

## *Division of Administrative Services*

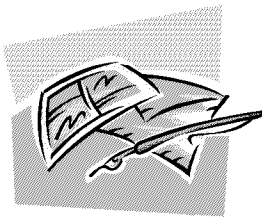
- *Administration*
- *Child Support*
- *Clerk*
- *Corporation Counsel*
- *Human Resources*
- *Technology Services*
- *Treasurer*



# ADMINISTRATIVE SERVICES

## DIVISIONAL SUMMARY

	Revenues	Expenses	Change to Fund Balance	Property Taxes
Administration	141,584	1,372,511	-	1,230,927
Child Support	2,793,845	3,159,808	-	365,963
Clerk	384,440	679,070	-	294,630
Corporation Counsel	6,700	666,774	-	660,074
Human Resources	7,750	1,601,009	(4,165)	1,589,094
Technology Services	5,752,934	5,936,928	(183,994)	-
Treasurer	2,249,210	632,005	-	(1,617,205)
<b>Total</b>	<b>11,336,463</b>	<b>14,048,105</b>	<b>(188,159)</b>	<b>2,523,483</b>



# Administration

Chad Weininger - Director  
(920) 448-4035

## MISSION

The purpose of the Brown County Administration Department is to provide centralized financial and budgetary management, accounting, purchasing and risk management services to all County departments. The department also assists the County Executive and County Board in analyzing and formulating recommendations regarding public policy, budget development and administrative matters.

## PROGRAM DESCRIPTION

The Administration department is responsible for centralized financial, budgetary management, purchasing and risk management functions. The department provides centralized financial management and accounting services consistent with federal and state laws and Governmental Accounting Standards Board pronouncements.

As part of the budgetary management function, the department is responsible for preparation of the annual budget, capital improvements bonding plan, administrative policies and various special purpose analyses and reports. As part of the financial management function, necessary financial information is provided to the County Executive, departments, County Board and various boards, commissions and committees to aid in policy making. Accounting activities include preparation of financial reports and audits, maintenance of the accounting books (general ledger, accounts payable, etc.), indirect cost allocation and bonding. Purchasing provides centralized purchasing capabilities for all departments as well as facilitates the proposal, quote and bid process to ensure contracts are awarded to the vendor or firm that will provide the best value for the taxpayer's dollar. This division also administers the County's purchasing card program.

In addition, the department is responsible for centralized risk management to reduce, minimize or eliminate the County's exposure to loss through the implementation and administration of comprehensive property and casualty insurance and loss control programs.

## PERFORMANCE MEASURES

	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Rebates & Savings	64,823	68,000	64,500	68,000	5.43%
Purchasing Solicitations	123	100	130	110	-15.38%
Contracts/Grants Reviewed & Applied	238	240	235	235	0.00%
County Risk Reduction Training & Courses*	2554	1140	2,000	2,000	0.00%

(\* LocalGovU Training 2014 = 777, HIPAA = 1712, PCI = 65; 2015 = 720; HIPAA = 350; PCI =70)

## NEW INITIATIVES

**NEW Eye**– Brown County will partner with municipalities through NEW Eye to broadcast their community's meetings on cable and WebTV. NEW Eye will create economic development videos and community programming that helps promote good government and transparency.

**Live Government** – The Brown County Board of Supervisors will partner with the Department of Administration's NEW Eye initiative to live stream County Board meetings and create on WebTV sites to allow public access to view meetings online.

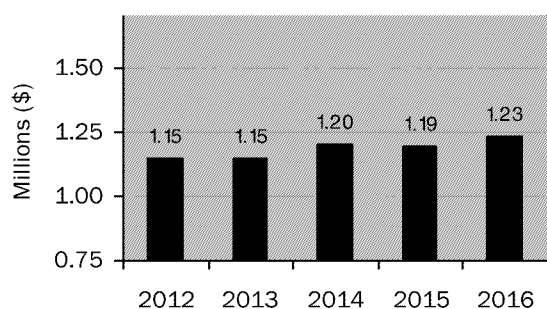
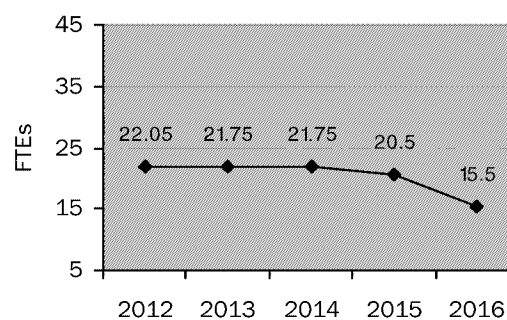
**Open Government Initiative** - Brown County will work through NEW Eye to create an open government portal website that will allow the public to search monthly Brown County bills, unclaimed property, debts forwarded to collections for non-payment, jail inmates, Guardian ad litem fees, and other public records' the Brown County Board believes is necessary for transparency.

**FINANCIAL SUMMARY**

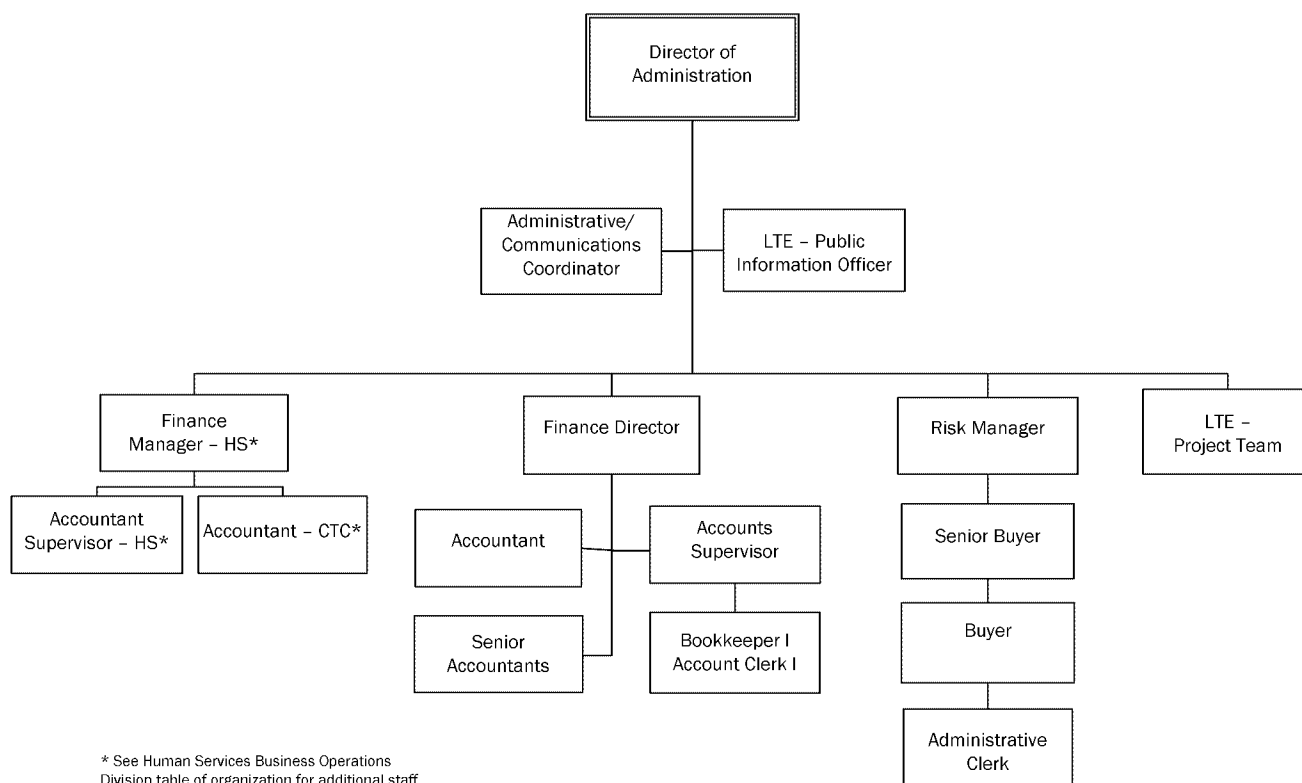
	2014 Actual	2015 Estimated	2015 Amended Budget	2016 Budget	Change from 2015 Amended Budget	
					\$	%
Intergov. Revenue	-	-	-	66,720	66,720	100.00%
Public Charges	-	-	-	-	-	0.00%
Miscellaneous Revenue	178	-	-	-	-	0.00%
Other Financing Sources	377,494	339,024	583,126	74,864	(508,262)	-87.16%
<b>Total Revenues</b>	<b>377,672</b>	<b>339,024</b>	<b>583,126</b>	<b>141,584</b>	<b>(441,542)</b>	<b>-75.72%</b>
Personnel Costs	1,406,944	1,407,538	1,624,556	1,236,633	(387,923)	-23.88%
Operating Expenses	81,156	99,414	154,821	135,878	(18,943)	-12.24%
<b>Total Expenses</b>	<b>1,488,100</b>	<b>1,506,952</b>	<b>1,779,377</b>	<b>1,372,511</b>	<b>(406,866)</b>	<b>-22.87%</b>
Property Taxes	1,203,959	1,196,251	1,196,251	1,230,927	34,676	2.90%
Addition to (Use of) Fund Balance	93,532	28,323	-	-		

**SUMMARY HIGHLIGHTS**

- Regular earnings and fringe benefits decreased reflecting the end of the Logos project in 2016. This includes the deletion of the unfilled LTE Project Manager, LTE Accountant, and LTE Account Clerk which was reclassified to a LTE Project Team to oversee the remaining projects for 2016.
- For accounting purposes, transfer in wages were reduced to reflect the appropriate cost center for Human Services Accountants but will remain assigned to the Department of Administration. An LTE Public Information Officer was created to implement NEW Eye, which is offset by intergovernmental municipal revenues.
- Temporary employment expenses partially offset an increase in Professional Services for CAFR preparation and compliance to new Federal Uniform Guidance mandates.
- Intra County expenses for the Document Center increased along with intra county technology services.

**PROPERTY TAX TRENDS****STAFFING TRENDS****CONTRACTED SERVICES**

Services Provided	Annual Cost
Logos Module Implementation	30,599
Accounting Services	10,500
Indirect Cost Plan Preparation	8,000
	<b>49,099</b>



\* See Human Services Business Operations Division table of organization for additional staff

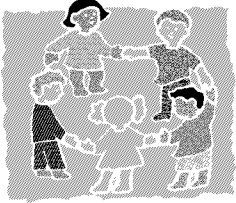
\*\* See separate department's Organizational Chart for further detail

## STAFFING SUMMARY

Position	FTE	Unit Rate	Budget Hours	Cost
Director Of Administration	1.00	47.88	2,080	99,979
Finance Director	1.00	44.47	2,080	92,861
Risk Manager	1.00	35.31	2,080	73,727
LTE-Project Team LTE	1.00	31.42	2,080	65,354
Senior Accountant	2.00	29.67	4,160	123,907
Senior Accountant	1.00	29.38	2,080	61,340
Accountant	1.00	27.08	2,080	56,548
Senior Buyer	1.00	27.08	2,080	56,548
Accounts Supervisor	1.00	26.12	2,080	54,531
LTE - Public Information Officer	1.00	24.16	2,080	50,457
Buyer	1.00	23.47	2,080	48,995
Admin/Communications Coordinator	1.00	21.20	2,080	44,266
Bookkeeper I	0.50	20.67	975	20,932
Administrative Clerk	1.00	18.02	1,950	35,269
Account Clerk I	1.00	18.00	1,950	35,230
	<b>15.50</b>		<b>31,915</b>	<b>919,945</b>
			Salary Adjustment	19,540
			Regular Earnings	939,485
			Fringe Benefits	297,148
			<b>2016 Total Compensation</b>	<b>1,236,633</b>

ADMINISTRATION 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015 Estimated Amount	2015 Amended Budget	2016 Executive	2016 Adopted
<b>Fund: 100 - GF</b>						
<u>Revenues</u>						
General property taxes	1,203,959	598,125	1,196,251	1,196,251	1,234,995	1,230,927
Intergovt charges Municipalities	-	-	-	-	66,720	66,720
Miscellaneous	178	-	-	-	-	-
Carryover	57,774	57,774	57,774	57,774	-	-
Transfer in Wages	319,720	155,572	281,250	525,352	74,864	74,864
<b>Revenues Total</b>	<b>1,581,631</b>	<b>811,472</b>	<b>1,535,275</b>	<b>1,779,377</b>	<b>1,376,579</b>	<b>1,372,511</b>
<u>Expenditures</u>						
Regular earnings	926,838	413,110	994,035	1,202,123	919,945	919,945
Regular earnings Budget only	-	-	25,692	25,692	20,663	17,108
Paid leave earnings Paid Leave	57,563	26,949	-	-	-	-
Paid leave earnings Personal	15,847	8,194	-	-	-	-
Paid leave earnings Casual	19,930	2,869	-	-	-	-
Paid leave earnings Holiday	32,570	7,214	-	-	-	-
Paid leave earnings Other	2,394	1,367	-	-	-	-
Salaries reimbursement Std	(4,770)	(421)	(421)	-	-	-
Fringe benefits FICA	76,752	33,472	86,336	88,355	67,614	67,614
Fringe benefits Unemployment comp	3,712	1,154	2,953	3,006	2,297	2,297
Fringe benefits Health insurance	175,363	82,168	183,847	188,907	138,318	138,318
Fringe benefits Dental Insurance	16,256	7,519	16,717	17,321	12,532	12,532
Fringe benefits Life Insurance	1,461	780	1,428	1,526	1,719	1,719
Fringe benefits LT disability insurance	3,358	1,834	3,969	4,042	3,011	3,011
Fringe benefits Disability insurance	6,738	3,372	8,112	6,738	7,719	7,719
Fringe benefits Workers comp ins	1,373	660	1,318	1,321	1,381	1,381
Fringe benefits Retirement	71,561	31,016	82,177	84,150	62,557	62,557
Fringe benefits - Budget only	-	-	1,375	1,375	2,945	2,432
Supplies	-	-	50	50	50	50
Supplies Office	2,183	1,493	2,550	3,050	3,400	3,400
Supplies Postage	315	83	390	650	390	390
Printing Forms	151	-	150	300	150	150
Dues and memberships	3,156	257	1,850	1,900	1,850	1,850
Maintenance agreement Software	-	-	-	50	-	-
Vehicle/equipment Gas, oil, etc.	13	-	-	50	-	-
Advertising and public notice	103	-	350	500	350	350
Books, periodicals, subscription	830	56	700	650	706	706
Travel and training	3,802	377	6,450	6,600	6,800	6,800
Intra-county expense Technology serv	49,931	25,634	54,952	54,952	58,380	58,380
Intra-county expense Insurance	6,239	3,066	6,135	6,135	4,937	4,937
Intra-county expense Copy center	3,483	1,814	3,400	3,400	3,400	3,400
Intra-county expense Dept copiers	2,950	1,475	2,950	2,950	1,927	1,927
Intra-county expense Document center	-	987	987	-	4,439	4,439
Temporary replacement help	-	-	-	39,900	30,599	30,599
Professional services	8,000	8,000	18,500	33,684	18,500	18,500
<b>Expenditures Total</b>	<b>1,488,100</b>	<b>664,497</b>	<b>1,506,952</b>	<b>1,779,377</b>	<b>1,376,579</b>	<b>1,372,511</b>
<b>Revenue Grand Totals:</b>	<b>1,581,631</b>	<b>811,472</b>	<b>1,535,275</b>	<b>1,779,377</b>	<b>1,376,579</b>	<b>1,372,511</b>
<b>Expenditure Grand Totals:</b>	<b>1,488,100</b>	<b>664,497</b>	<b>1,506,952</b>	<b>1,779,377</b>	<b>1,376,579</b>	<b>1,372,511</b>
<b>Net Grand Totals:</b>	<b>93,532</b>	<b>146,975</b>	<b>28,323</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Child Support

