

0011200 - OFFICE OF THE CITY CLERK

	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD*	YEAR-END		UPDATED
	FY 2021-22	FY 2022-23	BUDGET	BUDGET	ACTUALS	ESTIMATE	PROPOSED	PROPOSED
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2024-25	FY 2024-25
CITY CLERK REVENUE								
341900 - LIEN SEARCH FEES	38,543	43,988	0	0	32,400	0	0	0
341901 - CANDIDATE QUALIFYNG FEES	4,300	0	4,500	4,500	1,600	4,500	0	0
341907 - PUBLIC RECORDS REQUEST	0	0	42,000	42,000	11,002	42,000	42,000	42,000
CITY CLERK REVENUE TOTAL	42,843	43,988	46,500	46,500	45,002	46,500	42,000	42,000
Grand Total	42,843	43,988	46,500	46,500	45,002	46,500	42,000	42,000

00112005 - OFFICE OF THE CITY CLERK

	ACTUAL FY 2021-22	ACTUAL FY 2022-23	ADOPTED BUDGET FY 2023-24	AMENDED BUDGET FY 2023-24	YTD* ACTUALS FY 2023-24	YEAR-END ESTIMATE FY 2023-24	PROPOSED FY 2024-25	UPDATED PROPOSED FY 2024-25	PERCENT CHANGE
PERSONNEL									
500111 - ADMINISTRATIVE SALARIES	129,350	134,945	146,258	146,258	125,813	146,258	165,089	191,734	
500120 - FULL TIME SALARIES	147,374	152,643	167,215	167,215	147,101	167,215	192,640	185,472	
500125 - COMPENSATED ABSENCES	12,267	13,267	14,284	14,284	0	14,284	15,899	16,601	
500210 - FICA & MICA TAXES	22,365	22,863	26,404	26,404	20,997	26,404	29,914	31,457	
500220 - RETIREMENT CONTRIBUTION	58,981	61,468	66,325	66,325	58,934	66,325	72,832	76,768	
500230 - LIFE & HEALTH INSURANCE	30,796	33,117	31,685	31,685	28,687	31,685	32,431	32,624	
PERSONNEL Total	401,134	418,302	452,171	452,171	381,532	452,171	508,805	534,656	18%
OPERATING									
500331 - COURT REPORTER SERV-SPEC MSTRS	1,128	2,757	7,000	7,000	935	7,000	7,000	7,000	
500340 - CONTRACTUAL SERVICES - OTHER	1,500	0	0	0	0	0	0	0	
500400 - TRAVEL & PER DIEM	18,422	18,752	19,900	19,900	14,211	19,900	19,900	19,900	
500410 - COMMUNICATION & FREIGHT	3,000	3,000	3,000	3,000	2,750	3,000	3,000	3,000	
500470 - PRINTING & BINDING	12,423	8,260	14,000	14,000	9,497	14,000	14,000	14,000	
500491 - LEGAL ADVERTISING	63,747	19,593	99,000	114,000	101,742	99,000	99,000	99,000	
500495 - ELECTION EXPENSES	0	69,473	80,000	65,000	0	80,000	80,000	80,000	
500510 - OFFICE SUPPLIES	1,772	1,889	2,000	2,000	1,502	2,000	2,000	2,000	
500520 - OPERATING SUPPLIES	498	2,923	3,000	3,000	224	3,000	3,000	3,000	
500540 - DUES/SUBSCRIPTIONS/MEMBERSHIPS	2,547	3,134	8,300	8,300	2,938	8,300	8,700	8,700	
OPERATING Total	105,037	129,781	236,200	236,200	133,800	236,200	236,600	236,600	0%
Grand Total	506,171	548,083	688,371	688,371	515,332	688,371	745,405	771,256	12%

NOTE:
 Percentage Change column compares FY 2024-25 Updated Proposed Budget to FY 2023-24 Adopted Budget
 *YTD = Year To Date

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500111 - ADMINISTRATIVE SALARIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
City Clerk	146,258.00	158,179.00	165,089.00	191,734.00
Grand Total	146,258.00	158,179.00	165,089.00	191,734.00

NOTE:
Council Approved FY 2025 column reflects a merit of 5% and a COLA of 3.5%

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500120 - FULL TIME SALARIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
5 YEAR SERVICE AWARD	556.00	0.00	0.00	0.00
Advisory Board Coordinator	66,661.00	73,182.00	76,379.00	73,537.00
Deputy City Clerk	99,998.00	111,395.00	116,261.00	111,935.00
Grand Total	167,215.00	184,577.00	192,640.00	185,472.00

