

Rock County 2018



Recommended Budget

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A. County Board

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CHARTER
COUNTY BOARD
2018

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 which 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.

FINANCIAL SUMMARY

COUNTY BOARD

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$0	<hr/> \$0
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$121,000	\$121,000
Fringe Benefits	8,744	8,744
Operational	55,815	55,815
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$185,559	<hr/> \$185,559
<u>PROPERTY TAX LEVY</u>	\$185,559	\$185,559

ADMINISTRATOR'S COMMENTS

COUNTY BOARD

2018

Budget Highlights

Revenue

- The department does not generate revenue.

Expenditures

- \$121,000 is budgeted for County Board member per diem payments, which is \$4,000 less than the prior year based upon historical trends.
- \$24,900 is budgeted for legal notices, which is an increase of \$5,980 or 31.6% over the prior year.
 - The County publishes minutes of County Board meetings in both the Janesville Gazette and the Beloit Daily News.
 - 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 2018, the Janesville Gazette will receive payment. Historically, its rates have been higher than the Beloit Daily News as its circulation is greater.
- \$18,920 is budgeted for publications, dues & subscriptions, which is the same amount as the prior year and covers:
 - The Wisconsin Counties Association dues in the amount of \$12,332
 - The Wisconsin Counties Utility Tax Association (WCUTA) dues in the amount of \$3,180. This group has lobbied successfully to increase the amount of Shared Utility Payments to local governments that host power plants, including

Rock County. For 2017, the County anticipates receiving \$2,120,086 in Shared Utility Payments. Dues are based on 0.15% of that payment.

- \$6,820 is budgeted for training, which is an increase of \$1,000 and covers the costs for attending the annual Wisconsin Counties Association conference.
- Agenda management software was approved to be purchased in the 2017 budget and is scheduled to be rolled-out before year-end 2017. This project will result in workflow efficiencies and a reduction in paper/postage resources.

Personnel

- There are no personnel in the budget.

Summary

- The County Board requested and recommended tax levy is \$185,559, which is an increase of \$8,359 or 4.7%.

B. Agriculture and Land Conservation Committee

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CHARTER

UW-EXTENSION

2018

The University of Wisconsin Cooperative Extension Service is a partnership between the University of Wisconsin, the U.S. Department of Agriculture and the County of Rock. The mission of the University of Wisconsin-Extension, through the Rock County Office, is to develop educational programs tailored to local needs and based on university knowledge and research.

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

Funding for this educational partnership is shared. Counties provide the costs of local space, equipment, office supplies, administrative support and a flat fee for the salaries/fringes of the county-based UW-Extension educators. Federal USDA funds and other federal and foundation grants are combined with state funds to pay the remainder of the county-based UW-Extension educator's salary/fringes, salaries/fringes for the Area Extension Director and statewide University specialists, and support for information technology, human resources, and professional development. Direct and indirect financial support for UW-Extension programs from state, federal and grant funds exceeds \$765,000.

County-based educators work with 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.

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

- Agriculture, Horticulture and Natural Resources
- Family Living and Nutrition Education (FoodWise)
- 4-H Youth Development

1. **Agriculture, Horticulture and Natural Resource Program** 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 improves water quality and farm profitability
 - b. Risk Management:
 - Increase awareness among agricultural producers and agri-business to evaluate and manage financial risk to meet their family and business goals
 - c. Pesticide Use and Pesticide Applicator Training:
 - Provide training in pesticide use as required by the Wisconsin Department of Agriculture in order for farmers to purchase restricted use chemicals.
 - d. Farm Policy and Agricultural Public Policy:
 - Extension collaborates with other departments in the ongoing development of policy related to rural/urban issues
 - e. Crop Production and Pest Management:
 - Share research-based information with local growers relating to new crop production technologies and pest management practices.
 - f. Commercial Horticulture:
 - 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:
 - Extend research-based horticulture information through programs including Master Gardener volunteers, Rock County Community Garden program, community outreach and the home horticulture helpline and diagnostic services.
 - h. Farm to School and Local Food Systems:
 - Lead local Farm to School efforts through supporting local farmers for local food procurement, starting and supporting school gardens for in-school educational opportunities and connecting community resources with schools, childcare centers and workplaces for increased food security.

i. Direct Marketing Alternative Agriculture Enterprises:

- Support of local farmers' markets and Community Supported Agriculture (CSA) programs, and buy local initiatives.

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 UW-Extension Nutrition Education Program (FoodWise) 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 encompassing healthy living for all ages.
- Programming and education of chronic disease prevention and management
- Promotion of healthy lifestyles via education and programming
- Policy development in childcare settings, schools and workplaces for healthy communities in childcare, school and workplace settings.
- Participation in community health coalitions
- Grant writing and implementation

b. Strong Women/Men Programs:

- Lead statewide & national efforts in training StrongWomen/Men (evidenced-based strength training and health program) leaders in local communities (over 16,000 WI participants)
- Support StrongWomen/Men volunteers statewide with professional development and ongoing coaching. (650 volunteers)
- Lead StrongWomen/Men program in Rock County (over 600 participants) to improve health outcomes of participants

c. Nutrition Education:

- Wisconsin Nutrition Education Program (FoodWise) staff educate low-income youth and adults (30,000 educational contacts) with nutrition education in qualifying schools, food pantries, community organizations throughout Rock County.
- Provide individuals with knowledge about safe food handling, preparation, and storage practices.

- d. 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 healthy meals.
- e. Child Care/Parenting Education:
 - Support and provide continuing education to area childcare teachers and providers
 - Educational programs on topics including parenting, healthy family outcomes, nutrition, physical activity and healthy lifestyles.
- f. Leadership Education:
 - Educational programs in the area of leadership development are offered. (Emotional Intelligence, Working Through the Generations, Real COLORS personality program).

2. **4-H Youth Development Programs** give young people a chance to learn critical life skills, gain experience in teamwork and contribute to their communities. The 4-H Community Club Program consists of 1,187 members and 398 adult volunteers. This is the largest county 4-H Community Club Program in Wisconsin. Local Youth Development priorities includes:

- 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 essential 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.

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.

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

PERSONNEL SUMMARY

UW-EXTENSION

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Administrative Assistant/ Stenographer	1.0	0.4	-0.6
Clerk-Typist III	1.0	0.0	-1.0
Office Coordinator	0.0	1.0	1.0
Total	2.0	1.4	-0.6

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	Office Coordinator (PR 13)	1.0	1.0
Deletion	Clerk Typist III	-	1.0	1.0
Deletion	Admin. Assistant/Steno. (effective 4/1/18)	-	0.6	0.6

FINANCIAL SUMMARY

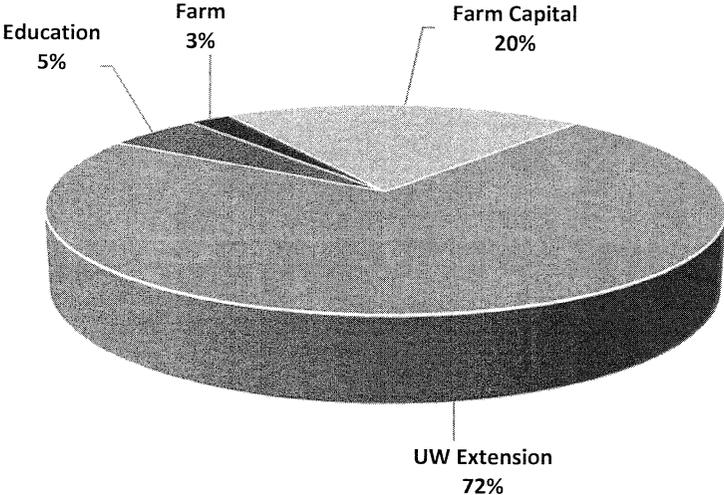
UW-EXTENSION

2018

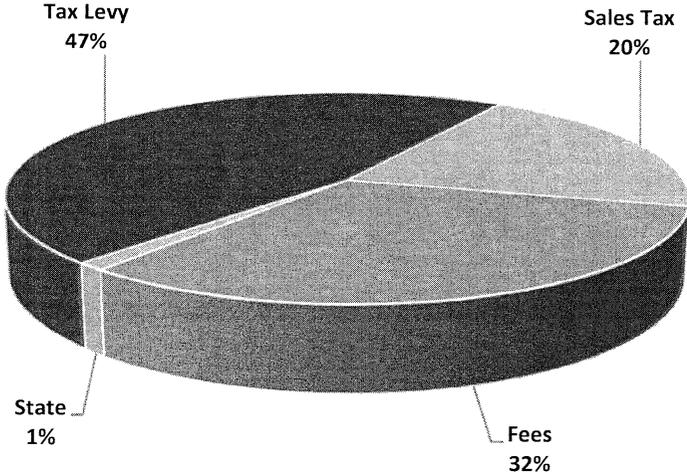
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$5,534	\$5,534
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	95,000	95,000
Fees/ Other	152,488	152,488
Total Revenues	<hr/> \$253,022	<hr/> \$253,022
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$70,934	\$68,913
Fringe Benefits	26,712	31,151
Operational	273,142	271,169
Capital Outlay	102,588	101,638
Allocation of Services	0	0
Total Expenditures	<hr/> \$473,376	<hr/> \$472,871
<u>PROPERTY TAX LEVY</u>	\$220,354	\$219,849

**2018 BUDGET
UW-EXTENSION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

UW-EXTENSION

2018

Budget Highlights

Revenue

- UW-Extension programming is funded through a combination of Federal, State and County resources. As a result of cuts made to the UW System in the previous State biennial budget, UW-Extension and counties cooperated to develop the nEXT Generation Plan, an outline intended to reinvent programs and create operational savings. Notable aspects of this plan are discussed below.
 - The State is implementing a regional model for UW-Extension (Rock County's region includes Jefferson County and Walworth County). One area director oversees multiple counties and there is no County-specific department head.
 - The State has standardized costs counties pay for each Extension staff member, but overall the cost per position is increasing, which increases the County's cost for the same number of positions prior to the change.
- Fees from the Farm account include farm land lease (\$105,000), garden plot revenue (\$3,500), and commodity income from crops grown on research plots (\$14,500). These sources are budgeted to total \$123,000 in 2018.
 - The farm lease is due to expire in 2019 and the new lease will be bid in 2018.
 - Approximately \$6,000 in seed donated from the DeLong Company, as well as contributions from Johnson Tractor and BASF, help maximize farm revenue by limiting costs.

Expenditures

- In 2018, I recommend Contracted Services be budgeted at \$178,665 (including \$2,500 of State required training) to fund 4.6 FTE of UW-Extension Educators. This is compared to \$183,468 and 5.0 FTE of UW-Extension Educators budgeted in the prior year. The recommended budget amount for these contracted positions is based on the roster described below.

- 1.0 FTE Family Living Educator
 - 1.0 FTE Agriculture Educator
 - 1.0 FTE 4-H Educator
 - 1.0 FTE 4-H Coordinator
 - 0.6 FTE Horticulture Educator
- If the County Board prefers a different roster for Contracted Services personnel, the tax levy devoted to this purpose may need to increase due to the different costs for the positions.
 - Training expenses are anticipated to increase by \$2,000 as compared to the previous year due to new staff needs.
 - \$6,638 in computer replacements are scheduled for 2018, although some of the expense attributed to staff in Beloit will be reimbursed from the Federal Foodwise grant.
 - I am recommending \$21,670 associated with the Eclipse Center lease be moved from the Facilities Management budget to UW-Extension as part of an effort to better reflect where costs are incurred.
 - 6.65 FTE of Nutrition Educators and 1.0 FTE Nutrition Education Administrator positions are funded 100% from the Federal Foodwise grant to provide dietary education in the Beloit area. The County is only responsible for funding the building lease cost noted above.
 - UW-Extension has requested the replacement of the 1950s era Quonset hut located on the farm property that is used to store the soil finisher, Land Conservation tree planters, and other farm-related equipment. The existing building is in poor condition and poses risks to equipment and staff safety. I recommend \$95,000 in sales tax be allocated to fund a new storage building.
 - Given the UW-Extension reorganization and the increasing level of maintenance at the Fairgrounds, I recommend transferring budgetary responsibility for the Rock County Fairgrounds to the Facilities Management Department. This action will allow for improved oversight and collaboration on facility improvements.

- The General Services Committee would approve building and maintenance projects, but the Agriculture and Extension Committee would maintain policy oversight over the Fairgrounds and help set other priorities.
- Additional comments relating to Fairgrounds operations can be found in the Facilities Management budget.

Personnel

- Rock County currently funds 2.0 FTE of clerical support staff. UW-Extension proposes several changes to increase the level of responsibility and job duties needed to support the UW Educators. I recommend their request described below.
 - Delete 1.0 FTE Clerk Typist III.
 - Create a new 1.0 FTE Office Coordinator position.
 - Reduce 1.0 FTE Administrative Assistant/Stenographer to 0.4 FTE, with an effective date of 4/1/2018 to allow for sufficient staff transition time.
- UW-Extension has requested \$13,000 in seasonal funds, an increase of \$11,000 from the prior year, to hire limited term employees and interns to assist with projects. I recommend \$5,000 in seasonal funds be budgeted in 2018. This should help with coverage gaps when the Office Coordinator or Administrative Assistant/Stenographer are unavailable.

Summary

- The recommended tax levy for all UW-Extension activities, which reflects the transfer of the Fairgrounds to the Facilities Management budget, totals \$219,849, a decrease of \$24,916 or 10.2% from the prior year.

CHARTER

LAND CONSERVATION DEPARTMENT

2018

1. Land and Water Resource Management Program

Staffing costs for 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 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.

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.
- 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.
- 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 Agricultural 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;
- c. Provide assistance to landowners to complete local, state, federal, and other funding applications;

- d. Coordinate program activities with the PACE Council and Land Conservation Committee USDA-NRCS.
- e. Recommend applications to the PACE Council and Land Conservation Committee for funding considerations.
- f. Recommend program changes to the PACE Council and LCC for consideration.
- g. Provide assistance to all aforementioned parties to complete the purchase of the agricultural conservation easements.
- h. Seek alternative funding sources.

12. Yahara River Watershed Project

This project is new to the Land Conservation Department in 2017. A partnership was developed with the Yahara WINS group to implement surface water quality best management practices.

Standards:

- a. Contact landowners to gauge interest with implementing prescribed BMPs.
- b. Conduct contract negotiations for implementation of harvestable buffers along creeks and river in the watershed.
- c. Develop contracts and submit to Yahara WINS for preapproval prior to project implementation.
- d. Verify implemented practice meets standards.
- e. Provide assistance to landowners with additional conservation needs.
- f. Submit reimbursement requests to Yahara WINS for all expenses.
- g. Develop annual report and present at the annual Yahara WINS meeting.

PERSONNEL SUMMARY

LAND CONSERVATION

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
County Conservationist	1.0	1.0	0.0
Senior Conservation Specialist	1.0	1.0	0.0
Conservation Specialist III	0.0	0.0	0.0
Conservation Specialist II	2.0	2.0	0.0
Conservation I	1.0	1.0	0.0
Clerk-Typist II	0.75	0.75	0.0
Total	5.75	5.75	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

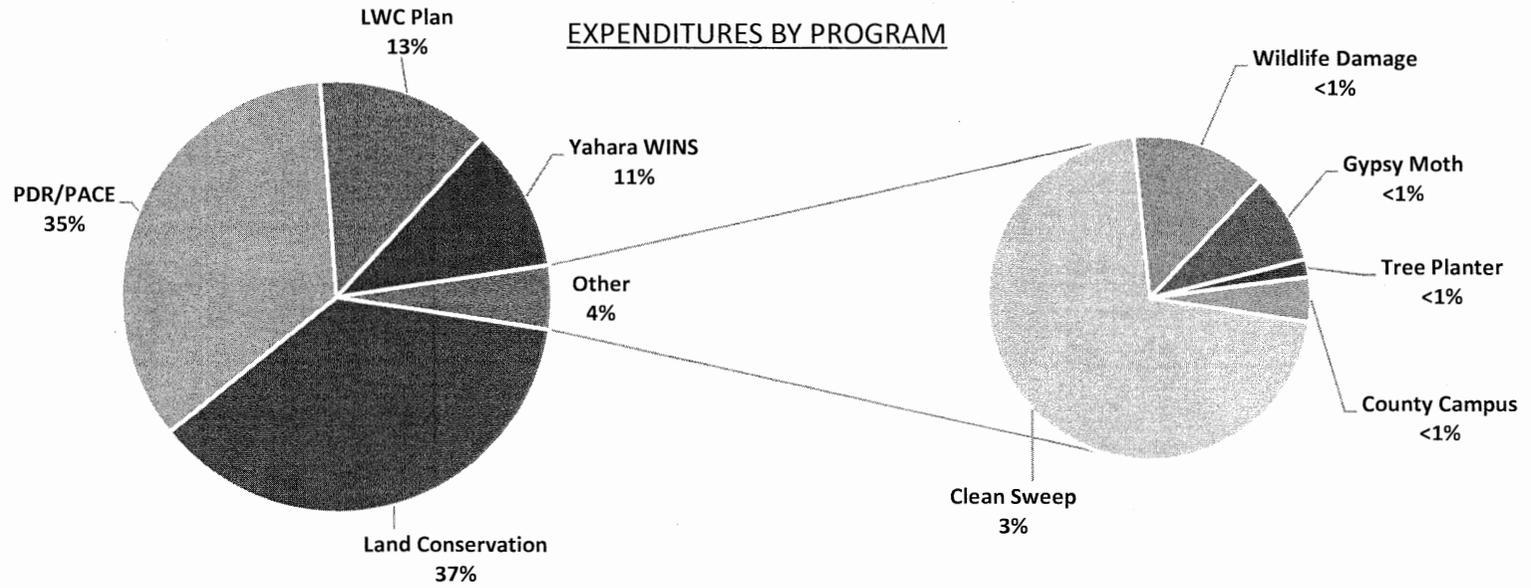
LAND CONSERVATION

2018

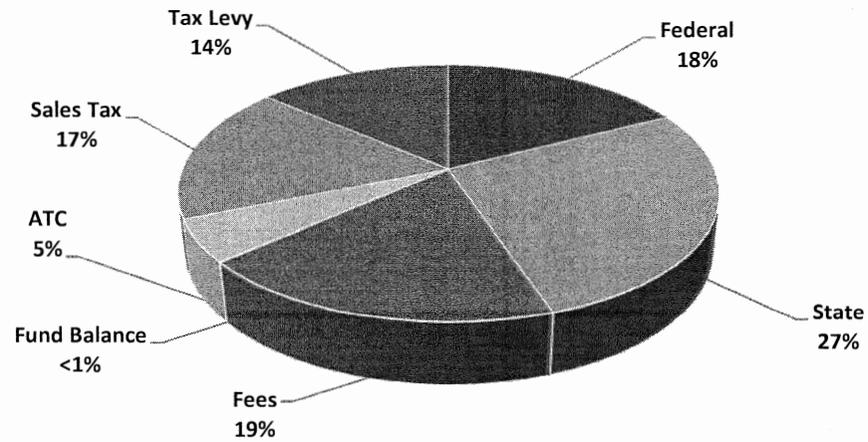
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$517,130	\$517,130
Intergovernmental	0	0
Contributions	98,750	98,750
Fund Balance Applied	1,000	1,000
Transfers In	59,835	59,835
Deferred Financing	0	0
Sales Tax	200,000	200,000
Fees/ Other	118,000	118,000
Total Revenues	<hr/> \$994,715	<hr/> \$994,715
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$332,625	\$332,625
Fringe Benefits	132,400	132,400
Operational	423,348	423,348
Capital Outlay	350,450	350,450
Allocation of Services	(84,709)	(84,709)
Total Expenditures	<hr/> \$1,154,114	<hr/> \$1,154,114
<u>PROPERTY TAX LEVY</u>	\$159,399	\$159,399

2018 BUDGET LAND CONSERVATION

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

LAND CONSERVATION

2018

Budget Highlights

Revenue

- State funds are budgeted at \$148,630 for 2018 in the department's main account, which is \$12,852, or 8%, less than the prior year. The decrease is due to the state budget not including one-time funding provided in the prior year.
- Within the Miscellaneous Fees account are Farmland Preservation Program fees. Changes at the state level over the last several years continue to affect revenue. The new Farmland Preservation Program standards went into effect in 2017. The 2018 budget is \$60,000, the same level as 2017. Farmland Preservation Program fees are expected to increase within the next three to four years as farmland withdrawn from the program is re-enrolled.
- State Aid for the Clean Sweep Program shows a slight reduction, from \$11,000 in 2017 to \$9,000 in 2018.
- Sales Tax in the amount of \$200,000 for the PACE program covers the purchase of agricultural easements. This amount is the same as the prior year. The revenue provides match to federal funds and is used to cover non-federal costs such as appraisals and insurance coverage.
- A transfer in from the ATC fund balance is requested and recommended in the following amounts for the following programs:
 - \$1,651 to balance the department's main account due to the continued lower level of Farmland Preservation Program fees. This amount is significantly down from the prior year by \$15,349 or 90.3%.
 - \$25,309 for the Clean Sweep Program, a decrease of \$8,000 from the prior year due to a reduction in the number of collection days.
 - \$2,500 for the Campus Restoration Program, up from \$400 budgeted in the prior year.

- The effects of the ATC transfers result in a decrease of \$29,460 in 2018, with a projected ATC fund balance of \$716,149 at 12/31/18.
- A new program started in 2017 regarding the Yahara River watershed will be implementing surface water quality best management practices and taps a new funding source. The Yahara Watershed Improvement Network (Yahara WINS) is a consortium of local units of government and nonprofit organizations, including the Madison Metropolitan Sewer District. Intergovernmental revenue will increase \$53,750 in 2018 due to the first full year of programming for the Yahara WINS program.

Expenditures

- The department's main program account covers services such as Farmland Preservation, Non-Metallic Mining and Soil Erosion activities and totals \$424,680 in 2018, a decrease of \$28,201 or 6.2%. This decrease is due to the new program Yahara WINS effect on the Cost Allocation account.
- Cost for the Clean Sweep Program totals \$39,309 in 2018. This amount is down by \$10,000 or 20% due to reducing the number of collection days from three days to two days and fewer toxic materials remaining to be collected.
- The PACE program projects to process two applications at a purchase price of \$349,200. This activity qualifies for federal matching funds. Related costs associated with the program such as appraisal and insurance costs are covered by County resources as noted in the revenue section.
- As noted in the revenue section, 2018 will be the first full year of the Yahara WINS project and expenditures totaling \$124,125. Activities planned for 2018 include developing buffers along streams and wetlands in order to reduce run-off.

Personnel

- No personnel changes are requested for 2018.

Summary

- The Land Conservation Department requested and recommended expenditures total \$1,154,114.
- The recommended tax levy for the Land Conservation Department is \$159,399, the same amount as the prior year.

C. Board of Health

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CHARTER
PUBLIC HEALTH DEPARTMENT

2018

The Rock County Public Health Department

The Rock County Public Health Department (RCPHD) creates, maintains, and continuously improves conditions that will ensure the health and safety of those who live, work and play in Rock County. The agency employs public health nurses, sanitarians, public health educators and administrative and support staff who are all focused on the population's health. The RCPHD conducts disease and injury surveillance, collaborates with and empowers community partners, employs evidence-informed strategies and best practices, provides education and outreach, and functions as the chief strategist for overall public health in Rock County.

Statement of Need

In 2017, the County Health Rankings and Roadmaps project, a Robert Wood Johnson Foundation program, ranked Rock County as the 60th healthiest county of Wisconsin's 72 counties. Although Rock County's rankings have improved over the past few years, the county is still one of the less healthy counties in the state. Significantly, Rock County was recently determined to be the second most obese county in the state with an adult obesity rate of 37%. Obesity is a leading cause of diabetes, heart disease and preventable death.

According to the American Public Health Association, "The public health system focuses on prevention through population-based health promotion – those public services and interventions which protect entire populations from illness, disease, and injury – and protection. The primary providers of these public health services are government public health agencies." In Rock County, the Rock County Public Health Department is the primary provider of public health services. Through the principles of surveillance, prevention and health promotion, the RCPHD seeks to fulfill the purposes of public health which are:

- Prevent epidemics and the spread of disease,
- Protect against environmental health hazards,
- Prevent injuries,
- Promote and encourage healthy behaviors,
- Respond to disasters and assist communities in recovery, and
- Assure the accessibility of medical, dental, and mental health services.

Public Health Core Functions and Essential Services

In 1988, the Institute of Medicine (IOM) examined the nation's health care and public health infrastructure and, in response, identified sets of core functions and essential services for public health. Those core functions became the foundational principles for governmental public health that the RCPHD follows. The core functions of public health are:

- Assess the health needs of the community, investigate the occurrence of health effects and health hazards, and analyze the determinants of identified health needs.
- Advocate for public health, build collaborations, prioritize health needs and develop policies to improve public health.
- Implement and evaluate public health programs, inform and educate the public and assure that necessary services are provided.

The core functions provide a framework for the ten essential public health services that the RCPHD implements to ensure a healthy Rock County population. Per the essential services, the RCPHD does the following:

1. Monitors health status to identify and solve community health problems.
2. Diagnoses and investigates health problems and health hazards in the community.
3. Informs, educates, and empowers people about health issues.
4. Mobilizes community partnerships to identify and solve health problems.
5. Develops policies and plans that support individual and community health efforts.
6. Enforces laws and regulations that protect health and ensure safety.
7. Links people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assures a competent public and personal healthcare workforce.
9. Evaluates effectiveness, accessibility, and quality of personal and population-based health services.
10. Researches new insights and innovative solutions to health problems.

Wisconsin Statute and Administrative Code Requirements

Wisconsin Statute Chapter 251 outlines the establishment, powers, and duties of local public health departments, boards of health, and local health officers. Wisconsin 251 states that a county with a population less than 500,000 people shall establish and finance a health department with a full-time Health Officer.

Wisconsin Administrative Code DHS 140 lays out the required services of local health departments. Under the current code, local health departments are required to provide a number of services including, but not limited to: Participate in community health assessments and community health improvement plans; address the potential risk of illness, disability, injury or premature death; prevent and control communicable disease; prevent other (non-infectious, chronic) diseases; services to promote health; and the abatement or removal of human health hazards.

A Level III local health department, such as the Rock County Public Health Department, provides additional services and programs to address assessed needs as well as performs inspections, investigations, and licensing to enforce state sanitation rules.

Rock County Public Health Department Strategic Plan

In January 2017, the RCPHD issued its first strategic plan. The plan identified the public health department's organizational values and vision and mission statements. Those items were as follows:

Organizational Values.

- Leadership,
- Diversity and health equity,
- Collaboration,
- Integrity,
- A spirit of wellness,
- Accountability and fiscal responsibility, and
- Adaptation and continuous improvement.

Vision Statement. Rock County Wisconsin...a healthy, thriving community.

Mission Statement. The RCPHD is the catalyst that cultivates a spirit of wellness and improves the quality of life by promoting healthier lifestyles and environments through collaborative community partnerships.

The Department also identified sets of Organizational/ Administrative goals and objectives and Operational goals and objectives. The Organizational/Administrative goals and objectives were inwardly focused on how the public health department could improve internal activities and business functions. Those Organizational/Administrative goals included the following:

- Financial sustainability,
- Community outreach and engagement,
- Public health modernization,
- Quality improvement,
- Public health promotion, and
- Evidence-informed decision making.

The RCPHD's Operational goals and objectives were focused on public health programming and efforts designed to improve health outcomes in Rock County. Those Operational goals and objectives were grouped into three categories:

- Healthy and safe behaviors,
- Health and safe homes, and
- Healthy and safe communities.

Healthy and Safe Behaviors. Programs and efforts toward promoting healthy and safe behaviors focus on preventing and reducing obesity. The RCPHD actively promotes and seeks to normalize breastfeeding as a means of creating healthier mothers and children. The RCPHD actively participates in a Rock County Breastfeeding Coalition; partners with health systems, daycares, and other business to promote breastfeeding initiation and duration; and certifies breastfeeding friendly worksites.

The RCPHD also works to prevent and reduce obesity by increasing access to and consumption of healthy foods. The RCPHD encourages school gardens and works with partners to promote healthier food choices while also addressing food insecurity.

Lastly, the RCPHD also works to prevent and reduce obesity through efforts to increase physical activity among those who live, work and recreate in Rock County. The public health department participates in health fairs, actively participates in Fit Families programs; works to establish and promote the use of recreational trails, and wellness facilities; and participates in creating healthier built environments that encourage walking and cycling.

Healthy and Safe Homes. The RCPHD seeks to ensure healthy and safe homes through programs designed to protect and improve indoor air quality, prevent lead poisoning, test and protect drinking water, and provide general sanitation. In respect to indoor air, the RCPHD maintains programs to reduce asthma triggers and to reduce and prevent asthma-related emergency room visits and hospitalizations. The RCPHD also works with homeowners and others on radon education, surveillance and monitoring.

Lead can severely affect mental and physical development and lead is present in the many older homes. To decrease lead exposure, the RCPHD runs programs to respond to elevated blood lead levels in children, to remediate lead from dwellings, and to increase awareness of lead poisoning hazards.

To ensure safe drinking water in Rock County, the RCPHD provides well testing services, inspects transient non-community wells, assists with the collection of unused prescription drugs which could contaminate drinking water sources, and inspects septic systems to ensure proper installation and operation. Lastly, the RCPHD works to ensure healthy and safe homes by minimizing human health hazards and nuisances caused by unsanitary conditions and by controlling animal or insect vectors that may carry or transmit disease. The public health department conducts mosquito surveillance, carries out efforts to prevent animal bites, promotes animal vaccinations and rabies prevention, and monitors other animals for evidence of disease.

Healthy and Safe Communities. The RCPHD maintains surveillance systems and programs to create and sustain healthy and safe communities in Rock County. This is done through efforts to control communicable disease, prevent premature deaths, protect and maintain elder health, and ensure access to health care. The RCPHD also dedicates significant time and resources to prepare for possible natural or manmade disasters.

One of the critical roles of governmental public health is to prevent or minimize epidemics and the spread of disease. In this regard, the RCPHD seeks to decrease the number of vaccine-preventable diseases (VPDs) by providing and promoting immunizations in partnerships with physicians, schools, and health system partners. The RCPHD monitors immunization rates, leads an immunization coalition, runs a travel immunization clinic for international travelers, and provide mass immunization clinics in response to VPD outbreaks.

The RCPHD carries out several additional programs to prevent or control communicable diseases for which there are no vaccines. The RCPHD conducts disease surveillance; inspects and ensures the maintenance of sanitary conditions in restaurants, lodging units, and recreational facilities; conducts tuberculosis tests; conducts investigations in response to food- and water-borne outbreaks; and carries out community education for improved hygiene and disease preventions. The RCPHD also works with partners to monitor and prevent the spread of sexually-transmitted diseases including human immunodeficiency virus (HIV).

Because many deaths are preventable and many lives end prematurely due to injury or unsafe conditions, the RCPHD leads a child death review team, actively promotes safe sleeping conditions for newborns and infants, provides education and nursing services for perinatal women, works with community partners to promote healthy birth outcomes and to address health disparities, and conducts residential swimming pool water safety education and inspections. The RCPHD works with partners to reduce falls among the elderly population – a leading cause of disability and health care costs in the county. Because adverse animal encounters can lead to bites that may result in injuries and potential disease, the RCPHD maintains a rabies control program where RCPHD staff members conduct surveillance, promote animal vaccinations, teach safe animal encounter behaviors, and participate in low-cost animal vaccination clinics.

Access to health care is a key factor for the health of any community. To improve access to medical, dental and mental health care, the RCPHD collaborates with health system partners and provides community education. The agency's goal is to increase the number of health practitioners and to reduce barriers to care in our county. The RCPHD also seeks to prevent disease and promote health by encouraging water system fluoridation, application of dental sealants, and routine checkups with medical and dental care providers.

Natural and manmade disasters pose a possible threat to the public health of Rock County. In response, the RCPHD receives funding from the Wisconsin Department of Health Services and collaborates with emergency response and health care coalition to create and sustain a level of public health emergency preparedness. To ensure that response systems are ready, the RCPHD updates emergency response plans, exercises those plans, upgrades emergency response systems with partners, and continually assesses and evaluates its readiness.

Strategic Alignment – Rock County Vision and Mission.

As a unit of county government, the RCPHD's strategic plan should align with Rock County's broader strategic plan. The RCPHD plan clearly aligns with county government's 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. The public health agency is committed to Rock County's mission of enhancing the quality of life, health, and safety. The RCPHD is also committed to providing top quality services, to creativity, to being responsive to community needs, and to excellence.

The RCPHD is also firmly committed to Rock County government's vision statements concerning accountability, fiscal responsibility, communication, innovation, safety, and environment.

Strategic Alignment – Rock County Comprehensive Plan 2035.

The RCPHD's strategic plan is also aligned with Rock County's Comprehensive Plan 2035 which was adopted in September 2009 by the Rock County Planning, Economic, and Community Development Agency. The RCPD supports the plan's vision of enhancing quality of life and ensuring a stable, vibrant, diverse, and sustainable community for present and future County residents.

Specifically, RCPHD programs and efforts are firmly aligned with the following comprehensive plan objectives:

- Objective 3.1.4. Support efforts and ordinances to further preserve and protect the quality of groundwater in Rock County.
- Objective 7.1.1. Provide safe roadway conditions, while cooperating with local and State entities.
- Objective 7.1.6. Ensure that Rock County be a safe and enjoyable location for recreational transportation, such as snowmobiling, boating, bicycling and walking.
- Objectives 7.2.1. Ensure that facilities and services for biking, walking, and other non-auto modes of transportation are maintained, expanded and/or created.
- Objective 10.1.1. Promote and encourage mutually beneficial methods to increase efficiencies, for cost savings and to provide services to taxpayers more proficiently.

Objective 10.1.2. Encourage and promote cooperation among area governmental entities, to achieve consensus when possible, and a unified regional vision.

PERSONNEL SUMMARY

PUBLIC HEALTH

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Health Officer	1.0	1.0	0.0
Assistant Director	1.0	1.0	0.0
Public Health Nursing Supervisor	2.0	2.0	0.0
Community Health Education Coordinator	1.0	1.0	0.0
Health Educator	2.0	2.0	0.0
Environmental Health Director	1.0	1.0	0.0
Environmental Health Supervisor	1.0	1.0	0.0
Sanitarian II	7.0	0.0	- 7.0
Environmental Health Specialist III	0.0	7.0	7.0
Certified Sanitarian I	0.0	0.0	0.0
Environmental Health Specialist II	0.0	0.0	0.0
Sanitarian I	0.8	0.0	- 0.8
Environmental Health Specialist I	0.0	0.8	0.8
Public Health Nurse	12.4	11.4	- 1.0
Epidemiologist	0.0	1.0	1.0
Environmental Health Technician	0.4	0.4	0.0
Public Health Support Specialist	3.4	3.4	0.0
Administrative Secretary	1.0	0.0	- 1.0
Administrative Services Supervisor	0.0	1.0	1.0
Account Clerk II	1.0	1.0	0.0
Total	35.0	35.0	0.0

PUBLIC HEALTH
PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Title Change	Sanitarian I	Environmental Health Specialist I	0.8	0.8
Title Change	Certified Sanitarian I	Environmental Health Specialist II	0.0	0.0
Title Change	Sanitarian II	Environmental Health Specialist III	7.0	7.0
Deletion	Public Health Nurse		1.0	1.0
New Position		Epidemiologist	1.0	1.0
Reclassification	Administrative Secretary	Support Services Supervisor	1.0	0.0
Reclassification	Administrative Secretary	Administrative Services Supervisor	0.0	1.0

FINANCIAL SUMMARY

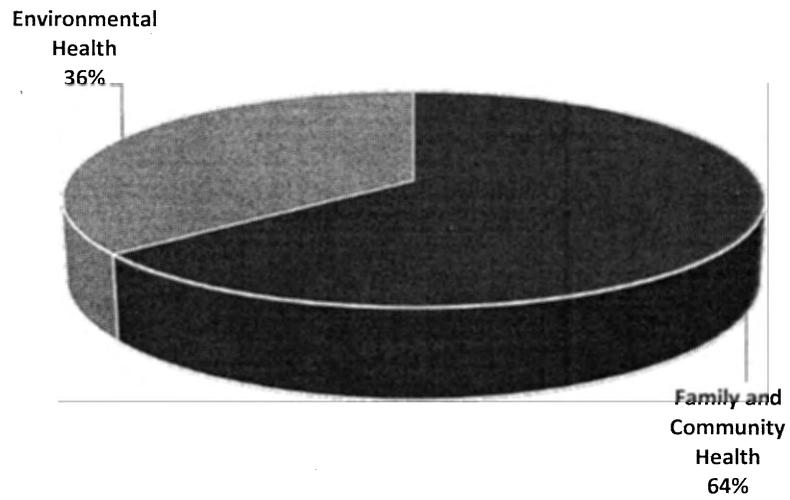
PUBLIC HEALTH

2018

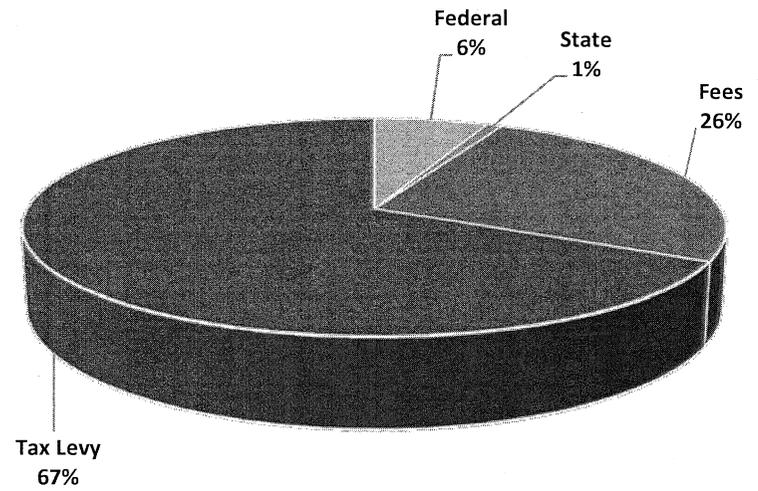
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$334,927	\$334,927
Intergovernmental	99,090	99,090
Contributions	5,000	5,000
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	750,289	750,289
Total Revenues	<u>\$1,189,306</u>	<u>\$1,189,306</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,142,753	\$2,103,177
Fringe Benefits	987,144	981,456
Operational	866,414	866,414
Capital Outlay	14,350	14,350
Allocation of Services	(313,821)	(313,821)
Total Expenditures	<u>\$3,696,840</u>	<u>\$3,651,576</u>
<u>PROPERTY TAX LEVY</u>	<u>\$2,507,534</u>	<u>\$2,462,270</u>

2018 BUDGET
PUBLIC HEALTH

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

PUBLIC HEALTH

2018

Budget Highlights

Revenue

- Public Facility Permit revenue is budgeted to increase \$32,829 or 8.1% due to the following:
 - An increase in the total number of permitted facilities
 - An increase of \$5-\$15/permit for most categories, resulting in an increase of \$15,827
 - Establishment of new fees to comply with State rules, e.g., pH Food Permit, which allows individuals to process and sell canned fruits and acidified vegetables without a food processing license at farmer's markets
 - Establishment of a new facility plan review fee for new or significantly renovated facilities to recognize staff time on this function not previously recovered, resulting in new revenue totaling \$8,785
 - Creation of a three-tier rate structure for different types of restaurants reflecting relative staff time required: low complexity, moderate complexity or complex food establishments. This is consistent with State categories for these facilities.
- A comprehensive fee schedule is attached to this narrative that details all Health Department fees.
- Medicare Part B reimbursement for flu and pneumonia is down by \$20,000 or 40% from the prior year and Medicaid Health Check revenue is down by \$6,000 or 20% from the prior year. This is due to other health care providers, including client primary care physicians, performing this function.

