BOARD OF SUPERVISORS

Brown County

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ADMINISTRATION COMMITTEE
Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE
Thursday, January 28, 2010
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

I. Call to order.
II. Approve/modify agenda.
III. Approve/modify minutes of December 22, 2009.

1. Review of Minutes
   a. Housing Authority (12/21/2009).

Communications

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. *(Held for 60 days – per November mtg.)*
3. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. *(Held until January mtg. – per December mtg.)*
4. Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. *(Held until January mtg – per December mtg.)*
5. Communication from Supervisor Williams to return the Information Services position of Karen Christens back to the Information Services Table of Organization from the Administration Table of Organization. (Referred from January County Board.)

Other

6. Oneida Seven Generation/Brown County Waste Gasification Project – Contract negotiation guidance.

Human Resources

7. Budget Status Financial Report for November 30, 2009.
8. Human Resources Activity Report for December 2009.
9. Budget Adjustment Request (#10-03): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund.)

Treasurer

10. Treasurer's Financial Report for the Month of November, 2009.
11. Budget Status Financial Report for the Month of November.

Corporation Counsel

12. Budget Status Financial Report for November, 2009.
13. Record Retention *(Held until January 2010 – per October mtg.)*

Information Services

14. Budget Status Report for November, 2009.
15. Director's Report.

Dept. of Administration

16. 2009 & 2010 Budget Adjustment Log.
17. Grant Application Approval Log.
18. Budget Status Financial Report for November 30, 2009.
19. November 2009 Property Tax Levy Financial Report.
20. January 2010 Director Report.
21. December 31, 2009 Vehicle Listing.
22. Director's Report.

Facility & Park Management

23. Budget Status Financial Report for November 31, 2009.
24. Offer to Purchase Existing County Property.
25. Director's Report

26. **County Clerk** – Budget Status Financial Report for November 30, 2009.

Child Support Agency – No agenda items.

Other

27. Audit of bills.
28. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Tuesday, December 22, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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Present: Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams
Also Present: Tom Hinz, Jayme Sellen, Bob Heimann, Lisa Wilson, Brian Shoup, Lynn VandenLangenberg, Kerry Blaney, Bill Dowell Debbie Klarkowski, John Luetscher, Adam Warpinski Other Interested Parties

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I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

(Supervisor Williams arrived 5:32 p.m.)

III. **Approve/Modify Minutes of November 18, 2009:**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**
   a. **Housing Authority (11/16/09):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Communication:

2. **Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Williams & Supervisor Knier re: To adjust the Classification and Compensation Plan for Brown County Employees downward two steps. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

Treasurer:

5. **Treasurer's Financial Reports for the month of September and October:**
Kerry Blaney referred to his report in packet material, stating that returns on investments are less than projected due to the present economy.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve the financial report. MOTION APPROVED UNANIMOUSLY

6. **Budget Status Financial Report for September 30 and October 31, 2009:**
Blaney reiterated that interest income is considerably under budget due to significant interest rate reductions by the Federal Reserve.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

Facility & Park Management:

7 **Budget Status Financial Report for October 31, 2009:**
Bill Dowell reported that expenditures and revenues are on track to meet year end budget goals.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

8 **Budget Adjustment Request (#09-115): Increase in expenses with offsetting increase in revenue (See attached for details):**

Dowell explained that this request will approve allocation of a $25,000 donation from the Green Bay Packers as well as various other smaller donations for several projects at the new CTC building including artwork, TV's, and an ice cream cooler.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

9. **Budget Adjustment Request (#09-139): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification (see attached for details):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

10. **Director's Report:**
A list of major projects projected for 2009 was distributed and is attached. Dowell highlighted those projects under Arena Complex, Facility Management, along with several listed under Parks Management. (See report for details.)

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file, MOTION APPROVED UNANIMOUSLY

Department of Administration:

11. **2009 Budget Adjustment Log:**

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

12. **Grant Application Approval Log:**
The Grant Application Log was reviewed with two applications in the Sheriff's Department, two in Public Safety, and one in PALS-LIO noted.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

13. **October 2009 Property Tax Levy Financial Report:**
Lynn VandenLangenberg highlighted information from the County-wide financial report for those departments with property tax levy as included in packet material. She reported that overall the County budget is expected to be $1,325,184 positive.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

14. **Administration – Budget Status Financial Report for October 31, 2009:**
Savings were reported in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year. Transfer in covers the actual salaries and fringe of three LTE staff hired to help with the implementation of the new ERP.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

15 **Information Services – Budget Status Financial Report for September 30, 2009:**

Utility costs are below budget due to the VOIP project phone services being delayed until June. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in utilities. Contracted Services are less than budget due to the fiber optic maintenance costs being over-projected. Bob Heimann further explained that this budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer in is the 2009 costs incurred for fiber optics which were bond funded and than transferred as an asset to IS.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

16. **Budget Adjustment Request (#09-134): Increase in expenses with offsetting increase in revenue (see attached for details):**

Ms. VandenLangenberg explained that Information Services has generated unbudgeted revenue by participating in a printer upgrade promotion offered by Market Velocity. This request would allocate those funds to the equipment replacement plan for replacement of failing printers.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

17. **Information services Update for Administration Committee December 22, 2009:**

Bob Heimann reported that the fiber optic project had final building connections completed on 12/4/09. Trouble shooting on two faulty fiber strands is underway. The IS Department now needs to connect from their equipment to the fiber connection points. Fiber to the CTC was completed ahead of schedule and was operational by the time of their October move. Additional sites recently added to the fiber network include the Southwest Library, Ashwaubenon Library, and UW Extension offices. Future sites will be added in early 2010.

Another issue addressed related to questions at the November County Board meeting regarding time spent correcting monthly inpatient/outpatient, and pharmacy statements. Heiman explained many of these issues will be gone when the new software is installed for all CTC processing

Heiman also reported that after five months of discussions with one of Brown County's telecommunications vendors, the IS Department prevailed and the County was awarded a $10,500 credit on billing.

Discussions continue with the City of Green Bay related to electrical power to the County Board/City Council Chamber desks at the City Hall.

Dave Bauman was been hired as the new IS System Administrator, beginning employment on December 8th.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. **Director's Report:**
Lynn VandenLangenberg highlighted activities during the last reporting period:
- Don Hein will begin splitting his duties between the Sheriff's Department and the Department of Administration on January 4th.
- Meetings have been held within the Human Services Department regarding staff changes
- Year end audit planning is underway
- Work continues on the time/attendance and scheduling system
- HR piece of the financial system will be installed following installation of the time and attendance system
- A few electronic modules still require installation
- An RFP is being drafted regarding electronic medical records

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

19. **Budget Status Financial Report for October 31, 2009:**
Debbie Klarkowski reported that all cost categories are within budget.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

20. **Human Resources Activity Report for November 2009:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. **2010 Budget – Summary of Position Eliminations:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

22. **Request to Fill Vacancy: Director of Administration:**
The Director of Administration position will be vacated by Lynn VandenLangenberg in January 2010. Ms. Klarkowski requested that the position be filled. It is currently budgeted in the Table of Organization and will have no fiscal impact. Ms. VandenLangenberg has agreed to be available during the transition process.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

23. **Request for Benefits for LTE Position:**
Ms. Klarkowski reported that effective 1/1/2010 an employee will be assigned to a limited term position within the Department of Administration for implementation of the new financial system. Per County Code, a limited term position is not eligible to receive benefits. Ms. Klarkowski stated that this employee is critical to the success of the Payroll and Benefit Conversion Project, therefore requested benefits for the employee for the duration of the project. Fringes associated with the limited term position total $24,781.27. Monies are available in the project budget, therefore, there will be no budget impact.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

24. **Director's Report:**
   a. **Hiring of Organizational Development Coordinator:**
   Lynn VandenLangenberg has accepted the role of Organizational Development Coordinator in the Human Resources Department effective January 2010 at Step 7, Grade 19 (salary $64,551). This is a new position to Brown County and as the position develops, Ms. Klarkowski stated she will return to committee with a reclassification request.

   Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

25. **Child Support** – Budget Status Financial Report for October 31, 2009:
26. **Corporation Counsel** – Budget Status Financial Report for October 31, 2009:
27. **County Clerk**– Budget Status Financial Report for October 31, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to suspend the rules to approve 25, 26 & 27. MOTION APPROVED UNANIMOUSLY

Other:

28. **Audit of Bills:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve audit of bills. MOTION APPROVED UNANIMOUSLY

29. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to adjourn at 6:13 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

III

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 21, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Tom Diedrick, Paul Kendle, Rich Aicher
MEMBERS EXCUSED: Michael Welch-Vice Chair
MEMBERS ABSENT: None.
OTHERS PRESENT: Rob Strong, Robyn Hallet, DonElla Payne, Chip Law, Matt Roberts, Dan O'Connell, Patrick Faulds

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 16, 2009, meeting of the Brown County Housing Authority.

   A motion was made by R. Aicher and seconded by P. Kendle to approve the minutes from the November 16, 2009, meeting of the Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the December 17, 2009, special meeting of the Brown County Housing Authority.

   A motion was made by R. Aicher and seconded by P. Kendle to approve the minutes from the December 17, 2009, special meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program.
   A. Preliminary Applications
      D. Payne stated that there were 131 applications received for the month of November.

   B. Housing Assistance Payments
      D. Payne stated that the HAP for November was $999,488.00

   C. Housing Assistance Unit Count
      D. Payne stated that the unit count for November was 2724.

D. Housing Quality Standard Inspection Compliance
M. Roberts stated that the initial pass rating was 40% with a reinspection pass rating of 34.12%. The fail rate is at 25.88%, which is the lowest it has been all year.

E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law distributed the 52681B. ICS is still under budget by $22,000.00 for HCV through November. He still does not expect to be under budget at the end of December.

F. SEMAP Monitoring Report
D. Payne stated that the SEMAP monitoring is still at 100%.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
D. Payne stated that there were 101 clients in November, of which 41 contribute to escrow accounts. There were no graduates in November. There was one new contract in November.

H. Report on the Housing Choice Voucher Home Ownership Option.
D. Payne stated that the client count is 97.

I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.
D. Payne distributed the report. There were seven investigations opened in November. Two were closed as substantiated, one was closed as unable to substantiate, and four investigations still remain open.

OLD BUSINESS:

4. Discussion and possible action about Brown County utilizing HUD Veteran Affairs Supportive Housing (VASH) Vouchers.

F. Hallet stated that she and D. Payne participated in a telephone conference with HUD Milwaukee, representatives from Milwaukee County Housing Authority, representatives from the Racine County Housing Authority, and Veteran Affairs (VA). Essentially these VASH Vouchers are special vouchers to allow homeless veterans to participate in the Housing Choice Voucher Program. Some time back a study was conducted to determine which jurisdictions had a certain number of homeless veterans and would be able to use these vouchers. Green Bay was identified as one of the communities in need of these vouchers but somehow Green Bay was not included when the vouchers were actually distributed. Now that HUD has been made aware of this, they are looking to the Milwaukee and Racine County Housing Authorities to determine if some of the vouchers given to them could be utilized here in Brown County.

F. Hallet stated that a point-in-time survey found that there were 19 homeless veterans in Green Bay.

She went over the list of pros and cons that she submitted to the Authority in their agenda packet. One pro is the reduction in community's cost to serve homeless vets through homeless shelters. Another is ability to serve Brown County residents without using our own Vouchers, since these would all be port-in vouchers. She further explained that because all of the vouchers were allocated to other communities there aren't any available for Green Bay to have as their own. HUD is willing to have us work the Milwaukee and Racine County Housing Authorities to have the vouchers ported up here. Usually a port-in voucher comes with a person because the person is moving to this area. The Veteran's Administration would identify someone who is a resident in Brown County and a homeless veteran. We would then contact the Racine County Housing Authority (Milwaukee County Housing Authority has stated that they have pretty much allocated all of theirs.) and let them know we have a veteran who is in need of a voucher. That individual would have to apply in Racine, get the voucher, and then port up here. The individual would not physically move down there but would apply through Racine for the paperwork to be completed.

Other advantages include serving two high areas of concern: homelessness and veterans; assisting vets to stabilize their lives and reach self sufficiency; coordination with VA Case managers.

Disadvantages to the VASH Vouchers include: additional administrative work; misunderstandings due to them being port-in vouchers; perception that Brown County already has a sufficient number of vouchers; and that screening is limited to sex offender registry. R. Hallet explained that screening for the VASH vouchers can only based on the sex offender registry and that could result in the admission of individuals who have drug/violent history or other criteria that would otherwise make them ineligible for HCV.

D. Hallet clarified that ICS would help with the paperwork for the VASH vouchers and wondered if this would be a nightmare for landlords to deal with these people that have problems like a violent history.

D. Payne stated that the Veteran's Administration did say that these individuals do need to be in case management and adhering to a specific action plan that has been set up with the Vet's. If they do not follow the plan or meet with their representative from the VA, then they are removed from the program.

R. Strong stated that we can't screen the veteran's based on their past history but we should have every right to manage it once they are in our program.

D. Payne stated that is something that we can make sure is part of the Veteran's plan with their VA case worker.

D. Payne stated that there will be one individual in her office that would handle these VASH vouchers.

R. Aicher stated he doesn't know what is all involved in the extra administrative work that would be required with the VASH vouchers or how much it would cost to

do a software upgrade. It is hard for him to get a handle on this aspect of it. We need to look at if this is going to be a lot of extra work and will it cost thousands of dollars to set up the program.

R. Hallet stated that regarding the software, she has been told but has not yet confirmed that HAPPY software, which is what we currently use, does have an extra module for the VASH vouchers so it would be just the purchase of that additional module. She does not believe that module would be more than a couple of thousand dollars.

D. Hallet asked how long this VASH voucher program had been in Milwaukee County and Racine County.

D. Payne replied that this is their first year for having the VASH vouchers.

T. Diedrick stated that if it is realistic from a financial standpoint, he would like to move forward with this. He is not going to worry about other people who are concerned about the size of our HCV program.

R. Aicher stated that one thing that might be a concern for the public or elected officials is if you have ongoing issues with tenants that aren't addressed by the VA. We might want to look into how strict the VA is with the veterans and how much slack do they cut for them.

R. Strong stated that to some degree we may be able to tell the VA that this is what we expect and these are the rules we expect the Veterans to live by. If someone is arrested or found to be taking drugs, or whatever the case may be, we would need to be notified. If the VA is willing to agree to that and work with us then it would make some sense to do this.

R. Strong asked if we needed to amend the Administrative Plan before we could accept the VASH vouchers.

R. Hallet stated that she does not think so.

R. Strong stated that he was inquiring because we would then be able to bring the changes to the Administrative Plan back to the Authority so that they could understand what types of requirements we are going to have for the VA to keep an eye on for us.

D. Payne stated that it would be easier to put together a separate chapter for the VASH voucher program.

R. Strong stated we could come back with that chapter at the January meeting and before we move forward with the program.

A motion was made by T. Diedrick and seconded by P. Kendle to approve Brown County utilizing HUD Veteran Affairs Supportive Housing (VASH) Vouchers,

subject to further analysis and the review/approval of the changes to be made to the Administrative Plan. Motion carried.

F. Strong stated that there are individuals here from Madison and asked if the agenda could be adjusted to take item 7 next.

A motion was made by T. Diedrick and seconded by R. Aicher to take item 7 out of order. Motion carried.

NEW BUSINESS:

7. Discussion and possible action on Project Based Vouchers for Port Plaza Tower relocated tenants.

F. Strong stated that about a year ago we talked about the Port Plaza Tower tenants and relocating those tenants. This has moved forward. The tenants would be relocated into two new developments in the community. The Wisconsin Housing Preservation Corporation has secured the tax credits to help move this project forward. A year ago the Authority pledged up to 150 units contingent upon HUD approval. We are now getting to the point where they are going to close on the tax credits and close on the purchase of one of the properties and they do own the other property already. Because the time period for the loan is 15 years and the limit from HUD on the project basing for vouchers is 10 years, there is a 5 year gap where the investment groups are going to be edgy about whether the occupancy could continue. He is looking to suggest to the Authority that we would do the 10 year loan with a 5 year loan renewal that would automatically rollover.

D. O'Connell from Wisconsin Housing Preservation Corporation spoke to the Authority. He stated that the financial markets have changed dramatically as well as the investor market for tax credits. One of the big issues with a lot of the investors is that they don't like to invest in properties that have a lot of extra issues surrounding the projects. Investors don't really comprehend the Section 8 program and they don't really like it. It is hard to see a commitment by the investor for 15 years when HUD is only committing to 10 years. The worry then becomes if there will be sufficient funding to address the last five years. As often as possible on the Project Based Vouchers, most developers try to get the 20 year gap contract. Because this is a little bit different, HUD provides a ten year contract as a maximum. The automatic rollover does help the investor be more comfortable with their commitment. D. O'Connell stated that the closing would be in February and March with the ground breaking shortly after that.

F. Strong stated that procedurally, we are going to do an RFP, Wisconsin Housing Preservation Corporation will submit their project, we'll accept their project, then move forward with the issuance of these vouchers. We need to start on this now so that when construction is done, we'll be in a position to provide the vouchers to the tenants.

R. Aicher stated that he does not have a problem with 5 years or 10 years but we are assuming vouchers are available. There has to be a government program through HUD that the vouchers are definitely available to us.

R. Hallet stated that there is a contract that would be signed between the Housing Authority and the owner of the establishment. While she is not familiar with the wording in the contract she is almost entirely certain that there would be some kind of wording to that effect.

R. Aicher stated that while it should be in the motion, the contract should be verified that the necessary wording is in it because we can't put the Housing Authority financially on the line.

A motion was made by R. Aicher and seconded by P. Kendle to approve the 10 year contract for up to 150 Project Based Vouchers, with a 5 year renewal that would automatically rollover, subject to the availability of the vouchers by HUD. Motion carried.

A motion was made by T. Diedrick and seconded by P. Kendle to return to the regular order of the agenda. Motion carried.

OLD BUSINESS:

5. Update on status of ICS's Request for Proposal for HCV applicant screenings.

D. Payne stated that requests for proposal were sent out and three were received. She eliminated one right away because it was not feasible as far as experience and cost. She distributed graphs to the Authority that show the administrative funding from HUD since 2006 and the estimate based from Langan and another company that she will talk to the Authority about. She stated that Langan has always done a good job but that Langan has increased their prices significantly. Over the next year Langan is proposing anywhere from a 26% to 29% monthly increase over the current costs. The total costs would be around $90,000.00 to use Langan's services next year and as you look at the graph, it shows that the administrative funding from HUD has been decreasing.

D. Payne stated that she has spoken with Clyde Cribb who is a licensed investigator for CCI Investigate Services. He has 32 years of law enforcement experience and he retired from the Brown County Sheriff's Department in 2001 as a Captain. He has been providing a full range of investigative services to attorneys, individuals, and government agencies for the past eight years. She contacted three of his references and each one stated that he is the only investigator that they would consider using. She was informed that he was very thorough and reliable. She and Mr. Cribb went over the different types of investigative work that is necessary for the preliminary applications and also unreported household members, the different types of fraud, and criminal activity. Mr. Cribb's bid came in at $28,000.00 less then Langan's to provide the exact same services.

C. Law stated that he and Jon Syndergaard had also met with Mr. Cribb and were very impressed with him. Mr. Cribb retired from the County as a Captain, which is impressive. This decision is not being taken lightly and we are aware of the perceived political clout that Langan brings with them. The $28,000.00 difference is equivalent to funding a FTE to work on the program. ICS wanted to present this to the Authority and get their feedback and opinion because ICS realizes how critical this is to the success of the program. He feels that Mr. Cribb is very competent and is excited to take this work on. He feels that the best direction is to go with Mr. Cribb.

T. Diedrick asked if Mr. Cribb had staff or performed all the work himself.

C. Law stated that he does the work himself. If the work grew to more than Mr. Cribb thought he could handle alone, he would deal with that internally. Mr. Cribb also questioned why ICS was not doing the screenings themselves. ICS does not do the screenings themselves due to the politics and the potential perceived bias. Mr. Cribb was trying to give business back to ICS that they would be able to do on their own and not pay for those services.

D. Payne stated that ICS' contract with Langan has expired and they are currently on a month to month basis. M. Mason with Langan is aware that ICS is looking at other proposals. D. Payne and C. Law explained the increases that Langan would be charging, according to their proposal. The bid from Langan for $90,000.00 is actually a revised bid that is lower than what they had first bid.

R. Strong stated that he could talk to the Police Chief to see if he is familiar with Mr. Cribb and if they'd be willing to give him the same access to information as Langan has. C. Law suggested ICS could also talk to the Police Department to find out if, with CCI, if they would be able to get the same level of information.

R. Aicher suggested giving Mr. Cribb about 25% of the business the first month and see how that goes and report back to the Authority. C. Law agreed that was a good idea.

