

# Table of Contents

<u>Section</u>	<u>Page</u>
<b>A. County Board</b>	
County Board of Supervisors.....	1
Administrator's Comments.....	2
<b>B. Agriculture &amp; Land Conservation Committee</b>	
University of Wisconsin Extension Program.....	1
Administrator's Comments/U. W. Extension.....	8
Administrator's Comments/4-H Fairgrounds.....	10
Farm.....	11
Administrator's Comments.....	11
Land Conservation Department .....	13
Administrator's Comments.....	20
<b>C. Board of Health</b>	
Public Health Department.....	1
Administrator's Comments.....	8

**D. County Board Staff Committee**

County Administrator..... 1  
    Administrator's Comments..... 4  
Corporation Counsel..... 6  
    Administrator's Comments..... 8  
Human Resources..... 9  
    Administrator's Comments..... 13

**E. Developmental Disabilities Board**

Developmental Disabilities Board..... 1  
    Administrator's Comments..... 6

**F. Education, Veterans and Aging Services Committee**

Council on Aging..... 1  
    Administrator's Comments..... 7  
Veterans Service Office..... 9  
    Administrator's Comments.....12  
Contributions..... 14  
    Administrator's Comments..... 14

**G. Finance Committee**

Finance Director..... 1  
    Administrator's Comments..... 3  
Information Technology Department..... 5  
    Administrator's Comments..... 10  
County Clerk..... 14  
    Administrator's Comments..... 20  
County Treasurer..... 22  
    Administrator's Comments..... 24  
Register of Deeds..... 26  
    Administrator's Comments..... 30

**H. General Services Committee**

General Services Department..... 1  
    Administrator's Comments..... 5

**I. Health Services Committee**

Rock Haven..... 1  
    Administrator's Comments..... 8

**J. Human Services Board**

Human Services Department..... 1  
Administrator's Comments..... 18

**K. Arrowhead Library System**

Arrowhead Library System..... 1  
Administrator's Comments..... 5

**L. Planning and Development Committee**

Real Property Description..... 1  
Administrator's Comments..... 5  
  
Surveyor..... 8  
Administrator's Comments..... 14  
  
Planning Department..... 16  
Administrator's Comments/Planning Department..... 23  
Administrator's Comments/Board of Adjustment..... 27  
Administrator's Comments/Tourism Council..... 28

**M. Public Safety and Justice Committee**

Sheriff..... 1  
    Administrator's Comments..... 17

Court System..... 20  
    Administrator's Comments..... 27

Rock County Communications Center..... 30  
    Administrator's Comments..... 32

District Attorney..... 34  
    Administrator's Comments..... 40

Medical Examiner..... 42  
    Administrator's Comments..... 46

Child Support Enforcement..... 48  
    Administrator's Comments..... 53

Contributions..... 55  
    Administrator's Comments..... 55

**N. Public Works Committee**

Public Works Department..... 1  
Administrator's Comments/All Operations..... 17

**O. Rail Transit**

Rail Transit..... 1  
Administrator's Comments..... 1

**A. County Board**

	<u>Page</u>
County Board of Supervisors.....	1
Administrator's Comments.....	2

---

## Charter: County Board

---

The powers of a county as a body corporate are exercised by the County Board through resolutions and ordinances, which it adopts. Each county is a body corporate that can sue and be sued; acquire, lease, or rent real and personal property for public purposes; sell, lease and convey, and enter into leases or contracts with the State for specific purposes; and make such contracts and do other things as necessary and proper to exercise the powers granted a county in the performance of its legal duties.

Counties having a population of less than 500,000, but at least 100,000, shall have no more than 47 Supervisors. Supervisors are elected by district on a non-partisan basis for a two-year term. No County Officer or employee is eligible to be a County Supervisor, but a Supervisor may also be a member of a Town Board, City Common Council, or Village Board of Trustees.

Rock County has a 29-member Board of Supervisors that operates under a committee system and a County Administrator form of government. The County Board meets twice monthly and on special occasions as required. The County Board exercises policy supervision of County activities through its committee system. One of the more important tasks of the County Board is to adopt the annual County Budget and establish a tax rate for the support of County services. In exercising this responsibility, the County Board has many policy-making prerogatives that directly impact the level and quality of services rendered to citizens of the County.

## Administrator's Comments

### County Board

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	183,035	183,035
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>183,035</b>	<b>183,035</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	183,035	183,035
<b>Total Revenues</b>	<b>183,035</b>	<b>183,035</b>

The largest expense in the County Board account is the Per Diem line item. That line item contains \$125,000 to pay the per meeting costs and mileage for all County Board meetings and for the majority of committee meetings. In addition, the Board Chair and Vice Chair salaries are placed in this account. Per meeting costs and mileage for certain committees that can be charged back to program revenue sources are budgeted in other accounts. Unlike prior years, the County Board has not encountered vacancies that artificially reduced the Per Diem line item.

A significant reduction in the Postage line item has been evident over the years due to many County Board members receiving their County Board meeting agenda packets via the County's website in lieu of mailing and the ability of staff to provide agenda packets for the following week's meetings at the County Board meetings. Postage costs are budgeted at \$2,400 for 2016, which is the same level as the prior year.

The cost of Public and Legal Notices is budgeted at \$19,033. This pays the cost of publishing minutes of County Board meetings in local newspapers. Both the Janesville Gazette and the Beloit Daily News publish the minutes. Historically, the amounts fluctuated from year to year depending upon the specific newspaper that was paid. By agreement, the County pays one newspaper one year and the other newspaper the following year. In 2016, the Janesville Gazette will receive payment. Historically, its rates have been higher than the Beloit Daily News. Costs have come down over the recent period as a result of cost containment measures by the County Clerk.

The Publications, Dues & Subscriptions line item includes a variety of expenses totaling \$18,920. Most notable is \$12,332 of Wisconsin Counties Association dues. Also included are dues to the Wisconsin Counties Utility Tax Association (WCUTA) in the amount of \$3,321. This group has lobbied successfully to increase the amount of Shared Utility Payments to local governments that host power plants, including Rock County. For 2016, the County anticipates receiving \$2,120,086 in Shared Utility Payments. Dues are based on 0.15% of that payment.

The budget contains \$5,820 under Training Expense. In 2016, the National Association of Counties (NACo) conference will be held in Long Beach (Los Angeles County), California. The Board has traditionally earmarked \$1,500 for that event. This line item also covers the costs for the annual Wisconsin Counties Association Conference.

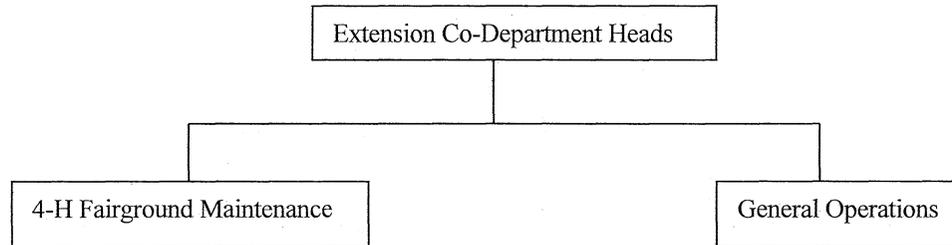
The recommended tax levy is \$183,035, which is a \$9,736 increase or 5.6% over the prior year.

#

**B. Agriculture and Land Conservation Committee**

	<u>Page</u>
University of Wisconsin Extension Program .....	1
Administrator's Comments/U.W. Extension.....	8
Administrator's Comments/4-H Fairgrounds.....	10
Farm.....	11
Administrator's Comments.....	11
Land Conservation Department.....	13
Administrator's Comments.....	20

## University of Wisconsin Extension Program/4-H Fairgrounds Maintenance



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Administrative Assistant/ Stenographer
1.0	Clerk-Typist III
2.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>		
Office Coordinator	1.0	0
<b>Deletions</b>		
Clerk-Typist III	1.0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: U.W. Cooperative Extension Service

---

The Rock County University of Wisconsin Cooperative Extension Service is a partnership arrangement between the University of Wisconsin, the U.S. Department of Agriculture and the County of Rock. The mission of University of Wisconsin Extension, through the Rock County Office, is to develop practical educational programs tailored to local needs and based on university knowledge and research. Cooperative Extension partners with local, county, state and federal government to address public issues. Faculty and staff plan and carry out programs with a wide array of community partners – volunteers, business and educational groups and advisors.

The Wisconsin Statutes 59.87 (now 59.56) passed in 1914 and amended over the years, provide for the establishment of a "University Extension Program" in each county of the state. UW Cooperative Extension programs are not mandated by state or federal law. They do, however, exist in every county of Wisconsin by choice of the individual county and the University of Wisconsin system.

Programs and budget for each calendar year are jointly approved by the County Agricultural and Extension Education Committee and the UW Extension District Director. UW Extension funds are then reserved for this purpose and the County Board makes its appropriation on an annual basis.

Funding for this educational partnership is shared. Counties provide directly the costs of local space, equipment, office supplies, secretarial support and 40% of the salaries of the county-based University Extension faculty. Federal USDA funds and other federal and foundation grants are joined with state funds and used to pay 60% of the county-based University Extension faculty, support costs of campus-based and statewide University specialists, all media based

programming, training and educator professional improvement support. Direct and indirect financial support for Rock County UW Extension programs from state and federal funds exceeds \$750,000.

County-based faculty work with countless residents and volunteer groups within the county to determine priority educational needs, deliver high quality programming aimed at these issues; develop local leadership and serve as the extension of the University of Wisconsin knowledge and resources to cooperating agencies.

UW Extension programs are available to anyone in the county. County staff conduct educational programs in agriculture, horticulture, family living, continuing and professional education, natural resources, nutrition education, and 4-H youth development programs. Programs reach families, agriculture producers, business professionals, skilled workers, youth, parents, older adults and many non-profit and governmental agencies.

Information is available to citizens of the county through educational programs, applied research, printed materials, personal visits, telephone calls, local media, social media, teleconferences and webinars. Staff provide a link to resources available through the University, USDA and other agencies including the expertise of over 200 state specialists housed on eight university campuses.

The Cooperative Extension Service is organized through program areas. By mutual agreement of the unique partnership arrangement outlined above, Rock County maintains staff programming in:

Agriculture and Natural Resources  
Family Living and Nutrition Education  
4-H Youth Development

---

## Charter: U.W. Cooperative Extension Service

---

1. Agriculture and Natural Resource Programs help urban and rural residents use scientific research and scientifically backed knowledge to solve horticulture and agricultural problems, as well as take advantage of new opportunities. County-based educators provide unbiased, research-based advice and information to local residents on agriculture and horticulture related topics.

Local program priorities and areas of educational program emphasis include:

- a. Environmental Quality: Nutrient management planning leads to whole farm nutrient plans that reduce the threat to water quality and improve farm profitability.
- b. Risk Management: County-based educators foster programs to increase awareness among agricultural producers and agri-business to evaluate and manage risk in ways that meet their family and business goals.
- c. Pesticide Use and Pesticide Applicator Training: County-based educators provide training in pesticide use to area producers. Training is required by the Wisconsin Department of Agriculture in order for farmers to purchase restricted use chemicals.
- d. Farm Policy and Agricultural Public Policy: Rural/urban issues and policy continue to take on added significance as development occurs in rural areas. Issues arise concerning pesticide use, siting of livestock operations, manure management, land use,

- and water quality. Extension collaborates with other departments in the ongoing development of policy.
- e. Crop Production and Pest Management: County-based educators share research-based information for local growers relating to new crop production technologies and pest management practices.
- f. Commercial Horticulture: Rock County has a strong Green Industry, and county-based educators provide research-based information to members of the green industry through field days and off-season workshops, as well as in-season diagnostic services.
- g. Home Horticulture: UW-Extension hosts the Rock County Master Gardener Volunteer Program, extending the reach of research-based horticulture information into the community through volunteer efforts. Horticulture education programs include the Rock County Community Garden program, the home horticulture help line and diagnostic services, and community outreach efforts for pressing horticultural issues and those of interest to Rock County residents.
- h. Farm to School and Local Food Systems: With increasing food insecurity across the county, county-based educators lead local Farm to School efforts through supporting local farmers for local food procurement, starting and supporting school gardens for in-school educational opportunities regarding food and food issues, and connecting community resources with schools for increased food security.

---

## Charter: U.W. Cooperative Extension Service

---

Direct Marketing Alternative Agriculture Enterprises: Development of markets for local producers, such as farmers markets and Community Supported Agriculture (CSA) programs, and buy local initiatives. County-based educators support new and beginning farmers by providing unbiased and researched based information where applicable. Educational programs provide new research and information on pressing agriculture and horticultural issues to small-scale and organic farmers within Rock County.

2. **Family Living Programs** help families thrive in a rapidly changing world. Family living educators partner with community organizations and agencies to address critical issues, promote family strengths and help communities become healthy environments for family life. The Rock County UW Extension Nutrition Education Program (WNEP) brings over \$500,000 in federal USDA funds into the County for educational programming directed to families with limited resources.

Family living program priorities include:

- a. Health Promotion and Education: Educational programs and policy surrounding healthy living for all ages. Programming to all of Rock County in the area of chronic disease prevention and management and

promotion of healthy lifestyles. (diabetes, obesity, heart disease...etc.)

- b. Strong Women/Men Programs: Program incorporates strength training, exercise and nutrition to build healthy lifestyles and the prevention of chronic disease in adults. Rock County UW Extension has provided local and statewide leadership in development and implementation of this evidenced based program.
- c. Nutrition Education: Wisconsin Nutrition Education Program (WNEP) staff educates youth and adults (30,000 educational contacts) with nutrition education in qualifying schools, food pantries, community organizations throughout Rock County.
- d. Food Safety: Programs provide individuals with knowledge about safe food handling, preparation, and storage practices.
- e. Community Food Security: Nutrition Education programs help limited resource families to achieve food security by teaching skills on managing food dollars, tracking spending, and planning nutritious meals.
- f. Parenting Education: Parenting education can help reduce child abuse and neglect. A partnership between Kiwanis and local hospitals results in the distribution of "Parenting the First Year Newsletter"

---

## Charter: U.W. Cooperative Extension Service

---

for new parents. Extension Educators provide research-based parenting education and resources.

- g. Child Care: Family Living Programs support and provide educational training and continuing education to area childcare teachers and providers.
  - h. Family Economic Security: Educational programs help families meet future needs while keeping pace with day-to-day obligations. Programs help families manage their resources and improve their self-sufficiency.
  - i. Strengthening Families: County staff provides educational programs on topics including parenting, teen pregnancy prevention, childcare, nutrition, physical activity and healthy lifestyles.
  - j. Leadership Education: Educational programs in the area of leadership development are offered. (Emotional Intelligence, Working Through the Generations, Real COLORS personality program)
3. **Rock County 4-H Youth Development** Programs give young people a chance to learn important life skills, gain experience in teamwork and contribute to their communities. The Rock County 4-H Community Club Program consists of 1,328 members and over 450 adult volunteers. This represents the largest county 4-H Community Club Program in Wisconsin.

Local Youth Development priorities include:

- a. Community 4-H Clubs: Youth are provided the opportunity for skill development through hands-on activities and leadership experiences through year-round educational program in clubs that meet monthly.
- b. Youth Empowerment and Youth/Adult Partnerships: 4-H Youth Development programs provide an opportunity for youth to make choices and decisions and play an active leadership role in planning and implementing programs with adults.
- c. Citizenship and Leadership Skills: 4-H gives youth direct experience in conducting meetings and leading group decision-making processes. In 4-H, youth begin developing some of the skills they will need to be future community leaders.
- d. Life Skill Development: 4-H teaches important life skills, including problem solving, communications, teamwork and leadership development through projects, activities and other educational programs.
- e. Community Service and Service Learning: 4-H programs provide young people with opportunities for civic involvement. 4-H community service efforts provide contributions in community improvement and help youth develop a greater appreciation for their community.

---

## Charter: U.W. Cooperative Extension Service

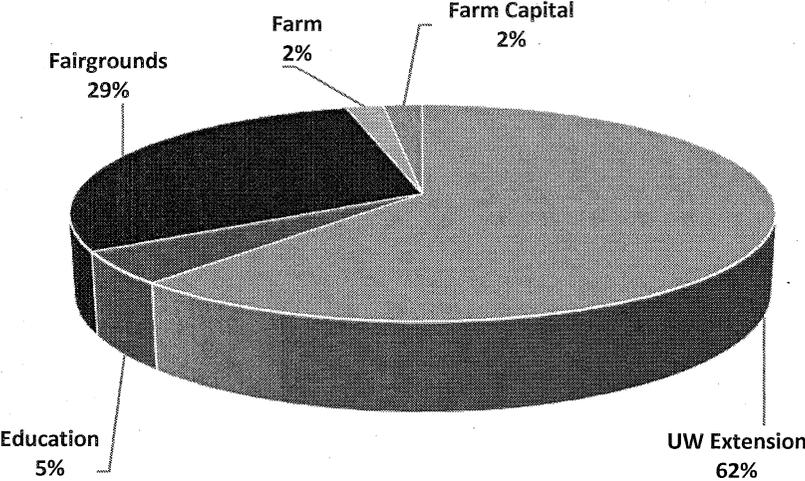
---

- f. Youth Outreach Programs: County-based educators provide educational opportunities for youth outside of the traditional 4-H program. Staff collaborates with area schools and community centers to provide unique educational opportunities and build life skills for youth.
  
- g. 4-H Ambassador Program: County-based educators work with youth to promote, market and expand youth participation in 4-H.

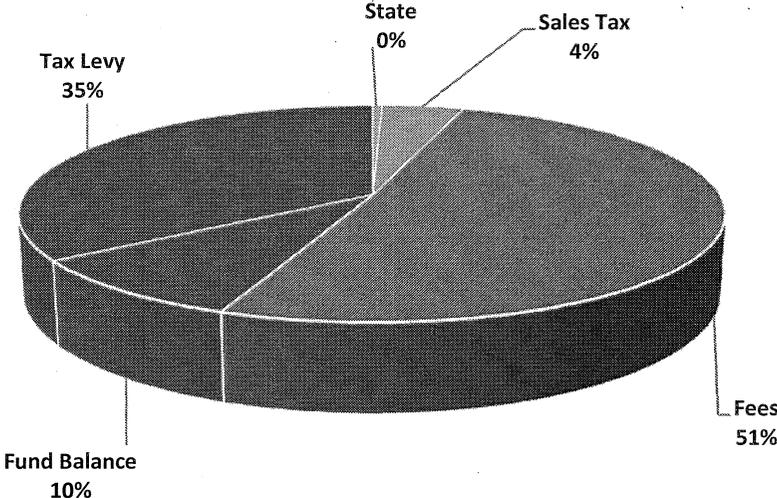
The Rock County UW Extension Department brings University of Wisconsin System knowledge and resources to people where they need it most – where they live and work. Educators’ network and partner with a variety of public and private agencies, organizations, nonprofits, schools, and other county departments to address priority issues.

**2016 BUDGET  
UW EXTENSION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### UW-Extension

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	2.0	2.0
Salaries	88,724	74,600
Fringe Benefits	26,181	40,458
Operating Expense	228,371	228,371
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>343,276</b>	<b>343,429</b>
Revenue	40,151	40,151
Fund Balance Applied	0	0
Tax Levy	303,125	303,278
<b>Total Revenues</b>	<b>343,276</b>	<b>343,429</b>

UW-Extension educators teach, learn, lead, and serve, connecting people with the University of Wisconsin and engaging with them in transforming lives and communities, enabling people to access university resources and engage in lifelong learning. Major programming includes:

- 4-H Youth Development: the largest 4-H community club program in Wisconsin; volunteer and youth leadership development; youth/adult partnerships; outreach to new audiences.
- Family Living/Nutrition Education: improving the health, nutrition, and physical activity of residents; strengthening families and educating early child care providers; broadening the capacity of health and leadership in Rock County and Wisconsin.
- Agriculture: nutrient and pest management; UW-Extension research plots; soil quality; private pesticide applicator training; youth tractor safety certification.
- Horticulture: Master Gardener program; community and school gardens; Farm to School program; local foods and community food systems.

Their vision includes excellence in programming, education, and collaborations; strong community partnerships that can be leveraged to build capacity to meet the needs of county residents; and strong support that is unique to UW-Extension. The Charter provides additional background on UW-Extension.

In 2016, the Office will receive \$2,663 in state aid from the UW-Extension system that covers a portion of the Office's postage costs. In 2014, this amount was \$7,839. The decrease over the years reflects the economic conditions at the UW-Extension central office.

Donna Duerst, 4-H Youth Development Educator, and Angela Flickinger, Family Living Educator, are the UW-Extension Office Co-Department Heads. They describe the funding relationship for UW-Extension as follows:

Funding for this educational partnership is shared. Counties directly provide the costs of local space, equipment, office supplies, secretarial support and 40% of the salaries for the majority of the county-based University Extension faculty. Federal USDA funds and other federal and foundation grants are joined with state funds and used to pay 60% of the county-based University Extension faculty, support costs of campus-based and statewide University specialists, training, and media-based programming. Direct and indirect financial support for Rock County UW-Extension programs from state and federal funds exceeds \$750,000.

The UW-Extension professional staff complement now totals 12.65 FTEs and consists of the following full-time contracted professional educator positions:

<u>Position Title</u>	<u>FTE</u>	<u>State/County Funding %</u>
Agriculture Educator	1.0	60/40
4-H & Youth Development Educator	1.0	60/40
Family Living Educator	1.0	60/40
Horticulture Educator	1.0	60/40
4-H & Youth Development Educator	1.0	40/40/20 (4-H Youth Council)
Nutrition Education Administrator	1.0	100/0
Nutrition Educators	6.65	100/0

These professional positions, however, do not appear on the County personnel roster as they are State positions. The 2016 cost for this contract is projected to be \$170,871.

The Department's clerical staff are County employees and consist of a 1.0 FTE Administrative Assistant/Stenographer and a 1.0 FTE Clerk-Typist III. The Department is requesting to delete a 1.0 FTE Clerk-Typist III (union) position and create a 1.0 FTE Office Coordinator (unilateral) position. The

Board of Regents is considering changes to the structure of Extension, including staffing, office locations, and service provision. Given these potential changes which may be announced later this year/early next year, I think it prudent to wait until more information is known about the future organizational structure before considering personnel changes. Therefore, I am not recommending any personnel modifications at this time.

A new program account has been established as part of the 2016 budget that in past years covered educational program expenses for such things as speaker fees, room rentals, and materials. The 2016 expenditure of \$25,000 is offset by \$25,000 in revenue that is derived from program fees. In prior years, the program generated revenue over expenses and \$5,000 of the excess revenue was used to reduce the tax levy. In years when excess revenue was more than \$5,000, the amount above \$5,000 was placed in the UW Seminar Collections balance sheet account. This account will have an estimated balance of \$47,730 at 12/31/15.

The recommended tax levy for 2016 operations is \$303,278. This is an increase of \$243.

#

## Administrator's Comments

### 4-H Fairgrounds

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	81,168	81,168
Capital Outlay	69,000	69,000
Allocation of Services	0	0
<b>Total Expense</b>	<b>150,168</b>	<b>150,168</b>
Revenue	109,439	109,439
Fund Balance Applied	40,729	40,729
Tax Levy	0	0
<b>Total Revenues</b>	<b>150,168</b>	<b>150,168</b>

The 4-H Property Maintenance account contains funding for the normal operational and repair expenses associated with the Fairgrounds. The 2016 request totals \$150,168.

In 2015, completed capital projects included Milk House hot water heater replacement, bathroom painting, installing stall partitions, replacing the Memorial Drive gate #3, painting the Rabbit Barn, and electrical updates.

The 2016 list of repair and improvement projects totals \$69,000 and includes: security fence replacement (along Craig Avenue), painting the interior of the Sheep Barn, and electrical upgrades. This activity is budgeted in the 6720 line item.

Rock County UW-Extension has traditionally been responsible for the management of the Fairgrounds. Randy Thompson, who has personally handled this function since his time as Office Chair, retired in 2012 but continues his role as Fairgrounds Coordinator through a contract with Manpower for approximately 10 hours/week. His duties are supervision of on-going maintenance of the Fairgrounds, Fairgrounds budget administration, Fairgrounds rental and use administration, and acting as a liaison with the 4-H Fair Association and other groups. A maintenance worker at approximately 35 hours/week is also contracted through Manpower and is budgeted in this account. The Repair and Maintenance Services account totals \$40,000 in 2016.

Fairgrounds revenue is comprised of \$68,339 from cell tower lease payments, and \$21,000 from renting the facilities and grounds to private parties, non-profit enterprises, trade shows, or businesses during the year. I would note that outside of the Fair, the Fairgrounds are used 240 days per year, during which there are one or more events scheduled.

To keep the Fairgrounds account with no property tax levy in 2016, I have recommended that \$40,729 in fund balance be used for a portion of the capital expenses and \$20,100 of sales tax revenue.

#

## Administrator's Comments

### Farm

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	10,500	10,500
Capital Outlay	10,791	10,791
Allocation of Services	0	0
<b>Total Expense</b>	<b>21,291</b>	<b>21,291</b>
Revenue	136,000	138,500
Fund Balance Applied	8,291	8,291
Tax Levy	(123,000)	(125,500)
<b>Total Revenues</b>	<b>21,291</b>	<b>21,291</b>

Rock County successfully operated a County Farm for many years. The operation evolved from one where residents of the Institutions provided farm labor with the farm produce used in the institutions. The operation shifted to a commercial venture with the public purpose being the educational programming it provided. As a commercial venture, the County Farm went from operating with a profit for many years to operating with a financial loss in 2002. This prompted the County Board to discontinue the Farm operation and begin renting out the farmland in 2004 under a lease. The current lease expires at the end of 2015 and covers 392 acres at \$357/acre. A new lease will be in effect in 2016. Based upon the current economic conditions in the crop agricultural sector, it is envisioned that the lease price per acre will decrease.

The University of Wisconsin Extension runs research plots on 27 acres of farmland under the guidance of UW-Extension Agriculture Educator Nick Baker. These research plots support UW-Extension programming in agricultural sciences at both the county and state level. Some of the trials are multi-year to provide an unbiased comparison of yield performance. In 2016, the County will receive \$15,000 in proceeds from the sale of crops grown on research plots. The proceeds more than offset the \$9,000 cost of production.

Additionally, in 2015, the DeLong Company and Pioneer Seed donated a large percentage of the seed needed for plot-based research, further decreasing the plot expenses and leading to highly valued research while maintaining profitability of the plot area of the Rock County Farm.

The research projects planned for 2016 include but are not limited to:

2016 Trials and Research Plots:

Corn, Soybean and Companion Crop Variety Trials including cultural trials (multi-year), Corn Herbicide Efficacy Trials (multi-year), Companion Cropping systems in Corn Production, Impact on Post Emergence Weed Control on Greenhouse Gas Emission in Corn, Late Season Weed

Competition in Corn and Soybeans, and Cover Crops relationship to nutrient containment after crop harvests. Additionally for 2016 and beyond an additional five acres will be used by the University of Wisconsin Corn Research Program for long-term continuous corn studies. All of the studies completed at the Rock County Farm will have relevant research outcomes to benefit local farms as well as regional and national importance.

In 2016, several graduate students from the Agronomy and Soil Science departments will have projects on the Rock County Farm. All of these trials mark a unique opportunity to do local research with the assistance of UW researchers that will improve the future management of farms in Rock County and statewide.

The 2016 budget continues the Educational Lease Program allowing tractors to be used in research plot and community garden areas. The tractors each cost \$1 for the year and enable the use of the modern technology and more dependable equipment with the newest safety features. The lease program allowed the sale of outdated equipment with the proceeds used to start a capital projects account for the County Farm.

Mr. Baker reports a strong interest in the community gardens project. In 2016, he anticipates an increase in rented plots to 180 at \$35 each (or 2 for \$60) for total revenue of \$4,115. A joint effort between Extension and the Rock County Sheriff's Office RECAP program will also be added in the new plot areas. In 2016, operating expenses to support the community garden project are estimated at \$500. The operating expenses include utilities that support the research plot program, the community garden, as well as water needs for the RECAP program gardens. This amount is slightly higher than 2015 due to an increase in the number of plots and higher price for water compared to the prior year.

I recommend the operating expenses in the amount of \$10,500.

In summary, fee revenue in the 2016 Budget is composed of the following:

Lease of 392 Acres	\$116,885
Crop Sales – UWEX Plots	15,000
Community Garden Plots	4,115
<hr/>	
Total	\$136,000

A capital account was established in 2015 to cover the capital needs of the County Farm. The sale of outdated tractor equipment in the amount of \$8,291 in 2015 will be carried forward into the 2016 budget combined with sales tax revenue in the amount of \$2,500. The funds will allow the County Farm to expand the water supply system. This is a non-lapsing account with proceeds carried forward from year to year to help pay for capital projects.

Total recommended expenditures for the 2016 Farm budget are \$21,291. Subtracting the expenditures from total projected revenues of \$146,791 leaves a net revenue of \$125,500. This net income is used to reduce the overall county tax levy by an equal amount. This amount is \$14,835 less going to the general fund to support county operations than the prior year.

#

## Land Conservation Department

General Operations
--------------------

<b>Present Personnel (Full Time Equivalency)</b>	
1.0	County Conservationist
1.0	Senior Conservation Specialist
1.0	Conservationist Specialist III
1.0	Conservationist Specialist II
1.0	Conservationist I
<u>0.75</u>	Clerk-Typist II
5.75	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Land Conservation

---

1. Land and Water Resource Management Program.

This program is funded through the Land Conservation Account. Cost sharing for installation of Best Management Practices (BMP) is funded under the Land and Water Resource Management (LWRM) account.

The Land and Water Resource Management (LWRM) Plan was developed in 1998 as a result of changes in Wisconsin State Statutes. Numerous updates to this plan have occurred, with the most recent update occurring in spring 2014. Each update has incorporated new requirements found in various Wisconsin State Statutes and Administrative Codes.

The plan identifies numerous local Natural Resource issues within the political boundaries of the County with emphasis on water quality improvement and/or protection needs; methods the Land Conservation Department (LCD) will use to document non-point source pollution, the methods used to abate documented non-point source pollution, and the amount of financial needs the LCD will need to implement the plan over a course of five years. The plan also contains other natural resource information pertinent to land conservation activities.

Standards

- a. Develop and submit grant applications to the Department of Agriculture, Trade, and Consumer Protection (DATCP) and Department of Natural Resources (DNR) for staff and cost share funding.
- b. Determine eligibility of Best Management Practices (BMP) associated with cost-sharing criteria as identified in Wisconsin Administrative Codes.
- c. Develop cost-share agreements with eligible landowners/land users for the implementation of BMPs.
- d. Submit reimbursement requests to DATCP for staff grants and cost-share money utilized to implement LWRM Plan Priorities.

- e. Develop and submit an annual accomplishment report to DATCP and DNR.
- f. Retain copies of all documents associated with program administration.
- g. Administer the Rock County Animal Waste Management Ordinance (Chapter 4.90). Evaluate the fee schedule associated with the Ordinance on an annual basis.

2. Technical Services

This program is funded through the Land Conservation Account.

Provide professional technical assistance to town and/or village officials, DNR, Public Health, Public Works, Planning and Development, USDA-NRCS and USDA-FSA with the approved methods for the conservation of the County's natural resources. Technical services provided are not inclusive to the agricultural sector. Services provided normally include the management of storm water runoff, construction site erosion control, critical area stabilization, development and/or restoration of plant, fish and wildlife habitat, control of invasive terrestrial and aquatic species, and groundwater quality management.

Standards:

- a. Advise various units of government and County Departments on BMP needs to prevent non-point source pollution.
- b. Survey, design, and/or supervise the installation of planned BMPs.
- c. Determine available cost sharing from various funding sources, if applicable.
- d. Certify BMPs are installed in accordance with plans and specifications.

3. Construction Site Erosion Control Ordinance (Chapter 4.11) and Storm Water Management Ordinance (Chapter 4.80).

This program is funded through the Land Conservation Account.

---

## Charter: Land Conservation

---

The ordinances are specific to Performance Standards to reduce Non-point Source Runoff Pollution to achieve or protect water quality standards. Staff from the LCD are trained and certified by the State of Wisconsin in Construction Site Erosion Control and Storm Water Management methods, control, and standards.

Standards:

Very specific performance standards exist for the ordinances as depicted in Wisconsin Administration Codes and reflected in these ordinances. The LCD will provide technical and compliance reviews of submitted plans to assure that all technical standards are met during implementation and post construction phases as directed by Ordinances.

- a. Review applications: The LCD will provide technical reviews of plans submitted, as part of the application process, to assure that all applicable technical standards are met.
- b. Site Visits: The LCD will provide site reviews to assure the approved plans are being implemented and BMPs are being maintained.
- c. Compliance: Determine compliance status with ordinance.
- d. Enforcement: Implement appropriate enforcement methods as needed.
- e. Close job file after final inspections and permit conditions have been met.
- f. Evaluate the fee schedules associated with these ordinances on an annual basis.

4. Non-Metallic Mining Reclamation Ordinance (Chapter 4.10)  
This program is funded through the Land Conservation Account

The ordinance requires owners of non-metallic mining sites to rehabilitate sites where nonmetallic mining takes place in order to promote the removal or reuse of nonmetallic mining refuse, replacement of topsoil, stabilization of soil conditions, establishment

of vegetative cover, control of surface water flow and groundwater withdrawal, prevention of environmental pollution, and development and restoration of plant, fish and wildlife habitat if needed to comply with an approved reclamation plan.

Standards:

- a. Review applications: The LCD will provide technical reviews of plans submitted, as part of the application process, to assure that all applicable technical standards are met.
- b. Site Visits: The LCD will provide site reviews to assure the approved plans are being implemented and BMPs are being maintained.
- c. Compliance: Determine compliance status with ordinance.
- d. Enforcement: Implement appropriate enforcement methods as needed.
- e. Close job file after final inspections and permit conditions have been met.
- f. Evaluate the fee schedules associated with this ordinance on an annual basis.

5. Farmland Preservation Program  
This program is funded through the Land Conservation Account

Develop, monitor, and/or revise soil and water conservation plans and review and monitor nutrient management plans for landowners participating in the WI Farmland Preservation Program (FPP). Issue Notice of Non-Compliance to landowners not meeting the requirements set forth in Chapter 92 of the WI State Statutes. Provide technical assistance to landowners for program maintenance and/or reinstatement.

Standards:

- a. Monitor conservation and nutrient management plans to insure compliance with the State Soil and Water Conservation Standards identified in NR151 WI Admin Code.

---

## Charter: Land Conservation

---

- b. Annually certify landowners are meeting the WI Soil and Water Conservation Standards.
- c. Provide assistance to landowners to insure all required BMPs are installed in accordance with their conservation plans and applicable standards and specifications.
- d. Coordinate the FPP with other ongoing projects.
- e. Conduct on farm conservation compliance verifications a minimum of once per four years.
- f. Enter all applicable data into the current version of an acceptable monitoring database system.
- g. Send annual compliance notifications to landowners and collect applicable fees.

6. Citizens Water Quality Monitoring

This program is funded under the Land Conservation Account.

The Citizens Water Quality Monitoring Project was developed by the Rock River Coalition for the collection of water quality data within the Rock River Basin. The Land Conservation Department developed project teams composed of four-plus volunteers for the sole purpose of collecting water quality data from an assigned sub-watershed.

Standards:

- a. Develop a long-term monitoring program based on the Wisconsin Water Action Volunteers program.
- b. Provide assistance to the Rock River Coalition for the implementation of a community outreach program.
- c. Provide training to volunteers in proper data collection methodology.
- d. Enter collected data into the Rock River Coalition's database.
- e. Assist with the development of the annual report on water quality in the Rock River Basin.

7. Tree and Shrub Sales Program

The sales of trees and shrubs is funded through the Land Conservation Account, the tree planter account is used specifically for rental fees of equipment and maintenance of same.

Annually evaluate the program to expand the product lines offered for resale to Rock County landowners, that being; trees and shrubs. Also, make tree planters, sprayer, and mulch blower available to Rock County Landowners.

Standards:

- a. Notify county residents of the availability of plant material through local media sources.
- b. Purchase high quality plant material for resale and distribution to program participants.
- c. Assure all DNR tree program participants are notified of the availability of the tree planters and sprayer.
- d. Maintain equipment.

8. Wildlife Damage Abatement and Claims Program

This program funding is identified in the WDACP account.

Inform the public of the Program's availability within the County. The primary objective is the abatement of damage caused by animals covered under the Program. Landowners may receive compensation for damage to crops if abatement of wildlife damage fails. Also, explain various abatement procedures in areas with high damage levels.

Standards:

- a. Cooperate with the DNR and USDA Wildlife Services (USDA-WS) for administering the Program.
- b. Provide information to County landowners/land users about wildlife damage abatement and/or claims methodology.
- c. Provide an annual budget request to DNR by November 1st.
- d. Prepare annual reimbursement requests to WDNR.

---

## Charter: Land Conservation

---

- e. Contract with the USDA-WS for technical field assistance to implement the required damage abatement methods and develop damage claims.
- f. Review and approve all permanent fence contracts developed by USDA-WS.
- g. Review and approve all compensation claims developed with USDA-WS.
- h. Coordinate the deer donation program within the county.

9. Clean Sweep Program

This program is funded through the Clean Sweep Account.

The Clean Sweep Program offers all Rock County citizens the opportunity to dispose of chemicals that are banned from landfills. The LCD has developed and implemented a process that assures a Clean Sweep program that will run on an annual basis. The permanent collection program (collection occurs a minimum of four days per calendar year) started during the program year 2010.

Standards:

- a. Act as lead agency for grant development and submittal to DATCP.
- b. Coordinate activities of the Clean Sweep Workgroup, which includes promote the program's goals in service areas and provide assistance with fund raising activities.
- c. Provide program administrative duties, which include maintaining all program information, data, and accounts.
- d. Organize and run respective collection sites.
- e. Submit annual report to DATCP.

10. Gypsy Moth Suppression Program

This program is funded through the Gypsy Moth Account.

The Gypsy Moth Suppression Program was introduced in 2006 with a single spray block within the City and Town of Beloit. In 2008, this invasive species continued to spread, with five spray

blocks identified and treated. It is estimated that five blocks will be investigated in 2015-2016. Of the five blocks, staff estimate only one block will be treated. Each of the identified blocks will be surveyed during the fall of 2015 to determine the extent of infestation and eligibility for cost share funding. After the determination has been completed and discussions with Landowners and Beloit Township have been completed, a grant application will be filed with the DNR for the eligible spray block(s). LCD acts as coordinator for all application in Rock County.

Standards:

- a. Develop an information campaign to notify landowners of program.
- b. Develop survey list.
- c. Conduct surveys in fall.
- d. Develop eligibility list.
- e. Notify participants of program eligibility and estimated costs.
- f. Collect fees.
- g. Coordinate field survey with DNR of moth caterpillars.
- h. Coordinate the aerial spray with DNR.

11. Purchase of Agricultural Conservation Easements (PACE)

This program is funded through the PDR/PACE account.

The goal of this program is to purchase Conservation Easements to protect Rock County's Agricultural Working Lands. The Master Plan was approved in early 2011 by the County Board Resolution. The LCD has commenced with the implementation phase of this program. Activities associated with the implementation, include but is not limited to, the standards listed below.

Standards:

- a. Conduct all information and education activities;
- b. Conduct negotiations with landowners for purchase of conservation easements;

---

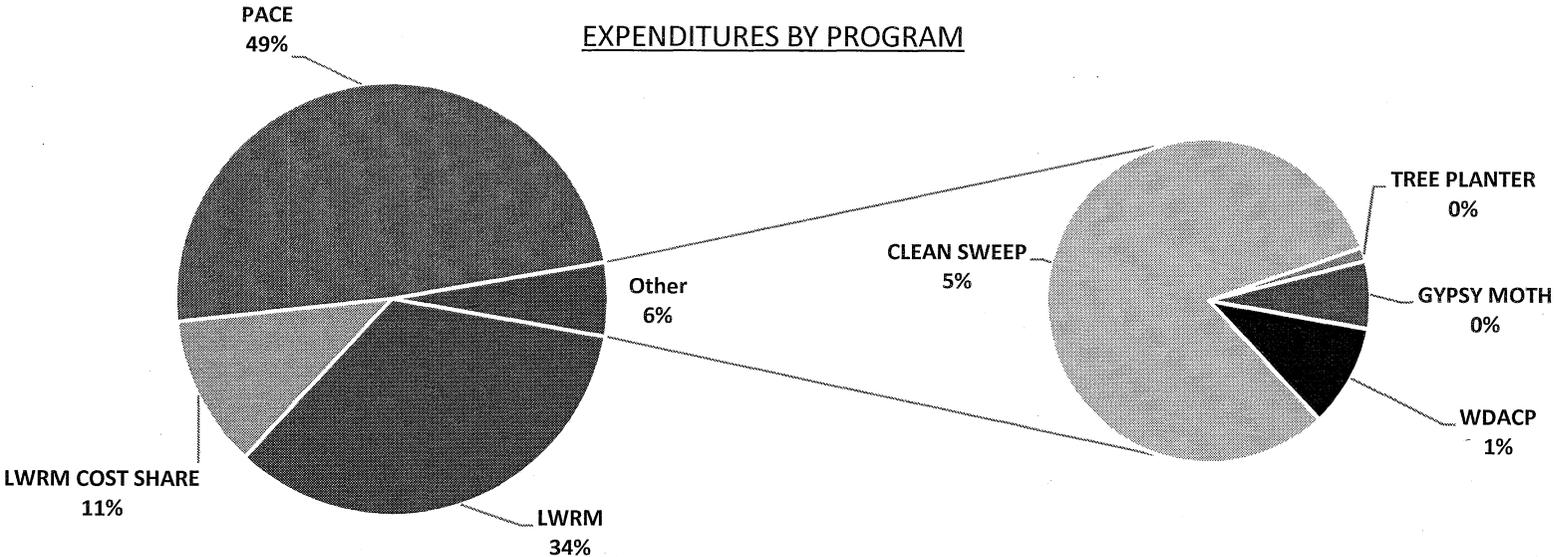
## Charter: Land Conservation

---

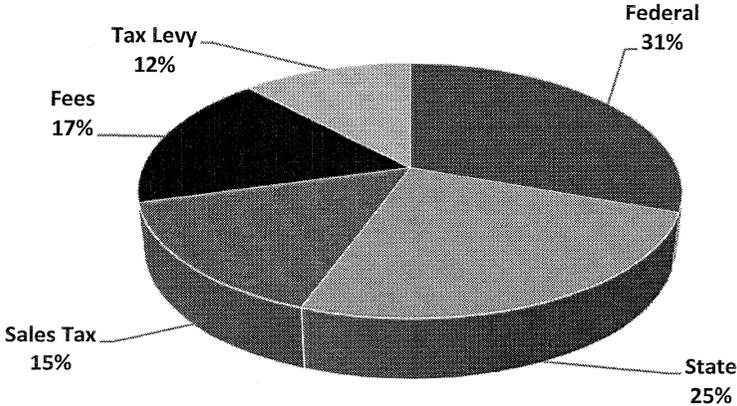
- c. Provide assistance to landowners to complete local, state, federal, and other funding applications;
- d. Coordinate program activities with USDA-NRCS Program Specialist, the PACE Council and Land Conservation Committee;
- e. Recommend applications to the Land Conservation Committee for funding considerations.
- f. Recommend program changes to the PACE Council and LCC.
- g. Seek alternative funding sources.

**2016 BUDGET  
LAND CONSERVATION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Land Conservation

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	5.75	5.75
Salaries	322,701	322,701
Fringe Benefits	149,373	149,373
Operating Expense	309,174	309,174
Capital Outlay	600,000	600,000
Allocation of Services	(61,709)	(61,709)
<b>Total Expense</b>	<b>1,319,539</b>	<b>1,319,539</b>
Revenue	1,158,003	1,158,003
Fund Balance Applied	3,000	3,000
Tax Levy	158,536	158,536
<b>Total Revenues</b>	<b>1,319,539</b>	<b>1,319,539</b>

For many years, the Land Conservation Department (LCD) assisted landowners with the voluntary implementation of conservation practices through cost sharing incentives. Revisions to the State administrative code have changed the focus of the County's Land and Water Resource Management Plan to more of an enforcement focus as it relates to basic conservation practices on agricultural lands. These practices, under State administrative code, are meant to limit excessive soil erosion, call for nutrient management plans for fields and livestock, establish standards for animal waste storage systems, limit livestock access to waterways, and limit animal waste runoff. In most cases, there is cost sharing for agricultural landowners who implement practices to meet the standards.

The County adopted three ordinances and initiated three programs within the last decade for the purpose of protecting surface water and groundwater. The programs include Construction Site Erosion Control, Storm Water Management, and Non-Metallic Mining.

The Department's main account includes fees generated through these programs. Also included are fees generated by the Farmland Preservation Program. New state standards are being implemented in 2016, which have caused some participants to leave the program. County Conservationist Tom Sweeney indicates at its peak there were about 1,200 participants, but it has declined to 186 participants as of August 2015. This has led to an expected decrease of \$20,000 in revenue in 2016. Mr. Sweeney requests a one-time use of ATC funds, rather than reduce staff, to balance out the decreased level of services as the department anticipates an increase in participation in a couple of years. The main account also includes state aid to operate the office and a slight decrease in 2016 is projected.

In 2009, Rock County began development of the PACE program and purchased its first conservation easement in 2013. Initially, the State was to provide a portion of the funds required to match federal program funds. However, in 2011 the State defunded the program, leaving the County responsible for the entire local match. The County Board on two occasions directed that funds (from the environmental impact fee paid by ATC and the

sale of County farmland) be deposited into a separate fund to support the PACE program. Since the program began, four easements have been purchased valued at \$1,414,000 and one easement has been donated valued at \$122,000. The PACE program activity has begun to draw down the PACE fund balance. It is estimated that the PACE fund balance at the end of 2015 will total approximately \$350,759. Based on a cash flow analysis to estimate future funding needs, the County Board adopted a resolution in September 2014 directing that \$200,000 in sales tax proceeds be dedicated to PACE annually. The 2016 budget anticipates that two easements will be purchased at a total cost of about \$600,000, of which about two-thirds is federally funded and one-third is funded by County funds. The County bears the entire cost of appraisals, insurance, and costs to administer the program.

The Land Conservation Department operates a number of programs with budgetary authority outside of the main account. The Tree Planting Account includes \$1,000 of fee revenue for the rental of a tree planter, mulcher, and field sprayer. The operating expenses of \$1,000 pay for the maintenance of the equipment. At year-end, any excess revenue lapses to its own segregated fund balance, which is the source of funds to replace worn-out equipment.

The Wildlife Damage and Abatement Account contains funding that allows landowners to be reimbursed for crop damage done by wildlife. Grant funds to operate this program total \$7,500, of which \$5,500 will be used to contract with USDA personnel to perform damage assessments and \$2,000 will be used to offset the County's cost of administering the program. Damage awards are paid directly by the DNR.

The Clean Sweep Program offers Rock County residents a safe and affordable method to dispose of all hazardous household and agricultural chemical wastes. The Land Conservation Department has managed the program since 2002. The program was offered intermittently during the early years. Since 2008, the Clean Sweep Program has been an annual event. At the direction of the Land Conservation Committee, ATC monies fund the program in addition to grants. The funds pay for hazardous waste vendor services. Participating local agencies provide in-kind services such as

information and education materials, staffing for events, and program administration.

Eight agencies regularly assist with the Clean Sweep program. They are the City of Beloit, City of Janesville Operations, City of Janesville Water and Wastewater, Town of Beloit, City of Milton, City of Edgerton, City of Evansville, and Rock County Health Department.

Cost allocations are included in the 2016 budget to account for staff time administering various programs. The requests include: Wildlife Damage (\$2,000), Clean Sweep (\$17,709), Gypsy Moth (\$3,000), and PACE (\$39,000). Thus, the recommended Cost Allocation for 2016 totals \$61,709.

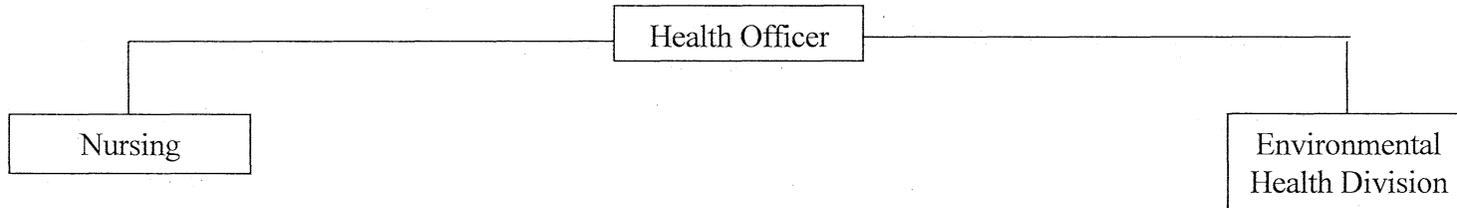
The recommended tax levy for 2016 operations is \$158,536. This is an increase of \$2,458 or 1.6% from the prior year.

#

**C. Board of Health**

	<u>Page</u>
Public Health Department.....	1
Administrator's Comments.....	8

**Public Health**



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Health Officer
1.0	Public Health Nursing Director
2.0	Public Health Nursing Supervisor
1.0	Health Educator
1.0	Environmental Protection Director
7.0	Sanitarian II
15.4	Public Heath Nurse
0.8	Environmental Health Technician
4.0	Public Health Support Specialist
1.0	Administrative Secretary
1.0	Account Clerk II
35.2	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>		
Environmental Health Supervisor	1.0	0
<b>Reallocations</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>		
Administrative Secretary to Public Health Office Manager (PR 9 to PR 12)	1.0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Public Health Department

---

### PUBLIC HEALTH DEPARTMENT

The Rock County Health Department (RCHD) creates and maintains conditions that keep the residents of Rock County healthy. The department works to improve physical, behavioral, environmental, social and economic conditions by the following.

- Monitoring the health status of Rock County and understanding the issues facing our community
- Protecting people from health problems and health hazards
- Giving people the information they need to make healthy choices
- Engaging with the community to identify and solve health problems
- Developing public health policies and plans
- Enforcing public health laws and regulations
- Helping people receive health services
- Maintaining a competent public health workforce
- Continuously evaluating and improving our programs and interventions

In fulfilling our responsibilities to the county's 160,000 - plus residents, the RCHD is constantly employing strategies that are evidence-based and informed by the "best practices" throughout Wisconsin and the United States. Public Health Nurses, Sanitarians, Health Educators and Administrative staff work as a team using community input, statistical data, epidemiological interpretation of data and other tools to meet the department responsibilities as listed below.

### COMMUNITY HEALTH EDUCATION/ EMERGENCY PREPAREDNESS

We provide a continuous program of public education and training in order for community members to improve their health, prevent illness and disability, and to make use of available community resources and services of Rock County. The goal of health education programming is to motivate a

person or groups to act on learned information in order to keep the person healthier by avoiding actions that are harmful and/or taking actions that are beneficial for one's health and well-being.

We assess public health emergency preparedness educational needs, implement education and training programs, as well as develop and maintain public health emergency plans.

### PUBLIC HEALTH NURSING

The Nursing Division provides public health nursing services to individuals and families, which will help to achieve, maintain, and ensure optimal health for the community as a whole.

### Communicable Disease Control

Communicable disease control is a state-mandated public health service. Public health nursing services in communicable disease control are focused on three major functions:

- Preventing the occurrence of all diseases which can be prevented by immunizations; activities include:
  - Providing immunization clinics for childhood and adult vaccines
  - Providing reminder/recall to
  - Providing immunization services and communicable disease guidance to travelers
  - Monitoring immunization rates
  - Offering consultation services to clients who are in need of immunization information
  - Educating communities, schools, and providers about improving immunization rates
  - Conducting mass clinic exercises to maintain capacity to response to a communicable disease outbreak.

---

## Charter: Public Health Department

---

- Controlling the spread of the 80 plus state mandated reportable acute and communicable diseases by prompt investigation and community education; activities include:
  - Contacting clients diagnosed with communicable diseases to educate, inform, and monitor treatment (nearly 1500 cases/contacts per year)
  - Educating contacts to clients with reportable diseases about signs and symptoms, testing, treatment, and prevention strategies
  - Updating and consulting with community partners about changes in communicable disease reporting and treatment guidelines
  - Investigating outbreaks of communicable illness in high-risk settings such as nursing homes.
  - Providing consultation to clinical providers and residential facilities regarding best practices in communicable disease treatment and prevention
- Maintaining ongoing surveillance of diseases in the community; activities include:
  - Reviewing communicable disease data and information to determine what communicable diseases are occurring in the county
  - Following up with reports of illnesses and potential outbreaks
  - Communicating with infection disease professionals locally and at the State of Wisconsin.
  - Providing for active monitoring of travelers returning to the United States from areas experiencing emerging disease outbreaks (i.e. Ebola, measles)

### Maternal And Child Health Services

The goals of home visiting services to at-risk families in Rock County include:

- Promote positive health behaviors
- Reduce the risks associated with sub-optimal reproductive health of mothers

- Promote the growth, development, and optimal functioning of infants, children, and youth
- Prevent the burden of mental illness by prevention and early intervention
- Reduce racial disparity in birth outcome and prevent injury and disability.
- Collaborate and coordinate services with other providers in the community

The Healthy Families First home visiting program is offered to women and families expecting a child or parenting an infant. Referrals are accepted for a woman/family that has an increased risk of prematurity, a risk to infant development, or another factor for which the family needs additional support. This is the only home visiting program in the county to provide these services to at-risk families regardless of their income status. This service is designed to build a helping relationship between a professional nurse and family, the only home visiting program in Rock County to do so. Through the nurse-family relationship, support is provided to partner with the family through a time of great transition. During pregnancy the nurses use the curriculum “Partners for a Healthy Baby”, and into infancy, the “Bright Futures” curriculum. This service is voluntary, and dependent on a family’s acceptance of service. The division provides approximately 2,700 home visits yearly.

In 2014, the Wisconsin Medicaid system mandated that all Health Maintenance Organizations serving pregnant women through Wisconsin Medical Assistance, and residing in identified counties in Wisconsin, develop a systematic plan for addressing risks caused by certain social determinants of health. The health department worked collaboratively with all local HMOs to inform, educate and develop procedures related to referral into the health department’s prenatal care coordination and Healthy Families First home visiting program to assist them in meeting this directive. Nurses also co-visit with Early Head Start, assisting with their health assessment of clients and assuring that services are provided in a family-centered model with minimal duplication of services.

---

## Charter: Public Health Department

---

The nursing division completed a grant awarded by the national organization “Cribs for Kids”, and partners Mercy Health System and St. Mary’s Hospital, Janesville, to educate home-visited families about safe sleep and distribute 80 pack and play cribs to families that might not otherwise be able to afford a safe place for their baby to sleep.

### Nursing Health Promotion

The goals of health promotion services are to reduce and/or eliminate risks associated with chronic and communicable diseases, prevent premature disability and/or death, and promote positive health outcomes and optimal levels of functioning.

In a given year, the nurses combine efforts to provide community health education and outreach. Highlights of working with populations to enhance health include

- teaching and facilitating health classes related to depression risk and fall risk in adult populations
- dog bite prevention
- access to affordable health care
- health effects of radon and other environmental health risks
- Breastfeeding promotion
- Mental health awareness through early intervention services
- Participation in local health fairs
- Active consultation and participation in the county employee wellness committee and events

Because the function of a public health nurse involves a holistic approach to the health of the family, it is not unusual to have a call or visit that the nurse was planning to make for child health or communicable disease direct itself toward the nurse providing navigation to necessary community resources and health practices for the needful adult.

Public health nursing in this category essentially combines elements of all core public health functions, assessment, policy development, and assurance. The nursing division works with community groups, local homeless shelters, schools, pregnancy helplines and others to assure that the county has a resource for engagement on varied issues related to public health in our area.

### Family Health Clinic

The Family Health Clinic provides services that transverse the Communicable Disease Control Program, Healthy Families First Program, and Adult Health Program. These clinics provide a needed service and also make available a way to identify clients and families who may need extended services through other program areas. The goal of the Family Health Clinic is to provide Rock County citizens low-cost nursing clinic services that provide health assessment, health information, and appropriate referrals. Vision screening, tuberculosis screening, health consultation and resource and referral are common areas of health support given to citizens in the family health clinic.

### **ENVIRONMENTAL HEALTH**

The Environmental Health Division works to control those factors in the community's physical environment, which may have a negative impact on our physical development, general health and survival by the direct operation and management of Environmental Health Services.

Administrating local and state regulations is one avenue to carry our responsibility, however greater community impact results from educating owners and operators of licensed facilities, and acting as an informational resource for citizens’ drinking water, pests, radon and other concerns. Efforts to collaborate with businesses, nonprofits, and other governmental agencies to address environmental health issues increase the positive impact of public health in Rock County. The Environmental Health Division prevents or reduces the cause of injury or illness as well as works to

---

## Charter: Public Health Department

---

improve the health of citizens and visitors to Rock County through the delivery of services in the following six (6) program areas.

### **Food Protection and Public Lodging Programs**

The food protection and public lodging program activities are conducted through contracts with the State of Wisconsin Department of Health Services and the Department of Agriculture, Trade and Consumer Protection, accounting for 846 public food and lodging permits. Contract activities include annual routine inspections; recheck inspections, review of new businesses or change of ownership, food borne outbreak investigations, school lunchrooms, vending machines, and citizen complaints. Education of community food establishment owners and staff is a primary responsibility that promotes long-term food safety practices.

Each year citizens eat more meals from licensed retail food establishments and restaurants. Our food supply is derived from a multitude of sources and processes. Proper food safety practices in our community food establishments are an important public health function.

Having the interstate coursing through the center of Rock County brings the opportunity for food and lodging businesses to locate in our community. The public expects a safe and enjoyable experience while dining out or traveling.

### **Recreational Health and Safety Programs**

Many recreational opportunities exist in Rock County for residents and visitors; beaches (3), pools (70), recreational educational camps (3) and campgrounds, accounting for three (3), and twenty four (24) licensed facilities respectively.

These are excellent ways for social interaction and physical activity needed for a healthy life. However, stepping out of a day-to-day routine location into a different environment places people at risk for injury and adverse health events, such as recreational water illnesses, drowning and other accidents. Beaches, pools, recreational educational camps and campgrounds are licensed by the Rock County Health Department and meet specific

standards that reduce the public health risk for accidents and exposure to communicable disease. Contracts with the State of Wisconsin Department of Health Services require annual inspections of each licensed facility, response to citizen complaints, rechecks of high risk violations and investigation of disease outbreaks associated with these facilities.

### **Community Health and Safety Programs**

The Community Health and Safety programs are resources used by Rock County residents for reducing or eliminating hazardous conditions in their home and community. Many of the improvements in health that were achieved in the 20<sup>th</sup> century resulted from improvements in housing and areas surrounding our homes. Problems from our past have not entirely disappeared. Traditional insect and rodent pests are ever-present waiting for the right opportunity to set up residence in and around our homes. Timely and adequate disposal of refuse will always be a challenge in this society. Radon and mold are examples of hazards that enter homes from the outside, are identifiable, and are preventable. Health department staff have the expertise to assist citizens in reducing or eliminating these risks to their health. Approximately three hundred (300) requests from citizens are received annually for human health hazard concerns.

Rabies occurs in the wild life of Rock County. Each year around four hundred (400) animal bites are experienced by people in Rock County. All are followed by our staff for a ten day period to exclude the possibility of rabies. Collaboration with emergency rooms, health clinics, veterinary clinics, local law enforcement and animal care facilities are necessary to successfully implement this program. A low cost rabies clinic is provided each year through collaboration with a nonprofit group.

Contracts with the State of Wisconsin Department of Safety and Professional Services and the Department of Health Services authorize the Health Department's licensing of mobile home parks and tattoo/body piercing establishments respectively, accounting for twenty three(23) mobile home parks, and twelve(12) tattoo/body piercing establishments. Licensed facilities are inspected annually and other investigations as needed; such as

---

## Charter: Public Health Department

---

disease outbreak investigations, responding to citizen complaints and rechecks for compliance with high risk violations.

### **Community Drinking Water Protection**

Every person and business in Rock County depends on a daily source of clean drinking water. In this part of Wisconsin, groundwater is our sole water supply source. In addition to the municipal water supply systems in our community, there are approximately 13,000 private wells providing water to homes and businesses throughout the county. The groundwater protection program assists citizens and property owners with their drinking water concerns regarding bacterial and chemicals. Well testing programs are brought to towns to provide a convenient opportunity to check private well water quality. A contract with the Wisconsin Department of Natural Resources sample one hundred fifty (150) wells at restaurants, campgrounds and business that offer drinking water to the public.

Drinking water protection by writing response plans for businesses and coordinating unwanted pharmaceutical collection are additional services delivered by the Rock County Health Department. Approximately sixty five (65) facilities require emergency response plans and in 2014, approximately 4,600 pounds of unwanted pharmaceuticals were collected.

### **Private Onsite Wastewater Treatment System Program**

Proper treatment of wastewater has been instrumental in the reduction of communicable disease over the last century. For those living in a city or village, sewage is collected in a distribution of underground piping and treated in a central location to remove pathogens and chemicals before being discharged to a river or stream. Approximately thirteen thousand (13,000) homes and businesses outside municipal boundaries depend on their own means for treating wastewater called private onsite wastewater treatment systems, or POWTS. The Private Sewage Program regulates and monitors the installation of the POWTS and the soil testing necessary to design and install a POWTS for the purpose of protecting the public health and environment.

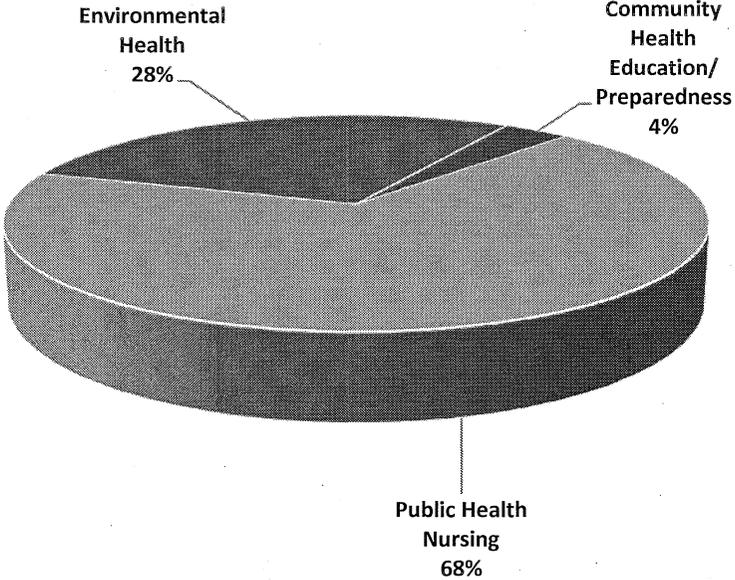
All new installations and replacement POWTS require a permit and must be inspected by the Health Department during construction. Before a permit is issued a soil evaluation must be conducted on the property to ensure that proper soils exist for the disposal and purification of the wastewater. Also, no building can be constructed in an area without public sewer unless permits have been issued to install a POWTS. The program monitors the maintenance, operation, and servicing of all new and existing POWTS in the County. The program is regulated under the authority of chapter 145, Wisconsin State Statutes, chapter DSPS 383, Wisconsin Administrative code and the Rock County Public Health Ordinance.

### **Laboratory Services Program**

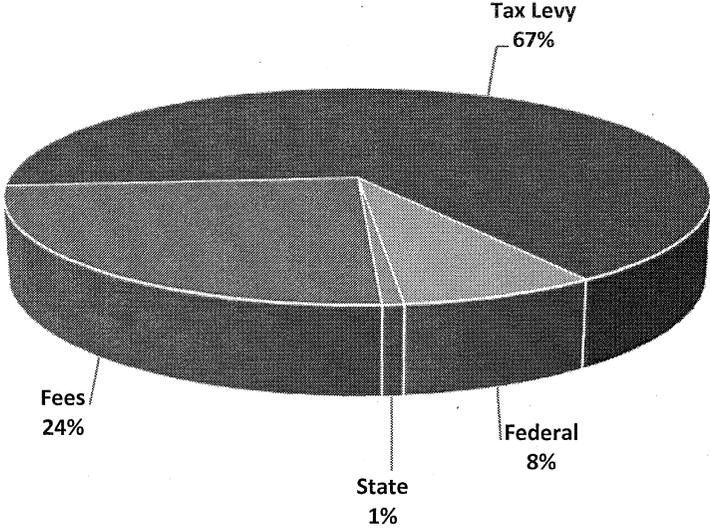
The laboratory provides a convenient local service for the Rock County citizens to test the drinking water quality of their private water wells. Along with the test results, department staff are available to explain the health consequences, possible solutions and explore potential causes of an unsafe drinking water sample. In a typical year the lab will complete over two thousand water tests. Public health recommendations are for private well owners to test their water once a year.

**2016 BUDGET  
PUBLIC HEALTH**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Public Health

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	36.2	35.2
Salaries	2,155,554	2,058,642
Fringe Benefits	1,033,765	977,394
Operating Expense	863,056	831,801
Capital Outlay	23,430	0
Allocation of Services	(344,263)	(344,263)
<b>Total Expense</b>	<b>3,731,542</b>	<b>3,523,574</b>
Revenue	1,171,842	1,171,842
Fund Balance Applied	0	0
Tax Levy	2,559,700	2,351,732
<b>Total Revenues</b>	<b>3,731,542</b>	<b>3,523,574</b>

The Public Health Department performs a wide variety of services in the two general areas of Public Health Nursing and Environmental Health. In 2015, Karen Cain retired from her position as Rock County Health Officer and a new Health Officer, Marie Noel-Sandoval, was hired to lead the department.

