

## **Executive Summary**

### **2017 Department Annual Reports**

The mission of Sheboygan County is to provide courteous, responsive, efficient and effective services to those we serve. Our vision is to be recognized as a leader of responsive and cost-effective local government. Annual goals and objectives were established for each department and the County as a whole, and actively pursued throughout the year.

As the Chief Administrative Officer of Sheboygan County, the *County Administrator* provides executive management and oversees all operations of Sheboygan County government. This includes supervising Department Heads, developing and executing the annual budget, recommending organizational changes, ensuring policies enacted by the County Board are carried out, and assuring fiscal and program accountability of services to the taxpayers of Sheboygan County.

The County Administrator led a successful 2018 budget process during 2017 that included:

- Increasing the levy by 1.38%, which on average has increased less than 1% per year over the last decade
- Funding to complete the Transportation Complex, which consolidated three highway facilities into one
- Funding for the Drug and Alcohol Treatment Court and non-hospital based detoxification services for people struggling with heroin and other drug addictions
- Continuation of the 1/2 percent county sales tax and revenue sharing program in order to maintain a safe and reliable county transportation system, reduce borrowing, provide property tax relief, and share some of the revenue with local municipalities
- Emergency Medical Dispatch Training
- An Information Technology Disaster Recovery System
- Support for security enhancements to the Courthouse entrance
- Continued support for the Sheboygan County Economic Development Corporation
- Ongoing development of the Amsterdam Dunes Wetland Mitigation Bank and Preservation Area
- Significant Capital Projects including reconstruction and resurfacing at the airport and remodeling to the UW-Sheboygan Fine Arts Theatre

The \$149 million budget supports 19 departments, 825 employees, hundreds of contracted service providers and more than 200 programs and services. The County's tax levy *rate* decreased from \$5.65 in 2017 to \$5.45 in 2018, and the County continues to maintain an excellent bond rating. Due to ongoing streamlining, continuing consolidation, establishing priorities, and hardworking employees, our total payroll is less today than it was 10 years ago.

Though there is always room for improvement, ongoing challenges associated with State unfunded mandates, and competing demands to provide more services and property tax relief, Sheboygan County continues to be a leader of providing responsive and cost-effective local government. We have a team and track record we can take pride in.

The ***Building Services*** Department maintains and improves the physical plant and supporting equipment, conducts ongoing maintenance, and performs custodial responsibilities for 20 buildings (489,000 square feet) in six geographic areas of the county. The department had an active role in the oversight of the new Transportation Complex and completed phase 3 of the combined dispatch center in 2017. Also, the Building Services Department has been involved in the Ad-Hoc Committee and design process for security enhancements at the Courthouse.

The ***Clerk of Courts*** Office provides support to the five Circuit Courts, including sending jury notifications, maintaining a record of all documents filed with the courts, and collecting the various fees, fines and forfeitures ordered by the court or specified by law. In 2017 the office began e-filing which was a seamless transition after going paperless in 2016. Additionally, a new sound system was installed in all five courtrooms.

The law firm of Hopp, Neumann, Humke, LLP provides ***Corporation Counsel*** legal services to Sheboygan County. During 2017 Corporation Counsel prepared numerous resolutions and ordinances, reviewed contracts, and provided legal analysis and advice to the County Board, County Administrator and Department Heads. Attorney Buesing has announced his retirement plans and has been transitioning Corporation Counsel responsibilities to Attorney Crystal Fieber to help facilitate continuity in legal services.

The office of the ***County Clerk*** provides administrative support to the County Board including maintaining records for the Board and its committees, certifying that meetings are posted in compliance with the Open Meeting Law, and auditing the County Board expense sheets. The office administers elections and processes Passport applications, as well as marriage, domestic partnership, and dog licenses.

The primary role of the ***Court Commissioner*** is to aid and expedite the Sheboygan County Circuit Court system. Court Commissioners are attorneys appointed by the Circuit Court judges for the purpose of carrying out certain delegated duties to assist the courts. The Court Commissioner's Department manages a variety of work including conducting pre-trial paternity conferences or initial appearances, temporary and stipulated divorce hearings, mediation referrals, referrals to Remember the Children Program, bail hearings, initial appearances in ordinance cases, and weddings.

