\$ 23,965
A1410	811	SOCIAL SECURITY & MEDICARE	\$ 15,283
A1410	821	WORKERS' COMP-PREMIUM	\$ 266
A1410	841	HEALTH INSURANCE	\$ 46,218
A1410	842	DENTAL INSURANCE	\$ 4,698
A1410	845	VISION COVERAGE-CSEA	\$ 876
		Clerks Office (A1410) - Total Expenditures	\$ 370,584