

City of West Allis
City Clerk
2018 Budget

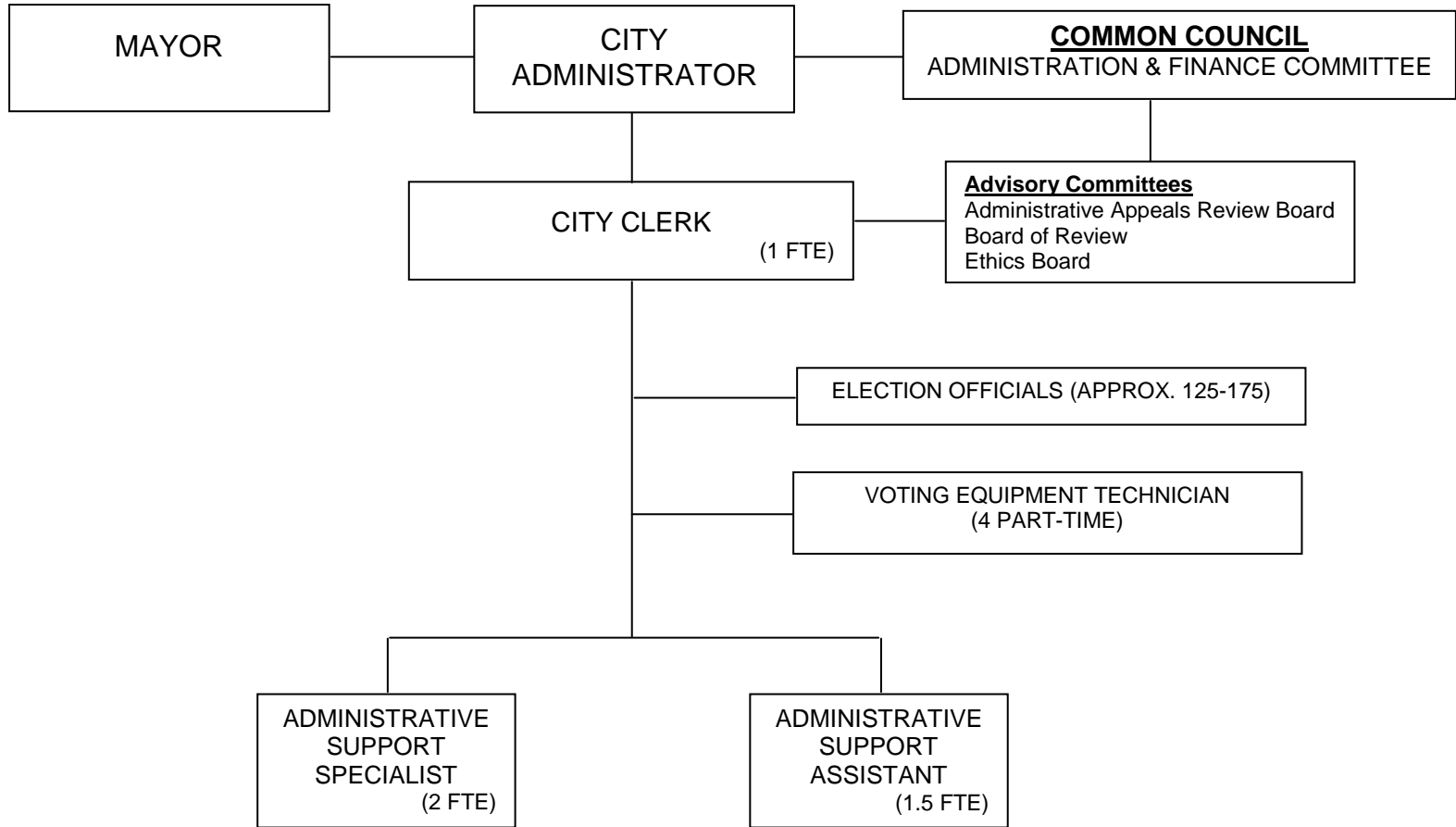
<i>EXPENDITURES</i>	2015 Actual	2016 Actual	2017 Budget	2017 Adjusted Budget	2017 Year-to-Date	2018 Request	2018 Additions/ Deletions	2018 Budget	Change	% Change
Salaries	\$ 257,120	\$ 233,895	\$ 252,430	\$ 252,430	\$ 167,101	\$ 252,700	\$ -	\$ 252,700	\$ 270	
Provisionals/Part-Time	\$ 14,751	\$ 94,814	\$ 53,050	\$ 53,050	\$ 20,023	\$ 56,050	\$ -	\$ 56,050	\$ 3,000	
Misc Other Pay	\$ 300	\$ 325	\$ 300	\$ 300	\$ 125	\$ 300	\$ -	\$ 300	\$ -	
Overtime	\$ 1,010	\$ 15,402	\$ 5,000	\$ 5,000	\$ 2,077	\$ 7,000	\$ -	\$ 7,000	\$ 2,000	
Payroll Taxes	\$ 19,003	\$ 19,861	\$ 20,200	\$ 20,200	\$ 12,734	\$ 20,200	\$ -	\$ 20,200	\$ -	
Pension	\$ 21,936	\$ 20,733	\$ 17,100	\$ 17,100	\$ 12,391	\$ 17,000	\$ -	\$ 17,000	\$ (100)	
Health Insurance	\$ 73,413	\$ 52,613	\$ 61,200	\$ 61,200	\$ 32,894	\$ 60,000	\$ -	\$ 60,000	\$ (1,200)	
Dental Insurance	\$ 4,893	\$ 3,439	\$ 5,400	\$ 5,400	\$ 2,579	\$ 4,400	\$ -	\$ 4,400	\$ (1,000)	
Life Insurance	\$ 831	\$ 628	\$ 600	\$ 600	\$ 403	\$ 600	\$ -	\$ 600	\$ -	
Professional Services	\$ 12,060	\$ 13,931	\$ 19,600	\$ 35,100	\$ 13,442	\$ 16,600	\$ -	\$ 16,600	\$ (3,000)	
Maintenance Contracts	\$ 15,135	\$ 16,790	\$ 18,075	\$ 22,075	\$ 10,450	\$ 18,025	\$ -	\$ 18,025	\$ (50)	