NEW BUSINESS:

6. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs.

R. Hallet stated that in 2003, the BCHA provided a loan for a 2nd mortgage for $4,400.00. The loan was a deferred payment loan with 0% interest to a homebuyer. This homebuyer is now facing foreclosure. Corporate Counsel did respond to the summons that the Authority received stating that if there was money received in excess of the first mortgage, that the BCHA would have a right to that money. We have done some research on this property so that the Authority could make a decision on whether or not they'd consider purchasing the property at the Sheriff's sale.

The Authority has determined that it would not take any action on this item. The $4,400.00 would be recouped if there is money received in excess of the first mortgage as stated by Corporate Counsel.

BILLS:

R. Hallet provided the Authority with an updated copy of the bills that have been paid and new bills received in.

A motion was made by R. Aicher and seconded by T. Diedrick to authorize payment of the bills from the addendum totaling $17,759.91 and also from the list of bills totaling $608.08. Motion carried.

FINANCIAL REPORT:

The financial report was received and place on file.

STAFF REPORT:

R. Strong stated that the Senior Accountant will be starting on December 28, 2009. He was working with the Wisconsin Legislative Bureau on the auditing side. He is a Certified Public Accountant and is very detail oriented. He is from Green Bay and wanted to move back to Green Bay.

D. Hallet stated that she will not be at the January 18th meeting. R. Strong stated that he would be on vacation and would not be there either. After some discussion, the Authority decided to hold the regular meeting on January 11th to address the Freedom House issue and forego the other normal items on the agenda until February. R. Hallet stated that she would get back in touch with the Authority regarding if that date would work or if a new one needs to be chosen.

R. Hallet asked the Authority how they would feel about having the whole packet emailed to them to save postage costs. They would receive hard copies of the packets at the meeting. The Authority was fine with doing it that way.

A motion was made by R. Aicher and seconded by P. Kendle to adjourn the meeting at 4:36 p.m. Motion carried.

:dr

BOARD OF SUPERVISORS

Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 10/21/09

Agenda No.:

Motion from the Floor

I make the following motion:

I would like to refer to administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club

Signed: [signature]

District No. 25

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 12-16-09

Agenda No.:

Motion from the Floor

I make the following motion:

Adopt a resolution requiring a salary study for each position and candidate filled by appointment.

Signed: Julie Kinn

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 12-16-09

Agenda No.:

Motion from the Floor

I make the following motion:

Require HR to provide cost of living adjustments based on location when providing comparable salary numbers

Signed: Julie K

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

Communication: From Supervisor Andy Williams

To: Administration Committee

January 20, 2010

I would like the Information Services position of Karen Christens, who was believed to be in the Information Services Table of Organization, to be returned to that Table of Organization. It was the understanding of the County Board, at Budget deliberations, that all Information Services positions be in the Information Services Table of Organization. Ms. Christens was moved to the Administration's Table of Organization without the knowledge of the County Board.

BROWN COUNTY PORT AND SOLID WASTE DEPARTMENT

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

CHARLES J. LARSCHEID

PHONE (920) 492-4950 FAX (920) 492-4957

PORT AND SOLID WASTE DIRECTOR

MEMORANDUM

To: Solid Waste Board
Administration Committee
Planning, Development and Transportation Committee
From: Charles J. Larscheid – Port and Solid Waste Director
Date: January 13, 2010
Re: Waste Gasification Project Contract Guidance

Brown County staff and representatives of the Oneida Seven Generations (OSG) Corporation have discussed a project to produce electricity from solid waste. OSG proposes to construct a waste gasification facility on Oneida tribal property adjacent to Brown County's West Landfill/Waste Transfer Station. It will utilize solid waste from Brown County's solid waste management system and landfill gas from Brown County's closed West landfill to fuel the operation. The project will be financed, designed, constructed and operated by the OSG Corp.

Brown County will make available some portion of its solid waste or garbage to fuel the OSG Waste Gasification Facility. The amounts and type of solid waste needed has yet to be finalized but may start at approximately 150 tons per day. Landfill gas produced from decomposing waste contained in the closed West Landfill is currently collected and flared (burned). There have been a number of potential beneficial uses investigated for the gas but none have been pursued. The OSG Waste Gasification Facility proposes to use the landfill gas as an additional fuel source.

Brown County Corporation Counsel and Purchasing Department have advised us that this project should be exempt from County bidding or RFP requirements. This is because Brown County's main role in the project will be selling a commodity (solid waste and landfill gas) to the project. Because of the potential revenue involved, the length of the project and impact on the Port and Solid Waste Department, the final negotiated contract for the project must be approved by Resolution by the Solid Waste Board and County Board. We seek to get the Corporation Counsel's opinion on the approval strategy confirmed by the Solid Waste Board and committees of the County Board of Supervisors.

The staff is thereby seeking guidance from the County Solid Waste Board, Administration Committee and Planning, Development & Transportation Committee on its ability to negotiate a contract with Oneida Seven Generations Corp. to participate in the Waste Gasification Project. The negotiated contract will be brought back to the oversight Committees for final approval.

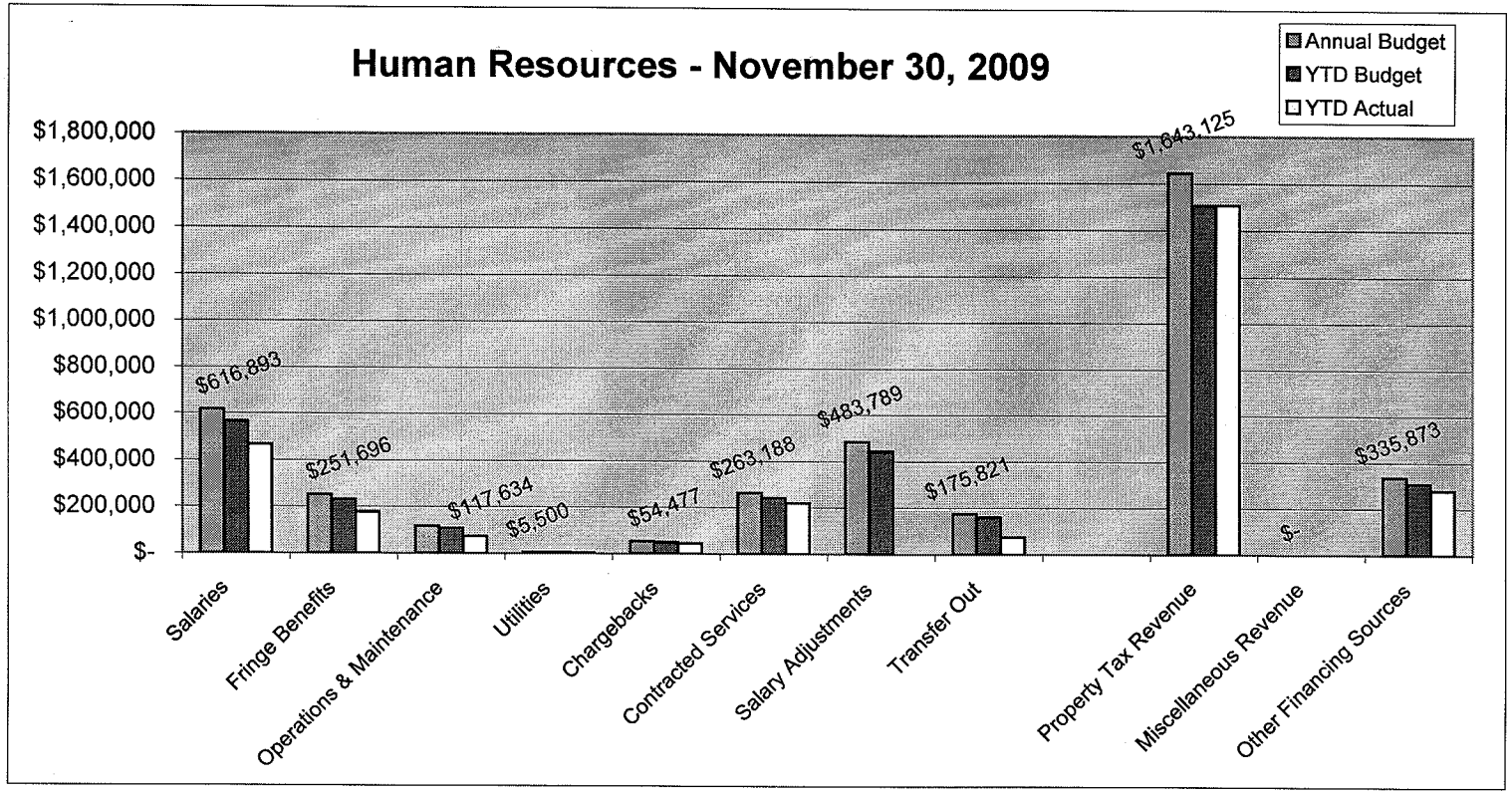
C:\Users\loehlein_aa\AppData\Local\Microsoft\Windows\Temporary Internet Files\OLK148\Board Guidance 110.doc

Brown County
Human Resources
Budget Status Report
11/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 616,893	$ 565,485	$ 465,775
Fringe Benefits	$ 251,696	$ 230,721	$ 177,059
Operations & Maintenance	$ 117,634	$ 107,831	$ 73,365
Utilities	$ 5,500	$ 5,042	$ 3,516
Chargebacks	$ 54,477	$ 49,937	$ 43,671
Contracted Services	$ 263,188	$ 241,256	$ 219,161
Salary Adjustments	$ 483,789	$ 443,473	$ -
Transfer Out	$ 175,821	$ 161,169	$ 75,286
Property Tax Revenue	$ 1,643,125	$ 1,506,198	$ 1,506,197
Miscellaneous Revenue	$ -	$ -	$ 567
Other Financing Sources	$ 335,873	$ 307,884	$ 277,545

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: January 20, 2009

To: Administration Committee Members

From: Debbie Klarkowski, Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR DECEMBER 2009

Hires:

Full-Time:

Correctional Officer	1
Financial Specialist	1
Patrol Officer	1
System Administrator	1

TOTAL HIRES: 4

Separations:

Full-Time:

CNA	1
Clerk Typist I	1
Clerk Typist II	1
Clinical Supervisor – AODA	1
Contract Analyst	1
ESS Administrator	1
Health Unit Secretary	1
Housekeeper I	1
Housekeeper II	1
Receptionist	1
Senior Planner	1
Social Worker	1
Software Support Specialist	1

Part-Time:

Clerk	1
Food Service Worker II	1
Recorder	1

Limited Term/Seasonal/On-Call:

Seasonal Parks	2

TOTAL SEPARATIONS: 18

Current Employees:

Regular Employees: 1467 (1377.27 FTE's)

Extra Help: 181 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1648

10-03

BUDGET ADJUSTMENT REQUEST

Adjustment	Description	Approval Level
☐ Category 1	Reallocation from one account to another within the major budget classifications.	Department Head
☐ Category 2		
☐ a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
☐ b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
☐ Category 3		
☐ a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
☐ b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
☒ Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
☐ Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
☒	☐	750.064.033.5402	Health Reimbursement Acct	$528,500
☒	☐	750.064.033.5451.004	Administration Fees – HRA	$20,000
☐	☒	750.3000	Reserve Fund Balance	($548,500)

Narrative Justification:

2010

Create separate expense accounts for the Health Reimbursement Account (HRA) expenses to allow for tracking of expenses specific to HRA's.

AUTHORIZATIONS

Debbie Wankowski
Signature of Department Head

Department: Human Resources

Date: January 8, 2010

Signature of Executive

Date: 1/15/10

1/14/10

Rev 10/09

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of November 30, 2009.

Associated Bank and Chase Bank	$3,579,272.80
Bank Mutual and Denmark State Bank	$542.64
Wisconsin Development Fund	$0.00
Overnight Investments	$0.00
Deposits in Transit	$218,654.88
Emergency Fund	($6,612.41)
NSF Checks Redeposited	$3,035.52
Clerk Passport Account	$0.00
Workers Comp Acct	$6,135.37
UMR Sweep Account	($314,889.61)
Bank Error(s)	$0.00
Total	**$3,486,139.19**
Less Outstanding Checks	($4,055,117.89)
Other Reconcilable Items	($3,540.69)
Balance Per County	**($572,519.39)**

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of November 30, 2009.

	2008	2009
Year-to-Date Interest Received	$4,671,097.72	$2,130,475.94
Interest Received-Current Month	$266,940.90	$185,009.65
Year-to-Date Interest Unrestricted Funds	**$4,938,038.62**	**$2,315,485.59**
Working Capital Reserves Invested	$85,593,737.50	$85,300,313.02
Restricted Investments	$39,904,011.85	$16,527,860.53
Total Funds Invested	**$125,497,749.35**	**$101,828,173.55**
Certificates of Deposits	$15,600,000.00	$11,850,000.00
Treas-Gov't Agencies	$40,227,743.41	$40,855,046.83
Commercial Paper	$0.00	$0.00
Money Mkt-Pool	$69,670,005.92	$49,123,126.72
Total	**$125,497,749.33**	**$101,828,173.55**
Rate of Return:	2.344%	1.924%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of November 30, 2009. Statement of Investments for the month of November have been compared and examined, and found to be correct.

Kerry M. Blaney

Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

W:\MSOffice\Excel\Cash\Board Reports\2009\11. Nov

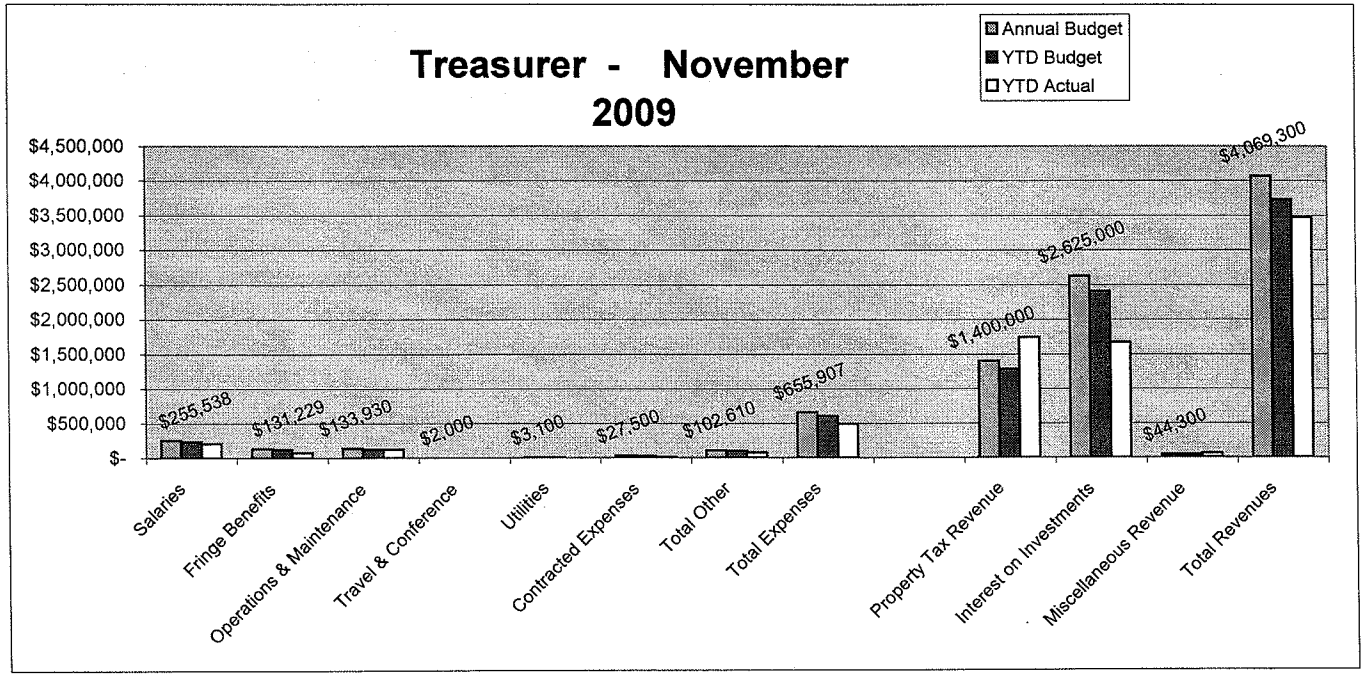
Brown County
County Treasurer
Budget Status Report

11-31-09	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 255,538	$ 234,243	$ 205,890
Fringe Benefits	$ 131,229	$ 120,293	$ 77,279
Operations & Maintenance	$ 133,930	$ 122,769	$ 122,720
Travel & Conference	$ 2,000	$ 1,833	$ 1,607
Utilities	$ 3,100	$ 2,842	$ 2,043
Contracted Expenses	$ 27,500	$ 25,208	$ 10,786
Total Other	$ 102,610	$ 94,059	$ 69,822
Total Expenses	$ 655,907	$ 601,248	$ 490,147
Property Tax Revenue	$ 1,400,000	$ 1,283,333	$ 1,744,397
Interest on Investments	$ 2,625,000	$ 2,406,250	$ 1,672,370
Miscellaneous Revenue	$ 44,300	$ 40,608	$ 59,879
Total Revenues	$ 4,069,300	$ 3,730,192	$ 3,476,646
Net Levy Distribution	$ 3,413,393	$ 3,128,944	$ 2,986,499

$ (142,441) BUDGET VARIANCE

PLEASE NOTE:
Our interest income is considrably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerly less returns on all our investments than forcasted.

Our expenditures are $111,101 below budget.



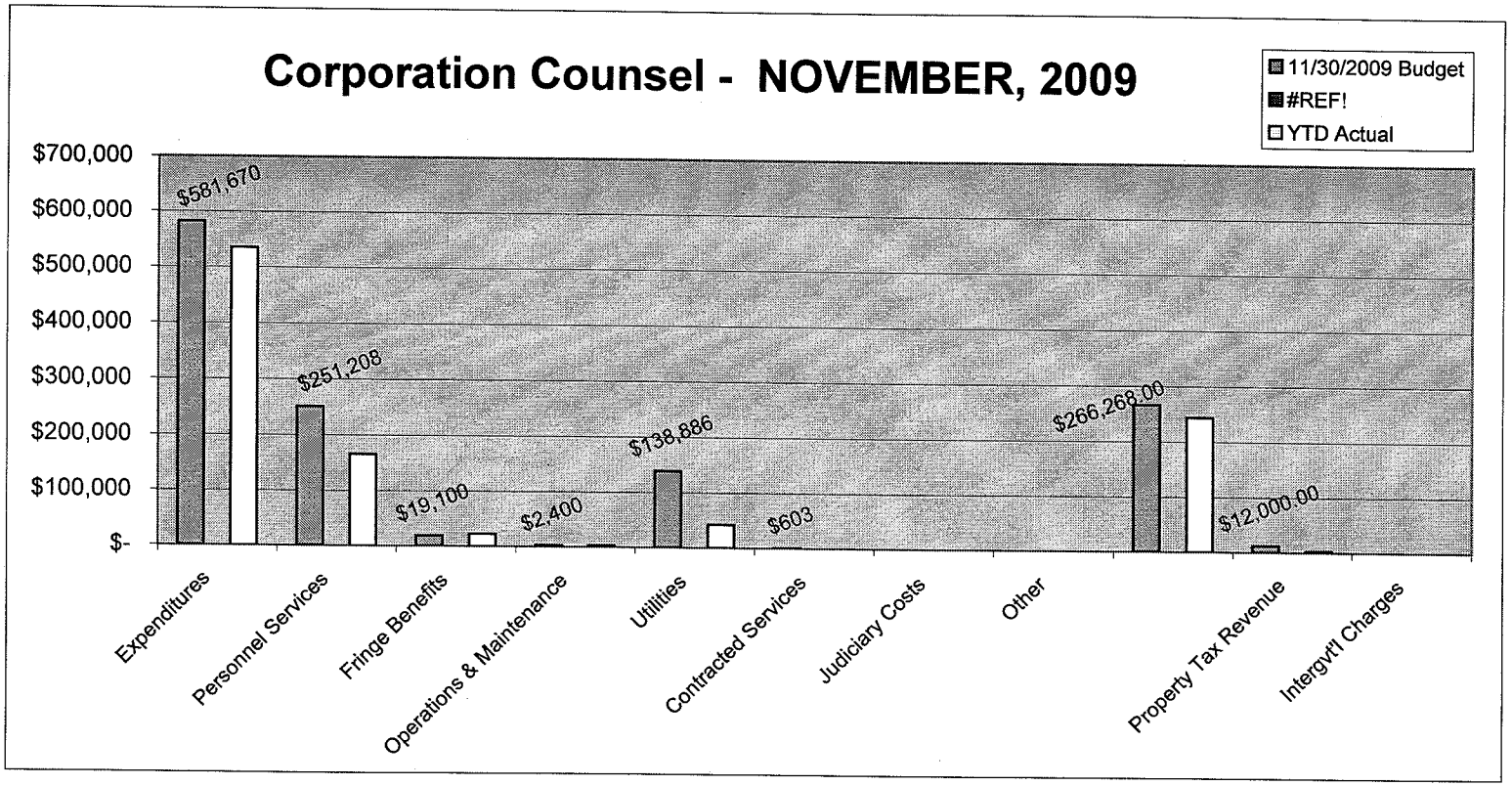
Brown County

Corporation Counsel

Budget Status Report

11/30/2009		YTD
Expenditures	Budget	Actual
Personnel Services	$ 581,670	$ 534,938.67
Fringe Benefits	$ 251,208	$ 165,754.04
Operations & Maintenance	$ 19,100	$ 22,545.93
Utilities	$ 2,400	$ 2,843.41
Contracted Services	$ 138,886	$ 42,511.92
Judiciary Costs	$ 603	$ 186.00
Other		
Property Tax Revenue	$ 266,268.00	$ 244,079.00
Intergvt'l Charges	$ 12,000.00	$ 2,190.00
Miscellaneous Revenue		$ 16.00

