

Sauk County, Wisconsin  
**Sauk County Clerk Annual Report**

**2013 Mission:**

To perform all election administration functions, SVRS administration services, and provides general administrative functions for the public as well as county and municipal government as required by WI. Statutes and other non-statutory services.

**Departmental Program Summary:**

Administration – marriage license and domestic partnership agreement sales, point of distribution and collection of revenue for dog license sales and records, collection, administration and distribution of payments of annual dog listings, maintains a current Sauk County Directory for annual submission to the Office of the Secretary of State, production and sale of the Official Sauk County Directory, issuance of Open Air Assembly permits, sale of county park stickers, point of collection and imaging of county contracts in database, administration of claims for care of veterans graves, issuance of timber cutting notices, prepare & distribute annual levy rates on county apportionment of taxes, receive and post all county meeting notices in compliance with the Open Meetings Law; custodian of all county meeting agenda notices, minutes and records, draft, receive and award proposals for printing requirements and selection of official county newspapers, “Notarial Officer” under powers authorized by Wisconsin Statute, and provide Notary Public service; depository for relocation orders, original deeds for county owned property, file deputy and oath of office forms, participate and attest to development rights property closings.

County Board – attend all regular & special meetings, administer monthly board meeting voting equipment programming, maintain official records of the Sauk County Board of Supervisors, issue “Oath of Office” and “Certificate of Election” to Board members, publication of official minutes of the Sauk County Board of Supervisors, (newspaper), prepare annual Book of Proceedings, issue certified copies of adopted resolutions & ordinances, coordinate reservations for attendance at WCA convention, assist in preparation & distribution of County Board meeting agenda/information packets, serve as “Filing Officer” and source of information for individuals seeking to run for the office of County Board Supervisors (draft, review, and receive nomination papers,) Declaration of Candidacy & Campaign Registration Statements, receipt & document claims filed against the county, receive, publish and send certified mail of notification of adoption of county ordinances and rezoning petitions, maintain record of rezoning petitions, serve as ex-officio member/secretary of the Executive & Legislative committee, serve as voting member/secretary of the U.W.-Baraboo/Sauk County Campus Commission.

Elections – administers guidance to all municipal clerks on election law and related statutes; receives and compiles election evening results for submission to GAB State Canvass Reporting System; “Provider” of all data entry & administrative services for 28 “Relier” municipalities under the Statewide Voter Registration System (SVRS), draft and update SVRS Memorandums of Understanding, coordinate & publish all election notices (Types A, B, C, E), for both the county and municipalities, serve as “Filing Officer” for county elected officers (draft, review, and receive nomination papers), Declaration of Candidacy & Campaign Registration Statements & maintain filing system for same, issue certificate of election & oath of office forms, maintain records of election financial reports, serve as the collection point to coordinate candidate & referenda material for eventual placement on ballots for all contests & referenda, draft, responsible for creating election equipment memory cards for all 39 municipalities, and archiving of post- election results, proof & distribute test, absentee & official ballots & election supplies for all county and school district elections, appoint members to serve on the Sauk County Board of Canvassers; apportion & bill back municipalities & school districts for election related costs, conduct county re-count proceedings & maintain official minutes thereof, tally & maintain official record of all county election results, update election information results/polling place locations, current election candidate information on county directory, coordinate testing of election tabulating equipment.

## 2013 Goals Review

### 2013 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2013?
	Yes or No (If no, please provide comment)
(SVRS) Statewide Voter Registration System –Maintain reconciling of voter records through monthly reports to accurately capture and assist in eliminating potential voter fraud. Accurate recording of voter history at the polls, or voting by absentee in SVRS enables GAB to collectively gather the data for use in State statistical reporting. Generate and administer monthly HAVA reports for merging, inactivating, locating felon records to maintain clean voter records, and election data.	<b>Yes – However:</b> Ongoing administration will always be required. This involves updating voter records by generating monthly reports, correcting data and entering voter registration forms in SVRS. Additionally we have the responsibility of printing and mailing Ineligibility lists for each election to all municipal clerks. For 2013 GAB continued to conduct the process for 4-year voter record maintenance voter purge. GAB carried the costs for labor, printing, mailing and processing Notices of Suspension Registrations. My office was responsible for receiving the phone calls, cards and updating 1,194 voter records. It is possible this entire process will be added to our responsibility in the future. GAB continues to update on this status.
Election administration and training – providing guidance to municipal clerks on election law and related statutes including new proposed legislative changes.  GEMS database disconnection issues when municipal clerks modem in election results – this has been a long time issue over the years. Contact vendor, MIS and EMBS for assistance for assistance.	<b>Yes - However:</b> Ongoing administration & training to municipal clerks and their staff required. Refresher trainings are provided to clerks to provide guidance with new legislative bill proposals and assistance with voting equipment.  <b>YES – Resolved. 4/30/2013</b> Vendor resolved. Incorrect setting on GEMS. Corrected & successful modems with 2/13 Primary and forward.
Canvassing - GAB created a new State Canvass Reporting system for reporting election results on-line.	<b>YES – Resolved 4/30/2013.</b> Missing a step in our instructions to upload successfully. Reviewed steps with another county clerk using AccuVote system and missing step was discovered.

