

RICHLAND COUNTY

Finance & Personnel Standing Committee



August 1, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at **1:00 p.m., Tuesday, August 2nd, 2022** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 Street and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes – July 27th

Consent Items:

5. Quarterly Office Budgets YTD Expenditure: Administration, County Board, Clerk and Treasurer

Action Items:

6. Discussion and possible action on 2021 Deficiency Reports
7. Discussion and possible action on amending the Policy on Expenditure of remaining Fund#75 and Fund# 92 (2021) borrowed funds for capital improvements
8. Discussion and possible action on amending the Policy on Personnel Compensation and Staff Authorization
9. *Discussion and possible action on securitization of opioid settlement

Budget Items:

10. Correspondences and Reports from the Referendum Ad Hoc Committee
11. Discussion and possible action on the Capital Improvement Program and planning
12. Discussion and possible action on 2023 Capital Improvement borrowing
13. Discussion and possible action on the Financial Planning Worksheet
14. Discussion and possible action on requested financial reports, staffing and wage reports, and mandated vs. non mandated services reports
15. Discussion and possible action on directive resolutions
16. Discussion and possible action on guidance to the referendum committee

Personnel Items:

17. The committee may enter closed session under Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility — regarding Sheriff's Office personnel.
18. The committee may return to open session and take action from closed session.

Closing:

19. Future agenda items
20. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

*Added on 01 Aug 2022

Richland County

Finance & Personnel Standing Committee

July 27th, 2022

The Richland County Finance and Personnel Standing Committee convened on Wednesday, July 27th 2022, at the Phoenix Center at 100 S Orange Street, in person, via videoconference and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Shaun Murphy-Lopez, Marc Couey, Gary Manning, Timothy Gottschall, Melissa Luck and David Turk.

Also present was Administrator Clinton Langreck, County Board Members Donald Seep, Linda Gentes, Kerry Severson, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. Barb Scott and John Couey were present from MIS running the teleconferencing.

Not present: Steve Williamson and Steve Carrow.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:02 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda. Moved by Supervisor Luck to approve the agenda, second by Supervisor Couey. All voting aye, motion carried.
4. **Previous meeting minutes – July 13th** – Moved by Supervisor Manning to approve minutes as presented, 2nd by Supervisor Couey, motion carried.
5. **Discussion and possible action on 2023 Budget Guidance and Planning:** Nothing presented.
6. **Discussion and possible action on the Capital Improvement Program and planning:** Administrator Langreck presented the Capital Improvement report along with the Financial Planning Worksheet and explained what the break down is for “Social Services” which makes up 53.12% of the budget. He presented the levy breakdown document, reviewed his recommendations going forward with the committee and addressed some questions that were presented to him.

Administrator Langreck presented the 2023 Capital Improvement list and asked for discussion on the 2023 Capital Improvement borrowing. Supervisor Couey asked what the extent repairs at the Coppertop could cost or could it be reduced. Administrator Langreck explained the repairs needed on the roof and how they are currently being dealt with. Supervisor Couey suggested adding the Coppertop roof repairs back in and take the \$48,000.00 out of somewhere else. Supervisor Murphy-Lopez stated HHS would move the HVAC \$150,000.00 repairs from 2023 to 2024 capital list. If that was moved back 2024 than we could move back in the Campus roof at \$100,000, Fair projects at \$35,000, Symons projects county share at \$26,500 and Parks projects for \$20,000 for a total of \$181,500 can be put back in the budget, with the increase being \$21,500. Moved by Supervisor Murphy-Lopez to amend the capital plan \$181,500.00 for small departments and move \$10,000 jail project to jail assessment and to move \$150,000 from HHS HVAC to 2024 and accept as amended, second by Supervisor Couey.

Supervisor Frank asked to speak. There have been no quotes for the Coppertop, all we have is our estimate so it could change after it is quoted. Supervisor Murphy-Lopez amended his motion to add having STR Engineering give us a quote for the Coppertop roof. All voting aye on the amendment, motion carried. With all the amendments in the Capital Improvement and Planning in the amounts of \$1,040,200.00 total base amount with \$41,208.00 contingency, minus the \$10,000.00 jail for a total of \$1,071,408.00, all voting aye. Motion carried.

7. **Discussion and possible action on 2023 Capital Improvement borrowing:** Supervisor Couey felt if the public has accepted the \$1,050,000.00 then we shouldn't go to referendum for more money. Moved by Supervisor Couey to stay at the same borrowing of \$1,050,000.00 that we have done in the last 2 years with \$21,408.00 increased difference for Capital adjustments to come from highway, second by Supervisor Manning. All voting aye, motion carried.
8. **Discussion and possible action on the Financial Planning Worksheet:** Administrator Langreck reviewed the document 08a including recent changes or updates. In capturing wages and benefits, it is now showing a projection out through the next several years as accumulative. Section 2 line ff shows net new construction

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which will need to be updated. He reviewed anticipated revenue changes that were updated and added a section with the proposed resolution totals. Decisions will need to be made for 2023.

Supervisor Luck asked to discuss assumptions for the 2023 budget. Was the Strategic Plan reviewed for the prioritization when designing the budget? It seemed wages and benefits have been moved as priority. She has a problem with a 9% raise when we are decimating all our services. She felt after giving a 7% raise last year, 9% is too much. She reviewed a few of the Strategic Plan goals and doesn't feel we are following it with what we are proposing. Moved by Supervisor Luck to change the language to be a 4.5% wage increase total instead of a 9% for 2023, second by Supervisor Murphy-Lopez.

Supervisor Couey questioned that we were supposed to be a designated step by now, so what would the cost be to get employees to the proposed step that they were promised? Administrator Langreck stated, you can move them to the guaranteed step but the schedule we have is a 5 years old schedule that is not keeping up with the cost of living. Supervisor Couey stated, employees haven't gotten raised in 6-7 years so we're behind. Frank added we did give elected officials a 7% raise this year, so that is something that should be considered. Supervisor Turk added increasing benefits doesn't attract people but the failure to do it does drive people away. More extensive discussion followed on wage increases. Supervisor Luck wanted to keep the motion to just 2023 and not subsequent years. Supervisor Murphy-Lopez reviewed the raises that were given for elected officials for the next 4 years. Further extensive discussion followed on raises. Moved by Murphy-Lopez to amend the motion to be would be 3.5% from 7% for Pine Valley and 4.5% for the rest of the county. Roll call vote requested. Murphy-Lopez – aye, Brewer - aye, Luck – aye, Manning – aye, Gottschall – no, Turk – no, Couey – aye. Motion carried 5-2.

Supervisor Murphy-Lopez asked to discuss the 1 reduction in Sheriff deputy and the Veterans ½ time position. He wants to evaluate staffing levels with neighboring counties before moving forward. Moved by Supervisor Murphy-Lopez to restore 1 Sheriff deputy position and the ½ time Veterans staff in the financial planning work sheet for 2023, 2nd by Supervisor Couey. Roll call vote requested. Brewer – aye, Luck – aye, Manning – aye, Gottschall – aye, Turk – aye, Couey – aye, Murphy-Lopez - aye. Motion carried 7-0.

Supervisor Couey asked for the status of benefits review. Administrator Langreck stated we're communicating with WCE, ETF and another entity whom we are waiting for responses from attorneys.

Supervisor Murphy-Lopez stated getting final numbers in section 7 will help them get the Resolutions out to committees and the Ad Hoc Referendum Committee as we have now made dramatic changes again. He asked how sure is Administrator Langreck that these numbers are right? Are there other lines that should be accumulative? Administrator Langreck stated they are continuing to review this sheet all the time to find these things. Supervisor Murphy-Lopez added the referendum has to get solid numbers from somewhere and this is where we will get those from.

9. **Discussion and possible action on requested financial reports, staffing and wage reports, and mandated vs. non mandated services reports:** Assistant to the Administrator Dull reviewed the wage reports across the available county within our population range and pointed out some possible discrepancy due to unknown duties.

Administrator Langreck reviewed 09j, Levy by department. They are budgeted numbers not actual spent.

Supervisor Murphy-Lopez reviewed the mandated vs non mandated services from 09k spreadsheet, with 911 outlay changed to just 911. This list was sent to department heads with approximately 7-8 responses. Each row was for tax levy services only, does not include all services in the county. Supervisor Frank feels this is an excellent document and should be shared with WCA for other counties to use. Supervisor Murphy-Lopez felt we are given flexibility in the statute with staffing levels. There is some court language that sets precedence for staffing. Supervisor Gentes ask about combining or sharing staff with other counties or departments regardless of the statute. Supervisor Luck stated she never found language stating you could not share staffing. Supervisor Severson added Veterans Service Officer must be a veteran but the Veterans Specialist does not have to be and HHS could provide a ½ time assistant.

Administrator Langreck reviewed staffing levels, our county has a staffing level worksheet but not all counties may have a schedule like ours and is asking for guidance from the Committee. Supervisor Couey agrees it is difficult to gauge staffing levels and volume of work that could affect that count. He feels it should be left up to the department head to tell us if they have enough staffing to do the work or do they have too much labor as this could be difficult to compare to other counties. Extensive discussion followed on staffing levels, needs and

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how to determine how much is needed or can be cut.

Supervisor Turk left at 2:56.

- 10. Discussion and possible action on directive resolutions:** Items 10 02 through 10 08. Chair Brewer asked for a motion to send all the Resolutions to County Board to forward onto the appropriate Committees to begin working on. Moved by Supervisor Manning to send all 7 Resolutions to County Board, second by Supervisor Luck but would offer amendments. Moved by Supervisor Luck to amendment to all 7 Resolutions to strike “Be it further resolved that if the *whatever committee* is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with:” and any following instructions to that, 2nd to amend by Supervisor Murphy-Lopez. All voting aye on the amendment.

Moved by Supervisor Gottschall to amend to remove Symons Resolution from consideration because we have not had enough feedback from our partners, 2nd by Supervisor Couey. Supervisor Luck said it does not say we are ending our partnership with the Symons. Supervisor Gottschall stated #5 says we are working towards no foreseeable county levy dollars are needed for any future operations or capital expenditures. Supervisor Luck stated all resolutions say if possible and it may not be possible. Roll call vote requested. Luck – no, Manning – no, Gottschall – aye, Couey – aye, Murphy-Lopez –no, Brewer – no. Amendment failed 4-2.

Moved by Supervisor Murphy-Lopez to amend the City County Committee Resolution by striking 1-6 and replace with “Encourage the Symons Natatorium Board and Symon staff to explore the transfer of Symons to a non-profit organization including research of similar non-profit models and return to the Finance & Personnel Committee with a report by October 31st, 2022”. 2nd Supervisor Gottschall. All voting aye, motion carried.

Moved by Supervisor Murphy-Lopez to amend Resolution 10 02, City County Committee, Economic Development Operations by striking 7-11 and replace with “Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget and return to Finance and Personnel Committee with a report by 10/31/2022”, 2nd by Supervisor Luck. All voting aye to amend, motion carried.

Moved by Supervisor Murphy-Lopez to amend Resolution 10 07 for Pine Valley and Child Support Standing Committee to strike 1 & 2 and replacing with language “Direct the Pine Valley and Child Support Standing Committee to explore the possibility of Pine Valley setting aside funds annually to cover 50% of their mortgage payments of the Pine Valley building fund and returning to Finance and Personnel by 10/31/22 with a report”, 2nd by Supervisor Luck, calling for discussion. Supervisor Luck felt we could not sell the building for the loan value. She felt the amendment should be language to add a 3rd bullet point to pay 50% of mortgage instead of removing 1 & 2. Supervisor Murphy-Lopez amended his motion to keep 1 & 2 and add number 3 with a date sooner. Chair Brewer added the bond rating has increased due to the reserve at Pine Valley. Roll call vote requested. Manning – no, Gottschall – aye, Couey – no, Murphy-Lopez – aye, Brewer – no, Luck –aye. Vote as defeated 3-3.

Moved by Supervisor Murphy-Lopez to amend Resolution 10 04 Fair and Recycling Coordinator and Parks Commission by striking 1-6 and replace “Direct the Fair, Recycling and Parks Standing Committee to explore transfer of the fairgrounds to a nonprofit agricultural society putting research on peer counties with a non-profit, fair model and return to Finance and Personnel by 11/30/22 with a report. Strike 7-14 in total. 7-9 is recycling, they take no money off the property tax levy. 10-14 is concerning Parks as we need our parks, 2nd Supervisor Manning. Supervisor Severson is against a private/non-profit because of the lack of control of events. Motion carried 5-1 with Supervisor Couey voting opposed.

Moved by Supervisor Murphy-Lopez to amend Resolution 10 03 regarding UW Platteville-Richland Leadership, UW Extension Office and Food Services by striking 1-5 and replace with “1) Direct the Education Committee to explore the return of recruiting and admission from the UW Platteville Campus to the UW Richland Campus and 2) A dollar for dollar match by UW Richland Foundation for capital project, not to exceed \$100,000 year in exchange for the County committing to continue to allocate a minimum of \$20,000 a year for insurance and \$100,000 for capital maintenance projects.” and report back to the Finance and Personnel Committee by 10/31/2022, 2nd by Chair Brewer. Supervisor Gottschall feels there are operational issues there but we cannot

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tell a tenant how to operate. Roll call vote requested. Gottschall – no, Couey – no, Murphy-Lopez- aye, Brewer – no, Luck – no, Manning – no. Motion failed 5-1.

Gottschall left the meeting at 3:00.

Moved by Supervisor Luck to amend Resolution 10 03 regarding UW Campus to add 2 amendments that Supervisor Murphy-Lopez proposed as numbers 6 & 7 with “6) Direct the Education Committee to explore the return of recruiting and admission from the UW Platteville Campus to the UW Richland Campus and 7) A dollar for dollar match by UW Richland Foundation for capital project, not to exceed \$100,000 year in exchange for the County committing to continue to allocate a minimum of \$20,000 a year for insurance and \$100,000 for capital maintenance projects.”, 2nd by Supervisor Couey. Roll call vote requested. Couey – aye, Murphy-Lopez – aye, Brewer – aye, Luck – aye, Manning – aye. All voting aye, motion carried.

Roll call vote was requested to send the amended Resolutions to County Board. Murphy-Lopez – no, Brewer – aye, Luck – aye, Manning – aye, Couey – aye. Motion carried 4-1

11. **Discussion and possible action on guidance to the referendum committee:** Administrator Langreck updated the committee that their first meeting will be Thursday, July 18th at 6:00 p.m. No guidance at this time so #12 will not be acted on.
12. **Discussion and possible action on Amendment to Expenditure of remaining Fund#75 and Fund#92 (2021) borrowed funds for capital improvements:** See #11.
13. **Discussion and possible action on corporation counsel contract and performance:** Administrator Langreck recommends renewing with a 2-year contract with Corp Counsel. Moved by Supervisor Murphy-Lopez to recommend the Resolution to County Board, second by Supervisor Luck. All voting aye, motion carried.
14. **The committee may enter closed session under Wisconsin State Statute 1985(1)(e) ...Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to address item; and (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; regarding corporation counsel contract and performance:** Not needed.
15. **The committee may return to open session:**
16. **Future agenda items:** Nothing.
17. **Adjournment:** Next meeting will be Tuesday, August 2nd @ 1:00 p.m. location will be the County Board room. Moved by Supervisor Couey to adjourn at 4:07 p.m., seconded by Supervisor Manning. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Quarterly Office Budget YTD Expenditure Reports

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 August 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	01 August 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... accept reports (possible made by consensus without discussion)

Background: *(preferred one page or less with focus on options and decision points)*

Richland County — Committee Structure Document:

C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.

Attached are the reports:

Attachments and References:

Administrator	Clerk
County Board	Treasurer

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
-----	-----	-----	-----	-----	-----	---	
10 GENERAL FUND							
5115 COUNTY ADMINISTRATOR							
0000 PROJECT							
5111 SALARIES - REGULAR	241,626.40	0.00	19,164.24	113,556.00	128,070.40	46	----
5113 SALARIES - OVERTIME	0.00	0.00	0.00	49.82	49.82-	9999	-----!!!!
5115 TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0	
5149 RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0	
5150 SECTION 125 PLAN-CO SHARE	0.00	0.00	12.60	75.60	75.60-	9999	-----!!!!
5151 FICA - COUNTY SHARE	18,484.41	0.00	1,416.60	8,394.00	10,090.41	45	----
5152 RETIREMENT - COUNTY SHARE	15,705.71	0.00	1,245.68	7,384.43	8,321.28	47	----
5153 DENTAL INSURANCE-CO SHARE	52.39	0.00	104.78	628.68	576.29-	1200	-----!!!!
5154 HEALTH INSURANCE - COUNTY SH	47,690.43	0.00	3,974.18	23,845.08	23,845.35	49	----
5155 LIFE INSURANCE - COUNTY SHAR	41.66	0.00	7.05	37.40	4.26	89	-----
5161 HEALTH INS REIMBURSEMENT DED	3,000.00	0.00	0.00	0.00	3,000.00	0	
5212 ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0	
5214 COMPUTER PROGRAM SUPPORT	0.00	0.00	0.00	0.00	0.00	0	
5224 FAX MACHINE	0.00	0.00	0.00	0.00	0.00	0	
5225 TELEPHONE	600.00	0.00	41.10	205.53	394.47	34	---
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0	
5311 POSTAGE & BOX RENTAL	100.00	0.00	57.80	187.16	87.16-	187	-----!!!!
5312 BOOKS AND FORMS	0.00	0.00	0.00	72.26	72.26-	9999	-----!!!!
5315 COPY PAPER AND EXPENSE	2,050.00	0.00	100.78	625.53	1,424.47	30	---
5319 OFFICE SUPPLIES	100.00	0.00	12.74	20.28	79.72	20	--
5324 DUES & SUBSCRIPTIONS	300.00	0.00	0.00	0.00	300.00	0	
5326 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0	
5334 REGISTRATION	585.00	0.00	0.00	175.00	410.00	29	--
5335 MEALS	200.00	0.00	0.00	0.00	200.00	0	
5336 LODGING	651.00	0.00	0.00	0.00	651.00	0	
5339 MILEAGE	588.00	0.00	0.00	0.00	588.00	0	
5813 WEB ENABLED PAYROLL SERVICES	0.00	0.00	250.00	1,775.00	1,775.00-	9999	-----!!!!
5815 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0	
5819 NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	285.98	285.98-	9999	-----!!!!
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0	
5970 CONTRACT SERVICES	5,000.00	0.00	0.00	676.00	4,324.00	13	-
5998 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0	
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	337,775.00	0.00	26,387.55	157,993.75	179,781.25	46	----
TOTAL: COUNTY ADMINISTRATOR	337,775.00	0.00	26,387.55	157,993.75	179,781.25	46	----
TOTAL: GENERAL FUND	337,775.00	0.00	26,387.55	157,993.75	179,781.25	46	----

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH JUN 30, 2022

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
-----		-----	-----	-----	-----	-----	---	
10	GENERAL FUND							
5111	COUNTY BOARD							
0000	PROJECT							
5111	CB CHAIR SALARY	3,000.00	0.00	250.00	1,250.00	1,750.00	41	----
5141	PER DIEM	27,000.00	0.00	830.00	7,280.00	19,720.00	26	--
5146	PER DIEM - STAND COMMITTEE	0.00	0.00	540.00	610.00	610.00-	9999	-----!!!!
5151	FICA - COUNTY SHARE	2,300.00	0.00	123.93	699.10	1,600.90	30	---
5152	RETIREMENT - COUNTY SHARE	0.00	0.00	0.00	0.00	0.00	0	
5212	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0	
5311	POSTAGE	500.00	0.00	72.48	321.45	178.55	64	-----
5312	BOOKS AND FORMS	500.00	0.00	0.00	0.00	500.00	0	
5313	PRINTING	10,000.00	0.00	422.09	3,506.01	6,493.99	35	---
5315	COPY PAPER AND EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
5319	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0	
5324	DUES & SUBSCRIPTIONS	4,356.00	0.00	0.00	4,806.00	450.00-	110	-----!
5326	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0	
5334	REGISTRATION	1,000.00	0.00	225.00	685.00	315.00	68	-----
5335	MEALS	0.00	0.00	0.00	0.00	0.00	0	
5336	LODGING	200.00	0.00	0.00	0.00	200.00	0	
5339	MILEAGE	7,000.00	0.00	387.60	1,363.74	5,636.26	19	-
5819	NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	0.00	0.00	0	
5998	DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0	
5999	BILLS-NO-LINE DETAIL	0.00	0.00	145.83	233.50	233.50-	9999	-----!!!!
TOTAL: PROJECT		55,856.00	0.00	2,996.93	20,754.80	35,101.20	37	---
TOTAL: COUNTY BOARD		55,856.00	0.00	2,996.93	20,754.80	35,101.20	37	---
TOTAL: GENERAL FUND		55,856.00	0.00	2,996.93	20,754.80	35,101.20	37	---

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH JUN 30, 2022

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
10	GENERAL FUND						
5141	COUNTY CLERK						
0000	PROJECT						
5111	SALARIES - REGULAR	122,214.46	0.00	9,477.92	55,241.12	66,973.34	45 ----
5113	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5115	TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0
5149	RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0
5150	SECTION 125 PLAN-CO SHARE	100.00	0.00	9.20	46.00	54.00	46 ----
5151	FICA - COUNTY SHARE	9,349.40	0.00	713.08	4,157.69	5,191.71	44 ----
5152	RETIREMENT - COUNTY SHARE	7,943.94	0.00	616.08	3,590.76	4,353.18	45 ----
5153	DENTAL INSURANCE-CO SHARE	1,068.06	0.00	54.93	329.58	738.48	30 ---
5154	HEALTH INSURANCE - COUNTY SH	19,851.74	0.00	665.58	3,993.48	15,858.26	20 --
5155	LIFE INSURANCE - COUNTY SHAR	6.72	0.00	0.52	2.60	4.12	38 ---
5161	HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	0.00	2,000.00	0
5214	COMPUTER PROGRAM SUPPORT	16,500.00	0.00	4,209.44	5,612.61	10,887.39	34 ---
5224	FAX MACHINE	261.12	0.00	22.73	143.57	117.55	54 -----
5225	TELEPHONE	600.00	0.00	0.21	0.87	599.13	0
5248	SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311	POSTAGE & BOX RENTAL	1,590.00	0.00	188.13	804.00	786.00	50 -----
5312	BOOKS AND FORMS	550.00	0.00	0.00	0.00	550.00	0
5315	COPY PAPER AND EXPENSE	765.00	0.00	100.77	721.98	43.02	94 -----
5318	CHECKS	0.00	0.00	0.00	0.00	0.00	0
5319	OFFICE SUPPLIES	1,500.00	0.00	60.12	458.62	1,041.38	30 ---
5324	DUES & SUBSCRIPTIONS	150.00	0.00	0.00	125.00	25.00	83 -----
5326	ADVERTISING	150.00	0.00	0.00	0.00	150.00	0
5334	REGISTRATION	205.00	0.00	0.00	0.00	205.00	0
5335	MEALS	50.00	0.00	0.00	0.00	50.00	0
5336	LODGING	300.00	0.00	0.00	0.00	300.00	0
5339	MILEAGE	300.00	0.00	0.00	0.00	300.00	0
5813	WEB ENABLED PAYROLL SERVICES	0.00	0.00	0.00	0.00	0.00	0
5815	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0
5819	NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	0.00	0.00	0
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5998	DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	151.21	151.21-	9999 -----!!!!
TOTAL:	PROJECT	185,455.44	0.00	16,118.71	75,379.09	110,076.35	40 ----
TOTAL:	COUNTY CLERK	185,455.44	0.00	16,118.71	75,379.09	110,076.35	40 ----
TOTAL:	GENERAL FUND	185,455.44	0.00	16,118.71	75,379.09	110,076.35	40 ----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH JUN 30, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5156 TREASURER						
0000 PROJECT						
5111 SALARIES - REGULAR	106,646.15	0.00	8,203.56	49,221.36	57,424.79	46 ----
5112 SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5113 SALARIES - OVERTIME	296.85	0.00	0.00	0.00	296.85	0
5150 SECTION 125 PLAN-CO SHARE	100.00	0.00	13.40	80.40	19.60	80 -----
5151 FICA - COUNTY SHARE	8,181.14	0.00	616.23	3,697.38	4,483.76	45 ----
5152 RETIREMENT - COUNTY SHARE	6,951.29	0.00	533.24	3,199.44	3,751.85	46 ----
5153 DENTAL INSURANCE-CO SHARE	1,068.06	0.00	89.01	534.06	534.00	50 -----
5154 HEALTH INSURANCE - COUNTY SH	27,838.69	0.00	2,319.88	13,919.28	13,919.41	49 ----
5155 LIFE INSURANCE - COUNTY SHAR	134.40	0.00	4.02	24.12	110.28	17 -
5161 HEALTH INS REIMBURSEMENT DED	3,000.00	0.00	0.00	1,000.00	2,000.00	33 ---
5225 TELEPHONE	600.00	0.00	0.14	0.74	599.26	0
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5260 TAX SEARCH FEES	0.00	0.00	0.00	0.00	0.00	0
5311 POSTAGE AND ENVELOPES	3,650.00	0.00	1,404.54	2,178.51	1,471.49	59 -----
5312 BOOKS AND FORMS	100.00	0.00	0.00	0.00	100.00	0
5315 COPY PAPER AND EXPENSE	1,000.00	0.00	92.10	596.10	403.90	59 -----
5319 OFFICE SUPPLIES	1,100.00	0.00	512.37	678.39	421.61	61 -----
5326 ADVERTISING TAX NOTICES	1,550.00	0.00	0.00	567.32	982.68	36 ---
5329 DUES AND SUBSCRIPTIONS	100.00	0.00	0.00	100.00	0.00	100 -----
5334 REGISTRATION	250.00	0.00	0.00	125.00	125.00	50 -----
5335 MEALS	25.00	0.00	15.00	15.00	10.00	60 -----
5336 LODGING	164.00	0.00	180.00	180.00	16.00-	109 -----
5339 MILEAGE	500.00	0.00	225.93	225.93	274.07	45 ----
5819 NEW EQUIPMENT	700.00	0.00	0.00	123.66	576.34	17 -
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5999 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	163,955.58	0.00	14,209.42	76,466.69	87,488.89	46 ----
TOTAL: TREASURER	163,955.58	0.00	14,209.42	76,466.69	87,488.89	46 ----
TOTAL: GENERAL FUND	163,955.58	0.00	14,209.42	76,466.69	87,488.89	46 ----

Richland County Committee

Agenda Item Cover

Agenda Item Name: 2021 Deficiency Reports

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 Aug 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	01 Aug 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to direct staff to execute necessary 2021 journal entries to balance identified funds to zero effective January 1st, 2022.

Background: *(preferred one page or less with focus on options and decision points)*

The appropriations in certain accounts for the year end of 2021 are insufficient, if these funds are not reset by journal entry they carry negative starting balance going forward into 2022. The money for these overages has already been spent. The balancing would be achieved through a journal entry to appropriate 2021 undesignated general funds to balance these overages at the end of 2021.

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	25,533.84
UW-Richland Outlay	7,281.41
Symons Recreation Complex Fund	95,222.81
Local Emergency Planning Committee	1,066.16
Campus Food Service Fund	70,273.72
Soil Conservation Cost Sharing	9,578.17
Conservation Planner Technician	87,130.47

Attachments and References:

DRAFT Resolution	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
X	Other funding Source	2021 undesignated = \$296,086.58	
X	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Richland County Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22 - _____

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2021 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	25,533.84
UW-Richland Outlay	7,281.41
Symons Recreation Complex Fund	95,222.81
Local Emergency Planning Committee	1,066.16
Campus Food Service Fund	70,273.72
Soil Conservation Cost Sharing	9,578.17
Conservation Planner Technician	87,130.47

Total Deficiencies

BE IT FURTHER RESOLVED that the sum of \$296,086.58 is hereby appropriated from the General Fund to the above-listed accounts in the 2021 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed Fund 10 accounts after this transfer and after the 2021 audit has been completed shall be returned to the General Fund, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(02 AUGUST 2022)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
SHAUN MURPHY-LOPEZ
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
STEVE CARROW

DATED: AUGUST 16, 2022

Policy of Richland County

Policy Cover	
Title: Expenditure of remaining Fund#75 and Fund #92 (2021) borrowed funds for capital improvements	Effective Date: 17 May 2022
	Adoption/Revision Date: 17 May 2022
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- Wis. Stat. 59.02 (Powers, how exercised; quorum);
- Wis. Stat. 59.03 9 (Home rule),
- Wis. Stat. 59.51 (Board Powers);
- Wis. Stat. 59.18 (County Administrator)

2. References

- Adopting Resolution: 22 - 48
- Amendment Resolution: *none*
- 2020 Authorization and Award Resolutions: 20-2 and 20-20
- 2020 Authorization and Award Resolutions: 20-99 and 20-110
- Richland County Board Committee Structure
- Richland County Board Rules

3. Purpose

- To establish utilization of remaining funds from the 2020 \$2.9m notes borrowing and 2021 short-term note financing funds.
- To establish authority and discretion in expending these funds.

4. Scope

- Applies to Richland County employees, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - Extends to partner organizations utilizing appropriated funds

5. Policy Overview

- On January 21, 2020, the County Board adopted by $\frac{3}{4}$ vote, and Initial Resolution Authorizing Not to Exceed \$2,970,000 General Obligation Promissory Notes for Capital Improvement Projects.
- A resolution awarding the sale of \$2,970,000 General Obligation Promissory Notes was adopted on 18 February, 2020.
- On September 15, 2020, the County Board adopted, by $\frac{3}{4}$ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the "Initial Resolution").
- A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the "Award Resolution").

Policy of Richland County

- e. This policy is set in place to help manage the remaining appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.
- f. This policy will supersede the “Short-Term Capital Borrowing Program” policy established by Resolution #21-38. (This policy will be replaced in the future by a finance policy).

6. Policy Performance

- a. All utilization, appropriations and/or transfers of the \$2.9m and short term capital borrowed fund shall comply with this policy.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.

Policy Content

7. Allocations:

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. Authority is given to the Finance and Personnel to adjust items and appropriations as seen fit or as recommended by administration and staff, and to allow for administrative contingencies. All expenditures must be in compliance with the resolution language defining the purpose of the borrowings:
 - i. 2020 \$2.9 Million Borrowing, Authorization Resolution Language 20-2 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 - 1. County building projects,
 - 2. park projects,
 - 3. highway improvements,
 - 4. dam repair,
 - 5. and acquisition of municipal vehicles and equipment
 - ii. 2021 Shor-Term Financing, Authorization Resolution Language 20-99 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 - 1. highway improvements,
 - 2. vehicles and fleet management,
 - 3. technology capital improvements,

Policy of Richland County

4. facility maintenance and improvements,
5. radio and tower project engineering and project design.
- c. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board.
- d. Expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance.

