Clerk

Agency Budget by Fund

Fund	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
General	2,310,159	3,810,472	4,163,311	2,657,481	3,448,192	3,448,192
Other Grants	-	1,004,800	1,500,000	-	-	-
Total	**$ 2,310,159**	**$ 4,815,272**	**$ 5,663,311**	**$ 2,657,481**	**$ 3,448,192**	**$ 3,448,192**

Agency Budget by Service

Service	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Clerk Elections				2,145,869	2,912,167	2,912,167
Clerk Licensing	*Service history not shown due to Results Madison service restructure.*			239,211	253,242	253,242
Clerk Operations	*Services listed here started January 1, 2025.*			272,402	282,782	282,782
Total	$ 2,310,159	$ 4,815,272	$ 5,663,311	$ 2,657,481	$ 3,448,192	$ 3,448,192

Agency Budget by Major-Revenue

Major Revenue	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
	-	-	-	-	-	-
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Agency Budget by Major-Expense

Major Expense	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Salaries	1,461,595	2,805,232	2,641,420	1,852,871	2,451,350	2,451,350
Benefits	258,490	289,024	360,162	293,592	309,285	309,285
Supplies	335,799	1,474,333	2,415,669	241,250	352,500	352,500
Purchased Services	168,923	235,594	234,852	255,102	323,702	323,702
Debt Othr Financing	73,341	-	-	-	-	-
Inter Depart Charges	12,013	11,088	11,208	14,665	11,355	11,355
Total	**$ 2,310,159**	**$ 4,815,272**	**$ 5,663,311**	**$ 2,657,481**	**$ 3,448,192**	**$ 3,448,192**

City Clerk's Office

We exist to assist.

TO: Mayor Rhodes-Conway
FROM: Michael Haas
DATE: July 18, 2025
SUBJECT: City Clerk' Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director; Budget Manager

Goals of Agency's Operating Budget

The City Clerk's Office remains focused on our core mission to administer accessible, transparent, and secure elections; ensure fair and efficient licensing processes; support City legislative functions; and other primary responsibilities. In 2026, our key goals include:

1. Compliance with state statutes, policies, and procedures regarding election administration including compliance with any WEC orders, including updating absentee policies and reconciliation processes.
2. Holding equity-driven voter outreach and licensing engagement particularly for underrepresented communities.
3. Modernizing internal processes for licensing, public records, and legislative support to improve public service and reduce staff burden.
4. Strengthening election inspector recruitment, training, and retention ahead of the 2026-2027 cycle.

Our budget request supports these goals by preserving core staff capacity, maintaining operational readiness for major elections, and modestly reallocating resources to align with strategic priorities.

Key Metrics to Track Progress:

- Voter participation rates in historically underrepresented wards
- Absentee ballot reconciliation accuracy and timeliness
- Number and diversity of election inspectors trained and scheduled, ensuring language access and accessibility.
- Time to process licenses and public records requests
- Internally tracking procedural compliance and staff workload

99.25% Budget for General, Library, and Fleet Funds

Our strategies to comply with the 99.25% budget are as follows:

- Reducing low-priority supply purchases and deferring non-essential printing costs
- Tracking hourly scheduled hours to reduce overtime expenses and burnout
- Digitizing paper-based processes to reduce printing costs
- Increasing efficiencies with the Bluecrest equipment and Business Reply Mail permit

These strategies are designed to minimize service disruptions while maintaining election integrity and public service expectations.

Reallocations and Other Changes

The Clerk's Office plans to work with our budget analyst to accurately realign costs to the appropriate object codes.

In addition, we plan to incorporate the following changes:

- Realigning supply budgets to better reflect increased needs to community-based voter education and support materials during the 2026 election cycle.
- Expanding poll worker training capacity including bilingual and ADA compliant training modules

Optional Supplemental Request

We do not currently have a supplemental request; however, it is important to the note that the Clerk's Office is working with Human Resources, Finance, and the Mayor's Office to request additional FTE and initiate a restructure study, both of which may incur additional supplemental costs.

