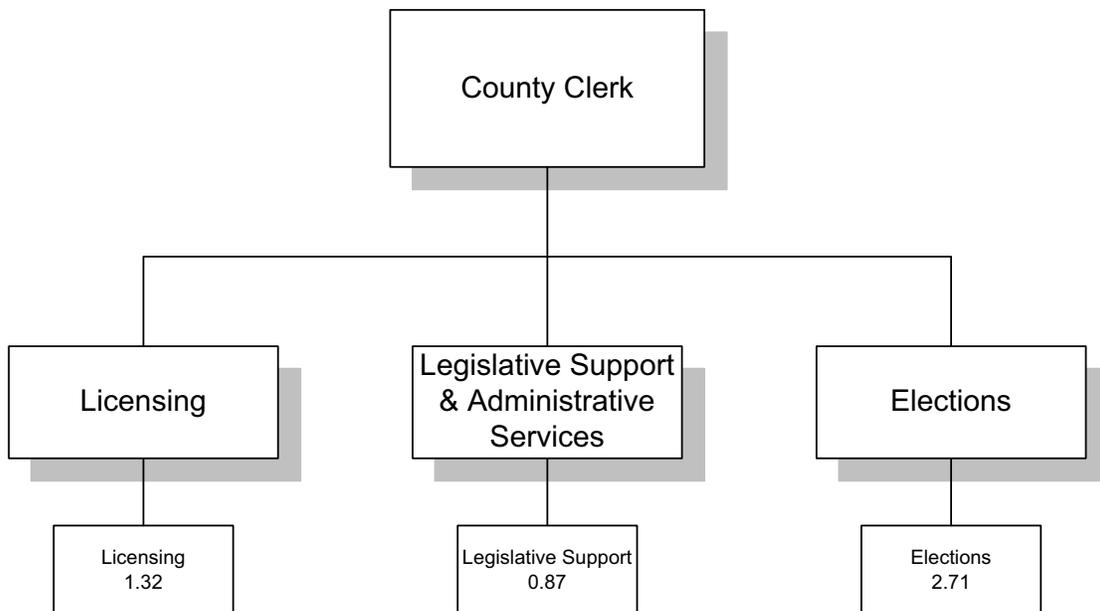


County Clerk

COUNTY CLERK'S OFFICE

FUNCTION / PROGRAM CHART



4.90 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.



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	2009 Actual	2010 Budget (a)	2010 Estimate (a)	2011 Budget (b)	Change From 2010 Adopted Budget	
					\$	%
Revenues						
General Government	\$53,147	\$55,000	\$58,700	\$57,992	\$2,992	5.4%
Fine/Licenses	\$143,229	\$154,960	\$140,400	\$140,400	(\$14,560)	-9.4%
Charges for Services	\$10,467	\$7,250	\$8,400	\$8,000	\$750	10.3%
Interdepartmental	\$420	\$300	\$300	\$300	\$0	0.0%
Other Revenue	\$4,481	\$1,100	\$4,600	\$1,900	\$800	72.7%
Appr. Fund Balance (a)	\$0	\$47,000	\$47,000	\$0	(\$47,000)	-100.0%
County Tax Levy (b)	\$283,970	\$300,102	\$300,102	\$310,360	\$10,258	3.4%
Total Revenue Sources	\$495,714	\$565,712	\$559,502	\$518,952	(\$46,760)	-8.3%
Expenditures						
Personnel Costs (c)	\$334,566	\$351,083	\$336,999	\$350,043	(\$1,040)	-0.3%
Operating Expenses (a)	\$106,538	\$183,606	\$182,600	\$128,750	(\$54,856)	-29.9%
Interdept. Charges (b)	\$32,801	\$31,023	\$31,908	\$40,159	\$9,136	29.4%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$473,905	\$565,712	\$551,507	\$518,952	(\$46,760)	-8.3%
Rev. Over (Under) Exp.	\$21,809	-	\$7,995	-	-	N/A

Position Summary (FTE) (c)

