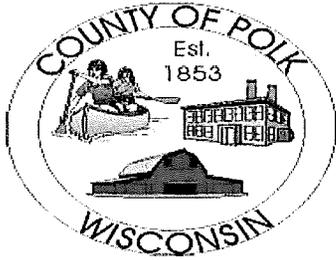




Polk County
Proposed 2019 Operating and Capital Budget
Administrator's Recommendation

Jeffrey B. Fuge, Interim County Administrator
Andrea Jerrick, Deputy County Administrator/Employee Relations Director
Maggie Wickre, Finance Director/ Director of Administration
September 6, 2018



To: Honorable Supervisors of the Polk County Board of Supervisors and Citizens of Polk County:

Re: Proposed 2019 Operating and Capital Budget
Administrator's Recommendation
Budget Narrative

“Forward Through Innovation”

The motto of Wisconsin is ‘Forward.’ Polk County, having not yet adopted a motto, could very well adopt “Forward through Innovation.” After all, given increasing prevailing and forecasted financial restraints, it is imperative for Wisconsin Counties to embrace innovation to meet the increasing and ever changing demands for delivery of county programs. In moving forward, Polk County needs to plan for the future to remain responsive to the service needs and values of its citizens.

It is my privilege and honor to submit to you the Administrator's recommendation on the proposed 2019 budget and to communicate the condition of the County. Each function is a statutory responsibility placed upon the office of County Administrator. Equally, the development of the Administrator's budget requires the coordination of department heads, respective staff and Administration. The Administrator's budget is the product of their collaboration, the teamwork of which I am especially appreciative.

The County is one of the first counties to release its proposed spending plan for 2019. By preparing the budget early as possible, the County provides increased transparency in our already strong budgetary process. Our citizens have the opportunity to learn about and provide input in the most important policy document that the County Board takes up all year. Now, the Administrator's recommendation does not have all the answers and that is not its purpose. Rather, the purpose of a budget proposal with its narrative is to promote that civic engagement and provide a highlighted explanation so that the Board, its committees and supervisors are able to engage in debate and make well informed policy decisions when offering revisions and ultimately adopting the budget. It is my hope that the submitted budget recommendation achieves those purposes.

A county budget is a financial plan, a fiscal blueprint that outlines how County funds are raised and spent. In a nutshell, the 2019 Administrator's budget recommends a continuation of operations in line with County Board priorities and at service levels set by previous County Board policy decisions. Chiefly reflecting service levels set in the 2018 budget resolution, my budget recommendation is also responsive to emerging County Board policy decisions and priorities, both those new and modified since the annual meeting held last year.



The budget recommendation adheres to and carries forward the governance found in the substantial revised County Finance policy. That policy is the product of a well needed innovative approach that was initiated in 2010, bringing stability and a road for strengthening the County's financial management.

Summary of Budget Recommendations

The proposed budget is a balanced total budget of \$55,814,786, an increase 0.16%, up from the 2018 budget of \$54,316,050. The levy of \$22,072,443 built into the 2019 budget recommendation is driven by a 5 % increase in equalized value and 0.84% in new construction and the debt service associated with the issuance of promissory notes in 2017 that structured the financing of Highway Facility project and refinanced a then long-term obligation. The budget recommendation increase levy by 0.01%, up from the tax levy for 2018 of \$21,854,342. Despite this levy increase of \$218,101, the budget submission decreases the average tax rate from \$4.99 to \$4.80.

The proposed budget recognizes the County's financial stability and strengthens that position. True, the County's current financial position reflects improving economic conditions in the Polk County community. The County's unassigned fund balance increased to 40% as discussed in the reading of the County's 2017 Comprehensive Annual Financial Report. This increase is largely derivative of long-term operational cost savings, financial prudence in budgetary preparation and execution and debt management, and increased sales tax revenues over the past years. The County realized over 1M as a result in 2017.

We only have control over those first two measures. Continued sale tax revenues have a high degree of uncertainty, no more certain than fluctuating equalized property values and rates of new construction, both of which drive our levy limit. Sales tax revenues, equalized value and new construction are reflective of consumer confidence, which in turn is a sign of economic conditions. We easily recall the Great Recession and it would be fiscally imprudent to prepare or adopt a budget that spends down fund balance or relies heavily on unpredictable revenue assumptions. While recommending an allocation from the asset fund and certain additional funding through allocation of our increased levy, the budget submission does not rely on those economic or financial uncertainties. Similarly, the revenues proposed in the recommendation include user fees which are revised greatly to reflect actual costs. On this particular point, the County has much work in costing. Nonetheless, I thank the department heads for the effort made this year. Their work had positive financial impact in our budgeting.

Certainly, the proposed budget funds current operations at service levels determined by the Board. That is not to say that the proposed budget is also a status quo recommendation. Sure, that would be easy to do given the short tenure in my interim appointment. However, a status quo budget would disregard the experience of Administration staff and department heads who understand the budget philosophy



rooted in our policies and have built budgets of previous years consistent with that philosophy and changing service demands. Similarly, an Administrator's recommended budget needs to address new and revised policy decisions and those proposed policies that are in development. The proposed budget was developed with that in mind.

The Year Ahead – One of Planning

The proposed budget looks to 2019 as a year of planning and analysis, recognizing the need for modernizing our organization, delivery of service model, facilities and resources allocated to our most important asset, our workforce. In addition to the recommended outlay for capital improvements, the proposal seeks funding of \$50,000 to Administration for professional services and program reviews to address requests of the Board. One such request presently in development is the business analysis of the Lime Quarry to provide the Board an informative decision making process in March on the future of that operation. The proposed budget reflects those expenditures associated with this program review and others that will be incurred next year.

The proposed budget also funds remodeling of the Community Services reception areas presently found on the ground floor and first floor of the Government Center into one integrated reception area with additional space for service delivery staff. The remodeling plan is an important step forward for the County to reshape its facilities providing increased customer service, effectiveness and efficiency. The project is made possible with a one-time \$100,000 reimbursement held within project fund.

The proposed budget also includes funding of \$35,000 for project planning towards remodeling of the Government Center, a capital project contemplated for fiscal year 2020. The timing of that make-over project is a realistic consideration with Salvation Army leaving the old jail building in December of this year, affording an opportunity to rethink location of related departmental functions and resume the conversation and debate of the proposals of the division model and business office first brought forward in the proposed 2016 budget process. I am asking the Board to study these matters closely and the budget documentation is submitted to facilitate those policy-decisions.

The planning for modernization of both facilities allows the County to address safety and security needs in our public facilities and workplaces in a fiscally responsible manner and take advantage of the opportunity to increase customer service, effectiveness and efficiency that may be possible only through relocation and reorganizational efforts. The planning initiative also affords the County to take a hard look at embracing advancing technologies in our service centers and our workplaces to optimize that efficiency and effectiveness and to promote recruitment, retention and development of our workforce. Planning this endeavor also requires an understanding of the County's long-term financial position, the outlook of which affords promise largely due to the financing structure of the Highway Facility project.



Drug Prevention and Treatment Expansion

In June, the County Board adopted a policy priority to expand drug prevention and treatment programs and provided a directive to develop plans that address adverse social and financial impacts associated with drug related criminal activity, drug usage and abuse. In response, departmental staff brought forward fairly comprehensive plans which received discussion in standing committees. The proposed budget recommends expansion of the County's drug prevention and treatment initiatives, as follows:

- Increase 7.0 FTE staff of the Community Services Division as a budget neutral measure;
- Reserve additional funding to the Department of Children and Families for out of home placements consistent with actual experience of placements related to drug usage and abuse;
- Additional family support workers to enhance internal service when converting from contracted service providers
- Reallocation of nursing services to increase behavioral nursing services provided to jail inmates
- Replacement of the psychiatrist with a psychiatric nurse practitioner to more effectively deliver behavioral health services
- Authorization for 0.50 FTE administrative staff of the Child Support Agency at the additional net levy expenditure of \$11,900. This measure recognizes the need to realign functions within the Office of Corporation Counsel to handle an increased number of children in need of protection and services cases directly related to drug use and abuse.

Earlier this year, the County Board also prioritized the re-establishment of the Criminal Justice Collaborating Council (CJCC) as an advisory committee and the internalization of criminal collaborative justice services that had been delivered by the Criminal Justice Collaborating Council, Inc., a non-profit corporation. Those program services - the treatment alternative diversion program, treatment court, restorative justice and others – bring cost preventive measures to our criminal justice system directly addressing crimes that involve drug and alcohol use and abuse. However, the business model offered with the non-profit organization lacked sustainability, bringing forward the request of our judiciary and other stakeholders that that led to the County Board decision.

Re-establishing the CJCC as a County advisory committee will provide the needed oversight and accountability that had been missing in those previous years in which the County had allocated grant funds and levy to the non-profit corporation. The proposed budget seeks to establish the internalized program with sustainability. I am recommending reallocation of \$116,000 in levy and grant funds to the Community Services Division and providing for an additional allocation of \$38,000 on a one time basis. This funding structure will support two 1.0 FTE staff, including funding of the vital coordinator function of grant writing. The purpose of the one-time funding is to incentivize



and support grant writing which would leverage additional grant funds sufficient to sustain and to build the program with no or minimized levy dollars in future years.

Funding to Partnered Service Agencies

The recommendation includes increases to our partnered service agencies by \$24,750 on County supported objectives. This allocation provides funding for temporary bleachers at the Fairgrounds which could be reallocated to a capital project to replace the grandstand as that project plan develops with greater certainty. This recommendation allocates \$10,000 towards a county-wide housing study that will be funded through an intergovernmental agreement with cities and villages. The investment in the study has considerable beneficial impact to both housing and community development. The county's return on that investment would be realized through future property tax and sales tax revenues attributable to a resident workforce who take advantage of affordable housing in the Polk County community.

*Added
16,000.-*

My recommendation does continue the \$70,000 allocation to the Polk County Information Center to advertise the attributes of the County. However, it needs to be noted that the budget recommendations do not include additional funding requested to support the Information Center's lease payment to the City of St. Croix Falls or the request for \$10,000 toward support of bringing back *Discover Wisconsin* to showcase Polk County for third time in my public service with the County. While small in amount, I am familiar with the history of the County Board's debate on the County's allocations made to the Information Center. I take the position that these requests are new policy prerogatives that warrant Board consideration without my recommendation. I encourage the Board to study and debate these two requests, as well as all other funding requests that do present new policy considerations.

Challenges

The road forward presents recurring and new challenges. For starters, the State takes up in January the budget for the 2019-2020 biennium. It is speculation at best to consider the policy or funding decisions that will contained in the Governor's budget or that adopted before July by the Legislature. Second, economic projections suggest a slowing of the economy, creating greater uncertainty on property tax collections and sales tax revenues. Should these forecasts be accurate, having a strong unassigned fund balance will be necessary to maintain our service levels. Third, and more closer to home, the cost to run the Highway Facility is an unknown. The proposed budget is delivered with cost projections at the level experienced at the old shop, knowing that 2019 will require the County to gather data that supports realistic and fairly accurate budgetary projections, revenues and expenditures alike. Additionally, the County is facing some certain and considerable expenditures to bring repairs to the DD Kennedy dam and the request of the Village of Luck to partner in modernizing the dam in its



rebuilding of South Shore Drive. Certainly, additional challenges will present themselves as we continue to develop the 2019 budget and in its execution.

Next Steps – Debate, Revision and Adjustment, and Adoption

Date	Action
September 6	Administrator's Proposed Budget Released at County Board Committee of the Whole
September 18	Health and Human Services Board holds advisory public hearing on departmental budgets of Community Services Division Programs and Services (<u>Moved from September 11</u>) and to consider budget recommendations on assigned functional areas
→ September 20	General Government Committee meeting to consider budget recommendations on assigned functional areas
September 26	Environmental Services Committee meeting to consider budget recommendations on assigned functional areas
October 4	Budget Appeals from Supervisors Due to Administration - (for 10/16 - Co Bd)
October 9	Public Safety and Highway Committee to consider budget recommendations on assigned functional areas
October 11	General Government Committee meeting to consider standing committee and supervisor submitted budget requests; and on overall budget; capital expenditures, staff levels and personnel compensation, fringe benefits, including health care programs. General Government Committee to recommend final preliminary budget for County Board Meeting on October 16.
October 16	County Board meeting to set preliminary budget for publication
→ October 24	Notice of Public Hearing on Preliminary Budget Published in Legal Newspaper
November 1	Proposed amendments signed by Supervisors due to Administration
November 13	Public Hearing on Preliminary Budget and budget adoption

9-23 to 9/25 WCA Conference



In closing, I am grateful to our department heads and Administration staff who tirelessly collaborated to bring forward this submission and in advance for their continuing effort in the adoption process. I offer my special thanks to Deputy County Administrator Andrea Jerrick and Finance Director Maggie Wickre who provided a vast amount of skill, talent and energy in the proposed budget and effort providing me much needed mentorship and education.

The proposed 2019 Operating and Capital Budget is now committed to the Board, the standing committees and supervisors for debate, recommended revisions and adjustments and adoption. Citizens are invited and encouraged to review the budget in development and participate in the process, providing important input during the scheduled public hearings. It is that transparent process and civic engagement that is essential to bring forward a budget that is both reflective of the County Board policy priorities and responsive to the needs and values of our citizens.

Very truly yours,

Jeffrey B. Fuge

Jeffrey B. Fuge
Interim County Administrator



2019 Proposed Budget

September 6, 2019

Polk County Board of Supervisors Committee of the Whole

Proposed Levy Allocation By Department

		<u>2019</u> Levy	<u>2018</u> Levy	<u>Difference</u>
ADMINISTRATION	101	(3,349,312)	(3,442,021)	92,709
ADMINISTRATION	102	65,884	77,496	(11,612)
ADMINISTRATION	301	2,808,414	2,808,126	288
ADMINISTRATION	460	35,000	0	35,000
ADRC	212	110,785	110,785	0
BLDG, PARKS, RECYCLING	101	1,872,983	2,135,382	(262,399)
CIRCUIT COURT	101	631,887	663,819	(31,932)
CORP CONUSEL/CHILD SUPPO	101	304,087	309,247	(5,160)
COUNTY CLERK	101	352,230	376,130	(23,900)
DISTRICT ATTORNEY	101	461,203	447,709	13,494
EMPLOYEE RELATIONS	101	386,085	393,808	(7,723)
FAIR	101	38,260	38,103	157
FORESTRY	101	(82,523)	(61,428)	(21,095)
HIGHWAY	701	3,330,167	3,235,955	94,212
HUMAN SEVICES	215	2,546,886	2,401,923	144,963
HUMAN SEVICES	216	1,550,338	1,506,332	44,006
INFORMATION TECHNOLOGY	101	600,681	678,914	(78,233)
LAND & WATER RESOURCES	101	387,079	366,067	21,012
LAND/ZONING	101	321,414	448,034	(126,620)
LAW ENFORCEMENT	101	8,051,471	7,695,108	356,363
MUSEUM	101	21,379	21,063	316
OUTSIDE AGENCIES	101	161,674	151,674	10,000
PUBLIC HEALTH	101	904,325	879,982	24,343
PUBLIC HEALTH	218	137,551	132,562	4,989
REG OF DEEDS	101	(44,070)	(20,025)	(24,045)
TREASURER	101	45,229	44,587	642
UW EXTENSION	101	248,109	286,298	(38,189)
VETERANS	101	175,227	168,712	6,515
Total		22,072,443	21,854,342	218,101

Budget and Levy by Department/Fund

		<u>2019 Levy</u>	<u>Total Revenue</u>	<u>Non Levy Revenue</u>	<u>Expenditures</u>	<u>Difference</u>	<u>2018 Levy</u>
ADMINISTRATION	101	(3,349,312)	1,546,228	4,895,540	1,546,228	0	(3,442,021)
ADMINISTRATION	102	65,884	65,884	0	65,884	0	77,496
ADMINISTRATION	110	0	237,700	237,700	230,000	7,700	0
ADMINISTRATION	301	2,808,414	2,823,414	15,000	2,823,414	0	2,808,126
ADMINISTRATION	460	35,000	135,000	100,000	135,000	0	0
ADRC	212	110,785	1,879,457	1,768,672	1,920,457	(41,000)	110,785
BLDG, PARKS, RECYCLING	101	1,872,983	2,405,607	532,624	2,405,607	0	2,135,382
BLDG, PARKS, RECYCLING	140	0	157,991	157,991	157,991	0	0
BLDG, PARKS, RECYCLING	243	0	111,290	111,290	111,290	0	0
CIRCUIT COURT	101	631,887	1,101,992	470,105	1,101,992	0	663,819
CIRCUIT COURT	201	0	40,000	40,000	40,000	0	0
CIRCUIT COURT	202	0	9,411	9,411	9,411	0	0
CIRCUIT COURT	204	0	30,600	30,600	30,600	0	0
CORP CONUSEL/CHILD SUPPORT	101	304,087	857,611	553,524	857,611	0	309,247
COUNTY CLERK	101	352,230	418,028	65,798	418,028	0	376,130
COUNTY CLERK	805	0	23,939	23,939	23,939	0	0
DISTRICT ATTORNEY	101	461,203	566,269	105,066	566,269	0	447,709
EMPLOYEE RELATIONS	101	386,085	407,762	21,677	407,762	0	393,808
FAIR	101	38,260	38,260	0	38,260	0	38,103
FORESTRY	101	(82,523)	123,832	206,355	123,832	0	(61,428)
FORESTRY	241	0	8,350	8,350	8,350	0	0
GOLDEN AGE MANOR	601	0	8,376,149	8,376,149	8,376,149	0	0
HIGHWAY	701	3,330,167	7,720,407	4,390,240	7,925,020	(204,613)	3,235,955
HUMAN SEVICES	215	2,546,886	5,339,010	2,792,124	5,339,010	0	2,401,923
HUMAN SEVICES	216	1,550,338	5,194,528	3,644,190	5,194,528	0	1,506,332
INFORMATION TECHNOLOGY	101	600,681	1,078,291	477,610	1,078,291	0	678,914
LAND & WATER RESOURCES	101	387,079	722,123	335,044	722,123	0	366,067
LAND/ZONING	101	321,414	861,542	540,128	861,542	0	448,034

		<u>2019 Levy</u>	<u>Total Revenue</u>	<u>Non Levy Revenue</u>	<u>Expenditures</u>	<u>Difference</u>	<u>2018 Levy</u>
LAND/ZONING	206	0	5,115	5,115	5,115	0	0
LAND/ZONING	806	0	10,000	10,000	10,000	0	0
LAW ENFORCEMENT	101	8,051,471	8,609,840	558,369	8,774,840	(165,000)	7,695,108
LIME	602	0	711,834	711,834	739,244	(27,410)	0
MUSEUM	101	21,379	21,379	0	21,379	0	21,063
OUTSIDE AGENCIES	101	161,674	161,674	0	161,674	0	151,674
PUBLIC HEALTH	101	904,325	1,118,366	214,041	1,118,366	0	879,982
PUBLIC HEALTH	209	0	164,377	164,377	164,377	0	0
PUBLIC HEALTH	218	137,551	299,131	161,580	299,131	0	132,562
PUBLIC HEALTH	221	0	207,557	207,557	207,557	0	0
PUBLIC HEALTH	222	0	39,600	39,600	39,600	0	0
PUBLIC HEALTH	223	0	138,539	138,539	138,539	0	0
PUBLIC HEALTH	224	0	127,573	127,573	127,573	0	0
PUBLIC HEALTH	226	0	46,384	46,384	46,384	0	0
PUBLIC HEALTH	227	0	99,505	99,505	99,505	0	0
PUBLIC HEALTH	228	0	231,561	231,561	231,561	0	0
PUBLIC HEALTH	229	0	7,587	7,587	7,587	0	0
REG OF DEEDS	101	(44,070)	365,930	410,000	365,930	0	(20,025)
TREASURER	101	45,229	287,073	241,844	287,073	0	44,587
UW EXTENSION	101	248,109	261,043	12,934	261,043	0	286,298
VETERANS	101	175,227	189,227	14,000	189,227	0	168,712
Total		22,072,443	55,383,970	33,311,527	55,814,293	(430,323)	21,854,342

Citizens of Polk County

Polk County Board of Supervisors

County Administrator

General Government
Russ Arcand
Brian Masters
Larry Jepsen
Dean Johansen
Chris Nelson

Public Safety and Highway
John Bonneprise
Joe Demulling
Doug Route
Larry Jepsen
Jay Luke

Health and Human Services
John Bonneprise
Michael Prichard
Joe Demulling
Mick Larsen
Jim Edgell

+4 Citizens

Environmental Services Committee
Kim O'Connell
Jim Edgell
Brad Olson
Tracy LaBlanc
Doug Route

+ 1 FSA Representative

Executive
Brian Masters
Dean Johansen
Jay Luke
John Bonneprise
Chris Nelson

- Corporation Counsel
- County Clerk
- Employee Relations
- Finance
- Information Technology
- Treasurer
- Buildings/ Solid Waste

- Sheriff
- Clerk of Courts
- District Attorney
- Emergency Management
- Highway

- Golden Age Manor
- Community Services Division
- Public Health Medical Examiner
- Veterans' Services
- Child Support

- Land Information
- Land & Water Resources
- Lime Quarry
- Parks, Forestry
- Register of Deeds
- UW-Extension

Environmental Services



Department of Land Information

Sara McCurdy, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Provides services to the public, businesses, and other government agencies in zoning, planning, survey, real property listing, and geographic information systems.

MISSION:

To provide high quality, efficient service to the general public as well as other county departments and agencies in the areas of zoning, planning, survey, real property listing, and land information, maintaining and enhancing the countywide geographic information system.

LINK TO COUNTY BOARD STRATEGIC GOALS:

- To serve the public with integrity
- To support growth and policies that preserve the natural resources of Polk County
- To maintain rural character of Polk County
- To regulate land use balancing individual property rights with community interests
- To provide adequate infrastructure to support desired types of economic development

STRATEGIC PRIORITIES:

Implement goals set by County Board with solid internal and external services

PROGRAM OVERVIEW

Zoning: The Zoning division is responsible for administering the Comprehensive Land Use Ordinance, the Shoreland-Wetland Ordinance, the Floodplain Ordinance, the Lower St Croix Riverway Ordinance, the Sanitary Ordinance, the Subdivision Ordinance and maintaining the rural address numbering system. **Survey / Property Listing:** The main focus of previous County Surveyors was to finish the remonumentation of the County that began in 1974. From that time until today, over 98% of the 3,100 corners in the County have been remonumented. Currently, much of the County Surveyor's time is devoted to using GPS surveying equipment to map section corners for the parcel mapping project, and maintaining the assessment roll in accordance to Wisconsin law. **Planning:** The Planning Division of Polk County continued its work with the County Board to establish their priorities to assist in developing budgets and allocating county resources. Incorporated ECCO training to improve management skills personally and assisted in developing methods for incorporating these techniques into the culture of Polk County management. Preparation continued for the upcoming Comprehensive Plan updating process with data research and process formulation. Development of the trail planning process for the Stower Seven Lakes and Cattail Trails in coordination with Polk County Parks Department. **Geographic Information System:** Ongoing creation and maintenance of digital data available on the Polk County website enterprise GIS enhances the service to the public along with operations of the Sheriff Department, Highway Department, Parks Department, Forestry, Land & Water Resources Department, and the Public Health Department, along with the many core functions of Polk County Government.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Service to the general public as well as other county departments and agencies in the areas of zoning, planning, survey, real property listing, and land information, maintaining and enhancing the countywide geographic information system.

