County Clerk

This department functions under the direction of the County Clerk, who is an elected official. Policy guidance is provided by the Administrative and Rules Committee.

MISSION

Our mission is to provide services for the public including the administration and coordination of elections and issuance and distribution of various state licenses and permits dutifully and responsively and to serve the County Board and other departments by assuring completion of necessary support functions and management of records.

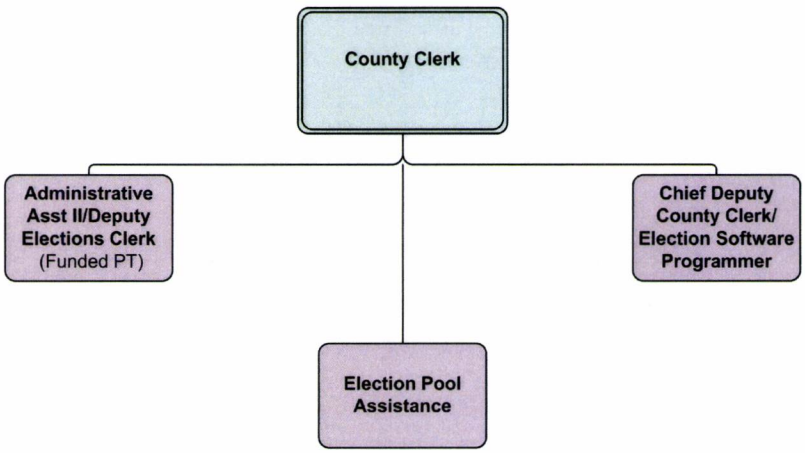
PROGRAM DESCRIPTION

Authorization for the County Clerk's Office is listed under Wis. Stats. 59.23. The County Clerk's office performs a variety of tasks, both statutorily required and not required, including:

- Creates agendas for county board regular, special and standing committee meetings, under the direction of the county board chairperson or relevant committee chairperson
- Keeps & records the minutes of county board meetings, including committee meetings
- Acts as clerk at all County Board meetings
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks
- Administers the entire election process and maintains accurate election records
- Files county officers and department heads official oaths and code of ethics
- Issues marriage, domestic partnership, dog and Department of Natural Resource (DNR) licenses including ATV, snowmobile and boat registration
- Compiles, prints, and distributes the official County directory along with monthly updating of directory on website
- Issues temporary auto/truck license plates
- Acts as an agent to accept passport applications & passport photos
- Issues property tax deeds and signs deeds transferring county property
- Files bills presented for consideration in State Assembly and Senate
- Maintains county records, county contracts, official County Board Proceedings, etc.

County Clerk

PERFORMANCE MEASURES	2015 ACTUAL	2016 ESTIMATE	2016 BUDGET	2017 BUDGET	BUDGET CHANGE
Number of Election Ballots Casts	12,485	98,000	75,000	13,000	-62,000
Election Chargeback Revenue	$18,931	$20,000	$20,000	$19,000	-$1,000
Statewide Voter Registration Provider Fees	$2,749	$14,000	$10,000	$2,700	-$7,300
Number of Marriage Licenses Issued	481	462	462	462	0
Number of Domestic Partnerships Issued	0	0	0	0	0
Number of Passport Applications Processed	795	680	680	680	0
Number of Passport Photos	586	540	540	540	0



County Clerk

Financial Summary

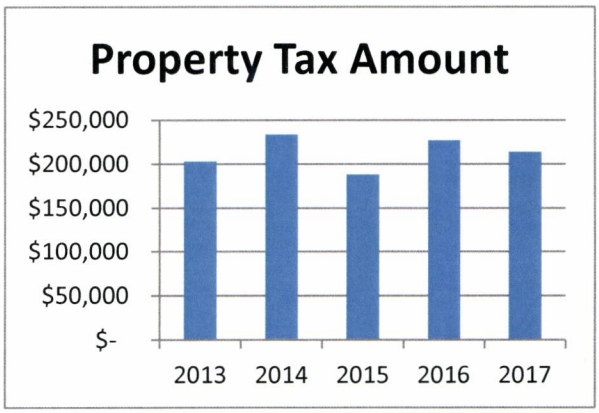
	2015 Actual	2016 Estimate	2016 Amended Budget	2017 Budget	Change from 2016 Amended Budget $	%
Revenues						
Licenses & Permits	22,174	21,122	21,150	21,122	(28)	-0.13%
Public Charges	29,091	26,668	24,855	26,660	1,805	7.26%
Intergovernmental Charges	62,515	96,222	82,920	70,645	(12,275)	-14.80%
Misc. Revenues	-	11,475	-	-	-	-
Other Financing Sources	-	-	-	720	720	-
Total Revenues	113,780	155,487	128,925	119,147	(9,778)	-7.58%
Expenditures						
Personnel Expenses	201,059	206,896	206,896	216,170	9,274	4.48%
Purchased Services	16,228	25,602	25,925	17,290	(8,635)	-33.31%
Operating Costs	58,425	117,235	109,275	84,793	(24,482)	-22.40%
Interdept. Charges	10,269	12,751	12,751	13,080	329	2.58%
Other Expenses	807	852	1,572	1,664	92	5.85%
Capital Items	(21,770)	54,991	41,000	-	(41,000)	-100.00%
Total Expenditures	265,018	418,327	397,419	332,997	(64,422)	-16.21%
Property Taxes	188,090	226,974	226,974	213,850	(13,124)	-5.78%
Addition to (Use of) Fund Balance	36,852	(35,866)	(41,520)	-		

