

October 11, 2012

Honorable Chair, Vice Chair and Members  
Rock County Board of Supervisors

I respectfully submit the 2013 Budget for your review and consideration. The 2013 Budget includes a recommended tax levy of \$61,114,210.

Tax levy, total expenditures, tax rate and General Fund application comparisons with the previous year are as follows:

	Adopted <u>2012</u>	Recommended <u>2013</u>	% Change <u>2012-2013</u>
Total Expenditures	\$175,255,626	\$180,743,683	3.13%
Tax Levy	60,173,220	61,114,210	1.56%
Tax Rate	6.409511	6.637442	3.56%
General Fund Applied	0	0	0%

You will note that while the tax levy increases 1.56%, the tax rate increases 3.56%. This increase of approximately 22.8 cents per thousand is largely the result of the equalized value of the County decreasing by 1.92% from 2011 to 2012.

The tax rate of \$6.637 per thousand is a countywide average based on the County's equalized value as determined by the Wisconsin Department of Revenue. Each taxing unit (town, city or village) may have a rate for county taxes which is different depending on assessment practices and limited tax levy jurisdictions.

The tax levy increase is within the tax levy limits as imposed by the State of Wisconsin. It can be thought of as made up of three parts.

Those parts are the amount allowed under the State imposed levy limits for operational costs; the amount for items funded by limited tax levies which are exempt from levy limits; and the amount needed for debt service. These amounts and percentages are as follows:

Levy Change for Operations	\$511,159	0.85%
Levy Change for Limited Levies	(26,292)	(0.04%)
Levy Change for Debt Service	<u>456,123</u>	<u>0.75%</u>
	\$940,990	1.56%

The levy for operations is allowed to increase by 0% or the increase in net new construction. Rock County's net new construction went up by approximately .89% from 2011 to 2012. Our current estimate is this would allow an increase of approximately \$556,000 in additional property tax levy. Unfortunately, as of this writing the State has not made available the information to precisely calculate this figure. It was supposed to be available September 14. Therefore, the actual allowable increase may be somewhat more or less than \$556,000. To stay on the safe side, I have recommended an increase of \$511,159.

The decrease of \$26,292 is the amount which is exempt from levy limits. It consists of a levy decrease of \$31,292 for the Arrowhead Library System and an increase of \$5,000 for Town Bridge Aid. The Arrowhead levy is levied on property in the towns plus the Village of Footville while the levy for Town Bridge Aid is levied on property in the towns.

The levy increase for debt service of \$456,123 is the amount needed to meet the County's obligations for the debt which has been issued.

In addition to tax levy limits, the County is also subject to State imposed tax rate limits. Tax rate limits were enacted in the early 1990s and in essence require that a county not exceed the tax rate

adopted in 1992, which funded the 1993 Budget. This did not impact most counties as property values rose at a rate equal to or greater than the tax levies through the 1990s and continued until the recession. Property values fell in 2008, 2009, 2010 and 2011 in many counties including Rock County. As property value (equalized value) falls, it takes a higher tax rate to raise the same amount of revenue (tax levy). Recognizing the problem this could cause counties who are already subjected to the levy limits, the State suspended the tax rate cap for operational levies for the 2012 and 2013 budget years.

If tax rate limits go back into effect for 2014 they could cause problems for Rock County as well as a number of other counties. Our current estimates are that property values (equalized value) in Rock County will have to increase approximately 2% during 2012 to allow Rock County to maintain the operational levy at the level recommended in the 2013 Budget. A 0% increase in property value in 2012 would require Rock County to decrease the levy for operational costs by \$1,060,000 in the 2014 Budget. This would have a serious impact on the ability of the County to maintain service levels.

Total expenditures included in the 2013 Budget are recommended to increase by \$5,488,057 or 3.13%. The budget for operational expenditures is recommended to increase by \$3,686,193 or 2.24%. Debt service is up \$496,169 while Capital Outlay is up \$1,305,695.

The majority of the increase in operational expenditures is a result of State funded program initiatives in the Human Services Department. Rock County became the lead agency for the Economic Support Consortium for the Southern Region which added \$2.4 million of pass-through funds which are paid to the other six counties in the consortium. In addition, start up and operation of the ADRC added close to \$1.6 million (including renovation costs) to the budget. These items are somewhat offset by the loss of \$1.6 million of

funding for the W-2 Program. The net of these program changes adds \$2.4 million to the operational budget alone.

Another budgetary item which shows a large increase in 2013 is the PACE program. The original adopted 2012 Budget contained \$34,826. The 2013 Budget assumes the receipt of federal aid to complete purchase of development rights on three parcels. The 2013 Budget contains a total of \$501,040 for PACE funded with federal aid and a transfer in from ATC funds. Thus, this item has added \$466,214 to the expenditure budget.

Rock County's estimated General Fund balance as of December 31, 2012 is \$28,277,122. After reserving a portion of this balance for delinquent taxes and other receivables, the expected December 31, 2012 Unassigned General Fund balance is \$21,522,343. This compares to an audited Unassigned General Fund balance of \$19,865,358 as of December 31, 2011. This is a comfortable level. However, given the uncertain state of the economy and the state's unreliability when it comes to funding its mandates I have recommended no General Fund application for 2013.

The County Sales Tax was adopted as part of the 2007 Budget process and became effective April 1, 2007. The 2012 Budget included \$9,700,000 in sales tax revenue to be used as follows:

\$7,522,973	Operational Costs
<u>\$2,177,027</u>	Capital Expenditures
\$9,700,000	

Currently Rock County recognizes cash received in January as part of the previous years sales tax collection. Our auditors have recommended cash received through February also be recognized as part of the prior years collections. Following the auditors recommendation would mean sales taxes received through February

2014 would be recognized as 2013 revenue. Making this adjustment would result in 13 months of collections being recognized in 2013. I have recommended this and included the additional \$720,883, with all of it directed to capital expenditures. Therefore, I have included a total of \$10,420,883 in sales tax revenue in the 2013 Budget to be used as follows:

\$ 7,522,973	Operational Costs
<u>2,897,910</u>	Capital Expenditures
\$10,420,883	

The amount recommended for Operational Costs is at the same level as both 2011 and 2012. The amount designated for Capital Expenditures is for a variety of construction projects, equipment and software I would otherwise recommend be funded through deferred financing.

### **Points of Interest**

- 1) A major initiative included in the 2013 Budget is the establishment of an Aging and Disability Resource Center (ADRC). Organizationally it will be in the Human Services Department and physically it will be located in renovated space in the Job Center. The State will provide the funds for operation as well as renovation of office space. A total of 14 new positions will be created to staff the ADRC. The ADRC will be a "one stop shop" for people to go to acquire information on services and programs for the elderly and individuals with physical or developmental disabilities.

The Rock County ADRC will operate with the MA Waiver programs currently run through the Long Term Support Division of the Human Services Department and the Developmental Disabilities Board. Whether Rock County

goes to Family Care will be a decision made at a future point in time.

- 2) Act 10 required all public employees (other than sworn law enforcement) to pay half of the required Wisconsin Retirement Systems contribution. This went into effect for unrepresented County employees in August 2011 and represented County employees January 1, 2012. For general employees the County pays an amount equal to 5.9% of wages and the employee pays a like amount in 2012. The rate is increasing for 2013 to 6.65% of wages for both the employee and the County.

Despite the various challenges currently before the Courts, the 2013 Budget assumes employees will continue paying into the Wisconsin Retirement System.

- 3) The Developmental Disabilities Board budget is recommended to receive one of the largest increases in the 2013 Budget. The recommended property tax levy increase is \$177,467 or 4.8%. In addition, the responsibility for providing \$102,000 of match money for the Children's Long Term Waiver (CLTW) program was transferred to the Human Services Department. Without this transfer the tax levy increase would have been \$279,467 or 7.6%. This is in the context of State Law which limits tax levy increases for operational costs to .89% for Rock County for 2013.

Despite the recommended increase, Mr. Hanewall has had to recommend some actions which will reduce funding to some agencies. These reductions may not be well received but must be considered in the context of the County Budget as a whole.

- 4) One of the issues which will soon be addressed is Courthouse Security. The current system includes electronics such as cameras, alarms, recording capability and door controls which is soon to be 17 years old. The technology is obsolete and becoming difficult to repair. We also need to take a look at Courthouse security as a whole and whether it should be extended.

Replacing the security electronics and making other improvements could be an expensive undertaking. I have placed \$550,000 of sales tax revenue in the 2013 Budget to provide funds for technical assistance as well as purchasing equipment and funding facility upgrades. Whether this will be sufficient to fund the total cost remains to be seen.

- 5) Another major capital project included in the 2013 Budget is the replacement of the 9-1-1 Telephone System. The current system was installed in 2005 and is reaching the end of its useful life. The budgeted cost for a new system is \$620,000. Sales tax is recommended as the funding source for this purchase.
- 6) The 2013 Budget includes the transfer of the Emergency Management function into the Sheriff's Office. With the retirement of long time Emergency Management Coordinator, Shirley Connors, Sheriff Spoden and I examined the pros and cons of doing this. Among the advantages is the Sheriff's Office will provide a "deeper bench" than is available in a two person office and the proposal will save approximately \$91,000 in tax levy.

A staff person in the Sheriff's Office will be appointed as the full time Emergency Management Coordinator. The clerical position in the Office will be retained and the offices will

continue to be physically located in the Health Care Center. All of the functions currently being performed by Ms. Connors for all of the first responder agencies will continue to be performed under the new organizational structure. A number of counties, including Walworth and Kenosha, function in this manner.

- 7) The 2013 Budget contains a total of \$3,698,500 of deferred financing. All of the deferred financing is devoted to road projects. \$2,508,500 will be used for the regular road construction programs. This will fund 3.25 miles of CTH "M" reconstruction, which is the continuation of the multi-year project to reconstruct 11 miles of "M" from Milton to USH "14". Also included is a 1.25 mile segment of CTH "A" from CTH "H" to Britt Road.

The other \$1,190,000 of deferred financing includes \$55,000 for further design work on the CTH "F" project along with \$1,135,000 for the items connected to the CTH "G" mega-project.

- 8) Personnel actions recommended in the 2013 Budget result in a net increase of 1.9 full time equivalent positions. The establishment of the ADRC in 2013 includes the creation of 14 positions. Therefore, without the establishment of the ADRC, the number of positions would have decreased by 12.1 FTEs. The 2013 recommended personnel roster includes 1,161.75 positions. Since 2000, Rock County will have reduced its workforce by 277.45 positions or by 19.3%.
- 9) Outstanding debt at the end of 2012 will total \$43,485,000.

### **Administrator's Comments**

Each departmental budget contains a section for "Administrator's Comments" where I have attempted to summarize the important points in the Budget and describe the reasoning behind the recommendations. I refer you to the "Administrator's Comments" and will make myself available to answer questions.

### **Joint Committee Meetings**

A series of pre-budget joint County Board Staff/Finance Committee meetings were held again this year. The larger Departments with the greatest impact on the Budget presented financial and service related information. I found the input and comments made at the meetings to be of great benefit as we prepared the Budget. I thank the members of the Committees for the time and effort they devoted to this process. It is much appreciated.

### **A Word of Thanks**

The preparation of the 2013 Budget was a team effort. This team included the Administrator's staff, the Finance Director and her staff, Human Resources staff, the staff of Central Duplicating, Information Technology, and each of the Department Heads and their staffs. I thank all of these people for their hard work and counsel.

I wish to particularly thank Sherry Oja, Randy Terronez, Nick Osborne, Marilyn Bondehagen, Alyx Brandenburg, Mary Puckett, Chris Garey and Carla Quirk. Many of these people worked evenings and weekends to help prepare the Budget. Their efforts are most appreciated. I also thank my wife, Julie, for her patience during the process of preparing this Budget.

Respectfully submitted,



Craig Knutson  
County Administrator

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## **A. County Board**

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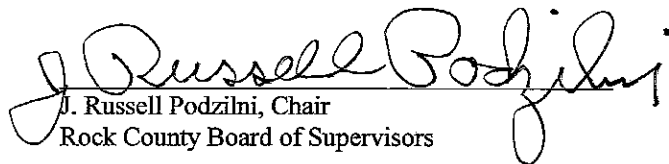
## Charter: County Board

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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.



J. Russell Podzilni, Chair  
Rock County Board of Supervisors

## Administrator's Comments

### County Board

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	173,299	173,299
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>173,299</b>	<b>173,299</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	173,299	173,299
<b>Total Revenues</b>	<b>173,299</b>	<b>173,299</b>

The largest expense in the County Board account is the Per Diem line item. That line item contains \$118,000 to pay the per meeting costs and mileage for all County Board meetings and for the majority of committee meetings. In addition, the Board Chair and Vice Chair salaries are placed in this account. Per meeting costs and mileage for certain committees that can be charged back to program revenue sources are budgeted in other accounts. The County Board has had several vacancies in recent years that artificially reduced the Per Diem line item.

A significant reduction in the Postage line item has been evident over the years due to many County Board members receiving their County Board meeting agenda packets via the County's website in lieu of mailing and the ability of staff to provide agenda packets for the following week's meetings at the County Board meetings. Postage costs are budgeted at \$2,400 for 2013.

The cost of Public and Legal Notices remains stable at \$18,000. This pays the cost of publishing minutes of County Board meetings in local newspapers. Both the Janesville Gazette and the Beloit Daily News publish the minutes. Historically, the amounts fluctuated widely 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 2013, the Beloit Daily News will receive payment. Historically, its rates have been lower than the Janesville Gazette. In 2011, the costs for the Beloit Daily News were higher than expected due to a rate increase and an increase in the printing size type. Excluding the differential rates for the two different publications, costs have come down over the recent period as a result of cost containment measures by the County Clerk.

The Publications, Dues & Subscriptions line item includes a variety of expenses totaling \$18,917. Most notable is \$12,332 of Wisconsin Counties Association dues. Also included are dues to the Wisconsin Counties Utility Tax Association (WCUTA) in the amount of \$3,118. This group has lobbied successfully to increase the amount of Shared Utility Payments to local governments that host power plants, including Rock County. For 2013, the County anticipates receiving \$2,078,847 in Shared Utility Payments. Dues are based on 0.15% of that payment.

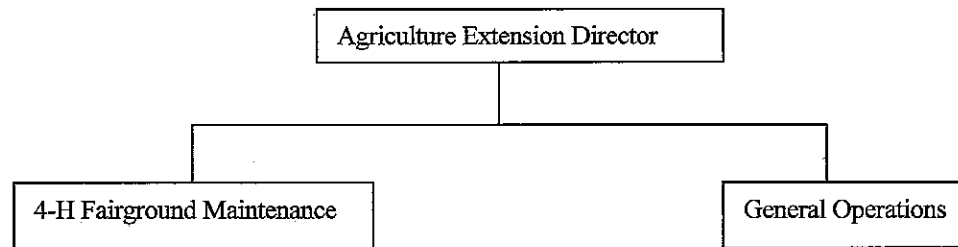
The budget contains \$4,500 under Training Expense. In 2013, the National Association of Counties (NACo) conference will be held in Tarrant County (Fort Worth), Texas. The Board has traditionally earmarked \$1,500 for that event. This line item also covers the costs for the annual Wisconsin Counties Association Conference.

The recommended tax levy is \$173,299, which is \$1,403 or 0.8% less than the prior year. #

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

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## University of Wisconsin Extension Program/4-H Fairgrounds Maintenance



### Present Personnel (Full Time Equivalent)

1.0	Administrative Assistant/ Stenographer
<u>1.0</u>	Clerk-Typist III
2.0	Total

### Summary of Personnel Modifications

	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Transfers	0	0
Upgrades	0	0

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## Charter: U.W. Cooperative Extension Service

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The Rock County University of Wisconsin Cooperative Extension Service is a partnership arrangement between the University of Wisconsin, the U.S. Department of Agriculture and the County of Rock. The mission of University of Wisconsin Extension, through the Rock County Office, is to develop practical educational programs tailored to local needs and based on university knowledge and research. Cooperative Extension partners with local, county, state and federal government to address public issues. Faculty and staff plan and carry out programs with a wide array of community partners – volunteers, business and educational groups and advisors.

The Wisconsin Statutes 59.87 (now 59.56) passed in 1914 and amended over the years, provide for the establishment of a "University Extension Program" in each county of the state. UW Cooperative Extension programs are not mandated by state or federal law. They do, however, exist in every county of Wisconsin by choice of the individual county and the University of Wisconsin system.

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

Funding for this educational partnership is shared. Counties provide directly the costs of local space, equipment, office supplies, secretarial support and 40% of the salaries of the county-based University Extension faculty. Federal USDA funds and other federal and foundation grants are joined with state funds and used to pay 60% of the county-based University Extension faculty, support costs of campus-based and statewide University specialists, all media based programming, training and educator professional improvement support. Direct and indirect financial support for Rock County UW Extension programs from state and federal funds exceeds \$750,000.

County-based faculty work with countless citizen volunteers 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 "educational arm" for cooperating agencies.

UW Extension programs are available to anyone in the county. County staff conducts educational programs in agriculture, horticulture, family living, continuing and professional education, small business development, local government education, community and economic development, natural resources, nutrition education, and 4-H and youth development programs. Programs reach families, Ag producers, business professionals, skilled workers, youth, parents, older adults and many social and governmental agencies.

Information is available to citizens of the county through printed material, educational programs, demonstrations, applied research, personal visits, telephone calls, local media, WISLINE teleconferences and webinars. Staff provides a link to vast resources available through the University, USDA, and other agencies. We can draw upon the expertise of over 200 state specialists housed on eight university campuses.

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

Agriculture and Natural Resources  
Family Living and Nutrition Education  
4-H Youth Development

1. Agriculture and Natural Resources Programs help urban and rural residents use research and knowledge to solve problems and take advantage of new opportunities. County-based educators provide unbiased, research-based advice and information to local residents. Rock County agriculture generates over \$1.4 billion in local economic activity.

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## Charter: U.W. Cooperative Extension Service

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Local program priorities and areas of educational program emphasis include:

- a. Environmental Quality: Nutrient management planning leads to whole farm nutrient plans that reduce the threat to water quality and improve farm profitability. Input prices for nutrients are extremely volatile and increases have narrowed potential margins for producers.
- b. Risk Management: Fosters programs to increase awareness among agricultural producers and agri-businesses to evaluate and manage risk in ways that meet their family and business goals.
- c. Pesticide Use and Pesticide Applicator Training – County-based faculty provide training to area producers. Training is required by the Wisconsin Department of Agriculture in order for farmers to purchase any restricted use chemicals.
- d. Farm Policy and Agricultural Public Policy- Rural/Urban issues and policy continue to take on added significance as development occurs in rural areas. Issues arise concerning pesticide use, siting of livestock operations, manure management, land use, and water quality. Extension has collaborated with other Department in the ongoing development of the County Purchase of Ag Conservation Easements Program (PACE) and Farmland Preservation.
- e. Crop Production and Pest Management: County staff conducts applied research-based information to local growers on new crop production technologies and pest management practices.
- f. Home and Commercial Horticulture: The Green Industry continues to increase in economic importance. Rock County

maintains one of the largest Master Gardener Programs in Wisconsin. Horticulture Educational programs include Community Gardening Programs, collaborations with the Rock County Sheriff's Department to conduct the RECAP Garden Program, Home Horticulture Help Line and Diagnostic Services. Rock County has a growing Commercial and Landscape Horticulture Industry. Expanding Commercial Horticulture Programs to meet this growing industry is priority 1.

- g. Direct Marketing Alternative Agricultural Enterprises: Development of markets for local producers, buy local initiatives and expansion of food systems initiatives.

2. Family Living Programs help families thrive in a rapidly changing world. Family living educators partner with community organizations and agencies to address critical issues, promote family strengths and help communities become positive environments for family life. Wisconsin Nutrition Education Program (WNEP) staff present nutrition education classes in public schools and other educational environments in Rock County.

Family living program priorities include:

- a. Healthy Lifestyle Programs: These education programs include Strong Women, Healthy Hearts, Advanced Strong Women, Dining with Diabetes, and Farm to School to build healthy people and living environments
- b. Family Economic Security: Educational programs help families meet future needs while keeping pace with day-to-day obligations. Programs help families manage their resources and improve their self-sufficiency.

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## Charter: U.W. Cooperative Extension Service

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- c. Parenting Education – What Parents Need to Know: Parenting education can help reduce child abuse and neglect. A partnership between Kiwanis and local hospitals results in the distribution of "Parenting the First Year Newsletter" for new parents. Extension Educators provide a home visitation program for limited income pregnant women and parents of children 0-5 years. "The Time for Parents" program allows parents to complete a few non-credit parenting and nutrition course at home.
  - d. Strengthening Families: County staff provides educational programs on topics including parenting, teen pregnancy prevention, childcare and healthy lifestyles.
  - e. Food Safety: Programs provide individuals with knowledge about safe food handling, preparation, and storage practices.
  - f. Community Food Security: Nutrition Education programs help limited resource families to achieve food security by teaching skills on managing food dollars, tracking spending, and planning nutritious meals.
  - g. Child Care: Supporting Working Wisconsin Families: Educational programs provide training to area childcare teachers and providers.
3. Rock County 4-H Youth Development Programs give young people a chance to learn important life skills, gain experience in teamwork and contribute to their communities. The Rock County 4-H Community Club Program consists of 1464 members and 612 adult volunteers. This represents the largest county 4-H Community Club Program in Wisconsin.

### Local Youth Development priorities include:


- a. Youth Empowerment: 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.
- b. Citizenship 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.
- c. Building Skills in Youth: 4-H teaches important life skills, including problem solving, communications, and teamwork and leadership development.
- d. Community Service: 4-H programs provide young people with opportunities for civic involvement, 4-H community efforts provide contributions in community improvement, support for the elderly and help youth develop a greater appreciation for their community.
- e. 4-H Outreach Programs: County-based staff provides 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.

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## **Charter: U.W. Cooperative Extension Service**

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

 8/16/2012

Read and Approved by James Stute, UW Extension Department Head

Department UW-Extension**Budget Analysis by Program**

Programs	Base Budget	Agriculture Dept. Head	4-H Youth Development	Horticulture	Family Living	Nutrition Education	Budget Summary
Positions	2.00	-	-	-	-	-	
Salaries	\$68,813	\$0	\$0	\$0	\$0	\$0	\$68,813
Fringe Benefits	\$47,736	\$0	\$0	\$0	\$0	\$0	\$47,736
Operating Expenses	\$59,750	\$33,858	\$56,328	\$31,160	\$30,303	\$3,589	\$214,988
Capital Outlay	\$450	\$0	\$0	\$0	\$0	\$0	\$450
Allocation of Services		\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$176,749	\$33,858	\$56,328	\$31,160	\$30,303	\$3,589	\$331,987
Indirect Cost Alloc.							
Total	\$176,749	\$33,858	\$56,328	\$31,160	\$30,303	\$3,589	\$331,987
Revenue	\$38,371						\$38,371
Fund Bal. Applied							
County Share	\$138,378	\$33,858	\$56,328	\$31,160	\$30,303	\$3,589	\$293,616

## Administrator's Comments

### UW Extension

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	2.0	2.0
Salaries	68,813	68,813
Fringe Benefits	47,736	47,736
Operating Expense	214,988	214,988
Capital Outlay	450	450
Allocation of Services	0	0
<b>Total Expense</b>	<b>331,987</b>	<b>331,987</b>
Revenue	38,371	38,371
Fund Balance Applied	0	0
Tax Levy	293,616	293,616
<b>Total Revenues</b>	<b>331,987</b>	<b>331,987</b>

The UW Extension Office provides programming in three program areas. They include:

Agriculture and Natural Resources  
Family Living and Nutrition Education  
4-H Youth Development

The Charter provides a good description of the programming contained in each of these three areas.

Long-time Dairy and Livestock Agent/UW Extension Office Chair (Department Head) Randy Thompson retired in 2012 and Mr. James Stute, Soil and Crops agent, was appointed as his replacement as Office Chair.

Mr. Stute describes the funding relationship for UW Extension as follows:

Funding for this educational partnership is shared. Counties provide directly the costs of local space, equipment, office supplies, secretarial support and 40% of the salaries of the county-based University Extension faculty. Federal USDA funds and other federal and foundation grants are joined with state funds and used to pay 60% of the county-based University Extension faculty, support costs of campus-based and statewide University specialists, training, and media-based programming. Direct and indirect financial support for Rock County UW Extension programs from state and federal funds exceeds \$750,000.

The Office receives State Aid from the UW Extension system. The \$4,785 in 2012 represents approximately half the cost of the department's postage

activity. The remaining postage costs are picked up directly by the UW Extension budget and do not appear in the county's budget.

In 2012, the Department received a one-time \$2,000 payment reflecting a change in the UW Extension professional position fringe benefits from a flat amount to a percentage basis.

In 2013, State Aid will increase from \$4,785 to \$8,371 but this is somewhat misleading. The increased State Aid reflects UW sending 100% of the postage funding to counties.

In addition to the retirement of Randy Thompson, the UW Extension Office underwent a number of additional personnel changes resulting from retirements. The net impact was a reduction of 1.1 FTE professional staff positions in 2012. The professional staff complement now totals 6.0 FTE's and consists of the following full-time contracted professional positions: Soil and Crops Agent/Office Chair, 4-H Agent, Family Living Agent, Horticulture Agent, 4-H Club Advisor and a Nutrition Education Agent.

The professional positions in the UW Extension Office do not appear on the County personnel roster as they are State positions. The County has a contract with the UW Extension to pay for 40% of the cost of these positions, except for the Nutrition Extension Agent, which the County funds at 5%. The funding to pay for the positions appears in line item # 6210 "Professional Services." In 2011, the cost for this contract totaled \$180,301. The 2013 cost for this contract is projected to be \$155,238.

The 4-H Club Advisor position funding varies slightly from the previously described 60-40 UW-County cost share. This position became vacant in 2012 and is currently filled on an interim basis through April, 2013 at the 60-40 cost share. In light of state budget pressure, UW Extension will not commit to the 60% cost share for the permanent position but would commit 40% effective April 16, 2013. In order to make up the 20% shortfall, Mr. Stute approached the 4-H Leaders Council and reached an agreement to have an additional 4-H Youth enrollment fee be assessed in the amount of \$6. This will result in the 4-H Youth enrollment fee increasing from \$23 to \$29 per participant. After April 16, 2013, funding for the 4-H Club Advisor is premised on a 40% County - 40% State - 20% 4-H Fee cost share. Retaining the 4-H Club Advisor is important, as the number of professional

staff positions was reduced in 2012 and Rock County has the largest 4-H Program club enrollment in the state.

The Department clerical staff are County employees. Included are 1.0 FTE Administrative Assistant/Stenographer and a 1.0 FTE Clerk Typist III. A 0.5 FTE Clerk Steno III and 0.4 FTE Clerk Typist III were converted to a 1.0 FTE Clerk Typist III in 2012. This consolidation of two part time positions increased clerical capacity by four hours per week.

The line item "Other Supplies & Expenses," totaling \$25,000 represents the best estimate of educational program expenses for such things as speaker fees, room rentals, and materials. This \$25,000 in expenditures is offset by \$30,000 in revenue. This means \$5,000 in "profit" is being used to offset other departmental expenses and reduce the tax levy.

There are times when educational programs generated more revenue through registration fees than the direct cost to provide them. When this occurs, the excess revenue is placed in the "UW Seminar Collections" balance sheet account. This account will have an estimated balance of \$16,345 as of 12/31/12. In past years, the Department has needed to use these funds to offset the tax levy but this is not recommended for 2013.

The recommended tax levy for 2013 operations is \$293,616. This is a decrease of \$9,355 or 3.1%.

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## Administrator's Comments

### 4-H Fairgrounds

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	70,645	70,645
Capital Outlay	62,155	62,155
Allocation of Services	0	0
<b>Total Expense</b>	<b>132,800</b>	<b>132,800</b>
Revenue	117,800	117,800
Fund Balance Applied	15,000	15,000
Tax Levy	0	0
<b>Total Revenues</b>	<b>132,800</b>	<b>132,800</b>

4-H Property Maintenance account contains funding for the normal operational and repair expenses associated with the Fairgrounds. The 2013 request includes \$62,155 for capital improvements and totals \$132,800.

Included in the list of repairs and improvements are: blacktop parking areas, paint Sales Arena and Sheep Barn, and electrical updates. \$15,000 in carryover funds as a result of unspent capital projects will be applied to 2013.

Rock County UW Extension has traditionally been responsible for the management of the Fairgrounds. Mr. Randy Thompson who personally handled this since he has been the Office Chair, retired in 2012 but agreed to continue his role as Fairgrounds coordinator through a contract with Manpower. Approximately \$8,000 is budgeted for Mr. Thompson's contract and appears in the Repairs and Maintenance Services account. His duties are supervision of on-going maintenance of the Fairgrounds, Fairgrounds budget administration, Fairgrounds rental and use administration and liaison with the 4-H Fair Association and other groups.

Fairgrounds' revenue is made up of \$64,750 from cell tower lease payments and \$24,550 from renting the facilities and grounds to private parties, non-profit enterprises, trade shows, or businesses during the year. I would note that outside of the Fair, the Fairgrounds are used 150 days per year, during which there are one or more events scheduled.

In order to keep the Fairgrounds account with no property tax levy, I have recommended that \$28,500 of sales tax revenue and \$15,000 in funds forwarded be used for a portion of the capital expenses in 2013.

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## Administrator's Comments

### Farm

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	9,500	9,500
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>9,500</b>	<b>9,500</b>
Revenue	113,737	113,737
Fund Balance Applied	0	0
Tax Levy	(104,237)	(104,237)
<b>Total Revenues</b>	<b>9,500</b>	<b>9,500</b>

Rock County successfully operated a County Farm for many years. The operation evolved from one where residents of the "Institutions" provided farm labor and farm produce was used in the "Institutions", to one where the Farm operated as a commercial venture with the public purpose being the educational programming it provided. The County Farm went from operating with a profit to operating with a financial loss in 2002. This prompted the County Board to discontinue the Farm operation and begin renting out the farmland in 2004 under a lease.

The current lease covers 370 acres at \$249/acre and expires 12/31/12. The revenue from this source may go up once the successful bidder is chosen later this year.

The University of Wisconsin Extension runs test plots on 29 acres of farmland. These test plots support UWEX programming in agricultural sciences at both the county and the state level. Some of the trials are multi-year to provide an unbiased comparison of yield performance. The County will receive \$17,722 in anticipated proceeds from the sale of crops grown on trial plots. The proceeds more than offset the \$8,000 cost of production. The trials and tests planned for 2013 include the following:

#### 2013 Trials and Tests

Corn, Soybean and Winter Wheat Variety Trials including cultural trials (multi-year), Corn Herbicide Efficacy Trials (multi-year), Soybean "Sentinel Plot" for Insect Monitoring, Switchgrass Establishment and Weed Competition, Trial Oilseed Radish Cover Crop Trials.

In 2013, four graduate students (one Agronomy, two Weed Science, one Soil Science) and one Post Doctoral Fellow (Entomology) will have projects on the Rock County Farm.

All of these trials mark a unique opportunity to do local research with the assistance of UW researchers that will improve the future management of farms in Rock County and statewide.

Mr. Stute reports a steady interest in the Community Gardens Project. In 2013, he anticipates "renting" 140 plots at \$30 each (or two for \$55) for total revenue of \$3,885. RECAP inmates assisted with maintaining and mowing around the Community Gardens this year. Mr. Stute recommends the working arrangement continue in 2013. He has requested \$500 operating expense to support the Community Garden Project run by the UW Extension Horticultural Program.

Also included in the operating expenses is \$1,000 for utilities that support both the test plot program and community garden. This amount is less than the prior year due to Community RECAP workers/volunteers having access to a Sheriff's building that was recently outfitted with electricity.

In summary, fee revenue in the 2013 Budget is composed of the following:

Lease of 370 Acres	\$ 92,130
Crop Sales – UWEX Plots	17,722
Community Garden Plots	3,885
<hr/>	
Total	\$113,737

Total recommended expenditures for the 2013 Farm budget are \$9,500. Subtracting the expenditures from total projected revenues of \$113,737 leaves a "profit" of \$104,237. This net income is used to reduce the overall county tax levy by an equal amount.

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## Land Conservation Department

General Operations
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<u>Present Personnel (Full Time Equivalency)</u>	
1.0	County Conservationist
1.0	Senior Conservation Specialist
1.0	Conservationist Specialist II
1.0	Conservationist I
1.3	Planner II
.75	Clerk-Typist II
6.05	Total

<u>Summary of Personnel Modifications</u>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions Planner II	0.20	0.20
Deletions Planner II	0.50	0.50
Reallocations	0	0
Reclassifications	0	0
Re-Titles Planner II to Conservation Specialist	1.0	1.0
Transfers	0	0
Upgrades	0	0

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## Charter: Land Conservation

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1. Land and Water Resource Management Program.

The Land and Water Resource Management (LWRM) Plan was developed during program year 1998 as a result of changes in Wisconsin State Statutes Chapter 92 and Chapter 281 and the corresponding Wisconsin Administrative Codes ATCP 50, NR 120, NR 151, NR 153, NR 154, and NR 243. A new plan was developed in 2004 to incorporate all new requirements as defined in the aforementioned administrative codes. During program year 2009, the Land and Water Resource Management Plan was updated. The plan identifies water quality improvement and/or protection needs within the County; 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 30. Evaluate the fee schedule associated with the Ordinance on an annual basis.

2. Technical Services

Provide professional 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 and Storm Water Management Ordinances.

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:

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## Charter: Land Conservation

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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

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

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.

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## Charter: Land Conservation

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6. Tree and Wildflower Seed Program

Annually evaluate the program to expand the product lines offered for resale to Rock County landowners, that being: trees, shrubs, wildflower seed, and native grass seed. 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.

7. Wildlife Damage Abatement and Claims Program

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.

8. Information/Education

Provide information and educational materials to residents of the County. Provide educational materials to local educators. Attend various functions to give presentations pertaining to the different programs administered by the Department.

Standards:

- a. Submit news articles to local publications as needed.
- b. Educate the public on conservation issues through media and public appearances for civic and educational groups.
- c. Maintain a lending library of educational materials pertaining to natural resource conservation issues.
- d. Provide the public information on the County's soil limitations for agriculture, roads, buildings, etc.

9. Citizens Water Quality Monitoring

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.

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## Charter: Land Conservation

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10. Clean Sweep Program

The Clean Sweep Program offers all Rock County citizens the opportunity to dispose of chemicals that are banned from landfills. The LCD has developed and implemented a process that assures a Clean Sweep program that will run on an annual basis. The permanent collection program (collection occurs a minimum of four days per calendar year) started during the program year 2010.

Standards:

- a. Act as lead agency for grant development and submittal to DATCP.
- b. Coordinate activities of the Clean Sweep Workgroup, which includes promote the program's goals in service areas and provide assistance with fund raising activities.
- c. Provide program administrative duties, which include maintaining all program information, data, and accounts.
- d. Organize and run respective collection sites.
- e. Submit annual report to DATCP.

11. Gypsy Moth Suppression Program

The Gypsy Moth Suppression Program was introduced in 2006 with a single spray block within the City and Town of Beloit. In 2008, this invasive species continued to spread, with five spray blocks identified and treated. Five blocks were investigated for 2010-2011 spray application. It is estimated that five blocks will be investigated in 2011-2012. Each of the identified blocks will be surveyed during the fall of 2011 to determine the extent of infestation and eligibility for cost share funding. After the determination has been completed, a grant application will be filed with the DNR for the eligible spray blocks. LCD acts as coordinator for all application in Rock County.

Standards:

- a. Develop an information campaign to notify landowners of program.

- b. Develop survey list.
- c. Conduct surveys in fall.
- d. Develop eligibility list.
- e. Notify participants of program eligibility and estimated costs.
- f. Collect fees.
- g. Coordinate field survey with DNR of moth caterpillars.
- h. Coordinate the aerial spray with DNR.

12. Purchase of Agricultural Conservation Easements (PACE)

The goal of this program is to purchase of conservation easements to protect Rock County's Agricultural Working Lands. The Master Plan was approved in early 2011 by the County Board. The LCD has commenced with the implementation phase of this program. Activities associated with the implementation, include but is not limited to, the standards listed below.

Standards:

- a. Conduct information and education activities;
- b. Conduct negotiations with landowners for purchase of conservation easements;
- c. Provide assistance to landowners to complete local, state, federal, and other funding applications;
- d. Coordinate program activities with DATCP Program Specialist, USDA-NRCS Program Specialist, and the PACE Council;
- e. Recommend applications to the Land Conservation Committee for funding considerations.
- f. Recommend program changes to the PACE Council and LCC.
- g. Seek alternative funding sources.

  
Thomas Sweeney, County Conservationist

Department Land Conservation**Budget Analysis by Program**

Programs	Land Conservation (General)	Wildlife Damage Program	Tree Planting	Land & Water Grant	Household Clean Sweep	PDR/PACE	County Campus Restoration	Budget Summary
Positions	5.75	0.00	0.00	0.00	0.00	0.00	0.00	5.75
Salaries	\$299,959	\$0	\$0	\$0	\$0	\$0	\$0	\$299,959
Fringe Benefits	\$151,167	\$0	\$0	\$0	\$0	\$0	\$0	\$151,167
Operating Expenses	\$39,650	\$7,500	\$2,000	\$105,000	\$47,871	\$34,420	\$2,000	\$238,441
Capital Outlay		\$0	\$0	\$0	\$0	\$466,620	\$0	\$466,620
Allocation of Services	(\$45,691)	\$0	\$0	\$0	\$0	\$0	\$0	(\$45,691)
Subtotal	\$445,085	\$7,500	\$2,000	\$105,000	\$47,871	\$501,040	\$2,000	\$1,110,496
Indirect Cost Alloc.								\$0
Total	\$445,085	\$7,500	\$2,000	\$105,000	\$47,871	\$501,040	\$2,000	\$1,110,496
Revenue	\$269,450	\$7,500	\$2,000	\$105,000	\$47,871	501,040	\$2,000	\$934,861
Fund Bal. Applied	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0
County Share	\$175,635	\$0	\$0	\$0	\$0	\$0	\$0	\$175,635

## Administrator's Comments

### Land Conservation

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	5.75	5.75
Salaries	299,959	299,959
Fringe Benefits	151,167	151,167
Operating Expense	238,441	238,441
Capital Outlay	466,620	466,620
Allocation of Services	(45,691)	(45,691)
<b>Total Expense</b>	<b>1,110,496</b>	<b>1,110,496</b>
Revenue	934,861	946,861
Fund Balance Applied	0	0
Tax Levy	175,635	163,635
<b>Total Revenues</b>	<b>1,110,496</b>	<b>1,110,496</b>

In 2013, Mr. Sweeney projects a total of \$269,450 in revenue, a total of \$445,085 in expense, and a requested tax levy of \$175,635 in his main account. It is a \$27,461 or 18.5% increase in the tax levy.

For many years, the Land Conservation Department assisted landowners with the voluntary implementation of conservation practices through cost sharing incentives. Revisions to the State Administrative Code have changed the focus of the County's Land and Water Resource Management Plan to more of an enforcement focus as it relates to basic conservation practices on agricultural lands. These practices, under State Codes, are meant to limit excessive soil erosion, call for nutrient management plans for fields and livestock, establish standards for animal waste storage systems, limit livestock access to waterways and limit animal waste runoff. In most cases, there is cost sharing for agricultural landowners who implement practices to meet the standards.

The County adopted three ordinances and initiated three programs within the last decade for the purpose of protecting surface water and groundwater. The programs include Construction Site Erosion Control, Storm Water Management and Non-Metallic Mining.

The Construction Site Erosion Control and Storm Water Management Ordinances are enforced in municipalities that do not enforce their own ordinances and require practices that limit suspended solids in runoff, protect storm water systems from sedimentation, promote on-site storm water infiltration and limit peak discharges to protect downstream properties. The programs were transferred from the Planning Department to the Land Conservation Department in 2007. Transfer of responsibilities also meant that 0.8 FTE staff hours were transferred from Planning to Land Conservation.

Changes in state law known as the Working Lands Initiative (WLI) were passed as part of the 2009-2011 State Budget and are currently being

implemented. Land Conservation staff makes a concerted effort to educate the municipalities and land owners affected by these changes.

I asked Mr. Sweeney to write a summary of the challenges affecting his operations.

"In 2009, the State of Wisconsin developed a new umbrella program known as the Working Land Initiative (WLI). As part of the new program, the Farmland Preservation Program (FPP) was modified with numerous changes, requiring changes to the local zoning ordinances and new requirements regarding conservation compliance. The FPP was first implemented in Rock County in 1979 and few changes to this program have been made since then. Modifications to local zoning ordinances are now required and a few towns are reluctant to integrate those changes, which in the long term will make landowners in those towns ineligible for the program benefits, e.g. the \$7.50 per acre tax credit. This response to the changes in State Statutes will ultimately result in a reduced program participant pool that needs to be serviced by the Department. At this time, we are not sure of the impact.

The program change for the conservation compliance component has increased the Department's workload. The previous program, required landowners to integrate soil conservation practices, i.e. soil loss abatement, into a conservation plan. This plan was approved by the Land Conservation Committee. The amended program, under the WLI, requires landowners to update their conservation plans to integrate all conservation standards and animal waste prohibitions, as identified in NR 151, that are applicable to their operations. This task must be completed by December 31, 2015 to remain eligible for the program benefits. Amending conservation plans for current program participants, approximately 750, will be a monumental task. Added to that requirement, the Department is required to have an on farm conservation compliance status review a minimum of once every four years.

To integrate applicable conservation performance standards and animal waste prohibitions by the deadline has required the Department to change how information is collected. Each program participant's operation will be reviewed with the respective owner(s) on site, if warranted. After each review, information will be entered into a specialized software package. The 2011 budget included a laptop and specialized software. From the collected data and discussions with the owners, an updated conservation plan will be developed. Also, as part of the program, participating landowners must develop nutrient management plans and submit them to the Department for review and approval. The on site visit or compliance review assures landowners are implementing the requirements identified in the conservation plans.

The Conservation Reserve Program (CRP) is a program administrated by the United States Department of Agriculture (USDA)-Natural Resources Conservation Service (NRCS) to establish best management practices (BMP) to address a natural resource concern on farms. This program has been widely accepted by Rock County landowners over the past twenty years. As a result of this program's success, the USDA-NRCS has developed a process for landowners whose contracts are about to expire to re-enroll best management practices into a new contract. This component of the program results in over one hundred contracts expiring each fiscal year. Also, landowners are able to enroll new conservation efforts into the program. Rock County develops approximately 40-50 new contracts per year.

The Department has developed a contribution agreement with NRCS to provide technical assistance for the CRP. Contribution agreements are developed on a year-by-year basis. For the 2012 budget year, the Department secured \$31,000 for services. Services required as part of the agreement are the development of contracts, amending existing conservation plans, development of construction plans for BMPs, and finally, oversight of the construction of the prescribed BMPs. This program has helped fill

a revenue gap for the Land Conservation Program, but has taxed Department staff due to other program obligations.”

As described above, the NRCS contribution agreement has provided funds to the department. Due to federal legislative inaction on the farm bill, the NRCS cannot commit to funding and Mr. Sweeney has reluctantly excluded this funding for the 2013 budget. While the funding may not be as much, I feel it is a reasonable risk to include some funding and recommend \$12,000.

In 2012, the Farmland Preservation Program fee was revised from a flat \$25 per certificate to a \$15 per certificate plus \$0.50 per acre. This formula change has resulted in revenue increasing from \$81,000 to \$103,000 and accounts for the largest share of the Miscellaneous Fees account.

The Department shares two positions with the Planning and Development Department:

- A. One position is shared 80% Land Conservation and 20% Planning and Development. The primary role of the Land Conservation Department's portion is to manage the Construction Site Erosion Control, Storm Water Management and Non-Metallic Mining ordinances.
- B. The second position shared with Planning and Development is a 50-50 Planner II position, which is currently vacant. The 50% Land Conservation Department duties were dedicated to implementing the PACE program and this cost was offset with ATC funding.

Given the additional work the Department is required to pick up to implement all of the non-point performance standards as identified in ATCP 50 and NR 151, the request is to transfer the 20% of the position funded in Planning and Development to Land Conservation. This transfers \$16,872 from Planning to Land Conservation. The 0.50 FTE shared position would then be eliminated. The net effect reduces the Land Conservation staff complement by 0.30 FTE.

With the transfer of the .20 FTE, the PACE program will operate under the Land Conservation Department with reduced staffing. \$26,020 will be

charged to the ATC, which will cover 0.30 FTE of a position plus some out-of-pocket costs. (Note – ATC funding for this function was \$34,826 in 2012.)

The Land Conservation Department operates several ancillary programs supported by grants and fees. The annual Tree and Wildflower Sale Program is expected to generate \$11,000 in revenue. This offsets the \$7,500 cost of purchasing the items to sell, providing \$3,500 in profit to cover staff time. The revenues and expenses for this program are in the main account.

The Land Conservation Department operates a number of programs with budgetary authority outside of the main account. The Tree Planting Account includes \$2,000 of fee revenue for the rental of a tree planter, mulcher and field sprayer. The operating expenses of \$2,000 pay for the maintenance of the equipment. Any profit at year-end lapses to its own segregated fund balance, which is the source of funds to replace worn out equipment.

The Wildlife Damage and Abatement Account contains funding that allows landowners to be reimbursed for crop damage done by wildlife. Grant funding to operate this program total \$7,500, of which \$5,500 will be used to contract with USDA personnel to perform damage assessments and \$2,000 will be used to offset the County's cost of administering the program. Damage awards are paid directly by the DNR.

The Land and Water Conservation (LWC) Plan Implementation Grant contains \$105,000 in State Aid to be used on cost share agreements with landowners to implement conservation measures under the Land and Water Resource Management Program.

The Clean Sweep Program offers Rock County residents a safe and affordable method to dispose of all hazardous household and agricultural chemical wastes. The Land Conservation Department (LCD) has managed the program since 2002, with two drop-off days per year in 2002, 2006, and 2008, converting to a four drop off day per year program in 2010. Prior to

2009, Clean Sweep in Rock County was funded primarily with Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Clean Sweep grants. In 2006, a work group was formed to build the Clean Sweep Program into an annual event starting in 2008. In 2009, LCD designated a portion of the ATC funds, allocated via County Board action, to the Clean Sweep Program.

Beginning in 2010, LCD has applied for and accepted grants that in addition to annual fundraising continue to extend the life of the program. All grants require 25% local match as cash or in-kind services to the program. Funds (grants and ATC) are used to pay for hazardous waste vendor services. In-kind services include information and education materials, staffing for events, and program administration.

Pesticides, mercury, and other common materials in homes and on farms threaten human and environmental health. The LCD makes information about the program available year-round by calling LCD or visiting the County Clean Sweep website. Residents continue to bring in DDT, mercury, and banned pesticides and are extremely grateful to have this system in place.

Eight agencies that regularly assist with Clean Sweep are City of Beloit, City of Janesville Operations, City of Janesville Water and Wastewater, Town of Beloit, City of Milton, City of Edgerton, City of Evansville, and Rock County Health Department.

Land Conservation is the local coordinator for the DNR's Gypsy Moth aerial suppression program in Rock County. The Department works with landowners to determine the area of infestation and whether or not the landowner wishes to participate in the suppression program. Most landowners agree to an aerial application of BT Bacteria that kills the Gypsy Moth Caterpillar. It is not an eradication program. The intent is to reduce infestations and minimize damage to mature woodlots. Mr. Sweeney notes that participation in the program has declined in recent years and no activity is anticipated in 2013.

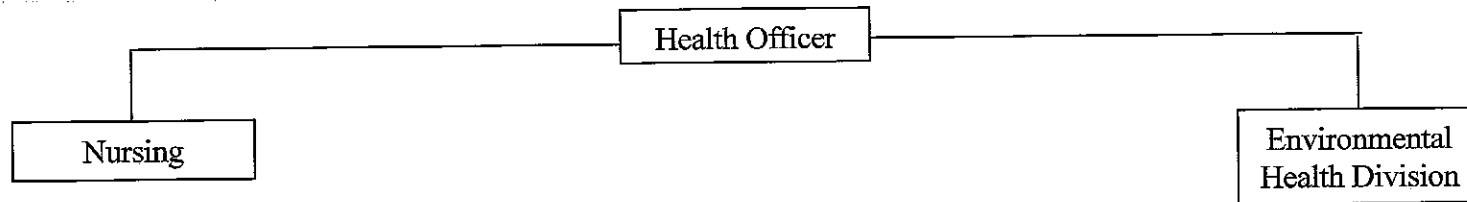
The recommended tax levy for 2013 operations is \$163,635. This is an increase of \$15,461 or 10.4% from the prior year.

#

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## Public Health



### Present Personnel (Full Time Equivalent)

1.0	Health Officer
1.0	Public Health Nurse Director
2.0	Public Health Nursing Supervisor
1.4	Health Educator
1.0	Environmental Protection Director
6.6	Sanitarian II
0.4	Sanitarian I
14.4	Public Health Nurse
1.0	Bi-Lingual Community Health Nurse
0.8	Environmental Health Technician
4.6	Public Health Support Specialist
1.0	Clerk-Steno III
1.0	Account Clerk II
36.2	Total

### Summary of Personnel Modifications

	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>		
Administrative Secretary	1.0	1.0
Health Educator LTE	1.0	1.0
Sanitarian II LTE	0.4	0.4
<b>Deletions</b>		
Clerk Steno III	1.0	1.0
Public Health Support Specialist	0.6	0.6
Sanitarian I	0.4	0.4
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

# Public Health Department

## PUBLIC HEALTH OFFICER

The Rock County Health Department (RCHD) creates and maintains conditions that keep the residents of Rock County healthy. The department works to improve physical, behavioral, environmental, social and economic conditions. This, in turn, improves citizen health and well-being. This is how we will achieve these goals:

- Monitoring the health status of Rock County and understanding the issues facing our community
- Protecting people from health problems and health hazards
- Giving people the information they need to make healthy choices
- Engaging with the community to identify and solve health problems
- Developing public health policies and plans
- Enforcing public health laws and regulations
- Helping people receive health services
- Maintaining a competent public health workforce
- Continuously evaluating and improving our programs and interventions

In fulfilling our responsibilities to the county's 159,200-plus residents, the RCHD is constantly employing strategies that are evidence-based and informed by the "best practices" throughout Wisconsin and the United States. Public Health Nurses, Sanitarians, a Health Educator and Administrative staff work as a team using community input, statistical data, epidemiological interpretation of data and other tools to meet the department responsibilities as listed below.

### Public Health Nursing

To provide public health nursing services to individuals and families, which will help to achieve, maintain, and ensure optimal health for the community as a whole.

#### Objectives:

1. Provide service to the community reflecting the Board of Health service priorities in such a manner that it meets the needs of the

community at the lowest possible cost consistent with safe nursing practice.

2. Organize the service and utilize personnel in such a manner that the community's public health needs will be identified and addressed, program duplication avoided, and flexibility of service assured.

### Health Education

To provide a continuous program of public education and training in order for community members to improve their health, prevent illness and disability, and to make use of available community resources and services of Rock County.

#### Objectives:

1. Have an identifiable prevention (health education) component in all existing public health programs and services provided by the RCHD.
2. Promote community partnerships to identify and solve local health concerns.

### Environmental Health

To control those factors in the community's physical environment, which may have a negative impact on our physical development, general health and survival by the direct operation and management of Environmental Health Services.

#### Objectives:

1. Provide services to assure adequate and safe water supplies, clean air, proper solid waste collection and disposal, clean parks, beaches, and recreational facilities, safe food service establishments, elimination of pests, control of nuisances, control of human and animal sources of infection and other environmental quality matters of concern to the community.
2. Seek enforcement of environmental rules and regulations first by means of education and other voluntary approaches; however, should compliance be inadequate and administrative enforcement

## Public Health Department

procedures fail, appropriate legal action will then be sought to eliminate adverse conditions to ensure the general environment is free from public health risks.

### Laboratory Services

Provide laboratory-screening services, which will identify and verify Public Health risks to a citizen or the community.

#### Objectives:

1. Provide laboratory testing, which is reflective of known Public Health issues in Rock County.
2. Provide statistical data and analysis of laboratory services on an annual basis.

## PUBLIC HEALTH NURSING DIVISION

### Communicable Disease Control

Communicable disease control is a state-mandated public health service. Public health nursing services will be directed toward preventing the occurrence of all vaccine preventable diseases and providing prompt investigation of the 80 plus State reportable acute and communicable diseases to control their spread and maintain ongoing surveillance of diseases in the community to control or eliminate the source of disease.

#### Objectives:

1. By December 31, 2013, have an incidence of 0 for the following vaccine preventable diseases: measles, mumps, rubella, polio, pertussis in children <1 year of age and 11-18 years of age and hepatitis B children 2 – 18 years of age and varicella in children < 17 years of age.
2. By December 31, 2013, 80% of children who turn 24 months during the year will have received 4 DTaP, 3 polio, 3 Hib, 3 Hepatitis B, and 1 MMR vaccinations.

3. By December 31, 2013, a public health nurse will contact 100% of all residents reported Category I infections within 1 day of case assignment.
4. By December 31, 2013, 85% of persons followed for treatment of active tuberculosis or latent tuberculosis infection receive follow-up and education by a public health nurse regarding treatment recommendations.
5. By December 31, 2013, 80% of children less than 6 years of age, with a capillary blood lead level >5 mcg/dl, will be given education regarding a reduction in lead levels, offered an environmental assessment and receive recommended confirmatory lead testing.
6. By December 31, 2013, 30% of families with a potential for infant lead exposure ("birth certificate" lead program) will agree to and complete an educational home visit by a public health nurse or nursing student.
7. By December 31, 2013, at least 80% of persons visited for Partner Services (PS) follow-up will accept a rapid HIV test when the partner HIV status is unknown.
8. By December 31, 2013, 80% of all animal bite victims in Rock County will receive follow-up education by a public health nurse.

### Maternal/Child Health

The goals of Maternal/Child Health Services are to promote positive health behaviors and reduce the risks associated with reproductive health of mothers and families: to promote the growth, development, and optimal functioning of infants, children, and youth; to reduce racial disparity in birth outcome and to prevent injury and premature disability.

#### Objectives:

1. By December 31, 2013, the infant mortality rate for families served with at least three visits antepartally will be zero.
2. By December 31, 2013, Infants born to mothers that were seen for at least three home visits will meet the Healthiest People 2020 goal of less than 7.8% low birth weight.
3. By December 31, 2013, for women visited three times or more during pregnancy, at least 80% who smoke will have stopped smoking during the pregnancy.

## Public Health Department

4. By December 31, 2013, 95% of parent of all newborns seen through the Healthy Homes program will identify that they put their infants on their backs to sleep.
5. By December 31, 2013, 80% of children in the Head Start program who fail the vision and screening will receive public health nurse follow-up to facilitate medical evaluation.
6. By December 31, 2013, 80% of children served in contracted schools who fail the vision and screening will receive school nurse follow-up to facilitate medical evaluation.
7. By December 31, 2013, provide two outreach activities focused at decreasing racial and ethnic disparities in birth outcomes.
8. By December 31, 2013, revenue received through Medical Assistance billing for maternal child health services will increase 10% over 2012 billing.

### Adult Health

The goals of adult health services are to reduce and/or eliminate risks associated with chronic and communicable diseases, prevent premature disability and/or death, and promote positive health outcomes and optimal levels of functioning.

#### Objectives:

1. By December 31, 2013, public health nurses will participate in at least 4 adult health and wellness activities in a community-based setting.
2. By December 31, 2013, public health nurses will provide at least 4 population-based services or presentations aimed at meeting the health needs of special populations.
3. By December 31, 2013, public health nurses will conduct outreach on influenza immunization in at least 4 community settings.

### Family Health Clinic

The Family Health Clinic provides services that transverse the Communicable Disease Control Program, Maternal/Child Health Program, and Adult Health Program. The services of these clinics serve as a case

finder in identifying clients and families who may need extended services through one of these program areas. The goal of the Family Health Clinic is to make available to Rock County citizens low-cost nursing clinic services that provide health assessment, health information and appropriate referrals.

#### Objectives:

1. By December 31, 2013, public health nurses will provide education and information to 400 travel immunization clients via phone or clinic visit.
2. By December 31, 2013, public health nurses will assist at least 24 pregnant women to apply for medical assistance benefits via Express Enrollment and enroll in the Healthy Families First program.
3. By December 31, 2013, public health nurses will provide 24 clinics to adults being served through First choice Women's Health Center Communicable Disease Control

## ENVIRONMENTAL HEALTH DIVISION

### Food Protection And Public Lodging Program

The food protection and Public Lodging program activities are conducted by contracts with the State of Wisconsin Department of Health Services and the Department of Agriculture, Trade and Consumer Protection. Contract activities include annual routine inspections; recheck inspections, review of new businesses or change of ownership, food borne outbreak investigations, school lunchrooms, vending machines, and citizen complaints. Education of community food establishment owners and staff is a primary responsibility that promotes long-term food safety practices.

Each year citizens eat more meals from licensed retail food establishments and restaurants. Our food supply is derived from a multitude of sources and processes. Proper food safety practices in our community food establishments are an important public health function.

## Public Health Department

**Goal:** To protect the health and safety of the public that utilizes licensed food and public lodging establishments in Rock County.

### **Objectives:**

1. By December 31, 2013, the requirements of the State department of Health Services and Department of Agriculture, Trade, and Consumer Protection will be met.
2. By December 31, 2013, conduct at least one inspection of each senior citizen nutrition facility to ensure safe food handling practices.
- 3: By December 31, 2013, continue outreach to licensed establishments through quarterly newsletters and quarterly meetings of the Food Safety Advisory Committee.
- 4: By December 31, 2013, conduct twelve training visits to licensed food establishments.
- 5: By December 31, 2013, identify one educational need and conduct one training session for food establishment operators.
- 6: By December 31, 2013, reduce the number of high risk food safety violations identified in routine annual inspections by 5%.

### **Recreational Health And Safety Program**

Many recreational opportunities exist in Rock County for residents and visitors; beaches, pools, recreational educational camps and campgrounds.

These are excellent ways for social interaction and physical activity needed for a healthy life. However, stepping out of a day-to-day routine places people at risk for injury and adverse health events, such as recreational water illnesses, drowning, and other accidents. Beaches, pools, recreational educational camps and campgrounds are licensed by the Rock County Health Department and meet specific standards that reduce the public health risk for accidents and exposure to communicable disease. Contracts with the State of Wisconsin Department of Health Services require annual inspections of each licensed facility, respond to citizen complaints, recheck high risk violations and investigate disease outbreak investigations associated with these facilities.

**Goal:** To reduce or eliminate the spread of communicable disease and the risk of injury to the public who participate in recreational activities at beaches, swimming pools, campgrounds, and recreational educational camps in Rock County.

### **Objectives:**

1. By December 31, 2013 conduct an annual inspection for each licensed facility.
- 2: By December 31, 2013, respond to citizen complaints within two days regarding violation of state and local codes.
- 3: By December 31, 2013, conduct follow-up inspections within two weeks at facilities that have critical violations.
- 4: By December 31, 2013, conduct pre-inspections when new establishments' open or current ones change ownership to ensure compliance with the state and local codes.
- 5 By December 31, 2013, implement a high risk assessment plan for licensed establishments.
- 6: By December 31, 2013, decrease the number of swimming pool recheck inspections for high risk violations by 10 %.

### **Community Health and Safety Program**

The *Community Health and Safety* programs are resources to be used by Rock County residents to reduce or eliminate hazardous conditions in their home and community. Many of the improvements in health that were achieved in the 20th century resulted from improvements in housing and areas surrounding our homes. Problems from our past have not entirely disappeared. Traditional insect and rodent pests are ever-present waiting for the right opportunity to set up residence in and around our homes. Timely and adequate disposal of refuse will always be a challenge in this society. Radon and mold are examples of hazards that enter homes from the outside, are identifiable and are preventable. Health department staff have the expertise to assist citizens in reducing or eliminating these risks to their health.

## Public Health Department

Contracts with the State of Wisconsin Department of Commerce and the Department of Health Services authorize the Health Department's licensing of mobile home parks and tattoo/body piercing establishments respectively. Licensed facilities are inspected annually and other investigations as needed; such as disease outbreak investigations, responding to citizen complaints and recheck for compliance with high risk violations

**Goal:** To reduce or eliminate public health risks to citizens in their homes and in the community through the education of disease and injury prevention practices and administration of state and local regulations.

### Radon Monitoring And Risk Reduction

#### *Objectives:*

1. By December 31, 2013, provide at least 75 radon test kits to county residents.
2. By December 31, 2013, develop and implement a community awareness effort in one community with low radon testing rates.
3. By December 31, 2013, provide follow-up information to all citizens that receive results on radon test kits.
4. By December 31, 2013, increase the annual number of rural addresses testing for radon by 10%.

### Mobile Home Park Inspections

#### *Objectives:*

1. By December 31, 2013, conduct an annual inspection of each licensed mobile home park.
2. By December 31, 2013, respond to all citizen complaints within two days regarding violations of state and local codes.
3. By December 31, 2013, conduct follow-up inspections within thirty days of mobile home parks that have violations.
4. By December 31, 2013, conduct pre-inspections when new mobile home parks open or current parks change ownership to ensure compliance with the state and local codes.

### Rabies And Animal Bite Monitoring

#### *Objectives:*

1. By December 31, 2013, verify the compliance status of all animal owners issued animal bite orders by local law enforcement agencies.
2. By December 31, 2013, refer all citizens not compliant with animal bite orders to law enforcement for further action.
3. By December 31, 2013, all specimens of domestic cats, dogs and ferrets that do not complete quarantine, and wild animals with suspected risk of rabies transmission, will be submitted to the State Laboratory of Hygiene for rabies analysis.
4. By December 31, 2013, promote awareness of animal bite prevention in one community identified with high reported animal bites.
5. By December 31, 2013, solicit assistance and support from local animal interest and civic groups to implement a low cost rabies immunization clinic.

### Human Health Hazards

#### *Objective:*

1. By December 31, 2011, investigate 100% of human health hazards reported to the Rock County Health Department within 3 days.

### Lead Monitoring And Abatement

#### *Objectives:*

1. By December 31, 2013, provide a lead safe environment for 100% of children with a blood lead level  $>20 \mu\text{g/dL}$  through education and lead abatement orders.
2. By December 31, 2013, perform an environmental lead assessment and provide lead hazard reduction recommendations on 80% of

## Public Health Department

residences occupied by children with a blood lead level of 10-19 µg/dL.

3. By December 31, 2013, perform an environmental lead assessment and provide lead hazard reduction recommendations on 80% of residences occupied by children with a blood lead level of 0-9 µg/dL.
4. By December 31, 2013, 70% of owners of units that house a child with a blood lead level of 10-19 µg/dL will show compliance with lead hazard reduction recommendations.
5. By December 31, 2013, 60% of owners with units that house a child with a blood lead level of 0-9 µg/dL will show compliance with lead hazard reduction recommendations.
6. By December 31, 2013, promote childhood lead poisoning prevention by posting information on the Rock County website, issuing news releases, responding to citizens inquiring about lead poisoning hazards, and presenting two (2) educational programs.

### Tattoo And Body Piercing Establishments

#### *Objectives:*

1. By December 31, 2013, conduct an annual inspection of each licensed tattoo and body-piercing establishment.
2. By December 31, 2013, respond to all citizen complaints within two days regarding violations of state and local codes.
3. By December 31, 2013, conduct follow-up inspections within two weeks at establishments that have critical violations.
4. By December 31, 2013, conduct pre-inspections when new establishments open or current ones change ownership to ensure compliance with the state and local codes.