Each year, the Public Health Department reviews the rates it charges for permits and services to help fund services and recommends changes. Minor rate adjustments are requested for various charges and permits in 2016. The rate schedule noting the changes in 2016 appears at the end of my comments. I am recommending the proposed permit fee and service charge increases as part of the budget. The recent State budget froze certain fees that public health departments may charge for food safety services, such as restaurant inspections. This reduces the amount of revenue the department can generate in 2016 to cover its costs.

In 2016, the Cost Allocation line item is budgeted at \$344,263 and includes reimbursement for staff time linked to the Housing and Urban Development Lead Hazard grant and the Fetal Infant Mortality Reduction (FIMR) grant. For the Lead Hazard grant, Environmental Health staff performs lead risk assessments, lead inspections, and Healthy Home assessments for citizens receiving financial assistance for rehabilitation of homes with lead paint, mold, and other health hazards. Public Health Nursing staff performs case management services for children with elevated blood lead levels and ensures that children in homes where lead abatement activities occur are tested before and after lead abatement. In 2016, the total staff time reimbursement for Lead Hazard grant activities will be \$24,225. Staff time will also be charged to the FIMR grant to implement the program. Rock County staff in collaboration with the Beloit Life Force Initiative and local hospitals will examine the cause of death for all premature deaths in Rock County for children up to 1 year of age. These review panels will analyze data to reduce the infant mortality rate in Rock County. In 2016, FIMR grant funds will decrease by \$28,168 to reflect the final one-half year of the grant. The remainder of the Cost Allocation line item is \$291,870. It is composed of various state and federal grant amounts for items including

maternal and child health, immunizations, public health preparedness, and a charge-back to the Local Emergency Planning Committee for preparing off-site plans. The Public Health Department will also receive an Ebola Preparedness grant and \$16,299 is included in the Cost Allocation line item for this in 2016. Overall, the Cost Allocation line item is decreasing by \$26,869 from the prior year.

The Department plans to continue its popular and successful RX Drug Round Up Program in 2016. There are now permanent prescription drug collection sites in several municipalities. In addition, the Department, in cooperation with others, conducts drop-off events. The cost for the program is included in a separate account. It is fully funded through a state grant and donations in 2016.

Travel is increasing as staff are in the field to provide services. The Public Health Department does utilize the County motor pool, but staff must use their own personal vehicles and get reimbursed at a higher rate if a fleet vehicle is unavailable. I am recommending the purchase of one additional fleet vehicle, which will lower budgeted travel costs. The Rock County Department of Public Works purchases fleet vehicles for other departments and user departments are charged back at \$0.40 per mile to pay for these vehicles.

The Public Health Department has submitted two personnel requests: a new position request for a 1.0 FTE Environmental Health Supervisor and a reclassification of a 1.0 FTE Administrative Secretary to a Public Health Office Manager. The total cost of these requests is \$87,976. These requests are similar to those requested by Ms. Sandoval's predecessor in the 2015 budget. Ms. Sandoval makes a compelling argument for the need for additional staff in the Environmental Health Division given the workload increases. However, given the pressure on the tax levy, I cannot recommend these personnel requests at this time. In addition, Ms. Sandoval is undertaking a strategic planning process to identify future needs and the future direction of the department. The outcome of this process may result in recommendations for future personnel requests, which will be considered during 2016 or in the 2017 budget process.

Based on past trends, I am recommending a 1.5% vacancy factor be used for the Public Health Department.

The Public Health Department has requested \$18,230 in Terminals and PCs be replaced in 2016. In addition, one copier is due to be replaced at a cost of \$5,200. I recommend these purchases be made with 2015 funds.

The recommended tax levy for 2016 operations is \$2,351,732, which is an increase of \$5,350 or 0.2% from the prior year.

#

## Proposed 2016 Rock County Health Department Public Facility Service Charges and Fee Schedule

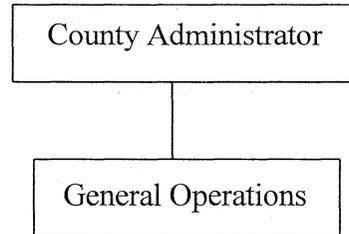
	<u>2015</u>	<u>2016</u>		<u>2015</u>	<u>2016</u>
<b><u>Private Sewage Program</u></b>			<b><u>Mobile Home Parks</u></b>		
Conventional Systems	\$440.00	\$445.00	1-20 Sites	255.00	260.00
Holding Tanks	465.00	470.00	26-50 Sites	360.00	365.00
In-Ground Pressure	565.00	570.00	51-100 Sites	415.00	420.00
Mound System	565.00	570.00	101-175 Sites	575.00	580.00
Treatment Tank	315.00	320.00	176+ Sites	605.00	610.00
At Grade	565.00	570.00			
			<b><u>Restaurants</u></b>		
Reconnections & Non-plumbing	210.00	210.00	Regular (simple, moderate complex)	515.00	515.00
Permit Renewal	110.00	110.00	Limited Food Service	170.00	170.00
Soil Test Recording Fee	75.00	75.00	Special Organization	170.00	170.00
Wisconsin Fund Application Fee	150.00	150.00	Add'l Independent Food Operation	115.00	115.00
Plumbers Re-inspection Fee	75.00	75.00			
Transfer Fee	50.00	50.00	<b><u>Contract Services (School Lunch Rooms)</u></b>		
			Contract/Services-DPI Regular	500.00	505.00
<b><u>Milk Vending Machines</u></b>	10.00	10.00	Contract/Services-DPI Limited	165.00	170.00
<b><u>Pools and Camps</u></b>			<b><u>Retail Foods</u></b>		
Swimming Pools	295.00	300.00	Specialty Grocery	285.00	290.00
Swimming Beaches	295.00	300.00	Retail Eating Establishment	515.00	520.00
Recreation/Education Camp	295.00	300.00	Full Service Grocery	1,015.00	1,020.00
			Limited (pre-wrapped sandwiches)	170.00	170.00
<b><u>Campgrounds and Special Event Campgrounds</u></b>			<b><u>Temporary Restaurant &amp; Retail Food Operations</u></b>		
1-25 Sites	245.00	250.00	Temporary – Annual	145.00	145.00
26-50 Sites	305.00	310.00	Temporary – Six Day	95.00	95.00
51-100 Sites	360.00	365.00	Temporary – Three Day	50.00	50.00
101-199 Sites	410.00	415.00	Temporary – Nonprofit	40.00	40.00
200+ Sites	505.00	510.00			
Special Event Campgrounds	220.00	225.00	<b><u>Mobile Restaurant &amp; Retail Food Operations</u></b>		
			Mobile Vehicle – Full Service	200.00	200.00
<b><u>Hotels and Motels</u></b>			Mobile Vehicle - Limited	135.00	135.00
5-30 Room	305.00	310.00	Mobile Service Base – Full Service	345.00	345.00
31-99 Rooms	405.00	410.00	Mobile Service Base - Limited	145.00	145.00
100-199 Rooms	505.00	510.00	Mobile Storage Only	145.00	145.00
200+ Rooms	560.00	565.00			
Tourist Rooming House	150.00	150.00	<b><u>Tattoo and Body Piercing</u></b>		
Bed and Breakfast	150.00	150.00	Body Piercing Establishments	175.00	180.00
			Body Piercing & Tattoo Establishment	285.00	290.00
<b><u>Other Fees</u></b>			Tattoo Establishment	175.00	180.00
Permit Late Fee July 1 <sup>st</sup> through July 10 <sup>th</sup>	75.00	75.00	Temporary Tattoo or Piercing Establishment	175.00	175.00
Permit Late Fee July 11 <sup>th</sup> through July 15 <sup>th</sup>	N/A	100.00	Temporary Tattoo/Piercing Establishment	285.00	285.00
Re-inspection Fee- Minor	75.00	75.00			
Re-inspection Fee – Major	225.00	225.00			
Corrective Training	N/A	100.00			
Training Material	N/A	35.00			

**D. County Board Staff Committee**

	<u>Page</u>
County Administrator.....	1
Administrator's Comments.....	4
Corporation Counsel.....	6
Administrator's Comments.....	8
Human Resources.....	9
Administrator's Comments.....	13



## County Administrator



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	County Administrator
2.0	Assistant to the County Administrator
1.0	Criminal Justice System Planner/Analyst
1.0	Confidential Administrative Assistant
5.0	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: County Administrator

---

### MISSION, VISION, AND VALUES

It is the key objective of the County Administrator's Office to ensure that the County operates in accordance with the County's Mission, Vision, and Values. These were adopted by the County Board in Resolution 09-9A-363 and are incorporated as Policy 1.03 in the Rock County Administrative Policy and Procedure Manual.

The Rock County Mission Statement, Core Values, and Vision are as follows:

#### Rock County Mission Statement

To enhance the quality of life, health, safety, and trust of all citizens by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.

#### Core Values

Honesty - Integrity - Respect

#### Vision

- **Service** to the public is our fundamental reason for being. We strive to treat citizens with courtesy and as valued customers.
- **Cooperation** among our staff and departments creates a smooth running organization. These collaborative attitudes and efforts are reflected in our working relationships with other public entities, the business community, nonprofit organizations, and citizens.
- **Diligence** is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.

- **Accountability** is vital to maintaining public trust. We ensure accountability for our actions by adopting and enforcing policies, procedures, and processes that withstand the test of public review and scrutiny.
- **Fiscal responsibility** is fundamental to the way we conduct business. We maximize our human, physical, and financial resources in order to provide effective stewardship of public funds.
- **Communication** and an informed citizenry are essential to the democratic process. We are committed to providing citizens with relevant, accurate, and timely information about our goals, services, and the decisions that will affect the public.
- **Innovation** and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.
- **Safety** is critical to a high standard of living. We protect the citizenry through prevention, early intervention, treatment services, and enforcement of the law.
- **Environment** is central to our community. Preservation of our natural environment ensures that generations to come will enjoy the resources we value and preserve. Caring for our social environment ensures that community remains a vital part of our culture.

The County's Mission, Vision, and Values should serve as a guide for all decisions made by the County. It is the responsibility of the County Administrator's Office to promote adherence to these ideals, encourage department heads and all employees to do the same, and establish systems of accountability when these standards are not being met.

---

## Charter: County Administrator

---

### PERFORMANCE AREAS

The County Administrator's Office is responsible for a number of key performance areas and will carry out these responsibilities consistent with the principles set forth in the County's Mission, Vision, and Values. These areas include:

Support to the County Board and Committees—The County Administrator's Office will provide information and support necessary for the County Board, its committees, and its members to make informed policy decisions. Work will be completed consistent with the County Vision for Service, Accountability, Fiscal Responsibility, and Communication.

Leadership—The County Administrator's Office will serve as an example for all County departments and staff, motivate staff to perform their best in service to the citizenry, take a lead role in making difficult decisions, establish a positive work environment for all County employees, and actively communicate with staff and other stakeholders. Work will be completed consistent with the County Vision for Service, Cooperation, Diligence, Communication, Safety, and Environment.

Budgeting—Working with all County departments, the County Administrator's Office will prepare the annual County budget consistent with parameters and policies established by the County Board and state and federal governments. Work will be completed consistent with the County Vision for Service, Cooperation, and Fiscal Responsibility.

Collaboration and Relationship Management—The County Administrator's Office will establish positive public, media, legislative, intergovernmental, and community relationships, including with County elected officials, and strive to identify areas of shared interest and collaboration. Work will be completed consistent with the County Vision for Service, Cooperation, Communication, Innovation, Safety, and Environment.

Financial Management—Working with the Finance Director and her staff, the County Administrator's Office will ensure that good financial management policies, procedures, practices, and standards are established and followed. Work will be completed consistent with the County Vision for Fiscal Responsibility and Accountability.

Compliance—Working with the Corporation Counsel and his staff, as well as other County staff with compliance responsibilities, the County Administrator's Office will ensure compliance with applicable laws and other requirements. Work will be completed consistent with the County Vision for Accountability.

Personnel Management and Employee Development—Working with the Human Resources Director and her staff, the County Administrator's Office will promote positive employee relations and engagement, support the professional development of staff, prioritize workforce diversity, and oversee a personnel system that provides competitive and equitable compensation while holding individuals accountable. Work will be completed consistent with the County Vision for Cooperation, Diligence, Accountability, Innovation, Safety, and Environment.

Professional Development—The County Administrator's Office will be open to new ideas, learn new methods, and identify opportunities for operating more effectively and efficiently, including through consultation with colleagues, professional associations, training, and other methods of professional development. Work will be completed consistent with the County Vision for Innovation.

Strategic Planning—The County Administrator's Office will consider the long-term effect on the County of each decision, plan for necessary changes to County operations several years into the future, consult with the County Board and other stakeholders, and prioritize needs when considering the effect of changes. Work will be completed consistent with the County Vision for Cooperation, Diligence, and Innovation.

## Administrator's Comments

### County Administrator

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	5.0	5.0
Salaries	423,678	423,678
Fringe Benefits	146,603	146,603
Operating Expense	30,178	30,178
Capital Outlay	200	200
Allocation of Services	0	0
<b>Total Expense</b>	<b>600,659</b>	<b>600,659</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	600,659	600,659
<b>Total Revenues</b>	<b>600,659</b>	<b>600,659</b>

The Office of the County Administrator consists of five positions including the County Administrator, two Assistants to the County Administrator, a Criminal Justice System Planner/Analyst, and a Confidential Administrative Assistant.

The Administrator's Office operated for many years with a Secretary II position along with a Confidential Administrative Assistant. One of the two positions was deleted as of August 1, 2011. Beginning in 2012, the Human Resources Department was reimbursed for 25% of the time of the Human Resources Secretary position. This provides assistance to the Administrator's Office and some relief for the Confidential Administrative Assistant. I recommend this arrangement continue in 2016.

The recommended tax levy for the County Administrator's Office is \$600,659, an increase of \$5,745 or 1.0% from the prior year.

Although the costs are not reflected in this account, the activities of the County's Employee Recognition Committee and the Rock and Wellness Committee merit some discussion. The Employee Recognition Committee has focused on a number of initiatives, including the annual picnic and years of service awards, that are intended to show appreciation to County employees for the good work they do. I am recommending that \$6,200 be budgeted for these activities in 2016, including \$5,700 in vending machine receipts and \$500 from fees charged for family members attending events. Any unspent funds from 2015 will be carried over into 2016.

The Rock and Wellness Committee is involved in a number of initiatives related to promoting employee and family wellness. Among the activities is the annual health fair. I am recommending that \$6,000 be budgeted for these activities in 2016, including a \$5,000 transfer in from the County's Health Insurance Trust Fund and \$1,000 from fees charged to participants of special

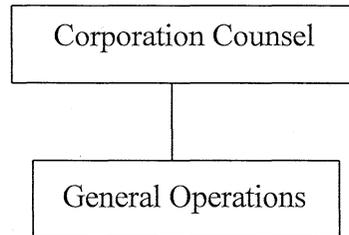
wellness events (i.e., women's and men's health events). Any unspent funds from 2015 will be carried over into 2016.

Both the Employee Recognition Committee and the Rock and Wellness Committee activities can be found in the Countywide section of the budget.

Funds for the Beloit Janesville Express bus route, which serves the Rock County Job Center and the Rock County Complex, have been traditionally charged to the Administration and Human Services sections of the budget. In recent years, efforts have been made to allocate the cost of the route based on the proportion of riders that enter or exit at each agency's stop. The 2016 budget of \$14,393 reflects the ridership attributed to Rock County and is an increase of \$557 from the prior year.

#

## Corporation Counsel



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Corporation Counsel
1.5	Deputy Corporation Counsel
5.0	Attorney
1.0	Legal Secretary
1.0	Legal Stenographer
9.5	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications Legal Secretary (PR 8) to Legal Assistant (PR 10)</b>	1.0	1.0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Corporation Counsel

---

### I. GENERAL

#### A. County Board/Departmental Legal Services

The Corporation Counsel provides all civil legal support to the County Board, the County Board committees or commissions and provides legal counsel and/or services to all of the County's departments.

#### B. Risk Management/Self-Insurance

The Corporation Counsel shares responsibility for risk management in the worker's compensation and third-party self-insurance programs and helps coordinate other insurance matters with our respective third party administrators and WMMIC.

#### C. Labor Relations

The Corporation Counsel coordinates all litigation matters related to labor relations including grievances, discrimination allegations, prohibited practices and other issues. Also works with the Human Resources Department to assist in collective bargaining and other human resources issues as needed.

### II. HUMAN SERVICES

The Corporation Counsel provides specific legal representation to the Rock County Human Services Department for cases under Chapters 48, 49, 51, 54 and 55 of the Wisconsin Statutes.

### III. CHILD SUPPORT

The Corporation Counsel provides legal representation to the Rock County IV-D child support program.

## Administrator's Comments

### Corporation Counsel

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	9.5	9.5
Salaries	803,535	803,535
Fringe Benefits	315,166	315,166
Operating Expense	23,205	23,205
Capital Outlay	1,800	1,800
Allocation of Services	(760,711)	(760,711)
Total Expense	382,995	382,995
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	382,995	382,995
Total Revenues	382,995	382,995

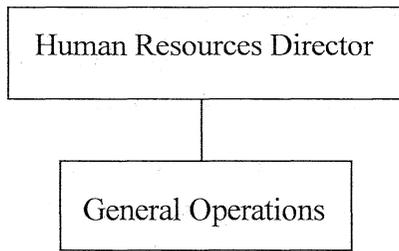
The Corporation Counsel's Office currently includes 7.5 FTE attorneys. The Corporation Counsel, Jeff Kuglitsch, and 1.5 FTE Deputy Corporation Counsels provide general legal services on a countywide basis. Four of the attorneys spend all of their time providing services to Child Support. One attorney spends all of her time providing services to the Human Services Department. In addition, one Legal Stenographer is assigned to the Human Services Department. The cost of the staff assigned to Child Support and Human Services is charged back to those departments. In 2016, this cost totals \$760,711 and appears as a cost allocation in the budget detail. Changes in health insurance among staff have increased costs by \$70,000. This is partially reflected in the \$33,970 increase in the amount charged back to Human Services and Child Support.

Mr. Kuglitsch has requested a reclassification for the Legal Secretary to Legal Assistant to reflect an increase in responsibility and to make the position more comparable to other, similar county positions. This is recommended at a cost of \$907. In addition, Corporation Counsel has 1.5 Deputy Corporation Counsel positions. A reduction in budgeted wages is shown to reflect not filling the 0.5 Deputy in 2016. This position was vacant in 2015. However, I do not recommend deleting that position at this time in case further legal support is needed.

The recommended tax levy for 2016 operations is \$382,995. This is a decrease of \$17,706 or 4.4%.

#

## Human Resources Department



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Human Resources Director
2.0	Human Resources Manager
1.0	Human Resources Analyst
1.0	Human Resources Office Coordinator
1.0	Human Resources Secretary
6.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Human Resources Department

---

### OBJECTIVES

1. Hiring. Administers the hiring process for all County Departments.
  - a. Administer and document the entire hiring process to ensure compliance with County Board policy and applicable laws.
  - b. Recruit for open positions including writing advertisements, screening applicants, testing and setting up interviews. Insure compliance with all affirmative action procedures.
  - c. In cooperation with the supervisor or manager of the open position, develop interview questions and conduct interviews in compliance with employment law.
  - d. Conduct thorough background and reference checks including verification of past employment and education.
  - e. Prepare letters of hire, negotiate with candidate if necessary.
2. Personnel Administration. Maintain accurate records of employee status, earnings, promotions, evaluations, and disciplinary actions.
  - a. Prepare and maintain employee files.
  - b. Make salary and wage adjustments in accordance with labor contracts and the unilateral pay plan for non-represented employees.
  - c. Develop and maintain a complete file of all job classifications.
  - d. Administer the Performance Evaluation System.
3. Salary Administration/Classification Reviews. Maintain and administer the salary compensation classification plans (union and non-union).
  - a. Provide a complete review of the Unilateral Pay Plan every three years after implementation.
  - b. Provide compensation reviews of comparables for collective bargaining purposes on an annual basis.
  - c. Provide salary studies for new positions as they are created.
  - d. Provide necessary reports as per committee or administrative request on salary data.
  - e. Review and update classification plans to ensure job description/class specifications are current and appropriate. Ensure ADA compliance.
4. Affirmative Action and Diversity. Insure fair treatment of all Rock County employees and applicants.
  - a. Develop, monitor and administer the Rock County Affirmative Action Plan and prepare a summary report annually.
  - b. As part of the Affirmative Action Plan, develop strategies to recruit and promote individuals within protected classes. Train supervisory personnel in the areas of affirmative action and diversity.
  - c. Develop policies and practices that demonstrate that differences among people are respected and appreciated.
  - d. Staff the County's Diversity work group.
5. Collective Bargaining and Contract Administration. Negotiate and administer the labor agreements covering the employees in each of the County's collective bargaining units.
  - a. Provide the County Administrator and the County Board Staff Committee with information and advice on Rock County's bargaining positions.
  - b. Prepare summaries of bargaining agreements from comparable counties on an as-needed basis for arbitration purposes. Conduct additional research on bargaining options.

---

## Charter: Human Resources Department

---

- c. Negotiate contracts that are in the best interest of Rock County as evidenced by acceptance of the County Board Staff Committee. Bargain within the parameters established by the County Board Staff Committee.
  - d. Work with unions and management to ensure proper contract administration.
  - e. Conduct a review of all contracts once a year and provide training and consultation on contract administration to all supervisory personnel on an as-needed basis.
  - f. Implement hourly rates of all affected personnel upon notification of an approved contract by the County Board.
  - g. Coordinate all changes brought about due to Act 10 + 32, Wisconsin Statutes 2011, commonly referred to the Budget Repair Bill and the Budget Bill.
6. Employee Relations. Coordinate all employee relations issues for the County.
- a. Encourage positive employee relations throughout the County.
  - b. Serve as a consultant to managers and supervisors on handling disciplinary, staff development, and employee relations issues. Ensure compliance with state and federal employment laws.
  - c. Address employee complaints including sexual harassment and discrimination complaints.
  - d. Administer the County's Personnel Ordinance and develop fair Human Resources Policies and Procedures.
  - e. Participate in the contractual grievance process and county personnel process as required by collective bargaining agreements or County policy.
  - f. Prepare employee communications (i.e. "Piece of Rock", "Supervisory Newsletter", HR Connection, Intranet, newsletters, etc.)
7. Insurance and Benefits. Coordinate and maintain the County's insurance and benefit programs.
- a. Work with the County's health, dental, and prescription drug providers for the County's self-insurance program.
  - b. Coordinate issues regarding claims, funding mechanism, etc. between employees and third party administrators and consultants.
  - c. Coordinate benefit changes in insurance and benefit plans.
  - d. Generate necessary data for benefit consultants to analyze for possible bid or modification.
  - e. Analyze reports to ensure savings are being maximized and reported correctly.
  - f. Oversee subrogated cases and act as designated administrator for usual and customary issues.
  - g. Administer the County's workers compensation program including review of all incidents and follow-up investigation on a case-by-case basis, promote a light-duty return to work program for injured employees, and monitor progress of injured employees.
  - h. Assist departments with general safety concerns (i.e. building safety, safe work techniques, and developing safety work rules).
  - i. Provide staff support for the Employee Recognition Committee, the Employee Wellness Committee (Rock N' Wellness), and the Health Insurance Wellness Plan Points Committee.
  - j. Coordinate other benefit programs (i.e. the Section 125 program, life insurance, deferred compensation, EAP, etc.).

---

## Charter: Human Resources Department

---

8. Training. Provide effective countywide and specialized department training programs for employees.
  - a. Identify training needs.
  - b. Provide assistance to departments conducting departmental training programs.
  - c. Coordinate specialized training programs utilizing trainers from outside County service.
  - d. Develop in-house resources with County employees to develop and maintain on-going training programs within areas of their expertise.
  - e. Conduct new employee orientations.
  - f. Ensure that Human Resources Department staff maintains updated training on legal and other changes.
9. Safety. Insure a safe and secure workplace for all County employees.
  - a. Provide an effective on-going county-wide safety program, which includes the following components:
    - Asbestos abatement
    - Blood borne pathogens
    - Confined space entry
    - Hazard communications
    - Hearing conservation
    - Lead paint
    - Lock out/tag out
    - Protective equipment
    - Respiratory protection
  - b. Chair the County's Safety Committee.
  - c. Promote safety throughout the County buildings and office space.
  - d. Provide trainings on various safety related topics.
  - e. Investigate and correct any safety violations brought to the attention of management.
  - f. To the extent possible, reduce our workers' compensation costs by reducing the number and severity of workplace accidents.

## Administrator's Comments

### Human Resources Department

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Position	6.0	6.0
Salaries	368,316	368,316
Fringe Benefits	173,441	173,441
Operating Expense	78,647	78,647
Capital Outlay	0	0
Allocation of Services	(76,939)	(76,939)
<b>Total Expense</b>	<b>543,465</b>	<b>543,465</b>
Revenue	200	200
Fund Balance Applied	0	0
Tax Levy	543,265	543,265
<b>Total Revenues</b>	<b>543,465</b>	<b>543,465</b>

The Human Resources Department (HR) operates in several areas including labor relations, recruitment and selection, classification, and benefits. The Charter provides a description of the various services performed by the Department.

Annette Mikula, the new Human Resources Director, and her staff will undertake two significant projects in 2016. The first project is implementation of new Human Resources/Payroll upgrade, which is described in further detail in the Information Technology budget. The second project is a review of the County's classification plan, which is required by ordinance every three years. The purpose of the classification review is "to ensure the plan accurately reflects existing position responsibilities and market conditions." Historically this has included review of the unilateral pay plan only. In 2016, this review will be expanded to include positions established under former union contracts that are no longer allowed to be bargained per Act 10. To help complete this review, \$10,000 is budgeted for interns to assist in data collection. This amount will be carried over from 2015 operational savings. I recommend the additional funds for interns in order to undertake these two projects.

The department requests carrying over \$5,000 in unspent 2015 training funds to be used for training in 2016 and is recommended.

The Human Resources Department budget includes charge backs to other areas of the County budget for staff time and expenses. The department charges the Health Insurance Trust Fund for health insurance administration (\$33,500); Rock Haven for recruitment/hiring, ads and postings, and evaluations (\$23,500); the Public Works Department for ongoing employee hearing tests (\$2,000); and the Administrator's Office for 25% of secretarial time dedicated to assist the Confidential Administrative Assistant (\$17,939). The total amount of the charge backs is \$76,939.

The department's technology requests include purchasing a software license (\$500) that will provide training programming flexibility and a replacement laptop computer (\$1,000). These items will be purchased in 2015 from operational savings.

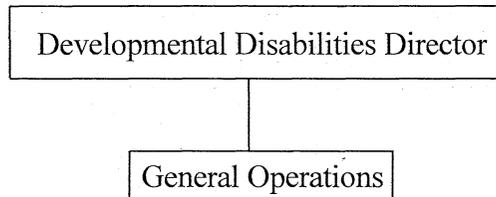
The recommended tax levy for the Human Resources Department is \$543,265. This is an increase of \$17,610 or 3.3% from the prior year.

#

**E. Developmental Disabilities Board**

	<u>Page</u>
Developmental Disabilities Board.....	1
Administrator's Comments.....	6

## Developmental Disabilities Board



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Developmental Disabilities Director
1.0	Developmental Disabilities Deputy Director
1.0	Developmental Disabilities Financial Supervisor
1.0	MAPC Program Nursing Coordinator
1.0	Developmental Disabilities Contract Compliance Specialist
2.0	Developmental Disabilities Financial Worker
1.0	Clerk Typist I
8.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b> MAPC Nursing Program Coordinator (From PR 22 to PR 25)	1.0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Developmental Disabilities Board

---

### Introduction

In 1973, the Rock County Developmental Disabilities Board (DD Board) was established to comply with the requirements of Chapter 51 of the Wisconsin State Statutes. Chapter 51.437 assigned responsibility of services to individuals with developmental disabilities to a county operated agency. The Rock County Board of Supervisors designated the Developmental Disabilities Board to coordinate both financial and programmatic services for developmentally disabled citizens in Rock County. Coordination of services to developmentally disabled individuals was designated to counties based upon the belief that people with disabilities should have the opportunity to remain within their own home counties and the services they receive would be more appropriate if determined at the County level.

The Rock County DD Board is the County Department responsible to provide services to Rock County residents who are developmentally disabled or who have sustained a traumatic brain injury. Services are available to eligible individuals from birth to death. Eligible individuals may include those who have a diagnosis of a developmental disability, epilepsy, cerebral palsy, traumatic brain injury, or conditions requiring similar treatment.

The proposed 2016 Budget is developed to provide necessary services to an extensive number of Rock County residents. The following is an overview of the DD Board's estimated number of individuals who will be served in 2015. Note that these figures indicate several consumers who have 2 or more services. Therefore, the totals reflect some duplication.

• Case Management Services	461 Consumers
• Residential (a place to live)	337 Consumers
• Vocational (a place to work)	266 Consumers
• Day Services	122 Consumers
• Guardianships (WARC, KANDU)	131 Consumers
• ICF-MR & Nursing Home, State Centers	37 Consumers
• MAPC	130 Consumers

The DD Board provides services to eligible consumers by accessing numerous funding sources. Services are typically provided to the consumer by combining a variety of funds to cover the cost of necessary services.

### Funding Sources

1. CIP 1A (Community Integration Program)  
A Federal Waiver Program serving people with developmental disabilities of any age who relocate from one of the State Centers or other institutional settings. Program focus is to assist and support individuals as they relocate to more integrated community settings. Special programming is based on the consumer's needs; residential, vocational, and prescribed support services.
2. CIP 1B (Nursing Home Relocation)  
A Federal Waiver Program serving people with developmental disabilities of any age who are diverted from placement or are relocated from an ICF/MR Unit or skilled nursing facility. Services include residential, vocational, and designated support to ensure safe community living experiences. This is the largest revenue source for the DD Board.
3. CIP II  
CIP II serves individuals through the DD Board who have sustained a traumatic brain injury. These individuals were formally served by the Brain Injury Waiver. The primary focus of services are vocational, residential and enhancing independence.
4. COP (Community Options Program)  
This is a special state-funded program to fully fund consumers at risk for admission to a nursing home. Services are client-specific to assist them living in the community. These funds also fiscally supplement (used as match for federal share) consumers participating in the CIP 1A and CIP 1B Federal Waiver Programs.

---

## Charter: Developmental Disabilities Board

---

5. Medical Assistance Personal Cares (MAPC)  
This program is funded through an individual's Medicaid card. Medicaid reimburses the DD Board on an hourly rate for personal care services performed for an individual in their home. This is the 3<sup>rd</sup> largest revenue source for the DD Board. This program is fluid and has the potential to expand in capacity due to the aging population the DD Board serves.
6. Purchase of Care  
This is tax levy from Rock County that is used when there are expenditures that are not covered by another funding source. This is the 2<sup>nd</sup> largest revenue source for the DD Board.
7. Other Resources  
Social Security, Provider Certifications, Private Pay, Money Follows the Person and other State Aids

### Program Services

1. Contracts  
The DD Board contracts with 46 providers who provide more than 50 programs to individuals with developmental disabilities. These programs are monitored by the DD Board for fiscal responsibility, quality assurance and health and safety of individuals. These contracts include agencies who provide vocational and day programming, fiscal management, case management, recreational activities, transportation and respite.
2. Representative Payee  
The Rock County DD Board serves as Representative Payee for 276 individuals.
3. Nursing  
The DD Board's nurse provides oversight of the MAPC program, collaborates with the State Center's medical programs and also provides consultation to contract providers on medical issues.
4. Adult Protective Services  
The DD Board provides court services for WATTS Reviews, Protective Placements and Guardianships.

5. Adult At Risk  
The DD Board collaborates with Catholic Charities in conducting adult at risk investigations that involve abuse, neglect and financial exploitation of individuals with developmental disabilities.
6. Unanticipated Events  
The DD Board responds to unanticipated emergency placements due to Adult-at Risks referrals, ailing/elderly parents, closures, revocations and the unpredictable and/or other catastrophic events.
7. Transition Planning  
The DD Board participates with the school districts transition team, County Communities On Transition (CCOT) and also with IEP planning for students with disabilities.
8. Community Education  
The DD Board provides community education through trainings, meetings, community events and provider fairs. The DD Board maintains a brochure specific to services available to individuals with a developmental disability.
9. Birth-to-Three Program  
The DD Board works closely with CESA II to provide oversight of this mandated program that serves children ages 0-3.

### Quality Assurance

The DD Board maintains quality assurance per Chapter 4 of the Federal Medicaid Waiver Manual, SS46.036. The DD Board completes 65 Provider Certifications and quality assurance reviews on an annual basis. These reviews ensure that Rock County residents with a developmental disability receive quality care and services that meet their health and safety needs. The Rock County DD Board also conducts surveys as needed to ensure that individuals, families and guardians are satisfied with services.

---

## Charter: Developmental Disabilities Board

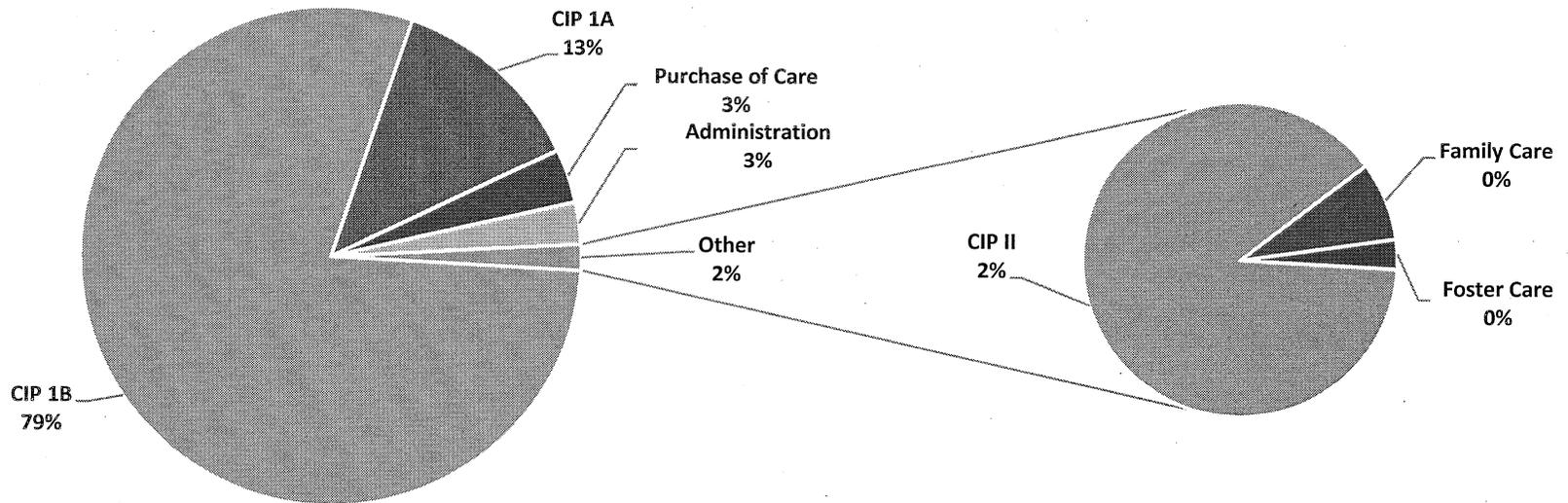
---

### Waiting Lists

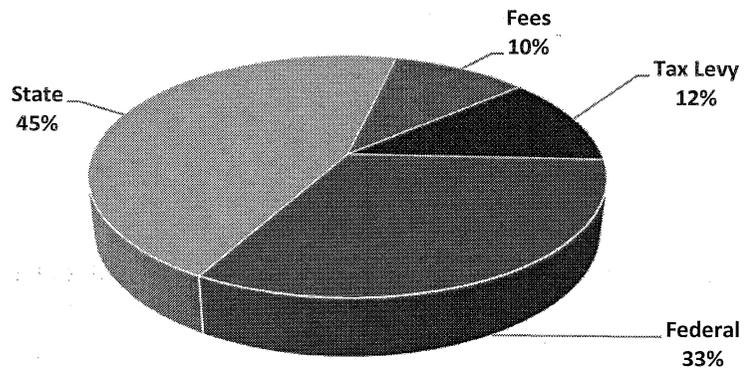
The DD Board has a waiting list for services. As of May 2015 there were 255 individuals waiting for DD Board services in Rock County. It is important to note that service needs/requests for DD Board eligible clients remains an ever-changing and challenging process. It is also significant to note that despite efforts by the DD Board in removing eligible clients from the waiting list, the lack of financial resources has resulted in the expansion of the number of individuals awaiting services. At this time the estimated wait for services averages 9-10 years.

**2016 BUDGET  
DD BOARD**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Developmental Disabilities Board

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	8.0	8.0
Salaries	464,331	460,778
Fringe Benefits	217,157	216,651
Operating Expense	32,957,534	32,800,772
Capital Outlay	3,000	3,000
Allocation of Services	0	0
<b>Total Expense</b>	<b>33,642,022</b>	<b>33,481,201</b>
<b>Revenue</b>	<b>29,353,962</b>	<b>29,499,903</b>
Transfer In	0	0
Fund Balance Applied	0	0
Tax Levy	4,288,060	3,981,298
<b>Total Revenues</b>	<b>33,642,022</b>	<b>33,481,201</b>

The Charter for the Developmental Disabilities Board (DD Board) provides a good description of the services provided. Through its Developmental Disabilities programs, Rock County provides services mandated by the State to approximately 1,200 citizens.

As noted in previous years, the Developmental Disabilities budget is a complex document. It utilizes 15 different revenue sources to provide funding for five major program areas, plus administration of those programs. Due to these multiple revenue sources, and the fact that many of the Board's activities are mandated by the State, it can be difficult to anticipate the level of services that will be required from year to year. In particular, it is nearly impossible to predict the number of emergency placements the DD Board will be required to respond to and pay for each year.

John Hanewall, Director of the DD Board, has submitted a reasonable budget request that takes into account the likely costs for both ongoing services and emergency placements. Despite this, costs for the care of clients—many of whom would be in the care of the County potentially for decades—continues to increase and be a significant burden on the tax levy. Mr. Hanewall describes the three primary factors driving the increases in expenses in 2016 as follows:

1. In 2014 the State awarded Rock County, a one-time "Special Project Funds" award with the stipulation that the DD Board would remove at least 6 individuals from our Waiting List and that these funds would cover the costs for these individuals for 2014 and 2015, but that in 2016 the County would assume the costs of these individuals. The costs to the DD Board (County share) will be \$220,752 for serving 10 individuals.
2. In February 2015, the DD Board was finally able to place an individual who had been at Southern Wisconsin Center for over 18

months. Through much negotiating with the State, this individual will be funded for the first 365 days in the community by a "Money Follows the Person" (MFP) fully funded award. Beginning at the end of February 2016, this individual will cost \$154,696 (county share) when the MFP award expires. The State is unable to guarantee any funding for 2016 until the MFP award ends, which shifts the costs to the County.

3. The DD Board is currently serving two individuals who were awarded High Cost COP Awards to help offset their costs. Both of these individuals have significant behavioral challenges and have been involved in the legal system, while being served by the Board. The High Cost COP Award only covers a portion of their costs and in 2016 the county share will be \$240,913.

These three factors would increase the need for tax levy by \$616,361, which is an amount greater than all new tax levy available to the County in 2016. Fortunately, subsequent to Mr. Hanewall's budget submission, the State has provided one more year of the "Special Project Funds" of \$220,752 to fund the individuals noted. However, these funds would likely not be available in 2017. Even with these additional funds, the increase in tax levy required for the other two factors amounts to \$395,609. This represents 68% of the new tax levy available to the County under levy limits to provide care for three individuals.

This is a good example of the difficulty the County would face in providing services not only to the 255 individuals remaining on the waiting list as of August 2015, but also to current clients receiving services. The current estimate of time individuals on the waiting list would have wait to receive services is around 10 years.

Rock County is one of the few remaining Medical Assistance waiver counties that has not converted to the State's Family Care program. The County has been in discussions with the State regarding when the County may be able to move to Family Care. This discussion has been complicated by changes to the program contained in the State's recent FY 2015-17 Biennial Budget that would change Family Care from a program that only addresses long-term care needs of clients to one that incorporates acute (medical) care as well. This change would need both legislative and federal approval once the Department of Health Services develops a plan. However, the State has expressed a

willingness to continue to work with Rock County on options for transitioning to the current long-term care program of Family Care in advance of the implementation of the updated version, which is being called Family Care 2.0. Such a change would significantly affect the operations and funding of the DD Board.

Mr. Hanewall has submitted a creative proposal, initiated by his staff, which would add a Medical Assistance Personal Care (MAPC) Nurse position and reallocate the MAPC Program Nursing Coordinator to provide an increased level of supervision to this new staff. This would allow the County to bill the federal Medical Assistance program for personal care services provided to clients, either directly by DD Board nurses or by contracted providers overseen by DD Board nurses. This would increase revenue to the department and offset tax levy. In other circumstances, I would recommend that the County pursue this opportunity. However, given the questions remaining about the timing of a transition to Family Care, I am hesitant to recommend adding positions. Therefore, these personnel changes are not recommended at this time. When the timeline for Family Care transition becomes clearer in 2016, the County Board may wish to consider a budget amendment that would implement these personnel actions in order to generate additional revenue if this transition will not begin in 2016.

In order to address the potentially significant increase in costs and related tax levy request, several adjustments have been made to the DD Board's budget, including re-estimating the amount of revenue anticipated through the Board's various waiver programs and through the year-end reconciliation with the State. In addition, reductions to the amount of funding available for emergency placements have been made. Similar to the 2015 budget, the County takes on a certain level of risk by budgeting at a lower level for emergency placements, but given the uncertain nature of emergency placements, it is a reasonable risk to take. Further, if the County is able to transition to Family Care in 2016, costs would be further reduced.

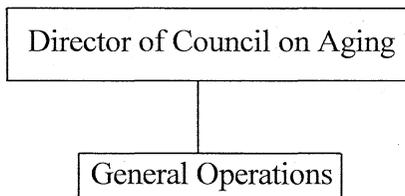
The recommended tax levy for the DD Board totals \$3,981,298, which is the same amount as 2015.

#

**F. Education, Veterans and Aging Services Committee**

	<u>Page</u>
Council on Aging.....	1
Administrator's Comments.....	7
Veterans Service Office.....	9
Administrator's Comments.....	12
Contributions.....	14
Administrator's Comments.....	14

## Council on Aging



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Director of Council on Aging
1.0	Nutrition Program Supervisor
1.0	Transportation Program Supervisor
1.0	Mobility Manager
1.0	Family Caregiver Support/Outreach Specialist
1.0	Elder Benefit Specialist
1.0	Clerk-Typist III
1.0	Specialized Transit Scheduler/Clerk
0.8	Council on Aging Clerical Worker
8.8	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b> Council on Aging Clerical Worker	0.40	0.40
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Upgrades</b>	0	0
<b>Re-Titles</b>	0	0

---

## Charter: Council on Aging

---

### INTRODUCTION

The mission of the Rock County Council on Aging shall be to advocate for the independence, self-worth and dignity of qualified residents of Rock County by assisting them to meet their varied health, nutrition, economic and social needs.

### Nutrition

Rock County's Elderly Nutrition Program provides persons, age 60 or over, with congregate and home delivered meals. The Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities. Because of the level of contact and because of the intrinsic relationship between nutrition and good health, the elderly nutrition program is a vital link in any effort aimed at nutrition-related prevention and health promotion.

The Rock County Nutrition Program operates congregate dining centers throughout the County, serving Monday through Friday. Meals are provided through a contracted caterer using menus approved by a registered dietitian. In addition to providing nutritious meals and socialization, the program offers other nutrition-related services, e.g. outreach, access, nutrition education, and health promotion. Volunteer assistance is vital to the delivery of nutrition services. Continuing efforts are needed to adapt the sites to meet changing needs, trends, and lifestyles of older adults.

Three of the congregate dining centers serve as drop-off points for the home delivered meal program. Rock County provides meal delivery to rural residents as well as Janesville. A subsidy is provided to the Beloit Meals on Wheels Program for meals served to those at least 60 years of

age. Meals are served through the home delivered meal program each day, Monday through Friday, to individuals who have no way to purchase groceries and are not capable of cooking for themselves. Frozen meals are also available for weekends and holidays. Individuals are assessed for eligibility every six months. In addition to the meal, the delivery person provides an additional opportunity for a "safety check" to ensure the well-being of the participant.

The congregate meal program is funded through Title III-C-1 of the Older Americans Act. The home delivered meal program is funded through Title III-C-2 of the same Act. All participants must be given the opportunity to donate toward the cost of the meals, thereby generating revenue for the nutrition program. In addition, the county receives supplemental funding through the US Department of Agriculture.

The Council on Aging continues to administer the Senior Farmers' Market Program. The program makes vouchers available to low-income adults, age 60 years or older, that are to be "spent" on Wisconsin-grown produce sold at farmers' markets and roadside stands. The Council on Aging provides nutrition-related educational material in conjunction with the vouchers.

Health promotion and prevention services will be provided through the nutrition programs, such as nutrition assessment, counseling, meals, exercise aimed at reducing falls and injuries, weight management and health education, service coordination for medication management, and opportunities to prevent mental decline and depression. Individualized nutrition counseling to participants who are identified as at-risk will be provided through collaboration with a registered dietitian. Health promotion activities will continue to be offered to program participants.

---

## Charter: Council on Aging

---

### Transportation

The Council on Aging manages a transportation program that provide services to the elderly, persons with disabilities, and the general public on a space-available basis. Funding is provided through Section 85.21 and Section 5310 of the Wisconsin Department of Transportation, and client fees.

The Rock County Council on Aging provides demand-responsive, door-to-door, specialized transportation services throughout the County with vehicles that are equipped to handle wheelchairs. Routes are scheduled on a “shared ride” basis, meaning that several passengers may be transported at one time to facilitate provision of service to as many passengers as possible.

Dispatch services are conducted by Council on Aging staff. The County contracts with Manpower, Inc. for driver recruitment and personnel services to operate the vehicles.

To be eligible for specialized transit services, an individual must be at least 55 years of age or have a disability. The general public may be provided transportation services on a “space available” basis.

The program is under contract to provide paratransit services under the Americans with Disabilities Act for the Beloit and Janesville Transit Systems. This involves additional hours of transportation service before 8:00 a.m. and after 5:00 p.m., Monday through Friday and Saturday in both Beloit and Janesville.

### Mobility Management

The Council on Aging, through its Mobility Manager, coordinates transportation resources for transportation disadvantaged Rock County residents. The Mobility Manager leads the countywide Transportation Coordination Committee, a group of transportation providers, human services agencies, employers and concerned citizens who work together to improve transportation for elderly, disabled and low-income individuals.

The Mobility Manager’s functions are to 1) ensure that transportation disadvantaged individuals have access to affordable transportation, 2) inform Rock County residents of all transportation options through mailings, presentations and advertising, 3) provide transportation training, 4) advocate for increased transit funding, 5) expand existing transportation resources to outlying communities in Rock County which are currently underserved, and 6) improve employment transportation by establishing working relationships with Rock County employers. Funding for this position is provided through a federal Section 5310 grant.

### Benefit Specialist Program

Through the Benefit Specialist Program, persons age 60 and older receive broad access to benefits, entitlements, and legal rights in an effort to preserve the autonomy, dignity, independence, and financial security of older persons. The functions of the Benefit Specialist Program include: 1) to teach and empower older persons in understanding their rights, benefits, and entitlements; 2) to limit the scope and nature of benefit problems experienced by older individuals through prevention, early detection, and intervention; 3) to assist older individuals in securing maximum benefits and entitlements and in asserting and maintaining rights promised and protected by law; 4) to provide access to the system of justice by offering

---

## Charter: Council on Aging

---

advocacy, advice, and representation to older persons as clients; and 5) to initiate advocacy which has consequences of broad significance in preserving and protecting the rights and benefits of older persons.

Funding for this program is through the State of Wisconsin and Title III-B of the Older Americans Act. State Health Insurance Program funding, when available, is provided to expand benefit specialist services, mainly to support assistance with Medicare Part D enrollment.

The County employs a full-time Benefit Specialist who serves most of rural Rock County and the City of Beloit. Benefit services for the City of Janesville, rural Janesville, and Edgerton are contracted through Senior Services of Rock County, Inc.

Benefit Specialists receive extensive bi-monthly training from elder law attorneys on such issues as medical entitlements, health care financing, income maintenance, community-based services, housing, surrogate decision making, elder rights and consumer finances, and current legislation affecting seniors.

### National Family Caregiver Support Program

A program, initiated through the re-authorized Older Americans Act under Title III-E, is the National Family Caregiver Support Program. The National Family Caregiver Support Program focuses on the tremendous demands placed on family caregivers. The purpose of the program is to support and assist caregivers as they care for older family members and other seniors, and to minor children under their care. The majority of this funding is not for direct service; it is to be used to provide assistance to the caregiver. Minimum requirements for services include 1) information to caregivers, 2) assistance to caregivers, 3) individual counseling,

organization of support groups, and training to caregivers, 4) respite care, and 5) supplemental services.

### Health Promotion:

With funds available through Title III-D of the Older Americans Act, the Council on Aging is able to sustain efforts related to evidence-based health promotion and prevention programs. The director of the Rock County Council on Aging has been trained as a master trainer of “Living Well with Chronic Conditions”, a self-management program for people living with a chronic condition. Workshops are held for older people to assist them with improving healthful behaviors and increasing their self-efficacy in managing their conditions and the problems that occur because of it.

The director of the Rock County Council on Aging is also a master trainer for the “*Stepping On*” program, a falls prevention program for older adults. This is a partnership between the Council on Aging and the Public Health Department. *Stepping On* involves a workshop offered once a week for seven weeks using adult education and self-efficacy principles to develop knowledge and skills to prevent falls in older adults age 65+. It also increases awareness of falls risk and helps people to be more informed about the factors contributing to their risk. The Council on Aging is collaborating with the Rock County Health Department to bring this program to the community.

“Healthy Eating for Success Living in Older Adults” is for seniors who want to learn more about nutrition and how lifestyle changes can promote better health. Group support and behavior change form the core of this program.

---

## **Charter: Council on Aging**

---

The Council on Aging receives funding through the Community Academic Aging Research Network (CAARN) for various research projects that are designed to increase well-being in older adults. Currently, the department is working on a “Stand More, Live Better” project that encourages people to decrease sitting time. Also, the Council on Aging is collaborating on a workshop, “Lighten Up!” that uses positive journaling to decrease depression in older adults and adults with disabilities.

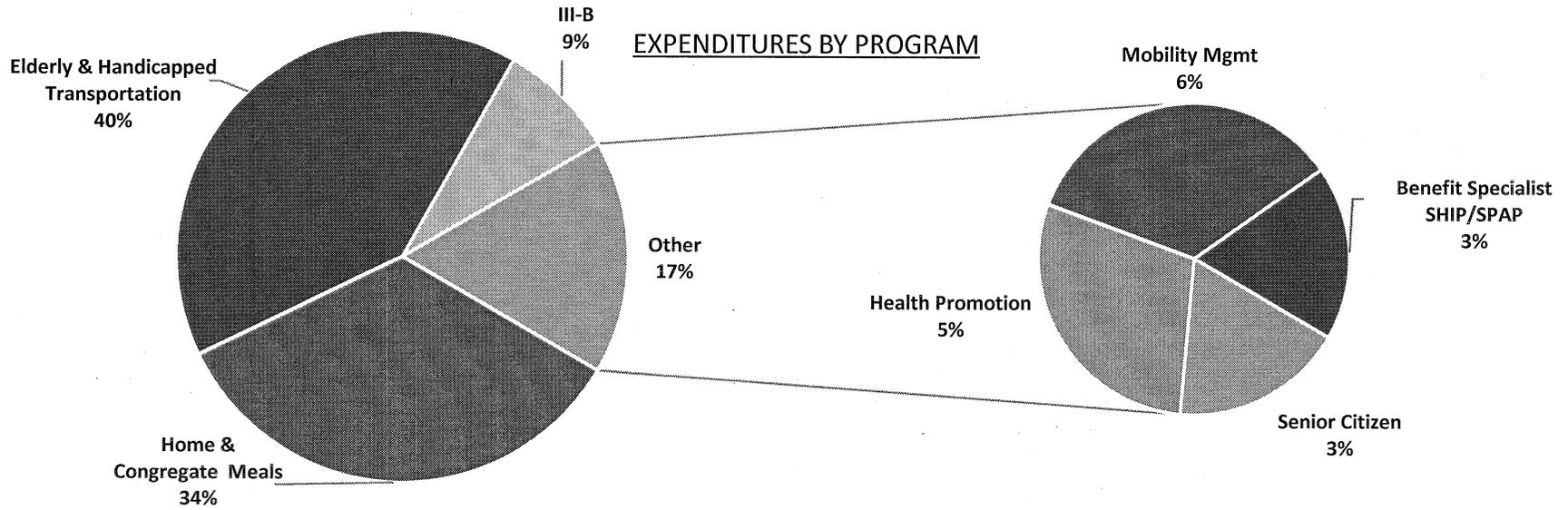
### Other Services and Contracts:

Through the State Senior Community Services Program, the Council on Aging provides funding to the Retired and Senior Volunteer Program, which identifies and promotes volunteer activity for older adults.

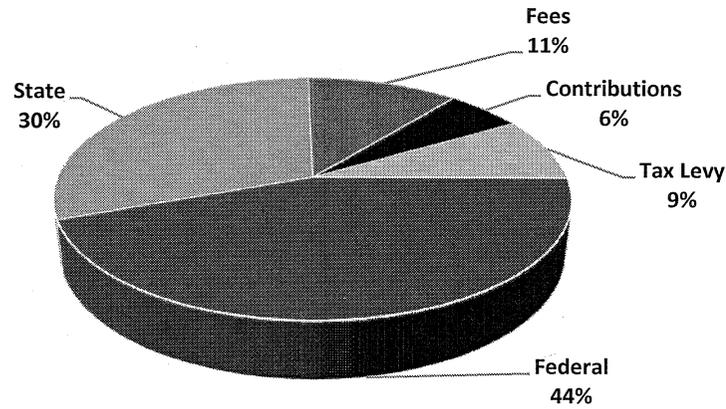
The Rock County Council on Aging continues to take a leadership role in the Beloit Senior Fair, the Rock County Senior Fair and Expo, as well as other senior and health fairs held within the county.

**2016 BUDGET  
COUNCIL ON AGING**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Council on Aging

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	8.4	8.4
Salaries	368,310	368,310
Fringe Benefits	171,243	171,243
Operating Expense	1,279,783	1,275,658
Capital Outlay	9,335	9,335
Allocation of Services	(199,822)	(199,822)
<b>Total Expense</b>	<b>1,628,849</b>	<b>1,624,724</b>
Revenue	1,471,567	1,471,567
Fund Balance Applied	23,503	23,503
Tax Levy	133,779	129,654
<b>Total Revenues</b>	<b>1,628,849</b>	<b>1,624,724</b>

Rock County provides a sizeable and varied program of services for senior citizens funded largely from Federal and State grants under the leadership of Joyce Lubben, Council on Aging (COA) Director. The Charter for the Council on Aging contains a good summary of the programs being provided.

Transportation is one of the major program areas provided by the department. A primary funding source for transportation programming is State Aid provided through the Wisconsin Department of Transportation.

The Transportation Program operates out of the Elderly and Handicapped Transportation Account, which funds the van program. The County has eleven vehicles in its fleet and does not plan any additional vehicle purchases in 2016.

Section 85.21, a federal grant program, covers 80% of the amount needed to fund Elderly and Handicapped Transportation program costs. Federal regulations require a 20% local cash match for this program. In prior years, Rock County has used this revenue source almost exclusively to purchase vans, but in 2016 it will also be utilized to fund other costs such as 20% of the cost for the Mobility Manager, which was previously funded by a separate federal grant. The Mobility Manager helps ensure information and resources on to how to access affordable transportation reach seniors and Ms. Lubben indicates this position has been a great help in assisting COA clients. In 2016, Rock County estimates it will receive \$402,872 through the 85.21 federal grant, which will require a County match of \$80,574.

The Council on Aging fleet of mini-buses is used to provide paratransit services in Beloit and Janesville. Both cities are required to provide this service during the same hours their bus systems operate. The County provides this service during the County's normal operating hours, during the weekdays before 8:00 a.m. and after 5:00 p.m., as well as extended hours on the weekends. Beloit and Janesville reimburse the County for the cost of paratransit services not covered by the Section 85.21 grant and fares. In 2016, Ms. Lubben proposes increasing the per-trip fee charged to the cities to \$10.61

per-trip to cover costs. The County anticipates \$20,000 in additional revenue from this change.

In 2016, the Congregate Meal Program is expecting to provide approximately 18,000 meals at its sites throughout the county. This represents an 11% decrease and continues a multi-year decline that is also evident nationally. Consequently, despite efforts over the past several years to increase participation, Ms. Lubben recommends closing the site in Evansville. The cost for each meal provided ranges from \$4.60 for bulk produced meals to \$5.20 for pre-packaged meals for those with special dietary needs. Donations from those receiving the meals are expected to cover about \$2.00 of each meal provided next year.

In 2014 and 2015, two additional 0.40 FTE clerical workers were added to assist with the Congregate Meal Program, including increasing resources available to increase participation. Based on experience in 2015, Ms. Lubben requests to delete one of the 0.40 FTE positions. This is recommended.

In contrast, the Home Delivered Meal Program is steadily increasing and in 2016 it is anticipated that about 23,500 meals per year will be provided in the rural areas and smaller communities. \$51,001 in funds formerly used for congregate meal sites will be shifted to the Home Delivered Meal Program to account for this trend. For a number of years, Rock County has used federal funds to provide a subsidy to the Beloit Meals on Wheels Program. In 2016, the subsidy will be \$37,000. This amount is the same as the 2015 allocation. Since the inception of the subsidy, it has been clearly communicated to the Beloit Meals on Wheels program that the subsidy would continue only as long as adequate funds remain available.

The Council on Aging also receives federal funding to assist seniors with various legal problems or issues related to benefit programs. These services are provided via contracted services and typically appear in the budget in the Title III-B account. Ms. Lubben indicates there is a continuing need in the community for these services, and the same amount of \$24,152 will be available for this purpose again in 2016. This funding will be split between

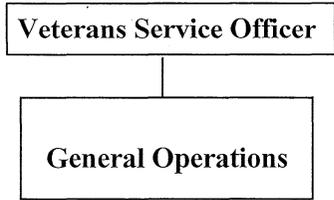
the \$14,185 of Legal Services contained in the Title III-B account and \$9,967 found in the State Pharmacy Assistance Program account.

Four desktop PC replacements in the amount of \$2,400 and one multi-function printer in the amount of \$5,800 are requested for use in various COA programs. These equipment requests are recommended.

The property tax levy recommended for 2016 operations is \$129,654, which is \$4,365 or 3.3% less than the prior year.

#

## Veterans Service Office



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Veterans Service Officer
1.0	Deputy Veterans Service Officer II
<u>2.0</u>	Deputy Veterans Service Officer I
4.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Veterans Service Office

---

### OBJECTIVES AND STANDARDS

#### 1. Veteran Services

Assemble and verify, for accuracy and completeness, all necessary information concerning applications for veterans' state and/or federal benefits, and to ensure expeditious transmission of this information to the appropriate agencies. To provide appropriate information and assistance to all claimants requesting aid from the Veterans Service Office. This includes referral to and/or contact with other governmental agencies at all levels, as well as private and/or non-profit agencies that would meet the claimant's needs.

#### Standards:

- a. Ensure all procedures relating to claims adhere to Title 38 of the United States Code (USC), the Code of Federal Regulations (CFR) manual and/or Wisconsin Statute Chapter 45, and the Wisconsin Administrative Code. Maintain office statistics in order to compile and submit our annual production and goal report to the Wisconsin Department of Veterans Affairs (WDVA). This report fulfills the requirements to be awarded the annual WDVA County Veterans Service Office Grant.
- b. Benefit applications will be processed in a timely fashion so as to ensure deadlines with statutory requirements are met. Follow-up procedure, as required, will be utilized to ensure the needs of veterans, their families and their survivors are appropriately met.
- c. Provide personal and telephone counseling services to veterans, families and survivors as required. Provide a complete menu of services to veterans whose situations or disabilities prevent them from coming in to either office.
- d. Maintain an active and positive outreach and public relations program. Submit news releases to area media regarding veterans' issues and entitlements to insure that the Rock County veteran's community remains informed on these issues.

e. Seek representation on Veterans' Advisory Panels of state and federal elected officials to influence veterans' programs at both levels.

f. Services provided by the Veterans Service Office include, but are not limited to, applications for state and federal benefits, counseling and referral for assistance where appropriate, financial, transportation, subsistence, housing, employment opportunities, drug and alcohol abuse, mental and physical disorders and general counseling with specialized practitioners.

#### 2. Veterans Relief

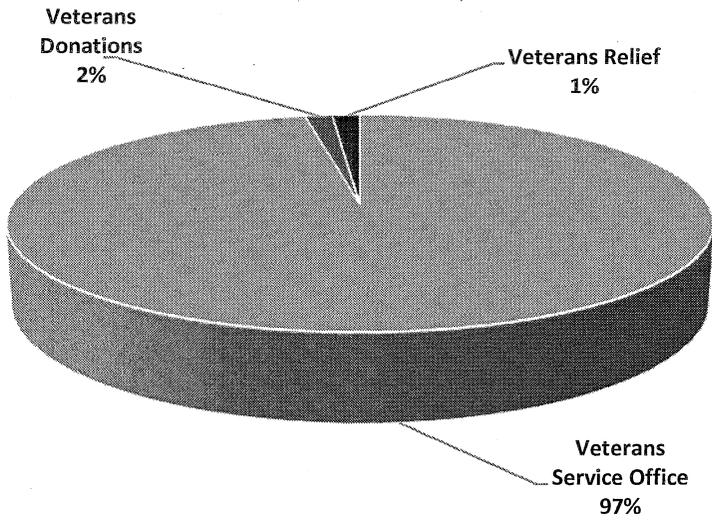
Administer the Rock County Veterans Service Commission Fund in accordance with the Commission's policies and procedures regarding these benefits to Rock County Veterans as stated in Wisconsin Statutes, Chapter 45.81.

#### Standards:

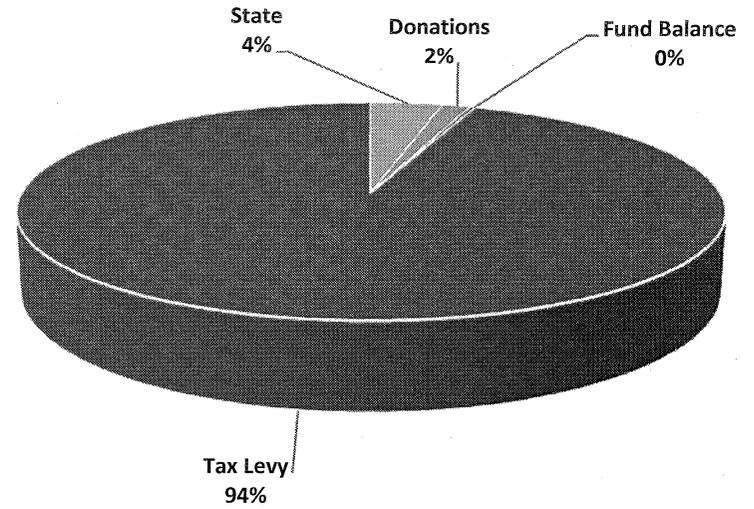
- a. Provide payment for indigent burial, placing of grave headstones, grave flag holders and maintenance of veterans' burial plots according to statutes.
- b. Provide emergency economic assistance to Rock County veterans in a discretionary manner pending monthly approval by the Veterans Service Commission or Veterans Service Officer. This assistance is to be provided on a voucher basis exclusively and will be limited to subsistence, transportation needs and temporary lodging only.
- c. Provide emergency economic assistance to Rock County veterans in a discretionary manner from the Rock County Veterans Donation Trust. To assist with needs not covered by the Veterans Service Commission.

2016 BUDGET  
VETERANS SERVICES OFFICE

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Veterans Service Office

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	4.0	4.0
Salaries	173,937	173,937
Fringe Benefits	108,585	108,585
Operating Expense	50,948	50,948
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>333,470</b>	<b>333,470</b>
Revenue	18,000	18,000
Fund Balance Applied	0	1,000
Tax Levy	315,470	314,470
<b>Total Revenues</b>	<b>333,470</b>	<b>333,470</b>

The Veterans Service Office operates out of locations in both Janesville and Beloit. The purpose of the office is to provide information and assistance to veterans and surviving spouses and children in securing federal, state, and county benefits. Due to the aging veteran population, staff responds to their needs by conducting some home interviews. A description of the services provided is contained in the Veterans Service Office Charter.

John Solis, Veterans Service Officer, reports the number of new veterans seeking benefits has leveled off due to a lower number of military personnel being deployed. While the numbers are down slightly, the Office continues to see veterans looking to access compensation, pension, education and health care benefits.

In 2014, the federal Veterans Administration expenditures for benefits received by Rock County veterans totaled \$61.4 million. Additionally, the latest numbers show Veterans Administration Home Loans received by Rock County veterans totaled \$36.0 million.

