General Government

POLK COUNTY
WISCONSIN

POLK COUNTY WISCONSIN

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

General Government Committee

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 Statues 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.

POLK COUNTY WISCONSIN

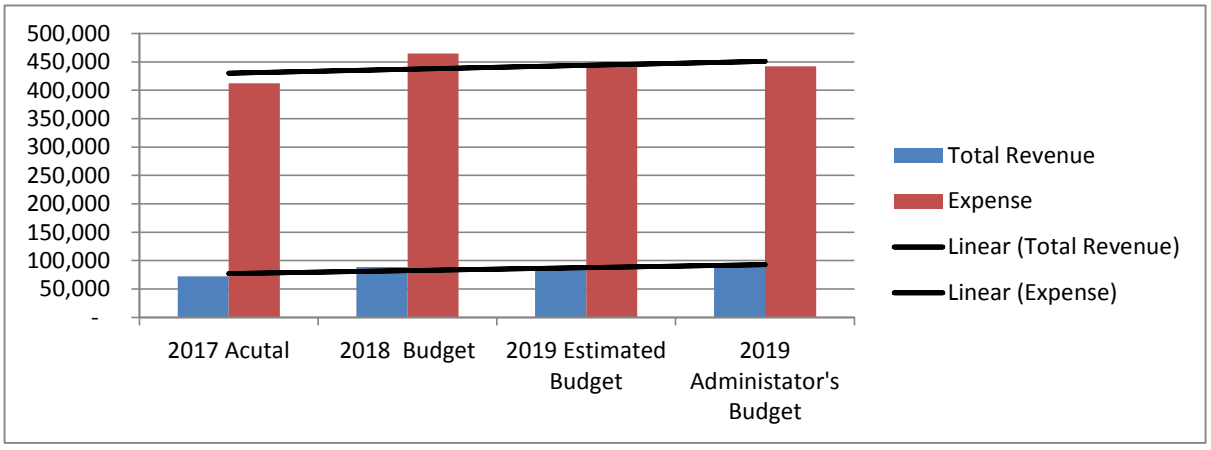
Department of County Clerk

Sharon Jorgenson, Polk County Clerk

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Acutal	2018 Budget	2019 Estimated Budget	2019 Administator'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	-	-	-

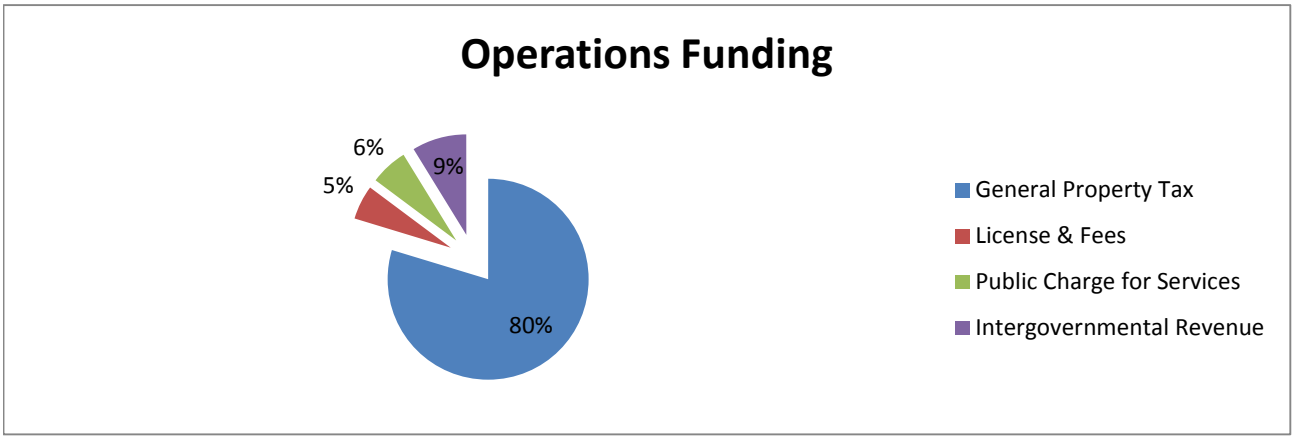
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	**2018 Budget**	**2019 Estimated**	**2019**
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	1.45	1.45	1.45	1.45
Total	**2.45**	**2.45**	**2.45**	**2.45**

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	-	-	-	



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

PROGRAM SUMMARY

Program name:

Clerk Services

Program objective: Rapid, error free issuance of required documents as required by the state statutes. To coordinate communications between the County Board, departments and the public. Provide funding for state and local animal control efforts. Provide rapid and convenient services to citizens.

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

PROGRAM REVENUES AND EXPENDITURES

	2017 Acutal	2018 Budget	2019 Estimated Budget	2019 Administator's Budget
Revenue				
General Property Tax	183,504	203,110	190,792	190,204
Other Revenues	39,162	47,733	48,458	48,458
Total Revenue	222,666	250,843	239,250	238,662
Expenses				
Recurrent Expenditure	222,553	250,843	239,250	238,662
Capital/One-time Expenditure				
Total Expenditures	222,553	250,843	239,250	238,662
Net Revenue and Expenditures	**113**	**-**	**-**	**-**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Continued training of the marriage program and the rules and regulations as they apply to allow for a better application experience
2. Continue to improve the working relationships between departments, the board and the residents of Polk County. Improved technology and the new website should make this process easier.
3. Continue to work closely with the local municipalities to hopefully increase the numbers of licensed dogs
4. Continue to stay aware of changes and keep up the training necessary to be a qualified passport agent

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:

Continuation of: Clerk Services

KEY PROGRAM STRATEGIES 2019

Continue work on paperless integration where possible. Research possibility of computerized receipting system that would tie in with treasurer and accounting department for clear audit trail and resolution of segregation of duties issues. Streamline dog licensing

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of marriage applications applied for on a yearly basis. These numbers can vary greatly	276	250	250	250
Number of regular County Board meetings held	14	11	11	11
Number of dog tags sold	5,393	4,800	4,900	4,900
Numbers of passport applications processed thru our office	445	375	375	390
Number of title transfers and plates, Temp & Trivin Services combined	549	675	500	500

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:

Continuation of: Clerk Services

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of marriage applications applied for on a yearly basis. These numbers can vary greatly	276	250	250	250
Failure to give notice of meetings	0	0	0	0
Revenue from sale of dog tags	$18,351	$10,000	$15,000	$15,000
Passport Revenue collected -agent fees and photo fees	$16,851	$9,375	$13,125	$13,650
Motor Vehicle Agent revenue from services provided.	$3,931	$3,700	$3,700	$3,700

Assumptions and factors affecting program performance:

1. This program is state mandated, and with the new state run program there are very few risks involved in issuing licenses. It has streamlined the process and improved our ability to work with the Register of Deeds Office.

2. Changes in Board Supervisors, and chair persons as well as limited staff during busy times impact the Clerk's office limiting ability to provide the best service.

3. We nave not encountered any risk involved in the issuing of passports. The service proves to be one that is well received and appreciated.

4. Numbers for dog collections have been somewhat lower in recent years and efforts are being made to bring the numbers back up as the dollars collected serve the county for rabies vacations, control of licensed dogs, provide funds for reimbursements for dog damages and provide funding for the humane society.

5. The popularity of on-line service offered by the DMV may impact the volume of titles processed. Non-sufficient funds checks are a risk assumed when receiving checks for payments in TriVin related transactions.

POLK COUNTY WISCONSIN

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:

Administration of Elections

Program objective: To conduct accurate, smooth, and well-run elections

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

PROGRAM REVENUES AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimated Budget	2020 Estimated Budget
Revenue				
General Property Tax	156,318	173,020	162,527	162,026
Other Revenues	33,360	40,661	41,279	41,279
Total Revenue	189,678	213,681	203,806	203,305
Expenses				
Recurrent Expenditure	189,582	213,681	203,806	203,305
Capital/One-time Expenditure				
Total Expenditures	189,582	213,681	203,806	203,305
Net Revenue and Expenditures	**96**	**-**	**-**	**-**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Continue to learn updates to statewide voter registration system "WisVote"

KEY PROGRAM STRATEGIES 2019

1. Keep up on training for WisVote upgrades. Research voting equipment for future purchase. Continue high accuracy with elections.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of elections per year (expected)	3	5	2	4

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Challenges due to errors in tally	0	0	0	0

Assumptions and factors affecting program performance:

Employees engage in ongoing training due to continuous upgrades of WisVote software. Due to continuous upgrades the possibility of errors is higher.

Fee Schedule

Department: County Clerk
Completed By: Sharon Jorgenson
Date Completed: 25-May-18

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	Comments	2017 Actual Revenues	2018 Estimated Revenues	2019 Estimated Revenues
Marriage License Fee	80.00	80.00	80.00	80.00	80.00	90.00	Polk County gets $35 X 275 licenses	9625.00	$8,000.00	$8,750.00
Marriage Waiver Fee	10.00	10.00	10.00	10.00	10.00	20.00	27 waivers for 2017	270.00	$200.00	$200.00
Passport Application Fee	25.00	25.00	25.00	25.00	35.00	35.00	(Set by US Dept. of State)	11050.00	$9,000.00	$12,250.00
Passport Photo Fee	9.95	9.95	10.50	10.50	10.50	10.50		5800.85	$4,500.00	$5,000.00
Temp. Plat Fee Counter Fee (set by St	5.00	5.00	5.00	5.00	5.00	5.00	(Set by DOT)	1382.00	$1,500.00	$1,400.00
DMV Tabs & Plates per Application (S	17.80	17.80	17.30	17.30	17.30	17.30	(Set by TriVIN) $6.60 or $10.70 per ser	2549.50	$3,500.00	$2,500.00
Large Assembly Permits (fee per day)	100.00	100.00	100.00	100.00	100.00	125.00	(Per Day Fee)	400.00	$400.00	$400.00
SVRS Support Fees							Additional fees billed for programming of election machines. County covers programming cost of one machine per municipality. Paid under **HAVA Equipmt Rev G/L 47333**	8267.00	$15,000.00	$15,000.00
Population 1-599	300.00	300.00	300.00	300.00	300.00	500.00		1800.00	$1,500.00	$2,500.00
Population 600-999	400.00	400.00	400.00	400.00	400.00	700.00		4800.00	$4,800.00	$8,400.00
Population 1000-1499	500.00	500.00	500.00	500.00	500.00	800.00		3500.00	$3,500.00	$5,600.00
Population 1500-1999	600.00	600.00	600.00	600.00	600.00	900.00		1200.00	$1,200.00	$1,800.00
Population 2000-2999	700.00	700.00	700.00	700.00	700.00	1000.00		3500.00	$3,500.00	$5,000.00
Any Special Election plus $.25 per eligible voter	100.00	100.00		100.00	100.00	100.00		0.00	$0.00	$0.00

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?

