

2008 ANNUAL REPORT OF THE COUNTY CLERK

MISSION STATEMENT AND SUMMARY OF RESPONSIBILITIES

"To go beyond the services required by the Statutes in order to serve the public and other units of government in the most courteous, efficient, and cost-effective manner possible."

The County Clerk's Office is responsible for a wide range of services. One of the primary responsibilities is to act as the secretary for the County Board. This includes maintaining the records for the Board and all of its Committees, certifying that meetings are posted in compliance with the open meeting law, and auditing the expense sheets for the supervisors. We also maintain the web site for the County Board as well as for the County Clerk's Office and Elections.

Another primary responsibility is to administer the election process in Sheboygan County. Because Sheboygan County uses optical scan ballots, we not only coordinate the Federal, State and County elections, but the Municipal and School elections as well. Our office registers candidates for the county offices, prepares and tests the ballots, programs the election tabulation equipment, publishes the legal notices, and tabulates the results of the elections. In addition, we provide Voter Registration services (SVRS) to 20 of the 28 municipalities in Sheboygan County.

This office also coordinates the telephone service for most of the county offices. We purchase the telephone equipment and services, negotiate telephone contracts, maintain line features and voice mail services, audit the telephone bills and prorate the costs to the various departments. We are also involved with coordinating the cabling of new and existing buildings for telephones and data. In addition, we administer the Property and Liability Insurance for the County. This involves processing claims, keeping policies and property listings up to date, and allocating the costs back to the county departments.

Other duties include issuing Marriage and Conservation Licenses; processing Passport Applications; distributing Dog Licenses to the Municipalities and administering the dog license fund; compiling and distributing the Directory of Officials and the Statistical Report of Property Values; maintaining the Wisconsin Senate and Assembly records; checking probate claim notices; taking reservations for Taylor Park; working with the Census and redistricting; coordinating Student Government Day; and maintaining a myriad of unrelated records such as Coroner's Dockets, old school records, highway relocation maps, veteran's graves, tax exempt properties and farmland preservation.

GOALS AND OBJECTIVES ACHIEVED IN 2008

➤ Elections

There were four elections in 2008 making it an extremely busy election year for us. The Presidential election in November had near record turnouts, but fortunately everything went well.

We were also able to complete the post election work in the Statewide Voter Registration System without the use of overtime.

➤ **Implementation of the New Election Programming Software**

As the installation of the new Election Software on the County network was problematic, we had to go to a stand alone system. There were problems with the April Election which required us to use the old software for the Optical Scan equipment. This in turn made it necessary for the City of Sheboygan to use their old optical scan machines for that election. We made several trips to St. Cloud to straighten out our issues with the new software and were able to use it successfully in September and November, including the accumulation package. This system is working, but canvass reporting cannot be done on this software. Therefore, we have to create spreadsheets outside of the system to meet the state's canvass requirements. This problem cannot be resolved without a change in the software program itself. As the software cannot be changed without federal approval, upgrades to the software will not be made in the near future.

➤ **Poll Worker and Municipal Clerk Training**

We provided poll worker and municipal clerk training in spring as well as for the fall elections. The training we provide is approved by the state and can be used by the poll workers and clerks to maintain their certification.

➤ **Complete Storage Room Expansion**

It was necessary to expand our current storage room to comply with the new regulations on election records retention and to have space for secure storage of voting equipment during annual maintenance. The project was complete in time for the spring election and summer equipment maintenance. I am happy to report that the room is perfect for our needs and that the Building Services Department did an excellent job on the project.

➤ **Voice Mail Upgrade**

We were notified in July of 2007 that our old voice mail system would no longer be supported by the vendor. As there were no funds available to upgrade the system in 2007, it was decided to budget for the upgrade in 2008. Fortunately there were no problems with the old system and the upgrade took place in January without incident. The upgrade also came in under budget by \$13,300.00.