Maria Lasecki - Director  
(920) 448-4090

## MISSION

The purpose of the Brown County Child Support Agency is to provide child support services to custodial and non-custodial parents, custodians and dependent children in accordance with federal regulations, state statutes, administrative codes and guidelines.

## PROGRAM DESCRIPTION

The program provides for the location of absent parents, establishment of paternity and child support orders and enforcement of the orders. The Agency is divided into three units: Paternity Establishment, Enforcement and Financial. The Paternity Establishment unit is responsible for establishment of paternity, including child and medical support orders, both in the state of Wisconsin and elsewhere. The Enforcement unit handles enforcement of orders, as well as establishment of child and medical support orders when paternity is not an issue, modification requests, interstate enforcement, and administrative enforcement. The Financial unit enters and maintains all family court orders and performs arrears calculations, adjustments and reconciliations as needed. The units work collectively with a support services team to meet the operational needs of the agency.

PERFORMANCE MEASURES	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Arrears Cases Collection Rate	69.01%	69.01%	69.01%	69.25%	0.35%
Current Support Collection Rate	76.61%	77.88%	77.88%	78.00%	0.15%
Establishment of Support Order Rate	89.16%	89.88%	89.88%	90.00%	0.13%
Paternity Establishment Rate	109.22%	109.00%	109.00%	109.00%	0.00%

**NOTE:** The Brown County Child Support Agency handles approximately 14,300 cases. Performance Measures are calculated using the time period of the federal fiscal year (October 1st through September 30th), and a comparison to the previous year's rates for the same timeframe. Additionally, allocation of revenue to each county depends on how the state performs as a whole unit.

## NEW INITIATIVES

**Eclipse of Enrollment in Supporting Parents Supporting Kids Grant (SPSK)** – As we embark upon the 4<sup>th</sup> year in administering services via the 5 year Child Support Noncustodial Parent Demonstration grant, through the Office of Child Support Enforcement, the agency will strive to meet enrollment targets prior to the deadline of September 30, 2016. By working towards this initiative, services can be rendered for the longest possible period of time before the funding ends.

**Education and Outreach** – In 2016, the agency will reach out to those individuals receiving non-IVD services and offer programming assistance to ensure that services can be funded. The maximum amount of federal aid can, then, be capitalized upon. Additionally, the agency will reach out to school districts to offer the Bureau of Child Support's "What's the Rush?" presentation; an initiative designed to promote the avoidance of needing child support intervention.

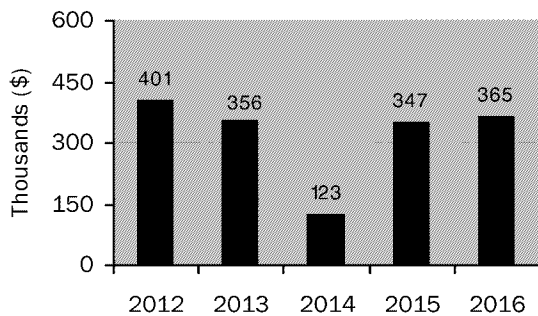
**FINANCIAL SUMMARY**

	2014 Actual	2015 Estimated	2015	2016 Budget	Change from 2015	
			Amended Budget		Amended Budget	%
Intergov. Revenue	2,580,731	2,725,940	2,721,631	2,761,845	40,214	1.48%
Public Charges	32,229	31,500	35,500	32,000	(3,500)	-9.86%
Other Financing Sources	55,693	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>2,668,653</b>	<b>2,757,440</b>	<b>2,757,131</b>	<b>2,793,845</b>	<b>36,714</b>	<b>1.33%</b>
Personnel Costs	1,967,206	2,115,407	2,114,542	2,106,139	(8,403)	-0.40%
Operating Expenses	924,377	995,211	989,365	1,053,669	64,304	6.50%
<b>Total Expenses</b>	<b>2,891,583</b>	<b>3,110,618</b>	<b>3,103,907</b>	<b>3,159,808</b>	<b>55,901</b>	<b>1.80%</b>
Property Taxes	123,314	346,776	346,776	365,963	19,187	5.53%
Addition to (Use of) Fund Balance	(99,615)	(6,402)	-	-		

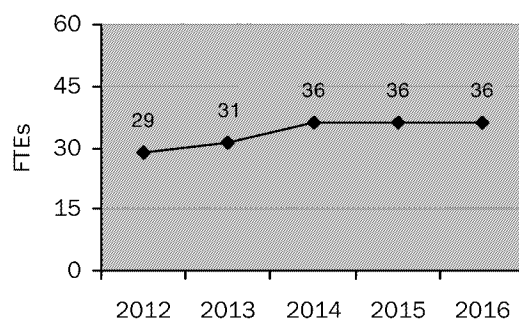
**SUMMARY HIGHLIGHTS**

- Intergovernmental revenue slightly increased reflecting state aid and levy dollars to offset total expenses.
- A reduction in regular earnings and fringe benefit costs offset increased indirect costs.
- Genetic test fees and expenses were reduced based on current trends of voluntary paternity acknowledgement.
- Operating expenses increased due to a fully staffed employee base and postage increased due to rising caseloads.
- Interpretation costs slightly increased due to a growing Somalian population.

**PROPERTY TAX TRENDS**



**STAFFING TRENDS**



**CONTRACTED SERVICES**

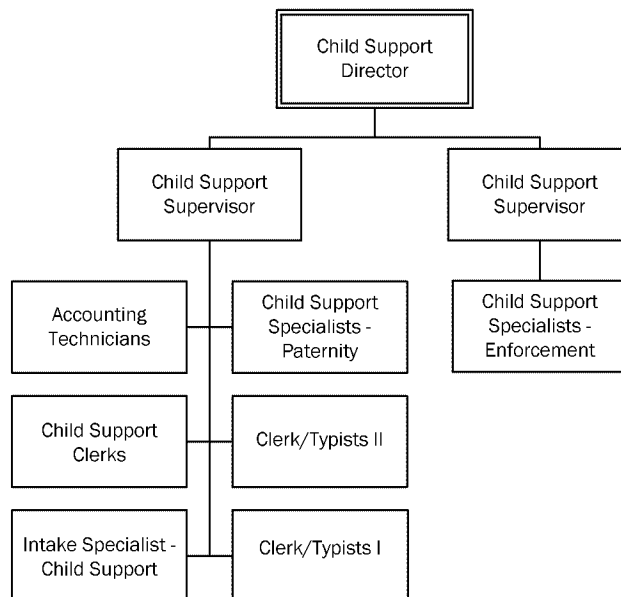
Type of Service Provided	Annual Cost
Employment Services	106,933
Parenting Education Services	25,595
Process Services	22,000
Emergency Work Supports	11,210
Out-of-Jurisdiction Process Services	8,000
Domestic Violence Services	3,526
Legal Services	500
Certification/Filing Costs	300
	<b>178,064</b>



**STAFFING SUMMARY**

Position	FTE	Unit Rate	Budget Hours	Cost
Child Support Director	1.00	32.38	2,080	67,617
Child Support Supervisor	2.00	24.16	4,160	100,913
Child Support Specialist-Enforce	12.00	20.67	24,960	518,002
Child Support Specialist-Patrnty	2.00	20.30	4,160	84,762
Child Support Specialist-Enforce	4.00	19.96	8,320	166,716
Accounting Technician	2.00	19.95	4,160	83,327
Child Support Specialist-Patrnty	1.00	19.79	2,080	41,311
Child Support Specialist-Enforce	1.00	19.45	2,080	41,679
Accounting Technician	1.00	18.96	2,080	39,597
Child Support Clerk	1.00	17.47	2,080	36,470
Child Support Clerk	2.00	16.79	4,160	70,094
Clerk/Typist II	1.00	16.68	2,080	34,836
Child Support Clerk	1.00	16.28	2,080	33,987
Intake Specialist- Child Support	1.00	16.28	2,080	35,047
Clerk/Typist II	2.00	13.36	4,160	55,802
Clerk/Typist I	1.00	12.71	2,080	26,546
Clerk/Typist I	1.00	11.99	2,080	25,035
<b>36.00</b>			<b>74,880</b>	<b>1,461,742</b>

Salary Adjustment	33,604
Turnover Reduction Salary	(29,235)
Regular Earnings	1,466,111
Fringe Benefits	644,121
Turnover Reduction Benefits	(4,093)
<b>2016 Total Compensation</b>	<b>2,106,139</b>

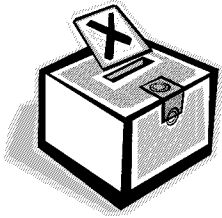


## CHILD SUPPORT 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015		2016 Executive	2016 Adopted
			Estimated Amount	2015 Amended Budget		
<b>Fund: 210 - Child Support</b>						
<u>Revenues</u>						
General property taxes	123,314	173,388	346,776	346,776	365,061	365,963
State grant and aid revenue	1,400,015	874,856	1,634,913	1,622,878	1,642,807	1,644,558
State grant and aid revenue Incentives	623,639	79,602	479,246	484,365	479,923	479,923
State grant and aid revenue GPR	323,562	159,025	344,754	347,361	365,653	365,653
State grant and aid revenue SPSK	233,515	53,177	267,027	267,027	271,711	271,711
Charges and fees Genetic test	19,616	8,703	18,000	22,000	18,000	18,000
Charges and fees Vital statistics	403	216	500	500	500	500
Charges and fees Paper service	7,436	4,603	8,000	7,500	8,500	8,500
Charges and fees Non IV-D service	4,375	2,275	4,500	5,000	4,500	4,500
Sales Copy machine use	400	239	500	500	500	500
Transfer in	44,892	-	-	-	-	-
Transfer in HR	10,800	-	-	-	-	-
<b>Revenues Total</b>	<b>2,791,967</b>	<b>1,356,084</b>	<b>3,104,216</b>	<b>3,103,907</b>	<b>3,157,155</b>	<b>3,159,808</b>
<u>Expenditures</u>						
Regular earnings	1,138,627	573,085	1,456,248	1,456,248	1,461,742	1,461,742
Regular earnings Budget only	-	-	28,546	6,172	3,596	183
Paid leave earnings Paid Leave	110,941	39,854	-	-	-	-
Paid leave earnings Personal	20,780	12,325	-	-	-	-
Paid leave earnings Casual	24,793	5,098	-	-	-	-
Paid leave earnings Holiday	39,594	10,221	-	-	-	-
Paid leave earnings Other	3,046	1,748	-	-	-	-
Premium Overtime	1,786	2,501	3,000	-	-	-
Premium Comp time	2,287	170	-	-	-	-
Salaries reimbursement STD	(11,306)	(2,722)	(3,000)	-	-	-
Fringe benefits FICA	95,147	45,981	99,500	107,037	107,425	107,425
Fringe benefits Unemployment	4,614	1,466	3,284	3,638	3,655	3,655
Fringe benefits Health insurance	395,308	190,376	384,646	388,544	379,266	379,266
Fringe benefits Dental Insurance	32,376	15,773	33,043	34,543	33,954	33,954
Fringe benefits Life Insurance	1,537	701	1,940	2,477	1,784	1,784
Fringe benefits LT disability insurance	4,524	2,369	5,086	5,433	5,534	5,534
Fringe benefits Disability insurance	8,862	4,434	8,865	8,862	10,912	10,912
Fringe benefits Workers comp ins	1,605	804	1,605	1,602	2,199	2,199
Fringe benefits Retirement	92,685	43,627	94,594	101,936	99,392	99,392
Fringe benefits - Budget only	-	-	(1,950)	(1,950)	586	93
Supplies	5,516	5,906	12,500	6,250	10,934	10,934
Supplies Office	13,109	9,313	18,000	16,000	18,000	18,000
Supplies Postage	29,596	15,616	30,000	29,000	30,000	30,000
Copy expense	9	-	-	-	-	-
Dues and memberships	2,115	1,805	2,170	2,170	2,219	2,219
Maintenance agreement Software	3,111	998	1,200	1,200	893	893
Repairs and maintenance Equipment	920	920	920	920	1,014	1,014
Books, periodicals, subscription	559	391	600	600	600	600
Travel and training	5,282	2,848	5,500	7,854	7,000	7,000
Other utilities	1,200	600	1,200	1,200	1,200	1,200
Indirect cost	183,145	86,010	172,025	172,025	209,193	209,193
Intra-county expense Technology	108,182	60,173	128,592	128,592	137,465	137,465
Intra-county expense Insurance	8,678	4,842	9,684	9,684	8,018	8,018
Intra-county expense Other dept	406,111	187,619	402,236	402,236	408,172	414,731
Intra-county expense Copy center	840	211	650	1,200	650	650
Intra-county expense Dept copiers	2,455	1,227	2,455	2,455	3,713	3,713
Intra-county expense Document center	-	1,034	3,415	3,415	3,975	3,975
Contracted services	101,335	57,768	147,264	147,264	147,264	147,264
Professional services	-	-	300	300	300	300
Paper service - legal	27,350	15,659	30,000	30,000	30,000	30,000
Legal services Chargebacks	-	-	500	500	500	500