NOTE:

Council Approved FY 2025 column reflects a 3.5% COLA and a prorated merit of 3% based on employees date of performance evaluation

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500125 - COMPENSATED ABSENCES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Compensated Absences	14,284.00	15,360.00	15,899.00	16,601.00
Grand Total	14,284.00	15,360.00	15,899.00	16,601.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500210 - FICA & MICA TAXES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Salaries and Wages x 7.65%	26,404.00	28,727.00	29,914.00	31,457.00
Grand Total	26,404.00	28,727.00	29,914.00	31,457.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500220 - RETIREMENT CONTRIBUTION
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Administrative and Regular Salaries @ 12%	19,999.00	22,149.00	23,116.00	22,256.00
ICMA Contribution for City Clerk 401 @ 18%/ 457 @ Max	46,326.00	48,472.00	49,716.00	54,512.00
Grand Total	66,325.00	70,621.00	72,832.00	76,768.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500230 - LIFE & HEALTH INSURANCE
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Life and Health Insurance	31,685.00	33,663.00	32,431.00	32,624.00
Grand Total	31,685.00	33,663.00	32,431.00	32,624.00

NOTE:

In the FY 2025 Dept. Request column, a 5% increase was included due to an anticipated increase in health insurance rates for FY 2025. As of July 2024, the City obtained a rate pass for the health insurance costs resulting in a decrease reflected in the FY 2025 Council Approved column.

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500331 - COURT REPORTER SERV-SPEC MSTRS
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Court Recording Documents	4,000.00	7,000.00	7,000.00	7,000.00
Court Recording Transcripts	3,000.00			
Grand Total	7,000.00	7,000.00	7,000.00	7,000.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500340 - CONTRACTUAL SERVICES - OTHER
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Special Master (Red Light Camera Hearings)	0.00	0.00	0.00	0.00
Grand Total	0.00	0.00	0.00	0.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500400 - TRAVEL & PER DIEM
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
City Clerk Auto Allowance \$700 x 12	8,400.00	8,400.00	8,400.00	8,400.00
City Clerk Expense Allowance	6,000.00	6,000.00	6,000.00	6,000.00
Mileage Reimbursements	500.00	500.00	500.00	500.00
State and National Conferences and Trainings	5,000.00	5,000.00	5,000.00	5,000.00
Grand Total	19,900.00	19,900.00	19,900.00	19,900.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500410 - COMMUNICATION & FREIGHT
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Cell Phone Allowance - City Clerk \$150 per month	1,800.00	1,800.00	1,800.00	1,800.00
Cell Phone Allowance - Deputy City Clerk \$100 per month	1,200.00	1,200.00	1,200.00	1,200.00
Grand Total	3,000.00	3,000.00	3,000.00	3,000.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500470 - PRINTING & BINDING
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Codification of Ordinances	11,000.00	14,000.00	14,000.00	14,000.00
Printer Cartridges City Clerk's Office	3,000.00			
Grand Total	14,000.00	14,000.00	14,000.00	14,000.00

Organization	001 2005 - OFFICE OF THE CITY CLERK
Object	500491 - LEGAL ADVERTISING
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Legal Advertising	99,000.00	99,000.00	99,000.00	99,000.00
Grand Total	99,000.00	99,000.00	99,000.00	99,000.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500495 - ELECTION EXPENSES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Election Expenses	80,000.00	80,000.00	80,000.00	80,000.00
Grand Total	80,000.00	80,000.00	80,000.00	80,000.00

Organization	001 2005 - OFFICE OF THE CITY CLERK
Object	500510 - OFFICE SUPPLIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET
Office Supplies	2,000.00	2,000.00	2,000.00	2,000.00
Grand Total	2,000.00	2,000.00	2,000.00	2,000.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500520 - OPERATING SUPPLIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Operating Supplies	3,000.00	3,000.00	3,000.00	3,000.00
Grand Total	3,000.00	3,000.00	3,000.00	3,000.00

Organization	00112005 - OFFICE OF THE CITY CLERK
Object	500540 - DUES/SUBSCRIPTIONS/MEMBERSHIPS
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Licenses	500.00	500.00	500.00	500.00
Memberships (MDCMCA, FACC, IIMC, FLC)	2,800.00	3,200.00	3,200.00	3,200.00
Registrations	5,000.00	5,000.00	5,000.00	5,000.00
Grand Total	8,300.00	8,700.00	8,700.00	8,700.00