Utilities	\$ 7	\$ 9	\$ 100	\$ 100	\$ 6	\$ 25	\$ -	\$ 25	\$ (75)	
Repair & Maintenance	\$ -	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -	
Supplies	\$ 12,572	\$ 22,203	\$ 19,750	\$ 28,172	\$ 5,589	\$ 19,750	\$ -	\$ 19,750	\$ -	
Books & Periodicals	\$ 14	\$ 14	\$ 100	\$ 100	\$ 14	\$ 50	\$ -	\$ 50	\$ (50)	
Advertising	\$ 14,608	\$ 14,575	\$ 15,000	\$ 15,000	\$ 8,652	\$ 15,000	\$ -	\$ 15,000	\$ -	
Printing	\$ 2,394	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ (2,500)	
Training & Travel	\$ 2,917	\$ 512	\$ 4,090	\$ 4,090	\$ 463	\$ 4,195	\$ -	\$ 4,195	\$ 105	
Regulatory & Safety	\$ 90	\$ -	\$ 200	\$ 200	\$ 135	\$ 200	\$ -	\$ 200	\$ -	
Capital Items	\$ 70,759	\$ 12,690	\$ 20,500	\$ 35,860	\$ 1,787	\$ 50,500	\$ (50,000)	\$ 500	\$ (20,000)	
TOTAL EXPENDITURES	\$ 523,813	\$ 522,436	\$ 516,945	\$ 560,227	\$ 290,864	\$ 544,345	\$ (50,000)	\$ 494,345	\$ (22,600)	-4.37%

2018 BUDGET NOTES:

Initial Capital Items request included \$40,000 for electronic poll books in late 2018 per New Initiative Request submitted by the department. This request was eliminated as noted above with the intent to pursue funding for this initiative through prior year Clerk Capital Accumulation funds or other reserve funds.