8. Utilization Period:

- a. It is the intentions of Richland County to expend all funds from Fund #75 (\$2.9m borrowing) and funds from the 2021 Short-term financing according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel Committee.
- c. All funds from the \$2.9m borrowing must legally be utilized by no later than 05 March 2023.
- d. This policy will terminate on the completion of the appropriations and expenditures of fund addressed in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
17 Mar 2021	Original	Resolution 22 - 48

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

Completed by County Administrator

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))						
Fund 75 Tracker			Approved Amt	\$ 2,965,500.00		
Capital Improvement Borrowing			Total Spend	\$ 2,420,153.26		
Spend by 3/5/2023			Remaining Balance	\$ 545,346.74		
Approved Area	Approved Amt	Current Spend:	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:
Technology	\$ 124,500.00	\$ 134,178.68	\$ (9,678.68)			
Parks	\$ 38,000.00	\$ 8,976.07	\$ 29,023.93	Well Project	31-Oct-2022	\$ 16,023.93
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ 688.81	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
Fairgrounds	\$ 105,000.00	\$ 102,057.21	\$ 2,942.79	Appropriate for \$4,756.79 Building 10,	31-Oct-2022	Full Remaining
Roof-HHS-UWR	\$ 603,000.00	\$ 590,527.55	\$ 12,472.45			
Highway	\$ 800,000.00	\$ 800,000.00	\$ -			
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)			
Symons	\$ 96,000.00	\$ 62,556.45	\$ 33,443.55	\$65,116.50 Roof, \$30,642.50 Plaster pool,	31-Oct-2022	Full Remaining
Administrator	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)			
Misc New Equip	\$ 125,000.00	\$ 99,710.16	\$ 25,289.84	*Appropriate at \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof		
Child Support	\$ 25,000.00	\$ 6,213.18	\$ 18,786.82	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 18,786.82
Land Conservation				Balance being reappropriated to heat exchangers and courthouse windows	31-Oct-2022	\$ -
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ 3,272.55	*Appropriate for Courthouse Roof	17-Jun-2022	\$ 3,272.55
Ambulance	\$ 600,000.00	\$ 459,963.88	\$ 140,036.12	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
	\$ 2,965,500.00	\$ 2,608,220.99	\$ 357,279.01			
	Balance per Account Activity	\$ 2,608,220.99		Original Allocated to Roof		
				Appropriate towards roof:		\$ 43,038.02
				Accounting for overages on lines against		\$ (26,044.23)
				Total of #75 Towards Courthouse Roof:		\$ 16,993.79
Misc New Equipment						
Approved Area	Approved Amt	Current Spend	Balance			
Circuit Court	\$ 1,000.00	\$ -	\$ 1,000.00			
Coroner	\$ 500.00	\$ -	\$ 500.00			
Courthouse (Side Paneling)	\$ 5,000.00	\$ -	\$ 5,000.00			
District Attorney	\$ 2,000.00	\$ -	\$ 2,000.00			
Emergency Gov't	\$ 1,100.00	\$ -	\$ 1,100.00			
Extension	\$ 1,000.00	\$ -	\$ 1,000.00			
Fairgrounds	\$ 500.00	\$ -	\$ 500.00			
Jail	\$ 4,000.00	\$ 259.20	\$ 3,740.80			
LEPC	\$ 1,178.00	\$ -	\$ 1,178.00			
MIS	\$ 20,000.00	\$ 30,620.06	\$ (10,620.06)			
Misc New Equipment	\$ 2,802.00	\$ -	\$ 2,802.00			
MIS-Comp Software	\$ 2,000.00	\$ 6,353.05	\$ (4,353.05)			
MIS-Comp/Maint/Upgrades	\$ 7,500.00	\$ 687.59	\$ 6,812.41			
MIS-Comp/Printer/Network	\$ 10,000.00	\$ 803.00	\$ 9,197.00			
Police Radio	\$ 8,000.00	\$ 5,409.18	\$ 2,590.82			
Property Lister	\$ 300.00	\$ 150.00	\$ 150.00			
Register of Deeds	\$ 220.00	\$ 220.00	\$ -			
Sheriff	\$ 25,000.00	\$ 24,401.20	\$ 598.80			
Sheriff Computer	\$ 30,000.00	\$ 19,150.00	\$ 10,850.00			
Sheriff-Crime Scene Equip	\$ 1,000.00	\$ 538.56	\$ 461.44			
Treasurer	\$ 700.00	\$ 1,395.60	\$ (695.60)			
Veterans Service	\$ 400.00	\$ -	\$ 400.00			
Zoning	\$ 800.00	\$ 800.00	\$ -			
	\$ 125,000.00	\$ 90,787.44	\$ 34,212.56			
Fund 92 Tracker						
Short Term Capital Improvement Borrowing			Approved Amt	\$ 1,032,132.00		
2021			Total Spend	\$1,010,517.00		
			Remaining Balance	\$21,615.00		
Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Allocated to Roof Cost/Expenditure on Project:
Administration	\$ 2,132.00	\$ 2,132.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,132.00
Courthouse	\$ 159,000.00	\$ 141,000.00	\$ 18,000.00	\$18,000 for 3x Heat exchangers in 2022,	31-Oct-2022	\$ 68,337.21
3 Heat exchangers		\$ 18,000.00				
HHS	\$ 6,000.00	\$ -	\$ 6,000.00	Address heating and cooling needs	31-Oct-2022	Full Remaining
Highway	\$ 650,000.00	\$ 650,000.00	\$ -			
MIS	\$ 20,000.00	\$ 20,000.00	\$ -			
Sheriff	\$ 175,000.00	\$ 177,385.00	\$ (2,385.00)	Appropriate to Courthouse Roof	17-Jun-2022	\$ 9,424.42
UW Campus	\$ 20,000.00	\$ 20,000.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,074.01
		\$ 1,010,517.00		Total of #92 (2021) Towards Courthouse Roof:		\$ 81,967.64

Richland County Committee

Agenda Item Cover

Agenda Item Name: Richland County Classification, Compensation and Staff Authorization Policy Draft

Department:	Administration	Presented By:	Administrator
Date of Meeting:	2-Aug-22	Action Needed:	Discussion
Disclosure:	Open	Authority:	Finance & Personnel
Date submitted:	29-Jul-22	Referred by:	
Action needed by no later than (date)	9/6/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review proposed policy and recommend any changes to be brought back in September for approval

Background: *(preferred one page or less with focus on options and decision points)*

To keep up with the ever changing and competitive nature of workforce, the proposal is to do a COLA to the wage scale along with changes to Administrative form of governing, committee structure changes, and clarification in work structure.

Attachments and References:

Richland County Classification, Compensation and Staff Authorization Policy Draft May 2022	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY, WI



~~-DRAFT-~~ Policy on
Personnel Classification,
Compensation and Staff
Authorization
Of Richland County

Effective: 20 July 2021
Revised: _____

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: 20 July 2021
	Adoption/Revision Date: 20 July 2021
Custodian: County Administrator	Approving Body: Richland County Finance and Personnel <u>Standing</u> Committee

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees).

2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 21-98;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93;
- c. Richland County Employee Handbook;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale;
- e. Res 18-61 Wage Scale amendment;
- f. Res 18-97 Wage Grade Increased;
- g. Res 19-89 Amending the County's pay plan wage schedule;
- h. Res 19-126 Amending Res 19-89;
- i. Ordinance 82-3 Sheriff's Department Ordinance;
- j. Ordinance 89-7 Sheriff Department Ordinance.

3. Purpose:

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

5. Policy Overview

- a. Authority of this policy is vested in the Richland County Board of Supervisors with

- specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

6. Policy Performance Goals:

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
 - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported annually by the Bureau of Labor Statistics.
 - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
 - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
 - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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SECTION 1: COMPENSATION PHILOSOPHY:

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

SECTION 2: COMPENSATION PRINCIPLES

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the ~~County Board~~ Finance and Personnel Standing Committee or designated authority thereof. All employees not specifically covered by a collective bargaining agreement, elected, specified employment agreement or appointed by statute are considered “at-will.”

SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. **Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”

B. Wage Modifier — any additional pay added to an employee’s hourly rate beyond step of the wage schedule. Such as weekend or night differential, etc.

C. Step Increase — a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

D. Effective Date – date of the Adoption/Revision date of this Policy.

SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

A. PAY GRADE:

1. County positions are assigned to pay grades with ~~County Board~~ Finance and Personnel Standing Committee approval, through the processes defined in this policy.
2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
3. Each pay grade has a “step range” approved by the County Board.
4. Individual pay grade ranges may be adjusted by the ~~County Board~~ Finance and Personnel Standing Committee at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
5. Additional wage modifiers may apply to individuals within the grade based on ~~County Board~~ Finance and Personnel Standing Committee approval, or approved department work rules.

B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. ~~19-89~~ 22- ???)

General Government:

1. New hire Employees will be placed at step 3 (is currently step 2).

2. Employee that pass probation, will be placed at step 4 (is currently step 3)

~~1.3.~~ Employees with two-one or more to two years of continuous employment from as of their date of hire as of the Effective Date will be placed at step 4-5 (is currently step 3-4)

~~2.4.~~ Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step

~~3.5.~~ Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)

~~4.~~ After an employee passes probation, the employee will be placed at step 3 (is currently step 2)

~~6. After Employees with two years of continuous employment from their date of hire as of the Effective Date, the employee will be placed at step 4 (is currently step 3).~~

~~(Future intensions of the county are to allow for steps 7 and 8)~~

~~7. Employees with four years of continuous employment from their date of hire as of the Effective Date, will be placed at step 7.~~

~~8. Employees with six years of continuous employment from their date of hire as of the Effective Date, will be placed at step 8.~~

~~5.~~

Pine Valley:

~~1. New hire Employees will be placed at step 4.~~

~~2. After an employee passes probation, the employee will be placed at step 5 (is currently step 3)~~

~~3. Employees with less than two years one to two years of continuous employment from their date of hire as of the Effective Date, and new hires will be placed at step 6 (is currently step 2)~~

~~4. After Employees with two years of continuous employment from their date of hire as of the Effective Date, the employee will be placed at step 7 (is currently step 6)~~

~~(Future intensions of the county are to allow for step 8)~~

~~1.5. Employees with two or more four years of continuous employment from their date of hire as of the Effective Date will be placed at step 5 (is currently step 4)~~

~~2.6. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~

~~3.7. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)~~

~~4.8. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)~~

~~9. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)~~

~~5.10. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~

General Provisions:

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one ~~or to~~ two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its

budget. Such new hires would move up a step upon successful completion of their probationary period—and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley). Any progression beyond will be held until completing corresponding years in service, as referenced in section #4.

2. ~~County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.~~
3. ~~The Finance and Personnel Standing Committee~~ County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) ~~during 2020,~~ to update the county's composition structures (steps) to reflect current market — ~~update to be completed by April 30, 2020.~~
4. "The Finance and Personnel Standing Committee is authorized to have the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Standing Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the oversight Committee and County Administration ~~or~~ deem feasible"

SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Standing Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Standing Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- a. ~~AA. Ambulance Services / Emergency Management (reserved)~~
- ~~BB. Child Support (reserved)~~
- ~~CC. Circuit Court (reserved)~~
- b. ~~DD. Coroner (reserved)~~
- ~~EE. District Attorney's Office (reserved)~~
- ~~FF. Extension Office (reserved)~~
- c. ~~GG. Fair and Recycling (reserved)~~
- d. ~~HH. Health and Human Services (reserved)~~
- e. ~~I. Highway (reserved)~~
- ~~JJ. Land Conservation (reserved)~~
- ~~KK. MIS (reserved)~~
- f. ~~LL. Pine Valley Community Services~~
- ~~MM. Register of Deeds (reserved)~~
- ~~NN. Register in Probate (reserved)~~
- g. ~~OO. Sheriff's Office (including reference to WPPA Agreement)~~
- h. ~~PP. Symon's Recreation Complex (reserved)~~
- ~~QQ. Treasurer's Office (reserved)~~

RR. UW Food Services (reserved)
SS. Veteran's Services (reserved)
TT. Zoning and Sanitation (reserved)
— UU. Misc. (reserved)

SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

A. Classification: A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable.
2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules.
3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium.
4. **Category** — Defines position as full-time, part-time, casual reserve/~~pool~~, limited term, or seasonal.
 - a. Full-time - a minimum of 30 hours per week.
 - b. Part-time benefited – a minimum of 23.25 hours per week.
 - c. Part-time unbenefited – less than 23.24 hours per week.
 - d. Casual reserve – call-in, not a regular schedule, and only guaranteed work when needed.
 - e. Limited term employment – full time or part time employee contracted to work for a set amount of time.
 - 4.f. Seasonal – temporary employment that recurs around the same time every year.
5. **Capacity** — Indicates if the position's intended capacity of average hours per week.

B. Position Description Content: The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review and approval by the County Administrator, or supervisory committee as appropriate. ~~At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.~~

C. Department Heads are responsible for: ~~e~~Ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.

- D. Record Retention:** A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

SECTION 7: RECLASSIFICATION PROCESS

- A.** A reclassification is a change to any one of the classification components listed above in section 6A.

- B.** Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Standing Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. ~~Reclassifications require resolution by the County Board.~~

C. Reclassification Procedure:

1. Department heads will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the County Administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"].
 - a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's ~~C~~ompensation ~~P~~lan ~~C~~onsultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.
2. The County Administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Standing Committee.
3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the Finance and Personnel Standing Committee.
- ~~4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.~~
- ~~5.4.~~ 5.4. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the County Administrator and Finance and Personnel Standing Committee, ~~or County Board.~~
- ~~6.5.~~ 6.5. Reclassifications in a pay grade may be warranted by the following criteria:
 - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
 - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the

position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.

- c. -Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County ~~C~~eompensation ~~P~~philosophy (Section 1) and/or ~~P~~principles (Section 2).
- d. A significant operational need, with overwhelming justification given by the department head, and supported by the County Administrator or supervisory committee (when the department head is an elected official).

SECTION 8: THE STAFF AUTHORIZATION TABLE

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel ~~Standing~~ Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the ~~S~~staff ~~A~~uthorization ~~T~~able, shall be approved by the ~~Richland County Board of Supervisors~~~~Finance and Personnel Standing Committee~~. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. Limited term employment does not need to be authorized by indication on the table.
- D. Exception Pine Valley — The Pine Valley Administrator is granted authority to amend, to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the ~~Pine Valley and Child Support Standing Committee and~~ Finance and Personnel ~~Standing~~ Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
 - 1. The department head ~~should~~~~must~~ present their proposal(s) of amending the authorization count, or deletion of a position, to the County Administrator or supervisory committee (when the department head is an elected official). The Administrator or supervisory committee may take action to recommend to the Finance and Personnel ~~Standing~~ ~~e~~Committee. The Richland County Board of Supervisors Finance and Personnel Standing Committee may take action to amend the count or delete the position from the Richland County Authorization Table.
 - 2. ~~The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may~~

~~recommend a resolution to the Richland County Board of Supervisors.~~

- ~~3. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.~~

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
 - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County Wage Schedules.
 - b. Significant operational changes in a department that are adding new programs and services.
 - c. Requirements driven by a grant and/or funding needs.
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by their advisory committee.
2. Department heads will present the request to their supervisory committee with a copy provided to the County Administrator. A nNew Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the Compensation Plan Consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]-. Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
 - ~~4. The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study will be charged to the requesting department.~~
4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 5) the supervisory committee recommendation, and 6) the recommendation from the Compensation Plan Consultant.
5. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
- ~~6. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.~~
- ~~7. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County~~

~~Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.~~

6. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the ~~Richland County Board of Supervisors~~ Finance and Personnel Standing Committee.

~~8.~~

SECTION 9: EMPLOYEE MOVEMENT

With relation to the Richland County Wage Schedule, employees may transition from one position to another during their tenure with Richland County. Transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

A. PROMOTION

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee will not have a wage rate reduction resulting in a promotion.
2. When transitioning up to the higher pay grade, the employee will move to step 3 of the correct classification in the Richland County Wage Schedule or the next step that generates an increase, or allowable by policy.
3. An employee promoted into a higher wage grade ~~and assuming a higher wage rate~~ may continue to progress according to Section 4.
4. Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval, according to Section 4.

B. LATERAL TRANSFER

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

1. An employee will not have a wage rate reduction resulting in a lateral transfer.
2. An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date ~~may~~ and will continue to progress according to Section 4.
3. ~~The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.~~

C. DEMOTION

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee is subject to a wage rate reduction.
2. An employee transferring into a position of a lower wage grade may continue to progress according to Section 4.
3. Changes in an employee's wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase according to Section 4, if available, on the anniversary of that new date, pending department head approval.

SECTION 10: REVIEW AND MAINTENANCE

A review of this compensation plan and all job positions will be conducted at a minimum of every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Standing Committee ~~or Richland County Board~~.

SECTION 11: REVISION HISTORY

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Committee Action / Resolution
20/07/2021	Original	
	<u>Revision to Section 4 and Finance and Personnel Standing Committee change in authority.</u> <u>Changes in starting steps and wage progression</u>	

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE

EMPLOYEE ID #
BADGE #

EMPLOYEE NAME _____

CHANGE(S)	FROM	TO
PER RESOLUTION #	GRADE _____	GRADE _____
	STEP _____	STEP _____
	RANGE _____	RANGE _____
	HOURLY/SALARY RATE _____	HOURLY/SALARY RATE _____
JOB TITLE		
PV ONLY <input type="checkbox"/>	ON-CALL EVERY OTHER WEEKEND PREMIUM RATE	
DEPARTMENT		
WEEKLY HOURS		
SHIFT		
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME W/BENEFITS _____ HRS PER WEEK _____ % FOR HEALTH INS	
<input type="checkbox"/> CALL- IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS	

Account # _____ %	Account # _____ %	Account # _____ %
Account # _____ %	Account # _____ %	Account # _____ %
Account # _____ %	Account # _____ %	Account # _____ %

IF YOUR FUNDING IS SPLIT, IT MUST TOTAL 100%. OTHERWISE LEAVE BLANK

REASON(S) FOR THE CHANGE(S)

<input type="checkbox"/> HIRED <input type="checkbox"/> APPROVED BY COUNTY BOARD <input type="checkbox"/> PROBATION ENDED <input type="checkbox"/> PROBATION EXTENDED UNTIL _____ <input type="checkbox"/> 2 YEAR WAGE INCREASE <input type="checkbox"/> SENIORITY INCREASE <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> SUSPENSION	DATE OF APPROVAL _____ <input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> REHIRED <input type="checkbox"/> TRANSFER <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> 2 WEEK NOTICE GIVEN <input type="checkbox"/> DISCHARGED <input type="checkbox"/> LAYOFF <input type="checkbox"/> DEATH
--	--	--

LEAVE OF ABSENCE: <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON MEDICAL	
STARTS: _____	ENDS (LAST DAY): _____
FMLA STARTS: _____	ENDS (LAST DAY): _____

COMMENTS:

AUTHORIZED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

APPENDIX B: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:

Required Supporting Documentation:

☐ Current job description

☐ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☐ Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data); including consultant review

☐ Total financial impact to implement reclassification: \$_____ Budget year:_____

☐ Plan of how financial impact will be absorbed

Department Head Signature:	Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
F+P Committee Action: _____ — <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Compensation Plan Consultant: _____ <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied	– Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:	Effective Date:
Pay Grade:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Administrator:	Date: Approve // Disapprove
Administrator Comments:	

APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<p style="text-align: center;">Required Supporting Documentation:</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Administration		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					4.00				
Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director		K	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Admin)	60	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Training Officer)	55	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Technician	35	B*C	Hourly	40	2.00	4.00	0.00	0.00	0.00
		Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	14.00	0.00
		Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00
		All Hazards Planner		Contract			0.00	0.00	0.00	0.00	1.00
		TOTAL:					5.00	4.00	0.00	15.00	1.00
Child Support Office		Child Support Director	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Financial Specialist & Caseworker	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Child Support/Staff Attorney-Assistant Corporation Counsel		By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
		TOTAL:					2.20	1.00	0.00	0.00	0.00
Clerk of Court		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Clerk of Court	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
		Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00
		TOTAL:					3.00	0.00	0.00	8.00	0.00
Circuit Court		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00
		Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
		TOTAL:					2.00	0.00	0.00	0.00	0.00
Coroner		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
		Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00
		TOTAL:					1.00	0.00	0.00	5.00	0.00
Corporation Counsel		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
		Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00
		TOTAL:					0.00	2.00	0.00	0.00	0.00
County Clerk		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Accounts Payable Specialist/ Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					2.00	0.00	0.00	0.00	0.00
Courthouse Maintenance		Maintenance Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					2.00	0.00	0.00	0.00	0.00
District Attorney		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00
		Assistant District Attorney		By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
		Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					4.00	1.00	0.00	0.00	0.00
Economic Development		Economic Development Director		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					1.00	0.00	0.00	0.00	0.00
Fair & Recycling		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
		Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00
		Fair Groundskeeper	30	B	Hourly		0.00	0.00	1.00	0.00	0.00
		Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00
		Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
		Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
		TOTAL:					0.00	1.00	68.00	0.00	0.00
Family Court		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
		TOTAL:					0.00	1.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE

							PERSONNEL - CATEGORY					
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Health & Human Services												
Administration & Building Operations	Director		125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Corporation Counsel			By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
	Admin & Building Operations Manager		85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Conf Administrative Secretary		70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
	Clerical Assistant II (LONGTERM VACANCY)		50	E	Hourly	40	1.00					
	Secretary		50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
	Spanish Translators			\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
	Secretary (SWWDB Leased Position)			\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
	Custodian (SWWDB Leased Position)			\$16.68/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00	
	Fill-In Custodian (SWWDB Leased Position)			\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00	
Business & Financial Services	Business & Financial Services Manager		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
Aging & Disability Resource Center	Fiscal Specialist		65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
	ADRC Manager		95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Information & Assistance Specialist		75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
	Clerical Assistant II		50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Disability Benefit Specialist		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Elderly Benefit Specialist		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Secretary		50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Driver/Escort Driver		25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
	Clerical Assistant (SWWDB Leased Position)			\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.50	
	Behavioral Health Services Manager		105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
Behavioral Health Services	CCS Supervisor		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Quality Coordinator (LONGTERM VACANCY)				Exempt	40	1.00	0.00	0.00	0.00	0.00	
	CLTS & BT3 Supervisor		95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Speech & Language Pathologist (LONGTERM VACANCY)											
					Exempt	28	0.00	1.00	0.00	0.00	0.00	
	Occupational Therapist (LONGTERM VACANCY)				Exempt	28	0.00	1.00	0.00	0.00	0.00	
	Business Systems Analyst		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Mental Health Therapist		90	K	Exempt	40	5.00	0.00	0.00	0.00	0.00	
	Substance Abuse Counselor		80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Treatment Court Coordinator		80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
Child & Youth Services	Adult Protective Services Worker		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	APS/Crisis Professional		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	CLTS & BT3 Case Manager		75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
	Psychiatric RN		90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
	Psychiatric RN (SWWDB Leased Position)			\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
	Crisis Case Worker (SWWDB Leased Position)			\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
	Service Facilitator (SWWDB Leased Position)			\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00	
	APS Consultant (SWWDB Leased Position)			\$25.48/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00	
	Child & Youth Services Supervisor		95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
Economic Support	Child and Youth Services Manager		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Child & Youth Services Case Manager		75	H	Exempt	40	5.00	0.00	0.00	0.00	0.00	
	Youth Aide Worker		70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Family Preservation Worker (SWWDB Leased Position)			\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	2.00	
	Economic Support Manager		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Economic Support Lead Worker		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Economic Support Specialist		65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
	Public Health Manager/Local Health Officer		105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Public Health Nurse (1-LONGTERM VACANCY)		90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
Public Health	Public Health Clinic Nurse		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Health & Wellness Coordinator (LONGTERM VACANCY)		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	LTE Public Health Nurse (SWWDB Leased Position)			\$29.43/hr	Exempt		0.00	0.00	0.00	0.00	1.00	
	LTE Public Health Consultant (SWWDB Leased Position)			\$32.16/hr	Exempt		0.00	0.00	0.00	0.00	1.00	
	LTE Public Health Assistant (SWWDB Leased Position)			\$15.81/hr	Hourly		0.00	0.00	0.00	0.00	1.00	
	Nutrition Program Coordinator		70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Clerical Assistant (SWWDB Leased Position)			\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.50	
	Nutrition Site Worker		25	A	Hourly		0.00	8.00	0.00	0.00	0.00	
	Nutrition Driver		25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
TOTAL:							66.00	17.00	0.00	4.00	15.00	
Highway												
	Commissioner		115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Bookkeeper		75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Clerk		65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	
	Patrol Superintendent		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Patrol Superintendent		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Parts Manager/Shop Clerk		75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Lead Paving Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Lead Shop Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Lead Grade Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Sign Foreman		70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Mechanic		70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
	Equipment Operator/Patrolman		70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
	Equipment Operator/Patrolman		70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
	Seasonal		25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
	TOTAL:							30.00	0.00	2.00	0.00	0.00
	Land Conservation											
		County Conservationist		95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
Secretary			50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
Conservation Technician			75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
TOTAL:							4.00	0.00	0.00	0.00	0.00	
Management Information Systems												
	Management Information Systems Director		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	MIS Administrator		85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	MIS Technical Support Specialist		75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	MIS Assistant (SWWDB Leased Position)			\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
TOTAL:							3.00	0.00	0.00	0.00	0.50	

STAFF AUTHORIZATION TABLE

							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Pine Valley Community Village											
	Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Human Resources Director	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
		Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
		Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
	Nursing	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
		RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
		RN Supervisor	350	K	Hourly	40	3.00	0.00	0.00	0.00	0.00
		Registered Nurse	345	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
		Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Registered Nurse		By Res	Hourly		0.00	0.00	0.00	12.00	0.00
		LPN	330	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
		LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
		LPN		By Res	Hourly		0.00	0.00	0.00	6.00	0.00
		CNA Nursing Assistant	315	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00
		CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
		CNA Nursing Assistant	315	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
		CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	28.00	0.00
		Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
		Resident Assistant	305	B	Hourly		0.00	0.00	0.00	5.00	0.00
	Activities	Activity Director	335	H	Hourly	40	0.00	0.00	0.00	0.00	1.00
		Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00
	Social Work	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
		Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	6.00	0.00
	Maintenance	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
	CBRF	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
	Housekeeping	Housekeeper	300	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly		0.00	0.00	0.00	2.00	0.00
		Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00
						TOTAL:	83.00	15.00	0.00	60.00	1.00
Register of Deeds											
		Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
Register in Probate											
		Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
		Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
Sheriff											
	Administration	Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Clerical Assistant II	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Road Patrol	Investigator		CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
		Patrol Sergeant		CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
		Deputy		CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
		Deputy (Reserve)		G	Hourly		0.00	0.00	0.00	5.00	0.00
		Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
	Jail/Dispatch	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00
		Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00
		Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	2.00	0.00
						TOTAL:	33.00	0.00	0.00	12.00	0.00
Surveyor											
		County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10
Symons Rec Complex											
		Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Custodian	25	A	Hourly		0.00	1.00	0.00	0.00	0.00
		Receptionist	25	A	Hourly		0.00	11.00	0.00	0.00	0.00
		Weight Training Instructor	20	aa	Hourly		0.00	1.00	0.00	0.00	0.00
		Land Aerobics Instructor	50	E	Hourly		0.00	10.00	0.00	0.00	0.00
		Lifeguard Instructor	50	E	Hourly		0.00	1.00	0.00	0.00	0.00
		Water Safety Instructor	10	aa	Hourly		0.00	4.00	0.00	0.00	0.00
		Racquetball Instructor	20	aa	Hourly		0.00	1.00	0.00	0.00	0.00
		Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00

STAFF AUTHORIZATION TABLE

							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Treasurer	County Treasurer	County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					3.00	0.00	0.00	0.00	0.00
UW-Extension	Area Director	Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
		Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
		Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
		4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
		Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
		Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
		FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
		FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
		TOTAL:					1.00	1.00	0.00	0.00	3.50
UW Food Service	UW Food Service Supervisor	UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
		UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
		Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
TOTAL:					2.00	0.00	0.00	0.00	0.00		
Veterans Service	Veterans Service Officer	Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
		Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
		TOTAL:					1.00	1.00	0.00	0.00	0.00
Zoning & Sanitation Land Information	Zoning Administrator	Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					3.00	0.00	0.00	0.00	0.00

RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT

Total Regular Authorized Full-time (FT) Positions	262
Total Regular Authorized Part-time (PT) Positions	73
Total Limited Term Authorized Employee (LTE) Positions	95
Total Reserve/Call-in Authorized Positions	104
Total Contracted Authorized Positions	21
TOTAL RICHLAND COUNTY Authorized Positions	555

APPENDIX E: WAGE SCHEDULES

The General Wage Scale was adopted by County Board 12/14/21 for 2022

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	39.26	40.17	41.09	42.00	42.91	43.82	44.74	45.65
120	Q			37.50	38.37	39.24	40.11	40.99	41.86	42.73	43.60
115	P	HWY COMMISSIONER	HIGHWAY	35.73	36.56	37.39	38.23	39.05	39.89	40.71	41.55
110	O	INTERIM COMMISSIONER	HIGHWAY	33.97	34.76	35.55	36.34	37.14	37.92	38.71	39.50
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80 HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	32.20	32.95	33.70	34.45	35.20	35.95	36.70	37.45
100	M	MGMNT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101 HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97 SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	30.45	31.15	31.86	32.56	33.28	33.99	34.69	35.40
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR 19-80 HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	28.69	29.35	30.02	30.69	31.35	32.02	32.69	33.36
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37 EM MED SER/EM MGMT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29 HHS ECON SUPPORT MANAGER 19-18 HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE RES 20-27 HHS PUBLIC HLTH NURSE RES 20-27 HHS PUBLIC HLTH CLINIC NURSE RES 20-34	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	26.92	27.54	28.18	28.80	29.43	30.05	30.68	31.30
85	J	ACCOUNTING SUPERVISOR RES 21-62 HHS AMONISTRATION & BUILDING OPERATIONS MANAGER 20-97 HHS MENTL HLTH THER N/L RES 19-80 MGMNT INFO SYSTM ADMNST RES 18-97 SYMONS DIRECTOR	CH COUNTY ADMINISTRATOR HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT SYMONS	25.16	25.75	26.33	26.91	27.50	28.09	28.67	29.26
80	I	CH MAINTENANCE SUPERVISOR HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN RES 19-80 HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR RES 18-97 SHERIFF DISP/JAILR SGT RES 18-97 SYMONS INTERIM DIRECTOR RES 20-83 VETERAN SERVICE OFFICER	CH MAINTENANCE HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE	23.39	23.94	24.48	25.03	25.57	26.11	26.66	27.20
75	H	CONSERVATION TECHNICIAN HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30 HHS BUSINESS SYSTEM ANALYST RES 20-98 HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80 HHS DISABILITY BEN SPE SW RES 21-162 HHS ECON SPRT LEAD WRK HHS ELDERLY BENF SPCL RES 21-162 HHS HEALTH & WELLNESS COOR RES 18-97 HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR 19-80 HHS INFORMATION & SYSTEM SPECIALIST 19-101 HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK ASSISTANT TO COUNTY ADMINISTRATOR 21-104 PAYROLL & BENEFITS SPCL RES 21-14 MIS TECHNICAL SUPPORT SPECIALIST RES 21-162 SHERIFF DISP/JAILER RES 18-97 SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY CH COUNTY ADMINISTRATOR CH COUNTY ADMINISTRATOR CH MIS SHERIFF SHERIFF CH UW FOOD SERVICE	21.63	22.14	22.64	23.14	23.65	24.15	24.65	25.16
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST RES 21-62 CLERICAL ASSISTANT II (DEPUTY) RES 18-97 CLERK OF COURT DEPUTY RES 18-97 FINANCIAL SPECIALIST AND CASEWORKER RES 21-162 LEGAL ASSISTANT HHS CONFID ADMIN SCRTRY HHS NUTRITION PROG COOR HHS TEMP CERT SOC WORKR HHS YOUTH AIDE WORKER HWY EQUIP OPER/PATROLMN HWY SEASONAL PATROLMAN RES 21-20 HWY MECHANIC HWY SIGN FOREMAN PROPERTY TAX LISTER RES 20-109 REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL ASST SHERIFF DEPUTY - TEMP CASUAL SHERIFF DISP/JAILER - TEMP CASUAL SYMONS MAINTENANCE VETERANS BENEFIT SPCLST VICTM WTNS COOR/LEGAL S ZONING GIS TECH/ASSTNT	CH COUNTY CLERK CH CLERK OF COURT CH CLERK OF COURT CH CHILD SUPPORT CH DISTRICT ATTORNEY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY CH PROPERTY LISTER PROBATE SHERIFF SHERIFF SYMONS CH VETERANS SERVICE CH DISTRICT ATTORNEY CH ZONING	19.87	20.33	20.79	21.25	21.72	22.18	22.64	23.10
65	F	CLERICAL ASSISTANT COUNTY TREASURER DEPUTY FISCAL SPECIALIST HHS ECONOMIC SUPP SPECPL + for interpreter .75 cent p/hr modifier HWY CLERK REGISTER OF DEEDS DEPUTY SECRTRY/CERL ASST II SYMONS ASSISTANT DIRECTR ZONING OFFICE SYS TECH	CH PROBATE CH TREASURER HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY CH REGISTER OF DEEDS SHERIFF SYMONS CH ZONING	18.11	18.53	18.95	19.38	19.79	20.21	20.64	21.06

