

# RICHLAND COUNTY

Finance & Personnel Committee

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January 28, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., Tuesday, **February 1<sup>st</sup>, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

### **WebEx Videoconference:**

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m522f6d09f87179f9bcd9e09206c23653>

Meeting number: 2550 095 6787, Password: richland

**WebEx Teleconference:** WebEx teleconference phone number: 408-418-9388, Access code: 2550 095 6787

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](mailto:barbara.scott@co.richland.wi.us) (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or [shaun.murphy@co.richland.wi.us](mailto:shaun.murphy@co.richland.wi.us) (email).

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval\*
4. Previous meeting minutes\*

### Finance (including purchasing and contracts)

5. Tax Deed Process and Report — Corporation Counsel and Treasurer
6. Purchase of Spillman Geo-Validation Upgrade with Mapping Update – MIS and Sheriff
7. Purchase of a new Cisco Switch — MIS
8. Fund #75 Capital Borrowing appropriation for new mower — Fair
9. American Rescue Plan Act, Final Rule — Administrator
10. Discussion and Possible Action on the American Rescue Plan Act Final Utilization and Appropriating — Administrator

### Personnel:

11. County statistics on compensations, benefits, retention and COLA projections — Administrator
12. Request for Premium and Policy Commitment— Health and Human Services

### Closing:

13. Discussion and Possible action regarding Administrative Strategic Goals
14. Administrator's Report:
  - a. Broadband Survey
  - b. Extension of EDA Grant
  - c. Radio / Tower Project Bonding Procedure
15. Future agenda items
16. Adjournment

\*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

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 Committee.

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

# Richland County

## Finance & Personnel Committee

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### January 21st, 2022

The Richland County Finance and Personnel Committee convened on Friday, January 21st, 2022, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marc Couey, Marty Brewer Linda Gentes with David Turk, Melissa Luck & Don Seep by remote access.

Department heads, staff and public present were Clinton Langreck, Tammy Wheelock, Jeff Even and Cheryl Dull taking minutes. Tracy Thorsen, Mike Bindl, Tami Hendrickson, Derek Kalish, Clay Porter, Ingrid Glasbrenner, Tom Rislow, Aaron Wallace, WRCO, Stacy Kliest, Darin Gudgeon, Jasen Glasbrenner all logged in by WebEx and Barb Scott present from MIS running the teleconferencing.

Not present: Mark Couey

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:01 p.m.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Moved by Supervisor Brewer to approve the agenda as presented, second by Supervisor Turk. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Supervisor Gentes to approve the minutes of the January 4th meeting as presented, seconded by Supervisor Brewer. All voting aye, motion carried.
5. **Amended ARPA authorization for JAMF Pro Subscription:** Administrator Langreck presented the amendments which was approved in 2021 to purchase JAMF at a cost of \$3318.00. It was not completed in 2021 because of budget constraints. Since the initial quote we have added a significant number of Apple devices so we will need licenses for 100 devices at a cost of \$4680.25. As there is no content filter on mobile devices, this is a 2<sup>nd</sup> consideration for data policy and content filtering at an additional cost of \$5092.00. Barb Scott stated now with ARPA funds they found they could purchase JAMF through those funds. Moved by Supervisor Turk to approve the purchase of JAMF from ARPA funds for 100 Apple devices at the cost of \$4680.25, second by Supervisor Seep. All voting aye, motion carried.

Moved by Supervisor Gentes to approve using \$5092.00 from ARPA funds to purchase Data Policy and Content Filtering for all mobile devices, 2<sup>nd</sup> by Turk. All voting aye, motion carried.

6. **Purchase of Antivirus Software License — MIS:** Administrator Langreck presented this is to purchase 3 years at a 2-year rate getting a buy 2 get a 3<sup>rd</sup> year free. This will be paid for out of department budgets. A pole from departments on if this is feasible was yes, they would make it work to save money. Moved by Supervisor Luck to purchase Sophos Intercept X Advanced Endpoint and Server Protection for 3 years at a discounted two-year rate of \$26,551.00, second by Supervisor Seep. All voting aye, motion carried.
7. **State Shared Revenue:** Chair Murphy-Lopez is recommending a motion to forward to the Strategic Planning Committee a preference by the Finance & Personnel Committee to include in the Strategic Plan an action to “encourage state officials to increase state aids (i.e., shared revenue, state highway aid, other state aid) from the State of Wisconsin to Richland County, to reduce the impact of increasing property taxes on our county’s residents.”

He reviewed the background. In 2001 Richland County received \$1.36 million, in 2021 dropped to \$1.2 million. He presented a chart with data compiled from Department of Revenue and some data from the County Clerk showing what it would have been had it followed inflation. He displayed the drop in state highway aid followed by discussion with concerns of why it is not increasing regardless of the 6-year average, there should be an increase in averages. Property taxes are continuing to increase. Language presented “Encourage state officials to increase state aids (i.e., shared revenue, state highway aids, and other state aids) from the State of Wisconsin to Richland County, to reduce the impact of increasing property taxes on county residents”. Supervisor Luck recommended that we invite our local legislators to come to a meeting and review with them our concerns rather than just sending a letter to them. Supervisor Turk recommended getting the word out on social media outlets concerning this, including the charts presented

# Richland County

## Finance & Personnel Committee

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today. Outlets such as WRCO, letter to newspaper editor, Facebook, etc.

Moved by Supervisor Gentes to refer this recommendation to the Strategic planning committee, seconded by Supervisor Turk. All voting aye, motion carried.

### 8. Financial Reports:

- a. **Treasurer's reports - Cash Balances:** Administrator Langreck present the reports and charts provided by the treasure. The committee felt the format and charts are easy to read.
  - b. **Fund #75 Capital Borrowing:** Balances were reviewed. Final date to spend the funds is March 2023. Discussion followed on what the remaining fund are to be used for.
  - c. **Fund #92 Short-term Capital Borrowing:** The balance of 2021 capital improvement borrowing reviewed.
  - d. **Fund #93 APRA Funds:** Spreadsheets were presented, balances and expenditures reviewed.
  - e. **Childcare and education grant monitoring:** This was reviewed in above item d. This will be a standing item for meetings until the funds are expended.
  - f. **Department Expenditure Reports:** Administrator Langreck explained how to read the reports and columns. Percentages of the budget were reviewed through each department. This report shows expenditures only.
    - i. **Administrator:** Same as above in f.
    - ii. **Clerk:** Same as above in f.
    - iii. **County Board:** Same as above in f.
    - iv. **MIS:** Same as above in f.
    - v. **Property Lister:** Same as above in f.
    - vi. **Register of Deeds:** Same as above in f.
    - vii. **Treasurer:** Same as above in f.
  - g. **Format – Year to Date, Budget Performance Summary:** Accounting Supervisor Tammy Wheelock presented a proposed report that breaks down the expenses even more than the previous presented report. This report can be produced in a few minutes which shows department funds versus the one the department heads have to complete which takes the departments several man hours to calculate and complete. Barb Scott pointed out this proposed report is 30-day old data. Murphy-Lopez pointed out that all reports will always be aged data due to bills not received and not audited but it is does help them be informed of how the departments are currently standing with expenditures.
  - h. **County Debt Service Report:** Charts were presented as an overview of current debt, committed debt and projected debt. Supervisor Luck questioned if there has been any discussion on how to pay off debt faster as having Pine Valley debt outstanding for the length of time is not desirable. She would like to have more discussion at budget time to have Pine Valley pay more towards debt each year instead of using it for operating funds.
10. **Projects and initiatives – Report:** Barb presented a report about rough overview of MIS of the last 2 years spending which has increased dramatically in the last year. Since COVID and remote work practices there has been more helpdesk tickets than ever. Since the governments has given funds for the pandemic, the monies they provided has now increased our costs and after the pandemic will need to be continued. She felt that the true costs of your IT needs are not really being presented. In the future the Accounting Supervisor will establish new practices to start tracking service funds as defined by different projects and departments. Chair Murphy-Lopez stated without the ARPA we would not have been able to complete some of the projects that have been completed in the last year. The County as a whole need to be looking for efficiencies that hopefully the Strategic Plan will address.

### 11. Administrator's Report: Administrator Langreck

# Richland County

## Finance & Personnel Committee

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- a. **Purchasing Cards:** Administrator Langreck presented the contract the county is pursuing for purchasing cards. The plan is to have this implement by end of March. There will be 1 card per department that can be used for online purchases, room reservations, etc. It will still require invoices be submitted for payment and charges will be charged back to the departments just like in the past.
  - b. **Move HHS and Courthouse payrolls to one-week withholding in July:** Administrator Langreck updated the committee that this will be presented to staff shortly. Currently payroll is paid up to the date the pay check is cut. A 1 week withholding will allow us prepare payroll the week after the work week completion. Then, in 2023 we have plans to do another week hold back so we will be at a 2 week withholding. Along with this we will adjust Symons and UW food service to be a Sunday through Saturday pay period.
  - c. **Moving payrolls to two week withholding in 2023:** See 11.b.
  - d. **Broadband survey design:** We have a broadband meeting scheduled for next week to discuss our approach in getting the information. We than found out Prosperity Southwest is also doing a similar survey. Our meeting will be discussing what kind of data meet our needs or will we need to still do a mail out survey. Supervisor Gentes inquired if the Prosperity Southwest survey also capture who doesn't have broadband? Answer is yes, if people do not have access they can go to the same site as the test and mark no. Supervisor Gentes feels this is the biggest impediment to our economic growth.
  - e. **Additional funding for broadband:**
  - f. **Prosperity Southwest Wisconsin Broadband Initiative:**
  - g. **COVID-19 Vaccination Education:** Tracy Thorsen is doing educational items weekly.
  - h. **HHS Personnel Update:** Administrator Langreck reported that HHS had a 28% turnover in 2021. More information will be coming forth at the next meeting.
  - i. **2021 Budget Performance Deficiency Reports, preparing for March:** It will be completed for the March meeting although several items on the report may not have been audited.
  - j. **ARPA Rural Provider Relief Funds, Procurement and Distribution:** Theresa Deckert was the one that found an avenue to get \$430,000 and of that provided monies to HHS and ambulance.
9. **Outline of 10-year financial planning formats:** Administrator Langreck presented his plan which is a rough draft of operation order. Mission statement presents: Who, What, When, How and Why. Administrator Langreck plans to have it ready for County Board by June 14.

