

OUR CITY OF MADISON



City Clerk's Office Introduction

Maribeth Witzel-Behl, Clerk

Vision and Mission

Inclusive – Innovative – Thriving



CITY OF MADISON

Our Agency's Vision and Mission

Vision

- *We envision an office of inclusion and belonging, where we work together as a team, fully supporting each other without judgment.*



Mission

- We exist to assist. Our team serves to provide equitable access to open government by promoting inclusion and full participation of all residents in the democratic process.
- We are committed to achieving our mission through facilitating the right to vote, providing access to open meetings and open records, offering impartial license administration, and supporting the legislative process.

Structure, Services, and Staff



Structure

- *Municipal Clerk Series Career Ladder*
 - *Municipal Clerk I*
 - *Municipal Clerk II after one year in office and completion of first year of UW-Green Bay Municipal Clerks Institute*
 - *Certified Municipal Clerk after five years in office, completion of UW-Green Bay Municipal Clerks Institute, and certification as a Wisconsin Certified Municipal Clerk (WCMC)*
- *Deputy Clerk/Liquor License Coordinator*
- *Clerk*



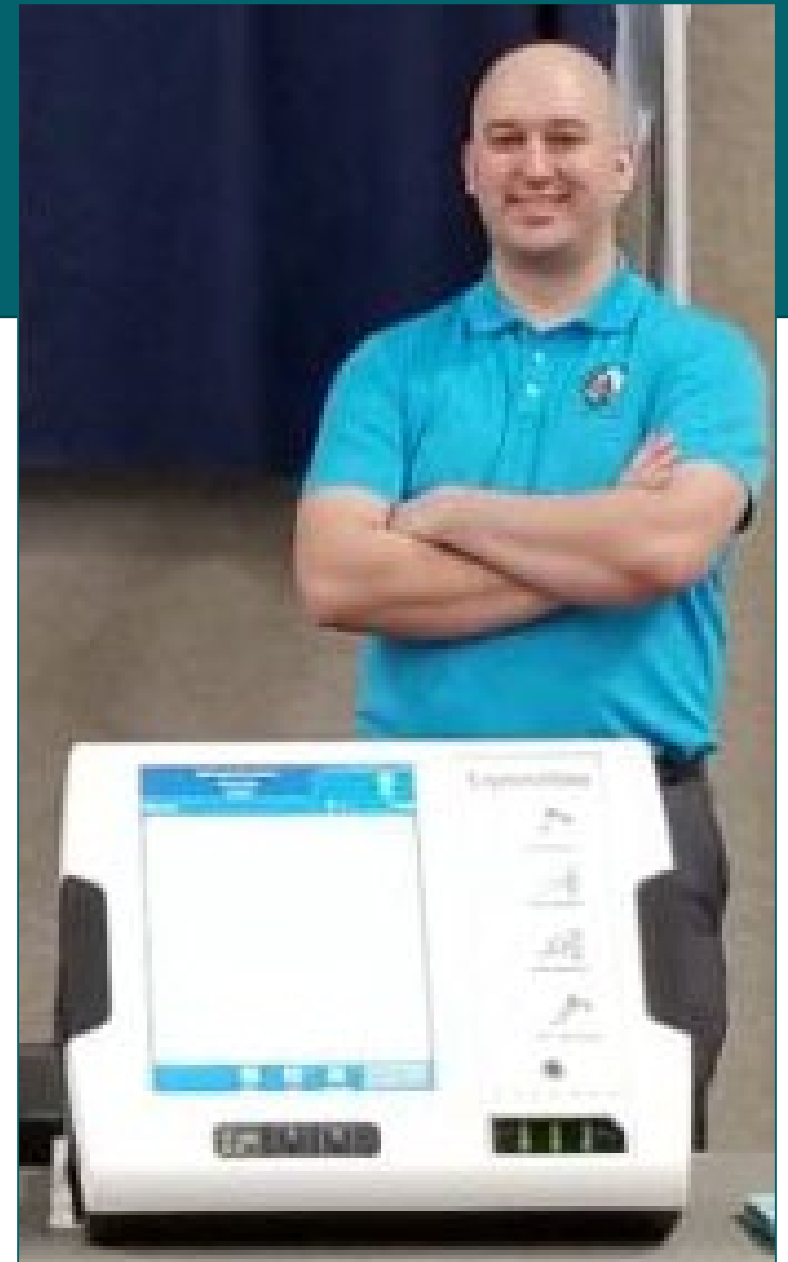
Services

- *Alcohol licensing*
- *Secondhand dealer licensing*
- *Pawnbroker licensing*
- *Waste hauler licensing*
- *Solicitor permitting*
- *Paratransit licensing*
- *Theater licensing*
- *Transient merchant permitting*
- *Health licensing for entire county*
- *Fire license renewals*
- *Notary Services*
- *Claims against the City*
- *Contract routing*
- *Common Council agendas*
- *Common Council proceedings*
- *Elections*
- *Lobbyist Filings*
- *Weekly meetings schedule*
- *Receipts of honoraria, fees, or expenses*
- *Statement of Interests*