The General Wage Scale was adopted by County Board 12/14/21 for 2022

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	16.94	17.33	17.72	18.12	18.51	18.91	19.33	19.70
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	15.09	15.45	15.79	16.14	16.50	16.84	17.20	17.55
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	16.35	16.73	17.11	17.49	17.87	18.25	18.63	19.01
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	15.03	15.37	15.73	16.07	16.42	16.77	17.12	17.47
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	13.91	14.24	14.56	14.88	15.20	15.53	15.85	16.18
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	13.63	13.95	14.26	14.58	14.89	15.21	15.52	15.84
30	B	GROUNDKEEPER	FAIR	12.88	13.18	13.48	13.78	14.08	14.38	14.68	14.98
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.93	12.20	12.48	12.75	13.03	13.31	13.58	13.86
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	11.04	11.30	11.56	11.81	12.06	12.32	12.58	12.84
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	10.22	10.47	10.71	10.93	11.18	11.41	11.65	11.88
10	ac	DAY CARE AIDE	SYMONS	9.46	9.70	9.91	10.12	10.35	10.57	10.78	11.00
5	ad			8.77	8.98	9.17	9.37	9.58	9.78	9.98	10.19
		MINIMUM WAGE									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		SPECIAL NOTES									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50	for the first 4 hours worked then \$9 p/hr						
		Fair Judge - Beef	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Species Group Work	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Carcass Show Work	Fair	\$100	for the first 4 hours worked before noon then \$9 p/hr						
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95	p/call, \$25 for cremation only, \$115 for call plus cremation						
		Coroner Deputy	Coroner	\$95	p/call, \$25 for cremation only, \$115 for call plus cremation						
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour	3/9/22					
		County Administrator	CH	\$ 96,900.00	annual	\$ 98,850.00					
						2023	2024				
		County Clerk	County Clerk	\$ 80,926.44	annual	\$ 82,126.44	\$ 83,326.44				
		County Treasurer	Treasurer	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95				
		Register of Deeds	Register of Deeds	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95				
		Sheriff	Sheriff	\$ 79,437.38	annual						
		Clerk of Court	Clerk of Court	\$ 64,727.10	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Supprt Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						

General Wage Schedule for 2023 - 4.5%

4.50% GENERAL COLA DRAFT

2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1 NOT USED	Step 2 BEGINNING RATE	Step 3 AFTER PROBATION	Step 4 2 YEAR RATE	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	41.03	41.98	42.94	43.89	44.84	45.79	46.75	47.70
120	Q			39.19	40.10	41.01	41.91	42.83	43.74	44.65	45.56
115	P	HWY COMMISSIONER	HIGHWAY	37.34	38.21	39.07	39.95	40.81	41.69	42.54	43.42
110	O	INTERIM COMMISSIONER	HIGHWAY	35.50	36.32	37.15	37.98	38.81	39.63	40.45	41.28
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80	HEALTH & HUMAN SERVICES	33.65	34.43	35.22	36.00	36.78	37.57	38.35	39.14
		HHS PUBLIC HEALTH MGR	SHERIFF								
		CHIEF DEPUTY SHERIFF									
100	M	MGMNT INFO SYSTM DIRCTR	CH IT DEPT	31.82	32.55	33.29	34.03	34.78	35.52	36.25	36.99
		ECONOMIC DEVELOPMENT DIRECTOR	CH ECONOMIC DEVELOPMENT								
		HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101	HEALTH & HUMAN SERVICES								
		HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97	HEALTH & HUMAN SERVICES								
		SHERIFF RD PATROL LIEUT	SHERIFF								
95	L	COUNTY CONSERVATIONIST	CH LAND CONSERVATION	29.98	30.67	31.37	32.07	32.76	33.46	34.16	34.86
		ZONING ADMINISTRATOR	CH ZONING								
		HHS ARDC MANAGER	HEALTH & HUMAN SERVICES								
		HHS CHILD & YOUTH SRVCS MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	HEALTH & HUMAN SERVICES								
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37	CH CHILD SUPPORT	28.13	28.78	29.45	30.10	30.75	31.40	32.06	32.71
		EM MED SER/EM MGMT DIR	CH AMBULANCE								
		HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29	HEALTH & HUMAN SERVICES								
		HHS ECON SUPPORT MANAGER 19-18	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER LIC	HEALTH & HUMAN SERVICES								
		HWY PATROL SUPERINTENDENT	HIGHWAY								
		HHS PSYCHIATRIC NURSE Res 20-27	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH NURSE Res 20-27	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH CLINIC NURSE Res 20-34	HEALTH & HUMAN SERVICES								
85	J	ACCOUNTING SUPERVISOR Res 21-62	CH COUNTY ADMINISTRATOR	26.29	26.91	27.51	28.12	28.74	29.35	29.96	30.58
		HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER 20-97	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER N/L RES 19-80	HEALTH & HUMAN SERVICES								
		HWY SHOP SUPERINTENDENT - Res 22-55	HIGHWAY								
		MGMNT INFO SYSTM ADMINSTR Res 18-97	CH IT DEPT								
		SYMONS DIRECTOR	SYMONS								

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RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1 NOT USED	Step 2 BEGINNING RATE	Step 3 AFTER PROBATION	Step 4 2 YEAR RATE	Step 5	Step 6	Step 7	Step 8
80	I	CH MAINTENANCE SUPERVISOR	CH MAINTENANCE	24.44	25.02	25.58	26.16	26.72	27.28	27.86	28.42
		HHS TREATMNT COURT COOR	HEALTH & HUMAN SERVICES								
		HHS SUBSTANCE ABUSE COUN RES 19-80	HHS								
		HWY LEAD GRADE FOREMAN	HIGHWAY								
		HWY LEAD PAVING FOREMAN	HIGHWAY								
		REG PROBATE/REGISTRAR Res 18-97	CH PROBATE								
		SHERIFF DISP/JAILR SGT Res 18-97	SHERIFF								
		SYMONS INTERIM DIRECTOR Res 20-83	SYMONS								
		VETERAN SERVICE OFFICER	CH VETERANS SERVICE								
		VICTIM WITNESS SUPERVISOR	CH DISTRICT ATTORNEY								
75	H	ASSISTANT TO COUNTY ADMINISTRATOR 21-104	CH COUNTY ADMINISTRATOR	22.60	23.14	23.66	24.18	24.71	25.24	25.76	26.29
		PAYROLL & BENEFITS SPCL Res 21-14	CH COUNTY ADMINISTRATOR								
		CONSERVATION TECHNICIAN	CH LAND CONSERVATION								
		HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30	HEALTH & HUMAN SERVICES								
		HHS BUSINESS SYSTEM ANALYST Res 20-98	HEALTH & HUMAN SERVICES								
		HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS DISABILITY BEN SPE SW Res 21-162	HEALTH & HUMAN SERVICES								
		HHS ECON SPPRT LEAD WRK	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL Res 21-162	HEALTH & HUMAN SERVICES								
		HHS HEALTH & WELLNESS COOR Res 18-97	HEALTH & HUMAN SERVICES								
		HHS SW ADULT PROT SRVCS	HEALTH & HUMAN SERVICES								
		HHS SW CHILD & YOUTH CASE MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS INFORMATION & SYSTEM SPECIALIST 19-101	HEALTH & HUMAN SERVICES								
		HWY BOOKKEEPER	HIGHWAY								
		HWY PARTS MNGR/SHOP CLK	HIGHWAY								
		MIS TECHNICAL SUPPORT SPECIALIST Res 21-162	CH MIS								
		SHERIFF DISP/JAILER Res 18-97	SHERIFF								
		SHERIFF OFFICE MGR/CONF	SHERIFF								
		UW FOOD SER SUPERVISOR	CH UW FOOD SERVICE								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1 NOT USED	Step 2 BEGINNING RATE	Step 3 AFTER PROBATION	Step 4 2 YEAR RATE	Step 5	Step 6	Step 7	Step 8
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST Res 21-62	CH COUNTY CLERK	20.76	21.24	21.73	22.21	22.70	23.18	23.66	24.14
		CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
		FINANCIAL SPECIALIST AND CASEWORKER Res 21-162	CH CHILD SUPPORT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY SEASONAL PATROLMAN RES 21-20 (must have CDL)	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
	RES 20-109	REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL ASST	PROBATE								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								
65	F	CLERICAL ASSISTANT	CH PROBATE	18.92	19.36	19.80	20.25	20.68	21.12	21.57	22.01
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL + for interpreter .75 cent p/hr modifier	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		SECRTRY/CERL ASST II	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
				NOT USED	BEGINNING RATE	AFTER PROBATION	2 YEAR RATE				
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	17.70	18.11	18.52	18.94	19.34	19.76	20.20	20.59
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	15.77	16.15	16.50	16.87	17.24	17.60	17.97	18.34
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	17.09	17.48	17.88	18.28	18.67	19.07	19.47	19.87
		ADMINISTRATIVE SECRTY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	15.71	16.06	16.44	16.79	17.16	17.52	17.89	18.26
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	14.54	14.88	15.22	15.55	15.88	16.23	16.56	16.91
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	14.24	14.58	14.90	15.24	15.56	15.89	16.22	16.55
30	B	GROUNDKEEPER	FAIR	13.46	13.77	14.09	14.40	14.71	15.03	15.34	15.65
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	12.47	12.75	13.04	13.32	13.62	13.91	14.19	14.48
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL (does not have a CDL)	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	11.54	11.81	12.08	12.34	12.60	12.87	13.15	13.42
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
				NOT USED	BEGINNING RATE	AFTER PROBATION	2 YEAR RATE				
15	ab	LIFEGUARD	SYMONS	10.68	10.94	11.19	11.42	11.68	11.92	12.17	12.41
10	ac	DAY CARE AIDE	SYMONS	9.89	10.14	10.36	10.58	10.82	11.05	11.27	11.50
5	ad			9.16	9.38	9.58	9.79	10.01	10.22	10.43	10.65
MINIMUM WAGE = \$7.25											
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
SPECIAL NOTES											
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Translator	HHS, Sheriff	\$ 35.00	\$35 per hour						
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour						
		Family Court Commissioner 3% INCREASE	Family Court Commissioner	\$ 26,221.41	annual						
		Child Support Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						
		COUNTY ADMINISTRATOR - DID NOT TAKE HIS INCREASE IN 2022	CTY ADMINISTRATOR	\$ 96,900.00	annual	3/9/22	\$ 96,900.00	\$ 98,850.00	This is what his 2022 wage should have been		
ELECTED OFFICIALS				2022	2023	2024	2025	2026			
***	RES 21-57	County Clerk - \$1200 2023, \$1200 2024	County Clerk	\$ 80,926.44	annual	\$ 82,126.44	\$ 83,326.44	NOT SET	NOT SET		
	RES 21-57	County Treasurer - \$1200 2023, \$1200 2024	Treasurer	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95	NOT SET	NOT SET		
	RES 21-57	Register of Deeds - \$1200 2023, \$1200 2024	Register of Deeds	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95	NOT SET	NOT SET		
	RES 22-20	Sheriff - 7% 2023, 7% 2024, 4% 2025, 3% 2026	Sheriff	\$ 79,437.38	annual	\$ 84,998.00	\$ 90,947.86	\$ 94,585.77	\$ 97,423.34		
	RES 22-20	Clerk of Court - 7% 2023, 7% 2024, 4% 2025, 3% 2026	Clerk of Court	\$ 64,727.10	annual	\$ 69,258.00	\$ 74,106.06	\$ 77,070.30	\$ 79,382.41		
	RES 22-20	Coroner salary + call	Coroner	\$95 p/call, \$25 fo	annual	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00		
	RES 22-20	Coroner Deputy	Coroner	\$95 p/call, \$25 fo	\$95 per call, \$25 for cremation, \$120 for call and cremation						
PER RESOLUTION 21-57 THE COUNTY CLERK SALARY IS TO BE REDUCED TO EQUAL THAT OF THE REGISTER OF DEEDS AND TREASURER AND ALL FINANCIAL DUTIES ARE TURNED OVER TO THE COUNTY ADMINISTRATOR ONCE THE NEXT NEW TERM STARTS											

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	41.92	42.91	43.88	44.85	45.83	46.80	47.78	48.75
370	O			39.68	40.60	41.52	42.45	43.37	44.30	45.22	46.14
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	37.42	38.29	39.17	40.04	40.90	41.77	42.65	43.52
360	M			35.18	35.99	36.81	37.63	38.45	39.27	40.09	40.90
355	L	PVH RN MANAGER - Res 21-126 starts at Step 6 PVH RN MANAGER - Res 21-126 starts at Step 6	CBRF REGISTERED NURSES	32.93	33.70	34.46	35.23	35.99	36.76	37.52	38.29
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	30.68	31.40	32.12	32.82	33.54	34.26	34.96	35.68
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	28.44	29.10	29.76	30.42	31.09	31.74	32.40	33.07
			RN position doing charge Nurse Duties - Paid at Step 8 Res 19-37								
340	I	PVH MAINTENANCE SUPERVISOR 18-97	MAINTENANCE	26.20	26.81	27.42	28.01	28.63	29.24	29.85	30.46
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	23.95	24.50	25.06	25.62	26.17	26.73	27.29	27.84
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	21.69	22.19	22.69	23.21	23.71	24.21	24.72	25.22
325	F	PVH BILLING SPECIALIST 21-81 PVH PAYROLL & ACCOUNTS PAYABLE CLERK 21-81	ACCOUNTING ACCOUNTING	19.44	19.90	20.35	20.80	21.25	21.71	22.16	22.61
320	E	PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (18-97) PVH NURSING ADMIN ASST Res 19-135	MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	17.19	17.60	18.00	18.40	18.80	19.19	19.60	20.00
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (18-97) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	14.95	15.30	15.65	15.99	16.35	16.69	17.04	17.38
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	13.84	14.17	14.49	14.82	15.14	15.46	15.78	16.10
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER RESIDENT ASSISTANT	DIETARY DIETARY CBRF PINE VALLEY	12.82	13.12	13.42	13.72	14.01	14.31	14.61	14.91
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER	DIETARY HOUSEKEEPING LAUNDRY	11.87	12.15	12.43	12.71	12.99	13.25	13.53	13.81
				BASE RATE STEP 5		CALL-IN RATE					
21-127		PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS			19.69					
21-127		PVH LPN CALL-IN	LICENSED PRAC NURSES			28.22					
21-127		PVH RN CALL-IN	REGISTERED NURSES			36.74					
21-127		PVH MEDICATION AIDE	LICENSED PRAC NURSES			\$2 TO BASE PAY					
21-127		PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY			\$2 TO BASE PAY					
21-127		PVH FOOD SERVICE WORKER II	DIETARY			\$2 TO BASE PAY					
21-127		PVH PERSONAL CARE WORKER	CBRF			\$2 TO BASE PAY					
21-127		PVH HOUSEKEEPER	HOUSEKEEPING			\$2 TO BASE PAY					
21-127		PVH LAUNDRY	LAUNDRY			\$2 TO BASE PAY					
		Adopted Res. No. 18-97 (7-17-18)									
		Amended Res No. 19-89									
		Amended Res No. 21-127 (9/26/21)									

Pine Valley Wage Adjustment for 2023 - 3.5%

DRAFT 3.50% COLA INCREASE

2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4 BEGINNING RATE	Step 5 AFTER PROBATION	Step 6 2 YEAR RATE	Step 7	Step 8
				NOT USED	NOT USED	NOT USED					
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	43.39	44.41	45.42	46.42	47.43	48.44	49.45	50.46
370	O			41.07	42.02	42.97	43.94	44.89	45.85	46.80	47.75
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	38.73	39.63	40.54	41.44	42.33	43.23	44.14	45.04
360	M			36.41	37.25	38.10	38.95	39.80	40.64	41.49	42.33
355	L	PVH RN MANAGER - Res 21-126 starts at Step 6	CBRF	34.08	34.88	35.67	36.46	37.25	38.05	38.83	39.63
		PVH RN MANAGER - Res 21-126 starts at Step 6	REGISTERED NURSES								
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	31.75	32.50	33.24	33.97	34.71	35.46	36.18	36.93
345	J	PVH HUMAN RESOURCES DIR	ADMINISTRATION	29.44	30.12	30.80	31.48	32.18	32.85	33.53	34.23
		PVH SOCIAL SERVICE SUPR	SOCIAL SERVICES								
		PVH REGISTERED NURSE Res 19-135	REGISTERED NURSES	RN position doing charge Nurse Duties - Paid at Step 8 Res 19-37							
340	I	PVH MAINTENANCE SUPERVISOR 18-97	MAINTENANCE	27.12	27.75	28.38	28.99	29.63	30.26	30.89	31.53
335	H	PVH ADMINISTRATIVE ASST	ACCOUNTING	24.79	25.36	25.94	26.52	27.09	27.67	28.25	28.81
		PVH ACTIVITY DIRECTOR	OCCUPATIONAL THERAPY								
		PVH SOCIAL WORKER	SOCIAL SERVICES								
330	G	PVH FOOD SERVICE SUPERVISOR	DIETARY	22.45	22.97	23.48	24.02	24.54	25.06	25.59	26.10
		PVH MANAGER OF INFO SYSTEMS (Res 19-82)	MEDICAL RECORDS								
		PVH LPN Res 19-135	LICENSED PRAC NURSES								
325	F	PVH BILLING SPECIALIST 21-81	ACCOUNTING	20.12	20.60	21.06	21.53	21.99	22.47	22.94	23.40
		PVH PAYROLL & ACCOUNTS PAYABLE CLERK 21-81	ACCOUNTING								
320	E	PVH MAINTENANCE WORKER	MAINTENANCE	17.79	18.22	18.63	19.04	19.46	19.86	20.29	20.70
		PVH MEDICATION AIDE (Res. No. 18-69)	LICENSED PRAC NURSES								
		PVH UNIT CLERK (18-97)	NURSING ASSISTANTS								
		PVH NURSING ADMIN ASST Res 19-135	NURSING ASSISTANTS								
315	D	PVH CNA NURSING ASSISTANT	NURSING ASSISTANTS	15.47	15.84	16.20	16.55	16.92	17.27	17.64	17.99
		PVH CLERICAL ASSISTANT I (18-97)	ADMINISTRATION								
		PVH HOUSEKEEPER LEAD	HOUSEKEEPING								
		PVH LEAD COOK (Res. No. 18-68)	DIETARY								
		PVH UNIT CLERK	CBRF								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
				NOT USED	NOT USED	NOT USED	BEGINNING RATE	AFTER PROBATION	2 YEAR RATE		
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	14.32	14.67	15.00	15.34	15.67	16.00	16.33	16.66
305	B	PVH COOK I	DIETARY	13.27	13.58	13.89	14.20	14.50	14.81	15.12	15.43
		PVH FOOD SERVICE WORKER II	DIETARY								
		PVH PERSONAL CARE WORKER	CBRF								
		RESIDENT ASSISTANT	PINE VALLEY								
300	A	PVH FOOD SERVICE WORKER I	DIETARY	12.29	12.58	12.87	13.15	13.44	13.71	14.00	14.29
		PVH HOUSEKEEPER	HOUSEKEEPING								
		PVH LAUNDRY WORKER	LAUNDRY								
				BASE RATE		CALL-IN					
		RESOLUTIONS FOR CALL-INS		STEP 5		RATE					
		21-127 PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS			19.69					
		21-127 PVH LPN CALL-IN	LICENSED PRAC NURSES			28.22					
		21-127 PVH RN CALL-IN	REGISTERED NURSES			36.74					
		21-127 PVH MEDICATION AIDE	LICENSED PRAC NURSES			\$2 TO BASE PAY					
		21-127 PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY			\$2 TO BASE PAY					
		21-127 PVH FOOD SERVICE WORKER II	DIETARY			\$2 TO BASE PAY					
		21-127 PVH PERSONAL CARE WORKER	CBRF			\$2 TO BASE PAY					
		21-127 PVH HOUSEKEEPER	HOUSEKEEPING			\$2 TO BASE PAY					
		21-127 PVH LAUNDRY	LAUNDRY			\$2 TO BASE PAY					
		Adopted Res. No. 18-97 (7-17-18)									
		Amended Res No. 19-89									
		Amended Res No. 21-127 (9/26/21)									

APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY

This form is intended to be used for submission of proposed changes of the Employee Handbook in accordance with Section 1.

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

APPENDIX Z: POLICY REVIEW FORM

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

Completed by Administrator

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Securitization of Opioid Settlement

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 August 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B
Date submitted:	02 August 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... (pursue securitization of the manufacturer's settlement of the Wisconsin Opioid Settlement case.)

Background: *(preferred one page or less with focus on options and decision points)*

Opioid Settlement Background

The first settlements of the National Prescription Opiate Litigation have been settled and payments will begin in 2022. The settlements include a 70/30 split between the State and local governments. The first payment stream (Janssen) is smaller and more heavily weighted towards earlier years 2023-2025. Janssen has a bond rating of Aaa and is financially stable and not a default risk during the payment stream. The second payment stream (McKesson-Distributors) is much larger and more ratably distributed over 2023-2038, making the payment stream more at risk and subject to interest rates. The bond rating of the distributors is in the B grades. The time value of money becomes a greater factor with an extended period of payments.

Counties have sought a solution to mitigate the risk of the second payment stream and provide more cash upfront for use by the county to negate the interest rate impact. PMA Securities has developed a securitization model that would facilitate sale of the second payment streams for those counties interested through issuance of a bond that is backed by the payment stream. Bond holders would assume the risk of the future payment streams and counties would have no liability should a default occur.

Assumptions include: 1. A required coverage ratio by the bond holders of 1.2 x, 2. An average bond interest rate required of 5.5%, 3. Based on the interest rate and the coverage required, 4. The return on the principal would be 54.4%, with some residual payments that in total will return ~71% (See below)

I have expressed "tentative" interest in Richland County pursuing securitization. A board resolution would be required later should an actual bond sale be initiated. The County is not obligated to participate in the final sale until such resolution.

Attachments and References:

PMA Distribution for Richland County	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover



Net Distributor Payments to WI LGs (2023-2038)
 Ex. No. 1 - As Scheduled (No Securitization)
 Ex. No. 2 - Distributor Payments Partially Securitized (No Reinvestment)
 Ex. No. 3 - Distributor Payments Partially Securitized (Reinvested)

Richland County

0.218% Share of Total

68 of 87

Year		Example No. 1 Do Not Securitize	Example No. 2 Securitize - DO NOT Reinvest	Example No. 3 Securitize - Reinvest
		Est. Payments	Est. Cash Flow	Est. Cash Flow
	2022	--	197,496	--
1	2023	17,880	2,980	17,880
2	2024	22,379	3,730	22,379
3	2025	22,379	3,730	22,379
4	2026	22,379	3,730	22,379
5	2027	22,379	3,730	22,379
6	2028	26,321	4,387	26,321
7	2029	26,321	4,387	26,321
8	2030	26,321	4,387	26,321
9	2031	22,125	3,688	22,125
10	2032	22,125	3,688	22,125
11	2033	22,125	3,688	22,125
12	2034	22,125	3,688	22,125
13	2035	22,125	3,688	7,135
14	2036	22,125	3,688	3,688
15	2037	22,125	3,688	3,688
16	2038	22,125	3,688	3,688
"Nominal" Total:		363,365	258,057	293,061
"Nominal" Capture:			71.0%	80.7%
"Present Value" Total:		286,947	245,320	241,385
"Present Value" Capture:			85.5%	84.1%
LG Distributor Payment Risk:		100%	17%	17%

Notes:

Present Value calculations are based on individual U.S Treasury rates over each of the 16 years. (years 2023-2038)

Settlement payments or the securitized proceeds thereof are considered moneys of the local government under S. 66.0603 (1m). (i.e., 7-year maximum maturity)

Investment returns in Example No. 3 are based on (i) 7-year US Treasury over first seven years and (ii) 1.00% thereafter.

In Example No. 3 the County receives the same annual payment for the first 12 years, and receives approximately 20% of scheduled payments in years 13-16.

The 84.1% P.V. Capture in Ex. No. 3 is lower than the 85.5% capture in Ex. No. 2 because investment rate beginning in year 8 (2030) is 1.00%. (lower than current U.S. Treasuries)

07/13/22

PMA Securities, LLC

Richland County Committee

Agenda Item Cover

Agenda Item Name: Capital Improvement Program and Planning and Borrowing

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 Aug 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	01 Aug 2022	Referred by:	
Action needed by no later than (date)	TBD	Resolution	<u>N/A</u> ,

Recommendation and/or action language:

Motion to... (possibly amend)

Background: *(preferred one page or less with focus on options and decision points)*

This item is on here to help focus the committee on Capital Planning and borrowing to allow for adjustments if desired or as comes up through committee discussion and action.

KEY CHANGES SINCE 27JUL2022 MEETING:

- 01AUG2022 — Jail; switched funding source for Jail Shower Repair from Short-term notes to jail assessment
- 01AUG2022 — HHS; moved HVAC System from 2023 to 2024
- 01AUG2022 — Fair and Recycling; amended to fund the blacktop, ADA ramp repair and concrete floor in office through short-term borrowing
- 01AUG2022 — UW Campus; amended to fund the coppertop roof project
- 01AUG2022 — Symons; amended to fund the air handler and sand filter replacement projects

Currently tracking that with the intensions of adjustments on the July 27th 2022 meeting the financial proposals are below.

Attachments and References:

Capital Improvement Program	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Borrowing at \$1,050,000	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Estimates impacting short-term borrowing:

Highway		\$ 500,000.00
Sheriff		\$ 225,000.00
Jail		\$ 5,000.00
Courthouse Maintenance		\$ 41,500.00
MIS		\$ 77,200.00
Fair and Recycling		\$ 35,000.00
UW Campus		\$ 100,000.00
Symons		\$ 26,500.00
Parks		\$ 20,000.00
Total:		\$ 1,030,200.00
Borrowing:		\$ 1,050,000.00
Contingency:		1.89%

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY CAPITAL IMPROVEMENT PROGRAM 2023-2032 (01 Aug 22 Proposal)

Date: (20 June 2022)

Capital Improvements and Capital Expenditures are any items which are expected to have a useful life of 3 years or more and costing over \$5,000. Items (including project and packages) generally under \$5,000 will be paid for in the operating budget; items over \$5,000 will be included in the Capital Improvement Fund and may be borrowed for.

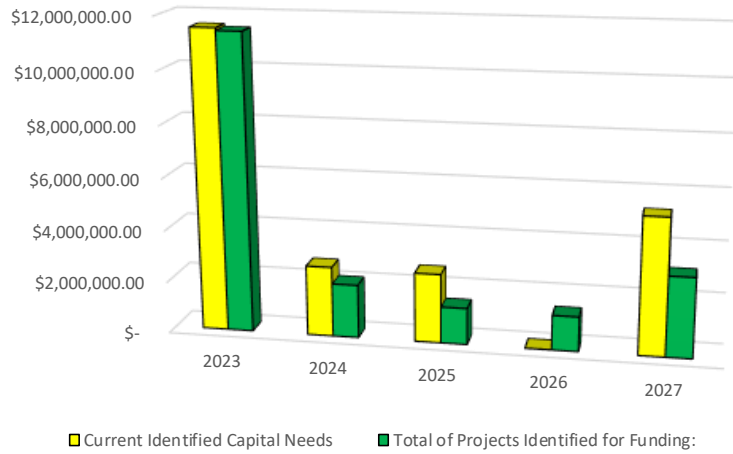
	<u>Current Identified Capital Needs</u>	<u>Total of Projects Identified for Funding:</u>	<u>Proposed Funding from Operation Levy:</u>	<u>Proposed funding from Debt Service Levy:</u>	<u>Proposed funding from other funding sources:</u>	<u>Deferred and Declined Improvements</u>	<u>Total Debt:</u>	<u>Total Remaining Legal Debt Capacity</u>	<u>% of Remaining Legal Debt Limit:</u>
2023	\$ 11,532,379.96	\$ 11,427,379.96	\$ 545,667.96	\$ 9,530,200.00	\$ 1,351,512.00	\$ 105,000.00	\$ 29,540,000.00	\$ 40,588,068.00	57.9%
2024	\$ 2,698,002.31	\$ 2,055,452.31	\$ 509,117.37	\$ 1,198,700.00	\$ 347,634.94	\$ 642,550.00	\$ 27,670,000.00	\$ 43,860,630.00	61.3%
2025	\$ 2,659,400.00	\$ 1,402,800.00	\$ -	\$ 1,046,200.00	\$ 356,600.00	\$ 1,256,600.00	\$ 25,750,000.00	\$ 47,211,242.00	64.7%
2026	\$ 1,773,000.00	\$ 1,337,350.00	\$ -	\$ 1,035,200.00	\$ 302,150.00	\$ 435,650.00	\$ 23,780,000.00	\$ 50,640,467.00	68.1%
2027	\$ 5,265,200.00	\$ 3,085,200.00	\$ -	\$ 999,200.00	\$ 2,086,000.00	\$ 2,180,000.00	\$ 21,755,000.00	\$ 54,153,876.00	71.3%
2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,675,000.00	\$ 57,752,054.00	74.6%
2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,720,000.00	\$ 61,255,595.00	77.6%
2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,700,000.00	\$ 64,855,107.00	81.8%
2031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,605,000.00	\$ 70,561,209.00	85.9%
2032	\$ 40,000,000.00	\$ 40,000,000.00	\$ -	\$ 40,000,000.00	\$ -	\$ -	\$ 11,440,000.00	\$ 72,369,533.00	

The Capital Improvement Program is built on the assumptions of the \$8.5million Radio / Tower Project borrowing and continued short-term note borrowing of \$1,050,000 annually.

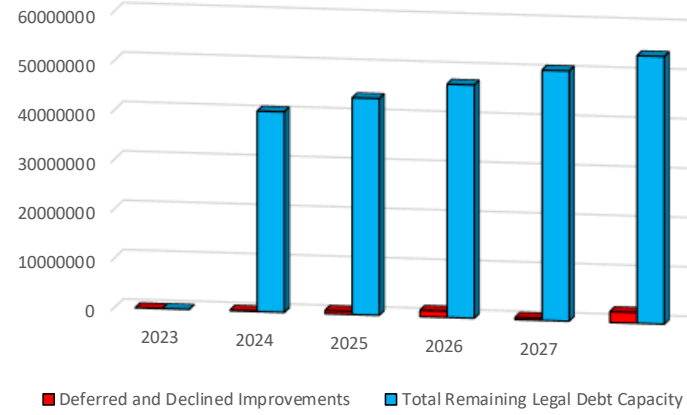
Richland County has a five year plan for Capital Expenditures with ten year projection on multi-million dollar projects requiring bonding.. This ten year plan will be submitted by July of each year from the Finance and Personnel Committee to the Richland County Board for approval. The Capital Improvement Plan has been subdivided into improvements which are to be levied for under operations, paid for by sources other than tax levy, or borrowed for under debt-service levy. County Staff will ensure that all expenditures that meet the definition of "Capital Project" are included in this plan annually prior to the start of the County Budget approval process. When the County budget process begins, the Capital Improvement Plan will guide what is included in the budget presented to the Finance and Personnel Committee. The Capital Improvement Plan shall be used as a planning tool to assist with the annual budget and certain projects may remain unfunded when the County Budget is ultimately adopted by the County Board.

