

## 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>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Projected</u>	<u>2009 Request</u>	<u>2009 Executive</u>	<u>2009 Adopted</u>
Clerk	875,263	1,260,776	1,260,776	1,063,018	1,063,018	1,079,855
<b>Agency Total</b>	<u>\$ 875,263</u>	<u>\$ 1,260,776</u>	<u>\$ 1,260,776</u>	<u>\$ 1,063,018</u>	<u>\$ 1,063,018</u>	<u>\$ 1,079,855</u>

### **Adopted Budget Highlights**

The Budget includes:

1. Reduction of the budget to reflect support for two elections in 2009, as opposed to four elections in 2008.
2. Full year funding for the position of Clerk's Office Coordinator.

**Clerk**

**Budget Service Descriptions:**

**Clerk**

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<b>Service Summary</b>			
	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Adopted</b>
Total Expenditures	\$ 875,263	\$ 1,260,776	\$ 1,079,855
Less Inter-Agency Billings	0	0	0
<b>Net Total</b>	<b>\$ 875,263</b>	<b>\$ 1,260,776</b>	<b>\$ 1,079,855</b>

**Clerk  
Summary by Major Object of Expenditure**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Projected</b>	<b>2009 Request</b>	<b>2009 Executive</b>	<b>2009 Adopted</b>
Permanent Salaries	\$ 288,587	\$ 304,093	\$ 304,093	\$ 336,510	\$ 336,510	\$ 346,604
Hourly Employee Pay	10,783	31,266	31,266	10,000	10,000	10,300
Overtime Pay	28,889	25,750	25,750	25,000	25,000	25,750
Fringe Benefits	114,238	123,167	123,167	132,881	132,881	138,574
Purchased Services	252,798	640,284	640,284	405,248	405,248	405,248
Supplies	160,292	118,000	118,000	134,500	134,500	134,500
Inter-Departmental Charges	19,676	18,216	18,216	18,879	18,879	18,879
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 875,263</b>	<b>\$ 1,260,776</b>	<b>\$ 1,260,776</b>	<b>\$ 1,063,018</b>	<b>\$ 1,063,018</b>	<b>\$ 1,079,855</b>
Inter-Agency Billings	0	0	0	0	0	0
<b>Net Budget</b>	<b>\$ 875,263</b>	<b>\$ 1,260,776</b>	<b>\$ 1,260,776</b>	<b>\$ 1,063,018</b>	<b>\$ 1,063,018</b>	<b>\$ 1,079,855</b>