

Sauk County, Wisconsin
Sauk County Clerk Annual Report

2014 Mission:

To provide efficient and cost effective services in conjunction with other County government operations and perform all election administration functions, SVRS administration services, and provide 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, all election 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, 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) and post minutes to county website; 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, 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 web site, coordinate testing of election tabulating equipment.

2014 Goals Review

2014 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2014?
	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/quarterly and annual HAVA reports for merging, inactivating, locating felon records to maintain clean voter records, and election data.	No - Ongoing increased staff administration continues 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.
Election administration and training – providing guidance to municipal clerks on election law and related statutes including new proposed legislative changes. GEMS database disconnection issues continued. Review & investigate new, state certified voting systems; long term plans for County wide replacement.	No. Ongoing administration & training to municipal clerks continues due to new proposed legislation and revised laws, and assistance with voting equipment. No - Ongoing communication continues with vendor (s), WCA and other counties.
Passport Acceptance Agency Facility. Become a PAAF to provide this service as it is increasingly being requested from the public. It would also generate revenue for Sauk County. If accepted, training will be required to provide this service.	No – Application was denied at this time to provide service. 8/31/2014.

Changes / Accomplishments:

- + Collected MOU funds from 28 relier municipalities; sufficient revenue to cover one support staff for SVRS related duties. (accomplishment)
- + Improved overall county board processes, knowledge of voting system and completed Granicus process to ensure backup assistance is secure in the office. (accomplishment)
- + Initiated communications and processes with Dominion Voting Systems to provide a presentation of the Image Case Evolution (ICE) election system for our local municipal clerks (accomplishment)

Statistical Summary:

Marriage Licenses Issued: 450
 Gross Sales: \$36,890.00 County commission: \$16,640.00

Domestic Partnership Agreements Issued: 2
 Gross Sales: \$180.00 County commission: \$130.00

Domestic Partnership Terminations Issued: 2
 Gross Sales: \$160.00 County commission: \$110.00

Dog/kennel Licenses: 5,304/12
 Total fees collected: \$30,702.50 County commission: \$27,108.03 (operation of animal Shelter)

OUTPUT MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
County Directories published	Est. 50	82 In-house	24
Marriage Licenses issued	486	418	450
Domestic Partnerships issued	1	2	2
Domestic Partnerships terminated	1	1	1
Dog/Kennel Licenses issued	5513/9	5337/11	5304/12
Open Air Assembly Permits	0	0	0
County Board Proceedings	4 & posted to Website	7 & posted to Website	5 & MIS assists w/posting to Website
Resolutions/ Ordinances	111/16	92/10	135/13
Timber Notices issued	160	160	151
Elections conducted	6 (inc. 2 special & 1 recount)	3	5 (inc. 1 special)

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
Prepare outline for CB agenda	2 -3 days	2-3 days	2-3 days
Complete & mail a CB agenda	1 day	1 day	1 day
Process a ML application	15 min.	15 min.	15 min.
Process a DP application	30-45 min.	30-45 min.	30 -45 min.

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
Complete & mail a Timber Notice (includes waiting for Co Treas Office review of taxes)	15-20 min.	20-30 min.	20-30 min.
Issue DNR license	3-5 min	Service ended.	Service ended.
Receive, post & fax a meeting agenda	10-15 min. <i>once a day or if an urgent posting is required.</i>	10-15 min. <i>once a day or if an urgent posting is required.</i>	10-15 min. <i>once a day or if an urgent posting is required.</i>
Voter registration entry, if initial data is submitted correctly	3-5 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	½ -¾ hr per report. 10 reports.	½ -¾ hr per report. Est. 4 reports.	½ -¾ hr per report. Est. 3 reports.
Create and print poll books in SVRS	1 day per election	1 day per election	1 day per election
SVRS Canvass Report	2 days per election	2 days per election	2 days per election
Create/print/update SVRS voter records as required by the (HAVA) and (MOVE) act laws.	1-2 days ea. month	1-2 days ea. month	1-2 days ea. month
Create/print/mail Ineligible Voter lists for municipalities for each election	½ day per ea election	½ per ea election	½ day per ea. election
Receive dog licenses tag issuance report and create invoice/receipt for records.	5 min. ea. report	5 min. ea. report.	5 min. ea. report.