2015 County Clerk Annual Report

Barbara A. Frank, County Clerk
Audrey McGraw, Chief Deputy
Roxanne Witte and Kathy Hart, Deputies
Deputized Finance Department Staff:
Cindy Diestelmann, Jayne Hintzmann, Donna Miller

2015 ELECTIONS

Election Date	Population	Eligible Voters	Registered Voters	Ballots Cast	Eligible Voters	Registered Voters
February 17, 2015						
V. Johnson Creek Trustee						
April 7, 2015	83,974	64,607	49,093	12,485	19.30%	25.43%
Spring Non Partisan Justice of Supreme Court, Circuit Court Judge Branch 1, Municipal & School Board, Referendum for State, Jefferson School and C. Watertown						

*72% of the total population is estimated to be eligible to vote; Registered in SVRS (only 15% of county eligible not registered)

- Web page enhancements by continuous posting of candidate filings, election results activity as 37 candidate filed county board ballot status
- Statewide Voter Registration System (SVRS) provider for 13 municipalities with updating voter registrations and recording of each actual voter for each election generating revenue of $ 2,749 for April election
- In house ballot layout resulting in 67 styles; & programming of election software generating **$11,175 revenue** from municipal & school districts;

- Continued counter service for DNR of ATV, Boats and Snowmobile registration as a convenience to county residents
- Training of staff and implemented Statewide Vital Records Information System (SVRIS) marriage license program Monday, May 18, 2015.
- Increase Department of Motor Vehicle (DMV) services to include vehicle registration sticker and title issuance
- Accepted Debit and/or credit card payments of $24,374 from 257 customers (adding approximately 5 minutes processing time with no additional revenue)
- Process passports & take photos on a **"no appointment needed basis"** With **6** Federally Certified staff (annual certification required)
- Served on the Wisconsin County Clerk's Association (WCCA) Executive Board since 2009. Currently serving as Past President to WCCA.
- Served as a member to Local Government Property Insurance Advisory Commission to better insure the state program covers the County's risk
- Secure new coverage for property insurance for Jefferson County

Revenue Summary

2011	2012	2013	2014	2015		2015 Revenue
433	467	464	478	481	Marriage License	$21,645
44	34	42	51	43	ML Waiver Fees	$ 1,075
	7	6	3	7	ML Military Waiver Fees	$ 70
2	5	4	5	0	Domestic Partners	$
0	3	3	2	0	DP Waiver Fees	$
				2	DP Termination	$ 175
					Mandated Services Total	**$22,965**
100	120	**83**	75	78	Temporary Plates (DMV)	$ 390
705	705	**766**	775	795	Passport Fees	$19,875
451	403	**511**	564	586	Passport Photos	$ 6,678
					DNR Fees	$ 189
					DMV Plates/Sticker Renewal*	$ 116
					In-house programming (elections)	$11,175
					SVRS Relier (elections)	$ 2,749
					ATV/Boat/Snowmobile	$ 165
					Total Non-Mandated Services	**$41,337**

*New service 10/20/15

2016 Goals

- Committee Agendas all have same format and be posted timely on web; more user friendly approach to building the agendas per Ordinance 2014-09
- Implement new election software for more streamlined election programing; wireless modem transmission
- Provide refresher training on DS200 election equipment and new ballot boxes
- WisVote (new state system for statewide election/voter registration
- Continue to utilize current deputies to sell DNR decals (Boat, ATV, UTV, Snowmobile) with GO Wild software
- Involvement in Wisconsin Municipal Mutual Insurance Corporation (WMMIC) boards and committees
- *4 Scheduled 2016 Elections*:
  - **February 16** for Justice of the Supreme Court, Co Board District #10, City of Watertown Mayor, Jefferson School Referendum, and Oconomowoc School Primary
  - **April 5** Presidential Preference Vote, Judicial, County Supervisor, Municipal & School
  - **August 9** Fall Partisan Primary
  - **November 8** General Partisan Election: President & Vice President, US Senator, Representatives in Congress, State Senators -- Even Numbered Districts, Representatives to the Assembly, District Attorney, County Clerk, Register of Deeds, County Treasurer
- Reevaluate coverage for property insurance for Jefferson County

2015 Responsibilities and Services Provided

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- *The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 6/10/14, Ord. 2014-09]*
- *Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in the format determined by the County Clerk. The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk-[am. 6/10/14, Ord. 2014-09]*

- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1st each year
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 38 county-wide voting machines and 29 handicapped accessible voting machines
- Publish all required election notices in newspapers
- Update web page with candidate filings and election results
- Provide services to 13 towns/villages/cities under the Statewide Voter Registration System (SVRS) maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership and terminations
- Sells Department of Natural Resource (DNR)licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license places
- Signs deeds transferring County property
- Files bills presented for consideration in State Assembly and Senate and refers them to Administration & Rules Committee and county departments
- Reviews, coordinates, and administers both contracts and claims for workers compensation, dental, liability and property insurance coverage for the County