BUDGET STATUS

The County Clerk's budget is divided into two funds, the general office budget in the General Fund and the Internal Services budget for telephones and insurance. The Internal Services budget is always budgeted to be a net of \$0.00 as all expenses incurred are prorated back to the other departments. Both the revenue and expense budget for 2008 was \$725,560.00. We ended the year \$21,000.00 under the budgeted expenses. While there were increases in the cost of insurance, they were more than offset by the positive variance in both the voice mail upgrade and the general telephone budget. The budget for 2009 is \$693,700.00 in revenue and expense, \$31,860.00 under the 2008 budget, again due to lower telephone costs.

The 2008 tax levy budgeted for the General Fund was \$207,360.00. Unfortunately, there was a significant reduction in passport revenue as well as a much lower dividend from the Wisconsin County Mutual than was anticipated resulting in a negative variance in revenue of nearly \$50,000.00. We were able to offset only about \$19,000.00 of that loss with reduced expenses, resulting in an overall negative variance of just over \$31,000.00.

The 2009 tax levy budgeted for the General Fund is \$213,792.00, an increase of \$7,574.00 over 2008. This is a direct reflection of the anticipated reduced revenue in passports and insurance dividends.

The following table shows the license fees collected for the past three years.

		2006	2007	2008
Conservation Licenses	Total Fees Collected	\$ 10,655.50	\$ 9,975.25	\$ 9,066.75
	County Share Revenue	\$ 420.40	\$ 424.95	\$ 331.30
Marriage Licenses	Licenses Issued / Waivers Granted	772 / 121	748 / 126	737 / 127
	Total Fees Collected	\$ 59,110.00	\$ 57,370.00	\$ 56,545.00
	County Share Revenue	\$ 24,370.00	\$ 23,710.00	\$ 23,370.00
	Family Court Commissioner Fees	\$ 15,440.00	\$ 14,960.00	\$ 14,740.00
Dog Licenses	Number of Licenses Sold	10,438	10,978	10,307
	Total Fees Collected	\$ 71,576.00	\$ 74,473.50	\$ 68,882.50
	County Share Revenue	\$ 66,729.90	\$ 69,405.58	\$ 64,159.28
	Humane Society (Paid From County Share)	\$ 60,411.60	\$ 62,398.20	\$ 57,107.88
Passport Applications	Number of Applications Processed	1,121	1,605	856
	Total Fees Collected	\$ 33,630.00	\$ 48,150.00	\$ 22,175.00
Pictures	Number of Pictures Taken	685	998	562
	Total Fees Collected (Subject to Sales Tax)	\$ 6,850.00	\$ 9,980.00	\$ 5,620.00

ISSUES, CONCERNS, OR CONSTRAINTS

Our major problem in 2008 was a financial one. The federal government decreased our fees for passports from \$30.00 to \$25.00 and due to the economy, the number of passport applications also dropped significantly. As a result, we were \$32,470.00 under budget in passport and passport photo revenue. While we were able to cover some of that with a reduction in expense, we were still significantly over budget in 2008.

2008 was a presidential election year. Heavy voter turnouts and increased scrutiny of the election process always make this election a challenge. The biggest challenge in elections this year, however, was the increased responsibilities in SVRS (State-wide Voter Registration System). The HAVA (Help America Vote Act of 2002) required interfaces became operative in August. These new interfaces require voter records to be checked against various state and federal data bases. If a voter's information does not exactly match these records, the voter will fail the HAVA check. This requires us to take additional steps to rectify the discrepancies. These checks will also have to be made on a monthly basis, even when there are no elections.

GOALS AND OBJECTIVES FOR 2009

- ◆ Elections – February and April
- ◆ Renegotiate the SVRS contracts with Municipalities
- ◆ Review and update insurance claim procedures

Respectfully,

Julie Glancey
County Clerk

**SHEBOYGAN COUNTY
COUNTY CLERK'S OFFICE**