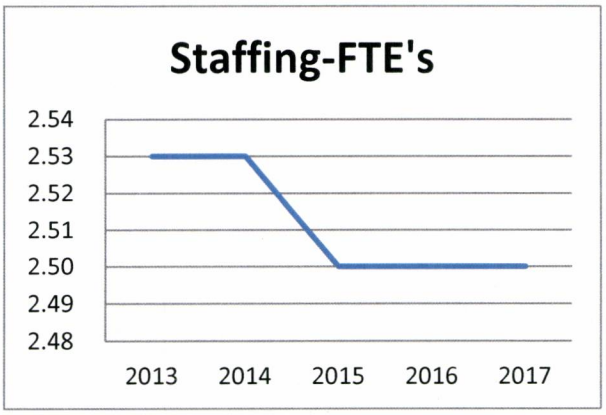
Summary Highlights:

The 2017 budget provides $213,850 in tax levy, which is a $13,124 decrease in levy from the 2016 amended budget. The primary reason for this was a decrease in the amount of elections in 2017 from 2016.

Summary of Capital Items:

None





COUNTY CLERK-2017 BUDGET

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
1201-COUNTY CLERK								
REVENUES								
411100		GENERAL PROPERTY TAXES	143,109	73,646	147,292	147,292	154,037	154,037
431001		MARRIAGE LICENSE FEES	21,645	9,720	20,800	20,800	20,800	20,800
431003		CONSERVATION LICENSE	189	152	152	150	152	152
431006		DOMESTIC PARTNER TERM FEE	175	-	-	-	-	-
431007		DNR-ATV-BOAT-SNOW-CO CLERK	165	85	170	200	170	170
451002		PRIVATE PARTY PHOTOCOPY	5	-	-	15	-	-
451003		MARRIAGE WAIVER FEES	1,145	285	570	900	570	570
451024		DMV TEMP LICENSE PLATE FEES	390	35	70	300	70	70
451033		MARRIAGE LIC VOID / REISSUE	100	10	20	-	-	-
451048		DMV PLATES	116	360	720	-	720	720
451306		COUNTY DIRECTORY FEES	4	2	2	-	-	-
451308		POSTAGE FEES	780	643	1,286	500	1,300	1,300
451404		PASSPORT FEES	19,874	11,100	17,000	17,000	17,000	17,000
451413		PASSPORT PHOTO FEES	6,678	4,041	7,000	6,140	7,000	7,000
474201		FAX INTERDEPARTMENT	27	21	21	-	-	-
REVENUES TOTAL			**194,402**	**100,100**	**195,103**	**193,297**	**201,819**	**201,819**
EXPENDITURES								
511110		SALARY-PERMANENT REGULAR	72,324	36,556	73,112	73,112	77,563	77,563
511210		WAGES-REGULAR	37,819	18,943	45,483	45,483	47,253	47,253
511220		WAGES-OVERTIME	16	-	-	-	-	-
511310		WAGES-SICK LEAVE	951	1,625	-	-	-	-
511320		WAGES-VACATION PAY	3,383	1,060	-	-	-	-
511330		WAGES-LONGEVITY PAY	221	-	243	243	258	258
511340		WAGES-HOLIDAY PAY	1,697	695	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	39	283	-	-	-	-
		SALARIES TOTAL	116,450	59,162	118,838	118,838	125,074	125,074
512141		SOCIAL SECURITY	8,642	4,386	8,947	8,947	9,444	9,444
512142		RETIREMENT (EMPLOYER)	8,522	3,905	7,843	7,843	9,436	9,436
