

# Rock County 2020



# Recommended Budget

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## County Board

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**CHARTER**  
**COUNTY BOARD**

**2020**

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**

**2020**

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
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
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$134,115	\$134,115
Fringe Benefits	9,421	9,421
Operational	48,934	48,934
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$192,470	<hr/> \$192,470
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$192,470</b>	<b>\$192,470</b>



## ADMINISTRATOR'S COMMENTS

### COUNTY BOARD

2020

#### Budget Highlights

#### Revenue

- The department does not generate revenue.

#### Expenditures

- \$134,115 is budgeted for County Board member per diem payments in 2020, which is an increase of \$13,115 or 10.8% over the prior year. The increase reflects higher attendance at scheduled meetings and increased attendance at the state association (Wisconsin Counties Association) annual conference.
- \$17,569 is budgeted for legal notices in 2020, which is an increase of \$3,281 or 23.0% over the prior year as the County switches from the Beloit Daily News to the Janesville Gazette:
  - 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 2020, the Janesville Gazette will receive payment. Historically, its rates have been higher than the Beloit Daily News as its circulation is larger.
  - Additional savings have been realized due to efforts by the County Clerk to keep the required minutes summaries to a minimum and County Board financial management policy changes. These efforts result in less verbiage in the published minutes.

- \$18,920 is budgeted for publications, dues & subscriptions in 2020, which is the same amount as the prior year and covers:
  - The Wisconsin Counties Association dues (\$12,433).
  - The Wisconsin Counties Utility Tax Association (WCUTA) dues (\$3,057). This group has lobbied successfully over the years to increase the amount of Shared Utility Payments to local governments that host power plants, including Rock County. For 2020, the County anticipates receiving \$2,040,915 in Shared Utility Payments. Dues are based on 0.15% of that payment.
- \$9,320 is budgeted for training in 2020, which is an increase of \$1,000 or 12.3% over the prior year and covers the costs for attending the annual Wisconsin Counties Association conference. The increase allows additional Board members to attend the annual conference.

#### Personnel

- There are no personnel requests in the budget.

#### Summary

- The County Board requested and recommended tax levy is \$192,470, which is an increase of \$17,692 or 10.1% over the prior year.

## Agriculture and Land Conservation Committee

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# CHARTER

## UW-Madison Division of Extension, Rock County

2020

The UW-Madison Division of Extension, Rock County is a partnership between the University of Wisconsin, the U.S. Department of Agriculture, and Rock County. The mission of the Division of Extension Rock County is to develop educational programs tailored to local needs and based on university knowledge and research. Fulfilling the promise of the Wisconsin Idea, the Division of Extension Rock County extends the boundaries of the university to the boundaries of the state and helps the university establish beneficial connections with all of its stakeholders.

Programs and budget for each calendar year are jointly approved by the County Agricultural and Extension Education Committee and the Area Extension Director. 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 as part of an annual contract. Counties provide the costs of local space, equipment, office supplies, administrative support, travel expenses, and a flat fee for educational services provided by local Extension educators and coordinators. Federal USDA funds and other federal and foundation grants are combined with state funds to pay the remainder of the expenses related to county-based Extension staff, the Area Extension Director, statewide University specialists, and other institutional costs.

County-based educators and coordinators work with residents, organizations, communities, 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 University of Wisconsin - Cooperative Extension Service is organized by program areas. By agreement of the unique partnership arrangement outlined above, Rock County maintains Extension staff programming in:

- Agriculture
- Horticulture

- Health and Wellbeing
- FoodWise
- 4-H
- Positive Youth Development

1. **Agriculture and Horticulture** 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. Consumer Horticulture:

- Extend research-based horticulture education through programs including Master Gardener volunteers, Rock County Community Garden program, community outreach, youth and school educational programming, plant diagnostic services and other educational programs.

g. Direct Marketing Alternative Agriculture Enterprises:

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

**2. Health and Wellbeing, and FoodWise Programs,** help families thrive in a rapidly changing world. Educators partner with community organizations and agencies to address critical issues, promote family strengths and help communities become healthy environments for family life.

The FoodWise program brings over \$450,000 in federal USDA funds into the county for educational programming directed to families with limited resources.

Program priorities include:

a. Leadership Education:

- Leadership development educational programs
- Coordination and oversight of community interns/students
- Coalition building and participation
- Coaching leadership skills
- Grant writing and implementation
- Applied research
- Leveraging community partnerships

b. 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
- Creation of health equity awareness and education

c. StrongBodies Programs:

- Oversight for StrongWomen/Men program in Rock County
- Lead statewide & national efforts in training and supporting StrongBodies Leaders
- Volunteer Development for StrongBodies Leaders and programs in Rock County and Wisconsin

d. Nutrition Education:

- FoodWise staff educates low-income youth and adults (20,000 educational contacts) with nutrition education in qualifying schools, food pantries, and community organizations throughout Rock County.
- Provide families with knowledge about safe food handling, preparation, and storage practices.

- e. Community Food Security:
    - FoodWise help limited resource families to achieve food security by teaching skills on managing food dollars, tracking spending, and planning healthy meals.
  - f. Child Care/Parenting Education:
    - Continuing education opportunities to area childcare providers
    - Educational programs on topics including parenting, healthy family outcomes, nutrition, physical activity and healthy lifestyles.
3. **4-H and Positive Youth Development Programs** provide 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 1,161 members and 361 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 programming in clubs that meet monthly.
    - Positive Youth Development Programs assess community needs related to the positive development of youth and youth interest/engagement so that youth may direct club/program content and/or facilitation.
  - 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.
    - Positive Youth Development Programs directly provide youth development education and training to youth-serving organizations/volunteers in the community, including the 4-H program.
    - Positive Youth Development Programs build community capacity to address issues that affect youth.
  - 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.
    - Positive Youth Development Programs engage young people in addressing community needs.

d. Life Skill Development:

- 4-H and Positive Youth Development Programs teach essential life skills, including problem solving, communications, teamwork and leadership development through projects, activities and other educational programs.

e. Community Service and Service Learning and Advocacy:

- 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.
- Positive Youth Development Programs lead initiatives and collaborate with organizations to respond to youth issues and include youth voice in their responses.

f. Youth Outreach Programs:

- Positive Youth Development Programs increase access by designing and/or facilitating educational opportunities for youth outside of the traditional 4-H program.
- Positive Youth Development Programs determine unique educational opportunities within current UW-Madison Division of Extension, Rock County program priorities listed above that are inclusive for diverse youth and their families while building capacity in priorities as determined by participants.

The UW-Madison Division of Extension, Rock County brings 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	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
Administrative Assistant/ Stenographer	0.40	0.475	0.075
Office Coordinator	1.0		-1.0
Administrative Services Supervisor		1.0	1.0
Total	1.4	1.475	0.075

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Title Change	Office Coordinator	Administrative Services Supervisor	1.0	1.0
New Position		Administrative Assistant/ Stenographer	0.075	0.075

# FINANCIAL SUMMARY

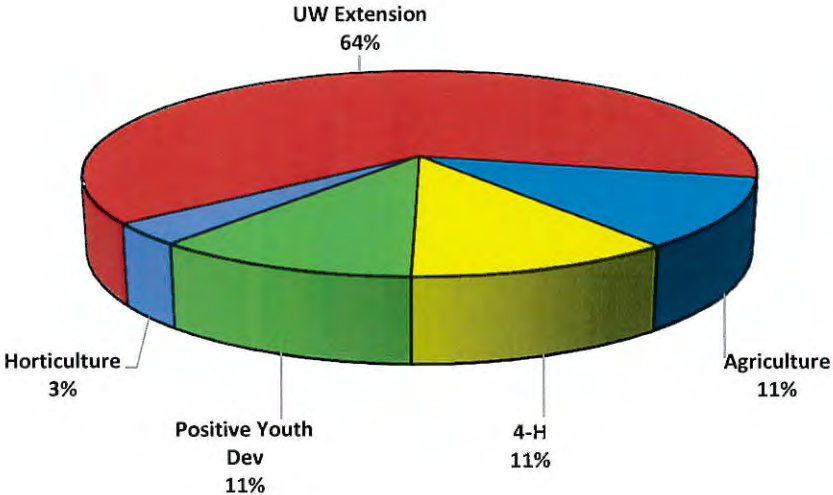
## UW EXTENSION

2020

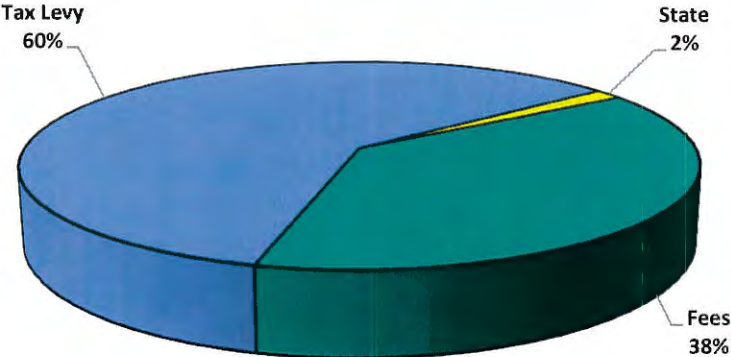
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$5,534	\$5,534
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	140,020	140,020
Total Revenues	<hr/> \$145,554	<hr/> \$145,554
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$77,070	\$75,070
Fringe Benefits	38,418	38,265
Operational	298,341	252,841
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$413,829	<hr/> \$366,176
<u>PROPERTY TAX LEVY</u>	\$268,275	\$220,622

**2020 BUDGET  
UW EXTENSION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### UW-EXTENSION

2020

#### Budget Highlights

- 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 implemented a regional model for UW-Extension (Rock County's region includes Jefferson County and Walworth County) in 2019. 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 has increased, which increases the County's cost for the same number of positions prior to the change.

#### Revenue

- Fees from the Farm account include farm land lease (\$97,020), garden plot revenue (\$3,500), and commodity income from crops grown on research plots (\$14,500). These sources are budgeted to total \$115,020 in 2020.
  - The farm lease was bid in 2019, and the new lease is lower by \$7,980 or 7.6% than the prior lease due to the weakening farm economy.
  - Approximately \$6,000 in seed donated from the Wyffels Company and the McGinnis Seed Company, as well as contributions from Johnson Tractor and BASF, help maximize farm revenue by limiting costs.

## Expenditures

- The Contracted Services account represents the County's share of the cost for the State to provide UW-Extension educators. In 2019, the Health & Wellbeing Educator position became vacant. Due to other priorities, I am recommending that this position not be filled in 2020, resulting in a savings of \$42,000. The total cost of this contract in the 2020 Recommended Budget is \$130,685 (including \$1,625 of State required training) to fund 3.2 FTE of UW-Extension educators. The recommended budget amount for these contracted positions, at \$41,500 apiece, is based on the roster described below.
  - 1.0 FTE Agriculture Educator
  - 1.0 FTE Positive Youth Development Educator
  - 1.0 FTE 4-H Program Coordinator
  - 0.2 FTE Horticulture Educator (this is a 0.8 FTE position shared with Walworth County and fully funded by the two counties with no State cost sharing)
- Office Supplies request was \$8,200 in the main account, but I am recommending \$4,700 as some of these expenditures are more appropriately funded through program fees in the separate UW-Extension Education account.
- The UW-Extension Education account is used to support revenue and expenditures related to the education programming provided. In 2019, the County Board approved a Rock County Healthy Schools project, which used \$35,000 in fund balance from this account. No fund balance use is recommended in 2020. The anticipated fund balance in this account as of 12/31/2019 from fees collected over the years totals \$19,766.
- The Farm budget includes \$6,000 for leasing a higher-grade tractor to assist with the commodity crops and the Community Garden operations.

## Personnel

- The department is requesting to re-title the Office Coordinator position to an Administrative Services Supervisor position due to supervising clerical staff. There is no cost impact as the Administrative Services Supervisor is in the same pay range as the Office Coordinator. The request is recommended.

- Rock County currently funds 1.4 FTE of clerical support staff. UW-Extension proposes to increase the 0.40 FTE Administrative Assistant/Stenographer to 0.475 FTE, an increase of 3 hours per week. This will allow for additional staff support. I recommend their request but have decreased the seasonal staff as noted below.
- UW-Extension has requested \$5,000 in seasonal funds, the same amount as the prior year. Seasonal Wages covers temporary clerical duties. I recommend \$3,000 as the department is requesting an increase in the regular part-time clerical position.

#### Summary

- The recommended tax levy for all UW-Extension activities, including the Farm account, totals \$220,622, a decrease of \$14,087 or 6.0% over the prior year.

## CHARTER

### LAND CONSERVATION DEPARTMENT

2020

1. Land and Water Resource Management Program

Staffing costs for this program are 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 non-metallic mining takes place in order to promote the removal or reuse of non-metallic 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 ensure 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 ensure 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 are 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 three 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. Groundwater Nitrate Pilot Project

This program is funded through the ATC Environmental Impact Fees Account and a grant from the USDA-Natural Resources Conservation Service.

The primary goal of this project is to develop a reliable data set of Nitrates found in Rock County's groundwater resource. All efforts are overseen by a County Board appointed Workgroup. Activities center on testing water from observation wells installed during spring 2018 at the County Complex (State Hwy 14, State Hwy 51 and County Road F) and three Transient Non-community wells at local businesses. Three wells were installed and equipment purchased to sample the wells. Currently staff from Public Health is conducting this sampling research. After a background data set has been developed, the County Farm Operator will implement various conservation practices to determine the impacts to the groundwater being tested. This project will conclude after five years of observation.

Standards:

- a. Conduct observation and business well sampling;
- b. Conduct testing of water samples in the Certified Lab at Public Health;
- c. Develop and populate a database with water sample test results;
- d. Work with Extension Service and USDA-NRCS on identification of Best Management Practices (BMP) for Nitrates in Groundwater;
- e. Increase the level of observation well sampling and testing to include rain events;
- f. The Workgroup will continue to meet on an as needed basis;
- g. Report findings on an annual basis.

The secondary goal of this project is to commence with a comprehensive inventory of the SE sector of the county and develop nine key element (9KE) plans for the three HUC 10 watersheds, those being Turtle Creek, Spring Brook and Blackhawk Creek. Assist with the development of a producer led watershed effort and finally develop grant applications from various federal and state agencies for the implementation of a comprehensive groundwater and surface water quality effort. To assist with this effort a staffing grant application was submitted to the USDA-NRCS for financial assistance and the grant was awarded to Rock County.

Standards:

- a. Conduct farming practice inventory of three watersheds in SE sector of the County;
- b. Develop 9KE plans for watersheds inventoried;
  - (a) causes and sources of non-point source pollution (NPS);

- (b) identify all management measures;
  - (c) identify expected load reductions for management measures;
  - (d) identify technical and financial assistance needs;
  - (e) develop an information/education campaign;
  - (f) develop a schedule for implementation of management measures;
  - (g) develop criteria to determine if load reductions are achieved;
  - (h) and develop a monitoring component for evaluation of outcomes.
- c. Submit 9KE plans to DNR and EPA for approval;
  - d. Develop implementation grant applications from data sets collected during inventory;
  - e. Provide lead for the implementation of groundwater Best Management Practices (BMPs);
  - f. Achieve water quality improvements in targeted areas.

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 are 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 was 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 in the Yahara River Watershed.

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	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
County Conservationist	1.0	1.0	0.0
Senior Conservation Specialist	2.0	2.0	0.0
Conservation Specialist III	1.0	1.0	0.0
Conservation Specialist II	1.0	1.0	0.0
Conservationist I	1.0	1.0	0.0
Clerk-Typist II	1.0	1.0	0.0
Total	7.0	7.0	0.0

**PERSONNEL MODIFICATIONS**

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

# FINANCIAL SUMMARY

## LAND CONSERVATION

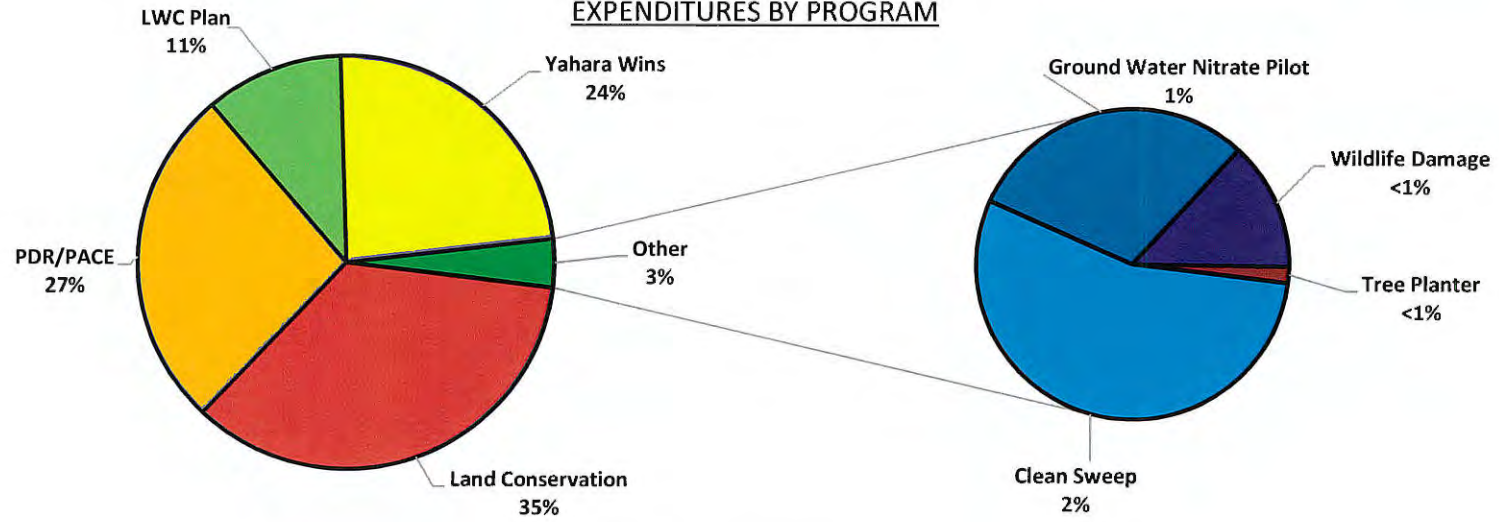
2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$666,857	\$666,857
Intergovernmental	0	0
Contributions	384,950	384,950
Fund Balance Applied	18,000	18,000
Transfers In	16,233	16,233
Deferred Financing	0	0
Sales Tax	200,000	200,000
Fees/ Other	126,000	126,000
Total Revenues	<hr/> \$1,412,040	<hr/> \$1,412,040
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$422,602	\$422,602
Fringe Benefits	175,400	175,400
Operational	714,571	714,571
Capital Outlay	371,763	371,763
Allocation of Services	(97,233)	(97,233)
Total Expenditures	<hr/> \$1,587,103	<hr/> \$1,587,103
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$175,063</b>	<b>\$175,063</b>

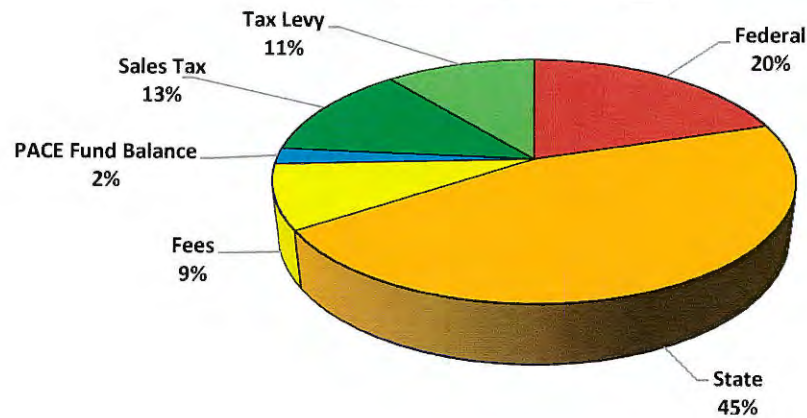


## 2020 BUDGET LAND CONSERVATION

### EXPENDITURES BY PROGRAM



### REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### LAND CONSERVATION

2020

#### Budget Highlights

#### Revenue

- In the department's main account:
  - Federal Aid is budgeted at \$95,000 as a result of a grant funding a staff position focusing on the County's Groundwater Nitrate program. It is anticipated the department will receive this grant for four or five years.
  - State Aid is budgeted at \$163,594, which is an increase of \$7,120, or 4.5% over the prior year. The State-issued Joint Preliminary Allocation Plan, which determines funding priorities, provides a higher proportion of reimbursements to counties with the largest staff and support requests. In 2020, the state appropriation is higher than the prior year.
  - Miscellaneous Fees are budgeted at \$110,000, an increase of \$8,934 or 8.8%. This category consists of a variety of permit fees such as Farmland Preservation Program fees (\$61,525), Soil Erosion fees (\$24,934) and Non-Metallic Mine fees (\$12,966).
- In the Groundwater Nitrate Project budget, \$18,000 is budgeted in 2020 from ATC funds received from the Alliant Energy power plant expansion. The fund balance in the Groundwater Nitrate account is estimated to be \$96,008 at 12/31/19.
- In the Clean Sweep Program account:
  - State Aid will be \$6,500 in 2020, an increase of \$1,500 from the prior year. The amount is based upon estimates provided by the State.
  - Contributions from local units of government are projected to be \$10,000, a \$5,000 increase over the prior year. ATC funds received from the Alliant Energy power plant expansion are budgeted to be \$16,233 in 2020.

- In the Purchase of Agricultural Conservation Easements (PACE) program account, the department anticipates processing two agricultural easement applications for \$423,763 (\$200,000 in Sales Tax, and \$223,763 in Federal Aid). In addition to the land acquisition expense, this also includes appraisal fees and a reimbursement of staff cost to administer the program.
- The Yahara River watershed will continue to implement surface water quality best management practices. The Yahara Watershed Improvement Network (Yahara WINS) is a consortium of local units of government and nonprofit organizations, including the Madison Metropolitan Sewer District. In 2020, intergovernmental revenue will increase by \$175,700, or 88.2%, due to greater interest from property owners and the corresponding increase in staff time reimbursed to administer the program.
- The department's overall fund balance remaining from ATC funds received from current and past expansions of the power distribution infrastructure in Rock County is expected to be \$680,052 at 12/31/19.

#### Expenditures

- In 2018, the County Board approved allocating new ATC funds received from the Alliant Energy power plant expansion for the Groundwater Nitrate Program. In 2020, \$18,000 is budgeted for the program, a decrease of \$4,000 due to more realistic program activity.
- The Clean Sweep Program is budgeted at \$32,733, a decrease of \$16,167, or 33.0% from the prior year. In 2019, collection days were reduced from three to two due to overall need and the high cost of the program.

#### Personnel

- In 2019, the department increased the Clerk Typist III position from 0.75 to 1.0 FTE due to increased workload and also established a 1.0 FTE Senior Conservation Specialist as a result of the federal grant outlined in the Revenue section of this budget.
- No personnel changes are requested in the 2020 budget.

#### Summary

- The recommended tax levy for Land Conservation is \$175,063, which is an increase of \$9,649 or 5.8% over the prior year.

## **Board of Health**

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**CHARTER**  
**PUBLIC HEALTH DEPARTMENT**

**2020**

**The Rock County Public Health Department**

Public Health is commonly described as what we do together as a society to ensure the conditions in which everyone can be healthy. 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, environmental health professionals, public health educators, an epidemiologist, 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, inspects regulated facilities, provides education and outreach, and functions as the chief strategist for overall public health in Rock County.

**Statement of Need**

In 2019, the County Health Rankings and Roadmaps project, a Robert Wood Johnson Foundation program, ranked Rock County as the 59<sup>th</sup> 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 fifth most obese county in the state with an adult obesity rate of 34%, which is 5% higher than the state rate. 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 assures 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.

### **Foundational Public Health Services Model**

In September of 2017, the U.S. Centers for Disease Control and Prevention (CDC) promoted a revised approach for public health practice called Public Health 3.0. In this updated model, the local public health agency serves as a Chief Community Health Strategist – partnering with other organizations in the community to address the social, environmental, and economic conditions that affect health and health equity. Public Health 3.0 is best achieved when a public health agency is oriented around the Foundational Public Health Services model. The model provides a structure for foundational public health services, areas and capabilities. The model's key foundational public health service areas include:

- Communicable Disease Control,
- Chronic Disease and Injury Prevention,
- Environmental Public Health,
- Maternal and Child Health, and
- Access to and Linkage with Clinical Care.

The Rock County Public Health Department continues to move toward fulfilling the vision of Public Health 3.0 and the concepts captured by the Foundational Public Health Services model.

### **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,
- Healthy 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 businesses 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 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 provides 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	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
Health Officer	1.0	1.0	0.0
Assistant Director	1.0	1.0	0.0
Public Health Supervisor	2.0	2.0	0.0
Epidemiologist	1.0	1.0	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
Environmental Health Specialist I/II/III	7.8	7.8	0.0
Public Health Nurse	10.0	10.0	0.0
Environmental Health Technician	0.4	0.4	0.0
Public Health Support Specialist	3.0	3.0	0.0
Administrative Services Supervisor	1.0	1.0	0.0
Account Clerk III	<u>1.0</u>	<u>1.0</u>	0.0
Total	33.2	33.2	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Delete	Public Health Nurse		1.0	0.0
New Position		Marketing Communications Specialist	1.0	0.0
Delete	Environmental Health Technician		0.4	0.0
Delete	Environmental Health Specialist		0.4	0.0
New Position		Environmental Health Specialist	1.0	0.0
Retitle	Environmental Health Technician	Environmental Health Specialist	0.0	0.4

# FINANCIAL SUMMARY

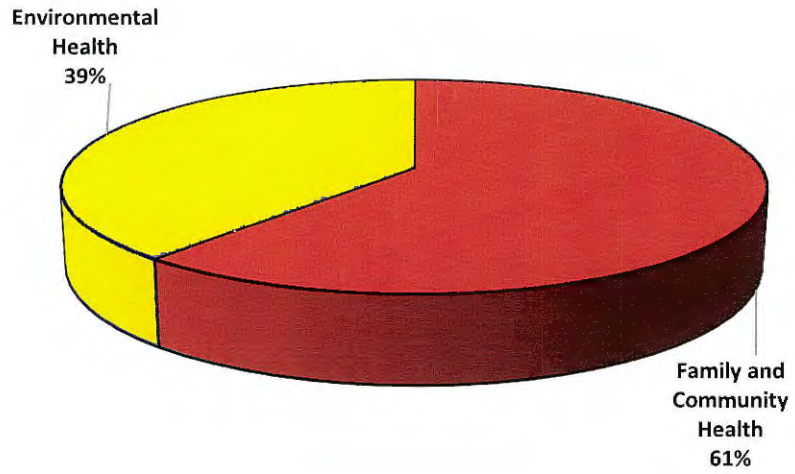
## HEALTH DEPARTMENT

2020

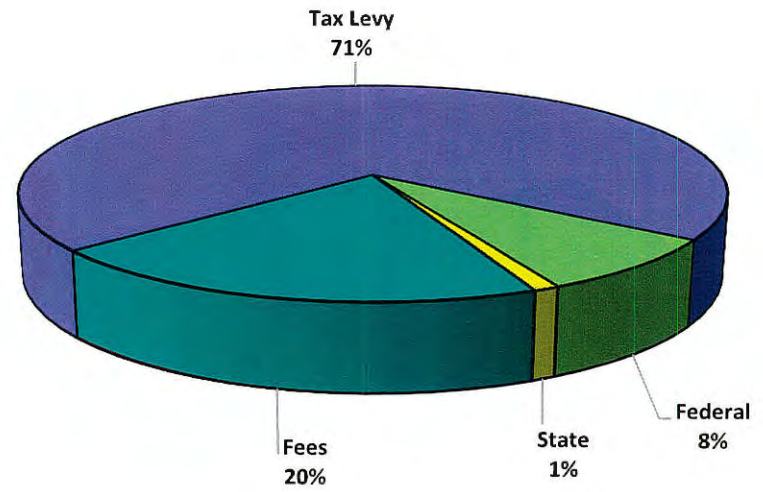
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$326,586	\$326,586
Intergovernmental	23,200	23,200
Contributions	500	500
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	690,000	690,000
Total Revenues	<hr/> \$1,040,286	<hr/> \$1,040,286
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,209,078	\$2,073,322
Fringe Benefits	1,060,872	1,014,094
Operational	782,246	779,246
Capital Outlay	2,400	2,400
Allocation of Services	(319,760)	(319,760)
Total Expenditures	<hr/> \$3,734,836	<hr/> \$3,549,302
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$2,694,550</b>	<b>\$2,509,016</b>

2020  
PUBLIC HEALTH

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### PUBLIC HEALTH

2020

#### Budget Highlights

#### Revenue

- Federal Aid is budgeted at \$20,000 that covers the department's time for a new federal Tuberculosis dispensary and support services program.
- Select Public Facility Permit fees are scheduled to increase by \$5 or 1.5% from 2019, as has been the standard practice in recent years. The full fee schedule is attached after the Administrator's Comments. Overall, Public Facility Permit revenue is budgeted to be the same amount as the prior year.
- Several revenue sources that support the work of public health nursing are decreasing by a total of \$31,000 as compared to 2019:
  - Influenza vaccine fees are budgeted to decrease by \$23,000, due in part to not providing flu shots for county employees per health insurance plan design change and more individuals receiving care through their primary care physician.
  - Prenatal care coordination and HealthCheck (including vaccines) for those receiving Medicaid is budgeted to decrease by \$8,000, also due in part to more individuals receiving care through their primary care physician.
- Other revenue sources that support the work of public health nursing are increasing and include:
  - Immunization fees are budgeted to increase by \$5,000 as more people are traveling and using the department travel clinic.
  - Pneumonia vaccine fees are budgeted to increase by \$2,250, due to the introduction of a new pneumonia vaccine in 2020.

## Expenditures

- Software maintenance is budgeted to decrease by \$6,979 due to a department decision to not purchase a customer relationship management system at this time.
- Postage is budgeted to decrease \$2,000 or 28.6% due to utilizing email and other alternative communication methods.
- Printing and Duplicating is budgeted to decrease \$10,000 or 85.6% due to the County's duplicating center handling nearly all of the department's printing needs that had previously been printed by outside printing companies.
- Medical Supplies is budgeted to decrease \$18,000 or 36.0% due to discontinuing the County Flu Shot program, thereby not needing as much flu vaccine.
- Grant program funds will offset staff costs for administering various grants. The Cost Allocation line item associated with these charges is budgeted to increase by \$13,233 due primarily to the Chronic Disease grant program (\$10,000). This program works with high risk Type II diabetes and cardiovascular populations.

## Personnel

- A request to delete a 0.40 FTE Environmental Health Technician and a 0.40 FTE Environmental Health Specialist and create a 1.0 FTE Environmental Specialist at a net cost increase of \$35,165, is not recommended due to limited tax levy resources. However, the existing 0.4 FTE Environmental Health Technician position is recommended to be retitled Environmental Health Specialist.
- A request to delete a 1.0 FTE Public Health Nurse and create a 1.0 FTE Marketing Communications Specialist, which would be a cost savings of \$4,132, is not recommended at this time. A new position focused on developing appropriate messaging to the public regarding healthy habits, disease awareness, crisis events, and other public health issues is consistent with the strategies of our population health approach. However, although the department is providing less direct nursing services than in the past, since 2016 the County has eliminated 5.4 FTE Public Health Nurse positions, a 35% reduction. My recommendation is to reassess this request in the future.
- A vacancy factor has been implemented in the Regular Wages, FICA, Retirement, and Health Insurance line items to reflect historical trends. The result is a decrease of \$153,269.



### Summary

- The recommended tax levy for Public Health is \$2,509,016, an increase of \$36,998 or 1.5% from the prior year.

**Proposed 2020 Rock County Health Department Public Facility Service Charges and Fee Schedule**

	<u>2019</u>	<u>2020</u>		<u>2019</u>	<u>2020</u>
<b><u>Private Sewage Program</u></b>			<b><u>Campgrounds and Special Event Campgrounds</u></b>		
Conventional Systems	\$460.00	\$465.00	1-25 Sites	255.00	260.00
Holding Tanks	490.00	495.00	26-50 Sites	325.00	330.00
In-Ground Pressure	590.00	600.00	51-100 Sites	385.00	390.00
Mound System	590.00	600.00	101-199 Sites	435.00	440.00
Treatment Tank	330.00	335.00	200+ Sites	535.00	545.00
At Grade	590.00	600.00	Special Event Campgrounds	235.00	240.00
Reconnections, Repairs & Non-plumbing Sanitation (privy)	220.00	220.00	Pre-inspection (campgrounds, 1-24, 25-50, 51-100, 101-199)	200.00	200.00
Permit Renewal	120.00	120.00	Pre-inspection (campgrounds, 200+)	210.00	215.00
Soil Test Recording Fee	80.00	85.00	Pre-inspection w/ Plan Review (campgrounds, 1-100)	250.00	250.00
Wisconsin Fund Application Fee	160.00	160.00	Pre-inspection w/ Plan Review (campgrounds, 101-199)	270.00	290.00
Plumbers Re-inspection Fee	80.00	85.00	Pre-inspection w/ Plan Review (campgrounds, 200+)	320.00	325.00
Transfer Fee	55.00	60.00			
Land Division Review Fee	25.00	30.00	<b><u>Other Fees</u></b>		
Large System (1-2k GPD)	155.00	160.00	Permit Late Fee July 1 <sup>st</sup> through July 10 <sup>th</sup>	80.00	80.00
Large System (2-3k GPD)	310.00	315.00	Permit Late Fee July 11 <sup>th</sup> through July 15 <sup>th</sup>	100.00	100.00
Large System (3-4k GPD)	465.00	475.00	Re-inspection Fee- Minor	80.00	80.00
Large System (4-5k GPD)	620.00	630.00	Re-inspection Fee – Major	230.00	235.00
Large System (5-6k GPD)	775.00	785.00	Corrective Training	100.00	100.00
Large System (6-7k GPD)	930.00	945.00	Training Material	35.00	35.00
Large System (7-8k GPD)	1085.00	1100.00			
Large System (8-9k GPD)	1240.00	1260.00	<b><u>Hotels and Motels</u></b>		
Large System (9-10k GPD)	1395.00	1415.00	5-30 Rooms	325.00	330.00
Large System (10-11k GPD)	1550.00	1575.00	31-99 Rooms	430.00	435.00
Large System (11-12k GPD)	1705.00	1730.00	100-199 Rooms	535.00	545.00
Large System (12-13k GPD)	1860.00	1890.00	200+ Rooms	590.00	600.00
Large System (13-14k GPD)	2015.00	2045.00	Tourist Rooming House and Bed & Breakfast	155.00	160.00
Large System (14-15k GPD)	2170.00	2205.00	Pre-inspection (Bed & Breakfast, Tourist House, Hotels 5-30, 31-99)	200.00	200.00
Large System (15-16k GPD)	2325.00	2360.00	Pre-inspection (Hotels 100-199)	210.00	215.00
Large System (16-17k GPD)	2480.00	2515.00	Pre-inspection (Hotels 200+)	230.00	235.00
Large System (17-18k GPD)	2635.00	2675.00	Pre-Inspection with Plan Review (B&B, 5-30 room Hotel/motel)	250.00	250.00
Large System (18-19k GPD)	2790.00	2830.00	Pre-Inspection with Plan Review (31-99 rooms)	265.00	270.00
Large System (20-21k GPD)	2945.00	2990.00	Pre-Inspection with Plan Review (100-199 rooms)	320.00	325.00
			Pre-Inspection with Plan Review (200+ rooms)	345.00	350.00
<b><u>Pools and Camps</u></b>			<b><u>Mobile Home Parks</u></b>		
Swimming Pools	310.00	315.00	1-20 Sites	270.00	275.00
Public Swimming Beaches	310.00	315.00	21-50 Sites	385.00	390.00
Recreation/Education Camp	330.00	335.00	51-100 Sites	435.00	445.00
Water Attraction	360.00	365.00	101-175 Sites	600.00	610.00
Water Attraction (up to 2 slides/basin)	460.00	470.00	176+ Sites	630.00	640.00
Pre-inspection (Pools, Beaches, Rec Ed Camps, water Attractions)	200.00	200.00	Pre-Inspection (1-20, 21-50, 51-100 sites)	200.00	200.00
Pre-inspection with Plan Review	250.00	250.00	Pre-Inspection (101-175 sites)	230.00	235.00
			Pre-Inspection (176+ sites)	240.00	245.00
			Pre-inspection w/ Plan Review (1-20, 21-50 sites)	250.00	250.00

**Proposed 2020 Rock County Health Department Public Facility Service Charges and Fee Schedule**

	<u>2019</u>	<u>2020</u>		<u>2019</u>	<u>2020</u>
<b><u>Mobile Home Parks</u></b>					
Pre-inspection w/ Plan Review (51-100 sites)	270.00	275.00	<b><u>Temporary Restaurant &amp; Retail Food Operations</u></b>		
Pre-inspection w/ Plan Review (101-175 sites)	350.00	355.00	Temporary – Annual	155.00	155.00
Pre-inspection w/ Plan Review (176+ sites)	365.00	370.00	Temporary – Six Day	100.00	100.00
			Temporary – Three Day	55.00	55.00
			Temporary – Nonprofit	45.00	45.00
<b><u>Restaurants</u></b>					
Regular – Low Complexity	525.00	525.00	<b><u>Mobile Restaurant &amp; Retail Food Operations</u></b>		
Regular – Moderate Complexity	545.00	555.00	Mobile Vehicle – Full Service	210.00	215.00
Regular – Complex	595.00	610.00	Mobile Vehicle - Limited	140.00	145.00
Limited Food Service	185.00	185.00	Mobile Service Base – Full Service	355.00	360.00
Special Organization	175.00	175.00	Mobile Service Base - Limited or Storage	150.00	155.00
Add'l Independent Food Operation	120.00	125.00	Pre-Inspection (Mobile Service Base or Vehicle)	200.00	200.00
Pre-Inspection (Limited Food service, Special Org)	105.00	105.00	Pre-Inspection (Limited Mobile)	105.00	105.00
Pre-Inspection (Low Complexity)	210.00	210.00	Pre-Inspection w/Plan Review (Mobile Service Base or Vehicle)	250.00	250.00
Pre-Inspection (Moderate Complexity)	210.00	215.00			
Pre-Inspection (Complex)	230.00	235.00	<b><u>Tattoo and Body Piercing</u></b>		
Pre-Inspection w/Plan Review (Limited Food, Spec. Org)	250.00	250.00	Body Piercing or Tattoo Establishments (includes temporary)	195.00	200.00
Pre-Inspection w/Plan Review (Low Complexity)	315.00	315.00	Body Piercing & Tattoo Establishment (includes temporary)	305.00	310.00
Pre-Inspection w/Plan Review (Moderate Complexity)	325.00	330.00	Pre-Inspection (Tattoo and/or Body Piercing Establishment)	200.00	200.00
Pre-Inspection w/Plan Review (Complex)	350.00	355.00	Pre-Inspection w/Plan Review (Tattoo and/or Body Piercing Est.)	250.00	250.00
<b><u>Contract Services (School Lunch Rooms)</u></b>					
Contract/Services-DPI Regular	525.00	530.00	<b><u>Drinking Water Tests</u></b>		
Contract/Services-DPI Limited	180.00	180.00	Bacteria (coliform plus E. Coli)	25.00	25.00
			Bacteria (MPN Investigative Test)	30.00	30.00
			Nitrate	25.00	25.00
			pH Water	5.00	10.00
<b><u>Retail Foods</u></b>			pH Food (max. 5 samples)	20.00	25.00
Vending Machines (potentially hazardous foods)	12.00	12.00	pH Food (each addition sample more than 5)	2.00	3.00
Micro Markets (one)	50.00	40.00	Shipping Sample Kits		4.00
Micro Markets (two or more in same building)		60.00			
Farmers Market	55.00	55.00	<b><u>Radon test Kits</u></b>		
Novelty Ice Cream	55.00	55.00	Radon, Short term	11.00	11.00
Specialty Grocery	305.00	310.00	Radon, Long Term	25.00	25.00
Retail Eating Establishment	545.00	555.00	Shipping Radon Kits		4.00
Full Service Grocery	1,055.00	1,070.00			
Limited (pre-wrapped sandwiches)	185.00	185.00			
Pre-Inspection (Limited Retail Eating Estab.)	105.00	105.00			
Pre-Inspection (Retail Food)	215.00	215.00			
Pre-Inspection (Full-service grocery)	365.00	370.00			
Pre-Inspection (Specialty grocery)	200.00	200.00			
Pre-Inspection w/Plan Review (Limited Retail Eating Estab.)	250.00	250.00			
Pre-Inspection w/Plan Review (Specialty Grocery)	250.00	250.00			
Pre-Inspection w/Plan Review (Retail Food)	325.00	330.00			
Pre-Inspection w/Plan Review (Full Service Grocery)	575.00	585.00			

**Note: Pre-inspection with Plan review applies to new facilities or facilities with significant remodels**

## County Board Staff Committee

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**CHARTER**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**2020**

**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	2019 CURRENT	2020 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
Office Coordinator	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
N/A	-	-	-	-

**FINANCIAL SUMMARY**  
**COUNTY ADMINISTRATOR**  
**2020**

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
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	\$0	\$0
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$448,643	\$448,643
Fringe Benefits	154,155	154,155
Operational	36,053	36,053
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	\$638,851	\$638,851
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$638,851</b>	<b>\$638,851</b>

## ADMINISTRATOR'S COMMENTS

### COUNTY ADMINISTRATOR

2020

#### Budget Highlights

##### Revenue

- The department does not generate revenue.