In 2014, Rock County Veterans Services assisted veterans with over 2,590 requests for benefits including compensation, pension, education, healthcare, burials, reconsideration, appeals and miscellaneous items. In 2016 state aid of up to \$13,000 will still be available. However, the Wisconsin Department of Veterans Affairs has made changes making the aid a reimbursement of approved expenditures.

The Office has seen a dramatic staff changeover due to retirements, which results in health insurance cost increasing \$15,012.

To be compliant with federal Veterans Administration regulations, the Veterans Service Office staff are required to have training on the veterans benefit system. Mr. Solis and his staff are accredited and take continuing education training courses to access the Veterans Administration computer system.

In 2016, the Office is scheduled to replace four desktop computers at a cost of \$2,400, a printer replacement at a cost of \$400 and purchase of a tablet and software at a cost of \$1,405. Mr. Solis splits his time between the Janesville and Beloit offices. Two of the four computer replacements are for Mr. Solis's use. With approval of the tablet, the Office will not need to replace two desktop computers, thus saving \$1,200. The tablet will allow for better processing of benefits while conducting home visits. As more and more of the veteran population ages, home visits will be increasingly vital to the provision of services. It is anticipated that the paper veteran forms may be phased out in future years. I recommend the technology equipment requests for two desktop computers, replacement printer and the tablet in the total amount of \$3,405.

Due to a recommendation from the County's auditor, the contributions activity has been moved to a separate account. In 2016, the contributions account is budgeted to stay constant at the \$4,000 level. This account is used to provide small grants to indigent veterans on an emergency basis for living expenses (primarily rental assistance to keep veterans from becoming homeless). The costs are entirely offset by contributions.

The Veterans Relief Account is used to provide short-term financial assistance to county veterans and their dependents. Funding is typically provided for such things as assistance with groceries, gasoline and car repairs. By State statute, the financial assistance payments made to veterans must be reviewed by the Veterans Services Commission. Three Commissioners comprise the Rock County Veterans Services Commission, which meets quarterly to review the disbursements made by Mr. Solis. The budget request for 2016 is comprised of \$4,000 for Veterans Relief and \$754 for Per Meeting Allowances and FICA for the commissioners. The fund balance for this account is expected to be \$4,605 as of December 31, 2015. I recommend applying \$1,000 of this fund balance in 2016.

The tax levy recommended for the Veterans Service Office budget as a whole is \$314,470, which is an increase of \$34,516 or 12.3% from the prior year.

#

## Administrator's Comments

### Contributions: Heritage Rock County & RSVP of Rock County

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	73,443	73,443
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>73,443</b>	<b>73,443</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	73,443	73,443
<b>Total Revenues</b>	<b>73,443</b>	<b>73,443</b>

Heritage Rock County is a consortium of historical societies in Rock County. The consortium represents the Beloit Historical Society, Luther Valley Historical Society (Footville), Milton Historical Society, the Grove Society of Evansville, and the Rock County Historical Society (Janesville).

In the 1970's, the County Board worked with the historical societies to form Heritage Rock County. One purpose for forming this consortium was to present one combined funding request for the historical societies each year to the County Board. In 2016, Heritage Rock County is requesting \$22,546, the same amount as the prior year. In the past several years, the agency's allocation was kept the same but in 2014 the agency did receive a small increase. I concur with the requested amount of \$22,546.

The Retired & Senior Volunteer Program (RSVP) places people age 55 and older into volunteer opportunities throughout the County. RSVP began staffing the volunteer desk in the main lobby of the Courthouse in 2001. The efforts of the volunteers are recognized and appreciated. In 2015, the County Board approved \$26,094. For 2016, RSVP is requesting the same amount, which is recommended.

In 2011, RSVP initiated the assisted transportation program Seniors Helping Seniors, which replaced the discontinued Senior Companion Program. This program provides "door through door" transportation, meaning not only from the home to the destination and back home, but also assisting the older person while at the destination.

RSVP Executive Director Robert Harlow requests \$24,803 in 2016 for the assisted transportation program, which is the same amount as 2015. The request appears under the program RSVP Assisted Transportation and is recommended.

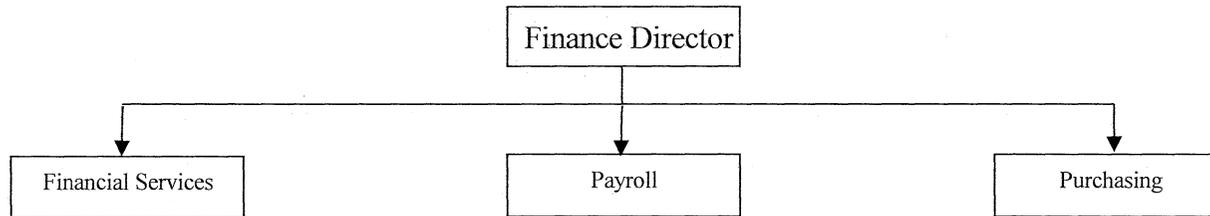
#

## G. Finance Committee

	<u>Page</u>
Finance Director.....	1
Administrator's Comments.....	3
Information Technology Department.....	5
Administrator's Comments.....	10
County Clerk.....	14
Administrator's Comments.....	20
County Treasurer.....	22
Administrator's Comments.....	24
Register of Deeds.....	26
Administrator's Comments.....	30



## Finance Director



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Finance Director
1.0	Senior Accountant/Assistant to Finance Director
1.0	Purchasing Manager
1.0	Senior Buyer
1.0	Application Support Specialist
1.0	Payroll Coordinator/Manager
1.0	Payroll Specialist
1.0	Union Accountant
2.0	Accountant Clerk III
1.0	Administrative Assistant
11.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Transfers</b>	0	0
<b>Re-Titles</b>		
Senior Accountant/Assistant to the Finance Director to Assistant Finance Director	-1.0	1.0
Payroll Coordinator/Manager to Payroll Manager	1.0	1.0

---

## Charter: Finance Department

---

The Finance Department is responsible for the administrative and technical work required in the management of the fiscal affairs of the County. The department is divided into three main functional units:

### Accounting:

The accounting unit maintains all of the financial records of the County per generally accepted accounting principles and per County, State and Federal directives.

- a. Provides general accounting functions such as maintaining the county-wide general ledger, processing accounts payable, maintaining the accounts receivable system and reconciling the balance sheet accounts.
- b. Provides the County Administrator, County departments and the County Board with technical analytical assistance on financial matters.
- c. Develops and recommends long-range fiscal programs and financial systems.
- d. Establishes and maintains a continuing program of financial improvement within the County, including the review of daily clerical procedures, forms and information flow to improve coordination and speed of County financial processes.
- e. Assists the County Administrator, County departments and the County Board with the preparation and monitoring of the County budget.
- f. Coordinates the activities of the independent auditors, internal audits and other financial review bodies.
- g. Assists the County's financial advisors in financial reporting needed for debt issuance, including continuing dialog with the County's rating agencies.
- h. In conjunction with the Finance Committee and the County Treasurer, manages the investment of County funds.

### Payroll:

The payroll unit coordinates and manages the County's payroll operation and its related functions in accordance with the County Personnel Ordinance, labor contracts, Federal and State laws.

- a. Inputs payroll data in a timely basis to insure employees are paid as scheduled.
- b. Maintains accurate records to support payments for Federal and State withholding taxes, Wisconsin Retirement System, insurance benefits and other authorized payroll deductions.
- c. Files timely, accurate reports as required by Federal, State or local law, rules and regulations.
- d. Prepares and distributes payroll reports and reporting forms to County departments and others on an as needed basis.
- e. Assists employees with payroll processes and concerns.

### Purchasing:

The purchasing unit provides purchasing services under guidelines adopted by the County board.

- a. Oversees the County's purchasing operation, including monitoring decentralized purchasing.
- b. Reviews the Purchasing Ordinance and Purchasing Policies and Procedures Manual for potential modifications.
- c. Standardizes county bidding and purchasing procedures and evaluates quality of items purchased.
- d. Maintains bid specifications and other purchasing information on the county's website.
- e. Oversees the disposal of County surplus through a County auction or other approved means.

**Administrator's Comments**

**Finance Director**

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	11.0	11.0
Salaries	614,922	614,922
Fringe Benefits	267,841	267,841
Operating Expense	19,273	19,273
Capital Outlay	0	0
Allocation of Services	(42,878)	(42,878)
<b>Total Expense</b>	<b>859,158</b>	<b>859,158</b>
Revenue	3,058	3,058
Fund Balance Applied	0	0
Tax Levy	856,100	856,100
<b>Total Revenues</b>	<b>859,158</b>	<b>859,158</b>

The Financial Services Department is managed by the Finance Director and consists of the Courthouse Accounting Office, the Purchasing Office, and Payroll. The Charter provides a good description of the types of services performed by the Department.

The Finance Department in conjunction with the Human Resources Department is requesting an upgrade to the HR/Payroll software. The upgrade will provide additional capabilities that will improve accuracy, record keeping, and efficiencies for both departments. For example, manual timesheets will be replaced with electronic timesheets. Staff and their supervisors will have direct access to their leave balances. The upgrade will provide many other self-service features that will cut down on paperwork. The cost for this purchase is reflected in the IT budget.

Numerous services are reflected in the Cost Allocation line item. This includes resources to cover the Human Services Department payroll (\$29,978), Health Insurance Trust Fund activities for retiree health insurance billing and reconciliation (\$11,500), and dog license accounting (\$1,400).

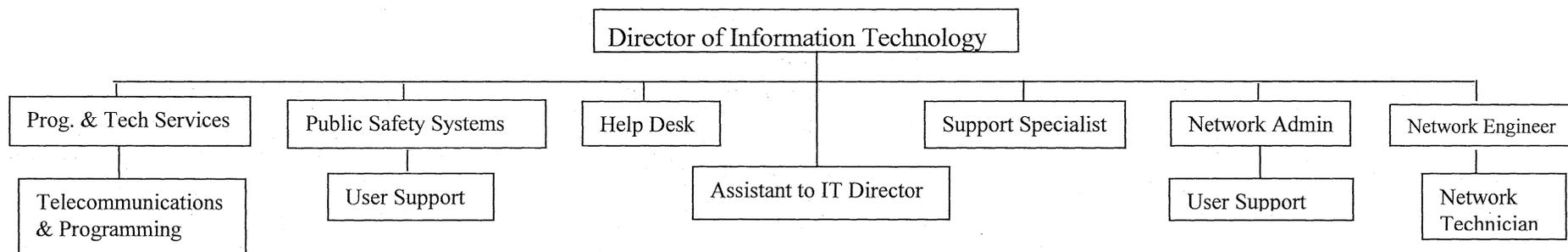
Health insurance and worker's compensation are both countywide services that are shown under the Finance section of the budget. Rock County is self-insured for health insurance, which, in 2016, is budgeted at an annual cost of approximately \$20 million. The amount charged to the Health Insurance Trust Fund reflects actual costs incurred. County departments budget for health insurance based on the different options employees choose: Single Employee (\$7,440), Employee plus Dependents (\$12,768), Employee plus Spouse (\$16,476), or Family Plan (\$26,160). These fees will not increase in 2016 and there are no plan design changes scheduled at this time. In the future, the Affordable Care Act may impact the plan design for the health insurance options offered to employees.

Rock County is also self-insured for worker's compensation. This cost is housed in one cost center and departments with large expenditures in this area are charged back for their actual annual expenses. Recent experience with worker's compensation expense can range from approximately \$200,000 in 2011 to more than \$400,000 in 2013, but can trend higher based on actual claims filed. The safety consultant hired through Willis of Wisconsin continues to work with the County's Safety Committee to reduce the frequency and costs for worker's compensation claims.

The recommended tax levy for Financial Services is \$856,100, which is a decrease of \$3,253 or 0.4% from the prior year.

#

## Information Technology Department



<b>Present Personnel (Full Time Equivalent</b>	
1.0	Information Technology Director
1.0	Assistant to Information Technology Director
1.0	Programming & Technical Services Manager
1.0	Computer Network Engineer
1.0	Public Safety Systems Manager
7.0	User Support Specialist
5.0	Computer Programmer/Analyst II
1.0	Network Support Administrator
2.0	Network Technician
1.0	Instructor/User Support Specialist
1.0	Information Technology Support Specialist
1.0	Telecommunications/Network Specialist
2.0	Help Desk/Operations Technician
25.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>		
User Support Specialist to Network Technician	1.0	1.0
Various Positions – Incentive Pay	8.0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Information Technology

---

### OBJECTIVES AND STANDARDS

#### 1. General Information Technology

It is the Information Technology department's responsibility to deliver and support responsive, top-quality, secure, and cost-effective Information Technology (IT) services to meet the needs of all Rock County governmental operations. Our strategic mission is to align technology initiatives with the needs and missions of Rock County departments. These initiatives include business process-related, computer-related, network-related, and telecommunications-related activities. IT manages multiple types of computers, operating systems, and application software, supporting over 1200 system users at multiple locations and multiple agencies. Additionally, we support countywide public safety systems and the associated public safety agencies throughout the County that need to connect to and use County systems. IT strives to develop a close partnership with each county department or agency in order to provide clear communications and assistance when information technology issues need to be addressed.

The primary divisions of the IT Department include:

- Help Desk

The Help Desk staff provides first tier support for all County users who are confronted with a problem that prevents the user from performing their system-related job duties. Such problems range from difficulties with password resets to general errors that may result from faulty software or hardware. Whenever possible, the Help Desk staff resolves issues during the initial call. However, if need be, the Help Desk directs the call to the most appropriate resource within the IT department, depending on the nature of the problem.

The Help Desk staff also performs Data Center operations duties that include administering the County's backup media and specialized large-scale printing tasks.

- User Support

The primary responsibilities of the User Support staff revolve around the activities that directly help the County's end users get the most value from investments in end-point devices made by each department. These end-point devices are for the most part desktop PCs, laptops, tablets, smartphones, printers, scanners, cameras, or other hardware peripherals. Additionally, the User Support Staff is responsible for the entire life-cycle of such devices from the point of installation to the point of decommissioning and recycling.

The User Support staff installs and updates desktop software that includes both enterprise-wide applications (such as Microsoft Office and email) and department-specific applications. The User Support staff conducts IT orientation for all new employees and conducts appropriate training sessions designed to help County users get the most out of hardware and software investments.

- Network

The Network staff is responsible for managing both the wired and wireless network infrastructure at all County facilities for both data and voice communications. An essential duty performed by the Network staff is to administer security-related hardware and software components that are used to keep the County's systems safe from malware, email spam, data theft, and intrusion attempts.

In addition to managing the County's network cabling, routers, switches, leased communications circuits, and wireless access points, the Network staff manages the installation and configuration of the data center server, data storage, and backup systems.

- Programming

The Programming staff is responsible for developing applications that are used by County departments for conducting their respective

---

## Charter: Information Technology

---

business functions. Whenever possible and practicable, the County favors purchasing off-the-shelf application software. However, in cases where such software does not exist or does not meet the business requirements, the Programming staff develops software solutions that do the job.

Additionally, the Programming staff develops integration solutions that bring together purchased component applications into one system and ensuring that the components function together as a whole. The Programming staff also performs the administration of major purchased software such as the County's Financial, HR/Payroll, GIS, Document Imaging, Human Services, Nursing Home, and Mobility Transportation systems.

Among the more visible duties of the Programming staff is the management and administration of the County's public website and the County's Employee Information Intranet.

- Telephone

The Telephone staff manages and administers the County's extensive IP-based PBX phone system network and the telephone sets used by all County departments. Related duties include installing new and replacement telephone sets and working with the County's telephone system support provider and the County's phone-related telephone circuit providers, including long distance service. The staff works with departments to develop plans for transitioning from older legacy phones to the new IP phone environment.

The Telephone staff also work with their State of WI counterparts in order to make sure that the County's call center functions well with State systems.

- Public Safety Systems

The Public Safety Systems staff provides direct support for all systems and networks used by the County's 911 Communications Center, the Sheriff's Office, and the law enforcement, fire, and emergency medical service agencies that use essential systems and networks as shared services. Among the most notable countywide shared applications supported by this staff include the 911 Computer-aided Dispatch, Law Records, Mobile Data, and Mobile Network systems. Additionally, the Public Safety Systems staff lends expertise whenever possible to support the public safety agencies in all of the municipalities within Rock County.

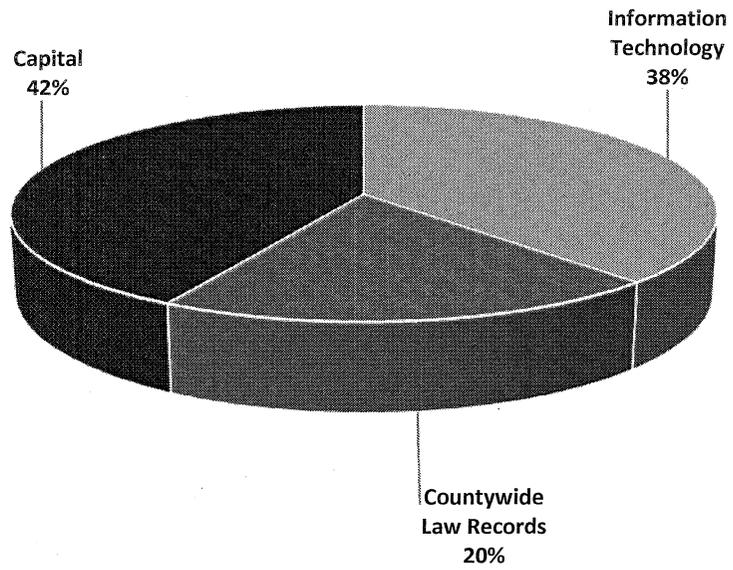
The Public Safety staff also provides dedicated on-site user and systems support for both the 911 Communications Center and the Sheriff's Office.

- IT Administration

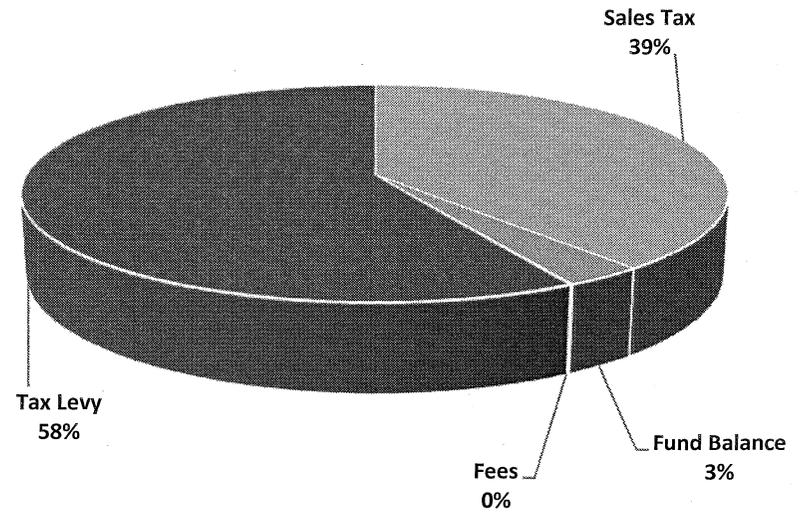
The IT Administration staff provides strategic systems planning and prioritization help for all County departments, including aiding with the development of technology-related budget requests for County departments. The IT Administration staff acts as the systems procurement agent for County departments and manages technology vendor relationships. The staff also maintains department-wide records and coordinates projects that span the various disciplines that make up the respective domains of all IT departmental divisions. Additionally, the IT Administration staff provides HIPAA-related security services for all County departments.

2016 BUDGET  
INFORMATION TECHNOLOGY

EXPENDITURES BY PROGRAM

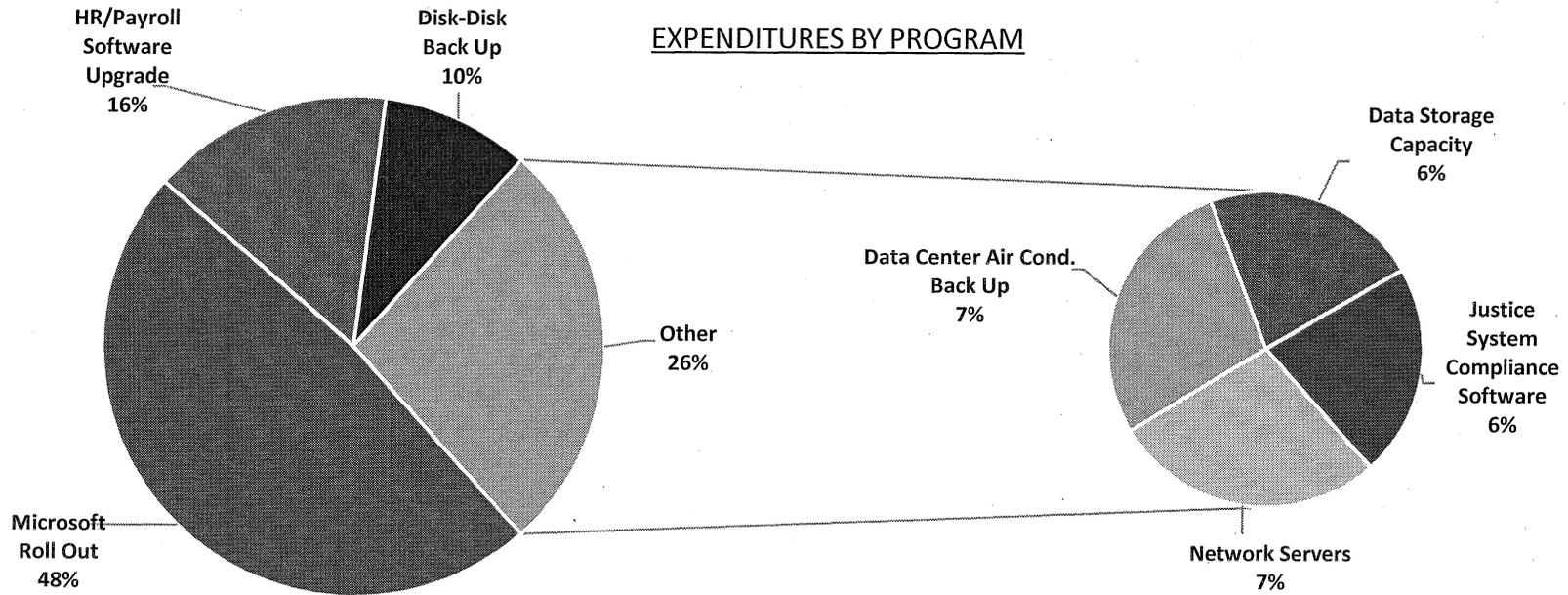


REVENUES BY SOURCE

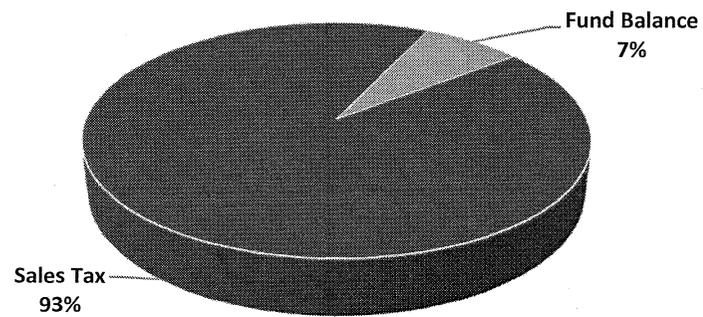


**2016 BUDGET  
INFORMATION TECHNOLOGY - CAPITAL**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Information Technology Department

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	25.0	25.0
Salaries	1,798,781	1,773,725
Fringe Benefits	730,691	727,119
Operating Expense	2,294,267	2,296,653
Capital Outlay	1,003,713	1,003,713
Allocation of Services	(3,418,224)	(3,418,224)
<b>Total Expense</b>	<b>2,409,228</b>	<b>2,382,986</b>
Revenue	2,100	929,476
Deferred Financing	0	0
Fund Balance Applied	0	75,000
Tax Levy	2,407,128	1,378,510
<b>Total Revenues</b>	<b>2,409,228</b>	<b>2,382,986</b>

The Information Technology Department exists to expedite the work of the various operating departments. Many of the operating departments carry out work funded through state and federal sources. It is appropriate to charge back information technology costs to departments where the costs can be borne through their state and federal funding sources. Charge backs to departments appear in the Cost Allocations line item. In 2016, this amount is \$2,081,960.

Previously, new equipment and software being purchased for departments was budgeted in the main account as a charge back. In 2015, these items were placed into a separate account. For 2016, these charge backs appear in the Cost Allocations line item of the new account and total \$3,213,120.

Information Technology Director Mickey Crittenden has proposed working on five initiatives in 2015. I have asked him to provide a description of these initiatives. His description follows:

#### Rock County Information Technology Strategic Initiatives For 2016

The 2016 IT budget reflects the mission of continuing to support current business processes throughout all of Rock County's governmental operations, with a specific focus on helping all County departments to operate as cost-effectively as possible while meeting their departmental goals. Additionally, specific technology projects are planned to significantly improve County operations, including the following budget-affecting strategic projects, in priority sequence:

	<b>2016</b>
<b><u>Project</u></b>	<b><u>Budget Effect</u></b>

<b><i>Further Roll-out of Microsoft Software</i></b>	<b>\$481,404</b>
--	------------------

- *Continued updates to operating systems and desktop software*
- *Facilitate additional training in the latest software versions*
- *Further use of collaboration and workflow technologies*
- *Maximize License rights via Enterprise Agreement with Microsoft*
- *Capital Improvement Plan project*

This project will focus on keeping all of the County's desktop (and laptop) systems up-to-date on the most current, stable, and appropriate Microsoft operating system and Microsoft Office software, to the benefit of all County departments and employees. The project marks the 3rd year of a 3-year Enterprise Agreement that allows the County to deploy any desired version of licensed Microsoft desktop and server software. The County will benefit through the further introduction of Microsoft's SharePoint collaboration and workflow software that will foster increased streamlining of business processes throughout the County operations. Additionally, the further implementation of Microsoft Lync communications software will result in a rich, interactive environment that unifies enterprise voice, presence, instant messaging, and multimedia conferencing, with specific integration with Office, Exchange, and SharePoint.

<b><i>Network Servers Replacements</i></b>	<b>\$75,000</b>
--	-----------------

- *Addresses aging servers that have increasing maintenance cost or no available support*
- *Provides a necessary server for a major upgrade to the HR/Payroll system*
- *Boosts performance and throughput of existing and future applications*

- *Lowers power and cooling requirements*
- *Increases Server Virtualization capabilities*
- *Capital Improvement Plan project*

The IT department currently manages 63 servers, and a varying number of replacements are planned each year. The server replacement plan for 2016 includes addressing three general purpose Windows servers that will be out-of-support due to age or do not meet current demand. These servers are application and database servers used by multiple County operations. In addition to addressing performance and application requirements issues, the new servers will result in lower power and cooling costs.

Three new servers will be configured to provide hosting for multiple virtual servers, thus continuing the County's strategy of consolidating data center assets for the sake of streamlining operations. The two new physical virtual host servers will each be able to host several virtual servers that would otherwise require separate hardware systems. This will result in operational savings in terms of lower power and cooling requirements.

<b><i>New Supplemental Data Center Air Conditioning</i></b>	<b>\$75,000</b>
---	-----------------

- *Replaces the current, aged, and unreliable supplemental system*
- *Covers the A/C needs in the Data Center while the primary system is off-line*
- *Significantly less power usage compared to current supplemental system*
- *Capital Improvement Plan project*

This project will replace the current supplemental air conditioning system in the County's main data center. The current supplemental system used to be the primary air conditioner, is 29 years old, very costly to operate from an energy perspective, and has proven to be unreliable. This unreliability factor has caused an unscheduled and highly disruptive powering-down of all systems in the data center

in order to prevent damage to critical equipment due to over-heating. The supplemental system will provide air conditioning during periods of scheduled preventative maintenance of the primary unit, or in the case of failure of the primary unit. With a new supplemental air conditioning system, the old system can finally be decommissioned and removed from the data center.

***Additional Data Center Information***

***Storage Capacity*** **\$60,000**

- Accommodates the increase in disk storage requirements throughout County operations
- Builds upon the County's current Storage Area Network
- Provides for increased data protection and replication of critical information
- Capital Improvement Plan project

This capital project addresses the rapidly increasing disk storage requirements for virtually all County operations. Examples of applications that drive the need for additional storage capacity include the widespread use of document imaging, the management of audio, video, and photo files, and the growth of databases.

The project entails building upon the County's current Storage Area Network by installing disk drives and their associated enclosures and controllers, as well as taking advantage of SAN enhancements for data protection and replication of critical information.

In tandem with this initiative will be an analysis and identification of information that is no longer needed to be retained and can be removed from the County's storage systems.

***Increasing the Capacity of the County's***

***Disk-to-Disk Backup System*** **\$96,000**

- Addresses the trend of increasing backup requirements
- Fits into the County's current Backup System

-- Provides for increased disaster recovery and business continuity abilities

-- Capital Improvement Plan project

With the increase of the County's disk storage requirements comes an increase in the requirements for information backup capacity. This capital project adds a backup controller and associated disk drives to the County's current disk-to-disk backup system. The resultant increased backup system capacity will enable greater workloads with multiple and concurrent backup and archive operations.

***Upgrade of Highline ePersonality to NextGen Version*** **\$156,555**

- Updates the current HR/Payroll system to latest version
- Current version is approaching end-of-life for vendor support
- Capital Improvement Plan project

This project will upgrade the current Human Resources and Payroll system to the most recent version and add features, functionality, and long sought modules. The new version will include a new user interface, a new Business Intelligence report generator, and new modules that include Employee/Manager self-service, Workflow, and Timekeeping self-service. The project cost includes the first year of support for the new modules. Professional services related to upgrade planning, software installation, staff training, and post-implementation troubleshooting are included as part of the project. This upgrade will result in the County having a state-of-the-art system for managing Human Resources and Payroll.

I recommend all six initiatives proposed by Mr. Crittenden in 2016. For five of the six initiatives, I am recommending \$868,959 in sales tax revenue to fund these projects. The remaining initiative (Supplemental Data Center Air Conditioning) in the amount of \$75,000 is recommended with funds to come from the Information Technology fund balance. In addition, Mr. Crittenden has requested \$58,417 for computer hardware that will allow the County to

be compliant with new federal justice system requirements regarding how vendors can provide remote support to the County's IT systems. This is recommended to be funded with sales tax. Another software purchase, at a cost of \$22,312, will help IT better manage the County's printers, which represent a significant cost to the County not only through the purchase cost but also through maintenance, supplies, and time to provide technical support. This software will be funded through the tax levy.

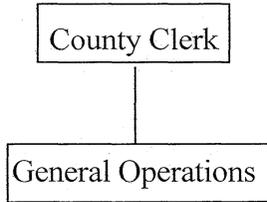
Mr. Crittenden has requested two personnel actions. The first request is a reclassification of a 1.0 FTE User Support Specialist to Network Technician. After reviewing materials, the individual in this position has been performing duties out of class, and this higher level of duties is warranted for this position. Therefore, I am recommending this reclassification.

A second personnel request is for incentive pay for certain staff who meet longevity and certification criteria. This is not recommended as the pay ranges for these positions and other staff positions will be reviewed by Human Resources as part of the classification plan review it will conduct in 2016.

The recommended tax levy for Information Technology is \$1,378,510, which is a decrease of \$4,977 or 0.3% from the prior year.

#

**County Clerk**



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	County Clerk
1.0	Deputy County Clerk
<u>1.0</u>	County Clerk Specialist
3.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Position</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: County Clerk

---

### Objectives and Standards

#### 1. General Guidelines

The County Clerk shall be elected by the electors of Rock County, for a term of 4 years. The regular term of office of the county clerk, shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies. The County Clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefore, shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The County Clerk shall fulfill the duties as outlined in Wisconsin State Statute 59.23 and, more specifically, as outlined below.

#### 2. Clerk to County Board

(a) Board proceedings. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

(b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board.

(c) Orders for payment. Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any

purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).  
(cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(d) Accounts. File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.

(de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(dg) Dogs. Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

(di) Marriage licenses, domestic partnerships. Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.

(e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.

(f) Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.

(g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(h) Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.

(i) Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.

(L) Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.

---

## Charter: County Clerk

---

(m) Certified copies; oaths and bonds; signatures.

1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.

(n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.

(r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.

(s) List of local officials. Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.

(t) General. Perform all other duties required of the clerk by law.

3. Elections Operations (Wisconsin Statutes ch. 5-12)

Record and maintain accurate records for each election: have election notices published in the county designated newspaper; develop ballot file, have printed, and distribute ballots timely; program packs/flashcards/equipment for each election; tally results on election night; hold a Board of Canvass Meeting on the Thursday following the election; certify results to the Government Accountability Board – elections division; perform recounts when necessary; and perform state mandated audits.

Standards:

- a. Ensure accuracy in all elections.
- b. Publish election notices in a timely manner in accordance with Chapter 10 and 11 of the Statutes. E-mail legal notices to the designated county newspaper according to county policy.
- c. Verify and audit all nomination papers filed by county candidates. Place on the ballot all candidates who have properly filed nomination papers by the appropriate filing date. Certify candidates to municipal clerks in spring elections.
- d. Program election files using ES&S Unity Software. Proof all ballot styles and send to the printer by deadline set by GAB. Official ballots are shipped directly to municipal clerks and the County Clerk distributes additional election supplies at least 22 days prior to Election Day.
- e. Each election, the memory sticks used in the optical scan equipment and flashcards for the handicapped voting machines are programmed by the County Clerk to reflect the current election and to read the current ballots. Test memory sticks are developed from sample ballots. Memory sticks, flashcards, and equipment are tested prior to distribution to municipal clerks.
- f. Election results are received from each municipal clerk on election night by wireless modem. Outstanding provisional and absentee ballot information are received from municipal clerks by phone, text or email. Election Returns/results are entered into the Election Reporting Program and are reported out as 'unofficial results' as they are received to the news media and posted to the county website throughout the night. Outstanding provisional and absentee ballot information is posted to the county website as required by state regulations.
- g. A Board of Canvass meeting is held following the election to review and certify results to GAB. The Board of Canvass may

---

## Charter: County Clerk

---

- have to reconvene 7 days after the General Election to count military absentee ballots in fall general elections as required by law.
- h. The State Elections Board may require election Audits if the final total in any municipality differs by 2%. Random audits by GAB will take place beginning November 2008 and continue indefinitely.
  - i. Election Security Procedures are now in place for equipment and an Emergency Contingency Plan has been established for each Election Night.
  - j. Paper documentation is prepared with the Clerk's seal certifying the final results of the election following the Board of Canvass. The Clerk e-mails a canvass report to the state, mails an original certified report to the Government Accountability Board and files in the County Clerk's permanent files.
  - k. Maintain accurate election records for each election and files for each candidate for a period of six years following the termination of the Campaign Finance Report. Audit the required Campaign Finance Statements and refer any violations to the District Attorney.
  - l. Refers sign violations to the local municipality, Rock County Dept. of Public Works or DOT.
  - m. Maintain election standards as established by state statute and keep apprised of any changes in election law.
  - n. SVRS - Municipalities with less than 2,500 registered voters may contract with the county to maintain their state voter registration system and are charged a maintenance fee as set by the Finance Committee subject to periodic review. The Clerk's staff performs the changes/additions/updates to the Statewide Voter Registration System after each election. The Clerk's office runs absentee voter lists or voter registration lists for each municipality that the County contracts with prior to each election and performs election management for those municipalities as required under the state system in accordance with HAVA Requirements.
  - o. Assist in the mandated (HAVA Requirements) training of Chief Inspectors for Rock County.
  - p. Meet all the HAVA requirements or law changes as mandated/required by Federal Law & the Government Accountability Board in 2008.

- q. Provide local election education and help with accessibility to the elections division of the Government Accountability Board to those seeking election and elected officials as requested.

#### 4. Licensing Procedures

Issue marriage, DNR licenses and dog licenses in accordance with State Statutes Chapters 765, 29, and 174 and remit proper fees to the County Treasurer for remittance to the State of Wisconsin.

##### Standards:

- a. MARRIAGE: Ensure all documents presented for a marriage license as identification are proper and/or certified and verify necessary legal documents are properly certified and signed – per DHS requirements. Collect the correct marriage license fee, including any waiver fee and prepare the license from documents presented by the applicants. Inform couple of release date and instruct steps necessary to validate.
- b. DNR: Issue hunting and fishing licenses with proper identification and collect the current fee.. Fees are collected by the state via ACH debit transfer weekly. Rock County is selling hunting and fishing licenses on a revised DNR ALIS system with audits done periodically by the DNR.
- c. DOGS: Issue dog tags, kennel licenses and supplies to municipal clerks for distribution. Maintain lists of dog tags issued for each municipality and keep a record of the fees collected. Complete the State Report for dog licenses sold by March 15 of each year and reconcile fees collected with the County Treasurer so proper fees are remitted to the State.
- d. WORK PERMITS: Using proper documentation, issue work permits to minors, collect fees and distribute appropriate copies to DWD and appropriate school districts. (as per ss. 103.65 and DWD permit officer's handbook)
- e. DMV: The County Clerk is an agent to provide limited motor vehicle services such as registration renewals and titles. A convenience fee is charged over and above the regular fee charged by the Department of Motor Vehicles.
- f. PASSPORTS:  
The County Clerk's Office will process passport applications adhering to the standards set forth by the National Passport Agency/ U.S. Dept. of State. Passports are processed daily and sent to the Passport Agency along with the required fee. The county fee collected is deposited daily with the County Treasurer from the daily cash drawer reconciliation. Passport photos are

---

## Charter: County Clerk

---

offered to customers as a convenience and charged appropriately as a part of completing their application process.

- g. Deposits: Invoice all licenses sold and reconcile cash drawer to all fees collected daily. Make daily deposits to the County Treasurer for marriage licenses, DNR licenses and all other revenues collected. The County Treasurer remits marriage license fees/dog license fees to the State of Wisconsin.

5. **Check Distribution Standards:**

- a. Run a tape of the general checks processed and certify to the amount of the general checks, giving a certification signed by the County Clerk to the County Treasurer for his/her signature. The Financial Accounting Department processes and runs the checks.

6. **Management Operations**

Provide a continuous review of current policies and procedures in the County Clerk's Office.

Standards:

- a. Record any changes or modifications to the budget as approved by the Finance Committee or County Board.
- b. Review committee actions for any action that requires a public notice.
- c. Review Federal, State, Wisconsin Retirement and Social Security manuals for any changes in policy or procedure. Review State Statutes or current legislation for changes in the law regarding marriage licenses, hunting and fishing licenses, dog licenses, election laws or any law affecting procedures performed by the County Clerk's office.
- d. Establish policy and procedures for staff and operations.
- e. Hold periodically meetings with staff to inform them of changes in office policy or federal and state laws. Perform annual performance reviews in coordination with HR on all staff and provide copies of all personnel documentation to HR for official file.
- f. Assist auditors in their annual review of the County Clerk's office.
- g. Administer oaths to all individuals, including staff, who will perform the duties of Deputy Clerk for the issuance of game licenses, marriage licenses, passports, working on election night and perform the county canvass.
- h. Maintain all necessary records as established by law or Wisconsin Statutes.

- i. Compile information and submit timely all necessary reports to government agencies.
- j. Attend meetings as directed by the Board, Human Resources and Administrator.
- k. Seek professional development opportunities to continually enhance and improve the position of County Clerk and its office.

7. **Public Relations**

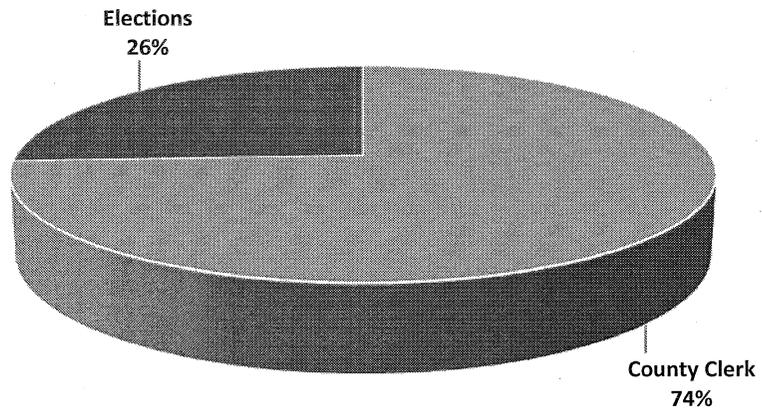
The people of Rock County will be faithfully served by performing the functions of the County Clerk's office with integrity and professionalism.

Standards:

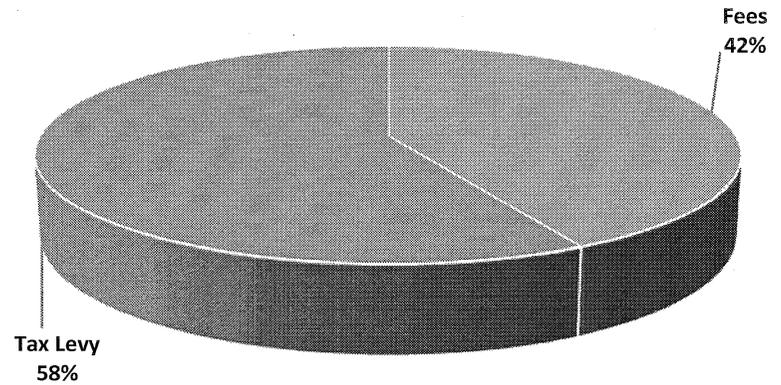
- a. Complaints: Complaints about the operations of the County Clerk's Office are courteously received, investigated and resolved as quickly as possible.
- b. Public Education: The public is informed of activities and services provided by the County Clerk's Office via printed publications, public presentations, tours of the Courthouse, appearances on local radio, or news/ Public Notice releases to local newspapers. Citizen input regarding the County Clerk's office is encouraged and welcomed.
- c. Stewardship: All funds appropriated to the department of the County Clerk for the purpose of operating shall be cautiously monitored and respectfully evaluated for efficiency, accuracy and necessity. All customers served at the office of the County Clerk shall be served courteously and efficiently.

**2016 BUDGET  
COUNTY CLERK**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### County Clerk

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	3.0	3.0
Salaries	155,890	155,890
Fringe Benefits	93,013	93,013
Operating Expense	104,875	104,875
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>353,778</b>	<b>353,778</b>
Revenue	149,560	149,560
Fund Balance Applied	0	0
Tax Levy	204,218	204,218
<b>Total Revenues</b>	<b>353,778</b>	<b>353,778</b>

The Charter for the County Clerk contains a good summary of the functions of the office. The budget for the County Clerk is contained in the County Clerk and Elections accounts. In 2015, County Clerk Lori Stottler resigned to accept the City of Beloit City Clerk's position and Lisa Tollefson was appointed to fill the remaining County Clerk term of office.

The County Clerk account contains revenues and expenditures for general office operations. One of the revenues is from the issuance of marriage licenses. The current marriage license fee is \$95. The fee was increased by \$5 in 2012. The County Clerk's budget keeps \$50, the State retains \$25, and \$20 goes to Mediation and Family Court Services. In 2016, marriage license revenue is anticipated to be \$37,500, a slight decrease from the prior year.

Another revenue source is passport application fees. Ms. Tollefson has seen a noticeable increase in passport revenue in the current year with people from Dane County and Illinois utilizing the office. A \$5,000 increase is projected in 2016.

Ms. Tollefson will be eliminating DNR license sales based upon the limited number of sales (only \$300 of revenue is budgeted in 2015), the abundance of other sites selling the license (14 locations in Rock County), a planned state hardware equipment upgrade, the addition of ATV-UTV-snowmobiles to the license process, the cost of paperwork and required reporting that is not recovered by the revenue received from sales, and the financial liability to the County Clerk's Office of processing incorrect license information. Given these facts, the County Clerk's decision to discontinue this service seems reasonable.

The recommended tax levy in the County Clerk account is \$137,648, which is a decrease of \$12,414 or 8.3%.

The 2016 departmental levy request for Elections is \$66,570. The Elections account fluctuates widely from year to year due to the election cycle. 2016 is the highest cost year of a four-year election cycle, with four elections including a presidential election. Ms. Tollefson will be increasing the Statewide Voter Registration System (SVRS) relier fee by \$10 for each municipality, and will begin providing these services for the Village of Clinton.

The largest Elections budget cost is for ballots with Ms. Tollefson requesting \$50,000, with a carryover of an additional \$8,000 from 2015. Even with the carryover, additional funding from the County's contingency fund may be needed due to the unknown costs of the ballots. Ms. Tollefson will be monitoring the first three elections and will keep the Finance Committee informed of the status.

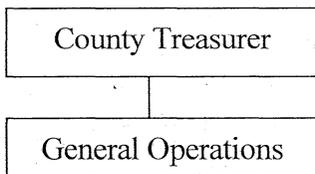
In 2016, the elections will see implementation of Voter ID whereby voters will be required to present a valid identification at the polling location. Ms. Tollefson will be working with other County departments and community organizations to publicize the need for voters to bring a valid ID to the polling place.

Ms. Tollefson has included funds (\$280) to send two staff to municipal clerk election training so as to better assist other local governments with elections. This is recommended.

In 2016, the Elections account tax levy recommendation is \$66,570, an increase of \$33,260 or 50% from the prior year.

#

**County Treasurer**



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	County Treasurer
1.0	Deputy County Treasurer
1.0	Accountant
2.0	Account Clerk II
5.0	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Treasurer

---

The County Treasurer has authority to perform the following duties according to Wisconsin State Statutes, with policy guidance provided by the Rock County Board of Supervisors' Finance Committee.

### Tax Collection and In Rem Foreclosure Action

Collect and process real estate taxes, special charges, special assessments, managed forest land taxes, DNR payments, and all delinquent real estate taxes, special charges and special assessments, plus interest and penalty. Collect the first installment taxes for 21 of the 29 municipalities and reconcile the proceeds for distribution to those municipalities. Reconcile and settle several times annually with municipal treasurers, school districts, sanitary districts, technical colleges, and the State Treasurer for all collections received for current year tax roll. Administer the Lottery and Gaming Tax Credit and certification. Generate and mail final installment tax notice for roughly 25,000 parcels yearly. Communicate with delinquent property taxpayers through conventional collection procedures and offer payment plan assistance. Prepare, file and maintain all real estate tax claims with the Bankruptcy Court for property owners who file bankruptcy. Cancel all tax certificates that become void by virtue of the statute of limitations (after 11 years) and certify cancellation to municipal treasurer.

Issue a tax certificate annually on all current tax year real estate parcels remaining unpaid September 1, which starts the two-year redemption period. Execute the legal title searches for In Rem foreclosure applications and organize necessary papers for Court action giving fee simple title to the County. View foreclosed property with Finance Committee to set sale prices. Proceed with In Rem Foreclosure and subsequent sale of acquired property to insure a sufficient tax base for the County.

### Receipting and Disbursements

Collect, receipt and deposit money from individuals and County departments daily. Initiate all wire transfers, ACH Debits and ACH Credits

for State and Federal payments, Debt interest and penalty payments, Deferred Compensation and Employee Benefits Program, plus maintain all State Pool transfers between accounts and the working bank. Monitor the on-line bank program for accurate accounting of all monies in the working bank. Properly administer and reconcile the Master account and three zero balance accounts for Payroll, General, and Health Benefit checks in the working bank. Reconcile and monitor various checking accounts for other County departments. Report and pay timely to the Department of Revenue all fines and forfeitures, and fees for marriage licenses, dog licenses, probate, birth certificates, and title transfers, sales and occupational taxes.

### Cash Management and Investments

Monitor County's cash balances on a daily basis to ensure funds are available to meet twice weekly cash disbursements and bi-weekly payroll, while obtaining the maximum amount of interest income. Review all Cash Management investments to ensure County is sufficiently funded to buy out all taxing jurisdictions tax roll each August. Work with the Finance Director, Finance Committee and Investment Advisors to execute an investment policy in the best interest of the County, including investing in Certificates of Deposit and insured money market accounts throughout the County and State.

### Other Duties as Assigned

Serve as treasurer for County drainage districts. Administer and collect Land Use Value Conversion Charges. Advertise and disburse unclaimed funds. Attest on new plat maps and Certified Survey Maps when required that there are no unpaid taxes on the property prior to recording. Upon request, attribute to each new parcel its value for parcels that are divided or split during the calendar year. Process and pay County's and State's shares of unpaid personal property taxes from prior year to local municipalities. Maintain records and research information on County brownfield properties. Maintain a record retention/destruction schedule according to state laws.

## Administrator's Comments

### County Treasurer

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	5.0	5.0
Salaries	233,975	233,975
Fringe Benefits	112,787	112,787
Operating Expense	51,235	51,235
Capital Outlay	3,600	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>401,597</b>	<b>397,997</b>
Revenue	2,041,415	2,041,415
Fund Balance Applied	0	0
Tax Levy	(1,639,818)	(1,643,418)
<b>Total Revenues</b>	<b>401,597</b>	<b>397,997</b>

The Charter for the County Treasurer contains a good summary of the functions of the office. There are two major sources of revenue in the County Treasurer's account. These sources are Interest on Investments and Interest and Penalties on Delinquent Taxes.

Interest on Investments is earned from cash invested through three primary repositories. These repositories are the Local Government Investment Pool (LGIP), Cutwater, and First National Bank, which is the County's working bank. In addition, the County has cash invested in CDs in a number of area banks. The amount of investment earnings is related to the amount available for investment and interest rates. Interest rates are currently at near historic lows and are expected to remain low for some time. For example, the current LGIP interest rate is approximately 0.6%. This has had the effect of severely decreasing Interest on Investments revenue. As recently as 2007, the County realized \$3.5 million in Interest on Investments. The Treasurer projects \$543,000 in interest revenue for 2016, an increase of \$138,000 from the prior year. This funding is used to offset the cost of other County operations.

Interest and Penalties on Delinquent Taxes is the other major source of revenue. Since its peak in 2010, delinquent taxes have been steadily declining. Income from this source is projected to be \$1,580,582 in 2015 and \$1,362,232 in 2016.

The Treasurer's Office generates revenue in the line item Fees by collecting taxes for the municipalities. A total of 21 towns, cities, and villages have chosen to have the Treasurer perform property tax collections for them. Each municipality will be charged a \$100 flat amount, plus 55 cents per parcel collected in 2016.

Another source of revenue is the penalty assessed when agricultural land is converted to non-agricultural use. The County Treasurer is responsible for administering and collecting this penalty. The penalty is split between the County and the municipality. In 2016, it is projected Rock County will receive \$10,000 from this source.

In 2016, the Information Technology Department recommends the replacement of six personal computers in the amount of \$3,600. Because this is an eligible expense, I recommend that these items be purchased with Land Records account funds.

County Treasurer Vicki Brown has presented a frugal budget for her office. The recommended operating budget totals \$389,130.

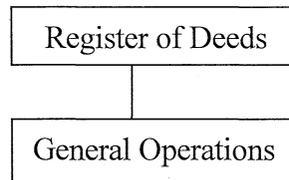
Two other accounts under the Treasurer's budget are Personal Property Tax Redemption and Tax Deed Expense. Personal Property Tax Redemption contains \$3,867 for 2016. This is the amount the County must reimburse the towns, cities, and villages for the County's share of personal property taxes the taxing units have been unable to collect. This expense has decreased due to a change in State law. This new standard only allows a municipality to pass on the expense if the business has declared bankruptcy or has gone out of business.

Tax Deed Expense contains the revenue and expenditures from the sale of tax delinquent real property. This account is projected to realize net revenue of \$47,000 in 2016.

Combining the Treasurer's main account, the Personal Property Tax Redemption account, and the Tax Deed Expense account results in \$1,643,418 of revenue in excess of expenditures. This is \$84,323 less than the amount included in the 2015 Budget and, therefore, will not be available to fund County operations.

#

## Register of Deeds



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Register of Deeds
1.0	Deputy Register of Deeds
4.8	Register of Deeds Clerk
6.8	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Register of Deeds

---

### Objectives and Standards

#### 1. Real Estate & Documents Operations

To record, process promptly, and collect fees for all real estate and other documents in accordance with State Statutes (i.e. Deeds, Mortgages, Plats, Certified Survey Maps, Federal Tax Liens, Lis Pendens, etc.).

##### Standards:

- a. To comply with Wisconsin State Statute 59.43 and any other pertinent chapters affecting the duties of the Register of Deeds and to implement and instruct staff on any new legislation affecting operations.
- b. Record (and file as appropriate) all documents authorized by law to be recorded in the office of the register of deeds by endorsing upon each document the instrument number, the day, hour and minute of reception. Instruments shall be recorded in the order in which they are received.
- c. To collect all required fees and forms for instruments. To distribute funds to established accounts and submit daily deposits with the County Treasurer and distribute funds to the State on a monthly basis.
- d. To balance daily recordings, copies, filings, and miscellaneous items with cash collected and perform daily bookkeeping.
- e. To check all Transfer Forms to insure accuracy as to computation of fee or statement of exemption, financing terms, exclusions, signatures, etc.
- f. To promptly return all real estate papers to customers as soon as all recording requirements have been completed.
- g. To give prompt, courteous customer service via telephone, mail and counter for information needed from the Register's Office and make copies and collect fees as required.
- h. To review and monitor pending State Legislation pertinent to Register of Deeds operations and to support/sponsor new legislation to improve and update State Statutes.

- i. Prepare and administer the annual budget for the office and submit same to county board for approval. Offer resolutions, as appropriate, for introduction by county board members in order to facilitate office operation, projects and goals.

#### 2. Vital Records Operations

To process, file and maintain all Rock County birth, death, marriage, and domestic partnerships certificates according to State Statutes.

##### Standards:

- a. Register, index and file all marriages, deaths, births, and domestic partnerships occurring in the county. Perform all other duties related to vital statistics under s. 69.05 and 69.07.
- b. To keep all vital indexes up-to-date on a daily, weekly and monthly basis.
- c. To monitor and process amendments to birth, death, marriage and domestic partnership certificates.
- d. To fill customer requests and answer questions in regards to birth, death, marriage, & domestic partnership certificates.
- e. To collect fees and generate computer receipts for certificates and copies issued and deposit fees daily with the County Treasurer into established revenue accounts.
- f. To monitor and insure that Notices of Removal of a Human Corpse and Reports of Final Disposition of a Human Corpse are appropriately received and maintained according to State Statutes.
- g. To monitor and assist customers doing genealogical searches, process genealogy applications and perform searches as requested.

#### 3. County Plat Books

##### Standards:

- a. To promote and distribute County Plat Books at a fee established by the Finance Committee – currently \$25.

---

## Charter: Register of Deeds

---

### 4. Redaction Project

On May 12, 2010 legislation was signed into law, which changed the recording fee structure for real estate documents filed with the county register of deeds to a flat fee of \$30. This new law required that social security numbers viewable or accessible on the Internet be redacted. The new fee allowed \$5 to be retained by the register of deeds (through 2014) office for use in the redaction project. Since the beginning of this project over 592,000 documents (with approximately 967,000 images) have been scanned, enhanced and indexed by document number & volume & page.

The revenue and expense for the project are budgeted in a separate program account titled ROD Redaction Project.

### 5. Veterans' Records

To give prompt and efficient service to Veterans and the Veterans Service Offices in recording documents and filling vital requests at no cost, per Wisconsin Statutes and Rock County resolutions.

#### Standards:

- a. File, index, and maintain military discharges. Prepare certified copies for county veteran's service office and veterans or their dependents that need the copies to receive military benefits as per s. 45.05, 59.535(1).
- b. To perform record searches for the Veterans Service Office on a daily basis.
- c. To perform birth, death, and marriage verifications as requested for veterans through various recruiting offices.

### 6. Land Information Systems Programs

To continue being a part of the County's Land Information Office as established by County Board Resolution on June 28, 1990.

#### Standards:

- a. To contribute toward the development of a countywide plan for land records modernization.
- b. To work with all levels of government, utilities, etc., to implement a compatible and standardized format for the exchange of land information.
- c. To monitor other local governments on what is being done in the area of land records modernization and standardization around the State of Wisconsin and other areas.

### 7. Land Information Council

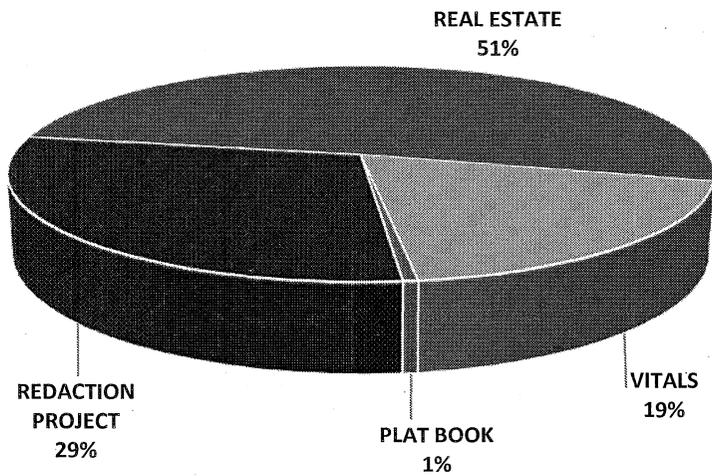
2009 Wisconsin Act 314 was enacted on May 12, 2010 and became effective June 25, 2010. Act 314 renumbered, amended and created statutory languages relating to the charging of fees collected in the Register of Deeds Office, the redaction of social security numbers from electronic documents and the creation of the Land Information Council.

#### Standards:

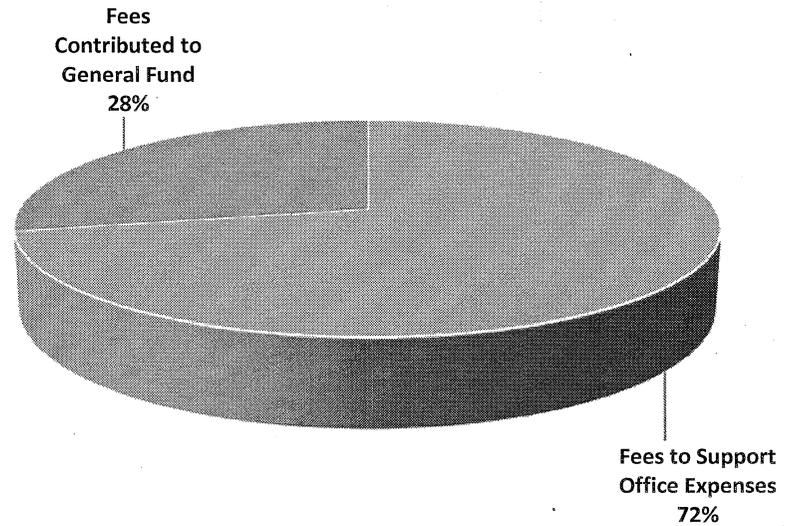
- a. To serve on the Land Information Council – meeting twice a year.
- b. To review the priorities, needs, policies and expenditures of the Land Information Office.
- c. Advise the County on matters affecting the Land Information Office.
- d. The Land Information Council does not replace, nor diminish the role of the Land Records Committee.

**2016 BUDGET  
REGISTER OF DEEDS**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Register of Deeds

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	6.8	6.8
Salaries	291,922	291,922
Fringe Benefits	186,517	186,517
Operating Expense	227,848	227,848
Capital Outlay	5,200	5,200
Allocation of Services	(24,000)	(24,000)
<b>Total Expense</b>	<b>687,487</b>	<b>687,487</b>
Revenue	756,739	762,739
Fund Balance Applied	201,904	201,904
Tax Levy	(271,156)	(277,156)
<b>Total Revenues</b>	<b>687,487</b>	<b>687,487</b>

The majority of the revenue collected by the Register of Deeds Office is derived from fees for real estate transactions and registering. The real estate transfer fee is based on \$3 for every \$1,000 of value in a real estate transaction.

The improving housing market and low mortgage rates have resulted in an increase in anticipated real estate transfer fees (RETF) in 2015 from the budgeted amount of \$235,000 to an estimated \$280,000. Register of Deeds Randy Leyes has conservatively estimated that RETF will decrease slightly in 2016 due to rising interest rates and higher home prices. I am recommending that we be slightly more optimistic and budget \$270,000.

Effective June 1, 2010, the real estate registry fee changed from a per page charge for legal documents recorded in the Register of Deeds Office to a \$30 flat fee. The Register of Deeds retains half of the \$30 fee, \$8 remains with Rock County for land records modernization, and the State of Wisconsin retains \$7. Mr. Leyes estimates that 25,000 documents will be filed in 2016. This is a \$30,000 decrease from the \$405,000 budgeted in 2015.

In August 2012, the Register of Deeds signed a contract with Fidlar Technologies to redact Social Security numbers from their records. They have since scanned, enhanced, and indexed approximately 440,000 hard copy records. Indexing of the imported images started in 2014 and will continue in 2016. Mr. Leyes requests a carryover of \$201,904 in unspent redaction funds for this on-going project. The revenue and expense for the project are budgeted in a separate program account titled ROD Redaction Project.

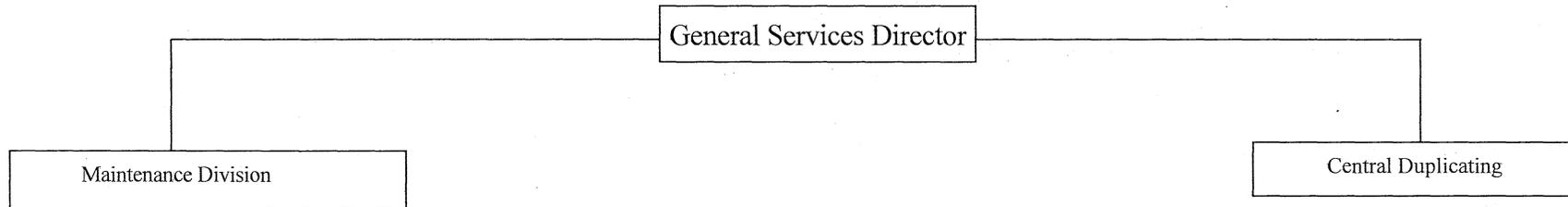
The recommended budget contains \$277,156 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$4,888 or 1.8% less than the amount used to offset the property tax levy in 2015.

#

## H. General Services Committee

	<u>Page</u>
General Services Department.....	1
Administrator's Comments.....	5

## General Services Department



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	General Services Director
2.0	Facilities Superintendent
1.0	Printing Services Coordinator
2.0	Crew Leader
1.0	Mechanical Maintenance Supervisor
7.0	Maintenance Worker IV
5.0	Mechanical Maintenance Worker III
2.8	Administrative Assistant
<b>21.8</b>	<b>Total</b>

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>		
Administrative Assistant	0.2	0.2
<b>Deletions</b>		
Printing Services Coordinator	0.6	0.6
<b>Reallocations</b>		
Mechanical Maintenance Worker III (From 1258 Range 2 to Newly created Steps A-C)	1.0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: General Services

---

### GENERAL SERVICES DEPARTMENT

#### FACILITIES MANAGEMENT

Rock County owns and operates public facilities necessary to County agencies for the proper performance of their duties and functions. The portfolio of County buildings under the oversight of the General Services Department totals 1,190,670 square feet, valued at approximately \$285,000,000.00.

This portfolio does not include the buildings overseen by the Public Works Department (Highway, Airport, Parks), nor the Fairgrounds.

#### FACILITIES MAINTENANCE

Operating expenditures include materials and supplies required to maintain the exterior and interior, of County Buildings, plus the surrounding grounds. Also included are materials for the heating, cooling, plumbing and electrical systems in all the buildings. In addition to the work performed by skilled in-house maintenance personnel, service contracts cover work related to elevator service, chiller and boiler maintenance, sprinkler/fire, and security systems. The County's investment in on-going building improvements and preventative maintenance helps stabilize the scope of needed building repairs, but what cannot be controlled is the increasing cost of materials and services in recent years.

#### FACILITY CAPITAL IMPROVEMENTS & CONSTRUCTION

The County threshold, when maintenance becomes a capital improvement currently stands at \$50,000.00. When the work entails the construction of a county building the cost can run into the millions. In order to plan ahead for such capital expenditures, County Administration publishes a five year capital improvement plan called the CIP. Like other County Departments, General Services submits its projects for inclusion in the CIP.

