

OFFICE OF THE CITY CLERK

2021 ANNUAL REPORT

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.) to do so. In 2021, the Clerk team also interviewed and welcomed a new Council/Licensing Clerk.

The following are just a few of the other accomplishments achieved by the City Clerk team in 2021:

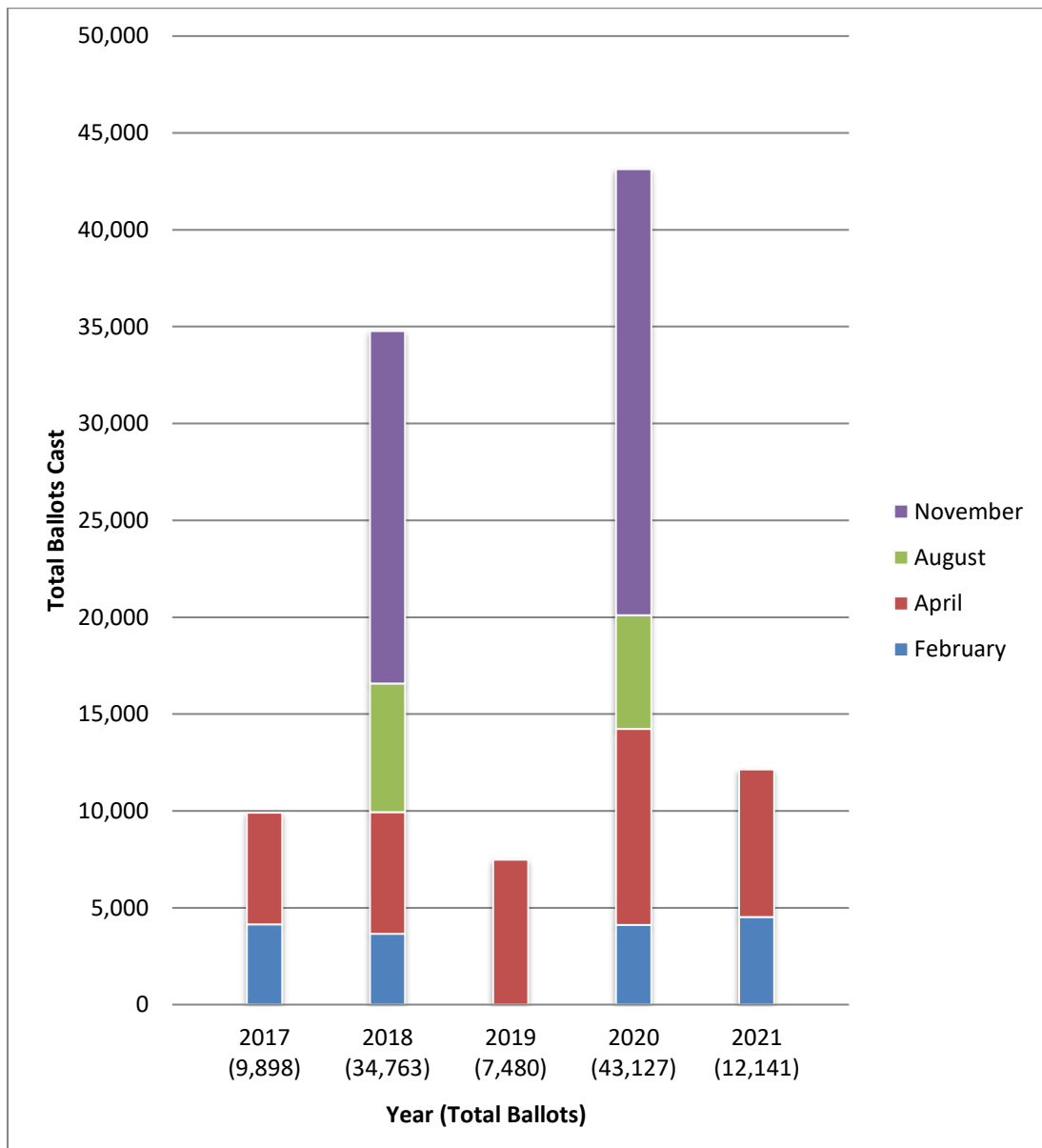
ELECTIONS

- Administered 2 elections.
- Maintained a higher level of absentee ballot requests: 48% in February and 39% in April compared to a similar year (2017) at 18% and 16%, respectively.
- Trained and employed 100+ election inspectors. In December 2021, the Mayor appointed and Council confirmed 269 election inspectors for the 2022-2023 term.
- Continued to manage elections in the midst of COVID.
 - Maintained and adjusted 8 polling locations to accommodate the 26 voting wards in the City of Sheboygan.
 - Communicated with voters the changes through local media, social media, and mailings.
 - Established safe voting polls with the use of signage, masks, hand sanitizing stations, clean pens, disinfected voting spaces, and utilized all polling locations to promote social distancing criteria.
- Processed 430 voter registrations.
- Responded to Voter registration maintenance letters sent by the Wisconsin Election Commission (1425 mailings for 4-year maintenance and approximately 1700 mailings for "Movers").
- Mailed over 500 letters to voters after Spring election for verification of absentee ballot status.
- Established new polling locations – increasing the number of locations to 10 (adding one much needed location on the Southside of the City).

- With the assistance of the City of Sheboygan's Engineering Department, conducted ADA compliance surveys on new polling locations and submitted to the Wisconsin Election Commission for review.

ELECTION STATISTICS

- Total Ballots cast for 2017, 2018, 2019, 2020, and 2021 are listed below:

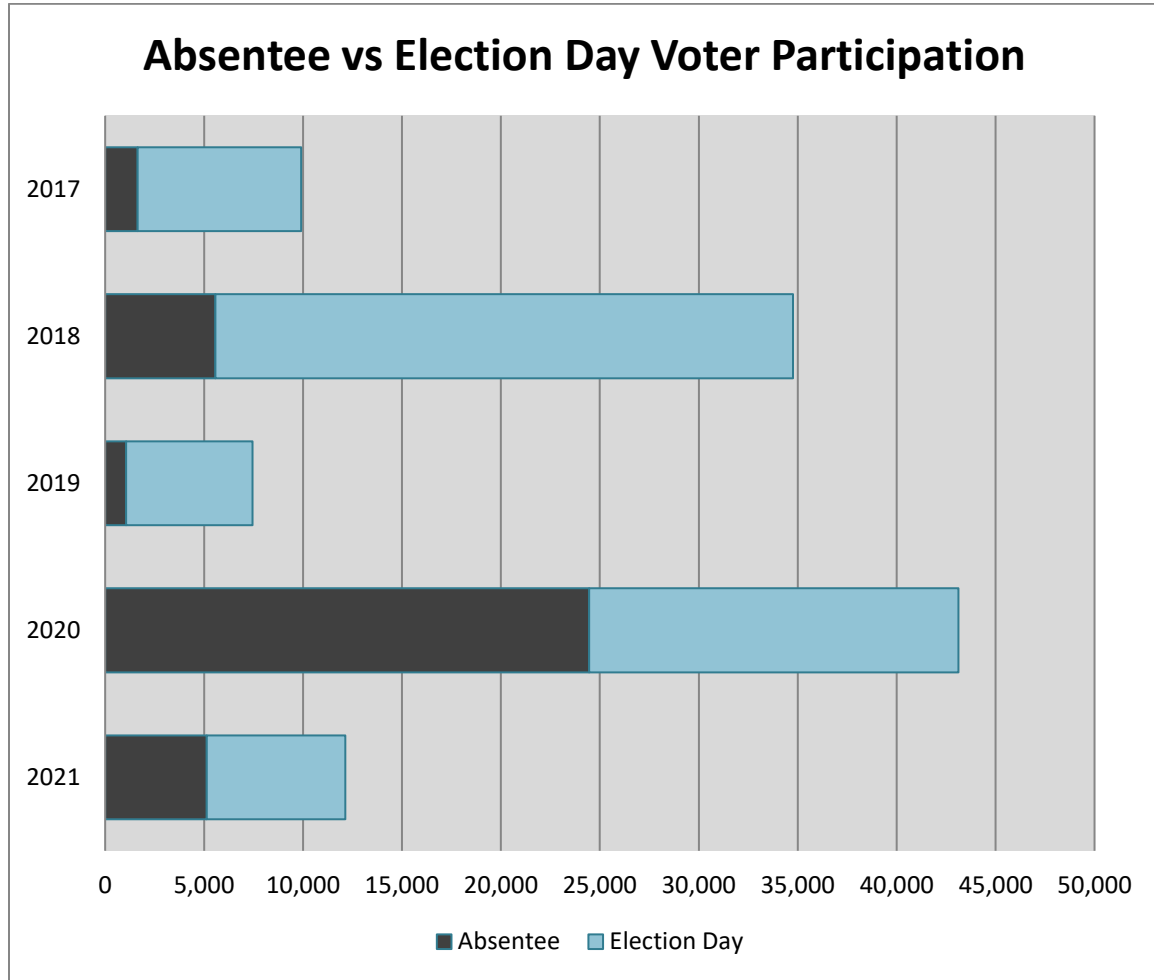


Key:

	February	April	August	November
2017	4,142	5,756		
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		

ELECTION STATISTICS (continued)

- Absentee vs. Election Day Participation:



Key:

	Absentee	Election Day	Total	% of Absentee Ballots Cast
2017	1,638	8,260	9,898	16.5%
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%

REDISTRICTING

- Redistricting occurs every 10 years after the U.S. Census. Due to the pandemic, the timeline for redistricting was reduced by half. The City was previously comprised of 10 districts and 26 wards (several that did not comply with the requirement of 800-3200 residents per ward). The City Clerk's office:
 - Partnered with Sheboygan County Clerk's office, Department of Public Works, and Planning Department to adjust ward lines to divide each district into 2 wards; taking into account future shifts in population that may occur in the next 10 years due to new developments.
 - Utilized the newly developed WISE-LR state computer system to adjust census blocks to draw ward boundaries. Completed and submitted all levels within necessary timeline for boundaries to be adopted by the Sheboygan County Board of Supervisors and Common Council.
 - Worked with the Engineering Department to update the City of Sheboygan maps and write ward descriptions. The newly assigned 20 wards were adopted by Council through Resolution.