HIGHLIGHTS:



12

PRODUCTION *Brown Co* PRODUCTION

BUDGET BY ACCOUNT CLASSIFICATION - CORP. COUNSEL- THRU 11-30-09

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	266,268.00	0.00	266,268.00	22,189.00	0.00	244,079.00	22,189.00	92%	351,198.00
CSS - Charges for sales and services	325,450.00	0.00	325,450.00	82.25	0.00	161,994.05	163,455.95	50%	238,056.43
ICS - Intergovernmental charges for services	12,000.00	0.00	12,000.00	0.00	0.00	2,190.00	9,810.00	18%	11,340.00
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	18,421.36
Revenue Totals:	$603,718.00	$0.00	$603,718.00	$22,271.25	$0.00	$408,279.05	$195,438.95	68%	$619,015.79
Expenditures									
PER - Personnel services	581,670.00	0.00	581,670.00	45,618.74	0.00	534,938.67	46,731.33	92%	500,505.47
FBT - Fringe benefits and taxes	251,208.00	0.00	251,208.00	16,218.43	0.00	165,754.04	85,453.96	66%	170,434.17
SRE - Salaries reimbursement	420,693.00	(841,386.00)	(420,693.00)	(29,845.03)	0.00	(341,936.65)	(78,756.35)	81%	(242,614.93)
OPM - Operations and maintenance	19,100.00	8,915.00	28,015.00	1,223.90	420.00	22,545.93	5,049.07	82%	15,287.40
UTL - Utilities	2,400.00	600.00	3,000.00	98.69	0.00	2,843.41	156.59	95%	2,635.82
CHG - Chargebacks	30,544.00	0.00	30,544.00	2,054.72	0.00	24,464.58	6,079.42	80%	13,908.33
CON - Contracted services	138,886.00	(9,515.00)	129,371.00	985.75	0.00	42,511.92	86,859.08	33%	212,043.68
JUD - Judiciary Costs	603.00	0.00	603.00	0.00	0.00	186.00	417.00	31%	0.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	$1,445,104.00	($841,386.00)	$603,718.00	$36,355.20	$420.00	$451,307.90	$151,990.10	75%	$672,199.94
Revenue Total:	$603,718.00	$0.00	$603,718.00	$22,271.25	$0.00	$408,279.05	$195,438.95	68%	$619,015.79
Expenditure Total:	$1,445,104.00	($841,386.00)	$603,718.00	$36,355.20	$420.00	$451,307.90	$151,990.10	75%	$672,199.94
Fund: 100 Net Total	($841,386.00)	$841,386.00	$0.00	($14,083.95)	($420.00)	($43,028.85)	$43,448.85		($53,184.15)
Revenue Grand Total:	$603,718.00	$0.00	$603,718.00	$22,271.25	$0.00	$408,279.05	$195,438.95	68%	$619,015.79
Expenditure Grand Total:	$1,445,104.00	($841,386.00)	$603,718.00	$36,355.20	$420.00	$451,307.90	$151,990.10	75%	$672,199.94
Grand Total:	($841,386.00)	$841,386.00	$0.00	($14,083.95)	($420.00)	($43,028.85)	$43,448.85		($53,184.15)

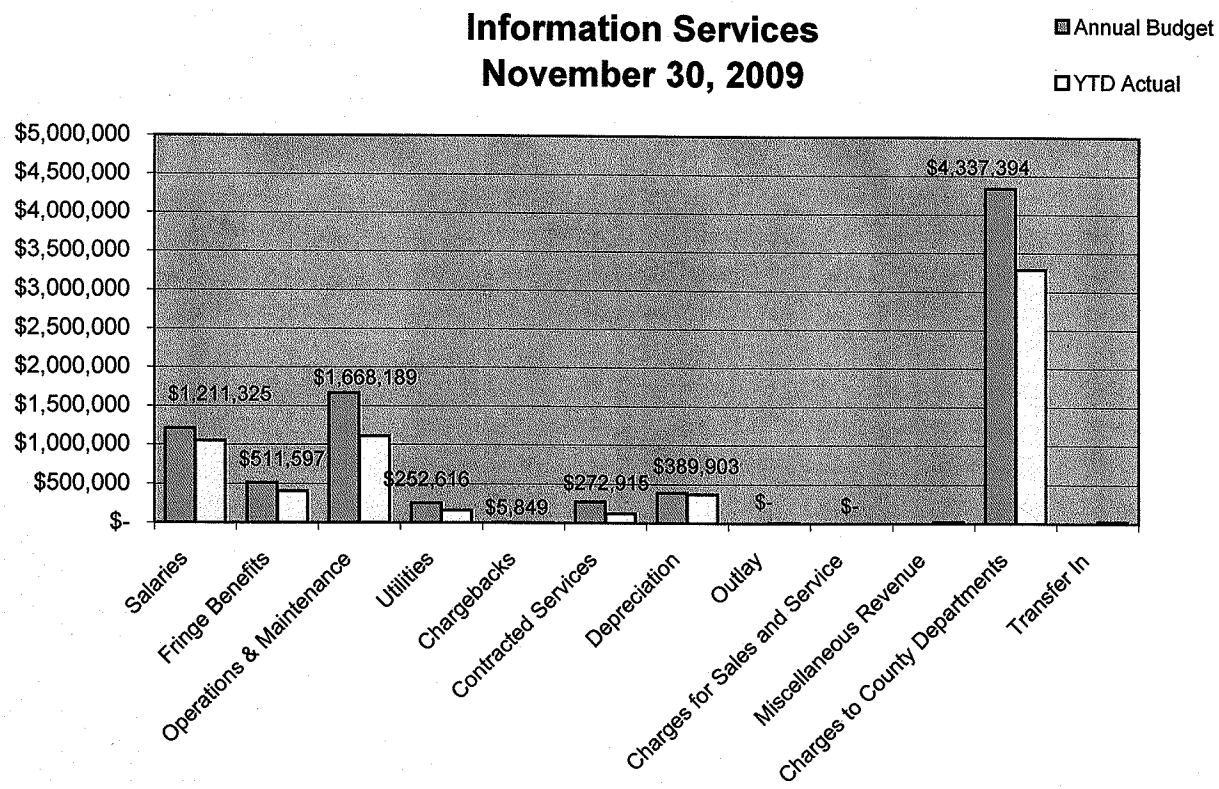
Brown County
Information Services
Budget Status Report
11/30/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	$ 1,211,325	$ 1,049,375	86.63%
Fringe Benefits	$ 511,597	$ 408,175	79.78%
Operations & Maintenance	$ 1,668,189	$ 1,111,681	66.64%
Utilities	$ 252,616	$ 158,956	62.92%
Chargebacks	$ 5,849	$ 5,362	91.67%
Contracted Services	$ 272,915	$ 121,290	44.44%
Depreciation	$ 389,903	$ 371,155	95.19%
Outlay	$ -	$ 9,076	-
Charges for Sales and Service	$ -	$ 324	-
Miscellaneous Revenue	$ -	$ 20,300	-
Charges to County Departments	$ 4,337,394	$ 3,284,463	75.72%
Transfer In		$ 26,182	-

HIGHLIGHTS:

Expenses: Utilities costs are below budget due to the VOIP project phone services being delayed until June, but the costs were expected to start in March. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in Utilities. Contracted Services is less than budget due to the Fiber Optic maintenance costs being overprojected.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Miscellaneous Revenue is for printer rebates. Transfer In is the 2009 costs incurred for Fiber Optics, which was bond funded, and then transferred as an asset to IS.



PRODUCTION *Brown Co* PRODUCTION

Information Services, November 2009, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Fund: 710 - Information Services									
Revenues									
CSS - Charges for sales and services									
4600 - Charges and fees	0.00	0.00	0.00	0.00	0.00	324.00	(324.00)	+++	50.68
CSS Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$324.00	($324.00)	+++	$50.68
MRV - Miscellaneous revenue									
4900 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	20,300.00	(20,300.00)	+++	19,800.00
MRV Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$20,300.00	($20,300.00)	+++	$19,800.00
CCD - Charges to county departments									
4800 - Intra-county charge	4,071,892.00	265,502.00	4,337,394.00	275,990.75	0.00	3,284,462.57	1,052,931.43	76%	3,430,659.41
CCD Total:	$4,071,892.00	$265,502.00	$4,337,394.00	$275,990.75	$0.00	$3,284,462.57	$1,052,931.43	76%	$3,430,659.41
TRI - Transfer in									
9001 - Capital Contribution	0.00	0.00	0.00	0.00	0.00	26,182.00	(26,182.00)	+++	0.00
9002 - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	5,000.00
TRI Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$26,182.00	($26,182.00)	+++	$5,000.00
Revenue Totals:	$4,071,892.00	$265,502.00	$4,337,394.00	$275,990.75	$0.00	$3,331,268.57	$1,006,125.43	77%	$3,455,510.09
Expenditures									
PER - Personnel services									
5100 - Regular earnings	1,172,245.00	0.00	1,172,245.00	72,102.18	0.00	890,825.27	281,419.73	76%	794,166.99
5102 - Paid leave earnings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.100 - Paid leave earnings - Paid Leave	0.00	0.00	0.00	14,069.83	0.00	99,607.46	(99,607.46)	+++	101,173.01
5102.200 - Paid leave earnings - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.300 - Paid leave earnings - Casual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.400 - Paid leave earnings - Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.500 - Paid leave earnings - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.600 - Paid leave earnings - Other (funeral, jury duty, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.999 - Paid leave earnings - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103 - Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.000 - Premium - Overtime	5,000.00	34,080.00	39,080.00	946.77	0.00	58,942.10	(19,862.10)	151%	6,859.09
5103.100 - Premium - Comp time premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.200 - Premium - Shift differential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.300 - Premium - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5109.100 - Salaries reimbursement - Short term disability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

Information Services, November 2009, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
5109.400 - Salaries reimbursement - Workers compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
PER Total:	$1,177,245.00	$34,080.00	$1,211,325.00	$87,118.78	$0.00	$1,049,374.83	$161,950.17	87%	$902,199.09
FBT - Fringe benefits and taxes									
5110 - Fringe benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.100 - Fringe benefits - FICA	536,597.00	(25,000.00)	511,597.00	6,340.11	0.00	76,856.63	434,740.37	15%	65,278.80
5110.110 - Fringe benefits - Unemployment compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.199 - Fringe benefits - Back pay fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.200 - Fringe benefits - Health insurance	0.00	0.00	0.00	22,329.62	0.00	203,858.03	(203,858.03)	+++	226,766.23
5110.210 - Fringe benefits - Dental Insurance	0.00	0.00	0.00	1,537.52	0.00	15,209.11	(15,209.11)	+++	13,838.69
5110.220 - Fringe benefits - Life Insurance	0.00	0.00	0.00	189.27	0.00	1,758.95	(1,758.95)	+++	1,288.19
5110.230 - Fringe benefits - LT disability insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.235 - Fringe benefits - Disability insurance	0.00	0.00	0.00	756.74	0.00	8,072.12	(8,072.12)	+++	9,071.29
5110.240 - Fringe benefits - Workers compensation insurance	0.00	0.00	0.00	568.48	0.00	568.48	(568.48)	+++	0.00
5110.300 - Fringe benefits - Retirement	0.00	0.00	0.00	3,920.34	0.00	46,988.18	(46,988.18)	+++	41,404.56
5110.310 - Fringe benefits - Retirement credit	0.00	0.00	0.00	4,863.62	0.00	54,863.44	(54,863.44)	+++	51,808.37
FBT Total:	$536,597.00	($25,000.00)	$511,597.00	$40,505.70	$0.00	$408,174.94	$103,422.06	80%	$409,456.13
OPM - Operations and maintenance									
5300 - Supplies	65,950.00	3,399.00	69,349.00	0.00	0.00	44,218.81	25,130.19	64%	36,367.08
5300.001 - Supplies - Office	6,600.00	0.00	6,600.00	357.55	0.00	2,189.31	4,410.69	33%	6,427.33
5300.003 - Supplies - Technology	13,600.00	0.00	13,600.00	86.59	1,551.68	17,913.26	(5,864.94)	143%	13,474.16
5300.004 - Supplies - Postage	100.00	0.00	100.00	0.40	0.00	131.81	(31.81)	132%	507.79
5303 - Copy expense	1,000.00	0.00	1,000.00	12.14	0.00	697.64	302.36	70%	930.24
5304 - Printing	200.00	0.00	200.00	0.00	0.00	166.67	33.33	83%	215.06
5304.100 - Printing - Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5305 - Dues and memberships	1,275.00	0.00	1,275.00	0.00	0.00	824.00	451.00	65%	325.00
5306.100 - Maintenance agreement - Software	576,134.00	26,243.00	602,377.00	24,869.11	0.00	457,842.43	144,534.57	76%	597,488.07
5307.100 - Repairs and maintenance - Equipment	258,341.00	10,600.00	268,941.00	8,859.09	0.00	169,328.74	99,612.26	63%	153,377.47
5307.200 - Repairs and maintenance - Vehicle	2,500.00	0.00	2,500.00	0.00	0.00	756.25	1,743.75	30%	72.79
5308.100 - Vehicle/equipment - Gas, oil, etc.	2,500.00	0.00	2,500.00	163.23	0.00	1,169.51	1,330.49	47%	1,650.65

PRODUCTION *Brown Co* PRODUCTION

Information Services, November 2009, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
5330 - Books, periodicals, subscription	1,296.00	0.00	1,296.00	0.00	0.00	219.47	1,076.53	17%	1,696.16
5335 - Software	56,366.00	81,845.00	138,211.00	0.00	0.00	0.00	138,211.00	0%	64,504.78
5340 - Travel and training	44,600.00	0.00	44,600.00	0.00	0.00	7,896.83	36,703.17	18%	11,816.04
5395 - Equipment - nonoutlay	488,640.00	27,000.00	515,640.00	0.00	24,945.00	408,326.00	82,369.00	84%	397,967.53
OPM Total:	$1,519,102.00	$149,087.00	$1,668,189.00	$34,348.11	$26,496.68	$1,111,680.73	$530,011.59	68%	$1,286,820.15
INS - Insurance costs									
5400.210 - Claims - Subrogation recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
INS Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
UTL - Utilities									
5505 - Telephone	23,900.00	0.00	23,900.00	1,801.68	0.00	22,791.90	1,108.10	95%	30,139.43
5507 - Other utilities	235,096.00	(6,380.00)	228,716.00	14,743.81	4,387.50	136,164.32	88,164.18	61%	260,132.11
UTL Total:	$258,996.00	($6,380.00)	$252,616.00	$16,545.49	$4,387.50	$158,956.22	$89,272.28	65%	$290,271.54
CHG - Chargebacks									
5601.200 - Intra-county expense - Insurance	5,849.00	0.00	5,849.00	(29.38)	0.00	5,361.62	487.38	92%	7,948.82
CHG Total:	$5,849.00	$0.00	$5,849.00	($29.38)	$0.00	$5,361.62	$487.38	92%	$7,948.82
CON - Contracted services									
5704 - Security	9,600.00	0.00	9,600.00	0.00	2,205.31	7,169.37	225.32	98%	8,115.75
5708 - Professional services	174,600.00	88,715.00	263,315.00	3,213.72	35,896.06	114,120.53	113,298.41	57%	66,258.68
CON Total:	$184,200.00	$88,715.00	$272,915.00	$3,213.72	$38,101.37	$121,289.90	$113,523.73	58%	$74,374.43
OTH - Other									
5821 - Closure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5899 - Unallocated costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
DEP - Depreciation									
6000.020 - Depreciation - Equipment	389,903.00	0.00	389,903.00	32,684.83	0.00	371,155.26	18,747.74	95%	365,134.00
DEP Total:	$389,903.00	$0.00	$389,903.00	$32,684.83	$0.00	$371,155.26	$18,747.74	95%	$365,134.00
OUT - Outlay									
6110 - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
6110.020 - Outlay - Equipment ($5,000+)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	112,752.00
6110.900 - Outlay - Contra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
6190 - Disposition of fixed assets	0.00	0.00	0.00	183.30	0.00	9,075.56	(9,075.56)	+++	6,605.30
OUT Total:	$0.00	$0.00	$0.00	$183.30	$0.00	$9,075.56	($9,075.56)	+++	$119,357.30
TRO - Transfer out									
9003 - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

Information Services, November 2009, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
9003.100 - Transfer out - General Fund	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	100%	0.00
TRO Total:	$0.00	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	100%	$0.00
Expenditure Totals:	$4,071,892.00	$265,502.00	$4,337,394.00	$214,570.55	$68,985.55	$3,260,069.06	$1,008,339.39	77%	$3,455,561.46
Revenue Total:	$4,071,892.00	$265,502.00	$4,337,394.00	$275,990.75	$0.00	$3,331,268.57	$1,006,125.43	77%	$3,455,510.09
Expenditure Total:	$4,071,892.00	$265,502.00	$4,337,394.00	$214,570.55	$68,985.55	$3,260,069.06	$1,008,339.39	77%	$3,455,561.46
Fund: 710 Net Total	$0.00	$0.00	$0.00	$61,420.20	($68,985.55)	$71,199.51	($2,213.96)		($51.37)
Revenue Grand Total:	$4,071,892.00	$265,502.00	$4,337,394.00	$275,990.75	$0.00	$3,331,268.57	$1,006,125.43	77%	$3,455,510.09
Expenditure Grand Total:	$4,071,892.00	$265,502.00	$4,337,394.00	$214,570.55	$68,985.55	$3,260,069.06	$1,008,339.39	77%	$3,455,561.46
Grand Total:	$0.00	$0.00	$0.00	$61,420.20	($68,985.55)	$71,199.51	($2,213.96)		($51.37)

INFORMATION SERVICES DEPARTMENT

Brown County

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DIRECTOR

Director's Report - January 28, 2010

It has been a number of years since the Information Services Department has been its own department with monthly reporting to the Administration Committee. I would like to thank the Administration Committee and the County Board for creating this structure that enables open communication with the Administration Committee on how to use emerging technologies to best serve the citizens and employees of Brown County.

Technology Strengths within Brown County

- Brown County has made significant progress (1) migrating from old stand-alone PC servers with separate disk storage to a new IBM Blade Center for centralized servers, (2) implementing a new virtualization technology to reduce the physical servers by 80% and (3) creating a centralized disk storage subsystem greatly reducing the liability and waste in the old individual storage systems. This new system is recognized as being highly energy efficient. Brown County has already starting capitalizing on this investment as was recognized in the $78,000.00 savings in the Jail Management System hardware acquisition. By leveraging the technology in place BC did not have to purchase the quantity of hardware originally forecast in the bond request. We need to continue expanding the utilization of the new technology in new applications and continue the migration from the old server technology to the new Blade Center. This new technology also needs to be expanded into the backup Data Center recently built at the Jail.

- Brown County BC is just starting the implementation of a new fiber optic project that will connect most BC facilities. This fiber infrastructure offers BC a huge technological advantage in voice, data and video communications. We need to leverage this fiber backbone in our applications. Performance improvements brought on by fiber will benefit employee productivity. Once our fiber network is fully operational cost reductions by having our own fiber network will eliminate over $100,000.00/year in leased communication lines annual operating costs. We need to maximize on the opportunities this new fiber infrastructure creates like having an active backup Data Center connected to the primary Data Center with fiber. We can now create redundant fiber paths for reliability. This fiber backbone has allowed us to install a dual fiber path to the new 911 Center which will provide a higher level of reliability. We also have on the drawing board to activate redundant fiber paths to the BC Airport creating new functionality, performance and reliability.