No formal analysis has been done.

When is the last time there was an increase in fees? Marriage license fees and passport photo fees could be changed.

These fees have remained unchanged for several years. SVRS support fees billed municipalities could be increased.

2019 Travel Budget

Department: County Clerk

2019 Budget Amount-Please explain how this figure was calculated.

$165.00 WCCO Reg Fee, Mileage $270 Estimate-Madison, Lodging $315.00, $30 Meals $125.00 WCCA Hudson Registration fee, Mileage $50.00 estimate (County Vehicle) Lodging $276.00 for June Clerks Conf, $30 meals.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

Annual conference in Madison includes education class from UW Green Bay or UW Madison, updates from

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WCCO Conference - Madis	$780.00	Sharon Jorgenson	8.1
County Clerk Conf - Hudso	$481.00	Sharon Jorgenson	8.1

Form Completed by: Sharon Jorgenson

Date completed: 7/9/2018

Polk County
5 Year Capital Improvement Plan Summary

DEPT: County Clerk

		2019 requested	Estimated 2019	2020	2021	2022	Total
Revenues		Revenue Acct					
1)	Fund Balance						-
2)	Asset Recovery Fund						-
3)	Levy (Property Tax)						-
4)	State Aids						-
5)	Revenues						-
6)	Unfunded			411,225	34,933		446,158
7)	Grants						-
	Revenue Available	**$ -**	**$ -**	**$ 411,225**	**$ 34,933**	**$ -**	**$ 446,158**
Expenditures							
A)	**IT Items**						
	Possible A/R receipting system		-				-
							-
	Description						-
	Subtotal IT Items	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
C)	**Other Equipment**						
	New Voting Machines - 36			411,225			411,225
	Software license/maint				34,933		34,933
	Description						-
	Subtotal Equipment	**$ -**	**$ -**	**$ 411,225**	**$ 34,933**	**$ -**	**$ 446,158**
	Expenditure Total		**$ -**	**$ 411,225**	**$ 34,933**	**$ -**	**$ 446,158**

Form Completed by: Sharon Jorgenson
Date completed: 7/9/2018

Department: County Clerk

New Technology Request

Vendor Name	Purchase Price	Setup Fee	Monthly Cost	Technology Requested	Employee Receiving Technology

Maintenance Agreements

Company	Amount	Yearly, Quarterly or Monthly Billing	Length of agreement	New or recurring agreement
Pitney Bowes	$1,650.48	$412.62 Quarterly	12/29/2018 for Mail machine lease	Non recurring
Pitney Bowes	$268.00	$67.00 Quarterly	12/29/2018 for Sheriff's Dept mail machine lease - Sheriff's office pays theirs	Non recurring
Command Central	$9,000 to $25,000 per election	per election	Annual fee agreement - annual amount varies based on number of elections	Recurring

POLK COUNTY WISCONSIN

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 maintence of parks, trails, boat landings, Manage county forests, Manage the MRF and solid waste ordinance.

LIST OFSERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

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

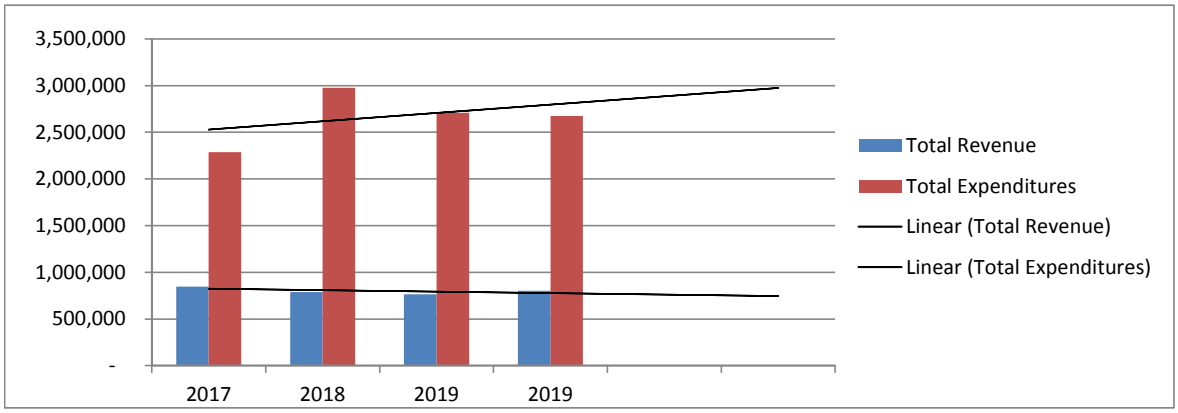
POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

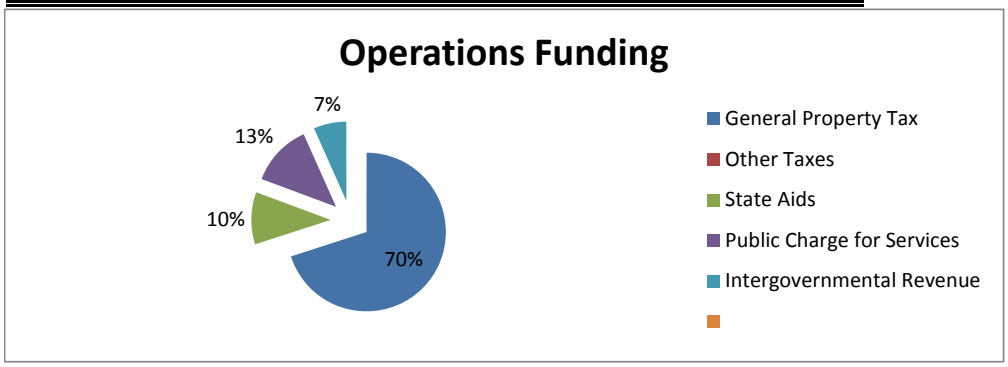
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION					
	2017 Actual	2018 Budget	2019 Budget	2019 Administrator's Budget	
Revenue					
General Property Tax	1,626,575	2,135,382	1,890,566	1,872,983	
Other Taxes		-			
State Aids	320,833	287,414	284,964	284,964	
Public Charge for Services	344,997	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

20,000 Justice Center sewer and water costs

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

SECTION 2: PROGRAM SUMMARY

Program name:

Parks, trails and Lake Access

Program objective: Maintain parks and improve lake access
Link to Board Priority: 7. Parks/tourism/recreation

PROGRAM REVENUES AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	130,920	139,190	133,980	136,474
Other Revenues	268,150	121,740	119,450	119,610
Total Revenue	399,070	260,930	253,430	256,084
Recurrent Expenditure	397,374	305,730	299,025	302,486
Capital/One-time Expenditure	2,799	8,200	8,200	8,200
Total Expenditure	400,173	313,930	307,225	310,686
Net Revenue and Expenditures	(1,102)	(53,000)	(53,795)	(54,602)

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Follow through with the Ahlgren reserve.
2. Continue to enhance park and recreation opportunity

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Park acreage maintained	440	440	440	440
Miles of trails maintained	463	463	463	463

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Revenue from campsite and shelter	**3305**	**2500**	2500	

Assumptions and factors affecting program performance:

1. Meeting the needs of changing population
2. Coping with aging facilities and infrastructure
3. Making use of technology

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

Program name:

Building and Property

Program Objective: Providing a quality preventive maintenance program to extend the life of county assets
Link to Board Priority: Updating county services for future and improving services

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	1,281,248	1,763,174	1,549,058	1,506,791
Other Revenues	180,849	197,957	171,062	172,199
Total Revenue	1,462,097	1,961,131	1,720,119	1,678,990
Recurrent Expenditure	1,229,043	1,497,131	1,522,600	1,546,490
Capital/One-time Expenditure	71,568	464,000	197,519	132,500
Total Expenditure	1,300,611	1,961,131	1,720,119	1,678,990
Net Revenue and Expenditures	161,486	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

Jail intercom system, phone upgrade, parking lots,
Facility security, equipment upgrade

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Work orders completed	1039	1065	1065	1065
Fleet trips managed	2351	2700 trips	2700 trips	2700 trips

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Maintenance cost per sq foot	$4.12	$4.15	1065	1065
Avg no of cars available per day	1 of 14	1 of 14	2700 trips	2700 trips

Assumptions and factors affecting program performance:

1. Evaluate the needs of the government center and determine changes
2. Fleet vehicles not coming back on time

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

Program name:

Solid Waste and Recycling

Program objective: To reduce landfill utilization

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

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	214,407	233,018	207,528	212,903
Other Revenues	506,285	468,174	474,064	479,954
Total Revenue	720,692	701,192	681,593	692,857
Recurrent Expenditure	563,961	669,192	681,592	692,857
Capital/One-time Expenditure	21,906	32,000		
Total Expenditure	585,867	701,192	681,592	692,857
Net Revenue and Expenditures	134,825	(0)	0	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Tonnage of recyclables	1848	2200	2200	2200
Solid waste revenue	$67,179.00	$30,000.00	$30,000.00	$30,000.00

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
revenues recycling	$264,648.00	$259,000.00	$259,000.00	$259,000.00
revenues solid waste	$67,179.00	$38,738.00	$38,738.00	$38,738.00

Assumptions and factors affecting program performance:

1 . Soft markets for recycling materials
2. Reduction is state grant
3. Aging facilities with increasing maintenance costs

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

Program name:

Forestry

Program objective: Improve wildlife habitat and public access
Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	-67,798	-61,428	-67,811	-68,410
Other Revenues	240,907	211,684	214,705	217,725
Total Revenue	173,109	150,256	146,894	149,315
Recurrent Expenditure	145,270	150,256	146,894	149,315
Capital/One-time Expenditure				
Total Expenditure	145,270	150,256	146,894	149,315
Net Revenue and Expenditures	27,839	(0)	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Increase and improve current recreation opportunities in county forest

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
timber sale revenue	146,370	149,000	149,000	
acres established/reviewed	460	460	460	

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
timber sales completed	10	10	10	

Assumptions and factors affecting program performance:

1. The forestry program is highly dependent on current and future weather and climate patterns locally, regionally and globally. Also, in order to conduct active forest management, we are very reliant on wood markets and the economy. A catastrophic event on our county forest can negatively affect wildlife habitat, timber value, and recreational opportunities for years and possibly decades. Forest management planning is a very fluid and organic planning process. The county forest also provides hunting, fishing, camping, hiking, snowmobiling, ATVing, cross country skiing, horseback riding, mountain biking and many other recreational activities.