\$10,000 capital accumulation installment eliminated with the intent to address capital needs through the Capital Improvement Planning process.

**ORGANIZATIONAL CHART
CLERK**



CITY FUNDED FTEs: 4.5

2018 CITY CLERK BUSINESS PLAN

Department	Director	Fund and Dept. Group
City Clerk	Monica Schultz	100-15
Mission/Overview		
<p>To provide the best possible service through efficient and effective methods to the residents, Common Council, and to city departments, while carrying out the duties and responsibilities of the Office of City Clerk as required by Wisconsin State Statutes, City Ordinances and Resolutions.</p>		
Performance Measures		
<ol style="list-style-type: none"> 1. Percent of online or in-person inquiries responded to within five days 2. Percent of online voter registration applications received compared to paper documents 3. Percent of time the Revised Municipal Code is updated within one month after receipt of update from the vendor 4. Percent of license applications received and processed within five days 		
Position Information*		
Titles	Number	Funding Source(s)
City Clerk	1	100-1501-517.11-01
Administrative Support Specialist	2	100-1501-517.11-01
Administrative Support Assistant	2	100-1501-517.11-01
Voting Equipment Technicians	4	DPW and IT salary accounts
Election Inspectors	125-175	100-1502-514.12-01
Special Voting Deputies	10	100-1502-514.12-01
Vacant Positions*		
Title	Length of Vacancy	2018 Plan/Current Status
None		

Services Provided*					
Service	Funded by	Frequency	Shared Service <small>(list Partners)</small>	Contracted	Statutory <small>(Federal, State, Local)</small>
Serve the Common Council in its legislative purposes	General	High	N/A	No	Yes
Process and issue licenses	General	High	N/A	No	Yes
Administer, coordinate, and oversee the election process	General	High	WI Election Comm. and Mil Co E.C.	No	Yes
Serve as first point of contact within City Hall	General	Medium	N/A	No	No
Manage the Revised Municipal Code	General	Medium	General Code	Yes	Yes
Provide administrative support to various committees	General	High	N/A	No	Yes
Present the City's official records for public access	General	High	Granicus	Yes	Yes
Manage the publication of legal notices	General	High	West Allis NOW	Yes	Yes

1. Strategic Plan Goal #5 – Excellence in Government, calls for operational analysis/audit/alternative service delivery options, continuous improvement and a culture of innovation. To assist with accomplishing this goal, identify the top three services provided (by time or money spent) and 2018 efforts to improve service delivery (quality and/or resources allocated)

- 1st: Legistar Expansion
- 2nd: Utilize temporary employees for election work to reduce overtime costs
- 3rd: Intergovernmental cooperation relative to voting equipment programming

2. Describe any additional proposed changes to service delivery. (new initiatives should be documented on the new initiative form)

- 1st: Continued efforts using BP Logix for license processing and inspection reporting
- 2nd: Utilize temporary employees for election work to reduce overtime costs
- 3rd: Update Corporate Seal

3. 2017 Accomplishments (include Strategic Plan and other approved plans accomplishments)

- 1st: Timely closeout of Presidential Election Recount and successful WisVote transition
- 2nd: Voting Equipment Audit verified accuracy of ballot counting machines (newer DS200)
- 3rd: Introductory transition for Legistar expansion
- 4th: Pet licensing available for online application and payment
- 5th: Continuation of imaging of historical records

4. 2018 Priorities/Goals (include Strategic Plan and other approved plans goals)

- 1st: Encourage online voter registration
- 2nd: Review and potentially make changes at School District polling places
- 3rd: Collaborate with the Communications Dept. regarding voter outreach
- 4th: As allowable under State Law, expand absentee voting options for the General Election
- 5th: Plan for beginning stages relative to 2020 Census
- 6th: Begin implementation of electronic poll books