Composition of the Plan are as follows: Report on current fiscal position; Forecast capital improvement plan; Make decisions; Plan budgetary guidance.

The committee all agreed there was a lot to digest and consider.

12. **Future agenda items:** None
13. **Adjournment:** Next meeting will be Tuesday February 1st at 1:00 pm. Moved by Supervisor Gentes to adjourn at 3:17 pm, seconded by Supervisor Seep. All voting aye, motion carried.

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

01/31/2022

**TAX DEED PROPERTIES**

**PROPERTIES OWNED BY RICHLAND COUNTY – FOR SALE:**

- NONE

**PROPERTIES WAITING TO RECORD DEED TO NEW OWNER:**

- NONE

**PROPERTIES ON HOLD AWAITING INFORMATION FOR UNKNOWN ADDRESSES, AFFIDAVITS, ETC.**

- **MAYLAND ACRES (Awaiting Affidavit from Ben)**
  - Town of Richland, 022-2231-1100, Title Report 4/16/2014
- **COREY NIHLES, ROBERT NIHLES, ETC. (Certifieds returned undeliverable)**
  - Town of Richwood, 15953 State Hwy 60, 024-3611-1100

**PROPERTIES AWAITING CERTIFIED MAILINGS & RETURNS FROM CERTIFIED MAILING OR SHERIFF SERVICE**

- **UMS VENTURES**
  - Town of Buena Vista, 28299 US HWY 14, 006-0634-4100
- **ERIC HENDRICKS**
  - Town of Bloom, 14190 County Hwy H, 004-2625-2700 & 004-2625-3100
- **RALPH SMYTHE (Deceased)**
  - Town of Orion, 22561 Thiede Road. 020-4212-4200
- **HANNAH SCOTT**
  - Town of Ithaca, 29424 Willow Creek Rd, 016-1731-2400
- **DUSTI HIGLEY**
  - Village of Viola, 204 E. Wisconsin St. Viola, WI 186-1833-1470

**PROPERTIES AWAITING THE 90 DAY WAITING PERIOD BEFORE TURNING OVER TO CLERK**

- **TIMOTHY J. CROOK**
  - City of R. C., 291 N. Jefferson St. 276-2100-0420, Title Report 1/31/13 Updated Title Report

**PROPERTIES AWAITING COUNTY BOARD TO TAKE OWNERSHIP – TURNED OVER TO CO. CLERK AFTER 90 DAY WAITING PERIOD EXPIRED:**

- **SYLVAN CREAMERY**
  - Sylvan Township Section 16, 90 Days up 1/16/13 028-1633-2100

01/31/2022

**TAX DEED PROPERTIES**

- Possible Contamination – County voted to not take tax deed.

**PROPERTIES WITH TITLE WORK COMPLETED – FORWARDING TO CORP COUNSEL FOR REVIEW:**

- **JOHN FAUST**
  - City of Richland Center, 537 N. Church St., 276-1673-7000

**AWAITING TITLE REPORT FROM TITLE COMPANY:**

- **JEFFREY RUSK**
  - Town of Dayton, 21180 Hidden Valley Road, 008-0123-2000, 008-0132-1000
- **JAMES MARLOW**
  - Town of Richwood, 12578 State Hwy 60, 024-3343-4100

Richland County Committee

Agenda Item Cover

Agenda Item Name: Motorola GeoValidation Update

<b>Department</b>	Sheriff Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	01/14/2022	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	01/12/2022	<b>Referred by:</b>	LEJC

Recommendation and/or action language:

Motion to ... Purchase GeoValidation Upgrade for Spillman Module for a cost of 31,326.03.

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

Richland County 911 system uses Spillman for CAD/RMS. This requires mapping to dispatch officers and emergency responders correctly. We have not purchase the upgraded maps as the cost was too high. We have now discovered that we can no longer update our CAD system until we implement the needed GeoValidation piece.

Attachments and References: Motorola GeoValidation Upgrade Quote

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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	93
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Clinton and Clay – please review the funding sources identified – I am not certain they are correct.

Approval: Barbara J Scott

Review: Clinton Langreck

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\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)

Billing Address:  
 RICHLAND COUNTY SHERIFF  
 181 W SEMINARY ST  
 RICHLAND CENTER, WI 53581  
 US

Quote Date:10/08/2021  
 Expiration Date:10/08/2022  
 Quote Created By:  
 James Tracy  
 James.Tracy@  
 motorolasolutions.com

End Customer:  
 RICHLAND COUNTY SHERIFF  
 Jason Marshall  
 jason.marshall@co.richland.wi.us  
 (608) 649-5926

Line #	Item Number	Description	Qty	Term
	Flex			
1	ISV00S01851A	GEOVALIDATION UPGRADE WITH MAP UPDATE	1	
2	SSV00S02487A-SP	FLEX ARCGIS DESKTOP STANDARD LICENSE	1	
3	SSV00S00060A-SP	ESRI ARCGIS SERVER STANDARD OEM	1	
4	SSV00S00026A-SP	ESRI ARCGIS SERVER STANDARD MAINTENANCE \$540/YR	1	1 YEAR

**Grand Total** **\$31,326.03(USD)**

### Pricing Summary

	Sale Price	Prorated Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$31,326.03	\$0.00
<b>Grand Total System Price</b>	<b>\$31,326.03</b>	<b>\$0.00</b>

### Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

## Future Maintenance

- Future maintenance is estimated for your planning purposes and is not included in this purchase.
- 2nd-year maintenance will begin 12 months from production implementation.

Term 2 Flex Maintenance Total: \$561.60

The Customer's signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Motorola Solutions. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Motorola Solutions, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Customer

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## GEOVALIDATION UPGRADE STATEMENT OF WORK

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). When assigning responsibilities, the phrase "Motorola" includes our subcontractors and third-party partners.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with unrestricted direct network access to enable Motorola to fulfill its delivery obligations.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon Project Schedule. Any changes to the Project Schedule will be mutually agreed upon via the change provision of the Agreement.

### Required Resources

In order to enable a successful GeoValidation Upgrade, both Motorola and the Customer will assign sufficiently skilled resources to fulfill the responsibilities outlined in this Statement of Work.

#### Motorola GIS Analyst

The Motorola GIS Analyst specializes in geographical information technology and possesses expert level experience with Esri toolsets. The Motorola GIS Analyst fulfills the Motorola responsibilities outlined in this SOW and provides the following:

- Customer guidance with adherence to GIS data requirements of the Motorola GIS system.
- Consultation the conversion of Customer GIS source data for Motorola use.
- Instruction on the use of GIS as it pertains to the Motorola system.

#### Customer GIS Administrator

The GIS Administrator is responsible for the development and maintenance for all of the GIS data used in the Motorola system. The GIS Administrator must have working experience with Esri software including ArcDesktop and ArcPro. The Administrator must have knowledge of model builder, toolbox tools, Network Analyst, and general database structures and will fulfill the Customer responsibilities outlined in this SOW. Duties for this resource include:

- Providing data in the correct schema.
- Developing, maintaining and updating GIS data.
- Supporting the GIS elements used in Motorola software.
- Keeping in regular communication with the other administrative resources.



### Completion Criteria

Motorola Integration Services are considered complete upon Motorola performing the last task listed in a series of responsibilities. Customer task completion will occur per the project schedule enabling Motorola to complete its tasks without delay.

Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of completion or receipt of a deliverable.

The Service Completion will be acknowledged in accordance with the terms of Master Customer Agreement and the Service Completion Date will be memorialized by Motorola and Customer. Software System Completion will be in accordance with the terms of the Software Products Addendum unless otherwise stated in this Statement of Work.

## GEOVALIDATION SERVICES

### Upgrade Planning Session

A clear understanding of the expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect required for a successful GeoValidation Upgrade. An Upgrade Planning teleconference will be scheduled after the Agreement has been executed to review the scope and involvements in completing the upgrade. Timely interaction is critical to the successful completion of the upgrade. The agenda will include the following:

- Review project delivery requirements as described in this SOW.
- Discuss Customer involvement in data gathering, data clean up, and provisioning to confirm understanding of the scope and required time commitments.
- Discuss Motorola remote access requirements (access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of upgrade activities).

### Motorola Responsibilities

- Schedule the remote Upgrade Planning Session.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review the Flex patching level and GIS Server requirements.
- Provide Customer a link to the Flex GIS requirements documents contained in the Spillman Knowledge base if Customer has not already located them in the knowledge base.
- Review the GeoValidation Requirements and GeoValidation Feature Class Schema documents.
- Review Motorola's delivery approach, schedule, and its reliance on Customer-provided remote access.
- Schedule Upgrade Check session.

### Customer Responsibilities

- Ensure Customer GIS Administrator commitment to complete upgrade activities.
- Update and/or confirm Flex patching is at or above patch level 1603.
- Provide confirmation that the Practice environment Database is functioning and accessible.
- Provide a Windows server running ArcServer version 10.6.1 or above.
- Review GeoValidation Requirements and GeoValidation Feature Class Schema documents located in the Spillman Knowledge base.



- Perform data clean up, as may be required to ensure data conforms to Flex GIS Data requirements. QUOTE

### **GeoValidation Upgrade Activities**

The GeoValidation Upgrade process consists of a minimum of three interactive sessions over a five-week period.

#### **Motorola Responsibilities**

- Coordinate the time for each interactive session with the Customer.
- Provide guidance on Customer actions required to complete the GeoValidation upgrade.

#### **Customer Responsibilities**

- Ensure availability of the GIS administrator for each of the interactive sessions.
- Complete upgrade action items identified as a result of each interactive session.