### Community Drinking Water Protection Program

Every person and business in Rock County depends on a daily source of clean drinking water. In this part of Wisconsin, groundwater is our sole water supply source. In addition to the municipal water supply systems in our community, there are approximately 13,000 private water wells providing water to homes and businesses throughout the county. The groundwater

protection program assists citizens and property owners with their drinking water concerns regarding bacteria and chemicals.

Goal: To protect the quality of ground water in Rock County for drinking water use.

#### *Objectives:*

1. By December 31, 2013, review two hundred (200) private well sample results for nitrate, other chemical contamination or bacteria levels.
2. By December 31, 2013, manage the Wisconsin Department of Natural Resources Safe Drinking Water contract by sampling and following up on all Transient Non-community wells.
3. By December 31, 2013, investigate 100% of citizen complaints and requests concerning ground water quality within two days.
4. By December 31, 2013 increase private well sampling in Rock County by 5% by promoting drinking water safety through posting information on the Rock County website, issuing news releases, and responding to citizen inquiries.
5. By December 31, 2013 present five (5) Ground Water Educational Programs to Rock County citizens.
6. By December 31, 2013, in coordination with Rock County Land Conservation Department, administer the county well abandonment program
7. By December 31, 2013, increase the amount of unwanted prescription drugs collected through the Prescription Drug Community Collection Program with the Cities of Beloit, Edgerton, Evansville, Milton and Janesville by 10%.

## Public Health Department

### Local Emergency Planning Committee - Extremely Hazardous Chemical Plans

#### Objectives:

1. By December 31, 2013, complete offsite plans as determined by the LEPC committee for farms using extremely hazardous chemicals.
2. By December 31, 2013, complete new and updated plans as determined by the LEPC committee for fixed facilities using extremely hazardous chemicals.

### Private Onsite Wastewater Treatment System Program

Proper treatment of wastewater has been instrumental in the reduction of communicable disease over the last century. For those living in a city or village, sewage is collected in a distribution of underground piping and treated in a central location to remove pathogens and chemicals before being discharged to a river or stream. Homes and businesses outside the municipal boundaries depend on their own means for treating wastewater called private onsite wastewater treatment systems, or POWTS. The Private Sewage Program regulates and controls the installation of these POWTS and the soil testing necessary for designing and installing a POWTS for the purpose of protecting the public health and environment.

All new installations and replacement POWTS require a permit and must be inspected by the Health Department during construction. Before a permit is issued a soil evaluation must be conducted on the property to ensure that proper soils exist for the disposal and purification of the wastewater. Also, no building can be constructed in an area without public sewer unless permits have been issued to install a POWTS. The program also monitors the maintenance, operation, and servicing of all new and existing POWTS in the County.

The program is regulated under the authority of Chapter 145, Wisconsin State Statutes, Chapter Comm 83, Wisconsin Administrative Code and the Rock County Public Health Ordinance.

Goal: To protect the public health and the environment of Rock County by ensuring that all POWTS are properly installed, repaired, and maintained.

#### Objectives:

1. December 31, 2013, complete the review of all submitted soil and site evaluation reports.
2. December 31, 2013, ensure that properly designed and installed POWTS are provided for all properties not served by public sewer.
3. December 31, 2013, administer the Wisconsin Fund Program and process all applications to assist citizens in obtaining State grants for repair and/or replacement of a POWTS.
4. December 31, 2013, administer the POWTS maintenance program for private onsite wastewater treatment systems.
5. December 31, 2013 evaluate all soil and site evaluation reports for land divisions not served by public sewer and make recommendations to Rock County Planning and Zoning Committee.
6. December 31, 2013 document that less than 2% of failing septic systems are less than 25 years of age.

### Laboratory Services Program

The laboratory provides a local service for Rock County citizens to test the drinking water quality of their private water wells. Public health recommendations are for private well owners to test their water once a year.

Goal: To provide basic drinking water analysis for citizens in Rock County

## Public Health Department

### *Objectives:*

1. By December 31, 2013, provide laboratory testing for 750 wells in Rock County.

## HEALTH EDUCATION

The goal of health education programming is to motivate a person or groups to act on learned information in order to keep the person healthier by avoiding actions that are harmful and/or taking actions that are beneficial for one's health and well being.

### *Objectives:*

1. By December 31, 2013, expand the health education program for preschool-aged children to an additional location.
2. By December 31, 2013, identify a population health need and implement an educational awareness program or conduct a community presentation on the topic.
3. By December 31, 2013, investigate and apply for mini-grants that would support current health department programming.
4. By December 31, 2013, organize and implement a coalition to investigate methods for reducing sexually transmitted infections in Rock County.
6. By December 31, 2013, represent the health department on health-related community coalitions and committees.
7. By December 31, 2013, implement the Community Transformation Grant according to grant requirements.

Karen Cain  
Karen Cain

August 3, 2012  
Date

Budget Analysis by Program											
Department	Public Health										
Programs	Public Health Nursing		Environ. Health Division		Public Health Admin.	Consolidated Contract	Drug Collection	Community Transformation Grant	STI Grant	Brownfield Grant	Budget Summary
Positions	22.40		8.80		5.40						36.60
Salaries	\$1,269,093		\$499,315		\$312,072						\$2,080,481
Fringe Benefits	\$576,307		\$226,744		\$141,715						\$944,765
Operating Expenses	\$357,685		\$140,729		\$87,955	\$211,775	\$7,000				\$805,144
Capital Outlay											(\$425,295)
Allocation of Services	(\$259,430)		(\$102,071)		(\$63,794)						
Subtotal	\$1,943,655		764716.8		\$477,948	\$211,775	\$7,000			\$0	\$3,405,095
Indirect Cost Alloc.											
Total	\$1,943,655		\$764,717		\$477,948	\$211,775	\$7,000	\$0		\$0	\$3,405,095
Revenue	(\$500,521)		(\$196,926)		(\$123,079)	(\$211,775)	(\$7,000)				(\$1,039,302)
Fund Bal. Applied											
County Share	\$1,443,134		\$567,790		\$354,869	\$0	\$0	\$0		\$0	\$2,365,793

## Administrator's Comments

### Public Health

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	36.6	36.6
Salaries	2,080,481	2,080,481
Fringe Benefits	944,765	944,765
Operating Expense	805,144	805,144
Capital Outlay	0	0
Allocation of Services	(425,295)	(425,295)
<b>Total Expense</b>	<b>3,405,095</b>	<b>3,405,095</b>
Revenue	1,039,302	1,039,302
Fund Balance Applied	0	0
Tax Levy	2,365,793	2,365,793
<b>Total Revenues</b>	<b>3,405,095</b>	<b>3,405,095</b>

The Public Health Department performs a wide variety of services in the two general areas of Public Health Nursing and Environmental Health. The Charter of the Public Health Department provides a good description of the types of services performed. The fiscal effects of the various program areas are set forth in the Budget Analysis by Program Chart. The Analysis indicates the amount of grant and user fee revenue allocated to each Division, along with the tax levy requested to subsidize the provision of each.

One thing the Public Health Department does each year to help fund services is to review the rates it charges for permits and services and recommends changes. Minor rate hikes are requested for various charges and permits in 2013. The rate schedule noting the changes in 2013 appears at the end of my comments. I am recommending the proposed permit fee and service charge increases as part of the budget.

The Department plans to continue its popular and successful RX Drug Round Up Program in 2013. There are now permanent prescription drug collection sites in several municipalities. In addition, the Department, in cooperation with others, will conduct drop-off events. The cost for the program is included in a separate account. It is fully funded through a state grant and donations in 2013.

In 2013, the Public Health Department intends to embark on two initiatives tied to grants and several personnel changes will be necessary to ensure the grant goals are achieved. A brief description of each grant and the corresponding personnel changes are noted below.

In August 2012, The Public Health Department received a \$450,000 Community Transformation Grant from the Wisconsin Clearinghouse for Prevention Services, a subsidiary of University Health Services at the University of Wisconsin- Madison. This 26 month grant has three main focus areas: reducing exposure to secondhand smoke in multi-unit housing, improving school nutrition for children, and increasing the opportunities for physical activity in the community. The grant includes funding for a grant manager/health educator position and the current Public Health employee in

the 1.0 Full Time Equivalent (FTE) Health Educator position will act as the grant manager and be funded by the grant through 2013 and into 2014. The grant will also contribute clerical time and operational costs in 2013.

The City of Janesville has asked the Public Health Department to assist with a brownfields study. To complete the health education monitoring components of this study, the Health Department has applied for a \$150,000 grant from the Agency for Toxic Substances and Disease Registry. The goal of the grant is to identify the impact that revitalization of brownfields sites can have on the health of the citizens of Janesville. To quantify this impact, the Health Department will need to commission surveys, hold community meetings, and compile and share information and data regarding the selected areas. Combining the expertise and skills of a Registered Sanitarian II and a Health Educator is the ideal way to accomplish this work. However, the time it will take to complete these duties is beyond the current available staff hours. If the grant is received, the current 0.6 FTE Sanitarian II position will be moved to full time, an increase of 0.4 Limited Term Employee (LTE) Sanitarian II for the duration of the grant. The grant would also fund 0.6 LTE of an additional Health Educator. This position would be funded 40% by Rock County and 60% through the brownfields grant. The combined 1.0 LTE position would be devoted 60% to the brownfields grant and 40% to other public health duties. If the grant is not received, the position would not be filled until 60% of 2013 has elapsed.

The Public Health Department also requests further personnel actions to meet department objectives in 2013. A 1.0 FTE Clerk Steno III will be deleted and replaced by a 1.0 FTE Administrative Secretary to better reflect the clerical demands in the department and provide a level of coordination for clerical duties. A 0.6 FTE Public Health Support Specialist became vacant in July as a result of the Women and Infant Children program no longer contracting with the Health Department to perform pregnancy and prenatal services for those over 20 years old at the Beloit Office. This position is being deleted. Finally, a 0.4 FTE Sanitarian I is deleted. Funding shortages required a review of current staffing requirements with a decision to delete this position, as it is a lower priority as we go forward into 2013.

The Cost Allocation line item of \$425,295 is closely linked to the activities anticipated for 2013. It's composed of \$261,553 of various state and federal grant amounts for items including maternal and child health, childhood lead programs, immunization, public health preparedness, and a charge-back to Local Emergency Planning Committee for preparing off-site plans. Also included in the total are the \$88,742 in Community Transformation Grant expenses and \$75,000 in personnel expense associated with the anticipated Brownfields Grant.

Also of note, the Health Department requested \$16,829 in funds be allocated in 2013 towards the purchase of computers and a multi function printer. These purchases will be made in 2012.

The recommended tax levy for 2013 operations is \$2,365,793, which is an increase of \$18,925 or 0.8% from the prior year.

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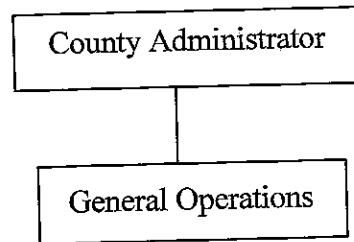
# **Proposed 2013 Rock County Health Department Public Facility Service Charges and Fee Schedule**

	<u>2012</u>	<u>2013</u>		<u>2012</u>	<u>2013</u>
<b><u>Private Sewage Program</u></b>			<b><u>Mobile Home Parks</u></b>		
Conventional Systems	\$425.00	\$430.00	1-20 Sites	\$240.00	245.00
Holding Tanks	450.00	455.00	26-50 Sites	345.00	350.00
In-Ground Pressure	550.00	555.00	51-100 Sites	400.00	405.00
Mound System	550.00	555.00	101-175 Sites	560.00	565.00
Treatment Tank	300.00	305.00	176+ Sites	590.00	595.00
At Grade	550.00	555.00			
Reconnections & Non-plumbing	210.00	210.00	<b><u>Restaurants</u></b>	500.00	505.00
Permit Renewal	110.00	110.00	Regular (simple, moderate complex)	155.00	160.00
Soil Test Recording Fee	75.00	75.00	Limited Food Service	140.00	140.00
Wisconsin Fund Application Fee	150.00	150.00	Temporary Annual	90.00	90.00
Plumbers Re-inspection Fee	75.00	75.00	Temporary – Six Day	50.00	50.00
Transfer Fee	50.00	50.00	Temporary – Three Day	40.00	40.00
			Temporary – Nonprofit	190.00	190.00
<b><u>Pools and Camps</u></b>			Mobile Restaurant Vehicle	335.00	335.00
Swimming Pools	280.00	285.00	Mobile Restaurant Service Base	135.00	135.00
Swimming Beaches	280.00	285.00			
Recreation/Education Camp	285.00	290.00	<b><u>Contract Services (School Lunch Rooms)</u></b>		
			Contract/Services-DPI Regular	485.00	490.00
<b><u>Campgrounds and Special Event Campgrounds</u></b>			Contract/Services-DPI Limited	150.00	155.00
1-25 Sites	230.00	235.00			
26-50 Sites	290.00	295.00	<b><u>Retail Foods</u></b>		
51-100 Sites	345.00	350.00	Specialty Grocery	275.00	280.00
101-199 Sites	395.00	400.00	Retail Eating Establishment	500.00	505.00
200+ Sites	490.00	495.00	Full Service Grocery	1,00.00	1,010.00
Special Event Campgrounds	200.00	210.00	Limited (pre-wrapped sandwiches)	155.00	160.00
			Novelty Ice Cream Freezer	N/A	50.00
<b><u>Hotels and Motels</u></b>			Farmer's Market	N/A	50.00
5-30 Room	290.00	295.00	Temporary Retail – Annual	140.00	140.00
31-99 Rooms	390.00	395.00	Temporary Retail – Six Day	90.00	90.00
100-199 Rooms	490.00	495.00	Temporary Retail – Three Day	50.00	50.00
200+ Rooms	545.00	550.00	Temporary Retail – Nonprofit	40.00	40.00
Tourist Rooming House	140.00	140.00	Mobile Retail Vehicle	190.00	190.00
Bed and Breakfast	140.00	140.00			
			<b><u>Tattoo and Body Piercing</u></b>		
<b><u>Other Fees</u></b>			Body Piercing Establishments	160.00	165.00
Permit Late Fee	75.00	75.00	Body Piercing & Tattoo Establishment	270.00	275.00
Re-inspection Fee- Minor	75.00	75.00	Tattoo Establishment	160.00	165.00
Re-inspection Fee – Major	225.00	225.00	Temporary Tattoo or Piercing Establishment	160.00	165.00
			Temporary Tattoo/Piercing Establishment	270.00	275.00

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

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## County Administrator



<u>Present Personnel (Full Time Equivalent)</u>	
1.0	County Administrator
2.0	Assistant to the County Administrator
1.0	Criminal Justice System Planner/Analyst
<u>1.0</u>	Confidential Administrative Assistant
5.0	Total

<u>Summary of Personnel Modifications</u>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: County Administrator

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### **KEY OBJECTIVE**

The Key Objective of the County Administrator will be accomplished by satisfying the following commitments:

County Board of Supervisors Commitment. To work with the County Board of Supervisors in support of and in the full implementation of all policy decisions.

Committee Commitment. To assist all committees established by the County Board with proper staff support including advice, counsel, and general assistance.

Taxpayer Commitment. To promote the provision of services as effectively and efficiently as possible. In broad categories these services are public works, human services, public safety and justice, health services and administrative services.

Professional Commitment. To provide services in the highest professional manner, making optimal use of available resources.

Employee Commitment. To achieve a positive return on the investment by the County in its employees through effective use of time in the completion of work.

Intergovernmental Commitment. To cooperate with local, state and federal agencies to optimize the use of public funds consistent with needs of the County and the policies and directives of the County Board.

Economic Commitment. To recognize the importance of business and agriculture in the County by directing resources to support and sustain growth of the overall economic base.

### **CRITICAL PERFORMANCE AREAS**

#### Management Work Performance Areas:

1. Planning
2. Organizing
3. Leading
4. Controlling

#### Management Budget Performance Areas:

5. Public Works
6. Human Services
7. Public Safety and Justice
8. Health Services
9. Administrative Services

#### Other Management Performance Areas

10. Public Relations

### **CRITICAL OBJECTIVES**

1. Planning. To continue the development of a departmental and countywide system of planning that supports the development of critical and specific objectives and the allocation of resources to achieve these objectives.
  - a. Forecasts. The annual budget plan is based on understood and accepted service needs as limited by realistic income projections.
  - b. Management Charters. Management charters of key and critical objectives are written annually by each department and division manager and will serve as the base from which budgets are prepared.
  - c. Action Plans. Programs, schedules and budgets are continually maintained with results reported on a

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## Charter: County Administrator

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quarterly basis to the appropriate County oversight personnel.

- d. Policies and Procedures. A policy and procedure manual is developed and maintained to communicate policies and procedures to department heads and staff personnel. Departmental policies and procedures are reviewed and revised as necessary to achieve stated objectives and in consideration of activities by committees and the County Board.
2. Organizing. To identify, arrange and relate work to achieve results with the maximum possible effectiveness at acceptable costs.

Standards:

- a. Organization Structure. The County Management Table will be updated and revised in a timely manner to account for changes in needs and/or working relationships.
  - b. Delegating Work. Delegation of responsibilities and authority will be reviewed annually with each department manager insuring understanding and acceptance by staff.
  - c. Relationships. Requirements and needs for teamwork, including line and staff relationships, are reviewed with department managers.
3. Leading. To effect the optimal use of human resources to meet objectives.

Standards:

- a. Decision Making. Managers should use a logical decision making process; identifying issues of

concern, considering alternatives and taking action to achieve approved objectives.

- b. Communication. Regular verbal and written communication with staff, committees and the County Board is maintained for understanding and acceptance.
  - c. Motivating. A quality employment situation is maintained as evidenced by an acceptable turnover rate, acceptable use of sick leave, meeting of work schedules and annual performance appraisals.
  - d. Selecting People. Systematic methods of selection and placement, consistent with State and Federal policies and labor agreements, are used to fill job positions.
  - e. Developing People. Consistent, good job performance is achieved through performance appraisals, training and prompt corrective actions when necessary.
4. Controlling. To achieve an acceptable level of operational control.

Standards:

- a. Performance Standard. Each department manager maintains performance standards through an annually approved management charter and action plan.
- b. Performance Measurements. Each department manager provides reports on progress and results against standards to appropriate committees and the County Administrator.
- c. Performance Evaluations. Performance evaluations are conducted annually for each department manager. Accepted limits of tolerance are established for self-

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## Charter: County Administrator

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control. Performance evaluations are based on approved evaluation forms.

- d. Corrective Action. Based on performance evaluations and on progress and results reports, action is taken either to correct exceptions or establish different objectives.

5. Public Works. In cooperation with the appropriate committee; to manage, evaluate and report public works activities.

Standards:

- a. Activities. The activities of public works include highways, airport, parks and vehicle maintenance.
  - b. Reporting. Financial and work progress reports by program/activity are made to committees and the County Board.
  - c. Budgeting. Budgets will project realistic income and expense forecasts by program objectives.
6. Human Services. In cooperation with the appropriate committee; to manage, evaluate and report on human services programs and activities.

Standards:

- a. Activities. The activities of human services include social services, economic support services, aging services, mental health, alcohol and other drug abuse services and developmental disabilities services.
- b. Reporting. Financial and work progress reports by program/activity are made to committees and the County Board.
- c. Budgeting. Budgets will project realistic income and expense forecasts by program objectives.

7. Public Safety and Justice. In cooperation with the appropriate committee and Elected Officials; to manage, evaluate and report on public safety and justice programs and activities.

Standards:

- a. Activities. The activities of public safety and justice include public safety and the judiciary/court attached services. Elected Officials include Circuit Court Judges, Clerk of Courts, Coroner, District Attorney and Sheriff.
  - b. Reporting. Financial and work progress reports by program/activity are made to committees and the County Board.
  - c. Budgeting. Budgets will project realistic income and expense forecasts by program objectives.
  - d. Judiciary/Court Services. Cooperation with and services to judicial and court operations is effected to the satisfaction of the Elected Officials and the Public Safety & Justice Committee.
8. Health Services. In cooperation with the appropriate committee; to manage, evaluate and report on health services programs and activities.

Standards:

- a. Activities. The activities of health services include Nursing Home operations and Public Health Services.
- b. Reporting. Financial and work progress reports by program/activity of health care and public health are made to committees and the County Board.
- c. Budgeting. Budgets will project realistic income and expense forecasts by program objectives. Planning

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## Charter: County Administrator

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will be done to deal with changing Federal and State funding methods and requirements for nursing home operations.


9. Administrative Services. In cooperation with the appropriate committee and Elected Officials; to manage, evaluate and report on administrative services programs and activities.

Standards:

- a. Activities. The activities of administrative services include legal services, fiscal services, information technology, general services, real property listing, surveyor services, planning services, land conservation services, education services and human resource services.
  - b. Elected Officials. Elected Officials with a relationship to administrative services include the County Clerk, County Treasurer, and Register of Deeds.
  - c. Reporting. Financial and work progress reports by program/activity are made to committees and the County Board.
  - d. Budgeting. Budgets will project realistic income and expense forecasts by program objectives.
10. Public Relations. To represent the County in a manner that provides for effective communication between the county government and general public that leads to an earned reputation for effectiveness, efficiency and competency.

Standards:

- a. Administrator's Office. The Administrator's Office is open to the general public and media. Initial responses to requests and complaints are immediate with advice as to further response time as may be needed.
- b. County Board. All actions of the County Board of Supervisors are positively supported and fully explained.
- c. Municipalities. Open relationships are maintained with all local government entities in Rock County to ensure optimal inter-governmental cooperation for the benefit of all taxpayers.

  
Craig Knutson, County Administrator

Department County Administrator**Budget Analysis by Program**

Programs	Admin	Boards & Comm.	Criminal Justice						Budget Summary
Positions	3.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	5.00
Salaries	\$304,164	\$45,958	\$62,739	\$0	\$0	\$0	\$0	\$0	\$412,861
Fringe Benefits	\$84,819	\$23,105	\$34,812	\$0	\$0	\$0	\$0	\$0	\$142,736
Operating Expenses	\$30,852	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,852
Capital Outlay	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$420,285	\$69,063	\$97,551	\$0	\$0	\$0	\$0	\$0	\$586,899
Indirect Cost Alloc.									\$0
Total	\$420,285	\$69,063	\$97,551	\$0	\$0	\$0	\$0	\$0	\$586,899
Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Bal. Applied									\$0
County Share	\$420,285	\$69,063	\$97,551	\$0	\$0	\$0	\$0	\$0	\$586,899

## Administrator's Comments

### County Administrator

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	5.0	5.0
Salaries	412,861	412,861
Fringe Benefits	142,736	142,736
Operating Expense	30,852	30,852
Capital Outlay	450	450
Allocation of Services	0	0
<b>Total Expense</b>	<b>586,899</b>	<b>586,899</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	586,899	586,899
<b>Total Revenues</b>	<b>586,899</b>	<b>586,899</b>

The Management Charter provides an overview of the activities of the Office of County Administrator. The Office consists of five positions including the County Administrator, two Assistants to the County Administrator, a Criminal Justice System Planner/Analyst, and a Confidential Administrative Assistant.

The Administrator's Office operated for many years with a Secretary II position along with a Confidential Administrative Assistant. One of the two positions was deleted as of August 1, 2011. Beginning in 2012, the Human Resources Department was reimbursed for 25% of the time (10 hours per week) of the Human Resources Secretary position. This provides assistance to the Administrator's Office and some relief for the Confidential Administrative Assistant. I recommend this arrangement continue in 2013.

The operational expenses in the budget request reflect a cost to continue budget. The recommended tax levy for the County Administrator's Office is \$586,899, an increase of \$961 from the prior year.

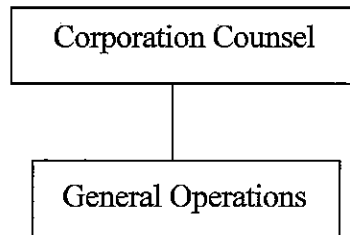
Although the costs are not reflected in this account, the activities of the County's Employee Recognition Committee merit some discussion. The Committee has focused on a number of initiatives that are intended to show appreciation to County employees for the good work they do. I am recommending that \$8,500 be budgeted for these activities in 2013, including \$6,700 in vending machine receipts and \$1,800 to be carried forward from unspent 2012 funds.

These funds, as well as a \$5,000 transfer in from the County's Health Insurance Trust Fund for employee wellness activities can be found in the Countywide section of the budget.

Funds for the Beloit Janesville Express bus route, which serves the Rock County Job Center and the Rock County Complex, have been traditionally

allocated in the Administration and Human Services sections of the budget. Due to low ridership, the Rock County Complex section of the route will be eliminated. Because of the decreased level of service, expense in this line item has been budgeted at \$14,581, a decrease of \$7,000 from the prior year.  
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## Corporation Counsel



<u>Present Personnel (Full Time Equivalent)</u>	
1.0	Corporation Counsel
2.0	Deputy Corporation Counsel
5.0	Attorney
1.0	Legal Secretary
<u>1.0</u>	Legal Stenographer
10.0	Total

<u>Summary of Personnel Modifications</u>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions Deputy Corporation Counsel	0.5	0.5
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: Corporation Counsel

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### OBJECTIVES AND STANDARDS

#### I. GENERAL

##### A. County Board/Departmental Legal Services

To coordinate all civil cases and to perform legal work for the County Board and to provide legal counsel to the County's Departments.

##### Standards:

1. To represent the County and its officers and employees in civil litigation.
2. To coordinate legal services provided to the County by WMMIC.
3. To represent the County in administrative hearings.
4. To coordinate the County's in rem tax foreclosure proceedings.
5. To assist County departments in enforcing laws and ordinances.
6. To represent the public's interest in Chapter 51 proceedings.
7. To draft legal documents.
8. To review legal documents drafted by other agencies dealing with the County.
9. To provide legal notes on all resolutions, ordinances and contracts coming before the County Board.
10. To act as parliamentarian to the County Board and to provide legal interpretations of statutes, codes, ordinances and rules.

11. To advise and counsel the County Board, County Administrator and County departments.

##### B. Labor Relations

To coordinate all litigation matters related to labor relations and to perform legal work related to grievances, discrimination allegations, prohibited practices, and union and work practices problems.

##### Standards:

1. To prepare for and represent Rock County in grievance and interest arbitrations, discrimination hearings, prohibited practices cases and other work related claims in court or before administrative agencies or assist WMMIC in such representation.
2. To work with payroll regarding interpretations and specifics of garnishment orders, wage claims and tax or other deduction problems.
3. To consult with the Human Resources Department regarding workers' compensation, health insurance or other legal issues as necessary.
4. To work with the Human Resources Department in collective bargaining.

##### C. Risk Management/Self-Insurance Operations

To assume responsibility for risk management in the workers' compensation and third-party self-insurance programs and to coordinate other insurance matters.

##### Standards:

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## Charter: Corporation Counsel

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1. To perform the administration of the risk management function.
2. To perform claims adjustments on an as-needed basis.
3. To coordinate general liability, medical and professional liability, airport liability, auto liability, excess worker's compensation and property insurance programs.
4. To test the insurance market periodically in order to assess rate levels.

### II. HUMAN SERVICES

To provide legal representation to the Rock County Human Services Department.

Standards:

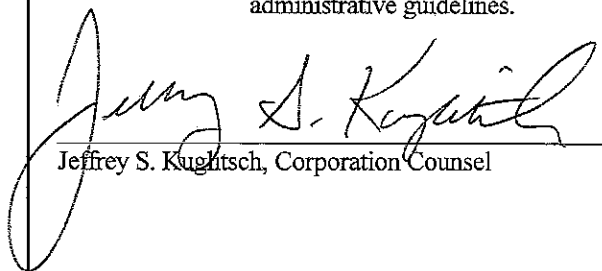
1. To provide legal representation for the County in Court cases involving children under Ch. 48 of the Wisconsin Statutes.
2. To provide legal representation for the County in Court cases involving guardianship and protective placements under Chs. 54 and 55 of the Wisconsin Statutes.
3. To provide legal representation for the County in administrative hearings under Ch. 48 and Ch. 49.
4. To attempt to recoup money due for medical assistance in third-party liability cases.
5. To function as in house counsel for the Human Services Department, advising all divisions of the Department.

### III. CHILD SUPPORT

To provide legal representation to the Rock County IV-D Child Support Program.

Standards:

To provide efficient and effective legal services in the areas of establishment and enforcement of child support orders, location of absent parents, establishment of paternity and related Court orders and establishment of medical support orders pursuant to standards and procedures established by Title IV-D of the Social Security Act, State Statutes and administrative guidelines.



Jeffrey S. Kugitsch, Corporation Counsel

Department Corporation Counsel**Budget Analysis by Program**

Programs	General	Human Services	Child Support						Budget Summary
Positions	3.50	2.00	4.00	0.00	0.00	0.00	0.00	0.00	9.50
Salaries	\$302,582	\$127,395	\$344,374	\$0	\$0	\$0	\$0	\$0	\$774,351
Fringe Benefits	\$98,815	\$39,074	\$114,651	\$0	\$0	\$0	\$0	\$0	\$252,540
Operating Expenses	\$11,679	\$8,072	\$4,937	\$0	\$0	\$0	\$0	\$0	\$24,688
Capital Outlay	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Allocation of Services	\$0	(\$175,041)	(\$463,962)	\$0	\$0	\$0	\$0	\$0	(\$639,003)
Subtotal	\$413,076	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$413,076
Indirect Cost Alloc.									\$0
Total	\$413,076	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$413,076
Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Bal. Applied	\$0	\$0	\$0						\$0
County Share	\$413,076	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$413,076

## Administrator's Comments

### Corporation Counsel

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	9.5	9.5
Salaries	774,351	774,351
Fringe Benefits	252,540	252,540
Operating Expense	24,688	24,688
Capital Outlay	500	500
Allocation of Services	(639,003)	(639,003)
<b>Total Expense</b>	<b>413,076</b>	<b>413,076</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	413,076	413,076
<b>Total Revenues</b>	<b>413,076</b>	<b>413,076</b>

The Corporation Counsel's Office currently includes eight Attorneys. The Corporation Counsel and two Deputy Corporation Counsels provide general legal services on a countywide basis. Four of the Attorneys spend all of their time providing services to Child Support. One Attorney spends all of her time providing services to the Human Services Department. In addition, one Legal Stenographer is assigned to the Human Services Department. The cost of the staff assigned to Child Support and Human Services is charged back to those departments. In 2013, this cost totals \$639,003 and appears as a "Cost Allocation" in the budget detail.

The Corporation Counsel requests a reduction of a full-time Deputy Corporation Counsel position to half time. The position became vacant through a retirement in January 2012 and has been staffed at 50% or 20 hours/week. The reduced level has been satisfactory and Mr. Kuglitsch is requesting the staff change as part of the 2013 budget. I recommend the request to reduce the 1.0 FTE Deputy Corporation Counsel to 0.50 FTE.

The Other Contracted Services line item contains \$8,000 in 2012 with \$4,000 requested in 2013 in order to fund the work of the Codification project.

Codification is the process of consolidating legislation, then organizing it into a code of ordinances (by function and/or department). Since Rock County already has an existing code, recodification is the process of updating the existing code of legislation (i.e., ordinances). The activity includes a review for inconsistencies, duplications, proper grammar, conflicts in the code and any new legislation not previously included in the code. The activity will also compare the County's Code with current state law. After completing this phase of the project, the County would select an on-line provider that would host the Code and make it available through the County's website.

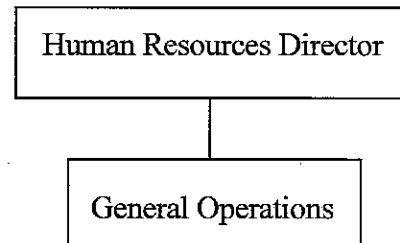
A Deputy Corporation Counsel and a subcommittee of the Rock County Board of Supervisors are undertaking the project. Funding would be used to

pay the on-line service provider to finish the project and keep it updated. If the \$8,000 is not needed in 2012, it will be carried over to 2013.

The recommended tax levy for 2013 operations is \$413,076. This is a decrease of \$66,695 or 13.9%.

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## Human Resources Department



<u>Present Personnel (Full Time Equivalent)</u>	
1.0	Human Resources Director
3.0	Human Resource Manager
1.0	Human Resources Office Coordinator
1.0	Human Resources Secretary
6.0	Total

<u>Summary of Personnel Modifications</u>		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

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## Charter: Human Resources Department

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### OBJECTIVES

1. Hiring. Administers the hiring process for all County Departments.
  - a. Administer and document the entire hiring process to ensure compliance with County Board policy and applicable laws.
  - b. Recruit for open positions including writing advertisements, screening applicants, testing and setting up interviews. Insure compliance with all affirmative action procedures.
  - c. In cooperation with the supervisor or manager of the open position, develop interview questions and conduct interviews in compliance with employment law.
  - d. Conduct thorough background and reference checks including verification of past employment and education.
  - e. Prepare letters of hire, negotiate with candidate if necessary.
2. Personnel Administration. Maintain accurate records of employee status, earnings, promotions, evaluations, and disciplinary actions.
  - a. Prepare and maintain employee files.
  - b. Make salary and wage adjustments in accordance with labor contracts and the unilateral pay plan for non-represented employees.
  - c. Develop and maintain a complete file of all job classifications.
  - d. Administer the Performance Evaluation System.
3. Salary Administration/Classification Reviews. Maintain and administer the salary compensation classification plans (union and non-union).
  - a. Provide a complete review of the Unilateral Pay Plan every three years after implementation.
  - b. Provide compensation reviews of comparables for collective bargaining purposes on an annual basis.
  - c. Provide salary studies for new positions as they are created.
  - d. Provide necessary reports as per committee or administrative request on salary data.
  - e. Review and update classification plans to ensure job description/class specifications are current and appropriate. Ensure ADA compliance.
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 and prepare a summary report annually.
  - b. As part of the Affirmative Action Plan, develop strategies to recruit and promote individuals within protected classes. Train supervisory personnel in the areas of affirmative action and diversity.
  - c. Develop policies and practices that demonstrate that differences among people are respected and appreciated.
  - d. Staff the County's Diversity work group.
5. Collective Bargaining and Contract Administration. Negotiate and administer the labor agreements covering the employees in each of the County's collective bargaining units.
  - a. Provide the County Administrator and the County Board Staff Committee with information and advice on Rock County's bargaining positions.
  - b. Prepare summaries of bargaining agreements from comparable counties on an as-needed basis for arbitration purposes. Conduct additional research on bargaining options.

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## Charter: Human Resources Department

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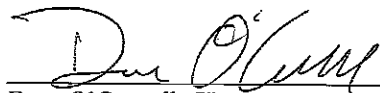
- c. Negotiate contracts that are in the best interest of Rock County as evidenced by acceptance of the County Board Staff Committee. Bargain within the parameters established by the County Board Staff Committee.
  - d. Work with unions and management to ensure proper contract administration.
  - e. Conduct a review of all contracts once a year and provide training and consultation on contract administration to all supervisory personnel on an as-needed basis.
  - f. Implement hourly rates of all affected personnel upon notification of an approved contract by the County Board.
  - g. Coordinate all changes brought about due to Act 10 + 32, Wisconsin Statutes 2011, commonly referred to the Budget Repair Bill and the Budget Bill.
6. Employee Relations. Coordinate all employee relations issues for the County.
- a. Encourage positive employee relations throughout the County.
  - b. Serve as a consultant to managers and supervisors on handling disciplinary, staff development, and employee relations issues. Ensure compliance with state and federal employment laws.
  - c. Address employee complaints including sexual harassment and discrimination complaints.
  - d. Administer the County's Personnel Ordinance and develop fair Human Resources Policies and Procedures.
  - e. Participate in the contractual grievance process and county personnel process as required by collective bargaining agreements or County policy.
- f. Prepare employee communications (i.e. "Piece of Rock", "Supervisory Newsletter", HR Connection, Intranet, newsletters, etc.)
7. Insurance and Benefits. Coordinate and maintain the County's insurance and benefit programs.
- a. Work with the County's 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.
  - d. Generate necessary data for benefit consultants to analyze for possible bid or modification.
  - e. Analyze reports to ensure savings are being maximized and reported correctly.
  - f. Oversee subrogated cases and act as designated administrator for usual and customary issues.
  - g. 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.
  - h. Assist departments with general safety concerns (i.e. building safety, safe work techniques, and developing safety work rules).
  - i. Provide staff support for the Employee Recognition Committee, the Employee Wellness Committee (Rock N'Wellness), and the Health Insurance Wellness Plan Points Committee.
  - j. Coordinate other benefit programs (i.e. the Section 125 program, life insurance, deferred compensation, EAP, etc.).

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## Charter: Human Resources Department

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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.



Dave O'Connell, Human Resources Director

Department Human Resources 2012**Budget Analysis by Program**

Programs	County-wide Human Resources	Health Insurance	RH Human Resources	County Employee Training	County Administrators Office	Safety			Budget Summary
Positions	4.21	0.36	0.18	1.00	0.25	0.00	0.00	0.00	6.00
Salaries	\$256,310	\$19,800	\$9,900	\$56,000	\$10,028	\$0	\$0	\$0	\$352,038
Fringe Benefits	\$104,132	\$10,200	\$5,100	\$23,243	\$5,570	\$0	\$0	\$0	\$148,245
Operating Expenses	\$75,596		\$8,500	\$27,985	\$0	\$50,000	\$0	\$0	\$162,081
Capital Outlay	\$1,000		\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Allocation of Services		(\$30,000)	(\$23,500)		(\$15,598)	(\$40,000)	\$0	\$0	(\$109,098)
Subtotal	\$437,038		\$0	\$107,228	\$0	\$10,000	\$0	\$0	\$554,266
Indirect Cost Alloc.									\$0
Total	\$437,038		\$0	\$107,228	\$0	\$10,000	\$0	\$0	\$554,266
Revenue	\$200		\$0	\$0	\$0	\$0	\$0	\$0	\$200
Fund Bal. Applied									\$0
County Share	\$436,838		\$0	\$107,228	\$0	\$10,000	\$0	\$0	\$554,066

## Administrator's Comments

### Human Resources Department

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Position	6.0	6.0
Salaries	352,038	352,038
Fringe Benefits	148,245	148,245
Operating Expense	162,081	162,081
Capital Outlay	1,000	1,000
Allocation of Services	(109,098)	(109,098)
<b>Total Expense</b>	<b>554,266</b>	<b>554,266</b>
Revenue	200	200
Fund Balance Applied	0	0
Tax Levy	554,066	554,066
<b>Total Revenues</b>	<b>554,266</b>	<b>554,266</b>

The Human Resources Department (HR) operates in several areas including labor relations, recruitment and selection, classification and benefits. The Charter provides a description of the various services performed by the Department. The Budget Analysis by Program chart illustrates the costs associated with each program area.

A function, which the County has been concentrating on over the past year, is safety guidelines, procedures and training. The Countywide Safety Committee was re-established and a first draft of a County Safety Procedures Manual was put together earlier this year. Luckily, these items were in place prior to a safety audit, which was conducted by the State. The audit found a number of areas where improvement was needed but did acknowledge that the County was working on improving compliance.

Some thought was given to establishing a full time Safety and Training position to work on these issues. Given the progress Mr. O'Connell and the members of the Countywide Safety Committee have made along with the assistance of our safety consultant from Willis, we feel establishing a line item to allow us to bring in additional assistance to establish safety protocols and procedures would be sufficient. This could be anything from additional professional assistance to clerical assistance to help with documentation. I am budgeting a line item of \$50,000 for this purpose. This is being offset with \$40,000 of charge backs to operating departments for work in their areas. Much of this assistance will go to the Department of Public Works given the nature of the business and potential for workers compensation injuries.

In addition to the charge back for safety, the Human Resources Department budget includes charge backs to other areas of the County budget for staff time and expenses it devotes to the Health Insurance Trust Fund (for health insurance administration) in the amount of \$30,000, Rock Haven operations (for recruitment/hiring, ads and postings, evaluations, etc.) in the amount of \$23,500, and 25% (ten hours per week) of secretarial time dedicated to assist

the Confidential Administrative Assistant in the Administrator's Office in the amount of \$15,598. The total amount of the charge backs is \$109,098.

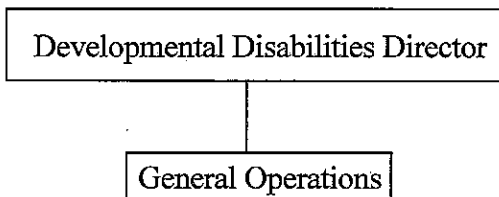
The recommended tax levy for the Human Resources Department is \$554,066, which is \$3,565 more than the prior year.

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## **E. Developmental Disabilities Board**

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## Developmental Disabilities Board



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Developmental Disabilities Director
1.0	Developmental Disabilities Deputy Director
1.0	Developmental Disabilities Financial Supervisor
1.0	MAPC Program Nursing Coordinator
1.0	Developmental Disabilities Contract Compliance Specialist
2.0	Developmental Disabilities Financial Worker
1.0	Clerk Typist I
8.0	Total

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: Developmental Disabilities Board

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### Introduction:

The Rock County Developmental Disabilities Board is the County Department, responsible, per State Statute (51.437), to provide services to Rock County residents who are developmentally disabled or who may have sustained a traumatic brain injury. Services are available to eligible individuals from birth to death. Eligible individuals may include those who are mentally retarded, have epilepsy, cerebral palsy, have sustained a traumatic brain injury, or conditions requiring similar treatment.

The proposed 2013 Budget is developed to provide necessary services to an extensive number of Rock County residents. The following is an overview of the DD Board's estimated number of individuals who will be served in 2012.

• Case Management Services	553 Consumers
• Residential (a place to live)*	328 Consumers
• Vocational (a place to work)	275 Consumers
• Board Services (Respite, nutritional, pharmacy, etc)	800 Consumers
• Children Services (family support, parenting, etc)	225 Consumers
• Community Services (day services, fiscal agents, etc)	430 Consumers
• Guardianships (WARC, LSS)	130 Consumers
• ICF-MR & Nursing Home placements	15 Consumers
• Placements @ State Centers (CWC, SWC)	18 Consumers
• Court Ordered Institutional Placements (WMHI, MMHI)	2 Consumers
<b>TOTAL SERVICES PROVIDED</b>	<b>2776 Consumers **</b>

\* Approximately 200 additional board consumers currently reside with their families.

\*\* The above figures indicate several consumers requiring two or more services. Therefore, the total reflects some duplication. The unduplicated number of consumers accessing DD Board services in 2012 is projected at approximately 1250 consumers. It is significant to note that the DD Board responds to over approximately 300 requests for services (residential, vocational, case

management, therapeutic services, and responses to emergent situations) monthly.

The Developmental Disabilities Board provides mandated services to eligible consumers by accessing numerous funding sources. Services are typically provided to the consumer by combining a variety of funds to cover the cost of necessary services.

### Objectives and Standards

#### 1. Purchase of Care - Community Support Services (100% Tax Levy or BCA dollars)

To determine if a developmental disability exists, the type of services needed to minimize a disabling condition and provide services to meet the individual citizen's needs in compliance with state statutes and standards.

#### Standards:

- a. To maintain individual service contracts or written agreements that specify the projected number of consumers to be served, units of service, unit cost if applicable, contract quality compliance, and total cost allowable as follows:
  - 1) Kandu Industries offers a five-day week, work and vocational development services for 4 consumers who are not CIP eligible.
  - 2) Catholic Charities provides counseling, consultation and training to 13 consumers.
  - 3) CESA-2 Therapeutic Learning Center provides mandated services to approximately 260 children (age's birth to 3 years of age) and their families.

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## Charter: Developmental Disabilities Board

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Prescribed services are provided totally in the individual child's natural environment.

- 4) Independent Disability Services Respite Care Program provides temporary home services and care for approximately 28 designated consumers.
  - 5) The Epilepsy Foundation of Southern Wisconsin, Inc., provides information, support and resources to approximately 450 families. This program has consumers waiting for this service. Wait times vary, based on newly diagnosed cases of a seizure disorder and the individual's ability to achieve independence and management of their disorder. Resources such as seminars, public speaking, and school alert presentations may target as many as 1,200 people throughout Rock County in order to educate the general public regarding epilepsy.
  - 6) C.E.S.A. #2 will continue to support 35 developmentally disabled consumers in competitive employment, follow-up and necessary supportive services.
- b. Written service agreements are reviewed annually and reports are submitted to members of the Developmental Disabilities Board and the Director to ensure compliance with the terms and conditions of each agreement.
  - c. Consumer satisfaction surveys are completed on a random and scheduled basis, to coincide with comprehensive quality assurance/contract compliance reviews. This information is submitted to the Developmental Disabilities Board Director and agency representatives for review.

- d. Visits (announced and unannounced) to contract agencies and consumer interviews are conducted periodically as well. Over 80 said visits have been completed in the past 12 months. Additionally, the DD Board staff serve as a knowledgeable resource, responsive to consumer suggestions, question or complaints regarding services and program operations.

### 2. Purchase of Family Care - Supervised Living Arrangements (100% Tax Levy or BCA \$)

To provide supervised living arrangements for those developmentally disabled consumers in need of such services in compliance with state statutes and standards. Includes group homes, Community Based Residential Facilities (C.B.R.F.) and supervised apartments.

#### Standards:

- a. To adhere to the service contracts or written agreements which specify the number of consumers to be served, the level of supervision provided, the units of service, the cost per unit, contract compliance, and the total cost allowable as follows:
  - 1) Dungarvin Wisconsin, Inc. provides supervised living support and guidance for 1 consumer.
  - 2) Independent Disabilities Services provides home support and service coordination to 6 developmentally disabled consumers residing independently in their own apartments.
  - 3) WARC-Guardian Friends provides Corporate Guardianship Services for up to 150 consumers.

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## Charter: Developmental Disabilities Board

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- b. To submit periodic reports to members of the Developmental Disabilities Board and the Director to ensure compliance with terms and conditions of agreements.
- c. Consumer satisfaction surveys are completed on a random and scheduled basis, to coincide with comprehensive quality assurance/contract compliance reviews. This information is submitted to the Developmental Disabilities Board Director and agency representatives for review.

### 3. Public Education and Information

#### Standards:

- a. Continue providing information annually, related to the function and operation of the Rock County Developmental Disabilities Board's Program(s) to more than 600 interested parties. This may include School Districts countywide, the court system, active service providers and prospective out of county providers. Designated DD Board staff members participate in a number of community events throughout the County aimed at educating the public about the Board's services. Annually, the DD Board distributes their updated brochure to contract agencies, interested citizens, school districts, other providers, and other counties within the state.

The number of individuals receiving fully funded County slots has decreased due to the conversion to Federal Waiver slots.

### 4. C.I.P 1-A (Community Integration Program)

A Federal Waiver Program serving people with developmental disabilities of any age who relocate from one of the State Centers or other institutional setting(s). Program focus is to assist and support individuals as they relocate to more integrated community settings.

Special programming is based on the consumer's needs; residential, vocational, and prescribed support services for 33 consumers.

### 5. Family Support Program

To provide financial support to 99 families whose children are developmentally disabled (up to age 22 years) to assist these families in maintaining their children in their own home.

### 6. Adult Family Care

To provide foster home services for 1 adult who is developmentally disabled. Consumers may wait for several years to receive this support service.

- 7. Children's Long Term Care Waiver: A federal waiver program recognizing that many children who may be at risk of being placed in an institution may be cared for in their home community, preserving their independence and promoting a more integrative setting. The Children's Waiver Program specifies that community support services will cost no more than those costs prescribed to an institutional placement. Participants in the Family Support Program are also included within this program. Currently, 99 children/families are enrolled in this specific waiver program.

### 8. C.I.P. 1-B (Nursing Home Relocation)

A Federal Waiver Program serving people with developmental disabilities of any age who are diverted from placement or are relocated from an ICF/MR Unit or skilled nursing facility. This program focuses on providing individual services to more than 553 consumers. Services include residential, vocational, and designated support to ensure safe community living experiences.

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## Charter: Developmental Disabilities Board

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9. C.O.P. (Community Options Program)

This is a special state-funded program to fully fund consumers at risk for admission to a nursing home. Services are client-specific to assist them in living in the community. These funds also fiscally supplement (used as match for federal share) consumers participating in the C.I.P. 1-A and C.I.P. 1-B Federal Waiver Programs. Currently, there are 298 (a decrease of 32 participants from last year), developmentally disabled adults on the County's COP Waiting List.

10. Brain Trauma

This federal waiver program is designed to provide services to people who have sustained a traumatic head injury. Currently 11 individuals are receiving prescribed support services. The primary focus of services is a place to live, a place to work, home support services, and implementing measures to enhance each consumer's level of functional independence.

Evaluation Criteria

C.I.P.1-A, C.I.P.1-B, C.O.P. and CSLA Programs are monitored closely by the State Department of Health and Family Services staff. In addition, CSLA/Family Support has a local advisory committee that oversees the program, visits consumers, etc. Additionally, the DD Board Contract Compliance Specialist is responsible to evaluate select programs within these categories on a scheduled basis.

Provider Certification:

In 2009, the Federal Medicaid Waiver Program (CIP 1-A, CIP 1-B, COP, CIP-II) directed that a specific protocol be implemented ensuring that all providers of a covered "waiver service" meet the standards established in Chapter 4 of the Federal Medicaid Waiver Manual, SS46.036.

Counties must create and maintain documentation which verifies that each and every provider of covered waiver services must meet the established standards in order to obtain and maintain a Federal Waiver generated "Provider's Certification". County departments must review providers on a scheduled basis

to determine that standards continue to be met. Finally, Counties must also ensure that criteria for meeting and evaluating service quality standards are built into all provider-agency agreements by policy or contract provision.

In 2012, year to date, the Department's Contract Compliance Specialist has completed the following Provider Certifications:

- 38 residential settings
- 19 vocational/day services programs
- 5 misc (inc: case management, transportation, fiscal agents, pharmacies)

School Involvement and Transition:

The DD Board maintains an active role in the 8 school districts in Rock County attending IEPs and assisting in the transition to adult services once the consumer has left the school system. Collaboration between the DD Board and the schools is critical in planning for future transition to Managed Care. To date, the Department has collaborated in approximately 25 to 30 such transitions.

Waiting Lists:

"Waiting Lists" for those services in demand continue to be maintained by the DD Board. Typically, these services are residential, vocational, or day programming services. It is important to note that service needs/requests for DD Board eligible clients remains an ever-changing and challenging process. It is also significant to note that despite efforts by the DD Board to remove eligible clients from the "waiting list", the lack of financial resources has resulting in the expansion of the number of individuals awaiting services (208 effective 07/31/12) up 26 from 2011.

The Board is required to respond to unanticipated emergency placements due to ailing/elderly parents, closures, revocations and the

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## Charter: Developmental Disabilities Board

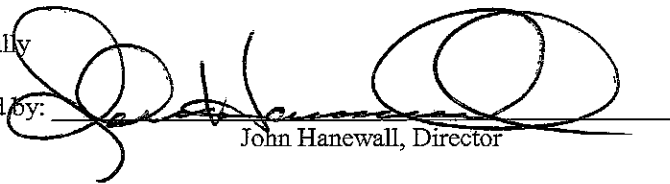
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unpredictable and/or catastrophic effects of incidents of closed head injuries. Further, it is significant to note that relocations and serving new upcoming clients on the waiting lists, who require services, are those whose support needs are much more complex and ultimately more costly. The DD Board has responded to over 3500 Request for Services transactions in the past year, oft times placing individuals on the "waiting lists" so that when services are available they are eligible. At present the estimated wait for services averages 9-10 years.

In 2009, the Developmental Disabilities Board received written notification from the State of Wisconsin Federal Waiver Program mandating that all individuals on the County maintained waiting list have a Long Term Care Functional Screen (LTCFS) completed to determine eligibility for services. The DD Board completed approximately 150 LTCFS in 2009-2010 and does so now for all incoming referrals.

Respectfully

Submitted by:



John Hanewall, Director

Department Developmental Disabilities**Budget Analysis by Program**

Programs	Admin	Purchase of Care	Family Care	Family Support	Adult Foster Care	CLTW			Budget Summary
Positions	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Salaries	\$414,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fringe Benefits	\$194,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Expenses	\$127,606	\$1,152,627	\$48,000	\$47,445	\$16,524	\$70,409	\$0		
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$736,250	\$1,152,627	\$48,000	\$47,445	\$16,524	\$70,409	\$0	\$0	
Indirect Cost Alloc.	\$135,644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$871,894	\$1,152,627	\$48,000	\$47,445	\$16,524	\$70,409	\$0	\$0	
Revenue	\$871,894	\$408,297	\$30,000	\$47,445	\$16,524	\$70,409	\$0	\$0	
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
County Share	\$0	\$744,330	\$18,000	\$0	\$0	\$0	\$0	\$0	

Department Developmental Disabilities

Programs	CIP 1-B	CIP 1-A	Brain Trauma			Budget Summary
Positions		0.00	0.00	0.00	0.00	8.00
Salaries		\$0	\$0	\$0	\$0	\$414,499
Fringe Benefits		\$0	\$0	\$0	\$0	\$194,145
Operating Expenses	\$22,948,981	\$3,424,271	\$993,694	\$0	\$0	\$28,829,557
Capital Outlay		\$0	\$0	\$0	\$0	\$0
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$22,948,981	\$3,424,271	\$993,694	\$0	\$0	\$29,438,201
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$135,644
Total	\$22,948,981	\$3,424,271	\$993,694	\$0	\$0	\$29,573,845
Revenue	\$19,981,016	\$3,314,086	\$966,079	\$0	\$0	\$25,705,750
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$2,967,965	\$110,185	\$27,615	\$0	\$0	\$3,868,095

## Administrator's Comments

### Developmental Disabilities Board

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	8.0	8.0
Salaries	414,499	414,499
Fringe Benefits	194,145	194,145
Operating Expense	28,968,967	28,968,967
Capital Outlay	0	0
Allocation of Services	(3,766)	(3,766)
<b>Total Expense</b>	<b>29,573,845</b>	<b>29,573,845</b>
Revenue	25,705,750	25,705,750
Transfer In	0	0
Fund Balance Applied	0	0
Tax Levy	3,868,095	3,868,095
<b>Total Revenues</b>	<b>29,573,845</b>	<b>29,573,845</b>

The Charter for the Developmental Disabilities Board (DD Board) provides a good description of the services provided. I encourage the reader to refer to that document. Through its Developmental Disabilities programs, Rock County provides services mandated by the State to approximately 1,300 citizens.

As noted in previous years, the Developmental Disabilities budget is a complex document. It utilizes 19 different revenue sources to provide funding for five major program areas, plus administration of those programs. Due to these multiple revenue sources, and the fact that many of the Board's activities are mandated by the State, it can be difficult to anticipate the level of services that will be required from year to year. In particular, it is nearly impossible to predict the number of emergency placements the Developmental Disabilities Board will be required to respond to and pay for each year.

Mr. Hanewall is projecting a \$580,887 need for greater county funding than budgeted for 2012. This is through a combination of shortfalls in State/Federal funding as compared to budget as well as extra costs incurred in 2012. Extra costs include:

- 1) Rehab Resources, the agency that provides the therapy component of the Birth-to-Three program, requested a \$70,500 increase on July 2012 due to a projected budgetary shortfall. The shortfall was primarily due to the increased number of children (16%) being served in the program and the increase (4%) in therapy services.
- 2) The DD Board incurred an additional cost under Institutional Care due to the fact that the Board initially was unable to obtain a provider who would serve an individual at Northern Wisconsin Center. In February 2012, the Board was able to negotiate with a residential provider to ensure the individual could be transitioned back into the community

- 3) The DD Board incurred \$45,917 in cost for a 90 day extension at Oconomowoc Developmental Training Center (ODTV) for an individual who was transitioned from DHS to the DD Board after the individual turned 18. The 90 day extension was necessary to secure and develop a community placement for the individual.

Mr. Hanewall's 2013 tax levy request totals \$3,868,095, which is an increase of \$177,467 or 4.8% as compared to the 2012 budget.

The primary factor impacting the need for additional county funding is the change in the State/Local match rate for Medical Assistance (MA) funding. The MA program requires a State/Local match to receive Federal funds. The current match rate is 39.47% State/Local and 60.53% Federal. The match for 2013 will be 40.74% State/Local and 59.26% Federal. The State requires the County to provide much of the State share of the funding for the MA Waiver programs run through the County. This 1.27% increase in the match rate will cost the County an additional \$347,560 for the various MA Waiver programs run by the Developmental Disabilities Board.

Given the fact that the County is subjected to very stringent levy limits which will allow an increase of only 0.89% in the levy for operational costs, Mr. Hanewall has had to carefully consider ways to reduce the increase in his tax levy request. Among the items worth noting are:

- 1) Most providers are being held to a 0% increase in the rates they charge.
- 2) Additional service requests and residential vacancies will be held open unless emergency placements are required.
- 3) The contribution to the Epilepsy Foundation was reduced. Mr. Hanewall explains this recommendation as follows:

"The 2013 Proposed Budget reflects a \$36,000 decrease for the Epilepsy Foundation. The DD Board met with the Epilepsy

Foundation on July 3, 2012 as part of the 2013 Budget planning process. The Epilepsy Foundation Southern Wisconsin that was located in Janesville has merged with the Epilepsy Foundation Central and Northeast Wisconsin located in Stevens Point. Together, this agency now serves 47 counties in Wisconsin. While there is no question that this agency continues to do good work in advocating, educating and advancing the understanding of epilepsy, the fact that this agency only directly serves 9 clients affiliated with the DD Board and has separate revenue/funding stream associated to serve these clients impacted the decision to make these budgetary cuts. In addition, the Epilepsy Foundation has the ability to apply for grants to fund programs such as student health training, employee awareness training, civic group presentations, and other community health education programs. In fact, most of the services provided by the Epilepsy Foundation are more global in nature and serve the community in general, as opposed to only serving the clientele of the DD Board."

Another item of note is the changes in the Children's Long Term Waiver program (CLTW). The CLTW program is a relatively new program, which provides MA waiver funding to serve children who fall into disability groups served by both the Developmental Disabilities Board and the Human Services Department (HSD). The State views CLTW funding as one funding source. Having the funds split between DD and HSD has not worked well in terms of administering the funds and reporting to the State. For administration purposes, the 2013 Budget places the funds for the CLTW program in the HSD budget. There will be agreements between the two departments as to how the funds will be used such that DD clients as well as HSD clients continue receiving services funded by CLTW. The transfer of this program to HSD relieved the DD operation of \$102,028 worth of tax levy used for the local match; this responsibility has been transferred to the Human Services Department. Without this change, the DD Board tax levy request would have been \$102,028 higher. The placement of CLTW in the HSD budget results in an "artificial" reduction of \$916,781 in the Developmental Disabilities expenditure budget. This is why there appears to be a \$589,169 or 2%

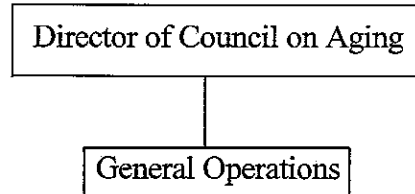
reduction in the budget as compared to 2012. If this were factored out, the budget would actually be increasing by \$327,612.

The recommended 2013 tax levy totals \$3,868,095, which is an increase of \$177,467 or 4.8% more than the prior year. #

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

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## **Council on Aging**



<u><b>Present Personnel (Full Time Equivalent)</b></u>	
1.0	Director of Council on Aging
1.0	Nutrition Program Supervisor
1.0	Transportation Program Supervisor
1.0	Mobility Manager
1.0	Information & Assistance Specialist
1.0	Benefit Specialist
1.0	Clerk-Typist III
1.0	Specialized Transit Scheduler/Clerk
8.0	Total

<u><b>Summary of Personnel Modifications</b></u>		
	<u><b>Dept. Request</b></u>	<u><b>Admin. Rec.</b></u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Upgrades</b>	0	0
<b>Re-Titles</b> Benefit Specialist to Elderly Benefit Specialist	1.0	1.0

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## Charter: Council on Aging

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### INTRODUCTION

The Rock County Council on Aging is committed to helping preserve the independence, self-worth, and dignity of all older residents of Rock County by addressing issues of preventative health, nutrition, transportation, information & assistance, benefits counseling, caregiving, independent living, elder abuse, and social needs.

#### 1. Administration

Administrative attention will be directed toward 1) planning and administering aging services; 2) advocating for elderly views, needs, and concerns; 3) promoting volunteer, educational, and recreational opportunities to encourage the contribution to and participation in community life by all older persons; 4) providing caring, professional support and information to relieve the stress of caregiving; 5) identifying gaps in services and exploring possible solutions; and 6) coordinating service delivery systems to be responsive to needs of all elderly, to maximize the use of resources, and to fill gaps in services.

#### Objectives:

- a. Collaborative partnerships to develop and strengthen formal and informal services and opportunities for older citizens who experience limitations due to advanced age or illness will continue.
- b. The Council on Aging Advisory Board will continue their efforts to assist, advise, and advocate on behalf of the older population.
- c. Efforts will be continued to increase public awareness of the Council on Aging and services offered through this department.

- d. Established interagency service and independent contractor agreements will be continued to facilitate provision of services.
- e. Required fiscal reports will be submitted to the area agency on aging, the Department of Transportation, and other funding agencies.
- f. Statistical data that complies with federal and state reporting requirements will be submitted.
- g. The County Aging Plan for Older People will be developed with input from older individuals, the Council on Aging Advisory Board, and service providers.
- h. Strategies that increase client participation and contributions will be implemented.

#### 2. Nutrition

Rock County's Elderly Nutrition Program provides persons, age 60 or over, with congregate and home delivered meals. The Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities. Because of the level of contact and because of the intrinsic relationship between nutrition and good health, the elderly nutrition program is a vital link in any effort aimed at nutrition-related prevention and health promotion.

The Rock County Nutrition Program operates congregate dining centers throughout the County, serving Monday through Friday. 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, e.g. outreach, access, nutrition education, and health promotion. Volunteer assistance is vital to

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the delivery of nutrition services. Continuing efforts are needed to adapt the sites to meet changing needs, trends, and lifestyles of older adults.

Three of the congregate dining centers serve as drop-off points for the home delivered meal program. Rock County provides meal delivery to rural residents as well as to those communities that have no program, i.e., Milton, Clinton, Footville, and Orfordville. A subsidy is provided to the Beloit Meals on Wheels Program for meals served to those at least 60 years of age. Meals are served through the home delivered meal program each day, Monday through Friday, to individuals who have no way to purchase groceries and are not capable of cooking for themselves. Frozen meals are also available for weekends and holidays. Individuals are assessed for eligibility every six months.

The congregate meal program is funded through Title III-C-1 of the Older Americans Act. The home delivered meal program is funded through Title III-C-2 of the same Act. All participants must be given the opportunity to donate toward the cost of the meals, thereby generating revenue for the nutrition program. In addition, the county receives supplemental funding through the US Department of Agriculture.

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, that are to be "spent" on Wisconsin-grown produce sold at farmers' markets and roadside stands. The Council on Aging provides nutrition-related educational material in conjunction with the vouchers.

### Objectives:

- a. Health promotion and prevention services will be provided through the nutrition programs, such as nutrition assessment, counseling, meals, exercise aimed at reducing falls and injuries, weight management and health education, service coordination for medication management, and opportunities to prevent mental decline and depression.
- b. Individualized nutrition counseling to participants who are identified as at-risk will be provided through collaboration with a registered dietitian.
- c. Health promotion activities will continue to be offered to program participants.

### 3. Transportation

The Council on Aging manages two transportation programs that provide services to the elderly, persons with disabilities, and the general public on a space-available basis. Funding is provided through Section 85.21 and Section 5310 of the Wisconsin Department of Transportation, and client fees.