Expenditures

- Software maintenance has increased by \$2,752 due to the implementation of a Customer Relationship Management system (CRM) that will allow the Health Department to more effectively and efficiently manage and analyze customer interactions and data.
- Training will increase \$5,000 or 50% from the prior year primarily due to staff participating in the County's Information Technology training classes.
- Cost Allocations are budgeted to increase by \$29,997 or 10.6% from the prior year. Grant program funds will offset staffing for administering the various grants, including federal emergency preparedness, a new HIV grant, and a new Environmental Health Division grant.

Personnel

- The department requested the Sanitarian positions be retitled to Environmental Health Specialist to reflect updated terminology. It is recommended (no tax levy impact). The changes are as follows:
 - Sanitarian I to Environmental Health Specialist I
 - Certified Sanitarian I to Environmental Health Specialist II
 - Sanitarian II to Environmental Health Specialist III
- The department requested to reclassify the Administrative Secretary (Unilateral A, Pay Range 9) to Support Services Supervisor (Unilateral C, Pay Range 13) as the position is performing higher-level duties and would supervise 4.4 FTE clerical staff now supervised by the Health Officer. This change is recommended as a new position – Administrative Services Supervisor at Unilateral C, Pay Range 11, at a cost of \$1,901.
- The department requested to delete a 1.0 FTE Public Health Nurse. Primary care physicians are taking care of more resident health care needs. As a result, the Health Department is making a strategic move to offer less direct nursing services. The

request is recommended at a cost savings of \$66,400 and allows the department to redirect resources to a new Epidemiologist position (see below).

- The department requests to add a new 1.0 FTE Epidemiologist position (Unilateral C, Pay Range 22) at a cost of \$65,365, which will increase the department's capabilities for data analysis to identify trends, reasons for public health disparities, and where to devote limited resources. The new position will assist with planning, quality improvement, and program evaluation. The department requested the position at Pay Range 23, but I am recommending Pay Range 22.
- I recommend keeping the 0.4 FTE Public Health Nurse and the 0.4 FTE Public Health Support Specialist on the department's personnel roster but not funding them, resulting in \$41,793 savings.

Summary

- The recommended tax levy for the Health Department is \$2,462,270, an increase of \$13,526 or 0.6% from the prior year.

Proposed 2018 Rock County Health Department Public Facility Service Charges and Fee Schedule

	<u>2017</u>	<u>2018</u>		<u>2017</u>	<u>2018</u>
<u>Private Sewage Program</u>					
Conventional Systems	\$445.00	\$455.00			
Holding Tanks	470.00	480.00	<u>Hotels and Motels</u>		
In-Ground Pressure	570.00	580.00	5-30 Room	315.00	320.00
Mound System	570.00	580.00	31-99 Rooms	415.00	425.00
Treatment Tank	320.00	325.00	100-199 Rooms	515.00	525.00
At Grade	570.00	580.00	200+ Rooms	570.00	580.00
Reconnections, Repairs & Non-plumbing Sanitation (privy)	210.00	215.00	Tourist Rooming House and Bed & Breakfast	150.00	155.00
Permit Renewal	110.00	115.00	Pre-inspection (Bed & Breakfast, Tourist House, Hotels 5-30, 31-99)	200.00	200.00
Soil Test Recording Fee	75.00	80.00	Pre-inspection (Hotels 100-199)	200.00	210.00
Wisconsin Fund Application Fee	150.00	155.00	Pre-inspection (Hotels 200+)	200.00	225.00
Plumbers Re-inspection Fee	75.00	80.00	Pre-Inspection with Plan Review (B&B, 5-30 room Hotel/motel)	NA	250.00
Transfer Fee	50.00	55.00	Pre-Inspection with Plan Review (31-99 rooms)	NA	265.00
			Pre-Inspection with Plan Review (100-199 rooms)	NA	315.00
			Pre-Inspection with Plan Review (200+ rooms)	NA	340.00
<u>Pools and Camps</u>					
Swimming Pools	300.00	305.00	<u>Mobile Home Parks</u>		
Swimming Beaches	300.00	305.00	1-20 Sites	260.00	265.00
Recreation/Education Camp	295.00	325.00	21-50 Sites	370.00	380.00
Water Attraction	NA	355.00	51-100 Sites	420.00	430.00
Water Attraction (up to 2 slides/basin)	NA	450.00	101-175 Sites	580.00	590.00
Pre-inspection (Pools, Beaches, Rec Ed Camps, water Attractions)	200.00	200.00	176+ Sites	610.00	620.00
Pre-inspection with Plan Review	NA	250.00	Pre-Inspection (1-20, 21-50, 51-100 sites)	200.00	200.00
			Pre-Inspection (101-175 sites)	200.00	230.00
			Pre-Inspection (176+ sites)	200.00	240.00
			Pre-inspection w/ Plan Review (1-20, 21-50 sites)	NA	250.00
			Pre-inspection w/ Plan Review (51-100 sites)	NA	265.00
			Pre-inspection w/ Plan Review (101-175 sites)	NA	345.00
			Pre-inspection w/ Plan Review (176+ sites)	NA	360.00
<u>Campgrounds and Special Event Campgrounds</u>					
1-25 Sites	245.00	250.00	<u>Restaurants</u>		
26-50 Sites	315.00	320.00	Regular – Low Complexity	525.00	525.00
51-100 Sites	370.00	380.00	Regular – Moderate Complexity	525.00	535.00
101-199 Sites	420.00	430.00	Regular – Complex	525.00	580.00
200+ Sites	515.00	525.00	Limited Food Service	175.00	180.00
Special Event Campgrounds	225.00	230.00	Special Organization	170.00	175.00
Pre-inspection (campgrounds, 1-24, 25-50, 51-100, 101-199)	200.00	200.00	Add'l Independent Food Operation	115.00	120.00
Pre-inspection (campgrounds, 200+)	200.00	210.00	Pre-Inspection (Limited Food service, Special Org)	100.00	110.00
Pre-inspection w/ Plan Review (campgrounds, 1-100)	NA	250.00	Pre-Inspection (Low Complexity)	200.00	210.00
Pre-inspection w/ Plan Review (campgrounds, 101-199)	NA	265.00	Pre-Inspection (Moderate Complexity)	200.00	210.00
Pre-inspection w/ Plan Review (campgrounds, 200+)	NA	315.00	Pre-Inspection (Complex)	200.00	225.00
			Pre-Inspection w/Plan Review (Limited Food, Spec. Org)	NA	250.00
			Pre-Inspection w/Plan Review (Low Complexity)	NA	315.00
			Pre-Inspection w/Plan Review (Moderate Complexity)	NA	320.00
			Pre-Inspection w/Plan Review (Complex)	NA	360.00
<u>Other Fees</u>					
Permit Late Fee July 1 st through July 10 th	75.00	75.00			
Permit Late Fee July 11 th through July 15 th	100.00	100.00			
Re-inspection Fee- Minor	75.00	75.00			
Re-inspection Fee – Major	225.00	225.00			
Corrective Training	100.00	100.00			
Training Material	35.00	35.00			

Proposed 2018 Rock County Health Department Public Facility Service Charges and Fee Schedule

	<u>2017</u>	<u>2018</u>		<u>2017</u>	<u>2018</u>
<u>Contract Services (School Lunch Rooms)</u>					
Contract/Services-DPI Regular	510.00	520.00	<u>Drinking Water Tests</u>		
Contract/Services-DPI Limited	170.00	175.00	Bacteria (coliform plus E. Coli)	24.00	25.00
			Bacteria (MPN Investigative Test)	NA	30.00
<u>Retail Foods</u>			Nitrate	24.00	25.00
Vending Machines (potentially hazardous foods)	10.00	10.00	pH Water	NA	5.00
Farmers Market	50.00	55.00	pH Food (max. 5 samples)	NA	20.00
Novelty Ice Cream	50.00	55.00	pH Food (each addition sample more than 5)	NA	2.00
Specialty Grocery	295.00	300.00			
Retail Eating Establishment	525.00	535.00	<u>Radon test Kits</u>		
Full Service Grocery	1,025.00	1,040.00	Radon, Short term	11.00	11.00
Limited (pre-wrapped sandwiches or micro markets)	175.00	180.00	Radon, Long Term	25.00	25.00
Pre-Inspection (Retail Food or Specialty Grocery)	200.00	210.00			
Pre-Inspection (Full-service grocery)	200.00	360.00			
Pre-Inspection w/Plan Review (Specialty Grocery)	NA	250.00			
Pre-Inspection w/Plan Review (Retail Food)	NA	320.00			
Pre-Inspection w/Plan Review (Full Service Grocery)	NA	570.00			
			<u>Note: Pre-inspection with Plan review applies to new facilities or facilities with significant remodels</u>		
<u>Temporary Restaurant & Retail Food Operations</u>					
Temporary – Annual	145.00	150.00			
Temporary – Six Day	95.00	100.00			
Temporary – Three Day	50.00	55.00			
Temporary – Nonprofit	40.00	45.00			
<u>Mobile Restaurant & Retail Food Operations</u>					
Mobile Vehicle – Full Service	200.00	205.00			
Mobile Vehicle - Limited	135.00	140.00			
Mobile Service Base – Full Service	345.00	350.00			
Mobile Service Base - Limited or Storage	145.00	150.00			
Pre-Inspection (Mobile Service Base or Vehicle)	200.00	200.00			
Pre-Inspection (Limited Mobile)	100.00	105.00			
Pre-Inspection w/Plan Review (Mobile Service Base or Vehicle)	NA	250.00			
<u>Tattoo and Body Piercing</u>					
Body Piercing or Tattoo Establishments (includes temporary)	185.00	190.00			
Body Piercing & Tattoo Establishment (includes temporary)	295.00	300.00			
Pre-Inspection (Tattoo and/or Body Piercing Establishment)	200.00	200.00			
Pre-Inspection w/Plan Review (Tattoo and/or Body Piercing Est.)	NA	250.00			

D. County Board Staff Committee

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CHARTER
COUNTY ADMINISTRATOR'S OFFICE
2018

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, amended in Resolution 17-9A-350, 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.
- **Diversity and Inclusion**- Rock County commits to a diverse workforce that increases creativity and provides a safe, inclusive, and motivating environment for all employees, citizens, and those we serve. Rock County promotes a workplace that provides respect, fairness, and work-life balance; maintains opportunities for all to excel in their careers; and is void of discrimination and prejudice.

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.

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, Environment, and Diversity and Inclusion.

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, Environment, and Diversity and Inclusion.

Financial Management—Working with the Finance Director, 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, 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, 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, Environment, and Diversity and Inclusion.

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.

PERSONNEL SUMMARY

COUNTY ADMINISTRATOR

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
County Administrator	1.0	1.0	0.0
Assistant to the County Administrator	2.0	2.0	0.0
Criminal Justice System Planner/Analyst	1.0	0.0	-1.0
Justice System Manager	0.0	1.0	1.0
Confidential Administrative Assistant	1.0	1.0	0.0
Total	5.0	5.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Criminal Justice System Planner/Analyst (PR 23)	Justice System Manager (PR 26)	1.0	1.0

FINANCIAL SUMMARY

COUNTY ADMINISTRATOR

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$0	<hr/> \$0
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$440,703	\$440,703
Fringe Benefits	150,831	150,831
Operational	29,750	29,750
Capital Outlay	2,372	2,372
Allocation of Services	0	0
Total Expenditures	<hr/> \$623,656	<hr/> \$623,656
<u>PROPERTY TAX LEVY</u>	\$623,656	\$623,656

ADMINISTRATOR'S COMMENTS

COUNTY ADMINISTRATOR

2018

Budget Highlights

Revenue

- I recommend carrying over unspent training funds from 2017 to 2018. Without this action, additional tax levy would be needed to cover training expenses.

Expenditures

- The County Administrator's Office will continue to reimburse Human Resources for 25% of the time for the Human Resources Secretary position (\$19,803). This provides some support for the office and relief for the Confidential Administrative Assistant.
 - When the Human Resources Secretary reimbursement is included, 98% of the County Administrator's Office budget is composed of personnel costs.
- \$1,072 is budgeted to purchase a conference phone and license for conference rooms N-1/N-2. The current phone has poor call quality and this improvement will support several departments and groups that meet in those rooms.
- Minor increases are budgeted for computer replacement (\$1,300) and a new desk chair (\$375).
- The Travel line item reflects a reduction of \$556 from the prior year. The \$1,900 budget better reflects historical averages.

Personnel

- I recommend a reclassification of the Criminal Justice System Planner/Analyst (PR 23) to Justice System Manager (PR 26).
 - Duties of this position have increased over time, and it now has significant responsibility for helping to ensure the complex interrelationships in the criminal justice system are managed effectively, thereby reducing costs and improving outcomes. The effect on the 2018 budget is \$334.

Summary

- The recommended tax levy for the County Administrator's Office is \$623,656, an increase of \$14,454 or 2.4% from the prior year.

CHARTER
CORPORATION COUNSEL

2018

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.

PERSONNEL SUMMARY

CORPORATION COUNSEL

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Corporation Counsel	1.0	1.0	0.0
Deputy Corporation Counsel	1.0	1.0	0.0
Assistant Corporation Counsel	6.0	6.0	0.0
Legal Assistant	1.0	1.0	0.0
Legal Stenographer	1.0	1.0	0.0
Total	10.0	10.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

CORPORATION COUNSEL

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$0	<hr/> \$0
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$830,966	\$830,966
Fringe Benefits	290,102	290,102
Operational	30,435	30,435
Capital Outlay	2,225	2,225
Allocation of Services	(807,642)	(807,642)
Total Expenditures	<hr/> \$346,086	<hr/> \$346,086
<u>PROPERTY TAX LEVY</u>	\$346,086	\$346,086

ADMINISTRATOR'S COMMENTS

CORPORATION COUNSEL

2018

Budget Highlights

Revenue

- The department does not generate revenue.

Expenditures

- Health insurance is budgeted \$21,644 lower than the 2017 amount as a result of staff changes.
- Training expenses are down from 2017 budget by \$2,751 but still exceed historical averages.
- The costs of the staff assigned to Child Support and Human Services are charged back to those departments as a Cost Allocation and total \$807,642.
- \$2,225 is budgeted for technology equipment and includes scheduled computer equipment replacement and a scanner for the staff assigned to the Human Services Department as a result of the e-Filing project implementation.

Personnel

- There are no personnel requests.

Summary

- The Corporation Counsel requested and recommended tax levy is \$346,046, which is a decrease of \$16,522 or 4.6%.

CHARTER
HUMAN RESOURCES DEPARTMENT

2018

Human Resource Department Core Functions

1. Hiring. Administers the hiring process for all County Departments.
 - a. Work with hiring manager to determine staffing requirements for positions including required experiences, education, knowledge, skills, and abilities.
 - b. Advertise positions and recruit candidates from multiple, diverse sources.
 - c. Conduct applicant screening, testing, and interview selected candidates.
 - d. Perform background and reference checks.
 - e. Hire candidates.
 - f. Provide new hire orientation and onboarding.
2. Personnel Administration. Maintain accurate records of employee status, wage assignments, promotions, evaluations, investigations, and disciplinary actions.
3. Salary Administration/Classification Reviews. Maintain and administer the salary compensation classification plans (union and non-union).
 - a. Review various pay plans looking at internal and external comparability as well as impacting market conditions for current positions.
 - b. Analyze new positions and determine classification and pay ranges.
 - c. Review and update position descriptions/class specifications.

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.
 - b. Diversified and targeted recruitment efforts.
 - c. Workgroups and committees focused on diversity and cultural competency efforts.
 - d. Training for employees on cultural competency.
5. Collective Bargaining, Contract Administration, Work Rules. Negotiate and administer the labor agreements covering the employees in collective bargaining units.
 - a. Collective bargaining with certified labor units, currently law enforcement.
 - b. Labor/management meetings for former represented bargaining units as needed.
 - c. Annual review and recommended updates to Personnel Ordinances and Administrative Policy and Procedures.
6. Employee Relations. Build and maintain positive working relationships with employees.
 - a. Focus on seeking employee input.
 - b. Value workforce contributions.
 - c. Recognize employee milestones and service to Rock County.
 - d. Prepare employee communications (i.e. “Piece of Rock”, “Supervisory Newsletter”, Intranet, newsletters, etc.)
 - e. Conduct annual employee engagement survey.

7. Insurance and Benefits. Coordinate and maintain the County's insurance and benefit programs.
 - a. Work with the County's insurance broker and 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.
 - f. 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.
 - g. Coordinate other benefit programs (i.e. the Section 125 program, life insurance, vision insurance, deferred compensation, STD/LTD, Accident, Critical Illness, and EAP, etc.).
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.
 - 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.

PERSONNEL SUMMARY

HUMAN RESOURCES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Human Resources Director	1.0	1.0	0.0
Assistant Human Resources Director	0.0	1.0	1.0
Human Resources Manager	2.0	1.0	-1.0
Human Resources Analyst	1.0	1.0	0.0
Employee Benefits Specialist	0.0	1.0	1.0
Human Resources Office Coordinator	1.0	1.0	0.0
Human Resources Secretary	1.0	1.0	0.0
Total	6.0	7.0	1.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Human Resources Manager (PR 20)	Assistant Human Resources Director (PR 26)	1.0	1.0
New Position	-	Employee Benefits Specialist (PR 14)	1.0	1.0

FINANCIAL SUMMARY

HUMAN RESOURCES

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	200	200
Total Revenues	<hr/> \$200	<hr/> \$200

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$449,643	\$449,643
Fringe Benefits	204,573	204,573
Operational	108,432	108,432
Capital Outlay	4,530	3,357
Allocation of Services	(166,918)	(169,421)
Total Expenditures	<hr/> \$600,260	<hr/> \$596,584

PROPERTY TAX LEVY **\$600,060** **\$596,384**

ADMINISTRATOR'S COMMENTS

HUMAN RESOURCES

2018

Budget Highlights

Revenue

- No revenue changes are requested for 2018.

Expenditures

- Multiple line items show slight reductions such as Training (\$2,300) and Publications and Dues (\$1,000).
- Software maintenance costs are scheduled to increase by nearly \$2,500, largely due to rising costs of the Neogov online application system.
- I recommend increasing the funds allocated to cultural competency training by \$10,000 for a total of \$20,000. This increase will allow more County staff to take advantage of basic implicit bias and cultural competency training begun in 2017.
- Due to the personnel changes described below, cost allocations to the Health Insurance Trust Fund are budgeted to increase by approximately \$78,000 for a total of \$108,618.

Personnel

- Human Resources has requested a new 1.0 FTE Employee Benefits Specialist position to process paperwork, track data, and ensure program compliance given expanding benefit offerings and external insurance-related requirements. Many of these duties are currently performed by a Human Resources Manager position, which could more efficiently use their time on higher-level activities.
 - I recommend this position be funded 90% through a charge to the Health Insurance Trust Fund and the remainder from the tax levy.
- Human Resources also requested a reclassification of 1.0 FTE Human Resources Manager to a 1.0 FTE Assistant Human Resources Director, as the incumbent largely functions in this role at the current time.

- Coupled with the addition of the Employee Benefits Specialist, this will allow Human Resources more time to be proactive in addressing personnel issues.
- The Assistant Human Resources Director would still oversee higher-level management of the health insurance program and be funded 30% from the Health Insurance Trust Fund.
- Funding is included in the salary reserve account (located in the Countywide section of the budget under the Finance Committee) to address necessary adjustments in the AMHS – Human Services pay grid that were not able to be resolved during the 2017 salary study. These changes will be brought to the County Board for approval when ready.

Summary

- The recommended tax levy for Human Resources totals \$596,384, an increase of \$33,845 or 6.0% from the prior year.

E. Education, Veterans and Aging Services Committee

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CHARTER
COUNCIL ON AGING

2018

Rock County Council on Aging's mission is to advocate for the independence, self-worth, and dignity of Rock County senior residents by assisting them in meeting their varied health, nutrition, economic, and social needs. To accomplish this mission, the Council on Aging offers integral programs in several key areas: health promotion, family caregiver support, elder benefits, nutrition, transportation, and mobility management.

Health Promotion

With funds available through the Older Americans Act and partnerships with other agencies and the medical community, the Council on Aging is able to offer the following six evidence-based health promotion programs to Rock County seniors:

1. *Living Well with Chronic Conditions* is a self-management program for those living with a chronic health condition such as arthritis, heart disease, chronic pain, and any other ongoing medical issue. Workshops build participants' confidence in their ability to better manage their condition and live healthier lives.
2. *Stepping On* is aimed at preventing falls. Workshops focus on improving balance, building strength, and becoming more aware of home an environmental safety. The Council on Aging partners with SSM Health St. Mary's Hospital, Mercy Health System, senior centers and various other community settings to offer this program.
3. *Powerful Tools for Caregivers* is an educational workshop for the family caregiver. It is designed to help the caregiver learn how to better cope with the challenges of caregiving, improve wellbeing, increase and communication ability, and decrease stress.
4. *Healthy Eating for Success Living in Older Adults* educates seniors about ways to better their nutrition and become more active. Participants learn how to implement changes in their diet in order to support heart and bone health.
5. *Lighten UP* promotes improved quality of life and positive mental outlook. Through positive journaling exercises, group discussion, and self-reflection, participants learn techniques that will help them better tackle the challenges and barriers that influence daily decisions.
6. *Walk With Ease* is a gentle walking program designed to teach participants how to safely make physical activity part of their everyday life. The program helps people living with arthritis better manage their pain and is also ideal for people without arthritis. Each meeting includes a short lecture on walking health followed by a 30-45 minute group walking session.

Sip and Swipe Café is a new endeavor of the Council on Aging. This program gives older adults the opportunity to learn how to use an Android tablet or iPad in a comfortable community setting with expertise from a peer coach. Generations Online provides an on-screen, step-by-step curriculum for volunteer coaches that teaches basic tablet usage and how to use the internet. Topics covered include: emailing, searching the internet, messaging, uploading photographs, how to use "apps" and more. The coach and participants

meet twice per week for two weeks in a row. This program decreases isolation and opens new worlds by enabling seniors to get online, interface with their families and friends, and feel more confident using technology.

Family Caregiver Support

The Council on Aging administers two programs to assist and support family caregivers. The first is the National Family Caregiver Support Program, funded through Title III-E of the Older Americans Act. This program is to provide services to help family caregivers as they care for older family members, other seniors, and/or minor children and children with disabilities in their care. The majority of this funding is not for direct service; it is to be used to provide assistance to the caregiver. These services include: sharing information, offering assistance in gaining access to services, individual counseling, organization of support groups and caregiver training, and respite care coordination. Other supplemental services (e.g., housing improvement, chore, provision of medical supplies, and services) and legal assistance for caregivers is also provided.

National Family Caregiver Support Program services are available to: 1) adult family members who provide in-home and community care for a person age 60 or older, 2) grandparents and relatives age 55 or older who serve as caregivers for children 18 and younger, or 3) children of any age who have disabilities.

The Alzheimer's Family and Caregiver Support Program (AFCSP) was created by the Wisconsin legislature in 1985 in response to the stress and service needs of families caring at home for someone with irreversible dementia. To be eligible, a person must have a diagnosis of Alzheimer's disease, or a related cognitive impairment, and be financially eligible. This program supports services that help keep a person with Alzheimer's disease living in the community. Typical services have included in-home help, respite care, adult day care, and transportation. Goods provided have included nutritional supplements, security systems, specialized clothing, home-delivered meals, hobby equipment, and chair lifts. Families are provided a \$2,000 grant per year. Funds may also be used to afford overnight or emergency respite.

The Council on Aging partners with Hedberg Public Library to purchase items for elder caregiver kits that are available for check-out through the library system. These kits include interesting, hands-on activities that persons with dementia can complete; they also provide respite for caregivers.

Elder Benefits

Through the Elder Benefit Specialist Program, persons age 60 and older receive broader access to benefits, entitlements, and legal rights in an effort to preserve the autonomy, dignity, independence, and financial security of older persons.

The County employs a full-time Elder Benefit Specialist. The Elder Benefit Specialist is an advocate who works to preserve and protect benefit rights of older adults. The Elder Benefit Specialist also: 1) teaches and empowers older persons in understanding their rights,

benefits, and entitlements; 2) works to limit the scope and nature of benefit problems experienced by older individuals through prevention, early detection, and intervention; and 3) assists older individuals in securing maximum benefits and entitlements, and in asserting and maintaining rights promised and protected by law.

The Elder Benefit Specialist receives extensive bi-monthly training from elder law attorneys on medical entitlements, health care financing, income maintenance, community-based services, housing, surrogate decision-making, elder rights and consumer finances, and current legislation affecting seniors.

Nutrition

Rock County's Elderly Nutrition Program (ENP), funded through Title III-C of the Older Americans Act, provides persons age 60 or over with congregate and home-delivered meals. ENP provides the vital link between nutrition and good health among seniors. ENP also supports health promotion and prevention services 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.

ENP operates congregate dining centers Monday to Friday throughout the county. 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 such as outreach, access, nutrition education, and health promotion. Three of the congregate dining centers also serve as drop-off points for the home-delivered meal program.

ENP provides meal delivery Monday to Friday to rural, isolated areas of the county as well as to Janesville residents. These meals are served to individuals who have no way to purchase groceries or 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 wellbeing of the participant. A subsidy is provided by ENP to the Beloit Meals on Wheels Program for meals served to those at least 60 years of age in the Beloit area.

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, to be "spent" on Wisconsin-grown produce sold at farmers' markets and roadside farm stands.

Transportation

The Council on Aging manages Rock County Transit that provides transportation services to the elderly (persons at least 55 years of age) and persons with disabilities. The general public may utilize Rock County Transit transportation services on a "space available" basis. Funding is provided through State Section 85.21, Federal Section 5310, client fees, and contracts with the municipalities of Beloit and Janesville.

Rock County Transit provides demand-responsive, door-to-door, specialized transportation services throughout the county with vehicles that are wheelchair accessible. Routes are scheduled on a “shared ride” basis wherein several passengers may be transported at one time in order to serve as many as possible. Dispatch these services is conducted by Council on Aging staff. Rock County contracts with Manpower, Inc. for personnel and driver recruitment in order to operate the vehicles.

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 to 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: 1) ensures that transportation-disadvantaged individuals have access to affordable transportation; 2) informs Rock County residents of all transportation options through mailings, presentations, and advertising; 3) provides transportation training; 4) advocates for increased transit funding; 5) expands existing transportation resources to outlying, currently underserved, communities in Rock County; 6) improves employment transportation by establishing working relationships with Rock County employers; and 7) advocates for increased bicycle and pedestrian safety. Funding for this position is provided through a Federal Section 5310 grant.

Other Community Efforts

The Council on Aging also continues to take a leadership role in the Beloit Senior Fair, the Rock County Senior Fair, as well as other senior, health, job, and community fairs held in the county. The Council on Aging staff is involved with the Dementia Friendly Communities initiative, as well as the Dementia Crisis Committee community initiative. The Council on Aging continues to generate its *Senior Review* monthly newspaper to over 3,000 residents in Rock County.

PERSONNEL SUMMARY

COUNCIL ON AGING

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Director of Council on Aging	1.0	1.0	0.0
Nutrition Program Supervisor	1.0	1.0	0.0
Transportation Program Supervisor	1.0	1.0	0.0
Mobility Manager	1.0	1.0	0.0
Family Caregiver Support/Outreach Specialist	1.0	1.0	0.0
Elder Benefit Specialist	1.0	1.0	0.0
Clerk-Typist III	1.0	1.0	0.0
Specialized Transit Scheduler/Clerk	1.0	1.0	0.0
Health Promotion Coordinator	0.4	0.4	0.0
Council on Aging Clerical Worker	0.4	0.4	0.0
Total	8.8	8.8	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

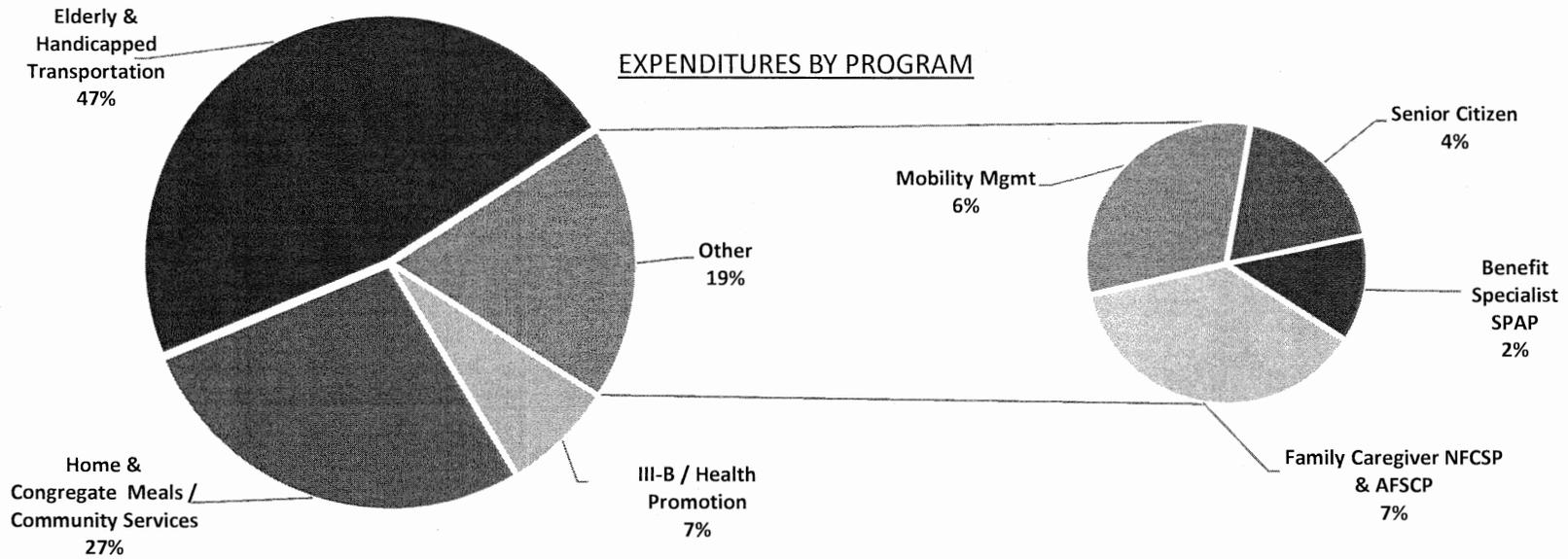
FINANCIAL SUMMARY
COUNCIL ON AGING

2018

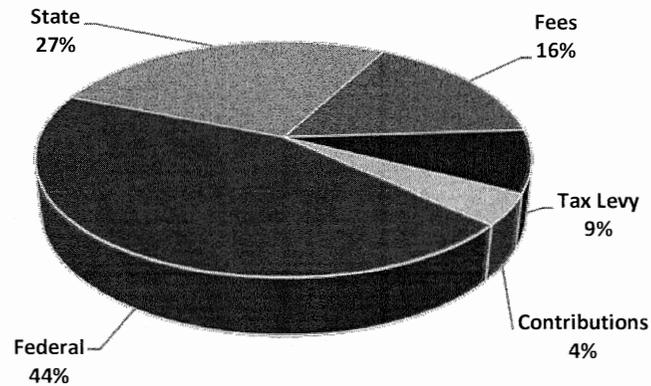
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$1,420,927	\$1,420,927
Intergovernmental	100,000	100,000
Contributions	66,100	66,100
Fund Balance Applied	17,563	17,563
Transfers In	61,385	61,385
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	130,000	130,000
Total Revenues	\$1,795,975	\$1,795,975
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$399,678	\$399,678
Fringe Benefits	188,882	188,882
Operational	1,396,134	1,396,134
Capital Outlay	197,650	197,650
Allocation of Services	(229,552)	(229,552)
Total Expenditures	\$1,952,792	\$1,952,792
<u>PROPERTY TAX LEVY</u>	\$156,817	\$156,817

**2018 BUDGET
COUNCIL ON AGING**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

COUNCIL ON AGING

2018

Budget Highlights

Revenue

- The Council on Aging uses a combination of Federal aid and client contributions to fund the Congregate Nutrition Program and the Home Delivered Meal Program. In 2018, it is anticipated that Federal aid will remain constant, but contributions are expected to decline in Congregate (\$1,000) and Home Delivered Meals (\$5,000). This continues the trend seen in 2017.
- The Fees and Intergovernmental Charges line items in the Elderly and Handicapped Transportation account are expected to increase in 2018. The increase in fees (\$36,000) is due to 4,500 more trips to nursing homes. A rise in paratransit trips charged to municipalities accounts for a \$9,000 increase in 2018. A corresponding increase in contracted driver cost through Manpower is also a result of ride growth.

Expenditures

- In 2018, Rock County will eliminate the \$24,152 contract with Senior Services, which provided a contracted benefit specialist to northern Rock County. This position is partially funded with private funds. Providing these services in-house will allow Rock County to plan for the provision of services now, rather than react when the funds may no longer be available and devote resources to other areas.
 - Through more efficient scheduling and other operational improvements, it is anticipated that the County's Benefit Specialist will be able to provide services countywide.
 - Savings from this change will be used to offset increasing costs for the County's Benefit Specialist and Health Promotion Coordinator activities.
- Rock County operates a home delivered nutrition program that provides meals to elderly residents in their homes.
 - While per meal costs have increased in 2017, contracted food expense decreased due to fewer meals being served (\$14,000 under budget).

- Although trends have been inconsistent in the contracted food service expenditure line, we anticipate there will be a small increase from 2017 actual expenses in 2018.
 - In 2018, \$35,000 for volunteer mileage and \$37,000 to support Beloit Meals on Wheels is budgeted. Both represent no change from the prior year.
- Rock County also operates a congregate nutrition program that provides meals at a number of locations to elderly residents.
 - The Congregate Program mirrors the Home Delivered Meal Program's inconsistencies with the contracted food service line item (\$16,000 under budget in 2017). Similarly, we anticipate a slight increase in program participation and costs.
- In prior years, the Council on Aging has provided \$11,335 from the Federal Senior Community Services grant to the Retired and Senior Volunteer Program (RSVP).
 - These funds were used as a contribution to support RSVP's programs by covering volunteer mileage and insurance, and were not used to directly support Council on Aging programs. The department requests that these funds be redirected in 2018 to reimburse mileage paid to Council on Aging volunteers instead of being provided to RSVP.
 - As Rock County currently subsidizes a rather significant degree of the organization's operations, at 26.1% of RSVP's total budget, I am recommending this change. This has the effect of reducing the tax levy.
 - It should be noted that I am recommending funding for RSVP be continued in the Community Agency Initiatives account in 2018 at the same level as 2017.
- Pending approval from the State of Wisconsin, the Council on Aging proposes purchasing two minibuses and one medium bus for the Specialized Transit Program. These purchases would be funded 80% through the State 5310 Grant and 20% from the Rock County Specialized Transit Elderly and Handicapped Transportation Fund.
 - After applying the 20% local share noted above, the anticipated balance of the Rock County Specialized Transit Elderly and Handicapped Transportation Fund on 12/31/17 is \$79,863. This can only be used for capital purchases in this program area.

Personnel

- No changes requested for 2018.

Summary

- The recommended tax levy for all Council on Aging accounts totals \$156,817, a decrease of \$11,406 or 6.8% from the prior year.

CHARTER
VETERANS SERVICE OFFICE

2018

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.
- g. Obtain and maintain VA accreditation and applicable certifications through training with the Federal VA, Wisconsin Department of Veterans Affairs, National Association of County Veterans Service Officers and County Veterans Service Officers Association of Wisconsin.

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, 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 approval by the Veterans Service Commission or County 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 rent, utilities, minor vehicle repairs and other needs not covered by the Veterans Service Commission.

