

County Board Staff Committee

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CHARTER
COUNTY ADMINISTRATOR'S OFFICE
2022

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	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
County Administrator	1.0	1.0	0.0
Assistant to the County Administrator	1.0	1.0	0.0
Justice System Manager	1.0	1.0	0.0
Analyst	1.0	1.0	0.0
Equity Manager	1.0	1.0	0.0
Office Coordinator	1.0	1.0	0.0
Total	6.0	6.0	0.0

PERSONNEL MODIFICATIONS

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

FINANCIAL SUMMARY
COUNTY ADMINISTRATOR
2022

<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	50,000	50,000
Fees/ Other	0	0
Total Revenues	\$50,000	\$50,000
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$538,373	\$538,373
Fringe Benefits	177,835	177,835
Operational	91,550	91,550
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	\$807,758	\$807,758
<u>PROPERTY TAX LEVY</u>	\$757,758	\$757,758

ADMINISTRATOR'S COMMENTS

COUNTY ADMINISTRATOR

2022

Budget Highlights

Revenue

- Sales Tax is budgeted in 2022 in the amount of \$50,000 to cover the costs of a consultant that will facilitate the development of a county-wide strategic plan.

Expenditures

- As noted above, Other Contracted Services is budgeted at \$50,000 to engage a consultant to develop a county-wide strategic plan. Rock County's changing dynamics require a documented, comprehensive plan to better categorize existing and emerging challenges in a prioritized framework. A strategic plan will help provide guidance to County Administration and department heads when preparing budgets and programmatic initiatives, particularly when there are many needs and competition for resources. As had been discussed at various times over past several years, engaging successfully in strategic plan development will require a commitment of time and effort from the County Board and County staff.
- Various expenses are up over the prior year:
 - Telephone, up \$721 or 38.9% to reflect historical trends.
 - Training, up \$1,625 or 18.7% due to more in-person attendance at conferences and workshops, as adjustments are made in response to the pandemic.
- The County Administrator's Office will continue to reimburse the Human Resources Department for 25% of the time for the Human Resources Secretary position (\$21,552). This provides some support for the office and relief for the Office Coordinator.
 - When the Human Resources Secretary reimbursement is included, 97.3% of the County Administrator's Office budget is composed of personnel costs.

Personnel

- No personnel changes are requested in 2022.

Summary

- The recommended tax levy for the County Administrator's Office is \$757,758, an increase of \$11,370 or 1.5% over the prior year.

CHARTER
CORPORATION COUNSEL

2022

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/Insurance

The Corporation Counsel includes the Risk and Safety Manager, who is responsible for the development and administration of the County's Risk Management program. This includes employee safety management and training, loss control, managing liability exposures and assuring the County has adequate insurances in place to protect the County assets. It coordinates insurance matters with our respective third party administrators and WMMIC and it is responsible for the worker's compensation and third-party self-insurance programs.

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 represents the public interest in cases filed under Chapters 48, 49, 51, 54 and 55 of the Wisconsin Statutes, and provides specific legal counsel to the Rock County Human Services Department.

III. CHILD SUPPORT

The Corporation Counsel represents the interests of the State and provides legal representation to the Rock County IV-D child support program.

PERSONNEL SUMMARY

CORPORATION COUNSEL

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
Corporation Counsel	1.0	1.0	0.0
Deputy Corporation Counsel	1.0	1.0	0.0
Risk Manager	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	11.0	11.0	0.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Legal Assistant (PR 10 A, Unilateral)	Legal Assistant (PR 12 A, Unilateral)	1.0	0.0

FINANCIAL SUMMARY

CORPORATION COUNSEL

2022

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	5,000	5,000
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	82,138
Fees/ Other	0	0
Total Revenues	<hr/> \$5,000	<hr/> \$87,138
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,053,752	\$1,052,666
Fringe Benefits	338,658	338,504
Operational	42,935	42,935
Capital Outlay	70,000	70,000
Allocation of Services	(1,015,816)	(1,015,816)
Total Expenditures	<hr/> \$489,529	<hr/> \$488,289
<u>PROPERTY TAX LEVY</u>	\$484,529	\$401,151

ADMINISTRATOR'S COMMENTS

CORPORATION COUNSEL

2022

Budget Highlights

Revenue

- Sales tax in the amount of \$82,138 is budgeted in 2022 for a legal-based management information and document management software system and for a Limited Term Employee to assist in the project implementation and conversion of documents.
- The department will be reimbursed \$5,000 from the County's liability insurance carrier (WMMIC) in 2022 for various risk management trainings. This is an increase of \$790 from the prior year.