Department of Land Information

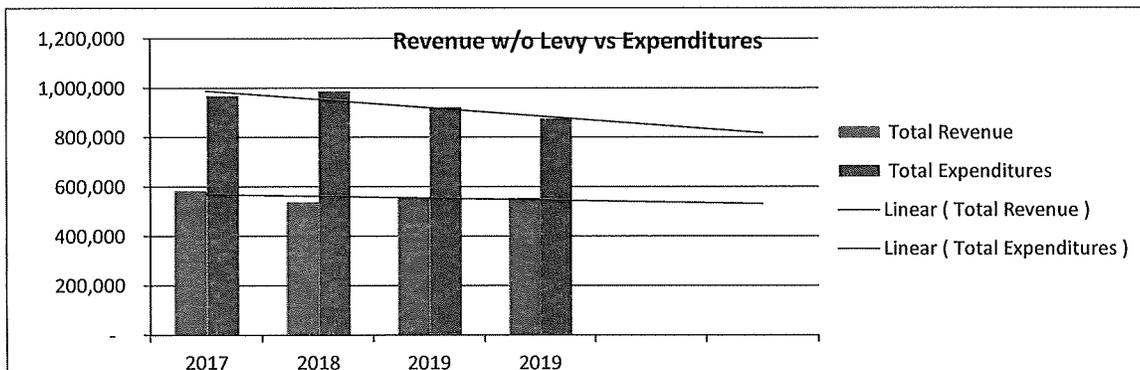
Sara McCurdy, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	416,662	448,034	366,281	321,414
State Aids	95,865	61,000	61,000	61,000
License & Fees	314,520	347,719	361,627	361,628
Public Charge for Services	111,664	125,000	127,500	127,500
Misc Revenue	63,410	5,076	5,115	5,115
Total Revenue	1,002,121	986,829	921,523	876,657
Expense				
Personnel Services	779,714	818,513	837,150	791,992
Contractual Services	117,353	43,093	43,739	44,030
Supplies & Expenses	32,012	27,404	27,814	27,815
Fixed Charges	374	320	320	320
Grants, Contributions, Indem	38,346	12,500	12,500	12,500
Capital Outlay		85,000		
Total Expenditures	967,799	986,829	921,523	876,657
Net Revenue and Expenditures	34,322	(0)	-	-

EMPLOYMENT BY JOB CLASSIFICATION

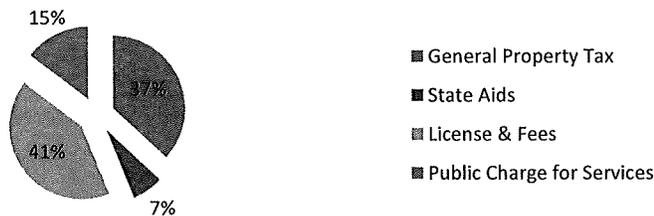
	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals	5	5	5	3
First/Mid Level Officials and Managers	2	2	2	1
Technicians/Para-Professionals				3
Administrative Support	1	1	1	1
Total	9	9	9	9



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	366,281	321,414	(44,867)	
State Aids	61,000	61,000	-	
License and Fees	361,627	361,628	1	
Public Charge for Services	127,500	127,500	-	
Misc. Revenue	5,115	5,115	-	
Total Revenue	921,523	876,657	(44,866)	
Expense				
Personnel Services	837,150	791,992	(45,158)	
Contractual Services	43,739	44,030	291	
Supplies & Expenses	27,814	27,815	1	
Fixed Charges	320	320	-	
Grants, Contributions, Indem	12,500	12,500	-	
Total Expenditures	921,523	876,657	(44,866)	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Savings in personnel costs
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Decreased personnel costs
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

POLK COUNTY WISCONSIN

Department of Land Information

Sara McCurdy, Director

SECTION 2: PROGRAM SUMMARY

Program name:

Land Information-Zoning, Survey, GIS, and Planning

Program objective: Provide high quality services to the public, businesses, and other agencies in zoning, planning, survey, real property listing, and geographic information systems.

Link to Board Priority: To serve the public with integrity; To support growth and policies that preserve the natural resources of Polk County; To maintain rural character of Polk County; To regulate land use balancing individual property rights with community interests; To provide adequate infrastructure to support desired types of economic development

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

Assure compliance with ordinances and issue permits within 10 days of completed application.

Upgrade survey GPS equipment as to carry out requirements of Surveyor's Offices and to maintain the PLSS corners that have been restored

Maintain and enhance County GIS Enterprise by using LIDAR technology to create a new datasets with increased accuracy

Promote and discourage orderly development by working with Polk County constituents to identify portions of the Comprehensive Plan that may not meet the strategies put in place by the County Board.

Administer comprehensive land use, shoreland protection, flood plain, lower st croix, sanitary, subdivision, telecomm, small wind energy and uniform citation ordinances.

PLSS Restoration, Parcel Mapping advancements, and Real property listing with proper assessment records.

Coordinate GIS data; load, update and maintain data on the County Enterprise GIS (<http://polkcowi.wgxtreme.com>)

Facilitate and Develop process to update the Polk County Comprehensive Plan

KEY PROGRAM STRATEGIES 2019

LAND INFORMATION PROGRAM SUMMARY CONTINUED ON NEXT PAGE

Department of Land Information

Sara McCurdy, Director

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Sanitary Permits		270	270	
Land Use Permits		840	840	
Number of PLSS remonumented		100%	100%	
Parcels Mapped		Maintenance	Maintenance	
GIS Datasets Maintained and enhanced		LiDAR data enhancements	LiDAR data enhancements	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Self Reported Dollars of New Construction		\$21,500,000	\$22,000,000	
Percentage (%) of County PLSS		100	100	
Percentage (%) of County Parcels mapped		100	100	
GIS Website sessions (measured in October)		12,400	12,600	

Assumptions and factors affecting program performance:

1. Assumes the economy sustains continued growth in housing market
2. Assumes technical infrastructure of equipment and software is maintained

Department of Land and Water

Tim Ritten, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Land & Water Resources Department (LWRD) consists of three areas of emphasis: Agriculture, Engineering, and Water Quality. Agriculture includes certified crop advisors (CCA) and works with ag producers to reduce soil and nutrient runoff from farms, Engineering works with stormwater and construction site erosion control as well as design and construction of conservation structures, and Water Quality works with lake associations to write lake management plans, collect water quality data, develop lakeshore property runoff controls, and prevent aquatic invasive species (AIS).

MISSION:

To preserve, protect and enhance the natural resources of Polk County

LINK TO COUNTY BOARD STRATEGIC GOALS:

Priority #1 Tourism and recreation, #5 Water quality. Polk County would not have large tourism and recreation revenues without clean lakes and rivers. The LWRD works to minimize runoff impacts to surface waters and groundwater through many different programs and also to prevent AIS.

STRATEGIC PRIORITIES:

Continue Horse Creek Farmer Led Watershed Council efforts to reduce runoff impacts to Horse Creek and Cedar Lake. Work with lake groups to manage lakes for water quality including phosphorus runoff, algae, and AIS. Use cost sharing and other resources to reduce ag and urban runoff impacts to surface waters.

PROGRAM OVERVIEW

Overview: The Polk County LWRD enforces several county ordinances aimed at natural resource protection and administers various Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) and Department of Natural Resources (DNR) programs at the local level, and works with lake associations, landowners, farmers, and contractors to install conservation practices, and provides environmental and conservation education programs to schools and the general public, and provides technical assistance to other county departments.

Department of Land and Water

Tim Ritten, Director

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

State Programs Administered by LWRD:

- * State Statute 92 Soil & Water Conservation and Animal Waste
- * State Statute 91 Farmland Preservation
- * NR 151 Agricultural Standards and Prohibitions and Non-Agricultural Standards
- * NR 120 Priority Watershed Program
- * NR 135 Nonmetallic Mining Reclamation Program
- * ATCP50 Soil and Water Resource Management Program
- * ATCP50 Farmland Preservation Program/Working Lands Initiative
- * DNR Wildlife Damage Abatement Claims Program

Polk Co. Ordinances Administered by LWRD:

- * Storm Water Mgmt. & Erosion Control Ord.
- * Manure & Water Quality Mgmt. Ordinance
- * Nonmetallic Mining Reclamation Ordinance
- * Illegal Transport of Aquatic Plants & Invasive Animals Ordinance

State Programs & Co. Ordinances Assisted by the LWRD:

- * NR 243 Animal Feeding Operations
- * Polk Co. Shoreland Protection Zoning Ordinance
- * Polk County Subdivision Ordinance

Other Programs and Conservation Efforts Conducted by LWRD:

- * Apply for grants & technical assistance to landowners & various entities for conservation projects.
- * Assist lake associations & lake districts with lake mgmt. plans, lake protection grants, AIS control programs, etc.
- * Annual Transect Survey to monitor cropland soil erosion trends
- * Work with school districts to provide conservation education: outdoor classrooms, field trips, poster contest, etc.
- * Groundwater sampling and monitoring programs
- * Farm conservation and nutrient management plans
- * Education display at the Polk County Fair
- * Horse Creek Farmer Led Watershed Council
- * Squaw Lake Ag Enterprise Area
- * County tree sales program, own and rent county tree planters and mulcher
- * Wetland delineation and inventory for the county and ag related reviews
- * Coordinate and develop GIS county coverage maps for specific data needed
- * Review, approve designs and supervise habitat/shoreline restoration projects
- * Education/Workshops for: Landscapers, ag operators, lake associations and students
- * Engineering: construction survey, design, layouts, bids, cost estimates, checks and certification
- * Easements
- * Citizen Advisory Committees
- * General public requests for information

Department of Land and Water

Tim Ritten, Director

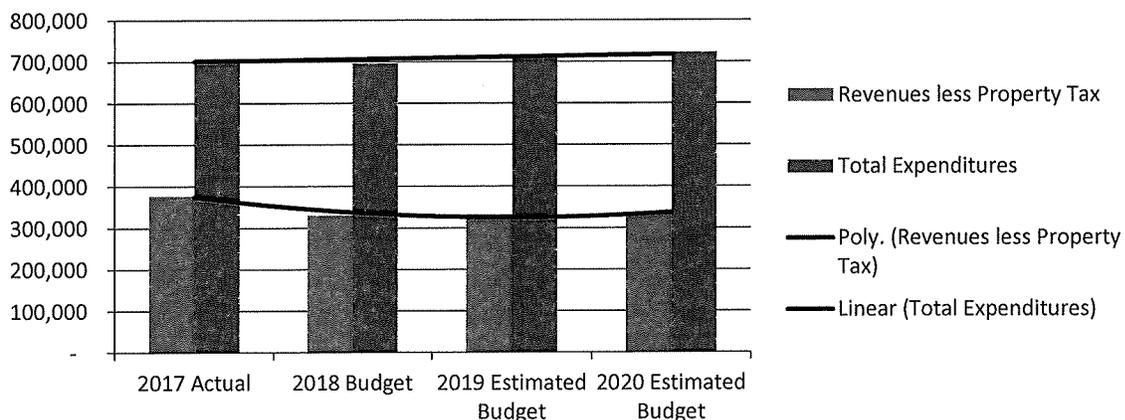
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	357,454	366,067	379,046	387,079
State Aids	270,737	248,534	248,534	245,200
License & Fees	21,146	21,600	22,464	22,695
Public Charge for Services	80,969	52,800	53,856	63,649
Intergovernmental Revenue	1,310	5,000	5,100	-
Misc Revenue	3,168	2,500	2,500	3,500
Total Revenue	734,784	696,501	711,500	722,123
Expense				
Personnel Services	569,312	574,604	587,777	591,295
Contractual Services	59,227	59,366	60,256	57,361
Supplies & Expenses	78,972	62,431	63,367	63,367
Grants, Contributions, Indem	90	100	100	100
Capital Outlay				10,000
Total Expenditures	707,600	696,501	711,500	722,123
Net Revenue and Expenditures	27,184	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

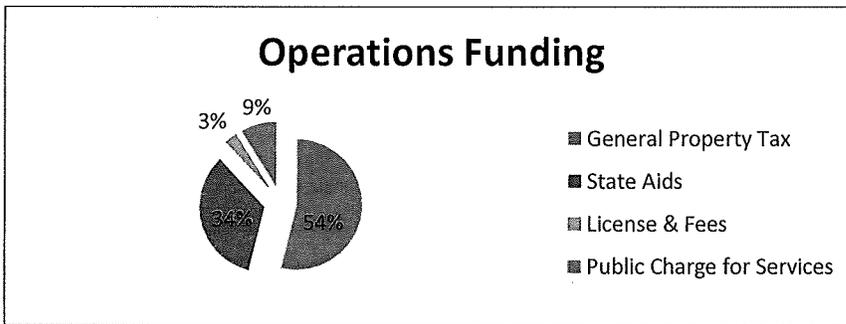
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Officials/Administrators	1	1	1	1
First/Mid Level Officials & Mngrs				
Professionals	0	5	5	5
Technicians/Para-Professionals	5			
Administrative Support	1	1	1	1
Total	7	7	7	7

Revenue w/o Levy vs Expenditures



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	379,046	387,079	8,033	
State Aids	248,534	245,200	(3,334)	
License & Fees	22,464	22,695	231	
Public Charge for Services	53,856	63,649	9,793	
Intergovernmental Revenue	5,100	-	(5,100)	
Misc Revenue	2,500	3,500	1,000	
Total Revenue	711,500	722,123	10,623	
Expense				
Personnel Services	587,777	591,295	3,518	
Contractual Services	60,256	57,361	(2,895)	
Supplies & Expenses	63,367	63,367	-	
Grants, Contributions, Indem	100	100	-	
Capital Outlay	-	10,000	10,000	
Total Expenditures	711,500	722,123	10,623	
Net Revenue and Expenditures				



Notes:	
Revenue	
General Property Tax	
State Aids	
License & Fees	
Public Charge for Services	
Intergovernmental Revenue	
Misc Revenue	
Total Revenue	

Expense	
Personnel Services	
Contractual Services	
Supplies & Expenses	
Grants, Contributions, Indem	
Capital Outlay	
Total Expenditures	
Net Revenue and Expenditures	

Department of Land and Water

Tim Ritten, Director

SECTION 2: PROGRAM SUMMARY

**Program name:
Land and Water**

Program objective: Reduce runoff from farm fields, feedlots, construction sites, and developed lakeshore.
Link to Board Priority: 1. Tourism and Recreation, 5. Water Quality

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2018

1. Initiate a new farmer led watershed council with help from existing Horse Creek Watershed Council members.
2. Increase cropland acres of nutrient management and cover crops, reduce phosphorus runoff from ag, urban, and

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
# of watershed councils	1	2	2	
acres of cover crops	1,495	1,000	1,000	
acres nutrient management plans	2,435	1,000	500	
lake mgmt plans completed_assisted	1_3	1_2	2_2	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
estimated phosphorus reduction (lbs)	2400	1200	1200	

Assumptions and factors affecting program performance:

We assume a sufficient level of landowner/operator participation and cooperation, good weather, a favorable economy.

Department of Lime Quarry

Dave Peterson, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Limestone aggregate and agricultural lime mining, production and sales

MISSION:

To serve the farmers, contractors, municipalities, county departments and public by selling lime and limestone products.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Promote the agricultural industry through a respectable, viable and diverse farm economy
Design good land use practices that recognize distinctions
Preserve and enhance the environment

STRATEGIC PRIORITIES:

To continue to assist the agricultural industry through the provision of high-quality, affordable lime products

PROGRAM OVERVIEW

The Polk County Lime Quarry is a source of Limestone within the county. We provide a source of Agricultural Lime to farmers and crushed limestone products. Customers include farmers, contractors, landscapers, townships, villages, and residents of western Wisconsin.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

The sale of crushed and broken limestone products such as Ag Lime, landscaping rock and limestone gravel.

Department of Lime Quarry

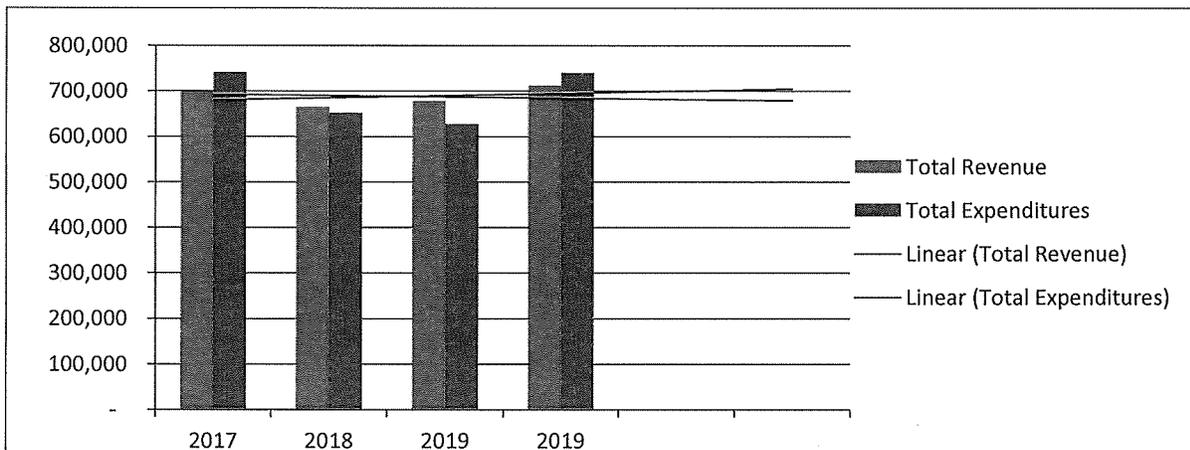
Dave Peterson, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	-			
Public Charge for Services	699,949	664,100	677,382	711,834
Misc Revenue				
Other Financing Sources				
Total Revenue	699,949	664,100	677,382	711,834
Expense				
Operating Expense	39,810			
Personnel Services	317,116	322,572	329,469	311,872
Contractual Services	144,982	134,244	136,257	131,217
Supplies & Expenses	89,444	82,958	84,202	84,556
Fixed Charges	107,063	6,600	6,600	101,600
Other Grants & Contributions	9,665			
Capital Outlay	-	35,000		40,000
Cost Reallocation	32,200	70,000	70,000	70,000
Total Expenditures	740,279	651,374	626,528	739,245
Net Revenue and Expenditures	(40,330)	12,726	50,854	(27,411)

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Technicians/Para-Professionals				
Skilled Craft/Service Maintenance	3.1	3.1	3	3.1
Total	4.1	4.1	4	4.1



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax				
Public Charge for Services	677,382	711,834	34,452	
Other Financing Sources				
Total Revenue	677,382	711,834	34,452	
Expense				
Operating Expense				
Personnel Services	329,469	311,872	(17,597)	
Contractual Services	136,257	131,217	(5,040)	
Supplies & Expenses	84,202	84,556	354	
Fixed Charges	6,600	101,600	95,000	
Capital Outlay	-	40,000	40,000	
Cost Reallocation	70,000	70,000	-	
Total Expenditures	626,528	739,245	112,717	
Net Revenue and Expenditures	50,854	(27,411)	(78,265)	

Notes:

Revenue	
General Property Tax	None
Public Charge for Services	Slight increase
Misc Revenue	
Other Financing Sources	
Total Revenue	
Expense	
Operating Expense	
Personnel Services	Slight decrease in personnel
Contractual Services	Slight decrease in personnel
Supplies & Expenses	
Fixed Charges	
Capital Outlay	New scale hardware and replace soft control
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Department of Lime Quarry

Dave Peterson, Director

SECTION 2: PROGRAM SUMMARY

Program name:
Lime Quarry

Program objective: To serve the farmers, contractors, municipalities, county departments and public by selling lime and limestone

Link to Board Priority: Transportation/Road Condition/Infrastructure, Recreation/Tourism/Parks, and Impact of Stillwater Bridge

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2018

1. Continue to increase efficiency of crushing operation.
2. Provide cross training on office accounting procedure.

KEY PROGRAM STRATEGIES 2019

1. Develop a plan of cash flow for future capital purchases
2. develop greater efficiencies in crushing operations.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
1.Total Tons Sold	82,745	75,000	80,000	80,000
2.Inventory at year end	17,550	25,000	25,000	25,000
3.Total Revenue	717,028	730,000	725,382	725,382

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Revenue	\$717,028	\$664,100	\$725,000	\$725,000
Expense	\$725,526	\$722,501	\$716,000	\$722,501

Assumptions and factors affecting program performance:

1. Farm commodity prices are low and may effect ag lime tonnage.
2. Construction is making a recovery and may increase sale of construction products.

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

This department consists of three divisions: Parks and Forestry, Buildings and Property, and Solid Waste and Recycling. The first division, parks and forestry, is responsible for maintenance and improvement of the County's park system, public forests and recreational trails. The second division, buildings and property, is responsible for maintenance and improvement of county facilities and, beginning in 2013, vehicles other than highway and public safety. The third division, waste and recycling, is responsible for management of solid waste and operation of the County's recycling facility.

MISSION:

Parks To develop maintain and preserve or parks, lake accesses, and trail systems that will meet the needs of our citizens and future g

LINK TO COUNTY BOARD STRATEGIC GOALS:

To preserve and enhance the environment
To improve the quality of life for those who live, work, and play in Polk County

STRATEGIC PRIORITIES:

To develop, maintain and preserve our parks, lake accesses, and trail systems, that will meet the needs of our citizens and future generations; preserve and protect the county's open space, water, historical, natural and economic resources to provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.