PERSONNEL SUMMARY

VETERANS SERVICE OFFICE

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Veterans Service Officer	1.0	1.0	0.0
Deputy Veterans Service Officer II	1.0	1.0	0.0
Deputy Veterans Service Officer I	2.0	2.0	0.0
Total	4.0	4.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

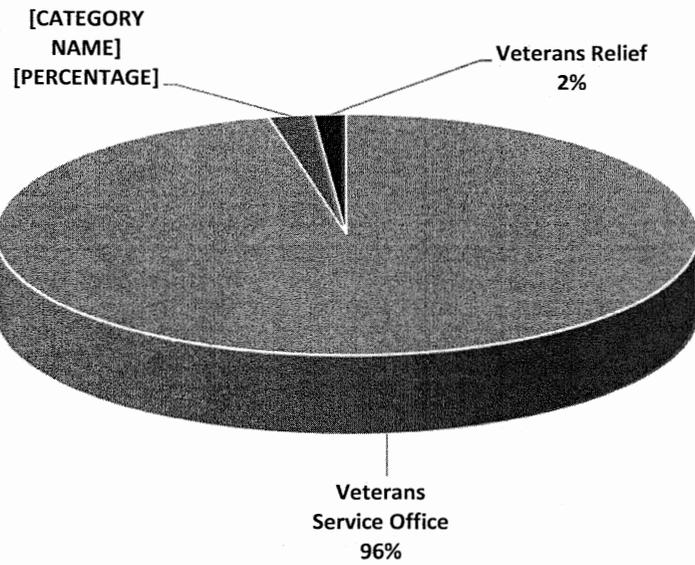
FINANCIAL SUMMARY
VETERANS SERVICE OFFICE

2018

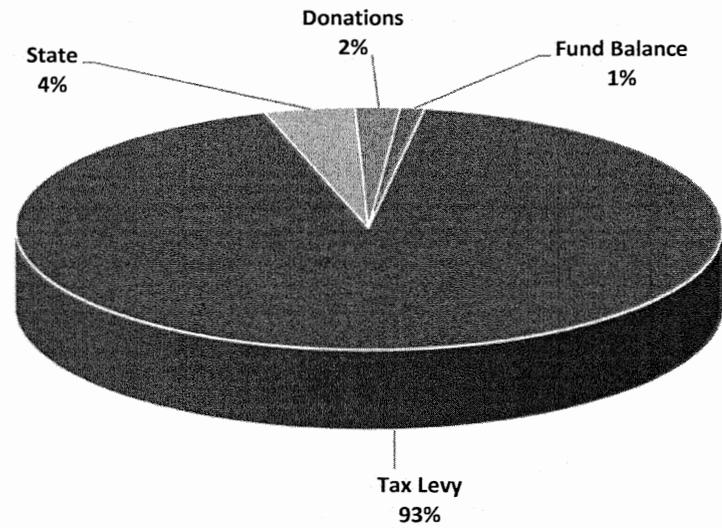
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$13,000	\$13,000
Intergovernmental	0	0
Contributions	6,500	6,500
Fund Balance Applied	0	3,500
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	\$19,500	\$23,000
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$181,150	\$181,150
Fringe Benefits	95,311	95,311
Operational	30,105	38,963
Capital Outlay	650	650
Allocation of Services	0	0
Total Expenditures	\$307,216	\$316,074
<u>PROPERTY TAX LEVY</u>	\$287,716	\$293,074

2018 BUDGET
VETERANS SERVICE OFFICE

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

VETERANS SERVICE OFFICE

2018

Budget Highlights

Revenue

- The State of Wisconsin is returning to a flat block grant format for the County Veterans Service Office (CVSO) Grant. Because the previous spending restrictions no longer apply, Rock County can spend the full grant amount of \$13,000, which is \$4,814 more than last year.
- In 2018, it is anticipated that the Veterans Service Office will collect \$6,500 in donations. This is the same amount that was budgeted in 2017.
- 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 and gasoline.
 - By State Statute, the financial assistance payments made to veterans must be reviewed by the three member Veterans Services Commission.
 - Program costs total \$4,754, which is the same as 2017. \$3,500 from the Veterans Relief Trust Fund will be used to offset this cost. The anticipated balance of the trust fund at 12/31/2017 is \$7,311.

Expenditures

- In previous years, outreach expenses were not restricted under the CVSO Grant. Promotional items such as pens, memo clips, etc. are distributed at senior fairs, job fairs, and the veteran's benefit fair to promote general awareness of veteran services offered by Rock County.
 - Promotional items remain from past years. As a result, only \$885 will be spent on this activity in 2018, which is \$1,555 less than in 2017.

- Veterans Service Office staff must attend conferences and training to meet and maintain Federal Department of Veterans Affairs requirements. Changes in State and Federal guidelines mean staff only need attend one conference. This change results in a \$1,536 savings from 2017.
- New scanners are necessary to electronically submit forms to the Federal Department of Veterans Affairs. The Beloit and Janesville offices will each receive a scanner for a total cost of \$2,150. The scanners will be purchased in 2017 with funds from operational savings.
- I am recommending the Eclipse Center lease in the amount of \$8,858 be moved from the Facilities Management budget to the Veterans Service Office as part of an effort to better reflect where costs are incurred.
- Health insurance costs show a \$1,401 reduction from 2017. This reflects new staff choosing less expensive health plans than the previous employees.

Personnel

- No personnel changes are requested for 2018.

Summary

- The recommended tax levy for the Veterans Service Office is \$293,074, a reduction of \$9,647 or 3.2% from the prior year.

F. Finance Committee

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F. Finance Committee (Continued)

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CHARTER
FINANCE DEPARTMENT

2018

The Finance Department is responsible for the administrative and technical work required in the management of the fiscal affairs of the County as well as central duplicating and Courthouse mailroom functions. 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.
- f. Oversees Courthouse mailroom functions.
- g. Oversees County's central duplication operation.

PERSONNEL SUMMARY

FINANCE DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Finance Director	1.0	1.0	0.0
Assistant Finance Director	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	0.0
Purchasing Specialist	1.0	1.0	0.0
Application Support Specialist	1.0	1.0	0.0
Payroll Manager	1.0	1.0	0.0
Payroll Specialist	1.0	1.0	0.0
Accountant (2489)	1.0	2.0	1.0
Account Clerk III	2.0	1.0	- 1.0
Administrative Assistant	2.0	1.0	- 1.0
Printing Services Coordinator	0.4	0.7	0.3
Total	12.4	11.7	- 0.7

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Deletion	Administrative Assistant		1.0	1.0
New Position		Printing Services Coordinator	0.3	0.3
Reclassification	Account Clerk III (2489, PR 5)	Accountant (2489, PR 0.5)	1.0	1.0

FINANCIAL SUMMARY
FINANCE DEPARTMENT

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,220	3,220
Total Revenues	\$3,220	\$3,220
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$669,501	\$669,501
Fringe Benefits	310,771	310,771
Operational	110,754	110,754
Capital Outlay	650	650
Allocation of Services	(84,069)	(84,069)
Total Expenditures	\$1,007,607	\$1,007,607
<u>PROPERTY TAX LEVY</u>	\$1,004,387	\$1,004,387

ADMINISTRATOR'S COMMENTS

FINANCE DEPARTMENT

2018

Budget Highlights

Revenue

- The department does not generate significant revenue.

Expenditures

- Since it took over central duplicating and mail in 2016 the Finance Department has improved the efficiency and reduced costs associated with those functions. The County continues to realize the efficiencies that have resulted.
- The following equipment items were requested in 2018. Due to funding availability and the timing of lease arrangements the purchases will occur in 2017:
 - A new lease for a large central duplicating copier will reduce lease costs and provide more functionality by adding color copying capabilities. The new equipment will reduce duplicating costs countywide by allowing print jobs to be at a lower cost. In 2018 the new copier lease cost is \$10,128 annually, a decrease of more than \$1,000 from the current copier lease.
 - Other County departments may realize a large cost savings as a result of the Finance Department's capability to print color copies. This change may result in estimated cost savings of \$11,000.
 - A replacement envelope printer (\$7,482) will have the capability to print window envelopes, which had been previously outsourced. By bringing this function in-house, the capital investment will have a payback of less than two years in savings.
 - A replacement multi-function printer for the Courthouse 5th Floor (\$5,722).

Personnel

- 1.0 FTE Administrative Assistant position was transferred to the Finance Department in 2016 when the duplicating and mail functions moved to Finance. The position is currently vacant. The department is requesting to delete the position as a result of operational efficiencies. This action is recommended.
- The Printing Services Coordinator position was reduced from a 1.0 to 0.4 FTE in 2015. The department requests to add 0.3 FTE to make the position 0.7 FTE. This request is based on the need to cover mailroom duties and have more availability to meet demand for printing services. The increase will cost \$32,700 due to the need to budget for additional health insurance costs. This action is recommended.
- The department requests to reclassify a 1.0 FTE Account Clerk III to an Accountant at a cost of \$4,067. This action is recommended. With a number of staff reductions in the Finance Department over the years there is need for current staff to be at a higher skill level. This reclassification will alleviate workload from the Director and Assistant Director, who would then be able to focus on the management of the department, implementation of new technology/processes, and policy planning.

Summary

- The Finance Department's request and recommended tax levy is \$1,004,387, a decrease of \$32,889 or 3.2% from the prior year.

CHARTER
INFORMATION TECHNOLOGY DEPARTMENT

2018

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 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.

PERSONNEL SUMMARY

INFORMATION TECHNOLOGY

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Information Technology Director	1.0	1.0	0.0
Assistant to the Information Technology Director	1.0	1.0	0.0
Programming & Technical Services Manager	1.0	1.0	0.0
Computer Network Engineer	1.0	1.0	0.0
Public Safety Systems Manager	1.0	1.0	0.0
User Support Specialist	6.0	6.0	0.0
Computer Programmer/Analyst II	5.0	5.0	0.0
Network Support Administrator	1.0	1.0	0.0
Network Technician	3.0	3.0	0.0
Instructor/User Support Specialist	1.0	1.0	0.0
Information Technology Support Specialist	1.0	1.0	0.0
Telecommunications/Network Specialist	1.0	1.0	0.0
Help Desk/Operations Technician	<u>2.0</u>	<u>2.0</u>	0.0
Total	25.0	25.0	0.0

PERSONNEL MODIFICATIONS

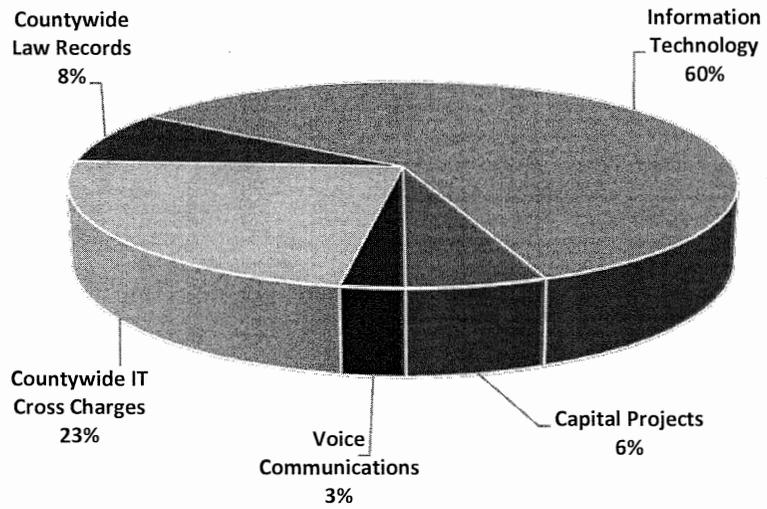
TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY
INFORMATION TECHNOLOGY
2018

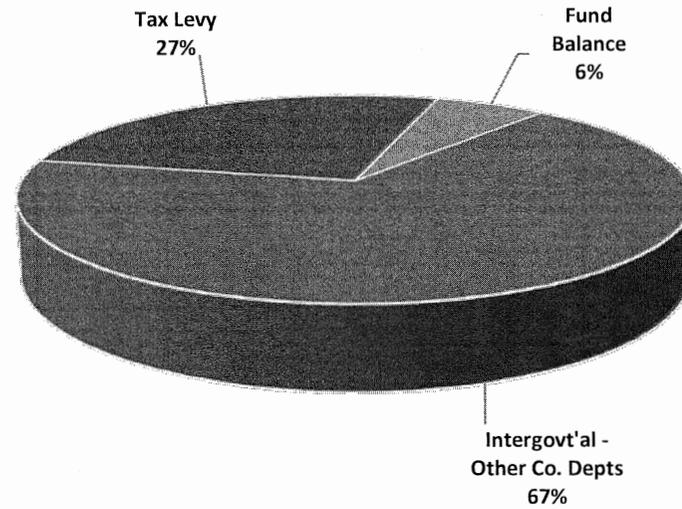
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	3,915,681	3,915,681
Contributions	0	0
Fund Balance Applied	0	363,770
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,600	1,600
Total Revenues	\$3,917,281	\$4,281,051
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,817,953	\$1,815,953
Fringe Benefits	749,783	749,496
Operational	2,326,845	2,243,151
Capital Outlay	1,017,506	1,008,506
Allocation of Services	0	0
Total Expenditures	\$5,912,087	\$5,817,106
<u>PROPERTY TAX LEVY</u>	\$1,994,806	\$1,536,055

2018 BUDGET
INFORMATION TECHNOLOGY

EXPENDITURES BY PROGRAM

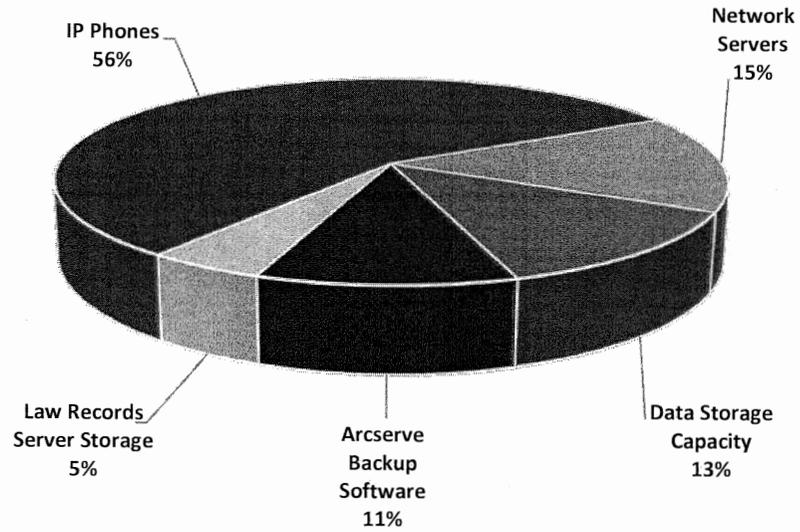


REVENUES BY SOURCE

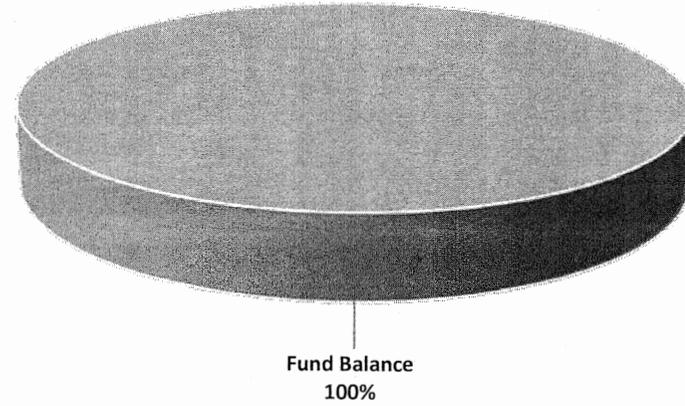


2018 BUDGET
INFORMATION TECHNOLOGY - CAPITAL

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

INFORMATION TECHNOLOGY

2018

Budget Highlights

Revenue

- 2017 was the first year that the County budgeted revenue collected from other County Departments for Information Technology Department (IT) services in the revenue section. In past years this activity appeared in the expenditure category as a Cost Allocation. \$2,274,470 is budgeted for this revenue (see Intergovernmental Charge – Other County Departments) and represents the department's staff and other costs of maintaining user departments' technology, e.g., computers. This amount is an increase of \$106,950 or 0.4% from the prior year and is due to the increased number of computers deployed in County operations.
- Another revenue collected from other county departments is the telephone account revenue. This is revenue for maintaining the phone system and is budgeted at \$153,629, an increase of \$698 over the prior year.
- Because the IT budget is an internal service fund, unspent funds from year to year accumulate in the department's working capital balance, which are funds that may only be used for IT purposes. Over the years, cost savings have resulted in a balance that at the end of 2017 is estimated to be \$2.13 million.
 - I am recommending that a total of \$353,770 from this working capital be used for specific one-time capital purchases in 2018 as further identified in the Expenditures section.
 - I am further recommending \$10,000 from the fund balance for operations to reduce the impact on tax levy.

Expenditures

- Several capital projects are budgeted in 2018 that total \$353,770, of which \$336,770 is budgeted in the Capital Projects account and \$17,000 in the Law Records account. This includes the following projects:

- \$200,000 to replace the remaining legacy phone system with Internet Protocol phones. 2018 will be the first of a two-year phone replacement project.
 - Rock County has transitioned its phone system to a Voice-Over-IP (VOIP) technology for phones and voice mail. The VOIP technology allows the County's data and voice traffic to share the same network infrastructure and enables integration between the phone system and other applications for streamlining business processes that rely on voice communications.
 - By replacing the remaining legacy phones, the County will be prepared for the next version of the Mitel PBX software that will no longer support legacy phones within the VOIP environment.
- \$54,000 for server replacements
 - Five general purpose Windows servers will be out-of-support due to age or do not meet current demand and are scheduled for replacement. These servers are application and database servers used by multiple County operations.
 - 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.
- \$45,000 for additional data storage
 - This project addresses the increasing disk storage requirements for 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.
 - In tandem with this initiative will be a continuing analysis and identification of information that is no longer needed to be retained and can be removed from the County's storage systems.

- \$37,600 for Arcserve network backup software
 - Replaces the current costly system and will reduce costs in 2019 by approximately \$39,000.
- \$17,000 for additional data storage for Spillman software (Law Records Management System).
- IT requests a software asset management system that would track, evaluate, and manage software licenses and software usage that would cost approximately \$50,000. This request is not recommended due to other priorities.
- I recommend reductions totaling \$39,287 to various operating line items to reduce tax levy.
- The Training budget was requested to increase by \$5,050 or 11.2% primarily for new customer service training. I recommend no additional training funds but I am directing the department to proceed with customer service training, without increasing their overall training budget. This will require the department to reprioritize training needs and funding.

Personnel

- No personnel changes are being made.

Summary

- The recommended tax levy for the Information Technology Department is \$1,536,055, which is an increase of \$80,288 or 5.5% over the prior year.

CHARTER
COUNTY CLERK'S OFFICE

2018

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).
- d. Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

- e. 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.
- f. Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).
- g. 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.
- h. 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.
- i. Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.
- j. 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.
- k. Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.
- l. 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.
- m. 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.
- n. 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.
- o. 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.
- p. Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.
- q. 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.
- r. 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.
- s. 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.
 - t. 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.
 - u. 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.
 - v. 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 no later than 9:00 a.m. on the Tuesday following the election; certify results to the Wisconsin Elections Commission; 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 Election Software. Proof all ballot styles and send to the printer by deadline set by the Wisconsin Election Commission. 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 information is 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 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 the Wisconsin Election Commission.
- h. The Wisconsin Election Commission may require election Audits if the final total in any municipality differs by 2%. Random audits by The Wisconsin Election Commission 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 Wisconsin Election Commission 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 Wisconsin Ethics Commission.
- 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. WisVote - 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 Wisconsin Election Commission.
- q. Provide local election education and help with accessibility to the Wisconsin Elections Commission to those seeking election and elected officials information.

4. **Licensing Procedures**

Issue marriage, and dog licenses in accordance with State Statutes Chapters 765 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. 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.
- c. 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. 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 offered to customers as a convenience and charged appropriately as a part of completing their application process.
- f. Deposits: Invoice all licenses sold and reconcile cash drawer to all fees collected daily Make daily deposits to the County Treasurer for marriage 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, 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.

PERSONNEL SUMMARY

COUNTY CLERK

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
County Clerk	1.0	1.0	0.0
Deputy County Clerk	1.0	1.0	0.0
County Clerk Specialist	1.0	1.0	0.0
Total	3.0	3.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

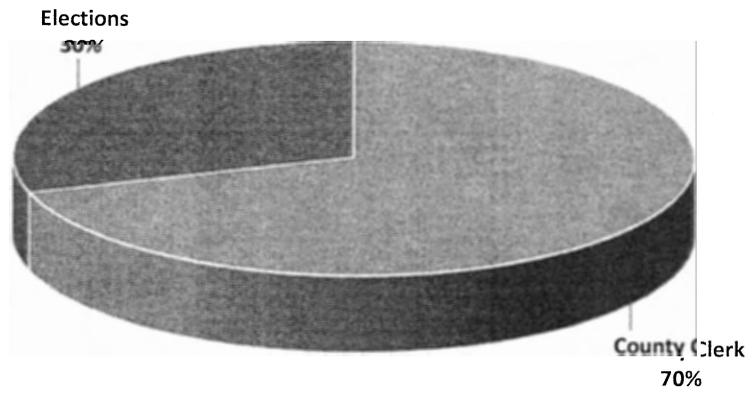
COUNTY CLERK

2018

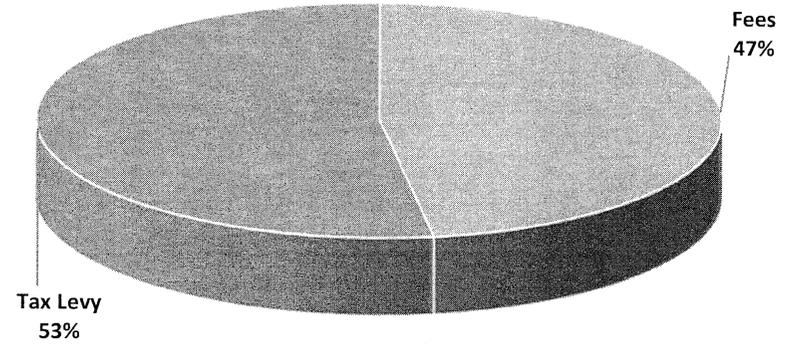
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	36,160	36,160
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	129,893	145,893
Total Revenues	<u>\$166,053</u>	<u>\$182,053</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$164,139	\$164,139
Fringe Benefits	85,794	85,794
Operational	131,675	131,275
Capital Outlay	4,194	2,450
Allocation of Services	0	0
Total Expenditures	<u>\$385,802</u>	<u>\$383,658</u>
<u>PROPERTY TAX LEVY</u>	\$219,749	\$201,605

2018 BUDGET
COUNTY CLERK

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

COUNTY CLERK

2018

Budget Highlights

Revenue

- Marriage license fees will be increased by \$5 to \$100. This fee was last adjusted in 2012 and the amount charged is still lower than a number of comparable counties. For each marriage license, \$60 will be retained by the County Clerk, \$20 to the State of Wisconsin, and \$20 to Rock County Mediation and Family Court Services.
 - In 2018, the County Clerk anticipates issuing 750 marriage licenses for total revenue of \$41,250.
- Domestic Partnership and Domestic Partnership Termination fees will also increase to \$100, though the County Clerk does not expect any activity in this area.
- Effective June 23, 2017, Wisconsin Act 11 removes the requirement that 16- and 17-year-olds obtain work permits prior to beginning work. The County Clerk estimates that only 15% of the previous work permit volume will remain. This amounts to 50 work permits at \$2.50 each for a total of \$125.
- I am recommending a slight increase in revenue in the passport fees (\$75,000) and fees line items (\$26,000). These fee line items also include passport photos. Although these fee levels are based on a variety of factors and can be difficult to predict, I believe that the average fees collected in the last several years justify the increase.
- Election revenue is due to increase by \$12,000 from the previous year. 2018 will be the second biggest year of the four-year cycle due to the Wisconsin governor's race.

Expenditures

- Overall expenditures are down in the County Clerk's main account, largely due to health insurance changes. Otherwise, expenditure levels are consistent.

- Expenditures in the Elections account are increasing by \$32,540. As mentioned above, this is the second biggest election year of the four-year cycle. The largest expense is ballots, which will increase by \$40,000 from the prior year.

Personnel

- No personnel changes are requested for 2018.

Summary

- The recommended tax levy for the County Clerk's main account is \$122,305, a decrease of \$21,427 or 14.9%.
- The recommended tax levy for the County Clerk's Elections account is \$79,300, an increase of \$32,540 or 69.6% from the prior year.
- Overall, the recommended tax levy for the County Clerk's Office is \$201,605, an increase of \$11,113 or 5.8%.

CHARTER
TREASURER'S OFFICE

2018

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 22 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 24,000 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.

PERSONNEL SUMMARY

TREASURER

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
County Treasurer	1.0	1.0	0.0
Deputy County Treasurer	1.0	1.0	0.0
Accountant	1.0	1.0	0.0
Account Clerk II	2.0	2.0	0.0
Total	5.0	5.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

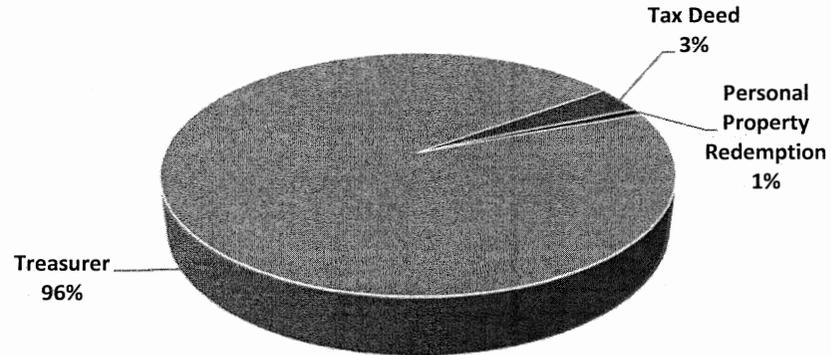
TREASURER

2018

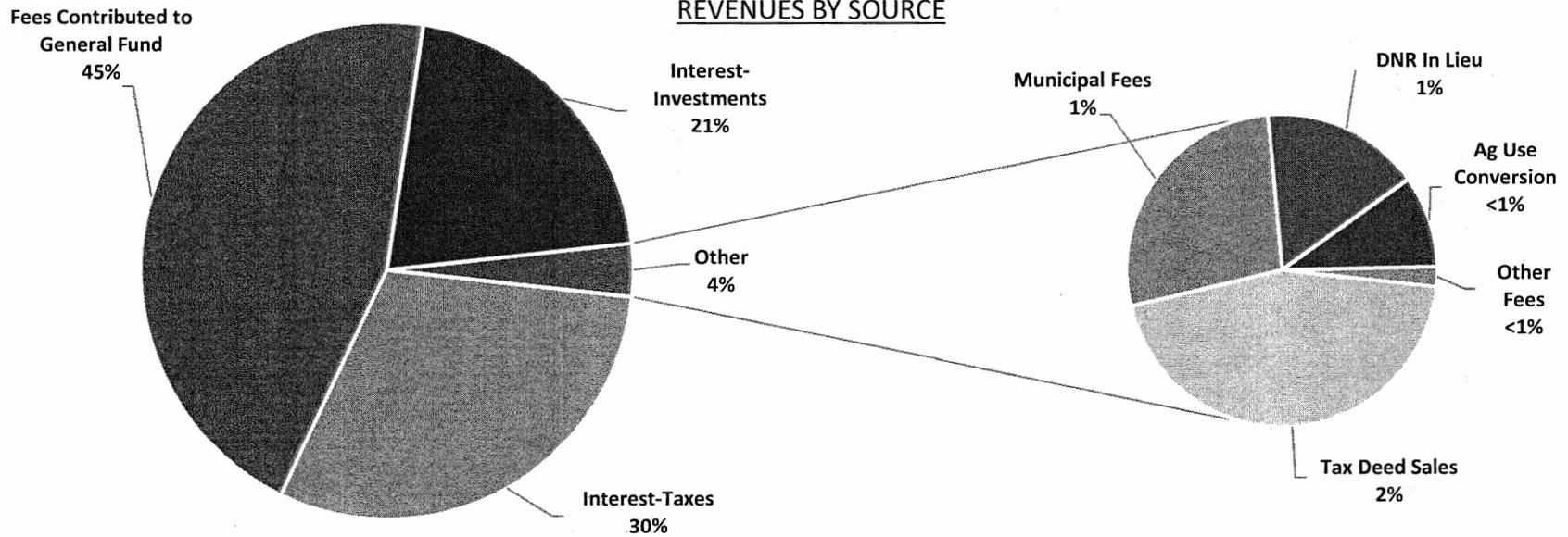
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	2,490,233	2,490,233
Total Revenues	<u>\$2,490,233</u>	<u>\$2,490,233</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$237,653	\$237,653
Fringe Benefits	133,869	133,869
Operational	58,475	58,475
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<u>\$429,997</u>	<u>\$429,997</u>
<u>PROPERTY TAX LEVY</u>	(\$2,060,236)	(\$2,060,236)

**2018 BUDGET
TREASURER**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

TREASURER

2018

Budget Highlights

Revenue

- The Treasurer's Office has five main sources of revenue.
 - The Department of Natural Resources pays counties a fee to compensate for land that is owned by the State and not subject to local taxes.
 - In 2018, this Payment in Lieu of Taxes is budgeted at \$26,000, a decrease of \$2,000 from the prior year.
 - Interest and penalties on delinquent taxes are paid by property owners that are in arrears on their property tax payments.
 - In 2018, this amount is budgeted at \$1,383,000, a decrease of \$23,000 from the prior year. This change is due to the improving economy and housing market.
 - Interest on investments is earned from cash invested primarily in the Local Government Investment Pool, PFM Asset Management, First National Bank, and various certificates of deposits at other local banks.
 - In 2018, this amount is budgeted at \$950,000, an increase of \$320,000 from the prior year. This change is due to the upward trend of interest rates.
 - The Treasurer's Office charges 22 municipalities a flat fee of \$100 plus \$0.55 per parcel to collect their property taxes.
 - In 2018, this amount is budgeted at \$43,000, which is no change from the prior year.
 - The Treasurer's Office generates revenue by selling tax delinquent properties at the annual auction.

- In 2018, the net amount is budgeted at \$55,000, which is no change from the prior year.

Expenditures

- Postage is expected to decrease in 2018 by \$2,000. Reminder notices are now sent on postcards rather than full-sized letters.

Personnel

- No personnel changes are requested for 2018.

Summary

- The recommended budget contains \$2,060,236 of revenue in excess of expenditures, an increase of approximately \$300,000 from the prior year.
- This net revenue will go toward offsetting the County property tax levy and may be used to fund other County expenditures.

CHARTER
REGISTER OF DEEDS OFFICE

2018

Objectives and Standards

1. Real Estate & Documents Operations

To record, process and collect fees for all real estate and other documents in accordance with State Statutes.

Standards:

- a. To comply with Wisconsin State Statute 59.43 and any other chapters affecting the duties of the Register of Deeds.
- b. To record all documents authorized by law to be recorded in the Register of Deeds (i.e. Deeds, Mortgages, Plats, Certified Survey Maps, Federal Tax Liens, Lis Pendens, etc.).
- c. To give prompt, courteous, customer service.
- d. To collect all required fees and deposit funds with the County Treasurer, balance accounts daily and distribute funds to the state monthly.
- d. To check all Electronic Transfer Returns to insure accuracy as to computation of fee or statement of exemption.
- e. To review and monitor pending legislation pertinent to the Register of Deeds operations.

2. Wisconsin Rental Weatherization Program

Effective February 1, 2016 the Rock County Register of Deeds Office was authorized to validate Stipulation and Waiver Agreements for the Wisconsin Rental Weatherization Program. A validated Stipulation or Waiver enables the prompt transfer and recordation of the transfer documents for residential rental unit properties.

3. Vital Records Operations

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

Standards:

- a. To process, maintain and issue certificates of vital records occurring in the county. To maintain indexes for vital records.
- b. To issue certificates from state wide records through the Wisconsin State Vitals Records system beginning January 1, 2017. Perform all other duties related to vital statistics under s. 69.05 and 69.07.
- c. To fill customer requests, update records and answer questions in regards to birth, death, marriage, divorce, & domestic partnership records.
- d. To collect fees for certificates issued and deposit fees daily with the County Treasurer into established revenue accounts.
- e. 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.
- f. To monitor and assist customers doing genealogical searches, process genealogy applications and perform searches as requested.

4. County Plat Books

Standards:

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

5. 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 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 from 2010-2014 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. Additional indexing and verifying continue on the project.

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

6. Veterans' Records

To give prompt and efficient service to Veterans and the Veterans Service Officers per Wisconsin Statutes and Rock County resolutions.

Standards:

- a. File, index, maintain and search for 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 birth, death, and marriage verifications as requested for veterans through various recruiting offices.

7. 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.

8. 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, polices 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.

PERSONNEL SUMMARY

REGISTER OF DEEDS

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Register of Deeds	1.0	1.0	0.0
Deputy Register of Deeds	1.0	1.0	0.0
Register of Deeds Clerk	4.8	0.0	4.8
Register of Deeds Specialist	0.0	4.8	4.8
Total	6.8	6.8	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Register of Deeds Clerk (2489, PR 7)	Register of Deeds Specialist (2489, PR 4)	4.8	4.8

FINANCIAL SUMMARY

REGISTER OF DEEDS

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	75,000	75,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	849,150	874,150
Total Revenues	<u>\$924,150</u>	<u>\$949,150</u>

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$307,008	\$307,008
Fringe Benefits	177,407	177,407
Operational	101,895	101,895
Capital Outlay	0	0
Allocation of Services	(15,000)	(15,000)
Total Expenditures	<u>\$571,310</u>	<u>\$571,310</u>

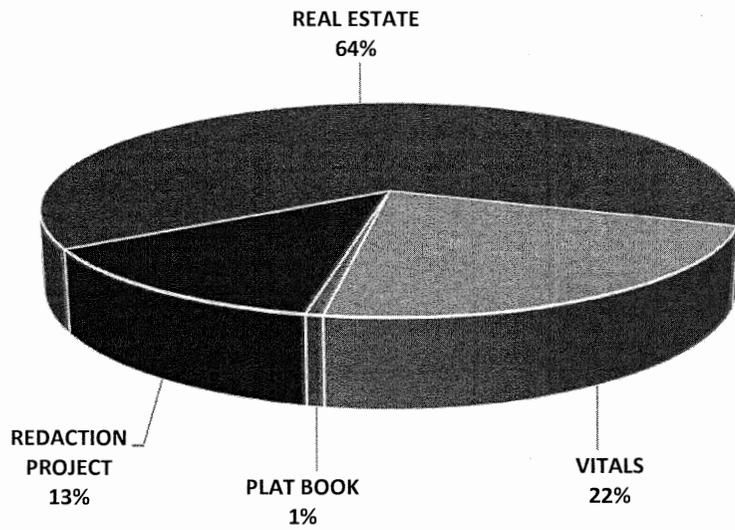
PROPERTY TAX LEVY

(\$352,840)

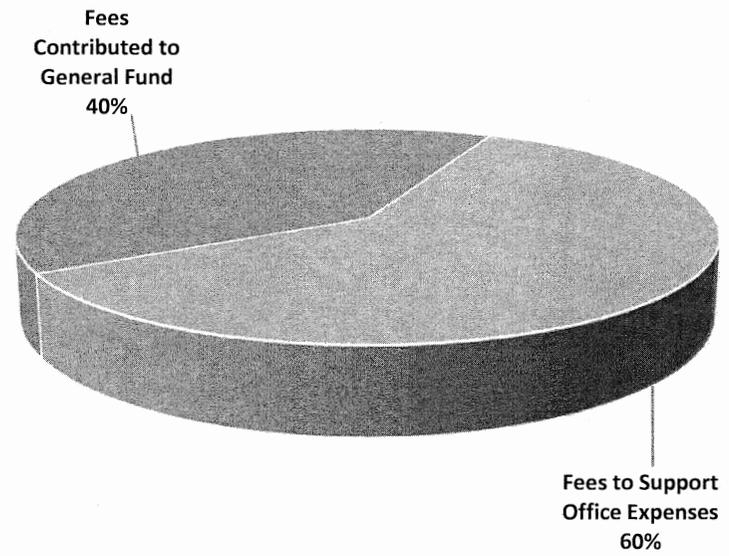
(\$377,840)

**2018 BUDGET
REGISTER OF DEEDS**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

REGISTER OF DEEDS

2018

Budget Highlights

Revenue

- Filing Fees will be eliminated in 2018 due to the State of Wisconsin no longer having rental units file for a weatherization permit for energy conservation at the time of property transfer. \$6,000 was budgeted in 2017.
- The Real Estate Transfer Fee is based upon \$3 for every \$1,000 of value in a real estate transaction. In 2017, it is estimated that an additional \$50,000 will be received over the amount budgeted, for a total of \$350,000. The 2018 request is \$325,000. Based upon the favorable housing market, I am recommending \$375,000 in 2018, which is a \$75,000 increase over the 2017 budget.
- Real Estate Registry Fees are projected to remain at the same level as 2017, \$375,000. The real estate registry fee is a \$30 flat fee for legal documents recorded in the Register of Deeds Office. 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. It is estimated that 25,000 documents will be filed in 2018, which is the same level of activity as 2017.
- Revenue from County Birth Fees will increase slightly, \$2,000 or 20% from the prior year as a result of the new State Registry that allows for a non-County Wisconsin resident to obtain a birth certificate in the Rock County Register of Deeds Office. Previously, a resident from another Wisconsin county would have to make the request to the county of birth.
- Plat Book fees will increase from \$4,750 in 2017 to \$7,500 in 2018 as the books are updated every two years.
- Overall revenue will increase by \$74,386 or 9.3% compared to 2017.
- The Office's Redaction Project utilizes carryover funds budgeted in a separate account that are earmarked for redacting Social Security numbers from their records. \$75,000 in unspent redaction funds will be carried over for this on-going project. The fund balance of the Redaction Project is projected to be \$72,589 on 12/31/18.

Expenditures

- The Telephone line item will decrease by \$2,257 or 53% from the prior year due to one-time phone replacements made in 2017.
- The Plat Book line item will increase in 2018 as the plat books are updated by an outside vendor every two years. The first year of the new period results in increased activity. \$2,375 is budgeted in 2017 and will increase to \$4,000 in 2018.
- There are no technology or capital purchase requests for 2018.
- Overall expenses will decrease by \$10,457 primarily due to health insurance changes.
- In 2018, \$75,000 is budgeted in a separate account to cover the Redaction Project. The Register of Deeds Office contracts with an outside firm, Fidlar, to redact Social Security numbers from Register of Deeds records.

Personnel

- A reallocation request to convert 4.8 FTE Register of Deeds Clerks (2489, PR 7) to Register of Deeds Specialists (2489, PR 4) is based on the positions having more specialized duties and knowledge than clerk duties. The cost of the request is \$7,519 and is recommended.

Summary

- The recommended budget contains \$377,840 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$84,843 or 28.9% more than the amount used to offset the property tax levy in 2017.

ADMINISTRATOR'S COMMENTS

COMMUNITY AGENCY INITIATIVES

2018

Budget Highlights

- In July 2017, the County Board Staff Committee established the Community Agency Initiatives Policy (Policy 2.19) regarding contributions to nonprofit organizations.
 - Funding for these organizations was pulled out of departmental budgets and consolidated in the Countywide section of the budget under the Finance Committee.
 - Organizations were asked to submit formal requests detailing the amount they were requesting, how it would be used, how it would help County clients (particularly those with low to moderate incomes), and how it would reduce County costs.
- In September 2017, the Wisconsin Attorney General issued a formal opinion (OAG-01-17) in response to a request from Shawano County regarding whether the County had statutory authority to provide a contribution to a local food pantry.
 - The Attorney General opined that Shawano County did not have authority to provide this contribution because food pantries are not listed in Chapter 59, Wis. Stats., as something the Legislature has given counties authority to fund.
 - As a result of the Attorney General's opinion, there are other nonprofit agencies and purposes that are likewise not specifically listed in Chapter 59, Wis. Stats., that may no longer be able to receive funding from counties.

