



Clerk's Department

2020 Annual Report

Department Staff

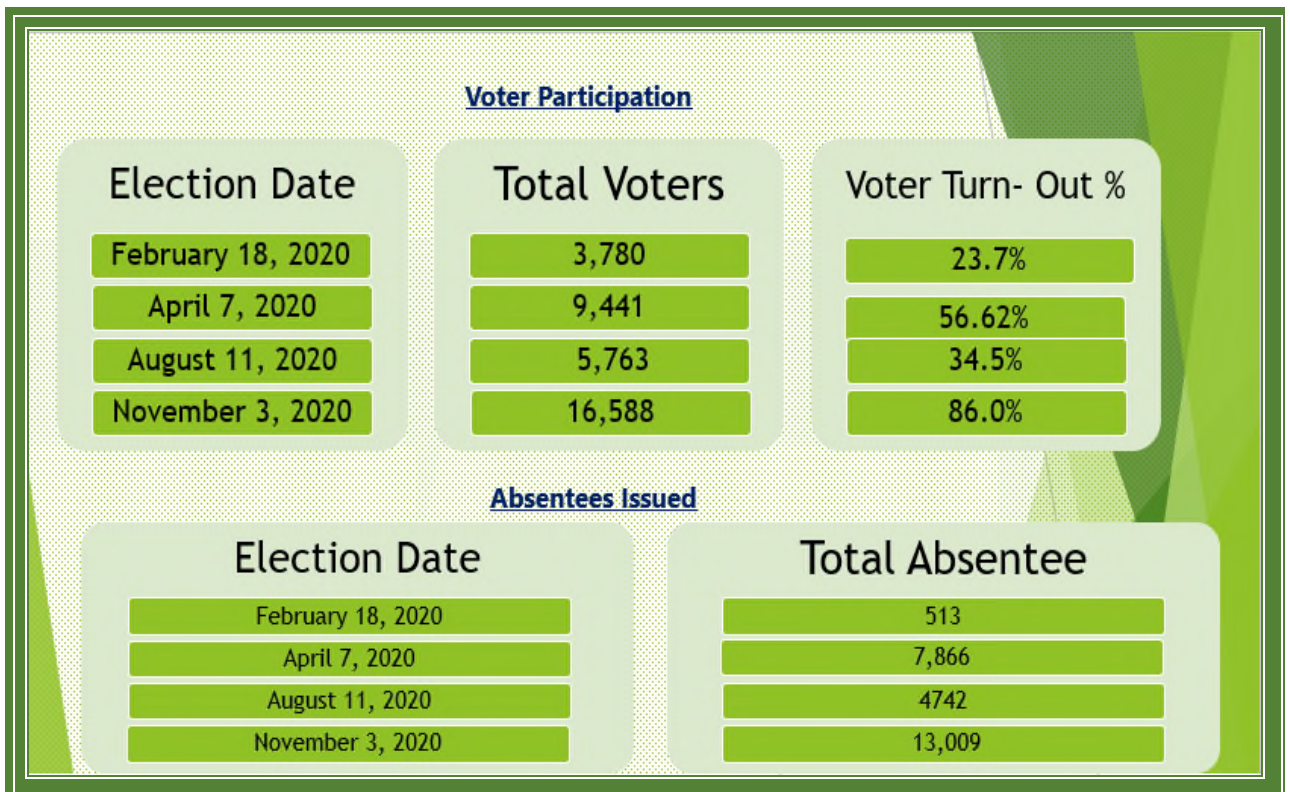
Tracy Oldenburg, City Clerk
Jami Erickson, Deputy Clerk
Yesenia Arce, Administrative Receptionist
Ruth Becker, Administrative Receptionist



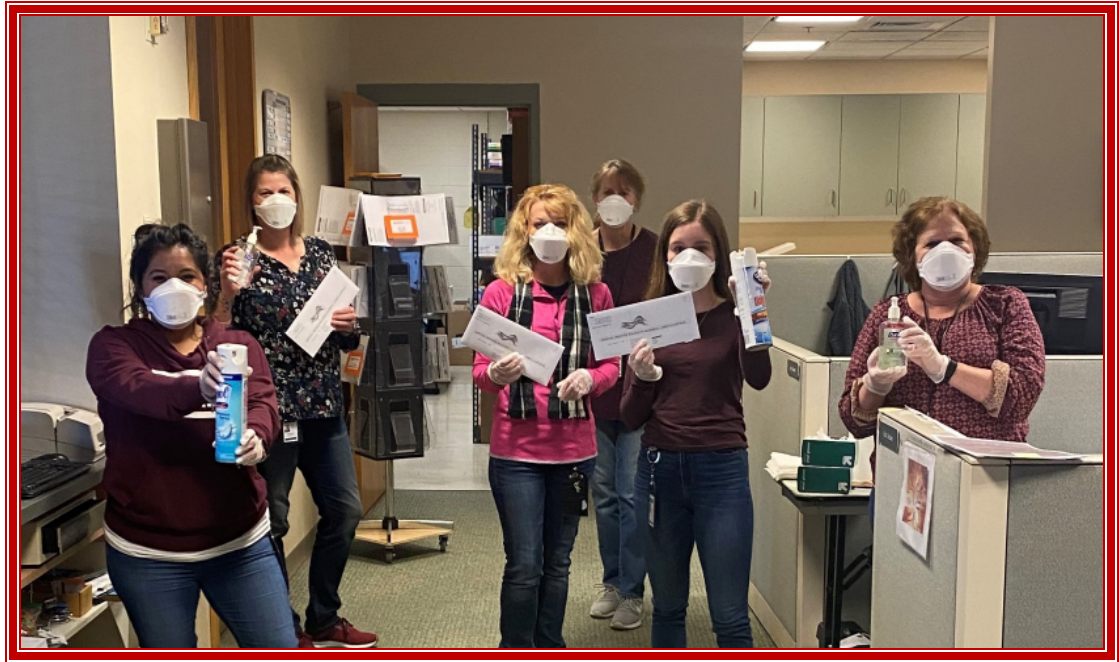
Elections

- ▶ The 2020 Elections involved a Spring Primary, a Spring Election, Partisan Primary and Presidential Election. This was an unprecedented year for Elections due to the COVID pandemic. Polling location set-up adjustments had to be made to accommodate the safety and health of Clerk's staff, Election workers and voters. There was a record number of absentee voters unlike any year in the history of Fitchburg.