General Services serves as the lead agency in the management, planning, design, operation, construction, renovation and occupancy of its buildings. Specifically:

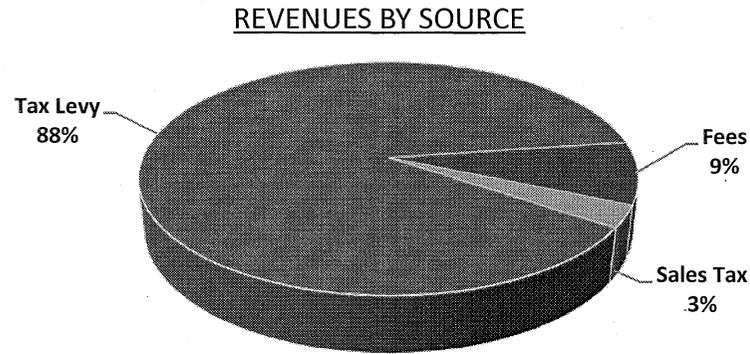
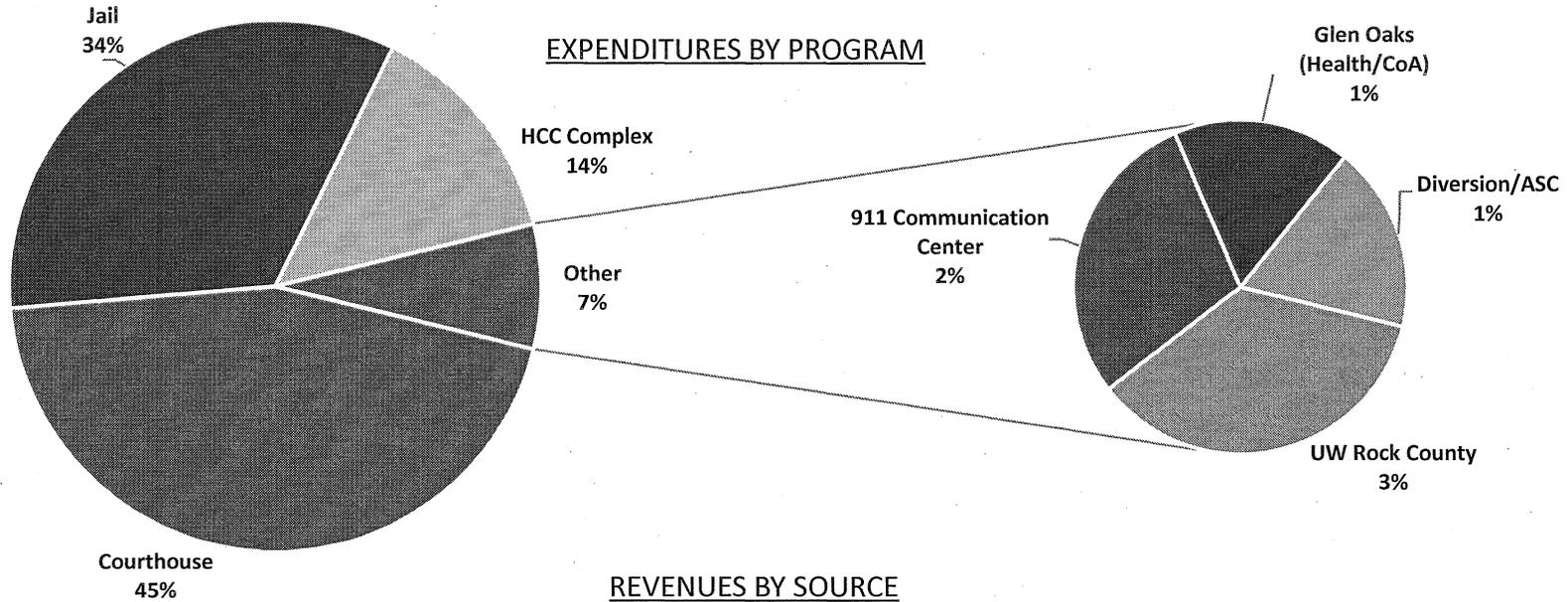
- a) To manage the hiring of architectural/engineering design firms.
- b) To serve as contract administrator on remodeling/construction projects.
- c) To coordinate and manage department involvement in program design.
- d) To coordinate and manage the planning and design of County buildings.
- e) To provide oversight and serve as the lead agency during design and construction.

#### AGENCY SUPPORT SERVICES

While not in the business of serving clients directly, General Services provides support and services to county departments in a number of areas including:

- ❖ A central duplicating operation serving all departments.
- ❖ A central mail processing operation.
- ❖ Key control
- ❖ Courthouse weapons screening contract oversight.
- ❖ Safety
- ❖ Energy management
- ❖ Air quality

**2016 BUDGET  
GENERAL SERVICES - OPERATIONS**



- As building expenses are cross-charged to the occupying departments, the following buildings are not shown:

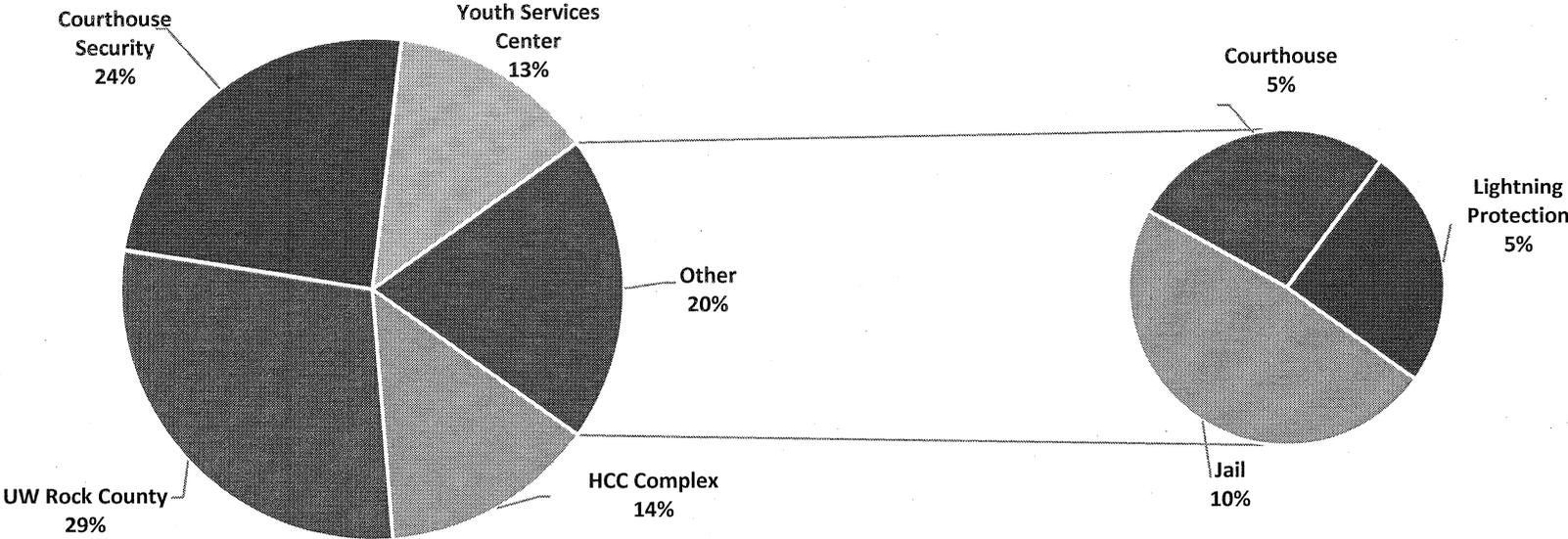
Youth Service Center & Job Center.

-Additionally, several of the above buildings expenses are substantially affected by the cross-charge that minimizes costs and include:

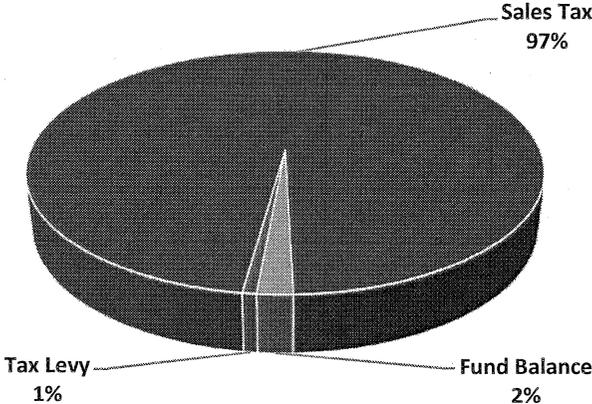
Glen Oaks (Health-CoA), HCC, Comm. Center, Diversion/ASC, & UW-Rock County.

**2016 BUDGET  
GENERAL SERVICES - CAPITAL**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### General Services

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	22.6	22.6
Salaries	1,142,040	1,140,040
Fringe Benefits	468,608	468,608
Operating Expense	3,070,776	3,059,376
Capital Outlay	4,068,412	2,664,461
Allocation of Services	(2,238,677)	(2,373,622)
<b>Total Expense</b>	<b>6,511,159</b>	<b>4,960,863</b>
Revenue	150,000	2,334,645
Deferred Financing	0	0
Fund Balance Applied	38,396	38,396
Tax Levy	6,322,763	2,587,822
<b>Total Revenues</b>	<b>6,511,159</b>	<b>4,960,863</b>

The General Services Budget contains a number of accounts. The main General Services account funds the maintenance and operational costs for the courthouse and contains staff costs, which in some cases are charged out to various building accounts. The main account also funds the operating costs for Central Duplicating. In prior years the main account also contained operating costs for the jail and UW-Rock County. In 2016, separate accounts have been established for the jail and UW-Rock County to improve expenditure tracking.

The weapons screening station contract at the Courthouse is in the second of a three-year contract. In 2016, the weapons screening contract is budgeted for \$69,000.

There have been a number of changes to operations of the General Services Department that are reflected in the 2016 budget. First, a long-time central duplicating staff retired in 2015 and was replaced with a part-time staff person, at 16 hours per week or 0.40 FTE. This change is formalized in the 2016 budget, resulting in a cost savings. Second, the purchasing operation for office supplies was consolidated in the Finance Department. This will free up time for staff who previously ordered office supplies for departments to provide additional support for core General Services operations. Third, General Services Director Rob Leu has requested a 0.8 FTE Administrative Assistant be increased to 1.0 FTE. I am recommending this change because it will also increase the amount of resources available to support core General Services operations. Taken together, these changes are intended to focus the department on facilities management and increase the time the Director and facility superintendent have available to spend working on projects rather than administrative tasks.

Mr. Leu has also requested that the pay range for the position of Mechanical Maintenance Worker III be adjusted to be more comparable with other General Services maintenance staff. I am not recommending this change at this time. Instead, the Human Resources Department will review this request as part of the expanded classification plan study required by County

ordinance in 2016. (See additional background on the expanded classification study in the Administrator's Comments for the Human Resources Department.)

Mr. Leu has requested a motor pool van to transport staff and supplies to various facilities, particularly as General Services staff have taken on a role in supporting County staff in leased facilities such as the Eclipse Center in Beloit and the Franklin Street and Court Street offices in Janesville. The vehicle request is recommended. The vehicle will be purchased through the motor pool and paid for through mileage charges in the General Services main account.

The Jail Capital Improvement account includes funding as noted for a number of projects and equipment purchases, as noted below:

\$ 74,057	Articulated Loader
\$ 34,000	Chiller Control Upgrade
\$ 25,000	Shower Refurbish
\$ 20,000	Cart Wash Area Refurbishing
\$ 20,000	Hot Water System Piping Engineering
\$ 9,500	Grease Trap Replacement
\$ 7,600	Kitchen Hall Flooring
<u>\$ 5,136</u>	Carpeting
\$195,293	

I recommend that the cost for these projects and equipment be funded using sales tax except for the carpeting, which will be funded with tax levy.

In 2015, the sewer/grinder project was funded at \$250,000, but cost estimates now greatly exceed that amount. No additional funding is included in 2016 as options will need to be explored. Supplemental funding may be required to complete the project in 2016.

At the Courthouse, the main expense in 2016 will be a roof replacement for several areas of the 1955 Courthouse at a cost of \$103,000 to be funded with sales tax. Work also continues on the Courthouse Security Project. In 2015, the County Board approved design services for Phase I to include

video surveillance, door controls and monitoring, duress alarms, and a card access system. Further study is needed on options for facility redesign related to security screening, and I expect the County will soon contract for the development of more detailed options. In addition, I am recommending an additional \$500,000 be set aside in the 2016 budget from sales tax proceeds to fund future phases of the Courthouse Security Project.

At UW-Rock County, Mr. Leu requests \$941,000 for parking lot reconstruction. I am recommending the reconstruction of the student parking lot at a cost of \$535,050 to be funded with sales tax. The student parking lot is the largest parking area and is in significant disrepair. Other work budgeted in 2015, including the mass notification system and replacement of the air handlers, should be completed in 2016.

The Job Center was purchased in December 2014, and staff have spent 2015 evaluating facility needs, which are significant. Job Center projects recommended in 2016 include:

\$ 69,000	HVAC Replacement (2 units)
\$ 33,810	Parking Lot Pole Lights
\$ 20,716	Sidewalk Replacement (building entrance)
\$ 20,448	Carpet Replacement
\$ 14,700	Restrooms Design
\$ 8,760	Sidewalk Replacement (Center Ave.)
\$ 4,500	Electrical Engineering
<u>\$ 10,000</u>	Other Miscellaneous
\$185,734	

These projects will be funded with revenue generated from tenant rent payments. In addition, I recommend setting aside \$290,000 in sales tax funds for additional projects that may arise in 2016. For example, reviews of the electrical system, building exterior, or restrooms may result in a need to continue moving through the construction process in advance of funds being budgeted for 2017. I feel this necessary given the extent of facility needs as the County is responsible to staff and tenants for maintaining a safe and comfortable work environment. In the future, I expect most facility improvements to be funded through rent payments.

The Health Care Center Complex (HCC) account funds the maintenance and repair costs of the Health Care Center Complex. The departments and other operations that occupy the buildings are charged rent, which is handled from an accounting perspective as a cost allocation in the budget. A new project in 2016 is roof replacement over the IT offices at a cost of \$44,000. Also requested is \$700,000 to replace and upgrade four elevators at the HCC. I am recommending replacement of one elevator at \$180,000. Staff will assess the remaining elevators after the first elevator is completed. This account also funds the cost of maintaining the old Rock Haven building in a mothballed condition, which is estimated at \$48,000 with the largest portion in utilities. (Also note that the facility houses the Medical Examiner Department's temporary morgue.)

Due to the cost of maintaining the old Rock Haven, the cost for maintaining vacant space in the Health Care Center, and the cost to maintain the vacant mothballed Janesville Counseling Center (JCC) building, I am recommending \$60,000 be set aside for a study of the physical infrastructure needs of these facilities and options for maintaining, remodeling, or abandoning facilities at the County complex. This study will develop options as to how and whether to continue spending money on these facilities.

The tax levy in this account covers only the costs allocated to vacant space in the HCC Building and the costs of the old Rock Haven building, as noted above. These costs total \$398,987 for 2016.

Other recommended capital projects include door and sidewalk replacement at the Glen Oaks building (\$9,050), roof replacement at the Youth Services Center (\$127,079), parking lot reconstruction (\$56,000) and light replacement at the Communications Center (\$8,000), additional funds for the lightning protection project at the complex (\$100,000), and other miscellaneous improvements.

In total, the tax levy recommended for the General Services Department is \$2,587,822, which is an \$88,034 or 3.3% decrease from the prior year.

#

# I. Health Services Committee

	<u>Page</u>
Rock Haven .....	1
Administrator's Comments.....	8



# Rock Haven

## Present Personnel (Full Time Equivalent)

	<b><u>Administration</u></b>
<u>1.0</u>	Nursing Home Administrator
<b>1.0</b>	<b>Total</b>
	<b><u>Environmental Services</u></b>
<u>14.0</u>	Environmental Services Worker
<b>14.0</b>	<b>Total</b>
	<b><u>Materials</u></b>
1.0	Materials & Environmental Services Manager
2.0	Central Supply Clerk
0.9	Administrative Assistant
<u>1.0</u>	Clerk-Receptionist
<b>4.9</b>	<b>Total</b>
	<b><u>Personal Services</u></b>
<u>0.6</u>	Beautician
<b>0.6</b>	<b>Total</b>

	<b><u>Food Services</u></b>
1.0	Food Service Manager
0.8	Assistant Food Service Manager
3.0	Food Service Supervisor
5.4	Cook
<u>9.4</u>	Food Service Worker
<b>19.6</b>	<b>Total</b>
	<b><u>Nursing Administration</u></b>
1.0	Nursing Staff Coordinator
2.0	Administrative Secretary
0.5	Administrative Assistant
<u>2.0</u>	Unit Clerk Coordinator
<b>5.5</b>	<b>Total</b>

## Rock Haven

### Present Personnel (Full Time Equivalent)

<u>Nursing Services</u>	
1.0	Director of Nursing
2.6	Assistant Director
3.7	Nursing Supervisor
22.0	Registered Nurse
2.0	MDS Nurse
12.4	Licensed Practical Nurse
<u>82.6</u>	Nursing Assistant
<b>126.3</b>	<b>Total</b>
<u>Program Services</u>	
1.0	Activity Director
2.0	Master Social Worker
<u>6.0</u>	Activity Therapy Assistant
<b>9.0</b>	<b>Total</b>

<u>Finance</u>	
1.0	Controller
1.0	Accountant
1.0	Account Clerk III
<u>1.0</u>	Account Clerk II
<b>4.0</b>	<b>Total</b>

**184.9 GRAND TOTAL**

## Rock Haven

### Summary of Personnel Modifications

	<b>Dept. Request</b>	<b>Admin.Rec.</b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Rock Haven

---

### INTRODUCTION

Rock Haven is a 128-bed skilled nursing facility. We accept Medicare, Medicare Advantage plans, Medicaid and Private Insurances. Rock County residency is required for admission.

### ROCK HAVEN SERVICES

Rock Haven staff care for residents with a variety of health concerns including brain injuries, Multiple Sclerosis and acute illness requiring complex medical and nursing care such as IV therapy, feeding tubes, tracheotomy care, dialysis patients; oxygen therapy, or those here for short term skilled rehabilitation services. In addition, staff cares for residents with memory loss, chronic mental illness and developmental disabilities.

### REGULATORY OVERSIGHT

Wisconsin Administrative Code, Chapter HFS 132, and the Federal Nursing Home Regulations and Interpretive Guidelines direct the quality of care provided in long-term care settings. Nursing Homes are the second most regulated industry second only to nuclear fusion. In addition, key quality resources for long-term care include the Quality Measures and the Nursing Home Quality Initiative. Rock Haven is a partner in the Wisconsin Quality Initiative.

### ADMINISTRATION

The Senior Management Team members include the Nursing Home Administrator, Director of Nurses; Controller, Materials/Environmental Services Supervisor; Food Service Manager; and Facilities Superintendent.

The Facility is committed to the Quality Assurance Performance Improvement and will continue to teach and utilize the QAPI program to improve care and services at Rock Haven. As a team, we are committed to reducing our reliance on property tax levy.

**Goal:** Develop long and short-range objectives in order to assure that facility programs and resident care are maintained and improved.

### **Objectives:**

1. Interpret the philosophy and goals of the facility in order to provide staff with adequate information and guidance to achieve the goals.
2. Set an example of good resident relations and care for staff by demonstrating desired supervisory techniques and resident and family interaction.
3. Delegate responsibility and authority to appropriate staff in order to carry out the work of the facility.
4. Evaluate the quality of resident care and the efficiency of services in order to maintain care standards by reviewing the facility's goals, objectives, resident care plans and adherence to management policies and procedures.
5. Coordinate department activities to assure departments work together toward the achievement of goals and activities by developing an information and communication system.
6. Communicate with staff to solve problems by the utilization of appropriate communication techniques such as staff meetings, department head meetings, counseling and coordination of written information.
7. Prepare an annual budget for the facility in order to appropriately allocate resources to meet the facility's financial and program objectives and to prepare in advance potential cost control and managerial actions that may be required.
8. Evaluate the implication of the budget on quality of care.
9. Ensure that the facility complies with Federal, State and local laws and regulations to meet standards of quality resident care.

### STAFF DEVELOPMENT

**Goal:** To ensure that Rock Haven has the ability to retain, attract and develop qualified staff capable of implementing and managing the county mission and vision. While providing the best care possible for our clientele.

---

## Charter: Rock Haven

---

### **Objectives:**

1. Present mandatory annual inservice presentations (fire safety, hazard communications, blood borne pathogen prevention, resident rights, abuse prevention)
2. Provide in-services and training sessions that address the unique needs of our resident population.
3. Provide general and department specific orientation for each new employee.
4. Educate when necessary for any new standards of care for the industry as they are developed by the industry.
5. Continue working and training staff on the new Quality Assurance Performance Improvement program being established in the Facility.

### **QUALITY ASSURANCE PERFORMANCE IMPROVEMENT**

**Goal:** To develop a proactive quality focus for provision of care and services at Rock Haven.

### **Objectives:**

1. Identify and address quality issues and implement corrective action plans as necessary using preventive maintenance programs, QA audits, and Quality Measure reports to determine committee focuses.
2. Collect and analyze infection case data monthly, quarterly, and annually to detect trends.
3. Coordinate annual resident and staff influenza immunization.
4. Utilize the Federal guidelines in developing the QAPI program within the Facility.

### **ADMISSIONS**

**Goals:** To maintain a census of 124 at Rock Haven.

### **Objectives:**

1. Maintain communication with area referral sources and respond to phone and fax referrals within one hour of message.

2. Work with Developmental Disabilities Board (DDB) and Human Services Department (HSD) to provide services to their clients.
3. Market services provided at Rock Haven through the website and community meetings.
4. To Provide Physical, Occupational, and Speech therapies to the Community.

### **NURSING AND PROGRAM SERVICES**

**Goal:** To provide quality care to every resident.

### **Objectives:**

1. Coordinate interdisciplinary assessment and care planning activities to meet the medical, mental, physical and psychosocial needs of every resident.
2. Coordinate nursing, therapy services, and family and community resources to assist residents to return to the least restrictive environment possible.
3. Assure nurse competence in complex nursing techniques such as IV therapy, tracheotomy care, feeding tubes, peritoneal dialysis and rehabilitative techniques.
4. Assure staff competence in the care of residents with dementia and chronic mental illness.

### **DIETARY DEPARTMENT**

**Goal:** Prompt recognition of nutrition and/or hydration concerns.

### **Objectives:**

1. Assess nutritional status of all residents upon admission quarterly, and change of condition.
2. Timely response to resident requests.
3. Meet with residents on a quarterly basis to determine menu choices.
4. Meet all State and Federal regulations concerning food preparation and storage and maintenance of a dietary department.

---

## Charter: Rock Haven

---

### ENVIRONMENTAL SERVICES/ MATERIALS DEPARTMENT

**Goal:** To ensure adequate supplies and tools necessary to provide quality care and services.

**Objectives:**

1. Monitor facility budget accounts on a monthly basis to assure budgetary compliance.
2. Work closely with nursing staff to assure that all resident supply needs are promptly met.
3. Provide a safe, clean, comfortable and homelike environment for all residents.
4. Provide a sanitary and orderly environment that respects residents' rights and preferences.
5. Work with department staff to develop a team approach to providing services.

### FINANCE DEPARTMENT

**Goal:** To provide accounts receivable, accounts payable, payroll and accounting services for the facility.

**Objectives:**

1. Assist residents and families to understand financial status and options.
2. Accurately bill Medicare A and B, Medicaid, private pay and insurance claims in a timely manner.

### MAINTENANCE DEPARTMENT

As an integral part of the Rock County Complex, the Maintenance Department maintains and services the electrical, heating, air conditioning, and power systems in a safe and efficient manner. The department also maintains the buildings, grounds, and vehicles to create the pleasant and comfortable physical environment necessary for the delivery of high-quality resident care.

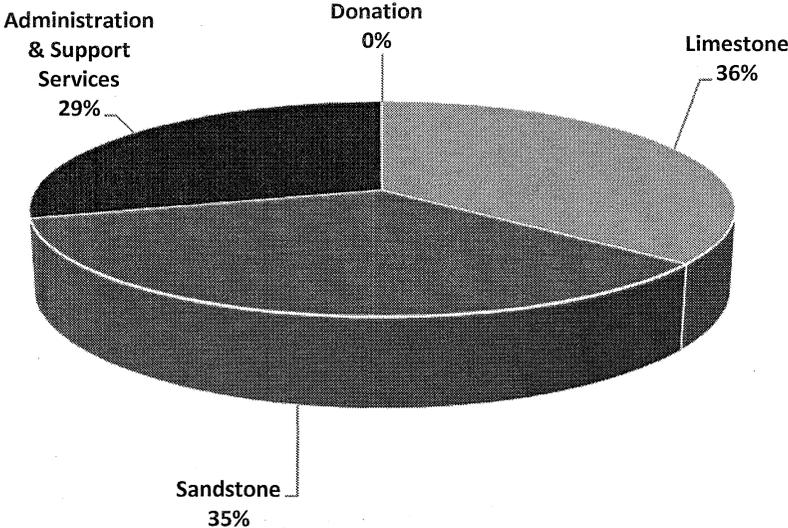
**Goal:** Comply with State of Wisconsin Department of Health and Family Services requirements for nursing homes (HFS 132) by meeting scheduled preventive maintenance due dates and documentation requirements.

**Objectives:**

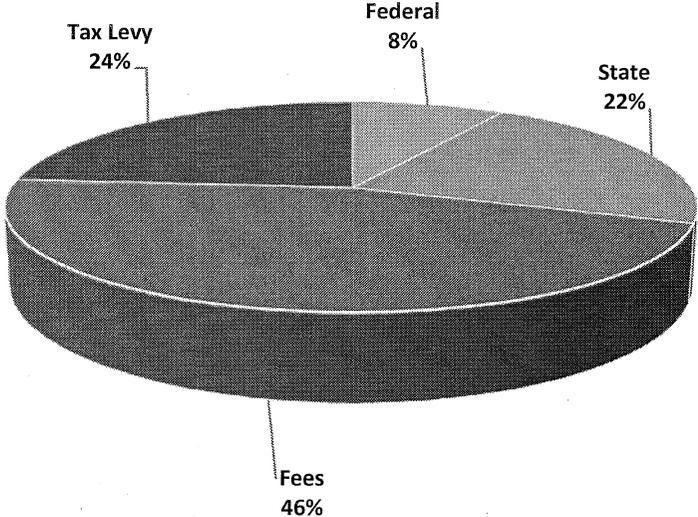
1. Complete weekly, monthly and annual preventive maintenance programs.
2. To create a pleasant comfortable environment.
3. Maintain active involvement in the facility Safety Committee as well as the county Safety Committee.

**2016 BUDGET  
ROCK HAVEN**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Rock Haven

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	184.9	184.9
Salaries	8,017,748	8,017,748
Fringe Benefits	4,493,767	4,493,967
Operating Expense	4,098,674	4,098,674
Capital Outlay	187,183	187,183
Allocation of Services	0	0
<b>Total Expense</b>	<b>16,797,372</b>	<b>16,797,372</b>
Revenue	12,802,957	12,802,957
Deferred Financing	0	0
Fund Balance Applied	0	0
Tax Levy	3,994,415	3,994,415
<b>Total Revenues</b>	<b>16,797,372</b>	<b>16,797,372</b>

The 128 bed Rock Haven facility was built in 2013 and replaced an outdated multi-story structure that was too costly to meet new life safety code regulations. The budgeted census for 2016 assumes 124 of the 128 licensed beds filled. The budgeted patient mix is 97 Medical Assistance residents, 15 Medicare residents, and 12 private pay residents. Therefore, we are assuming about 76% of the residents will be on Medical Assistance.

Patient mix in terms of payment source has a substantial financial impact on Rock Haven. Medical Assistance is a relatively poor payment source reimbursing a little more than 55% of the actual cost of care at \$174 per day, while Medicare and private pay provide better reimbursement. The net Medicare rate is about \$282 per day and private pay is currently \$300 per day for Skilled Nursing.

The Intergovernmental Transfer Program, which has been in place for many years, is intended to help cover losses created by the low reimbursement rate in the Medical Assistance program. It is expected to provide \$1,253,356 in 2016. This is approximately \$23,903 less than budgeted for 2015.

The County Board approved the purchase in 2015 of a new electronic health record system at a cost of \$54,874, which was less than the \$74,770 budgeted. The funding was derived from Rock Haven's net assets, which was approximately \$2.4 million at 12/31/14. In addition to the operational improvements and efficiencies this system will bring, the new software will also reduce costs in several areas. For example, software maintenance costs will be reduced by \$9,580, and duplicating costs will be reduced by \$3,000 due to less need for paper copies. The new software system is anticipated to be operational in January 2016.

Rock Haven has also requested several purchases in 2016 to improve operations as suggested by state surveyors, including equipment to improve Rock Haven's wound care program and a new code alert system that will improve monitoring of residents who have a tendency to wander. This code alert system is budgeted to cost \$171,283 and is recommended.

Additional cost increases in the 2016 budget include fourteen replacement computers and an overall anticipated increase in the cost of food.

The 2016 tax levy is projected to decrease and is due to a full year of having beds filled and Nursing Home Administrator Sue Prostko's efforts to control expenditures.

The 2016 recommended tax levy for Rock Haven is \$3,994,415, which is a decrease of \$183,766 or 4.4% from the prior year.

#

**J. Human Services Board**

	<u>Page</u>
Human Services Department.....	1
Administrator's Comments.....	18

**Human Services Department**  
**Present Personnel (Full Time Equivalent)**

<b><u>Agency Management</u></b>	
1.0	Director of Human Services
1.0	HSD Deputy Director
1.0	Administrative Services Division Manager
1.0	Controller
1.0	Technology, Records & Quality Management Supervisor
1.0	Medical Records Manager
2.0	HSD Program Analyst
2.0	Accountant
1.0	Support Services Coordinator
2.0	Secretary II
1.0	Accountant (Union)
2.0	Application Support Specialist
6.0	Account Clerk-HSD
1.0	HSD Support Specialist
2.0	Clerk III
2.0	Word Processing Operator
1.0	Medical Records Technician
1.0	Information Processing Operator
1.0	Account Clerk II
1.0	Clerk Typist II
1.0	Release of Information Coordinator
<b>32.0</b>	<b>Total</b>

<b><u>Economic Support</u></b>	
1.0	Economic Support Division Manager
1.0	Lead Economic Support Supervisor
3.0	Economic Support Supervisor
1.0	Economic Support Supervisor – Training
3.0	Lead Economic Support Specialist
36.0	Economic Support Specialist
8.0	Economic Support Specialist - Project
1.0	Secretary 1
1.0	Job Center Support Specialist
<b>55.0</b>	<b>Total</b>

<b><u>Economic Support - Job Center</u></b>	
2.0	Job Center Support Specialist
<b>2.0</b>	<b>Total</b>

<b><u>Children, Youth &amp; Families – Ongoing</u></b>	
1.0	Program Manager
2.0	Human Services Supervisor I
18.0	Juvenile Justice Specialist
1.0	Case Manager I/Case Manager II/Social Worker
2.0	Legal Steno
1.0	Administrative Assistant
<b>25.0</b>	<b>Total</b>

**Human Services Department**  
**Present Personnel (Full Time Equivalent)**

<b><u>Children, Youth &amp; Families – Access, I/A &amp; Ongoing</u></b>	
1.0	Children, Youth & Families Division Manager
1.0	Program Manager
8.0	Human Services Supervisor I
3.0	Master Social Worker
45.0	Case Manager I/Case Manager II/Social Worker
3.0	Administrative Assistant
1.0	Secretary I
<b>62.0</b>	<b>Total</b>

<b><u>Children, Youth &amp; Families – Youth Services Center</u></b>	
1.0	Youth Services Center Superintendent
1.0	Deputy Superintendent
3.0	Youth Services Center Supervisor
0.4	Registered Nurse
28.0	Youth Specialist
1.0	Case Manager I/Case Manager II/Social Worker
1.0	Administrative Assistant
<b>35.4</b>	<b>Total</b>

<b><u>Mental Health/AODA Services - Crisis</u></b>	
1.0	Program Manager
2.0	Human Services Supervisor II
1.0	Master Social Worker
10.6	Case Manager I/Case Manager II/Social Worker
8.0	Psychiatric Technician
1.0	Administrative Assistant
<b>23.6</b>	<b>Total</b>

<b><u>Mental Health/AODA Services</u></b>	
1.0	Mental Health/AODA Division Manager
1.0	Advanced Practice Nurse Prescriber
1.0	Human Services Supervisor II
1.0	Human Services Supervisor I
2.2	Registered Nurse
8.0	Master Social Worker-Certified
8.0	Case Manager I/Case Manager II/Social Worker
2.0	Family Crisis Worker
1.2	Psychiatric Technician
1.0	Secretary I
4.5	Administrative Assistant
<b>30.9</b>	<b>Total</b>

**Human Services Department**  
**Present Personnel (Full Time Equivalent)**

<b><u>Mental Health/AODA Services – Clinical Services for Children &amp; Families</u></b>	
1.0	Program Manager
2.0	Human Services Supervisor II
1.0	Human Services Supervisor I
9.0	Masters Social Worker
10.0	Case Manager I/Case Manager II/Social Worker
2.0	Family Skills Specialist
1.0	Administrative Assistant
1.0	CST Service Coordinator
1.0	Community Youth Specialist
6.0	Psychiatric Technician
<b>34.0</b>	<b>Total</b>

<b><u>Mental Health/AODA Services – Community Support Program</u></b>	
1.0	Program Manager
3.0	Human Services Supervisor II
3.0	Registered Nurse
15.0	Master Social Worker
6.0	Case Manager I/Case Manager II/Social Worker
1.2	Psychiatric Technician
2.0	Administrative Assistant
<b>31.2</b>	<b>Total</b>

<b><u>Long Term Support</u></b>	
0.5	Long Term Support Services and ADRC Division Manager
2.0	Human Services Supervisor I
19.0	Case Manager I/Case Manager II/Social Worker
0.5	Administrative Assistant
1.0	Word Processing Operator
<b>23.0</b>	<b>Total</b>

<b><u>Mental Health/AODA Services – Comprehensive Community Services</u></b>	
1.0	Human Services Supervisor II
<b>1.0</b>	<b>Total</b>

<b><u>Aging &amp; Disability Resource Center</u></b>	
0.5	Long Term Support Services and ADRC Division Manager
1.0	Human Services Supervisor I
1.0	Case Manager I/Case Manager II/ Social Worker
10.0	Information Assistance Specialist
2.0	Disability Benefit Specialist
1.0	Administrative Assistant
<b>15.5</b>	<b>Total</b>

**370.6 GRAND TOTAL**

**Human Services Department**  
**Summary of Personnel Modifications**

<b>New Positions</b>	<b>Dept. Request</b>	<b>Admin.Rec.</b>
<b>Mental Health/AODA Services</b> Registered Nurse	1.0	1.0
<b>Deletions</b>		
<b>Agency Management &amp; Support</b> Information Processing Operator	1.0	1.0
<b>Children, Youth &amp; Families – YSC</b> Youth Services Specialist (April 1)	1.0	1.0
Registered Nurse	0.4	0.4
<b>Long Term Support</b> Social Worker	1.0	1.0
<b>Mental Health/AODA Clinical Services for Children &amp; Families</b> Family Skills Specialist	1.0	1.0
Psychiatric Technician	1.0	1.0
<b>Reclassifications</b>		
<b>Agency Management</b> Clerk III to Administrative Assistant	2.0	2.0
<b>Mental Health/AODA Services</b> Master Social Worker to AODA Coordinator	1.0	1.0
Human Services Supervisor II to Program Manager	1.0	1.0
Human Services Supervisor I to Human Services Supervisor II	1.0	1.0
<b>Mental Health/AODA- CCS</b> Case Manager II to Master Social Worker	1.0	1.0
<b>Reallocations</b>		
<b>Transfers</b>		
<b>Mental Health/AODA-Clinical Services for Children &amp; Families</b> Case Manager I/Case Manager II/Social Worker to CFY-Access, I/A, and Ongoing	2.0	2.0
Master Social Worker to Mental Health/AODA- CCS	3.0	3.0
Case Manager I/Case Manager II/Social Worker to Mental Health/AODA-CCS	1.0	1.0
<b>Mental Health/AODA Services</b> Case Manager I/Case Manager II/Social Worker to Mental Health/AODA- CCS	1.0	1.0

**Human Services Department**  
**Summary of Personnel Modifications**

<b>Transfers (Continued)</b>	<b>Dept. Request</b>	<b>Admin.Rec.</b>
<b>Mental Health/AODA Services-Community Support Program</b> Master Social Worker to Mental Health/AODA CCS	1.0	1.0

---

## Charter: Human Services

---

### ADMINISTRATION

The Human Services Department continually strives to provide quality services in the most cost effective and efficient manner possible. The HSD Administration provides direction to the Department in the following areas: budgeting, planning, leading, managing, organizing, directing staff resources and providing information and education to the public on our programs.

**Budgeting:** Engage in cost effective and efficient allocation of limited fiscal resources balanced across Divisions to maximize resources in the delivery of services including responding to emerging areas of needs, optimizing the use of state and federal dollars, and maximizing available revenue sources.

**Planning:** Engage in short and longer-term Department planning to achieve the goals and objectives of the Department and Divisions in the delivery of services. Obtain community input through dialog, annual public hearings, advisory committees, and consumer satisfaction surveys.

**Leading:** Provide leadership and direction to Divisions to achieve the mission of the Department and the respective Divisions. Cooperatively and effectively work with the Management team to achieve the Department's mission. Communicate effectively and provide appropriate information to the Board and County Administration on Departmental operations.

**Managing:** Develop initiatives and organize work so that Departmental services and goals can be achieved in a cost-effective manner while maintaining quality service to clients. Continuously engage in evaluating programs and focus on best practice models.

**Organizing:** Utilize the most effective organizational structure to manage Department operations and achieve our goals in a cost effective and

efficient manner. Apply sound management and supervisory skills to assure proper professional program and fiscal management. Conduct evaluation of our service delivery system through the Quality Improvement process and through use of consultant services as needed.

**Staff Resources:** Allocate staff resources appropriately in the most cost effective and efficient manner consistent with delivery of quality services to clients. Work to ensure cross training of staff in appropriate areas to ensure continuity and increased flexibility within the Department. Work in cooperation with the Human Resources Department to fill, recruit, and hire qualified personnel; ensure accurate job descriptions consistent with work assigned and provide appropriate performance expectations. Conduct regular timely performance evaluations of staff and address staff development and training needs.

**Public Information and Education:** Provide information to the public and community agencies in a manner that supports collaboration and cooperation to achieve departmental goals on behalf of our clients. Maintain effective communication with community organizations.

### ADMINISTRATIVE SERVICES

The Administrative Services Division provides a wide array of support and fiscal oversight for the department. The Division consists of 29 full time employees and is broken into three main units.

**Budget, Procurement & Program Monitoring:** The key activities of this unit help to ensure fiscal and program objectives are being met through coordination and oversight of the Departments activities primarily in the areas of budgeting, provider contracts, grants, purchasing, program monitoring and accounting. There are six full time employees focused in this area including the Division Manager, two Program Analysts, two Accountants and one Secretary.

---

## Charter: Human Services

---

**Accounting:** The Accounting Unit prepares and processes the HSD accounts payable, accounts receivable, bank reconciliations, billings, collection of accounts receivable, expense allocations, journal entries, protective payees, prepares financial reports and purchase supplies. This unit also provides some facility management for the Job Center and leased office space. The Accounting unit is made up of ten full time employees. This includes a Controller, an Accountant, seven Account Clerks and one HSD Support Specialist.

**Technology, Records and Quality Management (TRQM):** This unit manages and monitors the electronic health record system for the Department along with other required and needed data systems. Staff provides training and technical assistance to the broader Department around utilization of these data systems and works to ensure data quality. TRQM also performs a wide range of administrative services including records management, release of information, data entry, transcription, and overall training and coverage coordination of administrative support staff throughout the Department. Staff also provides records management, release of information, forms, census tracking and diagnostic coding support to Rock Haven.

TRQM consists of a TRQM Supervisor, two Application Support Specialists, one Support Services Coordinator, one Clerk III, one Medical Records Manager, and seven medical records staff. This unit also provides medical records services to the Rock Haven nursing home.

### CHILDREN, YOUTH & FAMILIES

The Children, Youth & Families Division (CYF) is composed of Child Protective Services, Juvenile Justice and the Youth Services Center. A continuum of services has been developed within the division to provide case management and treatment for children and their families who have been referred to the Child Protection and Juvenile Justice Systems of Rock County. The Division's work is guided by the need to protect children from maltreatment and ensure public safety and juvenile accountability by using

evidenced-based programs and practices to increase the skills and competencies of clients to promote positive behavior change.

**Access, Initial Assessment and On-Going Services:** The function of the Access Unit is to assess and screen all incoming reports of possible child maltreatment. Access staff gather sufficient information to determine whether child maltreatment or the risk of maltreatment to a child exists. The Initial Assessment Units complete comprehensive assessments when reports of child abuse are screened in. Initial Assessment social workers interview and gather information based on state law and policy. Initial Assessments are completed within 60 days and determine whether abuse or neglect occurred and refer cases to services and/or the Circuit Court. Child Protection On-Going provides services to families where children have been determined to be abused or neglected. On-Going social workers provide case management to families under court supervision working toward reunifications or other permanent living option for children.

**Home Visitation Program:** In 2011 Rock County was awarded funding through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children & Families. The CYF Division has partnered with the Rock County Home Visit Network to enhance and expand home visiting services for underserved at-risk children and families. Through this partnership home visiting services will be provided in the homes of pregnant woman and children birth to five by family assessment workers and health educators. Funding by the State has been directed to target and to serve African-American families in Beloit.

**Child Protective Services (CPS) Substitute Care:** CPS Substitute Care provides funding for children in Kinship Care (children placed with relative caregivers), foster care, group homes or residential treatment. Federal and state aid is provided to Rock County based on formula allocations. Other funding sources to offset CPS substitute care include child support, tax intercept, social security disability. When the juvenile court has determined that children have been abused and/or neglected and their parents/caregivers cannot protect them, CPS social workers facilitate

---

## Charter: Human Services

---

the placement of children in one of the above mentioned placement options.

**In-Home Safety Services:** The In-Home Safety Services Initiative provides concentrated, in-home safety services to families in the CPS system. The overriding goal of the Safety Services Initiative is to maintain children in their homes whenever possible when it has been determined that the children are otherwise unsafe. Programming is designed to provide 24/7 coverage for monitoring and crisis response to families involved in the CPS system. Grant funds through the State of Wisconsin Department of Children & Families pay for a contracted agency to provide In-Home Safety Services.

**Post Reunification Services:** The Post Reunification Support Program is a State of Wisconsin Department of Children & Families grant program which provides funding to pay for services when children are reunified with their biological families. The goal of this grant is to provide services to children and families who are at high-risk of placement back into foster care after being reunified with their biological families.

**Children, Youth & Families Youth Aid:** The Youth & Family Youth Aids program (Youth Aids) is shared revenue funding provided by the Department of Corrections (DCF as of 2016) which pays for juvenile delinquency related services. Services including out-of-home placement, community supervision and the cost of youth placed in Juvenile Corrections.

**Community Intervention Program:** Community Intervention Program (CIP) funds are state allocations from the Department of Corrections. CIP funds are used for services to youth and families who require intensive community-based supervision. CIP funds also provide resources to pay for early intervention services to first-time offenders to prevent further delinquent activity. Funding partially offsets the salary of one Intensive Case Manager as well as a contract for parenting groups with the Family Resource Center.

**Mental Health Block Grant:** Mental Health Block Grant (MHBG) funding is provided by the WI DHS for services to children and youth with severe emotional disorders. MHBG funding is utilized to off-set the salary of one Intensive Case Manager within the CYF Division.

**Youth Services Center:** The Youth Services Center (YSC) provides 24/7 care of youth ordered into the facility through the Rock County Juvenile Court. The YSC is comprised of both Secure Detention and Shelter Care. The Secure Detention portion of the YSC provides secure care of youth who have been deemed a danger to the community and require secure detainment. The Shelter Care portion provides non-secure care of youth involved in either Child Protection or Juvenile Justice. The YSC also accepts placement of youth from surrounding counties.

### ECONOMIC SUPPORT

The Economic Support (ES) Division determines eligibility for residents of Rock County for various state and federal programs. The Economic Support Division Programs include: Medical Assistance (MA), Badger Care Plus (BC+), Caretaker Supplement (CTS), FoodShare (FS), Wisconsin Shares Subsidy Program- Child Care (CC), and Wisconsin Home Energy Assistance Program (WHEAP). These programs are operated under contract with the State and are required by State and Federal law.

**Economic Support:** The ES Division provides assistance to eligible individuals and families to receive federal/State entitlement benefits. The ES Division conducts thorough eligibility determinations, applies rules and regulations and local policies objectively and uniformly. The ES Division provides clients with all of the benefits to which they are entitled; works cooperatively with Consortia Partners, other County Divisions, Job Center and Community Partners to meet the separate needs of clients while preserving their dignity.

---

## Charter: Human Services

---

**Southern Income Maintenance (IM) Consortium:** The Southern IM Consortia was formed in 2012. Rock County is the lead fiscal and administrative agency for the Southern Consortia which includes six other counties who all staff the Southern Consortium Call Center. Economic Support Specialists determine eligibility for programs administered with the State of Wisconsin's Department of Health Services (DHS): MA, BC+, CTS, and FS.

Economic Support Specialists (ESS) determine eligibility by considering household income, assets, family size and household circumstances. ES Specialists in the Call Center complete applications, changes and responses on a timely basis as specified in program guidelines. Refer qualified Able Bodied Adults Without Dependents (ABAWDS) to the Food Stamp Employment and Training Program (FSET).

**Child Care Administration:** The Rock County Economic Support Division administers the Child Care program for the Department of Children and Families. The program provides assistance to the client in paying child care costs if the children are with an approved provider. There are income-eligibility tests for parents who are employed or participate in an approved activity. Rock County's ES Division also performs the certification of local in-home family child care providers.

**WHEAP:** Rock County Economic Support Division manages the local Wisconsin Home Energy Assistance Program for the State of Wisconsin's Department of Administration. WHEAP assists eligible low income households with their heating and electric costs. Eligible recipients may also receive assistance with furnace repair or replacement. Rock County contracts with an agency in Dane County to provide these services.

### LONG TERM SUPPORT

Long Term Support (LTS) provides case management and service coordination to adults who are Frail Elderly (age 65 and older) and people with Physical Disabilities (age 18-64). Individuals eligible for LTS

services must be both functionally and financially eligible, however, each program has specific requirements. Services provided by LTS are designed to enable people to live in the least restrictive community setting possible while maintaining maximum independence. In addition, LTS investigates all referrals of Elder/Adult Abuse and Neglect.

**Community Options Program (COP):** These are limited State funds used predominately for room and board/housing assistance. Eligible individuals must meet the Long Term Care Functional Screen (LTCFS)-COP eligible level of care. These funds are used to assist elderly, disabled, and mentally ill clients.

**Community Options Program-Waiver (COP-W) and Community Integration Program (CIP-II):** State and Federal funds are used to support elderly and disabled adults in the community (non-institutional settings.) Individuals must meet Nursing Home level of care via the LTCFS and meet asset requirements. Services include; supportive home care, respite, adaptive aids, medical supplies, home modifications, lifeline, meals, etc.

**Community Relocation Initiative (CRI):** State and Federal funds are used to assist elderly and disabled adults who are relocating out of nursing homes and into the community. Individuals must meet the LTCFS-nursing home level of care and financial eligibility. Once housing is found, CRI funds are used to support the individual in the community with the same services as provided by COP-W/CIP-II.

**Nursing Home Diversion (NHD):** State and federal funds are used to prevent placement of an elderly or disabled adult who is at imminent risk of moving to a nursing home. Individuals must meet the "imminent risk" requirement, the LTCFS-nursing home level of care, and financial eligibility. Services provided are the same as COPW/CIP-II.

**Alzheimer's Family Caregiver Support Program (AFCSP):** State funds are used to assist families affected by dementia. Eligible individuals must have a documented diagnosis of dementia and meet financial

---

## Charter: Human Services

---

eligibility. A \$2000 per-year stipend is provided to the caregiver's of eligible individuals and is typically used for respite.

**Basic County Allocation (BCA):** County tax levy is used to assist individuals in great need, but do not pass the LTCFS level of care required to obtain COP/COP-W/CIPII funding. These are limited dollars serving elderly and disabled adults who need a lesser degree of assistance to remain in the community. Services provided are the same as COPW/CIPII.

**Elder Abuse Funds (EA):** These State funds are intended for short term needs (up to 6 months) to stabilize crisis situations and address immediate concerns for vulnerable-elderly individuals age 60 and older. Services provided include, but are not limited to; advocacy, home care, housing assistance, medical services and service coordination.

### AGING AND DISABILITY RESOURCE CENTER

The ADRC offer's the general public a single source (one-stop-shop) for information and assistance on issues affecting older people and people with physical and developmental disabilities regardless of their income. The ADRC is considered the "gateway" to receive publicly-funded long term care programs such as COP, COP-W, AFCSP, etc. The ADRC is funded by State GPR and federal Medicaid administrative matching funds. The ADRC provides services free to the community.

**Information and Assistance (I & A):** I & A staff listen to customer's needs, provide options, assess abilities and limitations, complete the LTCFS for program eligibility, connect people to resources and follow-up for additional support. In addition, they receive and document all Elder/Adult Abuse and Neglect referrals from the community for investigation by LTS.

**Disability Benefit Specialists (DBS):** DBS assist individuals with financial issues/hardships such as helping them obtain Social Security Disability payments, appealing denials for financial benefits, assists

individuals with Medicare, Medicaid or private insurance issues as well as guidance on their legal rights.

**Dementia Care Specialist (DCS):** The DCS position is funded by a separate grant awarded to Rock County. The DCS position supports people with dementia and their families/caregivers by providing them resources and education on the disease. The DCS is also involved in creating "Dementia Friendly Communities" by building partnerships with local business and agencies in Rock County.

### MENTAL HEALTH AND ALCOHOL AND OTHER DRUG ABUSE SERVICES

The Mental Health/AODA Division works to create and sustain a welcoming system of high quality care focused on respect for the dignity of each person served. Evidence-based treatment, trauma-informed care, and person-centered recovery are the grounding principles that underlie the Division's culture of care. A Continuum of services is organized into four program areas: Crisis Intervention and Stabilization; Community Recovery Services; Outpatient Services, and Clinical Services for Children and Families.

**Crisis Intervention and Stabilization:** Rock County Crisis Intervention and Stabilization programs deliver services to individuals with emergency mental health needs and short term follow up stabilization supports. Key program areas include the Crisis Intervention Unit which provides 24/7 emergency services for Rock County residents in need of resolving a mental health and/or alcohol/drug related crisis through telephone and mobile on site supports. Crisis Stabilization Programs include a contracted 15 bed residential program and short term outpatient case management service to assist individuals at risk to remain in the community and connect with stabilizing supports. Finally, the Jail Re-Entry Stabilization service is a grant funded program to increase public safety by facilitating collaboration among the criminal justice, mental health and substance treatment systems to increase access to mental health and other treatment

---

## Charter: Human Services

---

services for those individuals being released from jail in the community with mental illness or co-occurring mental health and substance use disorders.

**Community Recovery Services:** Programs in this area deliver supports to individuals with significant mental health and substance abuse treatment needs who require more intensive services than traditional outpatient care. Goals of the programs include maximizing independence and helping individuals to improve their quality of life as they define it. The Community Support Program include three teams that provide multidisciplinary, community-based, treatment, case management and support services to adults living in the community with severe and persistent mental illness. Comprehensive Community Services or CCS is a less intensive outpatient psychosocial rehabilitation program provided to children and adults with mental illness, substance abuse, or a co-occurring diagnosis focused on removing barriers to independence and improved quality life associated with mental health and/or substance abuse. Rock County partners with Jefferson and Walworth Counties as the JRW Shared Services Regional CCS Program.

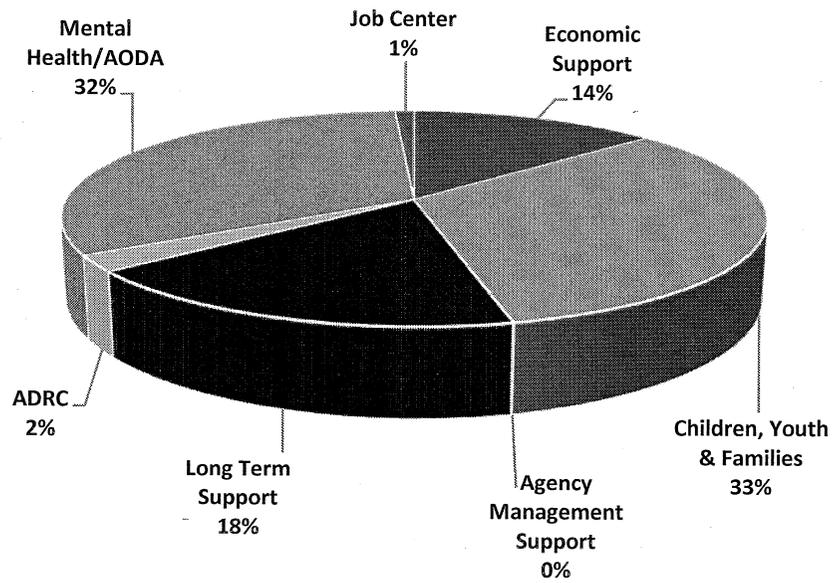
**Outpatient Mental Health and Substance Abuse Services:** Outpatient services includes broad mental health and substance abuse services delivered at three Rock County Counseling center clinic locations. The staff provides assessment, psychotherapy, case management, psychiatric evaluation and medication management, and coordination of care for clients with a range of behavioral health disorders. Substance Abuse services include screening and funding authorization for AODA treatment through contracted providers. The Intoxicated Driver Program involves assessment for those charged with OWI and development of Driver Safety Plans which could include education or treatment options to facilitate individuals' ability to regain a Driver's license. In addition, Rock County Counseling Center staff serve as the OWI Court and Drug Court Treatment teams and provide high quality evidence based treatment and community based case management services to participants in the Rock County OWI Court and Drug Court. The treatment teams work closely with other

partners including the District Attorney's office, The Public Defender's Office, Department of Corrections, the Judge and the Sheriff's Office to increase public safety by reducing recidivism.

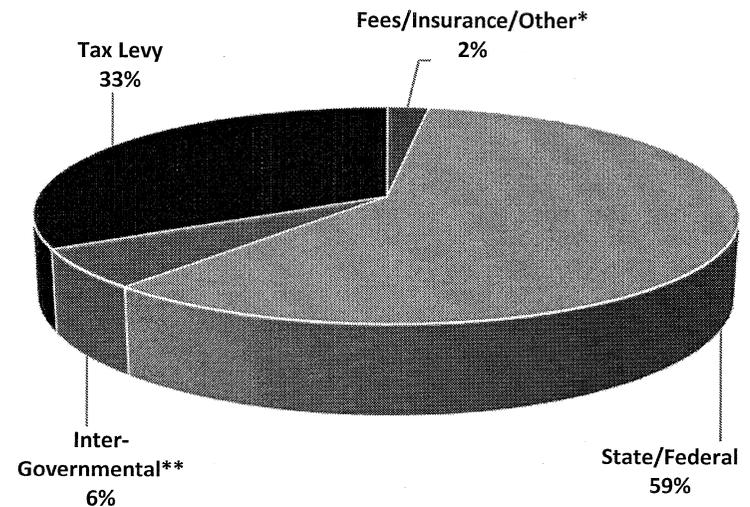
**Clinical Services for Children and Families:** This program area delivers an array of treatment services and service coordination supports to children, youth and families. To meet family needs staff provide these services in the home, community, and schools. The Family Crisis Unit provides community based, in home support to families who, because of the mental illness of a child or parent, are at risk of having a child being placed outside of the home in a hospital, or other out of home placement. CLTS is a Medicaid Waiver Program designed to serve children with long term support needs and provides funding for services to support children with physical disabilities, developmental disabilities, or severe emotional disturbances who would otherwise be at risk for institutional level care. The Coordinated Services team Program (CST) is a strength-based process in which a team develops and implements an individualized plan for a child with multi system involvement. The plan is an approach that responds to families with multiple, often serious needs in the least restrictive setting. FFT is an evidenced-based family therapy model that has been demonstrated to improve functioning for the youth and the family, reduce juvenile crime, and reduce out of home placements. Finally, children, youth, and families in the Juvenile Justice and Child Welfare Systems are provided services to reduce risk factors and increase protective factors to support long term health and wellness through the Family Skills and Diversion Unit.

**2016 BUDGET  
HUMAN SERVICES BY DIVISION**

EXPENDITURES BY DIVISION



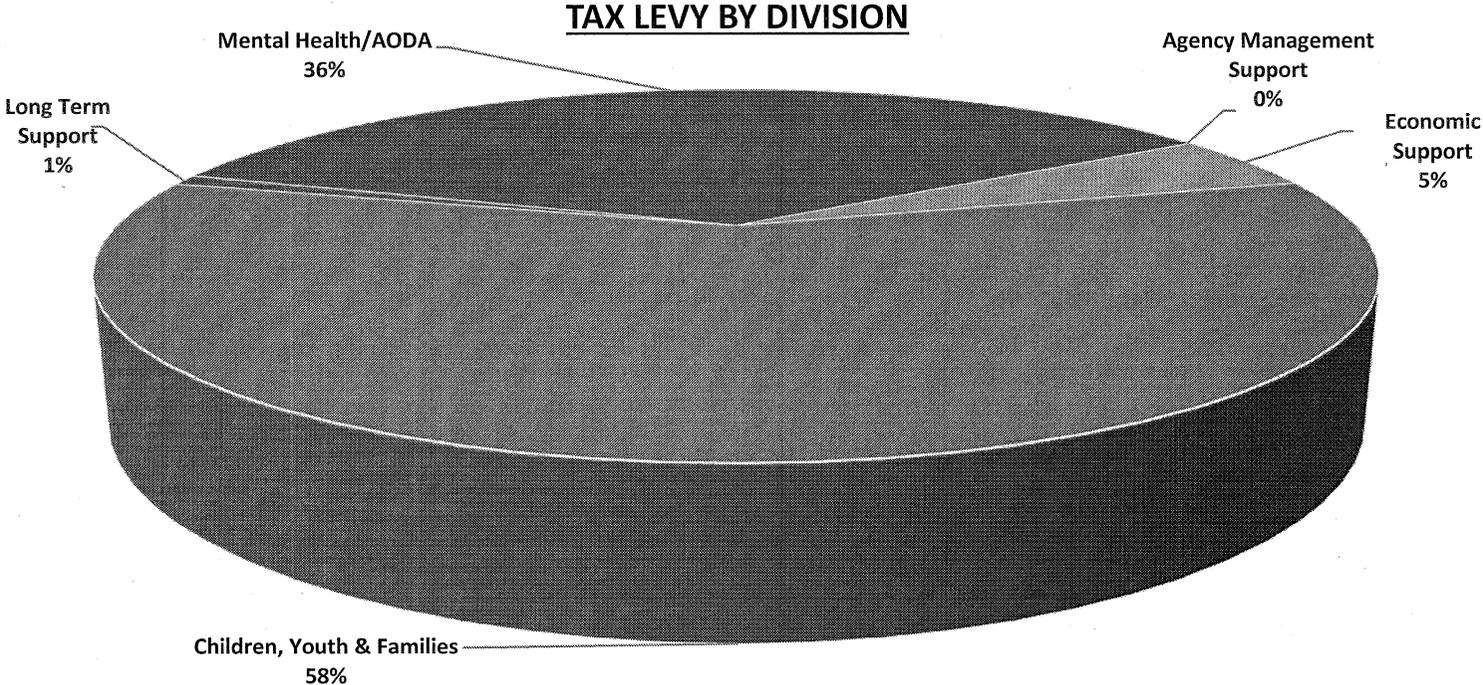
REVENUES BY SOURCE



\*Other includes Job Center rent, parental payments and tax intercept

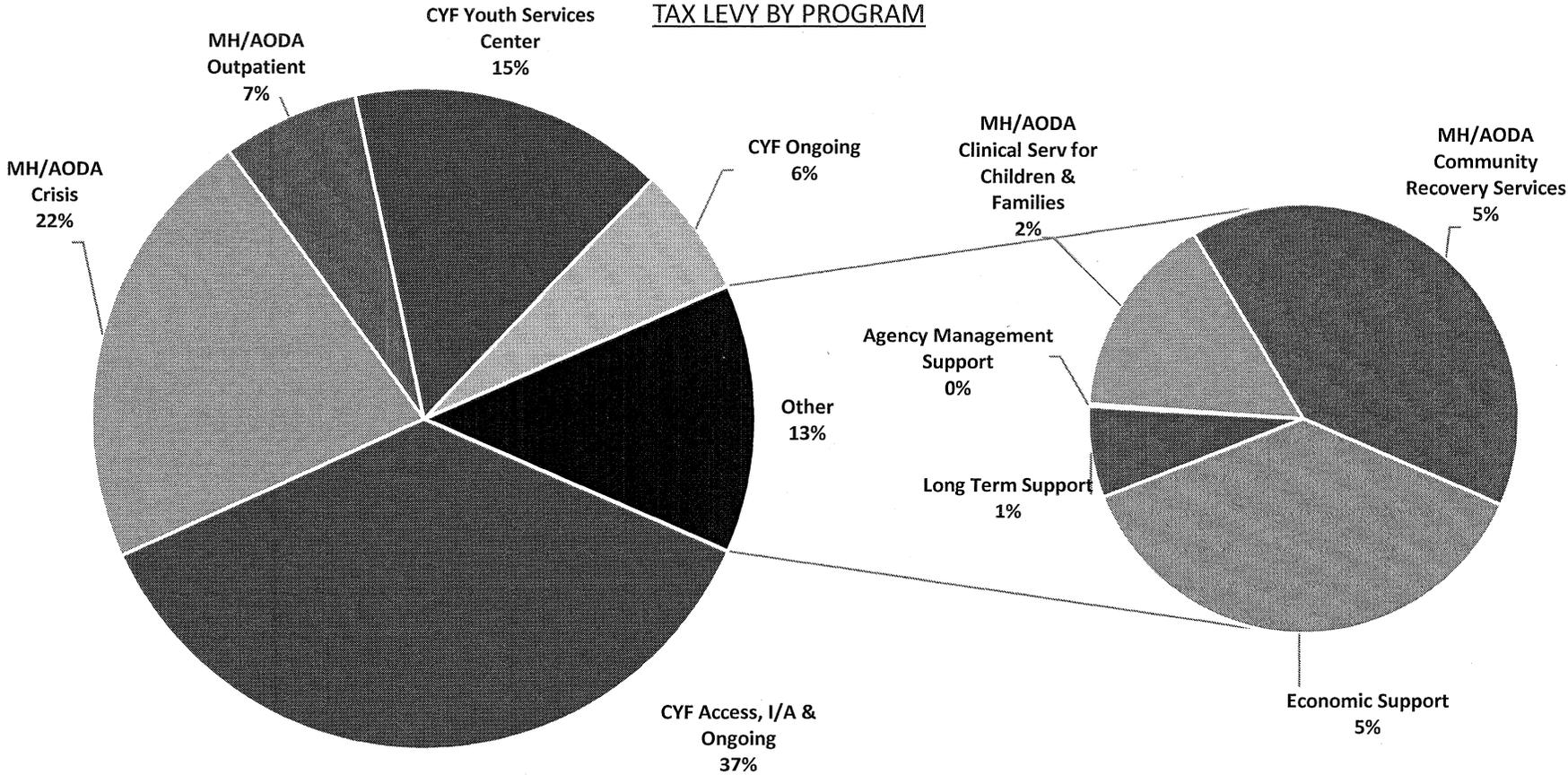
\*\*Includes Medical Assistance, Medicare, other County departments, other counties and school breakfast and lunch program.