512144		HEALTH INSURANCE	35,242	17,940	35,880	35,880	35,880	35,880
512145		LIFE INSURANCE	74	37	75	75	75	75
512150		FSA CONTRIBUTION	500	500	500	500	500	500
512173		DENTAL INSURANCE	2,063	1,080	2,160	2,160	2,160	2,160
		FRINGE TOTAL	55,043	27,848	55,405	55,405	57,495	57,495
		TOTAL SALARIES AND FRINGES	171,493	87,010	174,243	174,243	182,569	182,569
529167		CONSERVATION CONGRESS	444	596	596	750	650	650
531243		FURNITURE & FURNISHINGS	737	790	790	-	-	-
531301		OFFICE EQUIPMENT	-	-	-	500	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	552	597	1,000	1,000	500	500
531311		POSTAGE & BOX RENT	2,543	1,511	3,286	2,500	3,200	3,200
531312		OFFICE SUPPLIES	1,268	727	1,000	1,000	1,000	1,000
531313		PRINTING & DUPLICATING	1,309	497	1,000	1,000	1,000	1,000
531314		SMALL ITEMS OF EQUIPMENT	-	630	630	-	600	600
531323		SUBSCRIPTIONS-TAX & LAW	112	-	-	-	-	-
531324		MEMBERSHIP DUES	100	125	125	125	125	125
531351		GAS/DIESEL	-	37	37	-	-	-
532325		REGISTRATION	600	365	465	450	465	465
532332		MILEAGE	282	30	30	500	-	-
532335		MEALS	72	38	120	120	120	120
532336		LODGING	375	164	334	630	900	900
532339		OTHER TRAVEL & TOLLS	18	-	-	-	-	-
533225		TELEPHONE & FAX	402	197	400	450	400	400
533236		WIRELESS INTERNET	249	86	172	200	172	172
571004		IP TELEPHONY ALLOCATION	592	297	595	595	411	411
571005		DUPLICATING ALLOCATION	119	309	619	619	703	703
571009		MIS PC GROUP ALLOCATION	5,125	3,129	6,257	6,257	6,405	6,405
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,418	804	1,609	1,609	1,959	1,959
591519		OTHER INSURANCE	698	310	749	749	640	640
		OPERATING EXPENDITURES	17,015	11,239	19,814	19,054	19,250	19,250
		EXPENDITURES TOTAL	**188,508**	**98,249**	**194,057**	**193,297**	**201,819**	**201,819**
		REVENUES	**194,402**	**100,100**	**195,103**	**193,297**	**201,819**	**201,819**
		EXPENDITURES	**188,508**	**98,249**	**194,057**	**193,297**	**201,819**	**201,819**
TOTAL BUSINESS UNIT-1201-COUNTY CLERK			**(5,894)**	**(1,851)**	**(1,046)**	**-**	**-**	**-**