Revenue

- Per the County's policy, Community Agency Initiatives are to be funded with tax levy.

Expenditures

- In 2017, in various departmental accounts, Rock County provided \$248,015 to 14 programs in 11 organizations for what were considered contributions to nonprofit agencies.
- For the 2018 budget, Rock County received requests totaling \$316,015 from these same agencies.
- The following is a list of nine programs in seven nonprofit agencies for which I am recommending funding in 2018, with the amount requested, amount recommended, and the citation of statutory authority to provide funding:
 - Retired and Senior Volunteer Program (RSVP)
 - Requested and recommended \$26,094 for the Intergenerational Program, the same as 2017.
 - Requested and recommended \$24,803 for the Seniors Volunteering for Seniors Program, the same as 2017.
 - Authority: s. 59.53(11)(a), Wis. Stats. (“to promote and assist...senior citizen clubs and organizations within the county in their organization and activities”)
 - YWCA of Rock County
 - Requested \$64,000 and recommended \$10,000 for the CARE House, an increase of \$5,000 from 2017.
 - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2017.
 - Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
 - Family Services of Southern Wisconsin and Northern Illinois
 - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2017.

- Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
- Court Appointed Special Advocates (CASA)
 - Requested \$15,000 and recommended \$10,000 to provide volunteers that assist the Circuit Court in ensuring children in the child welfare system are receiving appropriate services and advocacy. This is an increase of \$4,000 from 2017.
 - Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
- Heritage Rock County
 - Requested and recommended \$22,546 for funding to be disbursed among the County’s several historical societies. This is the same amount as 2017.
 - Authority: s. 59.56(5), Wis. Stats. (“to any local historical society...located in the county for the purpose of collecting and preserving the records of the early pioneers, the life of the Indians, the experience of persons in the military, and salient historical features of the County”)
- Rock County Tourism Council
 - Requested and recommended \$5,500 for general operations and tourism promotion activities, the same as 2017.
 - Authority: s. 59.56(10)(a) (“to advertise the advantages, attractions and resources of the county.... The county may cooperate with any private agency or group in this work.”)
- Rock County 4-H Fair Board
 - Requested and recommended \$1,500 for publication of the annual 4-H Fair booklet, the same as 2017.

- Authority: s. 59.56(10)(a) (“to advertise the advantages, attractions and resources of the county.... The county may cooperate with any private agency or group in this work”) and s. 59.56(14)(e)2, Wis. Stats. (“appropriate funds to properly equip, manage and control the fair”)
- The following is a list of five programs in four agencies that have been funded in prior years but, due to the Attorney General’s opinion, I am not recommending funding in 2018 because of a lack of explicit statutory authority:
 - HealthNet of Rock County
 - Requested \$57,867 to offset costs associated with the clinic’s nursing positions, case management positions, patient supplies, and rent. This was the same amount provided in 2017.
 - Rock Valley Community Programs (RVCP)
 - Requested \$60,755 for the Alternative Service Program, the same amount that was provided 2017. This program arranges for community service opportunities in lieu of jail or fines. In the 2017 budget, the County Board approved six months of funding for this program, with the remaining six months of funding contingent on efforts to coordinate use of the Sheriff’s Office Workender program for community service placements. These efforts are still ongoing. These funds will be redeployed to other efforts, in the Evidence Based Decision Making (EBDM) account, as the County considers how best to provide justice system programming.
 - Requested \$12,750 for the Residential Re-Entry Program, the same amount that was provided in 2017. County funding dedicated to this program purchased incidental items, such as clothing, medication, and bus passes, for individuals in RVCP’s residential program returning to the community from prison. These funds are also being redeployed to the EBDM account.
 - United Way Blackhawk Region
 - Requested \$4,000 to fund the United Way’s 2-1-1 information line, which is a 24-hour operation that provides information to Rock County residents regarding services such as housing, health care, food, mental health, and utility assistance that may be available to meet their needs.

- NeighborWorks

- Requested \$1,200 to offset costs of providing a first-time homebuyer program, the same amount as 2017.

Personnel

- Not applicable

Summary

- The recommended tax levy for the Community Agency Initiatives account is \$120,443.

G. General Services Committee

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CHARTER

FACILITIES MANAGEMENT DEPARTMENT

2018

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 Facilities Management Department totals 1,470,912 square feet, valued at approximately \$283,559,184.00.

This portfolio does not include Airport & Parks buildings which are managed by the Public Works Department.

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, Facilities Management submits its projects for inclusion in the CIP.

Facilities Management 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, Facilities Management provides support and services to county departments in a number of areas including:

- ❖ Key control
- ❖ Cleaning
- ❖ Trash and recycling
- ❖ Pest management
- ❖ Space needs
- ❖ Courthouse weapons screening contract oversight.
- ❖ Safety
- ❖ Energy management
- ❖ Air quality

PERSONNEL SUMMARY

FACILITIES MANAGEMENT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Facilities Management Director	1.0	1.0	0.0
Facilities Superintendent	2.0	2.0	0.0
Crew Leader	3.0	3.0	0.0
Maintenance Worker IV	14.0	14.0	0.0
Administrative Assistant	2.0	2.0	0.0
Total	22.0	22.0	0.0

PERSONNEL MODIFICATIONS

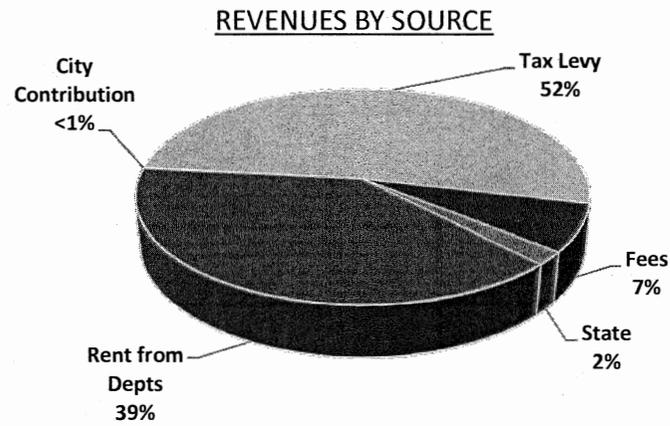
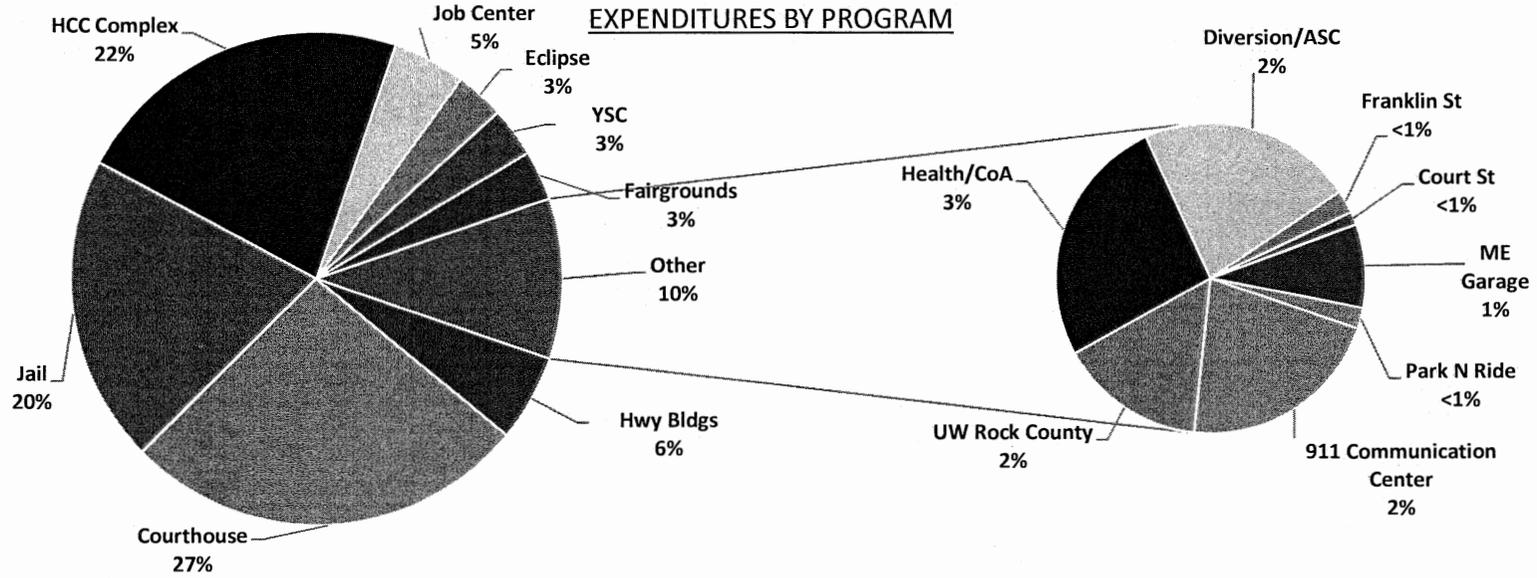
TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY
FACILITIES MANAGEMENT

2018

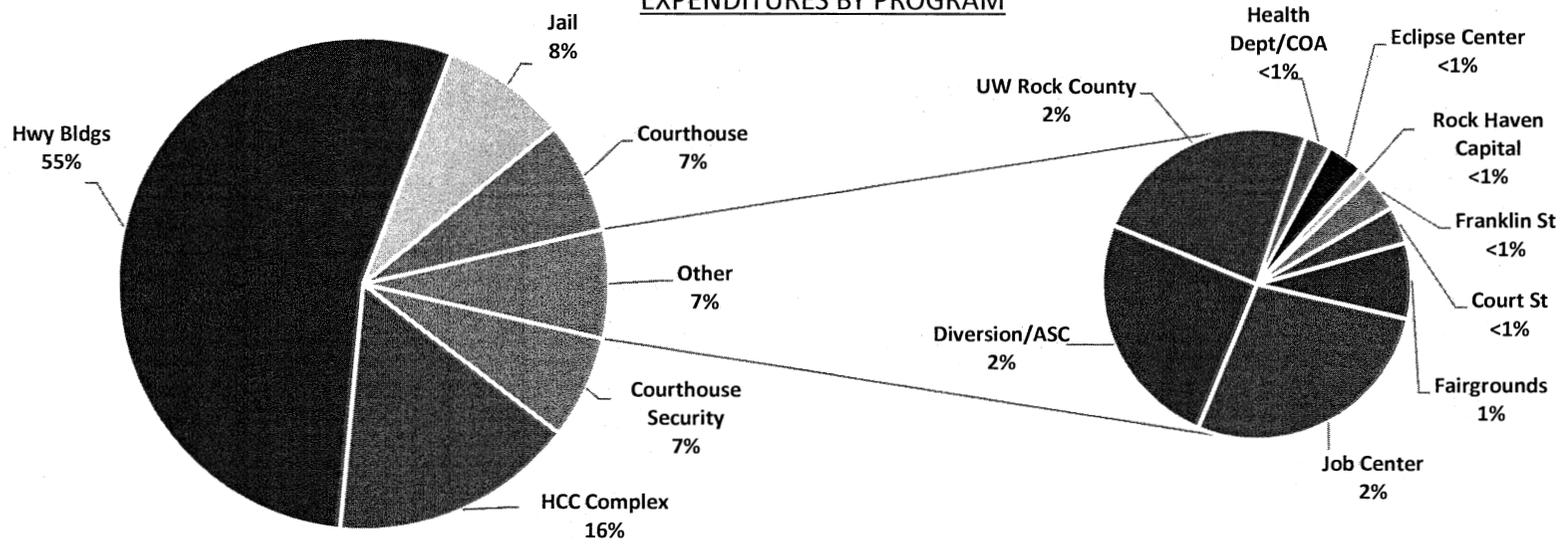
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$98,553	\$98,553
Intergovernmental	5,350	5,350
Contributions	0	0
Fund Balance Applied	0	6,490
Transfers In	0	500,000
Deferred Financing	0	0
Sales Tax	2,936,684	2,668,355
Fees/ Other	353,114	353,114
Total Revenues	\$3,393,701	\$3,631,862
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,158,766	\$1,160,102
Fringe Benefits	531,834	532,026
Operational	3,287,175	3,287,175
Capital Outlay	8,488,496	7,351,167
Allocation of Services	(7,313,340)	(6,078,340)
Total Expenditures	\$6,152,931	\$6,252,130
<u>PROPERTY TAX LEVY</u>	\$2,759,230	\$2,620,268

**2018 BUDGET
FACILITIES MANAGEMENT - OPERATIONS**

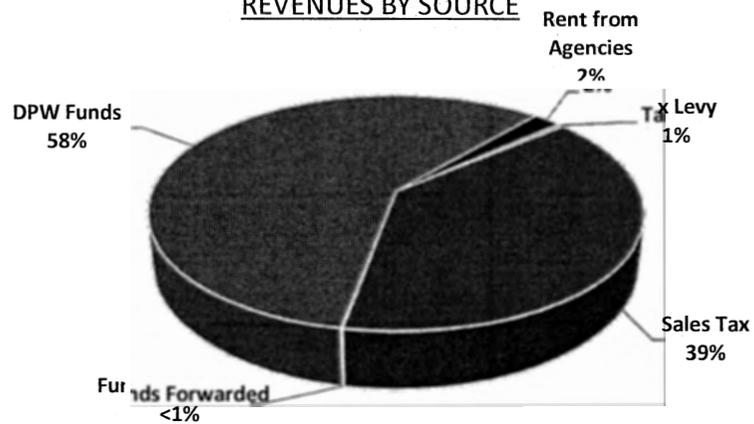


**2018 BUDGET
FACILITIES MANAGEMENT - CAPITAL**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

FACILITIES MANAGEMENT

2018

Budget Highlights

Revenue

- Facilities Management is eligible to receive up to \$200,000 through a Focus on Energy grant to recommission the Courthouse, making it make more energy efficient. The first half of the funds was budgeted in 2017 and the remainder is budgeted for 2018.

Expenditures

- Major activities planned for 2018 are shown in the capital accounts broken out by physical location. Most items are funded through sales tax, but the smaller items that are funded with tax levy or prior year carryover are labeled. Projects at the Job Center are funded through rent paid by the building tenants.

Jail Capital Improvement Account

\$250,000	Camera System Replacement- Main Jail
160,000	Tuckpointing
55,000	Camera System Replacement- Blocks E&F
50,000	Refurbish Shower- 1 Unit
36,000	Air Handler Controller Replacement
18,000	Intercom- Blocks E&F
12,000	Vinyl Tile Removal and Polish Concrete
12,000	Grinder Pipe Replacement
7,500	Canopies for Doorways (2)
4,000	Elevator Door Repair (tax levy)
2,000	Water Cooler Replacement (tax levy)
<u>1,500</u>	Visitation Room Pass-through Window (tax levy)
608,000	

Courthouse Capital Improvement Account

\$300,000	Tuckpointing
175,000	Multi-Building Assessment
30,000	Carpet Replacement
15,000	Window Well Grate Covers
12,000	Replace Courtroom H Public Seating
<u>5,000</u>	Fall Protection- Roof (tax levy)
537,000	

Courthouse Security Capital Account

\$500,000	Phase II (prior years sales tax)
500,000	

Leased Building Capital Accounts

\$20,000	Court Street Security Improvements
20,000	Franklin Street Security Improvements
<u>20,000</u>	Eclipse Center Security Improvements
60,000	

Job Center Capital Account (all tenant rent)

\$50,000	Exterior Masonry Repairs
45,000	Renovate Staff Bathrooms
29,000	Carpet Replacement
15,000	Flooring Abatement
<u>5,000</u>	Dropdown Stairs from Roof Hatch
144,000	

Diversion Center/ASC Capital Account

\$114,000	Former Janesville Counseling Center Renovation
9,000	Relocate Package Boiler from old Rock Haven
3,000	Outdoor Concrete Slab (tax levy)
2,000	Replace Water Softener (tax levy)
<u>2,000</u>	Replace Snowblower (tax levy)
130,000	

Health Care Complex (HCC) Capital Account

\$1,000,000	Old Rock Haven Demolition
92,500	Rebuild Cooling Tower
80,000	HCC Complex Master Plan
<u>14,355</u>	Sidewalk Replacement
1,186,855	

Fairgrounds Capital Account

\$19,000	Roof Repairs
12,000	Electrical Upgrades
<u>10,000</u>	Lighting Upgrades
41,000	

Public Health/Aging Capital Account (all tax levy)

\$4,800	Public Health Flooring
3,500	Council on Aging (COA) Flooring
2,000	COA Directional Sign
<u>3,750</u>	COA Doorway Canopy
14,050	

UW-Rock County Capital Account

\$95,000	Overlay Northeast Parking Lot
15,000	Sidewalk Replacement
<u>15,000</u>	Sidewalk Ramp Replacement
125,000	

<u>Public Works Capital Accounts (all cash/depreciation)</u>		<u>Rock Haven Capital Account (all carryover)</u>	
\$3,800,000	Beloit Garage Construction	\$3,615	Magnetic Door Holders
65,000	Exterior Electrical- Main Shop	<u>2,875</u>	Entrance Sign
45,000	Sheet Metal Barrier- Main Shop	6,490	
30,000	Exterior Lighting- Main Shop		
20,000	Salt Shed Beams- Main Shop		
12,000	Remotes and Garage Door Motors- Main Shop		
7,500	Repair Window Seals- Main Shop		
5,600	Install Covers for Ballard Posts- Main Shop		
<u>5,000</u>	Service Door Replacement- Main Shop		
3,990,100			

- Further comments on capital projects are noted below.
 - Phase I of Courthouse Security, covering cameras, duress alarms, and card access, is currently underway and expected to be completed in July 2018. I recommend budgeting \$500,000 from prior years sales tax to cover a portion of the engineering and design cost for Phase II, but the County Board will have to revisit the budget once a decision is made regarding the project scope.
 - The County Board approved the demolition of the old Rock Haven in 2017 and the full cost is funded with sales tax in 2018.
 - The Angus Young Study identified several issues with the Health Care Center. Before the County Board makes decisions on the future of the Health Care Center, I am recommending a County facilities master plan – with specific focus on the Health Care Center Complex be completed in 2018 to identify future space and building needs. This will limit the number of capital projects until the master plan is completed.
 - Pinehurst, built in 1928 and now used for the Huber dorm and Sheriff’s Office administrative offices, has had many infrastructure issues over the years. The master plan noted above will consider the future of this building. Therefore, projects in Pinehurst will also be limited in 2018, although continued investment is necessary in the short term to keep the building operational.

- I am recommending \$114,000 to renovate the former Janesville Counseling Center building into usable office space. With the Human Services Department's increasing space needs, as well as consideration of moving some departments out of the Courthouse, the office space will be able to be used for either short-term or long-term use by one or more County departments.
- Security improvements are recommended for leased buildings used by the Human Services Department (Court Street, Franklin Street, and Eclipse Center) to ensure the safety and security of the public and staff.
- \$175,000 is recommended to contract for a conditions assessment of current buildings and equipment. This data will be uploaded into the work order system and allow Facilities Management to better plan for preventative maintenance, equipment replacement cycles, and other repairs, which should reduce and smooth out long-term costs.
- Public Works projects are funded with cash and then depreciated over several years as determined by the State Department of Transportation.
 - The County Board approved the design and construction of the new Public Works garage in Beloit in 2017. Design work began in 2017 and \$3.8 million is budgeted to begin construction in 2018.
- With changes to UW-Extension management, I recommend that the County move the Fairgrounds budget, as well as the private maintenance contract with Butterfly Ridge, LLC and the dedicated revenue from cell tower and facility rentals, to Facilities Management to bring an additional level of expertise and oversight to the Fairgrounds facilities. This is similar to the change made for the Public Works facilities in 2017.
 - The Agriculture and Extension Committee would retain policy oversight over the Fairgrounds operations and continue to set priorities, but budget oversight and approval of purchases would be under the purview of the General Services Committee.
 - I am hesitant to recommend a large amount of projects until the Agriculture and Extension Committee and the County Board give clear direction on the future of the fairgrounds, as questions persist as to whether to move the facilities. Therefore, I am recommending only building maintenance projects (noted above) at this time, but not longer-term projects that have been suggested to improve the overall usability of the Fairgrounds.

Personnel

- No changes requested for 2018.

Summary

- The recommended tax levy for Facilities Management, which includes the transfer of the Fairgrounds budget, is \$2,620,268, an increase of \$106,918, or 4.3% from the prior year.

H. Health Services Committee

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CHARTER
ROCK HAVEN

2018

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 and oxygen therapy, or those here for short term skilled therapy services. In addition, staff cares for residents with memory loss, chronic mental illness and developmental disabilities.

REGULATORY OVERSITE

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. 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 and is a member in the Advancing Excellence in America's Nursing Homes Campaign.

ADMINISTRATION

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

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. Educate and train staff on an ongoing basis to ensure that the Facility staff comply with Federal, State and local laws and the regulations to meet the 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.

Objectives:

1. Present mandatory annual inservice presentations (fire safety- hazard, communications, blood borne pathogen prevention, resident rights, abuse prevention, dementia training and code status and required response.
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 work and maintain and train staff on the Quality Assurance Performance Improvement program.
6. Utilize feedback from evaluations and employee feedback to help develop the educational program for the facility.

QUALITY ASSURANCE

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, Quality Assurance audits, and the 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 with a target of 95% compliance.
4. Coordinate TB screening for all residents. To coordinate TB screening for employees upon hire, and following the CDC guidelines thereafter.
5. Identify needs based on Quality Assurance audits to help provide optimum care for clients

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 the 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 personalized care planning and activities to meet the mental, physical and psychosocial needs of every resident.
2. Coordinate nursing, therapy services, and family and community resources to assist residents to return home, or the least restrictive environment.
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.

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 and the County Safety Committee.

PERSONNEL SUMMARY

ROCK HAVEN

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
ADMINISTRATION			
Nursing Home Administrator	1.0	1.0	0.0
SUBTOTAL	1.0	1.0	0.0
MATERIALS & ENVIRONMENTAL SERVICES			
Materials & Environmental Services Manager	1.0	1.0	0.0
Central Supply Clerk	2.0	2.0	0.0
Administrative Assistant	0.9	0.0	- 0.9
Clerk-Receptionist	1.0	1.0	0.0
Environmental Services Worker	14.0	14.0	0.0
Beautician	0.6	0.6	0.0
SUBTOTAL	19.5	18.6	- 0.9
FOOD SERVICES			
Food Service Manager	1.0	1.0	0.0
Assistant Food Service Manager	0.8	0.8	0.0
Food Service Supervisor	3.0	3.0	0.0
Cook	5.4	5.4	0.0
Food Service Worker	9.4	9.4	0.0
SUBTOTAL	19.6	19.6	0.0
NURSING ADMINISTRATION			
Nursing Staff Coordinator	1.0	1.0	0.0
Administrative Secretary	2.0	2.0	0.0
Administrative Assistant	0.5	1.0	0.5
Unit Clerk Coordinator	2.0	2.0	0.0
SUBTOTAL	5.5	6.0	0.5

ROCK HAVEN

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
NURSING SERVICES			
Director of Nursing	1.0	1.0	0.0
Nurse Practitioner	0.0	1.0	1.0
Nursing Supervisor	6.3	5.7	- 0.6
MDS Nurse	2.0	2.0	0.0
Registered Nurse	22.0	20.3	- 1.7
Licensed Practical Nurse	12.4	12.4	0.0
Certified Nursing Assistant	82.6	78.0	- 4.6
SUBTOTAL	126.3	120.4	- 5.9
PROGRAM SERVICES			
Activity Director	1.0	1.0	0.0
Master Social Worker	2.0	2.0	0.0
Activity Therapy Assistant	6.0	6.0	0.0
SUBTOTAL	9.0	9.0	0.0
FINANCE			
Controller	1.0	1.0	0.0
Accountant	1.0	1.0	0.0
Account Clerk III	2.0	2.0	0.0
SUBTOTAL	4.0	4.0	0.0
TOTAL	184.9	178.6	- 6.3

ROCK HAVEN

PERSONNEL MODIFICATIONS

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
New Position		Administrative Assistant - Nursing Administration	0.5	0.5
New Position		Nurse Practitioner - Nursing Services	1.0	1.0
Deletion		Nursing Supervisor - Nursing Services	0.6	0.6
Reclassification	Account Clerk III - Finance	Financial Specialist - Finance	2.0	0.0
Deletion	Registered Nurse - Frozen - Nursing Services		0.0	1.7
Deletion	Certified Nursing Assistant - Frozen - Nursing		0.0	4.6
Deletion	Administrative Assistant - Frozen - Mat. & Env.		0.0	0.9

FINANCIAL SUMMARY

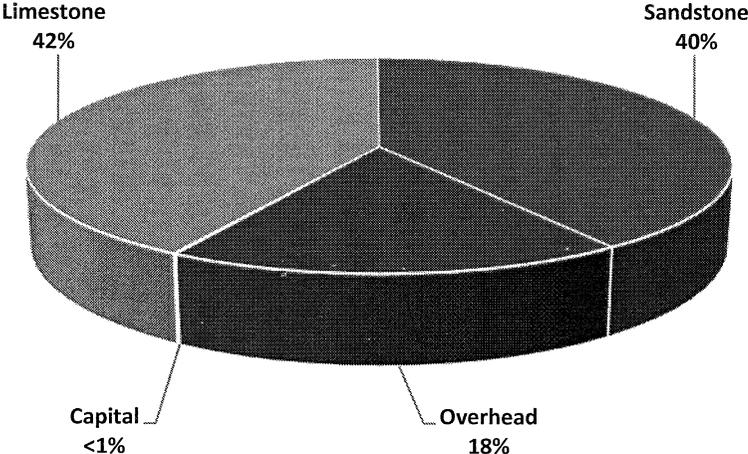
ROCK HAVEN

2018

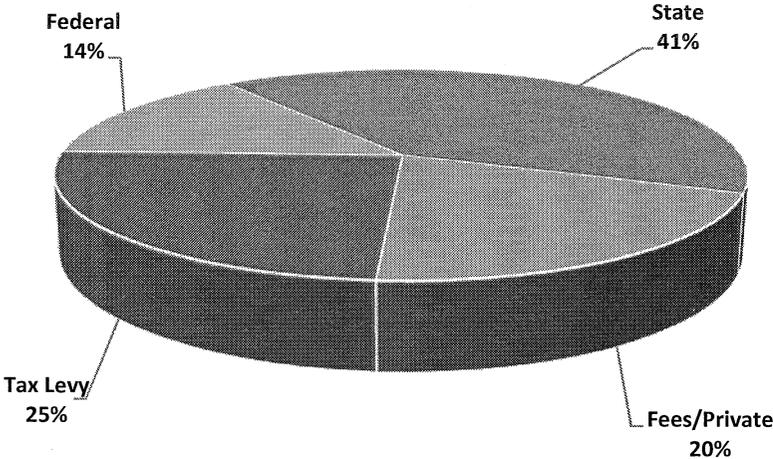
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	9,164,489	9,164,489
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	811,754	811,754
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	2,584,671	2,584,671
Total Revenues	<u>\$12,560,914</u>	<u>\$12,560,914</u>
	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
<u>EXPENDITURES</u>		
Salaries	\$8,170,222	\$8,141,913
Fringe Benefits	4,531,957	4,485,523
Operational	4,137,333	4,001,541
Capital Outlay	36,438	18,609
Allocation of Services	0	0
Total Expenditures	<u>\$16,875,950</u>	<u>\$16,647,586</u>
<u>PROPERTY TAX LEVY</u>	<u>\$4,315,036</u>	<u>\$4,086,672</u>

**2018 BUDGET
ROCK HAVEN**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

ROCK HAVEN

2018

Budget Highlights

Revenue

- Rock Haven's revenue stream is dependent on the resident mix of the 128 bed facility (i.e., payor status and census).
- Payment source has a substantial financial impact on Rock Haven:
 - 2016 year-end cost reports indicate that the average cost per resident per day was \$370.
 - Medical Assistance (Medicaid) is estimated in 2018 to reimburse care at a rate of \$174 per day, which represents about 47% of actual costs.
 - Medicare is estimated to reimburse care at a rate of about \$500 per day, which is higher than the average cost of care, due to an anticipated 1.6% rate increase beginning on October 1, 2017, and overall higher acuity rates for some Medicare-funded residents.
 - In March 2017, the private pay rate (for individuals paying for their own care) was increased from \$300 to \$305. The private pay rate will remain unchanged in 2018.
- Year-to-date 2017 resident census (listed below) was down from the budgeted 124 to 122 residents, which reduced revenue:
 - Medicaid average daily population of 94 residents
 - Private pay average daily population of 18, the only category that saw an increase
 - Medicare average daily population of 10 residents

- The 2018 resident mix takes into account an average daily census of 124 as detailed below:
 - 99 Medicaid (as compared to 100 in 2017)
 - 13 private pay (as compared 12 budgeted in 2017)
 - 12 Medicare (same as 2017)
- State of Wisconsin Biennial budget includes a 2% increase in Medicaid rates and is projected to increase revenue by \$123,220.
- We project an increase in Intergovernmental Transfer of \$217,901 or 16.6%. 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.
- We project increases in Physical Therapy, Occupational Therapy, and Speech Therapy totaling \$44,000 due to Rock Haven staff now performing billing services that were previously performed by a contracted therapy company.
- 2018 marks the first year in many years that the department is not budgeting use of working capital/fund balance. Working capital is projected to be \$1,661,547 at 12/31/17.

Expenditures

- Physician costs are budgeted to decrease \$93,292 or 37.3% due to hiring a nurse practitioner to share on-call duties and make rounds with residents (see Personnel section for additional background) and to be more consistent with historical averages.
- I recommend reductions to several other accounts to be more consistent with historical averages.
- Public and provider liability insurance costs are increasing \$14,151 or 20.3% due to tighter insurance market conditions.
- Terminal and PC costs are budgeted at \$12,100 and cover a variety of technology needs.
- Capital purchase requests total \$6,509 in small capital purchases and are recommended.

Personnel

- Rock Haven requests to increase a 0.5 FTE Administrative Assistant to a 1.0 FTE Administrative Assistant based upon the need to bill more timely and generate revenue. This is recommended at a cost of \$23,338. The increase will be covered through increased patient fee revenue from therapy services billing that was previously performed by the prior therapy company.
- Rock Haven requests to reclassify two Account Clerk III positions to a newly created Rock Haven Financial Specialist at a cost of \$2,460. I do not recommend this action.
- Rock Haven requests to fund a 0.8 FTE Administrative Assistant position for Material and Environmental Services at a cost of \$47,283. Additional clerical support is requested as contracted vendors are no longer performing administrative duties. I do not recommend this action, given the pressure on the tax levy and competing priorities.
- Rock Haven requests to create a 1.0 FTE Nurse Practitioner position at a cost of \$113,000. I recommend this action:
 - The position would bring a higher level of expertise to the facility without the higher cost of a physician.
 - Significant cost savings in physician services would result, due to the ability to be on-call and conduct rounds.
 - Contracting with a Nurse Practitioner allows for the elimination of a vacant 0.6 FTE Nursing Supervisor position at a savings of \$70,392.
 - Due to the unique nature of the services, this position is considered a contracted county employee, but does not appear on the County's pay grid.
- Past practice at Rock Haven had been to "freeze" portions of FTE positions and not fund them from year-to-year, which was intended to allow flexibility in filling positions over time. This practice has not been utilized for a number of years, so it is being recommended to delete the frozen, but unfunded positions in 2018:
 - 1.7 FTE Registered Nurse positions in Nursing Services - Relief Pool
 - 4.6 FTE Certified Nursing Assistant positions in Nursing Services - Relief Pool

- 0.9 FTE Administrative Assistant position in Materials & Environmental Services

Summary

- The recommended tax levy for Rock Haven is \$4,806,672, which is an increase of \$23,864 or 0.6% over the prior year.

I. Human Services Board

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CHARTER

HUMAN SERVICES

2018

ADMINISTRATION

The mission of the Human Services Department is building upon the strengths of clients to encourage independence by providing quality services with respect for the dignity of all persons served. The central role of the Human Services administration is to assure integrity to the mission of the Department and the County, to oversee operations through leadership of an empowered Management Team, to assure compliance with mandates, and to assure that services are delivered in a manner that is responsive to the needs of Human Services Department Consumers.

Through the leadership of the Human Services Director and the assistance of the Deputy Director, HSD administration has responsibility for the following: strategic planning to assure goals are developed and outcomes achieved; budget development and management with attention to cost effective resource allocation to meet client needs; personnel management and responsiveness to the needs of department employees; communication with and support of the Human Services Board and County Administration; collaboration with community partners; and information sharing with the public.

ADMINISTRATIVE SERVICES

The Administrative Services Division provides a wide array of support and fiscal oversight for the department. The Division 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 Department's activities primarily in the areas of budgeting, provider contracts, grants, purchasing, program monitoring and accounting.

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 leased office space.

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 general administrative support throughout the Department. Staff also provides records management, release of information, forms, census tracking and diagnostic coding support to Rock Haven.

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 services 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 Substitute Care: The function of the Access Unit is to assess and screen all incoming reports of possible child maltreatment. Access staff gathers 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. CPS Substitute Care social workers recruit and license relative and non-relative foster homes. They also assist CPS social workers in locating out-of-county foster homes, group homes or residential care placements. Substitute Care social workers provide a critical function when children are removed from their parent's care and ensure every child is placed in a safe and stable home or facility.

Ongoing Services: Ongoing services is comprised of Child Protection Ongoing case management and Juvenile Justice Services. Child Protection Ongoing provides case management to families where children have been found to be unsafe. CPS Ongoing Social Workers develop plans to help families overcome such issues as addiction or domestic violence. Juvenile Justice Services has multiple functions which include juvenile intake, screening/assessment of youth arrested and referred to the juvenile court, case management of youth who have been found to be delinquent, intensive case management of youth who have been assessed to be high risk for recidivism, and electronic monitoring. Both CPS Ongoing and Juvenile Justice Services work closely with the Juvenile Court System as well as community organizations.

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 when it has been determined that the children are 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 to be placed back into foster care after being reunified with their biological families.

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 community and require secure confinement. The Shelter Care portion provides non-secure care of youth involved in either the Child Protection or Juvenile Justice Systems. Within the secure detention center is the ACTIONS program which is a long term program for youth as an alternative to being placed in a juvenile corrections facility. The ACTIONS program services male youth ages 14 to 17. Youth receive both individual and family therapy throughout the program. Other components of the program include cognitive behavioral groups (MRT and Carey Guides), full day school, employment skills and training, psychiatric care, and mentoring.

Youth & Family Development Services (YFDS): The YFDS Unit provides direct services to families serviced by either CPS or Juvenile Justice. YFDS staff utilize evidenced-based curriculums which include Nurturing Parenting, Aggression Replacement Training, and Carey Guides. Services are delivered in the community and in family's homes. YFDS utilizes various programs to assist youth and families. All programs focus on enhancing skill deficits and promoting strengths in the people services by both systems.

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.

Southern Income Maintenance (IM) Consortium: The Southern IM Consortium was formed in 2012. Rock County is the lead fiscal and administrative agency for the Southern Consortium which includes six other counties (Crawford, Grant, Green, Iowa, Jefferson, and Lafayette) that 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, renewals, respond to questions and process changes on a timely basis as specified in program guidelines. ES refers 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.

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 sub-contracts with an agency in Dane County to provide these services.

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 Family Care and IRIS. The ADRC is funded by State GPR and federal Medicaid administrative matching funds. The ADRC provides services free to the community.

Adult Protective Services (APS): Staff in this unit investigate reports of abuse and neglect, assist individuals in need of guardianship, obtain protective placements, and conduct annual WATTS reviews. State funding is available for vulnerable-frail elders (age 60 and

older) for short term needs (up to 6 months). Funding is used to stabilize crisis situations and address immediate concerns. Services provided include, but are not limited to; advocacy, home care, housing assistance, medical services and service coordination.

Information and Assistance (I & A): I & A Specialists listen to customer's needs, provide options counseling, assess abilities and limitations, complete the LTCFS for program eligibility, provide enrollment counseling, 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 APS.

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 and providing outreach through support groups, community events and agency presentations.

BEHAVIORAL HEALTH

The Behavioral Health 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 Services, Community Recovery Services, Outpatient Services, and Clinical Services for Children and Families.

Crisis Services: Rock County Crisis Services-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 program to increase public safety by facilitating collaboration among the criminal justice, mental health and substance abuse treatment systems to increase access to mental health and other treatment 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 includes 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 of 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. In addition, specific substance abuse services include an opiate treatment program as well as 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. Outpatient therapists provide community based, in home treatment support for children and families who 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 (CST) program 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. Outpatient evidence based treatments including Functional Family Therapy (FFT) and Dialectical Behavior Therapy (DBT) are also provided through clinical staff in this program area. These interventions improve functioning for youth and their families, reduce juvenile crime, and reduce out of home placements. This program area also oversees the Birth to 3 program, formerly organized under the Developmental Disabilities Board. The Birth to 3 program is a federally-mandated Early Intervention program to support families of children with developmental delays or disabilities under the age of three. These services are delivered through a contract with CESA 2.