Regular Positions	4.00	4.00	4.00	4.00	0.00
Extra Help	0.80	1.16	0.74	0.89	(0.27)
Overtime	0.01	0.00	0.02	0.01	0.01
Total FTEs	4.81	5.16	4.76	4.90	(0.26)
Shared Position (c)	0.07	0.00	0.00	0.00	0.00
Total FTEs and Shared Position	4.88	5.16	4.76	4.90	(0.26)

- (a) 2010 Budget and Estimate reflects one-time General Fund Balance appropriation of \$47,000 for higher estimated costs associated with the higher number of elections in the even-numbered election year. For the 2011 budget, this \$47,000 in General Fund balance is removed.
- (b) Tax levy of \$6,758 is being shifted from the End User Technology Fund, for technology expenditure increases above 3%, to cover the phasing in of full-cost of technology ownership charging method, to better reflect technology resources being used by departments, as recommended by Internal Audit.
- (c) Total FTE counts for the 2009 actual, do not include staff resources from a shared clerical position, which was budgeted for in the Treasurer's Office and charged back through interdepartmental appropriations. This arrangement with the Treasurer's Office was discontinued during the first quarter of 2009, and available funds were instead budgeted (in 2010 and 2011) to cover an equivalent level of temporary extra help assistance (estimated at approximately 0.45 FTE).

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 and domestic partnership 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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	1.52	1.31	1.07	1.32	0.01
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$143,229	\$154,960	\$140,400	\$140,400	(\$14,560)
Charges for Services	\$9,610	\$7,000	\$7,500	\$7,500	\$500
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenues	\$59	\$0	\$27	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy/(Credit)	(\$48,969)	(\$67,107)	(\$67,107)	(\$43,822)	\$23,285
Total Revenues	\$103,929	\$94,853	\$80,820	\$104,078	\$9,225
Personnel Costs	\$96,766	\$71,145	\$63,267	\$73,703	\$2,558
Operating Expenses	\$12,144	\$12,178	\$11,552	\$14,072	\$1,894
Interdept. Charges	\$14,117	\$11,530	\$12,876	\$16,303	\$4,773
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$123,027	\$94,853	\$87,695	\$104,078	\$9,225
Rev. Over (Under) Exp.	(\$19,098)	-	(\$6,875)	-	-



Program Highlights

License revenue decreases by \$14,560 to \$140,400, which is mostly due to a decrease in marriage license fee revenues by \$9,960 to \$105,000 (or by 156 newly issued marriage licenses), based on a declining trend in marriage license activity, and to be closer to 2009 actual revenues received of \$104,605. In addition, passport application fees decline by \$5,000 to \$35,000 due to declining passport activity, likely resulting from the economic recession, as fewer people are traveling outside of the country. The tax levy credit generated by this program (to help fund other programs in the County Clerk's Office) decreases by \$23,285, mostly due to a reduction in license revenue (mentioned above) and higher program expenditures (discussed below).

Personnel costs increase \$2,558, mostly due to the cost to continue 1.31 FTE regular and temporary staff allocated to this program and \$444 budgeted for overtime or 0.01 FTE (about 20 hours). Operating expenditures increase by \$1,894, mostly due to an increase in next-day postage expenses for passports mailings by \$1,500 to \$2,500, which is paid for by passport applicants. Interdepartmental charges increase by \$4,773, mostly due to an increase in Records Management charges by \$1,339 and an increase in End User Technology Fund (EUTF) computer charges allocated to this program by \$3,353 due to the phasing in of full-cost of technology ownership charging method, to better reflect technology resources being used by departments, as recommended by Internal Audit. Overall Tax Levy of \$6,758 is provided (shifted in) from EUTF to partially offset the impact of this cost phase in, for a net increase in EUTF charges of only \$697 or 3% across all County Clerk programs.



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

	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>	Budget <u>Change</u>
Marriage Licenses (a)	1,856	1,853	1,734	1,906	1,750	(156)
Dog Licenses	18,573	18,556	18,091	18,500	18,500	0
Passports Applications	2,102	1,352	1,294	1,600	1,400	(200)

(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.

