

ROCK COUNTY, WISCONSIN



FINANCE COMMITTEE
THURSDAY – OCTOBER 28, 2021 - 5:00 P.M.
JURY DELIBERATION ROOM - FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST
51 S MAIN ST, JANESVILLE, WI

AGENDA

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – October 14, 2021
5. Transfers and Appropriations
6. Resolutions and Committee Endorsements
 - a. To Designate a Qualified Newspaper for All Rock County Legal Publications for 2022
 - b. Resolution Approving Contract with Lyme - Rave Emergency Notification System
 - c. Authorizing Purchase of Consultation Work for Implementation of Microsoft Teams SharePoint and One Drive
7. Update, Discussion and Possible Action
 - a. Request to donate office furniture to HealthNet
 - b. Request to donate office furniture to the University of Wisconsin
 - c. Review and discussion of the 2022 Recommended Budget
8. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

ROCK COUNTY, WISCONSIN



FINANCE COMMITTEE Minutes - October 14, 2021

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 5:00 P.M. on Thursday, October 14, 2021 in the Jury Deliberation Room, 4th floor, Courthouse East, 51 S. Main St., Janesville, WI.

Committee Members Present. Supervisors Mawhinney, Aegerter, Fox, Rich Bostwick and Davis.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez, Assistant to the Administrator; Terri Carlson, Risk Manager; Brent Sutherland, Facilities Management Director; Lisa Tollefson, County Clerk; Andrew Baker, Director of Land Conservation, Planning and Development; Richard Greenlee, Corporation Counsel; and James Sandvig, IT Director

Others Present: None.

Approval of Agenda. Supervisor Davis moved the agenda as presented, second by Supervisor Bostwick. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Transfers and Appropriations. None.

Review of Payments.

The committee accepted the reports.

Review of Payments over \$10,000.

The committee accepted the reports.

Committee Review and Approval of Per Meeting Allowances

Supervisor Bostwick moved to approve the per meeting allowances of \$8,300.16, second by Supervisor Aegerter. ADOPTED

Resolutions and Committee Endorsements

Yahara River Basin Adaptive Management Project Approval of Incentive Payments

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, approves the incentive payments for Rock County Best Management Practice Installation Agreements WINS-1.19 in the sum of \$28,515, WINS-7.19 in the sum of \$13,320, WINS-01.20 in the sum of \$16,327.50 and WINS-4.20 in the sum of \$15,600.”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Davis. Carried unanimously.

Amending the 2021 Human Services Department Budget to Accept a COVID Behavioral Health Grant

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby authorize the acceptance of the COVID Behavioral Health Grant; and,

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2021 be amended as follows:

...”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Davis. Carried unanimously.

Authorizing Purchase of Design Service for Campus Cabling

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 to authorize the purchase of Design Service for Campus Cabling for an amount not to exceed \$45,590.80 per the current contract with Multimedia Communications & Engineering Inc.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Bostwick. James Sandvig spoke to this. He stated that this is work that needs to be done prior to moving to new building. This also ties into the new Sheriff’s building that is being designed right now. Carried unanimously.

Approval of Certain Soil and Water Resource Management Grant Cost Share Payments

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, approves the payments for cost share contracts LR-014.21, LR-015.21, LR-016.21 and LR-017.21 in the sum of \$20,632.00, LR-019.21 in the sum of \$12,996.00 and LR-020.21 and LR-021.21 in the sum of \$30,468.00.”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Davis. Carried unanimously.

Allocating American Rescue Plan Funding to HealthNet of Rock County to Address Health Inequities Exacerbated by the COVID-19 Pandemic

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, does hereby allocate \$200,000 in American Rescue Plan Act (ARPA) funding to HealthNet of Rock County in the following manner: \$176,281 to help fund the purchase of dental equipment; \$15,000 to provide dental services to developmentally disabled residents; \$5,000 to provide medication-assisted treatment to 20 women; and \$3,719 to provide dental services to 30 additional inmates at the Rock County jail.

BE IT FURTHER RESOLVED, the 2021 Rock County budget be amended as follows:

...”

Supervisor Davis moved the above resolution, second by Supervisor Aegerter. Supervisor Mawhinney stated that the County already gives \$57,000 to HealthNet and asked if they report how they spend those monies. Josh Smith stated that yes, they give a report of how they spend, and Josh is satisfied with their work. Supervisor Mawhinney asked that if the County would have to fund this after ARPA funds stop. Josh clarified that the language right now this is a one-time spend. Supervisor Mawhinney asked if there is going to be a plan as to how ARPA funds would be spent. Josh said that this is up to the County Board. Supervisor Davis asked what the interest rates would earn. Sherry Oja stated that so far, it has earned some interest so far, and funds have been moved to help maximize interest. Carried unanimously.

Update, Discussion and Possible Action

None.

Discussion of Finance Committee meeting to consider budget appeals

Finance Committee will meet in-person on Thursday, November 4, at 7:30am to consider budget appeals.

Adjournment

Supervisor Bostwick moved adjournment at 5:17 P.M., second by Supervisor Davis. ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lisa Tollefson
INITIATED BY

Lisa Tollefson
DRAFTED BY



October 20, 2021
DATE DRAFTED

Finance Committee
SUBMITTED BY

1

TO DESIGNATE A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2022

- 1 **WHEREAS**, per Wisconsin Statute sec. 985.03(1)(a), the Rock County Board may designate a qualified
- 2 newspaper as certified by the Department of Administration having a general circulation in the county as
- 3 its official newspaper; and,
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors designated one official newspaper for all legal
- 6 publications beginning in 2003 in accordance with County policy stating that legal publications are to
- 7 be published in the *Beloit Daily News* in odd years and *Janesville Gazette* in even years, alternating
- 8 publishing years between the two newspapers; and,
- 9
- 10 **WHEREAS**, Rock County's budgeted expense for legal notices is reduced with the designation of an
- 11 official county newspaper.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this ____ day of _____, 2021, does hereby designate the *Janesville Gazette* as the official
- 15 county newspaper for all county legal publications for 2022.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Wed Davis, Vice Chair

Stephanie Aegerter

Richard Bostwick

Brent Fox

FISCAL NOTE:

This resolution designates the *Janesville Gazette* as the County's official newspaper for 2022. Designating one newspaper results in publication cost savings.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis. Stat.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Terri Carlson & Employee
Safety Committee
INITIATED BY



Terri Carlson
DRAFTED BY

October 4, 2021
DATE DRAFTED

Public Safety and Justice
Committee
SUBMITTED BY

**RESOLUTION APPROVING CONTRACT WITH LYME - RAVE EMERGENCY
NOTIFICATION SYSTEM**

1 **WHEREAS**, Emergency notification systems are utilized to notify citizens of emergency closings of
2 public buildings and utilize to inform the public; and

3
4 **WHEREAS**, Emergency notification systems are a powerful and versatile tool to keep the public and
5 employees informed of emergencies disruptions which may affect work or daily activities; and

6
7 **WHEREAS**, an emergency notification system vendor allows the broad dissemination of essential
8 critical information to targeted groups of employees, media outlets, public safety officials and citizens;
9 and

10
11 **WHEREAS**, the State of Wisconsin has a Government Services Agreement with Lyme, a reliable
12 emergency notification system vendor utilized by the State and local units of government including the
13 counties of Bayfield, Dane, Dodge, Eau Claire, Iowa, Kewaunee, La Crosse, Manitowoc, Marquette,
14 Oconto, Oneida, St. Croix and Vilas; and

15
16 **WHEREAS**, funds are budgeted I the IT budget for this system and the Emergency Management
17 Division of the Sheriff’s Office can use the annual software maintenance charges of as local match for
18 required state/federal grants; and

19
20 **WHEREAS**, the County of Rock has a responsibility, as well as an opportunity, to assist the County’s
21 employees and citizens with rapid dissemination of information during emergency events.

22
23 **NOW THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this
24 ___ day of _____, 2021, authorizes the County Administrator to enter a five-year contract with
25 Lyme, also known as RAVE, an emergency notification system, through a Governmental Services
26 Agency contract GS-35F-465GA with the initial purchase cost of \$40,937.50 and subsequent annual
27 costs for years two through five at \$36,637.50.

28
29 **BE IT FURTHER RESOLVED**, the 2021 Rock County budget be amended as follows:

<u>ACCOUNT</u>	<u>BUDGET 10/1/2021</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>			
07-1444-0000-67135 Software Purchase	\$273,422	(\$37,300)	\$236,122
19-1921-0000-47010 General Fund	-0-	\$3,638	\$3,638
<u>Use of Funds</u>			
21-2561-0000-67135 Software Purchase	-0-	\$40,938	\$40,938

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

Rich Bostwick, Chair

Wes Davis, Vice Chair

Mary Beaver

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Brian Knudson, Vice Chair

Jacob Taylor

Ron Bomkamp

Danette Rynes

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2021 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The 2021 IT budget includes \$37,300 for an emergency notification system. This resolution moves the \$37,300 from IT and transfers \$3,638 from the General Fund to Emergency Management for the purchase.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

EXECUTIVE SUMMARY
RESOLUTION APPROVING CONTRACT WITH LYME - RAVE
EMERGENCY NOTIFICATION SYSTEM

This resolution authorizes the purchase of an emergency notification system from Lyme-RAVE Systems.

Emergency notification systems are utilized to notify citizens of emergency closings of public buildings and utilize to inform the public. These systems are a powerful and versatile tool to keep the public and employees informed of emergencies disruptions which may affect work or daily activities.

The State of Wisconsin contracts with Lyme-RAVE for their emergency notification system. Local units of government utilizing Lyme-RAVE include the counties of Bayfield, Dane, Dodge, Eau Claire, Iowa, Kewaunee, La Crosse, Manitowoc, Marquette, Oconto, Oneida, St. Croix and Vilas.