PERSONNEL SUMMARY

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
AGENCY MANAGEMENT			
Director of Human Services	1.0	1.0	0.0
HSD Deputy Director	1.0	1.0	0.0
Administrative Services Division Manager	1.0	1.0	0.0
Controller	1.0	1.0	0.0
Technology, Records & Quality Management Supervisor	1.0	1.0	0.0
Practice & Service Coordinator	0.0	1.0	1.0
Medical Records Manager	1.0	1.0	0.0
HSD Program Analyst	4.0	4.0	0.0
Accountant	2.0	1.0	-1.0
Accountant Supervisor	0.0	1.0	1.0
Support Services Supervisor	2.0	2.0	0.0
Secretary II	2.0	2.0	0.0
Accountant (Union)	1.0	1.0	0.0
Application Support Specialist	1.0	1.0	0.0
Account Clerk-HSD	7.0	6.0	-1.0
Consumer Financial Support Specialist	1.0	1.0	0.0
HSD Support Specialist	1.0	1.0	0.0
Administrative Assistant	2.0	2.0	0.0
Word Processing Operator	2.0	2.0	0.0
Medical Records Technician	1.0	1.0	0.0
Release of Information Clerk	1.0	1.0	0.0
Account Clerk II	1.0	1.0	0.0
Clerk Typist II	1.0	1.0	0.0
SUBTOTAL	35.0	35.0	0.0

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
ECONOMIC SUPPORT			
Economic Support Division Manager	1.0	1.0	0.0
Lead Economic Support Supervisor	1.0	1.0	0.0
Economic Support Supervisor	3.0	3.0	0.0
Economic Support Supervisor – Training	1.0	1.0	0.0
Lead Economic Support Specialist	3.0	3.0	0.0
Economic Support Specialist	44.0	44.0	0.0
Secretary I	1.0	0.0	-1.0
Administrative Services Supervisor	0.0	1.0	1.0
Job Center Support Specialist	3.0	3.0	0.0
SUBTOTAL	57.0	57.0	0.0
CHILDREN, YOUTH & FAMILIES- ACCESS, I/A & ONGOING			
Children, Youth & Families Division Manager	1.0	1.0	0.0
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	9.0	10.0	1.0
Master Social Worker	2.0	1.0	-1.0
Case Manager I/Case Manager II/Social Worker	51.0	51.0	0.0
Family Skills Specialist	1.0	1.0	0.0
Psychiatric Technician	6.0	4.0	-2.0
Administrative Assistant	3.0	3.0	0.0
Secretary I	1.0	1.0	0.0
SUBTOTAL	75.0	73.0	-2.0

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
CHILDREN, YOUTH & FAMILIES- ONGOING			
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	2.0	2.0	0.0
Juvenile Justice Specialist	18.0	18.0	0.0
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
Legal Steno	2.0	2.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	25.0	25.0	0.0
CHILDREN, YOUTH & FAMILIES- YOUTH SERVICES CENTER			
Youth Services Center Superintendent	1.0	1.0	0.00
Deputy Superintendent	1.0	1.0	0.00
Youth Services Center Supervisor	3.0	3.0	0.00
Youth Specialist	28.0	27.0	-1.00
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.00
Administrative Assistant	1.0	1.0	0.00
SUBTOTAL	35.0	34.0	-1.00
BEHAVIORAL HEALTH- CLINICIAN SERVICES FOR CHILDREN/FAMILIES			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	1.0	1.0	0.0
Behavioral Health Clinician	5.0	5.0	0.0
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
SUBTOTAL	8.0	8.0	0.0

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
BEHAVIORAL HEALTH- COMPREHENSIVE COMMUNITY SERVICES			
Human Services Supervisor II	4.0	4.0	0.0
Program Manager	0.0	1.0	1.0
Behavioral Health Clinician	13.0	22.0	9.0
Registered Nurse	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	9.0	10.0	1.0
HSD Analyst	1.0	2.0	1.0
CST Service Coordinator	1.0	1.0	0.0
Peer Support Specialist	0.0	2.0	2.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	30.0	44.0	14.0
BEHAVIORAL HEALTH- OUTPATIENT CLINICS			
Behavioral Health Division Manager	1.0	1.0	0.00
Program Manager	1.0	1.0	0.00
Advanced Practice Nurse Prescriber	1.0	1.0	0.00
Human Services Supervisor II	1.0	1.0	0.00
Registered Nurse	3.2	3.2	0.00
Registered Nurse- Project	0.4	0.4	0.00
AODA Coordinator	1.0	1.0	0.00
Behavioral Health Clinician	11.0	12.0	1.00
Case Manager I/Case Manager II/Social Worker	5.0	5.0	0.00
Case Manager I/Case Manager II/Social Worker- Project	1.0	1.0	0.00
Psychiatric Technician	1.2	0.0	-1.20
Secretary I	1.0	1.0	0.00
Administrative Assistant	5.4	5.4	0.00
SUBTOTAL	33.2	33.0	-0.20

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
BEHAVIORAL HEALTH- CRISIS			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	2.0	2.0	0.0
Behavioral Health Clinician	3.0	6.2	3.2
Case Manager I/Case Manager II/Social Worker	11.6	11.6	0.0
Psychiatric Technician	7.0	11.6	4.6
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	25.6	33.4	7.8
BEHAVIORAL HEALTH- COMMUNITY SUPPORT PROGRAM			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	3.0	3.0	0.0
Registered Nurse	3.0	3.0	0.0
Behavioral Health Clinician	15.0	15.0	0.0
Case Manager I/Case Manager II/Social Worker	5.0	5.0	0.0
Psychiatric Technician	1.2	1.2	0.0
Administrative Assistant	2.0	2.0	0.0
SUBTOTAL	30.2	30.2	0.0
BEHAVIORAL HEALTH- CHILDREN'S LONG TERM SUPPORT			
Human Services Supervisor I	2.0	2.0	0.0
Case Manager I/Case Manager II/Social Worker	16.0	16.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	19.0	19.0	0.0

HUMAN SERVICES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
AGING AND DISABILITY RESOURCE CENTER			
ADRC/Long Term Support Division Manager	1.0	0.0	-1.0
ADRC/Adult Protective Services Division Manager	0.0	1.0	1.0
Human Services Supervisor I	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
Information & Assistance Specialist	11.0	11.0	0.0
Disability Benefits Specialist	2.0	2.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	17.0	17.0	0.0
ADULT PROTECTIVE SERVICES			
Human Services Supervisor I	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	4.0	4.0	0.0
SUBTOTAL	5.0	5.0	0.0
TOTAL	395.0	413.6	18.6

HUMAN SERVICES

PERSONNEL MODIFICATIONS

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	AGENCY MANAGEMENT AND SUPPORT			
New Position		Practice & Service Coordinator (PR 29)	1.0	1.0
Reclassification	Accountant (PR 17)	Accounting Supervisor (PR 19)	1.0	1.0
Deletion	Account Clerk- HSD		1.0	1.0
	CHILDREN, YOUTH, AND FAMILIES- ACCESS, I/A, ONGOING			
New Position		Human Service Supervisor I	1.0	1.0
Deletion	Master Social Worker- Training		1.0	1.0
Deletion	Psychiatric Technician		2.0	2.0
	CHILDREN, YOUTH AND FAMILIES- YOUTH SERVICES CENTER			
Deletion	Youth Specialist		1.0	1.0
	ECONOMIC SUPPORT			
Reclassification	Secretary I (PR 07)	Administrative Services Supervisor (PR 13)	1.0	1.0
	ADRC/ ADULT PROTECTIVE SERVICES			
Title Change	ADRC/Long Term Support Division Manager	ADRC/Adult Protective Services Division Manager	1.0	1.0
	BEHAVIORAL HEALTH- OUTPATIENT CLINICS			
New Position		Behavioral Health Clinician	1.0	1.0
Deletion	Psychiatric Technician		1.2	1.2

HUMAN SERVICES

PERSONNEL MODIFICATIONS

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	BEHAVIORAL HEALTH- CRISIS			
New Position		Behavioral Health Clinician	3.2	3.2
New Position		Psychiatric Technician	4.6	4.6
	BEHAVIORAL HEALTH- COMPREHENSIVE COMMUNITY SERVICES			
New Position		Program Manager	1.0	1.0
New Position		HSD Analyst	1.0	1.0
New Position		Behavioral Health Clinician	9.0	9.0
New Position		Social Worker	1.0	1.0
New Position		Peer Support Specialist	2.0	2.0

FINANCIAL SUMMARY

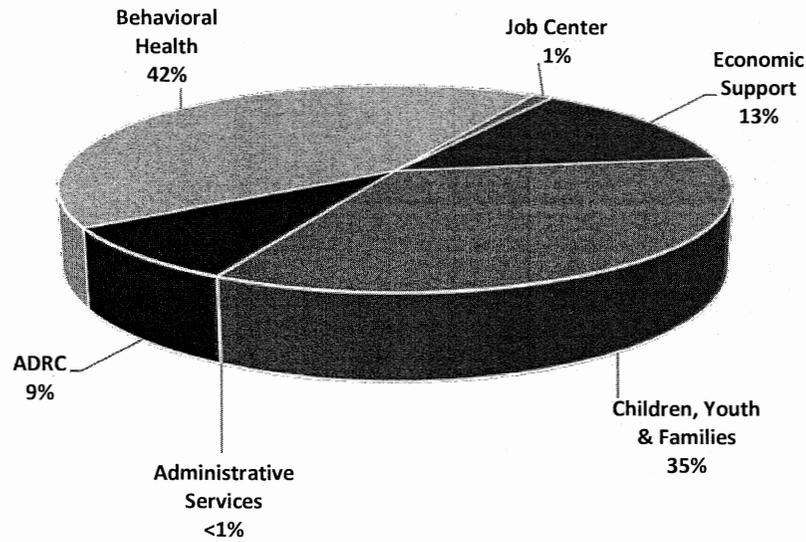
HUMAN SERVICES

2018

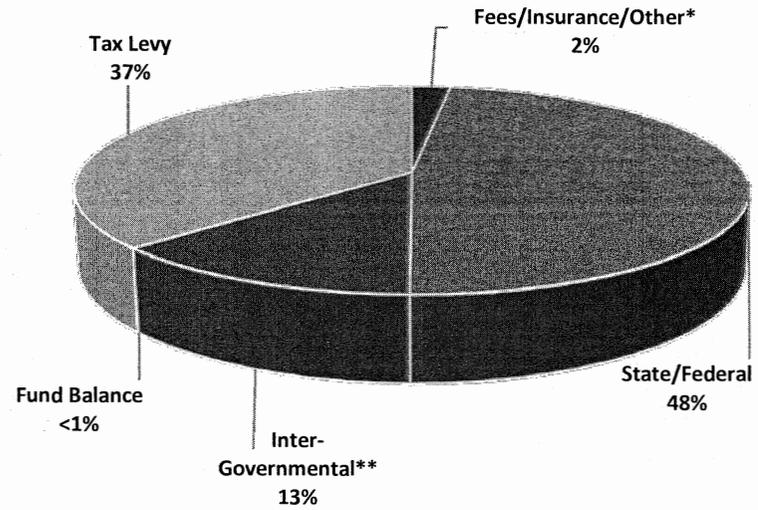
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$30,290,398	\$30,290,398
Intergovernmental	8,314,531	8,314,531
Contributions	240,050	240,050
Fund Balance Applied	46,336	46,336
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,163,231	1,163,231
Total Revenues	<u>\$40,054,546</u>	<u>\$40,054,546</u>
	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
<u>EXPENDITURES</u>		
Salaries	\$22,715,250	\$22,715,250
Fringe Benefits	10,512,677	10,512,677
Operational	29,920,114	29,920,114
Capital Outlay	139,601	139,601
Allocation of Services	(19,700)	(19,700)
Total Expenditures	<u>\$63,267,942</u>	<u>\$63,267,942</u>
<u>PROPERTY TAX LEVY</u>	<u>\$23,213,396</u>	<u>\$23,213,396</u>

**2018 BUDGET
HUMAN SERVICES BY DIVISION**

EXPENDITURES BY DIVISION



REVENUES BY SOURCE

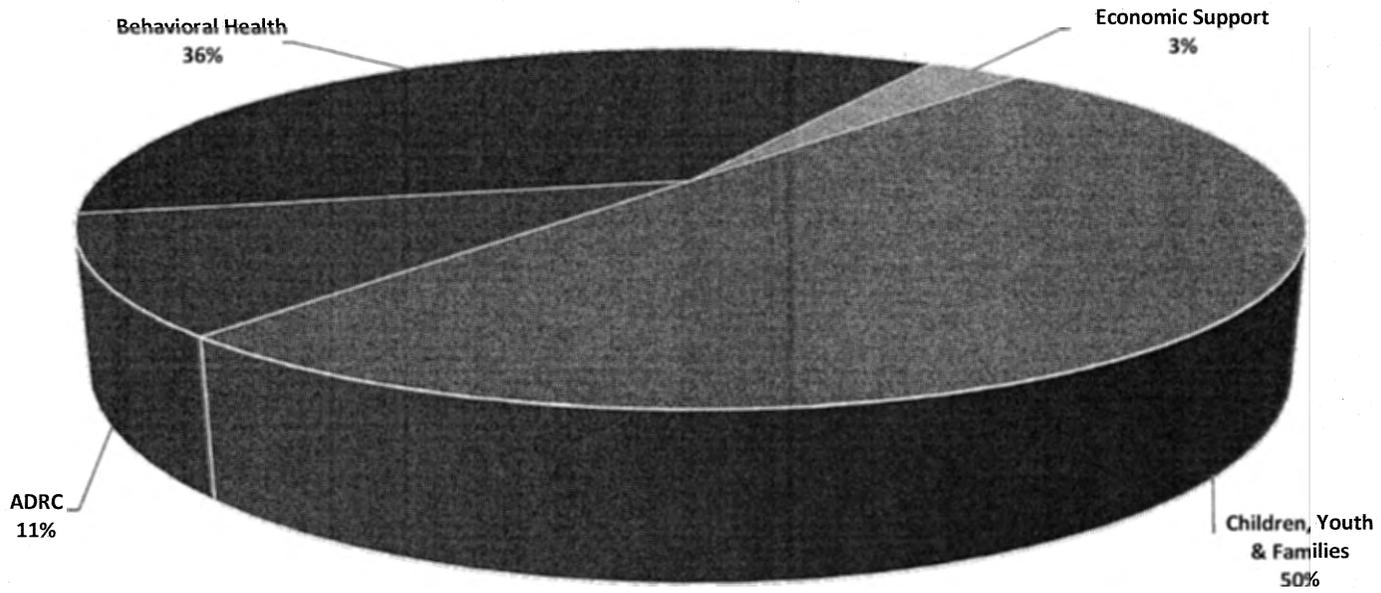


*Other includes Job Center rent, parental payments and tax intercept

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

2018 BUDGET
HUMAN SERVICES

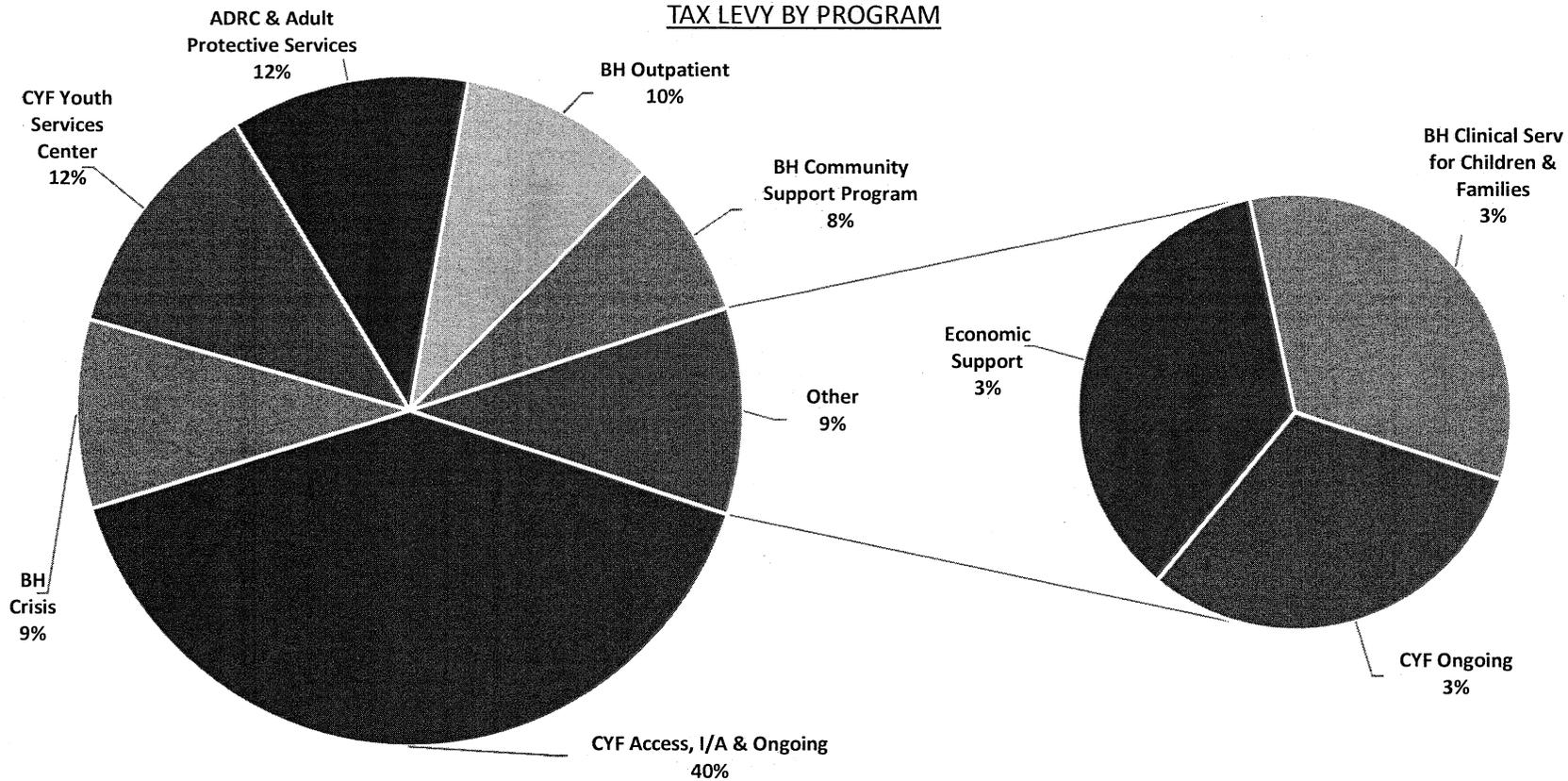
TAX LEVY BY DIVISION



Administrative Services not shown as no tax levy supports operation.

2018 BUDGET HUMAN SERVICES

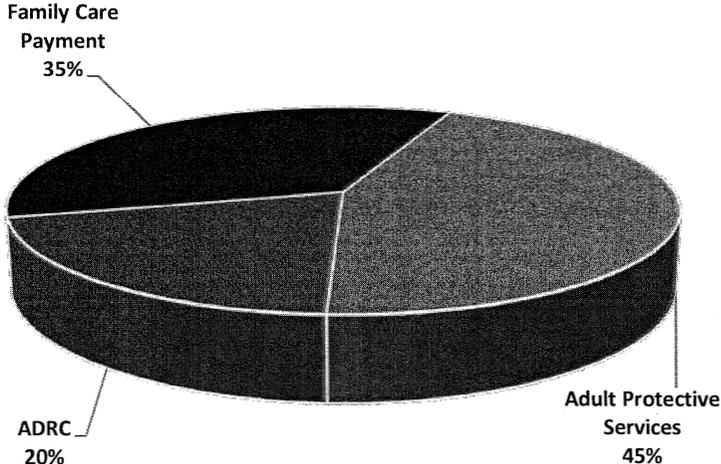
TAX LEVY BY PROGRAM



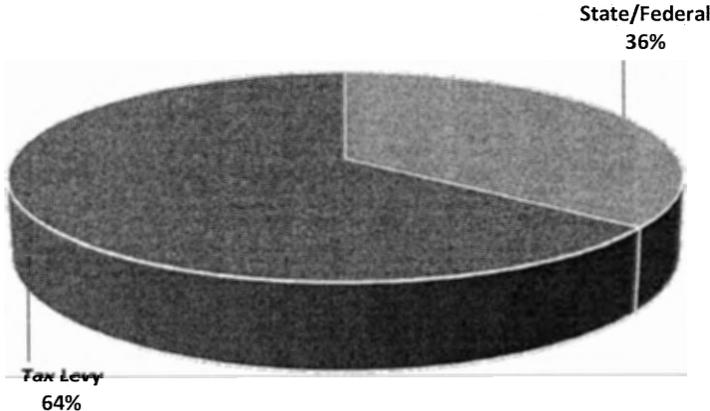
BH = Behavioral Health
CYF = Children, Youth and Families

2018 BUDGET
AGING, DISABILITY RESOURCE CENTER AND ADULT PROTECTIVE SERVICES

EXPENDITURES BY PROGRAM

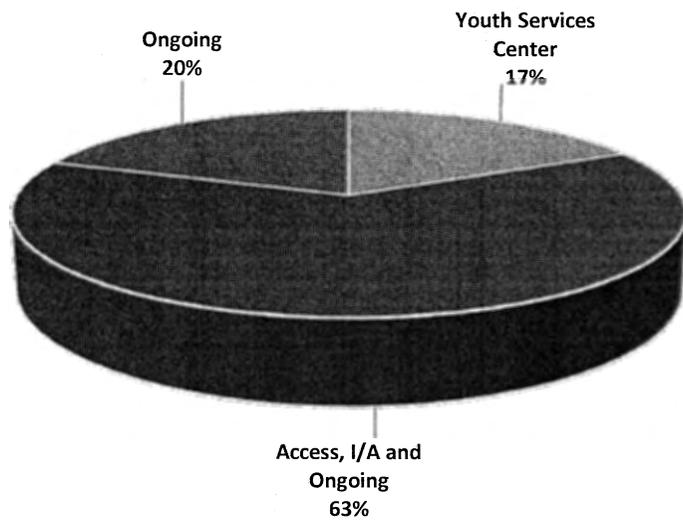


REVENUES BY SOURCE

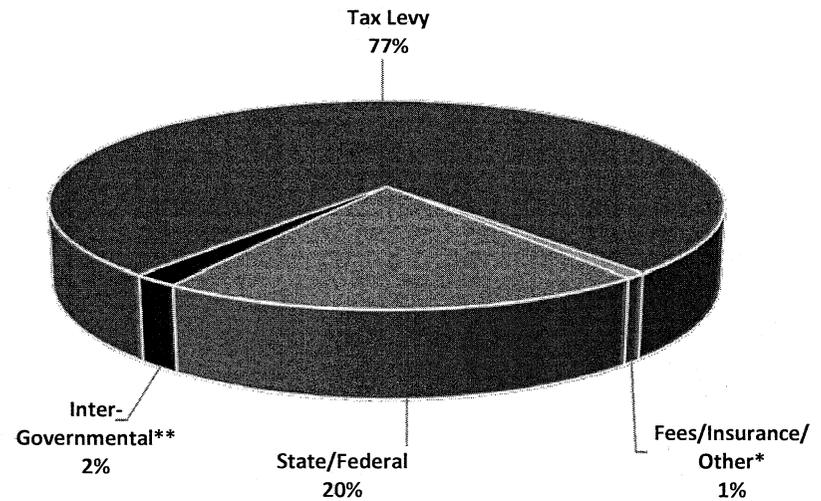


**2018 BUDGET
CHILDREN, YOUTH & FAMILIES**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE

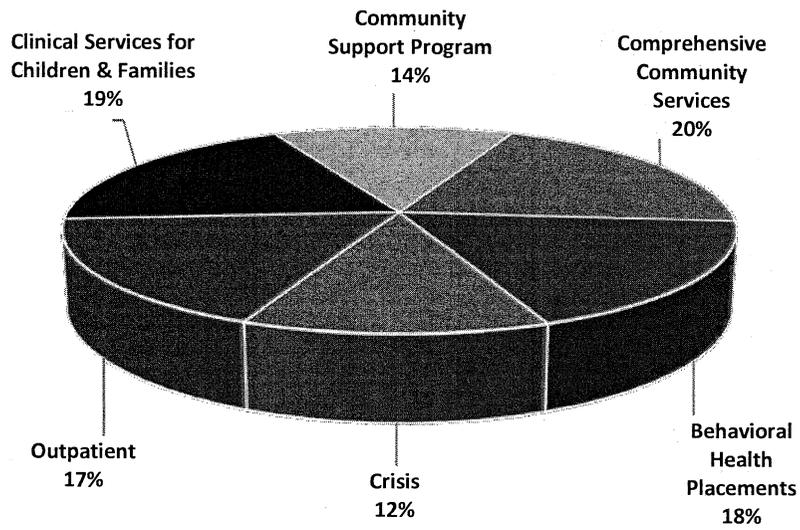


*Other includes parental payments and tax intercept.

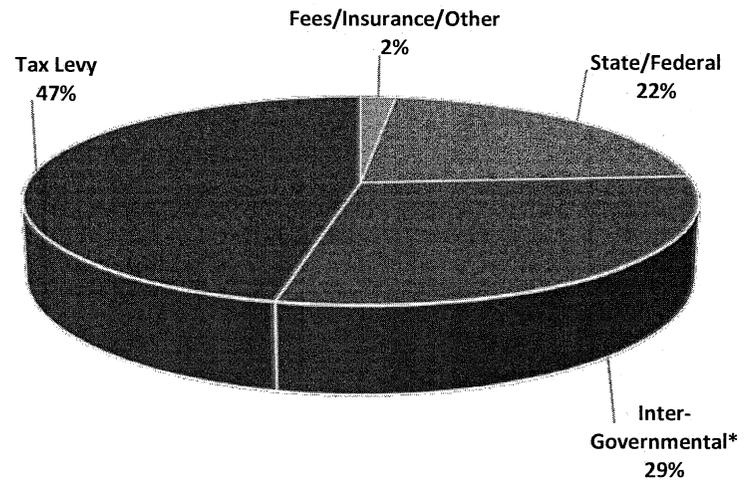
**Includes Medical Assistance, Medicare, other counties, and school breakfast and lunch program.

**2018 BUDGET
BEHAVIORAL HEALTH**

EXPENDITURES BY PROGRAM



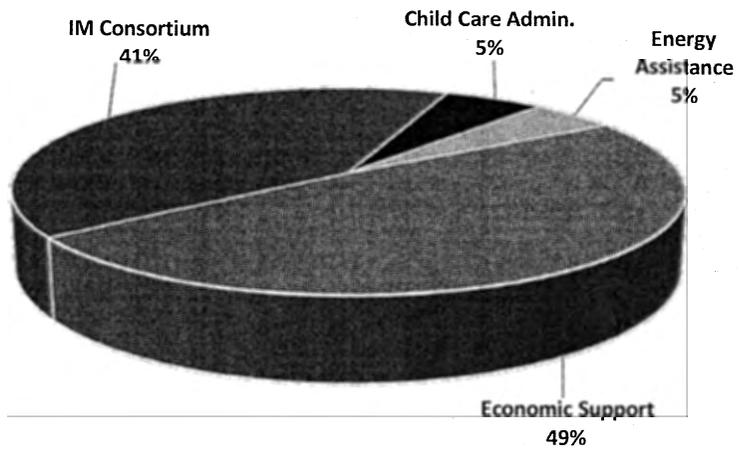
REVENUES BY SOURCE



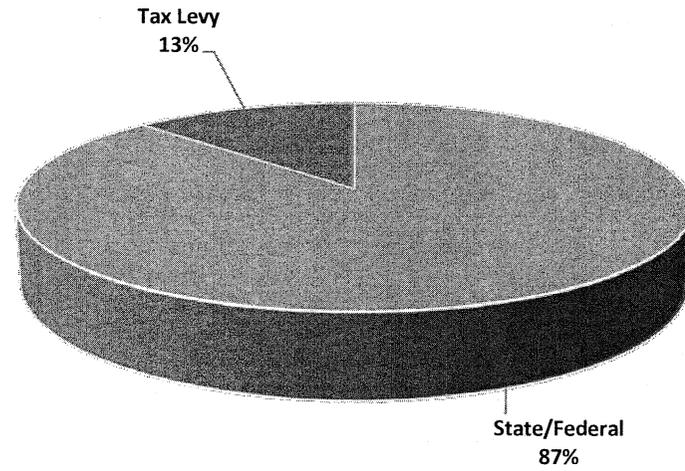
* Includes Medical Assistance and Medicare.

**2018 BUDGET
ECONOMIC SUPPORT**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

HUMAN SERVICES DEPARTMENT

2018

Budget Highlights – Children, Youth and Families Division

Revenue

- The State is implementing a new plan to limit the timing and circumstances in which counties can re-direct child support revenue from parents with children in out-of-home placements to the County to use to support that placement, which will reduce budgeted revenue by \$77,500 in 2018.
- The Youth Services Center (YSC) expects to see an increase in revenue of \$71,175 due to other counties paying to house an average of one youth per day in an expanded ACTIONS program for higher risk youth based on operational changes (noted in the Expenditures section below).

Expenditures

- Out-of-home placements have expanded significantly in 2017.
 - The Human Services Department (HSD) anticipates an average of 156 children in the child protective services (CPS) system in foster care and the more costly treatment foster care in 2017, which is an increase of 43 children, or 38%, over the 2017 budgeted figure. Further, the number of out-of-home placements in CPS increased by 54% from March 2014 to March 2017. These increases are being experienced by counties statewide.
 - Likewise, the number of youth in State correctional facilities has increased from an average of 1.9 juveniles daily in 2016 to an estimated 3.2 juveniles daily in 2017.
 - Among all types of out-of-home placements in CPS and juvenile justice, HSD expects to be over budget in 2017 by about \$1.4 million.
- HSD is taking a number of steps in 2018 to try to reduce the number of children in out-of-home placements.

- Reducing CPS staff turnover has been a focus of study in 2017, and changes in 2018 to increase staff retention should improve case practice and consistency.
 - In 2017 the County Board approved contracting with Professional Services Group (PSG) to provide consolidated paraprofessional services to the Division, which will give CPS staff more time to focus on cases and improve the work environment. This change results in several position deletions, consolidation of current service contracts, and funding reallocations. The total cost of this contract is expected to be approximately \$620,000.
 - Related personnel changes are noted in the Personnel section below.
- Recruiting and retaining foster homes continues to be a priority, and early data indicate that efforts in 2017 have resulted in 14 new licensed foster homes in Rock County and increased retention of current homes. These efforts will continue in 2018.
- Other efforts include greater focus on providing in-home safety services to safely maintain children in their homes, reducing the amount of time children spend in foster care, and improving the use of data to track placements and improve consistency.
- HSD plans to be able to move ahead with a contract to move its shelter care operation out of the YSC, which will provide more appropriate care for youth in shelter care and increase space available for the ACTIONS program as an alternative to State correctional facilities.
 - The shelter care contract is estimated to cost \$600,000 annually.
 - A new Behavioral Health Clinician position (in the Behavioral Health Division) at a cost of \$73,265 is intended to improve services and outcomes at the YSC, which will reduce both short-term and long-term placement costs. Minimal services are now provided through a contract.
 - These changes also reduce HSD's budget request for placements at residential care centers by \$441,548.

- Accounting for position and operational cost reductions at the YSC, these changes are estimated to reduce costs by \$80,728 in 2018.
- HSD's budget for foster care placements is based on an average of 139 children per day, which is a reduction of 17 per day from the 2017 estimated figure.
- The 2018 budget for State corrections assumes a reduction from 3.2 juveniles per day estimated in 2017 to 1.9 per day in 2018.
- Out-of-home placement costs in the Division in 2017 are estimated to total \$7.0 million. The 2018 budget includes nearly \$5.8 million for this purpose. Given the budgeted reduction over the 2017 estimated expenditures, HSD is taking risk in its 2018 out-of-home placement budget.

Personnel

- Requested and recommended is a new 1.0 FTE Human Services Supervisor I position in CPS that will focus on training of new staff and will also supervise new staff during their initial training period. A 1.0 FTE Master Social Worker position that currently conducts training but does not supervise will be deleted. These changes are intended to support staff retention and improve training and case practice.
- 1.0 FTE Youth Specialist in the YSC is recommended to be deleted with the relocation of Shelter Care.
- 2.0 FTE Psychiatric Technician positions in CPS, which are no longer needed following implementation of the PSG contract, are recommended to be deleted.

Budget Highlights – Behavioral Health Division

Revenue

- The expansion of the Comprehensive Community Services (CCS) program, the costs of which are 100% reimbursed by the state and federal governments through the Medical Assistance program, is expected to increase revenue by \$2.4 million in 2018, which is nearly double the 2017 budgeted amount.
- A change in the State of Wisconsin's recently adopted 2017-19 Biennial Budget will provide an additional \$1.9 million in federal aid to eliminate the waiting list for the Children's Long-Term Support (CLTS) program. The County Board will consider approval of additional positions for this purpose yet in 2017.
- Effective in September 2017, HSD received a \$124,000 federal grant to provide treatment for individuals struggling with opiate addiction. There is no commitment for this funding to extend past April 2018 at this point in time.
- Medical Assistance revenue is also expected to increase by \$94,000 due to staffing changes in the Crisis Intervention Unit (described below in the Expenditures section).
- HSD will be entering into a contract with Community Health Systems (CHS) to provide County behavioral health staff to serve clients at the CHS/Beloit Area Community Health Center location at the Eclipse Center. Because CHS is a federally qualified health center, it receives a higher Medical Assistance reimbursement rate for services provided to these clients, who would otherwise be seen by HSD staff in County offices at a lower federal reimbursement rate. This is expected to net \$164,668 in additional revenue in 2018.

Expenditures

- The Crisis Intervention Unit is making a number of changes to its staffing to provide better services and reduce institutional placements.
 - 3.2 FTE Behavioral Health Clinicians are recommended to replace seasonal staff that are currently used to cover vacant shifts, particularly during overnight hours.

- This practice has resulted in uncovered Crisis shifts, poor response time, and eroded relationships with law enforcement and other emergency service agencies.
 - This change will increase billing revenue and reduce seasonal costs that will offset a portion of the increased personnel costs.
- 5.6 FTE Psychiatric Technicians are recommended to transport clients to the State mental health institutes and provide additional services directly to clients that will help to keep them in the community and reduce institutional placements.
 - This will allow HSD to eliminate a \$171,063 contract to transport clients to the institutes and provide security services at the Health Care Center when transports are not needed. These minimal security services are no longer needed, particularly with improvements to Health Care Center building security.
 - Psychiatric Technicians will also increase Medical Assistance billing revenue.
- Combined, the two changes noted above are expected to reduce institutional placement costs by \$202,741 as compared to the 2017 budget. Accounting for the additional costs associated with the staffing changes results in a net budget savings of \$93,901.
- The costs for placements at the State Institutes in 2018 is budgeted at \$1.78 million, which is for an average of approximately 7 individuals per day.
- The costs for placements in adult family homes and community-based residential facilities for clients of both Crisis Intervention and the Community Support Program total approximately \$1.2 million, a decrease of \$77,782 from the 2017 budget. This accounts for an average of 32.2 individuals per day.

Personnel

- Consistent with the increase in revenue to expand the CCS program is the increase in staff. To accommodate the growing program, HSD is recommended to add the following 14.0 FTE positions, which would bring the total number of CCS positions to 49.0 FTE:

- 1.0 FTE Program Manager, which will serve as the second Program Manager position in CCS to oversee compliance and program outcomes
- 1.0 FTE HSD Analyst (located organizationally in the Administrative Services Division), which will serve in a quality assurance role to help HSD meet the stringent requirements for funding
- 9.0 FTE Behavioral Health Clinicians
 - 8.0 FTE will directly provide mental health services to clients on the caseload
 - 1.0 FTE will serve as an intake coordinator to screen and assess potential clients for services
- 1.0 FTE Social Worker, which will serve as the second position in CCS providing employment and skills services to clients
- 2.0 FTE Peer Support Specialists
- The changes in Crisis Intervention staffing, including those related to the initiative noted above in the Expenditure section, result in the following personnel changes:
 - Add 3.2 FTE Behavioral Health Clinicians
 - Add 5.6 FTE Psychiatric Technicians
 - Delete 1.0 FTE Psychiatric Technician for the PATH program
- The Outpatient Services unit has two personnel changes, including:
 - Add 1.0 FTE Behavioral Health Clinician (to support the YSC ACTIONS program)
 - Delete 1.2 FTE Psychiatric Technicians that formerly provided drug testing before HSD entered into a contract with Averhealth to provide these services.

Budget Highlights – Economic Support Division

Revenue

- Revenues for the Rock County Economic Support program are expected to increase by \$312,227 in 2018 for a total of \$7.5 million.
- Rock County serves as the fiscal and administrative lead county for the Southern Consortium, which includes six other counties (Crawford, Grant, Green, Iowa, Jefferson, and Lafayette). In addition to the \$7.5 million received by Rock County, these six counties will receive \$3.5 million in 2018.

Expenditures

- Expenditures for the Rock County Economic Support program are expected to increase by \$387,427 in 2018 for a total of \$8.6 million.
- The Economic Support program operates under a number of requirements from the State, which affect staff workload.
 - New performance standards are proposed for 2018 in areas that include the timeliness of expedited FoodShare benefits, the timeliness of application and renewal processing, and call center answer rates.
 - Several new state computer systems and software are either in development or have recently been implemented and will require staff training. These include systems for the call center, benefit recovery, and child care.
 - Recent legislation regarding drug testing of certain clients may increase staff workload and County costs, but the State has not yet finalized details.
- Economic Support caseloads have remained fairly consistent over the past five years. Through June 2017, the unduplicated caseload averaged 21,112 cases per month, which is slightly less than the 2016 average.

Personnel

- A reclassification is requested for a Secretary I position to become an Administrative Services Supervisor at a cost of \$525 in 2018. This position would take on responsibility for managing staff at the front desk at the Job Center as well as managing relationships with the Job Center partner agencies. This will relieve some of the workload of the Economic Support Division Manager and Supervisors and is recommended.

Budget Highlights – Aging and Disability Resource Center (ADRC)/Adult Protective Services Division

Revenue

- The ADRC receives nearly \$1.7 million in State and Federal aid, and due to diligent time reporting by staff, no tax levy is dedicated to the program in the 2018 budget as in past years.
- The ADRC will receive \$80,000 in State aid to fully fund the cost of the Dementia Care Specialist position.

Expenditures

- 2017 is the first full year of Family Care in Rock County. The County is required to make a payment to the State to offset the State's cost of funding the program. This payment will decrease over 5 years, and in 2018 will total \$2,984,782. This amount is \$383,197 less than the 2017 payment. The reduction in the Family Care payment is available to be used for other purposes in the HSD budget.
- The ADRC continues to remove individuals who are eligible for Family Care from the waiting list, which the State will require to be eliminated in July 2019 when Family Care becomes an entitlement in Rock County.
- Issues that the ADRC will be prioritizing in 2018 include:
 - Determining how to address placements for individuals with dementia who do not meet statutory criteria for protective placements.
 - Addressing disenrollment of protectively placed individuals from a Family Care Managed Care Organization (MCO), for whom the County must then identify and fund high-cost placements.
 - Better identifying who is utilizing the services of the ADRC to ensure marketing and outreach efforts are reaching the full extent of Rock County's diverse population.
- With the implementation of Family Care and establishment of a dedicated Adult Protective Services unit, referrals for investigations of elder abuse and neglect have increased. The 2018 budget includes \$10,000 for emergency client needs.

Personnel

- The Long Term Support Bureau was eliminated as part of the last year's transition to Family Care. As a result, HSD requests a title change from ADRC/Long Term Support Division Manager to ADRC/Adult Protective Services Division Manager. No variation in salary or duties is associated with this change.

Budget Highlights – Administrative Services Division

Revenue

- HSD contracted for a consultant to review its billing processes in 2017 and will be working to implement the recommendations in 2018. This will require operational changes across the department and will increase revenue from Medical Assistance and private insurance.