##### Expenditures

- The County Administrator's Office will continue to reimburse the Human Resources Department for 25% of the time for the Human Resources Secretary position (\$20,715). This provides some support for the office and relief for the Office Coordinator.
  - When the Human Resources Secretary reimbursement is included, 97.6% of the County Administrator's Office budget is composed of personnel costs.

##### Personnel

- No changes are being requested in 2020.

##### Summary

- The recommended tax levy for the County Administrator's Office is \$638,851, an increase of \$7,707 or 1.2% over the prior year.

**CHARTER**  
**CORPORATION COUNSEL**

**2020**

**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 anticipated that it will be responsible for the worker's compensation and third-party self-insurance programs within the 2020 calendar year.

**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	2019 CURRENT	2020 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
Risk Manager	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)	Legal Assistant (PR 12)	1.0	0.0

# FINANCIAL SUMMARY

## CORPORATION COUNSEL

2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	4,210	4,210
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$4,210	<hr/> \$4,210
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$960,983	\$959,940
Fringe Benefits	366,351	366,201
Operational	37,090	37,090
Capital Outlay	0	0
Allocation of Services	(981,841)	(981,841)
Total Expenditures	<hr/> \$382,583	<hr/> \$381,390
<u>PROPERTY TAX LEVY</u>	<u>\$378,373</u>	<u>\$377,180</u>

## ADMINISTRATOR'S COMMENTS

### CORPORATION COUNSEL

2020

#### Budget Highlights

##### Revenue

- The department will be reimbursed \$4,210 from the County's liability insurance carrier (WMMIC) in 2020 for various risk management trainings. This represents a new revenue source for the department.

##### Expenditures

- Travel and Training expenses are increased by \$985 and \$2,590 respectively to reflect the training needs of the Risk Manager position, which was established in 2019.
- The costs of the staff assigned to Child Support and Human Services are charged back to those departments as a Cost Allocation (\$864,546).
- Expense Allocations will increase in 2020 by \$20,295, or 20.1%, and reflect the payroll and select training costs of the Risk Manager position that are reimbursed from the County's Worker's Compensation Trust Fund.

##### Personnel

- Corporation Counsel requests a reallocation of the Legal Assistant from Unilateral Pay Range 10 to Pay Range 12. This position was last reclassified in 2016 from Pay Range 8 to Pay Range 10 when it was retitled from Legal Secretary. Although some external data indicates that comparable positions in other counties receive higher wages, internal comparisons with similar County positions make this more difficult to justify. Given this and other pressures on the tax levy, this change is not recommended at this time.

##### Summary

- The Corporation Counsel recommended tax levy is \$377,180, which is a decrease of \$17,836 or 4.5%.

**CHARTER**  
**HUMAN RESOURCES DEPARTMENT**

**2020**

Human Resources 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. 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.
  - e. 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.
  - e. Provide assistance to departments conducting departmental training programs.
  - f. Coordinate specialized training programs utilizing trainers from outside County service.
  - g. Develop in-house resources with County employees to develop and maintain on-going training programs within areas of their expertise.
  - h. 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. Investigate and correct any safety violations brought to the attention of management.
  - c. 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	2019 CURRENT	2020 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 Analyst	1.0	1.0	0.0
Employee Benefits Specialist	1.0	1.0	0.0
Human Resources Secretary	2.0	2.0	0.0
Total	7.0	7.0	0.0

#### PERSONNEL MODIFICATIONS

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

# FINANCIAL SUMMARY

## HUMAN RESOURCES

2020

<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	\$486,784	\$486,784
Fringe Benefits	221,781	221,781
Operational	81,060	111,060
Capital Outlay	0	0
Allocation of Services	(158,498)	(158,498)
Total Expenditures	<hr/> \$631,127	<hr/> \$661,127
<u>PROPERTY TAX LEVY</u>	<u>\$630,927</u>	<u>\$660,927</u>

## ADMINISTRATOR'S COMMENTS

### HUMAN RESOURCES

2020

#### Budget Highlights

##### Revenue

- No revenue changes are requested for 2020.

##### Expenditures

- Background and Testing account was created in 2019 to reflect a recently enacted state caregiver law requiring caregiver positions in the County to have background checks conducted every four years. There will be 197 county employees checked in 2020. The 2020 budget will be \$10,000, a \$4,000 or 66.7% increase over the prior year. This account also covers background checks and testing done for other select county positions.
- Other Contracted Services will increase \$30,000 in 2020 and reflects a consultant for a blue-ribbon study project approved by the County Board in the fall of 2019.
- Software Maintenance will decrease by \$13,751 as a result of the NeoGov application-recruitment software package being charged to the Information Technology Department as the application affects all county departments.
- Dues and Subscriptions account will increase by \$1,749 or 108.8% due to an every three-year renewal to a federal compliance poster subscription.
- The department will budget \$20,000 for Diversity & Inclusion/Cultural Competency training in 2020.
  - In 2019, countywide trainings were provided to create a more inclusive environment, enhance communication and productivity internally and increase the knowledge and skill set to better engage the broader community. The trainings were directed at senior leadership, middle management and front-line/support staff in an inter-personal, inter-departmental environment. The department will continue emphasis in 2020.

- \$500 has been requested under the Software Purchase line item for Survey Monkey software which is used in periodic employee surveys throughout the year.
- Charge backs to other areas of the County budget for staff time and expenses total \$158,498, which is \$5,164 or 3.1% less than the prior year and include:
  - Health Insurance Trust Fund for health insurance administration (\$102,783).
  - Rock Haven for recruitment/hiring, ads and postings, and evaluations (\$35,000).
  - Administrator's Office for 25% of secretarial time dedicated to assist the Office Coordinator (\$20,715).

#### Personnel

- No changes requested for 2020.

#### Summary

- The recommended tax levy for Human Resources totals \$660,927, an increase of \$31,306 or 5.0% from the prior year.

**Education, Veterans and Aging Services Committee**

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**CHARTER**  
**COUNCIL ON AGING**

**2020**

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 and 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 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.

In addition to those programs, the Council on Aging also offers:

- *Sip and Swipe Café*, a program that 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.



- *Stand Up, Move More*, a research project in cooperation with the University of Wisconsin – Madison to reduce sedentary time and decrease the risk of declining health, developing chronic diseases, and early death.

### **Family Caregiver Support**

The Council on Aging administers two programs to assist and support family caregivers. The National Family Caregiver Support Program, funded through Title III-E of the Older Americans Act provides services to 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.

### **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, nutrition counseling, 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 for 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 serves as the administrative arm for 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 travel 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.

Unique programs for the Mobility Manager include Wednesday Walks and Cycling Without Age.

### **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.

**PERSONNEL SUMMARY**

**COUNCIL ON AGING**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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**

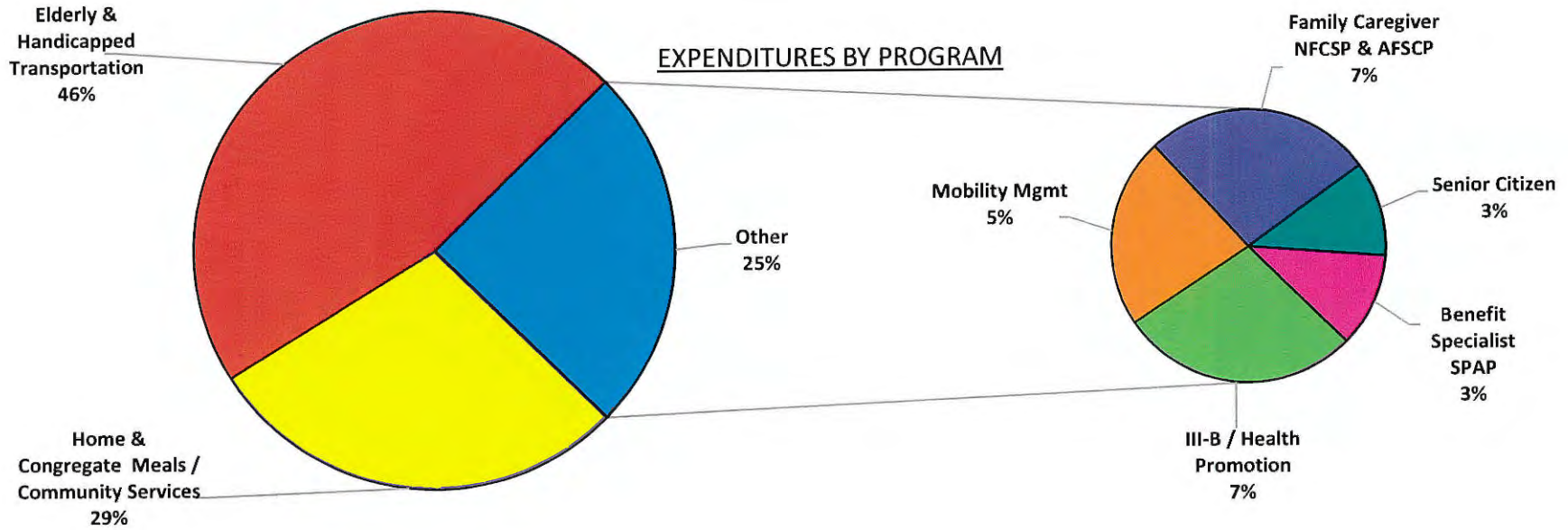
**2020**

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$1,410,500	\$1,410,500
Intergovernmental	108,208	108,208
Contributions	66,850	66,850
Fund Balance Applied	0	13,975
Transfers In	24,063	24,063
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	130,480	130,480
Total Revenues	\$1,740,101	\$1,754,076
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$411,469	\$411,469
Fringe Benefits	193,217	193,217
Operational	1,527,170	1,522,170
Capital Outlay	114,718	114,718
Allocation of Services	(268,534)	(268,534)
Total Expenditures	\$1,978,040	\$1,973,040
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$237,939</b>	<b>\$218,964</b>

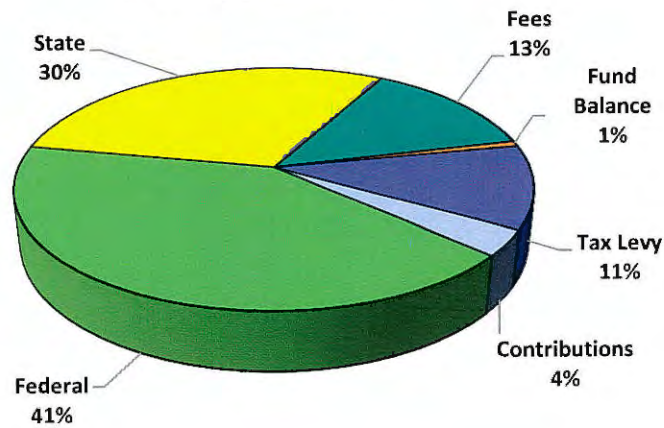


## 2020 BUDGET COUNCIL ON AGING

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### COUNCIL ON AGING

2020

#### 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 2020, budgeted amounts in both categories will primarily remain at the prior years' levels.
  - In order to comply with the County Board directive that the Home Delivered Meal program have no waiting lists, \$13,975 is budgeted from the department's Nutrition program fund balance. The fund balance at 12/31/19 is estimated to be \$121,623. Demand for future services results in use of tax levy and/or fund balance application to cover added costs not covered by other funding sources.
- The Elderly and Handicapped Transportation program highlights include:
  - Federal Aid will decrease by \$59,745 or 39.7% due to purchasing less transit vehicles in 2020.
  - State Aid will increase by \$43,487 or 10.2% due to the state's formula distribution method.
  - Decreased passenger fees will result in \$25,520 or 16.4% less than the prior year. No change will be made to the per-ride charge.
  - Paratransit ridership has increased, resulting in \$12,040 or 12.5% more revenue from the Cities of Beloit and Janesville.
  - Transfer In revenue represents the local 20% match for purchasing transit vehicles and will decrease by \$39,143 as a result of purchasing a lower number of vehicles in 2020.

## Expenditures

- The department's main account will decrease by \$17,699 or 24.5% due to staff turnover and an increase in the Cost Allocation account from \$94,141 to \$107,343. The Cost Allocation account consists of funds from other department grant programs that are allowed to support administrative costs.
- Rock County operates a Congregate Nutrition program that provides meals at five locations to elderly residents.
  - Congregate Nutrition program meal costs are budgeted to increase by \$921 or 0.1% over the prior year as the department is bidding out the food preparation in 2019 and costs are not yet known.
  - 17,470 meals are projected to be served in 2020, the same level as the prior year.
- Rock County also operates a Home Delivered Meal program that provides meals to elderly residents in their homes.
  - Other Contracted Services account includes the payment to the Beloit Meals on Wheels program. The agency provides meals to the Beloit area and has been budgeted \$35,000 for several years. Due to cost and participant increases, the agency has requested \$45,000 in 2020. After a review of the agency's request and balancing with the County's limited tax levy resources, I recommend a \$5,000 increase. Because of the \$13,975 fund balance application noted above, this \$5,000 increase could be considered to be coming from the fund balance.
  - Costs for contracted food services are budgeted to increase by \$5,050 or 13.5% due to more frail, home-bound residents needing delivered meals.
  - It is projected that 28,996 meals will be served in the Home Delivered Meal program, which is 2,636 more meals than the 2019 Budget, an increase of 10.0%.
  - Volunteer mileage is budgeted to increase \$8,375 or 23.9% as the demand for meals will require the department to add another meal delivery route.
  - As noted above, the County Board directive for the Home Delivered Meal program has no waiting list, resulting in use of tax levy to cover added costs not covered by other funding sources.
- The Elderly and Handicapped Transportation program highlights include:
  - Contracted vehicle driver service costs will increase by \$16,574 or 4.7% from the prior year due to increased ridership.



- Vehicle Repair and Maintenance costs will decrease by \$8,529 or 8.2% from the prior year.
- In 2020, the Council on Aging is budgeting to replace two vehicles totaling \$114,718. The vehicles are funded 80% through the State 5310 Grant and 20% from the Rock County Specialized Transit Elderly and Handicapped Transportation Fund. The local 20% match equals \$22,944.
- The anticipated fund balance of the Rock County Specialized Transit Elderly and Handicapped Transportation Fund on 12/31/19 is \$28,358, the lowest level in recent memory. This can only be used for capital purchases in this program area.
- The Mobility Manager Grant program is budgeted at \$109,810. To date, the costs of the Mobility Manager position and other program costs were entirely state funded with no tax levy. However, an updated interpretation of the program grant guidelines will result in the Administrative Expense account (representing the grant program's 20% local match) to increase by \$9,002 or 78.6% from the prior year. (Also see impact on tax levy in Summary section.)

#### Personnel

- No changes requested for 2020.

#### Summary

- The recommended tax levy for the Council on Aging programs are as follows:
  - Main account is \$54,570, a decrease of \$17,699 or 24.5% from the prior year.
  - Congregate Nutrition program is \$21,207, an increase of \$579 or 2.8%. Please note that 2019 was the first year tax levy was used to fund this program.
  - Home Delivered Meals program is \$27,209, a decrease of \$579 or 2.1% from the prior year (due to the \$13,975 fund balance application).
  - Elderly and Handicapped Transportation is \$93,978, an increase of \$8,697 or 10.2% from the prior year.
  - Mobility Management program will require a tax levy in 2020 in the amount of \$22,000.

- The recommended tax levy for all Council on Aging programs totals \$218,964, an increase of \$12,998 or 6.3% from the prior year.

**CHARTER**  
**VETERANS SERVICE OFFICE**

2020

**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 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 ensure 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	2019 CURRENT	2020 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

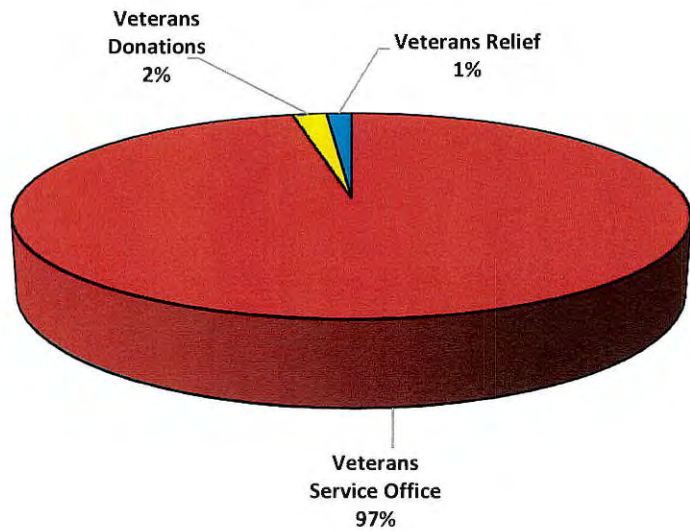
## VETERAN SERVICES

2020

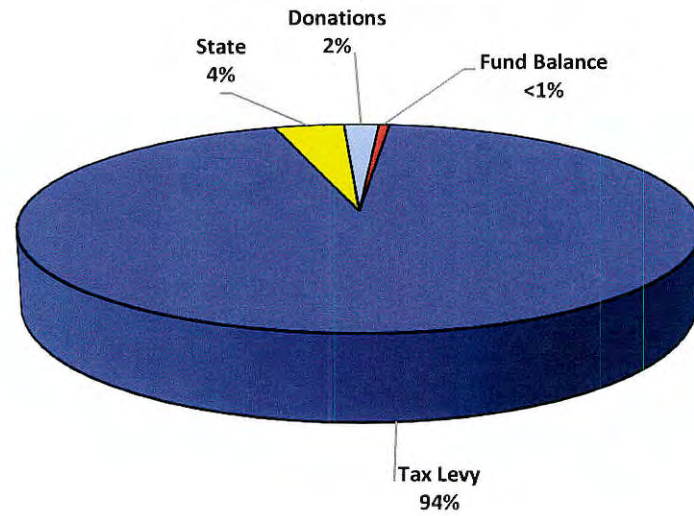
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$13,000	\$13,000
Intergovernmental	0	0
Contributions	6,500	6,500
Fund Balance Applied	0	2,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$19,500	<hr/> \$21,500
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$194,380	\$194,380
Fringe Benefits	98,454	98,454
Operational	39,071	39,071
Capital Outlay	4,179	4,179
Allocation of Services	0	0
Total Expenditures	<hr/> \$336,084	<hr/> \$336,084
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$316,584</b>	<b>\$314,584</b>

2020 BUDGET  
VETERANS SERVICE OFFICE

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### VETERANS SERVICE OFFICE

2020

#### Budget Highlights

##### Revenue

- The State of Wisconsin returned to a flat block grant format for the County Veterans Service Office (CVSO) Grant in 2018, which remains the same in 2020 at \$13,000.
- In 2019, donations revenue is down for the second year in a row while the need has decreased from the 2018 level. For 2020, the department expects to rebound to pre-2018 levels to \$6,500 as a result of increased community recognition for the need to assist veterans. The fund balance at 12/31/19 is projected to be \$22,186.
- The Veterans Relief Account is used to provide short-term financial assistance to county veterans and their dependents. Funding is typically provided for items such as groceries and gasoline.
  - By State Statute, the financial assistance payments made to veterans must be reviewed by the three member Veterans Service Commission.
  - Program costs total \$4,754, which is the same as 2019. Tax levy funds will be used to offset this cost in 2019. For 2020, an application of fund balance will be used to offset program costs in the amount of \$2,000. The anticipated balance of the trust fund at 12/31/2019 is \$7,321.

##### Expenditures

- Costs to replace the department's multi-function printer in the amount of \$4,179 for the Janesville office are recommended.

##### Personnel

- No personnel changes are requested for 2020.

##### Summary

- The recommended tax levy for the Veterans Service Office is \$314,584, an increase of \$9,395 or 3.1% from the prior year.



# Finance Committee

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**CHARTER**  
**FINANCE DEPARTMENT**

**2020**

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 on a timely basis to ensure 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	2019 CURRENT	2020 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	1.4	1.4	0.0
Accountant (2489)	2.0	2.0	0.0
Account Clerk III	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
Printing Services Coordinator	0.7	0.7	0.0
Total	12.1	12.1	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Purchasing Specialist (PR 8)	Purchasing Specialist (PR 11)	1.0	1.0

# FINANCIAL SUMMARY

## FINANCIAL SERVICES

2020

<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	3,250	3,250
Total Revenues	<hr/> \$3,250	<hr/> \$3,250
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$736,559	\$736,559
Fringe Benefits	312,633	312,633
Operational	87,408	87,408
Capital Outlay	0	0
Allocation of Services	(137,643)	(137,643)
Total Expenditures	<hr/> \$998,957	<hr/> \$998,957
<u>PROPERTY TAX LEVY</u>	<u>\$995,707</u>	<u>\$995,707</u>

## ADMINISTRATOR'S COMMENTS

### FINANCE DEPARTMENT

2020

#### Budget Highlights

#### Revenue

- The department does not generate significant revenue.

#### Expenditures

- Legal notices are budgeted at \$3,000 in 2020 largely due to the change in the newspaper publishing the bid notices that is part of the annual cycle from the Beloit Daily News to the Janesville Gazette, a newspaper with a higher circulation thereby charging a higher rate in accordance with the State of Wisconsin rate setting schedule.
- Training expense is budgeted at \$10,000 in 2020, no change from the prior year, and exhibits the strong educational activities of the department aimed at continually improving efficiencies.

#### Personnel

- A reallocation of the Purchasing Specialist is requested and recommended from the Unilateral Pay Range 8 to Range 11 as a result of assuming higher levels of responsibility. The cost impact will be \$239 in 2020.

#### Summary

- The Finance Department's recommended tax levy is \$995,707, an increase of \$20,136 or 2.1% over the prior year.

## CHARTER

### ROCK COUNTY INFORMATION TECHNOLOGY (ROCKIT) DEPARTMENT

2020

#### OBJECTIVES AND STANDARDS

##### 1. General Information Technology

It is RockIT'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 goal is to align technology initiatives with the needs and missions of our Rock County partners. These initiatives include business process-related, computer-related, network-related, and telecommunications-related activities. RockIT manages multiple types of computers, operating systems, and application software, supporting over 1400 system users at multiple locations and multiple agencies. Additionally, RockIT support countywide public safety systems and the associated public safety agencies throughout the County that need to connect to and use County systems. RockIT strives to develop a close partnership with each county partner or agency in order to provide clear communications and assistance when information technology issues need to be addressed.

##### **Our Mission:**

RockIT develops innovative IT Services, IT Infrastructure, and Data Solutions for the data processing, hosting and management needs of our Rock County partners.

##### **Our Vision:**

We foster collaborative relationships with our Rock County partners to provide innovative technology services and solutions in support of Rock County operations.

##### **Our Guiding Principles:**

##### **Culture of Respect**

We cultivate an empathetic, caring environment with honest communication that is respectful of others.



**Commitment to Excellence**

We are accessible, reliable, creative, and accountable for our actions through personal responsibility, integrity, and thoughtful resource stewardship.

**Customer Focused**

We meet our customers' needs through engaged listening with an innovative focus to design and deliver shared, scalable, flexible IT services that enable our partners to innovate.

**Empowerment**

We encourage our staff to take initiative with our partners in a supportive and collaborative environment.

**Continuous Improvement**

We strive to review our strengths and weaknesses in an attempt to identify opportunities.

**Security Focused**

We acknowledge our role as stewards of data, applying industry best practices, appropriate controls, and resources.

**Life & Work Balance**

We take pride in our actions and find reward in both our personal and professional lives.

**Professional Growth**

We foster an environment of continuous learning.

The primary divisions of the IT Department include:

- **IT Service Team**

The IT Service Team provides first tier support for all County users who are confronted with problems that prevent the user from performing their system-related job duties. Such incidents range from password resets to general errors that may result from faulty software or hardware. The goal for the IT Services Team is to resolve 80 percent of the issues during the initial call. However, if needed, the IT Services Team directs the call to the most appropriate resource within the IT department, depending on the nature of the problem.

Additional responsibilities of the IT Service Team include activities that directly help the County's end users get the most value from investments in end-point devices. These end-point devices include desktop PCs, laptops, tablets, smartphones,

printers, scanners, cameras, or other hardware peripherals. Furthermore, the IT Service Team is responsible for the entire life-cycle of such devices from the point of installation to the point of decommissioning and recycling.

Moreover, the IT Service Team installs and updates desktop software that includes both enterprise-wide applications (such as Microsoft Office and email) and department-specific applications. Finally, the IT Service Team 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.

Lastly, the IT Service Team, in tandem with the IT Infrastructure Team, 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 team lends expertise whenever possible to support the public safety agencies in all the municipalities within Rock County. Furthermore, the team also provides dedicated on-site user and systems support for both the 911 Communications Center and the Sheriff's Office.

- **IT Infrastructure Team**

The IT Infrastructure Team 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 IT Infrastructure Team is to administer security-related hardware and software components that are used to keep the County's systems safe from malware, email spam, ransomware, data theft, and intrusion attempts.

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

Moreover, the IT Infrastructure Team 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 IT Infrastructure Team works with departments to develop plans for transitioning from older legacy phones to the new IP phone environment. The IT Infrastructure Team also works with their State of WI counterparts in order to make sure that the County's call center functions well with State systems.

- **IT Data Services Team**

The IT Data Services Team is responsible for coordinating, implementing and in some cases 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 IT Data Services team develops software solutions.

Additionally, the IT Data Services team develops integration solutions that bring together purchased component applications into one system and ensures the components function together as a whole. The team 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 team is the management and administration of the County's public website and the County's Employee Information Intranet.

- **IT Operations Support Team**

The IT Operations Support team provides strategic systems planning and prioritization help for all County departments, including aiding with the development of technology-related budget requests for County partners. The team acts as the systems procurement agent 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.

Furthermore, the IT Operations Support team provides project management and cyber security expertise to ongoing IT operations. The project manager leads and manages the portfolio of internal and external projects across the IT enterprise. Finally, the IT Cyber Security Officer leads the overall IT cyber security program for Rock County.

**PERSONNEL SUMMARY**

**INFORMATION TECHNOLOGY**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
Information Technology Director	1.0	1.0	0.0
IT Deputy Director	1.0	1.0	0.0
Assistant to the Information Technology	1.0	1.0	0.0
Computer Network Engineer	1.0	1.0	0.0
IT Customer Service Manager	1.0	1.0	0.0
IT Project Manager	1.0	1.0	0.0
IT Security Officer	0.0	1.0	1.0
Data Services Manager	0.0	1.0	1.0
User Support Specialist	7.0	8.0	1.0
Computer Programmer/Analyst II	4.0	4.0	0.0
Network Support Administrator	2.0	2.0	0.0
Network Technician	4.0	5.0	1.0
Instructor/User Support Specialist	1.0	1.0	0.0
Information Technology Support Specialist	1.0	1.0	0.0
Help Desk/Operations Technician	1.0	1.0	0.0
Total	26.0	30.0	4.0

**PERSONNEL MODIFICATIONS**

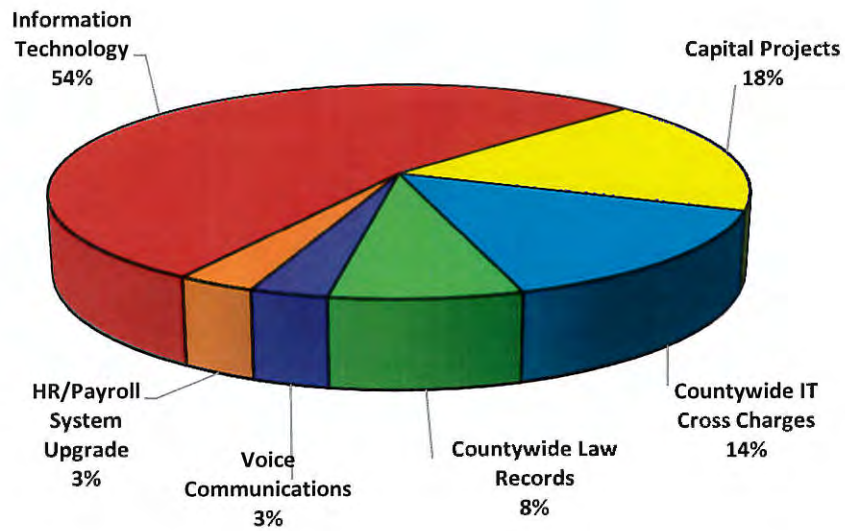
TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	IT Security Officer	1.0	1.0
New Position	-	Data Services Manager	1.0	1.0
New Position	-	Network Technician	1.0	1.0
New Position	-	User Support Specialist	1.0	1.0

**FINANCIAL SUMMARY**  
**INFORMATION TECHNOLOGY**  
**2020**

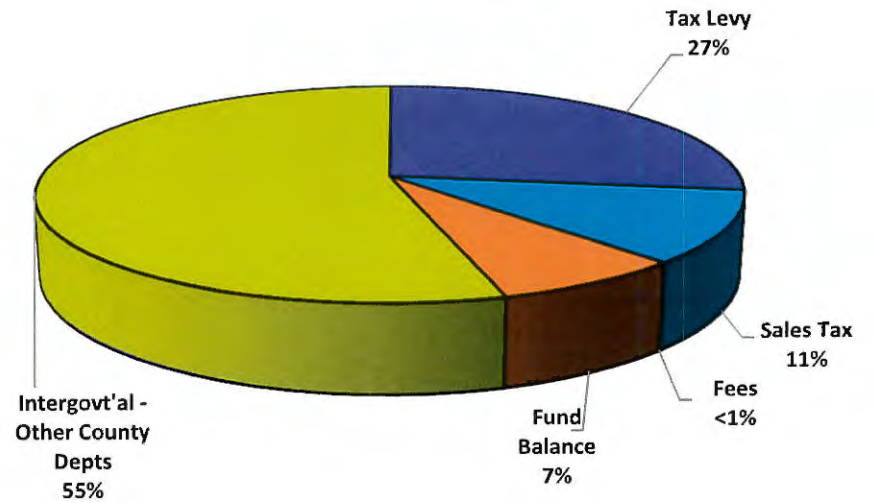
<b><u>REVENUES</u></b>	<b>DEPARTMENT <u>REQUEST</u></b>	<b>ADMINISTRATOR'S <u>RECOMMENDATION</u></b>
Federal/State	\$0	\$0
Intergovernmental	4,265,429	4,265,429
Contributions	0	0
Fund Balance Applied	35,771	585,702
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	839,130
Fees/ Other	5,600	5,600
Total Revenues	\$4,306,800	\$5,695,861
<b><u>EXPENDITURES</u></b>	<b>DEPARTMENT <u>REQUEST</u></b>	<b>ADMINISTRATOR'S <u>RECOMMENDATION</u></b>
Salaries	\$2,223,379	\$2,100,631
Fringe Benefits	898,141	862,617
Operational	2,994,445	2,920,003
Capital Outlay	2,050,270	1,934,258
Allocation of Services	0	0
Total Expenditures	\$8,166,235	\$7,817,509
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$3,859,435</b>	<b>\$2,121,648</b>

2020 BUDGET  
INFORMATION TECHNOLOGY

EXPENDITURES BY PROGRAM

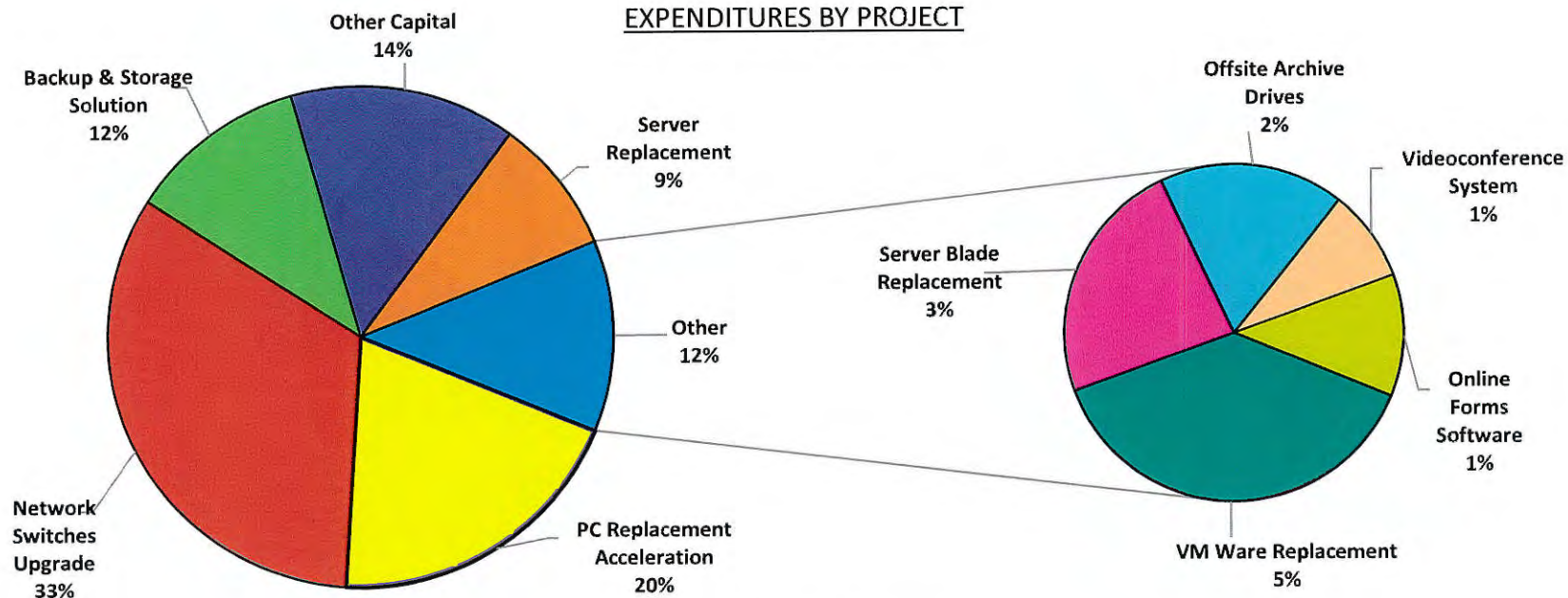


REVENUES BY SOURCE

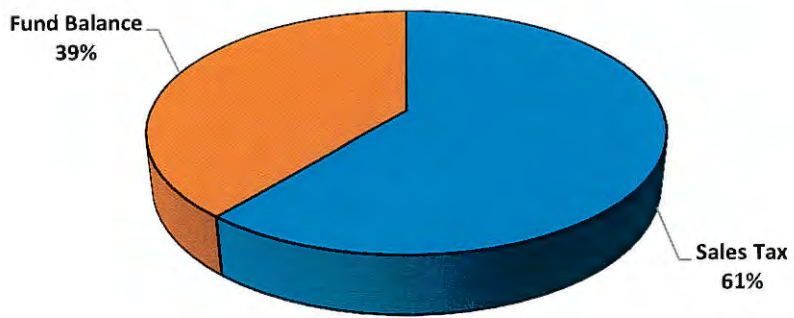


**2020 BUDGET  
INFORMATION TECHNOLOGY - CAPITAL**

EXPENDITURES BY PROJECT



REVENUES BY SOURCE





## ADMINISTRATOR'S COMMENTS

### INFORMATION TECHNOLOGY

2020

#### Budget Highlights

In 2019 and 2020, the Information Technology Department will be undergoing a reorganization to better align staff positions and responsibilities with current needs. This includes adding positions where support capacity has not kept pace with the increase in support needs over many years. The 2020 budget also includes the purchase of equipment and software that will allow IT staff to work more efficiently and provide better support to the departments. In addition, a significant focus of the 2020 budget is on improving the security of the County's network and infrastructure, which faces increasing risk for external attacks that could compromise the County's ability to provide services. These changes are consistent with the recommendations from the Baker Tilly IT operational audit conducted in 2018 and the recent Baker Tilly cybersecurity assessment.

#### Revenue

- The Information Technology Department (IT) collects revenue from other County departments, based on the number of computers assigned, to fund services. In 2020, \$2,743,160 is budgeted, an increase of \$386,791, due to additional computers deployed across departments and an increase in the rate charged.
- In the Phone Operations account, revenue is collected from other county departments to operate and maintain the telephone system. This revenue is budgeted at \$241,163, an increase of \$56,175.
- Because the IT budget is an internal service fund, unspent funds from year to year accumulate in the department's fund balance, which may only be used for IT purposes. Over the years, cost savings have resulted in a balance of \$2,323,202 as of 12/31/2018. I am recommending that \$536,702 from fund balance be used for specific one-time and capital purchases in 2020 as further identified in the Expenditures section. In the future, the goal will be to better match revenues with expenditures on an annual basis to eliminate the significant accumulation of fund balance.



## Expenditures

- The following capital or one-time projects totaling \$536,702 are recommended to be financed with fund balance:
  - \$272,400 to implement a shorter replacement cycle for computers. This funding will be added to the \$123,600 in tax levy funding that would normally be spent in 2020 to replace departmental computers for a total project cost of \$396,000.
    - With the Windows 7 operating system no longer under support in 2020, replacing these computers is necessary to ensure appropriate security patches are available. County desktop computers will now be replaced on a four-year cycle, and laptops and tablets every three years.
    - Beginning in 2020, computer replacement costs will be funded directly in the IT budget rather than in departmental budgets as has been the practice for many years. This will improve the efficiency of ordering, paying for, and deploying devices. This change has the effect of reducing costs in departmental budgets and increasing costs in the IT budget.
  - \$65,072 for expansion of VMWare
    - This is the second year of a two-year project that will help to consolidate the County's servers and better incorporate new applications. Contracted implementation services and ongoing support will help ensure appropriate system configuration, which will reduce security concerns. Separately budgeted is \$19,240 for support costs.
  - \$49,000 for implementation of a new Human Resources/Payroll system
    - The County had previously begun a project to upgrade the current HR/Payroll system, but the current vendor was recently purchased by another provider and the current system will no longer be supported. An additional \$35,771 from the prior project will be carried over to support this purchase.
    - While \$195,000 is separately budgeted with tax levy for ongoing software maintenance costs, once fully implemented an annual savings of more than \$100,000 in software, licensing, maintenance, and staff time is expected. In addition, this will integrate the County's HR/Payroll system with our online application system, as

well as add several modules that will improve how we manage onboarding, performance evaluation, and training processes.