The Rock County Council on Aging provides coordination of transportation services for individuals who are elderly or disabled to medical appointments outside of Rock County. This is accomplished through utilization of volunteer drivers who offer their time and use of their privately owned vehicle for this purpose. Transportation is available Monday through Friday, generally from 7:00 a.m. to 6:00 p.m., as volunteers are available. Service is curb-to-curb; meaning the passenger must be able to ambulate to the car independently. To maximize the utilization of

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## Charter: Council on Aging

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volunteer services, rides may be shared with other passengers going to the same location or to a location in close proximity.

The Rock County Council on Aging provides demand-responsive, door-to-door, specialized transportation services throughout the County with vehicles that are equipped to handle wheelchairs. Routes are scheduled on a "shared ride" basis, meaning that several passengers may be transported at one time to facilitate provision of service to as many passengers as possible.

Dispatch services are conducted by Council on Aging staff. The County contracts with Manpower, Inc. for driver recruitment and personnel services to operate the vehicles.

To be eligible for specialized transit services, an individual must be at least 55 years of age or have a disability. The general public may be provided transportation services on a "space available" basis.

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 through Friday and Saturday in both Beloit and Janesville.

### Objectives:

- a. The contract for paratransit service in the Cities of Beloit and Janesville will be continued, complying with all provisions of client service and maintenance procedures.

- b. Strategies for maximizing capacity of Rock County Specialized Transit will be continued.
- c. The fleet of vehicles will continue to be updated, as necessary.
- d. Staff will continue to work toward county transportation coordination by taking the lead role in planning for coordination.

### 4. Mobility Management

The Council on Aging, through its Mobility Manager, coordinates transportation resources for transportation disadvantaged Rock County residents. The Mobility Manager leads the countywide Transportation Coordination Committee, a group of transportation providers, human services agencies, employers and concerned citizens who work together to improve transportation for elderly, disabled and low-income individuals.

The Mobility Manager's functions are to 1) ensure that transportation disadvantaged individuals have access to affordable transportation, 2) inform Rock County residents of all transportation options through mailings, presentations and advertising, 3) provide transportation training, 4) advocate for increased transit funding, 5) expand existing transportation resources to outlying communities in Rock County which are currently underserved, and 6) improve employment transportation by establishing working relationships with Rock County employers. Funding for this position is provided through a federal New Freedom grant.

### Objectives:

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- a. Information on existing transportation resources, changes to the transportation system and new transportation options will be distributed to Rock County residents.
- b. Education and assistance will be provided to seniors, people with disabilities and low-income individuals through personal meetings and presentations at senior centers, community gatherings and places of employment.
- c. Strategies for coordinating public and private transportation providers will be implemented.
- d. The Mobility Manager will develop and implement transportation training through various means tailored to the recipient.

5. Benefit Specialist Program

Through the Benefit Specialist Program, persons age 60 and older receive broad access to benefits, entitlements, and legal rights in an effort to preserve the autonomy, dignity, independence, and financial security of older persons. The functions of the Benefit Specialist Program include: 1) to teach and empower older persons in understanding their rights, benefits, and entitlements; 2) to limit the scope and nature of benefit problems experienced by older individuals through prevention, early detection, and intervention; 3) to assist older individuals in securing maximum benefits and entitlements and in asserting and maintaining rights promised and protected by law; 4) to provide access to the system of justice by offering advocacy, advice, and representation to older persons as clients; and 5) to initiate advocacy which has consequences of broad significance

in preserving and protecting the rights and benefits of older persons.

Funding for this program is through the State of Wisconsin and Title III-B of the Older Americans Act. State Health Insurance Program funding, when available, is provided to expand benefit specialist services, mainly to support assistance with Medicare Part D enrollment.

The County employs a full-time Benefit Specialist who serves most of rural Rock County and the City of Beloit. Benefit services for the City of Janesville, rural Janesville, and Edgerton are contracted through Senior Services of Rock County, Inc.

Benefit Specialists receive extensive bi-monthly training from elder law attorneys on such issues as medical entitlements, health care financing, income maintenance, community-based services, housing, surrogate decision making, elder rights and consumer finances, and current legislation affecting seniors.

Objectives:

- a. Existing community access points will continue to be utilized at Benefit Specialist monthly outreach sites.
- b. Homebound older individuals will be served through home visits.
- c. Information on scams, frauds and other illegal activities that target the elderly will be distributed.
- d. Education and assistance will be provided to Medicare beneficiaries on prescription drug issues and choices through the Medicare Part D drug benefit and/or Wisconsin SeniorCare.

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- e. Through the Wisconsin State Health Insurance Assistance Program (SHIP), offer one-on-one counseling on Medicare.
- f. Advocacy and appeals assistance will be provided to clients when they are denied a public benefit.
- g. Referrals will be made to clients for other services provided by the Council on Aging and other community agencies.

6. Information & Assistance Program

The Information and Assistance Program provides service to older people and their family caregivers. They receive current information, advice, and consultation about aging, long-term care, and the benefits and services available to address needs related to those issues. Assistance is provided by ensuring referrals to, and assistance in accessing, an array of resources to help older people secure needed services or benefits, live with dignity and security, and achieve maximum independence and quality of life.

The Information & Assistance Specialist functions are: 1) to make it easier for older people and their caregivers to locate and access benefits and resources in their communities; 2) to provide assistance in examining needs and options before making major life changes associated with aging; 3) to offer options that can prevent or delay the need for public subsidy; 4) to enhance prevention and early intervention by providing information and linkage with resources needed to prevent deterioration; 5) to enhance inter-agency collaboration; and 6) to provide practical support for achieving the values of independence, dignity, quality of life, and consumer choice.

The county employs one full-time Information & Assistance Specialist. Funding for this service is received from Title III-B and Title III-E of the Older Americans Act.

Objectives:

- a. An annual update of resource information on available resources/providers responsive to the needs of older persons and their caregivers will be conducted.
- b. The Senior Review, the Council on Aging's monthly publication for seniors and caregivers, will continue to be published and distributed to approximately 3,000 individuals per month.
- c. Data will be collected and reported about callers to assist with making the most appropriate referrals and to identify gaps in services.
- d. Information will be provided to the public on aging issues by distributing newsletters and submitting informational items to other publications.
- e. Using data, unmet needs of the older population and their caregivers will be identified and advocacy will be initiated for changes in service provision to meet those needs.
- f. BEACON, a web-based data collection program will be used to provide reports to federal and state regulatory agencies.

7. National Family Caregiver Support Program

A program, initiated through the re-authorized Older Americans Act under Title III-E, is the National Family Caregiver Support Program. The National Family Caregiver Support Program focuses on the tremendous demands placed on family caregivers.

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The purpose of the program is to support and assist caregivers as they care for older family members and other seniors, and to minor children under their care. The majority of this funding is not for direct service; it is to be used to provide assistance to the caregiver. Minimum requirements for services include 1) information to caregivers, 2) assistance to caregivers, 3) individual counseling, organization of support groups, and training to caregivers, 4) respite care, and 5) supplemental services.

### Objectives:

- a. Information on caregiving issues will be distributed through the Council on Aging's brochures, newsletter, and website.
- b. Information will be distributed through caregiver support groups and other service agencies.
- c. Scholarships will be provided to caregivers for training sessions/workshops/seminars.
- d. Caregiver literature and caregiving tools will be purchased and disseminated.
- e. Limited respite will be funded.
- f. "Powerful Tools for Caregiver" workshops will continue to be provided to caregivers in the county.
- g. Ongoing educational opportunities will be offered to caregivers and service professionals throughout the year.
- h. The Rock County Caregiver Resource Network, a caregiver coalition, will continue to provide awareness, education, support, advocacy and resources to facilitate community partnerships for caregivers.

### 8. Health Promotion:

With funds available through Title III-D of the Older Americans Act, the Council on Aging is able to sustain efforts related to evidence-based health promotion and prevention programs. The director of the Rock County Council on Aging has been trained as a master trainer of "Living Well with Chronic Conditions", a self-management program for people living with a chronic condition. Workshops are held for older people to assist them with improving healthful behaviors and increasing their self-efficacy in managing their conditions and the problems that occur because of it.

The director of the Rock County Council on Aging is also a master trainer for the "Stepping On" program, a falls prevention program for older adults. This is a partnership between the Council on Aging and the Public Health Department. *Stepping On* involves a workshop offered once a week for seven weeks using adult education and self-efficacy principles to develop knowledge and skills to prevent falls in older adults age 65+. It also increases awareness of falls risk and helps people to be more informed about the factors contributing to their risk. The Council on Aging is collaborating with the Rock County Health Department to bring this program to the community.

"Healthy Eating for Success Living in Older Adults" is for seniors who want to learn more about nutrition and how lifestyle changes can promote better health. Group support and behavior change form the core of this program.

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## Charter: Council on Aging

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A new program in 2012 is "StrongWomen – Healthy Hearts" which is provided in collaboration with UW-Extension. This 12 week program provides older women the opportunity to improve their heart health by focusing on both nutrition and cardiovascular exercise.

Objectives:

- a. Leaders for "Living Well with Chronic Conditions" will be trained and workshops will continue to be offered throughout the county.
- b. Leaders for *Stepping On* will be trained and workshops will continue to be offered throughout the county.
- c. Continue to offer StrongWomen – Healthy Hearts.
- d. Continue to offer Healthy Eating for Successful Living in Older Adults.
- e. In accordance with policy of the area agency on aging, more evidence-based preventative health programs will be initiated in the county.

9. Other Services and Contracts:

Through the State Senior Community Services Program, the Council on Aging provides funding to the Retired and Senior Volunteer Program, which identifies and promotes volunteer activity for older adults.

The Rock County Council on Aging continues to take a leadership role in the Beloit Senior Fair, the Rock County Senior Fair and Expo, as well as other senior and health fairs held within the county.

The Rock County Council on Aging hosts a County Senior Statesmanship Program, a workshop for people interested in learning about how county government works and how it affects seniors. The program continues to be very popular.

Objectives:

- a. Continue providing services to older persons who are at risk.
- b. Continue to participate in the Elder Abuse/Adults-at-Risk Interdisciplinary Team.
- c. Council on Aging staff will continue in leadership roles in the planning and execution of senior fairs.
- d. Encourage the development of volunteer opportunities for older persons to meet the needs of other older persons and of the broader community.
- e. The Council on Aging will coordinate a County Senior Statesmanship Program.

Reviewed and Approved by:

  
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Joyce Lubben, Director of Elderly Programs

Department Council on Aging**Budget Analysis by Program**

Programs	Senior Citizen Program	Title III-B/ Community Services	Congregate Nutrition Prog/ SFMNP	Home Delivered Meals	E & H Transportation	Volunteer Driver Program	Mobility Management	Family Caregiver Prog/ Title III-D	Benefit Specialist	State Pharm. Prog/ State Health Insurance Program	Budget Summary
Positions	2.00	1.00	1.00	0.00	2.00	0.00	1.00	0.00	1.00	0.00	8.00
Salaries	\$101,056	\$42,190	\$49,536		\$85,612		\$43,691		\$39,192		\$361,277
Fringe Benefits	\$21,947	\$39,403	\$17,733		\$83,331		\$32,073		\$31,443		\$225,930
Operating Expenses	\$24,207	\$93,541	\$305,703	\$171,249	\$483,215	\$18,320	\$12,409	\$71,015	\$15,228	\$14,967	\$1,209,854
Capital Outlay											\$0
Allocation of Services	(\$95,181)	(\$38,972)							(\$52,425)		(\$186,578)
Subtotal	\$52,029	\$136,162	\$372,972	\$171,249	\$652,158	\$18,320	\$88,173	\$71,015	\$33,438	\$14,967	\$1,610,483
Indirect Cost Alloc.											\$0
Total	\$52,029	\$136,162	\$372,972	\$171,249	\$652,158	\$18,320	\$88,173	\$71,015	\$33,438	\$14,967	\$1,610,483
Revenue	\$400	\$136,162	\$372,972	\$171,249	\$573,388	\$15,525	\$88,173	\$71,015	\$33,438	\$14,967	\$1,477,289
Fund Bal. Applied											\$0
County Share	\$51,629	\$0	\$0	\$0	\$78,770	\$2,795	\$0	\$0	\$0	\$0	\$133,194

## Administrator's Comments

### Council on Aging

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	8.0	8.0
Salaries	361,277	361,277
Fringe Benefits	225,930	225,930
Operating Expense	1,209,854	1,209,854
Capital Outlay	0	0
Allocation of Services	(186,578)	(186,578)
<b>Total Expense</b>	<b>1,610,483</b>	<b>1,610,483</b>
Revenue	1,477,289	1,477,289
Fund Balance Applied	0	0
Tax Levy	133,194	133,194
<b>Total Revenues</b>	<b>1,610,483</b>	<b>1,610,483</b>

Rock County provides a sizeable and varied program of services for senior citizens funded largely from Federal and State grants. The Charter for the Council on Aging contains a good summary of the programs being provided.

Transportation is one of the major program areas provided by the department. A primary funding source for transportation programming is State Aid provided through the Wisconsin Department of Transportation.

This Section 85.21 funding requires a 20% tax levy match. In 2013, Rock County estimates it will receive \$407,825 through this grant program, which will require a County match of \$81,565.

The Transportation Program operates out of two accounts: "Elderly and Handicapped Transportation" and "Volunteer Driver Program." The "Elderly and Handicapped Transportation" account funds the van program. The County has nine vehicles in its fleet, which included the following as of August 2012:

<u>Model</u>	<u>Miles</u>
2011 Ford mini-bus	14,962
2011 Ford mini-bus	15,606
2011 Ford mini-bus	20,818
2010 Ford mini-bus	35,002
2010 Ford mini-bus	58,796
2008 Ford mini-bus	113,854
2008 Ford mini-bus	120,013
2007 Ford mini-bus	147,344
2007 Ford mini-bus	147,854

The three oldest vehicles are being replaced this year with 80% of the cost funded by Federal funds in the amount of \$109,915 and 20% funded through the Department's Vehicle Trust Fund in the amount of \$21,983. The Vehicle Trust Fund will have a balance of \$67,093 at 12/31/12. No replacements are scheduled for 2013.

The Council on Aging fleet of mini-buses is used to provide paratransit services in Beloit and Janesville. Both cities are required to provide this service during the same hours their bus systems operate. The County provides this service during the County's normal operating hours, during the weekdays before 8:00 a.m. and after 5:00 p.m., as well as extended hours on the weekends. Beloit and Janesville reimburse the County for the cost of paratransit services not covered by the Section 85.21 grant and fares.

In 2011, the State of Wisconsin contracted with Logisticare, a Medical Assistance (MA) transportation broker. As a result, beginning July 1, 2011, all specialized transit providers that service riders eligible for MA reimbursement were required to contract with Logisticare or cease providing MA billed rides. Rock County after completing a thorough analysis determined that it was not in the best interest of the County and its clients to contract with Logisticare. Since July 1, 2011, private transportation companies have contracted with Logisticare to provide MA reimbursed rides. The lack of MA reimbursed rides initially contributed to a decline in ridership. However, the number of self-pay riders has increased, in spite of a 2012 fee increase for the general public self pay clients. In-city transportation increased from \$4 to \$5 per trip and the outside city rate increased from \$5 to \$6 per trip. The net effect is Fee Income increasing from \$79,103 in 2011 (the year the MA change went into effect) to \$100,000 in 2013. The fee will remain unchanged for 2013.

The Volunteer Driver Program provides rides to out-of-county medical appointments through the use of volunteer drivers. The drivers provide their own vehicle and are paid 55 cents per mile (or the IRS rate). The program charges a 40-cent per mile fee to the riders. If more than one client shares a ride, the charge is split among the riders. The demand for this service has been declining in recent years as local health care providers offer a greater variety of specialized medical procedures that were typically not available locally in the past.

Overall, the requested and recommended budget for the transit program includes a "transfer-in" of \$8,695 from the Vehicle Trust Fund.

Another major program area for the Council on Aging is the Nutrition Program, which consists of both the Congregate Meal Program and the Home Delivered Meal Program. With falling donations, increasing meal costs, and federal aid frozen, two congregate meal sites were phased out in 2011, Scoville Hall in Beloit and Faith Lutheran Church in Janesville. Unfortunately, further financial difficulties persist and Ms. Lubben proposes to close a Beloit site (Olympian Village) in 2013. The closure will leave one remaining congregate meal site in Beloit and one in Janesville. The Olympian Village site served an average of 12.5 clients per day and clients of the Olympian Village site can attend the Grinnell Hall site, which is six blocks away.

In 2013, the Congregate Meal Program will be slightly smaller, expecting to provide approximately 27,000 meals from five locations throughout the county. The cost for each meal provided ranges from \$3.81 for bulk produced meals to \$4.39 for pre-packed meals for those with special dietary needs. Donations from those receiving the meals are expected to cover about \$1.83 of each meal provided next year.

The Home Delivered Meal Program provides about 21,500 meals per year in the rural areas and smaller communities. Ms. Lubben requests a transfer of \$30,484 from the Congregate Meal Program to the Home Delivered Meal Program. This will provide stability, prevent the program from being cut, and allow for modest growth in 2013. For a number of years, Rock County has used federal funds to provide a subsidy to the Beloit Meals on Wheels Program. In 2013, the subsidy will be \$37,000. This amount is the same as the 2012 allocation. Since the inception of the subsidy, it has been clearly communicated to the Beloit Meals on Wheels program that the subsidy would continue only as long as adequate funds remain available.

The Council on Aging also receives federal funding to assist seniors with various legal problems or issues related to benefit programs. These services are provided via contracted services and typically appear in the budget in the "Title III-B" account. Ms. Lubben indicates there is a continuing need in the community for these services, and the same amount of \$24,152 will be available for this purpose again in 2013. This funding will be split between

the \$14,185 of Legal Services contained in the "Title III-B" account and the entire \$9,967 found in the "State Pharmacy Asst. Prog." account.

Ms. Lubben has requested a title change for the Benefits Specialist to the Elderly Benefits Specialist. This change is recommended. This staff position dealing with elderly benefits is in addition to the contract noted above.

The property tax levy recommended for 2013 operations is \$133,194, which is \$2,842 or 2.2% more than the prior year.

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## Veterans Service Office

Veterans Service Officer

General Operations

### Present Personnel (Full Time Equivalent)

1.0	Veterans Service Officer
1.0	Deputy Veterans Service Officer II
<u>2.0</u>	Deputy Veterans Service Officer I
4.0	Total

### Summary of Personnel Modifications

	<u>Dept. Request</u>	<u>Admin. Rec.</u>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

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## Charter: Veterans Service Office

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### 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.

#### 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, placing of grave headstones, 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 monthly approval by the Veterans Service Commission or 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


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**Charter: Veterans Service Office**

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Veterans Donation Trust. To assist with needs not covered by  
the Veterans Service Commission.

Reviewed and Approved by:



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John Solis, County Veterans Service Officer

Department Veterans Service Office**Budget Analysis by Program**

Programs	Veterans Service Office	Veterans Relief							Budget Summary
Positions	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Salaries	\$172,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172,320
Fringe Benefits	\$77,257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,257
Operating Expenses	\$19,217	\$4,754	\$0	\$0	\$0	\$0	\$0	\$0	\$23,971
Capital Outlay	\$6,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,836
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$275,630	\$4,754	\$0	\$0	\$0	\$0	\$0	\$0	\$280,384
Indirect Cost Alloc.									\$0
Total	\$275,630	\$4,754	\$0	\$0	\$0	\$0	\$0	\$0	\$280,384
Revenue	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,000
Fund Bal. Applied		\$600							\$600
County Share	\$258,630	\$4,154	\$0	\$0	\$0	\$0	\$0	\$0	\$262,784

## Administrator's Comments

### Veterans Service Office

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	4.0	4.0
Salaries	172,320	172,320
Fringe Benefits	75,835	75,835
Operating Expense	25,393	25,393
Capital Outlay	6,836	6,836
Allocation of Services	0	0
<b>Total Expense</b>	<b>280,384</b>	<b>280,384</b>
Revenue	17,000	17,000
Fund Balance Applied	600	600
Tax Levy	262,784	262,784
<b>Total Revenues</b>	<b>280,384</b>	<b>280,384</b>

The Veterans Service Office operates out of two locations: Janesville and Beloit. The purpose of the office is to provide information and assistance to veterans and surviving spouses and children in securing federal, state, and county benefits. Due to the aging veterans population, staff are responsive to their needs by conducting some home interviews. A description of the services provided is contained in the Veterans Service Office Charter.

Mr. Solis reports that the office continues to see an increase in veterans seeking service due to the effects of the local economy, an increased client population as a result of the current war conflicts, increased health care inquiries, and an increasing number of veterans seeking additional education.

In 2011, federal Veterans Administration expenditures for benefits received by Rock County veterans totaled \$48.7 million. This amount does not include Veterans Administration Home Loans as those figures are not yet available.

In 2011, Rock County Veterans Services assisted veterans with over 4,500 requests for benefits including, compensation, pension, education, healthcare, burials, reconsiderations, appeals and miscellaneous items.

In 2012, an additional \$3,000 in community contributions was received as a result of two substantial donations from the families of deceased veterans. The unanticipated contributions are not expected in 2013 and the contributions account will stay at the \$4,000 level. State aid is expected to remain the same as previous years at \$13,000.

The Insurance Benefits line item is projected to decrease as a result of staff turnover and fewer family plans.

The Human Services Supplies/Expense line item includes expenses for outreach to veterans at various community affairs events and conferences. In 2013, Mr. Solis will be serving as President of the County Veterans Service

Officers Association of Wisconsin (CVSOAW). CVSOAW is comprised of CVSOs from 72 counties and Tribal Veterans Service Officers from 11 Native American Tribes throughout Wisconsin. Rock County will host the State Association conference next fall. No additional funding is included in the department's request as the state association covers the annual event.

The budgeted cost of providing grave care and flag holders for veteran's burials has been decreasing. The transition from plastic to aluminum holders has resulted in less frequent replacements. Additionally, unlike prior years, vandalism of veterans grave flag holders has decreased due to heightened cemetery oversight and management.

The Sundry Expense line item is used to provide small grants to indigent veterans on an emergency basis for living expenses (primarily rent assistance to keep veterans from becoming homeless). The costs are totally offset by contributions.

Equipment replacement of a copier (\$6,386) and a personal computer (\$450) in the Janesville Office is scheduled for 2013 and is recommended.

The Veteran Relief Account is used to provide short-term financial assistance to county veterans and their dependents. Funding is typically provided for such things as assistance with groceries, gasoline, and car repairs. By State Statute, the financial assistance payments made to veterans must be reviewed by the Veterans Services Commission. Three Commissioners comprise the Rock County Veterans Services Commission which meets quarterly to review the disbursements made by Mr. Solis. The budget request for 2013 is comprised of \$4,000 for Veterans Relief and \$746 for Per Meeting Allowances and FICA for the Commissioners. The Fund Balance for this account is expected to be \$1,295 as of December 31, 2012. I recommend applying \$600 of this fund balance in 2013.

The tax levy recommended for the Veterans Services Office budget as a whole is \$262,784, which is a decrease of \$8,025 or 3% from the prior year.

#

## Administrator's Comments

### Contributions: Heritage Rock County& RSVP of Rock County

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	73,661	72,222
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>73,661</b>	<b>72,222</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	73,661	72,222
<b>Total Revenues</b>	<b>73,661</b>	<b>72,222</b>

Heritage Rock County is a consortium of historical societies in Rock County. The consortium represents the Beloit Historical Society, Luther Valley (Footville), Milton Historical Society, the Grove Society of Evansville, and the Rock County Historical Society (Janesville).

In the 1970's, the County Board worked with the historical societies to form Heritage Rock County. One purpose for forming this consortium was to present one combined funding request for the historical societies each year to the County Board. In 2013, Heritage Rock County is requesting \$22,546, a 1% increase from the prior year. I recommend \$22,323, the same amount that was budgeted in 2012.

The Retired & Senior Volunteer Program (RSVP) places people age 55 and older into volunteering opportunities throughout the County. RSVP began staffing the volunteer desk in the main lobby of the Courthouse in 2001. The efforts of the volunteers are recognized and appreciated. In 2012, the County Board approved \$25,582. For 2013, RSVP is requesting the same amount. I agree and recommend this funding level.

In 2011, RSVP initiated the assisted transportation program Seniors Helping Seniors, which replaced the discontinued Senior Companion Program. This program provides "door through door" transportation, meaning not only from the home to the destination and back home, but also assisting the older person while at the destination.

RSVP Executive Director Robert Harlow requests \$25,533 in 2013 for the assisted transportation program. This is a 5% increase from what was budgeted in 2012. The request appears under the program RSVP Assisted Transportation. The United Way of North Rock County and the Stateline United Way also continue to provide funding for this program.

I recognize that Seniors Volunteering for Seniors transportation services are very popular and RSVP has had to institute a waiting list for services. Unfortunately, Rock County also has waiting lists for many services, which it is not able to address with the reduction in State and Federal funding and tax levy limits. Therefore, for 2013, I recommend contribution funding for this program remain at \$24,317.

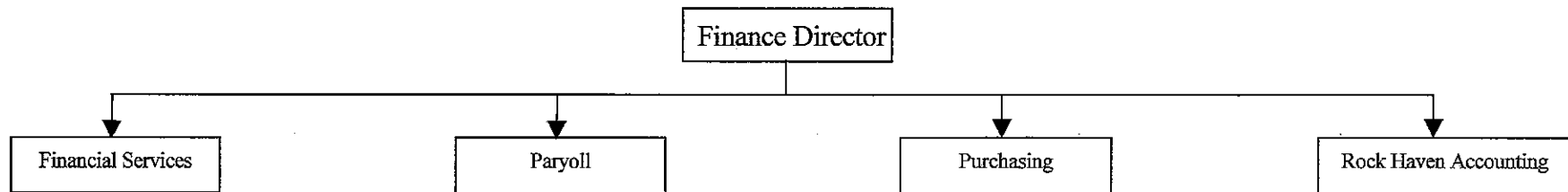
The table below summarizes the various requests and my recommendations.

Description	Request	Recommendation
Heritage Rock County	\$22,546	\$22,323
Retired & Senior Volunteer Program (RSVP)	\$25,582	\$25,582
RSVP Assisted Transportation	\$25,533	\$24,317
Total	\$73,661	\$72,222

## **G. Finance Committee**

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## Finance Director



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Finance Director
1.0	Senior Accountant/Assistant to Finance Director
1.0	Controller
1.0	Purchasing Manager
1.0	Senior Buyer
1.0	Application Support Specialist
1.0	Payroll Coordinator/Manager
1.0	Lead Payroll Clerk
1.0	Accountant
1.0	Union Accountant
3.0	Accountant Clerk III
1.0	Account Clerk II
1.0	Administrative Assistant
15.0	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Transfers</b>		
Controller to Rock Haven	1.0	1.0
Accountant to Rock Haven	1.0	1.0
Account Clerk III to Rock Haven	1.0	1.0
Account Clerk II to Rock Haven	1.0	1.0

## Charter: Finance Director

### Objectives & Standards

#### 1. General Operations

The Finance Director is responsible for the administrative and technical work required in the management of the fiscal affairs of the County.

##### Standards:

- a. Assist all County officials concerning the maintenance of financial records to conform to generally accepted accounting principles.
- b. Maintain all of the accounts of the County and all books of account as the County Board directs.
- c. Review, approve and coordinate, on behalf of the County Board, all accounting policies and procedures of the County on a continuing basis.
- d. Provide advice and counsel to all department heads to the extent necessary to ensure effective administration of approved fiscal policies, plans and programs.
- e. Provide technical analytical assistance on financial matters to the County Board, County Administrator, Department Heads and Committees.
- f. Assist the county's financial advisors in financial reporting needed for debt issuance, including continuing dialog with the county's rating agencies.

#### 2. Budgeting

Assist the County Administrator with the preparation and monitoring of the County Budget.

##### Standards:

- a. Analyze the fiscal effect of resolutions, contracts and agreements.
- b. Develop and recommend long-range fiscal programs and financial systems; review and develop information systems and programs in line with County policy and future County need.

- c. Establish and maintain 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.

#### 3. Auditing

Auditing is an independent appraisal activity for the review of operations as a service to management. It is a managerial control which functions by measuring and evaluating the effectiveness of other controls.

##### Standards:

- a. Coordinate activities of independent auditors, internal audits, and/or other financial review bodies.
- b. When directed by the County Administrator or by resolution of the County Board, examine the books and records of any County officer, board, commission, committee, trustees or other officers or employees entrusted with the receipt, custody, control or expenditure of money, or by whose certificate any funds appropriated by the County Board are authorized to be expended whether compensated for services by fees or by salary, and all original bills and vouchers on which monies have been paid out and all receipts of monies received by them.
- c. Comply with all generally accepted accounting principles and standards as promulgated by recognized accounting boards such as the Government Accounting Standards Board (GASB).

#### 4. Investments

In conjunction with the Finance Committee and the County Treasurer, annually review the policy of investments of County funds in the best interests of the County.

## Charter: Finance Director

### Standards:

- a. Through judicious management of the County's cash reserves, generate maximum investment income.
- b. Monitor the flow and timeliness of the investment of County grant and revenue funds.

### 5. Insurance

On May 1, 2007, the County became an Equity Member of the Wisconsin Municipal Insurance Company (WMMIC). The Finance Director is the County's representative to WMMIC. Duties include attending committee and board meetings, monitoring claims, processing payments, allocating premium costs and completing the exposure updates required by WMMIC.

## FINANCIAL SERVICES:

### Objectives and Standards

#### 1. General Operations

Supply satisfactory and timely accounting and financial services for Rock County and its departments according to generally accepted accounting principles.

### Standards:

- a. Process Accounts Payable claims within guidelines set by County policies/procedures and State Statutes.
- b. Maintain the county-wide General Ledger and all subsidiary ledgers.
- c. Administer the County Accounts Receivable System.
- d. Compile and distribute monthly or special financial reports, as requested.
- e. Assist departments in settlement of vendor disputes, retrieval of financial information, preparation of reports, etc.
- f. Reconcile all balance sheet accounts.
- g. Provide various schedules and reports for annual audit.
- h. Assist in preparation of annual budget.

#### 2. Management:

Provide a continuous review of current accounting policies and procedures and assist departments in establishing accounting policies and procedures.

### Standards:

- a. Further develop improvement for the expenditure analysis schedule of committee approvals.
- b. Record any changes or modifications to the budget as approved by committees or the County Board and enter the approved annual budget on the books.
- c. Provide continuous audit of individual budgeted accounts.
- d. Enhance fund accounting operations for various activities in Rock County and promote the use of Information Technology services for financial recordings.
- e. Provide centralized grant accounting services wherever feasible.
- f. Monitor enterprise accounts and non-lapsing accounts so that the funds can be used with maximum efficiency and a minimum time lag.
- g. Provide computer generated expenditure analysis and monthly trial balances.
- h. Assist departments in all areas of Financial Services upon request.
- i. Compile information and submit miscellaneous reports for State, Federal and all other organizations as required.
- j. Compile a monthly expenditure report to assist the Treasurer in the County investment program.
- k. Review committee actions for any action which requires public notification.
- l. Assist in annual budget process and calculate municipal tax apportionments from the final adopted budget.
- m. Assist auditors in their annual review of the county's operations.

## Charter: Finance Director

### PAYROLL OPERATIONS:

#### Objectives and Standards

To coordinate and manage the county's payroll operation and its related functions in accordance with the County Personnel Ordinance, labor contracts, federal and state laws.

#### Standards:

- a. Input payroll data in a timely basis to insure employees are paid as scheduled.
- b. Maintain accurate records to support payments for federal and state withholding taxes, Wisconsin Retirement System, insurance benefits, union dues and other authorized payroll deductions.
- c. Coordinate updates to the integrated personnel/payroll software program from changes in labor contracts, personnel policy, federal or state law.
- d. Implementation of security controls for the personnel/payroll software to limit access to the system to those who have the authority to process changes.
- e. File timely, accurate reports as required by federal, state or local law, rules and regulations.
- f. Prepare and distribute payroll reports and reporting forms to county departments and others on an as needed basis.
- g. Assist employees with Payroll processes and concerns.
- b. Review the Purchasing Ordinance and Purchasing Policies and Procedures Manual for potential modifications.
- c. Standardize county bidding and purchasing procedures and evaluate quality of items purchased.
- d. Provide training to county personnel on the computerized purchasing system.
- e. Maintain moveable equipment inventory.
- f. Maintain updated vendor lists.
- g. Maintain bid specifications and other purchasing information on the county's website.
- h. Oversee the disposal of County surplus through a County auction or other approved means.

  
Sherry Oja, Finance Director

### PURCHASING:

#### Objectives and Standards

To provide purchasing services under guidelines adopted by the County board and maintain an up-to-date moveable equipment inventory.

#### Standards:

- a. Oversee the county's purchasing operation, including monitoring decentralized purchasing.

Department

Finance Director**Budget Analysis by Program**

Programs	Finance Director	Financial Services	Purchasing	Payroll	Budget Summary
Positions	2.00	5.00	2.00	2.00	11.00
Salaries	\$148,806	\$222,683	\$109,388	\$93,850	\$574,727
Fringe Benefits	\$72,340	\$101,828	\$39,623	\$46,676	\$260,467
Operating Expenses	\$7,261	\$12,660	\$5,055	\$1,150	\$26,126
Capital Outlay		\$0			\$0
Allocation of Services		(\$15,000)		(\$27,228)	(\$42,228)
Subtotal	\$228,407	\$322,171	\$154,066	\$114,448	\$819,092
Indirect Cost Alloc.					\$0
Total	\$228,407	\$322,171	\$154,066	\$114,448	\$819,092
Revenue	\$0	\$210	\$0	\$2,550	\$2,760
Fund Bal. Applied					\$0
County Share	\$228,407	\$321,961	\$154,066	\$111,898	\$816,332

## Administrator's Comments

### Finance Director

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	11.0	11.0
Salaries	574,727	574,727
Fringe Benefits	260,467	260,467
Operating Expense	26,126	26,126
Capital Outlay	0	0
Allocation of Services	(42,228)	(42,228)
Total Expense	819,092	819,092
Revenue	2,760	2,760
Fund Balance Applied	0	0
Tax Levy	816,332	816,332
Total Revenues	819,092	819,092

The Financial Services Department is managed by the Finance Director and consists of the Courthouse Accounting Office, the Purchasing Office, the Rock Haven Accounting Office and Payroll. The Charter provides a good description of the types of services performed by the Department. The fiscal effects of the various service functions are set forth in the Budget Analysis by Program Chart. The Analysis indicates the amount of staff support and tax levy requested to subsidize the provision of each.

The Department has undergone significant personnel changes; staff turnover and reorganizations have resulted in significant efficiencies. A Controller position was deleted in 2012 and replaced with an Administrative Assistant position, at a cost savings of approximately \$23,531. Technically, this action is termed "under slotting." Upon adoption of the 2013 Department budget, the position change will become permanent. The 2012 budget included eliminating an Account Clerk II position in the payroll area on July 1, 2012. Due to a vacancy that occurred in January 2012, this position was eliminated in January 2012, or approximately 6 months earlier, at a cost savings of \$29,832.

A new initiative developed by the Department will allow county departments to self-enter invoices via Webform. It is hoped that all departments will be directly inputting invoices into the County's financial software by the end of 2012. Prior to this initiative, only the Department of Public Works, Rock Haven and the Human Services Department had this capability.

In 2013, the Department is requesting to transfer 4.0 FTE accounting staff to the Rock Haven cost center. As the accounting staff are physically located within the Rock Haven environs and space has been set-aside in the new Rock Haven facility, it makes sense to show the staff complement involved with the Rock Haven financial duties in the Rock Haven budget. With the transfer of Rock Haven Accounting staff costs, the Department's Cost Allocation account

would be offset by a like amount. I recommend the staffing transfer, which will also have a number of other benefits, e.g., simplify the Medicaid cost report.

The effect of the Rock Haven accounting staff transfer reduces the Finance Department's Cost Allocation account from \$374,274 to \$42,228. The remaining cost allocation functions cover the Human Services Department payroll in the amount of \$27,228, a substantial reduction from \$44,748 in the prior year; Health Insurance Trust Fund activities in the amount of \$12,150 (including retiree health insurance billing and reconciliation), and finally, dog license accounting in the amount of \$2,850.

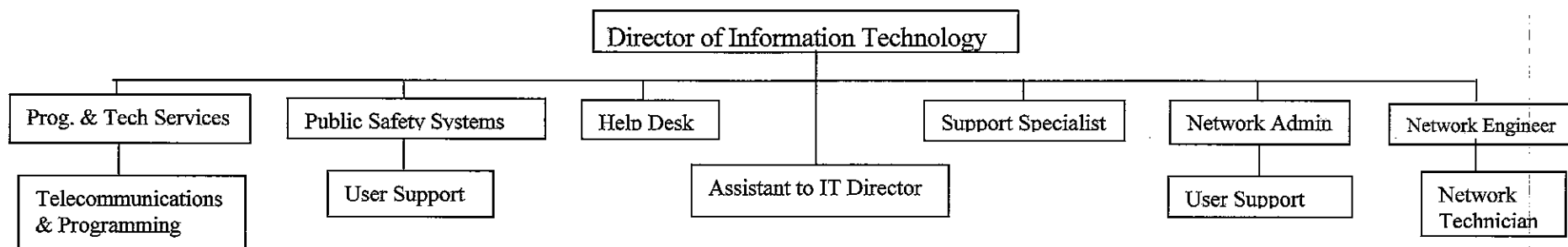
The Department is requesting a \$1,252 carryover of training funds for the payroll area due to not attending a payroll conference in 2012. I recommend the carryover. This will allow staff to attend the conference in 2013.

The Department's productivity improvements and cost efficiencies are in large part due to the investment in staff training. The Department's Training Expense account has increased in recent years, from \$3,146 in 2011 to \$8,871 in 2013. While significant, the results of increased staff training are evident. I feel the requested Training Expense is justified.

The recommended tax levy for Financial Services is \$816,332, which is a noticeable decrease of \$115,535 or 12.4% from the prior year.

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## Information Technology Department



### Present Personnel (Full Time Equivalent

1.0	Information Technology Director
1.0	Assistant to Information Technology Director
1.0	Programming & Technical Services Manager
1.0	Computer Network Engineer
1.0	Public Safety Systems Manager
6.0	User Support Specialist
5.0	Computer Programmer/Analyst II
1.0	Network Support Administrator
2.0	Network Technician
1.0	Instructor/User Support Specialist
1.0	Information Technology Support Specialist
1.0	Telecommunications/Network Specialist
2.0	Help Desk/Operations Technician
24.0	Total

### Summary of Personnel Modifications

	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: Information Technology

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### 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 Rock County's needs. Our strategic mission is to align technology initiatives with the needs of Rock County operations. These initiatives include business process-related, computer-related, and telecommunications-related activities. IT manages multiple types of computers, operating systems, and application software, supporting nearly 1000 system users at multiple locations. Additionally, we support countywide public safety systems and private businesses with needs to connect to and use county information 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 following procedure was established by the Finance Committee for setting IT priorities:

- A. All requests are submitted in writing on an IT request form.
- B. The request is evaluated by the Director of IT.
- C. An estimate of effort and cost is prepared by IT.
- D. Request approval/disapproval:
  - IT can approve request.
  - If extended effort is required, the County Administrator or the Finance Committee must approve the project.
  - Requests not approved by the Director of IT may be appealed to the Finance Committee.
- E. Request priorities.
  - Finance Committee, County Administrator or the Director of IT will set priorities for applications.

#### 2. System Development/Deployment/Enhancement

To plan for, develop, deploy, and enhance new and existing computer applications for Rock County.

##### Standards:

- A. To maintain and enhance all on-going systems to meet rapidly changing federal, state and local requirements. Approximately 80% of systems development time is spent in this area.
- B. The following areas will be worked on in the coming year:
  1. Continue to leverage our existing systems in a manner that takes advantage of the strategic information assets associated with County systems. Modifications and maintenance activities will continue with the Real Property, Land Records and Tax Receipting systems, among others, including enhancing the web-enablement of these applications as needed.
  2. Continue eGovernment initiative for developing Internet-enabled means to deliver county information and services to the public via the world-wide web.
  3. Continue to support and improve the County-Wide Public Safety Systems. This includes:
    - Replacement of countywide Law Records Management System
    - Replacement to the 911 Computer-Aided Dispatching System
    - Enhancements to the Mobile Data System and Network

## Charter: Information Technology

- Continue integrating these systems with state and federal databases and systems whenever appropriate.
  - Providing support for all municipalities that use the systems.
4. Upgrade and implement additional modules for the Payroll/Human Resource System, the Human Services System, GIS, and the Financial System.
  5. Continue to upgrade and configure our file, print, and application server systems and network to acceptable levels of fault-tolerance, security, and reliability.
  6. Train County users in the use of supported desktops, laptops, mobile devices, and applications.
  7. Continue to upgrade our PC and printer diagnostics and repair skill-sets in order to effectively manage the 'self-maintenance' process for equipment no longer under warranty or contracted support.
  8. Provide support for all other unknown and future applications.
3. Production  
To plan and implement production schedules to meet departmental needs.
- Standards:
- A. The following is a partial list of applications that will be maintained throughout the year: County Telephone Systems, including cell phones and Blackberry devices; PBX Switches, Voice Mail System & Call Detail Recording System; 51.42 Billing, State Client Services

Information Systems; Nursing Home System; Accounting and Finance Systems; Payroll/Human Resources System; Public Works Department; Human Services Client Maintenance; Property Tax Accounting; Surveyor Indexes; Cash Receipting System; eWisacwis; County- Wide Law Records Management System; Time Clock & Jail Management; E-911 CAD; Patient Trust Accounting; Health Department Systems, Register of Deeds Grantor/Grantee Tract Index; Document Imaging; PC Network Applications including Microsoft Office, E-mail, Calendar; Land Records GIS System, Web site, Internet, and Intranet. Support over 175 unique PC software applications.

- B. The applications listed under system development will be maintained when they become operational.
- C. Major Production Statistics - Anticipate printing:  
44,000 Payroll Statements/Checks, including County Board per meeting allowances  
46,000 Accounts Payable Checks  
56,000 Tax Data Mailers  
48,000 Real Estate and Personal Property Tax Bills
- D. TOTAL NUMBER OF DEVICES IN 2011:  

Printers and Plotters	373
PCs, Laptops/Tablets	1034
Time Clocks	13
Scanners and Imaging Equipment	25
Servers and Data Center Printers	63
PBX Phone Switch Sites	4
- E. TOTAL NUMBER OF USERS:  

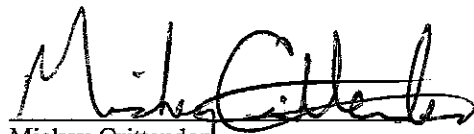
2009	2010	2011	2012
1004	1004	1017	1019

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## Charter: Information Technology

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4. Major Projects that will affect IT in 2013:
- A. Test and Implement new Tax Receipting and Real Property System.
  - B. Upgrade the County's Citrix environment to XenApp Enterprise.
  - C. Upgrade older servers and operating systems.
  - D. Add more functionality to the County's Web site, including improved GIS.
  - E. Deploy expanded document imaging throughout County operations.
  - F. Expand remote connectivity to the County's network for business continuity.
  - G. Consolidate and virtualize servers whenever possible.
  - H. Analyze County's email system and Office applications alternatives.
5. Pursue 'Best Practice' Process Improvements in the Following Areas:
- |                         |                      |
|-------------------------|----------------------|
| Asset Management        | Systems Management   |
| Business Protection     | Help Desk Management |
| User Support            | User Training        |
| IT Training             | Systems Development  |
| Phone System Management | Network Management   |
| Systems Security        | HIPAA Privacy        |
| HIPAA Security          |                      |



Mickey Crittenden  
Director of Information Technology

Department Information Technology

**Budget Analysis by Program**

Programs	Information Technology	Voice Communications	Countywide Law Records	IT Infrastruct. Projects	IT Capital Projects	Law Records Capital		Budget Summary
Positions	22.00	0.50	1.50	0.00	0.00	0.00	0.00	24.00
Salaries	\$1,507,637	\$29,219	\$78,166	\$0	\$0	\$0	\$0	\$1,615,022
Fringe Benefits	\$638,192	\$4,198	\$18,599	\$0	\$0	\$0	\$0	\$660,989
Operating Expenses	\$1,304,540	\$108,578	\$170,886	\$0	\$0	\$0	\$0	\$1,584,004
Capital Outlay	\$201,069	\$0	\$0	\$0	\$125,100	\$0	\$0	\$326,169
Allocation of Services	(\$2,666,083)	(\$141,995)	\$0	\$0	\$0	\$0	\$0	(\$2,808,078)
Subtotal	\$985,355	\$0	\$267,651	\$0	\$125,100	\$0	\$0	\$1,378,106
Indirect Cost Alloc.								\$0
Total	\$985,355	\$0	\$267,651	\$0	\$125,100	\$0	\$0	\$1,378,106
Revenue	\$1,750	\$0	\$0	\$0	\$125,100	\$0	\$0	\$126,850
Deferred Financing	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$983,605	\$0	\$267,651	\$0	\$0	\$0	\$0	\$1,251,256

## Administrator's Comments

### Information Technology Department

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	24.0	24.0
Salaries	1,615,022	1,615,022
Fringe Benefits	660,989	660,989
Operating Expense	1,584,004	1,584,004
Capital Outlay	326,169	496,069
Allocation of Services	(2,808,078)	(2,808,078)
<b>Total Expense</b>	<b>1,378,106</b>	<b>1,548,006</b>
Revenue	126,850	296,750
Deferred Financing	0	0
Fund Balance Applied	0	50,000
Tax Levy	1,251,256	1,201,256
<b>Total Revenues</b>	<b>1,378,106</b>	<b>1,548,006</b>

The Information Technology Department exists to expedite the work of the various operating Departments. Many of the operating Departments carry out work funded through state and federal sources. It is appropriate to charge back data processing costs to Departments where the costs can be borne through their state and federal funding sources. Charge-backs to Departments include both the service costs for data processing and an amount for new equipment and software being purchased for those Departments. These charge-backs appear in the "Cost Allocations" line item in the main account and total \$2,808,078.

Mr. Crittenden has proposed working on five initiatives in 2013. I have asked him to provide a description of these initiatives. His description follows:

#### **Rock County Information Technology Strategic Initiatives For 2013**

The 2013 IT budget reflects the continuance of supporting current County business processes throughout all of Rock County's governmental operations, with a specific focus on helping all county departments operate as cost-effectively as possible while meeting their departmental goals. Additionally, specific technology projects are planned to significantly improve County operations, including the following budget-affecting strategic projects, in priority sequence:

#### Project

#### 2013 Budget Effect

#### ***Tax Receipting and Real Property System Migration from HP e3000***

- *Addresses the need to migrate from current legacy system*
- *Upgrades current system to relational database technology*
- *Replaces character-based systems with GUI-based systems*

- *Retains advantages of in-house system and data*
- *Leverages staff system development skills and subject matter expertise*
- *Capital Improvement Plan project*

The objective of this currently active initiative is the migration of the Tax Receipting and Real Property systems to a newer platform from the soon-to-be obsolete HP e3000. Significant staff resources have been assigned to perform analysis, design, and development tasks for this migration project which is targeted for system testing during the second half of 2012. The tax bills that will be printed in December 2012 will be printed using the new system, and the tax receipting will be performed on the newly developed system with parallel testing using the old system. During 2013, the new system will be further enhanced to meet additional requests that are identified by the system users.

#### ***Replacement of Countywide Law Records Management System***

- *Motorola is no longer enhancing current system*
- *System is shared by 10 County Law Enforcement Agencies*
- *Includes interfaces with CAD, Mobile Data, BadgerTRACS, DA-Protect, Tipss, and WiJIS*
- *Includes implementation of Civil Process Module*
- *Allows replacement of legacy system to state-of-the-art system*
- *Already approved and funded Capital Improvement Plan project*

The existing shared Law Records Management System (LRMS) has been in use since 1999. Motorola has announced the end of major development for this product. In addition to the end of significant upgrades and enhancements to this product, the County needs to anticipate that the system will no longer be supported by Motorola at some point in the near future. The recently selected LRMS from Spillman Technologies offers additional functionality for all participating law enforcement agencies, increased

efficiencies in data entry, and significant improvements in reporting, especially in the area of mapping and GIS-based event information processing. The total projected cost of the LRMS replacement is \$750,000. The cost portion for participating municipalities will total \$170,000, and the County's share will be \$580,000. The new system installation will start in early 2013 and will be completed in approximately 12 months.

#### **Network Servers Replacements \$50,000**

- *Addresses aging servers (+ 5 years) that have increasing maintenance costs*
- *Boosts performance and throughput of existing and future applications*
- *Lowers power and cooling requirements*
- *Increases Server Virtualization capabilities*
- *Capital Improvement Plan project*

The IT department currently manages 63 servers, and a varying number of replacements are planned each year. The server replacement plan for 2013 includes four general purpose Windows servers that will be out-of-support due to age or do not meet current demand. These servers are application and database servers used by multiple County operations. In addition to addressing performance and application requirements issues, the new servers will result in lower power and cooling costs.

Two new servers will be configured to be an additional primary host 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 heretofore required separate hardware systems. This will result in operational savings in terms of lower power and cooling requirements. Additionally, two aging general application servers are targeted for replacement.

Given the expected life of at least five years, these servers are strategic assets and as such are good candidates for the use of either borrowed funds or sales tax revenue. The 2013 server replacement plan is part of the on-going CIP project that recognizes the need to refresh aging servers that are no longer meeting the County's needs.

**Citrix Upgrade to XenApp  
Enterprise Version**

**\$35,100**

- *Enhances the use of cost effective thin-client devices*
- *Boosts performance and throughput of existing and future applications*
- *Enables deployment of more robust virtual desktop technology*
- *Extends PC life-cycle*
- *Leverages existing investment in Citrix environment*

The IT department currently supports a Citrix environment that is used by several County departments for critical application delivery. This project will upgrade the Current Citrix Metaframe environment to the latest version of Citrix XenApp Enterprise. The purpose of the upgrade is to allow for the centralized patching and upgrading of application software, centralized repairing of virus effects, and the centralized provisioning of new application and operating system software within the Citrix environment, while allowing a consistent user interface from any location on any device.

**Analyze Future Options for the  
County's Email System and Office  
Applications**

- *Identifies options for replacing the Groupwise Email System*
- *Provides roadmap for getting all County departments on the same updated Office Applications*

The County's current Novell Groupwise email system has become increasingly constrained in terms of being able to integrate with

other critical applications, and the Groupwise email environment is significantly diminished as a 'state-of-the-art' email system option, particularly when it comes to taking advantage of third-party solutions that address email archiving and email management. Similarly, the County's multiple versions of Microsoft Office have become problematic for many County departments that have the requirement to share documents and data internally and with outside entities, including state and federal agencies and vendors.

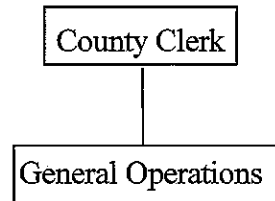
In order to address these two concerns, the IT department will formalize a project team of IT staff members and user department staff members who will be charged with identifying available related options with the goal of recommending the best solutions for the County's email system and office automation applications. While this project will not have a budgetary impact for 2013, it very likely will result in the creation of a Capital Improvement Program project to be executed starting in 2014

Two of the five initiatives proposed by Mr. Crittenden require an appropriation for hardware and/or software in 2013. The total amount of County funding needed is \$125,100. The largest cost project is the replacement of the aging network servers at an estimated cost of \$50,000. I recommend the use of \$125,100 of Sales Tax proceeds to purchase these items.

The recommended tax levy for Information Technology is \$1,201,256, which is an increase of \$44,786 or 3.9% from the prior year.

#

## County Clerk



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	County Clerk
1.0	Deputy County Clerk
1.0	Account Clerk II
3.0	Total

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Position</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b> Account Clerk II To County Clerk Specialist	1.0	1.0
<b>Upgrades</b>	0	0

## Charter: County Clerk

### 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**

Perform duties as required by statute as the Clerk to the County Board and perform the directives as required by the Board.

##### Standards:

- a. The County Clerk shall apportion the county tax and the whole amount of state taxes and charges levied upon the county, as certified by the Department of Administration, among the towns, cities and villages of the county, according and in proportion to the valuation thereof as determined by the department of revenue. The County Clerk shall carry out in the record book, opposite the name of each in separate columns, the amount of state taxes and charges and the amount of county taxes so apportioned thereto, and the amount of all other special taxes or charges apportioned or ordered, or which the clerk is required by law to make in any year to any town, city or village, to be collected with the annual taxes. The Clerk shall certify to the clerk of and charge to each town, city and village, the amount of all such taxes so apportioned to and levied upon it, and shall, at the same time, file with the county treasurer a certified copy of each apportionment and send an original to the Dept. of Revenue. (State Statute 70.63)
- b. In accordance with County policy, email legal notices to the designated county newspaper, as designated by County Board via resolution on an annual basis. Publish all legal notices/minutes/transfers for the County Board and transfers from the General Fund or Contingency Fund for the Finance Committee

within 10 days according to statute (ss. 65.90 (5)(a)). Post all agendas and legal notices in timely manner and according to state statute (ch. 985).

- c. The County Board minutes contain information regarding a new/amended county ordinance 2 weeks prior to adoption stating that the ordinance is available in the County Clerk's office for public inspection. Upon adoption copies of new/amended county ordinances are mailed to municipal clerks and inserted into the Official Code Book in the County Clerk's office. Complying with Wis. Stats. 66.0103 eliminate the need to comply with the publication requirements of Wis. Stats. 59.14 per Corporation Counsel.
- d. Maintain various county records, a county contract file, and resolution file and compile official bound books of County Board minutes annually.
- e. Record, compile and distribute County Board minutes. Email minutes to the County designated newspaper for publication within 10 days of the meeting and the County Board minutes to be posted to the County's website.
- f. Pay all disbursements by written order from the County Clerk to the County Treasurer as cited in ss. 59.25(3)(b). No orders are to be issued for funds not appropriated under ss. 65.90(5).
- g. County property is held by the Clerk in the name of the County. All deeds, contracts and agreements made on behalf of the County under the direction of the Board (ss.59.06), when signed by the clerk with the County Seal attached are valid and binding on the County.
- h. The Clerk shall receive and file the official oaths and bonds of all County officers and shall file an impression of the County Clerk's seal in the office of the Secretary of State upon the commencement of each two-year term of office for County Supervisors and four-year term for county officials.
- i. The Clerk shall make a full report to the Board at the annual meeting of the total collections and disbursements for the prior year, the operational expense, General Fund balance, Contingency Fund balance, and provide a list of supplementary appropriations.
- j. At the County Board annual meeting, the Clerk shall prepare a list of all checks that have remained unpaid for two years and, by resolution of the County Board, the checks shall be cancelled. A new order for payment may be issued to an individual on the list within six years of the date of the check and without interest when

## Charter: County Clerk

application is made to the County Board Chair and County Clerk upon presentation of proper identification. The individual will be paid the amount listed in the County Board resolution for cancelled checks over two years old per state statute 59.64(4)(c).

- k. Ensure that the duties of the County Clerk are carried out in accordance with State Statutes and federal 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 on the Thursday following the election; certify results to the Government Accountability Board – elections division; 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 Unity Software. Proof all ballot styles and send to the printer by deadline set by GAB. Official ballots are shipped directly to municipal clerks and the County Clerk distributes additional election supplies at least 22 days prior to Election Day.
- e. Each election, the prom packs used in the optical scan equipment and flashcards for the handicapped voting machines are programmed by the County Clerk to reflect the current election and to read the current ballots. Test Packs are developed from sample ballots. Packs, flashcards, and equipment are tested prior to distribution to municipal clerks.
- f. Election results are received from each municipal clerk on election night either by modem or by telephone. 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.

- g. A Board of Canvass meeting is held on the Thursday following the election to review and certify results to GAB. The Board of Canvass may have to reconvene 7 days after the General Election to count military absentee ballots in fall general elections as required by law.
- h. The State Elections Board may require election Audits if the final total in any municipality differs by 2%. Random audits by GAB will take place beginning November 2008 and continue indefinitely.
- i. Election Security Procedures (ELBd 5) are now in place for equipment and an Emergency Contingency Plan has been established for each Election Night.
- j. Paper documentation is prepared with the Clerk's seal certifying the final results of the election following the Board of Canvass. The Clerk e-mails a canvass report to the state, mails an original certified report to the Government Accountability Board 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 District Attorney.
- 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. SVRS - Municipalities with less than 3,000 registered voters may contract with the county to maintain their state voter registration system and are charged a maintenance fee as set by the Finance Committee subject to periodic review. The Clerk's staff performs the changes/additions/updates to the Statewide Voter Registration System after each election. The Clerk's office runs absentee voter lists or voter registration lists for each municipality that the County contracts with prior to each election and performs election management for those municipalities as required under the state system in accordance with HAVA Requirements.
- o. Assist in the mandated (HAVA Requirements) training of Chief Inspectors for Rock County.
- p. Meet all the HAVA requirements or law changes as mandated/required by Federal Law & the Government Accountability Board in 2008.

## Charter: County Clerk

- q. Provide local election education and help with accessibility to the elections division of the Government Accountability Board to those seeking election and elected officials as requested.

#### 4. Licensing Procedures

Issue marriage, DNR licenses and dog licenses in accordance with State Statutes Chapters 765, 29, 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. DNR: Issue hunting and fishing licenses with proper identification and collect the current fee. Invoice all licenses sold and reconcile cash drawer to all fees collected daily. Make daily deposits to the County Treasurer for marriage licenses, DNR licenses and all other revenues collected. The County Treasurer remits marriage license fees/dog license fees to the State of Wisconsin. Fees are collected by the state via ACH debit transfer weekly. Rock County is selling hunting and fishing licenses on a revised DNR ALIS system with audits done periodically by the DNR.
- c. 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.
- d. WORK PERMITS: Using proper documentation, issue work permits to minors, collect fees and distribute appropriate copies to DWD and appropriate school districts. (as per ss. 103.65 and DWD permit officer's handbook)
- e. DMV: The County Clerk is an agent to provide limited motor vehicle services such as registration renewals and titles. A convenience fee is charged over and above the regular fee charged by the Department of Motor Vehicles.

##### 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.

#### 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, hunting and fishing 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.

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## Charter: County Clerk

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- f. Assist auditors in their annual review of the County Clerk's office operations including payroll operations.
- g. Administer oaths to all individuals, including staff, who will perform the duties of Deputy Clerk for the issuance of game licenses, marriage licenses, passports, working on election night and perform the county canvass.
- h. Maintain all necessary records as established by law or Wisconsin Statutes.
- i. Compile information and submit timely all necessary reports to government agencies.
- j. Attend meetings as directed by the Board, Human Resources and Administrator.
- k. Seek professional development opportunities to continually enhance and improve the position of County Clerk and its office.

7. **Public Relations**

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

**Standards:**

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



Lorena R. Stottler, County Clerk

Department County Clerk

**Budget Analysis by Program**

Programs	Admin/ Clerk to Co. Board	Licenses & Passports	Elections				Budget Summary
Positions	1.00	1.00	1.00	0.00	0.00	0.00	3.00
Salaries	\$51,347	\$51,347	\$51,347	\$0	\$0	\$0	\$154,042
Fringe Benefits	\$22,287	\$22,287	\$22,287	\$0	\$0	\$0	\$66,861
Operating Expenses	\$5,635	\$8,866	\$48,777	\$0	\$0	\$0	\$63,278
Capital Outlay	\$900	\$0	\$0	\$0	\$0	\$0	\$900
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$80,169	\$82,500	\$122,411	\$0	\$0	\$0	\$285,081
Indirect Cost Alloc.							\$0
Total	\$80,169	\$82,500	\$122,411	\$0	\$0	\$0	\$285,081
Revenue	\$0	\$104,250	\$19,980	\$0	\$0	\$0	\$124,230
Fund Bal. Applied							\$0
County Share	\$80,169	(\$21,750)	\$102,431	\$0	\$0	\$0	\$160,851

## Administrator's Comments

### County Clerk

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	3.0	3.0
Salaries	154,042	154,042
Fringe Benefits	66,861	66,861
Operating Expense	63,278	63,278
Capital Outlay	900	900
Allocation of Services	0	0
<b>Total Expense</b>	<b>285,081</b>	<b>285,081</b>
Revenue	124,230	124,230
Fund Balance Applied	0	0
Tax Levy	160,851	160,851
<b>Total Revenues</b>	<b>285,081</b>	<b>285,081</b>

The Charter for the County Clerk contains a good general summary of the functions of the office. The budget for the County Clerk is contained in two accounts titled "County Clerk" and "Elections."

The tax levy request for the County Clerk account is \$132,054, which is an increase of \$2,981 or 2.3%.

The "County Clerk" account contains revenues and expenditures for general office operations. One of the revenues is from the issuance of marriage licenses. The current marriage license fee is \$95. The fee was increased by \$5 in 2012 and had not been revised since 2007. The County Clerk's budget keeps \$50, the State retains \$25 and \$20 goes to Family Mediation Services. Marriage License revenue in 2013 is anticipated at \$38,750, the same level as 2012.

Another revenue source is passport application fees. This revenue source peaked in 2007. Ms. Stottler's revenue projection for 2013 is \$52,500, which is the same as the 2012 budgeted amount.

Ms. Stottler has implemented a number of new services for the Office. Included are taking passport photos and providing some services typically available through the State's Division of Motor Vehicles. These efforts provide services to our citizens and generate fees to offset office costs, which is appreciated.

Ms. Stottler has requested a title change for the Account Clerk II position to County Clerk Specialist. The requested change more accurately reflects the current duties of the position and is recommended. No additional funding is necessary.

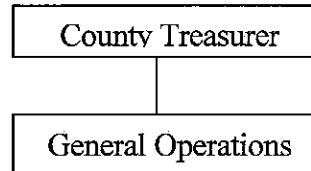
The Office's expenditure requests for 2013 are very reasonable. The Office is scheduled for replacement of two personal computers totaling \$900.

The recommended tax levy in the "County Clerk" account is \$132,054. This is an increase of \$2,981 or 2.3%.

The 2013 departmental levy request for "Elections" is \$28,797, which is \$47,360 less than the levy in the 2012 Budget. The "Elections" account fluctuates widely from year to year due to the election cycle. Next year will be one of the least busy years in the four-year election cycle. (After having experienced one of the busiest election years in 2012.)

I recommend \$28,797 in tax levy request for the "Elections" account, which is a decrease of \$47,360 from the prior year.

## County Treasurer



### Present Personnel (Full Time Equivalent)

1.0	County Treasurer
1.0	Deputy County Treasurer
1.0	Accountant
2.0	Account Clerk II
5.0	Total

### Summary of Personnel Modifications

	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Transfers	0	0
Upgrades	0	0

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## Charter: Treasurer

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### 1. Office of Treasurer

The County Treasurer shall perform duties according to Wisconsin State Statutes.

Standards:

- a. Reconcile and settle three times annually with municipal treasurers for all collections received for current year tax roll, five times annually for the City of Beloit.
- b. Reconcile and settle twice annually with State Treasurer for State's share of current year tax roll.
- c. Reconcile and settle annually with all non municipal taxing jurisdictions in Rock County including school districts, sanitary districts and technical colleges.
- d. Administer the Lottery and Gaming Tax Credit and certification. Reconcile and settle lottery credit annually with all taxing jurisdictions.
- e. Report and pay timely to the State Department of Revenue all fines and forfeitures, marriage license fees, dog license fees, probate fees, birth certificate fees, title transfer fees, sales tax and all occupational taxes.
- f. Issue a tax certificate annually on all real estate parcels which remain unpaid when current tax year becomes delinquent which starts the two-year redemption period.
- g. Serve as treasurer for all County drainage districts.
- h. Administer and collect Land Use Value Conversion Charges.