Opportunities

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) BC started implementing during 2009 will create opportunities to reduce our telecommunication costs, improve building to building dialing, create more effective call centers, create internal conference call abilities, create "panic button" abilities, integrate voice and email into one email platform, allow call recording of volatile public facing phone answering points, allow multiple lines to one phone, create better phone "busy" monitoring, allow better phone mobility, reduce the number of existing phone systems, create centralized phone management, etc. The IS goal is to implement the remaining approximately 1,000 phones in 2010. At that point Brown County will be experiencing approximately $150,000.00/year in savings thru the elimination of multiple old telephone technologies and lines.

- The new BC disaster recovery Data Center was built in 2009. This Data Center will provide huge opportunities for BC to provide operational protection in the case of an outage. There are many aspects of an "outage". This is 'not' intended to be a 100% backup of all systems, but instead will focus on key areas within the County. Note: This is 'not' a 911 Center redundant site. Aspects of the new Data Center were immediately used as part of the fiber backbone infrastructure and redundancy. The new 911 Center's servers are also located in this room.

Concerns

- There are major hardware and software solutions that either have gone end-of-life or are about to. A major failure in one of those applications could leave BC in a manual mode to function. Applications with current end-of-life issues are Time and Attendance (T&A) 7/31/08, Patient Management System (PMS) 12/31/2010 and Law Records Management System (LRMS) 12/2011. The IBM AS/400 Computer went end-of-life 12/31/2007. The Human Services PMS system is just kicking off in the RFP preparation stage and has already been struggling with recent Human Services staff changes. BC is not currently staffed with Project Management or Human Services staff availability to effectively deal with this critical project. The remaining phases of ERP will need to consider other software implementations underway and needed by other departments. BC needs designated qualified project management staff that can move from one major implementation to the next. This concept is not much different than what Facilities does with their building projects.

- Security threats from numerous internal and external sources are a constant reality in technology today. The external threat of email Spam, viruses, Internet web filtering, Smart Phones and other hacker tools has grown exponentially over the last few years. Internal threats from employees and the public WIFI Internet connectivity at the Library's public PC's and at other key locations like the Airport provides a constant source of security tests. Significant progress has been made, but the risk factors also keep escalating every day. The implementation of the BC security efforts must remain a key priority and have the financial and staff time support from the Brown County Executive, Administration Committee and County Board.

- In 2010 BC IS needs to research and implement some additional security regulations being rolled out by the FBI for selected systems. This is a must do task for the FBI that will be focused within the Law Enforcement area.

- The Human Services Patient Management System (also called Electronic Medical Records EMR) RFP being built by the outside consulting company is currently not being developed within the Brown County standard for database and operating system. If a software solution is chosen that does not fit within the BC standards, there will be additional staffing requirements within the IS Department to deal with the daily support of this software.

- I have started conversations with Corporation Council John Luetscher regarding an email archiving solution. Previously in the 2010 budget a capital project request was submitted by IS to acquire an email archiving solution to bring Brown County up to more of an industry accepted standard of 7 years. That request never made it to the Administration Committee. The current Brown County standard of 6 months though believed to be legal does not meet the most common time period of 7 years. I believe John Luetscher will also be reporting on the need for improvement in this area as part of his monthly report.

- Brown County has a tremendous need for a County wide document imaging solution. This need was identified by IS and was anticipated to be part of the 2009 budget, but it never made it to the Administration Committee. Individual projects are already shaping up within ADRC, Human Services, Child Support and the NEW ZOO. We must avoid going with individual solutions that are department specific and not County wide focused.

Staffing

- Shortage of IS resources in the areas of Application Support/Business Analyst/PC Support and Project Management. The main concerns are in the PC/Server and application support areas. People are working roles in PC setup and not gaining the hands on experience in server maintenance. An industry accepted ratio of PC support is 1 person per 100 – 200 PC's. After BC added the one person in the 2009 budget, we were at a ratio of 315 PC's per person. We also lost a position in PC Training and Help Desk Support as part of the 2010 budget. The ratio of PC's per person at BC is also low, because three of the four people are the same staff that are maintaining the servers. If the IS department was properly assigned on servers there would be two people on servers and only two people left on PC's which would be a ratio of 630 PC's per person which would be totally not functional with the current staff.

- In 2008 I did an analysis of how Brown County had embraced the use of technology from 1998 thru 2008. I also did an analysis of the IS Department staffing during that time. In 1998 the IS Department consisted of 16 FTE's and in 2008 it was 17.5. The data below shows the tremendous acceleration in the use of technology at Brown County but with a very small staff increase of 1.5 personnel.

BROWN COUNTY TECHNOLOGY GROWTH

Technology Utilization	1998	2008
Internet	At infancy	1,600 users
Email	At infancy	1,600 users
Internet and email threats	Few	5,000+ per day
VPN or Web Access	None	Now remote access – VPN and Web
Wireless	None	At Library, Airport, BC Buildings
Mobility	None	PDA's
Servers	16	80
Virtualized Servers	0	47
PC's	420	1,027
Laptops	30	96
Printers	88	325
Public PC's at Library	25	160
Toughbooks	0	75 combination PC/Toughbook workstation
Applications	47	152
Help Desk Requests	3,548 / year	5,318 / year
Service and Project Requests	510 / year	1,278 / year

*all amounts are approximate numbers

4

- I have also attached two graphs that reflect a small snapshot comparing Brown County to five other counties where I had access to their statistics. I also included one county in Minnesota that is very similar in size to Brown County. On the first chart there are two key data points. The number of PC's and the number of servers. Those two areas are key indicators of the amount of technology support required. The most significant area is in the number of PC's as there is significant end user support required for every PC in the County. On the second graph please note the chart at the bottom. This chart reflects the many departmental services Brown County offers to its citizens. Each of those departments requires additional technology support from the IS Department. The availability of Brown County IS resources at 19.5 staff compared to Waukesha and Olmsted, MN at 40 staff, and Rock County at 23 helps to substantiate the ever more difficult support and security issues for the Brown County IS Department.

- There are significant opportunities to enhance Brown County employee productivity and security with the implementation of emerging technology solutions. Such new and enhanced solutions generally decrease end user cost while enhancing productivity, but they increase the demand on IS staff resources.

Projects

- Currently there are approximately 20 infrastructure projects identified for 2010. Many of those have been mentioned within this document like the fiber project and VoIP. Many security initiatives are identified and will be addressed within the IS Department and some involve Human Resources.

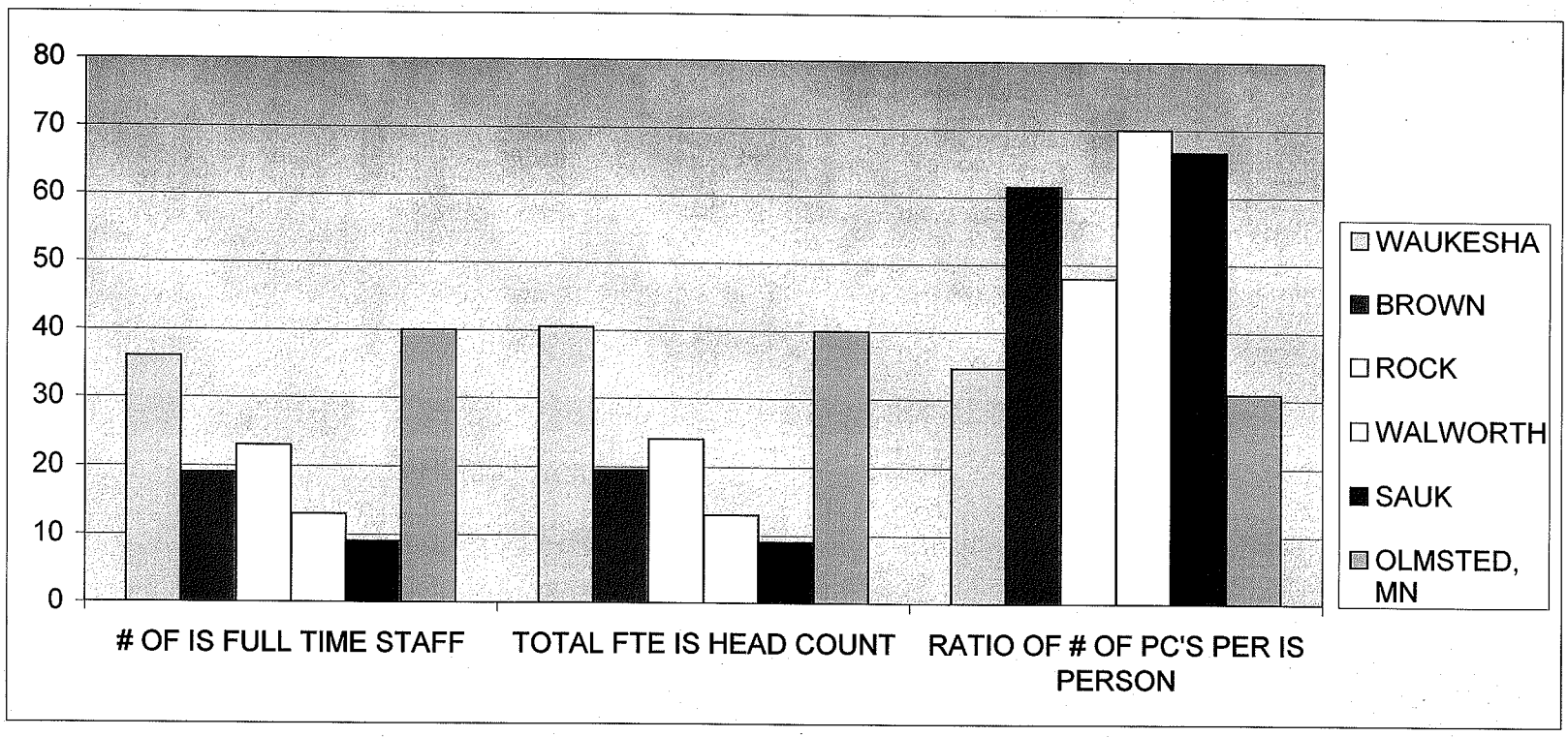
- From a software planning perspective, there are approximately 50 software projects identified. Many of them are very visible projects like ERP, Time and Attendance, Library SirsiDynix software replacement, Register of Deeds software upgrade from Fidlar, Highway Inventory System, Facilities Archibus enhancements and Land Conservation Watershed project.

- Proper planning of all the IS work and resources is critical. Then we need to work the plan! Having the entire IS Team working in unison with the many BC departments is critical for successful implementations.

I would be happy to address any questions regarding this report.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

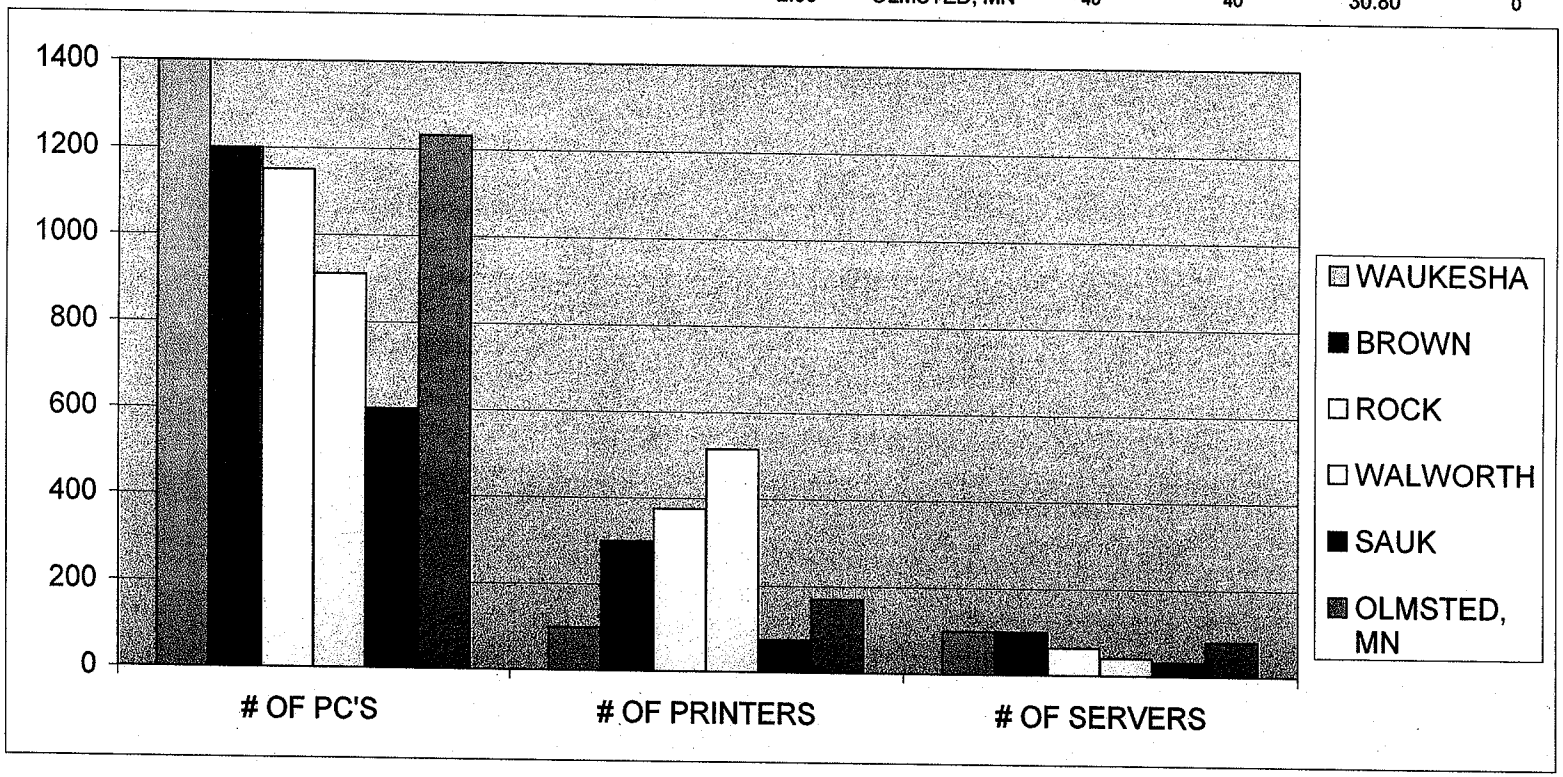


Note: It is difficult to be 100% accurate on how many departments these counties support. There was phone verification of these statistics. Brown County supports a wide variety of departments like Airport, Golf Course, NEW Zoo, Community Treatment Center, Nursing Home, Port Authority, 9 Libraries, Museum and Syble Hopp School. All of these require unique software and support.

	Brown	Rock	Sauk	Walworth	Waukesha	Olmsted, MN
Airport	x	x	tri county shared		x	
Golf Course	x	x			x	
NEW Zoo	x					x
CTC	x				x	x
Nursing Home	x	x		x		
Port Authority	x					
Library	x	x	cost share		x	
Museum	x				x	
Syble Hopp School	x	state		x		

	# OF PC'S	# OF PRINTERS	# OF SERVERS	# OF AS/400's or LPARS	RATIO OF # OF SERVERS PER IS PERSON
WAUKESHA	1400	100	100	0	2.47
BROWN	1200	300	100	4	5.13
ROCK	1150	375	63	0	2.63
WALWORTH	910	515	40	0	3.08
SAUK	600	75	32	2	3.08
OLMSTED, MN	1232	170	80	3	2.00

	# OF IS FULL TIME STAFF	TOTAL FTE IS HEAD COUNT	RATIO OF # OF PC'S PER IS PERSON	# OF CONSULTANTS ON STAFF	# OF IS PART TIME STAFF	# OF IS LTE
WAUKESHA	36	40.5	34.57	3	1.5	3
BROWN	19	19.5	61.54	0	0.5	0
ROCK	23	24	47.92	0	1	0
WALWORTH	13	13	70.00	0	0	0
SAUK	9	9	66.67	0	0	0
OLMSTED, MN	40	40	30.80	0	0	0



Note: Sauk County IS does not manage the phone system.
Waukesha County outsourced the help desk. They have 3 vendor staff on-site included in total FTE.

2009 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-139	11/24/09	Facility and Park Mgmg	Transfer of $42,500 from outlay for two energy projects (installation of a MET tower and wind turbines) included in Brown County's Sustainability Plan.	2b	Approved 12/15/09	Y		
09-140	12/14/09	Human Resources	Transfer of $45,000 from salaries to cover the need for temporary help because of three vacancies in the department during 2009.	3a	Approved 12/18/09	N	---	J6300 No actual needed
09-141	12/15/09	Facility and Park Mgmt	Allocation of $24,783 in additional funds from the State-funded Snowmobile Trail Program because of the extended snow season.	5	Approved 12/24/09	Y		
09-142	12/15/09	Medical Examiner	Transfer of $3,000 from salaries to cover the use of employees from Oconto County to cover some shifts.	3a	Approved 12/24/09	N	---	J6301 No actual needed
09-143	12/17/09	Human Services	Transfer of $3,800 to purchase walkie-talkies for nursing home staff communication.	1	N/A	N	---	J6302 No actual needed
09-144	12/17/09	Sheriff	Re-allocation of funds between several various salary, fringe and other accounts for 2009.	3b	Approved 12/24/09	Y		
09-145	12/16/09	Sheriff	Transfer of $8,000 from fringe to salaries to cover and overage in DARE division wages.	3a	Approved 12/24/09	N	---	J6303 No actual needed
09-146	12/28/09	NEW Zoo	Allocation of $937 donation to purchase giraffe crackers for resale.	5	Approved 1/5/10	Y		
09-147	12/29/09	Human Services	Transfer of $2,750 from contracted services to supplies and travel to better reflect actual spending.	3a	Approved 1/5/10	N	---	J6558 No actual needed
09-148	1/6/10	Golf Course	Adjustment of $5,000 to cover overages in the Contracted Services and Electric accounts	1	N/A	N	----	
09-149	1/11/10	Administration	Transfer of funds to cover 4th quarter 2009 sick leave payouts for retirees.	3a	Approved 1/15/10	N	----	
09-150	1/15/10	Port and Solid Waste	Adjustment to use $438,042 from Harbor 217 to cover a cash deficit in Port because of a misallocation of original funds.	5	Approved 1/15/10	Y		
09-148	1/11/10	Golf Course	Adjustment of $500 to cover overages in the Electric account.	1	N/A	N	----	

Revised 1/15/10

2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-01	12/23/09	Circuit Courts	Adjustment to use $20,700 in Family Court fund balance to pay for rent and telephone because program had to move out of old MHC building.	3a	Approved 1/5/10	N	---	J0075 No actual needed
10-02	11/19/09	Public Safety – E. Mgmt	Allocation of $24,200 grant to coordinate regional workshops and tabletop exercises related to long-term power outages.	5	Approved 11/20/09	Y	*Approved in 2009; was really meant to be 2010 adjustment (technical correction, see 09-119)*	
10-03	1/8/10	Human Resources	Adjustment to create a separate expense account for the Health Reimbursement Account (HRA) expenses for better tracking purposes.	4	Approved 1/15/10	Y		

Revised 1/15/10

GRANT APPLICATION APPROVAL LOG
January Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-47	12/17/09	Land and Water Conservation	Great Lakes Restoration Initiative	EPA/USDA	$10,787,700	$0	2010-11	Funds would be shared by Brown, Outagamie and Calumet Counties to implement best management practices in Lower Fox River Total Maximum Daily Load in high sediment and phosphorus subwatersheds.
09-48	12/17/09	Land and Water Conservation	Great Lakes Restoration Initiative - Baird	EPA	$377,354	$0	2010-11	Funds would be used to install buffer strips on streams located in the Town of Humboldt to protect and create riparian corridor habitat.
09-49	12/17/09	Land and Water Conservation	Great Lakes Restoration Initiative - West Shore	US Fish and Wildlife	$1,794,866	$0	2010-14	Funds would be used to create, enhance or restore habitat for Northern Pike in western rim of Green Bay on private land.
10-01	1/5/10	Public Safety - E. Mgmt	Homeland Security Exercise (2009)	Wisconsin Office of Justice Assistance	$12,597	$0	3/10-6/11	Funds will hire a contractor to develop, administer and complete an after-action report regarding a drinking water security breach exercise in cooperation with the Central BC Water Authority.

