



Sawyer County

Agenda

Administration Committee Meeting
Thursday, October 10, 2024 @ 10:00 AM
Sawyer County Board Room

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

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- a. [9.12.24 Administration Committee Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

6 - 10

- a. [1\) 1225 001](#)
[2\) 1226 001](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

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- a. [IT-2024-10-10-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

12

- a. [Human Resource Report October 2024](#)

11. COUNTY CLERK DEPARTMENT REPORT

13

- a. [September 2024 County Clerk Department Report](#)

14 - 19

- b. Records Request Report
[Records Request Report](#)

12. AIRPORT MASTER PLAN UPDATE

13. ROAD ACCESSIBILITY

Consider motion to convene in closed session pursuant to Wis. Stat. s. 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," to wit: discussion of negotiations with LCO regarding county roads and highways lying within the LCO tribal reservation and within Sawyer County, and pursuant to Wis. Stat. s. 19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," to wit: discussion of jurisdictional questions and obligations involving county roads and highways lying within the LCO tribal reservation and within Sawyer County.

The Board will reconvene in open session immediately following the closed session, and may have discussion and take official action on matters discussed in closed session.

14. COUNTY ADMINISTRATOR'S REPORT

- a. Designating a Newspaper of Record (discussion and possible action)
- Responses to Newspaper RFP

15. BOARD APPOINTED COMMITTEE UPDATES

16. FUTURE AGENDA ITEMS

17. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

18. ADJOURNMENT

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the September 12, 2024 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: Ron Kinsley
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ John Righeimer
- ☒ Stacey Hessel

Andy Albarado
Lynn Fitch
Gary Elliott
Rose Lillyroot

Others Present:

**Public Comment Speakers are
listed below:**

Call to Order –Chair Ron Kinsley called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: August 8, 2024

Motion to approve made by: Mr. Duffy

Second by: Ms. Hessel

Motion carried without negative vote.

Veterans Service Department Report -

A written report and budget were provided and reviewed. Mr. Elliott advised that they submitted/reimbursed five applications totaling \$5,960, and co-managed & hosted three individual and two group counseling sessions.

Information Technology Department Report -

A written report of calls by department for the month of August was provided showing 59 requests responded to.

Human Resources Report -

A written report was provided. Ms. Lillyroot advised that we are getting many more applications for our open positions than previously.

County Clerk Report -

Written reports were provided and reviewed showing counter activity continues to be high with marriages. Materials for November election are arriving and we will hold a training next Wednesday for clerks and poll workers.

Absentee Ballot Process -

Mr. Albarado provided a review of the discussion considering the county taking on the initial absentee ballot mailout, with the return labels being addressed to the individual clerks. Clerk Fitch has extended an invitation to Relier clerks to bring their absentee ballots in during the training so that we can ensure they are completed correctly and they get stuffed and ready for mailing

Outside Committee Updates -

Mr. Buckholtz advised he will attend the Northern Waters Library meeting.

County Administrator's Report –

Mr. Albarado provided a verbal update – The TRH ordinance is coming out of HHS Board and to County Board next week. The Airport Master Plan should be holding a public meeting on October 9th. They are working on improving

some staffing issues in the Ambulance Department. Broadband companies have until October 10th to file letters of intent. CJCC committee is going well, inmate numbers are down and diversion court is going well. HHS is increasing their budget due to the increase in youth out-of-county placement costs. We've asked BugTussel for additional financial information but have not received anything. The County of Bayfield received their first carbon credit revenue.

Future Agenda Items –

Correspondence, reports from conferences and meetings

Adjournment – 10:55 am

Next Meeting: October 10, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, October 10, 2024

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

September: 524 phone calls, 783 letters/emails/faxes and 273 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 179 disability claims to date and received retroactive payment of \$348,833.64 for claims decided in the Veteran's favor.

La Crosse Vet Center:

The office co-managed & hosted 6 individual & 2 group counseling sessions.

