

Sauk County, Wisconsin
Sauk County Clerk - Annual Report

2017 Highlights:

2017 was our first full year as a Passport Acceptance Agency along with providing passport photo services. This has proven to be a very much needed service by the volume of customers we have served.

2017 Goals Review

2017 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2017?
	Yes or No (If no, please provide comment)
Begin scanning all marriage licenses electronically in the SVRIS Marriage System	Yes
Cross Training Staff	Ongoing – we have had change over in staff
Election Results Application	Yes
Passport Camera Station	Yes
Digitalizing Old Committee Minutes	We have started this project, however we are at a standstill now that the 2018 election cycle is upon us

Changes / Accomplishments:

- We had our first full year of being a Passport Acceptance Agency along with providing passport photo services. Staff and I attended our annual training in Madison.
- We have had staff change over which has caused a great deal of training within the office to stay afloat, and I am very proud to say that we have a very successful team in place.
- First passport fair was held Saturday, August 26, 2017.
- I worked with the MIS department to provide a bluetooth capable phone for one employee in my office who is hearing impaired.

Statistical Summary:

Marriage Licenses:

Issued: 430
Gross Sales: \$35,350.00
County Commission: \$16,000.00

Dog/Kennel Licenses:

Issued: 5098
Total Fees Collected: \$\$29,242.50
County Commission (Operation of the Sauk County Animal Shelter): \$28,312.92

Passports & Passport Photos:

Passports Issued: 932
Passport Photos Taken: 788
Total County Commission On Passports: \$23,175.00
Total County Commission on Passport Photos: \$7,558.00

Domestic Partnership Agreements:

Issued: 0
Gross Sales: \$0
County Commission: \$0

Domestic Partnership Terminations:

Issued: 0
Gross Sales: \$0
County Commission: \$0

OUTPUT MEASURES

DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL
Passport Applications Processed	0	325	932
Passport Photos Taken	0	0	788
Marriage Licenses Issued	431	455	430
Domestic Partnerships Issued	1	0	0
Domestic Partnerships Terminated	1	0	0
Dog & Kennel Licenses Issued	5320	5065	5098
County Board Proceedings	5 & Posted to Web	5 & Posted to Web	5 & Posted to Web
Resolutions/Ordinances	129/16	138/8	146/14
County Directories Printed	21	17	7
Open Air Assembly Permits	0	0	0
Timber Permits Issued	157	156	114
Elections Conducted	2	4	5

OUTPUT MEASURES
OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 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 Marriage License	15 Minutes	15 Minutes	15 Minutes
Process Domestic Partnership	30-45 Minutes	30-45 Minutes	30-45 Minutes
Complete & Mail Timber Permit (Includes waiting for Treasurer's Office to review taxes)	20-30 Minutes	20-30 Minutes	20-30 Minutes
Process Passport Application	N/A	15 Minutes	15 Minutes
Process Passport Photo	N/A	N/A	5 Minutes
Receive, Post & E-mail Meeting Notice	10-15 Minutes	10-15 Minutes	10-15 Minutes
Voter Registration Entry	3-5 Minutes	3-5 Minutes	3-5 Minutes
Monthly HAVA Reports In WisVote	3 Days	3 Days	3 Days
Reconcile Votes Recorded For Each Election	Up to 30 day after each election	Up to 30 day after each election	Up to 30 day after each election
Create Requested Reports In WisVote	½ Hour	½ Hour	½ Hour
Create/Print Poll Books In 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
Creating/Sending Ineligible Voter Lists	½ Day Per Election	½ Day Per Election	½ Day Per Election
Receiving Dog License Tag Issuance Report, Create Invoice/Receipt For Records	5 Minutes Per Report	5 Minutes Per Report	5 Minutes Per Report