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

Program name:

Museum

Program objective: Mission Statement: Preserving the past for future generations by establishing a unique and enduring collection of Polk County history, shared with the public through education programs and exhibits.

Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	30,796	21,063	21,379	21,700
Other Revenues				
Total Revenue	30,796	21,063	21,379	21,700
Recurrent Expenditure	20,371	21,063	21,379	21,700
Capital/One-time Expenditure	8,450	-		
Total Expenditure	28,821	21,063	21,379	21,700
Net Revenue and Expenditures	1,975	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Utilizing the public experience model to develop a plan of publicizing and conveying information

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Attendance	1,765	1,800	2,000	2,000

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
grants and fundraising	$5,757	$25,000	25000	25000

Assumptions and factors affecting program performance:

POLK COUNTY WISCONSIN

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

Debbie Peterson, Director

Program name:

Fair

Program objective: MISSION STATEMENT: The future enhanced needed educational programs for the benefit of the people of Polk County.

Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	97,924	38,103	23,510	23,922
Other Revenues				
Total Revenue	97,924	38,103	23,510	23,922
Recurrent Expenditure	101,177	38,103	23,510	23,922
Capital/One-time Expenditure				
Total Expenditure	101,177	38,103	23,510	23,922
Net Revenue and Expenditures	(3,253)	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
continue the cement walkway thru the barns for increased ADA attendance				

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Attendance	37,178	37,000	37,000	

Assumptions and factors affecting program performance:

1. weather, attendance

Fee Schedule

Department: Buildings, Parks, and Recycling
Completed By: Deb Peterson
Date Completed: 7/6/2018

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	Comments	2017 Actual Revenues	2018 Estimated Revenues	2019 Estimated Revenues
Parks Fees										
Camping Fee per night	15.00	15.00	15.00	15.00	15.00	15.00		$3,305.00	$3,305.00	$3,305.00
Camping fee Electric per night				25.00	25.00	25.00				
Educational building at Kennedy	150.00	150.00	150.00	150.00	150.00	150.00				
Shelter reservations	40.00	40.00	40.00	40.00	40.00	40.00				
State Bike Passes										
Annual Pass	20.00	20.00	20.00	25.00	25.00	25.00		$10,162.00	$10,162.00	$10,162.00
Daily Pass	4.00	4.00	4.00	5.00	5.00	5.00				
Solid Waste Revenue								$67,179.00	$67,179.00	$67,179.00
Appliances Solid Waste	15.00	16.00	18.00	18.00	18.00	18.00				
Gas Ammonia appliance over 4'	175.00	185.00	204.00	204.00	204.00	204.00				
Gas Ammonia appliance under 4'	100.00	105.00	116.00	116.00	116.00	116.00				
Air conditioners	25.00	30.00	33.00	33.00	33.00	33.00				
.	25.00	30.00	33.00	33.00	33.00	33.00				
Commercial Air conditioners	450.00	475.00	523.00	523.00	523.00	523.00				
Commercial Hot water	60.00	65.00	72.00	72.00	72.00	72.00				
Commercial Appliance per cu.ft.	1.50 per cu ft	1.50 per cu ft	1.65 per cu ft	1.65 per cu ft	1.65 per cu ft	1.65 per cu ft				
Water softeners	20.00	25.00	25.00	28.00	28.00	28.00				
All Electronics			0.40	.45/lb	.45/lb	.45/lb				
Small Appliances			5.00	5.00	5.00	5.00				
Bulbs 4' and under	0.75	0.75	0.85	0.85	0.85	0.85				
5'and over	1.00	1.00	1.00	1.00	1.00	1.00				
Compacts	0.75	0.75	0.85	0.85	0.85	0.85				
U Shaped			0.85	0.85	0.85	0.85				
Broken Bulbs			4.00	4.00	4.00	4.00				
Ultra Violet			8.00	8.00	8.00	8.00				
HID			4.00	4.00	4.00	4.00				
Ballast			4.00	4.00	4.00	4.00				
Propane cylinders 4-40 lb			8.00	8.00	8.00	8.00				
Propane cylinders 100 lb			14.00	14.00	14.00	14.00				
Oil filters			0.75	0.75	0.75	0.75				
Tires per lb	0.10	0.10	.15/lb	0.15	0.15	0.15				
Off Road Tire per lb	0.25	0.25	.30/lb	0.30	0.30	0.30				
Car and Truck with Rim			plus 2.00 2.5/lb	plus 2.00 2.5/lb	plus 2.00 2.5/lb	plus 2.00 2.5/lb				
Heavy Truck Rim			12.00 plus .15 for rim and tire	12.00 plus .15 for rim and tire	12.00 plus .15 for rim and tire	12.00 plus .15 for rim and tire				
Confidential Shredding per lb.			.15/lb	.15/lb	.15/lb	.15/lb				
Mattress			15.00	15.00	15.00	15.00				

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?

Solid waste fees are dependent upon the disposal fee.

When is the last time there was an increase in fees?

2016 2017

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Contact Email Addresses	State Register Audit/Source	State Register Description	Audit Description	Polk Co Dept Description	CARS#	State ID Number	Polk Co Revenue Account	Polk Co Expense Account	2019 Grant Amount
7	DEBBIE	DEB@co.polk.wi.us	DEPT OF AGRICULTURE		AG CLEAN SWEEP	ST AID CLEAN SWEEP		115.04	101-07-43541-000-000-00	101-07-53635	$14,000.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	RU RECYCLING/CONSOLIDATED GRANT	MUNICIPAL & COUNTY RECYCLING GRANTS	ST AID RECYCLING		370.670	101-07-43543-000-000-00	101-07-53631	$159,674.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	SNOWMOBILE TRAIL AIDS	SUPPLEMENTAL PAYABLE	ST AID SNOWMOBILE TRAILS		370.575	243-07-43573-000-000-00	243-07-55441	$85,850.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	ATV TRAIL/UTV PROJECT AIDS	ALL TERRAIN VEHICLES	ST AID ATV/UTV		370.577	243-07-43574-000-000-00	243-07-55442	$25,440.00
28	MARK G / TINA	tina.riley@co.polk.wi.u	DEPT OF NATURAL RESOURCES	URBAN FORESTRY/CO FORESTS	URBAN & COMMUNITY FORESTRY	ST AID FOREST ADMINISTRATOR		370.572	101-28-43582-000-000-00	101-28-56110	$48,980.27
28	MARK G / TINA		DEPT OF TRANSPORTATION	COUNTY FOREST ROAD AIDS	COUNTY CONSERVATION AIDS	ST AID CO FOREST ROADS		370.563	101-28-43584-000-000-00	101-28-56114	$2,465.00
28	MARK G / TINA		DEPT OF NATURAL RESOURCES	RECREATION AIDS-FISH	COUNTY FOREST WILDLIFE HABITAT IMPROVEMENT PROGRAM	STATE AID WILDLIFE HABITAT		370.564	101-28-43592-000-000-00	101-28-56115	$857.00
28	MARK G / TINA		DEPT OF NATURAL RESOURCES	URBAN FORESTRY/CO FORESTS	COUNTY FOREST LOANS	ST AID FORESTRY		370.567	241-28-43581-000-000-00	241-28-56111	$8,350.00

2019 Travel Budget

Department: buildings parks

2019 Budget Amount-Please explain how this figure was calculated.

Last years expense

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

Improve Leadership the ability to guide indivudual and team learn of new product and preventative maintenance.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WFMA Location unknown	no fee	Mike dean deb	
Leadership Green Lake	750	Mark	
Pak conference	650	deb	

Form Completed by: debbie

Date completed: july 6 2018

Funded by levy in account 101-07-51600-221-116-00 from 33,461 to 53,461

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings
Date Requested:	7/25/2018
Budget Year:	2019
Form Completed By:	debbie

Amount of Funding Requested

20,000

What is being requested?

Increased water and sewer charges over the last few years in 101-07-51600-221-116-00

Explanation for the additional funding request:

increase water and sewer

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

na

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Asset funded for 150,000 with 5 year payback

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings
Date Requested:	7/25/2018
Budget Year:	2019
Form Completed By:	debbie

Amount of Funding Requested

150,000 for Chiller

What is being requested?

Chiller for governemtn center

Explanation for the additional funding request:

Need new chller , chiller is on borrowed time

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

more efficient chiller

What would be the result if this additional funding request was not approved?

No cooling for government center

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Solid wast revenues are up 30,000. in 2019 9500 was covered by these increased revenues. The recycling truck for 80,000 is in the asset fund with a payback the first yeasr of 20,500 (balance of 30,000) and then 30,000 until paid off.

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings
Date Requested:	7/25/2018
Budget Year:	2019
Form Completed By:	debbie

Amount of Funding Requested

80,000 for recycling truck and 9,500 to repay Highway for Recycling scale

What is being requested?

Could raise Solid Waste Revenues 30,000 toward these items. In 2018 there was 32,000 for recycling equipment which was removed in 2019 and levy was lowered 25,000

Explanation for the additional funding request:

need scale software update

What effects if any will this have on staffing (include how many additional FTEs):

no

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

can use the scale

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Funded 8 28 18

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings
Date Requested:	7/25/2018
Budget Year:	2019
Form Completed By:	debbie

Amount of Funding Requested

8,600

What is being requested?

dump truck 8,200 out of Parks Equipment replacement and 8,200 out of Building Equipment replacement or LEASE option per year.

