



Sheboygan County Department of County Clerk

Jon Dolson– County Clerk
508 New York Avenue – Administration Building 1st Floor
Sheboygan WI 53081-4126

March 5, 2018

Honorable Members of the Sheboygan County Board
Adam Payne, County Administrator

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 staff, my department strived to achieve a positive year-end budget variance, while continuing to deliver services for both community needs as well as statutory responsibilities. We fell short of our goal by a negative \$5,217.94 due to WI County Mutual Insurance Company's reduced dividend. Even with that setback, increased passport business paired with the combined knowledge and experience of my staff allowed us to continue to meet or exceed customer expectations.

I look forward to another year of faithfully serving the people of Sheboygan County.

Sincerely,

Jon G. Dolson
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."

- 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 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
- Compile and distribute annual County Board proceedings and maintain 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 dockets, old school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

Goals and Objectives Achieved in 2017

Marriage Licenses

- Continuation of strong customer service

Passport Applications

- Continuation of strong customer service

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, allowing the ability to upload results more quickly to the county's website for viewing. I will continue to enhance this for future elections, until new election equipment is purchased.

Budget

The 2017 department budget of \$447,347 realized a negative variance at year's end of \$5,217.94. The 2018 department budget is \$454,151 with a property tax levy of \$255,061.

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

		2015	2016	2017
Marriage Licenses	Licenses Issued / Date Waivers Granted	667 / 83	631 / 88	641 / 64
	Total Fees Collected	\$ 58,800.00	\$ 55,845.00	\$ 56,110.00
	County's Share of Revenue	\$28,785.00	\$ 27,450.00	\$27,240.00
	Family Court Commissioner Fees	\$13,340.00	\$ 12,620.00	\$12,820.00
Domestic Partnerships	Licenses Issued or terminated / Waivers Granted	0 / 0	0 / 0	1 / 0
	Total Fees Collected	\$0.00	\$ 0.00	\$85.00
	County's Share of Revenue	\$0.00	\$ 0.00	\$60.00
Passport Applications	Number of Applications Processed	973	1,141	1,311
	Total Fees Collected (County's share 100%)	\$24,325.00	\$ 28,450.00	\$32,675.00
Passport Photos	Number of Photos Taken	1,028	1,344	1,535
	Total Fees Collected (subject to sales tax) (County's share 100%)	\$9,652.62	\$12,583.15	\$14,482.84

Issues and Challenges Ahead

The major task at hand this year will be the replacement of our outdated election programming software and the entire lot of vote tabulating equipment in the county, approximately 100 units. The new equipment will come in 2018.

Goals and Objectives for 2018

- Continued management of implementation of newly instituted state-wide voter registration system upgrade (WisVote) for my department and relier municipalities
- Look forward to the WI Elections Commission rolling out electronic poll books
- Purchase new election equipment and software, and implement county-wide user training for all election officials needing training
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for staff