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
City Clerk							
Regular Employees							
100-1501-517.11-01	Salary & Wages	204,894	193,722	252,430	252,700	252,700	270
LEVEL	TEXT	TEXT AMT					
CCBG	CITY CLERK						
	2 ADMINISTRATIVE SUPPORT SPECIALISTS						
	1 ADMINISTRATIVE SUPPORT ASSISTANT						
	1 ADMINISTRATIVE SUPPORT ASSISTANT (.5FTE)						
	TOTAL POSITIONS (4.5FTE)	252,700					
		252,700					
100-1502-514.11-01	Salary & Wages	1,977	536	0	0	0	0
100-1501-517.11-02	Vacation	22,459	15,175	0	0	0	0
100-1501-517.11-03	Holidays	11,691	10,834	0	0	0	0
100-1501-517.11-04	Sick Leave	10,292	7,003	0	0	0	0
100-1501-517.11-06	Funeral Leave	238	1,737	0	0	0	0
100-1501-517.11-12	Comp Time Used	5,569	4,888	0	0	0	0
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*	Regular Employees	257,120	233,895	252,430	252,700	252,700	270
Provisional Employees-PT							
100-1502-514.12-01	Salary & Wages	14,751	94,814	53,050	56,050	56,050	3,000
LEVEL	TEXT	TEXT AMT					
CCBG	ELECTION OFFICIALS (2 ELECTIONS)	35,700					
	ELECTION OFFICIALS (1 ELECTION)	17,850					
	SPECIAL HELP (CITY & PRESNTL) - (FUTURE YR ACCUML)	2,500					
		56,050					
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*	Provisional Employees-PT Overtime	14,751	94,814	53,050	56,050	56,050	3,000
100-1501-517.13-01	Overtime Pay	1,010	15,341	4,000	6,000	6,000	2,000
LEVEL	TEXT	TEXT AMT					
CCBG	OVERTIME PAY	6,000					
		6,000					
100-1502-514.13-01	Overtime Pay	0	61	1,000	1,000	1,000	0
LEVEL	TEXT	TEXT AMT					
CCBG	1 ELECTION (1/2 OF 2)	300					
	2 ELECTIONS	700					
		1,000					
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*	Overtime Misc Additional Pays	1,010	15,402	5,000	7,000	7,000	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-1501-517.14-10	Car Allowance	300	325	300	300	300	0
	LEVEL TEXT						
	CCBG CITY CLERK			300			
				300			
		-----	-----	-----	-----	-----	-----
*	Misc Additional Pays	300	325	300	300	300	0
	Insurance						
100-1501-517.21-01	Health Insurance	73,413	52,393	61,200	60,000	60,000	1,200-
	LEVEL TEXT						
	CCBG HEALTH INSURANCE			60,000			
				60,000			
100-1502-514.21-01	Health Insurance	0	219	0	0	0	0
100-1501-517.21-04	Life Insurance	830	627	600	600	600	0
100-1502-514.21-04	Life Insurance	1	1	0	0	0	0
100-1501-517.21-07	Dental Insurance	4,892	3,423	5,400	4,400	4,400	1,000-
	LEVEL TEXT						
	CCBG DENTAL INSURANCE			4,400			
				4,400			
100-1502-514.21-07	Dental Insurance	1	16	0	0	0	0
*	Insurance	79,137	56,679	67,200	65,000	65,000	2,200-
	Payroll Taxes						
100-1501-517.22-01	Social Secrty-OASDI 6.2%	15,278	14,952	15,600	15,600	15,600	0
100-1502-514.22-01	Social Secrty-OASDI 6.2%	123	1,144	800	800	800	0
100-1501-517.22-02	Social Security-HI 1.45%	3,573	3,497	3,600	3,600	3,600	0
100-1502-514.22-02	Social Security-HI 1.45%	29	268	200	200	200	0
*	Payroll Taxes	19,003	19,861	20,200	20,200	20,200	0
	Retirement						
100-1501-517.23-01	Retirement-General	17,410	16,452	17,100	17,000	17,000	100-
	LEVEL TEXT						
	CCBG RETIREMENT GENERAL			17,000			
				17,000			
100-1502-514.23-01	Retirement-General	135	39	0	0	0	0
*	Retirement	17,545	16,491	17,100	17,000	17,000	100-
	Retirement-Unfunded Liab						
100-1501-517.24-01	Retirement-General	4,357	4,232	0	0	0	0
100-1502-514.24-01	Retirement-General	34	10	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
*	Retirement-Unfunded Liab	4,391	4,242	0	0	0	0
	Professional Services						
100-1501-517.30-02	Consultants	0	2,827	3,600	3,600	3,600	0
	LEVEL TEXT			TEXT AMT			
	CCBG LEGISTAR MANAGED SERVICES			3,600			
				3,600			
100-1501-517.30-04	Other	7,656	9,387	10,000	10,000	10,000	0
	LEVEL TEXT			TEXT AMT			
	CCBG GENERAL CODE UPDATES			10,000			
				10,000			
100-1502-514.30-04	Other	4,405	1,718	6,000	3,000	3,000	3,000-
	LEVEL TEXT			TEXT AMT			
	CCBG 2 ELECTIONS (CODING)			2,000			
				1,000			
	1 ELECTION (CODING) (1/2 OF 2)			3,000			
*	Professional Services	12,061	13,932	19,600	16,600	16,600	3,000-
	Maintenance Contracts						
100-1501-517.32-01	Computer Equip/Software	9,885	6,474	6,500	6,500	6,500	0
	LEVEL TEXT			TEXT AMT			
	CCBG LEGISTAR ANNUAL MAINTENANCE			6,500			
				6,500			
100-1502-514.32-01	Computer Equip/Software	5,225	10,292	11,500	11,500	11,500	0
	LEVEL TEXT			TEXT AMT			
	CCBG AUTOMARK MAINTENANCE			5,225			
				5,275			
	DS200 MAINTENANCE			1,000			
	DS200 DATA PLAN			11,500			
100-1501-517.32-02	Office Equipment	25	25	75	25	25	50-
	LEVEL TEXT			TEXT AMT			
	CCBG TYPEWRITERS			25			
				25			
*	Maintenance Contracts	15,135	16,791	18,075	18,025	18,025	50-
	Utility Services						
100-1502-514.41-06	Telephone	7	9	100	25	25	75-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
LEVEL	TEXT			TEXT	AMT		
CCBG	CELL PHONE (50%)				25		
					25		

