

Sauk County, Wisconsin County Clerk Annual Report for 2016

2016 Mission Statement: To provide efficient and cost effective service 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.

2016 Vision Statement: To provide efficient and cost effective service in conjunction with other county government operations.

Departmental Program Summary:

Marriage Licenses (State Mandated)

- Issuance of marriage licenses and maintain index
- Collection of revenue & weekly deposits
- Balance fees & licenses with State at the end of the year

Domestic Partnerships (State Mandated)

- Issuance of domestic partnerships and maintain index
- Collection of revenue & weekly deposits
- Balance fees & licenses with State at the end of the year

County Board (State Mandated)

- Assist in preparation & distribution of county board meeting agenda/information packets
- Publish official minutes of the Sauk County Board of Supervisors in the newspaper and on the county website
- Attend all regular and special meetings
- Administer voting equipment at each county board meeting
- Maintain official records of the Sauk County Board of Supervisors
- Issue "Oath of Office" and "Certificate of Election" to board members
- Prepare annual proceedings book
- Issue certified copies of adopted resolutions & ordinances
- Receipt & document claims filed against Sauk County
- Receive, publish and send certified mail notifying the adoption of county ordinances and rezoning petitions.
- Maintain record of rezoning petitions
- Sign contracts, deeds and agreements as approved by county board
- Serve as an secretary of the Executive & Legislative Committee
- Serve as a filing officer and source of information for individuals seeking to run for the office of County Board Supervisors
- Coordinate reservations for attendance at WCA Annual Conference

Elections (State Mandated)

- Serve as chief election officer of the county providing technical expertise to municipal governments and school districts
- Update polling place locations and candidate information on the county website
- Serve as the collection point to coordinate candidate & referenda material for eventual placement on ballots for contests & referenda for municipal and school district clerks
- Serve as a filing officer for county candidates and referenda questions
- Maintain record of financial reports for county elected officers
- Issue "Oath of Office" and "Certificate of Election" to county elected officers
- Prepare and publish election notices

- Prepare, print, distribute ballots and supplies to municipal clerks
- Program election tabulation equipment
- Coordinate testing of election tabulation equipment
- Tabulate and report election results
- Appoint members to serve on the Sauk County Board of Canvassers
- Apportion and bill back municipalities and school districts for election related costs
- Conduct county recounts and maintain official minutes thereof
- Maintain official record of all county election results
- Maintain & coordinate the statewide voter registration system

Dog License (*State Mandated*)

- Distribution of dog tags and supplies to municipalities and humane society
- Collection of revenue for dog license sales
- Administration and distribution of payments for annual dog listing reports
- Receive delinquent dog listing reports and refer to the District Attorney
- Balance fees & licenses with the state at the end of year

County Directory (*State Mandated*)

- Maintain a current Sauk County Directory for annual submission to the Office of Secretary of State
- Production of the Sauk County Directory
- Sell Sauk County Directory upon request & collection of revenue
- Post Sauk County Directory to the Sauk County Webpage as updates are made

Apportionment (*State Mandated*)

- Calculate, prepare & distribute levy rates on county apportionment of taxes

Meeting Notices (*State Mandated*)

- Receive and post all county meeting notices in compliance with the Open Meeting Law
- Custodian of all county meeting agenda notices, minutes and records

Other Office Duties

- Issuance of timber harvest notices (*State Mandated*)
- Administration of claims for care of veterans graves in Sauk County (*State Mandated*)
- Notarial Officer (County Clerk and deputized staff) (*State Mandated*)
- Point of collection for all sauk county relocation orders (*State Mandated*)
- Point of collection to file deputy and oath of office forms (*State Mandated*)
- Point of collection for filing of county contracts (*State Mandated*)
- Scan image all contract into the county database
- Sign all orders for payment of money directed by the board (*State Mandated*)
- Sale of county park stickers
- Receives bids and awards proposals for selection of the “Official Sauk County Newspapers” (*State Mandated*)
- Prepare office annual budget
- Key in office invoices
- Library reimbursements (*State Mandated*)
- Point of contact for filing probate notice claims (*State Mandated*)
- County redistricting, some mandated duties in the process (*State Mandated*)
- Serve as a passport acceptance facility
- Process passport photos