Key Staff

Deputy Clerk Jim Verbick, WCMC

- *Staff to the Alcohol License Review Committee*
- *Liaison with Madison Metropolitan School District*
- *Oversight of poll worker scheduling*
- *Polling location scout*
- *Polling place accessibility checks*
- *Badgers Vote Coalition*
- *Frequently staffs our front counter*



Key Staff



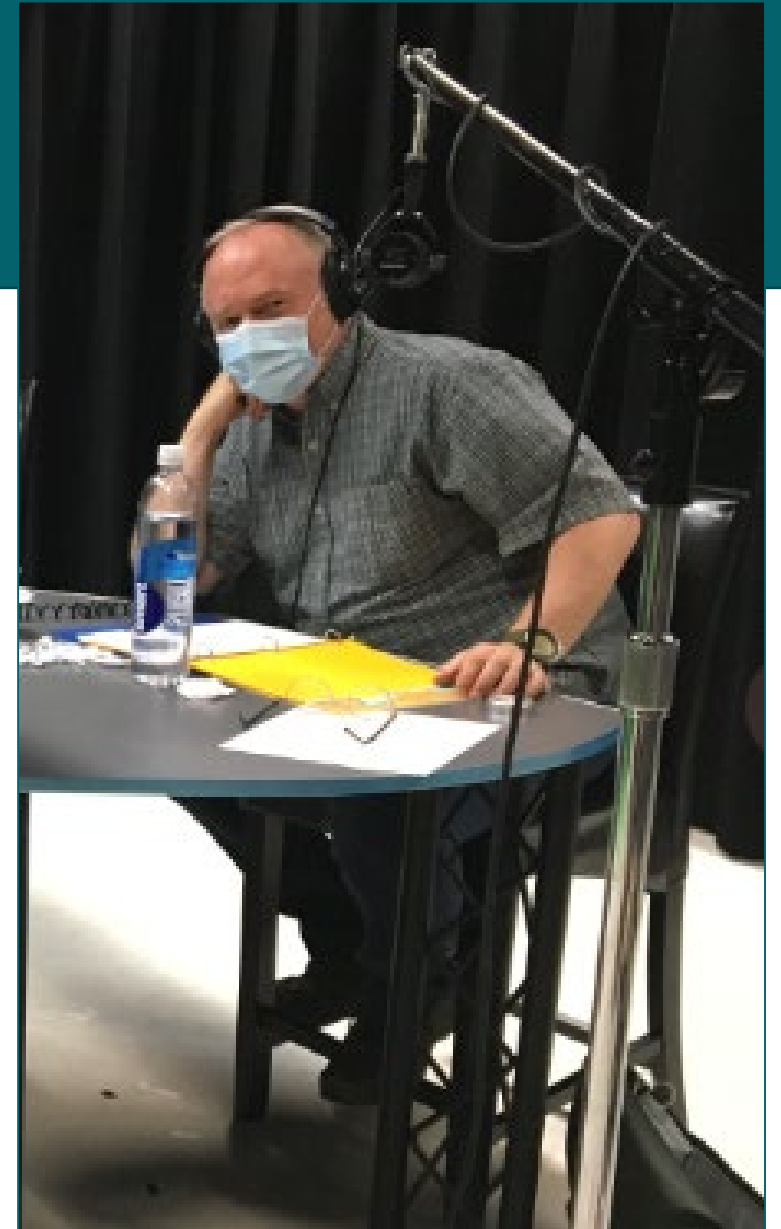
Eric Christianson, WCMC

- *Legistar Administrator*
- *Campaign Finance*
- *Nursing home absentee delivery coordination and training*
- *Licensing*
- *Contract routing*
- *Election equipment preparation and deliveries*
- *Happiness at Work Leader*