* Utility Services		7	9	100	25	25	75-
Repair & Maintenance							
100-1501-517.44-01	Office Furniture & Equip	0	0	250	250	250	0
LEVEL	TEXT			TEXT	AMT		
CCBG	COMPUTER REPAIR				100		
	MICROFILM READER/PRINTER				150		
					250		

* Repair & Maintenance		0	0	250	250	250	0
General Supplies							
100-1501-517.51-01	Postage	3,996	3,044	5,500	5,500	5,500	0
100-1502-514.51-01	Postage	1,015	5,726	6,000	6,000	6,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	2 ELECTIONS				4,000		
	1 ELECTION (1/2 OF 2)				2,000		
					6,000		
100-1503-515.51-01	Postage	51	8,000	0	0	0	0
100-1501-517.51-02	Office Supplies	1,984	1,853	2,000	2,000	2,000	0
100-1502-514.51-02	Office Supplies	3,542	2,259	3,000	3,000	3,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	2 ELECTIONS (COUNTY & OTHER CHARGES)				2,000		
	1 ELECTION (COUNTY & OTHER CHARGES)				1,000		
					3,000		
100-1503-515.51-02	Office Supplies	295	43	0	0	0	0
100-1501-517.51-09	Other	42	13	250	250	250	0
100-1502-514.51-09	Other	1,647	1,265	3,000	3,000	3,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	2 ELECTIONS (BALLOTS)				2,000		
	1 ELECTION (BALLOTS) (1/2 OF 2)				1,000		
					3,000		

