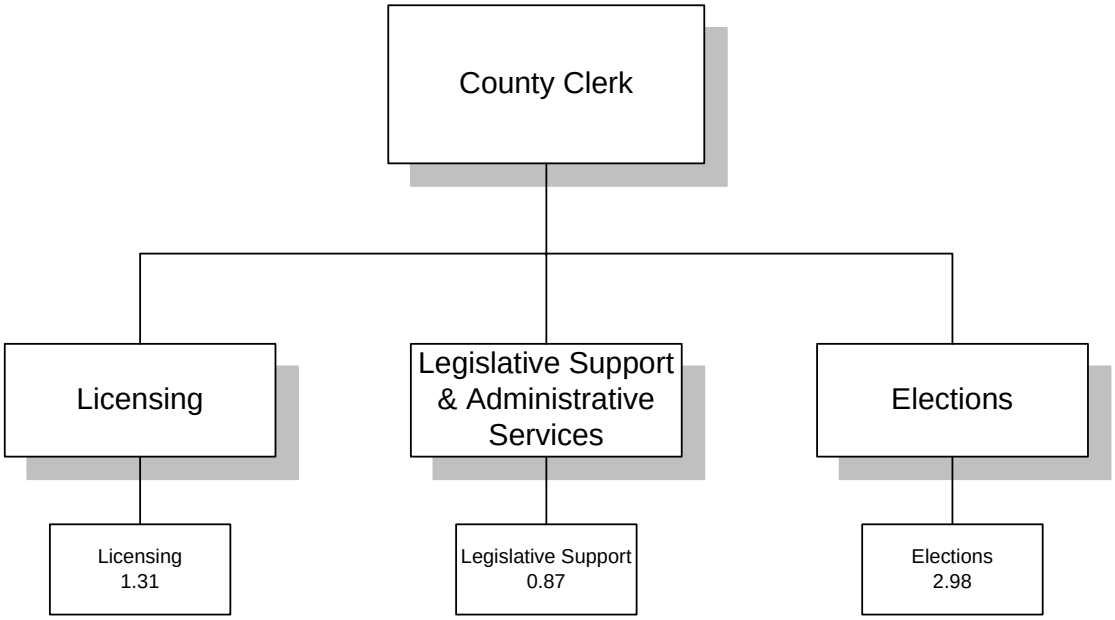
COUNTY CLERK'S OFFICE

FUNCTION / PROGRAM CHART



5.16 TOTAL FTE'S

1. Position counts stated in terms of budgeted full time equivalent positions (FTE) includes extra help and overtime.
2. See Stats/Trends Section for position detail.

County Clerk

Statement of Purpose

The Waukesha County electorate chooses the County Clerk, which is a State Constitutional Officer defined by Wisconsin Statutes, every two years. The County Clerk's two main statutory duties are to act as the Waukesha County Election Commissioner and Clerk of the Waukesha County Board.

Financial Summary	2008 Actual	2009 Budget	2009 Estimate (c)	2010 Budget (a)(b)	Change From 2009 Adopted Budget $	%
Revenues						
General Government	$57,357	$55,000	$55,000	$55,000	$0	0.0%
Fine/Licenses	$147,852	$166,160	$154,960	$154,960	($11,200)	-6.7%
Charges for Services	$9,496	$9,840	$6,890	$7,250	($2,590)	-26.3%
Interdepartmental	$470	$300	$300	$300	$0	0.0%
Other Revenue	$509	$1,800	$1,100	$1,100	($700)	-38.9%
Appr. Fund Balance (a)	$120,000	$0	$0	$47,000	$47,000	N/A
County Tax Levy (b)	**$315,378**	**$283,970**	**$283,970**	**$300,102**	**$16,132**	**5.7%**
Total Revenue Sources	**$651,062**	**$517,070**	**$502,220**	**$565,712**	**$48,642**	**9.4%**
Expenditures						
Personnel Costs (c)	$337,730	$320,619	$335,740	$351,083	$30,464	9.5%
Operating Expenses (a)	$274,731	$138,326	$128,391	$183,606	$45,280	32.7%
Interdept. Charges (b)(c)	$34,854	$58,125	$31,608	$31,023	($27,102)	-46.6%
Fixed Assets	$5,500	$0	$0	$0	$0	N/A
Total Expenditures	**$652,815**	**$517,070**	**$495,739**	**$565,712**	**$48,642**	**9.4%**
Rev. Over (Under) Exp.	($1,753)	-	$6,481	-	-	N/A
Position Summary (FTE) (d)						
Regular Positions	4.00	4.00	4.00	4.00	0.00	
Extra Help	1.37	0.44	0.89	1.16	0.72	
Overtime	0.02	0.00	0.00	0.00	0.00	
Total FTEs	**5.39**	**4.44**	**4.89**	**5.16**	**0.72**	
Shared Position (d)	0.29	0.50	0.07	0.00	(0.50)	
Total FTEs and & Shared Position	**5.68**	**4.94**	**4.96**	**5.16**	**0.22**	