- \$42,550 for cybersecurity software to scan the network for vulnerabilities, detect intrusions and other threats, and improve the overall security of the County's IT systems.
  - \$35,280 for additional and replacement wireless access points to improve the availability and reliability of the County's wireless network.
  - \$27,400 to contract for improved design and security of the IT networking closets located throughout County facilities.
  - \$15,000 for software that will enhance IT's current capabilities to protect against malicious email by scanning not only email but also attachments before delivering messages to staff inboxes.
  - \$15,000 for software for the recommended IT Security Officer position (discussed below) to assist in conducting penetration testing and forensic analysis of intrusions, providing cybersecurity training for County staff, and remaining up to date on threats.
  - \$15,000 to contract for an assessment of the County's network infrastructure, which will help to ensure that the switches and routers are set up correctly (related to switch replacement project noted below).
- The following capital projects totaling \$839,130 are recommended to be funded by sales tax:
    - \$456,100 to update all network switches County-wide
      - Updating network switches is currently done on an as-needed basis over multiple years. By updating all switches to the same platform, staff will be able to make necessary configuration changes and security patches centrally rather than to each switch individually, resulting in significant time savings and speeding the implementation of security improvements when needed. This project will replace more than 100 switches. In addition to the cost of the switches, \$97,940 is separately budgeted as the contract for annual support costs.
      - A portion of this purchase is dedicated to new switches that will need to be purchased to accommodate upcoming facility moves, such as to 1717 Center Avenue.

- \$158,105 backup and storage solution
  - This will replace three devices, two of which have reached end of life, and will allow the standardization and consolidation of the County's backup and storage functions.
  - This project addresses the increasing disk storage requirements for all County operations.
- \$120,000 for server replacements
  - Although the County has purchased replacement servers each year, some still in use were purchased as early as 2003. While these still function, they present a security risk due to their age and ability to be updated. This project will replace all servers older than 2016 and establish a regular replacement cycle.
- \$40,000 for server blade replacements to support the implementation of VMWare.
- \$30,000 for offsite archive drives, which will enhance the current backup and disaster recovery process.
- \$20,000 for software to allow County staff to create online forms that can be used for purposes such as allowing the public to make online parks reservations.
- \$14,925 for videoconferencing units, which will provide three videoconferencing units at the Sheriff's Office that were not included in the recent Courts videoconferencing upgrade.
- IT is recommended to implement a new system to better track and manage work orders to ensure support requests are being completed in a timely manner. This system is also expected to manage the County's software licenses and usage, which will take the place of the stand-alone software asset management system that was budgeted for in 2019 but not purchased. The department is budgeting \$48,600 for the annual cost of this software but is still looking for lower-cost options.
- Network service for the Land Conservation Department has been challenging over the last several years, including difficulty working with contracted IT providers to improve speed and reliability. The 2020 budget includes \$7,000 in tax levy to upgrade cabling to the department.

- To prepare for a potential disaster, including the increasing likelihood of ransomware or other cybersecurity attacks, contracting for disaster-recovery-as-a-service (DRaaS) and backup-as-a-service (BaaS) will provide backups of the County's data and systems at an off-site third-party provider, which would only be accessed in such emergencies. This contract would cost \$77,000 annually. In addition, \$27,600 is budgeted in the telephone account for a dedicated telephone line through a separate Internet Service Provider to protect against the inability to access County infrastructure during a potential incident.
- The department has requested \$95,087 for software that would help monitor the health of the network and more quickly identify and diagnose problems. Although this software would be valuable, I am not recommending it due to other priorities.
- I am recommending reductions totaling \$60,440 to various operating lines to reduce tax levy.

#### Personnel

- In 2019, the County Board approved a number of personnel changes, including:
  - Creating a Network Support Administrator position;
  - Deleting the Programming and Technical Services Manager position and creating a Deputy Director;
  - Deleting a Computer Programmer/Analyst II position and creating a Project Manager;
  - Deleting a Help Desk Technician position and creating a User Support Specialist;
  - Reclassifying the Network/Telecom Technician position to Network Technician;
  - Changing the title of Public Safety Systems Manager to Customer Service Manager.
- In 2020, the following positions are requested and recommended:
  - IT Security Officer (total budgeted cost of \$107,222)
    - Significant investments are recommended in the IT budget related to improving the security of the County's IT infrastructure (see above), based on recommendations of two Baker Tilly reports, the IT Director, and IT staff.

- Creating an IT Security Officer position would allow for management of this new functionality in this increasingly high-risk area in which local governments are subjected to ransomware and other cybersecurity attacks on a daily basis, in some cases resulting in millions of dollars of costs, service delays for the public, and lost data. It would also increase a focus on County-wide staff training, where many cybersecurity liabilities, such as phishing emails and unsecure passwords, exist.
- Data Services Manager (total budgeted cost of \$107,222)
  - This position would provide leadership to the department's programming and applications functions, for which there is currently no dedicated manager. This position would spend approximately half of its time managing the unit and half on programming and application development.
- Network Technician (total budgeted cost of \$88,112)
  - In the last 20 years, the number of network positions has increased from 2.0 FTE to 5.0 FTE (one of which was created in 2019), or by 150%, while the number of networking projects has increased from 15 to 130 (766%).
  - In addition, increased capacity to complete network-related projects is needed to assist with the significant networking workload related to the move to 1717 Center Avenue and future facility changes as identified in the County's facilities master plan.
- User Support Specialist (total budgeted cost of \$76,957)
  - In the last 20 years, the number of User Support Specialists has increased from 5.0 FTE to 7.0 FTE (40%), while the number of devices supported increased at a substantially greater rate, including an increase in computers from 564 to 1,402 (149%) and printers from 137 to 405 (196%), not to mention 132 scanners, 623 cellular devices, and hundreds of applications that did not exist at that time.
  - Increasing FTE in this area is a primary way the department will be able to address concerns about the timeliness of the completion of support requests.

- A vacancy factor has been implemented in the Regular Wages, FICA, Retirement, and Health Insurance line items to reflect historical trends. The result is a decrease of \$55,289.

#### Summary

- The recommended tax levy for the Information Technology Department is \$2,121,648, which is an increase of \$668,652 or 46.0% compared to the prior year.

**CHARTER**  
**COUNTY CLERK'S OFFICE**

2020

**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 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. (j) 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 in compliance with state statutes at least 22 days prior to Election Day. County Clerk distributes additional election supplies to municipal clerks to comply with state statutes and public testing requirements prior to Election Day.
- e. Each election, the digital media used in Optical Scan Tabulators and Accessible Voting Equipment are programmed by the County Clerk to reflect the current election and to read the current ballots. Digital media 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. In 2018, the Rock County Board of Canvassers began machine audits of two randomly chosen reporting units/offices after each election as a step to increase election security.
- h. Random audits by the Wisconsin Election Commission began taking place in November of 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 transmits the canvass report to the state in the form requested by the Wisconsin Election Commission and files the canvass report 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 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 and Election 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.)
- d. 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.
- e. 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 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 marriage licenses, work permits, 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	2019 CURRENT	2020 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

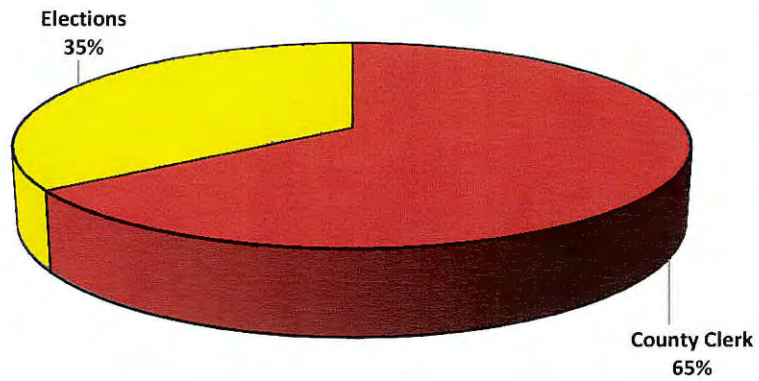
2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	40,910	40,910
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	181,275	181,275
Total Revenues	<hr/> \$222,185	<hr/> \$222,185
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$173,459	\$173,459
Fringe Benefits	86,732	86,732
Operational	162,568	162,568
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$422,759	<hr/> \$422,759
<u>PROPERTY TAX LEVY</u>	<u>\$200,574</u>	<u>\$200,574</u>

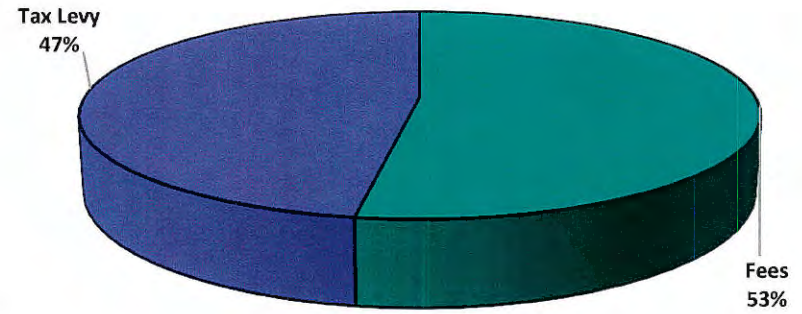


2020 BUDGET  
COUNTY CLERK

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### COUNTY CLERK

2020

#### Budget Highlights

#### Revenue

- The marriage license fees are projected to be stable in 2020 at \$45,375. A marriage license fee is \$100. Of this amount, \$55 is retained by the County Clerk, \$25 to the State of Wisconsin, and \$20 to Rock County Mediation and Family Court Services.
  - In 2020, the County Clerk anticipates issuing 825 marriage licenses, no change from the prior year.
- The Clerk fees covers public records requests, voter lists and passport photo copies. The department budgeted in 2020 to receive \$4,000 more in fees to \$34,000, an 11.8% increase from the prior year.
- The U.S. State Department increased the passport fee from \$25 to \$35 in 2019. For 2020, passport fees are budgeted to remain stable at \$98,000, no change from the prior year.
- Election revenue will increase in 2020 with next year's four elections scheduled. Revenue from municipalities for elections will increase to \$33,000 or 106.2% from the prior year.
- Voter registration services for municipalities are also projected to increase from 2019 levels, by \$3,780 or 91.5%. In addition to the higher number of scheduled elections, the increase is also attributed to one additional local unit of government contracting with the County and will bring the total number of local units of government contracting with the County to 14 local units of government.

#### Expenditures

- The County Clerk's Office is budgeting \$1,900 or 25.7% less in the Office Supplies line item due to converting county board minutes on microfiche in 2019.



- Passport postage will increase \$1,000 or 16.7% to \$7,000 in 2020 due to increased costs of priority envelope mailings required by the U.S. Department of State.
- In 2019, the County Clerk coordinated with local municipal and town clerks a group discount to purchase 50 new ExpressVote machines. It was originally planned the County would be the pass-thru agent for the local municipal and town clerk equipment purchases and be reimbursed within the same fiscal year by the local units of government. In 2019, a Cost Allocation in the amount of \$173,875 was budgeted. However the vendor allowed the group discount and billed the individual units of government instead.
- Due to more elections scheduled in 2020, legal forms, i.e., ballot costs are projected to increase by \$72,000 to \$100,000. The department will be requesting carryover of unspent monies in the legal forms budget from 2019 to 2020.
- Legal notices in the Elections account will increase by \$7,000, to \$9,000 due to the busier election season requiring more publication of election ballots.
- The County Clerk is recommended to be issued a cell phone at an annual cost of \$405 to assist primarily during elections.

#### Personnel

- No personnel changes are requested for 2020.

#### Summary

- The recommended tax levy for the County Clerk's main account is \$95,311, a decrease of \$1,155 or 1.2% from the prior year.
- The recommended tax levy for the County Clerk's Elections account is \$105,263, an increase of \$47,728 or 82.9% over the prior year.
- Overall, the recommended tax levy for the County Clerk's Office is \$200,574, an increase of \$46,573 or 30.2% over the prior year.

**CHARTER**  
**TREASURER'S OFFICE**

**2020**

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 ensure 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 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	2019 CURRENT	2020 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	1.0	-1.0
Total	5.0	4.0	-1.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Deletion	Account Clerk II	-	1.0	1.0

# FINANCIAL SUMMARY

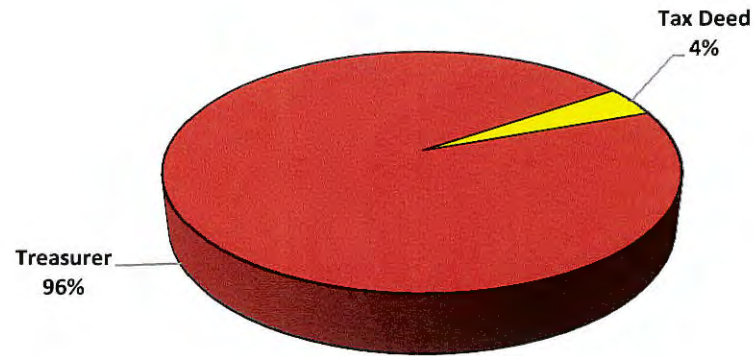
## COUNTY TREASURER

2020

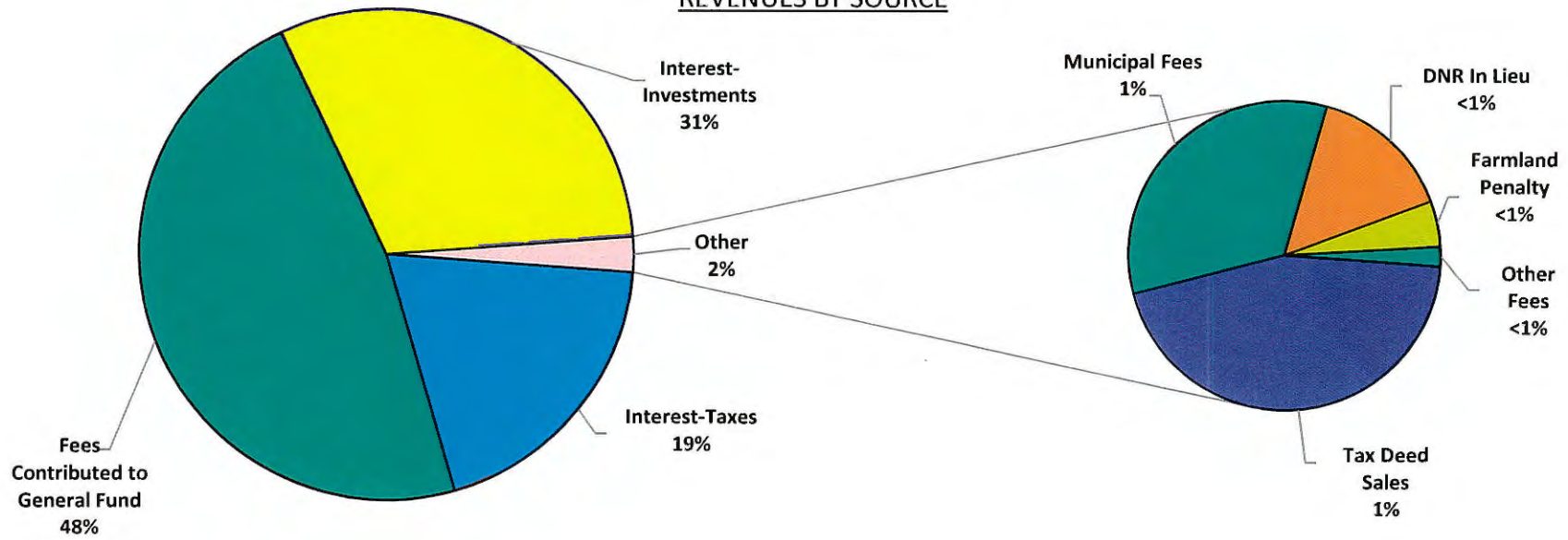
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,788,113	3,801,013
Total Revenues	<u>\$3,788,113</u>	<u>\$3,801,013</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$214,191	\$214,191
Fringe Benefits	104,913	104,913
Operational	51,970	51,970
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<u>\$371,074</u>	<u>\$371,074</u>
<u>PROPERTY TAX LEVY</u>	<u>(\$3,417,039)</u>	<u>(\$3,429,939)</u>

# 2020 BUDGET TREASURER

## EXPENDITURES BY PROGRAM



## REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### TREASURER

2020

#### 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 2020, this Payment in Lieu of Taxes is budgeted at \$25,000, which is \$1,000 or 3.8% less than the prior year.
  - Interest and penalties on delinquent taxes are paid by property owners that are in arrears on their property tax payments.
    - In 2020, this amount is budgeted at \$1,400,000 and is the same as the prior year.
  - 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 2020, this amount is budgeted at \$2,233,830, which is an increase of \$1,283,830 or 135.1% as a result of higher interest earnings.
  - The Treasurer's Office charges 22 municipalities a flat fee of \$100 plus \$0.75 per parcel to collect their property taxes.
    - In 2019, the fee was increased from \$0.55 to \$0.75 per parcel to reflect the County Treasurer's staff costs during tax collection season.
    - \$55,900 is budgeted in 2020, which is an increase of \$12,900 from the prior year budget due an increase in the rate approved by the Finance Committee in April 2019.

- The Treasurer's Office generates revenue by selling tax delinquent properties at the annual auction.
  - In 2020, the net amount is budgeted at \$60,000, a decrease of \$15,000 or 16.7% from the prior year. The decrease is a result of more taxpayers paying the taxes on a timely basis due to an improved economy.

#### Expenditures

- Bank Service Charges in 2020 will be \$19,000, no change from the prior year.

#### Personnel

- The department is requesting to delete a 1.0 FTE Account Clerk II position that has been vacant for most of 2019. Current staff is able to maintain workload and respond timely to customer activity. The request is recommended and will result in a savings of \$57,871.

#### Summary

- The recommended budget contains \$3,429,939 of revenue in excess of expenditures, an increase of \$1,340,283 or 64.1% over 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**

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.

- 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.) and safely store them.
- c. To give prompt, courteous customer service.
- d. To maintain Indexes making the records searchable in multiple ways.
- e. To assist customers with searches of land records.
- f. To collect all required fees and deposit funds with the County Treasurer, balance accounts daily and distribute funds to the state monthly.
- g. To check all Electronic Transfer Returns for accuracy and state upon the record the real estate transfer fee paid or exemption.
- h. To review and monitor pending legislation pertinent to the Register of Deeds operations.

2. Vital Records Operations

To preserve, amend and certify vital records according to state statutes and the direction of the state registrar.

- a. Perform all other duties related to vital statistics under s. 69.05, 69.07, 69.20 and 69.21 and other chapters.
- b. To accept, process, maintain and/or issue certificates of Birth, Death, Marriage, Divorce and Domestic Partnerships occurring in the county.
- c. To issue certificates from state wide records through the Wisconsin State Vitals Records system beginning January 1, 2017.
- d. To maintain indexes for vital records.
- e. To fill customer requests, update records and answer questions in regards to birth, death, marriage, divorce, & domestic partnership records with prompt, courteous customer service.
- f. To collect fees for certificates issued and deposit fees daily with the County Treasurer into established revenue accounts.
- g. To monitor and ensure 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.
- h. To monitor and assist customers doing genealogical searches, process genealogy applications and perform searches as requested.

### 3. County Plat Books

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

### 4. Redaction Project

On May 12, 2010 legislation was signed into law, which allowed part of the recording fee to be retained from 2010-2014 for use in redacting social security numbers from documents accessible on the internet. 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.

### 5. Veterans' Records

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

- 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 various recruiting offices.

### 6. Land Information Systems Programs

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

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

### 7. Land Information Council

2009 Wisconsin Act 314 was enacted on May 12, 2010 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.

- a. To serve on the Land Information Council – meeting twice a year.
- b. To review the priorities, needs, policies and expenditures of the Land Information Office.
- c. Advise the County on matters affecting the Land Information Office

**PERSONNEL SUMMARY**

**REGISTER OF DEEDS**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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 Specialist	4.8	4.8	0.0
Total	6.8	6.8	0.0

**PERSONNEL MODIFICATIONS**

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

# FINANCIAL SUMMARY

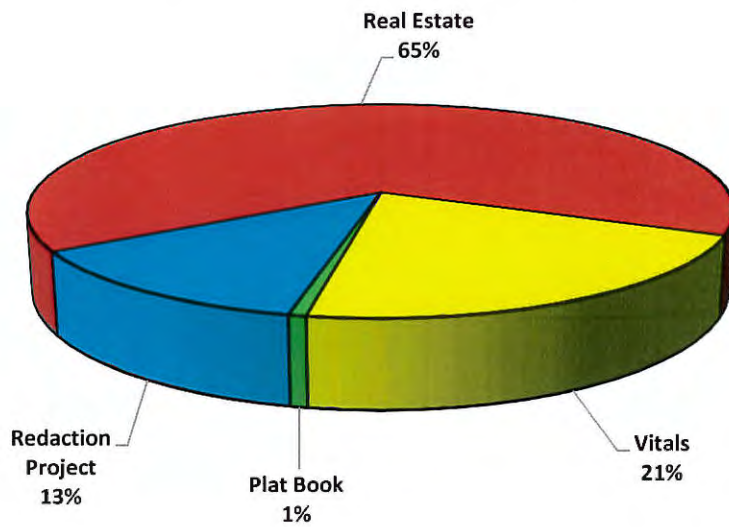
## REGISTER OF DEEDS

2020

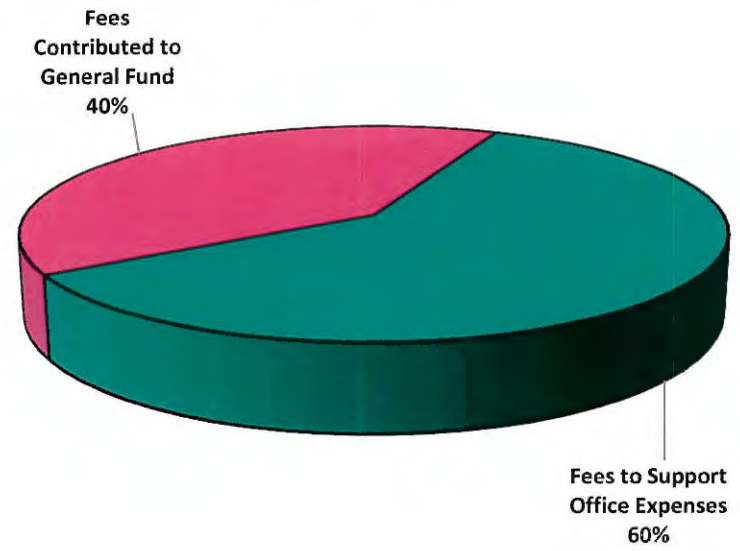
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	75,000	75,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	901,600	901,600
Total Revenues	<hr/> \$976,600	<hr/> \$976,600
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$328,159	\$328,159
Fringe Benefits	170,765	170,765
Operational	99,425	99,425
Capital Outlay	0	0
Allocation of Services	(15,000)	(15,000)
Total Expenditures	<hr/> \$583,349	<hr/> \$583,349
<u>PROPERTY TAX LEVY</u>	<u>(\$393,251)</u>	<u>(\$393,251)</u>

**2020 BUDGET  
REGISTER OF DEEDS**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### REGISTER OF DEEDS

2020

#### Budget Highlights

#### Revenue

- The Real Estate Transfer Fee is based upon \$3 for every \$1,000 of value in a real estate transaction. In 2020, the request for this line item is \$400,000, the same amount as 2019. While housing prices have increased, limited housing stock keeps the total revenue in a stable situation.
- 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. Real Estate Registry Fees are trending in slightly lower in 2019. For 2020, it is estimated that 24,500 documents will be filed, which is 500 documents less than 2019. \$367,500 is budgeted in 2020, a decrease of \$7,500 or 2% from the prior year.
- Revenue from County Birth Certificate Fees and Marriage License Certificate Fees will increase by \$1,000 and \$2,000 from the prior year. The State law changed to allow individuals born or married in any Wisconsin county to obtain a birth certificate or marriage license certificate in the Rock County Register of Deeds Office. This continues to have a positive effect on revenue. Additionally, the federal Real ID law requires married women to obtain certified marriage certificates.
- Plat Book Fees will increase from \$4,250 in 2019 to \$7,500 in 2020 as the every two-year update is scheduled next year. This increase is consistent with historical trends.
- As part of a statewide initiative from 2010-2014, the Register of Deeds Office collected an additional \$5 per real estate registry transaction to redact social security numbers on past real estate records. The Office is permitted to carryover unspent funds until the project is finalized and has chosen to contract with a private vendor, Fidlar, to complete the work. In 2020, \$75,000 in unspent redaction funds will be allotted for this ongoing project. The fund balance of the Redaction Project is projected to be \$91,776 on 12/31/19.

### Expenditures

- The Postage line item will decrease by \$500 from the prior year due to more business being conducted electronically. As of 2018, approximately 42% of documents are recorded electronically and the trend continues to increase with each year.
- The Office will be replacing 3 computers and funds are included in the Information Technology budget as a new budget policy that places nearly all computer replacement funding under the Information Technology Department budget in 2020.

### Personnel

- No personnel changes are requested for 2020.

### Summary

- The recommended budget contains \$393,251 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$19,000 or 4.6% less than the amount used to offset the property tax levy in 2019.

## **ADMINISTRATOR'S COMMENTS**

### **COMMUNITY AGENCY INITIATIVES**

**2020**

#### 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.

#### Revenue

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

#### Expenditures

- For the 2020 budget, Rock County received requests totaling \$195,640 from nine agencies. This is a decrease of \$1,803 as compared to the amount approved in the 2019 budget.
- It should be noted that two additional agencies—Beloit Meals on Wheels and the National Alliance on Mental Illness (NAMI)-Rock County—submitted requests but those were considered in the budgets of the Council on Aging and the Human Services Department, respectively, as the funding requested is directly related to the services provided by those departments.



- The following is a list of ten programs in eight nonprofit agencies for which I am recommending funding in 2020, with the amount requested, amount recommended, and the citation of statutory authority to provide funding:
  - HealthNet
    - Although HealthNet receives its funding through a contract, its funding remains in this account because it provides services to both the Sheriff's Office and the Human Services Department. Services include dental services to inmates at the jail, medications for inmates during community re-entry, medical and dental services for uninsured County clients, and behavioral health services. The 2020 contract is recommended at \$57,000, the same amount as 2019.
    - Authority: no statutory authority; funding provided through a contract
  - Retired and Senior Volunteer Program (RSVP)
    - Requested and recommended \$26,094 for the Intergenerational Program, the same as 2019.
    - Requested and recommended \$40,000 for the Seniors Volunteering for Seniors Program. This is \$4,803 less than the amount provided in 2019. RSVP indicates in its request this reduction is due to its intent to secure funding from other sources to make up this difference.
    - 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 and recommended \$10,000 for the CARE House, the same as 2019. It should be noted that in addition to the \$10,000 included in the 2019 budget for CARE House, the County Board provided one-time funding to replace outdated forensic interviewing equipment during 2019.
    - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2019.

- 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 2019.
    - 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 \$13,000 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. \$10,000 was provided in 2019.
    - 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 2019.
    - 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 2019.

- 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 2019.
  - 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”)
- Humane Society of Southern Wisconsin
  - The agency requests funding “in an amount determined by the Rock County Board.” I am not recommending funding from the Community Agency Initiatives budget in 2020 for this purpose.
  - Authority: s. 174.09 provides the authority for counties to maintain and disburse funding from a “dog license fund,” which the County maintains.
    - Specifically, s. 174.09(2), Wis. Stats., indicates the following: “Any surplus or excess of \$1,000 which may remain from the dog license taxes of any license year shall on March 1 of the succeeding year be paid by the county treasurer to the county humane society or other organization designated by the county board to provide a pound. If there is no humane society or other organization designated to provide a pound, these funds shall be paid to the towns, villages, and cities of the county for their use in the proportion in which the towns, villages, and cities contributed to the fund.”
    - Because the County has not officially designated any organization to provide a pound, the County’s practice has been to return any surplus funds to the towns, villages, and cities.
    - If the County Board is interested in providing funding to the Humane Society, it may wish to consider whether to designate the organization to provide a pound and redirect any surplus funding from the dog license fund.

Personnel

- Not applicable

Summary

- The recommended tax levy for the Community Agency Initiatives account is \$192,640. This is a decrease of \$4,803 from 2019.

## General Services Committee

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## **CHARTER**

### **FACILITIES MANAGEMENT DEPARTMENT**

**2020**

#### **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 for 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
- Security

**PERSONNEL SUMMARY**

**FACILITIES MANAGEMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
COURTHOUSE			
Facilities Management Director	1.0	1.0	0.0
Facilities Superintendent	2.0	2.0	0.0
Master Electrician	1.0	1.0	0.0
Crew Leader	3.0	3.0	0.0
Maintenance Worker IV	13.0	14.0	1.0
Administrative Assistant	1.0	1.0	0.0
TOTAL	21.0	22.0	1.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Administrative Assistant	Facilities Support Specialist	1.0	0.0
Reallocation	Facilities Superintendent (PR 24)	Facilities Superintendent (PR 26)	2.0	0.0
Create		Maintenance Worker IV	1.0	1.0

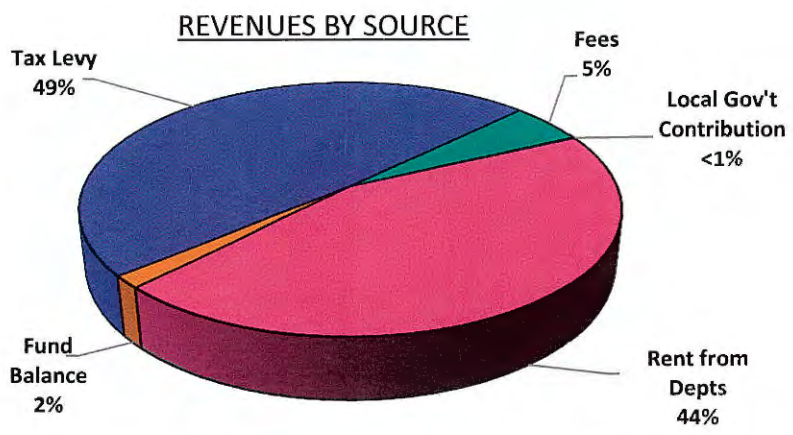
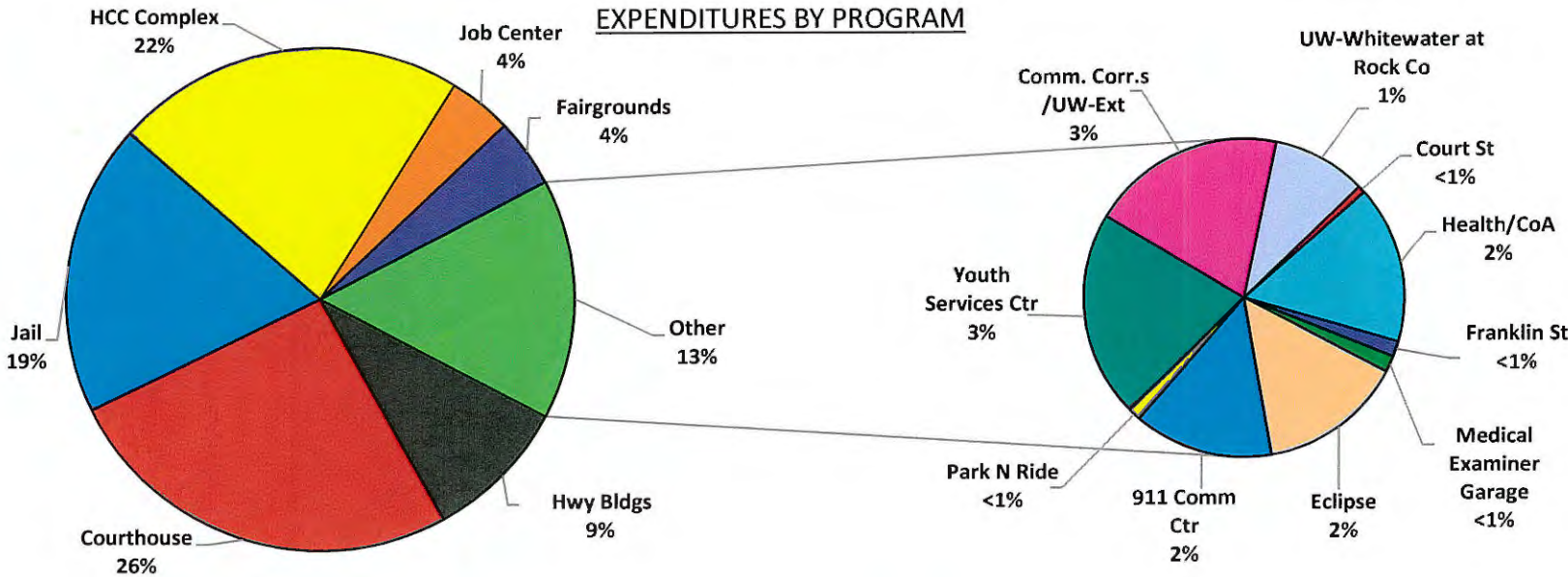


**FINANCIAL SUMMARY**  
**FACILITIES MANAGEMENT**

**2020**

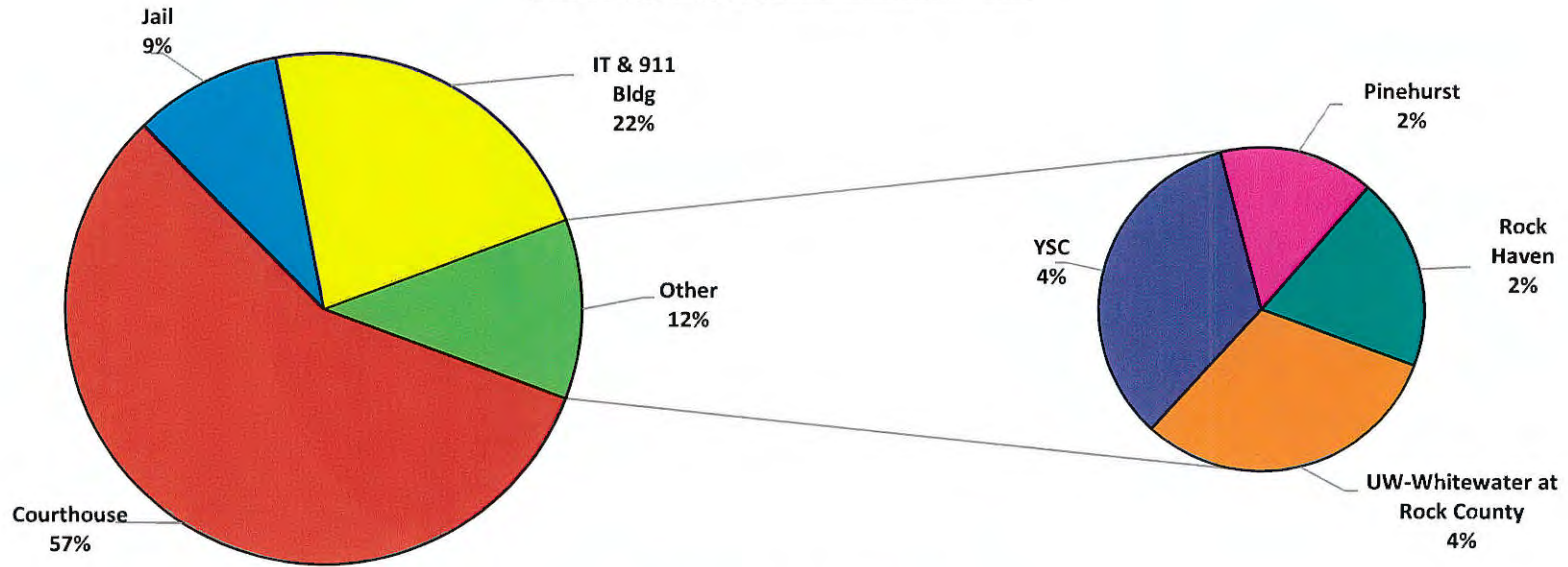
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$0	\$0
Intergovernmental	5,350	5,350
Contributions	0	0
Fund Balance Applied	80,000	85,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	2,691,200	2,315,000
Fees/ Other	292,634	392,634
Total Revenues	\$3,069,184	\$2,797,984
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,291,704	\$1,288,109
Fringe Benefits	612,515	611,999
Operational	4,431,161	3,846,161
Capital Outlay	2,406,400	2,109,400
Allocation of Services	(2,893,141)	(2,217,141)
Total Expenditures	\$5,848,639	\$5,638,528
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$2,779,455</b>	<b>\$2,840,544</b>

**2020 BUDGET  
FACILITIES MANAGEMENT - OPERATIONS**

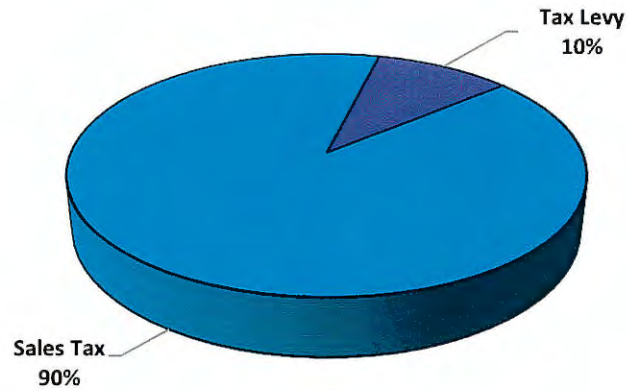


2020 BUDGET  
FACILITIES MANAGEMENT - CAPITAL

EXPENDITURES BY BUILDING/PROJECT



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### FACILITIES MANAGEMENT

2020

#### Budget Highlights – Operations

#### Revenue

- Revenue used to offset the jail facility costs are budgeted to include:
  - \$150,000 from inmate and public telephone charges. This is \$10,000 more than the prior year as a result of increased phone usage.
  - \$100,000 from jail assessment fees, which are to be used for facility improvements.

#### Expenditures

- Costs for contracted security at the Courthouse are decreasing by \$23,820 or 32.4% due to the 2019 budget predicated on providing the General Services Committee flexibility to consider a higher level of security, including armed contract security, and actual costs in 2019 being lower than budgeted. The 2020 budget funds an unarmed security contract until and/or unless the Board makes a different decision.
- Costs of cleaning contracts are decreasing by \$15,080 or 10.0%. The reduction is due to more realistic costs. The County changed contractors in 2019 and it was estimated that a new contractor would cost more. However, costs are actually less.
- \$20,000 is budgeted for ADA improvements to courtrooms and other priority areas in the Courthouse.
- The department entered into a ten-year utility energy efficiency contract in 2018 which resulted in a new account - Performance Contracts - budgeted in 2020 at \$51,395. This represents the annual payment to the energy efficiency vendor. The added costs are offset by annual utility savings. For 2020, utility costs are budgeted at \$28,875 or 7.5% less than the prior year due to energy savings.

- The Fairgrounds Other Contracted Service account will decrease by \$87,600 as it is recommended to transition in-house the contracted service functions. Also refer to comments in the Personnel section.