- i. Advertise and disburse unclaimed funds.
- j. Administer the oath of office to the person(s) who will perform the duties of Deputy County Treasurer.
- k. Cancel all tax certificates that become void by virtue of the statute of limitations (after 11 years) and certify cancellation to municipal treasurer if required.

### 2. Tax Collection and In Rem Foreclosure Action

Standards:

- a. Collect and process real estate taxes, special charges, special assessments, managed forest land taxes, DNR payments, delinquent real estate taxes, delinquent special charges and delinquent special assessments, plus interest and penalty.
- b. Compile special charges and assessment taxes paid and reimburse the 29 municipal taxing districts on a monthly basis.
- c. Collect the first installment taxes for 20 of the 29 municipalities and reconcile the proceeds for distribution to those municipalities.
- d. Approve and mail final installment tax notice for roughly 26,000 parcels yearly.
- e. Communicate with delinquent property taxpayers through conventional collection procedures and offer payment plans to assist delinquent taxpayers.

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## Charter: Treasurer

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- f. Prepare, file and maintain all real estate tax claims according to the Bankruptcy Court for property owners who file bankruptcy.
- g. Execute the legal title searches for In Rem foreclosure applications and prepare all necessary papers for Court action giving fee simple title to the County.
- h. View foreclosed property with Finance Committee to set sale prices.
- i. Proceed with In Rem Foreclosure and subsequent sale of acquired property to insure a sufficient tax base for the County.
- j. Maintain a current name and address file for all County parcels to ensure tax bills and information are forwarded to the proper person or place.

### 3. Management Operations

#### Standards:

- a. Collect, receipt and deposit all money from individuals and County departments on a daily basis.
- b. Confirm on a daily basis with the Accounting Office the disbursement balance and receipts recorded for the previous day's collections.
- c. Initiate all wire transfers, ACH Debits and ACH Credits for Debt interest and penalty payments, State and Federal payments, Deferred Compensation and Employee Benefits

Program plus maintain all State Pool transfers between accounts and the working bank.

- d. Monitor the on-line bank program for accurate accounting of all monies in the working bank, including transmitting check files electronically to protect against fraud.
- e. Distribute payroll checks to all County departments.
- f. Properly administer and reconcile the Master account and four zero balance accounts for Payroll, General, and Health Benefit checks in the working bank.
- g. Reconcile and monitor three Planning and Development checking accounts, four Council on Aging Nutrition accounts, the Rock County Drainage District checking account, an ACH payment account, the Clerk's DMV account and various grant checking accounts.
- h. Maintain and reconcile all Credit Card payments of taxes according to reports from the Credit Card Company and the working bank.
- i. Maintain an accurate accounting of all money received and deposit by ACH to municipalities' accounts during the first installment collection of taxes.
- j. Initiate all stop payment notices to working bank for lost or stolen checks, forgery, fraud or voided checks from all departments.
- k. Record and monitor all amounts from dishonored checks plus required fee.

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## Charter: Treasurer

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- l. Request a replacement check for all stop payment checks after the County, per County policy, has received one bank statement.
  - m. Arrange list of checks that have remained unpaid for two years for presentation to the County Clerk for preparation of a resolution for the County Board.
  - n. Compose resolution for annual County Board meeting of all illegal tax cancellations.
  - o. Maintain records and research information on County brownfield properties.
  - p. Assist auditors in annual review of Treasurer's operations and investments.
  - q. Prepare and record payment agreements as related to delinquent property taxes.
  - r. Coordinate with Purchasing Department and Finance Director the RFP for the financial management program of Rock County.
  - s. Distribute tax bill CD's to mortgage and title companies, banks and realtors.
  - t. Maintain a record retention/destruction schedule according to state laws.
  - u. Attest on new plat maps and Certified Survey Maps when required that there are no unpaid taxes on the property prior to recording.
  - v. Upon request, attribute to each new parcel its value for parcels that are divided or split during the calendar year.
  - w. Process and pay County and State's share of unpaid personal property taxes from prior year to local municipalities. Bill the State its share of total amount of chargebacks.
  - x. Inform and instruct all municipal treasurers of any changes in procedures or law concerning their office duties as related to the County Treasurer's office.
4. Investment Policy
- Standards:
- a. Monitor County's cash balances on a daily basis to ensure funds are available to meet twice weekly cash disbursements and bi-weekly payroll.
  - b. Monitor investment cash balances daily to obtain the maximum amount of interest income for the County each year.
  - c. Work with the Finance Director, Finance Committee and Investment Advisors to execute an investment policy in the best interest of the County.
  - d. Per investment policy, invest in Certificates of Deposit throughout the County and State.
  - e. Review all Cash Management investments to ensure County is sufficiently funded to buy out all taxing jurisdictions tax roll each August.

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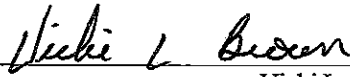
## Charter: Treasurer

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5. Public Relations Standard

Standards:

- a. To inform citizens of Rock County, through appearances at community and service club meetings, through releases to the local media, and during tours of the Courthouse, of the services and information available through the County Treasurer's Office.
- b. Inform taxpayers of the Lottery & Gaming and Homestead Credits, and Property Tax Deferral programs, and any other property tax assistance programs.



Vicki L. Brown, Treasurer

## Administrator's Comments

### County Treasurer

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	5.0	5.0
Salaries	219,739	219,739
Fringe Benefits	110,968	110,968
Operating Expense	72,103	72,103
Capital Outlay	6,386	6,386
Allocation of Services	0	0
<b>Total Expense</b>	<b>409,196</b>	<b>409,196</b>
Revenue	2,360,690	2,360,690
Fund Balance Applied	0	0
Tax Levy	(1,951,494)	(1,951,494)
<b>Total Revenues</b>	<b>409,196</b>	<b>409,196</b>

The Charter for the County Treasurer contains a good general summary of the functions of the Office. There are two major sources of revenue in the County Treasurer's account. These sources are "Interest on Investments" and "Interest and Penalties on Delinquent Taxes."

Interest on Investments is earned from cash invested through three primary repositories. These repositories are the Local Government Investment Pool (LGIP), Cutwater, and First National Bank, which is the County's working bank. In addition, the County has cash invested in CDs in a number of area banks. The amount of investment earnings is related to the amount available for investment and interest rates. Interest rates are currently at historic lows and are expected to remain low for some time. For example, the current LGIP interest rate is approximately 0.15%. This has had the effect of severely decreasing Interest on Investments revenue. As recently as 2007, the County realized \$3.5 million in Interest on Investments. The 2012 Budget anticipated \$447,700 in investment earnings while the amount currently projected is \$358,000 or \$89,700 less than budgeted. The amount projected for 2013 is \$252,700 or \$195,000 less than the 2012 Budget. This is funding which will not be available in 2013 for County operations.

Interest and Penalties on Delinquent Taxes is the other major source of revenue. Income from this source is projected to be \$2,136,941 in 2012 and \$2,013,807 in 2013.

One 2012 revenue item, which was unanticipated, was the receipt of \$57,000 from the closing of a TIF District in the City of Janesville.

The Treasurer's Office generates revenue in the line item "Fees" by collecting taxes for the municipalities. A total of 20 towns, cities and villages have chosen to have the Treasurer perform property tax collections for them. Each municipality will be charged a \$100 flat amount, plus \$.55 per parcel collected in 2013.

Another source of revenue is the penalty, which is assessed when agricultural land is converted to non-agricultural use. The County Treasurer is responsible for administering and collecting this penalty. The penalty is split between the County and the municipality. Given the slowdown in development activity, it is projected Rock County will receive only \$5,000 from this source in 2012.

Ms. Brown has one equipment request for 2013. This is the purchase of a replacement multi-function copier at a cost of \$6,386. This is recommended.

Ms. Brown has presented a frugal operating budget for her office operation totaling \$378,196.

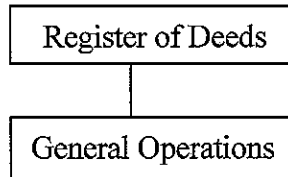
Two other accounts under the Treasurer's budget are "Personal Property Tax Redemption" and "Tax Deed Expense." Personal Property Tax Redemption contains \$21,000 for 2013. This is the amount the County must reimburse the towns, cities and villages for the County's share of personal property taxes the taxing units have been unable to collect.

Tax Deed Expense contains the revenue and expenditures from the sale of tax delinquent real property. This account is projected to have a "profit" of \$10,000 in 2013.

Combining the Treasurer's main account, the Personal Property Tax Redemption account and the Tax Deed Expense account results in \$1,951,494 of revenue in excess of expenditures. This is \$312,436 less than the amount included in the 2012 Budget and, therefore, will not be available to fund County operations.

#

## Register of Deeds



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Register of Deeds
1.0	Deputy Register of Deeds
4.8	Register of Deeds Clerk
1.0	Real Estate Optical Imaging Specialist
7.8	Total

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>		
Real Estate Optical Imaging Specialist	1.0	1.0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

## Charter: Register of Deeds

### Objectives and Standards

#### 1. Real Estate & Documents Operations

To record, process promptly, and collect fees for all real estate and other documents in accordance with State Statutes (i.e. Federal Tax Liens, Corporations, Lis Pendens, Medical Assistance Liens, Mortgages, Deeds, Plats, CSM's, etc.).

##### Standards:

- a. To comply with Wisconsin State Statute 59.43 and any other pertinent chapters affecting the duties of the Register of Deeds and to implement and instruct staff on any new legislation affecting operations.
- b. Record (and file as appropriate) all documents authorized by law to be recorded in the office of the register of deeds by endorsing upon each document the instrument number, the day, hour and minute of reception. Instruments shall be recorded in the order in which they are received.
- c. To collect all required fees and forms for instruments. To distribute funds to established accounts and submit daily deposits with the County Treasurer and distribute funds to the State on a monthly basis.
- d. To balance daily recordings, copies, filings, and miscellaneous items with cash collected and perform daily bookkeeping.
- e. To check all Transfer Forms to insure accuracy as to computation of fee or statement of exemption, financing terms, exclusions, signatures, etc.
- f. To promptly return all real estate papers to customers as soon as all recording requirements have been completed.
- g. To give prompt, courteous customer service via telephone, mail and counter for information needed from the Register's Office and make copies and collect fees as required.
- h. To review and monitor pending State Legislation pertinent to Register of Deeds operations and to support/sponsor new legislation to improve and update State Statutes.
- i. Prepare and administer the annual budget for the office and submit same to county board for approval. Offer resolutions, as appropriate, for introduction by county board members in order to facilitate office operation, projects and goals.

#### 2. Chattel Operations (Uniform Commercial Code - UCCs)

The statewide UCC filing system was replaced by a new nationwide filing system mandated by the federal government. This law became effective July 1,

2001. All states will have a central filing office. The Department of Financial Institutions becomes the state's central filing office.

##### Standards:

- a. File and index documents pertaining to security interests in personal property, consisting of timber to be cut, as-extracted collateral or fixtures, according to the provisions in s.409.501 to 409.528.
- b. Financing statements that are attached to real property will be recorded and indexed in our real estate department.

#### 3. Veterans' Records

To give prompt and efficient service to Veterans and the Veterans Service Offices in recording documents and filling vital requests at no cost, per Wisconsin Statutes and Rock County resolutions.

##### Standards:

- a. File, index, and maintain 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 record searches for the Veterans Service Office on a daily basis.
- c. To issue certified copies of birth, death, and marriage certificates as requested.
- d. To perform birth, death, and marriage verifications as requested for veterans through various recruiting offices.

#### 4. Vital Statistics Operations

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

##### Standards:

- a. Register, index and file all marriages, deaths, and births occurring in the county. Perform all other duties related to vital statistics under s. 69.05 and 69.07.
- b. To keep all vital indexes up-to-date on a daily, weekly and monthly basis.
- c. To monitor and process amendments to birth, death, and marriage certificates and send out resident copies when applicable.
- d. To fill customer requests and answer questions in regards to birth, death and marriage certificates.

## Charter: Register of Deeds

- e. To collect fees and generate computer receipts for certificates and copies issued and deposit fees daily with the County Treasurer into established revenue accounts.
- f. 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.
- g. To send residents' copies of birth and death certificates to the appropriate county.
- h. To monitor and assist customers doing genealogical searches, process genealogy applications and perform searches as requested.

### 5. Scanning & Miscellaneous Operations

To give prompt and efficient service to customers requesting copies of documents (i.e. real estate, maps, plats, certified surveys, etc.) and perform scanning operations for all recorded documents and instruments.

#### Standards:

- a. To scan all legal documents and instruments daily. To have archival quality for use in our office and to store computer reels off premises for security purposes.
- b. To promote and distribute County Plat Books at a fee established by the Finance Committee.

### 6. Land Information Systems Programs

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

#### Standards:

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

### 7. Back Scanning & Document Preservation

Continue our back scanning and indexing program for the purpose of archiving past real estate documents and instruments.

#### Standards:

- a. To evaluate costs and staff time in performing back scanning & indexing operations.
- b. To evaluate methods for preserving documents and project staff time and costs.

### 8. Public Relations Operations

To maintain good public relations with the public and private sectors and continually re-evaluate departmental objectives and standards to insure prompt and efficient services on a cost-effective basis.

#### Standards:

- a. To instruct genealogists in State requirements for searching vital statistic records and to help others to search for information obtained in the Register of Deeds Office.
- b. To provide news releases to local media in regard to State Statute changes and fees that affects the public and private sectors.
- c. To provide statistical reports as requested by the public and private sectors.
- d. To continually evaluate overall work objectives and standards and make necessary changes to insure prompt and efficient service with the most cost-effective basis possible.

### 9. Electronic Recording

The Rock County Register of Deeds office has entered into the realm of Electronic Recording. Electronic Recording (E-recording) is the trend of the future with respect to the manner in which our office will conduct business. Cost savings and efficiencies are driving wider acceptance of the technology by both local government and the financial industry. E-recording will allow our office the transition from a labor intensive, manual system to an automated system for recording documents over time.

E-recording is the process of digitally creating, submitting, and recording legally binding land ownership records such as mortgages, releases, deeds, etc. over the Internet. The process uses technologies that allow those who are involved to create, sign, transmit, record, index, archive, and return the original document. The entire process can be completed in just minutes with fewer

## Charter: Register of Deeds

document errors and no transcribing errors—all without ever touching a piece of paper. Implementation of this project took place in 2006.

### 10. Land Records System

A new Land Records Management System (I-doc Fidler Software) replaced the in-house system in 2006. The new system has automated document processing, reduced error rates for indexing records, provides multiple work stations that eliminates bottlenecks, automatically calculates fees, and provides social security redaction on recorded documents. In addition, the system allows Internet access to documents from multiple users 24/7.

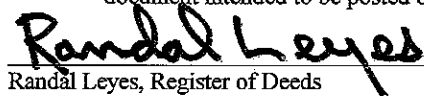
### 11. Changes to Recording Fees/Social security Protection

On May 12, 2010 new legislation was signed into law, which changed the recording fee structure for real estate documents filed with the county register of deeds. This new law requires the redaction of social security numbers from electronic records that are viewable or accessible on the Internet.

Effective June 25, 2010 the cost to record a real estate document in the County Register of Deeds office will be \$30 regardless of the number of pages.

Formerly, the fee was based on the number of pages and has been modified from a per page fee to a standard flat fee of \$25 per document. Additionally, the legislation imposes a \$5 recording fee per document to cover the costs associated with redaction of social security numbers. The recording fee reverts to \$25 upon the earliest of the following: 1) the Register of Deeds has successfully redacted all social security numbers from electronic format; 2) January 1, 2012, unless an extension of time is granted by DOA; or 3) January 1, 2015.

In the interest of protecting our citizens, the Rock County Register of Deeds office has begun the redaction of social security numbers from records currently posted on the Internet and will continue to do so for any document intended to be posted on the Internet.

  
Randal Leyes, Register of Deeds

Department Register of Deeds

**Budget Analysis by Program**

Programs	Real Estate	Chattels	Vitals	Plat Books	Redaction Project				Budget Summary
Positions	5.00	0.00	1.80	0.00	0.00	0.00	0.00	0.00	6.80
Salaries	\$214,586	\$0	\$60,932		\$0	\$0	\$0	\$0	\$275,518
Fringe Benefits	\$119,714	\$0	\$41,923	\$0	\$0	\$0	\$0	\$0	\$161,637
Operating Expenses	\$18,107	\$0	\$7,323	\$2,250	\$150,000	\$0	\$0	\$0	\$177,680
Capital Outlay	\$7,100	\$0	\$1,600			\$0	\$0	\$0	\$8,700
Allocation of Services	(\$8,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$8,000)
Subtotal	\$351,507	\$0	\$111,778	\$2,250	\$150,000	\$0	\$0	\$0	\$615,535
Indirect Cost Alloc.									\$0
Total	\$351,507	\$0	\$111,778	\$2,250	\$150,000	\$0	\$0	\$0	\$615,535
Revenue	\$681,000	\$0	\$89,600	\$4,500	\$150,000	\$0	\$0	\$0	\$925,100
Fund Bal. Applied									\$0
County Share	(\$329,493)	\$0	\$22,178	(\$2,250)	\$0	\$0	\$0	\$0	(\$309,565)

## Administrator's Comments

### Register of Deeds

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	6.8	6.8
Salaries	275,518	275,518
Fringe Benefits	161,637	161,637
Operating Expense	177,680	179,280
Capital Outlay	8,700	0
Allocation of Services	(8,000)	(8,000)
<b>Total Expense</b>	<b>615,535</b>	<b>608,435</b>
Revenue	925,100	925,100
Fund Balance Applied	0	0
Tax Levy	(309,565)	(316,665)
<b>Total Revenues</b>	<b>615,535</b>	<b>608,435</b>

The majority of the revenue the Register of Deeds receives is in fees for real estate transactions and registering. The real estate transfer fee is based on \$3 for every \$1,000 of value in a real estate transaction. Mr. Leyes anticipates the lower mortgage rates will encourage sales and thus has budgeted a \$20,000 increase from the \$180,000 budgeted for the Real Estate Transfer fee in 2012.

The Governor signed legislation in 2010 that changed the real estate registry fee structure. Effective June 1, 2010 the fee changed from a per page charge for legal documents recorded in the Register of Deeds Office to a \$30 flat fee. Mr. Leyes anticipates that 30,000 documents will be filed in 2013. This increase in documents results in an increase of \$30,000 from 2012.

The Register of Deeds retains half of the \$30 flat fee. Eight dollars of the fee stays with the county and is used for land records modernization. The State's portion of the fee remains unchanged at \$2.00. \$5.00 is earmarked for Social Security Redaction and that portion of the fee will sunset at the end of 2015. The state law that created the flat fee also requires the redaction of social security numbers found on electronic images that are available to the public.

In August 2012, the Register of Deeds signed a contract with Fidlar Technologies to begin the redaction project. The project includes scanning, enhancing, and indexing approximately 440,000 hard copy records on file in his office. This project may take several years to finish. It is anticipated the entire cost of the project will be paid for with revenue derived from the redaction fee. The revenue and expense for the project are budgeted in a separate program account titled ROD Redaction Project.

Mr. Leyes further requests \$75,000 to scan the 381 deed record books that date from 1834-1935, approximately 216,000 total images. These books are deteriorating quickly and state statute requires that the Register of Deeds keep a record of them permanently. Because Social Security was implemented in 1935, redaction fee revenue may not be used to cover this expense. As a result, I recommend that this project be funded from three sources: \$30,000

from the Ortho Mapping account, \$20,000 from the Internet Access account, and \$25,000 from the Land Records account.

Mr. Leyes contracts with a private firm to publish a plat book, which he sells to the public. The publisher does not require the County to pre-purchase an inventory of books. Instead, the Register of Deeds remits half the sale price of each book sold to the publisher. A small quantity of books are kept on hand and reordered when the supply is low. The 2013 Budget contains \$4,500 in anticipated revenue from the sale of 180 plat books at \$25 a piece. This decrease in plat book sales is typical. Plat books are issued every two years and in the second year of the cycle, many residents wait to purchase the new plat book to be issued in the following year. The plat book expenses are \$2,250 resulting in net revenue of \$2,250.

Mr. Leyes is requesting the elimination of a vacant 1.0 FTE Real Estate Optical Imaging Specialist. Due to the depressed housing market, real estate activity has decreased and the need for this position is less. However, if real estate activity increases enough in the future, I would be willing to consider adjusting the staffing level accordingly.

Mr. Leyes is making two equipment requests. First, the IT Department has recommended one computer in his department be replaced. The cost of this item is \$1,600. I recommend this request. Second, Mr. Leyes requests \$7,100 to purchase a multi function printer. Given the pressure on the tax levy, I do not recommend this expense.

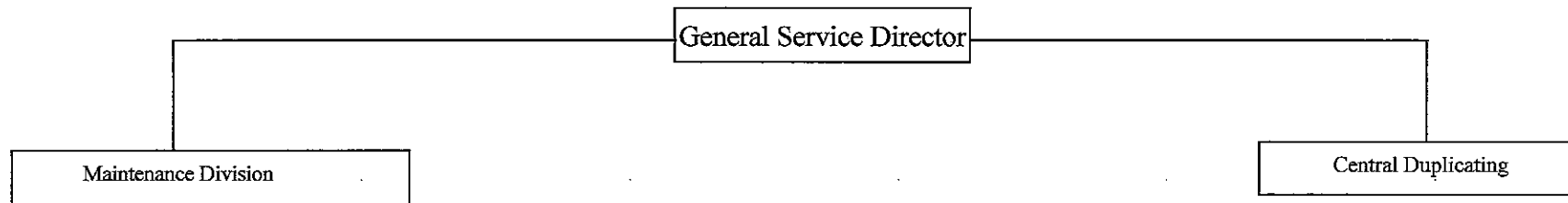
The recommended budget contains \$316,665 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$71,430 or 29.1% more than the amount used to offset the property tax levy in 2012.

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## **H. General Services Committee**

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Administrator's Comments.....	6

## General Services Department



<b>Present Personnel (Full Time Equivalent)</b>	
	<b>General Services</b>
1.0	General Services Director
1.0	Facilities Superintendent
1.0	Printing Services Coordinator
2.0	Crew Leader
7.0	Maintenance Worker IV
1.8	Administrative Assistant
13.8	
	<b>General Services – Rock Haven</b>
1.0	Facilities Superintendent
1.0	Mechanical Maintenance Supervisor
5.0	Mechanical Maintenance Worker III
1.0	Administrative Assistant
8.0	
21.8	<b>Grand Total</b>

<b>Summary of Personnel Modifications</b>		
	<b>Dept. Request</b>	<b>Admin. Rec.</b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

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## Charter: General Services

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### GENERAL SERVICES DEPARTMENT

To provide facilities management, maintenance, duplicating,, central office supply, and administrative services as efficiently and economically as possible.

#### Standards:

- a) To continuously monitor the effectiveness of General Services operations making adjustments to more effectively serve the needs of County Departments.
- b) To develop policies and procedures that will improve service to County departments and eliminate waste and duplication of effort.
- c) To expand the computerized work order system at various sites to track and shorten response time to requests, complaints and questions.
- d) To seek improvements to the procurement process in order to obtain quality products and services efficiently and economically.

### FACILITIES MANAGEMENT

In an organization the size of Rock County, General Services should serve as the lead agency in the management, planning, design, operation, construction, renovation and occupancy County buildings.

Standards: For all county projects.

- 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.
- f) To provide long range planning via the County Capital Improvement Plan.

- g) To remain alert to security issues at various buildings.
- h) To manage rental office facilities.
- i) To look at alternate energy resource options
- j) To educate and remedy air quality problems

### MAINTENANCE

To provide for the care and preventive maintenance of buildings and grounds as assigned.

#### Standards:

- a) To monitor the effectiveness of maintenance contracts, making annual adjustments to ensure the most cost-effective service to Rock County.
- b) To incorporate long range planning into the repair of aging County buildings.
- c) To develop policies, procedures and training for maintenance personnel as related to the care of County buildings and grounds.
- d) To provide construction supervision, space needs planning, incorporating energy conservation measures where practical.
- e) To monitor compliance with recycling practices within County offices.
- f) To review & incorporate ADA planning in County facilities.
- g) To develop computerized tracking of repairs and expenditures on equipment.
- h) To respond to air quality concerns, and educate as needed.
- i) To assess skill levels of division staff and provide training as needed.
- j) Continue to evaluate and update the list of projects included in the County's Capital Improvement Plan.

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## Charter: General Services

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### CENTRAL DUPLICATING/CENTRAL STORE

To provide centralized duplicating and office supply services to Rock County Departments.

#### Standards:

- a) To offer printing services within the limits of budget and workload.
- b) To control and monitor the ever increasing use of paper within Rock County Government, and eliminate waste where possible.
- c) To monitor departments who utilize costlier methods of printing, such as copy machines, fax machines & computer printers for high volume printing versus using Central Duplicating Services.
- d) To operate and maintain a central store of office supplies for all County Departments.

 8/2/12  
Robert Leu, General Services Director

Department General Services

## Budget Analysis by Program

Programs	Admin	Duplicating	UW-Rock Maintenance	Courthouse Maintenance	Jail Maintenance	Jail Capital Improvements	HCC Maintenance	HCC-Allocate HCC/RH Depreciation
Positions	1.80	2.00	0.00	5.50	4.50	0.00	8.00	0.00
Salaries	\$116,617	\$76,932	\$0	\$254,916	\$220,851	\$0	\$357,377	\$0
Fringe Benefits	\$55,544	\$43,696	\$0	\$120,767	\$129,226	\$0	\$129,274	\$0
Operating Expenses	\$11,250	\$63,000	\$80,000	\$605,450	\$534,500	\$0	\$769,314	\$186,505
Capital Outlay	\$0	\$0		\$12,400	\$24,500	\$452,700	\$28,000	\$0
Allocation of Services	\$0	(\$13,000)	\$0	(\$151,000)	\$0	\$0	(\$100,704)	(\$855,007)
Subtotal	\$183,411	\$170,628	\$80,000	\$842,533	\$909,077	\$452,700	\$1,183,261	(\$668,502)
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$183,411	\$170,628	\$80,000	\$842,533	\$909,077	\$452,700	\$1,184,386	(\$668,502)
Revenue	\$0	\$0	\$0	\$20,000	\$180,000	\$452,700	\$28,000	\$0
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$183,411	\$170,628	\$80,000	\$822,533	\$729,077	\$0	\$1,156,386	(\$668,502)

Department General Services**Budget Analysis by Program**

Programs	Youth Ser. Center	911 Center	JCC/ASC	Glen Oaks	Lightning Protection	Cths.Security System	Courthouse Improvement	Jail/HCC Complex	Budget Summary
Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.80
Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,026,693
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$478,507
Operating Expenses	\$179,936	\$122,191	\$85,860	\$137,087	\$0	\$0	\$0	\$0	\$2,775,093
Capital Outlay	\$5,000	\$5,000	\$5,000	\$7,000	\$108,500	\$550,000	\$440,600	\$290,000	\$1,928,700
Allocation of Services	(\$184,936)	(\$127,191)	(\$55,797)	(\$144,087)	\$0	\$0	\$0	\$0	(\$1,631,722)
Subtotal	\$0	\$0	\$35,063	\$0	\$108,500	\$550,000	\$440,600	\$290,000	\$4,577,271
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$35,063	\$0	\$108,500	\$550,000	\$440,600	\$290,000	\$4,577,271
Revenue	\$0	\$0	\$0	\$0	\$108,500	\$550,000	\$440,600	\$290,000	\$2,069,800
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$0	\$0	\$35,063	\$0	\$0	\$0	\$0	\$0	\$2,507,471

## Administrator's Comments

### General Services

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	21.8	21.8
Salaries	1,026,693	1,026,693
Fringe Benefits	478,507	478,507
Operating Expense	2,775,093	2,810,093
Capital Outlay	1,928,700	2,229,800
Allocation of Services	(1,631,722)	(1,631,722)
<b>Total Expense</b>	<b>4,577,271</b>	<b>4,913,371</b>
Revenue	2,069,800	2,401,800
Deferred Financing	0	0
Fund Balance Applied	0	0
Tax Levy	2,507,471	2,511,571
<b>Total Revenues</b>	<b>4,577,271</b>	<b>4,931,371</b>

The General Services Budget is contained in a number of accounts. The main General Services account funds the maintenance and operational costs for a number of County facilities, including the Courthouse, Jail, and UW-Rock County. It also funds the operating costs for Central Duplicating.

Several equipment purchases were requested in the 2013 General Services account. Included were \$900 for two PC replacements, \$19,500 for a replacement lawnmower for the grounds of the Sheriff's Office/Jail facility, and \$10,500 for a cellular amplifier for the Courthouse. The cellular amplifier would remedy poor cell phone reception in certain areas of the Courthouse. I recommend that these items totaling \$30,900 be purchased with existing available 2012 funds rather than through the 2013 Budget.

I have added \$35,000 to the 2013 Budget, in addition to the \$8,100 currently in the General Services Budget, to provide contract cleaning for the general office area in the Sheriff's Office. This cleaning used to be done under contract, but has been provided for several years by inmate workers supervised by a correctional officer. This is becoming a burden as it takes a correctional officer about five hours per day to provide supervision. The correctional officer is needed elsewhere to do security work.

An item that needs attention is the Courthouse security system. The current system that includes cameras, VHS recording, duress alarms, and door controls is 17 years old. The technology is obsolete and becoming difficult to repair. In addition, we need to take a look at Courthouse security as a whole to see if it should be extended to the other parts of the building. The first step in addressing this issue is doing an engineering analysis in conjunction with review by a group of stakeholders from the Sheriff's Office, Courts, District Attorney's Office, General Services, and others.

Replacing the security electronics and making other improvements will be an expensive undertaking. I have placed \$550,000 of sales tax revenue in the 2013 Budget to provide funds for technical assistance as well as purchasing

equipment and funding for facility upgrades. Whether this will be sufficient to fund the total cost remains to be seen.

A number of repair projects for the Courthouse have been budgeted in recent years. Approximately \$390,600 remains to fund Phase II of the parking ramp repairs, boiler repairs, and exterior repair work on the buildings and grounds. The 2013 Budget includes an additional \$50,000 of sales tax for carpet replacements and additional exterior repairs.

The UW-Rock County project account funded the Allen Hall and related construction/renovation project activities on the campus. This project was largely funded with County sales tax along with some deferred financing and contributions from the UW-Rock County Foundation. Approximately \$490,000 will remain available to do projects in 2013.

A UW-Rock County Master Plan update has been completed which provides some information and guidance as to needs and priorities. In addition, a feasibility study and conceptual design report for a security systems upgrade and emergency communications system has been completed.

Among the projects that may be undertaken in 2013 is the design and installation of a new security system/emergency communication system. In addition, upgrades to the boiler/energy systems may be considered. I have recommended an additional \$300,000 of sales tax revenue be added to the UW-Rock County account to help fund potential 2013 projects. This will provide a total of approximately \$790,000.

Mr. Leu has requested funding to construct a storage building/garage at the Health Care Center Complex. His description of the request is as follows:

We are requesting a 60' x 120' storage building/garage to serve the Rock County Complex. The structure would be located next to the Records Storage building. Prior to the demolition of the old buildings located behind the Health Care Center, and the old farm buildings, several buildings were used to store materials, vehicles and equipment.

After cleaning house, the useful items that remained are temporarily stored in two portable trailers, rented storage, Health Care Center hallways, and under tarps. Angus Young Architects has completed the design and specifications necessary to seek bids.

One third of the building will be utilized as workshop space used to support the maintenance needs of the Complex. Two thirds of the building will be used for storage of maintenance materials, equipment, and vehicles for the Health Care Center, Rock Haven, 911 Communications Center, Youth Services Center, and the Jail facility.

I have included \$290,000 of sales tax funding in the 2013 Budget for this project.

Also included is \$108,500 of sales tax to fund a lightning protection project at the HCC Complex. A description of this project follows:

The Health Care Center, Jail/Pinehurst, Youth Services Center, and the Tri-Buildings Complex have been the target of many lightning strikes over the years causing approximately \$71,500 of property loss since 2010 to the County's infrastructure, particularly the IT and phone systems. Damage caused by lightning is covered by the County's property insurance firm-the Local Government Property Insurance Fund and has a \$2,500 deductible. A \$11,192 consultant study identified a series of recommendations to undertake lightning protection for the HCC/Jail/Tri-Buildings Complex. The study was completed in the spring of 2012. Project approval will significantly reduce disruption and equipment failure due to lightning strikes. No work is contemplated at the existing Rock Haven facility due to the new facility construction.

The Adolescent Services Center (ASC) building has been vacant for several years. It is one of two vacant buildings (the other being the Janesville Counseling Center), which shares a heating/cooling system. The operational costs for these two buildings are funded in the Adolescent Services/Guidance Center account. Both buildings are currently vacant. The 2012 Budget includes \$78,700 in vacant space costs for these buildings.

The Sheriff would like to move his Jail Diversion programs from the Health Care Center into the ASC in 2013. This would provide better space and more room for these programs. I am recommending this move effective April 1, 2013. This will allow time to make the ASC ready for this purpose. Also included is \$32,000 of sales tax funding to pay for repairs and updates to make ASC usable. Making use of ASC will reduce the vacant space costs to \$35,063 for 2013.

The Health Care Center Complex account funds the maintenance and repair costs of the Health Care Center Complex including the present Rock Haven. The departments and other operations that occupy the buildings are charged rent, which is handled from an accounting perspective as a "Cost Allocation" in the budget.

One capital expense item included in this account for 2013 is \$28,000 for an exit and stairwell at the end of a tunnel used to store closed files for the Human Services Department. The County was recently cited with a code violation as a result of not having an exit in this location. This is funded with sales tax revenue.

For a number of years, the County has had vacant space in the Health Care Center building. The amount of vacant space funded from this account will be increased when the new Rock Haven is occupied in March 2013 and the old Rock Haven is vacated. Even though the old Rock Haven will be "mothballed," there will be some costs, which will add to the vacant space costs for the Complex. The vacant space costs for 2013 will total \$487,884, which is the tax levy for this account.

In total, the tax levy recommended for the General Services Department is \$2,511,571, which is \$120 more than the prior year. #

## **I. Health Services Committee**

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## Rock Haven

<b><u>Present Personnel (Full Time Equivalent)</u></b>	
	<b>Administration</b>
<u>1.0</u>	Nursing Home Administrator
<u>1.0</u>	
	<b>Medical Staff</b>
<u>1.0</u>	Physician
<u>1.0</u>	
	<b>Environmental Services</b>
<u>1.0</u>	Environmental Services Supervisor
<u>16.0</u>	Environmental Services Worker
<u>17.0</u>	
	<b>Materials</b>
<u>1.0</u>	Materials & Environmental Services Manager
<u>2.0</u>	Central Supply Clerk
<u>.9</u>	Administrative Assistant
<u>1.0</u>	Transportation clerk
<u>1.0</u>	Clerk-Receptionist
<u>5.9</u>	
	<b>Personal Services</b>
<u>.50</u>	Beautician
<u>.50</u>	

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>		
Program Services		
Activity Director	1.0	1.0
Nursing Services		
Registered Nurse	1.0	1.0
<b>Deletions</b>		
Environmental Services		
Environmental Svc Worker	2.0	2.0
Environmental Svc Supervisor	1.0	1.0
Materials		
Transportation Clerk	1.0	1.0
Program Services		
Recreational Therapist	2.0	2.0
<b>Re-Titles</b>		
Nursing Services		
Nursing Supervisor to Assistant Director of Nurses	1.0	1.0
<b>Transfers</b>		
Controller from Finance	1.0	1.0
Accountant from Finance	1.0	1.0
Account Clerk III from Finance	1.0	1.0
Account Clerk II from Finance	1.0	1.0

<b><u>Present Personnel Cont....</u></b>	
	<b>Food Services</b>
1.0	Food Service Manager
.8	Assistant Food Service Manager
3.0	Food Service Supervisor
5.4	Cook
<u>9.4</u>	Food Service Worker
19.60	
	<b>Nursing Administration</b>
1.0	Nursing Staff Coordinator
2.0	Administrative Secretary
.5	Administrative Assistant
<u>2.0</u>	Unit Clerk Coordinator
5.5	

<b><u>Present Personnel Cont....</u></b>	
	<b>Nursing Services</b>
1.0	Director of Nursing
2.0	Assistant Director
4.7	Nursing Supervisor
22.6	Registered Nurse
12.4	Licensed Practical Nurse
<u>82.7</u>	Nursing Assistant
<u>125.40</u>	
	<b>Program Services</b>
2.0	Master Social Worker
2.0	Recreational Therapist
<u>6.0</u>	Activity Therapy Assistant
10.0	
<b>185.9</b>	<b>Grand Total</b>

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## Charter: Rock Haven

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### **INTRODUCTION**

Rock Haven is a 130-bed skilled nursing facility. We accept Medicare, Medicare Advantage plans, Medicaid and private insurances. Rock County residency is required for admission.

### **ROCK HAVEN SERVICES**

Rock Haven staff care for residents with a variety of health concerns including brain injuries, Multiple Sclerosis and acute illness requiring complex medical and nursing care such as IV therapy, feeding tubes, tracheotomy care, dialysis and oxygen therapy, or those here for short term skilled therapy services. In addition, staff cares for residents with memory loss, chronic mental illness and developmental disabilities. Those services will continue to be provided in our new facility.

### **ROCK HAVEN REPLACEMENT FACILITY**

On October 3, 2011 construction began on our 128-bed replacement facility. The design includes eight 16-bed households. Residents, staff and families are looking forward to our January 7, 2013 move. At that time, we will reduce our licensed bed total to 128 beds.

### **REGULATORY OVERSIGHT**

Wisconsin Administrative Code, Chapter HFS 132, and the Federal Nursing Home Regulations and Interpretive Guidelines direct the quality of care provided in long-term care settings. In addition, key quality resources for long-term care include the Quality Measures and the Nursing Home Quality Initiative. Rock Haven is a partner in the Wisconsin Quality Initiative and a Trailblazer in the Advancing Excellence in America's Nursing Homes Campaign.

### **ADMINISTRATION**

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

SMT meets on a weekly basis to plan for care and services at Rock Haven. As a team, we are committed to reducing our reliance on property tax levy and have been successful in reducing our levy request each of the last eight years. We consider this a major success since we have seen cuts in both

Medicaid and Medicare payment. Charts on the next page summarize our tax levy and employment histories since 2004.

**Goal:** Develop long and short-range objectives in order to assure that facility programs and resident care are maintained and improved.

### **Objectives:**

1. Interpret the philosophy and goals of the facility in order to provide staff with adequate information and guidance to achieve the goals.
2. Set an example of good resident relations and care for staff by demonstrating desired supervisory techniques and resident and family interaction.
3. Delegate responsibility and authority to appropriate staff in order to carry out the work of the facility.
4. Evaluate the quality of resident care and the efficiency of services in order to maintain care standards by reviewing the facility's goals, objectives, resident care plans and adherence to management policies and procedures.
5. Coordinate department activities to assure departments work together toward the achievement of goals and activities by developing an information and communication system.
6. Communicate with staff to solve problems by the utilization of appropriate communication techniques such as staff meetings, department head meetings, counseling and coordination of written information.
7. Prepare an annual budget for the facility in order to appropriately allocate resources to meet the facility's financial and program objectives and to prepare in advance potential cost control and managerial actions that may be required.
8. Evaluate the implication of the budget on quality of care.
9. Ensure that the facility complies with Federal, State and local laws and regulations to meet standards of quality resident care.

## Charter: Rock Haven

### Rock Haven Tax Levy History

Year (licensed beds)	Budgeted Tax Levy	Budgeted Use of Net Assets	Actual Levy Used	Net Assets
2004 (180)	8,022,284		7,851,678	<338,165>
2005	7,556,467		6,980,689	237,613
2006 (156)	7,001,245		6,370,957	867,901
2007 (130)	6,930,632		6,439,000	1,725,307
2008	6,654,203	200,000	5,828,639	2,556,515
2009	6,211,570	520,000	6,013,799	2,754,286
2010	5,928,076	137,182	5,636,915	2,981,129
2011	5,863,758	250,000	5,652,837	3,431,943
2012	5,137,022	300,000	-----	-----

### Employment History

Year	Licensed Beds	Fulltime Equivalent Positions	Rationale for Changes
2004	180	297.20	
2005	180	251.35	Adjustments after downsize from 350 to 180
2006	156	244.37	Closed the ICF/MR unit and transitioned clients into the community
2007	130	212.80	Downsized to create 26 more private rooms.
2008	130	194.80	
2009	130	194.80	
2010	130	185.90	Adjustments made after settling in at 130 beds.
2011	130	185.90	
2012	130	185.90	
2013	128	185.90	

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## **Charter: Rock Haven**

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### **STAFF DEVELOPMENT**

**Goal:** To ensure that Rock Haven has the ability to retain, attract and develop qualified staff capable of implementing and managing its mission and vision.

**Objectives:**

1. Present mandatory annual inservice presentations (fire safety, hazard communications, blood borne pathogen prevention, resident rights, abuse prevention) with a target of 95% staff compliance.
2. Provide inservices and training sessions that address the unique needs of our resident population.
3. Provide general and department specific orientation for each new employee.

### **QUALITY ASSURANCE**

**Goal:** To develop a proactive quality focus for provision of care and services at Rock Haven.

**Objectives:**

1. Identify and address quality issues and implement corrective action plans as necessary using preventive maintenance programs, QA audits, and Quality Measure reports to determine committee focuses.
2. Collect and analyze infection case data monthly, quarterly, and annually to detect trends.
3. Coordinate annual resident and staff influenza immunization with a target of 95% compliance.
4. Coordinate TB screening for all residents and staff with a target of 100% compliance.

### **ADMISSIONS**

**Goals:** To maintain a census of 126 at Rock Haven.

**Objectives:**

1. Maintain communication with area referral sources and respond to phone and fax referrals within one hour of message.
2. Work with Developmental Disabilities Board (DDB) and Human Services Department (HSD) to provide services to their clients.
3. Market the services provided at Rock Haven through the website and community meetings.

### **NURSING AND PROGRAM SERVICES**

**Goal:** To provide quality care to every resident.

**Objectives:**

1. Coordinate interdisciplinary assessment and care planning activities to meet the mental, physical and psychosocial needs of every resident.
2. Coordinate nursing, therapy services, and family and community resources to assist residents to return home.
3. Assure nurse competence in complex nursing techniques such as IV therapy, tracheotomy care, feeding tubes, peritoneal dialysis and rehabilitative techniques.
4. Assure staff competence in the care of residents with dementia and chronic mental illness.

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## Charter: Rock Haven

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### DIETARY DEPARTMENT

**Goal:** Prompt recognition of nutrition and/or hydration concerns.

**Objectives:**

1. Assess nutritional status of all residents upon admission and quarterly.
2. Assess nutritional/hydration status of 100% of residents with stage 2, 3 or 4 pressure ulcers.
3. Timely response to resident requests.
4. Meet with residents on a quarterly basis to determine menu choices.
5. Meet all State and Federal regulations concerning food preparation and storage and maintenance of a dietary department.

### ENVIRONMENTAL SERVICES/ MATERIALS DEPARTMENT

**Goal:** To ensure adequate supplies and tools necessary to provide quality care and services.

**Objectives:**

1. Monitor facility budget accounts on a monthly basis to assure budgetary compliance.
2. Work closely with nursing staff to assure that all resident supply needs are promptly met.
3. Provide a safe, clean, comfortable and homelike environment for all residents.
4. Provide a sanitary and orderly environment that respects residents' rights and preferences.
5. Work with department staff to develop a team approach to providing services.

### FINANCE DEPARTMENT

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

**Objectives:**

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

### MAINTENANCE DEPARTMENT

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

**Goal:** Comply with State of Wisconsin Department of Health and Family Services requirements for nursing homes (HFS 132) by meeting scheduled preventive maintenance due dates and documentation requirements.

**Objectives:**

1. Complete weekly, monthly and annual preventive maintenance programs.
2. Complete an average of 335 repair requisitions per month for things such as electrical repairs (light bulbs/ballasts, receptacles), plumbing repairs (plugged toilets, fixture repairs, valves), painting, carpentry (furniture repairs, shelving), heat adjustments, equipment and appliance repairs, building and door repair/replacement, installation of pictures/decorations in resident rooms and offices, data cable installations, floor tile replacement, etc
3. Maintain active involvement in the facility Safety Committee.



Sherry Gunderson  
Nursing Home Administrator

Department Rock Haven**Budget Analysis by Program**

Programs	Limestone Court		Sandstone Court		Rental	Overhead	Capital	Donation	Budget Summary
Positions	52.30		52.40			81.20			185.90
Salaries	\$2,289,397		\$2,328,483			\$3,487,333			\$8,105,213
Fringe Benefits	\$1,334,479		\$1,323,956			\$1,936,422			\$4,594,857
Operating Expenses						\$2,585,972		\$6,000	\$2,591,972
Capital Outlay							\$12,000		\$12,000
Allocation of Services									
Subtotal	\$3,623,876		\$3,652,439			\$8,009,727	\$12,000	\$6,000	\$15,304,042
Indirect Cost Alloc.	\$3,265,373		\$3,291,111			(\$6,556,484)			
Total	\$6,889,249		\$6,943,550			\$1,453,243	\$12,000	\$6,000	\$15,304,042
Revenue	\$4,697,491		\$4,697,491			\$1,453,243		\$6,000	\$10,854,225
Fund Bal. Applied									
County Share	\$2,191,758		\$2,246,059				\$12,000		\$4,449,817

## Administrator's Comments

### Rock Haven

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	185.9	185.9
Salaries	8,105,213	8,105,213
Fringe Benefits	4,594,857	4,594,857
Operating Expense	2,591,972	2,591,972
Capital Outlay	12,000	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>15,304,042</b>	<b>15,292,042</b>
Revenue	10,854,225	10,854,225
Deferred Financing	0	0
Fund Balance Applied	0	0
Tax Levy	4,449,817	4,437,817
<b>Total Revenues</b>	<b>15,304,042</b>	<b>15,292,042</b>

Ms. Gunderson's Charter contains a good description of the services that are offered in Rock Haven. You may reference this document for further information.

The new Rock Haven facility is nearing completion. The current estimate is the residents will move from the old facility to the new Rock Haven in mid March 2013.

The budgeted census for 2013 assumes keeping 126 of the 128 licensed beds filled. The budgeted patient mix is 105 Medical Assistance residents, 8 private pay residents and 13 Medicare residents. Therefore, we are assuming about 83% of the residents will be on Medical Assistance.

Patient mix in terms of payment source has a substantial financial impact on Rock Haven. Medical Assistance is a relatively poor payment source reimbursing a little more than 55% of the actual cost of care at \$173 per day, while Medicare and private pay provide better reimbursement. The net Medicare rate is estimated at \$250 per day for 2013. Private pay is currently \$292 per day for Skilled Nursing (SNF) and \$322 per day for Intensive Skilled Nursing (ISNF) but hasn't been raised in four years. Plans are to increase the SNF rate to \$300 and ISNF to \$330 with the move to the new facility.

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. It is expected to provide \$1,266,963 in 2013. This is similar to the amount budgeted for 2012.

Ms. Gunderson has requested \$12,000 for replacement computer equipment in the 2013 Budget. Rather than budget for this in 2013, I suggest purchasing these items from 2012 available funds.

The 2013 recommended tax levy for Rock Haven is \$4,437,817. This is \$699,205 or 13.6% less than the 2012 budgeted amount.

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## **J. Human Services Board**

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## Human Services Department

### Present Personnel (Full Time Equivalent)

	<b><u>Agency Management</u></b>
1.0	Director of Human Services
1.0	Deputy Director
1.0	Fiscal Operation Division Manager
1.0	Controller
1.0	Technology, Records & Quality Management Division Manager
1.0	Medical Records Manager
2.0	HSD Program Analyst
1.0	Accountant
2.0	Support Services Supervisor
2.0	Secretary I
1.0	Accountant (Union)
2.0	Application Support Specialist
8.0	Account Clerk-HSD
1.0	Administrative Assistant
2.0	Clerk III
4.0	Word Processing Operator
1.0	Medical Records Technician
1.0	Information Processing Operator
1.0	Account Clerk II
1.0	Clerk-Typist II
<b>35.0</b>	<b>Total</b>

	<b><u>Economic Support</u></b>
1.0	Economic Support Division Manager
1.0	Lead Economic Support Supervisor
3.0	Economic Support Supervisor
1.0	Child Care Coordinator
2.0	Lead Economic Support Specialist
42.0	Economic Support Specialist
1.0	Administrative Assistant
<b>51.0</b>	<b>Total</b>

	<b><u>Economic Support - Job Center</u></b>
2.4	Job Center Support Specialist
<b>2.4</b>	<b>Total</b>

	<b><u>Child Protective Services</u></b>
1.0	Child Protective Services Division Manager
7.0	Human Services Supervisor I
3.0	Master Social Worker
42.0	Case Manager I/Case Manager II/Social Worker
3.0	Administrative Assistant
1.0	Social Service Aide
<b>57.0</b>	<b>Total</b>

## Human Services Department

### Present Personnel (Full Time Equivalent)

	<b><u>Juvenile Justice &amp; Prevention</u></b>
1.0	Juvenile Justice Division Manager
2.0	Human Services Supervisor I
	Juvenile Justice Diversion Programs
1.0	Supervisor
16.0	Juvenile Justice Specialist
2.0	Master Social Worker
	Case Manager I/Case Manager II/Social
4.0	Worker
3.0	Legal Steno
1.0	Administrative Assistant
3.0	Psychiatric Technician
3.0	Community Youth Specialist
<b>36.0</b>	<b>Total</b>

	<b><u>Juvenile Justice &amp; Prevention – Youth Services Center</u></b>
1.0	Human Services Supervisor II
1.0	Deputy Superintendent
3.0	Detention Center Supervisor
0.4	Registered Nurse
26.0	Youth Specialist
	Case Manager I/Case Manager II/Social
1.0	Worker
1.0	Administrative Assistant
<b>33.4</b>	<b>Total</b>

	<b><u>Mental Health/AODA-Crisis</u></b>
1.0	Human Services Supervisor II
	Case Manager I/Case Manager II/Social
11.0	Worker
8.2	Psychiatric Technician
1.0	Administrative Assistant
<b>21.2</b>	<b>Total</b>

	<b><u>Mental Health/AODA - Children's Long Term Support</u></b>
1.0	Human Services Supervisor II
	Case Manager I/Case Manager II/Social
3.0	Worker
<b>4.0</b>	<b>Total</b>

	<b><u>Mental Health/AODA Services</u></b>
1.0	Mental Health/AODA Division Manager
2.0	Human Services Supervisor II
1.0	Human Services Supervisor I
2.0	Registered Nurse
15.6	Master Social Worker-Certified
	Case Manager I/Case Manager II/Social
6.4	Worker
3.0	Family Skills Specialist
3.0	Family Skills Service Coordinator
1.0	AODA Counselor
1.0	AODA Coordinator
1.0	Psychiatric Technician
6.0	Administrative Assistant
<b>43.0</b>	<b>Total</b>

## Human Services Department

### Present Personnel (Full Time Equivalent)

	<b><u>Community Support Program</u></b>
2.0	Human Services Supervisor II
3.0	Registered Nurse
12.0	Master Social Worker
9.0	Case Manager I/Case Manager II/Social Worker
3.0	Administrative Assistant
<b>29.0</b>	<b>Total</b>

	<b><u>Long Term Support</u></b>
	Long Term Support Services Division
1.0	Manager
2.0	Human Services Supervisor I
18.0	Case Manager I/Case Manager II/Social Worker
1.0	Case Manager-Registered Nurse
1.0	Administrative Assistant
<b>23.0</b>	<b>Total</b>

**335.0 GRAND TOTAL**

**Human Services Department**  
**Summary of Personnel Modifications**

	Dept. Request	Admin. Rec.
<b>New Positions</b>		
<b>Economic Support</b>		
Job Center Support Specialist	1.0	1.0
<b>Long Term Support and ADRC</b>		
Human Services Supervisor I	1.0	1.0
I&A Specialist	10.0	10.0
Disability Benefits Specialist	2.0	2.0
Administrative Assistant	1.0	1.0
<b>Deletions</b>		
<b>Economic Support</b>		
Child Care Coordinator	1.0	1.0
Economic Support Specialist	5.0	5.0
<b>Job Center</b>		
Job Center Support Specialist	0.4	0.4
<b>Mental Health/AODA Services- Crisis</b>		
Case Manager/Social Worker	1.0	1.0
<b>Reallocations</b>		
<b>Long-Term Support and ADRC</b>		
LTS Services Division Manager (From PR 27 to PR 28)	1.0	1.0
<b>Reclassifications</b>		
<b>Agency Management</b>		
Administrative Assistant to HSD Support Specialist	1.0	1.0

# Human Services Department

## Summary of Personnel Modifications

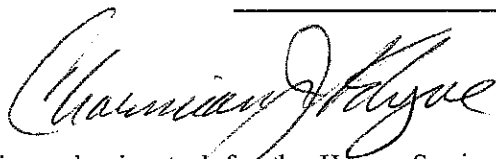
<b>Title Change</b>		
<b>Youth Services Center</b>		
Detention Center Supervisor to Youth Services Center Supervisor	3.0	3.0
<b>Juvenile Justice and Prevention Services</b>		
Master Social Worker to Juvenile Justice Specialist	2.0	2.0
Case Manager/Social Worker to Juvenile Justice Specialist	4.0	4.0
<b>Long Term Support and ADRC Division</b>		
Long Term Support Services Division Manager to Long Term Support and ADRC Division Manager	1.0	1.0
<b>Transfers</b>		
<b>Mental Health/AODA Services</b>		
Family Skills Specialist to Child Protective Services	3.0	3.0
Master Social Worker to Child Protective Services	0.6	0.6
Social Worker to Child Protective Services	2.4	2.4
Human Services Supervisor I to Child Protective Services	1.0	1.0
Family Skills Service Coordinator to Children & Family Integrated Services	3.0	3.0
Master Social Worker to Children & Family Integrated Services	5.0	5.0
Human Services Supervisor II to Children & Family Integrated Services	1.0	1.0
Master Social Worker to Children & Integrated Services	1.0	1.0
Administrative Assistant to Children & Integrated Services	1.0	1.0
Master Social Worker to Mental Health/AODA - Crisis	3.0	3.0
<b>Mental Health/AODA - Children's Long Term Support</b>		
Human Services Supervisor II to Mental Health/AODA - Crisis	1.0	1.0
Social Worker to Mental Health/AODA - Crisis	1.0	1.0
Social Worker to Mental Health/AODA - Children & Family Integrated Service	2.0	2.0
<b>Community Support Program</b>		
Administrative Assistant to Mental Health/AODA - Crisis	1.0	1.0

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## Charter: Human Services

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Effective January 1, 2013  
Charmian J. Klyve, Director



The Management Charter is a planning tool for the Human Services Department (HSD) and is reviewed annually. The Critical Objectives and Performance Standards provide framework and direction to the Department. The Department continually strives to provide quality services in the most cost effective, efficient, responsible and accountable manner, and where possible, maximize revenue to better fund the Department's programs.

### ADMINISTRATION

Administration's goals and objectives address six (6) areas: planning, leading, organizing, managing, directing staff resources, and providing information and education to the public on our programs.

#### Key Objective:

Exercise sound judgment and management oversight in the operation of the Department programs ensuring quality services consistent with program mandates and fiscal accountability.

#### Critical Objectives:

1. **Planning:** Engage in short and longer-term Department planning, and obtain input on Departmental operations and ensure quality cost effective services are delivered.

##### Standards:

- a. Management in each program area will participate in delivering the goals and objectives of their respective Divisions.
- b. Community input will be obtained through annual public hearings, use of advisory committees, and consumer satisfaction surveys.

- c. Education of staff and the community on current programs and changing Department goals and objectives.

2. **Leading:** Provide leadership and direction to staff to enable them to work cooperatively and effectively with Management to achieve Department goals and fulfill the Department's mission.

##### Standards:

- a. Communicate effectively and provide appropriate information to the Board and County Administration on Departmental programs and initiatives, as well as, timely fiscal information.
- b. Communicate effectively with Department staff to educate them on our mission and goals.

3. **Organizing:** Develop initiatives and organize work so that Departmental services and goals can be achieved in a cost-effective manner while maintaining quality service to clients.

##### Standards:

- a. Refine the organizational structure of the Department to better utilize resources and improve productivity.
- b. Continuously engage in evaluating programs and focusing on best practice models.
- c. Ensuring the most cost effective delivery system consistent with best practice.

4. **Managing:** Utilize the most effective organizational structure to manage Department operations and achieve our goals in a cost effective and efficient manner.

##### Standards:

- a. Apply sound management and supervisory skills to assure proper professional program and fiscal management.
- b. Conduct evaluation of our service delivery system through the Quality Improvement process and through consultant services input as needed.

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## Charter: Human Services

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5. **Human Resources:** Allocate staff resources appropriately in the most cost effective and efficient manner consistent with delivery of quality services to clients.

**Standards:**

- a. Work to ensure cross training of staff in appropriate areas to ensure continuity and increased flexibility within the Department.
- b. Work in cooperation with the Human Resources Department to fill, recruit, and hire qualified personnel; ensure accurate job descriptions consistent with work assigned and provide appropriate performance expectations.
- c. Conduct regular timely performance evaluations of staff.
- d. Address staff development and training needs through countywide and department-wide initiatives and through planning during each employee's performance evaluation.

6. **Public Information and Education:** Provide information to the public and community agencies in a manner that supports collaboration and cooperation to achieve departmental goals on behalf of our clients.

**Standards:**

- a. Maintain effective communication with community organizations.
- b. Promote public participation through public hearings and community awareness of Department Programs.
- c. Provide information to other agencies and the public on Department programs.

### **FISCAL OPERATIONS**

**Key Objective:**

Ensure all Human Services fiscal and program objectives are being met through coordination and oversight of the Department's activities in the areas

of budgeting, contracts, grants, purchasing, program monitoring and accounting.

**Critical Objectives:**

1. Prepare and monitor the Department's budget.

**Standards:**

- a. Coordinate the development of the Human Services Department budget within the prescribed time frame utilizing the prescribed format.
- b. Monitor revenue and expenditure levels throughout the year against the budget, provide annualized projections, and prepare budget adjustment resolutions as necessary.
- c. Assist Department management and program staff in the development and utilization of budget monitoring tools.
- d. Maintain the Department's chart of accounts in a format that allows the Department to meet its fiscal monitoring and reporting requirements.
- e. Prepare all cost allocations that are necessary to meet reporting and budgeting requirements.
- f. Provide regular budget updates to Department management, program staff, and the Human Services Board.
- g. Coordinate preparation of the Annual Report.
- h. Research and develop options to enhance revenues and increase fiscal efficiency.

2. Prepare and monitor the Department's Purchase of Service Contracts.

**Standards:**

- a. Prepare purchase of service contracts in a manner that conforms to County purchasing procedures and is consistent with the State Model Contract; work with Department managers to develop contract language; negotiate terms and rates with providers.

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- b. Obtain necessary review and approvals to execute contract.
- c. Review compliance with contractual obligations in the areas of insurance, licenses, civil rights, audits and performance.
- d. Perform on-site and/or desk contract monitoring reviews of purchase of service contracts.

3. Coordinate the Department's Grant Activities.

**Standards:**

- a. Prepare the budget information required for grant submission and monitor compliance with relevant fiscal and matching requirements.
- b. Obtain necessary grant review and approvals.
- c. Monitor submission of required grant reports.

4. Oversee the Department's Purchasing Activities.

**Standards:**

- a. Process administrative purchase requisitions in conformity with Generally Accepted Accounting Principles (GAAP), Wisconsin Department of Health Services (DHS), Wisconsin Department of Children and Families (DCF) Allowable Cost Policies, and other County, State, and Federal policies.

5. Provide Program Monitoring Services.

**Standards:**

- a. Provide program analysis on a regular basis to ongoing programs, work on special assignments as requested, and prepare analysis of new proposals and proposed changes to existing programs.
- b. Work with Department management and staff to develop clearly defined program outcomes; develop monitoring tools to measure performance against program outcomes.

## **ACCOUNTING**

**Key Objective:**

The key objectives of the Accounting units are to provide accurate and timely financial data in conformity with GAAP, WDHFS Allowable Cost Policy and Federal, State and County accounting policies; to assist division management in preparing, evaluating and monitoring the annual budget, programs and projects that have a financial impact on the Department and the County; to maximize revenues and minimize expenses; to establish internal controls, systems and written procedures for all accounting activities and reports; and to coordinate facility issues with landlords and the General Services Department.

The Accounting units prepare and process the HSD accounts payable, accounts receivable, bank reconciliations, billings, collection of accounts receivable, expense allocations, journal entries, protective payees, and financial reports.

**Critical Objectives:**

1. Provide fiscal planning for Department operations.

**Standards:**

- a. Assist in coordinating the development of the HSD budget for the County Board.
- b. Assist other Divisions of the Department with financial plans and projects.

2. Provide fiscal monitoring tools for program and management use. Develop necessary fiscal data to meet required reporting.

**Standards:**

- a. Submit all required reports on or before their due date in the required formats.
- b. Compile and issue monthly fiscal reports to department management by the 15th of the following month.

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- c. Assist program staff in the planning, developing and utilizing of monitoring tools and reports.
  - d. Reconcile CARS and CORE reports to general ledger.
  - e. Prepare and maintain detailed job instructions for each task and position.
  - f. Cross-train a backup person for each position.
3. Provide prompt, accurate payment to eligible clients, vendors and contract agencies for Human Services Department programs such as Long Term Support (LTS), Alcohol and Other Drug Abuse (AODA), Kinship Care, Substitute Care, Child Welfare, Interim Assistance, Wisconsin Works (W-2) Related, and Administrative Expenses.
- Standards:**
- a. Process all accounts payable on a timely basis in accordance with allowable cost policy, contractual obligations and restrictions.
  - b. Increase productivity by determining the source of errors and applying a systematic program to reduce errors.
4. Maintain billing and collections for Interim Assistance, W-2, FoodShare, and Children in Substitute Care, Case Management, Outpatient, Family Treatment Teams, Intensive Case Management, Community Support Program (CSP), LTS Co-pay, Low Income Housing Energy Assistance, and Department of Vocational Rehabilitation Transition to Employment, Youth Services Center (YSC), and Post Adjudicated Services.
- Standards:**
- a. Determine proper liability of clients based upon governing regulations and invoice them in a timely manner.
  - b. Establish and generate accounts receivable aging reports for monthly review with Controller.
  - c. Maintain a log of Substitute Care cases identified as potential Supplemental Security Income (SSI) eligible and monitor the application process.
- d. Maintain management reports on current and historic trends in cash collection.
  - e. Monitor daily time reports and unit reports for promptness, accuracy, and percentage of billable hours. Give feedback to supervisory staff as needed.
  - f. Issue monthly aging report.
5. Provide Protective Payee services to the Community Support Division.
- Standards:**
- a. Review budget expenditures and budgeted income.
  - b. Review and reconcile monthly client balances.
  - c. Consult with social workers and supervisors when budgets need to be adjusted.
  - d. Prepare and provide monthly reports of client balances to social workers and supervisors.
6. Maintain agency checking accounts.
- Standards:**
- a. Make deposits and withdrawals to various checking accounts maintained in the Department as determined by applicable policy and procedures.
  - b. Reconcile all bank accounts monthly for the Controller's approval.
7. Coordinate facility issues.
- Standards:**
- a. Quarterly inspect each facility and interview facility staff regarding building and working conditions.
  - b. Maintain an active role in the Human Services Department Safety Committee.
  - c. Communicate and resolve any facility issues with landlords or the General Services Department.

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8. Coordinate the processing of Social Security Income (SSI) applications for children in substitute care.

**Standards:**

- a. Submit every new SSI application within sixty days of placement date.
- b. Facilitate the required reviews and appeals for children in placement and on SSI.