Expenditures

- The Administrative Services Division manages HSD's technology needs, which are considerable and growing.
 - \$15,000 is included in the 2018 budget for a collaborative effort with other Wisconsin counties that use Netsmart's Avatar records system to further develop the Managed Services Organization module. This module, which is currently used in the Behavioral Health Division, helps to track and authorize services provided by external organizations, thereby encouraging the effective use of resources.
 - The cost of licenses for staff to access the Avatar system increases every year as HSD expands the use of the system. The number of licenses is expected to increase by 10 in 2018 to a total of 85 concurrent user licenses, which will increase costs by \$32,390. The cost for licenses purchased for new CCS staff are reimbursed by State and Federal funds.
 - Five Crystal Server licenses at a cost of \$10,000 are included in the 2018 budget to expand the data analysis capabilities of HSD analysts.
 - The cost for replacement computers across HSD will cost \$90,700 in 2018.
- HSD is expanding the amount of training it provides to its staff as a result of an internal workgroup recommendation intended to improve services and retain staff. Department-wide training funds are recommended to increase \$31,810 in 2018, and implementation of the new Relias online training platform in July will cost an additional \$26,000. These investments in training for HSD staff are overdue.

Personnel

- Given the high cost of out-of-home placements and the serious consequences of HSD's decisions on its clients, HSD has identified the need for better consistency and coordination of its clinical practices. As a result, a 1.0 FTE Practice and Service Improvement Coordinator is recommended. This position will report to the Human Services Director and work with staff across the divisions on providing services consistent with treatment models, which is intended to improve services to clients, promote better outcomes, and reduce costs in the long term. Salary and benefits for this position in 2018 are budgeted at \$100,604.
- The reclassification of a 1.0 FTE Accountant to Accounting Supervisor is recommended at a cost of \$1,719 in 2018.
- 1.0 FTE Account Clerk position will be deleted.

Summary

- Expenditures in the Children, Youth and Families Division total \$21,913,434.
 - Recommended tax levy is \$16,915,264, an increase of \$1,339,536 or 8.6%.
- Expenditures in the Behavioral Health Division total \$26,492,248.
 - Recommended tax levy is \$12,341,693, a decrease of \$674,308 or 5.2%.
- Expenditures in the Economic Support Division total \$8,627,071.
 - Recommended tax levy is \$1,090,982, an increase of \$71,106 or 7.0%.
- Expenditures in the ADRC/Adult Protective Services Division total \$5,512,553.
 - Recommended tax levy is \$3,552,189, a decrease of \$304,402 or 7.9%
- Costs for the Administrative Services Division are allocated back to the operating divisions.

- Recommended tax levy due to these allocations is a decrease of \$82,295.
- Overall Expenditures for the Human Services Department total \$63,267,942.
 - Recommended tax levy is \$23,213,396, an increase of \$349,637 or 1.5%.

J. Arrowhead Library System

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Administrator's Comments.....	6

CHARTER
ARROWHEAD LIBRARY SYSTEM

2018

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. 43.12(3)
 - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.24(2)(g)

- 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. 43.24(2)(d)
 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. 43.24(2)g
 4. Provide a shared Rock County Catalog – SHARE for the 7 member libraries
 5. Integrate SHARE 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. 43.24(2)(L)
 7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
 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. 43.24(2)(b)
- 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.
 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. 43.24(2)(e)
1. Support the continuing education needs of library staff. 43.24(2)(e)
 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. 43.24(2)(h)

- E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)
 - 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 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.

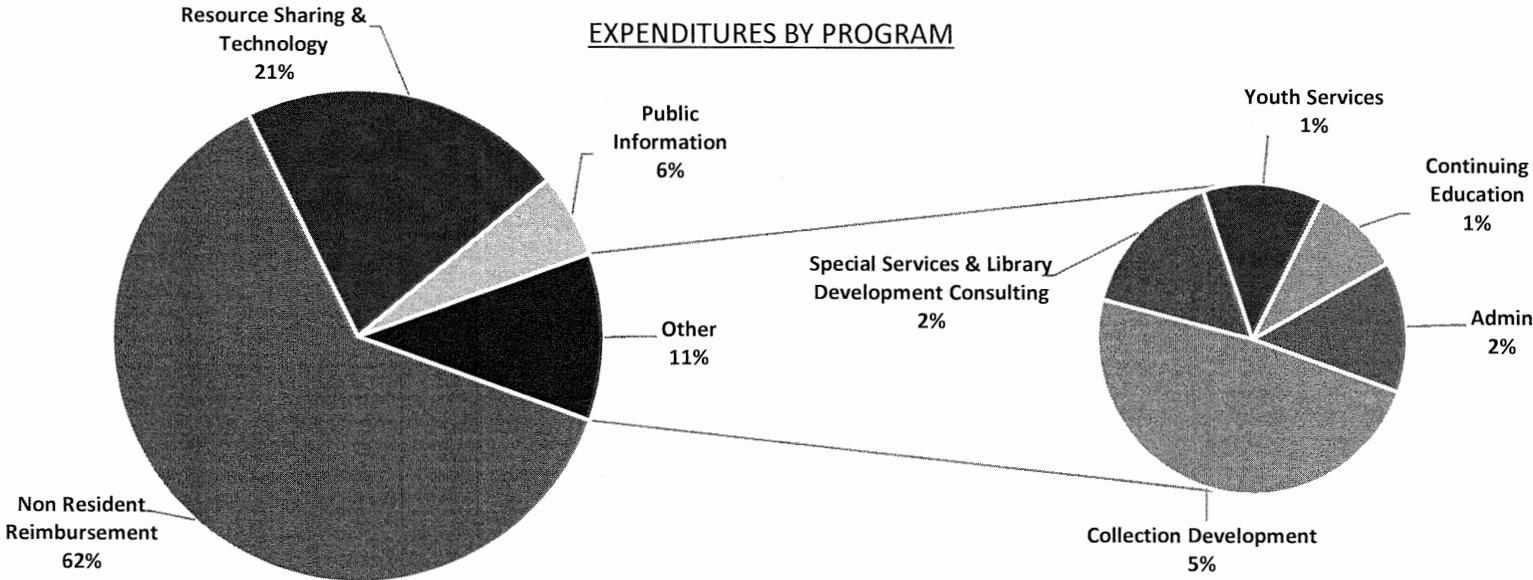
FINANCIAL SUMMARY
ARROWHEAD LIBRARY SYSTEM

2018

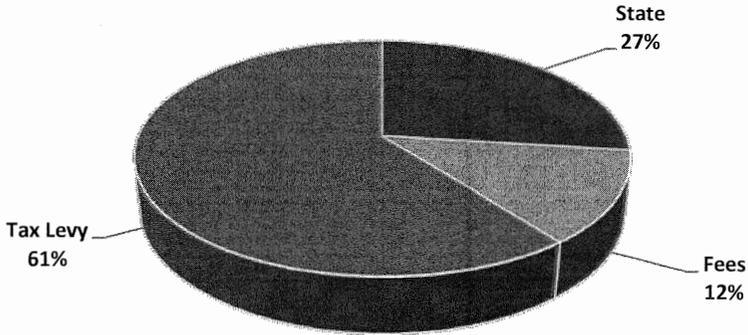
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$453,212	\$453,212
Intergovernmental	212,764	212,764
Contributions	2,000	2,000
Fund Balance Applied	20,000	20,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	6,103	6,103
Total Revenues	\$694,079	\$694,079
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$176,169	\$176,169
Fringe Benefits	67,759	67,759
Operational	1,512,860	1,512,860
Capital Outlay	6,500	6,500
Allocation of Services	0	0
Total Expenditures	\$1,763,288	\$1,763,288
<u>PROPERTY TAX LEVY</u>	\$1,069,209	\$1,069,209

**2018 BUDGET
ARROWHEAD LIBRARY SYSTEM**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2018

Budget Highlights

- The tax levied by Rock County for the Arrowhead Library System (ALS) 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 specific items listed below.
 - Services provided by municipal libraries in Rock County to rural Rock County residents, known as the Participating Library Payment
 - Services provided by libraries in other counties to rural Rock County residents, known as the Intersystem Agreement Payment
 - Per diems for Arrowhead Library System committee members

Revenue

- A different component of the Intersystem Agreement provides revenue to ALS for the use of Rock County libraries by rural residents of other counties. In 2018, ALS will receive \$96,171, an increase of \$4,164 from the prior year.
- In 2018, ALS is budgeted to receive \$453,212 in State Aid, \$14,607 more than the prior year.

Expenditures

- Under the Intersystem Agreement, Rock County pays \$65,771 to other counties for Rock County residents' use of their libraries, a \$10,631 reduction from 2017. A complete listing of the payments is detailed in the chart below.
 - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.

- In 1997, the County Board decided to fund the ALS libraries, through the Participating Library Payment, using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
 - The County funding formula results in a payment of \$1,001,938, which is \$132,276 more than the State 70% formula.
 - The 2018 budget reflects an increase of \$48,399 due to higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2017	2018
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$275,319	\$291,414
Clinton	30,898	34,118
Edgerton	65,519	68,629
Evansville	53,503	60,007
Janesville	426,322	432,056
Milton	74,575	85,266
Orfordville	<u>27,403</u>	<u>30,446</u>
Total	953,539	1,001,938

Intersystem Agreement Payment History

	2017	2018
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$19,156	\$23,217
Whitewater	27,379	15,875
Lakeshores	3,436	4,123
Jefferson Co. Libraries	4,148	2,339
Green Co. Libraries	5,575	4,883
Dane Co. Libraries	<u>16,708</u>	<u>15,334</u>
Total	76,402	65,771

- Although not funded by the County's limited tax levy, ALS made a large operational change in 2017 to share an Intergrated Library System (catalog) with the Lakeshores System instead of replacing the RockCat system currently used. This will increase the number of volumes available and improve access for county residents.

Personnel

- Rock County is not responsible for personnel costs found in the ALS budget.

Summary

- Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$1,069,209, an increase of \$37,768 or 3.7% from the prior year.
- This limited 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.

K. Planning and Development Committee

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CHARTER
REAL PROPERTY

2018

Objectives and Standards

1. Administrative Services / Property Listing

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, referendums/resolutions 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.
- 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 Information.
- 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 Information.
- 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

PERSONNEL SUMMARY

REAL PROPERTY DESCRIPTION

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Real Property Lister	1.0	1.0	0.0
Cartographer I	1.0	1.0	0.0
Real Property Specialist	2.0	2.0	0.0
Total	4.0	4.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

REAL PROPERTY

2018

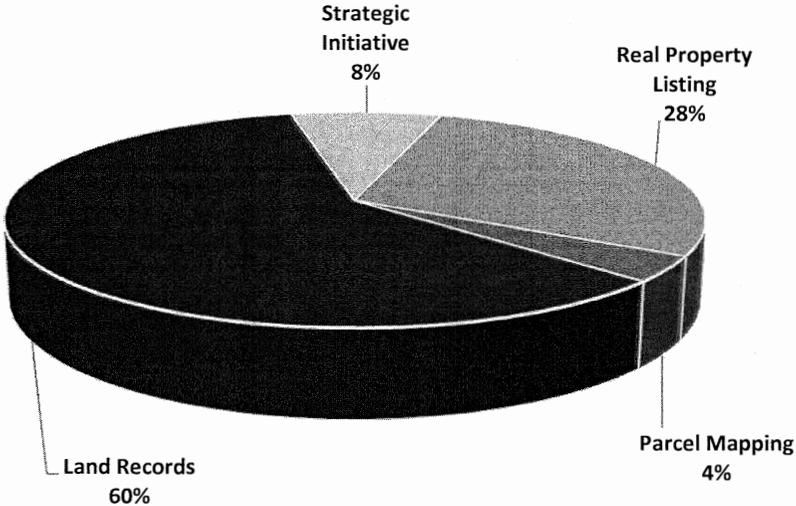
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$51,000	\$51,000
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	28,821	32,593
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	336,200	336,200
Total Revenues	<hr/> \$416,021	<hr/> \$419,793

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$196,630	\$196,630
Fringe Benefits	94,620	94,620
Operational	410,242	414,014
Capital Outlay	8,139	8,139
Allocation of Services	(96,898)	(100,670)
Total Expenditures	<hr/> \$612,733	<hr/> \$612,733

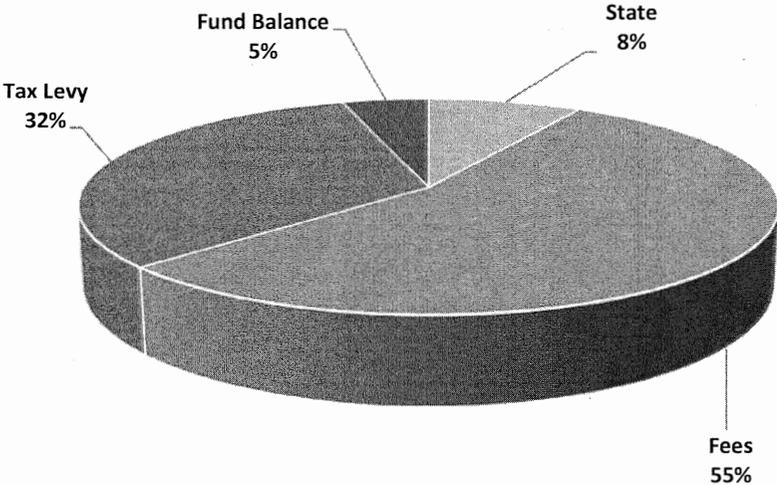
PROPERTY TAX LEVY **\$196,712** **\$192,940**

2018 BUDGET
REAL PROPERTY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS
REAL PROPERTY AND LAND RECORDS

2018

Budget Highlights

Revenue

- The Real Property Lister is in charge of the Real Property Department and also manages the Land Records program.
 - The largest Land Records revenue source is Fees and it is budgeted at \$200,000 in 2018, no change from the prior year. This revenue account, like all Land Records revenue, is collected in the Register of Deeds Office. \$8.00 of each Register of Deeds transaction is collected for Land Records activities.
 - A second Land Records program revenue is Abstractor Fees charged to users of the Register of Deeds online property records system (e.g. title companies). \$135,000 is budgeted in 2018, an increase of \$7,000 or 5.5% from the prior year, reflecting continued positive housing and commercial property transactions.
 - A third Land Records program revenue source is fund balance. In 2018, I recommend using \$32,593 in fund balance to cover Land Records activities. The Land Records fund balance at 12/31/17 is estimated to be \$142,619.
- Another department program that brings in revenue is the State Strategic Initiatives grant. All counties are eligible for this grant to help the State with the development of a statewide parcel map. The department will be receiving \$50,000 and the funds will be used largely by the Surveyor for remonumentation activities.

Expenditures

- Minor reductions have been budgeted in several Real Property accounts due to more efficient operations.
- The Land Records program is funding the following major activities in 2018:

- In the Computer Services account, Information Technology is charging the department to support 13 computers in various Land Records offices (Real Property, Planning and Development, Land Conservation, Communications Center, Parks and Register of Deeds) and totals \$46,345.
- The Other Contracted Services account contains the following activities:
 - The Real Property Lister and the Cartographer I are recommended to spend 49% (\$46,430) and 70% (\$54,468) of their time on Land Records activities, a slight increase over the prior year due to wage increases and an increase in the percentage of time the Real Property Lister devotes to Land Records activities.
 - Interns utilized in the Planning and Development Department will work on Land Records projects totaling \$15,502.
 - Fiber connection service to the Land Conservation Department is projected to be \$8,060, an increase of \$4,460 from the prior year due to the higher cost associated with higher bandwidth service from the local cable provider.
 - County Surveyor's work putting survey documents on the web that totals \$45,892.
- Equipment maintenance for such items as the multi-function copiers, scanning and field surveyor equipment totaling \$11,540.
- Various annual software licenses totaling \$114,575. This includes the Register of Deeds Fidler software (\$65,000).
- Training expense for staff to attend various Land Records conferences totaling \$9,500.
- Replacement of computer equipment totaling \$4,795.
- Reimburse the Planning and Development Department for half of the purchase price to replace its color multi-function copier (\$3,344).

Personnel

- No personnel changes are requested for 2018.

Summary

- The Land Records budget is a countywide account, meaning its activity is reported to the Finance Committee. However, Real Property's budget has always been under the Planning and Development Committee. This resulted in Real Property reporting to two governing committees. For 2018, the Land Records activity is recommended to be moved under the Planning and Development Committee, resulting in more efficient use of staff time and more consistent oversight.
- The Land Records portion and the State Initiatives portion of the budget contains no tax levy.
- The tax levy for Real Property is recommended at \$192,940, which is a decrease of \$25 from the prior year.

CHARTER
PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

2018

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 six member Planning, Economic and Community Development Staff.

The Agency's work program areas of responsibility are divided into seven core activities:

- Strategic and Comprehensive Planning
- Development Review, Land Division and Enforcement
- Economic Development
- Housing and Community Development
- Geographic Information Services
- County Surveyor
- 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:

- 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:

- 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.
- 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.

Surveyor 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 surveyor's monumentation per the County Rock County Land Division and Development Ordinance.
- B. To execute topographic and boundary surveys requested by the Planning & Development Committee per their time requirements.
- C. To execute surveys required by the courts per SS 59.45(1)(a)1, Wisconsin Statutes.
- D. To execute right-of-way, topographic, accident and property surveys per the request of the Director of Public Works.
- E. To prepare legal descriptions of properties, leases and easements as requested by the Courts, Parks, Airport, Conservation or Highway departments.
- F. To perform QA/QC tasks of County Orthoimagery and LiDAR data.
- G. 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. SS 59.74(2)(b)1, Wisconsin Statutes 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.
- H. To provide services to other local units of government as directed by the Planning & Development Committee and or the County Administrator.

- I. 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 SS 59.45 (1) and SS 59.74(2) are performed by a registered land surveyor who is employed as a County employee. In 1975 a report was submitted to the County Board listing the potential benefits and cost savings creating and appointing a County Surveyor using SS 59.20(2)(C). Shortly thereafter, the position was established and filled.

Standards:

- A. Per Rock County Code of Ordinances Land Division and Management Sections 4.112 thru 4.114, review Certified Survey Maps (CSM) and Plats of Survey (POS).
- 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 Wisconsin Administrative Code 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 Public Land Survey System (PLSS) corners that are the foundation of the County Geographic Information System (GIS) software and used by the surveying community in their surveying operations.
- G. Establish and maintain horizontal and vertical control.
- H. Maintain and readjust county survey network.
- I. 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).
- J. To create custom maps and datasets for internal and external customers, including Wisconsin Department of Transportation, State Cartographers Office, municipalities, etc.
- K. To provide aid to township and municipal clerks in correcting defective parcel descriptions that are in the tax assessment roll (SS 70.52).
- L. To supervise city and village engineers when acting under SS 59.74(2).
- M. To advise and provide information to state agencies, counties, municipalities, other Surveyors, attorneys, real estate brokers, abstractors and others interested in Survey records and monuments.
- N. Administer oaths to survey assistants and deputies per SS 59.45(1)4.
- O. Provide certificates of filed maps and surveys per SS 59.75.

- P. Appoint and remove deputies at will per SS 59.45(2).
- Q. Perform all other duties that are required by law per SS 59.45(1)5.
- R. Comply with professional office conduct standards per Wisconsin Administrative Code A-E 8.
- S. Provide direct and personal direction and control over all survey activities per Wisconsin Administrative Code A-E 8.10(2).
- T. 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 Wisconsin 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, DOT, 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.
- 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 GIS 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 GIS 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.

Surveyor 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.

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, starting with the County boundary line, then focusing on the individual townships. 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; 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 PLSS 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. Coordinate and oversee excavation process of PLSS corners.
- F. The state regulates and licenses land surveyors per A-E 6, A-E 8, and A-E 10, Wisconsin Administrative Code.
- G. 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
- H. To prepare the "U.S. Public Land Survey Monument Record" forms in compliance with A-E 7.08, Wisconsin Administrative Code.

Surveyor 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. Land Records funding is derived from recording fees retained by the Rock County Register of Deeds Office.

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 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 Wisconsin Administrative Code 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. To maintain original government survey notes and records.
- J. 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
- K. Certify copies of records per SS 59.75 for evidence in any Wisconsin court.

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 wellbeing.

PERSONNEL SUMMARY

PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Director of Planning & Development	1.0	1.0	0.0
Economic Development Manager	1.0	1.0	0.0
Surveyor	1.0	1.0	0.0
Deputy Surveyor	0.4	0.4	0.0
Senior Planner	1.0	1.0	0.0
Senior Planner/GIS Manager	1.0	1.0	0.0
Planner III	1.0	1.0	0.0
Planning Services Coordinator	1.0	0.0	-1.0
Office Coordinator	0.0	1.0	1.0
Total	7.4	7.4	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Title Change	Planning Services Coordinator	Office Coordinator	-	1.0

FINANCIAL SUMMARY
PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

2018

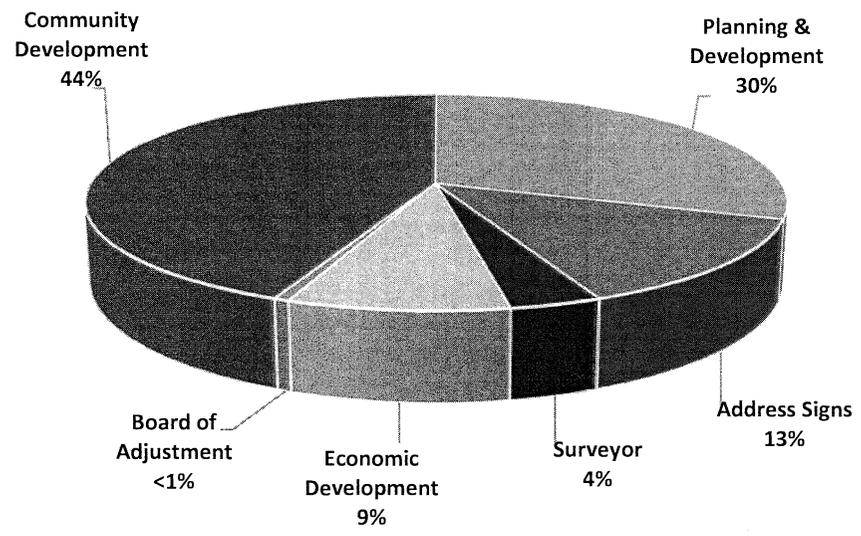
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$237,869	\$237,869
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	743,951	747,230
Total Revenues	\$981,820	\$985,099

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$541,018	\$541,018
Fringe Benefits	216,918	216,918
Operational	963,500	966,779
Capital Outlay	7,038	7,038
Allocation of Services	(107,325)	(107,325)
Total Expenditures	\$1,621,149	\$1,624,428

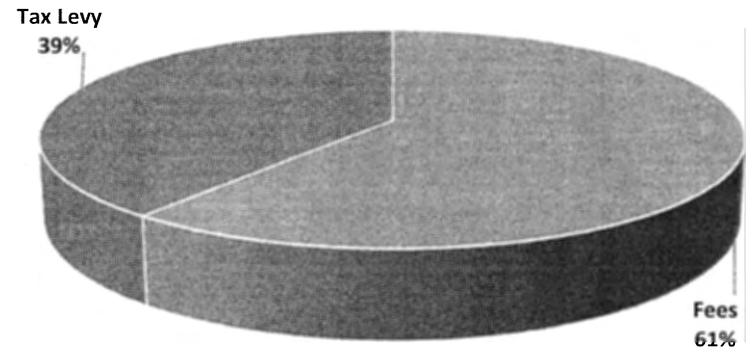
<u>PROPERTY TAX LEVY</u>	\$639,329	\$639,329
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**2018 BUDGET
PLANNING AND DEVELOPMENT**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

PLANNING, ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

2018

Budget Highlights

Revenue

- No revenue is budgeted from towns that used to contract with the department to update the town's comprehensive plan, a loss of \$2,500. Towns are no longer required by the state to regularly update their comprehensive plans.
- Zoning Permit Fees are budgeted at \$55,595, a slight increase over the prior year by \$1,800 or 0.3%. The department will be keeping the rates at the current level.
- A major department initiative involves updating the County's address sign ordinance, which is in a separate program account. Revenue is budgeted at \$216,045, a \$9,000 increase from the 2017 budget, as the County cooperates with towns to replace outdated address signs.
- Board of Adjustment Permits are projected to be \$7,500, an increase of \$1,500 or 25% as requests for zoning variances are projected to increase.
- The 2018 fee schedule is included at the end of the Administrator's Comments.

Expenditures

- The Planning Department has requested that its main program account Seasonal Wages line item be reduced by \$17,265 because current staff is adequately handling program workload. A 1.0 FTE Planner II was eliminated in 2016. For two subsequent years, seasonal wages funding was in case workload increased but no increase has occurred. A change in state law no longer requires towns to regularly update their comprehensive plans and decreased the workload on the planning program.

- As noted in the Land Records budget, \$15,502 is budgeted in the Planning Department's main account for interns to help update databases, including address sign ordinance work.
- Reductions in several expense categories in the Planning Department's main account amount to \$1,990 covering Telephone, Office Supplies, Postage, Publications, and Training Expense.
- Cost allocation is budgeted at \$27,513 for staff time for the following programs staffed by the department:
 - Address sign ordinance (\$2,867)
 - Board of Adjustment (\$5,800)
 - Land Records for interns, primarily working on the address sign ordinance (\$15,502)
 - 50% of the cost to a replace a color multi-function printer (\$3,344)
- As noted in the revenue section, the address sign account expenditures will increase significantly, from \$9,000 in 2017 to \$216,045 in 2018.
- Board of Adjustment program expenditures had previously been a separate cost center with a separate section in the Administrator's Comments. In 2018 this activity will be described in the Administrator's Comments for the Planning & Development Department and will total \$9,688, an increase of \$2,403 or 32.9% from the prior year. This is due to the projected increase in the number of hearings for zoning variances before the quasi-judicial panel.
- Surveyor program expenditures will decrease by \$1,737 or 2.9% for the following areas:
 - An increase in the Cost Allocation charge from \$69,800 in 2017 to \$79,812 in 2018 for performing Land Records functions such as remonumentation work under the State Initiatives Grant. Activity will include working on providing the state with a fully compliant digital county map.
 - The Surveyor will be devoting 29% of his time and the part-time Deputy Surveyor will be devoting 90% of his time to Land Records projects.

- Community Development Program activity, covering housing services, continues to be successful in keeping the County's costs to a minimum. This is due in large part to the services of the Wisconsin Partnership for Housing and Development agency that is contracted to manage the various County housing programs. \$110,772 is budgeted for the service contract and it is entirely supported by program fees charged to various housing grant programs and participant application fees. No tax levy is involved, a substantial departure from earlier years, when the County provided housing services by County staff.

Personnel

- To maintain consistency of position titles, I recommend a title change for the Planning Services Coordinator position to Office Coordinator.

Summary

- The recommended tax levy for the Planning, Economic and Community Development Department is \$639,329, which is a decrease of \$9,842 or 1.5% from the prior year.
- The outstanding restricted housing program fund balances is an issue that will need to be addressed in the Community Development housing program. Even by doubling the program expense, the fund balances are projected to continue to grow as loan repayments are coming in at a higher rate as compared to program expenses. It is estimated that the housing program account fund balances will be \$824,263 at 12/31/18. Federal rules require the county to deplete these balances before being able to access other housing grant program funds.

ROCK COUNTY PLANNING & DEVELOPMENT 2018 FEE SCHEDULE

<p><i>ALL FEES SHALL BE DOUBLED FOR AFTER-THE-FACT PERMITS AND VARIANCES</i></p>	COUNTY JURISDICTION			TOWN JURISDICTION
	Shoreland &/or Floodplain Zoning Overlay	Airport Height & Zoning Overlay	Adjacent to County Trunk Highway	Town Memorandum of Agreement
Residential				
Principal Structure	\$ 400	\$ 400	\$ 400	\$ 400
Addition (Habitable) < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150
Addition (Habitable) ≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200
Addition (Non-Habitable) < 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 50	\$ 50	\$ 50	\$ 50
Addition (Non-Habitable) ≥ 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 100	\$ 100	\$ 100	\$ 100
Accessory Structure (Enclosed w / roof)				
200 Sq. Ft. or less	\$ 60	\$ 60	\$ 60	\$ 60
< 500 Sq. Ft.	\$ 100	\$ 100	\$ 100	\$ 100
≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200
Accessory Structure (Not Enclosed)				
< 500 Sq. Ft.	\$ 60	\$ 60	\$ 60	\$ 60
≥ 500 Sq. Ft. (Includes all Decks, Pools, Lean-To's, etc.)	\$ 100	\$ 100	\$ 100	\$ 100
Business / Industrial				
Principal Structure	\$ 500	\$ 500	\$ 500	\$ 500
Addition < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150
Addition ≥ 500 Sq. Ft.	\$ 300	\$ 300	\$ 300	\$ 300

ROCK COUNTY PLANNING & DEVELOPMENT 2018 FEE SCHEDULE

<p><i>ALL FEES SHALL BE DOUBLED FOR AFTER-THE-FACT PERMITS AND VARIANCES</i></p>	COUNTY JURISDICTION			TOWN JURISDICTION
	Shoreland &/or Floodplain Zoning Overlay	Airport Height & Zoning Overlay	Adjacent to County Trunk Highway	Town Memorandum of Agreement
Agri-Business				
Principal Structure	\$ 400	\$ 400	\$ 400	\$ 400
Additions	\$ 150	\$ 150	\$ 150	\$ 150
Accessory Structure	\$ 100	\$ 100	\$ 100	\$ 100
Planned Campgrounds (Lakeland, Lakeview, Blackhawk, etc.)				
New Recreation Vehicle	\$ 100	\$ 100	\$ 100	\$ 100
Addition/Enclosure/Alteration	\$ 100	\$ 100	\$ 100	\$ 100
Deck/Accessory Structures	\$ 75	\$ 75	\$ 75	\$ 75
General				
Fences	\$ 80	\$ 80	\$ 80	\$ 80
Stairway - Shoreyard	\$ 150		\$ 150	\$ 150
Vegetation Removal / Tree Cutting Permits	\$ 150			
Vegetation Removal / Shore Yard Mitigation	\$ 150			
Vegetation Removal - Shore Yard Prescribed Burn	\$ 200			
Vegetation Removal - Restoration / Compliance Review	\$ 200			
Demolition No Building Reconstruction	\$ 200			
Conditional Use Permit	\$ 600	\$ 600		
Utility Installation (includes wet and dry utility projects)	\$ 400			
Height Restriction Compliance:				
Structure, Object or Vegetation		\$ 30		
Building Site Plan Review				\$ 200

ROCK COUNTY PLANNING & DEVELOPMENT 2018 FEE SCHEDULE

<i>APPLICATION FEES</i>	Land Division & Development	Board of Adjustment	Floodplain Zoning Ordinance
Land Division (Per Lot)	\$ 400		
Sale to Adjoining Owner, Lot Combination or Plat of Survey	\$ 150		
Final Land Division Review & Approval (Per Lot)	\$ 50		
Land Division Time Extension (Per Lot)	\$ 100		
Engineering Review Fee (Per Hr)	\$ 100		
911 Address Sign	\$ 75		
Application For Variance		\$ 750	
Permitting and Certification of Floodproofing Project			\$ 400

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CHARTER
SHERIFF'S OFFICE

2018

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].

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.

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 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, 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.

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.
- 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.

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.

PERSONNEL SUMMARY

SHERIFF'S OFFICE

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ (DECREASE)
Sheriff	1.0	1.0	0.0
Chief Deputy	1.0	1.0	0.0
Commander	2.0	2.0	0.0
Captain	6.0	6.0	0.0
Sergeant	22.0	22.0	0.0
Detective	6.0	6.0	0.0
Deputy Sheriff	62.0	62.0	0.0
Correctional Supervisor	1.0	1.0	0.0
Correctional Officer	81.0	81.0	0.0
RECAP Site Supervisor	1.0	1.0	0.0
Financial Office Manager	1.0	1.0	0.0
Administrative Secretary	1.0	1.0	0.0
Secretary II	2.0	2.0	0.0
Secretary I	1.0	2.0	1.0
Account Clerk III	3.0	3.0	0.0
Administrative Assistant	11.0	10.0	-1.0
Public Safety Utility Clerk	6.0	6.0	0.0
Optical Imaging Specialist	1.0	1.0	0.0
Vehicle Maintenance Supervisor	0.45	0.45	0.0
Vehicle Maintenance Technician	0.3	0.3	0.0
Sheriff's Clerk	0.3	0.3	0.0
Investigative Assistant	0.4	0.3	-0.1
TOTAL	210.45	210.35	-0.1

SHERIFF'S OFFICE

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSTION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	Deputy Sheriff	1.0	0.0
Reclassification	Administrative Assistant (Training Bureau)	Secretary I	1.0	1.0
Deletion	Investigative Assistant	-	0.1	0.1

FINANCIAL SUMMARY

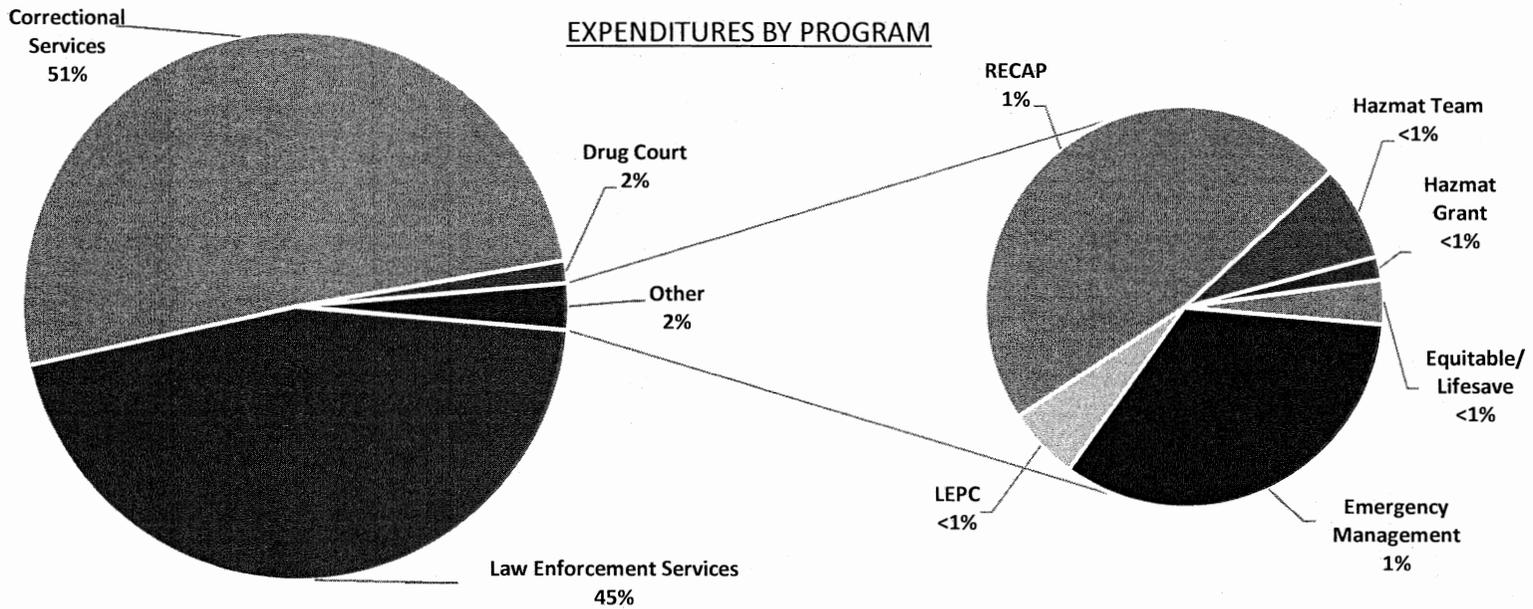
SHERIFF'S OFFICE

2018

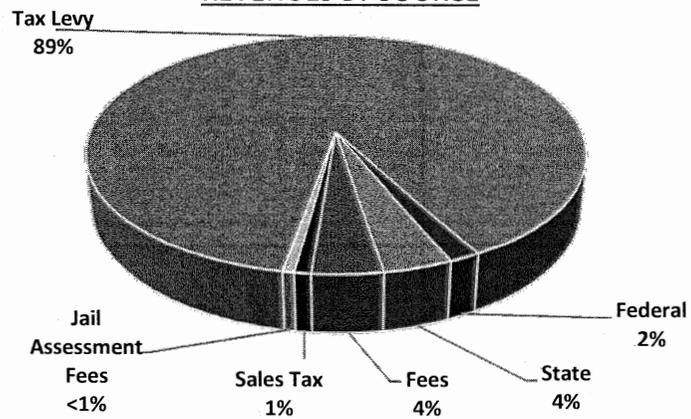
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$411,446	\$401,100
Intergovernmental	965,345	965,345
Contributions	40,000	40,000
Fund Balance Applied	0	0
Transfers In	150,000	150,000
Deferred Financing	0	0
Sales Tax	122,715	212,715
Fees/ Other	827,511	827,511
Total Revenues	<u>\$2,517,017</u>	<u>\$2,596,671</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$12,186,225	\$12,138,951
Fringe Benefits	7,135,109	7,108,836
Operational	3,935,761	3,935,761
Capital Outlay	606,582	596,582
Allocation of Services	(5,000)	(5,000)
Total Expenditures	<u>\$23,858,677</u>	<u>\$23,775,130</u>
<u>PROPERTY TAX LEVY</u>	\$21,341,660	\$21,178,459

