

County Clerk

Administers elections within Eau Claire County, including the preparation of ballots, programming of election equipment, preparation of required publications and update voter records in the Statewide Voter Registration System for 15 of the 18 municipalities. We research and notice all tax parcels that are three years delinquent and then have a public sale on properties that have been taken. We issue marriage licenses per State Statutes. The County Clerk is the clerk to the County Board, we do minutes, enroll legislation and follow through on any directives also compiles the Journal of Proceedings per session year.

Programs & Services

The County Clerk's office manages five separate program areas. There are as follows: Elections, Tax Deed, Marriage License, County Board and other services.

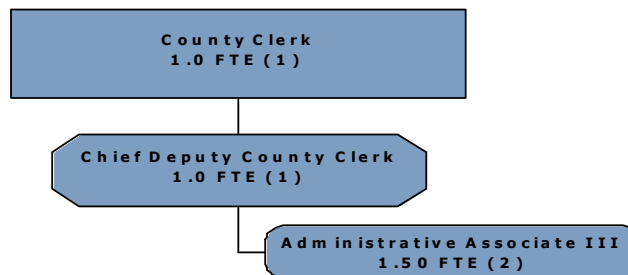
Overview of Expenditures and Revenues

	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Approved	% Change
Expenditures:						
Personnel	\$ 199,023	\$ 243,296	\$ 244,066	\$ 245,710	\$ 235,096	
Services & Supplies	73,047	52,085	48,255	58,485	58,485	
Equipment	-	-	-	-	-	
Total Expenditures	\$ 272,070	\$ 295,381	\$ 292,321	\$ 304,195	\$ 293,581	-0.61%
Revenues:						
Federal/State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	
Charges & Fees	115,964	103,400	89,355	94,935	94,935	
Miscellaneous	-	-	-	-	-	
Fund Balance Applied						
Property Tax Levy	214,947	191,981	202,966	209,260	198,646	3.47%
Total Revenues	\$ 330,911	\$ 295,381	\$ 292,321	\$ 304,195	\$ 293,581	

Summary of Budget Changes and Highlights

- 2018 will have four elections versus two for 2017 which involves more costs for ballots and publications so there is an increase of \$17,279 over the 2017 property tax levy

Staffing/Organizational Chart



Year	2011	2012	2013	2014	2015	2016	2017	2018	% Change
FTE	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	0

Program Financials

2018 Approved	Elections Priority 1	Tax Deed Priority 2	Marriage Priority 3	County Board Priority 4	Other Services Priority 5	Totals
Program/Service						
Expenditures:						
Personnel	\$ 93,211	\$ 59,265	\$ 40,597	\$ 25,500	\$ 16,523	\$ 235,096
Service & Supplies	31,400	7,600	3,685	\$ 13,000	\$ 2,800	\$ 58,485
Equipment	-	-	-	-	-	\$ -
Total Expenditures	\$ 124,611	\$ 66,865	\$ 44,282	\$ 38,500	\$ 19,323	\$ 293,581
Revenues:						
Federal/State Grants	-	-	-	-	-	\$ -
Charges & Fees	3,100	55,985	35,450	-	400	\$ 94,935
Miscellaneous	-	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	-	\$ -
Property Tax Levy	121,511	10,880	8,832	38,500	18,923	\$ 198,646
Total Revenues	124,611	66,865	44,282	38,500	19,323	293,581
Mandated Service?	Yes	Yes	Yes	Yes	Some	

2017 Approved	Elections Priority 1	Tax Deed Priority 2	Marriage Priority 3	County Board Priority 4	Other Services Priority 5	Totals
Program/Service						
Expenditures:						
Personnel	\$ 97,666	\$ 59,575	\$ 41,875	\$ 27,240	\$ 16,940	\$ 243,296
Service & Supplies	22,900	7,500	3,085	\$ 15,800	\$ 2,800	\$ 52,085
Equipment	-	-	-	-	-	\$ -
Total Expenditures	\$ 120,566	\$ 67,075	\$ 44,960	\$ 43,040	\$ 19,740	\$ 295,381
Revenues:						
Federal/State Grants	-	-	-	-	0	\$ -
Charges & Fees	2,150	65,220	35,450	-	580	\$ 103,400
Miscellaneous	-	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	-	\$ -
Property Tax Levy	119,916	17,855	10,130	43,040	19,160	\$ 191,981
Total Revenues	122,066	83,075	45,580	43,040	19,740	295,381
Mandated Service?	Yes	Yes	Yes	Yes	Some	

#1 Elections	Budget 124,611	Levy 121,511		FTE's 1.30
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Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, insuring all required publications are made in a timely manner and updating the Statewide Voter Registration System.