(a) 2010 budget includes one-time General Fund Balance appropriation of $47,000 for higher estimated one-time expenditures related to higher expected 2010 Election activities.

(b) Tax levy of $332 is being shifted from the End User Technology Fund, for technology expenditures increases above 3%, to cover the partial phasing-in of the full-cost of computer ownership charging method, to better reflect technology resources being used by Departments, recommended by Internal Audit.

(c) 2009 estimate for personnel costs exceeds the adopted budget, due to a mid-year funds transfer budget modification, which shifts $15,400 of interdepartmental charge appropriations (for a shared position in the Treasurer's Office) to personnel costs, to cover higher than budget use of temporary extra help and related benefit costs.

(d) Total FTE counts for the 2008 actual, the 2009 budget and 2009 estimate do not include staff resources from shared clerical position, which is budgeted for in the Treasurer's Office and charged back through interdepartmental appropriations. This arrangement with the Treasurer's Office is being discontinued during 2009, and available funds are instead budgeted in 2010 to cover an equivalent level of temporary extra help assistance (estimated at 0.45 FTE of the total 0.72 FTE increase).

County Clerk's Mission is to

- *manage specific licenses for the County that are mandated by State law & County ordinance*
- *maintain a strong working relationship with all County departments and municipalities*
- *utilize existing technologies to improve efficiency*
- *embrace fiscally responsible practices*
- *establish ongoing relationships and communication with elected officials at the Federal, State and local levels*
- *keep current with the changing election laws*
- *provide expedient and courteous service to our customer*

Program Description

The County Clerk's Office issues marriage licenses to County residents or out of state customers who are eligible to marry under Wisconsin law; distributes dog licenses, tags and supplies to municipalities as mandated by State law; and accepts and forwards passport applications and all required materials to the U.S. State Department.

	2008 Actual	2009 Budget	2008 Estimate	2010 Budget	Budget Change
Staffing (FTE)	**1.77**	**1.42**	**1.69**	**1.31**	**(0.11)**
General Government	$0	$0	$0	$0	$0
Fine/Licenses	$147,852	$166,160	$154,960	$154,960	($11,200)
Charges for Services	$9,245	$9,640	$6,640	$7,000	($2,640)
Interdepartmental	$0	$0	$0	$0	$0
Other Revenues	$0	$0	$0	$0	$0
Appr. Fund Balance	$0	$0	$0	$0	$0
County Tax Levy/(Credit)	**($54,223)**	**($48,969)**	**($48,969)**	**($67,107)**	**($18,138)**
Total Revenues	**$102,874**	**$126,831**	**$112,631**	**$94,853**	**($31,978)**
Personnel Costs	$99,560	$93,272	$102,464	$71,145	($22,127)
Operating Expenses	$10,383	$9,293	$11,137	$12,178	$2,885
Interdept. Charges	$17,664	$24,266	$12,386	$11,530	($12,736)
Fixed Assets	$0	$0	$0	$0	$0
Total Expenditures	**$127,607**	**$126,831**	**$125,987**	**$94,853**	**($31,978)**
Rev. Over (Under) Exp.	($24,733)	-	($13,356)	-	-

Program Highlights

License revenue includes marriage license fee revenues of $114,960, which remains unchanged from the 2009 Budget. This assumes a decrease in newly issued marriage licenses by 10 (or $600) to 1,906 to be closer to the 3-year average of 1,896, offset by 60 re-issued licenses (budgeted at $600), reflecting a 3-year average of 51 licenses. However, license revenues from passport application fees decline by $11,200 to $40,000, due to declining passport activity, likely resulting from the economic recession, as fewer people are traveling out of the country. The tax levy credit generated by this program (to help fund other programs in the County Clerk's Office) increases by $18,138 to $67,107, due to program expenditure decreases described below.