## CHILD SUPPORT 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015		2016 Executive	2016 Adopted
			Estimated Amount	2015 Amended Budget		
Med exams/autopsies/genetic test	22,816	11,107	24,000	25,000	24,000	24,000
Interpreter services	2,050	1,072	2,000	1,500	2,000	2,000
<b>Expenditures Total</b>	<b>2,891,583</b>	<b>1,412,931</b>	<b>3,110,618</b>	<b>3,103,907</b>	<b>3,157,155</b>	<b>3,159,808</b>
<b>Revenue Grand Totals:</b>	<b>2,791,967</b>	<b>1,356,084</b>	<b>3,104,216</b>	<b>3,103,907</b>	<b>3,157,155</b>	<b>3,159,808</b>
<b>Expenditure Grand Totals:</b>	<b>2,891,583</b>	<b>1,412,931</b>	<b>3,110,618</b>	<b>3,103,907</b>	<b>3,157,155</b>	<b>3,159,808</b>
<b>Net Grand Totals:</b>	<b>(99,615)</b>	<b>(56,847)</b>	<b>(6,402)</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Clerk

Sandy Juno - County Clerk  
 (920) 448-4016

## MISSION

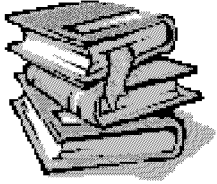
The purpose of the Brown County Clerk is to perform services for the public including the administration and coordination of elections and the issuance and distribution of certain permits and state licenses. The County Clerk also serves the County Board and other departments by assuring completion of necessary support functions and management of records. The County Clerk's office assists the general public with information and directs telephone calls to their proper destination.

## PROGRAM DESCRIPTION

The County Clerk's Office consists of five main areas of responsibility: records management; elections; licenses and permits; U.S. Passport Acceptance Agency; and serving the County Board, Parks Department and Golf Course. The County Clerk is responsible for conducting state and national elections by publishing notices; receiving and reviewing nomination papers and financial reports; coding, printing, and distributing ballots; tabulating and releasing returns; and storing and maintaining election records, statewide voter registration services, supplies, and ballots. The County Clerk also prepares and issues marriage certificates; domestic partner certificates, processes passport applications; administers and tracks dog licenses; and issues boat launch permits, golf passes and certificates and alarm permits. It is also the responsibility of the office to prepare, design, and distribute the Brown County Directory. In addition, the County Clerk serves the County Board by recording County Board proceedings, assuring compliance with open meetings and records laws, and maintaining files of legal papers and other documents. Finally, the office supports Brown County's general information telephone line.

## PERFORMANCE MEASURES

	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Number of Election Ballots Cast	150,260	50,000	47,410	150,300	217.00%
Number of Estimated Eligible Voters	190,006	190,006	191,686	191,686	0.00%
Elections Chargeback Revenue Brought into Brown County	119,443	89,594	82,590	135,580	64.00%
Number of Marriage Licenses Issued	1,609	1,525	1,525	1,525	0.00%
Number of Domestic Partnerships	8	10	4	0	-100.00%
Number of Passport Applications Issued	2,940	3,000	3,000	3,000	0.00%



# Corporation Counsel

Juliana Ruenzel – Corporation Counsel  
(920) 448-4006

## MISSION

The mission of the Brown County Corporation Counsel is to advise and represent the County in all civil, administrative, and regulatory matters. Additionally, Corporation Counsel represents the public in mental commitments, certain protective placement-guardianship matters, involuntary termination of parental rights, child neglect, and child abuse cases in juvenile court. Corporation Counsel furnishes three staff attorneys to the Child Support agency.

## PROGRAM DESCRIPTION

In carrying out its responsibility to provide legal services regarding civil, administrative, and regulatory matters, the Corporation Counsel undertakes a number of activities. The Corporation Counsel gives advice to county officials and drafts documents for them. Corporation Counsel represents the county in civil court. These civil actions include both state and federal court actions and state and federal administrative proceedings. Corporation Counsel advises county officials and the Human Resources Department on employment law matters. Corporation Counsel drafts and reviews a wide variety of contracts or other agreements for county officials. Corporation Counsel represents the public in mental health proceedings (including protective placements and guardianships) child abuse and neglect cases in juvenile court and involuntary termination of parental rights cases and child support matters. Corporation Counsel reviews and may draft resolutions and ordinances.

## INITIATIVES

**Document Conversion program** - Corporation Counsel has acquired a new document conversion program through its legal research program, which assists in editing documents which are in the PDF format. In the past, it was necessary to make hand written edits on the document itself and just scan in the document, making it a draft rather than a finished project. In the alternative, the attorneys would retype the entire document. Now the staff can turn the PDF format into a word document and edit the document to a finished product.

**Paperless Court** - The attorneys are currently experimenting with the use of computers in the courtroom. In this regard, they will be reporting as to their needs during the process in order to go paperless for court. The department will be exploring the costs for software to be used to track cases and case notes, and to enter case files for this paperless goal. The software will need to allow the attorneys to manage the cases in the office and also be able to retrieve cases in an instant for use in the courtroom. The use of the tablets in the courtroom would eliminate the need to carry the court files. This project will entail the purchase of tablets/laptop computers with screen writing capability, portable printers, as well as software, including annual maintenance on the software, so that the attorneys would be able to pull up the office files in court, make handwritten notes during the hearings, add them into the particular files and print out documents for the judge or opposing counsel.

**FINANCIAL SUMMARY**

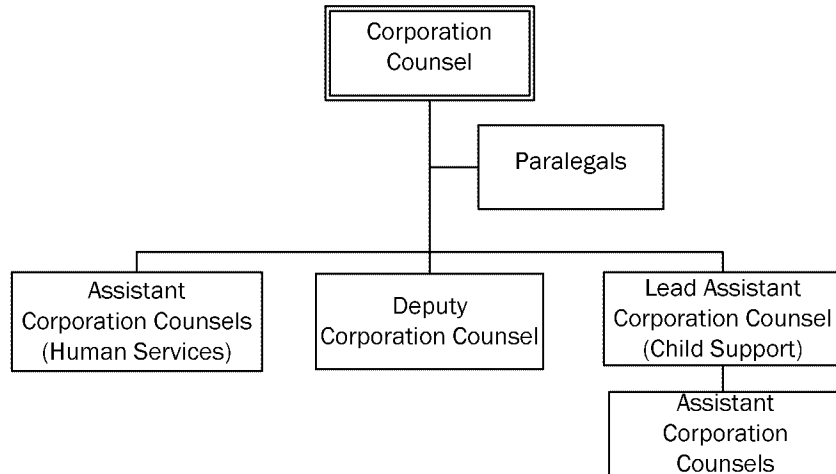
	2014 Actual	2015 Estimated	2015 Amended Budget	2016 Budget	Change from 2015 Amended Budget	
					\$	%
Intergov. Revenue	5,880	6,000	8,000	6,000	(2,000)	-25.00%
Public Charges	715	700	-	700	700	100.00%
Miscellaneous Revenue	-	-	-	-	-	0.00%
Other Financing Sources	8,994	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>15,590</b>	<b>6,700</b>	<b>8,000</b>	<b>6,700</b>	<b>(1,300)</b>	<b>-16.25%</b>
Personnel Costs	550,032	527,751	555,594	552,293	(3,301)	-0.59%
Operating Expenses	64,522	83,558	109,823	114,481	4,658	4.24%
<b>Total Expenses</b>	<b>614,554</b>	<b>611,309</b>	<b>665,417</b>	<b>666,774</b>	<b>1,357</b>	<b>0.20%</b>
Property Taxes	633,423	657,417	657,417	660,074	2,657	0.40%
Addition to (Use of) Fund Balance	34,459	52,808	-	-		

**SUMMARY HIGHLIGHTS**

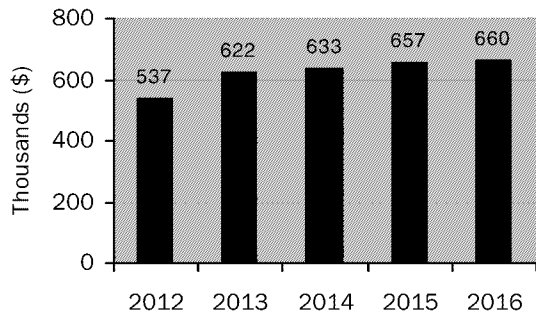
- Intergovernmental revenue decreased to better reflect past trends for mental commitment work occasionally completed for outside counties.
- Regular earnings increased due to reclassification of two secretarial positions to paralegal positions.
- There was a slight increase in office supplies due to the need to replace a chair and increased costs to maintain dues and memberships for staff attorneys.
- Training and travel increased to reflect state mandated training of attorneys.

**STAFFING SUMMARY**

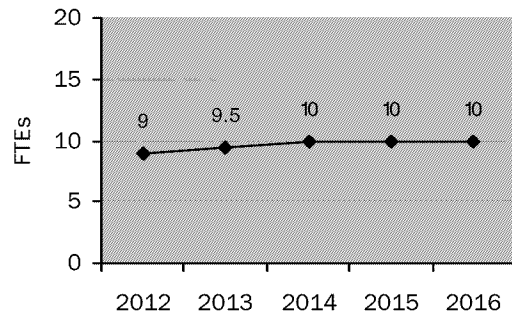
Position	FTE	Unit Rate	Budget Hours	Cost
Corporation Counsel	1.00	51.49	2,080	107,511
Assistant Corporation Counsel	1.00	35.84	2,080	74,844
Lead Asst Corporation Counsel	1.00	35.74	2,080	74,620
Deputy Corporation Counsel	1.00	33.73	2,080	70,436
Assistant Corporation Counsel	1.00	31.62	2,080	66,028
Assistant Corporation Counsel	1.00	31.03	2,080	64,798
Assistant Corporation Counsel	2.00	30.73	4,160	128,313
Paralegal	2.00	19.49	4,160	81,390
	<b>10.00</b>		<b>20,800</b>	<b>667,939</b>
			Salary Adjustment	20,271
			Regular Earnings	688,210
			Fringe Benefits	239,515
			Termination of Parental Rights Reimbursement	(88,701)
			Child Support Salaries Reimbursement	(286,731)
			<b>2016 Total Compensation</b>	<b>552,293</b>



**PROPERTY TAX TRENDS**



**STAFFING TRENDS**



**CONTRACTED SERVICES**

Type of Service Provided	Annual Cost
Court Action/Subpoena Service Fees	4,325
Court Reporter Services	2,000
Shredding Services	200
Legal Services - Airport	150,000
Legal Services - Human Resources	50,000
Legal Services - Corporation Counsel	32,000
Legal Services - Port and Resource Recovery	10,000
Legal Services - PALS Revolving Loan	10,000
Legal Services - Child Support	500
Contra Legal Services - Airport	(150,000)
Contra Legal Services - Human Resources	(50,000)
Contra Legal Services - Port and Resource Recovery	(10,000)
Contra Legal Services - PALS Revolving Loan	(10,000)
Contra Legal Services - Child Support	(500)
	<b>38,525</b>

