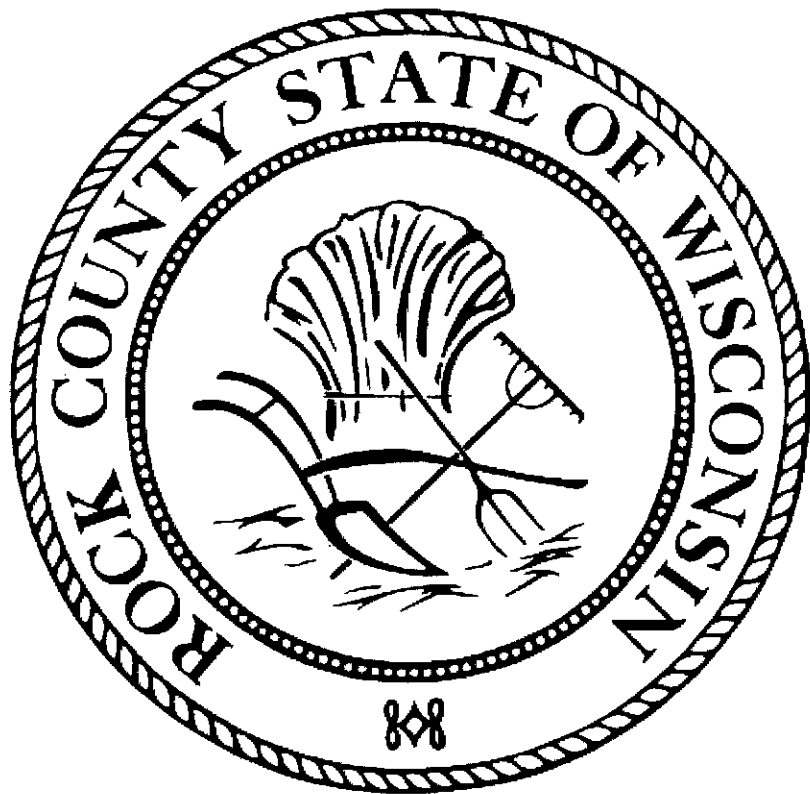


# Rock County 2019



# Recommended Budget

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**CHARTER**  
**COUNTY BOARD**  
**2018**

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

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

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

**FINANCIAL SUMMARY**

**COUNTY BOARD**

**2019**

<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	\$121,000	\$121,000
Fringe Benefits	8,475	8,475
Operational	45,303	45,303
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$174,778	<hr/> \$174,778
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$174,778</b>	<b>\$174,778</b>

## ADMINISTRATOR'S COMMENTS

### COUNTY BOARD

2019

#### Budget Highlights

#### Revenue

- The department does not generate revenue.

#### Expenditures

- \$121,000 is budgeted for County Board member per diem payments, which is the same amount as the prior year.
- \$14,288 is budgeted for legal notices, which is a decrease of \$10,612 or 43% from the prior year.
  - The County publishes minutes of County Board meetings in both the Janesville Gazette and the Beloit Daily News.
  - Historically, the amounts fluctuated from year to year depending upon the specific newspaper that was paid. By agreement, the County pays one newspaper one year and the other newspaper the following year.
  - In 2019, the Beloit Daily News will receive payment. Historically, its rates have been lower than the Janesville Gazette as its circulation is smaller.
  - Additional savings has been realized due to County Board financial management policy changes. The threshold for requiring a resolution to amend a department's budget was modified resulting in a significant (approximately 50%) decrease in the number of budgetary resolutions. The decrease results in less verbiage in the published minutes.
- \$18,920 is budgeted for publications, dues & subscriptions, 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 2019, the County anticipates receiving \$2,037,117 in Shared Utility Payments. Dues are based on 0.15% of that payment.
- \$8,320 is budgeted for training, which is an increase of \$1,500 from the prior year and covers the costs for attending the annual Wisconsin Counties Association conference. The increase allows an additional three Board members to attend the annual conference.
- Agenda management software was approved to be purchased in the 2017 budget. The roll-out has been delayed. Meanwhile, tablets have been distributed to all Board members in the summer of 2018 and it is anticipated that the County Board will be transitioning to a paperless operation in late 2018:
  - Postage budget is budgeted at \$1,200, a decrease of 50%.
  - Office supplies is budgeted at \$600, a decrease of \$200 or 25%.

#### Personnel

- There are no personnel requests in the budget.

#### Summary

- The County Board requested and recommended tax levy is \$174,778, which is a decrease of \$10,781 or 5.8% from the prior year.

## **B. Agriculture and Land Conservation Committee**

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# CHARTER

## UW-EXTENSION

2019

The University of Wisconsin Cooperative Extension Service is a partnership between the University of Wisconsin, the U.S. Department of Agriculture and the County of Rock. The mission of the University of Wisconsin-Extension, through the Rock County Office, is to develop educational programs tailored to local needs and based on university knowledge and research. Fulfilling the promise of the Wisconsin Idea, UW-Extension 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 UW-Extension Area Extension Director. UW-Extension funds are reserved for this purpose, and the County Board makes its appropriation on an annual basis.

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

County-based educators work with residents, 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 staff programming in:

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

1. **Agriculture, Horticulture and Natural Resource Program** help urban and rural residents use scientific research and scientifically backed knowledge to solve horticulture and agricultural problems, as well as take advantage of new opportunities. County-based educators provide unbiased, research-based advice and information to local residents on agriculture and horticulture-related topics. Local program priorities and areas of educational program emphasis include:

a. Environmental Quality:

- Nutrient management planning improves water quality and farm profitability

b. Risk Management:

- Increase awareness among agricultural producers and agri-business to evaluate and manage financial risk to meet their family and business goals

c. Pesticide Use and Pesticide Applicator Training:

- Provide training in pesticide use as required by the Wisconsin Department of Agriculture in order for farmers to purchase restricted use chemicals.

d. Farm Policy and Agricultural Public Policy:

- Extension collaborates with other departments in the ongoing development of policy related to rural/urban issues

e. Crop Production and Pest Management:

- Share research-based information with local growers relating to new crop production technologies and pest management practices.

f. Commercial Horticulture:

- Provide research-based information to members of the green industry through field days and off-season workshops, as well as in-season diagnostic services.

g. Home Horticulture:

- Extend research-based horticulture information through programs including Master Gardener volunteers, Rock County Community Garden program, community outreach and the home horticulture helpline and diagnostic services.
- h. Farm to School and Local Food Systems:
- Lead local Farm to School efforts through supporting local farmers for local food procurement, starting and supporting school gardens for in-school educational opportunities and connecting community resources with schools, childcare centers and workplaces for increased food security.
- i. Direct Marketing Alternative Agriculture Enterprises:
- Support of local farmers' markets and Community Supported Agriculture (CSA) programs, and buy local initiatives.

**2. Family Development & 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 UW-Extension Nutrition Education Program (FoodWise) brings over \$450,000 in federal USDA funds into the county for educational programming directed to families with limited resources.

Family Development & FoodWise 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 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. .

2. **4-H 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.
- b. Youth Empowerment and Youth/Adult Partnerships:
- 4-H Youth Development programs provide an opportunity for youth to make choices and decisions, and play an active leadership role in planning and implementing programs with adults.
- c. Citizenship and Leadership Skills:
- 4-H gives youth direct experience in conducting meetings and leading group decision-making processes. In

4-H, youth begin developing some of the skills they will need to be future community leaders.

d. Life Skill Development:

- 4-H teaches essential life skills, including problem solving, communications, teamwork and leadership development through projects, activities and other educational programs.

e. Community Service and Service Learning:

- 4-H programs provide young people with opportunities for civic involvement. 4-H community service efforts provide contributions in community improvement and help youth develop a greater appreciation for their community.

f. Youth Outreach Programs:

- County-based educators provide educational opportunities for youth outside of the traditional 4-H program. Staff collaborates with area schools and community centers to provide unique educational opportunities and build life skills for youth.

The UW-Extension Department brings University of Wisconsin System knowledge and resources to people where they need it most – where they live, work, learn, grow and play. Educator’s 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	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Administrative Assistant/ Stenographer	0.4	0.4	0.0
Office Coordinator	1.0	1.0	0.0
Total	1.4	1.4	0.0

#### PERSONNEL MODIFICATIONS

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

# FINANCIAL SUMMARY

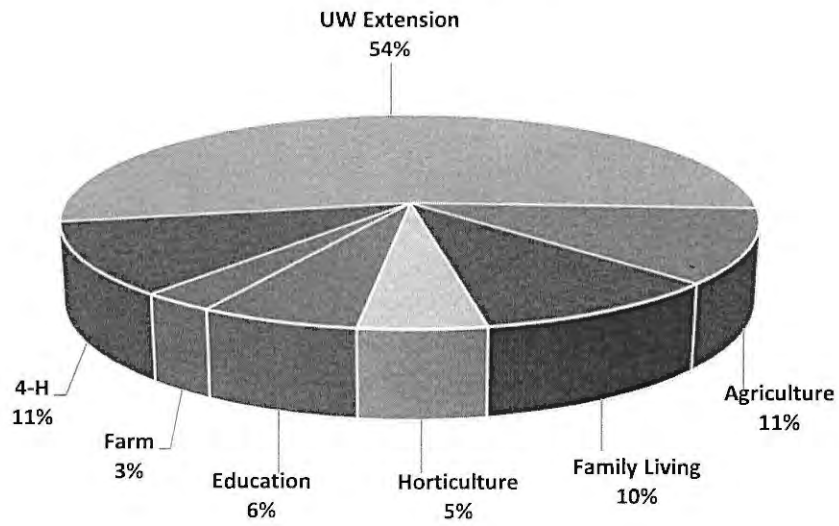
## UW EXTENSION

2019

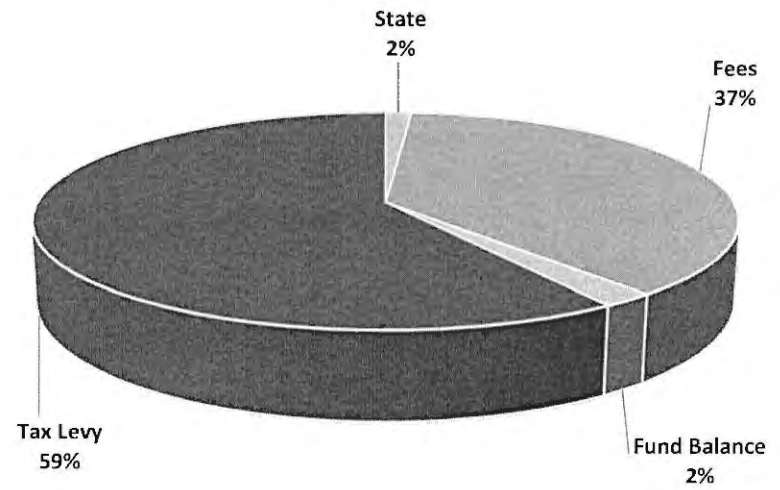
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$5,534	\$5,534
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	8,295
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	148,000	148,000
Total Revenues	<hr/> \$153,534	<hr/> \$161,829
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$68,624	\$68,624
Fringe Benefits	35,756	35,756
Operational	301,085	287,083
Capital Outlay	5,075	5,075
Allocation of Services	0	0
Total Expenditures	<hr/> \$410,540	<hr/> \$396,538
<u>PROPERTY TAX LEVY</u>	<b>\$257,006</b>	<b>\$234,709</b>

2019 BUDGET  
UW EXTENSION

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### UW-EXTENSION

2019

#### Budget Highlights

#### Revenue

- UW-Extension programming is funded through a combination of Federal, State and County resources.
- State Aid reimburses the postage activity which will be \$5,534 in 2019, the same amount as in prior years.
- Fees from the Farm account include farm land lease (\$105,000), garden plot revenue (\$3,500), and commodity income from crops grown on research plots (\$14,500). These sources are budgeted to total \$123,000 in 2019, no change from the prior year.
  - The farm lease is due to expire in 2019 and the new lease will be bid in 2018.

#### Expenditures

- The department's major expenditure is found in the Contracted Services account covering the costs of UW-Extension positions in the following areas:
  - Agriculture, Horticulture and Natural Resources
  - Family Living and Nutrition Education (FoodWise)
  - 4-H Positive Youth Development
- In 2019, I recommend Contracted Services be budgeted at \$172,027 (including \$2,500 of State required training), which is \$6,638 less or 3.7% from the prior year. The contract will fund 4.1 FTE of UW-Extension positions as compared to 4.6 FTE of UW-Extension positions in 2018. The recommended budget amount for these contracted positions is based on the roster described below:



- 1.0 FTE Family Living Educator.
- 1.0 FTE Agriculture Educator.
- 0.6 FTE Horticulture Educator:
  - The State Extension does not have sufficient funding to fill this position that was to be shared with Walworth County. I recommend reducing the budget for this position by 25% (\$6,639) under the assumption it will not be filled for at least the first quarter 2019. Rock County may have to have discussions with UW-Extension on the long-term viability of this position.
- 1.5 FTE 4-H Coordinator positions consisting of 1.0 FTE 4-H Coordinator and a 0.50 FTE 4-H Coordinator:
  - Rock County has the largest number of 4-H youth participants in the state. Therefore, staffing the 4-H activity to meet the workload is a high priority. Rock County was offered a full-time position titled Positive Youth Development Educator whose duties would not be allowed, per State Extension rules at this time, to be devoted only to 4-H workload. Rather than fund a position that would not meet Rock County's 4-H needs, I recommend 100% county funding of a 0.50 FTE 4-H Coordinator position to supplement the 1.0 FTE 4-H Coordinator that can be focused on 4-H activities. In the event State Extension rules allow for an equal percentage of time of a Positive Youth Development Educator to be developed for 4-H functions, I would recommend re-visiting this issue.
- Beginning in 2018, \$10,000 of UW-Extension credit has been annually allocated to Rock County to offset the above staffing costs but the credit is scheduled to end in 2019. Thus, the 2020 budget would see a \$10,000 increase without the credit.
- The 2018 budget included funds in the Facilities Management budget to renovate the former Janesville Counseling Center building at the County complex for UW-Extension office space. UW-Extension will be moving into this building in 2019.
  - The office relocation will:
    - Consolidate with FoodWise staff who are currently in the Eclipse Center for more efficient operation.

- Provide meeting space outside the Courthouse for evening meetings, which would have conflicted with Courthouse security plans.
  - Several expenditures are required and budgeted to prepare the new office space, including conference room chairs and tables, bookcases, filing cabinets, white boards and presentation projectors.
    - To pay for these one-time costs, I recommend \$8,295 be transferred from the department's fund balance built up from fees generated in excess of costs to provide programming. The fund balance at 12/31/17 is \$52,385.
- \$2,600 is budgeted for computer equipment replacement and additional equipment for the office move.
- Expenses for the operation of the County farm total \$11,600 in 2019 and cover utilities and supplies:
  - Approximately \$6,000 in seed donated from the DeLong Company, as well as contributions from Johnson Tractor and BASF, help maximize farm revenue by limiting costs.
  - After taking into account the revenue generated from rental income, etc., the net revenue to Rock County is \$111,400 which is an increase of \$1,769 from the prior year.

#### Personnel

- UW-Extension has requested \$5,000 in seasonal funds, the same amount as the prior year, to hire limited term employees to assist the regular office staff with coverage gaps when the Office Coordinator or Administrative Assistant/Stenographer are unavailable.

#### Summary

- The recommended tax levy for UW-Extension activities, including the County Farm, total \$234,709, an increase of \$14,860 or 6.8% from the prior year.

## CHARTER

### LAND CONSERVATION DEPARTMENT

2019

1. Land and Water Resource Management Program

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

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

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

Standards

- a. Develop and submit grant applications to the Department of Agriculture, Trade, and Consumer Protection (DATCP) and Department of Natural Resources (DNR) for staff and cost share funding.
- b. Determine eligibility of Best Management Practices (BMP) associated with cost-sharing criteria as identified in Wisconsin Administrative Codes.
- c. Develop cost-share agreements with eligible landowners/land users for the implementation of BMPs.
- d. Submit reimbursement requests to DATCP for staff grants and cost-share money utilized to implement LWRM Plan Priorities.
- e. Develop and submit an annual accomplishment report to DATCP and DNR.
- f. Retain copies of all documents associated with program administration.
- g. Administer the Rock County Animal Waste Management Ordinance (Chapter 4.90). Evaluate the fee schedule associated with the Ordinance on an annual basis.

2. Technical Services

This program is funded through the Land Conservation Account.

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

Standards:

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

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

This program is funded through the Land Conservation Account.

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

Standards:

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

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

f. Evaluate the fee schedules associated with these ordinances on an annual basis.

4. Non-Metallic Mining Reclamation Ordinance (Chapter 4.10)

This program is funded through the Land Conservation Account

The ordinance requires owners of non-metallic mining sites to rehabilitate sites where nonmetallic mining takes place in order to promote the removal or reuse of nonmetallic mining refuse, replacement of topsoil, stabilization of soil conditions, establishment of vegetative cover, control of surface water flow and groundwater withdrawal, prevention of environmental pollution, and development and restoration of plant, fish and wildlife habitat if needed to comply with an approved reclamation plan.

Standards:

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

5. Farmland Preservation Program

This program is funded through the Land Conservation Account

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

Standards:

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

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

6. Citizens Water Quality Monitoring

This program is funded under the Land Conservation Account.

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

Standards:

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

7. Tree and Shrub Sales Program

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

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

Standards:

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

8. Wildlife Damage Abatement and Claims Program

This program funding is identified in the WDACP account.

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

Standards:

- a. Cooperate with the DNR and USDA Wildlife Services (USDA-WS) for administering the Program.
- b. Provide information to County landowners/land users about wildlife damage abatement and/or claims methodology.
- c. Provide an annual budget request to DNR by November 1st.
- d. Prepare annual reimbursement requests to WDNR.
- e. Contract with the USDA-WS for technical field assistance to implement the required damage abatement methods and develop damage claims.
- f. Review and approve all permanent fence contracts developed by USDA-WS.
- g. Review and approve all compensation claims developed with USDA-WS.
- h. Coordinate the deer donation program within the county.

9. Clean Sweep Program

This program is funded through the Clean Sweep Account.

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

**PERSONNEL SUMMARY**

**LAND CONSERVATION**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
County Conservationist	1.0	1.0	0.0
Senior Conservation Specialist	1.0	1.0	0.0
Conservation Specialist III	0.0	1.0	1.0
Conservation Specialist II	2.0	1.0	(1.0)
Conservationist I	1.0	1.0	0.0
Clerk-Typist II	0.75	0.75	0.0
Total	5.75	5.75	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Conservation Specialist II (PR 17)	Conservation Specialist III (PR 18)	1.0	1.0



# FINANCIAL SUMMARY

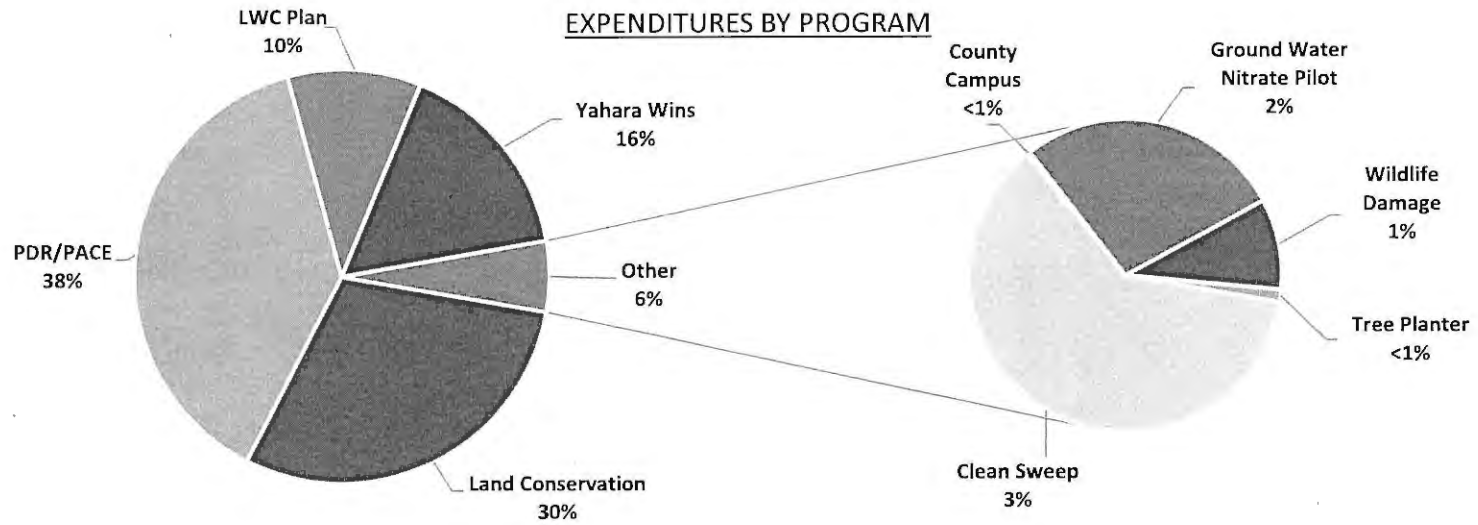
## LAND CONSERVATION

2019

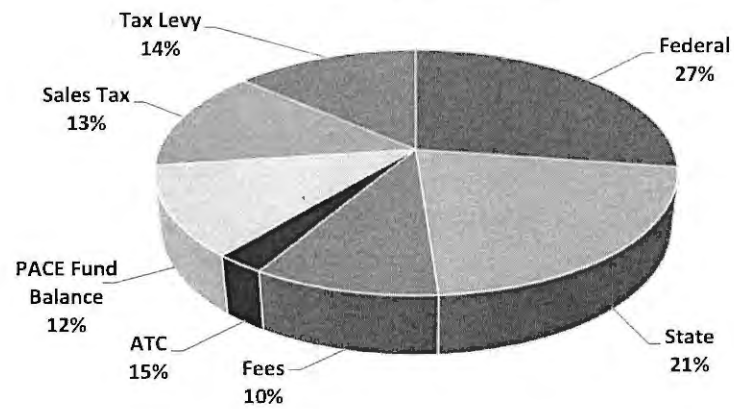
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$493,974	\$493,974
Intergovernmental	0	0
Contributions	204,250	204,250
Fund Balance Applied	52,750	52,750
Transfers In	213,650	213,650
Deferred Financing	0	0
Sales Tax	200,000	200,000
Fees/ Other	117,066	117,066
Total Revenues	<u>\$1,281,690</u>	<u>\$1,281,690</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$339,581	\$346,363
Fringe Benefits	133,571	135,798
Operational	608,568	558,568
Capital Outlay	500,000	500,000
Allocation of Services	(93,625)	(93,625)
Total Expenditures	<u>\$1,488,095</u>	<u>\$1,447,104</u>
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$206,405</b>	<b>\$165,414</b>

## 2019 BUDGET LAND CONSERVATION

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### LAND CONSERVATION

2019

#### Budget Highlights

#### Revenue

- In the department's main account, State Aid is budgeted at \$156,474, which is \$7,844, or 5.3%, less than 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 2019, due to higher requests in other counties, Rock County will fall from fourth largest in the state to seventh, resulting in a lower reimbursement rate.
- State Aid for the Clean Sweep Program will be reduced from \$9,000 in 2018 to \$5,000 in 2019. The change is offset by \$38,900 in new ATC funds received from the Alliant Energy power plant expansion.
- Land Conservation continues to operate the PACE program. In 2019, the department anticipates processing two agricultural easement applications for \$549,500 (\$200,000 in Sales Tax, \$175,000 in Federal Aid, and \$174,500 in PACE Fund Balance). 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 2019, intergovernmental revenue will increase by \$73,825 due to greater interest from property owners and the corresponding increase in staff time reimbursed to administer the program.

#### Expenditures

- In 2018, the County Board approved allocating new ATC funds received from the Alliant Energy power plant expansion for the groundwater nitrate project and \$14,844 has been spent to install monitoring wells. In 2019, \$22,000 is budgeted for the program, a majority of which (\$18,000), will cover cost sharing expenses for participating farmers.

- Land Conservation is requesting \$50,000 in tax levy to augment the Land and Water Resource Management program. The County receives approximately \$150,000 in State Aid, but this amount is insufficient to address all needs. Funds would be used to implement additional best management practices and update previous interventions that are no longer effective. Because these funds would only be used if a need was identified, I am not recommending that any funds be set aside in the 2019 budget. However, if warranted, a request could be made to the County Board for supplemental appropriations during the year.
- The Clean Sweep Program is budgeted at \$48,900, an increase of \$9,591 from the prior year. In 2018, it was anticipated that collection days could be reduced from three to two, but because of the overall need, this was not possible. In addition, the hazardous waste disposal cost has increased.
- The Office Lease line item is budgeted to increase \$3,600 from the prior year. This is due to an annual 5% rent increase and the additional cost to rent a portion of the shared conference room not previously charged to the department.

#### Personnel

- The department requests to reclassify a 1.0 FTE Conservation Specialist II to a 1.0 FTE Conservation Specialist III. This position was originally approved in 2017, but was underslotted to a Conservation Specialist II when the current staff member was hired. I recommend the reclassification at Pay Range 18 as the duties of the position are now more consistent with a Conservation Specialist III.
  - As part of this reclassification, I recommend changing the status of the Conservation Specialist II, Conservation Specialist III, and Senior Conservation Specialist to Unilateral C, which allows these positions to use flex time instead of earning overtime. The impact should be minimal as these positions have not worked a significant number of overtime hours in the last several years.
- Regular Wages and FICA line items have been increased over the amount requested by 2% as part of the effort to include anticipated cost increases in departmental budgets and eliminate the salary reserve. The Health Insurance line item has also been increased to include additional contributions to sustain the countywide health insurance account. The net result of these changes is an increase of \$9,009 from the department request.

#### Summary

- The recommended tax levy for Land Conservation is \$165,414, which is an increase of \$6,015 or 3.7% from the prior year.

## C. Board of Health

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Administrator's Comments.....	11

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

**2019**

**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 2018, the County Health Rankings and Roadmaps project, a Robert Wood Johnson Foundation program, ranked Rock County as the 58<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%. 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,c
- Promote and encourage healthy behaviors,
- Respond to disasters and assist communities in recovery, and
- Assure the accessibility of medical, dental, and mental health services.

### **Public Health Core Functions and Essential Services**

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

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

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

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

### **Wisconsin Statute and Administrative Code Requirements**

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

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

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

### **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,
- Health and safe homes, and
- Healthy and safe communities.

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

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

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

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

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

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

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

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

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

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

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

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

#### **Strategic Alignment – Rock County Vision and Mission.**

As a unit of county government, the RCPHD's strategic plan should align with Rock County's broader strategic plan. The RCPHD plan clearly aligns with county government's mission statement: *To enhance the quality of life, health, safety, and trust of all citizens by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.* The public health agency is committed to Rock County's mission of enhancing the quality of life, health, and safety. The RCPHD is also committed to providing top quality services, to creativity, to being responsive to community needs, and to excellence.

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

#### **Strategic Alignment – Rock County Comprehensive Plan 2035.**

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

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

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

- Objective 10.1.1. Promote and encourage mutually beneficial methods to increase efficiencies, for cost savings and to provide services to taxpayers more proficiently.
- Objective 10.1.2. Encourage and promote cooperation among area governmental entities, to achieve consensus when possible, and a unified regional vision.

## PERSONNEL SUMMARY

### PUBLIC HEALTH

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Health Officer	1.0	1.0	0.0
Assistant Director	1.0	1.0	0.0
Public Health Nursing Supervisor	2.0	2.0	0.0
Community Health Education Coordinator	1.0	1.0	0.0
Health Educator	2.0	2.0	0.0
Environmental Health Director	1.0	1.0	0.0
Environmental Health Supervisor	1.0	1.0	0.0
Environmental Health Specialist I/II/III	7.8	7.8	0.0
Public Health Nurse	11.4	10.0	(1.4)
Epidemiologist	1.0	1.0	0.0
Environmental Health Technician	0.4	0.4	0.0
Public Health Support Specialist	3.4	3.0	(0.4)
Administrative Services Supervisor	1.0	1.0	0.0
Account Clerk II	1.0	0.0	(1.0)
Account Clerk III	0.0	1.0	1.0
Total	35.0	33.2	(1.8)

#### PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Deletion	Public Health Nurse		0.0	1.4
Deletion	Public Health Support Specialist		0.0	0.4
Reclassification	Account Clerk II	Accountant	1.0	0.0
Reclassification	Account Clerk II	Account Clerk III (2489)	0.0	1.0

# FINANCIAL SUMMARY

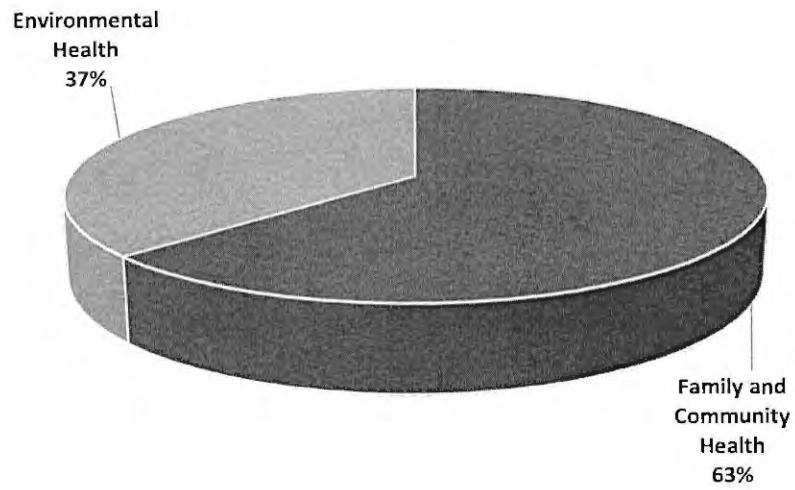
## PUBLIC HEALTH

2019

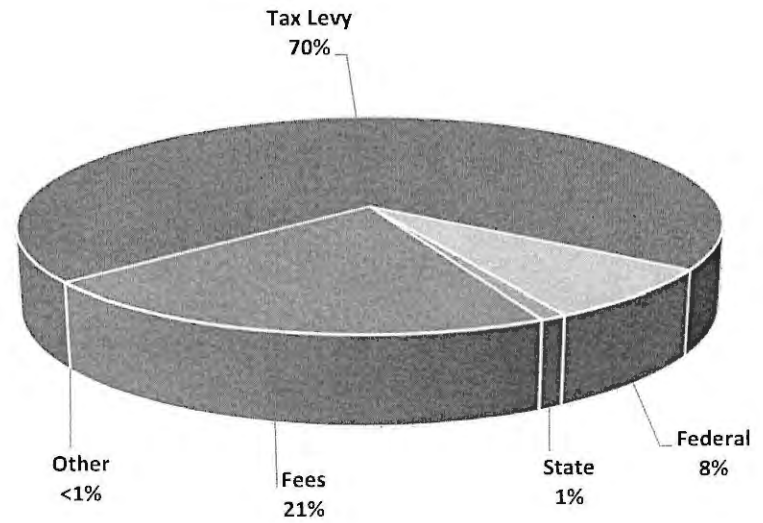
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$307,037	\$307,037
Intergovernmental	32,000	32,000
Contributions	500	500
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	707,930	707,930
Total Revenues	<u>\$1,047,467</u>	<u>\$1,047,467</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,228,667	\$2,059,953
Fringe Benefits	1,023,202	967,110
Operational	795,349	794,349
Capital Outlay	4,600	4,600
Allocation of Services	(306,527)	(306,527)
Total Expenditures	<u>\$3,745,291</u>	<u>\$3,519,485</u>
<u>PROPERTY TAX LEVY</u>	<u>\$2,697,824</u>	<u>\$2,472,018</u>

2019  
PUBLIC HEALTH

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### PUBLIC HEALTH

2019

#### Budget Highlights

#### Revenue

- State Aid is scheduled to increase by \$5,381 from 2018. Changes to the EPA bacteria and nitrate monitoring practices for the 150 transient non-community wells in Rock County mandate that in addition to the annual testing, a portion of wells receive a more robust inspection every five years.
- Select Public Facility Permit fees are scheduled to increase by \$5 or 1.5% from 2018, 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 decrease by \$18,089 due to lower than anticipated permit volume, but the 2019 budget is similar to the 2018 year end estimate.
- Sanitarian Permit fee revenue is budgeted to increase by \$12,440. Public Health is tasked with inspecting new and replacement septic systems and it is anticipated that the improving economy will result in more inspections than the prior year.
- Several revenue sources that support the work of public health nursing are decreasing by a total of \$102,090 as compared to 2018:
  - Immunization fees are budgeted to decrease by \$35,000 as fewer people are traveling and using the travel clinic.
  - Reimbursement of costs to provide vaccines to individuals covered by Medicare Part B is budgeted to decrease by \$10,000, due in part to 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 \$14,000, also due in part to more individuals receiving care through their primary care physician.



- While Public Health will continue to provide prenatal services, it plans to end its formal affiliation with the Prenatal Care Coordination program, which was administratively burdensome. This results in lost revenue of \$4,000.
- Public Health will end nursing services contracts for several school districts in 2019. This will allow the department to focus on more activities related to its core mission, but results in decreased revenue of \$39,090.

### Expenditures

- The Computer Services line item will increase by \$14,260. Four additional computers will be purchased to assist with the North and South Public Health Clinics, GIS use for environmental health staff, and use by interns.
- Software maintenance is budgeted to increase by \$4,522. The Relias training system was implemented partially through 2018 and 2019 will be the first full year of expense associated with this new program.
- Medical Supplies are budgeted to decrease by \$50,000. It was determined less vaccine stock is necessary and some supplies are no longer needed.
- Various administrative line items are budgeted to decrease by \$16,090.
  - Office Supplies are budgeted to decrease by \$2,500 to be consistent with historical trends.
  - Postage will decrease by \$5,000 due to more emphasis on email and other alternative communication methods.
  - Printing and Duplication is budgeted to decrease by \$8,590. In 2018, Public Health updated and printed all new basic services brochures. This expense will not be necessary again for several years.
- Grant program funds will offset staff costs for administering various grants. The Cost Allocation line item associated with these charges is budgeted to decrease by \$7,294 due to the number and mix of grants the department anticipates receiving in 2019.
- Salary and Fringe Benefits line items include a net decrease of \$95,393 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health

insurance costs to more accurately reflect actual expenditure trends. This action is similar to the vacancy factor used for the Public Health Department in past budgets.

### Personnel

- The department requested to reclassify an Account Clerk II to an Accountant position due to more complex duties being performed. I recommend a reclassification to Account Clerk III in the 2489 pay grid.
- In the 2018 budget, two part-time positions were frozen and not funded. In 2019, I recommend deleting these two positions: 0.4 FTE Public Health Nurse and 0.4 FTE Public Health Support Specialist. Because these positions were unfunded, there is no net savings, but it clarifies their status on the personnel roster.
- I further recommend deleting a vacant 1.0 FTE Public Health Nurse. As noted in the Revenue section above, programming changes that have traditionally supported this function are decreasing. This continues a multi-year trend in the transition from direct services to a population health approach. This change results in savings of \$85,866.

### Summary

- The recommended tax levy for Public Health is \$2,472,018, an increase of \$9,748 or 0.4% from the prior year.

**Proposed 2019 Rock County Health Department Public Facility Service Charges and Fee Schedule**

	<u>2018</u>	<u>2019</u>		<u>2018</u>	<u>2019</u>
<b><u>Private Sewage Program</u></b>			<b><u>Campgrounds and Special Event Campgrounds</u></b>		
Conventional Systems	\$455.00	\$460.00	1-25 Sites	250.00	255.00
Holding Tanks	480.00	490.00	26-50 Sites	320.00	325.00
In-Ground Pressure	580.00	590.00	51-100 Sites	380.00	385.00
Mound System	580.00	590.00	101-199 Sites	430.00	435.00
Treatment Tank	325.00	330.00	200+ Sites	525.00	535.00
At Grade	580.00	590.00	Special Event Campgrounds	230.00	235.00
Reconnections, Repairs & Non-plumbing Sanitation (privy)	215.00	220.00	Pre-inspection (campgrounds, 1-24, 25-50, 51-100, 101-199)	200.00	200.00
Permit Renewal	115.00	120.00	Pre-inspection (campgrounds, 200+)	210.00	210.00
Soil Test Recording Fee	80.00	80.00	Pre-inspection w/ Plan Review (campgrounds, 1-100)	250.00	250.00
Wisconsin Fund Application Fee	155.00	160.00	Pre-inspection w/ Plan Review (campgrounds, 101-199)	265.00	270.00
Plumbers Re-inspection Fee	80.00	80.00	Pre-inspection w/ Plan Review (campgrounds, 200+)	315.00	320.00
Transfer Fee	55.00	55.00			
Land Division Review Fee	25.00	25.00	<b><u>Other Fees</u></b>		
Large System (1-2k GPD)	150.00	155.00	Permit Late Fee July 1 <sup>st</sup> through July 10 <sup>th</sup>	75.00	75.00
Large System (2-3k GPD)	300.00	310.00	Permit Late Fee July 11 <sup>th</sup> through July 15 <sup>th</sup>	100.00	100.00
Large System (3-4k GPD)	450.00	465.00	Re-inspection Fee- Minor	75.00	80.00
Large System (4-5k GPD)	600.00	620.00	Re-inspection Fee – Major	225.00	230.00
Large System (5-6k GPD)	750.00	775.00	Corrective Training	100.00	100.00
Large System (6-7k GPD)	900.00	930.00	Training Material	35.00	35.00
Large System (7-8k GPD)	1,050.00	1,085.00			
Large System (8-9k GPD)	1,200.00	1,240.00	<b><u>Hotels and Motels</u></b>		
Large System (9-10k GPD)	1,350.00	1,395.00	5-30 Room	320.00	325.00
Large System (10-11k GPD)	1,500.00	1,550.00	31-99 Rooms	425.00	430.00
Large System (11-12k GPD)	1,650.00	1,705.00	100-199 Rooms	525.00	535.00
Large System (12-13k GPD)	1,800.00	1,860.00	200+ Rooms	580.00	590.00
Large System (13-14k GPD)	1,950.00	2,015.00	Tourist Rooming House and Bed & Breakfast	155.00	155.00
Large System (14-15k GPD)	2,100.00	2,170.00	Pre-inspection (Bed & Breakfast, Tourist House, Hotels 5-30, 31-99)	200.00	200.00
Large System (15-16k GPD)	2,250.00	2,325.00	Pre-inspection (Hotels 100-199)	210.00	210.00
Large System (16-17k GPD)	2,400.00	2,480.00	Pre-inspection (Hotels 200+)	225.00	230.00
Large System (17-18k GPD)	2,550.00	2,635.00	Pre-inspection with Plan Review (B&B, 5-30 room Hotel/motel)	250.00	250.00
Large System (18-19k GPD)	2,700.00	2,790.00	Pre-inspection with Plan Review (31-99 rooms)	265.00	265.00
Large System (20-21k GPD)	2,850.00	2,945.00	Pre-Inspection with Plan Review (100-199 rooms)	315.00	320.00
			Pre-Inspection with Plan Review (200+ rooms)	340.00	345.00
<b><u>Pools and Camps</u></b>			<b><u>Mobile Home Parks</u></b>		
Swimming Pools	305.00	310.00	1-20 Sites	265.00	270.00
Public Swimming Beaches	305.00	310.00	21-50 Sites	380.00	385.00
Recreation/Education Camp	325.00	330.00	51-100 Sites	430.00	435.00
Water Attraction	355.00	360.00	101-175 Sites	590.00	600.00
Water Attraction (up to 2 slides/basin)	450.00	460.00	176+ Sites	620.00	630.00
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	230.00
			Pre-Inspection (176+ sites)	240.00	240.00
			Pre-inspection w/ Plan Review (1-20, 21-50 sites)	250.00	250.00

**Proposed 2019 Rock County Health Department Public Facility Service Charges and Fee Schedule**

	<u>2018</u>	<u>2019</u>		<u>2018</u>	<u>2019</u>
<b><u>Mobile Home Parks</u></b>			<b><u>Temporary Restaurant &amp; Retail Food Operations</u></b>		
Pre-inspection w/ Plan Review (51-100 sites)	265.00	270.00	Temporary – Annual	150.00	155.00
Pre-inspection w/ Plan Review (101-175 sites)	345.00	350.00	Temporary – Six Day	100.00	100.00
Pre-inspection w/ Plan Review (176+ sites)	360.00	365.00	Temporary – Three Day	55.00	55.00
			Temporary – Nonprofit	45.00	45.00
<b><u>Restaurants</u></b>			<b><u>Mobile Restaurant &amp; Retail Food Operations</u></b>		
Regular – Low Complexity	525.00	525.00	Mobile Vehicle – Full Service	205.00	210.00
Regular – Moderate Complexity	535.00	545.00	Mobile Vehicle - Limited	140.00	145.00
Regular – Complex	580.00	595.00	Mobile Service Base – Full Service	350.00	355.00
Limited Food Service	180.00	185.00	Mobile Service Base - Limited or Storage	150.00	155.00
Special Organization	175.00	175.00	Pre-Inspection (Mobile Service Base or Vehicle)	200.00	200.00
Add'l Independent Food Operation	120.00	120.00	Pre-Inspection (Limited Mobile)	105.00	105.00
Pre-Inspection (Limited Food service, Special Org)	105.00	105.00	Pre-Inspection w/Plan Review (Mobile Service Base or Vehicle)	250.00	250.00
Pre-Inspection (Low Complexity)	210.00	210.00			
Pre-Inspection (Moderate Complexity)	210.00	210.00	<b><u>Tattoo and Body Piercing</u></b>		
Pre-Inspection (Complex)	225.00	230.00	Body Piercing or Tattoo Establishments (includes temporary)	190.00	195.00
Pre-Inspection w/Plan Review (Limited Food, Spec. Org)	250.00	250.00	Body Piercing & Tattoo Establishment (includes temporary)	300.00	305.00
Pre-Inspection w/Plan Review (Low Complexity)	315.00	315.00	Pre-Inspection (Tattoo and/or Body Piercing Establishment)	200.00	200.00
Pre-Inspection w/Plan Review (Moderate Complexity)	320.00	325.00	Pre-Inspection w/Plan Review (Tattoo and/or Body Piercing Est.)	250.00	250.00
Pre-Inspection w/Plan Review (Complex)	340.00	350.00			
<b><u>Contract Services (School Lunch Rooms)</u></b>			<b><u>Drinking Water Tests</u></b>		
Contract/Services-DPI Regular	520.00	525.00	Bacteria (coliform plus E. Coli)	25.00	25.00
Contract/Services-DPI Limited	175.00	180.00	Bacteria (MPN Investigative Test)	30.00	30.00
			Nitrate	25.00	25.00
<b><u>Retail Foods</u></b>			pH Water	5.00	10.00
Vending Machines (potentially hazardous foods)	10.00	12.00	pH Food (max. 5 samples)	20.00	25.00
Micro Markets	180.00	50.00	pH Food (each addition sample more than 5)	2.00	3.00
Farmers Market	55.00	55.00			
Novelty Ice Cream	55.00	55.00	<b><u>Radon test Kits</u></b>		
Specialty Grocery	300.00	305.00	Radon, Short term	11.00	11.00
Retail Eating Establishment	535.00	545.00	Radon, Long Term	25.00	25.00
Full Service Grocery	1,040.00	1,055.00			
Limited (pre-wrapped sandwiches or micro markets)	180.00	185.00	<b><u>Note: Pre-inspection with Plan review applies to new facilities or facilities with significant remodels</u></b>		
Pre-Inspection (Limited Retail Eating Estab.)	105.00	105.00			
Pre-Inspection (Retail Food)	210.00	215.00			
Pre-Inspection (Full-service grocery)	360.00	365.00			
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)	320.00	325.00			
Pre-Inspection w/Plan Review (Full Service Grocery)	570.00	575.00			

## **D. County Board Staff Committee**

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**CHARTER**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**2019**

**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	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
County Administrator	1.0	1.0	0.0
Assistant to the County Administrator	2.0	1.0	(1.0)
Analyst	0.0	1.0	1.0
Justice System Manager	1.0	1.0	0.0
Confidential Administrative Assistant	1.0	0.0	(1.0)
Office Coordinator	0.0	1.0	1.0
Total	5.0	5.0	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Deletion	Assistant to the County Administrator	-	1.0	1.0
New Position	-	Analyst	1.0	1.0
Reclassification	Confidential Administrative Assistant	Office Coordinator	1.0	1.0

**FINANCIAL SUMMARY**  
**COUNTY ADMINISTRATOR**  
**2019**

<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	\$430,463	\$438,972
Fringe Benefits	155,819	158,429
Operational	32,793	32,793
Capital Outlay	950	950
Allocation of Services	0	0
Total Expenditures	\$620,025	\$631,144

<b><u>PROPERTY TAX LEVY</u></b>	<b>\$620,025</b>	<b>\$631,144</b>
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## ADMINISTRATOR'S COMMENTS

### COUNTY ADMINISTRATOR

2019

#### 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 (\$20,048). This provides some support for the office and relief for the Confidential Administrative Assistant.
  - When the Human Resources Secretary reimbursement is included, 97.8% of the County Administrator's Office budget is composed of personnel costs.
- A replacement laptop is due for the County Administrator in 2019 at a cost of \$950.
- Several line items are reduced to better reflect historical averages and other budgetary changes, including:
  - Training by \$1,495
  - Publications, Subscriptions, and Dues by \$472
  - Travel by \$400.