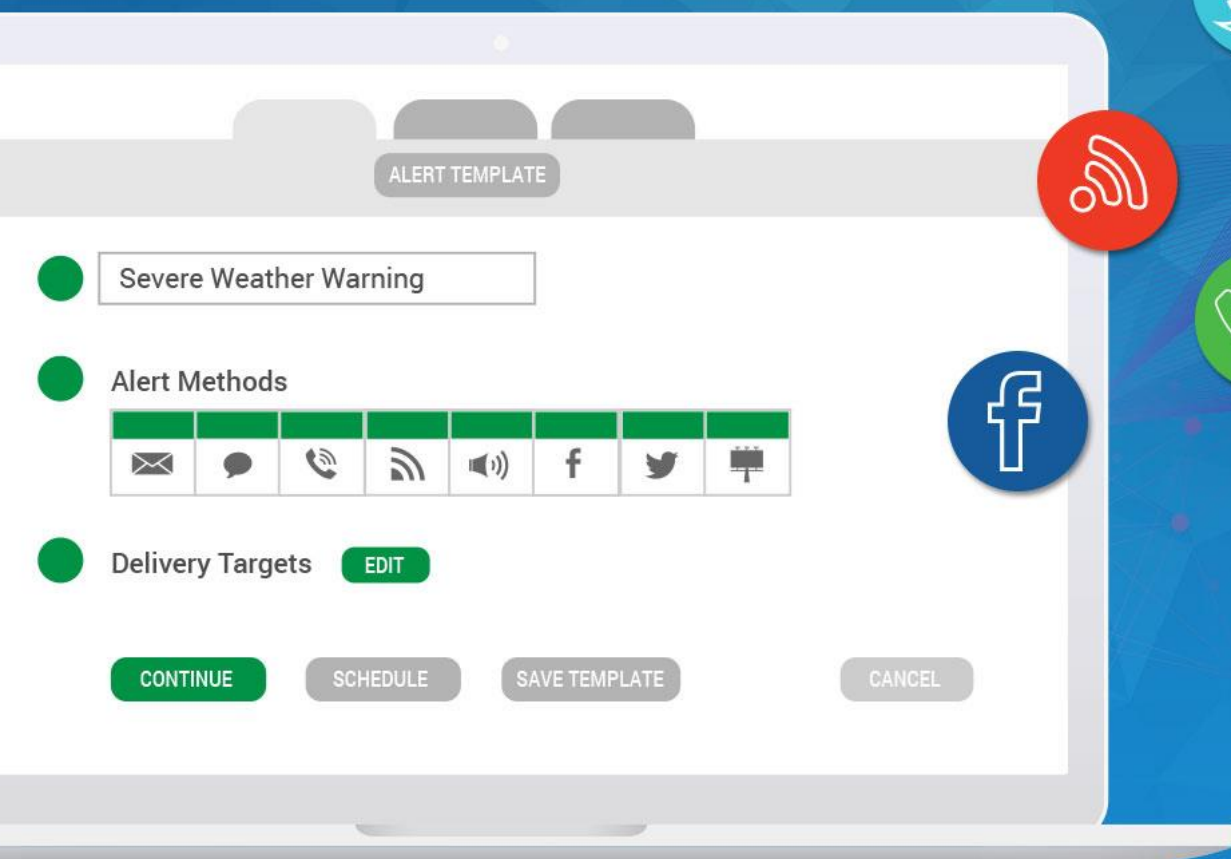
The proposal falls under the General Services Agency contract GS-35F-465GA and covers five years as follows

Year 1 \$40,937.50

Years 2 – 5 \$36,637.50

Funds are budgeted in the IT budget for this system for the 1st year costs. Subsequent annual software maintenance costs would be budgeted in the Emergency Management Division of the Sheriff's Office for local match for required state/federal grants.

Rave Alert™



RAVE
MOBILE SAFETY



ROCK COUNTY WISCONSIN

PROPOSAL FOR ROCK COUNTY

Account Executive: Sara Wise-Martinez
303.324.1262 | SWise-Martinez@RaveMobileSafety.com
Date submitted: 06.17.2021
Price quote expires: 09.17.2021

ABOUT RAVE MOBILE SAFETY

Rave Mobile Safety provides the leading critical communication and data platform trusted to help save lives.

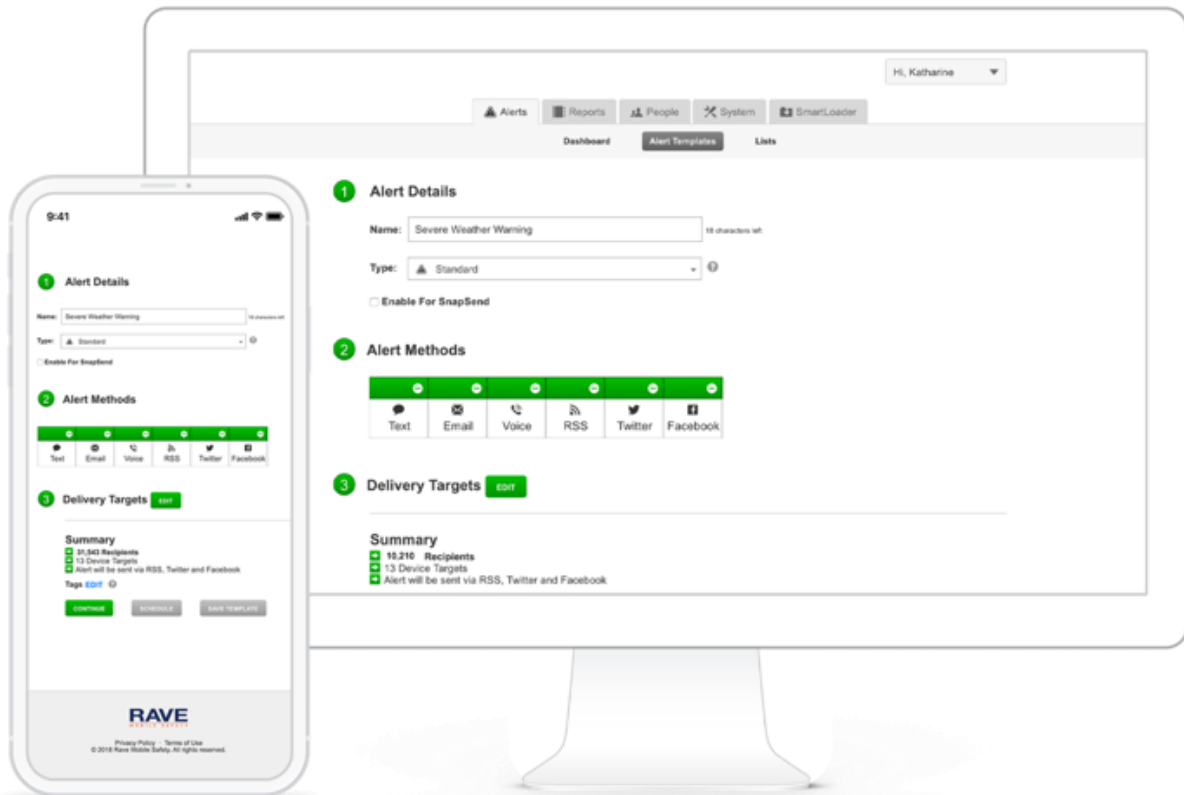
Rave connects millions to those trusted to protect them, by providing innovative solutions to prepare better, respond faster, and communicate more effectively during emergencies.

**SAFETY ACT CERTIFIED BY THE
DEPARTMENT OF HOMELAND SECURITY**



RAVE ALERT

Mass Notification Platform that Improves Agency Collaboration and Emergency Response



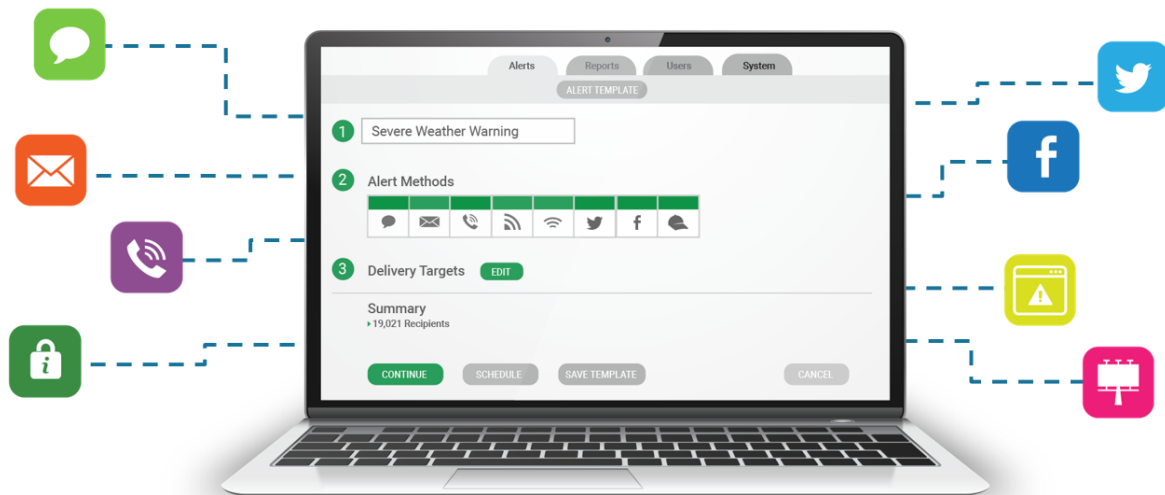
In a world of unknowns, Rave’s critical communication and collaboration platform helps prepare and respond to any incident. Rave Alert provides the ability to send mass notifications and/or targeted messages to connect and inform your community, organization, school or institution with critical information at critical times.

With pre-built templates, a mobile-friendly interface and multilingual capabilities, Rave Alert is easy to use, easy to deploy and guaranteed to perform when seconds count providing:

- Strong Engagement with your Department
- Quick and Reliable Messaging
- Enhanced Internal Response Coordination

It only takes three clients to send a message in an emergency via text, email, desktop, voice, IPAWS-OPEN, WebEOC, public address systems, social media, digital signage, Smart911 app, and more. Most administrators can be trained in under two hours, while users with fewer access permissions can be trained in a matter of minutes.

UNMATCHED MESSAGE DELIVERY



Rave's easy-to-use interface ensures your targeted audience receives your messages via multiple communication methods as quickly as possible.

