Office of the Chief Administrative Officer

The Chief Administrative Officer's budget is separated into four accounts which include the Clerk/Treasurer's (C/T) Office, Voter Registration, Payroll Services, and Central Computer Management areas. The Clerk/Treasurer's Office maintains the traditional functions and activities of the finance, financial and administrative management, maintenance of records, administration of elections and support for the City Council and Council Committees.

The Voter Registration program provides funding for a part-time clerk and postage and telephone costs. Other operating costs, such as office supplies and photocopying, are included in the Clerk & Treasurer's Office budget.

Beginning FY 2013, the City will begin utilizing a new financial management system and begin to build and implement a new human resources and payroll management system. The City will look to expand its use of Kronos; a front-end timekeeping system. It has been implemented in the Police, Airport, and Library Departments and will potentially be employed in other departments in the FY 2013 budget year. These implementations are designed to save time and effort in the production of the weekly payroll.

The proposed budget for Central Computer Management currently funds three full time employees and part-time temporary help. The majority of the non staff expenditures are fixed costs for service contracts for existing software applications of the various departments, as well as for lease payments for hardware and software financed over several years.

CITY OF BURLINGTON
FY13 BUDGET
CLERK/TREASURER'S OFFICE

		FY11 ACTUAL	FY12 YTD 3/31/2012	FY12 BUDGET	FY13 BUDGET	Increase (Decrease)	% CHANGE
TAX REVENUES:							
41107..4111	PROPERTY TAXES	26,574,187	25,268,396	26,346,320	24,201,336	(2,144,984)	-8.1%
	CAPITAL STREETS	-	-	-	2,184,134	2,184,134	
	PENNIES FOR PARKS	-	-	-	354,000	354,000	
41308..4131	PROPERTY TAXES - DID TAX	288,539	286,567	310,000	291,438	(18,562)	-6.0%
41506..4151	GROSS RECEIPTS 2.0%	2,507,382	1,977,076	2,600,000	2,650,000	50,000	1.9%
41707	LOCAL OPTION SALES TAX	1,998,462	1,109,568	2,180,000	2,180,000	-	0.0%
	TOTAL TAXES	**31,368,571**	**28,641,607**	**31,436,320**	**31,860,908**	**424,588**	**1.4%**
PAYMENTS IN LIEU OF TAXES (PILOT):							
41800	PILOT - WATER	181,129	136,228	181,130	181,500	370	0.2%
41801	PILOT - WASTEWATER	426,289	319,351	425,000	425,000	-	0.0%
41802	PILOT - HOWARD HEALTH	24,293	18,331	24,300	24,500	200	0.8%
41803	PILOT - BURLINGTON ELECTRIC	372,440	297,541	390,000	390,000	-	0.0%
41804	PILOT - FLETCHER ALLEN	21,913	20,145	22,000	22,000	-	0.0%
41805	PILOT - CATHEDRAL SQUARE	31,877	24,046	32,000	32,000	-	0.0%
41806	PILOT - FERN HILL	41,387	31,158	41,300	41,500	200	0.5%
41807	PILOT - BURL HOUSING AUTHORITY	41,001	27,761	38,000	55,000	17,000	44.7%
41808	PILOT - VPPSA	103,168	77,824	104,000	104,000	-	0.0%
41809	PILOT - BURL AREA FOUNDATION	1,688	1,273	1,700	1,700	-	0.0%
41811	PILOT - BCLT	16,351	11,594	16,500	-	(16,500)	-100.0%
41813	PILOT - BURLINGTON TELECOM	60,889	34,700	60,900	46,500	(14,400)	-23.6%
	TOTAL PAYMENTS IN LIEU OF TAXES	**1,322,424**	**999,952**	**1,336,830**	**1,323,700**	**(13,130)**	**-1.0%**
TOTAL TAXES & PILOTS		**32,690,995**	**29,641,559**	**32,773,150**	**33,184,608**	**411,458**	**-6.7%**

OTHER REVENUES:

42100	PENALTIES/INTEREST	-	3,073	-	3,000	3,000	
42120	DELINQUENT TAX PENALTY	6,064	3,894	-	4,000	4,000	
42130	LATE FILING PENALTY	1,347	-	2,000	-	(2,000)	-100.0%
43010	RECORDING FEES	311,019	233,331	290,000	300,000	10,000	3.4%
43020	BIRTH CERTIFICATES	53,119	37,061	58,000	58,000	-	0.0%
43030	MARRIAGE CERTIFICATES	7,644	4,432	8,500	8,500	-	0.0%
43040	DEATH CERTIFICATES	43,752	32,510	45,000	45,000	-	0.0%
43050	BURIAL PERMIT	3,930	2,725	4,500	3,500	(1,000)	-22.2%
43060	DOG LICENSES	30,479	13,456	32,000	30,000	(2,000)	-6.3%
43070	OTHER LICENSES & PERMITS	18,584	11,353	15,000	10,000	(5,000)	-33.3%
43080	LIQUOR LICENSE	12,260	11,410	13,000	12,000	(1,000)	-7.7%
43090	MARRIAGE LICENSES	4,600	2,640	5,000	4,500	(500)	-10.0%
43110	PRESERVATION/RESTORATION	-	4	-	-	-	-
43120	GREEN MTN. PASSPORTS	266	149	200	250	50	25.0%
43130	DOG ORDINANCE	2,661	3,396	4,500	4,000	(500)	-11.1%
43140	MISCELLANEOUS	-	28	500	500	-	0.0%
43170	TAXI LICENSES	-	24	-	-	-	-
43340	STREET FRANCHISE FEE	2,047,748	1,521,953	2,150,000	2,200,000	50,000	2.3%
43690	IMPACT FEE ADMINISTRATION FEE	6,507	-	6,000	6,500	500	8.3%
44002	RENT/LEASE	11,898	-	4,700	12,000	7,300	155.3%
44003	ACCOUNTING FEES	44,000	-	48,000	-	(48,000)	-100.0%
44007	VAULT TIME	4,292	2,943	6,000	4,200	(1,800)	-30.0%
44013	GEN OB BONDS CGS-BED	207,468	137,954	200,000	135,000	(65,000)	-32.5%
44014	RISK MANAGEMENT CHARGES	45,384	33,154	40,000	45,000	5,000	12.5%
44018	INDIRECT COST CHARGES	1,655,913	1,138,557	1,400,000	1,460,000	60,000	4.3%
44025	STATE FEE TO COLLECT SCHOOL TAX	-	-	100,000	100,000	-	0.0%
44043	BCKGR CK LIQ & PED LICENSE	4,015	1,615	1,000	10,000	9,000	900.0%
44070	COPYING REVENUES	17,362	13,079	16,000	17,000	1,000	6.3%
44099	MISC. REV FROM SERVICE	1,967	505	5,000	2,000	(3,000)	-60.0%
45040	INTEREST INCOME	(43,061)	5,548	325,000	1,500	(323,500)	-99.5%
45050	LAND LEASE	-	-	16,000	-	(16,000)	-100.0%
45069	MISC REVENUE	-	403	500	100	(400)	-80.0%
45072	GENERAL MISC REVENUES	3,822	418	1,500	500	(1,000)	-66.7%