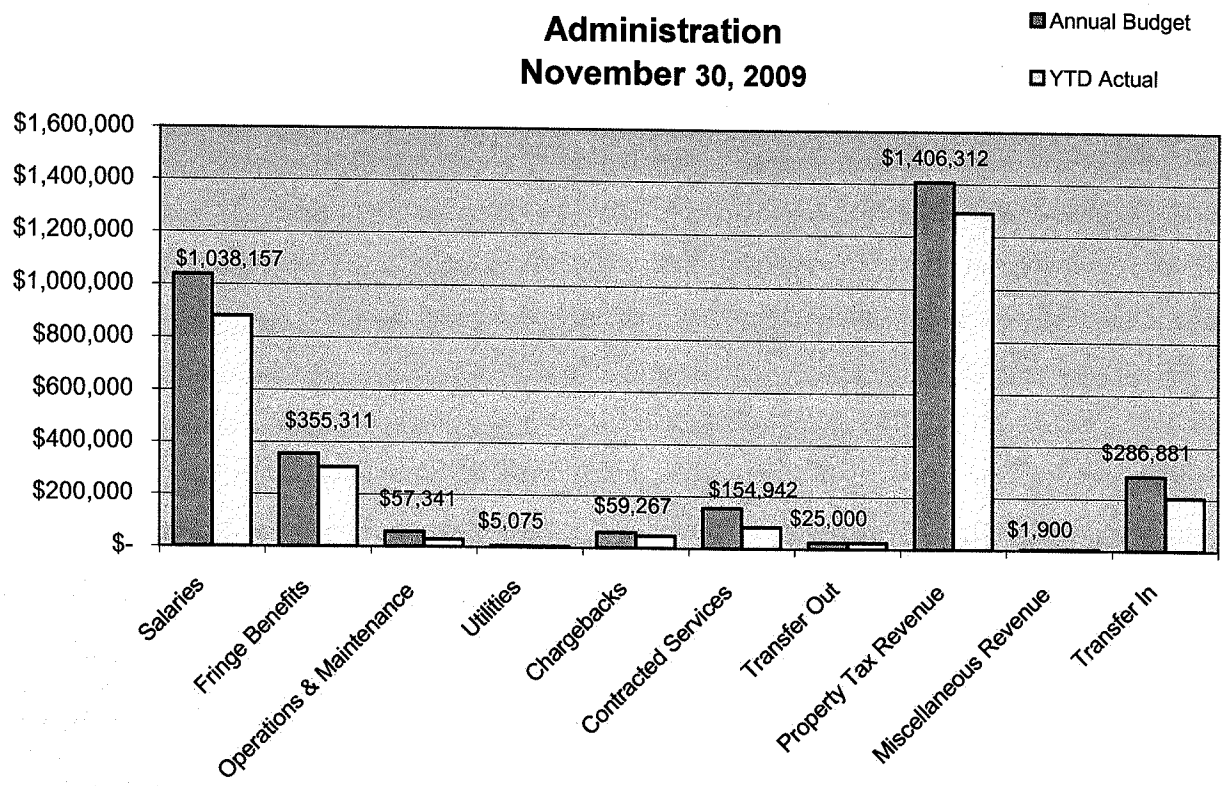
Brown County
Administration
Budget Status Report
11/30/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	$ 1,038,157	$ 879,842	84.75%
Fringe Benefits	$ 355,311	$ 303,715	85.48%
Operations & Maintenance	$ 57,341	$ 28,085	48.98%
Utilities	$ 5,075	$ 4,145	81.67%
Chargebacks	$ 59,267	$ 47,783	80.62%
Contracted Services	$ 154,942	$ 83,212	53.71%
Transfer Out	$ 25,000	$ 25,000	100.00%
Property Tax Revenue	$ 1,406,312	$ 1,289,123	91.67%
Miscellaneous Revenue	$ 1,900	$ 4,052	213.24%
Transfer In	$ 286,881	$ 204,108	71.15%

HIGHLIGHTS:

Expenses: Savings is occurring in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year.

Revenues: Transfer in covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.



DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
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GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

January 19, 2010

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: November 2009 Property Tax Levy Financial Report

Attached is the county-wide financial report for those departments with property tax levy. The report is sorted by the standing committee reporting line.

Overall, the County budget is expected to be $2,187,078 positive. Following is a brief summary of each department.

Administration Committee
Corporation Counsel financial report shows an over budget status of $43,029. The Guardian Ad Litem and IV-E revenues are below budget.

Treasurer's department is over budget a net of $142,446; income is $253,547 below budget however there have been savings in the expenses to offset this income shortfall.

General government has $345,490 excess due to the additional savings transferred for the Organizational Efficiency requirement (budget of $835,487, actually transferred $1,365,000). There were carry-overs approved of $382,379 which decreased this excess.

Human Resources – at year-end casual day payouts are reimbursed to the departments.

Ed & Rec Committee
All departments are within budget.

Library – property tax levy, if a balance remains at year-end, is retained by the Library

Health & Human Services
Community Treatment Center is over budget by $516,278. Any overage will be transferred from the Community Programs fund balance. An estimate to increase the revenue has been made for Community Programs as the revenue for unrecorded when the November general ledger was closed. Any overages in Community Programs will be covered with their fund balance.

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PD&T Committee
Register of Deeds revenue is lower than expected due to the weak housing market.

Both Highway and Roads & Bridges retain their fund balance for subsequent year projects.

Public Safety Committee
All departments are currently within budget.

Circuit Courts – all State revenue has been recorded, which will cause a shortfall with no additional funds to cover the expenditures. This shortfall will be covered with a budget adjustment between the Clerk's budget and Circuit Courts. The Clerk's budget has additional revenue collections.

If you have any specific questions, please feel free to contact my office at 448-4035.

Cc: Tom Hinz, County Executive

Brown County
Financial Statement Results
Property Tax Levy (Over) Under Approved Amount
As of 11/30/2009

Department	Total 2009 Levy	Property Tax Prorated Budget	Property Tax Actual Need	Property Tax Adjustments	Under = savings (Over) Under	Comments on Adjustments
Corporation Counsel	$ 266,268	$ 244,079	$ 287,108		(43,029)	Guardian ad litem & IV-E revenues below budget
Clerk	$ 399,916	$ 366,590	$ 320,246		46,344	
Administration	$ 1,406,312	$ 1,289,119	$ 1,163,622	$ -	125,497	
Facilities	$ 3,314,499	$ 3,038,291	$ 2,581,980	$ -	456,311	
Human Resources	$ 1,643,125	$ 1,506,198	$ 789,721	$ 491,006	225,471	Year end entries
Treasurer expenses	$ 655,907	$ 601,248	$ 490,147		111,101	
Treasurer Investment Income	$ (4,069,300)	$ (3,730,192)	$ (3,476,645)		(253,547)	Treasurer's net -$142,446
General Government	$ (13,675,670)	*$ (13,675,670)*	$ (13,509,378)	$ (511,782)	345,490	Dec. Indirect cost
Child Support	$ 436,792	$ 400,393	$ 404,346	$ (26,000)	22,047	Expense reimbursement report understated by $39,000 (2/3 funded)
Debt Service	$ 3,430,900	*$ 3,430,900*	$ 2,736,960	$ 693,940	0	Savings is retained for future years
Debt Service Principal	$ 7,528,000	*$ 7,528,000*	$ 7,503,000	$ 25,000	0	
Administration	**$ 1,336,749**	**$ 998,956**	**$ (708,893)**	**$ 672,164**	**$ 1,035,685**	
Library	$ 6,735,869	$ 6,174,547	$ 5,957,001	$ 217,546	(0)	Library retains property tax levy in total
Museum	$ 1,076,857	$ 987,119	$ 946,238		40,881	
Parks	$ 1,412,338	$ 1,294,643	$ 1,164,781	$ -	129,862	
Veterans Services	$ 437,723	$ 401,246	$ 373,984		27,262	
Ed & Rec	**$ 9,662,787**	**$ 8,857,555**	**$ 8,442,004**	**$ 217,546**	**$ 198,005**	
Board of Supervisors	$ 758,386	$ 695,187	$ 612,991	$ -	82,196	
Executive	$ 346,714	$ 317,821	$ 285,255		32,566	
Executive	**$ 1,105,100**	**$ 1,013,008**	**$ 898,246**	**$ -**	**$ 114,762**	
Community Programs	$ 19,575,129	$ 17,943,868	$ 29,205,378	$ (11,261,510)	0	Revenue accrual not recorded $5.4 million; shortage covered with CP F
Community Treatment Center	$ 3,186,247	$ 2,920,726	$ 3,437,004	$ (516,278)	0	Depreciation $86,035; overage $430,243 funded with CP Fund Balance
Health	$ 2,107,185	$ 1,931,586	$ 2,050,483	$ (238,075)	119,178	Apply prior year grant income
Aging & Disability	$ 1,068,354	$ 979,325	$ 890,295		0	
Syble Hopp	$ 3,031,759	$ 2,779,112	$ 2,681,708	$ 97,404	0	Remaining balance is applied to negative fund balance
Human Services	**$ 28,968,674**	**$ 26,554,618**	**$ 38,264,868**	**$ (11,918,459)**	**$ 119,179**	
Land & Water Conservation	$ 551,099	$ 505,174	$ 450,662		54,512	
Planning, Prop Listing, Zoning	$ 882,422	$ 808,887	$ 778,310		30,577	
Register of Deeds	$ (408,024)	$ (374,022)	$ (308,206)		(65,816)	Real estate market is still down
UW - Extension	$ 463,240	$ 424,637	$ 421,857		2,780	
Highway	$ 714,967	$ 655,386	$ 671,552	$ (16,166)	0	Balance is retained in Highway Department; billings
Highway County Roads & Brid	$ 1,588,840	$ 1,456,437	$ 537,234	$ 919,203	(0)	Amount petitioned for bridges is retained in the account
PD&T	**$ 3,792,544**	**$ 3,476,499**	**$ 2,551,409**	**$ 903,037**	**$ 22,053**	
Circuit Courts	$ 2,829,536	$ 2,593,741	$ 2,677,573	$ (198,900)	115,068	Transfer between Courts and Clerk of Courts
Clerk of Courts	$ 567,198	$ 519,932	$ 274,993	$ 198,900	46,039	
Public Safety Communications	$ 5,337,781	$ 4,892,966	$ 4,774,454		118,512	
Medical Examiner	$ 322,950	$ 296,038	$ 248,639		47,399	
District Attorney	$ 1,257,575	$ 1,152,777	$ 1,124,777		28,000	Budget adj. to use excess FB to cover operating expenses
Sheriff	$ 26,944,517	$ 24,699,141	$ 24,356,764		342,377	
Public Safety	**$ 37,259,557**	**$ 34,154,594**	**$ 33,457,200**	**$ -**	**$ 697,394**	
TOTALS	**$ 82,125,411**	**$ 75,055,229**	**$ 82,904,834**	**$ (10,125,712)**	**$ 2,187,078**	

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LYNN A. VANDEN LANGENBERG

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DIRECTOR

January 19, 2010

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: January 2010 Director Report

Staffing

The Accountant from the Sheriff Department has been working in both the Sheriff Department and Administration. This transition is going smoothly and will be beneficial to Brown County.

The Budget & Finance Director (formerly reporting to Human Services) resigned effective January 6, 2010. An updated job description has been developed to go through the hiring process. We are working with the Human Services Executive Director to identify the specific reporting needs of the director, areas of concern, expectations, and improvement opportunities.

Barbara West has been hired as the Risk Manager, with a start date of January 25, 2010. Barbara has 10+ years of experience as an Insurance Administrator and 6 years as an Accounting Supervisor. Her previous work experience has been most recently with Appleton Papers. Barbara brings experience in risk management, fixed asset and accounts payable. She also has considerable experience in leadership roles with strong communication, problem solving and planning skills.

Other staff members have been reassigned to teams within Administration to better utilize the skills and distribute the workload more evenly.

Finance & Budget

Audit - Interim field work for the 2009 Audit was completed in December by Schenck. The auditors will return to Brown County in May to audit the final financial reports. We are working closely with the departments with grant-funded projects for the single audit component of the audit.

Budget - The approved budget document is being prepared to include the changes made by the Committees and the Board. After completing the changes the budget will be on-line for review with limited printed copies distributed.

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Projects

The Benefits & Compensation team is continuing the work to implement the Time & Attendance system (Kronos). The first department to "go live" on the system will be CTC, who is using an outdated and failing system. The projected date is late May 2010 for CTC. A plan scheduling all departments for implementation is being developed, with the next departments being the Sheriff and Public Safety Communications.

Prior to implementing the HR/Payroll software, the Kronos system must be in production and proven to be working properly to mitigate the risk. We are intending to be on the new HR/Payroll software for the entire County by August 1, 2010.

The remaining modules to be implemented include Cash Receipts, Miscellaneous Billing, Contract Accounting, Project Accounting, Capital Assets, and enhancements to the HR/Payroll core modules. We will continue to work on these modules, but the Kronos and HR/Payroll project is the priority.

If you have any questions, please feel free to contact me at 448-4035.

Cc: Tom Hinz, Executive

DEPARTMENT OF ADMINISTRATION

Brown County

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LYNN A. VANDEN LANGENBERG

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DIRECTOR

January 15, 2010

TO: Administration Committee

FROM: Carolyn A. Maricque
Finance Director

SUBJECT: December 31, 2009 Vehicle Listing

In accordance with your request to submit all county owned vehicles to the Administration Committee semi-annually; the vehicle listing as of December 31, 2009, is attached.

Turning Brown County Green

BROWN COUNTY
VEHICLE LISTING AS OF 12/31/09

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
AIRPORT	1980	CHEVROLET STAKE BED TRUCK CH 16	101900	1/1/1980	42,338	POOR
AIRPORT	1981	CHEVROLET TRUCK -RESCUE 5	115269	7/8/2005	26,222	FAIR
AIRPORT	1992	FORD 3/4 TON PICKUP CH 19	100619	2/1/1992	65,012	FAIR
AIRPORT	1999	FORD TRUCK F150 CH 25	104599	12/1/1998	65,009	FAIR
AIRPORT	2000	INTERNATIONAL DUMP TRUCK CH 22	104619	10/15/1999	14,193	GOOD
AIRPORT	2000	DODGE TRUCK CH 21	104641	2/22/2000	31,745	FAIR
AIRPORT	2001	GMC DUMP TRUCK CH 8	104671	6/27/2001	15,016	GOOD
AIRPORT	2003	GMC PICKUP TRUCK CH 29	104700	7/1/2003	30,205	GOOD
AIRPORT	2003	AIP 30 SECURITY PATROL VEHICLE-PATROL 6	115267	1/1/2003	9,409	GOOD
AIRPORT	2004	FORD TRUCK - PATROL 8	104727	5/11/2004	120,049	FAIR
AIRPORT	2007	FORD EXPEDITION- CH 2	115305	11/17/2006	21,945	GOOD
AIRPORT	2008	FORD TRUCK - CH 26	115320	10/31/2007	8,854	GOOD
AIRPORT	2008	FORD EXPEDITION CH 1	115338	6/19/2008	7,547	EXCELLENT
AIRPORT	2008	2008 FORD CV PATROL #7	115339	6/13/2008	15,492	GOOD
AIRPORT	2009	FORD TRUCK PICKUP BLACK	115358	6/1/2009	9,949	GOOD
AIRPORT	2009	F550 CB SNOWPLOW TRUCK	115357	5/15/2009	434	EXCELLENT
FACILITY MANAGEMENT	1988	FORD VAN BLUE (ELECTRICAL) T-8	103138	12/31/1990	82,629	GOOD
FACILITY MANAGEMENT	1991	CHEVROLET VAN - DARK GREEN T-3	103275	3/13/1991	70,038	FAIR
FACILITY MANAGEMENT	1996	CHEVROLET TAHOE 4X4 T-12	106574	7/16/1996	64,514	GOOD
FACILITY MANAGEMENT	1997	CHEVROLET TRUCK WHITE TAHOE - MAIL TRUCK T-13	110226	4/2/1997	67,687	GOOD
FACILITY MANAGEMENT	1997	FORD CROWN VICTORIA C-14	117829	2/1/2001	181,850	GOOD
FACILITY MANAGEMENT	1998	CHEVROLET TRUCK 4X4 T-14	110737	8/14/1998	57,281	GOOD
FACILITY MANAGEMENT	1999	CHEVROLET TRUCK (JAIL) 4X4 T-16	111206	6/1/1999	33,808	GOOD
FACILITY MANAGEMENT	2001	DODGE DAKOTA TRUCK T-18	111415	3/28/2001	48,849	GOOD
FACILITY MANAGEMENT	2001	DODGE RAM 2500 - VAN MHC T-19	111416	2/27/2001	44,637	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-18	117827	2/5/2007	124,185	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-20	117828	2/5/2007	156,382	GOOD
FACILITY MANAGEMENT	2001	FORD SUPER DUTY TRUCK (JAIL) T-20	117871	2/13/2001	19,756	GOOD
FACILITY MANAGEMENT	2002	FORD WINDSTAR T-28	115662	5/18/2005	87,740	GOOD
FACILITY MANAGEMENT	2008	FORD SUPER DUTY TRUCK F250 GOLD T-32	117952	6/05/2008	3,575	EXCELLENT
FACILITY MANAGEMENT	2001	INTERNATIONAL TRUCK	118228	7/27/2001	15,360	GOOD
GOLF COURSE	1978	CHEVROLET C60 DUMP TRUCK DELUXE	101740	1/1/1987	44,715	POOR
GOLF COURSE	1998	CHEVROLET-TRUCK	110734	6/1/1998	135,785	POOR
HIGHWAY	1991	FORD PICKUP - BRIDGE CREW	599	2/26/1991	132,072	FAIR
HIGHWAY	1992	CHEVROLET VAN - ELECTRICIAN	536	1/1/1997	100,754	POOR
HIGHWAY	1993	CHEVROLET BLAZER - ENGINEERING	510	3/22/1993	99,800	POOR
HIGHWAY	1995	CHEVROLET TRUCK (TIRE TRUCK)	535	6/20/1995	166,129	FAIR
HIGHWAY	1996	CHEVROLET 1-TON DUMP TRUCK	541	6/18/1996	158,245	POOR
HIGHWAY	1996	CHEVROLET PICKUP - MECHANIC SHOP	583	6/18/1996	81,883	FAIR
HIGHWAY	1997	CHEVROLET 1-TON DUMP TRUCK	543	7/1/1997	206,787	POOR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	584	7/1/1997	58,185	FAIR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	585	7/1/1997	103,883	FAIR
HIGHWAY	1998	CHEVROLET VAN - ENGINEERING	509	6/2/1998	67,461	GOOD
HIGHWAY	2000	CHEVROLET TAHOE - SHOP	507	5/16/2000	74,542	GOOD
HIGHWAY	2000	FORD EXPEDITION - RS	508	3/21/2000	60,806	GOOD
HIGHWAY	2000	CHEVROLET PICKUP-(CREW)BOARD #296	537	8/1/2000	114,993	GOOD
HIGHWAY	2000	CHEVROLET 1-TON DUMP TRUCK	546	6/27/2000	99,579	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	586	4/25/2000	124,000	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	587	4/25/2000	130,121	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	588	4/25/2000	135,487	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	589	5/23/2000	122,777	FAIR
HIGHWAY	2001	FORD SEDAN - CK	505	4/17/2001	164,225	FAIR
HIGHWAY	2001	CHEVROLET PICKUP (4X4, 1/2 TON)-ENG	514	3/27/2001	160,623	FAIR
HIGHWAY	2001	FORD VAN - STOCKROOM	531	3/13/2001	148,767	GOOD
HIGHWAY	2001	FORD AERIAL LIFT TRUCK - ELECTRICIAN	538	3/13/2001	139,493	GOOD
HIGHWAY	2001	FORD PICKUP	563	2/20/2001	96,491	GOOD
HIGHWAY	2001	FORD PICKUP	564	2/20/2001	97,991	GOOD
HIGHWAY	2001	FORD PICKUP	565	2/20/2001	92,939	GOOD
HIGHWAY	2001	FORD PICKUP	566	2/20/2001	106,564	GOOD
HIGHWAY	2002	FORD 1-TON DUMP TRUCK	547	5/28/2002	182,019	FAIR
HIGHWAY	2002	FORD PICKUP	570	5/28/2002	111,321	GOOD
HIGHWAY	2002	FORD PICKUP - BLDG	571	5/28/2002	74,443	GOOD
HIGHWAY	2003	GMC PICKUP (4X4, 1/2 TON)-GH	516	3/31/2003	128,838	GOOD
HIGHWAY	2003	FORD 1-TON DUMP TRUCK	548	4/28/2003	88,847	FAIR
HIGHWAY	2004	FORD SEDAN	506	5/12/2004	131,744	GOOD
HIGHWAY	2004	GMC PICKUP - SHOP	561	6/1/2004	37,945	EXCELLENT
HIGHWAY	2004	GMC 1-TON PICKUP - 6	573	6/14/2004	82,047	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	574	6/14/2004	85,556	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	576	6/14/2004	86,377	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	577	4/11/2005	67,632	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	578	4/11/2005	59,781	GOOD
HIGHWAY	2005	GMC PICKUP (TRAFFIC) BOARD #297	582	4/11/2005	78,966	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	549	5/10/2006	70,707	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	550	5/10/2006	107,673	GOOD