Comparison Graphs:

Capital Needs vs Identified Funding



Deferred/Declined Improvements vs Remaining Debt Capacity



Highway	Department											
			Needs:	Funding Sources:								
		Estimated Expense:	Operations Levy	Debt Service Levy			Revenues			Deferred, reduced or removed	Notes:	
			Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bounding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other			
2023 Projects & Equipment:												
A	Rehabilitation Road Projects	\$ 2,072,179.96	\$ 345,667.96	\$ 500,000.00				\$ 1,226,512.00			#92 short term borrowing for roads will always be \$500,000 with balance from Levy	
B	Small Bridge Work			\$ -				\$ -				
C	Bridge Design & Construction			\$ -				\$ -				
C	Major Maintenance			\$ -				\$ -				
E	Plow Truck	\$ 220,000.00	\$ 200,000.00					\$ 20,000.00				
F	Plow Truck Body Build	\$ 326,000.00	\$ 326,000.00					\$ -				
G	Mulch			\$ -				\$ -				
H	3/4 Ton Pick up			\$ -				\$ -				
I	Seal Coating Chipper			\$ -				\$ -				
J												
	Subtotal:	\$ 2,292,179.96	\$ 545,668	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 1,246,512.00	\$ -	\$ -		
2024 Projects & Equipment:												
A	Rehabilitation Road Projects	\$ 1,185,952.31	\$ 509,117.37	\$ 500,000.00				\$ 176,834.94			#92 short term borrowing for roads will always be \$500,000 with balance from Levy	
B	Small Bridge Work			\$ -				\$ -				
C	Bridge Design & Construction			\$ -				\$ -				
C	Major Maintenance			\$ -				\$ -				
E	Plow Truck		\$ -					\$ -				
F	Plow Truck Body Build		\$ -					\$ -				
G	Mulch			\$ -				\$ -				
H	3/4 Ton Pick up			\$ -				\$ -				
I	Seal Coating Chipper			\$ -				\$ -				
J												
	Subtotal:	\$ 1,185,952.31	\$ 509,117.37	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 176,834.94	\$ -	\$ -		
2025 Projects & Equipment:												
A	Rehabilitation Road Projects	\$ 306,751.67	\$ -	\$ 500,000.00				\$ -			#92 short term borrowing for roads will always be \$500,000 with balance from Levy	
B	Small Bridge Work			\$ -				\$ -				
C	Bridge Design & Construction			\$ -				\$ -				
C	Major Maintenance			\$ -				\$ -				
E	Plow Truck			\$ -				\$ -				
F	Plow Truck Body Build			\$ -				\$ -				
G	Mulch			\$ -				\$ -				
H	3/4 Ton Pick up			\$ -				\$ -				
I	Seal Coating Chipper			\$ -				\$ -				
J	Place Holder on Road Rehabilitation	\$ 193,248.33						\$ -				
	Subtotal:	\$ 500,000.00	\$ -	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2026 Projects & Equipment:												
A	Rehabilitation Road Projects	\$ -	\$ -	\$ 500,000.00				\$ -			#92 short term borrowing for roads will always be \$500,000 with balance from Levy	
B	Small Bridge Work			\$ -				\$ -				
C	Bridge Design & Construction			\$ -				\$ -				
C	Major Maintenance			\$ -				\$ -				
E	Plow Truck			\$ -				\$ -				
F	Plow Truck Body Build			\$ -				\$ -				
G	Mulch			\$ -				\$ -				
H	3/4 Ton Pick up			\$ -				\$ -				
I	Seal Coating Chipper			\$ -				\$ -				
J	Place Holder On Road Rehabilitation	\$ 500,000.00						\$ -				
	Subtotal:	\$ 500,000	\$ -	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2027 Projects & Equipment:												
A	Rehabilitation Road Projects	\$ -		500,000							#92 short term borrowing for roads will always be \$500,000 with balance from Levy	
B	Small Bridge Work											
C	Bridge Design & Construction											
C	Major Maintenance											
E	Plow Truck											
F	Plow Truck Body Build											
G	Mulch											
H	3/4 Ton Pick up											
I	Seal Coating Chipper											
J	Place Holder On Road Rehabilitation	\$ 500,000.00										
	Subtotal:	\$ 500,000	\$ -	\$ 500,000.00	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -		

Sheriff's Office											

[illegible]

Courthouse Maintenance											
</											

HHS Building											

County Technology - Managed by MIS												
			Needs:	Funding Sources:								
			Estimated Expense:	Operations Levy	Debt Service Levy			Revenues			Deferred, reduced or removed	Notes:
				Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bounding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other		
2023 Projects & Equipment:												
		IT Infrastructure Maintenance and Improvements (to include): patch-cables, installation equipment, surge protection, hard-drives, wiring, access points, switches, host, hardware, monitors, UPS systems (work stations and servers), etc.										
A			\$ 8,000.00		\$ 8,000.00							
B		Server and Switches Replacement (General)										
C		Server and Switches Replacement (Sheriff)										
D		Server and Switches Replacement (HHS)										
E		Server and Switches Replacement (Pine Valley)										
F		Server and Switches Replacement (Highway)										
G		Computer Work Station Replacement (General)	\$ 18,000.00		\$ 18,000.00							
H		Computer Work Station Replacement (Sheriff)	\$ 11,700.00		\$ 11,700.00							
I		Computer Work Station Replacement (HHS)	\$ 21,000.00		\$ 21,000.00							
J		Computer Work Station Replacement (Pine Valley)	\$ 9,000.00		\$ 9,000.00							
K		Computer Work Station Replacement (Highway)	\$ 2,000.00		\$ 2,000.00							
L		Doors and Security Cameras										
M		Video Conferencing System	\$ 5,000.00		\$ 5,000.00							
N		NAS Storage Devices (Sheriff Evidence, County Backup, and Zoning Images)	Anticipating part of R/T project									
O		Ipad Replacement	\$ 2,500.00		\$ 2,500.00							
		Subtotal:	\$ 77,200	\$ -	\$ 77,200	\$ -	\$ -	\$ -	\$ -	\$ -		

2024 Projects & Equipment:											
		IT Infrastructure Maintenance and Improvements (to include): patch-cables, installation equipment, surge protection, hard-drives, wiring, access points, switches, host, hardware, monitors, UPS systems (work stations and servers), etc. [opportunity to purchase subscriptions for multiple years to lock price] switch refresh end of life									
A			\$ 3,298.00		\$ 3,298.00						
B		Access Point Replacement (General)=2	\$ 2,402.00		\$ 2,402.00						
C		Access Point Replacement (Sheriff) =2	\$ 2,402.00		\$ 2,402.00						
D		Access Point Replacement (HHS)	\$ -								
E		Access Point Replacement (Pine Valley)=12	\$ 14,496.00		\$ 14,496.00						
F		Access Point Replacement (Highway)=2	\$ 2,402.00		\$ 2,402.00						
G		Computer Work Station Replacement (General)	\$ 18,000.00		\$ 18,000.00						
H		Computer Work Station Replacement (Sheriff)	\$ 11,700.00		\$ 11,700.00						
I		Computer Work Station Replacement (HHS)	\$ 21,000.00		\$ 21,000.00						
J		Computer Work Station Replacement (Pine Valley)	\$ 9,000.00		\$ 9,000.00						
K		Computer Work Station Replacement (Highway)	\$ 2,000.00		\$ 2,000.00						
L		Doors and Security Cameras									
M		Video Conferencing System	\$ 5,000.00		\$ 5,000.00						
		NAS Storage Devices (Sheriff Evidence, County Backup, and Zoning Images)	\$ 9,000.00		\$ 9,000.00						
N			\$ 9,000.00		\$ 9,000.00						
O		Ipad Replacement	\$ 2,500.00		\$ 2,500.00						
		Subtotal:	\$ 103,200	\$ -	\$ 103,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Projects & Equipment:											
		IT Infrastructure Maintenance and Improvements (to include): patch-cables, installation equipment, surge protection, hard-drives, wiring, access points, switches, host, hardware, monitors, UPS systems (work stations and servers), etc.									
A			\$ 8,000.00		\$ 8,000.00						
B		Server and Switches Replacement (General)									
C		Server and Switches Replacement (Sheriff)									
D		Server and Switches Replacement (HHS)									
E		Server and Switches Replacement (Pine Valley)									
F		Server and Switches Replacement (Highway)									
G		Computer Work Station Replacement (General)	\$ 18,000.00		\$ 18,000.00						
H		Computer Work Station Replacement (Sheriff)	\$ 11,700.00		\$ 11,700.00						
I		Computer Work Station Replacement (HHS)	\$ 21,000.00		\$ 21,000.00						
J		Computer Work Station Replacement (Pine Valley)	\$ 9,000.00		\$ 9,000.00						
K		Computer Work Station Replacement (Highway)	\$ 2,000.00		\$ 2,000.00						
L		Doors and Security Cameras									
M		Video Conferencing System	\$ 5,000.00		\$ 5,000.00						
		NAS Storage Devices (Sheriff Evidence, County Backup, and Zoning Images)									
N											
O		Ipad Replacement	\$ 2,500.00		\$ 2,500.00						
		Subtotal:	\$ 77,200	\$ -	\$ 77,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2026 Projects & Equipment:											
A	Server Refresh - County Wide	\$ 80,000.00		\$ 80,000.00							
A	IT Infrastructure Maintenance and Improvements (to include): patch-cables, installation equipment, surge protection, hard-drives, wiring, access points, switches, host, hardware, monitors, UPS systems (work stations and servers), etc. Switch refresh many of them Pine Valley										
	Switch Replacement (Courts)=2	\$ 10,400.00		\$ 10,400.00							
	Switch Replacement (DA)=1	\$ 5,200.00		\$ 5,200.00							
B	Switch Replacement (General)										
C	Switch Replacement (Sheriff)=4	\$ 20,800.00		\$ 20,800.00							
D	Switch Replacement (HHS)=7	\$ 36,400.00		\$ 36,400.00							
E	Switch Replacement (Pine Valley)=6	\$ 31,200.00		\$ 31,200.00							
F	Switch Replacement (Highway)										
G	Computer Work Station Replacement (General)	\$ 18,000.00		\$ 18,000.00							
H	Computer Work Station Replacement (Sheriff)	\$ 11,700.00		\$ 11,700.00							
I	Computer Work Station Replacement (HHS)	\$ 21,000.00		\$ 21,000.00							
J	Computer Work Station Replacement (Pine Valley)	\$ 9,000.00		\$ 9,000.00							
K	Computer Work Station Replacement (Highway)	\$ 2,000.00		\$ 2,000.00							
L	Doors and Security Cameras										
M	Video Conferencing System	\$ 5,000.00		\$ 5,000.00							
N	NAS Storage Devices (Sheriff Evidence, County Backup, and Zoning Images)										
O	Ipad Replacement	\$ 2,500.00		\$ 2,500.00							
	Subtotal:	\$ 253,200	\$ -	\$ 253,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]

Emergency Management												
			Needs:	Funding Sources:								
			Estimated Expense:	Operations Levy	Debt Service Levy			Revenues			Deferred, reduced or removed	Notes:
				Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bounding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other		
2023 Projects & Equipment:												
A												
B	EM Truck Replacement (26 yrs. old)	\$ 65,000.00									\$ 65,000.00	Work with Highway Department on MOU to do a reallocation from Highway in exchange.
C	Replacement with a smaller use vehicle	\$ 40,000.00									\$ 40,000.00	Work with Sheriff's Office on MOU to do a reallocation from patrol in exchange.
D												
E												
	Subtotal:	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	
2024 Projects & Equipment:												
A												
B												
C												
D												
E												
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2025 Projects & Equipment:												
A												
B												
C												
D												
E												
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2026 Projects & Equipment:												
A												
B												
C												
D												
E												
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2027 Projects & Equipment:												
A												
B												
C												
D												
E												
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Ambulance											
		Needs:	Funding Sources:								
		Estimated Expense:	Operations Levy	Debt Service Levy			Revenues			Deferred, reduced or removed	Notes:
			Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bonding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other		
2023 Projects & Equipment:											
A	Replace Ambulance Cot - (1/2)	\$ 27,500.00							\$ 27,500.00		
B											
C											
D											
E											
Subtotal:		\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500	\$ -	
2024 Projects & Equipment:											
A	Replace Ambulance Cot - (1/2)	\$ 30,250.00							\$ 30,250.00		
B	HVAC System Replacement	\$ 60,000.00							\$ 60,000.00		
C											
D											
E											
Subtotal:		\$ 90,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,250	\$ -	
2025 Projects & Equipment:											
A	Squad Replacement Unit #34 [22 years]	\$ 190,000.00						\$ 10,800.00	\$ 179,200.00		New Lifeline (\$190) vs. Used (\$40) from fees. Also considers to years of FAP Funding from the State
B											
C											
D											
E											
Subtotal:		\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,800	\$ 179,200	\$ -	
2026 Projects & Equipment:											
A											
B											
C	Partial roof replacement project - REC	\$ 80,000.00							\$ 80,000.00		
D											
E											
Subtotal:		\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	
2027 Projects & Equipment:											
A											
B	Bedroom Improvement Project	\$ 50,000.00							\$ 50,000.00		
C											
D											
E											
Subtotal:		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	

Pine Valley											

Fair and Recycling											
		Needs:	Funding Sources:								
		Estimated Expense:	Operations Levy	Debt Service Levy		Revenues			Deferred, reduced or removed	Notes:	
			Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bonding	Foundation / Partnership Funded	Fed or State Grant or Funding			Service Fees / Other
2023 Projects & Equipment:											
A	Black top in front of Grandstand	\$ 15,000.00		\$ 15,000.00							
B	Repair ADA ramp into grandstands	\$ 10,000.00		\$ 10,000.00							
C	Concrete floor in office (blast and seal)	\$ 10,000.00		\$ 10,000.00							
D	Leaks in a roof of grandstand										
E											
Subtotal:		\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2024 Projects & Equipment:											
A	HVAC System and Water Heaters (with duct work)	\$ 55,000.00							\$ 55,000.00	Administrator Recommends Deferring on Fair Capital Projects Indefinitely	
B	Resurfacing roads (pulverize and replace @ 3")	\$ 160,000.00							\$ 160,000.00		
C											
D											
E											
Subtotal:		\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000	
2025 Projects & Equipment:											
A	Dump Station (black water for campers)	\$ 30,000.00							\$ 30,000.00		
B	Adding Water to Camp Sites										
C											
D											
E											
Subtotal:		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
2026 Projects & Equipment:											
A	Get fairground on city water (off wells)										
B											
C											
D											
E											
Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2027 Projects & Equipment:											
A											
B											
C											
D											
E											
Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

UW Campus		2-May-22									
		Needs:	Funding Sources:							Deferred, reduced or removed	Notes:
			Operations Levy	Debt Service Levy		Revenues					
		Estimated Expense:	Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bonding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other		
2023 Projects & Equipment:											
A	Coppertop Roof	\$ 100,000.00		\$ 100,000.00						Add back in 27JUL2022 F+P	
B											
C											
D											
E											
Subtotal:		\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2024 Projects & Equipment:											
A	Fire Alarm System Replacement	\$ 400,000.00							\$ 400,000.00	Administrator Recommends Deferring on UW Campus Capital Projects Indefinitely	
B											
C											
D											
E											
Subtotal:		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
2025 Projects & Equipment:											
A	HVAC Upgrades to Classroom (Phase 1/3)	\$ 80,000.00							\$ 80,000.00		
B	New Building Control System (Phase 1/3)	\$ 100,000.00							\$ 100,000.00		
C											
D											
E											
Subtotal:		\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	
2026 Projects & Equipment:											
A	HVAC Upgrades to Melville Hall (Phase 2/3)	\$ 80,000.00							\$ 80,000.00		
B	De-humidifier for Melville Hall A/C units	\$ 50,000.00							\$ 50,000.00		
C	New Building Control System (Phase 2/3)	\$ 100,000.00							\$ 100,000.00		
D											
E											
Subtotal:		\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,000	
2027 Projects & Equipment:											
A	HVAC Upgrades to Library (Phase 3/3)	\$ 80,000.00							\$ 80,000.00		
B	New Building Control System (Phase 3/3)	\$ 100,000.00							\$ 100,000.00		
C											
D											
E											
Subtotal:		\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	

Symons Center												
			Needs:	Funding Sources:								
			Estimated Expense:	Operations Levy	Debt Service Levy			Revenues			Deferred, reduced or removed	Notes:
				Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Fund #75	G.O. Debt Long / Term Bounding	Foundation / Partnership Funded	Fed or State Grant or Funding	Service Fees / Other		
2023 Projects & Equipment:												
A	Air Handler (#2)	\$50,000		\$ 25,000.00			\$ 25,000.00					Incorporate by action of F+P 27JUL2022
B	Sand Filter Replacement (1/4)	\$3,000		\$ 1,500.00			\$ 1,500.00					
C												
D												
E												
Subtotal:			\$ 53,000	\$ -	\$ 26,500	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -	
2024 Projects & Equipment:												
A	Air Handler (#1)	\$52,000					\$ 26,000.00			\$ 26,000.00		Administrator Recommends Deferring on County Expenditures to all Symons Capital Projects Indefinitely
B	Sand Filter Replacement (2/4)	\$3,100					\$ 1,550.00			\$ 1,550.00		
C												
D												
E												
Subtotal:			\$ 55,100	\$ -	\$ -	\$ -	\$ -	\$ 27,550	\$ -	\$ -	\$ 27,550	
2025 Projects & Equipment:												
A	Air Handler (#3)	\$55,000					\$ 27,500.00			\$ 27,500.00		
B	Locker Room Floors (adding drains)	\$35,000					\$ 17,500.00			\$ 17,500.00		
C	Sand Filter Replacement (3/4)	\$ 3,200.00					\$ 1,600.00			\$ 1,600.00		
D												
E												
Subtotal:			\$ 93,200	\$ -	\$ -	\$ -	\$ -	\$ 46,600	\$ -	\$ -	\$ 46,600	
2026 Projects & Equipment:												
A	Air Handler (#4)	\$58,000					\$ 29,000.00			\$ 29,000.00		
B	Sand Filter Replacement (4/4)	\$ 3,300.00					\$ 1,650.00			\$ 1,650.00		
C	Remodel Tennis/Basketball Courts	\$ 350,000.00					\$ 175,000.00			\$ 175,000.00		
D												
E												
Subtotal:			\$ 411,300	\$ -	\$ -	\$ -	\$ -	\$ 205,650	\$ -	\$ -	\$ 205,650	
2027 Projects & Equipment:												
A	Causeway Addition (Linking pool to gym	\$ 4,000,000.00					\$ 2,000,000.00			\$ 2,000,000.00		
B												
C												
D												
E												
Subtotal:			\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Financial Planning Worksheet

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 Aug 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	02 Aug 2022	Referred by:	
Action needed by no later than (date)	TBD	Resolution	<u>N/A</u> ,

Recommendation and/or action language:

Motion to... (possibly amend)

Background: *(preferred one page or less with focus on options and decision points)*

This item is on here to help focus the committee on the financial planning, recommendations, and forecasting to allow for adjustments through committee discussion and action.

There is also a running report designed to help track and address the many actions and items that may change through the process.

KEY CHANGES SINCE 27JULY2022—

- 01AUG2022 — Amended Wage projections by 50% in Section #1, lines A.1, B.1, and C.1.
- 01AUG2022 — Amended Net New Construction in Section #2: on line ff to reflect a compounding factor.
- 01AUG2022 — Amended Section #4, Line 3.92 to scratch reduction of a daytime patrol officer.
- 01AUG2022 — Amended Section #4, Line 17.92 to scratch reduction of a veterans' benefits specialist.
- 01AUG2022 — Amended Section #4, Line 29.92 to scratch reduction of parks.
- 01AUG2022 — Amended Section #6, Line 203.01 to increase projected sales tax from an estimated \$5,000 over year 2022, to \$25,000 over year 2022 in each subsequent year.
- 01AUG2022 — Amended Section #6, Line 209.01 to amended ARPA funds to balance years 2023 and 2024 with current projections, estimates, and directives. Remaining funds were shifted to 2025. ARPA funds must be committed in 2024 and expended in 2025.
- Amended language in "Purpose Language" regarding Section #1.

Attachments and References:

Financial Planning Worksheet.	
Running Report	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Richland County Committee

Agenda Item Cover

(summary of current and future impacts)

Current projects equate to \$998,700 (with transfer of Jail shower funding). Leaving a 5% contingency.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Agenda Item Cover

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

2023-2027 Financial Planning Decision Worksheet - DRAFT: (29 July 2022)

Purpose:

This document is intended to track projected revenue and expenditure changes to allow for planned adjustments to services, staffing and operations. This document is intended to focus on the Administrator's and Finance and Personnel Committee's conversations in efforts to prioritize services and expenditures, and to help illustrate and depict the many options and variables encountered through the planning process. This document may capture some capital projects proposed for operational levy. This document's assumptions are built off a balanced 2022 budget (accounting for use of fund balance and onetime revenues). Impacts that create an additional burden on the tax levy are indicated with a positive number; impacts that reduce burden on the levy are indicated with a negative number. Section #1 is built on the premise of COLA increases.

SECTION #1: Forecasted Expenditure Assumptions and Commitments (Organizational Expenditures):

#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+/-) to levy/					
				2023	2024	2025	2026	2027	
A.1	Pine Valley - Projecting Wage Increases	Proposing: 2023 = Step-Increase (2%) + 5% CPI 3.5%; 2024 = Step-Increase (2%) + 5% 3.5 %CPI; 2025 = 4% 2% CPI, 2026 = 3% 1.5% CPI; 2027 = 3% 1.5% CPI	The Counties Strategic Plan includes the goal of reaching our Carlson Market Value by 2025. Guidance from Finance and Personnel included consideration for CPI increases. These together are intended to help keep us complete in recruitment and retention.	\$ 182,617.07	\$ 195,400.27	\$ 119,473.31	\$ 93,189.18	\$ 95,984.85	Action from F+P on July 27th, 2022 to amend increases for 2023 to reflect half of total projected increases. Following years adjusted by administrator to reflect the same.
A.2	Pine Valley - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 13,970.21	\$ 14,948.12	\$ 9,139.71	\$ 7,128.97	\$ 7,342.84	
A.3	Pine Valley - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 11,870.11	\$ 12,701.02	\$ 7,765.76	\$ 6,057.30	\$ 6,239.02	
A.4	Pine Valley - Projecting Health Increases	Estimating: 2023=15%, 2024= 11%, 2025 = 10%, 2024 = 9%, 2026 = 7%	Estimated Employer Contribution for 2022 = \$1,117,745.50	\$ 167,661.83	\$ 141,394.81	\$ 142,680.22	\$ 141,253.41	\$ 119,751.50	
A.5	Pine Valley - Projecting Worker's Compensation Premium Increases	Worker's Compensation Projects on the assumption of a 4.5% increase annually		\$ 6,089.44	\$ 6,808.91	\$ 7,490.64	\$ 8,062.55	\$ 8,678.12	
A.6	Totals:			\$ 382,208.66	\$ 371,253.13	\$ 286,549.64	\$ 255,691.41	\$ 237,996.34	
A.7	Revenue and Reimbursement Absorption	Costs can be covered by revenues without impact on operational tax levy	Impacts ability of transfer of operational surplus to general fund use. Accounting for this in Section #2 "Revenues" line "ee".	\$ 382,208.66	\$ 371,253.13	\$ 286,549.64	\$ 255,691.41	\$ 237,996.34	
A.8	Total Levy Impact			\$ -	\$ -	\$ -	\$ -	\$ -	

B.1	Highway - Projecting Wage Increases	Proposing 2023 = 2 x Step-Increase (4%) + 5% 4.5 %CPI; 2024 = Step-Increase (2%) + 5% 3.5 %CPI; 2025 = Step-Increase (2%) + 4% 3% CPI, 2026 = 3% 1.5% CPI; 2027 = 3% 1.5% CPI	The Counties Strategic Plan includes the goal of reaching our Carlson Market Value by 2025. Guidance from Finance and Personnel included consideration for CPI increases. These together are intended to help keep us complete in recruitment and retention.	\$ 68,870.11	\$ 58,386.55	\$ 53,548.81	\$ 28,380.87	\$ 29,232.29	
B.2	Highway - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 5,268.56	\$ 4,466.57	\$ 4,096.48	\$ 2,171.14	\$ 2,236.27	
B.3	Highway - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 4,476.56	\$ 3,795.13	\$ 3,480.67	\$ 1,844.76	\$ 1,900.10	
B.4	Highway - Projecting Health Increases	Estimating: 2023=15%, 2024= 11%, 2025 = 10%, 2024 = 9%, 2026 = 7%	Estimated Employer Contribution for 2022 = \$430,730.00	\$ 64,609.50	\$ 54,487.35	\$ 54,982.69	\$ 54,432.86	\$ 46,146.97	
B.5	Highway - Projecting Worker's Comp			\$ 1,860.66	\$ 2,080.50	\$ 2,288.81	\$ 2,463.56	\$ 2,651.65	
B.6	Totals:			\$ 145,085.39	\$ 123,216.09	\$ 118,397.46	\$ 89,293.18	\$ 82,167.28	
B.7	Revenue and Reimbursement Absorption		Can be accounted for by revenues and reimbursements, but then results in reduction in maintenance or offset with borrowing. This equates to about 3 miles of resurface. This extends our life cycle plan of 50 year of full replacement, without maintaining short-term borrowing of at least \$500,000 earmarked for roads.	\$ 145,085.39	\$ 123,216.09	\$ 118,397.46	\$ 89,293.18	\$ 82,167.28	
B.8	Total Levy Impact			\$ -	\$ -	\$ -	\$ -	\$ -	

C.1	General - Projecting Wage Increases	Proposing 2023 = 2 x Step-Increase (4%) + 5% 4.5 %CPI; 2024 = Step-Increase (2%) + 5% 3.5 %CPI; 2025 = Step-Increase (2%) + 4% 3% CPI, 2026 = 3% 1.5% CPI; 2027 = 3% 1.5% CPI	The Counties Strategic Plan includes the goal of reaching our Carlson Market Value by 2025. Guidance from Finance and Personnel included consideration for CPI increases. These together are intended to help keep us complete in recruitment and retention.	\$ 336,400.26	\$ 285,192.67	\$ 261,562.42	\$ 138,628.08	\$ 142,786.92	
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2022 Budget Adjustments

C.2	General - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$	25,734.62	\$	21,817.24	\$	20,009.52	\$	10,605.05	\$	10,923.20
C.3	General - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$	21,866.02	\$	18,537.52	\$	17,001.56	\$	9,010.83	\$	9,281.15
C.4	General - Projecting Health Increases	Estimating: 2023=15%, 2024= 11%, 2025 = 10%, 2024 = 9%, 2026 = 7%	Estimated Employer Contribution for 2022 = \$1,734,574.38	\$	260,186.16	\$	219,423.66	\$	221,418.42	\$	219,204.24	\$	185,836.48
C.5	General- Projecting Worker's Comp			\$	8,965.01	\$	10,024.23	\$	11,027.88	\$	11,869.86	\$	12,776.13
C.6	Totals:			\$	653,152.06	\$	554,995.32	\$	531,019.80	\$	389,318.05	\$	361,603.88
C.7	Revenue and Reimbursement Absorption through HHS		Not anticipating any ability to absorb additional expenses.										
C.8	<u>Total Levy Impact</u>	These are the individual year additional amounts, they are not the accumulated amounts to show impacts in relation to 2022 as the baseline budget.		\$	653,152.06	\$	554,995.32	\$	531,019.80	\$	389,318.05	\$	361,603.88
C.9	<u>Total Cumulative Levy Impact</u>	This line is intended to show the cumulative impact of the increases in comparison to the 2022 budget to identify needs in filling compounded gap		\$	653,152.06	\$	1,208,147.38	\$	1,739,167.18	\$	2,128,485.23	\$	2,490,089.10
Consider % wage overestimation on steps, not account for attrition to help buffer underage on health insurance													
D.	Dental	County Premium Contributions to the Dental Plan is fixed at a dollar amount	Any increases are covered by employee premium share, we are not projecting increase in participation	\$	-	\$	-	\$	-	\$	-	\$	-
E.1	Liability Insurance	Assumes: 10% increase in overall county expenses and a 4.5% increase in premium rates	Insures coverage of liability to county.	\$	8,176.01	\$	9,398.33	\$	10,803.38	\$	12,418.48	\$	14,275.05
E.2	Property Insurance	Assumptions: 10% premium increase, Includes Symons, Campus, and Fair, Base Rate of 2022 used going forward	Insures coverages of buildings.	\$	6,672.88	\$	7,340.17	\$	8,074.18	\$	8,881.60	\$	9,769.76
E.3	Vehicle and Equipment Ins	Premium rate increase of 10% each year	\$100,000 added to overall value every year to vehicle inventory - Increase with (May double with inventory; variable of switching to Aegis)	\$	3,836.70	\$	4,024.70	\$	4,212.70	\$	4,400.70	\$	4,588.70
E.4	<u>Total Levy Impact</u>	These are the individual year additional amounts, they are not the accumulated amounts to show impacts in relation to 2022 as the baseline budget.		\$	18,685.59	\$	20,763.20	\$	18,877.56	\$	25,700.78	\$	28,633.51
E.5	<u>Total Cumulative Levy Impact</u>	This line is intended to show the cumulative impact of the increases in comparison to the 2022 budget to identify needs in filling compounded gap		\$	18,685.59	\$	39,448.78	\$	58,326.35	\$	84,027.13	\$	112,660.64

SECTION #2: Forecasted (Organizational Revenue) Assumptions and Impacts									
#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/					
				2023	2024	2025	2026	2027	
aa	Example - Energy Credits from Solar Field towards operations	Revenue flow from energy credits, this projection is built on the assumption of the farm providing electricity to the grid by 01 Jan 2023.	This inflow of revenues to the county is unrestricted and can be used on discretionary operational expenses.	\$ (116,667.00)	\$ (116,667.00)	\$ (116,667.00)	\$ (116,667.00)	\$ (116,667.00)	
bb	TID Ends / Richland Center	New inflow of property tax. This is a small district closing in the City of Richland Center. The city is working with their financial consultants to determine the end of the incremental contribution to infrastructure.	this TID will lead to a small increase in tax base revenue shared with the City and School District. Anticipating a few thousand.	Check with Aaron at the City - Post Audit	\$ -	\$ -	\$ -	\$ -	
cc	Undesignated Fund Balance	Utilization of \$88,285.08 in 2022	With loss of this revenue source, gap is added to future budget years	\$ 88,285.08	\$ 88,285.08	\$ 88,285.08	\$ 88,285.08	\$ 88,285.08	
dd	Contingency Fund Balance	Utilization of \$300,000 in 2022, did not contribute into the fund in 2022	With loss of this revenue source, gap is added to future budget years	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	
ee	Changes in expected revenues from Pine Valley towards general operations	Increase from PV Debt Service Fund (Preliminary is built with \$504,996)	Utilized a surplus in "Debt Service Fund" of \$504,996 in 2022 budget. Anticipating replenishment of only <u>\$300,000 to match historic.</u>	\$ 205,000.00	\$ 205,000.00	\$ 205,000.00	\$ 205,000.00	\$ 205,000.00	
ff	Increase levy limit from net new construction, or allowable min percent	Anticipating a compound impact of continued increase.	Estimation from Derek and Jeff	\$ (20,000.00)	\$ (45,000.00)	\$ (75,000.00)	\$ (110,000.00)	\$ (150,000.00)	Compounded this revenue source to reflect anticipated continued increase from 2022.
Totals:				\$ 456,618.08	\$ 431,618.08	\$ 401,618.08	\$ 366,618.08	\$ 326,618.08	

SECTION #3: Estimated (Gap) projections for each year from estimated wages and revenue streams:									
				2023	2024	2025	2026	2027	

2022 Budget Adjustments

Totals:	\$ 1,128,455.73	\$ 1,679,214.24	\$ 2,199,111.60	\$ 2,579,130.43	\$ 2,929,367.82
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SECTION #4: Proposed Department and Services (Adjustments and Options): - in this section added expenditures = positive // savings or revenues = negative

#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/					
				2023	2024	2025	2026	2027	
1.01	Health & Human Services - Core	Upgrade/Replace Electronic Health Record	To reduce workload for managing paper files and improve efficiencies in case work, billing, and revenue tracking. There will be annual maintenance / support costs once implemented. Partial cost will be able to be recouped in the following year.	\$ -	\$ -	\$ 100,000.00	\$ 10,000.00	\$ 10,000.00	Push implementation out until 2025
1.02	Health & Human Services - Core	Create Custodian Position	Eliminate leased SWWD8 position will create a savings and will be a step closer to sharing maintenance staff between the Courthouse and HHS	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)	
1.03	Health & Human Services - Core	Increase to hourly compensatory on-call pay from \$2.00 to \$2.50 (Childhood and Youth Services) = \$11,500 increase	Anticipating to cover this in existing budget and going forward	\$ -	\$ -	\$ -	\$ -	\$ -	
1.04	Health & Human Services - Core	Recruitment and Retention Incentives (proposed dollar amount)	Administrator has been given directives to move forward in 2022	\$ -	\$ -	\$ -	\$ -	\$ -	
1.05	Health & Human Services	Reclassification of the Master-level. Mental Health Therapist \$166.85 w/ no levy impact	Efforts to help with continued struggles in recruitment and retention	\$ -	\$ -	\$ -	\$ -	\$ -	
1.06	Health & Human Services	Reclassification of Mental Health Counselors = (\$2,609.06) w/ no levy impact	Efforts to help with continued struggles in recruitment and retention	\$ -	\$ -	\$ -	\$ -	\$ -	
1.07	Health & Human Services	Reclassification of APS Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 1,680.28	\$ 1,797.90	\$ 1,887.79	\$ 1,982.18	\$ 2,061.47	
1.08	Health & Human Services	Reclassification of APS/Crisis Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 1,680.28	\$ 1,797.90	\$ 1,887.79	\$ 1,982.18	\$ 2,061.47	
1.09	Health & Human Services	Reclassification of CYF Case managers = \$22,324.92 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 22,324.92	\$ 23,887.66	\$ 25,082.05	\$ 26,336.15	\$ 27,389.60	
1.10	Health & Human Services	Reclassification of CYF Youth Aide Workers = \$4,816.83	Efforts to help with continued struggles in recruitment and retention	\$ 4,816.83	\$ 5,154.01	\$ 5,411.71	\$ 5,682.29	\$ 5,909.59	
1.50	Health & Human Services - Placement Budget	Reduction in the child and adult placement Funds 44 & 54.	These funds are intended to be revolving fund so if placement expensed to not reach or exceed the fund balances in 2022, then the remaining balance can be carried over to the next year with only adding tax levy to return the balance to \$1,485,000. For example in 2021, Placement expenses totaled \$1,214,000. If the allocation to Funds 44 & 54 had been \$1,485,000 then the remaining balance of \$271,000 would carry over to the next year and only \$1,214,000 in tax levy would be needed to top off the funds. What I'm showing in the various cells are estimates but as placements come under control, we should see some carry over.	\$ (100,000.00)	\$ (75,000.00)	\$ (50,000.00)	\$ (25,000.00)	\$ -	

2022 Budget Adjustments

1.90	Health & Human Services	Strategic Plan- Directed reduction of 20% Levy Expenditure = Estimated Amount (\$124,669)	Some of the following would cause and agency hardship. Stephanie and I will continue to look at the budget however we are not confident that we could meet this goal. There would need to be a significant decrease in services offered. <ul style="list-style-type: none"> • Not filling APS/Crisis saves tax levy of \$28,430 • Decreasing technology budget by \$15,594 (this sets us up for higher costs in the future by not upgrading technology in a timely manner) • Decrease Admin Tax levy by \$7976 by maximizing AMSO in the ADRC • Decrease building maintenance by \$8,000 • Decrease Advertising Admin budget by \$2,000 The above is the total amount that we could possibly uncomfortably reduce tax levy in programs. Any further cuts would cause us to have to eliminate programs and cut staff which would then affect our most vulnerable citizens and could cause other expenses to rise, such as high cost placements. Please note that the agency has been working hard over the last three budget cycles to reduce tax levy and we are at a point where we would have to start ending programs which again places more strain on existing programs and would cause costs to increase in other areas, ie placements.					
1.91	Health & Human Services	Directed reduction of \$50,000 Levy	<ul style="list-style-type: none"> • Decrease technology budget by \$15,594 (this sets us up for higher costs in the future by not upgrading technology in a timely manner) • Do not fill vacant APS/Crisis Shared position: savings of \$28,430 • Decrease Admin tax levy by \$5976 by maximizing ADRC AMSO 					
1.92	Health & Human Services	Eliminate non-mandated services of Alcohol and Drug Treatment Court = (\$27,103)	This program was added with the 2022 budget.					
Total projected impact on HHS dept./programs:				\$ (75,497.69)	\$ (48,362.53)	\$ 78,269.35	\$ 14,982.81	\$ 41,427.13
2.01	Highway	Reclassification of Shop Foreman to Parts Superintendent	Reclassification to grade "J". Combined with (Elimination of a Parts Clerk). Action taken by F+ P in June. Anticipating resolution adoption.	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83
2.03	Highway	Eliminating Parts Clerk Position	Combined with reclasses of a Shop Foreman	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)
2.04	Highway	Eliminating Mechanic Position	Reduction of position and operating with one less	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)
2.02	Highway	Increase office of Office Clerk to 40 hrs weekly	From 35 to assist with parts shop	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05
2.06	Highway	Equipment Sale (Surplus Auction Items)	Surplus and underutilized equipment sold on market	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -
2.07	Highway							
2.90	Highway	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$333,000)	Here I'm going to use the same response as the first question with the bottom line narrative involving road replacement rotation changing. A 20% reduction to levy would equal around \$330,000 less being applied to road replacement. This now equals \$1,261,579.16 being spent annually on road replacement which then equals only 4.3 maybe if you push it 4.4 miles of road being replaced per year. This increases our road replacement rotation to 69 years, allowing roads to sit 49 years past life expectancy.					

