CITY OF STOUGHTON
FINANCE DEPARTMENT
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Date: November 18, 2021

To: Finance Committee

From: Jamin Friedl

Subject: Processing of Dane County Dog Park Licenses

Over the past number of years the City of Stoughton has partnered with Dane County in issuing Dane County Dog Park permits on-site at City Hall. This is currently a free service provided by the City of Stoughton and no compensation is received from Dane County. The Clerk's department is currently operating with 2.875 FTEs, which includes the Clerk, Deputy Clerk and Front Desk Staff. In reviewing the past three years of records, it was noted that the Clerk's department spends approximately 235 hours annually processing the Dane County Dog Park permits. The average hourly loaded wage and benefit rate for the Clerk's department in 2022 is forecasted to be $32.10, which equates to an approximate cost to the City of $7,543.50 as it relates to processing these permits on an annual basis.

In addition to the financial cost being incurred by the Clerk's department, the time involved in processing these permits creates additional struggles when multiple requests are received during elections throughout the year. It should also be noted that in all of Dane County, Stoughton is the only municipality currently offering this service. These permits can be purchased online or at the Tabby and Jacks Stoughton location, and we feel the cost in terms of dollars and time far outweighs any benefits received by the City and its taxpayers.

The Finance and Clerk's departments are requesting permission to opt out of offering this service going forward.

Respectfully,

Jamin Friedl