Outreach:

Briefed the Great Lakes Native Elders Association (all 11 Tribes of Wisconsin represented) on VA benefits available to our Veterans

Coffee and Conversation with Gary and Nicole – 1st Wednesday of every month

Social Media: 2 new page followers (147 total) with 91 content interactions

Training:

Up to date.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 10/01/24
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 213 - Veteran's Service Grant										
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	1,080.00	1,420.00	43	825.00
50339	Travel	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	307.70
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	205.68	94.32	69	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	1,589.84	(1,589.84)	+++	1,457.75
50805										
Capital Outlay-Small Equipment (1000 - 5000)										
State Account 54700 - Veteran's Grant Expenses Totals										
		2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
Department 00 - General Totals										
		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$10,671.59	(\$73.59)	101%	\$12,316.16
EXPENSE TOTALS										
		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$10,671.59	(\$73.59)	101%	\$12,316.16
Fund 213 - Veteran's Service Grant Totals										
		9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125%	23,578.00
REVENUE TOTALS										
		10,598.00	.00	10,598.00	.00	.00	10,671.59	(73.59)	101%	12,316.16
Fund 213 - Veteran's Service Grant Totals										
		(\$1,248.00)	\$0.00	(\$1,248.00)	\$0.00	\$0.00	\$1,016.41	(\$2,264.41)		\$11,261.84
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
Veterans' Trans. Grant										
43566		5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	6,329.95
Department 00 - General Totals										
		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
REVENUE TOTALS										
		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
State Account 54725 - Capital Outlay/Van Purchase Totals										
		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Department 00 - General Totals										
		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
EXPENSE TOTALS										
		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Fund 411 - Veteran's Transportation Grant Totals										
		5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0%	6,329.95
REVENUE TOTALS										
		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
Fund 411 - Veteran's Transportation Grant Totals										
		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		\$6,329.95
Grand Totals										



Budget Performance Report

Fiscal Year to Date 10/01/24

Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	.00	.00	12,553.00	3,097.00	80%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	.00	.00	137,506.13	62,083.87	69%	132,094.08
Grand Totals	(\$183,940.00)	\$0.00	(\$183,940.00)	\$0.00	\$0.00	(\$124,953.13)	(\$58,986.87)		(\$100,911.13)



Budget Performance Report

Fiscal Year to Date 10/01/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	865.00	435.00	67	1,275.00
Department 57 - Veteran's Administration Totals		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$865.00	\$435.00	67%	\$1,275.00
Department 57 - Veteran's Administration Totals		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$865.00	\$435.00	67%	\$1,275.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	500.00	4,500.00	10	437.54
State Account 54720 - Veteran's Office		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$500.00	\$4,500.00	10%	\$437.54
State Account 54720 - Veteran's Office										
50111	Regular Salaries	132,539.00	.00	132,539.00	.00	.00	87,709.29	44,829.71	66	79,421.51
50112	Salaries Overtime	.00	.00	.00	.00	.00	142.09	(142.09)	+++	158.96
50144	Term Life Ins./Employer's Share	53.00	.00	53.00	.00	.00	47.59	5.41	90	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	.00	.00	1,671.90	2,362.10	41	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	.00	.00	6,433.99	3,705.01	63	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	.00	.00	5,586.54	3,517.46	61	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	.00	.00	12,606.84	(12,606.84)	+++	1,054.52
50155	Flex Administration Fees	48.00	.00	48.00	.00	.00	89.20	(41.20)	186	68.31
50156	Health Reimb. Actt.	.00	.00	.00	.00	.00	1,400.00	(1,400.00)	+++	.00
50218										
50218-323	Garbage	50.00	.00	50.00	.00	.00	48.40	1.60	97	44.00
50218 - Totals		\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$48.40	\$1.60	97%	\$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	53.22	(53.22)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	93.40	231.60	29	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	415.36	584.64	42	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	84.17	415.83	17	251.89
50225	Telephone	750.00	.00	750.00	.00	.00	650.81	99.19	87	1,050.86
50241	Repairs/Maintenance-Vehicles	1,000.00	.00	1,000.00	.00	.00	201.01	798.99	20	1,345.43
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	100.00	.00	100.00	.00	.00	49.08	50.92	49	25.77
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	799.95
50313	Printing	3,000.00	.00	3,000.00	.00	.00	1,598.50	1,401.50	53	2,644.04
50314	Small Items of Equipment	.00	.00	.00	.00	.00	146.18	(146.18)	+++	.00
50321	Publications/Legal Notices	.00	.00	.00	.00	.00	17.49	(17.49)	+++	.00
50329	Subscriptions	700.00	.00	700.00	.00	.00	159.00	541.00	23	84.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	209.00	(109.00)	209	.00
50339	Travel	.00	.00	.00	.00	.00	41.04	(41.04)	+++	150.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	52.65	97.35	35	.00