2022 Budget Adjustments

2.91	Highway	Directed reduction of (\$50,000) Levy	The highway department will not be able reduce any of its' provided services, man power or equipment replacement because of the simple reason of safety (making sure roads stay open to safely transport people from point A to point B with proper response time to address areas of concern) and currently we do not provide any services that are not mandated or that do not produce revenue. Where you will see the biggest impact with a \$50,000 reduction to levy is in the amount of road we are replacing. Currently the county is on a 55 year rotation to replace all roads at a rate of 5.5 miles of roads replaced a year. 1 mile of roads cost the county roughly \$289,378.03 to replace or \$1,591,579.16 spent annually on all 5.5 miles. With a \$50,000 reduction, ultimately would equal only \$1,541,579.16 being spent on road replacement. This equals only replacing 5.3 miles of road per year which extends our rotation cycle out to 57 years. All of what I just stated translates into the main fact that a road is designed to last roughly only 20 years. If we decide to decrease rather than increase levy than in theory would have roads sitting for 37 years past their life expectancy waiting to be replaced.						
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Total projected impact on HWY dept/program:	\$	(64,018.99)	\$	(54,018.99)	\$	(54,018.99)	\$	(54,018.99)	\$	(54,018.99)
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3.01	Sheriff's Office	Add a Jail Administrator Position	Addition of a Jail Administrator at anticipated grade of "I" with benefits	\$	90,007.54	\$	94,507.92	\$	99,233.31	\$	103,202.65	\$	107,330.75	Need but not recommended under budget constraints
3.02	Sheriff's Office	Reclassification for Clerical	Reclassification of position to grade "F " to "G"	\$	3,889.60	\$	4,084.08	\$	4,288.28	\$	4,459.82	\$	4,638.21	
3.03	Sheriff's Office	818 Position for 2024	COP grant progression (75,50,25) This is a grant position with incrementally reduced state funding			\$	19,300.00	\$	44,425.00	\$	69,292.00	\$	97,956.00	
3.04	Sheriff's Office	Gas expenses increases		\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	
3.05	Sheriff's Office	Ammunition increase	Estimating \$500.00 increase per year	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.06	Sheriff's Office	Increases in training expenses (road and jail)	Maintain accreditation requirements and safety protocols.	\$	5,000.00	\$	5,500.00	\$	6,000.00	\$	6,500.00	\$	7,000.00	
3.07	Sheriff's Office	Computer Maintenance	Up keep on sheriff systems	\$	2,000.00	\$	4,000.00	\$	6,000.00	\$	8,000.00	\$	10,000.00	
3.08	Sheriff's Office	Internet costs	This covers courthouse (\$3,000) should this be moved to County Tech	\$	150.00	\$	300.00	\$	450.00	\$	600.00	\$	750.00	
3.09	Sheriff's Office	SRT Equipment	Estimated expense increase to maintain	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.10	Sheriff's Office	Drug Task Force Supply and Equipment	Estimated expense increase to maintain	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.11	Sheriff's Office	Lights increase	Estimated expense increase to maintain	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.12	Sheriff's Office	Telephone	Estimated expense increase to maintain	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.13	Sheriff's Office	Heat (add ambulance costs of bay)	Estimated expense increase to maintain	\$	500.00	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	
3.14	Sheriff's Office	Increases Jail supplies	Estimated expense increase to maintain	\$	1,000.00	\$	1,500.00	\$	2,000.00	\$	2,500.00	\$	3,000.00	

3.90	Sheriff's Office	Strategic Plan- Directed reduction of 20% Levy Expenditure = \$695,524	Significant staff and equipment reductions to an already down to basics budget											
3.91	Sheriff's Office	Directed reduction of \$50,000 Levy	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.											
3.92	Sheriff's Office	Reduction of 1 x Day Patrol Deputy during week days. Estimated at \$78,625.00	Reduction of day patrol presence in community during week days. Places strain on management and mutual aid to respond in need and impacts overall response to calls and police presence in the community.	\$	-	\$	-	\$	-	\$	-	\$	-	Amend reflecting action from 27JUL22 meeting. Amended in July 27th meeting to scratch reduction.

Total projected impact on Sheriff dept/program:	\$	35,039.60	\$	60,684.08	\$	92,163.28	\$	123,351.82	\$	158,344.21
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4.01	Tower / Radio - 911	Maintenance Costs (Increased Tower Rentals, etc.)		\$	-	\$	100,000.00	\$	103,000.00	\$	106,090.00	\$	109,272.70	Best guess until project engineering is complete
4.02	Tower / Radio - 911	Software Refresh	Refresh of operating system.	\$	-	\$	-	\$	200,000.00	\$	-	\$	-	This may be added to short-term borrowing plan, but would displace other expenditures
4.04	Tower / Radio - 911	Contracted Support for GIS ESRI support	Initial build for spillman mapping. \$10,000 plus maintenance. Concerns on where funding comes from.- Need to talk with MIS and Lynn. TBD	\$	10,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	
4.05	Tower / Radio - 911	Split Dispatch from Jail (= 8 dispatchers)	Wages and benefits with consideration for implementing in 2025. Our jail remains in compliance and functional but we struggle with safety and potential burnout from combining our dispatch and jail staff.					\$	523,968.00	\$	550,166.40	\$	577,674.72	
4.06	Tower / Radio - 911	Central Square	Budgeted in fund balance through 911 outlay Fund #42					\$	25,000.00					
4.07	Tower / Radio - 912	County Tower Rentals (Revenues)	TBD - December 2022 Decision	\$	-	\$	-	\$	-	\$	-	\$	-	
4.08	Tower / Radio - 911	Generator Maintenance	Consideration for a maintenance agreement for generator upkeep on all sites.	\$	-	\$	-	\$	-	\$	-	\$	-	
4.09	Tower / Radio - 911	Fiber use costs	Additional fees with fiber hookup to green sites (TBD) December 2022 Decision											

Total projected impact on Tower/ Radio dept/program:	\$	10,000.00	\$	104,000.00	\$	332,000.00	\$	110,090.00	\$	113,272.70
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2022 Budget Adjustments

5.01	Clerk of Court	Reclassification of position to incorporate a Chief Deputy	Possible reclass up to "H" = increase of \$1.90 hourly X 2080	\$ 3,952.00	\$ 4,149.60	\$ 4,357.08	\$ 4,574.93	\$ 4,803.68
5.02	Clerk of Court	Juror Pay increase (current \$16/day) to \$30/day	Anticipating possible no increases, merging trends of reduced trials	\$ -	\$ -	\$ -	\$ -	\$ -
5.03	Clerk of Court	Clear data account (skip tracing)	5% increase - need cost from Stacy	\$ -	\$ -	\$ -	\$ -	\$ -
5.04	Clerk of Court	Mental Evaluations (on competency) \$1,500 to \$2,000 per	increase in requests for Evaluations	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00	\$ 8,000.00	\$ 10,000.00
5.90	Clerk of Court	Strategic Plan- Directed reduction of 20% Levy Expenditure	There is no way the Clerk of Court can reduce its levy by 20 percent unless I create a budgetary fiction and reduce, on paper, the projected amount needed for attorney fees in 2023.					
5.91	Clerk of Court	Directed reduction of \$3,000 Levy Expenditure						

Total projected impact on CoC dept/program:	\$ 5,952.00	\$ 8,149.60	\$ 10,357.08	\$ 12,574.93	\$ 14,803.68
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6.01	County Clerk	Municode - Self-Publishing for codification	Software annual licensing contract, This software allows for continued codification and storage on a web platform for county ordinances.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
6.02	County Clerk	Record Digitization & Software	This would allow for continued efforts to make resolutions available and searchable on a web platform.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6.03	County Clerk	Begin charging townships for election services (charges by either service or flat fee service agreement)	Displaces expenses / or labor on townships	\$ (7,500.00)	\$ (7,500.00)	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00
6.90	County Clerk	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.					
6.91	County Clerk	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.					

Total projected impact on Clerk dept./program:	\$ 5,000.00	\$ 5,000.00	\$ 17,500.00	\$ 16,000.00	\$ 16,500.00
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7.01	Child Support	Addition of a 0.5 FTE staff support position	Clerical assistant at 20 hours per week // of contract	\$ -	\$ -	\$ 23,097.98	\$ 24,252.88	\$ 25,465.53
7.02	Child Support	Estimated increases of \$4,000 in office supply expenses, contracts and equipment needs.	Allows for basic functions and trainings to continue operations.	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91	\$ 4,502.04
7.90	Child Support	Strategic Plan- Directed reduction of 20% Levy Expenditure	Department is currently operating thin. Additional reductions would require reduction in staffing hours and responsiveness and quality of service.	\$ -	\$ -	\$ -	\$ -	\$ -
7.91	Child Support	Directed reduction of \$2,000 Levy Expenditure	Department is currently operating thin. Additional reductions would require reduction in staffing hours and responsiveness and quality of service.	\$ -	\$ -	\$ -	\$ -	\$ -

Total projected impact on Child Support dept/program:	\$ 4,000.00	\$ 4,120.00	\$ 27,341.58	\$ 28,623.79	\$ 29,967.56
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8.01	Coroner	None at this time - pending service calls.	Reduction in operations levy would impact necessary service hours and likely result in more strain on the Coroner with less funding available for deputy calls.	\$ -	\$ -	\$ -	\$ -	\$ -
8.02	Coroner			\$ -	\$ -	\$ -	\$ -	\$ -
8.90	Coroner	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in hours in deputy support.	\$ -	\$ -	\$ -	\$ -	\$ -
	Coroner	Directed reduction of \$2,000 Levy Expenditure	Reduction in hours in deputy support.	\$ -	\$ -	\$ -	\$ -	\$ -

Total projected impact on Coroner dept/program:	\$ -	\$ -	\$ -	\$ -	\$ -
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9.01	Family Court Commissioner	Increase salary to reflect a COLA	Salaries and Fringe have not been increased in several years. \$27,405.19 annual salary increase by an estimated 3 percent annually.	\$ 822.16	\$ 846.82	\$ 897.63	\$ 951.49	\$ 1,008.58
9.02	Family Court Commissioner	Added Association Dues and Travel Expenses		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
9.03	Family Court Commissioner	Consideration of added expenditures submitted Child Support Reimbursable	Need to further investigate					
9.90	Family Court Commissioner	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in hours to mandated services placing strain and delays on the court system.					
9.91	Family Court Commissioner	Directed reduction of \$1,000 Levy Expenditure	Reduction in hours to mandated services placing strain and delays on the court system.					

Total projected impact on Family Court dept/program:	\$ 1,022.16	\$ 1,046.82	\$ 1,097.63	\$ 1,151.49	\$ 1,208.58
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2022 Budget Adjustments

10.01	District Attorney's Office								
10.90	District Attorney's Office	Reduce Victim Witness Supervisor Position, estimated at \$78,444.61	Impacts on maintaining Marsy's Law Requirements and protection of rights. This position was approved with the 2023 budget.						
10.91	District Attorney's Office	Strategic Plan- Directed reduction of 20% Levy Expenditure	We would be cutting hours from Victim Witness Coordinator leading added concerns with legal compliance, or from legal secretary impacting prosecution.						
10.92	District Attorney's Office	Directed reduction of \$2,000 Levy Expenditure	We would be cutting hours from Victim Witness Coordinator leading added concerns with legal compliance, or from legal secretary impacting prosecution.						
Total projected impact on DA dept/program:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11.01	Register in Probate	Increases in Attorney Fees due to increase in cases	Anticipation of costs increasing (10% each year)	\$ 5,150.00	\$ 5,665.00	\$ 6,231.00	\$ 6,884.65	\$ 7,573.12	
11.02	Register in Probate								
11.90	Register in Probate	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$37,059.45)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
11.91	Register in Probate	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on RIP dept/program:				\$ 5,150.00	\$ 5,665.00	\$ 6,231.00	\$ 6,884.65	\$ 7,573.12	
12.01	Register of Deeds	None							
12.90	Register of Deeds	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$6,636.94)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
12.91	Register of Deeds	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on ROD dept/program:				\$ -	\$ -	\$ -	\$ -	\$ -	
13.01	Treasurer's Office	Conversion and increase licensing for Cloud Based Tax Software with LandNav (who bought out GCS). (move from Property Budget)	The existing software will be sun setting in fall of 2023. We may have the ability to stretch conversion fees out over three years.	\$ 23,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
13.90	Treasurer's Office	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.						
13.91	Treasurer's Office	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.						
Total projected impact on Treasurer's dept/program:				\$ 23,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
14.01	Property Lister	Increase to GCS Software Increases = \$3,046.50	This is an annual fee for software licensing that allows the Property Lister to interface with ROD and Treasurer in data flow from deeds to tax statements. This goes away if moved up to line 13.01	\$ -	\$ -	\$ -	\$ -	\$ -	
14.02	Property Lister			\$ -	\$ -	\$ -	\$ -	\$ -	
14.90	Property Lister	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$16,997.23)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
14.91	Property Lister	Directed reduction of \$1,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on Property Lister dept/program:				\$ -	\$ -	\$ -	\$ -	\$ -	
15.01	Land Conservation	Mill Creek Inspections	Hiring an engineer to complete DNR required inspections	\$ -	\$ 12,000.00	\$ 6,000.00	\$ 12,000.00	\$ -	
15.02	Land Conservation	Rent Payment	Reduction in rent payment to move to the courthouse	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	
15.03	Land Conservation	Check with added MIS pieces and licensing expenses for phone systems and work stations.	Included in County Tech Budget and planning	\$ -	\$ -	\$ -	\$ -	\$ -	
15.04	Land Conservation								

2022 Budget Adjustments

15.90	Land Conservation	Strategic Plan- Directed reduction of 20% Levy Expenditure Reduction Amount	Increase fees for self-compliance for Farmland Preservation. Currently charge \$15 per self-compliance form. If owner has more than 1, the others are \$5. These are doubled if late. Could make it \$15 per self-compliance form and \$30 for late or increase to \$20 and \$40 if late. Could raise the fee for manure storage permits (change via the ordinance). We don't do a lot of them, maybe 1 per year. Would need to check what other counties are charging. Reduction of staff or staff hours is an option. Currently have a vacancy which is hindering technical work essential for the office. If position is not filled or if it is filled and another position is eliminated, it may reduce tax levy but the state staffing grant from DATCP could be affected. Currently, the amount is based on 100% of the county conservationist hours spent on Land conservation issues (currently 95% of time) up to \$75,000. This position must work a minimum of 95% on LCD issues. Every county is guaranteed \$75,000 and 100% of the first position. Then it is supposed to be up 70% of the second position, but because the state never has enough for the whole 70%, they use a complex formula to come up with the amount for the 2nd position. They are based on the previous years salaries and fringes (ie, Sending in for 2023 grant is passed on salaries and fringes from 2021).	\$ -	\$ -	\$ -	\$ -	\$ -	
15.91	Land Conservation	Directed reduction of \$2,000 Levy Expenditure	Increase fees for self-compliance for Farmland Preservation. Currently charge \$15 per self-compliance form. If owner has more than 1, the others are \$5. These are doubled if late. Could make it \$15 per self-compliance form and \$30 for late or increase to \$20 and \$40 if late. Could raise the fee for manure storage permits. We don't do a lot of them, maybe 1 per year. Would need to check what other counties are charging.	\$ -	\$ -	\$ -	\$ -	\$ -	
15.92	Land Conservation	Support staff reduction when settled with Zoning \$59,675.38	Reduction of FTE between the two departments - Request Cathy and Mike	\$ -	\$ (59,675.38)	\$ (59,675.38)	\$ (59,675.38)	\$ (59,675.38)	Recommendation to reduce position
Total projected impact on Land Con. dept/program:				\$ (11,352.00)	\$ (59,027.38)	\$ (65,027.38)	\$ (59,027.38)	\$ (71,027.38)	
16.01	Zoning		Reduced \$30,000 use in Land Information Grant from 2022 re-utilizing this grant becomes questionable in context or meeting grant criteria	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
16.02	Zoning								
16.90	Zoning	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.						
16.91	Zoning	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.						
16.92	Zoning	Support staff reduction when settled with Zoning	Reduction of FTE between the two departments - Request Cathy and Mike. Experienced						
Total projected impact on Zoning dept/program:				\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
17.01	Veteran's Services	none							
17.90	Veteran's Services	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$18,914.75)	Reduction in purchasing of Memorial Day Flags and Holders or reduction in service hours.	\$ -	\$ -	\$ -	\$ -	\$ -	
17.91	Veteran's Services	Directed reduction of \$1,000 Levy Expenditure	Reduction in purchasing of Memorial Day Flags and Holders or reduction in service hours.	\$ -	\$ -	\$ -	\$ -	\$ -	
17.92	Veteran's Services	Leave Veterans Benefits Specialist Position Vacant = (23,868.29)	Reduction in services hours and quality of services. Walk-in services would be very limited with most services having to be done by appointment, and appointments made leaving messages and return calls. Office would have more closures when CVSO is travel for training or home-visits. Alternative placement of services in the HHS building may be an option to support with receiving appointments, scheduling and admin receiving paperwork.	\$ -	\$ -	\$ -	\$ -	\$ -	Recommendation to leave benefits specialist position vacant. Amended 27JUL2022 to scratch reduction.
Total projected impact on Veteran's dept/program:				\$ -	\$ -	\$ -	\$ -	\$ -	

2022 Budget Adjustments

18.01	Courthouse Maintenance	Maintenance on entrance doors, contract for inspections	This is an increase in fees to allow for routine service checks on our entry doors of the courthouse. These inspections help ensure the building is secured after business hours.	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	
18.03	Courthouse Maintenance	Energy Audit							
18.03	Courthouse Maintenance	Air renovation and mold mitigation	This project would include inspection, abatement and cleaning to help ensure air quality of the building.						
18.04	Courthouse Maintenance	Addition of Maintenance Director [Strategic Plan: creation of centralized maintenance]	Combined maintenance services and oversight on county facilities and operations.	\$82,837	\$ 86,150.58	\$ 89,596.61	\$ 93,180.47	\$ 96,907.69	Push back implementation until 2027
18.05	Courthouse Maintenance	Generator Maintenance (contract). No current offer.	Consideration for county-wide generator maintenance and upkeep program (consider with radio/tower project).						
18.90	Courthouse Maintenance	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours, maintenance contracts, supplies and/or accessibility to the public. Reduction in custodial support hours that may degrade building cleanliness.						
18.91	Courthouse Maintenance	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours, maintenance contracts, supplies and/or accessibility to the public.						

Total projected impact on CH Maint. dept/program:	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 97,157.69
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19.01	MIS	Reclassification of MIS system Administrator Position - MIS Administrator	Reclassification of the MIS Administrator Position potentially from a "J" to "K". The MIS Systems Administrator position continues to grow in complexity requiring rapidly developing continued education, experience and responsibility.	\$ 3,931.20	\$ 4,127.76	\$ 4,334.15	\$ 4,507.51	\$ 4,687.81	
19.02	MIS	Sheriff Tech / and Radio Tower Coordinator Position	Anticipation of position at possible "I" rating.	\$ -	\$ 79,750.48	\$ 83,738.00	\$ 87,924.90	\$ 91,441.90	Implement 2024
19.03	MIS	Reclassification of MIS Position - MIS Director	Reclassification of the MIS Administrator Position potentially from a "M" to "N". Expectations and responsibility of the department continues to grow in efforts to meet service support expectations.	\$ -	\$ 3,931.20	\$ 4,127.76	\$ 4,292.87	\$ 4,464.59	Implement in 2024
19.04	MIS	MIS Assistant (Continued Contract at 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$18,000	\$ 19,080.00	\$ -	\$ -	\$ -	Maintain position under contract
19.05	MIS	MIS Assistant (Continued as new employee 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$0	\$ -	\$ 23,595.60	\$ 25,011.34	\$ 26,512.02	Transition in 2025
19.90	MIS	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours and potential delays in fixing problems.						
19.91	MIS	Directed reduction of \$3,000 Levy Expenditure	Reduction in staff hours and potential delays in fixing problems.						

Total projected impact on MIS dept/program:	\$ 21,931.20	\$ 106,889.44	\$ 115,795.51	\$ 121,736.62	\$ 127,106.32
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20.01	County Tech	Office 365 Licensing (Subscription)	With this the county will have a stronger platform for sharing server access, collaborative projects, efficiencies, and continuity of support programs including video conferencing	\$ -	\$ -	\$ -	\$ 70,488.00	\$ 71,897.76	Push back implementation to 2026
20.02	County Tech	AS400 Cloud Backup	This service backs up our financial and payroll data in cloud storage - vs. historic practice of tape backup; new expense in 2023	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,945.75	\$ 7,293.04	
20.03	County Tech	Smarsh - Mobile Device	Achieving Mobile Messages and Filtering; new expense in 2023	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	
20.04	County Tech	Jamf- management of updates and apps	Mobile device management (estimating at 5%, but may also have to factor for adding more devices); new expense in 2023	\$ 3,400.00	\$ 3,570.00	\$ 3,748.50	\$ 3,935.93	\$ 4,132.72	
20.05	County Tech	Telephone Licensing - looking to increase at about 7% each year	Current annual expense = \$7,035.00; increase expense at a projected 7% increase	\$ 492.45	\$ 526.92	\$ 563.81	\$ 603.27	\$ 645.50	
20.06	County Tech	New Website - for the county on a platform - Gov Office (example) estimated a 35,000 implementation and \$15,000 annual	Merge with estimates from Clerk's Budget	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 15,000.00	Push back to 2026
20.07	County Tech	VEEAM - server management software - projected increases	Back up of servers. It images all servers in the event of a loss it allows for data and server recovery.	\$ 250.00	\$ 262.50	\$ 275.63	\$ 289.41	\$ 303.88	
20.08	County Tech	Misc. software expenses - Adobe, genome, WebEx, etc. (currently \$2,000) anticipating 5% increase	Adds administrative ease on managing and editing data.	\$ 2,500.00	\$ 2,625.00	\$ 2,756.25	\$ 2,894.06	\$ 3,038.77	
20.09	County Tech	Antivirus - Sophos, changed to a centralized expense vs. department (\$17,000)	Current three year deal			\$ 18,000.00	\$ 18,720.00	\$ 19,468.80	
20.10	County Tech	Barracuda Web-filter	Filters access to inappropriate content and filters malicious emails.	\$ 5,250.00	\$ 5,512.50	\$ 5,788.13	\$ 6,077.53	\$ 6,381.41	
20.11	County Tech	Barracuda Email Archiver	Maintain compliance with open record requests. (would go away with office 365)	\$ 3,480.00	\$ 3,654.00	\$ 3,836.70	\$ 4,028.54	\$ 4,229.96	
20.12	County Tech	Barracuda Email Encryption	Encrypts email. (would go away with office 365)	\$ 12,000.00	\$ 12,600.00	\$ 13,230.00	\$ 13,891.50	\$ 14,586.08	
20.13	County Tech	Security Training and Testing Program	A program would help mitigate threats and data breaches.	\$ 3,000.00	\$ 3,150.00	\$ 3,307.50	\$ 3,472.88	\$ 3,646.52	

2022 Budget Adjustments

20.14	County Tech	Security Cameras and Video Storage	Protects physical infrastructure and mitigates breaches and liabilities.	\$ 500.00	\$ 525.00	\$ 551.25	\$ 578.81	\$ 607.75
20.15	County Tech	Secondary Internet Redundancy	This would be a "small band-width" provider to use as a secondary in the event of outages with primary	\$ 1,000.00	\$ 1,050.00	\$ 1,102.50	\$ 1,157.63	\$ 1,215.51
20.16	County Tech	Ipads for citizen members on Standing Committees	Allows our citizen members on standing committees to fully participate with common access. (anticipating 7) Future funding under capital program.	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -

20.90	County Tech	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in equipment purchasing, network maintenance, computer replacement, listening, and necessary software supports. Secondary impacts on service delivery, system security, communications, data management, and internal operations.	\$ -	\$ -	\$ -	\$ -	\$ -
20.91	County Tech	Directed reduction of \$5,000 Levy Expenditure	Reduction in equipment purchasing, network maintenance, computer replacement, listening, and necessary software supports. Secondary impacts on service delivery, system security, communications, data management, and internal operations.	\$ -	\$ -	\$ -	\$ -	\$ -

Total projected impact on County Tech dept/program:	\$ 46,372.45	\$ 44,925.92	\$ 65,079.76	\$ 155,626.89	\$ 139,259.19
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21.01	Administration	Creation of Finance Department [Strategic Plan] Addition of 1FTE Finance Officer	Increases financial control and planning and aligns with goals of strategic planning estimated "O" grade = total package of \$100,842.82	\$ -	\$ -	\$ -	\$ -	\$ 100,842.82
21.02	Administration	Creation of HR Department [Strategic Plan] Addition of 1FTE HR Coordinator	Increases HR policy development and consistent employment actions estimated "L" grade = total package of \$89,351.11	\$ -	\$ -	\$ -	\$ -	\$ 89,351.11
	Administration	Creation of HR + Finance Department Combined [Strategic Plan] Addition of 1FTE Finance and HR Coordinator	Increases financial controls and HR practices. Manages admin staff. Estimated "P" Grade. Bridge until possible assessment of 2027.	\$ -	\$ 105,116.60	\$ 110,372.43	\$ 115,891.05	\$ -
21.03	Administration	Staff training and professional development	Additional funds for staff training to encourage more experiences with WACPD and WGFOA and conferences.	\$ 3,500.00	\$ 3,700.00	\$ 3,900.00	\$ 4,100.00	\$ 4,300.00
21.04	Administration	Department head training targeted at leadership and management, including lean process training or UW continuing education certifications in public management or human resources [Strategic Plan]	Southwest Tech Leadership = \$825.00; UW Extension Government Leadership Academy = \$1,200. 5xManagement Personnel per year.	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
21.04	Administration	Proposal for a new ERP System [Strategic Plan]	AS400 support is nearing end - new software / transfer	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
21.05	Administration	Establish a Lapsing Contingency Fund to absorb unforeseen expenditures at the organizational level	Lapsing Amount to hold for use // Assign a Fund Number	\$ -	\$ -		\$ 100,000.00	\$ 100,000.00
21.06	Administration	Utilize remaining Contingency Fund Balance on unforeseen Expenses	Fund #11: Contingency Fund (currently non-lapsing)	Fund Balance	Fund Balance	Fund Balance	\$ -	\$ -

21.90	Administration	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -
21.91	Administration	Directed reduction of \$5,000 Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -
21.92	Administration	Reduction of Administrator and Re-establish a Part-time Administrative Coordinator on the County Clerk	Reduction in \$110,611.35	\$ -	\$ -	\$ -	\$ -	\$ -
21.93	Administration	Reduction of Assistant Administrative Coordinator on the County Clerk	Reduction in \$74,124.46. In Levy expenses with impacts on administration management of projects policy, meeting planning and coordination, etc.	\$ -	\$ -	\$ -	\$ -	\$ -
21.94	Administration	Reduction of Part-Time Finance Officer		\$ -	\$ -	\$ (16,000.00)	\$ (16,000.00)	\$ (16,000.00)

Total projected impact on Admin dept/program:	\$ 3,500.00	\$ 108,816.60	\$ 103,272.43	\$ 208,991.05	\$ 583,493.93
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22.01	County Board	Training and Conference	Increased funding to allow for supervisor participation in the WCA COWS in Richland Center		\$ 500.00		\$ 700.00	
22.02	County Board	Training and Conference	Allow for additional training with participation at full conference and legislative session	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00
22.03	County Board	Annual Salary for Supervisors	Unknown cost - Currently evaluating the new standing committee structure to determine the effectiveness of meetings and future need for meetings. Eventual action to change from a per diem model of supervisor payment to a annual salary may be a future recommendation.	\$ -	\$ -			