**CORPORATION COUNSEL 2016 BUDGET**

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015		2016 Executive	2016 Adopted
			Estimated Amount	2015 Amended Budget		
<b>Fund: 100 - GF</b>						
<u>Revenues</u>						
General property taxes	633,423	328,709	657,417	657,417	663,502	660,074
Charges and fees Legal	715	668	700	-	700	700
Intergovt charges Municipalities	5,880	1,020	6,000	8,000	6,000	6,000
Transfer in HR	8,994	-	-	-	-	-
<b>Revenues Total</b>	<b>649,013</b>	<b>330,397</b>	<b>664,117</b>	<b>665,417</b>	<b>670,202</b>	<b>666,774</b>
<u>Expenditures</u>						
Regular earnings	586,426	257,892	647,024	657,416	667,939	667,939
Regular earnings Budget only	-	-	16,118	16,118	15,002	17,738
Paid leave earnings Paid Leave	30,185	26,131	-	-	-	-
Paid leave earnings Personal	9,407	6,925	-	-	-	-
Paid leave earnings Casual	12,291	1,267	-	-	-	-
Paid leave earnings Holiday	19,908	4,965	-	-	-	-
Paid leave earnings Other	1,114	745	-	-	-	-
Salaries reimbursement STD	-	(9,048)	(9,048)	-	-	-
Salaries reimbursement IV-D	(283,174)	(123,937)	(282,236)	(282,236)	(280,172)	(286,731)
Salaries reimbursement IV-E	(74,685)	(35,789)	(78,355)	(78,355)	(88,701)	(88,701)
Fringe benefits FICA	48,433	21,785	45,223	48,319	49,094	49,094
Fringe benefits Unemployment	2,344	695	1,644	1,644	1,670	1,670
Fringe benefits Health insurance	135,348	69,481	127,147	129,058	124,223	124,223
Fringe benefits Dental Insurance	9,655	5,238	9,975	9,773	10,477	10,477
Fringe benefits Life Insurance	860	429	865	865	1,067	1,067
Fringe benefits LT disability insurance	2,359	1,150	2,350	2,488	2,529	2,529
Fringe benefits Disability insurance	2,750	1,374	2,750	2,750	4,033	4,033
Fringe benefits Workers comp ins	724	360	722	722	1,001	1,001
Fringe benefits Retirement	46,087	19,644	42,561	46,021	45,421	45,421
Fringe benefits - Budget only	-	-	1,011	1,011	2,138	2,533
Supplies	316	-	-	-	-	-
Supplies Office	3,481	1,569	3,800	4,000	4,500	4,500
Supplies Postage	1,196	730	1,900	2,300	2,300	2,300
Dues and memberships	3,333	2,224	3,500	3,500	4,000	4,000
Advertising and public notice	1,904	1,334	2,500	3,000	3,000	3,000
Books, periodicals, subscription	15,809	3,797	17,500	18,000	18,000	18,000
Travel and training	3,258	2,015	4,000	4,000	4,500	4,500
Intra-county expense Technology services	27,737	14,267	30,501	30,501	32,637	32,637
Intra-county expense Insurance	2,562	1,314	2,628	2,628	2,152	2,152
Intra-county expense Copy center	385	10	700	1,000	1,000	1,000
Intra-county expense Departmental copie	1,404	702	1,404	1,404	2,728	2,728
Intra-county expense Document center	-	127	200	415	889	889
Temporary replacement help	-	-	9,400	-	-	-
Professional services	178	96	200	200	200	200
Paper service - legal	1,564	3,195	4,325	4,325	4,325	4,325
Court reporter service	1,395	30	1,000	1,000	2,000	2,000
Legal services	139,959	44,035	225,500	258,800	252,500	252,500
Legal services Contra	(139,959)	(44,035)	(225,500)	(225,500)	(220,500)	(220,500)
Transcripts	-	-	-	250	250	250
<b>Expenditures Total</b>	<b>614,554</b>	<b>280,716</b>	<b>611,309</b>	<b>665,417</b>	<b>670,202</b>	<b>666,774</b>
<b>Revenue Grand Totals:</b>	<b>649,013</b>	<b>330,397</b>	<b>664,117</b>	<b>665,417</b>	<b>670,202</b>	<b>666,774</b>
<b>Expenditure Grand Totals:</b>	<b>614,554</b>	<b>280,716</b>	<b>611,309</b>	<b>665,417</b>	<b>670,202</b>	<b>666,774</b>
<b>Net Grand Totals:</b>	<b>34,459</b>	<b>49,681</b>	<b>52,808</b>	<b>-</b>	<b>-</b>	<b>-</b>



**FINANCIAL SUMMARY**

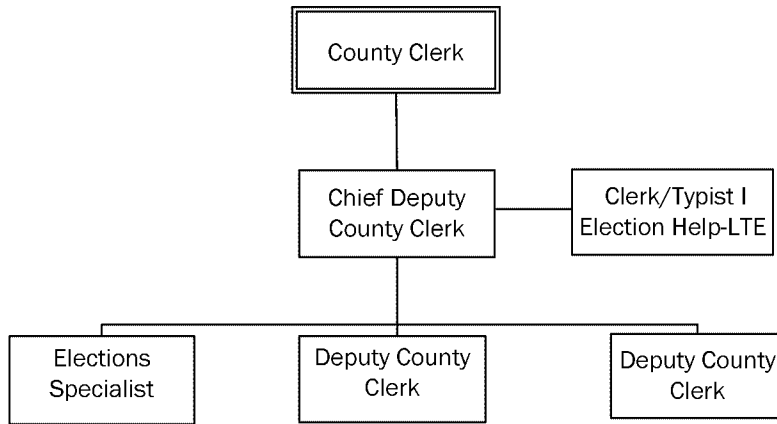
	2014 Actual	2015 Estimated	2015	2016 Budget	Change from 2015	
			Amended Budget		Amended Budget \$	%
Intergov. Revenue	119,443	82,590	89,594	135,580	45,986	51.33%
Public Charges	276,834	260,378	259,513	248,860	(10,653)	-4.10%
Miscellaneous Revenue	304	300	120	-	(120)	-100.00%
Other Financing Sources	-	1,580	1,580	-	(1,580)	-100.00%
<b>Total Revenues</b>	<b>396,581</b>	<b>344,848</b>	<b>350,807</b>	<b>384,440</b>	<b>33,633</b>	<b>9.59%</b>
Personnel Costs	334,830	331,387	342,361	352,121	9,760	2.85%
Operating Expenses	288,933	267,978	278,356	326,949	48,593	17.46%
<b>Total Expenses</b>	<b>623,763</b>	<b>599,365</b>	<b>620,717</b>	<b>679,070</b>	<b>58,353</b>	<b>9.40%</b>
Property Taxes	292,510	269,910	269,910	294,630	24,720	9.16%
Addition to (Use of) Fund Balance	65,328	15,393	-	-		

**SUMMARY HIGHLIGHTS**

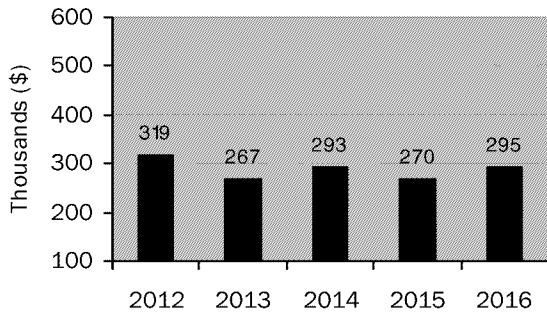
- Intergovernmental revenue increased to reflect the Presidential and spring election cycles but was slightly offset by expenditures for municipalities' election costs in various budgeted line items.
- An increase to the general levy was partially offset by a reduction in Charges and Fees from passports.
- Personnel costs increased reflecting a change of a 0.3 FTE Clerk Typist to 0.4 FTE to help reduce overall overtime costs and perform coding and programming for 4 elections.

**STAFFING SUMMARY**

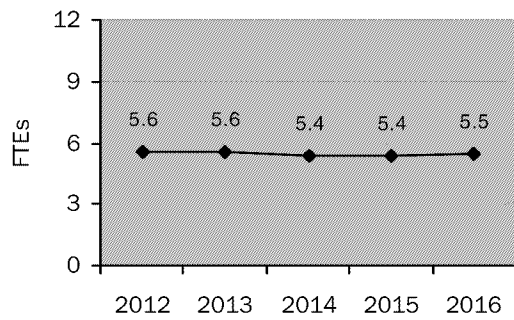
Position	FTE	Unit Rate	Budget Hours	Cost
County Clerk	1.00	33.17	2,080	69,000
Chief Deputy County Clerk	1.00	24.64	2,080	51,440
Elections Specialist	1.00	19.96	2,080	42,747
Deputy County Clerk	1.00	19.59	2,080	40,901
Deputy County Clerk	1.00	19.08	2,080	40,901
Clerk/Typist I	0.40	14.85	832	12,358
LTE-Election Help-Canvasser	0.10	9.25	117	1,082
Budgeted Overtime				4,500
	<b>5.50</b>		<b>11,349</b>	<b>262,929</b>
			Salary Adjustment	4,585
			Regular Earnings	267,514
			Fringe Benefits	84,607
			<b>2016 Total Compensation</b>	<b>352,121</b>



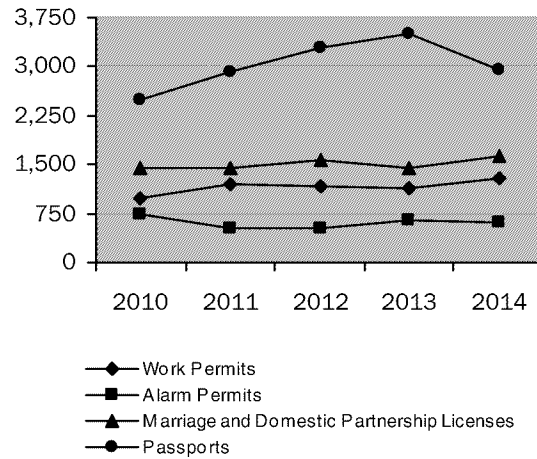
**PROPERTY TAX TRENDS**



**STAFFING TRENDS**



**PERMITS ISSUED**



**CONTRACTED SERVICES**

Type of Service Provided	Annual Cost
Site Support Election Day	16,500
	<u>16,500</u>

CLERK 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015		2016 Executive	2016 Adopted
			Estimated Amount	2015 Amended Budget		
<b>Fund: 100 - GF</b>						
<u>Revenues</u>						
General property taxes	292,510	134,955	269,910	269,910	295,021	294,630
Permits Work permit	3,193	1,713	3,000	3,000	3,000	3,000
Permits Alarm permits	23,725	23,620	22,785	21,875	21,875	21,875
Licenses Marriage License	120,680	51,700	113,950	113,950	113,400	113,400
Licenses Dog	8,758	-	4,250	4,250	4,500	4,500
Charges and fees Passport	118,742	66,149	115,850	115,850	105,800	105,800
Sales Copy machine use	1,166	230	243	88	10	10
Sales Directory	401	72	100	350	125	125
Miscellaneous public charges	170	100	200	150	150	150
Intergovt charges	119,443	68,877	82,590	89,594	135,580	135,580
Miscellaneous	304	291	300	120	-	-
Transfer in HR	-	1,580	1,580	1,580	-	-
<b>Revenues Total</b>	<b>689,091</b>	<b>349,287</b>	<b>614,758</b>	<b>620,717</b>	<b>679,461</b>	<b>679,070</b>
<u>Expenditures</u>						
Regular earnings	231,059	105,678	240,130	250,091	258,429	258,429
Regular earnings Budget only	-	-	4,167	4,265	4,355	4,013
Paid leave earnings Paid Leave	8,661	8,389	-	-	-	-
Paid leave earnings Personal	2,468	1,113	-	-	-	-
Paid leave earnings Casual	3,284	695	-	-	-	-
Paid leave earnings Sick	-	1,580	-	1,580	-	-
Paid leave earnings Holiday	5,415	1,173	-	-	-	-
Paid leave earnings Other	196	470	-	-	-	-
Premium Overtime	2,300	802	4,027	4,027	4,500	4,500
Fringe benefits FICA	18,779	8,877	19,053	18,678	19,325	19,325
Fringe benefits Unemployment comp	912	309	648	635	658	658
Fringe benefits Health insurance	37,122	18,708	37,876	37,876	37,877	37,877
Fringe benefits Dental Insurance	2,997	1,521	3,256	3,256	3,256	3,256
Fringe benefits Life Insurance	544	280	609	609	328	328
Fringe benefits LT disability insurance	911	424	911	911	929	929
Fringe benefits Disability insurance	1,711	858	1,711	1,711	3,422	3,422
Fringe benefits Workers comp ins	272	138	276	275	386	386
Fringe benefits Retirement	18,197	7,936	18,511	18,229	18,426	18,426
Fringe benefits - Budget only	-	-	212	218	621	572
Supplies Office	22,667	4,878	8,100	8,100	15,240	15,240
Supplies Technology	-	-	-	3,740	-	-
Supplies Postage	9,283	3,169	8,300	8,700	10,174	10,174
Printing	351	-	5,500	6,000	5,700	5,700
Printing Forms	34,512	33,075	33,150	33,150	35,000	35,000
Dues and memberships	145	190	300	350	400	400
Maintenance agreement Software	12,701	6,350	13,944	15,398	15,339	15,339
Repairs and maintenance Equipment	-	-	17,300	21,462	20,542	20,542
Advertising and public notice	31,116	12,629	22,996	22,996	35,600	35,600
Books, periodicals, subscription	867	22	795	902	979	979
Travel and training	2,691	1,958	11,875	11,875	5,710	5,710
Support Services	5,355	-	5,355	5,355	5,355	5,355
Insurance Bond	81	81	88	88	82	82
Indirect cost	77,261	27,480	54,958	54,958	57,485	57,485
Intra-county expense Technology Srvc	30,725	15,957	33,821	33,821	35,982	35,982
Intra-county expense Insurance	1,751	840	1,679	1,679	1,476	1,476
Intra-county expense Copy center	26,322	12,062	13,725	13,725	33,000	33,000
Intra-county expense Dept copiers	767	384	767	767	1,642	1,642
Intra-county expense Document center	-	180	500	590	243	243
Professional services	-	4,125	4,125	4,000	16,500	16,500
Transfer out	32,340	15,348	30,700	30,700	30,500	30,500
<b>Expenditures Total</b>	<b>623,763</b>	<b>297,681</b>	<b>599,365</b>	<b>620,717</b>	<b>679,461</b>	<b>679,070</b>
<b>Revenue Grand Totals:</b>	<b>689,091</b>	<b>349,287</b>	<b>614,758</b>	<b>620,717</b>	<b>679,461</b>	<b>679,070</b>
<b>Expenditure Grand Totals:</b>	<b>623,763</b>	<b>297,681</b>	<b>599,365</b>	<b>620,717</b>	<b>679,461</b>	<b>679,070</b>
<b>Net Grand Totals:</b>	<b>65,328</b>	<b>51,606</b>	<b>15,393</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Human Resources

Warren Kraft – Human Resources Director  
(920) 448-4065

## MISSION

The purpose of the Human Resources department is to provide innovative County human resources, payroll and benefit services, and labor relations services while identifying, improving, and administering effective and consistent programs, policies, processes and practices.

## PROGRAM DESCRIPTION

The Human Resources department is responsible for advising County departments, employees and elected officials on human resources functions. Services are provided in the following areas: employee recruiting and selection; labor relations; benefit design and administration; training and development; payroll; safety; LEAN event coordination; organizational and position design; compensation planning; and succession planning.