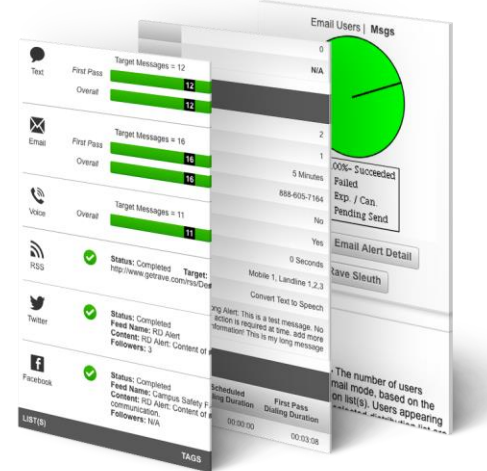
- **Multi-modal Messaging: Two-way** Premium SMS, two-way HTML email, two-way voice, and RSS.
- **Reach a Wider Audience:** Unlimited social reach through your Facebook and Twitter channels.
- **Automatic Translation (Text/Email):** Automatically translate your notifications into 60 supported languages.

INTERNAL ALERTING

Drive engagement and deliver relevant internal communications with role-based access control.

- **Unlimited Administrators, Unlimited messaging:** Never worry about credits or usage. There is no limit to the number of administrators you can create or the number of messages.
- **Scalable Internal Alerting:** Provide tailored views and functionality for each user, allowing you to roll out to many departments with personalized safeguards.
- **Automated CSV Data Loading (Smartloader):** Rave accepts .CSV files regardless of origin and web APIs allowing real-time updates of your data.
- **Single Sign-On (SSO) Authentication:** One sign-on across platforms saves time when administrators need to get a message out. Rave supports AD/LDAP/CAS/Shibboleth.
- **User Management APIs:** Available upon request

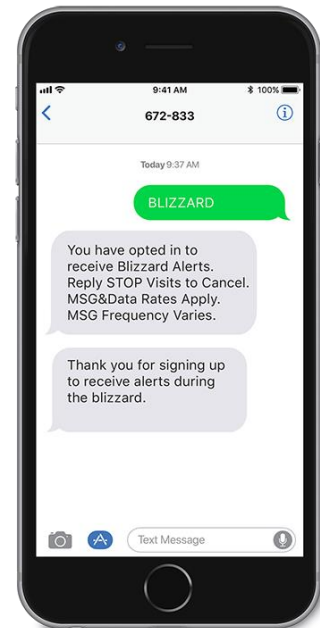
- **Branded Internal Opt-In Portal (Internal Users):** Have employees enter additional information in Rave's self-service opt-in portal with unlimited opt-in groups/lists.
- **Manual CSV Upload (Managed Contacts):** Upload .CSV files regardless of origin, and web APIs that allow real-time updates of your data within Rave Alert.
- **Standardized 3rd Party Integrations (CAP):** Simultaneously send your alerts through outbound CAP APIs to digital signage, sirens, and more.
- **Real-Time Reporting Dashboard:** Administrators can view a robust reporting dashboard to help strategically improve alert effectiveness across your community you can send, making Rave easy to use for internal and external alerts.



SAVE TIME AND RESOURCES

The Rave platform is built for community-wide notifications and ongoing internal communications. The built-in automated features like a one-click conference bridge, staff call-outs, and automated weather notifications help you act fast and respond quicker.

- **One-Click Conference Bridge:** Get everyone on the same conference bridge fast by sending an alert allowing them to click one button to join. No access codes are needed.
- **Geo-Polling, Response, and Follow-Up:** Solicit real-time location and response without an app via phone, email and SMS.
- **Staff Call-Outs with Response Capability:** Quickly assemble your team by sending staff call-outs with response reports for easy analysis and action.
- **Automated Weather Notifications:** Decision-free weather alerts send automated National Weather Service alerts every time.
- **SMS Opt-in (1 Keyword):** Enable staff to send a text to receive alerts.
- **Large scale events:** Send relevant event updates, announcements, or cancellations to event attendees and staff.
- **Severe weather events:** Enable important weather notifications.
- **Ongoing incidents:** Share updates and actionable tips relevant to ongoing incidents that require regular updates and directives.



UNPARALLELED CUSTOMER SUPPORT & TRAINING

With Rave, you get more than a phone number. You get 24-7-365 access to live technical support provided by Rave employees. Your team always has access to Rave product professionals for advice or general questions. We also provide a self-service portal, ongoing live training webinars, marketing resources, and collaborative sessions.



BARB GRAFF
DIRECTOR
SEATTLE OFFICE OF EMERGENCY
MANAGEMENT

"With Rave Alert, we have a powerful and versatile tool to keep everyone informed of emergencies or disruptions that may affect them. We selected Rave because we felt they were the best team to help us achieve all of our objectives for Seattle alerting. Rave Alert integrated well into our existing infrastructure and they were very easy to work with on addressing our needs."

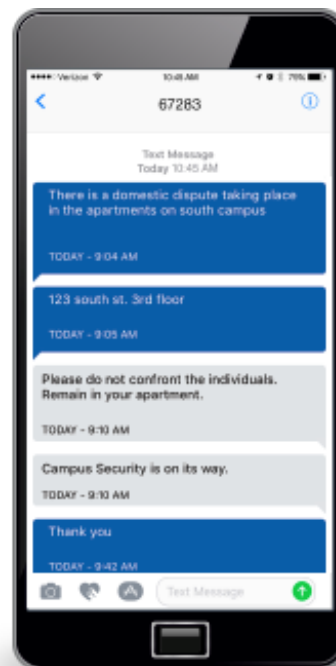
RAVE EYEWITNESS

SEE SOMETHING, TEXT SOMETHING.

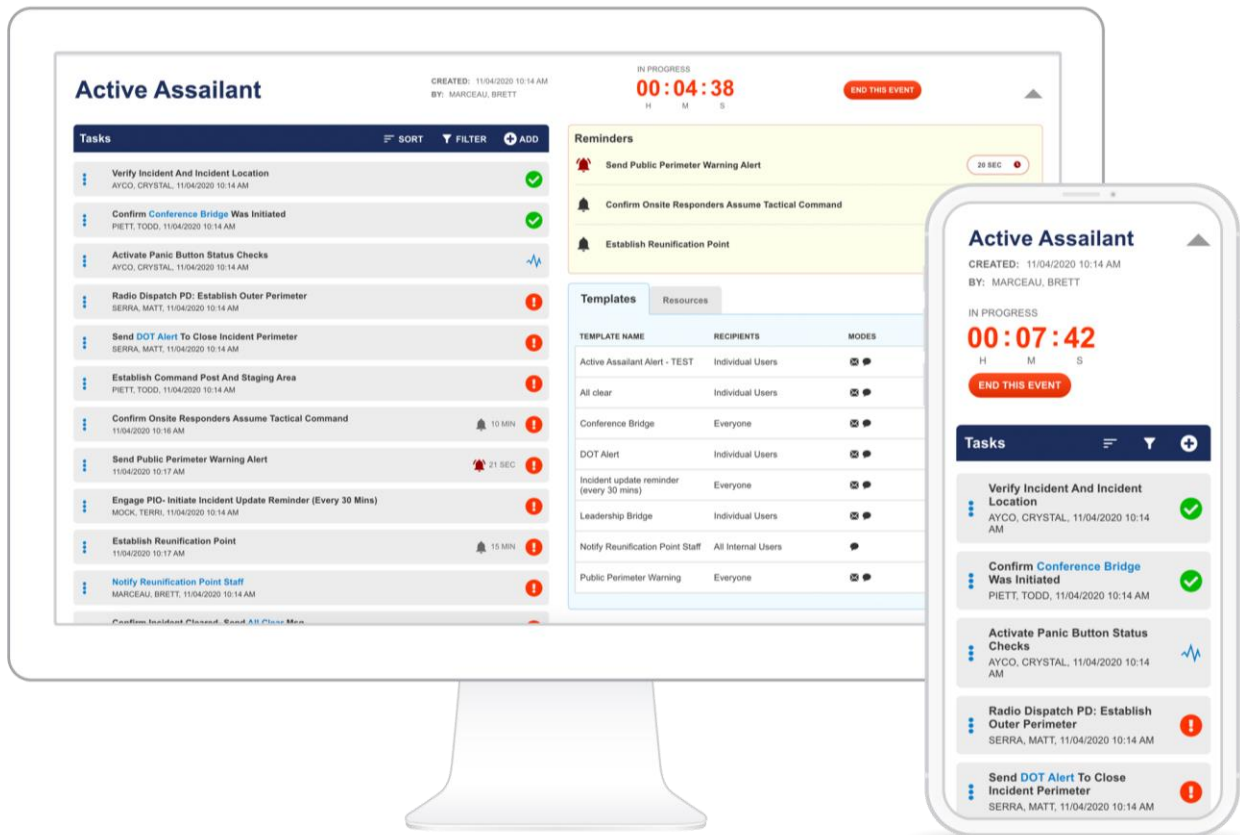
Text messaging is the communication method of choice for many today. Public Safety Organizations utilize this technology to collect information from the community and their employees, empowering residents and personnel alike with an easy and safe platform for sharing and gathering insights that may otherwise go unnoticed.

Text-to-Tip: With text-to-tip technology...

- Your community can anonymously or confidentially report suspicious activity, crime and safety concerns via text messaging.
- Personnel can easily and anonymously provide mental health support, answer human resource-related questions, report violations, and much more.