2022 Budget Adjustments

22.04	County Board	Reduction in volume of posting Board minutes in paper	The full publication of the county board resolutions and ordinances will continue to be posted on the County's website. Complete ordinances will remain posted in the paper. Resolutions will be summarized.	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)
22.90	County Board	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -
22.91	County Board	Strategic Plan- Directed reduction of \$5,000 Levy	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -
Total projected impact on County Board dept./program:				\$ (3,400.00)	\$ (2,400.00)	\$ (2,400.00)	\$ (1,200.00)	\$ (1,400.00)
23.01	Tricounty Airport	Anticipated increase in Operations Costs = Last year's increase % increased out. 2022 annual operation expense of the county = \$27,555.15	Adding operational costs in wages, benefits and routine maintenance expenses. Participation in excepting the FAA grant to build the drainage ditch includes language of required ownership of (Sauk and Richland County). If both owners were to separate from ownership a prorated repayment of acquired funds would be required to the FAA and State DOT. Separation of Richland County with retention of ownership by Sauk may be possible but would require in-depth legal investigation and negotiations with Sauk County.	\$ 8,266.55	\$ 8,679.88	\$ 9,113.87	\$ 9,569.56	\$ 10,048.04
23.02	Tricounty Airport							
23.03	Tricounty Airport							
23.90	Tricounty Airport	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions and operational adjustments in efforts to best provide services.					
23.91	Tricounty Airport	Strategic Plan- Directed reduction of \$2,500 Levy						
	Tricounty Airport	Separation from Airport = (\$27,555.15)						
Total projected impact on TRICTYdept/program:				\$ 8,266.55	\$ 8,679.88	\$ 9,113.87	\$ 9,569.56	\$ 10,048.04
24.01	Ambulance Services	Propose to add 2 new part-time positions	positive impact - will improve our ability to provide inter-facility transports	\$ 25,867.68	\$ 26,426.80	\$ 26,953.02	\$ 26,953.02	\$ 26,953.02
24.02	Ambulance Services	Propose to add 1 new full-time position	positive impact - will improve our ability to provide inter-facility transports	\$ 69,929.27	\$ 70,988.03	\$ 71,984.52	\$ 71,984.52	\$ 71,984.52
24.03	Ambulance Services	Reduce paid on call salary	Will offset increase in full/part time salary	\$ (28,000.00)	\$ (28,000.00)	\$ (28,000.00)	\$ (38,000.00)	\$ (38,000.00)
24.04	Ambulance Services	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 5,635.00	\$ 5,663.17	\$ 5,691.48	\$ 5,719.93	\$ 5,748.52
24.05	Ambulance Services	put aside money for roof project - REC	roof replacement - cost spread out over 4 years	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
24.06	Ambulance Services	Replace Ambulance Cot - (x2)	improve patient/EMT safety when moving patients. Current cots near end of life.	\$ 27,500.00	\$ 30,250.00			
24.07	Ambulance Services	Increased Revenues	With increased staff - ability to perform increased transfers = gaining revenues (estimating 15 transfers per month at Medicaid rate which is the lowest possible at an estimate 73% of clients)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)
	Ambulance Services	Annual Capital Outlay Contributions for future capital projects with building, vehicles and equipment.		\$ 41,068.05	\$ 36,672.00	\$ 65,370.98	\$ 75,342.53	\$ 95,313.94
24.90	Ambulance Services	Reduction in all operations	Ambulance does not impact County Operation Levy. No anticipated Levy use. Would see reduction in payroll and administrative support hours. These hours would likely be filled with other department demands and an over secondary reduction is not projected.	\$ -	\$ -	\$ -	\$ -	\$ -
24.91	Ambulance Services	Reduction in Property Insurance	Anticipating a 90/10 split with Emergency Management	\$ -	\$ -	\$ -	\$ -	\$ -
24.92	Ambulance Services	Reduction in Liability Insurance	Anticipating a 90/10 split with Emergency Management	\$ -	\$ -	\$ -	\$ -	\$ -
24.93	Ambulance Services	Strategic Plan- Directed reduction of (\$5000) Levy	There is no consideration for direct levy in financial projection past completed ambulance garage in 2022.	\$ -	\$ -	\$ -	\$ -	\$ -
Total projected impact on Ambulance dept/program:				\$ 0.00	\$ -	\$ 0.00	\$ -	\$ 0.00
25.01	Emergency Management	Increase in contracted planning services (EMPG)	maintains current level of natural disaster preparedness and response	\$ 965.00	\$ 965.00	\$ 1,254.50	\$ 1,254.50	\$ 1,544.00
25.02	Emergency Management	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 1,075.00	\$ 1,080.37	\$ 1,085.77	\$ 1,091.19	\$ 1,096.64
25.03	Emergency Management	Increase in contracted planning services (EPCRA)	maintains current level of HAZMAT preparedness and response	\$ 841.00	\$ 841.00	\$ 1,093.00	\$ 1,093.00	\$ 1,346.00
25.04	Emergency Management	Add or Contract Position .75 FTE	If we had separated EM Director (displace EMPG contract) = Added position \$40,000	\$ -	\$ -	\$ -	\$ -	\$ -

2022 Budget Adjustments

25.05	Emergency Management	Added Work Space and Equipment	Courthouse Space or Sheriff - depend on placement and requirements of a work station, phone, licensing etc.	\$ -	\$ -	\$ -	\$ -	\$ -	
25.90	Emergency Management	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	
25.91	Emergency Management	Strategic Plan- Directed reduction of (\$5000) Levy	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on EM Mgmt dept/program:									
				\$ 2,881.00	\$ 2,886.37	\$ 3,433.27	\$ 3,438.69	\$ 3,986.64	
26.01	Pine Valley Community Village:	Strategic Plan- Directed reduction of 20% Levy Expenditure - to previous amount of \$300,000 = (\$60,000)	Pine Valley revenues currently cover all operation expenses with excess. The 2022 budget utilized \$504,996.00 of operational revenues to supplement general operation expenses an additional 20% of anticipated revenues would begin depletion of stored capital and contingency funds. A 20 % increase of the previous \$300,000 utilization would equate to \$60,000 increase.	\$ -	\$ -	\$ -	\$ -	\$ -	
26.02	Pine Valley Community Village:	Contracting all Services to a 3rd party and leasing the facility for a fee	Reduction from estimated \$300,000 (risk) flow to \$150,000 (guaranteed) and reduced need for operations contingency. Recruitment and retention may carry it's own challenges, but those challenges are displaced to the contracted provider.	\$ -	\$ -	\$ -	\$ -	\$ -	
26.90	Pine Valley Community Village:	Strategic Plan- Directed reduction of Levy :	Reference Revenue Section #2						
Total projected impact on Pine Valley:									
				\$ -	\$ -	\$ -	\$ -	\$ -	
27.01	UW Extension Office	Local Cost Share on Contracts, anticipating	3% Increase operation costs	\$ 3,338.85	\$ 3,439.02	\$ 3,542.19	\$ 3,648.45	\$ 3,757.91	Recommend freeze all levy increases
27.02	UW Extension Office								
27.90	UW Extension Office	Reduce all levy funding for 2022 (\$185,651.77)	Displace existing revenues will have staffing impacts on support staff and partial funding for educators, and result in discontinued services to the community. (\$185,651.77). Impacts on grants requiring direct match, in-kind match or coordination of volunteer in-kind match. Indicates impacts of proposal resolution of operating at \$100k of levy in 2024 and \$75k in levy in 2026.	\$ -	\$ (85,651.77)	\$ (85,651.77)	\$ (110,651.77)	\$ (110,651.77)	
27.91	UW Extension Office	Strategic Plan- Directed reduction of 20% Levy Expenditure (\$37,006.43)	<ul style="list-style-type: none"> Office would be open to the public by appointment only Less overall programming and coalition building done by educators as they will be doing more of the workload of support staff, i.e. data management, promotional material design, newsletter development, program material collating and preparation, reduction in access to support of the County Fair, etc. Complete loss of program such as Get Real Reduction in services such as pressure canning testing, assistance with soil sampling, Private Pesticide Applicator Testing County Committee prep and announcement would need to be shifted. Reduced efficiency in departmental financial management 						
27.92	UW Extension Office	Strategic Plan- Directed reduction of Levy \$5,000 :	Reduction in services and hours						
Total projected impact on UWEX dept/program:									
				\$ -	\$ (85,651.77)	\$ (85,651.77)	\$ (110,651.77)	\$ (110,651.77)	
28.01	Fair & Recycling	2 x LTE Staffing for Fair Week (Clerical A)	Outside Hire @ \$11.93 x 40hours	\$ 1,068.93	\$ 1,090.31	\$ 1,112.11	\$ 1,134.35	\$ 1,157.04	
28.02	Fair & Recycling	2 x LTE Staffing for Fair Week (Ground B)	Outside Hire @ \$ 12.88 x 40hours	\$ 1,154.05	\$ 1,177.13	\$ 1,200.67	\$ 1,224.68	\$ 1,249.18	
28.03	Fair & Recycling	8 x LTE Staffing for Fair Week (Resolution commitment from county Board, Committees or Current County Staff	In-house from other departments (reduction in other service hours)	\$ -	\$ -	\$ -	\$ -	\$ -	
28.04	Fair & Recycling	Reclassification on Fair and Recycling Coordinator Positions	Estimated reclassification of an anticipated \$2.00 per hour increase.	\$ 2,000.00	\$ 2,225.60	\$ 2,301.39	\$ 3,572.09	\$ 5,358.13	

2022 Budget Adjustments

28.05	Fair & Recycling	Consideration for a Fair, Recycling and Parks Coordinator	Anticipating 40 hours per week. Anticipating job duties and responsibilities on reclassification reaching +\$4.00 per hour; or adding an part-time clerical support position.	\$ 12,480.00	\$ 13,104.00	\$ 13,759.20	\$ 14,447.16	\$ 15,169.52	
28.07	Fair & Recycling	Fair Contracts	Town and Country Porto-Potty Rental	\$ 1,100.00	\$ 1,155.00	\$ 1,212.75	\$ 1,273.39	\$ 1,337.06	
28.08	Fair & Recycling	Sound Equipment Rental	Increase of rental	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	
	Fair & Recycling	Purchased Mower vs. Lawn Mower Lease (\$3,000)	Would like to absorb those funds into the maintenance line to cover everything that has been cut over the years. We have to have some funds for raising fuel costs, repair and maintenance items, along with the cleaning/paper products for bathrooms, along with instating annual grandstand inspections (Line 28.10)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	
28.09									
28.10	Fair & Recycling	Annual Grandstand inspections and increased costs of fuel and maintenance.	Absorption of 28.09 line savings	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
28.11	Fair & Recycling	Increased on facility rental = \$3,000	Concerns on uniformity for profit vs. non-profit vs. free gate events.						
28.12	Fair & Recycling	Increase on storage rental		\$ (3,568.77)	\$ 3,568.77	\$ 3,568.77	\$ 3,568.77	\$ 3,568.77	
28.13	Fair & Recycling	Increased on gate fees	Recommend not considering this time and planning on slight increase from wristband sales						
28.14	Fair & Recycling	Increased events	Investigating addition of Beer Fest	\$ (1,000.00)	\$ 1,500.00				
28.90	Fair & Recycling	Reduce all levy funding for 2022 (\$15,000)	Displace existing revenues will likely have staffing impacts and ability to coordinate events and manage grounds. @ 32 hours for the week (labor day on Monday) Indicates impacts of proposal resolution.		\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	Amended
28.91	Fair & Recycling	Strategic Plan- Directed reduction of 20% Levy Expenditure		\$ -	\$ -	\$ -	\$ -	\$ -	
<div> <div>Total projected impact on Fair and Recycling:</div> <div>\$ (245.79)</div> <div>\$ (15,000.00)</div> <div>\$ (15,000.00)</div> <div>\$ (15,000.00)</div> <div>\$ (15,000.00)</div> <div>\$ (15,000.00)</div> </div>									
29.01	Parks Commission	Tax Levy increase	Return Parks budget to 2021 tax levy amount	\$10,000.00-	\$10,000.00-	\$10,000.00-	\$10,000.00-	\$10,000.00-	
29.02									
29.90	Parks Commission	Strategic Plan- Directed reduction of 20% Levy Expenditure = (\$6,000)	The only way to reduce 20% would be to reduce or eliminate money paid to the other parks. Would also reduce replacement of park equipment including playground equipment, picnic tables, etc. would need to increase camping fees (per ordinance). May need to decrease maintenance of parks.						
29.91	Parks Commission	Strategic Plan- Directed reduction of Levy \$5,000 :	Reduce money paid to other parks and increase camping fees						

2022 Budget Adjustments

29.92	Parks Commission	Reduce all Levy on Parks Operations = \$30,000	If this were to happen, all parks including the Pine River trail would be closed. No maintenance so would have to block access to all because of liability of no maintenance. Could try to sell all but the Pine River Trail(railroad has right to take back over at anytime) Rifle range should then be turned over to the sheriffs department and close to the public. Sheriff's department needs a range to maintain firearm requirements. Indicates impacts of proposal resolution - Amended scratch as of 17JUL22 meeting	\$ -	\$ -	\$ -	\$ -	\$ -	Proposed resolution amendment from 27 July 2022
Total projected impact on Parks dept/program:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30.01	Symons Recreation Complex	Wage, Dental &Health increases per County Board	City covers 50% operational expenses against section #1	\$ (7,000.00)	\$(7,000.00)	\$(7,000.00)	\$(7,000.00)	\$(7,000.00)	Zero levy contribution by 2024
30.01	Symons Recreation Complex	Partnership with Schools and business for programs/events at Symons.	Additional programming with Schools & Businesses - PE days at SRC, Swimming, Fitness programs, lifeguard classes through schools	\$ (3,000.00)	\$(3,000.00)	\$(3,000.00)	\$(3,000.00)	\$(3,000.00)	
30.01	Symons Recreation Complex	Increase membership and class prices	Raising rates too high can also lose memberships as well. So the lower the percentage of Health and wages each year is better for membership retention.	\$ (11,000.00)	\$(11,000.00)	\$(11,000.00)	\$(11,000.00)	\$(11,000.00)	
30.90	Symons Recreation Complex	Reduce all levy funding for 2022 (\$36,141.61)	Displace existing revenues will likely have staffing impacts. Any reductions we do would be matched by the city to equal = \$68,583 impact on Symons. Such action would require communication with the city. = \$(36,141.61) Indicates impacts of proposal resolution.	\$ -	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	
30.91	Symons Recreation Complex	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction of support staffing and hours of operation.	\$ -	\$ -	\$ -	\$ -	\$ -	
30.92	Symons Recreation Complex	Strategic Plan- Directed reduction of Levy \$5,000 :	Reduction of support staffing and hours of operation.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on Symons dept/program:				\$ (21,000.00)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	
31.01	UW Campus	Restore to 2020 level	Restore budget to \$60,000	\$(20,000.00)	\$(20,000.00)	\$(20,000.00)	\$(20,000.00)	\$(20,000.00)	
31.02	UW Campus	Reduction to UW occupation of Melville, Classroom, Science Building	County UW relationship. Reduction in 2022 maintenance expenses of \$40k to \$30K = \$10k reduction.	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	
31.90	UW Campus	Stop maintenance apportionments. Remaining (\$40,000) to reduce all levy funding in 2023.	Discontinuing all funding would be a breach of agreement. We would have to end or amend our agreement with the UW System. This would have significant impact on our existing deferred maintenance issues if we were to continue owning buildings. Indicates impacts of proposal resolution.	\$ -	\$ -	\$ (30,000.00)	\$ (30,000.00)	\$ (30,000.00)	Plan with UW occupation and funding transitions. Need to account for future of nutrition program.
31.91	UW Campus	Strategic Plan- Directed reduction of 20% Levy Expenditure	Continued deferred maintenance, liability and deterioration of property.	\$ -	\$ -	\$ -	\$ -	\$ -	
31.92	UW Campus	Strategic Plan- Directed reduction of Levy \$5,000	Continued deferred maintenance, liability and deterioration of property.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on UW Campus dept/program:				\$ -	\$ (10,000.00)	\$ (40,000.00)	\$ (40,000.00)	\$ (40,000.00)	
32.01	UW Food Services	Food cost increase	Services will reflect higher prices to cover this increase in	\$52,974.00	\$55,622.00	\$58,403.00	\$61,323.00	\$64,389.00	
32.02	UW Food Services	Increase sales prices to cover expenses		\$(52,974.00)	\$(55,622.00)	\$(58,403.00)	\$(61,323.00)	\$(64,389.00)	
	UW Food Services								
32.90	UW Food Services	Reduction of all Levy budgeted amounts: \$5,331.46	Impacts on Nutrition Program Meals; explore option with Pine Valley of other potential vendors. Indicates impacts of proposal resolution.	\$ (5,331.46)	\$ (5,331.46)	\$ (5,331.46)	\$ (5,331.46)	\$ (5,331.46)	Plan with UW occupation and funding transitions. Need to account for future of nutrition program.
32.91	UW Food Services	Strategic Plan- Directed reduction of Levy \$1,000	Reduction of support staffing and hours of operation = loss in revenues.	\$ -	\$ -	\$ -	\$ -	\$ -	
32.92	UW Food Services	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction of support staffing and hours of operation = loss in revenues.	\$ -	\$ -	\$ -	\$ -	\$ -	
Total projected impact on UW Food dept/program:				(\$5,331.46)	(\$5,331.46)	(\$5,331.46)	(\$5,331.46)	(\$5,331.46)	
33.01	Economic Development								

2022 Budget Adjustments

33.02	Economic Development	[Strategic Plan] Incentivize program to promote new home construction and development	Not determine at this time.					
33.03	Economic Development	[Strategic Plan] Broadband expansion throughout the county	Currently have ARPA fund project to address a section. No other operational funds identified at this time.					
33.90	Economic Development	Reduce all levy funding for 2022 (\$72,935.38)	This would have matching impact by the city and would discontinue the operation. We would have to end or amend our agreement with the City. (\$73,859.54) Indicates impacts of proposal resolution.	\$	-	\$ (73,859.54)	\$ (73,859.54)	\$ (73,859.54)
33.91	Economic Development	Strategic Plan- Directed reduction of Levy by 20%						

Total projected impact on Economic Dev:	\$	-	\$ (73,859.54)	\$ (73,859.54)	\$ (73,859.54)	\$ (73,859.54)	\$ (73,859.54)
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34.01	Southwest Regional Planning Commission	Consideration for ending partnership with Southwest Regional Planning	Anticipated (\$17,500) in reduction from discontinuing membership.					
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Total projected impact on Southwest Regional Planning Commission:	
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Total Impacts from Department Services (Adjustments and Options)	\$	21,519.02	\$	107,320.43	\$	520,474.01	\$	454,041.57	\$	972,713.04
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SECTION #5: Health Insurance Planning and Adjustments										
#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/						
				2023	2024	2025	2026	2027		
101.01	Health Insurance	County commitment to annual dollar amount regardless of increase	Need to be mindful of ACA poverty limits on lowest paying positions = penalty							
101.04	Health Insurance	Premium share adjustment	Need to be mindful of ACA poverty limits on lowest paying positions = penalty							
101.05	Health Insurance	HRA adjustment								
			[strategic goal] evaluate and maintain a competitive insurance program							
	Health Insurance	Plan Design Adjustment	Premium share could be adjusted. Increased costs on higher tier medications can be implemented. Both not recommended at this time. Insurance options will be investigated in 1st quarter 2022 for 2023 implementation. Challenges remain with our high MLR ratio.							
Total Impacts from Health Insurance Planning (Adjustments and Options)				\$	-	\$	-	\$	-	\$

SECTION#6: Options and Resources for Additional Financial Adjustments:										
#	Department	Add-in / Take-out/Amendment:	Impacts:							
				2023	2024	2025	2026	2027		
201.01	Tax Deed Sales	Incorporate tax deeds sales	Projection: Could incorporate if we also incorporate making whole, liens, and fees associated. The risk on some is seen as balancing possible revenues. By statute we can only recognize a net gain after 5 years of no claim.	\$	-	\$	-	\$	-	\$
202.01										
203.01	Sales Tax	Anticipated projections in sales tax compared to 2022	Not recommended at this time	\$	(25,000.00)	\$	(25,000.00)	\$	(25,000.00)	\$ (25,000.00)
204.01	Interest Income	Anticipated projections in interest income from LGIPInvestment Funds	Not recommended at this time	\$	-	\$	-	\$	-	\$
204.02	Interest Income	Anticipated projections in interest income from PMA Investment Funds	This would lock some of our funds into short-term investments with return at a couple of percent	\$	(40,000.00)	\$	(45,000.00)	\$	(50,000.00)	\$ (55,000.00)
205.01	Property Tax	Projected property tax revenue increases from value	Reference Section number two as anticipated increased revenues from Net New Construction	\$	-	\$	-	\$	-	\$

Amended from an estimated \$5,000 to less conservative projection. Each year remains individual and not compounded.

2022 Budget Adjustments

206.01	Wheel Tax	Amendments in projected wheel tax	Currently applying all revenues to highway road resurfacing (chip seal) for road preservation	\$ -	\$ -	\$ -	\$ -	\$ -	
207.01	Undesignated Fund Spending	General Fund Balance Applied	Estimated \$268,692 in potential cash (non-asset) in staying over the 25% ratio of budgeted expenditures						
208.01	Accounting for additional fund balance return	Recognition of 2021 unaccounted revenues.	Example: HHS Revenue return, Highway Fund, Pine Valley Fund						
209.01	American Rescue Plan	Applied American Rescue Plan to 2022 operations (try to preserve 2million)	Discretionary Funds that may be used for any function other than direct retirement or reduction to existing tax levy. Appropriation of funds from Public Health? -understanding that Public Health remains underfunded.	\$ (877,801.50)	\$ (461,534.67)	\$ (316,009.38)			
		Additional 25,500 from Ambulance	Unless used for some other purpose						
210.01	Opioid Settlement	Utilization of Opioid Settlement Funds	Must be used towards opioid abatement projects.						
211.01	FED Infrastructure Bill	Shovel Ready Grant program to offset road maintenance projects							
212.01	Pine Valley	Increase from PV Debt Service Fund (Preliminary is built with \$504,996)	The preliminary plan is built with full utilization of anticipated fund balance for 2021						
213.01	Pine Valley	Take from PV Contingency Fund: (Balance Amount)	Spend down puts Pine Valley operations at risk if unforeseen financial problem occurs						
215.01	Pine Valley	Take from Capital Improvement Fund (Balance Amount)	Puts Pine Valley at risk of requesting operation levy or additional borrowing for capital improvements and maintenance						
216.01	Housing Authority	Legacy CDBG Funds = Estimated \$80,000	(One time injection) Original intension is for housing.	\$ (80,000.00)					
217.01	Asset Sale	Land And Buildings	Currently do not have valued lands and buildings appraised for sale on market						
217.02	Asset Sale	Equipment	Currently do not have valued equipment appraised for sale on market.						
218.01	Wages and Compensation	Reduce CPI in creases							
218.02	Wages and Compensation	Do not implement higher step increases							
218.03	Wages and Compensation	Delay increases until payroll 13	Implement another step in 2022 and delay additional 7% until July of 2023 [Estimate large numbers, \$100,000 /1%]						
219.01	Wages and Compensation	One Week Holdback 3rd Pay period in June; payroll #13		\$ (114,000.00)					
221.01	Utilization of possible additional Levy Exemption	https://www.revenue.wi.gov/Pages/FAQS/slf-levy.aspx#net8	Some currently unpracticed method of tax levy exemption for Ambulance Capital and Dispatch Expenses in both wages and capital outlay. This becomes an increase to Tax Levy by exemption of the Levy limits imposed by net new construction. Put towards Radio/Dispatch budget.						
222.01	Operational increase from reduction in short-term borrowing	List current items: Possible areas in parks and UW campus	Displace the following operational expenses to increased capital borrowing, or displaced capital borrowing: (Parks) (UW Pine Valley)						
222.01	Approach the Ho-chunk Nation on Grants for Roads	Offset costs on road work and local matches							
223.01	Utilization of Working Lands Fund	Fund #91		\$ (8,173.25)					
224.01	Across Departments	Change news paper job posting requirements	Check Total Distributions to Local Papers	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	
225.01	Referendum	Option to Pursue a Referendum	Currently exploring option						
226.01	Operational Notes	Option to utilize operational notes	Short-term borrowing for operations - not advised as this will be reported to EMA and is not viewed favorably						
Proposal Resolutions									
301.01	HHS and Vets Standing Committee Directive	Reduction in \$350,000 entering into 2024	Reduction in "projected, levy expenses" from HHS and Veterans Services	\$ -	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)	

2022 Budget Adjustments

301.02	Public Safety Standing Committee Directive	Reduction in \$350,000 entering into 2024	Reduction in "projected, levy expenses" from Sheriff's Office, Clerk of Courts Office, Corner's Office, Distric Attorney's Office, Register in Probate's Office, and Emergency Management	\$ -	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)
301.03	Public Works Standing Committee Directive	Reduction in \$350,000 entering into 2024	Reduction in "projected, levy expenses" from Highway, MIS and Courthouse Maintenance	\$ -	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)	\$ (350,000.00)
301.04	Finance and Personnel Standing Committee Directive	Reduction in \$200,000 entering into 2024	Reduction in "projected, levy expenses" from Administrator, County Clerk, County Treasurer, County Board and Ancillary Budgets	\$ -	\$ (200,000.00)	\$ (200,000.00)	\$ (200,000.00)	\$ (200,000.00)

Total Impacts from Other Resources and Financial Adjustments	\$ (1,149,974.75)	\$ (1,786,534.67)	\$ (1,646,009.38)	\$ (1,335,000.00)	\$ (1,340,000.00)
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Section #7: Estimated Existing Annual Gaps With Proposed Adjustments

Totals:	\$ 0.00	\$ 0.00	\$ 1,073,576.23	\$ 1,698,172.00	\$ 2,562,080.86
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Richland County Administrator's Office

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1-Aug-22

To: Finance and Personnel Standing Committee

Subject: Running Report on Financial Planning

Edition: 01 August 2022

This is a running report intended to help track clarifications, recommendations, data amendments, committee questions, considerations, worksheet amendments, and request.

Clarifications:

Health and Human Services Budget — In referencing the June 22nd County Condition Report, Slide 6/67 depicts “Health and Social Services” accounting for 53.12% of County Expenditures. As discussed in previous meetings, this is a total expenditure from various services and departments including: Pine Valley, Health and Human Services, Child and Adult Institutional Placement, Health, Child Support, Veterans, Elderly, and Nutrition. This one data point does not account for revenues brought in by these services, or an understanding of levy distribution. In context of the Health and Human Services levy distribution: \$835,755.89 is dispersed for the HHS2022 Core Budget. \$31,607.37 is dispersed for Elderly Services. \$36,982.89 is disbursed for Nutrition. \$785,000 and \$700,000 are dispersed for Adult and Child Institutional placements. This totals to \$2,389,346.15 of a \$10,447,277.17 levy, or 23%.

Budget Breakdown / Understanding Department Expenditure and Revenues — A folder has been added to the Finance and Personnel Standing Committee With multiple budget support forms have been added: Levy Distribution by Department and the Adopted 2022 Budget Workbook as adopted by the County Board. Available to committee members under: 2022 >> Post ReOrg >> Finance and Personnel >> Financial Planning Documents >> file names “2022 Levy Distribution by Department” and “Adopted Budget – 2022.”

The Financial Planning Decision Worksheet and Capital Improvement Program Document are intended as planning documents to help show our future trends based on proposed increases and decreases. These items are not adopted policy at this point. They are to help shape priorities in moving forward into the immediate

2023 budget, 2023 borrowing authorization, to show estimated trends for future budgets and borrowing needs, and to allow for time to plan solutions based on the assumptions, projections and desires. These documents are intended to change.

Recommendations from the Administrator:

I would recommend that Finance and Personnel Committee not lose sight of:

1. The 2023 budget process has begun and timely decisions will be needed to shape that budget with desired priorities.
2. The 2023 Capital Improvement Program will shape potential 2023 borrowing. WE will need a $\frac{3}{4}$ vote, authorization resolution in September to advance with 2023 borrowing. An amount and project authorization will be needed.
3. The committee controls the flow of funding. At the end of the day, increasing or decreasing budget line items are what the committee has at its immediate control.
4. If there is desire (or recommendation) to change the assumptions and projections built into the 2023 guidance language and the projections of the financial planning worksheet, I would encourage supervisors to bring forward their ideas to change (by making motion) earlier rather than later. Examples: wages, benefits, revenue projections, department items, etc. Please make your priorities known early.
5. Focus discontent of recommendations and materials on the Administrator. If you are dissatisfied with an element of the projections, recommendations, presented data etc. please keep your discontent focused on the Administrator (vs. departments and staff) as I am the overall responsible party.
6. Departments have been advised on refraining from participating in public conversations or recommendations regarding cutting from other departments not related to their own department or shared function. Departments have also been advised on engaging in behavior of holding the highest priority functions hostage in the face of reductions (example: The Administrator threatens to cut payroll in response to budget reductions the office budget.)
7. The nature of these decisions are very subjective and the decisions made will reflect how the county prioritizes services and manages funds. Data sets can help provide objective comparisons and perhaps some rational consideration points. However, it is my opinion that in the end these decisions remain subjective.
8. I would recommend the Finance and Personnel consider the directive resolutions (either as presented, or with amendments) to help shape conditions in which supervisory committees and departments are solving problems under established constraints. Without directives, a lot of the problem solving will fall on the Administrator's Office and the Finance and Personnel Committee.

9. Professionalism – encourage everyone to continue with a high level of professionalism. I was made aware of offense taken in some comments made in levity and sarcasm.

Presentation Data Amendments:

05JUL22 Conditions Report — “04 Presentation Slide 60/67” Richland #FTE = 366. Explanation — Comparative counties’ responded to the question “How many Full Time Employees do you have?” The 366 number was pulled from a report indicating Richland County Full Time Equivalency. A payroll report for full-time employees indicated 230 currently. Reference Appendix A Payroll report (below).

05JUL22 Conditions Report — “07 Richland County Financial Conditions and Recommendations Summary page 2/5, paragraph 1. = 1.02M. Explanation — Typo.

Questions (From Committee Members):

Question: Financial planning worksheet – why isn’t there any numbers in some of the lines?

Answer: The worksheet captures items that are placeholders for ideas and initiatives that have not been costed, or proposed to implement.

Question Capital Plan. Currently planning on use of \$500,000 in short-term borrowing annually through 2027. What would it take to arrive at 20-year life cycle on county trunk?

Answer: Increase to \$800,000 annually. However, the county would have to consider that the \$500,000 is built on presumptions of state-aid limits. Additional state funds may not be available and repairs may be 100% levy vs. share with state aid rationed to counties. Current recommendation from Administrator and Commissioner is to distribute \$500,000 short-term notes to highway trunk repair and maintenance unless state -aid programs were to change in the near future.

Question Staffing: Should we consider a staffing study?

Answer: I have reached out to our compensation consultant regarding their interest. The initial decision that needs to be made will be the scope of the project. Do we intend to conduct a study across all departments or select? Some departments have more data and service deliverable statistics to compare, other departments like law enforcement and human services carry the consideration of case complexity, desired quality of services, and understanding revenue flows with biennium budgets. Carlson Dettmann is currently considering if they would have capacity to offer a proposal, pending the scope of the project. Other firms may have availability, but again, they will want to know the desired scope.

A condensed comparable study has been undertaken by the Assistant to the Administrator and will be presented at the 27 July 2022 F+P meeting.

Question: Can we see budget breakdown by departments?

Answer: A Levy Distribution by department (some modifications to formatting) has been inserted in to the committees financial planning documents folder. Clerk Kalish is working with Supervisor Murphy-Lopez on a revised format solution.

Question: Can we get more information on a referendum to exceed levy limits?

Answer: Yes, summary and resolution was drafted for Wednesday, July 13th Meeting. – Committee proposed resolution that was adopted by the County Board on July 19th to create an ad hoc committee to research and recommend a resolution question(s).

Question: Financial Planning Worksheet – Where are Health Insurance Projections in the Financial Planning?

Answer: Section one, page 2/17, line “C.4” of the Financial Planning Worksheet contains general employees impacts and estimated impacts on the levy. Section #5 of the worksheet is intended for health insurance adjustments to the assumptions. Administration is currently exploring three options.

Question Capital Plan. Why aren't there more expenses under Jail?

Answer: There are existing “desires” that do not currently rise to the level of “needs.” In addition, the department is awaiting a decision on the future of the courthouse and jail building. Will be continue to occupy and utilize the jail in the next 15 years.

Question with Cop Grant: Can we cut a position and then fill a position with the COP Grant?

Answer: TBD — F+P gave guidance to amend the removal of a Sheriff's Deputy from the preliminary budget.

Question: Can we add more language to resolutions to encourage options of seeking revenue instead of a focus on expenditure reductions?

Answer: Resolutions are designed to encourage finding other revenues sources. The Committee has the authority to adjust revenues as easily as expenditures. The problems arise in controlling revenues is often more challenging then controlling expenditures. Resolutions can certainly be amended.

Question: Financial planning worksheet – why isn't there any numbers in section #5 regarding Health Insurance?

Answer: This section is designated for a place to include amendments to the health insurance plan that would be different to the assumptions in section #1.

Question: Financial planning worksheet – Line 224.01: I thought we got rid of newspaper job posting requirements already?

Answer: Richland County Employee Handbook, page 20 under “Hiring and Employment Considerations.” *The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer*

Question: Are staffing assumptions built off of current funded or authorized?

Answer: Currently funded.

Question: Are there positions in HHS that we are budgeting for but not filling? At this point can we do without?

Response from Director: HHS Open Positions

Adult Protective Service Worker – Mandated by the state to have this position and need to get it filled. Right now the Behavioral Health Unit is taking turns taking these cases. It is causing some challenges as there is inconsistent handling of these cases. This has been a revolving door position and we have been struggling to keep someone in this position. There is levy in this position.