Explanation for the additional funding request:

new truck

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

more expensive fixing of truck

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

could use 807 or 808??

Polk County

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

	2019	2020	2021	2022	2023	Total
Beginning Fund Balance						
Revenues						
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**
Expenditures						
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**

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**

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 WISCONSIN

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 OFSERVICES 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.

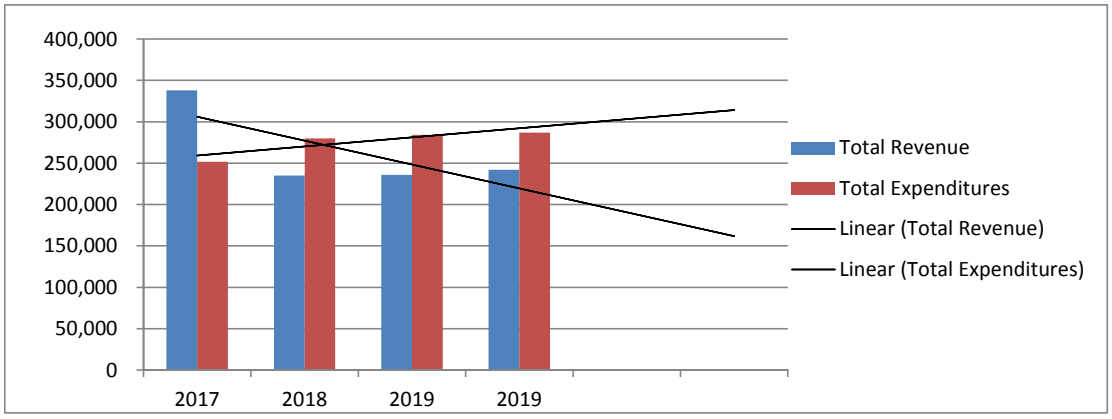
POLK COUNTY WISCONSIN

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

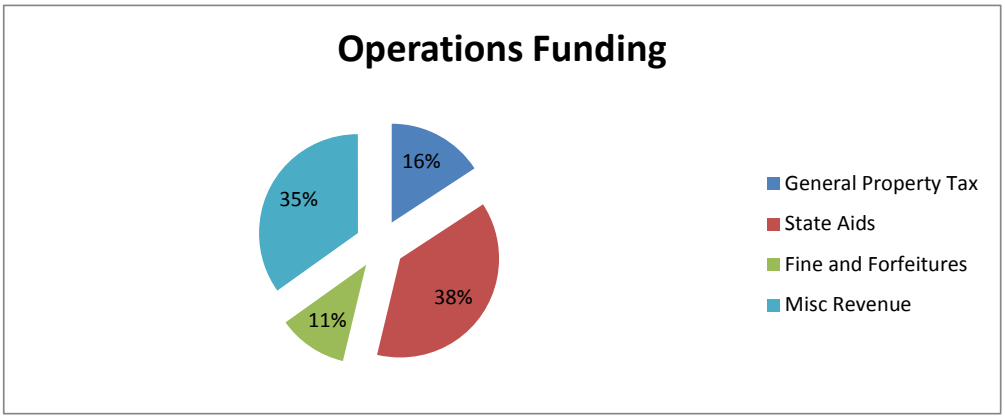
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	50,831	44,587	48,248	45,229
Other Taxes	0	25	25	25
State Aids	108,604	103,000	103,000	109,000
Fine and Forfeitures	15,510	32,000	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	

Additional Funding Reques $3 $5,000 to scan old records

POLK COUNTY WISCONSIN

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 receipted 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

1. 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% Accurate	100% accurate	100% accurate	100% 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:

1. 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.

Fee Schedule

Department: Treasurer

Completed By: Amanda Nissen

Date Completed: 7/23/2018

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	2017 Actual Revenues	2018 Estimated Revenues	2019 Estimated Revenues
Delq Report--emailed	no charge	no charge	no charge						
Fax/Copies/Misc Charges	0.25 -1/pg	0.25 -1/pg	0.25-1/page	0.25-1/page	0.25-1/page	0.25-1/page		$5.00	
Misc Tax Searches	17/hr	17/hr	$17/hour						
	& .25/pg 2001 forward	& .25/pg 2001 forward	.25/page 2001 forward						
Tax Deed Fees	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$165.00		$24,750.00	$32,640.00

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?

When is the last time there was an increase in fees?

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
9		FED AID LIEU OF TAXES		101-09-43301-000-000-00	$9,000.00	
9		PILT PAYMENTS FR DISTRICTS		101-09-43660-000-000-00	$80,000.00	
9		RESOURCE AID PAYMENT	370.566	101-09-43666-000-000-00	$20,000.00	

Funded in 101-09-51520-219-000-00 2614 to 7614

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Treasurer
Date Requested:	Jul-18
Budget Year:	2019
Form Completed By:	Amanda C Nissen

Amount of Funding Requested

$5,000

What is being requested?

Funds to scan and save the old tax rolls from 1942 to 2003.

Explanation for the additional funding request:

The books are stored downstairs in a storage unit. They are degrading in quality. The majority of the books are hand-written. I would like $5,000 in 2019 to get the progect started. Possibly will need additional funds in 2020.

What effects if any will this have on staffing (include how many additional FTEs):

No effect on staffing. Will be done by outside vendor.

Are there additional long term costs associated with this request? Please explain

No.

Will this expenditure result in any offsetting savings? Please Describe

No. This will preserve our books that we currently have. Going forward, from the last 10 yrs, all books are saved as PDF's and are available for staff to access.

What would be the result if this additional funding request was not approved?

The books will continue to degrade and sit in the downstairs storage area.

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Yes, we will do the amount of work we can get done with the budget that we are given. Any not done we will look at adding funds in additional years.

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

No.

2019 Travel Budget

Department: Treasurer

2019 Budget Amount-Please explain how this figure was calculated.

The budget amount is $2100. This includes the registration fees, mileage, hotels, membership dues for WCTA, and food not provided at the conference.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

The conferences provide the opertunity for training in specific areas that are beneficial to my department. The trainings vary by year, but have included open meetings rules, legal responsibilities, accounting best practices, etc. The March meeting also includes meeting with the state representatives for our area and allows us to bring local concerns to their attention.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
Madison, WCCO	$700	1	8.1
Waupaca, WCTA	$700	1	8.1
St Croix Falls, WCTA	$700	1	8.1
Total:	$ 2,100.00		

Form Completed by: Amanda C Nissen

Date completed: 7/23/2018

Outside Agencies

Fair, Museum, West Central Regional Planning, Tourism, West Cap, Economic Development

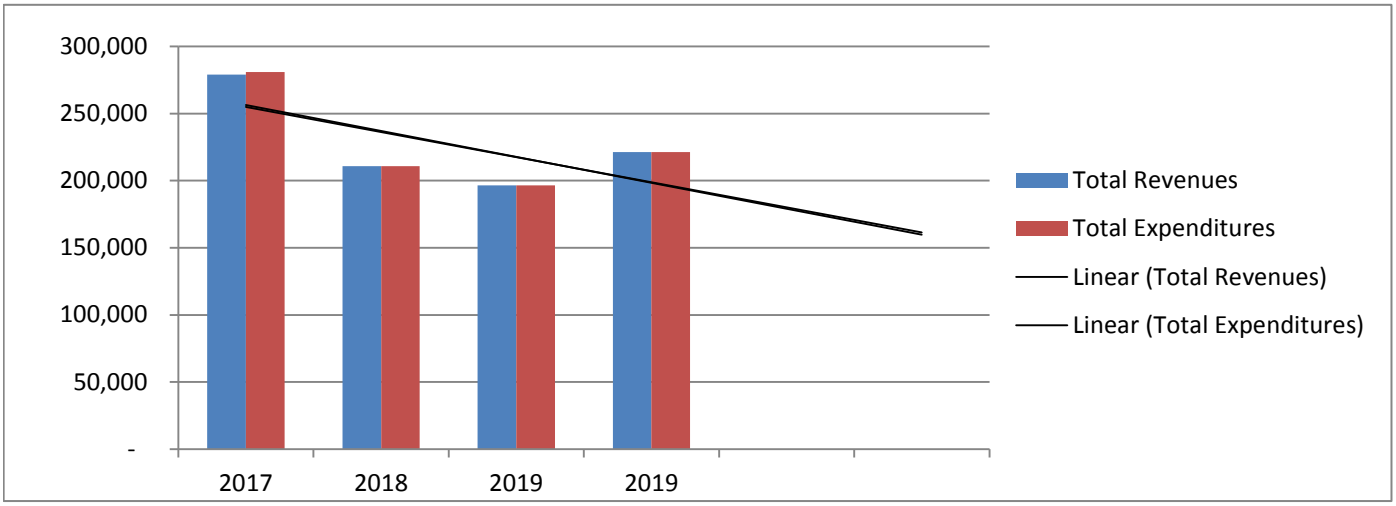
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget	
Revenue					
General Property Tax	278,994	210,840	196,563	221,313	
Total Revenue	278,994	210,840	196,563	221,313	
Expense					
Fair	101,177	38,103	23,510	38,260	
Museum	28,821	21,063	21,379	21,379	
West Central Regional Planning	31,878	32,674	32,674	32,674	
Tourism	70,000	70,000	70,000	70,000	
West Cap	4,000	4,000	4,000	4,000	
Economic Development	45,000	45,000	45,000	55,000	
Total Expenditures	280,876	210,840	196,563	221,313	
Net Revenue and Expenditures	(1,882)		-	-	-

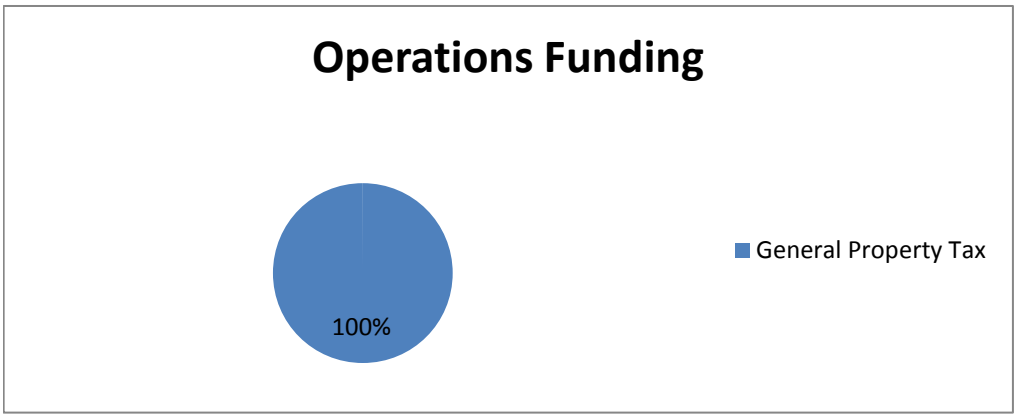
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	**2018 Budget**	**2019 Estimated Budget**	**2019 Administrator's**



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	196,563	221,313	24,750	
Total Revenue	196,563	221,313	24,750	
			-	
Expense			-	
Fair	23,510	38,260	14,750	
Museum	21,379	21,379	-	
West Central Regional Planning	32,674	32,674	-	
Tourism	70,000	70,000	-	
West Cap	4,000	4,000	-	
Economic Development	45,000	55,000	10,000	
Total Expenditures	196,563	221,313	24,750	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	
Total Revenue	Increased to 2019 fair bleacher rental

Expense	
Fair	Increased to 2019 fair bleacher rental
Museum	
West Central Regional Planning	
Tourism	
West Cap	
Economic Development	
Total Expenditures	

Propsoed Funding By County Board

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Department
Date Requested: July 2018
Budget Year: 2019
Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

$10,000

What is being requested?