##### Personnel

- With an increasingly challenging budget environment, all departments must take a hard look at their operations to consider how they may be able to operate more efficiently. Further, as the County's needs change over time, so must the ways in which we devote our limited resources to address these needs. One such needed change is additional capacity to conduct analysis of financial, budget, and performance data to ensure County departments are operating effectively and efficiently.

- For these reasons, I am recommending the deletion of one Assistant to the County Administrator position and the creation of an Analyst position. Despite the flexibility having two Assistant to the County Administrator positions affords, a countywide resource with specific expertise in analysis is currently lacking, which limits our ability to make data-driven decisions.
- I recommend that this change become effective as of April 1, 2019.
- With this effective date, budgetary savings in 2019 compared to the 2018 budget total \$21,126.
- I am also recommending a reallocation of the Confidential Administrative Assistant (Range 11) to Office Coordinator (Range 13). I expect that it will take on increased coordination of office and budget functions as duties are redistributed among staff.
  - This change results in an increased cost of \$1,143.
- Personnel line items, with the exception of health insurance, have been increased by 2% as part of the effort to include anticipated cost increases in departmental budgets and eliminate the salary reserve. The Health Insurance line item has been increased 1.5% to include additional contributions to sustain the countywide health insurance account. The net result of these changes is an increase of \$11,533. For consistency with other departments, these increases are shown in the Administrator's recommended column of the budget detail and not in the department request column.

### Summary

- The recommended tax levy for the County Administrator's Office is \$631,144, an increase of \$7,488 or 1.2% from the prior year.

**CHARTER**  
**CORPORATION COUNSEL**

2019

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

C. Labor Relations

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

II. HUMAN SERVICES

The Corporation Counsel 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	2018 CURRENT	2019 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	0.0	1.0	1.0
Total	10.0	11.0	1.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	Risk Manager (PR 27)	1.0	1.0

**FINANCIAL SUMMARY**

**CORPORATION COUNSEL**

2019

<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	\$934,723	\$953,417
Fringe Benefits	358,588	364,465
Operational	30,805	30,805
Capital Outlay	4,100	600
Allocation of Services	(954,271)	(954,271)
Total Expenditures	<hr/> \$373,945	<hr/> \$395,016
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$373,945</b>	<b>\$395,016</b>



## ADMINISTRATOR'S COMMENTS

### CORPORATION COUNSEL

2019

#### Budget Highlights

##### Revenue

- The department does not generate revenue.

##### Expenditures

- The costs of the staff assigned to Child Support and Human Services are charged back to those departments as a Cost Allocation (\$857,271).
- Salary and Fringe Benefits line items include a net increase of \$21,350 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends.
- Training expenses are reduced by \$3,500 to reflect the historical needs of the office. Even with the reduction, Corporation Counsel expects to spend \$2,000 more on training than in 2018 as new staff join the office.
- Office Supplies are budgeted at \$1,000 less than 2018 to reflect historical trends.
- Law Books are reduced by \$1,334 as compared to 2018—paper copies are no longer ordered in favor of electronic sources.
- Terminals and PCs are budgeted at \$1,625 less than 2018. The replacement schedule calls for fewer replacements in 2019.

##### Personnel

- Corporation Counsel requests a Risk Manager position to centralize duties for risk and safety management in one department (currently spread between Human Resources, County Administration, Finance, and Corporation Counsel), provide subject matter expertise, and develop a cohesive strategy for liability management and loss control coordination. The Risk Manager

would also assist in the procurement of third party liability insurance and the worker's compensation program, which would allow time current staff allocate to these duties to be spent elsewhere.

- In 2018, Rock County contracts with Willis Towers Watson for safety coordination services at \$40,800 per year for 24 days of service (two days per month). If considered as a cost per hour rate, this would be equivalent to \$148.36 per hour. A Risk Manager could devote more time to these activities at a more economical rate.
- I recommend the Risk Manager position with the full cost allocated to the worker's compensation and property and liability insurance accounts, resulting in \$0 net property tax levy impact. In addition, it is anticipated there will be future savings in the worker's compensation and property and liability insurance accounts.
- Health insurance is budgeted \$55,670 higher than 2018 as a result of staff changes.

#### Summary

- The Corporation Counsel recommended tax levy is \$395,016, which is an increase of \$48,930 or 14.1%.

**CHARTER**  
**HUMAN RESOURCES DEPARTMENT**  
**2018**

Human Resource Department Core Functions

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

4. Affirmative Action and Diversity. Insure fair treatment of all Rock County employees and applicants.
  - a. Develop, monitor and administer the Rock County Affirmative Action Plan.
  - b. Diversified and targeted recruitment efforts.
  - c. Workgroups and committees focused on diversity and cultural competency efforts.
  - d. Training for employees on cultural competency.
5. Collective Bargaining, Contract Administration, Work Rules. Negotiate and administer the labor agreements covering the employees in collective bargaining units.
  - a. Collective bargaining with certified labor units, currently law enforcement.
  - b. 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
  - e. Conduct annual employee engagement survey.
7. Insurance and Benefits. Coordinate and maintain the County's insurance and benefit programs.
  - a. Work with the County's insurance broker and health, dental, and prescription drug providers for the County's self-insurance program.

- b. Coordinate issues regarding claims, funding mechanism, etc. between employees and third party administrators and consultants.
  - c. Coordinate benefit changes in insurance and benefit plans.
  - f. Administer the County's workers compensation program including review of all incidents and follow-up investigation on a case-by-case basis, promote a light-duty return to work program for injured employees, and monitor progress of injured employees.
  - g. Coordinate other benefit programs (i.e. the Section 125 program, life insurance, vision insurance, deferred compensation, STD/LTD, Accident, Critical Illness, and EAP, etc.).
8. Training. Provide effective countywide and specialized department training programs for employees.
- a. Identify training needs.
  - b. Provide assistance to departments conducting departmental training programs.
  - c. Coordinate specialized training programs utilizing trainers from outside County service.
  - d. Develop in-house resources with County employees to develop and maintain on-going training programs within areas of their expertise.
  - e. Conduct new employee orientations.
  - f. Ensure that Human Resources Department staff maintains updated training on legal and other changes.
9. Safety. Insure a safe and secure workplace for all County employees.
- a. Provide an effective on-going county-wide safety program.
  - b. Coordinate the County's Safety Committee.
  - c. Promote safety throughout the County buildings and office space.
  - d. Provide trainings on various safety related topics.

- e. Investigate and correct any safety violations brought to the attention of management.
- f. To the extent possible, reduce our workers' compensation costs by reducing the number and severity of workplace accidents.

**PERSONNEL SUMMARY**

**HUMAN RESOURCES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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

2019

<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	\$200	\$200
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$462,637	\$471,890
Fringe Benefits	225,049	228,606
Operational	127,991	92,991
Capital Outlay	0	0
Allocation of Services	(163,666)	(163,666)
Total Expenditures	\$652,011	\$629,821
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$651,811</b>	<b>\$629,621</b>



## ADMINISTRATOR'S COMMENTS

### HUMAN RESOURCES

2019

#### Budget Highlights

##### Revenue

- No revenue changes are requested for 2019.

##### Expenditures

- The department has requested several reductions to accounts:
  - Training expense is reduced by \$1,265 due to current slate of offerings and department staff training planned in 2019.
  - Recruitment is reduced by \$2,331 due to less advertising in major market newspapers.
  - The Terminals and Personal Computers line item is reduced by \$2,027 as no replacement computers are needed in 2019.
- As in 2018, the department will budget \$20,000 for Diversity & Inclusion/Cultural Competency training.
  - In 2018, 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 2019.
- \$35,000 has been requested under the Software Purchase line item for a new performance evaluation module for the Human Resource management system. This is a priority area that has been emphasized in the last several years as completing evaluations ensures staff are getting valuable feedback they need. This is the logical next step to bring more supervisors into compliance with requirements of County's Personnel Ordinance to complete annual evaluations. However, given competing priorities for tax levy, I am not recommending this expenditure in 2019.

- Charge backs to other areas of the County budget for staff time and expenses total \$163,666, which is \$5,755 or 3.4% less than the prior year and include:
  - Health Insurance Trust Fund for health insurance administration (\$108,618).
  - Rock Haven for recruitment/hiring, ads and postings, and evaluations (\$35,000).
  - Administrator's Office for 25% of secretarial time dedicated to assist the Confidential Administrative Assistant (\$20,048).

#### Personnel

- No changes requested for 2019.

#### Summary

- The recommended tax levy for Human Resources totals \$629,621, an increase of \$33,237 or 5.6% from the prior year. The increase is due entirely to personnel costs including health insurance, and budgeting for wage increases in departmental budgets instead of the salary reserve in 2019.

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

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

**2019**

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	2018 CURRENT	2019 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	-	-	-	-



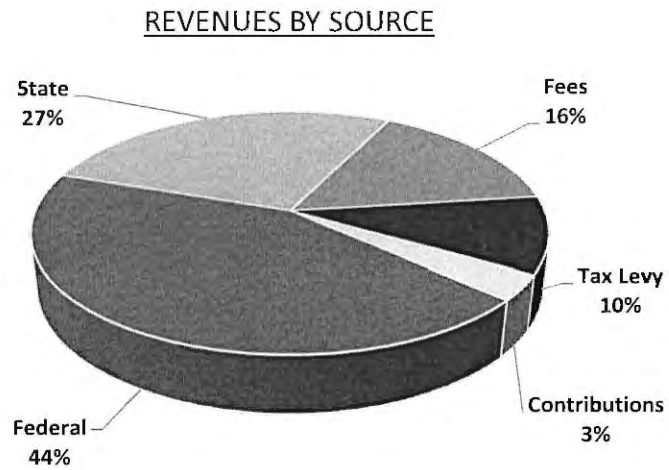
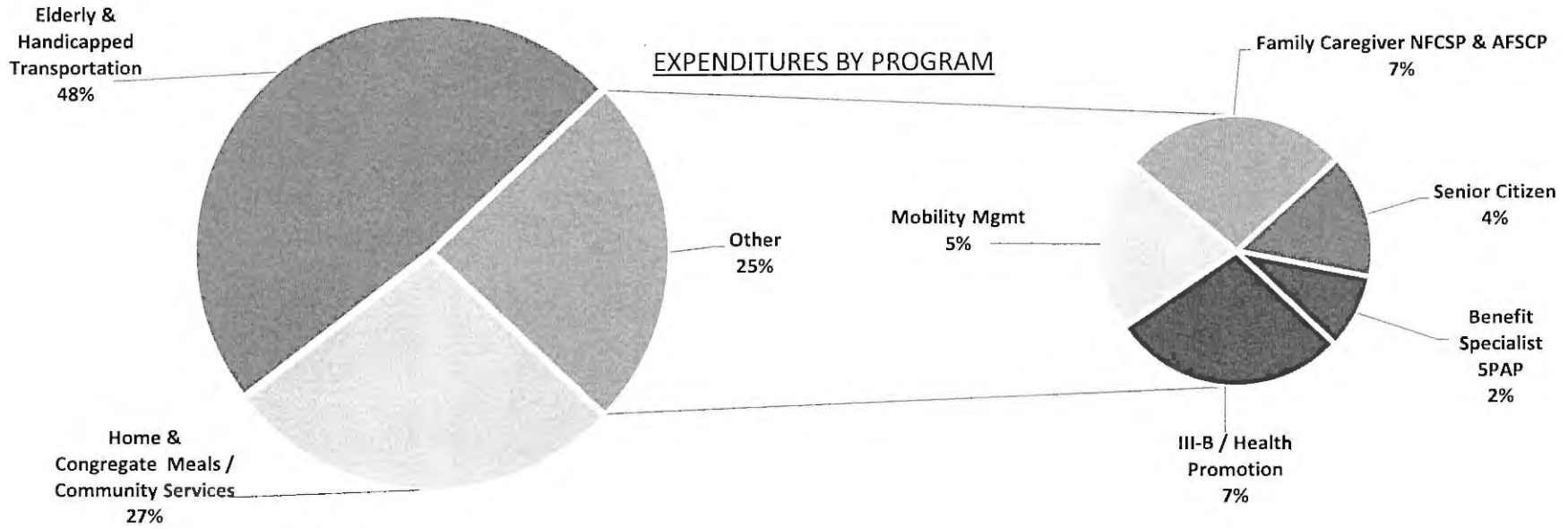
# FINANCIAL SUMMARY

## Council On Aging

2019

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$1,426,670	\$1,427,921
Intergovernmental	96,168	96,168
Contributions	68,220	68,220
Fund Balance Applied	0	0
Transfers In	63,206	63,206
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	156,000	156,000
Total Revenues	<u>\$1,810,264</u>	<u>\$1,811,515</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$397,313	\$405,179
Fringe Benefits	197,179	201,128
Operational	1,440,772	1,434,949
Capital Outlay	208,000	208,000
Allocation of Services	(228,689)	(231,775)
Total Expenditures	<u>\$2,014,575</u>	<u>\$2,017,481</u>
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$204,311</b>	<b>\$205,966</b>

**2019 BUDGET  
COUNCIL ON AGING**



## ADMINISTRATOR'S COMMENTS

### COUNCIL ON AGING

2019

#### 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 2019, it is anticipated that Federal Aid will decrease by \$3,625 for the Congregate Nutrition program.
  - Contributions are expected to increase in the Home Delivered Meal program (\$2,000) due to increased participation.
- Federal and State Aid in the Elderly and Handicapped Transportation program will increase by \$27,737 or 5.0%.
- Increased ridership in the Elderly and Handicapped Transportation program will result in \$26,000 more passenger fee revenue than the prior year. No change will be made to the per-ride charge.
  - The department has seen a 25.6% increase in ridership from the 2018 Budget to the 2018 estimate. Increases in medical-related appointments (e.g., dialysis patients) are part of the increase. A relatively new category is sheltered workshop riders. Previously, sheltered workshops (for developmentally disabled population) provided transportation for their clients. This clientele is now being serviced by the County's program.
- Paratransit ridership has decreased, resulting in \$3,832 less revenue from the Cities of Beloit and Janesville.

#### Expenditures

- Rock County operates a Congregate Nutrition program that provides meals at five locations to elderly residents.
  - Congregate Nutrition program meal costs have decreased by \$9,227 or 3.6% from the prior year, including \$4,679 for contracted food service.
  - 17,470 meals are projected to be served in 2019, which is a decrease of 830 meals, or 4.5% from the prior year.

- Rock County also operates a Home Delivered Meal program that provides meals to elderly residents in their homes.
  - Home Delivered Meal program meal costs have increased by \$21,069 due to more frail, home-bound residents needing delivered meals.
  - Costs for contracted food services have increased by \$20,539 due to an increase in participants.
  - It is projected that 26,360 meals will be served in the Home Delivered Meal program, which is 2,500 more meals than the 2018 Budget, an increase of 10.5%.
  - Per County Board directive, the Home Delivered Meal program has no waiting lists. Consequently, robust demand for future services results in use of tax levy to cover added costs not covered by other funding sources. (See Summary section for impact on tax levy.)
  
- The Elderly and Handicapped Transportation program highlights include:
  - Contracted vehicle driver service costs will increase by \$13,022 or 3.9% from the prior year due to increased ridership and a scheduled 1.9% contract increase.
  - Vehicle Repair and Maintenance costs will increase by \$5,880 or 8.5% from the prior year due to the aging fleet.
  - In 2018, funds were budgeted to purchase two minibuses and one medium bus for the Specialized Transit Program. These purchases were to be funded 80% through the State 5310 Grant and 20% from the Rock County Specialized Transit Elderly and Handicapped Transportation Fund. However, state-wide competition for state dollars resulted in only one vehicle purchase in 2018.
  - In 2019, the Council on Aging requests to replace three vehicles totaling \$208,000. Based on the relatively recent upsurge in state-wide demand for state grant funds, it is unlikely that all three vehicles will be funded. Consequently, the aging fleet may incur higher maintenance and repair costs.
  - The anticipated balance of the Rock County Specialized Transit Elderly and Handicapped Transportation Fund on 12/31/18 is \$57,915. This can only be used for capital purchases in this program area.
  
- The Mobility Manager Grant program costs \$100,193, but the costs of the Mobility Manager position and other program costs are entirely state funded with no tax levy.

## Personnel

- No changes requested for 2019.

## Summary

- The recommended tax levy for the Council on Aging programs is:
  - Main account is \$72,269, an increase of \$5,640 or 8.5% from the prior year.
  - Congregate Nutrition program is \$20,628. This is the 1<sup>st</sup> year tax levy has been used to fund this program.
  - Home Delivered Meals program is \$27,788, an increase of \$19,093 or 219.6% from the prior year
  - Elderly and Handicapped Transportation is \$85,281, an increase of \$3,788 or 4.6% from the prior year.
- The recommended tax levy for all Council on Aging programs totals \$205,966, an increase of \$49,149 or 31.3% from the prior year.

**CHARTER**  
**VETERANS SERVICE OFFICE**  
**2019**

**OBJECTIVES AND STANDARDS**

1. Veteran Services

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

Standards:

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

- f. Services provided by the Veterans Service Office include, but are not limited to, applications for state and federal benefits, counseling and referral for assistance where appropriate, financial, transportation, subsistence, housing, employment opportunities, drug and alcohol abuse, mental and physical disorders and general counseling with specialized practitioners.
- g. Obtain and maintain VA accreditation and applicable certifications through training with the Federal VA, Wisconsin Department of Veterans Affairs, National Association of County Veterans Service Officers and County Veterans Service Officers Association of Wisconsin.

2. Veterans Relief

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

Standards:

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

**PERSONNEL SUMMARY**

**VETERANS SERVICE OFFICE**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Veterans Service Officer	1.0	1.0	0.0
Deputy Veterans Service Officer II	1.0	1.0	0.0
Deputy Veterans Service Officer I	2.0	2.0	0.0
Total	4.0	4.0	0.0

**PERSONNEL MODIFICATIONS**

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



## FINANCIAL SUMMARY

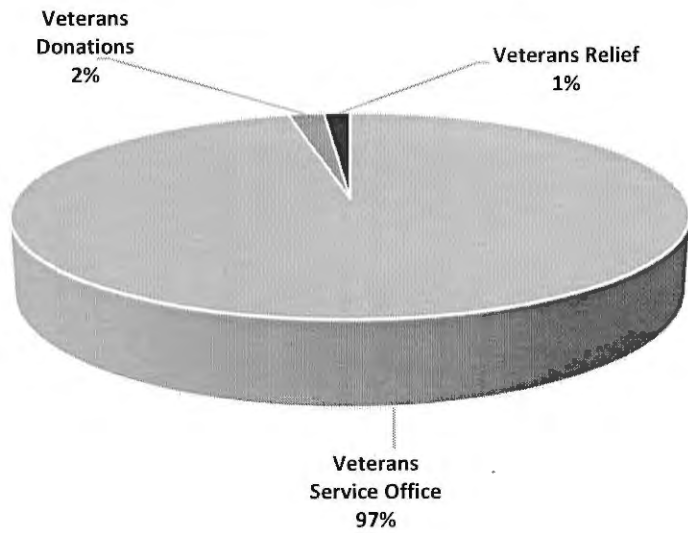
### VETERANS SERVICE

2019

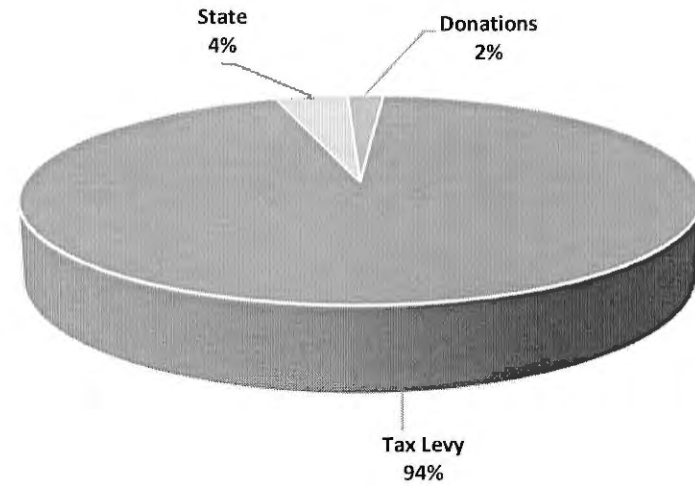
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$13,000	\$13,000
Intergovernmental	0	0
Contributions	6,500	6,500
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$19,500	<hr/> \$19,500
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$185,008	\$188,694
Fringe Benefits	95,717	97,255
Operational	38,740	38,740
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$319,465	<hr/> \$324,689
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$299,965</b>	<b>\$305,189</b>

2019 BUDGET  
VETERANS SERVICE OFFICE

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## **ADMINISTRATOR'S COMMENTS**

### **VETERANS SERVICE OFFICE**

**2019**

#### **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 2019 at \$13,000.
- In 2018, donations revenue is decreasing while the need has increased. A fund balance application of \$4,500 has been necessary in 2018 to take care of the increased need. It is anticipated that the Veterans Service Office will collect \$6,500 in donations in 2019. The fund balance at 12/31/18 is projected to be \$24,441.
- 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 2018. Tax levy funds will be used to offset this cost in 2019. In past years, fund balance was used to offset program costs. The anticipated balance of the trust fund at 12/31/2018 is \$4,700.

##### **Expenditures**

- Costs to maintain the department's VetraSpec software has decreased by \$400 due to actual costs coming in less than the original vendor quote.
- Costs of computer hardware have decreased as equipment was purchased in 2018.

##### **Personnel**

- No personnel changes are requested for 2019.

### Summary

- The recommended tax levy for the Veterans Service Office is \$305,189, an increase of \$12,115 or 4.1% from the prior year. \$5,223 of this increase is due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019.

## F. Finance Committee

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**F. Finance Committee (Continued)**

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**CHARTER**  
**FINANCE DEPARTMENT**

**2019**

The Finance Department is responsible for the administrative and technical work required in the management of the fiscal affairs of the County as well as central duplicating and Courthouse mailroom functions. The department is divided into three main functional units:

**Accounting:**

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

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

**Payroll:**

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

- a. Inputs payroll data in a timely basis to insure employees are paid as scheduled.
- b. Maintains accurate records to support payments for Federal and State withholding taxes, Wisconsin Retirement System, insurance benefits and other authorized payroll deductions.
- c. Files timely, accurate reports as required by Federal, State or local law, rules and regulations.

- d. Prepares and distributes payroll reports and reporting forms to County departments and others on an as needed basis.
- e. Assists employees with payroll processes and concerns.

**Purchasing:**

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

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



**PERSONNEL SUMMARY**

**FINANCE DEPARTMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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 Manager (PR 20)	Purchasing Manager (PR 24)	1.0	0.0
Reallocation	Purchasing Manager (PR 20)	Purchasing Manager (PR 22)	0.0	1.0

**FINANCIAL SUMMARY**  
**FINANCE DEPARTMENT**

2019

<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	3,250	3,250
Total Revenues	\$3,250	\$3,250
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$688,014	\$714,844
Fringe Benefits	295,334	302,773
Operational	93,458	93,458
Capital Outlay	600	600
Allocation of Services	(113,291)	(132,854)
Total Expenditures	\$964,115	\$978,821
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$960,865</b>	<b>\$975,571</b>

## ADMINISTRATOR'S COMMENTS

### FINANCE DEPARTMENT

2019

#### Budget Highlights

##### Revenue

- The department does not generate significant revenue.

##### Expenditures

- Since the Finance Department took over central duplicating and mail in 2016, it has improved the efficiency and reduced costs associated with those functions. The following cost reductions will be seen in 2019:
  - Budgeted costs for printing and duplication supplies will decrease by \$10,000.
  - The mail machine lease price will decrease by \$1,526.
  - Cross charges to other County departments will increase by \$10,000 as utilization of the new color printer and other services increase.
- Other small reductions for a total of \$3,195 have been made in various line items.

##### Personnel

- As part of an effort to make Finance and Facilities Management both work more efficiently, the departments began sharing the Purchasing Specialist position 50/50 in 2018. In 2019, half of the cost associated with this position will be charged to Facilities Management (\$38,641).

- In 2018, the County Board approved consolidating Rock Haven payroll operations into central payroll operations in the Finance Department. A 0.4 FTE Payroll Specialist position was created in Finance and a 1.0 FTE Payroll Specialist position at Rock Haven is recommended to be eliminated. Along with greater efficiency, this will result in countywide savings of approximately \$61,000 as compared to the previous year.
- The department requests to reallocate a 1.0 FTE Purchasing Manager from Pay Range 20 to Pay Range 24. After reviewing data on the market for comparable positions, I recommend reallocating the position to Pay Range 22, an increase of \$1,621.
- Salary and Fringe Benefits line items include a net increase of \$18,616 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends.

#### Summary

- The Finance Department's recommended tax levy is \$975,571, a decrease of \$28,816 or 2.8% from the prior year.

**CHARTER**  
**INFORMATION TECHNOLOGY DEPARTMENT**

2019

**OBJECTIVES AND STANDARDS**

1. **General Information Technology**

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

The primary divisions of the IT Department include:

- **Help Desk**

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

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

- **User Support**

The primary responsibilities of the User Support staff revolve around the activities that directly help the County's end users get the most value from investments in end-point devices made by each department. These end-point devices are for the

most part desktop PCs, laptops, tablets, smartphones, printers, scanners, cameras, or other hardware peripherals. Additionally, the User Support Staff is responsible for the entire life-cycle of such devices from the point of installation to the point of decommissioning and recycling.

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

- Network

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

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

- Programming

The Programming staff is responsible for developing applications that are used by County departments for conducting their respective business functions. Whenever possible and practicable, the County favors purchasing off-the-shelf application software. However, in cases where such software does not exist or does not meet the business requirements, the Programming staff develops software solutions that do the job.

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

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

- Telephone

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

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

- Public Safety Systems

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

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

- IT Administration

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

## PERSONNEL SUMMARY

### INFORMATION TECHNOLOGY

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Information Technology Director	1.0	1.0	0.0
Assistant to the Information Technology Director	1.0	1.0	0.0
Programming & Technical Services Manager	1.0	1.0	0.0
Computer Network Engineer	1.0	1.0	0.0
Public Safety Systems Manager	1.0	1.0	0.0
User Support Specialist	6.0	6.0	0.0
Computer Programmer/Analyst II	5.0	5.0	0.0
Network Support Administrator	1.0	1.0	0.0
Network Technician	3.0	3.0	0.0
Instructor/User Support Specialist	1.0	1.0	0.0
Information Technology Support Specialist	1.0	1.0	0.0
Telecommunications/Network Specialist	1.0	1.0	0.0
Help Desk/Operations Technician	2.0	2.0	0.0
Total	25.0	25.0	0.0

#### PERSONNEL MODIFICATIONS

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

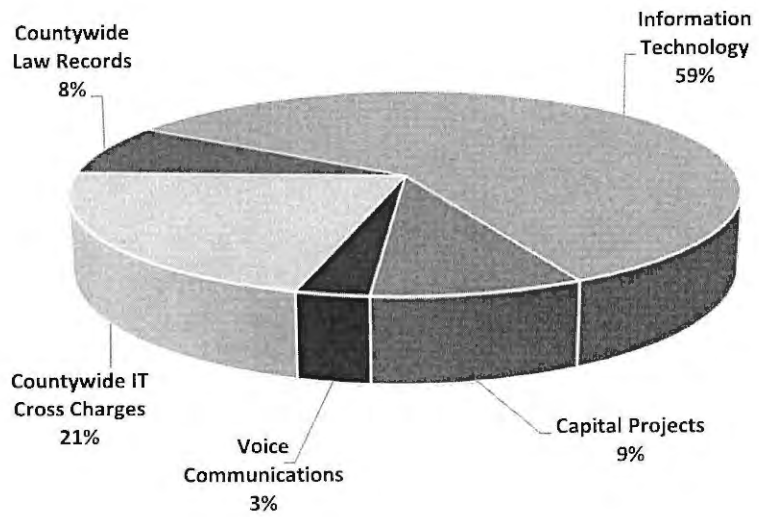


**FINANCIAL SUMMARY**  
**INFORMATION TECHNOLOGY**  
**2019**

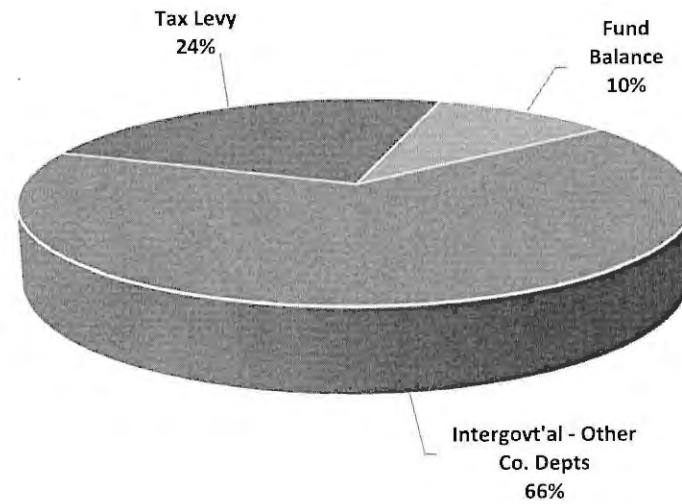
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$0	\$0
Intergovernmental	3,967,999	3,968,963
Contributions	0	0
Fund Balance Applied	0	626,281
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	526,281	0
Fees/ Other	1,600	1,600
Total Revenues	\$4,495,880	\$4,596,844
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,842,101	\$1,828,771
Fringe Benefits	747,235	753,353
Operational	2,492,461	2,467,461
Capital Outlay	1,007,255	1,000,255
Allocation of Services	0	0
Total Expenditures	\$6,089,052	\$6,049,840
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$1,593,172</b>	<b>\$1,452,996</b>

2019 BUDGET  
INFORMATION TECHNOLOGY

EXPENDITURES BY PROGRAM

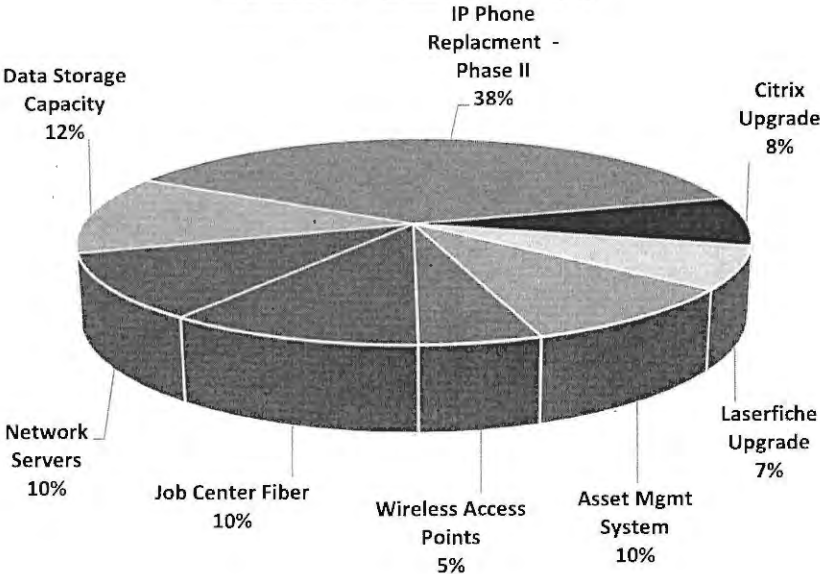


REVENUES BY SOURCE

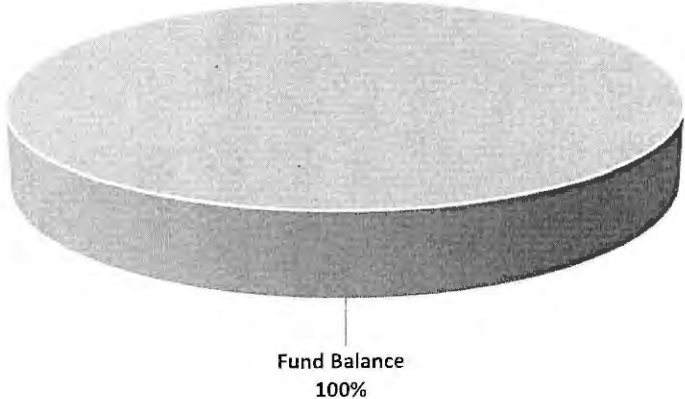


2019 BUDGET  
INFORMATION TECHNOLOGY - CAPITAL

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### INFORMATION TECHNOLOGY

2019

#### Budget Highlights

#### Revenue

- The Information Technology Department (IT) collects revenue from other County departments, derived from the number of computers assigned to each department, to fund services. In 2019, \$2,356,465 is budgeted, an increase of \$81,995, due to an additional 23 computers across departments that IT must support.
- In the Phone Operations account, revenue is collected from other county departments to operate and maintain the telephone system. This revenue is budgeted at \$184,988, an increase of \$31,359 due to the purchase of a new voicemail system further discussed in the Expenditures section.
- 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 \$3,565,973 on 12/31/2017.
  - Over the past 10 years, IT has added to its fund balance in all but one year. In addition, during the last five years, it has added an average of \$160,000 per year due to operational underspending.
  - In 2019, I recommend applying \$100,000 from net position (fund balance). As we continue to analyze reasons for underspending, this will either offset operational costs to spend down the fund balance or if underspending continues, reduce the amount of tax levy that falls to the fund balance. The goal for future budgets is to better match revenues with expenditures.
  - I am recommending that \$526,281 from fund balance be used for specific one-time capital purchases in 2019 as further identified in the Expenditures section.

## Expenditures

- The following capital projects are scheduled for 2019 and financed with fund balance:
  - \$200,000 to replace the remaining legacy phone system with Internet Protocol phones. 2019 will be the second of a two-year phone replacement project.
    - Rock County has transitioned its phone system to a Voice-Over-IP (VOIP) technology for phones and voice mail. The VOIP technology allows the County's data and voice traffic to share the same network infrastructure and enables integration between the phone system and other applications for streamlining business processes that rely on voice communications.
    - By replacing the remaining legacy phones, the County will be prepared for the next version of the Mitel PBX software that will no longer support legacy phones within the VOIP environment.
  - \$55,000 for server replacements
    - Five general purpose Windows servers will be out-of-support due to age or do not meet current demand and are scheduled for replacement. These servers are application and database servers used by multiple County operations.
    - Three new servers will be configured to provide hosting for multiple virtual servers, thus continuing the County's strategy of consolidating data center assets for the sake of streamlining operations. The two new physical virtual host servers will each be able to host several virtual servers that would otherwise require separate hardware systems. This will result in operational savings in terms of lower power and cooling requirements.
  - \$65,000 for additional data storage
    - This project addresses the increasing disk storage requirements for all County operations. Examples of applications that drive the need for additional storage capacity include the widespread use of document imaging, the management of audio, video, and photo files, and the growth of databases.

- In tandem with this initiative, IT staff will continue to analyze and identify information that is no longer required to be retained and can be removed from the County's storage systems.
- \$40,000 to upgrade the County's Citrix Environment
  - Citrix provides software for securely connecting remote users to the County's enterprise network and systems. County employees in various buildings and mobile workers from several departments use the County Citrix environment to access applications and data. In addition, the County's public safety community uses Citrix to access public safety applications managed by the County.
- \$35,000 to upgrade the County's Laserfiche Environment
  - Laserfiche is used by all County departments for electronic document management and contract review. This upgrade will include more advanced forms processing, workflow functionality, and a public web portal to display documents via the County's website.
- \$50,000 to implement a Software Asset Management System (SAM)
  - A SAM would systematically track, evaluate, and manage software licenses and usage. Subsequently, it would reduce software licensing costs, improve user license compliance, and simplify the process for employee software requests.
- \$50,000 to extend fiber optic cable from Janesville Fire Station II to the Job Center
  - This project would give Rock County access to more consistent service and allow the County to terminate its current leased cable internet link (\$2,300 per month).
- \$28,281 to install 43 wireless access points
  - 33 access points will replace existing hardware that is at the end-of-life. Ten access points will be installed to improve wireless internet access in newly identified locations.

- \$35,000 is budgeted in the Telephone Operations account to transition a new voicemail system. The previous system has been discontinued. This expense is funded by an interdepartmental charge paid by all county departments.
- Software maintenance continues to increase. In the IT main account, various system costs have increased by \$65,477 and in the Law Records account, maintenance expense for the Computer Aided Dispatch system implemented in 2018 is \$4,032 more than the previous system.
- The Paper and Forms line item has been reduced by \$5,105 due to less usage.
- I recommend reductions totaling \$47,071 to various operating line items to reduce tax levy.
- In 2018, the County Board approved an engagement with Baker Tilly to assess IT operations, processes, staff roles, organizational structure, and priorities. Recommendations were not received in time to include in the recommended budget, but the County Board may be asked in 2019 to approve projects implementing recommendations.

#### Personnel

- No personnel changes requested.

#### Summary

- The recommended tax levy for the Information Technology Department is \$1,452,996, which is a decrease of \$83,059 or 5.4% less than the prior year.

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

**2019**

**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 partnership terminations. Administer the program for issuing marriage licenses as provided in ch. 765 and terminating domestic partnerships as provided in ch. 770.
- i. Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.
- j. Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.
- k. Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.
- l. Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.
- m. Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.
- n. Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.
- o. Certified copies; oaths and bonds; signatures.
  1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.
  2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.
- p. Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.
- q. Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

- r. Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.
- s. Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.
- t. County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.
- u. List of local officials. Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.
- v. General. Perform all other duties required of the clerk by law.

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

Record and maintain accurate records for each election: have election notices published in the county designated newspaper; develop ballot file, have printed, and distribute ballots timely; program packs/flashcards/equipment for each election; tally results on election night; hold a Board of Canvass Meeting no later than 9:00 a.m. on the Tuesday following the election; certify results to the Wisconsin Elections Commission; perform recounts when necessary; and perform state mandated audits.

Standards:

- a. Ensure accuracy in all elections.
- b. Publish election notices in a timely manner in accordance with Chapter 10 and 11 of the Statutes. E-mail legal notices to the designated county newspaper according to county policy.
- c. Verify and audit all nomination papers filed by county candidates. Place on the ballot all candidates who have properly filed nomination papers by the appropriate filing date. Certify candidates to municipal clerks in spring elections.
- d. Program election files using ES&S Election Software. Proof all ballot styles and send to the printer by deadline set by the Wisconsin Election Commission. Official ballots are shipped directly to municipal clerks and the County Clerk distributes additional election supplies as required by set deadlines.

- e. Each election, the media sticks used in the optical scan equipment and flashcards for the handicapped voting machines are programmed by the County Clerk to reflect the current election and to read the current ballots. Memory sticks, flashcards, and equipment are tested prior to distribution to municipal clerks.
- f. Election results are received from each municipal clerk on election night by wireless modem. Outstanding provisional information is received from municipal clerks by phone, text or email. Election Returns/results are entered into the Election Reporting Program and are reported out as 'unofficial results' as they are received to the news media and posted to the county website throughout the night. Outstanding provisional ballot information is posted to the county website as required by state regulations.
- g. A Board of Canvass meeting is held following the election to review and certify results to the Wisconsin Election Commission.
- h. The Wisconsin Election Commission may require election Audits if the final total in any municipality differs by 2%. Random audits by The Wisconsin Election Commission will take place beginning November 2008 and continue indefinitely.
- i. Election Security Procedures are in place for equipment and an Emergency Contingency Plan are established and updated for each Election.
- j. Paper documentation is prepared with the Clerk's seal certifying the final results of the election following the Board of Canvass. The Clerk e-mails a canvass report to the state, mails an original certified report to the Wisconsin Election Commission and files in the County Clerk's permanent files.
- k. Maintain accurate election records for each election and files for each candidate for a period of six years following the termination of the Campaign Finance Report. Audit the required Campaign Finance Statements and refer any violations to the Wisconsin Ethics Commission.
- l. Refers sign violations to the local municipality, Rock County Dept. of Public Works or DOT.
- m. Maintain election standards as established by state statute and keep apprised of any changes in election law.
- n. WisVote - Municipalities with less than 2,500 registered voters may contract with the county to maintain their state voter registration system and are charged a maintenance fee as set by the Finance Committee subject to periodic review. The Clerk's staff performs the changes/additions/updates to the Statewide Voter Registration System after each election. The Clerk's office runs ineligible voter lists and poll lists for each municipality that the County contracts with prior to each election and performs election management for those municipalities as required under the state system in accordance with HAVA Requirements.
- o. Assist in the mandated (HAVA Requirements) training of Chief Inspectors for Rock County.
- p. Meet all the HAVA requirements or law changes as mandated/required by Federal Law & the Wisconsin Election Commission.
- q. Provide local election education and help with accessibility to the Wisconsin Elections Commission to those seeking election and elected officials information.

4. **Licensing Procedures**

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

**Standards:**

- a. **MARRIAGE:** Ensure all documents presented for a marriage license as identification are proper and/or certified and verify necessary legal documents are properly certified and signed – per DHS requirements. Collect the correct marriage license fee, including any waiver fee and prepare the license from documents presented by the applicants. Inform couple of release date and instruct steps necessary to validate.
- b. **DOGS:** Issue dog tags, kennel licenses and supplies to municipal clerks for distribution. Maintain lists of dog tags issued for each municipality and keep a record of the fees collected. Complete the State Report for dog licenses sold by March 15 of each year and reconcile fees collected with the County Treasurer so proper fees are remitted to the State.
- c. **WORK PERMITS:** Using proper documentation, issue work permits to minors under 16 years old, 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 Federal, State, Wisconsin Retirement and Social Security manuals for any changes in policy or procedure. Review State Statutes or current legislation for changes in the law regarding marriage licenses, dog licenses, election laws or any law affecting procedures performed by the County Clerk's office.
- d. Establish policy and procedures for staff and operations.
- e. Hold periodically meetings with staff to inform them of changes in office policy or federal and state laws. Perform annual performance reviews in coordination with HR on all staff and provide copies of all personnel documentation to HR for official file.
- f. Assist auditors in their annual review of the County Clerk's office.
- g. Administer oaths to all individuals, including staff, who will perform the duties of Deputy Clerk for the issuance of marriage licenses, passports, working on election night and perform the county canvass.
- h. Maintain all necessary records as established by law or Wisconsin Statutes.
- i. Compile information and submit timely all necessary reports to government agencies.
- j. Attend meetings as directed by the Board, Human Resources and Administrator.
- k. Seek professional development opportunities to continually enhance and improve the position of County Clerk and its office.

7. **Public Relations**

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

Standards:

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

**PERSONNEL SUMMARY**

**COUNTY CLERK**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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**

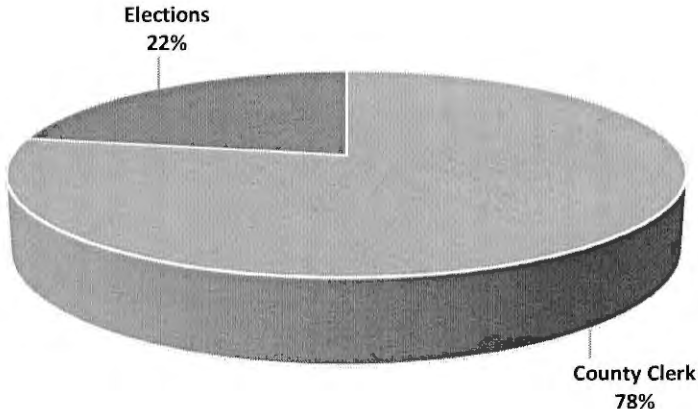
**COUNTY CLERK**

**2019**

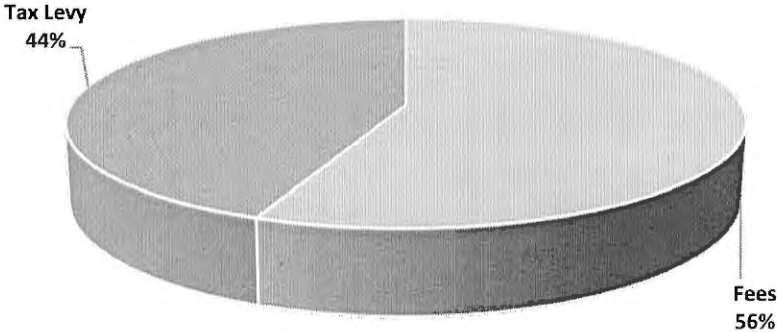
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$0	\$0
Intergovernmental	20,130	20,130
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	172,800	176,800
Total Revenues	<hr/> \$192,930	<hr/> \$196,930
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$166,659	\$169,982
Fringe Benefits	86,021	87,404
Operational	88,920	88,920
Capital Outlay	178,500	178,500
Allocation of Services	(173,875)	(173,875)
Total Expenditures	<hr/> \$346,225	<hr/> \$350,931
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$153,295</b>	<b>\$154,001</b>

**2019 BUDGET  
COUNTY CLERK**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





## ADMINISTRATOR'S COMMENTS

### COUNTY CLERK

2019

#### Budget Highlights

#### Revenue

- The marriage license fee was increased by \$5 to \$100 in 2018. 2019 fees are projected to be \$45,375, an increase of \$4,125 or 10% from the prior year. For each marriage license, \$55 is retained by the County Clerk, \$20 to the State of Wisconsin, and \$20 to Rock County Mediation and Family Court Services.
  - In 2019, the County Clerk anticipates issuing 825 marriage licenses, an increase of 75 over the prior year.
- Costs for a passport photo will be increasing from \$12 to \$13 in 2019. The fee increase plus continued steady use of this service in the County Clerk's Office forms the basis for my recommending an increase in Fees revenue from the department request of \$26,000 to \$30,000.
- The U.S. State Department increased the passport fee from \$25 to \$35. This results in increased revenue for the County Clerk's Office, from \$75,000 in 2018 to \$98,000 in 2019, an increase of \$23,000 or 30.7% from the prior year.
- Election revenue will be less in 2019 with only two scheduled elections. Revenue from municipalities for elections will decrease by \$12,000 or 42.8% from the prior year. Voter registration services for municipalities are also projected to decrease from 2018 levels, by \$4,030 or 49.4%. In addition to the lower number of scheduled elections, the decrease is also attributed to two local units of government performing their own voter registration, instead of contracting with the County. If the Town of Beloit holds a special referendum on incorporation, the additional cost of the election can be charged back to the Town.