Expenditures

- The costs of the staff assigned to Child Support and Human Services are charged back to those departments as a Cost Allocation (\$890,832).
- Expense Allocations reflect the Risk Manager position and related costs charged back to the County's self-funded workers compensation fund (\$124,984).
- A new legal file and document management information software system is requested and recommended in 2022 at a cost of \$70,000 and will increase workflow management by automating document storage and document processes. This project is being funded by sales tax revenue.
- Computer Services is budgeted to increase by \$12,120 due to various technology equipment charges of staff that previously were budgeted in other departments (Child Support, etc.)

Personnel

- The department has requested a reallocation of 1.0 FTE Legal Assistant from PR 10 A to PR 12 A, Unilateral at a cost of \$1,240. This request has been under consideration for a number of years, and when evaluated in concert with reallocations that could occur for several other similar positions that would place them in the same pay range, is meritorious. The goal of considering similar positions and attempting to keep them in the same pay range is key to the management of a compensation system, and, given the volume of such requests, is an example of why I am recommending an organization-wide wage study. Therefore, this request is not recommended pending the results of the wage study.
- A Limited Term Employee (LTE) is requested to assist in the conversion of documents related to the recommended document management software project noted above. The cost of the LTE is budgeted at \$12,138 and is funded by sales tax revenue.

Summary

- The Corporation Counsel recommended tax levy is \$401,151, which is an increase of \$28,337 or 7.6% from the prior year.

CHARTER
HUMAN RESOURCES DEPARTMENT

2022

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. Ensure 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 insurance program.

- b. Coordinate issues regarding claims, funding mechanism, etc. between employees and third party administrators and consultants.
 - c. Coordinate benefit changes in insurance and benefit plans.
 - d. 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. Ensure a safe and secure workplace for all County employees.
- a. Coordinate with the Risk Manager to promote safety throughout the County buildings and office space.
 - b. Support County Safety Committee.

PERSONNEL SUMMARY

HUMAN RESOURCES

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
Human Resources Director	1.0	1.0	0.0
Assistant Human Resources Director	1.0	1.0	0.0
Human Resources Manager	1.0	1.0	0.0
Human Resources Generalist	2.0	3.0	1.0
Human Resources Secretary	2.0	2.0	0.0
Total	7.0	8.0	1.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Asst. HR Director (PR 26 C, Unilateral)	Asst. HR Director (PR 28 C, Unilateral)	1.0	0.0
Reallocation	HR Manager (PR 22 C, Unilateral)	HR Manager (PR 26 C, Unilateral)	1.0	0.0
Reallocation	HR Secretary (PR 10 A, Unilateral)	HR Secretary (PR 12 A, Unilateral)	2.0	0.0
Create		HR Generalist (PR 17 C, Unilateral)	2.0	1.0

FINANCIAL SUMMARY

HUMAN RESOURCES

2022

<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	100,000
Fees/ Other	200	200
Total Revenues	<hr/> \$200	<hr/> \$100,200
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$644,065	\$590,821
Fringe Benefits	251,260	225,866
Operational	85,722	185,722
Capital Outlay	0	0
Allocation of Services	(187,706)	(187,706)
Total Expenditures	<hr/> \$793,341	<hr/> \$814,703
<u>PROPERTY TAX LEVY</u>	\$793,141	\$714,503

ADMINISTRATOR'S COMMENTS

HUMAN RESOURCES

2022

Budget Highlights

Revenue

- Sales tax revenue is budgeted in 2022 in the amount of \$100,000 to conduct a comprehensive position and wage classification study by an outside consultant (see comments below).