### **JOB CENTER**

**Key Objective:**

Accounting also has administrative responsibility for the Job Center. The Job Center's key objectives are to provide "ONE STOP SHOPPING" for job seekers, employers, and individuals in need of supportive services. The Job Center will provide employment and training services, promote the well being of individuals through work, help individuals obtain quality jobs and employment training, offer employers quality workers, provide resources for employee retention and advancement in the work place, provide assistance and case management for individuals in need, provide integrated services for employers, job seekers and individuals in need of assistance and provide local leadership, direction, and outreach programs to promote employment, training and supportive services. The Rock County Job Center is part of the Wisconsin Job Center Network and the Southwest Workforce Development Area.

The following agencies/programs are located at the Rock County Job Center: W-2, Economic Support, Long Term Support, Division of Workforce Excellence-Job Service, Division of Vocational Rehabilitation, Southwest Wisconsin Workforce Development Board, AFL-CIO Labor Education and Training, Community Solutions, Manpower, Job Corp, and Blackhawk Technical College.

**Critical Objectives:**

1. Provide for facility management.

**Standards:**

- a. Establish and maintain safety and operational procedures.
- b. Establish and maintain cost budgets and billings.
- c. Maintain supplies and maintenance contracts.
- d. Monitor partner payments.
- e. Monitor security and confidential issues.
- f. Coordinate building and building equipment repairs and maintenance, and equipment changes.
- g. Maintain staff areas and coordinate community activities.
- h. Promote positive public relations, responding to community issues and concerns.
- i. Be an active member of the Job Center Management Team.

2. Maximize facility usage.

**Standards:**

- a. Determine additional funding sources and grant opportunities.
- b. Evaluate and adjust space for program, partner and customer changing needs and service delivery.
- c. Expand marketing of available programs and services to other HSD Divisions, Community Organizations, and the general public.

### **DROP-IN CHILD CARE UNIT**

**Key Objective:**

The key objective is to provide quality drop-in childcare in accordance with State and Federal regulations for all customers using the services provided at the Job Center.

**Critical Objectives:**

1. Contract with quality Childcare Provider

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### **Standards:**

- a. Issue RFP for services.
- b. Review and select provider.
- c. Review contract on an annual basis.

### **TECHNOLOGY, RECORDS AND QUALITY MANAGEMENT**

The Technology, Records and Quality Management (TRQM) Division, consisting of four separate units, serves as an information and resource center for the Human Services Department (HSD) and provides professional, technical, and administrative support services. In addition to the overall data management functions, each work unit has a specific scope of responsibility.

#### **DATA MANAGEMENT UNIT**

##### **Key Objective:**

The Data Management Unit serves as the data and reporting center for all HSD service programs to facilitate data system development and maintenance, report creation, data quality assurance, and technical support for applications and security.

##### **Critical Objectives:**

1. **Data Management:** Maintain and monitor the electronic health record system (EHR) within the HSD. Develop and maintain ancillary data systems to meet the informational needs of administration and service programs.  
**Standards:**
  - a. Create and maintain queries and reports by request and provide technical assistance on the data resources available to HSD.
  - b. Provide technical support for the HER and ancillary data systems, including eWiSACWIS, CaseWorks, WISP, et al.

2. **Data Quality:** Monitor the EHR and ancillary data systems to assure complete, accurate, reliable, timely information is collected and reported.

##### **Standards:**

- a. Develop and document data standards (schema, entry, et al.) for the EHR and ancillary data systems..
- b. Assist in the development and participate in the HSD data governance structure to coordinate data quality management.

3. **Technology and Security:** Provide training on HSD related applications and data systems to relevant staff.

##### **Standards:**

- a. Provide technical assistance for the usage of technology to enhance HSD program efficiencies and service delivery.
- b. Serve as main point of contact for security delegation for all HSD related applications, data systems and file systems.

#### **MEDICAL RECORD UNIT**

##### **Key Objective:**

As a unit of the TRQM Division, the Medical Records Department serves as an information and resource center for all Human Services treatment programs, Juvenile Justice, Child Protective Services and Rock Haven (nursing home) to facilitate the delivery of quality service to each client. The Medical Records Department also performs a wide range of administrative services including records management, release of information, purchasing/supply, data entry and word processing.

##### **Critical Objectives:**

1. **Records Management:**

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### Standards:

- a. Provide prompt response to routine record requests and track record location to insure punctual location of needed records.
- b. Perform chart audits to insure needed documents are on file.
- c. Manage storage of records via established retention guidelines including scanning of records.

### 2. **Regulatory Support:**

#### Standards:

- a. Perform release of information to external parties in accordance with statutes, regulations and procedures.
- b. Provide technical support for regulatory requirements including HIPAA, Chapter 51, etc., which includes serving as a confidentiality resource and developing ongoing training.
- c. Assist with certification surveys.

### 3. **Logistic Support:**

#### Standards:

- a. Maintain a system that enables staff to have needed supplies, forms and equipment to perform their duties.
- b. Conduct orientation for all new employees of the Department including Key Control.
- c. Perform and coordinate word processing support for various service areas in accordance with established protocol to ensure timely completion.
- d. Enter data into state and county applications to meet Federal, State, County and Department requirements.

### CLERICAL SERVICES UNIT

#### Key Objective:

Clerical Services Unit provides a wide range of clerical support services to the Human Services Department outpatient clinics (ASC, BCC, JCC, and IDP) Beloit and Janesville Community Support Programs, Crisis Intervention Services (including the Family Crisis Services), the Long Term Support Program, and PATH services to the homeless.

#### Critical Objectives:

##### 1. **Client Services/Communication:**

Facilitate contact and communication with and between staff, clients and community.

#### Standards:

- a. Provide telephone coverage for location supervisors/staff as necessary.
- b. Screen incoming calls and take information, or refer/reroute as necessary.
- c. Take requests for service and schedule assessment.
- d. Maintain Medsys Scheduling "appointment book."
- e. Notify location supervisor of location member's absences, and reschedule their appointments as necessary.

##### 2. **Client Registration and Record Management:**

#### Standards:

- a. Register new clients.
- b. Request closed records from Medical Records/Closed Files as necessary.
- c. Assemble new client records.
- d. Update financials, HSRS, Bill of Rights, releases and other forms as appropriate. Copy and route forms to appropriate location for processing, along with intake paperwork.

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- e. File documents/material in appropriate section in client file.
- f. Complete Patient Assistance Pharmaceutical applications (JCC and BCC only).

3. **Data and Information Management:** Perform a variety of clerical functions necessary to accomplish the work of the service location. Assist with data collection and reporting.

**Standards:**

- a. Enter complete, accurate, consistent and timely information in the various databases and applications.
- b. Data entry of collected information on computer as necessary for monthly/annual reports.
- c. Submit requests to extend Medical Assistance (MA) and other third party payer authorization forms promptly (prior to expiration of current authorization).
- d. Complete database and Master Person Index entries.
- e. Maintain and report quality-monitoring data to the program supervisor.

4. **Assist Location Supervisors and Staff:** Assist supervisors and staff with a wide variety of administrative and office management activities.

**Standards:**

- a. Attend meetings and take minutes for a variety of committee and board meetings.
- b. Prepare and assist with presentations, i.e., Power Point.
- c. Coordinate trainings and registrations.
- d. Check daily and bi-weekly time sheets for accuracy before submitting to the accounting office, and maintain a time sheet log.
- e. Process educational and time off requests for workers.
- f. Orientate new workers.
- g. Troubleshoot computer and phone problems.
- h. Assist with State and County Audits.

### **SUPPORT SERVICES UNIT**

**Key Objective:**

The Support Services Unit provides a wide range of administrative services including records management, data entry, and secretarial support services to Child Protective Services and Juvenile Justice and Prevention Divisions. The unit also provides switchboard/reception services for all of HSD.

**Critical Objectives:**

1. **Secretarial Support:** Perform a variety of difficult and responsible clerical functions necessary to accomplish the work of the Child Protective Services and Juvenile Justice and Prevention Divisions.

**Standards:**

- a. Provide phone back-up for CPS Access calls, and locate a Social Worker..
- b. Assist with calls from the Public Defenders, Judicial Assistants and Law Enforcement regarding juvenile probation referrals..
- c. Coordinate the process of CPS substantiation appeals and rehabilitation reviews.
- d. Attend meetings and take minutes for a variety of committees.

2. **Records Management:** Create files for CPS and JJPS clients, and Foster Care Providers. Maintain Credentials Files and Program Surveys.

**Standards:**

- a. Assist staff with proper filing of client documentation and assure availability of the files while maintaining confidentiality.
- b. Coordinate submission of credentials to HMOs, and assist with the re-certification of the Mental Health/AODA program locations by the State of Wisconsin.

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3. **Data Entry:** Assist with data collection and reporting for child abuse and neglect service activities as well as JJPS and delinquent juveniles, Kinship Care services, and Foster Care Providers.

**Standards:**

- a. Enter complete, accurate, and consistent information into various databases and applications including Med Sys, WiSACSWIS and JSDR.
- b. Attend Calendar Call hearings to collect financial information from the parents/guardians of juveniles.
- c. Process Medicaid (MA) Eligibility determination for children in Substitute Care.

4. **Switchboard/Reception Services for all HSD:** Answer main telephone line, greet visitors and direct guests and callers as appropriate.

**Standards:**

- a. Respond to Loading Dock calls and alerts appropriate staff for pickup. Receive and sign for small deliveries brought to the reception window.
- b. Sort all HSD inter-office and in-coming U.S. mail.
- c. Apply postage to outgoing mail and deliver to Post office by 5:00 p.m. every weekday.

### **CHILD PROTECTIVE SERVICES**

**Key Objective:**

Our mission is to assure children are safe and secure. Our belief is that children flourish best in an environment, which is permanent and safe. This environment is most accessible through healthy family life.

There are two primary purposes for Child Protective Services (CPS) intervention with families. The first is to control for the safety of children who are at imminent risk of maltreatment. The second purpose of CPS

intervention is to alter the conditions or dynamics within families, which create risk of maltreatment to children.

CPS intervention is community-based, relying on collaboration with other professionals and family involvement in decision-making. When child safety can be assured, maintaining the family unit is the focus of intervention. When out-of-home placement is required to assure child safety, intervention efforts are directed towards family reunification. All permanency options for children will be planned for upon involvement with CPS.

**Critical Objectives:**

1. Assess all incoming reports of possible child maltreatment for appropriateness of CPS assignment.

**Standards:**

- a. Staff will gather sufficient information to determine whether child maltreatment or the risk of maltreatment to a child exists, including immediate and impending danger threats.
- b. Staff will inform reporters what child maltreatment is and agency responsibility.
- c. Screening Supervisor will make all screening and urgency decisions.

2. Assess all accepted reports of child maltreatment to determine whether maltreatment has occurred, and/or is likely to occur.

**Standards:**

- a. Staff will complete a comprehensive initial assessment of the family, interviewing and gathering information consistent with the Investigation/Assessment Standards authorized in S.48.981(3)(c) Wisconsin Statutes.
- b. Supervisory review of all assessments will occur to ensure quality decision-making and to ensure that assessments are completed within 60 days of case assignment.
- c. Staff will send written conclusions of the initial assessment to mandated reporters within 60 days of case assignment.

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3. Assess all cases where there is a threat to a child's safety.

**Standards:**

- a. Staff evaluation of child safety will be consistent with the Safety Intervention Standards.
- b. All children in the family are considered when evaluating safety.
- c. All options for securing children's safety will be considered before out-of-home placement is utilized.
- d. Supervisory review of all safety decisions and plans will occur to assure for sufficiency.

4. Provide ongoing services to families with children who are at significant risk of maltreatment and/or who are unsafe.

**Standards:**

- a. Staff will conduct an in-depth assessment of each family for the purpose of understanding what conditions most contribute to the risk of maltreatment consistent with the ongoing service standards.
- b. Staff will engage families in developing case plans designed to reduce the risk of maltreatment.
- c. Staff will work with other department staff and community agencies and professionals to complete their assessment and develop a case plan.
- d. Staff will make timely referrals for necessary services on behalf of the family to comply with reasonable efforts requirements. This may include referrals to both department and community resources.
- e. Supervisory review of all family assessments and case plans will occur to assure quality decision-making.

5. Strengthen the substitute care unit to enable it to serve as a resource to CPS, Juvenile Justice and Prevention Services (JJPS), and alternate care providers.

**Standards:**

- a. Identify and recruit for concurrent foster homes and adoptive resources in accordance with the Adoption and Safe Families Act of 1997 (ASFA) MEPA, and IEPA.
- b. Provide non-foster care respite for CPS, JJPS, and Children's Community Support Network (CCSN) families.
- d. Provide foster parent training to foster parent applicants and to all licensed Rock County Foster Parents.
- e. Recruit and license Foster Homes for large (3 or more children) sibling groups and for children in the Beloit area.

6. Increase CPS program capacity to assure child safety while keeping families intact.

**Standards:**

- a. Prioritize case assignments to the Family Skills unit according to those families in need of services to assure child safety.
- b. Deliver intensive in-home safety services to families whose children are at imminent risk of out-of-home placement.

7. Assist clients with transportation needs by providing rides for family interaction, counseling, and medical appointments through the Volunteer Transportation Program.

**Standards:**

- a. Coordinate and communicate with case managers regarding scheduling requirements.
- b. Develop and implement appropriate weekly schedules.
- c. Continue plans for recruitment and retention of volunteer drivers.
- d. Continue to refine a training/orientation process for newly recruited volunteer drivers.
- e. Continue to develop and refine program in response to the changing needs of case managers and clients.

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8. Conduct public relations efforts focused on educating the community about CPS & increasing communication and collaboration with other agencies and the community at large.

**Standards:**

- a. Conduct community presentations focused on child abuse and neglect reporting, child maltreatment, CPS intervention with families and other CPS related topics to interested audiences.
- b. Offer opportunities to participate in individualized externships to interested professionals/elected representatives who interact with CPS.

9. Provide Kinship Care Management services in compliance with Wisconsin Statutes and Wisconsin Works Administrative Rules.

**Standards:**

- a. An individualized assessment will be completed on all caregivers in the program.
- b. A criminal background check will be done on all caregivers in the program.
- c. A determination for eligibility per Wisconsin Statutes and Administrative Rules will be done on all caregivers in the program.
- d. Payment authorization will be processed for all caregivers in the program.
- e. Annual reviews will be conducted on all caregivers in the program.

### **JUVENILE JUSTICE AND PREVENTION SERVICES**

**Key Objective:**

The Juvenile Justice and Prevention Services Division (JJPS) is composed of two Juvenile Justice Units, the Youth Services Center, and the Youth Development and Diversion Unit. A continuum of services has been

developed within the division to provide supervision and treatment for juveniles and their families who have been referred to the Juvenile Justice System of Rock County. The division's work is guided by the need to provide for public safety and juvenile accountability by using evidence-based programs and practices to increase skills and competencies needed to maintain a crime-free lifestyle.

**Critical Objectives:**

1. Receive and process referrals of juveniles charged with what would be a crime if they were adults, as well as juveniles who are considered to be truant, uncontrollable, or a runaway.

**Standards:**

- a. Intake services will be provided 24 hours per day as required by Wisconsin Statutes.
- b. Intake decisions will be determined in compliance with Court approved guidelines and Wisconsin Statutes.
- c. Custody decisions, as well as the level and location of custody, will be made according to Wisconsin Statutes.

2. Provide the following services: Juveniles in Need of Protection and Services, Formal Supervision, Intensive Case Management, Electronic and GPS Monitoring, Deferred Prosecution Agreements, and Consent Decrees, and delinquency prevention.

**Standards:**

- a. Dispositional recommendations for the Court, including the level of supervision, will be made by conducting an individualized assessment using the Youth Assessment and Screening Instrument (YASI).
- b. Provide or arrange for all services ordered by the Court.
- c. Provide evidenced-based programming to youth and families involved in the juvenile justice system.

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3. Decrease the number of out-of-home or out-of-community placements, while providing public safety, juvenile accountability, and increased competency.

**Standards:**

- a. Provide community-based services in collaboration with other department divisions, schools, police, and private service providers to juveniles and their families.
- b. Provide supervisory consultation and approval of recommendations to the Court for out-of-home or out-of-community placements.

4. Direct and support Juvenile Justice system improvement activities within the Division and in partnership with law enforcement, schools, Public Defenders, the District Attorney, community agencies, parents, and youth.

**Standards:**

- a. Implement nationally recognized best practice standards for juvenile justice practice.
- b. Develop strategic workgroups to implement Juvenile Justice System improvement strategies.

5. Provide shelter or secure detention for juveniles detained per Wisconsin Statutes, Chapter 938 or Chapter 48.

**Standards:**

- a. The Youth Services Center will be in compliance with all Administrative Rules that apply.
- b. Juveniles referred to detention pursuant to Wisconsin Statutes and regulations will be accepted.
- c. Implement nationally recognized best practice standards for juvenile residential facilities.

6. Provide nursing services as needed for all detained juveniles by having a nurse on premises during the workweek, Monday through Friday; and as needed on weekends and holidays.

**Standards:**

- a. A nurse will provide a thorough review of each admission health screening.
- b. Youth reporting to sick call will be screened for treatment needs and referred to medical staff as appropriate.
- c. Medication monitoring services will be provided for those in need of medication therapy.

7. Conduct regular public relations efforts geared toward educating the community about services within the Division.

**Standards:**

- a. Provide speakers for in-services for other HSD Divisions, community organizations, and the general public.
- b. Promote agency programs as well as coordinate and collaborate with other HSD Divisions and public agencies and their existing programs.

## **ECONOMIC SUPPORT**

**Key Objective:**

Our mission is to efficiently operate State and Federal Economic Support Division Programs, which include: Wisconsin Works (W-2), Medical Assistance (MA), FoodShare (FS), ChildCare (CC), and Badger Care Plus (BC+). These programs are operated under contract with the State and are required by State and Federal law, leaving little room for local discretion. The Relief Block Grant program is an option to each Wisconsin County under the broad guidelines of Chapter 49 of the Wisconsin Statutes. Rock County has opted to operate a cash-only Interim Assistance Program.

**Critical Objectives:**

1. Administer programs within Federal, State and local policies. An error rate will be maintained which is within the accepted tolerance.

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**NOTE:** Federal tolerance levels in FS are established annually based upon national averages.

**Standards:**

- a. Complete Quality Assurance reviews at a rate sufficient to determine accuracy rates. Appropriate action plans will be developed to address negative findings.
  - b. Develop an error reduction plan to address problem areas and apply for such project funding as is available.
  - c. Complete applications, changes and responses on a timely basis as specified in program manuals.
2. Provide Economic Support programs in accordance with all Federal, State and local regulations. Administration of these programs requires respect for client rights and satisfaction.
- Standards:**
- a. Investigate all complaints; including conducting Fact Finding Reviews, regarding client services with appropriate remedies being applied on a timely basis, as is required for all programs under W-2.
  - b. Evaluate and report efforts to monitor the quality of consumer/staff interactions. Such efforts will be documented through the state-developed Customer Satisfaction Survey, as well as, local monitoring tools.
  - c. Meet Performance Standards as set forth by the State.
3. Staff will be trained on program basics as well as program changes.
- Standards:**
- a. Provide continuous education for staff.
  - b. Assure each new staff will be given sufficient training to meet the requirements of Administrative Code DCF 103.
  - c. Assign experienced staff to state-sponsored education to meet requirements of DCF 103.
  - d. Schedule in-house education to address staff on agency needs.
  - e. Maintain records of staff education.

4. Policy changes will be discussed, disseminated, and implemented on a timely basis.

**Standards:**

- a. Designate staff to attend state-sponsored training on new programs or policy changes.
- b. Discuss policy matters and implementation plans at weekly supervisory meetings.
- c. Hold regular Division and unit meetings to provide a forum for training and policy discussion.

5. Develop and maintain an up-to-date Interim Assistance Program policy manual that is approved by the Rock County Human Services Board.

**Standards:**

- a. Revise local practices to ensure efficiency and consistency with Board policy direction.

6. Operate an active fraud reduction program.

**Standards:**

- a. Complete front-end verification on all cases within error prone profiles as specified in the Rock County Fraud Plan.
- b. Refer for investigation cases of alleged welfare fraud or request an administrative hearing.
- c. Disqualify recipients who are convicted of welfare fraud as allowed by law.
- d. Actively pursue and monitor benefit recovery where benefits were obtained as a result of fraud.

7. Maintain a focus on employment as the first means of self-support.

**Standards:**

- a. Develop and review employability plans for all work program participants.
- b. Monitor each participant's progress toward goals stated in the employability plan.
- c. Provide supportive services to enable individuals to seek and maintain employment.

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- d. Complete follow-up tracking and case management for employed individuals.
- 8. Provide information regarding economic support and W-2 programs.  
**Standards:**
  - a. Provide public relations and outreach in a pro-active manner to increase public awareness of the economic support and W-2 programs.
- 9. Conduct regular public relations efforts geared toward educating the community about Economic Support/W-2 Programs and enhancing the image of the Human Services Department.  
**Standards:**
  - a. Provide speakers for inservices for other HSD Divisions, Community Organizations, and the general public.
  - b. Provide a series of informational sessions to other agencies and the general public on topics of interest.
  - c. Participate on advisory boards and committees to promote agency programs as well as coordinate and collaborate with other agencies and their existing programs.

### **LONG TERM SUPPORT**

#### **Key Objective:**

Long Term Support (LTS) provides assessment, case plans, and ongoing case management for eligible individuals. The primary target groups who receive services through Long Term Support are people who are Elderly (age 65 and older), and/or Physically/Sensory Disabled (ages 18 to 64). In addition, LTS is the County's designated Adult and Elder Abuse agency. LTS staff also recruit and certify adult family homes for clients of the Human Services Department and the Developmental Disabilities Department. Services are delivered through the use of County, State and Federal funding sources to assist eligible residents to maintain independence in the community. Funding

sources include Basic County Allocation, Community Options, Medical Assistance Waiver, Community Relocation and Nursing Home Diversion Funds, Alzheimer Family Caregiver Support Program, and limited County tax levy.

Long Term Support staff are an integral part of case plan development; bringing together vital community services in an effort to assist individuals. Staff coordinates and manages numerous community-based long-term support services. These services are designed to enable people to live in the least restrictive community setting possible while maintaining maximum independence.

#### **Critical Objectives:**

- 1. Provide comprehensive case assessment and plans.  
**Standards:**
  - a. Provide assessments and case plans in a timely manner.
  - b. Provide pre-admission consultations for individuals seeking admission to a Community-Based Residential Facility.
  - c. Conduct annual WATTS reviews referred from Court Services.
- 2. Provide comprehensive case management services.  
**Standards:**
  - a. Monitor ongoing case management activities for service comprehensiveness through monthly random record review and client/collateral contacts.
  - b. Further develop standards for case management activity and measure workload demands and productivity.
  - c. Ensure expertise for the various populations served through staff training, support, and caseload review.
- 3. Maximize State and Federal funding sources.

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### Standards:

- a. Achieve full waiver participation within allowable allocations.
  - b. Utilize all available MA-Waiver funding while maintaining prescribed significant proportion ratios.
  - c. Analyze State and Federal administrative reports and adjust case activities as needed.
  - d. Assess the division of funds by target group to provide for the full utilization of funding and meeting the program's responsibilities.
  - e. Maintain staffing level sufficient to process new waiver applications and manage open waiver cases.
  - f. Maintain an eligibility list to hire from for both seasonal and permanent positions.
  - g. Analyze how best to serve clients after completing the Long Term Care Functional Screens.
4. Maintain accurate waiting list data.
- ### Standards:
- a. All waiting list cases will have an assigned Social Worker/Case Manager to follow-up on their service needs and eligibility for other program areas, as well as, information regarding their present status on the waiting list.
  - b. Remove clients from waiting lists as staff and funding resources become available.
5. Provide remedial and preventive services to adults who are victims of abuse or neglect.
- ### Standards:
- a. Provide community education and coordination of services.
  - b. Document referrals to law enforcement.
  - c. Complete and enter electronically the F-20441A Adult at Risk Abuse, Neglect, and/or Exploitation Form for State data collection.

6. Provide screening, coordination, and court services for guardianship and protective placement referrals.

### Standards:

- a. Screen all referrals from general public and Human Services Department case managers.
- b. Refer individuals to private attorney if sufficient resources.
- c. Process guardianship for indigent individuals.

## MENTAL HEALTH AND ALCOHOL AND DRUG

### OUTPATIENT CLINICS

#### Key Objective:

The Department provides counseling and other therapeutic services at outpatient clinics in Southern Rock County (Beloit) and Northern Rock County (Janesville). The State of Wisconsin under HFS 35 certifies the clinics. Services available through the clinics include psychiatric and psychosocial evaluations; individual, family, and group counseling; nurse care, case management services; and psychiatric treatment services. A large number of eligible outpatient clients are provided with sample or program medication at no cost.

#### Critical Objectives:

1. Maintain on-going efforts to prevent or reduce admissions to psychiatric hospitals or State Institutes, consistent with the community-based treatment philosophy of the Department.
- ### Standards:
- a. Provide therapeutic services to registered clients to assist in resolving problems on an outpatient basis and reduce the need for inpatient care.

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- b. Provide services, consultation, and direction when a registered client is placed at Jackson House or in a Family Crisis Bed.
- 2. Continue to refine and develop specific therapeutic skills and strategies for working with clients with complex concerns, and improve capacity for provision of case management services.

**Standards:**

- a. Provide staff opportunities to attend workshops and seminars relating to multi-problem and treatment resistant clients.
  - b. Develop broader continuum of services beyond office based therapy to include comprehensive case management.
  - 3. Further develop staff competence and skill in the areas of co-occurring disorders as well as trauma informed care.
- Standards:**
- a. Implement Core principles of Best Practice within Co-occurring Disorders and Trauma Informed service delivery
  - b. Provide division wide training to staff to improve effectiveness in trauma informed care.
  - 4. Perform professional duties in a manner that ensures compliance with all applicable State and Federal codes and statutes, outpatient certification standards, and is consistent with professional ethics and practice guidelines, and prevailing professional standards of care.

**Standards:**

- a. Review and discuss applicable laws, codes, regulations, guidelines, and standards, as necessary, to maintain an adequate knowledge base.
- b. Identify specific problems and concerns relating to professional practice and review with other professional

staff via the multi-disciplinary case review, peer consultation and review, supervisory review, and at outpatient staff meetings.

- c. Attend outpatient business and educational staff meetings.
- d. Review Quality Assurance findings and participate in ongoing quality improvement activities.
- e.

**Coordinated Services Team (Formerly Children's Community Support Network)**

**Key Objective:**

The primary focus of the Coordinated Services Team is to assist children with intensive needs to be successful and safe in their home, families, and community through a seamless and coordinated plan of services. The goal is to help more families toward independence by strengthening families and promoting the least restrictive level of care and safety for children through a collaborative team approach.

**Critical Objectives:**

- 1. Continue to develop a Children's System of Care model by high fidelity implementation of CST model.
- Standards:**
- a. Access available technical assistance from the State of Wisconsin to further develop a high fidelity CST model.
  - b. Build to full capacity the caseloads of CST service coordinators.
  - c. Work with families to build on individual and family strengths using a team-centered approach.
- 2. Perform professional duties in a manner that ensures compliance with all applicable State and Federal codes and statutes, outpatient certification standards, and is consistent with

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professional ethics and practice guidelines and prevailing professional standards of care.

### Standards:

- a. Review and discuss applicable laws, codes, regulations, guidelines, and standards, as necessary, to maintain an adequate knowledge base.
- b. Identify specific problems and concerns relating to professional practice and review with other professional staff via the multi-disciplinary case review, peer consultation and review, supervisory review, and staff meetings.
- c. Review Quality Assurance findings and participate in ongoing quality improvement activities.

### CHILDREN'S LONG TERM SUPPORT

#### Key Objective:

The Children's Long Term Support program is a Medicaid Waiver program that recognizes that many children at risk of being placed in high cost restrictive facilities can be cared for in their homes and communities, preserving their independence and ties to family and friends at a cost no higher than that of institutional care. Rock county Human Services serves children who qualify for services through the Children's Long Term Support Waiver because of mental illness or physical disability. Examples of services funded by this program include case management, counseling and therapeutic services, skills training, adaptive aids, respite care, supportive home care, home modifications and nursing services, among others.

#### Critical Objectives:

1. Access all available CLTS funding to maximize services to eligible children.

### Standards:

- a. Integrate waiting lists and service provision of CLTS services between DD and SED/PD populations.
- b. Maximize access to services and funding by increasing use of "local match" slots.

### ADULT CRISIS INTERVENTION

#### Key Objective:

Crisis Intervention Unit provides emergency assessment, assistance and referral to individuals experiencing mental health and alcohol and other drug abuse problems, when the family or other existing support systems can no longer alleviate these problems. This resource assists in decreasing hospital admissions. The Crisis Unit is certified under HFS Administrative Code 34 and 75.05 and operates in accordance with these standards. Unit objectives continue to be focused on securing community based alternatives to hospitalization. A critical element of this effort continues to be our 12 bed crisis stabilization facility, Jackson House.

#### Critical Objectives:

1. Educate county law enforcement agencies and other community agencies on the civil commitment process, crisis techniques, and how to access crisis services.

### Standards:

- a. Crisis Intervention Supervisor will convene bimonthly Community Crisis Response Group meetings to facilitate communication and collaboration among community partners in the Emergency Mental Health System.
- b. Provide in-services off-site to other community agencies to increase their knowledge of the civil commitment process, crisis intervention service, and mental illness in general.

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- c. Maximize mobile services to the community to arrange for alternatives to involuntary hospitalizations.

- 2. Examine the function of Crisis Intervention, particularly with regards to other community organizations, and explore ways to further minimize risk factors associated with crisis services.

**Standards:**

- a. The Crisis Intervention Supervisor will provide additional educational training to Crisis staff on topics related to mental illness, alcohol and other drug abuse, and enhancing suicide assessments.
- b. The Crisis Intervention staff will work to decrease the length of stay in the State Institutions and hospitals.
- c. Evaluate mental status of clients through interviews by Crisis Intervention Staff.
- d. Consult with Rock County Corporation Counsel to discuss liability issues, as needed.
- e. Increase mobility of crisis staff to respond to law enforcement in the community when significant mental health problems are identified.

- 3. Review and revise Crisis unit policies and procedures in compliance with any new State laws and mandates related to Crisis Intervention.

**Standards:**

- a. Attend trainings and in-services provided by the State regarding new rules.
- b. Coordinate changes in operations with other Human Service Department units.
- c. Explore viable options for expanding our current billing for emergency services.
- d. Coordinate services with the Jackson House crisis stabilization facility.
- e. Coordinate discharge planning of individuals under emergency detention pursuant to SS 51.15 or 51.45.

- f. Work collaboratively to address the needs of individuals with dual diagnosis to offer and encourage drug and alcohol treatment.

- 4. Crisis Staff perform professional duties in a manner that ensures compliance with all applicable State and Federal codes and statutes, certification standards and consistent with prevailing professional standards of care.

**Standards:**

- a. Review and discuss applicable laws, codes, regulations, guidelines, and standards, as necessary, to maintain an adequate knowledge base.
- b. Identify specific problems and concerns relating to professional practice and review with other professional staff via case review, peer consultation and review, supervisory review, and at regularly-scheduled staff meetings.
- c. Attend regularly scheduled business and educational staff meetings.
- d. Review Quality Assurance findings and participate in ongoing quality improvement activities.

### **PATH**

**Key Objective:**

Meet objectives of the PATH (Projects to Assist in the Transition from Homelessness) and fully utilize the Shelter-Plus-Care housing subsidy.

**Standards:**

- a. Transition all eligible Shelter-Plus-Care participants to other housing subsidies where feasible to enable more Shelter-Plus-Care housing slots to become available for new homeless participants.
- b. Continue outreach services to places where homeless individuals are known to congregate to engage these

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- individuals for serious and persistent mental illness and/or co-occurring disorders.
- c. Integrate Peer Support Services into PATH service array.

### **FAMILY CRISIS SERVICES**

#### **Key Objective:**

The primary focus of Family Crisis is to provide mental health services where either the child, child caregiver, or both may be the identified client(s) and is viewed as needing short-term intensive stabilization services to reduce the risk of continued crisis and/or out of home placement. Family Crisis Services operates under Wisconsin Administrative Code HFS Chapter 34 and operates in accordance with these standards.

#### **Critical Objectives:**

1. Provide timely and effective responses to families experiencing a mental health crisis or when the family is at high risk of experiencing a crisis.

#### **Standards:**

- a. Clinicians intervene when appropriate, consistent with HFS 34.02 (5) crisis definition.
  - b. Referrals for Family Crisis Services are initiated by Crisis Intervention, CPS, JJS, and the Janesville and Beloit Counseling Centers.
  - c. Provision of Family Crisis Services involve establishing rapport with the family, stabilizing the crisis, conducting a mental health assessment, and making referrals as appropriate to address any issues that impact on the risk of future crisis time frame when feasible.
2. Perform professional duties in a manner that ensures compliance with all applicable State and Federal codes and statutes,

certification standards, is consistent with professional ethics and practice guidelines, and prevailing professional standards of care.

#### **Standards:**

- a. Review and discuss applicable laws, codes, regulations, guidelines, and standards, as necessary to maintain an adequate knowledge base.
- b. Identify specific problems and concerns relating to professional practice and review with other professional staff via case review, peer consultation and review, supervisory review, and at regularly-scheduled staff meetings.
- c. Attend regularly scheduled business and educational staff meetings.
- d. Review Quality Assurance findings and participate in ongoing quality improvement activities.

### **CRISIS STABILIZATION FACILITY**

#### **Key Objective:**

The Human Services Department contracts with Tellurian UCAN, Inc. to provide a twelve-bed crisis stabilization facility (Jackson House) in Rock County. The service is designed and operated in accordance with Wisconsin Administrative Code HFS 34. This facility provides a less restrictive alternative to psychiatric hospitalization. Clients will be voluntarily placed and/or placed there on a 51.15 detention.

#### **Critical Objectives:**

1. Ensure that the contracted provider is operating in accordance with HFS 34 standards and HFS 83 standards for Community Based Residential Facilities and the contract between provider and Rock County.

#### **Standards:**

- a. Monitor the services delivered by the contracted provider.

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- b. Obtain and review client satisfaction data, outcome data, and quality assurance findings prepared by the provider.
  - c. Monitor compliance with the terms of the contract related to staffing, outcomes and billing.
  - d. Participate in regular clinical staffings of clients at Jackson House.
2. Monitor admission screening and related admission criteria, as well as billing criteria and procedures.

**Standards:**

- a. Review admission screening decisions.
  - b. Review billing procedures in order to optimize resources for the facility.
  - c. Ensure all eligible Medical Assistance billing occurred.
3. Maintain a productive working relationship between the Human Services Department and the contracted provider.
- Standards:**
- a. Conduct meetings with staff of the crisis stabilization facility and HSD service providers to review level of service integration and collaboration.
  - b. Revise policies, procedures and guidelines, as necessary, to ensure services delivery is integrated, efficient, and responsive to the needs of the residents.

### **CHEMICAL DEPENDENCY SERVICES**

**Key Objective:**

The Department provides Alcohol and Other Drug Abuse (AODA) assessment and referral services to eligible Rock County residents employing a managed care format. The system requires fiscal management of limited resources in order to provide eligible clients access to AODA treatment. AODA trained staff provide the Intoxicated Driver Program (IDP) and AODA assessment and referral services. Contracted providers

provide AODA treatment services. AODA treatment services, for eligible clients, are authorized to the limit of available budgeted resources.

**Critical Objectives:**

1. Manage access to and utilization of AODA assessment and treatment services.

**Standards:**

- a. Complete an individual assessment of all clients referred for AODA assessment.
  - b. Adhere to established criteria for prioritizing need for AODA treatment services to the limit of treatment resources available.
  - c. Schedule assessments for intoxicated drivers (IDP) consistent with State standards.
  - d. Screen and refer clients having third-party payer coverage or financial resources to an appropriate private sector provider.
  - e. Document all instances of client contact on the day of contact.
2. Maintain a managed care format utilizing purchase-of-service contracts with multiple alcohol and drug abuse treatment providers.
- Standards:**
- a. Monitor AODA treatment authorizations to avoid exceeding budgeted limits.
  - b. Review and authorize requests for extensions by contracted treatment providers when requested, and further if clinically indicated after reassessment of treatment progress.
  - c. Develop and monitor outcomes for each treatment provider.
  - d. Monitor compliance with HSRS data input necessary for State reporting.

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- e. Provide ongoing assessment of continued need for treatment, consistent with agency policy.
3. Perform professional duties in a manner that ensures compliance with applicable State and Federal codes and statutes, certification standards, is consistent with professional ethics and practice guidelines, and is consistent with prevailing standards of care.

**Standards:**

- a. Review and discuss applicable laws, codes, regulations, guidelines, and standards, as necessary, to maintain an adequate knowledge base.
  - b. Identify specific problems and concerns relating to professional practice and review with other AODA staff and supervisor.
  - c. Attend regularly scheduled AODA staff meetings.
  - d. Review quality assurance findings and participate in ongoing quality improvement activities.
4. Participate in quarterly meetings with contracted AODA treatment providers. This group is comprised of Department representatives, AODA service providers, and other interested community human service organizations.

**Standards:**

- a. Provide a forum for problem identification and resolution.
- b. Facilitate communication regarding funding sources, third-party reimbursement, legislative activity, and changing trends in AODA service provision.
- c. Clarify treatment expectations and standards of the Department as necessary.
- d. Disseminate information regarding existing and new AODA services available in the community.
- e. Allow all contracted providers to provide agency updates.

5. The operation and services of AODA contracted providers will be periodically monitored to ensure compliance with contract conditions and adherence to standards of care.

**Standards:**

- a. Contracted providers will provide documentation of their internal quality assurance activities as well as findings from consumer satisfaction surveys.
- b. An on-site review/audit of each contracted provider will be conducted every three (3) years.
- c. Results of AODA outcome studies completed by the unit will be shared with providers.
- d. Plans of correction, as necessary, will be developed as concerns are noted up to and including termination of their contract.

### **MEDICALLY MONITORED DETOXIFICATION**

**Key Objective:**

The Rock County Human Services Department (HSD) contracts with Dane County Human Services who subcontract services with Tellurian UCAN, Inc. of Madison Wisconsin to provide detoxification services to Rock County residents. The majority of detox admissions are admitted under Chapter 51.45. A number of admissions have a co-occurring mental health condition. The service is designed and operated in accordance with the provisions of HFS 75.07. Screening and referral is provided by the HSD Crisis Unit. Transportation is provided by security services.

**Critical Objectives:**

1. Ensure that the contracted provider is operating in compliance with HFS 75.07 and federal AODA service regulations.

**Standards:**

- a. Develop a methodology for monitoring the services delivered through the unit by the contracted provider.

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- b. Obtain and review client satisfaction data, outcome data, and quality assurance findings prepared by the contracted provider.
2. Monitor discharge planning and referral/s for AODA and/or mental health treatment services.  
**Standards:**
  - a. Review discharge treatment recommendations.
  - b. Authorize funding for appropriate AODA services for eligible residents to the extent that funds are budgeted for this purpose.
  - c. Assist unit staff in arranging for and/or providing clinically indicated mental health services following discharge from the unit.
3. Maintain a productive and efficient working professional relationship between HSD service units and the contracted provider.  
**Standards:**
  - a. Consult with Detox Program Director if and when operational problems are identified to ensure that residents receive adequate care.
  - b. Develop policies, procedures, guidelines and shared expectations, as necessary, to ensure that service delivery is efficient, integrated and responsive to the needs of residents.

### **COURT SERVICES**

#### **Key Objective:**

Court Services exists to provide guidance, assistance and support to county legal, clinical, contracted clinical, and administrative staff as their practice relates to State and Federal law. Issues such as civil liberty and public safety must be balanced in making recommendations for a release or discharge of a detention prior to a court hearing. The balance of civil

liberty and public safety also occurs in the context of recommitment hearings. Special attention and effort will be focused upon seeking favorable court opinions with respect to competency issues specific to consent for medication.

#### **Critical Objectives:**

1. Ensure that Court Services activities are comprehensive, accurate, timely and well coordinated.

#### **Standards:**

- a. Review all Rock County mental health detentions.
- b. Coordinate ongoing services mandated by court orders.
- c. Monitor all involuntary commitments to Rock County.
- d. Maintain records on all involuntarily committed clients.
- e. Monitor all Settlement Agreements.
- f. Coordinate all necessary court hearings related to Chapter 51, including scheduling, conferring with witnesses, and acting as a liaison between clinical providers and judicial officials.

### **COMMUNITY SUPPORT PROGRAM**

#### **Key Objective:**

Community Support Program (CSP) is a state-certified program with the mission to provide recovery oriented, cost-effective and comprehensive treatment and recovery services to persons in Rock County who are disabled by severe and persistent mental illness. CSP serves people who have schizophrenia, bipolar, schizoaffective, delusional, or severe and recurrent depressive disorders. Comprehensive and integrated recovery services are aimed at helping the person to reach their maximum potential in a normalized community setting while moving toward increasing self-sufficiency. Collaborative goals between the participant and staff guide the treatment process. Emphasis is on the primacy of a hopeful, caring, and respectful relationship with the participant, family and significant others.

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### **Critical Objectives:**

1. Comply with the State Mental Health Functional Screen and State CSP Certification Standards under *DHS 63*.

#### **Standards:**

- a. Provide over 50% of service contacts in the community, in non-office based or non-facility based settings.
- b. Complete an initial assessment and treatment plan at the time of admission for all participants, including the Mental Health Functional Screen.
- c. Complete a comprehensive assessment and Psychiatric evaluation within 30 days of admission.
- d. Complete a comprehensive treatment plan within 30 days of admission and every six months thereafter.
- e. Complete a treatment note for every contact with or about each participant.

2. Increase Fidelity to the Evidence Based Model of Assertive Community Treatment for those with chronic mental illness.

#### **Standards:**

- a. Transition from individual case management model to multidisciplinary team treatment model.
- b. Increase vocational rehabilitation and supported employment activities.
- c. Increase percentage of clients living independently vs. supported living environments.

3. Comply with State Medical Records mandates set forth in Wisconsin State Statutes *HSS 92* and *HSS 51.30*, HIPPA and Rock County policies involving confidentiality.

#### **Standards:**

- a. Staff will be knowledgeable of referenced State and Federal Statutes and Administrative Code regulations. Attend inservice training provided by the H.S.D. Medical Records Department and read and observe all

policies adopted by the Department regarding confidentiality.

**Rock County Human Services Department**

**2013 Budget**

PROGRAMS	AGENCY MANAGEMENT SUPPORT	ECONOMIC SUPPORT	CHILD PROTECTIVE SERVICES	JUVENILE JUSTICE & PREVENTION SERVICES	YOUTH SERVICES CENTER	LONG TERM SUPPORT	ADRC	MENTAL HEALTH/ AODA - DETOX	MENTAL HEALTH/ AODA - CRISIS	MENTAL HEALTH/ AODA	MENTAL HEALTH/ AODA - CLTS	MENTAL HEALTH/ AODA - CFIS	MENTAL HEALTH/ AODA - CSP	JOB CENTER	TOTAL DEPARTMENT
FTE POSITIONS	35.0	46.0	64.0	36.0	33.4	22.5	14.5	0.0	26.2	22.0	0.0	13.0	28.0	2.0	342.6
SALARIES	1,590,017	1,822,759	3,206,008	1,768,724	1,719,230	1,029,936	459,931	0	1,512,150	1,287,601	0	644,187	1,785,086	68,918	16,894,547
FRINGES	842,040	1,053,384	1,536,170	915,310	738,809	512,288	328,078	0	582,345	582,278	0	354,790	644,556	33,799	8,123,847
OPERATING EXPENSES	1,041,851	239,365	1,373,829	344,730	345,911	153,778	25,795	40,565	3,354,028	383,969	3,766	112,522	312,159	488,566	8,220,634
CAPITAL OUTLAY	17,879	5,400	15,797	1,550	66,775	1,625	323,307	0	425	19,011	0	2,100	11,825	28,160	493,854
ALLOCATED AMS&O	(3,511,417)	539,858	751,106	422,496	391,984	244,109	119,707	0	302,789	258,192	0	152,568	328,608	0	0
ALLOCATIONS	(2,160)	332,977	0	0	0	97,740	47,568	(59,250)	(36,600)	190,764	136,533	(301,855)	(444)	(475,681)	(70,408)
PROGRAM/CONTRACTED	35,990	2,862,716	4,816,073	1,790,954	10,000	8,763,391	0	237,108	1,606,908	925,527	1,305,583	0	311,066	99,672	22,764,988
TOTAL EXPENSES	14,000	6,856,459	11,698,983	5,243,764	3,272,709	10,802,887	1,304,386	218,423	7,322,045	3,847,342	1,445,882	964,312	3,392,856	243,434	58,427,462
REVENUES	8,557,606	5,818,474	2,067,102	3,361,833	120,874	10,689,095	1,304,386	10,000	382,102	1,518,217	1,196,833	367,700	1,274,172	243,434	36,911,828
FUND BAL. APPLIED															
COUNTY SHARE	(8,543,606)	1,037,985	9,631,881	1,881,931	3,151,835	113,772	0	208,423	6,939,943	2,128,125	249,049	596,612	2,118,684	0	19,515,634

## Administrator's Comments

### Human Services Department

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	342.6	342.6
Salaries	16,894,547	16,894,547
Fringe Benefits	8,123,847	8,123,847
Operating Expense	30,985,622	30,985,622
Capital Outlay	493,854	351,467
Allocation of Services	(70,408)	(70,408)
<b>Total Expense</b>	<b>56,427,462</b>	<b>56,285,075</b>
Revenue	36,911,828	36,907,145
Transfer In	0	0
Fund Balance Applied	0	0
Tax Levy	19,515,634	19,377,930
<b>Total Revenues</b>	<b>56,427,462</b>	<b>56,285,075</b>

A good general description of the services provided by the Human Services Department is contained in the Departmental Charter printed at the beginning of the Human Services section of the budget. I refer you to this document for a description of the services provided by each of the departmental units.

The 2013 budget request for the Human Services Department totals \$56,427,462, which is an increase of \$3,849,250 from the 2012 Budget as originally adopted. This increase is largely the result of three items which increase the expenditure budget but are largely offset with increased revenue. They include the operation of an Aging and Disability Resource Center (ADRC) which adds \$1.3 million; becoming the lead agency for the Economic Support Consortium for the Southern Region which adds \$2.4 million of pass-through funds which are paid to the other six (6) counties in the region; and transfer of the Children's Long Term Support Waiver (CLTW) allocation from Developmental Disabilities which adds \$917,000 to the Human Services Department budget. These three items alone add over \$4.6 million to the expenditure budget. These additions are partially offset by the loss of the W-2 Program which subtracts about \$1.6 million from the budget.

The tax levy request of \$19,515,634 is an increase of \$255,499 or 1.3% from the prior year. One of the items which is impacting the tax levy for the Human Services Department is the transfer of the CLTW Program from Developmental Disabilities which transferred the need to provide about \$102,000 of County match funding for the program. Another item is the loss of the W-2 Program which provides about \$182,000 to help cover the Department's administrative and overhead costs.

The Human Services Department is one of the departments of County government which has been most affected by the recession and high unemployment. The Department is that part of County government which

acts as the agent of the State of Wisconsin for carrying out many State programs such as child protection, mental health, economic support, AODA, adult protection, long term support, juvenile justice and others.

These are the programs more and more of our citizens have had to rely on as they have lost jobs and dealt with the stress which accompanies this. The demand seems to have accelerated over the last year. For instance, the Crisis Unit in the Mental Health Division has seen a 27% increase in average monthly contacts from 2011 to 2012. The caseload in Economic Support has gone from 15,700 in July 2011 to 21,372 in July 2012. The number of reports made to Child Protective Services has also increased substantially over the last year.

The way Ms. Klyve and her staff have been able to cope with the increasing demands in these mandated service areas at a time of 0% levy limits and State Aid cuts is by continually changing how we do things in multiple areas of the Department and adopting best practices which have proven successful in other agencies. Another key is to work collaboratively with other public and private partners so the systems which serve people community-wide do so as well as possible. The process of collaboration and change will never be done but must continue into the future.

#### Economic Support

One of the service areas which has undergone change in 2012 is Economic Support. This was the result of the State Budget which cut funding by 15% and required counties to form consortia to provide economic support services.

Rock County took the lead in forming the Southern Consortium, which is composed of seven (7) counties with Rock as both the Fiscal and Administrative lead county. Rock receives all the State Aid for economic support administration and then distributes it to the other six counties. This totaled about \$2.4 million in 2012. The counties and their caseload as of May 2012 are as follows:

Crawford	1,939
Grant	4,846
Green	3,472
Iowa	2,036
Jefferson	7,266
Lafayette	1,519
Rock	<u>20,720</u>
TOTAL	41,798

The Consortium began operations January 2012. All seven counties are participating in the call center concept with a call center worker in any of the seven counties able to take a call from any of the counties and complete the case entry work for the caller.

The caseload for Rock County has gone up 5,655 cases from July 2011 to July 2012. 4,000 of these cases were transferred from the State's Enrollment Services Center which had been serving Food Share and Badger Care CORE cases. At the end of July, the Rock County caseload was 21,372 cases compared to 15,717 one year earlier and 13,818 in 2008.

The W-2 Program will no longer be provided by Rock County as of January 2013. Economic Support Division Manager Carla Blackcoon describes the change as follows:

Wisconsin Works is the public assistance work-based program that replaced the AFDC (Aid to Families with Dependent Children) public assistance cash payment program. Rock County has been operating the W-2 program since its inception. This contract was up for contract renewal with a new RFP being required to be submitted for 2013. Due to the additional requirements and the fiscal risk of this contract, Rock County decided not to submit an RFP for this contract. Effective January 1, 2013 the W-2 program will be administered by private agencies. For the region Rock County is included in that private agency will be Forward Services. We will be working with Forward Services to transition these individuals to ensure

their services will continue, and will be striving to build and maintain an excellent working relationship with Forward Services for the benefit of those we serve.

The loss of the W-2 contract will result in the reduction of six positions in the Economic Support Division along with the loss of about \$1.6 million in funding of which \$180,000 helped support departmental activities. The tax levy increase for this Division is about \$161,000.

Given the 15% reduction in State Aid in 2012 and the loss of the W-2 contract and funding, three items which have been funded through this Division are being affected. The funding for what used to be First Call and now is the 2-1-1 information and referral service is being cut from \$7,000 to \$4,000. Funding for Health Net is being reduced by 15% to \$49,187. The grant allocation for Beloit Area Community Health Center is being eliminated. However, the Department is paying some co-pays for some clients and hopes to establish further cooperative service relationships for mutual clients which might generate additional reimbursement for both agencies.

#### **Mental Health and AODA Services**

One of the functions the State mandates the County perform is Mental Health and AODA services. The County's Mental Health System includes two Outpatient Mental Health Clinics, two Community Support Program Offices, a Crisis Intervention Unit, a Family Crisis Unit, a Crisis Stabilization Facility, Detox Services, the Intoxicated Driver Program, AODA treatment and a variety of other services.

Mental Health Division Manager Kate Flanagan describes the 2013 initiatives and challenges as follows:

The Mental Health/AODA Division is working to continue to strengthen the continuum of care for Mental Health and AODA services in the context of significantly increasing volume of needs and requests for services for children, families and adults. The reality of this increase in volume is best reflected by data from the Crisis Unit, which shows

a 27% increase in average monthly crisis contacts from 2011 to 2012. Division goals have focused on handling the increased volume without a significant increase in hospital admissions, residential placements, or other more restrictive and costly outcomes. Important success in this area is evidenced by a 35% decrease in Emergency Detention Hospitalizations from 2011 – 2012, primarily owing to the implementation of Crisis Mobility. This achievement results in more individuals being diverted from the hospital with a plan for less restrictive care. While this is the goal, this also means that more individuals are in need of treatment options in the community. The following 2013 initiatives are aimed at strengthening our community-based options for clients with Mental Health and AODA needs.

#### **Comprehensive Community Services (CCS)**

CCS is a certified program under DHS Chapter 36, Wisconsin Administrative Code. CCS provides a flexible array of individualized community based psychosocial rehabilitation services to consumers with mental health or substance use issues across their lifespan. The services must fall within the federal definition of "rehabilitative services" under CFR 440.130(d) in order for the services to be reimbursed by Medicaid. CCS is designed to meet the needs of individuals who are not ill or impaired enough to require the services of the Community Support Program, but who are in need of more support than traditional outpatient therapy. Most individuals currently serviced in our outpatient clinics will meet the functional eligibility criteria for CCS. CCS is a Medicaid benefit that allows for reimbursement for a variety of services that cannot be reimbursed under the outpatient clinic model, including residential supports. Adding CCS to the Mental Health continuum will accomplish two important goals: 1. Enhance our ability to serve individuals in a comprehensive and rehabilitative way; and 2. Greatly increase the revenue

we can recoup for the variety of services we provide to the clients in our outpatient clinics.

#### **AODA Best Practice Enhancement**

Most individuals seeking services from the Mental Health Division have a co-occurring disorder – a diagnosis of substance abuse disorder as well as a mental illness. With the 2012 addition of the AODA coordinator position, we are in a strong position to improve our approaches to AODA services and integration of these with Mental Health services. In 2013, we will work to enhance AODA and IDP services through increased structure to unity programming and further implementation of best practice strategies.

#### **Children's Continuum of Care Development**

The Mental Health Division continues to play a lead role in developing the continuum of care to better serve children with significant mental health needs and prevent costly out of home placement. Initiatives in 2013 will aim to continue this effort by focusing on developing specialized services to children and families. Key programs in this area include 1. Ongoing development of Coordinated Service Teams (CST), a best practice wrap around model, which supports children involved in multiple systems of care; 2. Implementation of Functional Family Therapy, an evidence based treatment modality to assist families to improve their functioning and decrease the likelihood of out of home placement for kids, particularly those involved with the juvenile justice system; and 3. Maximizing the benefit of the Children's Long Term Support Waiver program by bringing the contract dollars associated with the DD target group under Human Services budget.

The demands for services for both adults and children are increasing. Without adequate community based services more adults and children end up in very expensive out of home facilities. The initiatives described above are

additional steps to meet needs in the community which is better for the client and less expensive for the taxpayer.

#### **Long Term Support / ADRC**

The major initiative for 2013 will be the establishment of an Aging and Disability Resource Center (ADRC). The future of the managed care program Family Care in Rock County is still unclear. Therefore, the State has encouraged Rock County to establish an ADRC to work with the existing Medical Assistance waiver programs currently being run by both the Long Term Support Division and the Developmental Disabilities Department. I have asked the Human Services Department to set up and operate an ADRC.

The 2013 Budget contains sufficient state and federal funding to set up and operate the ADRC. It also creates 14 new positions to staff the ADRC. Long Term Support Division Manager Jennifer Thompson will work as both the Long Term Support and ADRC Manager. The Job Center will have an area remodeled to provide offices for the ADRC. Ms. Thompson describes the plan to establish an ADRC as follows:

Since 2006, the State of Wisconsin and Rock County have had multiple discussions related to Family Care and opening an Aging and Disability Resource Center (ADRC). In 2010, Rock County formed a Steering Committee to assist in the development of an ADRC. The goal was to open the ADRC in November 2011 with Family Care enrollment beginning January 2012. However, in Governor Walker's March 2011 budget presentation, he announced Family Care expansion would be put on hold while the Legislative Audit Bureau evaluated the program and its sustainability. At that point and up until recently, it was unclear to Rock County Administration if or when we could or should move forward with our Steering Committee's recommended ADRC plan. Finally, in July of this year, the State encouraged Rock County to move forward with the ADRC, despite the uncertainties of Managed Care. Therefore, with careful consideration, it is

Rock County's recommendation to move forward with this initiative and open an ADRC in March 2013.

The "ADRC of Rock County" will be the first place for individuals in the community to go and obtain accurate, unbiased information on all aspects of life related to elderly or individuals with physical and/or developmental disabilities. It will provide a "one-stop-shop," to acquire information on a broad range of programs and services, help people understand the various long term care options and make informed choices, help individuals apply for programs or benefits, and is the access point for publicly funded long term care.

Although still in the planning stages, the "ADRC of Rock County" will likely be located at the Job Center. The \$229,000 estimate to remodel the Job Center space will be covered by the State and will provide office area for an ADRC manager, supervisor, administrative assistant, ten Information and Assistance Specialists, and two Disability Benefit Specialists. In addition, \$1,355,982 in State GPR and Federal match will be provided to Rock County to fund the ADRC with the opportunity to earn a higher Federal match. This statewide initiative is an exciting opportunity for Rock County to be apart of and we look forward to providing Rock County residents a place where they can feel comfortable going to and obtain the information they need to keep them happy, healthy, and safe in their homes.

#### Child Protective Services

The Child Protective Services Division (CPS) provides services to children and families in cases of child neglect and abuse. The Division is dealing with increasing numbers of reports to investigate and a high volume of cases. In 2011, the Division dealt with 2,829 reports compared to about 2,500 the year before. The number of reports in 2012 is running above 2011.

Despite the increasing volume, the Division has been able to slightly decrease the number of children in out of home placements. This is due to the use of best practices and new initiatives to work with families. The following chart tracks the average daily census of children in out of home placements from 2009 - 2011, with estimates made for 2012 and 2013. It also shows costs.

#### **CHILD PROTECTIVE SERVICES**

	<u>Average Daily Census</u>				
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u> <u>Estimate</u>	<u>2013</u> <u>Projected</u>
Foster Home Level 1	0	0	1	2	2
Foster Home Lvl II-V	116	102	97	88	95
Group Home	3	4	4	3	2.5
RCC	<u>10</u>	<u>11</u>	<u>15</u>	<u>12</u>	<u>13</u>
TOTAL	129	117	117	105	113

	<u>Expenditures*</u>		
	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Estimate</u>	<u>2013</u> <u>Budget</u>
Foster Home Level 1	\$ 5,280	\$ 5,280	\$ 5,280
Foster Home Lvl II-V	1,928,255	1,685,229	1,885,132
Group Home	391,563	170,395	167,998
RCC	<u>1,842,764</u>	<u>1,518,299</u>	<u>1,688,261</u>
TOTAL	\$4,167,862	\$3,379,203	\$3,746,671

Child Protective Services: In 2013, the cost of a Level I Foster Home is \$220 per month. The projected average daily cost for Level II-V Foster Homes is \$54.37; \$184.11 for a Group Home and \$355.80 for a Residential Care Center (RCC).

Child Protective Services Division Manager Sandy Brown describes the mission of CPS as follows:

The mission of the CPS Division going into 2013 is to keep children safely intact with their families in their home, bring children home from placement (i.e. foster care, group care and residential care centers) and if that is not possible, find permanency for the children (guardianship/ adoption).

The ways we will achieve this is through teaming, utilization of the In-Home Safety Grant, collaborating with members of the MH and JJ divisions through the Continuum of Care Initiative and brain-storming ideas through the PRT (Permanency Roundtable Team) process.

The CPS staff have been and continue to be watched by DCF and have received positive comments from the Secretary regarding their practice. Rock County's practice has shown progress and achievement in meeting Federal outcomes and we continue to set the bar high for other counties to follow. The CPS staff are dedicated to the mission and look forward to 2013.

#### **Juvenile Justice Prevention Services**

The Juvenile Justice and Prevention Services Division has been undergoing a great many changes over a number of years to bring its operations in line with best practices. Division Manager Lance Horozewski summarized the changes and direction the Division is going as follows:

Over the past 3 years the Juvenile Justice and Prevention Services Division (JJPS) has been engaged in intensive reform of the Rock County juvenile justice system. The reforms began with the need to alleviate overcrowding in the Youth Services Center as well as the overrepresentation of minority youth in the system. In 2002, the JJPS Division was awarded a national foundation grant to implement system reforms to bring the JJPS Division into current practice with other jurisdictions across the state and nation.

With expert guidance and consultation, the JJPS Division initiated many reforms. Reforms began with diverting non-violent offenders from secure incarceration in both the Youth Services Center and the State Juvenile Correctional Centers. Community based programs were developed through the establishment of a Diversion Unit and resources were reallocated within the Division to support a diversion site in both Beloit and Janesville. The Diversion sites started with two programs, but now encompass over eight. Programs include community service, weekend and evening reporting, High Risk Offender Groups, Girls Group, Early Intervention, as well as other highly effective programs. Similar to the Sheriff's Department RECAP Programs, all Juvenile Justice Diversion programs seek to keep the community safe while working with youthful offenders to decrease the likelihood of recidivism.

Other reforms within the division included the retraining of YSC staff as well as Juvenile Justice Specialists on the most current best practices. The implementation of an evidenced-based risk assessment tool called the Youth Assessment Screening Instrument (YASI). The YASI helps juvenile justice workers make decisions and guide case supervision. The Division also developed model policy and procedures, which are based on best practices and the most current research about what works to reduce youth recidivism. Examples of new policies include a graduated sanctions policy, custody intake policy, case management structure, and risk assessment policy.

As a result of the changes made within the JJPS Division, Rock County is now seen as a model for juvenile justice practice. Many of the JJPS policies and practices are being adopted in other jurisdictions across the state and nation. However, future work still needs to be done. Initiatives are under way to focus on youth with mental health and AODA issues. The JJPS Division has been working with both the

Mental Health & AODA Division and Child Protective Services Division to develop services and practices to more effectively work with youth and families with severe mental health and AODA issues. Workgroups have been developed internally to develop best practices and programs to more effectively work with these youth and families and keep them safely in the community. Work is also being done across the county to better meet the needs of this cliental. Most significantly, the Behavioral Redesign Steering Committee has been diligently working on countywide systems to more effectively work on youth with mental health and AODA issues in the community. The JJPS Division has been a strong partner in helping move forward mental health and AODA reforms in Rock County.

The changes in this Division have been remarkable. The result has been better services for children in the system and lower costs for the County's taxpayers. This is illustrated in the following chart.

#### JUVENILE JUSTICE SERVICES

##### Average Daily Census

	<u>2009</u>	<u>2010</u>	<u>2011</u>	2012 <u>Estimate</u>	2013 <u>Projected</u>
Foster Home Level 1	0	0	0	0	0
Foster Home Lvl II-V	3	5	8	9	9
Group Home	1	4	2	3	3.5
RCC	5	9	9	10	7
State Corrections	<u>17</u>	<u>8</u>	<u>7</u>	<u>4</u>	<u>5</u>
TOTAL	26	26	26	26	25

##### Expenditures\*

	2012 <u>Budget</u>	2012 <u>Estimate</u>	2013 <u>Budget</u>
Foster Home Level 1 \$	2,640	\$ 0	\$ 0
Foster Home Lvl II-V	241,310	363,619	397,144
Group Home	255,334	229,226	254,322
RCC	979,472	723,203	916,812
State Corrections	<u>943,799</u>	<u>399,968</u>	<u>537,545</u>
TOTAL	\$2,422,555	\$1,716,016	\$2,105,823

Juvenile Justice and Prevention Services: In 2013, the cost of a Level I Foster Home is \$220 per month. The projected average daily cost for Level II-V Foster Homes is \$120.90; \$199.08 for a Group Home and \$313.98 for a Residential Care Center (RCC). The average rate for State Corrections is \$294.55.

\*Expenditures do not include Health Check or Counseling or Clothing Allowances

##### Summary

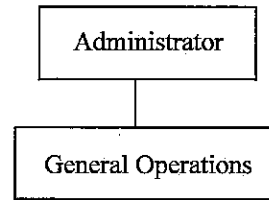
The Department has requested a variety of capital items including replacement furniture and equipment. I have recommended these purchases either take place in 2012 or the funding will be carried over to 2013. This reduces the tax levy to \$19,377,930. This represents a tax levy increase of \$117,795 or .61% over the prior year.