#### Expenditures

- The County Clerk's Office is requesting a new passport photo printer (\$200) and presentation projector (\$725). Both equipment requests are recommended.

- A request for a new ExpressVote handicap-accessible voting machine for the Clerk's Office at cost of \$3,700 is recommended.
- The County Clerk has approached local municipal and town clerks about aggregating their election machine purchases to obtain a group discount. In the event this occurs, the County would purchase up to 50 new ExpressVote machines and be reimbursed within the same fiscal year by the local units of government. This activity appears as a Cost Allocation. Thus, there is no impact to levy. This request is recommended.
- A software upgrade of \$5,800 is necessary for new modems and is recommended.
- \$4,585 in additional elections training is requested and recommended.
- Due to fewer elections, ballot costs are projected to decrease by \$48,341 and overall expenditures in the Election account will decrease by \$47,741 or 38% from the prior year.

#### Personnel

- No personnel changes are requested for 2019.

#### Summary

- The recommended tax levy for the County Clerk's main account is \$96,466, a decrease of \$25,839 or 21.1% from the prior year.
- The recommended tax levy for the County Clerk's Elections account is \$57,535, a decrease of \$21,765 or 27.4% from the prior year.
- Overall, the recommended tax levy for the County Clerk's Office is \$154,001, a decrease of \$47,604 or 23.6% from the prior year.

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

**2019**

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

Tax Collection and In Rem Foreclosure Action

Collect and process real estate taxes, special charges, special assessments, managed forest land taxes, DNR payments, and all delinquent real estate taxes, special charges and special assessments, plus interest and penalty. Collect the first installment taxes for 22 of the 29 municipalities and reconcile the proceeds for distribution to those municipalities. Reconcile and settle several times annually with municipal treasurers, school districts, sanitary districts, technical colleges, and the State Treasurer for all collections received for current year tax roll. Administer the Lottery and Gaming Tax Credit and certification. Generate and mail final installment tax notice for roughly 24,000 parcels yearly. Communicate with delinquent property taxpayers through conventional collection procedures and offer payment plan assistance. Prepare, file and maintain all real estate tax claims with the Bankruptcy Court for property owners who file bankruptcy. Cancel all tax certificates that become void by virtue of the statute of limitations (after 11 years) and certify cancellation to municipal treasurer.

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

Receipting and Disbursements

Collect, receipt and deposit money from individuals and County departments daily. Initiate all wire transfers, ACH Debits and ACH Credits for State and Federal payments, Debt interest and penalty payments, Deferred Compensation and Employee Benefits Program, plus maintain all State Pool transfers between accounts and the working bank. Monitor the on-line bank program for accurate accounting of all monies in the working bank. Properly administer and reconcile the Master account and three zero balance accounts for Payroll, General, and Health Benefit checks in the working bank. Reconcile and monitor various checking accounts for other

County departments. Report and pay timely to the Department of Revenue all fines and forfeitures, and fees for marriage licenses, dog licenses, probate, birth certificates, and title transfers, sales and occupational taxes.

#### Cash Management and Investments

Monitor County's cash balances on a daily basis to ensure funds are available to meet 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	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
County Treasurer	1.0	1.0	0.0
Deputy County Treasurer	1.0	1.0	0.0
Accountant	1.0	1.0	0.0
Account Clerk II	2.0	2.0	0.0
Total	5.0	5.0	0.0

**PERSONNEL MODIFICATIONS**

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

**FINANCIAL SUMMARY**

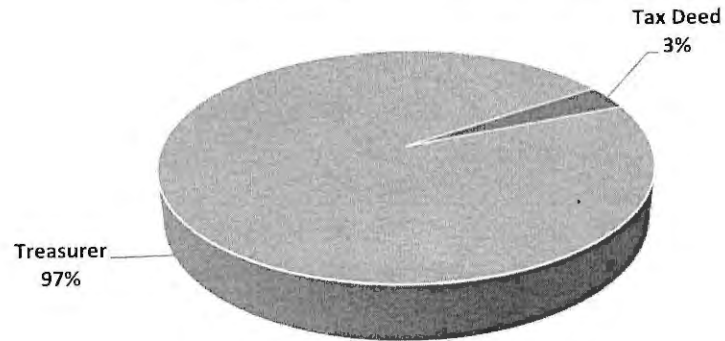
**TREASURER**

**2019**

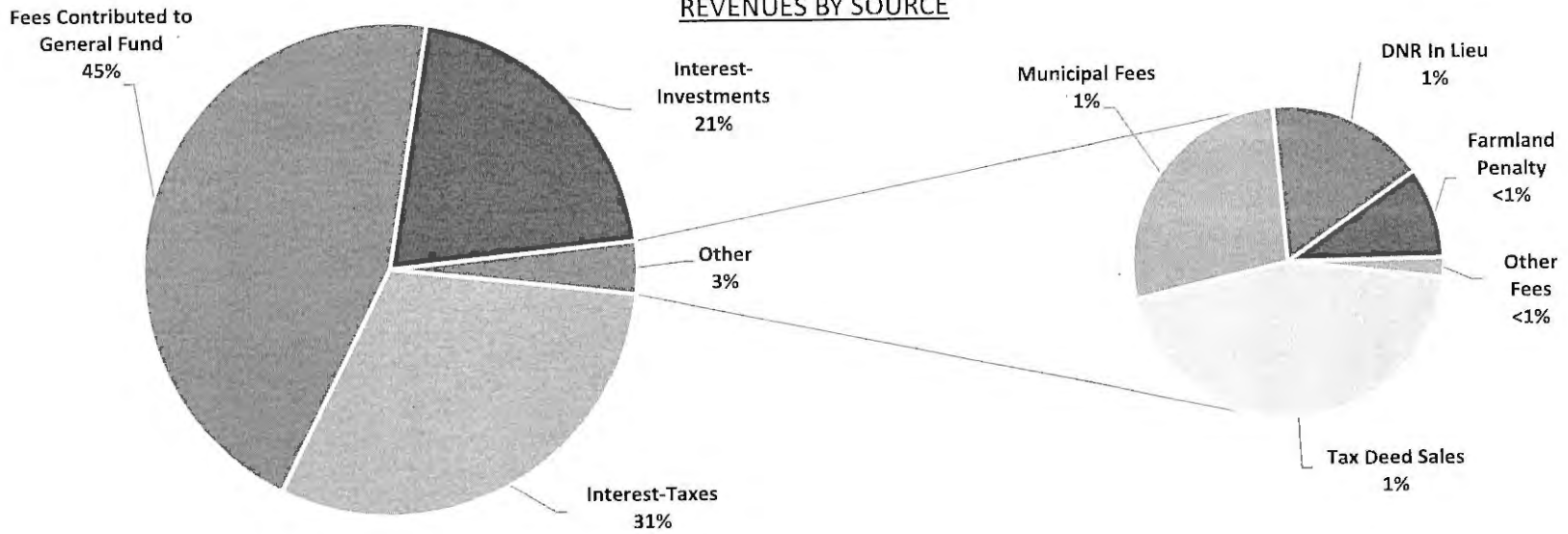
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	2,507,233	2,527,233
Total Revenues	<u>\$2,507,233</u>	<u>\$2,527,233</u>
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$243,999	\$248,795
Fringe Benefits	134,736	136,882
Operational	52,900	51,900
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<u>\$431,635</u>	<u>\$437,577</u>
<b><u>PROPERTY TAX LEVY</u></b>	<b>(\$2,075,598)</b>	<b>(\$2,089,656)</b>

**2019 BUDGET  
TREASURER**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### TREASURER

2019

#### 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 2019, this Payment in Lieu of Taxes is budgeted at \$26,000, which is no change from the prior year.
  - Interest and penalties on delinquent taxes are paid by property owners that are in arrears on their property tax payments.
    - In 2019, this amount is budgeted at \$1,400,000, an increase of \$17,000 from 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 2019, this amount is budgeted at \$950,000, which is no change from the prior year.
  - The Treasurer's Office charges 22 municipalities a flat fee of \$100 plus \$0.55 per parcel to collect their property taxes.
    - In 2019, this amount is budgeted at \$43,000, which is no change from the prior year.
  - The Treasurer's Office generates revenue by selling tax delinquent properties at the annual auction.
    - In 2019, the net amount is budgeted at \$75,000, an increase of \$20,000 from the prior year.



### Expenditures

- Postage will decrease in 2019 by \$3,000. Reminder notices are now sent on postcards rather than full-sized letters.

### Personnel

- No personnel changes are requested for 2019.
- Salary and Fringe Benefits line items include a net increase of \$6,943 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends.

### Summary

- The recommended budget contains \$2,089,656 of revenue in excess of expenditures, an increase of \$29,420 from the prior year.
- This net revenue will go toward offsetting the County property tax levy and may be used to fund other County expenditures.

**CHARTER**  
**REGISTER OF DEEDS OFFICE**

2019

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.).
- c. To give prompt, courteous, customer service.
- d. To collect all required fees and deposit funds with the County Treasurer, balance accounts daily and distribute funds to the state monthly.
- d. To check all Electronic Transfer Returns to insure accuracy as to computation of fee or statement of exemption.
- e. To review and monitor pending legislation pertinent to the Register of Deeds operations.

2. Wisconsin Rental Weatherization Program

This program was eliminated in the state budget effective 01/01/2018.

3. Vital Records Operations

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

- a. To process, maintain and issue certificates of vital records occurring in the county. To maintain indexes for vital records.
- b. To issue certificates from state wide records through the Wisconsin State Vitals Records system beginning January 1, 2017. Perform all other duties related to vital statistics under s. 69.05 and 69.07.
- c. To fill customer requests, update records and answer questions in regards to birth, death, marriage, divorce, & domestic partnership records.
- d. To collect fees for certificates issued and deposit fees daily with the County Treasurer into established revenue accounts.
- e. To monitor and insure that Notices of Removal of a Human Corpse and Reports of Final Disposition of a Human Corpse are appropriately received and maintained according to State Statutes.

- f. To monitor and assist customers doing genealogical searches, process genealogy applications and perform searches as requested.

#### 4. County Plat Books

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

#### 5. Redaction Project

On May 12, 2010 legislation was signed into law, which 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.

#### 6. 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 veterans through various recruiting offices.

#### 7. Land Information Systems Programs

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

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

#### 8. Land Information Council

2009 Wisconsin Act 314 was enacted on May 12, 2010 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	2018 CURRENT	2019 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

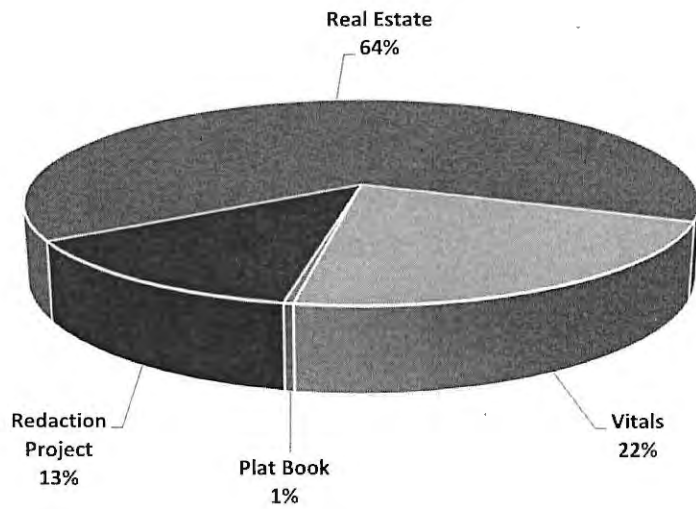
### REGISTER OF DEEDS

2019

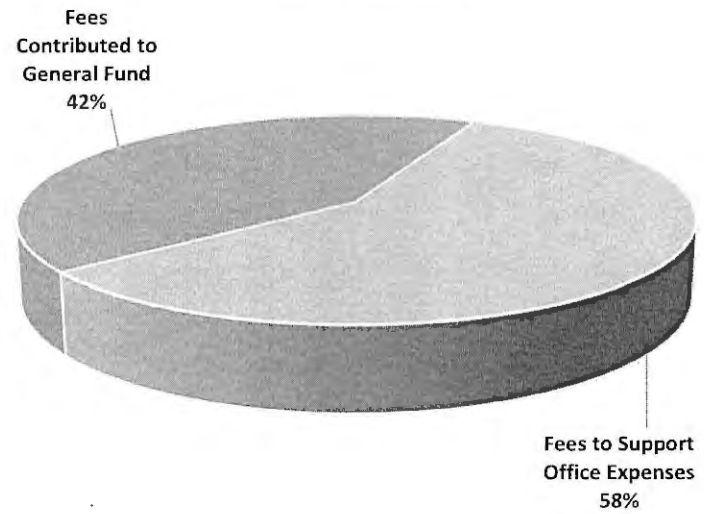
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	75,000	75,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	876,100	901,100
Total Revenues	<u>\$951,100</u>	<u>\$976,100</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$314,155	\$320,428
Fringe Benefits	156,754	159,276
Operational	99,145	99,145
Capital Outlay	0	0
Allocation of Services	(15,000)	(15,000)
Total Expenditures	<u>\$555,054</u>	<u>\$563,849</u>
<u>PROPERTY TAX LEVY</u>	<u>(\$396,046)</u>	<u>(\$412,251)</u>

2019 BUDGET  
REGISTER OF DEEDS

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### REGISTER OF DEEDS

2019

#### Budget Highlights

#### Revenue

- The Real Estate Transfer Fee is based upon \$3 for every \$1,000 of value in a real estate transaction. In 2019, the request for this line item is \$375,000. Based upon the favorable housing market, I am recommending \$400,000, which is a \$25,000 increase over the 2018 budget.
- 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 slightly lower through the first six months of 2018, but typically increase in the second half of the year. It is estimated that 25,000 documents will be filed in 2019, which is the same level of activity as 2018. In 2019, revenue in this line item will remain constant at \$375,000.
- Revenue from County Birth Certificate Fees and Marriage License Certificate Fees will increase by \$2,600 and \$3,500 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.
- Plat Book Fees will decrease from \$7,500 in 2018 to \$4,250 in 2019. The books are updated every two years and this reduction 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 2019, \$75,000 in unspent redaction funds will be allotted for this ongoing project. The fund balance of the Redaction Project is projected to be \$108,062 on 12/31/19.

### Expenditures

- The Postage line item will decrease by \$1,800 from the prior year due to more business being conducted electronically.
- A multi-function printer was originally scheduled to be replaced in 2019. The Office has elected to spend \$200 to upgrade the functionality of the existing machine, resulting in net savings of \$3,110.
- Instead of replacing costly scanners, the Register of Deeds Office requests to upgrade to the next generation of the software it uses. This upgrade will improve workflow, efficiency, cross training, and tracking of documents. The full cost is reflected in the Land Records budget.

### Personnel

- No personnel changes are requested for 2019.

### Summary

- The recommended budget contains \$412,251 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$34,411 or 9.1% more than the amount used to offset the property tax levy in 2018.



## ADMINISTRATOR'S COMMENTS

### COMMUNITY AGENCY INITIATIVES

2019

#### 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 2019 budget, Rock County received requests totaling \$227,443 from the same eight agencies that were funded in 2018. This is an overall increase of \$107,000 as compared to the amount approved in the 2018 budget.
- The following is a list of ten programs in these eight nonprofit agencies for which I am recommending funding in 2019, with the amount requested, amount recommended, and the citation of statutory authority to provide funding:
  - HealthNet
    - At the time the 2018 budget was adopted, the impact of a recent Attorney General's opinion on county contributions to nonprofit organizations had not been resolved. Therefore, no funds were included for

HealthNet. During 2018, the County Board approved a contract with HealthNet for \$57,000, funded through a General Fund application, to provide 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. I am recommending this \$57,000 contract be funded in 2019 from this account. This represents an increase of \$57,000 over the 2018 adopted budget.

o Retired and Senior Volunteer Program (RSVP)

- Requested and recommended \$26,094 for the Intergenerational Program, the same as 2018.
- The 2018 budget included \$24,803 for the Seniors Volunteering for Seniors Program. During 2018, the County Board adopted a resolution to “provide an additional allocation of \$20,000 to RSVP’s transportation program that will offset the County and United Way reductions, on a one-time basis.” RSVP is requesting this additional \$20,000 again in 2019, for a total of \$44,803 for this program. Given the County Board’s direction that these be one-time funds, as well as competing priorities in the 2019 budget, I am recommending \$24,803 for this program in 2019 rather than the full \$44,803 requested by RSVP.
- 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”)

o YWCA of Rock County

- Requested \$30,000 and recommended \$10,000 for the CARE House. The 2018 budget included an increase of \$5,000 for this program.
- Requested and recommended \$10,000 for the domestic violence shelter, the same as 2018.
- 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”)

o Family Services of Southern Wisconsin and Northern Illinois

- Requested and recommended \$10,000 for the domestic violence shelter, the same as 2018.

- 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 \$20,000 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. The 2018 budget included an increase of \$4,000 for this program.
  - 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 2018.
  - 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 2018.
  - 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 2018.

- 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”)
- Like HealthNet, the 2018 adopted budget did not include funding for United Way Blackhawk Region’s 2-1-1 information line. Subsequently, the County Board approved a contract with United Way for this service, which benefits the Human Services Department. Consequently, funding for the contract with United Way for 2-1-1 services has been moved to the Human Services Department budget for 2019.

Personnel

- Not applicable

Summary

- The recommended tax levy for the Community Agency Initiatives account is \$177,443. This is an increase of \$57,000 over 2018 due to the inclusion of the HealthNet contract.

## **G. General Services Committee**

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Administrator's Comments.....	7

**CHARTER**  
**FACILITIES MANAGEMENT DEPARTMENT**

**2019**

**FACILITIES MANAGEMENT**

Rock County owns and operates public facilities necessary to County agencies for the proper performance of their duties and functions. The portfolio of County buildings under the oversight of the Facilities Management Department totals 1,470,912 square feet, valued at approximately \$283,559,184.00.

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

**FACILITIES MAINTENANCE**

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

**FACILITY CAPITAL IMPROVEMENTS & CONSTRUCTION**

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

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

- a) To manage the hiring of architectural/engineering design firms.
- b) To serve as contract administrator on remodeling/construction projects.
- c) To coordinate and manage department involvement in program design.

- d) To coordinate and manage the planning and design of County buildings.
- e) To provide oversight and serve as the lead agency during design and construction.

### **AGENCY SUPPORT SERVICES**

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

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

**PERSONNEL SUMMARY**

**FACILITIES MANAGEMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Facilities Management Director	1.0	1.0	0.0
Facilities Superintendent	2.0	2.0	0.0
Crew Leader	3.0	3.0	0.0
Master Electrician	0.0	1.0	1.0
Maintenance Worker IV	14.0	13.0	(1.0)
Administrative Assistant	2.0	1.0	(1.0)
Total	22.0	21.0	(1.0)

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Deletion	Maintenance Worker IV	-	1.0	1.0
New Position	-	Master Electrician	1.0	1.0
Deletion	Administrative Assistant	-	1.0	1.0
Reallocation	Facilities Management Dir. (Range 32)	Facilities Management Dir. (Range 34)	0.0	1.0



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

**2019**

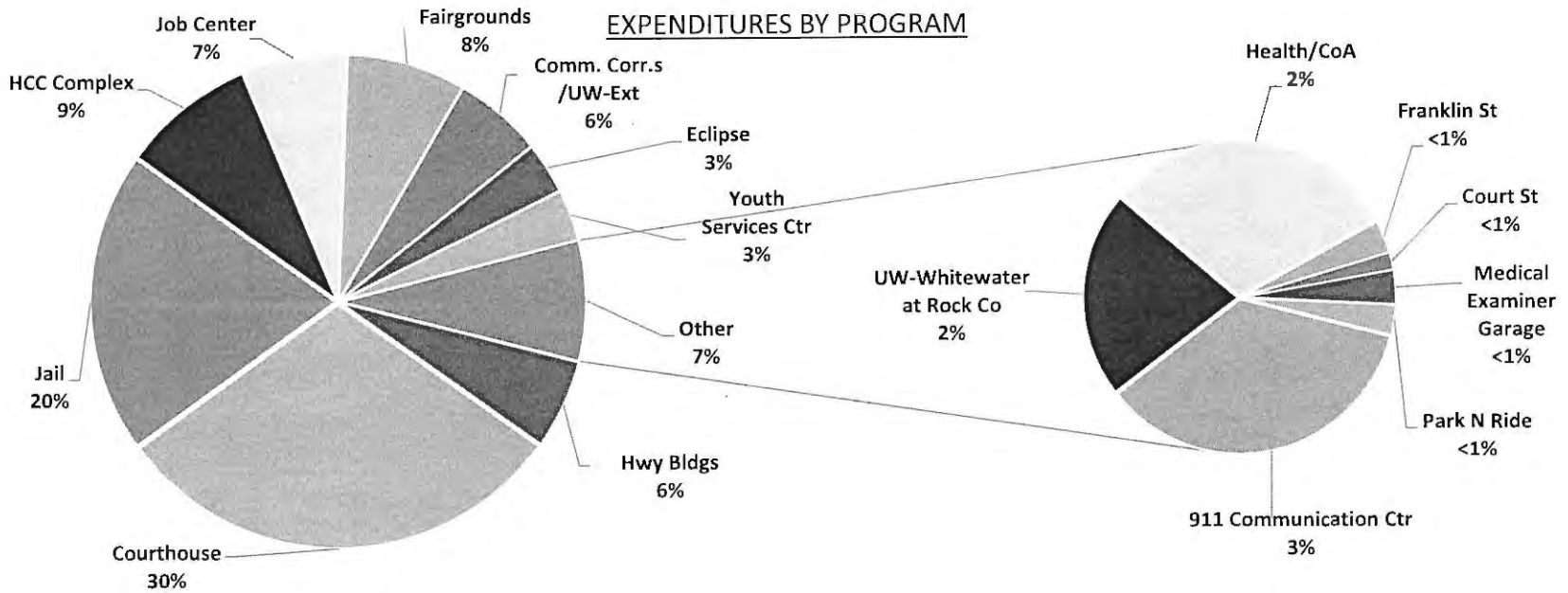
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$2,500	\$2,500
Intergovernmental	5,350	5,350
Contributions	0	0
Fund Balance Applied	12,955	17,300
Transfers In	0	4,000,000
Deferred Financing	0	0
Sales Tax	9,500,700	5,315,300
Fees/ Other	374,252	374,252
Total Revenues	<u>\$9,895,757</u>	<u>\$9,714,702</u>

<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,161,445	\$1,184,350
Fringe Benefits	559,363	571,491
Operational	3,851,298	3,643,798
Capital Outlay	9,796,900	9,645,900
Allocation of Services	(2,805,651)	(2,670,449)
Total Expenditures	<u>\$12,563,355</u>	<u>\$12,375,090</u>

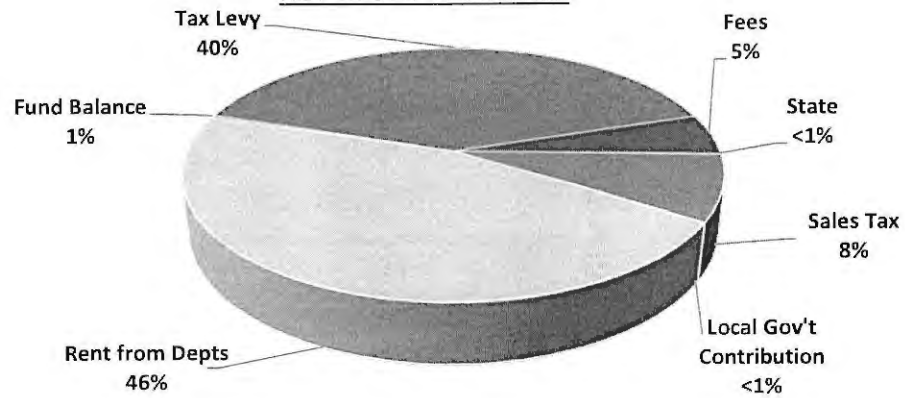
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$2,667,598</b>	<b>\$2,660,388</b>
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**2019 BUDGET  
FACILITIES MANAGEMENT - OPERATIONS**

EXPENDITURES BY PROGRAM

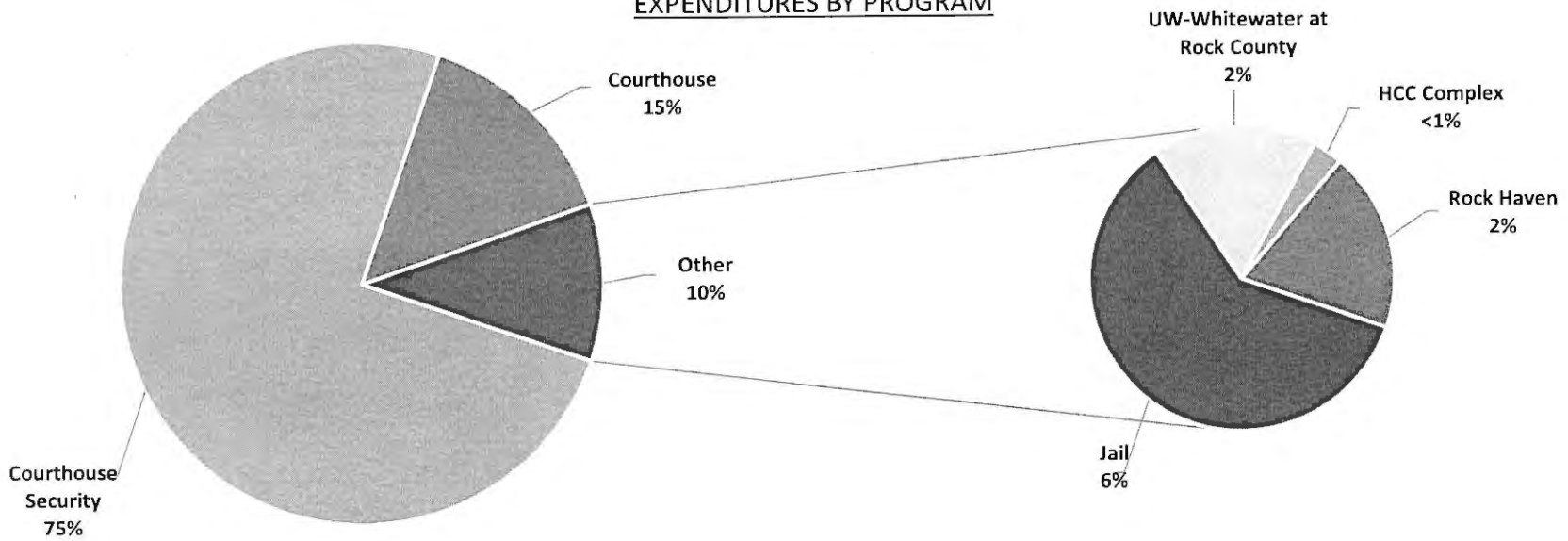


REVENUES BY SOURCE

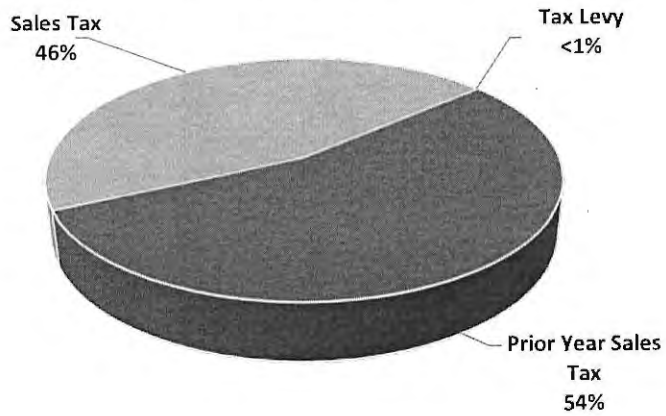


2019 BUDGET  
FACILITIES MANAGEMENT - CAPITAL

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### FACILITIES MANAGEMENT

2019

#### Budget Highlights – Operations

##### Revenue

- State Aid is budgeted at \$2,500, a decrease of \$96,053 as a result of Facilities Management having one project eligible for Focus on Energy grant funds (recommissioning of the Courthouse energy systems).
- Revenue used to offset the jail facility costs are budgeted to include:
  - \$140,000 from inmate and public telephone charges. This is \$10,000 less than the prior year but more consistent with recent revenue.
  - \$100,000 from jail assessment fees, which are to be used for facility improvements.
- 2018 marked the first year that the operation of the Fairgrounds was a part of Facilities Management:
  - \$75,663 is budgeted from cellphone tower revenue, an increase of \$2,549 or 3.5% due to scheduled cost of living payments.
  - \$40,000 is budgeted from rental fees, an increase of \$10,000 or 33.3% due to increased marketing-promotion of the fairgrounds.
  - \$17,300 is budgeted from prior year's carryover.

##### Expenditures

- Costs for contracted security at the Courthouse are increasing by \$27,000 or 38.4% due to Courthouse's security transition under Phase 2 for increasing requirements of contracted security and an improved level of service.

- Costs of cleaning contracts are increasing by \$16,080 or 12.0%. A substantial reduction in costs occurred in 2017 due to a new contractor providing the low bid. However, the County has decided to cancel the contract due to expectations not being met. It is anticipated that a new contractor will cost more.
- Water rates are expected to increase by 25% for many County facilities due to expected rate increases from the City of Janesville water utility. Electric costs are expected to increase 3%, while natural gas rates are expected to remain flat.
- \$15,000 is budgeted for ADA improvements to courtrooms and other priority areas in the Courthouse.
- The utility line items for Health Care Complex/Rock Haven account show a decrease of \$14,761 due to the demolition of the vacant, former Rock Haven building.
- \$87,000 is budgeted for the contract to manage the fairgrounds, which is no change from the prior year.
- The County recently received the consultant's report on the Facilities Master Plan. It will take time for the County Board to review and establish priorities. Therefore, no funding is included in the 2019 budget for next steps, which could include architectural design services to further develop one or more concepts. In the event decisions are made earlier in 2019, a supplemental appropriation to fund will be needed.

#### Personnel

- A request to delete a vacant 1.0 FTE Administrative Assistant position is recommended. This results in initial savings of \$52,034. In 2018 the department began sharing the Finance Department's Purchasing Specialist position. This reduces the Finance Department budget by \$38,641 and increases a cross charge to Facilities Management Department budget by the same amount. The net savings is \$13,393.
- The department requests to delete 1.0 FTE Maintenance Worker IV (Range IV, 1077 Pay Grid) and create a Master Electrician position (Range 21, Unilateral Pay Grid). After completing a cost analysis of contracted electrical work, Facilities Management staff have concluded that hiring a master electrician that could pull permits and complete some project work in-house will reduce costs overall. This request is recommended. Department personnel costs will increase by \$20,558. This is offset by \$52,677 in Repair & Maintenance cost savings as compared to the 2018 budget. The net savings is \$35,119.

- Reallocation of the Facilities Management Director from Range 32, Unilateral Pay Grid to Range 34 is recommended as the Facilities Management Director has taken on an increased level of responsibilities overseeing Department of Public Works and Fairgrounds facilities. This cost is \$1,681.

Budget Highlights – Capital Projects

Revenue

- Most capital projects are funded through current and prior years’ sales tax, but smaller items are funded with tax levy or fund balance. Projects at the Job Center are funded through rent paid by the building tenants. Highway projects are funded with cash and depreciated over the useful life of the asset. Two major revenue categories are funding 2019 capital projects:
  - \$3,884,571 in sales tax revenue
  - \$4,145,746 in prior year sales tax revenue

Expenditures

- Major activities planned for 2019 are shown in the capital accounts broken out by physical location. Most items are funded through sales tax, but the smaller items that are funded with tax levy or fund balance are labeled.

Jail Capital Improvement Account

\$216,000	Door & Intercom Controls
150,000	Tuck Pointing
50,000	Coat Shower Walls & Floors
35,000	Honeywell Controller Update
18,000	Remove & replace 3rd Floor Tile
15,000	Replace Compressor for HVAC Controls
<u>1,000</u>	UPS Replacement (tax levy)
\$485,000	

Courthouse Capital Improvement Account

\$300,000	Tuck Pointing & Caulking
230,000	Install Antenna - Cellphone
130,000	Recondition Chillers
105,000	Cooling Tower Replacement
100,000	Upgrade Fire Panel
80,000	Install Add’l Cooling Unit in PBX
75,000	Condensate Drain Repair
35,000	Replace Roof – Clerk of Court
30,000	Carpet Replacement
<u>20,000</u>	Replace 3 ABB Drivers
\$1,105,000	

<u>Job Center Capital Account (all tenant rent)</u>	
\$27,000	Install Emergency Paging Alert System
25,000	Sound Proof Wall Room K
25,000	Replace UPS in Data Center
10,000	Blacktop Work Finish Back of Building
8,000	Abate Floor Master File Room
<u>\$95,000</u>	

<u>Highway Capital Account</u>	
\$335,000	Renovate Office Space
175,000	Recondition Wash Bay
12,000	Replace Wash Bay Overhead Door
7,000	Replace Old Sink in Locker Room
<u>\$529,000</u>	

<u>Community Corrections/UW Ext. Capital Account</u>	
\$110,000	Replace Chiller & Tower
65,000	Install Boiler
5,000	Replace Air Compressor
<u>\$180,000</u>	

<u>Health Care Complex (HCC) Capital Account</u>	
\$16,000	Replace Roof
9,600	Add Sidewalk
<u>\$25,600</u>	

<u>Courthouse Security Capital Account</u>	
<u>\$5,715,017</u>	Security Phase 2 & 3
\$5,715,017	

<u>Fairgrounds Capital Account</u>	
\$200,000	Replace Asphalt Drive
12,000	3 Double Doors – Craig Ctr (*)
3,400	Replace Garage Door – Craig Ctr (*)
1,900	Replace Garage Dr Blkhwk Bldg (*)
<u>\$217,300</u>	

<u>Rock Haven Capital Account</u>	
\$83,700	Install Additional Parking
70,000	Seal Coat Parking Lots & Ring Rd
<u>\$153,700</u>	

<u>UW-Whitewater @ Rock County Capital Account</u>	
<u>\$140,000</u>	Resurface Parking Lot
\$140,000	

<u>Communications Center Capital Account</u>	
<u>\$27,000</u>	Replace Air Handling Unit
\$27,000	

(\*) Denotes fund balance

- 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.
  - Courthouse
    - \$5,715,017 is budgeted for the Courthouse Security Project - Phases 2 and 3. This project is being funded from \$4,145,746 from prior year sales tax and \$1,569,271 from current year sales tax, for a total of \$5,715,017.
    - \$230,000 is budgeted to install an in-building distributed antenna system for cellphone coverage. This system will be similar to the recently installed UW-Whitewater at Rock County security system and will improve cellphone-based communications and notifications.
    - \$300,000 is budgeted for tuck pointing and caulking as part of a multi-year project that will protect the building's exterior.
    - \$100,000 is budgeted to replace a 20-year old fire panel.
    - \$130,000 is budgeted to recondition chillers that are 20 years old, which will extend the equipment life for an additional 20 years.
    - \$105,000 is budgeted to replace two cooling towers and complete the cooling tower replacement begun in 2018.
  - Health Care Center Complex - As in 2018, a very limited number of projects are budgeted pending decisions on the recently completed master plan;
    - \$16,000 is budgeted for replacement of the penthouse roof section after emergency repairs were undertaken in 2018.
    - \$9,600 is budgeted for a connecting sidewalk from the Facilities management maintenance garage to the Medical Examiner's garage.
  - Job Center - similar to the Health Care Complex, the Job Center is included in the Master Plan as it relates to the future of Human Services Department functions. Projects funded in 2019 are needed regardless of the Master Plan outcome:



- \$95,000 covers five projects under \$30,000 each. Most improvements to the large Room K conference room project are on hold until the future usage of the facility is determined.
- Department of Public Works projects total \$529,00 and include:
  - \$335,000 is budgeted for office renovation. The current office space is not conducive to good work flow and operations. Temporary measures were undertaken in 2018 but still need office renovations to improve the operations.
  - \$175,000 is budgeted to recondition the wash bay. The wash bay walls have exposed concrete that has allowed water to penetrate and deteriorate the building's structure. Additionally, the project will replace the wash bay lighting and replace and relocate the HVAC system.
- Jail projects total \$485,000 and include:
  - \$216,000 budgeted for door/intercom controls throughout all areas of the facility and replace seven-year old Microsoft XP-era computers used to control all doors 24/7/365.
  - \$150,000 is budgeted for tuck pointing and caulking to protect the building exterior. The Pinehurst section was completed in 2018 and the remainder of the building would be completed in 2019.
- UW-Whitewater at Rock County parking lot resurfacing totals \$140,000. This project was funded in 2018 but removed by the County Board pending resolution of the UW-Whitewater merger. To avoid future higher costs of reconstruction, the project is recommended.
- Fairgrounds projects total \$217,300 with \$200,000 to replace a portion of the asphalt driveway. This project begins overdue maintenance that is required regardless of Master Plan implementation and would not be impacted by any future Master Plan related changes.
- Rock Haven projects total \$153,700:

- \$83,700 is budgeted to install 30 additional parking spaces in two areas.
- \$70,000 is budgeted to sealcoat parking lots and the ring road.
- Community Corrections/UW-Extension (formerly Diversion/ASC) projects total \$180,000, of which \$110,000 replaces a chiller and cooling tower.

#### Summary

- The recommended tax levy for Facilities Management is \$2,660,388, an increase of \$40,120, or 1.5% from the prior year.

## H. Health Services Committee

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**CHARTER**  
**ROCK HAVEN**

2019

**INTRODUCTION**

Rock Haven is a 128-bed skilled nursing facility. We accept Medicare, Medicare Advantage plans, 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 illness requiring complex medical and nursing care such as IV therapy, feeding tubes, tracheotomy care, dialysis, oxygen therapy, wound care, and those here for short term Physical, Occupational, and/or Speech therapy services. 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) which direct the quality of care, quality of life, and safety provided in the long-term care settings. 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 members include the Nursing Home Administrator, Director of Nursing, Controller, 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 our reliance on County property tax levy by managing in a manner that enables us to use resources effectively and efficiently to attain or maintain the highest practicable physical, mental, and psychosocial well-being of each resident.

**Goal:** Implement long and short-range objectives to assure that resident care and facility programs are maintained and improved, while being fiscally responsible, and actively seeking more efficient and effective methods.

**Objectives:**

1. Interpret the philosophy and goals of the facility in order to provide staff with adequate information and guidance to achieve the goals.
2. Set expectations for staff for good resident relations and care by demonstrating desired techniques for resident and family interaction.
3. Delegate responsibility and authority to appropriate staff in order to carry out the work of the facility.
4. Utilize resident and family feedback to evaluate the quality of resident care and the efficiency of service delivery in order to maintain care standards and resident satisfaction.
5. Coordinate interdepartmental activities and communication to assure departments work together toward the achievement of goals.
6. Communicate with staff to solve problems by the utilization of appropriate communication techniques such as staff meetings, Senior Leadership meetings, counseling, and coordination of written information.
7. Prepare an annual budget for the facility in order to appropriately allocate resources to meet the facility's financial and program objectives.
8. Evaluate the implication of the budget on quality of care.
9. Educate and train staff on an ongoing basis to ensure facility staff comply with Federal, State and local laws and regulations to meet the standards of quality resident care and safety.

**STAFF DEVELOPMENT**

**Goal:** Ensure Rock Haven has the ability to attract, retain, and develop qualified staff capable of implementing the county mission and vision, while providing the best care and quality of life for our Rock Haven residents.

**Objectives:**

1. Present mandatory annual inservice presentations (fire safety- hazard, communications, blood borne pathogen prevention, resident rights, abuse prevention, dementia training, customer service, etc.).

2. Provide in-services and training sessions that address the unique needs of our resident population.
3. Provide general and department specific orientation for each new employee.
4. Educate when necessary, for any new standards of care for the industry as they are developed by the industry.
5. Continue training of all staff on the Quality Assurance Performance Improvement (QAPI) program.
6. Utilize feedback from evaluations and real time employee feedback to develop educational sessions for all staff.

## **QUALITY ASSURANCE**

**Goal:** Maintain a robust, comprehensive, data driven Quality Assurance Performance Improvement (QAPI) program that focuses on indicators of the outcomes of care and quality of life.

### **Objectives:**

1. Identify and address quality issues and implement corrective action plans as necessary using Quality Assurance audits, Quality Measure reports, and other data sources to determine staff and team focuses.
2. Collect, review and analyze data daily, monthly, quarterly, and annually to detect trends, including adverse events.
3. Coordinate annual resident and staff influenza immunization with a target of 95% compliance.
4. Coordinate TB screening for all residents. Coordinate TB screening for employees upon hire, and follow the CDC guidelines thereafter.

## **ADMISSIONS**

**Goal:** Maintain at least an Average Daily Census (ADC) of 124, with a goal of 126.

### **Objectives:**

1. Maintain communication with area referral sources and respond to phone or faxed referrals within 15 minutes of receiving the referral, and within one hour with a decision to admit or not admit.
2. Work with Rock County Aging and Disability Resource Center (ADRC), and the Human Services Department (HSD) to provide services to their clients and stimulate referrals to Rock Haven.
3. Market the services provided at Rock Haven through our website, and community and facility events.
4. Provide Physical, Occupational, and Speech therapies to the community via outpatient services.

## **NURSING SERVICES**

**Goal:** Have sufficient nursing staff with appropriate competencies and skills sets to provide nursing and related services to assure resident safety and attain or maintain the highest practicable physical, mental, and psychosocial well-being of each resident.

**Objectives:**

1. Coordinate interdisciplinary assessments and Person-Centered care planning.
2. Coordinate nursing, therapy services, and family and community resources to assist residents to return home, or the least restrictive environment.
3. Assure nurse competency in complex nursing techniques such as IV therapy, tracheotomy care, feeding tubes, peritoneal dialysis, wound care, and rehabilitative techniques.
4. Assure staff competence in the care of residents with dementia and chronic mental illness.

## **DIETARY DEPARTMENT**

**Goal:** Provide each resident with a nourishing, palatable, well-balanced diet that meets his or her daily nutritional and special dietary needs taking into consideration the preferences of each resident.

**Objectives:**

1. Assess nutritional status and preferences of each resident upon admission, quarterly, and change of condition.
2. Provide timely response to resident requests and concerns.
3. Meet all State and Federal regulations concerning food preparation, safety, and maintenance of a dietary department.

## **ENVIRONMENTAL SERVICES/ MATERIALS DEPARTMENT**

**Goal:** Ensure the necessary medical supplies, general supplies, medical equipment, and outside vendor services are available to provide quality care and sanitary services to Rock Haven residents, while meeting the necessary government long-term care regulations and healthcare industry standards.

**Objectives:**

1. Monitor facility budget accounts on a quarterly basis to assure budgetary compliance and make budget recommendations supported by data and fiscally responsible information.

2. Work closely with nursing staff, admissions, county purchasing department, therapy department, maintenance, social services, and food service to assure that all supply needs and sanitation needs are promptly met.
3. Provide a safe, clean, comfortable and homelike environment for all residents by maintaining facility wide cleaning and standardizing processes.
4. Provide a sanitary and orderly environment that respects residents' rights and preferences, while meeting infection control policies and guidelines set by the nursing department, the State, and federal governmental agencies.
5. Work with Environmental Services and Materials Department staff to maintain a team approach to providing services, while encouraging a positive work culture and professional feedback.
6. Provide Quality Assurance Performance Improvement (QAPI) activity to evaluate, review, and monitor ES / materials department operations to make process and quality improvements by seeking input from all departments and employees.
7. Maintain services from outside vendors: medical waste removal service, light bulb recycling program, and pest control service program with a professional contracted service.
8. Maintain professional relationships with suppliers and services in order to obtain needed product information and conduct product reviews.
9. Coordinate information in IFAS and hardcopy financial records with the accounting department and county purchasing manager to meet regulatory requirements during an audit.
10. Know the annual goals and long term goals of the nursing home administrator and the management team to better service the facility with department time and resources.

## **FINANCE DEPARTMENT**

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

**Objectives:**

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

## **MAINTENANCE DEPARTMENT**

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



**Goal:** Equip and maintain the physical plant in a way that protects the health and safety of residents, staff and the public.

**Objectives:**

1. Complete weekly, monthly and annual preventive maintenance programs.
2. Create a pleasant comfortable environment.
3. Maintain active involvement in the facility Safety Committee and the County Safety Committee.
4. Meet the applicable provisions of the Life Safety Code.

