

# CITY CLERK

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Report 9S

**CITY OF SPRINGFIELD PROPOSED BUDGET  
FY2023  
Agency Summary by Major Object - Budget Comparison**

	<b>FY2021 FINAL</b>	<b>FY2022 BUDGET</b>	<b>FY2023 REQUEST</b>	<b>Pct Change</b>
<b>CITY CLERK</b>				
<i>PERSONAL SERVICES &amp; FRINGE BENEFITS</i>	\$476,169	\$499,903	\$509,475	
<i>CONTRACTUAL SERVICES</i>	\$29,393	\$88,880	\$93,930	
<i>COMMODITIES</i>	\$12,493	\$9,200	\$9,200	
<i>EQUIPMENT</i>	\$0	\$500	\$500	
<i>ELECTRONIC DATA PROCESSING</i>	\$3,671	\$6,000	\$6,000	
<i>TELECOMMUNICATIONS</i>	\$1,238	\$2,750	\$2,750	
<i>REFUNDS</i>	\$0	\$5	\$0	
<i>TRAVEL</i>	\$0	\$850	\$850	
<b>CITY CLERK</b>	<b>Totals:</b>	<b>\$522,964</b>	<b>\$608,088</b>	<b>2.40%</b>

**FY2023 Estimated Cost by Title**

<b>Agency</b>	<b>103</b>	<b>City Clerk</b>	<b># of Positions by Title</b>	<b>Estimated Salary Appropriation</b>
<b>Organization</b>	<b>CLRK</b>			
<b>Activity</b>	<b>CLRK</b>			
		<i>ADMIN CLERK 2 UNION</i>	2.00	\$101,595
		<i>CITY CLERK</i>	1.00	\$93,566
		<i>DEPUTY CLERK</i>	1.00	\$53,499
		<i>DIVISION MANAGER</i>	1.00	\$85,703
		<b>Total of Activity</b>	<b>5.00</b>	<b>\$334,363</b>
		<b>Total of Organization</b>	<b>5.00</b>	<b>\$334,363</b>
		<b>Total of Agency</b>	<b>5.00</b>	<b>\$334,363</b>



**CITY OF SPRINGFIELD PROPOSED BUDGET  
FY2023**

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Report 3F with Descriptions

			FY2021 Final	FY2022 Budget	FY2022 Est Final	FY2023 Request	Bud vs Bud	Description
<b>103</b>	<b>Agency</b>	<b>CITY CLERK</b>						
<b>001</b>	<b>Fund</b>	<b>CORPORATE FUND</b>						
<b>CLRK</b>	<b>Organization</b>	<b>CITY CLERK</b>						
<b>CLRK</b>	<b>Activity</b>	<b>CITY CLERK</b>						
<b>Exp Object</b>	<b>PERSONAL SERVICES &amp; FRINGE</b>	<b>CITY CLERK</b>						
1101	ELECTED OFFICERS		\$88,942	\$90,441	\$89,497	\$93,556		City Clerk Salary
1102	REGULAR SALARIES		\$218,059	\$236,968	\$240,038	\$240,807		Regular Salaries
1103	TEMPORARY SALARIES		\$0	\$0	\$2,450	\$0		Temporary Salaries
1104	OVERTIME SALARY		\$0	\$0	\$2,119	\$0		
1106	UNEMPLOYMENT COMPENSATION		\$300	\$300	\$300	\$300		\$75 per person
1107	RETIREMENT CONTRIBUTIONS		\$50,055	\$52,245	\$52,814	\$44,637		IMRF = 13.35%
1108	FICA EMPLOYER CONTRIBUTIONS		\$22,173	\$24,917	\$23,907	\$25,579		7.65%
1109	EMPLOYEE INSURANCE		\$86,258	\$87,025	\$87,025	\$96,480		\$19,296 per FTE
1119	SICK LEAVE PAYOUT CONTRIBUTION		\$2,418	\$2,354	\$2,354	\$2,408		3.5% Fire; 3.0% Police or 1.0% All Other
1121	WORKERS' COMPENSATION CONTRIBU		\$4,939	\$2,353	\$2,353	\$2,408		1.00% Fringe adjustment experience based
1180	VEHICLE ALLOWANCE		\$3,025	\$3,300	\$3,300	\$3,300		Vehicle Allowance
	<b>PERSONAL SERVICES &amp; FRINGE</b>	<b>Totals:</b>	<b>\$476,169</b>	<b>\$499,903</b>	<b>\$506,157</b>	<b>\$509,475</b>		
<b>Exp Object</b>	<b>CONTRACTUAL SERVICES</b>	<b>CITY CLERK</b>						
1202	REPAIR AND MNT,FURN,OFF &KT EQ		\$0	\$250	\$0	\$250		General Repair Needs
1206	REPAIR AND MNT,E.D.P. EQUIPMEN		\$0	\$200	\$0	\$200		General Repair Needs
1207	RENTALS, OFFICE & KITCHEN EQT		\$1,419	\$3,000	\$1,800	\$3,000		Copier rental
1209	RENTALS, REAL PROPERTY		\$0	\$360	\$0	\$360		City Clerk's parking space
1218	PROF AND ARTISTIC,NOT CLASSF.		\$0	\$420	\$0	\$420		Consulting Services, RW Troxell
1223	POSTAGE AND POSTAL CHARGES		\$1,805	\$2,300	\$1,563	\$2,300		Mailing charges
1224	COURT REPTNG FILING SERV.		\$0	\$150	\$0	\$150		Recording fees - Joshua Langfelder
1225	SURETY BOND&PROP INS PREMIUMS		\$0	\$0	\$0	\$50		Insurance
1226	ADVERTISING		\$0	\$200	\$0	\$200		Notices and Public Hearing Notices



