

AGENDA ITEM COVER SHEET

Title: Chamber Music Festival

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

The Dodgeville Chamber of Commerce is proposing to host a music festival in August of 2018. They have asked if the event can occur on the parking lot at the Courthouse and utilize the parking lot at the HHS for guest parking. The Dodgeville Chamber will be contacting the City of Dodgeville to seek out permissions from them as well. In the past, when the Chamber hosted Blues Fest in the Courthouse parking lot, they signed an agreement similar to the one attached. Though this event will not be called Blues Fest, I am anticipating using an agreement similar.

RECOMMENDATIONS (IF ANY):

Consider the attached agreement granting permission to use County property for a musical event with alcoholic beverages. If approved, please provide the County Administrator the leeway to modify the agreement to reflect the events name.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

Attached is a draft agreement.

FISCAL IMPACT:

There should not be any fiscal impact to this agreement. The County will be deemed additionally insured and the event will complete all cleaning efforts prior to vacating the property.

LEGAL REVIEW PERFORMED:

☒ Yes

☐ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED: ☐ Yes ☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGREEMENT FOR USE OF IOWA COUNTY PROPERTY FOR BLUES MUSIC FESTIVAL

This agreement is made by and between Iowa County, a political subdivision of the State of Wisconsin (hereinafter referred to as "County"), and Dodgeville Chamber of Commerce, Inc. (hereinafter referred to as "DCC"), and shall be effective as of the date last signed by the parties hereto.

PRELIMINARY RECITALS

WHEREAS, DCC intends to sponsor a Blues Music Festival (hereinafter referred to as "Blues Fest") in the City of Dodgeville, Iowa County, Wisconsin on August 18, 2018.

WHEREAS, DCC has requested that County make its County-owned parking lots and grounds available for purposes of hosting Blues Fest and providing event parking and a staging area for the same; and

WHEREAS Iowa County desires to assist DCC in its sponsorship of Blues Fest and to grant DCC's request to use County-Owned parking lots and grounds for that purpose;

NOW THEREFORE, based upon the following conditions and obligations, the parties agree as follows:

I. OBLIGATIONS OF IOWA COUNTY

- a) County will make available to the DCC the Iowa County Courthouse parking lot and grounds located at 222 North Iowa Street for use as a site for the hosting of Blues Fest.
- b) County will make available the Health and Human Services parking lot located at 303 West Chapel Street for event parking and/or a staging area.
- c) County will make the Courthouse and Health and Human Services parking lots sites available beginning at 4:30 p.m. on August 17, 2018.

II. OBLIGATIONS OF DCC

- a) DCC will obtain all necessary permits required by the City of Dodgeville, Iowa County, Wisconsin, and any other entity or agency for purposes of conducting Blues Fest.
- b) DCC will ensure that Blues Fest begins no earlier than 9:00 a.m. on August 18, 2018, and ends no later than 11:00 p.m. on August 18, 2018.
- c) DCC will not cause damage to the County-owned parking lots, grounds, or property/buildings located on the premises, and DCC specifically agrees that no stakes or other similar securing devices will be driven into the parking lot surfaces.
- d) DCC will provide a policy of liability insurance coverage, as more particularly described in Section III of this Agreement.
- e) DCC will provide electricity and shall be responsible for all electrical and energy costs associated with conducting Blues Fest.
- f) DCC will be solely responsible for the provision of adequate security and sanitation for Blues Fest and will comply with all federal, state, or local laws and regulations related thereto.

- g) DCC will pay for and/or reimburse the County for any damages to County-owned parking lots, grounds, or property/buildings located on the premises resulting from use of the premises for or in conjunction with Blues Fest.
- h) DCC may occupy the Courthouse and Health and Human Services parking lots beginning at 4:30 p.m. on August 17, 2018, and shall vacate the premises no later than 5:00 p.m. on August 19, 2018. DCC is solely responsible for removing all debris and otherwise restoring all parking lots to their prior condition by that date and time.

III. HOLD HARMLESS

DCC agrees to indemnify and hold harmless the County for any and all claims and related costs incurred by virtue of any claim arising out of the use of County property for the purposes described herein. DCC further agrees to obtain and/or maintain a policy or policies of liability insurance indemnifying the County from any and all liability that may arise as a result of the use of County property for the purposes described herein. Said policy or policies shall:

- a. Provide bodily injury and property liability coverage in an amount of at least \$1,000,000.
- b. Name the County as an additional insured.

DCC shall provide the County with a certificate of such insurance coverage no later than 5:00 p.m. on July 16, 2018.

VII. MISCELLANEOUS PROVISIONS

- a) Entire Agreement. This Agreement constitutes the entire agreement between the parties, contains all understandings between the parties with respect to the subject matter hereof, and supersedes any and all other agreements either oral or written between the parties.
- b) Modification of Agreement. No change or modification of this agreement shall be valid unless the same is in writing and signed by County and the DCC.
- c) Waiver. No waiver of any provision of the Agreement shall be valid unless it be in writing and signed by the person or party to whom it be charged.
- d) Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- e) Choice of Law/Venue. This Agreement shall be governed by the laws of the State of Wisconsin, and venue for any dispute related to this Agreement shall be in the Circuit Court of Iowa County, Wisconsin.
- f) Construction of Agreement. This document was drafted by County, but the essential terms and conditions contained in this Agreement have been mutually negotiated, and no ambiguity in this Agreement shall be construed against County.
- g) Representation on Authority of Signatory. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of the party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Signed this ____ day of _____, 2018.

Dodgeville Chamber of Commerce, Inc.

By:

Nancy K. Smith
President

Signed this ____ day of _____, 2018.

Iowa County

By:

Larry Bierke
Iowa County Administrator

AGENDA ITEM COVER SHEET

Title: Establishing the 2019-2022 Compensation for the Sheriff, Clerk of Court and

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Establish wages for three Elected Officials positions: Sheriff, Clerk of Court and Coroner.

Draft resolution numbers were drafted from comparison counties in population and current non-represented pay structure.

Salaries for the Sheriff, Clerk of Court and Coroner need to be established by April 15, 2018. Candidates can start circulating papers on the 15th of April.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Draft Resolution

2018 Salaries from other Counties.

Jan 1 and July 1 Non-Represented Pay Structure for Chief Deputy position

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

RESOLUTION NO. _____

**ESTABLISHING THE 2019-2022 COMPENSATION
FOR THE
SHERIFF, CLERK OF COURT AND CORONER**

TO THE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the General Government Committee hereby recommends the annual salaries for the Sheriff, Clerk of Court and Coroner for the Years of 2019-2022 as listed below.

NOW THEREFORE, BE IT RESOLVED, that the General Government Committee recommends that the salary schedule for elected officials listed below be adopted and adhered to, effective January 1, 2019 in accordance with applicable Wisconsin State Statutes.