2016 BUDGET  
HUMAN SERVICES



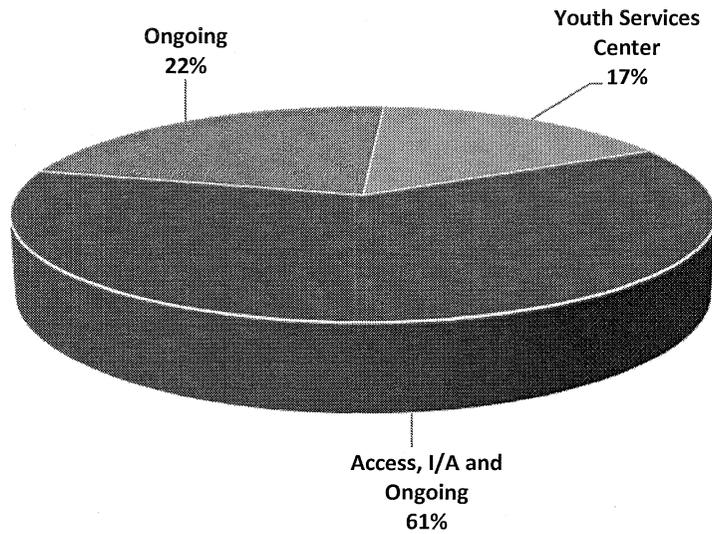
**2016 BUDGET  
HUMAN SERVICES**

TAX LEVY BY PROGRAM

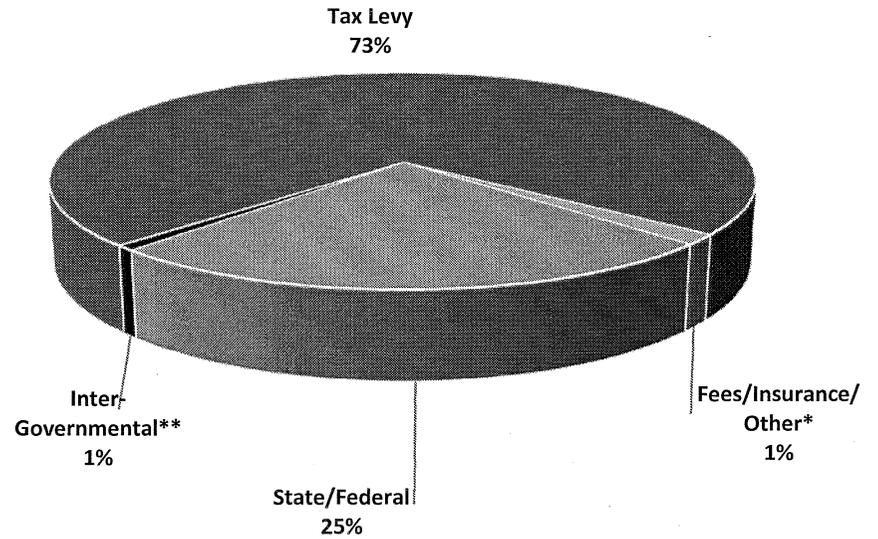


**2016 BUDGET  
CHILDREN, YOUTH & FAMILY**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE

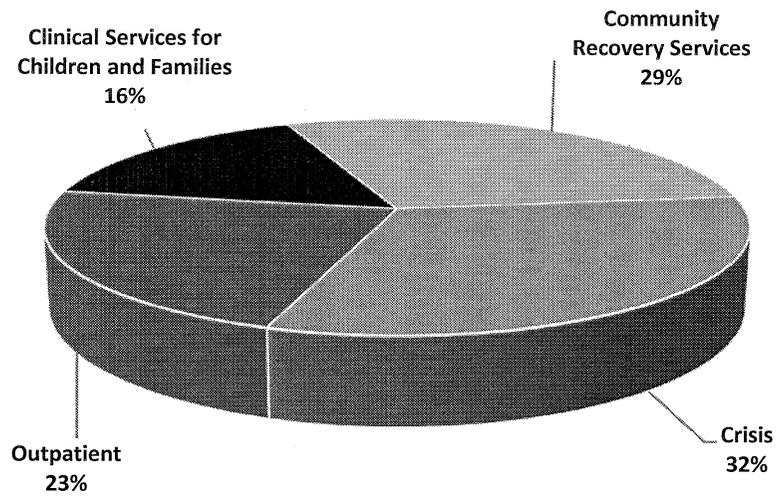


\*Other includes Job Center rent, parental payments and tax intercept

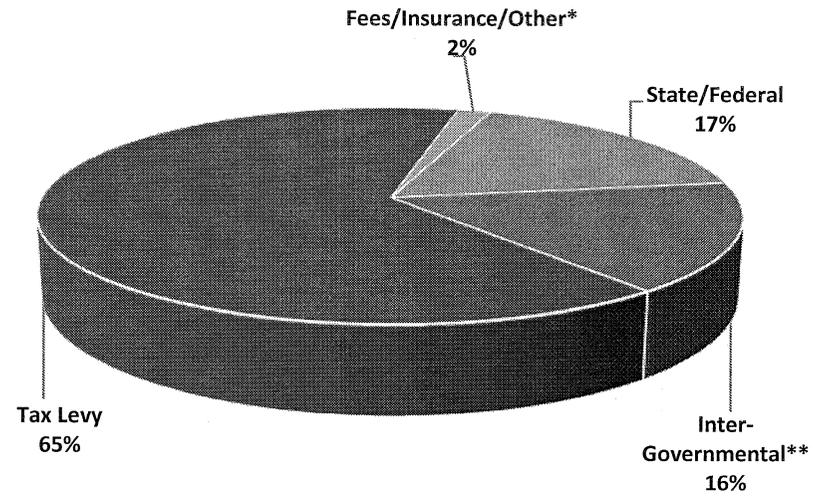
\*\*Includes Medical Assistance, Medicare, other County departments, other counties and school breakfast and lunch program.

**2016 BUDGET  
MENTAL HEALTH/AODA**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE

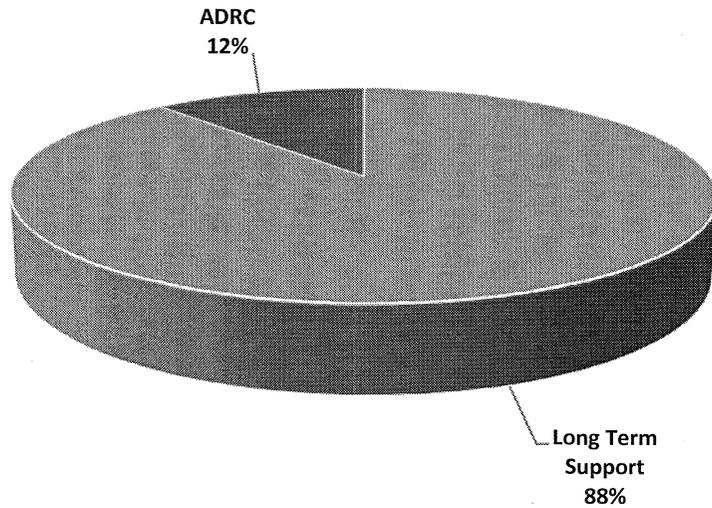


\*Other includes Job Center rent, parental payments and tax intercept

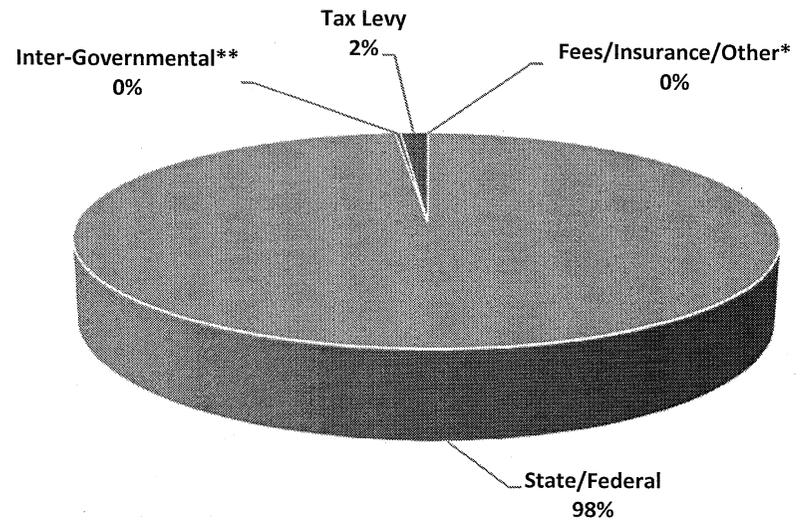
\*\*Includes Medical Assistance, Medicare, other County departments, other counties and school breakfast and lunch program.

**2016 BUDGET**  
**LONG TERM SUPPORT / AGING AND DISABILITY RESOURCE CENTER**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



\*Other includes Job Center rent, parental payments and tax intercept

\*\*Includes Medical Assistance, Medicare, other County departments, other counties and school breakfast and lunch program.

## Administrator's Comments

### Human Services Department

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	366.2	366.2
Salaries	19,703,143	19,703,143
Fringe Benefits	8,885,853	8,885,853
Operating Expense	32,514,603	32,804,603
Capital Outlay	132,370	132,370
Allocation of Services	(359,628)	(359,628)
<b>Total Expense</b>	<b>60,876,341</b>	<b>61,166,341</b>
Revenue	40,729,218	41,019,218
Transfer In		
Fund Balance Applied	42,304	42,304
Tax Levy	20,104,819	20,104,819
<b>Total Revenues</b>	<b>60,876,341</b>	<b>61,166,341</b>

A good description of the services provided by the Human Services Department is contained in the Charter printed at the beginning of the Human Services section of the budget.

The Human Services Department acts as the agent of the State of Wisconsin for carrying out many State programs such as child protection, juvenile justice, mental health, treatment for alcohol and other drug abuse (AODA), adult protection, long term support, economic support, and others. An increasing number of citizens have had to rely on these programs due to the impact of the recent recession. In addition, the population is aging. These factors have increased service demand and caseloads.

#### Children, Youth, and Families

Acknowledging that families receiving child protective services may also be receiving juvenile justice services, the 2014 County budget created an integrated Children, Youth, and Families (CYF) Division to better coordinate services to families who may fall under both Chapter 48 and Chapter 938 of the Wisconsin Statutes.

One area of particular concern for the 2016 budget is the trend of increased out-of-home placements for children and youth. CYF Division Manager Lance Horozewski describes this issue as follows:

The number of children in foster care has increased by 30% over the past 24 months. Several community factors are likely driving this significant increase in foster care, however, this phenomena is taking place throughout the State. We believe the heroin epidemic in the County and adults with untreated mental illness are contributing to the increase.

The increase in foster care placements leads to higher substitute care costs reflected in budget increases. The foster care increases are compounded by not having enough Level II foster care homes for children in Rock County. As a result, it requires placement in treatment level foster care homes at a higher cost and often in locations outside of the county. Higher out-of-home census also drives ancillary costs such as those related to transportation and supervised visitation.

The following chart tracks the average daily census of children in out-of-home child protective services placements from 2012-2014, with estimates made for 2015 and 2016. It also shows costs.

**CHILD PROTECTIVE SERVICES  
Out-of-home Placements**

	<u>Average Daily Census</u>					
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Projected</u>
Foster Home Level I	0	0	0	0	0	0
Foster Home Level II-V	80	89	99	94	112	102
Group Home	2	3	3	2	2	2
Residential Care Center	<u>11</u>	<u>13</u>	<u>16</u>	<u>12</u>	<u>10</u>	<u>11</u>
<b>TOTAL</b>	<b>93</b>	<b>105</b>	<b>118</b>	<b>108</b>	<b>124</b>	<b>115</b>

Expenditures

	<u>2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Budget</u>
Foster Home Level I	\$ 5,568	\$ 5,568	\$ 5,568
Foster Home Level II-V	1,688,527	2,192,359	2,066,740
Group Home	142,377	173,853	154,312
Residential Care Center	<u>1,693,734</u>	<u>1,416,517</u>	<u>1,638,575</u>
<b>TOTAL</b>	<b>\$3,530,206</b>	<b>\$3,788,297</b>	<b>\$3,865,195</b>

In 2016, the projected average daily cost for Level II-V Foster Homes is \$55.51; \$211.39 for a Group Home and \$408.11 for a Residential Care Center (RCC).

As indicated in the chart, it is estimated in 2015 that the average daily census for out-of-home placements will exceed the budgeted census by 16 individuals, and estimated costs will exceed the budget by \$258,091. Despite anticipating that the department's actions in 2016 will reduce out of home placements as compared to the 2015 estimate, costs for CPS out-of-home placements are expected to increase by \$334,989 as compared to the 2015 budgeted amount.

The following chart tracks the average daily census of children in out-of-home juvenile justice placements from 2012-2014, with estimates made for 2015 and 2016. It also shows costs.

**JUVENILE JUSTICE  
Out-of-home Placements**

	<u>Average Daily Census</u>					
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Projected</u>
Foster Home Level I	0	0	0	0	0	0
Foster Home Level II-V	8	8	6	6	11	8
Group Home	3	2	1	2	4	2
Residential Care Center	7	6	5	7	6	6
State Corrections	<u>3</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>3</u>
<b>TOTAL</b>	<b>21</b>	<b>17</b>	<b>13</b>	<b>17</b>	<b>24</b>	<b>19</b>

Expenditures

	<u>2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Budget</u>
Foster Home Level I	\$ 0	\$ 0	\$ 0
Foster Home Level II-V	277,416	470,030	359,078
Group Home	138,426	254,096	177,076
Residential Care Center	836,109	767,366	765,368
State Corrections	<u>221,938</u>	<u>317,382</u>	<u>315,396</u>
<b>TOTAL</b>	<b>\$1,473,889</b>	<b>\$1,808,874</b>	<b>\$1,616,918</b>

In 2016, the projected average daily cost for Level II-V Foster Homes is \$117.82; \$196.79 for a Group Home and \$338.68 for a Residential Care Center (RCC). The average rate for State Corrections is \$284.00.

As indicated in the chart, estimated out-of-home placements in 2015 were nearly double the number anticipated, and costs are expected to exceed the budgeted amount by \$334,985. In 2016, costs are expected to exceed the 2015 budgeted amount by \$143,029.

As recently as 2009 the County averaged 17 juveniles in State Corrections. At a cost in 2016 of \$284 per day per placement, the estimate for 2016 of an average daily census of three youth in State Corrections is a significant cost savings to the County compared to prior years. Despite these improvements, the Human Services Department does not have complete control over the number of children and youth for whom it may have to provide services or placements. Furthermore, the estimate of three youth in 2016 is an increase over the one youth that was budgeted for 2015. An increase in the average daily census of only one youth in State Corrections increases costs by about \$100,000.

One way in which the CYF Division manages its out-of-home juvenile justice placements is by continuing to provide more and better services through the Youth Services Center (YSC). Mr. Horozewski describes one change to the facility in 2016:

The CYF Division has proposed a capital project to combine two living units within the secure detention side of the Youth Services Center. There are currently five individual units within the facility. Removing the wall between the two largest units will create one "day room" unit and allow for more efficient staffing of the facility. The day room concept will allow for grouping youth in one area for school and other activities, rather than in five segregated pods. The project will benefit the youth in the facility and the day room area will be a more developmentally appropriate treatment setting for YSC staff to work with youth.

Funding for this project, budgeted at \$140,000 using sales tax proceeds, is contained in the General Services Department budget. Due to expected staffing efficiencies from this project, Ms. Klyve is requesting that a Youth Specialist position in the YSC be eliminated as of April 1. This request is recommended.

The YSC continues to implement its ACTIONS program as an alternative to sending youth to State Corrections, and has also budgeted renting space in the YSC to other counties at an average daily census of 1.6. Both these actions have a positive effect on the budget.

Requested and recommended expenditures in the CYF Division total \$20,032,885. This includes \$14,597,401 in tax levy, which is an increase of \$649,037 as compared to the 2015 budget.

### **Mental Health and AODA (Behavioral Health)**

One of the functions the State mandates the County perform is mental health and AODA services. Due to the success of the Department and its partners in providing outreach for the services the Division provides, the County Board in 2015 provided a supplemental appropriation to the Department to be able to continue to provide AODA services to those seeking them. Division Manager Kate Flanagan describes the status of this effort as follows:

Drug and alcohol addiction has a significant impact on our criminal justice system and physical health/mental health systems, and it continues to pose a significant problem in Rock County. The Human Services Department has responded to this need in recent years by broadening its array of services, expanding outpatient treatment resources to address Rock County's treatment court clients and also improving the professional co-occurring treatment competence among our mental health staff. In response to the goals and efforts of the Behavioral Health Redesign Steering Committee, HSD has worked to improve access to care and provide outreach to the highest utilizers of our system. In 2015, HSD experienced a budgetary shortfall related to increased demand, enhanced outreach efforts within the community and an overall increase in complexity and severity of addictions in the community related to the increase in heroin and other opiates addiction. In addition, insufficient local treatment resources has resulted in waiting lists for services even if funding was available.

The three-prong plan established in 2015 when HSD requested additional funding from the General Fund will continue into 2016:

1. Continue the newly created contracted AODA position to provide immediate outreach, case management and short term treatment services to individuals with immediate needs who are waiting for AODA services. The position will provide stabilization case management and treatment services to clients waiting for services to keep them engaged; link them with local recovery support groups; provide support and individual /group treatment.
2. Establish a budgeted monthly census for high cost residential services and admit eligible clients as slots become available while maintaining funding for an array of outpatient services with contracted providers in the community.
3. Continue to work strategically to link eligible clients with Medicaid and other insurance as a payer source for their treatment.

As the Division continues to implement a reorganization that began in 2014 and reacts to changes in service provision, it has identified additional modifications to the organizational structure for its outpatient services unit. Ms. Klyve is requesting several personnel changes, including reclassifications for a Human Services Supervisor II (to Program Manager), a Human Services Supervisor I (to Human Services Supervisor II), and a Master Social Worker (to AODA Coordinator). These changes will better reflect the clinical supervision needs of the Division and are recommended.

Another ongoing change for the Division is the implementation of the Comprehensive Community Services (CCS) program, which also began in 2014. Ms. Flanagan describes this initiative as follows:

CCS is a certified program under DHS Chapter 36, Wisconsin Administrative Code, which provides a flexible array of individualized community based psychosocial rehabilitation services to consumers with mental health or substance use issues across their lifespan. CCS, is a Medicaid benefit designed to serve individuals whose needs exceed what an outpatient clinic can provide but who are not in need of the high intensity services provided by the Community Support Programs (CSP).

CCS services are delivered as part of a Tri-County regional partnership with Jefferson and Walworth Counties. By operating

within this regional model, Rock County is eligible for 100% Medicaid cost reimbursement. This fiscal incentive will allow for the ongoing expansion of this program and increased access for Medicaid eligible consumers, without the need for additional tax levy to fund CCS services.

In the 2016 budget, HSD proposes to add a 0.75 Registered Nurse to the CCS Program (the remaining 0.25 of the position will supply needed flexible nursing coverage in the outpatient clinics). The Nursing support is a necessary service to provide assistance with medication management, support and health related psychosocial rehabilitation, all of which are CCS covered services. The budget request also includes the transfer of 6.0 FTE's, into the CCS Cost Center to fully organize CCS into its own program area. All 6.0 FTE's have already been working in the CCS program in 2015. In 2016, efforts within CCS will also focus on expanding the array of regional vendors for services and demonstrating our regional shared services model through mutual contracting with our regional partners. It is anticipated that CCS enrollment will double in 2016.

The transfer of FTEs into a separate CCS unit will make accounting and reimbursement much easier. With the complex needs of those served through the CCS program, the need for increased medication management and support for clients that can only be provided by a nurse is important to the success of the program. Ms. Klyve also requests the reclassification of a Case Manager II position to a Master Social Worker. These personnel actions are recommended.

As Ms. Flanagan notes, CCS provides full reimbursement of costs, which reduces what otherwise would be County costs. At the same time, the requirements for operating the program are stringent, and the Department will need to carefully manage the expansion and ongoing oversight of the program.

To better describe the integrated services provided by the Division and align with standard usage in the field, in 2016 the Division will be renamed the "Behavioral Health Division." This will also be consistent with the activities of the County's Behavioral Health Redesign Steering Committee,

which is chaired by Ms. Flanagan and provides feedback and direction to Department and community efforts in this area.

The Division will face several other challenges in 2016, including a budgeted reduction in out-of-home placements at the State institutes. In 2016, the Department is budgeting for an average daily census of 8.3 individuals at the State institutes, compared to a budgeted average daily census of 9.0 in 2015 and a census of 8.9 through August 2015. At an estimated cost of \$668 per day in 2016, budgeting at this level provides some risk for the County. The Division will have to carefully monitor its high-cost placements throughout the year.

The Division will also be making changes to the Family Skills/Diversion unit in its Clinical Services for Children and Families area. This includes the deletion of two vacant positions—a Family Skills Specialist and Psych Tech—and the transfer of two case manager positions to the CYF Division.

Requested and recommended expenditures in the Behavioral Health Division total \$19,744,639. This includes a tax levy of \$12,764,318, which is a decrease of \$624,760 from the 2015 budget.

### **Economic Support**

Beginning January 1, 2012, the State required counties to form multi-county consortia to administer economic support programs, including BadgerCare and FoodShare. The Southern Consortium is composed of seven counties that include Crawford, Grant, Green, Iowa, Jefferson, and Lafayette. Rock County serves as the fiscal and administrative lead county, which means that Rock County receives all state aid for economic support administration and then distributes it to the other counties. Rock County's caseload comprises 49% of the total caseload for the Southern Consortium.

As part of its responsibilities, the Economic Support (ES) Division operates a call center that increasingly serves as the point of contact for clients seeking to enroll in these programs. To manage caseloads in this environment, the Division is changing the way it staffs cases, which Division Manager April Heim describes as follows:

In order to be more flexible to change, Rock County ES has migrated to a more generic caseload and less specialized workers. In particular, all workers now carry a caseload and devote approximately 12 hours per week in the Call Center. This has been a big transition for ES workers but has given the Division better call center coverage. The increased flexibility allows Rock County to do "case-pooling."

Case-pooling means that individual caseloads are combining into one pool with shared responsibilities between those ES workers assigned to that larger caseload. This is a big transition for ES workers but ultimately gives the Division consistent intake and review appointment coverage, call center coverage and flexibility to cover cases when staff are out ill or on vacation. Worker duties can shift to where they are needed based on workload, priority, or customer need.

This change follows the transition staff made in 2015 to a more generalized caseload and dedicated call center hours, as Ms. Heim notes. Economic Support staff have done an excellent job in managing significant change over the last several years, including devoting necessary time for training on new requirements from the State that have increased workload and decreased personal interaction with clients.

The Economic Support Division also has responsibility for overseeing implementation of the Affordable Care Act (ACA), which began providing insurance coverage for previously uninsured individuals as of January 1, 2014. In 2016, the Division will retain the five project positions devoted to the ACA. October 2015 marks the third ACA open enrollment period.

In 2015, administration of the FoodShare Employment & Training (FSET) Program transitioned from the ES Division to the Southwest Wisconsin Workforce Development Board (SWWDB). The County retains responsibility for eligibility determination and processing sanctions issued by the SWWDB. The program helps FoodShare recipients improve their jobs skills and find employment, and participation is mandatory for Able-Bodied Adults without Dependents (ABAWDs). Thus far in 2015, this change has resulted in an increased number of appeal hearings, which the

County must process. The State provided funding for three project positions to handle this workload in 2015.

Additionally, the State is implementing a new FoodShare-on-Demand initiative in 2016 that will require staff in the call center to conduct interviews for priority cases immediately in hopes of getting benefits to clients sooner. This change will require careful management by the Division to ensure it meets revised performance standards established by the State.

Requested and recommended expenditures for the Economic Support Division total \$8,199,210. This includes \$989,793 in tax levy, which is an increase of \$8,823 from the 2015 budget.

#### Long Term Support / ADRC

The Department operates two distinct units under the umbrella of its Long Term Support (LTS) Division and Aging and Disability Resource Center (ADRC). The ADRC provides information and assistance to elderly individuals and those with disabilities, helps them apply for benefits, and is the point of contact for publicly funded long-term care benefits. LTS provides case management for the elderly and those with physical disabilities under the Medical Assistance waiver programs approved by the state and federal governments.

Division Manager and ADRC Director Jennifer Thompson describes the status of the ADRC and initiatives for 2016 as follows:

The ADRC of Rock County has been successful serving Rock County elderly, physically and developmentally disabled adults since opening in March 2013. In addition, the ADRC received a Dementia Care Specialist (DCS) grant to assist individuals with Alzheimer's/dementia as well as their caregivers. Through this position, numerous people have been served, positive outcomes have been attained, and the community as a whole is coming together to talk about how we can all help make this journey to a "Dementia Friendly Community."

In 2016, the ADRC will also be focusing on increasing the number of minority customers we work with. This effort will be part of a "Change Project," where data is collected, then analyzed, systems and processes are tweaked based on the analysis, and then the data is again evaluated to see if the change has been achieved. We are excited to begin this project as we have seen successful in our 2015 "Change Project" when we evaluated the quality of our customer service.

As Ms. Thompson notes, dementia care has been a focus of the ADRC and the State. The Division has faced challenges finding appropriate placements for individuals with dementia who are exhibiting challenging behaviors but who do not have a mental health diagnosis. Recent court decisions have limited the County's options in placing these individuals, and the Division's efforts to identify and develop alternatives have also faced barriers. This is an ongoing issue the Division will continue to face.

Ms. Thompson describes the status of the LTS Division as follows:

LTS continues to provide services under the legacy waivers which include case management and coordination of support/services to elderly and physically disabled adults. In addition to the general Medicaid Waiver programs, staff have also been successful in obtaining Nursing Home Diversion funds (which assist individuals who are at imminent risk of moving to a nursing home to remain in the community) and Community Relocation Funds (which assist individuals to leave the nursing home and move back into a community setting.)

The LTS Division will be challenged in 2016 by shifting funding environments. Some of its funding sources are shifted to other programs by the State, including \$682,000 in funds moved from LTS to serve individuals with mental health issues. HSD itself is shifting \$100,000 from LTS to the Children's Long Term Support program.

These changes have affected LTS over the past several years as the State continues to move towards statewide implementation of Family Care, which replaces the waiver programs and transitions case management

responsibilities from the County to one or more private, State-selected Managed Care Organizations (MCOs). In Resolution 14-7A-076, the County Board approved the County's transition to Family Care and has been awaiting an indication from the State as to when Rock County's transition might begin.

The County has recently been in discussions with the State regarding when the County may be able to move to Family Care. This discussion has been complicated by changes to the program contained in the State's recent FY 2015-17 Biennial Budget that would change Family Care from a program that only addresses long-term care needs of clients to one that incorporates acute (medical) care as well. This change would need both legislative and federal approval once the Department of Health Services develops a plan. However, the State has expressed a willingness to continue to work with Rock County on options for transitioning to the current long-term care model of Family Care in advance of the implementation of the updated version, which is being called Family Care 2.0.

If the County is able to begin the transition to Family Care in 2016, the operations of the LTS Division and the staff who work there would be significantly affected as the County would no longer be providing these services once entirely transitioned to the MCOs. At this point, however, no information is available on a specific timeline or process for such a transition.

Ms. Klyve requests the deletion of 1.0 vacant social worker position in LTS. This is recommended.

The requested and recommended expenditures for LTS totals \$11,076,788. This includes a tax levy of \$181,780, which is the same as 2015. The ADRC is funded by a combination of State funds and federal Medical Assistance funds, and no tax levy is required.

#### Administrative Services

With many programs funded through numerous funding sources operating in the Department's various divisions, coordinating and organizing information to provide efficient services and maximize revenue can be a challenge. One important way in which the Department is addressing this is through the ongoing implementation of an electronic health record system, known as

Netsmart Avatar. The Department requests that a new module for this system be purchased in 2016. Administrative Services Division Manager Sara Mooren describes this system and the plans for 2016 as follows:

HSD implemented Netsmart Technologies' Avatar software solution in 2013. This system allows the Department to maintain an electronic health record for over 97,000 past and current clients. Avatar is used by almost 200 staff on a daily basis for tasks including, but not limited to, appointment scheduling, data reporting, clinician documentation and third party billing, and ePrescribing. Since implementation there have been a total of 19,573 client admissions in the system and 365,693 client notes entered.

Avatar is currently in use in 12 other Wisconsin counties. It is a module-based system, and while some counties chose to purchase multiple modules upfront, HSD has chosen to evaluate the need for additional modules using an incremental approach. HSD's initial purchase included only the modules that provided client management, clinical documentation, and billing capabilities. HSD has purchased two additional modules since the initial implementation: OrderConnect and the Managed Services Organization (MSO) module. OrderConnect allows for ePrescribing by our psychiatrists and improved medication management. The MSO module also provides better management of and improved accountability over contracted services.

In 2016, HSD requests authority to purchase one additional module. The Perceptive Scanning module will allow HSD to store all elements of a client record electronically. Currently, HSD is using a hybrid record with some items stored in Avatar and others in a physical paper chart. Items maintained in the paper chart include financial eligibility forms, copies of insurance cards, signed Releases of Information, and other information that is provided on paper. The purchase of the Scanning module will allow HSD to achieve a uniform and complete electronic record, eliminate inefficiencies in record management, decrease storage needs, and ultimately provide better client care.

The number of staff using the Avatar system has increased as programs have expanded. When HSD first purchased Avatar only 45 concurrent user licenses were purchased. Since then, 20 additional licenses were purchased to meet need and demand. In 2016, HSD is requesting an additional 10 user licenses, increasing the total users to 75. The additional licenses will better meet current needs and give HSD the capacity to incorporate the Youth Services Center, for example, into the Avatar program.

This ongoing investment in the Avatar system is consistent with the Department's overall goals of increasing and improving the use of technology to increase efficiency. These purchases are recommended.

In December 2014, the County purchased the Job Center. Management of the tenant leases are handled by the Division, and the Department is proposing a 3% increase in rent for 2016. This amount is charged not only to non-County tenants, but also to the ADRC, Long Term Support Division, and Economic Support Division, which are located at the Job Center. These funds are deposited into a separate account that will have its own fund balance and will be used to fund both ongoing maintenance of the facility and capital projects, as further described in the Administrator's Comments for the General Services Department.

Ms. Klyve has requested the reclassification of two Clerk II positions to Administrative Assistant. After reviewing information prepared by the Human Resources Department, this change is recommended. Ms. Klyve also requests the deletion of an Information Processing Operator position, which is also recommended.

### Summary

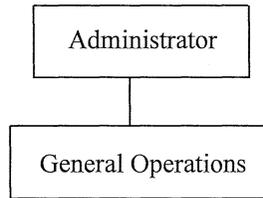
Total budgeted expenditures for the Human Services Department in 2016 are \$61,166,341. The recommended tax levy is \$20,104,819, which is an increase of \$276,081 or 1.4% from the prior year.

#

**K. Arrowhead Library System**

	<u>Page</u>
Arrowhead Library System.....	1
Administrator's Comments.....	5

## Arrowhead Library System



---

## Charter: Arrowhead Library System

---

### Objectives and Standards

The key objective of the Arrowhead Library System (ALS) is to facilitate equitable access to information and improve library operations to provide cost-effective and responsive services for all users. It will be accomplished by satisfying the following commitments:

- A. Public Service Commitment - To provide open access to information and library service to all Rock County residents as effectively and cost efficiently as possible.
- B. Intergovernmental Commitment - To work with local, county, state and federal agencies to coordinate and provide library services in ALS in compliance with state mandates.
- C. Management Commitment - To be accountable to the Arrowhead Library System Board, County Board, and the Division for Libraries and Technology (DLT) for managing the programs of the ALS in an effective, efficient and professional manner. To be responsible for performing functions required of the ALS under Wisconsin Statutes.

### Service Statements and Tasks

- A. Provide open access to quality library service to the 35,000 county residents of Rock County who do not maintain their own library.
  - 1. Equitably reimburse the public libraries in Beloit, Clinton, Edgerton, Evansville, Janesville, Milton and Orfordville for providing library service to residents outside these municipalities.
  - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents.

- B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.
  - 1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network.
  - 2. Promote and monitor the Infopass Program.
  - 3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems.
  - 4. Provide a shared Rock County Catalog – ROCKCAT for the 7 member libraries
  - 5. Integrate ROCKCAT into the WISCAT Z-Catalog to insure the accuracy of Rock County's WISCAT records.
  - 6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area.
  - 7. Provide delivery service five days a week to all Arrowhead Library System public libraries.
  - 8. Participate in the State-wide Delivery Network.
  - 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries.
- C. Expand and coordinate the cost effective use of computer and communication technologies by ALS and system libraries.
  - 1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
  - 2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.

---

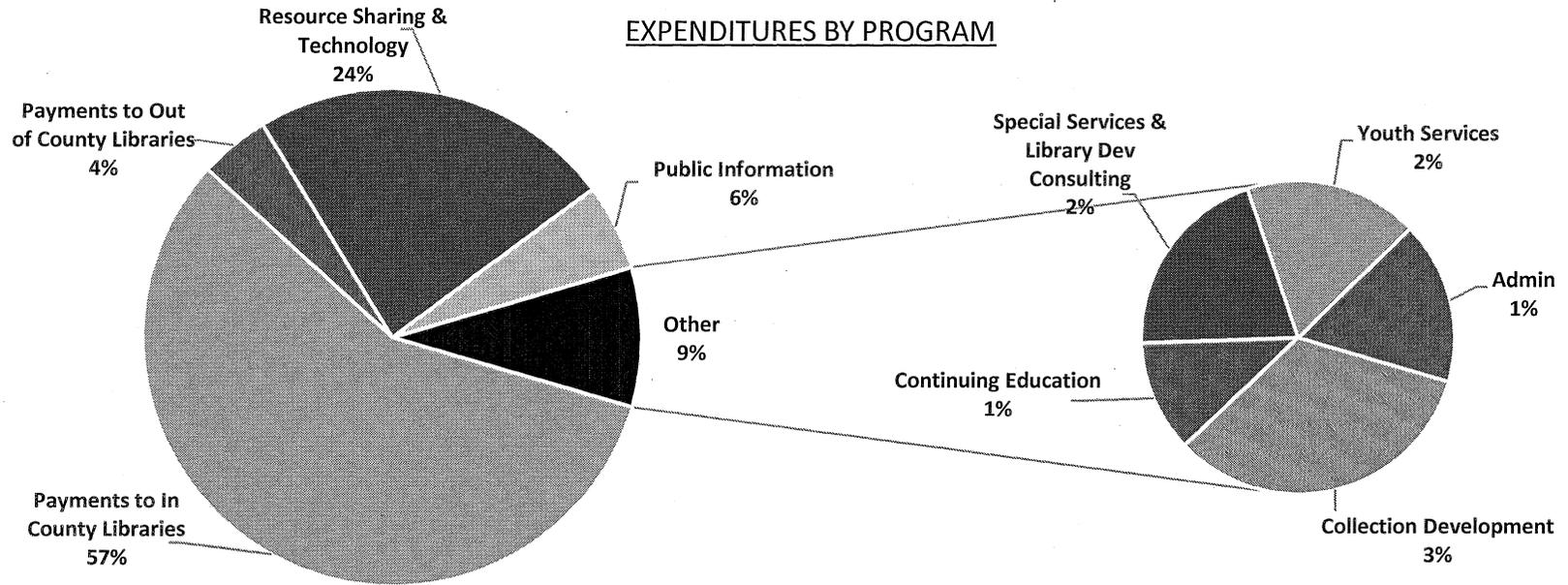
## Charter: Arrowhead Library System

---

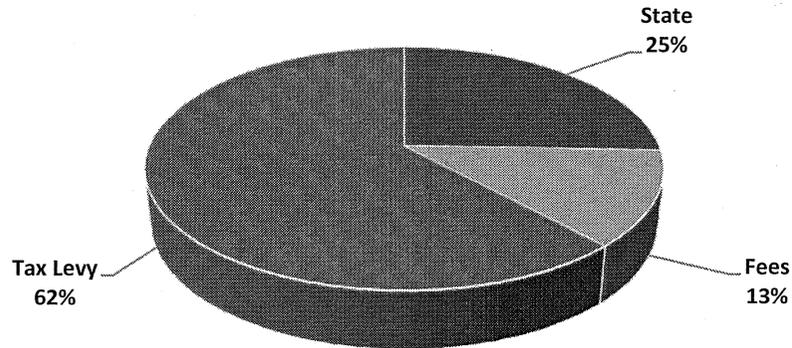
3. Provide shared access to fee-based-reference products via the Internet.
  4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
  5. Assist residents of Rock County in effective use and evaluation of electronic resources.
- D. Enhance and improve the knowledge and skills of library directors, staff and trustees.
1. Support the continuing education needs of library staff.
  2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
  3. Consult with libraries on problems and areas of concern on a regular basis and by special request.
- E. Together with area libraries and other service institutions, provide library services to users with special needs.
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
  2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing impaired persons.
  3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
  2. Send out regular news releases to area newspapers.
  3. Produce flyers, brochures, bookmarks and other materials.
  4. Work with libraries in developing and implementing their own public information programs.
  5. Coordinate countywide library special events and observances.
  6. Provide a weekly newsletter, the Monday Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
  2. Coordinate activities, which foster reading readiness for preschoolers.

**2016 BUDGET  
ARROWHEAD LIBRARY SYSTEM**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Arrowhead Library System

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions		
Salaries	223,654	223,654
Fringe Benefits	79,618	79,618
Operating Expense	1,319,000	1,314,000
Capital Outlay	19,000	19,000
Allocation of Services	0	0
<b>Total Expense</b>	<b>1,641,272</b>	<b>1,636,272</b>
Revenue	640,896	640,896
Fund Balance Applied		
Tax Levy	1,000,376	995,376
<b>Total Revenues</b>	<b>1,641,272</b>	<b>1,636,272</b>

The tax levied by the County for the Arrowhead Library System is levied only on property in the towns and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is used to "pay" for services provided by municipal libraries in Rock County and in other counties to rural Rock County residents.

2005 Wisconsin Act 420, which was effective in 2008, required counties to reimburse public libraries in adjacent counties in order to provide equal access and equitable reimbursement statewide for the cost of serving those who live in areas of the county without public library service. Each year libraries must submit their request for reimbursement to the County Clerk of the adjacent county by July 1. Act 420 also required counties to reimburse in-county libraries and out-of-county libraries at least 70% of the cost per circulation.

However, as part of the 1997 budget deliberations, the County Board decided to reimburse Arrowhead Library System libraries using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and Footville. This calculation for all seven libraries results in the figure defined as equitable or 100% reimbursement by the Arrowhead Board. In most cases, reimbursement under this formula exceeds the amount required by Act 420. For 2016, all libraries will receive more county funding under the County Board formula than the state-required formula.

The 2015 payments and 2016 requests for in-county libraries are shown in the following table.

**ALS Participating Library Payment (PLP) History**

	2015	2016
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$276,632	\$278,679
Clinton	31,191	36,267
Edgerton	64,738	59,919
Evansville	52,709	54,552
Janesville	424,602	395,223
Milton	55,453	71,950
Orfordville	<u>21,052</u>	<u>24,185</u>
Total	\$926,377	\$920,775

Total reimbursement for the seven municipal libraries as requested by Arrowhead for 2016 is \$920,775, a decrease of \$5,602 or 0.6%. This decrease is due to a slight decrease in town circulation as a percent of the total circulation, from 16.0% in the prior year to 15.9% of the total circulation.

The second portion of the County tax levy is used to fund payments for rural Rock County residents' use of out-of-county libraries. The budget request for out-of-county libraries in 2016 is as follows:

	2015	2016
<u>Library or County</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$24,106	\$20,566
Whitewater	26,149	26,011
Lakeshores	1,872	1,970
Jefferson County Libraries	3,484	3,692
Green County Libraries	3,794	4,318
Dane County Libraries	<u>19,094</u>	<u>16,544</u>
Total	\$78,499	\$73,101

The out-of-county library payments decreased by \$5,398 or 6.9% from the prior year and reflects lower utilization of the out-of-county libraries by Rock County residents as a percent of the total circulation.

The 2016 budget also includes tax levy to fund per meeting allowances for the two County Board Supervisors serving on the Arrowhead Board and amounts to \$1,500 in 2016.

Steve Platteter, Library Administrator, has requested \$5,000 to increase the number of electronic books (e-books) available to county residents. An e-

book is a book-length publication in digital form, consisting of text, images, or both, readable on computers or other electronic devices. Although sometimes defined as "an electronic version of a printed book" many e-books exist without any printed equivalent. Commercially produced and sold e-books are usually intended to be read on dedicated e-readers. However, almost any sophisticated electronic device that features a controllable viewing screen, including computers, tablets and smartphones can also be used to read e-books.

Nationally, e-book reading is increasing. 28% of adults had read an e-book in 2014, compared to 23% in 2013. This increased because 50% of American adults by 2014 had a dedicated device, either an e-reader or a tablet, compared to 30% owning such a device by the end of 2013.

Libraries have therefore seen growth in e-books, and it is likely that the number of volumes available in public libraries are not keeping up with demand. However, despite the positives associated with making additional e-books available for county residents, I am not recommending this request at this time. It is possible that this request may be revisited in the future, including if and when the funding model takes these into account.

As the County tax levy is provided to pay the costs of libraries and per meeting allowances, all other operating costs of the System must be paid from state aid and other miscellaneous revenue.

Over the past several years, operating costs have been greater than revenue derived from State Aid and other sources, which has resulted in the dependency on fund balance. In prior budget narratives, concern was raised on the Arrowhead Library System's declining fund balance. Fund balance at December 31, 2013 was \$14,687. In 2014, the System began to take significant steps to revise spending and is projected to have \$58,812 as of December 31, 2015. Mr. Platteter and the Arrowhead Library System Board are to be commended for their efforts to implement sound financial management practices.

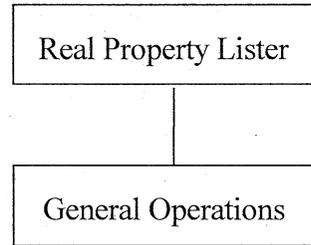
Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$995,376, which is a decrease of \$11,000 or 1.1% from the prior year. The tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

#

**L. Planning and Development Committee**

	<u>Page</u>
Real Property Description.....	1
Administrator's Comments.....	5
Surveyor.....	8
Administrator's Comments.....	14
Planning Department.....	16
Administrator's Comments/Planning Department.....	23
Administrator's Comments/Board of Adjustment.....	27
Administrator's Comments/Tourism Council.....	28

## Real Property Description



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Real Property Lister
1.0	Cartographer I
2.0	Real Property Specialist
4.0	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>		
<b>Real Property Lister (From PR 21 to PR 23)</b>	1.0	0
<b>Transfer</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Real Property Description

---

### Objectives and Standards

#### 1. Administrative Services

Required by Wisconsin Statutes Ch. 70.09 to prepare and maintain accurate ownership and description information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks and treasurers, county offices and any other persons requiring that information. To serve as the coordinator between the county and the taxation districts in the county for assessment and taxation purposes. To provide computer services related to assessment and taxation for the assessors, clerks and treasurers of the taxation districts in the county, including but not limited to data entry for the assessment roll, notice of assessments, summary reports, levy amounts, tax rates, tax roll and tax bills.

#### Standards:

- a. Search the daily recordings in the Register of Deeds for documents pertaining to ownership and property description. These documents include Deeds, Final Judgments, Terminations of Joint Tenancy, Certified Survey Maps, Transportation Project Plats, Subdivision and Condominium Plats.
- b. To verify the accuracy of all recorded documents, as outlined in "a" above, that are reviewed by the Real Property Lister's Office. To do all the necessary data entry work to perform all functions required of the Office.
- c. Review each days Transfer Return (eRETR) via secure login to Wisconsin Department of Revenue website for Tax Bill Mailing information. Once the accuracy of recorded documents has been verified, post correct parcel numbers and comments to Department of Revenue website for use in determining sales information and other statistics.
- d. To enter into the computer daily changes to the database of the assessment roll so that records are current for anyone using the computer, Public Look-up Program or GIS Website.
- e. To retain a current alphabetical list of all real property owners owning land in Rock County.
- f. To provide the Zoning Officer with data regarding possible violations of the Rock County Subdivision Ordinances.
- g. To provide municipal assessors, clerks and treasurers with all necessary state-prescribed forms.
- h. To revise assessment rolls annually to reflect landowners participating in the Managed Forest Land Program, and provide data to County Forester as requested.
- i. To annually review and enter into the computer database, current and revised parcels of real and personal property, their Assessments, Open Book changes, Board of Review changes, State Assessed Manufacturing Values and State Certified Fair Market Ratios.
- j. To annually enter special assessments, tax rates, lottery credit rates, first dollar credit rates and verify and produce tax rolls and tax bills.
- k. To provide information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks, treasurers, county offices and any other persons requiring that information.
- l. Provide annually to the Wisconsin Department of Revenue electronic property data in the form of a Work Roll, Post Board of Review Roll and Tax Roll for each municipality in Rock County.

---

## Charter: Real Property Description

---

- m. To update current database with new addressees and locations of property on parcels of real property as submitted by the municipalities or issued in accordance with the County Address Plan.

2. (Property Division) Mapping Services

To revise and update the maps of parcels of real estate within the County which are made available to the municipalities and the public. To provide mapping services, using the best information available that will provide for the production of precise, high quality maps.

Standards:

- a. To revise the Property Division Maps when better information becomes available.
- b. To review the Property Division Maps for accuracy and quality before being made available to the assessors, municipalities, and to the public.

3. A Member of the Rock County Land Information Office

Established by County Board Resolution 6/28/90.

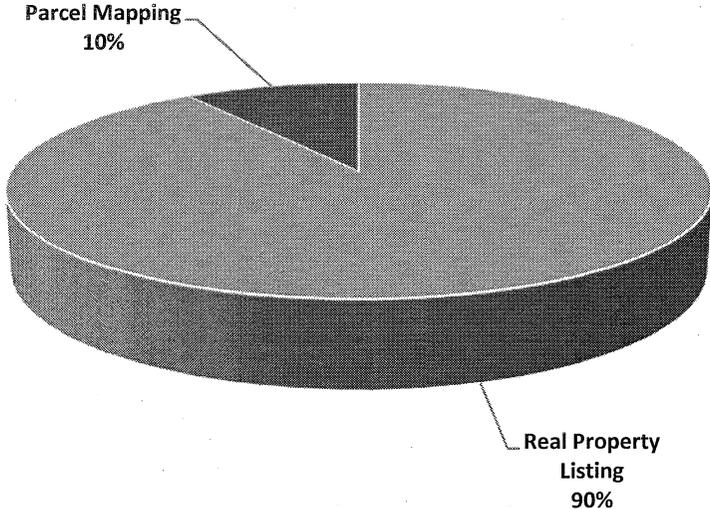
Standards:

- a. To contribute toward the implementation of the County-Wide Plan for Land Records Modernization.
- b. To work with all levels of government, utilities and the private sector to implement a compatible and standardized format for the exchange of land information.
- c. To act as the liaison person with the Wisconsin Land Information Program in implementing the County-Wide Plan for Land Records Modernization.

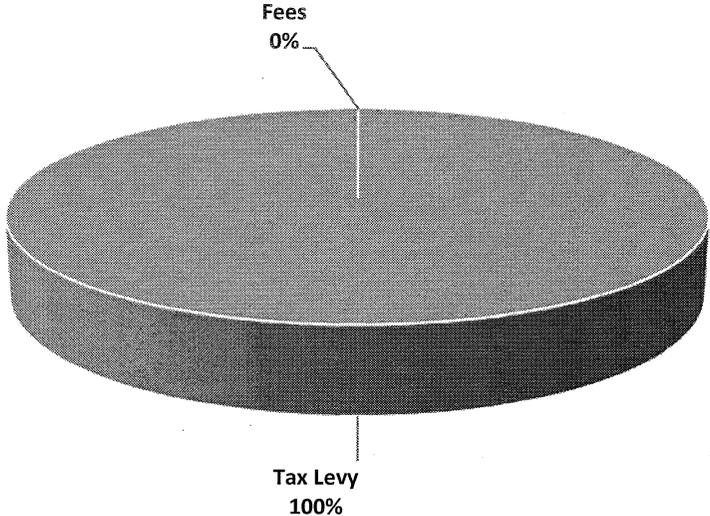
- d. To provide assistance to other county departments in the use of our Geographic Information System (GIS) software.
- e. To act as the liaison person between the county and GIS software vendor for questions relating to the GIS software.
- f. To work with Information Technology personnel to assure that the GIS hardware and software is being maintained and operating in an efficient manner.
- g. To serve as chairperson for monthly Land Records Committee meeting, monitor legislative activities as they pertain to Land Records and provide feedback to the Committee. Prepare the annual budget for the Land Records Office.
- h. Member of the Rock County Land Information Council established by County Board Resolution 8/12/10

**2016 BUDGET  
REAL PROPERTY**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Real Property Description

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	4.0	4.0
Salaries	192,612	188,568
Fringe Benefits	93,190	92,613
Operating Expense	3,955	3,655
Capital Outlay	0	0
Allocation of Services	(93,941)	(93,275)
<b>Total Expense</b>	<b>195,816</b>	<b>191,561</b>
Revenue	150	150
Fund Balance Applied	0	0
Tax Levy	195,666	191,411
<b>Total Revenues</b>	<b>195,816</b>	<b>191,561</b>

The Real Property Description Department has two major functions. One function involves maintaining descriptions of real and personal property to produce assessment rolls, tax rolls, and tax statements. The second function involves preparing and updating property division maps.

In addition to its traditional functions, the Department takes an active role in the management of the Land Records System. Real Property Lister Michelle Schultz coordinates this process and spends up to 45% of her time working on the Land Records System. The Cartographer is spending the majority of his time working on the Land Records System and the 2016 Budget includes 70% of this position's time on Land Records activities, no change from the prior year. The cost of this staff time is reimbursed from Land Records funds and appears as a cost allocation in the Real Property Description Department budget.

The County's tax software, which was developed in-house, was implemented in the fall of 2013 and the IT Department continues to make modifications to improve its performance. Ms. Schultz reports that the new system is more flexible and efficient for the needs of her office.

The department has requested funds to purchase two software licenses in the amount of \$800 that will allow the department to forward digital documents to the local appraisal firms in lieu of making and mailing hard copies. I am recommending the software purchase request.

With regard to personnel, Ms. Schultz has requested her position of Real Property Lister be reclassified from Pay Range 21 to Pay Range 23. Based upon a review of comparable counties and internal survey data, I am not recommending the reclassification.

The recommended tax levy for 2016 is \$191,411, which is an increase of \$2,815 or 1.5% from the 2015 budget.

## Land Records

Given the fact that Ms. Schultz's duties include acting as Coordinator for the Land Records System, a description of the budget for Land Records is included in this section of the Administrator's Comments. The accounts containing Land Records funding are found in the countywide section of the budget, which is under the Finance Committee portion of the budget.

Ms. Schultz has provided a description of Land Records activities for 2015 and 2016. Excerpts from her description follow:

### Land Records Activities in 2015

- The Planning & Development Department continues to use the data within our GIS system for many projects such as Floodplain mapping, Land Use, Comprehensive Plans and Shoreland Zoning. The department utilizes interns for much of this work.
- The Planning & Development Department completed updating the topography.
- The Planning & Development Department is scanning, indexing and archiving hard copy maps.
- The Planning & Development Department is assisting some towns in updating town zoning ordinances and comprehensive plans.
- The Planning & Development Department is classifying building data in the recently acquired LiDAR data.
- The Real Property Department is redrawing the Turtle Township parcel map. Turtle Township was one of the three pilot Townships that were scanned and vectorized. This resulted in a quick but inaccurate parcel layer. This method was abandoned after the three pilot townships were completed and all subsequent parcel maps were drawn with Coordinate Geometry which produces a much more accurate map. As time permits Real Property will be redrawing each of the pilot townships using Coordinate Geometry.
- The Real Property Department is creating an in-house highway/roadmap for the unincorporated areas of Rock County. When complete, this map could be a revenue source for the department.

- 911 is using GPS to collect street centerline information for all new roads annually in Rock County. Previously a consultant did this task.
- The Land Information Office is converting web-based maps and apps to a new programming language due to the current programming language no longer being supported by the software vendor.
- The Land Information Office is continuing to establish user focused web maps.

### Land Records Activities in 2016

- The Land Records Office will work on unfinished 2015 activities as indicated above.
- The Planning & Development Department will update the Land Use Inventory upon the completion of Orthoimagery project.
- The Planning & Development Department will continue to develop web applications to serve citizens and public officials.
- The recently relocated Surveyor Division of the Planning and Development Department will continue scanning of Plats of Survey. As they are submitted, surveys will be posted on the internet.
- The Surveyor Division will be using GIS for tracking section corner remonumentation efforts as a means to more efficiently monitor and manage field work.
- The Surveyor Division will work with the Land Records intern to develop a method to link the scanned Plats of Survey & Tie Sheets to the Interactive GIS Web Map.
- The Real Property Department has developed a beta version of the Property Division Interactive Map. It will need some refinement to increase the drawing speed before it is available to the public.
- The Real Property Department will be developing new workflow procedures and purchase software to transition from hard copy to digital processes.
- The Real Property Department will be purchasing hardware to maximize the new tax listing software and print capabilities.

- The Real Property Department in conjunction with IT will be redesigning the tax database search for improved usability.
- The Department of Public Works will be purchasing a large format plotter replacing an older slower unit.
- Information Technology will be purchasing additional processors for the external GIS server to increase functionality and speed.
- The Land Information Office is purchasing developer licenses for Google Play and the Apple App Store to configure maps and applications to those environments to create more portability.

The Land Records program is funded with a portion of the recording fees that are charged and collected in the Register of Deeds Office. The charge for legal documents recorded is a \$30 flat fee. Eight dollars of that \$30 fee are earmarked for the Land Records Program. It is anticipated that 25,000 documents will be filed in 2016. A description of the fee and how it is shared is found in the Administrator's Comments for the Register of Deeds.

The 2016 budget request for the Land Records main account includes \$370,722 in revenues and expenditures. The largest source of revenue is contained in line item #4410, Miscellaneous Fees, which totals \$329,500. The fees are composed of three parts: \$200,000 of recording fees that will be collected by the Register of Deeds, \$128,000 from businesses and individuals who pay for access to the Land Records database and \$1,500 from the sale of maps.

The Land Records account also contains the funding to pay for the Fidler software system used by the Register of Deeds. The system was installed in 2006 and is used to record, track, and search real estate transactions filed in the Register of Deeds Office.

Line item #6210, Professional Services, as recommended totals \$201,819. That figure includes \$49,910 for IT computer services charges for fourteen PCs in county departments with Land Records responsibilities, \$10,334 for planning interns, \$5,000 for contract web development activities, \$3,600 for a cross charge for a T1 communication line to the Land Conservation Department, \$2,000 for real estate record viewing expense, \$37,700 to assist the Surveyor's efforts to post surveys online, and \$93,275 of cross charges for the Real Property Description Department. The cross charges reimburse the

Real Property Department's staff time devoted to Land Records related activities.

The 2016 recommended total for Line Item #6249, Sundry Repair and Maintenance Services, is \$112,925. The annual software maintenance charge of \$65,000 for the Fidler software and GIS software licenses for various county departments costs \$47,925 and are among the items budgeted in this line item.

Line item #6713, Computer Hardware, is \$9,950. IT has suggested that the Land Conservation Department replace a desktop computer and include a large monitor in the amount of \$1,800, replace a Real Property desktop computer at a cost of \$1,550, replace six computers in the Treasurer's Office at a cost of \$3,600 and replace a DPW wide format printer in the amount of \$3,000.

The recommended 2016 Budget for the Land Records Account is \$360,123 in revenues offset by an equal amount of expenditures. Thus, there is no County tax levy in this account. The Land Records account is a non-lapsing account that contains segregated funding generated from fees, which can only be used for Land Records related activities. The projected fund balance at December 31, 2015, is \$119,288. The recommended 2016 Budget contains a fund balance application of \$29,623.

#

**Surveyor**

General Operations

<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Surveyor
<u>0.4</u>	Deputy Surveyor
1.4	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Surveyor

---

### 1. SURVEY OPERATIONS

To provide survey services as requested by County Officials and Departments.

Standards:

- a. To respond in a timely manner to the Planning & Development Committee's instructions for review of private surveyors monumentation per the County Rock County Land Division and Development Ordinance.
- b. To execute surveys by the Planning & Development Committee per their time requirements.
- c. To execute surveys required by the courts per SS 59.45(1)(a)1.
- d. To execute rights-of-way, topographic, accident and property surveys per the Director of Public Works requests.
- e. Upon notification of the removal or covering of landmarks, monuments of record, or corner posts, the County Surveyor shall review the landmark to determine if it is necessary because of public interest to erect witness monuments. Railroad tracks are considered landmarks. SS 59.74(2)(b)1 states whenever it becomes necessary to destroy, remove or cover up in such a way that will make it inaccessible for use, any landmark, monument of survey, or corner post the person, including employees of governmental agencies, shall serve written notice at least 30 days prior to the act upon the county surveyor.
- g. To provide services to local units of government as directed by the Planning & Development Committee and or the County Administrator.
- h. Comply with the following Wisconsin Statutes: SS 1.06, 59.45, 59.73, 236.0,443, Wisconsin Administrative codes A-E 2, A-E 6, A-E 7, A-E 10, and federal and state case law.

Early in the 1970s, the state revised the statutes concerning the election of the County Surveyor. In lieu of electing a surveyor in any county, the Board may, by resolution, designate that the duties under 59.45 (1) and 59.74(2)

are performed by a registered land surveyor who is employed as a County employee. In 1975, Rock County used SS 59.20(2)(C) and created and appointed the County Surveyor. Shortly after, a report was submitted to the County Board, which listed the benefits and cost savings of this change.

Standards:

- a. Per Rock County Land Division and Development Ordinance County 38-12(4) and 38-13(2), review certified survey maps submitted to this office by the administrator, as defined in the Rock County Land Division and Development Ordinance.
- b. To determine and establish field operation procedures that ensure fieldwork is in conformity with current state statutes.
- c. To supervise field operations and ensure conformity with established standards.
- d. To review, approve, seal and file survey reports, maps, and notes per A-E 8.10.
- e. To notify the Federal Department of National Oceanic and Atmospheric Administration (NOAA) of the condition of federal horizontal and vertical control monuments in conformance with federal laws.
- f. To establish coordinates for control points and PLSS corners that are the foundation of the County GIS software and used by the surveying community in their surveying operations.
- g. To provide research and or general services to the general public, private land surveyors, the state highway department, public utilities, and other county departments (SS 59.45 and SS 59.74).
- h. To provide aid to township and municipal clerks in correcting defective parcel descriptions that are in the tax assessment roll (SS 70.52).
- i. To supervise city and village engineers when acting under SS 59.74(2).
- j. Administer oaths to survey assistants and deputies per SS 59.45(1)4.
- k. Provide certificates of filed maps and surveys per SS 59.75.
- l. Appoint and remove deputies at will per SS 59.45(2).
- m. Perform all other duties that are required by law per SS 59.45(1)5.

---

## Charter: Surveyor

---

- n. Comply with professional office conduct standards per Wisconsin A-E 8.
- o. Provide direct and personal direction and control over all activities per A-E 8.10(2).
- p. Comply with the following Wisconsin Statutes: SS 1.06, 17.01(7), 59.21(1)h, 59.43(1)(a) 59.45, 192.32, 236.0, 443, and Administrative codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10 and federal and state case law.

### Land Information

Per County Board Resolution, this office is a member of the Rock County Land Information Council and serves on the Land Records Committee.

#### Standards:

- a. To participate in the implementation of the County Wide Plan for Land Records Modernization.
- b. To work with all levels of government, utilities, etc. to develop and implement compatible data exchange standards.
- c. To provide and maintain the cadastral map layer of the maps filed per SS 59.45(1)2 and SS 59.45(1)(b) by computing the subdivision plat and CSM geometry and coordinates per page 2-2 and table 1 of the plan. More than half of these maps are within the cities and villages.
- d. To compute the geographical and county local coordinates for PLSS corners in the County to serve as the foundation of the County GIS program.
- e. To obtain, participate, and or assist in grants for the modernization of land records.
- f. To train and learn new G.I.S. software.
- g. Wisconsin and many other states revised or are in the process of modifying state registration laws to clarify and insure that certain activities created, prepared, or modified electronic or computerized data, including land information systems, and G.I.S. is performed by qualified people. Some activities are relative to the performance of

activities as defined by the definition of surveying. Such activities must be performed under the direct supervision of registered land surveyors.

## **2. REMONUMENTATION**

The Public Land Survey System (PLSS) is the framework for land ownership and records. The PLSS is composed of section and quarter corners, which are located about every half mile. In 1832, the U.S. federal government started Rock County's PLSS monumentation and finished it in 1836. As a condition of statehood, the Federal government transferred the maintenance and responsibility for the PLSS system to the State. This maintenance program is better known as "remonumentation". The state transferred this responsibility to the County via the County Surveyor. The PLSS was designed for land ownership and not for accurate mapping. A second and independent land reference system is the National Spatial Reference System (NSRS), which is a consistent coordinate system consisting of precisely measured geodetic control monuments with latitude, longitude, height, scale, gravity and orientation throughout the United States. This supports mapping, boundary surveys, construction surveys and other efforts requiring precise positional control. Both reference systems are separately tied to the ground through monumentation and survey marks. To establish a mathematical relation for the PLSS corners, the two systems need to be connected by survey methods. This relationship provides a common reference system for computer mapping and land records.

There are many tools for determining geodetic position, but Global Positioning technology, (GPS, GNSS, etc.) is most commonly used. Global Positioning System, (GPS), refers to the American signal and Global Navigation Survey System, (GNSS), refers to equipment that tracks multiple signals, (GPS, GLONASS, etc.). GLONASS is the Russian government signal.

---

## Charter: Surveyor

---

The Department uses a GNSS system along with a robotic total station to complete fieldwork. Also, our office equipment can handle and work seamlessly with the County ArcGIS program. The office will continue to remonument areas of the County that remain to be completed, (Magnolia, Spring Valley and Avon Townships). It is anticipated that the remonumenting the remaining Townships will be complete sometime in 2018. Currently, any work is performed on the WISCRS, Rock County (NA2011) datum.

Standards:

- a. To perpetuate the Public Land Survey System, (PLSS), according to accepted professional and technical standards for registered professional land surveyors. This includes: National Oceanic and Atmospheric Geodetic Survey Standards; Wisconsin Administrative Code A-E 2, 6, 7, 8 & 10; Wisconsin SS 59.4, and 59.7; Federal Manual of Survey Instructions; Bureau of Land Management Classification Standards of Accuracy and General Specifications of Geodetic Control Surveys; United States National Map Accuracy Standards; and the Wisconsin Land Information Board.
- b. To install Survey Marker Signs near those landmarks/monuments that may be inadvertently disturbed or destroyed. Comply with SS 59.74, which governs the preservation of landmarks, and SS 60.84(3)(d), which govern the depth of monuments.
- c. To provide witness or reference monuments for the purpose of identifying the location of such landmark so that its location can be determined after its destruction or removal (SS: 59.74 & AE 7.08). The State requires four reference monuments for each PLLS corner.
- d. To replace damaged monuments and witness/replace those anticipated to be disturbed by road, construction, or private improvements (SS 59.74(2)(b)1).
- e. The state regulates and licenses land surveyors per A-E 6, A-E 8, and A-E 10.

- f. Comply with Wisconsin Statutes: SS 83.11 and 443, Wisconsin Administrative codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10, federal and state case law
- g. To prepare the "U.S. Public Land Survey Monument Record" forms in compliance with AE 7.08.

### 3. GIS / MAPPING

Standards:

- a. To provide geographical coordinates for the section and quarter corners. This provides the spatial relationship and reference frame which is essential for the County GIS programs and public website.
- b. Enter surveys filed with the office into the County GIS to assist with records research and enhance spatial accuracy.

#### Records Modernization

On-going modernization continues and is a priority for the County surveyor. The office is in the process of adding a tax id number to the surveyor database will provide the necessary link to the real property database and as such, the County GIS website.

NOTE: All activities for GIS/Mapping are cross-charged to Land Records & do not impact the tax levy.

### 4. PUBLIC SURVEY RECORDS

To provide and maintain a land survey record system per SS 19.32-19.39, 59.45(5)(b), 59.45(2&3), and 59.74(7), Rock County Land Records Plan, and state administrative rules. These records and maps date back to 1832 and are indexed in the oracle database mainframe with access by the department's PCs and website. Since 1969 the State has required Land Surveyors to file their

---

## Charter: Surveyor

---

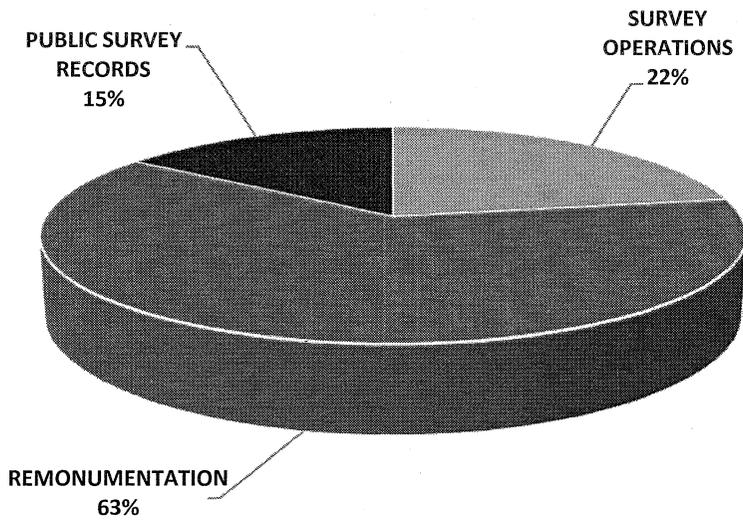
survey maps with the County Surveyor. The maps filed in the surveyor's office represent millions of dollars that citizens have invested in surveys within the County. The department undertook an aggressive scanning effort in 2014 after land records funds acquired a large format scanner; over 16,000 additional documents will be made available on the public website in 2014.

Standards:

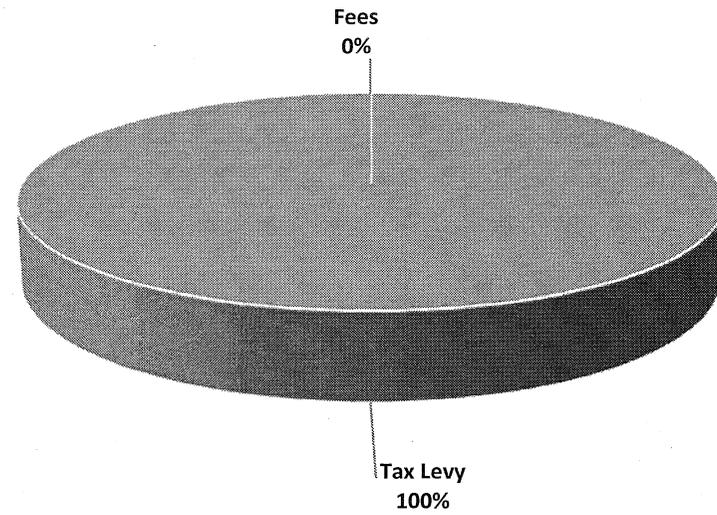
- a. To index and maintain a filing system for: 1) Plats of surveys made by private land surveyors and 2) PLSS corners shown on filed surveys and/or tie/sheets.
- b. To make and maintain digital copies of surveys filed with the office. The office houses 2 scanners, (large & small format), to accomplish this. Documents are scanned and a digital PDF file is created.
- c. To make, file and index the "U.S. Land Survey Monument Record" form in compliance with AE 7.08 and SS 59.45(1)(a)2 and SS 59.45(1)(b).
- d. To establish and supervise the computer indexing of all survey maps, per SS 59.45(1)2 and SS 59.45(1)(b).
- e. Furnish a copy of any record, plat, or paper in the office per SS 19.21-19.32 and SS 59.45(1)3.
- f. To file and index road right of way records.
- g. To file and index railroad right of way records.
- h. To maintain paper records of U.S. Coast & Geodetic, U.S. Geological Survey, WDOT, and private vertical, GPS, and horizontal control maps and records.
- i. Comply with the following Wisconsin Statutes: SS 19.01, Wisconsin Administrative codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10, federal and state case law
- j. Certify copies of records per SS 59.75 for evidence in any Wisconsin court.

