ONONDAGA COUNTY CLERK'S OFFICE

Emily Essi Bersani
County Clerk

TO: County Legislators
Hassina K. Adams, Clerk
DATE: 21 September 2026
RE: 2027 Budget Review – Submission requirements

2027 EXECUTIVE BUDGET WRITTEN STATEMENT

2026 INITIATIVES, ACCOMPLISHMENTS, & BUDGET REVIEW

In 2026, the County Clerk's Office continued to increase accessibility, improve services, invest in our human capital, and preserve the integrity of county records.
Expanded Accessibility & Community Services: We offered extended office hours, mobile notary services, library mobile hours, and passport events, which provided greater access to services. The office also participated in community events, including hosting a flag day reception with the Matilda Joclyn Gage center, senior fairs at the DeWitt town hall and OCC, the Veterans Fair in Camillus, and the Veterans Expo at the New York State Fair.
Records Preservation & Digitization: Continued to maintain the integrity of county records while significantly expanding digital access, with thousands of records made available online.
Investing in Human Capital: Expanded professional development, training, conference opportunities, and promotional opportunities within the department to support employee growth, strengthen the workforce, and encourage retention.
Responsible Budget Management: Continued generating revenue without placing additional burdens on constituents through fee increases. The office also invested in equipment using existing resources through the Wireless Access Grant and made progress on office repairs and renovations through a capital improvement grant.

2027 BUDGET OVERVIEW

There will be no significant changes to the 2027 budget for the office of the County Clerk. Our work remains consistent with previous year and focuses on strengthening our services while creating opportunities for continued organizational growth. The only change requested is the elimination of an outdated, underpaid position and replacing it with an additional opportunity for staff development and advancement. (Photocopy Machine Operator abolished, Clerk III created). Additionally, our team will continue participation in the NYS Association of County Clerks and the Property Records Industry Association conferences and provide professional development opportunities through its partnership with Crouse Health.

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2027 STRATEGIC PRIORITIES

Digitization & Accessibility: The office will continue to prioritize expanding access to county records through digitization and indexing while preserving the integrity of historical records. We will utilize our existing resources to complete more digitization projects. The County Clerk's Office collects $20 per document recorded, of which $1 per record is retained in the Records Management Improvement Fund. In 2027, the office will utilize these dedicated funds to index and digitize historic records currently stored offsite, expanding public access while preserving these important records for future generations.

Invest in Human Capital: We have built a strong team in the County Clerk's office and will continue to invest in a strong local government workforce by providing employees with opportunities to develop their skills, advance professionally, and contribute to an efficient and effective County Clerk's Office.

Strengthen County Clerk Advocacy: County Clerk Bersani will continue her collaborative work with County Clerks across New York State to advocate for appropriate statutory changes that improve the operation of County Clerk's offices and better serve constituents.

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Office of the County Clerk, 2027 Roster Update

1. Unfunded: 03230-Photocopy Machine Operator, Grade 04
    a. Step 1 salary: $40,995
2. Funded: 00120-Clerk 3, Grade 07
    a. Step 1 salary: $49,996

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Office of the County Clerk, open grant project accounts:

1. Wireless Access Grant – P59172001
    a. $10,667.62 remaining
    b. The office of the County Clerk will continue to spend these funds on equipment and other wireless needs (laptops, scanners and label printers, etc.)
2. Capital Improvement Project – granted in 2024
    a. $500,000 has been fully allocated to this project and it is underway. The anticipated completion date is end of November.

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