### Personnel

- The department requests to add a 1.0 FTE Maintenance Worker IV (Range IV, 1077 Pay Grid) for maintaining the fairgrounds, at a budgeted cost of \$70,554. The position would replace a contract service that costs the County \$87,600. This is recommended and will result in a net cost savings of \$17,046.
- A request to reclassify a 1.0 FTE Administrative Assistant position to Facilities Support Specialist at a cost of \$589 is not recommended.
- The department requests to reallocate 2.0 FTE Facility Superintendents from Unilateral Pay Range 24 to Pay Range 26 at a cost of \$3,523. While acknowledging the department has accepted additional responsibilities of the Public Works and Fairgrounds building and grounds, internal equity and external comparables lead me to not recommend this change at this time.

### Budget Highlights – Capital Projects

- A Facilities Master Plan was approved by the County Board in 2019 and lays out a long-term vision in dealing with the County's most visible assets – its buildings and grounds. Many of the projects in this section derive from the Master Plan.

### Revenue

- Most capital projects are funded through sales tax, but smaller items are funded with tax levy or fund balance. Highway projects are funded with cash and depreciated over the useful life of the asset. In 2020, sales tax is the primary funding source and totals \$2,315,000.

### Expenditures

- Major activities planned for 2020 are shown in the capital accounts broken out by physical location.

Jail Capital Improvement Account

\$175,000	Tuck pointing
15,000	Kitchen floor (tax levy)
15,000	New fuel tank (tax levy)
12,500	Honeywell controller update (tax levy)
8,000	Replace doors & frames (tax levy)
7,500	Fuel tank removal (tax levy)
<u>5,000</u>	Jail card access server (tax levy)
\$238,000	

Highway Capital Account

\$70,000	Roof salt dome – Edgerton Hwy 59
30,000	Pressure washer
29,000	Radio communications repeater
25,000	Floor cleaner-scrubber
25,000	Replace sand & salt shed doors
<u>16,000</u>	Duct work cleaning
\$195,000	

Rock Haven Capital Account

\$13,500	Automatic door openers – laundry rooms (tax levy)
13,200	LED lighting (tax levy)
11,500	Security cameras (tax levy)
11,500	Upgrade 2 Honeywell controllers (tax levy)
<u>7,000</u>	Ice machines (tax levy)
\$56,700	

Courthouse Capital Improvement Account

\$1,075,000	Renovate DA offices
200,000	Tuck pointing
85,000	Clerk of Court customer windows
40,000	Courtroom H sound system
30,000	Carpet replacement (tax levy)
20,000	Replace 3 ABB drives
10,000	Master electrician tools (tax levy)
<u>7,000</u>	Salt spreader (tax levy)
\$1,467,000	

Youth Services Center Capital Account

<u>\$100,000</u>	Door control upgrade
\$100,000	

UW-Whitewater @ Rock County Capital Account

\$45,000	Resurface parking lot & drive
21,000	New sidewalk (tax levy)
20,000	Carpet replacement (tax levy)
<u>5,000</u>	Switch lights to LED (tax levy)
\$91,000	

Public Health/Aging Capital Account

\$5,000	Update bathroom (tax levy)
2,200	Flooring in room 140 (tax levy)
<u>2,000</u>	Flooring in conf. room (tax levy)
\$9,200	

Fairgrounds Capital Account

\$80,000	Replace Craig Center roof (fund balance)
<u>5,000</u>	Replace milk cooler (fund balance)
\$85,000	

IT/Communications Center Capital Account

\$300,000	Engineering for IT staff & data center
<u>275,000</u>	Design costs
\$575,000	

Pinehurst Capital Account

<u>\$45,000</u>	Consulting for replacement of Pinehurst (tax levy)
\$45,000	

- Industry analysts note that construction costs continue to rise due to tariffs on raw materials and a tight labor market. Further comments on capital projects are noted below.
  - Jail projects total \$238,000 and includes in part:
    - \$175,000 is budgeted for tuck pointing and caulking to protect the building exterior.
    - \$15,000 is budgeted to install a new above ground fuel tank for operation of the emergency generator.
    - \$15,000 is budgeted to replace the kitchen floor grout and joints that are failing, causing unsanitary conditions, and bricks to pop and crack.
    - \$12,500 is budgeted to continue to upgrade HVAC controllers, replacing units that are 30+ years old. The upgrade will result in better efficiency and improve control.
  - Courthouse projects total \$1,467,000 and includes in part the following:
    - \$1,075,000 is budgeted to renovate and upgrade the District Attorney's office space, including Victim Witness. This will improve staff and client security, create a new public entrance, and address cramped work space and staff and client privacy.
    - \$200,000 is budgeted for tuck pointing and caulking as part of a multi-year project that will protect the building's exterior.

- \$85,000 is budgeted to renovate five check-in windows in the Clerk of Courts Office. The customer service windows were designed with paper files in mind and not electronic records processing.
  - \$40,000 is budgeted to replace the sound system in Courtroom H. The current system is analog and outdated, e.g., cannot provide the appropriate volume without feedback. This project will be designed to integrate with possible future Courtroom H enhancements such as digital voting, streaming of County Board meetings, and an electronic agenda management system.
- Department of Public Works projects total \$195,000, funded by cash/depreciation and includes in part the following:
  - \$70,000 is budgeted to replace shingles on the salt dome damaged from years of wind storms. There are many places where the shingles are curling and in need of replacement, causing many leaks. This in turn is causing the roof rafters to start to deteriorate.
  - \$30,000 is budgeted to purchase a pressure washer that is needed to clean the building exterior, trench drains and the vehicle wash bay.
  - \$29,000 is budgeted to install a radio communications repeater and will be a multi-year project. The DPW has only one antenna site located at CTH A west of Janesville, co-located with the 911 Communications tower. In the event of a catastrophic failure, there would be no radio communications for DPW. Installing multiple sites would make the DPW radios more reliable.
  - \$25,000 is budgeted to purchase a floor cleaner/scrubber for the main shop. The machine will clean the shop floors more efficiently, prevent drains from clogging up and then backing up. The machine will also keep the dust and other particles down.
- Rock Haven projects total \$56,700 and includes in part:
  - \$13,500 is budgeted to install ADA door openers on the three (3) remaining resident laundry doors. The project will not only mitigate the safety concerns associated with residents trying to do their laundry, but it will enhance the residents' ability to remain as independent as possible.



- \$13,200 is budgeted to upgrade the compact fluorescent watt bulb to an LED bulb and related replacement equipment that results in overall savings of \$97,845 for the life of the bulb for 5-years.
  - \$11,500 is budgeted to add seven (7) security cameras to the existing security surveillance at Rock Haven. The project mainly affects the security of the residents, but will also have a positive impact on staff and visitors as well.
- UW-Whitewater at Rock County projects total \$91,000 and includes in part:
    - \$45,000 for resurfacing and restriping the engineering parking lot. Resurfacing the parking lot will prevent a total tear out and replacement. This would be a project performed by DPW.
    - \$20,000 to replace carpet in heavily used areas. Carpet is showing wear and needs to be updated.
    - \$21,000 for new sidewalk along Kellogg Avenue from South River Street to the entrance of the campus to comply with the City of Janesville sidewalk regulations.
  - Public Health/Aging projects total \$9,200 covering flooring replacement in a staff conference room and administrative area, and updating a bathroom.
  - Fairgrounds projects total \$85,000 and are funded by fund balance available in the Fairgrounds account:
    - \$80,000 to replace the Craig Center roof that has many holes and leaks. A new rubber membrane roof would help insulate the building, making for a quieter and controllable building.
    - \$5,000 to replace the milk cooler which is beyond its useful life. Staff are continually adding refrigerant when in use.
  - Information Technology/Communications Center projects total \$575,000 which are described below:
    - \$300,000 for engineering for a new Information Technology data center. Engineering for a new data center is necessary in preparation for moving the data center out of the Health Care Center building.

- \$275,000 for design costs related to a new location for Information Technology staff, as well as for needed equipment and furniture replacements in the 911 Communications Center dispatch room.
- Pinehurst project totals \$45,000 and covers preliminary consultant work for evaluating the future needs of the Sheriff's Office in anticipation of replacing the Sheriff's Office administrative/support office space and housing presently used for Huber inmates.

#### Summary

- The recommended tax levy for Facilities Management is \$2,840,544, an increase of \$180,156, or 6.8% from the prior year.

**Health Services Committee**

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**CHARTER**  
**ROCK HAVEN**

2020

**INTRODUCTION**

Rock Haven is a 128-bed skilled nursing facility. We accept Medicare, Medicare Advantage, Medicaid, private insurances, and private pay. Rock County residency is required for admission.

**ROCK HAVEN SERVICES**

Rock Haven staff care for residents with a variety of health concerns and acute illnesses requiring complex medical and nursing care such as IV therapy, feeding tubes, tracheotomy care, dialysis, oxygen therapy, wound care, and Physical, Occupational, and Speech therapy. In addition, staff care for residents with dementia, including Alzheimer's type, as well as chronic mental illness and developmental disabilities.

**REGULATORY OVERSIGHT**

Wisconsin Administrative Code, Chapter HFS 132, and the CMS Requirements of Participation for nursing homes (Federal regulations) direct the quality of care, quality of life and safety provided in the long-term care setting. In addition, key quality metrics and resources for long-term care including the CMS Quality Measure Reports and the Nursing Home Quality Initiative, are available to guide care improvement activities.

**ADMINISTRATION**

The Senior Management Team includes the Nursing Home Administrator, Director of Nursing, Financial Office Manager, Materials/Environmental Services Manager, Food Service Manager, Facilities Supervisor, and Recreational Therapy Director.

The Facility is committed to Quality Assurance Performance Improvement (QAPI), and will continue to utilize the QAPI program to improve care and services at Rock Haven.

As a team, we are committed to reducing Rock Haven's reliance on the county tax levy by managing in a manner that enables us to use resources efficiently and effectively to attain or maintain the highest practicable physical, mental, and psychosocial well-being of each resident.

### **NURSING SERVICES**

The nursing department manages care of 128 residents who reside at Rock Haven. The main function of the nursing department is to provide medical support, physical support, and spiritual support, taking a holistic, patient centered approach to care. Multiple programs are in place to facilitate this.

Among these programs there are the Nutrition at Risk, Wound Care, Falls, Hydration, Infection Control and Antibiotic Stewardship programs.

The nursing department ensures nurse competencies in complex nursing techniques such as IV therapy, tracheotomy care, feeding tubes, peritoneal dialysis, wound care, rehabilitative techniques and dementia and/or chronic mental illness. The nursing department staff identify and address quality issues, implement corrective action plans and use Quality Assurance audits to validate effectiveness. Staff use Quality Measure reports and other data sources to direct and inform quality assurance activities. Quality Assurance and Performance Improvement (QAPI) process includes reviewing, collecting and analyzing data and information daily, monthly, quarterly, and annually to detect trends, including adverse events.

Rock Haven takes an interdisciplinary team (IDT) approach to providing care for residents. The IDT offers input and solutions to provide quality of life and safety in a person-centered way. The IDT also works closely with area Hospice providers to deliver comprehensive, compassionate end of life care.

The nursing department coordinates interdisciplinary assessments and Person-Centered care planning

### **THERAPY SERVICES**

Rock Haven Therapy Department consists of Physical Therapy, Occupational Therapy and Speech Therapy Services including a Program Director, one full-time Physical Therapist, two full-time Physical Therapy Assistants, one full-time Speech Therapist, one full-time Occupational Therapist, and one full-time Certified Occupational Therapy Assistant.

Therapy services are available 7 days per week as clinically needed and offered for inpatient (new admissions and long-term residents) and outpatient services.

Therapy works closely with interdisciplinary team members throughout the facility, and regularly attends facility scheduled meetings.

Therapy services are provided throughout the facility as appropriate for each resident's person-centered plan of care.

The therapy gym offers private treatment rooms, exercise equipment, parallel bars, practice stairs, high/low mat and worktables along with access to a wide variety of adaptive equipment and durable medical equipment to meet resident needs.

Each therapist's individual clinical expertise and unique experience offers comprehensive rehab services designed to address the cardiopulmonary, musculoskeletal, neuromuscular, cognitive, communication, swallowing, and functional performance needs of each resident.

Therapy services support an innovative, dynamic culture where ethical and compassionate people work together to achieve clinical excellence.

### **RECREATIONAL THERAPY**

Recreational Therapy Department provides activities related to large motor, fine motor, arts, crafts, exercise, music, pet therapy, religious events, cooking events, and intergenerational programming. All Activity Therapy Assistants (ATA) are Certified Nursing Assistants (CNA) and are also certified Dementia Generalists. Recreational therapy department staff manage volunteer recruitment, facility programming, and a facility canteen. Rock Haven is recognized by the State as a Music and Memories facility.

The Volunteer Department currently consists of 21 groups or agencies; there are 38 individual volunteers and 57 pet volunteers. Some of the volunteers are routine volunteers. There is also a robust Love on a Leash program within the pet therapy program. There are five groups from area day cares and schools that support intergenerational programming.

### **FINANCE DEPARTMENT**

The Finance Department manages accounts receivable, accounts payable, billing and accounting services. They work with third party payers as well as Medicare and Medicaid fiscal intermediaries. The financial department bills Medicare A and B, Medicaid, Private Pay and insurance claims, verifies benefits for Medicare B, provides cashier services, provides quarterly resident account statements,

assists residents and families to maintain eligibility for Medical Assistance, files Notifications of Death with Medicaid, manages resident trust accounts, and processes facility invoices, purchase requisitions, receipts and deposits.

Finance Department staff also prepare month-end reports, maintain fiscal controls via budget, prepare, compile and submit annual reports to Medicaid and Medicare, post receivable and cash, reconcile account receivable, prepare line item transfers and journal entry corrections, reconcile fixed assets to record additions/deletions, and develop the annual budget.

### **DIETARY DEPARTMENT**

Rock Haven Food Service department uses a conventional cook/serve method of food preparation. Food is received throughout the week and stored properly under refrigeration, freezer or temperate dry storage. Menu items prepared include entrees of meat, poultry, fish, casseroles, and hot and cold sandwiches. Fruits (seasonal) and vegetables (seasonal) are offered on a daily menu. A four-week non-selective menu with alternate food choices is used. Menus change quarterly to coordinate with seasonal foods and appetites. All menus are approved by a Registered Dietician (RD). The RD is responsible for the nutritional assessments of all residents and assesses nutritional status and preferences upon admission, quarterly, and with change of resident condition.

All food preparation and service are performed using safe and sanitary food handling practices. Food service staff plate meals based on the individual preferences of each resident. Residents also have meal choices at point of service. Snacks and additional supplements are always available to residents upon request.

### **ENVIRONMENTAL SERVICES/ MATERIALS DEPARTMENT**

Environmental services and materials staff work closely with nursing, admissions, purchasing, therapy department, maintenance, social services, and food service to assure that all supply needs and sanitation needs are promptly met. Staff ensure a safe, clean, comfortable and homelike environment for all residents by maintaining facility wide cleaning and standardizing processes.

Environmental services and materials staff manage durable medical equipment (DME) including wheelchairs, lift slings, suction machines, tube feeding pumps, t-pumps, wheelchair cushions, pillows, mattresses, bed extension sets, pivot assist bars, shower chairs, bed side commodes, and isolation hampers.

Environmental services and materials staff maintain and oversee medical waste removal, light bulb recycling, and pest control services.

Staff participate in facility Quality Assurance Performance Improvement (QAPI) activities. They evaluate, review, and monitor environmental services and materials department operations to make process and quality improvements.

### **FACILITIES MANAGEMENT - MAINTENANCE**

Facilities Management maintains the buildings, grounds, and vehicles to create a pleasant and comfortable physical environment necessary for the delivery of high-quality resident care and safety.

Facilities Management is responsible for maintenance services throughout Rock Haven. Maintenance services include keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation.

Examples of facilities maintenance include general building repair and maintenance, routine interior and exterior painting, maintenance of building life-safety and security alarm systems, HVAC, plumbing, electrical, lighting, backup generator, pest control, grounds care, sidewalks and snow removal.

Facilities Management is active in the facility Safety Committee and the County Safety Committee and strives to meet all applicable provisions of the Life Safety Code.



## PERSONNEL SUMMARY

### ROCK HAVEN

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
ADMINISTRATION			
Nursing Home Administrator	1.0	1.0	0.0
SUBTOTAL	1.0	1.0	0.0
ENVIRONMENTAL SERVICES			
Environmental Services Worker	14.0	14.5	0.5
SUBTOTAL	14.0	14.5	0.5
MATERIALS			
Materials & Environmental Services Manager	1.0	1.0	0.0
Central Supply Clerk	2.0	2.0	0.0
Administrative Assistant	1.0	1.0	0.0
Beautician	0.6	0.6	0.0
SUBTOTAL	4.6	4.6	0.0
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	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
Unit Clerk Coordinator	2.0	2.0	0.0
SUBTOTAL	5.0	5.0	0.0

ROCK HAVEN

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
NURSING SERVICES			
Director of Nursing	1.0	1.0	0.0
Assistant Director of Nursing	4.0	4.0	0.0
Nurse Practitioner	1.0	1.0	0.0
Nursing Supervisor	4.0	4.0	0.0
MDS Nurse	2.0	2.0	0.0
Admissions Nurse	1.0	1.0	0.0
Registered Nurse	18.8	18.8	0.0
Licensed Practical Nurse	12.2	12.2	0.0
Certified Nursing Assistant	78.0	78.0	0.0
SUBTOTAL	122.0	122.0	0.0
PROGRAM SERVICES			
Activity Director	1.0	1.0	0.0
Master Social Worker	2.0	2.0	0.0
Activity Therapy Assistant	6.4	6.6	0.2
SUBTOTAL	9.4	9.6	0.2
FINANCE			
Controller	1.0	0.0	(1.0)
Analyst	0.0	1.0	1.0
Financial Office Manager	1.0	1.0	0.0
Account Specialist	1.0	1.0	0.0
SUBTOTAL	3.0	3.0	0.0
TOTAL	178.6	179.3	0.7

ROCK HAVEN

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
New Position		Environmental Services Worker	0.5	0.5
New Position		Analyst	1.0	1.0
New Position		Activity Therapy Asst.	0.2	0.2
Deletion	Controller		1.0	1.0

# FINANCIAL SUMMARY

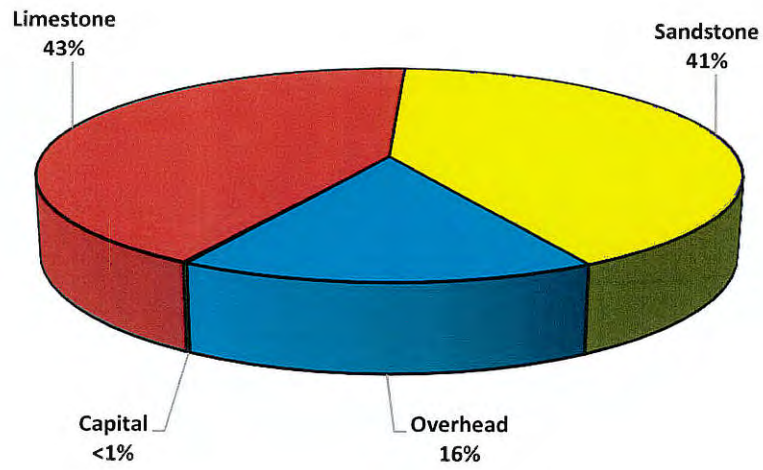
## ROCK HAVEN

2020

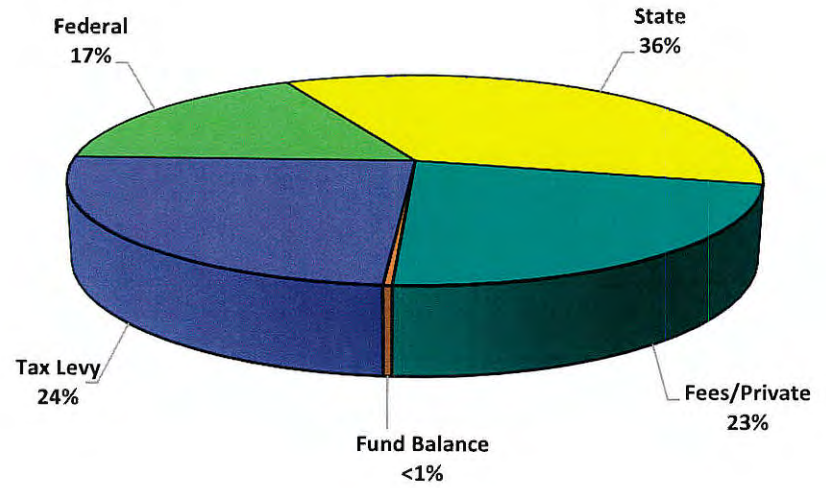
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	9,055,747	9,055,747
Contributions	2,300	2,300
Fund Balance Applied	0	60,500
Transfers In	683,319	683,319
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,146,853	3,146,853
Total Revenues	<u>\$12,888,219</u>	<u>\$12,948,719</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$8,648,534	\$8,648,534
Fringe Benefits	4,550,390	4,234,988
Operational	4,221,258	4,208,798
Capital Outlay	25,500	25,500
Allocation of Services	0	0
Total Expenditures	<u>\$17,445,682</u>	<u>\$17,117,820</u>
<u>PROPERTY TAX LEVY</u>	<u>\$4,557,463</u>	<u>\$4,169,101</u>

2020 BUDGET  
ROCK HAVEN

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### ROCK HAVEN

2020

#### 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:
  - 2018 year-end cost reports indicate that the average cost per resident per day was \$399.
  - Medical Assistance (Medicaid) is estimated in 2020 to reimburse care at a rate of \$172 per day, which represents about 43% of actual costs. Medical Assistance revenue is budgeted at \$4,632,884, a decrease of \$167,568 or 3.5% over the prior year.
  - Medicare is estimated to reimburse care at a rate of about \$501 per day, which is higher than the average cost of care, due to overall higher acuity rates for some Medicare-funded residents. Total Medicare revenue is budgeted at \$2,748,788, an increase of \$142,633 or 5.5% over the prior year.
  - Private pay rate (for individuals paying for their own care) will remain at \$311 in 2020. The rate was adjusted in 2019 when it was increased from \$305 to \$311. Total Private Pay revenue is budgeted at \$3,116,453, an increase of \$129,870 or 4.3% over the prior year.
- Year-to-date 2019 resident average daily census was 122, which is two residents below the budgeted resident population of 124 and the resident mix is listed below:
  - Medicaid average daily population of 92 residents.
  - Private pay average daily population of 19 residents.

- Medicare average daily population of 11 residents.
- The 2020 resident mix takes into account an average daily census of 124 as detailed below:
  - 92 Medicaid, the same as budgeted in 2019.
  - 17 private pay, the same as budgeted in 2019.
  - 15 Medicare, higher than the 12 budgeted in 2019.
- Intergovernmental Transfer revenue of \$1,452,497 will increase by \$29,792 or 2.1% due to slightly higher Medical Assistance census. 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.
- Physical Therapy, Occupational Therapy, and Speech Therapy will increase by \$17,000 or 11.4% as the volume of residents requiring this service is increasing.
- Working Capital/fund balance application of \$140,000 was budgeted in 2019 and \$60,500 is budgeted in 2020. Working Capital was \$2.4 million as of 12/31/2018.

### Expenditures

- Costs for the Professional Services account includes the contracted Rock Haven Physician who serves as the medical director and oversees care for some residents. This account will increase \$106,349 primarily as a result of the position not being filled during 2019.
- Food costs are budgeted \$8,460 or 2.7% lower due to projected food costs.
- Marketing and Promotion is budgeted at \$2,500, the same amount as the prior year and is used to market the nursing home services including attendance at senior fairs.
- Capital purchase requests total \$25,500 for the following furniture and equipment items and are recommended:

- Bladder scanner with printer and cart (\$10,000) that replaces equipment no longer supported by the manufacturer.
- Four Zenith hospital beds (\$6,500) that replace worn out spring beds.
- EZWAY Bariatric lift (\$9,000) that addresses the needs of residents who are getting wider and heavier.

### Personnel

- In 2019, the County Board reclassified a vacant Accountant position to a Financial Office Manager position.
- Rock Haven requests to create and delete the following positions:
  - Create 0.5 FTE Environmental Services Worker at a cost of \$34,182 and is recommended.
  - Create a 0.2 FTE Activity Therapy Assistant at a cost of \$24,622 and is recommended.
  - Delete 1.0 FTE Controller position and create 1.0 FTE Analyst position at a net cost savings of \$34,931.
- A vacancy factor is being applied to the department in the amount of \$315,402.

### Summary

- The recommended tax levy for Rock Haven is \$4,169,101, which is an increase of \$128,445 or 3.2% from the prior year.



## Human Services Board

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# CHARTER

## HUMAN SERVICES

2020

### ADMINISTRATION

The mission of the Human Services Department is to build 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 and staff, 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 purchases supplies. This unit also provides some facility management for leased office space.

**Data Systems Management and Support (DSMS):** This unit provides administrative support and 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. DSMS also performs a wide range of administrative services including records management, release of information, data entry, transcription, front desk coverage, 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, Youth Justice, Derrick's House (Shelter Care) 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 Youth 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 evidence-based programs and practices to increase the skills and competencies of clients to promote positive behavior change.

**Child Protective Services:** The Access Unit gathers information and screens all incoming reports of possible child maltreatment. 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 families 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. 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. Ongoing services also includes targeted programming for in-home safety services to maintain children in their homes safely and prevent removal.

**Youth Justice:** Youth 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 Youth Justice Services work closely with the Juvenile Court System as well as community organizations.

**Youth Services Center:** The Youth Services Center (YSC) provides 24/7 care of youth ordered into secure custody through the Rock County Juvenile Court. Secure Detention staff provide secure care of youth who have been deemed a danger to community and require



secure confinement. 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.

**Derrick's House (Shelter Care):** In 2018, shelter care services transitioned to Derrick's House LLC. Derrick's House is located in the city of Beloit and has a bed capacity of 10. The home provides care for youth awaiting out-of-home placement in both the CPS and YJ systems. Youth placed at Derrick's House normally stay anywhere from 7 to 30 days. There are daily activities for all youth which include school attendance, social skill development, employment, and a positive daily structure. Derrick's House is located within the historic district of Beloit and is in close proximity to many pro-social activities such as the YMCA, Beloit College, and Community Action.

**Youth Diversion Services (YDS):** The YDS Unit provides direct services to families serviced by Youth Justice Services. YDS staff utilize evidenced-based curriculums which include Aggression Replacement Training and Carey Guides. Services are delivered in the community and in family's homes. YDS utilizes various programs to assist youth and families. All programs focus on enhancing skill deficits and promoting strengths in the youth.

## **ECONOMIC SUPPORT**

The Economic Support (ES) Division provides assistance to individuals and families who are eligible to receive Federal/State entitlement benefits. The ES Division conducts thorough eligibility determinations, and applies local and federal complex policy regulations objectively and uniformly. The ES Division provides clients with all of the benefits to which they are entitled and 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) established in Income Maintenance (IM) Contract: Medical Assistance (MA), Badger Care Plus (BC+), Caretaker Supplement (CTS), and FoodShare (FS). Southern's Call Center has also incorporated a bi-lingual queue staffed with Spanish speaking workers to assist those customers with language barriers (currently Spanish). For all other languages the Southern Consortia Call Center uses the Language Line for interpretive services.

Economic Support Specialists (ESS) determine eligibility by considering household income, assets, family size and household circumstances. ES Specialists in the Call Center complete applications and 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).

**Public Assistance Fraud Program (IM/CC):** Public Assistance Fraud Program is based on chapter 49 of the Wisconsin Statutes. The program consists of Fraud prevention, Fraud investigation, and fraud overpayment collection activities. The agency determining eligibility for a particular benefit program is responsible for fraud prevention programs to identify and prevent fraud or error from occurring in each program. The Southern Consortium sub-contracts the investigation piece of the fraud program with Central States Investigation Agency (CSI) and Rock County sub-contracts the child care fraud investigation piece of the Child Care Fraud contract with CSI. Rock County currently has 1.5 FTEs dedicated to establishing and processing Overpayments.

**Child Care (CC) Administration:** The Rock County Economic Support Division administers the Child Care program for the Department of Children and Families. The program provides assistance to the client in paying child care costs if the children are with an approved provider. There are income-eligibility tests for parents who are employed or participate in an approved activity. Rock County sub-contracts the **Child Care Certification program** Contract with 4Cs. This program recruits and certifies Child Care providers within Rock County.

**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 this program with Energy Services Inc. out of Dane County to provide these services.

## **AGING AND DISABILITY RESOURCE CENTER**

The ADRC offers the general public a single source (one-stop-shop) for information and assistance on issues affecting the elderly and people with physical and/or 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.

**Information and Assistance (I & A):** I & A Specialists listen to customers' needs, provide options counseling, assess abilities and limitations, complete the Long Term Care Functional Screen (LTCFS) for program eligibility, provide enrollment counseling, connect people to resources and follow-up for additional support. I&A also assist with transitioning children age 17 ½ into adult programs. In addition, they receive and document all Elder/Adult Abuse and Neglect referrals from the community for investigation by Adult Protective Services.



**Disability Benefit Specialists (DBS):** DBS staff assist individuals with financial issues/hardships such as helping them obtain Social Security Disability payments, appealing denials for financial benefits, and assisting individuals with Medicare, Medicaid or private insurance issues, as well as guidance on their legal rights.

**Dementia Care Specialist (DCS):** The DCS position is supported by additional funds awarded to Rock County and is now a permanent funding stream. 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.

**Adult Protective Services (APS):** Staff in this unit investigate reports of abuse and neglect of vulnerable adults, 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.

## **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, Access, and Outpatient Services; Comprehensive Community Services; Community Support Program; and Children’s Long Term Support.

**Crisis, Access, and Outpatient Services:** This program area includes the continuum of care from crisis and access to care, through transition services, and outpatient behavioral health and treatment courts. Crisis Services deliver services to individuals with emergency behavioral health needs and short-term follow up stabilization supports. Key program areas include the 24/7 Crisis Intervention Unit, the community-based Crisis Stabilization program, and a contracted 15 bed stabilization facility. Jail Treatment Services and School-Based Diversion are also included under the crisis umbrella. The Access service functions as a front door to the Behavioral Health Division and provides screening and assessment to connect consumers to appropriate levels of care. Outpatient services includes broad mental health and substance abuse services delivered at Rock County Counseling Center locations. The staff provides assessment, psychotherapy and counseling, 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, provide evidence based treatment and case management, and participate in the larger treatment court teams.

**Comprehensive Community Services:** The CCS program is a community-based 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. This program area also includes the Coordinated Services Team (CST) program. CST is a strength-based process in which a team develops and implements an individualized plan for a child with multi system involvement. The plan is an approach that responds to families with multiple, often serious needs in the least restrictive setting.

**Community Support Program:** The CSP program provides a high level of support to individuals with severe and persistent mental illness 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.

**Children's Long Term Support:** This program area delivers services and service coordination supports to children, youth and families. To meet family needs staff provide these services in the home, community, and schools. 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, and/or severe emotional disturbances who would otherwise be at risk for institutional level care. This program area also oversees the Birth to 3 program, a federally-mandated Early Intervention program to support families of children with developmental delays or disabilities under the age of three.

## PERSONNEL SUMMARY

### HUMAN SERVICES

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
AGENCY MANAGEMENT			
Director of Human Services	1.0	1.0	0.0
Human Services Deputy Director	1.0	2.0	1.0
Administrative Services Division Manager	1.0	1.0	0.0
Controller	1.0	0.0	(1.0)
Business Manager	0.0	1.0	1.0
Program Manager	1.0	1.0	0.0
Coordinator of Quality Improvement	0.0	1.0	1.0
Coordinator of Prevention and Community Engagement	0.0	1.0	1.0
Medical Records Manager	1.0	1.0	0.0
Analyst	4.0	5.0	1.0
Accountant Supervisor	1.0	0.0	(1.0)
Accountant	1.0	3.0	2.0
Support Services Supervisor	2.0	2.0	0.0
Secretary II	2.0	2.0	0.0
Accountant (2489 Pay Grid)	1.0	0.0	(1.0)
Application Support Specialist	1.0	1.0	0.0
Account Clerk-HSD	6.0	6.0	0.0
Consumer Financial Support Specialist	1.0	1.0	0.0
HSD Support Specialist	1.0	1.0	0.0
Administrative Assistant	3.0	3.0	0.0
Word Processing Operator	2.0	2.0	0.0
Medical Records Technician	2.0	2.0	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	36.0	40.0	4.0



**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
<b>ECONOMIC SUPPORT</b>			
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
Administrative Services Supervisor	1.0	1.0	0.0
Job Center Support Specialist	3.0	3.0	0.0
<b>SUBTOTAL</b>	<b>57.0</b>	<b>57.0</b>	<b>0.0</b>
<b>CHILDREN, YOUTH &amp; FAMILIES- ACCESS, I/A &amp; ONGOING</b>			
Children, Youth & Families Division Manager	1.0	0.0	(1.0)
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	10.0	10.0	0.0
Master Social Worker	1.0	1.0	0.0
Lead Case Worker	6.0	6.0	0.0
Human Services Professional	46.0	46.0	0.0
Skills Development Specialist	1.0	1.0	0.0
Psychiatric Technician	4.0	4.0	0.0
Administrative Assistant	3.0	3.0	0.0
Secretary I	1.0	1.0	0.0
<b>SUBTOTAL</b>	<b>74.0</b>	<b>73.0</b>	<b>(1.0)</b>

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
CHILDREN, YOUTH & FAMILIES- YOUTH JUSTICE			
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	2.0	2.0	0.0
Human Services Professional	18.0	18.0	0.0
Legal Steno	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	23.0	23.0	0.0
CHILDREN, YOUTH & FAMILIES- YOUTH SERVICES CENTER			
Youth Services Center Superintendent	1.0	0.0	(1.0)
Operations Manager	0.0	1.0	1.0
Deputy Superintendent	1.0	0.0	(1.0)
Lead Floor Supervisor	0.0	1.0	1.0
Youth Services Center Supervisor	3.0	3.0	0.0
Lead Worker	0.0	6.0	6.0
Youth Specialist	24.0	18.0	(6.0)
Human Services Professional	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	31.0	31.0	0.0

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
<b>BEHAVIORAL HEALTH- COMPREHENSIVE COMMUNITY SERVICES</b>			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	6.0	6.0	0.0
Human Services Professional	43.0	43.0	0.0
Registered Nurse	2.5	2.5	0.0
Analyst	2.0	2.0	0.0
Peer Support Specialist	4.0	4.0	0.0
Administrative Assistant	3.0	3.0	0.0
<b>SUBTOTAL</b>	<b>61.5</b>	<b>61.5</b>	<b>0.0</b>
<b>BEHAVIORAL HEALTH- OUTPATIENT CLINICS</b>			
Behavioral Health Division Manager	1.0	0.0	(1.0)
Program Manager	1.0	0.0	(1.0)
Human Services Supervisor II	1.0	1.0	0.0
Nursing Supervisor	1.0	1.0	0.0
Registered Nurse	2.6	2.6	0.0
AODA Coordinator	1.0	1.0	0.0
Human Services Professional	16.0	16.0	0.0
Secretary I	1.0	1.0	0.0
Psychiatric Technician	0.4	0.4	0.0
Administrative Assistant	4.0	4.0	0.0
<b>SUBTOTAL</b>	<b>29.0</b>	<b>27.0</b>	<b>(2.0)</b>
<b>BEHAVIORAL HEALTH- CRISIS</b>			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	2.0	3.0	1.0
Human Services Professional	17.8	15.8	(2.0)
Lead Worker	0.0	2.0	2.0
Psychiatric Technician	12.0	12.2	0.2

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	33.8	35.0	1.2
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
Human Services Professional	20.0	21.0	1.0
Psychiatric Technician	2.0	2.0	0.0
Administrative Assistant	2.0	2.0	0.0
SUBTOTAL	31.0	32.0	1.0
BEHAVIORAL HEALTH- CHILDREN'S LONG TERM SUPPORT			
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	2.0	2.0	0.0
Lead Worker	2.0	3.0	1.0
Human Services Professional	18.0	20.0	2.0
Administrative Assistant	1.0	2.0	1.0
SUBTOTAL	24.0	28.0	4.0

HUMAN SERVICES

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
AGING AND DISABILITY RESOURCE CENTER			
ADRC/Adult Protective Services Division Manager	1.0	1.0	0.0
Human Services Supervisor I	1.0	1.0	0.0
Lead Worker	1.0	1.0	0.0
Human Services Professional	13.0	13.0	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
Human Services Professional	4.0	4.0	0.0
SUBTOTAL	5.0	5.0	0.0
TOTAL	422.3	429.5	7.2

HUMAN SERVICES

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	AGENCY MANAGEMENT AND SUPPORT			
New Position		Coordinator of Quality Improvement	1.0	1.0
New Position		Analyst	1.0	1.0
New Position		Coordinator of Prevention and Community Engagement	1.0	1.0
Reclassification	Union Accountant	Accountant (Unilateral Pay Range 17)	1.0	1.0
Reclassification	Behavioral Health Division Manager	HSD Deputy Director	1.0	1.0
Reclassification	Accounting Supervisor	Accountant (Unilateral Pay Range 17)	1.0	1.0
Title Change	Controller	Business Manager	1.0	1.0
	CHILDREN, YOUTH, AND FAMILIES- ACCESS, I/A, ONGOING			
Deletion	CYF Division Manager		1.0	1.0
	CHILDREN, YOUTH AND FAMILIES- YOUTH SERVICES CENTER			
Reclassification	YSC Superintendent	Operations Manager	1.0	1.0
Reclassification	YSC Deputy Superintendent	Lead Floor Supervisor	1.0	1.0
Reclassification	Youth Specialist (2489-Y)	Lead Worker (2489 1a)	6.0	6.0

**HUMAN SERVICES**

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	BEHAVIORAL HEALTH- OUTPATIENT CLINICS			
Deletion	Program Manager		1.0	1.0
	BEHAVIORAL HEALTH- CRISIS			
New Position		Psychiatric Technician	0.2	0.2
New Position		Human Services Supervisor II	1.0	1.0
Reclassification	Human Services Professional	Lead Worker	2.0	2.0
	BEHAVIORAL HEALTH- COMMUNITY SUPPORT			
New Position		Human Services Professional	1.0	1.0
	BEHAVIORAL HEALTH- CHILDREN'S LONG TERM SUPPORT			
New Position		Human Services Professional	3.0	3.0
New Position		Administrative Assistant	1.0	1.0
Reclassification	Human Services Professional	Lead Worker	1.0	1.0

# FINANCIAL SUMMARY

## HUMAN SERVICES

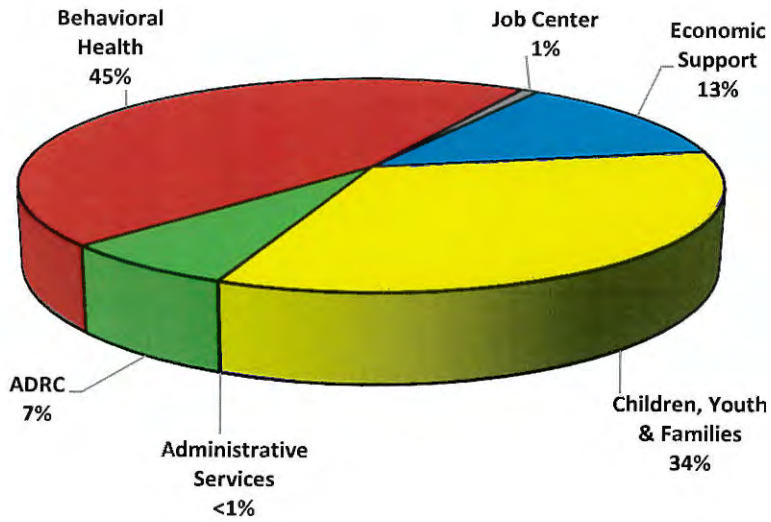
2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$35,770,401	\$35,770,401
Intergovernmental	9,635,505	9,635,505
Contributions	16,195	16,195
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,382,750	1,382,750
Total Revenues	<hr/> \$46,804,851	<hr/> \$46,804,851
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$25,400,398	\$25,400,398
Fringe Benefits	11,349,648	11,349,648
Operational	33,895,687	33,895,687
Capital Outlay	0	0
Allocation of Services	(46,955)	(46,955)
Total Expenditures	<hr/> \$70,598,778	<hr/> \$70,598,778
<u>PROPERTY TAX LEVY</u>	<b>\$23,793,927</b>	<b>\$23,793,927</b>

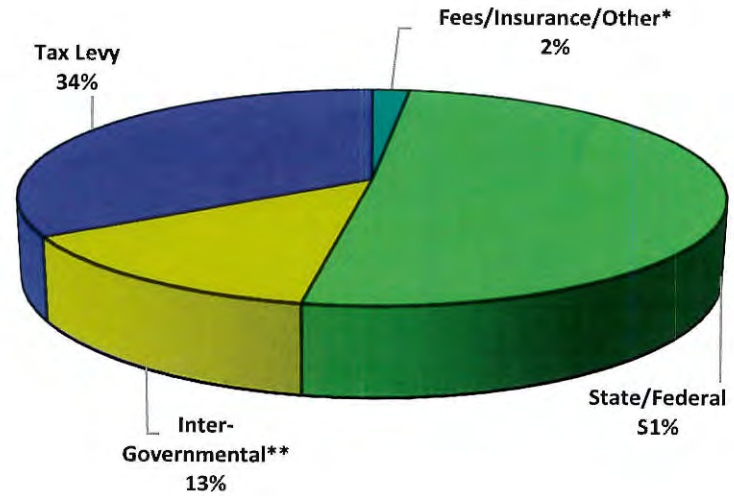


**2020 BUDGET  
HUMAN SERVICES BY DIVISION**

EXPENDITURES BY DIVISION



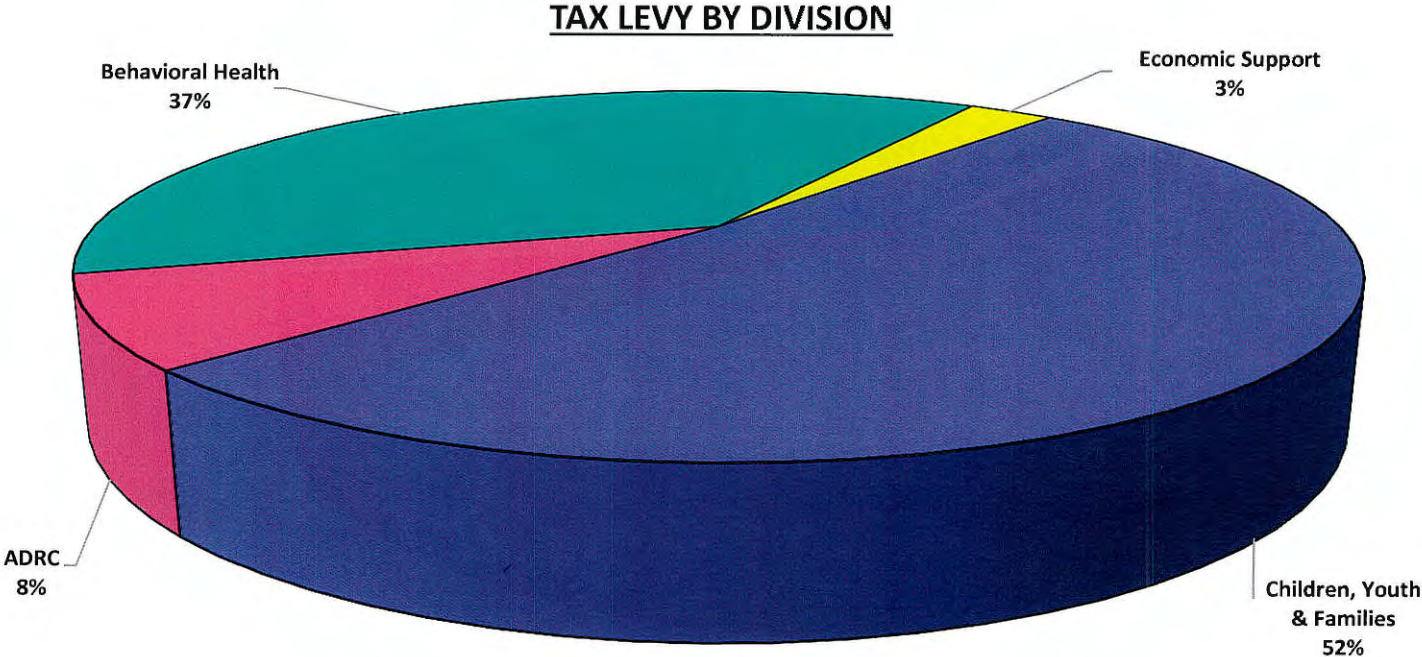
REVENUES BY SOURCE



\*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.