## 2013 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2013?
	Yes or No (If no, please provide comment)
	(We were successful with manual entry; but further investigation revealed election results should upload automatically to eliminate possible manual data entry errors.)
<p>Municipal Government Database – to eliminate duplication of data entry in order to maintain two areas of information on website.</p> <p>Federal/State Government Database – to eliminate duplication of data entry in order to maintain two areas of information on website.</p> <p>In addition a hard copy County Directory must be maintained to provide required information to the Secretary of State annually Wi Stats 59.23 (2)(s).</p>	<p><b>NO. Both Projects put on hold. Database not in use 12/30/2013. Requires additional review so information keyed into the database will allow us to generate a printable directory book while also publishing information on county website.</b> Wi Stats 59.23 (2) (s) requires a typewritten or printed list to be transmitted to the Secretary of State Annually. Further review of the database revealed we are unable to print a user friendly directory list to comply with Wi Stats. A hard copy is maintained for public purchase and making notes for personal office use. The full County Directory is already published on the website in a .pdf format with clickable email and web links to directly connect with Federal/State/Local Government Officials.</p>
Electronic Agenda Routing - combined efforts with MIS and Administrative Coordinator; to create a streamlined system for posting agendas to the website and notifying the county clerk's office for posting procedures to fulfill Open Meetings Law requirements.	<b>YES 4/1/2013 *Posting of hard copies remains a requirement under the Open Meetings Law.</b>
Electronic Resolution Routing – combined efforts with MIS and Administrative Coordinator; to create a streamlined system for processing resolutions/ordinances, tracking changes, attachments and enabling Clerk to print and acknowledge receipt for board agenda.	<b>YES 4/1/2013; However,</b> Ongoing administration of operations is required.
J. Mauel Pet Licensing Web-Based Program – to eliminate duplication of data entry for all of Sauk County dog license tag sales information	<p><b>YES. 4/30/2013</b>  <i>Village of Lime Ridge, Village of Cazenovia &amp; Humane Society not on system.</i></p>

**Changes / Accomplishments:**

- + Collected MOU funds from 28 relier municipalities for providing SVRS services; sufficient revenue to cover one support staff for SVRS related duties (accomplishment)
- + Created additional County Board Supervisor Member Database; links to website (accomplishment)
- + Granicus (Audio/Video) for County Board meetings; combined efforts with MIS (accomplishment)
- + Electronic Resolution Routing; combined efforts with MIS & Administrative Coordinator (accomplishment)
- + JMaui Dog License Database; (one centralized system allows all Sauk County municipalities to enter their information, prints reports with searching features); (accomplishment)
- + Election (s) data is cleared and archived internally; saving hundreds of budget dollars (accomplishment)
- + Election Supplies; many paper documents generated internally; saving budget dollars (accomplishment)

**Statistical Summary:**

Marriage Licenses Issued: 418

Gross Sales: \$ 34,330.00

County commission: \$ 15,520.00

Domestic Partnership Agreements Issued: 2

Gross Sales: \$180.00

County commission: \$ 130.00

Domestic Partnership Terminations Issued: 1

Gross Sales: \$ 80.00

County commission: \$ 55.00

Timber Notices Issued: 160

Dog/kennel Licenses: 5337/11

Total fees collected: \$ 28,436.99 County commission: \$ 24,505.11 (operation of animal shelter)

**OUTPUT MEASURES**

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
County Directories published	700	50 est. printed & published on website	82 est. & published on website
Marriage Licenses issued	447	486	418
Domestic Partnerships issued	7	1	2
Domestic Partnerships terminated	1	1	1
DNR Licenses transactions	305	213	Ended DNR license sales in 2012.
Dog/Kennel Licenses issued	5404/8	5513/9	5337/11
Open Air Assembly Permits	0	0	0

### OUTPUT MEASURES

County Board Proceedings	3 printed in-house & published on website	4 printed in-house & published on website	7 printed in-house & published on website
Resolutions & Ordinances	129	111 Resolutions 16 Ordinances	92 Resolutions 10 Ordinances
Timber Notices issued	161	161	160
Elections conducted	4 inc. 2 special	6 inc. 2 special & 1 recount	3 inc. 1 special
MOUS's collected for SVRS Services	32	30	28

### OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
Prepare outline for CB agenda	5-10 days	1-1 ½ days	1 -1 ½ days
Complete & mail a CB agenda	2-3 days	1 day	1 day
Complete all post CB processes (i.e.: cert. copies; appointment letters; certificates of service; publishing of min., ordn.; post vote totals to website)	2-3 days	1-2 days	1 ½ days
Process a ML application	10-15 min.	10-15 min.	15 min.
Process a DP application	30-45 min.	30-45 min.	30 min.
Process a DP termination	30-45 min.	30-45 min.	30-45 min.
Complete & mail a Timber Notice	15-20 min.	20-30 min.	15-20 min.
Issue DNR license	2-5 min.	2-5 min.	N/A
Receive, post & fax a meeting agenda As required under the Open Meetings Law	10-15 min. several times/daily	10-15 min. (trying to limit to posting only daily unless urgent posting is required.	5 min. to receive, print & fax to media several times daily; & 10 min. once daily to post or as required.
Voter registration entry, if initial data is submitted correctly	7-10 min.	3-5 min.	3-5 min.
Reconcile recorded votes in SVRS	Up to 30 days each election.	Up to 30 days each election	2-3 weeks est. post-election
Create requested reports in SVRS for public	½ - 1 hr. per report Est. 25 reports.	½ - ¾ hr. per report Est. 10 reports.	½ -¾ hr. per report Est. 3 reports.

### OUTCOME AND EFFICIENCY MEASURES

Create and print poll books in SVRS	1-2 days	1 day per election	1 day per election
SVRS Canvass Report/County Board of Canvassers	3-4 days per election	2 days per election	1-2 days per election
Create/print/update SVRS voter records as required by the (HAVA) and (MOVE) act laws.	3 days ea. month	1-2 days ea. month	1-2 days ea. month
Create/print/mail Ineligible Voter lists for municipalities for each election	GAB provided	½ day per ea. election	½ day per ea. election
Receive dog licenses tag issuance report and create invoice/receipt for records.	5-10 min. ea. report	5 min. ea. report	5 min. ea. report.