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## **K.   Arrowhead Library System**

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## **Arrowhead Library System**



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## Charter: Arrowhead Library System

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### 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, Technology and Community Learning (DLTCL) 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 37,000 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.

- 2. Maintain and monitor reimbursement program to adjacent counties and the cities of Brodhead and Whitewater public libraries for serving Rock County residents.
- 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.
  - 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.
  - 4. Provide a shared Rock County Catalog – ROCKCAT for the 7 member libraries
  - 5. Encourage all system members to enter their holdings in WISCAT and 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.
  - 7. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries.
- 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

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## Charter: Arrowhead Library System

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- provide improved reference and resource sharing in Rock County.
3. Provide shared access to fee-based reference products via the Internet.
  4. Assist libraries in access to and 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.

1. Support the continuing education needs of library staff.
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.

E. Provide timely communications and delivery among libraries and ALS.

1. Provide delivery service five days a week to all Arrowhead Library System public libraries.
2. Participate in the State-wide Delivery Network.
3. Provide a weekly newsletter, the Monday Memo, to all member libraries, ALS website, and e-mail.

F. Together with area libraries and other service institutions, provide library services to users with special needs.

1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
2. Cooperate with First Call to make available community service information to libraries and the community via the Internet.
3. 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.
4. Work with member libraries to implement provisions of the Americans with Disabilities Act.

G. 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.

H. 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.

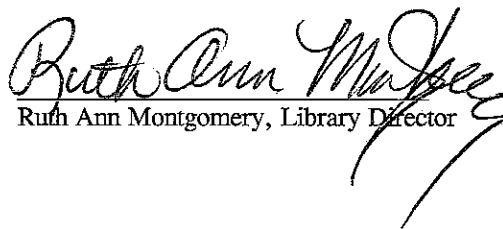
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## Charter: Arrowhead Library System

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### Management Objectives and Tasks

- A. Planning Performance - To maintain a systematic plan for determining action incorporating the following standards:
1. Per Wisconsin Statutes, prepare an annual report.
  2. Prepare annual plan that meets statutory service requirements and local library needs.
  3. Per state and county directives, prepare an annual budget and other necessary documentation detailing both sub-program and line item accounts to be reviewed by ALS Board, County Administrator and County Board.
  4. Conduct internal monthly review of approved plan and budget.
- B. Organizing Performance - To identify, assign and perform work so results can be achieved with an acceptable performance and in a cost efficient manner.
1. Delegate responsibilities to appropriate staff.
  2. Receive from staff monthly reports on activities.
- C. Leading Performance - To bring about the best use of both professional and support staff for effective job performance in achieving ALS objectives.
1. Hold monthly meetings with all staff.
  2. Encourage and monitor performance in job requirements.
- D. Controlling Performance - Establish performance standards for all staff, evaluate those standards at least annually, and change or correct performance deficiencies to achieve objectives.



Ruth Ann Montgomery, Library Director

Department Arrowhead Library System

Budget Analysis by Program

Programs	Technology Ref & ILL	Delivery	Continuing Education	Special Needs Users	Collection Dev.	Non-Resident Access To System	Payments To Other Systems	Youth	Public Information	Admin.	Library Develop.	Budget Summary
Positions												0.00
Salaries	\$85,747	\$36,349	\$7,568	\$14,612	\$14,612	\$7,569	\$7,568	\$7,568	\$50,026	\$7,568	\$7,568	\$246,755
Fringe Benefits	\$30,044	\$8,192	\$2,549	\$5,366	\$5,366	\$2,550	\$2,550	\$2,550	\$24,594	\$2,549	\$2,548	\$88,858
Operating Expenses	\$216,638	\$21,665	\$3,385	\$4,085	\$4,085	\$ 958,517	\$83,253	\$2,385	\$9,135	\$8,230	\$2,347	\$1,313,725
Capital Outlay	\$12,450	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750	\$0	\$15,700
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$344,879	\$68,706	\$13,502	\$24,063	\$24,063	\$968,636	\$93,371	\$12,503	\$83,755	\$19,097	\$12,463	\$1,665,038
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$344,879	\$68,706	\$13,502	\$24,063	\$24,063	\$968,636	\$93,371	\$12,503	\$83,755	\$19,097	\$12,463	\$1,665,038
Revenue	\$344,063	\$68,706	\$13,502	\$24,063	\$24,063	\$12,504	\$12,503	\$12,503	\$83,755	\$17,597	\$12,463	\$625,722
Fund Bal. Applied	\$815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$815
County Share	\$0	\$0	\$0	\$0	\$0	\$956,132	\$80,868		\$0	\$1,500	\$0	\$1,038,501

## Administrator's Comments

### Arrowhead Library System

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions		
Salaries	246,755	246,755
Fringe Benefits	88,858	88,858
Operating Expense	1,313,725	1,313,725
Capital Outlay	15,700	15,700
Allocation of Services	0	0
<b>Total Expense</b>	<b>1,665,038</b>	<b>1,665,038</b>
Revenue	625,722	625,722
Fund Balance Applied	815	815
Tax Levy	1,038,501	1,038,501
<b>Total Revenues</b>	<b>1,665,038</b>	<b>1,665,038</b>

The tax levied by the County for the Arrowhead Library System is levied only on property in the Townships and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is, for the most part, returned to the member libraries to "pay" for services to rural residents. The participating libraries 2012 payments, and 2013 requests are shown in the table below.

#### ALS Participating Library Payment (PLP) History

	Budget <u>2012 PLP</u>	Request <u>2013 PLP</u>
<u>Community</u>		
Beloit	\$307,008	\$288,070
Clinton	27,779	27,310
Edgerton	65,517	63,182
Evansville	61,184	61,810
Janesville	465,145	442,934
Milton	55,626	53,204
Orfordville	<u>21,836</u>	<u>19,622</u>
Total	\$1,004,095	\$956,132

For many years, the amount that was paid for services to rural residents was a point of contention. The System uses a formula, which multiplies the local appropriation for each municipal library by the percentage of use by residents from all the Townships and Footville. This calculation for all seven libraries results in the figure defined as equitable or full reimbursement by the Arrowhead Board. As part of the 1997 budget deliberations, the County Board decided to reimburse the member libraries at 100% of full reimbursement for the first time. The libraries have been reimbursed at 100% each year since 1997.

Total reimbursement for the seven municipal libraries as requested by Arrowhead for 2013 is \$956,132, a decrease of \$47,963 or 4.8%. This decrease is due to a slight decrease in township circulation as a percent of the total circulation. For the 2012 budget (using 2010 data) the township circulation represented 18.0% of the total circulation while the 2013 budget (using 2011 data) finds township circulation at 17.1%.

The County tax levy is also used to fund payments for services to rural Rock County residents for use of libraries outside of Rock County, and the per meeting allowances to the two County Board Supervisors serving on the Arrowhead Board. The budget request for these items in 2013 is as follows:

Brodhead	\$20,843
Whitewater	37,455
Lakeshores	1,929
Jefferson County Libraries	5,121
Green County Libraries	1,692
Dane County Libraries	13,828
Per Meeting Allowances	<u>1,500</u>
	\$82,368

Note that the largest increase in payment to an out of county library is to Whitewater where the payment jumped \$13,653 or 57%. This appears to be the result of circulation increases to residents of the Town of Beloit and the Town of Lima utilizing the Whitewater facility.

For many years, ALS had contracts with Brodhead, Whitewater, and Lakeshores Libraries to cover their expenses of lending materials to rural Rock County residents. The payments made to these libraries have been based on the amount of materials loaned to rural Rock County residents multiplied by each library's cost per circulation. Those costs have been reimbursed at or near 100% of the cost per circulation. In return, many of the ALS participating libraries struck agreements for reimbursement from Brodhead, Lakeshores and Whitewater for serving their residents. Prior to Wisconsin Act 420 of 2006, such magnanimity was not widely practiced throughout the State of Wisconsin and rural residents were often denied access to libraries.

Wisconsin Act 420 was signed into law in 2006 in order to provide equal access and equitable reimbursement statewide. The law took effect in 2008

and required counties to reimburse public libraries in adjacent counties for the cost of serving those who live in areas of the county without public library service. Each year libraries must submit their request for reimbursement to the County Clerk of the adjacent county by July 1. The county must then reimburse the library for at least 70% of the cost per circulation. Beginning in 2008, Rock County paid libraries in surrounding counties, and those counties are paying Rock County libraries.

The County's allocation to the Arrowhead Library System covers three categories. Those are the amount due Participating Libraries, the amount due Out-of-County Libraries, as mandated by state law, and the Per Meeting Allowances for the two County Board Supervisors who serve on the Arrowhead Board. The amount this totals for 2013 as requested is as follows:

Participating Libraries	\$956,132
Out-of-County Libraries	80,869
Per Meeting Allowances	<u>1,500</u>
Total	\$1,038,501

The requested tax levy of \$1,038,501 is a decrease of \$31,292 or 2.9% from the amount for the prior year. Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, this is recommended.

This 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.

As the County Tax Levy is provided to pay the costs of participating libraries, out of county libraries and per meeting allowances, all other operating costs of the system must be paid from state aid and other miscellaneous revenue. Over the past several years, operating costs have been greater than revenue derived from State Aid and other sources, which has resulted in the Arrowhead Library System, fund balance declining. As the books were closed for 2011, the Arrowhead Library System fund balance decreased to \$18,559. 2012 projections indicate another \$13,354 of the fund balance will be used to cover 2012 costs, which would reduce the fund balance to \$5,205.

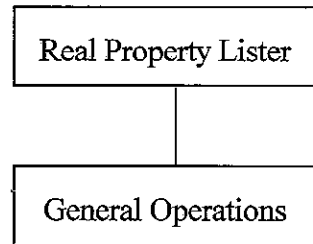
A fund balance this low is at risk of dropping into a negative position. I suggest the Arrowhead Library System Board carefully consider ways to adjust operational costs and/or revenues to prevent this from happening.

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## **L. Planning and Development Committee**

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## Real Property Description



<u>Present Personnel (Full Time Equivalent)</u>	
1.0	Real Property Lister
1.0	Cartographer I
2.0	Real Property Specialist
4.0	Total

<u>Summary of Personnel Modifications</u>		
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Transfer	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: Real Property Description

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### Objectives and Standards

#### 1. Administrative Services

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, 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 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.

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## Charter: Real Property Description

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- m. To update current database with new addressees and locations of property on parcels of real property as submitted by the municipalities 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.

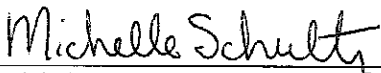
3. A Member of the Rock County Land Information Office

Established by County Board Resolution 6/28/90.

Standards:

- a. To contribute toward the implementation of the County-Wide Plan for Land Records Modernization.
- 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 Modernization.

- 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. To work with Information Technology and other county departments in the migration to ESRI GIS software.
- i. Member of the Rock County Land Information Council established by County Board Resolution 8/12/10

  
Michelle Schultz, Real Property Lister

## Department    Real Property Description

## Budget Analysis by Program

Programs	Real Property Description	Mapping							Budget Summary
Positions	3.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Salaries	\$131,692	\$47,640	\$0	\$0	\$0	\$0	\$0	\$0	\$179,332
Fringe Benefits	\$65,675	\$23,329	\$0	\$0	\$0	\$0	\$0	\$0	\$89,004
Operating Expenses	\$2,930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,930
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocation of Services	(\$39,708)	(\$49,679)	\$0	\$0	\$0	\$0	\$0	\$0	(\$89,387)
Subtotal	\$160,589	\$21,290	\$0	\$0	\$0	\$0	\$0	\$0	\$181,879
Indirect Cost Alloc.									\$0
Total	\$160,589	\$21,290	\$0	\$0	\$0	\$0	\$0	\$0	\$181,879
Revenue	\$220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220
Fund Bal. Applied									\$0
County Share	\$160,369	\$21,290	\$0	\$0	\$0	\$0	\$0	\$0	\$181,659

## Administrator's Comments

### Real Property Description

#### **Summary of Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	4.0	4.0
Salaries	179,332	179,332
Fringe Benefits	89,004	89,004
Operating Expense	2,930	2,930
Capital Outlay	0	0
Allocation of Services	(89,387)	(89,387)
Total Expense	181,879	181,879
Revenue	220	220
Fund Balance Applied	0	0
Tax Levy	181,659	181,659
Total Revenues	181,879	181,879

The Real Property Description Department has two major functions. One function involves maintaining descriptions of real and personal property to produce assessment rolls, tax rolls, and tax statements. The second function involves preparing and updating of property division maps.

Ms. Schultz's budget request contains no significant changes in operations. The requested tax levy for 2013 is \$181,659, which is a \$2,480 or a 1.4% increase from the 2012 budget.

In addition to its traditional functions, the Department takes an active role in the management of the Land Records System. Real Property Lister Michelle Schultz coordinates this process and spends up to 45% of her time working on the Land Records System. The Cartographer is spending more of his time working on the Land Records System and the 2013 Budget shows an increase from 65% to 70% of this position's time on Land Records activities, a total increase of \$3,549. The cost of this staff time is reimbursed from Land Records funds and appears as a cost allocation in the Real Property Description Department budget.

Ms. Schultz further requests authority to purchase a Level II printer. This will replace an existing printer that is used to provide copies of recorded documents to assessors and municipal officials. The existing printer often requires repairs and is unreliable. I recommend that the Land Records account be used to fund this \$1,800 expense.

The recommended tax levy for 2013 is \$181,659, which is a \$2,480 or a 1.4% increase from the 2012 budget.

#### **Land Records**

Given the fact that Ms. Schultz's duties include acting as Coordinator for the Land Records System, a description of the budget for Land Records is included in this section of the Administrator's Comments. The accounts

containing Land Records funding are found in the Countywide section of the budget, which is under the Finance Committee portion of the budget document.

Ms. Schultz has provided a description of Land Records activities looking forward into 2013. Excerpts from her description follow:

- The Planning and Development Department will continue to use the data within the GIS system for many projects such as Floodplain mapping, Land Use, Comprehensive Plans and Shoreland Zoning and the implementation of the Smart Growth plans.
- The County Surveyor's Department has begun a project to scan and index all of the section corner tie sheets (approximately 16,800) for Rock County. When complete, the tie sheets will be made available to the public via an interface on the Rock County Website. This project is currently being performed by an intern from the State Department of Workforce Development. Land Records funding was used to acquire hardware and software to complete this project.
- The Health Department has used Land Records funding for 50% of the cost to back scan all of its septic permits from 1968 – 2005, approximately 101,280 permits. The permits contain valuable information such as the owner, legal description, and parcel number. Also included are a sketch of the property showing location of structures (existing or proposed), other features such as the driveway, water bodies or outbuildings and drawings of the boring locations and specifics of the soil features of the property including percolation test data. This also shows the specifications and drawings of the proposed Private Onsite Wastewater Treatment System.
- The Real Property Department is in the process of redrawing the Turtle Township parcel map. Turtle Township was one of the three pilot Townships that were scanned and vectorized. This resulted in a quick but inaccurate parcel layer. This method was abandoned after the three pilot townships were completed and all future parcel maps were drawn with Coordinate Geometry which produces a much more accurate map. As time permits Real Property will be redrawing each of the pilot township, Turtle, Rock, and Janesville, using Coordinate Geometry.
- The Land Conservation Department continues to establish a Purchase of Agricultural Conservation Easement program. The GIS system is being utilized to develop eligible parcels, assign scores and develop acquisition areas. The departments will create models and workflows to establish and maintain the program.
- The Real Property Department is contracting to have the Historical Mylar Maps scanned, saving physical space in the office and alleviating the cost of maintaining the equipment required to reproduce them. The maps are still an important tool to answer questions about parcels posed by the public, municipalities and private contractors working in the County.
- The Land Information Office is continuing the process of converting the mapping website to an ArcGIS Server website in house. The ArcGIS Server has been put in place and the Planning and Development Department, Real Property and Information Technology are working together to re-create the web map. A license of Adobe Flash Building has been purchased to assist with development.
- The Planning & Development Department will develop procedures for digital submission of enforcement documents (zoning changes, variance applications etc.) by property

owners and Municipalities. This will lay the foundation for easier retrieval of historical enforcement documents by Municipalities in the future.

- The Planning and Development Department will establish a workflow by which the Land Use Inventory, Building Footprint and Building Permit layer are updated as enforcement documents are approved and received by the Department.

The Land Records program is funded with a portion of the recording fees that are charged and collected in the Register of Deeds Office. The Governor signed legislation in 2010 that changed the real estate registry fee structure. Effective June 1, 2010 the fee changed from a per page charge for legal documents recorded in the Register of Deeds Office to a \$30 flat fee. Eight dollars of that \$30 fee are earmarked for the Land Records Program. It is anticipated that 30,000 documents will be filed in 2013. A description of the fee and how it's shared is found in the Administrator's Comments for the Register of Deeds.

The 2013 budget request for the Land Records main account includes \$393,895 in revenues and expenditures. The largest source of revenue is contained in line item #4410, Miscellaneous Fees, which totals \$295,500. The fees are composed of two parts: \$180,000 of recording fees that will be collected by the Register of Deeds, and \$115,500 from businesses and individuals who pay for access to the Land Records database.

Other revenues include \$1,200 for the sale of maps by the Real Property Description Department. Ms. Schultz requests a \$107,530 fund balance application to match total revenue with the total expense. To accommodate additional expenses explained below and to prevent the Land Records fund from being depleted too much in one year, I recommend a \$47,195 fund balance application.

The Land Records account also contains the funding to pay for the Fidler software system used by the Register of Deeds. The system was installed in

2006 and is used to record, track, and search real estate transactions filed in the Register of Deeds Office.

Line item #6210, Professional Services, as recommended totals \$231,832. Included in that figure is \$10,335 for 800 hours of a planning intern, \$51,170 of Information Technology fees, \$3,000 for real estate record viewing expense, \$2,940 of cross charge for a T1 communication line for the Land Conservation Department, and \$89,387 of cross charges for the Real Property Description Department. The cross charges reimburse the Real Property Department's staff time devoted to Land Records related activities. It was previously noted in the Real Property section, that an increase in the Cartographer duties for Land Records was increased from 65% to 70% to reflect additional time spent on maintaining Land Records. The final component of the Professional Services line item is \$75,000 to scan the deed record books from 1834-1935. A complete description of this project can be found in the Administrator's Comments for the Register of Deeds. To prevent a sizable decrease in the Land Records fund, I am recommending this item be funded \$30,000 from the Ortho Mapping account, \$20,000 from the Internet Access account, and \$25,000 from the Land Records account.

The 2013 recommended total for Line Item #6249, Sundry Repair and Maintenance Services, is \$90,968. The annual software maintenance charge of \$60,000 for the Fidler software and GIS software licenses for various county departments of \$30,968 are among the items budgeted in this line item.

Line item #6713, Computer Hardware, is \$30,000. IT has suggested that two servers past their useful life be replaced. These servers are critical to the Fidler real estate system operated by the Register of Deeds Office.

The recommended 2013 Budget for the Land Records Account is \$393,895 in revenues offset by an equal amount of expenditures. Thus, there is no County tax levy in this account. The Land Records account is a non-lapsing account, which contains the segregated funding, generated from fees, which can only be used for Land Records related activities. The projected fund balance at 12/31/12 is \$180,414. The recommended 2013 Budget contains a fund balance application of \$47,195.

Another account found under the Land Records Program is Internet Access. In 2001, the State Budget contained an initiative that increased the retained fee for Land Records from \$4.00 to \$5.00 per recorded document. The additional \$1.00 in retained fees was earmarked for the purpose of providing Internet access to GIS information such as assessment data and housing data. Wisconsin Act 314 increased that retained fee to \$2.00 in 2010. The use of these funds is more restrictive than the \$6.00 base fee that can be used for the Land Records Modernization Plan.

The 2013 recommended budget for the Internet Access account is \$77,546 in revenues, offset by an equal amount in expenditures.

The largest expenditure line item is \$44,046 for Professional Services. It includes \$39,046 for a cross-charge to the Surveyor's Office (refer to County Surveyor Department for background), and \$5,000 for a consultant to help place web-based applications on a dedicated server that can be accessed by the general public through the Internet.

The \$77,546 of Internet Access expenditures is recommended. The projected fund balance at 12/31/12 is \$36,206. The recommended budget contains a \$20,000 fund balance application.

The Ortho Mapping Services account as recommended contains \$30,000 to help fund the Register of Deeds deed record books scanning project. This is offset with a fund balance application of \$30,000.

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## Surveyor

General Operations

Present Personnel (Full Time Equivalent)	
1.0	Surveyor
1.0	Deputy Surveyor
2.0	Total

Summary of Personnel Modifications		
	<u>Dept. Request</u>	<u>Admin. Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

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## Charter: Surveyor

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### Objectives and Standards

#### 1. Survey 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 surveyors' monumentation per the County subdivision ordinance.
- b. To execute surveys by the Planning & Development Committee per their time requirements.
- c. To execute surveys required by the courts per SS 59.45(1)(a)1.
- d. To execute rights-of-way, topographic, accident and property surveys per the Director of Public Works requests.
- e. To provide horizontal and vertical control for engineering, air photography, topographical, mapping and remonumentation surveys.
- f. 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. Railroad tracks are considered landmarks. SS 59.74(2)(b)1 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.
- g. To provide services to local units of government as directed by the Planning & Development Committee and or the County Administrator.
- h. 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.

#### 2. Remonumentation Operations

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 Geodetic Reference System (NGRS), which is a mathematical reference system consisting of precisely measured networks of geodetic control monuments with latitude, longitude, and elevations. This supports construction projects, flood plane determination, and accurate mapping over large areas. Both reference systems are separately tied to the ground through monumentation and survey marks. Each has its beginning in the early years of the nation (1785 for the PLSS and 1807 for the NGRS). Although PLSS records contain many distances and directions between adjacent corners, the geodetic coordinates and positions of these corners cannot be determined. 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. This also greatly assists in perpetuating and locating the PLSS monuments. There are many tools for determining geodetic position, but the Global Positioning System technology (GPS) is most commonly used.

One GPS misconception is the accurate position of a point may be determined solely by use of the satellites. In order to determine accurate positions, one needs two GPS survey grade receivers. One receiver must occupy a ground monument with accurately known coordinates. This receiver may be mobile or permanently based such as the state's continuously operating reference stations (CORS). Early in the 2000's, the Wisconsin Department of Transportation in cooperation with the federal National Oceanic and Atmospheric Geodetic Survey monumented and completed the Height Modernization Program (HMP) in Rock County. The

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## Charter: Surveyor

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1991 & 1998 adopted County Land Records Plan refers to this as the Rock County coordinate system but not the year of the adjustment. NGS continues to readjust the network and publish the results. Thus the coordinates for a monument are dynamic and the County's data needs to be readjusted as NGS adjusts their network. Since the raw digital unadjusted field observations of the eighteen townships' 12,000 stations, 16,000 angles, 15,500 distances, 399 control points for remonumentation projects are digitally maintained, the savings in determining the new coordinates is substantial in the fact the monuments do not have to be reoccupied. In other words, years of fieldwork is not repeated.

In order for this to be useful dossier sheets were made for each control monument with the necessary County data. This benefits the County, citizens, and private land surveyors. I make, compute, and maintain about 650 dossier sheets, which hopefully will be on the County's web site.

The following represents the various National/State adjustments since 1983:

1) North American Datum of 1983: Since the NAD 27 adjustment did not meet the needs of the users and nation, the National Geodetic Survey adopted a new geoid and took all the previous survey observations used in NAD 27 with new ones and performed a new adjustment. There is no exact mathematical relationship between NAD 27 and NAD 83.

Comparison of Rock County GPS station coordinates in Rock County with this adjustment shows differences of 0.5 to 1.7 feet.

2) North American Datum of 1983 (1991): In 1988, the National Geodetic Survey (NGS) and the WIDOT began establishing what is now called the Wisconsin High Accuracy Reference Network (WI HARN). This was done because the accuracy of NAD 83 still was not sufficient to meet DOT's needs. The 1990 and 1991 GPS observations of the WI HARN were adjusted and the results published by NGS as referenced to the North American Datum of 1983, adjustment of

1991(NAD 83 (1991)). Only certain 1<sup>st</sup> order stations in the federal net were used to hold the adjustment.

3) Rock County Coordinate System of 1983 (1991): In 1989 Dr. Nancy Von Meyer by contract with the WIDOT and the State Cartographer created the Rock County Coordinate System. In 1992, a joint project with WIDOT, Dodge, and Jefferson Counties placed GPS monuments and retained the GPS services of Aero-Metric with WIDOT reviewing and approving the GPS adjustment and network design. The adjusted coordinates were accepted and published in the fall of 1993. Certain 1<sup>st</sup> order HARN stations of the North American Datum of 1983 (1991) were held constant.

4) North American Datum of 1983 (1997): During 1997, NGS and WIDOT observed many of the stations previously observed in 1990 and 1991, observed new stations at airports, and observed stations which were tied to the vertical International Great Lakes Datum (IGLD). These observations were adjusted and the published by NGS as referenced to the North American Datum of 1983, adjustment of 1997 (NAD 83 (1997)).

5) North American Datum of 1983 (1997) April 2004 Adjustment: During 1999 to 2001, WIDOT densified their HARN network by placing many new GPS monuments in South Eastern Wisconsin. In 2002 WIDOT Rock County GPS observations were completed and early in 2005 the results were published. WIDOT occupied many of the old 1992 Rock County GPS monuments.

6) North American Datum of 1983 (1997) March 2007 Adjustment: The National Geodetic Survey (NGS) used additional national GPS data to readjust the network. The Wisconsin results were published in the spring of 2007.

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## Charter: Surveyor

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surveyor. That is the reason for SS 893.37, which states no action may be brought against any land surveyor to recover damages for negligence, errors or omission in the making of any survey nor for contribution or indemnity related to such negligence, errors or omissions more than 6 years after the completion of a survey.

- 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

### 3. Mapping Operations

To prepare and maintain cadastral maps. Also to provide a visual and graphic digital representation of the filed survey land records index with a digital and graphics internet view of the perimeter of Certified Survey Maps and Subdivisions. These files are created via survey software in the performance of the review per the County Land Division Ordinance 38-12(4) and 38-13(2). The GIS software allows other departments to use these digital geo-database maps. This eliminates duplication and provides a mathematical check of the recorded document, which according to a 1980 State of Wisconsin declaratory opinion requires a registered land surveyor. Since the requirement of filing and indexing of the surveys are not limited by political boundaries, the two major cities of Janesville and Beloit are included. Several years ago the city of Beloit expressed an interest and desire to have access to this system for their internal use.

#### Standards:

- a. To prepare accurate maps of topographic, lease, rights-of-way, accident and property surveys in compliance with SS 443 and Wisconsin Administrative Codes.
- b. To prepare general survey maps for County departments and ensure compliance with professional and technical standards.
- c. To prepare the "U.S. Public Land Survey Monument Record" forms in compliance with AE 7.08.
- d. To prepare general parcel maps on an as needed basis for remonumentation.

- e. To provide geographical coordinates for the section and quarter corners. This provides the spatial relationship and reference frame which is essential for the following: 1) base maps, 2) computer graphics, 3) preservation of the government corners, 4) acreage for tax purposes, and 5) land records.
- f. Comply with the following Wisconsin Statutes: SS 1.06, 59.4, 59.5, 59.7, 192.3, 236.0, 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.

### 4. General Administrative Operations

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 59.45 (1) and 59.74(2) are performed by a registered land surveyor who is employed as a County employee. In 1975, Rock County used SS 59.20(2)(C) and created and appointed the County Surveyor. Shortly after, a report was submitted to the County Board, which listed the benefits and cost savings of this change. The long-term goal is to provide services as efficiently and thoroughly as possible and to comply with state remonumentation, state and federal surveying statutes and case law.

#### Standards:

- a. Per County Land Division Ordinance 38-12(4) and 38-13(2) review certified survey maps submitted to this office within one working day to ensure accuracy and compliance to within 90% of technical State Statutes 236.15, 236.18, 236.20, 236.21 and 236.34. The State of Wisconsin Examining Board of Architects, Professional Engineers, Designers, Land Surveyors and Joint Board issued a declaratory ruling on April 24, 1980 which states that review of subdivision plats and survey maps for accuracy and closure of surveys, as well as such checks as may be necessary to ensure the legibility and completeness of the drawing comes within the definition of the "practice of land surveying". AE 8.10 requires the individual to either be licensed as a land surveyor or be under the

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## Charter: Surveyor

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7) Wisconsin County Redesign System WISCRS 2006: The Wisconsin County Coordinate Systems (WCCS) developed by Dr. Nancy von Meyer of Fairview Industries eliminated the need for transformation of design distances to ground distances. Then most GIS software packages used standard input parameters selections, which did not include WCCS. Users needed to input the WCCS design parameters, which required a knowledge and understanding of geodetic projections. This resulted in many GIS users improperly using the system. A state Task Force was established to solve the problem. The state Task Force recommended the WCCS be redesigned so the coordinate differences between the original and re-designed systems were negligible. In 2005, the WI Land Information Board approved an award of \$35,000 "Strategic Initiative Grant" to accomplish the WCCS redesign. Dr. Al Vonderohe a surveyor and professor at UW-Madison, Dept. of Civil & Environmental Engineering was selected for the redesign work. The systems were validated and are available for all software vendors and the Counties. This was accomplished by filing the parameters with EPSG, European Petroleum Survey Group, which was formed in 2005. The GIS software vendors use EPSG parameter format in their software.

8) North American Datum of 1983 (2011) adjustment: The National Geodetic Survey (NGS) performed a reanalysis of the 1994 to present continuously operating reference stations (CORS). In June 2012 they published the new coordinates.

The North American Datum of 1983(2011) adjustment is dynamic and NGS is adjusting and publishing the network at least yearly and eventually may on a monthly or weekly basis. NGS just released their ten-year plan and the plan is to have a 2018 new geometric datum for both the vertical and horizontal. This probably will create large differences in the elevations and coordinate values.

Standards:

- a. To perpetuate the Public Land Survey System 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 and 8; Wisconsin 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. Continue the monumentation of Magnolia Township.
- c. To install Survey Marker Signs near those landmarks/monuments, which may inadvertently be 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.
- d. 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 PLS corner. Thus in each township about 700 survey monuments are placed or found.
- e. To replace damaged monuments and add extensions to monuments that are made inaccessible for use by road improvements, construction, or private improvements (SS 59.74(2)(b)1).
- f. Duties of the County Surveyor shall be performed under the direct supervision of the County Surveyor. The state regulates and licenses land surveyors per A-E 6, A-E 8, and A-E 10. Thomas Cooley, Chief Justice, Supreme Court of Michigan wrote "Surveyors are not and cannot be judicial officers, but in many cases they act in quasi-judicial capacity with the acquiescence of parties concerned." History has shown that a non-biased and neutral party such as the County Surveyor best performs this quasi-judicial function. Many elected surveyors made bias decisions that supported their work and interests as a private surveyor. Since a surveyor's decision is based on research and the evaluation of the field and office data, the surveyors' conclusion and actions may not be the same as another

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## Charter: Surveyor

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- "direct" supervision of a registered land surveyor. This review also checks for potential destruction of GPS control monuments.
- b. To determine and establish field operation procedures that ensures 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 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 traverse networks and their adjustments for the spatial data needed for the Survey operations.
  - g. 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).
  - h. To provide aid to township and municipal clerks in correcting defective parcel descriptions that are in the tax assessment roll (SS 70.52).
  - i. To supervise city and village engineers when acting under SS 59.74(2).
  - j. Administer oaths to survey assistants and deputies per SS 59.45(1)4.
  - k. Provide certificates of filed maps and surveys per SS 59.75.
  - l. Appoint and remove deputies at will per SS 59.45(2).
  - m. Perform all other duties that are required by law per SS 59.45(1)5.
  - n. Comply with professional office conduct standards per Wisconsin A-E 8.
  - o. Provide direct and personal direction and control over all activities per A-E 8.10(2).
  - p. 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 Administrative codes A-E 2, A-E 6, A-E 7, A-E 8, A-E 10, federal and state case law.

- q. The county board may create an immigration board consisting of 3 to 5 members, one of whom shall be the county surveyor. The immigration board shall meet, and its members shall receive such compensation and expenses and shall serve for the terms that the county board determines. SS 59.53(18)(a) cites this option but the County does not have an immigration board.

### 5. Survey Land 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. There are about 93,000 light sensitive maps, which about 7,650 are larger than legal size with some as long as 6'. Since 1969 the State has required Land Surveyors to file their survey maps with the County Surveyor. This represents million of dollars that citizens invested in surveys.

The GIS software is capable of connecting maps to this Geo-database system and displaying the spatial limits of many of the parcels. Most of the graphics are for subdivision plats dating back to 1991 and Certified Survey Maps dating back to 1992. Also there are some plats of surveys from this period. The system does three things: 1) Maintains a tabular database of the maps and records 2) Accurately displays the database 3) Allows other County and City departments to use the parcels thus eliminating duplication. Several cities and private surveyors have requested digital copies of the database and geo-database maps. Since the office location is next to the Register of Deeds and Real Property Lister, this offers a "one stop" for the citizens finding their land records.

#### Standards:

- a. To index and maintain a filing system for: 1) plat of surveys made by private land surveyors, 2) subdivision plats, 3) certified survey maps, 4) Land Corner Recordation Act, 5) air photography (1937,

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## Charter: Surveyor

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1940, 1950, 1967, 1988, 1988) and 6) right of way maps of roads and railroads per SS 59.45(1)(a)2 and SS 59.45(1)(b).

- b. To maintain the microfilm files of survey plats, subdivision surveys, right of way maps of roads and railroads, and certified survey maps according to accepted professional standards per SS 59.45(1)(a)2 and SS 59.45(1)(b).
- c. To make, file and index the "U.S. Land Survey Monument Record" form in compliance with AE 7.08 and SS 59.45(1)(a)2 and SS 59.45(1)(b). In 2012 a digital scanning project was initiated that will benefit the public and surveying community. The goal is to provide access via the web site. The County Surveyor will continue maintenance with the scanner.
- 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 make, file and index GPS data description forms.
- i. To maintain paper records of U.S. Coast & Geodetic, U.S. Geological Survey, WIDOT, and private vertical, GPS, and horizontal control maps 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.
- l. To maintain, make copies, and provide support for the following aerial photos:
  - a. 1937 microfilm copies.
  - b. 1950, 1956, 1963, 1966, 1969, paper copies.
  - c. 2000 mylar copies.

### 6. Land Information

Per County Board Resolution, this office is a member of the Rock County Land Information Office and the Rock County Land Information Council.

#### Standards:

- a. To participate in the implementation of the County Wide Plan for Land Records Modernization.
- b. To work with all levels of government, 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. More than half of these maps are within the cities and villages.
- d. To compute the geographical and county local coordinates for monumented townships by readjusting the old field data with new Global Positioning System (GPS) observations coordinates.
- e. To obtain, participate, and or assist in grants for the modernization of land records.
- f. To merge and adjust observation data for surveyed townships with GPS data.
- g. To train and learn new G.I.S. software.
- h. 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 G.I.S. 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.

#### 7. Activity

The following are activities and projects this Department participated in since January 2012. These are typical activities as defined by the above operations, but generally occur with very short notice.

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## Charter: Surveyor

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### Activities:

- a. Maintain single database and adjustment of observations for 19 townships.
- b. Continue the remonumentation of Magnolia Township.
- c. Provided section corners as requested by private land surveyors. These corners are destroyed, covered by public improvements, or disturbed. Citizens need them and usually time is an issue.
- d. Research, install and perpetuate section corners for highway road reconstruction projects.
- e. Participated in the Land Records Program.
- f. Manipulated digital data for the County's web site.

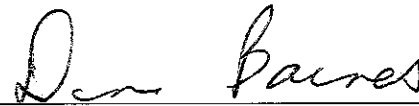
### 8. Software & Hardware

Many types of software are used to complete the above-mentioned functions.

#### Activities:

- a. Use and understand the concepts of the following surveying adjustment software:
  - 1) Bdwit – Least Squares Adjustment.
  - 2) Al Vonderohe – Least Squares Adjustment & data analysis
  - 3) Softsurv – COGO & survey calculation software.
  - 4) Trimble GPS software.
- b. Use and understand the concepts of the AutoCAD mapping software.
- c. Use and understand the concepts of the ERSI GIS software.
- d. Use and understand the concepts of database software.
- e. Use and understand the concepts of the P.C. office software.
- f. Use, program, and understand the concepts of the following DOS survey software:
  - 1) "Edit" used to exchange different data formats to "rock" program format, which computes Rock County Coordinates, latitude and longitude
  - 2) "Errorco" which is used to compute

error components of the distance and angle observations for the least squares adjustment program 3) "Rotatio" which is a least squares rotation program that computes coordinates from one coordinate system to another 4) "Repetio" which is used to compute error components of an angle observation 5) "Triglev" which is used to compute elevations by trigometric leveling 6) "Curve" which is a least squares program that computes curve data from ground coordinates of an existing curve and 7) "Slopere" which is used to compute the horizontal distance by using elevation, prism data, and equipment height.



Don Barnes, PLS  
County Surveyor  
August 2012  
2013 Budget

Department County Surveyor**Budget Analysis by Program**

Programs	Monumentation	Survey Operation	Mapping	Survey Records				Budget Summary
Positions	0.70	0.40	0.40	0.50	0.00	0.00	0.00	2.00
Salaries	\$30,710	\$20,434	\$23,852	\$22,462	\$0	\$0	\$0	\$97,458
Fringe Benefits	\$14,024	\$9,400	\$22,170	\$10,750	\$0	\$0	\$0	\$56,354
Operating Expenses	\$2,070	\$2,579	\$405	\$586	\$0	\$0	\$0	\$5,640
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocation of Services	\$0	\$0	(\$33,892)	(\$5,154)	\$0	\$0	\$0	(\$39,046)
Subtotal	\$46,804	\$32,413	\$13,413	\$28,776	\$0	\$0	\$0	\$120,406
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$46,804	\$32,413	\$13,413	\$28,776	\$0	\$0	\$0	120406
Revenue	\$0	\$0	\$60	\$140	\$0	\$0	\$0	\$200
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$46,804	\$32,413	\$13,353	\$28,636	\$0	\$0	\$0	\$120,206

## Administrator's Comments

### Surveyor

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	2.0	2.0
Salaries	97,458	97,458
Fringe Benefits	56,354	56,354
Operating Expense	5,640	5,640
Capital Outlay	0	0
Allocation of Services	(39,046)	(39,046)
<b>Total Expense</b>	<b>120,406</b>	<b>120,406</b>
Revenue	200	200
Fund Balance Applied	0	0
Tax Levy	120,206	120,206
<b>Total Revenues</b>	<b>120,406</b>	<b>120,406</b>

The Charter for the Surveyor contains a good, general description of the services provided by this Office. One of the on-going services is the remonumentation of the County. In 2012, Mr. Barnes completed the remonumentation of the Town of Union. In 2012, he will begin the remonumentation of the Town of Magnolia, with an anticipated completion date of late Spring 2013. The remaining towns to be remonumented, Spring Valley and Avon, will be completed in 2014.

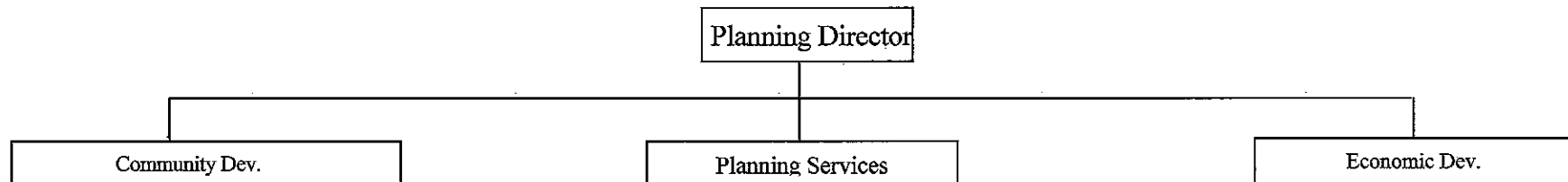
A portion of the Surveyor's activity can be charged to the Land Records Internet Access Program. Under statutes, private landowners are required to file all their survey maps with their County Surveyor. The County Surveyor must index, file and maintain the survey maps. In Rock County, this is done with a computer database, which contains information that can be searched and retrieved. The database is part of the County's land records available through its website. Consequently, this activity can be funded through cross charges to the Land Records Internet Access Program. A more complete explanation of this program can be found under the Administrator's Comments for the Real Property Description Department.

In 2011, 650 maps were filed and indexed and 479 monument corner records were made. Mr. Barnes reports that those activity levels have continued to see several years of decrease due to poor economic conditions. The Deputy Surveyor spends 60% of his work year putting that information into a format conducive to the website database in any given year. Given that information, I am recommending a 0.6 FTE cross charge of \$39,046 be made to the Land Records Internet Access Account. This has the impact of reducing the tax levy in the Surveyor's account by a like amount.

In 2012, the Surveyor began scanning tie sheets and anticipates completion by year's end. These documents, 16,800 in total, are images of official survey records used to ascertain the true location of section corners, quarter corners, and sixteenth corners.

The recommended tax levy for 2013 operations is \$120,206, which is an increase of \$1,020 from the 2012 budget. #

## Planning Department



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Director of Planning & Development
1.0	Economic Development Specialist
1.0	County Engineer
2.0	Senior Planner
1.0	Senior Planner/GIS Manager
1.0	Planner III
1.7	Planner II
1.0	Housing Specialist
1.0	Accountant
<b>10.7</b>	<b>Total</b>

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>		
Planner II	0.5	0.5
Planner II	0.2	0.2
Housing Specialist	1.0	1.0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0

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## Charter: Planning, Economic & Community Development Agency

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### 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 thirteen member Planning, Economic and Community Development Staff.

The Agency's work program areas of responsibility are divided into 6 primary divisions:

- I. Strategic and Comprehensive Planning Division
- II. Development Review, Land Division and Enforcement Division
- III. Economic Development Division
- IV. Housing and Community Development Division
- V. Geographic Information Services
- VI. Administration and Corporate Services

### Agency's Five-Year Workplan (In accordance with Rock County Comprehensive Plan 2035 policies and to be completed by December 31, 2014)

- A. Revise and Update Existing, and Develop New, Rock County Ordinances/Regulations:
  - Land Division – *Completed 2011, Effective date January 1, 2012.*
  - Access Control – *Scheduled Completion Spring 2013*

- Environmentally Significant Open Space Areas – *Completed 2011*
- Driveway

- B. Revise and Update Existing, and Develop New, Model Ordinances/Regulations for Use by County Municipalities:

- Zoning
- Land Division
- Sign
- Landscape
- Design Guidelines and Land Use/Site Plan Review

- C. Develop New County Programs:

- Purchase of Development Rights Conservation Easements – *Completed 2011*
- Consulting Services Center (Town Planning Services) – *Scheduled Completion 2012*
- Land Evaluation & Site Assessment
- Land Use Inventory – *Scheduled Completion 2012 Continue to update 2013.*
- Smart Growth
- Green Building
- County/Municipality/Non-Profit Organizations Land Use & Housing Workgroups

- D. Update and/or Amend Existing County Plans:

- Parks, Outdoor Recreation & Open Space Plan – *Scheduled Completion 2014*
- Land Records & Modernization Plan – *Scheduled Completion 2012*
- Comprehensive Plan – *Scheduled Completion 2014*

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## Charter: Planning, Economic & Community Development Agency

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- Farmland Preservation Plan – *To be completed December 2012*
- Natural Hazard Mitigation Plan – *Completed 2011*
- Historic Sites & Buildings

E. Develop County Studies:

- As Identified In *Rock County Comprehensive Plan 2035* and Dependent Upon Priorities

F. Undertake Internal Agency Improvement:

- Develop Agency Annual Report – *Completed Annually*
- Revise and Update Website – *Completed 2011*
- Evaluate Division Performance and Identify Improvement Measures

G. Provide daily planning, economic, and community development services to the public

### **I. Strategic and Comprehensive Planning Division**

Division 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 the Strategic and Comprehensive Planning Division 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 Division tasks for the next year, and next five years, for consideration by the Planning & Development Committee, as well as the County Board.

### **2012 Division Tasks:**

- A. Develop Rock County Land Use Inventory System
- B. Develop Rock County Optimal Land Use Initiative
- C. Develop and implement a comprehensive education, outreach, and consulting services strategy
- D. Revise and update Town Zoning Ordinances
- E. Undertake *Rock County Comprehensive Plan 2035* two-year evaluation
- F. Develop Agency Annual Report
- G. Implement other Rock County Comprehensive Plan 2035 policies
- H. Continue to foster intergovernmental cooperation among all the jurisdictions in Rock County
- I. Complete Farmland Preservation Plan
- J. Work with Towns to Develop Memorandums of Agreement, to work together to administer and enforce land division development activities

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## Charter: Planning, Economic & Community Development Agency

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- K. Begin and complete first phase of Beloit Area Water Quality Plan. Initiate and complete Phase II. Submit final document to the Department of Natural Resources.

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

Division 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.

#### **2012 Division Tasks:**

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 Owned Property and Airport Zoning District.
- Measurable Products:
- Number of Permits issued for Shoreland, Floodplain County owned Property and Airport District
  - Number of Conditional Use Permits approved by Committee
  - Number of Conditional Use Permits denied by Committee

- Increased value of new construction within the property tax base
- Number of applications to the Board of Adjustment
- Number of cases in litigation

- B. Rock County Land Division Regulations

Measurable Products:

- Number of preliminary land division applications submitted
- Number of preliminary land division applications conditionally approved
- Number of preliminary land division applications denied
- Number of final land divisions and new lots approved
- Number of new road construction plans approved
- Miles of new roads constructed
- Number of roads and other improvements inspected and approved prior to land divisions receiving final approval

- C. Building Site Permits

Measurable Products:

- Number of Building Site Permits issued

- D. Enforcement of land management ordinances and programs in cooperation with the Corporation Counsel Office

Measurable Products:

- Number of potential violation letters.
- Number of cases referred to Corporation Counsel for legal enforcement
- Number of cases in litigation

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## Charter: Planning, Economic & Community Development Agency

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- Results of litigation
- E. Maintenance of records for all applications and administrative fees  
Measurable Products:
- Number of applications
  - Fees collected
- 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.  
Measurable Products:
- Number of cases to the Board of Adjustment.
  - Number of cases denied by the Board of Adjustment.
  - Number of cases approved by the Board of Adjustment.
- G. Technical assistance to the Board of Adjustment as Acting Secretary by preparing the minutes, findings of fact and conducting field investigations.  
Measurable Products:
- Staff review and recommendations for each case
  - Minutes of meetings
  - Findings of Facts for each case
- H. Rock County Highway Access Control Ordinance  
Measurable Products:
- Number of Highway Access Control Permits issued
  - Number of Highway Access Permits denied
  - Public Capital Investment utilized

- I. Rock County Address Ordinance  
Measurable Products:
- Number of new address signs
  - Number of address signs replaced
  - Review and co-approve all driveway permits with the Public Works Department.
- J. Public Utilities & Community Facilities
- Public Utilities and Community Facilities include compilation of policy statements, goals, objectives, design standards, maps and action programs for guiding the future development of public, semi-public and private facilities. These facilities include sanitary service, potable water, solid waste disposal, recycling, storm water management, aquifer recharge, telecommunications, energy, cemeteries, public/municipal buildings, police and fire protection and, where appropriate, plans to acquire land for the development of public facilities. These Plan elements shall describe the character, location, timing, sequence, function, use and capacity of existing and future needs. These facilities also 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, and review new sewage treatment facility plans proposed large-scale soil absorption wastewater systems.

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## Charter: Planning, Economic & Community Development Agency

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### III. Economic Development Division

Division Mission: To provide consultative economic development services that 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" with the following constituencies:
  - 1. Wisconsin Economic Development Corporation
  - 2. Rock County 5.0 / Rock County Development Alliance
  - 3. Alliant Energy
  - 4. Corporate Real Estate & Site Consultants
  - 5. Private Sector Businesses & Individuals
  - 6. Economic & Workforce Development Organizations
  - 7. Media Contacts
  - 8. Governmental Units / Agencies and/or Personnel

#### Measurable Products

- Type and amount of business development activities.
- Private and/or public sector funds secured and/or leveraged.

- C. Assist with the development and/or update of the Economic Development Element of the Comprehensive Plan-2035 and its related implementation strategy.
  - 1. Assist Rock County communities and/or organizations with their economic development activities, as they relate to the Plan and/or its strategy.
  - 2. Serve as a data-clearing house for various socio-economic statistics.
  - 3. Maintain a buildings and sites database.
  - 4. Solicit input and engage the Southwest Wisconsin Workforce Development Board and/or other key local economic and workforce development officials regarding the Plan and its implementation strategies.

#### Measurable Products

- Type and amount of Boards, Committees, task force, etc. appointments.
- Type and amount of technical assistance (e.g. programs, reports, recommendations, etc.) provided for and/or on behalf of economic and workforce development organizations.

- 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 by:
  - 1. Targeting private sector decision makers through various direct and indirect means.

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## Charter: Planning, Economic & Community Development Agency

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2. Administer, design and maintain the Agency's web page(s).
3. Perform administrative and executive related duties for Rock County 5.0, the Rock County Development Alliance and the Rock County Tourism Council (RCTC).

### Measurable Products

- Brand name identity, recognition and recall.
- Marketing and outreach funds leveraged and/or secured.
- Business development and/or investment projects procured (e.g. property transactions, speculative building, etc.).

- 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.

### Measurable Products

- Program applications submitted.
- Grant and/or loan funds leveraged and/or secured.
- Program compliance and/or utilization.

- G. Perform Agency and/or development liaison related duties to interface with the public and private sectors.

## **IV. Housing and Community Development Division**

Division 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.

Housing and Community Development Services primarily implements the Housing Element of the Rock County Comprehensive Plan 2035. 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.

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## Charter: Planning, Economic & Community Development Agency

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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.

Measurable Products:

- Number of Housing and Community Development Grant Applications submitted
- Number of Housing and Community Development Contracts approved by County Board
- Number of Owner Occupied Housing Rehabilitation Projects approved
- Number of Rental Housing Unit Rehabilitation Projects approved
- Number of Down Payment Assistance Projects approved
- Number of Home Buyer Rehabilitation Assistance Projects approved
- Number of Lead Hazard Control Projects approved
- Number of Handicapped Accessibility Improvement Projects approved

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.

### 2013 Rock County Housing & Community Development Project Priorities

- A. Administering grant contracts and housing revolving loan funds that improve housing and community conditions in accordance with State and Federal Requirements.
- B. Maintain and expand Rock County Community Development operations.
- C. Apply, with our partners C. of Beloit, C. of Janesville, Rock County Health Department, and Community Action, for a Lead Hazard Control Grant following the Notice of Funding Availability (NOFA) in November. Begin preparations in late September and continue with work through the NOFA notice to application deadline in January 2013.
- D. Continue to Administer the following grants:
  1. Community Development Block Grant – Small Cities for both Rock County and the City of Edgerton.
  2. Begin Small Cities Grant for the Village of Orfordville.
  3. Administer the City of Milton CDBG funding for rehab work in that city.
  4. Lead Hazard Control Grant.
  5. Rock County HOME Consortium.
- E. Continue to work effectively with the Cities of Beloit & Janesville on administering Rock County Community Development Consortia.

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## Charter: Planning, Economic & Community Development Agency

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- F. Continue to assist local governments and Rock County Departments with Community Development services as needed.
- G. Continue to provide Community Development services as directed by the Rock County Planning & Development Committee.
- H. Determine additional fundable service areas for Community Development that may be provided to Rock County.
- I. Begin participation in and development of agreement with the Southern Housing Consortium, Columbia County, Lead County.

### **V. Geographic Information (Mapping) Services**

Division 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 public and private entities in an efficient and cost effective manner.

GIS mapping and data base services includes information about Rock County that is critical to the updating and implementation of the Rock County Comprehensive Plan 2035; planning, updating and implementation of the Rock County Purchase of Agricultural Easement program; planning and implementing the Planning Department's responsibilities in the Rock County Land Modernization Program; and provision of land records information to the public by:

- A. Gathering information and prepare county and local community planning and development information in electronic format or hard copy maps and data bases

for planning and development projects and distribution to the general public.

#### Measurable Products:

- Mapping projects completed
- Mapping projects in process
- Data base projects completed
- Data base projects in process
- User fees generated

- B. Updating County and community 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.

#### Measurable Products:

- County and community maps prepared
- County and community maps updated
- Census data available in electronic format or hard copy available to the public and staff

- C. Exploring conversion and migration methodologies on how to enter and use the Planning and Development Agency's mapping and database as part of the County Geographic Information System.

#### Measurable Products:

- Staff training on GIS software mapping and database
- Planning and Development Agency mapping and data base information on the GIS System
- Planning and Development Agency mapping and data base information on the public facing website
- Planning maps and data base updates

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## Charter: Planning, Economic & Community Development Agency

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- D. Modernizing the protocols of address assignments through the conversion of hard copy address grid maps to a digital format.
- Staff and municipal training on GIS software and mapping database
  - County and community maps digitized
  - County and community maps updated
  - Maps and data available in electronic format on hard copy available to the public and staff.

### **VI. 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 well being.
- D. Providing professional planning and development services for the discharge of the duties and responsibilities of the Rock County Planning and Development Agency to include minutes of the Planning and Development Committee, reports, surveys, and analysis of critical issues that affect the Rock County Comprehensive Planning and Development Program.

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## **Charter: Planning, Economic & Community Development Agency**

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The Rock County Planning & Development Agency is charged with administration of a number of Ordinances, which require a Permitting process for Ordinance compliance. The Proposed 2013 Fee Schedule for these Permits addresses new development activities that require a permitting process with more flexibility and incentives. The proposal includes fees based on size, location and whether development provides an environmental improvement.

Staff conducted a survey of fees of surrounding counties and found that flexible fees were the norm. This information (fee amount and type) was used in the formulation of the proposed fees. Staff believes the added flexibility may reduce time and energy expended in enforcement if landowners are willing to pay a fee suited to the proposed development. That is, the probability that a project is reviewed and approved prior to construction will increase.

By ordinance, zoning fees and permits are increased by the adoption of the annual budget. These application fees do not guarantee the issuance of a permit and, without prior approval of the Rock County Planning & Development Committee, are considered non-refundable. In addition, these service fees are typically collected when the landscape of the property is undergoing a significant change (i.e. construction).

## **Proposed Fee Schedule Amendments 2013**

### **Rock County Jurisdiction**

#### **Shoreland Overlay Zoning District:**

##### **Residential:**

Principal Structure .....	\$400
Addition (Habitable)<500 sq. ft.....	\$50
Addition (Habitable)≥500 sq. ft.....	\$200
Addition (Non-Habitable)<500 sq. ft.....	\$50
(Includes garages, porches, etc.)	
Additions (Non-Habitable)≥500 sq. ft.....	\$100
(Includes garages, porches, etc.)	
Accessory Structures	
Accessory Structure (Enclosed w/roof)	
200 sq. ft. or less.....	\$60
<500 sq. ft.....	\$100

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**Charter: Planning, Economic & Community Development Agency**

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>500 sq. ft.....	\$200
Accessory Structure (Not Enclosed)	
<500 sq. ft.....	\$60
>500 sq. ft.....	\$100

**Business/Industrial:**

Principal Structure .....	\$500
Addition<500 sq. ft .....	\$150
Addition>500 sq. ft .....	\$300

**Agri-Business:**

Principal Structure .....	\$400
Additions .....	\$150
Accessory Structures.....	\$100

**Planned Campgrounds (Lakeland, Lakeview, Blackhawk etc.)**

New Recreation Vehicle .....	\$100
Addition/Enclosure/Alteration .....	\$100
Deck/Accessory Structures .....	\$75

**General:**

Fences.....	\$80
Decks.....	\$75
Stairway-Shore Yard.....	\$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
Conditional Use Permit.....	\$600

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**Charter: Planning, Economic & Community Development Agency**

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**Airport Height & Zoning Overlay District**

**Residential:**

Principal Structure .....	\$400
Addition (Habitable)<500 sq. ft.....	\$150
Addition (Habitable)>500 sq. ft.....	\$200
Addition (Non-Habitable)<500 sq. ft.....	\$50
(Includes garages, porches, etc.)	
Additions (Non-Habitable)>500 sq. ft .....	\$100
(Includes garages, porches, etc.)	

**Accessory Structures:**

Accessory Structure (Enclosed w/roof)	
200 sq. ft. or less .....	\$60
<500 sq. ft .....	\$100
500 sq. ft .....	\$200
Accessory Structure (Not Enclosed)	
500 sq. ft .....	\$60
500 sq. ft .....	\$100

**Business/Industrial:**

Principal Structure .....	\$500
Addition<500 sq. ft.....	\$150
Addition>500 sq. ft.....	\$300

**Agri-Business:**

Principal Structure .....	\$400
Additions .....	\$150
Accessory Structures.....	\$100

**Planned Campgrounds (Lakeland, Lakeview, Blackhawk etc.)**

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**Charter: Planning, Economic & Community Development Agency**

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New Recreation Vehicle .....	\$100
Addition/Enclosure/Alteration.....	\$100
Deck/Accessory Structures .....	\$75

**General:**

Fences.....	\$80
Decks.....	\$75
Conditional Use Permit.....	\$600

**Adjacent to County Trunk Highway**

**Residential:**

Principal Structure .....	\$400
Addition (Habitable)<500 sq. ft.....	\$50
Addition (Habitable)≥500 sq. ft.....	\$200
Addition (Non-Habitable)<500 sq. ft.....	\$50
(Includes garages, porches, etc.)	
Additions (Non-Habitable)≥500 sq. ft.....	\$100
(Includes garages, porches, etc.)	
Accessory Structures	
Accessory Structure (Enclosed w/roof)	
200 sq. ft. or less.....	\$60
<500 sq. ft.....	\$100
>500 sq. ft.....	\$200
Accessory Structure (Not Enclosed)	
<500 sq. ft.....	\$60
>500 sq. ft.....	\$100

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**Charter: Planning, Economic & Community Development Agency**

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**Business/Industrial:**

Principal Structure .....	\$500
Addition<500 sq. ft .....	\$150
Addition>500 sq. ft .....	\$300

**Agri-Business:**

Principal Structure .....	\$400
Additions .....	\$150
Accessory Structures .....	\$100

**Planned Campgrounds (Lakeland, Lakeview, Blackhawk etc.)**

New Recreation Vehicle .....	\$100
Addition/Enclosure/Alteration .....	\$100
Deck/Accessory Structures .....	\$75

**General:**

Fences .....	\$80
Decks .....	\$75
Stairway-Shore Yard .....	\$150

**Land Division & Development Ordinance**

Land Division (per lot) .....	\$400
Final Land Division Review & Approval (per lot) .....	\$50
Land Division Time Extension (per lot) .....	\$100
Engineering Review and Approval Fee .....	\$75
911 Address Sign .....	\$60

**Board of Adjustment**

Application for Variance .....	\$750
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**Charter: Planning, Economic & Community Development Agency**

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**Town Jurisdiction**

**Town Memorandum of Agreement Permits**

Building Site Plan .....\$200

**Building Permit**

**Residential:**

Principal Structure .....\$400

Addition (Habitable)<500 sq. ft.....\$150

Addition (Habitable)>500 sq. ft.....\$200

Addition (Non-Habitable)<500 sq. ft.....\$50

(Includes garages, porches, etc.)

Additions (Non-Habitable)>500 sq. ft.....\$100

(Includes garages, porches, etc.)

**Accessory Structures**

**Accessory Structure (Enclosed w/roof)**

200 sq. ft. or less .....\$60

<500 sq. ft .....\$100

>500 sq. ft .....\$200

**Accessory Structure (Not Enclosed)**

<500 sq. ft .....\$60

>500 sq. ft .....\$100

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**Charter: Planning, Economic & Community Development Agency**

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**Business/Industrial:**

Principal Structure .....	\$500
Addition<500 sq. ft .....	\$150
Addition>500 sq. ft .....	\$300

**Agri-Business:**

Principal Structure .....	\$400
Additions .....	\$150
Accessory Structures.....	\$100

**Planned Campgrounds (Lakeland, Lakeview, Blackhawk etc.)**

New Recreation Vehicle .....	\$100
Addition/Enclosure/Alteration.....	\$100
Deck/Accessory Structures .....	\$75

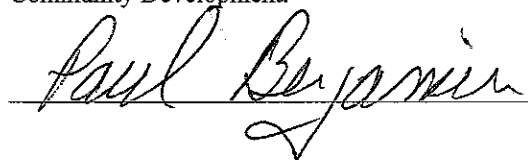
**General:**

Fences.....	\$80
Decks.....	\$75
Stairway .....	\$150

**Code Administration and Enforcement Policy:**

*Double fees charged if work is started before permits or variances are obtained*

For questions regarding information in this Charter or Agency operations in general, please contact Paul Benjamin, Director of Planning, Economic and Community Development.

  
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Department Planning and Development

**Budget Analysis by Program**

Programs	Base Budget	Economic Development	Economic Development WDF- Revolving			Address Signs		Community Development	Budget Summary
Positions	7.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	9.00
Salaries	\$435,165	\$ 79,741				\$0		\$ 62,744	\$577,650
Fringe Benefits	\$ 213,914	\$ 37,259				\$0		\$ 16,396	\$267,569
Operating Expenses	\$ 16,773	\$ 7,228	\$ 157,500			\$4,800		\$ 408,126	\$594,427
Capital Outlay	\$ 3,200		\$0			\$0			\$3,200
Allocation of Services	\$ (44,934)	\$ -				\$0		\$ (111,109)	(\$156,043)
Subtotal	\$624,117	\$124,228	\$157,500	\$0	\$0	\$4,800	\$0	\$376,157	\$1,286,803
Indirect Cost Alloc.	\$0	\$0	\$0			\$0		\$0	\$0
Total	\$624,117	\$124,228	\$157,500	\$0	\$0	\$4,800	\$0	\$376,157	\$1,286,803
Revenue	\$ 66,125	\$0	\$32,177			\$4,800		\$ 368,446	\$471,548
Fund Bal. Applied	\$0	\$0	\$125,323			\$0		\$0	\$125,323
County Share	\$557,992	\$124,228	\$0	\$0	\$0	\$0	\$0	\$7,711	\$689,932

## Administrator's Comments

### Planning, Economic and Community Development Department

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	9.0	9.0
Salaries	577,650	577,650
Fringe Benefits	267,569	267,569
Operating Expense	594,427	594,427
Capital Outlay	3,200	3,200
Allocation of Services	(156,043)	(156,043)
<b>Total Expense</b>	<b>1,286,803</b>	<b>1,286,803</b>
Revenue	471,548	471,548
Fund Balance Applied	125,323	125,323
Tax Levy	689,932	689,932
<b>Total Revenues</b>	<b>1,286,803</b>	<b>1,286,803</b>

The services of the Planning, Economic and Community Development Department are summarized in the Charter. The Budget for the Department is contained in a number of different accounts.

Most of the revenue earned by the Planning Department in the main account comes from zoning permit fees. While the projected revenues from those fees in 2012 will be near the budget targets and the department predicts a modest increase in fees that total \$54,200 for 2013, this is still approximately 27% less than the amount actually collected in 2007. The economic downturn has meant significantly less development in the unincorporated areas of the County and correspondingly less revenue for the department.

Total revenue in the main account is \$66,125, which includes \$54,200 in fee revenue referenced above, \$50 for sale of maps and publications and \$11,875 in service charges to local governments.

For 2013, the Planning and Development Department has restructured its fee schedule to be based on size, location, and whether the development provides an environmental improvement. It is hoped that these changes will reduce the staff time necessary to review proposed development and through the added flexibility and incentives increase compliance from residents. The full fee schedule can be found in the Planning Department Charter.