BROWN COUNTY
VEHICLE LISTING AS OF 12/31/09

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
HIGHWAY	2006	GMC PICKUP (TRAFFIC) BOARD #297	572	6/1/2006	43,420	EXCELLENT
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (STATE)	579	4/25/2006	67,031	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (BRIDGE)	580	4/25/2006	65,794	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (PAVING)	581	4/25/2006	49,410	GOOD
HIGHWAY	2007	GMC PICKUP (4X4, 1/2 TON)-RB	517	6/1/2007	57,722	EXCELLENT
HIGHWAY	2007	GMC 1-TON PICKUP - REG CAB	595	6/1/2007	20,365	EXCELLENT
HIGHWAY	2007	GMC PICKUP - MECHANIC SHOP	597	6/1/2007	34,727	EXCELLENT
HIGHWAY	2008	FORD SEDAN - EK	501	4/23/2008	43,436	EXCELLENT
HIGHWAY	2008	GMC 1-TON PICKUP - 6	575	10/1/2007	27,961	EXCELLENT
HIGHWAY	2008	CHEVROLET TRK C3500 HD REG CAB	551	7/28/2008	36,235	EXCELLENT
HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON) DD	512	3/4/2009	20,300	EXCELLENT
HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON) DD	513	3/10/2009	11,569	EXCELLENT
HIGHWAY	2009	CHEVROLET	552	6/1/2009	7,982	EXCELLENT
HIGHWAY	2009	CHEVROLET	553	6/1/2009	3,594	EXCELLENT
HIGHWAY	2009	CHEVROLET	554	6/1/2009	13,974	EXCELLENT
HUMAN SERV-SHELTER	1999	PLYMOUTH TRUCK - VOYAGER	111592	9/1/2002	61,148	GOOD
HUMAN SERVICES	2003	FORD WINDSTAR 7 PASSENGER	115035	12/1/2003	196,381	GOOD
HUMAN SERVICES	2008	CHEVY UPLANDR WHLCHR TRNSPRT	117239	10/10/2007	65,217	GOOD
HUMAN SERVICES	2008	CHEVY IMPALA 4 DOOR SEDAN	117956	6/10/2008	46,391	GOOD
HUMAN SERV. CTP	1990	CHEV CAPRICE SEDAN	CTC - 117825	1/20/1998	187,127	POOR
HUMAN SERV-JOB SERV	1999	MERCURY SABLE	CTC - 117826	3/14/2002	146,483	GOOD
HUMAN SERV. CTP	2002	FORD ECONOLINE WAGON - E-150T GOLD	111579	5/1/2002	64,244	GOOD
INFORMATION SERV.	2002	CHEVROLET EXPRESS VAN/BL	116334	2/24/2004	90,508	GOOD
INFORMATION SERV.	2003	CHEVROLET TRUCK/VAN/SLVR	117755	6/12/2007	84,990	GOOD
LAND	1995	FORD BRONCO RED 4 -CAR #9	117812	8/1/2000	143,307	POOR
LAND	1997	DODGE INTREPID 4 DR, MAROON CAR #3	117894	3/10/2008	71907	GOOD
LAND	1998	DODGE DAKOTA TRUCK-BLE TRK #2	117123	2/16/2007	129,370	GOOD
LAND	1998	DODGE DAKOTA TRK-BLE W/SHELL TRK #4	117124	2/20/2007	76,521	GOOD
LAND	1999	DODGE CARAVAN VAN #1	117893	1/4/2008	76,846	GOOD
LIBRARY	1993	BLUE BIRD-BUS-BOOK MOBILE	106081	12/31/1994	100,661	FAIR
LIBRARY	1994	CHEVROLET C1500 1/2 TON PICKUP	104049	3/25/1994	158,790	POOR
LIBRARY	2001	CHEVROLET CARGO VAN	115530	3/23/2001	95,774	FAIR
LIBRARY	2009	CHEV COLORADO CREW 1LT	118501	4/9/2009	7,611	EXCELLENT
HUMAN SERV.BAYVIEW	1993	FORD CLUB WAGON XLT VAN	5153	5/25/2004	70,557	GOOD
COMM. TREATMENT CTR	1995	CHEVROLET CAPRICE 4-DOOR	1636	10/10/1996	231,859	GOOD
COMM. TREATMENT CTR	2000	CHEVROLET K2500 TRUCK	1799	4/20/2000	35,250	GOOD
COMM. TREATMENT CTR	2000	FORD TAURUS - BLACK	5060	12/12/2001	102,878	GOOD
COMM. TREATMENT CTR	2002	CHEVROLET EXPRESS (15 PASSENGER VAN)	5117	6/4/2003	51,071	GOOD
COMM. TREATMENT CTR	2003	GMC SIERRA TRUCK	5114	4/16/2003	19,536	GOOD
COMM. TREATMENT CTR	2003	DODGE INTRIPED	5116	5/13/2003	54,795	GOOD
MUSEUM	1993	CHEVROLET TRUCK-ASTRO VAN	110505	5/17/1997	126,890	FAIR
PARK/ FAIRGROUND	2008	FORD F150XL PICKUP 4X2 REG CAB GREEN	117943	5/5/2008	18,561	EXCELLENT
PARK/BARKHAUSEN #15	2008	FORD TRUCK F250	117142	6/5/2007	21,526	EXCELLENT
PARK/BARKHAUSEN #21	1997	FORD TRUCK-GREY 3/4 TON #21	110629	4/25/1997	106,097	FAIR
PARK/BARKHAUSEN #3	2002	GMC 1/2 TON PICKUP TRUCK	111466	12/31/2001	101,174	GOOD
PARK/BARKHAUSEN #7	1998	CHEVROLET TRUCK	111023	8/14/1998	81,486	FAIR
PARK/BAYSHORE #23/	1998	CHEVROLET TRUCK 1/2 TON PICK-UP	111024	4/30/1998	128,750	GOOD
PARK/FAIRGROUND #1	1997	FORD TRUCK	110503	5/7/1997	132,318	GOOD
PARK/FAIRGROUND #18	2007	FORD RANGER PICKUP TRUCK	117138	5/22/2007	26,570	GOOD
PARK/FAIRGROUND #5	2002	INTERNATIONAL TRUCK 4400 4 X 2	111580	5/7/2002	30,939	GOOD
PARK/FAIRGROUND #9	2005	CHEVROLET TRUCK SILVERADO	115671	6/15/2005	48,635	GOOD
PARK/FAIRGROUNDS #14	1993	FORD F150 PICKUP	104297	4/6/1993	133,318	GOOD
PARK/PAMPERIN	2008	FORD F250XL SUPER DUTY PICKUP 4X4 GREEN	117942	5/28/2008	16,870	EXCELLENT
PARK/PAMPERIN #11	2000	CROWN VICTORIA	117830	5/22/2006	150,844	FAIR
PARK/PAMPERIN #2	2002	FORD F350 PICKUP TRUCK	111474	12/31/2001	58,638	GOOD
PARK/PAMPERIN #4	1997	FORD TRUCK -CLUB WAGON	111118	2/15/1999	131,183	FAIR
PARK/PAMPERIN #6	2004	FORD TRUCK (DARK GREEN)	115194	6/21/2004	35,629	GOOD
PARK/REFORESTATION #12	2006	GMC TRUCK SIERRA 2500HD	117043	5/11/2006	23,587	GOOD
PARK/REFORESTATION #25	1998	CHEVROLET TRUCK	111022	6/28/1998	62,947	FAIR
PLANNING	2001	CHEVROLET BLAZER TRUCK	115126	2/5/2004	75,390	GOOD
PORT & SOLID WASTE	1996	FORD F150 4DR, XLT, GREEN	117873	3/21/2008	103,387	POOR
PORT & SOLID WASTE	1997	FORD TAURUS - 4 DOOR	115196	5/25/2004	158,513	POOR
PORT & SOLID WASTE	2006	FORD F-150 PICKUP TRUCK	116767	7/17/2006	41,019	GOOD
PORT & SOLID WASTE	2005	FORD TAURUS - 4 DOOR	118243	1/6/2009	67,073	GOOD
PUBLIC SAFETY	1992	HAZMAT UD1800E FORD TRUCK-EMERGENCY GOVT.	103513	10/4/1991	6,083	POOR
PUBLIC SAFETY	2001	FORD EXCURSION - WHITE	115010	12/1/2003	79,413	FAIR
SHERIFF	1987	FORD F600 BLACK	115099	1/1/1987		POOR
SHERIFF	1987	CHEVROLET QUEB VAN - WHITE	111436	11/14/2001		FAIR
SHERIFF	1989	FORD F350 BLUE	117832	5/22/2007		FAIR
SHERIFF	1992	UD SEMI WHITE	117853	10/31/1991		GOOD
SHERIFF	1996	CHEVROLET TRUCK - ERU AMBULANCE	117833	5/22/2007		FAIR
SHERIFF	1997	FORD F250 PICKUP TRUCK - WHITE	115676	9/25/2005		FAIR
SHERIFF	1998	CHEVROLET SUBURBAN WHITE	117837	10/26/2005		FAIR
SHERIFF	2001	FORD F150	115081	1/1/2000		FAIR
SHERIFF	2001	CHEVROLET MALIBU WHITE	111574	2/16/2002		FAIR

BROWN COUNTY
VEHICLE LISTING AS OF 12/31/09

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
SHERIFF	2001	CHEVROLET MALIBU WHITE	115079	2/16/2002		FAIR
SHERIFF	2001	FORD TAURUS GOLD	115617	1/27/2005		GOOD
SHERIFF	2001	FORD TAURUS CHESTNUT	117842	3/31/2005		GOOD
SHERIFF	2002	FORD TAURUS RED	117844	2/25/2004		GOOD
SHERIFF	2003	CHEVROLET EXPRESS VAN - BLUE	111659	7/10/2003		FAIR
SHERIFF	2003	FORD TAURUS SILVER	117862	11/12/2004		GOOD
SHERIFF	2004	FREIGHT LINE BOMB SQUAD TRK	115143	2/11/2004		GOOD
SHERIFF	2004	FORD TAURUS SILVER	117864	8/15/2006		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	117033	4/18/2006		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	117034	4/19/2006		GOOD
SHERIFF	2006	FORD CROWN VICTORIA BLACK	117049	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA BLACK	117051	6/5/2006		FAIR
SHERIFF	2008	FORD CROWN VICTORIA BIEGE	117177	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117178	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117179	8/13/2007		GOOD
SHERIFF	2008	HARLEY DAVIDSON MOTORCYCLE BLACK	117851	8/29/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117939	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117935	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117934	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BIEGE	117929	4/24/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA TITAN	117928	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA RED	117930	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLUE	117931	4/23/2008		GOOD
SHERIFF	1992	FORD AMBULANCE MEDTEC	111028	6/18/1998		FAIR
SHERIFF	2009	FORD CROWN VICTORIA BLACK	117999	9/10/2008		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118546	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118547	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118548	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118549	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118550	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118551	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118552	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118553	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK E 3500	NO TAG	6/24/2009		EXCELLENT
SHERIFF	2010	FORD CROWN VICTORIA	NO TAG	10/5/2009		EXCELLENT
SHERIFF	2002	CADILLAC/ DARE PROMO ESCALAD	118555	2/9/2009		GOOD
SURVEY	2000	FORD F150 TRUCK	111605	1/8/2003	80,457	FAIR
SYBLE HOPP	1996	DIAMOND VAN, FORD CHASSIS (APPLE VAN)	111167	2/1/1996	30,389	POOR
SYBLE HOPP	1998	CHEROLET EXPRESS VAN (DUKE VAN)	111168	1/1/1998	58,662	FAIR
SYBLE HOPP	2000	CHEROLET TRUCK - 8 PASSENGER (BROWN VAN)	111404	5/18/2000	58,896	FAIR
SYBLE HOPP	2000	FORD 009 TRUCK (HARRY VAN)	111406	3/31/2001	28,715	FAIR
SYBLE HOPP	2002	BLDRD SCHOOL BUS	117814	10/19/2001	45,826	FAIR
ZONING	1991	FORD RANGER CUSTOM PICKUP	103290	1/18/1991	108,380	POOR
ZONING	1994	CHEVROLET PICKUP 1/2 TON C1500	106010	3/21/1994	135,640	POOR
ZONING	2002	GMC SONOMA TRUCK	111571	5/7/2002	69,349	GOOD
ZOO	2003	CHEVROLET TRUCK CARGO VAN - ZOOMOBILE	115033	12/31/2003	61,713	GOOD
ZOO	2005	GMC TRUCK - PICKUP	115611	4/11/2005	34,833	GOOD

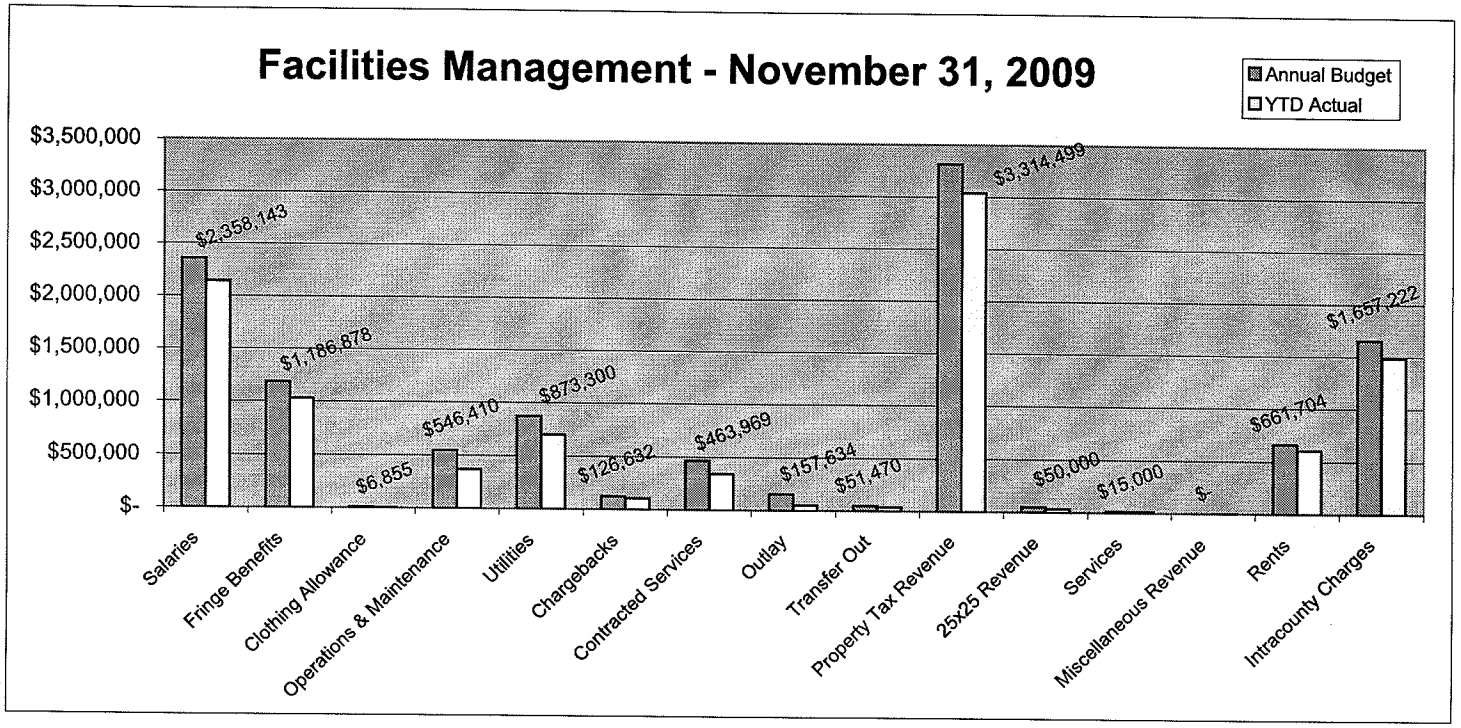
Brown County
Facilities Management
Budget Status Report
11/31/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	$ 2,358,143	$ 2,144,586	90.94%
Fringe Benefits	$ 1,186,878	$ 1,030,782	86.85%
Clothing Allowance	$ 6,855	$ 4,764	69.49%
Operations & Maintenance	$ 546,410	$ 371,150	67.93%
Utilities	$ 873,300	$ 700,155	80.17%
Chargebacks	$ 126,632	$ 107,838	85.16%
Contracted Services	$ 463,969	$ 345,479	74.46%
Outlay	$ 157,634	$ 52,092	33.05%
Transfer Out	$ 51,470	$ 40,000	77.72%
Property Tax Revenue	$ 3,314,499	$ 3,038,288	91.67%
25x25 Revenue	$ 50,000	$ 31,925	63.85%
Services	$ 15,000	$ 13,750	91.67%
Miscellaneous Revenue	$ -	$ 2,781	
Rents	$ 661,704	$ 605,650	91.53%
Intracounty Charges	$ 1,657,222	$ 1,488,013	89.79%
Transfer In	$ 72,866	$ 72,866	100.00%

HIGHLIGHTS: Unaudited results

Expenses: We are on track to meet our annual budget. Expenses are at 83% of annual budget

Revenues: We are on track to meet budget with revenues at 91% of annual budget and sufficient to cover expenses.



PRODUCTION *Brown Co* PRODUCTION

NOVEMBER 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	(3,413,393.00)	0.00	(3,413,393.00)	(284,449.00)	0.00	(3,128,939.00)	(284,454.00)	92%	(3,481,425.00)
OTX - Other taxes	1,400,000.00	0.00	1,400,000.00	147,084.89	0.00	1,744,396.65	(344,396.65)	125%	1,811,257.93
ICS - Intergovernmental charges for services	20,000.00	0.00	20,000.00	3,821.34	0.00	34,017.89	(14,017.89)	170%	20,649.16
MRV - Miscellaneous revenue	24,300.00	0.00	24,300.00	2,545.94	0.00	25,861.44	(1,561.44)	106%	28,980.02
IIE - Interest & investment earnings	2,625,000.00	0.00	2,625,000.00	148,525.49	0.00	1,672,369.16	952,630.84	64%	3,119,541.99
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,260.00
Revenue Totals:	$655,907.00	$0.00	$655,907.00	$17,528.66	$0.00	$347,706.14	$308,200.86	53%	$1,500,264.10
Expenditures									
PER - Personnel services	255,538.00	0.00	255,538.00	16,715.61	0.00	205,890.38	49,647.62	81%	228,122.76
FBT - Fringe benefits and taxes	131,229.00	0.00	131,229.00	7,082.77	0.00	77,278.85	53,950.15	59%	101,266.14
OPM - Operations and maintenance	100,417.00	0.00	100,417.00	7,753.53	1,100.44	95,508.91	3,807.65	96%	109,189.22
UTL - Utilities	3,100.00	0.00	3,100.00	202.59	0.00	2,042.77	1,057.23	66%	2,526.17
CHG - Chargebacks	35,513.00	0.00	35,513.00	2,437.68	0.00	28,818.60	6,694.40	81%	96,333.94
CON - Contracted services	27,500.00	0.00	27,500.00	5,362.80	0.00	10,785.55	16,714.45	39%	0.00
OTH - Other	102,610.00	0.00	102,610.00	242.30	0.00	69,821.69	32,788.31	68%	94,278.28
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	10,653.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	$655,907.00	$0.00	$655,907.00	$39,797.28	$1,100.44	$490,146.75	$164,659.81	75%	$642,369.51
Revenue Total:	$655,907.00	$0.00	$655,907.00	$17,528.66	$0.00	$347,706.14	$308,200.86	53%	$1,500,264.10
Expenditure Total:	$655,907.00	$0.00	$655,907.00	$39,797.28	$1,100.44	$490,146.75	$164,659.81	75%	$642,369.51
Fund: 100 Net Total	$0.00	$0.00	$0.00	($22,268.62)	($1,100.44)	($142,440.61)	$143,541.05		$857,894.59

DEPARTMENT OF ADMINISTRATION

Division of Purchasing
Kurt A. Hogarty, Manager
305 E. WALNUT STREET 5th Floor
P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4048 FAX (920) 448-4036

February xx, 2010

Project #1392

Project #1392 is being issued to solicit Offers to Purchase (OTP) existing County property. The property being sold is the former Brown County Mental Health Center located at 2900 St. Anthony Drive, Green Bay, WI 54311. **This project requests offers to purchase on this property and in no way obligates Brown County to any contractual obligations. Any sale will be contingent upon County Board approval.**

The 2004 renovation study for the Brown County Mental Health Center is being included as an attachment for informational purposes only. This study was conducted when the County was looking into the possibility of renovating this facility.

There will be a facility walk through on Tuesday, March xx, 2010 at 2:00 pm local time. Interested parties are to meet at the former Mental Health Center main entrance. Nate Curell will conduct the walk through.

Existing zoning is "PI – Public Property / Institutional" for this property.

Property size is approximately 13 plus acres.

Parties that submit offers are required to provide information on the planned use of this property.

