

City Clerk

Sarah B. Johnson, City Clerk | (719) 385-5901 | CityClerk@coloradosprings.gov

All Funds Summary

All Funds	Use of Funds	2023 Actual	2024 Original Budget	* 2024 Amended Budget	2025 Budget	2025 Budget - * 2024 Amended Budget
	General Fund	\$1,450,002	\$1,424,584	\$1,424,584	\$1,448,460	\$23,876
Grants Fund**	0	0	0	0	0	
Total	\$1,450,002	\$1,424,584	\$1,424,584	\$1,448,460	\$23,876	
Positions						
General Fund	12.00	12.00	12.00	12.00	0.00	
Total	12.00	12.00	12.00	12.00	0.00	

* 2024 Amended Budget as of 8/31/2024

** The Grants Fund includes appropriation for new grant funding, and may include re-appropriation of prior year grants not awarded, as well as local match. See Grants Overview for more information.

Significant Changes vs. 2024

- Increase of approximately \$24,000 in the General Fund mainly to fund existing positions, pay for performance, and benefit cost adjustments

City Clerk - Overview

The City Clerk's Office is the custodian of official city documents and records of proceedings of the City pertaining to the operation of city government, specifically:

- Coordinates the Citywide Records Retention Program
- Maintains the City Charter
- Keeper of the City seal
- Attests city officer signatures on official documents
- Publicizes and posts legal notices in compliance with local and state laws
- Prepares the City Council agendas, attends City Council meetings, and prepares City Council meeting minutes
- Accepts legal service of summonses and subpoenas, while ensuring appropriate distribution and processing on behalf of the City

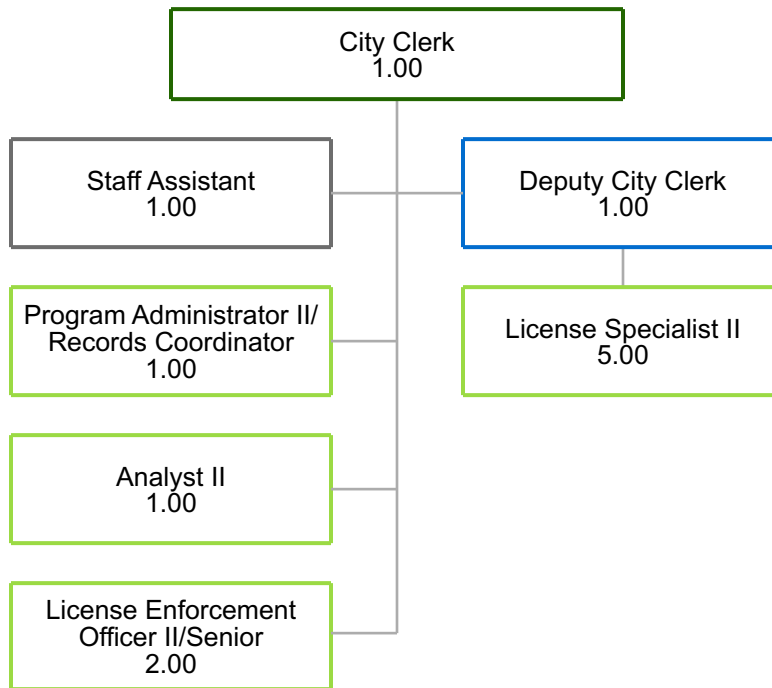
The City Clerk's Office supervises and conducts municipal elections, specifically:

- Serves as the Designated Local Election Official
- Divides the City into 6 contiguous City Council Districts that are substantially equal in population and complies with all applicable laws during the year before District council elections
- Issues, accepts, and verifies Mayoral Candidate petitions, City Council candidate petitions and all resident initiatives, referendum, recall, or charter amendments/petitions
- Oversees ballot preparation, voting process, tabulation process, and certification of vote totals
- Receives candidate and committee campaign finance reports
- Maintains and enforces the applicable election sections of City Charter, City Code, State Statutes, and Federal law

The City Clerk's Office administers and enforces business licenses (approximately 4,310 licensed entities at this time). The City Clerk's Office:

- Issues and renews general business licenses, liquor licenses, and medical marijuana licenses in accordance with city and state laws and regulations, for a total of 47 distinct license/permit types
- Conducts administrative, suspension, revocation, and renewal hearings for all business licenses through coordination with the General Business, Liquor and Medical Marijuana Hearing Officers

City Clerk - Organizational Chart



Strategic Plan



Economic Vitality

Strategic Plan Objectives	Performance Measures	
	New Indicator 2025	Target 2026
Bolster collaboration and resources to foster a premier, business-friendly environment that supports new and existing businesses.	TBD	TBD
Promote and support local businesses by connecting industry to a skilled and diverse workforce.	TBD	TBD
Encourage the development of a robust and innovative ecosystem that supports entrepreneurship and a diverse regional economy.	TBD	TBD
Celebrate the City's unique strengths and assets to include its identity as Olympic City USA.	TBD	TBD
Notable Achievements		
TBD		

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2024, and changes occurring as part of the 2025 Budget for the General Fund.