CCS Supervisor – This is a position that we need to have filled. The CCS program brings in revenue for the Department that helps to fund support staff and the staff that are coordinating the program. It is important to have someone overseeing the program, making sure all mandates are followed and that paperwork is done timely so billing can be done timely. There is no levy in this position.

Mental Health Therapist – We currently have four open positions. The goal is to have two in the CCS program and two to provide outpatient services. We would not need to fill all of these positions but there is no levy in them and they fund themselves.

Children and Youth Services Case Manager – We have one open position now as we hired someone who will be starting on August 15th. I believe it is a benefit to continue to hire another. Having the unit fully staffed allows for more preventative measures, allows more time to dedicate to out of home placements and to support families, with the end goal of decreased placement costs. There is no levy in these positions.

Over the years the following positions have been put on hold:
Clerical Assistant II

APS/Crisis Professional
Quality Coordinator
Part time OT – Now contract out for the services
Part time PT – Now contract out for the services
Public Health Nurse
Health and Wellness coordinator
2 Part time Nutrition Site worker

These positions are not worked into the budget. They are left in the Organization Chart in case some day we can hire all the staff we want. We are not requesting any levy for these positions.

Question: Are we accounting for inflation and increased costs?

Answer: Yes, on most. Some items are contracted out for several years at a fixed price. A reduced cost will not carry inflationary decreases.

Question: Are the 20% reduction lines needed?

Answer: This was an attempt to capture elements of the strategic plan. The plan also called for asking the departments what they could do with a 20% increase. WE can remove this from the worksheet if desired and arrive at this strategic plan goal through some other means.

Question: Concerns on grants and federal funding? As brought up by County Conservationist Kathy Cooper, will there be money that the county has to pay back if relinquishing ownership?

Answer: It's possible if we were to immediately relinquish ownership. A deeper investigation is warranted to understanding the agreements and grants in place in the event of relinquishing ownership. The proposed resolutions are centered on reducing all levy expenditures and investigating options.

Question: What is the rationale in dropping a daytime patrol officer?

Answer: Reducing levy expenditures. It's not desirable and impacts our Sheriff's Office ability to respond. Reduction of a daytime officer (vs. night) is based on the premise that administration, supporting administration, cities' villages and counties may be able to respond with more in the need for mutual aid support.

Question: Financial Planning Worksheet — can we clean out the numbers that are currently not recommended?

Answer: I would advise that we keep the numbers in there (with “Strike through” and ensuring they are not in the SUM formula calculations) this way the amount is known if there is a future desire to add the item/project back into the plan.

Question: Capital Improvement Program — Why are we not filling in known expenses passed 2027?

Answer: Administrator gave guidance to forecast out to 2027 on this first attempt at the project. In future year's we hope to reach out further in some projects as established through our strategic plan. Some items we may not be able to forecast out very many years. As an example, it is hard to forecast road projects when the state only projects out a couple of years on funding allocations and project awards.

Question: Capital Improvement Program — Are all the projects on the plan “must have”? Is there a way on the plan to assess or indicate the level of urgency the project should be considered?

Answer: yes, we can begin on this.

Question: Budget distribution by departments. Can this be compared to other counties?

Answer: It's possible. I currently do not know what our comparable counties budget summaries and reporting capabilities look like. If desired, please request for a future agenda item for discussion.

Question: Where is the urgency coming from, why can't we slow down?

Answer: Need for urgency is based on need to arrive at fiscal solvency:

- a. The 2022 budget is built with \$800,000 in fund balance spending
- b. Operational costs are growing. The identified compensation recommendations/goals increase this gap substantially and is, in a compounding nature, the biggest increase to the growing gap.

If there is a desire to stop the urgency, it can be accomplished with the reintroduction of the baseline 2022 budget with discussion on how to fill the approximate \$800,000 gap. This gap could potentially be filled in 2023 and 2024 with ARPA funds (\$1.6m). After that, there may remain Pine Valley and Highway Contingency to support several more years. This plan would could be viewed as a decrease in overall quality of services and would have its added challenges in recruitment, retention, and responding to infrastructure and service support needs.

Considerations:

Financial Planning Decision Worksheet (25 July 2022)

- Section #4, Line 3.04 “Gas expenses increases” Are we estimating too high? I'm surprised to see gas prices staying so high in your projections. Back in '08 when gas prices hit \$4/gallon, I remember people saying they would never go down again. But they did (going lower than \$2/gallon), and they stayed under \$4/gallon for most of that time until recently. I attached a chart that shows the volatility. [See below]
- Section #4, Line 22.03 “With efforts to aggressively increase employee compensations in section #1. Shouldn't we be considering increasing compensations for board and committee members?”
- Section #4 Line 203.01: Why can't we include projections for sales tax increases? Again, we have very good, consistent data here. I'm okay with being somewhat conservative, but why do we need to be so conservative? [Reference PMA monthly reporting on sales tax.]
- Capital Improvement Program and Worksheet — Now seeing the extent of capital projects and operational challenges, should the county be considering a down-sized radio-tower project?
- How many referendum questions do we want to ask?

Amendments to the Worksheet:

Financial Planning Decision Worksheet (25 July 2022)

- 25JUL22 — Amended Section #2 “did” to “”dd”
- 25JUL22 — Increase font size of final gap projections in section #7
- 25JUL22 — Amended Section #2 lines “cc” and “dd” changed descriptions from “2023” to “2022”
- 25JUL22 — Amended Section #4 lines “6.03” change revenue to “\$7,500” for election services
- 25JUL22 — Add Section #4 line “9.03” need to investigate increases in expenditures as a potential Child Support reimbursable expense through the state
- 25JUL22 — Add Section #4. Expanded row height on lines 6.01, 6.02, 19.03, 20.01, 20.16, 20.01 to ensure text in column 3 was not cut off.
- 25JUL22 — Add Section #4. Lines 20.11 and 20.12 expenses are cut under assumption of implementing Microsoft office 365 as see in line “20.01.”
- 25JUL2022 — Clarification to lines 22.01 and 22.02 impacts on services statements.

- 25JUL2022 — Amended Section #4 line “33.91” total county levy contribution from “\$34,291.50” to “\$36,141.61” to reflect the 2022 vs. 2021 levy for Symons Center.
- 25JUL2022 — Amended Section #4 line “30.90” total county levy contribution from “\$72,935.38” to “\$73,859.54” to reflect the 2022 vs. 2021 levy for Economic Development.
- 25JUL2022 — Amended Section #4 line “27.90” total county levy contribution from “\$185,032.12” to “\$185,651.77” to reflect the 2022 vs. 2021 levy for UW Extension.
- 25JUL2022 — Amended Section #4 line “27.90” total county levy contribution from “\$0” to “\$5,331.46” to reflect the 2022 levy for UW Food Services.
- 25JUL2022 — Identifying and adding impacts of the resolution language to the financial forecasting
 - Pine Valley and Child Support Standing Committee; I do not have any estimates on how operational revenues vs. a fixed agreement lease may look without exploring option. Example in talking with interested party leads to a reduction of \$150,000 in operational revenue in exchange for reduced risk. – No Change at present.
 - Joint Ambulance Committee; I do not have any estimates on how operational revenues vs. a fixed agreement lease may look without exploring option. Ambulance services under the county may allow for some levy limit exemption.
 - City County Committee; Add language to line 33.91 and 30.91 “Indicates impacts of proposal resolution” for Economic Development and the Symons Center.
 - Education Standing Committee; Add language to line 27.90 “Indicates impacts of proposal resolution of operating at \$100k of levy in 2024 and \$75k in levy in 2026.” for UW Extension Office. Add language to line 31.90 “Indicates impacts of proposal resolution” for UW Campus. Add language to line 32.92 “Indicates impacts of proposal resolution” for UW Food Services.
 - Fair Recycling and Parks Standing Committee; Add language to line 28.90 “Indicates impacts of proposal resolution” for Fair and Recycling. Add language to line 29.92 “Indicates impacts of proposal resolution” for Parks Commission.
 - Various Standing Committees; Added lines 301.01, 301.02, 301.3, 301.4 showing proposed reductions by resolution.

- 25JUL2022 — Added Southwest Regional Planning to the Workbook for consideration under line 34.01.
- 26JUL2022 — Added lines C.9 and E.5 to account for accumulating impacts of wages and benefits and insurance increases. Also switched formula in Section #3 to reflect calculations on cumulative vs. year-added on. This correction adds significantly to future identified gap.

Financial Planning Decision Worksheet (29 July 2022)

- 01AUG2022 — Amended Wage projections by 50% in Section #1, lines A.1, B.1, and C.1.
- 01AUG2022 — Amended Net New Construction in Section #2: on line ff to reflect a compounding factor.
- 01AUG2022 — Amended Section #4, Line 3.92 to scratch reduction of a daytime patrol officer.
- 01AUG2022 — Amended Section #4, Line 17.92 to scratch reduction of a veterans' benefits specialist.
- 01AUG2022 — Amended Section #4, Line 29.92 to scratch reduction of parks.
- 01AUG2022 — Amended Section #6, Line 203.01 to increase projected sales tax from an estimated \$5,000 over year 2022, to \$25,000 over year 2022 in each subsequent year.
- 01AUG2022 — Amended Section #6, Line 209.01 to amended ARPA funds to balance years 2023 and 2024 with current projections, estimates, and directives. Remaining funds were shifted to 2025. ARPA funds must be committed in 2024 and expended in 2025.
- Amended language in "Purpose Language" regarding Section #1.

Amendments to the Capital Improvement Planning:

Financial Planning Decision Worksheet (01 Aug 2022)

- 01AUG2022 — Jail; switched funding source for Jail Shower Repair from Short-term notes to jail assessment
- 01AUG2022 — HHS; moved HVAC System from 2023 to 2024
- 01AUG2022 — Fair and Recycling; amended to fund the blacktop, ADA ramp repair and concrete floor in office through short-term borrowing
-

- 01AUG2022 — UW Campus; amended to fund the coppertop roof project
- 01AUG2022 — Symons; amended to fund the air handler and sand filter replacement projects

Requests and Recommendations (from staff, supervisors and committees):

Education Committee – 11 July Meeting; Took action to recommend to the Finance and Personnel Committee that the Copper Top roof repair project be funded in the Capital Improvement Program for 2023. \$100,000

Ambulance Amendment — Petition from the Ambulance Director and JAC Chair to consider amendments to the JAC directives resolution.

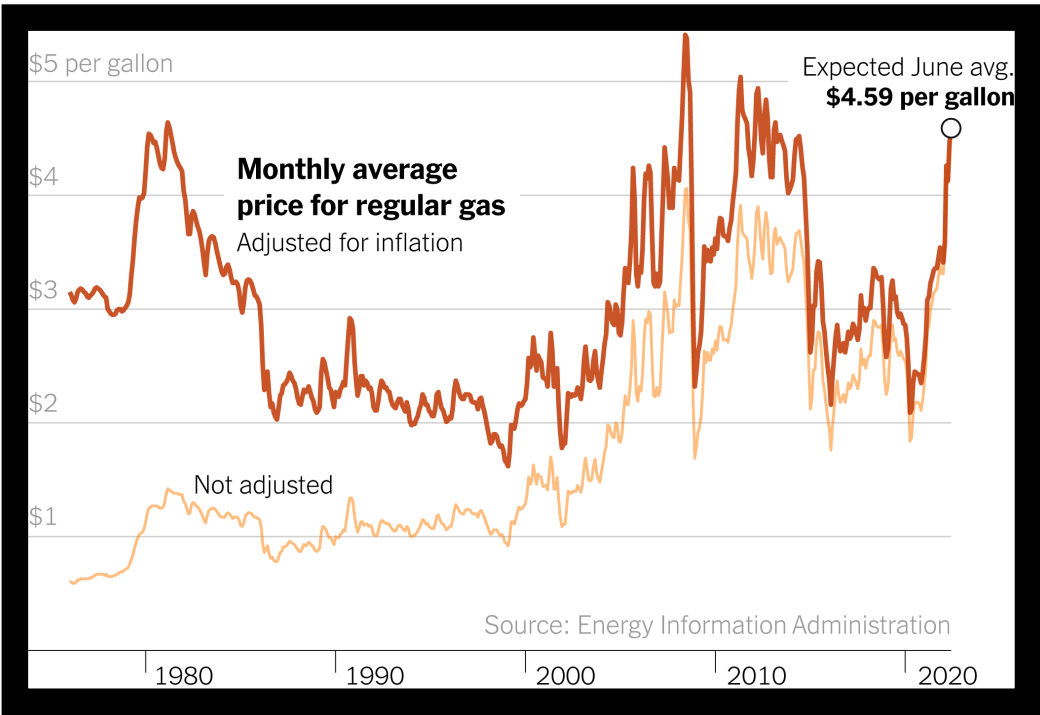
Fair Amendment — Petition from the Fair and Recycling Coordinator to consider amendments to the Fair, Recycling and Parks Committee directive resolution.

Sheriff — In response to question from Supervisor Frank, and oversight on funding the Jail Shower project was designated for short-term borrowing vs. Jail assessment. This will free up \$10,000 from our borrowing.

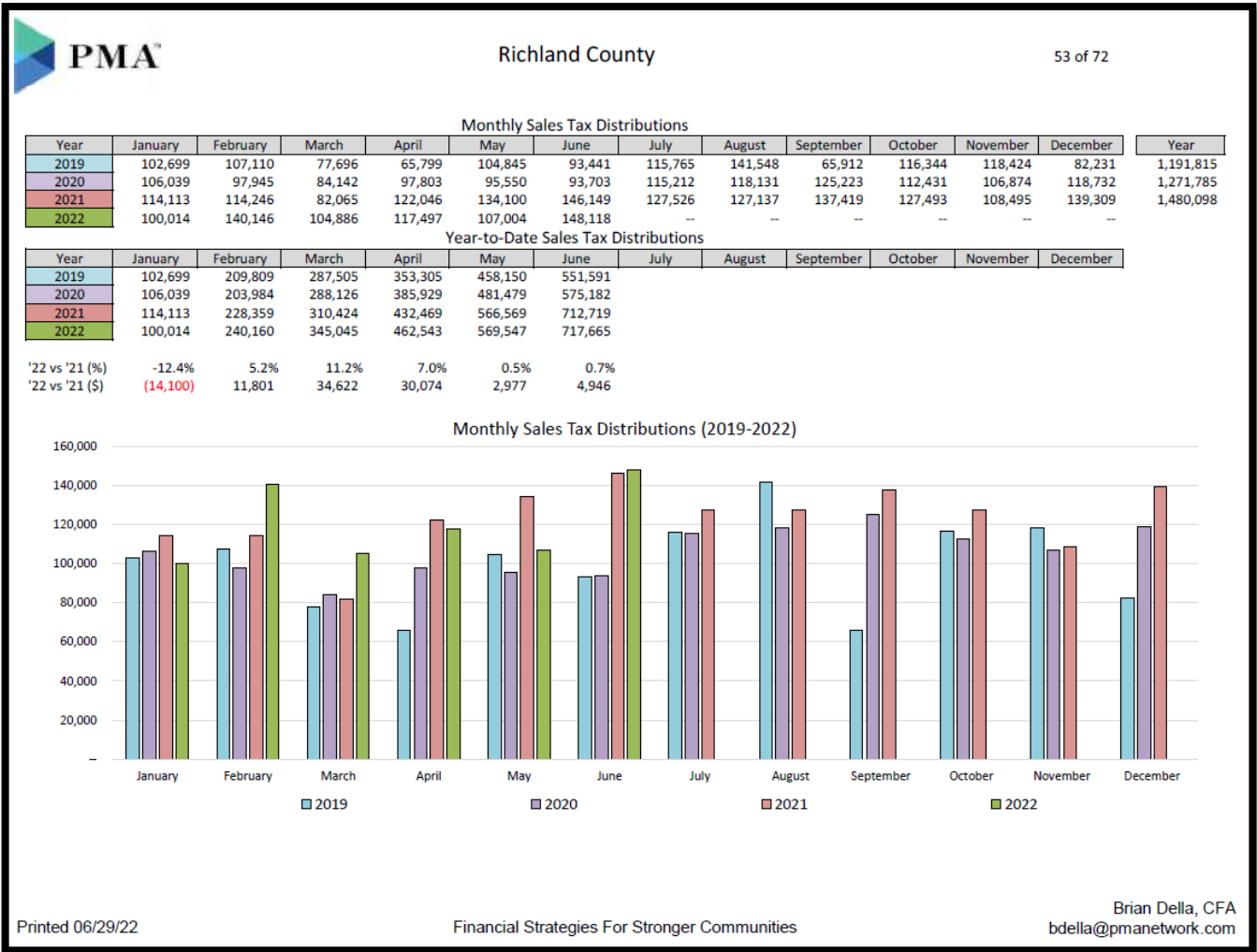
Sincerely,
Clinton Langreck
County Administrator

CC:

Referenced in consideration for estimates in section #4, 3.03



Referenced in consideration for estimates in section #6, 203.01



Richland County Committee

Agenda Item Cover

Agenda Item Name: Directive Resolutions

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 Aug 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	01 Aug 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

- 1) The committee took previous action to forward resolutions to the board for consideration. It would be appropriate for an action to “reconsider” prior to taking any action on the items advanced out of committee.
- 2) Motion to... (possibly amend) and (possibly advance to the county board for consideration)

Background: *(preferred one page or less with focus on options and decision points)*

The attached resolutions constitute a package of directives intended to help the county explore and solve financial problems moving into the 2024 budget and beyond.

Attachments and References:

15a City/County (changed to) Symons and RED – Directive Resolution	15f Joint Ambulance – Directive Resolution
15b Pine Valley and Child Support – Directive Resolution	15ff Joint Ambulance (Proposed Amendments) – Directive Resolution
15c Fair, Recycling and Parks – Directive Resolution	15g Various Standing –Directive Resolution
15d Education – Directive Resolution	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
X	Other funding Source	Impacts many budgets, pending amendments and adoption	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22 - __

A Resolution Notifying the Symons Natatorium and Richland Economic Development Department of Future Funding Reductions and Directing the City County Committee-Symons Natatorium Board and Richland Economic Development Board to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, by the Richland County Board of Supervisors that the Symons Natatorium and Richland Economic Development have been identified for possible future funding reductions, and

Be it further resolved, the Symons Natatorium Board and Richland Economic Development Board City County Committee ~~is are~~ tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Symons Natatorium and Richland Economic Development Departments respectfully; and

Be it further resolved, that the Symons Natatorium Board and Richland Economic Development Board City County Committee ~~is are~~ specifically tasked with the following:

Symons Natatorium Operations

- ~~1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.~~
- ~~2. Existing Model with No Levy — Develop a course of action, if possible, where ownership and operation of all grounds and property is retained by Richland County and Richland Center and services are provided through Richland County Staff, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~
- ~~3. Separation of ownership and operations with no levy — Develop a course of action, if possible, where ownership and of all grounds and property and services are transferred to a different~~

~~organization by sale and deed, and in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond~~

~~4. End Services — Develop a course of action, if legally possible, for the discontinuation of the services including: elimination of county funding, reassignment or release of county employees, changes in policies, and appropriation or liquidation of all assets, grounds, equipment and, facilities in the best interest of the county prior to January 1st 2024.~~

~~5. Develop a course of action, if possible, that may be a combination of elements above, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering 2024 and thereafter.~~

~~6.1. Communication — development should involve communications with both the Symons Natatorium Board and UW Campus regarding options and opportunities for future funding sources, and possible property transitions.~~

~~1. Encouraged to explore the transfer of Symons to a non-profit organization including research of similar non-profit models and return to the Finance & Personnel Committee with a report by October 31st 2022~~

Economic Development Operations

~~7. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.~~

~~8. Existing Model with No Levy — Develop a course of action, if possible, where ownership and operation of the Economic Development Department is retained by Richland County and Richland Center, and services are provided through Richland County staff, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~

~~9. Non-profit Model with No County Levy — Develop a course of action, if possible, where ownership and operation of the Economic Development Department is transferred to a nonprofit organization, and in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~

~~10. Develop a course of action, if possible, that may be a combination of elements or transfer of services, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering 2024 and thereafter.~~

~~11. Communication — development should involve communications with the Richland Economic Development Board regarding options and opportunities for future funding sources, and possible ownership transitions.~~

2. Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget and return to Finance and Personnel Committee with a report by 10/31/2022

~~Be it further resolved, that the City County Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and~~

~~Be it further resolved, that if the City County Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with:~~

~~12. Working with the City Administrator to dissolve partnered ownership of the natatorium and separate the county from ownership and operations to include: ending county ownership of natatorium operations, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county, and under the guidance of the Finance and Personnel Committee.~~

~~13. Working with the City Administrator to dissolve partnered ownership of the Richland Economic Development (RED) Department and separate the county from operations and expenses to include: ending county ownership of RED operations, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets in the best interest of the county, and under the guidance of the Finance and Personnel Committee.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Directing the Pine Valley and Child Support Standing Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, the Pine Valley and Child Support Standing Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Community Village and

Be it further resolved, that the Pine Valley and Child Support Standing Committee is specifically tasked with the following:

Pine Valley and Child Support Operations

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Contract Services for the Community Village— Explore and develop a course of action, if possible, where operations of healthcare, administration, IT, medical equipment and maintenance services are contracted out, and ownership of all grounds and buildings remain under Richland County. Such potential lease/operations agreement should include a guaranteed lease revenue to the county, reduced operations risk, and a defined future sale of buildings and grounds.

Be it further resolved, that the Pine Valley and Child Support Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

~~**Be it further resolved**, that if the Pine Valley and Child Support Standing Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with developing and making recommendations of specified tasks above.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Notifying the Fair and Recycling Coordinator and Parks Commission of Future Funding Reductions and Directing the Richland County Fair, Recycling and Parks Standing Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, by the Richland County Board of Supervisors that the Fair and Recycling Operations and Parks and Trails Operations have been identified for future funding reductions, and

Be it further resolved, the Richland County Fair, Recycling and Parks Standing Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Fair Grounds Recycling Center and County Parks and Trails; and

Be it further resolved, that the Richland County Fair, Recycling and Parks Standing Committee is specifically tasked with the following:

Regarding Fair Operations

- ~~1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.~~
- ~~2. Existing Model with No Levy — Develop a course of action, if possible, where ownership and operation of all grounds and property is retained by Richland County and services are provided through Richland staff, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~
- ~~3. Transfer Operations with No Levy — Develop a course of action, if possible, where ownership and of all grounds and property is retained by Richland County and services are provided through a different organization, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~

- ~~4. Separation of ownership and operations with no levy — Develop a course of action, if possible, where ownership and of all grounds and property and services are transferred to a different organization by sale and deed, and in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~
- ~~5. End Services — Develop a course of action, if legally possible, for the discontinuation of the services including: elimination of county funding, reassignment or release of county employees, changes in policies, and appropriation or liquidation of all assets, grounds, equipment and, facilities in the best interest of the county prior to January 1st 2024.~~
- ~~6. Develop a course of action, if possible, that may be a combination of elements above, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering 2024 and thereafter.~~
1. To explore transfer of the fairgrounds to a nonprofit agricultural society putting research on peer counties with a non-profit, fair model and return to Finance and Personnel by 11/30/22 with a report

~~Regarding Recycling Operations~~

- ~~7. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.~~
- ~~8. Existing Model with No Levy — Develop a course of action, if possible, where ownership and operation of the recycling program is retained by Richland County and services are provided through Richland staff, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~
- ~~9. Develop a course of action, if possible, that may be a combination of elements or transfer of services, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering 2024 and thereafter.~~

~~Regarding Parks Operations~~

- ~~10. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.~~
- ~~11. Existing Model with No Levy — Develop a course of action, if possible, where ownership and operation of all grounds and property is retained by Richland County and services are provided through Richland staff, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond.~~

- ~~12. Separation of ownership and operations with no levy — Develop a course of action, if possible, where ownership and of all trails, parks and services are transferred to a different organization by sale and deed, and in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond~~
- ~~13. End Services — Develop a course of action, if legally possible, for the discontinuation of the services including: elimination of county funding, reassignment or release of county employees, changes in policies, and appropriation or liquidation of all assets, grounds, equipment and, facilities in the best interest of the county prior to January 1st 2024.~~
- ~~14. Develop a course of action, if possible, that may be a combination of elements above, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering 2024 and thereafter.~~

~~**Be it further resolved**, that the Richland County Fair, Recycling and Parks Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and~~

~~**Be it further resolved**, that if the Richland County Fair, Recycling and Parks Standing Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with:~~

- ~~15. Dissolving or separating from county fair operations to include: ending county ownership of fairground operations, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county, and under the guidance of the Finance and Personnel Committee.~~
- ~~16. Separation or reassignment of Recycling Operations effective January 1st 2024 to include the elimination of all county funding, releasing or reassigning county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county and under the guidance of the Finance and Personnel Committee.~~
- ~~17. Dissolving or separating from county parks and trails operations to include: ending county ownership of parks and trails operations, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county, and under the guidance of the Finance and Personnel Committee.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Notifying the UW Platteville-Richland Leadership, UW Extension Office and Food Services of Future Funding Reductions and Directing the Richland County Education Standing Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, by the Richland County Board of Supervisors that the University of Wisconsin Extension Office, Food Services and partners in the UW Platteville-Richland have been identified for future funding reductions, and

Be it further resolved, the Richland County Education Standing Committee is tasked to work in conjunction with county administration, supporting staff, UW Platteville-Richland and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the UW Extension Office, Food Services and UW Platteville-Richland; and

Be it further resolved, that the Education Standing Committee is specifically tasked with the following:

Regarding the UW Campus

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Existing Agreement with No Levy — Develop a course of action, if possible, where ownership of all grounds and property is retained by Richland County and services are provided through UW Platteville-Richland, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2025 and beyond.
3. Amend Agreement, Reduced UW Footprint with No Levy — Develop a course of action, where UW Platteville-Richland operates with occupancy of fewer buildings, and all other property, buildings and grounds are sold, leased, or rented by the county as necessary to generate revenues for maintenance of all current campus buildings and grounds retained by the County, where no foreseeable county levy dollars are needed for any future operations or capital expenditures entering

into 2025 and beyond. This course of action should also include consideration future services and location for UW Extension Office staff and Food Service Staff.

4. Amend Agreement, End Services — Develop a course of action, if legally possible, for the discontinuation of the existing agreement with the UW Board of Regents including: elimination of county funding and appropriation or liquidation of all assets, grounds, equipment and facilities in the best interest of the county.
5. Develop a course of action, if possible, that may be a combination of elements above, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures after 2024.
6. Explore the return of recruiting and admission from the UW Platteville Campus to the UW Richland Campus and
7. 7) Explore a dollar for dollar match by UW Richland Foundation for capital project, not to exceed \$100,000 year in exchange for the County committing to continue to allocate a minimum of \$20,000 a year for insurance and \$100,000 for capital maintenance projects.

Regarding the Food Services

- ~~6.8.~~ Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
- ~~7.9.~~ Existing Model with No Levy — Develop a course of action, if possible, where services are provided to UW Platteville-Richland, Nutrition Program and community, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond. Consideration must also be given to future maintenance and ownership of the Coppertop Building.
- ~~8.10.~~ Develop a course of action, for the discontinuation of the existing services including: elimination of county funding, reassignment or separation of existing staff, necessary changes in policy, and appropriation or liquidation of all assets, grounds, equipment and facilities in the best interest of the county.

Regarding the UW Extension Office

- ~~9.11.~~ Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.

~~10.12.~~ Service Reduction — Develop a course of action, for prioritizing services to operate at a \$100,000 levy by 2024 and \$75,000 levy by 2026.

Be it further resolved that the Education Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

~~Be it further resolved that if the Education Standing Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with:~~

- ~~1. Working with UW Platteville Richland Leadership to dissolve the current agreement with the Board of Regents effective June 1st 2025 to include: ending educational services, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county and under the guidance of the Finance and Personnel Committee.~~
- ~~2. Dissolve Food Service Operations effective January 1st 2024 to include the elimination of all county funding, releasing or reassigning county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county and under the guidance of the Finance and Personnel Committee.~~
- ~~3. Reducing UW Extension Office county levy to \$75,000 by 2024.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Directing the Land and Zoning Standing Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, the Land and Zoning Standing Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Land Conservation, Zoning and Register of Deeds and

Be it further resolved, that the Land and Zoning Standing Committee is specifically tasked with the following:

Regarding Services Provided through Land Conservation, Zoning and Register of Deeds

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$50,000 entering into 2024 and the same sustained reduction beyond. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Be it further resolved, that the Land and Zoning Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

~~**Be it further resolved**, that if the Land and Zoning Standing Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked with imposing the levy expenditure restrictions under the guidance of the Finance and Personnel Committee.~~

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Directing the Joint Ambulance Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, the Joint Ambulance Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Ambulance and

Be it further resolved, that the Joint Ambulance Committee is specifically tasked with the following:

Ambulance Operations

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Zero Levy for Operations and Capital Expenditures — Develop a course of action, if possible, where operations of services, ownership and maintenance of all grounds buildings and equipment remain under Richland County but in which no foreseeable operational levy is required entering in to 2024 and beyond. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, for implementation in 01 Jan 2024.
3. Utilization of levy exemption — Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services remain under Richland County but in which levy exemption may be utilized to fund additional operational, capital and emergency dispatch expenditures. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, coordination with the Sheriff's Department and the Public Safety Committee regarding dispatch expenses, for implementation in 01 Jan 2024.

4. Autonomous Operation— Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services no longer under Richland County. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, and transition plan and timeline to operate autonomous on 01 Jan 2024.

Be it further resolved, that the Joint Ambulance Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

~~**Be it further resolved**, that if the Joint Ambulance Committee is unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked dissolving or separating from ambulance service operations to include: ending county ownership of ambulance operations, the elimination of all county funding, releasing or reassigning any county staff, preparing necessary policy changes, and appropriating or liquidating assets, grounds, equipment and facilities in the best interest of the county, and under the guidance of the Finance and Personnel Committee.~~

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Directing the Joint Ambulance Committee to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, the Joint Ambulance Committee is tasked to work in conjunction with county administration, supporting staff, and community partners to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Ambulance and

Be it further resolved, that the Joint Ambulance Committee is specifically tasked with the following:

Ambulance Operations

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Zero Levy for Operations and Capital Expenditures — Develop a course of action, if possible, where operations of services, ownership and maintenance of all grounds buildings and equipment remain under Richland County but in which no foreseeable operational levy is required entering in to 2024 and beyond. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, for implementation no later than 01 Jan 2026.
3. Utilization of levy exemption — Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services remain under Richland County but in which levy exemption may be utilized to fund additional operational, capital and emergency dispatch expenditures. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, coordination with the Sheriff's Department and the Public Safety Committee regarding dispatch expenses, for implementation no later than 01 Jan 2026.
4. Autonomous Operation— Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services no longer under

Richland County. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, and transition plan and timeline to operate autonomous on 01 Jan 2026.

Be it further resolved, that the Joint Ambulance Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

Be it further resolved, that if the JAC recommends to proceed with option #4 above, the Richland County Administrator is tasked to work cooperatively with the participating municipalities, utilizing the JAC, to insure the orderly transition of ambulance operations to the successor of the JAC. Such transition shall be done in a manner and time frame so as not to disrupt the employees of the service or the provision of EMS to the participating municipalities and the Richland Hospital.

Any and all assets, including the Emergency Services Building, facility and grounds, equipment, vehicles, fixtures, furniture, financial accounts and supplies used in connection with the operation of the Richland County Ambulance Service, shall be transferred and conveyed to such successor of the JAC at no or nominal consideration. Employees of the Ambulance Service shall automatically be eligible for employment by the successor to the JAC; and

Be it further resolved, the JAC shall not request any tax levy dollars, for any ambulance service operations, for the fiscal year 2023 and beyond; and

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

RESOLUTION NO. 22 - __

A Resolution Directing the Various Richland County Standing Committees to Consider Services, Develop Options and Propose a Recommendation on Future Operations.