## PERSONNEL SUMMARY

### ROCK HAVEN

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
ADMINISTRATION			
Nursing Home Administrator	1.0	1.0	0.0
SUBTOTAL	1.0	1.0	0.0
MATERIALS & ENVIRONMENTAL SERVICES			
Materials & Environmental Services Manager	1.0	1.0	0.0
Central Supply Clerk	2.0	2.0	0.0
Administrative Assistant	0.0	1.0	1.0
Clerk-Receptionist	1.0	0.0	(1.0)
Environmental Services Worker	14.0	14.0	0.0
Beautician	0.6	0.6	0.0
SUBTOTAL	18.6	18.6	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	2.0	1.0	(1.0)
Administrative Assistant	1.0	1.0	0.0
Unit Clerk Coordinator	2.0	2.0	0.0
SUBTOTAL	6.0	5.0	(1.0)

**ROCK HAVEN**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
NURSING SERVICES			
Director of Nursing	1.0	1.0	0.0
Assistant Director of Nursing	0.0	4.0	4.0
Nurse Practitioner	1.0	1.0	0.0
Nursing Supervisor	5.2	4.0	(1.2)
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	119.2	122.0	2.8
PROGRAM SERVICES			
Activity Director	1.0	1.0	0.0
Master Social Worker	2.0	2.0	0.0
Activity Therapy Assistant	6.0	6.4	0.4
SUBTOTAL	9.0	9.4	0.4
FINANCE			
Controllor	1.0	1.0	0.0
Accountant (2489)	0.0	1.0	1.0
Account Clerk III (1258)	2.0	0.0	(2.0)
Account Clerk III (2489)	0.0	1.0	1.0
Payroll Specialist (Unilateral A)	1.0	0.0	(1.0)
SUBTOTAL	4.0	3.0	(1.0)
TOTAL	177.4	178.6	1.2

ROCK HAVEN

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
Reclassification	Clerk-Receptionist (Pay Grid 1258)	Administrative Assistant (Pay Grid 2489)	1.0	1.0
Reclassification	Nursing Supervisor	Assistant Director of Nursing	2.4	2.4
Reclassification	Account Clerk III (Pay Grid 1258)	Financial Specialist (Pay Grid 1258)	2.0	0.0
Reclassification	Account Clerk III (Pay Grid 1258)	Accountant (Pay Grid 2489)	0.0	1.0
Reclassification	Account Clerk III (Pay Grid 1258)	Account Clerk III (Pay Grid 2489)	0.0	1.0
New Position		Asst. Dir. Of Nursing	1.6	1.6
New Position		Nursing Supervisor	1.2	1.2
New Position		Activity Therapy Asst.	0.4	0.4
Deletion	Administrative Secretary		1.0	1.0
Deletion	Payroll Specialist		0.0	1.0

# FINANCIAL SUMMARY

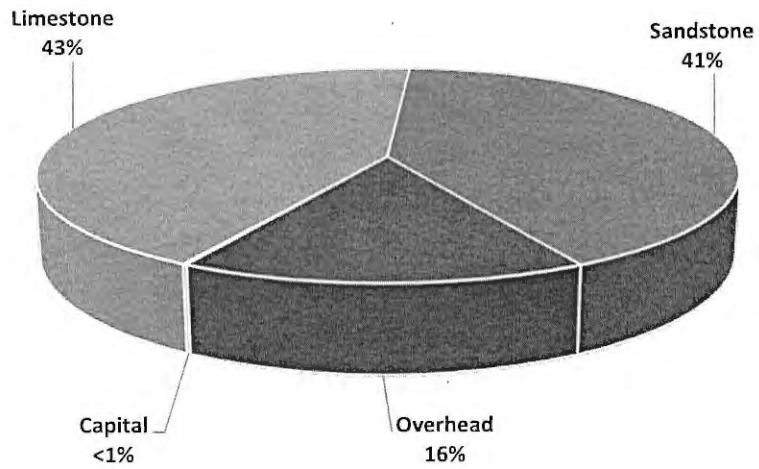
## ROCK HAVEN

2019

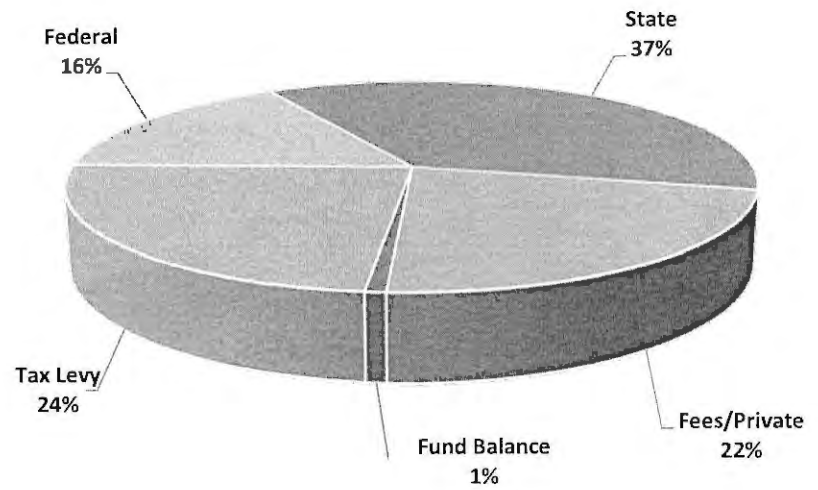
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	9,048,393	9,048,393
Contributions	2,000	2,000
Fund Balance Applied	0	140,000
Transfers In	786,536	786,536
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,007,983	3,007,983
Total Revenues	<hr/> \$12,844,912	<hr/> \$12,984,912
 <u>EXPENDITURES</u>	 <u>DEPARTMENT REQUEST</u>	 <u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$8,511,752	\$8,464,792
Fringe Benefits	4,494,905	4,310,913
Operational	4,198,699	4,198,699
Capital Outlay	51,164	51,164
Allocation of Services	0	0
Total Expenditures	<hr/> \$17,256,520	<hr/> \$17,025,568
 <u>PROPERTY TAX LEVY</u>	 \$4,411,608	 \$4,040,656

2019 BUDGET  
ROCK HAVEN

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### ROCK HAVEN

2019

#### 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:
  - 2017 year-end cost reports indicate that the average cost per resident per day was \$389.
  - Medical Assistance (Medicaid) is estimated in 2019 to reimburse care at a rate of \$172 per day, which represents about 44% of actual costs. Total Medical Assistance revenue is budgeted at \$4,800,452, an increase of \$366,395 or 8.3% over the prior year.
  - Medicare is estimated to reimburse care at a rate of about \$476 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 \$2,606,155, an increase of \$416,155 or 19% over the prior year.
  - Private pay rate (for individuals paying for their own care) will increase from \$305 to \$311 in 2019. The rate was last adjusted in 2017 when it was increased from \$300 to \$305. Total Private Pay revenue is budgeted at \$2,986,583, an increase of \$423,412 or 16.5% over the prior year.
- Year-to-date 2018 resident census follows the 2018 budgeted figures and is listed below:
  - Medicaid average daily population of 99 residents.
  - Private pay average daily population of 13 residents.

- Medicare average daily population of 12 residents.
- The 2019 resident mix takes into account an average daily census of 124 as detailed below:
  - 92 Medicaid, lower than the 99 budgeted in 2018.
  - 17 private pay, higher than the 13 budgeted in 2018.
  - 15 Medicare, higher than the 12 budgeted in 2018.
- Intergovernmental Transfer revenue of \$1,422,705 will decrease by \$103,683 due to lower 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 decrease by \$35,000 as the contracted provider now bills directly for services, resulting in a loss of billing revenue for Rock Haven. The decrease will be offset by an increase of \$70,193 for Medicare Part B therapy services, which Rock Haven has the ability to bill directly.
- Working Capital/fund balance application of \$140,000 is budgeted in 2019 and will be used to partially offset the cost of new positions (explained in the Personnel section). Working Capital was \$1.8 million as of 12/31/2017.

#### Expenditures

- Costs for the Rock Haven Physician who serves as the medical director and oversees care for some residents will decrease by \$19,958 due to a new medical model implemented in 2018 in which primary care physicians in the community now oversee care for many residents.
- Pharmacy costs are down \$35,400 due to a new contracted pharmacy.
- Therapy costs are increasing \$206,800 due to new contracted provider.
- Training costs are up \$14,480 for ongoing costs of Relias online training system implemented in 2018 and \$2,000 for other training.



- New expense for marketing and promotion efforts is budgeted at \$2,500.
- Capital purchase requests total \$51,164 for furniture and equipment replacement.

### Personnel

- A major initiative in 2019 is to provide better supervisory coverage and address high-priority resident needs. Investing in staff resources will improve supervision, staff education and onboarding. The additional staff resources are envisioned to reduce overtime and turnover costs in 2020.
- The creation of a full-time Assistant Director of Nursing for each of the four wings of Rock Haven will establish better oversight during the day shift:
  - Three 0.80 FTE Nursing Supervisor positions (Unilateral A) will be reclassified to Assistant Director of Nursing (Unilateral C) and made full-time (i.e., an additional 0.20 FTE will be added to each position). This cost will be \$19,578.
  - One 1.0 FTE Assistant Director of Nursing position (Unilateral C) will be created at a cost of \$109,008.
  - Costs for these positions are partially funded with fund balance application in 2019.
- Another goal is to provide more consistent weekend supervision and have staff dedicated to overseeing high-priority areas:
  - Two new 0.6 FTE Nursing Supervisor positions (Unilateral A) will be created and will work on weekends. They will also work part time during the week to oversee the infection control and education/orientation programs. Cost will be \$66,244 for each position or a total of \$132,488.
  - Costs for these positions are partially funded with fund balance application in 2019.
- Rock Haven requests to reclassify 2.0 FTE Account Clerk III positions (Pay Grid 1258) to newly created position of Financial Support Specialist (Pay Grid 1258).

- I recommend the reclassification of 1.0 FTE Account Clerk III position (Pay Grid 1258) to Accountant position (Pay Grid 2489). This position was an Accountant several years ago but was underslotted to Account Clerk III when a retirement occurred.
- I recommend the reclassification of 1.0 FTE Account Clerk III (Pay Grid 1258) to Account Clerk III (Pay Grid 2489).
- Duties between the two current Account Clerk III positions differ, justifying the different reclassifications. Moving this position from Pay Grid 1258 to Pay Grid 2489 is consistent with efforts to reduce duplicative position titles among pay grids and will afford the incumbent an increase in pay.
- Total cost of these two reclassifications is \$4,960 in 2019.
- Rock Haven requests to reclassify a 1.0 FTE Clerk-Receptionist position (Pay Grid 1258) in Materials and Environmental Services to an Administrative Assistant (Pay Grid 1258):
  - I recommend the reclassification to an Administrative Assistant in Pay Grid 2489. This action will improve backup and cross training with other Administrative Assistants in facility at a cost of \$1,521.
- Rock Haven requests a new 0.4 FTE Activity Therapy Assistant position. This request is recommended due to additional programming and activity services offered to residents. The cost of this new position is \$13,115.
- With these position changes, the following positions can be deleted:
  - 1.0 FTE Administrative Secretary (savings of \$61,441)
  - 0.70 FTE Registered Nurse - Relief Pool (savings of \$53,167)
- I also recommend deleting a 1.0 FTE Payroll Specialist position due to consolidation of duties with the Finance Department at a savings of \$61,000 (net of Finance Department cross-charge to Rock Haven).
- I recommend the Admissions Nurse and the MDS Nurse be changed from Unilateral A to Unilateral C.

- I recommend applying a vacancy factor to reduce budgeted health insurance costs by \$150,000. Trend analysis indicates Rock Haven has been over-budgeting health insurance costs by an average of 12% annually.

Summary

- The recommended tax levy for Rock Haven is \$4,040,656, which is a decrease of \$766,016 or 15.9% from the prior year.

# I. Human Services Board

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# CHARTER

## HUMAN SERVICES

2019

### 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 purchase supplies. This unit also provides some facility management for leased office space.

**Technology, Records and Quality Management (TRQM):** 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. TRQM 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, Juvenile Justice and the Youth Services Center. A continuum of services has been developed within the division to provide case management and services for children and their families who have been referred to the Child Protection and Juvenile Justice Systems of Rock County. The Division's work is guided by the need to protect children from maltreatment and ensure public safety and juvenile accountability by using evidenced-based programs and practices to increase the skills and competencies of clients to promote positive behavior change.

**Access, Initial Assessment and Substitute Care:** The function of the Access Unit is to assess and screen all incoming reports of possible child maltreatment. Access staff gathers sufficient information to determine whether child maltreatment or the risk of maltreatment to a child exists. The Initial Assessment Units complete comprehensive assessments when reports of child abuse are screened in. Initial Assessment social workers interview and gather information based on state law and policy. Initial Assessments are completed within 60 days and determine whether abuse or neglect occurred and refer cases to services and/or the Circuit Court. CPS Substitute Care social workers recruit and license relative and non-relative foster homes. They also assist CPS social workers in locating out-of-county foster homes, group homes or residential care placements. Substitute Care social workers provide a critical function when children are removed from their parent's care and ensure every child is placed in a safe and stable home or facility.

**Ongoing Services:** Ongoing services is comprised of Child Protection Ongoing case management and Juvenile Justice Services. Child Protection Ongoing provides case management to families where children have been found to be unsafe. CPS Ongoing Social Workers develop plans to help families overcome such issues as addiction or domestic violence. Ongoing services also includes targeted programming for in-home safety services to maintain children in their homes safely and prevent removal, as well as post reunification services to support reunified families and prevent future placement. Juvenile Justice Services has multiple functions which include juvenile intake, screening/assessment of youth arrested and referred to the juvenile court, case management of youth who have been found to be delinquent, intensive case management of youth who have been assessed to be high risk for recidivism, and electronic monitoring. Both CPS Ongoing and Juvenile Justice Services work closely with the Juvenile Court System as well as community organizations.

**Youth Services Center:** The Youth Services Center (YSC) provides 24/7 care of youth ordered into the facility through the Rock County Juvenile Court. The YSC is comprised of both Secure Detention and Shelter Care. The Secure Detention portion of the YSC provides secure care of youth who have been deemed a danger to community and require secure confinement. The Shelter Care portion provides non-secure care of youth involved in either the Child Protection or Juvenile Justice Systems. Within the secure detention center is the ACTIONS program which is a long term program for youth as an alternative to being placed in a juvenile corrections facility. The ACTIONS program services male youth ages 14 to 17. Youth receive both individual and family therapy throughout the program. Other components of the program include cognitive behavioral groups (MRT and Carey Guides), full day school, employment skills and training, psychiatric care, and mentoring.

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

## **ECONOMIC SUPPORT**

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

**Southern Income Maintenance (IM) Consortium:** The Southern IM Consortium was formed in 2012. Rock County is the lead fiscal and administrative agency for the Southern Consortium which includes six other counties (Crawford, Grant, Green, Iowa, Jefferson, and Lafayette) that all staff the Southern Consortium Call Center. Economic Support Specialists determine eligibility for programs administered with the State of Wisconsin's Department of Health Services (DHS): Medical Assistance (MA), Badger Care Plus (BC+), Caretaker Supplement (CTS), and FoodShare (FS).

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

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

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

### **AGING AND DISABILITY RESOURCE CENTER**

The ADRC offers the general public a single source (one-stop-shop) for information and assistance on issues affecting 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. In addition, they receive and document all Elder/Adult Abuse and Neglect referrals from the community for investigation by APS.

**Disability Benefit Specialists (DBS):** DBS staff assist individuals with financial issues/hardships such as helping them obtain Social Security Disability payments, appealing denials for financial benefits, 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 five program areas: Crisis Services, Comprehensive Community Services, Community Support Program, Outpatient Services, and Children's Long Term Support.

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

**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.

**Outpatient Mental Health and Substance Abuse Services:** Outpatient services includes broad mental health and substance abuse services delivered at three Rock County Counseling Center clinic locations. The staff provides assessment, psychotherapy 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 and provide evidence based treatment and community based case management services to participants in the Rock County OWI Court and Drug Court. The treatment teams work closely with other partners including the District Attorney's office, Public Defender's office, Department of Corrections, the Judge, and the Sheriff's office to increase public safety by reducing recidivism.

**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, formerly organized under the Developmental Disabilities Board. The Birth to 3 program is a federally-mandated Early Intervention program to support families of children with developmental delays or disabilities under the age of three. These services are delivered through a contract with CESA 2.

## PERSONNEL SUMMARY

### HUMAN SERVICES

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
AGENCY MANAGEMENT			
Director of Human Services	1.0	1.0	0.0
Human Services Deputy Director	1.0	1.0	0.0
Administrative Services Division Manager	1.0	1.0	0.0
Controller	1.0	1.0	0.0
Technology, Records & Quality Management Supervisor	1.0	0.0	(1.0)
Program Manager	0.0	1.0	1.0
Practice & Service Coordinator	1.0	0.0	(1.0)
Medical Records Manager	1.0	1.0	0.0
HSD Analyst	4.0	0.0	(4.0)
Analyst	0.0	4.0	4.0
Accountant Supervisor	1.0	1.0	0.0
Accountant	1.0	1.0	0.0
Support Services Supervisor	2.0	2.0	0.0
Secretary II	2.0	2.0	0.0
Accountant (2489 Pay Grid)	1.0	1.0	0.0
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	2.0	2.0	0.0
Word Processing Operator	2.0	2.0	0.0
Medical Records Technician	1.0	2.0	1.0
Release of Information Clerk	1.0	1.0	0.0
Account Clerk II	1.0	1.0	0.0
Clerk Typist II	1.0	1.0	0.0
SUBTOTAL	35.0	35.0	0.0

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
ECONOMIC SUPPORT			
Economic Support Division Manager	1.0	1.0	0.0
Lead Economic Support Supervisor	1.0	1.0	0.0
Economic Support Supervisor	3.0	3.0	0.0
Economic Support Supervisor – Training	1.0	1.0	0.0
Lead Economic Support Specialist	3.0	3.0	0.0
Economic Support Specialist	44.0	44.0	0.0
Administrative Services Supervisor	1.0	1.0	0.0
Job Center Support Specialist	3.0	3.0	0.0
SUBTOTAL	57.0	57.0	0.0
CHILDREN, YOUTH & FAMILIES- ACCESS, I/A & ONGOING			
Children, Youth & Families Division Manager	1.0	1.0	0.0
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	10.0	10.0	0.0
Master Social Worker	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	50.0	50.0	0.0
Lead Case Worker	1.0	1.0	0.0
Family Skills Specialist	1.0	0.0	(1.0)
Skills Development Specialist	0.0	1.0	1.0
Psychiatric Technician	4.0	4.0	0.0
Administrative Assistant	3.0	3.0	0.0
Secretary I	1.0	1.0	0.0
SUBTOTAL	73.0	73.0	0.0

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
CHILDREN, YOUTH & FAMILIES- ONGOING			
Program Manager	1.0	1.0	0.0
Human Services Supervisor I	2.0	2.0	0.0
Juvenile Justice Specialist	18.0	18.0	0.0
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
Legal Steno	2.0	2.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	25.0	25.0	0.0
CHILDREN, YOUTH & FAMILIES- YOUTH SERVICES CENTER			
Youth Services Center Superintendent	1.0	1.0	0.0
Deputy Superintendent	1.0	1.0	0.0
Youth Services Center Supervisor	3.0	3.0	0.0
Youth Specialist	27.0	24.0	(3.0)
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	34.0	31.0	(3.0)
BEHAVIORAL HEALTH- CLINICAL SERVICES FOR CHILDREN/FAMILIES			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	1.0	1.0	0.0
Behavioral Health Clinician	5.0	5.0	0.0
Case Manager I/Case Manager II/Social Worker	1.0	1.0	0.0
SUBTOTAL	8.0	8.0	0.0

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
BEHAVIORAL HEALTH- COMPREHENSIVE COMMUNITY SERVICES			
Human Services Supervisor II	4.0	5.0	1.0
Program Manager	1.0	1.0	0.0
Behavioral Health Clinician	22.0	26.0	4.0
Registered Nurse	1.0	2.0	1.0
Case Manager I/Case Manager II/Social Worker	10.0	10.0	0.0
HSD Analyst	2.0	0.0	(2.0)
Analyst	0.0	2.0	2.0
CST Service Coordinator	1.0	1.0	0.0
Peer Support Specialist	2.0	4.0	2.0
Administrative Assistant	1.0	2.0	1.0
SUBTOTAL	44.0	53.0	9.0
BEHAVIORAL HEALTH- OUTPATIENT CLINICS			
Behavioral Health Division Manager	1.0	1.0	0.0
Program Manager	1.0	1.0	0.0
Advanced Practice Nurse Prescriber	1.0	0.0	(1.0)
Human Services Supervisor II	1.0	1.0	0.0
Nursing Supervisor	0.0	1.0	1.0
Registered Nurse	3.2	3.2	0.0
Registered Nurse- Project	0.4	0.4	0.0
AODA Coordinator	1.0	1.0	0.0
Behavioral Health Clinician	12.0	9.0	(3.0)
Case Manager I/Case Manager II/Social Worker	5.0	5.0	0.0
Case Manager I/Case Manager II/Social Worker- Project	1.0	1.0	0.0
Secretary I	1.0	1.0	0.0
Administrative Assistant	5.4	5.4	0.0
SUBTOTAL	33.0	30.0	(3.0)

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
BEHAVIORAL HEALTH- CRISIS			
Program Manager	1.0	1.0	0.0
Human Services Supervisor II	2.0	2.0	0.0
Behavioral Health Clinician	6.8	6.8	0.0
Case Manager I/Case Manager II/Social Worker	11.0	10.0	(1.0)
Psychiatric Technician	11.6	12.0	0.4
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	33.4	32.8	(0.6)
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
Master Social Worker	15.0	15.0	0.0
Case Manager I/Case Manager II/Social Worker	5.0	5.0	0.0
Psychiatric Technician	2.0	2.0	0.0
Administrative Assistant	2.0	2.0	0.0
SUBTOTAL	31.0	31.0	0.0
BEHAVIORAL HEALTH- CHILDREN'S LONG TERM SUPPORT			
Human Services Supervisor II	1.0	1.0	0.0
Human Services Supervisor I	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	16.0	16.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	19.0	19.0	0.0

**HUMAN SERVICES**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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
Case Manager I/Case Manager II/Social Worker - Project	1.0	1.0	0.0
Lead Worker	0.0	1.0	1.0
Information & Assistance Specialist	11.0	10.0	(1.0)
Disability Benefits Specialist	2.0	2.0	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	17.0	17.0	0.0
ADULT PROTECTIVE SERVICES			
Human Services Supervisor I	1.0	1.0	0.0
Case Manager I/Case Manager II/Social Worker	4.0	4.0	0.0
SUBTOTAL	5.0	5.0	0.0
TOTAL	414.4	416.8	2.4



**HUMAN SERVICES**

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	AGENCY MANAGEMENT AND SUPPORT			
Deletion	Practice & Service Improvement Coord.		1.0	1.0
Reallocation	Human Services Deputy Director (PR 32)	Human Services Deputy Director (PR 34)	1.0	0.0
Reallocation	Human Services Deputy Director (PR 32)	Human Services Deputy Director (PR 33)	0.0	1.0
Reallocation	Admin. Services Div. Manager (PR 29)	Admin. Services Div. Manager (PR 33)	1.0	0.0
Reallocation	Admin. Services Div. Manager (PR 29)	Admin. Services Div. Manager (PR 32)	0.0	1.0
Reclassification	Techn., Records & Qlty. Mgmt. Sup. (PR 24)	Program Manager (PR 27)	1.0	1.0
New Position		Medical Records Technician	1.0	1.0
Title Change	HSD Analyst	Analyst	1.0	1.0
	CHILDREN, YOUTH, AND FAMILIES- ACCESS, I/A, ONGOING			
Reclassification	Case Mgr. I/Case Mgr. II/Social Worker	Lead Case Worker	1.0	1.0
Title Change	Family Skills Specialist	Skill Development Specialist	1.0	1.0
	CHILDREN, YOUTH AND FAMILIES- YOUTH SERVICES CENTER			
Deletion	Youth Specialist		3.0	3.0
	AGING & DISABILITY RESOURCE CENTER			
Reclassification	Information & Assistance Specialist	Lead Worker	1.0	1.0

**HUMAN SERVICES**

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
	BEHAVIORAL HEALTH- OUTPATIENT CLINICS			
New Position		Nursing Supervisor	1.0	1.0
Deletion	Registered Nurse		0.2	0.2
Deletion	Registered Nurse		0.4	0.4
New Position		Registered Nurse	0.6	0.6
Deletion	Behavioral Health Clinician		3.0	3.0
Deletion	Advanced Practice Nurse Prescriber		1.0	1.0
	BEHAVIORAL HEALTH- CRISIS			
Deletion	Psychiatric Technician		0.4	0.4
New Position		Psychiatric Technician	0.8	0.8
Deletion	Case Mgr. I/Case Mgr. II/Social Worker		1.0	1.0
	BEHAVIORAL HEALTH- COMPREHENSIVE COMMUNITY SUPPORT			
New Position		Behavioral Health Clinician	4.0	4.0
New Position		Human Services Supervisor II	1.0	1.0
New Position		Registered Nurse	1.0	1.0
New Position		Peer Support Specialist	2.0	2.0
New Position		Administrative Asssistant	1.0	1.0
Title Change	HSD Analyst	Analyst	1.0	1.0

# FINANCIAL SUMMARY

## HUMAN SERVICES

2019

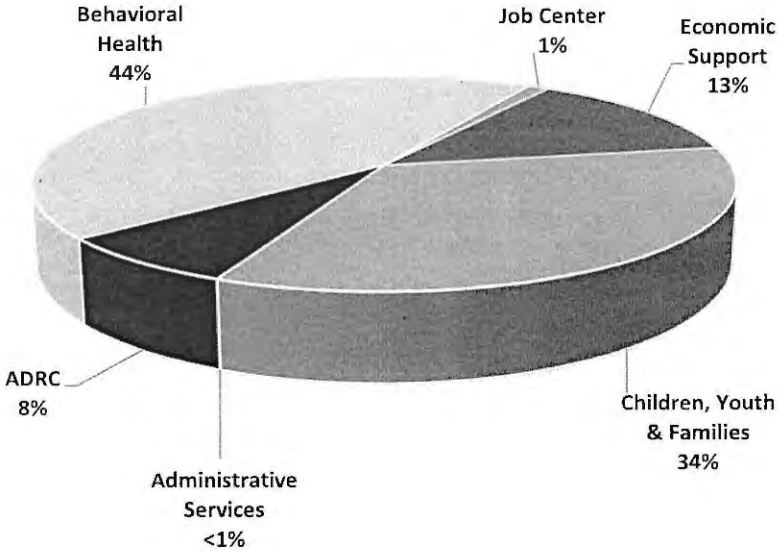
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$32,746,110	\$32,753,832
Intergovernmental	10,152,756	10,169,794
Contributions	8,000	8,000
Fund Balance Applied	114,394	104,557
Transfers In	(182,692)	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,418,356	1,418,356
Total Revenues	\$44,256,924	\$44,454,539

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$24,148,782	\$24,148,782
Fringe Benefits	10,820,743	10,925,137
Operational	32,730,152	32,902,699
Capital Outlay	93,418	93,418
Allocation of Services	(43,824)	(43,824)
Total Expenditures	\$67,749,271	\$68,026,212

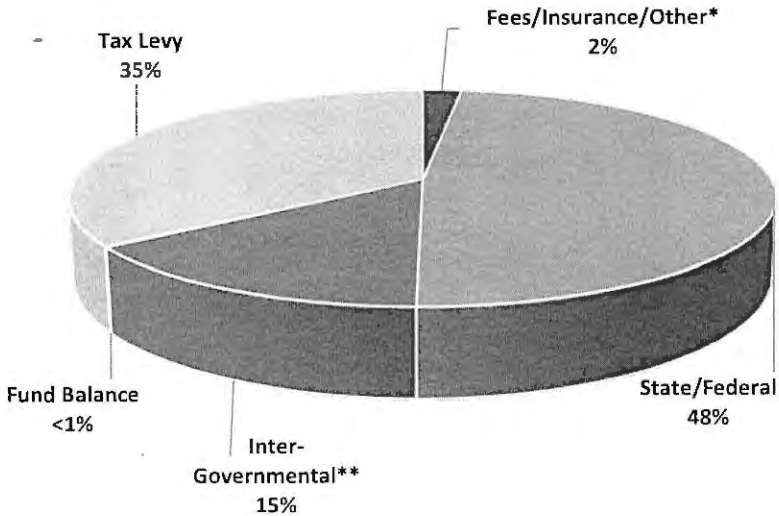
<u>PROPERTY TAX LEVY</u>	<b>\$23,492,347</b>	<b>\$23,571,673</b>
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**2019 BUDGET  
HUMAN SERVICES BY DIVISION**

EXPENDITURES BY DIVISION



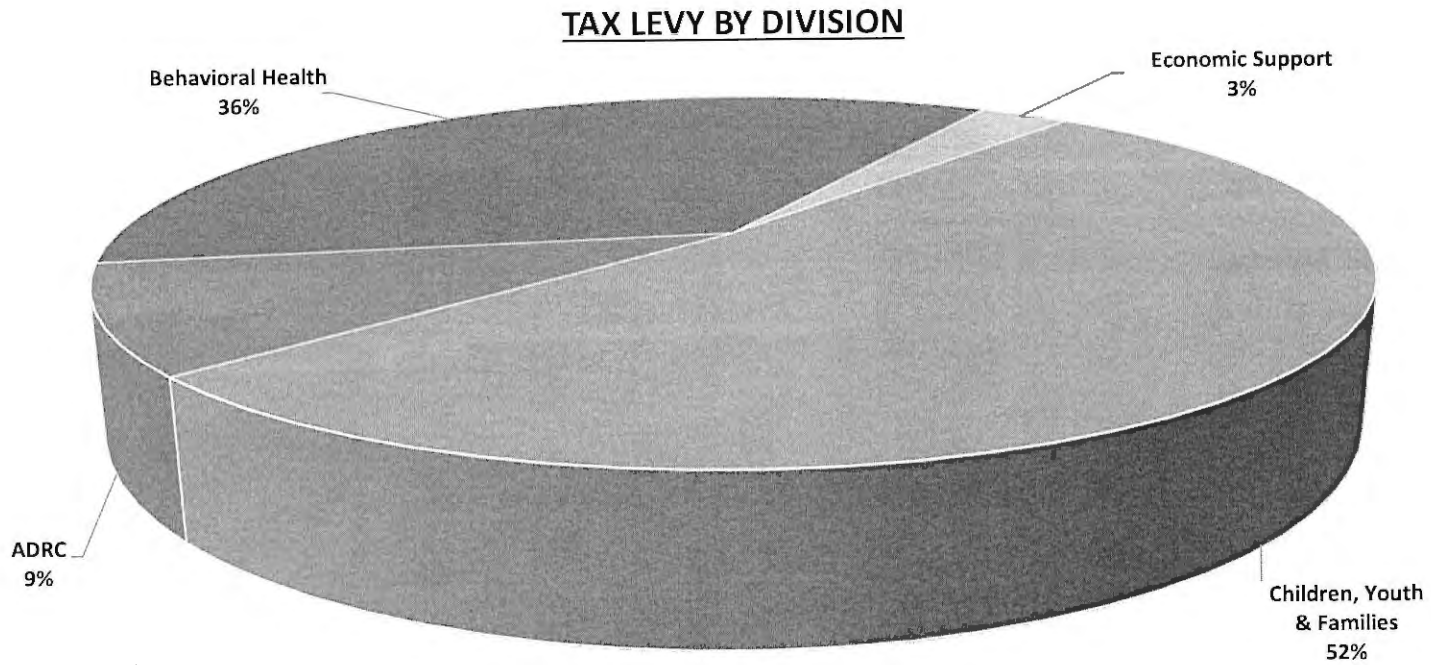
REVENUES BY SOURCE



\*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.

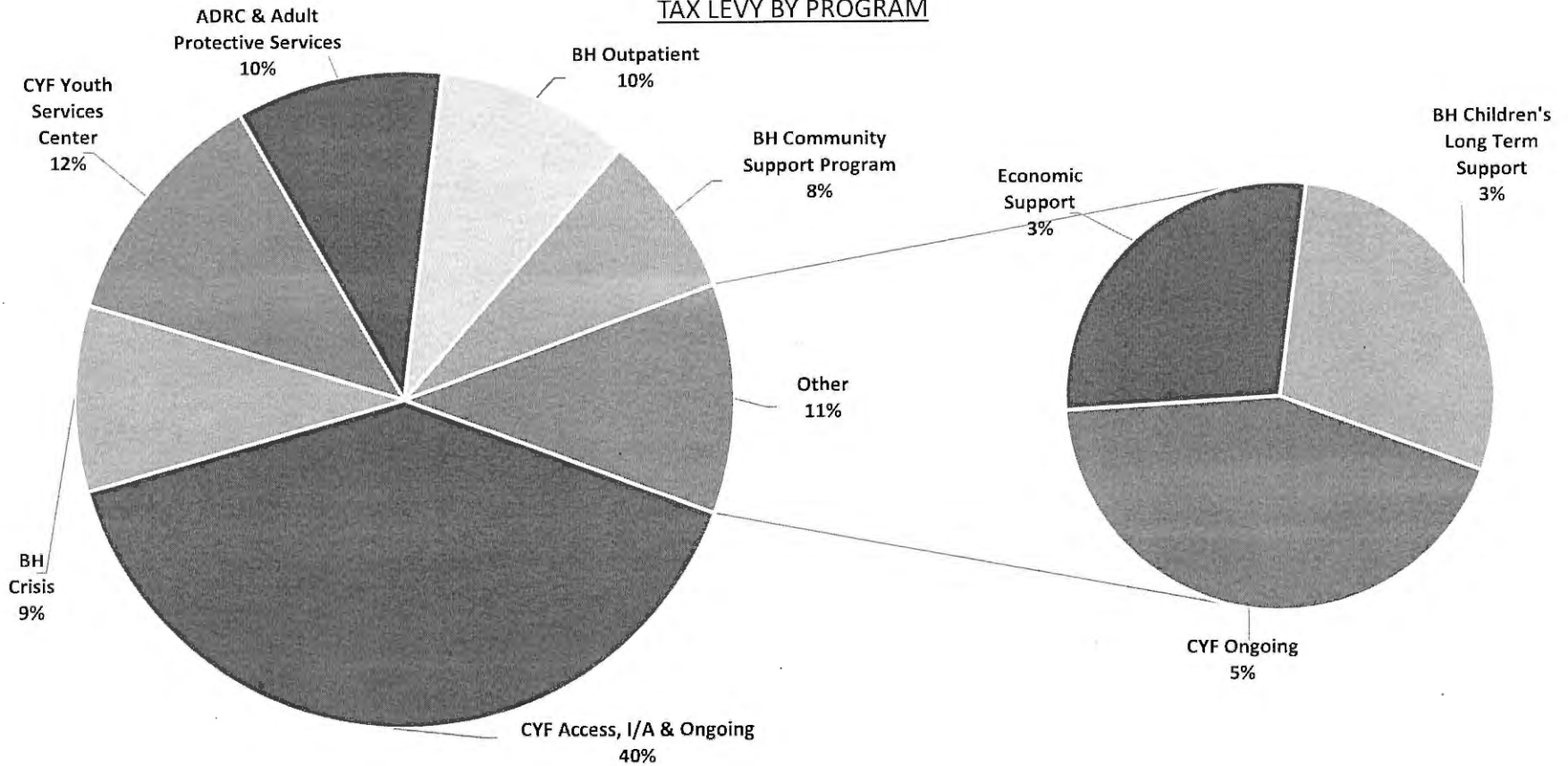
2019 BUDGET  
HUMAN SERVICES



Administrative Services not shown as no tax levy supports operation.

**2019 BUDGET  
HUMAN SERVICES**

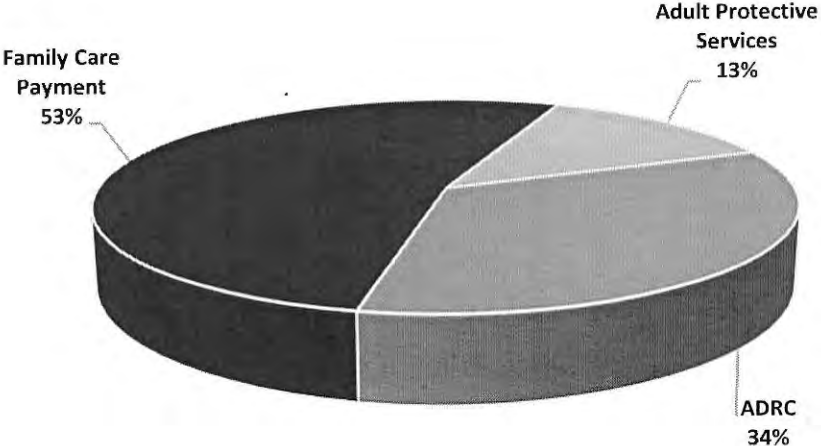
TAX LEVY BY PROGRAM



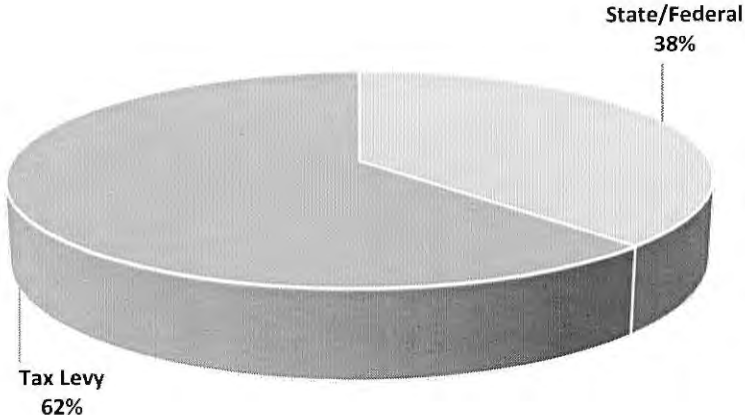
BH = Behavioral Health  
CYF = Children, Youth and Families

**2019 BUDGET**  
**AGING AND DISABILITY RESOURCE CENTER AND ADULT PROTECTIVE SERVICES**

EXPENDITURES BY PROGRAM

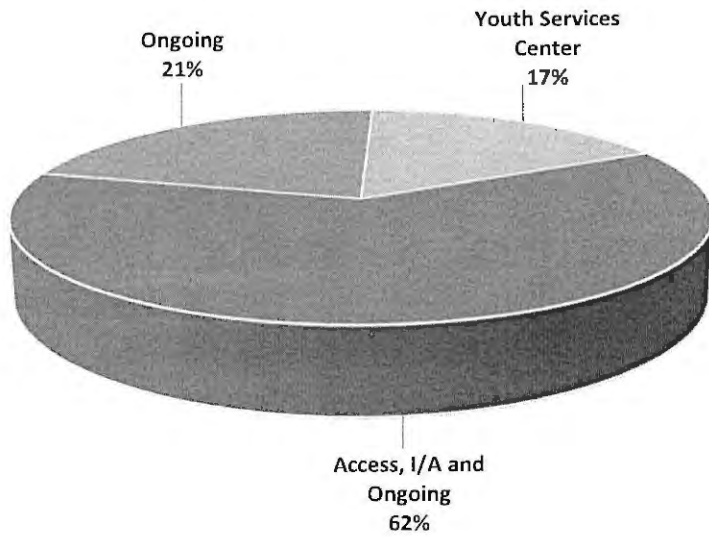


REVENUES BY SOURCE

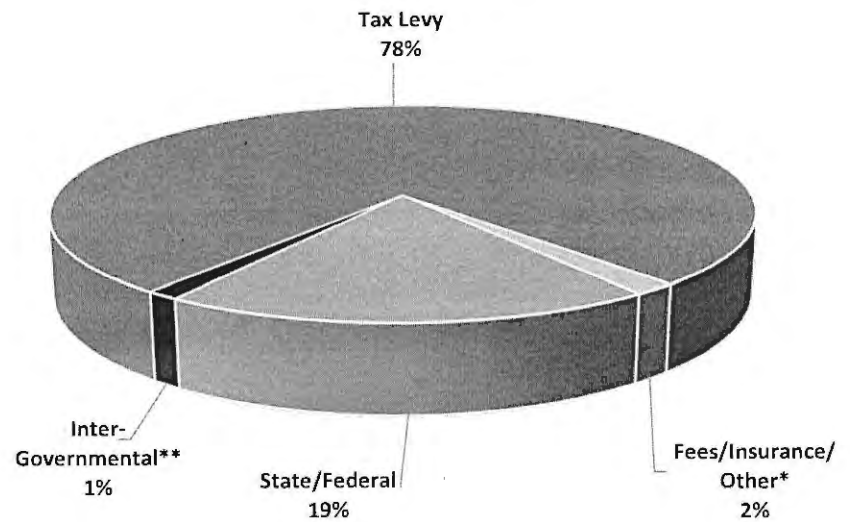


**2019 BUDGET  
CHILDREN, YOUTH & FAMILIES**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



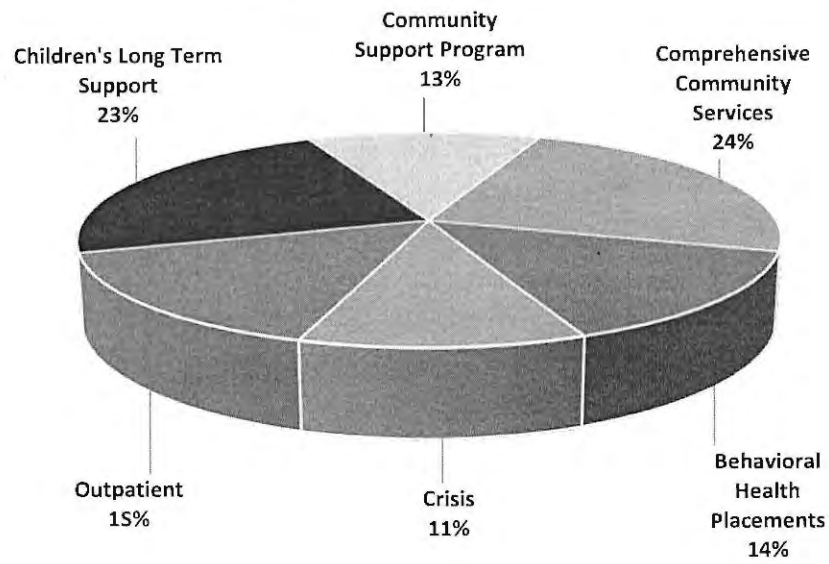
\*Other includes parental payments and tax intercept.

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

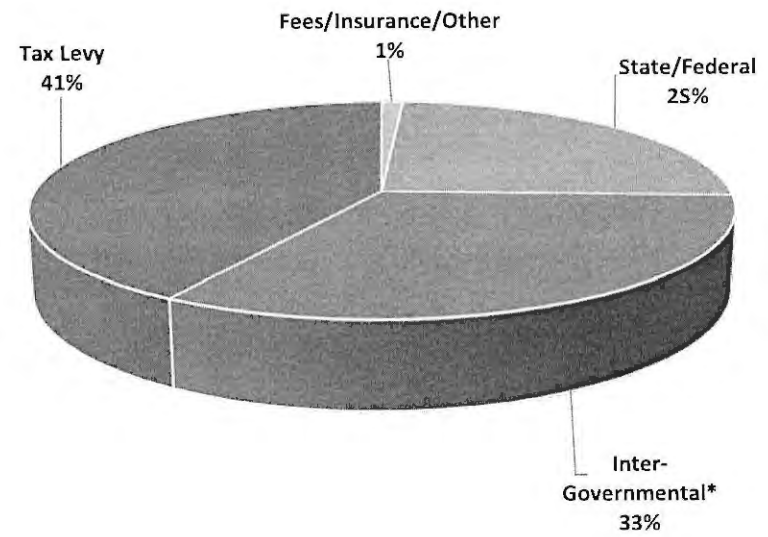


## 2019 BUDGET BEHAVIORAL HEALTH

EXPENDITURES BY PROGRAM



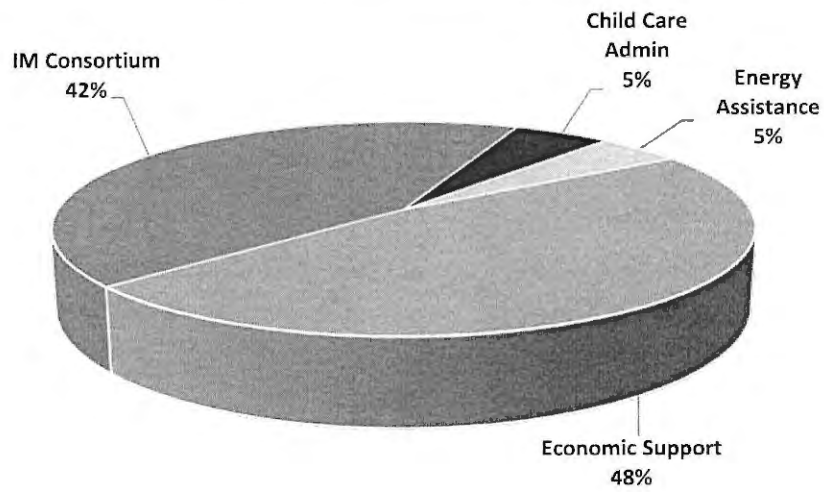
REVENUES BY SOURCE



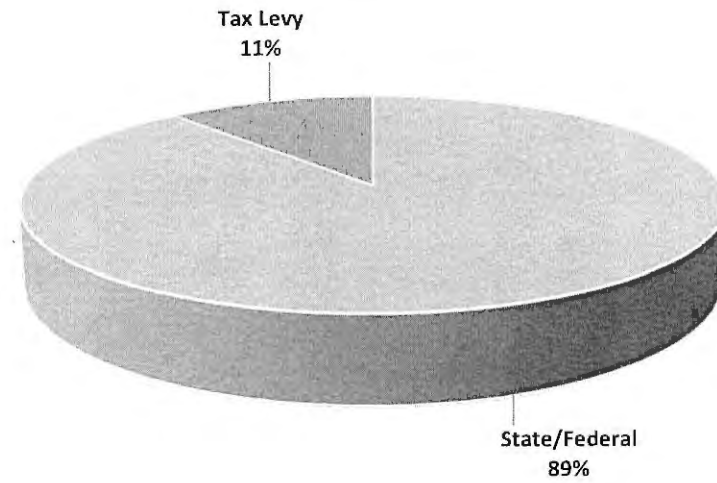
\* Includes Medical Assistance and Medicare.