### **GeoValidation Upgrade Check**

The purpose of the GeoValidation Upgrade Check is to confirm that the Customer's data conforms to the schema documented in the GeoValidation Requirements and GeoValidation Feature Class Schema documents. At the close of the meeting, the dataset will either pass or fail. If the dataset fails the upgrade check, required changes will need to be completed and another GeoValidation Upgrade Check will need to be scheduled. The GeoValidation Upgrade check is a critical step in the upgrade process. Motorola cannot proceed with any other upgrade activities until the upgrade check passes.

#### **Motorola Responsibilities**

- Review Customer's data via screen share to confirm that the data is in the appropriate schema and all required data types are present.
- Provide confirmation that the Customer's data is ready for the data handover to continue in the GeoValidation Upgrade process.
- If confirmation of data readiness is not possible, document and deliver action items collected during the call within 24 hours of conclusion of the meeting.
- For datasets that have passed the upgrade check, request a dataset to be delivered within 24 hours of the close of this meeting.
- Upgrade setup and demonstration will be scheduled two weeks after the close of this meeting.

#### **Customer Responsibilities**

- Ensure availability of GIS administrator for this meeting.
- Ensure that all required data types are available to be reviewed via screen share.
- Complete upgrade action items identified as a result of meeting activities.
- For Customer's datasets that have passed the upgrade check, the dataset is to be delivered to Motorola within 24 hours of the close of the meeting.

NOTE: A delay in Motorola receiving the dataset will have a negative impact on the schedule and will delay the project.

- Confirm availability for Upgrade Setup and Demo session.



**GeoValidation Build**

Over a two-week period, Motorola will develop a functional dataset to be delivered to the Customer in the format necessary for the GeoValidation upgrade.

**Motorola Responsibilities**

- Build the GeoValidation file set that will be delivered to the Customer during the Conversion Execution activities.
- Upon completion of the GeoValidation Build, deliver the dataset to the Customer as a .zip file.

**Customer Responsibilities**

- Upon receipt of the GeoValidation Build dataset, load the delivered .zip file on the Flex ArcGIS Server.

**CONVERSION PROCESSING**

Conversion processing consists of three primary activities that are completed within the same day: building the GeoValidation dataset, setting up the practice database and conducting an end user demonstration of the upgraded GIS system.

**Conversion Execution**

Motorola will guide the Customer through the conversion process via remote teleconference. After the conversion work activities have been completed, the practice database will be linked to the new GeoValidation services.

**Motorola Responsibilities**

- Build the GeoValidation dataset.
- Upon completion of the GeoValidation Build, deliver the GeoValidation Build dataset to the Customer as a .zip file.
- Via recorded teleconference the following items will be completed:
- Install Geobase.war, SOE, Flex toolset, and locators.
- Demonstrate each of the following on the Customer's GIS environment:
- Import customer's GIS data into the GeoValidation file structure to create a staging area on the customer Practices environment.
- Model setup and Flex toolset.
- Create locators.
- Create Geocoding and Map Services for GeoValidation.
- Update Administration Manager on the Flex client.
- Complete the Setup Administrator Manager in Practice database.
- Test address validation within the Flex client to confirm that GeoValidation is functioning.
- Provide a copy of the meeting recording 24 hours after the close of the meeting.

**Customer Responsibilities**

- Upon receipt of the GeoValidation Build dataset, load the delivered .zip file on the Flex ArcGIS Server.
- Ensure availability of the GIS Administrator and Customer designated SAA, Dispatch Supervisors, Records Supervisors, and all other appropriate personnel identified by the Customer to participate in demonstration, practice database setup, and conversion execution activities.



**Validation Burn in Period**

The validation burn in period provides the Customer an opportunity to exercise the upgraded GIS system prior to commencing production use. The validation burn in period starts upon conclusion of the conversion execution demonstration and extends for ten calendar days.

**Motorola Responsibilities**

- Provide remote assistance in support of Customer testing activities of GeoValidation within the Practice database.
- Assist Customer in determining GIS data issues affecting expected outcomes.
- Respond to Customer reported anomalies manifesting in the Flex software.

**Customer Responsibilities**

- Exercise GeoValidation in the Practice environment, validating Customer generated use cases.
- Use the Motorola resource to triage anomalies so as to identify GIS data issues versus Flex application issues.
- Correct any identified GIS data issues.
- Upon conclusion of the validation burn in period, place a freeze on the Practice database in preparation for activation in production.
- Coordinate a day and time for Motorola to apply GeoValidation to the production environment.

**GeoValidation Upgrade to Production**

Applying GeoValidation to the Production environment completes the upgrade process. Motorola and Customer will agree upon the day and time to apply the upgrade to the production environment. Both parties will participate via a teleconference in order to respond to any negative impacts that may arise in the production environment.

**Motorola Responsibilities**

- Establish a teleconference prior to initiating the implementation of GeoValidation in the Production environment.
- Apply GeoValidation to the production environment.
- Verify address validation is functioning within the Flex client to confirm that GeoValidation is operational in the Production environment.

**Customer Responsibilities**

- Ensure availability of the SAA representative.
- Provide Motorola written documentation of any anomalies in the production environment, directly attributed to the GeoValidation upgrade, within five calendar days of commencing use of GeoValidation in the Production environment.



# Richland County Committee

## Agenda Item Cover

**Agenda Item Name:** Cisco Switch Replacement

<b>Department</b>	Administration	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	02/01/2022	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	01/11/2022	<b>Referred by:</b>	Finance and Personnel

**Recommendation and/or action language:**

Motion to ... Purchase 2 Cisco 9300 L 24 Port switches, with redundant power supplies and stacking kits with licensing from Jcomp Technologies at a cost of 14,135.58 with funding to come from Fund 92.

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

Richland County uses a virtualized server platform. The traffic to the virtual server is run by redundant switches that must be maintained and run 24/7. The current switches are end of life and need to be replaced. This is not a piece of equipment that can be allowed to die and then to replace as it would cause massive down time.

In 2022 a total of \$20,000.00 was put into the borrowing for items such as this for county infrastructure and this is an appropriate use of such funds.

**Attachments and References:**

Quotes for the switches	
-------------------------	--

**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund # 92 (2022 borrowing)
<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)*

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**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

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Department Head

Administrator, or Elected Office (if applicable)

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**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Fund #75 Capital Borrowing appropriation for new mower — Fair**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 February 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	31 January 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... utilize fund #75 apportionment from Fairgrounds apportionment for purchase of a lawn mower not to exceed \$15,000. (Resolution through the Richland County

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

The Richland County Fair and Recycling committee is requesting utilization of fund #75 funds for the purchase of a new lawn mower. The committee will be meeting on February 2<sup>nd</sup> to take action to recommend resolution to the Richland County Board from four proposals.

**Attachments and References:**


**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)*

(current balance on Fairgrounds apportionment available: \$68,400.23)

**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: American Rescue Plan Act: Final Rule (#9) and Appropriating (#10)**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 February 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	31 January 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### **Recommendation and/or action language:**

Motion to... accept report and direct the County Administrator to move forward with utilizing remaining “Public Sector Lost Revenue” apportionment as a county contingency fund to help cover potential operational gaps until balance in expenditures can be reached through prioritizing services.

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

American Rescue Plan Act Final ruling — The final rule was released by the U.S. Department of Treasury.

Executive Summary of Major Changes and Clarifications

The final rule provides broader flexibility and greater simplicity in the program, in response to public comments. Among other clarifications and changes, the final rule provides for the following:

- **Public Health and Negative Economic Impacts:** In addition to programs and services, the final rule clarifies that recipients may use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with the requirements in this final rule and the Supplementary Information. In addition, the final rule presumes that an expanded set of households and communities are “impacted” or “disproportionately impacted” by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of enumerated eligible uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, and early learning services eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient’s pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

- **Premium Pay:** The final rule offers more streamlined options to provide premium pay, by broadening the share of essential workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline essential workers. = **All county employees are “essential.”**

- **Revenue Loss:** The final rule offers a **standard allowance for revenue loss of \$10 million**, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount for government services.

## Richland County Committee

### Agenda Item Cover

- Water, Sewer, and Broadband Infrastructure: The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, **including a broad range of lead remediation and stormwater management projects.** = eligible use for drainage ditch on airport.

Allocation of remaining ARPA Funds:

The Finance and Personnel Committee has taken previous action to apportion ARPA funds in a 10%,10%,10%,20%,50% portions to the categories below (zero apportionment for section in blue):

ARPA Approved Spend			
Approved Area	Approved Amt	Current Spend	Balance
<b>Public Health Response</b>	<b>335,099.90</b>	-	<b>335,099.90</b>
		-	
<b>Negative Economic Impacts</b>	<b>335,099.90</b>	-	
Childcare/Education Grant	335,098.16	260,098.16	<b>75,000.00</b>
		-	
<b>Premium Pay for Essential Workers</b>	<b>335,099.90</b>	-	
PV Premium Pay Rate	120,000.00	112,500.00	<b>222,599.90</b>
		-	
<b>Water, Sewer, Broadband Infrastructure</b>	<b>670,199.80</b>	-	<b>670,199.80</b>
UW Extension broadband survey	8,100.00	-	
		-	
<b>Hard Hit Communities &amp; Families</b>	-	-	-
		-	
<b>Public Sector Lost Revenue</b>	<b>1,675,499.50</b>	-	<b>1,675,499.50</b>
MIS support staff	10,000.00	-	
Historic Roof Project	284,000.00	-	
Cottification/Digitization	25,000.00	-	
JAMF Pro Subscription	4,680.25		
Data Policy & Content Filtering	5,092.00		
	<b>3,350,999.00</b>	<b>372,598.16</b>	<b>2,978,400.84</b>

**Richland County Committee**

**Agenda Item Cover**

As we are working through our capital improvement program and long-term operational budget planning it is becoming more evident that **the “Lost Revenue” section of our apportionment may best be utilized as a short-term contingency fund to bridge gaps until a balance in expenditures can be reached through prioritizing services.** Consideration for appropriating from other categories may also be considered at future meetings pending on the final outcome of the planning and prioritizing initiative.