The department works collaboratively with the County Executive, County Board, department heads and department managers in meeting their operational goals and enhancing organizational effectiveness. Employees seek advice on workplace concerns, and the department provides guidance.

The department also evaluates human resources industry trends, and makes compensation and benefits comparisons, continuing to establish cost reduction strategies while maintaining value to employees.

Operationally, the department continually enhances technological assistance for its processing functions, enabling the professional staff to focus efforts on interaction with departments and employees.

## PERFORMANCE MEASURES

	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Retention Rate of New Hires (Hired Within the Last 18 Months)	77%	81%	93%	93%	0.00%
Percentage of Payrolls Processed on Time	100%	100%	100%	100%	0.00%
Brown County per employee cost of health benefit	\$12,664	\$12,015	\$13,989	\$13,204	-5.61%
Position and Department Reorganizations	34	35	50	40	-20.00%

## SUMMARY HIGHLIGHTS

**Online Benefits Enrollment** - Human Resources will complete the process to set up a consolidated website to allow employees the ability to complete, apply for and make required changes to various benefits such as health insurance and deferred compensation for open enrollment in 2016.

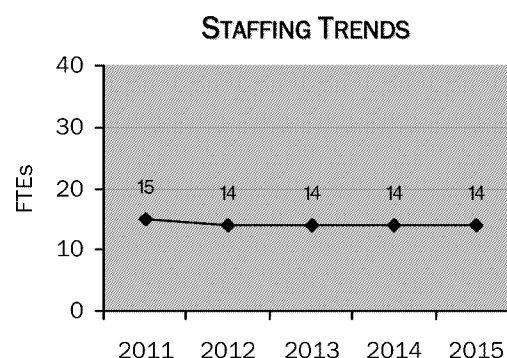
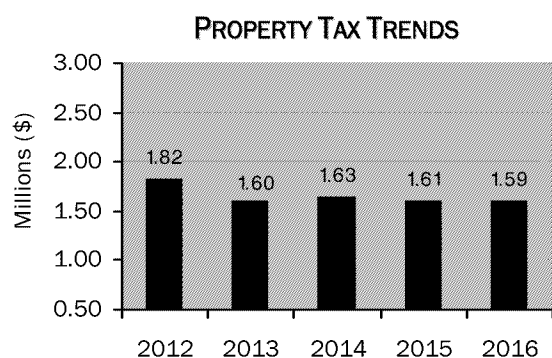
**Leadership Training** - Human Resources will continue to develop and administer training modules in 2016 for first-line supervisors and department heads covering programs and issues such as LEAN, HIPAA, FMLA, STD, LTD policies, director's reports, budget reports for committees, the budget process, processing payroll, accounts payable, pay for performance, performance improvement plans, and disciplinary actions in the ongoing efforts to improve and increase the effectiveness of our leadership.

## FINANCIAL SUMMARY

	2014 Actual	2015 Estimated	2015	2016	Change from 2015	
			Amended Budget	Budget	Amended Budget \$	%
Public Charges	6,546	4,900	6,900	4,900	(2,000)	-28.99%
Miscellaneous Revenue	10,060	2,850	7,350	2,850	(4,500)	-61.22%
Other Financing Sources	200,000	122,838	122,838	-	(122,838)	-100.00%
<b>Total Revenues</b>	<b>216,605</b>	<b>130,588</b>	<b>137,088</b>	<b>7,750</b>	<b>(129,338)</b>	<b>-94.35%</b>
Personnel Costs	879,902	1,213,609	1,436,320	1,339,576	(96,744)	-6.74%
Operating Expenses	560,874	278,145	311,591	261,433	(50,158)	-16.10%
<b>Total Expenses</b>	<b>1,440,776</b>	<b>1,491,754</b>	<b>1,747,911</b>	<b>1,601,009</b>	<b>(146,902)</b>	<b>-8.40%</b>
Property Taxes	1,632,829	1,606,468	1,606,468	1,589,094	(17,374)	-1.08%
Addition to (Use of) Fund Balance	408,659	245,302	(4,355)	(4,165)		

## SUMMARY HIGHLIGHTS

- A decrease in the general levy was offset by a decrease in regular earnings and fringe benefits due to health coverage selections and lower intra county expenses.
- LEAN revenues decreased due to no currently planned LEAN revenue events.
- Personnel costs were reduced due to salary carryovers for a wage study, along with a reduction of costs reflecting the end of the compensation and classification study in professional services.
- Software maintenance for NeoGov and CritiCall was moved from maintenance agreement services to contract services, and partially offset with the ending of the compensation and classification study contract.
- Employee testing expenses increased reflecting current hiring trends and costs for onboarding employees, which include drug tests, physicals, vaccines, and background checks.
- The 2016 Human Resource budget also includes a reorganization to provide better guidance on county ordinances, state and federal laws, benefits administration, and communication to employees and management. The reorganization includes the following: 1.0 FTE Safety Coordinator to a Human Resources Analyst/Safety, 1.0 FTE Benefits Specialist to a Human Resources Associate/Benefits, 1.0 FTE Employee Coordinator to a Human Resources Associate, 1.0 FTE Human Resources Assistant to a Human Resources Associate, and a 1.0 FTE Employee Service Manager to a Senior Payroll & Benefits Specialist.

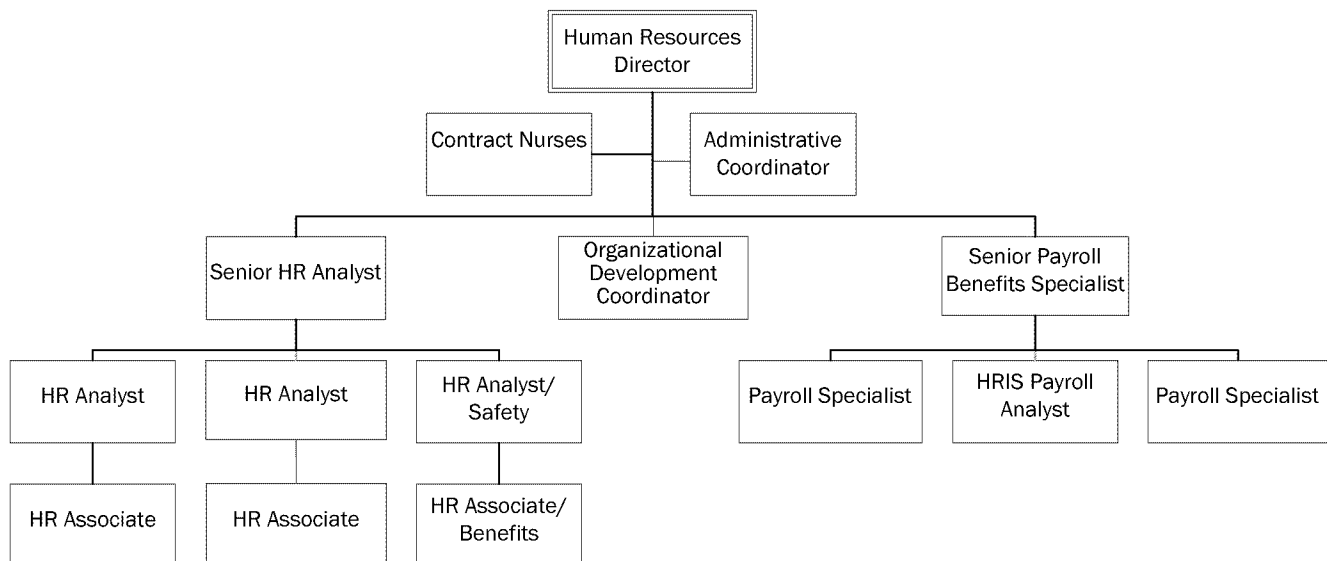


**Note:** The HR budget includes a salaries reimbursement account that reimburses other departments for unanticipated adjustments such as position reclassifications, etc. Because of its special nature, only budgeted dollars are shown in this account, not actual. Therefore, 2015 Budgeted and 2016 Budgeted levy appear higher than they actually will be.

**STAFFING SUMMARY**

Position	FTE	Unit Rate	Budget Hours	Cost
Human Resources Director	1.00	38.99	2,080	81,413
Senior Payroll & Benefits Specialist	1.00	31.13	2,080	65,002
Organizational Development Coord	1.00	30.26	2,080	63,193
Senior Human Resources Analyst	1.00	26.81	2,080	55,987
Human Resources Analyst/Safety	1.00	26.38	2,080	55,076
HRIS Analyst	1.00	26.30	2,080	54,914
Human Resources Analyst	1.00	24.16	2,080	50,446
Human Resources Associate/Benefits	1.00	23.37	2,080	48,804
Human Resources Analyst	1.00	22.56	2,080	47,110
Payroll Specialist	1.00	20.19	2,080	42,162
Human Resources Admin Coord	1.00	19.78	2,080	41,298
Payroll Specialist	1.00	19.05	2,080	39,771
Human Resources Associate	1.00	18.66	2,080	38,957
Human Resources Associate	1.00	17.95	2,080	37,487
Budgeted Overtime				5,000
	<b>14.00</b>		<b>29,120</b>	<b>726,622</b>

*Amounts to be allocated to departments for Casual Payouts, Retirement Payouts, and Reclassifications	Salary Adjustment	18,645
	Turnover Reduction Salary	<u>(19,815)</u>
	Regular Earnings	725,452
	Fringe Benefits	241,159
	Turnover Reduction Benefits	(2,035)
*Departmental Salaries Reimbursement		<u>375,000</u>
	2016 Total Compensation	<u><u>1,339,576</u></u>



**CONTRACTED SERVICES**

<b>Type of Service Provided</b>	<b>Annual Cost</b>
Legal Services	50,000
Software Maintenance	10,999
Miscellaneous Training	10,000
Temporary Services	5,000
Court Reporter Services	4,000
Arbitration Filing Fees	1,200
Accountant Services Payroll	600
Independent Hearing Officer	200
Off-Site Storage	100
	<hr/>
	<b>82,099</b>

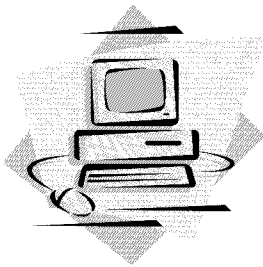
HUMAN RESOURCES 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015 Estimated Amount	2015 Amended Budget	2016 Executive	2016 Adopted
<b>Fund: 100 - GF</b>						
<u>Revenues</u>						
General property taxes	1,632,829	803,234	1,606,468	1,606,468	1,594,377	1,589,094
Miscellaneous	2,767	1,289	2,500	2,500	2,500	2,500
Miscellaneous Lean	4,275	-	-	4,500	-	-
Carryover	200,000	122,838	122,838	122,838	-	-
<b>Revenue Totals</b>	<b>1,839,871</b>	<b>927,361</b>	<b>1,731,806</b>	<b>1,736,306</b>	<b>1,596,877</b>	<b>1,591,594</b>
<u>Expenditures</u>						
Regular earnings	562,480	260,938	613,406	723,016	721,622	721,622
Regular earnings Budget only	-	-	2,883	2,883	1,788	(2,828)
Paid leave earnings Paid Leave	42,102	16,916	-	-	-	-
Paid leave earnings Personal	8,472	4,591	-	-	-	-
Paid leave earnings Casual	12,228	2,203	-	-	-	-
Paid leave earnings Sick	533	971	971	828	-	-
Paid leave earnings Holiday	18,580	4,638	-	-	-	-
Paid leave earnings Other	1,001	725	-	-	-	-
Premium Overtime	3,391	1,994	5,000	5,000	5,000	5,000
Premium Comp time	93	-	-	-	-	-
Salaries reimbursement	-	-	375,000	452,203	375,000	375,000
Salaries reimbursement Short term dis	(821)	-	-	-	-	-
Fringe benefits FICA	47,374	21,232	44,949	53,511	53,408	53,408
Fringe benefits Unemployment comp	2,298	697	1,529	1,820	1,817	1,817
Fringe benefits Health insurance	119,296	61,586	107,369	127,820	120,803	120,803
Fringe benefits Dental Insurance	11,249	5,601	11,751	13,989	12,270	12,270
Fringe benefits Life Insurance	1,097	366	1,379	1,642	740	740
Fringe benefits LT disability insurance	2,117	902	2,301	2,739	2,732	2,732
Fringe benefits Disability insurance	4,278	2,142	3,594	4,278	4,433	4,433
Fringe benefits Workers comp ins	785	402	670	798	1,083	1,083
Fringe benefits Retirement	43,349	17,321	42,807	50,961	43,873	43,873
Fringe benefits - Budget only	-	-	-	(955)	290	(377)
Supplies	994	-	-	-	-	-
Supplies Office	3,265	1,488	6,000	4,000	6,000	6,000
Supplies Postage	5,061	1,023	4,000	4,000	4,000	4,000
Printing	447	465	600	800	600	600
Dues and memberships	871	1,435	1,545	1,100	1,545	1,545
Maintenance agreement Software	10,999	5,999	10,999	10,999	-	-
Advertising and public notice	335	840	1,300	1,300	2,000	2,000
Employment Testing	79,237	43,293	80,000	70,000	83,734	83,734
Books, periodicals, subscription	2,043	-	750	1,000	1,000	1,000
Travel and training	1,773	1,083	2,500	2,500	2,500	2,500
Special events Lean	1,125	115	300	5,150	-	-
Telephone	170	84	170	170	170	170
Intra-county expense Technology servs	47,888	24,755	52,846	52,846	56,628	56,628
Intra-county expense Insurance	4,016	2,076	4,152	4,152	3,585	3,585
Intra-county expense Copy center	5,963	566	2,000	2,500	2,500	2,500
Intra-county expense Dept copies	2,625	1,313	2,625	2,625	3,657	3,657
Intra-county expense Document center	-	172	564	564	2,000	2,000
Contracted services	41,202	17	10,000	20,000	21,099	21,099
Temporary replacement help	2,700	-	5,000	5,000	5,000	5,000
Professional services	49,952	19,523	25,000	48,688	6,000	6,000
Legal services Chargebacks	19,256	53	50,000	50,000	50,000	50,000
Transfer out HR	270,953	8,379	8,379	8,379	-	-
<b>Expenditures Total</b>	<b>1,430,778</b>	<b>515,901</b>	<b>1,482,339</b>	<b>1,736,306</b>	<b>1,596,877</b>	<b>1,591,594</b>
<b>Revenue Totals:</b>	<b>1,839,871</b>	<b>927,361</b>	<b>1,731,806</b>	<b>1,736,306</b>	<b>1,596,877</b>	<b>1,591,594</b>
<b>Expenditure Totals:</b>	<b>1,430,778</b>	<b>515,901</b>	<b>1,482,339</b>	<b>1,736,306</b>	<b>1,596,877</b>	<b>1,591,594</b>
<b>Net Totals:</b>	<b>409,093</b>	<b>411,460</b>	<b>249,467</b>	<b>-</b>	<b>-</b>	<b>-</b>