We are wanting to do a new Discover Wisconsin Video to show case Polk County.

Explanation for the additional funding request:

It has been several years since we have had a Discover Wisconsin video made focusing on Polk

What effects if any will this have on staffing (include how many additional FTEs):

No impact on staffing

Are there additional long term costs associated with this request? Please explain

No addional costs

Will this expenditure result in any offsetting savings? Please Describe

No addional savings

What would be the result if this additional funding request was not approved?

We could not afford to make a Discover Wisconsin video without additional funding from the county.

If this request were to be approved at a lower amount, could the project be scaled down and

The total cost of the video is $40,000 we will be partering with other city members, businesses and civic

Are there any additional funding sources that could be used for this request that would help offset

If request is funded we will be seeking other funding sources for this two year project.

Funded in Administrator's Budget

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Polk County Economic Development Corporation
Date Requested:	8/21/2018
Budget Year:	2019
Form Completed By:	Vince Netherland, Exec. Dir of PCEDC

Amount of Funding Requested

$10,000

What is being requested?

Funding to support a county-wide housing study that will identify specific housing needs within

Explanation for the additional funding request:

The study will be designed and conducted by the West Central Wisconsin Regional Planning

What effects if any will this have on staffing (include how many additional FTEs):

No affect on staffing.

Are there additional long term costs associated with this request? Please explain

No.

Will this expenditure result in any offsetting savings? Please Describe

The study will be used by communities and developers to target opportunities that are identified

What would be the result if this additional funding request was not approved?

We would not move forward with the study.

If this request were to be approved at a lower amount, could the project be scaled down and

Every effort has been made to keep the cost as low as possible. If the county lowered its investment

Are there any additional funding sources that could be used for this request that would help offset

The PCEDC is committed to participate in the funding as are several villages/cities throughout the

Propsoed Funding By County Board

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Dept
Date Requested: July 2018
Budget Year: 2019
Form Completed By:Colleen Gifford Foxwell

Amount of Funding Requested

$6,000

What is being requested?

gas/heat, recycling, bathroom supplies, and rugs) 40% of this bill is $5,000/ year. The sign on Hwy 35 South of our office is in need of repair, as well as the one on Hwy 8- estimates for replacement of both is $1,000

Explanation for the additional funding request:

The City of St. Croix Falls asked us to contibutue to utlities earlier this year, because it was not in our 2018 budget, they delayed the action until 2019. Our funding from the County was $123,500 in 2005, and recuded 48% to $60,000 the following year. 2017 it has only been restored to $70,000

What effects if any will this have on staffing (include how many additional FTEs):

If we are unable to receive additional funds we will need to cut staff hours. Currently, we have 1 FTE and 2 part-time FTE at .50 hours.

Are there additional long term costs associated with this request? Please explain

This would be part of our annual budget, the additional utlities bills. Repairs on signage would be a one time expense.

Will this expenditure result in any offsetting savings? Please Describe

No, utlitilies will become part of our annual budget.

What would be the result if this additional funding request was not approved?

Reduction of staff hours, to off-set the $6,000 request.

If this request were to be approved at a lower amount, could the project be scaled down and

We would not complete the sign repair.

Are there any additional funding sources that could be used for this request that would help offset

We could check into an energy audit to lower the energy costs, and look at solar energy for partial electricity. We could ask the City if they would lower the % that we contribute to utlilties.

POLK COUNTY WISCONSIN

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 permancy 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 casses 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 OFSERVICES 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.

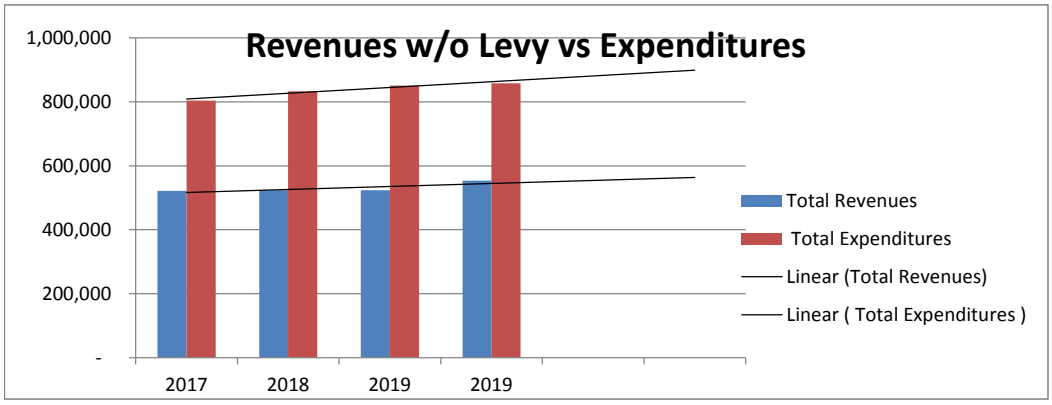
POLK COUNTY WISCONSIN

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

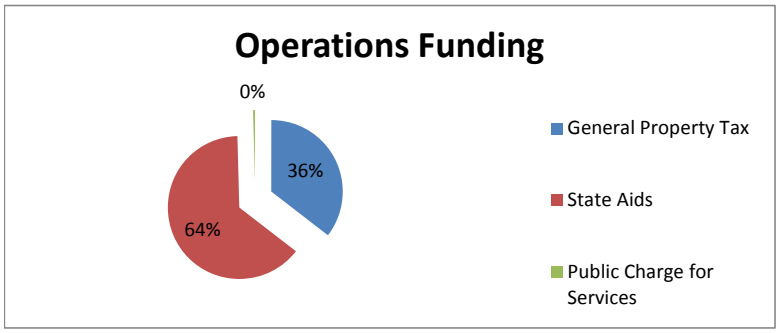
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated budget	2019 Administrator's Budget
Revenue				
General Property Tax	303,665	309,247	327,181	304,087
State Aids	521,554	519,511	519,511	549,783
Public Charge for Services	388	3,710	3,784	3,741
Total 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	

POLK COUNTY WISCONSIN

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

SECTION 2: PROGRAM SUMMARY

Program name:
Corporation Counsel

Program Objective: Organizational Legal Services, Human Service Cases, Ordinance Enforcement and Administration, and Litigation and Collection Services.

Link to Board Priority: Provide legal services in professional and responsive manner to advance organizational priorities identified by the County Board

PROGRAM REVENUE AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimated Budget	2020 Estimated Budget
Revenue				
General Property Tax	156,709	157,184	162,069	180,211
Other Revenues	56,611	70,853	70,899	72,850
Total Revenue	213,320	228,037	232,968	253,061
Expenses				
Recurrent Expenditure	191,499	227,624	232,528	252,642
Capital/One-time Expenditure		-		
Total Expenditures	191,499	227,624	232,528	252,642
Net Revenue and Expenditures	**21,821**	**413**	**440**	**419**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Continue to develop and provide educational opportunities to staff to maintain professionalism and enhance proficiencies and responsiveness consistent with changes in the need for legal services.
2. Research and implement cost-saving alternatives of computer assisted legal research software programs which enhance professionalism and responsiveness.

KEY PROGRAM STRATEGIES 2019

POLK COUNTY WISCONSIN

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

CONTINUATION OF CORPORATION COUNSEL PROGRAM INFORMATION:

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Contracts, Resolutions, Ordinances	205	175	175	
Human Services Cases Dispositioned	323	325	335	
Ordinance Enforcement Cases	47	55	60	
Collections Cases Dispositioned	17	20	20	
% Transactional Legal Services	100	100	100	
% Human Services Cases Concluded Timely	100	100	100	
%Ordinance Enforcement Cases	100	100	100	
%Collection Cases Reaching	85	100	100	
Child Support Cases Processed (CS)		1775	1,800	
CS Court-Ordered Establishment Rate	77	85	90	
CS Current Collection Rate	76	78	80	
Paternity Establishment Rate	100	100	100	
CS Arrears Collection Rate	71	80	80	
Cost Effectiveness/Program Dollar		5.5	5. 0	

Assumptions and factors affecting program performance:

1. County Board has established priorities allowing for delivery of legal services to adapt consistent with set priorities.

2. Legislation advances altering course of operations of internal operatipon requiring a shift in allocation of resources.

3. Emerging state mandates towards electronic/computerized processes will require County responsiveness in priority setting and resource allocation

POLK COUNTY WISCONSIN

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

Program name:

Child Support

Program objective: To improve the quality of life of families and children by assisting with appropriate financing through court orders.