* General Supplies		12,572	22,203	19,750	19,750	19,750	0
Books & Periodicals							
100-1501-517.52-02	Other	14	14	100	50	50	50-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
LEVEL	TEXT			TEXT	AMT		
CCBG	CITY REFERENCE				50		
					50		

* Books & Periodicals		14	14	100	50	50	50-
Advertising							
100-1501-517.54-02 Notices		14,190	13,822	14,000	14,000	14,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	OFFICIAL NOTICES - MINUTES, ETC				13,500		
	LICENSES				500		
					14,000		

100-1502-514.54-02 Notices		418	753	1,000	1,000	1,000	0

* Advertising		14,608	14,575	15,000	15,000	15,000	0
Printing							
100-1501-517.55-01 In-house (Print Shop)		1,221	0	2,500	0	0	2,500-
100-1502-514.55-01 In-house (Print Shop)		1,173	0	1,500	1,500	1,500	0
LEVEL	TEXT			TEXT	AMT		
CCBG	2 ELECTIONS				1,000		
	1 ELECTION (1/2 OF 2)				500		
					1,500		

* Printing		2,394	0	4,000	1,500	1,500	2,500-
Travel							
100-1501-517.56-01 Local Business Meetings		60	28	200	200	200	0
LEVEL	TEXT			TEXT	AMT		
CCBG	MILWAUKEE METRO CLERKS ASSOCIATION				200		
					200		

100-1502-514.56-01 Local Business Meetings		0	0	100	100	100	0
100-1501-517.56-02 Conferences & Seminars		1,142	0	1,900	2,000	2,000	100
LEVEL	TEXT			TEXT	AMT		
CCBG	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS				1,500		
	WISCONSIN MUNICIPAL CLERKS ASSOCIATION				500		
					2,000		

* Travel		1,202	28	2,200	2,300	2,300	100
Education & Training							
100-1501-517.57-01 Membership Dues		195	290	290	295	295	5

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
LEVEL	TEXT			TEXT	AMT		
CCBG	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS				200		
	METRO CLERKS ASSOCIATION				30		
	WISCONSIN MUNICIPAL CLERKS ASSOCIATION				65		
					295		
100-1502-514.57-01	Membership Dues	0	53	0	0	0	0
100-1501-517.57-02	Registration Fees	1,463	0	1,350	1,350	1,350	0
LEVEL	TEXT			TEXT	AMT		
CCBG	STAFF				300		
	BOARD OF REVIEW				50		
	UWGB				1,000		
					1,350		
100-1502-514.57-02	Training Schools	57	141	250	250	250	0
LEVEL	TEXT			TEXT	AMT		
CCBG	ELECTION INSPECTOR TRAINING				250		
					250		
* Education & Training		1,715	484	1,890	1,895	1,895	5
Regulatory Expenses							
100-1501-517.58-01	Certification-Permits-Lic	90	0	200	200	200	0
* Regulatory Expenses		90	0	200	200	200	0
Capital Items							
100-1501-517.70-01	Furniture & Fixtures	298	85	500	500	500	0
100-1502-514.70-03	Equipment	70,461	12,605	20,000	50,000	0	20,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	VOTING EQUIPMENT				10,000		
	ELECTRONIC POLL BOOKS				40,000		
	FINAL BUDGET CHANGE: CAPITAL REQUESTS REMOVED-TO BE ADDRESSED IN CAPITAL IMPROVEMENT PLAN				50,000-		
* Capital Items		70,759	12,690	20,500	50,500	500	20,000-
**	City Clerk	523,814	522,435	516,945	544,345	494,345	22,600-