Budget Performance Report

Fiscal Year to Date 10/01/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50349	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	881.34
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$881.34
50351	Vehicle Fuel	2,400.00	.00	2,400.00	.00	.00	867.79	1,532.21	36	1,960.48
50515	Indirect Cost	.00	.00	.00	.00	.00	.00	.00	+++	7,194.68
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
State Account 54720 - Veteran's Office Totals		\$172,992.00	\$0.00	\$172,992.00	\$0.00	\$0.00	\$120,374.54	\$52,617.46	70%	\$113,500.38
State Account 54730 - Care of Veteran's Graves										
Contracted Expenses		7,000.00	.00	7,000.00	.00	.00	5,960.00	1,040.00	85	5,840.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,960.00	\$1,040.00	85%	\$5,840.00
Department 57 - Veteran's Administration Totals		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$126,834.54	\$58,157.46	69%	\$119,777.92
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$126,834.54	\$58,157.46	69%	\$119,777.92
Fund 100 - General Fund Totals										
REVENUE TOTALS		1,300.00	.00	1,300.00	.00	.00	865.00	435.00	67%	1,275.00
EXPENSE TOTALS		184,992.00	.00	184,992.00	.00	.00	126,834.54	58,157.46	69%	119,777.92
Fund 100 - General Fund Totals		(\$183,692.00)	\$0.00	(\$183,692.00)	\$0.00	\$0.00	(\$125,969.54)	(\$57,722.46)		(\$118,502.92)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	.00	.00	+++	14,228.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
Department 00 - General Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
REVENUE TOTALS		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	7,941.81
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	3,138.36	(1,840.36)	242	1,151.41
50313	Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	80.00
50314		.00	.00	.00	.00	.00	3,771.51	(3,771.51)	+++	.00
2023 ARPA CVSO Grant Enhanced Outreach Capability		.00	.00	.00	.00	.00	.00	.00	+++	.00
50314 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,771.51	(\$3,771.51)	+++	\$0.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	811.20	388.80	68	457.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	75.00	575.00	12	20.00

Mike Coleson
Sawyer County IT Director



October 10, 2024

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Ron Kinsley, Ron Buckholtz, John Righeimer, Stacey
Hessel, Thomas Duffy and Andy Albarado
IT Department Report

Agenda items

N/A

Service Requests September

New 55

Completed 59

Pending (Sept 30) 16

Projects completed

- 12 New cameras in Courthouse campus
- Airport Internet fix. New and relocated wireless access points
- Airport 2 surveillance cameras installed. Tarmac and front gate.

Projects in progress

- Application form automation with payment processing. Zoning, Highway, Forestry
- Replace Central Control Door Control computers (Windows 7, very old)

Pending Projects

- Floor plan update for sheriff-courthouse campus.
- Surveillance cameras for Hayward and Ojibwa ambulance buildings.
- Cell phone plan review with Accounting.

Helpdesk and support activities

70% of time spent on support requests.

Human Resource Report October 10, 2024

2024 Turnover

9/6/2024	Madison Woller	Sheriff	PT
9/6/2024	Lauralee Kane	Treasurer	Retired
9/9/2024	Allison Larson	Human Services	FT
9/24/2024	Kevin Frey	Ambulance	Term
9/30/2024	Cassandra Wurm	Human Services	FT

Recruiting EMS positions

Recruiting CLTS worker

Begin recruiting for Deputy County Clerk position

Begin recruiting for Deputy Register in Deeds position

Begin recruiting for Tax Lister position

Ongoing personnel issues

Policy Manual Updates

I am working on the conversion to the new applicant tracking software, Criterion. Will be complete by mid-November.

**County Clerk Department
Monthly Report
September 30, 2024**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	381+ 44 penalties	\$5065.00
Marriage Licenses	57 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$5780.00
Plat Books	GL 218-00-42000 GL 218-00-42001	\$1,532.88 \$761.28
Election MOU Reimbursement	April 2 nd Election August 13 th Election November 5 th Election	\$18,614.00

Elections Update:

- Records request regarding the election continue to come in; most require extensive research/copying if fulfilled.

General:

- NextRequest activity remains steady in all departments, an anticipated 57.16 hours has been spent since June on requests at a cost of \$2,080.66 spent (this is on the light side, as I suspect that not all time has been entered by staff).

