

# Clerk

---

## *Agency Overview*

### Agency Mission

The mission of the Clerk's Office is to provide equitable access to open government by promoting inclusion and full participation of all residents in the democratic process.

### Agency Overview

The Agency facilitates the right to vote, provides access to open meetings and open records, offers impartial license administration, and supports the legislative process. The goal of the Clerk's Office is to increase access to open government. The Clerk's Office will advance this goal by remaining engaged in the Racial Equity and Social Justice Initiative (RESJI) and Neighborhood Resource Teams; streamlining City agency approvals of license applications; continuing computer-free voter registration at community centers, food pantries, and community events; developing informative materials to increase compliance with the City's lobbying ordinance; and posting committee meeting agendas more than 48 hours in advance.

### Budget Service Changes

As part of the 2025 budget process, all agencies evaluated the budget service structure and had the opportunity to propose updates to services. The Clerk's 2025 budget service structure has been changed from the 2024 adopted budget. Since there were changes to services, the budget does not show a full history at the service level. The budget does show a full history at the agency level by fund and by major expenditure category.

The 2024 Adopted Budget included the following service:

- Clerk

The 2025 Executive Budget has been updated to the following services:

- Clerk Elections
- Clerk Licensing
- Clerk Operations

### 2025 Budget Highlights

#### Agency-Wide Changes

- Reallocates all Clerk staff to an allocation of 70% Clerk Elections, 15% Clerk Licensing, and 15% Clerk Operations.
- Wisconsin Question 1, Prohibition on Non-Governmental Funding of Elections, passed in the April 2024 election. The passage of this amendment prohibits any level of government in the state from applying or accepting non-governmental funds or equipment for election administration. The Clerk's grant funds were fully allocated prior to the passage of Wisconsin Question 1.

#### Service: Clerk Elections

- New service in 2025 budget. Clerk Elections was previously a portion of the budget in the former Clerk service.
- Decreases personnel costs by \$993,000 and supplies costs by \$233,000 to account for two fewer elections in 2025 compared to 2024.
- Purchased Services increased by \$24,000 including funds for increased Facility Rental (\$3,400) and Systems Communication Internet (\$17,500) to reflect costs associated with the absentee ballot mailing system.

Service: Clerk Licensing

- o New service in 2025 budget. Clerk Licensing was previously a portion of the budget in the former Clerk service.
- o Budget maintains current activity levels.

Service: Clerk Operations

- o New service in 2025 budget. Clerk Operations was previously a portion of the budget in the former Clerk service.
- o Budget maintains current activity levels.

**Clerk**

Function: Administration

*Budget Overview*

## Agency Budget by Fund

<b>Fund</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General	2,310,159	3,810,472	3,543,271	2,645,254	2,657,481
Other Grants	-	1,004,800	1,500,000	-	-
<b>Total</b>	<b>\$ 2,310,159</b>	<b>\$ 4,815,272</b>	<b>\$ 5,043,271</b>	<b>\$ 2,645,254</b>	<b>\$ 2,657,481</b>

## Agency Budget by Service

<b>Service</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Clerk Elections	<i>Service history not shown due to Results Madison</i>			2,137,310	2,145,869
Clerk Licensing	<i>service restructure. Services listed here will take effect</i>			237,376	239,211
Clerk Operations	<i>January 1, 2025.</i>			270,567	272,402
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,645,254</b>	<b>\$ 2,657,481</b>

## Agency Budget by Major-Revenue

<b>Major Revenue</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Salaries	1,461,595	2,805,232	2,298,573	1,852,871	1,852,871
Benefits	258,490	289,024	316,249	281,365	293,592
Supplies	335,799	1,474,333	2,171,098	241,250	241,250
Purchased Services	168,923	235,594	246,263	255,102	255,102
Debt Othr Financing	73,341	-	-	-	-
Inter Depart Charges	12,013	11,088	11,088	14,665	14,665
<b>Total</b>	<b>\$ 2,310,159</b>	<b>\$ 4,815,272</b>	<b>\$ 5,043,271</b>	<b>\$ 2,645,254</b>	<b>\$ 2,657,481</b>

**Clerk****Function:****Administration***Service Overview***Service:** Clerk Elections*Service Description*

The City Clerk’s Office facilitates the right to vote so each eligible voter is able to cast a ballot and have that ballot counted.