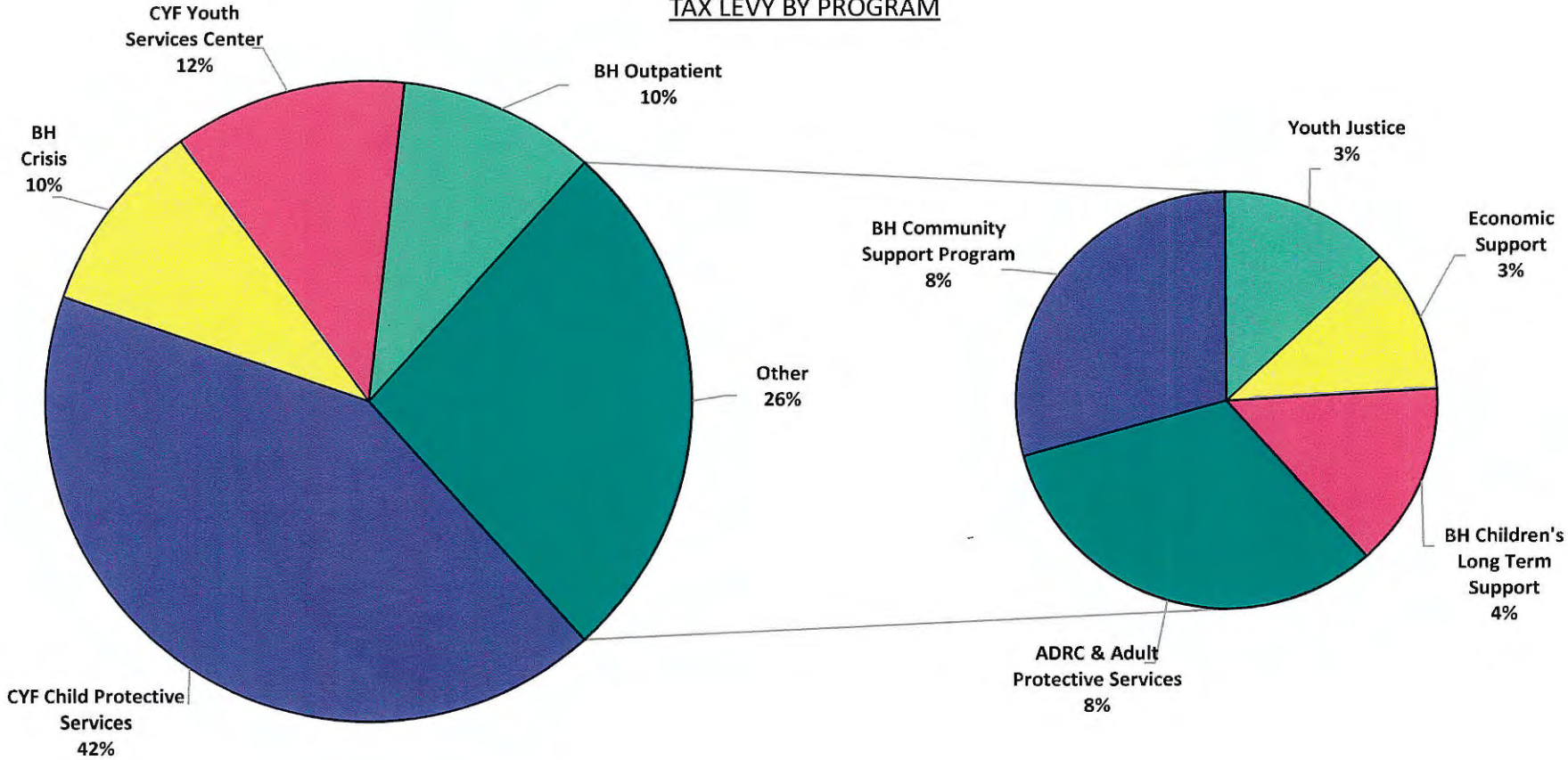
2020 BUDGET  
HUMAN SERVICES



Administrative Services not shown as no tax levy supports operation.

**2020 BUDGET  
HUMAN SERVICES**

TAX LEVY BY PROGRAM

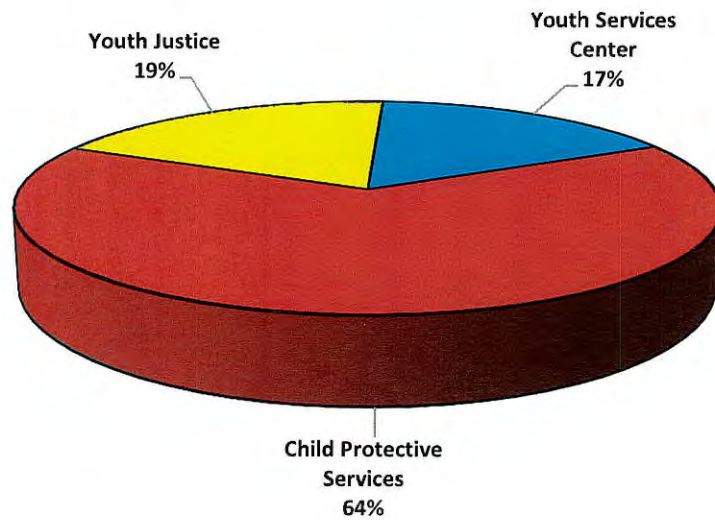


BH = Behavioral Health  
CYF = Children, Youth and Families

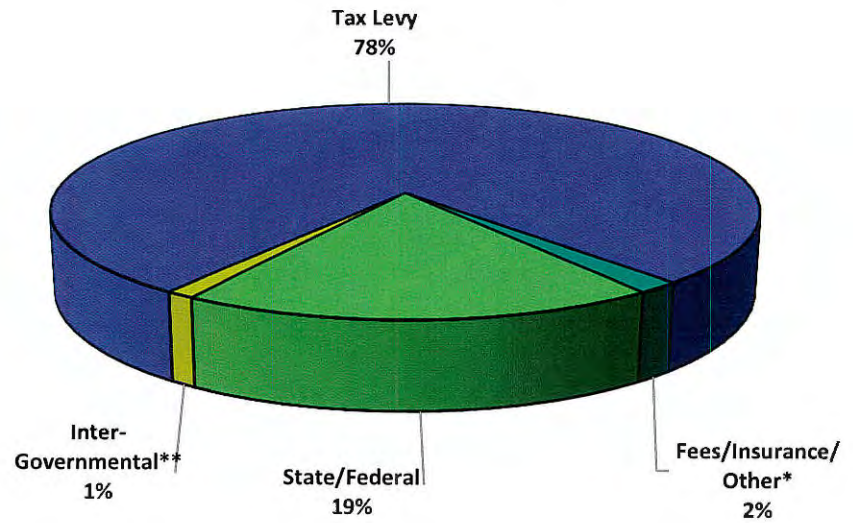


2020 BUDGET  
CHILDREN, YOUTH & FAMILIES

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE

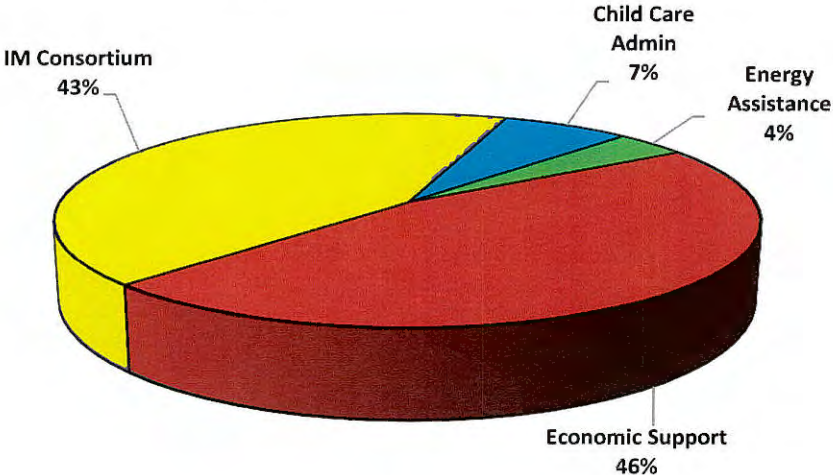


\*Other includes parental payments and tax intercept.

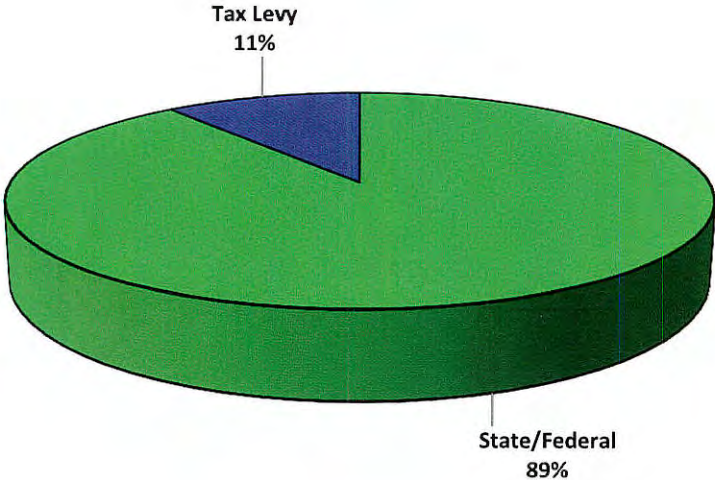
\*\*Includes Medical Assistance, Medicare, other counties, and school breakfast and lunch program.

**2020 BUDGET  
ECONOMIC SUPPORT**

EXPENDITURES BY PROGRAM

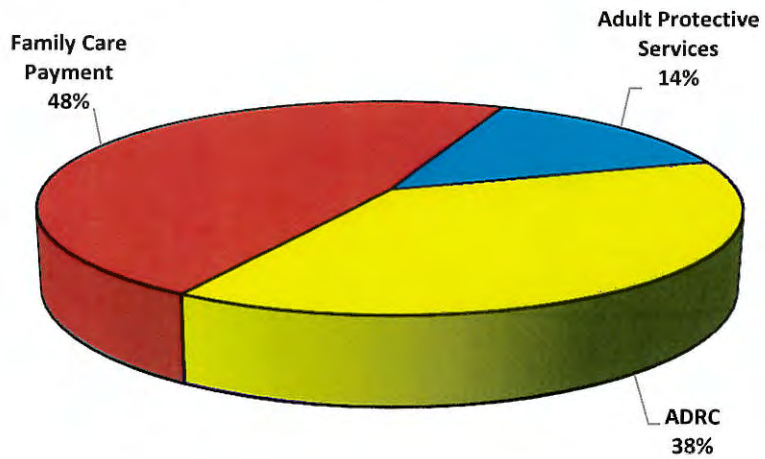


REVENUES BY SOURCE

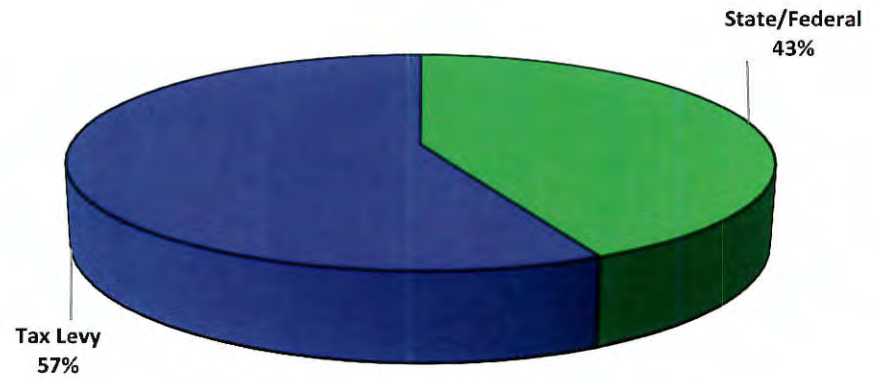


**2020 BUDGET**  
**AGING AND DISABILITY RESOURCE CENTER AND ADULT PROTECTIVE SERVICES**

EXPENDITURES BY PROGRAM

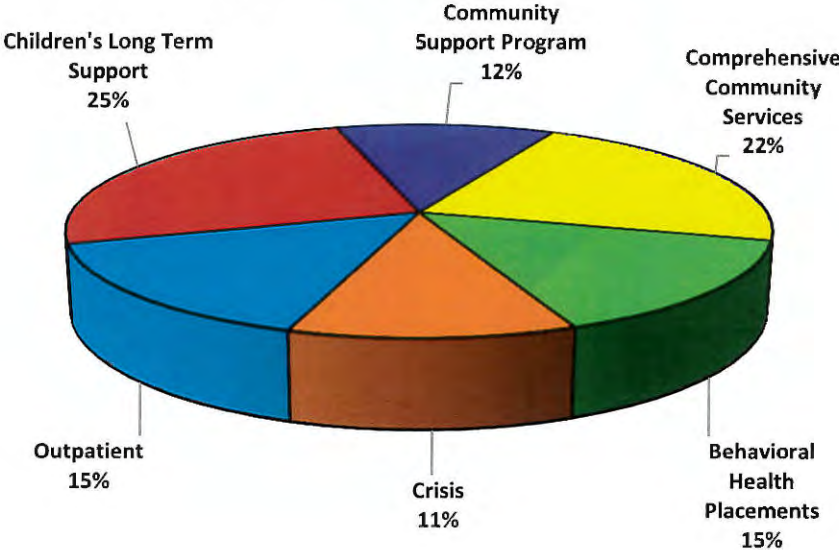


REVENUES BY SOURCE

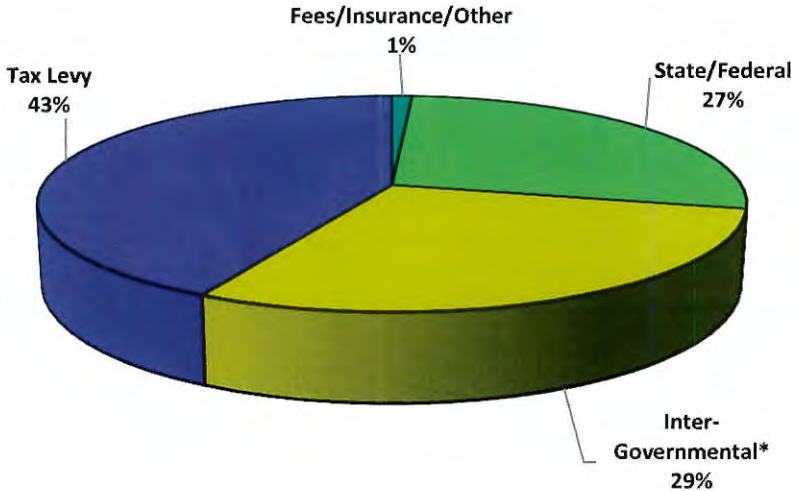


## 2020 BUDGET BEHAVIORAL HEALTH

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



\* Includes Medical Assistance and Medicare.

## **ADMINISTRATOR'S COMMENTS**

### **HUMAN SERVICES DEPARTMENT**

**2020**

#### Budget Highlights – Children, Youth and Families Division

##### Revenue

- In the 2019-2021 State Biennial Budget, counties were successful in securing additional funding from the Legislature and the Governor to help address the crisis in Child Protective Services, which has been fueled, in part, by the opioid crisis. Rock County anticipates receiving an additional \$1.2 million in 2020 as part of this effort. The County's initial plan for investing these resources is outlined below.

##### Expenditures

- The Human Services Department (HSD) recommended budget includes \$1.2 million in additional expenditure authority from the funds provided in the most recent state budget. At this point in time, the department has identified the following priorities, accounting for \$678,782.
  - \$224,535 in incentive pay for Child Protective Services caseworkers. These funds would be provided through a \$2.00 per hour incentive add on to base wages. The department has identified that using these funds to retain current staff by increasing wages would be the most productive use of funds, rather than using these funds to create new positions. This also recognizes and compensates for the difficulty and secondary trauma these staff face in their daily job responsibilities.
  - \$200,000 toward out-of-home placements (see below), which will have the effect of reducing the tax levy that has increased over the past several years due to the significant growth in foster care and other out-of-home placements.
  - \$81,226 to create a new Analyst position dedicated to evaluating issues such as barriers to improving the time it takes to place a child in a permanent living arrangement.



- \$53,785 to add 800 hours of in-home safety services dedicated to keeping children who are at risk safe in their homes. These services will continue to be provided through a contract with Professional Services Group (PSG).
  - \$50,000 to provide a peer support program, in which parents who have been CPS clients and been successful will serve as mentors to current CPS-involved parents.
  - \$45,000 for consulting services related to improved engagement with foster families and leadership and organizational development in CPS.
  - \$24,236 for 25% of the new Quality Improvement Coordinator position (see below) to be dedicated to ensuring practices within the Children, Youth, and Families Division adhere to evidence-based standards.
  - The remaining estimated \$521,718 is set aside with priorities yet to be determined by the department, Human Services Board, and County Board.
- Over the past several years, the number of children and youth in out-of-home placements has been a major driver of the County budget. In 2019 and 2020, the number of out-of-home placements is expected to plateau. Department staff attribute this, in part, to the increased resources dedicated to in-home safety services, which are intensive supervision services intended to keep children safe in their homes rather than in out-of-home placements.
    - HSD anticipates an average of 132 children in the Child Protective Services (CPS) system in foster care and the more costly treatment foster care in 2019, which is a decrease of 21 children as compared to the 2019 budgeted figure. In 2020, HSD anticipates 141 CPS children in foster care, plus another 3 juveniles in foster care, for a total of 144 in 2020.
    - The number of CPS children in subsidized guardianships, which is one form of permanency, is increasing from 10 in 2018 and an estimated 15 in 2019 to 18 budgeted for 2020.
    - There were no youth in State correctional facilities in 2018; the department anticipates an average of 0.5 youth in 2019 and is budgeting for 0.5 youth again in 2020, although no youth are currently placed in State corrections. This is due partly to the ability of the ACTIONS program, housed in the YSC, to be able to serve these youth locally instead of at Lincoln Hills. Although the State has identified several counties to build regional facilities to replace the State

correctional facilities at Lincoln Hills and Copper Lake, how the County will utilize these facilities, if necessary, remains to be determined.

- The number of children and youth in group homes and residential care centers is estimated to average 20 per day in 2019. The department is budgeting for 21 in 2020. Some of the County's juvenile clients with the most challenging behaviors are placed in out-of-state facilities due to the lack of in-state resources.
- The department is cautiously optimistic that recent system improvements, including those funded in 2019, are contributing to the decrease in out-of-home placements in 2019. Based on these trends, the estimated number of children and youth among all types of out-of-home placements in CPS and juvenile justice is expected to be slightly less in 2020 as compared to the 2019 budget, resulting in a budget of \$6,366,317. This is a reduction of \$278,262 from the amount budgeted in 2019.
- In 2019 the department, in coordination with the Courts and other partners, received a two-year state grant of \$187,500 to implement a Family Recovery Court. Like other specialty courts in the County, this program will provide intensive court oversight to families who are involved with the CPS system. A 1.0 FTE grant-funded position was created in 2019 to coordinate the program.

#### Personnel

- 1.0 FTE vacant Children, Youth and Families Division Manager is requested and recommended to be deleted as part of a management reorganization (see explanation below).
- Several changes are recommended in the Youth Services Center.
  - The Youth Services Center Superintendent (Unilateral Range 27) would be reclassified as YSC Operations Manager (Unilateral Range 25) to more appropriately classify the role of this position in providing training, ensuring a safe environment, complying with state regulations, and overseeing day-to-day operations.
  - The Deputy Superintendent (Range 19) would be reclassified as Lead Floor Supervisor (Range 22) to recognize increased responsibility and the role of this position in supervising other supervisors.

- Lead Workers currently receive additional compensation when serving as supervisors. It is recommended that these Lead Workers receive additional compensation in their base wages to recognize the additional training and responsibilities they have on all shifts. Six positions would be affected.
- The cost of these changes in 2020 totals \$13,340.

### Budget Highlights – Behavioral Health Division

#### Revenue

- After a number of years of expansion, growth in the Comprehensive Community Services (CCS) program is anticipated to be stable in 2020. The costs of CCS are reimbursed by the state and federal governments through the Medical Assistance program and in 2020 are expected to total \$6,958,229.
- The State’s 2017-19 Biennial Budget included a provision that would eliminate the waiting list for the Children’s Long-Term Support (CLTS) program. HSD expects an increase in state and federal revenue of \$1,352,478, or 28%, as it provides services to more children, bringing the total funding for this program to \$6,192,662.

#### Expenditures

- Although the number of out-of-home placements for adults is expected to remain stable in 2020, the tax levy dedicated to this purpose is increasing by \$553,290, mostly due to several high-cost placements.
  - The costs for placements at the State institutes in 2020 is budgeted at \$1.54 million, which is \$76,783 higher than 2019, due mostly to a 5% rate increase. This represents an average of approximately 6.0 individuals per day.
  - The costs for placements in adult family homes and community-based residential facilities total approximately \$1.16 million for an average daily census of 24.0 individuals. This is a decrease from the average of 27.0 individuals budgeted in 2019.
  - Costs for placements in county contracted hospitals are increasing by \$125,000 in 2020, representing an average of 1.0 individual per day. Hospital stays represent a lower cost than placements at the State institutes.

- 2020 will be the third year of the department's partnership with Beloit Area Community Health (BACH) to provide behavioral health services to County clients. As a federally qualified health center, BACH receives a higher MA reimbursement rate for providing services. Approximately \$120,000 will be needed to fund this collaboration.
- In 2019, the Human Services Board approved changes to the contracted provider for the Birth-to-Three program. Although the new contract has not yet been finalized, it is anticipated that costs in 2020 will be higher than 2019 due to paying both providers during a period of transition and uncertainty regarding first-year operational costs. Overall, the County will budget an additional \$219,615 toward Birth-to-Three services in 2020.
- Sufficient and appropriate treatment capacity continues to be a priority.
  - An additional \$75,000 is included to fund partner agencies for residential and outpatient treatment.
  - A new peer specialist program is being established to help link clients with appropriate treatment.
  - Capacity for increasing medication assisted treatment is being increased in the outpatient clinic, and additional grant funding for this purpose is being sought.

### Personnel

- The following changes are requested and recommended in the Crisis Intervention Unit:
  - Create an additional 0.2 FTE Jail Reentry Psychiatric Technician. This would be added to the current 0.8 FTE position to create a full-time position. This cost is split between the Human Services Department and the Sheriff's Office.
  - Reclassify 1.0 FTE Human Services Professional II to a Lead Worker (Bachelor's Level).
  - Reclassify 1.0 FTE Human Services Professional VI to a Lead Worker (Master's Level).
- A reclassification in the Children's Long-Term Support (CLTS) program for a Human Services Professional to Lead Worker is recommended.

- A new 1.0 FTE Human Services Professional VI position is requested and recommended in the Community Support Program. I am recommending authority for this position become effective July 1, 2020.
- 1.0 FTE Program Manager is recommended to be deleted in the Outpatient Clinic as part of the management reorganization (see below).
- The Behavioral Health Division Manager position is requested to be reclassified to HSD Deputy Director and transferred to Administrative Services as part of the management reorganization (see below).

### Budget Highlights – Economic Support Division

#### Revenue

- Revenues for the Rock County Economic Support program are expected to increase by \$306,967 in 2020 for a total of nearly \$8.3 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). A total of \$3.9 million will be passed through to these six counties in 2020.

#### Expenditures

- Expenditures for the Rock County Economic Support program are expected to increase by \$277,374 in 2020 for a total of nearly \$9.3 million.
- Economic Support caseloads have remained fairly consistent over the past five years. Through July 2019, the unduplicated caseload averaged 20,936 cases per month, which is 287 cases less than the 2018 monthly average.
  - The number of FoodShare cases decreased from 11,338 in July 2018 to 10,834 in July 2019, a decrease of 504 cases or 4.4%. In 2018, Economic Support staff assisted clients in obtaining FoodShare benefits totaling nearly \$2.4 million.
  - The number of MA cases increased from 3,533 in July 2018 to 3,633 in July 2019, an increase of 100 cases or 2.8%. In 2018, Economic Support staff assisted clients in obtaining MA benefits totaling \$218.0 million.

- The number of Child Care cases increased from 489 in July 2018 to 516 in July 2019, an increase of 27 cases or 5.5%. In 2018, Economic Support staff assisted clients in obtaining Child Care benefits totaling nearly \$3.8 million.
- The Division continues to work with the State on the implementation of new client drug-testing requirements. It is yet unclear as to how the State will require counties to implement these new requirements, whether this will lead to an increased need for more County staffing resources, and whether the State will cover any potential increase in County costs. Initial estimates are that this could lead to the need for a staffing increase of about 5.0 FTE. Costs to accommodate these changes are not included in the 2020 budget but may need to be revisited in 2020 pending direction from the State.
- The Economic Support program strives to meet performance standards established by the State. In 2020, performance standards include the following:
  - Expedited FoodShare timeliness - 90%
  - MA, BadgerCare Plus, and FoodShare application timeliness - 95%
  - MA, BadgerCare Plus, and FoodShare renewal timeliness - 95%
  - Call center answer rate - 10 minutes
  - Central document processing unit usage - 70%

### Personnel

- No personnel changes are requested for 2020.

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

### Revenue

- The ADRC receives nearly \$1.9 million in State and Federal aid. In 2019, tax levy was budgeted for ADRC operations for the first time. However, due to diligent time reporting by staff, it is expected that these funds will not be needed in 2019. No tax levy is anticipated to support operations in 2020.

### Expenditures

- The County is required to make a payment to the State to offset the State's cost of funding the Family Care program. This payment will decrease over 5 years, and in 2020 will total \$2,218,386. This amount is \$383,198 less than the 2019 payment. The reduction in the Family Care payment is available to be used for other purposes in the HSD budget. 2020 is the last full year of this payment reduction, with a partial year remaining in 2021.
- In July 2019, Family Care became an entitlement in Rock County with the elimination of the waiting list. This is a significant accomplishment for ADRC staff. The months leading up to this changeover presented challenges to the staff as they worked to meet the deadline, and the level of activity has remained high as the team works to be responsive to a new environment in which all eligible individuals are entitled to services in a timely manner.
- Referrals to the Adult Protective Services unit for investigations of elder abuse and neglect have increased. Referrals in 2018 totaled 398, and through July 2019 were already at 263, which could put investigations in 2020 well over 400. Since 2015, the average monthly number of referrals has doubled.

### Personnel

- No personnel changes are requested for 2020.

## Budget Highlights – Administrative Services Division

### Revenue

- The Wisconsin Medicaid Cost Reporting (WIMCR) program provides payments to counties based on eligible costs incurred in a variety of human services programs. It is challenging to estimate these amounts from year to year as they are based on factors, such as statewide revenue and costs, that are not always known in advance. However, based on recent history, in 2020 HSD expects to receive \$1.55 million, an increase of \$500,000 from the 2019 budget.

### Expenditures

- The Administrative Services Division manages the finances, technology, and records for all of HSD's divisions. Most of the costs of the Division are charged out to the other HSD divisions to maximize reimbursement available through the many state and federal programs HSD operates.
- Administration of the Job Center is managed through HSD. The 2020 budget does not include any increase in lease rates for both non-County Job Center partners and HSD divisions located there. These funds are used for both facility operational costs, maintenance, and capital improvements. Maintenance and capital improvements are managed through the Facilities Management Department budget.

### Personnel

- In 2019, HSD engaged external consultants regarding how it could better organize to provide services more effectively, acknowledging the significant overlap in service needs for children and families receiving services from the department. These discussions have emphasized improving collaboration between the Behavioral Health and the Children, Youth and Families divisions to break down traditional silos; flattening the organizational structure to increase direct communication and supervision between department leadership and program managers; and empowering and providing more direct support to program managers in areas including budget and finance, data and outcome reporting, contract management, and state level policy change tracking. This has resulted in several personnel changes that are recommended in the 2020 budget.
  - The Behavioral Health Division Manager position is recommended to be reclassified to an HSD Deputy Director responsible for the County's system of care and recovery. Although directly responsible for units such as CCS, Crisis Intervention, and the Community Support Program, there will also be cross-cutting responsibilities for children and



youth programs, which require a stronger behavioral health response. This position would also have lead responsibility for policies, procedures, and special projects across the department. This reclassification would result in increased costs of \$1,391 in 2020.

- As noted, above, the Children, Youth and Families Division Manager position is recommended to be deleted, which will result in a savings of nearly \$130,000. The current HSD Deputy Director will directly oversee Youth Justice, Child Protective Services, and CLTS, but will also have responsibilities for organizational excellence, professional development, and community engagement, among others.
- A new Quality Improvement Coordinator position would be created with responsibility for ensuring fidelity to evidence-based programming, quality assurance efforts, compliance with regulations, training, and data-driven decision-making across the department. The cost of this position is budgeted at \$96,925.
- A new Coordinator of Prevention and Community Engagement position would allow the department to be more proactive and focus more resources upstream in an effort to reduce the number of clients coming into the system, by which time their challenges are much more costly and difficult to address. The cost of this position is budgeted at \$91,719 in 2020.
- Three additional changes are recommended in the Administrative Services Division
  - An Accounting Supervisor position is recommended to be reclassified as an Accountant (Unilateral), at a cost savings of \$4,968.
  - An Accountant position (2489) is recommended to be reclassified as an Accountant (Unilateral), at a cost of \$2,485.
  - The Controller position is recommended to be retitled to Business Manager to better reflect work responsibilities. This change has no cost implications.

### Summary

- Expenditures in the Children, Youth and Families Division total \$23,777,655.
  - Recommended tax levy is \$18,665,991, an increase of \$607,002 or 3.3%.

- Expenditures in the Behavioral Health Division total \$31,973,825.
  - Recommended tax levy is \$13,569,219, an increase of \$1,269,183 or 10.3%.
- Expenditures in the Economic Support Division total \$9,886,072.
  - Recommended tax levy is \$974,275, a decrease of \$29,593 or 2.9%.
- Expenditures in the ADRC/Adult Protective Services Division total \$4,942,133.
  - Recommended tax levy is \$2,825,551, a decrease of \$409,082 or 12.6%
- Costs for the Administrative Services Division are allocated back to the operating divisions.
- Overall Expenditures for the Human Services Department total \$70,598,778.
  - Recommended tax levy is \$23,793,927, an increase of \$222,254 or 0.9%.

**Arrowhead Library System**

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Arrowhead Library System.....	1
Financial Summary.....	4
Administrator's Comments.....	6

**CHARTER**  
**ARROWHEAD LIBRARY SYSTEM**

**2020**

**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
  - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.12

- 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 ensure 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 Monthly 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 that foster reading readiness for preschoolers.

# FINANCIAL SUMMARY

## ARROWHEAD LIBRARY

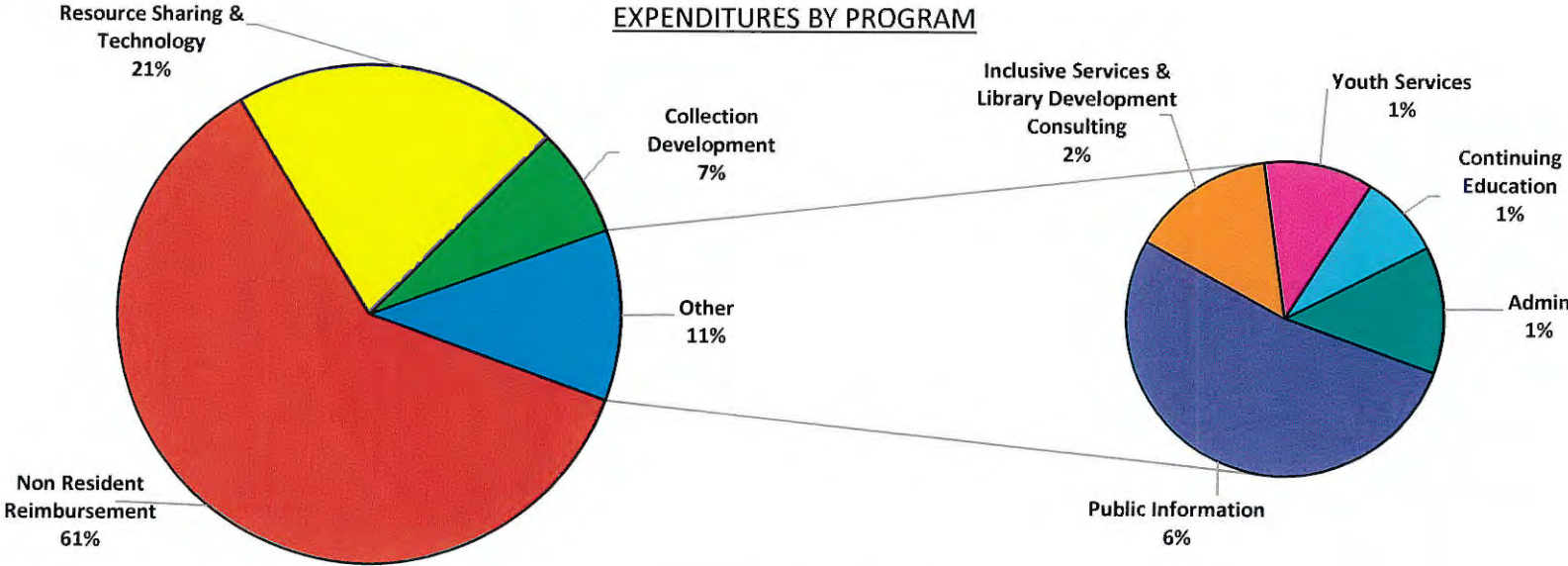
2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$467,820	\$467,820
Intergovernmental	250,654	250,654
Contributions	2,000	2,000
Fund Balance Applied	86,050	86,050
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	6,103	6,103
Total Revenues	<hr/> \$812,627	<hr/> \$812,627
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$184,660	\$184,660
Fringe Benefits	78,750	78,750
Operational	1,734,959	1,734,959
Capital Outlay	3,000	3,000
Allocation of Services	0	0
Total Expenditures	<hr/> \$2,001,369	<hr/> \$2,001,369
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$1,188,742</b>	<b>\$1,188,742</b>

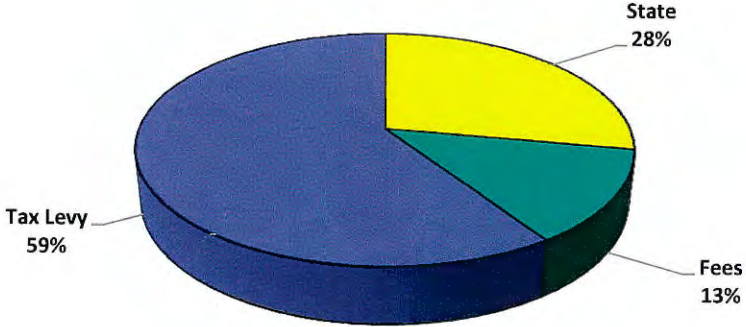


**2020 BUDGET  
ARROWHEAD LIBRARY SYSTEM**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





## ADMINISTRATOR'S COMMENTS

### ARROWHEAD LIBRARY SYSTEM

2020

#### 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 2020, ALS will receive \$101,965, a decrease of \$7,658 from the prior year.
- In 2020, ALS is budgeted to receive \$467,820 in State Aid, the same amount as the prior year.
- Fund Balance is budgeted to increase from \$20,000 in 2019 to \$86,050. Of the additional \$66,050, \$6,050 will be used for a strategic planning process and \$60,000 for a radio frequency identification program that would replace the bar code process for scanning materials in the checkout and return stages.