HUMAN RESOURCES 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015 Estimated Amount	2015 Amended Budget	2016 Executive	2016 Adopted
<b>Fund: 130 - Employee Events</b>						
<u>Revenues</u>						
Sales	-	-	400	400	400	400
Sales Vending machine	6,546	2,153	4,500	6,500	4,500	4,500
Miscellaneous	3,017	187	350	350	350	350
<b>Revenues Total</b>	<b>9,563</b>	<b>2,340</b>	<b>5,250</b>	<b>7,250</b>	<b>5,250</b>	<b>5,250</b>
<u>Expenditures</u>						
Supplies Postage	77	-	75	75	75	75
Supplies Program	2,359	291	2,000	2,500	2,000	2,000
Food	4,416	(2)	4,500	4,500	4,500	4,500
Rental	604	-	600	700	600	600
Special events	2,460	1,112	2,000	3,500	2,000	2,000
Volunteer expense	-	-	200	200	200	200
Miscellaneous	49	49	-	50	-	-
Intra-county expense Other dept	-	-	-	40	-	-
Intra-county expense Copy center	34	-	40	40	40	40
<b>Expenditures Total</b>	<b>9,998</b>	<b>1,450</b>	<b>9,415</b>	<b>11,605</b>	<b>9,415</b>	<b>9,415</b>
<b>Revenue Totals:</b>	<b>9,563</b>	<b>2,340</b>	<b>5,250</b>	<b>7,250</b>	<b>5,250</b>	<b>5,250</b>
<b>Expenditure Totals:</b>	<b>9,998</b>	<b>1,450</b>	<b>9,415</b>	<b>11,605</b>	<b>9,415</b>	<b>9,415</b>
<b>Net Totals:</b>	<b>(435)</b>	<b>891</b>	<b>(4,165)</b>	<b>(4,355)</b>	<b>(4,165)</b>	<b>(4,165)</b>
<b>Revenue Grand Totals:</b>	<b>1,849,434</b>	<b>929,702</b>	<b>1,737,056</b>	<b>1,743,556</b>	<b>1,602,127</b>	<b>1,596,844</b>
<b>Expenditure Grand Totals:</b>	<b>1,440,776</b>	<b>517,350</b>	<b>1,491,754</b>	<b>1,747,911</b>	<b>1,606,292</b>	<b>1,601,009</b>
<b>Net Grand Totals:</b>	<b>408,659</b>	<b>412,351</b>	<b>245,302</b>	<b>(4,355)</b>	<b>(4,165)</b>	<b>(4,165)</b>



# Technology Services

August Neverman IV – Chief Information Officer  
(920) 448-4032

## MISSION

The mission of Technology Services is to deliver innovative, cost-effective information technology solutions in a secure, reliable, and fiscally responsible manner.

## PROGRAM DESCRIPTION

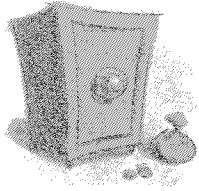
The Technology Services (TS) Department is responsible for providing overall technology management, document management, copy services, and interoffice mail services to Brown County. This includes providing strategic insight to the County Executive, County Board, departments and committees to ensure the wise use of Brown County resources on initiatives involving technology. Our 26-person team provides general services including but not limited to:

- Software Applications and Systems Support and application development.
- Communications Services: consisting of phone, email, video conferencing and instant messaging.
- Copy Center and Document Center services including limited interoffice courier service.
- Computer Support for the Brown County's 1400+ computers and Library's 170+ public use computers and 245 servers.
- Information Security for key Brown County applications and systems, and security insight for all decentralized systems.
- Technology Project Management for Technology Services and Brown County departments.
- Utility Services to Brown County staff such as internet, fiber, network and wireless "WiFi" staff and public access in most Brown County offices, libraries and Austin Straubel Airport.
- BCCAN (Brown County Community Area Network) a Brown County owned fiber optic cable network connecting many Brown County offices. BCCAN reduces ongoing operational costs for Brown County and other non-profit, governmental and educational agencies.

## PERFORMANCE MEASURES

	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Number of Help Desk calls and Service Requests	8295	8920	9550	9200	-3.66%
Number of Servers	225	235	245	270	10.20%
Application Inventory Count	302	540	310	550	77.42%

**Note:** 1) Change in Service Request volume is due to reporting change (no longer breaking out individual duplicate requests) and overall activity change. 2) Server Count increased due to wireless, SharePoint, UCCX and new systems. 3) The large increase in applications was due to manual inventory and reporting changes.



# Treasurer

Paul Zeller - Treasurer  
(920) 448-6321

## MISSION

The purpose of the Brown County Treasurer is to provide for the orderly collection, disbursement, recording, and management of all monies received or disbursed by the county as mandated by state and federal law. The County Treasurer is also charged with the administration of property taxation and collection for county residents and the accounting and investment of public monies as prescribed by the County Board for county agencies and other sub-political jurisdictions as required.

## PROGRAM DESCRIPTION

The Brown County Treasurer's Office accomplishes its mission by performing three major activities. First, in accordance with state statute, the Office keeps records of all monies appropriated and disbursed regarding: general property taxes, bail, fines or forfeitures imposed by the courts for violation of state laws or county/municipal ordinances, fish and game fees, boat launch fees, health license fees, and all other monies received by the County. Second, the County Treasurer is charged with the safekeeping of all county funds and invests such funds consistent with state statute and County Board policy. Finally, the office maintains assessment rolls, property tax records and is responsible for the collection of property taxes. The office calculates and prepares tax bills for 24 municipalities, certifies plats and pays special assessments to taxation districts. In addition, the Office handles transactions affecting delinquent taxes and foreclosures. The County Treasurer's Office provides tax collection services to municipalities as well as information and services to local municipal governments, treasurers, assessors, clerks, and the public.

## PERFORMANCE MEASURES

	2014 Actual	2015 Estimate	2015 Budget	2016 Budget	Budget Change
Property Tax Collection Parcel Costs	\$5.71	\$6.18	\$6.31	\$6.12	-3.01%

## INITIATIVES

**Investments in Custodian Banking** – In 2016, the Treasurer's Office will transition to Custodian Banking, a specialized financial institution responsible for protecting Brown County's financial assets. The use of a custodian bank for investments allows the County's funds to be better protected. It also makes reporting, tracking, and reconciling easier.

**Converting A/S 400 Reports to PDF** – Converting Brown County's financial reporting system (A/S 400) to digitized PDF format will allow us to save on the cost of paper, print toner, and storage. Reports archived electronically are also safer and easier to access and share. Assisting other departments in their transition from the A/S 400 receipting system will provide consistency across departments.

**Microfiche Machines to Website** – Historical tax data that was once preserved on microfiche will now be digitized and made available on Brown County's website for easier access. Digitized records will reduce the cost of the information for the public, improve the accessibility of data and information and will also free up staff for other projects.

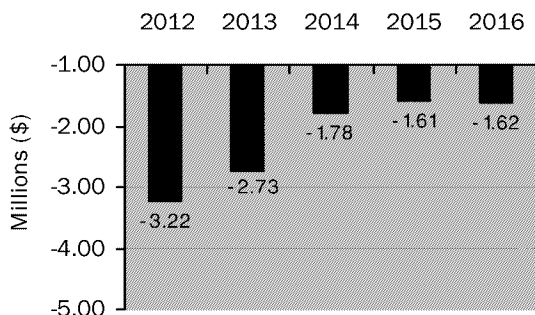
**FINANCIAL SUMMARY**

	2014 Actual	2015 Estimated	2015	2016 Budget	Change from 2015	
			Amended Budget		Amended Budget	%
Intergov. Revenue	1,588,160	1,455,000	1,550,000	1,455,000	(95,000)	-6.13%
Public Charges	-	-	-	-	-	0.00%
Miscellaneous Revenue	948,393	790,000	707,000	794,210	87,210	12.34%
<b>Total Revenues</b>	<b>2,536,553</b>	<b>2,245,000</b>	<b>2,257,000</b>	<b>2,249,210</b>	<b>(7,790)</b>	<b>-0.35%</b>
Personnel Costs	346,376	367,681	367,681	354,353	(13,328)	-3.62%
Operating Expenses	236,108	270,435	283,050	277,652	(5,398)	-1.91%
Outlay	6,983	-	-	-	-	0.00%
<b>Total Expenses</b>	<b>589,467</b>	<b>638,116</b>	<b>650,731</b>	<b>632,005</b>	<b>(18,726)</b>	<b>-2.88%</b>
Property Taxes	(1,775,128)	(1,606,269)	(1,606,269)	(1,617,205)	(10,936)	0.68%
Addition to (Use of) Fund Balance	171,958	615	-	-		

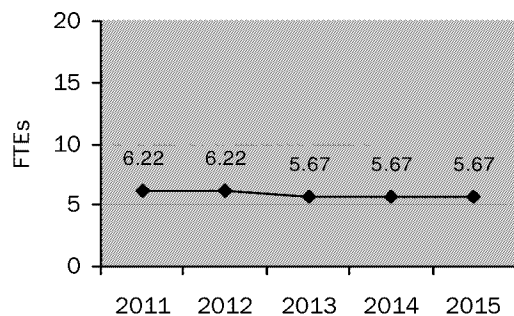
**SUMMARY HIGHLIGHTS**

- Revenues decreased due to historical trends for penalties & taxes, and Interest on taxes.
- There was an increase in revenue for interest earned, which is below historical average but greater than 2015 levels.
- General levy decreased but was offset by a reduction in fringe benefits due to health coverage selections and other intra county charges.
- Intra county charges reduced reflecting costs for the Highway department that will be outsourced due to non-competitive costs in order to maintain foreclosed property.
- An increase in document center costs are partially offset by a reduction in printing forms for tax bills and notices.
- As this is an off year of the biannual unclaimed property notification, there are reduced advertising expenditures.
- Miscellaneous expenditures also decreased due to the city not charging for hooding parking meters during tax time.
- Contracted services decreased based on the actual costs of a new contract for transporting deposits and bank collections.

**PROPERTY TAX TRENDS**



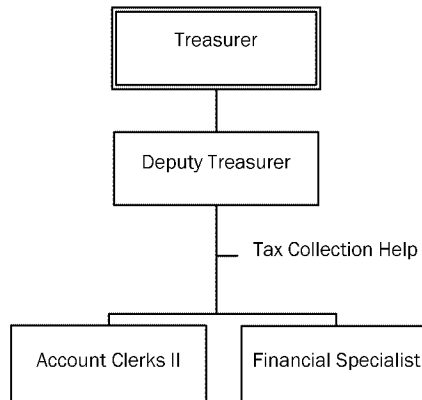
**STAFFING TRENDS**



**STAFFING SUMMARY**

Position	FTE	Unit Rate	Budget Hours	Cost
Treasurer	1.00	33.17	2,080	69,000
Deputy Treasurer	1.00	26.04	2,080	54,372
Financial Specialist	1.00	22.49	2,080	46,951
Account Clerk II	1.00	19.41	1,950	37,986
Account Clerk II	1.00	19.41	1,950	37,986
LTE-Tax Collection Help	0.67	12.50	1,260	15,751
Budgeted Overtime				2,702
	<b>5.67</b>		<b>11,400</b>	<b>264,748</b>

Salary Adjustment	415
Regular Earnings	265,163
Fringe Benefits	89,190
<b>2016 Total Compensation</b>	<b>354,353</b>