Elected Official	2018	2019	2020	2021	2022
Sheriff	\$69,815	\$80,862	\$82,075	\$83,306	\$84,556
	1.5%	\$10,000 1.5%	1.5%	1.5%	1.5%
Clerk of Court	\$55,452	\$61,284	\$62,203	\$63,136	\$64,083
	1.5%	\$5,000 1.5%	1.5%	1.5%	1.5%
Coroner	\$2,000 & \$140/call Plus County use only cell phone	\$4,000 & \$140/call Plus County use only cell phone	\$5,000 & \$140/call Plus County use only cell phone	\$6,000 & \$140/call Plus County use only cell phone	\$7,000 & \$140/call Plus County use only cell phone

Dated this 8th of February, 2019
Respectfully submitted by the Iowa County General Government Committee

Sheriff

COUNTY INFO		
County	Population	Salary 2018
Menominee	4,533	\$49,837.92
Florence	5,400	\$49,720.61
Iron	5,916	\$61,788.00
Pepin	7,400	\$68,193.00
Forest	9,279	\$65,432.00
Price	13,300	\$63,650.00
Buffalo	13,400	\$66,220.00
Rusk	14,755	\$61,815.89
Burnett	15,457	\$71,962.00
Bayfield	15,500	\$72,600.00
Washburn	15,962	\$67,474.00
Marquette	16,000	\$83,533.00
Ashland	16,500	\$63,000.00
Crawford	16,711	\$74,439.00
Lafayette	17,000	\$72,000.00
Richland	17,000	\$73,325.00
Sawyer	17,000	\$71,633.00
Green Lake	19,000	\$84,251.00
Langlade	19,977	\$76,896.00
Kewanee	20,000	
Jackson	20,064	\$81,804.00
Taylor	20,600	\$85,149.00
Adams	20,730	\$81,587.00
Vilas	21,430	\$81,627.00
Iowa	23,600	\$69,815.00
Waushara	24,500	\$84,852.00
Juneau	25,987	\$77,062.00
Door	27,970	\$86,958.00
Trempealeau	29,582	\$80,410.00
Lincoln	30,000	\$77,767.00
Vernon	30,000	\$72,539.00
Clark	34,868	\$69,368.20
Oneida	36,000	\$89,483.00
Green	37,186	
Oconto	38,200	\$85,657.00
Shawano	40,000	
Pierce	41,251	\$79,110.00
Polk	43,437	\$88,542.00
Marinette	44,000	\$85,022.00
Monroe	44,000	\$75,253.00
Douglas	44,100	\$78,087.00
Dunn	44,500	\$87,195.00
Barron	45,412	\$85,801.00

Calumet	51,669	\$89,605.90
Grant	52,250	\$72,228
Waupaca	52,429	\$100,541.69
Columbia	57,028	\$91,767.00
Sauk	63,162	\$91,371.00
Chippewa	65,000	\$87,500.00
Portage	72,000	\$84,132.00
Wood	74,749	\$114,420.80
Manitowoc	81,442	\$93,513.00
Jefferson	85,000	\$90,833.00
St. Croix	87,000	\$92,000.00
Ozaukee	87,470	\$105,681.00
Dodge	88,759	\$91,102.00
Eau Claire	101,438	\$97,700.00
Fond du Lac	101,759	
Walworth	102,593	\$110,242.00
Sheboygan	115,569	\$99,554.00
LaCrosse	119,000	\$108,988.00
Washington	134,296	\$104,746.00
Marathon	134,900	\$103,318.00
Rock	161,188	\$117,500.00
Kenosha	167,757	
Winnebago	169,511	\$102,175.00
Outagamie	183,245	\$105,055.00
Racine	200,000	
Brown	250,000	\$109,000.00
Waukesha	380,000	\$108,451.00
Dane	523,643	\$146,300.00
Milwaukee	951,252	

Iowa County

Combination Salary Structure

Original Pay Plan Matrix was Adopted by County Board on September 16, 2014 with an implementation date of October 5, 2014

1.5% Market Adjustment adopted by County Board on October 16, 2015 with an implementation date of January 1, 2016

2.25% Market Adjustment adopted by County Board on November 15, 2016 with an implementation date of January 1, 2017

2.25% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of January 1, 2018

Job Code	In Payroll	Grade	Job Title	Department	Minimum			Control Point			Pay For	Maximum
					90%	92.5%	95.0%	97.5%	100%			120%
					Step 2	Step 3	Step 4	Step 5	Step 6		Performance	Maximum
281	T		Corporation Counsel	District Attorney	\$ 43.61	\$ 44.82	\$ 46.03	\$ 47.24	\$ 48.45			\$ 58.14
601	S		Nursing Home Administrator	Bloomfield Healthcare	\$ 39.97	\$ 41.08	\$ 42.19	\$ 43.30	\$ 44.41			\$ 53.29
311			Highway Commissioner	Highway								
460			Social Services Director	Social Services								
202	R		Finance Director	Finance	\$ 37.22	\$ 38.26	\$ 39.29	\$ 40.33	\$ 41.36			\$ 49.63
387	Q		Planning & Development Director	Planning & Development	\$ 35.42	\$ 36.40	\$ 37.38	\$ 38.37	\$ 39.35			\$ 47.22
426			Public Health Officer/Director	Health								
404	P		Chief Deputy	Sheriff	\$ 33.58	\$ 34.51	\$ 35.44	\$ 36.38	\$ 37.31			\$ 44.77
603			Director of Nursing	Bloomfield Healthcare								
201			Employee Relations Director	Employee Relations								
301			Information Systems Director	Information Systems								
372	O		ADRC Manager	ADRC	\$ 31.76	\$ 32.64	\$ 33.53	\$ 34.41	\$ 35.29			\$ 42.35
409			Jail Administrator	Sheriff								
459			Youth and Family Unity Manager	Social Services								
382	N		County Conservationist	Land Conservation	\$ 29.93	\$ 30.77	\$ 31.60	\$ 32.43	\$ 33.26			\$ 39.91
624			Nurse Manager	Bloomfield Healthcare								
500			Operations Manager	Highway								
443	M		Child Support Manager	Child Support	\$ 28.12	\$ 28.90	\$ 29.68	\$ 30.46	\$ 31.24			\$ 37.49
458			Economic Support Manager	Social Services								
380			Emergency Management Director	Emergency Management								
631			Environmental Services Director	County Wide								

Iowa County

Combination Salary Structure

Original Pay Plan Matrix was Adopted by County Board on September 16, 2014 with an implementation date of October 5, 2014

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2.25% Market Adjustment adopted by County Board on November 15, 2016 with an implementation date of January 1, 2017