Submit sealed offers to Brown County Purchasing, PO Box 23600, Green Bay, WI 54305-3600 no later than 4:00 p.m. local time on Monday, April xx, 2010. Label envelopes "Project #1392, MHC OTP".

Sincerely yours,

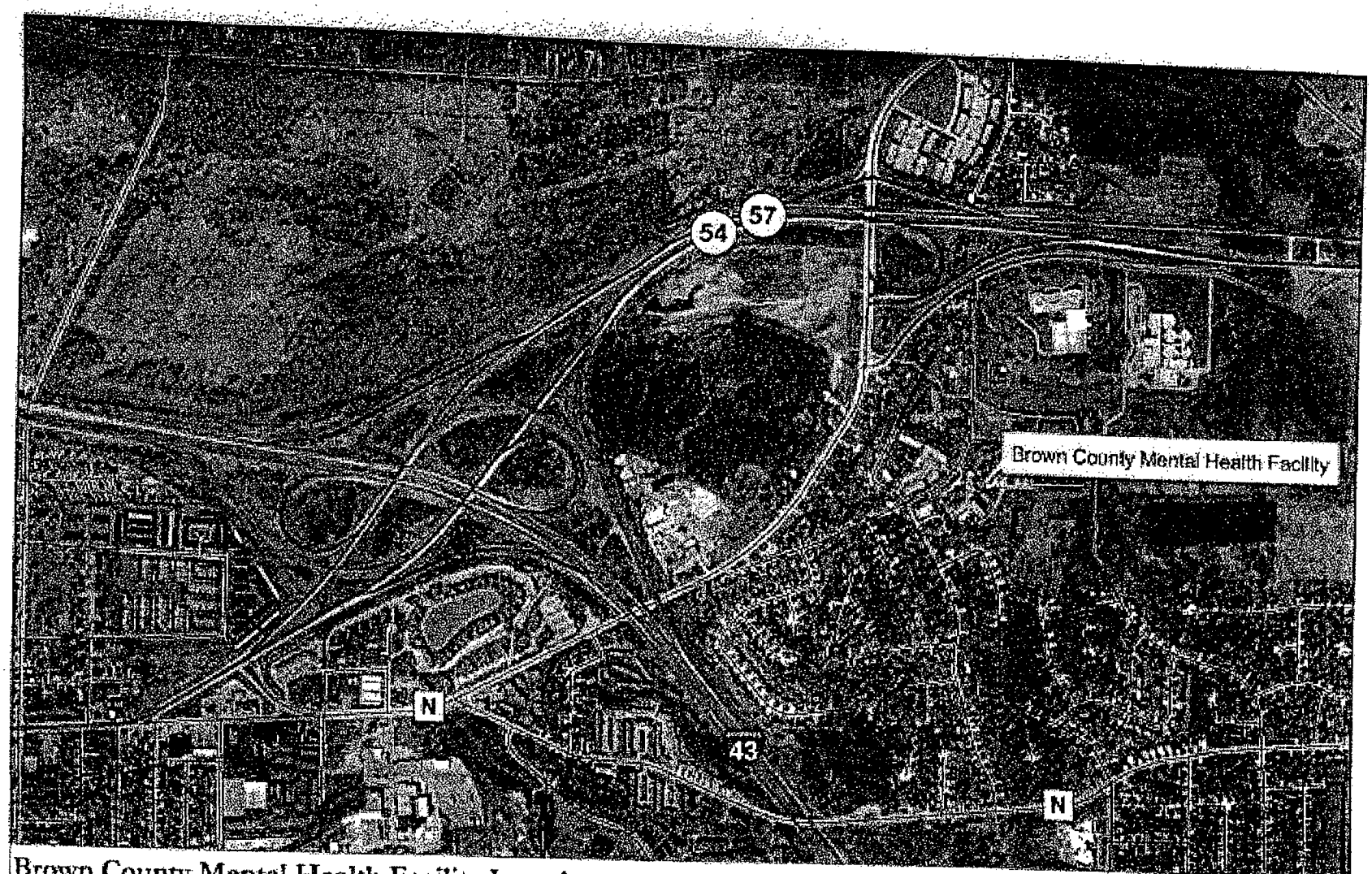
Dale C. DeNamur, CPPB
Buyer

Enclosure (19 pages)

LEGAL NOTICE Project #1392

Brown County is requesting Offers to Purchase (OTP) the former Brown County Mental Health Center facility located at 2900 St. Anthony Drive, Green Bay, WI 54311. Specifications of the OTP are available on-line at: www.co.brown.wi.us, Departments, Purchasing, Bids/RFPs/Addendums, Project #1392 or call #920-448-4039. A facility walk through is scheduled for Tuesday, March xx, 2010 at 2:00 p.m. local time. Interested parties shall send offers to Brown County Purchasing no later than 4:00 p.m. local time, Monday, April xx, 2010. Submit in a sealed envelope marked "Project #1392, MHC OTP". Brown County reserves the right to accept or reject any or all offers.

Published by Authority of
Administration Department
By Darlene Marcelle
Brown County Clerk



Brown County Mental Health Facility Location

September 12, 2007

This map was created using GIS "Layers" from various data/ sources. Not all "layers" are in synch with each other. Please call 920-448-6295 for more details, or visit: www.co.brown.wi.us/ land_information_office/

Map printed 9/12/2007 at 12:06 PM by BC-PALS 620

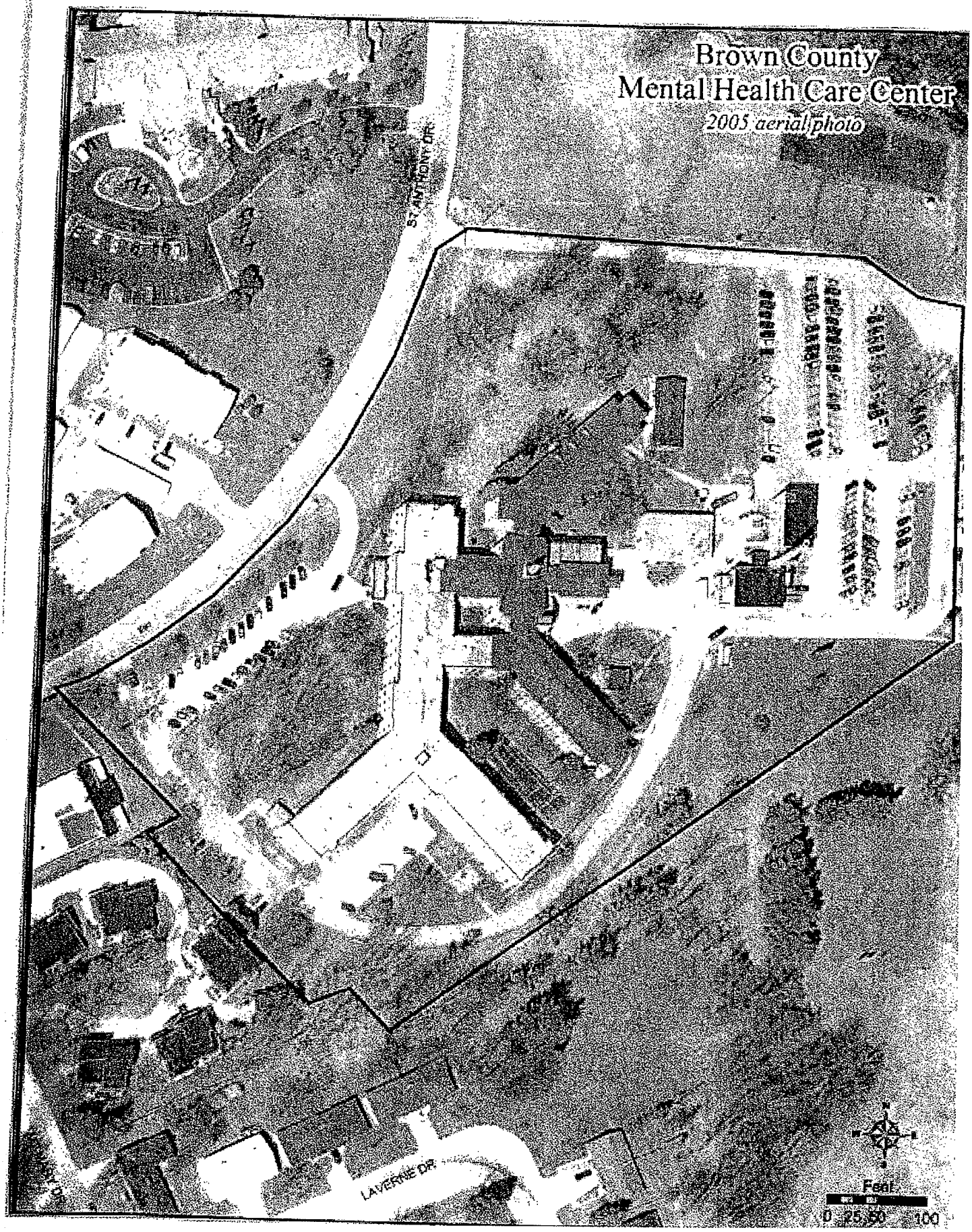
N
W E
S

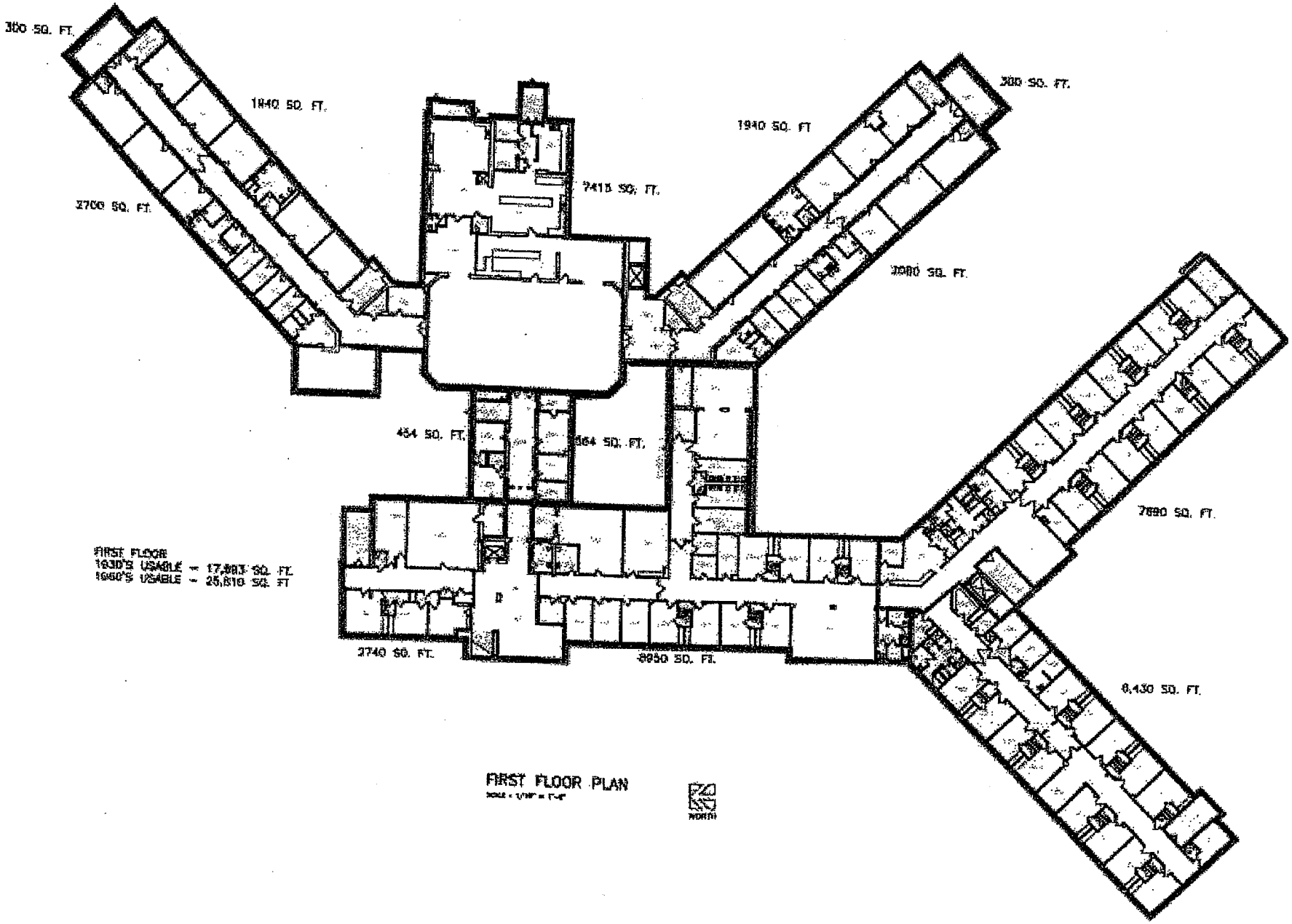
0 563.5 1,127 2,254

Feet

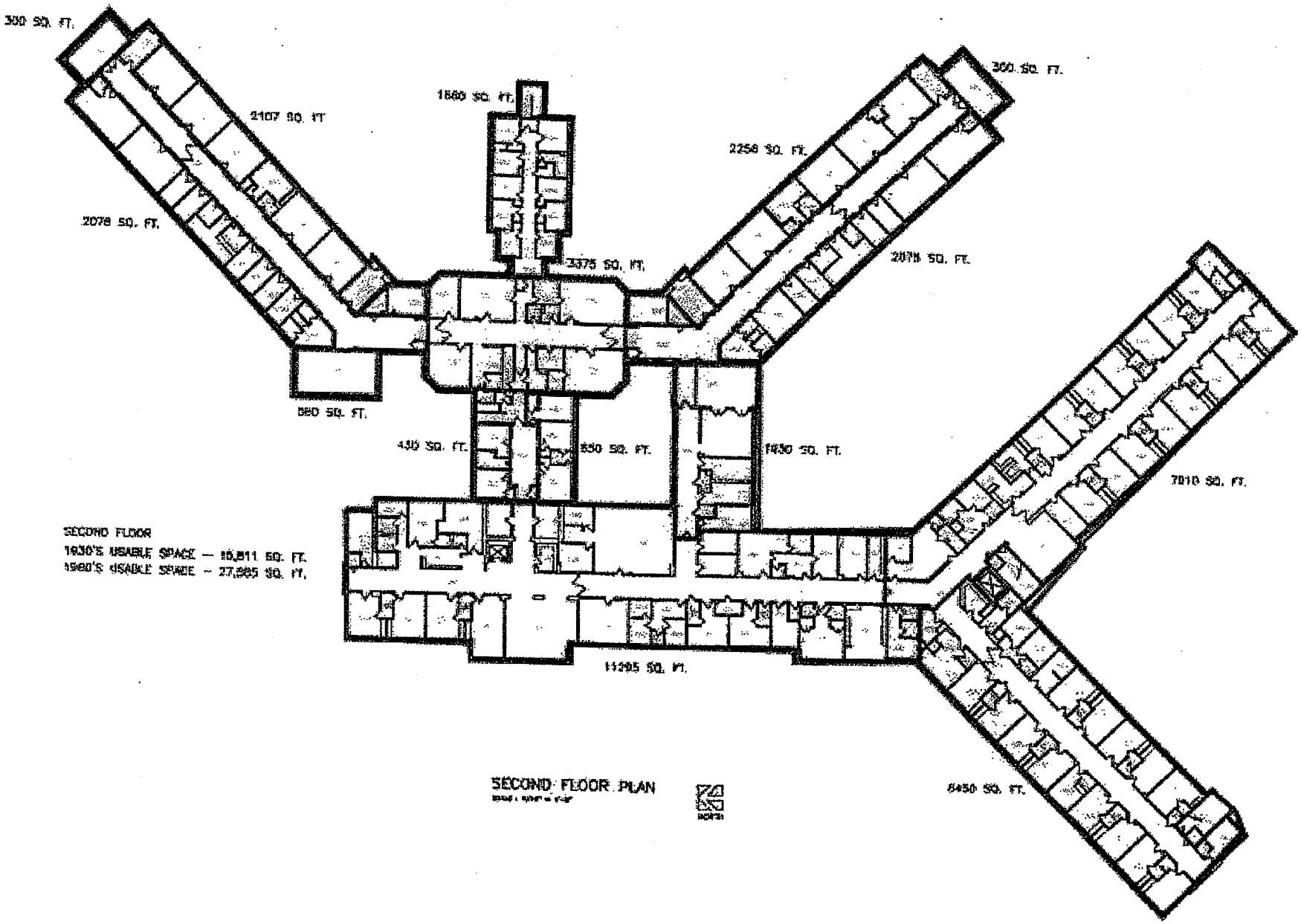
This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County disclaims that information as an "AS IS" basis. No warranties are implied.

GIS was compiled by the Brown County Land Information Office (LIO). Data sources include the LIO group, Survey, Planning, Treasurer, Land Conservation, I.T., Register of Deeds and other departments.

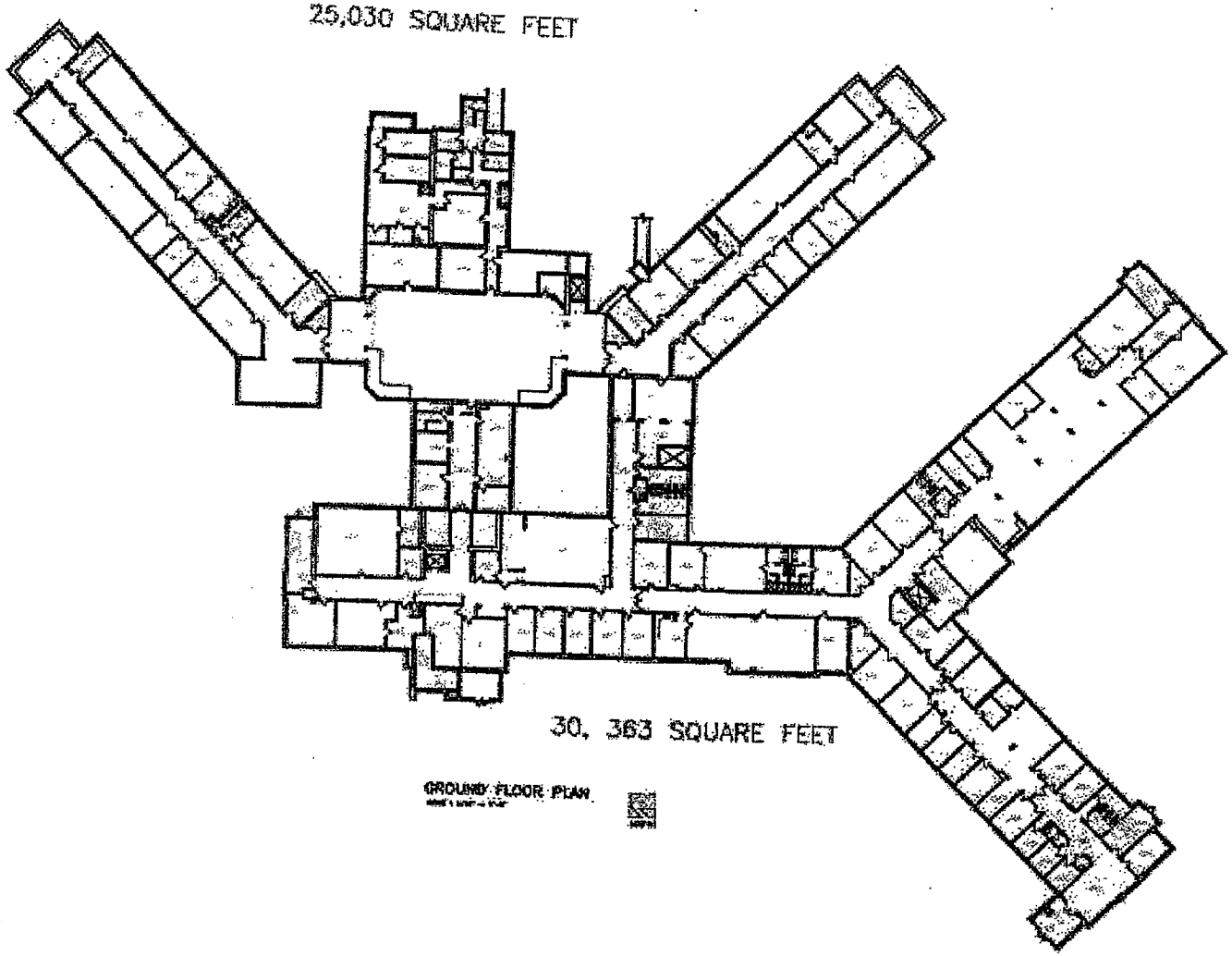

Brown County
Mental Health Care Center
2005 aerial photo
ST. ANTHONY DR.
LAVERNE DR.
Feet
0 25 50 100