Expenditures

- Other contracted services is budgeted to increase \$75,084 or 40.3% due to radio frequency identification project described above.
- Under the Intersystem Agreement, Rock County pays \$73,534 to other counties for Rock County residents’ use of their libraries, an \$843 increase from 2019. A complete listing of the payments is detailed in the chart below.
- 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.
  - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.
  - The County funding formula results in a payment of \$1,113,408, which is \$167,482 more than the State 70% formula.
  - The 2020 budget reflects an increase of \$87,441 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

<u>Community</u>	<u>2019 Budget</u>	<u>2020 Request</u>
Beloit	\$301,763	\$350,504
Clinton	40,183	47,521
Edgerton	71,290	78,245
Evansville	61,297	65,811
Janesville	437,850	445,225
Milton	82,253	93,312
Orfordville	<u>31,331</u>	<u>32,790</u>
Total	1,025,967	1,113,408

Intersystem Agreement Payment History

<u>Community</u>	<u>2019 Budget</u>	<u>2020 Request</u>
Brodhead	\$28,785	\$21,140
Whitewater	22,046	26,111
Lakeshores	2,816	4,707
Jefferson Co. Libraries	2,774	3,189
Green Co. Libraries	3,395	3,121
Dane Co. Libraries	<u>12,875</u>	<u>15,266</u>
Total	72,691	73,534

### Personnel

- Rock County is not responsible for personnel costs of 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 \$1,188,742, an increase of \$88,584 or 8.0% 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.

## Planning and Development Committee

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**CHARTER**  
**REAL PROPERTY**

**2020**

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. To 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. To review each day's 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**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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
Reallocation	Real Property Specialist (Unit 2489 Range 6)	Real Property Specialist (Unit 2489 Range 4)	1.0	1.0

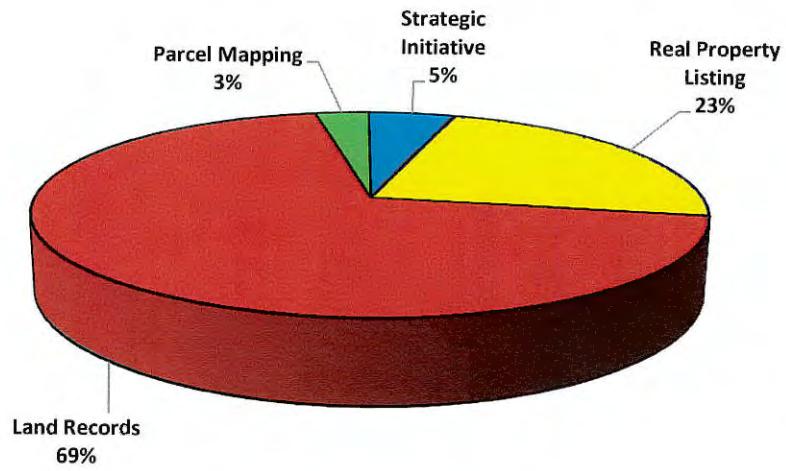


**FINANCIAL SUMMARY**  
**REAL PROPERTY DESCRIPTION**  
**2020**

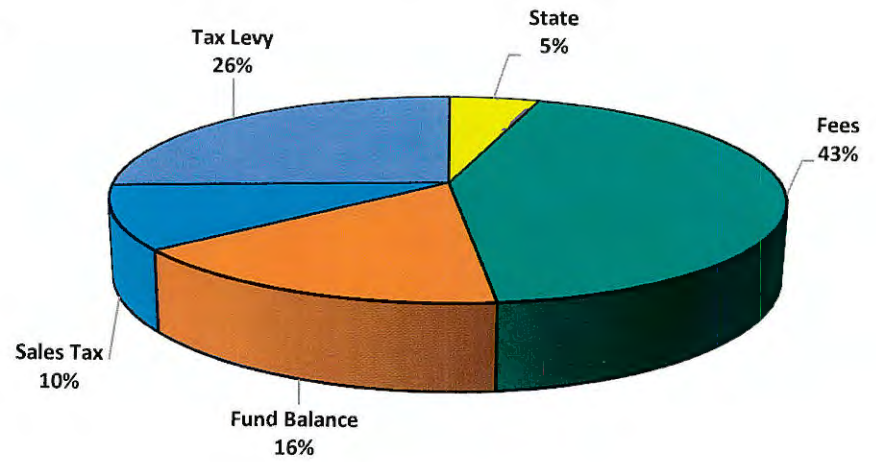
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$41,000	\$41,000
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	132,956	132,956
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	82,112	82,112
Fees/ Other	352,640	352,640
Total Revenues	\$608,708	\$608,708
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$227,383	\$227,383
Fringe Benefits	100,213	100,213
Operational	681,101	681,101
Capital Outlay	5,000	5,000
Allocation of Services	(194,247)	(194,247)
Total Expenditures	\$819,450	\$819,450
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$210,742</b>	<b>\$210,742</b>

2020 BUDGET  
REAL PROPERTY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### REAL PROPERTY

2020

#### 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 \$196,000 in 2020, a decrease of \$4,000 or 2% 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). \$155,940 is budgeted in 2020, an increase of \$11,940 or 8.3% over the prior year, reflecting continued positive housing and commercial property transactions.
  - A third Land Records program revenue is Sales Tax. \$82,112 is budgeted in 2020 to offset a portion of the cost of the elevation (LiDAR) map, which is done every ten years. The department is seeking a grant for this project, and if it is successful, this sales tax funding will not be needed.
  - A fourth Land Records program revenue source is fund balance. In 2020, I recommend using \$132,956 in fund balance to cover Land Records activities. The Land Records fund balance at 12/31/19 is estimated to be \$218,769.
- The department plans to continue work on the State Strategic Initiatives grant and the U.S. Geological Survey grant.
  - All counties are eligible for the Strategic Initiatives grant. The department will be applying for the grant in 2020 to partially fund the elevation map in the amount of \$40,000.

## Expenditures

- The Land Records program will fund the following major activities in 2020:
  - In the Computer Services line item, Information Technology will charge the department \$52,520 to support 13 computers in various Land Records offices (Real Property, Planning and Development, Land Conservation, Communications Center, Parks and Register of Deeds).
  - In past years, funding for interns had been budgeted in the Planning and Development Department. In 2020, \$14,400 is allocated in the Land Records budget to fund seasonal interns to complete work on a culvert mapping project vital to water quality and floodplain monitoring and other Land Records projects. The amount is the same as the 2019 budget. Placement in the Land Records budget eliminates the need for accounting cross charges and allows other Land Records departments to use the interns if the need arises.
  - The Other Contracted Services account is budgeted in 2020 at \$439,707 and contains the following activities:
    - Elevation (LiDAR) map update (\$195,252). The department will be conducting an elevation or LiDAR mapping project in 2020. The County's costs for the project are net of billing the City of Beloit for \$1,371.
    - The Real Property Lister and the Cartographer are recommended to spend 49% and 70% of their time, respectively, on Land Records activities. This results in a cross charge of \$104,247 to the Land Records budget, which is a slight increase over the prior year due to wage increases.
    - Fiber connection service to the Land Conservation Department is projected to be \$12,240, no change from the prior year.
    - A needs assessment study that will develop a plan to upgrade the GIS software and security setting protocols (\$15,000).
    - Orthoimagery (\$64,730) update.
    - County Surveyor's work putting survey documents on the web (\$48,238).

- A cost allocation of \$90,000 covers a portion of the costs for the Elevation (LiDAR) map project and consists of a 2019 Strategic Initiatives figure of \$50,000 and a 2020 Strategic Initiatives figure of \$40,000.
- Equipment maintenance for such items as the multi-function copiers, scanning and field surveyor equipment (\$10,701).
- Various annual software licenses are projected to cost \$118,078. This includes the Register of Deeds Fidler software (\$65,000).
- Training expense for staff to attend various Land Records conferences (\$12,500).

#### Personnel

- The department is requesting to reallocate the Real Property Specialist position from Unit 2489 Range 6 to Range 4 and is recommended. This will result in an increase of \$3,688 in 2020.

#### Summary

- The Land Records program and the State Initiatives grant contain no tax levy.
- The recommended tax levy for Real Property is \$210,742, which is an increase of \$6,564 or 3.2% over the prior year.

## CHARTER

### PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

2020

#### 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, and 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 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 database services includes information about Rock County that is critical to the updating and implementation of 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 databases 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 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 of 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 ensure 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 which 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 security.



**PERSONNEL SUMMARY**

**PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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
Office Coordinator	1.0	1.0	0.0
Total	7.4	7.4	0.0

**PERSONNEL MODIFICATIONS**

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

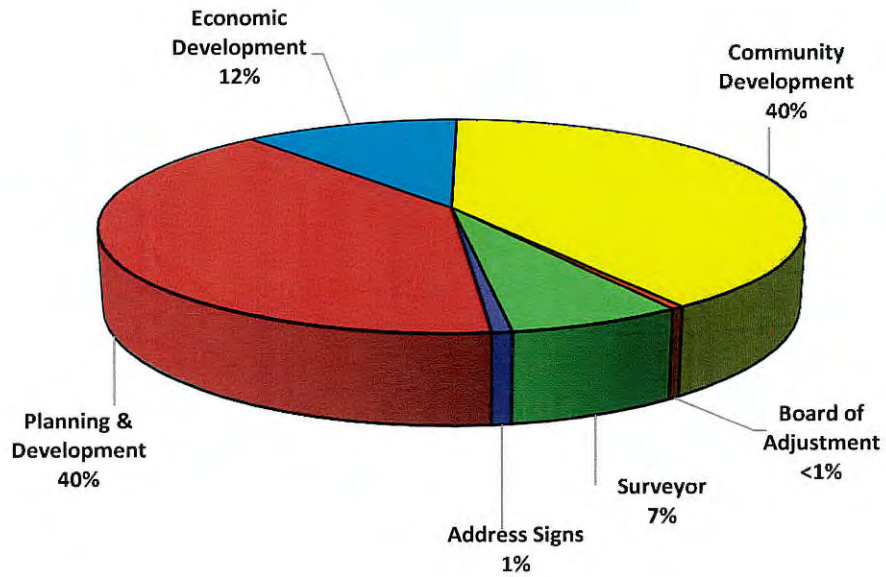
**FINANCIAL SUMMARY**  
**PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT**

**2020**

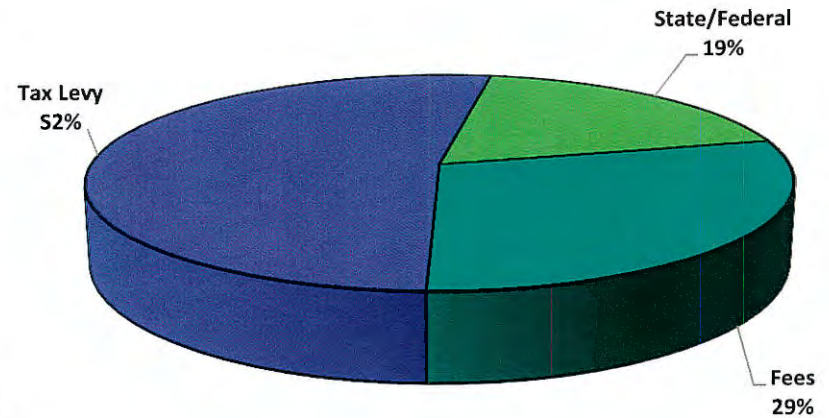
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$237,869	\$237,869
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	371,795	371,795
Total Revenues	\$609,664	\$609,664
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$558,216	\$558,216
Fringe Benefits	221,002	221,002
Operational	547,108	547,108
Capital Outlay	0	0
Allocation of Services	(57,187)	(57,187)
Total Expenditures	\$1,269,139	\$1,269,139
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$659,475</b>	<b>\$659,475</b>

2020 BUDGET  
PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## **ADMINISTRATOR'S COMMENTS**

### **PLANNING, ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT**

**2020**

#### Budget Highlights

##### Revenue

- Zoning permits are budgeted at \$66,000 in 2020, an increase of \$16,000 or 22.9% over the prior year as a result of the Planning & Development Committee approving a 3% permit fee increase for 2020. The 2020 fee schedule is attached at the end of the Administrator's Comments.
- Board of Adjustment Permits are projected to be \$4,500, a decrease of \$4,500 from the prior year and more consistent with recent trends.
- Revenue from Municipalities is budgeted at \$2,500 and represents one town contracting with the department to update the town's comprehensive plan.

##### Expenditures

- The address sign project was largely completed in 2018, with the exception of the Town of Beloit. For 2020, \$10,000 is budgeted in the account, an increase of \$4,375 or 77.8% over the prior year due to increased sign replacement.
- The Economic Development program is a cost-to-continue budget.
- The Surveyor's Cost Allocation account will decrease \$22,424 or 31.7% from the prior year due to lower staff time working on the Strategic Initiatives Grant to complete the state parcel map, which was completed in 2019. Since the project began in the fall of 2016, 400 section corners were updated.

### Personnel

- No personnel changes are requested for 2019.

### Summary

- The recommended tax levy for the Planning, Economic and Community Development Department is \$659,475, which is an increase of \$18,025 or 2.8% over 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. The fund balances are projected to show a decline from \$1,086,142 estimated at 12/31/19 to \$765,210 estimated at 12/31/20 as program expenses are beginning to outpace loan repayments. Federal rules require the county to deplete these balances before being able to access other housing grant program funds.

ROCK COUNTY PLANNING & DEVELOPMENT 2020 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
<b>Residential</b>				
Principal Structure	\$ 415	\$ 415	\$ 415	\$ 415
Addition (Habitable) < 500 Sq. Ft.	\$ 155	\$ 155	\$ 155	\$ 155
Addition (Habitable) ≥ 500 Sq. Ft.	\$ 210	\$ 210	\$ 210	\$ 210
Addition (Non-Habitable) < 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 55	\$ 55	\$ 55	\$ 55
Addition (Non-Habitable) ≥ 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 105	\$ 105	\$ 105	\$ 105
<b>Accessory Structure (Enclosed w / roof)</b>				
200 Sq. Ft. or less	\$ 65	\$ 65	\$ 65	\$ 65
< 500 Sq. Ft.	\$ 105	\$ 105	\$ 105	\$ 105
≥ 500 Sq. Ft.	\$ 210	\$ 210	\$ 210	\$ 210
<b>Accessory Structure (Not Enclosed)</b>				
< 500 Sq. Ft.	\$ 65	\$ 65	\$ 65	\$ 65
≥ 500 Sq. Ft. (Includes all Decks, Pools, Lean-To's, etc.)	\$ 105	\$ 105	\$ 105	\$ 105
<b>Business / Industrial</b>				
Principal Structure	\$ 515	\$ 515	\$ 515	\$ 515
Addition < 500 Sq. Ft.	\$ 155	\$ 155	\$ 155	\$ 155
Addition ≥ 500 Sq. Ft.	\$ 300	\$ 300	\$ 300	\$ 300



ROCK COUNTY PLANNING & DEVELOPMENT 2020 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
<b>Agri-Business</b>				
Principal Structure	\$ 415	\$ 415	\$ 415	\$ 415
Additions	\$ 155	\$ 155	\$ 155	\$ 155
Accessory Structure	\$ 105	\$ 105	\$ 105	\$ 105
<b>Planned Campgrounds (Lakeland, Lakeview, Blackhawk, etc.)</b>				
New Recreation Vehicle	\$ 105	\$ 105	\$ 105	\$ 105
Addition/Enclosure/Alteration	\$ 105	\$ 105	\$ 105	\$ 105
Deck/Accessory Structures	\$ 80	\$ 80	\$ 80	\$ 80
<b>General</b>				
Fences	\$ 85	\$ 85	\$ 85	\$ 85
Stairway - Shoreyard	\$ 155		\$ 155	\$ 155
Vegetation Removal / Tree Cutting Permits	\$ 155			
Vegetation Removal / Shore Yard Mitigation	\$ 155			
Vegetation Removal - Shore Yard Prescribed Burn	\$ 155			
Vegetation Removal - Restoration / Compliance Review	\$ 155			
Demolition No Building Reconstruction	\$ 210			
Conditional Use Permit	\$ 620			
Utility Installation (includes wet and dry utility projects)	\$ 415	\$ 415	\$ 415	\$ 415
<b>Height Restriction Compliance:</b>				
Structure, Object or Vegetation		\$ 40		
<b>Building Site Plan Review</b>				\$ 210

## ROCK COUNTY PLANNING & DEVELOPMENT 2020 FEE SCHEDULE

<i>APPLICATION FEES</i>	Land Division & Development	Board of Adjustment	Floodplain Zoning Ordinance
Land Division (Per Lot)	\$ 415		
Sale to Adjoining Owner, Lot Combination or Plat of Survey	\$ 155		
Final Land Division Review & Approval (Per Lot)	\$ 55		
Land Division Time Extension (Per Lot)	\$ 105		
Engineering Review Fee (Per Hr)	\$ 105		
911 Address Sign	\$ 85		
Application For Variance		\$ 775	
Permitting and Certification of Floodproofing Project			\$ 415



## Public Safety & Justice Committee

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**CHARTER**  
**SHERIFF'S OFFICE**  
**2020**

**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 66.0313].

### 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 350.14 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 350.14.

**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.

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 100% compliance with the Sheriff's Office Policy and Procedures Manual regarding identification and preservation of evidence.
- d. To prepare cases for court testimony through such actions as reviewing reports, contacting the District Attorney, transporting evidence, etc.

e. Supervisors will receive written reports on major accidents and felonies within 24 hours of the incident's occurrence.

5. BUREAU OF IDENTIFICATION

To process physical evidence and crime scenes in major crime cases. To manage Sheriff's Office evidence and confiscated property.

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. EMERGENCY MANAGEMENT BUREAU

The Rock County Sheriff's Office – Emergency Management Bureau (RCM) leads the County in planning, response, recovery and mitigation efforts for large-scale events, emergencies and disasters impacting the citizens of Rock County.

The Rock County Sheriff's Office – Emergency Management Bureau is responsible for developing and implementing county-wide programs and projects that promote disaster planning, training, mitigation, response, and recovery for all hazards. The RCEM also coordinates various local and regional projects involving local, state, regional and federal partners.

Mission Statement: The Rock County Sheriff's Office – Emergency Management Bureau coordinates and collaborates with the whole community to advance Rock County's readiness, response and resiliency to all hazards impacting the community.

Vision Statement: To build the most disaster resilient community that encourages safety and preparedness through strong leadership and community-wide partnerships.

Visionary Strategies: The vision of Emergency Management shall be accomplished through the following commitments to the citizens of Rock County

a. Commitment to Emergency Management in Rock County

The Rock County Sheriff's Office – Emergency Management Bureau is committed to managing the activities of the County Emergency Management program in an efficient, effective and professional manner.

The Rock County Sheriff's Office – Emergency Management Bureau implements policy directives as directed by the Rock County Board of Supervisors and carries out the functions required of the County Emergency Management

program as required by Chapter 323 of the Wisconsin State Statutes Chapter and Chapter 2 of the Rock County Ordinances.

The Rock County Sheriff's Office – Emergency Management Bureau is responsible for carrying out the program directives as prescribed by requirements set forth by State and Federal partners including the State of Wisconsin Department of Military Affairs – Division of Emergency Management and the Federal Emergency Management Agency (FEMA).

The Rock County Sheriff's Office – Emergency Management Bureau responds to emergency incidents and disasters as needed or requested. The Bureau also manages the County Emergency Operations Center for countywide emergency resource coordination.

b. Commitment to Community Partnerships

The Rock County Sheriff's Office – Emergency Management Bureau is committed to maintaining collaborative partnerships with community stakeholders to fulfill and continuously improve upon the mission and vision of the County Emergency Management program.

The Rock County Sheriff's Office – Emergency Management Bureau maintains partnerships with governmental agencies to plan, coordinate and provide emergency management guidance in compliance with directives from the Rock County Sheriff's Office, Wisconsin Emergency Management, and Federal Emergency Management Agency.

The Rock County Sheriff's Office – Emergency Management Bureau works closely with local and municipal Emergency Management agencies as defined in Chapter 2 of the Rock County Ordinances.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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	2019 CURRENT	2020 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	19.0	19.0	0.0
Detective	6.0	6.0	0.0
Deputy Sheriff	63.0	63.0	0.0
Correctional Supervisor	5.0	5.0	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	3.0	3.0	0.0
Payroll Specialist	1.0	1.0	0.0
Account Clerk III	2.0	2.0	0.0
Administrative Assistant	9.0	9.0	0.0
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	0.3	0.3	0.0
<b>TOTAL</b>	212.35	212.35	0.0

**SHERIFF'S OFFICE**

**PERSONNEL MODIFICATIONS**

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



# FINANCIAL SUMMARY

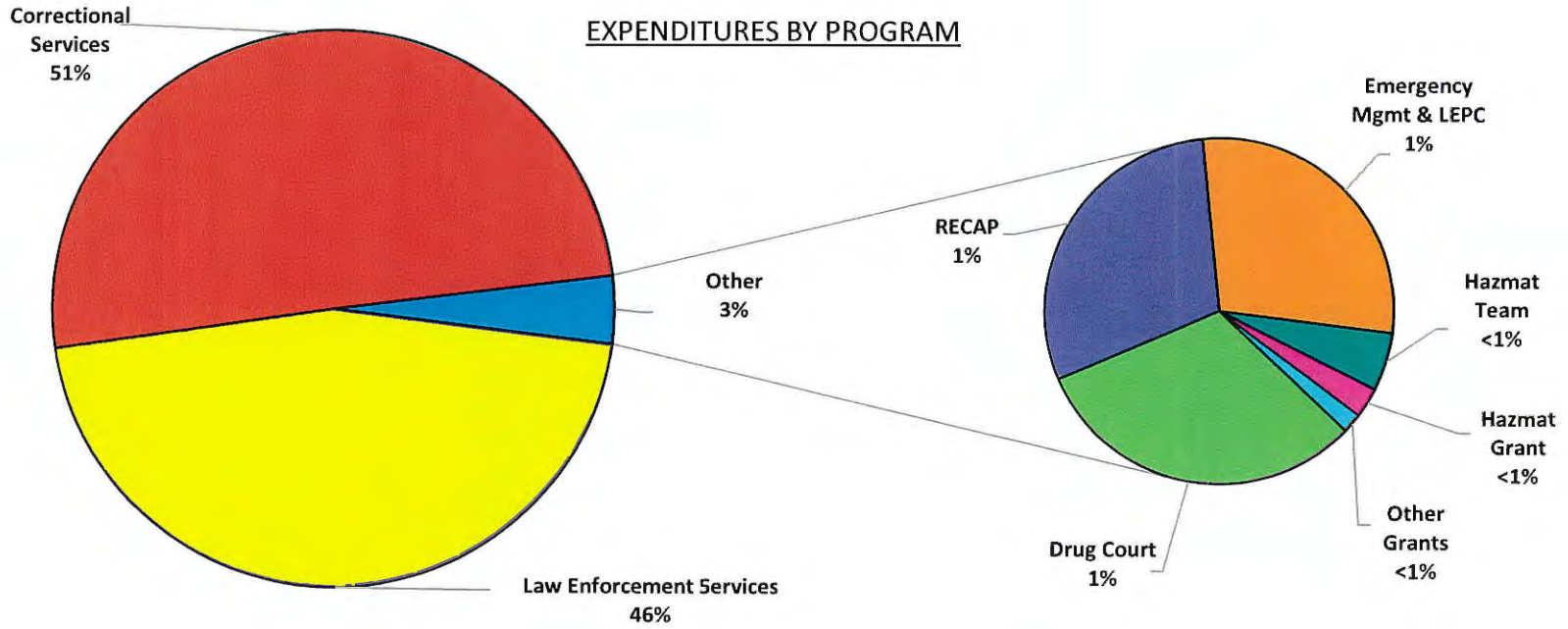
## SHERIFF

2020

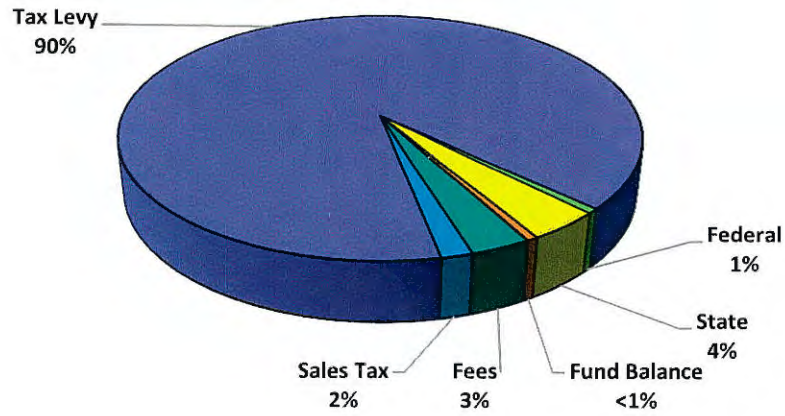
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$390,445	\$390,445
Intergovernmental	813,364	813,364
Contributions	55,000	55,000
Fund Balance Applied	0	0
Transfers In	150,000	150,000
Deferred Financing	0	0
Sales Tax	265,944	428,044
Fees/ Other	723,632	723,632
Total Revenues	<u>\$2,398,385</u>	<u>\$2,560,485</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$13,483,695	\$13,355,373
Fringe Benefits	7,621,226	7,530,336
Operational	4,431,532	4,424,249
Capital Outlay	463,206	463,206
Allocation of Services	(6,650)	(6,650)
Total Expenditures	<u>\$25,993,009</u>	<u>\$25,766,514</u>
<u>PROPERTY TAX LEVY</u>	<u>\$23,594,624</u>	<u>\$23,206,029</u>

**2020 BUDGET  
SHERIFF'S OFFICE**

EXPENDITURES BY PROGRAM

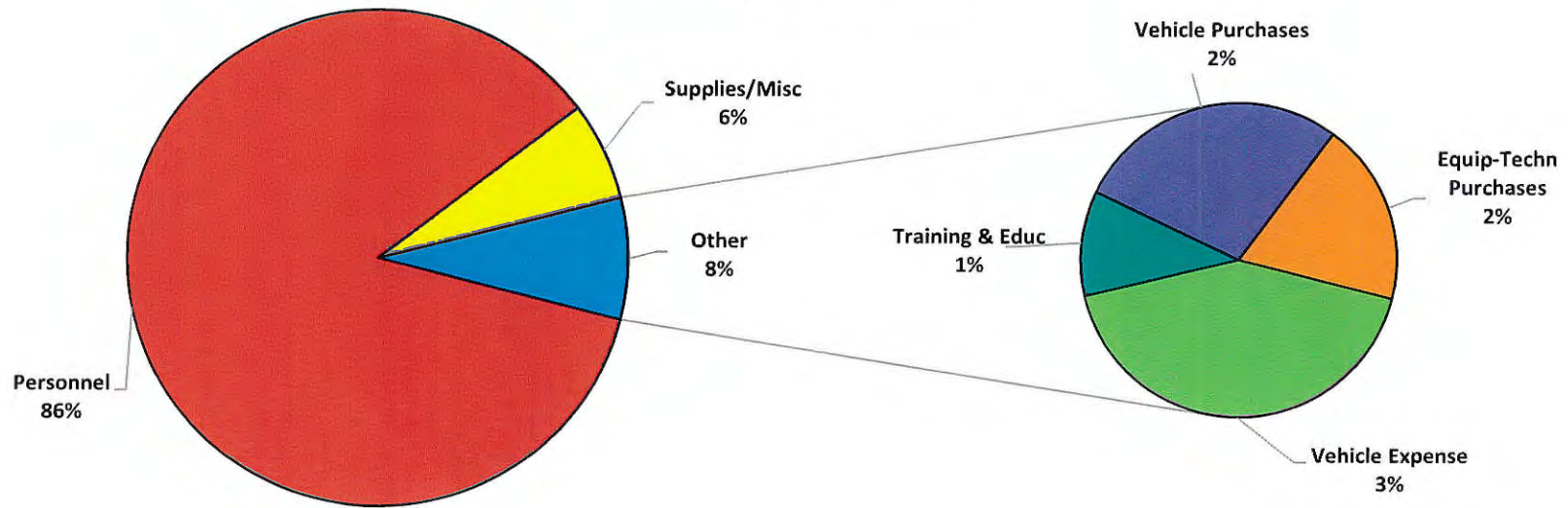


REVENUES BY SOURCE

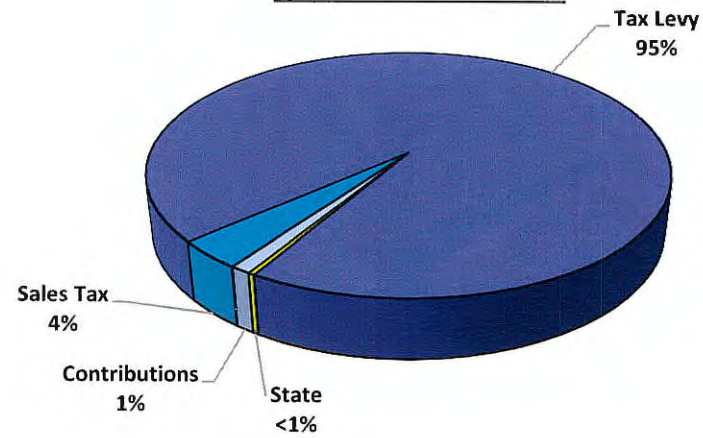


2020 BUDGET  
LAW ENFORCEMENT SERVICES

EXPENDITURES BY PROGRAM

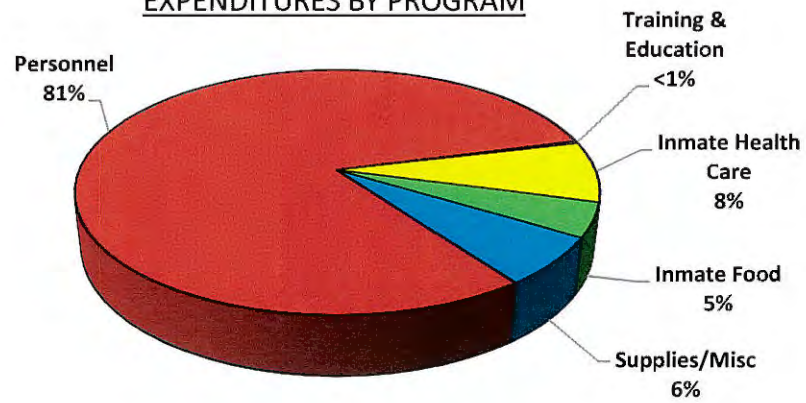


REVENUES BY SOURCE

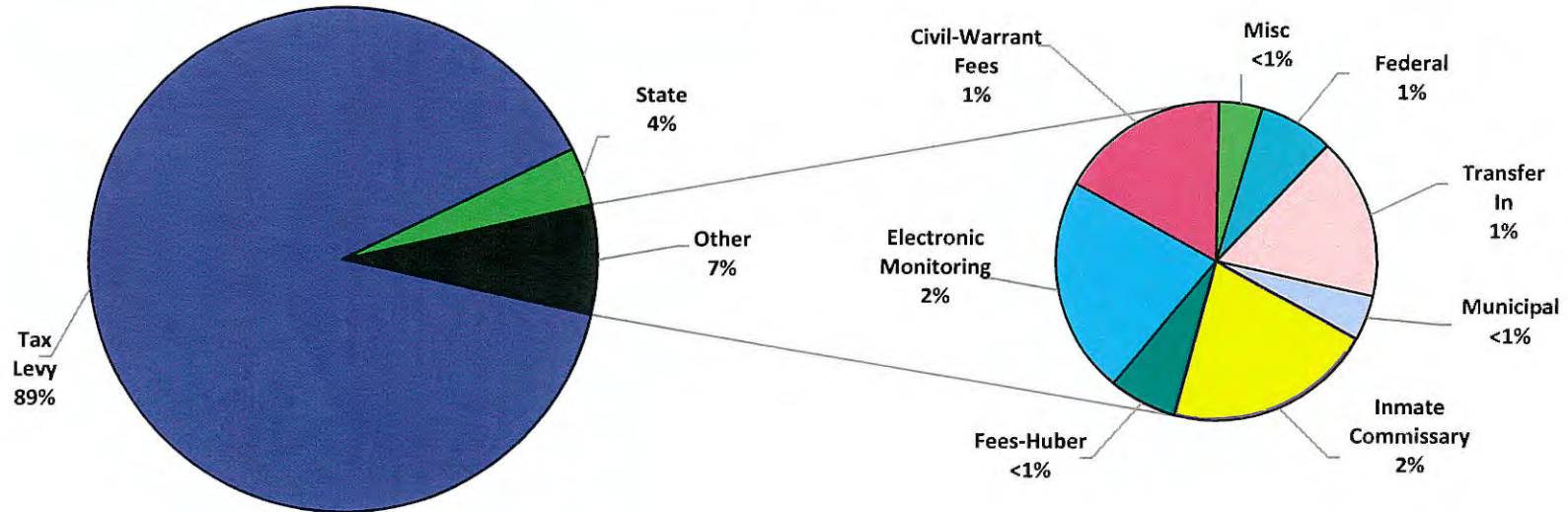


## 2020 BUDGET CORRECTIONAL SERVICES

### EXPENDITURES BY PROGRAM



### REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### SHERIFF'S OFFICE

2020

#### 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.
- State Aid – Water patrol will decrease by \$9,448 or 30.2% due to a more realistic projection.
- Sales tax is budgeted at \$428,044 for the following projects and purchases:
  - Vehicle replacement in the amount of \$262,100, an increase of \$162,100 over the prior year. This amount will cover 100% of the vehicle replacement costs. In prior years, approximately \$100,000 in sales tax was budgeted to cover a portion of vehicle replacement costs.
  - Airboat replacement (\$74,000) of a 1994 model. The unit is used in rescue operations and is capable of responding to winter incidents.
  - Vehicle video recorders (\$26,000) that are part of a multi-year replacement cycle and will replace five units in 2020.
  - Data server – WatchGuard (\$19,100) used to store the vehicle camera and interview room recordings.
  - Interview room video/audio system replacement (\$10,600) used by the Detective Bureau for witness/suspect interviews.
  - 26 Bluetooth microphone extenders for the patrol cars (\$36,244). This equipment will alleviate the areas of the County that have very weak radio signal coverage. This item is budgeted in the Policing & 1<sup>st</sup> Aid Supplies account.



- Overall, revenue in this division is budgeted to increase by \$270,658 due to more sales tax funding for vehicle/equipment purchases.

#### Expenditures

- Overall costs for squad car replacements are budgeted at \$262,100 in 2020, a decrease of \$23,115 or 8.1% from the prior year. The vehicle type and costs are detailed below:
  - Seven patrol squad cars (Chargers) - \$182,000;
  - One supervisory unit vehicle (Dodge Durango) - \$41,600;
  - One transport van (Ford van) for the Corrections Division - \$59,000;
  - Change out labor and related decals, etc. - \$8,000;
  - Trade-in credit - (\$28,500).
  - Tax levy devoted to vehicle replacement will be replaced with 100% Sales Tax. In 2019, \$100,000 of sales tax representing 35% of the total vehicle costs was budgeted.
- Vehicle Maintenance and Repair is budgeted at \$170,000, an increase of \$20,000 or 13.3% in 2020.
- Gasoline and Other Fuel is budgeted in 2020 at \$215,000, which is a \$32,699 or 17.9% increase from the prior year due to higher fuel costs anticipated in 2020. In addition, projected savings in 2019 due to the implementation of the Courts video conferencing system that has reduced miles driven to pick up/return inmates/clients in state correction/mental health institutions has not yet been as significant as planned.

- Software maintenance will increase by \$47,326 or 77.0% due to the digitized evidence software maintenance (Veripic cloud) that will allow authorized outside agencies to access the evidence data without Sheriff's Office and Information Technology staff intervention.
- One outdoor warning siren is scheduled to be replaced in 2020 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

- Sheriff's personnel have been eligible for educational incentive payment that has been in the past budgeted in the Overtime account. Beginning in 2020, \$101,100 is budgeted in a separate payroll account to reflect educational incentive payments.
- No personnel changes are requested for 2020.

#### 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 programs, and revenue sharing from inmate hygiene and snack purchases.
- Electronic Monitoring fees will increase by \$36,746 or 22.3% as more inmates on electronic monitoring have the ability to pay.
- One factor contributing to the increase in tax levy in 2020 is the reduction in jail revenue. For example, decreasing revenue from the following five sources together result in a loss of revenue of \$222,641:
  - Revenue from Huber work release fees will decrease by \$80,813 or 56.3%. Due to Evidence-Based Decision Making efforts, fees are charged to working inmates only and not charged to Huber inmates who are not employed.

- Warrant fees will no longer be charged as the Courts have eliminated the use of Arrest Warrant and Commitments (AWC) to arrest and jail individuals who have unpaid fees and fines. Instead, these unpaid amounts will be sent to the State for collections. This results in a budget-to-budget revenue reduction of \$40,598.
- Revenue from federal prisoner fees will decrease by \$50,907 or 72.4% based in part on bed availability and in part on changing federal agency criteria.
- State prisoners - Extended Supervision Sanction revenue will decrease by \$29,404 or 8.7% due to bed availability.
- Municipal inmate revenue will decrease by \$20,919 or 33.6% from the prior year largely due to municipalities changing sentencing computation from \$50/day to \$75/day.
- Comissary commission revenue is generated from inmate purchasing hygiene and food snack items. This revenue source will increase by \$19,450 or 11.2% due to higher utilization. Revenue generated is restricted to benefit the inmate population and the expenses are shown in the Sundry account.
- 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 2020, state funding 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 decrease \$146,251 or 10.0% from the prior year.

#### Expenditures

- Other Contracted Services is budgeted at \$240,473, an increase of \$55,748 or 30.2% as a result of more inmates being eligible for electronic monitoring bracelets.



- 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 2020, this expense is budgeted at \$1,032,335, which is an increase of \$64,796 or 6.7% more than the prior year. The increase is due to a scheduled contractual cost adjustment.
- Aramark, a contracted vendor, provides inmate meals at a cost of \$1.18 per meal, a decrease from \$1.22 per meal in the prior year. Meal cost is budgeted at \$576,741, which is \$18,683 or 31.4% less than the prior year. The decrease is a result of bidding out the service in 2019.
- Sundry expenses will increase by \$19,450 or 11.2% in 2020 due to the new funding to offset household services (\$11,000) and laundry services (\$7,000), in addition to other cost increases.
- Drug Court program costs are budgeted to total \$318,918 in 2020, which is the same as the prior year and includes \$158,023 in tax levy, no change from the prior year. Revenue from other sources are anticipated to stay constant.