2.25% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of January 1, 2018

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

Job Code In Payroll	Grade	Job Title	Department	Minimum						Control Point		Pay For Performance	Maximum 120% Maximum
				90% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100% Step 6					
281	T	Corporation Counsel	District Attorney	\$ 44.69	\$ 45.94	\$ 47.18	\$ 48.42	\$ 49.66				\$ 59.59	
601	S	Nursing Home Administrator	Bloomfield Healthcare	\$ 40.97	\$ 42.11	\$ 43.24	\$ 44.38	\$ 45.52				\$ 54.62	
311		Highway Commissioner	Highway										
460		Social Services Director	Social Services										
202	R	Finance Director	Finance	\$ 38.15	\$ 39.21	\$ 40.27	\$ 41.33	\$ 42.39				\$ 50.87	
387	Q	Planning & Development Director	Planning & Development	\$ 36.30	\$ 37.31	\$ 38.31	\$ 39.32	\$ 40.33				\$ 48.40	
426		Public Health Officer/Director	Health										
404	P	Chief Deputy	Sheriff	\$ 34.42	\$ 35.37	\$ 36.33	\$ 37.28	\$ 38.24				\$ 45.89	
603		Director of Nursing	Bloomfield Healthcare										
201		Employee Relations Director	Employee Relations										
301		Information Systems Director	Information Systems										
372	O	ADRC Manager	ADRC	\$ 32.55	\$ 33.46	\$ 34.36	\$ 35.27	\$ 36.17				\$ 43.40	
409		Jail Administrator	Sheriff										
459		Youth and Family Unity Manager	Social Services										
382	N	County Conservationist	Land Conservation	\$ 30.68	\$ 31.53	\$ 32.39	\$ 33.24	\$ 34.09				\$ 40.91	
624		Nurse Manager	Bloomfield Healthcare										
500		Operations Manager	Highway										
443	M	Child Support Manager	Child Support	\$ 28.82	\$ 29.62	\$ 30.42	\$ 31.22	\$ 32.02				\$ 38.42	
458		Economic Support Manager	Social Services										
380		Emergency Management Director	Emergency Management										
631		Environmental Services Director	County Wide										

Clerk of Court

COUNTY INFO		
County	Population	Salary 2018
Menominee	4,533	\$43,973.70
Florence	5,400	\$41,145.65
Iron	5,916	
Pepin	7,400	\$52,228.00
Forest	9,279	\$45,004.06
Price	13,300	\$49,000.00
Buffalo	13,400	
Rusk	14,755	\$51,595.59
Burnett	15,457	
Bayfield	15,500	\$59,703.00
Washburn	15,962	\$55,542.00
Marquette	16,000	\$59,453.00
Ashland	16,500	\$51,500.00
Crawford	16,711	
Lafayette	17,000	
Richland	17,000	\$59,323
Sauk	17,000	
Green Lake	19,000	\$65,906.64
Langlade	19,977	
Kewaunee	20,000	
Jackson	20,064	\$59,488.00
Taylor	20,600	\$57,573.00
Adams	20,730	\$62,424.00
Vilas	21,430	\$57,119.00
Iowa	23,600	\$55,452.00
Waushara	24,500	\$64,699.00
Juneau	25,987	\$58,330.00
Door	27,970	
Trempealeau	29,582	\$61,648.00
Lincoln	30,000	\$60,814.00
Vernon	30,000	\$57,280.04
Clark	34,868	\$57,355.94
Oneida	36,000	
Green	37,186	1%Jan, .5%July
Oconto	38,200	\$60,059.58
Sawyer	40,000	\$53,797.00
Pierce	41,251	\$59,605.00
Polk	43,437	\$58,531.00
Marinette	44,000	
Monroe	44,000	\$52,834.41
Douglas	44,100	\$61,905.00
Dunn	44,500	\$62,506.00
Barron	45,412	\$70,578.00

Calumet	51,669	\$64,957.84
Grant	52,250	\$58,023.00
Waupaca	52,429	
Columbia	57,028	
St. Croix	63,162	\$70,005.55
Chippewa	65,000	\$72,612.92
Portage	72,000	\$68,314.78
Wood	74,749	\$78,302.90
Manitowoc	81,442	\$67,666.00
Jefferson	85,000	\$73,446.05
Sheboygan	87,000	\$72,281.00
Ozaukee	87,470	
Dodge	88,759	\$69,731.00
Eau Claire	101,438	\$73,197.00
Fond du Lac	101,759	
Walworth	102,593	\$81,043.00
Shawano	115,569	
La Crosse	119,000	\$78,519.00
Washington	134,296	\$80,076.77
Marathon	134,900	\$85,371.00
Rock	161,188	\$76,458.00
Kenosha	167,757	
Winnebago	169,511	\$78,456.00
Outagamie	183,245	\$80,074.00
Racine	200,000	
Brown	250,000	
Waukesha	380,000	\$82,085.52
Dane	523,643	\$105,756.00
Milwaukee	951,252	

Coroner

COUNTY INFO		
County	Population	Salary 2018
Menominee	4,533	
Florence	5,400	
Iron	5,916	\$4,459.00
Pepin	7,400	
Forest	9,279	
Price	13,300	
Buffalo	13,400	
Rusk	14,755	
Burnett	15,457	\$24.00
Bayfield	15,500	
Washburn	15,962	
Marquette	16,000	
Ashland	16,500	
Crawford	16,711	
Lafayette	17,000	
Richland	17,000	
Sawyer	17,000	
Green Lake	19,000	
Langlade	19,977	\$25,422.00
Kewanee	20,000	
Jackson	20,064	
Taylor	20,600	\$7,805.00
Adams	20,730	
Vilas	21,430	
Iowa	23,600	\$2,000 & \$140/call
Waushara	24,500	\$69,846.00
Juneau	25,987	
Door	27,970	
Trempealeau	29,582	\$20,290.00
Lincoln	30,000	\$50,749.00
Vernon	30,000	\$9,567.00
Clark	34,868	
Oneida	36,000	\$35,470.00
Green	37,186	
Oconto	38,200	
Shawano	40,000	
Pierce	41,251	
Polk	43,437	
Marinette	44,000	\$17,044.00
Monroe	44,000	
Douglas	44,100	
Dunn	44,500	
Barron	45,412	

Calumet	51,669	
Grant	52,250	
Waupaca	52,429	
Columbia	57,028	
Sauk	63,162	
Chippewa	65,000	\$4,636.35
Portage	72,000	\$6,000.00
Wood	74,749	
Manitowoc	81,442	
Jefferson	85,000	
St. Croix	87,000	
Ozaukee	87,470	\$75.00
Dodge	88,759	
Eau Claire	101,438	
Fond du Lac	101,759	
Walworth	102,593	\$9,337.00
Sheboygan	115,569	
LaCrosse	119,000	
Washington	134,296	
Marathon	134,900	
Rock	161,188	
Kenosha	167,757	
Winnebago	169,511	
Outagamie	183,245	
Racine	200,000	
Brown	250,000	
Waukesha	380,000	
Dane	523,643	
Milwaukee	951,252	

AGENDA ITEM COVER SHEET

Title: Study and Analyze Changing the Percentages of Step 2 – Step 5 of the Clas

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

At the October 10, 2017 Executive Committee it was motioned to send the pay plan structure to the General Government Committee to study and analyze changing the percentages for Step 2 through 5 on the Classification/Compensation Study.

In the November 2, 2017 General Government Committee Meeting, we discussed moving Market to 101% and the steps as follows:

Currently Step 2 is 90% of Market (Step 6) - the discussion was moving Step 2 to 92% of Market (Step 6)

Currently Step 3 is 92.5% of Market (Step 6) - change Step 3 to 94.25% of Market (Step 6)

Currently Step 4 is 95% of Market (Step 6) - change Step 4 to 96.5% of Market (Step 6)

Currently Step 5 is 97.5% of Market (Step 6) - change Step 4 to 98.75% of Market (Step 6)

RECOMMENDATIONS (IF ANY):

For discussion and review.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

To determine a financial impact, we used 2018 data. We compared what the cost of the current adopted January 1, 2018/ July 1, 2018 wages with adjusting Steps 2-5 to a 92%-94.25%-96.5%-98.75%.