PROGRAM OVERVIEW

Maintenance of County campus and facilities, Development and maintenance of parks, trails, boat landings, Manage county forests, Manage the MRF and solid waste ordinance.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

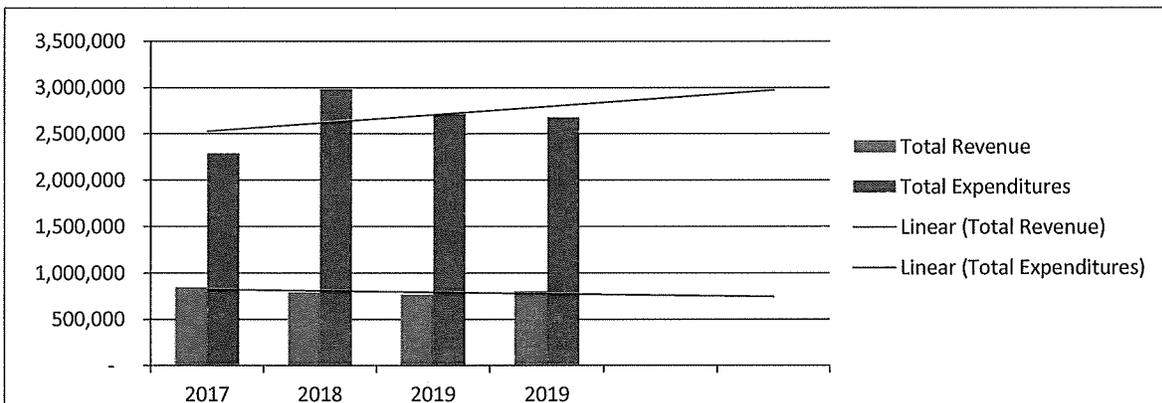
Billing and invoicing	Compile maint/grooming sheets from snow/atv work with clubs
annual grants	sell bike/ski trail passes
update website	overview budget
advertising	liason trail/fair/museum
rfp's	Recy Alum Checking Account
Organize clean sweep event	Selling tax deed properties
mgn fleet vehicle-ordering, selling, maint.	Wkly deposits
Enter Hauler reports	maintain records of sales of recyclables/solid waste
maintain tiem/quipment recoding sheets	request/report grants as needed
update signage	DNR meetins
hire/supervise staff	trail inspection
park maintenance/camp ground inspections	trail/promotional collaoration mtgs
park bldg updates	order/mng supplies
heating and cooling equipment	janitorial work
give out firewood permits	Metsys
Facility security	Phone system

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Budget	2019 Administrator's Budget
Revenue				
General Property Tax	1,626,575	2,135,382	1,890,566	1,872,983
Other Taxes		-		
State Aids	320,833	287,414	284,964	284,964
Public Charge for Services	344,997	302,500	308,550	338,550
Intergovernmental Revenue	180,849	187,494	171,062	178,391
Misc Revenue		10,463	-	
Total Revenue	2,473,254	2,923,253	2,655,142	2,674,888
Expense				
Personnel Services	893,214	943,377	966,954	956,865
Contractual Services	913,465	1,048,544	1,062,793	1,056,677
Supplies & Expenses	145,890	264,402	268,205	252,980
Fixed Charges	133,094	103,266	103,266	110,566
Grants, Contributions, Indem	84,788	82,000	82,000	82,000
Capital Outlay	106,200	504,200	205,719	135,800
Cost Reallocation	10,000	30,463	20,000	80,000
Total Expenditures	2,286,651	2,976,252	2,708,937	2,674,888
Net Revenue and Expenditures	(186,603)	52,999	53,795	-

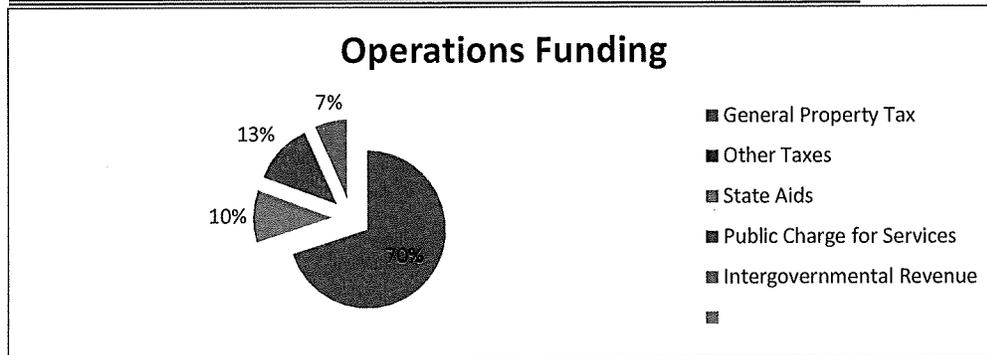
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Professionals	1	1	1	
Officials/Administrators	1	1	1	
Technicians/Para-Professionals	3.16	3	3	3
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	11.69	11.85	11.85	12.05
Total	17.85	17.85	17.85	16.05



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	1,890,566	1,872,983	(17,583)	
Other Taxes	-	-	-	
State Aids	284,964	284,964	-	
Public Charge for Services	308,550	338,550	30,000	
Intergovernmental Revenue	171,062	178,391	7,329	
Misc Revenue	-	-	-	
Total Revenue	2,655,142	2,674,888	19,746	

Expense				
Personnel Services	966,954	956,865	(10,089)	
Contractual Services	1,062,793	1,056,677	(6,116)	
Supplies & Expenses	268,205	252,980	(15,225)	
Fixed Charges	103,266	110,566	7,300	
Grants, Contributions, Indem	82,000	82,000	-	
Capital Outlay	205,719	135,800	(69,919)	
Cost Reallocation	20,000	80,000	60,000	
Total Expenditures	2,708,937	2,674,888	(34,049)	
Net Revenue and Expenditures	(53,795)	-	53,795	



Notes:

Revenue

General Property Tax	Slight decrease
Other Taxes	
State Aids	
Public Charge for Services	Estimated increase in solid waste revenues
Intergovernmental Revenue	
Misc Revenue	
Total Revenue	

Expense

Personnel Services	Slight adjustment for payroll
Contractual Services	Reduced by Lakes Improvement Fund Estimated Spending
Supplies & Expenses	Reduced by Lakes Improvement Fund Estimated Spending
Fixed Charges	Adjusted for lease increase
Grants, Contributions, Indem	
Capital Outlay	Reallocation of Capital Improvements Projects
Cost Reallocation	Increased by Asset Fund Payments for Recycling Truck and Chiller
Total Expenditures	
Net Revenue and Expenditures	

Funded:

25,000 Building/Parks Truck
 80,000 Recycling Truck
 9,500 Recycling Scale
 220,000 Justice Center sewer and water costs

Department of Register of Deeds

Sally Spanel, Register of Deeds

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Register of Deeds is an elective office that is responsible for public records retained at the county level.

MISSION:

To provide and protect the official county repository for:

Real Estate records; real property related Financing Statements; Vital Records.

To provide safe archival storage and convenient access to these public records.

To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level timely service for our citizens/customers.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Preservation of the public record through technology; commitment to service.

STRATEGIC PRIORITIES:

Provide access of real estate and vital records.

Maintain and preserve the records as required statutorily.

PROGRAM OVERVIEW

Provide citizens with access to recorded documentation, statewide issuance of vital records, and genealogy information.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Recording and maintenance of legal documentation, coordination with State of Wisconsin Department of Revenue, issuance of vital records (birth, death, marriage), genealogy access.

Department of Register of Deeds

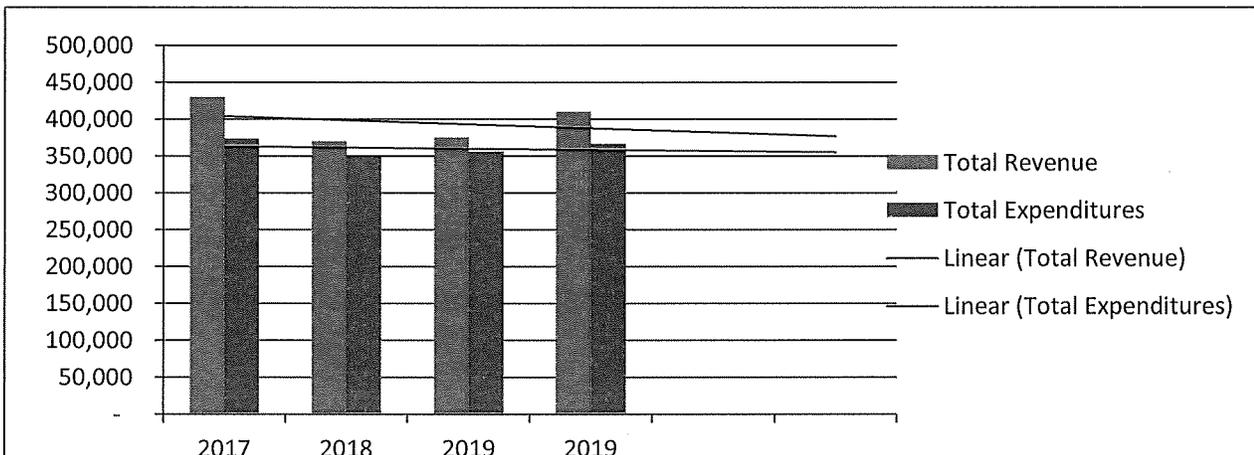
Sally Spanel, Register of Deeds

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	(64,638)	(20,025)	(19,984)	(44,070)
Other Taxes	164,852	120,000	120,000	135,000
Public Charge for Services	265,039	250,000	255,000	275,000
Other Financing Sources		-		
Total Revenue	365,253	349,975	355,016	365,930
Expense				
Personnel Services	286,659	293,884	298,084	295,906
Contractual Services	72,543	47,489	48,201	62,124
Supplies & Expenses	13,601	8,602	8,730	7,900
Cost Reallocation				
Total Expenditures	372,802	349,975	355,016	365,930
Net Revenue and Expenditure	(7,549)	-	-	-

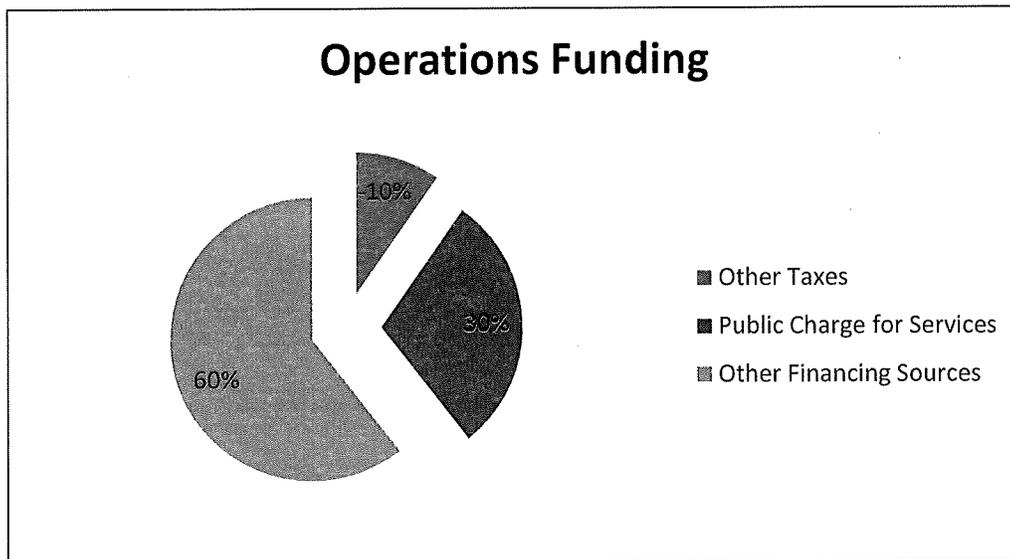
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	3	3	3	3
Total	4	4	4	4



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	(19,984)	(44,070)	(24,086)	
Other Taxes	120,000	135,000	15,000	
Public Charge for Services	255,000	275,000	20,000	
Other Financing Sources	-	-	-	
Total Revenue	355,016	365,930	10,914	
Expense				
Personnel Services	298,084	295,906	(2,178)	
Contractual Services	48,201	62,124	13,923	
Supplies & Expenses	8,730	7,900	(830)	
Cost Reallocation	-	-	-	
Total Expenditures	355,016	365,930	10,914	
Net Revenue and Expenditure	-			



Notes:	
Revenue	
General Property Tax	Decreased due to revenues
Other Taxes	Increased estimated revenue
Public Charge for Services	Increased estimated revenue
Other Financing Sources	
Total Revenue	
Expense	
Personnel Services	Slight decreased
Contractual Services	Increase for scanning old records project
Supplies & Expenses	Decrease
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditure	

Department of Register of Deeds

Sally Spanel, Register of Deeds

SECTION 2: PROGRAM SUMMARY

Program name:
Recording/Vital Records

Program objective: To provide Polk County citizens with quality service.

Link to Board Priority: Updating county services for the future and improving services

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2018

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
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R.E. Doc's recorded	11,003	10,500	10,500	
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Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
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Timeliness of recording	100%	100%	100%	
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Customer Service

Assumptions and factors affecting program performance:

1. Cannot accurately project the number of documents to be recorded.
2. Staying current with statutory changes that affect the Register of Deeds Office.
3. Staying current with technology.

General Government



Department of Corporation Counsel and Child Support

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Office of Corporation Counsel provides a full range of legal services to the County Board, County Administrator, County departments, committees, boards, commissions, supervisors, elected and appointed county officials and employees in respect to their official duties including rendering legal opinions and advice, drafting and reviewing contracts, ordinances, resolutions and other legal proceedings. The office prosecutes various civil proceedings including account collections for departments, tax foreclosures, mental commitments, guardianships, protective placements, termination of parental rights, and county ordinance enforcements, especially land use/zoning ordinances. The office administers the Wisconsin Child Support Program on behalf of the County and represents the State of Wisconsin in child support cases.

MISSION:

The mission of the Corporation Counsel is to serve and represent the public with integrity by providing professional, responsive and effective legal services to the County, its boards, commissions, committees, departments, officials and employees and to provide stability and permanency to adults and children by providing legal counsel on cases involving the delivery of human services programs and services. The mission of the Child Support Agency is to provide economic stability to children and families by establishing and enforcing reasonable child support orders.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity through the provision of legal services to the County and child support services to families of Polk County

STRATEGIC PRIORITIES:

Provide Professional, Responsive and Cost-Effective Legal Services to the County
Provide Child Support Services Through Establishment and Enforcement of Child Support Orders and the Establishment of Paternity

PROGRAM OVERVIEW

The Office of Corporation Counsel serves as the general counsel of the County and prosecutes human services cases in representation of the interest of the public. The Child Support Agency administers the state of Wisconsin Child Support program for adults and children living or having cases in the Polk County Circuit Court. The Child Support Agency establishes child support orders and paternity and actively pursues collection of current and past child support.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

General Legal Counsel;
Organizational and Regulatory Compliance;
Contract Development and Negotiation;
Ordinance, Resolution and Policy Development;
Legal Opinions;
Litigation of Judicial and Administrative Matters;
Litigation Management;
Prosecute in representing the interest of the public human services cases: mental commitments; guardianships and protective placements; children in need of protection and services; termination of parental rights; truancy.
Child Support and Paternity Establishment; Collection of Child Support; Enforcement and Collection of Interstate Cases.

Department of Corporation Counsel and Child

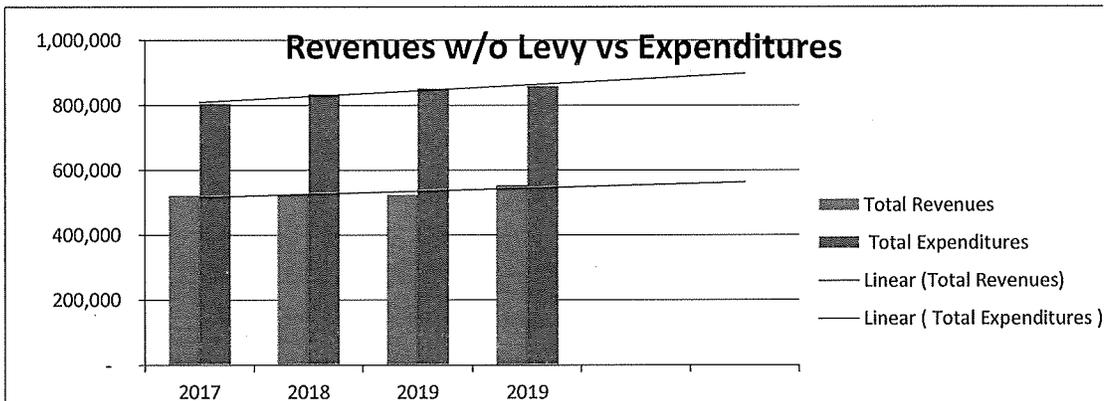
Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated budget	2019 Administrator's Budget
Revenue				
General Property Tax	303,665	309,247	327,181	304,087
State Aids	521,554	519,511	519,511	549,783
Public Charge for Services	388	3,710	3,784	3,741
Total Revenue	825,607	832,468	850,476	857,611
Expense				
Personnel Services	750,746	758,276	775,173	793,560
Contractual Services	27,819	48,140	48,863	33,740
Supplies & Expenses	17,092	25,852	26,240	30,111
Fixed Charges	-	200	200	200
Capital Outlay	8,129			
Total Expenditures	803,787	832,468	850,476	857,611
Net Revenue and Expenditures	21,821	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	2	1
Professionals	2	2	2	1
Technicians/Para-Professionals				
Administrative Support	6	6	5	6.5
First/Mid Level Officials and Managers				1
Total	9	9	9	9.5



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	327,181	304,087	(23,094)	
State Aids	519,511	549,783	30,272	
Public Charge for Services	3,784	3,741	(43)	
Total Revenue	850,476	857,611	7,135	
Expense				
Personnel Services	775,173	793,560	18,387	
Contractual Services	48,863	33,740	(15,123)	
Supplies & Expenses	26,240	30,111	3,871	
Fixed Charges	200	200	-	
Total Expenditures	850,476	857,611	7,135	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Decreased
State Aids	Increased
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Slight increase
Contractual Services	Decrease of 15,122
Supplies & Expenses	Slight increase
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION

The duties of this office include preparing and keeping committees and board proceedings for the County Supervisors. The office is responsible for administering all federal, state, county and local elections. Other services include: DMV motor vehicle services, administering marriage licenses, domestic partnerships, dog license program, passports, and timber cutting permits.

MISSION:

Provide efficient services to the public and perform duties as assigned by Wisconsin State Statutes and County Policy.

LINK TO COUNTY BOARDS STRATEGIC GOALS:

To serve the public with integrity

STRATEGIC PRIORITIES:

Provide support and open communication to the County Board, 36 municipalities and the residents of Polk County within the guidelines of the state statutes.

PROGRAM OVERVIEW

Agendas and Minutes for County Board Supervisor meetings. Administration of elections. Marriage Licenses, Domestic Partnerships, DMV Motor Vehicle Services, Passport Agent, Timber Cutting Permits, Administering Dog License Program, Maintain website page and safekeeping of documents.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Prepare agendas and take minutes for meetings, Administer elections, Issue Marriage Licenses, Motor Vehicle renewals and plates, Passports, Timber Cutting Permits, Administration for Dog License program, Provide general information and answer questions to those inquiring/needing assistance.

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

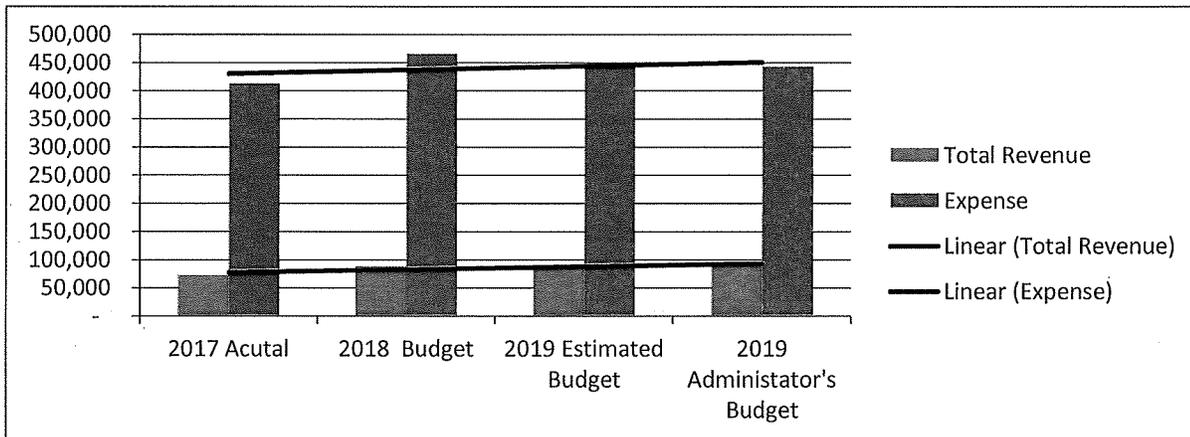
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	339,822	376,130	353,319	352,230
License & Fees	18,751	24,294	24,355	24,355
Public Charge for Services	30,704	26,100	26,622	26,622
Intergovernmental Revenue	23,067	38,000	38,760	38,760
Total Revenue	412,344	464,524	443,056	441,967
Expense				
Personnel Services	275,795	285,226	286,783	283,232
Contractual Services	43,208	51,644	52,419	54,880
Supplies & Expenses	74,809	80,054	81,254	81,255
Fixed Charges	1,965	2,100	2,100	2,100
Grants, Contributions, Indem	16,358	20,500	20,500	20,500
Capital Outlay		25,000		
Total Expenditures	412,135	464,524	443,056	441,967
Net Revenue and Expenditures	209	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	1.45	1.45	1.45	1.45
Total	2.45	2.45	2.45	2.45

Actual for 2017



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	353,319	352,230	(1,089)	
License & Fees	24,355	24,355	-	
Public Charge for Services	26,622	26,622	-	
Intergovernmental Revenue	38,760	38,760	-	
Total Revenue	443,056	441,967	(1,089)	
Expense				
Personnel Services	286,783	283,230	(3,553)	
Contractual Services	52,419	54,880	2,461	
Supplies & Expenses	81,254	81,255	1	
Fixed Charges	2,100	2,100	-	
Grants, Contributions, Indem	20,500	20,500	-	
Capital Outlay	-	-	-	
Total Expenditures	443,056	441,967	(1,089)	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Slight decrease
Public Charge for Services	Increased fees were approved
Intergovernmental Revenue	

Total Revenue

Expense

Personnel Services	Slight decrease
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	
	Slight Adjustments

Department of Employee Relations

Andrea Jerrick, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Employee Relations Department performs the personnel administrative functions for the County in the areas of employment, recruitment, and position development, labor relations, employee safety and wellness, compensation and benefit program administration, employee performance program administration, training and development, and assistance in policy development and implementation.

MISSION:

Through strategic partnerships and collaboration, the Employee Relations Department seeks to recruit and support the development and retention of the best possible workforce for Polk County.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity

STRATEGIC PRIORITIES:

Align the County's position and compensation structure to provide for clear career progression opportunities and fair and equitable compensation.

Expansion of Wellness Program to promote enhanced wellness options and improve the overall health of County employees.

Promote personal development through provision of continuing education to employees and management in performance, technical skills and other related areas.

