

Sauk County, Wisconsin
TREASURER/REAL PROPERTY LISTER
Annual Report for 2012

2012 Mission Statement: To administer and fulfill the duties as defined in Chapters 70, 74 and 75 of the Wisconsin State Statutes. This includes property tax collection, receiving, disbursing and investing county funds; maintenance of assessment rolls, property descriptions and tax parcel maps.

2012 Vision Statement: To continue to maintain our level of excellent service to the public and other county offices. Learn to better utilize the existing tools we have and continually search for more efficient processes for all facets of our department. Provide information for the public via our web site. Continue to find ways to increase revenues and decrease expenses.

Departmental Program Summary:

Receive and Pay out all County Monies State Mandated

- Daily collection and depositing of money from all county departments
- Monitoring of bank accounts to insure adequate balances to cover county business
- Daily and monthly reconciliation of all bank accounts
- Prepare and distribute all payroll checks, payroll advices and vendor checks on a weekly and monthly basis
- January, February, Lottery Credit and August Settlements to all taxing jurisdictions
- Administer and maintain the General Petty Cash Fund for all County Departments

Complete Tax Roll and Tax Bills State Mandated

- Entering and proofing of special assessments for each municipality for placement on the tax bills
- Entering and proofing annual Drainage District notification information for placement on the tax bills
- Compiling tax information for 39 municipalities and printing of all the tax bills.
- Mailing of tax bills and/or delivery of tax bills to certain municipalities for their delivery
- Prepare, update, print and distribute tax rolls
- Provide electronic file of the tax information to municipalities for their receipting programs and receive payment information

Tax Deed Lands State Mandated

- Follows tax deed process for tax delinquent properties

Real Property Lister State Mandated

- Update records to reflect current status of property ownership and parcel description
- Notices/letters sent to attys., title companies, surveyors notifying of errors in the recorded documents, plus phone calls and numerous follow-ups on same
- Review proposed surveys and legal descriptions for accuracy and title issues
- Conduct research on questions related to ownership, boundary descriptions, status of taxes, etc.
- Update maps to reflect changes in property lines and ownership
- Work with state agencies on programs which affect property listing and taxation, i.e.: DOR, DNR, Farmland Preservation and other offices
- Assist other county departments in matters involving land records

Property Assessments State Mandated

- Receive assessment information from Assessors for entry into our database and prints assessment rolls
- Prepare and print "Notices of Change of Assessments" for the assessors
- Reconcile parcels and values with the DNR/DOR regarding MFL/FC lands and state assessed property
- Submit Statements of Assessment for all municipalities to the Wisconsin Department of Revenue

Unclaimed Funds State Mandated

- Every odd year, the treasurer publishes a notice of the county's unclaimed funds (i.e. uncashed checks) for owners to claim.

Investing of County Funds State Mandated

Manage the County’s investments

Property Tax Collection State Mandated

Collect property taxes

Collection of delinquent taxes

Tax Certificate mailing in September (to all delinquent property owners)

Use-Value Conversion Charge for Agricultural Land State Mandated

Monitor and prepare “Ag Use Conversion” notices

Receive “Ag Use Conversion Charges” and distribute funds to municipalities

Lottery and Gaming Credit State Mandated

Administer Lottery and Gaming Credit program

Land Information Council State Mandated

Review the priorities, needs, policies and expenditures of the Land Information Office and advise the county on matters affecting the Land Information Office

2012 Goals Review:

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2011?
	Yes or No (If no, Please provide comment)
Conversion to the new tax receipting/assessment software program	Yes
Filed Surveys that have not been processed	New surveys coming in are filed timely, still working on the gap from prior years
Drainage District Set Up	No Drainage District formed in 2012

Changes / Accomplishments:

- Land Records System (LRS) complete utilization, familiarization and training (year long). Went live with the LRS website.
- Land Link (new ROD program) utilization, familiarization and training

Statistical Summary:

OUTPUT MEASURES			
DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL
New Parcels	160	161	81
# RE Parcels/Personal Property Parcels on Tax Roll	49,749 / 3,805	49,734/3810	49,765 / 3,749
New Certified Surveys	93	96	82
New Subdivisions / # Lots	4 / 41	4/56	0
New Condos / # Units	6/35	4/28	3/12
New Annexations / # Parcels	2 / 3	6/9	3/4
New Highway Projects / # Parcels	6 / 34	2/34	9/29
New Managed Forest Law Orders / including parcels	25 / 44	32/61	48/96
Managed Forest Law Orders Withdrawn or Expired / # Parcels	n/a	2/2	10/15
New Ag Use Conversion Charge # Parcels / Revenue	10 / \$4,545	13/\$9,514	10/\$1,833

OUTPUT MEASURES			
(County's Portion)			
Parcel Changes (names/addresses/legal description)	5,116	5,145	*see below
Notice of Change of Assessments printed	11,800	5,476	5,626
Tax Bills Printed	49,274 **	49,273	49,164
Real Estate Transfer Returns Processed	5,713	5,783	4,320
Tax Receipts Processed	17,809	23,281	17,608
Daily Cash Receipts processed for all Count Depts.	6,055	6,367	6,736
Accounts Payable Checks Printed and Processed	10,670	10,020	9,238
Payroll Checks Printed and Processed	5,571	4,657	4,303
Direct Deposit Advices Printed and Processed	14,035	13,328	13,683
Credit Card Transactions (property taxes)	110	87	82
E-check payments (property taxes)	n/a	16	25
# Tax Deed letters sent to delinquent tax payers / mtg. companies/state depts., etc. / # parcels (this is done in May)	229 letters / 101 parcels	258 letters / 127 parcels	226 letters / 157 parcels
# Tax Deeds taken by the County	16	12	18
\$\$ Sale Book (September 1st of each year)	\$3,819,321.58	\$3,480,061.00	\$3,337,549.26
# of properties in the Sale Book	2,419	2,597	2,262

*Parcel Changes: In our "old system" we had 4,930 changes, plus we had a multitude of changes in the new system due to name/address clean-up after conversion; in addition to our regular process of documents.

OUTCOME AND EFFICIENCY MEASURES			
DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL
Average rate of investments	.82%	.40%	.39%
Time to process individual daily cash entries	2 minutes per entry	2 minutes per entry	
Sale book value as a % of total taxes	3.27%	2.98%	2.77%
Tax deeds taken as a % of delinquent properties in May	15.84%	9.44%	11.47%
Processing of Real Estate Transfer Returns	2 minutes per return	2 minutes per return	2 minutes per return
Time to search changes in assessment records for new construction and contact owners regarding eligibility for lottery credit certification	½ hr/municipality	½ hr/municipality	½ hr/municipality
Average % of Employees using Direct Deposit	72%	74%	76%