	2009 Actual	2010 Budget (a)	2010 Estimate (a)	2011 Budget	Budget Change
Staffing (FTE)	1.69	2.98	2.75	2.71	(0.27)
General Government	\$53,147	\$55,000	\$58,700	\$57,992	\$2,992
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance (a)	\$0	\$47,000	\$47,000	\$0	(\$47,000)
County Tax Levy	\$212,359	\$304,966	\$304,966	\$288,911	(\$16,055)
Total Revenues	\$265,506	\$406,966	\$410,666	\$346,903	(\$60,063)
Personnel Costs	\$126,367	\$223,580	\$215,221	\$218,613	(\$4,967)
Operating Expenses (a)	\$85,141	\$167,803	\$165,348	\$108,553	(\$59,250)
Interdept. Charges	\$14,238	\$15,583	\$15,120	\$19,737	\$4,154
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$225,746	\$406,966	\$395,689	\$346,903	(\$60,063)
Rev. Over (Under) Exp.	\$39,760	-	\$14,977	-	-

(a) 2010 Budget and Estimate reflect one-time General Fund Balance appropriation of \$47,000 for higher estimated costs associated with the higher number of elections in the even-numbered election year. For the 2011 budget, this \$47,000 in General Fund balance is removed.

**Program Highlights**

General Government revenues, which consist of municipal reimbursements for election-related work, increase by \$2,992 to \$57,992, based on an increase in billable rates to municipalities and school districts and an anticipated increase in billable hours due to redistricting of election boundaries. General Fund Balance appropriation of \$47,000, budgeted in 2010 for higher estimated costs associated with the higher number of elections in the even-numbered election year, is removed in the 2011 budget. Tax Levy budgeted in this program decreases by \$16,055 to \$288,911, mostly due to a decrease in budgeted expenditures, described below.

Personnel costs decrease by \$4,967, mostly due to a decrease in temporary extra help by \$7,280 (0.27 FTE or about 560 hours) to \$9,146 (0.31 or about 640 hours) budgeted in this program as there are fewer elections and related costs anticipated in 2011, compared with 2010. Operating expenditures decrease by \$59,250, mostly due to fewer election costs anticipated in 2011 (mentioned above), including lower ballot and miscellaneous election costs by \$47,000 to \$80,000 and legal notice costs by \$13,500 to \$11,500. Decreasing operating expenditures are partially offset by an increase in contracted services by \$750 to \$1,545, due to the potential need for modifications to election software as a result of redistricting.

**Activity**

	2007	2008	2009	2010	2011 Est.
Number of Waukesha County Registered Voters	265,337	265,337	262,763	259,022	259,022

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	1.60	0.87	0.94	0.87	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$857	\$250	\$900	\$500	\$250
Interdepartmental	\$420	\$300	\$300	\$300	\$0
Other Revenue	\$4,422	\$1,100	\$4,573	\$1,900	\$800
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$120,580	\$62,243	\$62,243	\$65,271	\$3,028
Total Revenues	\$126,279	\$63,893	\$68,016	\$67,971	\$4,078
Personnel Costs	\$111,433	\$56,358	\$58,511	\$57,727	\$1,369
Operating Expenses	\$9,253	\$3,625	\$5,700	\$6,125	\$2,500
Interdept. Charges	\$4,446	\$3,910	\$3,912	\$4,119	\$209
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$125,132	\$63,893	\$68,123	\$67,971	\$4,078
Rev. Over (Under) Exp.	\$1,147	-	(\$107)	-	-

**Program Highlights**

Other Revenue consists of reimbursements from municipal officials for meeting supplies, which increase by \$800 to \$1,000, to be closer to 2009 actual experience of \$3,055 and publication sales of the "Directory of Public Officials" which remain at the 2010 budget level of \$900. County Tax Levy budgeted in this program increase by \$3,028 to \$65,271, mostly due to expenditure increases described below.

Personnel costs increase by \$1,369 due to the cost to continue 0.87 FTE regular and temporary staff allocated to this program. Operating expenditures increase by \$2,500, due to an increase in legal notices by \$2,500 to \$4,000 to be closer to 2009 actual spending of \$3,268.