Sawyer County, WI Performance Report

January 1, 2024 - October 1, 2024 All departments

General Overview: Requests received, opened, and closed in this period.

125 request(s) received

Total number of new requests received during this reporting period.

0 total request(s)

Total number of requests in the portal at the beginning of the reporting period.

110 request(s) closed

Total number of requests closed during this reporting period.

15 request(s) open

Total number of open requests by the end of this reporting period.

45 request(s) overdue

Total number of requests that became overdue in this reporting period.

0 request(s) paused

Total number of requests that were paused by the end of this reporting period.

Response and Fulfillment: How fast your agency responds to and fulfills requests

47 late response(s)

Total number of requests where an initial response was sent after the response window expired.

5 day(s) to respond

Median response time in days in this reporting period.

8 day(s) to respond

Average response time in days in this reporting period.

63 fulfilled outside 10 days

Number of requests closed beyond 10 days of request submission during this reporting period.

47 fulfilled within 10 days

Total number of requests closed within 10 days of request submission during this reporting period.

15 day(s) to fulfillment

Median number of days taken to fulfill all requests in this reporting period.

16 day(s) to fulfillment

Average number of days taken to fulfill all requests in this reporting period.

Staff Time: How much time staff has spent working on requests**56.86 hour(s) spent**

Total number of hours staff spent on requests in this reporting period.

0.33 median hour(s) spent

Median number of hours staff spent on each request.

0.51 average hour(s) spent

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests**\$2,065.75 dollars spent**

Total amount of money spent (from staff costs) fulfilling requests in this reporting period.

\$12.42 median dollars spent

Median amount of money spent (from staff costs) on each request.

\$18.61 average dollars spent

Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest**30 total invoices**

Total number of requests with invoices.

\$141.00 dollars received

Total amount of money received from all requests with invoices in this reporting period.

\$10.27 median dollars earned

Median amount of money received from each request with invoices in this reporting period.

\$17.00 average dollars

earned

Average amount of money
received from each request with
invoices in this reporting period.

Requests by Department

This table breaks down how many requests were received and closed by each department, as well as median fulfillment speed for each department in this reporting period.

Department	New	Closed	Median	Average
Administration	1	0	0	0
Ambulance Service	2	1	13	13
Clerk of Courts	4	4	3	6
County Clerk	30	28	1	4
Emergency Management Services	0	0	0	0
Finance Department	5	5	4	7
Health & Human Services	8	7	5	8
Highway Department	0	0	0	0
Human Resources	3	2	14	14
Information Technology (IT)	2	1	1	1
Land Information	1	1	7	7
Legal Counsel - Atolles Law	1	0	0	0
Register of Deeds	0	0	0	0
Sheriff Department	68	57	19	19
Treasurers' Office	2	2	2	2
Zoning Department	3	2	5	5
Not Assigned	2	2	3	3

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Times Used
10-day Abandonment Text	1
Fee to Create Response	3
Forwarding to Appropriate Department	1
No requirement to construct a record	1
Open Investigation Message	4
Prepayment Fee Response	2
Sheriff Dept. Initial Response	22

Closure Response Report

This table includes all closure responses and totals used in this reporting period.

Closure Response	Times Used
Closure for No Response or Other Reason	6
Fulfilled	87
Invoice Payment Options	2
No Records: Other Agency	10
No Response from Requester	9
Not a Request	3
Request Withdrawn	2

Tag Report

This table includes the tags applied to requests opened in this reporting period.

Tag Name	Times Used
Body Cam	1

Key Assumptions

Requests Overdue

For requests that were closed prior to October 28, 2018 requests are counted as overdue only if they were overdue at the time the request was closed.

Late Responses

A late response indicates that there were no documents released; no message or invoice sent to the requester; or that the request remained open past its due date.

Response and Fulfillment Speed

Response time is tracked using the first external message sent through the NextRequest portal. This metric assumes that the message sent includes either a "request for clarification" or a time estimate.

Fulfillment time is calculated based on the time from when the request was created to the first date the request was closed (if there are multiple closed dates, only the first one is used).

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

Staff Time

Staff time only accounts for time logged in NextRequest. This metric assumes that staff members regularly log all staff time in the portal and that the hourly rates are accurate and up-to-date.

Staff Cost

Staff cost only accounts for costs logged in NextRequest. This metric assumes that staff members regularly log costs in the portal.

Message Templates Report

The message templates report tracks message template usage from February 25, 2018 onwards.