

Sauk County, Wisconsin
Sauk County Clerk Annual Report

2012 Mission:

To perform all election administration functions, SVRS administration services, and provide 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; maintain 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, sale of DNR licenses, point of collection and imaging of county contracts in database, administration of claims for care of veterans graves, issuance of timber cutting notices; calculate, 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, 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 30 “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, 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 recount 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 web site, coordinate testing of election tabulating equipment.

2012 Goals Review

2012 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2012?
	Yes or No (If no, please provide comment)
SVRS –Maintain reconciling of voter records accurately to capture and assist in eliminating potential voter fraud. Accurate recording of voter history at the polls, or voting by absentee to provide for GAB to gather 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.	No - Ongoing administration involving updating voter records is required, creating monthly reports, keying voter registration forms in SVRS, and added responsibility of printing and mailing Ineligibility lists for each election to all municipal clerks. Conducting the process for 4-year voter record maintenance purges will be added to our responsibility in the future as GAB has advised they will no longer provide this maintenance service. (In past GAB carried the costs for staff time, printing, mailing and processing the Notices of Suspension Registrations, in addition to the receiving the phone call responses).
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.	No. Ongoing administration & training to municipal clerks due to new legislation (Act 23, Act 75, Act 115, Act 227, Act 240) constant legislative bill proposals and new laws, and assistance with voting equipment. No - Ongoing research with vendor and MIS staff and EMBS with possible phone line connections.
Canvassing - GAB created a new State Canvass Reporting system for reporting election results on-line.	No – Successful with manual entry; but further investigation revealed election results should upload automatically. Continued to work with GAB and other County Clerk’s with same election system.
Committee Members Database- to eliminate duplication of data entry to maintain two areas of information. In addition a hard copy County Directory must be maintained.	Yes - Only required now to update committee member’s database. This database is the link to the website for information.
Municipal Government Database – to eliminate duplication of data entry to maintain two areas of information on website. In addition a hard copy County Directory must be maintained.	No- Creation of database is nearly complete, and then an extreme amount of time will be needed to key in all current data. This database will then be the link to the website for information.

2012 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2012?
	Yes or No (If no, please provide comment)
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 to posting procedures to fulfill Open Meetings Law requirements.	Yes – successful; but continue with to investigate conflict with some areas in the process.
J. Mauel Pet Licensing Web-Based Program – to eliminate duplication of data entry for all of Sauk County dog license tag sales information. (2 municipalities' already use) Currently all municipalities enter dog license tag information into a desk top. Each report when submitted to County Clerk is then re-keyed into a central database here for our records.	No- Ongoing. Conversations with representative continue. The MIS Director and I have reviewed the product. Anticipate full implementation by April 1, 2013.

Changes / Accomplishments:

- + Electronic Agenda Routing process (accomplishment)
- + Collected MOU funds from 30 relier municipalities; sufficient revenue to cover one support staff for SVRS related duties. (accomplishment)
- + Enhanced Committee Members Database links to website (accomplishment)
- + Elimination of point of sales for DNR licenses. (change)
- + Elimination of printed County Directories. Electronic copy on website. (due to excessive cost for copies never used. Will print copies upon request. Cost is the same as in the past \$ 2.00 per copy).
- + Posing of County Board Proceedings Book on website (accomplishment)

Statistical Summary:

DNR/Hunting/Fishing Transactions (customers) Estimate of Issued: 213
 Gross Sales: \$8,134.35 County commission: \$ 278.25 (to date – DNR license year runs from (4/1-11/30) Service ended

Marriage Licenses Issued: 486
 Gross Sales: \$37,530.00 County commission: \$15,660.00

Domestic Partnership Agreements Issued: 1
 Gross Sales: \$85.00 County commission: \$60.00

Domestic Partnership Terminations Issued: 1
 Gross Sales: \$75.00 County commission: \$50.00

Dog/kennel Licenses: 5513/9
 Total fees collected: \$29,604.50 County commission: \$25,100.77 (operation of animal Shelter)

OUTPUT MEASURES

OUTPUT MEASURES

DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL
County Directories published	700	700	0
Marriage Licenses issued	435	447	486
Domestic Partnerships issued	9	7	1
Domestic Partnerships terminated	0	1	1
DNR Licenses transactions	650, est.	305.	213
Dog/Kennel Licenses issued	5359/10	5404/8	5513/9
Open Air Assembly Permits	1	0	0
County Board Proceedings	50	1	3
Resolutions & Ordinances	142	129	111 Resolutions 16 Ordinances
Timber Notices issued	117	161	161
Elections conducted	4	4 inc. 2 special	6 inc. 2 special & 1 recoun

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL
Prepare outline for CB agenda		5-10 days	<i>1 -1 ½ days</i>
Complete & mail a CB agenda	2-3 days	2-3 days	<i>1 day</i>
Process a ML application	10-15 min.	10-15 min.	15 min.
Process a DP application	30-45 min.	30-45 min.	30 -45 min.
Complete & mail a Timber Notice	15-20 min.	20-30 min.	20-30 min.
Issue DNR license		2-5 min.	3-5 min.
Receive, post & fax a meeting agenda	10-15 min./daily	10-15 several times a day	<i>10-15 min. once a day or if an urgent posting is required.</i>
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	Up to 30 days each election
Create requested reports in SVRS for public	1-1 ½ hrs. per report. Est. 50 reports.	½ - 1 hr per report Est. 25 reports.	½ -¾ hr per report. 10 reports.
Create and print poll books in SVRS	1-2 days	1-2 days per election	1 day per election
SVRS Canvass Report	3-4 days per election	3-4 days per election	2 days per election
Create/print/update SVRS voter records as required by the (HAVA) and (MOVE) act laws.	3 days ea. month	2-3 days ea. month	1-2 days ea. month
Create/print/mail Ineligible Voter lists for municipalities for each election	GAB provided	GAB provided	½ day per ea. election
Receive dog licenses tag issuance report and create invoice/receipt for records.			5 min. ea. Report.