TREASURER 2016 BUDGET

Description	2014 Actual Amount	2015 6-Month Actual Amount	2015		2016 Executive	2016 Adopted
			Estimated Amount	2015 Amended Budget		
<b>Fund: 100 - GF</b>						
<u>Revenues</u>						
General property taxes	(1,775,128)	(803,135)	(1,606,269)	(1,606,269)	(1,612,597)	(1,617,205)
Interest on taxes	1,082,092	445,404	1,000,000	1,055,000	1,000,000	1,000,000
Penalties on taxes	422,348	164,099	365,000	405,000	365,000	365,000
Penalties on special assessments	52,117	18,310	40,000	40,000	40,000	40,000
Intergovt charges	31,604	25,872	50,000	50,000	50,000	50,000
Miscellaneous	39,688	48,458	50,000	30,000	40,000	40,000
Interest	914,487	396,843	750,000	687,000	764,210	764,210
Gain or Loss on Sale - Tax Deeds	(5,781)	-	(10,000)	(10,000)	(10,000)	(10,000)
<b>Revenues Total</b>	<b>761,425</b>	<b>295,851</b>	<b>638,731</b>	<b>650,731</b>	<b>636,613</b>	<b>632,005</b>
<u>Expenditures</u>						
Regular earnings	226,163	106,840	261,480	261,480	262,046	262,046
Regular earnings Budget only	-	-	4,361	4,361	4,397	371
Paid leave earnings Paid Leave	17,552	8,924	-	-	-	-
Paid leave earnings Personal	2,904	1,330	-	-	-	-
Paid leave earnings Casual	3,386	292	-	-	-	-
Paid leave earnings Holiday	5,664	1,187	-	-	-	-
Premium Overtime	1,019	648	2,702	2,702	2,702	2,702
Salaries reimbursement Short term disat	(2,707)	-	-	-	-	-
Fringe benefits FICA	18,468	8,616	19,416	19,416	19,460	19,460
Fringe benefits Unemployment comp	846	298	661	661	662	662
Fringe benefits Health insurance	49,122	23,728	52,068	52,068	43,050	43,050
Fringe benefits Dental Insurance	4,781	2,315	5,764	5,764	4,457	4,457
Fringe benefits Life Insurance	660	251	580	580	420	420
Fringe benefits LT disability insurance	767	315	933	933	934	934
Fringe benefits Disability insurance	1,901	948	1,901	1,901	2,262	2,262
Fringe benefits Workers comp ins	286	144	287	287	392	392
Fringe benefits Retirement	15,566	7,713	17,390	17,390	17,553	17,553
Fringe benefits - Budget only	-	-	138	138	626	44
Supplies	2,106	-	4,450	4,450	4,450	4,450
Supplies Office	7,126	5,025	6,982	6,982	7,000	7,000
Supplies Postage	37,118	29,455	48,000	48,000	49,000	49,000
Printing Forms	10,664	3,914	12,366	14,450	12,366	12,366
Dues and memberships	100	100	100	100	100	100
Maintenance agreement Software	4,065	1,410	2,820	4,240	2,820	2,820
Repairs and maintenance Equipment	2,006	320	1,200	1,500	1,200	1,200
Advertising and public notice	485	889	5,000	8,350	1,000	1,000
Books, periodicals, subscription	44	-	192	192	300	300
Travel and training	961	847	1,400	1,450	1,400	1,400
Miscellaneous	1,133	784	1,000	2,500	1,000	1,000
Service fees	55,310	25,873	53,000	53,000	53,000	53,000
Insurance Bond	914	-	741	741	677	677
Intra-county expense Technology serv	31,447	16,228	34,817	34,817	37,178	37,178
Intra-county expense Insurance	1,906	948	1,890	1,890	2,031	2,031
Intra-county expense Other dept	600	120	300	300	90	90
Intra-county expense Highway	3,181	1,951	11,760	5,200	3,500	3,500
Intra-county expense Copy center	775	43	1,000	1,000	1,000	1,000
Intra-county expense Dept copiers	129	65	129	129	399	399
Intra-county expense Document center	-	1,352	4,459	4,459	9,832	9,832
Contracted services	31,940	19,535	32,432	44,700	39,384	39,384
Tax deed	39,517	6,408	34,000	33,600	39,750	39,750
Tax refund Personal property	1,713	9,325	9,324	7,000	8,125	8,125
Tax refund Real estate property	369	573	573	1,500	2,050	2,050
Soil testing	2,500	-	2,500	2,500	-	-
Outlay Equipment (\$5,000+)	6,983	-	-	-	-	-
<b>Expenditures Total</b>	<b>589,467</b>	<b>288,712</b>	<b>638,116</b>	<b>650,731</b>	<b>636,613</b>	<b>632,005</b>
<b>Revenue Grand Totals:</b>	<b>761,425</b>	<b>295,851</b>	<b>638,731</b>	<b>650,731</b>	<b>636,613</b>	<b>632,005</b>
<b>Expenditure Grand Totals:</b>	<b>589,467</b>	<b>288,712</b>	<b>638,116</b>	<b>650,731</b>	<b>636,613</b>	<b>632,005</b>
<b>Net Grand Totals:</b>	<b>171,958</b>	<b>7,139</b>	<b>615</b>	<b>-</b>	<b>-</b>	<b>-</b>

## NEW INITIATIVES

**Department Reorganization** – As technology changes the way we conduct business, Brown County's Technology Services Department will implement:

1. A reorganization of department including department name change to Information Technology as well as a reorganization of staff including duty review, new job descriptions, and new titles. This will also include adding an office manager/communications position.
2. Security improvements including: password management & two factor authentication for Technology Services and wider user testing; addition of improved monitoring; and improved wireless security.
3. SharePoint tools, document management and workflow will be rolled out in roughly 1/3 of departments.
4. Significant storage and server upgrades replacing 6+ year old servers.

## FINANCIAL SUMMARY

	2014 Actual	2015 Estimated	2015	2016	Change from 2015	
			Amended Budget	Budget	Amended Budget \$	%
Intergov. Revenue	700,015	352,806	156,759	359,546	202,787	129.36%
Public Charges	77,667	10,792	5,184	11,846	6,662	128.51%
Miscellaneous Revenue	4,567,409	4,780,554	4,791,417	5,181,542	390,125	8.14%
Other Financing Sources	430,510	164,176	164,175	200,000	35,825	21.82%
<b>Total Revenues</b>	<b>5,775,601</b>	<b>5,308,328</b>	<b>5,117,535</b>	<b>5,752,934</b>	<b>635,399</b>	<b>12.42%</b>
Personnel Costs	1,787,364	1,787,284	1,917,679	2,026,939	109,260	5.70%
Operating Expenses	3,565,162	3,918,672	3,701,894	3,909,989	208,095	5.62%
<b>Total Expenses</b>	<b>5,352,526</b>	<b>5,705,956</b>	<b>5,619,573</b>	<b>5,936,928</b>	<b>317,355</b>	<b>5.65%</b>
Addition to (Use of)						
Fund Balance	423,075	(397,628)	(502,038)	(183,994)		

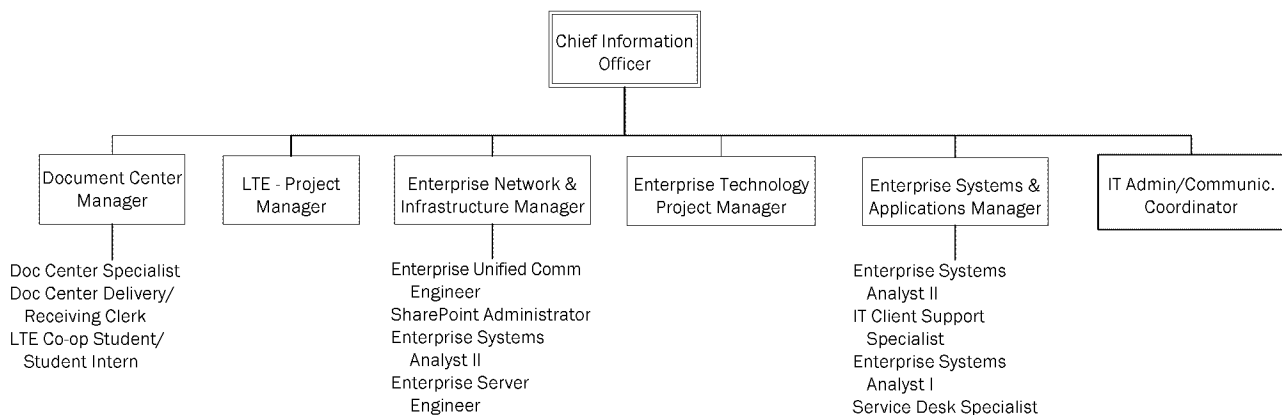
## SUMMARY HIGHLIGHTS

- Miscellaneous revenue increased based on intra county charges for additional workstations and devices.
- Regular earnings increased due to wage increases and department reorganization.
- A reduction in technology supplies reflected replacement of UPS batteries and Wireless Access Point replacements, which should maintain the current level of appropriation in the future.
- An increase in expenses is due to cost increases for maintenance agreements software for Microsoft, the SharePoint initiative and other software increases.
- Expenses for repairs and maintenance equipment also increased due to security and storage requirements. Outlay was also reduced based on the changes to the scheduled replacement plan.
- Contracted services for 2016 decreased due to new vendors and contracts but offset by professional services for document storage and training for system upgrades.

**STAFFING SUMMARY**

Position	FTE	Unit Rate	Budget Hours	Cost
Chief Information Officer	1.00	47.88	2,080	99,979
Enterprise Systems & Applications Manager	1.00	35.84	2,080	74,844
Share Point Administrator	1.00	35.74	2,080	74,620
Enterprise Network & Infrastructure Manager	1.00	33.83	2,080	70,647
Enterprise Technology Project Manager	1.00	31.79	2,080	66,372
LTE- Project Manager	1.00	31.47	2,080	65,463
Enterprise Unified Communications Engineer	1.00	30.91	2,080	64,540
Enterprise Systems Analyst II	5.00	30.91	10,400	324,496
Enterprise Systems Analyst II	1.00	30.10	2,080	62,841
Enterprise Server Engineer	2.00	28.54	4,160	119,194
Enterprise Systems Analyst II	1.00	28.29	2,080	59,067
Enterprise Systems Analyst II	2.00	27.72	4,160	115,759
Enterprise Systems Analyst II	1.00	24.38	2,080	50,905
Document Center Manager	1.00	20.67	2,080	43,167
IT Admin Communications Coordinator	1.00	19.81	2,080	41,355
Document Center Specialist	1.00	17.54	2,080	36,634
Enterprise Systems Analyst I	1.00	17.47	2,080	36,470
Document Center Delivery & Receiving Clerk	0.53	15.13	1,034	15,640
Service Desk Specialist	1.00	15.03	2,080	31,388
LTE-Co-op/Intern	0.38	8.25	742	6,125
Budgeted Overtime				7,694
Reorg Salary Budget				25,104
	<b>24.91</b>		<b>51,696</b>	<b>1,492,303</b>

Salary Adjustment	42,518
Turnover Reduction Salary	(14,819)
Regular Earnings	1,520,002
Fringe Benefits	509,020
Turnover Reduction Benefits	(2,083)
<b>2016 Total Compensation</b>	<b>2,026,939</b>





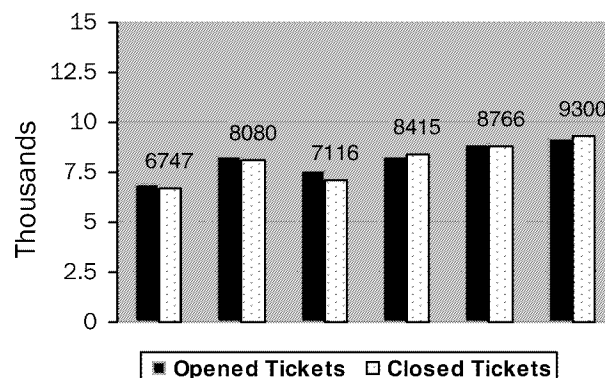
**CONTRACTED SERVICES**

Type of Service Provided	Annual Cost
<b>Technology Services</b>	
AS400 Cloud Services	41,913
Diggers Locates, Maintenance, Inspection	39,600
Network Routing And Firewall Support Services	25,000
Wireless Network Validation	20,000
Unified Communications Support Services	18,000
Wireless Network Infrastructure	18,000
Data and Voice Cabling	16,000
Offsite Storage	11,400
Blade and SAN Support Services	11,000
Video Conferencing Support Services	8,500
Outside Training Services	7,200
Network Technical Support Services	5,000
TS Support Services - Ext/Int	5,000
Laser Fiche Support	5,000
Tivoli Support Services	5,000
Equipment Recycling	4,600
Application Support Services	3,000
AD Authentication Configuration	4,000
Video Surveillance Support Services	3,500
Web Support Services/Development	3,000
Website Hosting	1,775
Escrow Account For Off-Site Code	1,500
	<b>257,988</b>
<b>Copy and Document Center</b>	
Secure Records Destruction	760
	<b>760</b>

**OUTLAY**

Description	Amount
<b>Technology Services</b>	
IBM Server - SAN Replacement	315,000
Internet Provider for Incubator	200,000
GBAPS School Connection Infrastructure	103,174
Security Analytics	91,400
Cisco Switches	50,000
Data Backup System	32,000
Replacement Van	30,000
	<b>821,574</b>

**T.S. TICKETS OPENED & CLOSED**



**STATEMENT OF FUNDS**

## Technology Services

			<b>BC</b>	
	<b>Operational</b>	<b>Equipment Replacement</b>	<b>Community Area Network</b>	<b>Total Funds</b>
Funds Available 1/1/15	488,017	178,644	349,533	1,016,194
Projected:				
2015 Revenues	4,351,466	366,980	187,907	4,906,353
2015 Expenses	(4,771,477)	(473,982)	(60,516)	(5,305,975)
2015 Earnings	<u>(420,011)</u>	<u>(107,002)</u>	<u>127,391</u>	<u>(399,622)</u>
Non-Cash Items:				
- Depreciation	<u>981,310</u>	<u>-</u>	<u>19,884</u>	<u>1,001,194</u>
Non-Expense Outlays:				
- Capital Equipment (Non-Bonding)	<u>(790,802)</u>	<u>-</u>	<u>(203,956)</u>	<u>(994,758)</u>
Projected 2015 Funds Made Available	<u>(229,503)</u>	<u>(107,002)</u>	<u>(56,681)</u>	<u>(393,186)</u>
Projected Funds Available 12/31/15	<u><u>258,514</u></u>	<u><u>71,642</u></u>	<u><u>292,852</u></u>	<u><u>623,008</u></u>

			<b>BC</b>	
	<b>Operational</b>	<b>Equipment Replacement</b>	<b>Community Area Network</b>	<b>Total Funds</b>
Funds Available 1/1/16	258,514	71,642	292,852	623,008
Projected:				
2016 Revenues	4,720,377	384,497	145,377	5,250,251
2016 Expenses	(5,026,704)	(384,497)	(70,662)	(5,481,863)
2016 Earnings	<u>(306,327)</u>	<u>-</u>	<u>74,715</u>	<u>(231,612)</u>
Non-Cash Items:				
- Depreciation	<u>1,099,199</u>	<u>-</u>	<u>28,460</u>	<u>1,127,659</u>
Non-Expense Outlays:				
- Capital Equipment (Non-Bonding)	<u>(718,400)</u>	<u>-</u>	<u>(103,174)</u>	<u>(821,574)</u>
Projected 2016 Funds Made Available	<u>74,472</u>	<u>-</u>	<u>1</u>	<u>74,473</u>
Projected Funds Available 12/31/16	<u><u>332,986</u></u>	<u><u>71,642</u></u>	<u><u>292,853</u></u>	<u><u>697,481</u></u>

