

Sauk County, Wisconsin
Sauk County Clerk - Annual Report

2018 Mission:

To provide effective daily administrative duties and statutory functions to the public and all government agencies.

Departmental Program Summary:

To provide efficient and cost effective services in conjunction with other county government operations and perform all election related and general, administrative functions for the public as well as county and municipal government, in accordance with WI Stat. 59.23, 19.81-19.98, 19.84 and all election statutes.

2018 Goals Review

2018 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2018?
	Yes or No (If no, please provide comment)
Cross Training Staff	Ongoing – Staff is cross trained on daily duties. Working on getting all staff cross trained in more complex duties such as Elections, WisVote and County Board.
WisVote Services	Ongoing – we continue steady with providing services for 23 Municipalities. In 2019 we will be picking up one more Municipality.
Passports/Photos	Yes, we have exceeded our 2018 projected numbers.

Changes / Accomplishments:

- We exceeded our 2018 projected numbers for Passports and Passport Photos. We projected 800 Passports and 700 Passport Photos. We actually had 845 Passports and 746 Passport Photos.
- We had extended hours for Passport Services on Tuesday, February 20, 2018; Friday, March 16, 2018 and Saturday, July 28, 2018. The public was very pleased with this service and we had very good turnout.
- The entire office took the Annual Passport Training and passed, so we are good for the year 2019.
- The entire office took Dementia Training so that we were able to become a “Dementia Friendly Office”. This is helpful with the range of customers we serve.
- WisVote now has a mandatory security training that is required each year before each individual is granted access to the system – all staff have completed and passed this course.
- We hosted an “Election Security Training” with the Wisconsin Election Commission on October 1, 2018 for our Municipalities and some Columbia County Municipalities. This was a great event and we all learned a lot.
- We had a Re-Count for Sauk County Judge.

Statistical Summary:

Marriage Licenses:

Issued: 424

Gross Sales: \$34,930.00

County Commission: \$15,805.00

Dog/Kennel Licenses:

Issued: 4434

Total Fees Collected: \$25,590.00

County Commission (Operation of the Sauk County Animal Shelter): \$24,780.95

Passports & Passport Photos:

Passports Issued: 845

Passport Photos Taken: 746

Total County Commission On Passports: \$26,535.00

Total County Commission on Passport Photos: \$8,574.00

OUTPUT MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Passport Applications Processed	0	0	0	325	932	845
Passport Photos Taken	0	0	0	0	788	746
Marriage Licenses Issued	418	450	431	455	430	424
Domestic Partnerships Issued	2	2	1	0	0	0
Domestic Partnerships Terminated	1	2	1	0	0	1
Dog & Kennel Licenses Issued	5337	5304	5320	5065	5098	4434
County Board Proceedings	5 & Posted to Web	5 & Posted to Web	5 & Posted to Web	5 & Posted to Web	5 & Posted to Web	5 & Posted to Web
Resolutions/Ordinances	93/9	135/13	129/16	138/8	146/14	179/18
County Directories Printed	Unknown	Unknown	21	17	7	5
Open Air Assembly Permits	0	0	0	0	0	0
Timber Permits Issued	160	151	157	156	114	110
Elections Conducted	2	4	2	4	4	4

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Prepare Outline for County Board Agenda	2-3 Days	2-3 Days	2-3 Days	2-3 Days	2-3 Days	2-3 Days
Complete & Mail County Board Agenda	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day
Process Marriage License	15 Minutes	15 Minutes	15 Minutes	15 Minutes	15 Minutes	15 Minutes
Dissolve Domestic Partnership	45 Minutes	45 Minutes	45 Minutes	45 Minutes	45 Minutes	45 Minutes
Complete & Mail Timber Permit (Includes waiting for Treasurer's Office to review taxes)	20-30 Minutes	20-30 Minutes	20-30 Minutes	20-30 Minutes	20-30 Minutes	20-30 Minutes
Process Passport Application	N/A	N/A	N/A	15 Minutes Per Applicant	15 Minutes Per Applicant	15 Minutes Per Applicant
Process Passport Photo	N/A	N/A	N/A	5 Minutes Per Applicant	5 Minutes Per Applicant	5 Minutes Per Applicant
Receive, Post & E-mail Meeting Notices	10-15 Minutes	10-15 Minutes	10-15 Minutes	10-15 Minutes	10-15 Minutes	10-15 Minutes
Voter Registration Entry	3-5 Minutes	3-5 Minutes	3-5 Minutes	3-5 Minutes	3-5 Minutes	3-5 Minutes
Monthly HAVA Reports in WisVote	3 Days	3 Days	3 Days	3 Days	3 Days	3 Days
Reconcile Votes Recorded For Each Election	Up to 30 days after each election	Up to 30 days after each election	Up to 30 days after each election	Up to 30 days after each election	Up to 30 days after each election	Up to 30 days after each election
Create Requested Reports In WisVote	½ Hour	½ Hour	½ Hour	½ Hour	½ Hour	½ Hour
Create/Print Poll Books In WisVote	1 Day Per Election	1 Day Per Election	1 Day Per Election	1 Day Per Election	1 Day Per Election	1 Day Per Election
County Canvass	2 Days Per Election	2 Days Per Election	2 Days Per Election	2 Days Per Election	2 Days Per Election	2 Days Per Election
Creating/Sending Ineligible Voter Lists	½ Day Per Election	½ Day Per Election	½ Day Per Election	½ Day Per Election	½ Day Per Election	½ Day Per Election
Receiving Dog License Tag Issuance Report, Create Invoice/Receipt For Records	5 Minutes Per Report	5 Minutes Per Report	5 Minutes Per Report	5 Minutes Per Report	5 Minutes Per Report	5 Minutes Per Report