*Activities Performed by this Service*

- Voter Outreach & Education: Answering voter questions; Registering voters
- Absentee Voting: Processing absentee requests; Mailing absentee ballots upon request; Securing absentee ballot envelopes returned to the office; Training and scheduling poll workers to deliver absentee ballots to absentee voters in nursing homes and residential care facilities; Setting up and supporting in-person absentee voting sites; Coordinating absentee ballot couriers and chains-of-custody for absentee voting sites and drop boxes
- Elections Administration: Managing voter list maintenance; Certifying ballot access for city and school board candidates; Recruiting, training, scheduling, and paying poll workers; Conducting public test of election equipment; Securing ballots and election equipment; Establishing and equipping polling locations; Providing poll workers and voters with support, resources, and answers on Election Day; Certifying local and school district election results; Recording and reconciling voter participation in the state voter registration system; Conducting recounts as needed for local and school board elections; Training new municipal clerks from municipalities across the state

*Service Budget by Fund*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				2,137,310	2,145,869
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 2,137,310</b>	<b>\$ 2,145,869</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				1,784,051	1,792,610
Non-Personnel				353,259	353,259
Agency Charges				-	-
<b>Total</b>				<b>\$ 2,137,310</b>	<b>\$ 2,145,869</b>

**Clerk****Function:****Administration***Service Overview***Service:** Clerk Licensing*Service Description*

We serve the community by processing license applications for the City of Madison and Public Health Madison Dane County, administering license renewals for the Fire Department, and staffing the Alcohol License Review Committee.

*Activities Performed by this Service*

The Clerk's Office staffs the Alcohol License Review Committee and processes licenses applications for the City of Madison and certain licenses for Dane County. Activities include:

- Staffing the Alcohol License and Review Committee which includes oversight for: Liquor/Beer Sales; Operators (Alcohol Servers); Picnic Beer
- Intaking payment, processing applications, and receiving payments for Clerk Licenses, Health Licenses, Scrap & Recycling Licenses, Secondhand Dealer Licenses, and Transportation and Paratransit Licenses

*Service Budget by Fund*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				237,376	239,211
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 237,376</b>	<b>\$ 239,211</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				176,937	178,772
Non-Personnel				59,489	59,489
Agency Charges				950	950
<b>Total</b>				<b>\$ 237,376</b>	<b>\$ 239,211</b>

**Clerk****Function:****Administration***Service Overview***Service:** Clerk Operations*Service Description*

The City Clerk’s Office helps members of the community connect with their local government.

*Activities Performed by this Service*

Clerk Operations tasks include:

- Supporting transparent and open government: Posting meeting agendas; Preparing Common Council agendas; Staffing Common Council meetings; Compiling Common Council proceedings
- Legislative Support: Training city staff to use Legistar; Assisting City Agencies with entering resolutions into Legistar
- Miscellaneous Clerk Operations: Covering costs for the Police & Fire Commission; Routing city contracts; Filing annexations and attachments with the Register of Deeds; Providing the State with the annual certification of city boundaries; Serving as the custodian of many City records; Fulfilling open records requests; Processing lobbyist registrations; Collecting Statement of Interest filings from committee staff and certain city employees; Providing notary services; Accepting service of lawsuits against the City; Redirecting the public to the appropriate city, county, or state agency

*Service Budget by Fund*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				270,567	272,402
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 270,567</b>	<b>\$ 272,402</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				173,248	175,083
Non-Personnel				83,604	83,604
Agency Charges				13,715	13,715
<b>Total</b>				<b>\$ 270,567</b>	<b>\$ 272,402</b>