Key Staff

Thomas Lund, WCMC

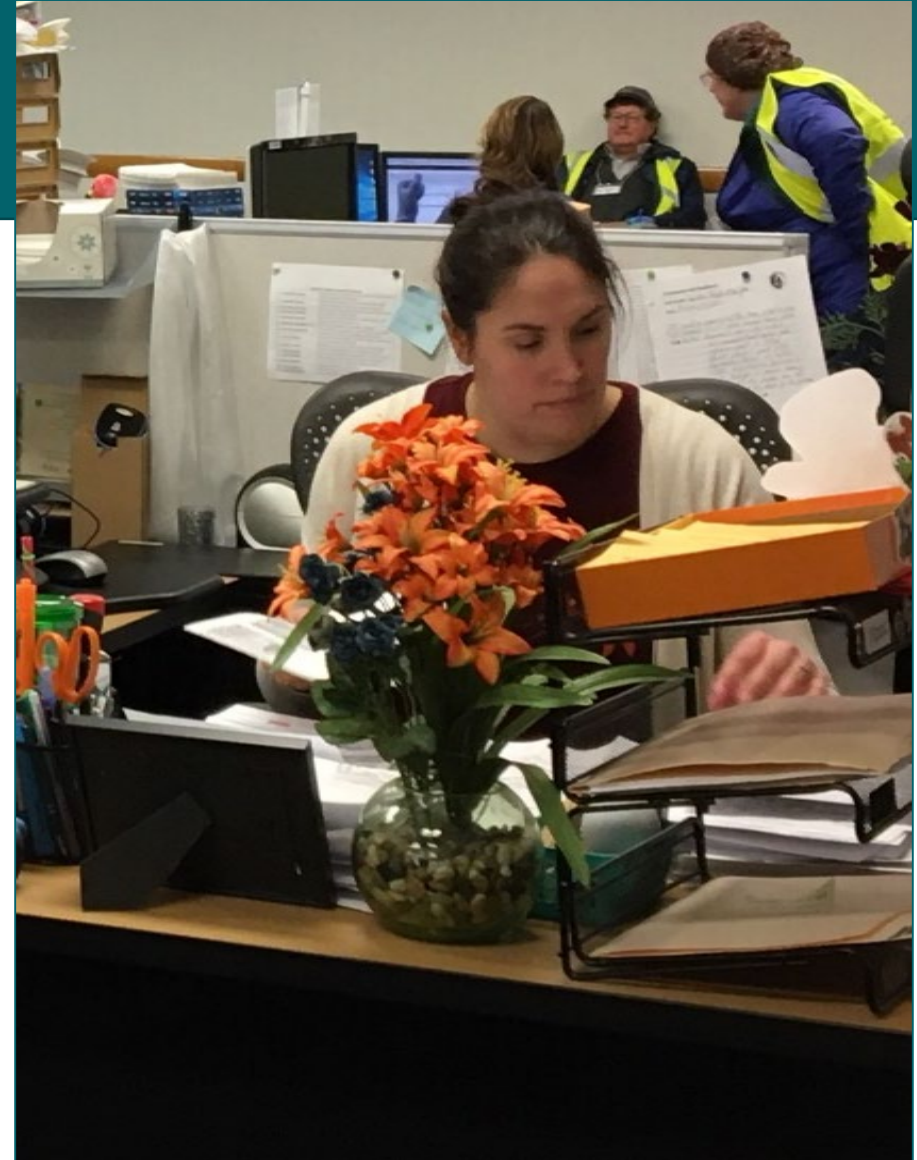
- *Records requests*
- *Licensing*
- *Contract routing*
- *Host for most poll worker webinars*
- *Poll worker training*
- *Training for in-person absentee voting staff*
- *Plain language advocate*



Key Staff

Nikki Perez, WCMC

- *Prepares public test of election equipment*
- *Payroll clerk*
- *City Emergency Management Team*
- *Office emergency preparedness coordinator*
- *Routing for election equipment delivery and retrieval*
- *Data quality oversight for voter database*



Key Staff

Jennifer Haar, WCMC

- *Office Civil Rights Coordinator*
- *Office Equity Team Co-Lead*
- *Records requests*
- *Legistar training for other city agencies*
- *Nursing home absentee delivery coordination and training*
- *Voting accessibility outreach*



Key Staff

Maggie McClain, WCMC

- *Public Information Officer*
- *Office budgeting*
- *Office supply orders*
- *Poll worker scheduling*
- *Social media*
- *Absentee mailing coordination*
- *Neighborhood Resource Team Leader*



Key Staff

Heather Harris, WCMC

- *Campaign finance*
- *Licensing*
- *Records requests*
- *Statement of Interests filings*
- *Lobbyist filings*
- *City Emergency Management Team*



Key Staff



Bonnie Chang

- *Voter outreach coordinator*
- *In-person absentee voting coordinator*
- *Training for in-person absentee voting staff*
- *Office Equity Team Co-Lead*
- *Neighborhood Resource Team Leader*
- *Social media*
- *Badgers Vote Coalition*
- *Working on Wisconsin Certified Municipal Clerk (WCMC) certification*

Common Citywide Collaborations

Inclusive – Innovative – Thriving



CITY OF MADISON

Common Citywide Collaborations

Staff in our agency most often collaborate with these agencies across TeamCity:

Agency	Topic(s)
Common Council Office	Council Agenda
Civil Rights	Neighborhood Resource Teams
Public Health	Licensing
Fire	Licensing
Madison Police Department	Background Checks for Licensing
Building Inspection	Licensing
Zoning	Licensing
City Treasurer	License Payments
City Attorney	Litigation, Licensing, Contracts, Records Requests
All Agencies	Council Agenda and Contract Routing

Boards, Committees, Commissions

Our agency staffs the following City of Madison Boards, Committees and Commissions:

Board, Committee, Commission	Key Staff
Alcohol License Review Committee	Deputy Clerk Jim Verbick
Common Council	All

Agency Resources

Inclusive – Innovative – Thriving



Our Agency's Key Links

- Agency Website(s): www.cityofmadison.com/clerk
- Key Report(s):
 - Election Results, found on County Clerk's website
- [Wisconsin State Statutes](#)
 - Too many to list
- [Madison General Ordinances](#)
 - All Ordinances can be found in our office
- [Council Resolutions](#)
 - All Resolutions can be found in our office

Our Agency's Acronyms

We avoid acronyms.

OUR CITY OF MADISON



Let's Connect!

City Clerk's Office

clerk@cityofmadison.com

608-266-4601

CITY OF MADISON