COUNTY CLERK-2017 BUDGET

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
1202-ELECTIONS								
REVENUES								
411100		GENERAL PROPERTY TAXES	44,981	39,841	79,682	79,682	59,813	59,813
472004		ELECTION REIMBURSEMENT	18,931	16,617	20,000	20,000	19,000	19,000
472007		MUNICIPAL OTHER CHARGES	535	12,056	12,056	1,600	600	600
472008		SVRS CHARGES-GOVT UNITS	2,749	7,752	14,000	10,000	2,700	2,700
473015		ELECTION MAINT CONTRACTS	5,382	11,825	11,825	13,000	11,825	11,825
483002		MISC SALE/MATERIAL & SUPPLY	-	-	11,475	-	-	-
REVENUES TOTAL			**72,578**	**88,091**	**149,038**	**124,282**	**93,938**	**93,938**
EXPENDITURES								
511210		WAGES-REGULAR	16,166	9,830	19,612	19,612	20,377	20,377
511240		WAGES-TEMPORARY	-	-	500	500	500	500
511310		WAGES-SICK LEAVE	587	-	-	-	-	-
511320		WAGES-VACATION PAY	736	-	-	-	-	-
511330		WAGES-LONGEVITY PAY	-	-	66	66	74	74
511340		WAGES-HOLIDAY PAY	661	218	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	71	-	-	-	-	-
		SALARIES TOTAL	18,221	10,048	20,178	20,178	20,951	20,951
512141		SOCIAL SECURITY	1,342	725	1,490	1,490	1,572	1,572
512142		RETIREMENT (EMPLOYER)	1,236	663	1,332	1,332	1,425	1,425
512144		HEALTH INSURANCE	8,167	4,585	8,970	8,970	8,970	8,970
512145		LIFE INSURANCE	17	10	18	18	18	18
512150		FSA CONTRIBUTION	125	125	125	125	125	125
512173		DENTAL INSURANCE	457	277	540	540	540	540
		FRINGE TOTAL	11,344	6,385	12,475	12,475	12,650	12,650
		TOTAL SALARIES AND FRINGES	29,565	16,433	32,653	32,653	33,601	33,601
521219		OTHER PROFESSIONAL SERV	-	71	71	-	-	-
529153		BOARD OF CANVASSORS	220	330	770	1,010	440	440
529299		PURCHASE CARE & SERVICES	-	7,875	7,875	7,875	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	597	2,730	2,730	-	-	-
531311		POSTAGE & BOX RENT	2	12	12	300	-	-
531312		OFFICE SUPPLIES	179	2,147	3,000	1,100	-	-
531313		PRINTING & DUPLICATING	9,385	24,988	45,000	45,000	10,000	10,000
531314		SMALL ITEMS OF EQUIPMENT	-	-	300	300	300	300
531321		PUBLICATION OF LEGAL NOTICE	4,302	6,020	10,000	7,900	5,000	5,000
532325		REGISTRATION	-	165	165	-	-	-
532332		MILEAGE	106	13	13	50	-	-
532335		MEALS	77	50	125	125	50	50
532336		LODGING	90	-	-	-	-	-
532339		OTHER TRAVEL & TOLLS	10	-	-	-	-	-
533225		TELEPHONE & FAX	34	35	70	70	-	-
533236		WIRELESS INTERNET	249	388	776	300	776	776
535242		MAINTAIN MACHINERY & EQUIP	15,664	22,875	23,825	23,825	40,065	40,065
571004		IP TELEPHONY ALLOCATION	197	99	198	198	137	137
571005		DUPLICATING ALLOCATION	-	84	167	167	-	-
571009		MIS PC GROUP ALLOCATION	2,365	1,444	2,888	2,888	2,956	2,956
571010		MIS SYSTEMS GRP ALLOC(ISIS)	454	209	418	418	509	509
591519		OTHER INSURANCE	109	53	103	103	104	104
		OPERATING EXPENDITURES	34,040	69,588	98,506	91,629	60,337	60,337
594810		CAP EQUIPMENT	(21,770)	54,991	54,991	41,000	-	-
		CAPITAL OUTLAY EXPENDITURES	(21,770)	54,991	54,991	41,000	-	-
		EXPENDITURES TOTAL	**41,835**	**141,012**	**186,150**	**165,282**	**93,938**	**93,938**
		REVENUES	**72,578**	**88,091**	**149,038**	**124,282**	**93,938**	**93,938**
		EXPENDITURES	**41,835**	**141,012**	**186,150**	**165,282**	**93,938**	**93,938**
TOTAL BUSINESS UNIT-1202-ELECTIONS			**(30,743)**	**52,921**	**37,112**	**41,000**	**-**	**-**
1206-INSURANCE GENERAL,AUTO,WC								
EXPENDITURES								