2019 BUDGET  
ECONOMIC SUPPORT

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## **ADMINISTRATOR'S COMMENTS**

### **HUMAN SERVICES DEPARTMENT**

**2019**

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

##### Revenue

- In 2017, the State developed a plan to limit the timing and circumstances in which counties could have re-directed child support revenue from parents with children in out-of-home placements to the County to use to support that placement, which resulted in a planned reduction in the 2018 budget. However, the State has abandoned plans to implement this change. As a result, the County will continue to receive this revenue, which increases revenue in the 2019 budget by \$232,000 as compared to the 2018 budget.
- The Youth Services Center (YSC) expects to see a decrease in revenue of \$71,175 due to less placements from other counties.

##### Expenditures

- The number of children and youth in out-of-home placements continues to be a major driver of the County budget.
  - The Human Services Department (HSD) anticipates an average of 153 children in the Children's Protective Services (CPS) system in foster care and the more costly treatment foster care in 2018, which is an increase of 14 children over the 2018 budgeted figure. However, the 2018 estimate is consistent with the actual number of children in foster care in 2017 (154). In 2019, HSD anticipates 155 CPS children in foster care, plus another 4 juveniles in foster care, for a total of 159 in 2019.
  - The number of CPS children in subsidized guardianships, which is one form of permanency, also is increasing, from 2 in 2017 and an estimated 11 in 2018 to 17 budgeted for 2019.
  - The number of youth in State correctional facilities has decreased from an average of 3.0 juveniles daily in 2017 to an estimated 0.3 juveniles daily in 2018. 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.

- The number of children and youth in group homes and residential care centers is estimated to increase slightly from 19 in the 2018 budget to 22 in 2019. 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.
- Although the estimated number of children and youth among all types of out-of-home placements in CPS and juvenile justice is expected to be fairly similar to the number actually served in 2018, the 2019 budget is increasing by \$886,733. This brings the total budgeted cost for this purpose to more than \$6.6 million in 2019.
- Several initiatives in 2019 are intended to improve outcomes for children and youth and reduce the County's costs.
  - An increasing effort has been made to provide in-home safety services to families to ensure the safety of children while keeping them in their homes. This is time-intensive, at times requiring staff to be on-site with families at all hours of the day and night. In 2019, HSD is pursuing contracting for this service with Professional Services Group (PSG), which provides similar services in other counties and which began providing paraprofessional support services to the Division in 2018. This change is expected to increase County costs for in-home safety services by \$80,927, but with the expectation of reducing high-cost out-of-home placements.
  - Division staff will undergo training offered by the State to improve the County's ability to find and place CPS children with family members, which could lead to faster permanency and reduce the County's costs.
  - Staff will also be working to collect more and better data to decrease the time it takes to find a permanent placement for children. As the average number of children in foster care and other out-of-home placements has remained constant between 2017 and 2018, the length of time children are in these placements before being returned to their families or finding another permanent placement is increasingly a cost driver. This can be attributed in part to the opioid epidemic as addicted parents must successfully undergo treatment, which takes time, before children can be returned.
  - With the ongoing expansion of Comprehensive Community Services (CCS) in the Behavioral Health Division, HSD will be examining whether providing CCS services to families with children at risk is a viable option that could improve conditions at home and increase the likelihood that children can stay with their parents.

- Overall tax levy support for the YSC is expected to increase by \$172,425.
  - In 2018, HSD moved shelter care out of the YSC and contracted with a private provider to open a facility in Beloit. The annualized cost of this contract in 2019 is about \$720,000.
  - A reduced census at YSC will reduce operational costs, such as food service and laundry, by about \$35,000, although this will also reduce some reimbursement for school lunch costs.
  - In 2018, the County approved plans to expand the ACTIONS program as an alternative to State correctional facilities, and other high-cost residential placements. However, in announcing the future closure of the Lincoln Hills and Copper Lake state juvenile correctional facilities, it no longer makes sense to move forward with this expansion as the State continues to develop its alternatives. The County continues to be involved in discussions as to whether to apply to the State to operate a secured residential care center for children and youth (SRCCY). No funding is included in the 2019 budget to develop architectural plans for such a facility, which would be required as part of the grant application. If the County Board chooses to proceed, supplemental funding would be needed.

#### Personnel

- 3.0 FTE Youth Specialist positions in the YSC, which were not funded in 2018, are recommended to be deleted with the relocation of Shelter Care.
- Consistent with recent changes to the AMHS pay grid, there is a request to reclassify one Case Manager I position to a Lead Worker. This change is recommended.

## Budget Highlights – Behavioral Health Division

### Revenue

- The expansion of the Comprehensive Community Services (CCS) program, the costs of which are 100% reimbursed by the state and federal governments through the Medical Assistance program, is expected to increase revenue by \$1.8 million in 2019, which is a 34% increase from the 2018 budgeted amount. This follows a 50% increase in revenue that occurred in the 2018 budget.
- 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 federal revenue of nearly \$1.5 million as it provides services to more children as the waitlist is eliminated.

### Expenditures

- With the increase in CCS staff comes challenges in identifying sufficient and appropriate office space. In 2019, CCS staff will move into the Eclipse Center space formerly occupied by UW-Extension staff, who are moving into renovated space at the County complex in Janesville. Identifying a longer term solution to CCS space needs, consistent with the newly developed County facilities master plan, will be a goal for 2019.
- Unlike out-of-home placements for children and youth, both the number and cost of out-of-home placements for adults is expected to decrease in 2019. Overall, this results in a reduction in tax levy totaling \$417,847.
  - The costs for placements at the State institutes in 2019 is budgeted at \$1.47 million, which represents an average of approximately 6.5 individuals per day. This is slightly less than the average of 7.0 individuals budgeted in 2018, but higher than the average of 6.0 individuals that are estimated to be served by the end of 2018.
  - The costs for placements in adult family homes and community-based residential facilities total approximately \$1.2 million for an average daily census of 27.0 individuals. This is a decrease from the average of 32.2 individuals budgeted in 2018. Costs are also down in this area due to a more consistent rate-setting methodology used by HSD.

- Costs for placements in county contracted hospitals are increasing by \$186,355 in 2019, from an average of 0.5 individuals per day budgeted in 2018 to 0.8 individuals per day budgeted in 2019. Hospital stays represent a lower cost than placements at the State institutes.
- The County utilizes a number of psychiatrists and advanced practice nurse prescribers (APNP) to provide services to County clients in CCS, the outpatient clinics, and the community support program. As the County's need for these professionals has grown over the years, employment contracts were established based on individual circumstances.
  - In 2019, HSD will be standardizing rates and terms of employment to better manage this valuable resource, as well as adding 10% more hours to meet demand. Overall costs for these contracts in 2019 will total nearly \$1.9 million, an increase of \$320,379 from the 2018 budget.
- In 2018, HSD began its 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.
  - Under this new arrangement, County clients will no longer be served by County staff in the Beloit Counseling Center, but HSD will provide prescriber hours and psychiatric expertise to assist BACH, as well as other financial and in-kind support. This new partnership will continue to be evaluated and adjusted during its first full year of operation in 2019.
  - In addition to leveraging resources and bolstering capacity of a vital community resource in Beloit, this partnership is expected to reduce HSD expenditures by about \$24,000 in 2019.
- HSD staff provide treatment services to participants in the Drug Court and OWI Court.
  - Costs of drug testing for Drug Court participants are increasing, from \$36,359 budgeted in 2018 to \$60,000 in 2019. This is due partly to client inability to pay and difficulty of the County's contracted testing provider in receiving reimbursement from clients' third-party insurers. HSD is applying \$35,026 in fee revenue from the Intoxicated Driver Program in 2019 to help cover some of these costs.
- The Division has requested that Reaching Recovery, which is an outcomes-based clinical assessment, be integrated into the HSD electronic records management system (Avatar). The costs are based on the number of clients served. With about 1,600 clients served, the annual cost is estimated at \$16,000 plus a one-time implementation fee of \$6,000 in 2019. This purchase is recommended.

- \$7,000 is requested to update furniture in the rooms used by Crisis Intervention to interview clients. The old furniture should be replaced with durable furniture more appropriate to its usage and clientele and is recommended.
- As noted in the Administrator's Comments under Community Agency Initiatives in the Finance Committee section of the budget, the contract with United Way Blackhawk Region that was developed for 2-1-1 information line referral services in 2018 is being returned to HSD to manage. HSD is requesting \$20,000 to develop an enhanced contract for 2-1-1 services to improve the information 2-1-1 staff have and expedite referrals to HSD programs. This type of service is provided by 2-1-1 in other counties around the state. This would be an increase of about \$16,000 to the current contract with United Way, although the exact amount is yet to be determined. This change is recommended.

Personnel

- Consistent with the increase in revenue to expand the CCS program is the increase in staff. To accommodate the growing program, HSD is recommended to add the following 9.0 FTE positions, which would bring the total number of CCS positions to 63.0 FTE.
  - 4.0 FTE Behavioral Health Clinicians
    - 1.0 FTE will directly provide mental health services to clients on the caseload
    - 3.0 FTE will serve as service facilitators
  - 1.0 FTE Human Services Supervisor II
  - 1.0 FTE Registered Nurse
  - 2.0 FTE Peer Support Specialists
  - 1.0 FTE Administrative Assistant
- In addition, HSD intends to transfer a Family Skills Specialist position to CCS from the Children, Youth and Families Division. The requested retitle of this position to Skill Development Specialist to better reflect range of duties is recommended.



- Crisis Intervention currently has a 0.4 FTE Psychiatric Technician that is devoted to the jail re-entry program. The request and recommendation is to delete this position and create a 0.8 FTE Psychiatric Technician position, which would double the number of hours devoted to supporting jail re-entry. As the cost of jail re-entry positions are split between the Sheriff's Office and HSD, the cost of this increase is included in the Sheriff's budget.
  - Also requested and recommended in Crisis Intervention is the deletion of 1.0 FTE Case Manager I/Case Manager II/Social Worker position that was previously devoted to the Projects for Assistance in Transition from Homelessness (PATH) program, which is now administered by the National Alliance on Mental Illness (NAMI)—Rock County.
  
- The Outpatient Services unit has several personnel changes recommended, including:
  - Creating a 1.0 FTE Nursing Supervisor position. The Behavioral Health Division has 7.0 FTE Registered Nurses, and HSD lacks the expertise to supervise these staff across multiple locations. A portion of this position would be devoted to direct nursing services. It is anticipated that up to 75% of the cost for this position will be able to be charged to the CCS program and therefore reimbursed by federal MA revenue.
  - Deleting a 0.2 FTE Registered Nurse and a 0.4 FTE Registered Nurse. In place of these deletions, it is recommended to create a 0.6 FTE Registered Nurse position. It has been difficult to recruit and retain nurses, and creating a position with more hours and benefits will help.
  - Deleting 3.0 FTE Behavioral Health Clinicians.
    - 1.0 FTE was included in the 2018 budget to support the YSC ACTIONS program, but as noted above due to State-level changes the anticipated program expansion was not implemented.
    - 2.0 FTE previously provided services in the Beloit Counseling Center but are no longer needed due to the new partnership with BACH, which will now provide these services for County clients.
  - Deleting 1.0 FTE Advanced Practice Nurse Prescriber. This position is being deleted off the County personnel roster and moved to become a contracted employee like other physicians and prescribers to be more consistent in our approach to these types of positions.

## Budget Highlights – Economic Support Division

### Revenue

- Revenues for the Rock County Economic Support program are expected to increase by \$437,241 in 2019 for a total of \$7.93 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 \$3.8 million will be passed through to these six counties in 2019.

### Expenditures

- Expenditures for the Rock County Economic Support program are expected to increase by \$340,174 in 2019 for a total of nearly \$9.0 million.
- Economic Support caseloads have remained fairly consistent over the past five years. Through June 2018, the unduplicated caseload averaged 21,268 cases per month, which is 77 cases more than the 2017 average.
  - The number of FoodShare cases steadily decreased from 12,326 in January 2017 to 11,285 in June 2018, a decrease of 1,041 cases or 8.4%.
  - The number of MA cases steadily increased from 3,208 in January 2017 to 3,538 in June 2018, an increase 333 cases or 10.4%.
- 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. Costs to accommodate these changes are not included in the 2019 budget but may need to be revisited in 2019 pending direction from the State.

- The Economic Support program, both for Rock County and the Southern Consortium, has been meeting the 2018 performance standards established by the State. In 2019, 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%
- Much of the work to receive and process applications and other changes to benefits occurs through a call center located at the Job Center. Turnover continues to be a challenge in this type of work environment. An additional \$11,122 is included in the 2019 budget for new office equipment, including 20 sit/stand desks, to improve working conditions.

#### Personnel

- No personnel changes are requested for 2019.

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

### Revenue

- The ADRC receives \$1.7 million in State and Federal aid. Due to diligent time reporting by staff, no tax levy has been needed to operate the ADRC in prior years. However, with increasing staff and operational costs, the County expects to devote \$32,251 in tax levy to operate the ADRC in 2019.

### Expenditures

- 2018 is the second full year of Family Care in Rock County. The County is required to make a payment to the State to offset the State's cost of funding the program. This payment will decrease over 5 years, and in 2019 will total \$2,601,584. This amount is \$383,198 less than the 2018 payment. The reduction in the Family Care payment is available to be used for other purposes in the HSD budget.
- The ADRC continues to remove individuals who are eligible for Family Care from the waiting list, which the State will require to be eliminated in July 2019 when Family Care becomes an entitlement in Rock County.
  - A concern for 2019 is that the number of people being added to the waitlist is increasing at a greater rate than the number the State allows to come off the waitlist on a monthly basis to be enrolled in Family Care. This creates a potential workload issue for ADRC staff in the next nine months. This issue remains unresolved and will require further discussions with the State.
- With the implementation of Family Care and establishment of a dedicated Adult Protective Services unit, referrals for investigations of elder abuse and neglect have increased. Referrals in 2017 totaled 350 and are on pace to exceed that figure in 2018.

### Personnel

- Consistent with recent changes to the AMHS pay grid, there is a request to reclassify one Information and Assistance Specialist position to a Lead Worker. This change is recommended.

## Budget Highlights – Administrative Services Division

### Revenue

- HSD has re-evaluated the amount of revenue it typically receives through the Wisconsin Medicaid Cost Reporting (WIMCR) program, which 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, HSD has greater confidence in projecting the County's WIMCR payment for 2019 based on recent history. In 2019, it is expected that this payment will increase by \$280,000 to \$1.5 million.
- In 2019, HSD will continue efforts begun in 2017 to improve its billing processes and capabilities. This has included timelier billing, better collection of client information to facilitate third-party and private insurance billing, and a focus on resubmitting denied claims. HSD also is working to develop contracts that allow it to increase its ability to bill for services. These efforts are critical to increasing revenue to support departmental operations.

### 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.
- Given the size and complexity of HSD operations, the costs to maintain the technology and equipment infrastructure can be significant.
  - HSD requests to add Identity Manager functionality to its Avatar electronic health record system in 2019. This would improve operational efficiency by allowing user passwords to be integrated across the increasing number of IT systems used by HSD staff. The cost in 2019 is \$11,825 and is recommended.
  - The cost for replacement computers across HSD will total \$62,850 in 2019. This is a decrease from the \$90,700 that was budgeted for this purpose in 2018.
  - The cost to replace multifunction copiers across the department will be \$23,568 in 2019.

- Requested and recommended in 2019 are consulting services that will allow HSD to develop a strategic plan for departmental operations and a client group that can provide input and feedback to improve the provision of services. Such client groups are increasingly important in demonstrating that human services departments are being responsive to the needs of those they serve, and are also a vital component to receiving grants.
- Administration of the Job Center is managed through HSD. In 2019, a 2% increase in lease rates for both non-County Job Center partners and HSD divisions located there is included in the budget. 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 the 2018 budget, the County Board approved the creation of a 1.0 FTE Practice and Service Improvement Coordinator to help bring a higher level of clinical practice coordination across HSD divisions. With the retirement of the Deputy Director in 2018, HSD integrated the functions of these two positions into the Deputy Director position. As a result, the Practice and Service Improvement Coordinator is requested to be deleted in 2019 with a cost savings of \$100,604.
- With the integration of duties of the Practice and Service Improvement Coordinator into the Deputy Director position, other responsibilities of administrative staff are being redistributed, resulting in two requested reallocations that will better reflect the duties and authority of management positions within HSD.
  - The Deputy Director position is requested to be reallocated from Range 32 to Range 34. I am recommending a reallocation to Range 33, which more appropriately reflects this position's duties and level of authority within HSD.
  - The Administrative Services Division Manager position is requested to be reallocated from Range 29 to Range 33. With the change of the Deputy Director position to include more clinical oversight duties, some of the management responsibilities previously completed by the Deputy Director have been assigned to the Administrative Services Division Manager. I am recommending a reallocation to Range 32.
- As noted, HSD's reliance on technology has been increasing, and over the last several years HSD has been attempting to align its organizational and administrative structure to best manage these responsibilities.

- For 2019, HSD requests that the unit overseeing technology and administrative support functions be renamed from Technology, Records, and Quality Management to Data Systems Management and Support.
- To better reflect the level of responsibilities in this unit, HSD also requests the reclassification of the Technology, Records, and Quality Management Supervisor (Range 24) to Program Manager (Range 27). HSD indicates that this would put this position on par with other Program Manager positions in HSD that supervise other supervisors and have significant responsibilities. This request also would place this position with other positions with technology management and oversight responsibilities, such as the Public Safety Systems Manager. I am recommending these changes as requested.
- HSD is requesting a new Medical Records Technician position to help address the increasing workload in managing medical records of both HSD and Rock Haven. One major driver of this need is the increase in Child Protective Services (CPS) cases. This increases the need not only to manage records, but to be responsive to the commensurate increase in the number of records requests, which must be prioritized and completed in a timely manner. These factors have made it challenging for staff to complete their required duties. The cost of this new position is \$61,723 and is recommended.
- I am recommending that the HSD Analyst position be retitled to an Analyst. This change will allow other County departments to utilize this position title.

### Summary

- Expenditures in the Children, Youth and Families Division total \$23,288,197.
  - Recommended tax levy is \$18,058,989, an increase of \$1,143,725 or 6.8%.
- Expenditures in the Behavioral Health Division total \$29,778,616.
  - Recommended tax levy is \$12,300,036, a decrease of \$41,657 or 0.3%.
- Expenditures in the Economic Support Division total \$8,977,198.
  - Recommended tax levy is \$1,003,868, a decrease of \$87,114 or 8.0%.

- Expenditures in the ADRC/Adult Protective Services Division total \$5,204,044.
  - Recommended tax levy is \$3,234,633, a decrease of \$317,556 or 8.9%
- Costs for the Administrative Services Division are allocated back to the operating divisions.
- Overall Expenditures for the Human Services Department total \$68,026,212.
  - Recommended tax levy is \$23,571,673, an increase of \$358,277 or 1.5%.



## J. Arrowhead Library System

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Administrator's Comments.....	6

**CHARTER**  
**ARROWHEAD LIBRARY SYSTEM**  
**2019**

**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 insure the accuracy of Rock County's WISCAT records.
  - 6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area. 43.24(2)(L)
  - 7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
  - 8. Participate in the State-wide Delivery Network.
  - 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries. 43.24(2)(b)
  
- C. Expand and coordinate the cost effective use of computer and communication technologies by ALS and system libraries.
  - 1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
  - 2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.
  - 3. Provide shared access to fee-based reference products via the Internet.
  - 4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
  - 5. Assist residents of Rock County in effective use and evaluation of electronic resources.
  
- D. Enhance and improve the knowledge and skills of library directors, staff and trustees. 43.24(2)(e)
  - 1. Support the continuing education needs of library staff. 43.24(2)(e)
  - 2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
  - 3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)

- E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
  2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing impaired persons.
  3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
  2. Send out regular news releases to area newspapers.
  3. Produce flyers, brochures, bookmarks and other materials.
  4. Work with libraries in developing and implementing their own public information programs.
  5. Coordinate countywide library special events and observances.
  6. Provide a newsletter, the 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, which foster reading readiness for preschoolers.

# FINANCIAL SUMMARY

## ARROWHEAD LIBRARY

2019

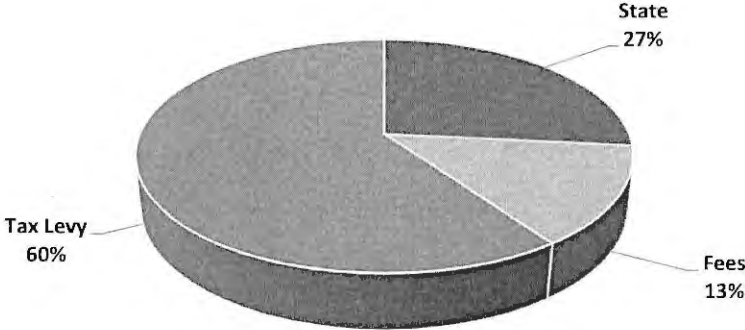
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$467,820	\$467,820
Intergovernmental	240,765	240,765
Contributions	2,000	2,000
Fund Balance Applied	20,000	20,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	6,103	6,103
Total Revenues	<hr/> \$736,688	<hr/> \$736,688
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$186,472	\$186,472
Fringe Benefits	68,958	68,958
Operational	1,578,416	1,578,416
Capital Outlay	3,000	3,000
Allocation of Services	0	0
Total Expenditures	<hr/> \$1,836,846	<hr/> \$1,836,846
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$1,100,158</b>	<b>\$1,100,158</b>

**2019 BUDGET  
ARROWHEAD LIBRARY SYSTEM**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### ARROWHEAD LIBRARY SYSTEM

2019

#### 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 2019, ALS will receive \$101,623, an increase of \$14,452 from the prior year.
- In 2019, ALS is budgeted to receive \$467,820 in State Aid, \$14,608 more than the prior year.

#### Expenditures

- Under the Intersystem Agreement, Rock County pays \$72,691 to other counties for Rock County residents' use of their libraries, a \$6,920 increase from 2018. A complete listing of the payments is detailed in the chart below.
  - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.

- In 1997, the County Board decided to fund the ALS libraries, through the Participating Library Payment, using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
  - The County funding formula results in a payment of \$1,025,967, which is \$132,316 more than the State 70% formula.
  - The 2019 budget reflects an increase of \$24,029 due to higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2018	2019
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$291,414	\$301,763
Clinton	34,119	40,183
Edgerton	68,629	71,290
Evansville	60,007	61,297
Janesville	432,056	437,850
Milton	85,267	82,253
Orfordville	<u>30,446</u>	<u>31,331</u>
Total	1,001,938	1,025,967

Intersystem Agreement Payment History

	2018	2019
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$23,217	\$28,785
Whitewater	15,875	22,046
Lakeshores	4,123	2,816
Jefferson Co. Libraries	2,339	2,774
Green Co. Libraries	4,883	3,395
Dane Co. Libraries	<u>15,334</u>	<u>12,875</u>
Total	65,771	72,691

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 \$1,100,158, an increase of \$30,949 or 2.9% from the prior year.
- This limited tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

## **K. Planning and Development Committee**

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Personnel Summary.....	4
Financial Summary.....	5
Administrator's Comments.....	6
Planning Department.....	9
Personnel Summary.....	20
Financial Summary.....	21
Administrator's Comments.....	23

**CHARTER**  
**REAL PROPERTY**  
**2019**

Objectives and Standards

1. Administrative Services / Property Listing

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

Standards:

- a. Search the daily recordings in the Register of Deeds for documents pertaining to ownership and property description. These documents include Deeds, Final Judgments, Terminations of Joint Tenancy, Certified Survey Maps, Transportation Project Plats, Subdivision and Condominium Plats.
- b. To verify the accuracy of all recorded documents, as outlined in "a" above, that are reviewed by the Real Property Lister's Office. To do all the necessary data entry work to perform all functions required of the Office.
- c. Review each days Transfer Return (eRETR) via secure login to Wisconsin Department of Revenue website for Tax Bill Mailing information. Once the accuracy of recorded documents has been verified, post correct parcel numbers and comments to Department of Revenue website for use in determining sales information and other statistics.
- d. To enter into the computer daily changes to the database of the assessment roll so that records are current for anyone using the computer, Public Look-up Program or GIS Website.
- e. To retain a current alphabetical list of all real property owners owning land in Rock County.

- f. To provide the Zoning Officer with data regarding possible violations of the Rock County Subdivision Ordinances.
- g. To provide municipal assessors, clerks and treasurers with all necessary state-prescribed forms.
- h. To revise assessment rolls annually to reflect landowners participating in the Managed Forest Land Program, and provide data to County Forester as requested.
- i. To annually review and enter into the computer database, current and revised parcels of real and personal property, their Assessments, Open Book changes, Board of Review changes, State Assessed Manufacturing Values and State Certified Fair Market Ratios.
- j. To annually enter special assessments, tax rates, lottery credit rates, first dollar credit rates, referendums/resolutions and verify and produce tax rolls and tax bills.
- k. To provide information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks, treasurers, county offices and any other persons requiring that information.
- l. Provide annually to the Wisconsin Department of Revenue electronic property data in the form of a Work Roll, Post Board of Review Roll and Tax Roll for each municipality in Rock County.
- m. To update current database with new addressees and locations of property on parcels of real property as submitted by the municipalities or issued in accordance with the County Address Plan.

2. (Property Division) Mapping Services

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

Standards:

- a. To revise the Property Division Maps when better information becomes available.

- b. To review the Property Division Maps for accuracy and quality before being made available to the assessors, municipalities, and to the public.

3. A Member of the Rock County Land Information Office  
Established by County Board Resolution 6/28/90.

Standards:

- a. To contribute toward the implementation of the County-Wide Plan for Land Records Information.
- b. To work with all levels of government, utilities and the private sector to implement a compatible and standardized format for the exchange of land information.
- c. To act as the liaison person with the Wisconsin Land Information Program in implementing the County-Wide Plan for Land Records Information.
- d. To provide assistance to other county departments in the use of our Geographic Information System (GIS) software.
- e. To act as the liaison person between the county and GIS software vendor for questions relating to the GIS software.
- f. To work with Information Technology personnel to assure that the GIS hardware and software is being maintained and operating in an efficient manner.
- g. To serve as chairperson for monthly Land Records Committee meeting, monitor legislative activities as they pertain to Land Records and provide feedback to the Committee. Prepare the annual budget for the Land Records Office.
- h. Member of the Rock County Land Information Council established by County Board Resolution 8/12/10

**PERSONNEL SUMMARY**

**REAL PROPERTY**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Real Property Lister	1.0	1.0	0.0
Cartographer I	1.0	1.0	0.0
Real Property Specialist	2.0	2.0	0.0
Total	4.0	4.0	0.0

**PERSONNEL MODIFICATIONS**

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

## FINANCIAL SUMMARY

### REAL PROPERTY

2019

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$51,000	\$51,000
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	28,521	28,521
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	345,200	345,200
Total Revenues	<hr/> \$424,721	<hr/> \$424,721
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$215,933	\$219,963
Fringe Benefits	96,260	97,896
Operational	405,304	405,304
Capital Outlay	7,900	7,900
Allocation of Services	(102,164)	(102,164)
Total Expenditures	<hr/> \$623,233	<hr/> \$628,899
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$198,512</b>	<b>\$204,178</b>

## ADMINISTRATOR'S COMMENTS

### REAL PROPERTY

2019

#### Budget Highlights

#### Revenue

- The Real Property Lister is in charge of the Real Property Department and also manages the Land Records program.
  - The largest Land Records revenue source is Fees and it is budgeted at \$200,000 in 2019, no change from the prior year. This revenue account, like all Land Records revenue, is collected in the Register of Deeds Office. \$8.00 of each Register of Deeds transaction is collected for Land Records activities.
  - A second Land Records program revenue is Abstractor Fees charged to users of the Register of Deeds online property records system (e.g. title companies). \$144,000 is budgeted in 2019, an increase of \$9,000 or 6.7% from the prior year, reflecting continued positive housing and commercial property transactions.
  - A third Land Records program revenue source is fund balance. In 2019, I recommend using \$26,021 in fund balance to cover Land Records activities. The Land Records fund balance at 12/31/18 is estimated to be \$173,187.
- The department plans to utilize two grants in 2019: 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 2019 and asking for a waiver to use the funds in 2020 to partially fund the elevation/imagery flights and defer using funds to finish remonumentation until the flyovers are complete.
  - The flight vendor plans to apply for the U.S. Geological Survey grant on Rock County's behalf. If the application is successful, the grant could cover up to 50% of the cost associated with the elevation flight, with the remaining amount coming from County and municipal funds.



## Expenditures

- Salary and Fringe Benefits line items include a net increase of \$5,666 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends.
- The Real Property Department will replace four seventeen-year-old chairs in 2019 (\$1,450).
- The Land Records program will fund the following major activities in 2019:
  - In the Computer Services line item, Information Technology will charge the department \$46,345 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 2019, \$14,400 is allocated in the Land Records budget to fund two seasonal intern positions to work on a culvert mapping project vital to water quality and floodplain monitoring. 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 contains the following activities:
    - The Real Property Lister and the Cartographer I are recommended to spend 49% (\$46,900) and 70% (\$55,264) of their time on Land Records activities, 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, an increase of \$4,180 from the prior year due to the increased cost associated with higher bandwidth service from the local cable provider.
    - County Surveyor's work putting survey documents on the web (\$47,162).
    - Consulting services to improve the land records website (\$5,000).
  - Equipment maintenance for such items as the multi-function copiers, scanning and field surveyor equipment (\$10,220).

- Various annual software licenses are projected to cost \$110,085. This includes the Register of Deeds Fidlar software (\$65,000).
- Training expense for staff to attend various Land Records conferences (\$10,000).
- In 2019, the Register of Deeds Office anticipates upgrading to AVID, the most current version of its Fidlar land records software and purchasing necessary equipment with Land Records funds. This includes new scanners and their associated annual maintenance, bar code readers, and fingerprint scanners (\$6,903).

#### Personnel

- No personnel changes are requested for 2019.

#### Summary

- The Land Records program and the State Initiatives grant contain no tax levy.
- The recommended tax levy for Real Property is \$204,178, which is an increase of \$11,238 or 5.8% from the prior year.

**CHARTER**  
**PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT**  
**2019**

**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 eight member Planning, Economic and Community Development Staff.

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

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

**Strategic and Comprehensive Planning**

Mission: To guide, coordinate and assist in the preparation of plans and recommendations for orderly development and improvement, across time and governmental boundaries, to promote public health, safety, morals, order, convenience and prosperity for the general welfare of County residents.

State of Wisconsin Statute 66.1001 – Comprehensive Planning mandates that local governments prepare and adopt comprehensive plans to guide their planning and development over a specified time period. The general purpose of a comprehensive plan is to establish a community's future vision and to identify goals, objectives and policies that will help to realize that vision.

*The Rock County Comprehensive Plan* was adopted by the Rock County Board of Supervisors in September 2009. The Plan was developed by Strategic and Comprehensive Planning staff over a four-year span and the development process was highly conscious of and reliant on public input. The Plan contains 16 Chapters, all with Goals, Objectives and Policies that require implementation either within the next five or twenty-five years, dependent upon community resources and priorities.

State Statute s. 66.1001 requires that policies contained within an adopted Comprehensive Plan be implemented within timelines identified in the plan. Thus, a number of policies contained in the *Rock County Comprehensive Plan 2035* have been identified as tasks that will be completed during the next year, and next five years, for consideration by the Planning & Development Committee, as well as the County Board.

#### **Development Review, Land Division and Enforcement**

Mission: To assist and advise individuals, businesses, professionals and governmental communities by uniformly administering and enforcing plans, policies and ordinances to manage development in a sustainable, planned, efficient and environmentally sound manner.

One of the primary methods of assuring private and public improvements are consistent with the Comprehensive Plan-2035 is through the administration and enforcement of development ordinances and programs.

Currently, this Agency administers the following ordinances and regulations. The required administrative fees will be analyzed and recommendations will be made for modification if warranted:

- A. Rock County Zoning Ordinances for Shoreland, Floodplain, County Highway Access, Rural Address and Airport Overlay District.
- B. Rock County Land Division Regulations
- C. Building Site Permits
- D. Enforcement of land management ordinances and programs in cooperation with the Corporation Counsel Office
- E. Maintenance of records for all applications and administrative fees
- F. Technical assistance to applicants with appeals to the Board of Adjustment, prepare evidence for each case and appear at the board meetings to defend ordinances.
- G. Technical assistance to the Board of Adjustment as Acting Secretary by preparing the minutes, findings of fact and conducting field investigations.
- H. Rock County Highway Access Control Ordinance

- I. Rock County Address Ordinance
- J. Public Utilities & Community Facilities. These facilities include public sewer service area plans pursuant to Wisconsin Administrative Code NR 121. Staff shall review and submit letters to the Wisconsin Department of Natural Resources indicating conformance or non-conformance of each proposed public sewer extension project with 208 Water Quality Management Plan elements.

### **Economic Development**

Mission: To provide consultative economic development services which promote activities and programs that position, as well as prepare, Rock County for opportunities that augment and enhance its assets. These opportunities include, but are not limited to:

- A. Providing economic development consultative services to public and private sector interests focused on retaining / expanding, locating or establishing new business operations in Rock County - especially those emphasizing job creation and/or retention, private sector capital investment and public infrastructure improvements.
- B. Maintain and foster the continuation and recognition as Rock County's "lead business development contact".
- C. Assist with the development and/or update of the Economic Development Element of the Comprehensive Plan-2035 and its related implementation strategy.
- D. Promote cost-effective infrastructure improvements that enhance Rock County's overall business location advantages.
- E. Develop, update and implement a cooperative marketing and outreach campaign to promote Rock County as the choice location for business development and investment
- F. Monitor public and private sector financial resource programs, including but not limited to the Agency's Revolving Loan Fund (RLF) and other grants and/or loans procured through the Agency.
- G. Perform Agency and/or development liaison related duties to interface with the public and private sectors.

### **Housing and Community Development**

Mission: To assist with the provision of healthy, durable and affordable housing for eligible Rock County properties and residents by successfully administering the approved Planning & Development Committee-approved Housing programs and the Rock County Loan Portfolio in accordance with State and Federal requirements. These activities include:

- A. Assisting in the provision and preservation of decent, safe, sanitary, and energy efficient housing in the unincorporated areas, villages, and smaller cities of Rock County in accordance with State and Federal Requirements.

- B. Preparing grant applications, which implement housing-related and community development issues presented in the Comprehensive Development Plan, local community master plans and address basic housing issues, improve quality of life and the existing public infrastructure in our neighborhoods.
- C. Administering grant contracts and housing revolving loan funds that improve housing and community conditions.
- D. Assisting households with special needs, very low incomes and elderly-headed households needing improvements to their homes.
- E. Assisting low-income households to become homeowners.
- F. Promoting the provision and maintenance of affordable housing units for low-income renters.
- G. Administering the Rock Country Fair Housing Ordinance and improving fairness and accessibility to all housing consumers.
- H. Providing and updating information, studies and plans which document housing conditions in Rock County and supply methods for improving these conditions.
- I. Providing Staff services to the Rock County Housing Authority.
- J. Providing technical assistance to local communities in the administration of their Housing and Community Development revolving loan funds.
- K. Providing technical assistance to Rock County Departments that offer housing assistance.
- L. Serving on Boards and Committees that promote housing and community development activities in Rock County.

**Geographic Information (Mapping) Services**

Mission: to create, acquire and maintain geospatial data for the Planning and Development Agency and coordinate with other agencies and departments to enhance the geospatial technologies in the County to meet the needs of the general public and private entities in an efficient and cost effective manner; to use geospatial data and technologies to provide mapping assistance to the general public, other governmental units, County committees and Agency Staff.

GIS mapping and data base services includes information about Rock County that is critical to the updating and implementation of the Rock County's Comprehensive Plan 2035, Ordinances, Land Records Modernization Program and of the land information needs of other governmental units and the general public by:

- A. Gathering information and preparing County, other governmental units and general public planning and development information in electronic format or hard copy maps and data bases for planning and development projects.

- B. Updating County, other governmental units and general public base maps, land use maps, master plan maps, development plan maps, zoning maps, physical characteristic maps, census maps, political boundary maps, soils maps, official ordinance maps and air photographs.
- C. Implementing conversion and migration methodologies to enter and use the Agency's and other governmental unit's mapping and databases as part of the County Geographic Information System.
- D. Modernizing the protocols of address assignments through the conversion of hard copy address grid maps to a digital format.
- E. Modernizing and archiving existing hard cover thematic and aerial maps through conversion to digital format.

### **Surveyor Operations**

To provide survey services as requested by County Officials and Departments.

Standards:

- A. To respond in a timely manner to the Planning & Development Committee's instructions for review of private surveyor's monumentation per the County Rock County Land Division and Development Ordinance.
- B. To execute topographic and boundary surveys requested by the Planning & Development Committee per their time requirements.
- C. To execute surveys required by the courts per SS 59.45(1)(a)1, Wisconsin Statutes.
- D. To execute right-of-way, topographic, accident and property surveys per the request of the Director of Public Works.
- E. To prepare legal descriptions of properties, leases and easements as requested by the Courts, Parks, Airport, Conservation or Highway departments.
- F. To perform QA/QC tasks of County Orthoimagery and LiDAR data.
- G. Upon notification of the removal or covering of landmarks, monuments of record, or corner posts, the County Surveyor shall review the landmark to determine if it is necessary because of public interest to erect witness monuments. SS 59.74(2)(b)1, Wisconsin Statutes states whenever it becomes necessary to destroy, remove or cover up in such a way that will make it inaccessible for use, any landmark, monument of survey, or corner post the person, including employees of governmental agencies, shall serve written notice at least 30 days prior to the act upon the county surveyor.
- H. To provide services to other local units of government as directed by the Planning & Development Committee and or the County Administrator.

- I. Comply with the following Wisconsin Statutes: SS 1.06, 59.45, 59.73, 236.0,443, Wisconsin Administrative Codes A-E 2, A-E 6, A-E 7, A-E 10, and federal and state case law.

Early in the 1970s, the state revised the statutes concerning the election of the County Surveyor. In lieu of electing a surveyor in any county, the Board may, by resolution, designate that the duties under SS 59.45 (1) and SS 59.74(2) are performed by a registered land surveyor who is employed as a County employee. In 1975 a report was submitted to the County Board listing the potential benefits and cost savings creating and appointing a County Surveyor using SS 59.20(2)(C). Shortly thereafter, the position was established and filled.

Standards:

- A. Per Rock County Code of Ordinances Land Division and Management Sections 4.112 thru 4.114, review Certified Survey Maps (CSM) and Plats of Survey (POS).
- B. To determine and establish field operation procedures that ensure fieldwork is in conformity with current state statutes.
- C. To supervise field operations and ensure conformity with established standards.
- D. To review, approve, seal and file survey reports, maps, and notes per Wisconsin Administrative Code A-E 8.10.
- E. To notify the Federal Department of National Oceanic and Atmospheric Administration (NOAA) of the condition of federal horizontal and vertical control monuments in conformance with federal laws.
- F. To establish coordinates for Public Land Survey System (PLSS) corners that are the foundation of the County Geographic Information System (GIS) software and used by the surveying community in their surveying operations.
- G. Establish and maintain horizontal and vertical control.
- H. Maintain and readjust county survey network.
- I. To provide research and or general services to the general public, private land surveyors, the state highway department, public utilities, and other county departments (SS 59.45 and SS 59.74).
- J. To create custom maps and datasets for internal and external customers, including Wisconsin Department of Transportation, State Cartographers Office, municipalities, etc.
- K. To provide aid to township and municipal clerks in correcting defective parcel descriptions that are in the tax assessment roll (SS 70.52).
- L. To supervise city and village engineers when acting under SS 59.74(2).
- M. To advise and provide information to state agencies, counties, municipalities, other Surveyors, attorneys, real estate brokers, abstractors and others interested in Survey records and monuments.
- N. Administer oaths to survey assistants and deputies per SS 59.45(1)4.
- O. Provide certificates of filed maps and surveys per SS 59.75.



- P. Appoint and remove deputies at will per SS 59.45(2).
- Q. Perform all other duties that are required by law per SS 59.45(1)5.
- R. Comply with professional office conduct standards per Wisconsin Administrative Code A-E 8.
- S. Provide direct and personal direction and control over all survey activities per Wisconsin Administrative Code A-E 8.10(2).
- T. Comply with the following Wisconsin Statutes: SS 1.06, 17.01(7), 59.21(1)h, 59.43(1)(a) 59.45, 192.32, 236.0, 443, and Wisconsin Administrative Codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10 and federal and state case law.

**Land Information**

Per County Board Resolution, this office is a member of the Rock County Land Information Council and serves on the Land Records Committee.

Standards:

- A. To participate in the implementation of the County Wide Plan for Land Records Modernization.
- B. To work with all levels of government, DOT, utilities, etc. to develop and implement compatible data exchange standards.
- C. To provide and maintain the cadastral map layer of the maps filed per SS 59.45(1)2 and SS 59.45(1)(b) by computing the subdivision plat and CSM geometry and coordinates per page 2-2 and table 1 of the plan.
- D. To compute the geographical and county local coordinates for PLSS corners in the County to serve as the foundation of the County GIS program.
- E. To obtain, participate, and or assist in grants for the modernization of land records.
- F. To train and learn new GIS software.
- G. Wisconsin and many other states revised or are in the process of modifying state registration laws to clarify and insure that certain activities created, prepared, or modified electronic or computerized data, including land information systems, and GIS is performed by qualified people. Some activities are relative to the performance of activities as defined by the definition of surveying. Such activities must be performed under the direct supervision of registered land surveyors.

## **Surveyor Remonumentation**

The Public Land Survey System (PLSS) is the framework for land ownership and records. The PLSS is composed of section and quarter corners, which are located about every half mile. In 1832, the U.S. federal government started Rock County's PLSS monumentation and finished it in 1836. As a condition of statehood, the Federal government transferred the maintenance and responsibility for the PLSS system to the State. This maintenance program is better known as "remonumentation". The state transferred this responsibility to the County via the County Surveyor. The PLSS was designed for land ownership and not for accurate mapping. A second and independent land reference system is the National Spatial Reference System (NSRS), which is a consistent coordinate system consisting of precisely measured geodetic control monuments with latitude, longitude, height, scale, gravity and orientation throughout the United States. This supports mapping, boundary surveys, construction surveys and other efforts requiring precise positional control. Both reference systems are separately tied to the ground through monumentation and survey marks. To establish a mathematical relation for the PLSS corners, the two systems need to be connected by survey methods. This relationship provides a common reference system for computer mapping and land records.

There are many tools for determining geodetic position, but Global Positioning technology, (GPS, GNSS, etc.) is most commonly used. Global Positioning System, (GPS), refers to the American signal and Global Navigation Survey System, (GNSS), refers to equipment that tracks multiple signals, (GPS, GLONASS, etc.). GLONASS is the Russian government signal.

The Department uses a GNSS system along with a robotic total station to complete fieldwork. Also, our office equipment can handle and work seamlessly with the County ArcGIS program. The office will continue to remonument areas of the County that remain to be completed, starting with the County boundary line, then focusing on the individual townships. Currently, any work is performed on the WISCRS, Rock County (NA2011) datum.

### Standards:

- A. To perpetuate the Public Land Survey System, (PLSS), according to accepted professional and technical standards for registered professional land surveyors. This includes: National Oceanic and Atmospheric Geodetic Survey Standards; Wisconsin Administrative Code A-E 2, 6, 7, 8 & 10; SS 59.4, and 59.7; Federal Manual of Survey Instructions; Bureau of Land Management Classification Standards of Accuracy and General Specifications of Geodetic Control Surveys; United States National Map Accuracy Standards; and the Wisconsin Land Information Board.
- B. To install Survey Marker Signs near those landmarks/monuments that may be inadvertently disturbed or destroyed. Comply with SS 59.74, which governs the preservation of landmarks, and SS 60.84(3)(d), which govern the depth of monuments.

- C. To provide witness or reference monuments for the purpose of identifying the location of such landmark so that its location can be determined after its destruction or removal (SS: 59.74 & AE 7.08). The State requires four reference monuments for each PLLS corner.
- D. To replace damaged monuments and witness/replace those anticipated to be disturbed by road, construction, or private improvements (SS 59.74(2)(b)1).
- E. Coordinate and oversee excavation process of PLLS corners.
- F. The state regulates and licenses land surveyors per A-E 6, A-E 8, and A-E 10, Wisconsin Administrative Code.
- G. Comply with Wisconsin Statutes: SS 83.11 and 443, Wisconsin Administrative Codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10, federal and state case law
- H. To prepare the "U.S. Public Land Survey Monument Record" forms in compliance with A-E 7.08, Wisconsin Administrative Code.

