



2023 Annual Budget - Overview and Highlights

Department/Division: City Clerk's

Budget Owner: Meredith DeBruin

Date: October 10, 2022

Proposed Budget for 2023:

The Office of the City Clerk's 2023 proposed budget provides the summary of three (3) Orgs (Council, City Clerk, and Elections) and reflects a net decrease of 10.8% from 2022. This change is primarily due to the decreased number of elections in 2023 and change from Board Docs to Municode Meetings.

Department Goals for 2023:

- 1) Complete a successful Board of Review during the second year of revaluation.
- 2) Review all License Ordinances and provide any necessary updates.
- 3) Continue to partner with IT to complete gap analysis from migrating off of the AS400.
- 4) Administer successful elections and begin to recruit for replacement of Election Specialist in 2024.

Highlights and Significant Changes

- 1) Decrease in temporary salaries from 2022 (election inspectors) and overtime (Clerk's office) due to decrease in number of elections. Slight increase in temporary salaries from 2021 due to request for an increase in election inspector pay to align with other Sheboygan County municipalities.
- 2) No net change in contracted services in City Clerk's budget. However, again in 2023, reallocated funds from scanning services to allow for increased cost for Board of Review during revaluation.
- 3) Decrease in Software in Council budget due to replacing Board Docs with Municode Meetings.

Thank you for your continued guidance and support



GENERAL FUND

CITY CLERK

| PERSONAL SERVICES | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Proposed |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 510110 FULL TIME SALARIES - REGULAR | 274,618 | 281,340 | 288,321 | 288,321 | 302,459 |
| 510111 FULL TIME SALARIES - OVERTIME | 19,759 | 2,165 | 10,000 | 10,000 | 5,000 |
| 510130 TEMPORARY SALARIES - REGULAR | 62,215 | 24,393 | 90,000 | 90,000 | 40,000 |
| 510140 INTERDEPARTMENT LABOR - REGULA | 2,825 | 1,808 | 4,000 | 4,000 | - |
| 520310 FICA | 18,652 | 17,379 | 18,510 | 18,510 | 21,272 |
| 520311 MEDICARE | 4,362 | 4,064 | 4,331 | 4,331 | 4,977 |
| 520320 WI RETIREMENT FUND | 16,580 | 15,239 | 15,793 | 15,793 | 16,433 |
| 520340 HEALTH INSURANCE | 38,275 | 43,444 | 36,356 | 36,356 | 36,355 |
| 520341 RETIREE BENEFITS | 2,652 | 2,652 | - | - | - |
| 520350 DENTAL INSURANCE | 2,509 | 2,623 | 2,091 | 2,091 | 2,091 |
| 520360 LIFE INSURANCE | 123 | 150 | 159 | 159 | 158 |
| 520400 WORKERS COMPENSATION | 762 | 762 | 762 | 762 | 762 |
| 520410 UNEMPLOYMENT COMPENSATION | - | 212 | - | - | - |
| TOTAL | \$ 443,334 | \$ 396,232 | \$ 470,323 | \$ 470,323 | \$ 429,507 |

| NON-PERSONAL SERVICES | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Proposed |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 531100 CONTRACTED SERVICES | 38,888 | 55,872 | 11,500 | 15,174 | 15,500 |
| 533105 IT SERVICE FUND CHARGES | 35,487 | 37,574 | 39,784 | 39,784 | 39,784 |
| 533106 SOFTWARE MAINT & SUBSCRIPTIONS | 12,000 | 12,000 | 12,700 | 15,310 | 10,000 |
| 536125 EMPLOYEE DEVELOPMENT | 19,794 | 14,449 | 26,186 | 23,842 | 26,664 |
| 536145 CODIFICATION SERVICES | 7,370 | 5,855 | 10,500 | 10,500 | 10,500 |
| 536150 LEGAL NOTICES | 6,767 | 7,222 | 7,800 | 7,800 | 7,800 |
| 536155 FILING & RECORDING FEES | 300 | 60 | 252 | 252 | 250 |
| 537100 VEHICLE & PARKING EXPENSES | 2,002 | 2,002 | 2,270 | 1,665 | 1,740 |
| 538150 MOTOR VEHICLE SERVICE FUND CHG | - | - | - | 605 | 605 |
| 540100 OFFICE SUPPLIES | 79,749 | 52,518 | 61,600 | 61,600 | 33,600 |
| 550110 BUILDING MAINT & REPAIR | 3,350 | 1,600 | 4,400 | 4,400 | 2,600 |
| 555120 PHONES | - | - | 550 | 550 | 550 |
| 560255 TOOLS & SMALL EQUIPMENT | 3,630 | 341 | 1,900 | 1,900 | 1,900 |
| 563110 OFFICE EQUIPMENT MAINTENANCE | 11,524 | 14,245 | 22,500 | 22,500 | 22,500 |
| TOTAL | \$ 220,862 | \$ 203,738 | \$ 201,942 | \$ 205,881 | \$ 173,993 |
| TOTAL CITY CLERK | \$ 664,196 | \$ 599,970 | \$ 672,265 | \$ 676,204 | \$ 603,500 |

SUMMARY OF ORGS

COUNCIL - 101110

CITY CLERK - 101142

ELECTIONS - 101143