Will provide fiscal impact at meeting.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations Director

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGENDA ITEM COVER SHEET

File: Grid Proposal from Public Works Committee

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

On September 11, 2017, the Public Works Committee motioned to send an idea to the Executive Committee for further review. The motion was moved by Gollon, seconded by Benish to have a higher "new hire" wage with less MTO.

Staff has evaluated this proposal and it is our understanding that this would involve creating another class of employees that follow a different MTO schedule and wage grid. Iowa County would have two people doing the same work compensated differently for newly hired positions. The effects of this are unknown and may require additional expertise (legal assistance) to help facilitate the change.

This was discussed briefly at the October Executive Committee meeting. At that meeting, the Committee decided to forward it on to General Government Committee and ask them to study alternative ideas.

RECOMMENDATIONS (IF ANY):

This proposal appears to be for discussion and review at this point. Should the General Government Committee desire to move forward with the request, staff would need some time to put together all the changes that would be needed in our policies, employee handbook, compensation grid, and MTO schedule to accommodate the change request. Staff awaits your direction.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

Staff has tried to generate the fiscal impact; however, not knowing what hiring would be completed in 2018 or 2019, that is virtually impossible to do. Having said that, we can look at our history to determine what the impact would have been if this proposal had been implemented on Jan 1, 2016 and work forward with cost estimates from there.

If on January 1, 2016 a second class of employee were created that started new employees out with 20% higher wages, the additional costs to Iowa County in 2016 would have been \$144,893.90. In 2017 we hired additional new employees and they also would be added to the new wage chart. Those employees would have added another \$196,646.30 to the County's Budget. [If we use the same employees in 2017 and projected that into 2018, it would add another \$189,478 to our expenses.]

To cover these additional expenses, the County would have fewer MTO days that would need to be backfilled. Since most departments under or wage grid do not backfill, the savings would likely be minimal.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

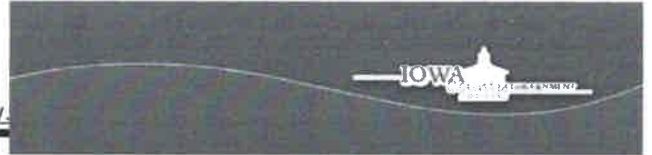
COMMITTEE ACTION:

Public Works Committee asked Executive Committee to look at considering their proposal. Executive Committee referred the idea to General Government Committee for them to study and report back.

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.



TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: February 1, 2018
RE: Employment Activity Report

Outlined below is the employment activity for January/February 2018:

- Highway Seasonal Laborer – 1 new hire started in January.
- Highway Section Maintenance Patrol – Interviews scheduled for February 2.
- Highway Auxiliary Maintenance Patrol - Interviews scheduled for February 2.
- 4H Internship – Interviews completed.
- Sheriff's Office Patrol Deputy – (2 vacancies) – 1 internal promotion, interviews scheduled for February 5.
- Deputy Register of Deeds – Interviews scheduled for February 6.
- Conservation Specialist – Interviews completed.
- Land Conservation Department Assistant – New hire starting February 19.
- Highway Equipment Operator (2 vacancies) – 2 internal promotions, 1 was effective December 22, and 1 effective January 3.
- Highway Crew Lead – Internal promotion – effective December 28
- Dispatcher/Correctional Officer – New hire started December 27.
- Sheriff's Office Detective – Internal promotion, effective January 29.
- Bloomfield Healthcare Cook/Dietary Aide – Interviews completed
- Bloomfield Healthcare Certified Nursing Assistants — 3 new hires in January, 1 internal candidate.
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment

AGENDA ITEM COVER SHEET

Title: Policy Manual Section 1300

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Attached are policies drafted relative to the Information Technology Department. For the County Board to manage how technology is used at Iowa County, various policies are created. Please review the attached policies.

RECOMMENDATIONS (IF ANY):

Please review the attached policies and advise staff as to any changes you would like to see.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

FISCAL IMPACT:

There should not be a fiscal impact to adopting policies.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

TABLE OF CONTENTS

SECTION 1300: INFORMATION TECHNOLOGY SERVICES

1301:	PAGE 1	Data File Definition and Backup
1302:	PAGE 1	Security, Protection, and Emergency Evacuation Procedures
1303:	PAGE 1	Desktop Computer Hardware Acquisition Standard
1304:	PAGE 1	Desktop Computer Software Acquisition Standard
1305:	PAGE 1-7	Social Media Policy
1306:	PAGE 1	Equipment and Media Storage and Disposal
1307:	PAGE 1	Inventory Control
1308:	PAGE	Building Security



DATA FILE DEFINITION AND BACKUP

Date Originated: 4/22/2017
Date of Modifications: 07/29/17
Policy Number: 1301

1. PURPOSE:

It is the purpose of the Data File Definition and Backup Policy is to explain to employees the type of data that is stored. The method and use of it stored on the county backup system and the time it is stored for.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

It is the policy of Iowa County to have an information retention system in place to make sure it has ability to recover data loss in case of a disaster.

Backup systems are not designed for data retention. Backup systems exist for the purpose of periodic recovery of critical data during the course of business or in the event of a disaster. Backup systems should not be utilized for records retention purposes. Separate systems and policies exit for items that require specific retention periods. These are defined as archiving systems.

Data retention or archiving is the responsibility of the owner of the data, not the back-up process. Back-up copies performed by Information Technology staff are not records retention. County record documents shall be retained according to a Department's records retention schedule.

4. REFERENCES:

5. PROCEDURES:

The data stored on backup media should be kept only as long as needed to ensure that the operations can be restored following a disastrous data loss. Backup media is defined as tape, disk, or optical. This definition will change over time as new technologies emerge for backing up data (i.e. solid state drives, off-site services, etc.).

The retention period for data stored on backup media shall not exceed one (1) year or of lesser time frame due to technological deficiencies. Data stored on backup media is for disaster recovery purposes only. However, the County does access backup media periodically to restore data.



SECURITY, PROTECTION, AND EMERGENCY EVACUATION PROCEDURES

Date Originated: 4/22/2017
Date of Modifications: 07/27/17
Policy Number: 1302

1. **PURPOSE:**

It is the purpose of the Security, Protection, and Emergency Evacuation Policy to explain to employees the methods for keeping information and equipment safe from non-authorized personnel.

2. **ORGANIZATIONS AFFECTED:**

This policy will impact all departments, agencies and divisions of Iowa County.

3. **POLICY:**

It is the policy of Iowa County to have in place practices in place to make sure that all information is kept secure during normal working hours and in case of an emergency.

4. **REFERENCES:**

5. **PROCEDURES:**

Passwords are to be a minimum of 8 characters long and include one capital letter and one character such as a number.

Passwords may not include the username.

All employees will have to create a new password every 90 days when prompted at login and may not repeat the same password.