**2018 BUDGET
SHERIFF'S OFFICE**

EXPENDITURES BY PROGRAM

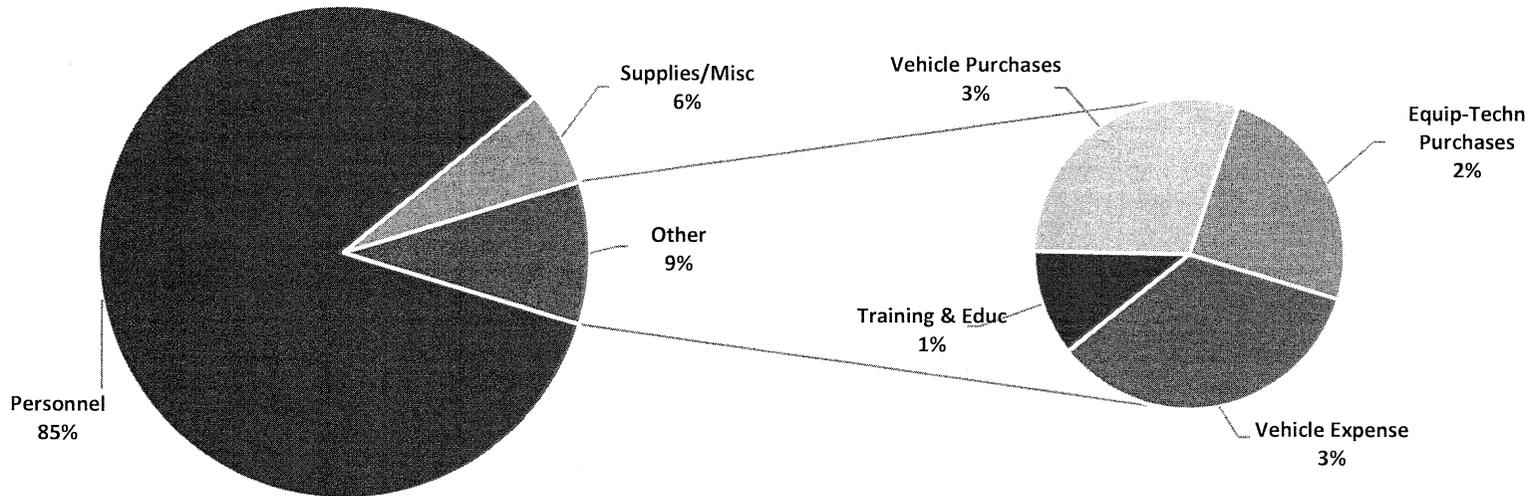


REVENUES BY SOURCE

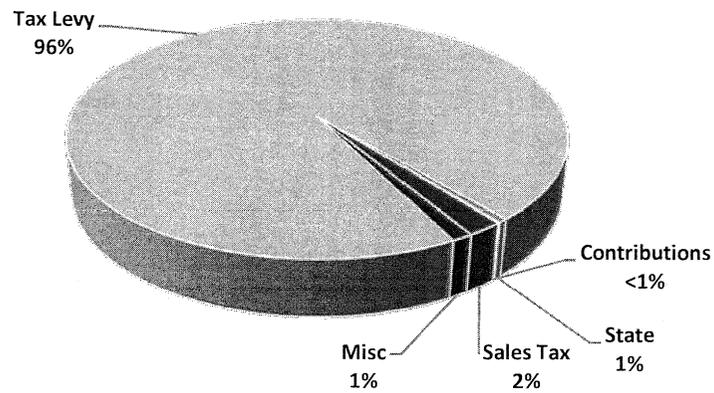


2018 BUDGET
LAW ENFORCEMENT SERVICES

EXPENDITURES BY PROGRAM

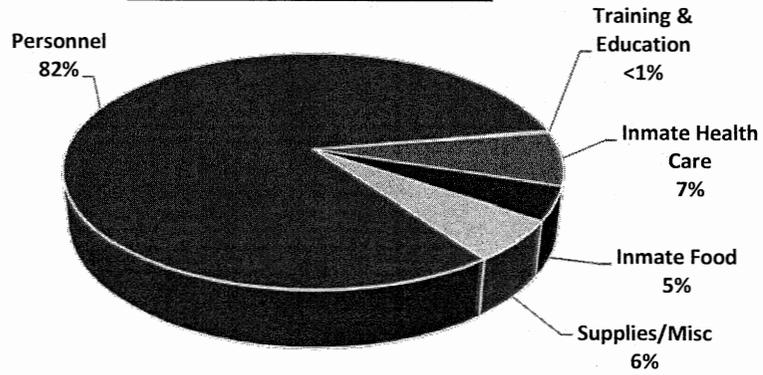


REVENUES BY SOURCE

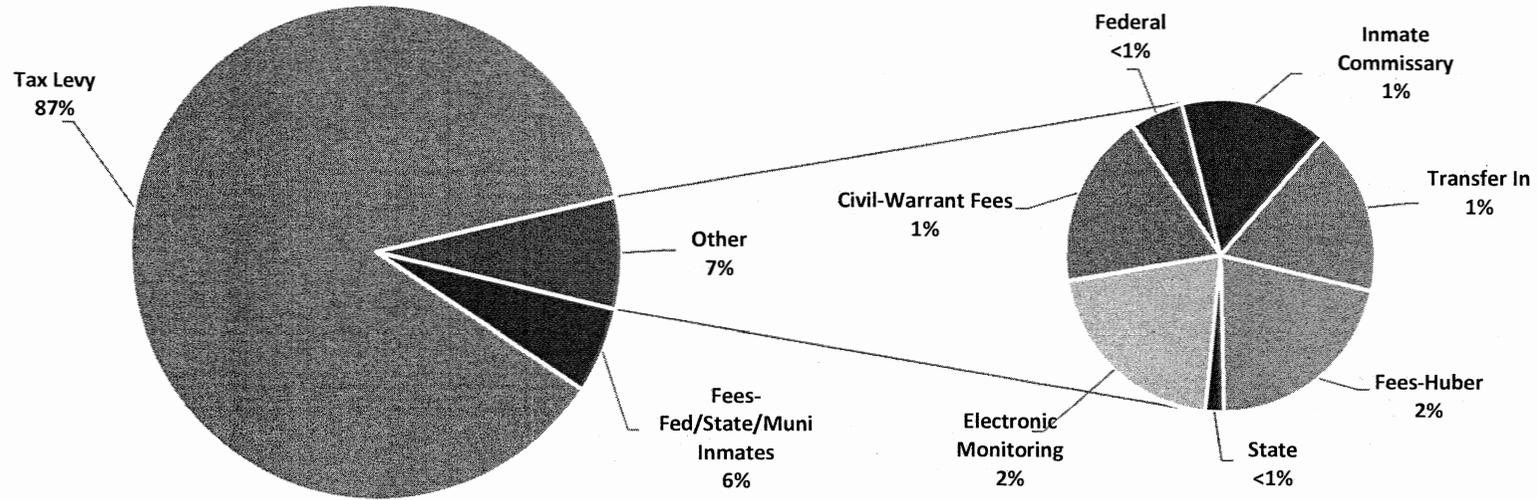


2018 BUDGET
CORRECTIONAL SERVICES

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

SHERIFF'S OFFICE

2018

Budget Highlights - Law Enforcement Services

Revenue

- The Law Enforcement Services account consists of revenue from various sources including, but not limited to: State Aid for snowmobiles, water rescue, training, parking ticket fees, and false alarm fees. In 2018, it is anticipated that these sources will be close to their historical averages.
- Officer Fees have increased by \$4,022 since 2016. This line item includes contracts for Village of Footville law enforcement activities, UW-Rock County, 4-H Fair, and the Sonic Boom music festival.
- I am recommending \$212,715 in sales tax for the following projects and purchases:
 - Squad car replacements (\$100,000)
 - WISCOM and DANECOM channel upgrades for 103 portable radios, which will allow better communication with the State Patrol and other law enforcement agencies in emergency situations (\$60,715)
 - Five mobile video recorders for squad cars (\$26,000)
 - Twenty basic bulletproof vests (\$14,000)
 - One total station unit for crash reconstruction (\$12,000)
- Overall, revenue in this division is budgeted to decrease by \$86,518 due to one-time applications of sales tax, fixed asset losses, and revenue carried over that cannot be applied to 2018.

Expenditures

- Overall costs for squad car replacements will decrease slightly from 2017 due to the multiple-year replacement plan. The 2018 vehicle type and costs are detailed below.
 - Three patrol squad cars (Chargers)- \$81,000
 - Two patrol squad sports utility vehicles (Explorers)- \$62,670
 - Two patrol squad sports utility vehicles for supervisors (Tahoes)- \$78,400
- It is anticipated that the operating cost to maintain the Sheriff's Office fleet of vehicles will increase by \$7,000 in 2018.
- In 2018, Law Enforcement Services will purchase a new snowmobile for \$10,000 (trade-in included in the price). The cost is depreciated and reimbursed over a five-year period by the State Department of Natural Resources.
- As part of a multi-year replacement plan, various mobile data computers, laptops, work stations, and printers are due to be replaced in 2018. This cost totals \$74,694, an increase of \$46,544 from the prior year.
- Body armor costs are due to increase by \$16,450 for a total of \$41,200. This line item includes SWAT bulletproof vests, helmets, basic bulletproof vests, and shields.
- Policing supplies will increase by \$15,797 to account for the replenishment of consumable items: first aid supplies, batteries, field drug kits, gas masks, and Narcan.
- Software maintenance and software purchase expense will increase by \$13,504 as the Sheriff's Office increases its use of technology.
- One outdoor warning siren is scheduled to be replaced in 2018 at a cost of \$16,000. This expense is found in the Emergency Management account in the Sheriff's Office budget and is funded with tax levy.

Personnel

- The Sheriff's Office has requested a new 1.0 FTE Deputy Sheriff based on an annual increase of 8% in general calls for service, more time required to transport inmates, an increased focus on drug crimes, and other increased duties. This position would also assist the current 1.0 FTE Deputy Sheriff assigned to recreation duties with the increasing calls for service in this area. Recreation duties are eligible to be partially reimbursed by the DNR, but \$60,504 of the total cost would be a tax levy expense.
- Given the pressure on the tax levy and the potential for further revenue reductions countywide in 2019, I do not recommend this new position at this time.
- The Sheriff's Office has also requested a reclassification of an Administrative Assistant in the Training Bureau to a Secretary I to be more consistent with duties currently being performed. This change will cost \$318 in 2018 and is recommended.
- The Sheriff's Office has requested that the 0.4 FTE Investigative Assistant be reduced to 0.3 FTE. The Human Services Department had previously funded 0.1 FTE of this position that will not be continued in 2018.

Budget Highlights - Correctional Services

Revenue

- The Correctional Services account is comprised of revenue from various sources including but not limited to: State Aid for training, fees paid by inmates for electronic monitoring and Huber work release program, and revenue sharing from inmate hygiene and snack purchases. In 2018, it is anticipated that most of these sources will be close to their historical averages.
 - Based on 2017 trends, room and board fees for Federal and State prisoners and State felony holds are projected to increase by \$74,750 or 14% from the prior year.
 - Room and board fees paid by municipalities are anticipated to decrease by \$25,612 or 24% from the prior year largely due to the City of Beloit housing fewer inmates at the jail for municipal violations.

- Correctional Services receives annual funding from the State to operate the Rock County Education and Criminal Addictions Program (RECAP). RECAP focuses on Alcohol and Other Drug Abuse (AODA) treatment, anger management, educational programming, and community service. In 2018, this will total \$288,000, the same amount as the prior year.
- The Sheriff's Office is budgeted to receive \$125,000 from the State to administer the Treatment Alternatives and Diversion (TAD) grant to operate the Drug Court. There is no change from the prior year. This program contributes to lowering the jail population and reducing recidivism.
- Overall, revenue in the Correctional Services account is budgeted to increase \$36,266 or 2.4% from the prior year.

Expenditures

- Correctional Services contracts with Advanced Correctional Healthcare, Inc., to provide inmate healthcare services 24-hours per day, 7 days per week, 365 days per year. In 2018, this expense is budgeted at \$890,000, \$7,820 more than the prior year.
- Aramark, a contracted vendor, provides inmate meals at a cost of \$1.186 per meal. Meal cost is budgeted at \$552,447, which is \$12,507 more than the prior year.
- In 2018, Drug Court costs are budgeted to total \$318,918, which includes \$158,023 in tax levy. Revenue from other sources are anticipated to stay constant. Therefore, the tax levy will increase by \$14,918 as compared to the 2017 budget, but will be more consistent with the amounts spent in 2015 and 2016.

Personnel

- Correctional Services does not have any personnel requests in 2018.

Summary

- The recommended tax levy for Law Enforcement Services, including Emergency Management, is \$10,489,218, an increase of \$123,483 or 1.2% from the prior year.
- The recommended tax levy for Correctional Services, including RECAP and Drug Court, is \$10,689,241, an increase of \$86,524 or 0.8% from the prior year.
- The overall tax levy for all Sheriff's Office functions is \$21,178,459, which is an increase of \$210,007 or 1.0% more than the prior year.

CHARTER
CIRCUIT COURT

2018

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 requires 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 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)

2018

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 prior to the final divorce decree and/or order for child support. Issues for mediation relate specifically to CHILD CUSTODY, (legal decisions that affect the child) and/or parental PHYSICAL PLACEMENT and/or grandparent VISITATION (time with 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;
- 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;
- 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 Child Support Enforcement or a party who has rights to the child through an established relationship may also file an action. 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. All documents shall be exchanged via E-filing, as mandated.

- An order for mediation and contact information for the parties named in the action/attorneys are prepared in Court and delivered via E-filing 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 (2) hour orientation for the parents to prepare for their mediation session and to gather information regarding successful co-parenting from two (2) homes; 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 scheduled for the second (2nd) and fourth (4th) Tuesdays 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 and information on parental communication. 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 five (5) 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. Parents may participate in mediation by telephone where there have been threats, intimation and domestic abuse. Telephone mediation is offered when a party lives more than two (2) hours from Rock County.

Management Commitment under STATE STAT 767

Mandatory E-filing in effect in Wisconsin Circuit Courts begins August 15, 2017 in Rock County and in all counties by the end of 2017. With this mandate MFCS provides only 'paper-on-demand'.

- 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).
- To improve the perception of the Courts as a public institution.
- To refer clients to resources as appropriate.
- To respond in a timely manner via e-filing and e-mail with appropriate reports to the Court and parties regarding the Order for mediation related to legal custody/physical placement/visitation for certain persons.
- 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.
- Complete Home Studies as Ordered by the Court.
- To respect the self-determination of parents in mediation
- Financial matters are not allowed during mediation per STATE STAT. 767.
- The primary responsibility of the mediator is to keep the focus of the conversations on the children. 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 Court is requested to make the final determinations.

- In accordance with STATE 767, via E-filing, MFCS provides a Status Report to the Court the outcome of the mediation session within twenty-four (24) hours following the appointment. The mediator prepares for the parties and attorneys the agreements reached in mediation in the form of a “Memorandum of Agreement” (MOA). This document is distributed to parties to an action within ten (10) working days following the appointment.
- The MOA includes everything agreed to in mediation (and may include, but not limited to changing the child’s name; activity schedules; pets; childcare; transportation; bed times; chores; car seats; exchange of clothing; access to cell phones; permission for 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 E-files the scanned document with signatures to the Court for 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). A fee is charged to each parent when returning.
- MFCS has one (1) full-time staff director/mediator, one (1) full time secretary; three (3) contract mediators providing services to an estimated 1000 clients each year.

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:
 - 1) Conditions of the child’s home provided by each parent.
 - 2) Observe and report to the Court each party’s performance of parental duties and responsibilities and the observed interactions of child/parent.
 - 3) Any other matter relevant to the best interest of the child.
 - 4) The fee for the Home Study is shared equally by both parents and paid in full in advance.

PERSONNEL SUMMARY

CIRCUIT COURT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ (DECREASE)
CLERK OF CIRCUIT COURT			
Clerk of Circuit Court	1.0	1.0	0.0
Chief Deputy Clerk of Circuit Court	1.0	1.0	0.0
Financial Supervisor	1.0	1.0	0.0
Collections/Accounts Specialist	2.0	2.0	0.0
Division Leader Deputy Clerk	3.0	2.0	-1.0
Deputy Clerk of Court	25.0	26.0	1.0
Clerk II	1.0	1.0	0.0
CIRCUIT COURT			
Court Commissioner	3.4	3.4	0.0
Deputy Register in Probate II	2.0	2.0	0.0
Circuit Court Office Manager	1.0	1.0	0.0
Court Attendant	7.0	7.0	0.0
Judicial Assistant	6.0	6.0	0.0
Court Reporter	3.0	3.0	0.0
Deputy Clerk of Court	1.0	1.0	0.0
MEDIATION AND FAMILY COURT SERVICES			
Director of Mediation & Family Court Services	1.0	1.0	0.0
Secretary I	1.0	1.0	0.0
TOTAL	59.4	59.4	0.0

CIRCUIT COURT

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Division Leader Deputy Clerk	Deputy Clerk of Court	1.0	1.0
Reallocation	Chief Deputy Clerk of Circuit Court (PR 18)	Chief Deputy Clerk of Circuit Court (PR 19)	1.0	1.0
Reallocation	Circuit Court Office Manager (PR 18)	Circuit Court Office Manager (PR 19)	1.0	1.0

FINANCIAL SUMMARY

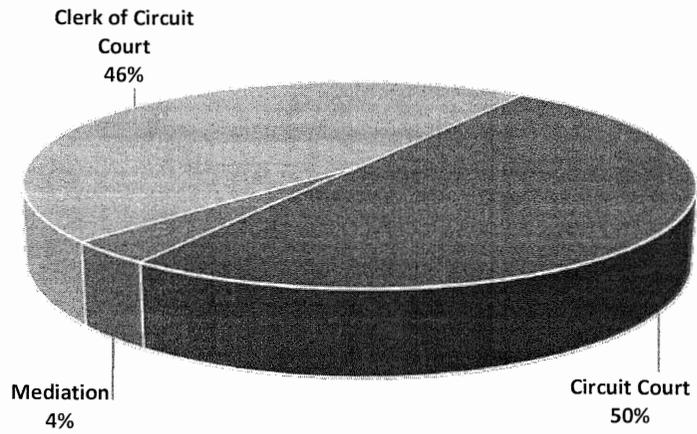
CIRCUIT COURT

2018

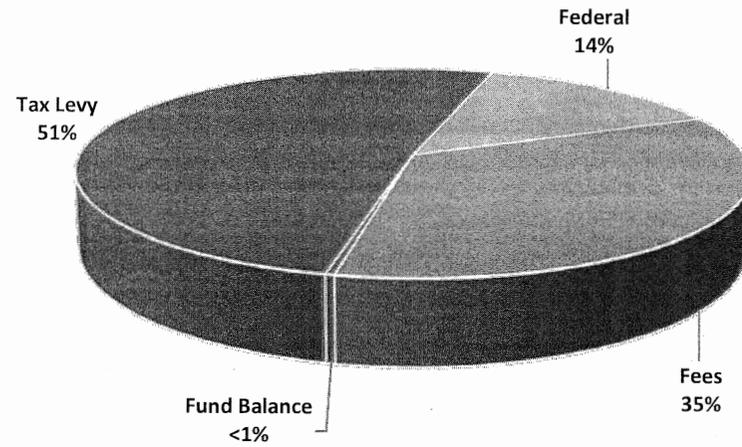
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$732,787	\$732,787
Intergovernmental	313,710	313,710
Contributions	0	0
Fund Balance Applied	20,000	20,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,496,846	1,496,846
Total Revenues	<u>\$2,563,343</u>	<u>\$2,563,343</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,895,309	\$2,855,244
Fringe Benefits	1,440,103	1,414,270
Operational	940,554	944,554
Capital Outlay	11,044	11,044
Allocation of Services	0	0
Total Expenditures	<u>\$5,287,010</u>	<u>\$5,225,112</u>
<u>PROPERTY TAX LEVY</u>	\$2,723,667	\$2,661,769

2018 BUDGET
CIRCUIT COURT

EXPENDITURES BY OFFICE

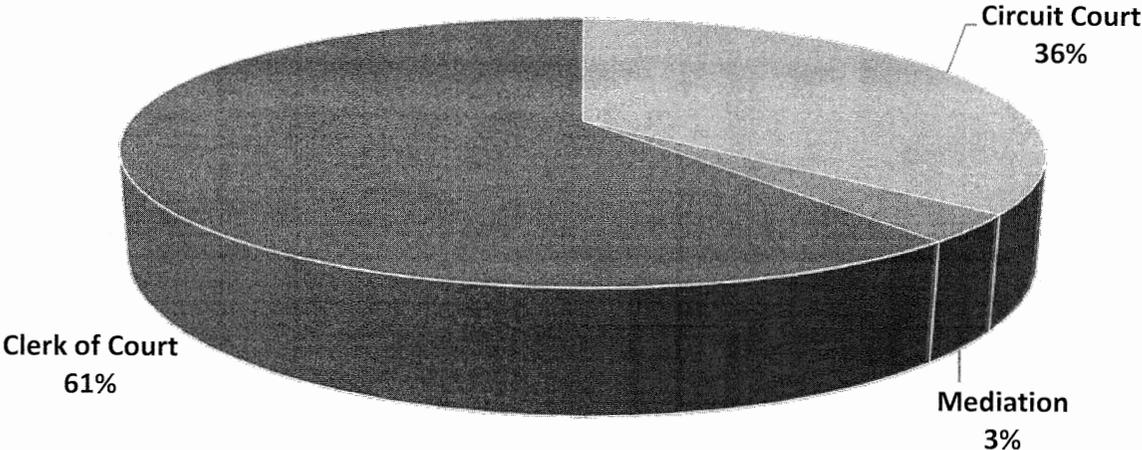


REVENUES BY SOURCE



2018 BUDGET
CIRCUIT COURT

TAX LEVY BY OFFICE



ADMINISTRATOR'S COMMENTS

CIRCUIT COURT

2018

Budget Highlights

Revenue

- In August 2017, the State required Rock County to begin e-Filing its court cases, mandating paper documents and communications to be completed electronically. This change has the potential to affect revenue, expenditures, and operations in 2018.
- County ordinance forfeitures are projected to increase by \$6,000 compared to the 2017 budget and are expected to remain at that level in 2018.
- Offsetting the ordinance forfeiture increase is an \$8,000 decrease in fines, due to fewer criminal penalties. This is expected to continue in 2018.
 - Court officials speculate that these trends may be due to the implementation of the Evidence Based Decision Making (EBDM) initiative's renewed focus on charging offenders with the most appropriate offense.
- The number of new payment plans in the Clerk of Circuit Court budget has decreased slightly.
- Municipal Filing Fees decreased \$7,000 from the 2017 budget and it is anticipated this level will continue in 2018.
 - In April 2015, the Town of Beloit Municipal Court was abolished and these cases are now heard in Rock County Circuit Court. As of June 2017, the Town of Beloit has filed 844 fewer cases than in the previous year.
- Interest on investments and judgements is anticipated to increase by \$2,000 in 2018 due to increasing interest rates.
- Revenue in the Mediation account is down by \$5,000, largely due to reduced collection of fees.

- Overall revenue in the Circuit Court, Clerk of Circuit Court, and Mediation accounts decreased by \$31,829.
 - \$29,298 of this decrease is tied to carryover funds in the Clerk of Circuit Court budget that are no longer available in 2018 to offset costs.

Expenditures

- I recommend budgeting a 3% vacancy factor for the Clerk of Circuit Court, which affects wages, FICA, retirement, and health insurance line items. This change represents total savings of \$70,792.
- In 2017, \$10,000 of the \$16,000 Contracted Services line item was designated for Veterans' Court drug testing expenses.
 - A new vendor is performing drug tests and Rock County has been attempting to resolve billing issues with the federal Veteran's Administration, which may increase or decrease the funding needed in 2018. I recommend the same funding level continue in 2018 until we know more about the resolution of these issues.
- The Physicians Exams line item, used in guardianship and mental competency cases, is anticipated to increase by \$10,000 in 2018 due to increased case volume.
- In August 2017, Rock County Court Rule 320 required that transcripts be provided to the judge for all criminal OWI cases. Based on prior case filings, it is anticipated that this change will increase court reporter fees by \$10,000 in 2018.
- Wisconsin Statute 814.67 (1) establishes the fees paid to interpreters to translate court hearings. The demand for interpreters continues to increase due to the diversity of Rock County's population. It is anticipated this expense will increase by \$2,000 in 2018.
- Several line items in the Clerk of Circuit Court budget are reduced as a result of the e-Filing implementation.
 - It is anticipated that Office Supplies and Postage will decrease by \$5,500 compared to the prior year due to fewer documents being produced and mailed.

- Training is also reduced as staff took part in e-Filing training prior to implementation in 2017. Budget levels are scheduled to return to near historical averages, a decrease of \$7,500 from the prior year.
- In the Mediation account, 2018 costs for contract mediators are scheduled to increase by \$2,900 with the expectation that contracted mediators will take on proportionately more cases previously handled by the Mediation Director.

Personnel

- After a thorough work audit and observing the changing workload requirements related to e-Filing, the Clerk of Circuit Court will be implementing a reorganization from four divisions (Accounting, Family/Juvenile, Criminal/Traffic, and Civil/Small Claims) to three (Accounting, Criminal, and Civil). This would maximize existing personnel and enable work efficiencies. I recommend the personnel action described below.
 - Reclassify 1.0 FTE Division Leader Deputy Clerk as 1.0 FTE Deputy Clerk of Court. This reclassification results in savings of \$10,339.
- I further recommend two reallocation requests that are needed to address unresolved issues from the 2017 Salary Study.
 - Reallocate Chief Deputy Clerk of Circuit Court from PR 18 to PR 19 for a cost of \$2,316.
 - Reallocate Circuit Court Office Manager from PR 18 to PR 19 for a cost of \$2,579.

Summary

- The recommended tax levy for the Circuit Court is \$943,909, an increase of \$53,420 or 6.0% from the prior year.
- The recommended tax levy for Mediation and Family Court Services is \$88,064, a decrease of \$3,065 from the prior year.
- The recommended tax levy for the Clerk of Circuit Court is \$1,629,796, a decrease of \$49,343 or 2.9% from the prior year.
- Collectively, the tax levy for all functions of the Circuit Court is \$2,661,769, an increase of \$1,012 from the prior year.

CHARTER
911 COMMUNICATIONS CENTER

2018

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 and emergency medical services agencies 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, and 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 1st (630a-3p) and 2nd (230p-11p) shifts is (7) employees, while 3rd (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.

PERSONNEL SUMMARY

911 COMMUNICATIONS CENTER

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Communications Center Director	1.0	1.0	0.0
Communications Center Operations Manager	1.0	1.0	0.0
Communications Center Shift Supervisor	6.0	6.0	0.0
Administrative Secretary	1.0	1.0	0.0
GEO Application Specialist	0.75	0.75	0.0
Telecommunicator	32.0	32.0	0.0
Call Taker	4.0	4.0	0.0
Total	45.75	45.75	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY
911 COMMUNICATIONS CENTER

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	93,571	25,780
Fees/ Other	0	0
Total Revenues	\$93,571	\$25,780
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,462,074	\$2,392,413
Fringe Benefits	1,213,180	1,178,148
Operational	851,876	777,585
Capital Outlay	12,250	12,250
Allocation of Services	0	0
Total Expenditures	\$4,539,380	\$4,360,396
<u>PROPERTY TAX LEVY</u>	\$4,445,809	\$4,334,616

ADMINISTRATOR'S COMMENTS

911 COMMUNICATIONS CENTER

2018

Budget Highlights

Revenue

- \$25,780 in sales tax revenue will be used to purchase spare parts for the microwave system, which supports the department's basic communications infrastructure. This will limit downtime if there is a malfunction.

Expenditures

- A 3% vacancy factor has been included in past years to reflect the normal staff turnover and is being recommended in 2018.
- Overtime has increased slightly (\$14,444 or 9.8% from the prior year) based upon current trend.
- \$4,600 has been requested in the Telephone line item to replace analog phone desk sets with IP phones. In 2018, this project is being funded from the Information Technology Department budget, so the request has been eliminated from the 911 Communications Center budget.
- \$3,738 is budgeted in the Training Expense line item for fire communications training for all staff. This is due to the retirement of experienced staff knowledgeable about fire dispatching protocols and the increased complexity of fire calls.
- The department requested \$69,691 in the Software Purchase line item for an update of the pictometry software, which is a GIS mapping tool, and the purchase of NetMotion software which provides monitoring of mobile data system cellular coverage. Due to financial constraints, I am not recommending the purchase of either software at this time.
- \$9,250 is budgeted in the Terminals and PCs line item for scheduled PC replacements.

Personnel

- No personnel changes are requested for 2018.

Summary

- Tax levy is recommended at \$4,334,616, which is an increase of \$55,193 or 1.3% over the prior year.

CHARTER
DISTRICT ATTORNEY'S OFFICE

2018

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 incorporate evidence based decision making (EBDM) in all decision points of the criminal justice system; to fulfill responsibilities and services of the department as set forth by Wisconsin Statutes; to minimize criminal recidivism by implementing EBDM validated 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.
- d. To incorporate evidence based decision making at all decision points in the criminal system to enhance public safety, promote a fair justice system and to allocate limited resources effectively.

DEFERRED PROSECUTION/DOMESTIC VIOLENCE INTERVENTION PROGRAM

To identify persons eligible for diversion programming by means of a validated assessment tool, 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, evidence based practices, program staff, and the District Attorney policy. Incorporate a validated assessment tool to identify appropriate diversion program candidates.
- b. To provide validated assessments 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 for 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. Incorporate a validated risk assessment and develop treatment plans for medium and high risk 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.
- r. Advise the Rock County EBDM committee of diversion options available to offenders in the criminal justice system.

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.
 - 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.
- l. Advise the Rock County EBDM committee on issues involving victims of crime to promote fairness in the criminal justice system.

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.
- 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.

PERSONNEL SUMMARY

DISTRICT ATTORNEY

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
DISTRICT ATTORNEY			
District Attorney Office Manager	1.0	1.0	0.0
Investigator	1.0	1.0	0.0
Legal Stenographer	9.0	9.0	0.0
Clerk Typist III	1.0	1.0	0.0
Clerk Typist II	2.0	2.0	0.0
SUBTOTAL	14.0	14.0	0.0
VICTIM/WITNESS			
Victim/Witness Coordinator	1.0	1.0	0.0
Victim/Witness Specialist	3.4	3.4	0.0
Administrative Assistant	2.0	2.0	0.0
SUBTOTAL	6.4	6.4	0.0
DEFERRED PROSECUTION			
Deferred Prosecution Director	1.0	1.0	0.0
Case Manager II	2.4	2.4	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	4.4	4.4	0.0
Total	24.8	24.8	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

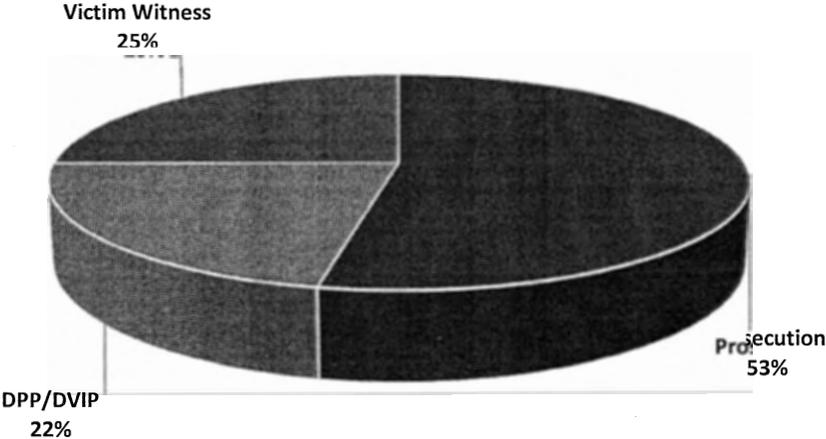
DISTRICT ATTORNEY

2018

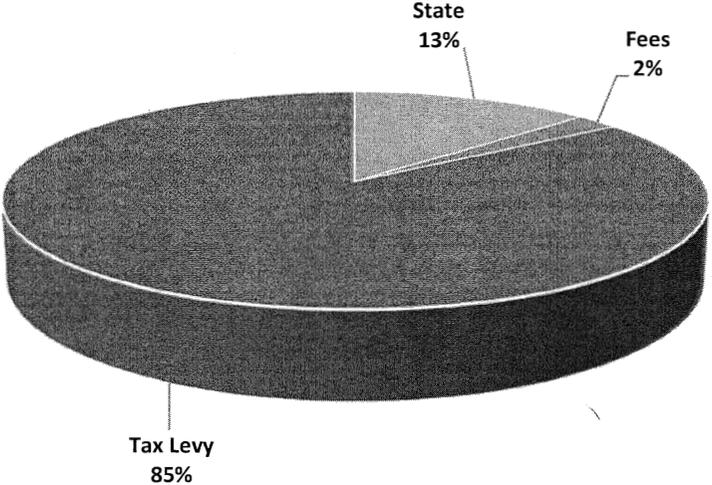
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$222,487	\$222,487
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	40,000	40,000
Total Revenues	<hr/> \$262,487	<hr/> \$262,487
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,107,054	\$1,107,054
Fringe Benefits	517,955	517,955
Operational	96,305	91,305
Capital Outlay	4,650	4,650
Allocation of Services	0	0
Total Expenditures	<hr/> \$1,725,964	<hr/> \$1,720,964
<u>PROPERTY TAX LEVY</u>	\$1,463,477	\$1,458,477

2018 BUDGET
DISTRICT ATTORNEY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

DISTRICT ATTORNEY

2018

Budget Highlights

Revenue

- Fees in the District Attorney's main account are budgeted at \$11,000 and represent copies of case files requested by defense counsel. No change is anticipated from the prior year. In future years, this revenue will decline as the District Attorney's Office, outside attorney offices, and law enforcement agencies increase use of technology to transmit records electronically, resulting in less hard copies. Fees will continue to be charged for electronic documents provided in electronic medium such as CDs.
- State Aid comes from Victim/Witness State reimbursement and is projected to be at 54% of program expenses, or \$222,487, an increase of \$26,200 or 13.3% over the 2017 budgeted amount. The amount of state reimbursement can vary based on available state funding.
- Victim/Witness Fees are projected to decrease by \$5,000 or 21.7%, which is the second consecutive annual decline. The fees are based upon 10% of restitution ordered for selected cases. Due to participants decreased ability to pay at lower levels and increasing use of civil judgements, this revenue source will continue to decrease.
- The Deferred Prosecution Program (DPP) portion of the Deferred Prosecution/Domestic Violence Intervention Program was intended to keep offenders out of the criminal justice system or reduce their level of involvement and will be changed significantly based upon the County's Evidence Based Decision Making (EBDM) best practices. A new Deferred Prosecution Program is being developed through the EBDM process, including splitting the DPP into a diversion program for low-risk offenders and an enhanced DPP for higher-risk offenders and will have the following budgetary impacts:
 - The Domestic Violence component will continue to collect fees and \$8,500 is budgeted in 2018, the same as the prior year.
 - Fees for the Deferred Prosecution component will no longer be charged in the future in light of implementing EBDM recommendations, resulting in a decrease of \$7,000 from the prior year.

- Assessment fees are charged to offenders who participate in either the Domestic Violence or the Deferred Prosecution Program and amounted to \$4,500 in 2017. In 2018, only Domestic Violence Program participants will be charged the initial assessment fee of \$20, resulting in a decrease of \$2,000.

Expenditures

- The District Attorney's Other Contracted Services budget request in the main account contained \$5,000 to provide high-speed connectivity in the various courtrooms, allowing staff to connect to the District Attorney's Office state-run software. This amount is being removed due to the state's e-Filing court project implementation that is anticipated to accommodate their needs. However, this account may have to be amended in 2018 to make the requested improvements once the full impact of the State's e-Filing court project is realized.
- Repair and Maintenance Services in the main account is increasing by \$2,429 due in part to a service contract on dictation equipment purchased in 2017.
- Cost of purchasing law books is decreasing by \$1,300 as more law books are available online.
- Implementation of the State E-File court project results in the need to purchase various technology equipment and the following purchases will be made in 2017 with savings from the District Attorney's operational budget:
 - 10 scanners for the District Attorney Office support staff and computer accessories for 10 courtrooms, at a cost of \$10,750.
 - Two laptops and software in the total amount of \$3,550 for the Victim/Witness staff to use in the courtrooms.
- An additional equipment item will replace the Victim/Witness printer at a cost of \$4,300.

Personnel

- No personnel changes are requested for 2018.

Summary

- The Tax levy for the District Attorney's Office is recommended at \$1,458,477, which is an increase of \$7,378 or 0.5% over the prior year.

CHARTER
MEDICAL EXAMINER'S OFFICE

2018

OFFICE OF THE MEDICAL EXAMINER

The duties of the Medical Examiner are described in Wisconsin Statutes Chapters 59, 69, 146 and 979, 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.
- 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.
- 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.

PERSONNEL SUMMARY

MEDICAL EXAMINER

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Lead Medicolegal Investigator	1.0	1.0	0.0
Medicolegal Investigator	4.0	4.0	0.0
Medical Examiner Clerical Worker	0.4	0.4	0.0
Total	5.4	5.4	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

FINANCIAL SUMMARY

MEDICAL EXAMINER

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	12,647
Fees/ Other	194,000	194,000
Total Revenues	<u>\$194,000</u>	<u>\$206,647</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$363,225	\$363,225
Fringe Benefits	112,205	112,205
Operational	423,242	420,742
Capital Outlay	15,347	15,347
Allocation of Services	0	0
Total Expenditures	<u>\$914,019</u>	<u>\$911,519</u>
<u>PROPERTY TAX LEVY</u>	\$720,019	\$704,872

ADMINISTRATOR'S COMMENTS

MEDICAL EXAMINER

2018

Budget Highlights

Revenue

- Legislation passed in 2015 (Wisconsin Act 336) prohibited increases in Medical Examiner fees through April 17, 2017, and thereafter only by the Consumer Price Index, which is currently 1.84%.
- The Cremation Fee is recommended to be increased from \$225 to \$229, an increase of slightly less than 1.8%. This will generate \$3,384 based upon 846 paid cremation permits.
- No change is recommended to the Disinterment Fee of \$100 as the department processes only two permits annually.
- The County's interpretation of 2015 Wisconsin Act 336 prohibits the County from establishing new fees, such as a Death Certificate Signing Fee that many other counties have. Therefore, the County cannot increase revenue to offset costs, which places an increased demand on the tax levy. A \$100 Death Certificate Signing Fee is estimated to generate \$22,400 that would alleviate the burden on department's reliance on the tax levy.

Expenditures

- Rock County contracts with the Dane County Medical Examiner's Office to provide management oversight and professional services. The budget for this expenditure is increasing by \$34,354 or 11.6% from the prior year due to continued increase in autopsies:
 - Autopsy caseload continues to increase in large part due to the opioid epidemic.
 - In 2016, the County budgeted 85 autopsies while the actual amount performed was 156.
 - In 2017, the County budgeted 145 autopsies and the estimate is 170.

- For 2018, the County will budget for 182 autopsies.
- I recommend budgeting \$12,647 in sales tax for new carts for the cooler/freezer rooms, but the department will continue to look for lower cost alternatives.
- The department's morgue space is scheduled to be relocated prior to year-end from the basement of the old Rock Haven to a new garage/morgue facility that will maximize operations. The approximately \$500,000 total project cost was budgeted in the 2017 Facilities Management capital projects.

