

The 2011 Proposed Budget for the City Clerk’s Office is approximately \$8.23 million, an increase of 4.7% from the 2010 Budget of approximately \$7.86 million. The Proposed Budget includes a decrease of one FTE position from 2010 to 2011.

There are no new capital projects scheduled for 2011.

2011 PROPOSED ADJUSTMENTS

The 2011 Proposed Budget includes the following adjustments for the City Clerk’s office:

1. One position of Production Technician in Channel 25 is proposed to be eliminated as it was determined unnecessary.
2. Allocation for Computer System Upgrades increases from \$10,000 in 2010 to \$20,000, which is less than the \$35,000 requested by the department. All other funds in the Special Funds Account remain at 2010 levels.
3. The Audit Fund, which funds the annual financial audit of the City, increases by \$88,900 over the 2010 amount.

4. No funding is provided for staffing the Board of Ethics in 2011. Staffing and other support have been taken over by the Council Records Section and absorbed within the City Clerk’s budget. In 2010, \$32,000 was appropriated for the Ethics Board.

5. The Proposed Budget appropriates \$100,500 for the City Memberships SPA, which is a decrease of \$33,000 from the requested amount. This is primarily a result of the elimination of dues for the now-defunct Wisconsin Alliance of Cities.

6. The Economic Development SPA is proposed to be funded at \$25,000, which is a reduction of \$5,000 from the requested amount.

2011 PROPOSED BUDGET SUMMARY: COMMON COUNCIL-CITY CLERK’S OFFICE			
Expense Category	2010 Budget	2011 Proposed Budget	2010-2011 Change
Operating Expenditures	\$7,858,707	\$8,227,125	+4.7 %
Capital Improvements	\$0	\$0	0%
Revenue	\$6,557,430	\$7,110,100	+8.4.%
Special Purpose Accounts	\$542,215	\$568,440	+6.8 %
O&M FTE Positions	90.3	89.3	%

PERSONNEL

Number of Authorized and Funded Positions

Changes in number of positions, 2010 Budget and 2011 Proposed Budget			
	2010 Budget	2011 Proposed	Change
Authorized Positions	113	113	0
O&M Funded Positions	90.3	89.3	-1.0

- One position of Production Technician in Channel 25 is slated for elimination as it was determined no longer necessary.

Vacancies

There are currently five vacant positions in the department.

- License Specialist, License Division. This position has been vacant since February 27, 2009. The position of License Coordinator was reclassified as a License Specialist. Permission to fill the position was recently granted by the Finance and Personnel Committee.
- Legislative Fiscal Analyst, Lead, LRB. The position has been vacant since March 19, 2010. A request to fill the position was approved earlier this year.

- Production Technician (0.5 FTE), Public Information Division. The position is being eliminated in the Proposed Budget.
- Legislative Reference Bureau Manager, LRB. The position has been vacant since June 11, 2010. An original exam is being conducted and the position is expected to be filled in October, 2010.
- Research and Analysis Manager, LRB. The position has been vacant since June 11, 2010.

SPECIAL PURPOSE ACCOUNTS (SPA)

SPAs are budgeted outside of departmental operating accounts, and control over SPAs is provided to departments by resolution. The 2011 Proposed Budget includes funding for the following SPAs:

	2009 Expenditure	2010 Budget	2011 Proposed	2010-2011 Change
Audit Fund	\$317,000	\$354,000	\$442,900	+25.1%
Board of Ethics	\$29,850	\$32,000	0	-100%
Economic Development	\$60,439	\$20,000	\$25,000	+25%
Memberships, City	\$135,609	\$126,215	\$100,540	-20.3%
TOTAL	\$542,898	\$532,215	\$568,440	+6.8%

Audit Fund, \$422,900

The Audit Fund provides funding for the annual financial audit of the City that assesses the accuracy of the City's financial data, including the private audit of the City's Annual Financial Report (CAFR). This account also provides partial funding for the preparation of the CAFR by a certified public accountant. Component units (RACM, HACM, MEDC and NIDC) pay directly for the cost of their audits as part of the contract. The amount included in the 2011 Proposed Budget is \$22,000 less than the department's request, and is 25.1% greater than 2010 (+\$88,900). This increase is mainly attributable to audit fees for compliance with the requirements of the America Reinvestment and Recovery Act.

Board of Ethics, \$0

No funding is provided to the Board of Ethics for 2011. Staffing and other support to the board will be given by the Council Records Section in 2011 and are thus absorbed within the City Clerk's budget.