**Attachments and References:**

<a href="https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf">https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf</a> Summary of Major Changes and Clarifications ranging from pages 6 and 7.	

**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

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## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: County Statistics, on compensations, benefits, retention and COLA projections**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 February 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure D and L
<b>Date submitted:</b>	31 January 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... (accept report)

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

In context of end-of-year reports regarding compensation, benefits and retention, and in context of recent proposals to use ARPA funds, the following information is provided to help the Finance and Personnel Committee understand elements of our employee compensations and benefit costs throughout the County. The report also indicates our 2021 retention performance. As the report indicates, we experienced 138 new hires, 137 terminations, and had 27 employees that were both hired and separated in the same 2021 year. These trends draw attention to the county's compensation package, and call the question, "what actions are underway, or being considered for the near future, to help control county turnover.

As the Administrator my responses are as follows:

Recent Actions:

- Richland County recently moved forward with a roughly 7% increase to general employees, 9% increase to Pine Valley employees.
- Health and Human Services Board has made recommendations for premium pay and commitment to further defined wage/salary progression and cost of living consideration. (13 January 22)

Actions in February:

- As scheduled with our financial planning, we intend to review our current employee benefits package
- As scheduled with our financial planning, we intend to poll Richland County Employees with a survey to gather information on preferences/priorities regarding: compensations, benefits, paid time off, etc. that would encourage retention.

Actions in March:

- Reviewing previous financial commitments to include progression on the Carlson Dettmann Wage schedule to reach market value, along with discussion on consideration for COLA adjustments to the wage schedule to help foster competitiveness.
- Considering the County's Health Insurance Package and movement to ETF
- Discussion and possible action on changes in employees paid time off accrual rates and timing

**Richland County Committee**

**Agenda Item Cover**

**Attachments and References:**

Attached Year end totals by dept (Below)	

**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)*

Future impacts to be determined

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**Approval:**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)

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## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Approve a Retention Incentive Plan for Health and Human Services Employees

<b>Department:</b>	HHS	<b>Presented By:</b>	Tracy Thorsen
<b>Date of Meeting:</b>	January 21, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	January 17, 2022	<b>Referred by:</b>	HHS Board

**Recommendation and/or action language:** Motion to ... approve providing \$1/hr premium pay to employee wages beginning the first pay period in February and ending December 31, 2022 (premium pay would end if the County implements a comprehensive wage step advancement plan). Forward this proposal on to the County Board for approval.

(Possible) Motion to ... develop a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.

**Background:** Staff turnover in 2021 was at an all-time high for Health and Human Services. The agency ended the year with a 28% turnover rate. The agency cannot effectively deliver our mandated services if this level of staff turnover continues. Action is needed to retain our staff. A retention incentive plan would be one measure to help maintain our most important asset.

On January 13, 2022 the Health & Human Services Board approved the 2 following retention incentive actions:

1. Approved providing \$1/hr premium pay to employee wages beginning the first pay period in February and ending December 31, 2022 (premium pay would end if the County implements a comprehensive wage step advancement plan). Forward this proposal on to the County Administrator and Finance and Personnel Committee for consideration.
2. Approved making a recommendation that the Finance and Personnel Committee develop and adopt a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.

#### Attachments and References:

<i>Retention-Recruitment Presentation Slides</i>	
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**Financial Review:** The cost of implementing the recommended incentive option would be between \$122,000 and \$167,000. A portion of the expense (\$35,665) would be offset by savings in the HHS budget from unfilled positions, HHS would also be eligible to claim additional federal funding in certain programs for the increased staffing costs (ranging from \$24,000 to \$28,000),

**Richland County Finance and Personnel Committee**

**Agenda Item Cover**

and the request would be to cover the remaining expense using American Rescue Plan Act (ARPA) funding that is earmarked for eligible essential workers.

<b>FUNDING SOURCE</b>	<b>PREMIUM PAY \$1/HR</b>	<b>LONGEVITY-BASED PAY PLAN</b>
Saving from Position Vacancies	\$ 35,665	\$ 35,665
Claimable Federal Funding	\$ 28,000	\$ 24,300
ARPA Funds	\$ 103,000	\$ 61,615
<b>TOTAL</b>	<b>\$ 166,665</b>	<b>\$ 121,580</b>

ARPA Funding: Richland County received \$3,350,999 in ARPA funding. On August 20th, the Finance and Personnel Committee earmarked 10% (or \$335,099) for premium pay for eligible essential workers. Pine Valley utilized \$112,500 of the APRA funds for Pine Valley premium pay in September 2021 leaving \$222,599 remaining in that category.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Some revenues will offset expenses.
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	ARPA funding
<input type="checkbox"/>	No financial impact		

**Approval:**

**Review:**

  
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\_\_\_\_\_

Department Head

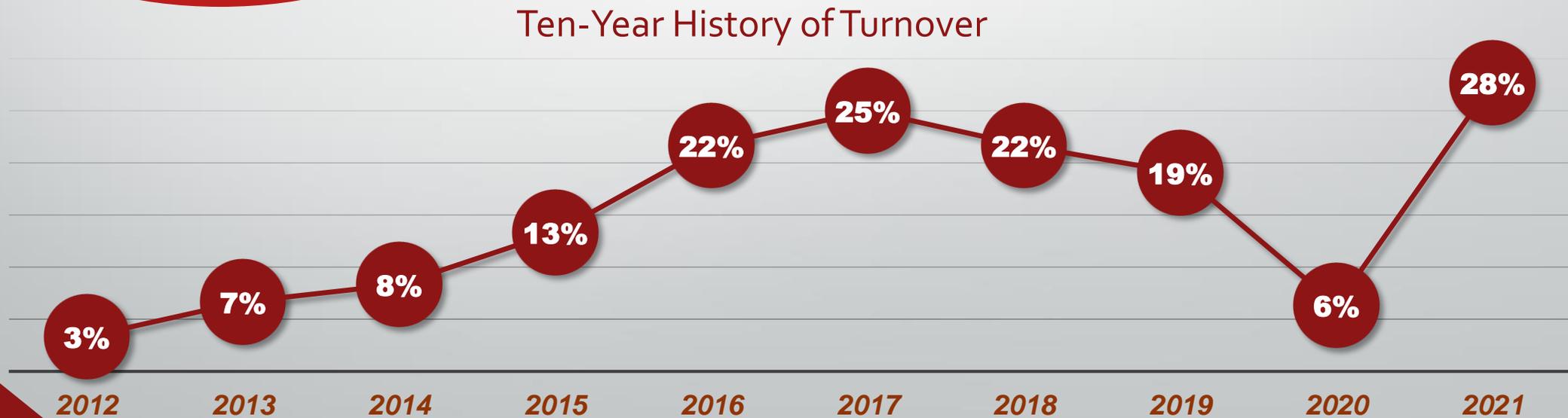
Administrator, or Elected Office (if applicable)



# Retention/Recruitment Incentive Proposal

Health and Human Services

# Health & Human Services Staffing Crisis





# Staff Feedback

Brief Survey to Get Staff Preferences

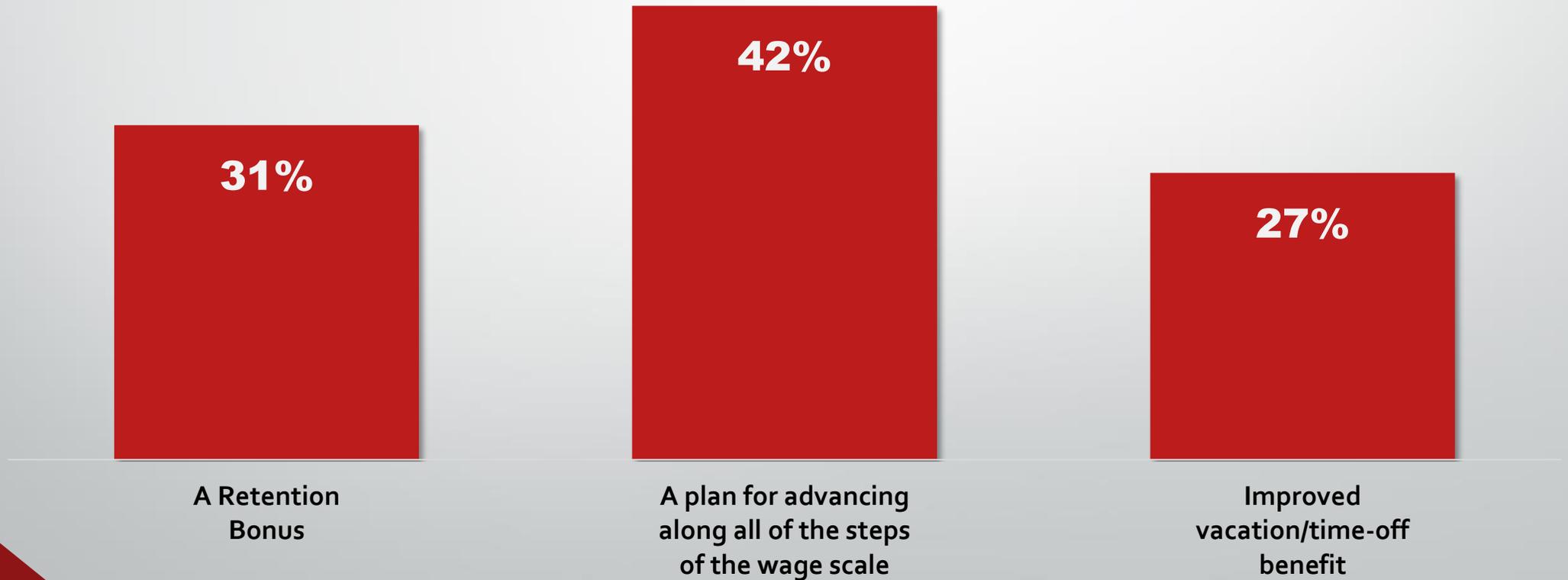
# Staff Survey

*Although all of these are important and need to be addressed, which is your top priority in order for you to remain employed with Health and Human Services?*