### **Surveyor GIS/Mapping**

Standards:

- A. To provide geographical coordinates for the section and quarter corners. This provides the spatial relationship and reference frame which is essential for the County GIS programs and public website.
- B. Enter surveys filed with the office into the County GIS to assist with records research and enhance spatial accuracy.

### **Records Modernization**

On-going modernization continues and is a priority for the County surveyor. The office is in the process of adding a tax id number to the surveyor database will provide the necessary link to the real property database and as such, the County GIS website.

NOTE: All activities for GIS/Mapping are cross-charged to Land Records & do not impact the tax levy. Land Records funding is derived from recording fees retained by the Rock County Register of Deeds Office.

### **Public Survey Records**

To provide and maintain a land survey record system per SS 19.32-19.39, 59.45(5)(b), 59.45(2&3), and 59.74(7), Rock County Land Records Plan, and state administrative rules. These records and maps date back to 1832 and are indexed in the oracle database mainframe with access by the department's PCs and website. Since 1969 the State has required Land Surveyors to file

their survey maps with the County Surveyor. The maps filed in the surveyor's office represent millions of dollars that citizens have invested in surveys within the County. The department undertook an aggressive scanning effort in 2014 after land records funds acquired a large format scanner; over 16,000 additional documents will be made available on the public website in 2014.

Standards:

- A. To index and maintain a filing system for: 1) Plats of surveys made by private land surveyors and 2) PLSS corners shown on filed surveys and/or tie/sheets.
- B. To make and maintain digital copies of surveys filed with the office. The office houses 2 scanners, (large & small format), to accomplish this. Documents are scanned and a digital PDF file is created.
- C. To make, file and index the "U.S. Land Survey Monument Record" form in compliance with Wisconsin Administrative Code AE 7.08 and SS 59.45(1)(a)2 and SS 59.45(1)(b).
- D. To establish and supervise the computer indexing of all survey maps, per SS 59.45(1)2 and SS 59.45(1)(b).
- E. Furnish a copy of any record, plat, or paper in the office per SS 19.21-19.32 and SS 59.45(1)3.
- F. To file and index road right of way records.
- G. To file and index railroad right of way records.
- H. To maintain paper records of U.S. Coast & Geodetic, U.S. Geological Survey, WDOT, and private vertical, GPS, and horizontal control maps and records.
- I. To maintain original government survey notes and records.
- J. Comply with the following Wisconsin Statutes: SS 19.01, Wisconsin Administrative Codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10, federal and state case law
- K. Certify copies of records per SS 59.75 for evidence in any Wisconsin court.

**Administration and Corporate Services**

Administrative & Corporate Services are designed to facilitate the management of day-to-day operations and assist in planning future operations. Support staff work with the public, Planning & Development staff and Committee members, and other inter-county departments. Administrative staff performs a wide range of activities, some of which include:

- A. Provide initial contact with customers, both telephonically and in person.
- B. Assist Planning & Development staff, Committee members, and County Board members, with Agency programs, projects, and tasks.
- C. Gather, prepare, and report information that is relevant and timely.
- D. Maintain Agency project and program files.

- E. Prepare Agency current and 5-year work program.
- F. Prepare annual Agency budget request.
- G. Process Agency bills for purchases and services rendered.
- H. Maintain Planning & Development Committee and Agency official records.
- I. Assist Agency staff members in preparing final drafts of plans and ordinances.

Program analysis and development services consist of assistance to the County Board, County Administrator, respective committees, and County communities for analysis and development of public programs, which will provide more cost-effective services and facilities by:

- A. Monitoring and preparing Federal, State and private sector grant applications that can assist in the implementation of the Rock County Development Plan or improve the Rock County community.
- B. Responding to County Board, County Administrator and County department requests for program development, information and analysis, as budget allocations permit.
- C. Providing planning and development leadership, which will promote Rock County's quality of life and financial security.

**PERSONNEL SUMMARY**

**PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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	-	-	-	-

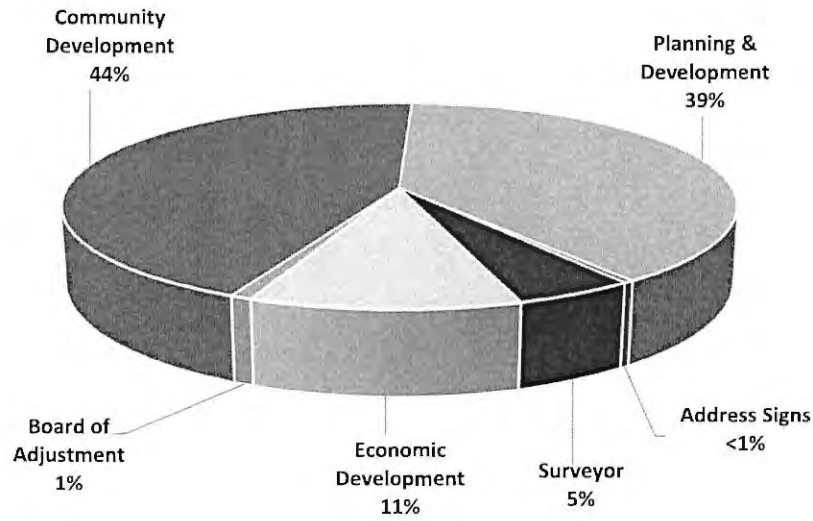
**FINANCIAL SUMMARY**  
**PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT**

2019

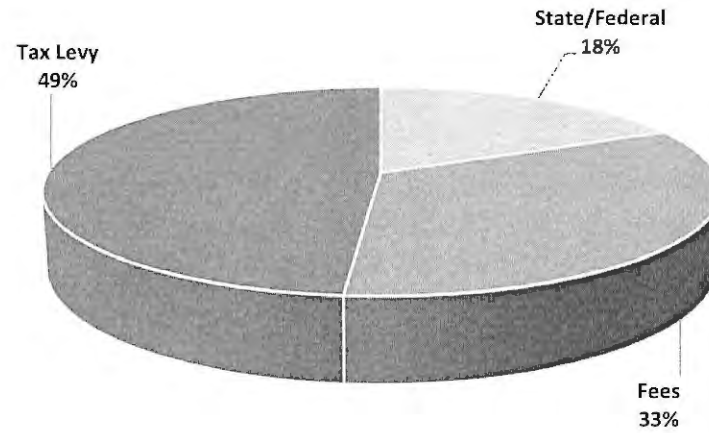
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$237,869	\$237,869
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	429,518	442,518
Total Revenues	\$667,387	\$680,387
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$534,254	\$544,863
Fringe Benefits	223,323	236,776
Operational	724,856	724,856
Capital Outlay	1,700	1,700
Allocation of Services	(186,358)	(186,358)
Total Expenditures	\$1,297,775	\$1,321,837
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$630,388</b>	<b>\$641,450</b>

2019 BUDGET  
PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





**ADMINISTRATOR'S COMMENTS**  
**PLANNING, ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT**

2019

Budget Highlights

Revenue

- Due to permits for subdivision plats and the active housing market, actual Zoning Permit Fees were \$99,190 in 2017 and are expected to be near that level in 2018. There is some question about whether this trend will continue in 2019, and the Department is conservatively requesting \$57,000, similar to the 2016 level. I am recommending we budget \$70,000 in this line item.
- Board of Adjustment Permits are projected to be \$9,000, an increase of \$1,500. This reflects staff time for two additional zoning variance hearings and is consistent with recent trends.
- The 2019 fee schedule includes no changes from the prior year and is attached at the end of the Administrator's Comments.

Expenditures

- In past years, funding for interns had been budgeted in the Planning Department. In 2019, \$14,400 is allocated in the Land Records budget to fund two seasonal intern positions. 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 Planning Department has made several reductions to line items in its main account due to more efficient operations. These line items include Telephone, Office Supplies, and Travel and the reductions total \$1,128.
- Cost allocations charged to other programs will decrease from \$27,513 in 2018 to \$8,203 in 2019. As previously mentioned, funding for interns had been budgeted in the Planning and Development Department, but in 2019, \$14,400 is allocated in the Land Records budget. The reduced cost allocation also reflects less time for administration of the address sign project.

- The address sign project was largely completed in 2018, with the exception of the Town of Beloit. For 2019, \$5,625 is budgeted in the account, but the remaining work is on hold pending the results of the incorporation process.
- The Travel line item in the Economic Development account will be reduced to \$1,000 to reflect anticipated need in 2019.
- Remonumentation is nearly complete and the cost allocation charged to the Strategic Initiatives grant is reduced by \$9,150 in 2019. Reductions to other expenditures translate to an overall \$6,355 increase in the Surveyor's account.
- Community Development Program activity, covering housing services, continues to be successful in keeping the County's costs to a minimum. This is due in large part to the services of the Wisconsin Partnership for Housing and Development agency that is contracted to manage the various County housing programs. \$107,493 is budgeted for the service contract and it is entirely supported by program fees charged to various housing grant programs and participant application fees. No tax levy is required.

#### Personnel

- No personnel changes are requested for 2019.
- Personnel line items with the exception of health insurance, have been increased over the amount requested by 2% as part of the effort to include anticipated cost increases in departmental budgets and eliminate the salary reserve. The Health Insurance line item has been increased 1.5% to include additional contributions to sustain the countywide health insurance account. The net result of these changes is an increase of \$14,191 from the department request.

#### Summary

- The recommended tax levy for the Planning, Economic and Community Development Department is \$641,450, which is an increase of \$2,121 from the prior year.
- The outstanding restricted housing program fund balances is an issue that will need to be addressed in the Community Development housing program. The fund balances are projected to continue to grow as loan repayments are coming in at a higher rate as compared to program expenses. It is estimated that the housing program account fund balances will be \$927,319 at 12/31/19. Federal rules require the county to deplete these balances before being able to access other housing grant program funds.

ROCK COUNTY PLANNING & DEVELOPMENT 2019 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	\$ 400	\$ 400	\$ 400	\$ 400
Addition (Habitable) < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150
Addition (Habitable) ≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200
Addition (Non-Habitable) < 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 50	\$ 50	\$ 50	\$ 50
Addition (Non-Habitable) ≥ 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 100	\$ 100	\$ 100	\$ 100
<b>Accessory Structure (Enclosed w / roof)</b>				
200 Sq. Ft. or less	\$ 60	\$ 60	\$ 60	\$ 60
< 500 Sq. Ft.	\$ 100	\$ 100	\$ 100	\$ 100
≥ 500 Sq. Ft.	\$ 200	\$ 200	\$ 200	\$ 200
<b>Accessory Structure (Not Enclosed)</b>				
< 500 Sq. Ft.	\$ 60	\$ 60	\$ 60	\$ 60
≥ 500 Sq. Ft. (Includes all Decks, Pools, Lean-To's, etc.)	\$ 100	\$ 100	\$ 100	\$ 100
<b>Business / Industrial</b>				
Principal Structure	\$ 500	\$ 500	\$ 500	\$ 500
Addition < 500 Sq. Ft.	\$ 150	\$ 150	\$ 150	\$ 150
Addition ≥ 500 Sq. Ft.	\$ 300	\$ 300	\$ 300	\$ 300

ROCK COUNTY PLANNING & DEVELOPMENT 2019 FEE SCHEDULE

<i>ALL FEES SHALL BE DOUBLED FOR AFTER-THE-FACT PERMITS AND VARIANCES</i>	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	\$ 400	\$ 400	\$ 400	\$ 400
Additions	\$ 150	\$ 150	\$ 150	\$ 150
Accessory Structure	\$ 100	\$ 100	\$ 100	\$ 100
<b>Planned Campgrounds (Lakeland, Lakeview, Blackhawk, etc.)</b>				
New Recreation Vehicle	\$ 100	\$ 100	\$ 100	\$ 100
Addition/Enclosure/Alteration	\$ 100	\$ 100	\$ 100	\$ 100
Deck/Accessory Structures	\$ 75	\$ 75	\$ 75	\$ 75
<b>General</b>				
Fences	\$ 80	\$ 80	\$ 80	\$ 80
Stairway - Shore Yard	\$ 150		\$ 150	\$ 150
Vegetation Removal / Tree Cutting Permits	\$ 150			
Vegetation Removal / Shore Yard Mitigation	\$ 150			
Vegetation Removal - Shore Yard Prescribed Burn	\$ 200			
Vegetation Removal - Restoration / Compliance Review	\$ 200			
Demolition No Building Reconstruction	\$ 200			
Conditional Use Permit	\$ 600	\$ 600		
Utility Installation (includes wet and dry utility projects)	\$ 400			
<b>Height Restriction Compliance:</b>				
Structure, Object or Vegetation		\$ 30		
<b>Building Site Plan Review</b>				\$ 200

## ROCK COUNTY PLANNING & DEVELOPMENT 2019 FEE SCHEDULE

<i>APPLICATION FEES</i>	Land Division & Development	Board of Adjustment	Floodplain Zoning Ordinance
Land Division (Per Lot)	\$ 400		
Sale to Adjoining Owner, Lot Combination or Plat of Survey	\$ 150		
Final Land Division Review & Approval (Per Lot)	\$ 50		
Land Division Time Extension (Per Lot)	\$ 100		
Addition (Non-Habitable) < 500 Sq. Ft.			
Engineering Review Fee (Per Hr)	\$ 100		
911 Address Sign	\$ 75		
Application For Variance		\$ 750	
Permitting and Certification of Floodproofing Project			\$ 400

## **L. Public Safety & Justice Committee**

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**L. Public Safety & Justice Committee**  
**(Continued)**

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

**2019**

**MISSION STATEMENT**

The mission of the Rock County Sheriff's Office is to enhance the quality of life in Rock County by working cooperatively with the public to enforce the law, preserve the peace, reduce the fear of crime and provide for a safe environment. Also, through the effective operation of the Rock County Jail, we must provide a safe, secure and humane environment for those persons committed to our custody. To accomplish this mission, we are committed to a set of values that guide our work and decisions and help us contribute to the quality of life in Rock County. We, the members of the Rock County Sheriff's Office, are committed to these values:

**HUMAN LIFE** - We revere human life and dignity above all else.

**INTEGRITY** - We believe that integrity is the basis for personal and public trust.

**LAWS AND CONSTITUTION** - We believe in the principles embodied in the Constitution of the United States and the Constitution of the State of Wisconsin. We recognize the authority of federal, state and local laws.

**EXCELLENCE** - We strive for personal and professional excellence, dedication to duty and service to the public.

**ACCOUNTABILITY** - We are accountable to each other and to the citizens we serve who are the source of our authority.

**COOPERATION** - We believe that cooperation among ourselves, members of the community, government entities, and other law enforcement agencies will enable us to combine our diverse backgrounds, skills and styles to achieve common goals.

**PROBLEM SOLVING** - We are most effective when we help identify and solve community problems.

**OURSELVES** - We are capable, caring people who are doing important and satisfying work for the citizens of Rock County.



## OFFICE OF SHERIFF

Sheriffs in the State of Wisconsin have been viewed as the top law enforcement officer within the County. Of all the offices elected from the entire County, the Sheriff has among the widest assigned and implied responsibilities which are mostly defined by State Statutes.

The office of Sheriff was created by the State of Wisconsin Constitution (Article VI, Section 4, County Officers). As a constitutional officer, the Sheriff and his/her Deputies are sworn to uphold the Constitutions of the State and Nation. The Preamble of both Constitutions states the reason or intent of these important documents. The Wisconsin Constitution Preamble reads:

"We the people of Wisconsin, grateful to Almighty God for our freedom, in order to secure its blessing, form a more perfect government, insure domestic tranquillity and promote the general welfare, do establish this constitution."

The office of Sheriff created in our State Constitution is the governmental entity established to "insure domestic tranquillity and promote the general welfare" of the County's citizens.

The Rock County Sheriff and appointed Deputies have the general authority to enforce State Statutes and ordinances of the County. Deputies may also enforce town or other municipal ordinances if established under law. The authority to act as a Deputy Sheriff may be extended beyond jurisdictional boundaries pursuant to mutual aid agreements [175.46(1)(6) or requests 66.305].

### 1. CHIEF DEPUTY/UNDERSHERIFF FUNCTIONS

This position is highly responsible and the top administrative position within the Sheriff's Office. The position assists the Sheriff to run the agency in the sense of managing its day-to-day operations.

#### Standards:

- a. The Chief Deputy/Undersheriff operates under the vision, philosophy and direction of the Sheriff. Act as Sheriff in the absence of that official.
- b. The appointment and tenure of this position is governed by the Rock County Personnel Ordinance (18.101 Authority, 18.102 Purpose and 18.103 Scope) and is a professional career administrative position.
- c. Maintains organizational continuity between changing Sheriff administrations.
- d. Oversees training, recruitment, hiring of all sworn/non-sworn personnel, manages internal investigation/citizen complaints, budget preparation/fiscal monitoring, annual report preparation, monitors major criminal investigations, makes employee disciplinary recommendations.

## CORRECTIONAL SERVICES DIVISION

### 1. JAIL OPERATIONS

To operate the County's custodial and security system facilities as efficiently and effectively as possible. This includes the care of sentenced and pre-trial detainees, rehabilitation services, maintaining records and transporting jail inmates. Also, to provide Court services to the Rock County Circuit Court Judges and maintain peace and order in the Courthouse.

Standards:

- a. Correctional Services critical objectives and standards are met as evidenced by a monthly report submitted by the Correctional Services Commander to the Sheriff.
- b. Satisfactory compliance with established Jail Services management policies and procedures as evidenced by random review of Correctional Services Commander's work performance.

### 2. SENTENCED AND PRE-TRIAL DETAINEES

Providing for the care of all sentenced and pre-trial detainees held in the system facilities.

Standards:

- a. To comply with Wisconsin Department of Corrections standards for County Jails, municipal lockups and houses of correction rehabilitation facilities.
- b. To implement corrective action as per Division of Corrections inspection reports.
- c. To house inmates in accordance with adopted inmate classification systems.

### 3. RECORD MAINTENANCE

Maintaining records - accumulating, processing and disseminating.

Standards:

- a. Compliance with State of Wisconsin required reporting forms and procedures (Jail Register) for adults.
- b. To maintain internal reporting forms as required by law.

### 4. JAIL INMATE TRANSPORTATION

Transporting Jail inmates to courts, institutions, hospitals and completing prisoner extraditions.

Standards:

- a. Timely and secure delivery of Jail inmates to courts, institutions and hospitals.
- b. To expedite timely and secure prisoner extraditions.

5. FOOD SERVICES

To provide all inmates with three nutritious meals per day. To use a contracted food services vendor to keep food cost at a reasonable rate.

Standards:

- a. To provide good, nutritious meals in a timely manner while keeping costs as low as possible.

6. CIVIL PROCESS/WARRANT OPERATIONS

To interpret, understand and apply the intent of Wisconsin Statutes governing the service and related aspects of process documents. This includes the service of writs, orders, notices, summons, executions and all warrants. To receive, log and enter active warrants in the NCIC files. To do follow-up tracking on wanted persons.

Standards:

- a. Civil Process critical objectives and standards are met as evidenced by a monthly report submitted by the Civil Process Bureau Sergeant to the Sheriff.
- b. Satisfactory compliance with established Civil Process Bureau management policies and procedures as evidenced by random review of Civil Process supervisors' work performance.
- c. To receive and serve all proper civil process as directed by Statutes.
- d. Collect fees for process service as established by State Statutes.
- e. To provide agency access to NCIC/TIME System capabilities.
- f. To receive and process all warrants and maintain current records of persons wanted.
- g. To research location information on wanted persons and provide information to field officers.

7. COURTHOUSE SECURITY

To maintain the peace and security at the Courthouse.

Standards:

- a. Enforce all laws and ordinances fairly.
- b. Reduce the incidents of crime and fear of crime in the Courthouse.

- c. Attend to the security needs of Rock County Circuit Court Judges in criminal and potentially violent civil proceedings.

8. COMMUNITY CORRECTIONS DIVISION (COMMUNITY RECAP, HUBER, DIVERSION PROGRAM, INMATE CLASSIFICATION AND WORKENDER PROGRAM)

The Rock County Education and Criminal Addictions Program (RECAP) is a cooperative educational and rehabilitation program aimed at reducing recidivism by County Jail inmates.

Standards:

- a. To provide training for upper level job skills to the RECAP inmates.
- b. To provide training towards educational skill improvement for RECAP inmates.
- c. To provide counseling for RECAP inmates to improve life skills and avoidance of criminal conduct.
- d. The RECAP staff will continue to collect data for evaluation of the long-term success of the program from a statistical basis.
- e. Inmates sentenced to the Rock County Jail with Huber Law privileges or as a condition of probation will be allowed to leave the Jail during necessary and reasonable hours to pursue or maintain employment.
- f. The Jail Inmate Diversion Program is designed to maximize the use of alternatives to incarceration in the Rock County Jail due to any overcrowding or special inmate needs, consistent with public safety while providing necessary protection to local communities and successful cost-effective participation by sentenced inmates.
- g. Manage the Huber Law Program in accordance with State Statute 303.08 and Sheriff's Office Policy.
- h. Manage the Community RECAP program in cooperation with the Courts, District Attorney and Public Defenders Office in order to provide counseling and treatment to reduce recidivism.
- i. To reduce recidivism through offering an employment/educational training program to inmates with outside resources/agencies.
- j. The Rock County Workender Program is an alternative to housing inmates in the jail. Qualified inmates serve their sentence conducting community service for governmental or nonprofit organizations. Workender inmates participate in the program on the weekends or midweek. Qualified inmates are low risk sentenced inmates that are under the Huber law.
- k. Inmate Classification provides fair and consistent guidelines to determine inmate housing assignments, security level, treatment, and program services. Classification ensures decisions regarding the inmate are made to the benefit of the inmate, as well as, the Rock County Jail. The program ensures proper procedures and documentation while placing the inmate in a suitable environment.
- l. Classification procedures are administered equitably and consistently, without discrimination against any individual based on sex, race, color, creed, culture, background, handicap, or national origin.

- m. Inmates are housed in the least restrictive housing compatible with his/her assessed risk and needs. Classification determination is managed allowing changes in levels dependent on the behavior of the inmate and new information acquired.
- n. Classification categories are established as: Minimum, Medium, Maximum, Special Management Housing, High Risk, and Special Condition.
- o. The Classification Committee, consisting of the Jail Operations Captain, Correctional Supervisor, and Classification Officers, meet annually to review the Classification System to ensure effectiveness and appropriateness.

9. MEDICAL SERVICES

The Sheriff shall provide or contract necessary medical treatment, mental health and emergency dental care for inmates in custody (DOC 350.09 Health Care). The Sheriff's Office presently contracts with Advanced Correctional Healthcare to provide healthcare services to the Jail inmates.

Standards:

- a. Shall be based upon the standards of any professional organization that establishes standards for health services in correctional institutions.
- b. Complies with medical standards as established for Jails in Chapter 302 of Wisconsin State Statutes or DOC 350.09.

**LAW ENFORCEMENT SERVICES DIVISION**

1. PATROL OPERATIONS

To provide law enforcement and related public safety services as efficiently and effectively as possible for the citizens of Rock County. These services shall include responding to complaints, issuing citations, water patrol operations, preparing cases for court testimony and routine patrol and police traffic services. To provide routine patrol including police traffic service, varying patrol route, assisting motorists, reporting highway conditions and hazards and issuing citations for State Statute and County Ordinance violations.

Standards:

- a. Patrol Division critical objectives and standards are met as evidenced by a monthly report submitted by the LES Commander to the Sheriff.
- b. Satisfactory compliance with established Patrol Division management policies and procedures as evidenced by random review of Patrol Division performance toward objectives.

- c. Patrol is concentrated in areas of Rock County to ensure an estimated eight (8) minute response on all emergency situations.
- d. To patrol every township once in a 24-hour period.
- e. To maintain a South Station to improve services to southern Rock County.
- f. To maintain a Footville substation to improve services to western Rock County.

2. RESPONDING TO COMPLAINTS

To answer a variety of calls dealing with traffic accidents, robberies, domestic disturbances and other crimes.

Standards:

- a. To maintain an average of eight (8) minutes response time.
- b. All patrol officer work narratives shall receive a satisfactory review.

3. K9 UNIT

To respond to complaints requiring drug detection and search tracking capabilities.

Standards:

- a. Shall work under the guidelines of Sheriff's Office standard operating procedures.

4. DETECTIVE OPERATIONS

To investigate crimes as efficiently and effectively as possible. This includes identification and apprehension of criminals; identification preservation, and presentation of evidence and preparation of cases for court; to provide arson investigation services to Rock County Law Enforcement Agencies; and to conduct pre-employment background investigations on all prospective employees.

Standards:

- a. Detective Bureau critical objectives and standards are met as evidenced by a monthly report submitted by the LES Commander to the Sheriff.
- b. Satisfactory compliance with established Detective Bureau management policies and procedures as evidenced by random review of the Detective Bureau Captain's work performance.
- c. To maintain an annual clearance rate of 50% for all cases handled by the Detective Bureau and prepare monthly case reports.

- d. To maintain 100% compliance with the Sheriff's Office Policy and Procedures Manual regarding identification and preservation of evidence.
- e. To prepare cases for court testimony through such actions as reviewing reports, contacting the District Attorney, transporting evidence, etc.
- f. To maintain a 48-hour turn around time on all reports.
- g. A 95% satisfactory level will be used on Supervisor review of reports.
- h. Supervisors will receive written reports on major accidents and felonies within 24 hours of the incident's occurrence.

5. BUREAU OF IDENTIFICATION

To cause photographs and fingerprints to be taken from all persons entering the Jail. To maintain files with current identification photographs and fingerprints. To forward fingerprints of arrestees to the Wisconsin Department of Justice and the Federal Bureau of Investigation as provided by law.

Standards:

- a. Maintain fingerprints and identification photographs of all arrestees received at the County Jail.
- b. Forward fingerprints to the Wisconsin Department of Justice and the Federal Bureau of Investigation.
- c. Process physical evidence and crime scenes in major crime cases.
- d. Management of Sheriff's Office evidence and confiscated property.
- e. Collect DNA samples from convicted inmates as required by law.

6. SHERIFF'S SPECIAL INVESTIGATION UNIT (SIU)

To work in partnership with other law enforcement agencies within Rock County to investigate crimes and other cases affecting the safety and security of Rock County Citizens.

7. EMERGENCY MANAGEMENT BUREAU

The Rock County Sheriff's Office – Emergency Management Bureau (RCEM) 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.

13. 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	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
Sheriff	1.0	1.0	0.0
Chief Deputy	1.0	1.0	0.0
Commander	2.0	2.0	0.0
Captain	6.0	6.0	0.0
Sergeant	22.0	22.0	0.0
Detective	6.0	6.0	0.0
Deputy Sheriff	63.0	63.0	0.0
Correctional Supervisor	1.0	1.0	0.0
Correctional Officer	81.0	81.0	0.0
RECAP Site Supervisor	1.0	1.0	0.0
Financial Office Manager	1.0	1.0	0.0
Administrative Secretary	1.0	1.0	0.0
Secretary II	2.0	2.0	0.0
Secretary I	2.0	3.0	1.0
Payroll Specialist	0.0	1.0	1.0
Account Clerk III	3.0	2.0	(1.0)
Administrative Assistant	10.0	9.0	(1.0)
Public Safety Utility Clerk	6.0	6.0	0.0
Optical Imaging Specialist	1.0	1.0	0.0
Vehicle Maintenance Supervisor	0.45	0.45	0.0
Vehicle Maintenance Technician	0.3	0.3	0.0
Sheriff's Clerk	0.3	0.3	0.0
Investigative Assistant	0.3	0.3	0.0
<b>TOTAL</b>	211.35	211.35	0.0

**SHERIFF'S OFFICE**

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSTION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Administrative Assistant	Secretary I	1.0	1.0
Reclassification	Account Clerk III	Payroll Specialist	1.0	1.0

# FINANCIAL SUMMARY

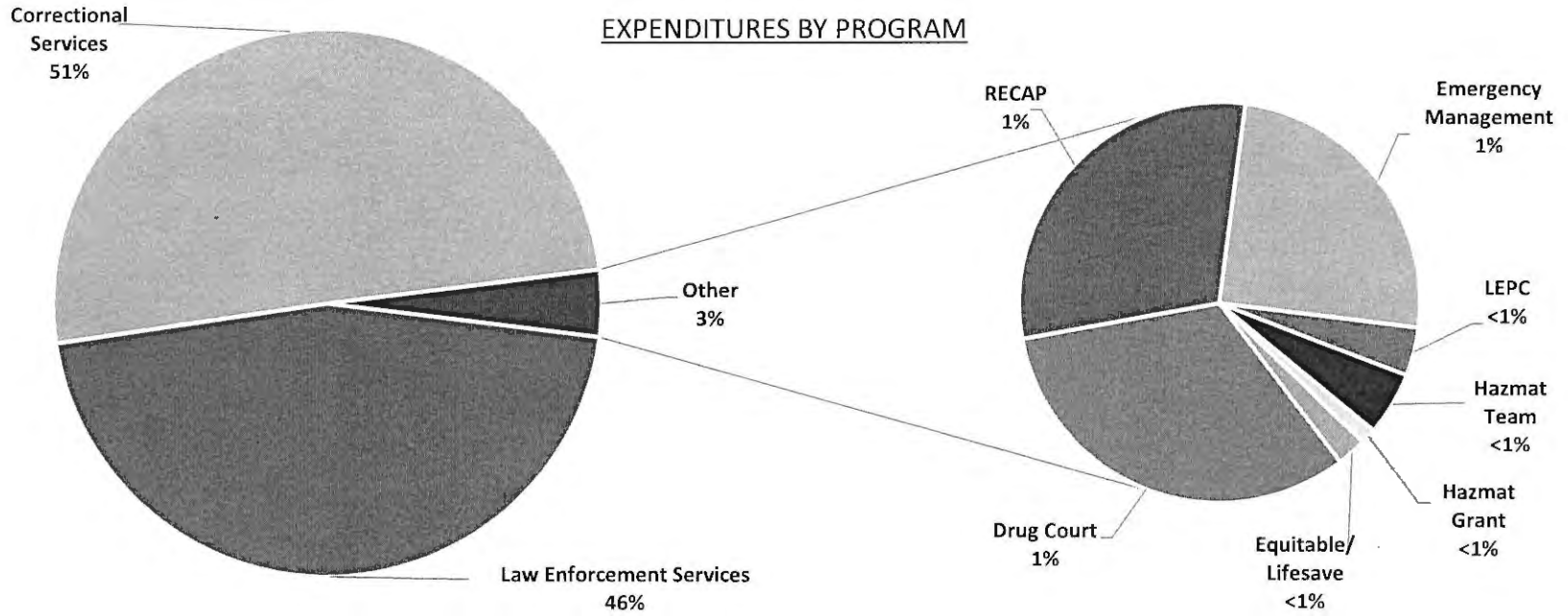
## SHERIFF'S OFFICE

2019

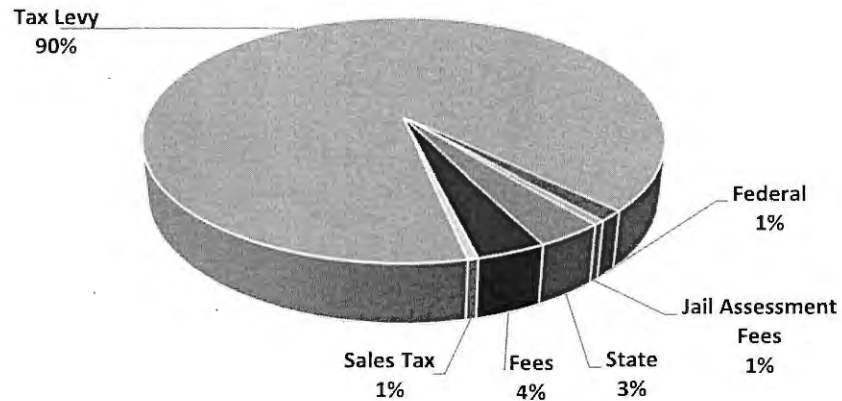
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$400,384	\$400,384
Intergovernmental	900,811	900,811
Contributions	55,000	55,000
Fund Balance Applied	0	0
Transfers In	150,000	150,000
Deferred Financing	0	0
Sales Tax	100,000	138,000
Fees/ Other	751,496	790,748
Total Revenues	<u>\$2,357,691</u>	<u>\$2,434,943</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$13,026,074	\$12,985,300
Fringe Benefits	7,421,748	7,426,505
Operational	4,195,143	4,115,376
Capital Outlay	420,647	420,647
Allocation of Services	(6,500)	(6,500)
Total Expenditures	<u>\$25,057,112</u>	<u>\$24,941,328</u>
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$22,699,421</b>	<b>\$22,506,385</b>

**2019 BUDGET  
SHERIFF'S OFFICE**

EXPENDITURES BY PROGRAM



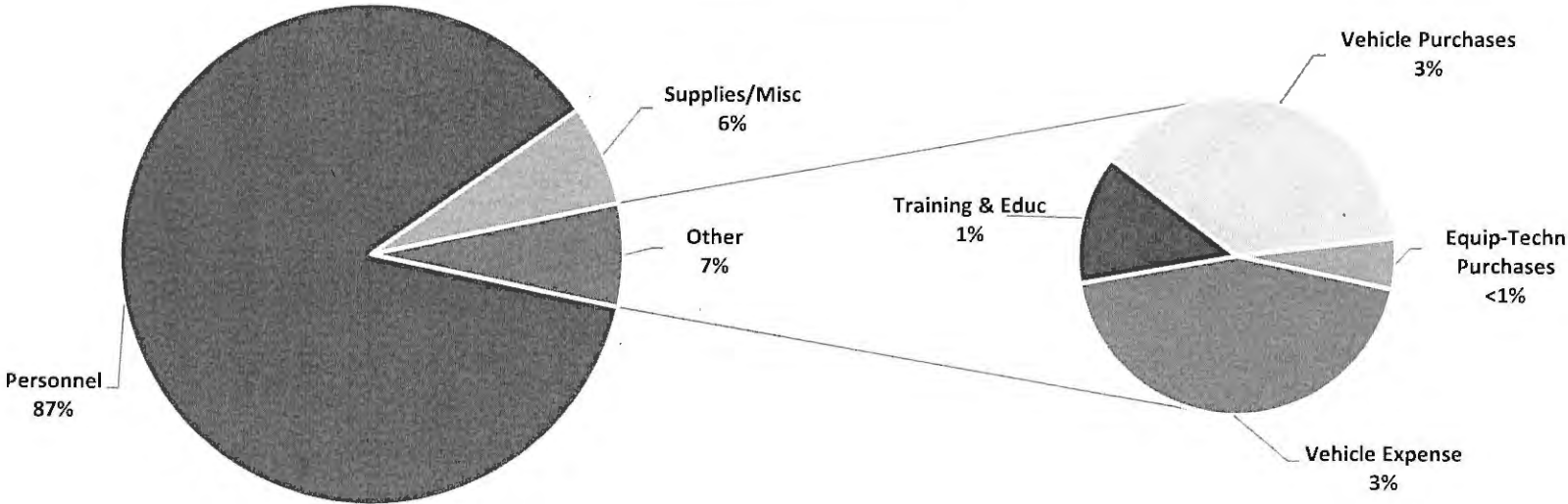
REVENUES BY SOURCE



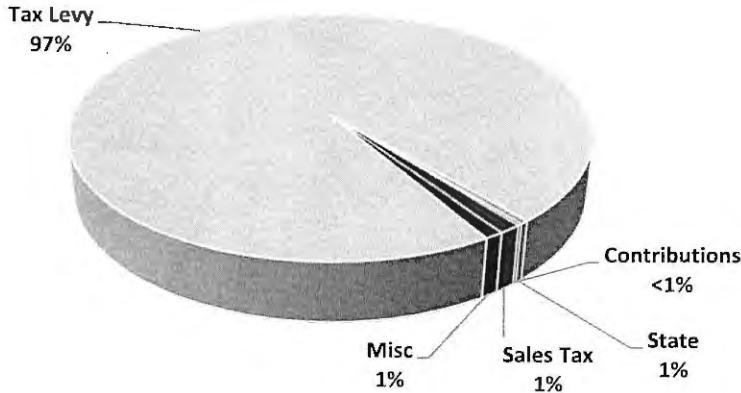


2019 BUDGET  
LAW ENFORCEMENT SERVICES

EXPENDITURES BY PROGRAM

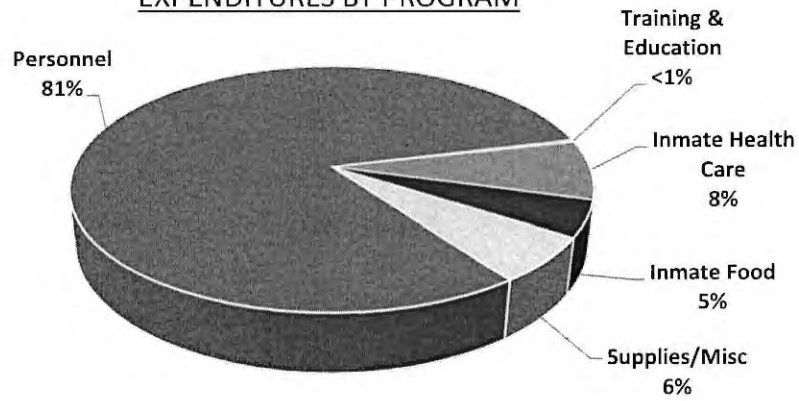


REVENUES BY SOURCE

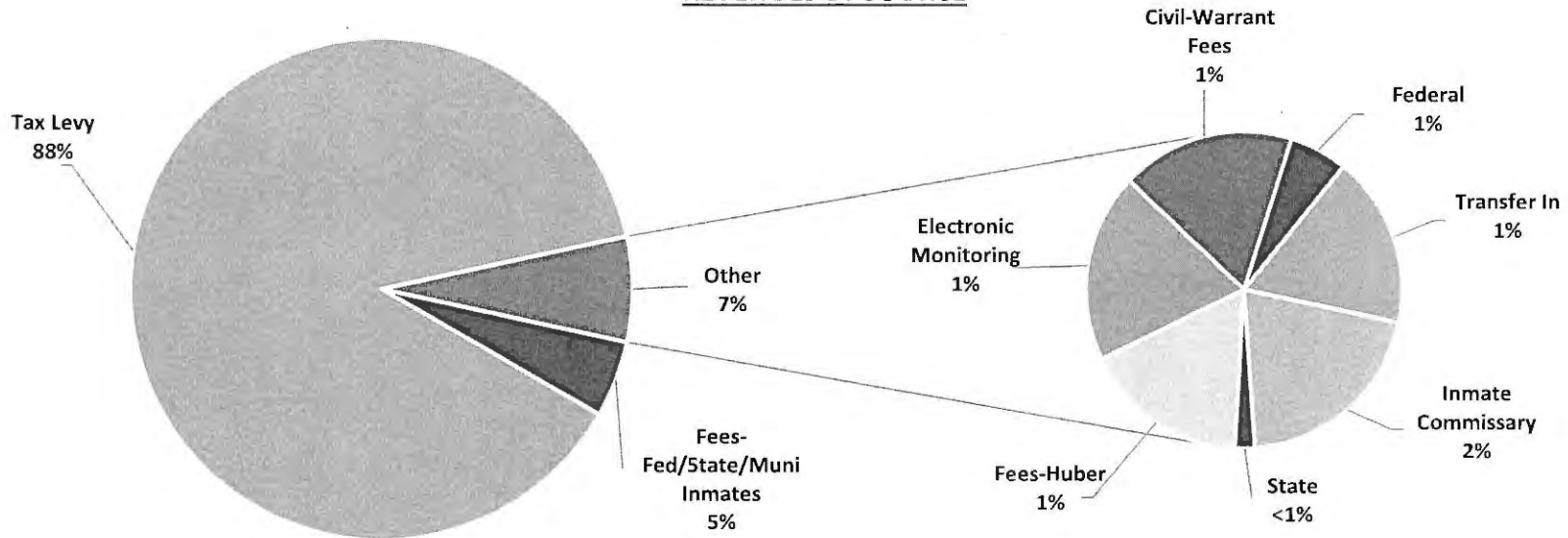


**2019 BUDGET  
CORRECTIONAL SERVICES**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### SHERIFF'S OFFICE

2019

#### 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 – Snowmobile program will decrease by \$6,522 or 45.1% due to a more realistic projection.
- State Aid – Water patrol will decrease by \$9,488 or 23.3% due to a more realistic projection.
- Parking Tickets will decrease by \$1,261 or 38.7% as a result of less violations issued/greater compliance.
- Officer fees will decrease by \$11,398 or 10.2% due to less special event patrols, e.g., no Sonic Boom concert at the Southern Wisconsin Regional Airport in 2019.
- Contributions will increase by \$10,000 or 66.7% due to more participation in various safety courses sponsored by the Sheriff's Office as well as donations for K-9 unit costs.
- I am recommending \$138,000 in sales tax for the following projects and purchases:
  - Offset a portion of the total costs of vehicle replacement (\$100,000). This is the same amount of sales tax used for this purpose since 2016.
  - Five replacement mobile video recorders (\$26,000) as part of a multi-year replacement schedule.

- Purchase of a Jon Boat (\$12,000) that is an addition to the watercraft fleet for the dive team and will eliminate wear and tear on patrol watercraft.
- Overall, revenue in this division is budgeted to decrease by \$222,797 or 40.5%, primarily due to less sales tax funding for vehicle/equipment purchases.

### Expenditures

- Overall costs for squad car replacements will decrease by \$84,578 or 22.9% from 2018 due to the multiple-year replacement plan. The 2019 vehicle type and costs are detailed below:
  - Four patrol squad cars (Chargers) - \$102,618.
  - One patrol squad sports utility vehicle (Explorer) - \$27,387.
  - One supervisory unit vehicle (Tahoe) - \$39,201.
  - One K-9 Unit (Explorer) - \$42,393.
  - One Corrections unit (Caravan) - \$25,501.
  - Change out labor and related decals, etc. (inclusive of trade-in) - \$38,300.
  - Tax levy devoted to vehicle replacement will be \$185,215 in 2019 representing 65% of the total vehicle costs with sales tax revenue funding the balance as discussed in the revenue section.
- It is anticipated that the operating cost to maintain the Sheriff's Office fleet of vehicles will increase by \$2,646 or 1.8% in 2019.
- Telephone will decrease by \$8,173 or 8.9% due to more realistic estimates.
- Repair and maintenance will increase by \$7,504 or 38.4% due to new equipment purchases coming off the warranty period and requiring annual maintenance contracts.



- Reclassification of 1.0 FTE Administrative Assistant to Secretary I is requested and recommended. The incumbent in this position spends less time on clerical duties and more time retrieving records from the Spillman law records management system for open records requests, etc. This cost will be \$214.
- Reclassification of 1.0 FTE Account Clerk III to Payroll Specialist is requested and recommended. The incumbent is spending less time on paying bills and more time on payroll functions, processing bonds and back-up to the Financial Office Manager. This cost will be \$2,027.
- Recommending elimination of a 0.3 FTE Sheriff Clerk. When this position was created, it was the intent to handle clerical overflow, but has been vacant. This savings will be \$6,797.
- Recommending elimination of seasonal funds. The intent was to hire special event deputies, who were targeted to be retired law enforcement, to assist with specific events and reduce deputy overtime costs. There has not been much success at hiring for this purpose and no one currently is being paid from these funds. This savings will be \$32,640.

#### Budget Highlights - Correctional Services

##### Revenue

- The Correctional Services account is comprised of revenue from various sources including but not limited to: State Aid for training, fees paid by inmates for electronic monitoring and Huber work release program, and revenue sharing from inmate hygiene and snack purchases.
- A major factor in the jail revenue is the inmate daily population. Recently, more jail space has been devoted towards county offenders resulting in less space for state-federal inmates and less revenue:
  - Electronic Monitoring fees will decrease by \$15,164 or 8.4%. This is partly due to fewer inmates on electronic monitoring having the ability to pay.
  - Huber work release fees will decrease by \$40,480 or 22.0%. This is partly due to a recent change in policy to not charge fees to Huber inmates who are not employed.

- Federal prisoner fees will decrease by \$7,661 or 9.8%.
  - State prisoners - Extended Supervision Sanction revenue will decrease by \$10,159 or 3.1%.
  - State prisoners - Felony Holds revenue will decrease by \$50,253 or 25.8%.
  - Municipal inmate revenue will decrease by \$16,779 or 21.1% from the prior year largely due to the City of Beloit housing fewer inmates at the jail for municipal violations.
  - Commissary commission revenue is generated from inmate purchasing hygiene and food snack items. This revenue source will increase by \$39,252 or 29.1% due to higher utilization. Revenue generated is restricted to benefit the inmate population and the expenses are shown in the Sundry account.
- Civil Process fees will decrease by \$6,925 or 5.9% due to more realistic budget projections.
  - 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 2019, 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 \$85,682 or 5.5% from the prior year.

#### Expenditures

- Correctional Services contracts with Advanced Correctional Healthcare, Inc., to provide inmate healthcare services 24-hours per day, 7 days per week, 365 days per year. In 2019, this expense is budgeted at \$967,539, which is an increase of \$77,539 or 8.7% more than the prior year. The increase is due to a higher jail population and increasing the mental health worker from 28 hours per week to 40 hours per week as a result of increased inmate mental health needs.

