

2010 CITY CLERK ANNUAL REPORT



ELECTIONS

Four Elections in 2010 resulted in a new Governor, challenges to Legislative Officers, Representatives to the Assembly, and Dane County Sheriff.

The 2010 February Primary had one office on the ballot (Court of Appeals Judge District 4) the turnout was just 5% (667 voters). April 2010 offices elected were Judicial including Circuit Court Seats, Court of Appeals and County Supervisors. The three School Districts (Madison, Verona, and Oregon) had seats up in April as well. Participation was 21% (2,890).

The Fall 2010 Elections made up for the slow numbers from the Spring. September's Partisan Primary narrowed down the candidates for the Governor, Lieutenant Governor, Attorney General, State Treasurer, Representatives in Congress, County Sheriff and Clerk of Circuit Court.

The General Election in November 2010 was a significant event. Turnout was 75% with 11,250 total voters (2,250 absentee voters). The remaining 9,000 voters came to the polls. The Election Inspectors registered 1,312 voters on November 2nd.

Statewide Voter Registration (SVRS) Maintenance – Clerk’s staff processed the following items in 2010 to maintain the voter registration system:

Maintenance of:	# of Records
Voter Registrations (New and Name/Address Changes)	2,103
Purged /Canceled Records	1,092
Retroactive “HAVA Checks” ~ Required by the State of WI	450

RECODIFICATION CITY ORDINANCES

This project was scheduled for completion at the end of 2010 with a delay due to a decision to include the SmartCode, Zoning Code, and Land Division changes in the final adoption. The Code of Ordinances is scheduled for adoption by the Council on March 8th of 2011. The final code is a two volume layout (with four main title sections: Administration, Land Use and Development, Building and Environmental Control, and City Services. Chapters will fall under the title sections that they are comparable to (an example of this is: Ordinance Chapters for Police, Fire, Utility, will fall under the title of City Services.)

Through the expertise of the City Attorney and the combined efforts of City Administration, Planning and Clerk’s Departments review and proofing was completed on the final manuscript in the Fall of 2010. Edits were reviewed and the final proof was approved and sent to be printed and typeset. The new code will be available electronically and hosted on the City’s website by Municipal Code Corporation. The final code is searchable; with current updates accessible online. Other services provided by the Codifier include a resource for the City Attorney for examples of new ordinances as needed.

BOARD OF REVIEW

The Board of Review is a quasi-judicial body empowered with three primary duties:

- BOR can adjust assessments when they have been proven incorrect by sworn testimony
- Correct errors or omissions in the descriptions or computations found on the assessment roll
- Check the assessment roll for omitted property and duplicate assessments

The Clerk’s Staff as well as the Members of the Board of Review (Fitchburg Residents) are required to attend a training session every 2 years as required by State Law. All members completed the required training.

The Clerk’s Department coordinated with the Assessing Department for the 2010 BOR. The department had nine taxpayers contest their assessment with 7 appearing at the July 21, 2010 meeting. Final adjournment was on the same day, with three real estate property valuations being changed. No commercial property valuations were changed.

INSURANCE CLAIMS

The City Clerk's Department receives and files all liability related and property damage insurance claims. In 2010, the City had claims filed with nine related to liability issues, eight property damages, and the remainder reporting damage less than deductible therefore non-recoverable. One of the liability claims that were unresolved have resulted in claim against the City that was resolved in February 2011. The Clerk's Department is responsible for the initial filing of claims, tracking settlement and providing documentation for unresolved claims.

2010 Projects

In 2010 the City Clerk's Staff assisted other City Departments with the implementation of the "Paperless Project" for the majority of the City's Committee meetings including the City Council Meetings, Plan Commission, Community Economic Development Authority, Finance, Public Safety Human Services and several of the other committee meetings. The Mayor included this proposal in his 2010 budget. Committee members no longer received paper copies of the supporting packet for their meetings. Patti Anderson, Deputy City Clerk initiated the project at the end of 2009.