Link to Board Priority: Provision of Human Services and Public Safety

PROGRAM REVENUES AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimated	2020 Estimated
Revenue				
General Property Tax	146,956	152,063	165,112	123,876
Other Revenues	465,331	452,368	452,396	480,674
Total Revenue	612,287	604,431	617,508	604,550
Expenses				
Recurrent Expenditure	612,287	604,431	617,508	604,550
Capital/One-time Expenditure				
Total Expenditures	612,287	604,431	617,508	604,550
Net Revenue and Expenditures	-	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

Maintain and Increase Performance Results on Federal and State Performance Measures

KEY PROGRAM STRATEGIES 2019

Maintain and Increase Performance on Federal and State Performance Measures; Develop Internal Office Policies and Proceedures to Reflect Best Practices for Case Inition and Enforcement; Explore use of working remotely for caseworkers.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Child Support Cases Processed	1640	1775	1800	
Performance Rate - Establishment	77	85	90	
Performance Rate - Establish	100	100	100	
Performance Rate - Collections	76	78	80	
Performance Rate - Collection Arrears	71	80	80	
Effectiveness/Program Dollar	5.7	5	5	

Assumptions and factors affecting program performance: Continued increase of population and commensurate need of services. Recurring Succession. Loss of trained employees to greater compensation of other public sector positions.

If mandated, statutory reference	49.22; 59.53
Units of service	Work Tasks Completed
Program cost per unit of service	$5.7 collected for $1.00 of program expenditure
Measure of client satisfaction:	Cases administered consistent with federal and state standards
Issues affecting performance	Employee Turnover and Succession; Changing legislation; Organizational Indifference and Lag to Advancing Technology and Marketable Compensation

Fee Schedule

Department: Corporation Counsel /Child Support
Completed By: Chad Knutson
Date Completed: 8/7/2018

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	Comments	2017 Actual Revenues	2018 Estimated Revenues	2019 Estimated Revenues
Attorney Fees	300.00	300.00	300.00	300.00	300.00	$ 300.00	Wis. Stat. 814.01(1)	$300.00	0.00	$600.00
Non-IV-D SVCS	35.00	35.00	25.00	25.00	25.00	$ 25.00	County Ord. 38-12		0.00	

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?

When is the last time there was an increase in fees?

2019 Travel Budget

Department: Corp Counsel / Child Support

2019 Budget Amount-Please explain how this figure was calculated.

Actual cost of training, registration, lodging, mileage, meals, consistent with county policy.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position**)**

Maintain in good standing attorneys; maintain competencies of staff; advance county board priorities; maintain sound budgetary administration of allocated resources; train staff to ensure regulatory compliance.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WCSEA - Fall Conference - Madison	$3,230.00	CSA Admin, CSA Legal Counsel, 3 Case Workers	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - Madison	$480.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - Racine	$481.00	CSA Admin	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - (Location Unknown)	$435.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
BCS Directors' Dialogue - (Location unknown)	$690.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
NCSEA Leadership Symposium - Minneapolis MN	$2,986.00	CSA Admin, 2 Case Workers	Ensure economic stability and improve customer service and program efficiency
New Worker Training - (Locations Unknown)	$805.00	CSA New Worker	Ensure economic stability and improve customer service and program efficiency

New Worker Training - (Locations Unknown)	$805.00	CSA New Worker	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
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Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
DEC Conference - Location TBD	$1,064.00	Corp Counsel Staff	Expand mental health and AODA services to the county
Wisconsin Association of County Corporation Counse, Spring - Location - Green Lake, WI	$325.00	Corp Counsel Staff	County services and partnership in county governance
Wisconsin Association of County Corporation Counse, Fall - Location - WCA Convention	$325.00	Corp Counsel Staff	County services and partnership in county governance
Wisconsin County Mutual /AEGIS Corporation Counsel / Defense - Location - Stevens Point	$225.00	Corp Counsel Staff	County services and partnership in county governance

Form Completed by: **Chad Hoag**

Date completed: **23-Jul-18**

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Federal CFDA ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
27	TOMMA	ST AID TITLE IV-E		93.658	101-27-43505-000-000-00	$5,400.00	
27	TOMMA	ST AID INDIRECT COST REIMB		437.7502	101-27-43512-000-000-00	$65,104.00	
27	TOMMA	ST AID CHILD SUPPORT		93.563	101-27-43516-000-000-00	$479,279.00	

Funded with new Staffing Plan and revenues/levy adjusted 8 28 18

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Child Support Agency	
Date Requested:		1-Aug-18
Budget Year:		2019
Form Completed By:	Chad Hoag	

Amount of Funding Requested

$35,000 (net cost to county is *$11,900* after CSA Funding Reimbursements)

What is being requested?

Add .5 FTE and reorganization of Management duties of the Child Support Agency

Explanation for the additional funding request:

Under the previous staffing plan of having the Assistant Corporation Counsel as the Director and Supervisor of the Child Support Agency, there has been a need for a level of supervision / leadership and guidance that are not possible due to the time-constraints and duties of the Assistant Corporation Counsel. The caseload and workload of the Assistant Corporation Counsel do not provide the time and attention to the area of the Child Support Agency that is needed to continue to monitor and supervise worker performance, and keep-up with ever changing State and Federal policies and mandates. The creation of the CSA Administrator Position was set into motion prior to September 2016, but never followed-through on. As of that date, the office of the Corporation Counsel took-over the CHIPS cases for the county, and the duties and workload of the Assistant Corporation Counsel increased to a point where administration of the Child Support Agency is impossible to keep-up with. In addition to the increased caseload of taking on these cases, the caseload itself during the past two years has increased at an accelerated rate due to the Meth and drug problems in Polk County. The number of CHIPS cases involving out-of-home placements has increased by nearly 50% in the last two-years and 80-90% of these cases are directly related to the parents/caregiver's habitual use of methamphetamine. Each of the out-of-home CHIPS cases also creates a referral from the child-welfare system into our child support system because the CSA is tasked with attempting to recoup the cost of foster care and other out-of-home care costs from the parents. The strain on the system is doubled every time there is a new CHIPS case. Because of the time-sensitive nature and the increase in caseload for these case types, along with the other duties of the Assistant Corporation Counsel, the supervision and management of the performance of the Child Support Workers and the Agency is not possible. Having a dedicated Child Support Administrator will bring back the needed supervision and guidance to level that is consistent with state-set performance goals.

What effects if any will this have on staffing (include how many additional FTEs):

This request would result in an .5 increase in FTE count.

Are there additional long term costs associated with this request? Please explain

This would be an ongoing position and the cost would roll over from year-to-year, unless changed; however, the increased revenue would also carry over year-to-year.

Will this expenditure result in any offsetting savings? Please Describe

A savings in the overall personell costs due to additional overtime that will be needed by current full-time staff if request is not approved. These are full-time staff that would incur a higher cost to the county than a part-time employee would. There would also be an increase in revenue through capturing full and/or additional performance funds due to management and supervision of worker performance. Additionally, the expense will be offset at 66% through Federal Funding revenue of the Child Support Agency.

What would be the result if this additional funding request was not approved?

*** Decreased revenue because our performance funding would continue to decline. *Increased expenses based upon increased overtime hours of current staff. * Increased reliance on economic social welfare programs by custodial parents who are not getting their child support orders obtained or enforced efficiently by the Agency. The Agency's overall performance has dropped the last couple of years, and would most likely continue, which leads to a loss in funding for the Child Support Agency. An increase in overtime by full-time current employees to keep-up with increased caseload and work requirements to meet performance standards. Management and supervision of the Child Support Agency of the time and attention needed to monitor performance, provide leadership to the staff, and help train new staff, in addition to tracking and following ever-changing policies currently falls on the Assistant Corporation Counsel. The office of the Corporation Counsel does not have the time needed to focus the attention required to lead the Child Support Agency in an efficient and productive manner.**

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Yes, however the unknowns that currently exist in the Agency and in the Office of Corporation Counsel make predicting how work can be divided difficult. It is most important to make the change to the management duties within the Agency because the use of a temp agency might be an option instead of creating a .5 FTE. That way, the full impact of the changes in CC and CSA could be taken into consideration when deciding how to staff both units.

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

The position will already be funded at 66% by Federal dollars. The expense of $35,000 needed for the personell costs would result in additional revenue funding of $23,100. Enforcement of NIVD fees which have been approved by the County Board would also add additional revenue funding. Further, with the prospective increase in performance (and we are stating this with a high degree of confidence) our performance funding will also increase and offset the cost.

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 administer 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 laison 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:

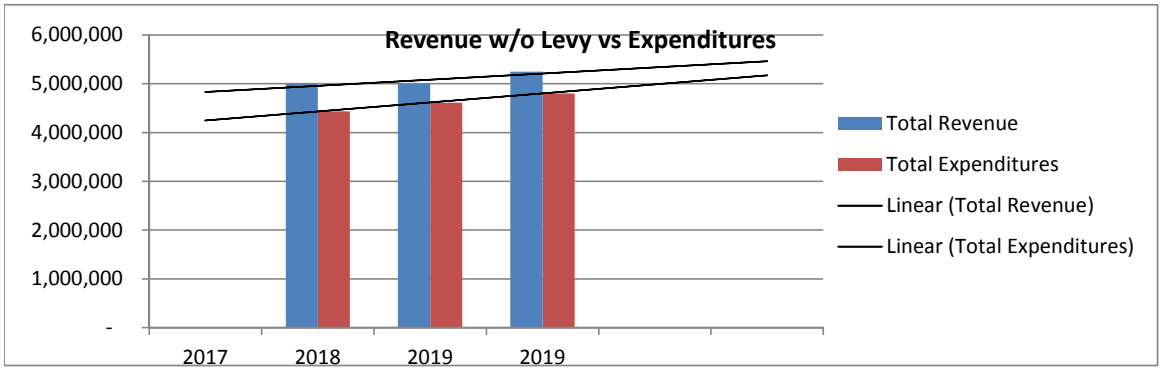
*Audits
*Budgets-Develop and Maintain
*Implement Policies and Maintain Standards Set By Policy
*Executive Assistant to County Administrator
*Accounts Receivable and Debt Collection Submittal
*Levy Calculation
*Payroll Processing
*Maintain General Ledger
*Analyze and Report on Financials
*Maintain insurance 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