- Aramark, a contracted vendor, provides inmate meals at a cost of \$1.22 per meal. Meal cost is budgeted at \$595,424, which is \$42,977 or 7.8% more than the prior year. The increase is a result of a scheduled 3% rate increase and an increase in the average inmate daily population from 425.4 in 2018 to 445 in 2019.
- Clothing and Uniform expense will increase by \$5,950 or 6.4% due to a projected increase in staff turnover from 8 new employees in 2018 to 12 new employees in 2019 (\$1,000 each), and one new Honor Guard uniform (\$1,950).
- Personnel services are requested at \$63,506 for the following:
  - A Jail Re-entry Specialist in the amount of \$39,252 and cost-shared with the Human Services Department. This position was funded in 2018 from the Sundry account as it met requirement that Sundry funds be used to benefit inmates. I recommend this funding continue to be funded with Sundry to reduce the tax levy burden.
  - A new request for 0.80 FTE Psychiatric Technician in the amount of \$24,254, also cost-shared with the Human Services Department, is recommended. In 2018, a 0.4 FTE Psychiatric Technician was employed by the Human Services Department. In 2019, the cost for the 0.4 FTE in the Sheriff's Office will be funded by tax levy.
  - Both positions assist inmates in obtaining housing, Social Security benefits and other services upon release in order to reduce recidivism.
- Sundry expenses will increase by \$39,252 due to the new funding to offset household services (\$11,000) and laundry services (\$7,000), in addition to other cost increases.
- In 2019, Drug Court costs are budgeted to total \$318,918, 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

- Correctional Services Overtime has been under-budgeted for many years. Based upon a ten-year average, approximately \$256,000 more funding is needed. However, as noted in the Law Enforcement Services expense description (Gasoline and Other Fuel), implementation of the Courts video conferencing system is projected to reduce Court Services staff overtime as more hearings are conducted via video conference:



- Savings of \$114,019 are estimated based on video conferencing project analysis.
- Total Overtime budget is recommended at \$451,981, an increase of \$141,981 or 45.8% from the prior year.

### Summary

- The recommended tax levy for Law Enforcement Services, including Emergency Management, is \$11,250,635, an increase of \$746,220 or 7.1% from the prior year.
- The recommended tax levy for Correctional Services, including RECAP and Drug Court, is \$11,255,750, an increase of \$581,706 or 5.4% from the prior year.
- The overall tax levy for all Sheriff's Office functions is \$22,506,385, which is an increase of \$1,327,926 or 6.3% from the prior year.

**CHARTER**  
**CIRCUIT COURT/CLERK OF COURT**

2019

**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.

**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	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ (DECREASE)
CLERK OF CIRCUIT COURT			
Clerk of Circuit Court	1.0	1.0	0.0
Chief Deputy Clerk of Circuit Court	1.0	1.0	0.0
Financial Supervisor	1.0	1.0	0.0
Collections/Accounts Specialist	2.0	2.0	0.0
Division Leader Deputy Clerk	2.0	2.0	0.0
Deputy Clerk of Court	26.0	26.0	0.0
Clerk II	1.0	1.0	0.0
CIRCUIT COURT			
Court Commissioner	3.4	3.4	0.0
Deputy Register in Probate II	2.0	2.0	0.0
Circuit Court Office Manager	1.0	1.0	0.0
Court Attendant	7.0	7.0	0.0
Judicial Assistant	6.0	6.0	0.0
Court Reporter	3.0	3.0	0.0
Deputy Clerk of Court	1.0	1.0	0.0
MEDIATION AND FAMILY COURT SERVICES			
Director of Mediation & Family Court Services	1.0	1.0	0.0
Secretary I	1.0	1.0	0.0
TOTAL	59.4	59.4	0.0

**CIRCUIT COURT**

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reallocation	Deputy Clerk of Court (Range 4)	Deputy Clerk of Court (Range 2)	26.0	0.0

# FINANCIAL SUMMARY

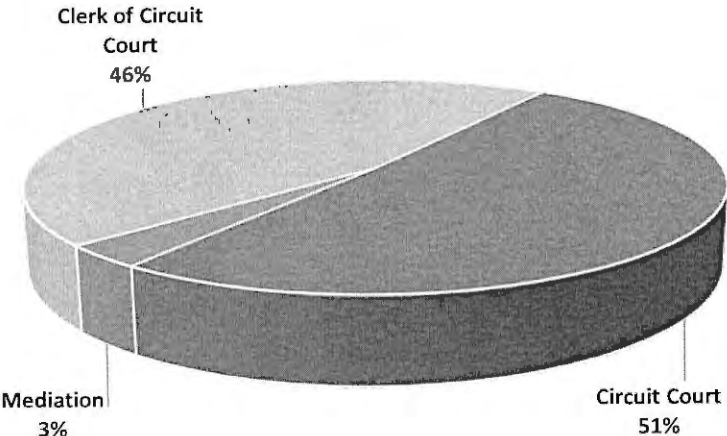
## CIRCUIT COURT

2019

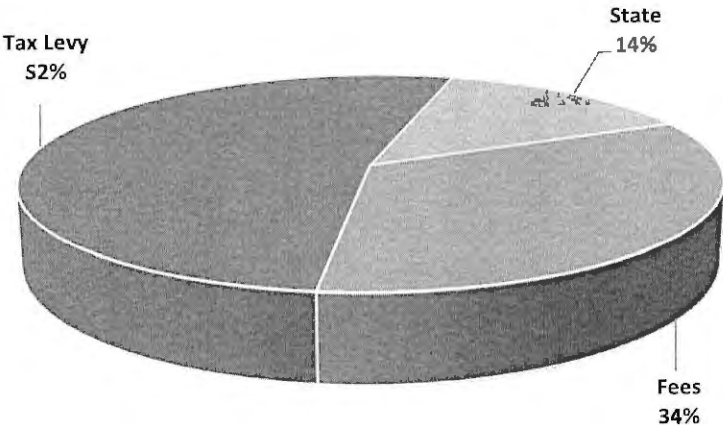
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$747,756	\$747,756
Intergovernmental	319,688	319,688
Contributions	0	0
Fund Balance Applied	20,000	20,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	1,459,200	1,459,200
Total Revenues	<hr/> \$2,546,644	<hr/> \$2,546,644
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$2,964,348	\$2,883,077
Fringe Benefits	1,504,192	1,470,365
Operational	973,177	967,877
Capital Outlay	4,000	4,000
Allocation of Services	0	0
Total Expenditures	<hr/> \$5,445,717	<hr/> \$5,325,319
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$2,899,073</b>	<b>\$2,778,675</b>

2019 BUDGET  
CIRCUIT COURT

EXPENDITURES BY OFFICE



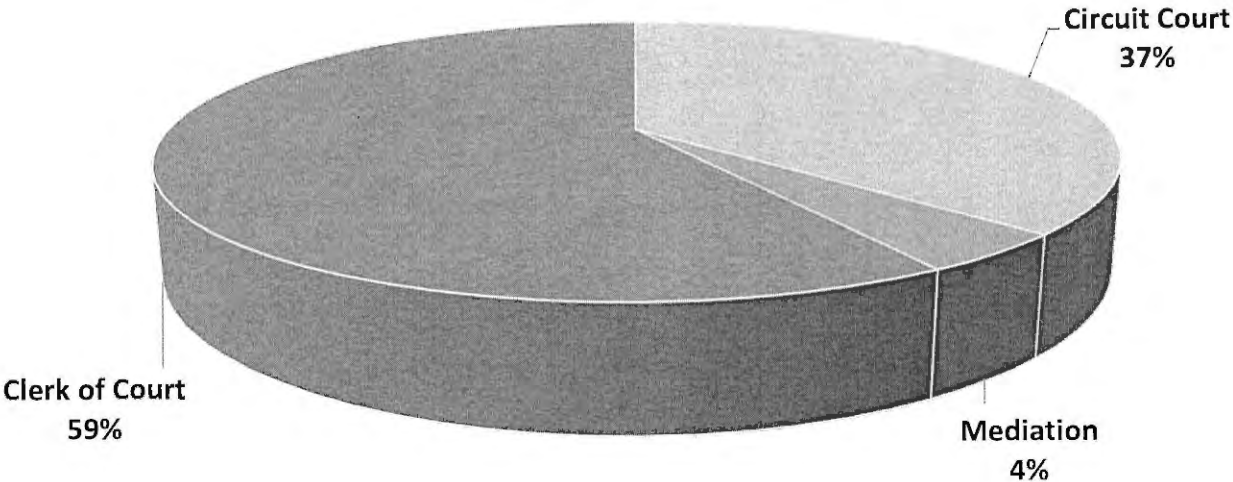
REVENUES BY SOURCE





2019 BUDGET  
CIRCUIT COURT

TAX LEVY BY OFFICE



## ADMINISTRATOR'S COMMENTS

### CIRCUIT COURT

2019

#### Budget Highlights

#### Revenue

- The Courts overall revenue will increase \$16,497 or 1.0% over the prior year, including:
  - State Aid - Interpreter Fees will increase by \$17,600 or 36.7% due to more cases requiring interpreters.
  - Fine and forfeiture revenue will decrease by \$7,000 or 1.2%.
  - Register in Probate fees will increase by \$5,000 or 12.5% due to an increase in case filings.
- Mediation & Family Court Services revenue highlights:
  - Mediation fees will decrease substantially, by \$38,946 or 60.0%, due to a 2018 budget overestimate and will be more in line with historical trend in 2019.
- Clerk of Court overall revenue will decrease by \$5,450 or 0.7% from the prior year:
  - Municipal Filing Fees will decrease by \$1,000 or 2.5% due to lower caseload.
  - Public Defender Fees will decrease by \$1,500 or 17.6% due to clients' inability to pay.
  - Ignition Interlock Device fees will decrease by \$1,000 or 5.1% due clients' inability to pay.
  - Intergovernmental Charges – Other County Departments will increase by \$4,250 or 2.2% due to increased personnel costs of Child Support enforcement activities.

- Interest on Investments will increase by \$3,000 or 1.6% due to increasing interest rates.

## Expenditures

- Courts

- Other Contracted Services account includes fully funding the Veterans Court drug testing request of \$25,000 and results in an increase of \$15,000 over the prior year due to the federal Veterans Administration not covering these services.
- The Guardian Ad Litem (GAL) line item pays for court-appointed attorneys to represent eligible clients in establishing paternity, Child in Need of Protection and Services (CHIPS) cases, divorce, and competency/protective placement court actions. The County contracts with four private attorneys and the Courts have had difficulty retaining qualified GAL attorneys. The 2019 request increases the attorney contract rate by \$500/month for a new rate of \$4,314/month. The annual budgetary impact is \$24,000 or 11.4% over the prior year.
- Indigent counsel fees will increase by \$10,000 or 6.7%. 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 cost increase is a result of the state's guidelines being more restrictive.
- Postage will decrease by \$3,000 or 14.3% due to more use of emailing documents and the effects of the new e-File system.
- Law books will decrease by \$4,000 or 9.5%.

- Mediation and Family Court Services

- Other Contracted Services account covers contracted mediator services. The 2019 budget is \$35,000, a decrease of \$5,300 or 13.1%, to account for the new Director conducting more mediations.

- Clerk of Court
  - Office supplies will decrease by \$21,000 or 45.6% due to the new e-File system that needs less case folders.
  - Postage will decrease by \$4,000 or 9.5% due to the new e-File system requiring less mailings of documents.

#### Personnel

- A request to reallocate all 26.0 FTE Deputy Clerk of Court positions from Range 4 to Range 2 is not recommended. Although data show the position is somewhat under market, the positions were reallocated in 2016 (from Range 4a to Range 4).
- The effects of a 2% vacancy factor offset by scheduled across-the-board wage increases results in a net decrease in personnel costs of \$13,771.

#### Summary

- The recommended tax levy for the Circuit Court is \$1,030,444, an increase of \$86,535 or 9.2% from the prior year.
- The recommended tax levy for Mediation and Family Court Services is \$122,203, an increase of \$34,139 or 38.8% from the prior year.
- The recommended tax levy for the Clerk of Circuit Court is \$1,626,028, a decrease of \$3,768 or 0.2% from the prior year.
- Collectively, the tax levy for all functions of the Circuit Court is \$2,778,675, an increase of \$116,906 or 4.4% from the prior year.

**CHARTER**  
**911 COMMUNICATIONS CENTER**  
**2019**

**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 (24) hours of continued professional training to maintain their Emergency Medical Dispatch certification.

### **Emergency Backup Center**

The Communications Center established a fully functional back-up communications center at the Town of Beloit Fire Department located at 2445 S. Afton Road in the event of a total facility failure at the main site. All supervisors and staff are required to perform back-up site training and/or operations at least once a year. All equipment is tested on a monthly basis to ensure readiness in the event of evacuation.

### **Systems Management**

The Communications Center relies heavily on various computer and other network related systems for the efficiency of its operations and to meet the public's expectation of services. These systems require continual maintenance, modification, and upgrading to maintain their usefulness and reliability.

### **Public Relations and Education Program**

The Communications Center regularly provides tours and conducts public presentations to schools and other community organizations. This program is essential to building a good relationship with the public and making certain that as new technologies emerge, the public is aware and trained on how to utilize them properly. The Communications Center also regularly attends job and community events, such as the Rock County Fair and National Night Out, to promote the Center and encourage people within our community to consider employment at the center.

### **Agency Accreditation**

The Rock County Communications Center is the only CALEA (Commission on Accreditation for Law Enforcement Agencies, Inc.) accredited communications center in the State of Wisconsin. The Center has been accredited since 2000, which makes it the longest standing, CALEA accredited communications center in the nation.

**PERSONNEL SUMMARY**

**911 COMMUNICATIONS CENTER**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Communications Center Director	1.0	1.0	0.0
Communications Center Operations Manager	1.0	1.0	0.0
Communications Center Shift Supervisor	6.0	6.0	0.0
Administrative Secretary	1.0	1.0	0.0
GEO Application Specialist	0.75	0.75	0.0
Telecommunicator	32.0	32.0	0.0
Call Taker	4.0	4.0	0.0
Total	45.75	45.75	0.0

**PERSONNEL MODIFICATIONS**

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

**FINANCIAL SUMMARY**  
**911 COMMUNICATIONS CENTER**

2019

<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	851,150	872,930
Fees/ Other	0	0
Total Revenues	\$851,150	\$872,930
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$2,476,999	\$2,505,777
Fringe Benefits	1,126,298	1,118,820
Operational	809,702	779,948
Capital Outlay	854,850	852,850
Allocation of Services	0	0
Total Expenditures	\$5,267,849	\$5,257,395
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$4,416,699</b>	<b>\$4,384,465</b>



## ADMINISTRATOR'S COMMENTS

### 911 COMMUNICATIONS CENTER

2019

#### Budget Highlights

#### Revenue

- \$872,930 in sales tax revenue will be used to fund capital projects, \$847,150 more than in 2018.
- Operational costs are fully supported by the tax levy.

#### Expenditures

- Capital projects funded with sales tax are listed below:
  - Add STARCOM control station to monitor mutual aid calls for Winnebago County, Illinois (\$8,500).
  - Replace failing air handling unit at the Old County Highway A tower site (\$6,816).
  - Replace components of the Viper 911 Telephone System (\$76,150).
  - Replace MASTR III equipment (\$365,000). 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 five 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 over the next five years is approximately \$1.8 million.

- Replace Simulcast radio system (\$300,000). There continues to be coverage issues in the areas of Newville/I-90 corridor 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. This project would involve adding a five site simulcast system to County Tac and Rock Fire Central Repeater channels to expand coverage and improve the problem areas.
  - Replace 14 dispatch computers (\$28,000).
  - Fund the first half of the pictometry flyover that provides visual location information to dispatchers and first responders (\$66,684). The second half of this project will be funded in the 2020 budget.
  - Replace existing copper analog phone lines with digital fiber optic IP FLEX lines (\$24,780). This change is recommended by AT&T to resolve reliability issues and excess noise on phone lines. These are one-time charges.
- Conference and hearing and eye exam expenditure reductions relate to the two year accreditation cycle for the Commission on Accreditation for Law Enforcement Agencies (CALEA) (\$5,800).
  - In 2019, Repair and Maintenance Services is due to increase by \$30,817 over the prior year. This change is primarily driven by the new annual maintenance costs for the VIPER Phone System as it comes off of the initial five-year service agreement (\$19,903).
  - Repair and Maintenance Equipment will decrease in 2019 by \$36,985. This is largely driven by microwave radio system spare parts that were budgeted in 2018 and do not appear again in 2019.
  - \$1,750 is budgeted in the Terminals and PCs line item to replace the Director's computer.

### Personnel

- No personnel changes are requested for 2019.
- The following changes have been made due to analysis and efforts to make the budget more in line with historical expenditure trends:

- Increased Regular Wages, FICA, and Retirement line items over the amount requested by 2% as part of the effort to include anticipated cost increases in departmental budgets and eliminate the salary reserve. The net result is a \$111,445 increase.
- Implemented a vacancy factor based on historical wage trends. The net result is a reduction of \$138,040 to Regular Wages, FICA, and Retirement line items.
- Adjusted the Health Insurance line item by increasing additional contributions to sustain the countywide health insurance account and decreasing budgeted amounts to account for the historical vacancy factor. The net result is an increase of \$3,635.
- Increased the Overtime line item by \$117,873 to account for historical trends. From 2008 to 2017, the actual amount of Overtime expended averaged \$120,709 or 105.2% over budget.

#### Summary

- The recommended tax levy is \$4,384,465, which is an increase of \$49,849 or 1.2% over the prior year. This change is primarily due to increasing overtime to reflect actual historical trends.

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

**2019**

**DISTRICT ATTORNEY**

The key objective of the District Attorney of Rock County will be accomplished by satisfying the following commitments:

**Public Service Commitment**

To provide efficient and effective prosecution of criminal, ordinance and traffic violations for the protection of the citizens of Rock County; to incorporate evidence based decision making (EBDM) in all decision points of the criminal justice system; to fulfill responsibilities and services of the department as set forth by Wisconsin Statutes; to minimize criminal recidivism by implementing EBDM validated Deferred Prosecution and Domestic Violence Intervention programs; and to comply with Constitutional and Statutory responsibilities by providing an effective Victim/Witness Assistance Program.

**Intergovernmental Commitment**

To work with the Rock County Circuit Courts, Juvenile and Adult Probation Departments, Rock County Human Services Department, all local, state and federal law enforcement agencies, and the Rock County Board of Supervisors in compliance with all state and federal legislation.

**Management Commitment**

To work with the County Administrator and the Rock County Board of Supervisors in managing activities of the District Attorney's Office in an efficient, effective and professional manner, consistent with all legal and ethical requirements, statutory constraints, federal and constitutional constraints.

**Critical Performance Areas**

1. **Administrative Objective**

Plan, organize, and implement policy guidelines, which effectively establish obtainable program objectives incorporating the following established standards and procedures:

- a. Comply with Wisconsin Statutes by preparing an annual Coordinated Plan and Budget to be submitted for approval to the Rock County Board of Supervisors.
- b. Comply with Wisconsin Statutes, U.S. and Wisconsin Constitutions, and the Supreme Court of Wisconsin judicial guidelines.
- c. Internal departmental reviews of budget and service programs with line item reviews and expenditure analysis to be reported monthly, together with program evaluations.

2. Prosecution Objective

To effectively prosecute all violations of criminal state statutes and county ordinances; state and county traffic violations; cases referred by various County and State agencies; and enforcement of laws and statutes pertaining to juveniles, to the following established standards:

- a. Per Wisconsin Statutes, case law established in federal and state courts, and within professional ethical guidelines, aggressively prosecute criminal and ordinance violations by coordinating efforts of local, county, state and federal law enforcement agencies.
- b. Per Wisconsin Statutes and Circuit Court directives, work in conjunction with the Juvenile Probation Department to prosecute and enforce Chapters 48 and 938 Juvenile Code matters.
- c. Per Wisconsin Statutes, efficiently prosecute cases referred by various State agencies as resources permit.
- d. To incorporate evidence based decision making at all decision points in the criminal system to enhance public safety, promote a fair justice system and to allocate limited resources effectively.

DEFERRED PROSECUTION/DOMESTIC VIOLENCE INTERVENTION PROGRAM

To identify persons eligible for diversion programming by means of a validated assessment tool, provide counseling and maintain statistical data relating to the Deferred Prosecution, Domestic Violence Intervention, and Child Abuse Intervention Programs and incorporate the following established standards and procedures:

- a. Establish county policy according to State Law, evidence based practices, program staff, and the District Attorney policy. Incorporate a validated assessment tool to identify appropriate diversion program candidates.
- b. To provide validated assessments and referrals to appropriate interventions, counseling, and write a contract describing these procedures.

- c. Provide a safe counseling atmosphere where clients are held accountable for their actions (in particular, violence) and examine the effects of their actions (especially violence) on others.
- d. Consistently report to the District Attorney on a case-by-case basis, the success or failure of particular individuals in any of the programs. Notify District Attorney's Office, Clerk of Courts, defense attorneys and clients of court appearance.
- e. Facilitate weekly intervention groups and counsel clients who are in either DPP or DVIP.
- f. Train and supervise volunteers to facilitate the Deferred Prosecution groups.
- g. Train, supervise and contract with outside facilitators to do the DVIP groups.
- h. Monitor and participate in staffing, etc., of clients referred to outside programming.
- i. Report to the District Attorney each client's participation in diversion programming and provide written documentation to the courts, defense attorney and client about their participation in the diversion programs.
- j. To collect restitution for victims of participants in our program.
- k. Pursuant to policy guidelines established with the District Attorney, provide coordination with community based services and service organizations for the effective coordination of community service activities dealing with Deferred Prosecution, Domestic Violence and Child Abuse.
- l. Attend meetings to be involved in state and local abuser treatment programming and policymaking.
- m. Develop domestic violence curriculum.
- n. While working with abusers sometimes we must do counseling with victims, assess risk, talk about safety plans, and refer them to the police, shelter services and other appropriate agencies.
- o. Incorporate a validated risk assessment and develop treatment plans for medium and high risk offenders referred through the District Attorney's Office, Probation and Parole, the Courts, or self-referrals.
- p. Counsel, teach, confront, and hold all clients accountable for their actions during programming.
- q. Develop client skills to promote clear, healthy, responsible, law-abiding thinking and actions.
- r. Advise the Rock County EBDM committee of diversion options available to offenders in the criminal justice system.

#### VICTIM/WITNESS ASSISTANCE

To provide comprehensive services to victims and witnesses of crime in an effort to ease the pain of victimization and reduce the confusion and inconvenience caused by their involvement in the criminal justice system. Pursuant to Chapter 950 of the Wisconsin Statutes and the policy guidelines established by the District Attorney, the Coordinator of the Victim/Witness Office implements policies and procedures as enumerated in the Victims and Witnesses Bill of Rights. The following standards and procedures are utilized:

- a. Pursuant to policy guidelines established by the District Attorney, read all police reports involving a victim.
  - 1) Assess the needs of that victim.

- 2) Refer victims to existing community resources, for example: financial, counseling, mental health, medical, shelter, social services, etc.
- b. Provide court support to victims and witnesses throughout the criminal court process and, if needed, prepare victims and witnesses to testify at court proceedings.
  - 1) Schedule and participate in meetings between the prosecutor and victim.
  - 2) Convey any settlement negotiations to victim and assist victim in participating with District Attorney's Office in settlement process.
  - 3) Tips for testifying.
  - 4) Show victims the courtroom and explain the role of the court personnel.
- c. Provide witness call-off services to effectively reduce the overtime costs relating to police witnesses, thereby lowering taxpayer costs for overtime paid to police witnesses who are subpoenaed to court. Witness call-off will also prevent regular citizens from making unnecessary trips to court, thereby saving taxpayers the cost of witness fees for witnesses who are not needed to testify.
  - 1) Notify victims and witnesses of scheduled court proceedings.
  - 2) Notify victims and witnesses of cancellations.
  - 3) Notify victims and witnesses of the final disposition of the case in which they are involved.
- d. Provide victims with information regarding Crime Victim Compensation.
  - 1) Explain the benefits that are available.
  - 2) Explain how to apply for such benefits.
- e. Provide victims with the opportunity to make a statement to the court at the time of sentencing pertaining to the economic, physical and psychological effect of the crime upon the victim.
  - 1) Assist victims in filling out a Victim Impact Statement.
  - 2) File the Victim Impact Statement with the court.
  - 3) Provide a copy of the Victim Impact Statement to the District Attorney and to the defense attorney.
- f. Assist victims in having their stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence.
  - 1) Check with District Attorney to see if property can be returned.
  - 2) Contact the law enforcement agency involved to inform them that the property is no longer needed and can be returned to the victim.
- g. Intervene, on behalf of victims and witnesses, with their employers.
  - 1) Write a letter to ensure that employers will cooperate with the criminal justice process.

- 2) Ask employers that victims and witnesses not be discriminated against in any manner because of their appearances in court.
- h. Provide a comfortable, secure waiting area separate from defense witnesses as well as providing accompaniment to court.
- i. Arrange for transportation, lodging, etc. for victims and witnesses to ensure participation in the prosecution of a case.
- j. Arrange for law enforcement protection where witness's safety is threatened.
  - 1) Discuss with witnesses safety issues.
  - 2) Make reference to the police department.
  - 3) Discuss the option of a restraining order, etc.
- k. Arrange for temporary childcare while a victim or witness is appearing in court or meeting with prosecution.
- l. Advise the Rock County EBDM committee on issues involving victims of crime to promote fairness in the criminal justice system.

#### Child Abuse Resource Environment (CARE) House

To provide child victims and their families with the highest quality of services, District Attorney and Victim/Witness are participating in the multi-disciplinary investigative videotaped interviews of children at CARE House. Children and their families who encounter CARE House, leave the criminal justice system with the belief that the professionals involved worked together to achieve justice in an organized, experienced and specialized manner.

#### Standards and Procedures:

- a. Provide a primary, consistent support person for the child victim and their family throughout the criminal court process.
  - 1) Meet the child and their family.
  - 2) Explain reasons for District Attorney and Victim/Witness to be present.
- b. Gain information about the case at its initial stages regarding family dynamics and how this affects the child's ability to testify or to endure the criminal court process.
  - 1) Record date, time of interview, the people present and follow-up plans.
  - 2) Observe interview.
- c. Provide feedback to the District Attorney's Office regarding the child's ability to articulate the series of events that took place during the alleged crime.
- d. Establish a relationship with the other professionals working on a case to increase effective communication.
  - 1) Participate in briefings and debriefings.
  - 2) Offer ongoing communication.



- e. Provide basic information to children and their families regarding the role of the Victim/Witness Office, the District Attorney's office and the criminal courts.
  - 1) Offer support in court for children and their families.
  - 2) Explain the impact of the videotape in the criminal court process.

**PERSONNEL SUMMARY**

**DISTRICT ATTORNEY**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
DISTRICT ATTORNEY			
District Attorney Office Manager	1.0	1.0	0.0
Investigator	1.0	1.0	0.0
Lead Legal Support Specialist	0.0	2.0	2.0
Legal Support Specialist	11.0	11.0	0.0
Administrative Assistant	3.0	3.0	0.0
SUBTOTAL	16.0	18.0	2.0
VICTIM/WITNESS			
Victim/Witness Coordinator	1.0	1.0	0.0
Victim/Witness Specialist	3.4	3.4	0.0
Administrative Assistant	2.0	2.0	0.0
SUBTOTAL	6.4	6.4	0.0
DEFERRED PROSECUTION			
Deferred Prosecution Director	1.0	1.0	0.0
Case Manager I/II	2.4	2.4	0.0
Administrative Assistant	1.0	1.0	0.0
SUBTOTAL	4.4	4.4	0.0
Total	26.8	28.8	2.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position	-	Lead Legal Support Specialist (2489)	2.0	2.0

**FINANCIAL SUMMARY**

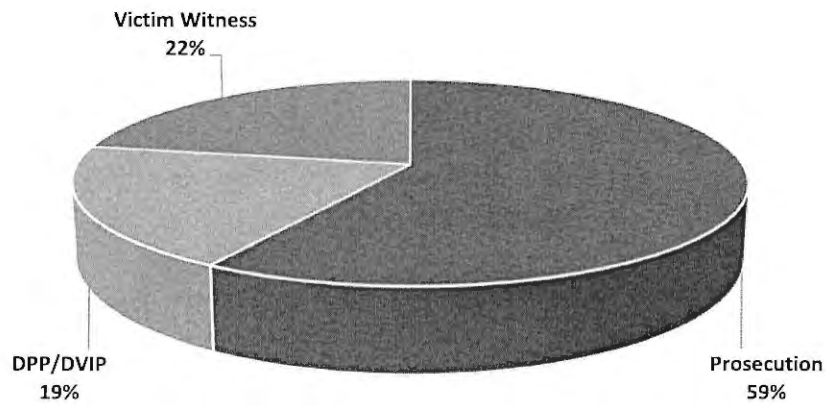
**DISTRICT ATTORNEY**

**2019**

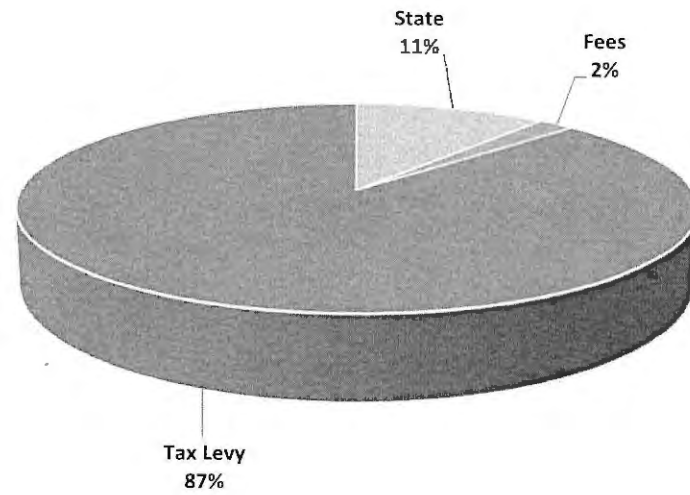
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$211,961	\$215,712
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	40,500	40,500
Total Revenues	<hr/> \$252,461	<hr/> \$256,212
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,284,466	\$1,261,651
Fringe Benefits	656,748	637,471
Operational	96,509	95,009
Capital Outlay	11,520	11,520
Allocation of Services	0	0
Total Expenditures	<hr/> \$2,049,243	<hr/> \$2,005,651
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$1,796,782</b>	<b>\$1,749,439</b>

2019 BUDGET  
DISTRICT ATTORNEY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### DISTRICT ATTORNEY

2019

#### Budget Highlights

#### Revenue

- Fees in the District Attorney's main account are budgeted at \$15,000, a \$4,000 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 48.3% of program expenses, or \$215,712, a decrease of \$6,775. 88% of State revenue used to reimburse counties is derived from the Victim Witness surcharge, which can fluctuate and has declined slightly 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 decrease by \$3,000 or 16.7%, which is the third consecutive annual decline. The fees are based upon 10% of restitution ordered for selected cases. Due to participants' decreased ability to pay at lower levels and increasing use of civil judgements, this revenue source will continue to decrease.

#### Expenditures

- Various operational costs will increase due to new positions. For example, \$10,000 has been added to the Capital Assets line item to purchase furniture and other costs to outfit the new offices.
- Costs to purchase law books are increasing by \$1,078 as a significant number of books are purchased in odd numbered years.
- In the Deferred Prosecution account, interpreter fees have been reduced from \$1,500 to \$1,000 to better match the historical average.

## Personnel

- In 2018, the County Board approved three personnel changes:
  - A title change from Legal Stenographer to Legal Support Specialist to better reflect the job duties. This has resulted in larger applicant pools as some may have thought these positions were Court Reporters.
  - Two additional Legal Support Specialist positions were established. The number and severity of the cases referred to the District Attorney's Office has greatly increased, along with additional time spent copying, documenting, and distributing discovery materials.
  - Three Clerk Typist positions were deleted and three Administrative Assistant positions were created. This will allow staff to be cross trained to provide better coverage and will increase the responsible level of work performed.
  - The full year cost of these changes as compared to the 2018 budget is \$144,481.
- The District Attorney is requesting two new positions—Lead Legal Support Specialists. These positions will aid in training, delegating staff coverage, mentoring, and trouble-shooting minor equipment issues, as well as performing the tasks of a Legal Support Specialist.
  - These positions are recommended and the 2019 cost will be \$123,446.
- Minor reductions have been made to personnel line items to account for the fact that these positions will not be filled on January 1.
- Overall personnel increases as compared to the 2018 budget are \$225,729.

## Summary

- The recommended tax levy for the District Attorney's Office is \$1,749,439, which is an increase of \$290,962 or 20% from the prior year.

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

2019

**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 meets or exceeds the standards of practice for Wisconsin Medical Examiners as defined by the Operational Guidelines of the Wisconsin Coroners and Medical Examiners Association, the International Association of Coroners and Medical

Examiners, The National Association of Medical Examiners, and, the U.S. 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	2018 CURRENT	2019 ADMIN REC	INCREASE/ (DECREASE)
Lead Medicolegal Investigator	1.0	1.0	0.0
Medicolegal Investigator	4.0	4.0	0.0
Medical Examiner Clerical Worker	0.4	0.4	0.0
Total	5.4	5.4	0.0

**PERSONNEL MODIFICATIONS**

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

**FINANCIAL SUMMARY**

**MEDICAL EXAMINER**

2019

<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	203,000	206,600
Total Revenues	<hr/> \$203,000	<hr/> \$206,600
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$399,296	\$387,228
Fringe Benefits	146,360	146,081
Operational	397,046	391,046
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$942,702	<hr/> \$924,355
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$739,702</b>	<b>\$717,755</b>

## ADMINISTRATOR'S COMMENTS

### MEDICAL EXAMINER

2019

#### 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 2.1%.
  - The Cremation Fee is recommended to be increased from \$225 to \$229, an increase of slightly less than 1.8%. In addition, the Medical Examiner's Office has budgeted for more cremations in 2019 based on historical trends. This line item is due to increase by \$12,600 from the prior year.
  - No change is recommended for the Disinterment Fee of \$100 as the Office processes only two permits annually.

#### Expenditures

- In 2018, it is anticipated that the County Board will renew its intergovernmental agreement with Dane County for an additional two years. The budget for this agreement is represented in the Other Professional Services line item (\$305,343) and is generally increasing by 2% in various categories. However, from 2018 to 2019, the budgeted expense will decrease as additional autopsies budgeted in 2018 are not anticipated to occur. Services covered by the agreement are detailed below.
  - Office management and oversight - 12 hours per week from Dane County administrative staff (\$46,005)
  - Forensic review for all cases - estimated 900 per year (\$38,557)
  - Management from a Forensic Pathologist - estimated two hours per week (\$14,456)
  - Autopsies - estimated at 152 per year (\$164,035)
  - Transportation costs for autopsies - estimated 304 round trips per year (\$35,905)

- External examinations by medical personnel - estimated 10 per year (\$4,023)
- Transportation costs for external examinations - estimated at 10 round trips per year (\$2,362)
- Salary and Fringe Benefits line items include a net decrease of \$12,347 from the department request due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and adjusting wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends. This action is similar to the vacancy factor used for other departments in past budgets.

#### Personnel

- No changes requested in 2019.

#### Summary

- The recommended tax levy for Medical Examiner's Office is \$717,755 which is an increase of \$12,883 or 1.8% over the prior year.

## CHARTER

### CHILD SUPPORT ENFORCEMENT DEPARTMENT

2019

#### **Objectives and Standards:**

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

#### **Public Service Commitment:**

The Rock County Child Support Agency is 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 customers promptly, fairly, and with respect.

The Rock County Child Support Agency 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.

The Rock County Child Support Agency 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:**

The Rock County Child Support Agency complies with State and Federal regulations with regard to intergovernmental actions. We cooperate with the Wisconsin Bureau of Child Support, the federal 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.



**Professional Commitment:**

The Rock County Child Support Agency 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:**

The Rock County Child Support Agency 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 Management is accountable to the County Administrator, Rock County Board of Supervisors and the Bureau of Child Support for managing all activities of the Child Support Agency 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 the Child Support Enforcement Office and those cooperative agencies to provide the most cost-effective return as determined by actual revenues generated by the Child Support 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 website and social media platforms.

**PERSONNEL SUMMARY**

**CHILD SUPPORT ENFORCEMENT**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 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
New Position	-	Child Support Reimbursement Specialist	3.0	0.0
New Position	-	Clerk Typist III	2.0	0.0

**FINANCIAL SUMMARY**  
**CHILD SUPPORT ENFORCEMENT**

2019

<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$2,853,236	\$2,651,517
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	47,050	47,050
Total Revenues	\$2,900,286	\$2,698,567
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$1,515,001	\$1,310,353
Fringe Benefits	912,638	774,594
Operational	1,202,403	1,202,403
Capital Outlay	1,000	1,000
Allocation of Services	0	0
Total Expenditures	\$3,631,042	\$3,288,350
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$730,756</b>	<b>\$589,783</b>

## **ADMINISTRATOR'S COMMENTS**

### **CHILD SUPPORT ENFORCEMENT**

2019

#### Budget Highlights

##### Revenue

- The Child Support Office receives 66% Federal reimbursement on most expenditures. In 2019, it is anticipated that this revenue source will total \$1,340,323.
- Since State revenue estimates were not yet available, the 2018 end of year estimate of \$1,311,194 was used as the budget for the 2019 State Aid line item. 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 represent a large expenditure in the Child Support Office budget (\$900,295). This reimburses the Circuit Court, Clerk of Circuit Court, and Corporation Counsel for staff time processing child support cases.
- In 2019, the Travel and Training line items will collectively increase by \$16,311 from the prior year. The new Child Support Director has placed a great emphasis on staff attending state and federal training and workshops. These are opportunities to enhance staff knowledge of child support by learning best practices, developing partnerships, and fostering innovative thinking.
- \$1,000 is budgeted to replace computers and printers, \$19,582 less than the previous year, as 2019 is a low point in the replacement cycle.
- Duplicating and Office Supplies line items are budgeted to increase by \$1,474 from the prior year due to more community outreach activities anticipated in 2019.

## Personnel

- The Child Support Office has requested five new positions: 3.0 FTE Child Support Reimbursement Specialist and 2.0 FTE Clerk Typist III. The Reimbursement Specialists could be used to reduce caseloads and possibly meet higher levels of the State performance standards, offsetting a portion of the new staff costs. The Clerk Typist positions would function as clerical support for the additional Reimbursement Specialists.
  - Due to the State Aid formula, meeting more performance standards would not result in increased State Aid for two years. Given competing priorities for limited tax levy funding this year, I am not recommending these additional positions. However, this proposal will continue to be evaluated in future years to increase funding.
- Salary and Fringe Benefits line items include an increase of \$201,999 from the 2018 budget due to budgeting for wage increases in departmental budgets instead of the salary reserve beginning in 2019 and continuing to apply a vacancy factor used in past years to adjust wage, overtime, and health insurance costs to more accurately reflect actual expenditure trends.

## Summary

- The recommended tax levy for the Child Support Office is \$589,783, an increase of \$66,058 or 12.6% from the prior year.

**ADMINISTRATOR'S COMMENTS**  
**EVIDENCE BASED DECISION MAKING (EBDM) INITIATIVE**

2019

Budget Highlights

Revenue

- No revenue is anticipated in 2019.

Expenditures

- In 2018, the County issued a request for qualifications for a contractor to provide pre-trial and criminogenic risk screening and assessments, pre-trial supervision, and related services for individuals involved with the justice system. This is the first step in providing greater assurance that higher-risk individuals do not become a public safety threat, lower-risk individuals do not become higher-risk individuals, and all individuals in the system are provided with the most appropriate programming to meet these goals that address their criminogenic risk factors. This new information on risk level would be provided to the Courts to aid in the determination regarding whether to hold someone in jail pending a court date and what interventions/alternatives may be appropriate for individuals going through the justice system. 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.
  - The cost submitted by the chosen contractor to provide pre-trial and assessment services, focused initially on in-custody offenders booked into the jail, totaled approximately \$184,000.
  - The cost submitted by the chosen contractor to provide pre-trial supervision for an estimate of 175 clients totaled approximately \$277,000.
  - Partial-year implementation was planned for 2018 but was delayed due to decisions of the state and federal government in how to allow access to criminal history databases. We expect either that this issue will be resolved in 2019 or modifications to the process will be made to allow implementation to begin.



- A new diversion program for low-risk offenders, which would be operated out of the District Attorney's Office, may be implemented yet in 2018 and would replace the current deferred prosecution program. This program will be operated with current County staff.
- The EBDM policy team continues to develop additional programs, including an Enhanced Deferred Prosecution program for higher-risk offenders. This program will provide case management and programming to address criminogenic needs through evidence-based programming and oversight.
- I am recommending that a total of \$481,000 be budgeted in this account to fund these new programs in 2019. This includes the approximate \$461,000 for pre-trial and assessment services and pre-trial supervision, as well as \$20,000 to assist with costs to implement other programming or overflow costs if the number of clients in a program exceeds capacity.

#### Personnel

- Not applicable.

#### Summary

- The recommended tax levy for EBDM programs in 2018 is \$481,000, an increase of \$322,416 over what was budgeted for EBDM programming in the 2018 budget.

## M. Public Works Committee

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**CHARTER**  
**PUBLIC WORKS DEPARTMENT/HIGHWAY DIVISION**

**2019**

Objectives and Standards

1. Administrative Operations

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

Standards:

- a. To develop a Department of Public Works Policy & Procedures Manual, including a sub-section dedicated to Financial Accounting Procedures. This will be evidenced by checks and audits.
- b. To ensure that vouchers for work on State and Town highways are sent monthly, including a charge for the accounting records and reports and a small tools charge.
- c. To insure that invoices for work performed on Town highways are mailed monthly.
- d. To administer the Wisconsin Department of Transportation Local Road Improvement Program (L.R.I.P.) in accordance with State Statutes and Administrative Code.

2. Federal Aid Projects

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

Standards:

- a. To include a reasonable timetable for programming, designing, acquisition of rights-of-way, relocation of utilities, bidding and construction of Local Bridges, STP-Urban and STP-Rural roadway improvement projects.
- b. To inspect and maintain an inventory of bridges greater than 20 feet in length, as required by the Federal Highway Administration.
- c. To plan and budget for required bridge rehabilitation or replacement projects.

- d. To administer the Local Bridge Program in Rock County for the rehabilitation or replacement of these county and local bridges in a timely fashion and keep municipalities and towns advised of the conditions of the bridges under their jurisdiction.

3. State Highway Maintenance

To provide for the maintenance of State and Federal Highways including the Interstate System in a manner consistent with the budgetary restraints.

Standards:

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

4. County Highway Operations - Maintenance & Construction

To perform roadway, right-of-way, and structure maintenance and construction at an optimal cost/benefit level. Roadway maintenance includes both summer and winter maintenance.

Standards:

- a. To perform a complete inventory of the County Trunk Highway (CTH) roadways, bridges and drainage structures, and update it regularly.
- b. To complete and update a multi-year CTH Transportation Improvement Plan.
- c. To insure that all highway maintenance and/or construction improvements shall be completed in accordance with the latest edition of the State of Wisconsin, Department of Transportation, Standard Specifications for Road and Bridge Construction.
- d. To provide winter maintenance (plowing, salting, and sanding) on the county highway system and town roads at a service level that provides adequate mobility and safety, taking into consideration winter conditions and financial and environmental considerations.

5. County Highway Fleet Operations

To provide for the purchase or lease and maintenance of equipment, the purchase of materials and supplies, and maintaining a parts inventory sufficient to keep the DPW vehicle and equipment fleet running reliably, smoothly and economically.

Standards:

- a. To develop a comprehensive Department of Public Works Equipment Management Plan.
- b. To provide, within fiscal and staff constraints, a fleet of well maintained, road-worthy vehicles for the use of other County departments.
- e. To purchase fuel in a fashion that will provide both availability and cost advantage to the Department of Public Works.

6. Municipal Highway Maintenance

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

Standards:

- a. To continue to provide road and bridge maintenance and construction services to each of twenty Towns, six Cities and three Villages.
- b. To continue working with the Rock County towns under an equitable and just Annual Road Maintenance Contract.

7. Bridge Aid

To provide aid to Towns for the repair or replacement of bridges and large culverts in accordance with the requirements of Section 82.08 of the Wisconsin Statutes.

Standards:

- a. Subject to budgetary constraints, to provide a 50% match for the replacement or reconstruction of bridges or large culverts on the town road system, per section 82.08.
- b. Subject to budgetary constraints, to provide a 50% match, for the replacement or reconstruction of bridges on the town road system funded under the Federal Local Bridge Program.

- c. To maintain an inventory and coordinate a biennial inspection program for bridges and, on a periodic basis, of culverts and small bridges (structures less than 20' long). To insure their safety and to provide for their timely repair and/or replacement.

8. Public Relations Performance

To provide high quality highway construction and maintenance service, thereby maintaining the Rock County Highway Division's reputation for effectively and efficiently meeting the County's highway traffic needs.

Standards:

- a. Complaints: Complaints about the activities or operation of the Highway Division are received in a courteous and professional manner and are resolved in a timely fashion.
- b. Public Education: The public is informed of the activities of and the services provided through the Highway Division via presentations at community and service club meetings and, when appropriate, via releases to the local media. Citizen input regarding the department's operations and priorities is welcomed and encouraged.

9. Highway Safety

To provide a system of highways that will assure the safe and efficient transportation of people and goods at all times of the year.