Whereas, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

Whereas, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

Whereas, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

Now therefore be it resolved, by the Richland County Board of Supervisors that the Various Departments and Services listed below have been identified for service consideration and possible future funding reductions, and

Be it further resolved, the Various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and

Be it further resolved, that the Health and Human Services and Veterans Standing Committee is specifically tasked with the following:

Regarding Services Provided through Health and Human Services and Veterans Services

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024 and the same sustained reduction beyond. These adjustments in levy expenditures must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Be it further resolved, that the Public Safety Standing Committee is specifically tasked with the following:

Regarding Services Provided through Sheriff's Office, Clerk of Courts Office, Corner's Office, District Attorney's Office, Register in Probates Office and Emergency Management

3. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
4. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024 and the same sustained reduction beyond. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Be it further resolved, that the Public Works Standing Committee is specifically tasked with the following:

Regarding Services Provided through Highway Department, Courthouse Maintenance and Management Information Systems

5. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
6. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024 and the same sustained reduction beyond. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Be it further resolved, that the Finance and Personnel Standing Committee is specifically tasked with the following:

Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

7. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
8. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$200,000 entering into 2024 and the same sustained reduction beyond. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Be it further resolved, that the Various Standing Committee Chairs, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the June 6th, 2023 Finance and Personnel Standing Committee Meeting; and

~~**Be it further resolved**, that if the Various Standing Committees are unable to complete these tasks and deliver a recommendation to the Finance and Personnel Standing Committee by the (matching date above) the Richland County Administrator is tasked to:~~

- ~~9. Develop courses of action, if possible, where departments and budgets under supervisions of committees listed above have a projected, levy operational expense reductions as specified above, entering into 2024 and the same sustained reduction beyond, under guidance of the Finance and Personnel Standing Committee.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED JULY 19th, 2022

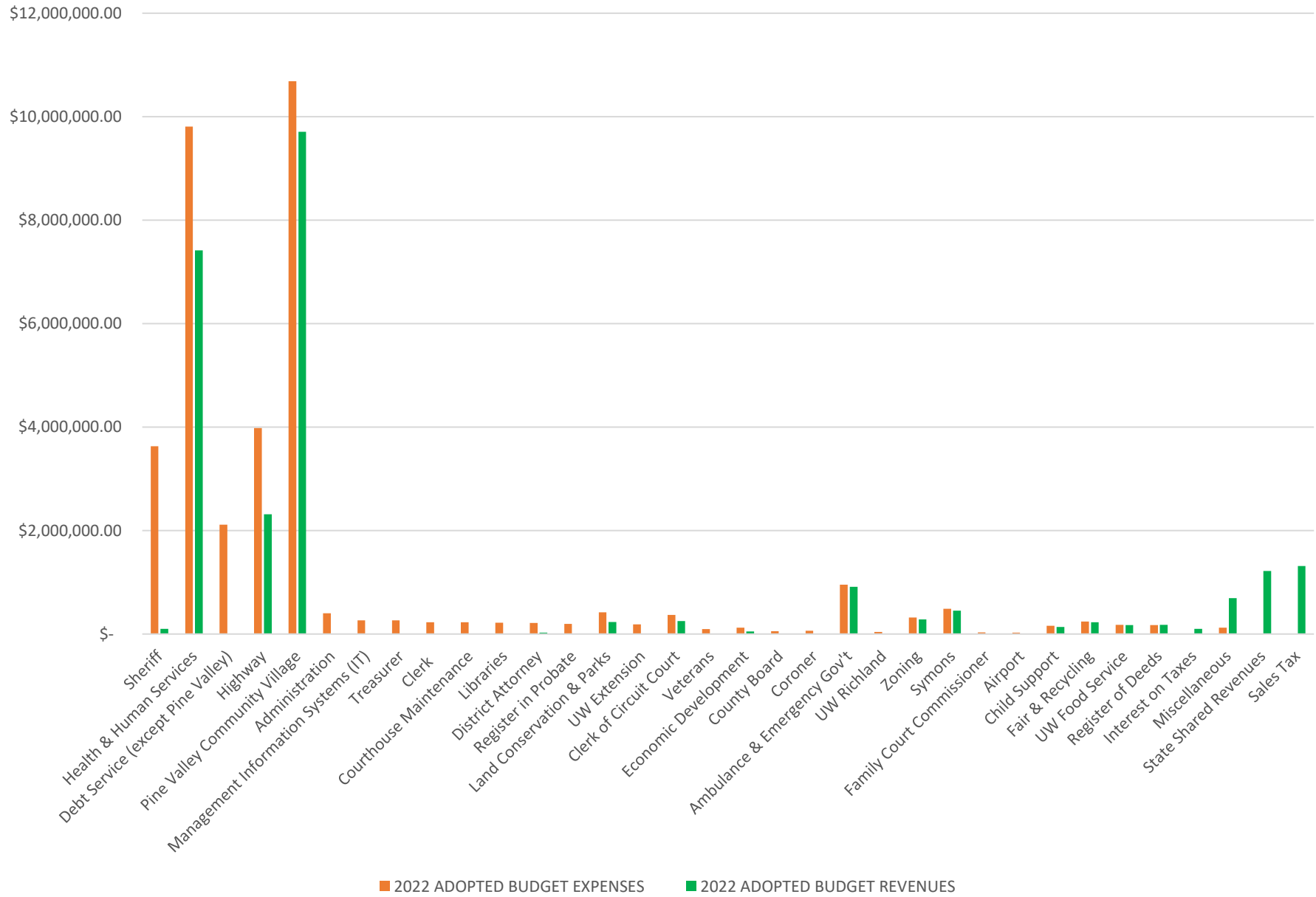
RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			

LEVY BY DEPARTMENT	2021			2022			
Department/Office	Expenditures 21	Revenues 21	Levy 21	Expenditures 22	Revenues 22	Levy 22	Change In Levy
AMBULANCE & EMERGENCY GOV'T							
Ambulance Service - Core Budget	876,204.55	876,204.55	0.00	836,204.55	836,204.55	0.00	0.00
Emergency Government	65,903.19	27,889.00	38,014.19	71,760.40	36,433.00	35,327.40	-2,686.79
Local Emergency Plannign Committee	24,559.80	15,285.79	9,274.01	40,992.46	33,673.66	7,318.80	-1,955.21
Ambulance Equipment & Training Outlay	5,249.70	5,249.70	0.00	5,249.70	5,249.70	0.00	0.00
AMBULANCE & EMERGENCY GOV'T TOTAL	971,917.24	924,629.04	47,288.20	954,207.11	911,560.91	42,646.20	-4,642.00
CHILD SUPPORT							
Child Support - Core Budget	170,662.75	158,904.00	11,758.75	157,495.90	138,908.66	18,587.24	6,828.49
CHILD SUPPORT TOTAL	170,662.75	158,904.00	11,758.75	157,495.90	138,908.66	18,587.24	6,828.49
CIRCUIT COURT							
Circuit Court - Core Budget	344,253.73	229,566.00	114,687.73	360,786.52	246,058.12	114,728.40	40.67
Court Mediation Service	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
Videoconferencing	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
CIRCUIT COURT TOTAL	353,253.73	234,566.00	118,687.73	369,786.52	251,058.12	118,728.40	40.67
REGISTER IN PROBATE							
Register in Probate - Core Budget	191,597.26	6,300.00	185,297.26	193,756.65	6,300.00	187,456.65	2,159.39
REGISTER IN PROBATE TOTAL	191,597.26	6,300.00	185,297.26	193,756.65	6,300.00	187,456.65	2,159.39
CORONER							
Coroner - Core Budget	55,850.00	10,000.00	45,850.00	61,850.00	10,000.00	51,850.00	6,000.00
CORONER TOTAL	55,850.00	10,000.00	45,850.00	61,850.00	10,000.00	51,850.00	6,000.00
CONTINGENCY FUND							
Contingency Fund	410,089.50	0.00	410,089.50	0.00	0.00	0.00	-410,089.50
CONTINGENCY FUND TOTAL	410,089.50	0.00	410,089.50	0.00	0.00	0.00	-410,089.50
COUNTY ADMINISTRATOR							
County Administrator - Core Budget	129,975.60	0.00	129,975.60	337,775.00	0.00	337,775.00	207,799.40
Corporation Counsel	61,731.76	0.00	61,731.76	61,731.76	0.00	61,731.76	0.00
COUNTY ADMINISTRATOR TOTAL	191,707.36	0.00	191,707.36	399,506.76	0.00	399,506.76	207,799.40
COUNTY BOARD							
County Board - Core Budget	60,000.00	0.00	60,000.00	55,856.00	0.00	55,856.00	-4,144.00
COUNTY BOARD TOTAL	60,000.00	0.00	60,000.00	55,856.00	0.00	55,856.00	-4,144.00
COUNTY CLERK							
County Clerk - Core Budget	326,788.42	520.00	326,268.42	195,305.44	540.00	194,765.44	-131,502.98
Elections	30,000.00	0.00	30,000.00	33,270.00	0.00	33,270.00	3,270.00
COUNTY CLERK TOTAL	356,788.42	520.00	356,268.42	228,575.44	540.00	228,035.44	-128,232.98
COUNTY TREASURER							
County Treasurer - Core Budget	163,956.43	1,100.00	162,856.43	172,455.58	1,100.00	171,355.58	8,499.15
Property Lister	84,986.17	0.00	84,986.17	91,219.35	0.00	91,219.35	6,233.18
COUNTY TREASURER TOTAL	248,942.60	1,100.00	247,842.60	263,674.93	1,100.00	262,574.93	14,732.33
COURTHOUSE							
Courthouse - Core Budget	212,976.79	0.00	212,976.79	206,636.17	0.00	206,636.17	-6,340.62
Courthouse Repair Outlay	20,000.00	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00
COURTHOUSE TOTAL	232,976.79	0.00	232,976.79	226,636.17	0.00	226,636.17	-6,340.62
DEBT SERVICE - GENERAL							
All Other Debt Payments Besides Pine Valley	2,160,679.36	0.00	2,160,679.36	2,112,551.67	0.00	2,112,551.67	-48,127.69
DEBT SERVICE - GENERAL TOTAL	2,160,679.36	0.00	2,160,679.36	2,112,551.67	0.00	2,112,551.67	-48,127.69
DISTRICT ATTORNEY							
District Attorney - Core Budget	131,742.40	20,000.00	111,742.40	215,819.69	25,000.00	190,819.69	79,077.29
DISTRICT ATTORNEY TOTAL	131,742.40	20,000.00	111,742.40	215,819.69	25,000.00	190,819.69	79,077.29
ECONOMIC DEVELOPMENT							
Economic Development - Core Budget	121,558.97	48,357.38	73,201.59	123,099.23	49,239.69	73,859.54	657.95
ECONOMIC DEVELOPMENT TOTAL	121,558.97	48,357.38	73,201.59	123,099.23	49,239.69	73,859.54	657.95
FAIR & RECYCLING							
County Fair - Core Budget	120,495.99	105,495.99	15,000.00	131,025.00	116,025.00	15,000.00	0.00
Fairground Donations	3,000.00	3,000.00	0.00	4,500.00	4,500.00	0.00	0.00
Solid Waste & Recycling Program - Core Budget	98,700.00	98,700.00	0.00	98,700.00	98,700.00	0.00	0.00
Clean Sweep Program	15,000.00	15,000.00	0.00	7,000.00	7,000.00	0.00	0.00
FAIR & RECYCLING TOTAL	237,195.99	222,195.99	15,000.00	241,225.00	226,225.00	15,000.00	0.00
FAMILY COURT COMMISSIONER							
Family Court Commissioner - Core Budget	29,553.19	0.00	29,553.19	29,533.19	0.00	29,533.19	-20.00
FAMILY COURT COMMISSIONER TOTAL	29,553.19	0.00	29,553.19	29,533.19	0.00	29,533.19	-20.00
GENERAL OPERATIONS - COUNTY							
General Operations - County	134,903.34	315,205.84	0.00	121,093.36	694,422.41	0.00	0.00
Libraries	204,363.97	0.00	0.00	217,605.50	0.00	0.00	0.00
Airport	20,199.00	0.00	0.00	27,555.15	0.00	0.00	0.00

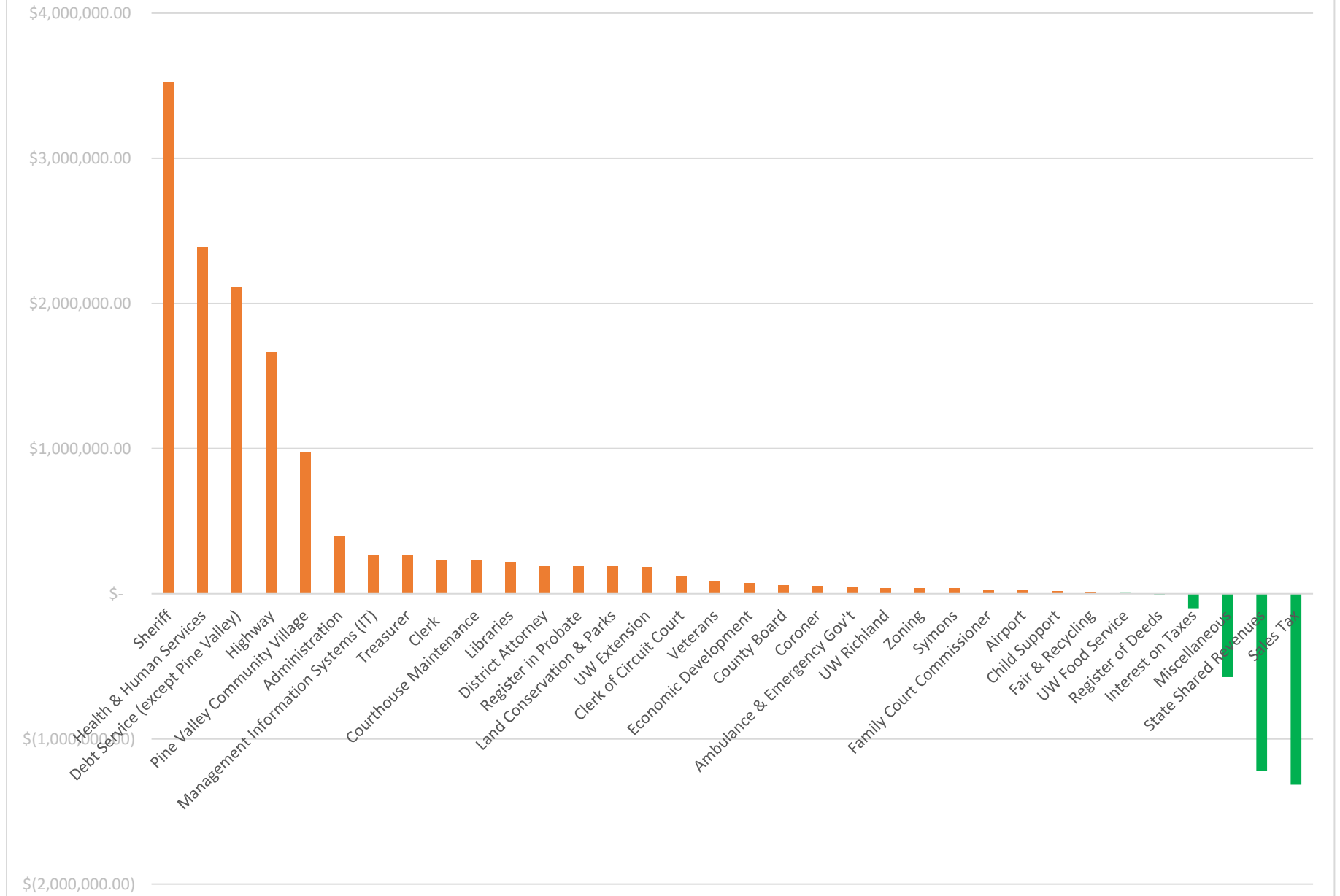
LEVY BY DEPARTMENT	2021			2022			
Department/Office	Expenditures 21	Revenues 21	Levy 21	Expenditures 22	Revenues 22	Levy 22	Change In Levy
County Sales Tax	0.00	1,250,000.00	0.00	0.00	1,315,000.00	0.00	0.00
State Shared Revenues	0.00	1,222,329.61	0.00	0.00	1,219,125.26	0.00	0.00
Interest on Taxes	0.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00
GENERAL OPERATIONS TOTAL	359,466.31	2,887,535.45	-2,528,069.14	366,254.01	3,328,547.67	-2,962,293.66	-434,224.52
HEALTH & HUMAN SERVICES							
Health & Human Services - Core Budget	5,964,844.92	5,208,360.67	756,484.25	7,391,435.70	6,555,679.81	835,755.89	79,271.64
Health Department	45,510.20	45,510.20	0.00	37,539.00	37,539.00	0.00	0.00
County Aging Unit	231,327.47	200,974.46	30,353.01	244,323.88	212,716.51	31,607.37	1,254.36
Nutrition Program	234,338.33	199,019.59	35,318.74	250,773.07	213,790.18	36,982.89	1,664.15
Resource Center	375,370.30	375,370.30	0.00	398,170.70	398,170.70	0.00	0.00
Adult Institutional Costs	482,278.00	0.00	482,278.00	785,000.00	0.00	785,000.00	302,722.00
Child Institutional Costs	527,341.00	0.00	527,341.00	700,000.00	0.00	700,000.00	172,659.00
HEALTH & HUMAN SERVICES TOTAL	7,861,010.22	6,029,235.22	1,831,775.00	9,807,242.35	7,417,896.20	2,389,346.15	557,571.15
HIGHWAY SERVICES							
Highway - Core Budget	3,835,661.86	2,172,161.86	1,663,500.00	3,980,076.40	2,316,576.40	1,663,500.00	0.00
HIGHWAY TOTAL	3,835,661.86	2,172,161.86	1,663,500.00	3,980,076.40	2,316,576.40	1,663,500.00	0.00
LAND CONSERVATION							
Land Conservation - Core Budget	166,947.73	57,292.84	109,654.89	160,990.37	23,975.37	137,015.00	27,360.11
Watershed Maintenance	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
Conservation Planner Technician	46,035.16	46,035.16	0.00	120,159.86	98,504.93	21,654.93	21,654.93
Wildlife Damage Management	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
Soil Conservation Costing Sharing	45,000.00	40,000.00	5,000.00	50,000.00	50,000.00	0.00	-5,000.00
Ash Creek Community Forest	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
Nursey Stock	900.00	900.00	0.00	900.00	900.00	0.00	0.00
Snowmobile Trails & Areas	40,000.00	40,000.00	0.00	42,390.00	42,390.00	0.00	0.00
County Parks	38,927.00	800.00	38,127.00	26,912.50	800.00	26,112.50	-12,014.50
LAND CONSERVATION TOTAL	356,809.89	202,028.00	154,781.89	420,352.73	233,570.30	186,782.43	32,000.54
MANAGEMENT INFORMATION SERVICES							
Management Information Services - Core Budget	264,917.33	0.00	264,917.33	265,239.90	0.00	265,239.90	322.57
MANAGEMENT INFORMATION SVCS. TOTAL	264,917.33	0.00	264,917.33	265,239.90	0.00	265,239.90	322.57
PINE VALLEY							
Pine Valley - Core Budget	9,890,311.00	10,232,311.00	-342,000.00	9,203,048.00	9,708,044.00	-504,996.00	-162,996.00
Pine Valley - Debt Services	1,480,812.50	0.00	1,480,812.50	1,481,012.50	0.00	1,481,012.50	200.00
PINE VALLEY TOTAL	11,371,123.50	10,232,311.00	1,138,812.50	10,684,060.50	9,708,044.00	976,016.50	-162,796.00
REGISTER OF DEEDS							
Regist of Deeds - Core Budget	163,184.68	130,000.00	33,184.68	172,621.15	176,627.00	-4,005.85	-37,190.53
REGISTER OF DEEDS TOTAL	163,184.68	130,000.00	33,184.68	172,621.15	176,627.00	-4,005.85	-37,190.53
SHERIFF							
Sheriff - Core Budgets	3,399,123.00	94,000.00	3,305,123.00	3,563,381.00	97,000.00	3,466,381.00	161,258.00
911 Outlay	50,000.00	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00
Animal Control - Dog License Fees	14,825.00	4,300.00	10,525.00	14,825.00	4,300.00	10,525.00	0.00
SHERIFF TOTAL	3,463,948.00	98,300.00	3,365,648.00	3,628,206.00	101,300.00	3,526,906.00	161,258.00
SYMONS RECREATION COMPLEX							
Symons- Core Budget	480,815.00	446,523.50	34,291.50	488,845.22	452,703.61	36,141.61	1,850.11
SYMONS TOTAL	480,815.00	446,523.50	34,291.50	488,845.22	452,703.61	36,141.61	1,850.11
UW EXTENSION							
UW-Extension- Core Budget	183,535.67	0.00	183,535.67	185,651.77	0.00	185,651.77	2,116.10
UW EXTENSION TOTAL	183,535.67	0.00	183,535.67	185,651.77	0.00	185,651.77	2,116.10
UW FOOD SERVICE							
UW Food Service- Core Budget	189,842.32	129,842.32	60,000.00	179,657.21	174,325.75	5,331.46	-54,668.54
UW FOOD SERVICE TOTAL	189,842.32	129,842.32	60,000.00	179,657.21	174,325.75	5,331.46	-54,668.54
UW RICHLAND OUTLAY							
UW Richland Outlay- Core Budget	60,000.00	0.00	60,000.00	40,000.00	0.00	40,000.00	-20,000.00
UW RICHLAND TOTAL	60,000.00	0.00	60,000.00	40,000.00	0.00	40,000.00	-20,000.00
VETERANS SERVICE							
Veterans Service- Core Budgets	110,973.76	8,500.00	102,473.76	96,862.66	8,500.00	88,362.66	-14,111.10
VETERANS SERVICE TOTAL	110,973.76	8,500.00	102,473.76	96,862.66	8,500.00	88,362.66	-14,111.10
ZONING							
Zoning - Core Budget	103,247.57	146,055.00	-42,807.43	185,161.32	152,405.00	32,756.32	75,563.75
Failing Septic Systems	0.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00
Land Records	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
Land Records Information Grant	75,000.00	205,000.00	-130,000.00	75,000.00	75,000.00	0.00	130,000.00
Surveyor	3,900.00	0.00	3,900.00	3,900.00	0.00	3,900.00	0.00
ZONING TOTAL	207,147.57	376,055.00	-168,907.43	319,061.32	282,405.00	36,656.32	205,563.75
TOTALS	34,832,951.67	24,339,064.76	10,493,886.91	36,267,705.48	25,820,428.31	10,447,277.17	-46,609.74

2022 Adopted Budget (sorted by most to least impact to the property tax levy)



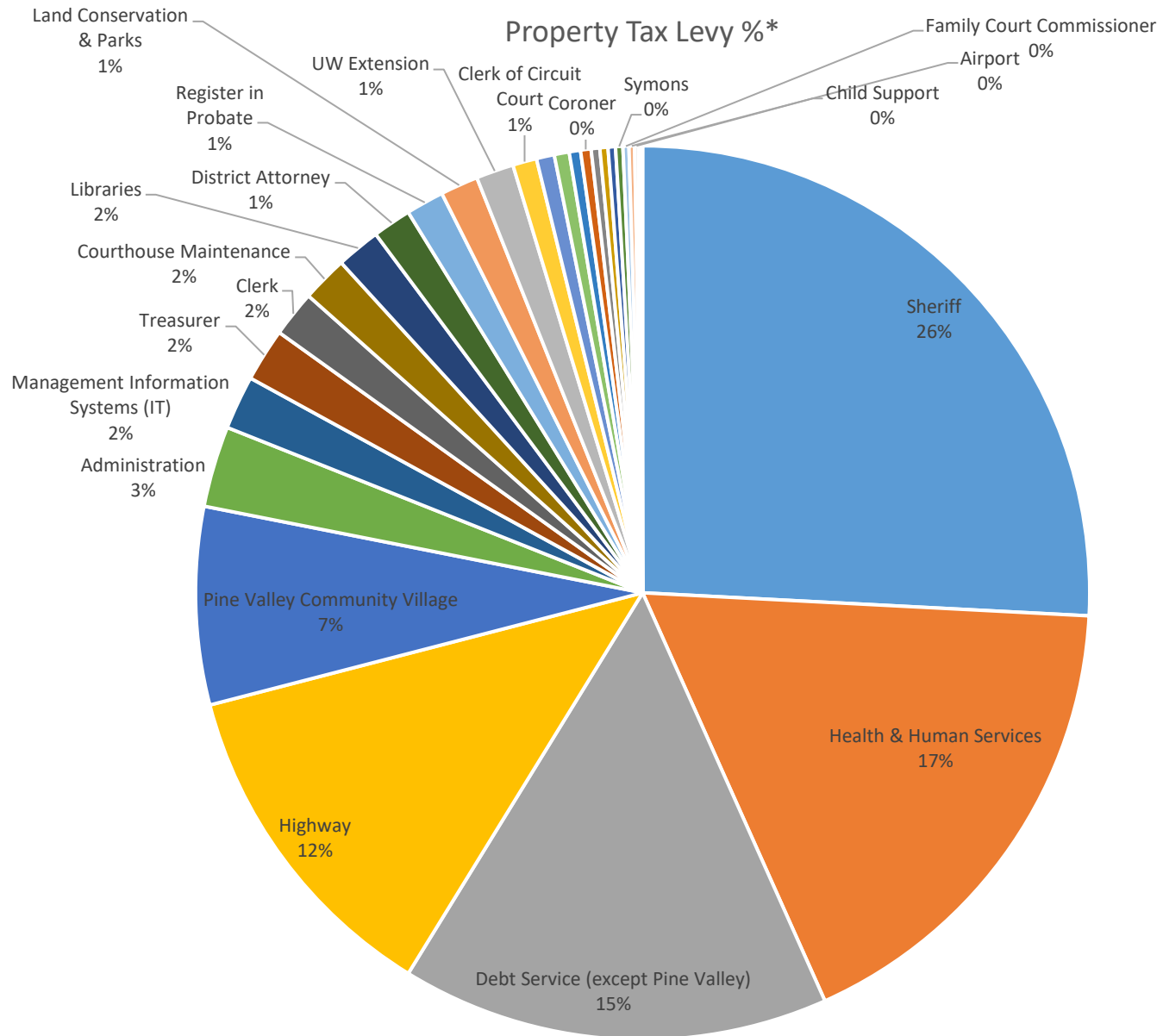
DEPARTMENT/CATEGORY	2022 ADOPTED BUDGET EXPENSES	2022 ADOPTED BUDGET REVENUES	2022 PROPERTY TAX LEVY
Sheriff	\$ 3,628,206.00	101,300.00	\$ 3,526,906.00
Health & Human Services	\$ 9,807,242.35	7,417,896.20	\$ 2,389,346.15
Debt Service (except Pine Valley)	\$ 2,112,551.67	0.00	\$ 2,112,551.67
Highway	\$ 3,980,076.40	2,316,576.40	\$ 1,663,500.00
Pine Valley Community Village	\$ 10,684,060.50	9,708,044.00	\$ 976,016.50
Administration	\$ 399,506.76	0.00	\$ 399,506.76
Management Information Systems	\$ 265,239.90	0.00	\$ 265,239.90
Treasurer	\$ 263,674.93	1,100.00	\$ 262,574.93
Clerk	\$ 228,575.44	540.00	\$ 228,035.44
Courthouse Maintenance	\$ 226,636.17	0.00	\$ 226,636.17
Libraries	\$ 217,605.50	0.00	\$ 217,605.50
District Attorney	\$ 215,819.69	25,000.00	\$ 190,819.69
Register in Probate	\$ 193,756.65	6,300.00	\$ 187,456.65
Land Conservation & Parks	\$ 420,352.73	233,570.30	\$ 186,782.43
UW Extension	\$ 185,651.77	0.00	\$ 185,651.77
Clerk of Circuit Court	\$ 369,786.52	251,058.12	\$ 118,728.40
Veterans	\$ 96,862.66	8,500.00	\$ 88,362.66
Economic Development	\$ 123,099.23	49,239.69	\$ 73,859.54
County Board	\$ 55,856.00	0.00	\$ 55,856.00
Coroner	\$ 61,850.00	10,000.00	\$ 51,850.00
Ambulance & Emergency Gov't	\$ 954,207.11	911,560.91	\$ 42,646.20
UW Richland	\$ 40,000.00	0.00	\$ 40,000.00
Zoning	\$ 319,061.32	282,405.00	\$ 36,656.32
Symons	\$ 488,845.22	452,703.61	\$ 36,141.61
Family Court Commissioner	\$ 29,533.19	0.00	\$ 29,533.19
Airport	\$ 27,555.15	0.00	\$ 27,555.15
Child Support	\$ 157,495.90	138,908.66	\$ 18,587.24
Fair & Recycling	\$ 241,225.00	226,225.00	\$ 15,000.00
UW Food Service	\$ 179,657.21	174,325.75	\$ 5,331.46
Register of Deeds	\$ 172,621.15	176,627.00	\$ (4,005.85)
Interest on Taxes	\$ -	100,000.00	\$ (100,000.00)
Miscellaneous	\$ 121,093.36	694,422.41	\$ (573,329.05)
State Shared Revenues	\$ -	1,219,125.26	\$ (1,219,125.26)
Sales Tax	\$ -	1,315,000.00	\$ (1,315,000.00)
TOTAL	\$ 36,267,705.48	\$ 25,820,428.31	\$ 10,447,277.17

2022 PROPERTY TAX LEVY



Column Graph 2 Data

DEPARTMENT/CATEGORY	2022 ADOPTED PROPERTY TAX LEVY AMOUNT
Sheriff	\$ 3,526,906.00
Health & Human Services	\$ 2,389,346.15
Debt Service (except Pine Valley)	\$ 2,112,551.67
Highway	\$ 1,663,500.00
Pine Valley Community Village (inc. debt)	\$ 976,016.50
Admininstration	\$ 399,506.76
Management Information Systems (IT)	\$ 265,239.90
Treasurer	\$ 262,574.93
Clerk	\$ 228,035.44
Courthouse Maintenance	\$ 226,636.17
Libraries	\$ 217,605.50
District Attorney	\$ 190,819.69
Register in Probate	\$ 187,456.65
Land Conservation (inc. Parks)	\$ 186,782.43
UW Extension	\$ 185,651.77
Miscellaneous	\$ 121,093.36
Clerk of Circuit Court	\$ 118,728.40
Veterans	\$ 88,362.66
Economic Development	\$ 73,859.54
County Board	\$ 55,856.00
Coroner	\$ 51,850.00
Ambulance & Emergency Gov't	\$ 42,646.20
UW Richland	\$ 40,000.00
Zoning	\$ 36,656.32
Symons	\$ 36,141.61
Family Court Commissioner	\$ 29,533.19
Airport	\$ 27,555.15
Child Support	\$ 18,587.24
Fair	\$ 15,000.00
UW Food Service	\$ 5,331.46
Register of Deeds	\$ (4,005.85)
Interest	\$ (100,000.00)
Miscellaneous	\$ (694,422.41)
State Shared Revenue	\$ (1,219,125.26)
Sales Tax (0.5%)	\$ (1,315,000.00)
Property Tax Levy	\$ 10,447,277.17



* Select departments/categories were omitted for better legibility

Pie Chart Data

DEPARTMENT/CATEGORY	2022 PROPERTY TAX LEVY	PERCENTAGE
Sheriff	\$ 3,526,906.00	25.8%
Health & Human Services	\$ 2,389,346.15	17.5%
Debt Service (except Pine Valley)	\$ 2,112,551.67	15.5%
Highway	\$ 1,663,500.00	12.2%
Pine Valley Community Village	\$ 976,016.50	7.1%
Administration	\$ 399,506.76	2.9%
Management Information Systems (IT)	\$ 265,239.90	1.9%
Treasurer	\$ 262,574.93	1.9%
Clerk	\$ 228,035.44	1.7%
Courthouse Maintenance	\$ 226,636.17	1.7%
Libraries	\$ 217,605.50	1.6%
District Attorney	\$ 190,819.69	1.4%
Register in Probate	\$ 187,456.65	1.4%
Land Conservation & Parks	\$ 186,782.43	1.4%
UW Extension	\$ 185,651.77	1.4%
Clerk of Circuit Court	\$ 118,728.40	0.9%
Veterans	\$ 88,362.66	0.6%
Economic Development	\$ 73,859.54	0.5%
County Board	\$ 55,856.00	0.4%
Coroner	\$ 51,850.00	0.4%
Ambulance & Emergency Gov't	\$ 42,646.20	0.3%
UW Richland	\$ 40,000.00	0.3%
Zoning	\$ 36,656.32	0.3%
Symons	\$ 36,141.61	0.3%
Family Court Commissioner	\$ 29,533.19	0.2%
Airport	\$ 27,555.15	0.2%
Child Support	\$ 18,587.24	0.1%
Fair & Recycling	\$ 15,000.00	0.1%
UW Food Service	\$ 5,331.46	0.0%
Total*	\$ 13,658,737.33	100%
<i>*Revenues offsetting the levy were omitted to illustrate the levy in a pie chart.</i>		

Richland County Full Time + Contract Staff Authorized by County Board *

