



2027 Town Clerk Department Budget Proposal

Town of Manlius

Staffing • Service • Efficiency • Continued Improvement

2027 Budget at a Glance

2026 Total
\$304,944

2027 Proposed
\$307,636

Increase
\$2,692
Before carry-overs

Overall Change
Less than 1%

- Personnel is the primary driver of the Town Clerk account increase.
- Records Management decreases by approximately \$22,579 through increased in-house scanning.
- Dog Control and Veterans Services remain relatively stable.
- Overall department increase: approximately \$2,692 before carry-overs.

What Has Changed Since 2026?

- Staffing changes include a planned Deputy Clerk retirement and replacement.
- Town Clerk and First Deputy responsibilities have expanded.
- Records Management contractual costs are being reduced as scanning moves in-house.
- Technology and workflow improvements continue to reduce paper-based processes.
- The budget continues to support statutory services and resident-facing operations.

2027 Staffing & Compensation

Town Clerk / RMO

\$71,000

2026: \$66,950

First Deputy Clerk

\$60,406.56

2026: \$55,932

Deputy Clerk

\$25,286

Retires 05/01/27

Replacement Deputy

\$41,780.82

Projected 03/02/27

- Staffing reflects expanded responsibilities and planned personnel changes.
- Deputy Clerk budget includes the stated vacation buyout.
- Replacement staffing is budgeted for the projected March 2027 start date.
- PT Clerk: \$25,480 proposed.

Why the Personnel Request?

- The Town Clerk / RMO role includes statutory Clerk responsibilities plus records management, FOIL administration, website administration and Town communications.
- The First Deputy provides operational leadership, staff support, training, FOIL and records assistance, and backup coverage for the Town Clerk.
- Staffing must maintain daily resident services while supporting expanded digital, records and communication responsibilities.
- The staffing structure accounts for the planned Deputy Clerk retirement and transition to a replacement.

2024-2026 Improvements & Efficiencies

- Technology: 75–80% digital; DocuSign; new meeting and agenda platform; new website.
- Process improvements: updated Peddler/Soliciting Permit Procedure and Marriage Database.
- Office efficiency: improved office layout to accommodate Planning and Development.
- Records efficiency: increased in-house scanning and reduced reliance on outside contractual services.

Records Management - \$22,579 Reduction

2026 Budget
\$42,969.12

2027 Proposed
\$20,390.44

Reduction
\$22,578.68

- Contractual expense decreases from \$27,125 to \$3,000.
- Scanning is being completed in-house.
- The reduction helps offset increases elsewhere in the department.

Peddler & Soliciting Permits - Improvements

- **Background Checks:** Submitted directly by the Town to ensure current national background checks.
- **Photo ID:** Implemented Town-issued photo IDs with the Town seal for all approved solicitors/peddlers.
- **Police Coordination:** Working closely with the Police Department to address unpermitted solicitors and review any items returned on background checks before determining disqualification.
- **In-Person Verification:** Applicants must sign applications in person to verify the applicant matches the issued photo ID.

TOWN OF MANLIUS PEDDLING/SOLICITING LICENSE

Name: John Doe

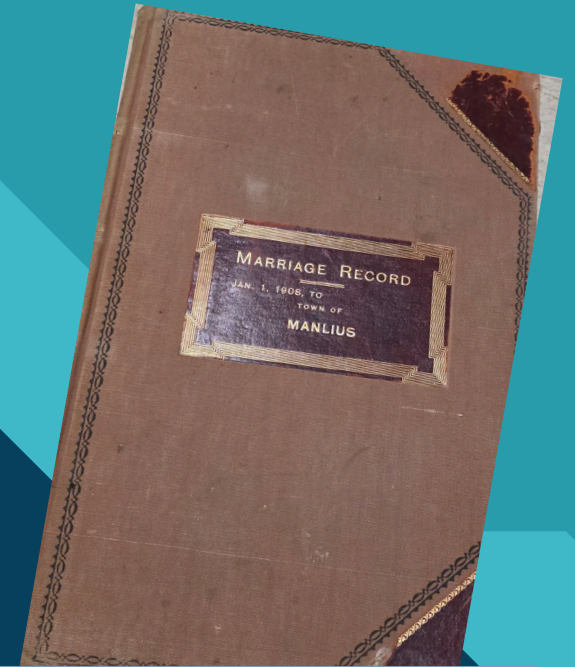
Company: Doe Window Installation



Expiration Date: 08/28/2026

Marriage Records Digitized

- **Marriage Records Digitized:** Digitized marriage licenses from 1970 through the early 2000s for easier access and verification.
- **Preserving History:** Created a digital backup to preserve historical records in case the original books are damaged or lost.
- **Improved Efficiency:** Streamlined the process for locating and verifying marriage records.
- **DMV REAL ID:** Assisted residents with the new DMV REAL ID requirements and process.
- **Detailed Process:** Reviewed and digitized historical handwritten records, many requiring careful interpretation.