Expenditures

- The Background and Testing account was created in 2019 to reflect a state caregiver law requiring caregiver positions in the County to have background checks conducted every four years. There will be 238 county employees checked in 2022, up from 182 in 2021. This account also covers background checks and testing done for other select county positions. The 2022 budget will be \$8,000, no change from the prior year.
- Other Contracted Services will increase by \$70,000 in 2022:
 - An initiative in 2021 utilized a consultant for a blue-ribbon study project approved by the County Board in 2019. A report is anticipated prior to December of 2021. The cost of the study was budgeted at \$30,000 in 2021.
 - For 2022, \$100,000 is budgeted for an outside consultant to conduct a comprehensive position and wage classification study. The county's position classification system and wage matrixes have historically been maintained internally, with changes made following annual budget requests from department heads or through classification studies undertaken by the Human Resources Department, the most recent of which was performed in 2016. In 2022, the number of requests for position classification and wage changes has made it apparent that this approach is no longer sustainable. For example, for the 2022 budget reclassification requests from departments totaled \$180,000, in addition to a request from the Public Works Department to significantly change the 1077 pay grid at a cost of \$200,000 and an ongoing review of program manager positions in the Human Services Department. Many of these requests have merit and, considering the current and future workforce challenges facing the County, deserve a thorough and comprehensive analysis.

Throughout the Administrator's Comments I have noted that very few reclassification/reallocation requests are being recommended in 2022 due to the need for this wage study.

- Training Expense will increase by \$4,000 or 19.9% due to an additional supervisory training scheduled with Blackhawk Technical College.
- Recruitment expenses are budgeted at \$8,000, no change from the prior year. The department continues to place less emphasis on print media and increased use of social media for job openings.
- The department will budget \$20,000 for Diversity & Inclusion/Cultural Competency training in 2022, the same amount as the prior year.
 - In 2021, the pandemic caused a disruption in the scheduled trainings, and the County is utilizing existing programming including community-based training (e.g., YWCA Racial Justice Conference) to allow a greater employee selection of training program areas and sources that meet the following goals: create a more inclusive environment, enhance communication and productivity internally, and increase the knowledge and skill set to better engage the broader community. The County will continue this emphasis in 2022.
- \$1,000 has been requested under the Software Purchase line item for additional Adobe software licenses.
- Charge backs to other areas of the County budget for staff time and expenses total \$187,706, which is \$64,305 or 52.1% more than the prior year due to more staff time charged for Rock Haven duties. The breakdown of the chargebacks is as follows:
 - Health Insurance Trust Fund for health insurance administration (\$67,686).
 - Rock Haven for recruitment/hiring, ads and postings, and evaluations (\$98,468).
 - Administrator's Office for 25% of secretarial time dedicated to assist the Office Coordinator (\$21,552).

Personnel

- In 2022, the department is requesting the following reallocations, which, as noted above, are not being recommended due to the proposed wage study:

- Reallocate a 1.0 FTE Assistant Human Resources Director from Unilateral Pay Range 26 C to Pay Range 28 C at a cost of \$2,026.
- Reallocate a 1.0 FTE Human Resources Manager from Unilateral Pay Range 22 C to Pay Range 26 C at a cost of \$7,756.
- Reallocate 2.0 FTE Human Resources Secretary from Unilateral Pay Range 10 A to Pay Range 12 A at a cost of \$6,949.
- The department also requests the creation of 2.0 FTE Human Resources Generalist (Unilateral Pay Range 17 C) positions at a cost of \$155,434. Departments are requesting more resources from Human Resources, and in particular Rock Haven and the Human Services Department are seeking more support. Based on feedback received thus far through the engagement with Hue Life on behalf of the Blue Ribbon Commission on Organizational Excellence, I expect a recommendation that additional positions for Human Resources are necessary to advance organizational improvements. Further, industry data indicates that the Rock County Human Resources Department is understaffed for the size of the organization. Specifically, organizations the size of Rock County typically have between 1.03 and 1.4 Human Resources staff for every 100 employees. Rock County has 7.0 FTE Human Resources staff and (per the 2021 budget) 1,276.3 FTE, resulting in 0.55 Human Resources staff for every 100 Rock County staff. This would indicate the County has, at best, about half as many Human Resources staff as suggested by industry standards, which indicate between 13.1 FTE and 17.8 FTE would be needed.
 - I am recommending 1.0 FTE Human Resources Generalist position at a cost of \$77,717, which would only bring the ratio to 0.63. Despite the need, this recommendation is largely due to competing needs in the budget. The County Board may want to further evaluate this issue following the issuance of the Hue Life report.