PROGRAM OVERVIEW

The programs implemented through the Employee Relations Department are anchored in the concept of attracting, retaining, and motivating employees with the goal of having the best possible workforce for Polk County.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

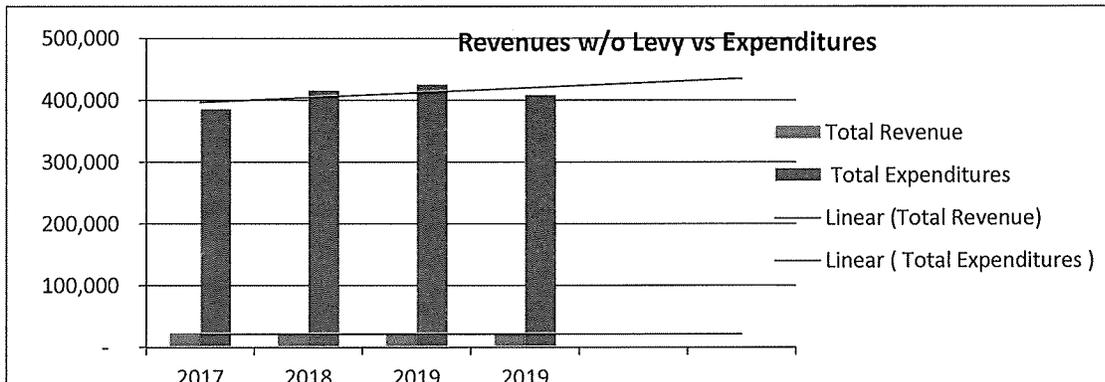
Employment law compliance, recruitment, position development, labor relations, employee safety, employee wellness and wellbeing, total rewards system administration, employee performance program administration, and training and development.

Department of Employee Relations

Andrea Jerrick, Director

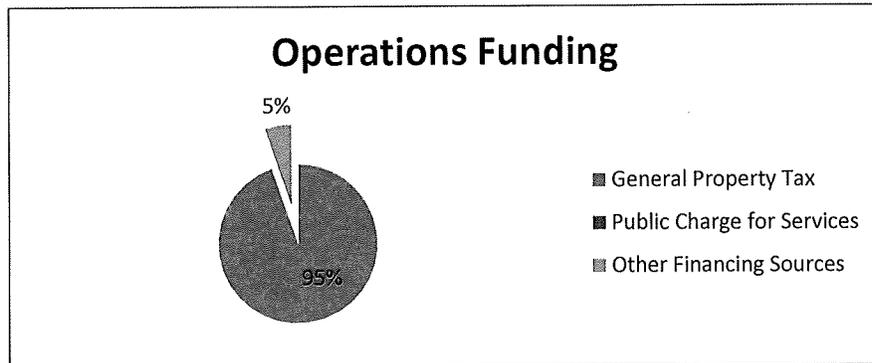
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	400,683	393,808	402,985	386,085
Public Charge for Services	315			
Other Financing Sources	21,677	21,677	21,677	21,677
Total Revenue	422,675	415,485	424,662	407,762
Expense				
Operating Expense				
Personnel Services	361,824	374,215	382,774	364,348
Contractual Services	14,832	33,055	33,551	35,076
Supplies & Expenses	8,398	8,215	8,337	8,338
Total Expenditures	385,054	415,485	424,662	407,762
Net Revenue and Expenditures	37,621	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Budget	2019
FTE Employees				
Officials/Administrators	2	2	2	2
Professionals	1	1	1	1
Administrative Support	0.95	0.95	0.95	0.95
Total	3.95	3.95	3.95	3.95



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	402,985	386,085	(16,900)	
Public Charge for Services	-	-	-	
Other Financing Sources	21,677	21,677	-	
Total Revenue	424,662	407,762	(16,900)	
Expense				
Personnel Services	382,774	364,348	(18,426)	
Contractual Services	33,551	35,076	1,525	
Supplies & Expenses	8,337	8,338	1	
Total Expenditures	424,662	407,762	(16,900)	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	Decreased due to personnel costs
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense	
Personnel Services	Decreased due to personnel costs
Contractual Services	Slight increase
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	

Department of Employee Relations

Andrea Jerrick, Director

SECTION 2: PROGRAM SUMMARY

Program name:
Employee Relations

Program objective: The programs implemented through the Employee Relations Department are anchored in the concept of attracting, retaining, and motivating employees with the goal of having the best possible workforce for Polk County.

Link to Board Priority: To serve the public with integrity

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Vary type and number of wellness activity options provided to employees
2. Increase engagement and participation in formal online wellness tracking system
3. Educate employees and managers on total rewards program options and the relation of program to their daily work.
4. Expanded training opportunities for management and staff
5. Develop clear career path opportunities through identification and alignment of like jobs and job characteristics throughout the organization
6. Update handbook
7. Provide training on changes and refresher for all employees
8. Maintain participation in wellness at higher requirement level

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of wellness engagement	20	20	20	
Percent participation in online wellness tracking system	55%	8%	8%	
Number of reportable work comp	14	10	10	
Total rewards visible to all current	100%	100%	100%	
Total rewards promoted and visible to	100%	100%	100%	
Number of disputes requiring ER intervention	0	2	2	
Number of conflict-related trainings	2	4	4	
Positions filled utilizing behavioral	100%	100%	100%	

Department of Employee Relations

Andrea Jerrick, Director

KEY PERFORMANCE INDICATORS CONTINUED

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Position descriptions revised to align with career progression structure and reflecting competency format	75%	100%	100%	
Completion of updates	100%	100%	100%	
Trainings conducted for employees on policy-specific issues	6	4	4	
Number of enrollees	339	343	343	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Reduced absenteeism (year/year)	-0.05%	-1%	-1%	
Health insurance cost increasing less than industry standard	-2%	-1%	-1%	
Works Comp Mod Factor Rating	0.75	0.67	0.67	
Employee satisfaction with compensation and benefits package	90%	90%	90%	
Conflict resulting in employment hearing under the County's workplace safety and discipline appeals	0%	0%	0%	
Employees terminated for disciplinary reasons	1	0	0	
New hire retention rate (New hires still employed after 1 year of service)	90%	90%	90%	
Challenges of County's workplace rules and regulations	0%	0%	0%	
Employees participating in wellness program	255	300	300	

Assumptions and factors affecting program performance:

1. Factors such as personal and family health issues, management/employee relations, workplace safety at the department level and other workplace issues do not counteract positive effects of the safety and wellness programs.
2. Resources available to support total rewards program
3. Ability of managers to effectively coach employees in performance-related issues
4. Employee's coach ability and receipt of redirection
5. Managers coaching current staff towards promotional opportunities
6. Employee's initiative to know and understand workplace policies and procedures.
7. Management enforcement of workplace policies and procedures.

Department of Administration

Maggie Wickre, Finance Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Department of Administration provides financial, operational, and policy support to all county agencies under the direction of the Board of Supervisors

MISSION:

To ensure that the policies established by the Board of Supervisors are efficiently and effectively implemented and that the financial health of Polk County is maintained.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve and represent the public with integrity

STRATEGIC PRIORITIES:

- To significantly improve the efficiency and effectiveness of programs administered by Polk County.
- To restructure the County's long term debt obligations in a sustainable and transparent manner in preparation for future capital investment.
- To provide the County Board greater opportunity for policymaking through the budget process.

PROGRAM OVERVIEW

The Polk County Department of Administration is the liaison between the Departments and the County Board, between County operations and the Citizens of Polk County, and provides comprehensive transparent accountability to local, state, and federal agencies as well as the general public. Polk County financial and budgetary policies are governed by this office per instructions of the County Board as well as prudent risk management protecting the County while our Departments provide services to our Citizens.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

- *Audits
- *Budgets-Develop and Maintain
- *Implement Policies and Maintain Standards Set By Policy
- *Executive Assistant to County Administrator
- *Accounts Receivable and Debt Collection Submittal
- *Levy Calculation
- *Payroll Processing
- *Maintain General Ledger
- *Analyze and Report on Financials
- *Maintain Insurance Policies
- *Assets Risk Management
- *Review Contracts
- *File Insurance Claims
- *Manage Procurement Cards
- *Accounts Payable
- *Sales Tax
- *Fixed Asset Tracking
- *Monthly/Quarterly Reporting
- *Grant Management
- *Employee Reimbursement

Department of Administration

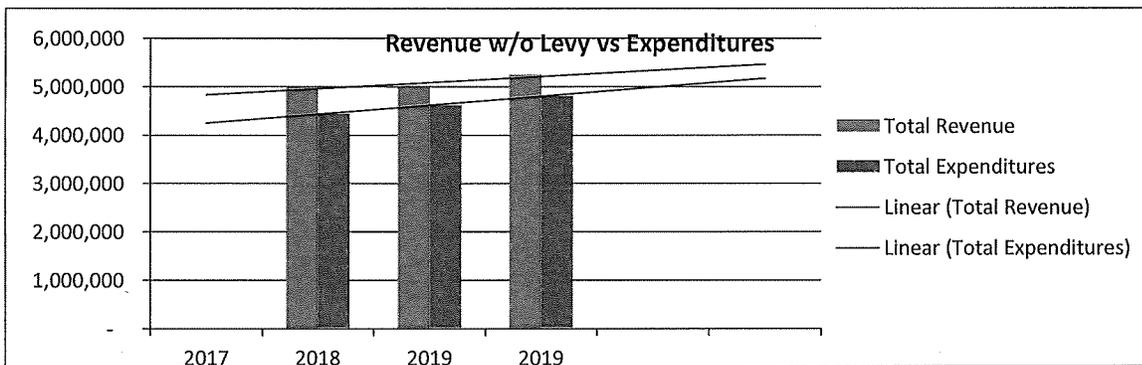
Maggie Wickre, Finance Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual Debt/Building Adjusted out	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	598,111	(556,399)	(388,688)	(440,014)
Other Taxes	488,451	466,120	466,120	466,120
State Aids	616,746	603,943	603,943	603,943
Public Charge for Services	4,700	24,000	24,480	24,480
Misc. Revenue	469,520	481,885	481,885	480,997
Other Financing Sources	18,620,029	3,422,200	3,422,200	3,672,700
Total Revenue	20,797,557	4,441,749	4,609,940	4,808,226
Expense				
Personnel Services	569,743	704,030	716,383	841,464
Contractual Services	591,855	264,616	268,585	354,262
Supplies & Expenses	9,210	14,681	14,902	14,902
Fixed Charges	282,048	366,600	366,600	366,600
Debt Service	9,129,289	2,823,126	2,823,414	2,823,414
Grants, Contributions, Indem	4,294	4,000	4,000	4,000
Capital Outlay	5,411,102	254,000	416,056	395,884
Cost Reallocation	3,959,647			
Total Expenditures	19,957,188	4,431,053	4,609,940	4,800,526
Net Revenue and Expenditures	840,369	10,696	-	7,700

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators		1	1	1.05
Professionals				
Administrative Support	3.5	3.5	3.5	4.3
First/Mid Level Officials and Managers	1.05	1.05	1.05	1
Total	5.55	5.55	5.55	6.35



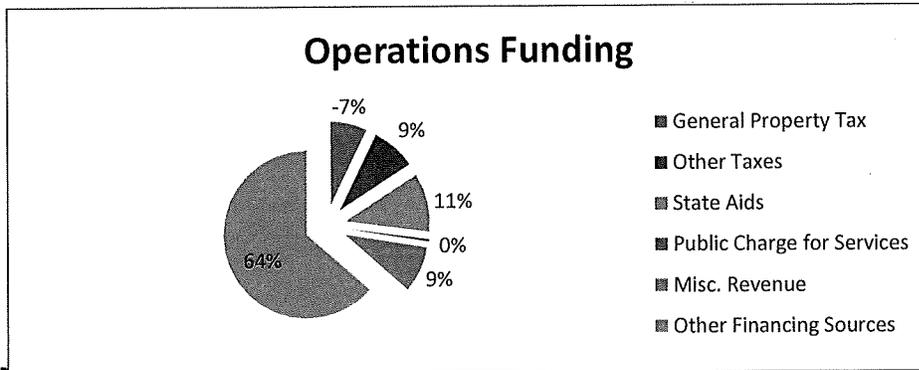
2019 Budget Prep

Revenue

General Property Tax	(388,688)	(440,014)	(51,326)
Other Taxes	466,120	466,120	-
State Aids	603,943	603,943	-
Public Charge for Services	24,480	24,480	-
Misc. Revenue	481,885	480,997	(888)
Other Financing Sources	3,422,200	3,672,700	250,500
Total Revenue	4,609,940	4,808,226	198,286

Expense

Personnel Services	716,383	841,464	125,081
Contractual Services	268,585	354,262	85,677
Supplies & Expenses	14,902	14,902	-
Fixed Charges	366,600	366,600	-
Debt Service	2,823,414	2,823,414	-
Grants, Contributions, Indem	4,000	4,000	-
Capital Outlay	416,056	395,884	(20,172)
Cost Reallocation	-	-	-
Total Expenditures	4,609,940	4,800,526	190,586
Net Revenue and Expenditures	-	7,700	7,700



Notes:

Revenue	
General Property Tax	Increase 39,601
Other Taxes	Increase sales tax revenue
State Aids	
Public Charge for Services	Slight decrease
Misc. Revenue	
Other Financing Sources	Increase in sales tax revenues and payments to asset fund
Total Revenue	
Expense	
Personnel Services	Increase personnel
Contractual Services	Includes a County Program Study
Supplies & Expenses	
Fixed Charges	
Debt Service	
Grants, Contributions, Indem	Increased
Capital Outlay	Asset fund chiller 150,000 and recycling truck 80,000
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Department of Information Technology

Todd Demers, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Provides technology support and management for all departments of Polk County government

MISSION:

To serve the public with integrity

LINK TO COUNTY BOARD STRATEGIC GOALS:

- Technology/Communication services
- Need for high-speed internet more universally
- Phone connectivity (physical and wireless technology)
- Improve communication of what the county does for citizens

STRATEGIC PRIORITIES:

First and foremost is the security of the county's information system and citizen data, specifically the confidentiality, integrity and availability; then, it is vitally important to offer stellar technical support with balancing advanced technologies with network performance and working collaboratively with all departments to supply and support citizen

PROGRAM OVERVIEW

The I.T. Department is an internal support system for county employees. We have indirect contact with the general public as we service the technology needs of all department inside the county campus (Government Center, Justice Center, Adult Development Center, Highway Building, Library, old Law Center, Golden Age Manor, Lime Quarry and Recycling Center. We define, design and deploy network operations, administration, security and interconnectivity between all employees and their technology equipment.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Network Administration and Security -- Management, monitoring and controls over technology inventory and purchasing -- User Desktop Support over all global technology and assisted support on proprietary technology -- Programming of applications and interfaces between disparate technologies.

Department of Information Technology

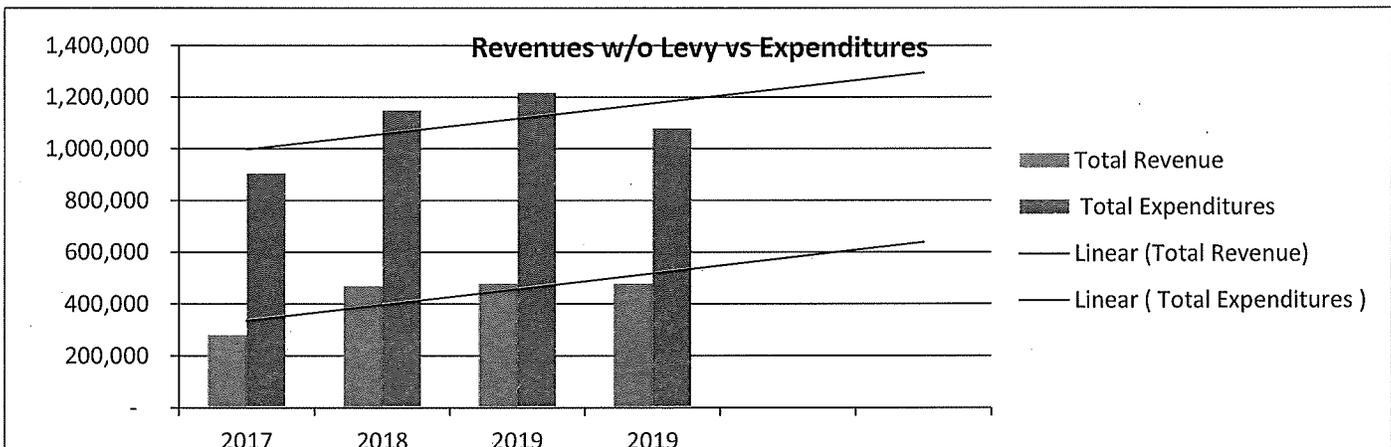
Todd Demers, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	675,744	678,914	737,220	600,681
Intergovernmental Revenue	279,227	468,245	477,609	477,610
Total Revenue	954,971	1,147,159	1,214,829	1,078,291
Expense				
Personnel Services	484,182	503,479	514,485	503,605
Contractual Services	293,968	492,226	549,608	560,310
Supplies & Expenses	18,161	14,164	14,376	14,376
Cost Reallocation				
Capital Outlay	106,392	137,290	136,360	
Total Expenditures	902,703	1,147,159	1,214,829	1,078,291
Net Revenue and Expenditures	52,268	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Budget	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals				
Technicians/Para-Professionals	4	4	4	4
Total	5	5	5	5



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	737,220	600,681	(136,539)	
Intergovernmental Revenue	477,609	477,609	-	
Total Revenue	1,214,829	1,078,290	(136,539)	
Expense				
Personnel Services	514,485	503,605	(10,880)	
Contractual Services	549,608	560,310	10,702	
Supplies & Expenses	14,376	14,376	-	
Cost Reallocation			-	
Capital Outlay	136,360		(136,360)	
Total Expenditures	1,214,829	1,078,291	(136,538)	
Net Revenue and Expenditures				

Operations Funding



Notes:

Revenue

General Property Tax	Decreased due to one time capital planned
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Intergovernmental Revenue	
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Total Revenue	
----------------------	--

Expense

Personnel Services	Slight decrease
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Contractual Services	Slight increase
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Supplies & Expenses	
---------------------	--

Cost Reallocation	
-------------------	--

Capital Outlay	Capital Outlay delayed 1 year
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Total Expenditures	
---------------------------	--

Net Revenue and Expenditures	
-------------------------------------	--

Department of Information Technology

Todd Demers, Director

SECTION 2: PROGRAM SUMMARY

Program name:

Information Technology

Program objective:

1. Ensure the confidentiality, integrity and availability of citizen and employee information is managed consistent with state and federal guidelines and to create an environment where literally hundreds of employees can work and interact with the citizens they serve and to mitigate the threats that could compromise the confidentiality, integrity and availability of citizen information.
2. Provide professional technical support to all departments and work to reduce the cost of equipment and energy; work collaboratively with department to successfully implement projects; manage technology inventories to assure standardization, compatibility and high performance.
3. Develop, enhance, and manage the County's enterprise networks to provide high speed, transparent, and highly functional connectivity among all information resources.
4. Improve efficiency and effectiveness of government through software solutions; analyze users' activities and build applications that help to automate manual processes and/or create interfaces between disparate systems.

Link to Board Priority:

1. Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.
2. Provide effective technology support for computer, multimedia, voice, video, global software and web based applications and services to all areas of the county campuses.
3. Provide a high-speed and secure network to meet new demands.
3. The programming program is an inter-department resource that is designed specifically for creating tools and automation applications to reduce task redundancy and inroad productivity.

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Create a disaster recover plan that includes an emergency operating center and methods to mitigate disruption of vital services
2. Technical support for county-owned hardware, software and network infrastructures is perpetual. The quantity and complexity of technical support requests are correlated the demands and strategies initiated by the other 22 departments. We continue to look at technologies to make our levels of support more responsive and less costly.
3. Cloud-based solutions -- As departmental needs shift from internal sources to outsourcing, the I.T. department's paradigm will change for more of facilitation and interconnectivity based. This will move our support strategies to a web-based structure.
4. We need to move toward Windows 10, MS Office 2016 or Office 365.
5. We plan to advance our data backup / disaster recovery strategies to cloud solutions

Department of Information Technology

Todd Demers, Director

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
1. Deploy tools for encryption, intruder prevention, central management and report on our firewalls across 6 campus sites		--	--	
2. Increase the percent of employees who complete training		92%	100%	
3. Replace a mobile management solution and move equipment over from the McAfee EMM product.		100	100	
1. Upgrade MS Config Manager and reduces our patch management software from 3 sources to one.		1	1	
1. Increase the number of staff that can work perform their duties affectively while away from the desks				
2. Increase the level of Internet broadband for county facilities from 10MBps to 80MBps		80MB	80MB	
1. Percentage of completion for the installation / configuration of a new community services solution		90%	100%	
2. Of the 20 global software programs used by Polk County, 100% should be at current version or 1 version below.		90%	90%	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Faster response time to threats on the workstation and / or network		½ day or less	2 hours or less	
Increase the percent of employees who are able to identify and respond to threats in a proactive manner		70%	80%	

Department of Information Technology

Todd Demers, Director

KEY PERFORMANCE INDICATORS CONTINUED:

Outcome indicators continued	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Increase the percentage of wireless		100%	100%	
Decrease the average time it takes to		1 hour	0.75 hours	
Increased professional support, both				
The number of departments that will				
enjoy the broadband with higher		19	19	
performance, which drives increased				
productivity.				
Have all 60 staff in community services		50	60	
using a consolidate / integration solution				
the percentage of 400 computer users				
that will experience the more secure and		90%	90%	
stable versions of our global software				

Assumptions and factors affecting program performance:

1. There is no real system or technology that can absolutely guarantee that compromises can't happen.
2. There are approximate 20% of the employees in Polk County that do not have access to computers / network.
3. Within the scope of our resources (people, time, material and money), we will prioritize the threat levels on our organizations and mitigate those threats from highest to the lowest.
4. The number of mobile devices will increase each year and we will continue to encrypt them and apply security patches
5. Central management tools allow tech to perform patches to 300 computers at one time, versus having to touch each
6. With the advent of the additional physical desktop computers, we might see a fluctuation in the type of work
7. It must be understood that GAM, Lime, Highway and Recycling are on the outside of our campus broadband and get the
8. Community Services is funding and managing the client care solution with the dedicated support of I.T.

9. Based on the IT budget schedule, the IT Dept. would be able to keep it's global at a realistic maximum level of 90% .
10. As technology advances each year, our aging support equipment may become incompatible

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The department calculates taxes, determine and distributes funds to the various taxing districts, receipts in all County funds from other departments, oversees all bank accounts and balances main bank accounts for the County. The Department also assists internal and external customers with tax questions and requests.

MISSION:

To assist our customers in the most efficient and complete manner in accordance with State statute and county policy.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity

STRATEGIC PRIORITIES:

Continue to work with our customers, both external and internal, to provide them with the information they request in a timely manner

PROGRAM OVERVIEW

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

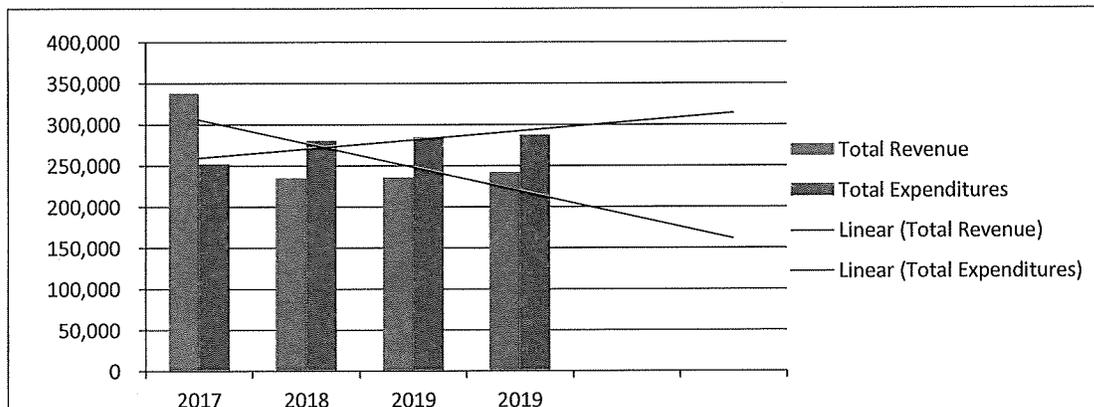
Calculate, print, settle property taxes. Process tax delinquent properties. Manage County banking activity. Reconcile monthly general County bank accounts.