A screenshot of the Marriage Licensing software interface. The interface is divided into several sections: District (Town Of Manlius), Year (2026), Reg #, Issue Date (08/24/2026 04:38 PM), and a Search button. Below this are fields for Party 1's Name (Surname, Middle Name, Birth Name, SS#) and Party 2's Name (Surname, Middle Name, Birth Name, SS#). There are also fields for Marriage Affidavit Information (2nd/subsequent ceremony, Solemnization Starts, Solemnization Period Ends) and Certificate of Marriage Information (Marriage Date, TVC). At the bottom, there is a section for License Fee Information (Paid by Party 1, Paid by Party 2, Statutory Fee, Local Fee, Total) and buttons for Save, Print, Clear, and Quick Entry. The interface is designed for efficient data entry and record management.

2027 Operating Budget

Town Clerk
\$245,369.13
2026: \$221,275

Records Management
\$20,390.44
2026: \$42,969.12

Dog Control
\$41,276.26
2026: \$40,100.15

Veterans
\$600
No change

- Total 2027 proposed budget: \$307,635.83.
- Town Clerk account increases primarily due to personnel.
- Records Management savings materially offset the increase.
- Detailed line-item information is included in the handouts.

Overall Financial Impact

2026 Department Total
\$304,944

2027 Proposed Total
\$307,636

Net Increase
\$2,692

Less than 1% overall increase before carry-overs.



Questions?

Thank you!

2027 Town Clerk Proposed Budget

Budget Line	2025 - Budgeted Amount	2026-Budgeted Amount	2027- Proposed Budget	Notes
Town Clerk Line				
A00.5.1410.100 - Personal Services	\$ 193,228.00	\$ 200,455.00	\$ 223,953.38	
A00.5.1410.102 - Longevity Pay	\$ -	\$ 5,000.00	\$ 6,000.00	
A00.5.1410.400 - Contractual	\$ -	\$ -	\$ 135.00	Background Checks
A00.5.1410.401 - Office Supplies	\$ 2,700.00	\$ 2,450.00	\$ 2,380.00	
A00.5.1410.402 - Seminars & Conferences	\$ 7,240.00	\$ 6,040.00	\$ 6,254.00	Potential Roll Over \$3000.00
A00.5.1410.403 - Associations/Dues	\$ 330.00	\$ 330.00	\$ 120.00	Potential Roll Over \$225.00
A00.5.1410.404 - Books/Publications	\$ 70.00	\$ 70.00	\$ 70.00	Potential Roll Over \$70.00
A00.5.1410.405 - Information	\$ 2,965.00	\$ 3,830.00	\$ 3,856.75	
A00.5.1410.408 - Printing/Ads	\$ 2,500.00	\$ 3,000.00	\$ 2,500.00	
A00.5.1410.418 - Filing Fees	\$ 100.00	\$ 100.00	\$ 100.00	Potential Roll Over \$100.00
Records Management				
A00.5.1460.200 - Equipment	\$ 6,000.00	\$ -	\$ -	
A00.5.1460.400 - Contractual	\$ 20,000.00	\$ 27,125.00	\$ 3,000.00	
A00.5.1460.405 - Information	\$ 14,532.05	\$ 15,844.12	\$ 17,390.44	
Dog Control Line				
A00.5.3510.401 - Office Supplies	\$ 700.00	\$ 700.00	\$ 300.00	
A00.5.3510.450 - Contractual	\$ 37,884.76	\$ 39,400.15	\$ 40,976.26	
Veteran Services				
A00.5.6510.400	\$ 800.00	\$ 600.00	\$ 600.00	
Total Budgeted Amount	\$ 289,049.81	\$ 304,944.27	\$ 307,635.83	Apprx 6% increase over 3 yrs

2027 Town Clerk Proposed Budget - Line Item Breakdown

Budget Line	2025	2026	2027	Notes
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Town Clerk Line