**CITY OF SPRINGFIELD PROPOSED BUDGET  
FY2023**

**Report 3F with Descriptions**

		FY2021 Final	FY2022 Budget	FY2022 Est Final	FY2023 Request	Bud vs Bud	Description
1228	ASSOCIATION DUES	\$170	\$500	\$380	\$500		Municipal Clerks of IL
1229	REGISTRATION FEES	\$407	\$1,500	\$0	\$1,500		State registration fees for seminars
1231	OPERATING TXS,LICENSES,FEES	\$25,592	\$80,000	\$60,000	\$85,000		Fee paid back to the State for each death certificate (\$4 per)
	<b><u>CONTRACTUAL SERVICES</u></b>						
	<b>Totals:</b>	<b>\$29,393</b>	<b>\$88,880</b>	<b>\$63,743</b>	<b>\$93,930</b>		
<b>Exp Object</b>	<b>COMMODITIES</b>						<b>CITY CLERK</b>
1401	PRINTING	\$745	\$4,200	\$5,420	\$4,200		Security paper for birth and death certificates each year
1402	OFFICE AND LIBRARY SUPPLIES	\$8,042	\$5,000	\$4,700	\$5,000		Office supplies
1407	STRUCTURAL & MAINT MAT & FIXT	\$3,707	\$0	\$0	\$0		
	<b><u>COMMODITIES</u></b>						
	<b>Totals:</b>	<b>\$12,493</b>	<b>\$9,200</b>	<b>\$10,120</b>	<b>\$9,200</b>		
<b>Exp Object</b>	<b>EQUIPMENT</b>						<b>CITY CLERK</b>
1501	OFFICE AND KITCHEN FURNITURE	\$0	\$500	\$0	\$500		General Repairs for Office
	<b><u>EQUIPMENT</u></b>						
	<b>Totals:</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>		
<b>Exp Object</b>	<b>ELECTRONIC DATA PROCESSING</b>						<b>CITY CLERK</b>
1603	EDP SUPPLIES	\$0	\$500	\$0	\$500		EDP Supplies as needed
1604	EDP EQUIPMENT	\$3,114	\$3,500	\$0	\$3,500		EDP Equipment as needed
1605	EDP SOFTWARE	\$557	\$2,000	\$0	\$2,000		Software
	<b><u>ELECTRONIC DATA PROCESSING</u></b>						
	<b>Totals:</b>	<b>\$3,671</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$6,000</b>		
<b>Exp Object</b>	<b>TELECOMMUNICATIONS</b>						<b>CITY CLERK</b>
1701	REPAIR&MNT, TELE,DATA,RADIO EQ	\$0	\$250	\$0	\$250		As Needed
1702	RENTAL, TELEPHONE SERV & EQUIP	\$1,238	\$2,000	\$954	\$2,000		Phone system within the City Clerk's Office
1706	COMMUNICATION EQUIPMENT	\$0	\$500	\$0	\$500		As Needed
	<b><u>TELECOMMUNICATIONS</u></b>						
	<b>Totals:</b>	<b>\$1,238</b>	<b>\$2,750</b>	<b>\$954</b>	<b>\$2,750</b>		



**CITY OF SPRINGFIELD PROPOSED BUDGET  
FY2023**

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Report 3F with Descriptions

Exp Object			FY2021 Final	FY2022 Budget	FY2022 Est Final	FY2023 Request	Bud vs Bud	Description
<b>Exp Object</b>	<b>REFUNDS</b>	<b>CITY CLERK</b>						
2501	REFUNDS, NOT ELSEWHERE CLASSIF		\$0	\$5	\$5	\$0		
	<b>REFUNDS</b>	<b>Totals:</b>	\$0	\$5	\$5	\$0		
<b>Exp Object</b>	<b>TRAVEL</b>	<b>CITY CLERK</b>						
2602	LODGING		\$0	\$375	\$0	\$375		
2603	TRANSPORTATION		\$0	\$375	\$0	\$375		
2604	PER DIEM		\$0	\$100	\$0	\$100		
	<b>TRAVEL</b>	<b>Totals:</b>	\$0	\$850	\$0	\$850		
<b>Activity</b>	<b>CITY CLERK</b>	<b>Totals:</b>	<b>\$522.964</b>	<b>\$608.088</b>	<b>\$580.979</b>	<b>\$622.705</b>		
<b>Organization</b>	<b>CITY CLERK</b>	<b>Totals:</b>	<b>\$522.964</b>	<b>\$608.088</b>	<b>\$580.979</b>	<b>\$622.705</b>		
Fund	<b>CORPORATE FUND</b>	<b>Totals:</b>	<b>\$522.964</b>	<b>\$608.088</b>	<b>\$580.979</b>	<b>\$622.705</b>		
Agency	<b>CITY CLERK</b>	<b>Totals:</b>	<b>\$522.964</b>	<b>\$608.088</b>	<b>\$580.979</b>	<b>\$622.705</b>	2.40%	