After a year of implementation and assisting staff with document retrieval and support, we recognized along with time savings there was significant savings on paper and supplies. Below are the comparisons from 2009 year-to-date versus 2010:

Total Copies Made City-wide

2010	324,160.00		
2009	503,243.00		
		Cost per copy	Savings ytd
Difference	179,083.00	0.02445	\$4378.57
Clerks Dept Copies made	2010 70,056	2009 198,020	127,000 copies reduced for Clerk's Department

2011 Projects

The Clerk's Department in coordination with the IT Department included two 2011 project proposals in the 2010 Capital Improvement Plan that are scheduled for implementation in 2012. The (RFP) Request for proposal for one of the projects will be drafted and released at the end of 2011. This RFP will be finalized for the **Agenda Management Program** to allow for the sharing of documents with the standard committees and commissions that currently are sharing documents via email and requiring multiple handling of the same document. This project will also allow for a historical tracking and electronic signing and retention of approved resolutions, ordinances and agreements.

The other project will be a significant City-Wide project for 2012 that includes a **Content Document Management Program** for electronic storage and retrieval for records housed at City Hall including agendas, minutes, reports, agreements, and voter records. This project includes a second phase and will be expanded to electronic forms and records for financial, personnel, court, planning, and public works documents.

Due to the planning and implementation for both of these projects the City Clerk's staff have committed to updating their knowledge base in Microsoft Windows Word and Excel 2010. This will assure for a smooth transition and allow for easier use of the document sharing required in an Agenda Management Program.

PERSONNEL

Tracy Mergen, Administrative Receptionist

Josie Pedone, Administrative Receptionist

Tracy and Josie are the first points of contact greeting the people entering City Hall. They share the duties of answering all of the in-coming calls to City Hall. They are able to answer questions on city services, staff, and are able to respond to a variety of other questions on a regular basis. Both Tracy and Josie are cross-trained to perform the same job duties. They have earned the title "purveyors of great first impressions" by other City employees.

Tracy attended her second year at the Municipal Clerk's Institute at the UW Green Bay Outreach. Josie shares her Spanish speaking skills with the residents of Fitchburg on a daily basis. These residents have grown accustomed to having Josie at City Hall and they show much appreciation to her as well as the City for offering this service.

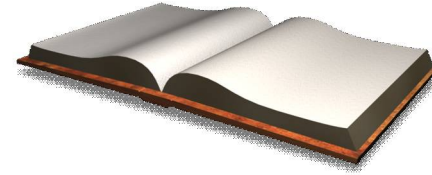
Tracy and Josie are responsible for the coordination of agendas and approvals for the Public Safety and Human Services Committee, including Alcohol Licenses, Sound Permits, Street Use Permits, and Operator "Bartenders" License. They accept payments for citations, utility bills, building permits, and license fees remitted at the front counter. They oversee the delivery and sorting of incoming and outgoing mail for all departments at City Hall. They maintain the public meetings calendar and verify that accuracy of agendas posted to the City's three public meetings bulletin boards.

PROFESSIONAL

Linda Cory, City Clerk is a Certified Municipal Clerk and a Wisconsin Certified Municipal Clerk. She is an active member in the WMCA and International Clerk's Association. In 2010 she has participated in the University of Wisconsin Continuing Education Courses in Records Management, and Census 2010 Redistricting. She is actively working towards her Professional Clerk's Designation. Linda has sixteen years experience as a Wisconsin Municipal Clerk.

Patti Anderson, Deputy City Clerk: Attended the UW Green Bay - Clerk's Institute for a week in July. This training was the final year of a three year program. Patti will apply for her Certified Municipal Clerk designation in 2011. She is an active member in the WMCA Clerk's Association and will serve on the Special Projects Committee in 2011. Other courses of participation included Board of Review and a Records Management Class.