Employees may not share their password with anyone else.

After 3 failed attempts of entering a password, the users account will be locked. Employees may wait to try again after 30 minutes when account unlocks itself or they can call I.T. for help. If the employee waits for 30 minutes and the attempt to login again fails, call I.T. for help.

Employees should log off or lock their computer when they are not there at all times.

DO NOT TURN OFF COMPUTER AT THE END OF THE WORK DAY. They are to be locked or logged off of instead. There are numerous activities such as virus scans and updates that take place during after-hours.

In an emergency when employees have to leave the office, please lock the computer or log off before leaving. Then leave the building.



DESKTOP COMPUTER HARDWARE ACQUISITION STANDARD

Date Originated: 4/22/2017
Date of Modifications: 07/27/2017
Policy Number: 1303

1. PURPOSE:

It is the purpose of the Desktop Computer Hardware Acquisition Policy to explain to employees the procedures for using and acquiring technological equipment for the County.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

It is the policy of Iowa County to acquire all hardware equipment for use by employees.

4. REFERENCES:

5. PROCEDURES:

No new computer hardware can be installed without informing the IT Department. The IT Department must review and authorize the purchase of any new computer hardware. Computer equipment is not to be relocated or reassigned without informing the IT Department.

Swapping internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from a member of the IT Department is strictly prohibited.

Employees taking *any* computer equipment home (including laptops or notebooks) must have permission from their Department Head.

The IT Department must approve any lease or contract for professional services that relates to computer hardware. This includes design, support or maintenance of computer hardware, networking, Internet, and computer repair services.

Any non-County hardware, such as vendor or state laptops, must be approved by IT prior to connecting to the County network for any resources.

Any County computers/laptops that are removed from the network in excess of a month must be reviewed by IT prior to reconnecting to County resources to make sure it is not a security threat.



DESKTOP COMPUTER SOFTWARE ACQUISITION STANDARD

Date Originated: 04/13/2017
Date of Modifications: 07/27/17
Policy Number: 1304

1. PURPOSE:

It is the purpose of the Desktop Computer Software Acquisition Policy to explain to employees the procedures for using and acquiring software for the County.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

It is the policy of Iowa County to acquire all software for use by employees.

4. REFERENCES:

5. PROCEDURES:

All purchases/downloads of new software must be approved by the IT Department. The IT Department must review and authorize the purchase of any new software for any computer on the County network.

All software must be used only in ways that are consistent with their licenses or copyrights and the County Policies.

Duplication of County-owned software through any medium (e.g., DVD, CD-ROM writer, Cloud Storage) for personal use or unauthorized distribution is prohibited.

Installation and/or use of personal software from home on County owned computer without permission is prohibited.

Employees shall respect and abide by the terms of software licenses, including, but not limited to a prohibition on reproduction of licensed software.

Any suspected misuse of software shall be reported to the appropriate supervisor.

Enterprise Software support will be paid for through the I.T. Department. There can be exceptions to this depending on the other circumstances.



SOCIAL MEDIA POLICY

Date Originated: 7/15/14
Date of Modifications: 07/27/17
Policy Number: 1305

Iowa County Government Social Media Use Policy

This policy outlines appropriate use of social media, as it relates to Iowa County, by employees and departments for official and personal use. This policy is to be used in conjunction with other Iowa County Policies.

EXECUTIVE SUMMARY

The following Iowa County Social Media Use Policy has been adopted to establish practical, reasonable and enforceable guidelines by which Iowa County employees can conduct responsible, constructive social media engagement in official capacities.

This policy promotes a safe environment for employees to share subject matter expertise in a manner that will benefit the residents of Iowa County. This policy prepares Iowa County Government to utilize social media channels to help each other and the communities served, particularly in the event of a crisis, disaster or emergency and will protect Iowa County Government and employees from violating Municipal, State or Federal rules, regulations or laws through social media channels.

This policy will provide guidelines for work, personal and general social media usage within Iowa County Government. Open records laws and guidelines relating to social media use in government are also identified. Specific authorized social media sites and usage guidelines for these particular sites are also outlined. Employer monitoring, reporting of violations and discipline for any identified violations are also included within this policy.

SOCIAL MEDIA

Iowa County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing may facilitate the efficient delivery of County services and foster positive public perception and a sense of community.

I. Purpose

This policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees.

The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, Twitter, or other similar forms of online journals, diaries or personal newsletters not affiliated with Iowa County.

County-owned technology resources are the property of Iowa County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Information Technology Use policy, as well as any existing internet, email, and harassment policies. Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

II. Changes to This Policy

Iowa County may modify this Social Media Use Policy to reflect legal, technological and other developments. A current copy of this document can be found on the Iowa County Government Website at www.iowacounty.org.

III. Definitions

The following definitions relate to terms as used within the context of this policy.

Social Media - a means of interactions among people in which they may create, share, and exchange information and ideas in virtual communities and networks.

Blog - discussion or informational forum published on the internet and consisting of discrete entries ("posts") typically displayed in reverse chronological order.

Facebook – social media network found at Facebook.com

Twitter – social media network found at twitter.com

Spam - unsolicited bulk messages, especially advertising, indiscriminately sent to any number of recipients

Social Media Site – Any platform on which to build social networks or social relations for the sharing of information of common interest

Work Related Social Media Guidelines

The work related use of social media can range from passive review of social media profiles for informational or investigative purposes, to the authoring of content through a department sponsored social media account. Any such work related use must be approved by an employee's manager. The following conditions also apply to such use:

- A. Employees are not permitted to use social media, blogging, or similar technology during working hours or at any time on County computers or other County-supplied devices, unless specifically authorized to do so as part of employee's job responsibilities.
- B. Employees authorized to publish content to a department sponsored social media site shall be designated as social media representatives and such designation shall be made by the employee's Department Director with notice to the Information Technology Director.
- C. Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Director. Notification of all new official Social Media sites must be provided to the County Administrator and the Information Technology Director. All County authorized social media sites are to be sponsored by a County agency or department and the content of such site will become the responsibility of that department and its management.
- D. Permission to author content on County authorized social media sites will only be granted to those employees who are authorized to speak on behalf of the County via these electronic communications media.
- E. Employees are expected to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release, shall be directed to the employee's supervisor before releasing the information.
- F. When communicating electronically, employees are expected to speak respectfully about the County and County-related matters, and limited to items to which the employee is authorized to speak and identify themselves and their role with the County.
- G. Employees are expected to follow copyright, fair use and financial disclosure laws when using on-line

communications. Note that the unauthorized use of copyrighted materials, unfounded or derogatory statements, or misrepresentation, can result in disciplinary action up to and including termination.

- H. Employees acting on behalf of the County may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and perspective.
- I. Honor the privacy rights of our current employees by seeking their permission and the permission of their Department Director before writing about or displaying internal happenings that involve the employee.
- J. Employees should not cite or reference County contractors or suppliers without their approval. Care should be taken to not promote one contractor over another or provide preferential treatment of any kind.
- K. Authorized social media sites are not be used to express a political view point or endorse a political candidate.
- L. Beware of your association with the County and that at all times you serve as an ambassador of the County.

