

## OFFICE OF THE CITY CLERK 2022 ANNUAL REPORT

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### **City Clerk Team**

Meredith DeBruin, City Clerk

Sherrill Smith, Election Specialist

Melissa Clevenger, Deputy City Clerk

Melissa Fassbender, Council/Licensing Clerk

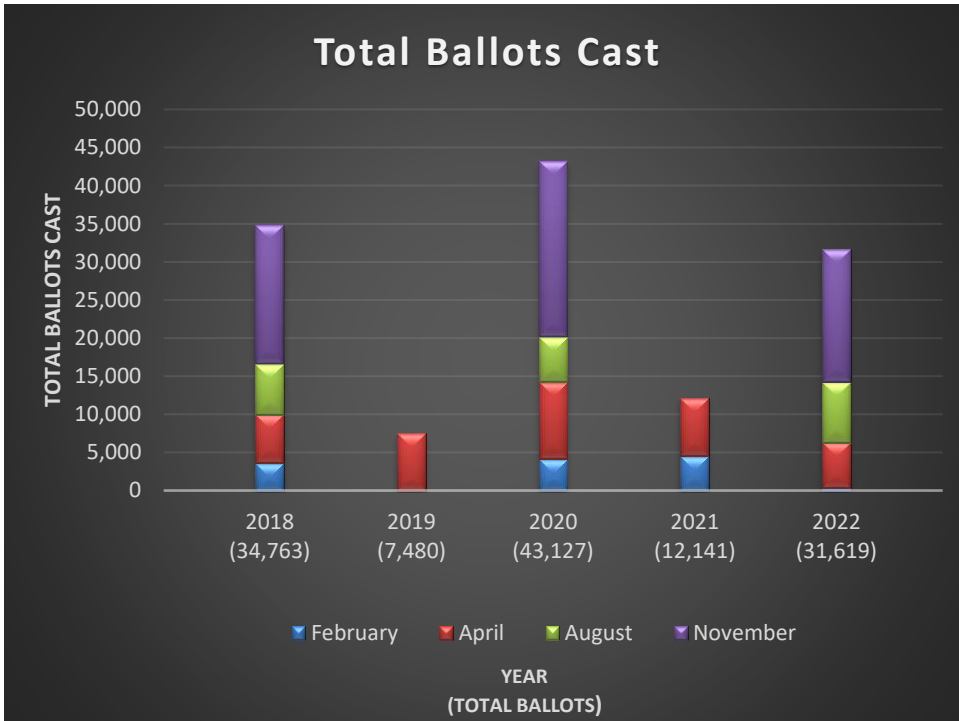
Many of the accomplishments of the City Clerk's Office can be found in the day-to-day activities that focus on providing excellent customer service and information to the citizens of the City of Sheboygan. The office frequently provides front reception to residents and visitors and directs many incoming telephone inquiries. Our focus is on service to the community and incorporates the City's core values (S.T.A.I.R.S.).

The following are just a few of the other accomplishments achieved by the City Clerk team in 2022:

### **ELECTIONS**

- Administered 4 elections.
- Employed 300+ election inspectors.
- Provided over 50 hours of training to election inspectors.
- February and April elections were held in compliance with the redistricting lines drawn in 2021 (postcards sent to all registered voters, updated maps, signage, ward locators, etc.)
- In May 2022, the State adopted an assembly district line that did not match the ward lines drawn by the County and City of Sheboygan. All maps, signage, ward locators, etc. needed to be updated to reflect the newly created wards in the City.
- Administered a hand recount in April 2022 due to a tie vote for District 10 Alderperson.
- Currently there are 25,236 registered voters in the City of Sheboygan – 3,104 registrations processed in 2022.
- Responded to Voter registration maintenance letters sent by the Wisconsin Election Commission - 1325 mailings for "Movers".
- Mailed over 800 letters to voters after the April and November elections for verification of absentee ballot status.
- Increased polling locations from 8 to 10.
- Successfully completed an audit of the Clear Cast voting machines for two wards following the November election.