#### Personnel

- No personnel changes are requested for 2020.
- In the 2019 budget, increased funding for overtime was added to more accurately reflect historical averages. At that time it was anticipated higher overtime savings would occur due to the reduction in overtime hours needed to transport inmates to court hearings based on implementation of the Courts videoconferencing project. Due to a variety of factors, this savings has not materialized as quickly as planned. Therefore, an additional \$159,533 is added to the Jail overtime account in 2020.
- A vacancy factor in the amount of \$219,212 has been budgeted in 2020.

#### Summary

- The recommended tax levy for Law Enforcement Services, including Emergency Management, is \$11,395,226, an increase of \$140,328 or 1.2% over the prior year.
- The recommended tax levy for Correctional Services, including RECAP and Drug Court, is \$11,810,803, an increase of \$559,316 or 5.0% over the prior year.

- The overall tax levy for all Sheriff's Office functions is \$23,206,029, which is an increase of \$699,644 or 3.1% over the prior year.

## CHARTER

### CIRCUIT COURT/CLERK OF COURT

2020

#### 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. In 2020, Rock County Circuit Courts will introduce Family Recovery Court to the list of Treatment Alternatives and Diversion Specialty Courts. Dependency courts and child welfare systems often lack sufficient resources to address the multiple needs and complex risk factors of families in which parental substance use disorders contribute to child maltreatment. The Family Recovery Court will bring together child welfare services, substance use disorder treatment agencies, and other community service providers to meet the diverse needs of these families. The Family Recovery Court will seek to provide safe environments for children and intensive judicial monitoring and interventions to treat parents' substance use disorders and other co-occurring risk factors.

## **Mediation**

Mediation is a cooperative process involving the parties and a mediator, the purpose of which is to help the parties, by applying communication and dispute resolution skills, define and resolve their own disagreements, with the best interest of the child as the paramount consideration. It is recommended that the parents come to an agreement as to the legal custody and physical placement of their children. If they cannot, and a dispute arises, the court will order that the parents attend a mediation session. If the parents are still unable to come to an agreement, the court may make other orders, including the appointment of an attorney to represent the interests of a minor child (Guardian ad Litem), and the completion of a Proposed Parenting Plan. In making a final decision on legal custody or physical placement, the court will consider all factors related to the best interest of the child, including those listed in WI Statute 767.24.

## **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.

**PERSONNEL SUMMARY**

**CIRCUIT COURT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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	3.0	3.0	0.0
Division Leader Deputy Clerk	2.0	2.0	0.0
Deputy Clerk of Court	25.0	24.0	-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	58.4	-1.0

CIRCUIT COURT

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Deputy Clerk of Court (Range 4)	Deputy Clerk of Court (Range 1)	25.0	0.0
Reallocation	Deputy Clerk of Court (Range 4)	Deputy Clerk of Court (Range 3)	0.0	25.0
Delete	Deputy Clerk of Court (Range 4)		0.0	1.0

**FINANCIAL SUMMARY**  
**CIRCUIT COURT**

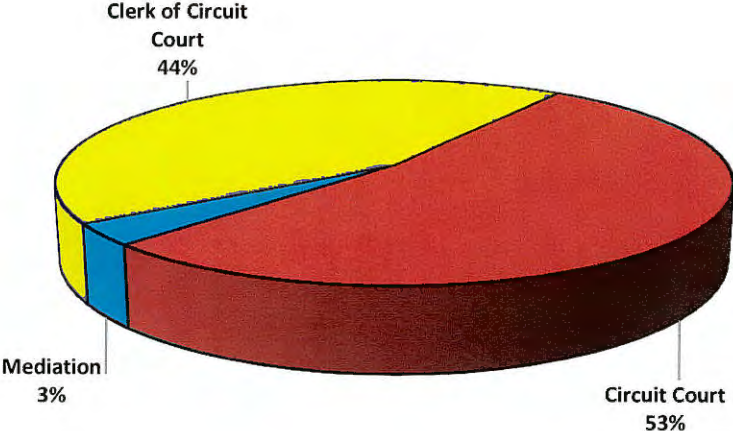
**2020**

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$747,756	\$747,756
Intergovernmental	369,579	369,579
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,484,700	1,484,700
Total Revenues	\$2,602,035	\$2,602,035
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$3,072,274	\$2,909,958
Fringe Benefits	1,490,835	1,416,712
Operational	1,016,045	1,016,045
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	\$5,579,154	\$5,342,715
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$2,977,119</b>	<b>\$2,740,680</b>

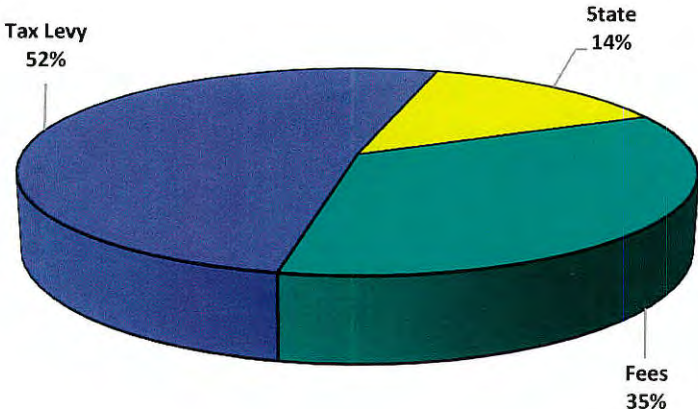


2020 BUDGET  
CIRCUIT COURT

EXPENDITURES BY OFFICE

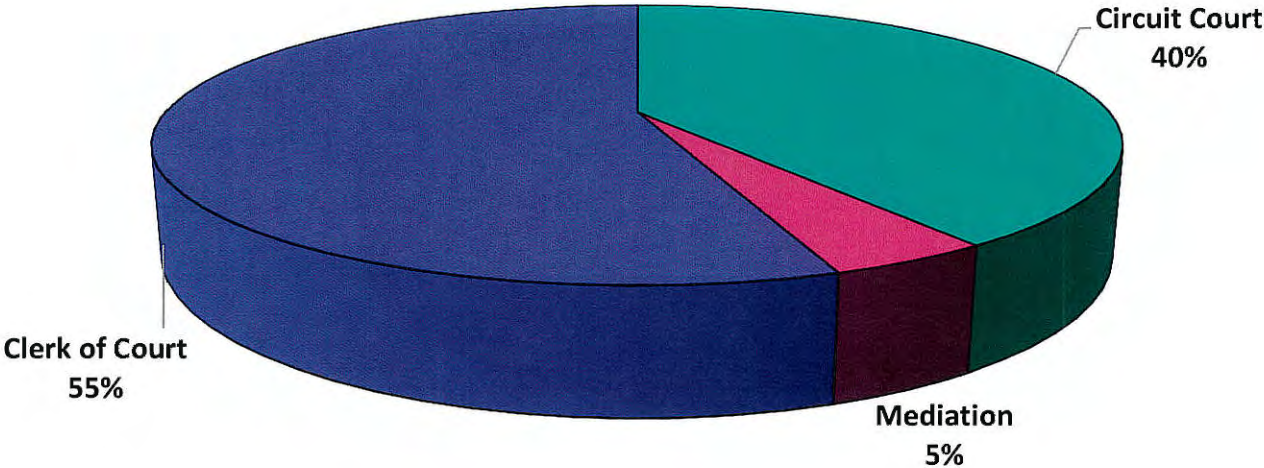


REVENUES BY SOURCE



2020 BUDGET  
CIRCUIT COURT

TAX LEVY BY OFFICE



## ADMINISTRATOR'S COMMENTS

### CIRCUIT COURT

2020

#### Budget Highlights

#### Revenue

- The Courts overall revenue will increase \$64,939 or 3.9% over the prior year, including in part:
  - Fine and forfeiture revenue in various line items will decrease by \$20,000 or 3.5% as a result of lower activity due to Evidenced Based Decision Making concepts being deployed.
  - Guardian Ad Litem (GAL) collection fees will increase \$20,000, an increase of 18.2%, due the state increasing the rate charged by attorneys from \$70 to \$100. The rate increase will result in higher recovery of costs.
  - Court-Appointed Counsel Reimbursement will increase \$18,007 or 25.0% as described under the Guardian Ad Litem narrative.
  - Intergovernmental Charges – County Departments will increase \$47,139 or 38.5% due to higher Child Support Department reimbursement performed by Court staff.
- Mediation & Family Court Services revenue highlights:
  - Mediation fees will decrease minimally, by \$2,000 or 3.1%, and will be more in line with historical trend.
- Clerk of Court overall revenue will increase by \$12,442 or 1.76% from the prior year with no discernable variation from the prior year.
  - Intergovernmental Charges – Other County Departments will increase by \$4,250 or 2.2% due to increased personnel costs of Child Support enforcement activities.

## Expenditures

- Courts
  - Attorney fees are budgeted at \$256,600, an increase of \$22,500 or 9.6%. The cost increase is in part from a state rate increase from \$70 to \$100 for attorney services and from establishing a Family Treatment Court that requires payments to attorneys to participate in the program.
  - Indigent counsel fees will increase by \$15,000 or 9.4%. Defendants charged with a criminal case who do not qualify for representation from the State Public Defender's Office and are determined indigent by the Court are provided a court-appointed attorney. The increase is described in the Attorney fees narrative.
  - Interpreter fees are up \$10,000 or 13.3% due to increased demand for clients needing, primarily, a Spanish-speaking interpreter.
  - Postage is down \$6,000 or 33.3% due to more filings via the e-File system.
- Mediation and Family Court Services
  - Other Contracted Services account covers contracted mediator services. The 2020 budget is \$20,600, a decrease of \$10,400 or 33.5%, to account for the Director conducting more mediations.
- Clerk of Court
  - Postage will decrease by \$6,000 or 15.8% due to the new e-File system requiring less mailings of documents.

## Personnel

- A request to reallocate all 25.0 FTE Deputy Clerk of Court positions from Range 4 to Range 1 is not recommended. However I am recommending the positions be placed in Range 3 and result in an additional cost of \$18,888 in 2020.
- I recommend deleting 1.0 FTE Deputy Clerk position at a savings in 2020 of \$61,013.

- A vacancy factor has been applied to the offices resulting in a decrease of \$95,571 for the Clerk of Court and \$38,806 for the Courts account.

#### Summary

- The recommended tax levy for the Circuit Court is \$1,099,909, an increase of \$69,465 or 6.7% over the prior year.
- The recommended tax levy for Mediation and Family Court Services is \$122,624, an increase of \$421 or 0.3% over the prior year.
- The recommended tax levy for the Clerk of Circuit Court is \$1,518,147, a decrease of \$107,881 or 6.6% from the prior year.
- Collectively, the tax levy for all functions of the Circuit Court is \$2,740,680, a decrease of \$37,995 or 1.4% over the prior year.

**CHARTER**  
**911 COMMUNICATIONS CENTER**  
**2020**

**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 1<sup>st</sup> (630a-3p) and 2<sup>nd</sup> (230p-11p) shifts is (7) employees, while 3<sup>rd</sup> (1030p-7a) shift is (6). A supervisor is scheduled at all times and IT staff is on call 24/7.

**Training Program**

Training and certification of Communications Center staff members is essential in establishing and maintaining the credibility of the organization in addition to maintaining high service levels. Initial telecommunicator training can take up to one year to complete. All staff are required to complete at least (48) hours of continued professional training to maintain their Emergency Medical Dispatch certification every two years.

### **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	2019 CURRENT	2020 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**

**2020**

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
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	775,909
Fees/ Other	0	0
Total Revenues	\$0	\$775,909

<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$2,690,623	\$2,570,837
Fringe Benefits	1,210,703	1,161,535
Operational	785,242	785,242
Capital Outlay	817,184	757,184
Allocation of Services	0	0
Total Expenditures	\$5,503,752	\$5,274,798

<b><u>PROPERTY TAX LEVY</u></b>	<b>\$5,503,752</b>	<b>\$4,498,889</b>
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## ADMINISTRATOR'S COMMENTS

### 911 COMMUNICATIONS CENTER

2020

#### Budget Highlights

#### Revenue

- \$775,909 in sales tax revenue will be used to fund capital projects, \$97,021 less than in 2019.
- Operational costs are fully supported by the tax levy.

#### Expenditures

- Capital projects funded with sales tax are listed below:
  - Replacing the Viper Telephone System servers which are seven years old and are reaching their end of useful life. (\$150,000).
  - Replace MASTR III equipment (\$375,212). MASTR III equipment, which is required for all radio frequencies and installed in the mid-1990s and 2001, is at end of life and should be replaced within the next four years.
    - To reduce costs, it was decided in 2013 not to replace this equipment when the County moved to a digital system, a change necessary to comply with the FCC narrowbanding mandate.
    - The price for each channel varies depending on the number of repeaters and receiver sites per channel, but the overall cost to replace all equipment during this five-year project is approximately \$1.8 million.
    - In the 2019 budget, the department began the replacement of MASTR III equipment. Originally planned in 2019 was the County TAC Repeater and Rock Fire Central Repeaters. Due to potential interference issues with

Rock Fire Central, the Rock Fire Main and County Main channels were selected for replacement since they utilize the same equipment and tower sites at a cost of \$673,391.

- In 2020, the department will be replacing the County TAC Repeater and Rock Fire Central Repeaters.
  - Add Simulcast radio system (\$167,500) that involves adding six site simulcast systems to the County TAC and Rock Fire Central Repeater channels so there is the same coverage as Rock Fire Main and County Main channels. There continues to be coverage issues in the areas of Newville/I-90 corridor, Town of Avon and the City of Milton for both law and fire agencies. The affected channels are used frequently because they host multiple agencies in the county who sometimes require more than one channel for multiple incidents or traffic incidents on the Interstate. These are the only channels that require county-wide coverage and host more than one agency.
  - Fund the second and final portion of the pictometry flyover that provides visual location information to dispatchers and first responders (\$64,472).
  - Replace UPS batteries at the main site (\$13,400).
  - Replace UPS batteries at various tower sites (\$5,325).
- A request for a consultant to assist in developing a plan for the replacement of 15-year-old equipment and furniture in the dispatch room in the amount of \$60,000 is not recommended in the department's budget. However, the request will be included in Facilities Management planning for 2020.
- Repair & Maintenance Services is decreasing by \$8,663 primarily due to the new radio equipment still under a warranty and thus lower maintenance service costs.
- Machinery & Equipment Repair & Maintenance is increasing by \$10,029 due to funds for time and material repairs to the Viper Phone System (\$5,000), which is less costly than an annual service contract, and costs of new UPS batteries at the 911 Center (\$5,029).

### Personnel

- No personnel changes are requested for 2020.
- A vacancy factor has been implemented in the Regular Wages, FICA, Retirement, and Health Insurance line items to reflect historical trends. The result is a decrease of \$168,953.

### Summary

- The recommended tax levy is \$4,498,889, which is an increase of \$114,424 or 2.6% over the prior year.

**CHARTER**  
**DISTRICT ATTORNEY'S OFFICE**

**2020**

**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 Diversion, Deferred Prosecution and Domestic Violence Intervention Programs and incorporate the following established standards and procedures:

- a. Establish Deferred Prosecution/Domestic Violence Intervention Program policy according to State Law, evidence based practices, program staff, and the District Attorney policy.
- b. Incorporate a validated assessment tool to identify appropriate diversion program candidates and provide validated assessments and referrals to appropriate interventions, counseling, and write a contract describing these procedures.
- c. Provide a safe 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 client's court appearances.
- e. Facilitate weekly intervention groups and counsel clients who are in Diversion, Deferred Prosecution or the Domestic Violence Intervention Program.
- f. Monitor and participate in staffing's, etc., of clients referred to outside programming.
- g. 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.
- h. Establish restitution payment plans with clients after conferring with the Victim Witness office and ensure that clients are making regular payments to the Clerk of Courts so that victims are made whole.
- i. Pursuant to policy guidelines established with the District Attorney, provide effective coordination of community service activities dealing with Deferred Prosecution clients.
- j. Attend meetings to be involved in state and local abuser treatment programming and policymaking.
- k. Develop and effectively utilize domestic violence curriculum to help educate domestic violence clients.
- l. Develop treatment plans for medium risk offenders referred through the District Attorney's Office.
- m. Counsel, teach, and hold all clients accountable for their actions during programming.
- n. Develop client skills to promote clear, healthy, responsible, law-abiding thinking and actions.
- o. Develop diversion options for offenders in the criminal justice system and advise the Rock County EBDM committee.

#### 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 referral 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	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
<b>DISTRICT ATTORNEY</b>			
District Attorney Office Manager	1.0	1.0	0.0
Investigator	1.0	1.0	0.0
Lead Legal Support Specialist	2.0	2.0	0.0
Legal Support Specialist	11.0	12.0	1.0
Administrative Assistant	3.0	3.0	0.0
SUBTOTAL	18.0	19.0	1.0
<b>VICTIM/WITNESS</b>			
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
<b>DEFERRED PROSECUTION</b>			
Deferred Prosecution Director	1.0	1.0	0.0
Case Manager I/II	2.4	2.4	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	4.4	4.4	0.0
Total	28.8	29.8	1.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Victim Witness Coordinator (PR 17)	Victim Witness Coordinator (PR 21)	1.0	1.0
New Position		Legal Support Specialist eff. 1-1-20	1.0	
New Position		Legal Support Specialist eff. 7-1-20		1.0

**FINANCIAL SUMMARY**

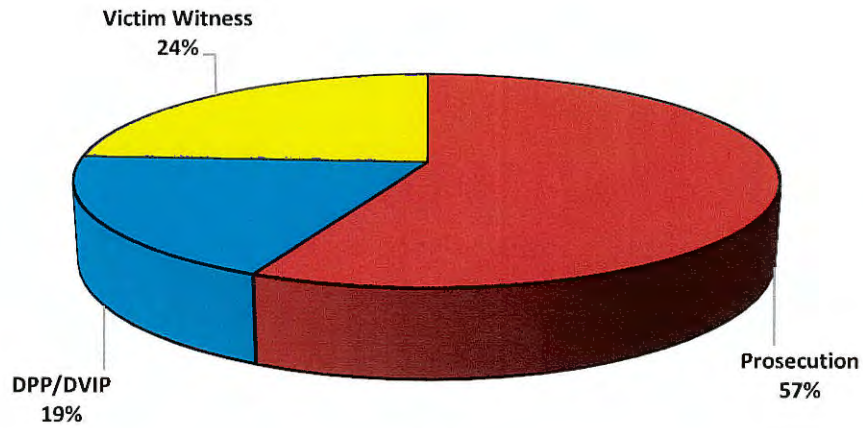
**DISTRICT ATTORNEY**

**2020**

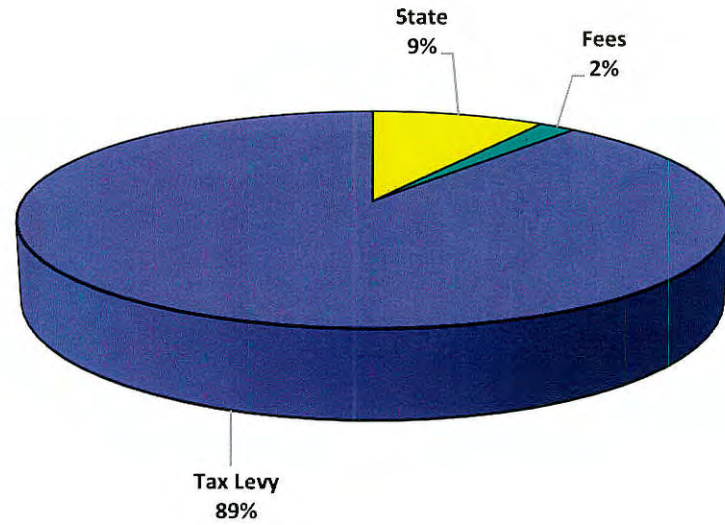
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$190,402	\$190,402
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	39,000	40,000
Total Revenues	<hr/> \$229,402	<hr/> \$230,402
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,378,671	\$1,347,491
Fringe Benefits	642,116	626,374
Operational	93,795	92,895
Capital Outlay	3,000	3,000
Allocation of Services	0	0
Total Expenditures	<hr/> \$2,117,582	<hr/> \$2,069,760
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$1,888,180</b>	<b>\$1,839,358</b>

2020  
DISTRICT ATTORNEY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### DISTRICT ATTORNEY

2020

#### Budget Highlights

##### Revenue

- Fees in the District Attorney's main account are budgeted at \$16,000, a \$1,000 or 6.7% increase from the prior year. This represents increased requests for discovery materials by defense counsel.
- State Aid comes from the Victim/Witness State reimbursement and is projected to be at 47.9% of program expenses, or \$190,402, a decrease of \$25,310 or 11.7% from the prior year's budgeted amount. 88% of State revenue used to reimburse counties is derived from the Victim Witness surcharge, which can fluctuate and has declined in recent years. County costs to administer the program have increased statewide. These two factors result in a lower reimbursement rate.
- Victim/Witness Fees are projected to increase by \$2,000 or 13.3%, due to more accurate estimates and a better local economy resulting in more offenders having the ability to pay.
- Fees for the Deferred Prosecution Program were eliminated in 2018 as a result of increased emphasis of Evidence-Based Decision Making (EDBM) efforts that eligible participants have access to the program regardless of socioeconomic status. The program's Assessment Fee was also eliminated in 2019, resulting in a decrease of \$1,000 from the prior year based upon the same rationale.

##### Expenditures

- In the District Attorney's main account, various operational line items budgeted in 2019, to reflect recently added staffing, will not be continuing into 2020. This results in savings of \$7,316.
- In the Deferred Prosecution account, \$885 has been reallocated from various line items to Training for staff training related to new EBDM programs.

### Personnel

- The Department has requested a reallocation of the Victim Witness Coordinator from Unilateral Pay Range 17 to Pay Range 21 and is recommended. The cost impact is \$3,034 in 2020.
- The Department has requested a 1.0 FTE Legal Support Specialist in 2020 at a cost of \$61,227 as a result of the State approving a full-time state-funded Assistant District Attorney position. I recommend the position request but effective July 1 at a cost of \$30,614.
- A vacancy factor has been implemented in the Regular Wages, FICA, Retirement, and Health Insurance line items to reflect historical trends. The result is a decrease of \$46,922.

### Summary

- The recommended tax levy for the District Attorney's Office is \$1,839,358, which is an increase of \$89,919 or 5.1% over the prior year.

**CHARTER**  
**MEDICAL EXAMINER'S OFFICE**

2020

**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's Office 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's Office 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's Office will be accomplished by satisfying the following commitments:

**Public Service Commitment**

To perform the duties of the Medical Examiner's Office 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's Office in an effective and efficient manner.

**Professional Commitment**

To provide services that meet or exceed 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. Office 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. Office of Justice, the Wisconsin State Office of Justice, the U.S. Office of Health & Human Services, the Wisconsin State Office of Health Services, the U.S. Office of Transportation, the Wisconsin State Office of Transportation, the Wisconsin State Office 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's Office and consistent with the needs of the county.

**CRITICAL PERFORMANCE AREAS**

Administrative Objectives

To maintain an official 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 Office policies and procedures and review annually.
- d. Monitor compliance with Office 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's Office 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	2019 CURRENT	2020 ADMIN REC	INCREASE/ (DECREASE)
Lead Medicolegal Investigator	1.0	0.0	-1.0
Medicolegal Investigations Manager	0.0	1.0	1.0
Medicolegal Investigator	4.0	4.0	0.0
Administrative Assistant	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
Reclassification	Lead Medicolegal Investigator (PR 23)	Medicolegal Investigations Manager (PR 25)	1.0	1.0

**FINANCIAL SUMMARY**  
**MEDICAL EXAMINER**

2020

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
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	218,000	224,000
Total Revenues	<hr/> \$218,000	<hr/> \$224,000
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$422,721	\$402,085
Fringe Benefits	141,493	135,228
Operational	421,494	421,494
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$985,708	<hr/> \$958,807
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$767,708</b>	<b>\$734,807</b>

## ADMINISTRATOR'S COMMENTS

### MEDICAL EXAMINER

2020

#### 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 2.0%.
  - The Cremation Fee is recommended to be increased from \$229 to \$233, an increase of slightly less than 1.7%. In addition, the Medical Examiner's Office has budgeted for more cremations in 2020 based on historical trends. This line item is due to increase by \$17,400 or 8.4% over the prior year.
  - No change is recommended for the Disinterment Fee of \$100 as the Office processes only two permits annually.

#### Expenditures

- Physicians and Other Services is budgeted at \$50,000 for 2020, an increase of \$6,000 or 13.6% due to the department bidding out toxicology laboratory testing in 2020, which may result in higher charges.
- The year 2020 marks the second and final year of a two-year intergovernmental agreement with Dane County. The budget for this agreement is represented in the Other Professional Services line item. \$319,361 is budgeted in 2020, representing an increase of \$14,015 or 4.6% over the prior year. The 2019 figure of \$305,346 nor the 2020 amount include costs for additional services, such as additional autopsies. Services covered by the agreement are detailed below.
  - Office management and oversight - 12 hours per week from Dane County administrative staff (\$48,049).
  - Forensic review for all cases - estimated 900 per year (\$40,375).
  - Management from a Forensic Pathologist - estimated two hours per week (\$15,081).

- Autopsies - estimated at 152 per year (\$171,153).
- Transportation costs for autopsies - estimated 304 round trips per year (\$37,980).
- External examinations by medical personnel - estimated 10 per year (\$4,224).
- Transportation costs for external examinations - estimated at 10 round trips per year (\$2,499).

#### Personnel

- A reclassification of the Lead Medicolegal Investigator (Unilateral Pay Range 23) to Medicolegal Investigations Manager (Unilateral Pay Range 25) is being recommended at a cost in 2020 of \$1,792 due to assuming additional administrative and supervisory responsibilities.
- A reclassification of the Clerical Worker position to an Administrative Assistant was approved in 2019.
- A vacancy factor is being applied to the department in the amount of \$26,901.

#### Summary

- The recommended tax levy for Medical Examiner's Office is \$734,807, which is an increase of \$17,052 or 2.4% over the prior year.

**CHARTER**  
**CHILD SUPPORT SERVICES**

2020

**Objectives and Standards:**

The key objective of Rock County Child Support Services will be accomplished by satisfying the following commitments:

**Public Service Commitment:**

In an effort to change public perception and improve community relations, effective January 1, 2020, our agency will be known as Rock County Child Support Services. We are committed to encouraging parental responsibility so that our children will receive financial, emotional, and medical support from both parents. This agency shall maintain a professional and courteous service delivery that treats all customers promptly, fairly, and with respect.

Rock County Child Support Services provides quality service to our customers by sharing our program knowledge and educating parents about our services. We will provide information regarding our services through brochures or pamphlets, through the use of technology, such as our website and social media, and through outreach and parental engagement. We are committed to establishing and maintaining a positive rapport with our customers by engaging them and encouraging them to participate in their own case. We focus on facilitating consistent and reliable support to our families.

Rock County Child Support Services is committed to partnering with community-based organizations and stakeholders to promote family self-sufficiency. We will provide community outreach and resources that benefit our customers and families.

**Intergovernmental Commitment:**

Rock County Child Support Services complies with State and Federal regulations with regard to intergovernmental actions. We cooperate with the Office of Child Support Enforcement, Wisconsin Bureau of Child Support, the Department of Children and Families, Division of



Family and Economic Security, and other State, Federal and local agencies, to coordinate and provide reciprocal child support services when other states or countries are involved.

**Professional Commitment:**

Rock County Child Support Services is committed to providing services in the highest professional manner by best utilizing our resources provided by the County, State, and Federal governments.

**Rock County Interdepartmental Commitment:**

Rock County Child Support Services is committed to interacting in a cooperative manner with other agencies of Rock County government in all matters. We recognize the need to work together in order to provide the quality of service that the citizens of Rock County deserve.

**Management Commitment:**

Rock County Child Support Services Management is accountable to the County Administrator, Rock County Board of Supervisors and the Bureau of Child Support for managing all activities of Rock County Child Support Services in an effective, ethical, and professional manner. We are committed to our responsibilities of carrying out the policy directives of the County Administrator and the Rock County Board of Supervisors, the Bureau of Child Support, and other State and Federal Agencies.

**Critical Performance Areas:**

A. **Administrative Objective:**

To plan, organize and implement policies and practices that effectively administer the Child Support Program in Rock County.

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 in support of performance goals set forth by the State and Federal Government.
5. Strive for incentivized State funding and performance-based Federal funding, to obtain the maximum funding available for Rock County and the public we serve.
6. Develop and provide quality customer service and operational training for all staff.
7. Review and update departmental policies and procedures when necessary for compliance with State and Federal regulations.
8. Execute and monitor Cooperative Agreements with other agencies and entities to ensure compliance with the terms of the cooperative agreement. If any Cooperative Agency needs corrective action, develop and implement a plan for that agency to meet its obligations set forth in the Cooperative Agreement.
9. Develop internal performance standards that exceed State and Federal guidelines.

B. **Child Support Objectives:**

To provide efficient and effective administration of State, Federal and County funded services. This includes locating non-custodial parents, establishing paternity, establishing and enforcing child and medical support orders, modifying orders when appropriate, and collecting and distributing child support payments, pursuant to the following established standards and procedures:

1. 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. Federal Social Security Act Title IV-D, Wisconsin Statutes, and Wisconsin Administrative Code: identify, arrange and direct work so that the goals of the Office of Child Support Enforcement (OCSE) are achieved with the greatest possible efficiency. Performance standards are established by the State and Federal Government; Child Support Agencies receive allocations based on their performance in each of the performance areas.

3. Administrative Guidelines and Federal and State Statutes: effectively utilize employees of Rock County Child Support Services and those cooperative agencies to provide the most cost-effective return as determined by actual revenues generated by the agency during the fiscal year.

C. **Public Relations/Community Awareness:**

To promote public awareness, understanding, and positive regard for the agency's Child Support Program by providing the following:

1. Positive responses to requests by the media for information and to community organizations for outreach and other services.
2. Timely responses to complaints and/or concerns via the Administrative Complaint Process, pursuant to Federal and State requirements.
3. Education, early engagement, and outreach to teenagers and other at-risk populations of the community.
4. Partnerships with the Fatherhood Program and Community Action to help parents gain employment, improve their circumstances, and achieve self-sufficiency.
5. Information and education using technology, such as the Child Support Services website and social media platforms.

**PERSONNEL SUMMARY**

**CHILD SUPPORT SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 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	3.0	3.0	0.0
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	32.2	32.2	0.0

**PERSONNEL MODIFICATIONS**

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

# FINANCIAL SUMMARY

## CHILD SUPPORT

2020

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$2,755,240	\$2,741,033
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	45,300	45,300
Total Revenues	<hr/> \$2,800,540	<hr/> \$2,786,333
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$1,408,765	\$1,367,894
Fringe Benefits	808,198	802,312
Operational	1,257,284	1,252,584
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$3,474,247	<hr/> \$3,422,790
<u>PROPERTY TAX LEVY</u>	<u>\$673,707</u>	<u>\$636,457</u>

## **ADMINISTRATOR'S COMMENTS**

### **CHILD SUPPORT SERVICES**

**2020**

#### **Budget Highlights**

- The department is requesting that its name be changed from Child Support Enforcement to Child Support Services to better reflect the mission of the office and the County, which is more related to assisting clients and families. A more service-oriented approach to operations rather than the perception of a punitive enforcement approach will set an improved tone in building relationships and is recommended.

#### **Revenue**

- The Child Support Office receives 66% Federal reimbursement on most expenditures. In 2020, it is anticipated that this revenue source will total \$1,410,256.
- State revenue is budgeted at \$1,330,777 for 2020. 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**

- Contracted Services represents a large expenditure in the Child Support Office budget (\$936,961). This reimburses the Circuit Court, Clerk of Circuit Court, and Corporation Counsel for staff time processing child support cases.
- In 2020, the requested Travel and Training line items total \$24,564. Balancing the need to attend state and federal trainings with the demands of limited resources, I recommend a total of \$19,864 for these accounts. This recommended amount will still allow opportunities to enhance staff knowledge of child support by learning best practices, developing partnerships, and fostering innovative thinking.

### Personnel

- Overtime costs are increasing by \$14,317 in 2020 to reflect additional effort to scan current and old case files. This will aid in the effort to go paperless and improve compliance with IRS security rules.
- Seasonal Wages are increasing by \$6,885 to assist in managing workload when staff are on leave or otherwise unavailable.
- A vacancy rate of \$21,921 has been incorporated into the personnel accounts to reflect staff turnover.

### Summary

- The recommended tax levy for the Child Support Office is \$636,457, an increase of \$46,674 or 7.9% over the prior year.

## ADMINISTRATOR'S COMMENTS

### EVIDENCE BASED DECISION MAKING (EBDM) INITIATIVE

2020

#### Budget Highlights

The vision statement for EBDM is “A fair justice system, reducing harm to all for a safer Rock County.” The programming the County is planning and implementing is intended to provide 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 that addresses their criminogenic risk factors. As the jail population approaches capacity, these initiatives can serve to further ensure that the individuals most appropriate to be incarcerated are being housed at the jail.

#### Revenue

- No revenue is anticipated in 2020.

#### Expenditures

- In 2019, the County contracted with a vendor to pilot a pre-trial assessment program for in-custody offenders. Much data has been collected and the pilot will be ready in 2020 to advance to implementation pending resolution of various impediments, including access to certain justice system databases.
  - This program generates information on risk level that would be provided to the Courts to aid in the determination regarding whether to hold someone in jail pending a court date based on their likelihood to show up for court and reoffend.
  - Upon implementation, the vendor will also oversee those individuals the courts have determined are eligible for pre-trial supervision.
- A new diversion program for low-risk offenders, operated out of the District Attorney's Office, was implemented in 2019 and replaced the current deferred prosecution program. Funding is contained in the 2020 District Attorney's budget.



- The EBDM policy team is also planning for implementation of an Enhanced Deferred Prosecution program for higher-risk individuals. This program will provide case management and programming to address criminogenic needs through evidence-based programming and oversight.
- In the 2019 budget, \$481,000 was budgeted to implement these programs, including:
  - \$184,000 to provide pre-trial and assessment services, focused initially on in-custody offenders.
  - \$277,000 to provide pre-trial supervision for an estimated 175 clients.
  - \$20,000 for the costs of implementing other programming.
- Because these programs have not been fully implemented in 2019, unspent funding remains in this account. Rather than add new tax levy to fund program expansion in 2020, I am recommending that unspent funds be carried over to 2020 to provide necessary resources and flexibility for further program implementation.

#### Personnel

- Not applicable.

#### Summary

- The recommended tax levy for EBDM programs in 2020 is \$481,000, the same amount that was budgeted for EBDM programming in the 2020 budget. As noted above, additional funds will be carried over from the 2019 budget.

**Public Works Committee**

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**CHARTER**  
**PUBLIC WORKS DEPARTMENT - HIGHWAY DIVISION**  
**2020**

Objectives and Standards

1. Highway Safety

Provide a system of highways and related infrastructure that will assure the safe and efficient transportation of people and goods year-round.

Standards:

- a. Actively participate in and collaborate with the Rock County Traffic Safety Commission in the identification and improvement of traffic safety problem areas.
- b. Provide traffic controls on the County Trunk Highway (CTH) system at locations where the warrants are met, and maintain traffic signing and pavement markings which will promote the safe operation of motor vehicles on the CTH system.
- c. Apply for and assist the Towns in applying for federal Highway Safety Improvement Program (HSIP) funding when applicable.

2. County Highway Operations – Maintenance & Construction

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. Perform a complete inventory of the County highways, bridges and drainage structures, and update inventories on a consistent schedule.
- b. Complete and update a multi-year CTH Transportation Improvement Plan.
- c. Ensure 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. Provide winter maintenance (plowing, salting, and sanding) on County and Town highways at a service level that provides adequate mobility and safety, taking into consideration winter conditions and financial and environmental considerations.

3. Municipal Highway Maintenance

Provide all types of road maintenance and construction services to the Towns and Municipalities in Rock County in the most efficient manner practicable.

Standards:

- a. Provide road and bridge maintenance services to Towns, Cities and Villages within Rock County, as requested.
- b. Work with 13 Rock County Towns under an Annual Road Maintenance Contract.

4. State Highway Maintenance

Provide for the maintenance of State and Federal Highways, including the Interstate System, in a manner consistent with State guidelines and directives.

Standards:

- a. Coordinate state highway maintenance activities with the regional maintenance staff from the State of Wisconsin Department of Transportation in order to provide state highway maintenance in a manner that is consistent with the guidelines included in the State Highway Maintenance Manual.
- b. Provide winter maintenance services in accordance with the State of Wisconsin Department of Transportation Roadway Classification System and State Highway Maintenance Manual guidance.

5. Bridge Aid

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, provide a 50% match for the replacement or reconstruction of bridges or large culverts on the Town highway system, per section 82.08.
- b. Subject to budgetary constraints, provide a 50% match for the replacement or reconstruction of bridges on the Town highway system funded under the Federal Local Bridge Program.
- c. Maintain an inventory and coordinate a biennial inspection program for bridges and, on a periodic basis, culverts and small bridges (structures less than 20' long). To ensure safety and provide for their timely repair and/or replacement.

6. Federal & State Aid Projects

Plan and program for projects to be funded utilizing Federal Entitlement Programs under the provisions of the current federal authorization bill.

Standards:

- a. Include a reasonable timetable for programming, designing, acquiring right-of-way, relocating utilities, bidding and constructing Local Bridges, STP-Urban and STP-Rural highway improvement projects.
- b. Inspect and maintain an inventory of bridges greater than 20 feet in length, as required by the Federal Highway Administration.
- c. Plan and budget for required bridge rehabilitation or replacement projects.
- d. Administer the Local Bridge Program in Rock County for the rehabilitation or replacement of county and local bridges in a timely fashion and keep municipalities and towns advised of the conditions of the bridges under their jurisdiction.
- e. Administer the Wisconsin Department of Transportation Local Road Improvement Program (L.R.I.P.) in accordance with State Statutes and Administrative Code.

7. Administrative Operations

Provide administrative services necessary for the efficient operation of the department, which will include, but not be limited to, items such as accounting and billing for the Town and State work completed.

Standards:

- a. Develop and maintain 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. Ensure that vouchers for work on State and Town highways are sent monthly, including charges for accounting records and reports and small tools.
- c. Ensure that invoices for work performed on Town highways are mailed monthly.

8. County Highway Fleet Operations

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 Department of Public Works (DPW) vehicle and equipment fleet running reliably, smoothly and economically.

Standards:

- a. Develop and maintain a comprehensive DPW Equipment Management Plan.
- b. Provide, within fiscal and staff constraints, a fleet of well maintained, road-worthy vehicles for use by other County departments.
- c. Purchase fuel in a fashion that will provide both availability and cost advantages to DPW.

9. Public Relations

Provide high quality highway construction and maintenance service to effectively and efficiently meet 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: Inform the public of the activities and services provided by the Highway Division through various platforms, including but not limited to, public involvement meetings, presentations for community and service clubs and, when appropriate, through press releases to the local media. Citizen input regarding the division's operations and priorities is welcomed and encouraged.

**CHARTER**  
**PUBLIC WORKS DEPARTMENT/PARKS DIVISION**

**2020**

**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, 4 trails and 3 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 approximately 150 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, 20 grills, three litter barrels and sixteen (½ yd.) dumpsters for trash under a contract, along with 4 recyclable dumpsters (1/2 yd.) and 13 totes 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, and 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. Also completed by the Parks Division is maintenance of the Rock River Trail (Hwy 26) and development and maintenance of the Peace Trail (Jvl – Beloit).