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

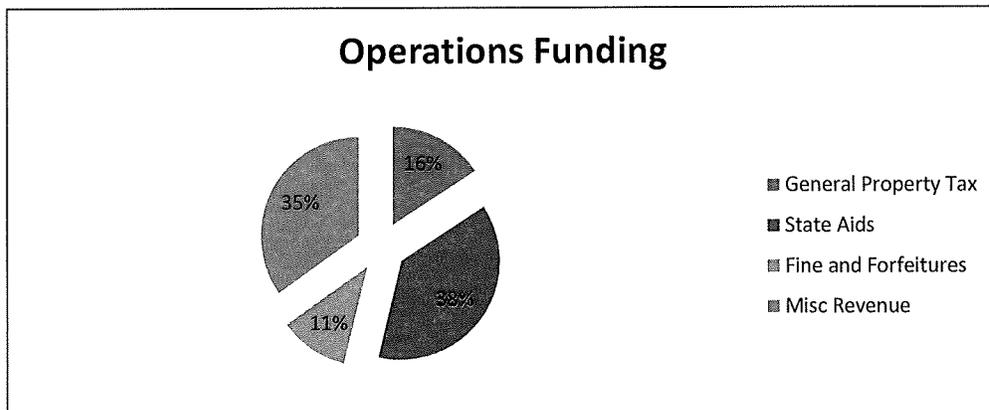
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	50,831	44,587	48,248	45,229
Other Taxes	0	25	25	25
State Aids	108,604	103,000	103,000	109,000
Fine and Forfeitures	15,510	32,000	32,640	32,640
Public Charge for Services	(4,021)	175	179	179
Intergovernmental Revenues	204			
Misc Revenue	217,829	100,000	100,000	100,000
Total Revenue	388,957	279,787	284,092	287,073
Expense				
Operating Expense				
Personnel Services	203,270	210,697	214,015	211,615
Contractual Services	18,153	21,037	21,352	26,734
Supplies & Expenses	29,256	44,773	45,444	45,444
Fixed Charges	1,314	2,880	2,880	2,880
Grants, Contributions, Indem	(170)	400	400	400
Total Expenditures	251,823	279,787	284,092	287,073
Net Revenue and Expenditures	137,134	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	2	2	2	2
Total	3	3	3	3



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	48,248	45,229	(3,019)	
Other Taxes	25	25	-	
State Aids	103,000	109,000	6,000	
Fine and Forfeitures	32,640	32,640	-	
Public Charge for Services	179	179	1	
Intergovernmental Revenues	-	-	-	
Misc Revenue	100,000	100,000	-	
Total Revenue	284,092	287,073	2,982	
Expense				
Operating Expense				
Personnel Services	214,015	211,615	(2,400)	
Contractual Services	21,352	26,734	5,382	
Supplies & Expenses	45,444	45,444	(0)	
Fixed Charges	2,880	2,880	-	
Grants, Contributions, Indem	400	400	-	
Total Expenditures	284,092	287,073	2,982	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	Decrease with increased revenue and payroll
Other Taxes	
State Aids	Increase of \$6,000
Fine and Forfeitures	
Public Charge for Services	
Intergovernmental Revenues	
Misc Revenue	
Total Revenue	
Expense	
Operating Expense	Slight decrease
Personnel Services	
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Total Expenditures	
Net Revenue and Expenditures	

Funded: 5,000 Scan old records

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

SECTION 2: PROGRAM SUMMARY

Program name:

Tax calculation, billing, settlement and fund distribution

Program objective: Accurate calculation of taxes, collections received in a timely manner, disbursement of taxes by statutory deadlines.

Link to Board Priority: Updating County Services for the future and improving services & Relationship of County with Municipalities-both positive and negative

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2018

- As more information is added to the tax bills, to continue to work with the municipalities and the printer to insure that we are to keep our format and still provide the required data.

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
One page tax bills	Yes	Yes	Yes	Yes
All required levy info on bills	Yes, 100%	100% accurate	100% accurate	100% accurate
	Accurate			

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Bills printed timely	100%	100%	100%	100%
Tax bill information accurate	100%	100%	100%	100%

Assumptions and factors affecting program performance:

- We are assuming that the state will not remove the increased information that is now required on the tax bill. There is no indication at the time that the state will remove the requirement in the future.

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

This department consists of three divisions: Parks and Forestry, Buildings and Property, and Solid Waste and Recycling. The first division, parks and forestry, is responsible for maintenance and improvement of the County's park system, public forests and recreational trails. The second division, buildings and property, is responsible for maintenance and improvement of county facilities and, beginning in 2013, vehicles other than highway and public safety. The third division, waste and recycling, is responsible for management of solid waste and operation of the County's recycling facility.

MISSION:

Parks To develop maintain and preserve or parks, lake accesses, and trail systems that will meet the needs of our citizens and future g

LINK TO COUNTY BOARD STRATEGIC GOALS:

To preserve and enhance the environment
To improve the quality of life for those who live, work, and play in Polk County

STRATEGIC PRIORITIES:

To develop, maintain and preserve our parks, lake accesses, and trail systems, that will meet the needs of our citizens and future generations; preserve and protect the county's open space, water, historical, natural and economic resources to provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.

PROGRAM OVERVIEW

Maintenance of County campus and facilities, Development and maintenance of parks, trails, boat landings, Manage county forests, Manage the MRF and solid waste ordinance.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

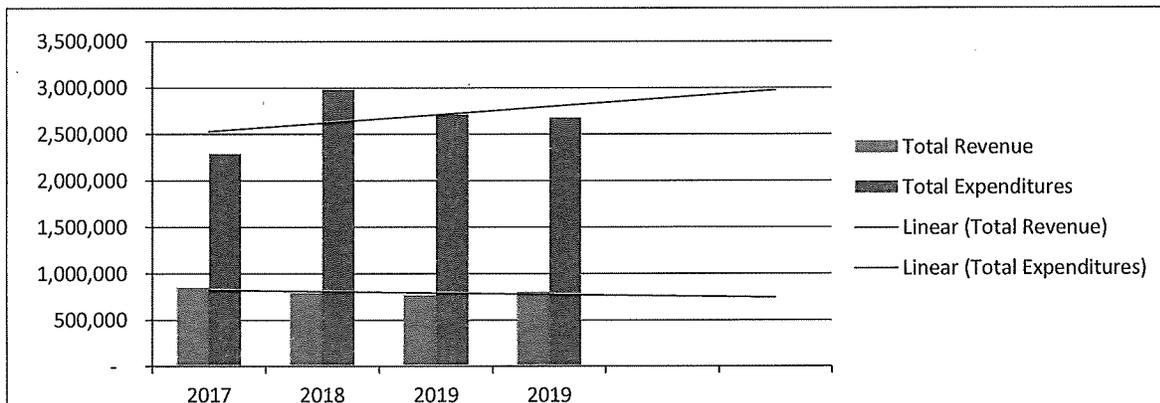
- | | |
|---|---|
| Billing and invoicing | Compile maint/grooming sheets from snow/atv work with clubs |
| annual grants | sell bike/ski trail passes |
| update website | overview budget |
| advertising | liason trail/fair/museum |
| rfp's | Recy Alum Checking Account |
| Organize clean sweep event | Selling tax deed properties |
| mgn fleet vehicle-ordering, selling, maint. | Wkly deposits |
| Enter Hauler reports | maintain records of sales of recycles/solid waste |
| maintain tiem/quipment recoding sheets | request/report grants as needed |
| update signage | DNR meetins |
| hire/supervise staff | trail inspection |
| park maintenance/camp ground inspections | trail/promotional collaoration mtgs |
| park bldg updates | order/mng supplies |
| heating and cooling equipment | janitorial work |
| give out firewood permits | Metsys |
| Facility security | Phone system |

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Budget	2019 Administrator's Budget
Revenue				
General Property Tax	1,626,575	2,135,382	1,890,566	1,872,983
Other Taxes		-		
State Aids	320,833	287,414	284,964	284,964
Public Charge for Services	344,997	302,500	308,550	338,550
Intergovernmental Revenue	180,849	187,494	171,062	178,391
Misc Revenue		10,463	-	
Total Revenue	2,473,254	2,923,253	2,655,142	2,674,888
Expense				
Personnel Services	893,214	943,377	966,954	956,865
Contractual Services	913,465	1,048,544	1,062,793	1,056,677
Supplies & Expenses	145,890	264,402	268,205	252,980
Fixed Charges	133,094	103,266	103,266	110,566
Grants, Contributions, Indem	84,788	82,000	82,000	82,000
Capital Outlay	106,200	504,200	205,719	135,800
Cost Reallocation	10,000	30,463	20,000	80,000
Total Expenditures	2,286,651	2,976,252	2,708,937	2,674,888
Net Revenue and Expenditures	(186,603)	52,999	53,795	-

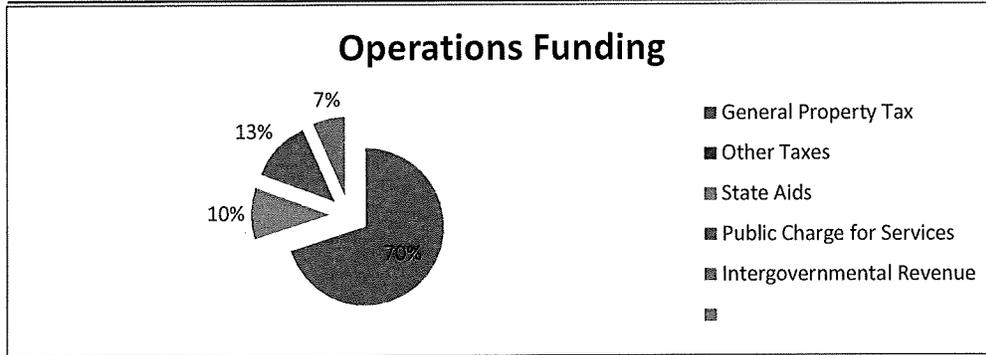
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Professionals	1	1	1	
Officials/Administrators	1	1	1	1
Technicians/Para-Professionals	3.16	3	3	3
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	11.69	11.85	11.85	12.05
Total	17.85	17.85	17.85	17.05



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	1,890,566	1,872,983	(17,583)	
Other Taxes	-	-	-	
State Aids	284,964	284,964	-	
Public Charge for Services	308,550	338,550	30,000	
Intergovernmental Revenue	171,062	178,391	7,329	
Misc Revenue	-	-	-	
Total Revenue	2,655,142	2,674,888	19,746	

Expense				
Personnel Services	966,954	956,865	(10,089)	
Contractual Services	1,062,793	1,056,677	(6,116)	
Supplies & Expenses	268,205	252,980	(15,225)	
Fixed Charges	103,266	110,566	7,300	
Grants, Contributions, Indem	82,000	82,000	-	
Capital Outlay	205,719	135,800	(69,919)	
Cost Reallocation	20,000	80,000	60,000	
Total Expenditures	2,708,937	2,674,888	(34,049)	
Net Revenue and Expenditures	(53,795)	-	53,795	



Notes:

Revenue

General Property Tax	Slight decrease
Other Taxes	
State Aids	
Public Charge for Services	Estimated increase in solid waste revenues
Intergovernmental Revenue	
Misc Revenue	
Total Revenue	

Expense

Personnel Services	Slight adjustment for payroll
Contractual Services	Reduced by Lakes Improvement Fund Estimated Spending
Supplies & Expenses	Reduced by Lakes Improvement Fund Estimated Spending
Fixed Charges	Adjusted for lease increase
Grants, Contributions, Indem	
Capital Outlay	Reallocation of Capital Improvements Projects
Cost Reallocation	Increased by Asset Fund Payments for Recycling Truck and Chiller
Total Expenditures	
Net Revenue and Expenditures	

Funded:

- 25,000 Building/Parks Truck
- 80,000 Recycling Truck
- 9,500 Recycling Scale
- 220,000 Justice Center sewer and water costs

Health and Human Services

POLK

COUNTY

Wisconsin's gift of the glaciers.

Golden Age Manor

Dana Reese, Administrator

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Golden Age Manor is proud to provide long term care and short term rehabilitation to residents of Polk County and surrounding areas. Beyond offering skilled nursing care, in house physical, occupational and speech therapies are also available. Golden Age Manor has 114 beds, 17 of which have been designated to a special secured Alzheimer's care unit known as Judy's cottage. All 114 beds are Medicaid and Medicare certified.

MISSION:

Provide high quality long term care and short term rehabilitation services to residents of Polk County and surrounding areas utilizing team approach. We strive to care for each of our residents in a professional, compassionate and supportive manner while promoting the highest quality of life and individualized personal care.

Link to County Board Strategic Goals:

To improve the quality of life for all who live, work, and play in Polk County

Strategic Priorities:

To provide high quality long term and short term care to residents of Polk County and surrounding areas.

PROGRAM OVERVIEW

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Golden Age Manor

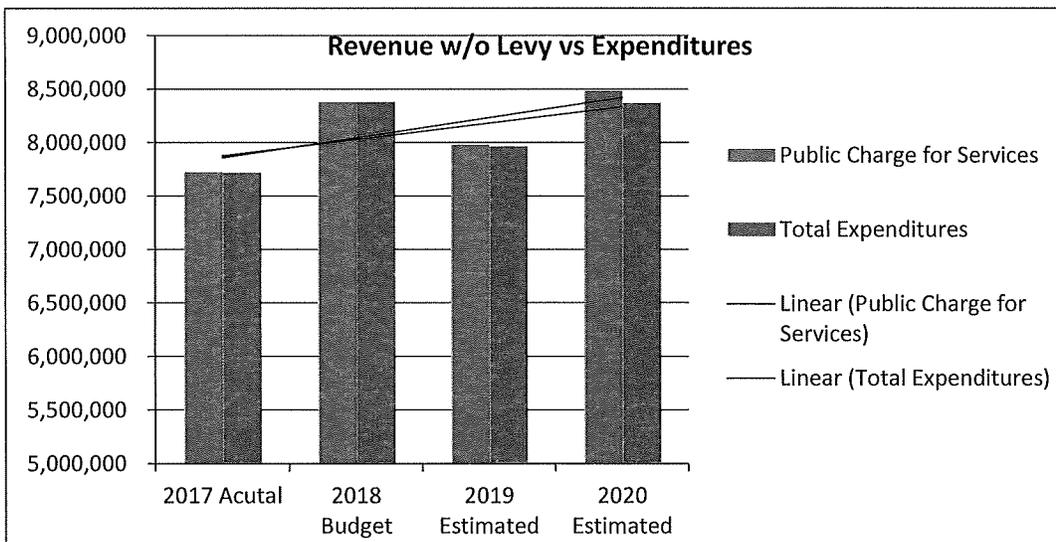
Dana Reese, Administrator

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Acutal	2018 Budget	2019 Estimated	2019 Administrator's Budget
Revenue				
Public Charge for Services	7,725,527	8,376,149	8,429,207	8,376,149
Total Revenue	7,725,527	8,376,149	8,429,207	8,376,149
Expense				
Operating Expenses	1,708,673	1,851,596	1,851,596	1,858,729
Personnel Services	5,760,931	6,054,977	6,054,977	6,054,977
Contractual Services	44,903	58,917	59,801	60,698
Supplies & Expenses	3,707	2,865	2,908	2,952
Fixed Charges	44,934	43,117	43,117	43,117
Capital Outlay		200,000	200,000	200,000
Cost Reallocation	155,677	164,677	164,677	155,677
Total Expenditures	7,718,826	8,376,149	8,377,076	8,376,149
Net Revenue and Expenditures	6,702	-	52,131	(0)

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Officials/Administrators	1	1	1.0	1.0
Professionals	9	9	9.0	9.0
Technicians/Para-Professionals	21.6	21.6	21.6	21.6
Administrative Support	4.2	4.2	4.2	4.2
Skilled Craft/Service Maintenance	74.05	74.05	74.1	74.1
Total	109.85	109.85	109.85	109.85



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
Public Charge for Services	8,429,207	8,376,149	(53,058)	
Total Revenue	8,429,207	8,376,149	(53,058)	-
Expense				
Operating Expenses	1,851,596	1,858,729	7,133	
Personnel Services	6,054,977	6,054,977	-	
Contractual Services	59,801	60,698	897	
Supplies & Expenses	2,908	2,952	44	
Fixed Charges	43,117	43,117	-	
Capital Outlay	200,000	200,000	-	
Cost Reallocation	164,677	155,677	(9,000)	
Total Expenditures	8,377,076	8,376,149	(927)	
Net Revenue and Expenditures	52,131	(0)	(52,131)	

Notes:

Due to reorganizing the County's general ledger to match Golden Age Manor, the budget is not complete for 2019

Revenue

Public Charge for Services

Total Revenue

Expense

Operating Expenses

Personnel Services

Contractual Services

Supplies & Expenses

Fixed Charges

Capital Outlay

Cost Reallocation

Total Expenditures

Net Revenue and Expenditures

Community Services Division

Tonya Eichel, Interim Community Services Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Polk County Department of Human Services provides the following summary of services for the County. Economic Support (eligibility for state and federal benefits; Behavioral Health (Mental Health/Substance Abuse Clinic, residential/institutional services; community support for vulnerable adults, adult protections abuse/neglect investigations, 24 hour emergency/crisis response); Children and Family Services (abuse/neglect investigations, in-home and out-of-home support services, foster care, children's waiver programs, adjudicated and at-risk juvenile services, residential and treatment care, 24 hour emergency/crisis response).

MISSION:

To assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Improve mental health outcomes; reducing suicides, increasing public safety and public awareness and the success of and participation in treatment programs. Reduce substance abuse problems and improve long-term outcomes and public health in Polk County.

STRATEGIC PRIORITIES:

PROGRAM OVERVIEW

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Department of Children and Families: School Based Social Work, Child Protective Services including initial assessments, ongoing case management, residential services, kinship care, foster home licensing and training, children's long term support services, juvenile justice monitoring.

Income Maintenance: Part of a 10 county consortium (Great Rivers Income Maintenance) that processes eligibility for Medical Assistance, Wisconsin Home Energy Assistance (WHEAP) and Food Share programs.

Community Services Division

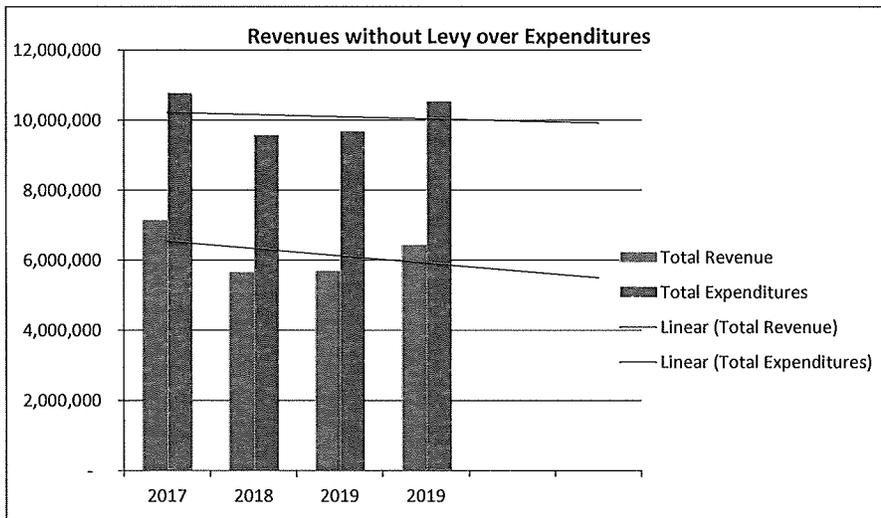
Tonya Eichelt, Interim Community Services Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	3,620,540	3,908,255	3,976,925	4,095,224
State Aids	5,218,684	4,744,273	4,746,558	5,355,284
Public Charge for Services	1,072,110	878,925	920,697	1,041,030
Intergovernmental Revenue	29,280			10,000
Other Financing Sources	827,067	30,000	30,000	30,000
Total Revenue	10,767,681	9,561,453	9,674,179	10,533,538
Expense				
Operating Expense				
Personnel Services	5,054,175	5,197,830	5,319,147	6,095,435
Contractual Services	3,802,113	3,368,757	3,363,273	3,299,220
Supplies & Expenses	376,540	324,056	324,054	334,853
Fixed Charges	234,768	243,918	240,813	278,994
Grants, Contributions, Indem	427,412	426,892	426,892	416,892
Capital Outlay	10,151			8,144
Cost Reallocation	862,522			100,000
Total Expenditures	10,767,681	9,561,453	9,674,179	10,533,538
Net Revenue and Expenditures				-

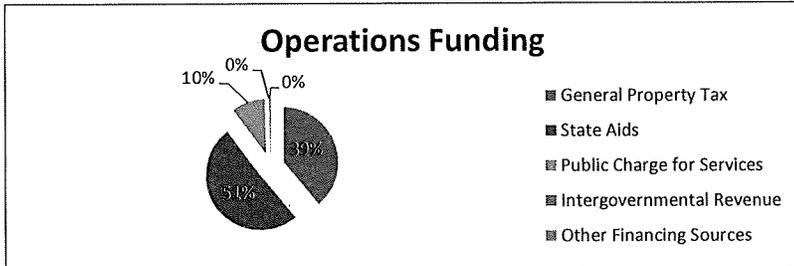
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Budget	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals	33	33	33	38.85
Technicians/Para-Professionals	1	1	1	1
First/Mid Level Officials and Managers	4	4	4	5
Administrative Support	25	25	25	23
Skilled Craft/Service Maintenance	2	2	2	6
Total	66	66	66	74.85



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	3,976,925	4,097,224	120,299	
State Aids	4,746,558	5,355,284	608,726	
Public Charge for Services	920,697	1,041,030	120,333	
Intergovernmental Revenue	-	10,000	10,000	
Other Financing Sources	30,000	30,000	-	
Total Revenue	9,674,179	10,533,538	859,359	
Expense				
Personnel Services	5,319,147	6,095,435	776,288	
Contractual Services	3,363,273	3,299,220	(64,053)	
Supplies & Expenses	324,054	334,853	10,799	
Fixed Charges	240,813	278,994	38,181	
Grants, Contributions, Indem	426,892	416,892	(10,000)	
Capital Outlay	-	8,144	8,144	
Cost Reallocation	-	100,000	100,000	
Total Expenditures	9,674,179	10,533,538	859,359	
Net Revenue and Expenditures	-	-	-	