Personnel

- In past years, the department required additional funding to account for an increased number of autopsies due to caseload increases, but staffing levels had not been addressed.
- County medicolegal investigators, the personnel that respond to death scenes, operated on a 24-hour shift schedule and the positions were exempt from Fair Labor Standards Act (FLSA) regulations.
- Based on updated information, it was determined that staff should be converted to non-exempt FLSA status, thereby eligible for overtime and the work schedule was revised from a 24-hour shift to a 12-hour shift schedule. The two changes took effect in 2017:
 - Two additional full-time medicolegal investigator positions were added at cost of approximately \$120,236.
 - Increased overtime costs resulted.
- While full-time staffing increased, there are still times that shifts need to be filled with part-time staff. Recruiting and retaining part-time staff is a challenge as all new staff require a six-week training period in Dane County prior to being utilized in the field. Dane County and Rock County utilize a common part-time pool until the individual completes the training period, which controls costs, increases stability of staff, and creates a pool of potential future full-time staff.

Summary

- The recommended tax levy for Medical Examiner Department is \$704,872 which is an increase of \$162,520 or 30.0% over the prior year.

CHARTER
CHILD SUPPORT ENFORCEMENT DEPARTMENT

2018

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 and Human Services .

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
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.

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. Work cooperatively with the Fatherhood Program and Community Action assisting those involved in these programs to better themselves and achieve employment, enabling them to pay their Child Support obligations and become part of the family unit with their children.
5. Citizens input regarding the Child Support Agency operations are always welcome and encouraged.

PERSONNEL SUMMARY

CHILD SUPPORT ENFORCEMENT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN REC	INCREASE/ (DECREASE)
Child Support Director	1.0	1.0	0.0
Child Support Supervisor	2.0	2.0	0.0
Lead Child Support Worker	1.0	1.0	0.0
Child Support Reimbursement Specialist	15.0	15.0	0.0
Child Support Financial Worker	4.0	3.0	-1.0
Administrative Secretary	1.0	1.0	0.0
Clerk-Typist III	6.0	6.0	0.0
Clerk-Typist II	2.0	2.0	0.0
Child Support Clerical Worker	1.2	1.2	0.0
Total	33.2	32.2	-1.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	Child Support Reimbursement Specialist	1.0	0.0
New Position	-	Clerk Typist III	1.0	0.0
Deletion	Child Support Financial Worker	-	1.0	1.0

FINANCIAL SUMMARY
CHILD SUPPORT ENFORCEMENT

2018

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$2,681,889	\$2,461,664
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	39,250	39,250
Total Revenues	\$2,721,139	\$2,500,914
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,351,694	\$1,132,818
Fringe Benefits	849,341	731,942
Operational	1,137,554	1,135,854
Capital Outlay	19,725	24,025
Allocation of Services	0	0
Total Expenditures	\$3,358,314	\$3,024,639
<u>PROPERTY TAX LEVY</u>	\$637,175	\$523,725

ADMINISTRATOR'S COMMENTS

CHILD SUPPORT ENFORCEMENT

2018

Budget Highlights

Revenue

- The Child Support Office receives 66% Federal reimbursement on most expenditures. In 2018, it is anticipated that this revenue source will total \$1,146,870.
- For 2018, State Aid is budgeted at \$1,314,794, a slight decrease from the prior year due to less money available statewide. The level of State funding is contingent on Child Support meeting performance measures related to paternity establishment, collection on current support, collection on arrears cases, and the amount of support collected when adjusted for caseload.

Expenditures

- In August 2017, the State required Rock County to begin e-Filing its court cases, requiring paper documents and communications to be completed electronically. This has required changes to work processes and additional investments in technology.
 - For 2018, I recommend \$5,375 be budgeted to replace one existing desktop scanner and purchase four additional desktop scanners.
- As part of a multi-year replacement cycle, \$18,650 is budgeted in 2018 to replace numerous computers and printers.
- Contracted Services represent a large expenditure in the Child Support Office budget (\$855,683). This reimburses the Circuit Court, Clerk of Circuit Court, and Corporation Counsel for staff time processing child support cases.

Personnel

- The Child Support Office has requested two new positions, 1.0 FTE Child Support Reimbursement Specialist and 1.0 FTE Clerk Typist III, to address the anticipated workload associated with e-Filing.

- I do not recommend these positions at this time. E-Filing began on August 15, 2017, and there has not been sufficient time to understand its effects. It is possible that this request could be revisited once there is more experience with the e-Filing workload.
- For 2018, I am recommending a reduced level of personnel expenditures as compared to the request to be more consistent with historical trends, which are largely due to vacancies that occur throughout the year. This practice, first implemented in 2017, has the effect of reducing the federal reimbursement, but also reduces the tax levy.

Summary

- The recommended tax levy for the Child Support Office totals \$523,725, an increase of \$13,107 or 2.6% from the prior year.

ADMINISTRATOR'S COMMENTS

EVIDENCE BASED DECISION MAKING (EBDM) INITIATIVE

2018

Budget Highlights

Revenue

- No revenue is anticipated in 2018.

Expenditures

- In 2017, the Human Services Department (HSD) and the Janesville Police Department piloted a new process to increase behavioral health information sharing that could result in improved HSD client interactions with law enforcement. Training of law enforcement personnel continues, and this effort is expected to expand to other law enforcement agencies in 2018. The costs of this project have primarily consisted of staff time and been funded through the City and County HSD budgets.
- Planning is ongoing to implement pre-trial and criminogenic risk screening and assessments in 2018 for individuals involved with the justice system. This is the first step in providing greater assurance that higher-risk individuals do not become a public safety threat, lower-risk individuals do not become higher-risk individuals, and all individuals in the system are provided with the most appropriate programming to meet these goals.
 - This may result in pre-trial monitoring of certain individuals to improve the likelihood that they will appear for court and not reoffend while waiting for their court date.
- A new pre-charge diversion program and an enhanced deferred prosecution program are being developed to replace the current deferred prosecution program in the District Attorney's Office.
- In 2017, this account included \$73,505 in contributions to Rock Valley Community Programs (RVCP) for their Alternative Service Program and Alternative Residential Program.

- In 2018, all contributions were moved to the Community Agency Initiatives account in the Finance Committee section of the budget.
- As noted in the Community Agency Initiatives budget, due to a recent opinion from the Wisconsin Attorney General I am recommending that these funds not be provided to RVCP in 2018. I am recommending that the \$73,505 previously provided to RVCP be included in this account for EBDM programming in 2018.

Personnel

- Not applicable.

Summary

- The recommended tax levy for EBDM programs in 2018 is \$158,584, an increase of \$73,505 or 86.4% more than was dedicated for this purpose in 2017.

M. Public Works Committee

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CHARTER

PUBLIC WORKS DEPARTMENT/HIGHWAY DIVISION

2018

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 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 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.
- 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:

- 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 DEPARTMENT/PARKS DIVISION

2018

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.
- 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.

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.)

Pelishkek 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.

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
2016	125	15,963
2017	135	17,709 Year to date

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
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 All Landings	21,004
2016	Total All Landings	21,354
2017	Landing Year to Date	17,106

CHARTER

PUBLIC WORKS DEPARTMENT/AIRPORT DIVISION

2018

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.
- 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.

PERSONNEL SUMMARY

PUBLIC WORKS

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
HIGHWAY			
Public Works Director	1.0	1.0	0.0
Assistant Public Works Director	1.0	1.0	0.0
Public Works Accounting Supervisor	1.0	1.0	0.0
Public Works Superintendent	3.0	3.0	0.0
Shop Superintendent	1.0	1.0	0.0
Fleet Data Specialist	0.4	0.4	0.0
Storekeeper	1.0	1.0	0.0
Secretary II	1.0	1.0	0.0
PWD Cost Allocation Specialist	2.0	2.0	0.0
Crew Leader	4.0	4.0	0.0
Bridge Crew	2.0	2.0	0.0
Mechanic	6.0	6.0	0.0
Machinist	1.0	1.0	0.0
Welder	2.0	2.0	0.0
Stock Clerk	1.0	1.0	0.0
Heavy Equipment Operator	6.0	6.0	0.0
Heavy Truck Driver	11.0	11.0	0.0
Highway Worker	36.5	36.5	0.0
SUBTOTAL	80.9	80.9	0.0

PUBLIC WORKS

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2017 CURRENT	2018 ADMIN. REC.	INCREASE/ DECREASE
AIRPORT			
Airport Director	1.0	0.0	-1.0
Airport Manager	0.0	1.0	1.0
Airport Crew Leader	1.0	1.0	0.0
Airport Maintenance Worker	3.0	3.0	0.0
Airport Specialist	1.0	1.0	0.0
SUBTOTAL	6.0	6.0	0.0
PARKS			
Parks Director	1.0	0.0	-1.0
Parks Manager	0.0	1.0	1.0
Crew Leader	1.0	1.0	0.0
Highway Worker	1.5	1.5	0.0
Community Coordinator	1.0	1.0	0.0
SUBTOTAL	4.5	4.5	0.0
TOTAL	91.4	91.4	0.0

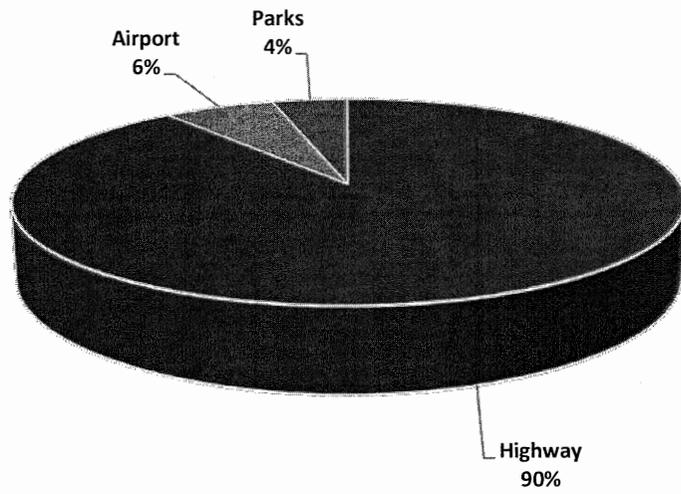
PUBLIC WORKS

PERSONNEL MODIFICATIONS

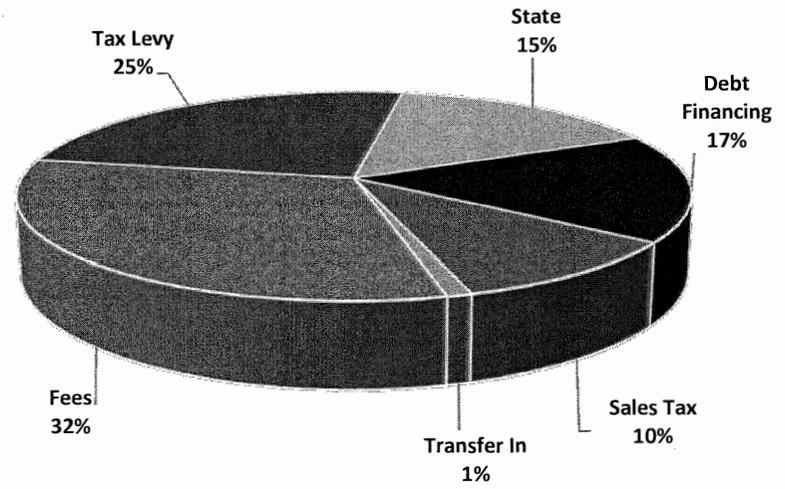
Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
New Position		Airport Maintenance Worker	1.0	0.0
New Position		Highway Worker (Parks)	1.0	0.0
Title Change	Airport Director	Airport Manager	1.0	1.0
Title Change	Parks Director	Parks Manager	1.0	1.0

2018 BUDGET
PUBLIC WORKS

EXPENDITURES BY DIVISION

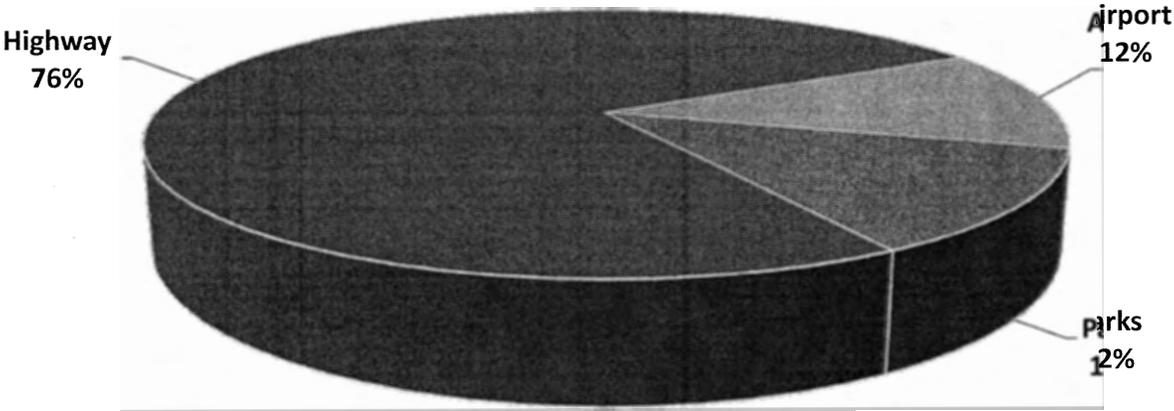


REVENUES BY SOURCE



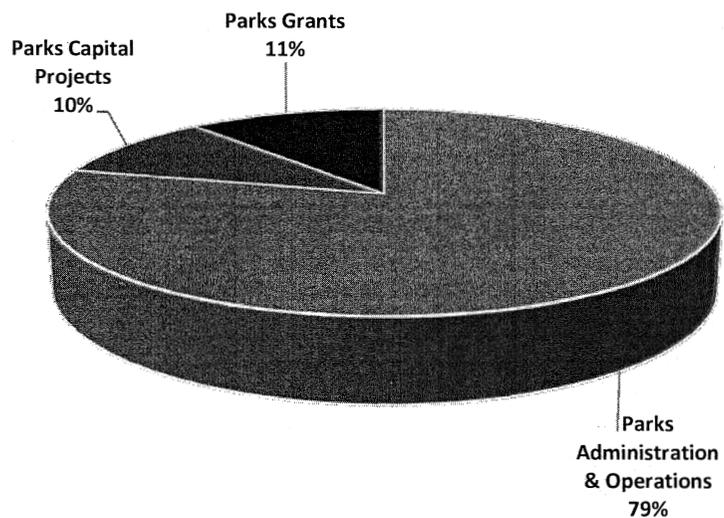
2018 BUDGET
PUBLIC WORKS

TAX LEVY BY DIVISION

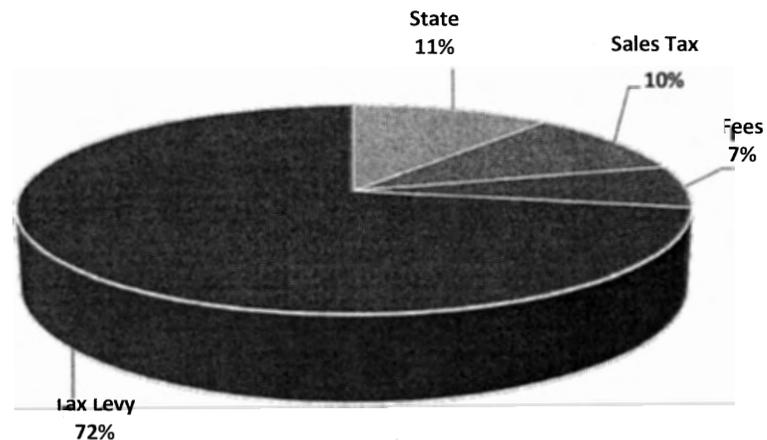


**2018 BUDGET
PARKS DIVISION**

EXPENDITURES BY PROGRAM

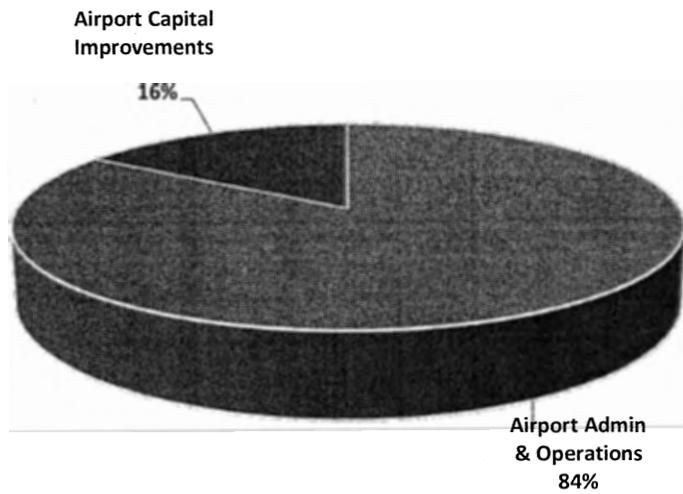


REVENUES BY SOURCE

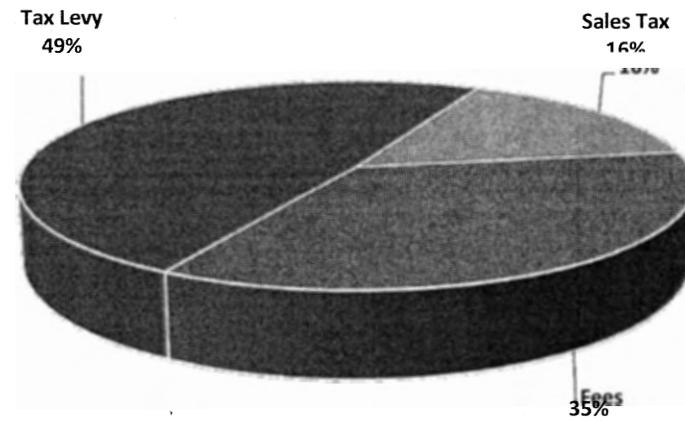


**2018 BUDGET
AIRPORT DIVISION**

EXPENDITURES BY PROGRAM

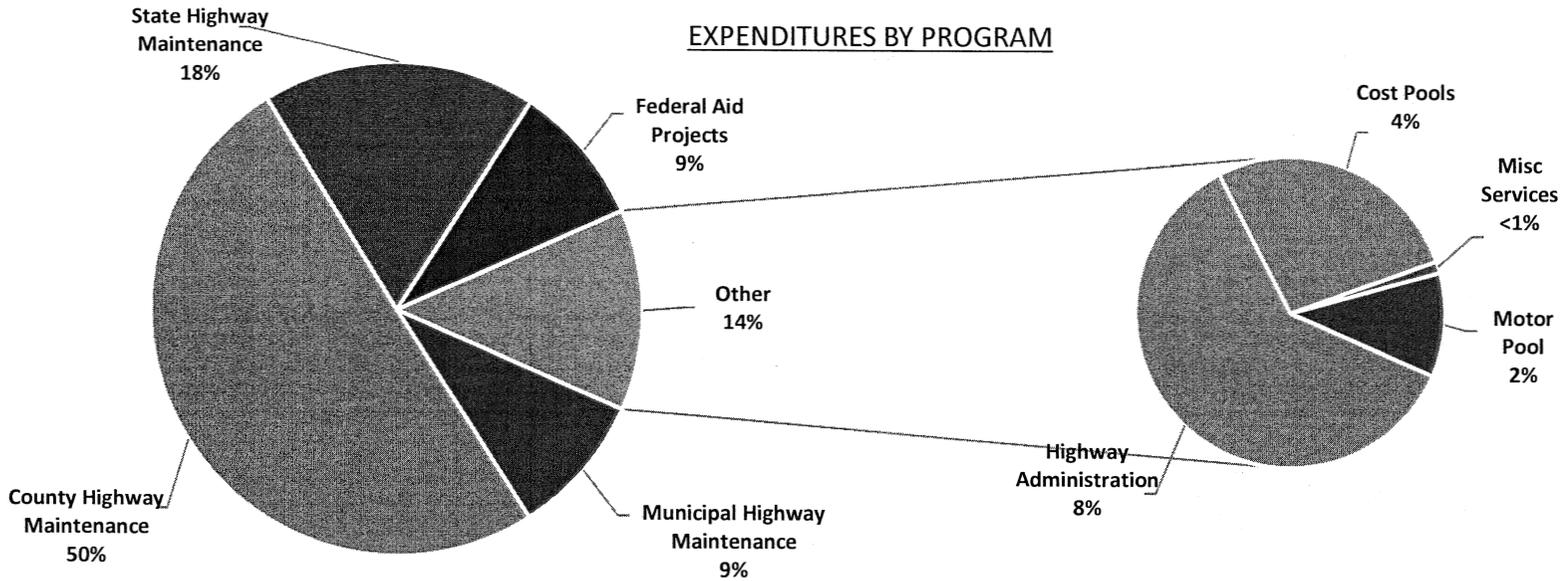


REVENUES BY SOURCE

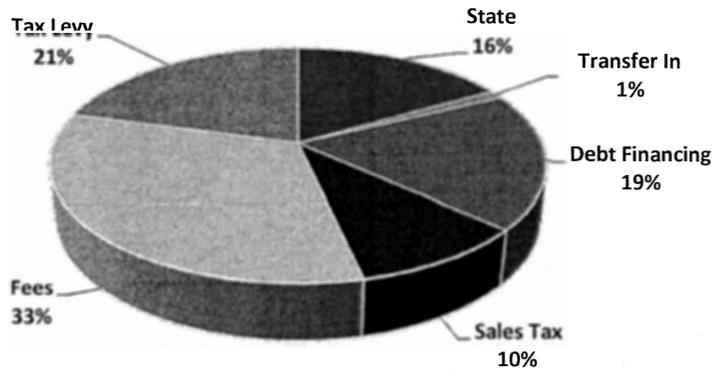


**2018 BUDGET
HIGHWAY DIVISION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

PUBLIC WORKS DEPARTMENT

2018

Budget Highlights – Parks Division

Revenue

- The Parks Division charges user fees for its services, and in 2018 a total of \$49,065 is anticipated from these fees and other sources, including:
 - \$22,000 in boat landing fees
 - \$12,000 in park use fees, such as picnic shelters
 - \$9,600 from rent for the house in Gibbs Lake Park
 - \$3,600 in wood cutting permit fees
 - \$1,365 from Walworth County for maintaining its portion of the Pelishek Tiffany Nature Trail
- The Parks Division also receives various State grants throughout the year for such things as controlling invasive species and maintaining snowmobile trails.

Expenditures

- The following capital projects totaling \$255,000 are requested in 2018.
 - \$100,000 for redesign of Carver Roehl Park trails to improve trail sustainability
 - I am not recommending funding for this project at this time.

- \$75,000 to pave the road and parking lot at Lee Park
 - I am recommending the project, which will improve park access and over time result in savings due to less maintenance required.
- \$50,000 for land acquisition
 - As in prior years, I am not recommending this funding but rather suggesting that if property becomes available, the Public Works Committee and County Board could consider a budget amendment to provide funds to purchase.
- \$15,000 for Sportsman's Park Fence Replacement
 - I am not recommending this project as the current fence is functional.
- \$15,000 for planning to relocate the historic Smith Road Bridge to Sweet Allyn Park
 - I am not recommending these funds as \$15,000 was included in the 2016 budget for a feasibility study that has not yet been completed.
- A variety of capital projects from prior years are not yet completed, and as much as \$260,000 may need to be carried over into 2018 to complete these projects.
- I have reduced the request in the Office Supplies and Expenses line item anticipating costs for printing brochures and boat launch envelopes can be reduced with the new equipment to be purchased in 2017 by the Finance Department's central duplicating operation.

Personnel

- The Parks Division is requesting a 1.0 FTE Highway Worker to assist in maintenance of the parks, citing increased workload due to the acquisitions of the Peace Trail, Highway 26 Trail, and Turtle Creek facility. This position could also assist in

snowplowing operations as the Public Works Department will have greater responsibilities following the Interstate expansion project.

- Given competing demands in the 2018 budget, I am not recommending this position. The Public Works Committee and County Board will have to carefully consider future park land acquisitions that will increase the demand for additional staff positions for park maintenance.
- I am recommending that the position of Parks Director be retitled to Parks Manager. In Rock County, the title “Director” most commonly signifies department head status, and making this change will make the title of this position both more internally and externally consistent, which will help in future salary studies. No change in salary or duties is associated with this change.

Budget Highlights – Airport Division

Revenue

- The Southern Wisconsin Regional Airport is anticipated to receive revenue totaling \$393,783 from the following sources in 2018:
 - \$122,000 for fuel flowage and landing fees
 - \$121,415 for leases
 - \$88,944 for renting t-hangars
 - \$61,424 from non-aviation sources, including the golf course lease, agricultural property lease, and the Sonic Boom music event

Expenditures

- Capital projects at the airport fall into three categories: Federal Aid projects, State Aid projects, and 100% County-funded projects. Five requested projects for 2018 would cost \$2,320,000, with the County share totaling \$1,050,000. I am recommending a total of \$175,000 in County sales tax to fund the County share of three projects, as described below.
 - Federal Aid projects are funded 90% with Federal funds, 5% with State funds, and 5% with County funds.
 - The runway area survey and clearing project would cost about \$95,000, with a County share of \$5,000. This project is recommended.
 - State Aid projects are funded 80% with State funds and 20% with County funds.
 - Reconstruction of the asphalt apron southeast of the terminal area would cost \$500,000, with a County share of \$100,000. This project is recommended.

- Renovation of the operations and maintenance building would cost \$350,000, with a County share of \$70,000. This upgrade would increase storage and improve energy efficiency through insulation, lighting, and HVAC improvements. This project is recommended.
 - Construction of a snow removal equipment wash bay would cost \$625,000, with a County share of \$125,000. The intent of this project is to extend the life of equipment by removing corrosive snow removal chemicals. Despite the County only having to pay for 20% of the cost of this facility, I am not recommending this project given other County priorities for the use of \$125,000 in County sales tax.
- 100% County-funded projects are not eligible for Federal or State Aid.
 - Construction of one ten-unit t-hangar would cost the County \$750,000. As noted in prior years, I am not recommending this project due to the extended return on investment, which could extend over 60 years.
- Storm water charges in the 2018 budget are increasing by \$24,399 based on a new methodology being employed by the City of Janesville. The Public Works Department contracted with a consultant in 2017 to present information to the City that reduced these charges from what otherwise would have been a significantly greater increase.
- I have made minor reductions to several line items.

Personnel

- The Airport Division has requested 1.0 FTE Airport Maintenance Worker to assist on second shift (currently there is 1.0 FTE on second shift and 2.0 FTE plus a 1.0 FTE Crew Leader on first shift). Given the \$87,100 cost of this position, I am not recommending it at this time.
- I am recommending that the position of Airport Director be retitled to Airport Manager. In Rock County, the title “Director” most commonly signifies department head status, and making this change will make the title of this position both more internally and externally consistent, which will help in future salary studies. No change in salary or duties is associated with this change.

Budget Highlights – Highway Division

Revenue

- Revenue from the State Department of Transportation (WisDOT) to fund Public Works Department efforts to maintain State highways is expected to total \$2,874,988 in 2018, an increase of \$42,487 or 1.5% over the 2017 budget.
- WisDOT General Transportation Aids (GTA) is expected to total \$2,339,524 in 2018, an increase of \$310,436 or 1.5% over the 2017 budget. This revenue is budgeted in the County Maintenance and Construction account.
- The County has contracts with 12 of the 20 towns to provide winter and routine (summer) maintenance of town roads.
 - The charge for winter maintenance is recommended to remain at \$900 per centerline mile. This rate has remained unchanged since 2015. The 2018 budget includes \$540,000 in revenue from this source.
 - The charge for routine maintenance is recommended to remain at \$1,700 per centerline mile, which represents a minimum level of work that towns will pay for under the contract. This rate has remained unchanged since 2012. Although towns frequently choose to have the Public Works Department perform work exceeding this minimum contractual amount, making it difficult to project exact revenue, the 2018 budget includes \$1.5 million in revenue from this source.

Expenditures

- The County Maintenance and Construction Account funds work on the County Trunk Highway (CTH) system. The requested funding for 2018 is shown in the following table.

County Maintenance & Construction Account Summary - 2018	
Account	Amount
Blacktopping	\$4,805,000
Winter	\$2,376,566
Routine	\$1,778,440
Seal Coating	\$140,000
Equipment Storage	\$254,197
Shouldering	\$100,000
Bridge Maintenance	\$93,848
Crack Sealing	\$230,000
Grader Patching	\$164,950
TOTAL	\$9,943,001

- I am recommending that \$190,000 of crack sealing be funded with sales tax. The one seal coating project requested and recommended in 2018 is shown below.

PROPOSED COUNTY SEAL COAT PROJECTS - 2018						
Priority	Route	From	To	Length (Miles)	Width (Feet)	Estimated Cost
1	CTH H	USH 14	STH 59	7.0	22	\$140,000

- The \$4,805,000 request for blacktopping projects includes the three projects shown in the table below. In order to keep debt service costs close to historical and sustainable levels, I am recommending that the CTH A project be completed in 2018, funded with \$3.0 million in deferred financing and \$97,000 in sales tax.
 - The CTH A segment shown below is the first of four segments that will need to be reconstructed stretching from the Walworth County line to US Highway 14 in Janesville. The total cost of this project, including inflation over the next number of years, is currently estimated at more than \$8.3 million.

PROPOSED COUNTY CONSTRUCTION PROJECTS - 2018								
Priority	Route	From	To	Length (Miles)	PASER Rating	Work Type	Estimated Cost	Cumulative Total
1	CTH A	CTH M	E. County Line	3.4	2,3	Reconstruction	\$3,097,000	\$3,097,000
2	CTH F	USH 14	N. Consolidated School Rd.	1.1	2	Reconstruction	\$1,049,000	\$4,146,000
3	CTH P	STH 140	CTH J	2.1	3	Pulverize & Overlay	\$659,000	\$4,805,000
TOTAL				6.6			\$4,805,000	

- Although there are several reconstruction projects included in the Capital Improvement Plan (CIP) over the next five years, I anticipate that an increasing number of projects during this period will utilize a pulverize and overlay method. This type of work is less expensive and will extend the useful life of the roads, avoiding more expensive reconstruction costs. For example, the CTH P project will still be in condition to be able to pulverize and overlay in 2019.
- Section 82.08, Wis. Stats., requires that counties fund 50% of the cost to reconstruct bridges on the town road system if they meet certain size criteria. These funds come from a limited tax levy on the taxable property only in the towns. A total of \$311,920 is recommended to come from this limited tax levy in 2018, which is more than in prior years due to an increasing number of town bridges that require reconstruction.

- \$127,400 of this amount is for projects for which there is no other funding source, and costs will be split equally between the County's limited tax levy and the town in which the bridge is located.
- \$184,520 of this amount will be used as the County's share of projects that are eligible for Federal aid. The 2018 County costs for these projects are detailed in the table below. As many of these represent design costs in 2018, the County will incur additional costs in 2019 or 2020 for the County share of reconstruction.

PROPOSED FEDERAL AID PROJECTS (TOWN BRIDGES) - 2018					
Priority	Route	Location	Length (Miles)	Work Type	County Cost
1	Creek Road	Town of Bradford	0.20	Design	\$34,900
2	S. Carvers Rock Road	Town of Bradford	0.20	Reconstruction	\$23,300
3	S. Smith Road	Town of Turtle / Town of La Prairie	0.20	Reconstruction	\$35,800
4	Janesville-Hanover Road	Town of Rock	0.20	Design	\$13,200
5	Mineral Point Road	Town of Janesville	0.20	Design	\$17,600
6	Emerald Grove Road	Town of Bradford	0.20	Design	\$18,300
7	Polzin Road	Town of Janesville	0.20	Design	\$19,000
8	Elm Drive	Town of La Prairie	0.20	Design	\$10,400
9	Skinner Road	Town of Newark	0.20	Design	\$12,020
TOTAL			1.80		\$184,520

- Federal aid is also available in 2018 for four additional projects, as shown in the following table. The costs for the CTH MM project are being split with the City of Janesville, and the figure in the table represents the County portion. I recommend that this \$1,291,200 be funded with sales tax.
 - This is a significant increase over the \$70,000 in sales tax that was applied to federal aid projects in 2017 and helps to explain why additional sales tax is not being recommended for more County highway construction projects in 2018.

PROPOSED FEDERAL AID PROJECTS (COUNTY BRIDGES AND HIGHWAYS) - 2018							
Priority	Route		Location Description		Length (Miles)	Work Type	County Cost
			From	To			
1	CTH M	(Bridge)	Indianford		0.20	Rehabilitation	\$399,600
2	CTH F	(Highway)	N. Main Street	W. High Street	0.90	Reconstruction	\$780,000
3	CTH MM	(Highway)	Wright Road	USH 14	1.00	Real Estate	\$75,000
4	CTH J	(Bridge)	Shopiere		0.20	Design	\$36,600
TOTAL					2.30		\$1,291,200

- Capital equipment purchases are included each year in the budget to replace failing equipment, update the fleet, improve the use of technology, and reduce long-term maintenance costs.
 - The Matrix study of highway operations recommended increasing the replacement cycle of the fleet to reduce costly down time and repair costs for aging vehicles. The Public Works Department continues to analyze how to implement these recommendations given the large up-front investment and annual depreciation costs.
 - Capital equipment purchases are made with available cash and depreciated over a number of years based on the useful life of the piece of equipment. In this way, the purchase price does not affect the tax levy, but the annual depreciation amount becomes a tax levy cost over the life of the equipment.

- The table below shows the requested and recommended equipment purchases for 2018.
 - These purchases total \$1,779,900 and result in annualized depreciation costs of \$173,841.
 - The amount of annual depreciation added to the budget has been increasing greater than the amount of depreciation removed from the tax levy for equipment that has been fully depreciated. For example, annualized depreciation for new purchases added to the budget in 2016 totaled \$170,124, while depreciation removed from the budget for equipment that had been fully depreciated totaled only \$30,702. This trend increases the tax levy devoted to equipment purchases each year.

CAPITAL EQUIPMENT LIST - 2018							
Priority	Equipment	Quantity	Unit Price	Total Cost	Cumulative Cost	Life (Years)	Annual Depreciation
1	Attenuator, Pull-behind	1	\$30,000	\$30,000	\$30,000	10	\$2,550
2	Hydrovac - Trailer Style	1	\$90,000	\$90,000	\$120,000	10	\$7,650
3	Pickup Trucks (4WD)	5	\$40,000	\$200,000	\$320,000	10	\$17,000
4	One-Ton Dump Truck (F-350)	3	\$70,000	\$210,000	\$530,000	10	\$17,850
5	Super Duty Dump Truck (F-550)	2	\$65,000	\$130,000	\$660,000	10	\$11,050
6	Bulldozer - D4	1	\$125,000	\$125,000	\$785,000	10	\$10,625
7	Base Station (with One Repeater)	1	\$32,000	\$32,000	\$817,000	5	\$5,440
8	Fork Lift (Large)	1	\$60,000	\$60,000	\$877,000	10	\$5,100

CAPITAL EQUIPMENT LIST - 2018

Priority	Equipment	Quantity	Unit Price	Total Cost	Cumulative Cost	Life (Years)	Annual Depreciation
9	Quad Axle, County (Plow, Wing & Sander)	1	\$250,000	\$250,000	\$1,127,000	9	\$23,611
10	Sign Truck	1	\$225,000	\$225,000	\$1,352,000	10	\$19,125
11	Skid Loader Trailer	2	\$6,200	\$12,400	\$1,364,400	10	\$1,054
12	Message Board	1	\$20,000	\$20,000	\$1,384,400	10	\$1,700
13	Skid Loader	1	\$60,000	\$60,000	\$1,444,400	10	\$5,100
14	Truck w/ Plow, Dump Box and Slide in "V" box sander	1	\$70,000	\$70,000	\$1,514,400	10	\$5,950
15	Crack Router	1	\$16,500	\$16,500	\$1,530,900	5	\$2,806
16	Roller, Asphalt, Small (CB34)	1	\$65,000	\$65,000	\$1,595,900	5	\$11,050
17	Mower	1	\$52,000	\$52,000	\$1,647,900	5	\$8,840
18	Excavator, Mini	1	\$60,000	\$60,000	\$1,707,900	10	\$5,100
19	GPS Units	60	\$1,200	\$72,000	\$1,779,900	5	\$12,240

- The 2017 budget moved responsibility for facility capital repairs and improvements to the Facilities Management budget. The Public Works projects included in the 2018 budget can be found in that section of the budget document.
- I am recommending a reduction in the amount budgeted for road salt by \$200,000, leaving \$400,000 in the budget for this purpose. This amount is more consistent with amount spent over the last couple of years, which have been relatively light on

snow, and recognizes the amount of salt currently in storage on-site at Public Works facilities. If 2018 is a heavy snow winter, and if available salt and funding are insufficient, a supplemental appropriation may be necessary, as has been done at various times over the years.

Personnel

- No personnel changes are requested.

Summary

- Expenditures in the Parks Division total \$751,218.
 - Recommended tax levy is \$542,913, an increase of \$32,082 or 6.3% from 2017.
- Expenditures in the Airport Division total \$1,110,689.
 - Recommended tax levy is \$541,906, an increase of \$37,960 or 7.5% from 2017.
- Expenditures in the Highway Division total \$15,763,477.
 - Recommended tax levy is \$3,325,445, an increase of \$108,451 or 3.4% from 2017.
- Overall Expenditures for the Public Works Department total \$17,854,458.
 - Recommended tax levy is \$4,410,264, an increase of \$178,493 or 4.2%.
 - The amounts above do not include Bridge Aids, which as noted are funded through a limited levy only on the towns and total \$311,920 in 2018.
 - The amounts above do not include costs to operate the County's motor pool, which is funded through chargebacks to departments that use motor pool vehicles. In 2018 motor pool expenditures will total \$229,074.

Budget Highlights – Rail Transit

Revenue

- In 2017, \$1,046 in fund balance was used to reduce tax levy for rail transit. No fund balance remains to be used in 2018.

Expenditures

- Rock County is a member of the Wisconsin River Rail Transit Commission (WRRTC) and the Pecatonica Rail Transit Commission (PRTC). These rail commissions, which include a number of counties in south-central Wisconsin, participate in the acquisition and rehabilitation of rail lines. Funding for these purposes is provided through payments by member counties.
 - In 2018, the annual payment will total \$28,000, the same amount as 2017.
 - Wisconsin and Southern Railroad (WSOR), which serves as the short-line operator for the commissions, and the Wisconsin Department of Transportation share in the cost of rail improvements.

Personnel

- Not applicable.

Summary

- Tax levy for Rail Transit totals \$28,000, the same amount as 2017.