Summary

- The recommended tax levy for Human Resources totals \$698,772, an increase of \$45,131 or 6.9% over the prior year.

Rock County
P03 - Budget Preparation Report
For Fiscal Year: 2022

As Of: 10/11/2021

CB COUNTY BOARD

0113200000 County Administrator

Object Code and Description

Revenues:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>Actual As of 6/30/2021</u>	<u>12/31/2021 Estimate</u>	<u>2022 Department Request</u>	<u>2022 Admin Rcmmndtns</u>	<u>County Board Approved</u>
41500 County Sales Tax	0	0	0	0	0	50,000	50,000	0
Total Revenues	0	0	0	0	0	50,000	50,000	0

Expenses:

61100 Regular Wages	410,830	458,435	519,594	225,704	491,470	533,373	533,373	0
61210 Overtime Wages-Productive	7,708	10,382	9,850	847	4,000	5,000	5,000	0
61400 FICA	31,065	34,795	40,502	17,435	37,903	41,186	41,186	0
61510 Retirement	26,839	31,063	35,738	14,013	33,444	34,994	34,994	0
61610 Health Insurance Premium	82,375	86,208	98,796	98,796	98,796	98,400	98,400	0
61620 Dental Insurance	2,334	2,447	2,839	1,113	2,839	2,760	2,760	0
61630 Life Insurance	222	243	226	114	226	260	260	0
61710 Workers Compensation	304	284	235	235	235	235	235	0
62119 Other Contracted Services	0	0	0	0	0	50,000	50,000	0
62210 Telephone	1,504	2,298	1,853	1,119	2,238	2,574	2,574	0
63100 Office Supplies & Misc Expense	9,077	856	1,175	289	1,175	1,245	1,245	0
63101 Postage	145	3	100	54	50	100	100	0
63110 Administration Expense	20,048	20,715	21,026	0	21,026	21,552	21,552	0
63200 Publications/Subscriptions/Due	2,019	3,018	3,854	2,273	3,854	3,854	3,854	0
63300 Travel	572	74	1,900	0	500	1,900	1,900	0
64200 Training Expense	1,592	2,075	8,700	523	2,000	10,325	10,325	0
67130 Terminals & PCs	894	0	0	0	0	0	0	0
Total Expenses	597,528	652,896	746,388	362,515	699,756	807,758	807,758	0

COUNTY SHARE

	(597,528)	(652,896)	(746,388)	(362,515)	(699,756)	(757,758)	(757,758)	0
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Rock County P03 - Budget Preparation Report

As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

0616200000 Corporation Counsel	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Rcmmndtns</u>	<u>Board Approved</u>
Revenues:								
41500 County Sales Tax	0	0	0	0	0	0	82,138	0
44100 Fees	1,112	72	0	150	150	0	0	0
46002 Other Grants and Contracts	5,134	320	4,210	485	1,000	5,000	5,000	0
47013 Carryover from Prior Year	0	0	2,500	0	2,500	0	0	0
Total Revenues	6,246	392	6,710	635	3,650	5,000	87,138	0
Expenses:								
61100 Regular Wages	828,752	1,000,188	994,551	467,450	1,012,808	1,042,477	1,041,391	0
61108 Seasonal/LTE Wages	0	0	0	0	0	11,275	11,275	0
61210 Overtime Wages-Productive	666	1,209	0	0	0	0	0	0
61400 FICA	62,993	76,476	76,082	35,740	77,437	80,612	80,529	0
61510 Retirement	54,392	66,674	67,133	30,672	68,365	67,761	67,690	0
61610 Health Insurance Premium	195,216	220,289	181,126	181,126	181,126	180,400	180,400	0
61611 PEHP Benefit	1,620	1,858	1,860	858	1,860	1,860	1,860	0
61620 Dental Insurance	4,888	5,109	5,203	2,298	4,979	5,060	5,060	0
61630 Life Insurance	2,007	2,023	2,346	1,041	2,256	2,456	2,456	0
61710 Workers Compensation	565	622	509	509	509	509	509	0
62103 Computer Services Fees	10,695	12,120	0	0	0	12,120	12,120	0
62119 Other Contracted Services	1,662	0	0	0	0	0	0	0
62210 Telephone	1,683	1,525	1,300	906	1,700	1,650	1,650	0
63100 Office Supplies & Misc Expense	1,671	911	900	168	850	900	900	0
63101 Postage	385	224	600	136	300	600	600	0
63109 Other Supplies & Expenses	0	881	0	0	0	0	0	0
63200 Publications/Subscriptions/Due	4,159	4,254	5,545	4,575	5,300	5,490	5,490	0
63202 Law Books	2,753	3,146	3,600	1,846	3,600	3,900	3,900	0
63300 Travel	3,959	367	3,285	516	1,200	3,285	3,285	0
64200 Training Expense	7,750	1,752	12,590	967	7,000	14,990	14,990	0
65103 Public Liability	0	1,391	0	286,134	0	0	0	0
67130 Terminals & PCs	1,682	0	0	0	0	0	0	0