**Clerk**

**Function:**

**Administration**

*Line Item Detail*

**Agency Primary Fund:** General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive
<b>Salaries</b>					
Permanent Wages	641,428	859,284	859,284	885,176	885,176
Pending Personnel	-	4,220	-	-	-
Premium Pay	1,604	-	6,000	3,689	3,689
Compensated Absence	16,176	-	-	-	-
Hourly Wages	191,205	350,000	368,444	175,000	175,000
Overtime Wages Permanent	68,429	30,000	88,958	33,432	33,432
Overtime Wages Hourly	18,010	-	15,000	-	-
Election Officials Wages	524,742	1,600,000	999,158	782,294	782,294
Budget Efficiencies	-	(38,271)	(38,271)	(26,720)	(26,720)
<b>Salaries Total</b>	<b>\$ 1,461,595</b>	<b>\$ 2,805,232</b>	<b>\$ 2,298,573</b>	<b>\$ 1,852,871</b>	<b>\$ 1,852,871</b>
<b>Benefits</b>					
Health Insurance Benefit	117,510	147,670	131,649	139,119	151,026
Wage Insurance Benefit	3,304	3,499	3,753	3,804	3,804
IATSE Health Benefit	5,860	5,000	13,101	5,000	5,000
WRS	51,317	59,291	65,952	61,077	61,520
FICA Medicare Benefits	71,077	63,673	95,612	65,813	65,690
Post Employment Health Plans	9,421	9,892	6,181	6,552	6,552
<b>Benefits Total</b>	<b>\$ 258,490</b>	<b>\$ 289,024</b>	<b>\$ 316,249</b>	<b>\$ 281,365</b>	<b>\$ 293,592</b>
<b>Supplies</b>					
Office Supplies	3,491	4,000	2,163	2,750	2,750
Copy Printing Supplies	45,147	85,830	85,830	37,000	37,000
Election Supplies	146,008	50,000	200,000	50,000	50,000
Hardware Supplies	3,988	1,500	48,315	1,500	1,500
Software Lic & Supplies	2,052	-	70,336	-	-
Postage	128,747	333,003	249,446	150,000	150,000
Work Supplies	107	-	-	-	-
Equipment Supplies	6,257	-	15,007	-	-
<b>Supplies Total</b>	<b>\$ 335,799</b>	<b>\$ 474,333</b>	<b>\$ 671,098</b>	<b>\$ 241,250</b>	<b>\$ 241,250</b>
<b>Purchased Services</b>					
Telephone	718	978	615	978	978
Cellular Telephone	8,814	13,310	6,581	13,310	13,310
Systems Comm Internet	-	-	-	17,460	17,460
Facility Rental	-	39,192	39,192	42,581	42,581
Custodial Bldg Use Charges	49,475	46,354	46,354	46,354	46,354
Equipment Mntc	18,390	20,015	20,015	20,015	20,015
System & Software Mntc	-	32,945	32,945	33,604	33,604
Rental Of Equipment	32,568	30,000	45,760	30,000	30,000
Mileage	1,620	-	4,647	-	-
Conferences & Training	15,610	12,000	6,060	12,000	12,000
Memberships	1,611	1,000	6,093	5,800	5,800
Delivery Freight Charges	3	-	-	-	-
Storage Services	6,901	3,000	3,000	3,000	3,000
Advertising Services	28,215	30,000	30,000	30,000	30,000
Other Services & Expenses	4,998	2,000	5,000	-	-
<b>Purchased Services Total</b>	<b>\$ 168,923</b>	<b>\$ 230,794</b>	<b>\$ 246,263</b>	<b>\$ 255,102</b>	<b>\$ 255,102</b>

**Clerk**

**Function:**

**Administration**

*Line Item Detail*

**Agency Primary Fund:** General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive
Debt Othr Financing					
Principal Leases	36,150	-	-	-	-
Principal SBITAS	31,440	-	-	-	-
Interest Leases	4,246	-	-	-	-
Interest SBITAS	1,505	-	-	-	-
<b>Debt Othr Financing Total</b>	<b>\$ 73,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Inter Depart Charges					
ID Charge From Traffic Eng	930	1,000	1,000	950	950
ID Charge From Insurance	10,237	8,754	8,754	12,831	12,831
ID Charge From Workers Comp	846	1,334	1,334	884	884
<b>Inter Depart Charges Total</b>	<b>\$ 12,013</b>	<b>\$ 11,088</b>	<b>\$ 11,088</b>	<b>\$ 14,665</b>	<b>\$ 14,665</b>



**Clerk**

**Function: Administration**

*Position Summary*

Classification	CG	2024 Budget Adopted		2025 Budget			
		FTEs	Amount	Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
CERT MUNI CLK-20	20	4.00	303,083	5.00	394,418	5.00	394,418
CITY CLERK-21	21	1.00	146,939	1.00	152,308	1.00	152,308
DEPUTY CITY CLERK-18	18	1.00	88,764	1.00	92,007	1.00	92,007
MUNI CLK 2-20	20	5.00	320,498	4.00	246,442	4.00	246,442
		<b>11.00</b>	<b>\$859,284</b>	<b>11.00</b>	<b>\$885,176</b>	<b>11.00</b>	<b>\$885,176</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.