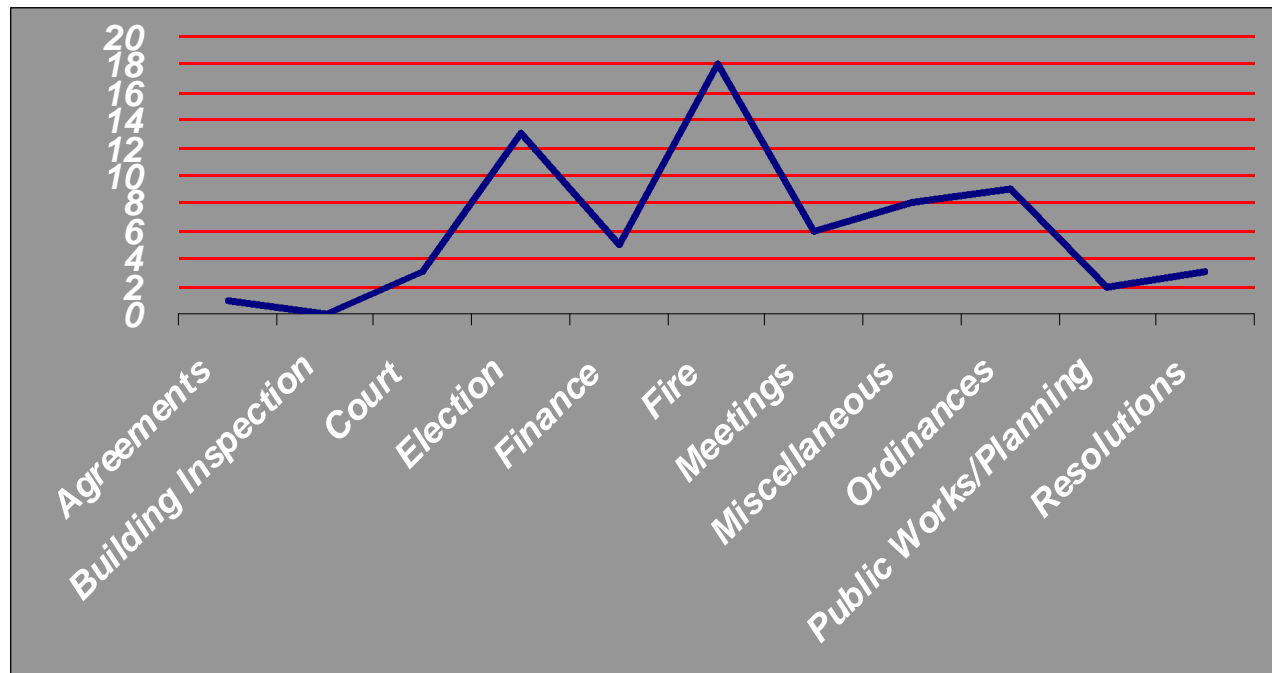
As members of the Wisconsin Municipal Clerk's Association both Patti and Linda attended two of the District IV meetings in 2010.



PUBLIC RECORD REQUESTS



The Clerk's staff received and acted upon 56 written open records requests in 2010. City residents, businesses and other interested parties can subscribe to the listserv, receiving minutes and agendas via email.

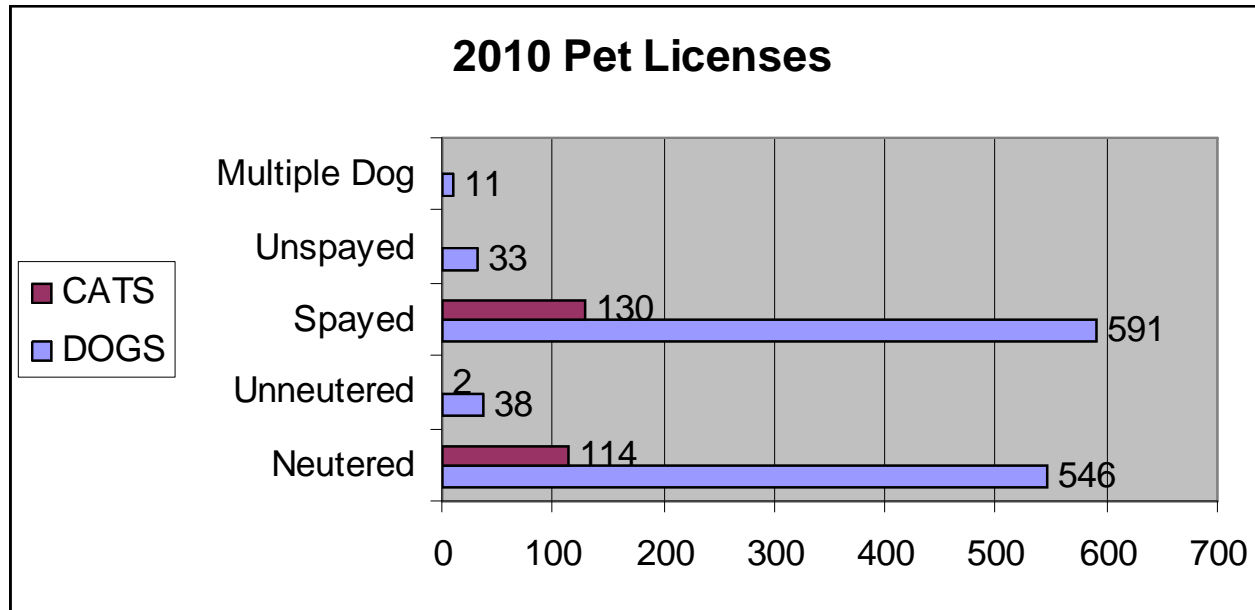




PET LICENSES



The Clerk's Department issued **1208** dog licenses and **246** cat licenses in **2010**.