The mission of the office of the ***District Attorney*** is to prosecute all criminal offenses and non-criminal traffic and ordinance offenses occurring within the County on behalf of the State of Wisconsin. Additionally, the office assists law enforcement in its investigations and prosecutes a variety of juvenile matters. The Department's 2017 caseload included a total of 2,178 criminal cases and 1,829 non-criminal cases. Total cases prosecuted for the year were 4,007, a decrease of 32 cases from 2016. The office received 4,825 referrals from law enforcement and related agencies. Each referral was reviewed by one of the prosecutors to determine what, if any, action was necessary.

The ***Finance*** Department's mission is to effectively and efficiently safeguard and account for the County's financial resources and to provide financial services in support of all County departments. Significant goals and objectives achieved in 2017 included successful completion

of the 2018 budget process, continuation of an agreement with the City of Sheboygan to share the services of the County Purchasing Agent, development of a 5-year Capital Plan, and preparation of the County's Comprehensive Financial Annual Report. For the 4<sup>th</sup> consecutive year, the County received the Certificate of Achievement for Excellence in Financial Reporting.

The ***Health and Human Services*** (HHS) Department's mission is to improve the quality of life and self-sufficiency of Sheboygan County residents. The Divisions of Community Programs and Elder Services, Economic Support, Public Health, and Social Services collectively provide a broad array of services ranging from community based services for mental illness and developmentally disabled treatment, senior centers, hotel and restaurant inspection, drug abuse assessment and prenatal care to child protective services and job placements. During 2017, detoxification and recovery services were developed for parents struggling with addiction, financial assistance was provided to hire an additional Assistant District Attorney dedicated to child welfare, and Public Health staff led an initiative directed at achieving responsible alcohol and drug use, improving community mental health, and addressing chronic health conditions.

The mission of the ***Human Resources*** Department is to create an environment that promotes positive employee relations, encourages equal opportunity and provides quality customer service. The Department's responsibilities include administering employee benefits and developing personnel policies and procedures. In addition, professional development training, recognition, recruitment, succession planning, wellness, and safety remain priorities for the department. A significant endeavor last year for the Human Resources Department was sponsoring an all employee engagement survey and all staff meetings to discuss the results and action plans.

***Information Technology*** (IT) partners with and supports all other County departments, providing technical expertise and project management oversight. During 2017, IT was involved in providing technical leadership for the Courthouse Security project, completing the disaster recovery site at the Detention Center, and providing technical leadership for the deployment of wireless voting and audio in the County Board chambers.

The ***Medical Examiner*** is on call 24 hours per day, 365 days each year and investigates deaths in Sheboygan County as required by Wisconsin Statutes. It is the mission of the Medical Examiner's Office to provide professional death investigations to make a determination into the cause and manner of death. The Medical Examiner's investigations include homicides; suicides; deaths following an accident or injury; deaths due to poisoning; deaths following abortion; deaths involving a motor vehicle; snowmobile, all-terrain vehicle or boat; deaths with no physician in attendance in the past 30 days; deaths of a correctional inmate; deaths when after a reasonable time a physician cannot or will not sign the death certificate or in an emergency situation; and deaths with unexplained, unusual or suspicious circumstances.

The ***Planning & Conservation*** Department is committed to providing the public with information and knowledge on environmental issues that affect our community, and protecting and enhancing our County's natural resources and recreational facilities. In 2017 the Planning & Conservation Department installed the State's first phosphorus-reducing filter bed, completed the design for the utility corridor pathway, ongoing planning and implementation at Amsterdam

Dunes, and continued to facilitate economic development through the Property Assessed Clean Energy (PACE) financing and brownfield assessments.