1) General Social Media Site Guidelines for Authorized Sites

All County social media sites must be sponsored by a department. The department must include a link to this site from their departmental home page and the County's official social media directory, on the Iowa County's official website.

The sponsoring department will be responsible for all management of an authorized social media site and it is the department director's responsibility to maintain compliance with this policy and all other applicable policies or laws in the management of their social media site(s).

The accuracy, quality and timeliness of all content on an authorized social media site are the responsibility of the sponsoring department. Likewise, the authorization of the appropriate staff to maintain such a site is also the responsibility of the sponsoring department.

When creating an Iowa County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

- A. Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in the Information Technology Use policy.
- B. Encourage one-way communication when possible. Use of two-way communication is permitted in cases where limiting the application to one way communication would reduce or negate the value of the social media application.
- C. All official Iowa County social media sites will include a disclaimer similar to the following: *"The information provided herein is provided as a courtesy and for informational purposes only. Please contact the listed media contact for this (site, page, etc.) to confirm the accuracy of the information found here. Content on this site is not to be construed as a legal notice."*
- D. Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Iowa including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation to delete submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copy rights of others. The County does not necessarily review all posted comment on a regular basis. Furthermore, the County reserves the right to delete any comment for any reason and will immediately delete any comments that include: spam or links to other sites; are clearly off topic; advocate illegal or illicit activity; promote particular products, services or vendors; infringe on copyrights or trademarks; or advocate for a particular political party, candidate or point of view. Comments expressed on this site do not necessarily reflect the opinions of Iowa County or its employees. Iowa County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

If the particular social media technology does not provide space for the above, a link from the social media

application or user profile to the Social Media Use Policy page on the Iowa County website is to be provided. Departments are required to enforce this policy and verify that all posts comply with these guidelines:

- a) No spam
 - b) No off topic posts
 - c) Promotion of illegal activity prohibited
 - d) Copyrighted or licensed material prohibited
 - e) Promotion of political organization prohibited
 - f) Promotion of products or services prohibited
 - g) Personal attacks prohibited
 - h) Personal protected information prohibited
 - i) Violent, obscene or discriminatory comments prohibited
 - j) Repetitive posts prohibited
- E. Administrative Structure: any County authorized social media site will require the following:
- a) Assigned administrator: this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the site administrator must be filed with a request for an authorized social media site.
 - b) Backup administrator: to prevent issues related to site administration during the absence of the site administrator, all authorized sites must have a named backup administrator also to be filed as part of the request for an authorized site. It is the responsibility of the sponsoring department manager to update this information should authorized personnel change.
 - c) Approved content authors: sponsoring departments must authorize all employee content authors for their departmental social media site.
- F. Notification to Administration: The County Administrator's office is to be made aware of any and all Department sponsored social media sites, to include the following information:
- a) Site Address
 - b) Purpose of Site
 - c) Administrator of site
 - d) Type of communication, one-way, two-way moderated, open two-way
- G. Required elements of a County authorized social media page: technology permitting, all County sanctioned social media sites should contain the following information in a prominent place on the site:
- a) County Department clearly identified
 - b) Comment policy
 - c) Stated purpose of page
 - d) Notification that violations of comment policy will result in blocking user
 - e) Disclaimer – See Section IV
 - e) Official contact for page
- H. Prohibited content: The following types of content are prohibited on County sponsored social media sites:
- a) Political opinions or endorsements, campaign adds or links to any such content
 - b) Content that may be considered offensive
 - c) Content not related to the stated purpose of the particular social media site

2) Open Records

Open Records requirements are mandated by the State of Wisconsin. Each department utilizing a social media presence is responsible to ensure compliance with all applicable open records laws. The following guidelines are intended to assist departments in maintaining such compliance:

- a) It is recommended that County social media authors use only existing material from existing County web pages or previously published documents.
- b) Content exclusive to a department's social media site should be captured and saved in an archival copy.
- c) Copies of all content removed from the site are to be retained in an archival copy.

- d) Do not use social media as medium for conducting government business.
- e) Technology permitting, it is recommended that a backup of the entire site be captured and retained on a regular basis.

If you have questions as to applicability of open records law to specific content, or a particular use case, it is recommended that you contact your Department Head so that the Corporation Counsel can be consulted prior to posting the information or utilizing social media.

3) Personal use of Social Media

Iowa County respects the right of employees to use social media and does not discourage employees from self-publishing, self-expression and public conversation and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee of Iowa County.

- a) Employees cannot use employer-owned equipment, including computers, County-licensed software or other electronic equipment, facilities or County time, to conduct the personal use of social media.
- b) Employees are personally responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.
- c) Employees can be disciplined for any use of social media in a manner that violates County policies. Information posted on social media sites can be used by the County as evidence in disciplinary actions.
- d) Employees are encouraged to be careful in their use of social media to avoid the appearance of using that media in an official capacity employees cannot post the name, trademark or logo of the County, County-privileged information, including copyrighted information or County-issued documents, or photographs of other employees, residents, vendors or suppliers taken in their capacity as County employees.
- e) Employees should not link from a personal social media site to the County internal or external web site without the permission of their Department Director and Information Technology Director.

4) Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Director and/or Employee Relations Department.

5) Reporting Violations

The County requests and strongly urges employees to report any violations or possible violations of this policy to their supervisor or the Employee Relations Department.

6) Discipline for Violations

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

7) Acknowledgement

By downloading this policy via the email link, employees acknowledge that they received, read, understand and agreed to comply with the County's social media policy and guidelines. Any questions regarding this policy should be directed to the Information Technology Director.

Specific Social Media Guidelines by Medium for Authorized Sites

This addendum provides a brief description and basic guidelines for utilizing popular social media sites in conducting County business. Due to the speed at which technologies are developed and evolve, it is impossible to provide a complete and up-to-date guide.

Twitter

Twitter is an online social networking site where members can post short updates and keep up with other members through online profiles or cell phone text messages.

Effective and approved applications for County use of Twitter would be to re-broadcast the County's Blog headlines, news releases, testimonies, statements, public service announcements, accomplishments, job announcements, and to alert citizens of emergency broadcasts, epidemics, recalls, hazardous materials incidents, national incidents, terrorists' threats and natural disasters.

Legal implications of Twitter relate primarily to the privacy of members that follow County Twitter accounts and the appearance of commercial endorsement. Restricting settings and use of follow ability can mitigate these risks.

In order to comply with the requirements of this policy, include a link from the Twitter profile to the disclaimer and comment policy on the County web page.

Facebook

Effective applications for County use of Facebook include public outreach programs that target segmented audiences, public service announcements, departmental contact information, emergency broadcasts and other public affairs activities.