RAVE COLLABORATE (OPTIONAL)



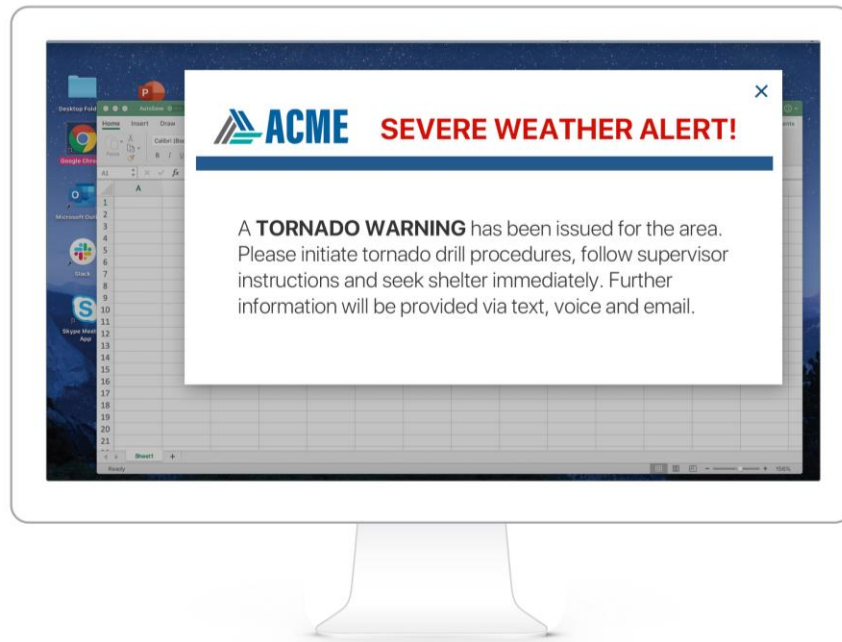
When events occur that require team, departmental, and cross-disciplinary coordination - focused on situational awareness - Rave Collaborate supports your response with manual and automated task tracking, audit logs, resources, reminders, templates, reporting, analytics, and more.

Whether a routine situation such as a drill or an emergency requiring a critical response, the ability to immediately notify key stakeholders, establish clear responsibilities, and provide direction for tactical decisions, is key in providing or restoring a safe and secure environment.

- **Automated Communication of Key Information:** Rave Collaborate was designed for the early minutes of response. This user-friendly tool reinforces policies and procedures. It also provides critical information, such as emergency protocols or suspect photos, in real-time.
- **Critical Tasks Immediately Assigned:** Move task management from paper or phone to an intuitive online dashboard with defined tasks, clear ownership, up-to-date status and notes to strategically align stakeholders.
- **Event-Specific Access to Resources:** Make sure you are always prepared with pre-built templates for all types of scenarios alongside reference documents added before, collected during, or shared after an event.

- **Extensive Recording of Responses and Actions:** Speed response and ensure compliance with a detailed timeline recording all necessary actions during routine situations or unexpected emergencies.
- **Integrated with the Safe, Secure Rave Platform:** Rave Collaborate builds on the power of the Rave Platform, providing more value when combined with Rave Alert’s award-winning critical communication tools, as well as integration with Rave’s mobile apps, Rave Guardian, Rave Panic Button and many other technologies. Rave Collaborate takes full advantage of your investment in our notification platform to extend the communications and data management prowess of Rave Alert – forming a genuinely interoperable and comprehensive safety solution.

RAVE NOTIFIER FOR DESKTOP (OPTIONAL)



With the majority of people working from home, it is essential to make sure all critical notifications are being delivered and seen by all employees. If a phone is in the other room or facedown on a desk, this delivery mode makes messages appear directly on computers, no matter what network they are connected to.

The Rave Notifier for Desktop feature is available within Rave Alert and allows you to:

- Deliver messages more quickly and more reliably across all mediums.
- Customize the branding of your organization, icon and colors
- Allow your organization to manage one system for both send and delivery of notifications reducing 3rd party integration needs.

RAVE ALERT PRICING

Assumptions and Clarifications

- Pricing is based on unlimited notifications to a population of 163,500 and 1,250 employees
- The number of System Administrators is unlimited.
- All pricing and discounts are based on a 5-year agreement.
- Prices do not include tax. If applicable, the tax will be added at purchase.
- Pre-payment discounts are available.

Product Description	Unit	Qty	Extended Fees
Rave Alert for Public Safety <ul style="list-style-type: none"> • Unlimited Text, Voice Calling, Email, & RSS • Premium SMS Messaging • Internal Alerting (Up to 75 Employees Included) • CAP Inbound and Outbound API • Social Media Messaging • Geo-polling Geo-Targeted Alerts • Conference Blasts • Automated Weather Notifications • SmartLoader (automated scheduled loading of employee contact information) • SMS to Opt-in (One Keyword Included) • Branded Resident Public Registration Portal • Procurement and Loading of all Geo-Tagged Rock County Landline Phone Data • Rave Prepare (Query the access and functional needs registry and send targeted messages to the identified population that meet the query requirements) • Rave Eyewitness (Anonymous Reporting - One Keyword Included) • Rave Academy On-Demand Training 	Each	1	\$4,500.50
Population Add-on	Population	163,500	\$28,612.50
Internal Alerting	Employees	1,175	\$3,525
Annual License Fees Total			\$36,637.50
Rave Alert for Public Safety One-Time Setup Fee			\$2,500
IPAWS One-Time Setup Fee			\$1,800
Professional Services Fees Total			\$4,300
Year 1 Total			\$40,937.50

Based on a 5-year Agreement

Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5
\$40,937.50	\$36,637.50	\$36,637.50	\$36,637.50	\$36,637.50



Additional Product Licensing and Training Options

Product License	Annual Fee	One-Time Setup
Additional SMS to Opt-in Keywords	\$1,500 per	N/A
Rave Collaborate (based on 163,500 population)	\$7,540	\$0
Rave Desktop Notifer (based on 1,250 employees)	\$3,750	\$0

Premium Training Services	Service Fee
Remote Online Engagements Tailored Training – Maximum of 4 hours per day	\$1,200 per day
Onsite Engagements Tailored Training – Maximum of 6 hours per day	\$3,650 Includes travel Expenses \$2,750 additional days
Customized Curriculum	\$600



RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Sarah Holford, Business Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

October 19, 2021
DATE DRAFTED

**AUTHORIZING PURCHASE OF CONSULTATION WORK FOR IMPLEMENTATION OF
MICROSOFT TEAMS, SHAREPOINT AND ONE DRIVE**

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 contracted services on behalf of the County; and,
- 3
- 4 **WHEREAS**, Rock-IT is pursuing guidance and management on the best practices and implementation
- 5 to effectively use and adopt Microsoft Teams, SharePoint and One Drive; and,
- 6
- 7 **WHEREAS**, this purchase will facilitate a sound foundation of governance, security/compliance, and
- 8 productivity within our Microsoft Office products; and,
- 9
- 10 **WHEREAS**, Rock-IT will engage CDWG to make recommendations on how to best utilize the
- 11 technology to meet our business and technical goals and objectives; and,
- 12
- 13 **WHEREAS**, the services are available through CDW-G; and,
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 16 assembled this _____ day of _____, 2021 to authorize the contract agreement with CDW-G
- 17 for an amount not to exceed \$35,760 for consultation work related to the implementation of Microsoft
- 18 Teams, SharePoint, and One Drive.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Wes Davis, Vice Chair

Stephanie Aegerter

Brent Fox

Richard Bostwick

Authorizing Purchase of Consultation Work for Implementation of Microsoft Teams, SharePoint
and One Drive

Page 2

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.
Professional services are not subject to bidding requirements of sec. 59.52(29), Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2021 budget for this contract.

/s/Sherry Oja

Sherry Oja
Finance Director

Executive Summary

Rock-IT is pursuing guidance and management on the best practices and implementation to effectively use and adopt Microsoft Teams, SharePoint and One Drive. The end goal is to have a sound foundation of governance, security/compliance, and productivity within our Microsoft Office products. Rock-IT will engage CDWG to make recommendations on how to best utilize the technology to meet our business and technical goals and objectives.

ROCK COUNTY, WISCONSIN

51 S. Main Street
Janesville, WI 53545



Facilities Management

Facilities Maintenance

(608) 757-5527
(608) 757-5516 - Fax

October 18, 2021

To: Finance Committee
From Facilities Management Director

I am requesting approval to donate surplus office furniture to the Health Net. After consolidating services to the new Dr. Daniel Hale Williams Rock County Resource Center, we have a surplus of office furniture located at 113 S Franklin St., 303 W. Court St., Health Care Center building, and former Job Center. We are first repurposing this furniture to other departments in the County as needed. I am requesting approval to donate furniture that is in 113 Franklin St that Health net can use as they have purchased this building. This will save Facilities Management team labor hours moving and Health Net is a non-for-profit entity that provides services to Rock County citizens. All remaining office furniture will be recycled or sold on Wisconsin Surplus online auction.

Respectfully submitted,

Facilities Management

A handwritten signature in cursive script, reading "Brent Sutherland", is written over a horizontal line.

Brent Sutherland, Director

ROCK COUNTY, WISCONSIN

51 S. Main Street
Janesville, WI 53545



Facilities Management

Facilities Maintenance

(608) 757-5527
(608) 757-5516 - Fax

October 18, 2021

To: Finance Committee
From Facilities Management Director

I am requesting approval to donate surplus office furniture to the University of Wisconsin. After consolidating services to the new Dr. Daniel Hale Williams Rock County Resource Center, we have a surplus of office furniture located at 113 S Franklin St., 303 W. Court St., Health Care Center building, and former Job Center. We are first repurposing this furniture to other departments in the County as needed. Brian Zobel has indicated a need for some to be repurposed at the University of Wisconsin systems. All remaining office furniture will be recycled or sold on Wisconsin Surplus online auction.

Respectfully submitted,

Facilities Management

A handwritten signature in cursive script, reading "Brent Sutherland", is written over a horizontal line.

Brent Sutherland, Director

Finance Committee

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PERSONNEL SUMMARY

FINANCE DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
Finance Director	1.0	1.0	0.0
Assistant Finance Director	1.0	1.0	0.0
Application Support Specialist	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	0.0
Purchasing Specialist	1.0	1.0	0.0
Payroll Manager	1.0	1.0	0.0
Payroll Specialist	1.8	1.8	0.0
Printing Services Coordinator	0.7	0.7	0.0
Accountant (Unilateral)	1.0	1.0	0.0
Accountant (2489)	1.0	1.0	0.0
Account Clerk III	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
Total	12.5	12.5	0.0

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Reclassification	Payroll Specialist (PR 10 A, Unilateral)	Lead Payroll Specialist (PR 12 A, Unilateral)	1.0	0.0

FINANCIAL SUMMARY

FINANCE DEPARTMENT

2022

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	20,000
Fees/ Other	3,200	3,200
Total Revenues	<hr/> \$3,200	<hr/> \$23,200
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$792,887	\$791,801
Fringe Benefits	322,859	322,705
Operational	76,929	96,929
Capital Outlay	4,400	4,400
Allocation of Services	(123,166)	(123,166)
Total Expenditures	<hr/> \$1,073,909	<hr/> \$1,092,669
<u>PROPERTY TAX LEVY</u>	\$1,070,709	\$1,069,469

ADMINISTRATOR'S COMMENTS

FINANCE DEPARTMENT

2022

Budget Highlights

Revenue

- The department is budgeting \$20,000 in sales tax revenue for a third-party to conduct an organizational review.