Rock County
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As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

0616200000 Corporation Counsel	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Rcmmndtns</u>	<u>Board Approved</u>
67135 Software Purchase Over \$25,000	0	0	0	0	0	70,000	70,000	0
67160 Capital Assets \$500 to \$4,999	2,134	0	0	0	0	0	0	0
68000 Cost Allocations	(750,508)	(895,583)	(859,294)	(355,480)	(857,306)	(890,832)	(890,832)	0
68010 Expense Allocations	(63,996)	(115,628)	(117,812)	0	(117,812)	(124,984)	(124,984)	0
Total Expenses	375,128	389,808	379,524	659,462	394,172	489,529	488,289	0
 COUNTY SHARE	 (368,882)	 (389,416)	 (372,814)	 (658,827)	 (390,522)	 (484,529)	 (401,151)	 0

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As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

081420000 Human Resources	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Rcmmndtns</u>	<u>Board Approved</u>
Revenues:								
41500 County Sales Tax	0	0	0	0	0	0	100,000	0
44100 Fees	333	171	200	98	150	200	200	0
47013 Carryover from Prior Year	0	0	30,000	0	0	0	0	0
Total Revenues	333	171	30,200	98	150	200	100,200	0
Expenses:								
61100 Regular Wages	459,708	490,580	499,949	222,022	499,949	644,065	576,164	0
61210 Overtime Wages-Productive	396	358	0	0	0	0	0	0
61400 FICA	35,119	37,433	38,246	16,772	38,246	49,270	44,076	0
61510 Retirement	30,053	32,550	33,746	14,498	33,746	41,865	37,451	0
61610 Health Insurance Premium	139,191	140,429	115,262	115,262	115,262	147,600	131,200	0
61620 Dental Insurance	3,498	3,553	3,313	2,052	3,313	4,140	3,680	0
61630 Life Insurance	117	124	122	61	122	127	127	0
61710 Workers Compensation	297	308	258	258	258	258	258	0
61920 Physicals	681	0	0	0	0	0	0	0
61925 Background and Testing	12,110	7,268	8,000	4,474	4,474	8,000	8,000	0
62104 Consulting Services	0	0	500	0	0	500	500	0
62119 Other Contracted Services	0	0	30,000	0	30,000	0	100,000	0
62195 Service Program Fees	140	0	0	0	0	0	0	0
62210 Telephone	2,756	2,613	3,000	1,276	3,106	3,106	3,106	0
62400 Repair & Maintenance Services	416	323	275	0	275	275	275	0
62491 Software Maintenance	17,501	3,750	3,750	4,012	4,012	3,750	3,750	0
63100 Office Supplies & Misc Expense	4,177	3,752	4,735	923	4,735	4,735	4,735	0
63101 Postage	3,262	3,498	2,000	1,769	2,000	2,000	2,000	0
63200 Publications/Subscriptions/Due	2,402	5,454	2,312	1,888	2,312	2,576	2,576	0
63300 Travel	5,322	54	5,630	0	3,000	5,630	5,630	0
64200 Training Expense	7,957	3,943	20,150	89	10,000	24,150	24,150	0
64215 Recruitment	6,700	2,444	8,000	4,396	7,000	8,000	8,000	0
64216 Cultural Competency	14,300	12,278	20,000	1,890	20,000	20,000	20,000	0