Legal implications of County use of social media relate primarily to:

- 1) Copyrights of video footage and photos uploaded by County representatives. Risks can be mitigated by following these standard operating procedures:
 - a) County source materials - Use only photos and videos produced by the County or contractors working directly on behalf of the County
 - b) Obtain written copyrights - If copyrighted materials are used, be sure to get and maintain physical records of copyright licenses and honor any branding or labeling requirements specified in the copyright license.
- 2) Privacy rights of individuals who become friends, fans or followers of County sites. Social media users will follow these guidelines:
 - a) Accounts - County representatives who set up accounts should use a general office e-mail account, department name and general office phone number if possible.
 - b) Restrict to Find People and Follow People - County representatives should not follow private citizen or commercial profiles from within their County social networking profile. While we cannot necessarily stop all people from being Friends, Fans or Following us, we should not click onto the profiles of our Friends, Fans and Followers.
 - c) Comments and Discussions - When possible, disallow comments and discussions on social profiles. If it is not possible to disable this function, representatives must refrain from participating in dialogue and online discussions with social profile visitors. Exemption: Sites that are used to disseminate information during times of emergency or disaster would be exempt from this rule. Comments can be crucial to dissemination of information and correcting rumors.
- 3) Accessibility rights are governed by Section 508 compliance and web accessibility for people with visual and hearing disabilities. Social media authors will follow these guidelines:
 - a) Video captions and transcriptions - Embed captions within videos as part of the postproduction process. Provide transcripts of videos and attempt to include these transcripts on the social networking site. Maintain Section 508 compliant videos, captions and transcripts on the County's website and attempt to link back to the County website from the social networking site.
 - b) Photo - alternative descriptions. Name the photo after the description before uploading it to the social networking site. Write text captions and descriptions when social networking site makes these form fields available.

- c) All blog postings may be monitored. Employees have no expectation of privacy in their use of County technology resources. The County may remove any blog entry deemed to be inappropriate, outside the scope of the author's authority, or in violation of County policy as determined by the Department Director and/or the Employee Relations Department.
- 4) Brand management of County logos and color or style guides. Social media users will follow these guidelines:
- a) Profile Picture - County profiles should upload the County or departmental seal or logo as their picture. It is important to use the County/departmental seal or logo to demonstrate authenticity.
 - b) Profile Design - County profiles should use colors consistent with the County's brand, and should not use extraneous or distracting design. All design should be in keeping with Section 508 compliance (web accessibility) needs and maintain professionalism and consistency with County branding.

Blogs:

Blogs are forums which allow the posting of information and allow comments to such posts.

Individuals who wish to use blogs to keep the public regularly informed of the activities of their departments are required to do so within the bounds of this policy. Iowa County will allow the use of County related blogs under the following standards and conditions:

- a) Whenever possible, blogs should be hosted on County servers managed by the Management Information Technology Department.
- b) Employees are permitted to create, or use a blog only with the approval of their Department Director.
- c) Blogs must be reliable and dependable. Once a blog is started, it must be regularly updated and maintained.
- d) Only County-related matters are to be addressed in blog entries.
- e) All blogs, comments, and postings must be respectful to employees, divisions/departments, residents, and others.
- f) Blogs and blog posts must be accurate, fair, unbiased, and reflect positively on Iowa County.
- g) Posts should not be edited after the fact. When making changes to previous posts you must indicate that you have done so.
- h) PDFs - Work to make document compliant in source format before converting to a PDF. Use formatting such as headers when applicable. Embed hyperlinks within the anchor text rather than supplying the physical URL to the right of anchor text.



EQUIPMENT AND MEDIA STORAGE AND DISPOSAL

Date Originated: 06/16/2016
Date of Modifications: 07/27/17
Policy Number: 1306

1. PURPOSE:

It is the purpose of the Equipment and Media Storage and Disposal Policy to explain the procedure for storing and disposing of all equipment and media in a safe and secure manner.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

It is the policy of Iowa County to have an Equipment and Media Storage and Disposal policy in place to make sure that all equipment and media is stored and disposed of in a safe and secure method.

4. REFERENCES:

5. PROCEDURES:

For the purpose of this policy, disposal of computer equipment or storage media is defined as the removal of equipment or media from service for a particular County Department. Computer equipment or storage media to be disposed of will be cleaned or destroyed. The IT staff responsible for disposing of the device will affix a sticker to the front face plate certifying that it has been cleaned in accordance with this policy, or clearly marking the device for destruction.

Computer equipment to be removed will be cleaned/wiped with an application or tool that meets or exceeds standards. There are many free and low cost applications available that will clean a device to these standards. If a determination is made that the equipment or media will not be cleaned, then it must be destroyed and any computer storage media must be shredded or broken beyond repair or recovery.

The I.T. Department will determine what should be done with each item in regards to recycling, auction, or donation.

Donation of items can be made to non-profit organizations when approved by the I.T. Department and requested by that organization.



Inventory Control

Date Originated: 08/01/2017
Date of Modifications: 09/21/17
Policy Number: 1307

1. PURPOSE:

It is the purpose of the Inventory Control Policy to explain the procedures for keeping inventory of all technological equipment used throughout the county that is supported by the I.T. Dept.

2. ORGANIZATIONS AFFECTED:

This policy will impact the I.T. Department.

3. POLICY:

It is the policy of Iowa County to have an Inventory Control policy in place to explain the methods and procedures for keeping an updated inventory of all technological equipment that is used throughout the County the is supported by the I.T. Dept.

4. REFERENCES:

5. PROCEDURES:

The I.T. Department uses a software program that maintains a current inventory of all equipment that is connected to the county network. This is updated once a month to keep it current.

There is also a Fixed Assets spreadsheet that is updated every year that lists items that is maintained by the Finance Department.

All equipment that is taken out of use due to age or failure is either auctioned off or recycled.



Building Security

Date Originated:
Date of Modifications:
Policy Number:

1308

1. PURPOSE:
2. ORGANIZATIONS AFFECTED:
3. POLICY:
4. REFERENCES:
5. PROCEDURES:

AGENDA ITEM COVER SHEET

Title: December 31, 2017 Preliminary Financial Reports-Genrl Govnmnt Comm

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

December 31, 2017 Preliminary financial report as of 2/1/18 with a comparison of budget to actual year-do-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 12/31/17 Financial Statements

FISCAL IMPACT:

None, status of the 2017 budgetary balances as of 12/31/17 - preliminary as of 2/1/18