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 181 Resolutions and 47 Ordinances.
- Researched and began implementation of Municode Meetings to replace BoardDocs. Municode Meetings offers a better workflow for agenda creation as well as better search tools. In addition, it integrates with the City's use of Municode for the Code of Ordinances.

LICENSES/PERMITS

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

ALCOHOL RELATED LICENSES	2017	2018	2019	2020	2021
"Class A" Intoxicating Liquor	12	11	14	13	13
Class "A" Fermented Malt Beverage	49	47	44	40	43
"Class B" Intoxicating Liquor	116	112	112	112	113
Class "B" Fermented Malt Beverage	145	138	131	134	134
"Class C" Wine	12	13	9	10	14
Special B Picnic	59	69	78	27	27
Beverage Operator	690	708	726	589	608
Provisional Beverage Operator	279	159	159	101	120

ADDITIONAL PERMITS/LICENSES	2017	2018	2019	2020	2021
Taxi Driver	98	93	109	85	105
Provisional Taxi Driver	45	41	38	4	22
Massage Establishment	28	26	24	24	18
Cigarette	66	61	59	56	56
Commercial Operator	71	64	54	50	44
Residential Alarm	108	121	128	133	143
Commercial Alarm	345	344	361	353	357
Alarm Business	28	19	21	18	17
Transient Merchant	16	19	17	15	33
Mobile Food Vendor	17	20	26	25	17
Sidewalk Café	8	7	6	*15	*18

*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.