Clerk

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
General	1,983,759	3,541,911	2,957,859	2,279,693	3,788,863	3,788,862
Total	**1,983,759**	**3,541,911**	**2,957,859**	**2,279,693**	**3,788,863**	**3,788,862**

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Clerk	1,983,759	3,541,911	2,957,859	2,279,693	3,788,863	3,788,862
Total	**1,983,759**	**3,541,911**	**2,957,859**	**2,279,693**	**3,788,863**	**3,788,862**

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Charges For Services	(480)	-	(27,397)	-	-	-
Invest Other Contrib	(20,100)	-	-	-	-	-
Total	**(20,580)**	**-**	**(27,397)**	**-**	**-**	**-**

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	1,243,419	2,332,984	1,896,946	1,353,490	2,547,762	2,792,762
Benefits	247,639	226,236	292,055	244,365	277,258	277,258
Supplies	325,142	734,998	579,897	404,000	687,000	474,333
Purchased Services	181,017	240,400	164,371	265,755	265,755	233,421
Debt Othr Financing	-	-	39,347	-	-	-
Inter Depart Charges	7,122	7,293	12,641	12,083	11,088	11,088
Total	**2,004,339**	**3,541,911**	**2,985,256**	**2,279,693**	**3,788,863**	**3,788,862**

City Clerk's Office

210 Martin Luther King, Jr. Boulevard, Room 103, Madison, WI 53703-3342
voting@cityofmadison.com ・ licensing@cityofmadison.com ・ clerk@cityofmadison.com
www.cityofmadison.com/clerk ・ www.cityofmadison.com/election
Phone: 608 266 4601 ・ Fax: 608 266 4666
We exist to assist.

TO: Mayor Satya Rhodes-Conway
FROM: Maribeth Witzel-Behl, Clerk
DATE: July 16, 2023
SUBJECT: 2024 Operating Budget Transmittal Memo
CC: *Deputy Mayors; Finance Director, Budget & Program Evaluation Staff*

Goals of Agency's Operating Budget

Our goal remains the same: that each eligible voter will be able to cast a ballot and have that ballot counted.

99% Budget

The majority of our work is defined by law. To reduce costs, we will promote voting absentee in person or voting at the polls on Election Day rather than voting absentee via mail. At community events this summer, we asked Madison residents what they would like to see us prioritize in our budget request. The feedback we received was that we need to prioritize polling place accessibility, in-person absentee (early) voting sites, and community engagement and outreach. Those priorities are reflected in this budget request.

Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
Segment 3	13 - CLERK

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
1100 - GENERAL	$3,788,863	$3,788,862	-$1
131 - CLERK	$3,788,863	$3,788,862	-$1
43 - CHARGES FOR SERVICES	$0	$0	$0
46 - INVEST OTHER CONTRIB	$0	$0	$0
48 - OTHER FINANCE SOURCE	$0	$0	$0
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$2,547,762	$2,792,762	$245,000
52 - BENEFITS	$277,258	$277,258	$0
53 - SUPPLIES	$687,000	$474,333	-$212,667
54 - PURCHASED SERVICES	$265,755	$233,421	-$32,334
56 - DEBT OTHR FINANCING	$0	$0	$0
57 - INTER DEPART CHARGES	$11,088	$11,088	$0
58 - INTER DEPART BILLING	$0	$0	$0
59 - TRANSFER OUT	$0	$0	$0
1220 - OTHER GRANTS	$0	$0	$0
131 - CLERK	$0	$0	$0
42 - INTERGOV REVENUES	$0	$0	$0
53 - SUPPLIES	$0	$0	$0
54 - PURCHASED SERVICES	$0	$0	$0
59 - TRANSFER OUT	$0	$0	$0

2024 Operating Budget
Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information

Select your Agency:	CLERK
Enter your Service:	Clerk

Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates?
☒No – No change to description
☐Yes – Description needs to be updated

If yes, enter updated Service Description here:

Click or tap here to enter text.

Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates?
☒No – No change to activities
☐Yes – Activities need to be updated

If yes, enter updated Activities Performed by Service here:

Click or tap here to enter text.

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)

Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**.

Examples of changes that **do** need to be detailed:
- Moving $10,000+ within a Service from one Major to another Major
- Moving $10,000+ within a Major from one Service to another Service

Examples of changes that **do not** need to be detailed:
- Total changes of less than $10,000 at the Major and Service level.
- Object level changes do not need additional justification if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of *Service and/or Major* Changes of $10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	$ Change	Description
1100 - GENERAL	51 - SALARIES	245,000	We anticipate record voter turnout, and will be staffing the polls to minimize voter lines.
1100 - GENERAL	53 - SUPPLIES	-212,667	We have reduced printing and postage budgets, anticipating more voters choosing to cast their ballots in person and fewer voters choosing to request absentee ballots via mail.
1100 - GENERAL	54 - PURCHASED SERVICES	-32,334	We have cut the advertising previously used as part of our voter outreach.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Based on feedback we received at community events this summer, we protected accessible polling places, in-person absentee voting, and community engagement in our 2024 budget request. You will see this reflected in our increased poll worker salary budget. We cut our printing and postage budgets, anticipating that the post-pandemic trend of voting in person, rather than via mail, will amplify in 2024.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Our submitted request aligns with our Equity Action Plan. We sought community feedback on priorities for our 2024 budget request.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:
- Personnel: $Click or tap here to enter text.
- Non-Personnel: $Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?
☒No – No allocation changes
☐Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change: Click or tap here to enter text.

# of FTEs: Does your proposal change the total number of FTE positions for an existing classification? ☒No – No change to # of FTEs ☐Yes – Includes proposed change to # of FTEs *If yes, provide the position classification and briefly describe the change:* Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification) ☒No – No new positions ☐Yes – Includes proposed new positions *If yes, submit a draft position description with your proposal and briefly describe the change here:* Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget? Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Click or tap here to enter text.