Notes:

Changes due to Meth Initiative

Revenue

General Property Tax	Slight increase
State Aids	Increase of 608,726
Public Charge for Services	Increase
Other Financing Sources	Increase
Total Revenue	

Expense

Personnel Services	Increase due to Meth Initiative
Contractual Services	Decreased because of staffing changes
Supplies & Expenses	Slight increase
Fixed Charges	Slight increase
Grants, Contributions, Indem	Decreased because of staffing changes
Total Expenditures	
Net Revenue and Expenditures	

Department of Public Health

Brian Kaczmariski, Director/Health Officer

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

Promoting, Protecting, and Preserving Health Through Partnerships with People and Communities

MISSION:

Partnering with Communities to Protect and Improve health and well-being

LINK TO COUNTY BOARD STRATEGIC GOALS:

To Serve the public with integrity; To preserve and enhance the environment

STRATEGIC PRIORITIES:

- To track and investigate health problems and hazard in the community
- To prepare for and respond to public health emergencies
- To lead efforts to mobilize communities around important health issues
- To link people to needed health services
- To achieve excellence in public health practice through a trained workforce, evaluation, and evidenced based programs
- To develop, apply and enforce policies, laws and regulations that improve health and ensure safety

PROGRAM OVERVIEW

The Polk County Health Departments provides the 10 Essential Services of Public Health for Polk County Residents. This is accomplished on a foundation of performance management, quality improvement, and adherence to the Public Health Advisory Board (PHAB) standards and measures as a nationally accredited health department.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Community Health Improvement Planning (Polk United), Communicable Disease Control, Immunization Program, Lead Poisoning Prevention, Human Health Hazard Control, Radon Information Center, Office of Medical Examiner, General Health Education, Multi-Jurisdictional Collaborative for Tobacco Prevention and Control, Multi-Jurisdictional Public Health Preparedness Consortium, Local Preparedness Planning, Agent for the State for Facility Licensing and Inspection, DNR Well Water Program, Recreational Beach Testing Program, Youth Tobacco Compliance Investigations, Birth to 3 Program, Family Health Benefits Counseling/Badger Care Outreach, Jail Health, Oral Health Services, Pre-Natal Care Coordination, Reproductive Health Services, School Nursing Program, Women, Infant and Children Nutrition Program, Breastfeeding Peer Counseling Program, Fit Families Program, Wisconsin Well Woman Program,

Department of Public Health

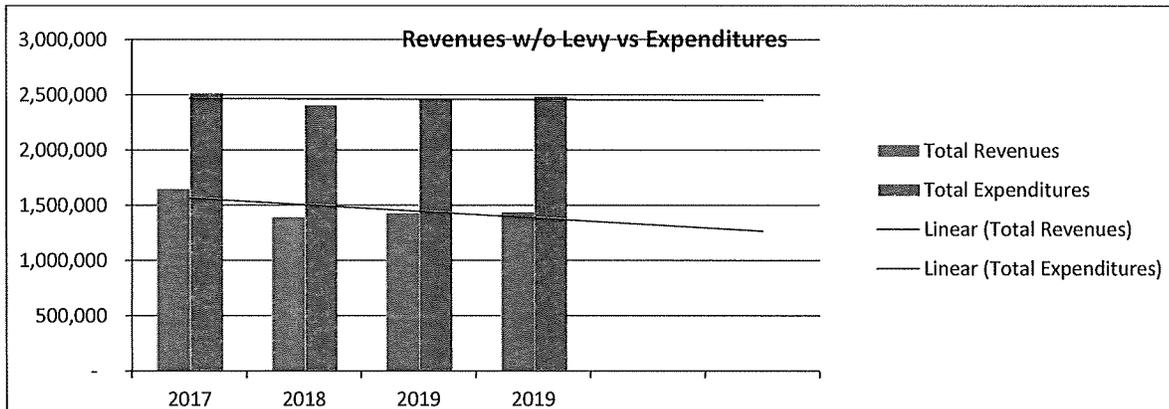
Brian Kaczmarek, Director/Health Officer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	986,005	1,012,544	1,035,779	1,041,876
State Aids	988,225	748,203	754,525	755,621
License & Fees	62,935	50,000	52,000	52,000
Public Charge for Services	572,251	593,859	610,769	630,683
Intergovernmental Revenue	10,600		10,723	
Other Financing Sources	16,034		-	-
Total Revenue	2,636,051	2,404,606	2,463,796	2,480,180
Expense				
Operating Expense	6,742	7,057	7,056	7,056
Personnel Services	1,826,698	1,975,975	2,029,222	2,007,670
Contractual Services	343,096	246,246	249,939	280,930
Supplies & Expenses	293,371	150,076	152,327	157,919
Fixed Charges	15,214	23,952	23,952	23,931
Grants, Contributions, Indem	10,294	1,300	1,300	2,674
Tranfers	16,034		-	-
Total Expenditures	2,511,449	2,404,606	2,463,796	2,480,180
Net Revenue and Expenditures	124,601	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimate	2020 Estimate
FTE Employees				
Officials/Administrators	1.6	1.6	1.6	1
Professionals	13.611	13.62	13.62	15.52
Technicians/Para-Professionals	0.32	0.32	0.32	0.3
Administrative Support	7.05	7.05	7.05	5.25
First/Mid Level Officials and Managers	1	1	1	1.6
Skilled Craft/Service Maintenance	0	0	0	
Total	23.581	23.59	23.59	23.67



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	1,035,779	1,041,876	6,097	
State Aids	754,525	755,621	1,096	
Fine and Forfeitures	52,000	52,000	-	
Public Charge for Services	610,769	630,683	19,914	
Misc. Revenue	10,723	-	(10,723)	
Other Financing Sources	-	-	-	
Total Revenue	2,463,796	2,480,180	16,384	
Expense				
Operating Expense	7,056	7,056		
Personnel Services	2,029,222	2,007,670	(21,552)	
Contractual Services	249,939	280,930	30,991	
Supplies & Expenses	152,327	157,919	5,592	
Fixed Charges	23,952	23,931	(21)	
Grants, Contributions, Indem	1,300	2,674	1,374	
Cost Reallocation	-	-	-	
Total Expenditures	2,463,796	2,480,180	16,384	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Slight increase
State Aids	
Fine and Forfeitures	
Public Charge for Services	Increased
Misc. Revenue	Decreased to 0
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Decreased by 106,544
Contractual Services	Increased by 32,578
Supplies & Expenses	Slight increase
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	

Department of Veterans Service Office

Rick Gates, Polk County Veteran Officer

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

To assist veterans, dependents and survivors in obtaining all available federal, state and local veteran benefits. Serve as the veteran's advocate in all matters in accordance with State statute and county policy.

MISSION:

To ensure that all eligible veterans, dependents and survivors obtain 100% of the benefits and assistance they need or desire.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity
Improved quality of life

STRATEGIC PRIORITIES:

Maintain highest level of office efficiency and effectiveness, complete conversion of department to "paperless work environment," maintain professional accreditation of DH and staff, and continue to provide strong community presence. Position department for best practices in future Veteran Affairs claims/benefits process.

PROGRAM OVERVIEW

Veterans office provides assistance to eligible customers via three (3) separate sources: Federal Veteran Benefits, State Veteran Benefits, and local (County) assistance.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Internals Include: Coordination with ADRC, Income verifications for HSS (i.e. Foodshare, energy assistance, etc.), Register of Deeds, Law Enforcement, Coroner. External services include: Veteran benefits like Pensions, disability compensation, VA home loans, education programs, property tax relief, VA medical care, VA insurance, burials, veteran cemeteries, burial flags/markers, survivor benefits, retiree services, CHAMPVA, TRICARE, VA Choice program, State aids (i.e. Emergency aid), VORP program, etc.

Department of Veterans Service Office

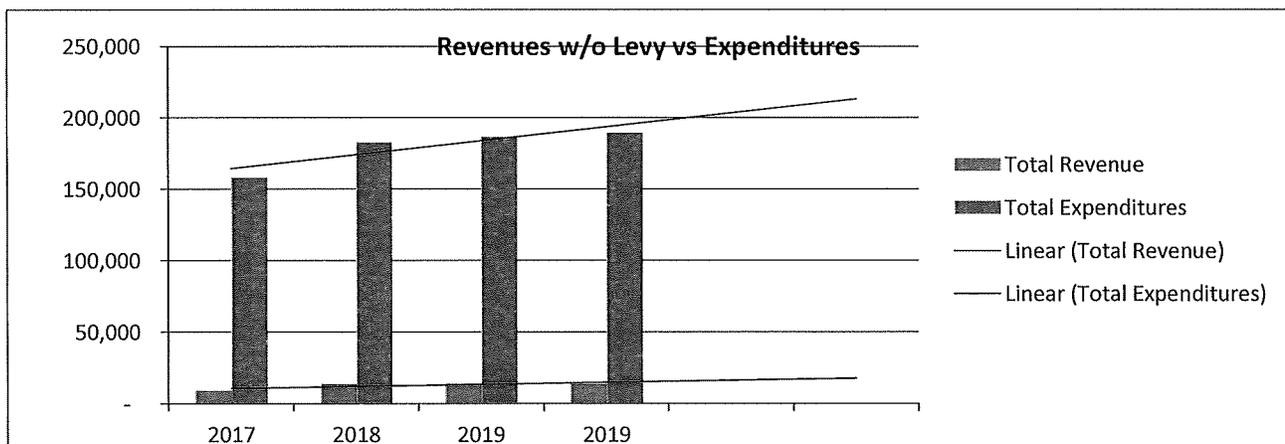
Rick Gates, Polk County Veteran Officer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated	2019 Administrator's Budget
Revenue				
General Property Tax	163,266	168,712	172,359	175,227
State Aids	9,129	14,000	14,000	14,000
Other Financing Sources				
Total Revenue	172,395	182,712	186,359	189,227
Expense				
Personnel Services	140,233	143,756	147,074	147,024
Contractual Services	2,414	4,901	4,974	5,912
Supplies & Expenses	11,561	17,055	17,311	19,291
Grants, Contributions, Indem	3,809	17,000	17,000	17,000
Cost Reallocation				
Total Expenditures	158,018	182,712	186,359	189,227
Net Revenue and Expenditures	14,378	-	-	-

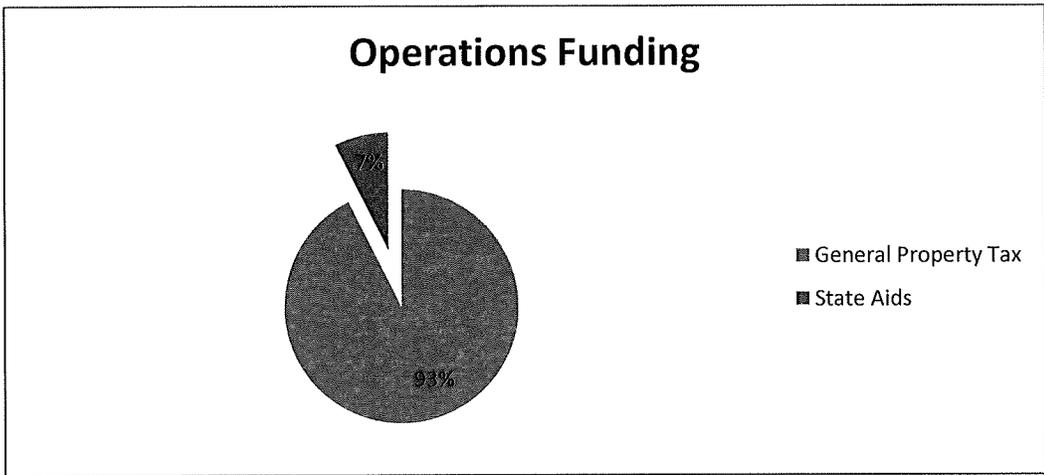
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	1	1	1	1
Total	2	2	2	2



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	172,359	175,227	2,868	
State Aids	14,000	14,000		
Other Financing Sources				
Total Revenue	186,359	189,227	2,868	
Expense				
Personnel Services	147,074	147,024	(50)	
Contractual Services	4,974	5,912	938	
Supplies & Expenses	17,311	19,291	1,980	
Grants, Contributions, Indem	17,000	17,000	-	
Cost Reallocation		-	-	
Total Expenditures	186,359	189,227	2,868	
Net Revenue and Expenditures	-	-	-	-



Notes:

Revenue

General Property Tax Slight increase

State Aids

Other Financing Sources

Total Revenue

Expense

Personnel Services

Contractual Services

Supplies & Expenses Slight increase

Grants, Contributions, Indem

Cost Reallocation

Total Expenditures

Net Revenue and Expenditures

Department of Veterans Service Office

Rick Gates, Polk County Veteran Officer

SECTION 2: PROGRAM SUMMARY

**Program name:
Veterans Services**

Program objective: To improve quality of life for County veterans, families and dependents via access to Federal, State, and County veteran benefits.

Link to Board Priority: To serve the public with integrity; improved quality of life.

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Strategies for 2018/19 will remain static with 2017;

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Federal Claims (All)	214	205	205	205
Work Actions (POA, ltrs, evidence, etc)	318	300	300	300
Misc Actions (non-Claim)	211	180	180	180
VA Medical Enrollments	72	75	75	75
Aid to Needy Vet Grants (ANV)	3	7	7	7
State Cemetery Applications	3	5	5	5
Homeless Shelter Referrals	6	6	6	6
Vet Transportation Miles	79,030	75,000	75,000	75,000
VSC Applications	20	15	15	15
Cemetery Aid Applications	10	12	12	12

Veterans Services Program Summary continued on next page:

Department of Veterans Service Office

Rick Gates, Polk County Veteran Officer

Continuation of Veterans Services Program Summary:

KEY PERFORMANCE INDICATORS

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
VA Comp/Pension/DIC to County	Pend VA	\$12,000,000	\$12,000,000	\$12,000,000
VA Medical Care to County Vets	Pend VA	\$11,000,000	\$11,000,000	\$11,000,000
ANV Financial Support	\$3,059	\$5,000	\$5,000	\$5,000
WDVA CVSO Grant	\$4,373	\$10,000	\$10,000	\$10,000
WDVA Transportation Grant	\$4,756	\$4,750	\$4,750	\$4,750
Cemetery Aid	\$1,442	\$1,900	\$2,000	\$2,000
VSC Aid	\$4,098	\$1,800	\$1,800	\$1,800

Assumptions and factors affecting program performance:

1. Actual number of County veterans decreasing by approximately 4-5% per annum. Office will need to increase claims to offset decrease in benefits to veterans; unless new conflicts, demographic will continue to be reduced. Losing majority of WWII and Korean War veterans due to age.
2. Relationship between WDVA leadership and CVSO's has improved significantly with hire of new WDVA Secretary. Potential for return of PLP loan program!
3. CVSO budget affected greatly by an increase in public donations to office! All donations inputted into "Emergency Relief" line item, and they totalled approximately \$11,000.00.
4. Annual WDVA CVSO Grant changed back to an annual disbursement basis, rather than the dysfunctional bi-annual reimbursement process. This will help considerably in future, but resulted in a loss of approximately \$5000 in Grant income for CY-2017 due to timing of legislative change by State.

Department of Corporation Counsel and Child Support

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The Office of Corporation Counsel provides a full range of legal services to the County Board, County Administrator, County departments, committees, boards, commissions, supervisors, elected and appointed county officials and employees in respect to their official duties including rendering legal opinions and advice, drafting and reviewing contracts, ordinances, resolutions and other legal proceedings. The office prosecutes various civil proceedings including account collections for departments, tax foreclosures, mental commitments, guardianships, protective placements, termination of parental rights, and county ordinance enforcements, especially land use/zoning ordinances. The office administers the Wisconsin Child Support Program on behalf of the County and represents the State of Wisconsin in child support cases.

MISSION:

The mission of the Corporation Counsel is to serve and represent the public with integrity by providing professional, responsive and effective legal services to the County, its boards, commissions, committees, departments, officials and employees and to provide stability and permanency to adults and children by providing legal counsel on cases involving the delivery of human services programs and services. The mission of the Child Support Agency is to provide economic stability to children and families by establishing and enforcing reasonable child support orders.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity through the provision of legal services to the County and child support services to families of Polk County

STRATEGIC PRIORITIES:

Provide Professional, Responsive and Cost-Effective Legal Services to the County
Provide Child Support Services Through Establishment and Enforcement of Child Support Orders and the Establishment of Paternity

PROGRAM OVERVIEW

The Office of Corporation Counsel serves as the general counsel of the County and prosecutes human services cases in representation of the interest of the public. The Child Support Agency administers the state of Wisconsin Child Support program for adults and children living or having cases in the Polk County Circuit Court. The Child Support Agency establishes child support orders and paternity and actively pursues collection of current and past child support.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

General Legal Counsel;
Organizational and Regulatory Compliance;
Contract Development and Negotiation;
Ordinance, Resolution and Policy Development;
Legal Opinions;
Litigation of Judicial and Administrative Matters;
Litigation Management;
Prosecute in representing the interest of the public human services cases: mental commitments; guardianships and protective placements; children in need of protection and services; termination of parental rights; truancy.
Child Support and Paternity Establishment; Collection of Child Support; Enforcement and Collection of Interstate Cases.

Department of Corporation Counsel and Child

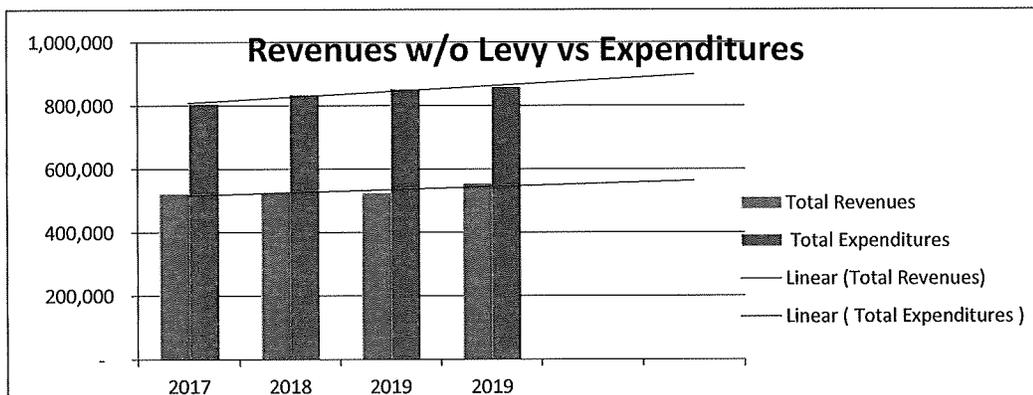
Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated budget	2019 Administrator's Budget
Revenue				
General Property Tax	303,665	309,247	327,181	304,087
State Aids	521,554	519,511	519,511	549,783
Public Charge for Services	388	3,710	3,784	3,741
Total Revenue	825,607	832,468	850,476	857,611
Expense				
Personnel Services	750,746	758,276	775,173	793,560
Contractual Services	27,819	48,140	48,863	33,740
Supplies & Expenses	17,092	25,852	26,240	30,111
Fixed Charges	-	200	200	200
Capital Outlay	8,129			
Total Expenditures	803,787	832,468	850,476	857,611
Net Revenue and Expenditures	21,821	-	-	-

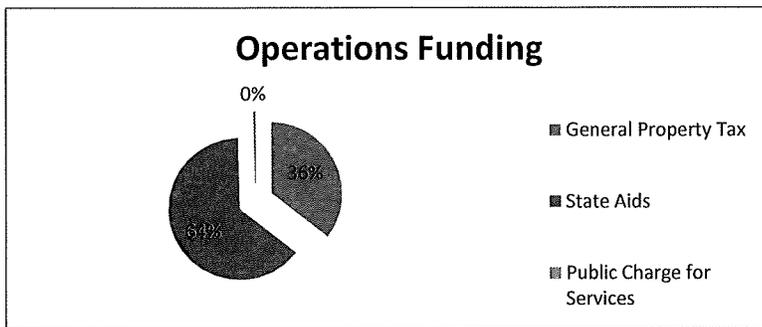
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	2	1
Professionals	2	2	2	1
Technicians/Para-Professionals				
Administrative Support	6	6	5	6.5
First/Mid Level Officials and Managers				1
Total	9	9	9	9.5



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	327,181	304,087	(23,094)	
State Aids	519,511	549,783	30,272	
Public Charge for Services	3,784	3,741	(43)	
Total Revenue	850,476	857,611	7,135	
Expense				
Personnel Services	775,173	793,560	18,387	
Contractual Services	48,863	33,740	(15,123)	
Supplies & Expenses	26,240	30,111	3,871	
Fixed Charges	200	200	-	
Total Expenditures	850,476	857,611	7,135	
Net Revenue and Expenditures	-	-	-	



Notes:

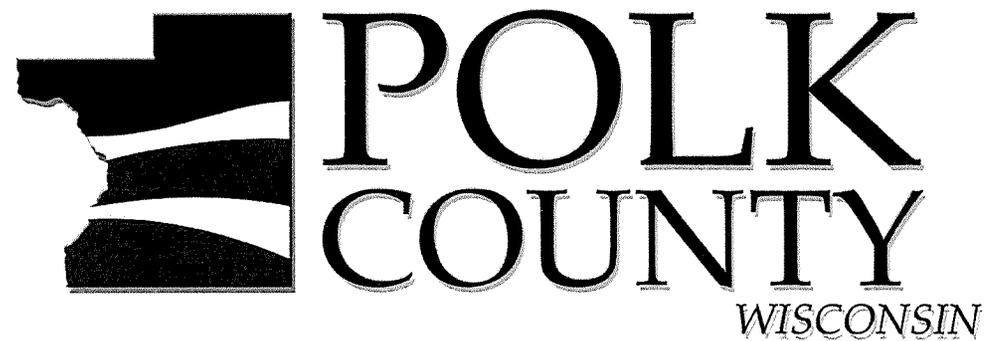
Revenue

General Property Tax	Decreased
State Aids	Increased
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Slight increase
Contractual Services	Decrease of 15,122
Supplies & Expenses	Slight increase
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Public Safety and Highway



Department of Law Enforcement

Peter M. Johnson, Sheriff

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

MISSION:

To provide professional, ethical and respectful law enforcement services to the citizens and visitors of Polk County. We believe that the best way to achieve a safe environment is through a cooperative partnership with our community. We, the men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and courage.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Promoting safe communities provides an attractive enforcement of economic development and business growth. Law enforcement presence in the primary schools promotes higher quality educational environment. Strong law enforcement presence promote voluntary compliance with traffic laws resulting in safer communities.

STRATEGIC PRIORITIES:

Continue to develop and plan for a permanent site for use of force and firearms training. Expand our Crisis Intervention Program and training. Implement video visitation in the Jail. Enterprise Software upgrade in Dispatch.