Rock County P03 - Budget Preparation Report

As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

0814200000 Human Resources	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Rcmmndtns</u>	<u>Board Approved</u>
64417 RH Expenses	6,815	3,477	6,829	12,462	15,000	10,000	10,000	0
64701 Software Purchase	0	665	1,165	0	1,165	1,000	1,000	0
68000 Cost Allocations	(48,778)	(96,537)	(35,000)	0	(98,468)	(98,468)	(98,468)	0
68004 Health Insurance Allocations	(113,930)	(75,890)	(67,686)	0	(67,686)	(67,686)	(67,686)	0
68010 Expense Allocations	(20,048)	(20,715)	(20,715)	0	(20,715)	(21,552)	(21,552)	0
Total Expenses	570,162	561,712	683,841	404,104	611,106	793,341	798,972	0
 COUNTY SHARE	 (569,829)	 (561,541)	 (653,641)	 (404,006)	 (610,956)	 (793,141)	 (698,772)	 0

Rock County
P03 - Budget Preparation Report
For Fiscal Year: 2022

As Of: 10/11/2021

CB COUNTY BOARD

0814202019 Workforce Training Grant

Object Code and Description

Revenues:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>Actual As of 6/30/2021</u>	<u>12/31/2021 Estimate</u>	<u>2022 Department Request</u>	<u>2022 Admin Rcmmndtns</u>	<u>County Board Approved</u>
42200 State Aid	1,600	1,600	0	0	0	0	0	0
46920 Revenue Collected in Prior Yr	0	(1,600)	0	0	0	0	0	0
Total Revenues	1,600	0	0	0	0	0	0	0

Expenses:

64915 Prior Year Disbursements	0	(1,629)	0	0	0	0	0	0
67130 Terminals & PCs	1,629	1,629	0	0	0	0	0	0
Total Expenses	1,629	0	0	0	0	0	0	0

COUNTY SHARE

	(29)	0	0	0	0	0	0	0
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Rock County
P03 - Budget Preparation Report

As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

1919400000 Beloit-Janesville Express
Object Code and Description

Expenses:

62119 Other Contracted Services

Total Expenses

COUNTY SHARE

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Budget</u>	<u>Actual As of</u> <u>6/30/2021</u>	<u>12/31/2021</u> <u>Estimate</u>	<u>2022</u> <u>Department</u> <u>Request</u>	<u>2022</u> <u>Admin</u> <u>Rcmmndtns</u>	<u>County</u> <u>Board</u> <u>Approved</u>
	14,786	18,633	29,026	0	29,026	29,026	29,026	0
	<u>14,786</u>	<u>18,633</u>	<u>29,026</u>	<u>0</u>	<u>29,026</u>	<u>29,026</u>	<u>29,026</u>	<u>0</u>
	<u>(14,786)</u>	<u>(18,633)</u>	<u>(29,026)</u>	<u>0</u>	<u>(29,026)</u>	<u>(29,026)</u>	<u>(29,026)</u>	<u>0</u>

Rock County
P03 - Budget Preparation Report

As Of: 10/11/2021

For Fiscal Year: 2022

CB COUNTY BOARD

1919400000 Beloit-Janesville Express
Object Code and Description

TOTAL FOR COUNTY BOARD

	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	Department	Admin	Board
						<u>Request</u>	<u>Rcmmndtns</u>	<u>Approved</u>
	(1,551,054)	(1,622,486)	(1,801,869)	(1,425,348)	(1,730,260)	(2,064,454)	(1,886,707)	0

Rock County
P03 - Budget Preparation Report

As Of: 10/11/2021

CB COUNTY BOARD

For Fiscal Year: 2022

1919400000 Beloit-Janesville Express

Object Code and Description

Grand Total For All Revenues

Grand Total For All Expenses

Grand Total

	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Rcmmndtns</u>	County Board <u>Approved</u>
Grand Total For All Revenues	8,179	563	36,910	733	3,800	55,200	237,338	0
Grand Total For All Expenses	1,559,233	1,623,049	1,838,779	1,426,081	1,734,060	2,119,654	2,124,045	0
Grand Total	<u>(1,551,054)</u>	<u>(1,622,486)</u>	<u>(1,801,869)</u>	<u>(1,425,348)</u>	<u>(1,730,260)</u>	<u>(2,064,454)</u>	<u>(1,886,707)</u>	<u>0</u>