Personnel costs allocated to this program decrease by $22,127 to $71,145, mostly due to reallocating out 0.50 FTE (about 1,040 hours) of regular staff positions to the Elections program to help cover higher workload anticipated with the 2010 elections, which decrease costs budgeted for this program by $36,125. This shift includes 0.30 FTE (about 620 hours) of an account clerk's staff time and 0.10 FTE of both the County Clerk's and the Deputy County Clerk's staff time, (about 210 hours each). This decrease is partially offset by an increase in temporary extra help by $10,995 or 0.39 FTE (about 810 hours) to provide additional staffing coverage as regular positions are planned to perform more elections-related work in 2010. Requested temporary extra help is also increasing to offset a reduction in staffing coverage resulting from discontinuing the sharing of a clerical position with the Treasurer's Office (FTE budgeted as a full-time position in the Treasurer's Office, charged back through interdepartmental appropriations).

Net interdepartmental charges decrease by $12,736 to $11,530, mainly due to the elimination of an interdepartmental chargeback from the Treasurer's Office for a shared clerical position, as mentioned above.

Activity-The chart shows the number of County Clerk issued licenses and applications by year.

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Budget Change
Marriage Licenses (a)	1,977	1,856	1,853	1,916	1,906	(10)
Dog Licenses	18,994	18,573	18,556	18,500	18,500	0
Passports Applications	1,664	2,102	1,352	2,048	1,600	(448)

(a) Figure only includes newly issued marriage licenses, not re-issued licenses.

Program Description

Prepare and publish State statutory required legal election notices. Train inspectors and poll workers. Help with voter registration. Certify to local clerks, pertinent election data. Prepare and distribute ballots and other election supplies to local clerks. Prepare voting machine layouts for municipalities. Receive and tabulate election returns on election night. Canvass the results of all elections held for County, State, and Federal offices within the County. Respond to, and take appropriate action, when necessary, on all questions and complaints regarding the election process within the County and maintain the necessary records for Waukesha County collaborating municipalities in the Statewide Voter Registration System (SVRS) to maintain compliance with Federal election statutes.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	**1.91**	**1.65**	**1.85**	**2.98**	**1.33**
General Government	$57,357	$55,000	$55,000	$55,000	$0
Charges for Services	$0	$50	$0	$0	($50)
Interdepartmental	$0	$0	$0	$0	$0
Other Revenue	$0	$0	$0	$0	$0
Appr. Fund Balance (a)	$120,000	$0	$0	$47,000	$47,000
County Tax Levy	**$242,200**	**$212,359**	**$212,359**	**$304,966**	**$92,607**
Total Revenues	**$419,557**	**$267,409**	**$267,359**	**$406,966**	**$139,557**
Personnel Costs	$128,858	$124,164	$130,129	$223,580	$99,416
Operating Expenses (a)	$255,202	$121,468	$110,415	$167,803	$46,335
Interdept. Charges	$8,947	$21,777	$14,878	$15,583	($6,194)
Fixed Assets	$5,500	$0	$0	$0	$0
Total Expenditures	**$398,507**	**$267,409**	**$255,422**	**$406,966**	**$139,557**
Rev. Over (Under) Exp.	$21,050	-	$11,937	-	-

(a) 2010 budget includes one-time General Fund Balance appropriation of $47,000 for higher estimated one-time expenditures related to higher expected 2010 Election activities.

Program Highlights

General Government revenues, which consist of municipal reimbursements for election-related work, remain at the 2009 budget level of $55,000, mainly due to the relative stability of municipal election activity across even- and odd-numbered years (municipal primaries and general elections held during the winter and spring annually). General Fund Balance of $47,000 is budgeted to cover one-time costs related to the higher number of elections to be held in even-numbered years (2010). Tax levy budgeted in this program increases by $92,607 to $304,966, mostly due to an increase in personnel costs allocated to this program, described below.