City Clerk - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2022 Actual	2023 Actual	2024 Original Budget	* 2024 Amended Budget	2025 Budget	2025 Budget - * 2024 Amended Budget
	Salary/Benefits/Pensions	\$1,161,258	\$1,262,222	\$1,278,187	\$1,278,187	\$1,302,063	\$23,876
	Operating	142,279	187,780	145,897	145,897	145,897	0
	Capital Outlay	500	0	500	500	500	0
	Total	\$1,304,037	\$1,450,002	\$1,424,584	\$1,424,584	\$1,448,460	\$23,876
	Revenue **	\$1,826,464	\$1,693,102	\$1,741,210	\$1,741,210	\$1,741,210	\$0
	Position Title	2023 Actual	2024 Original Budget	* 2024 Amended Budget	2025 Budget	2025 Budget - * 2024 Amended Budget	
	Analyst II	1.00	1.00	1.00	1.00	0.00	
	City Clerk	1.00	1.00	1.00	1.00	0.00	
	Deputy City Clerk	1.00	1.00	1.00	1.00	0.00	
License Enforcement Officer II	1.00	1.00	1.00	1.00	0.00		
License Enforcement Officer Sr	1.00	1.00	1.00	1.00	0.00		
License Specialist II	5.00	5.00	5.00	5.00	0.00		
Program Administrator I	1.00	1.00	1.00	1.00	0.00		
Staff Assistant	1.00	1.00	1.00	1.00	0.00		
Total Positions	12.00	12.00	12.00	12.00	0.00		

* 2024 Amended Budget as of 8/31/2024

** Revenue associated with licenses that the City Clerk’s Office administers and enforces are booked to the City Clerk’s Office; however, a number of other departments are involved in the administration and enforcement of licenses including the Police Department, Planning and Neighborhood Services, and the City Attorney’s Office.

City Clerk - General Fund: Summary, Funding, and Position Changes

Funding Changes	During 2024	* 2024 Amended - 2024 Original Budget
	None	\$0
	Total During 2024	\$0
	For 2025	2025 Budget - * 2024 Amended Budget
	Salaries/Benefits/Pensions	
	Net change to fund existing positions	(\$11,369)
	Increase to fund pay for performance and pay progression	23,107
	Increase to fund medical cost adjustments	12,138
	Total Salaries/Benefits/Pensions	\$23,876
	Operating	
	None	0
	Total Operating	\$0
	Capital Outlay	
	None	\$0
Total Capital Outlay	\$0	
Total For 2025	\$23,876	
Position Changes	During 2024	* 2024 Amended - 2024 Original Budget
	None	0.00
	Total During 2024	0.00
	For 2025	2025 Budget - * 2024 Amended Budget
	None	0.00
	Total For 2025	0.00