Expenditures

- Contracted Services is budgeted at \$20,000 to conduct an organizational review of the department's operations. In recent years, the department has taken on additional duties, including Rock Haven payroll and oversight of Public Works accounting staff. In addition, the County's contracted auditors have recommended that additional resources should be dedicated to the preparation of the County's financial statements to help address issues related to internal controls, general ledger misstatements, and timeliness. A third-party review of the department's organizational structure and responsibilities could result in improved efficiency and better outcomes.
- Computer Supplies will increase by \$1,000 or 50.0% due to increased costs of check printing supplies.
- Other Computer Hardware is budgeted in 2022 at \$4,400 due to the check printers needing to be replaced.
- The department contains several cost allocations that total \$103,166 in 2022, a \$27,208 or 20.9% decrease from the prior year, and include:
 - Dog License Fund and Health Insurance Fund accounting duties (\$12,000)
 - Rock Haven payroll functions (\$55,741)
 - Human Services Department payroll functions (\$35,425)

- The department currently shares a 0.5 FTE Purchasing Specialist position with the Facilities Management Department. However, the 2022 budget includes a recommendation to create a 1.0 FTE Administrative Assistant in Facilities Management to perform these responsibilities, which is the primary reason for the overall decrease in cost allocations (and the increase in tax levy needed).

Personnel

- The department is requesting a reclassification of a 1.0 FTE Payroll Specialist (PR 10 A, Unilateral) to Lead Payroll Specialist (PR 12 A, Unilateral) at a cost of \$1,240. This is not recommended due to the wage study that is being recommended.

Summary

- The Finance Department's recommended tax levy is \$1,069,469, an increase of \$58,578 or 5.8% over the prior year.

PERSONNEL SUMMARY

INFORMATION TECHNOLOGY

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
Information Technology Director	1.0	1.0	0.0
IT Deputy Director	1.0	1.0	0.0
Business Manager	1.0	1.0	0.0
IT Infrastructure Services Manager	1.0	1.0	0.0
IT Customer Service Manager	1.0	1.0	0.0
IT Project Manager	1.0	1.0	0.0
Systems Analyst	1.0	1.0	0.0
Security Officer	1.0	1.0	0.0
User Support Specialist	8.0	9.0	1.0
Computer Programmer/Analyst II	2.0	2.0	0.0
Network Support Administrator	2.0	2.0	0.0
Cloud Services Coordinator	1.0	1.0	0.0
Data Services Manager	1.0	1.0	0.0
Data Solutions Architect	1.0	1.0	0.0
Network Technician	5.0	5.0	0.0
Public Safety Systems Coordinator	1.0	1.0	0.0
Enterprise Desktop Administrator	1.0	1.0	0.0
Information Technology Support Specialist	1.0	1.0	0.0
Total	31.0	32.0	1.0

PERSONNEL MODIFICATIONS

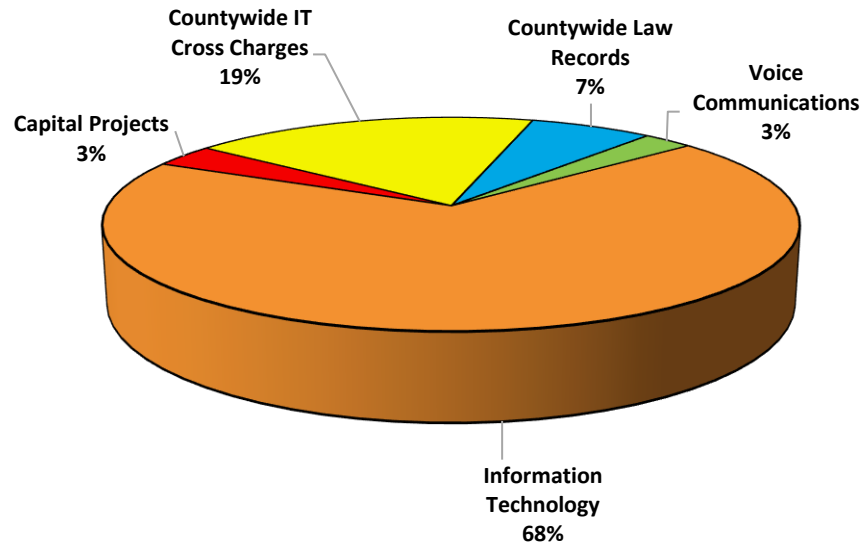
TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
New Position		User Support Specialist (PR 18 C Unilateral)	2.0	1.0

FINANCIAL SUMMARY
INFORMATION TECHNOLOGY
2022

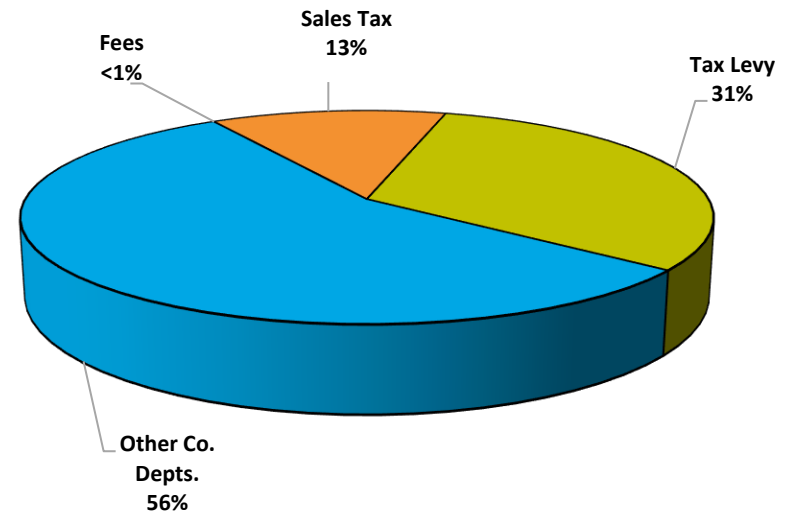
<u>REVENUES</u>	DEPARTMENT <u>REQUEST</u>	ADMINISTRATOR'S <u>RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	5,176,558	5,176,558
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	1,196,692
Fees/ Other	1,600	1,600
Total Revenues	<hr/> \$5,178,158	<hr/> \$6,374,850
<u>EXPENDITURES</u>	DEPARTMENT <u>REQUEST</u>	ADMINISTRATOR'S <u>RECOMMENDATION</u>
Salaries	\$2,664,270	\$2,609,230
Fringe Benefits	934,462	909,813
Operational	4,989,387	4,918,621
Capital Outlay	1,518,524	1,663,524
Allocation of Services	0	(833,662)
Total Expenditures	<hr/> \$10,106,643	<hr/> \$9,267,526
<u>PROPERTY TAX LEVY</u>	\$4,928,485	\$2,892,676

2022 BUDGET INFORMATION TECHNOLOGY

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

INFORMATION TECHNOLOGY

2022

Budget Highlights

Rock County has made a significant investment in IT staffing, equipment, and infrastructure over the past several years, and Rock-IT continues to implement the plans developed through third-party reviews that began in 2018. The COVID-19 pandemic has further shifted the strategic direction of Rock-IT, which in 2022 will strategically focus on cybersecurity, consolidation and automation of processes, disaster recovery, and supporting a mobile workforce. Rock-IT will continue to address an increased user support workload that began during the pandemic, support planning for large building projects, and plan for the move into its own new space connected to the 911 Communications Center.

Revenue

- Rock-IT collects revenue from other County departments, based on the number of computers assigned, to fund services. In 2022, \$2,953,240 is budgeted, an increase of \$76,760, due to an increase in the number of computers in service.
- In the Phone Operations account, revenue is collected from other county departments to operate and maintain the telephone system. This revenue is budgeted at \$252,351, an increase of \$65,263.
- 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 past several years, funds have been appropriated from this working capital fund balance for one-time purchases, which were intended to spend these accumulated amounts down to be within the range established by the Finance Committee. This fund balance is now within the policy range, and no funds are recommended to be spent from the fund balance in 2022.

Expenditures

- The following one-time and capital projects totaling \$1,196,692 are recommended to be funded by sales tax:
 - Videoconferencing equipment for the court system (\$491,000)—Several years ago, some court rooms were equipped with videoconferencing equipment that allows for more sophisticated and secure remote access to court hearings, such as for the mental health institutes. The judges have requested that the remaining court rooms be similarly equipped in 2022.
 - Cisco Hyperflex (\$161,000)—This will be the second Hyperflex the County purchases. In addition to providing additional server storage, it will serve in a disaster recovery role as a backup to the Hyperflex system the County has previously implemented. Located off-site from the IT data center and via a separate connection, it will ensure that some of the County’s critical IT systems can continue to operate if business continuity is threatened. This will also help make the move to the new IT data center smoother.
 - 2.0 FTE contracted support positions (\$150,000)—In 2021, Rock-IT contracted for 2.0 FTE contractors, largely to assist with deployment of laptops under the County’s strategy for supporting a mobile workforce. In 2022, the plan is to continue to use two contractors, but to add duties related to basic help desk and user support functions in addition to supporting laptop deployment. Since the beginning of the pandemic, service calls to Rock-IT have continued to average about 180% above pre-pandemic levels, requiring additional support to keep up. In addition, 2022 will mark another significant year of laptop deployment to implement the mobile workforce strategy. Contractors are recommended rather than permanent staff in consideration of whether support needs will return to lower levels by 2023.
 - County Board Room Audio/Visual System (\$145,000)—As the needs for audio-visual services in the County Board room continue to evolve, this project will implement a more streamlined camera and session-management software that will allow streaming and remote access to meetings.
 - Wireless access points (\$89,000)—Additional wireless access points will support increased Wi-Fi coverage in County facilities. Need will be identified through a separate mapping project.
 - Router switches for the new data center (\$60,000)