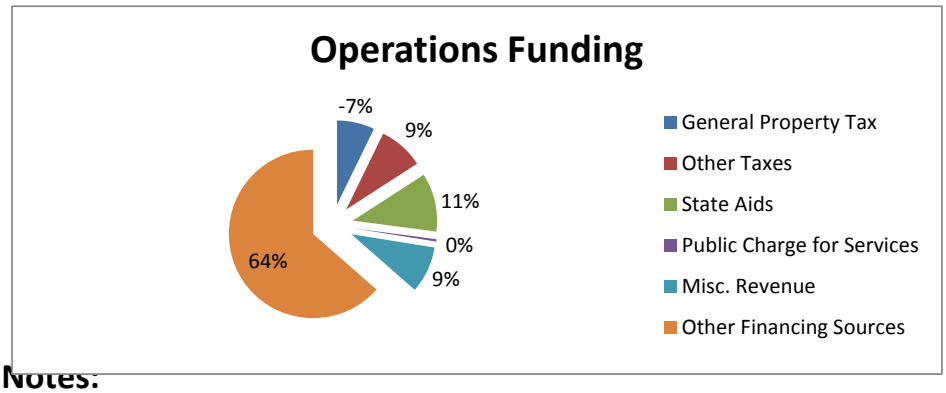
Maggie Wickre, Finance Director

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	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	Published 2019	Administrator 2019	Difference	Amended 2019
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 Administration

Maggie Wickre, Finance Director

SECTION 2: PROGRAM SUMMARY

Program name:

Administration-Public Financial Management

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

Link to Board Priority: To serve and represent the public with integrity

PROGRAM REVENUES AND EXPENDITURES

	2017 Actual	2018 Budget	2019 Estimated	2019
Revenue				
General Property Tax	179,433	(166,920)	(116,606)	(132,004)
Other Revenues	6,059,834	139,836	139,836	1,574,472
Total Revenue	6,239,267	181,183	181,183	1,442,468
Expenses				
Recurrent Expenditure	4,363,826	1,253,116	1,258,165	1,321,393
Capital/One-time Expenditure	1,623,331	76,200	124,817	118,765
Total Expenditures	5,987,156	1,329,316	1,382,982	1,440,158
Net Revenue and Expenditures	**252,111**	**(1,148,133)**	**(1,201,799)**	**(2,310)**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Advance towards less dependency on our auditors to do the year end closing and financial statements.

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Comprehensive Annual Financial Report	2	2	2	
Documents submitted for national awards	2	3	3	
Chapters of administrative code finalized	2	2	2	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of National Awards	2	3	3	

Assumptions and factors affecting program performance:

Increased use of software programs in County and consolidating data management leads to a comprehensive database instead of singular databases maintained only in separate department. This leads to more detailed statements of performance across the County.

POLK COUNTY WISCONSIN

Department of Administration

Maggie Wickre, Finance Director

Program name:

Administration

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

Link to Board Priority: To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Estimated Budget	2019 Estimated	2020 Estimated
Revenue				
General Property Tax	209,339	(194,740)	(136,041)	(154,005)
Other Revenues	7,069,806	1,749,352	1,749,520	1,836,884
Total Revenue	7,279,145	1,554,612	1,613,479	1,682,879
Expenses				
Recurrent Expenditure	5,091,130	1,461,969	1,467,859	1,541,625
Capital/One-time Expenditure	1,893,886	88,900	145,620	138,559
Total Expenditures	6,985,016	1,550,869	1,613,479	1,680,184
Net Revenue and Expenditures	**294,129**	**3,743**	**-**	**2,695**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Continue to streamline processes through the County Departments in the area of financial management.

KEY PROGRAM STRATEGIES 2019

Segration of duties across the County is the request of our granting agencies. This can be done through educatin and reorganization. Reimbursements into a web based progrma will save time and paper all in an effort to get our last process in paper to paperless.

ADMINISTRATION PROGRAM CONTINUED ONTO THE NEXT PAGE

POLK COUNTY WISCONSIN

Department of Administration

Maggie Wickre, Finance Director

CONTINUATION OF ADMINISTRATION PROGRAM

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of invoices processed paperless	10.059 web invoices	10,000 web invoices	15,000 web invoices	15,000 web invoices
Accounts payable checks	8,577	8,500	7,500	7,500
Electronic Funds Transfer	313	1,156	2,156	2,156
Payroll Deposits	12,329	11,500	11,500	11,500
Number of Committee/Board meetings	30	27	27	27
Number of vendor contracts reviewed		85	95	95

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Unassigned General Fund Balance	33%	33%	40%	38%

Assumptions and factors affecting program performance:

1. The use of electronics, updated software, new and improved website, and our commitment to going paperless has saved the Department of Administration time and money. We strive to take advantage of technology and implement new cost saving systems across the County.

POLK COUNTY WISCONSIN

Department of Administration

Maggie Wickre, Finance Director

Program name:

Administration-Insurance

Program Objective: The Department of Administration provides financial, operational, and policy support to all county agencies under
Link to Board Priority: To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	**2018 Budget**	**2019 Estimated**	**2019**
Revenue				
General Property Tax	209,339	(194,740)	(136,041)	(154,005)
Other Revenues	7,069,806	1,749,352	1,749,520	1,836,884
Total Revenue	7,279,145	1,554,612	1,613,479	1,682,879
Expenses				
Recurrent Expenditure	5,091,130	1,461,969	1,467,859	1,541,625
Capital/One-time Expenditure	1,893,886	88,900	145,620	138,559
Total Expenditures	6,985,016	1,550,869	1,613,479	1,680,184
Net Revenue and Expenditures	**294,129**	**3,743**	**-**	**2,695**

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Research premium reduction and the benefits of consolidating policies.

KEY PROGRAM STRATEGIES 2019

Stabalize Insurance Premiums by enhanced education on claims and accurate calculations distributing these costs.

KEY PERFORMANCE INDICATORS

Output indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**

Outcome indicators	**2017 Actual**	**2018 Estimate**	**2019 Estimate**	**2020 Estimate**
Worker's Comp MOD rate	0.71	0.68	0.65	

Assumptions and factors affecting program performance:

1. National trends of insurance premium increases effect our premiums rates.

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
30		SHARED TAXES FROM STATE	N/A	101-30-43410-000-000-00	$87,500.00	
30		SHARED TAXES FROM STATE	N/A	101-30-43410-000-000-00	$501,704.00	
30		ST AID EXEMPT COMPUTER	N/A	101-30-43415-000-000-00	$14,739.00	

2019 Travel Budget

Department: Administration

2019 Budget Amount-Please explain how this figure was calculated.

We have a minimal travel budget allocated each year

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

It is the goal of Administration to allow each employee their choice of training as this is the way we see what other counties and businesses are adopting for procedures and reporting. One of the best ways to network with other counties is the Wisconsin Governmental of Accounting or Wisconsin Counties. It is also a goal to have funds for our County Administrator to networks with other Counties on a State level.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WGFOA	$ 400.00	Maggie Wickre	
WGFOA Training	$ 400.00	Tammy Peterson	
WGFOA Training	$ 400.00	Rhoda Hatzenbeller	
Networking	$ 1,000.00	County Administrator	
Total:	$ 2,200.00		

Form Completed by: Maggie Wickre
Date completed: 7/9/2018

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Facility Study
Date Requested:	7/25/2019
Budget Year:	2019
Form Completed By:	Jeff Fuge

Amount of Funding Requested

35,000

What is being requested?

The suggestion is to start a project fund (460) to fund in 2019 with both levy and funds from Community Services to examine the Government Center remodeling and to actually start the combination of the Public Health Clinic and the Community Services Clinic.

Explanation for the additional funding request:

What effects if any will this have on staffing (include how many additional FTEs):

No additional staffing is required.

Are there additional long term costs associated with this request? Please explain

In the long term, Polk County will be able to afford remodeling debt in 2021-2022. The will start the planning of such a project.

Will this expenditure result in any offsetting savings? Please Describe

This remodeling will accomplish many efficiencies that the current office set up in this building does not offer these efficiencies.

What would be the result if this additional funding request was not approved?

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

None

Polk County

5 Year Capital Improvement Plan Department of Admin Summary

	2019	2020	2021	2022	2023	Total
Beginning Fund Balance						
Revenues						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	35,000		-	-	-	35,000
Unfunded	-	250,000	1,000,000	-	-	1,250,000
Grants	-	-	-	-	-	-
Community Services	100,000	-	-	-	-	100,000
Total Revenue	**$ 135,000**	**$ 250,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ 1,385,000**
Expenditures						
E) Facility Improvement Study	35,000	250,000	1,000,000			
Remodeling Clinics	100,000		-	-	-	100,000
Subtotal	**$ 135,000**	**$ 250,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ 100,000**
Total	**$ 135,000**	**$ 250,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ 100,000**

POLK COUNTY WISCONSIN

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, secuirty 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.