## Department Copiers

Funds Available 1/1/15	29,554
Projected:	
2015 Revenues	135,868
2015 Expenses	(183,322)
2015 Earnings	<u>(47,454)</u>
Non-Cash Items:	
- Depreciation	<u>2,070</u>
Projected 2015 Funds Made Available	<u>(45,384)</u>
Projected Funds Available 12/31/15	<u><u>(15,830)</u></u>
Funds Available 1/1/16	(15,830)
Projected:	
2016 Revenues	203,901
2016 Expenses	(188,901)
2016 Earnings	<u>15,000</u>
Non-Cash Items:	
- Depreciation	<u>949</u>
Projected 2016 Funds Made Available	<u>15,949</u>
Projected Funds Available 12/31/16	<u><u>119</u></u>

## Copy &amp; Document Center

Funds Available 1/1/15	(3,264)
Projected:	
2015 Revenues	266,107
2015 Expenses	(216,659)
2015 Earnings	<u>49,448</u>
Non-Cash Items:	
- Depreciation	<u>2,976</u>
Projected 2015 Funds Made Available	<u>52,424</u>
Projected Funds Available 12/31/15	<u><u>49,160</u></u>
Funds Available 1/1/16	49,160
Projected:	
2016 Revenues	298,782
2016 Expenses	(266,164)
2016 Earnings	<u>32,618</u>
Non-Cash Items:	
- Depreciation	<u>2,976</u>
Projected 2016 Funds Made Available	<u>35,594</u>
Projected Funds Available 12/31/16	<u><u>84,754</u></u>

**TECHNOLOGY SERVICES 2016 BUDGET**

Description	2015			2015 Amended Budget	2016 Executive	2016 Adopted
	2014 Actual Amount	2015 6-Month Actual Amount	2015 Estimated Amount			
<b>Fund: 710 - Technology Services</b>						
<u>Revenues</u>						
Charges and fees Lease	71,724	-	1,792	-	1,846	1,846
Intergovt charges	696,417	89,956	341,706	155,591	349,051	349,051
Intra-county charge	4,156,081	2,185,936	4,398,679	4,398,679	4,699,354	4,699,354
Miscellaneous	13,804	-	-	-	-	-
Capital Contribution Transfer	260,281	-	-	-	-	-
Transfer in	-	-	-	-	200,000	200,000
Transfer in Wages	157,589	69,382	164,176	164,175	-	-
<b>Revenues Total</b>	<b>5,355,896</b>	<b>2,345,274</b>	<b>4,906,353</b>	<b>4,718,445</b>	<b>5,250,251</b>	<b>5,250,251</b>
<u>Expenditures</u>						
Regular earnings	1,056,175	512,036	1,191,738	1,306,756	1,383,043	1,383,043
Regular earnings Budget only	-	-	-	10,638	20,714	20,714
Paid leave earnings Paid Leave	84,741	19,854	-	-	-	-
Paid leave earnings Personal	18,215	10,058	-	-	-	-
Paid leave earnings Casual	21,970	5,941	-	-	-	-
Paid leave earnings Holiday	36,011	9,241	-	-	-	-
Paid leave earnings Other	1,765	1,492	-	-	-	-
Paid leave earnings Accrual	3,329	-	-	-	-	-
Premium Overtime	5,197	1,582	4,900	5,001	5,001	5,001
Fringe benefits FICA	89,531	40,938	99,120	96,410	102,019	102,018
Fringe benefits Unemployment comp	4,335	1,285	4,920	3,278	3,469	3,469
Fringe benefits Health insurance	213,069	110,406	266,320	226,152	245,327	245,327
Fringe benefits Dental Insurance	16,924	8,414	20,347	20,387	19,974	19,974
Fringe benefits Life Insurance	2,033	1,185	2,900	2,386	3,173	3,173
Fringe benefits LT disability insurance	4,058	2,158	5,245	4,706	4,873	4,892
Fringe benefits Disability insurance	7,028	3,510	10,295	7,350	8,126	8,126
Fringe benefits Workers comp ins	1,462	720	2,114	1,436	2,075	2,075
Fringe benefits Retirement	85,546	38,094	92,554	91,824	94,390	94,390
Fringe benefits - Budget only	-	-	-	3,478	3,073	3,073
Supplies	45	52	-	-	-	-
Supplies Office	5,673	2,417	5,000	5,000	4,000	4,000
Supplies Technology	185,371	145,948	169,883	122,657	104,657	104,657
Supplies Postage	130	14	100	100	100	100
Dues and memberships	1,999	299	2,338	2,038	2,638	2,638
Maintenance agreement Software	654,761	531,211	754,876	751,449	812,941	812,941
Repairs and maintenance Equipment	275,552	161,280	351,252	344,786	391,064	391,064
Repairs and maintenance Vehicle	2,931	1,813	3,320	2,900	2,900	2,900
Vehicle/equipment Gas, oil, etc.	2,200	594	2,215	2,500	2,500	2,500
Advertising and public notice	133	61	150	-	150	150
Books, periodicals, subscription	176	12,750	20,388	-	96,800	96,800
Software/Licenses	208,038	83,392	209,379	207,211	90,015	90,015
Travel and training	24,234	3,907	28,800	30,310	34,455	34,455
Equipment - nonoutlay	1,756	-	-	-	-	-
Equipment - nonoutlay technology	20,604	20,190	20,013	20,013	20,250	20,250
Equipment - nonoutlay tech replace	387,666	373,970	473,982	439,631	384,497	384,497
Insurance General liability premium	-	-	1,982	-	2,452	2,452
Telephone	11,409	4,593	11,460	15,240	13,972	13,972
Telephone cell	5,927	2,753	6,475	6,900	7,900	7,900
Other utilities	178,179	73,494	185,878	210,672	213,540	213,540
Intra-county expense Insurance	9,264	4,572	9,147	9,147	9,264	9,264
Intra-county expense Highway	2,796	66	750	750	750	750
Intra-county expense Copy center	28	-	2,300	2,300	2,300	2,300
Intra-county expense Dept copiers	1,725	863	1,725	1,725	3,796	3,796
Contracted services	182,724	76,940	166,175	115,072	116,788	116,788
Professional services	173,262	31,960	176,740	136,480	141,200	141,200
Depreciation Equipment	749,265	360,570	772,467	831,427	885,273	885,273
Depreciation Infrastructure	197,407	112,300	228,727	181,396	242,386	242,386
Outlay	-	-	790,802	726,184	718,400	718,400
Outlay Contra	-	-	(994,758)	(726,184)	(821,574)	(821,574)
Construction General	-	-	203,956	-	103,174	103,174
<b>Expenditures Total</b>	<b>4,934,640</b>	<b>2,772,925</b>	<b>5,305,975</b>	<b>5,219,506</b>	<b>5,481,845</b>	<b>5,481,863</b>
<b>Revenue Totals:</b>	<b>5,355,896</b>	<b>2,345,274</b>	<b>4,906,353</b>	<b>4,718,445</b>	<b>5,250,251</b>	<b>5,250,251</b>
<b>Expenditure Totals:</b>	<b>4,934,640</b>	<b>2,772,925</b>	<b>5,305,975</b>	<b>5,219,506</b>	<b>5,481,845</b>	<b>5,481,863</b>
<b>Net Totals:</b>	<b>421,256</b>	<b>(427,651)</b>	<b>(399,622)</b>	<b>(501,061)</b>	<b>(231,594)</b>	<b>(231,612)</b>

**TECHNOLOGY SERVICES 2016 BUDGET**

Description	2015				2016 Executive	2016 Adopted
	2014 Actual Amount	2015 6-Month Actual Amount	Estimated Amount	2015 Amended Budget		
<b>Fund: 720 - Departmental Multifunctional Devices</b>						
<u>Revenues</u>						
Intra-county charge	135,868	67,934	135,868	135,868	203,901	203,901
<b>Revenues Total</b>	<b>135,868</b>	<b>67,934</b>	<b>135,868</b>	<b>135,868</b>	<b>203,901</b>	<b>203,901</b>
<u>Expenditures</u>						
Repairs and maintenance Equipment	85,874	18,362	73,604	62,241	76,180	76,180
Rental Equipment	69,486	26,949	107,648	71,557	111,772	111,772
Depreciation Equipment	2,070	1,035	2,070	2,070	949	949
<b>Expenditures Total</b>	<b>157,431</b>	<b>46,347</b>	<b>183,322</b>	<b>135,868</b>	<b>188,901</b>	<b>188,901</b>
<b>Revenue Totals:</b>	<b>135,868</b>	<b>67,934</b>	<b>135,868</b>	<b>135,868</b>	<b>203,901</b>	<b>203,901</b>
<b>Expenditure Totals:</b>	<b>157,431</b>	<b>46,347</b>	<b>183,322</b>	<b>135,868</b>	<b>188,901</b>	<b>188,901</b>
<b>Net Totals:</b>	<b>(21,563)</b>	<b>21,587</b>	<b>(47,454)</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>
<b>Fund: 730 - Copy and Document Center</b>						
<u>Revenues</u>						
Sales Copy machine use	5,943	3,902	9,000	5,184	10,000	10,000
Intergovt charges	3,598	6,564	11,100	1,168	10,495	10,495
Intra-county charge	261,657	127,149	246,007	256,870	278,287	278,287
Capital Contribution Transfer	12,640	-	-	-	-	-
<b>Revenues Total</b>	<b>283,838</b>	<b>137,615</b>	<b>266,107</b>	<b>263,222</b>	<b>298,782</b>	<b>298,782</b>
<u>Expenditures</u>						
Regular earnings	88,683	29,686	60,877	101,063	101,566	101,566
Regular earnings Budget only	-	-	-	1,953	1,601	1,601
Paid leave earnings Paid Leave	6,913	8,634	-	-	-	-
Paid leave earnings Personal	1,376	289	-	-	-	-
Paid leave earnings Casual	1,716	336	-	-	-	-
Paid leave earnings Holiday	2,691	566	-	-	-	-
Paid leave earnings Other	652	-	-	-	-	-
Paid leave earnings Accrual	(1,478)	-	-	-	-	-
Premium Overtime	2,646	871	2,777	2,693	2,693	2,693
Salaries reimbursement Short term dis	-	(6,549)	(5,061)	-	-	-
Fringe benefits FICA	7,753	3,001	6,375	7,625	7,661	7,661
Fringe benefits Unemployment comp	376	109	312	259	260	260
Fringe benefits Health insurance	14,595	6,081	14,703	13,765	8,922	8,922
Fringe benefits Dental Insurance	1,644	613	1,438	1,837	1,226	1,226
Fringe benefits Life Insurance	293	112	271	304	120	120
Fringe benefits LT disability insurance	288	147	319	360	363	363
Fringe benefits Disability insurance	889	444	1,076	556	1,030	1,030
Fringe benefits Workers comp ins	341	168	400	342	384	384
Fringe benefits Retirement	6,597	1,577	3,344	6,835	5,610	5,610
Fringe benefits - Budget only	-	-	-	285	228	228
Supplies	1,560	1,110	1,700	3,000	3,100	3,100
Supplies Office	36,363	14,703	41,125	41,864	42,500	42,500
Supplies Postage	1,259	1,240	1,240	1,250	1,270	1,270
Printing	-	-	450	500	500	500
Dues and memberships	70	40	85	85	90	90
Maintenance agreement Software	5,004	5,207	5,207	5,207	5,410	5,410
Repairs and maintenance Equipment	578	243	1,050	800	1,300	1,300
Repairs and maintenance Vehicle	76	-	1,500	500	1,500	1,500
Vehicle/equipment Gas, oil, etc.	1,343	678	1,600	2,099	2,100	2,100
Rental Equipment	63,813	28,879	59,000	57,103	60,000	60,000
Travel and training	60	-	-	-	-	-
Intra-county expense Technology servs	10,759	5,684	13,145	12,134	12,994	12,994
Contracted services	697	-	750	751	760	760
Depreciation Equipment	2,898	1,488	2,976	1,029	2,976	2,976
<b>Expenditures Total</b>	<b>260,456</b>	<b>105,359</b>	<b>216,659</b>	<b>264,199</b>	<b>266,164</b>	<b>266,164</b>
<b>Revenue Totals:</b>	<b>283,838</b>	<b>137,615</b>	<b>266,107</b>	<b>263,222</b>	<b>298,782</b>	<b>298,782</b>
<b>Expenditure Totals:</b>	<b>260,456</b>	<b>105,359</b>	<b>216,659</b>	<b>264,199</b>	<b>266,164</b>	<b>266,164</b>
<b>Net Totals:</b>	<b>23,382</b>	<b>32,256</b>	<b>49,448</b>	<b>(977)</b>	<b>32,618</b>	<b>32,618</b>
<b>Revenue Grand Totals:</b>	<b>5,775,601</b>	<b>2,550,822</b>	<b>5,308,328</b>	<b>5,117,535</b>	<b>5,752,934</b>	<b>5,752,934</b>
<b>Expenditure Grand Totals:</b>	<b>5,352,526</b>	<b>2,924,630</b>	<b>5,705,956</b>	<b>5,619,573</b>	<b>5,936,910</b>	<b>5,936,928</b>
<b>Net Grand Totals:</b>	<b>423,075</b>	<b>(373,808)</b>	<b>(397,628)</b>	<b>(502,038)</b>	<b>(183,976)</b>	<b>(183,994)</b>