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
591519		OTHER INSURANCE	-	154,139	-	-	-	-
		OPERATING EXPENDITURES	-	154,139	-	-	-	-
		EXPENDITURES TOTAL	**-**	**154,139**	**-**	**-**	**-**	**-**
		EXPENDITURES	**-**	**154,139**	**-**	**-**	**-**	**-**
TOTAL BUSINESS UNIT-1206-INSURANCE GENERAL,AUT			**-**	**154,139**	**-**	**-**	**-**	**-**
1211-DOG LICENSES								
REVENUES								
472012 002		DOG FEE T-AZTALAN	719	609	900	900	800	800
472012 004		DOG FEE T-COLD SPRING	-	-	500	500	500	500
472012 006		DOG FEE T-CONCORD	661	-	700	700	700	700
472012 008		DOG FEE T-FARMINGTON	1,695	1,584	1,800	1,800	1,700	1,700
472012 010		DOG FEE T-HEBRON	595	586	700	700	600	600
472012 012		DOG FEE T-IXONIA	1,729	992	1,600	1,600	1,700	1,700
472012 014		DOG FEE T-JEFFERSON	1,470	1,401	1,600	1,600	1,500	1,500
472012 016		DOG FEE T-KOSHKONONG	1,895	1,967	2,000	2,000	1,900	1,900
472012 018		DOG FEE T-LAKE MILLS	1,444	1,276	1,500	1,500	1,500	1,500
472012 020		DOG FEE T-MILFORD	900	847	900	900	900	900
472012 022		DOG FEE T-OAKLAND	1,919	1,512	2,000	2,000	2,000	2,000
472012 024		DOG FEE T-PALMYRA	383	-	700	700	400	400
472012 026		DOG FEE T-SULLIVAN	1,197	890	1,300	1,300	1,200	1,200
472012 028		DOG FEE T-SUMNER	689	-	800	800	700	700
472012 030		DOG FEE T-WATERLOO	759	697	1,000	1,000	800	800
472012 032		DOG FEE T-WATERTOWN	1,240	1,129	1,600	1,600	1,300	1,300
472012 111		DOG FEE V-CAMBRIDGE	13	-	20	20	20	20
472012 141		DOG FEE V-JOHNSON CREEK	1,633	1,628	1,700	1,700	1,700	1,700
472012 171		DOG FEE V-PALMYRA	1,058	10	1,100	1,100	1,100	1,100
472012 181		DOG FEE V-SULLIVAN	259	207	400	400	300	300
472012 226		DOG FEE C-FORT ATKINSON	4,579	3,135	5,000	5,000	5,000	5,000
472012 241		DOG FEE C-JEFFERSON	2,556	2,327	2,500	2,500	2,500	2,500
472012 246		DOG FEE C-LAKE MILLS	1,396	1,072	1,700	1,700	1,400	1,400
472012 290		DOG FEE C-WATERLOO	1,327	978	1,400	1,400	1,400	1,400
472012 291		DOG FEE C-WATERTOWN	4,133	3,375	4,200	4,200	4,200	4,200
472012 292		DOG FEE C-WHITEWATER	41	-	100	100	100	100
REVENUES TOTAL			**34,290**	**26,222**	**37,720**	**37,720**	**35,920**	**35,920**
EXPENDITURES								
521290		HUMANE SOCIETY FEES	139	139	290	290	200	200
529003		DOG LISTING FEES	15,425	-	16,000	16,000	16,000	16,000
531319		OTHER OPERATING SUPPLIES	590	-	1,000	1,000	1,000	1,000
531321		PUBLICATION OF LEGAL NOTICE	139	-	150	150	150	150
531326		ADVERTISING	-	-	60	60	-	-
531353		DOG FEES RETURNED	17,997	-	20,220	20,220	18,570	18,570
		OPERATING EXPENDITURES	34,290	139	37,720	37,720	35,920	35,920
		EXPENDITURES TOTAL	**34,290**	**139**	**37,720**	**37,720**	**35,920**	**35,920**
		REVENUES	**34,290**	**26,222**	**37,720**	**37,720**	**35,920**	**35,920**
		EXPENDITURES	**34,290**	**139**	**37,720**	**37,720**	**35,920**	**35,920**
TOTAL BUSINESS UNIT-1211-DOG LICENSES			**-**	**(26,083)**	**-**	**-**	**-**	**-**
1213-ICC ACTIVITY								
REVENUES								
473010		INTERCOUNTY BILLED	600	-	600	600	600	600
REVENUES TOTAL			**600**	**-**	**600**	**600**	**600**	**600**
EXPENDITURES								
531313		PRINTING & DUPLICATING	300	-	100	100	100	100
532335		MEALS	85	158	300	300	300	300
594950		OPERATING RESERVE	-	-	-	720	920	920
		OPERATING EXPENDITURES	385	158	400	1,120	1,320	1,320

COUNTY CLERK-2017 BUDGET

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
		EXPENDITURES TOTAL	**385**	**158**	**400**	**1,120**	**1,320**	**1,320**
OTHER FINANCING SOURCES (USES)								
699700		RESV APPLIED OPERATING	-	-	-	-	(720)	(720)
OTHER FINANCING SOURCES (USES) TOTAL			**-**	**-**	**-**	**-**	**(720)**	**(720)**
		REVENUES	**600**	**-**	**600**	**600**	**600**	**600**
		EXPENDITURES	**385**	**158**	**400**	**1,120**	**1,320**	**1,320**
		OTHER FINANCING SOURCES (USE:	**-**	**-**	**-**	**-**	**(720)**	**(720)**
TOTAL BUSINESS UNIT-1213-ICC ACTIVITY			**(215)**	**158**	**(200)**	**520**	**-**	**-**
		REVENUES	**301,870**	**214,413**	**382,461**	**355,899**	**332,277**	**332,277**
		EXPENDITURES	**265,018**	**393,697**	**418,327**	**397,419**	**332,997**	**332,997**
		OTHER FINANCING SOURCES (USE:	**-**	**-**	**-**	**-**	**(720)**	**(720)**
TOTAL COUNTY CLERK DEPARTMENT			**(36,852)**	**179,284**	**35,866**	**41,520**	**-**	**-**