OUTPUTS

<i>(YTD column = Jan-July results)</i>	2014	2015	2016	YTD2017
Number of paper ballots created for jurisdiction combinations:	107	58	144	50
Number of elections equipment was programmed to read ballots:	216	72	153	72
Number of elections night results and reports:	3	1	4	2

Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017
To create ballots according to geographical boundaries with the information listed in correct order of offices and spelling of candidate names.	100% of ballots are correct and available to voters by state statute deadline.	100%	100%	100%	100%
To accurately and timely update the SVRS system.	100% of the programming for both types of equipment have the correct information for election boundaries and delivered to the municipal clerk by the state statute deadline.	100%	100%	100%	100%
To timely report election results within the prescribed manner.	100% of new voter registrations and voter participation has been entered into the SVRS system within the state statute time requirement.	100%	100%	100%	100%

#2 Tax Deeds	Budget 66,865	Levy 10,880		FTE's 0.90
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Administer the tax deed program, from research to determining ownership, through having a tax deed sale.

OUTPUTS

<i>(YTD column = Jan-July results)</i>	2014	2015	2016	YTD2017
Tax deed notices:	228	210	153	144
Quit claim deeds if sold:	20	10	7	5
Taxes, interest, and penalties collected:	\$345,306	\$317,519	\$302,979	\$208,053

Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017
To accurately research and notify parties on delinquent tax parcels.	90% of delinquent taxes are paid within 90 days after receiving a tax deed notice.	90%	95%	90%	90%
	100% of people delinquent in payment of property taxes are properly noticed.	100%	100%	100%	100%
To process tax deeds according to State Statute 75.14 and county code.	80% of properties acquired because of delinquent taxes are sold at a Tax Deed Sale.	80%	85%	80%	90%

#3 Marriage Licenses		Budget	Levy		FTE's	
		44,282	8,832		0.49	
A couple wishing to marry in Wisconsin must obtain a license from the County Clerk in which one of them lives. The required information that each applicant needs to supply is stated in the State Statutes.						
OUTPUTS						
		<i>(YTD column = Jan-July results)</i>	2014	2015	2016	YTD2017
Number of applications and licenses:			643	680	667	396
Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017	
Applicants are serviced in a professional manner.	98% of licenses processed will result in no complaints from the applicants.	98%	100%	100%	100%	
County Clerk staff will correctly fill out marriage license applications.	98% of returned licensees are not due to errors by the County Clerk staff.	98%	99.6%	99.0%	100.0%	
Applicants will have an increased awareness of the information that is required.	80% of all applicants will bring in all necessary information to complete the application process in one visit.	80%	95%	93%	93%	
#4 County Board		Budget	Levy		FTE's	
		38,500	38,500		0.57	
Act as records custodian for and liaison to the county board, its committees, boards and councils, including publication of meeting notices, verifying attendance sheets and compilation and publication of the Journal of Proceedings.						
OUTPUTS						
		<i>(YTD column = Jan-July results)</i>	2014	2015	2016	YTD2017
Number of meeting minutes produced:			19	17	17	10
Number of enrolled legislation:			131	138	102	56
Journal of proceedings publication:			1	1	1	1
Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017	
To meet county board publication deadlines.	100% of ordinances and minutes are published in local newspaper following each meeting within the time frame required by county code.	100%	100%	100%	100%	
To serve as a custodian of records of committees, boards and councils.	100% of all standing committee agendas and minutes are retained for six years.	100%	98.0%	100.0%	100.0%	
To accurately document the legislative process.	95% of meeting minutes are accurate and error free.	90%	100%	100%	100%	
	100 % of legislation is prepared for publication in Journal of Proceedings.	100%	100%	100%	100%	

#5 Other Services		Budget	Levy		FTE's
		19,323	18,923		0.24
Process timber cutting notices and all claims against the county in accordance with state law. Act as the state's conduit to local municipalities for dog licenses and tags and payments. Compile and update the Official Directory and the in-house telephone book and distribute.					
OUTPUTS					
		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
<i>(YTD column = Jan-July results)</i>					
Timber cutting notices sent to proper parties:		164	150	168	148
Dog licenses and tags distributed to the municipal treasurer and reconciled:		7412	7507	7531	4024
In-house phone directory books created:		850	850	830	830
Official Directory books created:		1000	1000	950	925
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
To process timber cutting notices and all claims against the county in accordance with state law.	100% of timber cutting notices are sent to proper parties within 24 hours of receipt.	100%	100%	100%	100%
To act as the state's conduit to local municipalities for dog licenses and tags.	100% of all dog tags are paid or returned.	99%	100%	100%	75%
Update and compile the official and in-house telephone directories and distribute.	97% of information contained in the annual Official Directory and the In-House telephone directory is accurate.	97%	99%	99%	99%
Totals		Budget	Levy		FTE's
		293,581	198,646		3.50