2016 Goals Review

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2016? YES OR NO (IF NO, PLEASE PROVIDE COMMENT)
Training on the new WisVote Program (Voter Registration Program)	Yes – however, this is constantly still being updated or changed; still a work in progress.
Election administration & changes in legislation	Yes – however; this is always ongoing due to the never ending proposed legislation and revised laws.
Becoming a passport acceptance agency facility as we receive ongoing inquiries from public.	Yes
Cross training within office	No – With a new staff member, this is still in process.
Scanning Marriage Applications – would save on having to keep paper records	No – will work on in 2017; time never allowed for this in 2016 with all the elections and recount.
Using new election equipment	Yes
Election Results App	Yes

Changes/Accomplishments

- Use of new election equipment for all 2016 elections.
- We are now back to full staff and have a good start in the cross-training process within the office, as time goes on cross-training will be complete.
- We have become a passport acceptance facility.
- The New Election Results Application has been very successful.

Statistical Information

Marriage Licenses

Issued: 455

Gross Sales: \$37,510.00

County Commission: \$16,990.00

Domestic Partnership Agreements:

Issued: 0

Gross Sales: \$

County Commission: \$

Domestic Partnership Terminations:

Issued: 1

Gross Sales: \$80.00

County Commission: \$55.00

Dog/Kennel Licenses:

Issued: 5065

Total Fees Collected: \$29,320.00

County Commission (Operation of the Sauk County Animal Shelter): \$25,898.00

Output Measures

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
County Directories Published	24	21	17
Marriage Licenses Issued	450	431	455
Domestic Partnerships Issued	2	1	0
Domestic Partnership Terminated	1	0	1
Dog & Kennel Licenses Issued	5316	5320	5065
Open Air Assembly Permits	0	0	0
County Board Proceedings	5 & Posted to web	5 & Posted to web	4 & Posted to web
Resolutions/Ordinances	135/13	129/16	138/8
Timber Notices Issued	151	157	154
Elections Conducted	5 (includes 1 Special)	2	4
Passport Applications Processed	0	0	325

Outcome and Efficiency Measures

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
Prepare outline for County Board Agenda	2-3 days	2-3 days	2-3 days
Complete & mail County Board Agenda	1 day	1 day	1 day
Process a Marriage License	15 Minutes	15 Minutes	15 Minutes
Process a Domestic Partnership	30-45 Minutes	30-45 Minutes	30-45 Minutes
Complete & Mail a Timber Notice (Includes waiting for Treasurer's Office to review taxes)	20-30 Minutes	20-30 Minutes	20-30 Minutes
Process a Passport Application	0	0	15 Minutes
Receive, Post & E-mail a Meeting Agenda	10-15 Minutes (Usually once a day)	10-15 Minutes (Usually once a day)	10-15 Minutes (Usually once a day)
Voter Registration Entry (If initial data is submitted correctly)	3-5 Minutes	3-5 Minutes	3-5 Minutes
Reconcile Votes Recorded in the Voter Registration System (WisVote) for each Countywide 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 Voter Registration System (WisVote)	Approximately ½ hour per report	Approximately ½ hour per report	Approximately ½ hour per report
Create & Printing Poll Books in Voter Registration System (WisVote)	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
Update Voter Registration Records in WisVote (HAVA Matches, HAVA Checks, Transfer Out Reports, Address Range Updates)	1-2 days	1-2 days	1-2 days
Creating & Mailing Ineligible Voter Lists for each election	½ day per election	½ day per election	½ day per election
Receive dog license tag issuance report & create invoice/receipt for records	5 Minutes each report	5 Minutes each report	5 Minutes each report