**2016 BUDGET  
SURVEYOR**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Surveyor

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	1.4	1.4
Salaries	77,982	68,724
Fringe Benefits	37,935	27,416
Operating Expense	12,888	12,403
Capital Outlay	0	0
Allocation of Services	(45,143)	(37,700)
<b>Total Expense</b>	<b>83,662</b>	<b>70,843</b>
Revenue	20	20
Fund Balance Applied	0	0
Tax Levy	83,642	70,823
<b>Total Revenues</b>	<b>83,662</b>	<b>70,843</b>

In August 2015, County Surveyor Jason Houle resigned from his position. Based upon research from other counties, the County Board of Supervisors approved the relocation of the surveyor functions to the Planning and Development Department, with the Surveyor reporting to the Director of Planning and Development. With the position no longer being a department head, the surveyor position pay range was reallocated from Pay Range 23 to Pay Range 21, effective October 1, 2015.

The Charter for the Surveyor contains a good description of the services provided. One of the on-going services is the remonumentation of the County. Mr. Houle had been working on the Town of Magnolia prior to his resignation, and it is 77% complete. Completion of the Town of Magnolia was scheduled for completion in 2016. Complete is defined as having the Public Land Survey System (PLSS) corner surveyed per applicable statutes, a Monument Record filed and WISCRS, Rock Datum (NA2011) coordinates obtained. Upon completion of the Town of Magnolia, the two remaining towns, Spring Valley and Avon were then to be scheduled.

In March 2015, the office priorities were modified to conform to the Statewide Parcel Map initiative required by Act 20. Remonumentation efforts in Magnolia Township were delayed to allow other work to commence. Mr. Houle presented the proposed changes to the Planning & Development Committee and the changes were approved. As a result, coordinates for 222 PLSS corners in Avon and Spring Valley can now be utilized in the County GIS that otherwise wouldn't have been available for approximately four years. Through a blend of fieldwork and data from maps filed in the Surveyor's Office, quality assurance/quality control analysis of 41% of the corners has proven the coordinates to be within 0.5 feet, or less, of the actual monumented location. As a result of these efforts, 98% of the PLSS corners in Avon and Spring Valley have reliable coordinates.

A portion of the Surveyor's activity can be charged to the Land Records account. Under statutes, private landowners are required to file all their survey maps with their County Surveyor. The County Surveyor must index, file, and

maintain the survey maps. In Rock County, this is done with a computer database, which contains information that can be searched and retrieved. The database is part of the County's land records available through its website. Consequently, this activity can be funded through cross charges to the Land Records account. A more complete explanation of this program can be found under the Administrator's Comments for the Real Property Description Department.

In 2014, 347 maps were filed and indexed and 478 monument corner records were made. Mr. Houle reports that the activity reflects the Surveyor's Office filing system changes and an effort to more closely correspond with the Register of Deeds database. Both efforts make the process more user friendly for the public. In 2016, it is estimated that the Deputy Surveyor will spend 90% of her work putting information into a format conducive to the website database including appending PDF files and entering tax identification numbers for current and past surveys. In addition, it is expected that 27% of the Surveyor's time will be devoted to Land Records projects, including entering data into the GIS system, formatting, and uploading files to the internet server. Given this information, I am recommending a cross charge of \$37,700 be made to the Land Records account. This has the impact of reducing the tax levy in the Surveyor's account by a like amount.

In 2012, the Surveyor began scanning tie sheets onto the internet. All tie sheets and surveys dating back to 2005 are now available online. Mr. Houle reports users are satisfied with this new service. The Deputy Surveyor will continue to scan pre-2005 surveys, when time permits, with the goal of completing the remainder by 2020.

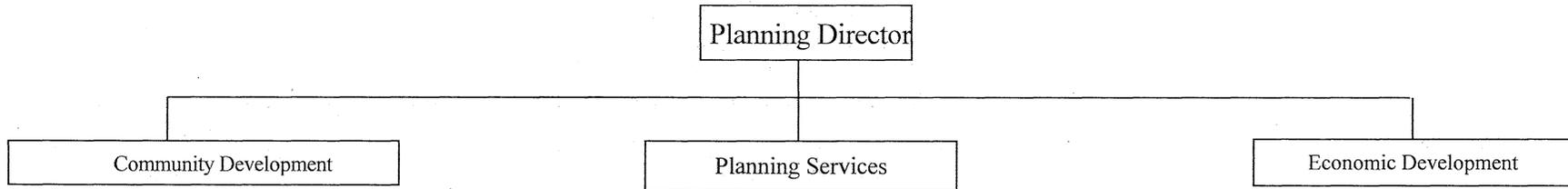
A 2015 project funded from Land Records funds links surveys to the County's parcel map system and greatly enhances private survey firms' capabilities. This effort was accomplished through the effective use of interns funded by Land Records funds.

The department completed a binding project that resulted in a decrease in the office supplies account from \$5,733 to \$100.

The recommended tax levy for 2016 operations is \$70,823, which is a decrease of \$14,214 or 16.7% from the 2015 budget.

#

## Planning Department



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Director of Planning & Development
1.0	Economic Development Manager
1.0	Senior Planner
1.0	Senior Planner/GIS Manager
1.0	Planner III
1.0	Planner II
1.0	Accountant
<b>7.0</b>	<b>Total</b>

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>Deletions</b>		
Planner II	0	1.0
<b>Reclassifications</b>		
Accountant (Union) to Planning & Development Office Coordinator (PR 14)	1.0	0
Planning Services Coordinator (PR 13)	0	1.0

---

## Charter: Planning, Economic & Community Development Agency

---

### **Mission**

Rock County Planning & Development Agency shall maintain a process of continuous improvement and investment focused on enhancing diplomatic leadership in collaboration, encouragement, support, education and innovation, locally and throughout all Southern Wisconsin, for the purpose of sustaining a high quality of life for current and future residents.

### **Introduction**

The Agency is authorized under State of Wisconsin Statutes 59.69 (2). The Agency consists of the five-member Planning and Development Committee and the seven member Planning, Economic and Community Development Staff.

The Agency's work program areas of responsibility are divided into six core activities:

- Strategic and Comprehensive Planning
- Development Review, Land Division and Enforcement
- Economic Development
- Housing and Community Development
- Geographic Information Services
- Administration and Corporate Services

### **Strategic and Comprehensive Planning**

Mission: To guide, coordinate and assist in the preparation of plans and recommendations for orderly development and improvement, across time and governmental boundaries, to promote public health, safety, morals, order, convenience and prosperity for the general welfare of County residents.

State of Wisconsin Statute 66.1001 – Comprehensive Planning mandates that local governments prepare and adopt comprehensive plans to guide their planning and development over a specified time

period. The general purpose of a comprehensive plan is to establish a community's future vision and to identify goals, objectives and policies that will help to realize that vision.

*The Rock County Comprehensive Plan* was adopted by the Rock County Board of Supervisors in September 2009. The Plan was developed by Strategic and Comprehensive Planning staff over a four-year span and the development process was highly conscious of and reliant on public input. The Plan contains 16 Chapters, all with Goals, Objectives and Policies that require implementation either within the next five or twenty-five years, dependent upon community resources and priorities.

State Statute s. 66.1001 requires that policies contained within an adopted Comprehensive Plan be implemented within timelines identified in the plan. Thus, a number of policies contained in the *Rock County Comprehensive Plan 2035* have been identified as tasks that will be completed during the next year, and next five years, for consideration by the Planning & Development Committee, as well as the County Board.

### **Development Review, Land Division and Enforcement**

Mission: To assist and advise individuals, businesses, professionals and governmental communities by uniformly administering and enforcing plans, policies and ordinances to manage development in a sustainable, planned, efficient and environmentally sound manner.

One of the primary methods of assuring private and public improvements are consistent with the Comprehensive Plan-2035 is through the administration and enforcement of development ordinances and programs.

Currently, this Agency administers the following ordinances and regulations. The required administrative fees will be analyzed and recommendations will be made for modification if warranted:

---

## Charter: Planning, Economic & Community Development Agency

---

- A. Rock County Zoning Ordinances for Shoreland, Floodplain, County Highway Access, Rural Address and Airport Overlay District.
- B. Rock County Land Division Regulations
- C. Building Site Permits
- D. Enforcement of land management ordinances and programs in cooperation with the Corporation Counsel Office
- E. Maintenance of records for all applications and administrative fees
- F. Technical assistance to applicants with appeals to the Board of Adjustment, prepare evidence for each case and appear at the board meetings to defend ordinances.
- G. Technical assistance to the Board of Adjustment as Acting Secretary by preparing the minutes, findings of fact and conducting field investigations.
- H. Rock County Highway Access Control Ordinance
- I. Rock County Address Ordinance
- J. Public Utilities & Community Facilities. These facilities include public sewer service area plans pursuant to Wisconsin Administrative Code NR 121.

Staff shall review and submit letters to the Wisconsin Department of Natural Resources indicating conformance or non-conformance of each proposed public sewer extension project with 208 Water Quality Management Plan elements.

### **Economic Development**

Mission: To provide consultative economic development services which promote activities and programs that position, as well as prepare, Rock County for opportunities that augment and enhance its assets. These opportunities include, but are not limited to:

- A. Providing economic development consultative services to public and private sector interests focused on retaining / expanding, locating or establishing new business operations in Rock County - especially those emphasizing job creation and/or retention, private sector capital investment and public infrastructure improvements.
- B. Maintain and foster the continuation and recognition as Rock County's "lead business development contact".
- C. Assist with the development and/or update of the Economic Development Element of the Comprehensive Plan-2035 and its related implementation strategy.
- D. Promote cost-effective infrastructure improvements that enhance Rock County's overall business location advantages.
- E. Develop, update and implement a cooperative marketing and outreach campaign to promote Rock County as the choice location for business development and investment
- F. Monitor public and private sector financial resource programs, including but not limited to the Agency's Revolving Loan Fund (RLF) and other grants and/or loans procured through the Agency.
- G. Perform Agency and/or development liaison related duties to interface with the public and private sectors.

### **Housing and Community Development**

Mission: To assist with the provision of healthy, durable and affordable housing for eligible Rock County properties and residents by successfully administering the approved Planning & Development Committee-approved Housing programs and the Rock County Loan Portfolio in accordance with State and Federal requirements. These activities include:

---

## Charter: Planning, Economic & Community Development Agency

---

- A. Assisting in the provision and preservation of decent, safe, sanitary, and energy efficient housing in the unincorporated areas, villages, and smaller cities of Rock County in accordance with State and Federal Requirements.
- B. Preparing grant applications, which implement housing-related and community development issues presented in the Comprehensive Development Plan, local community master plans and address basic housing issues, improve quality of life and the existing public infrastructure in our neighborhoods.
- C. Administering grant contracts and housing revolving loan funds that improve housing and community conditions.
- D. Assisting households with special needs, very low incomes and elderly-headed households needing improvements to their homes.
- E. Assisting low-income households to become homeowners.
- F. Promoting the provision and maintenance of affordable housing units for low-income renters.
- G. Administering the Rock Country Fair Housing Ordinance and improving fairness and accessibility to all housing consumers.
- H. Providing and updating information, studies and plans which document housing conditions in Rock County and supply methods for improving these conditions.
- I. Providing Staff services to the Rock County Housing Authority.
- J. Providing technical assistance to local communities in the administration of their Housing and Community Development revolving loan funds.
- K. Providing technical assistance to Rock County Departments that offer housing assistance.

- L. Serving on Boards and Committees that promote housing and community development activities in Rock County.

### **Geographic Information (Mapping) Services**

Mission: to create, acquire and maintain geospatial data for the Planning and Development Agency and coordinate with other agencies and departments to enhance the geospatial technologies in the County to meet the needs of the general public and private entities in an efficient and cost effective manner; to use geospatial data and technologies to provide mapping assistance to the general public, other governmental units, County committees and Agency Staff.

GIS mapping and data base services includes information about Rock County that is critical to the updating and implementation of the Rock County's Comprehensive Plan 2035, Ordinances, Land Records Modernization Program and of the land information needs of other governmental units and the general public by:

- A. Gathering information and preparing County, other governmental units and general public planning and development information in electronic format or hard copy maps and data bases for planning and development projects.
- B. Updating County, other governmental units and general public base maps, land use maps, master plan maps, development plan maps, zoning maps, physical characteristic maps, census maps, political boundary maps, soils maps, official ordinance maps and air photographs.
- C. Implementing conversion and migration methodologies to enter and use the Agency's and other governmental unit's mapping and databases as part of the County Geographic Information System.

---

## Charter: Planning, Economic & Community Development Agency

---

- D. Modernizing the protocols of address assignments through the conversion of hard copy address grid maps to a digital format.
- E. Modernizing and archiving existing hard cover thematic and aerial maps through conversion to digital format.

### **Administration and Corporate Services**

Administrative & Corporate Services are designed to facilitate the management of day-to-day operations and assist in planning future operations. Support staff work with the public, Planning & Development staff and Committee members, and other inter-county departments. Administrative staff performs a wide range of activities, some of which include:

- A. Provide initial contact with customers, both telephonically and in person.
- B. Assist Planning & Development staff, Committee members, and County Board members, with Agency programs, projects, and tasks.
- C. Gather, prepare, and report information that is relevant and timely.
- D. Maintain Agency project and program files.
- E. Prepare Agency current and 5-year work program.
- F. Prepare annual Agency budget request.
- G. Process Agency bills for purchases and services rendered.
- H. Maintain Planning & Development Committee and Agency official records.
- I. Assist Agency staff members in preparing final drafts of plans and ordinances.

Program analysis and development services consist of assistance to the County Board, County Administrator, respective committees, and County communities for analysis and development of public

programs, which will provide more cost-effective services and facilities by:

- A. Monitoring and preparing Federal, State and private sector grant applications that can assist in the implementation of the Rock County Development Plan or improve the Rock County community.
- B. Responding to County Board, County Administrator and County department requests for program development, information and analysis, as budget allocations permit.
- C. Providing planning and development leadership, which will promote Rock County's quality of life and financial well being.
- D. Providing professional planning and development services for the discharge of the duties and responsibilities of the Rock County Planning and Development Agency to include minutes of the Planning and Development Committee, reports, surveys, and analysis of critical issues that affect the Rock County Comprehensive Planning and Development Program.

---

## **Charter: Planning, Economic & Community Development Agency**

---

The Rock County Planning & Development Agency is charged with administration of a number of Ordinances, which require a Permitting process for Ordinance compliance. The Proposed 2016 Fee Schedule for these Permits addresses development activities that require a permitting process with more flexibility and incentives. The proposal includes fees based on size, location and whether development provides an environmental improvement.

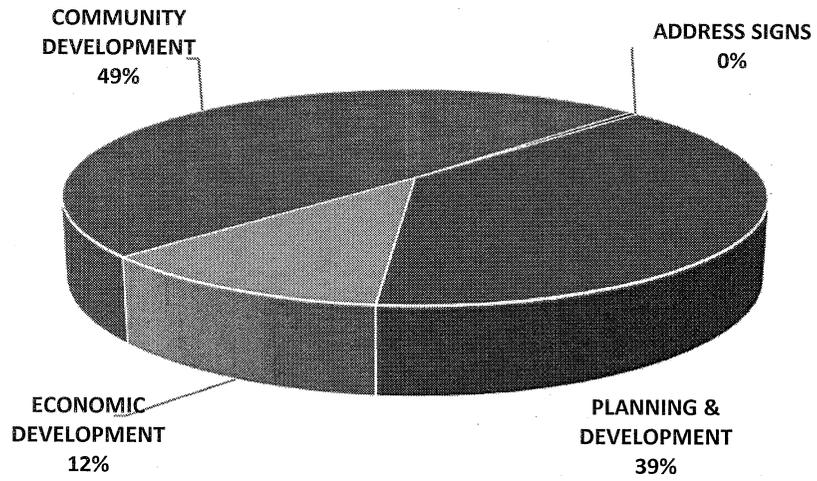
Staff conducted a survey of fees of surrounding counties and found that flexible fees are the norm. This information (fee amount and type) was used in the formulation of the proposed fees. Staff believes the added flexibility may reduce time and energy expended in enforcement if landowners are willing to pay a fee suited to the proposed development. That is, the probability that a project is reviewed and approved prior to construction will increase.

By ordinance, zoning fees and permits are increased by the adoption of the annual budget. These application fees do not guarantee the issuance of a permit and, without prior approval of the Rock County Planning & Development Committee, are considered non-refundable.

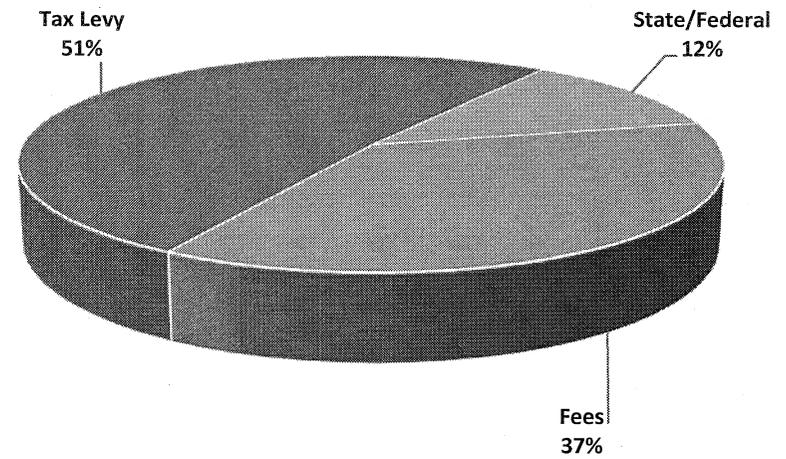
For questions regarding information in this Charter or Agency operations in general, please contact Colin Byrnes, Director of Planning, Economic and Community Development.

## 2016 BUDGET PLANNING

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Planning, Economic and Community Development Department

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	7.0	6.0
Salaries	465,294	423,732
Fringe Benefits	179,951	163,516
Operating Expense	680,381	674,136
Capital Outlay	0	0
Allocation of Services	(96,734)	(86,599)
<b>Total Expense</b>	<b>1,228,892</b>	<b>1,174,785</b>
Revenue	573,406	573,406
Fund Balance Applied	0	0
Tax Levy	655,486	601,379
<b>Total Revenues</b>	<b>1,228,892</b>	<b>1,174,785</b>

The services of the Planning, Economic and Community Development Department are summarized in the Charter. The budget for the Department is contained in a number of different accounts.

Most of the revenue earned by the Planning Department in the main account comes from zoning permit fees. In 2005, the department collected nearly \$200,000 in permit fees reflecting a robust local economy. This revenue source bottomed-out in 2013 when the department realized \$38,530. The projected revenues from those fees in 2016 will be \$42,925, a \$2,510 or 6.2% increase from the budgeted 2015 amount. The modest increase in permit fees is based upon a modest improvement in the County's economic condition.

The 2016 budget anticipates \$2,500 in Charges to Other Municipalities as a result of the Planning Department completing work for towns throughout Rock County. The department will be updating the County's Comprehensive Plan in 2016, which is on a five-year cycle, and anticipates one or more towns contracting with the department to update their comprehensive plans.

The Planning Department annually reviews the rates it charges for permits and services to help fund services and recommends changes. Minor rate adjustments are requested for various charges and permits in 2016. The rate schedule noting the changes in 2016 appears at the end of my comments. The department proposes to increase two fees in 2016: the per hour engineering review fee (from \$75 to \$100) and the 911 address sign fee (from \$60 to \$75). I am recommending the proposed permit fee increases as part of the budget.

The Planning Department has requested a replacement laptop and a replacement portable projector for a total of \$2,000. I recommend these be purchased in 2015 with available funds to reduce the 2016 levy request.

In 2015, Colin Byrnes was appointed director of the department after having served as interim director for two years. Mr. Byrnes is taking steps

to fill vacant positions, which will result in less vacancy savings in 2016. After further discussions with Mr. Byrnes, I am recommending that the Planner II position be deleted. With the continued slow economy, activity in the Planning Department remains low compared to prior years. In addition, Mr. Byrnes and the staff have done an excellent job at operating the department efficiently during 2015 with two vacancies. This would result in a savings of \$69,259 in 2016. To offset this reduction, I am recommending an increase in the seasonal wage line of \$15,635. These funds could be used to hire a limited-term employee at the Planner II level should the workload increase.

The Planning Department has requested the Accountant (Union) position be reclassified to a Planning and Development Office Coordinator (PR 14). After reviewing internal and external comparables, I am recommending the reclassification to PR 13 with a new title of Planning Services Coordinator.

Student interns perform a significant role in the development of land use information. They convert official zoning maps and adopted land use plans from hard copy into a digital format on the Geographic Information System (GIS). The Planning Department has requested \$19,200 of seasonal wages and FICA for one Planning Intern in 2016. I recommend \$10,534 for the intern expense, the same funding level as 2015. This expense is offset by a like amount of cross charges to the Land Records account. Thus, there is no impact on the tax levy.

The Economic Development Program Account funds the position of the Economic Development Manager, along with a variety of costs associated with economic development. The 2016 request includes \$1,000 for the cost of the Economic Development Manager to participate in community lobbying efforts at the federal level. I concur with the additional funding request.

The recommended tax levy for the Economic Development Program is \$138,295, which is \$3,176 or 2.3% more than the 2015 Budget.

The Housing and Community Development Program is reflected in the Housing Grant Clearing account. The revenue to support the program is

generated by administrative fees retained through various loan programs for the cost of making and monitoring loans and administering revolving loan funds.

Administrative funding from the various housing grants and revolving loan funds can be used to pay the costs of implementing the program. The table below identifies the amounts and accounts where the funding is contained in the budget.

<u>Grant Program or Activity</u>	<u>Acct #</u>	<u>Admin Expense</u>
Revolving Home Loan (CDBG)	6440	28,800
HCRI Revolving Loans	6441	0
Home Consortium RLF	6445	18,951
Healthy Homes/Lead Hazard Control	6465	9,300
<u>Home Consortium</u>	<u>6920</u>	<u>14,000</u>
Total		\$ 71,051

In 2014, the County transitioned from in-house staff to a contractual arrangement with the Wisconsin Partnership for Housing Development to administer the County's housing program. The contract will continue into 2016 and the entity has made significant improvements to the county housing program that had previously been cited in several audit findings. These services are budgeted at \$117,502.

The 2016 tax levy for the Housing and Community Development Program is \$53,858, an increase of \$781 from the prior year.

In August 2015, County Surveyor Jason Houle resigned from his position. Based upon research from other counties, the County Board of Supervisors approved the relocation of the surveyor functions to the Planning and Development Department, with the Surveyor reporting to the Director of Planning and Development. With the position no longer being a department head, the surveyor position pay range was reallocated from Pay Range 23 to Pay Range 21, effective October 1, 2015.

The recommended tax levy for the Planning Department as a whole is \$601,379. This is a decrease of \$75,469 or 11.1% from the prior year.  
#

# ROCK COUNTY PLANNING & DEVELOPMENT 2016 FEE SCHEDULE

DESCRIPTION	COUNTY JURISDICTION						TOWN JURISDICTION	
	Shoreland Zoning Overlay		Airport Height & Zoning Overlay		Adjacent to County Trunk Highway		Town Memorandum of Agreement	
	2015	2016	2015	2016	2015	2016	2015	2016
<b>Residential</b>								
Principal Structure	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Addition (Habitable) < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Addition (Habitable) ≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Addition (Non-Habitable) < 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Addition (Non-Habitable) ≥ 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
<b>Accessory Structure (Enclosed w / roof)</b>								
200 Sq. Ft. or less	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
< 500 Sq. Ft.	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
<b>Accessory Structure (Not Enclosed)</b>								
< 500 Sq. Ft.	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
≥ 500 Sq. Ft. (Includes all Decks, Pools, Lean-To's, etc.)	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
<b>Business / Industrial</b>								
Principal Structure	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Addition < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Addition ≥ 500 Sq. Ft.	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
<b>Agri-Business</b>								
Principal Structure	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Additions	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Accessory Structure	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
<b>Planned Campgrounds (Lakeland, Lakeview, Blackhawk, etc.)</b>								
New Recreation Vehicle	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Addition/Enclosure/Alteration	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Deck/Accessory Structures	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75

# ROCK COUNTY PLANNING & DEVELOPMENT 2016 FEE SCHEDULE

DESCRIPTION	COUNTY JURISDICTION						TOWN JURISDICTION	
	Shoreland Zoning Overlay		Airport Height & Zoning Overlay		Adjacent to County Trunk Highway		Town Memorandum of Agreement	
	2015	2016	2015	2016	2015	2016	2015	2016
<b>General</b>								
Fences	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
Decks	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Stairway - Shoreyard	\$ 150	\$ 150			\$ 150	\$ 150	\$ 150	\$ 150
Vegetation Removal / Tree Cutting Permits	\$ 150	\$ 150						
Vegetation Removal / Shore Yard Mitigation	\$ 150	\$ 150						
Vegetation Removal - Shore Yard Prescribed Burn	\$ 200	\$ 200						
Vegetation Removal - Restoration / Compliance Review	\$ 200	\$ 200						
Demolition No Building Reconstruction <i>(New in 2014)</i>	\$ 200	\$ 200						
Conditional Use Permit	\$ 600	\$ 600	\$ 600	\$ 600				
<b>Height Restriction Compliance:</b>								
Structure, Object or Vegetation			\$ 30	\$ 30				
<b>Building Site Plan Review</b>							\$ 200	\$ 200

	Land Division & Development		Board of Adjustment	
	2015	2016	2015	2016
Land Division (Per Lot)	\$ 400	\$ 400		
Sale to Adjoining Owner, Lot Combination or Plat of Survey	\$ 150	\$ 150		
Final Land Division Review & Approval (Per Lot)	\$ 50	\$ 50		
Land Division Time Extension (Per Lot)	\$ 100	\$ 100		
Engineering Review Fee (Per Hr) <b>UPDATED 2016</b>	\$ 75	\$ 100		
911 Address Sign <b>UPDATED 2016</b>	\$ 60	\$ 75		
Application For Variance			\$ 750	\$ 750

## Administrator's Comments

### Board of Adjustment

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	6,762	6,762
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>6,762</b>	<b>6,762</b>
Revenue	6,000	6,000
Fund Balance Applied	0	0
Tax Levy	762	762
<b>Total Revenues</b>	<b>6,762</b>	<b>6,762</b>

This budget contains the operational expense for the Board of Adjustment. The Board of Adjustment is a five-member (and one alternate) committee appointed by the County Board Chair. The Board of Adjustment hears the appeals of property owners who seek exceptions or variances from the County Planning and Zoning Ordinances enacted under Chapter 59 of the State Statutes.

The appeal process begins when a property owner pays a non-refundable fee of \$750 to Rock County.

The Professional Services line item contains \$3,795 to reimburse the Planning Department for staff services.

The budget request includes \$2,214 for per diems and mileage for board members in anticipation of eight hearings in 2016.

The recommended tax levy for 2016 operations is \$762, which is an increase of \$327 from 2015.

#

## Administrator's Comments

### Tourism Council

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	5,500	5,500
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>5,500</b>	<b>5,500</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	5,500	5,500
<b>Total Revenues</b>	<b>5,500</b>	<b>5,500</b>

The 2016 Budget request from the Rock County Tourism Council totals \$5,500. This is composed of \$3,000 for the general operations of the Council and \$2,500 for cooperative tourism promotional activities. This is the same as the amount budgeted for 2015 and is recommended.

#

## M. Public Safety & Justice Committee

	<u>Page</u>
Sheriff.....	1
Administrator's Comments.....	17
Court System.....	20
Administrator's Comments.....	27
Rock County Communications Center.....	30
Administrator's Comments.....	32
District Attorney.....	34
Administrator's Comments.....	40
Medical Examiner.....	42
Administrator's Comments.....	46
Child Support Enforcement.....	48
Administrator's Comments.....	53
Contributions.....	55
Administrator's Comments.....	55

## Rock County Sheriff's Office

<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Sheriff
1.0	Chief Deputy
2.0	Commander
6.0	Captain
22.0	Sergeant
6.0	Detective
60.0	Deputy Sheriff
1.0	Correctional Supervisor
81.0	Correctional Officer
1.0	RECAP Site Supervisor
1.0	Financial Office Manager
1.0	Administrative Secretary
2.0	Secretary II
1.0	Secretary I
3.0	Account Clerk II
11.0	Administrative Assistant
6.0	Public Safety Utility Clerk
1.0	Optical Imaging Specialist
0.45	Vehicle Maintenance Supervisor
0.3	Vehicle Maintenance Technician
0.3	Sheriff's Clerk
0.4	Investigative Assistant
<b>208.45</b>	<b>Total</b>

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>		
Deputy Sheriff	2.0	1.0 (as of 7/1/16)
<b>Reallocations</b>	0	0
<b>Deletions</b>	0	0
<b>Transfers</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Sheriff

---

### MISSION STATEMENT

The mission of the Rock County Sheriff's Office is to enhance the quality of life in Rock County by working cooperatively with the public to enforce the law, preserve the peace, reduce the fear of crime and provide for a safe environment. Also, through the effective operation of the Rock County Jail, we must provide a safe, secure and humane environment for those persons committed to our custody. To accomplish this mission, we are committed to a set of values that guide our work and decisions and help us contribute to the quality of life in Rock County. We, the members of the Rock County Sheriff's Office, are committed to these values:

HUMAN LIFE - We revere human life and dignity above all else.

INTEGRITY - We believe that integrity is the basis for personal and public trust.

LAWS AND CONSTITUTION - We believe in the principles embodied in the Constitution of the United States and the Constitution of the State of Wisconsin. We recognize the authority of federal, state and local laws.

EXCELLENCE - We strive for personal and professional excellence, dedication to duty and service to the public.

ACCOUNTABILITY - We are accountable to each other and to the citizens we serve who are the source of our authority.

COOPERATION - We believe that cooperation among ourselves, members of the community, government entities, and other law enforcement agencies will enable us to combine our diverse backgrounds, skills and styles to achieve common goals.

PROBLEM SOLVING - We are most effective when we help identify and solve community problems.

OURSELVES - We are capable, caring people who are doing important and satisfying work for the citizens of Rock County.

### OFFICE OF SHERIFF

Sheriffs in the State of Wisconsin have been viewed as the top law enforcement officer within the County. Of all the offices elected from the entire County, the Sheriff has among the widest assigned and implied responsibilities which are mostly defined by State Statutes.

The office of Sheriff was created by the State of Wisconsin Constitution (Article VI, Section 4, County Officers). As a constitutional officer, the Sheriff and his/her Deputies are sworn to uphold the Constitutions of the State and Nation. The Preamble of both Constitutions states the reason or intent of these important documents. The Wisconsin Constitution Preamble reads:

"We the people of Wisconsin, grateful to Almighty God for our freedom, in order to secure its blessing, form a more perfect government, insure domestic tranquillity and promote the general welfare, do establish this constitution."

The office of Sheriff created in our State Constitution is the governmental entity established to "insure domestic tranquillity and promote the general welfare" of the County's citizens.

The Rock County Sheriff and appointed Deputies have the general authority to enforce State Statutes and ordinances of the County. Deputies may also enforce town or other municipal ordinances if established under law. The authority to act as a Deputy Sheriff may be extended beyond jurisdictional boundaries pursuant to mutual aid agreements [175.46(1)(6) or requests 66.305].

---

## Charter: Sheriff

---

1. CHIEF DEPUTY/UNDERSHERIFF FUNCTIONS

This position is highly responsible and the top administrative position within the Sheriff's Office. The position assists the Sheriff to run the agency in the sense of managing its day-to-day operations.

Standards:

- a. The Chief Deputy/Undersheriff operates under the vision, philosophy and direction of the Sheriff. Act as Sheriff in the absence of that official.
- b. The appointment and tenure of this position is governed by the Rock County Personnel Ordinance (18.101 Authority, 18.102 Purpose and 18.103 Scope) and is a professional career administrative position.
- c. Maintains organizational continuity between changing Sheriff administrations.
- d. Oversees training, recruitment, hiring of all sworn/non-sworn personnel, manages internal investigation/citizen complaints, budget preparation/fiscal monitoring, annual report preparation, monitors major criminal investigations, makes employee disciplinary recommendations.

### CORRECTIONAL SERVICES DIVISION

1. JAIL OPERATIONS

To operate the County's custodial and security system facilities as efficiently and effectively as possible. This includes the care of sentenced and pre-trial detainees, rehabilitation services, maintaining records and transporting jail inmates. Also, to provide Court services to the Rock County Circuit Court Judges and maintain peace and order in the Courthouse.

Standards:

- a. Correctional Services critical objectives and standards are met as evidenced by a monthly report submitted by the Correctional Services Commander to the Sheriff.

- b. Satisfactory compliance with established Jail Services management policies and procedures as evidenced by random review of Correctional Services Commander's work performance.

2. SENTENCED AND PRE-TRIAL DETAINEES

Providing for the care of all sentenced and pre-trial detainees held in the system facilities.

Standards:

- a. To comply with Wisconsin Department of Corrections standards for County Jails, municipal lockups and houses of correction rehabilitation facilities.
- b. To implement corrective action as per Division of Corrections inspection reports.
- c. To house inmates in accordance with adopted inmate classification systems.

3. RECORD MAINTENANCE

Maintaining records - accumulating, processing and disseminating.

Standards:

- a. Compliance with State of Wisconsin required reporting forms and procedures (Jail Register) for adults.
- b. To maintain internal reporting forms as required by law.

4. JAIL INMATE TRANSPORTATION

Transporting Jail inmates to courts, institutions, hospitals and completing prisoner extraditions.

Standards:

- a. Timely and secure delivery of Jail inmates to courts, institutions and hospitals.
- b. To expedite timely and secure prisoner extraditions.

---

## Charter: Sheriff

---

5. FOOD SERVICES

To provide all inmates with three nutritious meals per day. To use a contracted food services vendor to keep food cost at a reasonable rate.

Standards:

- a. To provide good, nutritious meals in a timely manner while keeping costs as low as possible.

6. CIVIL PROCESS/WARRANT OPERATIONS

To interpret, understand and apply the intent of Wisconsin Statutes governing the service and related aspects of process documents. This includes the service of writs, orders, notices, summons, executions and all warrants. To receive, log and enter active warrants in the NCIC files. To do follow-up tracking on wanted persons.

Standards:

- a. Civil Process critical objectives and standards are met as evidenced by a monthly report submitted by the Civil Process Bureau Sergeant to the Sheriff.
- b. Satisfactory compliance with established Civil Process Bureau management policies and procedures as evidenced by random review of Civil Process supervisors' work performance.
- c. To receive and serve all proper civil process as directed by Statutes.
- d. Collect fees for process service as established by State Statutes.
- e. To provide agency access to NCIC/TIME System capabilities.
- f. To receive and process all warrants and maintain current records of persons wanted.
- g. To research location information on wanted persons and provide information to field officers.

7. COURTHOUSE SECURITY

To maintain the peace and security at the Courthouse.

Standards:

- a. Enforce all laws and ordinances fairly.
- b. Reduce the incidents of crime and fear of crime in the Courthouse.
- c. Attend to the security needs of Rock County Circuit Court Judges in criminal and potentially violent civil proceedings.

8. COMMUNITY CORRECTIONS DIVISION (COMMUNITY RECAP, HUBER, DIVERSION PROGRAM, INMATE CLASSIFICATION AND WORKENDER PROGRAM)

The Rock County Education and Criminal Addictions Program (RECAP) is a cooperative educational and rehabilitation program aimed at reducing recidivism by County Jail inmates.

Standards:

- a. To provide training for upper level job skills to the RECAP inmates.
- b. To provide training towards educational skill improvement for RECAP inmates.
- c. To provide counseling for RECAP inmates to improve life skills and avoidance of criminal conduct.
- d. The RECAP staff will continue to collect data for evaluation of the long-term success of the program from a statistical basis.
- e. Inmates sentenced to the Rock County Jail with Huber Law privileges or as a condition of probation will be allowed to leave the Jail during necessary and reasonable hours to pursue or maintain employment.
- f. The Jail Inmate Diversion Program is designed to maximize the use of alternatives to incarceration in the Rock County Jail due to any overcrowding or special inmate needs, consistent with public safety while providing

---

## Charter: Sheriff

---

- necessary protection to local communities and successful cost-effective participation by sentenced inmates.
- g. Manage the Huber Law Program in accordance with State Statute 303.08 and Sheriff's Office Policy.
  - h. Manage the Community RECAP program in cooperation with the Courts, District Attorney and Public Defenders Office in order to provide counseling and treatment to reduce recidivism.
  - i. To reduce recidivism through offering an employment/educational training program to inmates with outside resources/agencies.
  - j. The Rock County Workender Program is an alternative to housing inmates in the jail. Qualified inmates serve their sentence conducting community service for governmental or nonprofit organizations. Workender inmates participate in the program on the weekends or midweek. Qualified inmates are low risk sentenced inmates that are under the Huber law.
  - k. Inmate Classification provides fair and consistent guidelines to determine inmate housing assignments, security level, treatment, and program services. Classification ensures decisions regarding the inmate are made to the benefit of the inmate, as well as, the Rock County Jail. The program ensures proper procedures and documentation while placing the inmate in a suitable environment.
  - l. Classification procedures are administered equitably and consistently, without discrimination against any individual based on sex, race, color, creed, culture, background, handicap, or national origin.
  - m. Inmates are housed in the least restrictive housing compatible with his/her assessed risk and needs. Classification determination is managed allowing changes in levels dependent on the behavior of the inmate and new information acquired.

- n. Classification categories are established as: Minimum, Medium, Maximum, Special Management Housing, High Risk, and Special Condition.
- o. The Classification Committee, consisting of the Jail Operations Captain, Correctional Supervisor, and Classification Officers, meet annually to review the Classification System to ensure effectiveness and appropriateness.

### 9. MEDICAL SERVICES

The Sheriff shall provide or contract necessary medical treatment, mental health and emergency dental care for inmates in custody (DOC 350.09 Health Care). The Sheriff's Office presently contracts with Advanced Correctional Healthcare to provide healthcare services to the Jail inmates.

#### Standards:

- a. Shall be based upon the standards of any professional organization that establishes standards for health services in correctional institutions.
- b. Complies with medical standards as established for Jails in Chapter 302 of Wisconsin State Statutes or DOC 350.09.

## LAW ENFORCEMENT SERVICES DIVISION

### 1. PATROL OPERATIONS

To provide law enforcement and related public safety services as efficiently and effectively as possible for the citizens of Rock County. These services shall include responding to complaints, issuing citations, water patrol operations, preparing cases for court testimony and routine patrol and police traffic services. To provide routine patrol including police traffic service, varying patrol route,

---

## Charter: Sheriff

---

assisting motorists, reporting highway conditions and hazards and issuing citations for State Statute and County Ordinance violations.

Standards:

- a. Patrol Division critical objectives and standards are met as evidenced by a monthly report submitted by the LES Commander to the Sheriff.
- b. Satisfactory compliance with established Patrol Division management policies and procedures as evidenced by random review of Patrol Division performance toward objectives.
- c. Patrol is concentrated in areas of Rock County to ensure an estimated eight (8) minute response on all emergency situations.
- d. To patrol every township once in a 24-hour period.
- e. To maintain a South Station to improve services to southern Rock County.
- f. To maintain a Footville substation to improve services to western Rock County.

2. RESPONDING TO COMPLAINTS

To answer a variety of calls dealing with traffic accidents, robberies, domestic disturbances and other crimes.

Standards:

- a. To maintain an average of eight (8) minutes response time.
- b. All patrol officer work narratives shall receive a satisfactory review.

3. K9 UNIT

To respond to complaints requiring drug detection and search tracking capabilities.

Standards:

- a. Shall work under the guidelines of Sheriff's Office standard operating procedures.

4. DETECTIVE OPERATIONS

To investigate crimes as efficiently and effectively as possible. This includes identification and apprehension of criminals; identification preservation, and presentation of evidence and preparation of cases for court; to provide arson investigation services to Rock County Law Enforcement Agencies; and to conduct pre-employment background investigations on all prospective employees.

Standards:

- a. Detective Bureau critical objectives and standards are met as evidenced by a monthly report submitted by the LES Commander to the Sheriff.
- b. Satisfactory compliance with established Detective Bureau management policies and procedures as evidenced by random review of the Detective Bureau Captain's work performance.
- c. To maintain an annual clearance rate of 50% for all cases handled by the Detective Bureau and prepare monthly case reports.
- d. To maintain 100% compliance with the Sheriff's Office Policy and Procedures Manual regarding identification and preservation of evidence.
- e. To prepare cases for court testimony through such actions as reviewing reports, contacting the District Attorney, transporting evidence, etc.
- f. To maintain a 48-hour turn around time on all reports.
- g. A 95% satisfactory level will be used on Supervisor review of reports.
- h. Supervisors will receive written reports on major accidents and felonies within 24 hours of the incident's occurrence.

---

## Charter: Sheriff

---

5. BUREAU OF IDENTIFICATION

To cause photographs and fingerprints to be taken from all persons entering the Jail. To maintain files with current identification photographs and fingerprints. To forward fingerprints of arrestees to the Wisconsin Department of Justice and the Federal Bureau of Investigation as provided by law.

Standards:

- a. Maintain fingerprints and identification photographs of all arrestees received at the County Jail.
- b. Forward fingerprints to the Wisconsin Department of Justice and the Federal Bureau of Investigation.
- c. Process physical evidence and crime scenes in major crime cases.
- d. Management of Sheriff's Office evidence and confiscated property.
- e. Collect DNA samples from convicted inmates as required by law.

6. SHERIFF'S SPECIAL INVESTIGATION UNIT (SIU)

To work in partnership with other law enforcement agencies within Rock County to investigate crimes and other cases affecting the safety and security of Rock County Citizens.

7. SUPPORT SERVICES OPERATIONS

The primary mission of Support Services is to sustain and improve all Sheriff's Office operations through material and technical support. To provide training and other administrative support to all Sheriff's Divisions. To work with other County Departments and other law enforcement agencies on matters of mutual concern.

Standards:

- a. Support Services critical standards are met as evidenced by reports submitted by the Support Services Captain to the Sheriff.

- b. Information is collected from all Sheriff's Office operations and is made useful and available for analysis, budgeting and public access.
- c. Manage all real property within the Sheriff's Office to assure high operational readiness: vehicle procurement, maintenance and assignments, all radio and MDC equipment, computers and related hardware, office equipment, develop RFPs and manage procurement process, maintain all required licenses.
- d. Develop and maintain all contracted service and revenue agreements: building cleaning contracts, maintenance service contract for fleet vehicles, radio repair agreements, equipment warranties.
- e. Oversee the Sheriff's Office's clerical staff and office manager, provide guidance on information processing and management and fee collections, record system management, fiscal management and internal audits.

8. VEHICLE MAINTENANCE

To maintain all Rock County Sheriff's Office vehicles in top operational condition so that they are available to respond when needed in a safe manner.

Standards:

- a. Coordinate the scheduled maintenance of all County-owned vehicles assigned to the Sheriff's Office.

9. INFORMATION MANAGEMENT

To cause all Sheriff's Office information to be effectively collected and made useful to enhance and justify agency goals, objectives and public access.

Standards:

- a. Information is available to the public as established by law and Sheriff's Office policy.

---

## Charter: Sheriff

---

- b. Information on all Sheriff's Office operations that is collected is made useful for program evaluations and planning.

10. TACTICAL UNIT AND HOSTAGE NEGOTIATION TEAM

To maintain a Tactical Unit in a ready state available for call at any hour when needed to respond to special emergency situations that are beyond the trained ability and resources of the patrol shift.

Standards:

- a. To maintain the Tactical Unit with a high level of training and minimize risk to officers.
- b. To maintain trained negotiators to resolve conflict situations as peacefully as possible.

11. DIVE TEAM

To maintain a Dive Team that is ready to respond at any hour to any water emergency that requires a rescue or recovery mission.

Standards:

- a. To maintain a level of dive training that ensures confidence/safety when responding to water emergencies.

12. RECREATIONAL SAFETY TEAM

To maintain a Boat Patrol Unit that regularly patrols the waters of Rock County and that responds to water emergencies and enforcement of boating laws relating to safety and operation on lakes and rivers.

Standards:

- a. To maintain a high level of training in the use of Sheriff's Office boats so as to respond properly/effectively to any water emergency.
- b. To maintain trained operators to patrol and conduct rescue operations on snowmobile trails when necessary.

- c. To maintain trained All Terrain Vehicle (ATV) operators to conduct trail patrol, off-road search and rescue operations, and to assist with evidence collection in remote locations.

13. CHAPLAINCY PROGRAM

The Rock County Sheriff's Office Chaplaincy Program is designed to meet the emotional and spiritual needs of the people served by the Rock County Sheriff's Office and to support the employees of the agency in times of need.

Standards:

- a. Available 24 hours a day to assist in critical incidents or death notifications.
- b. Available to support the needs of employees as required.

14. SHERIFF'S GANG UNIT

To operate cooperative gang investigations within Rock County and the stateline area. This unit is currently manned with officers of the Rock County Sheriff's Office and other police agencies including the FBI.

Standards:

- a. Reports of illegal drugs are investigated by undercover officers so as to make arrests supported by evidence that will support a conviction if the cases go to trial.
- b. Gang intelligence officers gather information to forward on to criminal investigators.

15. COMMUNITY RELATIONS OPERATIONS

To provide high quality public safety service thereby maintaining the Rock County Sheriff's Office's excellent reputation for professionally meeting the County's public protection needs. To provide crime prevention and community policing services to citizens and community groups.

---

## Charter: Sheriff

---

Complaints: Complaints about the activities or operations of the Sheriff's Office are received in a courteous and professional manner and, if found to be valid, are resolved in a timely fashion.

Public Education: The public is informed of the activities of and the services provided through the Sheriff's Office via presentations given by management staff at community and service club meetings and when appropriate, via releases to the local media. Citizen input regarding the Sheriff's Office operations and priorities is always welcomed and encouraged.

Public Meetings: Sheriff's Office staff frequently meets with Township, Village and City officials as needed to determine service needs and to address policing issues. Further, the Sheriff's Office maintains Neighborhood Watch and other community policing programs.

Standards:

- a. To maintain effective Neighborhood Watch Programs throughout Rock County.
- b. To administer the Sexual Offender Community Notification Program.
- c. Present special crime prevention educational information to citizens and civic/school organizations.
- d. To facilitate community problem-solving related to the philosophy of community policing.
- e. To provide educational programs on child safety restraints and safety belt requirements.

---

## Charter: Emergency Management

---

### Key Objective

The key objective of Emergency Management in Rock County will be accomplished by satisfying the following commitments:

### Public Service Commitment

Effectively plan, and when necessary, provide Emergency Management guidance and response under the authority of the Rock County Sheriff's Office to the citizens of Rock County to ensure public safety.

### County Emergency Management Commitment

To be responsible to the Rock County Sheriff's Office and the citizens of Rock County for managing all activities of the County Emergency Management program in an efficient, effective and professional manner. Emergency Management is responsible for carrying out the program directives of the State of Wisconsin Department of Military Affairs, Division of Emergency Management (WEM) and the State Office of Justice Assistance (OJA), plus other State and Federal agencies. Implement policy directives as directed by the Rock County Board of Supervisors. Carry out the functions required of the County Emergency Management under Chapter 323 of the Wisconsin Statutes and Rock County Ordinance, Chapter II. Work closely with local/municipal Emergency Management agencies as defined in the Rock County Ordinance, Chapter V. Assist with the development and adoption of local ordinances and plans as requested. Respond to emergency incidents and disasters as needed or requested.

### Intergovernmental Commitment

To work with local, municipal, state, and federal agencies to plan, coordinate and provide emergency management guidance in compliance with directives from the Rock County Sheriff's Office, Wisconsin Emergency Management, and Wisconsin Office of Justice Assistance.

### Critical Performance Areas

1. Preparedness – Emergency Management administers and participates in planning, training, and exercising. Seek available grant funding for training and exercise sessions.
2. Response - Emergency Management responds to any manmade or natural disaster within Rock County, prioritizes and provides county resources to all governmental jurisdictions, as well as responding agencies throughout the county and will request State and FEMA assistance as needed.
3. Recovery - Emergency Management directs and coordinates recovery issues related to any manmade and/or natural disasters as they occur with WEM and FEMA.
4. Mitigation - Emergency Management serves as liaison between county, state and FEMA to prevent or reduce the potential of the next disaster. Emergency Management identifies and intercepts small problems before they become an emergency or disaster through outreach and public education.
5. Outreach and Education
  - ◆ Develop and conduct Emergency Management exercises with emergency responders, schools, hospitals, facilities and test emergency plans.
  - ◆ Work with local news media to keep citizens informed of individual and family emergency planning issues.
  - ◆ Public Education – weather related, sheltering-in-place, hazardous materials, and planning.
  - ◆ Assist with public health issues as requested.

### Management of Critical Objectives

## Charter: Emergency Management

1. Planning Performance - Install a departmental system of planning on a multi-year basis, setting forth critical and specific annual objectives, and utilizing resources to achieve those objectives.

Standards:

- ◆ Forecasts - Annual work plans are prepared based on service requirements.

2. Organizing Performance - Identify, arrange, and relate work so that results can be achieved with the greatest possible effectiveness at acceptable costs.

Standards:

- ◆ Organizing Structure - A department table of organization, following the County's approved format, is prepared, reviewed and revised annually according to actual working relationships.

3. Controlling Performance - Set performance standards by evaluating and incorporating existing standards into Emergency Management operations to achieve objectives.

Standards:

- ◆ Performance Standards - The Emergency Management Coordinator maintains performance standards for the Emergency Management Division through an approved management charter under the Rock County Sheriff's Office.
- ◆ Performance Measurement - The Emergency Management Coordinator provides semi-annual reports of departmental activities as defined in the annual Plan of Work, submitted to Wisconsin Emergency Management and FEMA.

4. Emergency Management - Carry out the duties of Emergency Management according to Chapter 323 of the Wisconsin Statutes, including the Rock County Emergency Management Ordinance Chapter II and the Rock County Emergency Operations Plan (EOP).

Standards:

- ◆ Direct and coordinate Emergency Management activities throughout the county during mitigation, preparedness, response, and recovery phases.
- ◆ Assist when requested, in annual updates to municipal Emergency Operations Plans (EOP), integrating such plans into the County EOP and submitting an annual report to Wisconsin Emergency Management for approval.
- ◆ Direct and coordinate training programs and exercises:
  - State and Local Organization Management - Include continuity of government during a crisis and Emergency Management assistance.
  - State and Local Direction and Control - Include emergency operation centers (EOC) and supporting materials when resources are available.
  - Disaster Assistance Programs - (Individual /Public Assistance, temporary housing, etc.), Disaster Preparedness Improvement Grant (preparation, response and recovery planning), and hazardous materials safety.
  - Natural and Technological Hazards - Include the State Assistance Program (assists local governments in identifying flood zone statutory changes and other mitigation operations), dam safety (legislation, identification of risk areas, warning, evacuation and hazard analysis).

5. Technical Performance Areas

◆ Terrorism Awareness Initiative:

- Federal Department of Homeland Security and State agencies are placing additional requirements on local Emergency Management offices. Mandates such as

## Charter: Emergency Management

- training, exercising and enhanced program initiatives will continue to place additional burdens on programs.
- It is County Emergency Management's responsibility to incorporate current Homeland Security Presidential Directives, such as the National Incident Management System (ICS/NIMS), NIMS-CAST, and Resource Typing.
  - The Rock County Board of Supervisors passed Resolution 05-7A-271 at its June 3, 2005 meeting, adopting the National Incident Management System (NIMS) as Rock County's Standard for Incident Management.
  - Continue to work with OJA to secure and implement any Homeland Security funding grants for county agencies.
  - Assess Training Needs – Conduct training with all first responders, hospitals, public works, public health, schools and large facilities.
  - Assess any equipment needs and determine local government's ability to manage the consequences of terrorist incidents, particularly incidents involving weapons of mass destruction. Identify resources for responses to such incidents.
- ◆ Title III, Superfund Amendment and Reauthorization Act of 1986 (Emergency Planning and Community Right-to-Know/Hazardous Materials Planning).
    - Serve as Community Emergency Coordinator as outlined in Title 42, United States Code for the Rock County Local Emergency Planning Committee (LEPC).
    - Serve as liaison to State agencies.
- Implement the requirements of SARA-III and Chapter 323 of the Wisconsin Statutes within the constraints imposed by time and financial support.
  - Apply for grants and financial aids to support the implementation of SARA-III and Chapter 323 of the Wisconsin Statutes.
  - Continue planning activities with off-site facilities and farms within the County.
  - Participate in the Clean Sweep for Hazardous Waste collections.
  - Support and coordinate day-to-day activities of the Local Emergency Planning Committee (LEPC).
- ◆ Rock County Emergency Operations Plan and Standard Operating Procedures will be updated as required in each fiscal grant year.
  - ◆ A countywide Hazard Analysis will be reviewed and updated as required.
  - ◆ Assist the County Hazardous Materials (HazMat) Level B Team with training and obtaining supplies through the annual Hazmat Equipment and Computer Grant.
  - ◆ Seek reimbursement of expenses incurred by the County Hazardous Materials Level B Team.
  - ◆ Effectively participate in the Statewide Emergency Management Training and Exercise Programs.
6. Public Relations Performance - Conduct public relations in a manner that reflects positively on the Rock County Sheriff's Office.

---

## **Charter: Emergency Management**

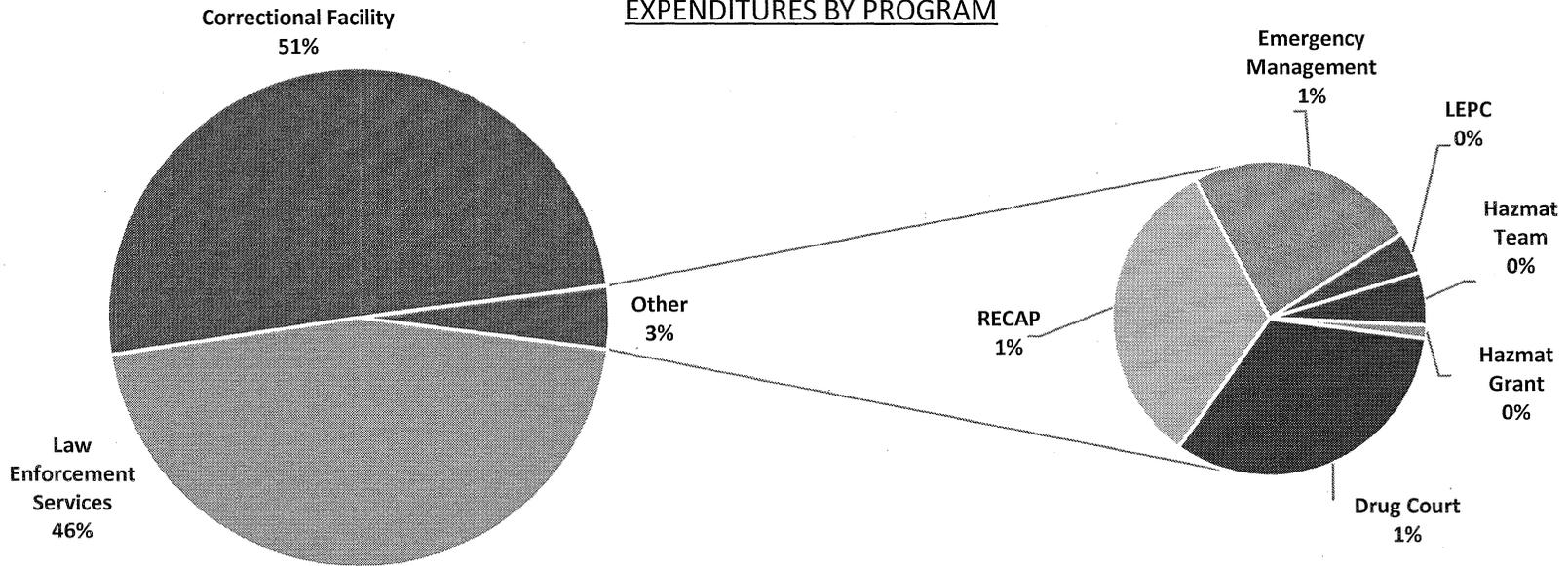
---

Standards:

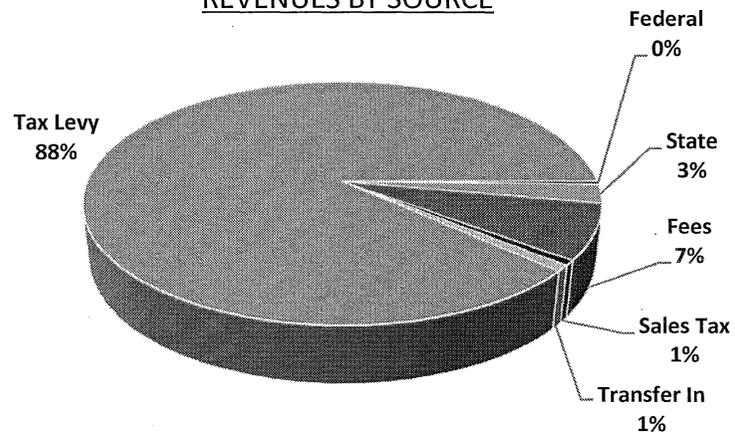
- ◆ Public Education - Inform the residents of Rock County of the functions and services available through Emergency Management. Give presentations to community members throughout the county as requested.
  
- ◆ Issue press releases and when necessary, inform Rock County residents of Emergency Management activities and emergency situations.
  
- ◆ Complaints - All complaints related to chemical spills, emergency responses, or weather sirens are investigated immediately and if found to be valid, are resolved in a timely fashion.

## 2016 BUDGET SHERIFF

### EXPENDITURES BY PROGRAM

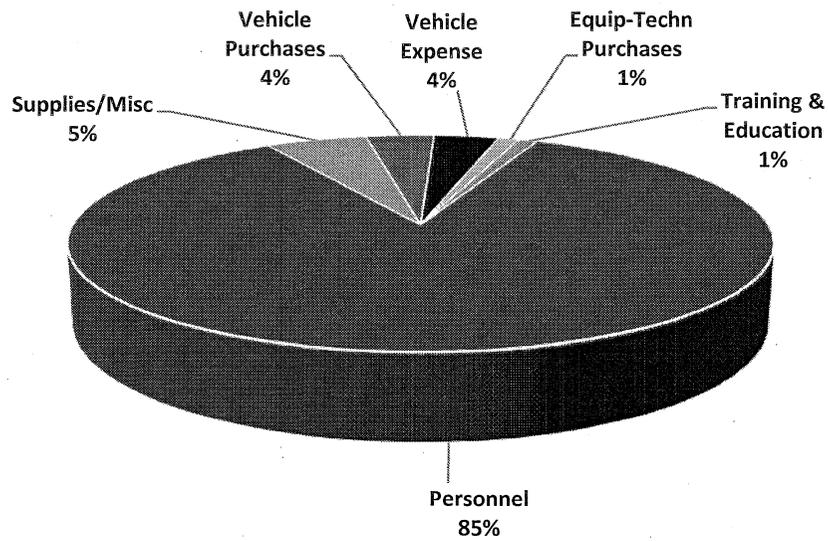


### REVENUES BY SOURCE

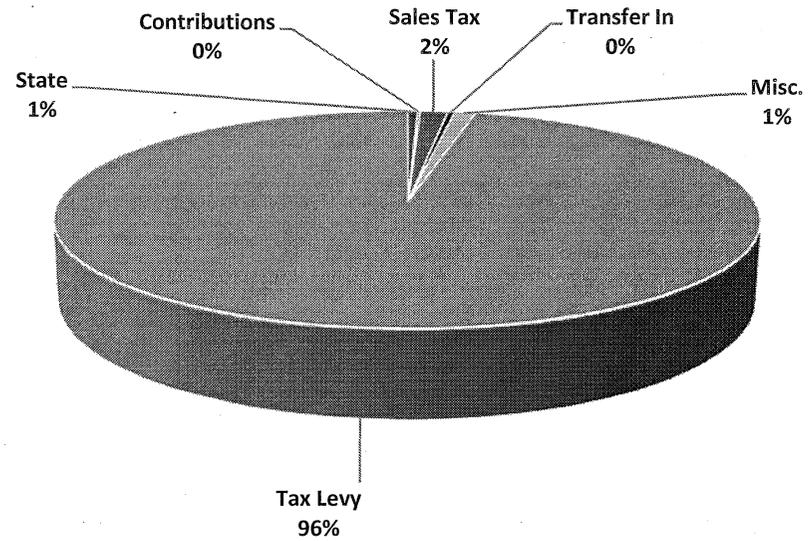


2016 BUDGET  
LAW ENFORCEMENT SERVICES

EXPENDITURES BY PROGRAM

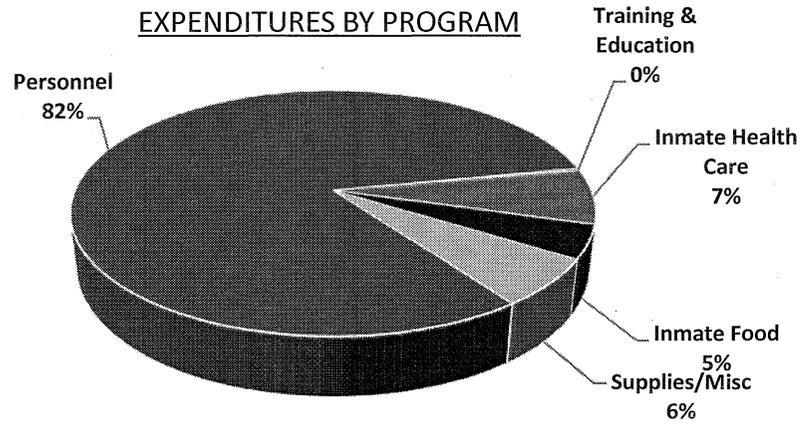


REVENUES BY SOURCE

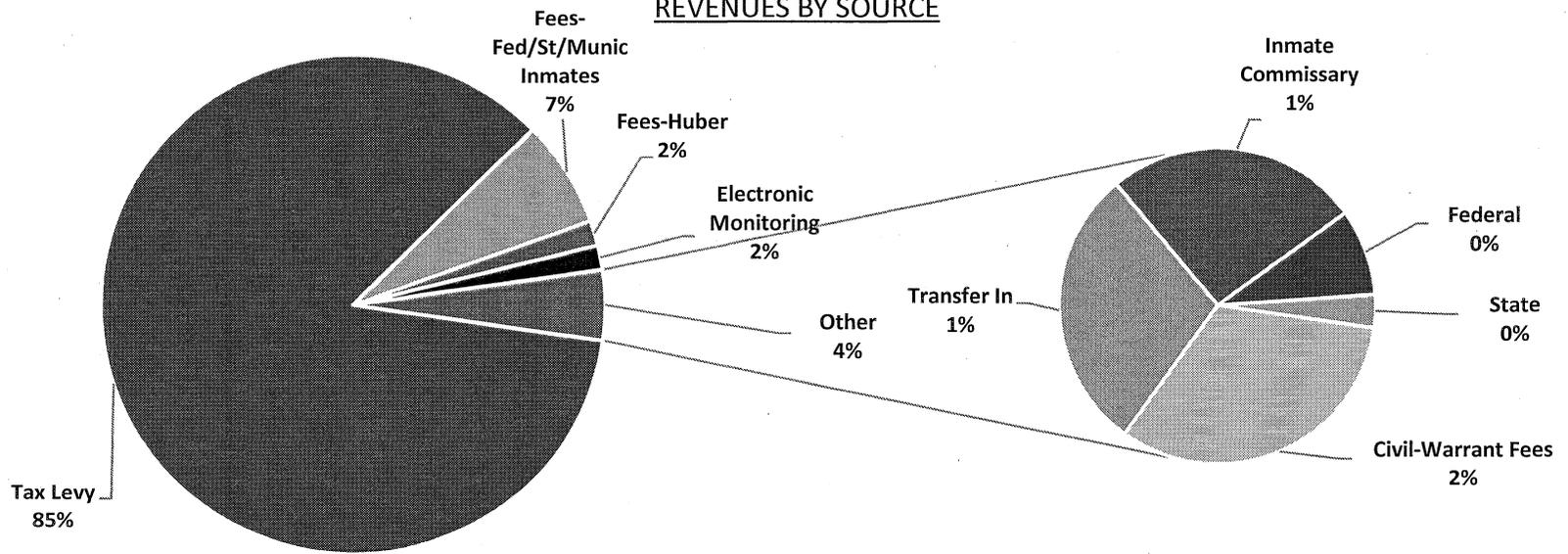


**2016 BUDGET  
CORRECTIONAL FACILITY**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Sheriff

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	210.45	209.45
Salaries	11,820,883	11,681,152
Fringe Benefits	6,837,435	6,823,708
Operating Expense	3,790,854	3,790,854
Capital Outlay	535,488	535,488
Allocation of Services	(8,648)	(8,648)
<b>Total Expense</b>	<b>22,976,012</b>	<b>22,822,554</b>
Revenue	2,573,045	2,673,045
Fund Balance Applied	0	0
Tax Levy	20,402,967	20,149,509
<b>Total Revenues</b>	<b>22,976,012</b>	<b>22,822,554</b>

The Sheriff's Office budget is contained in two major accounts and a number of small grant and project-related accounts. The Correctional Facility account contains the personnel expenses and other operational expenses related to operating the jail and court services. It also contains revenue derived from jail operations. The Sheriff's account contains the funding to operate the other divisions.

