

## B U D G E T S U M M A R Y

Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
<b>Expenditures</b>					
<b>Personnel Costs</b>	\$984,087	\$1,013,092	\$1,188,962	\$1,244,905	\$55,943
<b>Operation Costs</b>	\$220,852	\$2,737,498	\$341,580	\$677,256	\$335,676
<b>Debt &amp; Depreciation</b>	\$0	\$0	\$0	\$0	\$ 0
<b>Capital Outlay</b>	\$21,905	\$0	\$0	\$0	\$ 0
<b>Interdepartmental. Charges</b>	\$1,448	\$60,213	\$0	\$0	\$ 0
<b>Total Expenditures</b>	<b>\$1,228,292</b>	<b>\$3,810,803</b>	<b>\$1,530,542</b>	<b>\$1,922,161</b>	<b>\$391,619</b>
<b>Revenues</b>					
<b>Direct Revenue</b>	\$570,896	\$2,259,715	\$569,102	\$633,751	\$64,649
<b>Intergovernmental Revenue</b>	\$0	\$248,400	\$0	\$0	\$ 0
<b>Indirect Revenue</b>	\$0	\$0	\$0	\$0	\$ 0
<b>Total Revenues</b>	<b>\$570,896</b>	<b>\$2,508,115</b>	<b>\$569,102</b>	<b>\$633,751</b>	<b>\$64,649</b>
<b>Tax Levy</b>	<b>\$657,396</b>	<b>\$1,302,688</b>	<b>\$961,440</b>	1,288,410	\$326,970
<b>Personnel</b>					
<b>Full-Time Pos. (FTE)</b>	16.0	16.0	18.5	0	(18.5)
<b>Seasonal/Hourly/Pool \$</b>	\$21,092	\$62,342	\$31,970	\$0	(\$31,970)
<b>Overtime \$</b>	\$645	\$4,132	\$0	\$0	\$ 0

**Department Mission:**

To support the activities of the Milwaukee County Board of Supervisors, the election activities of the Milwaukee County Election Commission, the general operations of County government, and to provide the highest quality services to the public at the lowest cost to the taxpayers.

**Department Description:**

The independently elected County Clerk administers and records the proceedings of the County Board of Supervisors, maintains all legislative files, staffs County Board meetings and committees, updates existing ordinances and publishes new ordinances online. The County Clerk's Office runs and maintains the legislative workflow software Legistar, its public-facing counterpart the Milwaukee County Legislative Information Center (CLIC) and all the hardware and software that accompanies it. The County Clerk issues marriage licenses and domestic partnership terminations registers all lobbyists and lobbying principals, and reports lobbying registrations and expenditures to the County Board, County Executive, and the public. The Office of the County Clerk serves as an information clearing house by: receiving and processing claims, court summons and complaints naming Milwaukee County; maintaining the central file of county deeds, contracts, insurance policies, agreements, leases, easements, and certificates of title for all county-owned vehicles; administering oaths of office and maintaining record of such oaths; receiving and publicly opening all sealed bids for County public improvement projects; and maintaining a file of qualified public improvement contractors. The County Clerk accepts and processes passport applications, sells Milwaukee County Transit System tickets and

## **DEPARTMENT OF COUNTY CLERK (3270) BUDGET**

UNIT NO. **3270**

Department: **COUNTY CLERK**

FUND: **General — 0001**

Wisconsin Department of Natural Resources licenses and permits; processes lien notices and actions against contractors performing County public improvements; serves as Executive Director of the Milwaukee County Election Commission; and provides support services to the Election Commission (Org Unit 3010).

The Milwaukee County Election Commission administers elections under the direction and guidance of the Wisconsin Elections Commission and maintains cooperative working relationships with State election administrators and the 19 municipal clerks to efficiently administer elections in Milwaukee County.

### **Major Changes in FY 2021**

The Milwaukee County Clerk's Office will continue to adjust its operations in 2022 due to the Covid-19 pandemic. It will continue to provide the highest quality service at the lowest cost possible. It will seek ways to maximize efficiency in every area of service it provides. The Clerk's Office will continue to advertise its services to the public in order to increase revenue. The Clerk's Office anticipates an increase in revenue in 2022 as Courthouse weddings resume, which are a major source of revenue. Additionally, a revenue increase is expected as the number of marriage licenses issued returns to pre-pandemic levels, including those who postponed their marriage ceremonies due to the pandemic.