PROGRAM OVERVIEW

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

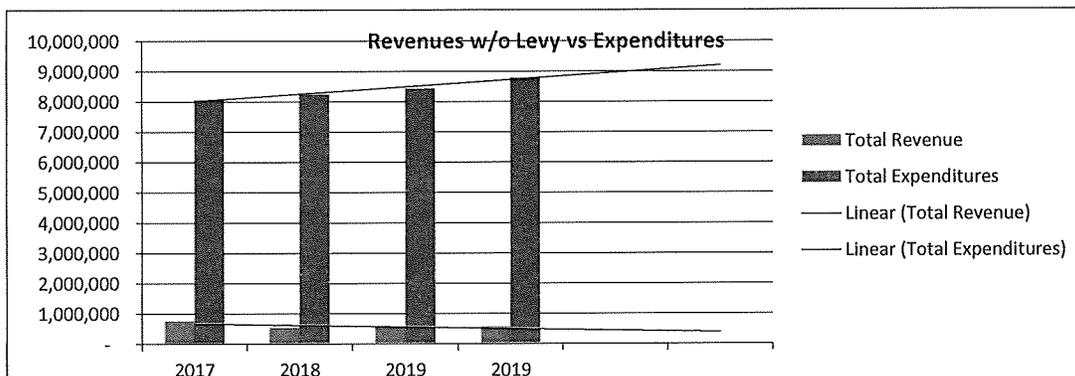
Field Services - Patrol, Emergency Response, Transports, Court Security, Recreation Patrol, Investigations, Civil Process.
Communications: 911 calls, non-emergency calls, radio communications, paging, weather alerts. **Corrections**: Safety and security of inmates and staff, some transports, Inmate healthcare, food, and laundry, Huber, taking inmates to court, library service, inmate programming. **Emergency Management**: Emergency planning, preparation, and training, Debris plan, coordination between state and local emergency services, grant management.

Department of Law Enforcement

Peter M. Johnson, Sheriff

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimate	2019 Administrator's Budget
Revenue				
General Property Tax	7,278,378	7,695,108	7,878,875	8,051,471
State Aids	208,183	132,915	132,915	151,323
Public Charge for Services	331,399	271,850	277,287	257,374
Intergovernmental Revenue	133,976	62,000	63,240	85,172
Misc Revenue	50,144	39,500	39,500	39,500
Other Financing Sources	25,000	25,000	25,000	25,000
Total Revenue	8,027,079	8,226,373	8,416,817	8,609,840
Expense				
Personnel Services	6,727,434	6,598,311	6,770,343	6,932,084
Contractual Services	717,078	870,904	883,968	935,350
Supplies & Expenses	359,304	447,007	453,712	420,036
Fixed Charges	396	4,060	4,060	4,060
Grants, Contributions, Indem	518	2,750	2,750	2,750
Capital Outlay	174,087	299,141	297,785	476,360
Cost Reallocation	72,026	4,200	4,200	4,200
Total Expenditures	8,050,843	8,226,374	8,416,817	8,774,840
Net Revenue and Expenditures	(23,764)	(1)	(0)	(165,000)

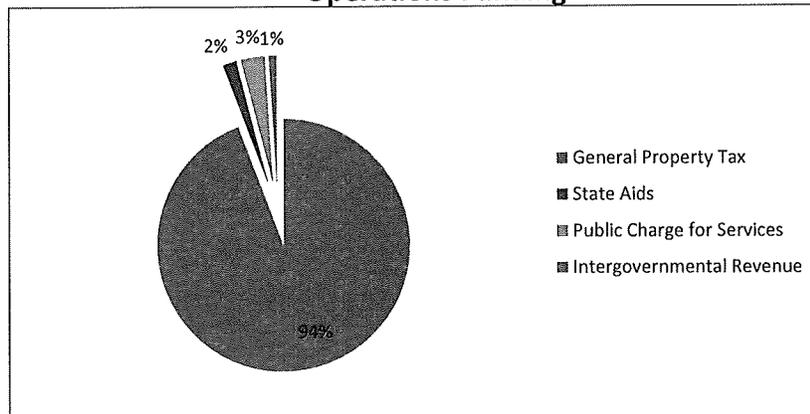
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals			0	
Technicians/Para-Professionals	11.65	11.65	11.65	11.65
First/Mid Level Officials and Managers	5	5	5	5
Administrative Support	5	5	5	5
Skilled Craft/Service Maintenance			0	
Protective Service Workers	55.44	55.44	55.44	58.44
Total	78.09	78.09	78.09	81.09



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	7,878,875	8,051,471	172,596	
State Aids	132,915	151,323	18,408	
Public Charge for Services	277,287	257,374	(19,913)	
Intergovernmental Revenue	63,240	85,172	21,932	
Misc Revenue	39,500	39,500	-	
Other Financing Sources	25,000	25,000	-	
Total Revenue	8,416,817	8,609,840	193,023	
Expense				
Personnel Services	6,770,343	6,932,084	161,741	
Contractual Services	883,968	935,350	51,382	
Supplies & Expenses	453,712	420,036	(33,676)	
Fixed Charges	4,060	4,060	-	
Grants, Contributions, Indem	2,750	2,750	-	
Capital Outlay	297,785	476,360	178,575	
Cost Reallocation	4,200	4,200	-	
Total Expenditures	8,416,817	8,774,840	358,023	
Net Revenue and Expenditures	(0)	(165,000)	(165,000)	

Operations Funding



Notes:

Revenue

General Property Tax	Increased for payroll adjustments
State Aids	Increased State Aid
Public Charge for Services	Sheriff Fees Decreased per historical revenues
Intergovernmental Revenue	Increase in Reimbursement for services
Misc Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Increase in Personnel costs
Contractual Services	Increase in phone service, maintenance agreements, and food/laundry service
Supplies & Expenses	Decrease in estimated fuel costs
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	2019 Jail Control Project part 2 installation of cameras
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	Fund balance used for continued Jail Control upgrades

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

DEPARTMENT DESCRIPTION:

The Clerk of Court's Office performs administrative duties for the court, including jury management, court financial management, court record management, recording of judgments, collections and enforcement of all court ordered financial obligations. The Clerk of Court is to follow all Wisconsin Statutes. The department disseminates information to the public on procedures to file small claims, divorce actions, restraining orders, civil matters, and other case filings. The Clerk of Court's Office is charged with all record keeping, monitoring and scheduling of court cases including but not limited to small claims, civil, family, criminal, traffic, and appeals. A Court Commissioner is also appointed in each county and is included in the Clerk of Court Department. A Court Commissioner is a judicial official who has powers similar to a Circuit Court Judge. The Court Commissioner handles a variety of civil, family, traffic/forfeiture, criminal and probate matters.

MISSION:

It is the mission of the Clerk of Court's Office to serve Polk County in the most efficient and complete manner possible, while adhering to Wisconsin Statute and local rules. We strive to make the judicial system accessible to all and to treat all persons fairly, with dignity and respect.

Our Vision is:

Our vision for Polk County Clerk of Court's Office is to continue to streamline court operations to increase access and convenience for all users. We strive to offer the highest level of service to court users while responsibly using and accounting for our county funded resources.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the Court and the public with integrity and professionalism.

STRATEGIC PRIORITIES:

PROGRAM OVERVIEW

The Clerk of Circuit Court Office is the official record management for Polk County Court System. We perform many administrative duties including, jury management, financial management, record management, collection and enforcement of all court ordered financial obligations. Provide general information to the public regarding small claims, family, and civil filings, as well other procedural information requested.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Assist Court with scheduling

Daily court clerking

Provide service to public regarding proper filing and assist in filing

Assist with setting up payment plans

Provide information to collection agencies regarding past due accounts

Assist other departments and Legal Firms on balances of court ordered obligations

Some of the departments/services that we deal with on a daily basis are: Public Health, Child Protections, Other Counties and Circuit Courts, Administration, Corp Counsel, Sheriffs Department, etc.

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

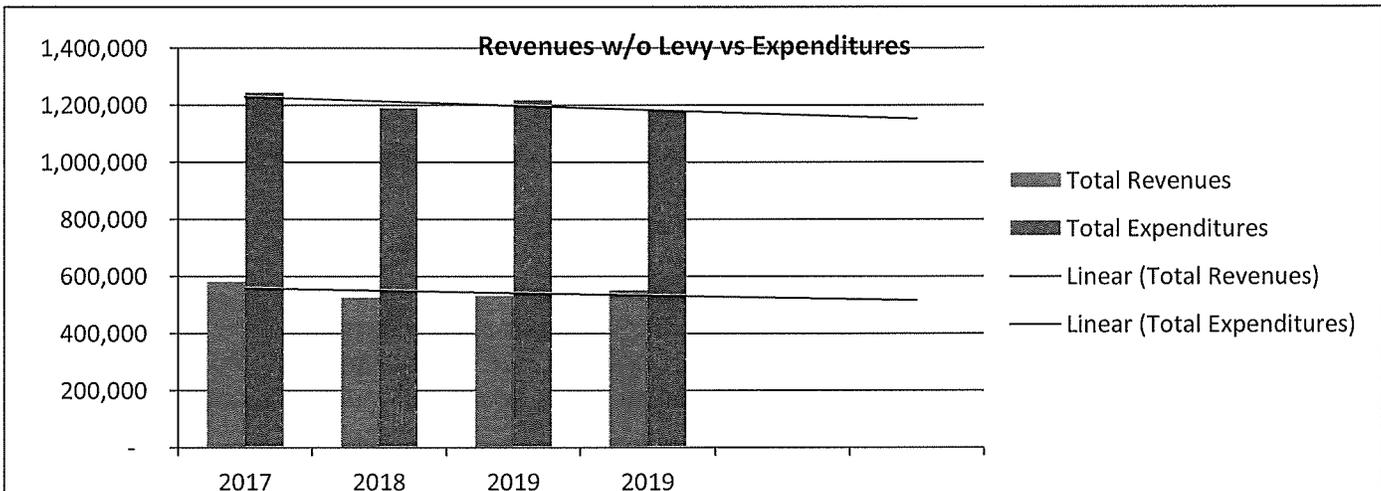
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	670,867	663,819	685,227	631,887
State Aids	185,996	174,705	174,705	186,705
Fine and Forfeitures	180,356	175,000	177,700	177,700
Public Charge for Services	204,408	174,272	177,711	185,711
Misc. Revenue	685			
Other Financing Sources	8,929			
Total Revenue	1,251,242	1,187,796	1,215,343	1,182,003
Expense				
Personnel Services	723,826	734,113	756,054	752,714
Contractual Services	361,667	299,119	303,606	321,544
Supplies & Expenses	39,502	34,564	35,083	37,145
Fixed Charges	25		-	
Grants, Contributions, Indem	50,000	50,000	50,000	
Cost Reallocation	67,294	70,000	70,600	70,600
Total Expenditures	1,242,314	1,187,796	1,215,343	1,182,003
Net Revenue and Expenditures	8,928		-	-

EMPLOYMENT BY JOB CLASSIFICATION

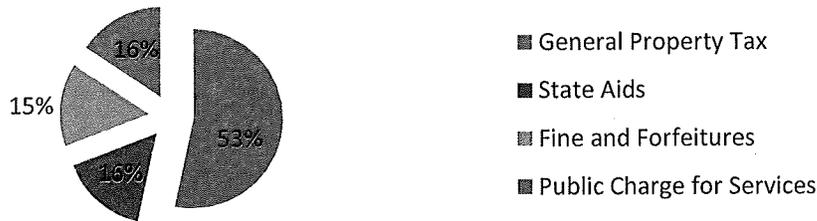
	2017 Budget	2018 Budget	2019 Estimated Budget	2019 Administrator's
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals	1	1	1	1
Administrative Support	10	10	10	10
Total	12	12	12	12



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	685,227	631,887	(53,340)	
State Aids	174,705	186,705	12,000	
Fine and Forfeitures	177,700	177,700	-	
Public Charge for Services	177,711	185,711	8,000	
Misc. Revenue	-	-	-	
Other Financing Sources	-	-	-	
Total Revenue	1,215,343	1,182,003	(33,340)	
Expense				
Personnel Services	756,054	752,714	(3,340)	
Contractual Services	303,606	321,544	17,938	
Supplies & Expenses	35,083	37,145	2,062	
Fixed Charges	-	-	-	
Grants, Contributions, Indem	50,000	-	(50,000)	
Cost Reallocation	70,600	70,600	-	
Total Expenditures	1,215,343	1,182,003	(33,340)	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Decreased due to CJCC payment
State Aids	Increased
Fine and Forfeitures	
Public Charge for Services	Increased
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Slight decrease
Contractual Services	Increased due to court appointed attorneys
Supplies & Expenses	slight increase
Fixed Charges	
Grants, Contributions, Indem	Eliminated CJCC payment
Cost Reallocation	
Total Expenditures	
Levy decrease by 33,340	

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

Program name:

Circuit Court : Case filing and management

Program objective: Prompt and accurate filing of all information necessary for the functioning of the court system and the Clerk of Court Office.

Link to Board Priority: Updating county services for the future and improving services

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2019

1. Mandatory e-filing of all case types.
2. Continue procedure of scanning old files and purging of all case types.
3. Continue collections on owed monies along with continuation of tax intercept.

KEY PROGRAM STRATEGIES 2020

1. Mandatory e-filing of all case types.
2. Continue procedure of scanning old files and purging of all case types.
3. Continue collections on owed monies along with continuation of tax intercept.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of Case files	5,482	5,448	7,119	6,573
Family	256	241	285	302
Civil	385	423	473	492
Criminal (CM,CF,CT)	1,050	973	1,153	1,222
Paternity	16	10	15	16
Juvenile	155	135	160	170
Small Claims	859	873	1,038	1,101
Traffic	2,761	2,793	3,138	3,270
Forfeitures	434	420	483	507
Group Files	340	325	374	393
Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of re-opened cases due to Clerk error	0	0	24,000	24,500
Number of approx. calls received yearly on case filings	19,050	14,700	24,000	24,500

Assumptions and factors affecting program performance:

The Clerk of Court's Office is unable to predict the amount of incoming cases, or state mandated costs such as guardian ad litem, court appointed attorney, or interpreter fees. The Clerk of Court's Office also can not predict how many jury trials will take place in a given year.

Department of District Attorney and Victim/Witness Services

Jeff Kemp, District Attorney

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

This department prosecutes criminal cases, assists in the administration of justice, and delivers victim rights through two divisions: The District Attorney's Office and Victim/Witness Services.

MISSION:

To administer justice while delivering high quality public service to all citizens in an effective, professional, and efficient manner.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To strengthen law enforcement's relations with the public; enhancing the quality of life for the citizens of Polk County. Ensure crime victims are treated with sensitivity, fairness, compassion, and respect.

STRATEGIC PRIORITIES:

To serve and represent the public with integrity.

PROGRAM OVERVIEW

Prosecution of Criminal Cases

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Prosecution of Criminal, Juvenile, and Traffic Cases; Serve Victims of Crime

Department of District Attorney and Victim/Witness Services

Jeff Kemp, District Attorney

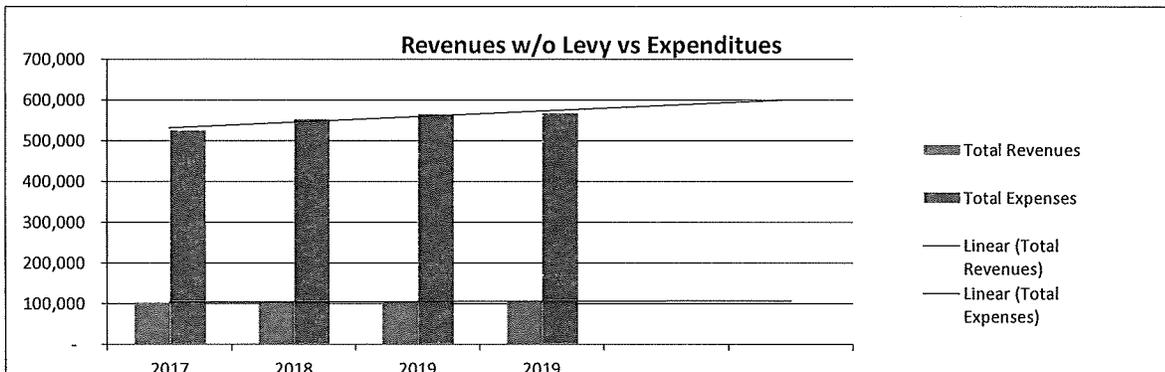
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	419,755	447,709	459,197	461,203
State Aids	72,951	65,791	65,791	65,791
Fine and Forfeitures	5,163	2,050	2,091	591
Public Charge for Services	24,447	36,455	37,185	38,684
Other Financing Sources				
Total Revenue	522,316	552,006	564,264	566,269
Expense				
Personnel Services	465,904	489,849	501,187	502,011
Contractual Services	21,778	24,988	25,362	26,544
Supplies & Expenses	36,308	36,369	36,915	36,914
Fixed Charges	525	800	800	800
Total Expenditures	524,515	552,006	564,264	566,269
Net Revenue and Expenditures	(2,199)	-	-	-

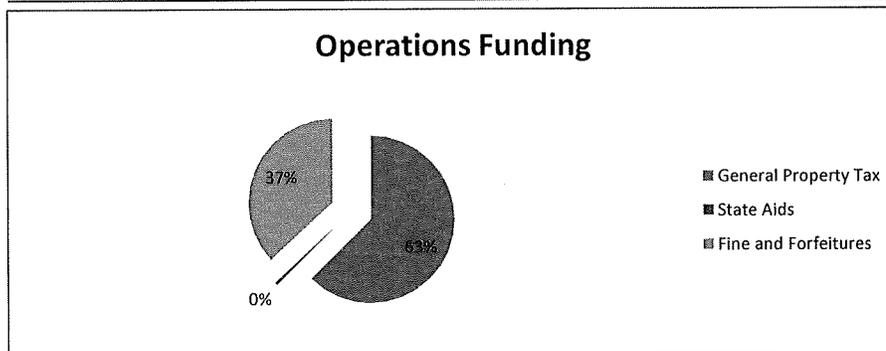
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated	2019 Admin
FTE Employees				
Officials/Administrators				
Administrative Support	4	4	4	4
Professionals				
First/Mid Level Officials and Managers	1	1	1	1
Technicians/Para-Professionals	2	2	2	2
Total	7	7	7	7



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	459,197	461,203	2,006	
State Aids	65,791	65,791	(0)	
Fine and Forfeitures	2,091	591	(1,500)	
Public Charge for Services	37,185	38,684	1,499	
Total Revenue	564,264	566,269	2,005	
Expense				
Personnel Services	501,187	502,011	824	
Contractual Services	25,362	26,544	1,182	
Supplies & Expenses	36,915	36,914	(1)	
Fixed Charges	800	800	-	
Total Expenditures	564,264	566,269	2,005	
Net Revenue and Expenditures	-			



Notes:

Revenue

General Property Tax	Slight levy adjustment
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Slight adjustments
Contractual Services	Slight adjustments
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	Only slight adjustments

Highway Department

Emily Norby, Highway Commissioner

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. These services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

MISSION:

To serve our customers and community more effectively than anyone else by treating our customers and co-workers as we, personally, would like to be treated, and to make a difference in their lives within Polk County by developing and maintaining a safe, efficient and environmentally sound county and state road system.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Responsive transportation system
Upgraded road network

STRATEGIC PRIORITIES:

Decrease the volume of deficient roads proportionate to available funding. Extend the life, maintain the integrity and enhance the safety of all county roads.

PROGRAM OVERVIEW

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. Provides construction and maintenance activities to other Municipalities as requested.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

Highway Department

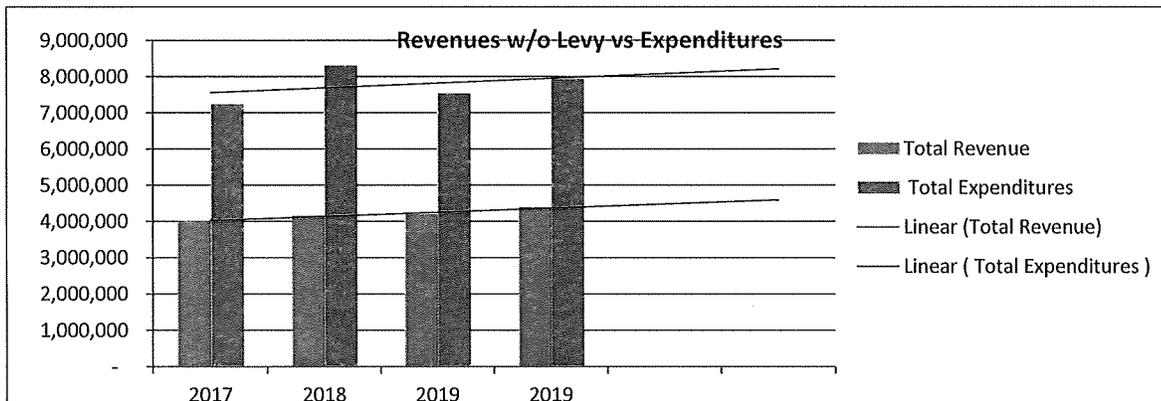
Emily Norby, Highway Commissioner

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	3,167,470	3,235,955	3,330,167	3,330,167
State Aids	1,596,831	1,787,064	1,787,064	1,959,774
Intergovernmental Revenue	2,378,956	2,319,976	2,366,375	2,382,266
Misc. Revenue	48,006	49,200	49,200	48,200
Other Financing Sources	1,106,220	-	-	-
Total Revenue	8,297,484	7,392,195	7,532,806	7,720,407
Expense				
Operating Expense	-	10,000	10,000	-
Personnel Services	2,592,806	2,646,279	2,728,681	2,723,419
Contractual Services	1,552,269	1,106,207	1,122,800	1,185,759
Supplies & Expenses	1,787,714	2,774,404	2,816,020	2,405,840
Fixed Charges	954,721	749,210	749,210	1,423,260
Other Grant Contributions	135,258	-	-	-
Capital Outlay	19,138	910,000	-	-
Cost Reallocation	190,094	106,095	106,095	186,742
Total Expenditures	7,232,000	8,302,195	7,532,806	7,925,020
Net Revenue and Expenditures	1,065,484	(910,000)	-	(204,613)

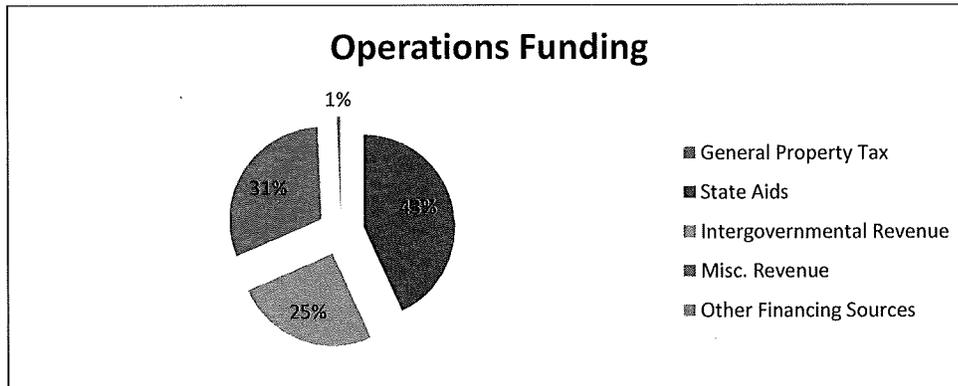
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals				
Technicians/Para-Professionals				
First/Mid Level Officials and Managers	3	3	3	3
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	32.45	32.45	32.45	32.45
Total	37.45	37.45	37.45	37.45