- Consulting for Human Resources system data migration and report writing (\$40,000)—A long-planned transition of the County’s Human Resources and payroll system is expected to occur in 2022, and consulting services are needed to migrate data from the old Oracle Discoverer system to the new system and develop report-writing functionality.
- Survey mapping of Wi-Fi coverage (\$20,000)—This project will identify areas in County buildings where Wi-Fi coverage is limited, other than the Dr. Daniel Hale Williams Rock County Resource Center, which was completed during construction. This will support installation of wireless access points, which are separately budgeted. With an increasingly mobile and laptop-driven workforce, ensuring robust Wi-Fi coverage is essential for efficient operations.
- Consulting for data center relocation (\$20,000)—The construction of the new IT data center and offices is expected to be completed in 2022, and consulting is needed to ensure the relocation of the data center from the Health Care Center is done without disruption to IT services.
- Bomgar license purchases (\$12,000)—Bomgar provides secure access for third-party vendors to remote into County systems and support assistance for IT staff. Additional licenses are required.
- Network phone assessment (\$4,500)—This assessment will provide a roadmap for the future direction of telephone services, including such things as whether County phones should be transitioned to Voice over Internet Protocol (VOIP).
- Citrix move to VLAN (\$4,192)—This is the one-time cost to move Citrix, which is how County staff currently remotely access County software, to a County virtual local area network (VLAN).
- The following one-time and capital projects totaling \$833,662 are recommended to be funded through the County’s American Rescue Plan Act (ARPA) allocation. I am recommending these be funded through ARPA’s lost revenue provision, which allows expenditures for general government operations. ARPA specifically notes that the “modernization of cyber security, including hardware, software and protection of critical infrastructure” is an appropriate use of these funds. In addition, the expenditures below include costs for migration to the cloud, disaster recovery and planning, and supporting a remote workforce, which have benefits related to cybersecurity and emergency planning.
 - Laptop purchase and replacement (\$390,707)—The transition to laptops for County employees began during the pandemic as part of the County’s remote work strategy. This continues in 2022 with another significant purchase and deployment of equipment that will allow County staff to be flexible in working in their own office, from remote work

locations, or collaboratively in shared workspaces. Most notably, in conjunction with efforts to move County services to the cloud, this will support business continuity efforts as staff will be able to access the County's network via the Internet remotely in emergency situations.

- 1.0 FTE contracted Microsoft Certified Systems Engineer (MCSE) position (\$150,000)—As identified through many of Rock-IT's budget initiatives, the migration of IT systems to the cloud is a key strategic step to supporting a remote workforce, ensuring business continuity and disaster recovery, and securing County IT assets. In particular, the move of Microsoft systems is key to this strategy, and consolidating on Microsoft platforms will also save money. These moves require a level of expertise current staff do not have. Bringing an MCSE on to the staff as a contractor will be cost effective and provide an in-house resource for the significant level of technical coordination that will be required.
- Migration to Microsoft Azure in the cloud (\$135,000)—The plan in 2022 will be to migrate the remainder of the County's Microsoft services to the cloud in a product called Azure. This is the vendor-hosted platform that will allow access to Microsoft's productivity suite via the Internet and is a necessary step in conjunction with many of the other cloud-related projects planned for 2022. Third-party services are necessary to assist and provide guidance to this complex and highly technical transition.
- IT Closet and PBX room entry logging (\$63,555)—This system will utilize and leverage the County's current card access system to track and log access to IT infrastructure.
- Disaster recovery plan development (\$55,000)—In 2021, Rock-IT contracted with a third party to evaluate the County's disaster recovery needs. In 2022, the goal is to develop a disaster recovery plan based on the needs identified.
- Secure code review (\$15,000)—This project will review the code underlying the County's software systems to ensure that there are no security gaps.
- Two-factor authentication hardware (\$14,400)—This represents the capital and one-time implementation costs of implementing two-factor authentication for access to County computers (ongoing costs are noted below). This will require users to receive and enter a code from their County cell phone or a fob, in addition to their password, for logging into the network at certain times. This level of security is increasingly required to limit cybersecurity liability.

- Network health and security remediation (\$10,000)—Funds are recommended to be set aside to address any network issues identified during third-party server security reviews being implemented.
- Operational costs of note funded through the tax levy include:
 - Two-factor authentication (\$93,600)—This represents the annual, ongoing costs for implementing two-factor authentication, as noted above.
 - Quarterly server health and security reviews (\$10,750)—As identified in the Baker Tilly reviews, Rock-IT will contract with a third party to conduct testing on the County’s servers to identify performance and security concerns.
 - Password manager (\$4,000)—This program will provide for better protection, rotation, and management of enterprise-wide administrative passwords that allow broad access to IT systems.
- I have made a few minor reductions to operational accounts and am not recommending the following two purchases.
 - Laserfiche contract review system upgrades (\$34,913)—Laserfiche is the current software system through which County contracts are reviewed and maintained. Staff involved have expressed frustration with the functionality of Laserfiche, including a lack of notifications when contracts are ready to be moved through the process by the various actors. While this upgrade is intended to resolve that issue, given competing priorities in the budget I cannot justify it for the cost.
 - NeoGov Perform Module (\$23,503)—In 2019, Human Resources conducted a survey of County staff regarding improvements to the County’s performance evaluation system. At that time, it was decided to wait to make substantive changes until the NeoGov Human Resources information system was upgraded to include a module for electronic performance evaluations. This project has been delayed multiple times, and is now expected to be implemented in 2022. However, given the track record of the project, I am not confident implementation will be sufficiently completed for this add-on module to be implemented in 2022. This module and the performance evaluation system in general will have to be reevaluated in 2022.

Personnel

- Rock-IT has requested 2.0 FTE User Support Specialists (PR 18 C, Unilateral), one of which would be dedicated to supporting the Human Services Department and one of which would be an additional position to support public safety systems.
 - With the opening of the Dr. Daniel Hale Williams Rock County Resource Center, I am recommending 1.0 FTE to be on-site at the facility as the first IT position dedicated to supporting Human Services. This cost of \$79,689 will be charged back to the Human Services Department budget.
 - While an additional position dedicated to public safety would be helpful in proactively advancing initiatives, I am not recommending this position due to competing needs elsewhere in the budget, saving \$79,689.

Summary

- The recommended tax levy for Rock-IT is \$2,892,676, which is an increase of \$314,360 or 12.2% compared to the prior year.

PERSONNEL SUMMARY

COUNTY CLERK

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 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	2.0	1.0
Total	3.0	4.0	1.0

PERSONNEL MODIFICATIONS

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
Create	County Clerk Specialist (PR 3 2489)	County Clerk Specialist (PR 3 2489)	1.0	1.0

FINANCIAL SUMMARY

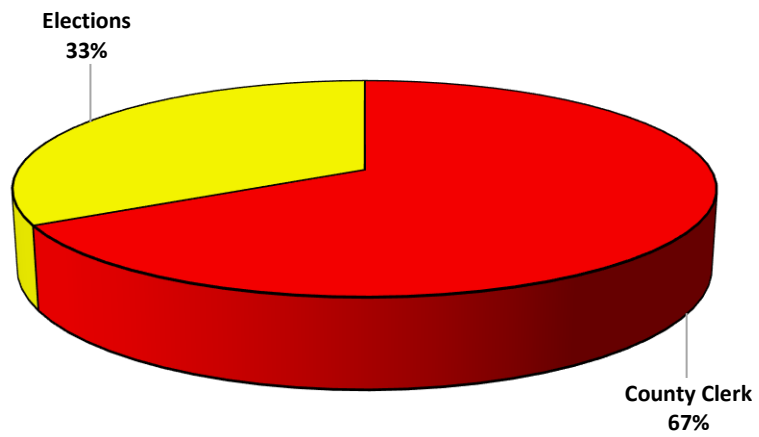
COUNTY CLERK

2022

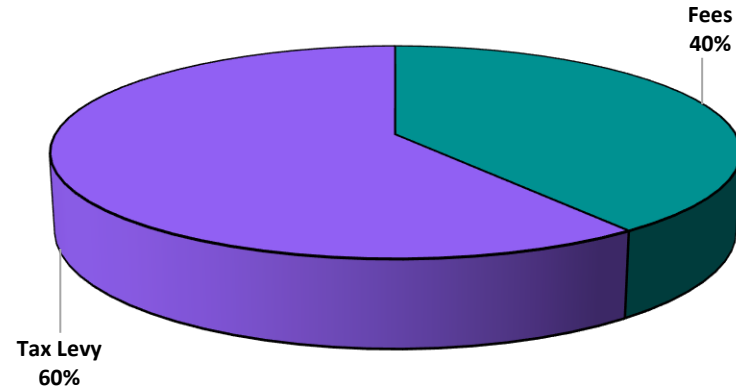
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	34,120	34,120
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	168,175	168,175
Total Revenues	<hr/> \$202,295	<hr/> \$202,295
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$221,624	\$221,624
Fringe Benefits	98,867	98,867
Operational	168,918	168,918
Capital Outlay	17,462	17,462
Allocation of Services	0	0
Total Expenditures	<hr/> \$506,871	<hr/> \$506,871
<u>PROPERTY TAX LEVY</u>	\$304,576	\$304,576

**2022 BUDGET
COUNTY CLERK**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

COUNTY CLERK

2022

Budget Highlights

Revenue

- Marriage License Fees are projected to be higher in 2022 at \$45,375. This is \$4,125 or 10.0% more than the prior year. A marriage license fee is \$100. Of this amount, \$55 is retained by the County Clerk, \$25 to the State of Wisconsin, and \$20 to Rock County Mediation and Family Court Services.
 - In 2022, the County Clerk anticipates issuing 825 marriage licenses, an increase of 75 licenses or 10.0% more than the prior year due to the pent-up demand from the pandemic.
- Clerk Fees cover public records requests, voter lists, and passport photo copies. The department budgeted in 2022 to receive \$7,000 more in fees, at a total of \$32,000. This is a 28.0% increase from the prior year due primarily to increased passport photos. The department saw a huge increase in passport activity in 2017. Passports have a five-year expiration period, so a larger than usual number of passports will be due for renewal in 2022. Additionally, an increase in out-of-country travel is anticipated due to the post-pandemic outlook.
- Passport fees are budgeted to increase by \$24,500 or 38.9% in 2022, for reasons noted above. County Clerk passport volume exceeds the U.S. Post Office passport activity and is projecting to process 2,500 passports in 2022.
- Election revenue will increase in 2022 with next year's four elections scheduled, two more than in the prior year. Revenue from municipalities for elections will increase by \$16,000 or 94.1% over the prior year.
- Voter registration services for municipalities are also projected to increase from 2021 levels, by \$620. The high demand for absentee ballots has provided the County the opportunity to have more local units assume voter registration duties. Only two local units of government are projected to utilize the County in 2022 as compared to 13 in 2020.