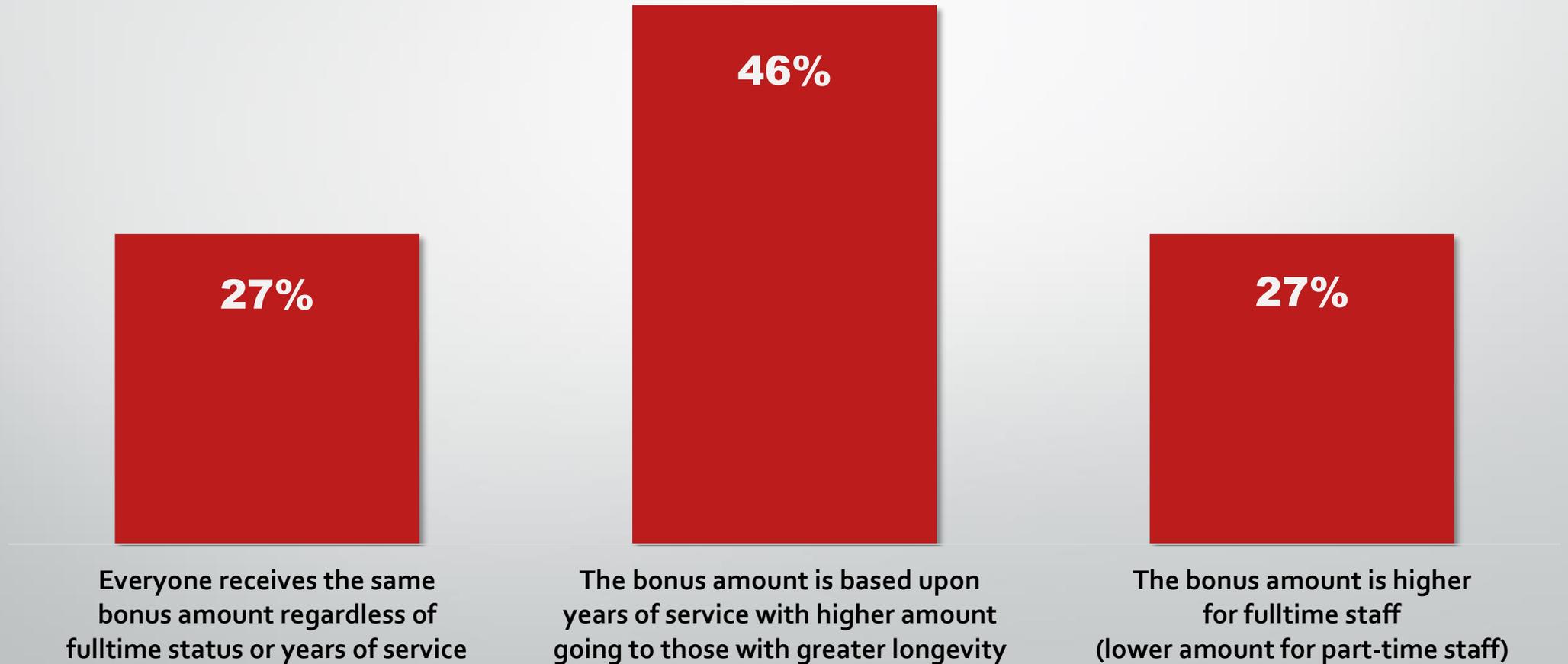
# Staff Survey

*If only one option were possible as a retention incentive, which would most encourage your continued retention at Health and Human Services?*



# Staff Survey

*If a one-time retention bonus was provided,  
which option would you prefer?*



# Staff Survey

*If a plan for regular step increases on the wage plan was to be approved, what factors do you think should determine when or how staff would move up a step?*

**60%**

## **REWARD LONGEVITY**

**Advance up the steps  
based on years of employment.**

**An example could be to move to  
step 5 at five years; step 6 at eight years;  
step 7 at twelve years; step 8 at fifteen years.**

**40%**

## **REWARD PERFORMANCE**

**Advance up the steps  
based on performance.**

**An example could be to move up  
a step based upon performance measures  
and recommendation of the manager.**

# Staff Survey

*What are your ideas for providing an incentive to encourage staff to remain with Health and Human Services?*

## **General Themes of Comments ...**

- Wages
  - *Increases should happen annually or regularly*
  - *Longevity should be rewarded*
  - *Pay should to be comparable to surrounding counties*
- Insurance
  - *Needs to be more affordable (premiums & deductibles)*
  - *Quality of the plan should be improved*
- Bonuses
  - *Nice reward, but it's short-lived / Not the right way to go*
  - *Mixed on whether they should be based on longevity, performance, or just given*
- Vacation
  - *Needs to improve and be more comparable to other businesses*



# RETENTION INCENTIVE OPTIONS FOR CONSIDERATION

Retention Bonus – Premium Pay – Wage Step Advancement Plan

# Incentive Options

## ***Pine Valley Actions Already Taken in 2021***

- Made Changes to the Pine Valley Pay Plan Step Advancement
- Provided Premium Pay to all Pine Valley employees

## **Options for HHS** *(and possibly all General County Employees)*

- Provide Retention Bonuses
- Provide Premium Pay
- Establish Step Advancement Policy for Wage Scale

# Retention Bonus

## Bonus Based on Longevity

- \$1,500 to staff with more than 5 years employment
- \$1,000 to staff with less than 5 years of employment
- \$500 to Temp/Casual staff

**Total Cost = \$90,750**

## Bonus Based on Full/Part Time Status

- \$1,300 to full-time staff
- \$650 to part-time staff
- \$400 to Temp/Casual staff

**Total Cost = \$92,475**

**Not Recommending**

# Premium Pay

Provide additional premium to hourly pay in 2022

*This will function both as a recruitment and a retention incentive*

- \$1 per hour premium **\*\*Recommending\*\***

**Total Cost = \$165,351** (beginning first pay period in February)

- \$0.75 per hour premium

**Total Cost = \$130,643** (beginning first pay period in February)

# Wage Step Advancement Options

- 1-step Advancement: Follows Pine Valley Example
  - *Everyone moves up one step (except those on top step)*

**Cost = \$101,815**

- Longevity Pay Advancement: Allows Advancement Along Full Wage Scale
  - *Staff are placed on the designated step based on their continuous years of employment advancing at probation, two, four, six, eight, and ten years*