Personnel costs increase $99,416 or 80% to $223,580, mostly due to an increase in allocations of full-time regular staff in this program by a total of 1.00 FTE, which increases estimated program costs by $88,505, reflecting higher workload anticipated for the 2010 elections. This allocation increase includes the County Clerk by 0.40 FTE (about 830 hours), and both the Deputy County Clerk and an account clerk by 0.30 FTE (about 620 hours), each. Higher personnel costs are also due to an increase in temporary extra help by $9,171 or 0.33 FTE (about 690 hours), to 0.58 FTE (about 1,200 hours) also to help cover the higher elections workload in 2010 and offsets the reduction in staffing coverage resulting from discontinuing the sharing of a clerical position with the Treasurer's Office.

Operating expenditures increase by $46,335 or 38% to $167,803, mostly due to higher one-time costs related to the higher number of election activities held in even-numbered years, as mentioned above. This increase includes ballot and miscellaneous election costs by $47,000 to $127,000 and legal notices increase by $15,000 to $25,000. This increase is partially offset by a decrease in contracted services budgeted to help implement the Statewide Voter Registration System (SVRS) by $9,490 to $795, since this work is planned to be covered by County-employed regular full-time and additional temporary extra help assistance, mentioned above.

Interdepartmental charges decrease by $6,194 to $15,583, mainly due to the elimination of an interdepartmental chargeback from the Treasurer's Office for a shared clerical position, as mentioned previously.

Activity

	2006	2007	2008	2009	2010 Est.
Number of Waukesha County Registered Voters	282,914	265,337	265,337	262,763	262,763

Legislative Support and Administrative Services

Program Description

Clerk of the County Board of Supervisors, custodian of all records of the Board and all other records as required to be filed by statutes. The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support, including actively working on business continuity, the County accounting system, and annual budget for the Department. The County Clerk is responsible for posting agendas and minutes. Many times, the Office is the first place residents call to get transferred to the appropriate department.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	**1.71**	**1.37**	**1.35**	**0.87**	**(0.50)**
General Government	$0	$0	$0	$0	$0
Fine/Licenses	$0	$0	$0	$0	$0
Charges for Services	$251	$150	$250	$250	$100
Interdepartmental	$470	$300	$300	$300	$0
Other Revenue	$509	$1,800	$1,100	$1,100	($700)
Appr. Fund Balance	$0	$0	$0	$0	$0
County Tax Levy	**$127,401**	**$120,580**	**$120,580**	**$62,243**	**($58,337)**
Total Revenues	**$128,631**	**$122,830**	**$122,230**	**$63,893**	**($58,937)**
Personnel Costs	$109,312	$103,183	$103,147	$56,358	($46,825)
Operating Expenses	$9,146	$7,565	$6,839	$3,625	($3,940)
Interdept. Charges	$8,243	$12,082	$4,344	$3,910	($8,172)
Fixed Assets	$0	$0	$0	$0	$0
Total Expenditures	**$126,701**	**$122,830**	**$114,330**	**$63,893**	**($58,937)**

Rev. Over (Under) Exp.	$1,930	-	$7,900	-	-

Program Highlights

Other Revenues, mainly include revenues received from Directory of Public Official sales of $1,100, a reduction of $700 from the 2009 budget. County tax levy allocated to this program decreases $58,337 to $62,243, due to program expenditure decreases, mainly from personnel cost shifts to the Elections program area, indicated previously and below.

Personnel costs decrease by $46,825 to $56,358, mostly due to shifting out of 0.50 FTE (about 1,040 hours) of a regular full-time staff to the elections program to help cover the expected higher workload associated with the 2010 elections, partially offset by the cost-to-continue existing staff. This shift includes 0.30 FTE (about 620 hours) of the County Clerk's staff time and 0.20 FTE of the Deputy County Clerk's staff time (about 420 hours).

Interdepartmental charges decrease by $8,172 to $3,910, mainly due to the elimination of an interdepartmental chargeback from the Treasurer's Office for a clerical position, as mentioned previously.