Expenditures

- Passport postage will increase by \$2,000 or 40.0% to \$7,000 in 2022, due to increased passport activity as noted under the above revenue section.
- Due to more elections scheduled in 2022, legal forms, i.e., ballot costs are projected to increase by \$67,000 to \$100,000.
- Legal notices in the Elections account will increase by \$3,000, to \$6,500, due to an increase in the number of elections as well as the change to a higher-cost newspaper, the Janesville Gazette. A County policy alternates on an annual basis the publication of legal notices to the two major news publications in the county. Per state statute, the newspapers' legal printing rate is set by the state based upon circulation. The Janesville Gazette has a higher circulation than the other major county newspaper, the Beloit Daily News.
- The County Clerk was budgeted in 2021 to replace election equipment including two servers, three desktop computers, one laptop, and other related equipment, installation, and training. The replacement equipment is to accommodate extensive state and federal certification requirements. \$35,000 was budgeted in 2021. Due to delays in the certification, approximately half of the project has been moved into the 2022 budget cycle. Consequently, \$17,112 is budgeted in 2022. In addition to election equipment, the department is requesting \$350 for a monitoring camera outside the office for improved security and to better process the public needs and is recommended.
- It should be noted that state legislation (or other action of the State Legislature) may dramatically impact the department's election costs.

Personnel

- The department is requesting a 1.0 FTE County Clerk Specialist position (PR 3, Unit 2489) at a cost of \$63,361 in 2022. The department has been staffed with 3.0 FTEs for many years, while the demands in all service areas have seen a dramatic increase: elections and elections training/compliance, passport administration, and public records administration, among many other mandatory services. In particular, the demands related to elections and the fulfillment of election-related records requests have increased significantly. While the Clerk has used a number of part-time positions to try to keep up in 2021, the workload is anticipated to increase with the number of elections and election-related interest in 2022, justifying a permanent position for the foreseeable future. The request is recommended.

Summary

- The recommended tax levy for the County Clerk's main account is \$171,306, an increase of \$38,718 or 29.2% over the prior year.
- The recommended tax levy for the County Clerk's Elections account is \$133,270, an increase of \$39,307 or 41.8% over the prior year. This is largely driven by the four-year election cycle.
- Overall, the recommended tax levy for the County Clerk's Office is \$304,576, an increase of \$78,025 or 34.4% over the prior year.

PERSONNEL SUMMARY

TREASURER

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 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	1.0	1.0	0.0
Total	4.0	4.0	0.0

PERSONNEL MODIFICATIONS

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

FINANCIAL SUMMARY

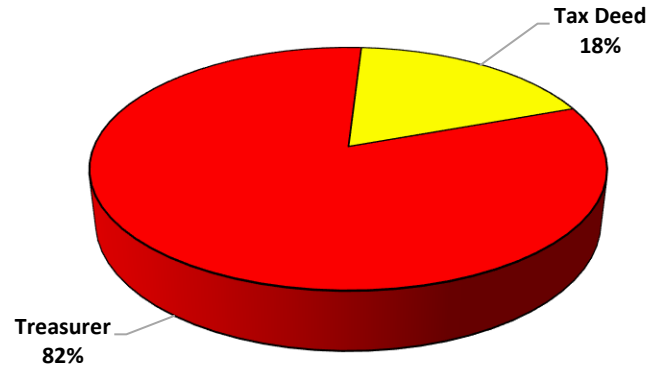
TREASURER'S OFFICE

2022

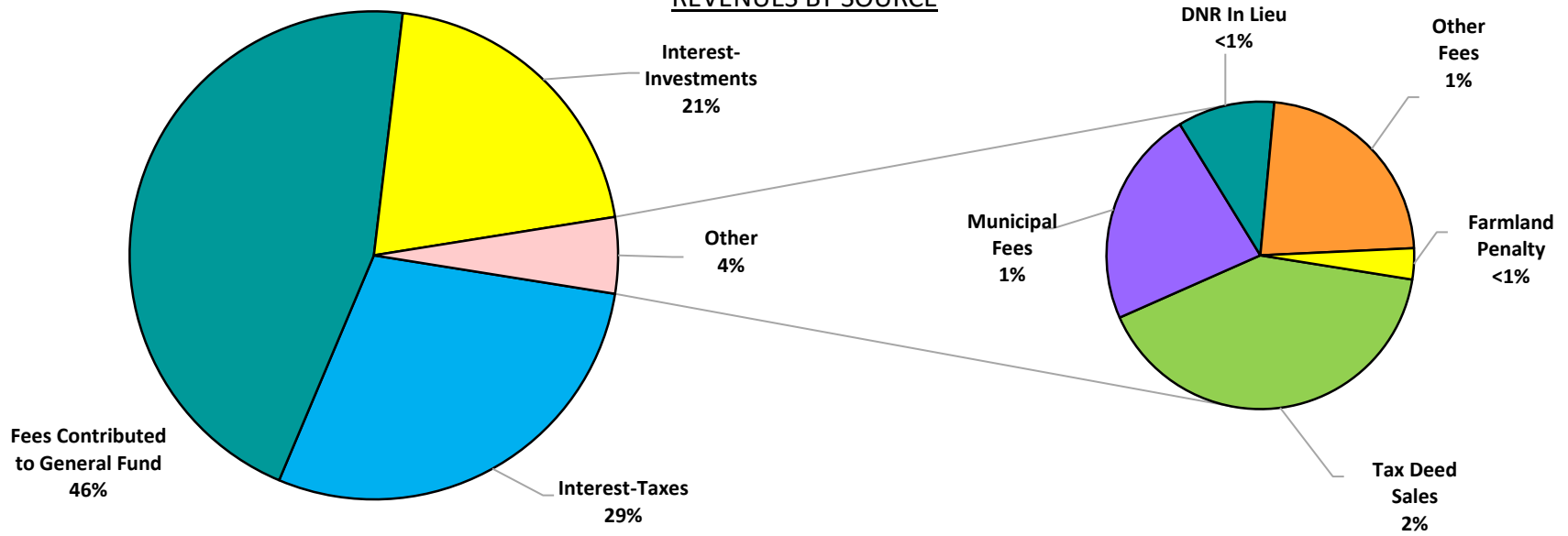
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	0	0
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	2,644,813	2,644,813
Total Revenues	<u>\$2,644,813</u>	<u>\$2,644,813</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$216,013	\$216,013
Fringe Benefits	98,014	97,968
Operational	118,715	118,715
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<u>\$432,742</u>	<u>\$432,696</u>
<u>PROPERTY TAX LEVY</u>	<u>(\$2,212,071)</u>	<u>(\$2,212,117)</u>

2022 BUDGET TREASURER

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

TREASURER

2022

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 2022, this Payment in Lieu of Taxes is budgeted at \$25,000. No change from the prior year.
 - Interest and penalties on delinquent taxes are paid by property owners who are in arrears on their property tax payments.
 - In 2022, this amount is budgeted at \$1,400,000 and is the same as the prior year.
 - Interest on investments is earned from cash invested primarily in the Local Government Investment Pool, PFM Asset Management, First National Bank, and various certificates of deposit at other local banks.
 - In 2022, this amount is budgeted at \$1,000,000, which is a decrease of \$800,000 or 44.4% as a result of lower economic outlook.
 - The Treasurer's Office charges 23 municipalities a flat fee of \$100 plus \$0.75 per parcel to collect their property taxes.
 - \$56,000 is budgeted in 2022. No change from the prior year.
 - The Treasurer's Office generates revenue by selling tax delinquent properties.

- In 2022, the net amount is budgeted at \$100,000, a decrease of \$25,000 or 20.0% from the prior year. The decrease is the result of a lower number of properties projected to be sold in 2022.

Expenditures

- Bank Service Charges in 2022 will be \$20,000, an increase of \$1,000 or 5.3% over the prior year.

Personnel

- No personnel changes are requested in 2022.

Summary

- The recommended budget contains \$2,212,117 of revenue in excess of expenditures, a decrease of \$854,146 or 27.9% 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. When this revenue declines from one year to the next, other funding sources must be used to pay for County services.

