

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	0
Agency Total	\$ 0	\$ 937,014	\$ 937,014	\$ 1,238,748	\$ 1,248,748	\$ 0

Executive 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. Restoration of \$10,000 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 \$10,000 is included in the Executive Budget.

Clerk

Budget Service Descriptions:

Clerk

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.

Service Summary			
	2006 Actual	2007 Budget	2008 Executive
Total Expenditures	\$ 0	\$ 937,014	\$ 1,248,748
Less Inter-Agency Billings	0	0	0
Net Total	\$ 0	\$ 937,014	\$ 1,248,748

**Clerk
Summary by Major Object of Expenditure**

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