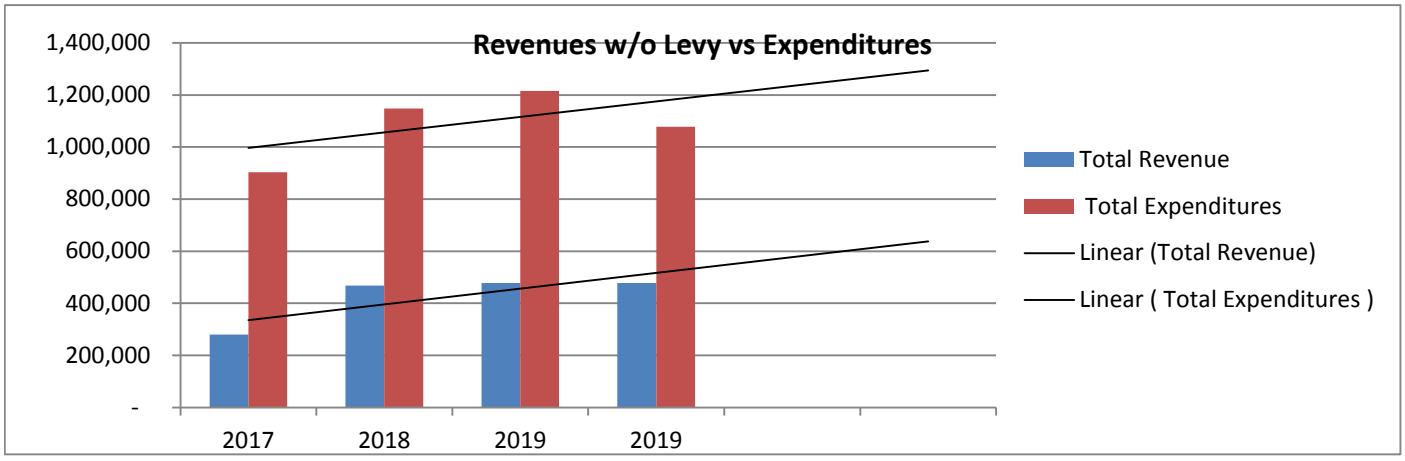
POLK COUNTY WISCONSIN

Department of Information Technology

Todd Demers, Director

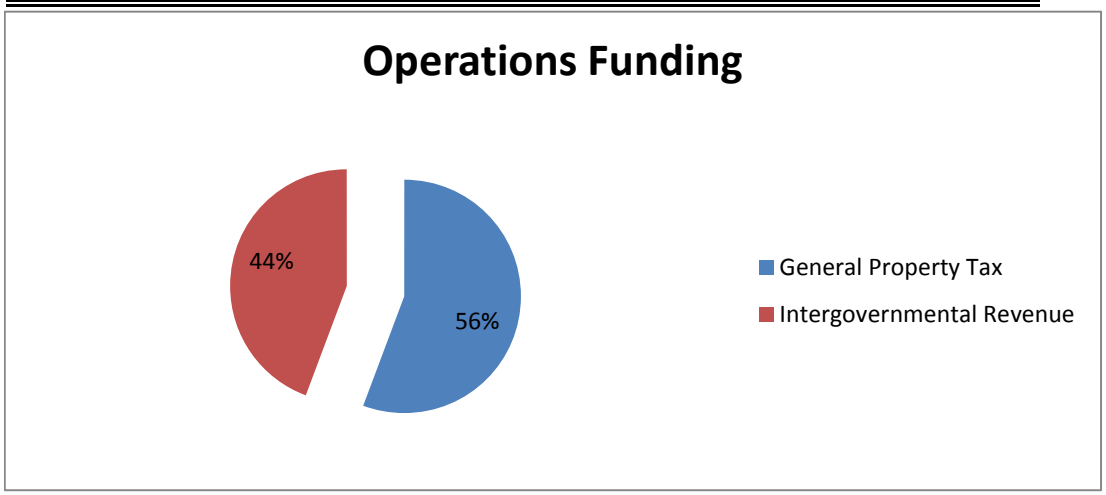
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Acutal	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	675,744	678,914	737,220	600,681
Intergovernmental Revenue	279,227	468,245	477,609	477,610
Total Revenue	954,971	1,147,159	1,214,829	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

2019 Budget Prep	Published 2019	Administrator 2019	Difference	Amended 2019
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	-			



Notes:	
Revenue	
General Property Tax	Decreasaed due to one time capital planned
Intergovernmental Revenue	
Total Revenue	
Expense	
Personnel Services	Slight decrease
Contractual Services	Slight increase
Supplies & Expenses	
Cost Reallocation	
Capital Outlay	Capital Outay delayed 1 year
Total Expenditures	
Net Revenue and Expenditures	

POLK COUNTY WISCONSIN

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

POLK COUNTY WISCONSIN

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%	

POLK COUNTY WISCONSIN

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 performance, which drives increased productivity.		19	19	
Have all 60 staff in community services using a consolidate / integration solution		50	60	
the percentage of 400 computer users that will experience the more secure and stable versions of our global software		90%	90%	

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

Polk County

5 Year Capital Improvement Plan Department of IT Summary

	2019	2020	2021	2022	2023	Total
Beginning Fund Balance						
Revenues						
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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Department: Information Technology

New Technology Request

Vendor Name	Purchase Price	Setup Fee	Monthly Cost	Technology Requested	Employee Receiving Technology	Justification for request

Maintenance Agreements

Company	Amount	Yearly, Quarterly or Monthly Billing	Length of agreement	New or recurring agreement	Agreement Description / Terms
ADP (7677)	50,000	Monthly	Perpetual / Renewals	Recurring	Payroll and HR Benefits Agreement
Blackbaud Financial Edge (10222)	13,342	Annually	Perpetual / Renewals	Recurring	Accounting Software Service Agreement
CDW-G (3015)	4,620	Annually	Perpetual / Renewals	Recurring	Barracuda Email Archive 450 System – Annual – Software
CDW-G (3015)	4,234	Annually	Perpetual / Renewals	Recurring	Barracuda SSL VPN Support – SN: BAR-VS-489677 - 3-Year - Telew
CDW-G (3015)	2,131	Annually	Perpetual / Renewals	Recurring	Data BackUp Software – Annual – 219 – Includes BESR (214)
CDW-G (3015)	14,252	Annually	Perpetual / Renewals	Recurring	McAfee Anti-Virus Software – Annual – EndPoint Protection / Encryption
CDW-G (3015)	3,990	Annually	Perpetual / Renewals	Recurring	MobileIron EMM Silver Support -70 Devices
CDW-G (3015)	1,872	Annually	Perpetual / Renewals	Recurring	RSA Authentitcation Mgr License Support – 120 licenses x 12 months – 1440 units x 1.30 -
Genesis Employee Benefits (Principal)	1,000	Annually	Perpetual / Renewals	Recurring	Principal Trust – for Employees Annual (51451-243)
Government Jobs (7654)	9,850	Annually	Perpetual / Renewals	Recurring	NeoGov – Employee Mgt System (7808864628)
GovOffice (105972)	2,600	Annually	Perpetual / Renewals	Recurring	Annual Support for new WebSite (Cloud-Based)
Heartland (4869)	4,356	Annually	Perpetual / Renewals	Recurring	Nimble SAN System Support - 3Yr
ImageTek (4448)	6,626	Annually	Perpetual / Renewals	Recurring	Optical Imaging Software – Annual - PaperVision
Kronos (2743)	11,086	Annually	Perpetual / Renewals	Recurring	Kronos Workforce Central Software Agreement
Lakeland (579) Communications	13,620	Monthly	Perpetual / Renewals	Recurring	Broadband Internet Services for GC (50MB) and JC (20MB)-Public Wireless
One Source Tech (106991)	3,787	Annually	Perpetual / Renewals	Recurring	Genetec OmniCast Surveillance Software -2yr
Prove Compliance (3130)	4,981	Annually	Perpetual / Renewals	Recurring	Intruder Detection System Hardware & Support – Annual
Ricoh USA (2003)	20,000	Quarterly	Perpetual / Renewals	Recurring	Estimated MFP Maintenance Costs
SHI International (106219)	5,700	Annually	Perpetual / Renewals	Recurring	Fortinet Firewall Annual Support - FG 200D, FG 30D – FA / FM - 1 Year
SHI International (106219)	1,280	Annually	Perpetual / Renewals	Recurring	Fortinet Firewall Annual Support – FG 80D HW / GAM -- One Year
Vmware (4794)	5,709	Annually	Perpetual / Renewals	Recurring	vSphere 6 Licenses for Contract: 31022452
Zoho Corp (1209)	4,568	Annually	Perpetual / Renewals	Recurring	ManageEngine AD Audit Plus -
Zoho Corp (1209)	795	Annually	Perpetual / Renewals	Recurring	ManageEngine AD Manager Pro
	$ 189,604.00				

POLK COUNTY WISCONSIN

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.

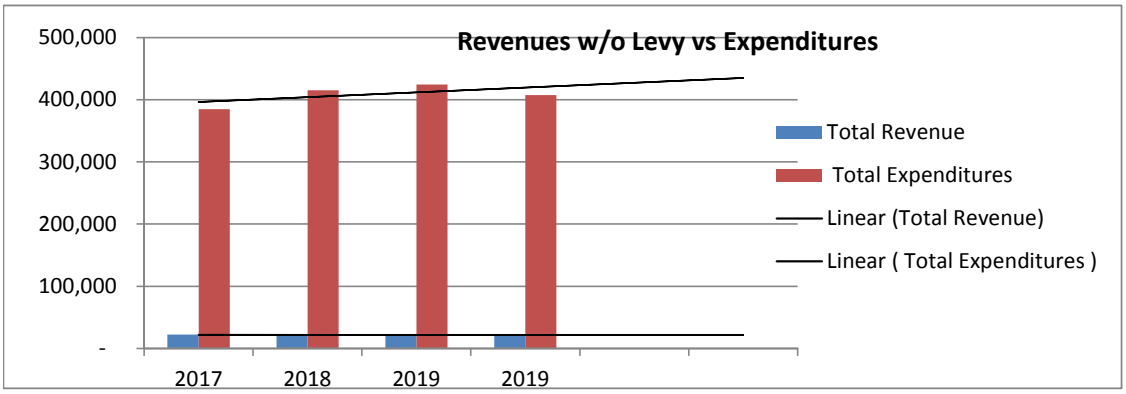
POLK COUNTY WISCONSIN

Department of Employee Relations

Andrea Jerrick, Director

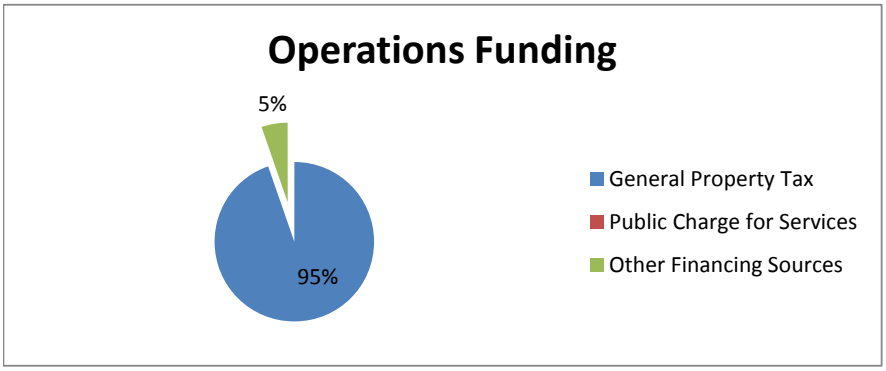
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	400,683	393,808	402,985	386,085
Public Charge for Services	315			
Other Financing Sources	21,677	21,677	21,677	21,677
Total Revenue	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	

POLK COUNTY WISCONSIN

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.