


CITY CLERK'S OFFICE MEMORANDUM
#13-06

DATE: October 7, 2013

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: John R. Pick, City Manager
Johanna Small, City Clerk 

SUBJECT: 2014 Proposed Budget – City Clerk Department

PURPOSE:

The following memorandum summarizes and highlights the significant changes between the adopted 2013 Budget and the proposed 2014 budget for the City Clerk Department.

BACKGROUND:

The City Clerk Department is responsible for keeping accurate and accessible records, administering elections, responding to records requests, and ensuring the timely posting of meeting notices pursuant to law. The City Clerk Department operates as a Passport Acceptance Facility, processes applications for liquor, medical and retail marijuana, massage parlor, amusement, peddler/solicitor, and pawnbroker licenses, and provides support to the City Council, Board of Adjustment, Citizens' Affairs Board, Liquor Licensing Authority, and Planning Commission.

The City Clerk Department is funded and tracked through the following fund:

- General Fund (100.00%)

The City Clerk Department is organized into one division:

- Administration/Operations (100.00 %)

2014 HIGHLIGHTS:

- Personnel:
 - Overall increase of \$13,137 due to market adjustment, merit allowance, and increases for retirement contributions, Medicare, worker's compensation, medical and life insurance premiums.
- Purchased Services:
 - Overall decrease of \$2,210. Funding allocated among accounts for records management, document recording services, communication services, and training.
- Supplies/Non-Capital Equipment:
 - Overall increase of \$2,100. Includes funding for operating and office supplies, technology supplies, and non-capital equipment.

STAFF REFERENCE:

Please contact Johanna Small at jsmall@northglenn.org or at 303-450-8757.