2026 Operating Budget
Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in your Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	CLERK
Enter your Service:	Elections

Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates?
☐ No – No change to description
☒ Yes – Description needs to be updated

Updated Activities Performed by Service:
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.

Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates?
☐ No – No change to activities
☒ Yes – Activities need to be updated

Updated Activities Performed by Service:
Update:
- Answering voter questions; registering voters at community events and through targeted outreach; partnering with BIPOC-led and immigrant-serving organizations; developing voter education materials in multiple languages and accessible formats. Coordinating outreach through Neighborhood Resource Teams, Parks Alive, and other community events.
- Setting up, staffing, and monitoring high-volume in-person absentee voting sites across the city, ensuring compliance with accessibility and election security standards.
- Securing absentee ballot envelopes via locked drop boxes, in-office secure storage, and trained courier transport.
- Training new municipal clerks from across the state through ongoing technical assistance, professional development, and hands-on observation opportunities.

Add:
- Improving reconciliation protocols for absentee ballots in compliance with Wisconsin Elections Commission orders.
- Implementing WEC-required chain-of-custody documentation at each polling site for ballots and memory devices.
- Recruiting, training, scheduling, and paying poll workers including high school students, bilingual workers, and workers with accessibility expertise.
- Providing de-escalation and emergency response training to poll workers.

> - Developing and maintaining contingency plans for high-turnout elections and emergency polling place relocations.

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)

Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**.

Examples of changes that **do** need to be detailed:
- Moving $10,000+ within a Service from one Major to another Major.
- Moving $10,000+ within a Major from one Service to another Service

Examples of changes that **do not** need to be detailed:
- Total changes of less than $10,000 at the Major and Service level.
- Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

Summary Table of *Service and/or Major* Changes of $10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	$ Change	Description
Select	Select	Enter $.	Click or tap here to enter text.
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Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Expanding poll worker recruitment and training to ensure transparent, safe, and secure elections.

Additionally, from feedback received at community events, we should prioritize and protect accessible polling places, in-person absentee voting, and community engagement in our 2026 budget request.

This is reflected in our increased poll worker salary budget.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

We currently schedule poll workers to prevent anyone from having to wait in line for 15 minutes or more, and to finish processing absentee ballots before the polls close.

To build voter trust, we must provide poll workers with quality instruction and resources and also ensure each polling place is properly staffed.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☒ No – No allocation changes
☐ Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?
☒ No – No reclassifications
☐ Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds,

proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?
☒No – No change to # of FTEs
☐Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Click or tap here to enter text.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Click or tap here to enter text.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

Click or tap here to enter text.

2026 Operating Budget
Service Budget Proposal Form

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Part 1. Identifying Information	
Select your Agency:	CLERK
Enter your Service:	Clerk Licensing
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

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Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

N/A

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

N/A

Part 3. Personnel Changes

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Part 1. Identifying Information	
Select your Agency:	CLERK
Enter your Service:	Operations

Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates?
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If yes, enter updated Service Description here:

The Clerk's Office Operations service helps members of the community connect with their local government. Additionally, this service facilitates interagency operations within the City and also provides administrative support for the other Clerk services – Licensing and Elections.

Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates?
☐ No – No change to activities
☒ Yes – Activities need to be updated

If yes, enter updated Activities Performed by Service here:

From 2025 Request:
Clerk Operations tasks include:
- Posting meeting agendas
- Preparing Common Council agendas
- Staffing Common Council meetings
- Compiling Common Council proceedings
- Training city staff to use Legistar
- 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
- 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

Additional to Add:
- Providing administrative support to the City Emergency Management Team
- Facilitating community engagement through outreach, equity initiatives, and social media

- Fulfilling open records requests for the public - Coordinating purchasing and budget services for entire Clerk agency - Processing payroll for entire Clerk agency	

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Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

N/A

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request? N/A

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Does your proposal change the total number of FTE positions for an existing classification?
☒No – No change to # of FTEs
☐Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Discussion in process with HR currently.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings? N/A

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

N/A