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

A	B	C	D	E	F	G	H
1	Iowa County - Financial Statement - includes Departments that report to the General Government Committee						
2	Preliminary - For the Period Ending December 31, 2017 (as of 2/1/18)						
	<u>2017 Tax Levy Amount - Adopted & Fund Balance Applied</u>	<u>Budget Adjustments / Transfers</u>	<u>Carryovers From Prior Year</u>	<u>2017 Tax Levy + Budget Adjustments / Transfers / Carryovers</u>	<u>Revenues - other than Tax Levy</u>	<u>Expenditures</u>	<u>Excess (Deficiency) of Revenues over Expenditures</u>
3	Department						
4	General Fund						
5	County Board - Fire Suppression	2,000		2,000	-	-	2,000
6	Employee Relations Dept	123,962		123,962	7	123,561	408
7	Information Systems	570,517		570,517	5	516,939	53,583
8	Economic Development	125,060		125,060	-	91,530	33,530
9	County Treasurer - NOTE 1	(669,827)		(669,827)	1,084,709	202,442	212,440
10	Co Treasurer - Transfer from						
11	County Sales Tax Fund	(1,825,000)		(1,825,000)	1,825,000	-	-
12	County Clerk	133,631		133,631	17,641	146,604	4,668
13	Register of Deeds	23,872		23,872	214,839	175,202	63,509
14	Property & Building	340,752		340,752	8,400	333,087	16,065
15	County Farm	(53,530)		(53,530)	60,795	5,532	1,733
16	County Insurance	34,392		34,392	213,613	131,672	116,333
17	Cultural-Aid to Libraries	314,818		314,818		314,818	-
18	Cultural-Library, Fair & Historical						
19	Society	31,932		31,932	-	31,932	-
20	Snowmobile/ATV	-		-	27,850	27,850	-
21							
22	Total General Fund including aids to Libraries	(847,421)	-	(847,421)	3,452,859	2,101,169	504,269
23	Special Revenue & Capital Funds						
24	Revolving Loan Fund						
25	Capital Projects - Information Technology	40,000		-	62,241	407	61,834
26	Capital Projects - Court Security Project				-	4,650	(4,650)
27	Capital Projects - Environmental Services	109,500			-	230,603	(230,603)
28	Special Rev & Capital Funds Total	149,500	-	-	62,241	300,549	(238,308)
29							
30	Total of All Funds	(697,921)	-	(847,421)	3,515,100	2,401,718	265,961
31							
32	Note 1: County Treasurer 2017 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids						
33							

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 12/31/17 as of 2/1/18								
3	Revenue - Compare Budget to Actual	2017 Adopted Annual Budget including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2016 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	05 Employee Relations Department	-			-	7	(7)	100%	
6	14 ECONOMIC DEVELOPMENT				-	-	-	100%	
7	15 INFORMATION SYSTEMS	-			-	5	(5)	100%	
8	20 COUNTY TREASURER	404,975			404,975	588,462	(183,487)	100%	145%
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid	476,975			476,975	496,247	(19,272)	100%	104%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	4,621,616			4,621,616	4,621,616	-	100%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	1,825,000			1,825,000	1,825,000	-	100%	100%
12	22 COUNTY CLERK	13,805			13,805	17,641	(3,836)	100%	128%
13	30 REGISTER OF DEEDS	161,000			161,000	214,839	(53,839)	100%	133%
14	34 ENVIRONMENTAL SERVICES	11,900			11,900	8,400	3,500	100%	71%
15	35 COUNTY FARM	58,930			58,930	60,795	(1,865)	100%	103%
16	36 COUNTY INSURANCE REVENUE	206,711			206,711	213,613	(6,902)	100%	103%
17	73 SNOWMOBILE/ATV PROGRAM	27,850			27,850	27,850	-	100%	100%
18									
19	TOTAL: GENERAL FUND	7,808,762	-	-	7,808,762	8,074,475	(265,713)	100%	103%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 40,000			\$ 40,000	\$ 40,000	\$ -	100%	100%
22	32 Capital Projects - Environmental Services	\$ 109,500			\$ 109,500	\$ 109,500	\$ -	100%	100%
23									
24	TOTAL OF ALL FUNDS	7,958,262	-	-	7,958,262	8,223,975	(265,713)	100%	103%
25									
26	Other:								
27	250 REVOLVING LOAN FUND								
28	18 REVOLVING LOAN FUND	-	-		-	62,241	(62,241)	100%	100%
29									
30	Total Other:					62,241	(62,241)	100%	100%
31									
32	TOTAL - All Funds and Other:	7,958,262	-	-	7,958,262	8,286,216	(327,954)	100%	104%
33	Notes:								
34	YTD = Year-to-date								
35	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year. In the General Fund 100% of the tax levy for the General Fund is recorded in the Treasurer's budget								

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 12/31/17 as of 2/1/18								
3	Expenditure - Compare Budget to Actual	2017 ADOPTED ANNUAL BUDGET	Budget Adjustments / Transfers	Carryovers From Prior Year	2017 REVISED BUDGET	Total Department YTD Expenditures	REMAINING BALANCE	% of Year comple ted	Actual YTD %
4	100 GENERAL FUND								
5	02 COUNTY BOARD - Fire Suppression	\$ 2,000			\$ 2,000	\$ -	\$ 2,000	100%	
6	05 Employee Relations Department	\$ 123,962			\$ 123,962	\$ 123,561	\$ 401	100%	100%
7	14 ECONOMIC DEVELOPMENT	\$ 125,060			\$ 125,060	\$ 91,530	\$ 33,530	100%	73%
8	15 INFORMATION SYSTEMS	\$ 570,517			\$ 570,517	\$ 516,939	\$ 53,578	92%	91%
9	20 COUNTY TREASURER	\$ 211,592			\$ 211,592	\$ 202,442	\$ 9,150	100%	96%
10	22 COUNTY CLERK	\$ 147,436		2,228	\$ 149,664	\$ 146,604	\$ 3,060	100%	98%
11	30 REGISTER OF DEEDS	\$ 184,872		20,137	\$ 205,009	\$ 175,202	\$ 29,807	100%	85%
12	34 ENVIRONMENTAL SERVICES	\$ 352,652			\$ 352,652	\$ 333,087	\$ 19,565	100%	94%
13	35 COUNTY FARM	\$ 5,400			\$ 5,400	\$ 5,532	\$ (132)	100%	102%
14	36 COUNTY INSURANCE - **	\$ 241,103			\$ 241,103	\$ 131,672	\$ 109,431	100%	55%
15	72 CULTURAL-Aid to Public Libraries	\$ 314,818			\$ 314,818	\$ 314,818	\$ -	100%	100%
16	72 CULTURAL-Fair & Historical Soc	\$ 31,932			\$ 31,932	\$ 31,932	\$ -	100%	100%
17	73 SNOWMOBILE/ATV PROGRAM	\$ 27,850			\$ 27,850	\$ 27,850	\$ -	100%	100%
18									
19	TOTAL: GENERAL FUND	\$ 2,339,194	\$ -	\$ 22,365	\$ 2,361,559	\$ 2,101,169	\$ 260,390	98%	89%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 40,000			\$ 40,000	\$ 4,650	\$ 35,350	100%	12%
22	32 Capital Projects - Court Security Project				\$ -	\$ 230,603	\$ (230,603)		
23	32 Capital Projects - Environmental Services	\$ 109,500	\$ 40,000		\$ 149,500	\$ 64,889	\$ 84,611	100%	43%
24									
25	TOTAL OF ALL FUNDS	\$ 2,488,694	\$ 40,000	\$ 22,365	\$ 2,551,059	\$ 2,401,311	\$ 149,748	100%	94%
26									
27	Other:								
28	250 REVOLVING LOAN FUND								
29	18 REVOLVING LOAN FUND	\$ -			\$ -	\$ 407	\$ (407)	100%	
30									
31	Total Other	\$ -	\$ -	\$ -	\$ -	\$ 407	\$ (407)	100%	
32									
33	TOTAL - All Funds and Other:	\$ 2,488,694	\$ 40,000	\$ 22,365	\$ 2,551,059	\$ 2,401,718	\$ 149,341	98%	94%
34	Notes:								
35	YTD = Year-to-date								