45077	FLETCHER ALLEN HOSPITAL PMT	404,097	309,134	400,000	410,000	10,000	2.5%
45078	UVM FEES FOR SERVICES	1,154,818	1,173,296	1,181,372	1,205,000	23,628	2.0%
45084	BHA FEE FOR SERVICES	-	11,012	-	-	-	-
45091	CHAMPLAIN COLLEGE FEE FOR SVC	107,363	-	101,500	103,000	1,500	1.5%
45099	CASH OVER/UNDER	2	38	-	-	-	-
46108	INTEREST ON TAXES	294,253	177,278	295,500	298,000	2,500	0.8%
46506,46507	INTEREST ON GROSS RECEIPTS TAX	18,003	44,078	7,000	10,000	3,000	42.9%
47310	STATE RAILROAD TAXES	837	-	-	-	-	-
47315	STATE PILOT	793,058	746,272	705,000	746,000	41,000	5.8%
49015	TRANSFER FROM TRAFFIC	64,400	48,300	64,400	64,400	-	-
49009	CCTA OPERATING TRANSFERS - SCHOOLS	121,140	124,774	124,774	128,517	3,743	3.0%
49801	OP TRANSF C/T INT FRM DEPTS	820,050	534,869	-	130,000	130,000	-
	TOTAL OTHER REVENUES	**8,281,062**	**6,384,666**	**7,677,446**	**7,571,967**	**(105,479)**	**-1.4%**
TOTAL CLERK & TREASURERS OFFICE REVENUES		**40,972,056**	**36,026,225**	**40,450,596**	**40,756,575**	**305,979**	**-5.7%**
CLERK & TREASURERS OFFICE EXPENSES (104008):							
61100	SALARIES	521,589	303,450	508,393	561,370	52,977	10.4%
61200	WAGES HOURLY	565,719	401,649	570,280	555,588	(14,692)	-2.6%
61400	PART-TIME HELP	26,702	11,655	-	-	-	-
61450	TEMPORARY HELP	68,362	98,906	60,000	100,000	40,000	66.7%
61500	OVERTIME	17,072	9,707	10,000	10,000	-	-
61720	EXTRA SHIFT	747	28	1,000	800	(200)	-20.0%
62550	HOLIDAY PAY	2,432	1,224	1,200	1,000	(200)	-16.7%
62940	OPTION 1 SICK BONUS	1,915	1,350	2,600	2,100	(500)	-19.2%
62950	LONGEVITY PAY	5,698	2,706	4,500	4,500	-	-
62990	EMPLOYEE PARKING	4,800	3,120	2,000	4,100	2,100	105.0%
63300	EDUCATION	568	980	3,500	2,000	(1,500)	-42.9%
63405	MILEAGE PAYMENT	241	-	100	100	-	-
63600	DUES & SUBSCRIPTIONS	3,221	1,104	500	500	-	-
63990	MISC TRAINING & EDUCATION	638	1,247	2,500	2,000	(500)	-20.0%
64300	LEGAL SERVICES	2,702	5,942	-	-	-	-
64500	AUDITS	61,083	205,831	50,000	60,000	10,000	20.0%

64990	OTHER PROFESSIONAL SERV.	292,667	145,386	35,000	60,000	25,000	71.4%
65100	EQUIPMENT LEASES	8,311	26,502	9,000	9,500	500	5.6%
65150	SERVICE CONTRACTS	5,909	4,036	8,000	7,000	(1,000)	-12.5%
65850	BANK CHARGES	24,461	8,514	12,000	20,000	8,000	66.7%
65880	PAYROLL PROCESSING	-	537	-	-	-	-
65990	OTHER CONTRACTUAL SERVICE	5,483	2,617	7,000	7,000	-	-
67100	ADVERTISING	3,706	1,789	2,500	2,000	(500)	-20.0%
67200	PRINTING	4,143	4,394	8,000	7,000	(1,000)	-12.5%
67300	PRINTING ANNUAL REPORT	13,284	12,027	15,000	15,000	-	-
67600	NOTICES	30,011	18,262	20,000	25,000	5,000	25.0%
68100	TELEPHONE	12,552	9,651	12,000	12,000	-	-
68102	CELL PHONES	258	344	-	-	-	-
68250	BOTTLED WATER CLEARING	-	180	-	-	-	-
69750	SUPPORT CONTRACT	211	956	-	-	-	-
70100	OFFICE SUPPLIES	11,189	8,571	9,000	9,000	-	-
70101	COPIER & COMPUTER PAPER	2,795	1,308	3,000	3,000	-	-
70110	VITAL RECORDS SUPPLIES	1,200	5,843	1,500	1,300	(200)	-13.3%
70120	LAND RECORD SUPPLIES	11,789	3,981	8,000	8,000	-	-
70130	CODIFICATION SUPPLIES	7,690	3,968	9,000	9,000	-	-
70160	PRESERVATION/RESTORATION	-	16,040	-	-	-	-
70300	COPYING	1,596	1,857	300	500	200	66.7%
70400	POSTAGE	26,051	21,160	25,000	25,000	-	-
70990	SMALL EQUIPMENT-GENERAL	2,190	142	500	-	(500)	-100.0%
71060	UNIFORMS	4,793	4,505	4,800	4,600	(200)	-4.2%
72741	FRANCHISE ADM FEE/BED	29,041	29,041	29,300	29,100	(200)	-0.7%
72801	OP TRANSFER C/T INT TO DEPTS	56,646	32,537	-	40,000	40,000	-
73090	PROPERTY TAX ABATEMENTS	315,240	326,320	50,000	50,000	-	-
73180	MARCH ELECTIONS	18,324	24,774	28,000	28,000	-	-
73210	SPECIAL ELECTION	8,783	(2)	1,500	4,000	2,500	166.7%
73240	PRIMARY ELECTION	15,828	-	-	15,000	15,000	-
73270	GENERAL ELECTION	29,107	795	-	30,000	30,000	-
73700	COUNCIL MEETING VIDEO	25,423	21,207	20,000	25,000	5,000	25.0%
73900	BAD CHECKS	35	199	500	100	(400)	-80.0%
73980	FUNERAL EXPENSES	(250)	-	1,000	-	(1,000)	-100.0%

