

**OFFICE OF THE CITY CLERK  
Room 103, City-County Building  
266-4601**

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**Mission, Goals and Objectives**

It is the mission of the City Clerk's Office to conduct elections with the highest integrity, fairly administer over 100 types of City licenses and permits, support City agencies through Legistar training and administration, prepare Common Council agendas and proceedings, act as the custodian of all City records, and assist the public in accessing City records, agendas, and minutes. The City Clerk's Office is committed to providing these services in a courteous, efficient, and professional manner.

**Maribeth Witzel-Behl, City Clerk** **266-4601**

Establish policies and procedures in accordance with Wis. Statutes, Sec. 62.09(11) and Madison General Ordinances, Sec. 3.13.

**T. Adam Gallagher, Deputy Clerk** **266-4601**

Manage the quality of data within the Statewide Voter Registration System (SVRS). Administer HAVA checks for voter registrations. Follow-up on problematic voter registrations. Conduct voter purge every odd-numbered year. Coordinate and oversee the delivery of absentee ballots to the polling places. Audit lobbyist registrations and expense statements. Conduct semi-annual training workshops for lobbyists. Provide supervision and guidance for hourly employees, light duty workers, and special workers. Conduct research and statistical analysis.

**Tammy Peters, Program Assistant 2** **266-4601**

Maintain and coordinate the preparation and distribution of the computerized agenda, referrals, proceedings, reports and index relating to the Common Council meetings. Attend Common Council meetings as Clerk designee and record Council actions. Serve as resources relative to Common Council actions and procedures.

**Jean Tretow-Schmitz, Administrative Clerk 1** **266-4601**

Maintain index and filing of all City contracts, deeds and other official documents. Prepare and post weekly meeting schedule. Coordinate and perform record retention and destruction. Maintain meeting room reservation for Room 103A. Maintain Domestic Partnership applications. Research action by the Common Council. Maintain, program and set up electronic voting equipment.

**Elena Berg, Administrative Clerk 1** **266-4601**

Maintain computerized voting system. Process absentee ballots, voter registrations, voter records and maintain permanent absentee voter database. Prepare rezoning notices and distribution. Prepare and update City roster. Maintain file of Statement of Interest.

**Ronda Statz, Administrative Clerk 2** **266-4601**

Process liquor/beer/miscellaneous licenses. Staff for Alcohol License Review Committee. Prepare ALRC agenda, minutes and notices. Maintain on-line license system. Act as liaison between City and organizations holding events.

Debra Schmidt, Administrative Clerk 1

266-4601

Assignment of election officials, election official payroll, maintain computerized election official system. Maintain and audit Campaign Finance Reports.

### Contacts

Website	<a href="http://www.cityofmadison.com/clerk">www.cityofmadison.com/clerk</a>
Election - Polling Information	266-4601
Election - Voter Registration	266-4601
Council Proceedings	266-4602
Licenses (Liquor, Beer, Food, Drink)	266-4601