#### **Rock County Jail**

The jail's current rated capacity is 505 beds. As of September 28, 2015, there were 508 inmates under the Sheriff's control but only 379 were actually housed in the jail. As of September 28, 55 inmates were on electronic monitoring and 19 were in the Workender Community Service Program. In addition, 26 individuals were being served through the OWI Treatment Court and 29 individuals were being served through the Drug Treatment Court.

If not for these programs, these individuals would be incarcerated in the jail and the three inmates over the jail's rated capacity would have been housed in out-of-county jails.

(Note: the above calculation doesn't include 15 individuals that were being served through the Veterans Court.)

There is a surcharge on all state, municipal and county ordinance fines known as the jail assessment fee. The proceeds collected by the Courts are deposited in a countywide account. Under State law, the County may use those funds for "construction, remodeling, repair or improvement" of the jail and "for costs related to providing educational and medical services to inmates." For 2016, my recommendation includes \$150,000 through a transfer in from the balance sheet to partially offset the cost of inmate medical care.

The Drug Treatment Court/TAD program diverts offenders from jail through the Drug Court if they agree to complete a substance abuse treatment program. The success of the Drug Court contributes to lowering the jail population, reducing recidivism and bettering the community as a whole. The budget for this program is found under program number 21-2171 titled Drug Treatment Court/TAD. Through September 28, 2015, there were 243 successful graduations from the program resulting in 76,689 jail bed days averted. The State TAD funds are awarded through a competitive grant process and Rock County is budgeting \$110,931 in 2016, the same amount as the prior year. Program expenses remain stable for 2016. The Human Services Department was awarded the contract for providing treatment and case management in 2015, replacing a private provider that had previously been providing services. The tax levy support for this program in 2016 will be \$157,674, the same level as the prior year.

#### **Law Enforcement Services (LES)**

One of the higher cost areas in this account is the cost of operating and maintaining the Sheriff's Office fleet of vehicles. Based on the overall trend of comparatively lower gas prices, \$230,000 is recommended to pay for fuel, which is less than the amount budgeted in 2015. The Sheriff's Office is requesting 12 new vehicles at a cost of \$383,000, including 10 patrol vehicles (6 Dodge Chargers, 3 Ford Explorers, and one Chevy Tahoe) and two vans (one mini-van and one full-size van) for Court Services. In 2016, there will be a change in the funding method for the Sheriff's motor vehicles line item due to the increasing need and cost of vehicles. Previously, the County set aside an amount each year that went into a separate Sheriff's Vehicle account, which was a non-lapsing account that accumulated funds on an annual basis to level out the cost of making vehicle purchases. Beginning in 2016, this account will be eliminated and vehicle purchases will be directly funded in the LES budget as the amounts set aside to level our costs have become insufficient to fund vehicle purchases. Therefore, in 2016 I am recommending the cost of vehicles be funded through a transfer of the remaining \$38,977 in the separate Sheriff's Vehicles account, \$100,000 in sales tax, and \$244,023 in tax levy.

I am also recommending that sales tax be used for other capital purchases requested by the Sheriff's Office, including 10 replacement Automatic External Defibrillators, seven replacement video recorders for squads, and a pilot program of eight body cameras for deputies. The Sheriff indicates he will be testing the use of body cameras in 2016 before making a decision on future need and usage. Total sales tax for these capital purchases is \$53,610.

As with all departments, replacement of computers and other IT equipment can be a significant cost. In 2016, a total of \$31,620 is requested for computer replacements and related equipment, including \$16,800 for replacement computers in squads. These requests are recommended to be funded through tax levy in 2016.

Overtime remains a significant issue in the Law Enforcement Services Division. The Sheriff's Office request is \$256,250, which is the same as the previous year. In part to reduce the reliance on overtime, as well as the stress that significant overtime places on deputies, the Sheriff is requesting two new deputy positions in 2016 at a cost of \$142,390. These positions would also help to address an increasing number of calls for service over the last several years. Given the stress on County finances created by tax levy limits, I am recommending one additional deputy position effective July 1, 2016. Despite the need, the Sheriff has indicated his understanding of the County's fiscal situation and the necessity of making these positive steps towards alleviating the strain on current personnel in an incremental manner.

#### **Emergency Management Services**

2013 marked the first year that the Sheriff's Office was responsible for Emergency Management. The Emergency Management accounts include a main operational account, the Local Emergency Planning Committee (LEPC), the Level B Hazmat Team, and 2016 Hazmat Grant.

Emergency Management has requested new carpet for their office area, which will be funded in the General Services budget. An additional request for a

desk and chairs and one outdoor siren replacement (\$20,000) will be funded through the Emergency Management operational account.

The recommended tax levy for the Sheriff's Office is \$20,149,509. This is an increase of \$99,024 or 0.4% more than the 2015 budgeted amount.

#

## Rock County Court System

<b>Present Personnel (Full Time Equivalent)</b>	
	<b>Clerk of Courts</b>
1.0	Clerk of Circuit Court
1.0	Chief Deputy Clerk of Circuit Court
1.0	Financial Supervisor
2.0	Collections/Accounts Specialist
3.0	Division Leader Deputy Clerk
26.0	Deputy Clerk of Court
1.0	Clerk II
35.0	Total
	<b>Circuit Court</b>
3.4	Court Commissioner
2.0	Deputy Register in Probate II
1.0	Circuit Court Office Manager
7.0	Court Attendant
6.0	Judicial Assistant
3.0	Court Reporter
1.0	Deputy Clerk of Court
23.4	Total
	<b>Mediation &amp; Family Court Services</b>
1.0	Director of Mediation & Family Court Services
1.0	Administrative Assistant
2.0	Total
<b>60.4</b>	<b>Grand Total</b>

<b>Summary of Personnel Modifications</b>		
	<b>Dept. Request</b>	<b>Admin. Rec.</b>
<b>New Positions</b>	0	0
<b>Deletions</b>		
Deputy Clerk	1.0	1.0
<b>Reallocations</b>		
<b>Clerk of Court</b>		
Financial Supervisor		
From PR 15 to PR 18	1.0	0
From PR 15 to PR 17	0	1.0
Division Leader		
From Union 2489 Range 1		
To Unilateral PR 12	3.0	3.0
Collections / Accounts Specialist		
From Union 2489 Range 1		
To Unilateral PR 15	2.0	0
Deputy Clerk of Court		
From Union 2489 Range 4a		
To Union 2489 Range 2	26.0	0
To Union 2489 Range 4	0	26.0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0

---

## **Charter: Circuit Court/Clerk of Court**

---

### **Jurisdiction and Function of the Circuit Court**

The circuit courts are Wisconsin's state trial courts; it is the responsibility of these courts to protect individuals rights, privileges and liberties, to maintain the rule of law and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective. The Wisconsin circuit court administrative structure is detailed in Article VII, section 4(3) of the Wisconsin Constitution, Statute §758.19, and Supreme Court Rule (SCR) Chapter 70. The Chief Justice is the administrative head of the judicial system, exercising authority according to procedures adopted by the Supreme Court.

Circuit courts have original jurisdiction in all civil and criminal matters within the state, including probate, juvenile and traffic matters, as well as civil and criminal jury trials. The seven branches of Rock County Circuit Court are divided into three divisions: Civil, Criminal and Juvenile; three branches are designated for civil cases, three branches are assigned to criminal matters and one branch is appointed to hear juvenile matters.

### **Specialty Courts**

Rock County Circuit Courts have three Treatment Alternatives and Diversion Specialty Courts: Drug Court, Operating While Intoxicated Court and Veterans Court. In these Courts, Court Case Managers oversee the twelve-month treatment program for those participating in the Specialty Courts. Treatment is designed for non-violent participants with substance abuse issues. Entry into the programs require a contract agreement between the Rock County District Attorney's Office, Defense Counsel and the participant. Entry also requires a plea of guilty or no contest to current charges in exchange for potential reduction or dismissal of those charges or other sentencing concessions made upon successful completion of the Program. Participants may also enter the program through a referral from the Department of Corrections as an Alternative to Revocation.

### **Court Administration**

The administrative responsibilities of the Circuit Court involves budgeting and administering trial court resources, developing effective policies and procedures and recruiting and maintaining competent staff.

The Clerk of Circuit Court provides an administrative link between the judiciary and the county boards and the public. The Clerk of Court works closely with the Circuit Court to maintain a competent staff ensuring that the courts run smoothly and efficiently.

The Clerk of Circuit Court is the custodian of the court record. Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that the Clerk of Circuit Court maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the Court or specified by statute. The Clerk of Circuit Court also must establish and promote procedures for reasonable access to court records as well as maintain the confidentiality of records as set forth by statute and court order.

The Rock County Register in Probate keeps a record, in full, of all wills admitted to probate, decedents' estates, testamentary trusts, guardianships, protective placements, civil mental health commitments and records filed for safekeeping.

### **Jury Management**

The jury management system is administered by the Clerk of Circuit Court. Automation in the courts has made the process of selecting and notifying potential jurors much more efficient and has improved record keeping for jury management. The Clerk of Court works with the Director of State Courts and

---

## Charter: Circuit Court/Clerk of Court

---

the Legislature to continue to improve jury management. Wisconsin citizens are obligated for no more than one month of jury service in a four-year period.

### Court Finances

Circuit courts are funded with a combination of state and county money. State funds are used to pay the salaries of the judges, official court reporters and reserve judges (retired judges who are assigned to hear cases when the need arises). The State also funds travel and training for the judges.

By law, the counties are responsible for all other operating costs except those enumerated by statute. For those exceptions, which include among other things the costs of providing guardians ad litem, court-appointed witnesses, interpreters and jurors; the State provides assistance in the form of statutory formula appropriations.

Court finances, including the collection and disbursement of fines, forfeitures and fees, are primarily controlled by the Clerk of Circuit Court. Fiscal responsibilities are managed with accurate, efficient and effective accounting practices. Financial software, designed in accordance with generally accepted accounting principles, assists clerks in efficiently handling this money.

---

## Charter: Mediation & Family Court Services (MFCS)

---

To promote positive co-parenting from two (2) homes through the directives of the Fifth District Circuit Court according to the 1987 Wis. Act 355, STAT 767. which shall include education on the effects on children when parents do not live together. STAT 767 mandates mediation on CHILD CUSTODY, (legal decisions that affect the child) and/or parental PHYSICAL PLACEMENT and/or grandparent VISITATION (time with the child) prior to the final divorce decree and/or order for child support.

- Mediation shall be provided in every county in this state in which it appears that legal custody (decisions about/for the child) and/or physical placement/visitation (time with the child) are contested by a grandparent, stepparent, or person who has maintained a relationship with the child may file a petition for visitation in an underlying action under this chapter that affects the child;
- To provide the mediation process for decision making as an affordable/accessible service available in a manner consistent with self-determination and that shall have characteristics of neutrality, confidentiality, and voluntary decisions;
- If the parties and mediator determine that continued mediation is appropriate, no court may hold trial or a final hearing on legal custody or physical placement/visitation or child-support until after mediation is completed or terminated.

### **Public Service Commitment:**

To serve the public through the process of mediation as a positive alternative to resolve co-parenting disputes related to the re-organization of the child's family when the child is parented from two homes; to assist as a neutral third party in a safe, confidential and timely manner; foster cooperative parenting relationships; to suggest to the parents "pathways-of-communication" that reduces the stress on the child; and to assist parties of domestic violence with safe alternatives when exchanging the child. To cooperate with the requests from the Courts and Child Support enforcement office.

### **Mediation Mandate:**

Parents are referred to MFCS by an order from the Family Court Commissioner or the Judge assigned to the case when an action is filed by Child Support Enforcement or a party who has relationship-rights to

the child. With a telephone request from both parents, they may volunteer to participate in mediation at any time after a Case number is assigned by the Clerk of Courts.

- Currently a copy of the order for mediation and information to contact the parties named in the action/attorneys are prepared in Court and delivered through inner-office mail to MFCS. Further Court action on custody/placement/visitation are suspended pending the completion of mediation.
- Within two (2) working days, the parties to an action are scheduled for the mandated two and one-half (2-1/2) hour parent education/orientation; new partners are welcome at the orientation. The parties are scheduled for separate orientations when domestic abuse is/has been an issue.
- Group orientation sessions are on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Thursday every month; each session has approximately twenty-five (25) parents attending. The focus of the interactive orientation is to provide information about the Court system and research on the potential damages to the child because of negative attitudes between the parents. In accordance with STATE 767, a fee is charged to each parent for the orientation/education.
- At the end of the orientation, the parents are scheduled for their joint mediation appointment. Appointments are available within four (4) weeks, Monday-Friday. The appointments are scheduled for 2hrs. In accordance with STATE 767, the first mediation session is free.
- In cases of domestic abuse, a deputy is included in the mediation session; arrangements are made prior to the appointment with a parent to arrive and leave with a deputy. Parents may participate in mediation by telephone where there have been threats, intimidation and domestic abuse.
- MFCS has one (1) full-time staff mediator/director, three (3) contract mediators and one (1) full time administrative assistant.
- The primary responsibility of the mediator is to keep the focus of the conversations on the children during the mediation appointment. Financial matters are not allowed during mediation per STATE STAT. 767.

## Charter: Mediation & Family Court Services (MFCS)

- The mediator assists the parents to reach compromised agreements that they mutually accept as the “best-interest-for-their-child”. The mediation appointment includes only those named in the action; attorneys, new partners and children are not included. When parents are unable to resolve their co-parenting issues in mediation, the final determinations are that of the Court.
- In accordance with STATE 767, MFCS provides a Status Report to the Court and the Judge of the outcome of the mediation session by e-mail within twenty-four (24) hours following the appointment. Within ten (10) working days after the appointment, the mediator prepares for the parties and attorneys the agreements reached in mediation in the form of a “Memorandum of Agreement” (MOA).
- It usually takes the mediator an average of one and a half (1-1/2) hours to prepare each “custom” Memorandum of Agreement, which includes everything agreed to in mediation (and may include, but not limited to the name of a new-born; activity schedules; pets; childcare; transportation; bed times; chores; car seats; exchange of clothing; cell phones; tattoos; travel out of the USA).
- The parents/attorneys are provided two (2) weeks to review the draft of their document. One re-draft of their document is provided free within the review period. Upon signature of all parties named in the action, MFCS submits the signed “hard-copy” of the document to the Judge to sign. The document then becomes an Order of the Court.
- From the date of the Order for mediation to the signing of the document in the offices of MFCS, the case is usually closed within forty-five to sixty days depending on the flexibility of the parents.
- On average, parents usually have a need to return to mediation after two (2) years due to unforeseen life changes. (i.e. moving, change in employment).

### Home Study Mandate under STATE STAT 767:

After mediation under this section, when parents do not reach agreement on legal custody (decisions for the child) and/or periods of physical placement/visitation, (time with the child)

- a. A County...shall provide study services (Home Study Evaluation) as ordered by the Court;

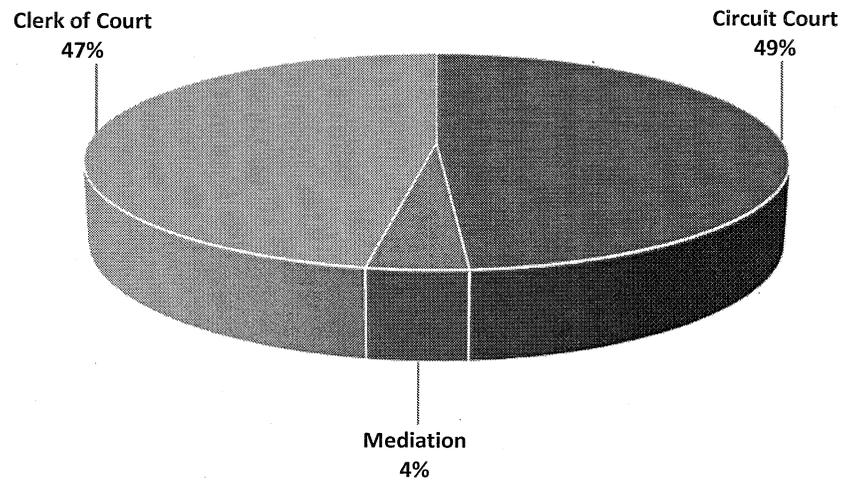
- b. The person investigating shall complete and submit the results to the court on the investigation of the following matters relating to:
  - a. Conditions of the child’s home provided by each parent.
  - b. Observe and report to the Court each party’s performance of parental duties and responsibilities and the observed interactions of child/parent.
  - c. Any other matter relevant to the best interest of the child.
  - d. The fee for the Home Study is shared equally by both parents and paid in full in advance.

### Management Commitment under STATE STAT 767:

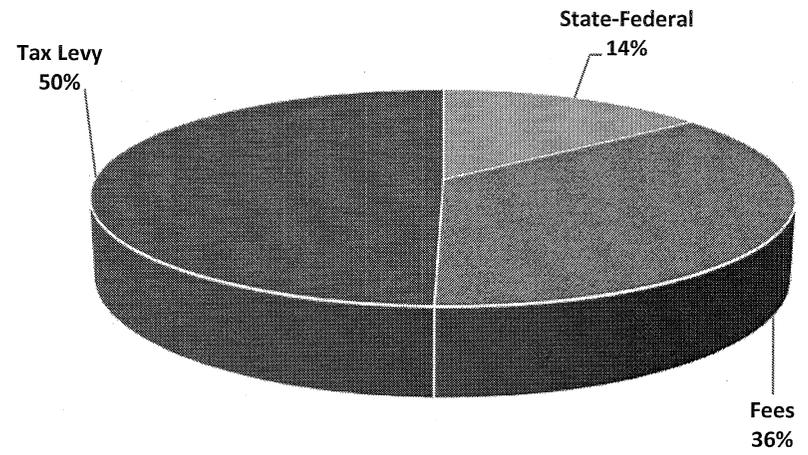
- a. To provide services of mediation as mandated in WI SUBCHAPTER V with the highest level of integrity and professional ethical standards through the office of Mediation & Family Court Services (MFCS).
- b. To improve the perception of the Courts as a public institution.
- c. To refer clients to resources as appropriate.
- d. To respond in a timely manner with appropriate reports to the Court and parties regarding the Order for mediation related to legal custody/physical placement/visitation for certain persons.
- e. To deliver all services, as ordered by the Court, for education, mediation, including voluntary requests for a mediation-environment to parents to determine jointly the best interests for their child.
- f. Complete Home Studies as Ordered by the Court.
- g. To respect the self-determination of parents in mediation.

## 2016 BUDGET COURTS

EXPENDITURES BY OFFICE

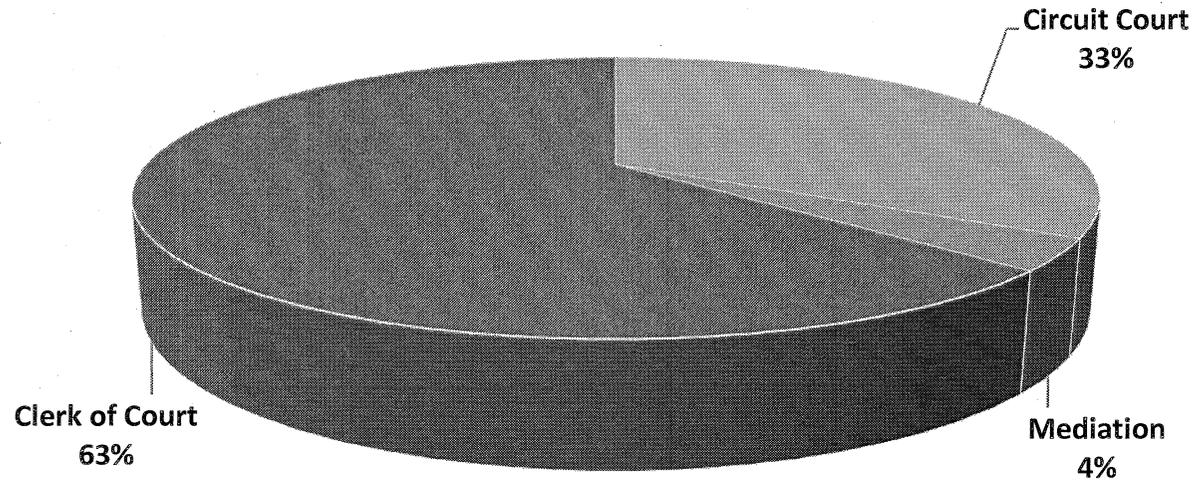


REVENUES BY SOURCE



**2016 BUDGET  
COURTS**

**TAX LEVY BY OFFICE**



## Administrator's Comment

### Circuit Courts

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	60.4	60.4
Salaries	2,818,290	2,779,911
Fringe Benefits	1,375,777	1,370,309
Operating Expense	837,169	837,169
Capital Outlay	10,369	10,369
Allocation of Services	0	0
<b>Total Expense</b>	<b>5,041,605</b>	<b>4,997,758</b>
Revenue	2,515,413	2,515,413
Fund Balance Applied	0	0
Tax Levy	2,526,192	2,482,345
<b>Total Revenues</b>	<b>5,041,605</b>	<b>4,997,758</b>

The Court System in Rock County is composed of seven branches of the Circuit Court. The system includes the seven judges and their staffs, the office of the Clerk of Courts, the Court Commissioners, and the Office of Mediation and Family Court Services.

The Circuit Courts account includes revenue from a variety of sources. Fines and forfeitures, which result from court convictions of state and local offenses, comprise about 55% of the revenue. The County retains a portion of the state fines and forfeitures and the entire amount of county ordinance violations.

The Circuit Courts also receive funding from the State, which appears in line item 4220, State Aid. This line item includes the reimbursement for juror/witness/interpreter fees and Guardian Ad Litem services. For 2016, it is anticipated that State Aid will increase \$73,663 or 11.3% from the 2015 level.

County funding to support the operations of the Court Appointed Special Advocates (CASA) Program was first provided in the 2008 Budget. CASA is a non-profit program offering volunteer services to the court and for children in need of protection or services. The volunteers serve as advocates for the children involved, making sure that their needs are met and not overlooked as the courts make decisions affecting their lives. Judge Werner indicates this program has been beneficial not only to the children but to the courts. The requested amount to support CASA in 2016 is \$5,000, which is an increase of \$1,000 over the prior year. I concur with the request.

One budgetary item that continually increased for years was the cost of indigent counsel fees. The State created the Public Defender's Office in the late 1970s with the responsibility to provide representation to indigent defendants. This removed the responsibility of paying for indigent defense from County property taxpayers. The system worked well for many years. The Courts estimate approximately 50% of the cases that require a client to be represented by an attorney require representation by the Public Defender or a

court appointed attorney. Eligibility for Public Defender representation was based upon strict and outdated criteria that had not been updated since 1987. Effective July 1, 2011, the state revised its eligibility criteria for the State Public Defender to reflect W-2 program financial guidelines. The results of the guideline change saw an increase in clients represented by the State Public Defender's Office and less clients being represented by the tax levy-supported Indigent Counsel program, thereby reflecting less county costs. In 2011, the County expense for indigent counsel was \$212,826. The Courts 2016 budget request is \$125,000 for indigent counsel, which is an increase of \$20,000 from the prior year. It appears that the County is again facing cost increases for this activity.

The amount requested in 2016 for the Physician and Other Services account is \$150,000, \$10,000 more than the prior year. The line item pays for physician services for guardianship, mental competency and Child In Need of Protection Services (CHIPS) cases. The activity in this area has been steadily increasing. Therefore, this requested increase is recommended.

The Courts request \$3,800 to replace seven chairs in the Jury Assembly Room, which has been occurring on a cyclical basis for a number of years. The Courts are also requesting replacement of the Probate Court multifunction copier in the amount of \$5,200. I concur with the chair replacement request and multifunction copier request.

Given the pressure on the tax levy, Judge Werner has carefully reviewed Courts expenditures and has reduced his request in a number of areas. Some of these areas, such as fees paid to jurors found in the Court Related Services line item (6250), fluctuate significantly from year to year based on court activity. However, should court activity increase substantially in 2016, additional resources from the County contingency fund may be required.

The recommended 2016 tax levy for the Courts is \$823,872, which is a \$33,749 increase or 4.3% more than the prior year.

The Clerk of Courts account contains funding to operate the Clerk's Office. Newly elected Clerk of Court Jacki Gackstatter estimates that \$793,537 in revenue will be received by the Clerk's Office in 2016, which is nearly the same amount budgeted in 2015. This revenue is generated largely through

fees paid by those utilizing the services of the court system and the Clerk's Office. Municipal Filing Fees are up \$11,000 or 27% due to the abolishment of the Town of Beloit Municipal Court system as all Town of Beloit municipal cases are now heard in Circuit Court.

Because some of these fines can be substantial, the Clerk of Courts Office has for years assisted individuals by establishing payment plans to allow these obligations to be paid over time. This arrangement is also beneficial to the County by ensuring that more fines are paid, which offsets tax levy. The State mandates that the Clerk of Courts offer payment plans for municipal violations. This has increased the Office's workload. For example, in 2008 there was an average of 155 new payment plans per month. In August 2015, new payment plans total 228. Unfortunately, the amount of these fees the Office is allowed to retain does not cover the cost of providing this service.

Ms. Gackstatter has requested several personnel requests as part of the 2016 budget. First, the Office has requested a reallocation of Financial Supervisor from PR 15 to PR 18. I am recommending the position be reallocated to PR 17. A second personnel request involves the reallocation of the Division Leader Deputy Clerk from PR 1 in Union 2489 to PR 12 in the Unilateral pay plan. Making this change will give these three positions needed supervisory authority over the deputy clerks in their divisions and is recommended. A third personnel request pertains to a reallocation of the Collections/Account Specialists from PR 1 Union 2489 to PR 15 Unilateral. This request is not recommended. A fourth personnel request covers the reallocation of Deputy Clerk of Court positions from PR 4a in Union 2489 to PR 2 in Union 2489. After reviewing available information, I am recommending the move to PR 4 in Union 2489.

In addition, the 2015 budget anticipated that a vacant deputy clerk position would be held open for several months to generate needed budget savings. A deputy clerk position has been vacant for the entire year, and Ms. Gackstatter has requested that this position be eliminated as the office can operate effectively without it. I concur with the request.

Several capital items are requested in the 2016 budget, including a new shredder, a time stamp machine, and \$4,500 to replace chairs at the service counters and reconfigure these workstations to be more efficient and

ergonomic for staff. These purchases will be made in 2015 from operational savings.

The 2016 recommended tax levy in the Clerk of Courts Office is \$1,570,382, which is a decrease of \$18,120 or 1.1% less than the prior year.

The Office of Mediation and Family Court Services provides mediation services in Family Court cases when there are disagreements regarding child custody issues. The Office is staffed by the Director and an Administrative Assistant. Additional mediation services are obtained by contracting with private mediators, the cost for which is shown in the Other Contracted Services line item.

In addition to tax levy support, the Office is funded through a variety of fees. The Office receives a portion of fees paid for marriage licenses issued in the County Clerk's Office, as well as for certain filings in court. There is also a fee charged to those utilizing mediation services based upon a sliding fee scale.

Due to a decrease in cases, Director of Mediation and Family Court Services Rita Costrini-Norgal anticipates that fee revenue to support office operations will decrease in 2016 to \$109,840, down \$11,920 or 9.9% from 2015.

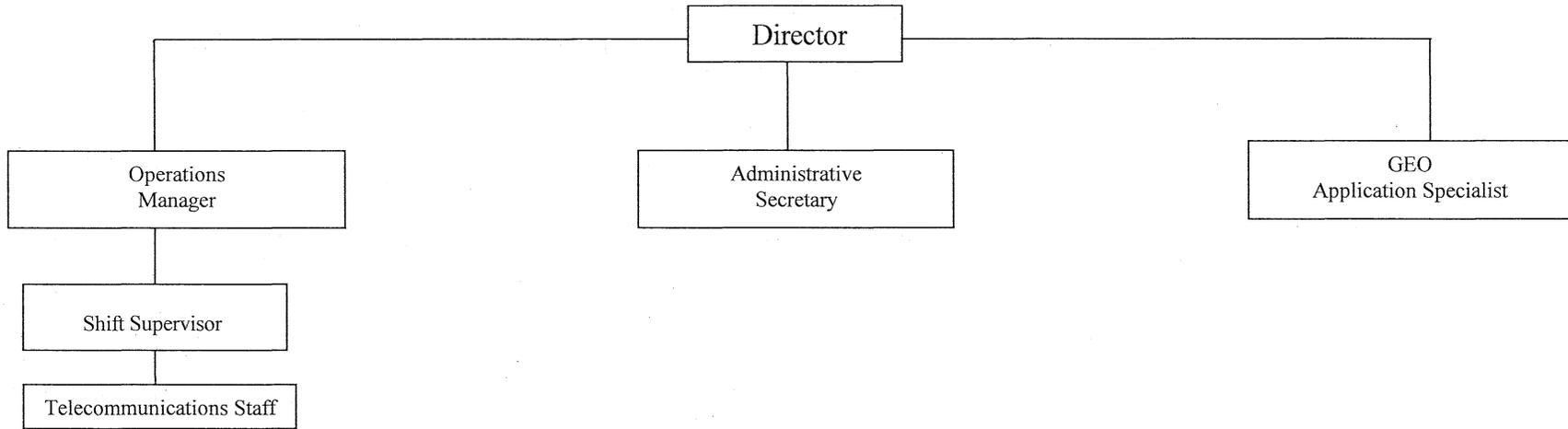
Three new phones in the amount of \$1,369 are included in the Mediation request. I recommend this equipment request.

The 2016 recommended tax levy for Mediation and Family Court Services is \$88,091, which is an increase of \$12,578 or 16.7% from the prior year.

The 2016 recommended tax levy for the Court System as a whole is \$2,482,345. This is an increase of \$28,207 or 1.1% over the prior year.

#.

## Rock County Communications Center



<b>Present Personnel (Full Time Equivalent)</b>	
1.00	Communications Center Director
1.00	Communications Center Operations Manager
6.00	Communications Center Shift Supervisor
1.00	Administrative Secretary
0.75	GEO Application Specialist
1.00	Lead Telecommunicator
31.00	Telecommunicator
4.00	Call Taker
45.75	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>		
Training and Education Supervisor	1.0	0
Telecommunicator	1.0	1.0
<b>Deletions</b>		
Lead Telecommunicator	1.0	1.0
<b>Reallocations</b>		
Telecommunicator (PR 0.5 to PR 0)	31.0	31.0
Call Taker (PR 4 to PR 1B)	4.0	0
Communications Shift Supervisor (PR19 to PR20)	6.0	0
(2% shift differential)	0	6.0
<b>Reclassifications</b>		
	0	0
<b>Re-Titles</b>		
	0	0
<b>Upgrades</b>		
	0	0

---

## Charter: Rock County Communications Center

---

### Mission Statement for the Rock County Communications Center

The Rock County Communications Center is designed to provide the most efficient method for citizens to obtain fast, effective public safety services 24 hours a day throughout the year.

The Communications Center is the single 911 Public Safety Answering Point (PSAP) for Rock County. Staff also answer non-emergency calls for service for all public safety agencies. Telecommunicators dispatch for (24) law agencies, fire departments and emergency medical services in the county.

### Staffing

Administrative Staff positions include: Communications Director, Operations Manager, Administrative Secretary, and Geo-Applications Specialist.

Operations Staff positions include: Shift Supervisor, Call Taker, Telecommunicator, and Lead Telecommunicator.

Administrative staff work Monday-Friday, 8a-5p. Shift Supervisors work 12-hour shifts to maximize supervisor coverage on all shifts. Dispatch personnel work 8.5 hour days (30 minutes for briefing) on a rotating 5/2, 5/3 schedule.

Minimum staffing for 1<sup>st</sup> (630a-3p) and 2<sup>nd</sup> (230p-11p) shift is (7) people, while 3<sup>rd</sup> (1030p-7a) shift is (6). A supervisor is scheduled at all times and IT staff is on call 24/7.

### Training Program

Training and certification of Communications Center staff members is essential in establishing and maintaining the credibility of the organization in addition to maintaining high service levels. Initial telecommunicator training can take up to one year to complete. All staff are required to complete at least (24) hours of continued professional training to maintain their Emergency Medical Dispatch certification.

### Emergency Backup Center

The Communications Center established a fully functional back-up communications center at the Town of Beloit Fire Department located at

2445 S. Afton Road in the event of a total facility failure at the main site. All supervisors and staff are required to perform back-up site training and/or operations at least once a year. All equipment is tested on a monthly basis to ensure readiness in the event of evacuation.

### Systems Management

The Communications Center relies heavily on various computer and other network related systems for the efficiency of its operations and to meet the public's expectation of services. These systems require continual maintenance, modification, and upgrading to maintain their usefulness and reliability.

### Public Relations and Education Program

The Communications Center regularly provides tours and conducts public presentations to schools and other community organizations. This program is essential to building a good relationship with the public and making certain that as new technologies emerge, the public is aware and trained on how to utilize them properly. The Communications Center also regularly attends job and community events, such as the Rock County Fair and National Night Out, to promote the Center and encourage people within our community to consider employment at the center.

### Agency Accreditation

The Rock County Communications Center is the only CALEA (Commission on Accreditation for Law Enforcement Agencies, Inc.) accredited communications center in the State of Wisconsin. The Center has been accredited since 2000, which makes it the longest standing, CALEA accredited communications center in the nation.

## Administrator's Comments

### Rock County Communications Center

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	45.75	45.75
Salaries	2,406,298	2,293,804
Fringe Benefits	1,222,358	1,187,933
Operating Expense	1,157,804	806,244
Capital Outlay	187,300	187,300
Allocation of Services	0	0
<b>Total Expense</b>	<b>4,973,760</b>	<b>4,475,281</b>
Revenue	0	249,447
Deferred Financing	0	0
Fund Balance Applied	0	0
Tax Levy	4,973,760	4,225,834
<b>Total Revenues</b>	<b>4,973,760</b>	<b>4,475,281</b>

The Rock County Communications Center first opened in November 1993. The Center was initially funded using a formula that distributed the Center's cost among the participating municipalities. This arrangement was in effect through December 1995. Beginning in January 1996, the County assumed the cost of operating the Center.

The Rock County Communications Center is the only Public Safety Communications Center in the United States to have achieved its sixth 3-year accreditation by CALEA (Commission on Accreditation for Law Enforcement Agencies) and is the only CALEA accredited center in the State of Wisconsin. In the fall of 2015, the Center joined approximately 900 other centers nation-wide in providing Text-to-911 capability. The Center's public education videos place Rock County at the forefront of public safety media relations.

The total department levy request for 2016 is \$4,973,760, which is an increase of \$828,295 or 19.9% from the prior year.

Because the operations of the Communications Center are dependent on technology, each year the Communications Center's budget includes significant capital costs to upgrade rapidly advancing technology. For 2016, I am recommending three capital expenditures in the total amount of \$249,447 with funds to come from sales tax proceeds. These expenditures include \$182,300 for adding three repeated analog frequencies to provide backup if there is a failure in the public safety radio system. Two such failures occurred in 2015 and required the use of shared statewide frequencies for communication. Because these statewide frequencies are not always available, having our own dedicated backup frequencies will provide better assurance in the event of a system failure. The second project is the second of two payments for Pictometry for \$64,147. Pictometry provides the Communications Center with aerial views of any location within the County

and is a vital resource for first responders. Finally, \$3,000 is allocated for routers to ensure coverage for the Sheriff's Office should there be a failure in the Ethernet service provided through AT&T.

Kathy Sucus, Communications Center Director, has also requested an upgrade to the CAD system at a cost of \$258,000. Although this would improve functionality in some ways, the current version of CAD went live in 2013 and continues to provide acceptable service. Staff indicates that we could continue to operate with the current CAD for one more year. Therefore, I am not recommending replacement of the CAD system in 2016. Instead, we will anticipate replacement in the 2017 budget.

Given budget pressures, I recommend \$15,792 in reductions to various line items. In addition, I also recommend transferring and carrying over \$40,000 in salary savings from 2015 to reduce the impact on the tax levy.

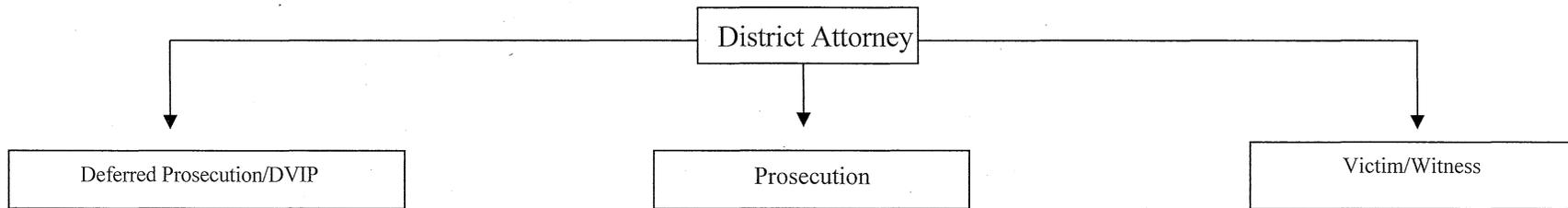
Ms. Sucus has requested several personnel actions. First, she has requested the elimination of the Lead Telecommunicator position and the creation of another Telecommunicator position to better meet the operational needs of the Center. This action is recommended. Second, Ms. Sucus requests a new position, a Training and Education Supervisor. This position would coordinate the new hire training program, complete weekly and monthly quality assurance reviews, and fulfill education and information requests from the media and general public. Although these services would be useful, given the pressure on the tax levy, I do not recommend this new position. Third, Ms. Sucus has requested a reallocation for Telecommunicators in recognition of market factors that have led to the departure of several Telecommunicators. This reallocation is recommended. Fourth, Ms. Sucus requests a reallocation for Shift Supervisors. Instead, I am recommending that Shift Supervisors receive a 2% shift differential add-on to their salaries, which is consistent with how other staff at the Center are paid. Finally, Ms. Sucus requests a reallocation for Call Takers. Because these positions are less subject to the market conditions affecting Telecommunicators, I am not recommending a reallocation at this time. The increase from these personnel changes totals \$28,291.

In 2015, I recommended a 2% vacancy factor. I recommend a 1.5% vacancy factor be used in 2016, anticipating that the aforementioned reallocations will lead to fewer vacancies.

The recommended tax levy for 2016 operations is \$4,225,834, which is an increase of \$80,369 or 1.9% from the prior year.

#

**District Attorney**



<b>Present Personnel (Full Time Equivalent)</b>	
	<b>District Attorney</b>
1.0	District Attorney Office Manager
1.0	Investigator
8.4	Legal Stenographer
1.0	Clerk Typist III
<u>2.0</u>	Clerk Typist II
13.4	Total
	<b>Victim/Witness Program</b>
1.0	Victim/Witness Coordinator
3.4	Victim/Witness Specialist
<u>2.0</u>	Administrative Assistant
6.4	Total
	<b>Deferred Prosecution</b>
1.0	Deferred Prosecution Director
2.4	Case Manager II
<u>1.0</u>	Administrative Assistant
4.4	Total
<b>24.2</b>	<b>Grand Total</b>

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: District Attorney

---

### DISTRICT ATTORNEY

The key objective of the District Attorney of Rock County will be accomplished by satisfying the following commitments:

#### Public Service Commitment

To provide efficient and effective prosecution of criminal, ordinance and traffic violations for the protection of the citizens of Rock County; to fulfill responsibilities and services of the department as set forth by Wisconsin Statutes; to minimize criminal recidivism by providing Deferred Prosecution and Domestic Violence Intervention programs; and to comply with Constitutional and Statutory responsibilities by providing an effective Victim/Witness Assistance Program.

#### Intergovernmental Commitment

To work with the Rock County Circuit Courts, Juvenile and Adult Probation Departments, Rock County Human Services Department, all local, state and federal law enforcement agencies, and the Rock County Board of Supervisors in compliance with all state and federal legislation.

#### Management Commitment

To work with the County Administrator and the Rock County Board of Supervisors in managing activities of the District Attorney's Office in an efficient, effective and professional manner, consistent with all legal and ethical requirements, statutory constraints, federal and constitutional constraints.

#### Critical Performance Areas

##### 1. Administrative Objective

Plan, organize, and implement policy guidelines, which effectively establish obtainable program objectives incorporating the following established standards and procedures:

- a. Comply with Wisconsin Statutes by preparing an annual Coordinated Plan and Budget to be submitted for approval to the Rock County Board of Supervisors.

- b. Comply with Wisconsin Statutes, U.S. and Wisconsin Constitutions, and the Supreme Court of Wisconsin judicial guidelines.
- c. Internal departmental reviews of budget and service programs with line item reviews and expenditure analysis to be reported monthly, together with program evaluations.

##### 2. Prosecution Objective

To effectively prosecute all violations of criminal state statutes and county ordinances; state and county traffic violations; cases referred by various County and State agencies; and enforcement of laws and statutes pertaining to juveniles, to the following established standards:

- a. Per Wisconsin Statutes, case law established in federal and state courts, and within professional ethical guidelines, aggressively prosecute criminal and ordinance violations by coordinating efforts of local, county, state and federal law enforcement agencies.
- b. Per Wisconsin Statutes and Circuit Court directives, work in conjunction with the Juvenile Probation Department to prosecute and enforce Chapters 48 and 938 Juvenile Code matters.
- c. Per Wisconsin Statutes, efficiently prosecute cases referred by various State agencies as resources permit.

#### DEFERRED PROSECUTION/DOMESTIC VIOLENCE INTERVENTION PROGRAM

To identify persons eligible for the diversion programming, provide counseling and maintain statistical data relating to the Deferred Prosecution, Domestic Violence Intervention, and Child Abuse Intervention Programs and incorporate the following established standards and procedures:

- a. Establish county policy according to State Law, program staff, and the District Attorney policy. Review criminal

---

## Charter: District Attorney

---

- b. To provide an assessment and referrals to appropriate interventions, counseling, and write a contract describing these procedures.
- c. Provide a safe counseling atmosphere where clients are held accountable for their actions (in particular, violence) and examine the effects of their actions (especially violence) on others.
- d. Consistently report to the District Attorney on a case-by-case basis, the success or failure of particular individuals in any of the programs. Notify District Attorney's Office, Clerk of Courts, defense attorneys and clients of court appearance.
- e. Facilitate weekly intervention groups and counsel clients who are in either DPP or DVIP.
- f. Train and supervise volunteers to facilitate the Deferred Prosecution groups.
- g. Train, supervise and contract with outside facilitators to do the DVIP groups.
- h. Monitor and participate in staffing, etc., of clients referred to outside programming.
- i. Report to the District Attorney each client's participation in diversion programming and provide written documentation to the courts, defense attorney and client about their participation in the diversion programs.
- j. To collect restitution and pay it out to victims of participants in our program.
- k. Pursuant to policy guidelines established with the District Attorney, provide coordination with community based services and service organizations for the effective coordination of community service activities dealing with Deferred Prosecution, Domestic Violence and Child Abuse.
- l. Attend meetings to be involved in state and local abuser treatment programming and policymaking.
- m. Develop domestic violence curriculum.

- n. While working with abusers sometimes we must do counseling with victims, assess risk, talk about safety plans, and refer them to the police, shelter services and other appropriate agencies.
- o. Assess risk and develop treatment plans for violent offenders referred through the District Attorney's Office, Probation and Parole, the Courts, or self-referrals.
- p. Counsel, teach, confront, and hold all clients accountable for their actions during programming.
- q. Develop client skills to promote clear, healthy, responsible, law-abiding thinking and actions.

### VICTIM/WITNESS ASSISTANCE

To provide comprehensive services to victims and witnesses of crime in an effort to ease the pain of victimization and reduce the confusion and inconvenience caused by their involvement in the criminal justice system. Pursuant to Chapter 950 of the Wisconsin Statutes and the policy guidelines established by the District Attorney, the Coordinator of the Victim/Witness Office implements policies and procedures as enumerated in the Victims and Witnesses Bill of Rights. The following standards and procedures are utilized:

- a. Pursuant to policy guidelines established by the District Attorney, read all police reports involving a victim.
  - 1. Assess the needs of that victim.
  - 2. Refer victims to existing community resources, for example: financial, counseling, mental health, medical, shelter, social services, etc.
- b. Provide court support to victims and witnesses throughout the criminal court process and, if needed, prepare victims and witnesses to testify at court proceedings.
  - 1. Schedule and participate in meetings between the prosecutor and victim.
  - 2. Convey any settlement negotiations to victim and assist victim in participating with District Attorney's Office in settlement process.
  - 3. Tips for testifying.

---

## Charter: District Attorney

---

- 4. Show victims the courtroom and explain the role of the court personnel.
  - c. Provide witness call-off services to effectively reduce the overtime costs relating to police witnesses, thereby lowering taxpayer costs for overtime paid to police witnesses who are subpoenaed to court. Witness call-off will also prevent regular citizens from making unnecessary trips to court, thereby saving taxpayers the cost of witness fees for witnesses who are not needed to testify.
    - 1. Notify victims and witnesses of scheduled court proceedings.
    - 2. Notify victims and witnesses of cancellations.
    - 3. Notify victims and witnesses of the final disposition of the case in which they are involved.
  - d. Provide victims with information regarding Crime Victim Compensation.
    - 1. Explain the benefits that are available.
    - 2. Explain how to apply for such benefits.
  - e. Provide victims with the opportunity to make a statement to the court at the time of sentencing pertaining to the economic, physical and psychological effect of the crime upon the victim.
    - 1. Assist victims in filling out a Victim Impact Statement.
    - 2. File the Victim Impact Statement with the court.
    - 3. Provide a copy of the Victim Impact Statement to the District Attorney and to the defense attorney.
  - f. Assist victims in having their stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence.
    - 1. Check with District Attorney to see if property can be returned.
    - 2. Contact the law enforcement agency involved to inform them that the property is no longer needed and can be returned to the victim.
  - g. Intervene, on behalf of victims and witnesses, with their employers.
    - 1. Write a letter to ensure that employers will cooperate with the criminal justice process.
    - 2. Ask employers that victims and witnesses not be discriminated against in any manner because of their appearances in court.
  - h. Provide a comfortable, secure waiting area separate from defense witnesses as well as providing accompaniment to court.
  - i. Arrange for transportation, lodging, etc. for victims and witnesses to ensure participation in the prosecution of a case.
  - j. Arrange for law enforcement protection where witness's safety is threatened.
    - 1. Discuss with witnesses safety issues.
    - 2. Make reference to the police department.
    - 3. Discuss the option of a restraining order, etc.
  - k. Arrange for temporary childcare while a victim or witness is appearing in court or meeting with prosecution.
- Child Abuse Resource Environment (CARE) House  
To provide child victims and their families with the highest quality of services, District Attorney and Victim/Witness are participating in the multi-disciplinary investigative videotaped interviews of children at CARE House. Children and their families who encounter CARE House, leave the criminal justice system with the belief that the professionals involved worked together to achieve justice in an organized, experienced and specialized manner.
- Standards and Procedures:
- a. Provide a primary, consistent support person for the child victim and their family throughout the criminal court process.
    - 1. Meet the child and their family.
    - 2. Explain reasons for District Attorney and Victim/Witness to be present.

---

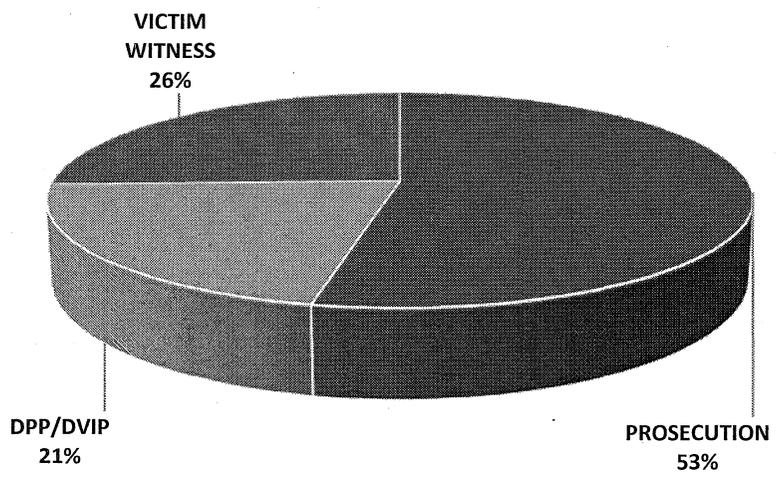
## Charter: District Attorney

---

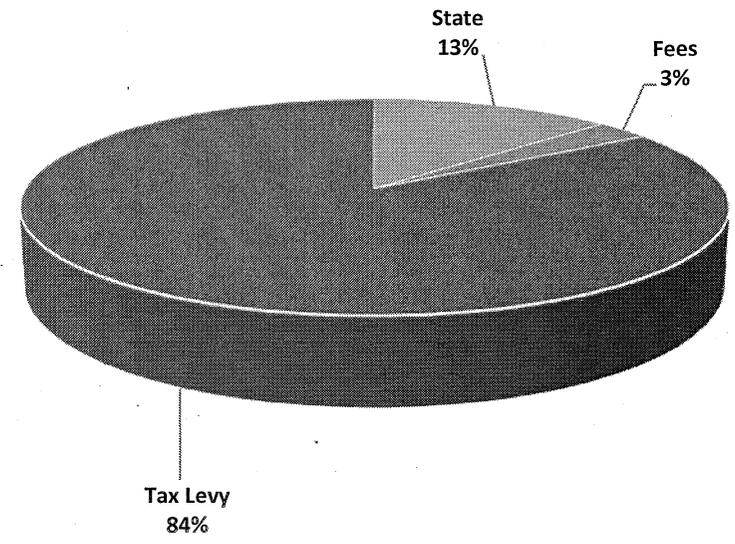
- b. Gain information about the case at its initial stages regarding family dynamics and how this affects the child's ability to testify or to endure the criminal court process.
  - 1. Record date, time of interview, the people present and follow-up plans.
  - 2. Observe interview.
- c. Provide feedback to the District Attorney's Office regarding the child's ability to articulate the series of events that took place during the alleged crime.
- d. Establish a relationship with the other professionals working on a case to increase effective communication.
  - 1. Participate in briefings and debriefings.
  - 2. Offer ongoing communication.
- e. Provide basic information to children and their families regarding the role of the Victim/Witness Office, the District Attorney's office and the criminal courts.
  - 1. Offer support in court for children and their families.
  - 2. Explain the impact of the videotape in the criminal court process.

**2016 BUDGET  
DISTRICT ATTORNEY**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### District Attorney

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	24.2	24.2
Salaries	1,057,694	1,057,694
Fringe Benefits	508,957	508,957
Operating Expense	96,615	96,615
Capital Outlay	4,100	4,100
Allocation of Services	0	0
<b>Total Expense</b>	<b>1,667,366</b>	<b>1,667,366</b>
Revenue	262,078	266,111
Fund Balance Applied	0	0
Tax Levy	1,405,288	1,401,255
<b>Total Revenues</b>	<b>1,667,366</b>	<b>1,667,366</b>

The District Attorney's Office (DA) is composed of three programs: Prosecution, Victim/Witness Program, and the Deferred Prosecution/Domestic Violence Intervention Program. The District Attorney's Charter describes the services provided in each program area.

Prosecution constitutes the largest program area in the DA's office. These positions are paid directly by the State and the individuals are State employees. However, the County must cover all other costs of running the office, including the salary and benefit costs for the rest of the staff.

In 2006, the County began providing an operating subsidy to the CARE House, which is operated by the YWCA of Janesville. CARE House began operating in the early 1990s to provide a child-friendly environment for conducting interviews of children who may have been physically or sexually abused. Having this resource available also helps law enforcement comply with a Wisconsin Supreme Court ruling that requires all interviews with minors be videotaped. The DA requests \$5,000 for the CARE House subsidy. I recommend \$5,000 to support operations, which is the same amount received in 2015.

The DA, in partnership with the UW Law School, provides \$2,500 in matching funds to employ a law intern during the three month summer season. This is included in the Other Professional Services line item and is supplemented by a like amount from the UW Law School. The law intern gains experience through being assigned a variety of legal projects such as writing appeals and briefs. The law intern serves several purposes including a cost savings measure in lieu of a special prosecutor, alleviates work overload for staff attorneys, especially in the summer, and provides an excellent learning environment for the student.

It is necessary for the District Attorney's Office to buy law books to stay current on legal changes. Traditionally, most purchases have been done in odd numbered years. Thus, for 2016, this expense decreases by \$1,340, for a total of \$500.

The Criminal Investigation line item is used for a variety of expenses, but it is used primarily to fund expert witnesses for trials. This expense can be difficult to predict from year to year. Mr. O'Leary's 2015 estimates will exceed the budget, which can be resolved from other accounts being under budget. Mr. O'Leary is requesting the same amount as in the 2015 budget. Recognizing the difficulty in predicting this activity and given the current budget condition, Mr. O'Leary's approach is much appreciated. If the need for additional funding arises during 2016, the County Board may have to consider supplemental appropriation from the contingency fund.

Mr. O'Leary has requested a conservative budget for 2016. I concur with Mr. O'Leary's request and recommend a tax levy for the Prosecution account of \$885,332, which is a decrease of \$1,130 or 0.1% from the prior year.

The Victim/Witness Program was established in Rock County in 1986 as a discretionary program with the understanding that State funding would cover 80-90% of the program costs. Subsequently, the State mandated the provision of the program and reduced State funding. In recent years, the level of State cost reimbursement for this program has been volatile: 61% for the period of January 1 - June 30, 2011, and 46.85% from January 1- June 30, 2012. While the reimbursement from January 1 - June 30, 2015, was 55.9%, Mr. O'Leary has projected the 2015 reimbursement will be an overall 54%. The 2016 request is based upon a 53% reimbursement. Because this revenue is based on State appropriations and costs for the program statewide, it is difficult to project with complete certainty. I recommend a cost reimbursement at 54% for the 2016 budget, which will result in \$217,811 in State Aid, an increase of \$5,118 or 2.4% from the prior year. It is noteworthy to mention that this reimbursement rate still does not come close to the original funding commitment of approximately 90% of program cost. If the State were to reimburse at the 90% level, the County would be receiving approximately \$382,000. Reimbursement from the State does not include any reimbursement for the 0.4 FTE Victim/Witness Specialist. This position was added to the staff in 2007 because of increased workload and is essential to assist juvenile

victims and witnesses despite the fact the State refuses to provide reimbursement for any additional positions for its mandated programs.

In addition to the State revenue, the program charges a fee that represents 10% of the restitution amount to help offset the state-mandated program operations. \$22,000 has been budgeted for 2016, which is a \$3,000 decrease or 12% from the prior year.

The Victim/Witness Program is requesting replacement of a multi-functional copier in the amount of \$4,100 and I concur with the equipment replacement request.

The recommended 2016 tax levy for the Victim/Witness Program is \$184,760, which is an increase of \$7,639 or 4.3% from the prior year.

The Deferred Prosecution Program/Domestic Violence Intervention Program unit operates two distinct programs, as outlined in the Charter. Unlike the mandated Prosecution and Victim/Witness programs, the DPP/DVIP is completely discretionary.

After reviewing fees statewide, Mr. O'Leary requested an increase in fees for 2015 to participate in the Deferred Prosecution Program or the Domestic Violence Intervention Program. Fees were increased from \$50 to \$100 and the initial assessment fee increased from \$10 to \$20. Mr. O'Leary and his staff indicate that these fee levels still provide an incentive to clients to participate as compared to the costs of fees through the court system. The 2016 budget request maintains fees at the same level but projects total revenue slightly downward based upon current year projections.

The recommended tax levy for the DPP/DVIP is \$331,163, an increase of \$4,135 or 1.3% from the prior year.

The total 2016 recommended tax levy for the District Attorney's Office is \$1,401,255, an increase of \$10,644 or 0.8%.

#

## Medical Examiner

General Operations

<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Lead Medicolegal Investigator
2.0	Medicolegal Investigator
1.1	Medicolegal Investigators Pool
0.4	Medical Examiner Clerical Worker
4.5	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin Rec.</u></b>
<b>Deletions</b>	0	0
<b>New Positions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

---

## Charter: Medical Examiner

---

### OFFICE OF THE MEDICAL EXAMINER

The duties of the Medical Examiner are described in Wisconsin Statutes Chapters 59, 69, 146 and 979 (effective January 5, 2015), primary function of the Medical Examiner Department is to perform an independent, medicolegal investigation of the cause and manner of death of any person within its jurisdiction so that the circumstances of the death are explained and understood. The Medical Examiner certifies the cause and manner of death on the death certificate, which then serves as a legal record of the death. Records of death investigations are maintained. Information is shared with local, state and federal agencies for investigative and statistical purposes and with groups, business entities, and individuals having an interest in the death.

The Medical Examiner has developed a protocol for the reporting of deaths in Rock County in accordance with Chapters 59, 69, and 979 of the Wisconsin Statutes, and DHFS Rules 131 and 135 as well as local policy of the Rock County Medical Examiner permitted under HFS 135.08 (the same as for Coroner).

The Medical Examiner Department has a duty to the health and wellbeing of the community. Investigations and other services must be performed with compassion and consideration for the family, friends, and community affected by the death.

### KEY OBJECTIVE

The key objective of the Medical Examiner Department will be accomplished by satisfying the following commitments:

#### Public Service Commitment

To perform the duties of the Medical Examiner Department as outlined in Wisconsin Statutes with integrity, compassion and professionalism. To provide quality services utilizing appropriate resources, and to promote public health and safety. To be accountable to citizens of Rock County for managing all activities and operations of the Medical Examiner Department in an effective and efficient manner.

#### Professional Commitment

To provide services that meets or exceeds the standards of practice for Wisconsin Medical Examiners as defined by the Operational Guidelines of the Wisconsin Coroners and Medical Examiners Association, the International Association of Coroners and Medical Examiners, The National Association of Medical Examiners, and, the U.S. Department of Justice, National Guidelines for Death Investigations. To promote professional standards of medicolegal death investigation in Rock County and the State of Wisconsin.

#### Interagency Commitment

To work cooperatively with local, state and federal agencies including but not limited to: the U.S. Department of Justice, the Wisconsin State Department of Justice, the U.S. Department of Health & Human Services, the Wisconsin State Department of Health Services, the U.S. Department of Transportation, the Wisconsin State Department of Transportation, the Wisconsin State Department of Natural Resources, the State Laboratory of Hygiene, and with federal, state, and local law enforcement and emergency services agencies, and with state and local Emergency Management.

#### Intergovernmental Commitment

To work cooperatively with the Rock County Board of Supervisors and all other agencies of Rock County government in matters relating to the operation of the Medical Examiner Department and consistent with the needs of the county.

### CRITICAL PERFORMANCE AREAS

#### Administrative Objectives

To maintain a departmental system of planning on a one-year basis, setting forth critical continuing objectives and specific annual objectives, and the use of resources to achieve those objectives.

#### Standards:

- a. Prepare an annual management charter.
- b. Prepare an annual budget to support service objectives and in consideration of the one-year forecast.

---

## Charter: Medical Examiner

---

- c. Develop written department policies and procedures and review annually.
- d. Monitor compliance with department policy and procedure.
- e. Monitor quality of services provided to families, customers, and outside agencies on a daily, monthly and annual basis.
- f. Maintain the public records of the office.
- g. Collect revenues for services provided by the office as determined by the Rock County Board of Supervisors.
- h. Prepare and report statistics for the information of the County Board of Supervisors, state and local agencies, other medical examiners and coroners, and the public.
- i. Provide professional training and continuing education for all staff to maintain competence.
- j. Maintain staffing levels that allow duties to be assigned and completed effectively and in a timely manner.
- k. Maintain a safe and supportive work environment.
- l. Provide medicolegal death investigation services to Rock County 365 days per year and maintain regular business office hours in accordance with Rock County Ordinances.

### Death Investigation Objectives

To provide professional death investigations and related services as efficiently and effectively as possible for the citizens of Rock County.

#### Standards:

- a. Provide services with the highest regard for human dignity, and work with the recipients of services on an individual basis without prejudice.
- b. Provide a fair, honest, and legally just death investigation.
- c. Respond to reported deaths in a timely manner.
- d. Investigate all deaths meeting the Criteria for Reportable Cases for the Rock County Medical Examiner Department in accordance with office policy and procedure and utilizing appropriate resources in an effective and efficient manner.

- e. Work in collaboration with forensic experts and investigative agencies in performing death investigations.
- f. Conduct an autopsy or other examinations of a medicolegal or forensic nature as may be required to determine or document the cause and manner of death.
- g. Submit specimens and reports to external agencies as required by Wisconsin Statutes.
- h. Prepare complete, accurate, and detailed reports of death investigations to include the circumstances surrounding the death that are known, medical information pertinent to the investigation of the death, findings of forensic tests or examinations, interviews with witnesses and next of kin, release of the body for final disposition, and the cause and manner of death as certified.
- i. Assist the District Attorney in performing a legal inquest if, in the Medical Examiner's judgment, such an inquest is necessary, or at the request of the District Attorney, per State Statute Ch. 979.
- j. Testify to facts and conclusions disclosed by Medical Examiner's investigations before a court or District Attorney, and make records pertinent to the investigation available to the court or its designee.

### Other Service Objectives

To prepare and maintain complete written reports regarding all investigated deaths, permits, fees, property and statistics. To issue certificates, permits and reports in a timely manner.

#### Standards:

- a. Maintain confidentiality of protected medical information and medical records.
- b. Comply with open records law while protecting the integrity of an ongoing investigation in cooperation with the district attorney and law enforcement.
- c. Maintain paper and electronic files of investigations.

---

## Charter: Medical Examiner

---

- d. Provide copies of Medical Examiner's reports to next of kin and official agencies free of charge.
- e. Provide certificates and permits in accordance with Wisconsin Statutes and office policy in a timely manner.

### Public Relations Objectives

Provide quality services and perform duties in a manner sensitive to those grieving the loss of the deceased, whether they are family, friends or a community.

### Standards:

- a. Conduct duties with respectful consideration of cultural and religious practices.
- b. Maintain the dignity of the deceased.
- c. Provide information to the next of kin regarding a death and/or autopsy results in a compassionate and humane manner, and prior to releasing information to the media.
- d. Provide investigation results to next-of-kin or family members promptly and in such a manner as to not compromise ongoing investigations.
- e. Provide news releases regarding a death investigation in cooperation with the investigating law enforcement agency and in such a manner as to not compromise ongoing investigations.
- f. Support the donation of anatomical gifts in accordance with Wisconsin Statutes Ch. 146, while maintaining the integrity of a death investigation.
- g. Provide information about grief resources, organ and tissue donation and other resources when appropriate.
- h. Educate the citizens of Rock County about the functions and responsibilities of the Medical Examiner's Office via handouts, presentations, interviews, and media news releases.
- i. Work in partnership with other organizations and agencies toward the reduction of preventable deaths.

## Administrator's Comments

### Medical Examiner

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	4.5	4.5
Salaries	227,648	227,628
Fringe Benefits	82,717	82,717
Operating Expense	280,039	280,039
Capital Outlay	600	600
Allocation of Services	0	0
<b>Total Expense</b>	<b>591,004</b>	<b>591,004</b>
Revenue	152,885	152,885
Fund Balance Applied	0	0
Tax Levy	438,119	438,119
<b>Total Revenues</b>	<b>591,004</b>	<b>591,004</b>

The Medical Examiner Department provides on-call investigation services in cases of unexplained, suspicious, or unusual deaths. Additional information on the department can be found in the charter.

2015 is the first year of operation of the Medical Examiner Department. The County Board approved the conversion in 2011 from an elected Coroner system to the Medical Examiner system effective in January 2015.

In 2014, the county entered into a two-year intergovernmental agreement with Dane County to provide management oversight and professional services. Dr. Vincent Tranchida, the Dane County Chief Medical Examiner, serves as the Rock County Chief Medical Examiner and Barry Irmen, Dane County Director of Operations, serves a similar role for Rock County. Mr. Irmen provides on-site oversight for approximately 20 hours/week, decreasing to 12 hours/week as the department gets settled in.

Staffing includes a Lead Medicolegal Investigator, two full-time Medicolegal Investigators, a 0.40 clerical worker, and a pool of part-time investigators paid on an hourly basis that represents 1.1 full-time equivalent positions. All of these positions are Rock County employees.

Feedback regarding the change to the Medical Examiner system received from funeral homes, law enforcement agencies, and other public safety agencies has been positive. Law enforcement and other emergency responders have benefited greatly from the increased contact and the protocols established by Dr. Tranchida. Additionally, Mr. Irmen has been instrumental in reducing a case backlog and addressing staffing challenges. Rock County has been fortunate to rely upon the Dane County partnership.

Rock County's intergovernmental agreement with Dane County provides a number of valuable services such as:

- review of all cases by a forensic pathologist
- all autopsies performed by Dane County

- round trip transportation services from the Rock County morgue to Dane County Medical Examiner's site for autopsies
- on-site Director of Operations for 20 hours/week initially, then scaling back to 12 hours/week.

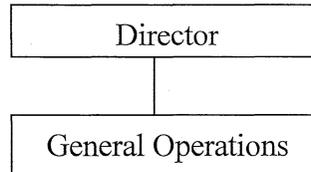
The Medical Examiner Department continues to use the cooler in the old Rock Haven facility as the County's morgue.

After having a partial year of experience, fee revenue was re-estimated, which is partially responsible for the reduction in fee revenue and the increase in tax levy. It should be noted that the adopted 2015-2017 state budget froze the ability of Medical Examiner's Departments to raise certain fees. Due to this and an increase in the cremation fee that was effective in 2015, no fee increases are recommended for 2016.

