


City Clerk Department

Departmental Summary

FUND/ACTIVITY	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
General Fund:				
Revenue				
Administration	345,293	329,725	329,800	329,800
Parking Violations Collections	1,103,235	1,183,256	1,133,500	1,233,500
Animal License	365,514	355,000	360,000	410,000
Total Revenues	1,814,042	1,867,981	1,823,300	1,973,300
Expenditure				
Administration	553,829	693,877	747,755	520,625
Parking Violations Collections	145,681	136,920	171,755	148,325
Animal License	85,653	80,349	81,095	86,825
Total Expenditures	785,163	911,146	1,000,605	755,775
Subsidy	(1,028,879)	(956,835)	(822,695)	(1,217,525)
Personnel				
Administration	4.25	4.25	4.25	4.25
Parking Violations Collections	1.00	1.00	1.00	1.00
Animal License	0.75	0.75	0.75	0.75
Total Personnel	6.00	6.00	6.00	6.00
Special Revenue Funds:				
Expenditure				
Special Revenue Funds	16,885	9,700	5,660	5,000
Total Expenditures	16,885	9,700	5,660	5,000
Expenditure Total	802,048	920,846	1,006,265	760,775
Personnel Total	6.00	6.00	6.00	6.00

City Clerk Department


Administration
GE001 CCL010000
General Fund

Description:

The function of Administration is to prepare and distribute Council agendas; record and maintain records of all council meetings; maintain a file of all roll calls and supporting documentation; administer business, liquor, beer, and cigarette licenses and applications; register voters; and coordinate the City's records management program.

Revenue Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Licenses and Permits	97,415	99,600	99,550	99,550
Fines and Forfeitures	12,600	9,000	9,000	9,000
Charges for Services/User Fees	372	125	250	250
Other	17	---	---	---
Intergovernmental	234,889	221,000	221,000	221,000
Revenue Totals	345,293	329,725	329,800	329,800

Expenditure Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	406,134	409,610	417,980	429,260
Contractual Services	98,636	267,167	312,875	74,465
Other Services and Charges	21,155	---	---	---
Commodities	7,378	7,100	6,900	6,900
Capital Outlays	20,526	10,000	10,000	10,000
Total Expenditure	553,829	693,877	747,755	520,625

Subsidy	208,536	364,152	417,955	190,825
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Increase in contractual services of \$46,000 in fiscal year 2008 due to Local Option Sales Tax Special, City Primary, and General City elections. No planned elections in fiscal year 2009 resulted in a decrease of \$190,000.

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
City Clerk	1.00	1.00	1.00	1.00
Chief Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
Senior License Clerk	1.00	1.00	1.00	1.00
License Clerk	0.25	0.25	0.25	0.25
Total Full-time Permanent Employees	4.25	4.25	4.25	4.25

◆ Parking Violations Collections
GE001 CCL040000
General Fund

Description:

The function of Parking Violations Collection is to process all actions related to nonmoving traffic violations.

Revenue Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Fines and Forfeitures	1,097,922	1,178,500	1,128,500	1,228,500
Other	5,313	4,756	5,000	5,000
Revenue Totals	1,103,235	1,183,256	1,133,500	1,233,500

Expenditure Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	67,716	70,180	74,370	80,790
Contractual Services	77,895	66,740	97,385	67,535
Commodities	70	---	---	---
Total Expenditure	145,681	136,920	171,755	148,325

Subsidy	(957,554)	(1,046,336)	(961,745)	(1,085,175)
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Increase in contractual services of \$30,000 in fiscal year 2008 due to City portion of costs associated with implementation of system to collect delinquent traffic violations through the license plate renewal process. Project possible with intergovernmental cooperation from Polk County Treasurer's Office and the Iowa Department of Transportation Vehicle Services Division.

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Senior License Clerk	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	1.00	1.00	1.00	1.00

City Clerk Department

Animal License
GE001 CCL070000
General Fund

Description:

The function of Animal Licenses is to process dog and cat licenses, process appeals of vicious/dangerous animal declarations, and record rabies vaccination certificates.

Revenue Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Licenses and Permits	365,498	355,000	360,000	410,000
Other	16	---	---	---
Revenue Totals	365,514	355,000	360,000	410,000

Expenditure Detail:

MAJOR OBJECT	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	53,288	48,724	49,270	53,420
Contractual Services	27,307	26,525	26,725	28,305
Commodities	5,058	5,100	5,100	5,100
Total Expenditure	85,653	80,349	81,095	86,825

Subsidy	(279,861)	(274,651)	(278,905)	(323,175)
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2006-07	2007-08		2008-09
	ACTUAL	ADOPTED	AMENDED	ADOPTED
License Clerk	0.75	0.75	0.75	0.75
Total Full-time Permanent Employees	0.75	0.75	0.75	0.75

◆ Special Revenue Funds

ORGANIZATION CODE		2006-07	2007-08		2008-09
		ACTUAL	ADOPTED	AMENDED	ADOPTED
SP710 CCL980100	Board and Commission Dinner	5,834	7,000	---	---
SP733 CCL980699	Metro Advisory Council Refreshments	4,965	2,700	5,000	5,000
SP782 CCL980400	Mayor's Public Participation	6,086	---	660	---
Total Special Revenue Funds		16,885	9,700	5,660	5,000