The Planning Department makes a number of significant cross charges for planning activities. The following table itemizes the components of this cross charge that appear as a "negative expense" under line item 6800 in the main account.

<u>Components of the Cross Charge</u>	<u>2012 Budget</u>	<u>2013 Request</u>
Lake Mgmt Protection Grant	\$ 1,000	\$0
Farmland Preservation Planning	6,812	0
Beloit Sewer Service Planning	15,000	0
Planning Interns	10,335	10,335
Staff Support for Board of Adjustment	1,760	2,200
Prof. Services for DPW Parks Div.	2,000	2,000
Address Sign Administration	562	900
Staff Support for Housing Programs	33,640	20,000
DPW Share of County Engineer	0.	9,500
Total	\$71,109	\$44,935

The cross charges that compose this line item have been negatively affected by three grants expiring in 2012: the Farmland Preservation Planning Grant, the Lake Management Protection Grant, and the Beloit Sewer Services Planning Grant. In addition, the State has consolidated Community Development Block Grant revenue into regional areas. This has adversely affected Rock County. In the prior year, \$33,640 in staff support for housing programs was shown under this line item.

Student Interns have played a significant role in the development of land use information. They have been converting official zoning maps and adopted land use plans from hard copy into a digital format on the Geographic Information System (GIS). Mr. Benjamin has requested \$10,335 of seasonal wages and FICA for one Planning Intern in 2013. This expense is offset by a like amount of cross charges to the Land Records account. Thus, there is no impact on the tax levy. I concur with the department request.

The Planning Department proposes \$2,200 of cross charges to the Board of Adjustment (BOA) for three staff that work on appeals heard by the BOA. In addition, the Planning Department proposes \$2,000 of cross charges to the Parks Division. The charges offset professional staff time to assist the Parks Director. There are also incidental amounts that total \$900 of cross charges for program administration made to the Address Sign account.

For 2013, there is a new cross charge component. \$9,500 will be allotted for staff support from the County Engineer for Rock County Public Works projects.

There is a total of \$44,935 in proposed and recommended cross charges in the 2013 Budget. This is a decrease of \$26,174, primarily due to the expiration of the three grants mentioned above.

In previous years, the Planning and Development and Land Conservation Departments shared a Planner II position 50-50 and another Planner II position on a 20-80 basis. In 2013, the Planning Department will not continue this job share arrangement. The 50-50 Planner II position will be eliminated in 2013. This position was dedicated to the PACE Program and due to changes in the program, is no longer needed. This position is currently vacant. The 20-80 Planner II position will be transferred to the Land Conservation Department. This transfer is needed because of the additional workload required to implement non-point standards outlined in ATP 50 and NR 151. The net result of these personnel changes is a reduction of 0.7 FTE in Planner II positions from the Planning Department budget.

The Economic Development Program Account funds the position of an Economic Development Specialist, along with a variety of costs associated with economic development. Two tools used by the program for local economic development include a Revolving Loan Fund and a County-sponsored Block Grant Loan program, in which the County files applications to the State on behalf of local businesses. Block Grant Loan repayments are the original source of funds to capitalize the Revolving Loan Fund. In 2012, a \$12,000 cost allocation was included and represented the revenue from administrative fees the County can charge when making those loans. Utilizing the cost allocation had the effect of reducing the tax levy in the Economic Development Program by \$12,000. During 2012, the State began investigating a change in policy that would consolidate the Block Grant Loan and Revolving Loan Fund into a regional system. In anticipation of this change, no eligible projects are being approved by the State. It is expected that this will continue for the immediate future. As a result, no cost allocation is budgeted for 2013. The requested and

recommended tax levy for the Economic Development Program is \$124,228, which is \$14,250 more than the 2012 Budget.

In 2012, The Housing Grant Clearing Account contained the funding for a 1.0 FTE Senior Planner and a 1.0 FTE Housing Specialist who administered the Community Development Program. In 2013, the currently vacant Housing Specialist position will be eliminated. To complete the estimated 130 required housing inspections performed by the Housing Specialist, the County will hire an outside consultant. This expense is budgeted at \$13,000 in line item 62119, Other Contracted Services.

Administrative funding from the various housing grants and revolving loan funds can be used to pay the costs of implementing the program. The table below identifies the amounts and accounts where the funding is contained in the budget.

<u>Grant Program or Activity</u>	<u>Acct #</u>	<u>Admin Expense</u>
CDBG-Emergency Assistance	6411	\$18,740
Rev. Home Loan(CDBG)	6440	18,750
HCRI Revolving Loans	6441	462
Home Buyer Rev. Loans	6442	2,200
Rental Rehab. RLF	6444	3,000
Consortium RLF	6445	2,500
Local Com. Dev. Assistance	6560	39,160
Consortium	6920	9,847
Other State/Federal Revenue	6460	11,250
Public Facilities Grant (CDBG)	64xx	5,400
Total		\$111,109

The various administrative expenses shown in the above table comprise the \$111,109 cost allocation found in the Clearing Account. Changes in three grants negatively affected the level of cross charge budgeted in 2013. The Healthy Homes/Lead Hazard Grants for 2009-2011 and 2012-2012 both expired in 2012 and the State has consolidated grant funding under a regional structure for the Community Development Block Grant - Small Cities program. These changes account for the \$47,529 reduction in this line item from 2012 to 2013.

Total fee revenue in the Housing Account for 2013 is \$8,050. It is composed of charges for performing lead paint assessments on dwellings, subordination fees, and loan origination fees at a rate of \$375 per loan. The loan origination fee can be rolled into a loan if the borrower falls into a lower income category. The fees are an offset to what otherwise would be tax levy to support the program. The requested and recommended 2013 tax levy for the Housing Program is \$7,711, which is \$2,400 less than the 2012 Budget.

The recommended tax levy for the Planning Department as a whole (including Economic Development) is \$689,932. This is a decrease of \$3,328 from the prior year.

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## Administrator's Comments

### Board of Adjustment

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	4,039	4,039
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>4,039</b>	<b>4,039</b>
Revenue	3,750	3,750
Fund Balance Applied	0	0
Tax Levy	289	289
<b>Total Revenues</b>	<b>4,039</b>	<b>4,039</b>

This budget contains the operational expense for the Board of Adjustment. The Board of Adjustment is a five-member (and one alternate) committee appointed by the County Board Chair. The Board of Adjustment hears the appeals of property owners who seek exceptions or variances from the County Planning and Zoning Ordinances enacted under Chapter 59 of the State Statutes.

The appeal process begins when a property owner pays a non-refundable fee of \$750 to Rock County.

The Professional Services line item contains \$2,200 to reimburse the Planning Department for staff services, as well as \$112 to cover the cost of a Court Reporter if one is needed for certain contested hearings.

The budget request includes \$1,375 for per diems and mileage for board members in anticipation of holding five hearings in 2013.

The recommended tax levy for 2013 operations is \$289, which is an increase of \$95 from 2012.

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## Administrator's Comments

### Tourism Council

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	5,500	5,500
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>5,500</b>	<b>5,500</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	5,500	5,500
<b>Total Revenues</b>	<b>5,500</b>	<b>5,500</b>

The 2013 Budget request from the Rock County Tourism Council totals \$5,500. This is composed of \$3,000 for the general operations of the Council and \$2,500 for cooperative tourism promotional activities. This is the same as the amount budgeted for 2012 and is recommended.

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

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## Rock County Sheriff's Office

<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Sheriff
1.0	Chief Deputy
2.0	Commander
6.0	Captain
22.0	Sergeant
5.0	Detective
58.0	Deputy Sheriff
1.0	Correctional Supervisor
81.0	Correctional Officer
1.0	Financial Office Manager
1.0	Administrative Secretary
2.0	Secretary II
3.0	Account Clerk II
11.0	Administrative Assistant
6.0	Public Safety Utility Clerk
1.0	Optical Imaging Specialist
.45	Vehicle Maintenance Supervisor
.3	Vehicle Maintenance Technician
.3	Sheriff's Office Worker
.3	Investigative Assistant
<b>203.35</b>	<b>Total</b>

<b>Summary of Personnel Modifications</b>		
<b>New Positions</b>		
Deputy Sheriff	1.0	1.0
RECAP Site Supervisor (PR 13)	1.0	1.0
<b>Reclassifications</b>		
Administrative Assistant to Secretary 1	1.0	1.0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Transfer</b>		
Administrative Assistant from Emergency Management	1.0	1.0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

## Charter: Sheriff

### 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, he 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 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].

## Charter: Sheriff

### OBJECTIVES AND STANDARDS

#### 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 and hiring of all sworn/non-sworn personnel

#### 2. 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.

##### 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.

#### 3. DETECTIVE OPERATIONS

To investigate crimes as efficiently and effectively as possible. This includes identification and apprehension of criminals, identification and presentation of evidence and preparation of cases for court.

##### Standards:

- a. Detective Bureau critical objectives and standards are met as evidenced by a monthly report submitted by the Detective Captain 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.

#### 4. SUPPORT SERVICES AND COMMUNITY 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.

#### 5. 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

## Charter: Sheriff

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 supervisors' work performance.

## 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.

### 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.

## 7. 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.

### Standards:

- a. 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.
- b. 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.
- c. Public Meetings: Sheriff's Office staff frequently meet 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.

## SUPPORT SERVICES DIVISION

### DIVISION OBJECTIVES AND STANDARDS

#### 1. SUPPORT SERVICES

It is the primary mission of Support Services to sustain and improve all Sheriff's Office operations through material and technical support.

### Standards:

- a. 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.
- b. Develop and maintain all contracted service and revenue agreements: building cleaning contracts, maintenance

## Charter: Sheriff

- c. service contract for fleet vehicles, radio repair agreements, equipment warranties. 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.

### 2. 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 vehicles assigned to the Sheriff's Office.

### 3. 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.

### 4. 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.

## CORRECTIONAL SERVICES DIVISION

### DIVISION OBJECTIVES AND STANDARDS

#### 1. 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.

#### 2. 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.

#### 3. JAIL INMATE TRANSPORTATION

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

## Charter: Sheriff

### Standards:

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

#### 4. FOOD SERVICES

To provide all inmates with three nutritious meals per day. To use Aramark 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.

#### 5. CIVIL PROCESS/WARRANT BUREAU

To receive and serve all civil process that is delivered to the Sheriff for service according to procedures described in State Statutes.

### Standards:

- a. To receive and serve all proper civil process as directed by Statutes.
- b. Collect fees for process service as established by State Statutes.
- a. To provide agency access to NCIC/TIME System capabilities.

#### 6. MAINTAIN ACTIVE WARRANT FILE

To receive, log and enter active warrants in the NCIC files. To do follow-up tracking on wanted persons.

### Standards:

- a. To receive and process all warrants and maintain current records of persons wanted.
- b. 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

## Charter: Sheriff

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.

### 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:

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

## LAW ENFORCEMENT SERVICES DIVISION

### OBJECTIVES AND STANDARDS

#### 1. PATROL AND TRAFFIC SERVICE

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

#### K-9 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.

#### 3. PREPARING CASES FOR COURT

To prepare cases for court testimony through such actions as reviewing reports, contacting the District Attorney, transporting evidence, etc.

## Charter: Sheriff

### Standards:

- a. To maintain a 48-hour turn around time on all reports.
- b. A 95% satisfactory level will be used on Supervisor review of reports.
- c. Supervisors will receive written reports on accidents and felonies within 24 hours of the incident's occurrence.

#### 4. 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.

#### 5. 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.

#### 6. 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.

#### 7. DETECTIVE BUREAU-APPREHENSION OF CRIMINALS AND PRESERVATION OF EVIDENCE

To identify and apprehend criminals in Rock County and to identify and preserve evidence for the trial of the criminals. To provide arson investigation services to Rock County Law Enforcement Agencies. To conduct pre-employment background investigations on all prospective employees.

### Standards:

- a. To maintain an annual clearance rate of 50% for all cases handled by the Detective Bureau and prepare monthly case reports.
- b. To maintain 100% compliance with the Sheriff's Office Policy and Procedures Manual regarding identification and preservation of evidence.

#### 8. COURT CASE PREPARATION

To prepare cases for Court.

### Standards:

- a. Cases are prepared for Court so that they will pass the first judicial review of the District Attorney's Office.

#### 9. BUREAU OF IDENTIFICATION

To cause photographs and fingerprints to be taken from all persons entering the Jail. To maintain files with current identification

## Charter: Sheriff

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.

10. 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.

11. SIU (SHERIFF'S SPECIAL INVESTIGATION UNIT)


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.

12. COMMUNITY SERVICES

To provide crime prevention and community policing services to citizens and community groups.

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.

  
Robert D. Spoden, Sheriff of Rock County

Department Sheriff

**Budget Analysis by Program**

Programs	Law Enforcement Services	Jail Services	RECAP	Community RECAP	Sheriff's Vehicles	Project Lifesaver	Emergency Management	Level B HazMat	HazMat Grant	LEPC		Budget Summary
Positions	79.35	125.00	1.00	0.00	0.00	0.00	1.00					206.35
Salaries	\$ 4,666,221	\$ 5,963,764	\$ 52,107	\$ -	\$ -	\$ -	\$ 99,818					\$ 10,781,910
Fringe Benefits	\$ 3,226,317	\$ 3,766,968	\$ 33,281	\$ -	\$ -	\$ -	\$ 42,852					\$ 7,069,418
Operating Expenses	\$ 1,063,540	\$ 2,245,115	\$ 218,450	\$ 304,500	\$ -	\$ 500	\$ 46,155	\$ 47,736		\$ 39,353		\$ 3,965,349
Capital Outlay	\$ 307,119	\$ -	\$ -	\$ -	\$ 311,000	\$ -	\$ 1,994		\$ 12,500			\$ 632,613
Allocation of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,292)					\$ (9,292)
Subtotal	\$ 9,263,197	\$ 11,975,847	\$ 303,838	\$ 304,500	\$ 311,000	\$ 500	\$ 181,527	\$ 47,736	\$ 12,500	\$ 39,353	\$ -	\$ 22,439,998
Indirect Cost Alloc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Total	\$ 9,263,197	\$ 11,975,847	\$ 303,838	\$ 304,500	\$ 311,000	\$ 500	\$ 181,527	\$ 47,736	\$ 12,500	\$ 39,353	\$ -	\$ 22,439,998
Revenue	\$ 155,580	\$ 1,691,761	\$ 293,000	\$ 146,826	\$ 311,000	\$ 500	\$ 94,065	\$ 5,000	\$ 10,000	\$ 39,353		\$ 2,747,085
Fund Bal. Applied	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,000				\$ 17,000
County Share	\$ 9,107,617	\$ 10,284,086	\$ 10,838	\$ 157,674	\$ -	\$ -	\$ 87,462	\$ 25,736	\$ 2,500	\$ -	\$ -	\$ 19,675,913

## Administrator's Comments

### Sheriff

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	206.35	206.35
Salaries	10,781,910	10,711,238
Fringe Benefits	7,069,418	7,005,128
Operating Expense	3,965,349	3,925,565
Capital Outlay	632,613	632,613
Allocation of Services	(9,292)	(9,292)
<b>Total Expense</b>	<b>22,439,998</b>	<b>22,265,252</b>
Revenue	2,747,085	2,819,799
Fund Balance Applied	17,000	17,000
Tax Levy	19,675,913	19,428,453
<b>Total Revenues</b>	<b>22,439,998</b>	<b>22,265,252</b>

The Sheriff's Office budget is contained in two major accounts and a number of small grant and project-related accounts. The Correctional Facility account contains the personnel expenses and other operational expenses related to operating the Jail and Court Services. It also contains revenue derived from Jail operations. The Sheriff's account contains the funding to operate the other divisions of the Department.

#### **Rock County Jail**

The Sheriff's Office continues to manage the population of inmates housed at the jail without a need to utilize beds in other county jails. The jail's current rated capacity is 505 beds. As of September 24, 2012, there were 584 inmates under the Sheriff's control but only 442 were actually housed in the jail. As of the end of September, 61 inmates were on electronic monitoring and 26 were in the Workender Community Service Program. In addition, 55 individuals were being served through the Community RECAP/Drug Court program. If not for these programs, these individuals would be incarcerated in the jail and the 79 inmates over the jail rated capacity would have been housed in out-of-county jails.

The Diversion Unit has been based at the Health Care Center and continues to experience space limitations. Sheriff Spoden is requesting to relocate the Unit to the vacant Adolescent Services Center (ASC) building located on the Health Care Complex campus. The projected cost for making improvements is \$32,000 and occupancy is anticipated on April 1, 2013. The renovation costs are funded with Sales Tax and are included in the General Services budget.

The RECAP program has been staffed through a contract with CESA II that includes a Site Supervisor at a cost of \$98,402. Sheriff Spoden is requesting to bring the position in-house at Pay Range 13 of the Unilateral Pay Plan, which will result in a program savings of \$20,786. The request is recommended.

There is a surcharge on all state, municipal and county ordinance fines known as the jail assessment fee. The proceeds collected by the Courts are deposited in a countywide account. Under State law, the County may use those funds for "construction, remodeling, repair or improvement" of the Jail and "for costs related to providing educational and medical services to inmates." For 2013, my recommendation includes \$150,000 through a "Transfer in" from the balance sheet to partially offset the cost of inmate medical care.

The Community RECAP program diverts offenders from jail through the Drug Court if they agree to complete a substance abuse treatment program. The success of the Drug Court contributes to lowering the jail population, reducing recidivism and bettering the community as a whole.

The budget for this program is found under program number 21-2171 titled "Community RECAP/TAD." Through September 14, 2012, there were 181 successful graduations from the program resulting in 41,312 jail bed days averted. The State TAD funds are awarded through a competitive grant process and Rock County is budgeting \$110,991 in 2013, the same amount as prior year. Program expenses were reduced in the areas of non-professional office support. The tax levy support for this program in 2013 will be \$157,674, a decrease of \$1,487 or 1.0% from the prior year.

For 2013, I am recommending a 1.25% vacancy factor for the Corrections Division personnel accounts.

Construction of the Jail Expansion/Renovation Project was completed in 2012. This project was funded through sales tax proceeds. Overall, the physical improvements have been accompanied by significant jail programming improvements, resulting in a calmer environment.

#### **Law Enforcement Services**

The Sheriff's Office is requesting an additional 1.0 FTE Deputy Sheriff for general patrol activities due to a road patrol staff being re-assigned to other

high-profile initiatives. In 2008, the Sheriff's Office established the Special Investigations Unit (SIU) in response to the drug crime problem. Initially, one Deputy Sheriff that was re-assigned from patrol staffed the Unit. The SIU staffing now consists of a Sergeant, and three Sheriff Deputies through reassignment primarily from the general road patrol and one position from the Detective Unit. The Unit's success has been recognized nationwide. Rock County is one of only twenty-seven counties in the nation that has been designated a High Intensity Drug Trafficking Area (HIDTA), which allows Rock County to receive additional federal funding. While SIU has proved to be a valuable initiative, it has taken staff resources away from the general road patrol.

Another factor that diverted general road patrol staff has been assisting the growing Diversion program. Road patrol staff made 3,000 annual checks of offenders on the electronic bracelet monitoring diversion program. The road patrol has always helped with the transport of mental health commitment individuals. The lack of space at the Mendota Mental Health Institute results in longer travel to the Winnebago Institute.

During the past year, traffic citations (including OWT) decreased by 12% and arrests were down 17%. While the decreases are affected by many factors, less road patrol staffing leads to less time for proactive patrol and self-initiated enforcement activity.

The request for an additional Deputy Sheriff totals \$84,549 and consists of \$80,941 in personnel costs and \$3,608 in operating expenses (vest, gun, ammunition, etc.). The position is recommended.

Another personnel request pertains to a reclassification of an Administrative Assistant to a Secretary I assigned to the Detective Bureau at a cost of \$681. The position's duties are substantially different from other Administrative Assistant duties and is recommended.

Due to on-going staff turnover, I am recommending a 0.75% vacancy factor in the Law Enforcement Services personnel budget.

One of the higher cost areas in this account is the cost of operating and maintaining the Sheriff's Office fleet of vehicles. The Sheriff's Office is anticipating that it will use 100,000 gallons of fuel in 2013. \$325,000 is recommended to pay for fuel, an increase of \$25,000 over the prior year based upon higher fuel costs. The Sheriff's Office is also requesting 12 replacement vehicles in 2013. These include eleven patrol vehicles and one full sized van. The total cost of these fleet replacements is \$311,000. Funds for making these purchases are contained in a separate "Sheriff's Vehicles" account, which is a non-lapsing account that accumulates funds on an annual basis to level out the cost of making vehicle purchases. From an accounting perspective, \$250,000 of funds are moved from the regular Sheriff's account to the "Sheriff's Vehicles" account. These purchases are recommended.

Overtime remains a significant issue in the Law Enforcement Services Division. The Sheriff's Office request is \$256,250, which is the same as the previous year. As in the Corrections Division, the Law Enforcement Services Division is investigating new ways to reduce this expense such as requiring the deputies to dictate reports.

Despite delaying purchases or using grant funds to buy equipment, it is necessary to include a number of capital and equipment purchases in the 2013 budget. To offset the impact to the tax levy, I am recommending \$72,714 in sales tax proceeds be allotted to purchase:

<u>Item</u>	<u>Cost</u>
SWAT Tactical Vests	\$ 8,000
Crime Scene Software	\$ 7,595
Various Computer Hardware (including replacement in-car computers)	\$50,520
Various Program equipment Over \$1,000	\$ 3,869
Various Equipment Over \$500-\$999	\$ 2,730
Total	\$72,714

### Emergency Management Services

Long time Emergency Management Coordinator Shirley Connors is retiring effective January 4, 2013. With Shirley's retirement, both Sheriff Spoden and I felt it would be useful to examine the organizational structure in which Emergency Management functions. We discussed the fact that a model a number of counties follow, including Walworth and Kenosha, incorporates Emergency Management into the Sheriff's Office.

There are a number of advantages to that model. Under the current system, the Emergency Management Office consists of one professional lead position and one clerical position. Incorporating the Office into the Sheriff's Office will provide a much "deeper bench." There will be backup staff available in case the person designated as the Emergency Management Coordinator is unavailable or is involved in a large-scale disaster, which requires more assistance. In addition, when the Emergency Operations Center (EOC) is open and functioning, the Sheriff's staff are responsible for participating in the first response. Consolidating Emergency Management into the Sheriff's Office also results in a net cost savings of approximately \$91,000.

Under this consolidation, a Sheriff's staff member will be appointed whose full time job will be to function as the Emergency Management Coordinator. The current clerical position will be transferred to the Sheriff's staff. The new Emergency Management Coordinator will operate out of the present office in the Health Care Center building and will perform all of the functions currently being performed by Ms. Connors for all of the first responder agencies throughout Rock County.

The Emergency Management account appearing in the Emergency Management Office budget is recommended to contain sufficient funding for Ms. Connors' position through her retirement date along with funding for her vacation/sick leave payout upon her retirement. The rest of the funding in this account along with the other accounts including the Level B Hazmat Team, 2013 Hazmat Grant, and 2013-2014 LEPC Grant has been placed in new accounts within the Sheriff's Office budget.

I commend Sheriff Spoden for presenting a responsible budget in these trying economic times that meets the needs of the Sheriff's Office and protects the citizens of Rock County.

The recommended tax levy for the Sheriff's Office is \$19,428,453. This is an increase of \$517,220 or 2.7% more than the 2012 budgeted amount.

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## Rock County Court System

### Present Personnel (Full Time Equivalent)

	<b>Clerk of Courts</b>
1.0	Clerk of Circuit Court
1.0	Chief Deputy Clerk of Circuit Court
3.0	Collections/Accounts Specialist
3.0	Division Leader Deputy Clerk
26.0	Deputy Clerk of Court
1.0	Clerk II
35.0	Total
	<b>Circuit Court</b>
3.4	Court Commissioner
2.0	Deputy Register in Probate II
1.0	Circuit Court Office Manager
7.0	Court Attendant
6.0	Judicial Assistant
3.0	Court Reporter
1.0	Deputy Clerk of Court
23.4	Total
	<b>Mediation &amp; Family Court Services</b>
1.0	Director of Mediation & Family Court Services
1.0	Administrative Assistant
2.0	Total
60.4	<b>Grand Total</b>

### Summary of Personnel Modifications

	<u>Dept.</u> <u>Request</u>	<u>Admin.</u> <u>Rec.</u>
New Positions	0	0
Deletions	0	0
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Transfers	0	0

## Charter: Circuit Court/Clerk of Court

**CLERK OF CIRCUIT COURT** The Clerk of Circuit Court shall keep the books and records under Wisconsin State Statutes 59.40(2)(a) to (i) and Chapter 799 and perform the duties under Wisconsin State Statutes 59.40(2)(j) to (q) for all matters in the Circuit Court except those under Chapters 48 and 851 to 880. The above statutes include the following case types: small claims, civil, criminal, traffic, family, juvenile, and probate actions. The Clerk of Circuit Court shall follow the guidelines and directives of Wisconsin State Statutes, Rock County Board of Supervisors, Rock County Board of Circuit Court Judges, and Wisconsin Fifth Judicial Administrative District.

The Clerk of Circuit Court works closely with the State of Wisconsin, state and local law enforcement agencies, and the Rock County District Attorney. The Clerk of Circuit Court department strives to provide services in a professional, efficient, and courteous manner. The Clerk of Circuit Court Department is dedicated and determined to expand and improve its objectives and standards for the Rock County Circuit Court and the people of Rock County in 2013.

### **1. Maintenance Objective**

Manage, maintain, and store court case files retained within the Clerk of Circuit Court Office.

- a. Open and schedule case files using the Circuit Court Automation Program (CCAP).
- b. Record court activities on minute records during court; utilize CCAP in court processing.
- c. Update and dispose case files on CCAP system.
- d. Prepare, process, and distribute judgments and orders to defendants and the proper agencies.
- e. File and retain case files according to the State of Wisconsin retention schedule.
- f. Process and monitor case files under appeal.

### **2. Collection Objective**

The Clerk of Circuit Court office will continue its emphasis on collections on a daily basis. The regulations of the majority of collections and disbursements of court costs and fees are detailed under Chapter 814 of the Wisconsin State Statutes. The Court Collection Officers also collect the court-ordered reimbursement of fees including Guardian Ad Litem and Indigent Attorney fees. Since the implementation of the Tax Intercept program; we have received \$2,608,195 to date from Wisconsin Department of Revenue. Noticeable revenue increases have been made with previously uncollectible Juvenile Legal Fees, Guardian Ad Litem and Indigent Attorney fees. We have the ability to turn over debts to the Wisconsin Department of Revenue by driver license number as well as social security numbers.

County and State agencies and departments are currently lobbying for federal tax monies as well. Twelve percent (12% APR) interest change on civil judgments per Wisconsin State Statute 815.05(8) has been successful; to date, over \$179,195 has been collected. We will continue to strive to seek new sources of collections in 2012 as approved by the Rock County Board of Supervisors, Wisconsin Fifth Judicial Administrative District Court and governed by Rock County Circuit Court Rules.

- a. Distribute reminder notices to defendants one week prior to due date of fines and forfeitures.
- b. Notify defendants of penalty if obligation is not met on time:
  1. Suspension of driving privileges
  2. Commitment for arrest
  3. Civil judgment
  4. Tax intercept
- c. Collaborate with CCAP for possible implementation of on-line collection system.
- d. Obtain social security numbers and driver license numbers for the Tax Intercept Program.
- e. Collect 5% Clerk of Court retained surcharge on restitution orders.

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## Charter: Circuit Court/Clerk of Court

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- f. Collect \$5.00 satisfaction of judgment fee.
- g. Collect \$5.00 - \$15.00 payment plan fee.
- h. Increase motion to reopen fee \$5.00.
- i. Increase title company copy fees to \$0.80 per page.
- j. The Court Collection Officer shall continue to work with Corporation Counsel on past due accounts (Guardian Ad Litem and Indigent Attorney fees).
- k. The Court Collection Officer will continue to create payment plans for fines, forfeitures, costs, and fees for Rock County and the State of Wisconsin to eligible parties.

### 3. **Financial Objective**

Comply with county and state regulations in accordance with Generally Accepted Accounting Principles (GAAP) in an effective manner.

- a. Prepare and submit an annual budget for the Clerk of Circuit Court and the Circuit Court to the Rock County Board of Supervisors.
- b. Reconcile all month end reports and balance CCAP bank accounts.
- c. Maintain CCAP financial system on a daily basis.
- d. Prepare, write and disburse checks from the CCAP bank account.
- e. Monitor and evaluate the investment accounts to ensure the highest yield.
- f. Process payments and billings for the Clerk of Circuit Court office and the Circuit Courts.

### 4. **Management Objective**

The Clerk of Circuit Court, with support from the Board of Circuit Court Judges, oversees staffing within the Clerk of Circuit Court, Probate, Circuit Courts, and Mediation offices. The Clerk of Circuit Court will follow the guidelines of the Local 2489 Union Labor contract and the Rock County Policy and Procedure manual.

- a. Maintain open communications with Rock County Board of Circuit Court Judges and Court Commissioners regarding staffing assignments.
- b. Notify Circuit Court Office Manager for scheduling of court interpreters.
- c. Schedule employees for court duties.
- d. Schedule coverage for absent employees.
- e. Review and approve time sheets and vacations.

### 5. **Efficiency and Organization Objective**

Structure a positive work environment to maximize performance standards within the Clerk of Circuit Court office.

- a. Maintain workflow by monitoring staffing assignments.
- b. Cross-train employees to benefit each department within the Clerk of Circuit Court office.
- c. Educate staff with CCAP training sessions and various seminars.
- d. Network with CCAP analysts on training procedures.
- e. Keep staff notified of CCAP upgrades and information.

### 6. **Jury and Juror Objective**

The Clerk of Circuit Court and the Board of Circuit Court Judges are responsible for having jurors available for scheduled jury trials. The right to a jury trial is a fundamental component of the justice system. The willingness of residents to serve as jurors is critical to preserving this right. September has been designated (by the State of Wisconsin) as the time each year when to publicly acknowledge the contribution of jurors. The Clerk of Circuit Court and Board of Circuit Court Judges strive to provide a pleasant experience for the citizens of Rock County selected for jury duty.

- a. Distribute juror qualification questionnaires.
- b. Update juror information into CCAP.
- c. Online filing for jurors.

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## Charter: Circuit Court/Clerk of Court

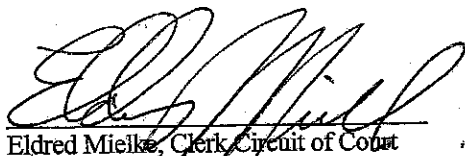
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- d. Qualify and disqualify jurors in accordance with Wisconsin State Statutes guidelines.
- e. Prepare and distribute summons as directed by the presiding judge.
- f. Conduct jury orientation on Mondays.
- g. Select jury panels for courts after the orientation is completed.
- h. Prepare statistical reports for the State of Wisconsin and Rock County.
- i. Celebrate Jury Appreciation Month with guest speakers, including, but not limited to, District Court Judges, Circuit Court Judges, and Bar Association members. The Rock County Bar Association provides snacks, magnets, and other items to honor jurors.

### 7. **Public Relations Objective**

The Clerk of Circuit Court office realizes that, as a government agency, its main duty is to the citizens of Rock County. The Clerk of Circuit Court office strives to uphold the highest of standards in this area.

- a. Jurors may fill out an exit survey regarding their time spent as a juror. The survey encourages jurors to give their suggestions and opinions of possible improvements to the jury process.
- b. The Clerk of Circuit Court office opens at 7:45am three days a week. The Clerk of Circuit Court office opens early to process payments, help direct and serve the public needs on days when Intake Court is scheduled.
- c. Public access computers are in three locations in the Clerk of Circuit Court office. Staff is available at all times to assist the public.
- d. The public has access to the Law Library and its computers.
- e. Access to court records is available through the Internet: at [www.wicourts.gov](http://www.wicourts.gov)
- f. The Clerk of Circuit Court office maintains an open-door policy for the citizens of Rock County.



Eldred Mielke, Clerk, Circuit of Court

## Charter: Mediation & Family Court Services

Objectives to accomplish through the 2013 BUDGET: To carry out directives of the 5<sup>th</sup> District Circuit Court according to the 1987 Wis. Act 355, STAT 767. SUBCHAPTER V: CHILD CUSTODY, PLACEMENT & VISITATION related to the mediation mandate; an affordable/accessible service in a manner consistent with self-determination and with characteristics of neutrality, confidentiality and voluntary decisions. To promote positive co-parenting.

767.401: Educational Programs: During an action affecting the family in which a minor child is involved, and the court determines that it is in the best interest of the child, the court may order the parents to attend a program specific to co-parenting and problem solving about the effects on the child of divorce or never married parents.

767.405: Mediation Mandate: (3)...Mediation shall be provided in every county in this state in which it appears that legal custody and/or physical placement are contested. (8)...If the parties and mediator determine that continued mediation is appropriate, no court may hold trial or a final hearing on legal custody or physical placement until after mediation is completed or terminated.

767.405(12): Any agreement that resolves issues of legal custody and/or periods of physical placement between the parties as a result of mediation under this section shall be prepared in writing for review of attorney, GAL, and parties before an Order and Stipulation upon signature of the Judge.

767.405(14): Home Study Mandate: If, after mediation under this section, the parties do not reach agreement on legal custody and/or periods of physical placement, (a) A County...shall provide study services (Home Study Evaluation) as ordered by the Court; (b) The person investigating shall complete and submit the results to the court on the investigation of the following matters relating to:

- a. Conditions of the child's home provided by each parent.
- b. Observe and report to the Court each party's performance of parental duties and responsibilities.
- c. Any other matter relevant to the best interest of the child.

767.43: Visitation Rights of Certain Persons: Except as provided, a grandparent, stepparent or person who has maintained a relationship with the child may file a petition for visitation in an underlying action under this chapter that affects the child.

### 1. Management Commitment:

- a. To improve the perception of the Courts as a public institution.
- b. To provide services of mediation as mandated in Wis SUBCHAPTER V with the highest level of integrity and professional ethical standards through the office of Mediation & Family Court Services (MFCS).
- c. To refer clients to resources as appropriate.
- d. To respond in a timely manner with appropriate reports to the Court regarding the Order for mediation related to legal custody/physical placement/visitation for certain persons.
- e. To deliver all services, as ordered by the Court, for Education, Mediation, Home Studies, including voluntary requests for a mediation-environment to provide parents the opportunity to determine jointly the best interest of their child.

### 2. Public Service Commitment: To serve the public through awareness of mediation as a positive alternative to resolve co-parenting disputes related to the minor child; to provide parents with an orientation which is education focused on the child's developmental needs as impacted by parents who do not live together; foster cooperative parenting relationships; to assist as a neutral in a safe, confidential and timely manner; to complete home study evaluations as ordered by the Court; to suggest problem-solving techniques which reduce stress on the child; and to assist parties of domestic violence with safe alternatives when exchanging the child.

## Charter: Mediation & Family Court Services

3. Ethical Commitment: To respect the self-determination of the parents in mediation through professional services provided within the boundary of the code of ethics and standards of the highest quality and competence, confidentiality and neutrality, as in Wis SUBCHAPTER V and defined by the 2 internationally recognized groups, Association of Family & Conciliation Courts (AFCC) and Association for Conflict Resolution (ACR) and accepted by the Wisconsin Association of Mediators; (WAM); prepare documents with clarity and accuracy for the Court and to all parties to an action.

### CRITICAL PERFORMANCE AREAS

1. Administrative Performance Area: To maintain guidelines/procedures and a safe delivery of service, specifically in cases where there is a history of domestic abuse and/or fears of a parent during/following mediation; to make available court documentation of agreements/home study evaluations/reports to the Court on the status of compliance with the court for mediation. To monitor payments of fees for services; to collaborate with program evaluations from collateral professionals; to establish case management that relieves the pressure on the parents to settle their co-parenting issues.
2. Critical Objective: Interoffice Management: Deliver services as mandated with maximum safety, efficiency and professionalism; To offer researched information/reference materials focusing on successful co-parenting from two(2) homes; to identify the opportunities provided in mediation to enhance the child's relationship with each parent through collaborative co-parenting efforts with particular attention on the development of a positive parental-relationship in paternity actions initiated by the State.
- Standards:
- To demonstrate compassion, empathy and understanding.
  - To manage all information within a confidential environment.
  - To maintain appropriate security levels for those in mediation.
  - To remain a cost-effective mandate.

- To promote effective/positive communication between parents and parent/child.
- To provide four (4) two-hr orientation sessions p/m to prepare clients for mediation.
- To have available timely appointments for mediation/home study evaluations.
- To provide court documentation with clarity of detail as directed by the Court.
- To prepare reports/financial oversight on department Budget.

3. Critical Objective: Awareness of Service: Use the mediation environment to assist in joint parental agreements that focus on the reorganization of the child's family and the child's best interest that are perceived by the parents as well informed resolutions through an efficient and stable process.

#### Standards:

- Support the presumptive standard that the child has a relationship with each parent by cultivating an attitude of positive co-parenting.
- Timely assistance in matters affecting the family.
- To encourage/promote diverse population participation.

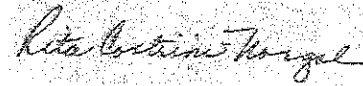
4. Critical Objective: Evaluation: Performance goals of professional ethics and responsibility.

#### Standards:

- To provide to the parents sufficient time per mediation appointment to engage constructively in decision making;
- Monitor program efficiency with the Court/attorneys/clients.
- Weekly case review.
- Prepare periodic reports of department activity; including accounts receivable.
- To use technology to share documents with attorneys and clients to reduce postage.
- To continue to have the process of mediation available for those parents in which English is not their first language.

## Charter: Mediation & Family Court Services

5. Service Performance Area: Pursuant to Wis. SUBCHAPTER V to reduce the court docket through quality, affordable, and timely access to co-parent education; to assist in the design of a co-parenting plan which details a positive and safe impact on the child as well as each parent; competent home study evaluations. As requested and for a fee, offer co-parent coordination in high-conflict cases. Community distribution of bi-lingual brochure for awareness of mediation; with translating services available upon request. To maintain this service as a cost effective program toward voluntary parental resolutions of issues regarding the child.
6. Critical Objective: Effective Service: To provide mediation in matters of legal custody; periods of physical placement, to include periods of placement with a distant parent; child removal; grandparent visitation; and timely documentation to the Court following home studies. Without the intrusion of others and to avoid the directive of the Court provide participants an environment to give full expression to needs/desires related to the child; to guide parties toward consideration of the child's developmental and emotional stages of growth.
- Standards:
- To ensure a safe and confidential mediation environment.
  - To have available services to those with special needs, i.e. bi-lingual/hearing-impaired/ telephone mediation for those more than three (3) hours travel from Rock County.
  - To sustain a well-organized and proficient interoffice team.
  - To notify the Court if a case is not appropriate for mediation.
  - To report results of mediation to the Court within 48 hours following mediation.
  - Within 10 working days following completion of mediation session, provide written agreement.
  - Cooperate and refer clients to agencies in the County.



*Rita Costrini-Norgal, Director*

Department Clerk of Circuit Court, Circuit Court and Mediation

**Budget Analysis by Program 2013**

Programs	Circuit Court		Clerk of Circuit Court		Mediation				Budget Summary
Positions	24.40		34.00		2.00				60.40
Salaries	\$1,203,105		\$1,358,218		\$95,328				\$2,656,651
Fringe Benefits	\$482,249		\$887,608		\$40,459				\$1,410,316
Operating Expenses	\$762,700		\$77,650		\$53,445				\$893,795
Capital Outlay	\$0		\$0		\$0				\$0
Allocation of Services	\$0		\$0		\$0				\$0
Subtotal	\$2,448,054		\$2,323,476		\$189,232				\$4,960,762
Indirect Cost Alloc.									\$0
Total	\$2,448,054		\$2,323,476		\$189,232				\$4,960,762
Revenue	\$1,655,045		\$794,582		\$112,470				\$2,562,097
Fund Bal. Applied									\$0
County Share	\$793,009		\$1,528,894		\$76,762				\$2,398,665

## Administrator's Comment

### Circuit Courts

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	60.4	60.4
Salaries	2,656,651	2,649,877
Fringe Benefits	1,410,316	1,406,002
Operating Expense	893,795	893,795
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>4,960,762</b>	<b>4,949,674</b>
Revenue	2,562,097	2,562,097
Fund Balance Applied	0	0
Tax Levy	2,398,665	2,387,577
<b>Total Revenues</b>	<b>4,960,462</b>	<b>4,949,674</b>

The Court System in Rock County is composed of seven branches of the Circuit Court. Included in the system are the seven judges and their staffs, the office of the Clerk of Courts, the Court Commissioners, and the office of Mediation and Family Court Services.

The Circuit Courts account includes revenue from a variety of sources. Fines and forfeitures, which result from court convictions of state and local offenses, comprise about 42% of the revenue. The County retains a portion of the state fines and forfeitures and the entire amount of county ordinance violations.

The Circuit Courts also receive funding from the State, which appears in line item 4220, State Aid. Included in this account is the reimbursement for juror/witness/interpreter fees and Guardian Ad Litem services. For 2013, it is anticipated that State Aid will remain at 2012 levels.

Overall revenue for the Circuit Courts will decrease \$27,864 or 1.7% from the prior year.

County funding to support the operations of the Court Appointed Special Advocates (CASA) Program was first provided in the 2008 Budget. CASA is a non-profit program offering volunteer services to the court and for children in need of protection or services. The volunteers serve as advocates for the children involved, making sure that their needs are met and not overlooked as the courts make decisions affecting their lives. Judge Daley indicates this program has been beneficial not only to the children but to the courts. The requested amount to support CASA in 2013 is \$3,000 and is the same level as the prior year. I concur with the request.

One budgetary item that continually increased for years was the cost of indigent counsel fees. The State created the Public Defenders Office in the

late 1970s with the responsibility to provide representation to indigent defendants. This removed the responsibility of paying for indigent defense from County property taxpayers. The system worked well for many years. The Courts estimate approximately 50% of the cases that require a client to be represented by an attorney require representation by the Public Defender or a Court Appointed Attorney. If the State Public Defenders Office cannot provide representation due to the strict and outdated financial eligibility guidelines, the County must pay for it. Effective July 1, 2011 the state revised its eligibility criteria for State Public Defender to reflect W-2 program financial guidelines. The eligibility guidelines were last updated in 1987. The Courts are beginning to see the results of guideline change, i.e., an increase in clients represented by the State Public Defender Office and less clients being represented by the tax levy-supported County's Indigent Counsel program. This is shown by the decreasing County expense for this service. In 2011, the actual County expense for indigent counsel was \$212,826. In 2012, Rock County budgeted \$120,000. Based upon year to date activity, the Courts requests \$125,000 be budgeted for indigent counsel in 2013. This is a \$5,000 increase from 2012 and I agree with their request.

The Courts attempt to recover costs from the individuals receiving County-paid legal services and estimate \$80,000 will be recouped in 2013, a \$5,000 increase. Therefore, the net amount provided by the tax levy for this purpose in 2013 is \$45,000, which is the same amount budgeted in 2012.

The amount requested in 2013 for Physician and Other Services account is \$140,000, \$25,000 less than the prior year. The account pays for physician services for guardianship, mental competency and Child In Need of Protection Services (CHIPS) cases. Based upon year to date activity, I concur with their request.

The 2013 Courts request includes \$1,250 to replace 10 chairs in the Jury Assembly Room. I recommend that these chairs be purchased with 2012 funds.

The recommended 2013 tax levy for the Courts is \$793,009, which is \$16,203 or 2.1% more than the prior year.

The Clerk of Courts account contains funding to operate the Clerk's Office. Mr. Mielke estimates that \$794,582 in revenue will be received by the Clerk's Office in 2013, which is \$21,418 more than was anticipated in the 2012 budget. This revenue is generated largely through fees paid by those utilizing the services of the Court System and the Clerk's Office. The increase reflects an increase in the number of court cases.

Because some of these fines can be substantial, the Clerk of Courts Office has for years assisted individuals by establishing payment plans to allow these obligations to be paid over time. This arrangement is also beneficial to the County by ensuring that more fines are paid, which offsets tax levy. A recent State mandate that the Clerk of Courts offer payment plans for municipal violations was enacted through 2009 Wisconsin Act 17 and became effective in July 2009. This has increased the Office's workload. For example, in 2008 there was an average of 155 new payment plans per month. In August 2012, new payment plans ballooned to 275 per month. Unfortunately, the amount of these fees the Office is allowed to retain does not cover the cost of providing this service.

By examining historical personnel trends in the Clerk of Courts Office, it became apparent that there is some potential for savings in this area. For 2013, I recommend a 0.5% vacancy factor be budgeted in the Clerk of Courts personnel line items. This more accurately reflects trends that relate to staffing turnover.

The 2013 recommended tax levy in the Clerk of Courts Office is \$55 more than the prior year.

The office of Mediation and Family Court Services provides mediation services in Family Court cases where there are disagreements regarding child custody issues. The office is staffed by the Director and an Administrative Assistant. Additional mediation services are obtained by contracting with private mediators, the cost for which is shown in the Other Contracted Services line item.

In addition to tax levy support, the Office is funded through a variety of fees. The Office receives a portion of fees paid for marriage licenses issued in the

County Clerk's Office, as well as for certain filings in court. There is also a fee charged to those utilizing mediation services based upon a sliding fee scale.

Over the last several years, marriage license fee revenue has been steady, but the caseload has been increasing as more children are being born in the County. 40% of the client referrals are not married (i.e., no marriage fee), but are having children resulting in the need for the office's services.

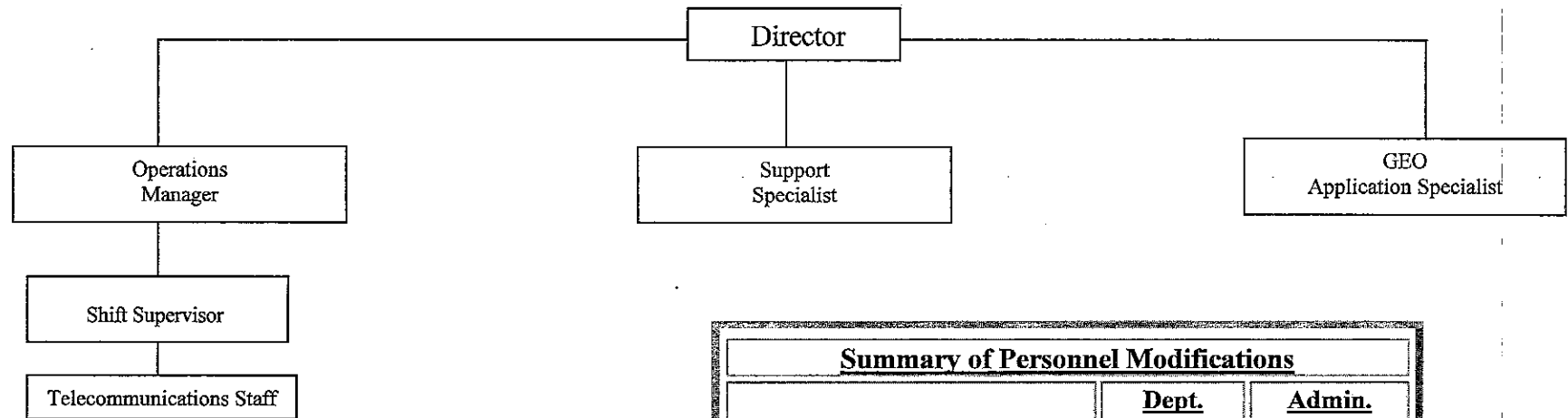
Due to an increase in cases, Ms. Costrini-Norgal anticipates that fee revenue to support office operations will increase in 2013 to \$112,470, up \$4,870 from 2012.

The 2013 recommended tax levy for Mediation and Family Court Services includes an increase of \$1,959 or 2.6% from the prior year.

The 2013 recommended tax levy for the Court System as a whole is \$2,387,577. This is an increase of \$18,217 or 0.8% over the prior year.

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## Rock County Communications Center



<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Communications Center Director
1.0	Communications Center Operations Manager
6.0	Communications Center Shift Supervisor
1.0	Communications Center Support Specialist
.75	GEO Application Specialist
2.0	Lead Telecommunicator
30.0	Telecommunicator
4.0	Call Taker
45.75	Total

<b>Summary of Personnel Modifications</b>		
	<b>Dept. Request</b>	<b>Admin. Rec.</b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>		
Director (From PR 32 to PR 33)	1.0	0
Operations Manager (From PR 27 to PR 28)	1.0	0
Shift Supervisor (From PR 19 to PR 20)	6.0	0
GEO Applications Specialist (From PR 17 to PR 18)	.75	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

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## Charter: Rock County Communications Center

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### 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. To complete this mission, the Communications Center will:

- provide a single answering point and telephone number for Rock County citizens in the event of emergencies anywhere within Rock County.
- provide all public safety agencies within Rock County with efficient and effective dispatch services.

### Objective Achievement Methodology

#### Administrative Services

The needs of the public service agencies and citizens of Rock County will evolve over time. Administrative services will identify the service needs of the user agencies and citizens, and then coordinate the development and implementation of the required modifications. To facilitate this flow, the Communications Center administration will:

1. Schedule and complete a minimum of ten Fire/EMS and law enforcement work group meetings each year. The meetings are open to all Communications Center user agency representatives and are designed to give user agencies direct input into the operational level of the Communications Center and recommend needed policy/procedure changes to the 9-1-1 Commission. Any required policy/procedure implementation or modification will be directed to the 9-1-1 Commission or County Administration as necessary.
2. Schedule and complete a minimum of five 9-1-1 Commission meetings each year for the purpose of approving policy/procedures that directly affect the user agencies of the Communications Center. The meetings will also serve to determine the need for any modifications of Communications Center operations that may be required to maintain high service levels to the public.
3. Enhance the citizen portion of the Quality Assurance Program. A minimum of 30 citizen- service surveys will be completed each month in each year. The results of the surveys will be analyzed and

then utilized in determining the need for any modifications to Communications Center operations.

4. Implement a continuous internal quality assurance program for Telecommunicator staff members to ensure consistency and policy/procedure compliance.
5. Keep the Public Safety and Justice Committee, 9-1-1 Commission and County Administration abreast of Communications Center operational issues.
6. Continually monitor the existing 9-1-1 and administrative telephone trunks to ensure that the necessary capacity is available to meet Rock County telephone subscribers' needs.
7. Monitor Next Generation 911 initiatives and standards to be prepared for emergency communications in an ever-changing wireless mobile society.

#### 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. To facilitate the required training, the Communications Center will:

1. APCO certify & maintain certification for all Telecommunicator employees within the agency at their respective levels (Basic Telecommunicator, Emergency Medical Dispatch, Training Officer, and Supervisor).
2. Require all new Telecommunicator employees to successfully complete a performance-based training program before operating independently within the Communications Center. Certified training officers will conduct the training.
3. Provide Continued Professional Training (C.P.T.) for each employee of the Communications Center each year. The training will vary as to function.

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## Charter: Rock County Communications Center

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### Staffing

Communications Center staffing levels are critical in maintaining high levels of service to user agencies, and consequently, the public. Recruitment and retention procedures will be monitored closely to ensure adequate staffing. Recruitment/retention goals are to:

1. Work with the Human Resources Department to maintain an eligibility list of Telecommunicator applicants for all Telecommunicator employment openings throughout the year.
2. Limit the Telecommunicator employment turnover rate to 10% or less each year.
3. Enhance existing recruitment processes.

### System Management

The Communications Center relies heavily on various computer and other related systems for the efficiency of its operations. The systems require continual maintenance, modification, and upgrading to maintain their usefulness. Communications Center systems will be fully optimized to meet the needs of its user agencies.

### Public Relations Program

A public awareness/education program concerning Communications Center activities and 9-1-1 availability is important in providing services to the public. The Communications Center will take the following steps:

1. Make the Communications Center problem resolution process available to each citizen expressing concern with Communications Center activities each year.
2. Accept all school district requests to present information concerning 9-1-1 telephone availability.
3. Present Communications Center/911 information to any and all requesting entities.
4. Enhance public relations by coordinating with user agency public relations events, provide tours and accommodate public speaking engagements for local civic groups and utilize the 9-1-1 Billboard Program to reach portions of the public that may not read the newspaper or listen to the radio.

### Agency Accreditation

The Rock County Communications Center is the only C.A.L.E.A. (Commission on Accreditation for Law Enforcement Agencies, Inc.) accredited communications center in the State of Wisconsin. The Communications Director will maintain memberships with APCO (Association of Public Safety Officers) and NENA (National Emergency Number Association). The Communications Director will also maintain ENP (Emergency Number Professional) certification.


The Center will take the following steps to maintain these certifications:

1. Will work towards full C.A.L.E.A. re-accreditation each year.
2. Director will re-certify every four years to remain ENP (Emergency Number Professional) certified.

### Emergency Mobilization

The Communications Center established a back-up communications center in the event of a total facility failure at the main site. The back-up site operations will be regularly tested as follows:

1. All equipment will be tested and maintained monthly throughout the year. Documentation of back-up site operation and maintenance testing will be completed.
2. All Supervisors will be required to perform back-up site training and/or operation exercises each year. All dispatch staff will receive refresher training at least once per year.



Kathren Sukus, Communications Center Interim Director

## Administrator's Comments

### Rock County Communications Center

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	45.75	45.75
Salaries	2,245,918	2,189,820
Fringe Benefits	1,088,001	1,068,535
Operating Expense	843,216	831,480
Capital Outlay	898,307	752,107
Allocation of Services	0	0
<b>Total Expense</b>	<b>5,075,442</b>	<b>4,841,942</b>
Revenue	0	747,107
Deferred Financing	0	0
Fund Balance Applied	0	0
Tax Levy	5,075,442	4,094,835
<b>Total Revenues</b>	<b>5,075,442</b>	<b>4,841,942</b>

The Rock County Communications Center first opened in November 1993. The Center was initially funded using a formula that distributed the Center's cost among the participating municipalities. This arrangement was in effect through December 1995. Beginning in January 1996, the County assumed the cost of operating the Center.

The total department levy request for 2013 is \$5,075,442, which is an increase of \$1,126,572 from the prior year.

The Communications Center uses Computer Aided Dispatch (CAD) to continually coordinate all public safety agency activities occurring within the County. The Communications Center recently purchased a new CAD system and installation is scheduled in the first half of 2013. Also scheduled in 2013 is the installation of the new Law Records Management System.

Because the operations of the Communications Center are so dependent on the newest equipment, each year the Communication Center's budget includes significant capital costs to upgrade rapidly advancing technology. A list of major items requested for 2013 can be found below. An explanation of select items is included to provide additional information.

1.)	9-1-1 Telephone System Replacement	\$620,000
2.)	Regional Network Controller Backup	88,000
3.)	Digital Voice Recorder Upgrade	39,107
4.)	Voice/Mobile Data Microwave System Backup Controller	55,000
5.)	Tower Alarm System	45,000
6.)	Spare Cards/Chassis for JPS System	15,000
7.)	Surveillance Cameras Replacement	18,000
8.)	Dispatch Monitor Replacement	5,500
	<b>Total</b>	<b>\$885,607</b>

I am recommending using Sales Tax revenue in the amount of \$747,107 to fund the 9-1-1 Telephone Replacement, Regional Network Controller Backup and the Digital Voice Recorder Upgrade. Funds are expected to remain after completion of the CAD project and I recommend the monies be applied to fund the Microwave System Backup Controller.

Ms. Sukus describes the 9-1-1 Telephone System Replacement project and other items as follows:

The Communications Center purchased the existing 9-1-1 Telephone System - Positron (now known as Intrado) Lifeline 100 in 2005. On 11/14/11 AT&T notified the Communications Center that the existing telephone system would be no longer supported and effective March 1, 2014, the service agreement would change to a time & material and "best efforts" basis only. Over the past year, we have had numerous hardware failures where AT&T has responded to our site approximately once a month to repair various components of the consoles. AT&T does not have much replacement equipment readily available and has had to use refurbished equipment on some of the repairs.

The new Next Generation (NG)-911 Telephone System is called the Intrado VIPER. The VIPER utilizes the same workstation format as the current telephone system allowing for seamless integration. It is a proven NG911 system that has been deployed at over 900 sites around the country. Some of the benefits/features of upgrading to this system are:

- Rock County will be ready for NG-911 communications (texting, pictures, video, etc.) when the industry begins providing the data.
- The 911 interface to the new P1 CAD system is already working at other Centers with the same equipment.

- There will be minimal end-user training as the system will look and work very similar to the current telephone system.
- There will be minimal programming/setup as they will be able to utilize the current database information.
- The server takes up a fraction of the space that the current system's two large cabinets occupy.

The Regional Network Controller (RNC) Backup consists of a server that acts as the gateway between the dispatch consoles and the digital radio system base stations. It also links UHF to VHF for interoperability. If this server fails the Communications Center has no backup other than switching the main dispatch channels to the control stations located at the Sheriff's Office.

The Digital Voice Recorder Upgrade project will convert the analog recorder to digital. Currently all voice radio audio is recorded off of the control stations at the Sheriff's Office. By upgrading to digital, the Center will have crisper and cleaner audio. The Center will also be able to utilize more of the digital features, such as caller ID and unit ID on the new digital radio system.

The Voice/Mobile Data Radio Microwave System Backup Controller project consists of a redundant microwave connection between the Sheriff's Office and CTY A Tower site. This provides an alternate microwave path if the primary fails. If that link goes down, the Communications Center would lose the connection to the Regional Network Controller (Digital interface). Any WI-FI hotspots that go through that link would also be lost until it was repaired. Outages could be for several weeks depending on availability of equipment, the schedule of tower climber and weather conditions

In 2013, the Repair and Maintenance Services line item contains a new item – Internet Point of Presence Monthly Access Fee of \$7,200 along with a new Internet Router for \$5,700 that is contained in the Equipment and Furniture account. This would provide a separate Internet access from the one that goes

through the County's regular Internet provider. It may provide redundancy but that hasn't been determined yet. This would be nice to have but given the fiscal situation, I have not recommended it. This represents a \$12,900 decrease in the two accounts.

In spite of the above, the Repair and Maintenance Services has increased \$92,000 primarily as a result of maintenance contracts on the new digital radio system infrastructure.

The Telephone Services has increased from the 2012 amount as a result of a credit of \$18,000 from the telephone company being expended in 2012.

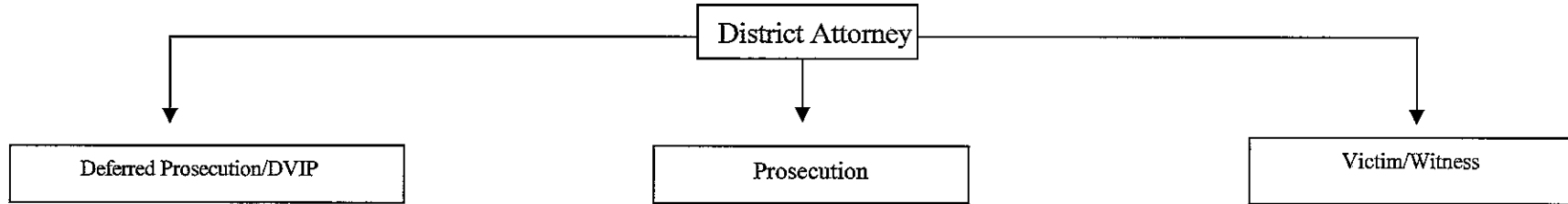
I am recommending slight reductions to the Office Supplies, Public Information, Travel and Training Expense accounts.

I have budgeted a 1.5% vacancy rate to account for staff turnover. This reduction is prudent considering training time required for new personnel and past retention experience.

The recommended tax levy for 2013 operations is \$4,094,835, which is an increase of \$145,965 or 3.7%.

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## District Attorney



### **Present Personnel (Full Time Equivalent)**

	<b>District Attorney</b>
1.0	District Attorney Office Manager
1.0	Investigator
8.4	Legal Stenographer
1.0	Clerk Typist III
2.0	Clerk Typist II
13.4	<b>Total</b>
	<b>Victim/Witness Program</b>
1.0	Victim/Witness Coordinator
3.4	Victim/Witness Specialist
2.0	Administrative Assistant
6.4	<b>Total</b>
	<b>Deferred Prosecution</b>
1.0	Deferred Prosecution Director
2.4	Case Manager II
1.0	Administrative Assistant
4.4	<b>Total</b>
<b>24.2</b>	<b>Grand Total</b>

### **Summary of Personnel Modifications**

	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

## Charter: District Attorney

### 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 fulfill responsibilities and services of the department as set forth by Wisconsin Statutes; to minimize criminal recidivism by providing 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.

#### DEFERRED PROSECUTION/DOMESTIC VIOLENCE INTERVENTION PROGRAM

To identify persons eligible for the diversion programming, provide counseling and maintain statistical data relating to the Deferred Prosecution,

## Charter: District Attorney

Domestic Violence Intervention, and Child Abuse Intervention Programs and incorporate the following established standards and procedures:

- a. Establish county policy according to State Law, program staff, and the District Attorney policy. Review criminal misdemeanor and county ordinance complaints to identify appropriate diversion program candidates.
- b. To provide an assessment 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 and pay it out to 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. Assess risk and develop treatment plans for violent 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.

### 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.

## Charter: District Attorney

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.

## Charter: District Attorney

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.


### 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.

  
David J. O'Leary, District Attorney

Department District Attorney**Budget Analysis by Program**

Programs	Prosecution		Deferred Prosecution Program		Victim Witness Program				Budget Summary
Positions	13.40	0.00	4.40	0.00	6.40	0.00	0.00	0.00	24.20
Salaries	\$513,274	\$0	\$226,093	\$0	\$279,258	\$0	\$0	\$0	\$1,018,625
Fringe Benefits	\$279,433	\$0	\$95,107	\$0	\$148,739	\$0	\$0	\$0	\$523,279
Operating Expenses	\$79,515	\$0	\$6,076	\$0	\$11,873	\$0	\$0	\$0	\$97,464
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocation of Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$872,222	\$0	\$327,276	\$0	\$439,870	\$0	\$0	\$0	\$1,639,368
Indirect Cost Alloc.									\$0
Total	\$872,222	\$0	\$327,276	\$0	\$439,870	\$0	\$0	\$0	\$1,639,368
Revenue	\$1,100	\$0	\$11,850	\$0	\$212,803	\$0	\$0	\$0	\$225,753
Fund Bal. Applied									\$0
County Share	\$871,122	\$0	\$315,426	\$0	\$227,067	\$0	\$0	\$0	\$1,413,615

## Administrator's Comments

### District Attorney

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	24.2	24.2
Salaries	1,018,625	1,018,625
Fringe Benefits	523,279	523,279
Operating Expense	97,464	97,464
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>1,639,368</b>	<b>1,639,368</b>
Revenue	225,753	233,515
Fund Balance Applied	0	0
Tax Levy	1,413,615	1,405,853
<b>Total Revenues</b>	<b>1,639,368</b>	<b>1,639,368</b>

The District Attorney's Office is composed of three programs: Prosecution, Victim/Witness Program, and the Deferred Prosecution/Domestic Violence Intervention Program. The District Attorney's Charter describes the services provided in each program area. The Budget Analysis by Program chart sets forth the budget requests by program area.

Prosecution constitutes the largest program area in the DA's office. In 1990, the State of Wisconsin began to assume the salary and fringe benefit costs for the DA and Assistant DA positions. These positions are paid directly by the State and the individuals are State employees. However, the County must cover all other costs of running the office, including the salary and benefit costs of the rest of the staff.

Due to advances in technology, Mr. O'Leary indicates that much of the sharing of evidence among parties is now accomplished digitally by providing CDs and DVDs. In 2010, a new fee appeared in the main District Attorney account to defray the cost of providing evidence in this manner, which Mr. O'Leary expects to generate \$450 in 2012.