- 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 16 containers.
- g. To provide and maintain clean toilet buildings (12 pit, 3 flushable), 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 19 toilet facilities are under Park Division supervision.
- h. To the extent possible, provide and maintain clean, safe public wells, fourteen 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 and began implementation that year. This keeps Rock County eligible for DNR and Federal grants.
- b. To work on those items in the *Park, Outdoor Recreation and Open Space Plan* to get grant funds via DNR. Projects include various infrastructure improvements and land 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 and Development, 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. Work with the Friends of Beckman Mill, Incorporated, to maintain the historic structures at the Beckman Mill site.
- f. 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 the Scott Schoonover Family, 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 \$67,920 for the 2018-2019 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 24 existing bridges and any new ones that are added.

**6. Implementation of Park Site Plans**

Work to carry out, as budgets or grants permit, the plans 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 Rock County Parks (FORCP.)

Rock County Association of Snowmobile Clubs, Inc. (RCASC, 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

- b. Complaints: Handle complaints received by the Parks Division, if at all possible, resolving them on a timely basis.
- c. 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.

## PERSONNEL SUMMARY

### PUBLIC WORKS

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2019 CURRENT	2020 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	0.0	(0.4)
Fleet Specialist	0.0	1.0	1.0
Storekeeper	1.0	1.0	0.0
Secretary II	1.0	1.0	0.0
Accounting Specialist	2.0	2.0	0.0
Crew Leader	4.0	4.0	0.0
Bridge Crew	2.0	6.0	4.0
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	38.5	2.0
SUBTOTAL	80.9	87.5	6.6

**PUBLIC WORKS**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ DECREASE
PARKS			
Parks Manager	1.0	1.0	0.0
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	85.4	92.0	6.6

**PUBLIC WORKS**

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
Re-title	Fleet Data Specialist (Schedule J)	Fleet Specialist (Schedule J)	0.4	0.4
Reallocation	Fleet Specialist (Schedule J)	Fleet Specialist (Unilateral, PR.7)	0.6	0.6
New Position		Bridge Crew	4.0	4.0
New Position		Highway Worker	2.0	2.0
New Position		Civil Engineer (PR 10)	1.0	0.0

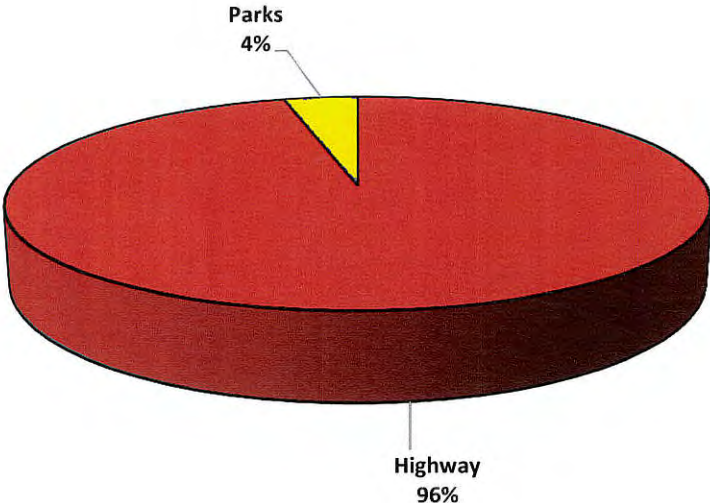
**FINANCIAL SUMMARY**  
**PUBLIC WORKS DEPARTMENT**

**2020**

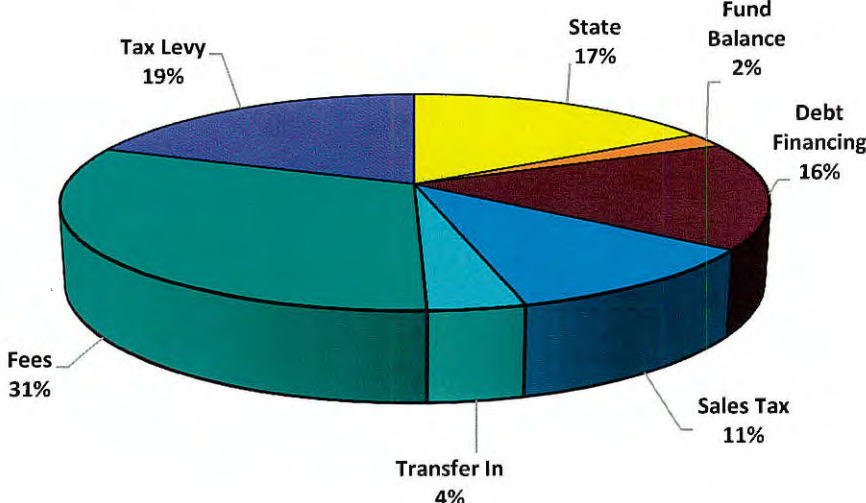
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$3,389,204	\$3,389,204
Intergovernmental	6,246,069	6,246,069
Contributions	1,400	1,400
Fund Balance Applied	136,000	440,000
Transfers In	768,289	768,289
Deferred Financing	4,296,822	3,228,000
Sales Tax	1,507,226	2,210,226
Fees/ Other	101,045	101,045
Total Revenues	\$16,446,055	\$16,384,233
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$9,000,493	\$8,979,874
Fringe Benefits	2,758,693	2,758,693
Operational	18,445,282	18,435,282
Capital Outlay	3,582,000	3,492,000
Allocation of Services	(13,396,825)	(13,396,825)
Total Expenditures	\$20,389,643	\$20,269,024
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$3,943,588</b>	<b>\$3,884,791</b>

**2020 BUDGET  
PUBLIC WORKS**

EXPENDITURES BY DIVISION



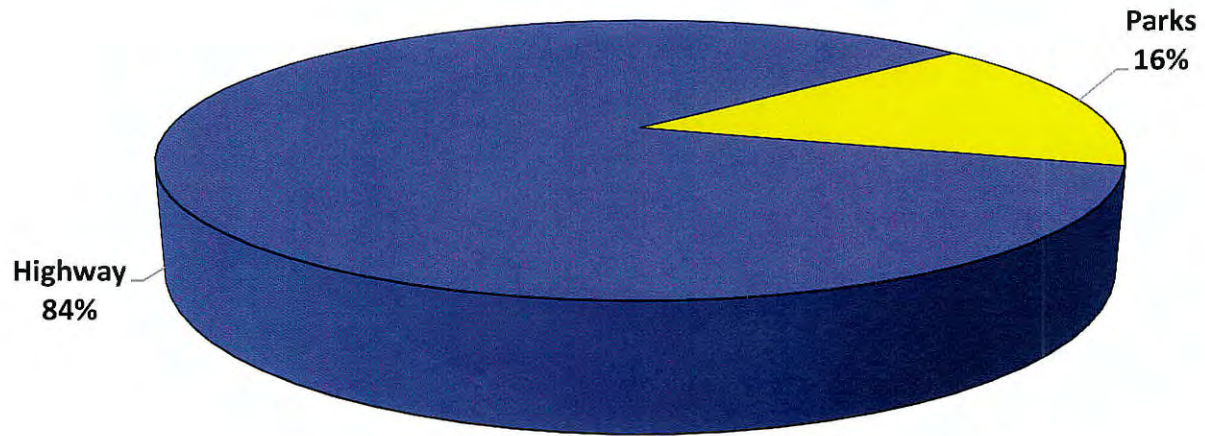
REVENUES BY SOURCE





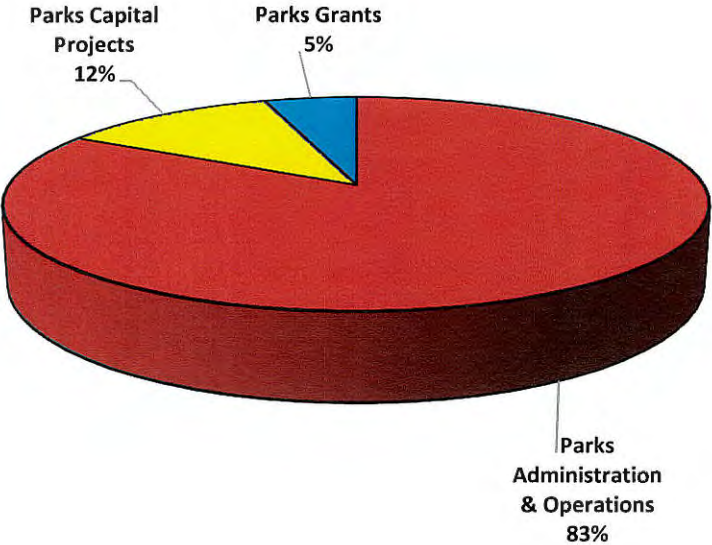
2020 BUDGET  
PUBLIC WORKS

TAX LEVY BY DIVISION

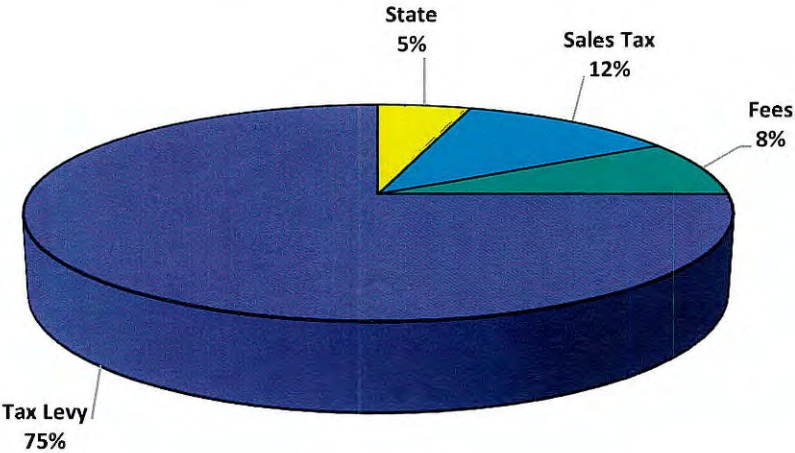


**2020 BUDGET  
PARKS DIVISION**

EXPENDITURES BY PROGRAM

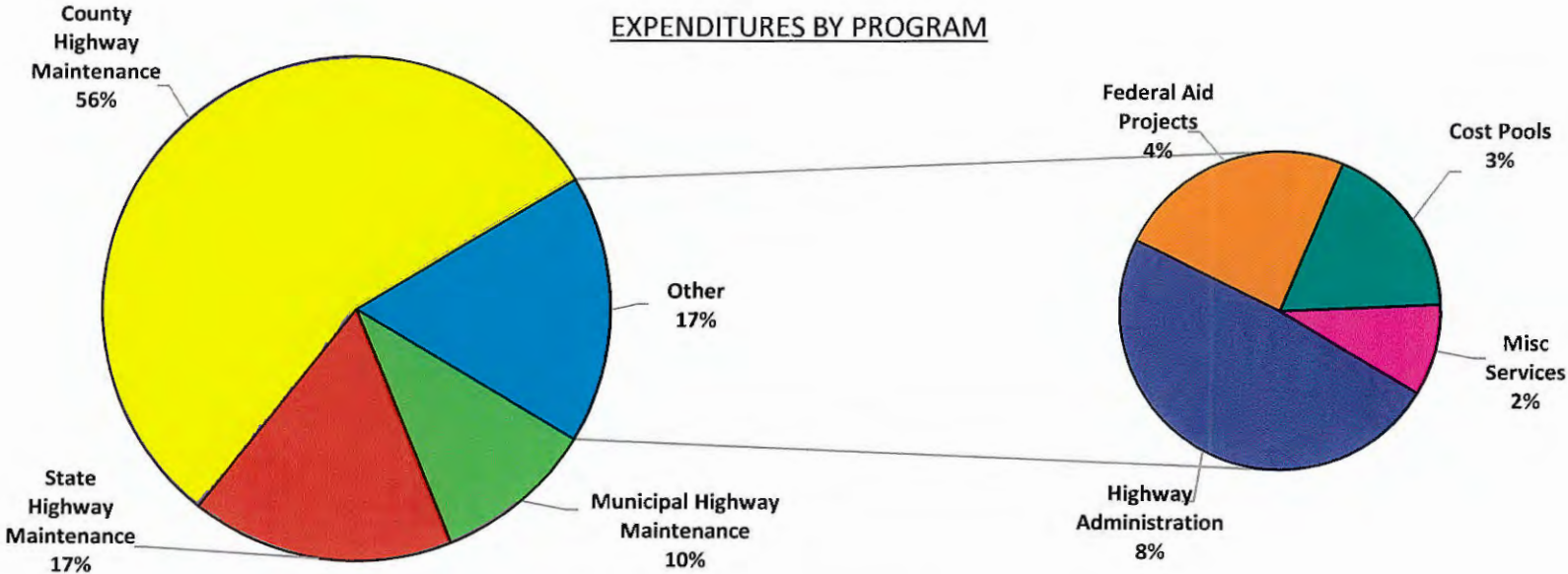


REVENUES BY SOURCE

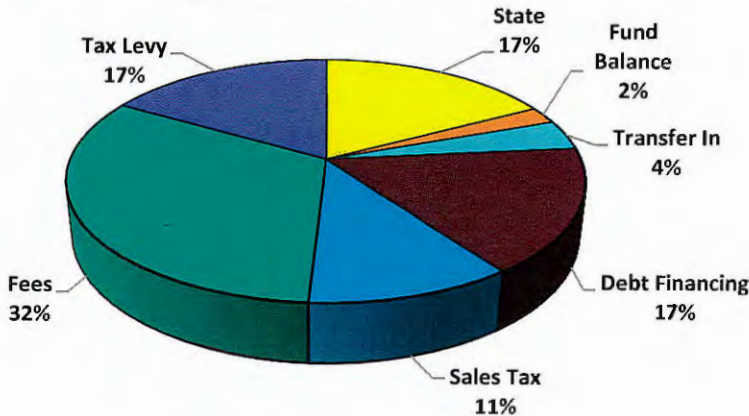


**2020 BUDGET  
HIGHWAY DIVISION**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## **ADMINISTRATOR'S COMMENTS**

### **PUBLIC WORKS DEPARTMENT**

**2020**

#### Budget Highlights – Parks Division

##### Revenue

- The Parks Division charges user fees for its services, and in 2020 a total of \$66,180 is anticipated from these fees and other sources, including:
  - \$40,000 in boat landing fees, due both to increased usage and an anticipated rate increase
  - \$15,000 in park use fees, such as picnic shelters
  - \$9,780 from rent for the house in Gibbs Lake Park
  - \$1,400 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 \$95,000 are requested and recommended in 2020 to be funded with sales tax. These two projects would essentially maintain and improve services currently provided in County parks by updating existing equipment.
  - \$50,000 to replace the majority of the aging playground equipment at Sweet-Allyn Park.
  - \$45,000 to install a vault toilet at Indianford Park, which will replace the portable toilets currently on site.

- The following projects are requested but are not recommended at this time.
  - \$40,000 for construction of a picnic shelter at Magnolia Bluff Park.
  - \$25,000 to produce a shelter design that could be used for future construction of shelters at Sportsman's Park and Sweet-Allyn Park.
  - \$25,000 for the installation of lights at Carver-Roehl Park.
  - While these projects have merit, I am not recommending them at this time pending completion of the update to the Parks, Outdoor, Recreation, and Open Spaces (POROS) plan due in 2020 to determine the community priorities for expanded services in County parks. If the County Board wishes to move ahead with any of these projects in 2020, \$417,198 remains in the fund balance from ATC impact fees received in 2019.
- I have made minor reductions to several expenditure accounts to be more in line with historical averages.

#### Personnel

- The department is requesting that the 60% of the cost of the Community Coordinator position currently funded with ATC impact fees be funded with County tax levy.
  - When created in 2006, this position was a 0.4 FTE levy-funded position. In 2009, the position became full-time, with 0.6 FTE funded with ATC funds available at that time. When ATC funds were depleted in 2016, the entire position was then funded by tax levy for the first time. In 2019, when new ATC funds were provided to the County, this 0.6 FTE portion of the position was again funded by ATC funds.
  - This change would result in an increase to the tax levy of \$45,831. In order to preserve the remaining ATC funds for high priority capital projects identified in the POROS plan, I am recommending that this position be fully funded by the tax levy again in 2020.

## 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 \$3,259,900 in 2020, an increase of \$259,900 or 8.7% over the 2019 budget.
- WisDOT General Transportation Aids (GTA) is expected to total \$2,637,468 in 2020, an increase of \$251,154 or 10.5% over the 2019 budget. This revenue is budgeted in the County Maintenance and Construction account.
- In 2020, the County will have contracts with 13 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 2020 budget includes \$575,919 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 2020 budget includes \$2.0 million in revenue from this source.

### Expenditures

- The County Maintenance and Construction Account funds work on the County Trunk Highway (CTH) system. The recommended funding for 2020 is shown in the following table.

<b>COUNTY MAINTENANCE &amp; CONSTRUCTION ACCOUNT SUMMARY - 2020</b>	
<b>Account</b>	<b>Amount</b>
Blacktopping	\$5,706,000
Winter	\$2,285,701
Routine	\$1,783,853
Seal Coating	\$320,000
Equipment Storage	\$266,667
Shouldering	\$100,000
Bridge Maintenance	\$140,000
Crack Sealing	\$150,000
Grader Patching	\$100,000
<b>TOTAL</b>	<b>\$10,852,221</b>

- I am recommending \$120,000 of the \$140,000 cost of bridge maintenance be funded with the department's fund balance due to work budgeted to be completed in 2019 that will not be finished. In these circumstances, unspent funds are collected in the department's fund balance and available to be re-appropriated in subsequent years.
- The seal coat project requested in 2020 is shown below and is recommended to be funded with the department's fund balance.

<b>RECOMMENDED COUNTY SEAL COAT PROJECTS - 2020</b>						
<b>Priority</b>	<b>Route</b>	<b>From</b>	<b>To</b>	<b>Length (Miles)</b>	<b>Width (Feet)</b>	<b>Estimated Cost</b>
1	CTH G	STH 11	CTH BT	5.6	55	\$320,000



- The \$5,706,000 request for blacktopping projects includes the projects shown in the table below. The portion of the CTH F project from Stone Farm Road to Main Street was included in the 2019 budget but has been moved to 2020 due to the need for additional funding for the CTH MM project in 2019. I am recommending this portion of the CTH F project be funded with sales tax at a cost of \$853,000.
- The portion of the CTH F project between Stone Farm Road and US Highway 14 is eligible in 2020 for funding through the State's Local Road Improvement Program (LRIP), which requires that a longer stretch of highway be reconstructed. The LRIP program will fund \$400,000 of this project. I am recommending that the rest of the cost be funded with \$1,000,000 in sales tax and \$3,228,000 in deferred financing. This amount of borrowing is \$224,000 less than was included in the 2019 budget.
- The design costs for CTH J and CTH O are recommended to be funded with a total of \$225,000 in sales tax. Construction and other costs will need to be funded in future years.
- Overall, the County Maintenance and Construction Account is increasing by \$1,847,888, or 20.5%, over the 2019 budgeted amount and includes \$2,115,226 in sales tax, which is \$887,226 or 72% more than the 2019 budget.

<b>RECOMMENDED COUNTY CONSTRUCTION PROJECTS – 2020</b>								
<b>Priority</b>	<b>Route</b>	<b>From</b>	<b>To</b>	<b>Length (Miles)</b>	<b>PASER Rating</b>	<b>Work Type</b>	<b>Estimated Cost</b>	<b>Cumulative Total</b>
1	CTH F	USH 14	W. Stone Farm Road	5.2	2	Reconstruction	\$4,628,000	\$4,628,000
2	CTH F	W. Stone Farm Road	N. Main Street (Indianford)	0.9	2	Pulverize and Overlay	\$853,000	\$5,481,000
3	CTH J	Avalon R.	CTH O	2.1	3	Design	\$105,000	\$5,586,000
4	CTH O	Janesville	USH 14	2.4	5	Design	\$120,000	\$5,706,000
<b>TOTAL</b>				<b>10.6</b>			<b>\$5,706,000</b>	



- 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.
  - \$113,000 of this town bridge aid 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. This amount includes the \$63,000 shown in the table below and \$50,000 in additional funding for the County’s share of projects that may arise during the year.

<b>RECOMMENDED TOWN BRIDGE AID PROJECTS – 2020</b>				
<b>Priority</b>	<b>Route</b>	<b>Location</b>	<b>Work Type</b>	<b>County Cost</b>
1	Emerson Road	Towns of Newark & Plymouth	Replacement	\$28,000
2	Croft Road	Town of Union	Replacement	\$35,000
<b>TOTAL</b>				<b>\$63,000</b>

- The County is also planning to replace six bridges that will be partially funded by federal aid, as shown in the table below.
  - The County’s share of the first five bridges will be funded by town bridge aid totaling \$290,239. Combined with the town bridge aid projects noted above, the total amount of funding from the limited-levy town bridge aid program in 2020 is \$403,239.
  - The sixth project in the table below is design and real estate acquisition for a bridge on CTH E over Marsh Creek. This project is entirely the responsibility of the County, but the County’s costs are offset by the receipt of federal aid. I recommend this \$37,226 cost be funded with sales tax.

RECOMMENDED FEDERAL AID PROJECTS – 2020						
Priority	Route		Location Description	Length (Miles)	Work Type	County Cost
			From                      To			
1	Creek Road	(Bridge)	Over WSOR Railroad	0.2	Construction	\$117,731
2	Janesville-Hanover Road	(Bridge)	Over Markham Creek	0.2	Construction	\$33,210
3	Mineral Point Road	(Bridge)	Over Fisher Creek	0.2	Construction	\$35,240
4	Emerald Grove Road	(Bridge)	Over WSOR Railroad	0.2	Construction	\$71,218
5	Skinner Road	(Bridge)	Over Raccoon Creek	0.2	Construction	\$32,840
6	CTH E	(Bridge)	Over Marsh Creek	0.2	Design & Real Estate	\$37,226
<b>TOTAL</b>				<b>1.2</b>		<b>\$327,465</b>

- 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.
  - 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 department has requested equipment purchases totaling \$2,772,000, with annual depreciation of \$217,403. In 2019, \$4.0 million in purchases were recommended due to the purchase of seven quads, which added \$417,689 in annual depreciation. Due to this large increase in 2019, I am recommending purchases totaling \$2,022,000, which will add \$149,997 in annual depreciation. The table below shows the recommended equipment purchases.

**CAPITAL EQUIPMENT LIST - 2020**

<b>Priority</b>	<b>Equipment</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Cost</b>	<b>Cumulative Cost</b>	<b>Life (Years)</b>	<b>Annual Depreciation</b>
1	Quad Axle, County (Plow, Wing & Sander)	1	\$250,000	\$250,000	\$250,000	9	\$23,611
2	Tandem, State (Chassis, Plow, Wing, & Sander)	1	\$200,000	\$200,000	\$450,000	9	\$18,889
3	Single Axle Patrol Truck (Town)	1	\$225,000	\$225,000	\$675,000	10	\$19,125
4	Trailer - Small (20 - 30 ton tilt deck)	1	\$70,000	\$70,000	\$745,000	10	\$5,950
5	Roller, Sheepsfoot (Soil)	1	\$200,000	\$200,000	\$945,000	10	\$17,000
6	Skid Loader	1	\$80,000	\$80,000	\$1,025,000	10	\$6,800
7	Mowing Tractor	4	\$93,000	\$372,000	\$1,397,000	10	\$7,905
8	Mower, Bat-wing	1	\$30,000	\$30,000	\$1,427,000	10	\$2,550
9	Mower, Side-mount	2	\$12,500	\$25,000	\$1,452,000	10	\$1,063
10	Loader, 3.5 CY	1	\$200,000	\$200,000	\$1,652,000	10	\$17,000
11	Pickups (One-ton, 4x4, Gas) Supervisor Vehicles Crew Cab	2	\$65,000	\$130,000	\$1,782,000	6	\$9,208
12	Pickups (One-ton, 4x4, Gas) Extended Cab	2	\$40,000	\$80,000	\$1,862,000	6	\$5,667

**CAPITAL EQUIPMENT LIST - 2020**

<b>Priority</b>	<b>Equipment</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Cost</b>	<b>Cumulative Cost</b>	<b>Life (Years)</b>	<b>Annual Depreciation</b>
13	Fecon Attachment (Skid Loader) (includes T-320 retrofit)	1	\$35,000	\$35,000	\$1,897,000	5	\$5,950
14	Message Board - County (with manual entry)	1	\$30,000	\$30,000	\$1,927,000	10	\$2,550
15	Parks Mower (60" deck, 30hp)	1	\$25,000	\$25,000	\$1,952,000	5	\$4,250
16	Patch Wagon	2	\$35,000	\$70,000	\$2,022,000	12	\$2,479

- The 2017 budget moved responsibility for facility capital repairs and improvements to the Facilities Management budget. The Public Works projects included in the 2020 budget can be found in that section of the budget document.

Personnel

- With portions of the expanded Interstate 39/90 project set to open as early as 2020, additional staffing resources will be needed to maintain the Interstate, particularly for winter snow plowing. Given new road configurations, such as newly designed ramps and interchanges, and uncertainty over the timing of project completion, it is difficult to know when and how many additional staff will be needed. In addition, the State will be expanding hours of operation on State highways, increasing staff resources needed for winter operations. Also challenging is the decision about how to use these staff when not conducting winter maintenance, when most staff costs are borne by the County. At this point, we estimate that six staff would be needed to plow expanded lane miles in 2020 and would be used as follows during the remainder of the year.
  - 4.0 FTE Bridge Crew would be used as part of the department’s plan to increase the priority on maintaining bridges and culverts, which have not received as much attention in recent years due to other priorities. Expanding the number of these staff will allow for the creation of two crews, which will essentially double the capacity of the department to maintain this infrastructure and avoid more costly replacements.

- 2.0 FTE Highway Workers would assist in the expanded number of County construction and maintenance projects. In the past several years staff have been unable to complete as many routine maintenance activities, such as shouldering, crack filling, grader patching, and ditching, as have been budgeted.
- Also requested is to retitle the Fleet Data Specialist position to Fleet/Motor Pool Coordinator, increase the FTE from 0.4 FTE to 1.0 FTE, and reallocate from Schedule J to Unilateral Pay Range 10. This change would increase the effort devoted to scheduling preventative maintenance for the department's fleet and motor pool, determining optimal fleet replacement cycles, and evaluating fleet and motor pool data to identify opportunities for improved operations. In theory, this would result in cost savings by reducing equipment down time by taking a more proactive approach to fleet management, which was identified as an issue in the Matrix study. I recommended a title change to Fleet Specialist, an increase to 1.0 FTE, and a reallocation to Pay Range 7 at a budgeted cost increase of \$47,240.
- The department has also requested a new Engineer position at a cost of \$109,624. This position could take on a variety of duties that are now performed by the Public Works Director and Assistant Public Works Director, as well as assisting with new responsibilities that have fallen to the department due to staffing reductions at the State level. Based on other personnel priorities, this position is not recommended at this time.

### Summary

- Expenditures in the Parks Division total \$807,596.
  - Recommended tax levy is \$605,156, an increase of \$79,491 or 15.1% from 2019.
- Expenditures in the Highway Division total \$19,461,428.
  - Recommended tax levy is \$3,279,635, a decrease of \$38,858 or 1.2% from the prior year.
- Overall Expenditures for the Public Works Department total \$20,269,024.
  - Recommended tax levy is \$3,884,791, an increase of \$40,633 or 1.0% from 2019.
  - The amounts above do not include Town Bridge Aids, which as noted are funded through a limited levy only on the towns and total \$403,239 in 2020.

- 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 2020 motor pool expenditures will total \$236,074.

## Budget Highlights – Rail Transit

### Revenue

- This account does not generate revenue.

### 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 2020, the annual payment will total \$30,000. This is the same as the 2019 amount.
  - 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 \$30,000.

## Southern Wisconsin Regional Airport Board

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Administrator's Comments.....	8



**CHARTER**  
**AIRPORT DEPARTMENT**

2020

**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 three runways, a supporting taxiway system, ramps, clear zones, and safety areas.

**Standards:**

- a. Maintain airfield signage, markings and lights within Federal Aviation Regulation (FAR) Part 139 standards as required.
- b. Maintain over 10 miles of perimeter wildlife/security fencing.
- c. Perform maintenance on 104 equivalent lane mile of pavement within FAR Part 139 standards as required.
- d. Plow snow from all assigned areas to ensure safe movement of aircraft and vehicles.
- e. Minimize the wildlife and bird population on Airport property by effective grass height management and animal control measures.
- 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 FAR Part 139.
- 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 annually.

### **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 Midwest ATC 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**

**AIRPORT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2019 CURRENT	2020 ADMIN. REC.	INCREASE/ (DECREASE)
Airport Manager	1.0	1.0	0.0
Airport Crew Leader	1.0	1.0	0.0
Airport Maintenance Worker	3.0	3.0	0.0
Airport Specialist	1.0	0.0	(1.0)
Secretary II	0.0	1.0	1.0
TOTAL	6.0	6.0	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Airport Specialist (2489)	Secretary II (Unilateral A)	1.0	1.0

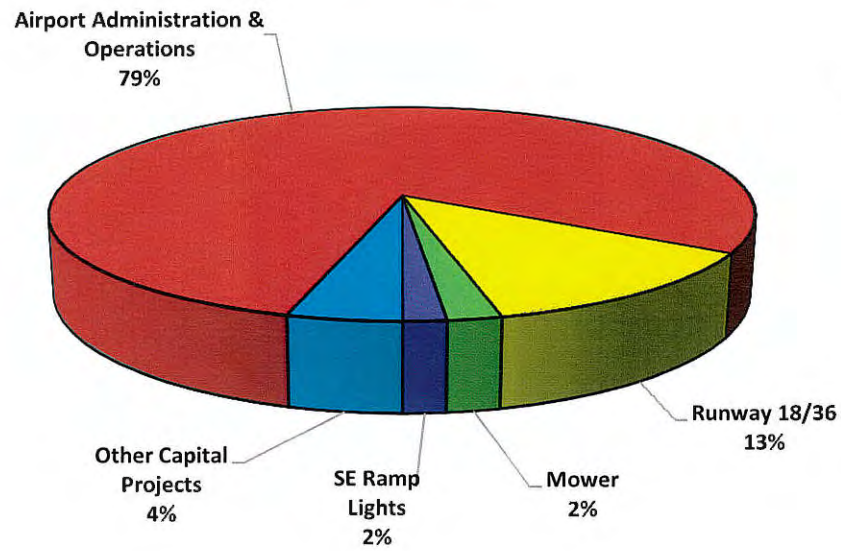
## FINANCIAL SUMMARY

### Airport 2020

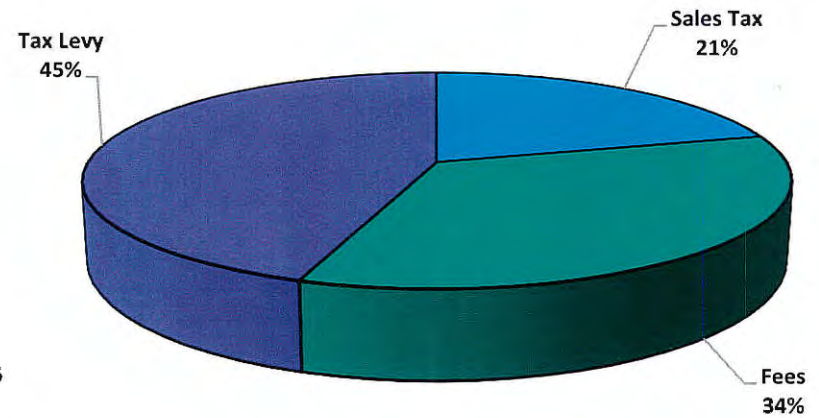
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	292,405	247,730
Fees/ Other	404,650	407,072
Total Revenues	\$697,055	\$654,802
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$353,441	\$353,441
Fringe Benefits	172,062	172,062
Operational	457,164	430,254
Capital Outlay	236,855	227,730
Allocation of Services	0	0
Total Expenditures	\$1,219,522	\$1,183,487
<u>PROPERTY TAX LEVY</u>	<u>\$522,467</u>	<u>\$528,685</u>

## 2020 BUDGET AIRPORT

EXPENDITURES BY PROGRAM

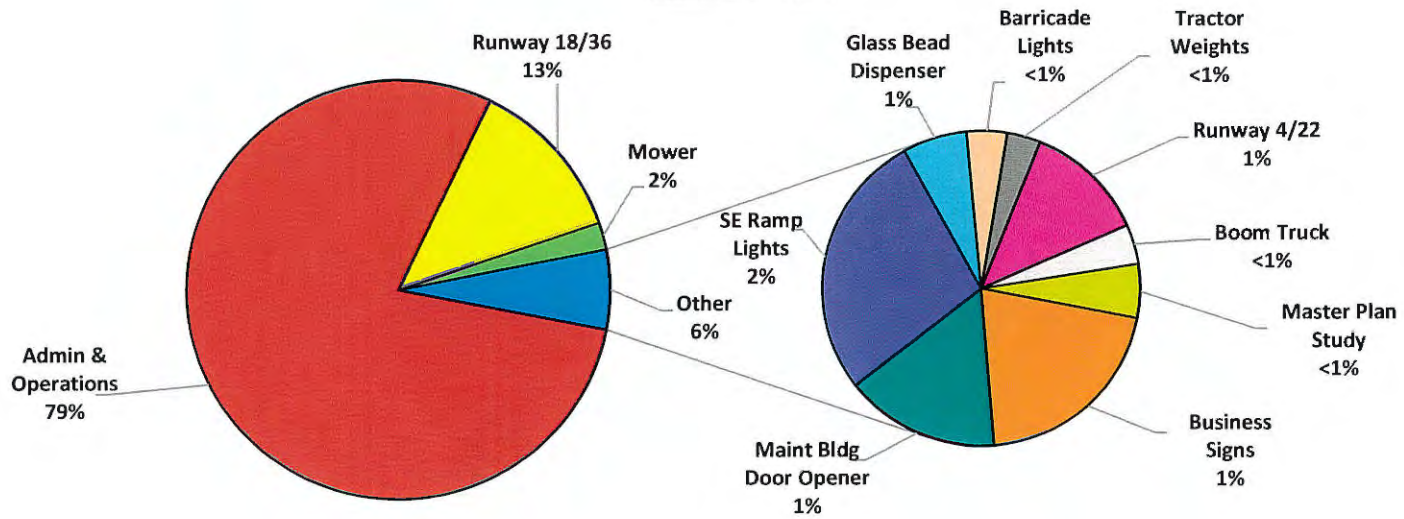


REVENUES BY SOURCE

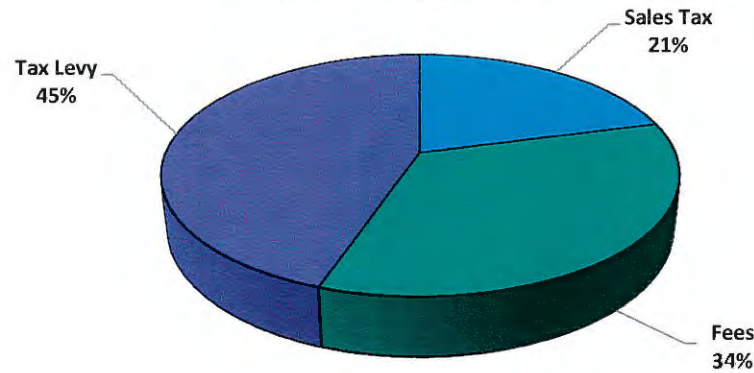


## 2020 BUDGET AIRPORT DIVISION

### EXPENDITURES



### REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### AIRPORT

2020

#### Budget Highlights

- Based upon recommendations from an Ad Hoc Committee to study the future of the Airport, the County Board removed the Airport from under the Public Works Department and created both a separate department reporting to the County Administrator and a separate Airport Board that would govern and provide oversight to Airport operations. The 2020 budget reflects the 1<sup>st</sup> full year of the newly re-structured operation.

#### Revenue

- The Southern Wisconsin Regional Airport is anticipated to receive revenue totaling \$407,472 from the following sources in 2020:
  - \$142,422 for fuel flowage and landing fees, a decrease of \$8,578 or 5.7% less than the prior year. The 2020 levels are consistent with the annual increase over the last several years.
  - \$128,471 for leases, an increase of \$7,750 or 6.4% over the prior year due to an annual consumer price adjustment to airport tenant leases and the addition of one new hangar.
  - \$85,368 for renting t-hangars, which is an increase of \$2,808 or 3.4% over the 2019 budgeted amount.
  - \$47,811 from non-aviation sources, a decrease of \$7,487 or 13.5% from the prior year due to not budgeting for a music event that was budgeted in 2019 but did not materialize.
  - \$3,000 in reimbursements from the airport incurring various expenses that can be billed to another party.



## Expenditures

- Capital projects at the airport fall into three categories: Federal Aid projects, State Aid projects, and County-funded projects.
  - Federal Aid projects are funded 90% with Federal funds, 5% with State funds, and 5% with County funds and total \$16,000.
    - Improve runway 4/22 surface Phase I (\$9,000).
    - Update Master and Layout Plan and Maintenance facility needs (\$4,000). Funds were budgeted in 2019 but bids came in higher than budgeted necessitating these additional funds.
    - Boom truck replacement (\$3,000). Funds were budgeted in 2019 but bids came in higher than budgeted necessitating these additional funds.
  - State Aid projects are funded 80% with State funds and 20% with County funds. There are no state projects in 2020.
  - 100% County-funded projects are not eligible for Federal or State Aid.
    - Improve runway 18/36 surface (\$150,000). In the most recent Federal inspection per Part 139 certification, severe restrictions were placed on the runway due to its significant deteriorating condition. This project will use a slurry coat application that will extend the runway life for 7-8 years and allow the department to determine a long-term solution.
- Computer Services Fees is decreasing by \$17,825 due to designating the department as one of the departments not to be charged the annual Information Technology charge of \$4,040/computer.
- \$15,863 is recommended for training for airport staff. This is a decrease over the 2019 budget by \$3,863 or 24.3% due to more accurate projections for staff training.
- Marketing and Promotions line item is budgeted at \$2,400 in 2020, a decrease of \$2,446 or 50.5% due to carryover funds not needed in 2020.

- Storm water charges in the 2020 budget are increasing by \$20,143 or 34.0% based on a new methodology being utilized by the City of Janesville. The actual amount being charged was higher than was anticipated during planning and implementation.
- Gasoline and Other Fuel is budgeted at \$23,000 in 2020, an increase of \$8,000 or 34.8% to reflect more accurate projections.
- \$13,000 is recommended in 2020 for painting runway markings to be in compliance with FAA requirements, which is a decrease of \$2,000 or 13.3% from the prior year due to a more realistic budget projection.
- Other Supplies and Expenses is budgeted at \$11,500 in 2020 and covers the following items:
  - ARF (Fire) Truck Foam Testing Unit (\$600);
  - Hand tools (\$10,000);
  - Push mower (\$900).
- Machinery Lease line item is budgeted at \$5,000, a \$10,000 decrease from the prior year as the department is more accurately projecting leasing Public Works Department equipment.
- Various department operational accounts show changes but are a result of more accurately reflecting costs in the appropriate line item following the first year of operating as a separate department.
- Capital Assets is budgeted in 2020 at \$61,730 and covers the following items:
  - Zero turn mower (\$25,000);
  - Business signs (\$15,000);
  - Maintenance building garage door opener (\$11,500);
  - Painting glass bead dispenser (\$4,750) for use in runway painting;
  - Barricade lights (\$2,980);

- Tractor weights (\$2,500).

#### Personnel

- The department is requesting a reclassification of the Airport Specialist (Unit 2489) to a Secretary II (Unilateral Pay Range 10), which is recommended. The cost impact is \$287 in 2020.

#### Summary

- The recommended tax levy is \$528,685, an increase of \$19,030 or 3.7% over the prior year.