A00.5.1410.100 - Personal Services

Town Clerk/RMO	\$ 65,000.00	\$ 66,950.00	\$ 71,000.00	
1st Deputy Town Clerk	\$ 43,443.00	\$ 55,932.00	\$ 60,406.56	
Clerk 1	\$ 51,585.00	\$ 53,133.00	\$ 25,286.00	Retiring May 2027 - Includes Vacation
Clerk 2	\$ 33,200.00	\$ -	\$ 41,780.82	3/2 for transition; \$48,000-\$50,000 Annual
PT Clerk		\$ 24,440.00	\$ 25,480.00	
Total	\$ 193,228.00	\$ 200,455.00	\$ 223,953.38	Nearly half due to the Clerk transition

A00.5.1410.102 - Longevity Pay	\$ -	\$ 5,000.00	\$ 6,000.00	
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A00.5.1410.400 - Contractual	\$ -	\$ -	\$ 135.00	
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A00.5.1410.401 - Office Supplies

General Office Supplies	\$ 2,200.00	\$ 2,200.00	\$ 2,000.00	
Adobe 1 License	\$ 500.00	\$ 250.00	\$ 250.00	
Foxit	\$ -	\$ -	\$ 130.00	
Total	\$ 2,700.00	\$ 2,450.00	\$ 2,380.00	

A00.5.1410.402 - Seminars & Conferences

NYSTCA Conference	\$ 1,800.00	\$ 1,800.00	\$ 2,354.00	
NYSTCA Regional Training	\$ 240.00	\$ 240.00	\$ 1,000.00	
Mileage	\$ -	\$ -	\$ 800.00	
IIMC Regional Training	\$ 800.00	\$ 800.00	\$ -	
IIMC Regional Conference Fee	\$ 1,200.00	\$ 1,200.00	\$ -	
IIMC Regional Conference Travel	\$ 2,000.00	\$ 2,000.00	\$ -	
Addtl Clerk Staff Training	\$ 1,200.00	\$ -	\$ 100.00	Notary Class New Employee
NYAOT Annual Conference	\$ -	\$ -	\$ 1,000.00	

NYAOT Annual Conference - Travel		\$ -		\$ -		\$ 1,000.00	
Total		\$ 7,240.00		\$ 6,040.00		\$ 6,254.00	Potential Roll Over \$3000.00

A00.5.1410.403 - Associations/Dues

NYSTCA		\$ 85.00		\$ 85.00		\$ 100.00	
OCTCA Dues		\$ 20.00		\$ 20.00		\$ 20.00	
IIMC Dues		\$ 225.00		\$ 225.00		\$ -	
Total		\$ 330.00		\$ 330.00		\$ 120.00	Potential Roll Over \$225.00

A00.5.1410.404 - Books/Publications		\$ 70.00		\$ 70.00		\$ 70.00	Potential Roll Over \$70.00
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A00.5.1410.405 - Information

Canva		\$ 130.00		\$ 130.00		\$ 130.00	
BAS Software Annual Fee		\$ 2,835.00		\$ 3,700.00		\$ 3,726.75	
Total		\$ 2,965.00		\$ 3,830.00		\$ 3,856.75	

A00.5.1410.408 - Printing/Ads		\$ 2,500.00		\$ 3,000.00		\$ 2,500.00	
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A00.5.1410.418 - Filing Fees		\$ 100.00		\$ 100.00		\$ 100.00	Potential Roll Over \$100.00
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Records Management

A00.5.1460.200 - Equipment		\$ 6,000.00		\$ -		\$ -	
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A00.5.1460.400 - Contractual

Shredding		\$ 5,000.00		\$ 5,000.00		\$ 3,000.00	
Scanning		\$ 15,000.00		\$ 22,125.00		\$ -	Scanning done in House
Total		\$ 20,000.00		\$ 27,125.00		\$ 3,000.00	

A00.5.1460.405 - Information

JustFOIA		\$ 9,758.78		\$ 10,246.72		\$ 10,554.12	
Laserfische		\$ 1,132.27		\$ 1,200.00		\$ 2,307.00	Added Extra License for P&D

Social Media Archive		\$ 3,641.00		\$ 4,397.40		\$ 4,529.32	
Total		\$ 14,532.05		\$ 15,844.12		\$ 17,390.44	

Dog Control Line

A00.5.3510.401 - Office Supplies		\$ 700.00		\$ 700.00		\$ 300.00	
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A00.5.3510.450 - Contractual