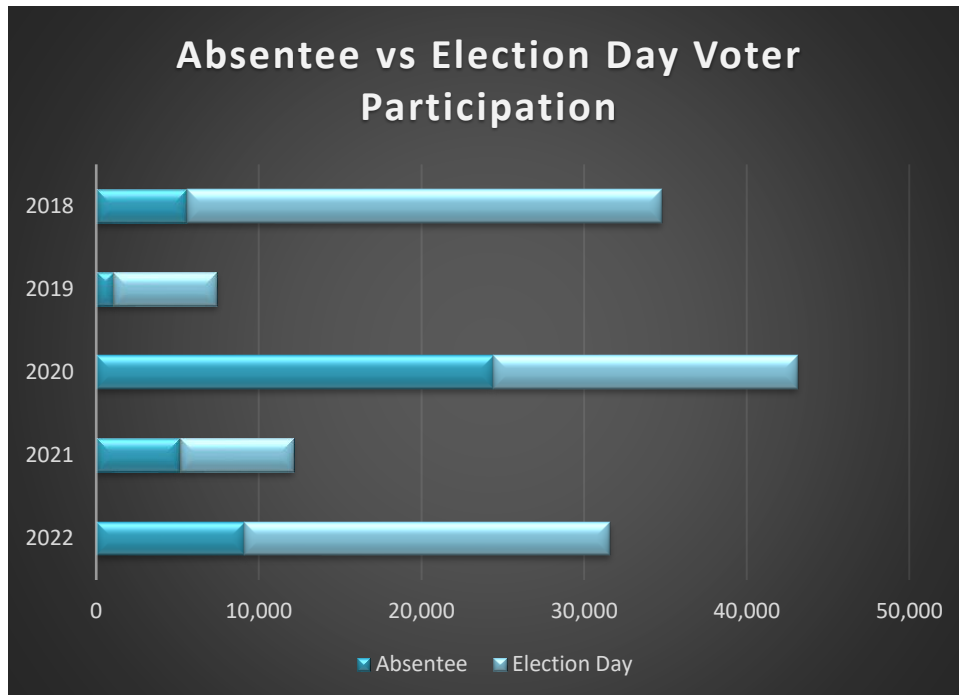
## ELECTION STATISTICS



Key:

	February	April	August	November
2018	3,658	6,283	6,640	18,182
2019		7,480		
2020	4,109	10,130	5,857	23,031
2021	4,528	7,613		
2022	305*	5,964	7,948	17,402

\*Primary election for one district.



Key:

	Absentee	Election Day	Total	Percent Absentee
2018	5,573	29,190	34,763	16.0%
2019	1,059	6,391	7,450	14.2%
2020	24,453	18,674	43,127	56.7%
2021	5,134	7,007	12,141	42.3%
2022	9,114	22,505	31,619	28.8%

## BOARD OF REVIEW

- Responded to a multitude of questions via phone calls and/or in-person regarding the City of Sheboygan revaluation.
- Coordinated and organized several meetings of the Board of Review.
- Scheduled hearings for personal and commercial properties.
- Recorded minutes, posted notices, and communicated determinations regarding objections to assessments.

## TAX EXEMPT

- With assistance from the City's Assessor's department, created and mailed 194 forms to tax exempt properties in the City of Sheboygan.
- Updated statistics as letters were returned and sent certified letters to those in noncompliance with request.
- Categorized information and completed/submitted required form for the State of Wisconsin.

## COMMITTEES/COMMISSIONS/BOARDS

- Distributed agendas and minutes for all City Committees/Commissions/Boards.
- Created Common Council agendas.
- Processed Council documents (acquired signatures, prepared minutes, published the synopsis and legal notices, updated the Municipal Code, etc.).
- Archived Common Council documents.
- Maintained listings and official originals of 171 Resolutions and 23 Ordinances.
- Continued to utilize Municode Meetings for Common Council and Standing Committee meetings. Integrated the program with all City Committees/Commissions/Boards. Municode Meetings offers a better workflow for agenda creation as well as better search tools.

## LICENSES/PERMITS

- Processed and issued the following applications/licenses (lists are not all-inclusive):

ALCOHOL RELATED LICENSES	2018	2019	2020	2021	2022
"Class A" Intoxicating Liquor	11	14	13	13	15
Class "A" Fermented Malt Beverage	47	44	40	43	43
"Class B" Intoxicating Liquor	112	112	112	113	113
Class "B" Fermented Malt Beverage	138	131	134	134	138
"Class C" Wine	13	9	10	14	11
Special B Picnic	69	78	27	27	39
Beverage Operator	708	726	589	608	723
Provisional Beverage Operator	159	159	101	120	91

ADDITIONAL PERMITS/LICENSES	2018	2019	2020	2021	2022
Taxi Driver	93	109	85	105	79
Provisional Taxi Driver	41	38	4	22	15
Massage Establishment	26	24	24	18	18
Cigarette	61	59	56	56	54
Commercial Operator	64	54	50	44	40
Residential Alarm	121	128	133	143	138
Commercial Alarm	344	361	353	357	358
Alarm Business	19	21	18	17	17
Transient Merchant	19	17	15	33	32
Mobile Food Vendor	20	26	25	17	15
Sidewalk Café	7	6	*15	*18	17

\*Due to the pandemic, Sidewalk Café licenses were issued free of charge for the 2020-2021 license year and given a 50% discount in the 2021-2022 license year.