The recommended tax levy is \$438,119, which is an increase of \$34,532 or 8.5% more than the prior year.

#

## Child Support Enforcement



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Child Support Director
2.0	Child Support Supervisor
1.0	Lead Child Support Worker
15.0	Child Support Reimbursement Specialist
4.0	Child Support Financial Worker
1.0	Administrative Assistant
6.0	Clerk-Typist III
2.0	Clerk-Typist II
1.2	Child Support Clerical Worker
33.2	Total

<b>Summary of Personnel Modifications</b>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

---

---

## **Charter: Child Support Enforcement**

---

---

### **CHARTER: CHILD SUPPORT ENFORCEMENT**

#### **Objectives and Standards:**

The key objective of the Child Support Office will be accomplished by satisfying the following commitments:

#### **Public Service Commitment:**

The Rock County Child Support Enforcement Agency is committed to achieving customer satisfaction by providing consistent quality service that meets the needs of our customers. This Agency shall maintain a professional and courteous service delivery that treats customers promptly, fairly, and with respect.

The Agency's customer service delivery will provide quality service to the customer with knowledge of the purpose of the program and its requirements and when and why an action was or was not initiated and processed, and the outcome of that particular action. We will provide to our customer, information regarding our services through brochures or pamphlets provided either by the State and Federal Government or our Agency. We are committed to having accessibility to those agency staff that can give information that is reliable and consistent with the activities of the case and establishing a positive rapport with our customers.

Understanding the customer's request and a continual exchange of information that will assist not only our Agency but also the customer, so that the staff can monitor the needs and expectations of the customer while educating them about the programs so that they understand and accept the limitations of our service delivery.

The Rock County Child Support Agency is committed to working with Community Action, Inc. in their Fatherhood Program for members to become self-sufficient, productive contributors to the community and their families.

#### **Intergovernmental Commitment:**

To cooperate with the Bureau of Child Support, Department of Children and Families, Division of Family and Economic Security, as well as State, Federal and local agencies, to coordinate and provide child support services in Rock County in compliance with the State and Federal mandates within the State and County fiscal restraints. To effectively meet the public service commitment outlined in this charter.

#### **Professional Commitment:**

To provide services in the highest professional manner by best utilizing our resources provided by the State, Federal and County Governments.

#### **Rock County Interdepartmental Commitment:**

To interact in a cooperative manner with all other agencies of Rock County Government in matters relating to the operation of the Child Support Office in order to provide the quality of service that the citizens of Rock County deserve. To coordinate activities with the Clerk of Circuit Court, Rock County Judges, Corporation Counsel, Information Technology, Human Services and the Rock County Health Department.

---

---

## Charter: Child Support Enforcement

---

---

### **Management Commitment:**

To be accountable to the County Administrator, Rock County Board of Supervisors and the Bureau of Child Support for managing all activities of the Child Support Office in an efficient, effective, and professional manner. To be responsible to the County Administrator and the Rock County Board of Supervisors for carrying out the policy directives of the Bureau of Child Support and other State and Federal Agencies.

### **Critical Performance Areas:**

#### **A. Administrative Objective:**

To plan, organize and implement policy guidelines that effectively establish an attainable program objective incorporating the following established standards and procedures:

1. Pursuant to Wisconsin Statutes, prepare an annual coordinated plan and budget to be submitted for approval to the County Administrator and the Rock County Board of Supervisors while staying within the limits of State and County funding.
2. Review of budget and service programs with expenditure analysis to be reported monthly to the Bureau of Child Support.
3. Pursuant to Wisconsin Statutes, comply with all judicial guidelines.

4. Evaluate program effectiveness to try and achieve performance goals, to the best of our ability, set forth by the State and Federal Government.
5. To strive to improve the Agency's overall performance in paternity establishment, court order establishment, collections on IV-D cases for current support and arrearages in order to obtain the maximum funding available for the Rock County Child Support Agency with the resources that are allotted to this Agency.
6. Assign work to appropriate staff along with authority and responsibility to carry out their assigned duties.
7. Provide quality training for all new and existing staff. Give staff direction when they seek advice, evaluate the performance of the staff, and take any steps necessary to correct any non-performance of procedures by any employee.
8. To review and update departmental policies and procedures when necessary for compliance with State and Federal regulations.
9. Monitor performance of the Cooperative Agencies within the Rock County Government to insure effective implementation of the terms of the cooperative agreement. If any Cooperative Agency needs corrective action, to develop and implement a plan for that Agency to meet its obligations set forth in the Cooperative Agreement

---

---

## Charter: Child Support Enforcement

---

---

10. Performance standards for customer service have been implemented in the Rock County Child Support Agency. Administration will investigate any complaints regarding client services, and adhere to the Administrative Complaint Process Plan for the Rock County Child Support Office.
11. The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) requires States to establish procedures for the County Child Support Agencies to follow in the use of the PRWORA tools in the collection of Child Support which can be implemented administratively. The Rock County Child Support Agency uses these tools which include license suspension, seizure of personal and real property and financial account seizure.
12. The Wisconsin Child Support Procedural Manual and Bulletin Board Information are essential tools which aid in the day-to-day operation of this Agency. The manual provides resource materials available to all staff. The Bulletin Board system is information about procedures and problems from the Bureau of Child Support and is available to staff on line on a daily basis. The Child Support Manual will be reviewed and updated by the State when new policies and procedures are developed or changed.

B. **Child Support Objectives:**

To provide efficient and effective administration of State, Federal and County funded services, which include the areas of establishment of paternity and related court orders, establishment of child support orders, enforcement of child support orders, modification of existing court orders, establishment of medical support orders, location of absent parents, establishment and enforcement of child support orders in Substitute Care and Kinship Care cases for the benefit of the citizens of Rock County pursuant to the following established standards and procedures:

1. Pursuant to the Federal Social Security Act Title IV-D and the Wisconsin Statutes, maintain a departmental system of planning to determine the course of action to be used in the child support office.
2. Pursuant to the Federal Social Security Act Title IV-D, Wisconsin Statutes and Wisconsin Administrative code, identify, arrange and direct work so that the work product of the Child Support Enforcement Office is achieved with the greatest possible efficiency. Performance standards are established by the State and Federal Government with the Child Support Agencies receiving allocations based on their performance in each of the performance areas.
3. Pursuant to Administrative Guidelines and Federal and State Statutes, effectively use employees of the Child Support Enforcement Office and those cooperative agencies to provide the most cost effective return as judged by actual revenues generated by the Child Support Office during the fiscal year.

---

---

## Charter: Child Support Enforcement

---

---

### **Other Performance Areas:**

#### **Public Relations/Community Awareness:**

To promote public awareness, understanding, and positive regard for the Agency's Child Support Program by providing the following:

1. Requests by the media for information or by community organizations for group speaking or in service training are met to the fullest extent possible, within the limitations and confidentiality of the Agency and staff availability.
2. Complaints and/or concerns from citizens outside of the Agency and Legislative Representatives are treated seriously, courteously and promptly, resulting in appropriate corrective action, if necessary. An Administrative Complaint Process has been implemented pursuant to Federal and State requirements.
3. Outreach to teenagers of the community through the school system about our program and the impact payments of child support can have on those young people affected.
4. Citizens input regarding the Child Support Agency operations are always welcome and encouraged.

## Administrator's Comments

### Child Support Enforcement

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	33.2	33.2
Salaries	1,285,678	1,285,678
Fringe Benefits	776,749	776,749
Operating Expense	1,131,800	1,131,800
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>3,194,227</b>	<b>3,194,227</b>
Revenue	2,647,575	2,647,575
Fund Balance Applied	0	0
Tax Levy	546,652	546,652
<b>Total Revenues</b>	<b>3,194,227</b>	<b>3,194,227</b>

The recommended reimbursement for operating the Child Support Office is projected at \$2,609,775. The first source for this reimbursement is Federal Aid. Federal Aid covers 66% of all eligible administrative costs not otherwise funded by State Aid or other fees and is projected to be \$1,292,870. State Aid totals \$1,316,905. It is composed of \$1,244,905 in Performance Incentive Funds and \$72,000 for reimbursement of birthing expenses (MSL) that the Child Support Office anticipates it will collect on behalf of the State. Locally collected program fees are the smallest component of the revenue stream. Child Support Director Kris Baker Ellis anticipates collecting \$37,800 of fees in 2016.

Most State Aid is earned by the Child Support Office through performance incentive funds. Through the years, the Child Support Office has been successful in reaching these benchmarks. A summary table outlining these measures is below.

<u>Performance Incentive Funds</u>	<u>2016 Recommendation</u>
Court Order Establishment	\$250,624
Paternity Establishment	250,624
Collections on Current Support	218,043
Collections on Arrears Cases	228,068
Productive Adjusted Caseload	250,624
<u>Additional Funds for Improved Collections</u>	<u>46,922</u>
<b>Total Performance Incentive Funds</b>	<b>\$1,244,905</b>

The Performance Incentive Funds are based on achieving certain standards of performance as set by the State. Ms. Baker Ellis expects that the office will improve its performance in 2016 resulting in additional incentive funds. The department expects to completely meet two of the five performance standards in 2016 (Court Order Establishment and Paternity Establishment) and approximately 87% of the Collection on Current Support and Collection on Arrears measures. The fifth performance payment measures the Productive Adjusted Caseload that requires cases to be reviewed within a specific time

limit. The good work of staff to accomplish the goal of meeting the performance incentive standards is greatly appreciated.

Ms. Baker Ellis requested several equipment and computer items including eighteen telephones, three computers, and two multi-function copiers in the total amount of \$11,550. These requests will be purchased in 2015 from available operational savings and thus decrease the 2016 tax levy.

The recommended tax levy for the Child Support Enforcement Office is \$546,652, which is a decrease of \$6,207 or 0.7% from the prior year.

#

## Administrator's Comments

### Contributions: Alternative Residential Program and Community Service Program

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	75,328	73,505
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>75,328</b>	<b>73,505</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	75,328	73,505
<b>Total Revenues</b>	<b>75,328</b>	<b>73,505</b>

Rock County has traditionally provided funding for two programs operated by Rock Valley Community Programs, Inc. (RVCP): the Alternative Residential Program and the Alternative Service Program. The Alternative Residential Program has operated in Rock County for 40 years. The program is a residential community treatment center serving adult offenders. The bulk of funding for the residential program comes through contracts with entities such as the State Department of Corrections and the Federal Bureau of Prisons. For a number of years now, the County has provided \$12,750 to pay for residents' needs that are not covered by the program's other funding sources. The request and recommendation would continue funding at \$12,750 in 2016.

The Alternative Service Program coordinates and monitors community service placements for adults and juveniles sentenced to community service by the courts or ordered to participate as part of their probation. Community service generally provides benefits to three groups: the various community agencies that receive the advantage of the hours worked; the County because adults are sentenced to community service in lieu of serving jail time; and offenders who are provided with an opportunity to positively contribute to the betterment of the community. In 2014, the program provided 10,005 hours of community service for 216 adult clients. This is a 13% increase in hours over the prior year due to expanding the number of sites and continuing to participate in special projects and events hosted by nonprofit/tax supported agencies. Overall, more than 79% of participants carried through with their obligation to complete the program in 2014. Those who fail to complete their assigned hours are referred back to the Court system or their probation officer, resulting in either jail time or another probation sanction.

The agency's 2016 request for adult community service is \$62,578, a 3% increase over the prior year. I applaud the agency for providing an approximately 13% increase in service hours but recommend maintaining the 2015 funding level or \$60,755 due to keeping restraint on the limited tax levy. In future years, it will be up to the Criminal Justice Coordinating Council (CJCC) to determine whether RVCP can continue to provide the necessary

services for adults at this funding level or whether other community service program options will need to be pursued. In addition, as the county continues to participate in Evidence-Based Decision Making (EBDM) in 2016, the EBDM Committee will be evaluating all criminal justice system programs.

The total amount recommended from this account for the Alternative Residential Program and the Community Service Program in 2015 is \$73,505, the same amount that was provided in 2015.

#

**N. Public Works Committee**

	<u>Page</u>
Public Works Department.....	1
Administrator's Comments/All Operations.....	17

## Public Works Department

### Present Personnel (Full Time Equivalent)

<u>PWD – Airport</u>	
1.0	Airport Director
1.0	Airport Crew Leader
3.0	Airport Maintenance Worker
1.0	Account Clerk II
<b>6.0</b>	<b>Total</b>
<u>PWD – Parks</u>	
1.0	Parks Director
2.5	Patrol Worker
1.0	Community Coordinator
<b>4.5</b>	<b>Total</b>

<u>PWD – Highway</u>	
1.0	Public Works Director
1.0	Assistant to the Public Works Director
1.0	Public Works Accounting Supervisor
3.0	Public Works Superintendent
1.0	Shop Superintendent
0.4	Fleet Data Specialist
1.0	Storekeeper
1.0	Secretary II
1.0	PWD Cost Allocation Specialist
1.0	Account Clerk II
4.0	Crew Leader
2.0	Bridge Crew
1.0	PWD Maintenance Worker
6.0	Mechanic
1.0	Machinist
1.0	Shovel Operator
2.0	Welder
1.0	Stock Clerk
4.0	Heavy Equipment Operator
11.0	Heavy Truck Driver
<u>37.5</u>	Patrol Worker
<b>81.9</b>	<b>Total</b>
<b>92.4</b>	<b>GRAND TOTAL</b>

# Public Works Department

## Summary of Personnel Modifications

	Dept. Request	Admin. Rec.
<b>Delete Position</b>	0	0
<b>New Position</b>	0	0
<b>Upgrade</b>		
<b>Public Works Department – Parks</b>		
Maintenance Worker IV, PR IV to Crew Leader PR V(A)	1.0	0
Maintenance Worker IV, PR IV to Crew Leader PR V	0	1.0
<b>Reallocation</b>		
<b>Public Works Department – Highway</b>		
Crew Leader, PR V to PR V(A)	4.0	0

---

## Charter: Public Works Department/Highway Division

---

### Objectives and Standards

#### 1. Administrative Operations

To provide administrative services necessary for the efficient operation of the department, which will include, but not be limited to issues such as accounting and billing for the Town and State work completed.

##### Standards:

- a. To develop a Department of Public Works Policy & Procedures Manual, including a sub-section dedicated to Financial Accounting Procedures. This will be evidenced by checks and audits.
- b. To ensure that vouchers for work on State and Town highways are sent monthly, including a charge for the accounting records and reports and a small tools charge.
- c. To insure that invoices for work performed on Town highways are mailed monthly.
- d. To administer the Wisconsin Department of Transportation Local Road Improvement Program (L.R.I.P.) in accordance with State Statutes and Wisconsin Administrative Code.

#### 2. Federal Aid Projects

To plan and program for projects to be funded utilizing Federal Entitlement Programs under the provisions of the current federal authorization bill.

##### Standards:

- a. To include a reasonable timetable for programming, designing, acquisition of rights-of-way, relocation of utilities, bidding and construction of local bridges, STP-Urban and STP-Rural roadway improvement projects.
- b. To inspect and maintain an inventory of bridges greater than 20 feet in length, as required by the Federal Highway Administration.

- c. To, so they can plan and budget for required bridge rehabilitation or replacement projects.
- d. To administer the Local Bridge Program in Rock County for the rehabilitation or replacement of these county and local bridges in a timely fashion and keep municipalities and towns advised of the conditions of the bridges under their jurisdiction.

#### 3. State Highway Maintenance

To provide for the maintenance of State and Federal Highways including the Interstate System in a manner consistent with the budgetary restraints.

##### Standards:

- a. To coordinate state highway maintenance activities with the regional maintenance staff from the State of Wisconsin Department of Transportation in order to provide for state highway maintenance in a manner that is consistent with the guidelines included in the State Highway Maintenance Manual .
- b. To provide winter maintenance services in accordance with the State of Wisconsin Department of Transportation Roadway Classification System and Maintenance Manual guidance.

#### 4. County Highway Operations - Maintenance & Construction

To perform roadway, right-of-way, and structure maintenance and construction at an optimal cost/benefit level. Roadway maintenance includes both summer and winter maintenance.

##### Standards:

- a. To perform a complete inventory of the County Trunk Highway (CTH) roadways, bridges and drainage structures, and update it regularly.

---

## Charter: Public Works Department/Highway Division

---

- b. To complete and update a multi-year CTH Transportation Improvement Plan.
- c. To insure that all highway maintenance and/or construction improvements shall be completed in accordance with the latest edition of the State of Wisconsin, Department of Transportation, Standard Specifications for Road and Bridge Construction.
- d. To provide winter maintenance (plowing, salting, and sanding) on the county highway system and town roads at a service level that provides adequate mobility and safety, taking into consideration winter conditions and financial and environmental considerations.

### 5. County Highway Fleet Operations

To provide for the purchase or lease and maintenance of equipment, the purchase of materials and supplies, and maintaining a parts inventory sufficient to keep the DPW vehicle and equipment fleet running reliably, smoothly and economically.

#### Standards:

- a. To develop a comprehensive Department of Public Works Equipment Management Plan.
- b. To provide, within fiscal and staff constraints, a fleet of well maintained, road-worthy vehicles for the use of other County departments.
- e. To purchase fuel in a fashion that will provide both availability and cost advantage to the Department of Public Works.

### 6. Municipal Highway Maintenance

To provide for all types of road maintenance and construction services to the Towns and Municipalities in Rock County in the most efficient manner practicable.

#### Standards:

- a. To continue to provide road and bridge maintenance and construction services to each of twenty Towns, six Cities and three Villages.
- b. To continue working with the Rock County towns under an equitable and just Annual Road Maintenance Contract.

### 7. Bridge Aid

To provide aid to Towns for the repair or replacement of bridges and large culverts in accordance with the requirements of Section 82.08 of the Wisconsin Statutes.

#### Standards:

- a. Subject to budgetary constraints, to provide a 50% match for the replacement or reconstruction of bridges or large culverts on the town road system, per section 82.08.
- b. Subject to budgetary constraints, to provide a 50% match, for the replacement or reconstruction of bridges on the town road system funded under the Federal Local Bridge Program.
- c. To maintain an inventory and coordinate a biennial inspection program for bridges and, on a periodic basis, of culverts and small bridges (structures less than 20' long). To insure their safety and to provide for their timely repair and/or replacement.

### 8. Public Relations Performance

To provide high quality highway construction and maintenance service, thereby maintaining the Rock County Highway Division's reputation for effectively and efficiently meeting the County's highway traffic needs.

#### Standards:

---

## Charter: Public Works Department/Highway Division

---

- a. Complaints: Complaints about the activities or operation of the Highway Division are received in a courteous and professional manner and are resolved in a timely fashion.
- b. Public Education: The public is informed of the activities of and the services provided through the Highway Division via presentations at community and service club meetings and, when appropriate, via releases to the local media. Citizen input regarding the department's operations and priorities is welcomed and encouraged.

9. Highway Safety

To provide a system of highways that will assure the safe and efficient transportation of people and goods at all times of the year.

Standards:

- a. To cooperate with the Rock County Traffic Safety Commission in the identification and improvement of traffic safety problem areas.
- b. To provide traffic controls on the CTH system at locations where the warrants are met, and to maintain traffic signing and pavement markings which will promote the safe operation of motor vehicles on the County Highway System.
- c. To do its own and assist the Towns in making application for federal Highway Safety Improvement Program (HSIP) funding.

---

## Charter: Public Works Dept./Parks Division

---

### Objectives and Standards

#### **1. Parks Operations and Maintenance**

To provide quality park services in the maintaining of grounds, trails, parking lots, driveways, buildings, recreational equipment, and conducting safety inspections throughout the 18 parks, 3 trails and 2 wildlife areas, containing approximately 1100 acres of parkland and three small cemeteries owned by Rock County.

#### **Standards.**

- a. To set weekly work priorities and to ensure that the terms and conditions of contracted services are met, and that the general and specific requirements for grants such as the DNR Fish and Wildlife Grants, DNR Snowmobile Program and other DNR and/or federal grants are met.
- b. To mow the parks high activity areas, such as the two baseball fields, during the 28 to 30 weeks growing season once every seven to ten days. To mow the 67 acres of picnic sites once every 10-14 days and the park trails a minimum of three times during the growing season. In all towns that require it, mow the roadside ditches three times per year on those town roadsides, which form the park boundaries. To mow or control noxious weeds at all sites to comply with weed ordinances.
- c. To provide a weekly inspection of the 24 picnic areas containing a total of 172 regular or handicapped accessible picnic tables and six picnic shelters, three play apparatus areas, and park trails to schedule necessary maintenance work.
- d. To remove dead or dying branches, limbs and trees from picnic areas and to maintain over 168 park signs, 43 grills, three litter barrels and fifteen (½ yd.) dumpsters for trash under a contract, in order to maintain user safety and the integrity of our parks.
- e. To maintain equestrian paths, hiking trails and cross-country ski trails along the six miles of trails at Gibbs Lake, the six miles at Magnolia Bluff, two miles at Happy Hollow and the two and three-tenths miles at Carver Roehl Park, work with the PNTF on operation and maintenance of the 6.0 miles of the PTNT, work with the RCIATC and RTC on the IA/Multi-Use Trail for development, operation and maintenance of 4.5 miles of trail. This is biannual maintenance based on biweekly inspection reports.
- f. To provide and maintain clean, litter free parks on a regular basis during the 30 week growing season, and every two or three weeks during the balance of the year, via our litter barrels and contracted service on 15 containers.
- g. To provide and maintain clean toilet buildings (18), according to State standards (SS 55.67, 55.64, 52.04; Admin. Code H65, SS 145.01, and Chapter 13 of the Rock County Ordinance) and to pump the toilet vaults once each year under contract. An additional four toilet units are provided under seasonal contract at Indianford Park. A total of 22 toilet facilities are under Park Division supervision.
- h. To the extent possible, provide and maintain clean, safe public wells, thirteen in total, on a continuous basis and provide annual testing at each well to ensure safe and healthy water quality according to State Standards and Statutes NR112, H78, SS27, NR109.30 (Safe Drinking Water Act), relevant OSHA Standards and Administrative Code 109. Compliance requires working with the Rock County Health Department in taking water samples at least once every season with an additional second and up to five samples required to confirm bacteriologically unsafe samples, plus taking samples annually for nitrate levels. If a well is found to be bacteriologically unsafe, it must be chlorinated and disinfected.

---

## Charter: Public Works Dept./Parks Division

---

- i. To provide, maintain and inspect on a regular basis three boat landings at: Gibbs Lake, Happy Hollow and Royce Dallman Parks during the 30-week spring/summer period. To install repair, refurbish, and remove the piers and landings annually, (NR50, SS27). To collect landing fees at Royce Dallman, Happy Hollow and Gibbs Lake.

### **2. Facilities, Acquisition and Improvements**

To provide facilities, land acquisition and reconstruction to buildings and recreational equipment.

#### **Standards.**

- a. The 2015-2020 Parks Outdoor Recreation and Open Space Plan was completed and adopted at the beginning of 2015 began implementation that year. This keeps Rock County eligible for DNR and Federal grants.
- b. To work on those items in the *County Park, Outdoor Recreation and Open Space Plan* to get grant funds via DNR. Projects include toilet building at Sweet Allyn Park, and various infrastructure improvements and acquisitions.
- c. To improve Rock County's ability to receive grants for park purposes by developing a set of criteria to provide for adequate and safe park maintenance standards to alleviate existing and future risk to Rock County.
- d. Work to maintain interdepartmental relationships with the Planning, Public Works Highway and Airport Divisions, Health Department, as well as the County 4-H Extension Office, Land Conservation Department, County Surveyor and all other key county departments such as the Sheriff's Department.
- e. Continue work toward development and maintenance of 4.5 miles of multi-use recreational trail between Janesville and Milton.
- f. Work with the Friends of Beckman Mill, Incorporated, to maintain the historic structures at the Beckman Mill site.

- g. Continue work with the Friends of the Welty Environmental Center on programming for natural history of Beckman Mill County Park area.
- h. Continue fee collection for picnic shelters, ball fields and beer/wine permit fees started in 2003 and boat landing fees that were implemented in 2004.

### **3. Deer Display**

To work with James and Nancy Schoonover, the owners of the White-Tailed Deer Display. To work with what funds and policy decisions are made for the long-term future plans for this program.

### **4. Dam Maintenance and Inspection Operations**

To maintain and cooperate with the Wisconsin Department of Natural Resources in inspecting the operation of Rock County hydraulic structures according to the Wisconsin Public Service Commission and DNR operating orders.

#### **Standards.**

- a. To work with FBM to operate and maintain the dam and fish passage at Beckman Mill County Park.
- b. Perform related duties as the Board of Supervisors deems appropriate.

### **5. Rock County Snowmobile Program**

To meet the goals and objectives of the Rock County Snowmobile Plan adopted by the Rock County Board of Supervisors and 100% funded by the State of Wisconsin on 226.4 miles of trail in a proposed grant of \$56,600 for the 2014-2015 season. This is for maintenance, easement acquisition, development, bridge rehabilitation and new bridges. Currently, there are 24 bridges owned as part of this system. Rock County Parks, in partnership with the Rock County Alliance of Snowmobile Clubs, operates this system.

---

## Charter: Public Works Dept./Parks Division

---

These snowmobile clubs make up the Alliance:

- |                          |                           |
|--------------------------|---------------------------|
| 1) Brodhead Snowdrifters | 6) Lake Koshkonong Club   |
| 2) Sundowners            | 7) Janesville Snow Chiefs |
| 3) Snowblowers           | 8) Milton Snow Riders     |
| 4) Evansville Sno Devils | 9) Country Riders         |
| 5) Clinton Fencehoppers  |                           |

### **Standards.**

- a. To administer the snowmobile program through subcontract with the Rock County Snowmobile Alliance. To purchase the snowmobile trail signs, posts, etc., and to monitor the annual easement program.
- b. To comply with NR 50 and the Administrative Code governing program aids and to maintain records and files for Snowmobile Plan updates as needed, and work with the Planning Department.
- c. Keep track of and inspect 24 existing bridges and any new ones that are added.

### **6. Implementation of Park Site Plans**

Work to carry out, insofar as budgets or grants permit, the steps of park site development such as those done for Beckman Mill, Carver Roehl, Magnolia Bluff, etc.

### **Standards.**

- a. Work with County provided funds.
- b. Work with and seek matching funds under aid programs.
- c. Work with and seek grants or gifts from individuals, corporations or foundations.

### **7. Public Relations**

To provide high quality park service in such a manner that the Rock County Parks Division maintains a deserved reputation for excellence.

### **Standards.**

- a. Communications: Rock County residents are informed of the activities and services of the Parks Division through the Rock County website, educational presentations before community and service clubs, horseback riding clubs, Boy Scout groups and when appropriate, releases to the local media and work with these friends partnership groups:

Friends of Beckman Mill, Inc. (FBM, Inc.)  
Friends of the Welty Environmental Center, Inc. (FWEC, Inc.)  
Rock County Association of Snowmobile Clubs, Inc. (RCASC, Inc.)  
Pelishek Tiffany Nature Trail Foundation, Inc. (PNTF, Inc.)  
Rock County Ice Age Trail Chapter (RCIATC)  
Rock Trail Coalition, Inc. (RTC, Inc.)  
Friends of Carver-Roehl Park (FCR, Inc.)  
Rock County Multi-Use Trail Group (RCMUTG, Inc.)  
Rock County Conservationists (RCC, Inc.)  
Any new groups authorized by the Public Works Committee and Parks Advisory Committee

- a. Complaints: Handle complaints received by the Parks Division, if at all possible, resolving them on a timely basis.
- b. Programming: Offer a wide variety of fee-based public outdoor recreation and educational programs. Offer free field trips and nature based recreation programs to Rock County school districts.

---

**Charter: Public Works Dept./Parks Division**

---

**8. Current Park Use Data**

Based on the totally voluntary action of people calling in and obtaining a "Park Use Permit"/Reservation form, these figures indicate that larger than ever numbers of people use the parks. For those parks where special use permits were asked for, substantial growth continues to take place.

Park Reservations

Year	# of Permits	# of Visitors
2000	168	28,993
2001	157	23,467
2002	146	21,642
2003	160	24,739
2004	146	23,951
2005	151	23,290
2006	150	17,727
2007	150	17,265
2008	149	16,275
2009	148	17,534
2010	150	15,453
2011	155	16,951
2012	161	17,861
2013	157	17,231
2014	163	16,365
2015	133	17,089* as of June 30, 2015

This table reflects highly expanded use and the fact that the boat launch site users are willing to help defray costs associated with this recreational activity. In 2004, boat-landing fees were mandated at the three County landings.

Year		Totals
2010	Total All Landings	16,997
2011	Total All Landings	19,951
2012	Total All Landings	17,922
2013	Total All Landings	17,966
2014	Total All Landings	19,654
2015	Total year to date	15,040

---

## Charter: Public Works Department/Airport Division

---

### **Objectives and Standards**

#### **1. GENERAL AVIATION OPERATIONS**

To provide safe operations 24 hours per day, 365 days per year for a 1,405 acre facility including runways, taxiways, ramps, clear zones, and safety areas.

##### **Standards:**

- a. Maintain runway and taxiway marking on a yearly cycle.
- b. Maintain over 10 miles of perimeter wildlife/security fencing.
- c. Perform maintenance on 104 equivalent lane mile of pavement by FAA standards as required.
- d. Plow snow from all areas to ensure safe movement of aircraft and vehicles.
- e. Minimize the wildlife population near the Airport runways by mowing the grass regularly.
- f. Provide t-hangar and tie-down facilities on a rental fee basis for small, based aircraft.

#### **2. COMMERCIAL OPERATIONS**

To encourage vigorous, profitable competition among commercial operators located at the Airport. Maximize employment levels of commercial operation at the Airport. To achieve the widest range of aviation services available to the citizens of the county and the users of the Airport.

##### **Standards:**

- a. Negotiate leases and charges with operators.
- b. To a limited degree, market commercial aviation services to the community.

- c. Encourage commercial development at proper locations on the Airport.

#### **3. ADMINISTRATION**

To administer the Airport in a professional and businesslike manner. To maximize Airport revenues in an effort to become as self-sustaining as possible. To promote and develop the Airport in order to maximize its value to the county. To routinely inspect for and enforce applicable federal and local laws at the Airport.

##### **Standards:**

- a. Prepare and operate within an annual budget.
- b. Make applications for federal and state airport aid.
- c. Liaison between the County and FAA and Wisconsin Bureau of Aeronautics.
- d. Develop and administer fair and equitable charges for airport services.
- e. Prepare a six-year capital improvement plan every even numbered year.
- f. Maintain a good, business-like relationship with all Airport tenants.
- g. Encourage aviation-related development.
- h. Establish public relations and marketing programs.
- i. Meet all standards of Federal Aviation Regulation Part 139 and TSA Reg. 1542.
- j. Ensure compliance with current and future security enhancements.
- k. Wildlife Hazard Management.
- l. Maintain FAR 139 Airport Certification Manual to meet changing FAA standards.

---

## Charter: Public Works Department/Airport Division

---

- m. Comply with all provisions of the Airport Certification Manual
- n. Maintain a runway incursion prevention program.
- o. Enforce an overlay-zoning ordinance to protect the runway approaches from incompatible land uses.
- p. Ensure all tenants comply with Airport Minimum Standards and Rules and Regulations.
- q. Update the Airport Emergency Plan yearly.

#### 4. FACILITY AND EQUIPMENT MAINTENANCE

To maintain a sufficient complement of ground vehicles and personnel necessary to meet Airport standards to ensure safe operation. To maintain a good working relationship with FAA personnel employed at the Airport.

##### Standards:

- a. Perform routine building maintenance and maintain public buildings in the best practical condition.
- b. Perform equipment and vehicle maintenance in-house.
- c. Provide a neat, clean, and safe facility to all Airport users.
- d. Coordinate airfield activities with air traffic control personnel when the tower is open.
- e. Issue NOTAM's (Notice to Airman) when Airport operating conditions become substandard.
- f. Maintain the airfield lighting system in good working order.

#### 5. PUBLIC RELATIONS

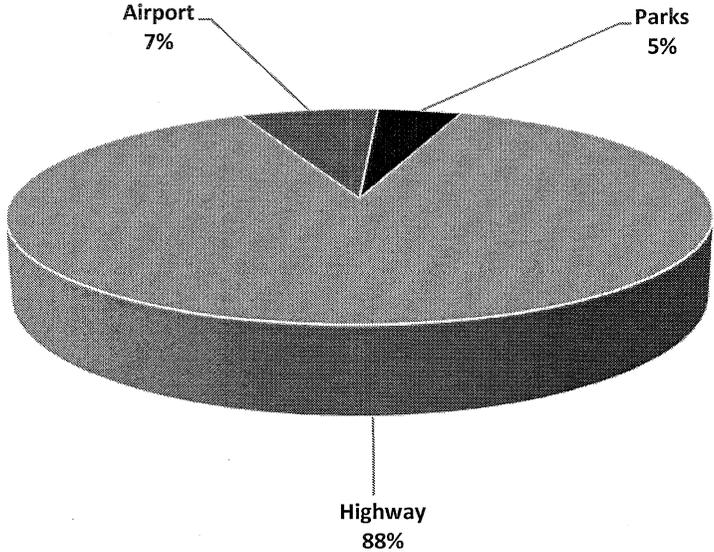
Educate the general public and flying community of the functions and growth of the Airport.

##### Standards:

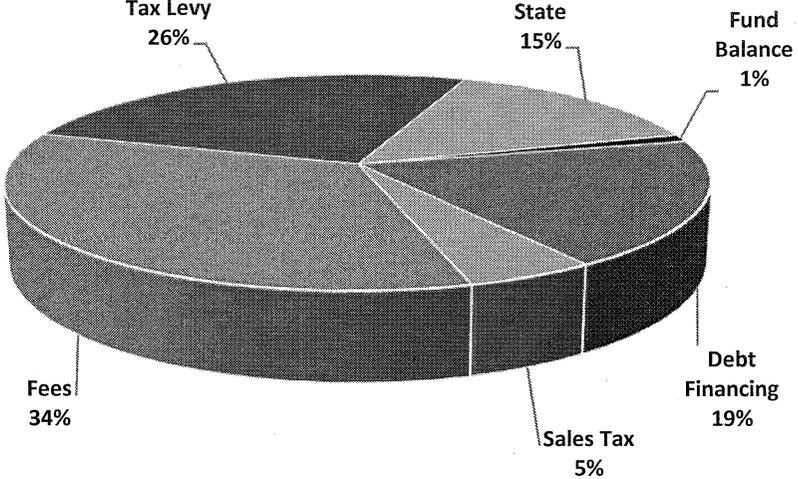
- a. Provide information to the school systems and the general public regarding the Southern Wisconsin Regional Airport.
- b. Provide tours of the Airport to any interested parties.
- c. Continue to expand educational opportunities at the Southern Wisconsin Regional Airport.
- d. Releases to media of the functions available through the Airport.
- e. Public Relations support to businesses located on the Airport.
- f. Distribution of promotional materials to stimulate growth of the Airport.

2016 BUDGET  
PUBLIC WORKS

EXPENDITURES BY DIVISION

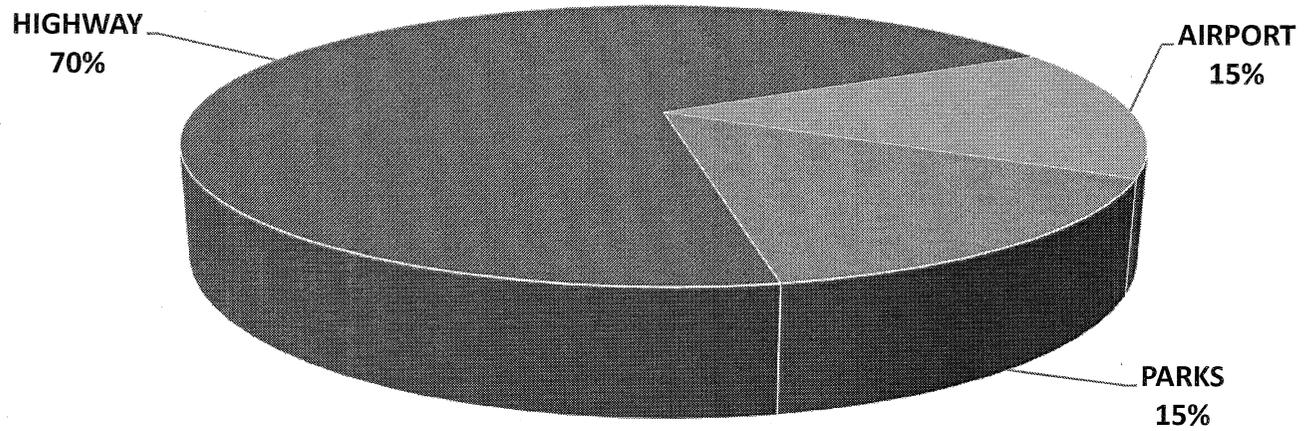


REVENUES BY SOURCE



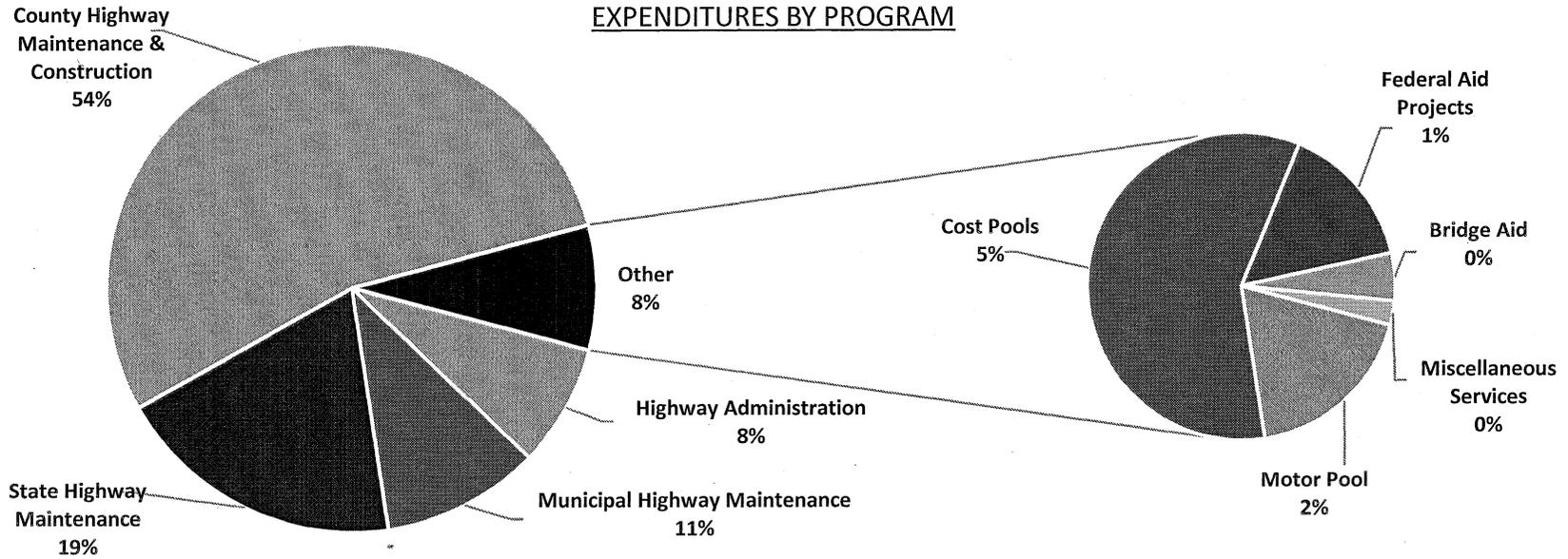
**2016 BUDGET  
PUBLIC WORKS**

**TAX LEVY BY DIVISION**

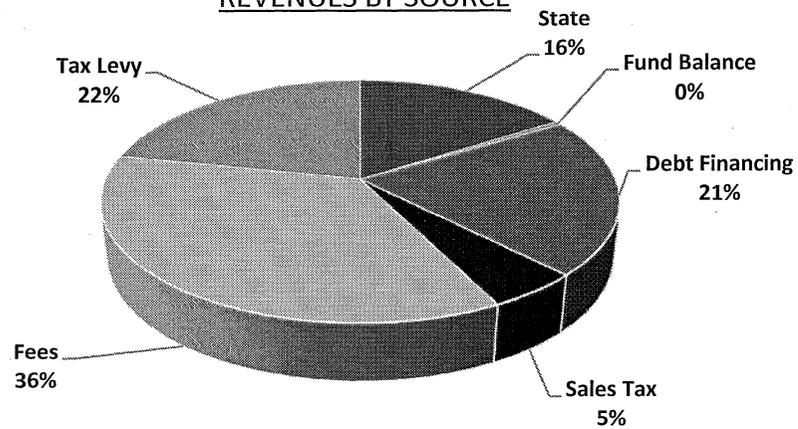


## 2016 BUDGET HIGHWAY DIVISION

### EXPENDITURES BY PROGRAM

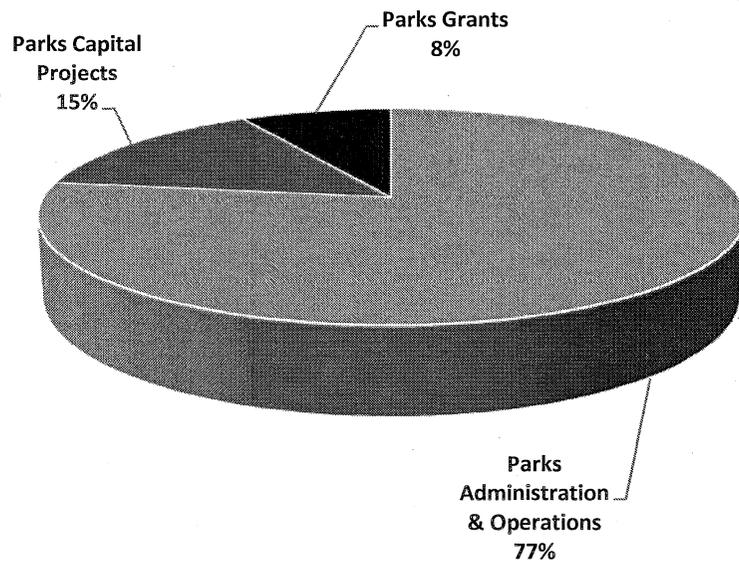


### REVENUES BY SOURCE

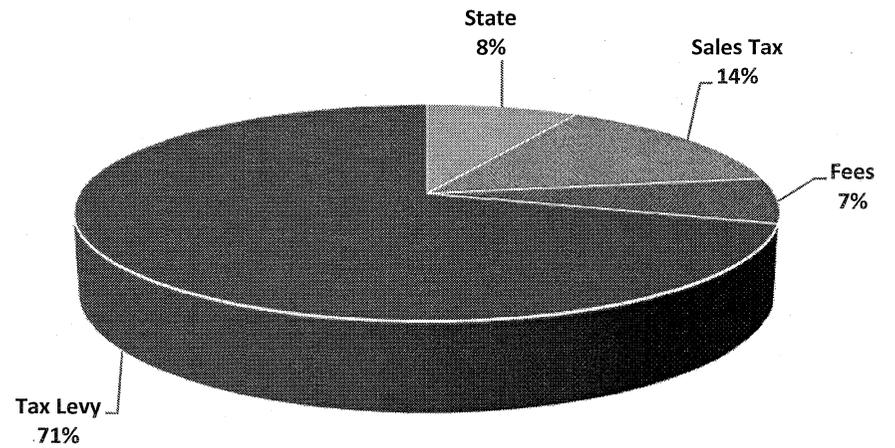


**2016 BUDGET  
PARKS DIVISION**

EXPENDITURES BY PROGRAM

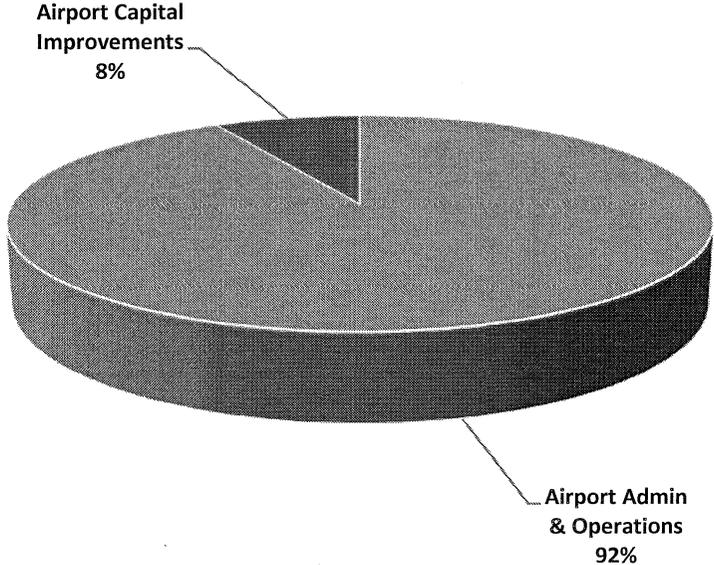


REVENUES BY SOURCE

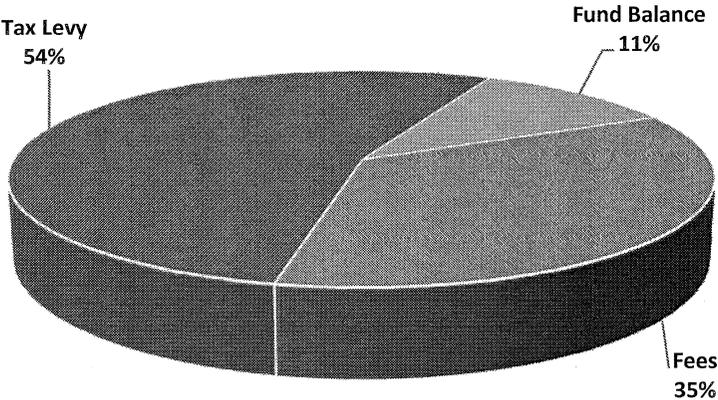


**2016 BUDGET  
AIRPORT DIVISION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## Administrator's Comments

### Public Works

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	92.4	92.4
Salaries	8,134,933	7,655,549
Fringe Benefits	2,579,138	2,579,138
Operating Expense	17,440,442	14,368,662
Capital Outlay	3,366,310	2,562,660
Allocation of Services	(11,472,471)	(11,472,471)
<b>Total Expense</b>	<b>20,048,352</b>	<b>15,993,538</b>
Revenue	8,128,075	8,712,770
Deferred Financing	0	3,033,000
Fund Balance Applied	0	175,187
Tax Levy	11,920,277	4,072,581
<b>Total Revenues</b>	<b>20,048,352</b>	<b>15,993,538</b>

The budget request for the Public Works Department includes total requested expenditures of \$20,048,352 with a tax levy request of \$11,920,277. This is composed of a tax levy request of \$512,555 for Parks Operations, \$1,286,166 for Airport Operations, and \$10,121,556 for Highway Operations.

#### PARKS

The main County Parks account contains the operational costs and revenue for the Parks System. Included in this account is the cost of the Community Coordinator position, which was moved to full time in the 2009 Budget. The County Board directed that the additional cost of making this position full time be taken from the ATC funds that were set aside for Parks purposes. In 2016, no remaining ATC funds will be available, and Parks Director Lori Williams is requesting that the Community Coordinator position be funded 100% by the tax levy in 2016 at a cost to the levy of \$37,859. I believe the Community Coordinator position is valuable to the Parks Department in helping to, among other responsibilities, communicate and coordinate with the Friends groups, which provide valuable service in maintaining and improving County parks. Therefore, I am recommending that this cost be fully funded from tax levy in 2016.

In addition, Ms. Williams is requesting that a Parks Highway Worker position be upgraded to a Crew Leader position and placed at the same pay rate as the Crew Leader position at the Airport. Ms. Williams indicates it is necessary to have one member of the Parks crew with the authority to make decisions in the field when she is unavailable. I recommend this change, but instead recommend the new Crew Leader position be placed at the same pay rate as Crew Leaders in the Highway Division.

A total of \$255,000 is requested for Parks capital improvements in the 2016 budget. A list of the requested improvements follows in priority order:

**2016 Parks Capital Project Requests**

<p><b>1) <u>Carver-Roehl Bathroom Replacement</u></b> Remove and replace current block bathroom building. Current structure is old and difficult to clean and does not have sweet smelling technology.</p>	<p>\$50,000</p>
<p><b>2) <u>Welty Center Demolition</u></b> Welty Group is leaving and Center is in disrepair. Could be converted into green space or parking.</p>	<p>\$25,000</p>
<p><b>3) <u>Smith Road Bridge Feasibility Study</u></b> Study feasibility of moving the historic Smith Road Bridge to Sweet-Allyn Park to improve pedestrian access to parts of the park.</p>	<p>\$15,000</p>
<p><b>4) <u>Reposition Sweet-Allyn Ballfield</u></b> To provide a safer experience for park patrons.</p>	<p>\$15,000</p>
<p><b>5) <u>Redesign Carver-Roehl Trails</u></b> Redesign trails for sustainability per master plan and POROS Plan.</p>	<p>\$100,000</p>
<p><b>6) <u>Land Acquisition</u></b> Acquire land as departmental goal in POROS Plan.</p>	<p>\$50,000</p>
<p><b>Total 2016 Request</b></p>	<p><b>\$255,000</b></p>

Ms. Williams proposes funding these projects with sales tax proceeds.

I am recommending that the first four projects listed be completed in 2016 and funded by \$105,000 in sales tax receipts. If the Parks Division identifies an opportunity for land acquisition, I have suggested that they bring this to the Public Works Committee and the County Board for consideration and a possible budget amendment.

The recommended tax levy for Parks is \$510,444, which is an increase of \$39,501 or 8.4% from the prior year.

**AIRPORT**

The Airport has requested a tax levy of \$559,166, which represents an increase of \$87,490 or 18.5% over the prior year.

Revenue at the Airport comes from a variety of sources including fuel flowage fees, lease payments, rent payments for t-hangars, landing fees, and non-aviation sources. Airport Director Ron Burdick indicates it has been a number of years since fuel flowage or landing fees have been increased. To stay competitive with other airports, he is not requesting an increase in these fees, which is recommended. The lease and rental contracts the County has with tenants allow for an annual increase equal to the CPI-U not to exceed 4%. In 2015, the Public Works Committee did not approve any increases, and in 2016 Mr. Burdick indicates the CPI-U is close to 0%, making an increase in rates not feasible.

In 2015, the County Board took additional steps to find a tenant for the restaurant space in the terminal. Additional improvements to the space will be completed so that a new tenant may be able to take occupancy in 2016. However, given that the timing and terms of such an arrangement are speculative, no revenue is included in the 2016 budget for leasing this space.

Mr. Burdick has requested \$18,290 for capital items in 2016, including an arc flash safety kit, a used self-contained breathing apparatus tank and 4 sets of firefighting turnout gear for the airport firefighting operation, an air compressor and dryer, and a replacement access gate. These purchases are recommended.

Mr. Burdick has requested two capital projects for 2016 and describes the funding sources and projects as follows:

**Replace Airfield Lighting and Signage**

Federal Aid @ 90/5/5  
 \$1,080,000 Federal/ \$60,000 State / \$60,000 Sponsor  
 Total \$1,200,000

The Wisconsin Bureau of Aeronautics has programed the replacement of SWRA's medium intensity lighting system for 2016. This project will be funded with federal discretionary dollars. The current lighting

system (incandescent), which was installed between 1985 and 1995, has exceeded its life expectancy thus causing high maintenance expenses. The new system of lights and signs will be LED. Incandescent bulbs burn out faster so are replaced far more often than LED bulbs and cost more to operate than LEDs. LED lighting burns brighter and costs less to operate thus saving money and reducing the airport's carbon footprint.

**Construct New Ten Unit Aircraft Storage Hangar**

100% Local Funding

Total \$650,000

Currently SWRA owns four t-hangar buildings. Two of them were constructed in the early 1950s. These two hangars are deteriorating, have become difficult to repair, and are under sized. This project would replace one of these vintage hangars and would be constructed in the development area southwest of the terminal. The new building would be built with concrete floors instead of asphalt which would support the static load that stationary aircraft create. Other amenities would include restrooms, running water, floor drains, and insulation should the user want heated storage. These units would bring in a higher rental rate given the additional amenities that will be provided.

The signage and lighting project is eligible for federal Airport Improvement Program (AIP) funds at a rate of 90% Federal, 5% State, and 5% County. The total cost of this project is \$1.2 million, with the County paying \$60,000 of that cost. This project is recommended and the County's share will be funded with fund balance in the Airport Capital Improvements account.

As Mr. Burdick has noted, the t-hangars at the airport are showing their age. If one new hanger was constructed, Mr. Burdick estimates that increases in rental rates could generate about \$12,000 per year in additional revenue and possibly increase fuel flowage fees marginally. However, at this rate pay back on the investment would take 54 years. Given this extended return on investment, current usage trends at the airport, competing priorities for sales tax proceeds, and the need to carefully manage borrowing, I am not recommending that the County proceed with this \$650,000 project at this time.

Given pressure on the tax levy, I have also made several minor reductions to the Airport operational budget, including \$3,500 for the cost of a requested vending machine for the pilots' lounge.

The Airport operations account has historically been treated as an enterprise or business activity account for accounting purposes. In 2014, this account was changed to a Special Revenue Fund to be more consistent with accounting rules. I have recommended applying \$30,000 of fund balance to offset the costs of operations in 2016. I would note that using fund balance to offset operations is not sustainable in the long-term, and other sources of funding or decisions about operations will need to be made over the next couple of years to plan for this.

In addition to addressing the use of fund balance, operational and capital costs at the Airport in general will need to be a subject of discussion prior to the 2017 budget development as operational costs that rely largely on the tax levy continue to increase and several significant capital expenses, including the requested t-hangars and replacement of the airport fire truck, are looming.

The recommended tax levy included in the 2016 Airport budget is \$522,031, which is an increase of \$50,355 or 10.7% from the prior year.

**HIGHWAY**

The Highway Division is by far the largest operating division in the Public Works Department. It provides services to the State and towns, as well as maintains the County Trunk Highway System. The 2016 budget request includes a total of \$10,121,556 in tax levy for the Highway Division, which is \$7,081,450 more than the amount levied for 2015 and is due largely to the increase in requests for capital projects.

The County Maintenance and Construction Account funds work on the County Trunk Highway system. The requested funding is as follows:

**Maintenance & Construction Account  
Summary-2016**

Account	Amount
Blacktopping	\$6,416,200
Winter	\$2,177,922
Routine	\$1,578,175
Seal Coating	\$164,075
Equipment Storage	\$243,000
Shouldering	\$109,417
Bridge Maintenance	\$59,552
Cracksealing	\$106,386
Grader Patching	<u>\$100,000</u>
<b>Total</b>	<b>\$10,954,727</b>

The \$6,416,200 requested for blacktopping compares to a total of \$2,774,000 included in the 2015 budget. Road construction projects being considered for 2016 include the following, in priority order:

Proposed County Construction Projects - 2016							
Priority	Route	From	To	Length (miles)	Work Type	Estimated Cost	Cumulative Total
1	CTH F	Janesville Limits	USH 51	1.80	reconstruct	\$1,008,000	\$1,008,000
2	CTH MM	Emerald Grove Road	CTH M	2.50	reconstruct	\$2,025,000	\$3,033,000
3	CTH MM	Wright Road	Wuthering Hills Road	0.45	design	\$143,200	\$3,176,200
4	CTH MM	Milton-Shopiere Road	Emerald Grove Road	2.00	reconstruct	\$1,620,000	\$4,796,200
5	CTH MM	USH 14	Milton-Shopiere Road	2.00	reconstruct	\$1,620,000	\$6,416,200
		Totals		8.75		\$6,416,200	

The CTH F and CTH MM projects involve total reconstruction of the road. I am recommending that CTH F and the first phase of the CTH MM project be funded in 2016 through long-term debt of \$3,033,000. Funding these projects in this way will keep the increase in the County's debt service costs at a manageable

level. I am also recommending the design work costing \$143,200 be funded through sales tax. Future phases of the CTH MM project would have to be funded in 2017.

The seal coat project for 2016 follows:

Priority	Route	From	To	Length (miles)	Width (feet)	Estimated Cost
1	CTH A	STH 213	CTH H	8.0	24	\$164,075
	Totals					\$164,075

I recommend funding the project with sales tax. I am also recommending that \$109,417 in costs for shouldering and \$106,386 for crack-sealing be funded with sales tax receipts.

Under Section 82.08 of the Wisconsin Statutes, counties must fund 50% of the cost to reconstruct bridges on the town road system if they are larger than a certain size. These funds must come from a limited tax levy on the taxable property in the towns. A total of \$60,000 in tax levy is requested in 2016 for various projects as they arise.

A source of revenue which appeared in the 1998 Budget for the first time was revenue derived from charging towns for winter maintenance. For many years, the practice was to not charge towns for winter maintenance, which meant the cost was picked up by the county tax levy. The county charged a rate of \$885 per centerline mile from 2011 through 2014. In 2015, the rate was increased to \$900 per centerline mile. No change in this rate is recommended for 2016. With the Town of Clinton no longer receiving services from the County in 2016, overall revenue will be reduced to \$537,903, down from \$568,161 in 2015.

In addition, the rate for routine maintenance is \$1,700 per centerline mile and has remained the same rate since 2012. Mr. Coopman proposes leaving this rate at \$1,700 for 2016.

One of the line items in the Highway Administration account is entitled County Aid for Road Construction. This program has existed for a number of years where the County provides matching funds for blacktopping and seal coating. These accounts have been reduced over the years. The amount recommended for 2016 is left at \$3,000 per town for 14 participating towns for a total of \$42,000. Cities are no longer included as counties can no longer do construction work for cities over 5,000 population as a result of a recent change in state law.

Projects and funding requested under the Federal Aid Projects account for 2016 are as follows:

Proposed Federal Aid Projects- 2016								
Priority	Route	From	To	Length (miles)	Work Type	Project Cost	County Cost	Cumulative Total
1	CTH M	Rock River Bridge	Indianford	0.20	Design	\$270,000	\$54,000	\$54,000
2	CTH MM	Wuthering Hills Drive	USH 14	0.55	Design	\$255,000	\$127,500	\$181,500
						\$525,000	\$181,500	

I recommend that the County cost of \$181,500 be funded through the sales tax.

Each year, Public Works Director Ben Coopman requests equipment to replace equipment and vehicles that are no longer functioning, as well as to spread out the costs of updating the fleet over a regular replacement cycle. Equipment requests for 2016 include the following:

CAPITAL EQUIPMENT LIST- 2016					
PRIORITY	EQUIPMENT	QTY	UNIT PRICE	TOTAL \$	CUML \$
1	SIGN CUTTER W/SOFTWARE	1	\$ 15,000	\$ 15,000	\$ 15,000
2	DOZER W/GPS D5	1	\$ 145,000	\$ 145,000	\$ 160,000
3	STUMP GRINDER (SKID STEER)	1	\$ 8,000	\$ 8,000	\$ 168,000
4	2-WAY RADIO REPLACEMENT-PHASE 1	1	\$ 61,250	\$ 61,250	\$ 229,250
5	UTILITY BODY #52	1	\$ 5,000	\$ 5,000	\$ 234,250
6	PICKUP TRK 3500 4X4	3	\$ 30,000	\$ 90,000	\$ 324,250
7	SINGLE AXLE PLOW TRK	1	\$ 170,000	\$ 170,000	\$ 494,250
8	4+ YARD END LOADER	1	\$ 250,000	\$ 250,000	\$ 744,250
9	TANDEM PLOW TRUCKS (STATE)	2	\$ 200,000	\$ 400,000	\$ 1,144,250
10	TRUCK CHASSIS 550 W/ DUMP BODY+PLOW	1	\$ 60,000	\$ 60,000	\$ 1,204,250
11	ZERO TURN MOWER	1	\$ 30,000	\$ 30,000	\$ 1,234,250
12	SCISSOR LIFT TRAILER	1	\$ 5,000	\$ 5,000	\$ 1,239,250
13	MOWING TRACTORS WITH MOWERS	3	\$ 75,000	\$ 225,000	\$ 1,464,250
14	PARKS PICKUP (REPLACE 31) CHASSIS	1	\$ 25,000	\$ 25,000	\$ 1,489,250
15	TURF MOWER, 10' DECK	1	\$ 40,000	\$ 40,000	\$ 1,529,250
16	DOUBLE DRUM ROLLER (4 ton)	1	\$ 58,000	\$ 58,000	\$ 1,587,250
17	VACCUUM STREET SWEEPER USED)	1	\$ 125,000	\$ 125,000	\$ 1,712,250
18	DOUBLE DRUM ROLLER (10 ton)	1	\$ 155,000	\$ 155,000	\$ 1,867,250
19	SPORT UTILITY VEHICLE	1	\$ 32,000	\$ 32,000	\$ 1,899,250
20	AWD MOTOR GRADER W PLOW WING	1	\$ 325,000	\$ 325,000	\$ 2,224,250
21	PAD FOOT ROLLER	1	\$ 155,000	\$ 155,000	\$ 2,379,250
22	ROADSIDE MOWER, 12'	1	\$ 12,000	\$ 12,000	\$ 2,391,250
23	WALK BEHIND FLOOR SCRUBBER	1	\$ 10,100	\$ 10,100	\$ 2,401,350
24	AWD TRACTOR W/BLADE (LEASE)	1	\$ 20,000	\$ 20,000	\$ 2,421,350
25	CHIP SPREADER	1	\$ 200,000	\$ 200,000	\$ 2,621,350
26	QUAD AXLE TRK W/ PLOW WING SPRD	6	\$ 225,000	\$ 1,350,000	\$ 3,971,350
27	ASPHALT PAVER	1	\$ 435,000	\$ 435,000	\$ 4,406,350

Capital equipment acquisitions do not directly increase the property tax levy in the year they are purchased. They are accounted for as a decrease in one type of asset (cash) and an increase in another (equipment inventory value). As equipment is depreciated, it is paid for through charging cost centers (like winter maintenance) for its use. Therefore, there is a tax levy impact in future years as the cost for depreciation is accounted for with tax levy in the department's budget.

I am recommending purchases up to \$1,529,250. Traditionally, the Public Works Director and the Public Works Committee prioritize these purchases as needed throughout the year. Because the results of the operational study approved by the County Board in the 2015 budget should be provided soon, new recommendations should be available that will inform future decisions on the type and number of equipment purchases the County should make in 2016 and beyond. After this report is provided, I expect there will be discussion not only on equipment purchases, but on numerous aspects of the operation that will affect decisions going forward.

The 2016 budget contains a request for \$737,000 for a variety of capital repairs and improvements to facilities, as follows:

Facilities Capital Project Requests- 2016			
Priority	Item	Amount	Cumulative
1	Generator Replacement	\$ 315,000	\$ 315,000
2	Fire Door Upgrades; Fire Door Replacement	\$ 75,000	\$ 390,000
3	Shop Hoist Replacement	\$ 150,000	\$ 540,000
4	Air Compressor Replacement	\$ 22,000	\$ 562,000
5	Pallet Racking	\$ 5,000	\$ 567,000
6	Interior Lighting - Engineering Orfordville	\$ 6,000	\$ 573,000
7	Interior Lighting Replacement Orfordville	\$ 25,000	\$ 598,000
8	Exterior Building Lights	\$ 26,000	\$ 624,000
9	Interior Painting - Shop Area	\$ 25,000	\$ 649,000
10	Wash Bay Wall Coating System	\$ 88,000	\$ 737,000

I have recommended a total of \$598,000. These items will be purchased with cash and depreciated.

Mr. Coopman has requested that the Highway Crew Leader position be reallocated one range higher to be in the same range as the Airport Crew Leader. When the Airport Crew Leader position was created, a decision was made to place this position one class higher due to specialized training and requirements for the position as compared to the Highway Crew Leaders. Therefore, I am not recommending this change at this time. However, the appropriate placement of these crew leader positions on the pay plan will be reviewed by the Human Resources Department in 2016 as part of its review of the classification plan.

The recommended tax levy for the Highway Division is \$3,040,106, which is the same amount as 2015.

The recommended tax levy for the Department as a whole (Highway, Airport and Parks) is \$4,072,581, which is an increase of \$89,856 or 2.3%.

#

## O. Rail Transit

	<u>Page</u>
Rail Transit.....	1
Administrator's Comments.....	1

## Administrator's Comments

### Rail Transit

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	28,000	28,000
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>28,000</b>	<b>28,000</b>
Revenue	0	0
Transfer In	0	0
Fund Balance Applied	0	0
Tax Levy	28,000	28,000
<b>Total Revenues</b>	<b>28,000</b>	<b>28,000</b>

Three members of the County Board are appointed by the Board Chair to serve on the Rock County Rail Transit Commission. They are Rock County's voting members on both the Pecatonica Rail Transit Commission (PRTC) and the Wisconsin River Rail Transit Commission (WRRTC). The Commissions are made up of counties from the south-central area of Wisconsin. Rail Commissions participate in both the acquisition and rehabilitation of rail lines. The actual operations on the rail lines are contracted out with a short-line rail operator. The Commissions contract with the Wisconsin & Southern Railroad (WSOR).

The Commissions have agreed to work with WSOR and the Wisconsin Department of Transportation (WisDOT) on a regional capital improvement program. The program calls for improvement of rail segments to upgrade them to usable standards. The funding split is 80% WisDOT, 10% WSOR, and 10% Commissions.

The County will have an estimated fund balance of \$1,046 on December 31, 2015.

The WRRTC is asking its member counties for a \$28,000 contribution in 2016 to serve as the local share and I am recommending this amount which is \$1,000 more than the prior year.

#