Dog Control		\$ 31,610.15		\$ 32,874.56		\$ 34,189.54	
Dog Cruelty		\$ 6,274.61		\$ 6,525.59		\$ 6,786.72	
Total		\$ 37,884.76		\$ 39,400.15		\$ 40,976.26	

Veteran Services

A00.5.6510.400		\$ 800.00		\$ 600.00		\$ 600.00	
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Total Budgeted Amount \$ 289,049.81 \$ 304,944.27 \$ 307,635.83 Potential Rollover Total \$3,395

2026 Revenue

Account:	2026 Budgeted	Revenue as of 07/2026	2027 Budget
A00.4.1255 - Clerk Fees	\$ 4,600.00	\$ 4,600.00	\$ 4,695.00
Total Collected		As of 07/31/2026	Proposed Budget
Marriage License	\$ 1,855.00	\$ 822.50	\$ 1,500.00
Marriage Transcripts	\$ 1,672.00	\$ 777.00	\$ 1,000.00
One Day Marriage Officiant	\$ 125.00	\$ 75.00	\$ 100.00
Passport Fee	\$ 1,365.00	\$ 1,155.00	\$ 1,200.00
DEC	\$ 437.75	\$ 77.63	\$ 400.00
Background Checks	\$ 215.00	\$ 175.00	\$ 270.00
Soliciting/Peddler Permits	\$ 250.00	\$ 225.00	\$ 225.00
Misc	\$ 75.00	\$ 22.00	\$ -
Total Revenue	\$ 5,994.75	\$ 3,329.13	\$ 4,695.00

A00.4.2544 - Dog Licenses	\$ 18,000.00	\$ 16,000.00	\$ 13,140.00
Total Collected		As of 07/31/2026	Proposed Budget
Female, Spayed	\$ 6,696.00	\$ 3,735.00	\$ 6,000.00
Female, Unspayed	\$ 495.00	\$ 240.00	\$ 495.00
Male, Neutered	\$ 6,282.00	\$ 3,429.00	\$ 6,000.00
Male, Unneutered	\$ 630.00	\$ 465.00	\$ 630.00
Replacement Tags	\$ 12.00	\$ 15.00	\$ 15.00
Total Revenue	\$ 14,115.00	\$ 7,884.00	\$ 13,140.00

A00.4.2655 - Minor Sales	\$ 250.00	\$ 1,359.50	\$ 500.00
Total Collected		As of 07/31/26	Proposed Budget
Copies	\$ 490.66	\$ 1,359.50	\$ 500.00
Total Revenue	\$ 490.66	\$ 1,359.50	\$ 500.00

A00.4.2530 - Games of Chance	\$ 200.00	\$ 200.00	\$ 200.00
Total Collected		As of 07/31/2026	Proposed Budget
Bell Jar License	\$ 20.00	\$ 10.00	\$ 20.00
Games of Chance License	\$ 10.00	\$ 30.00	\$ 30.00
Raffle License	\$ 10.00	\$ 10.00	\$ 10.00
Games of Chance Proceeds	\$ 600.50	\$ -	\$ -
Raffle Proceeds	\$ 4,785.23	\$ -	\$ -
Actual Revenue	\$ 5,425.73	\$ 50.00	\$ 60.00

	2025 Total Collected	As of 07/31/2026 - Revenue	2027 Proposed
Total Budget Revenue	\$ 26,026.14	\$ 12,622.63	\$ 18,535.00

2026 Expenditures
As of July 2026

Account Breakdown

Town Clerk	Amount
A00.5.1410.100 - Personal Services	\$ 95,135.86
A00.5.1410.400 - Contractual	\$ 105.00
A00.5.1410.401 - Office Supplies	\$ 701.92
A00.5.1410.402 - Seminars/Conf	\$ 2,468.50
A00.5.1410.403 - Associations/Dues	\$ 120.00
A00.5.1410.404 - Books/Publications	\$ -
A00.5.1410.405 - Information	\$ 3,738.19
A00.5.1410.408 - Printing/Ads	\$ 748.96
A00.5.1410.418 - Filing Fees	\$ -
Total	\$ 103,018.43

Records Management	Amount
A00.5.1460.400 - Contractual	\$ 31,249.98
A00.5.1460.405 - Information	\$ 15,960.12
Total	\$ 47,210.10

Dog Control	Amount
A00.5.3510.401 - Office Supplies	\$ 124.87
A00.5.3510.450 - Contract	\$ 39,400.25
Total	\$ 39,525.12

Vet Services	Amount
A00.5.6510.400 - Veteran Services	\$ -
Total	\$ -