



SHEBOYGAN COUNTY CLERK

Jon Dolson
County Clerk

February 29, 2016

Honorable Members of the County Board
County Administrator

RE: 2015 Annual Report of the County Clerk

Ladies and Gentlemen:

Enclosed for your review is the annual report for the County Clerk's Office.

Customer service remains a top priority in my department. The county clerk's office is often someone's first point of contact with county services and we want their first impression of county services to be a great one.

With the guidance of the Finance Committee, and support of my incredible staff, my department was able to achieve a positive year-end budget variance for the third straight year, while continuing to deliver services for both community needs as well as statutory responsibilities. The combined knowledge and experience of my staff allows us, as a department, to meet or exceed customer expectations.

I look forward to another year of serving the voters of Sheboygan County to faithfully discharge the duties of my office.

Sincerely,

Jon G. Dolson
County Clerk

2015 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."

County Clerk's Responsibilities and Services

- Act as the secretary for the County Board
 - o Maintain the records and web site for the board and all of its committees
 - o Follow open meeting laws
 - o Prepare and distribute board meeting agendas and minutes
 - o Assist in County Board meetings
 - o Audit supervisor expense sheets
- Administer county elections
 - o Coordinate federal, state, county, municipal and school district elections
 - Register county candidates
 - Prepare and test ballots
 - Program election tabulation equipment
 - Publish legal notices
 - Tabulate and post election results
 - Provide state-wide voter registration services for 19 of our 28 county municipalities
- Process marriage license and domestic partnership applications
- Conduct passport acceptance agency services
- Administer dog licensing program for all 28 county municipalities
- Administer property and liability insurance for the county
 - o Processing claims
 - o Policy retentions and renewals
 - o Policy property listings maintenance
 - o Cost allocations to county departments
- In addition, my office attends to compiling and distributing annual County Board proceedings and maintaining a state, county and municipal officials directory; checking probate claims; administering Taylor Park pavilion reservations; handling timber cutting permits; and maintenance of a myriad of unrelated records such as medical examiner's (formerly coroner's) dockets, old school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

Goals and Objectives Achieved in 2015

Marriage Licenses

- Implementation of new Statewide Vital Records Information System
 - o New on-line software, forms and processes

Dog Licenses

- Continuation of streamlining process and accounting practices of dog license system

Elections

- In a continual goal to expedite election results posting to our website, a call-in process for municipal election officials on election night is continually improved upon. Also, several municipal clerks are now assisting with the state's canvass system, increasing the speed in which results reports can be produced, allowing the ability to upload results more quickly to the county's website for viewing. Both of these initiatives have proven to be successful several elections. I will

Budget Status

The 2015 department budget of \$395,277 realized a positive variance at year's end of \$7,595.23. The primary reason for the positive amount was not needing the \$4,000 budgeted for election consulting. The 2016 department budget is \$431,268, with a property tax levy of \$232,018.

The following table shows the license, application and counter fees collected for the past three years.

		2013	2014	2015
Conservation Licenses	Total Fees Collected	\$ 4,853.25	\$ 4,253.50	\$ 2,422.25
	County's Share of Revenue (2015 only Jan. – May)	\$181.35	\$156.85	\$74.60
DNR Vehicle Licenses	Total Fees Collected	\$ 482.25	\$ 523.75	\$ 305.50
	County's Share of Revenue	\$70.00	\$55.00	\$ 16.00
Marriage Licenses	Licenses Issued / Date Waivers Granted	665 / 82	667 / 91	667 / 83
	Total Fees Collected	\$ 58,745.00	\$ 59,110.00	\$ 58,800.00
	County's Share of Revenue	\$28,720.00	\$29,020.00	\$ 28,785.00
	Family Court Commissioner Fees	\$13,300.00	\$13,340.00	\$ 13,340.00
Domestic Partnerships	Licenses Issued / Waivers Granted	4 / 1	3 / 0	0 / 0
	Total Fees Collected	\$350.00	\$255.00	\$ 0.00
	County's Share of Revenue	\$250.00	\$180.00	\$ 0.00
Passport Applications	Number of Applications Processed	844	876	973
	Total Fees Collected (County's share 100%)	\$21,100.00	\$21,900.00	\$ 24,325.00
Passport Photos	Number of Photos Taken	695	802	1,028
	Total Fees Collected (subject to sales tax) (County's share 100%)	\$6,493.79	\$7,503.35	\$9,652.62

Issues and Challenges Ahead

One major challenge that I foresee, with unfortunately a large price tag and hopefully only a year out, will be an eventual replacement of our election programming software and the entire lot of vote tabulating equipment in the county. The equipment we are using is old, the software is even older, the bulk of the equipment was purchased used, and the day is upon us where an upgrade is needed.

Goals and Objectives for 2016

- Manage implementation of new state-wide voter registration system upgrade (WisVote)
- Push for new election equipment and software
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for my staff and myself