

Executive Summary

2016 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. To this end, annual goals and objectives were established for Departments and the County as a whole and actively pursued.

As the Chief Administrative Officer of Sheboygan County, the *County Administrator* provides executive management and oversight to all operations of Sheboygan County government. This includes supervising department heads, developing and executing the annual budget, recommending organizational changes, assuring 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 2017 budget process during 2016 that included:

- A 1.03% levy decrease, representing the 5th property tax levy decrease in the least ten years.
- Funding for a new Transportation Complex to consolidate three highway facilities into one.
- Funding for a drug and alcohol treatment court and non-hospital based detoxification services for people struggling with heroin and other drug addictions.
- Implementing a one-half 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.
- Funding 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 nearly \$2 million in airport reconstruction.

The \$146 million budget supports 19 departments, 835 employees, hundreds of contracted service providers and more than 200 programs and services. The County's tax levy *rate* decreased from \$5.77 in 2016 to \$5.65, and the County continues to maintain an excellent bond rating. Due to ongoing streamlining, consolidation, establishing priorities, and employees' hard work, our total payroll is less today than it was ten 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.

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*The following is a high-end overview of each of the department's annual reports. Full reports are posted on each department's web page – look for the “[Annual Report](#)” link in the box with the department's contact information.*

The ***Building Services*** Department maintains and improves the physical plant and supporting equipment for Sheboygan County operations. In addition to the ongoing maintenance and custodial responsibilities for 20 buildings (489,000 square feet) in six geographic areas of the county, the Department had an active role in the design of the new Transportation Complex, Health & Human Services Administrative Suite, UW-Sheboygan's water main, and the new Taylor Park Pavilion. The Building Services Department was also involved in the Ad-Hoc Committee that recommended security enhancements at the Courthouse.

The ***Clerk of Courts*** Office provides support to the five Circuit Courts, including jury notification, 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 2016 the office went paperless, added printers to the courtrooms for in-court processing, and provided support for a new specialized court for drug and alcohol treatment. In addition, two new judges were appointed.

The law firm of Hopp, Neumann, Humke LLP provides legal counsel to Sheboygan County, and Attorney Carl Buesing has been the lead ***Corporation Counsel*** since 2000. Several other attorneys from the law firm also assist intermittently with County business. During 2016, Attorney Buesing prepared numerous resolutions, ordinances and reviewed contracts as well as provided legal analysis and advice to the County Board, County Administrator and Department Heads. Attorney Buesing has announced his retirement plans and is beginning to transition 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 also administered four elections during 2016, and processed Passport applications, 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. In 2016 the department began the transition to paperless filing.

The mission of the office of the ***District Attorney*** is to prosecute all crimes and non-criminal traffic and ordinance citations occurring within the County on behalf of the State of Wisconsin. The office also assists law enforcement in its investigations and prosecutes a variety of juvenile matters. The Department's 2016 caseload included a total of 2,210 criminal cases and 1,951 non-criminal cases. Total cases prosecuted for the year were 4,161, a

decrease of 63 from 2015. Referrals totaling 4,981 were received 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 2016 included successful completion of the 2017 budget process, continuing to maintain an agreement with the City of Sheboygan to share the services of the County Purchasing Agent, development of a 5-year Capital Plan, and preparing the County's Comprehensive Financial Annual Report. For the 3<sup>rd</sup> consecutive year, the County received the Certificate of Achievement for Excellence in Financial Reporting. Another major accomplishment was the passage of the county one-half percent sales tax ordinance that the Finance Department and Committee supported in order to provide property tax relief and be fiscally responsible.

The **Health and Human Services** (HHSD) 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 2016, a drug and alcohol treatment court was established, a trauma informed coordinator position created, a regional Child Advocacy Center was formed, and the final phase of the HHSD remodeling project was completed.

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 labor relations, administering employee benefits and developing personnel policies and procedures. In the past year, a Professional Development Management Training was offered, the Employee Recognition Program was rebranded, the AFSCME Local 2427 contract concluded, and wellness and safety remained a priority with many initiatives promoted.

**Information Technology** (IT) partners and supports all other County departments, providing technical expertise and project management oversight. Construction concluded on the Ring of Fiber optic network which will be fully functional in 2017. The enhanced speed and reliability of the new network will support the construction of a disaster recovery and data backup site at the Detention Center, vastly improving the security of the County's data assets and its ability to recover from data loss. In addition, this network will form the communication backbone for collaborative projects between the County and City such as the Combined Dispatch Center and Emergency Operations Center. In addition, IT developed a highly transparent budget allocation process for County departments which is more representative of IT services utilized.

The **Medical Examiner** is on call 24 hours a day, 365 days a 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 investigation 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, or 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. The Department continues to administer the Federal Non-Motorized Transportation Pilot Program and witnessed implementation of all projects planned for the year—nearly \$7 million was invested in the City of Sheboygan through the Taylor Drive Trail. The Department also continues to facilitate economic development through the Property Assessed Clean Energy (PACE) financing, brownfield assessments, and purchased and demolished three dilapidated homes in order to enhance the area and facilitate a significant redevelopment project.

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 tax. 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 and out-patient therapy, traditional long-term care and specialized care for the chronically mentally ill. The AFSCME bargaining contract ended in 2016 bringing all employees at the health care center in alignment with Sheboygan County personnel policies and procedures. Rocky Knoll had a very successful year and exceeded expectations with a greater than expected resident census, revenue, and ended 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 2016 there were nearly 12,666 traffic citations and warnings, and in total, 3,727 adults and juveniles were arrested. On average, the Detention Center housed 265 adult and 12 juvenile inmates each day. The County also completed the emergency radio system upgrade and combined dispatch. Nearly \$15 million was invested to enhance emergency response and improve public safety with a new digital radio system, towers, and uniform policies and procedures for dispatching law enforcement, fire, and other emergency responders.

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. Their 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. The department also performs concrete work, pipe replacements, drainage improvements,

engineering services, equipment repair, project consultation, road building and paving. A major accomplishment in 2016 was the passage of the sales tax ordinance of which the proceeds will go directly towards transportation needs for the County as well as revenue sharing with the local municipalities. Another major accomplishment was the planning for the Transportation Complex and the consolidation of three facilities into one.

The **Transportation** Department's **Airport Division** is responsible for the development, maintenance and operation of the airport's over 1,094 acre 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 a day, 365 days a year with approximately 38,000 arrival flight operations. 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 56,809 tax bills printed for the 2016 first installment tax collection season, and 13,472 printed for the second installment tax collection period. Tax rolls are maintained in a central file and are open to the public and consulted daily by representatives from real estate companies, title insurance and financial companies, and the general public. The Treasurer is also the Real Property Lister and is responsible for maintaining accurate ownership and description information of parcels including parcel numbers, owner's 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 from World War II, Korea, Vietnam, 1st Gulf War, Operation Enduring/Iraqi Freedom, Cold War, Peacetime, and continuing War on Terrorism and their families. The Veterans Service Department also serves qualified survivors and dependents of disabled and/or deceased veterans.