The **Register of Deeds** Office is the primary source of legal documents which affect virtually every Sheboygan County citizen. The Register of Deeds is responsible for recording and providing a variety of legal documents to the public including birth, marriage and death certificates, real estate ownership, military records, probate instruments and business documents such as corporate filings. Recorded land records are the basis of the real estate property taxes. The land records in the Register of Deeds office represent \$8.7 billion in real estate within the borders of Sheboygan County.

**Rocky Knoll Health Care Center** offers a full range of services including short-term rehabilitation, outpatient therapy, traditional long-term care and specialized care for the chronically mentally ill. Under new leadership, Rocky Knoll had another very successful year exceeding expectations, regaining a 5-star rating, partnering with the Transportation Department for shared services for the new highway facility, and ending the year with a positive budget variance.

The **Sheriff's** Department responsibilities include keeping the peace, enforcing the law, administering the jail and providing bailiffs for the Circuit Courts. During 2017 there were nearly 12,572 traffic citations and warnings, and in total, 3,866 adults and juveniles were arrested. On average, the Detention Center housed 323 adult and 13 juvenile inmates each day. The Sheriff's Department partnered with the Aurora Foundation and Acuity Insurance to launch Emergency Medical Dispatch.

The **Transportation** Department's **Highway Division** maintains 450 miles of Sheboygan County Trunk Highways, 170 miles of State Trunk and Interstate Highways and 465 miles of local township roads, which equates to a total of 2,169 lane-miles of maintenance responsibility. It's mission is to provide safe and reliable transportation – today and tomorrow. Major operations include gravel crushing, blacktop production, grading, bridge maintenance and inspection, roadway marking and signing, and snow removal. In addition, the department performs concrete work, pipe replacements, drainage improvements, engineering services, equipment repair, project consultation, road building and paving. Construction of a new facility, which is consolidating 3 highway sheds into 1, began this year with a planned completion date in May 2018.

The **Transportation** Department's **Airport Division** is responsible for the development, maintenance and operation of the airport's over 1,094 acres of airside and landside infrastructure. The enhancement and implementation of long-range project planning allows the airport to qualify for project funding aids under the Federal Aviation Trust Fund which offset 80%-97.5% of capital project costs. The airport is capable of handling transcontinental range jet aircraft. The airport grounds are well maintained for use 24 hours per day, 365 days each year with approximately 38,000 arrival flight operations each year. The Sheboygan County Memorial Airport ranks #7 out of Wisconsin's 16 largest general aviation corporate/transport category airports.

The **Treasurer's Office** collects delinquent and second installment real estate tax payments for all 28 municipalities; and provides support for all 28 municipalities during the first installment

tax collection period. There were 56,888 tax bills printed for the 2017 tax year. Tax rolls are maintained in a central file that is open to the public and consulted daily by representatives from real estate companies, title insurance and financial companies, and the general public. Additionally, the Treasurer is the Real Property Lister and is responsible for maintaining accurate ownership and description information of parcels including parcel numbers, owner names, legal descriptions, mailing addresses, number of acres, school districts, and special purpose districts.

The *UW-Extension* Office's mission is to help the residents of Sheboygan County apply university research, knowledge, and resources to meet their educational needs wherever they live and work. The UW-Extension is the local source of information for the University of Wisconsin system. The professional staff are University educators (faculty and academic staff) jointly employed by Sheboygan County, the State of Wisconsin and the United States Department of Agriculture. The Department provides educational programming in four broad program areas: Agriculture and Natural Resources; Community, Natural Resource and Economic Development; 4-H Youth Development; and Family Living Education.

The mission of the *Veterans Service* Department is "To Serve Those Who Served." The office provides access to local, state and federal benefit programs designed specifically for former members of the U.S. Armed Forces, their qualified survivors and dependents. The Department's client base consists of over 8,900 veterans and their families from World War II, Korea, Vietnam, 1st Gulf War, Operation Enduring/Iraqi Freedom, Cold War, Peacetime, and the continuing War on Terrorism. In addition, the Veterans Service Department serves qualified survivors and dependents of disabled and/or deceased veterans.