

2010 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 and web site 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 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 Domestic Partnership and Passport Applications; distributing Dog Licenses to the Municipalities and administering the dog license fund; compiling and distributing the Directory of Officials; 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. In 2010 we also began issuing recreational vehicle licenses for the DNR.

GOALS AND OBJECTIVES ACHIEVED IN 2010

➤ Elections

There were four elections in 2010, but only three were county-wide. The February Primary was limited to the City of Sheboygan for 3 of their aldermanic districts and the Cedar Grove-Belgium School District. The other three elections were the regularly scheduled April General Election for County Board Supervisor, and the September Primary and November General Election for governor and other partisan offices. All the elections went well.

There was a recount in County Supervisory District 24, but the vote totals did not change from those reported on Election Night. Because the recount was only for a single supervisor district it took less than a half a day to complete, so it had little effect on staff time or the budget.

The Federal UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) took effect this year. This legislation forced a change in the administration and tracking of absentee ballots to Military and Overseas Electors in the State-wide Voter Registration System (SVRS). As the County Clerk's Office provides SVRS service for 20 of the municipalities in Sheboygan County this change added some additional steps to our election procedures. In addition, the new law required that the UOCAVA ballots be accepted for 20 days after the election so the County Board of Canvassers had to be reconvened to count the late arriving ballots on a Saturday morning to comply with the legislation.

The Government Accountability Board also changed the procedures for Canvassing Elections requiring that the SVRS System be used to report the canvass results to the state, again creating some additional steps to the election process.

As I am a member of the Standards Committee for SVRS, these changes also resulted in my having to attend a number of meetings in Madison during the year. Expenses incurred for attending these meetings were paid by the State, so the additional meetings had no impact on my budget.

Also in the area of elections, I was re-certified as a Chief Inspector trainer and conducted a number of training sessions for Election Inspectors.

➤ **Census and Redistricting**

The 2010 Census was completed and the attention is now focused on the redistricting process. I prepared and gave presentations on the redistricting process to the Leadership Forum, the WCA, the Heads of Local Government, the City of Sheboygan Common Counsel, and the Wisconsin County Clerk's Association. I am scheduled to give another presentation at a WCA seminar in January. The County Board has begun the process in Sheboygan County by selecting a redistricting committee and initiating discussions on the size of the board. The redistricting process itself will take place in 2011.

➤ **Voice Over IP and Voice Mail Upgrade**

We began the needs assessment portion of the voice over internet protocol by conducting interviews with the department heads and key staff. In that process we identified some areas of concern that could be addressed by upgrading our current voice mail system.

The major issue was in the Child Support Office. They were able to obtain a grant to pay for the upgrades necessary to implement a forms program that will enable them to have customers literally fill out a form via the voice mail system. The upgrade is complete and they were fully functional with that system by the end of the year. It appears that this upgrade will be a substantial benefit to their department.

Another issue uncovered in the interview process was the Optisets used at the reception areas in various departments. They are difficult to use making it necessary to have only trained staff use them. We are exploring alternatives to that equipment. We have purchased a test set to be installed in the ADRC offices. Installation is being done by the county electrician and as this is not a priority project it is still on hold.

David Wehrwein, the main telephone service contact in my office, also came up with an idea to save some money on the voice mail system for both the ADRC building and the Airport. He suggested that those departments purchase their voice mail from the State of Wisconsin rather than depend on the old voice mail system in place at the ADRC building. The current system is old and no longer under a service contract. The change would also be more cost effective, saving the county approximately \$3,200 a year. This project is currently waiting for confirmation from the State.

➤ **Boat and Snowmobile Vehicle Licensing**

In July we began issuing licenses for recreational vehicles. In the past this program was done solely by the Department of Natural Resources. As they cut the hours their field stations are open, they offered the ability to provide this service to the County Clerks. There is no cost to the county to provide the service and it has the potential of generating additional revenue. To date, the revenue generated has been insignificant, but may increase as word gets out that they are available in our office.

BUDGET STATUS

The County Clerk’s budget is divided into two funds, the general office budget in the General Fund and telephones and insurance in the Internal Services budget. 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. The budget for telephones and insurance for 2010 was \$708,900.00. We ended the year just \$130.00 over the budgeted expenses – just about right on. The overall budget for 2011 is \$701,900.00. The \$7,000 reduction was in insurance primarily due to the completion of the sale of Sunny Ridge.