RESOLUTIONS AND ORDINANCES

-In 2010, the Common Council acted upon 120 Resolutions

-A total of 18 Ordinances were also acted upon in 2010

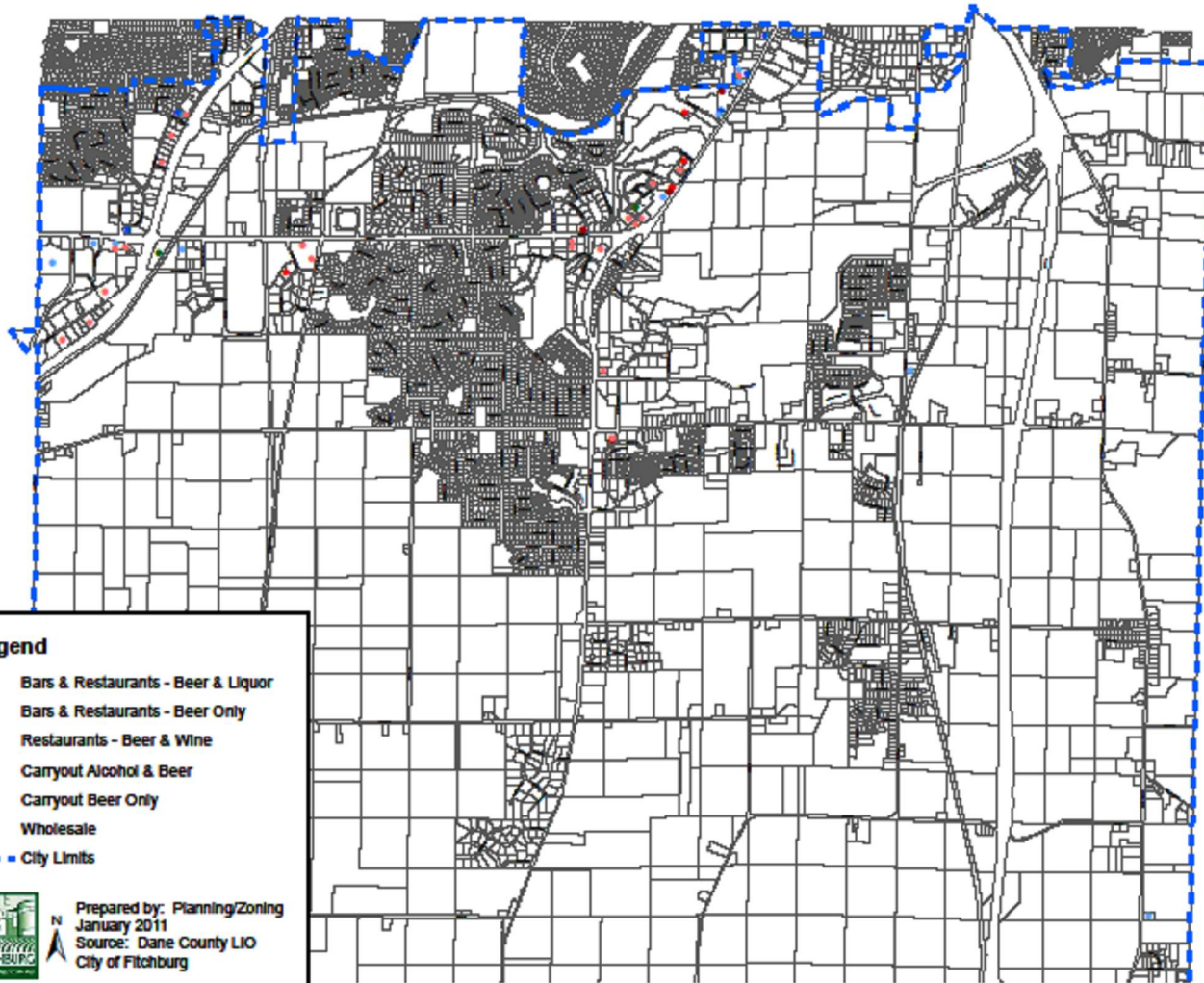
ALCOHOL LICENSES

✚ The City issued the following Alcohol Licenses in 2010:

<u>License Type</u>	<u>Quantity</u>	<u>Description</u>
Combination Class B Licenses	5	Sale and service of beer and liquor for on-premise consumption (Non-Reserve Licenses)
Reserve B Licenses	17	Sale and service of beer and liquor for on-premise consumption
Class B Beer	8	Sale of beer for on-premise consumption
Class C Wine	6	Sale of wine for on-premise consumption
Combination Class A Licenses	10	Sale of beer and liquor for off-premise consumption
Class A Beer	5	Sale of beer for off-premise consumption
Wholesale Beer	3	



2011-12 Alcohol Licenses within the City of Fitchburg




OPERATORS LICENSES

266 Operators Licenses were issued in 2010. Several businesses have multiple operator licenses.

CIGARETTE LICENSES

14 Cigarette Licenses were issued in 2010.

MISCELLANEOUS PERMITS AND LICENSES

 The City issued the following permits:



Basketball hoop permits 2

Sound permits 37



Special event (Picnic licenses) 7

Temporary operator licenses 14

Small street use permits 6

Large scale street use permits 12

The street use permit numbers were very similar to those from the prior year. Street use approvals involve a representative from Public Works, Police, Parks and Clerk's Departments. The final approval on both street use, and sound permits is the responsibility of the Public Safety Human Services Committee. Sound Permits require public hearing notices and notifications to adjacent and adjoining property owners. Sound permits are required for amplified, outdoor sound. Some of the street use events that are held within the City are the Ironman, Berbee Derby, UW Children's Hospital Bike Ride, and Hickory Knoll Driving Trial.

Reserve License Information - City of Fitchburg (12-1-97 law)

Population as of 12-1-97	17,994	Census	Added	Reason for Addition	Used	Names of Used licenses	Quota per formula
Total for addition of 500 population							
18494 (99)	12/1/97	17,994	NA	NA	NA	NA	17
18,994	12/1/98	18,156	0	No Addition	-1	Badger Columbus Club	16
19,494	12/1/99	18,522	+1	1999 population	0	NA	17
19,994	Official 2000	20,501	+4	2000 population	0	NA	21
20494 (2000)	12/1/01	20,815		2001 population	-2	Tony Romas & Quality Inn	19
20994 (2002)	12/1/02	21,257	+1	2002 population	-3	Casa de Lara, Great Dane and Hemingways	17
21494 (2003)	12/1/03	21,595	+1	2003 population	-4	Fitch's, Tuscany, Barriques and Pancake Café	14
21994 (2004)	12/1/04	22,030	+1	2004 population	-4	Picasso's, Ten Pin Alley, R & R Kellys, and Benvenuto's	11
22494 (2005)	12/1/05	22,604	+1	2005 population	-1	Country Inn & Suites	11
22994 (2006)	12/1/06	22,900	0	2006 No Addition	-1	Byrds; (R&R Kellys); name change Kelly's Grille	10
23494 (2007)	12/1/07	23,240	+1	2007 population	-4	Ancora, Lilians's, Candlewood, Arbat	7
23494 (2007)	12/1/2007		2			non renewed Kelly's Grille or Fitches	9
	12/1/07	23,240			-1	Laredos Mexican Resteraunt	8
23994 (2008)	12/1/08	23,420	0	2008 population	-2	Good Times, Buffalo Wild Wings	6
	12/1/2009		2	Ancora, Tony Roma's		non renewed	8
	12/1/2009		1	Country Inn		non renewed	9
	12/1/2009			Kickshaw		Name change Kickshaw	9
			2	Kickshaw, Arabat		non renewed	11
24494 (2009)	12/1/2009	23,520	1	2008 & 2009 Population	-1	Atomic Koi,	10
24994 (2010)	12/1/2010	23,690		2010 Population		N/A	10

Non-reserve Licenses effective 12-1-97: Monkeyshines, LaPaella (The Continental), Tony Franks(Schneids), Dry Bean and Quivey's Grove