73990	OTHER CHARGES	2,137	559	1,000	1,000	-	-
74206	INTEREST EXPENSE	472,940	229,334	-	450,000	450,000	-
76135	CONSULTANTS	16,065	1,304	10,000	10,000	-	-
	SUBTOTAL	**2,743,099**	**2,017,537**	**1,547,473**	**2,211,158**	**663,685**	**42.9%**
						-	
CLERK/TREASURER OFFICE PAYROLL SERVICES (104009):						-	
61100	SALARIES	54,459	29,398	53,410	51,150	(2,260)	-4.2%
61200	WAGES HOURLY	119,363	87,243	109,724	95,579	(14,145)	-12.9%
61450	TEMPORARY HELP	-	10,125	-	5,000	5,000	-
61500	OVERTIME	1,123	8,156	800	1,500	700	87.5%
62550	HOLIDAY PAY	125	-	-	-	-	-
62940	OPTION 1 SICK BONUS	650	500	200	400	200	100.0%
62990	EMPLOYEE PARKING	780	620	600	720	120	20.0%
63300	EDUCATION	320	-	100	-	(100)	-100.0%
65100	EQUIPMENT LEASES	1,519	1,139	1,520	1,520	-	-
65850	BANK CHARGES	-	-	200	-	(200)	-100.0%
65880	PAYROLL PROCESSING	29,195	21,457	28,000	25,000	(3,000)	-10.7%
65990	OTHER CONTRACTUAL SVCS	215	88	250	1,000	750	300.0%
67100	ADVERTISING	-	-	-	1,000	1,000	-
67200	PRINTING	1,238	611	400	500	100	25.0%
68100	TELEPHONE	2,465	1,823	2,200	2,200	-	-
70100	OFFICE SUPPLIES	2,964	1,678	2,300	2,200	(100)	-4.3%
70101	COPIER PAPER	1,224	266	500	1,000	500	100.0%
71060	UNIFORMS	850	1,275	1,275	850	(425)	-33.3%
73899	PENALTIES & INTEREST	3,424	7,015	-	-	-	-
73990	OTHER CHARGES	5,733	-	-	-	-	-
	SUBTOTAL	**225,646**	**171,394**	**201,479**	**189,619**	**(11,860)**	**-5.9%**
TOTAL CLERK/TREASURER'S OFFICE EXPENSES		**2,968,745**	**2,188,931**	**1,748,952**	**2,400,777**	**651,825**	**37.3%**
NET CLERK/TREASURERS' OFFICE REVENUES		**38,003,311**	**33,837,294**	**38,701,644**	**38,355,798**		