**Strategic Program Area 1: County Clerk**

**Service Provision: Mandated**

How We Do It: Program Budget Summary					
Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$885,225	\$812,065	\$955,140	\$1,015,521	\$60,381
Revenues	\$520,126	\$302,823	\$523,352	\$553,001	\$29,649
Tax Levy	\$365,099	\$509,242	\$431,788	\$0	(\$431,788)
FTE Positions	13.0	13.0	15.0	15.00	0.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
Marriage Licenses Issued	4,630	3622	4,630	4800
Marriage License Waivers	379	350	400	425
Domestic Partnership Declarations Issued	N/A	N/A	N/A	N/A
County Board Files Maintained	925	945	950	950
County Ordinances Published	8	11	12	12
County Board Proceedings Published	11	15	15	15
Contractor Lien Notices/Vendor Levies	15	15	15	15
Claims Processed	251	236	260	240
Summons and Complaints Processed	56	66	70	270
Lobbying Registrations	11	9	15	12
Oaths of Office Administered	56	72	70	70
Wisconsin DNR Licenses Sold	108	72	10	80
Passport Applications Processed	1,713	449	1,730	1700
Documents Notarized	5,128	3,804	5,200	5200

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
Customer Satisfaction Survey Rating	99%	99%	99%	99%

**Strategic Overview:**

The County Clerk’s Office strives to provide the highest level of service at the lowest cost to the taxpayers.

**Strategic Implementation:**

As it continues to adjust to changes brought on by the Covid-19 pandemic, the County Clerk’s office will still strive to perform at the existing high level of efficiency, expediency and above all quality. We anticipate a considerable increase in the number of Marriage Licenses issued in 2022 as many weddings were postponed during in 2020 and 2021 on account of the pandemic. We also anticipate an increase in passport applications as world travel normalizes post pandemic. The Clerk's Office anticipates an increase in revenue in 2022 as the Courthouse wedding ceremonies resume.

The County Clerk’s Office interacts with members of the public daily and each customer is encouraged to complete a customer satisfaction survey. Our performance ratings have been consistently exceptional and are reflected in the Performance Measures Table.

**Strategic Program Area 2: Election Commission**

**Service Provision: Mandated**

How We Do It: Program Budget Summary					
Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$343,068	\$2,998,738	\$575,402	\$906,640	\$331,238
Revenues	\$50,770	\$2,205,292	\$45,750	\$80,750	\$35,000
Tax Levy	\$292,298	\$793,446	\$529,652	\$825,890	\$296,238
FTE Positions	3.0	3.0	3.5	3.5	0.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
Elections	2	4	2	4
Special Elections	0	0	1	0
Recounts	0	1	0	0
State/City/Muni/School Board Referendum	5	0	2	4
Campaign Finance Statements	75	148	83	120
Nomination Papers	0	34	5	60

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
Customer Satisfaction Survey Rating with Election Stakeholders	94% Excellent	95% Excellent	95% Excellent	95% Excellent

**Strategic Overview:**

The Milwaukee County Election Commission exists to administer federal, state, and local elections in a manner that fosters public trust in the accuracy, efficiency, and fairness of elections and develops public confidence in the democratic process.

**Strategic Implementation:**

The scheduled 2022 elections include:

Spring Primary - February 15, 2022

Spring Election - April 5, 2022

Fall Primary – August 16, 2022

Fall Election - November 1, 2022

An amount of \$16,000 is appropriated for the Election Commission to continue with the opt-in program that will notify citizens, through text-messaging and/or e-mail, of upcoming elections. The Election Commission will continue its relationship with Granicus and utilize its GovDelivery platform for this purpose.

The Election Commission will concentrate on improving the process of programming the elections to ensure that elections are conducted in a secure, efficient, and effective manner. This will occur by implementing processes that will ensure a greater continuity of service. The Election Commission will continue working to improve the process of conducting the canvass. This will include conducting voluntary audits after each election.