2019 Budget Presentation

	Published 2019	Administrator 2019	Different	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	3,330,167	3,330,167	-	
State Aids	1,787,064	1,959,774	172,710	
Intergovernmental Revenue	2,366,375	2,382,266	15,891	
Misc. Revenue	49,200	48,200	(1,000)	
Other Financing Sources	-	-	-	
Total Revenue	7,532,806	7,720,407	187,601	
Expense				
Operating Expense	10,000	-	(10,000)	
Personnel Services	2,728,681	2,723,419	(5,262)	
Contractual Services	1,122,800	1,185,759	62,959	
Supplies & Expenses	2,816,020	2,405,840	(410,180)	
Fixed Charges	749,210	1,423,260	674,050	
Other Grant Contributions	-	-	-	
Capital Outlay	-	-	-	
Cost Reallocation	106,095	186,742	80,647	
Total Expenditures	7,532,806	7,925,020	392,214	
Net Revenue and Expenditures	-	(204,613)		



Notes:

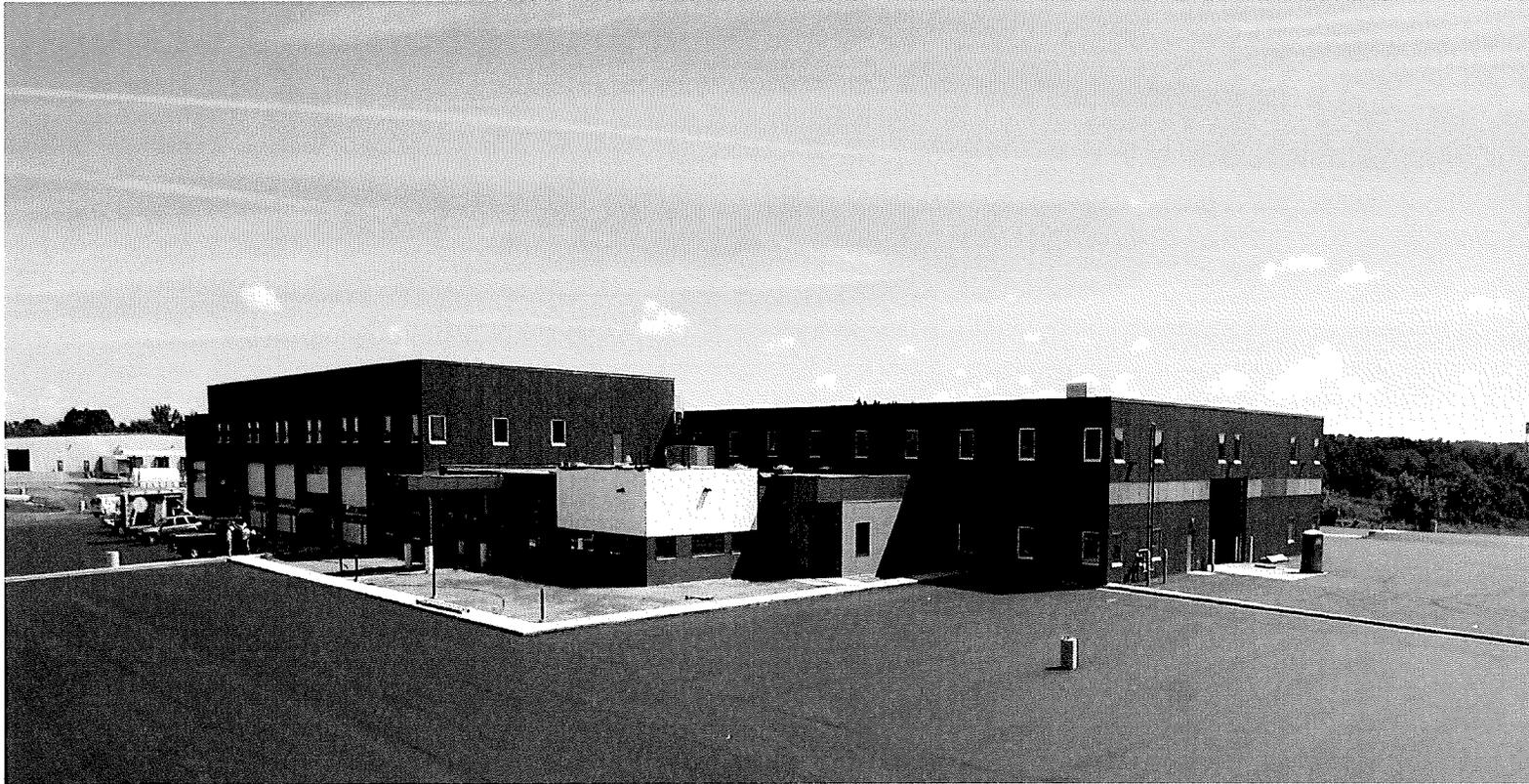
Revenue

General Property Tax	No change
State Aids	Increased 172,710
Intergovernmental Revenue	Increased 15,891
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Operating Expense	Decreased
Personnel Services	Slight decrease
Contractual Services	Slight increase
Supplies & Expenses	Decreased 410,180
Fixed Charges	Increased 674,050
Other Grant Contributions	
Capital Outlay	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Polk County, Wisconsin



2019- 2023 Capital Improvement Plan Recommendation

Jeff Fuge - Interim Administrator
September 6, 2018 presented to Committee of the Whole

Polk County
5 Year Capital Improvement Plan Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
<u>Revenues</u>						
Fund Balance	195,000	850,000	-	-	-	1,045,000
Asset Recovery Fund	230,000	-	500,000	-	-	730,000
Levy (Property Tax)	1,955,640	2,525,164	2,168,092	2,080,679	1,625,000	10,354,575
State Transportation Aids	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Unfunded	176,360	1,822,473	1,834,856	314,721	-	4,148,410
Grants	202,210	-	-	-	-	202,210
Lime Revenues	40,000	150,000	-	100,000	-	290,000
Park and Lake Funds	-	-	-	-	-	-
Bond	-	-	-	5,171,773	-	5,171,773
Total Revenue	\$ 3,999,210	\$ 6,547,637	\$ 5,702,948	\$ 8,867,173	\$ 2,825,000	\$ 27,941,968
<u>Expenditures</u>						
A) IT Items	301,210	456,514	482,249	140,000	-	1,379,973
B) Vehicles	760,000	804,000	686,000	951,000	443,000	3,644,000
C) Other Capital Equipment	270,000	1,094,625	853,333	349,400	380,000	2,947,358
D) Road Construction / Repairs	1,964,000	2,600,000	2,359,000	1,895,000	1,802,000	10,620,000
E) Facilities, Furniture & Equipment *	644,000	1,493,498	1,242,366	5,439,773	200,000	9,019,637
F) Parks, Museum, Fair	60,000	99,000	80,000	92,000	-	331,000
Total Expenditures	\$ 3,999,210	\$ 6,547,637	\$ 5,702,948	\$ 8,867,173	\$ 2,825,000	\$ 27,941,968

Polk County
5 Year Capital Improvement Plan Highway Department Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	700,000	-	-	-	700,000
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	1,486,790	1,676,000	1,565,000	1,660,000	1,625,000	8,012,790
State Transportation Aids	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Unfunded	-	-	548,000	-	-	548,000
Grants	172,210	-	-	-	-	172,210
Bond	-	-	-	-	-	-
Total Revenue	\$ 2,659,000	\$ 3,376,000	\$ 3,113,000	\$ 2,660,000	\$ 2,625,000	\$ 14,433,000

Expenditures

B) Vehicle Replacement

Plow Truck w/attachments (2)	400,000	405,000	210,000	410,000	410,000	1,835,000
Supervisor Truck	-	-	32,000	-	-	32,000
2-Ton Truck	65,000	-	-	-	-	65,000
Semi Tractor	-	100,000	-	-	-	100,000
Crew Truck	-	48,000	48,000	-	-	96,000
Foreman Truck	-	-	32,000	-	33,000	65,000
Hook Truck	-	-	160,000	-	-	160,000
Quad Axle Plow Truck w/attachments	-	-	-	150,000	-	150,000
Sign Truck	-	-	-	185,000	-	185,000
Subtotal	\$ 465,000	\$ 553,000	\$ 482,000	\$ 745,000	\$ 443,000	\$ 2,688,000

C) Other Capital Equipment

Arrow Message Board	-	-	-	-	-	-
Brush Chipper	-	-	-	-	-	-
Front End Loader	-	-	-	-	-	-
Self-Propelled Router	-	-	-	-	-	-
Building Sweeper	-	-	-	-	-	-
Scissor Lift	-	-	-	-	-	-
Snow Pusher	-	-	-	-	-	-
Excavator	-	-	-	-	180,000	180,000
Motor Grader	-	-	-	-	200,000	200,000
Spray Patcher (Truck-mounted)	230,000	-	-	-	-	230,000
Crack Sealer	-	58,000	-	-	-	58,000

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Mulcher/Hydro Seeder	-	30,000	-	-	-	30,000
Power Boom	-	40,000	-	-	-	40,000
Farm-Type Tractor (2)	-	95,000	-	-	-	95,000
Mower-Pull Type (2)	-	-	64,000	-	-	64,000
Patch Trailer	-	-	18,000	-	-	18,000
Skid Loader	-	-	30,000	-	-	30,000
Tractor/Loader/Backhoe	-	-	120,000	-	-	120,000
Trench Roller	-	-	40,000	-	-	40,000
Skid Loader Attachments	-	-	-	20,000	-	20,000
Subtotal	\$ 230,000	\$ 223,000	\$ 272,000	\$ 20,000	\$ 380,000	\$ 1,125,000

D) Road Projects

CTH V/K1 Prep Work	110,000	-	-	-	-	110,000
CTH D2 (Part 2) Pulverize/Overlay	510,000	-	-	-	-	510,000
CTH Z2/A2/A3/W4 Chip Seals	469,000	-	-	-	-	469,000
CTH G5 Thin Overlay	875,000	-	-	-	-	875,000
CTH Z1 Prep Work	-	45,000	-	-	-	45,000
CTH W1/H2/E1 Chip Seals	-	308,000	-	-	-	308,000
CTH W3/N1 Overlay	-	810,000	-	-	-	810,000
CTH M1 Mill/Overlay (20% STP Match)	-	700,000	-	-	-	700,000
CTH K1 Pulverize/Pave	-	737,000	-	-	-	737,000
CTH GG1/I1/M2/M3/H1 Chip Seals	-	-	474,000	-	-	474,000
Wapogasset Box Culvert	-	-	500,000	-	-	500,000
CTH C2/V1 Overlays	-	-	1,385,000	-	-	1,385,000
CTH D3/G1 Prep Work	-	-	-	151,000	-	151,000
CTH K2/K2.1/C3/O1 Chip Seals	-	-	-	357,000	-	357,000
CTH Z1 Pulverize/Pave	-	-	-	395,000	-	395,000
CTH C1 Overlay	-	-	-	992,000	-	992,000
CTH JJ3/W2/G4/G4.1	-	-	-	-	226,000	226,000
CTH CC1 Overlay	-	-	-	-	310,000	310,000
CTH D1 Overlay	-	-	-	-	293,000	293,000
CTH D3 Overlay	-	-	-	-	973,000	973,000
Subtotal	\$ 1,964,000	\$ 2,600,000	\$ 2,359,000	\$ 1,895,000	\$ 1,802,000	\$ 10,620,000

E) Facility Improvements

Building Needs

Building Needs	-	-	-	-	-	-
Subtotal	\$ -					
Total	\$ 2,659,000	\$ 3,376,000	\$ 3,113,000	\$ 2,660,000	\$ 2,625,000	\$ 14,433,000

Polk County
5 Year Capital Improvement Plan Lime Quarry Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	150,000	-	-	-	150,000
Asset Recovery Fund	-	-	500,000	-	-	500,000
Unfunded	-	-	-	-	-	-
Lime Revenues	40,000	150,000	-	100,000	-	290,000
Bond	-	-	-	-	-	-
Total Revenue	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000
<u>Expenditures</u>						
C) Other Capital Equipment						
Update/Replace Scale Hardware	10,000	-	-	-	-	10,000
Replace Soft-start Control Panel	30,000	-	-	-	-	30,000
Replace John Deere Loader	-	300,000	-	-	-	300,000
Purchase Portable Crusher	-	-	500,000	-	-	500,000
Purchase 2 Radial Conveyors	-	-	-	100,000	-	100,000
Replace Volvo Loader	-	-	-	-	-	-
Subtotal	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000
E) Facility Improvements						
Office Roof	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000

Polk County
5 Year Capital Improvement Parks & Forestry, Buildings & Solid Waste Department Plan Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	30,000	-	-	-	-	30,000
Asset Recovery Fund	230,000	-	-	-	-	230,000
Levy (Property Tax)	99,000	221,800	225,100	222,000	-	767,900
Unfunded	55,000	1,025,698	937,266	-	-	2,017,964
Grants	30,000	-	-	-	-	30,000
Park and Lake Funds	-	-	-	-	-	-
Bond	-	-	-	5,171,773	-	5,171,773
Total Revenue Available	\$ 444,000	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,247,637
<u>Expenditures</u>						
B) Vehicles						
Bldgs/Parks Truck w/Lift	-	-	-	-	-	-
Parks Truck Dump	25,000	-	-	-	-	25,000
Recycling Truck	80,000	-	-	-	-	80,000
Parks Truck w/Plow	-	25,000	-	-	-	25,000
Bldgs Truck	-	-	-	-	-	-
Subtotal Vehicles	\$ 105,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 130,000
C) Other Equipment						
Lawnmower Riding	-	7,000	-	-	-	7,000
Janitorial Equipment	-	-	5,000	-	-	5,000
Recycling Boxes	-	10,000	-	-	-	10,000
Painting Recycling Boxes	-	-	-	-	-	-
ATV Forester	-	7,000	-	-	-	7,000
Trailer	-	6,000	-	-	-	6,000
Forklift	-	-	25,000	-	-	25,000
Snowmobile	-	-	10,000	-	-	10,000
Skid Steer recycling	-	-	-	22,000	-	22,000
Gator	-	-	-	10,000	-	10,000
Tractor	-	-	-	30,000	-	30,000
Subtotal Equipment	\$ -	\$ 30,000	\$ 40,000	\$ 62,000	\$ -	\$ 132,000

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
E) Facility Improvements						
Fire Lane @ Old Jail	-	20,000	-	-	-	20,000
Gov't Center Boiler to Hot Water	-	-	768,000	-	-	768,000
Sidewalk/Entrances	-	-	-	-	-	-
Cameras Replacement	-	5,000	-	-	-	5,000
Chiller @ Gov't Center	150,000	-	-	-	-	150,000
Recycling Air handler	-	22,000	-	-	-	22,000
Jail Doors	6,000	-	-	-	-	6,000
Bldg Conference Phone	-	-	-	-	-	-
Intercom Jail Controller	-	-	-	-	-	-
Painting	-	-	-	5,000	-	5,000
Audit of Co Bldgs	-	-	10,000	-	-	10,000
Parking Lots JC/ADC	-	-	-	-	-	-
Gov't Center	-	35,000	35,000	-	-	70,000
Recycling Center	-	-	30,000	-	-	30,000
Justice Center	-	40,000	-	-	-	40,000
ADC	-	-	30,000	-	-	30,000
Laundry Jail Equipment	-	7,800	6,000	-	-	13,800
Jail Kitchen Equipment	-	7,000	-	-	-	7,000
Recycling Air Cond & Furnace sorting	-	-	-	14,500	-	14,500
Roofs	-	20,000	-	20,000	-	40,000
CRBPS	50,000	853,198	105,866	4,900,273	-	5,909,337
LEC Garage Floor Repair	-	-	7,500	-	-	7,500
Update Identipass	-	7,000	-	-	-	7,000
JA Window Security @ JC	6,400	-	-	-	-	6,400
LED in Courtrooms & HS	30,000	-	-	-	-	30,000
Boiler @ Community Services	-	-	-	-	-	-
Update Metsys	-	18,500	-	-	-	18,500
Heat Exchanger Pool	15,000	-	-	-	-	15,000
Caulking	-	30,000	-	-	-	30,000
Caulking @ Gov't Center	-	28,000	-	-	-	28,000
Conveyer 1 at Recycling	-	-	50,000	-	-	50,000
Building Contingencies	21,600	-	-	-	-	21,600
Bailer at Recycling	-	-	-	250,000	-	250,000
Conveyer 2 at Recycling Comingle	-	-	-	50,000	-	50,000
Facility Total	\$ 279,000	\$ 1,093,498	\$ 1,042,366	\$ 5,239,773	\$ -	\$ 7,654,637

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
F) Parks						
Co Park Equipment Replace	-	-	-	-	-	-
Kennedy Parking Lot	25,000.00	-	-	-	-	25,000.00
Kennedy Trail Repave	-	15,000.00	-	-	-	15,000.00
Snowmobile for Ski Trail	-	12,000.00	-	-	-	12,000.00
Update Playground	-	-	-	15,000.00	-	15,000.00
Expand Trail Network	-	-	-	-	-	-
Replace Concrete Boat Landing	5,000.00	-	-	20,000.00	-	25,000.00
Parks Total	\$ 30,000	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 92,000
F) Fair						
Grandstand	-	-	-	-	-	-
Administration Roof	30,000	-	-	-	-	30,000
Bathroom Roofs	-	12,000	-	-	-	12,000
Walk in Cooler	-	-	-	7,000	-	7,000
Electrical	-	-	5,000	-	-	5,000
H Barn Reno	-	-	-	50,000	-	50,000
Seal Coat Blacktop	-	50,000	-	-	-	50,000
New Small Animal Bldg	-	-	75,000	-	-	75,000
Campgroun Reno	-	10,000	-	-	-	10,000
Fair Total	\$ 30,000	\$ 72,000	\$ 80,000	\$ 57,000	\$ -	\$ 239,000
F) Museum						
Coal Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	\$ 444,000	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,247,637

Polk County
5 Year Capital Improvement Plan Law Enforcement Department Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	165,000	-	-	-	-	165,000
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	190,000	192,850	195,743	198,679	-	777,272
Unfunded	121,360	385,550	314,657	314,721	-	1,136,288
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 476,360	\$ 578,400	\$ 510,400	\$ 513,400	\$ -	\$ 2,078,560
<u>Expenditures</u>						
Sheriff						
A) IT Items						
Tyler Tech Upgrade to Enterprise	121,360	-	-	-	-	121,360
Tyler Tech add on-Civil Process Component	-	-	-	-	-	-
Video Equip Upgrade-Interview Room	-	-	-	-	-	-
APX Upgrade-Squad & Mobile Radios	-	140,000	140,000	140,000	-	420,000
Medical Records Mngmt Software	-	-	-	-	-	-
Body Camera System-Patrol & Corrections	-	-	160,000	-	-	160,000
Subtotal	121,360	140,000	300,000	140,000	-	701,360
B) Vehicles						
Squad Replacement (7)	190,000	202,000	204,000	206,000	-	802,000
Jail Support Vehicle	-	24,000	-	-	-	24,000
Subtotal	\$ 190,000	\$ 226,000	\$ 204,000	\$ 206,000	\$ -	\$ 826,000
C) Other Equipment						
Snowmobile	-	-	-	11,000	-	11,000
Tasers-Patrol	-	-	-	-	-	-
Tasers-Corrections	-	-	-	-	-	-
Replacement Handguns	-	-	-	-	-	-
Tactical Vests	-	6,400	6,400	6,400	-	19,200
Crime Scene Scanner	-	-	-	90,000	-	90,000
Televisions-Corrections	-	6,000	-	-	-	6,000
Dispatch Work Stations	-	-	-	60,000	-	60,000
Subtotal	\$ -	\$ 12,400	\$ 6,400	\$ 167,400	\$ -	\$ 186,200
E) Facility Improvements						
Jail Controller Project	165,000	150,000	-	-	-	315,000
Fringe/Use of Force Range	-	50,000	-	-	-	50,000
Subtotal	\$ 165,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 365,000
Total	\$ 476,360	\$ 578,400	\$ 510,400	\$ 513,400	\$ -	\$ 2,078,560

Polk County
5 Year Capital Improvement Plan Golden Age Manor Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Bond	-	-	-	-	-	-
Total Revenue	\$ 200,000	\$ 1,000,000				
<u>Expenditures</u>						
C) Other Capital Equipment						
GAM Boiler	-	-	-	-	-	-
Subtotal	\$ -					
E) Facility Improvements						
Facility Improvements	200,000	200,000	200,000	200,000	200,000	1,000,000
Subtotal	\$ 200,000	\$ 1,000,000				
Total	\$ 200,000	\$ 1,000,000				

Polk County

5 Year Capital Improvement Plan Department of IT Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	179,850	316,514	182,249	-	-	678,613
Unfunded	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

Expenditures

A) IT Items

Security Software	7,050	-	-	-	-	7,050
Cisco 12P-POE+ Switches	15,500	-	-	-	-	15,500
Add Win20176 Server Lic	-	-	2,855	-	-	2,855
Branch 3 Upgrade	-	136,000	-	-	-	136,000
Windows 10	43,560	-	-	-	-	43,560
MS Office 2016 Standard	70,760	-	-	-	-	70,760
MS Office 2016 Pro	-	-	-	-	-	-
MS Config Manager	25,850	-	-	-	-	25,850
Windows 2016 Server	-	-	94,080	-	-	94,080
Windows 2016 Server Licenses	17,130	-	-	-	-	17,130
VMWare ESX Servers	-	69,600	-	-	-	69,600
VMWare Licenses	-	13,314	13,314	-	-	26,628
Acronis Backup Systems	-	25,600	-	-	-	25,600
Ricoh MFP Copier/Printers	-	52,000	52,000	-	-	104,000
Professional Services	-	20,000	20,000	-	-	40,000
Subtotal	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

E) Building Improvements

Citizen Service Center and Intake	-	-	-	-	-	-
Subtotal	\$ -					

Total	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613
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Polk County
5 Year Capital Improvement Plan Department County Clerk Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Unfunded	-	411,225	34,933	-	-	446,158
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158
<u>Expenditures</u>						
A) IT Items						
A/R Receipting System	-	-	-	-	-	-
Debit/Credit Card System	-	-	-	-	-	-
Single Intake Software	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Other Equipment						
New Voting Machines	-	411,225	-	-	-	411,225
Software License/Maintenance	-	-	34,933	-	-	34,933
Subtotal	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158
E) Building Improvements						
Security	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158

Polk County

5 Year Capital Improvement Plan Department Land Info Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	118,000	-	-	-	118,000
Unfunded	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000
<u>Expenditures</u>						
C) Other Equipment						
Flyover for Mapping	-	118,000	-	-	-	118,000
Subtotal	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000
Total	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000