Economic Development, \$25,000

This account, assigned to the Common Council under the purview of the Council's Community and Economic Development Committee, funds activities related to economic development, including marketing the City for industrial and commercial development, business attraction and retention, tourism and support of emerging

business enterprises (EBEs). Activities typically funded are those not funded by other City departments, and the types of activities funded change annually. Appropriations so far in 2010 have supported attendance at various board meetings of the National League of Cities. In 2009, funds were allocated for economic and job creation activities for various business groups (\$50,000), namely, the African-American Chamber of Commerce, the Hispanic Chamber of Commerce, the Hmong Chamber of Commerce and the Airport Gateway Business Association.

Memberships, City, \$100,540

This account provides funding for memberships to various organizations that support the City's lobbying, policy research and professional development programs. The 2011 Proposed Budget allocates \$100,500 for City memberships. The estimated cost for memberships for 2011 are as follows:

CITY MEMBERSHIPS	
	2011 Proposed
League of Wisconsin Municipalities and Urban Alliance	\$65,000*
Government Finance Officers Association	\$ 2,000
Sweat Free Consortium	\$ 800
Public Policy Forum	\$ 1,200
National League of Cities	\$26,000
Sister Cities International	\$ 1,800
ICLEI – Local Governments for Sustainability	\$ 3,700
TOTAL	\$100,500

(*See explanation below)

The net change in all of these memberships combined is a decrease of \$33,000 from the requested budget. The City will no longer pay membership dues to the Wisconsin Alliance of Cities as the organization is ending its existence. A new Urban Alliance has been formed, and membership into the Urban Alliance is purchased through a 20% surcharge to the cost of a League of Wisconsin Municipalities membership. Dues for 2011 will be similar to that of 2010. The combined cost of membership in both organizations amounts to \$61,591.71 -- \$51,326.71 for Wisconsin League membership and \$10,205 for the Alliance. Since dues are based on population, some room is given for adjustment, with membership in the two organizations, with a total of \$65,000 appropriated for both memberships.

SPECIAL FUNDS

The 2011 Proposed Budget provides \$42,035, an increase of \$10,000 from the 2010 Budget. Included in Special Funds are: Expense Fund for the Common Council President; Legislative Expense Fund; Computer System Upgrades;

and Aldermanic Travel. Three of the Special Fund accounts, the Expense Fund for the Common Council President, the Legislative Expense Fund and Aldermanic Travel, are funded at 2010 levels. Computer System Upgrades are funded at \$20,000, which is \$10,000 greater than the 2010 budgeted amount. The department had requested \$35,000.

DEPARTMENTAL REVENUES

The 2011 Proposed Budget estimates that \$7,110,100 will be generated in revenues by the City Clerk's Office. This is an 8.4% increase from the 2010 Budget estimate. The largest source of revenue is generated from the Cable Franchise Fee (\$4,800,000 estimated in 2011), and is included in Charges for Services, followed by Licenses and Permits (\$2,207,230).

REVENUES	2009 ACTUAL	2010 ADOPTED BUDGET	2011 PROPOSED BUDGET	2010 – 2011 Change
<i>Charges for Services</i>	\$4,589,926	\$4,336,200	\$4,950,100	+14.2%
<i>Licenses and Permits</i>	\$2,173,364	\$2,207,230	\$2,160,000	-1.1%
<i>Miscellaneous</i>	\$6,125	\$14,000	\$0	-100%
TOTAL	\$6,769,415	\$6,557,430	\$7,110,100	+8.4%

CAPITAL PROJECTS

The 2011 Proposed Budget does not include any capital funding for the City Clerk's Office. A capital request of \$435,299 (\$164 per sq. ft.) was requested to remodel Room 307 in City Hall, which is currently used by the LRB research staff. In addition, staff from the Historic Preservation Commission requires the reconfiguration of office space. The timing of the personnel shift did not allow for the renovation of Room 307 prior to staff being assigned there. The department's request for Room 307 included replacement of an outdated HVAC system, improving lighting and the replacement of carpeting, ceiling tiles and workstations. Because the room is already occupied, there are no efficiencies to be gained by phasing the project. The City will realize some decrease in operating costs primarily

through the reduction in energy use; however, these effects have not been quantified.

The License Division continues to implement the License Management Information System. The project will improve the City's licensing process by providing departments with increased access to licensing records and information. The new system was recently brought online in the License Division and is currently running parallel with the existing licensing system. Additional departments will be phased in over the next few months. The tentative schedule will bring the City Treasurer's Office and Health Department online in early October, the Department of Neighborhood Services in late October, followed by the Police Department in November. Final record conversion is expected to take place in December. The system will be available to the Common Council and associated staff in

January 2011. At this time, the project is within its authorized budget. Over the next two to three months, as implementation expands, issues may be identified that could require additional funding.

ISSUES TO CONSIDER

As required by state law and the City Charter, the City Clerk will have redistricting responsibilities in 2011 as a result of the 2010 census. No funding has been included in the Proposed Budget for this purpose. It is expected that the work will be performed in-house using departmental staff.