**Cost = \$121,577    \*\*Recommending\*\***



# Status of the Current Pay Plan

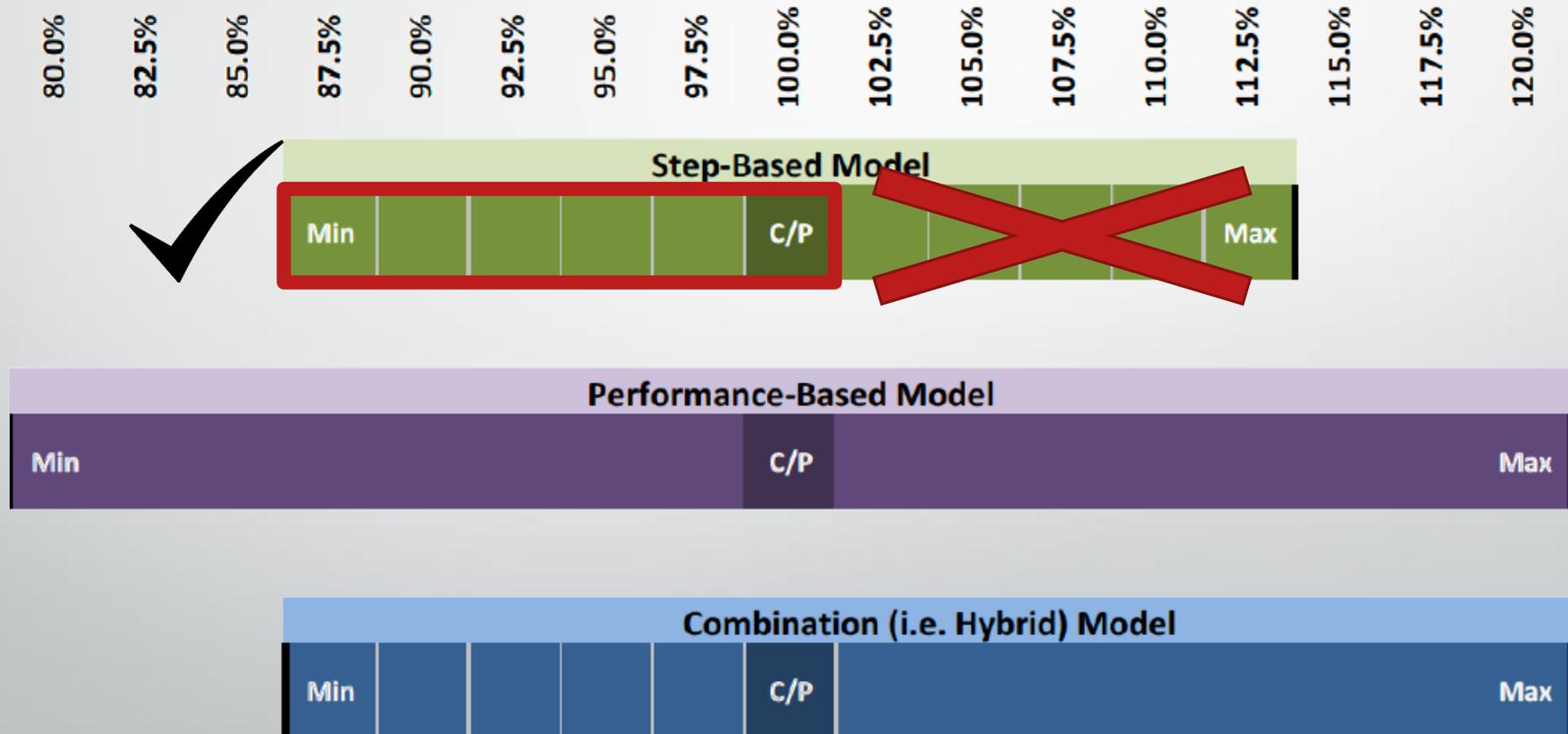
RESOLUTION NO. 18 – 10

RESOLUTION NO. 19 – 89

RESOLUTION NO. 21 – 161

# Understanding the Current Pay Plan

## Sample Pay Structures



# From Carlson Dettmann Presentation ...

## Observations / Recommendations

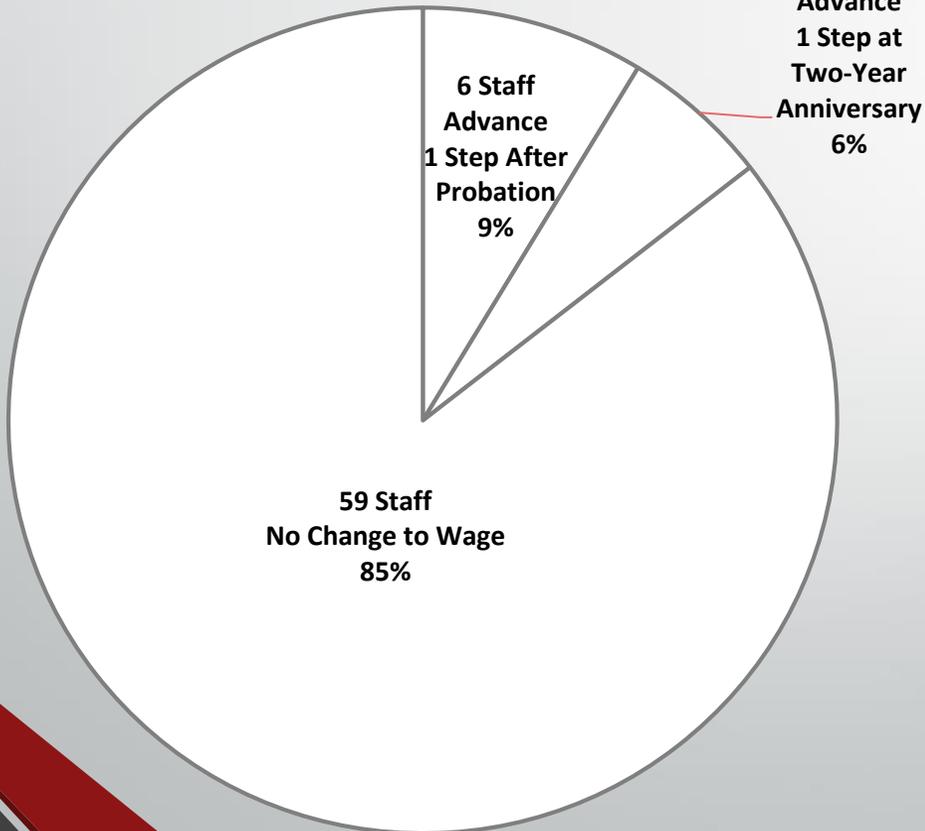
- **Marketplace:**
  - Overall, the benchmark midpoints are at 89% of the market, although there will be fluctuations for individual positions
  - High-level estimate of +/- \$200,000 to implement structure
    - +/- \$150,000 additional for Pine Valley
- **Market Placement:**
  - Recommendation for 50th Percentile / Average as the “anchor” for the pay plan
    - Half of the market pays more, half pays less
    - Revisit, if necessary, in the future
- **Structure:**
  - Recommend adopting a “step” plan in the *short-term*
    - 8 steps to “Control Point”, with no movement beyond (identical to Grant County structure)
  - Employees would progress through the steps on an annual basis, presuming that performance is at an acceptable level
  - Consider the following:
    - Financial ability to afford structure; Ability/willingness to pay above the “market rate”;  
Creation of implementation steps, below proposed Step 1, to mitigate the cost impact of the implementation
- **Implementation:**
  - What can the County afford vs. the “standard implementation”?

# Current Policy

86% <b>STEP 1</b>	88% <b>STEP 2</b>	90% <b>STEP 3</b>	92% <b>STEP 4</b>	94% <b>STEP 5</b>	96% <b>STEP 6</b>	98% <b>STEP 7</b>	<b>Control Point STEP 8</b>
NOT USED	NEW HIRE	After PROBATION	After TWO YRS	NOT USED*	NOT USED*	NOT USED*	NOT USED*

\*Used only if staff are already above Step 5 to Advance a Step

## Impact of Current Policy



- Current Policy Allows Department Heads to place up to Step 4
- There is NO Annual Cost of Living Adjustments Built into the Plan

Impact to Staff Wages	# of Staff	%
Advance a Step in 2022 After Probation	6	9%
Advance a Step After Two-Year Anniversary	4	6%
No Change to Wage	59	85%



# ***Wage Step Advancement Options***

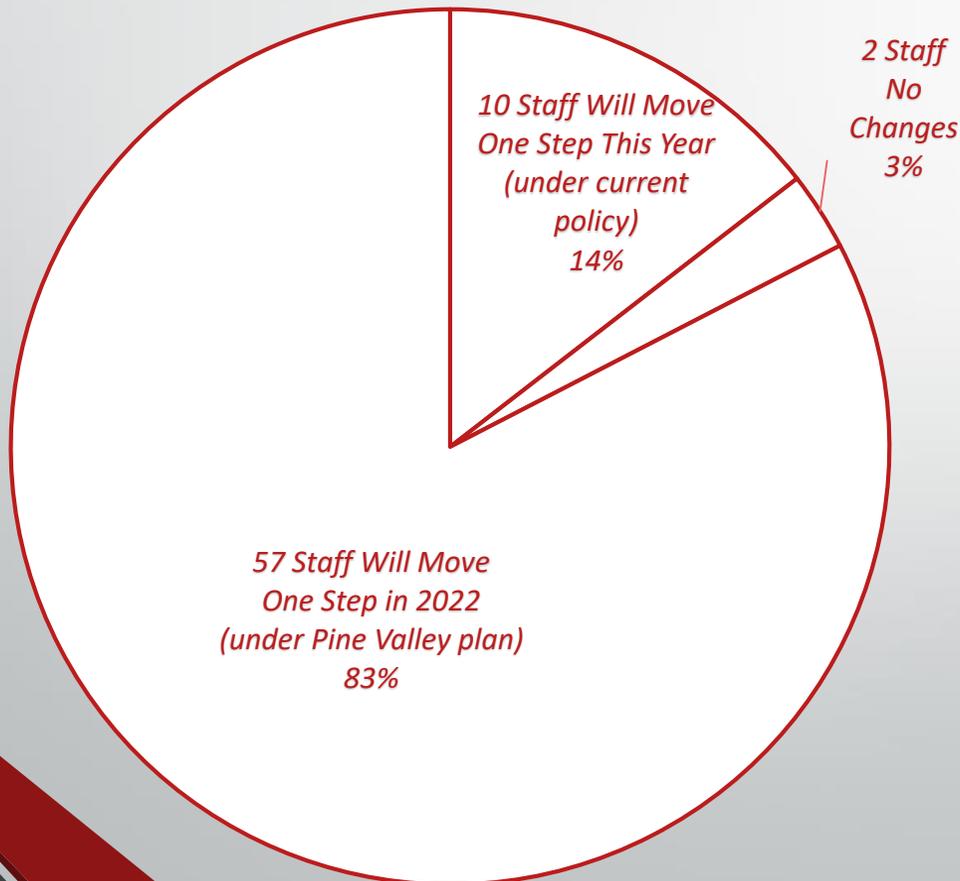
*Understanding the Impact*

# 1-Step Advancement

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
NOT USED	NOT USED	NEW HIRE	After PROBATION	After TWO YRS	NOT USED*	NOT USED*	NOT USED*

*\*Used only for staff who are already above Step 5 to Advance a Step*

## Impact of Following Pine Valley Plan



- Follows Example of Pine Valley Step Advancement (9/2021)
- Policy is Updated to Allow Department Heads to place up to Step 5
- NO Annual Cost of Living Adjustment is Built into this Plan

## Cost = \$101,815

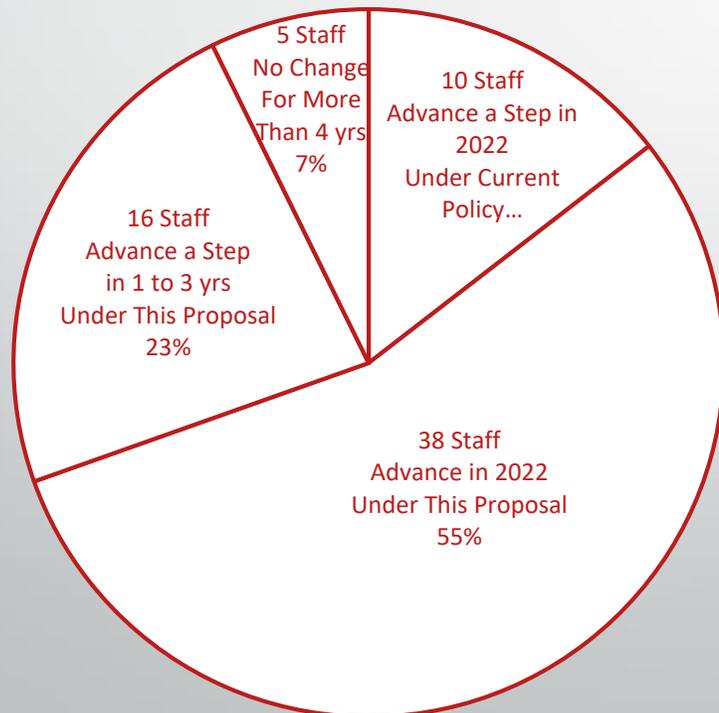
Impact to Staff Wages	# of Staff	%
Will Advance a Step in 2022 Under Current Policy	10	14%
Would Advance a Step in 2022 Using Pine Valley Plan	57	83%
No Change to Wage Already at Step 8	2	3%