- ▶ The February Spring Primary brought out 24% of the Fitchburg registered voters to narrow down the candidates for the Justice of Supreme Court, Alder District 4, Seat 8, and Madison School District Seat 6.
- ▶ The Spring Election in April proved to be much busier for the Clerk's office due to COVID. City wide turnout was at a record high of 57% with over 75% voting by absentee ballot. The April ballot consisted of the Presidential Preference, Justice of Supreme Court, Court of Appeals, Mayor, City Alders, and local school board races.
- ▶ The Partisan Primary Election in August again had a record turnout of absentee ballot request with nearly 90% voting by absentee ballot. City wide turnout for this Election was 35%.
- ▶ The Presidential Election in November was unlike any other Election in Fitchburg history. 86% of registered voters participated in this Election with 80% of them voting by absentee ballot. In addition, District 1 had a polling location change, moving from Marketplace Fire Station to Little John's Restaurant.



- ▶ Beginning with the April Election, all polling locations had to be modified to accommodate social distancing as well as PPE being provided. Cleaning and sanitation of all commonly touched areas was provided as well. Plexiglass screens were used to protect the Election workers as well as the voters. Curbside voting was at a record high as well. This created additional staffing at all polling locations. Due to lack of poll workers, 32 Members of the National Guard were brought in to assist with administering the April Election. We cannot thank them and our very dependable election workers enough for all they do. We could not manage these turnouts under these conditions, without their dedication to serving the community.



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- ▶ **Projects:**

Electronic Poll Books (Badger Books) were incorporated into Elections beginning with the February Election. Setup and training of the Badger Books took a fair amount of time in the months of January and February. Most of the training for Election workers had to be conducted virtually with hands on experience being done on Election day. The use of Badger Books was welcomed by voters and Election workers. Badger Books created a more accurate and time saving tool to record voter participation for Elections.



Temporary Expanded Premise Description Change Working with other City Departments, we were able to create an application for businesses to expand or allow outdoor seating due to COVID-19 indoor capacity restrictions.

- ▶ **General:** Along with Elections and projects, the day-to-day tasks do not stop. Receipting of building permits, Court payments, issuing operator's licenses, alcohol licenses, pet licenses, and other various tasks consume much of the department staff time. Coordination of all special events within the City throughout the year absorbs a good percentage of staff time. Due to COVID-19, many of these events were cancelled and that time was spent working to create premise expansion licenses to accommodate business with capacity restrictions. In addition to providing front reception to walk-in residents and visitors, the department also answers all incoming phone inquiries. Preparation of agendas, packets, and minutes for the Common Council, Committee of the Whole, as well as the Public Safety and Human Services Committee are part of the weekly tasks.



Alcohol Licensing

- ▶ The City issued 51 Annual Renewal Alcohol Licenses in 2020. Fitchburg has 12 Reserve "Class B" Licenses available as of 12/31/2020.
- ▶ Class B Licenses generated over \$14,500 in 2020
- ▶ Fitchburg issued 156 Operator Licenses including Original, Renewal, and Temporary Operator Licenses. Operators Licenses generated \$10,920 in 2020
- ▶ In 1997 the Wisconsin Legislature adopted Act 27 and incorporated § 125.51(3) (e), requiring municipalities to establish a fee of not less than \$10,000 for an initial issuance of a Reserve "Class B" license. At this same time each municipality calculated the number of reserve licenses quota based on population and the state quota established by 125.51 (4) (1995-96). Fitchburg's Reserve "Class B" License authorization was determined to be 17 in 1997. This number is adjusted with an increase of population of 500 thereof and is reduced when licenses are non-renewed. In 2010 the Federal Census added 3 additional licenses. Based on issuance and increase in population the City currently has available 12 Reserve Class B Licenses.

Overall Alcohol Licenses generated approximately \$35,000 for 2020

Public Safety & Human Services Amplified Sound & Street Use Permits

The City of Fitchburg is home to a variety of events that take place throughout the year. Most of these events require street and/or amplified sound permits, which go through several of the departments for review. The Clerk's Staff coordinates the staff review and schedules the Public Hearing review at the PSHS Committee

Examples of events that require Fitchburg Permits include:

- **Agora Art Fair**
- **Berbee Derby**
- **Christmas in the Park**
- **Italian Workman's Club-Festa Italia**
- **Ironman 70.3 Madison Wisconsin**
- **Sharon's Ride**
- **Susan G. Komen-Race for the Cure**
- **Walk for Wishes**
- **Whisper Walk**

Many events were canceled this year due to COVID-19.

Pet Licensing



► The Clerks Department Licensed over **1,300** Dogs and **176** Cats in 2020!
Approximately **\$10,300.00** was collected for Pet Licenses





Personnel

Yesenia Arce represented the Clerk's department in the Employee Resource Group

Ruth Becker celebrated her 5-year anniversary with the City of Fitchburg

Jami Erickson completed her first year at the UW-Green Bay Municipal Clerk's Institute

Thank you for your hard work, dedication, and commitment to the City in 2020