PERSONNEL SUMMARY

REGISTER OF DEEDS

PERSONNEL - FULL TIME EQUIVALENT

TITLE	2021 CURRENT	2022 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

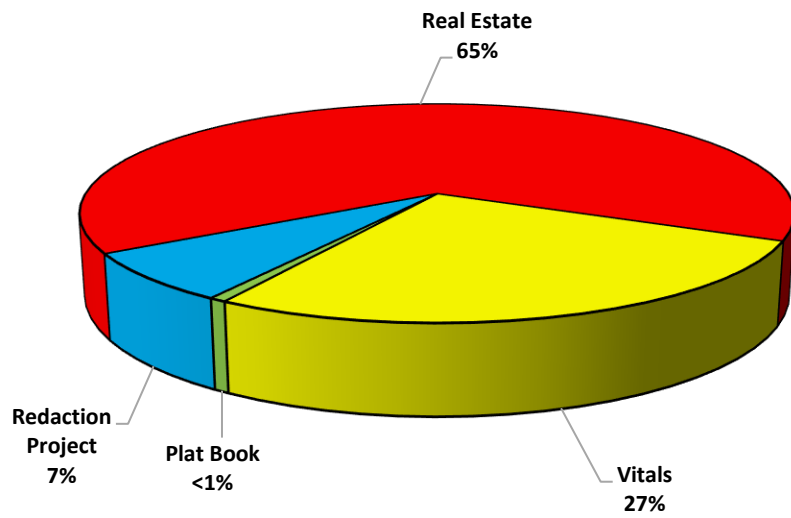
REGISTER OF DEEDS

2022

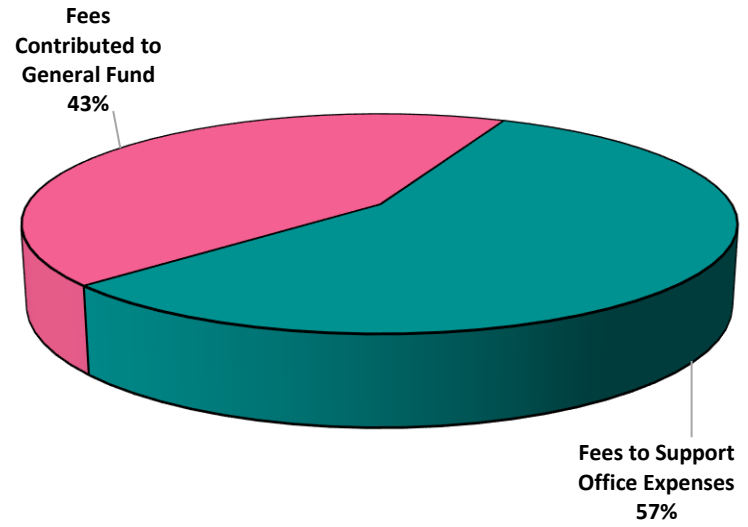
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$0	\$0
Intergovernmental	0	0
Contributions	0	0
Fund Balance Applied	42,000	42,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	955,250	990,250
Total Revenues	<u>\$997,250</u>	<u>\$1,032,250</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$350,991	\$350,991
Fringe Benefits	164,617	164,617
Operational	68,400	68,400
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<u>\$584,008</u>	<u>\$584,008</u>
<u>PROPERTY TAX LEVY</u>	<u>(\$413,242)</u>	<u>(\$448,242)</u>

**2022 BUDGET
REGISTER OF DEEDS**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

REGISTER OF DEEDS

2022

Budget Highlights

Revenue

- The Real Estate Transfer Fee is based upon \$3 for every \$1,000 of value in a real estate transaction. In 2022, the request for this line item is \$425,000, an increase of \$25,000 from the prior year due to interest rates steadily increasing after record-low levels, decreasing mortgages refinancing, and slower housing sales. I am recommending \$460,000, anticipating a continued strong housing market. Sheriff's Deed sales activity has been greatly impacted by the pandemic. In 2010, Sheriff's Deed foreclosures were approximately 700, but in 2020 and estimated in 2021 will be only 50, due to the pandemic housing eviction moratorium. This activity is expected to greatly increase in 2022.
- 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. For 2022, it is estimated that 26,000 documents will be filed, a slight increase over the prior year figure of 25,667. \$390,000 is budgeted in 2022, an increase of \$5,000 or 1.3% over the prior year.
- Revenue from County Birth Certificate Fees remains at \$30,000, the same as the 2021 budget level.
- Marriage License Certificate Fees will remain at the 2021 level of \$13,000. State law changed recently 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. In addition, the federal Real ID law requires married women to obtain certified marriage certificates.
- Death Certificate and extra copies of Death Certificate Fees will increase by a combined \$4,000 or 7.4% in 2022, partly because of the Rock County Register of Deeds being more accessible than surrounding counties' offices. Sadly, the increase can also be attributed to the pandemic.

- Plat Book Fees will increase from \$3,875 in 2021 to \$7,750 in 2022 as the every two-year update will be undertaken next year. This increase is consistent with historical trends.
- As part of a statewide initiative from 2010-2014, the Register of Deeds Office collected an additional \$5 per real estate registry transaction to redact social security numbers on past records. The Office is permitted to carryover unspent funds until the project is finalized and has contracted with a private vendor to complete the work. In 2022, \$42,000 in unspent redaction funds will be allotted for this ongoing project, a decrease of \$28,000 or 40.0%. The fund balance of the Redaction Project is projected to be \$42,000 on 12/31/21.

Expenditures

- The Plat Books line item will increase by \$1,875 as noted in the revenue section.
- The Cost Allocation line item will be \$0 in 2022, a decrease of \$15,000 from the prior year due to no longer using county staff to perform redaction project activity. The office is contracting with an outside contractor for the balance of the project.

Personnel

- No personnel changes are requested in 2022.
- The department's Overtime will decrease by \$2,000 or 40% due to historical trends and the department filling a vacant part-time position.

Summary

- The recommended budget contains \$448,242 more in revenue than expenditures, which will go toward offsetting the County property tax levy. That figure is \$21,751 or 5.1% more than the amount used to offset the property tax levy in 2021.

ADMINISTRATOR'S COMMENTS

COMMUNITY AGENCY INITIATIVES

2022

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 primarily with tax levy.
- One-time funding of sales tax revenue has been included in 2022 for the Humane Society of Southern Wisconsin capital project in the amount of \$100,000 per Resolution #21-7A-282.

Expenditures

- In 2021, several agencies received one-time allocations totaling \$58,500 because of the COVID-19 pandemic. In 2022, the agencies that received supplemental funds are starting from a 2021 base.
- For the 2022 budget, Rock County received requests totaling \$404,346 from ten agencies. This is an increase of \$143,206 as compared to the amount approved in the 2021 budget.

- The following is a list of thirteen programs in ten nonprofit agencies for which I am recommending funding in 2022, with the amount requested, amount recommended, and the citation of statutory authority to provide funding:
 - HealthNet
 - Although HealthNet receives its funding through a contract, its funding remains in this account because it provides services to both the Sheriff’s Office and the Human Services Department. Services include dental services to inmates at the jail, medications for inmates during community re-entry, medical and dental services for uninsured County clients, and behavioral health services. The 2022 contract is recommended at \$57,000, the same amount as 2021.
 - Authority: no statutory authority; funding provided through a contract
 - Retired and Senior Volunteer Program (RSVP)
 - Requested \$29,300 and recommended \$26,094 for the Intergenerational Program, the same as 2021.
 - Requested and recommended \$40,000 for the Seniors Volunteering for Seniors Program, the same as 2021.
 - Authority: s. 59.53(11)(a), Wis. Stats. (“to promote and assist...senior citizen clubs and organizations within the county in their organization and activities”)
 - YWCA of Rock County
 - Requested and recommended \$10,000 for the CARE House, the same as 2021.
 - Requested and recommended \$10,000 for the domestic violence shelter, a decrease of \$40,000 from the 2021 amount. The additional \$40,000 allocated in 2021 was one-time funding due the effects of the COVID-19 pandemic.
 - Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)

- Family Services of Southern Wisconsin and Northern Illinois
 - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2021.
 - Requested \$25,000 and recommended \$10,000 for the Sexual Assault Recovery Program (SARP).
 - 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 \$30,000 and recommended \$20,000, the same amount as the 2021 budget. In the 2021 budget, CASA’s allocation was increased by \$10,000 to expand the number of children for whom it provides services and address the goal of increasing the diversity of its volunteers to reflect the diversity of its clients.
 - 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 \$27,546 for funding to be disbursed among the County’s several historical societies. I am recommending \$22,546, a decrease of \$5,000 from 2021. In 2021, the agency received \$5,000 in one-time funding because of the COVID-19 pandemic. The recommended amount is the same amount that has been provided for many years.
 - 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 2021.
 - 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
 - The 4-H Fair Board requests a total of \$10,000 for publication of the annual 4-H Fair booklet and for various routine and deferred maintenance of the fair operations. I am recommending \$1,500 which is a \$8,500 decrease from 2021. In 2021, the agency received \$8,500 in one-time funding because of the COVID-19 pandemic. The recommended \$1,500 is the same amount that has been provided for many years. Since 2018, the County’s Facilities Management Department has been responsible for building and grounds maintenance, and since that time the County has invested increased funds into upgrading the Fairgrounds and its facilities.
 - 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”)
- Rising Queens Incorporated
 - A new agency is requesting \$50,000. Rising Queens is fiscally sponsored by Center for Community Stewardship, a nonprofit 501(c)(3). The mission of Rising Queens is to build bridges and eliminate the gap of intergenerational poverty in the black community and provide equitable resources to create self-sustaining lives in the black community of Beloit. Rising Queens’ target market is the under-served black community which has been marginalized and disenfranchised by systemic racism at the local, county, state, and national levels. The work of this organization is consistent with the County Board’s goals of addressing social justice issues. Much like was provided to InTouch OutReach in 2021, I am recommending \$5,000 in one-time funding to help build this new organization’s capacity. Funding was requested to support the following programs:

- The Y Project! & Filling the Void Mentoring Programs will use evidence-based curriculum to provide character building and life skills development.
 - Uplift! is geared towards young adults and adults and offers workshops and classes designed specifically to provide black residents with classroom, hands-on, and on the job training without having to leave the community, at no cost to the participants.
 - Simply Social Seniors! is a program offered to black senior citizens. It is a safe place where seniors can engage in social activities to keep them socially engaged in the community, help slow the onset of dementia or Alzheimer's disease, maintain good emotional health, and connect seniors with others.
- 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”) and s. 59.53(11)(a), Wis. Stats. (“to promote and assist...senior citizen clubs and organizations within the county in their organization and activities”)
- Humane Society of Wisconsin
 - The County Board passed Resolution #21-7A-282 that provided \$100,000 in the 2022 budget for the agency’s capital campaign and will be matched by the Hendricks Family Foundation. The source will be sales tax.
 - Authority: s. 174, Wis. Stats. (“ensuring resources are available to support humane societies”, including through the County-administered dog license fund, which pays for the care of stray animals when no other resources are available); and s. 94 Wis. Stats. (gives certain responsibilities to counties for funding rabies control).

Personnel

- Not applicable

Summary

- The recommended tax levy for the Community Agency Initiatives account is \$217,640. This is a decrease of \$43,500 or 16.7% from 2021. The decrease primarily reflects several agencies receiving one-time funding in 2021.