* 2024 Amended Budget as of 8/31/2024

City of Colorado Springs Budget Detail Report

001 - GENERAL FUND
City Clerk

Acct # - Description	2022 Actual	2023 Actual	2024 Original Budget	* 2024 Amended Budget	2025 Budget	2025 Budget - * 2024 Amended Budget
Salaries/Benefits/Pensions						
51003 - REDUCTION IN SALARIES BENEFITS	0	0	(22,864)	(22,864)	(22,864)	0
51205 - CIVILIAN SALARIES	816,382	926,659	970,018	970,018	987,324	17,306
51210 - OVERTIME	23,923	32,886	6,000	6,000	6,000	0
51220 - SEASONAL TEMPORARY	19,372	70	3,000	3,000	3,000	0
51230 - SHIFT DIFFERENTIAL	174	0	0	0	0	0
51240 - RETIREMENT TERMINATION SICK	20,711	0	0	0	0	0
51245 - RETIREMENT TERM VACATION	5,304	0	0	0	0	0
51260 - VACATION BUY PAY OUT	2,782	6,503	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(5,928)	(11,539)	0	0	0	0
51610 - PERA	123,358	137,716	143,812	143,812	146,651	2,839
51615 - WORKERS COMPENSATION	4,172	4,801	5,035	5,035	2,486	(2,549)
51620 - EQUITABLE LIFE INSURANCE	1,902	2,162	2,941	2,941	3,752	811
51640 - DENTAL INSURANCE	5,351	5,594	5,460	5,460	6,000	540
51670 - PARKING FOR EMPLOYEES	6,800	7,100	5,340	5,340	5,340	0
51690 - MEDICARE	12,184	13,396	14,109	14,109	14,360	251
51695 - CITY EPO MEDICAL PLAN	16,886	7,790	9,031	9,031	0	(9,031)
51696 - ADVANTAGE HD MED PLAN	102,499	122,938	130,055	130,055	143,514	13,459
51697 - HRA BENEFIT TO ADV MED PLAN	5,386	6,146	6,250	6,250	6,500	250
Salaries/Benefits/Pensions Total	1,161,258	1,262,222	1,278,187	1,278,187	1,302,063	23,876
Operating						
52003 - REDUCTION IN OPERATING	0	0	(25,870)	(25,870)	(25,870)	0
52110 - OFFICE SUPPLIES	2,442	3,125	3,200	3,200	3,200	0
52120 - SOFTWARE SUBSCRIPTION/LICENSE	0	0	11,614	11,614	11,614	0
52135 - POSTAGE	5,695	5,101	6,250	6,250	6,250	0
52165 - LICENSES AND TAGS	440	1,905	2,000	2,000	2,000	0
52405 - ADVERTISING SERVICES	14,348	11,808	15,000	15,000	15,000	0
52560 - PARKING SERVICES	0	0	120	120	120	0
52573 - CREDIT CARD FEES	4,177	4,034	500	500	500	0
52575 - SERVICES	260	218	400	400	400	0
52588 - HEARING OFFICER SERVICES	6,818	7,682	10,000	10,000	10,000	0
52590 - TEMPORARY EMPLOYMENT	0	0	1,000	1,000	1,000	0
52615 - DUES AND MEMBERSHIP	882	2,193	1,200	1,200	1,200	0
52625 - MEETING EXPENSES IN TOWN	492	254	1,350	1,350	1,350	0
52630 - TRAINING	1,885	2,181	5,400	5,400	5,400	0
52738 - CELL PHONE BASE CHARGES	1,228	1,127	1,390	1,390	1,390	0
52775 - MINOR EQUIPMENT	2,958	0	0	0	0	0
52776 - PRINTER CONSOLIDATION COST	8,310	6,875	6,100	6,100	6,100	0
52874 - OFFICE SERVICES PRINTING	5,766	3,841	4,000	4,000	4,000	0
52875 - CITY RECORDS MANAGEMENT	54,968	117,760	67,743	67,743	67,743	0
60440 - CBI BACKGROUND INVESTIGATIONS	21,660	18,858	25,500	25,500	25,500	0
65105 - ELECTION EXPENSES	9,726	818	9,000	9,000	9,000	0
65352 - EMPLOYEE AWARDS PROGRAM	224	0	0	0	0	0
Operating Total	142,279	187,780	145,897	145,897	145,897	0

City of Colorado Springs Budget Detail Report

001 - GENERAL FUND
City Clerk

Acct # - Description	2022 Actual	2023 Actual	2024 Original Budget	* 2024 Amended Budget	2025 Budget	2025 Budget - * 2024 Amended Budget
Capital Outlay						
53020 - COMPUTERS NETWORKS	500	0	500	500	500	0
Capital Outlay Total	500	0	500	500	500	0
Grand Total	1,304,037	1,450,002	1,424,584	1,424,584	1,448,460	23,876
Revenue						
41397 - LATE FEES	81,580	66,604	40,000	40,000	40,000	0
45157 - OCCU TAX LIQUOR	338,851	347,539	345,000	345,000	345,000	0
45225 - LIQUOR PERMIT FEES	19,829	23,731	20,000	20,000	20,000	0
45227 - MASSAGE BUSINESS LICENSE	12,117	8,336	8,000	8,000	8,000	0
45229 - CONCRETE CONTRACTOR	31,845	33,220	30,000	30,000	30,000	0
45231 - MOBILE FOOD VENDOR	18,610	19,915	15,000	15,000	15,000	0
45232 - EXCAVATION	34,217	37,730	32,000	32,000	32,000	0
45235 - LIQUOR LICENSE FEES	263,624	243,595	260,000	260,000	260,000	0
45239 - SECURITY AGENCY/OFFICER	269,408	271,401	270,000	270,000	270,000	0
45240 - PAWN BROKER	2,427	2,214	2,200	2,200	2,200	0
45241 - MEDICAL MARIJUANA BUSINESS FEE	697,627	597,050	675,000	675,000	675,000	0
45242 - MARIJUANA CONSUMPTION CLUB	160	0	0	0	0	0
45243 - SEXUALLY ORIENTED BUSINESS	2,000	2,000	2,000	2,000	2,000	0
45246 - TREE SERVICE	7,260	6,600	5,000	5,000	5,000	0
45252 - PEDAL-CAB AGENCY/DRIVER	227	0	0	0	0	0
45253 - BICYCLE-SHARE BUSINESS LICENSE	220	220	110	110	110	0
45671 - ADMINISTRATIVE FILING FEES	1,232	1,408	900	900	900	0
45673 - SPECIAL DIST SVC PLAN FEE	32,600	11,600	30,000	30,000	30,000	0
45712 - MAPS BOOKS CODES ETC	1,630	3,442	1,000	1,000	1,000	0
45759 - TOW AND STORAGE CHARGES	0	497	0	0	0	0
45951 - GENERAL VIOLATIONS	11,000	16,000	5,000	5,000	5,000	0
Revenue Total	1,826,464	1,693,102	1,741,210	1,741,210	1,741,210	0

* 2024 Amended Budget as of 8/31/2024