

## Clerk

Agency Number: **45**  
Budget Function: **Administration**

It is the mission of the City Clerk's Office to conduct elections with the highest integrity, fairly administer over 100 types of city licenses and permits, support city agencies through Legistar training and administration, prepare Common Council agendas and proceedings, act as the custodian of all city records, and assist the public in accessing city records, agendas, and minutes. The City Clerk's Office is committed to providing these services in a courteous, efficient, and professional manner. All work is performed in accordance with Federal election law, Wisconsin State Statutes, and Madison General Ordinances.

<u>Major Service</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Projected</u>	<u>2008 Request</u>	<u>2008 Executive</u>	<u>2008 Adopted</u>
Clerk	0	937,014	937,014	1,238,748	1,248,748	1,260,776
<b>Agency Total</b>	<b>\$ 0</b>	<b>\$ 937,014</b>	<b>\$ 937,014</b>	<b>\$ 1,238,748</b>	<b>\$ 1,248,748</b>	<b>\$ 1,260,776</b>

### **Adopted Budget Highlights**

The Budget includes:

1. Additional funding for the four elections to be held in 2008, including a presidential election. The largest expense is for the wages of election officials, for which an additional \$323,015 is provided.
2. Elimination of funding for the vacant Clerk's Office Coordinator position, for savings of \$61,556.
3. Funding of \$5,000 for the printing of paper copies of Common Council packets.
4. Note: Actual 2006 numbers are contained in the Clerk/Treasurer budget.

The agency submitted \$71,556 of supplemental budget requests, of which \$5,000 is included in the Adopted Budget.

**Clerk**

**Budget Service Descriptions:**

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<b>Service Summary</b>			
	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Adopted</b>
Total Expenditures	\$ 0	\$ 937,014	\$ 1,260,776
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 0</u>	<u>\$ 937,014</u>	<u>\$ 1,260,776</u>

**Clerk  
Summary by Major Object of Expenditure**

	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2007 Projected</b>	<b>2008 Request</b>	<b>2008 Executive</b>	<b>2008 Adopted</b>
Permanent Salaries	\$ 0	\$ 329,097	\$ 329,097	\$ 295,236	\$ 295,236	\$ 304,093
Hourly Employee Pay	0	14,678	14,678	30,355	30,355	31,266
Overtime Pay	0	6,246	6,246	25,000	25,000	25,750
Fringe Benefits	0	123,918	123,918	116,657	116,657	123,167
Purchased Services	0	274,400	274,400	640,284	640,284	640,284
Supplies	0	169,060	169,060	113,000	123,000	118,000
Inter-Departmental Charges	0	19,615	19,615	18,216	18,216	18,216
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 937,014</u>	<u>\$ 937,014</u>	<u>\$ 1,238,748</u>	<u>\$ 1,248,748</u>	<u>\$ 1,260,776</u>
Inter-Agency Billings	0	0	0	0	0	0
Net Budget	<u>\$ 0</u>	<u>\$ 937,014</u>	<u>\$ 937,014</u>	<u>\$ 1,238,748</u>	<u>\$ 1,248,748</u>	<u>\$ 1,260,776</u>