# Longevity Step Advancement

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
NOT USED	NEW HIRE	After PROBATION	After TWO YRS	After FOUR YRS	After SIX YRS	After EIGHT YRS	After TEN YRS

- Step Advancement at Probation, Two, Four, Six, Eight, and Ten Years
- Plan Includes Policy for Annual Cost of Living Adjustments to the Entire Wage Scale – MUST BE EVERY YEAR
- Plan Allow Department Head to place up to Step 5; Allow County Administrator to approve higher placements

## Impact of Step Advancement at Two-Four-Six-Eight-Ten Years



## Cost = \$121,577

Changes to Staff Wages	# of Staff	%
Will Advance a Step in 2022 Under <i>Current Policy</i>	10	15%
Would Advance in 2022 Under <i>This Proposal</i>	38	55%
Would Advance a Step in one to three years under <i>This Proposal</i>	16	23%
No Change to Wage for more than four years	5	7%



# FUNDING RETENTION INCENTIVE PLAN

# Funding for Retention Incentives

FUNDING SOURCE	Premium Pay \$1/hr (\$166,665)	Pay Plan 1-Step Advancement (\$101,815)	Pay Plan Longevity Advancement (\$121,580)
Saving from Position Vacancies	\$ 35,665	\$ 35,665	\$ 35,665
Claimable Federal Funding <i>(percentage of additional costs for certain programs)</i>	\$ 28,000	\$ 18,700	\$ 24,300
ARPA Funds*	\$ 103,000	\$ 47,450	\$ 61,615
<b>TOTAL</b>	<b>\$ 166,665</b>	<b>\$ 101,815</b>	<b>\$ 121,580</b>

*\*Richland County received \$3,350,999 in ARPA funding from the Federal Government.*

- *On August 20<sup>th</sup>, the Finance and Personnel Committee earmarked 10% of those funds (or \$335,099) for premium pay for eligible essential workers.*



# RECOMMENDED PLAN

*From the HHS Director*

# Recommended Retention Plan

## 1. Establish a County Pay Plan Policy to include...

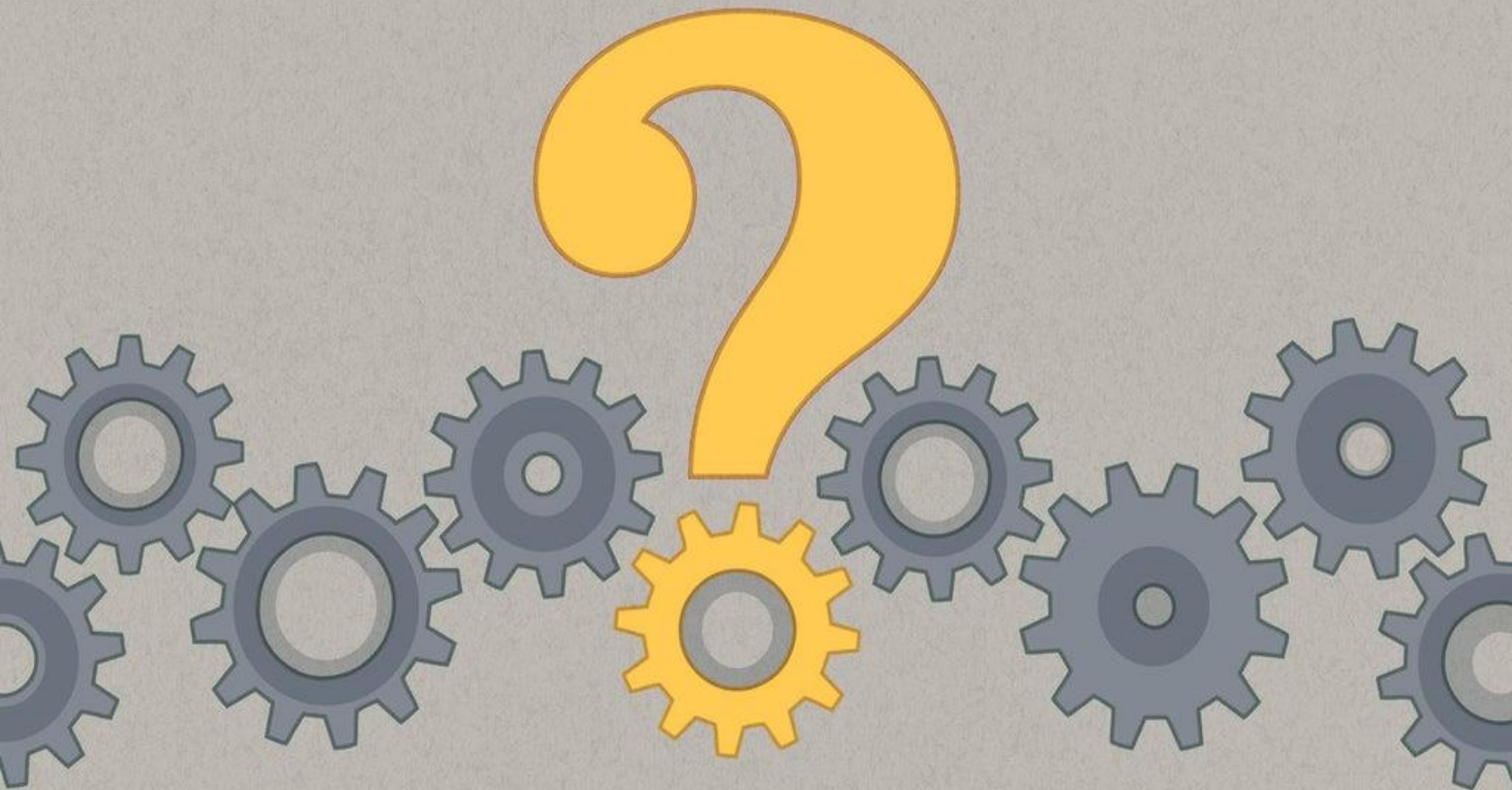
- An **Annual Cost of Living Adjustment** to the Whole Wage Scale
- **Longevity Step Advancement Plan** (Wage Step Based upon Years of Employment)

*Current employees are to be placed on the step that corresponds to their years of continuous employment*

- Step 2: New Hires
- Step 3: After Probationary Period
- Step 4: After Two Years of Employment
- Step 5: After Four Years of Employment
- Step 6: After Six Years of Employment
- Step 7: After Eight Years of Employment
- Step 8: After Ten Years of Employment
- Allow **Department Head discretion to place employees up to Step 5;**
- Allow **County Administrator to approve higher placements**

## 2. Provide Premium Pay to all HHS Employees

- **\$1/hour premium pay** added to hourly wage beginning with the first payroll in February
- Premium pay remains in place until Longevity Pay Plan Policy is in place or until 12/31/22



## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Discussion and possible action regarding administrative strategic goals

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 February 2022	<b>Action Needed:</b>	Report / possible action
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Administrator Agreement
<b>Date submitted:</b>	31 January 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

(Possible) Motion to.... approve report on addressing strategic goals.

(Possible) Motion to.... (amend priority work plan)

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

The County Administrator will present a report on progress, and planning to address the administrative goals for the 2020-2022 session and the current list of requested/identified administrative projects and initiatives facing the administrator/administrative team.

As per previous action and discussion. The administrator will be presenting a report on current progress and priority work plan. As a process, the committee will have the ability to recommend amendments and offer guidance via motion.

**Attachments and References:**

Strategic Plan Tracking and Reporting	Projects and Initiatives List
Work Plan – Prioritized	

**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)*

TBD

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Richland County Committee

## Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2022												
Items:	Actions:	Status:										
Challenges for the County Administrator (18 month)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oc-21	1-Nov	30-Dec	31-Jan
<b>1. Develop a long-term strategic plan</b>		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions	Actions	Actions
	Plan has been drafted by SWRPC - Attending meetings Resolution to complete by end of session											
<b>2. Transition finance and HR from County Clerk's Office to the Administrator's Office</b>		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete			
	Established roles and position descriptions Some remaining overlap with Clerk serving as Finance Officer											
<b>3. Make resolutions and ordinances available and organized on the internet</b>		Prelim	Dev.	Dev.	Dev.	Actions						
	Intensions of utilizing ARPA funds to codify ordinances Approval to use ARPA funds, Contract to Board in February Approval of Resolution in January County Board							Anticipating February				
<b>4. Develop more uniform HR policy and procedures</b>		No Actions	Prelim	Dev.								
								POSTPONE				
<b>5. Implement a uniform performance review program</b>		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.	Dev.	Dev.
	Completed 4 of 14 complete; 4 in development											
<b>6. Develop plan and funding for more broadband</b>		Prelim	Dev.									
	Committed \$200,000 from ARPA							POSTPONE				
<b>7. Develop finance and purchasing policy (increase admin authority on purchasing)</b>		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.			
	Amendment to Rule #14 expanding authority Voucher Procedure on Invoices							POSTPONE				
<b>8. Develop new county board member orientation program</b>		Prelim	Dev.	Action	Action	Action						
	Drafted plan is awaiting action from F+P on December 17th. Finalized action by the Board anticipated for January. Awaiting final review from Rules and Resolutions									Jan Completion		
<b>9. Full review of county employee handbook, addendums and administrative manual</b>		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action	Action	Action
	Several Addendums to reviewed. Anticipating February Completion Finalizing Administrative Manual									Feb Completion		
<b>10. Partner with Southwest Regional Planning in developing a county strategic plan</b>		Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete				
	Entered an Agreement // Planning Sessions Complete // Finalizing Plan											
<b>11. Develop policy and procedure to address complaints and</b>		Prelim	Prelim	Actions	Actions	Complete						
	Department Review: Taking to County Board in January Board Adoption in February 2021											
<b>12. Develop compensation and classification plan (Proposed by Administrator)</b>		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete			