Standards:

- a. To cooperate with the Rock County Traffic Safety Commission in the identification and improvement of traffic safety problem areas.
- b. To provide traffic controls on the CTH system at locations where the warrants are met, and to maintain traffic signing and pavement markings which will promote the safe operation of motor vehicles on the County Highway System.
- c. To do its own and assist the Towns in making application for federal Highway Safety Improvement Program (HSIP) funding.

# CHARTER

## PUBLIC WORKS DEPARTMENT/PARKS DIVISION

2019

### Objectives and Standards

#### 1. Parks Operations and Maintenance

To provide quality park services in the maintaining of grounds, trails, parking lots, driveways, buildings, recreational equipment, and conducting safety inspections throughout the 18 parks, 3 trails and 2 wildlife areas, containing approximately 1100 acres of parkland and three small cemeteries owned by Rock County.

#### **Standards.**

- a. To set weekly work priorities and to ensure that the terms and conditions of contracted services are met, and that the general and specific requirements for grants such as the DNR Fish and Wildlife Grants, DNR Snowmobile Program and other DNR and/or federal grants are met.
- b. To mow the parks high activity areas, such as the two baseball fields, during the 28 to 30 weeks growing season once every seven to ten days. To mow the 67 acres of picnic sites once every 10-14 days and the park trails a minimum of three times during the growing season. In all towns that require it, mow the roadside ditches three times per year on those town roadsides, which form the park boundaries. To mow or control noxious weeds at all sites to comply with weed ordinances.
- c. To provide a weekly inspection of the 24 picnic areas containing a total of 172 regular or handicapped accessible picnic tables and six picnic shelters, three play apparatus areas, and park trails to schedule necessary maintenance work.
- d. To remove dead or dying branches, limbs and trees from picnic areas and to maintain over 168 park signs, 43 grills, three litter barrels and fifteen (½ yd.) dumpsters for trash under a contract, in order to maintain user safety and the integrity of our parks.
- e. To maintain equestrian paths, hiking trails and cross-country ski trails along the six miles of trails at Gibbs Lake, the six miles at Magnolia Bluff, two miles at Happy Hollow and the two and three-tenths miles at Carver Roehl Park, work with the PNTF on operation and maintenance of the 6.0 miles of the PTNT, work with the RCIATC and RTC on the IA/Multi-Use Trail for development, operation and maintenance of 4.5 miles of trail. This is biannual maintenance based on biweekly inspection reports.

- f. To provide and maintain clean, litter free parks on a regular basis during the 30 week growing season, and every two or three weeks during the balance of the year, via our litter barrels and contracted service on 15 containers.
- g. To provide and maintain clean toilet buildings (18), according to State standards (SS 55.67, 55.64, 52.04; Admin. Code H65, SS 145.01, and Chapter 13 of the Rock County Ordinance) and to pump the toilet vaults once each year under contract. An additional four toilet units are provided under seasonal contract at Indianford Park. A total of 22 toilet facilities are under Park Division supervision.
- h. To the extent possible, provide and maintain clean, safe public wells, thirteen in total, on a continuous basis and provide annual testing at each well to ensure safe and healthy water quality according to State Standards and Statutes NR112, H78, SS27, NR109.30 (Safe Drinking Water Act), relevant OSHA Standards and Administrative Code 109. Compliance requires working with the Rock County Health Department in taking water samples at least once every season with an additional second and up to five samples required to confirm bacteriologically unsafe samples, plus taking samples annually for nitrate levels. If a well is found to be bacteriologically unsafe, it must be chlorinated and disinfected.
- i. To provide, maintain and inspect on a regular basis three boat landings at: Gibbs Lake, Happy Hollow and Royce Dallman Parks during the 30-week spring/summer period. To install repair, refurbish, and remove the piers and landings annually, (NR50, SS27). To collect landing fees at Royce Dallman, Happy Hollow and Gibbs Lake.

## **2. Facilities, Acquisition and Improvements**

To provide facilities, land acquisition and reconstruction to buildings and recreational equipment.

### **Standards.**

- a. The 2015-2020 Parks Outdoor Recreation and Open Space Plan was completed and adopted at the beginning of 2015 began implementation that year. This keeps Rock County eligible for DNR and Federal grants.
- b. To work on those items in the *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, Public Works Highway and Airport Divisions, Health Department, as well as the County 4-H Extension Office, Land Conservation Department, County Surveyor and all other key county departments such as the Sheriff's Department.
- e. Continue work toward development and maintenance of 4.5 miles of multi-use recreational trail between Janesville and Milton.
- f. Work with the Friends of Beckman Mill, Incorporated, to maintain the historic structures at the Beckman Mill site.
- g. Continue work with the Friends of the Welty Environmental Center on programming for natural history of Beckman Mill County Park area.
- h. Continue fee collection for picnic shelters, ball fields and beer/wine permit fees started in 2003 and boat landing fees that were implemented in 2004.

### **3. Deer Display**

To work with James and Nancy Schoonover, the owners of the White-Tailed Deer Display. To work with what funds and policy decisions are made for the long-term future plans for this program.

### **4. Dam Maintenance and Inspection Operations**

To maintain and cooperate with the Wisconsin Department of Natural Resources in inspecting the operation of Rock County hydraulic structures according to the Wisconsin Public Service Commission and DNR operating orders.

#### **Standards.**

- a. To work with FBM to operate and maintain the dam and fish passage at Beckman Mill County Park.
- b. Perform related duties as the Board of Supervisors deems appropriate.

### **5. Rock County Snowmobile Program**

To meet the goals and objectives of the Rock County Snowmobile Plan adopted by the Rock County Board of Supervisors and 100% funded by the State of Wisconsin on 226.4 miles of trail in a proposed grant of \$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 and inspect 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 the Welty Environmental Center, Inc. (FWEC, Inc.)

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

Pelishak Tiffany Nature Trail Foundation, Inc. (PNTF, Inc.)

Rock County Ice Age Trail Chapter (RCIATC)

Rock Trail Coalition, Inc. (RTC, Inc.)

Friends of Carver-Roehl Park (FCR, Inc.)

Rock County Multi-Use Trail Group (RCMUTG, Inc.)

Rock County Conservationists (RCC, Inc.)

Any new groups authorized by the Public Works Committee and Parks Advisory Committee

- a. Complaints: Handle complaints received by the Parks Division, if at all possible, resolving them on a timely basis.
- b. Programming: Offer a wide variety of fee-based public outdoor recreation and educational programs. Offer free field trips and nature based recreation programs to Rock County school districts.

**CHARTER**  
**PUBLIC WORKS DEPARTMENT/AIRPORT DIVISION**

2019

**Objectives and Standards**

**1. GENERAL AVIATION OPERATIONS**

To provide safe operations 24 hours per day, 365 days per year for a 1,405 acre facility including runways, taxiways, ramps, clear zones, and safety areas.

**Standards:**

- a. Maintain runway and taxiway marking on a yearly cycle.
- b. Maintain over 10 miles of perimeter wildlife/security fencing.
- c. Perform maintenance on 104 equivalent lane mile of pavement by FAA standards as required.
- d. Plow snow from all areas to ensure safe movement of aircraft and vehicles.
- e. Minimize the wildlife population near the Airport runways by mowing the grass regularly.
- f. Provide t-hangar and tie-down facilities on a rental fee basis for small, based aircraft.

**2. COMMERCIAL OPERATIONS**

To encourage vigorous, profitable competition among commercial operators located at the Airport. Maximize employment levels of commercial operation at the Airport. To achieve the widest range of aviation services available to the citizens of the county and the users of the Airport.

**Standards:**

- a. Negotiate leases and charges with operators.
- b. To a limited degree, market commercial aviation services to the community.
- c. Encourage commercial development at proper locations on the Airport.

**3. ADMINISTRATION**

To administer the Airport in a professional and businesslike manner. To maximize Airport revenues in an effort to become as self-

sustaining as possible. To promote and develop the Airport in order to maximize its value to the county. To routinely inspect for and enforce applicable federal and local laws at the Airport.

**Standards:**

- a. Prepare and operate within an annual budget.
- b. Make applications for federal and state airport aid.
- c. Liaison between the County and FAA and Wisconsin Bureau of Aeronautics.
- d. Develop and administer fair and equitable charges for airport services.
- e. Prepare a six-year capital improvement plan every even numbered year.
- f. Maintain a good, business-like relationship with all Airport tenants.
- g. Encourage aviation-related development.
- h. Establish public relations and marketing programs.
- i. Meet all standards of Federal Aviation Regulation Part 139 and TSA Reg. 1542.
- j. Ensure compliance with current and future security enhancements.
- k. Wildlife Hazard Management.
- l. Maintain FAR 139 Airport Certification Manual to meet changing FAA standards.
- m. Comply with all provisions of the Airport Certification Manual
- n. Maintain a runway incursion prevention program.
- o. Enforce an overlay-zoning ordinance to protect the runway approaches from incompatible land uses.
- p. Ensure all tenants comply with Airport Minimum Standards and Rules and Regulations.
- q. Update the Airport Emergency Plan yearly.

**4. FACILITY AND EQUIPMENT MAINTENANCE**

To maintain a sufficient complement of ground vehicles and personnel necessary to meet Airport standards to ensure safe operation.  
To maintain a good working relationship with FAA personnel employed at the Airport.

**Standards:**

- a. Perform routine building maintenance and maintain public buildings in the best practical condition.
- b. Perform equipment and vehicle maintenance in-house.
- c. Provide a neat, clean, and safe facility to all Airport users.
- d. Coordinate airfield activities with air traffic control personnel when the tower is open.

- e. Issue NOTAM's (Notice to Airman) when Airport operating conditions become substandard.
- f. Maintain the airfield lighting system in good working order.

## **5. PUBLIC RELATIONS**

Educate the general public and flying community of the functions and growth of the Airport.

### **Standards:**

- a. Provide information to the school systems and the general public regarding the Southern Wisconsin Regional Airport.
- b. Provide tours of the Airport to any interested parties.
- c. Continue to expand educational opportunities at the Southern Wisconsin Regional Airport.
- d. Releases to media of the functions available through the Airport.
- e. Public Relations support to businesses located on the Airport.
- f. Distribution of promotional materials to stimulate growth of the Airport.

## PERSONNEL SUMMARY

### PUBLIC WORKS

#### PERSONNEL - FULL TIME EQUIVALENT

TITLE	2018 CURRENT	2019 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	0.0	(1.0)
Financial Office Manager	0.0	1.0	1.0
Public Works Superintendent	3.0	3.0	0.0
Shop Superintendent	1.0	1.0	0.0
Fleet Data Specialist	0.4	0.4	0.0
Storekeeper	1.0	1.0	0.0
Secretary II	1.0	1.0	0.0
PWD Cost Allocation Specialist	2.0	0.0	(2.0)
Accounting Specialist	0.0	2.0	2.0
Crew Leader	4.0	4.0	0.0
Bridge Crew	2.0	2.0	0.0
Mechanic	6.0	6.0	0.0
Machinist	1.0	1.0	0.0
Welder	2.0	2.0	0.0
Stock Clerk	1.0	1.0	0.0
Heavy Equipment Operator	6.0	6.0	0.0
Heavy Truck Driver	11.0	11.0	0.0
Highway Worker	36.5	36.5	0.0
SUBTOTAL	80.9	80.9	0.0

**PUBLIC WORKS**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2018 CURRENT	2019 ADMIN. REC.	INCREASE/ DECREASE
AIRPORT			
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	1.0	0.0
SUBTOTAL	6.0	6.0	0.0
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	0.4	(0.6)
SUBTOTAL	4.5	3.9	(0.6)
TOTAL	91.4	90.8	(0.6)



**PUBLIC WORKS**

**PERSONNEL MODIFICATIONS**

Type of Request	Original Position/From	New Position/To	Dept. Request	Admin. Rec.
Reallocation	Public Works Supt. (Unilateral Pay Range 19)	Public Works Supt. (Unilateral Pay Range 21)	3.0	3.0
Reallocation	Shop Supt. (Unilateral Pay Range 19)	Shop Supt. (Unilateral Pay Range 21)	1.0	1.0
Reclassification	PW Acctg. Supv. (Unilateral Pay Range 19 B)	PW Acctg. Supv. (Unilateral Pay Range 21 B)	1.0	0.0
Reclassification	PW Acctg. Supv. (Unilateral Pay Range 19 B)	Financial Office Mgr. (Unilateral Pay Range 20 C)	0.0	1.0
Reclassification	PW Cost Alloc. Spec. (2489 Range 4)	Accounting Associate. (Unilateral Pay Range 13)	2.0	0.0
Reclassification	PW Cost Alloc. Spec. (2489 Range 4)	Accounting Specialist (2489 Range 3)	0.0	2.0
Deletion	Community Coordinator		0.0	0.6

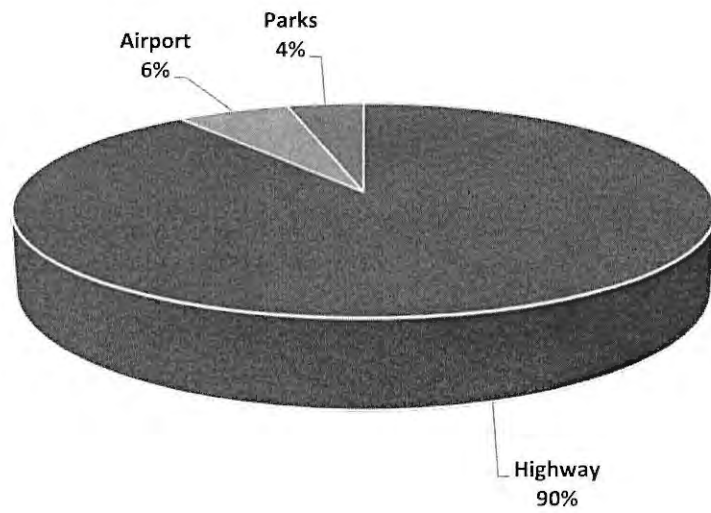
**FINANCIAL SUMMARY**  
**PUBLIC WORKS DEPARTMENT**

2019

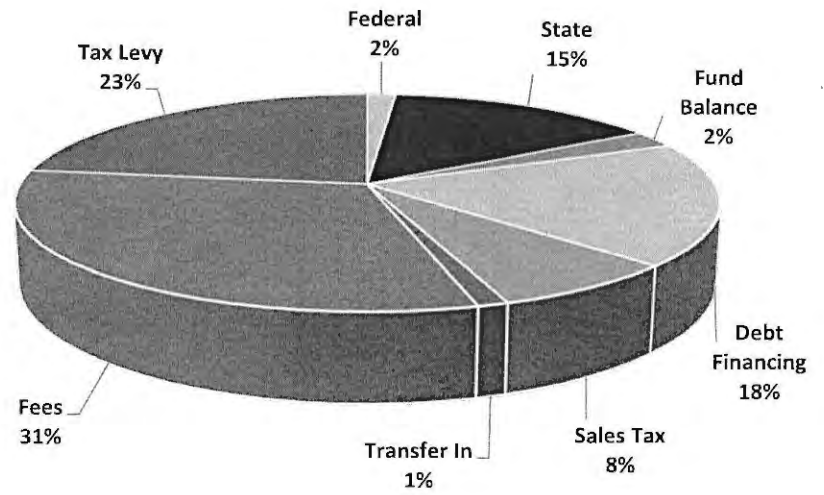
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$3,066,982	\$3,066,982
Intergovernmental	5,434,828	5,434,828
Contributions	1,400	1,400
Fund Balance Applied	0	450,000
Transfers In	238,800	228,800
Deferred Financing	4,991,711	3,452,000
Sales Tax	1,355,000	1,419,310
Fees/ Other	474,409	490,409
Total Revenues	\$15,563,130	\$14,543,729
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$8,847,850	\$8,804,606
Fringe Benefits	2,909,367	2,912,329
Operational	16,083,961	15,918,445
Capital Outlay	1,393,678	913,678
Allocation of Services	(9,681,516)	(9,651,516)
Total Expenditures	\$19,553,340	\$18,897,542
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$3,990,210</b>	<b>\$4,353,813</b>

2019 BUDGET  
PUBLIC WORKS

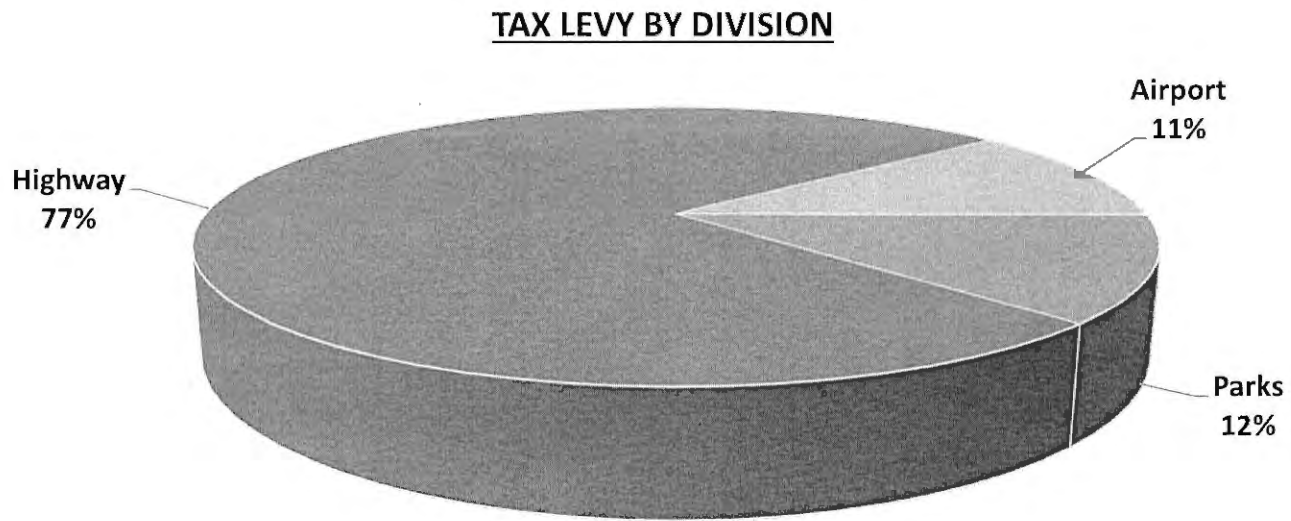
EXPENDITURES BY DIVISION



REVENUES BY SOURCE

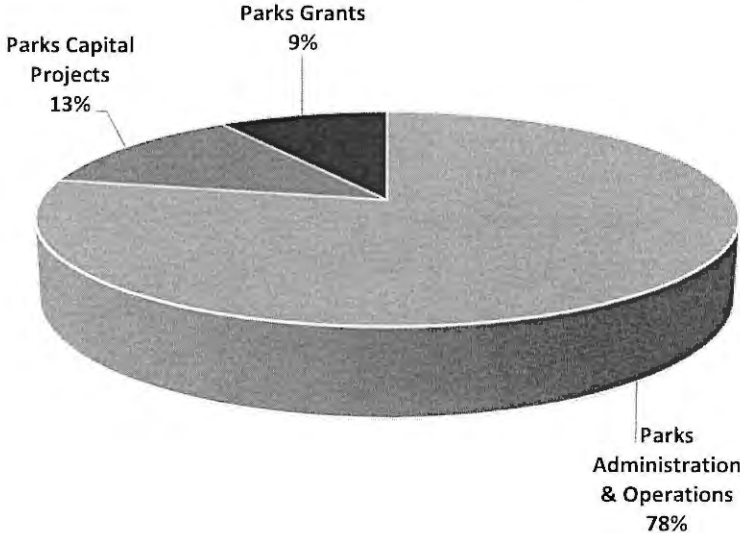


2019 BUDGET  
PUBLIC WORKS

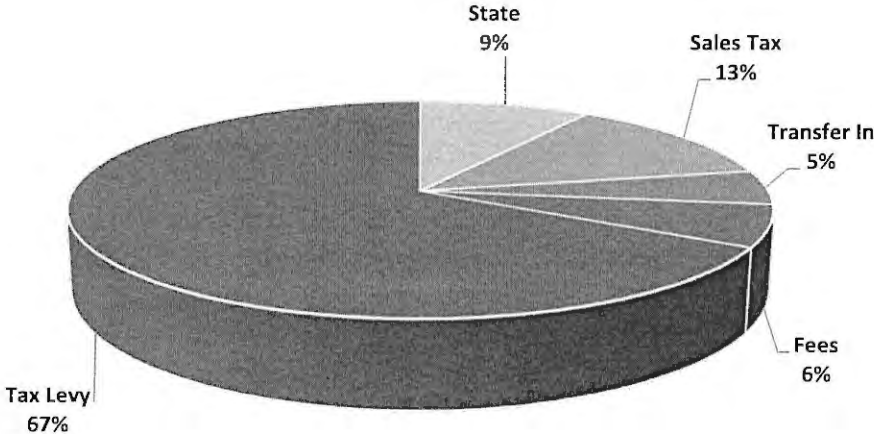


**2019 BUDGET  
PARKS DIVISION**

EXPENDITURES BY PROGRAM

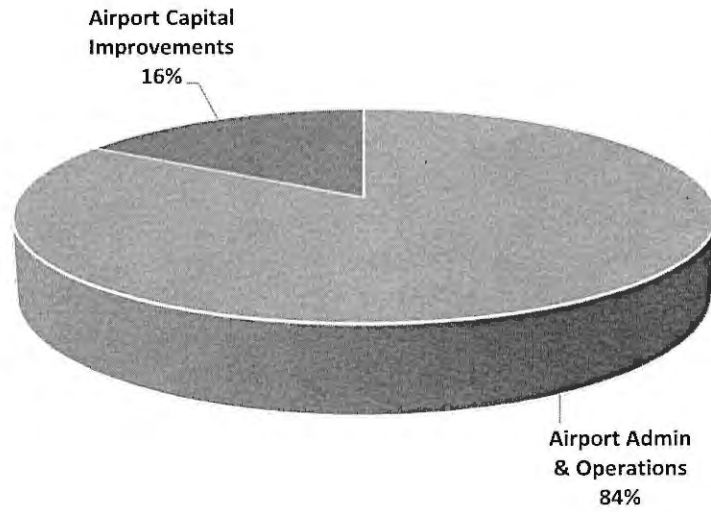


REVENUES BY SOURCE

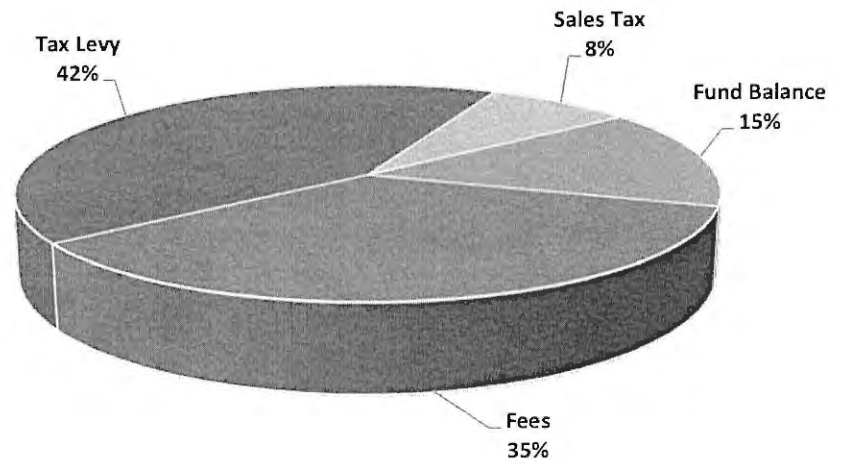


**2019 BUDGET  
AIRPORT DIVISION**

EXPENDITURES BY PROGRAM

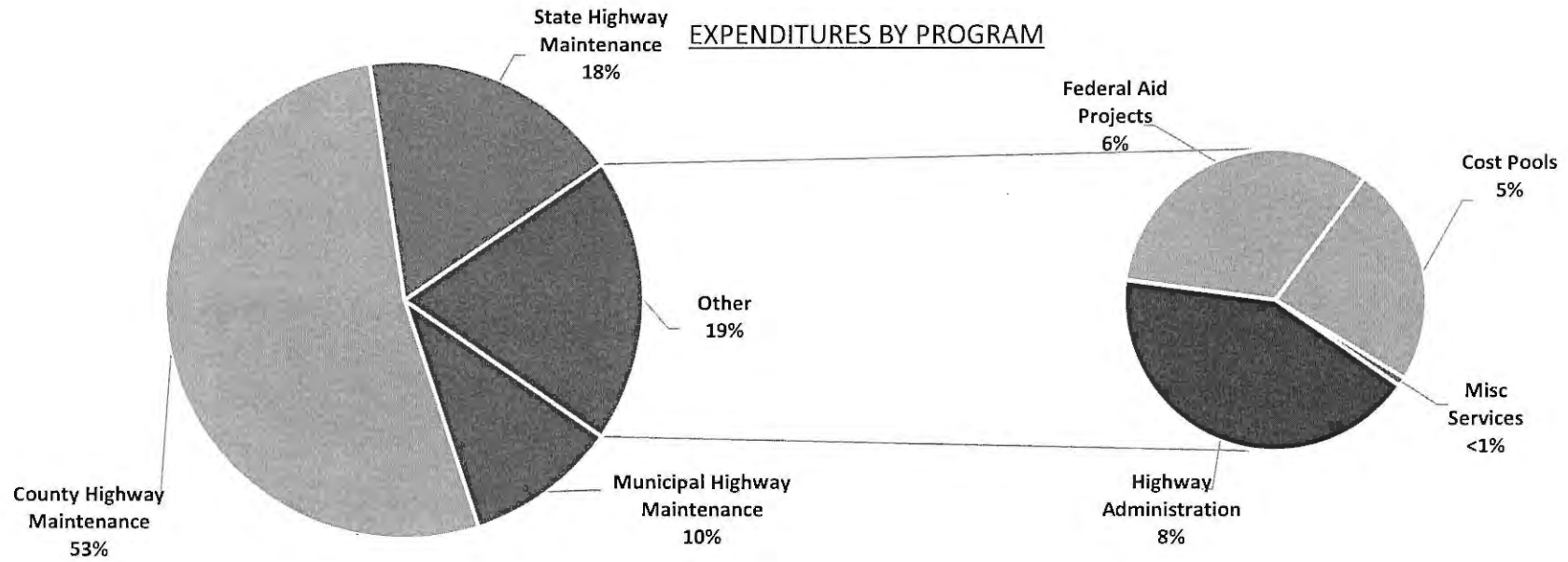


REVENUES BY SOURCE

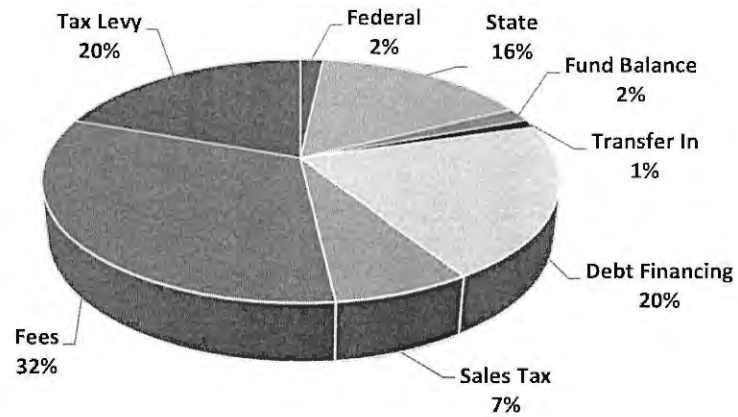


## 2019 BUDGET HIGHWAY DIVISION

### EXPENDITURES BY PROGRAM



### REVENUES BY SOURCE



## ADMINISTRATOR'S COMMENTS

### PUBLIC WORKS DEPARTMENT

2019

#### Budget Highlights – Parks Division

##### Revenue

- The Parks Division charges user fees for its services, and in 2019 a total of \$49,180 is anticipated from these fees and other sources, including:
  - \$24,000 in boat landing fees
  - \$13,000 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.
- Rock County will be receiving an impact payment from American Transmission Company (ATC) due to the installation of new power transmission lines related to the expansion of the Alliant Energy Riverside plant. The County Board has determined that half of these funds, or \$398,480, are to be used by the Parks Division. \$50,000 of these funds are requested to engage a consultant to update the Parks, Outdoor, Recreation, and Open Spaces (POROS) plan. I am recommending \$40,000 of ATC funds be set aside for this purpose.

##### Expenditures

- The following capital projects totaling \$100,000 are requested and recommended in 2019 to be funded with sales tax.



- \$50,000 to replace the pier at Gibbs Lake Park. A more industrial strength pier is needed due to increased usage. The existing pier at Gibbs Lake will be relocated to Happy Hollow Park, which has less usage.
- \$50,000 to replace the horse lot bathroom at Gibbs Lake Park. This is the last wooden toilet structure in the park system.
- Discussions remain ongoing as to what to do with the historic Smith Road Bridge. I am not recommending any funding in the 2019 budget until a more concrete plan has been developed.
- Maintenance supplies and expenses are budgeted at \$30,000, an increase of \$6,874, due partly to increased crack filling in several parking lots and the Highway 26 bike trail to extend their useful life.
- I have made minor reductions to several expenditure accounts to be more in line with historical averages.

#### Personnel

- I am recommending that the Community Coordinator position be reduced from 1.0 FTE to 0.4 FTE. This results in a tax levy savings of \$49,342 compared to the budget request.
  - I am confident that the new Parks Manager and a part-time Community Coordinator can manage the relationships with the friends-of-the-parks groups, plan and run parks programs, and market the parks to the community.
  - When created in 2006, this position was a 0.4 FTE levy-funded position. In 2009, the position became full-time, with the 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.

## Budget Highlights – Airport Division

- The Ad Hoc Committee to study the future of the airport completed its work and presented its findings to the County Board in August 2018. Among its recommendations were to maintain FAR 139 certification, maintain a County-employed airport manager, create a separate airport department reporting to the County Administrator, and create a separate airport board that would govern and provide oversight to airport operations composed of six community members and three County Board members. These recommendations are still being considered by the County Board. Therefore, the 2019 recommended budget includes only relatively minor structural changes until further direction from the County Board is provided.

## Revenue

- The Southern Wisconsin Regional Airport is anticipated to receive revenue totaling \$409,579 from the following sources in 2019:
  - \$151,000 for fuel flowage and landing fees. This recommendation is an increase over the request of \$135,000, but is only \$7,474 more than is estimated to be received in 2018 and is consistent with the annual increase over the last several years.
  - \$120,721 for leases. Although current leases would allow for an increase of 2.1% in 2019, no increase is recommended.
  - \$82,560 for renting t-hangars, which is a decrease of \$6,384 from the 2018 budgeted amount due to increased vacancies. The Public Works Committee is considering a recommendation from the Airport Ad Hoc Committee to privatize t-hangars.
  - \$55,298 from non-aviation sources, including the golf course lease and agricultural property lease. This is a decrease of \$6,126 from the 2018 budget, due mostly to changes to the Sonic Boom music event.

## Expenditures

- Capital projects at the airport fall into three categories: Federal Aid projects, State Aid projects, and 100% County-funded projects. Twelve requested projects for 2019 would cost the County \$610,063. Six projects are recommended to be funded with airport fund balance at a cost of \$150,000; five projects are recommended to be funded with sales tax at a cost of \$91,310; and one project at a cost of \$350,000 is not recommended. After funding these projects, the airport capital fund would have an estimated balance of \$52,787.

- Federal Aid projects are funded 90% with Federal funds, 5% with State funds, and 5% with County funds.
  - Replacement of the broom truck would cost about \$640,000, with a County share of \$32,000. This purchase is recommended with sales tax.
  - The Airport Master Plan (AMP) was last changed in 2000 and is due for an update. This project would cost about \$250,000, with a County share of \$12,500. However, the County will spend \$6,500 in 2018 to conduct required aerial imagery, which will reduce the County's 2019 share to \$6,000. This project is recommended to be funded with sales tax.
- State Aid projects are funded 80% with State funds and 20% with County funds.
  - Expansion of the southeast ramp would help accommodate increased traffic at a cost of \$1,400,000. The County share of \$120,000 in 2019 would be added to funds that were set aside for this purpose in 2018. This project is recommended to be funded with airport capital fund balance.
  - Funding of \$70,000 to renovate the operations and maintenance building was provided in the 2018 budget but will be insufficient to complete the project. An estimated additional \$30,000 is needed in 2019 for this \$500,000 project. This upgrade would increase storage and improve energy efficiency through insulation, lighting, and HVAC improvements. This project is recommended, with the additional \$30,000 to come from the airport capital fund balance.
- 100% County-funded projects are not eligible for Federal or State Aid.
  - During the FAA airport inspection in 2018, Runway 18/36 was found to be in poor condition and was closed to commercial jet traffic. It remains open to smaller aircraft. \$350,000 is requested to resurface this runway. This project is unlikely to be eligible for state or federal aid given this is the third and smallest of the airport's three runways. I am not recommending this project at this time. Rather, the recommended Airport Master Plan process should allow the County sufficient time to determine the best course of action for this runway in the future.
  - \$32,840 is needed to complete the replacement of four electronic gate systems. This is recommended to be funded by sales tax.

- New tires are needed for the end loader. This is recommended to be funded with \$12,000 in sales tax.
  - A pressure washer is requested at a cost of \$8,470, which is a less expensive option than the previously requested construction of an equipment wash bay. This is recommended to be funded with sales tax.
  - A tow-behind blower is requested to help clear the runways of debris at a cost of \$7,254. This is recommended to be funded by airport fund balance.
  - Solar shades are requested to be installed in the terminal conference rooms and offices to make the spaces more usable throughout the day. This cost of \$6,504 is recommended to be funded with airport fund balance.
  - Repair and updating of the airport sign along Highway 51 would cost \$5,120 and is recommended to be funded by airport fund balance.
  - A new sign for the terminal building would cost \$4,995 and is recommended to be funded by airport fund balance.
- \$15,000 is recommended for painting runway markings to be in compliance with FAA requirements, which is a \$15,000 increase over the 2018 adopted budget.
  - \$12,000 is recommended for training for airport staff. This is a slight increase over the 2018 budget, but is about \$4,500 more than has been spent on training on average over the last several years. This should help address training deficiencies identified during the 2018 airport inspection.
  - Storm water charges in the 2019 budget are increasing by \$12,105 based on a new methodology being employed by the City of Janesville. The actual amount being charged was higher than was anticipated during planning and implementation.
  - Telephone charges are increasing by \$5,880 to reflect the full cost of internet service now being charged to the appropriate account.
  - Costs for liquid de-icer are reduced by \$11,000 in 2019 due to having a full tank at the start of the upcoming winter season.

- Mileage costs charged by the County's motor pool are decreasing by \$3,800 due to decreased mileage for the Airport Manager's vehicle.
- Although the County Board has not made a final decision on whether to separate the airport into a separate department, a number of accounting changes are recommended for the airport's budget. These changes will better reflect the actual costs of operating the airport and eliminate cross charges from the Highway division, which are based on statewide machinery costs that are not necessarily reflective of the County's true costs of operating the equipment that inflate airport costs. This has the effect of reducing budgeted airport expenditures, although there will be some increase in Highway expenditures as a result. These changes should have no operational impacts due to the limited sharing of staff and equipment between the airport and highway divisions.

#### Personnel

- No personnel changes are requested. However, the airport has had an interim airport manager since November 2017 pending the recommendations of the Ad Hoc Committee. As this contract expires, the County will be moving ahead with hiring a County-employed airport manager.

## Budget Highlights – Highway Division

### Revenue

- Revenue from the State Department of Transportation (WisDOT) to fund Public Works Department efforts to maintain State highways is expected to total \$2,874,988 in 2019, an increase of \$42,487 or 1.5% over the 2018 budget.
- WisDOT General Transportation Aids (GTA) is expected to total \$2,339,524 in 2019, an increase of \$310,436 or 1.5% over the 2018 budget. This revenue is budgeted in the County Maintenance and Construction account.
- In 2019, the County will have contracts with 13 of the 20 towns to provide winter and routine (summer) maintenance of town roads. The Town of Johnstown has entered into a contract for the County to provide these services beginning with the upcoming winter season.
  - The charge for winter maintenance is recommended to remain at \$900 per centerline mile. This rate has remained unchanged since 2015. The 2019 budget includes \$573,777 in revenue from this source, an increase of \$33,777 from the prior year due to the addition of Johnstown.
  - 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 2019 budget includes \$1.5 million in revenue from this source.

### Expenditures

- The County Maintenance and Construction Account funds work on the County Trunk Highway (CTH) system. The recommended funding for 2019 is shown in the following table.

<b>COUNTY MAINTENANCE &amp; CONSTRUCTION ACCOUNT SUMMARY - 2019</b>	
<b>Account</b>	<b>Amount</b>
Blacktopping	\$3,937,000
Winter	\$2,240,884
Routine	\$1,852,581
Seal Coating	\$160,000
Equipment Storage	\$259,281
Shouldering	\$102,000
Bridge Maintenance	\$134,064
Crack Sealing	\$150,000
Grader Patching	\$100,000
<b>TOTAL</b>	<b>\$8,935,810</b>

- The three seal coat projects requested in 2019 are shown below and are recommended to be funded with sales tax.

<b>RECOMMENDED COUNTY SEAL COAT PROJECTS - 2019</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 Y	Janesville	Milton	2.4	30	\$52,000
2	CTH C	STH 104	Evansville	2.9	24	\$58,000
3	CTH S	Hart Road	1-39/90	1.0	50	\$50,000

- The \$3,937,000 request for blacktopping projects includes the CTH A and CTH F projects shown in the table below. The CTH A project was included in the 2018 budget but has been moved to 2019 due to difficulties in getting a utility provider to relocate utilities in a timely manner. 2018 funding for this project was reallocated to other projects, including the CTH P project not originally funded in 2018. I am recommending that the CTH A project be funded in 2019 with deferred financing.
- I am recommending that the CTH F project be funded in 2019 with \$528,000 in deferred financing and \$300,000 in highway fund balance.
- CTH A and CTH F projects are recommended to be funded with a total of \$3,452,000 in deferred financing, which is an increase of \$452,000 compared to the 2018 budget. Given the mix of projects and relative priorities, I believe this increase is justified in order to keep up with the need.
- The CTH K project includes design, real estate right-of-way acquisition, and culvert repairs in 2019. I am recommending this \$185,000 cost be funded with sales tax. Construction will need to be funded in future years.

<b>RECOMMENDED COUNTY CONSTRUCTION PROJECTS – 2019</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 A	CTH M	E. County Line	3.4	2	Reconstruction	\$2,924,000	\$2,924,000
2	CTH F	N. Main Street	W. Stone Farm Road	0.9	2	Pulverize and Overlay	\$828,000	\$3,752,000
3	CTH K	STH 81	Laird Road	3.9	2,3	Design/ Real Estate	\$185,000	\$3,937,000
<b>TOTAL</b>				<b>8.2</b>			<b>\$3,937,000</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. A total of \$330,500 is recommended to come from this limited tax levy in 2019.



- \$141,700 of this amount is for projects for which there is no other funding source, and costs will be split equally between the County's limited tax levy and the town in which the bridge is located. This amount includes the \$91,602 shown in the table below and \$50,098 in additional funding for the County's share of projects that may arise during the year.

<b>RECOMMENDED TOWN BRIDGE AID PROJECTS – 2019</b>				
<b>Priority</b>	<b>Route</b>	<b>Location</b>	<b>Work Type</b>	<b>County Cost</b>
1	Creek Road	Town of Bradford	Replacement	\$78,232
2	Emerald Grove Road	Town of Bradford	Replacement	\$2,370
3	W. Mineral Point Road	Town of Center	Replacement	\$11,000
<b>TOTAL</b>				<b>\$91,602</b>

- Town bridge aid will also fund the County's \$188,800 share of the South Smith Road Bridge project, which is eligible for federal aid and is listed in the table below.
- In addition to South Smith Road Bridge, the CTH MM project is being partially funded by federal aid. The local costs for the CTH MM project are being split with the City of Janesville, and the figure in the following table represents the County portion. I recommend that this \$883,000 be funded with sales tax.
  - In the event that federal funding should be insufficient to cover costs for CTH MM, work on CTH F may be delayed and funding reassigned to CTH MM as necessary.

<b>RECOMMENDED FEDERAL AID PROJECTS – 2019</b>							
<b>Priority</b>	<b>Route</b>		<b>Location Description</b>		<b>Length (Miles)</b>	<b>Work Type</b>	<b>County Cost</b>
			<b>From</b>	<b>To</b>			
1	CTH MM	(Highway)	Wright Road	USH 14	1.0	Reconstruction	\$883,000
2	South Smith Road	(Bridge)	Indianford		0.2	Reconstruction	\$188,800
<b>TOTAL</b>					<b>1.2</b>		<b>\$1,071,800</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 table below shows the requested and recommended equipment purchases for 2019.
    - These purchases total \$4,004,000 and result in annualized depreciation costs of \$417,689. This is more than double the amount approved in the 2018 budget. However, \$208,250 of this amount is due to the purchase of seven quad axle trucks in anticipation of the need for additional equipment to maintain an expanded interstate, which will be partially completed in 2020. The 2019 budget would approve the authority to purchase these trucks, but we do not anticipate receiving them until late 2019 or early 2020. In this way, the annual depreciation cost of \$208,250 for these seven trucks will not fully hit the tax levy until 2020.

**CAPITAL EQUIPMENT LIST - 2019**

<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 Axles (Interstate) (Chassis, Plow, Wing & Sander)	7	\$315,000	\$2,205,000	\$2,205,000	9	\$208,250
2	Quad Axle (County) (Plow, Wing & Sander)	1	\$250,000	\$250,000	\$2,455,000	9	\$23,611
3	Mower, Pull-behind	1	\$15,000	\$15,000	\$2,470,000	10	\$1,275
4	Mower, Side-mount	3	\$15,000	\$45,000	\$2,515,000	10	\$3,825
5	Loader, 3.5 CY	1	\$165,000	\$165,000	\$2,680,000	10	\$14,025
6	Water Pump, Trailer Mounted	1	\$20,000	\$20,000	\$2,700,000	5	\$3,400
7	Single Axle, Patrol Truck (Town)	1	\$225,000	\$225,000	\$2,925,000	10	\$19,125
8	Paver, Asphalt	1	\$452,000	\$452,000	\$3,377,000	5	\$76,840
9	Tandem, State (Chassis, Plow, Wing & Sander)	1	\$200,000	\$200,000	\$3,577,000	9	\$18,889
10	GPS Rover	1	\$30,000	\$30,000	\$3,607,000	10	\$2,550
11	Roller, Smooth Drum (Soil)	1	\$160,000	\$160,000	\$3,767,000	8	\$17,000
12	Roller, Asphalt, Breakdown (10-ton)	1	\$132,000	\$132,000	\$3,899,000	8	\$14,025
13	Pickups (One-ton, 4x4, Gas)	3	\$35,000	\$105,000	\$4,004,000	6	\$14,874

- The 2017 budget moved responsibility for facility capital repairs and improvements to the Facilities Management budget. The Public Works projects included in the 2019 budget can be found in that section of the budget document.
- I am recommending a reduction in the amount budgeted for road salt by \$150,000. Although salt costs are expected to increase, the amount included for salt purchases is still higher than the amounts expended for this purpose in 2016 and 2017, and recognizes the amount of salt currently in storage on-site at Public Works facilities. If 2019 is a heavy snow winter, and if available salt and funding are insufficient, a supplemental appropriation may be necessary, as has been done at various times over the years.

### Personnel

- When the results of the recent salary study were implemented, several positions at DPW were not included. This was due partly to provide an opportunity for the new DPW Director to evaluate operations, and partly due to the difficulty in collecting comparable information at that time. Now that those issues have been addressed, several personnel changes are requested.
  - The Public Works Superintendent and Shop Superintendent positions are requested to be reallocated from Range 19 to Range 21 on the unilateral pay grid. These positions currently work a significant amount of overtime and are paid straight time for all overtime hours worked. After reviewing comparable positions both in Rock County and in other counties, this change is recommended. I am also recommending retaining the overtime pay status for these positions (unilateral B).
  - The Public Works Accounting Supervisor is requested to be reallocated from Range 19 to Range 21. I am recommending a reallocation to Range 20 and a title change to Financial Office Manager. This title exists in other County departments with comparable duties. I am also recommending that the overtime pay status be changed from straight time (unilateral B) to exempt (unilateral C).
  - The Public Works Cost Allocation Specialist position is requested to be reallocated from Range 4 of the 2489 pay grid to Range 13 of the unilateral pay grid, along with a retitle to Accounting Associate. I am recommending a reallocation to Range 3 of the 2489 pay grid and a retitle to Accounting Specialist.

## Summary

- Expenditures in the Parks Division total \$787,765.
  - Recommended tax levy is \$525,665, a decrease of \$17,248 or 3.2% from 2018.
- Expenditures in the Airport Division total \$1,160,544.
  - Recommended tax levy is \$509,655, a decrease of \$32,251 or 6.0% from 2018.
- Expenditures in the Highway Division total \$16,949,233.
  - Recommended tax levy is \$3,318,493, a decrease of \$6,952 or 0.2% from 2018.
- Overall Expenditures for the Public Works Department total \$18,897,542.
  - Recommended tax levy is \$4,353,813, a decrease of \$56,451 or 1.3% from the prior year.
  - The amounts above do not include Bridge Aids, which as noted are funded through a limited levy only on the towns and total \$330,500 in 2019.
  - 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 2019 motor pool expenditures will total \$231,445.

## 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 2019, the annual payment will total \$30,000. This is a \$2,000 increase over the 2018 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.