The 2010 tax levy budgeted for the General Fund was \$241,171.00. In spite of Marriage Licenses being at a record low, overall, the office came in \$14,666.98 under budget. This was due to a combination of increased revenues in municipal charges for elections and insurance dividends as well as reduced expenses in advertising, printing, and postage.

The 2011 tax levy budgeted for the General Fund is \$227,230.00, a decrease of \$13,941.00 from 2010. The budget for even years is always much higher due to costs associated with the fall elections which are only held in even years.

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

		2008	2009	2010
Conservation Licenses	Total Fees Collected	\$ 9,066.75	\$ 7,722.25	\$ 6,580.25
	County Share Revenue	\$ 331.30	\$ 286.45	\$ 258.85
DNR Vehicle Licenses	Total Fees Collected	N/A	N/A	\$ 1,524.00
	County Share Revenue			\$ 108.00
Marriage Licenses	Licenses Issued / Waivers Granted	737 / 127	724 / 134	615 / 86
	Total Fees Collected	\$ 56,545.00	\$ 56,940.00	\$ 52,275.00
	County Share Revenue	\$ 23,370.00	\$ 23,835.00	\$ 26,800.00
	Family Court Commissioner Fees	\$ 14,740.00	\$ 14,480.00	\$ 12,300.00
Domestic Partnerships	Licenses Issued / Waivers Granted	N/A	21 / 3	5 / 2
	Total Fees Collected		\$ 1,605.00	\$ 445.00
	County Share Revenue		\$ 1,080.00	\$ 320.00

Passport Applications	Number of Applications Processed	856	682	770
	Total Fees Collected	\$ 22,175.00	\$ 17,050.00	\$ 19,250.00
Pictures	Number of Pictures Taken	562	425	487
	Total Fees Collected (Subject to Sales Tax)	\$ 5,620.00	\$ 4,250.00	\$ 4,870.00

ISSUES, CONCERNS, AND CHALLENGES AHEAD

The additional Federal and State requirements for Elections have added considerable extra "busy work" to an already tight time frame during the election process. While I don't anticipate any reduction in the work required, the legislature will be looking at expanding the election timetable in 2011. Any changes they make, however, will not go into effect until 2012. In addition, many of the new election requirements are enhancements to the Statewide Voter Registration System (SVRS). Because we administer SVRS for 20 municipalities, these changes have made it necessary for us to make many more contacts with our relier municipal clerks in order to input and verify the required data in the required time frame. As many of our relier clerks do not hold regular office hours, making these additional contacts is very time consuming. We continue to work with the clerks to make the process run more smoothly, but it is an uphill battle.

Marriage License applications were at an all time low of 615 this year. We processed more than 100 fewer applications this year than in 2009. The numbers have been declining in the last 3 years but not nearly at such a significant rate. In the 20 years prior to that, we always had at least 750 per year with some years having more than 800. Hopefully the current decline was the result of the economic environment and not a permanent social trend. Fortunately, this year we were able to offset the decline in marriage applications with increased fees and additional sources of revenue. That may not be the case next year if the numbers do not go back up.

We had some issues with the voting equipment in the County Board room. As it is no longer under a maintenance contract repairs were done on a time and materials basis. The company no longer sells this type of equipment so their repair staff is not very familiar with the system making these repairs more costly than they needed to be. Bernie Rammer is working with another company that he feels could provide the service at a lower cost in the future.

GOALS AND OBJECTIVES FOR 2011

- ◆ Redistricting
- ◆ Updating and Reconfiguring Election Data as required by the redistricting process
- ◆ Elections – Spring General and Primary for Supreme Court and Circuit Court Branch III
- ◆ Install new Election Programming Software and attend training
- ◆ Prepare for 2012 Federal requirement to have ballots printed in multiple languages
- ◆ Continue work on Voice Over IP Project
- ◆ Implement Optiset replacement and Voice Mail changes at ADRC & Airport
- ◆ Prepare for 10 Digit Dialing in 2012
- ◆ Implement State Upgrade to the Marriage License Program

Respectfully,

Julie Glancey
County Clerk

**SHEBOYGAN COUNTY
COUNTY CLERK'S OFFICE**