# Richland County Committee

## Agenda Item Cover

						Date:	31-Jan-22
<b>Project and Initiatives involving the Administration Team:</b>							
By Duties:	Department/ committee / function:	Project / Initiative:	Status	Cost (est.)	Current Lead	Strategic Goal	
<b>Board Relations</b>							
	Board	Redistricting with coordination of committee	Done	Min	CTY.Clerk	No	
	Board	Policy, Rules, Procedure of addressing public comment in public meetings	No actions	min	Admin	No	
	County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
	Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
	Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No	
	UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
	Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes	Jan
	Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No	
	Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No	
<b>Administrative Duties</b>							
	Administrator	Performance evaluations on reporting department heads (14)	3 of 14	min	Administrator	Yes	
	Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes	
	Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes	
	Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes	
	Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes	
	Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No	
	Administration	Purchase and Install new AS400 system	System arrived	\$60,000	MIS	Yes	
	Administration	Sort out office and floor space	Actions	?	Admin / Clerk	Yes	
	Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No	
	Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes	
	Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes	
	Broad Band Development	Actions on Broadband Grants due by March 2022	No Actions	?	Committees	Yes	2022Feb
	Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No	
	Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No	
	Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No	
	COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No	
	Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No	
	UWEX	Evaluation of current community educator needs	No action	?	Admin	No	
	UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No	
	UW Campus	Campus Loop deed to City	Surveyed	?	CC	No	
	UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No	
	Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No	
	Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	\$9,500,000	Admin / Sauk	No	
	Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No	
	Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No	
	Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No	
	Solar Field	Solar Field—follow up push on development	Underway	\$160,000	ED	No	
	Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	\$100 per	Zoning	No	
	Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	\$100K+ / year			
	Solar Field	Solar Panels on County Roofs - Through Allient or other Utility (Iowa County)	No action	?	Accounting Supervisor	No	

# Richland County Committee

## Agenda Item Cover

Strategic Planning and Organizational Improvement						
Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes	
Strategic Plan Development	Development of work-plan to implement the strategic initiatives	Preliminary	?	Admin	No	
Budget Preparation and Execution						
Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No	
10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No	
Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Preliminary	?	Administrator / CFO	No	
MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No	
Financial Reports and Planning						
Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	\$3,300,000		No	
Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No	
Finance	2022 Budget – Process planning and coordination	Actions	\$36M	Admin	No	
Finance	2022 Budget – Union negotiations	Actions	?	Admin / Jon	No	
Finance	2022 Budget – Health Insurance and Benefits Review, Assessment, Proposal	Actions	?	Admin	No	
Finance	2022 Budget – Capital Projects and Improvement process and borrowing	Actions	?	Admin / Clerk	No	
Finance	2022 Budget – Review of county partnerships	Actions	?	?	No	
Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES	
	POLICY - procedure on ensuring W/C certificates with contractors	None	?	Admin / Clerk	No	2022Feb
	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No	
Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No	
Finance	Service Card System	Development	?	Admin / Clerk	No	
Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No	
Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No	
Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No	
Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No	
Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No	
Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No	
Finance	AS400 Switch over - Anticipating February after year end	Development	\$60,000	Admin / MIS	No	
Finance	Early Childhood Education and Daycare Grant Program	Actions	\$335,100	Admin	No	
DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	\$150,000	DOJ / Accounting Supervisor	No	
Ambulance Garage	Finalize Purchase	Dec 15th	\$600,000	Chair and DH	No	
Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair/ DH	No	
Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	\$55,000	ED	No	
CDBG Close	Lone Rock Improvements	Con. \$ flow	\$481,750	ED	No	
CDBG Close	Richland Center Auditorium	Con. \$ flow	\$752,341.31	ED	No	
Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Admin	No	
Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No	
Human Resources						
Human Resources	Recruitment Process for Corporation Counsel	Actions	?	Admin / HHS	No	
Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No	
Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No	
Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No	
Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No	
Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No	
Human Resources	POLICY - Finalize Handbook with changes reflecting Administrator	Done	?	Admin	YES	
Human Resources	POLICY - complete review Handbook, Administrative Manual and Addendums	Done	?	Admin	YES	
Human Resources	POLICY - Compensation, Classification and Authorization	Adopted	?	Admin	No	
Human Resources	Review FLSA classifications	Done	?	Admin	No	
Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES	
Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No	
Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No	
Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No	
Human Resources	POLICY - Review and Update Civil Rights	Development	?	Admin	No	
Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No	
Human Resources	POLICY - Pay for Performance	No actions	?	Admin	No	2022Feb
Human Resources	POLICY - Volunteer Worker Agreement / Hold Harmless Language	No Actions	?	Admin	No	2022Feb
Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No	
Highway	Clerical Staff hour reduction	Done	?	Admin / HWY	No	
Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No	
Human Resources	Establish Reoccurring HR meetings and work group	Preliminary	?	Admin	No	

# Richland County Committee

## Agenda Item Cover

Property Management	Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No	
	Courthouse	Duct Cleaning	Done	<del>\$14,082.00</del>	Maint	No	Complete
	Courthouse	Air Purification Equipment Installation	Scheduled	\$42,454.00	Maint	No	
	Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No	
	Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No	
	Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No	
	Property	Cazenovia Demolition — parcel is still ours; concerns on redemption (Economic Development)	Done	\$60,000	ED	No	
	Property	1 <sup>st</sup> Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic Development)	Done	\$10,000	ED and CC	No	
	Property	Crook Property - work with city on razing and development	Holding	0		No	
	Property	Streamline process on property development (Economic Development)	Preliminary	?	ED / Corp Counsel / Treasurer	No	
Property	Contaminated Parcel, old dry cleaning (Economic Development)	Preliminary	?	ED	No		
Property / Parks	Kayak Landing project and land swap	Preliminary	?	Parks and Chair	No		
Property	Roofing repairs on Campus, Symons, HHS (Passed to Department Heads)	Done	\$600,000	Contractor / DH	No		
MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No		
Land Conservation	Concerns on rented space, possible movement to courthouse	2023	\$10,000	Admin / Land	No		
Community & Intergovernmental Relations							
	Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No	
	Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No	

# Richland County Committee

## Agenda Item Cover

				Date:	31-Jan-22		
<b>Project and Initiatives involving the Administration Team:</b>							
<u>By Duties:</u>	<u>Department/ committee / funciton:</u>	<u>Project / Initiative:</u>	<u>Status</u>	<u>Cost (est.)</u>	<u>Current Lead</u>	<u>Strategic Goal</u>	
<b>Board Relations</b>							
	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes	
<b>Administrative Duties</b>							
	Administrator	Performance evaluations on reporting department heads (14)	4 of 14	min	Administrator	Yes	
<b>Budget Preparation and Execution</b>							
	Capital Program	Development and implementation of a 10 year capital management planning	Draft Format	?	Administrator	No	
	10 Year Financial Plan	Development and implementation of a 10 year financial plan	Draft Format	?	Administrator	No	
	Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Actions	?	Accounting Supervisor	No	
<b>Financial Reports and Planning</b>							
	Finance	Service Card System	Contract Signed	?	Admin / Treasurer / CFO	No	
	Finance	Early Childhood Education and Daycare Grant Program	Checks Released	\$335,100	Ad. Assistant	No	
	Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Actions	?	Administrator	No	
<b>Property Management</b>							
	Administreation	Radio Tower Project - Funding and Bond Rating Call / Analysis	Planning	6-10 M	Admin	No	2022Feb

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Administrator's Report

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 February 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure
<b>Date submitted:</b>	31 February 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### Recommendation and/or action language:

Motion to.... (guidance may be given to administration by committee action as is germane to the items presented)

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

- a. Broadband Survey — The Administrator held a meeting with the UWEX Area Director, UWEX Survey Center Representative, Director Glasbrenner, Supervisor Luck and Assistant Dull regarding the survey project. Discussion was had on the current, connection-speed survey being conducted by Prosperity Southwest Wisconsin (PSW) <https://www.prosperitysouthwest.com/>. The overall consensus was that the County's best course of action would be to promote the PSW survey, analyze gathered data, and then determine a need and focus for a mail out survey through UW Extension Survey Center. As a result of this meeting, we will be awaiting the PSW survey results until further actions are taken with UWEX.
- b. EDA Grant Extension — Through SWWRPC, Executive Director, Troy Maggied, we have asked for an 8-month extension. Most of our remaining work is expected to be completed in 4-8 months, however to avoid another extension request, and to plan for unforeseen complications, we would like an 8-month extension with the possibility to close the project out earlier if possible. Due to unexpected efficiencies tied to the community resiliency planning efforts, we are ahead of schedule and under budget on the project overall and wish to either push into second-level planning efforts or engage in plan implementation. We do not expect a budget or Staffing Plan revision to be required. We propose our extension to complete the following items related to our initial Scope of Work: Complete the County Strategic Plan, Branding and Marketing, and Engage with the Village of Cazenovia in long-range resiliency planning (much like Richland Center, Lone Rock, and Boaz).
- c. Radio / Tower Project Bonding and Procedure — The Administrator, Finance Officer, Accounting Supervisor, and Assistant recently received instruction from our municipal advisor, Carol Wirth, on the process and timing needed to bond for the Radio Tower improvement project. The borrowing project will resemble that of our short-term borrowing with the exception of the need to conduct a bond call/ rating analysis with Moody's. This will be an extensive effort to develop multiple reports on our financial situation and have our departments present. Like the short-term borrowing, a three-quarters authorization resolution will be needed to initiate the bonding process prior to the bond call. The Administrator is coordinating with the Radio / Tower Consultant and Municipal Advisor on establishing an effective timeline.

**Richland County Committee**

**Agenda Item Cover**

**Attachments and References:**


**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)*

TBD

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**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

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