In 2006, the County began providing an operating subsidy to the CARE House, which is operated by the YWCA of Janesville. CARE House began operating in the early 1990s to provide a child-friendly environment for conducting interviews of children who may have been physically or sexually abused. Having this resource available also helps law enforcement comply with a Wisconsin Supreme Court ruling that requires all interviews with minors be videotaped. The DA requests \$5,000 for the CARE House subsidy. I recommend \$5,000 to support operations, which is the same amount received in 2012.

The DA, in partnership with the UW Law School, provides \$2,500 in matching funds to employ a law intern. This is included in the Other Professional Services line item and is supplemented by a like amount from the

UW Law School. The law intern gains experience through being assigned a variety of legal projects such as writing appeals and briefs. The law intern serves several purposes including a cost savings measure in lieu of a special prosecutor, alleviates work overload for staff attorneys, especially in the summer and provides an excellent learning environment for the student.

While the District Attorney's Office has taken advantage of electronic law books in recent years, there are numerous books that are unavailable in electronic form or are regularly used in the courtroom during court proceedings. The District Attorney's budget includes \$2,789 in funds to purchase updated law books. This expense occurs every odd numbered year.

Mr. O'Leary has requested a conservative budget for 2013. I am recommending no changes to his request in this area. This makes the recommended tax levy for the Prosecution account \$871,122, which is an increase of \$13,329 or 1.5% from the prior year.

The Victim/Witness Program was established in Rock County in 1986 as a discretionary program with the understanding that State funding would cover 80-90% of the program costs. Subsequently, the State mandated provision of the program and reduced State funding. Funding for January 1- June 30, 2012 included a State reimbursement rate of 46.85% of costs. This is a drastic reduction from the period January 1 - June 30, 2011, in which the reimbursement rate was 61%. The state has not given guidance as to what to expect for 2013. As a result, Mr. O'Leary anticipates receiving a reduced reimbursement rate of 45%. This results in an estimated reimbursement revenue of \$188,803. For 2013, I recommend a \$196,565 reimbursement level. This assumes revenue consistent with the 46.85% rate received for the first half of 2012. Had the state kept its original funding commitment of approximately 90% program cost, the State reimbursement would be approximately \$396,000. Reimbursement from the State does not include any reimbursement for the 0.4 FTE Victim/Witness Specialist. This position was added to the staff in 2007 because of increased workload and is essential to assist juvenile victims and witnesses despite the fact the State refuses to provide reimbursement for any additional positions for its mandated programs.

In addition to the state revenue, the program charges a fee that represents 10% of the restitution amount to help offset the state-mandated program operations. \$24,000 has been budgeted for 2013.

The recommended tax levy for the Victim/Witness Program is \$219,305, which is an increase of \$23,200 or 11.8%.

The Deferred Prosecution Program/Domestic Violence Intervention Program unit operates two distinct programs, as outlined in the Charter. Unlike the mandated Prosecution and Victim/Witness programs, the DPP/DVIP is completely discretionary.

There is a fee of \$50 to participate in either the Deferred Prosecution Program or the Domestic Violence Intervention Program. There is also an initial \$10 fee to be assessed for participation in either program. Fee rates are recommended to remain the same in 2013.

The recommended tax levy for the DPP/DVIP is \$315,426, an increase of \$12,916 or 4.3% from the prior year.

The total 2013 recommended tax levy for the District Attorney's Office is \$1,405,853, an increase of \$49,445 or 3.6%.

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## **Emergency Management**

Emergency Management Coordinator

General Operations

### **Present Personnel (Full Time Equivalent)**

1.0	Emergency Management Coordinator
1.0	Administrative Assistant
2.0	<b>Total</b>

### **Summary of Personnel Modifications**

	<u><b>Dept. Request</b></u>	<u><b>Admin. Rec.</b></u>
<b>New Positions</b>	0	0
<b>Deletions</b> Emergency Management Coordinator	0	1
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b> Administrative Assistant to Sheriff's Office	0	1

## Charter: Emergency Management

### Key Objective

The key objective of the Emergency Management (EM) Department in Rock County will be accomplished by satisfying the following commitments:

### Public Service Commitment

Effectively plan, and when necessary, provide Emergency Management guidance and response to the County Board as well as the citizens of Rock County to ensure public safety.

### County Emergency Management Commitment

To be responsible to the County Board Chair, County Administrator, and the citizens of Rock County for managing all activities of the County Emergency Management program in an efficient, effective and professional manner. County Emergency Management is responsible for carrying out the program directives of the State of Wisconsin Department of Military Affairs, Division of Emergency Management (WEM) and the State Office of Justice Assistance (OJA), plus other State and Federal agencies. To be responsible for the implementation of policy directives as directed by the Rock County Board of Supervisors. To carry out the functions required of the County Office of Emergency Management under Chapter 323 of the Wisconsin Statutes and Rock County Ordinance, Chapter V. To work closely with local/municipal Emergency Management agencies as defined in the Rock County Ordinance, Chapter V. Assist with the development and adoption of local ordinances and plans as requested. Respond to emergency incidents/disasters as needed and/or requested

### Intergovernmental Commitment

To work with local, municipal, state, and federal agencies to plan, coordinate and provide emergency management guidance in compliance with directives from WEM, OJA, and the Rock County Board of Supervisors.

### Critical Performance Areas

1. Preparedness – EM administers and participates in planning, training, and exercising. Seek available grant funding for training and exercise sessions.
2. Response - EM responds to any manmade or natural disaster within Rock County, prioritizes and provides county resources to all governmental jurisdictions, as well as responding agencies throughout the county and will request State and FEMA assistance as needed.
3. Recovery – EM directs and coordinates recovery issues related to any manmade and/or natural disasters as they occur with WEM and FEMA.
4. Mitigation - EM serves as liaison between county, state and FEMA to prevent or reduce the potential of the next disaster. EM identifies and intercepts small problems before they become an emergency or disaster through outreach and public education.
5. Other Functional Areas
  - ◆ Develop and conduct Emergency Management exercises with emergency responders, schools, hospitals, facilities and test emergency plans.
  - ◆ Work with local news media to keep citizens informed of individual and family emergency planning issues.
  - ◆ Public Education -- weather related, sheltering-in-place, hazardous materials, and planning.
  - ◆ Assist with public health issues as requested.

### Management of Critical Objectives

1. Planning Performance - Install a departmental system of planning on a multi-year basis, setting forth-critical continuing objectives and

## Charter: Emergency Management

specific annual objectives, and use resources to achieve those objectives.

Standards:

- ◆ Forecasts - Annual work plans are prepared based on service requirements.

2. Organizing Performance - Identify, arrange, and relate work so that results can be achieved with the greatest possible effectiveness at acceptable costs.

Standards:

- ◆ Organizing Structure - A department table of organization, following the County's approved format, is prepared, reviewed and revised annually according to actual working relationships.

3. Controlling Performance - Set performance standards for the Emergency Management Coordinator by evaluating and incorporating existing standards into EM operations to achieve objectives.

Standards:

- ◆ Performance Standards - The Emergency Management Coordinator maintains performance standards for EM Department operations through an approved management charter.
- ◆ Performance Measurement - The Emergency Management Coordinator provides semi-annual reports of departmental activities as defined in the annual Plan of Work submitted to WEM and the Federal EM Agency.

4. Emergency Management - Carry out the duties of Emergency Management according to Chapter 323 of the Wisconsin Statutes, including Rock County Emergency Management Ordinance Chapter V and the Rock County Emergency Operations Plan (EOP).

Standards:

- ◆ Direct and coordinate EM activities throughout the county during mitigation, preparedness, response, and recovery.
- ◆ Coordinate and assist, as requested, in annually updating town and municipal EOPs, integrating such plans into the County EOP and submitting an annual report to WEM for approval.
- ◆ Direct and coordinate the following EM training programs and exercises on an as-needed basis:
  - State and Local Organization Management - Include continuity of government during a crisis and EM assistance.
  - State and Local Direction and Control - Include emergency operation centers (EOC) and supporting materials when resources are available.
  - Disaster Assistance Programs - (Individual /Public Assistance, temporary housing, etc.), Disaster Preparedness Improvement Grant (preparation, response and recovery planning), and hazardous materials safety.
  - Natural and Technological Hazards - Include the State Assistance Program (which aids local governments in identifying flood zone statutory changes and other mitigation operations), dam safety (legislation, identification of risk areas, warning, evacuation and hazard analysis).

5. Technical Performance Areas

◆ Terrorism Awareness Initiative:

- Federal Department of Homeland Security and State agencies are placing additional requirements on local Emergency Management offices. Mandates such as

## Charter: Emergency Management

training, exercising and enhanced program initiatives will continue to place additional burdens on programs.

- It is County Emergency Management's responsibility to incorporate current Homeland Security Presidential Directives, such as the National Incident Management System (ICS/NIMS), NIMS-CAST, and Resource Typing.
  - The Rock County Board of Supervisors passed Resolution 05-7A-271 at its June 3, 2005 meeting, adopting the National Incident Management System (NIMS) as Rock County's Standard for Incident Management.
  - Continue to work with OJA to secure and implement any Homeland Security funding grants for county agencies.
  - Assess Training Needs – Conduct training with all first responders, hospitals, public works, public health, schools and large facilities.
  - Assess any equipment needs and determine local government's ability to manage the consequences of terrorist incidents, particularly incidents involving weapons of mass destruction. Identify resources in and outside of the county for responses to such incidents.
  - ◆ Title III, Superfund Amendment and Reauthorization Act of 1986 (Emergency Planning and Community Right-to-Know/Hazardous Materials Planning).
    - Serve as Community Emergency Coordinator as outlined in Title 42, United States Code for the Rock County Local Emergency Planning Committee (LEPC).
    - Serve as liaison to State agencies.
  - Implement the requirements of SARA-III and Chapter 323 of the Wisconsin Statutes within the constraints imposed by time and financial support.
  - Apply for grants and financial aids to support the implementation of SARA-III and Chapter 323 of the Wisconsin Statutes.
  - Continue planning activities with off-site facilities and farms within the County.
  - Participate in the Clean Sweep for Hazardous Household/Business Waste collections.
  - Support and coordinate day-to-day activities of the LEPC.
  - ◆ Rock County Emergency Operations Plan and Standard Operating Procedures will be updated as required in each fiscal grant year.
  - ◆ A countywide Hazard Analysis will be reviewed and updated as required.
  - ◆ Assist the County Hazardous Materials (HazMat) Level B Team with training and obtaining supplies through the annual ECPRA Grant.
  - ◆ Seek reimbursement of expenses incurred by the County Hazardous Materials Level B Team.
  - ◆ Effectively participate in the Statewide Emergency Management Training and Exercise Programs.
6. Public Relations Performance - Conduct public relations in a manner that reflects positively on both the County Emergency Management Coordinator/Office and Rock County.

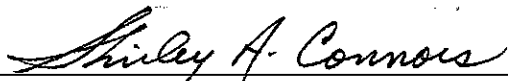
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## Charter: Emergency Management

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Standards:

- ◆ Public Education - Inform the residents of Rock County of the functions and services available through the EM Office via public speaking appearances by the EM Coordinator. Give presentations at community and service club meetings throughout the county as requested.
- ◆ Issue news releases to local media and, when necessary, inform Rock County residents of EM activities and emergency situations.
- ◆ Complaints - All complaints related to chemical spills, emergency responses, or weather sirens are investigated immediately and, if found to be valid, are resolved in a timely fashion by the Emergency Management Office.



Shirley A. Connors, Emergency Management Coordinator

## Administrator's Comments

### Emergency Management

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	2.0	0.0
Salaries	102,281	14,019
Fringe Benefits	47,040	2,509
Operating Expense	145,744	0
Capital Outlay	1,994	0
Allocation of Services	(9,292)	0
<b>Total Expense</b>	<b>287,767</b>	<b>16,528</b>
Revenue	148,418	0
Deferred Financing	0	0
Fund Balance Applied	17,000	0
Tax Levy	122,349	16,528
<b>Total Revenues</b>	<b>287,767</b>	<b>16,528</b>

Long time Emergency Management Coordinator Shirley Connors is retiring effective January 4, 2013. With Shirley's retirement, both Sheriff Spoden and I felt it would be useful to examine the organizational structure in which Emergency Management functions. We discussed the fact that a model a number of counties follow, including Walworth and Kenosha, incorporates Emergency Management into the Sheriff's Office.

There are a number of advantages to that model. Under the current system, the Emergency Management Office consists of one professional lead position and one clerical position. Incorporating the Office into the Sheriff's Office will provide a much "deeper bench." There will be backup staff available in case the person designated as the Emergency Management Coordinator is unavailable or is involved in a large-scale disaster, which requires more assistance. In addition, when the Emergency Operations Center (EOC) is open and functioning, the Sheriff's staff are responsible for participating in the first response. Consolidating Emergency Management into the Sheriff's Office also results in a net cost savings of approximately \$91,000.

Under this consolidation, a Sheriff's staff member will be appointed whose full time job will be to function as the Emergency Management Coordinator. The current clerical position will be transferred to the Sheriff's staff. The new Emergency Management Coordinator will operate out of the present office in the Health Care Center building and will perform all of the functions currently being performed by Ms. Connors for all of the first responder agencies throughout Rock County.

The Emergency Management account appearing in the Emergency Management Office budget is recommended to contain sufficient funding for Ms. Connors' position through her retirement date along with funding for her vacation/sick leave payout upon her retirement. The rest of the funding in this account along with the other accounts including the Level B Hazmat Team,

2013 Hazmat Grant, and 2013-2014 LEPC Grant has been placed in new accounts within the Sheriff's Office budget.

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## Coroner

### General Operations

<b>Present Personnel (Full Time Equivalent)</b>	
1.0	Coroner
1.0	Chief Deputy Coroner
<u>1.4</u>	Deputy Coroner
3.4	Total

<b>Summary of Personnel Modifications</b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Position Deputy Coroner</b>	.4	.4
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Upgrades</b>	0	0

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## Charter: Coroner

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### OFFICE OF CORONER

The Office of Coroner was created by the State of Wisconsin Constitution (Article VI, Section 4). As a constitutional officer, the Coroner and her Deputies are sworn to uphold the Constitution of the State and the Nation.

The duties of the Coroner are described in Wisconsin Statutes Chapters 59, 69, 146 and 979. The primary function of the Coroner'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 Coroner and her Deputies may certify 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 Coroner 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 Coroner permitted under HFS 135.08.

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

#### Public Service Commitment

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

#### Professional Commitment

To provide services that meet or exceed the standards of practice for Wisconsin Coroners as defined by the Operational Guidelines of the Wisconsin Coroners and Medical Examiners Association. 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 Department of Justice, the Department of Health Services, the Department of Transportation, the Department of Natural Resources, the State Laboratory of Hygiene, and law enforcement and emergency services agencies.

#### 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 Coroner's Office and consistent with the needs of the county.

### CRITICAL PERFORMANCE AREAS

#### Administrative Objectives

To maintain a departmental system of planning on a one-year basis, setting forth critical continuing objectives and specific annual objectives, and the use of resources to achieve those objectives.

#### Standards:

- a. Prepare an annual management charter.
- b. Prepare an annual budget to support service objectives and in consideration of the one-year forecast.
- c. Develop written department policies and procedures and review annually.
- d. Monitor compliance with department policy and procedure.
- e. Monitor quality of services provided to families, customers, and outside agencies on a daily, monthly and annual basis.

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## Charter: Coroner

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- 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 coroners and medical examiners, 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 Coroner'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 or order the conducting of 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 Coroner'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 coroner'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 Coroner'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.

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## Charter: Coroner

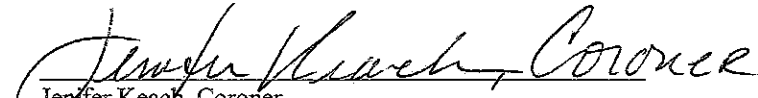
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### Public Relations Objectives

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 Coroner'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.

  
Jennifer Keach, Coroner  
July 27, 2012

## Administrator's Comments

### Coroner

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	3.8	3.8
Salaries	172,584	172,584
Fringe Benefits	74,645	74,645
Operating Expense	187,311	178,690
Capital Outlay	1,425	1,425
Allocation of Services	0	0
<b>Total Expense</b>	<b>435,965</b>	<b>427,344</b>
Revenue	97,225	97,225
Fund Balance Applied	0	0
Tax Levy	338,740	330,119
<b>Total Revenues</b>	<b>435,965</b>	<b>427,344</b>

The elected office of Coroner provides on-call investigation services in cases of unexplained, suspicious, or unusual deaths. The Coroner's Charter provides a good general description of the functions of the Office.

The Coroner's Office charges fees for cremation permits and disinterment permits, with cremation permits providing the vast majority of fee revenue for the Office. The current fee for cremation permits is \$175, while a disinterment fee is \$100. For 2013, fee revenue is budgeted at \$97,225.

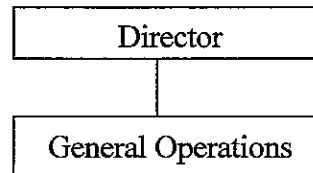
The Coroner's Office currently has 3.4 positions. These positions cover 168 hours of on-call time each week, including supervisory coverage on the weekends and holidays. If the calls were equally shared, each employee would be responsible for 50 hours per week of on-call coverage. However, the Coroner and Chief Deputy cover 72 hours of on-call time per week. The remaining 1.4 Deputy Coroner positions cover two days per week. This on-call workload distribution means the Coroner and Deputy Coroner position are only allocated four days off per month. The Coroner's Office requests an additional 0.4 FTE Deputy Coroner position to provide schedule flexibility, increased depth of response, and to more adequately distribute the workload for death investigations, autopsy attendance, and issuing cremation permits. I agree with this request. In recommending this request, I have decreased the recommended budget for per diem deputies to \$9,000.

The Medical Services line item contains \$135,500, the majority of the operating expense for the Office. This account is the source of funds that pays for autopsies, transporting bodies, and miscellaneous items such as body bags and gloves. In addition, this account pays for other medical services, such as toxicology reports.

Three replacement desktop computers were requested in the amount of \$1,425. Those are recommended.

The recommended tax levy is \$330,119, which is a decrease of \$11,801 or 3.5% less than the prior year. #

## Child Support Enforcement



<b><u>Present Personnel (Full Time Equivalent)</u></b>	
1.0	Child Support Director
2.0	Child Support Supervisor
1.0	Lead Child Support Worker
15.0	Child Support Reimbursement Specialist
4.0	Child Support Financial Worker
1.0	Administrative Assistant
6.0	Clerk-Typist III
2.0	Clerk-Typist II
0.9	Child Support Clerical Worker
32.9	Total

<b><u>Summary of Personnel Modifications</u></b>		
	<b><u>Dept. Request</u></b>	<b><u>Admin. Rec.</u></b>
<b>New Positions</b>	0	0
<b>Deletions</b>	0	0
<b>Reallocations</b>	0	0
<b>Reclassifications</b>	0	0
<b>Re-Titles</b>	0	0
<b>Transfers</b>	0	0
<b>Upgrades</b>	0	0

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## **Charter: Child Support Enforcement**

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### **CHARTER: CHILD SUPPORT ENFORCEMENT**

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

The key objective of the Child Support Office will be accomplished by satisfying the following commitments:

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

The Rock County Child Support Enforcement Agency is committed to achieving customer satisfaction by providing consistent quality service that meets the needs of our customers. This Agency shall maintain a professional and courteous service delivery that treats customers promptly, fairly, and with respect.

The Agency's customer service delivery will provide quality service to the customer with knowledge of the purpose of the program and its requirements and when and why an action was or was not initiated and processed, and the outcome of that particular action. We will provide to our customer, information regarding our services through brochures or pamphlets provided either by the State and Federal Government or our Agency. We are committed to having accessibility to those agency staff that can give information that is reliable and consistent with the activities of the case and establishing a positive rapport with our customers.

Understanding the customer's request and a continual exchange of information that will assist not only our Agency but also the customer, so that the staff can monitor the needs and expectations of the customer while educating them

about the programs so that they understand and accept the limitations of our service delivery.

The Rock County Child Support Agency is committed to working with Community Action, Inc. in their Fatherhood Program for members to become self-sufficient, productive contributors to the community and their families.

#### **Intergovernmental Commitment:**

To cooperate with the Bureau of Child Support, Department of Children and Families, Division of Family and Economic Security, as well as State, Federal and local agencies, to coordinate and provide child support services in Rock County in compliance with the State and Federal mandates within the State and County fiscal restraints. To effectively meet the public service commitment outlined in this charter.

#### **Professional Commitment:**

To provide services in the highest professional manner by best utilizing our resources provided by the State, Federal and County Governments.

#### **Rock County Interdepartmental Commitment:**

To interact in a cooperative manner with all other agencies of Rock County Government in matters relating to the operation of the Child Support Office in order to provide the quality of service that the citizens of Rock County deserve. To coordinate activities with the Clerk of Circuit Court, Rock County Judges, Corporation Counsel, Information Technology, Human Services and the Rock County Health Department.

#### **Management Commitment:**

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## Charter: Child Support Enforcement

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To be accountable to the County Administrator, Rock County Board of Supervisors and the Bureau of Child Support for managing all activities of the Child Support Office in an efficient, effective, and professional manner. To be responsible to the County Administrator and the Rock County Board of Supervisors for carrying out the policy directives of the Bureau of Child Support and other State and Federal Agencies.

### Critical Performance Areas:

#### A. Administrative Objective:

To plan, organize and implement policy guidelines that effectively establish an attainable program objective incorporating the following established standards and procedures:

1. Pursuant to Wisconsin Statutes, prepare an annual coordinated plan and budget to be submitted for approval to the County Administrator and the Rock County Board of Supervisors while staying within the limits of State and County funding.
2. Review of budget and service programs with expenditure analysis to be reported monthly to the Bureau of Child Support.
3. Pursuant to Wisconsin Statutes, comply with all judicial guidelines.

4. Evaluate program effectiveness to try and achieve performance goals, to the best of our ability, set forth by the State and Federal Government.
5. To strive to improve the Agency's overall performance in paternity establishment, court order establishment, collections on IV-D cases for current support and arrearages in order to obtain the maximum funding available for the Rock County Child Support Agency with the resources that are allotted to this Agency.
6. To assign work to appropriate staff along with authority and responsibility to carry out their assigned duties.
7. To provide quality training for all new and existing staff. To provide staff with direction when they seek advice, to evaluate the performance of the staff and take any steps necessary to correct any non-performance of procedures by any employee.
8. To review and update departmental policies and procedures when necessary for compliance with State and Federal regulations.
9. Monitor performance of the Cooperative Agencies within the Rock County Government to insure effective implementation of the terms of the cooperative agreement. If any Cooperative Agency needs corrective action, to develop and implement a plan for that Agency to meet its obligations set forth in the Cooperative Agreement.

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## **Charter: Child Support Enforcement**

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10. Performance standards for customer service have been implemented in the Rock County Child Support Agency. Administration will investigate any complaints regarding client services, and adhere to the Administrative Complaint Process Plan for the Rock County Child Support Office.
11. The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) requires States to establish procedures for the County Child Support Agencies to follow in the use of the PRWORA tools in the collection of Child Support which can be implemented administratively. The Rock County Child Support Agency uses these tools which include license suspension, seizure of personal and real property and financial account seizure.
12. The Wisconsin Child Support Procedural Manual and Bulletin Board Information are essential tools which aid in the day-to-day operation of this Agency. The manual provides resource materials available to all staff. The Bulletin Board system is information about procedures and problems from the Bureau of Child Support and is available to staff on line on a daily basis. The Child Support Manual will be reviewed and updated by the State when new policies and procedures are developed or changed.

### **B. Child Support Objectives:**

To provide efficient and effective administration of State, Federal and County funded services, which include the areas of establishment of paternity and

related court orders, establishment of child support orders, enforcement of child support orders, modification of existing court orders, establishment of medical support orders, location of absent parents, establishment and enforcement of child support orders in Substitute Care and Kinship Care cases for the benefit of the citizens of Rock County pursuant to the following established standards and procedures:

1. Pursuant to the Federal Social Security Act Title IV-D and the Wisconsin Statutes, maintain a departmental system of planning to determine the course of action to be used in the child support office.
2. Pursuant to the Federal Social Security Act Title IV-D, Wisconsin Statutes and Wisconsin Administrative code, identify, arrange and direct work so that the work product of the Child Support Enforcement Office is achieved with the greatest possible efficiency. Performance standards are established by the State and Federal Government with the Child Support Agencies receiving allocations based on their performance in each of the performance areas.
3. Pursuant to Administrative Guidelines and Federal and State Statutes, effectively use employees of the Child Support Enforcement Office and those cooperative agencies to provide the most cost effective return as judged by actual revenues generated by the Child Support Office during the fiscal year.

### **Other Performance Areas:**

#### **Public Relations/Community Awareness:**


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## **Charter: Child Support Enforcement**

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

1. Requests by the media for information or by community organizations for group speaking or in service training are met to the fullest extent possible, within the limitations and confidentiality of the Agency and staff availability.
2. Complaints and/or concerns from citizens outside of the Agency and Legislative Representatives are treated seriously, courteously and promptly, resulting in appropriate corrective action, if necessary. An Administrative Complaint Process has been implemented pursuant to Federal and State requirements.
3. Outreach to teenagers of the community through the school system about our program and the impact payments of child support can have on those young people affected.
4. Citizens input regarding the Child Support Agency operations are always welcome and encouraged.

  
Kris Baker-Ellis  
Child Support Director

## Administrator's Comments

### Child Support Enforcement

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	32.9	32.9
Salaries	1,216,369	1,216,369
Fringe Benefits	807,346	807,346
Operating Expense	1,096,495	1,096,495
Capital Outlay	1,350	1,350
Allocation of Services	0	0
<b>Total Expense</b>	<b>3,121,560</b>	<b>3,121,560</b>
Revenue	2,441,728	2,441,728
Fund Balance Applied	0	0
Tax Levy	679,832	679,832
<b>Total Revenues</b>	<b>3,121,560</b>	<b>3,121,560</b>

The Child Support Enforcement Office functions are set forth in the Charter. I refer the reader to the Charter for an explanation of the functions of the Office.

Reimbursement for operating the Child Support Office is projected at \$2,441,728 in the Departmental Request. The bulk of this reimbursement is Federal Aid. Federal Aid covers 66% of all eligible administrative costs and is projected to be \$1,418,643. State Aid totals \$993,325. It is composed of \$863,682 in Performance Incentive Funds, \$40,000 in Reallocation of Excess Funds, \$29,644 in a Floor Cap Adjustment and \$56,000 for reimbursement of birthing expenses (MSL) that the Child Support Office anticipates it will collect on behalf of the State. Locally collected program fees are the smallest component of the revenue stream. Ms. Baker Ellis anticipates collecting \$29,760 of fees in 2013.

In 2012, a new performance measure was established to reward counties based on how many child support orders and paternity orders are established per full-time employee. Thus, as the orders per employee ratio increases, more funding is awarded. Rock County's Child Support Department staff complement is higher than other comparable counties and results in less funding for this performance measure.

A side-by-side comparison of the 2012 Budgeted State Aid to the 2013 Departmental Request appears in the following table.

<u>Funding Source</u>	<u>2012 Budget</u>	<u>2013 Request</u>
Court Order Establishment Incentive Funds	\$192,375	\$197,318
Paternity Establishment Incentive Funds	192,375	197,318
Collections on Current Support Incentive Funds	144,281	147,988
Collections on Arrears Cases Incentive Funds	144,281	147,988
Proficiency (Added in 2012)	<u>201,596</u>	<u>173,070</u>
Total Performance Incentive Funds	874,908	863,682
Reallocation of Excess Funds	82,220	40,000
Birthing Expense (MSL) Funds	60,000	60,000
Floor Cap Adjustment	<u>29,643</u>	<u>29,643</u>
Grand Total of State Aid	\$1,046,771	\$993,325

The Incentive Funding that appears under State Aid is federal pass-through dollars. Beginning in October 2007, Performance Incentive Funding could no longer be considered local match for reimbursement of Federal Aid under the Federal Deficit Reduction Act. The effect of the change meant the County and the State had to backfill the revenue gap created by the loss of federal reimbursement.

The Performance Incentive Payments are based on achieving certain standards of performance as set by the State. The department expects to completely meet 2 of the 5 performance standards in 2013, meet 2 at the 75% funding level, and the final standard at 90% funding. The Department expects to earn \$863,682 out of a possible \$954,983.

Even with the staff reductions in 2012, Rock County's caseload per staff member is still lower than the average of comparable counties in the state. The caseload per staff is 323 cases/employee, while the average of comparable counties is 450 cases/employee.

In 2009, the State established a Maintenance of Effort (MOE) requirement for counties. The MOE represented the State's obligation placed on counties. Thus, the State was showing the federal government the county levy in order to capture federal matching funds. In 2012, the State chose to discontinue the MOE requirement.

Even with the discontinuation of the MOE, however, Rock County has maintained its commitment to the Child Support Enforcement Office. Even though the State no longer mandates a certain level of funding, Rock County continues its strong financial support of this function.

The recommended tax levy for the Child Support Enforcement Office main account is \$679,832, which is an increase of \$16,044 or 2.4%.

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## Administrator's Comments

### Contributions: Alternative Residential Program and Community Service Program

**Summary of  
Department Requests and Recommendations**

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	73,505	73,505
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>73,505</b>	<b>73,505</b>
Revenue	0	0
Fund Balance Applied	0	0
Tax Levy	73,505	73,505
<b>Total Revenues</b>	<b>73,505</b>	<b>73,505</b>

Rock County has traditionally provided funding for two programs operated by Rock Valley Community Programs, Inc. (RVCP): the Alternative Residential Program and the Alternative Service Program. The Alternative Residential Program has operated in Rock County for 40 years. The program is a residential community treatment center serving adult offenders. The bulk of funding for the residential program comes through contracts with entities such as the State Department of Corrections and the Federal Bureau of Prisons. For a number of years now, the County has provided \$12,750 to pay for residents' needs that are not covered by the program's other funding sources. The request and recommendation would continue funding at \$12,750 in 2013.

The Alternative Service Program coordinates and monitors community service placements for adults and juveniles sentenced to community service by the courts or ordered to participate as part of their probation. Community service generally provides benefits to three groups: the various community agencies that receive the advantage of the hours worked; the County because adults are sentenced to community service in lieu of serving jail time; and offenders who are provided with an opportunity to positively contribute to the betterment of the community. In 2011, the program provided 5,388 hours of community service for 368 adult clients. Overall, approximately one-half carried through with their obligation to complete the program in 2011. Those who fail to complete their assigned hours are referred back to the Court system or their probation officer, resulting in either jail time or another probation sanction.

The agency's 2013 request for adult community service is \$60,755. This is the same amount provided in 2012. I agree with their request and recommend this funding level be continued. In future years, it will be up to the Criminal Justice Coordinating Council (CJCC) to determine whether RVCP can continue to provide the necessary services for adults at this funding level or whether other community service program options will need to be pursued.

The total amount recommended from this account for the Alternative Residential Program and the Community Service Program in 2013 is \$73,505, the same amount that was provided in 2012.

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## **N.    Public Works Committee**

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## Public Works Department

### Present Personnel (Full Time Equivalent)

	<b><u>PWD – Airport</u></b>
1.0	Airport Director
1.0	Airport Crew Leader
3.0	Airport Maintenance Worker
1.0	Account Clerk II
<b>6.0</b>	<b>Total</b>
	<b><u>PWD – Parks</u></b>
1.0	Parks Director
2.5	Patrol Worker
1.0	Community Coordinator
<b>4.5</b>	<b>Total</b>

	<b><u>PWD – Highway</u></b>
1.0	Public Works Director
1.0	Public Works Accounting Supervisor
3.0	Public Works Superintendent
1.0	Shop Superintendent
.4	Fleet Data Specialist
1.0	Storekeeper
1.0	Secretary II
1.0	PWD Cost Allocation Specialist
1.0	Account Clerk II
4.0	Crew Leader
2.0	Bridge Crew
1.0	PWD Maintenance Worker
6.0	Mechanic
1.0	Machinist
1.0	Shovel Operator
2.0	Welder
1.0	Stock Clerk
4.0	Heavy Equipment Operator
11.0	Heavy Truck Driver
34.5	Patrol Worker
<b>77.9</b>	<b>Total</b>
<b>88.4</b>	<b>GRAND TOTAL</b>

## Public Works Department

### Summary of Personnel Modifications

	Dept. Request	Admin. Rec.
<b>New Positions</b>		
Public Works Department – Highway Training and Safety Coordinator	1.0	0
<b>Reallocations</b>		
Public Works Department - Highway PWD Maintenance Worker (From Classification IIIB to Classification IV)	1.0	0
<b>Reclassifications</b>		
Public Works Department – Highway Account Clerk II to Account Clerk III	1.0	0

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## Charter: Public Works Dept./Parks Division

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### 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 17 parks, three trails and two wildlife areas, containing 1020 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 bridle 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 PNTP 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.

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## **Charter: Public Works Dept./Parks Division**

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- 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 2009-2013 Parks Outdoor Recreation and Open Space Plan was completed and adopted at the beginning of 2009 began implementation that year. This keeps Rock County eligible for DNR and Federal grants.
- b. To work on those items in the *County Park, Outdoor Recreation and Open Space Plan* to get grant funds via DNR. The site plan for Beckman Mill was completed in May of 2000 and grants funds helped complete the project. Other projects include toilet buildings at Lee Park, and various infrastructure improvements and acquisitions.
- c. To improve Rock County's ability to receive grants for park purposes by developing a set of criteria to provide for adequate and safe park maintenance standards to alleviate existing and future risk to Rock County.
- d. Work to maintain interdepartmental relationships with the Planning, Public Works Highway and Airport Divisions, Health Department, as well as the County 4-H Extension Office, Land Conservation Department, County Surveyor and all other key county departments such as the Sheriff's Department.
- e. Continue work toward development and maintenance of 4.5 miles of multi-use recreational trail between Janesville and Milton.

- f. Work with the Friends of Beckman Mill, Incorporated, to maintain the historic structures at the Beckman Mill site.
- g. Continue work with the Friends of the Welty Environmental Center on a building and 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 maintain and inspect the water levels of the Gibbs Lake hydraulic structure. The operating orders are: Gibbs Lake PSC-2-WP 461 (1939) and 2-WP-1716 (July 1963).
- b. To work with FBM to operate and maintain the dam and fish passage at Beckman Mill County Park.
- c. Perform related duties as the Board of Supervisors deems appropriate.

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

To meet the goals and objectives of the Rock County Snowmobile Plan adopted by the Rock County Board of Supervisors and 100% funded by the State of Wisconsin on 226.4 miles of trail in a proposed grant of \$56,600 for the 2012-2013 season. This is for maintenance, easement

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## **Charter: Public Works Dept./Parks Division**

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acquisition, development, bridge rehabilitation and new bridges. Currently, there are 24 bridges owned as part of this system. Rock County Parks, in partnership with the Rock County Alliance of Snowmobile Clubs, operates this system. These snowmobile clubs make up the Alliance:

- |                          |                           |
|--------------------------|---------------------------|
| 1) Brodhead Snowdrifters | 6) Lake Koshkonong Club   |
| 2) Sundowners            | 7) Janesville Snow Chiefs |
| 3) Snowblowers           | 8) Milton Snow Riders     |
| 4) Evansville Sno Devils | 9) Country Riders         |
| 5) Clinton Fencehoppers  |                           |

### **Standards.**

- a. To administer the snowmobile program through subcontract with the Rock County Snowmobile Alliance. To purchase the snowmobile trail signs, posts, etc., and to monitor the annual easement program.
- b. To comply with NR 50 and the Administrative Code governing program aids and to maintain records and files for Snowmobile Plan updates as needed, and work with the Planning Department.
- c. Keep track of and inspect 24 existing bridges and any new ones that are added.

## **6. Implementation of Park Site Plans**

Work to carry out, insofar as budgets or grants permit, the steps of park site development such as those done for Beckman Mill, Gibbs Lake, 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.

## **Other Performance Areas**

### **7. Public Relations Performance**

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.)  
Pelishek 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

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

## Charter: Public Works Dept./Parks Division

### 8. Current Park Use Data

Based on the totally voluntary action of people calling in and obtaining a "Park Use Permit"/Reservation form, these figures indicate that larger than ever numbers of people use the parks. For those parks where special use permits were asked for, substantial growth continues to take place.

#### Park Reservations

Year	# of Permits	# of Visitors
1998	130	19,814
1999	186	27,049
2000	168	28,993
2001	157	23,467
2002	146	21,642
2003	160	24,739
2004	146	23,951
2005	151	23,290
2006	150	17,727
2007	150	17,265
2008	149	16,275
2009	148	17,534
2010	150	15,453
2011	155	16,951
2012	140	17,403* as of July 31, 2012

This table reflects highly expanded use and the fact that the boat launch site users are willing to help defray costs associated with this recreational activity. In 2004, boat-landing fees were mandated at the three County landings.

Year	Coop. DNR Newville	Gibbs Lake	Royce Dallman	Happy Hollow	Counter Sales	Totals
1997	396	144	477	229		1,247
1998	419	167	513	288		1,389
1999	445	187	517	233		1,383
2000	376	155	503	213		1,249
2001	453	157	453	184		1,248
2002	415	167	528	223		1,334
2003	429	268	520	187		1,405
2004	57	1,685	2,336	718	940	5,737
2005						12,955
2006	464	2,383	3,406	2,431	1,325	10,010
2007	331	2454	8,119	2,581	965	14,450
2008	0	2,173	4,145	2,031	738	9,087
2009	0	3,564	9,492	1,695	1,245	15,997
2010	0	3,714	10,375	1,490	905	16,484
2011	0	3,340	10,580	1781	1,465	17,166
2012	Total All Landings & Counter Sales					15,659*
*As of July 31, 2012						

*Lori Williams*

Lori Williams, Parks Director

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## Charter: Public Works Department/Airport Division

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### 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 pavement maintenance 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

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## Charter: Public Works Department/Airport Division

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### 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.



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Ronald D. Burdick, Airport Director

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## Charter: Public Works Department/Highway Division

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### 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.
- b. To insure that financial accounting for the Department of Public Works operations is both timely and accurate, as evidenced by continued checks or audits.
- c. To ensure that vouchers for work on State highways are sent monthly, including a charge for the accounting records and reports and a small tools charge.
- d. To insure that invoices for work performed on Town highways are mailed monthly.
- e. To administer the Wisconsin Department of Transportation Local Road Improvement Program (L.R.I.P.) in accordance with applicable sections of Wisconsin State Statutes, Section 86.31, and TRANS 206 of the Wisconsin Administrative Code.
- f. To assure that municipal invoices are paid promptly by enforcing policies as established by the Public Works Committee.

#### 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 in the Rock County Highway Division Transportation Improvement Plan.
- b. To maximize the impact of revenues that are available by using county forces to construct these projects where feasible.

- c. To inspect and maintain an inventory of bridges greater than 20 feet in length, as required by the Federal Highway Administration.
- d. To keep municipalities and towns advised of the conditions of the bridges under their jurisdiction, so they can plan and budget for required bridge rehabilitation or replacement projects.
- e. To administer the Local Bridge Program in Rock County for the rehabilitation or replacement of these county and local bridges in a timely fashion.

#### 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 that are placed on counties in the distribution of state highway maintenance dollars.

##### Standards:

- a. To the extent possible, provide for state highway maintenance in a manner that is consistent with the guidelines included in the State Highway Maintenance Manual.
- b. To coordinate state highway maintenance activities with the regional and area maintenance staff from the State of Wisconsin Department of Transportation.
- c. To continually assess evolving technologies that may promote increased efficiencies and/or superior results.
- d. 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.

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## Charter: Public Works Department/Highway Division

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- c. To conduct staff meetings attended by the Director, Superintendents, and other staff members as required, to discuss short-term projects, manpower and equipment needs, and to establish long-range goals and objectives for the Division.
- d. To conduct meetings with appropriate department personnel as required for scheduling unanticipated work needs. This work may be reactive to weather conditions, labor constraints, and/or equipment needs.
- e. 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.
- f. 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. This Plan should address the changing needs of this department, the existing conditions of the Department of Public Works Fleet, and the current equipment market conditions.
- b. To operate the machinery fund on a continuous basis insuring that revenues obtained offset expenses incurred in order to replace equipment when financially appropriate as recommended by the Equipment Management Plan.
- c. The Storekeeper to maintain a sufficient level of repair parts inventory to assure that repairs to the Department of Public Works fleet will be made in a timely and cost effective manner.
- d. 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 construction aid in an amount set by the County Board annually to each of twenty Towns, six Cities and three Villages for asphalt paving, crack filling or sealcoating of roads or streets by the Public Works Department.
- b. To continue working with the Public Works Committee in establishing a basis for a long term working relationship between the Rock County Highway Division and the Towns and Municipalities in Rock County.

### 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 on the town road system, per section 82.08. Under Section 82.08, Rock County is responsible for sharing in the cost of replacement of town bridges or large culverts.
- 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.
- d. All repairs and reconstructions shall be within acceptable construction standards according to Wisconsin Department of Transportation construction codes.

### 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.

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## Charter: Public Works Department/Highway Division

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Standards:

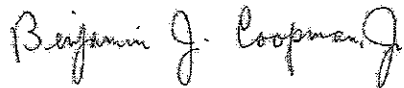
- a. Complaints: Complaints about the activities or operation of the Highway Division are received in a courteous and professional manner and, if found to be valid, are resolved in a timely fashion.
- b. Public Education: The public is informed of the activities of and the services provided through the Highway Division via presentations given by department management staff 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 always welcomed and encouraged.
- c. Information Sources: The Department shall make timely notifications of items of interest to the media, on the Internet and directly to the affected users, as applicable.

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 signals on the CTH system at locations where the warrants are met, and to maintain traffic signing and pavement marking in accordance with the Wisconsin Supplement of the Manual of Uniform Traffic Control Devices, which will promote the safe operation of motor vehicles on the County Highway System.
- c. To maintain a log of all traffic control devices on the County Highway System.
- d. To do its own and assist the Towns in making application for federal Hazard Elimination and Safety (HES) funding.



Benjamin J. Coopman, Jr., P.E. Director of Public Works

Department Public Works**Budget Analysis by Program**

Programs	Highway Admin.	Federal Aid Projects	State Highway Maintenance	County Highway Maintenance	Municipal Highway Maintenance	Bridge Aid	Misc. Services	Cost Pools
Positions	7.75	0.00	17.20	26.00	12.30	0.00	0.00	14.55
Salaries	\$738,504	\$0	\$722,949	\$2,211,681	\$657,916	\$0	\$0	\$1,963,106
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,085,885
Operating Expenses	\$316,406	\$1,190,000	\$1,377,051	\$6,942,317	\$842,084	\$50,000	\$25,250	\$4,895,786
Capital Outlay	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0	\$1,842,500
Allocation of Services	(\$14,000)	\$0	\$0	(\$75,805)	\$0	\$0	\$0	(\$10,165,933)
Subtotal	\$1,042,260	\$1,190,000	\$2,100,000	\$9,078,193	\$1,500,000	\$50,000	\$25,250	\$621,344
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$1,042,260	\$1,190,000	\$2,100,000	\$9,078,193	\$1,500,000	\$50,000	\$25,250	\$621,344
Revenue	\$306,700	\$0	\$2,100,000	\$2,471,535	\$1,500,000	\$0	\$25,250	\$3,000
Deferred Financing								
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$735,560	\$1,190,000	\$0	\$6,606,658	\$0	\$50,000	\$0	\$618,344

Department Public Works**Budget Analysis by Program**

Programs	Motor Pool	Airport Admin. & Operations	Airport Capital Improv.	Parks Admin & Operations	Parks Capital Projects	Parks Grants	Budget Summary
Positions	0.10	6.00	0.00	4.50	0.00	0.00	88.40
Salaries	\$2,000	\$492,408	\$0	\$392,820	\$0	\$0	\$7,181,384
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$2,085,885
Operating Expenses	\$215,500	\$301,230	\$0	\$150,109	\$0	\$59,600	\$16,365,333
Capital Outlay	\$110,000	\$31,088	\$0	\$50,012	\$289,476	\$0	\$2,324,426
Allocation of Services	(\$110,000)	\$7,000	\$0	\$7,000	\$0	\$0	(\$10,351,738)
Subtotal	\$217,500	\$831,726	\$0	\$599,941	\$289,476	\$59,600	\$17,605,290
Indirect Cost Alloc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$217,500	\$831,726	\$0	\$599,941	\$289,476	\$59,600	\$17,605,290
Revenue	\$217,500	\$346,616	\$0	\$93,386	\$69,738	\$59,600	\$7,193,325
Deferred Financing			\$0		0		\$0
Fund Bal. Applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Share	\$0	\$485,110	\$0	\$506,555	\$219,738	\$0	\$10,411,965

## Administrator's Comments

### Public Works

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	88.4	88.4
Salaries	7,181,384	6,828,932
Fringe Benefits	2,085,885	2,085,885
Operating Expense	16,365,333	14,249,238
Capital Outlay	2,324,426	2,216,226
Allocation of Services	(10,351,738)	(10,312,238)
<b>Total Expense</b>	<b>17,605,290</b>	<b>15,068,043</b>
Revenue	7,193,325	7,541,352
Deferred Financing	0	3,698,500
Fund Balance Applied	0	0
Tax Levy	10,411,965	3,828,191
<b>Total Revenues</b>	<b>17,605,290</b>	<b>15,068,043</b>

The budget request for the Public Works Department includes total requested expenditures of \$17,605,290 with a tax levy request of \$10,411,965. This is composed of a tax levy request of \$726,293 for Parks Operations, \$485,110 for Airport Operations and \$9,200,562 for Highway Operations.

#### PARKS

The main "County Parks" account contains the operational costs and revenue for the Parks System. A summer seasonal position was included in the 2012 Budget and has again been requested at a cost of \$10,920. The position works five days per week and provides weekend coverage. This includes cleaning of the restrooms, collecting boat launch fees and general maintenance of the parks. This position is recommended.

The 2009 Budget moved the Community Coordinator position to full time. The County Board directed that the additional cost of making this position full time be taken from the ATC funds that were set aside for Parks purposes. The cost in 2013 of making this position full time is \$43,684.

A new revenue source included in the Parks budget request is \$5,000 from wood harvesting. Several of the County Parks have woodlots which would benefit from selective harvesting to clean them up. Ms. Williams feels \$5,000 is a conservative estimate of the revenue which can be generated from this.

An additional revenue stream will be generated from rental of the Turtle Creek Parkway building. Efforts are underway to renovate the building. It should be ready to rent in 2013. \$5,000 in rental income is projected in the 2013 Budget.

The 2013 Budget includes \$50,012 for the annual payment of principal and interest to the Rock Koshkonong Lake District. The 2013 payment plus a similar payment in 2014 will pay off the \$600,000 the County agreed to pay the Lake District when the District agreed to take ownership of the Indianford Dam.

A total of \$289,476 is requested for Parks capital improvements in the 2013 Budget. The funding includes \$219,738 from County funds and \$69,738 from outside sources. The proposed projects are as follows:

- 1) \$109,476 Magnolia Bluff Trail Improvements
  - 2) \$ 30,000 Gibbs Lake Shelter
  - 3) \$ 10,000 Carver Roehl Gazebo Site Prep
  - 4) \$ 20,000 Sportsman Park Parking Lot
  - 5) \$ 35,000 Sweet Allyn Parking Lot
  - 6) \$ 50,000 Sweet Allyn Restroom Replacement
  - 7) \$ 35,000 Sportsman Park Playground Equipment
- \$289,476

A State grant of \$54,738 has been received to fund half of the Magnolia Bluff Trail Development Project and the Multi-Use Trail Group has pledged \$15,000 towards the Gibbs Lake Shelter Project. The \$10,000 for site prep at Carver Roehl will provide a site for the Friends of Carver Roehl Park to erect a gazebo.

Rather than using the tax levy or deferred financing to fund the County share of these projects, I am recommending \$134,738 of ATC funds be used. This will fund the five highest priority items on the list.

2012 estimates indicate that the Parks fund balance will be in a negative position in the amount of \$37,812 as of 12/31/2012. To bring this account to a \$0 balance as we close the books for 2012, I recommend that an amount be transferred from ATC funds to close this out. I also recommend that, for accounting purposes, the Parks Operations account operate as a General Fund account beginning in 2013. This will allow any surplus or deficit to be closed to the General Fund in future years.

The Parks ATC balance as of 12/31/2012 is estimated to be \$418,683. The 2013 Budget, as recommended, would use \$178,422 of this balance for capital projects and to fund the Community Coordinator position. In addition, an amount to close whatever deficit exists in the operations account as of 12/31/2012 would be used.

The recommended tax levy for Parks Operations is \$503,505 which is \$22,810 or 4.7% higher than the prior year.

### AIRPORT

The Airport has requested a tax levy of \$485,110, which represents an increase of \$2,655 over the prior year. Included in the request is \$2,200 for four new aviation headsets to use in noisy environments to communicate with the tower and aircraft. Also included is \$21,000 for maintenance projects. \$7,000 of this is to reroof the Airport rental house and \$14,000 is to supplement the amount budgeted in 2012 for painting the Beacon Tower and T-hangers 6 and 7. Sufficient funds exist in the 2012 Budget to cover all \$23,200 of these requests. Therefore, I have recommended the Airport proceed with these projects. If they cannot be completed, we will carryover the needed funds to 2013.

Also requested to be carried over to 2013 is the amount remaining in the account for liquid runway de-icer. Given the mild winter, it is estimated there will be \$18,100 remaining. This carryover is recommended.

An amount of \$7,363 is requested to replace a multi function printer which has reached the end of its useful life. This is recommended.

Mr. Burdick has proposed several capital projects for 2013 totaling \$463,000 in county funding. He describes the specific projects and sources of funding as follows:

### **2013 Terminal Building Improvements – Project II**

State Aid

\$1,000,000 State / \$250,000 Sponsor

Total \$1,250,000

The Bureau of Aeronautics can provide funding, up to 80% State (\$1,250,000) and 20% Local (\$250,000), per year for terminal building projects as long as each project/improvement is its own separate project. The proposed improvements to the building are anticipated to take four-years to complete. This allows the building to stay operational and work within the state aid limits. The estimated total cost of improvements including design, engineering,

contingencies, and parking lot improvement is \$3,748,700. The estimated County's share at completion is estimated at \$749,740. The Bureau of Aeronautics estimates the construction cost of each project is as follows:

<u>Year</u>	<u>Estimated Construction Costs</u>
2012 PROJECT #1:	
<b>Site Development</b>	\$500,000 (80/20)
(parking lot, utility relocation, site prep, temp fence, landscape, etc.)	
<b>Terminal Building South &amp; West Addition</b>	\$1,310,000 (80/20)
(building shell; areas A & B)	
2013 PROJECT #2:	
<b>Terminal Building Improvement &amp; North Addition</b>	\$1,200,000 (80/20)
(restaurant kitchen addition, eastside outer shell; areas B2 & D)	
2014 PROJECT #3:	
<b>Terminal Building Improvements</b>	\$525,000 (80/20)
(complete admin. Office, conf. Room & pilot lounge renovation)	
2015 PROJECT #4:	
<b>Terminal Building Improvement</b>	\$213,700 (80/20)
(complete restaurant renovations)	

2012 Project #1 included the west side shell addition for future conference room, lobby, and administration offices. 2013 Project #2 will complete the outer shell for the eastside of the terminal building. Future projects will complete the interior structure of the building.

#### **Repair and Seal Concrete Joints on Runway 14/32 and Associated Taxiway**

Federal Aid @ 90/5/5

\$450,000 Federal/ \$25,000 State / \$25,000 Sponsor

Total \$500,000

Work would include removal of failed sealant, joint repair, clean and reseal.

#### **Construct North Perimeter Road**

Federal Aid @ 90/5/5

\$648,000 Federal/ \$36,000 State / \$36,000 Sponsor

Total \$720,000

Construction of north perimeter road will allow service and support vehicles located on the south side of the airport to access businesses located on the north side. This will eliminate vehicle traffic from crossing runways and taxiways to serve the north side and eliminate the potential for incursions.

#### **Security Improvements – Lighting, Gates, and Access Systems**

State Aid @ 80/20

\$608,000 State / \$152,000 Sponsor

Total \$760,000

Work includes installing new vehicle and walk through gates, lighting at each gate location, gate operators, and access card reader system. The current system was installed in 2001 and because of usage and age requires a great deal of maintenance. Parts are difficult to find and in some cases take up to two weeks to acquire.

The largest of the projects continues the reconstruction and renovation of the Terminal. The requested \$250,000 is the County's share of Project #2 on the Terminal. The other requested projects are as described above. Funds budgeted in prior years for Airport improvements are sufficient to cover the County's \$463,000 share of the costs. This occurs due to the funding formulas for a couple prior projects changing to a more favorable ratio after the projects were budgeted. For example, a recent taxiway project went from a 20%

County share to a 5% County Share. Therefore, there is no additional County funding included for these capital projects in the 2013 Budget.

The recommended tax levy included in the 2013 Budget for the Airport is \$458,860. This is \$23,595 less than the prior year.

### HIGHWAY

The Highway Division is by far the largest operating division in the Public Works Department. It provides services to the State and Towns, as well as maintains the County Trunk Road System. The 2013 Budget request includes a total of \$9,200,562 in tax levy for the Highway Division, which is \$6,368,850 more than the amount levied for 2012 operations.

The County Maintenance and Construction Account is the account which funds work on the County Trunk Road System. The requested funding is as follows:

Maintenance and Construction Summary	
Account	Amount
Blacktopping	\$4,827,500
Winter	1,913,786
Routine	1,442,050
Seal Coating	280,271
Equipment Storage	205,000
Shouldering	158,705
Bridge Maintenance	70,878
Crack Sealing	75,000
Grader Patching	105,000
<b>Total</b>	<b>\$9,078,190</b>

The \$4,827,500 requested for blacktopping compares to a total of \$2,837,000 included in the 2012 Budget. Road construction projects being considered for 2013 include the following, in priority order:

### Proposed Federal Aid Projects - 2013

Priority	Route	From	To	Length (Miles)	Work Type	Estimated Cost
1	CTH A	CTH H	Britt Rd.	1.25	Mill +4"	337,500
2	CTH M	CTH KK	CTH A	1.5	Reconstruction	1,050,000
3	CTH M	CTH A	CTH MM	1.75	Reconstruction	1,225,000
4	CTH H	CTH M (south)	STH 59	2.5	mill + 4"	675,000
5	CTH M	CTH MM	County Line Road	2.2	Reconstruction	1,540,000
	Totals			9.2		4,827,500

The CTH A project is partially funded with \$104,000 of state aid in the form of County Highway Improvement Program (CHIP) funding. The next two highest priority projects constitute 3.25 miles of CTH M reconstruction. This is a continuation of the multi-year project to reconstruct 11 miles of CTH M from Milton to USH 14. I recommend funding the three highest priority segments at a total cost of \$2,612,500. This will be funded with \$104,000 of CHIP funding and \$2,508,500 of deferred financing.

The seal coat projects for 2013 in priority order include:

### Proposed Seal Coating Projects-2013

Priority	Route	From	To	Length (Miles)	Width (Feet)	Estimated Cost	Cumulative (Total)
1	CTH KK	STH 59	N County Ln.	5.0	23	\$124,110	\$124,110
2	CTH M	Wilder Rd	N Ridge Dr	3.4	24	\$89,179	\$213,289
3	CTH M	Evansville C/L	STH 213	2.5	24	\$66,982	\$280,271
	Totals			10.9		\$280,271	

I recommend funding the two highest priority segments for a total of \$213,289 with sales tax proceeds.

Under Section 82.08 of the Wisconsin Statutes, counties must fund 50% of the cost to reconstruct bridges on the town road system if they are larger than a certain size. These funds must come from a "limited tax levy" on the taxable property in the towns. There are currently no specific projects on the list. However, Mr. Coopman has requested a levy of \$50,000 to be available for whatever projects arise for 2013. This \$50,000 is exempted from the County levy limits under State Statutes.

Projects and funding requested under the Federal Aid Projects account are as follows:

Proposed Federal Aid Projects- 2013						
Route	From	To	Length (miles)	Work Type	Project Cost	County Cost
CTH F	USH 14	Edgerton Limits	7	Design #2	\$55,000	\$55,000
Connector	CTH G	CTH S		Real Estate	\$700,000	\$700,000
CTH G	Intersection			Real Estate	\$375,000	\$375,000
Connector	CTH G	CTH S		Utilities	\$30,000	\$30,000
CTH G	Huebbe Parkway	STH 11 (west)	5.8	Utilities	\$30,000	\$30,000
Totals					\$1,190,000	\$1,190,000

\$55,000 of this amount is requested to continue the design work on the segment of CTH F which runs from USH 14 north to Edgerton. The plan is to reconstruct this segment in the future. The remaining \$1,135,000 is requested to purchase real estate and relocate utilities for the CTH G Megaproject. This includes work both on CTH G and a new connector route. I recommend the funding for the proposed Federal Aid Projects be provided with deferred financing.

In reviewing 2012 projections with Mr. Coopman, we determined that approximately \$100,000 of funding in the Shouldering account would be available and could be carried forward to 2013 along with \$15,000 in the Bridge Maintenance account. Therefore, I have reduced the appropriations for 2013 by a like amount.

A source of revenue which appeared in the 1998 budget for the first time was revenue derived from charging towns for winter maintenance. For many years, the Committee practice was to not charge towns for winter maintenance, which meant the cost was picked up by the County tax levy. In both 2011 and 2012 the charge was \$885 per centerline mile. Mr. Coopman has recommended the rate be kept at \$885 for 2013.

In addition, the rate for routine maintenance is \$1,700 per mile for 2012. The proposed rate for 2013 would remain at \$1,700 per mile. Leaving the rates for both routine and winter maintenance unchanged for 2013 recognizes the fiscal stress the towns are facing.

One of the line items in the Highway Administration account is entitled "County Aid for Road Construction." This program has existed for a number of years where the County provides matching funds for blacktopping and seal coating to municipalities. These amounts have been reduced over the years. The amount recommended for 2013 is a reduction of \$1,000 per town with a proportionate reduction for the cities. The amounts are as follows:

### County Aid for Road Construction - 2013

Unit of Government	No.	Each	Total
Towns	15	\$3,000	\$45,000
Large Cities	2	\$1,800	\$3,600
Small Cities	3	\$300	\$900
Villages	3	\$0	\$0
Total			\$49,500

General Transportation Aids (GTA) is the primary source of State Aid for maintaining county trunk highways. GTA is the County's share of the fuel tax and registration fees collected by the State. The GTA for 2013 is estimated to be \$1,800,000. This is similar to the amount received in 2012 but about \$200,000 less than the amount received in 2011.

Equipment requests for 2013 include the following:

#### 2013 Equipment Requests

Priority	Item	Qty.	Unit Price	Equipment Total
1	QUAD AXLE PLOW TKS	2	\$ 200,000.00	\$ 400,000.00
2	SINGLE AXLE PATROL TKS	2	\$ 190,000.00	\$ 380,000.00
3	COMPACTOR, TRACTOR MOUNTED	1	\$ 12,000.00	\$ 12,000.00
4	RUBBER TIRED ROLLER, SELF PROPELLED	1	\$ 45,000.00	\$ 45,000.00
5	SKIDSTEER replace 2000	2	\$ 60,000.00	\$ 120,000.00
6	PICKUP TRUCKS	6	\$ 25,000.00	\$ 150,000.00
7	AIR COMPRESSOR ON FLATBED	1	\$ 19,000.00	\$ 19,000.00
8	MOWING TRACTORS	3	\$ 60,000.00	\$ 180,000.00
9	TRACTOR - AIRPORT	1	\$ 45,000.00	\$ 45,000.00
10	HYDROSEEDER	1	\$ 35,000.00	\$ 35,000.00
11	LIGHTING UNIT(S) NIGHT WORK	1	\$ 9,000.00	\$ 9,000.00
12	WHEEL LOADER (2.5 YD)	1	\$ 120,000.00	\$ 120,000.00
13	SELF-PROPELLED SHOP SWEEPER	1	\$ 20,000.00	\$ 20,000.00
14	CHIP SPREADER	1	\$ 200,000.00	\$ 200,000.00
			TOTAL	\$1,735,000

Capital equipment acquisitions do not directly increase the property tax levy. They are accounted for as a decrease in one type of asset (cash) and an increase in another (equipment inventory value). As equipment is depreciated, it is paid for through charging cost centers (like winter maintenance) for its use.

I have reduced the budget for equipment to \$1,450,000 and leave it to Mr. Coopman and the Public Works Committee to prioritize the purchases.

The 2013 Budget also contains a request for \$157,500 for a variety of capital repairs and improvements to facilities. The requested 2013 capital improvement projects are as follows:

#### 2013 Facilities Capital Project Requests

Priority	Item	Amount	Cumulative Total
1	Office Lighting Replacement	\$50,000	\$50,000
2	Repair & Replace Floor Drains-Garage	\$35,000	\$85,000
3	Wash Bay Wall Coating System	\$25,000	\$110,000
4	Replace Heaters in Weldery	\$12,500	\$122,500
5	Locker Rooms & Shop Bathroom Updates	\$20,000	\$142,500
6	Paint Walls in Shop	\$15,000	\$157,500
	Total	<u>\$157,500</u>	

I have recommended a total of \$122,500. These items will be purchased with cash and depreciated.

A position which Mr. Coopman has requested in 2013 is a Training and Safety Coordinator. Rather than create a position specific to the Public Works Department, I recommend we create a program which would be available countywide. Given the needs in the Public Works Department, I feel about 50% of the program could be devoted to Public Works. Therefore, I have budgeted a chargeback to Public Works for this cost.

The recommended tax levy for the Highway Division for 2013 operations is \$2,865,826, which is an increase of \$34,114 or 1.2%.

The recommended tax levy for the Department as a whole (Highway, Airport and Parks) is \$3,828,191, which is an increase of \$33,329 or .9% compared to the prior year. #

## **O. Rail Transit**

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## Administrator's Comments

### Rail Transit

#### Summary of Department Requests and Recommendations

Description	Department Request	Administrator's Recommendation
Positions	0	0
Salaries	0	0
Fringe Benefits	0	0
Operating Expense	28,000	28,000
Capital Outlay	0	0
Allocation of Services	0	0
<b>Total Expense</b>	<b>28,000</b>	<b>28,000</b>
Revenue	0	0
Transfer In	0	0
Fund Balance Applied	1,000	1,000
Tax Levy	27,000	27,000
<b>Total Revenues</b>	<b>28,000</b>	<b>28,000</b>

Three members of the County Board are appointed by the Board Chair to serve on the "Rock County Rail Transit Commission". They are Rock County's voting members on both the Pecatonica Rail Transit Commission (PRTC) and the Wisconsin River Rail Transit Commission (WRRTC). The Commissions are made up of counties from the south-central area of Wisconsin. Rail Commissions participate in both the acquisition and rehabilitation of rail lines. The actual operations on the rail lines are contracted out with a short-line rail operator. The Commissions contract with the Wisconsin & Southern Railroad (WSOR).

The Commissions have agreed to work with WSOR and the Wisconsin Department of Transportation (WisDOT) on a regional capital improvement program. The program calls for improvement of rail segments to upgrade them to usable standards. The funding split is 80% WisDOT, 10% WSOR, and 10% Commissions.

The County has a fund balance in the amount of \$3,193 as of December 31, 2011 and \$1,000 is recommended to be used toward the 2013 budget.

The WRRTC is asking its member counties for a \$28,000 contribution in 2013 to serve as the local share. Due to the availability of unspent county monies from prior years, I recommend a \$27,000 appropriation from the tax levy, which is \$960 more than the prior year. #