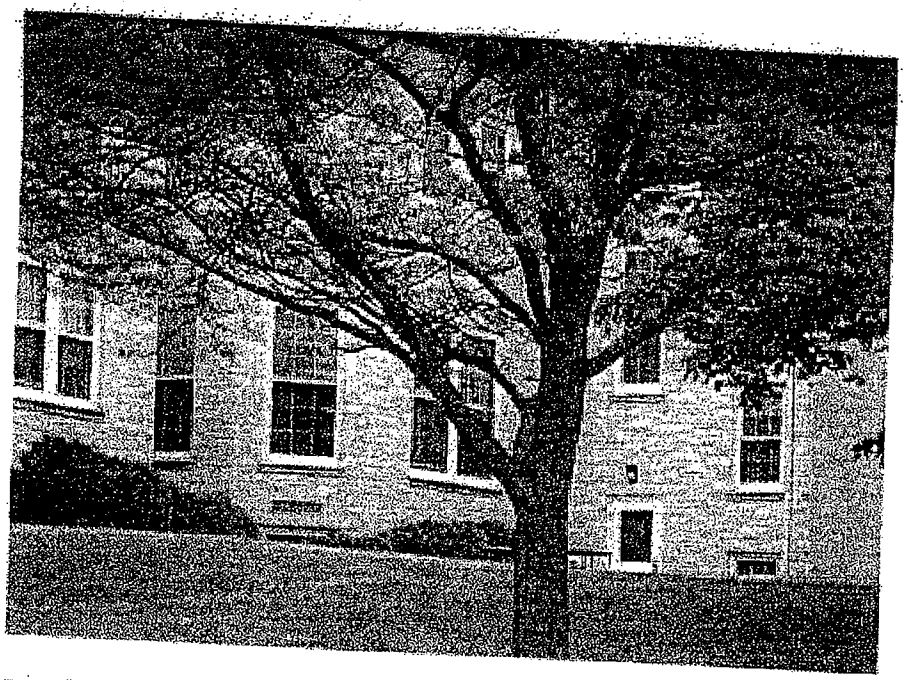
FIRST FLOOR PLAN

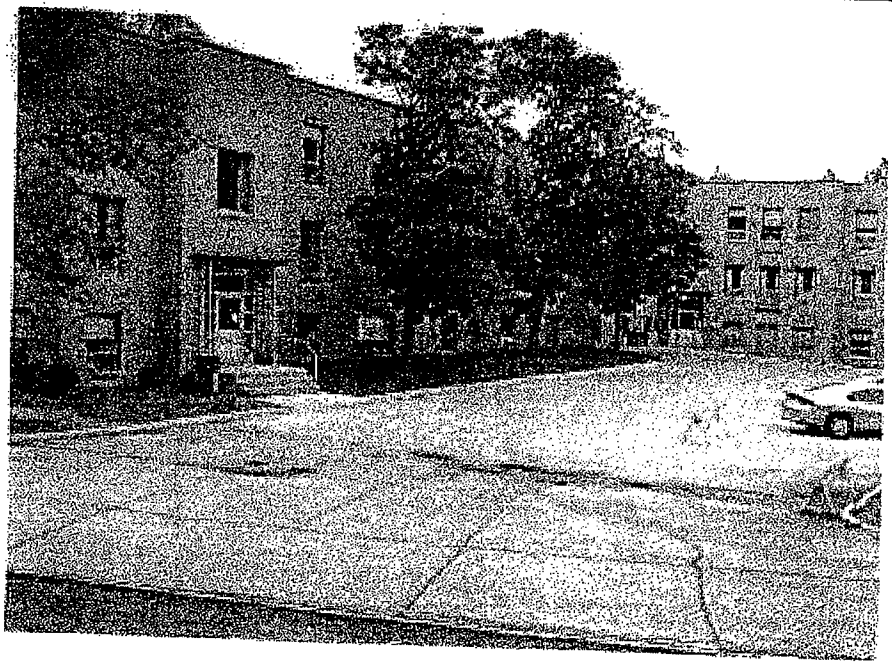


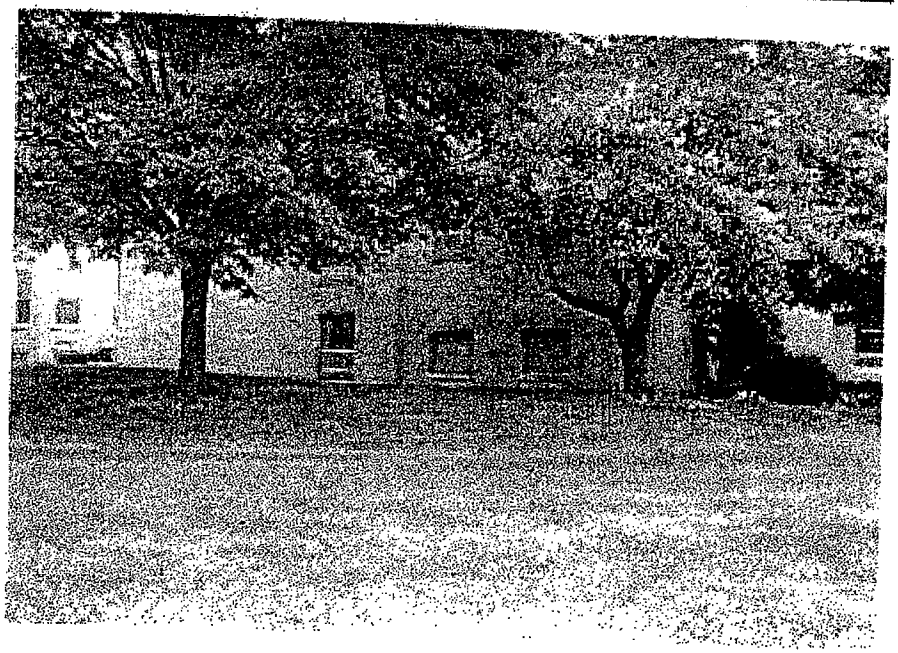
SECOND FLOOR PLAN

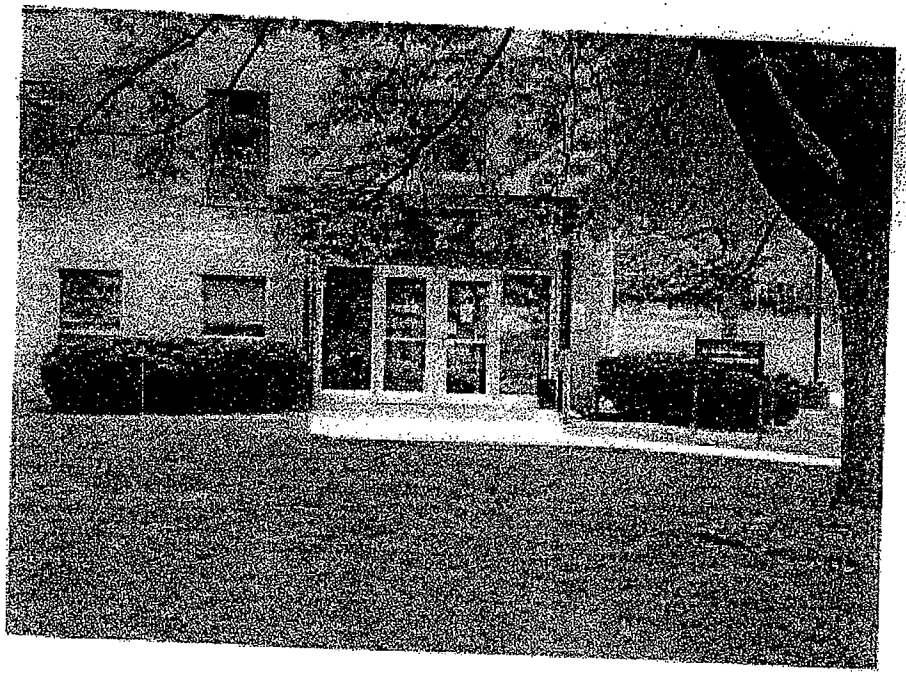


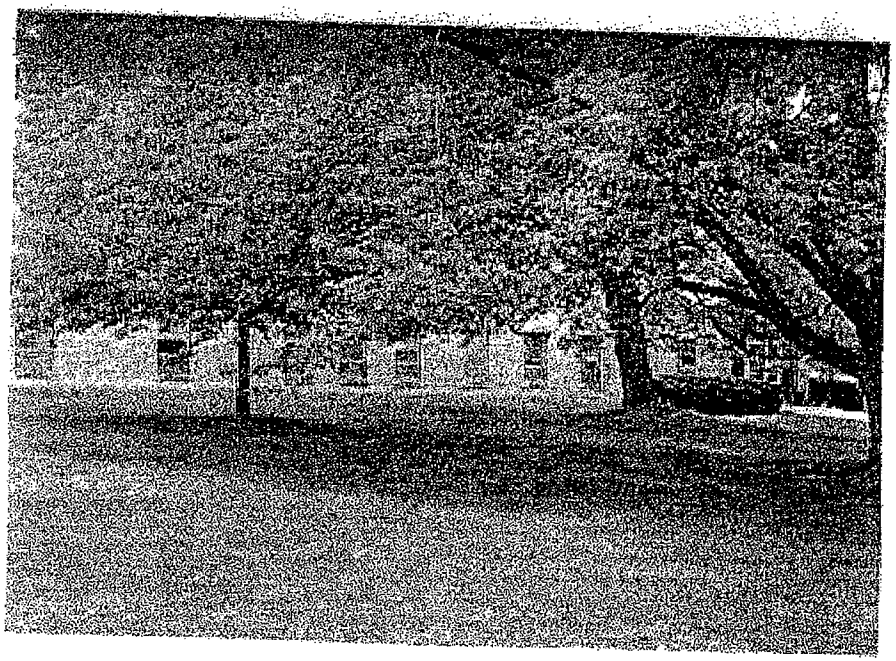
GROUND FLOOR PLAN

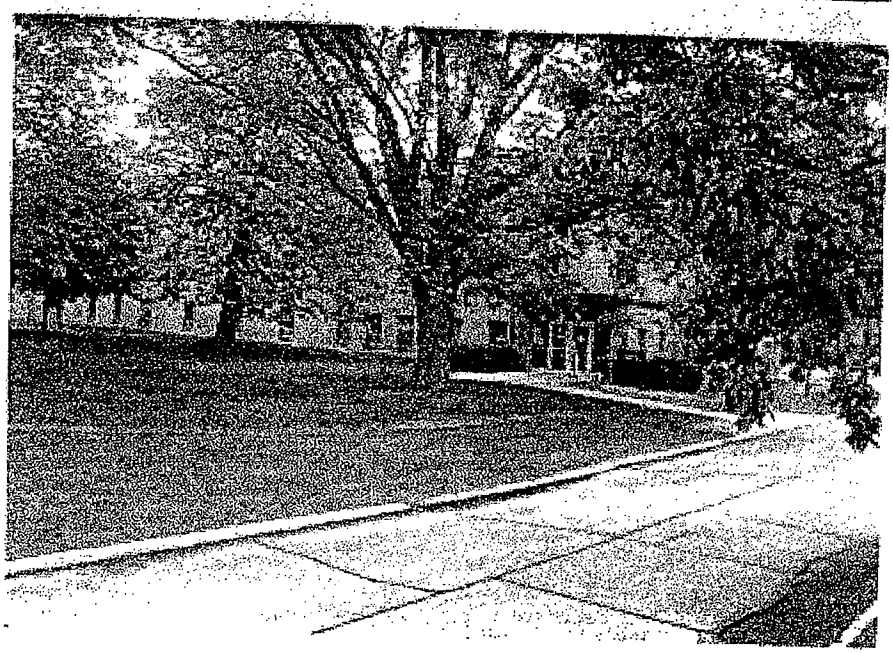












BROWN COUNTY
MENTAL HEALTH CENTER

RENOVATION STUDY 2004

AUGUST 18, 2004

Prepared by

Raasch Associates, Inc.
Green Bay, Wisconsin

SECTION 2:

REVIEW OF EXISTING FACILITY

REVIEW OF EXISTING FACILITY

Preface

In 1997 a facility study was completed for the Brown County Mental Center. As a part of this study, a forty-four page review of the facility was included, evaluating the engineering of the facility under the categories of ADA building accessibility, structural, plumbing, fire protection, HVAC and electrical.

So as not to rewrite the findings of the 1997 report, we have only added information that was not previously included, or that has changed dramatically from the 1997 report. This premise follows through the complete review, including all architectural and engineering systems within the existing facility.

Site and Building Systems

Site

- The site around the 1934and 1967 buildings is either paved for parking, has sidewalks for pedestrian circulation, or is grass with mature trees.

- The sidewalks and much of the paving in the parking area is concrete with the majority of drives being asphalt paving. Most of the parking concrete has some cracks that have been maintained over the years with crack filling sealers. Other areas have new concrete cracks that need to be repaired. In general, the majority of paving and concrete is in good condition.

- Due to lack of parking near the front entrance, an increase from approximately 20 stalls to 60 stalls will require new asphalt paving, and potentially resurfacing of the existing paving. The design of a new parking lot will maintain the existing trees, and provide for large areas of landscaping around the drip line of the trees.

- New docking areas at the rear of the building will require a grade change and the addition of proper turning radii for the delivery of goods and services to the facility by semi and flatbed trucks.

Structure

- The buildings all have concrete foundation walls, floors and structural slabs. The majority of columns up to the second floor are concrete with protected steel up to the roof from that point. The roof structures are wall bearing at the perimeter with steel beams supporting steel joists and metal deck at the roof level.

- The roof over the center core of the 1934 building is wood framing and deck and will have to be replaced to upgrade to current codes as a noncombustible building.

Building Envelope

- The roof over the 1934 building is wood with asphalt shingles, and will have to be replaced as identified above.

- The roof material over the 1967 building is a single membrane currently in good shape with appropriate insulation.

- The exterior walls in the 1934 building are stone and in very good shape for the age of the building, with some remedial tuck pointing necessary at certain locations. The exterior walls have no insulation to ½" of fiberglass.

- In the 1967 building the exterior walls are brick masonry with concrete block on the interior, covered with ¾" fiberglass insulation and plaster. The interior of the exterior walls will be reinsulated with 1-1/2" of rigid insulation and plaster for better thermal value. The brick masonry and stone are in excellent condition with a few locations needing tuck-pointing.

- The exterior windows are all single pane glazing, in either wood sash (1934 building) or non-thermally broken aluminum (1967 building). All windows will be replaced with aluminum thermally broken 1" insulated glass units.

Interior Finishes

- All interiors have been well maintained with new paint, wall coverings, and ceilings in any remodelings, upgrades, or general maintenance.

- The majority of floors in corridors, patient rooms, and group areas are terrazzo. This flooring has stood the test of time in wear. Certain areas are actually no different in color than what is being installed in new buildings. In other areas the terrazzo colors are dated. Carpeting has been installed in staff and administration areas.

- Generally all the finishes in the facility are weary with time and age. Due to all the plumbing, HVAC, electrical systems and elevators being replaced or added to the facility, all new finishes are estimated in the cost estimate.

Food Service

- At this time significant discussion is taking place about providing food service at the jail. The jail currently provides part of the food service for the mental health center. The equipment at both facilities, its age, life expectancy and who will retain it's usage are all undecided. This study has included a new built-in freezer and cooler in the cost estimate. All remaining equipment needs will be determined in the future and purchased outside of the project.

State of Wisconsin Department of Health & Human Services Statement of Deficiencies

The three codes that apply for services provided by the Mental Health Center are HFS 124 Hospitals (for the adult psychiatric), HFS 132 Nursing Homes (for the skilled nursing facility) and HFS 134 Facility Serving People with Developmental Disabilities (for intermediate care facility for the mentally retarded). Under these codes the building deficiencies identified by the state are:

- Fire rated enclosures and doors

- Vertical openings and elevators

- Combustible wood roofs

- Exiting, locked and free access
- Sprinkler systems

These are all being rectified by the building remodeling by adding new separations, systems, equipment and the reconstruction of roofs.

Plumbing

The following plumbing equipment / systems have been modified since 1997:

- Soft Water Piping: A copper water line has replaced the galvanized soft water line in the tunnel between the boiler building and the 1934 building domestic hot water heater.
- Domestic Hot Water: Additional recirculation pumps have been installed to maintain hot water supply temperatures at the system extremities.
- Electric Water Coolers: Some new units have been installed.
- Laundry: The laundry building is no longer used for washing and drying. Water lines and equipment associated with the washing machines have been disconnected or removed.

The following plumbing equipment / systems status for the remodeled facility is as follows:

- Fixtures: All water closets and urinals shall be replaced to comply with water conservation requirements and to provide ADA compliance. New lavatories will be provided and equipped with ADA compliant trim.
- Piping: All above ground cold and hot water, drain, and vent piping at the building extremities will be replaced to accommodate remodeling of toilet, bath, and shower rooms. Hot and cold water piping mains shall remain as required to support construction phasing.
- Domestic Water Heaters: The steam heat exchangers, hot water storage tanks, and circulation pumps shall remain.
- Water Conditioning Equipment: Retain central water conditioning equipment in the boiler room. Immediate replacement of the water conditioning equipment is not required and replacement need not coincide with other facility renovations.

Fire Protection

There are two fire protection systems in the existing facility. On the second floor of the 1967 building is a wet system and a dry pipe sprinkler system serving the attic areas of the 1934 building. Depending on the final status of the 1934 building selection of options the dry pipe sprinkler system can be refurbished or removed.

The remodeling of the existing facility will provide a new wet pipe fire protection system for all heated areas.

HVAC

The following HVAC equipment / systems have been modified since 1997:

- Dining Room: A new water-cooled self-contained air condition unit has replaced the old one. Ductwork has been added to supply air to the kitchen areas adjacent to the dining room.
- Smoking Room: An additional exhaust fan and air cleaning device has been added to the smoking room located near the canteen on the ground floor level of the 1967 addition.
- Chiller Maintenance: Heat exchanger tubes in the chiller were replaced/repaired in 2003. The cooling tower sump is currently under repair and the whole unit is budgeted for replacement prior to the 2005 cooling season.
- Boiler: A backflow preventer will be installed in the feed water line serving the boiler feed water system. Installation is expected this year.
- Laundry: The laundry building is no longer used for washing and drying. It is now used as a shipping/receiving area for laundry processed at another county facility. Steam lines formerly serving the washing machines have been disconnected.
- Exhaust fans: Small exhaust fans have been added at the south wing ground floor areas.

The following HVAC equipment / systems status for the remodeled facility is as follows:

- **Heating**

  Central Heating Plant: Retain central gas-fired steam boilers as the source for space heating, domestic hot water heating, and kitchen use. Immediate replacement of the existing boilers and auxiliary equipment is not required and replacement need not coincide with other facility renovations. Boiler and auxiliary equipment replacement may occur in the renovated laundry building. Provide a new combustion air intake properly distanced from the existing gas service.

  Steam Distribution Piping: Retain steam and condensate piping as required to support the proposed construction phasing.

  New Perimeter Heating Systems: Remove perimeter steam heating terminal units, steam piping, and condensate piping. Provide new steam-to-water heat exchangers, hydronic piping systems, and hot water heating terminal equipment. The quantity of heat exchangers and piping systems shall be as required to coordinate with construction phasing.

- **Ventilation**

  Code Compliance: Provide ventilation rates for non-health cre areas as required by Wisconsin Administrative Code. Ventilation for hospital and health care areas shall comply with the requirements of the AIA standard "Guidelines for Design and Construction of Hospital and Health Care Facilities:.

  Equipment: Provide make-up air equipment designed to supply 100 percent outdoor at a "space neutral" temperature condition. Make-up air equipment shall incorporate enthalpy-type energy recovery capability and exhaust fans. Size and locate equipment as required to coordinate with construction phasing. Duct ventilation air to all occupied spaces. Reuse exhaust air chases as appropriate.

- **Cooling**

  Central Chilled Water Plant: Retain the central absorption chiller, cooling tower, piping and pumps. Immediate replacement of the existing chiller and auxiliary equipment is not required

and replacement need not coincide with other facility renovations. Chiller and auxiliary equipment replacement may occur in the renovated laundry building.
Chilled Water Distribution Piping: Retain the chilled water supply and return piping to the maximum extent possible.
Chilled Water Terminal Units: Remove all chilled water fan coil units. Provide new fan coil units sized and designed to fit the new requirements of the spaces served.

- **Temperature Controls**
  Provide an electric building automation system with a central workstation to monitor all aspects of the remodeled mechanical systems. The building automation system shall be compatible with other County-owned facility management systems.

Electrical

Electrical Service and Distribution:

- The existing service is fed from overhead transformers at 277/480 Volts, 3-phase, 3-wire, 1200 Amps located in the Boiler Building. There is no ground fault protection or neutral bus in the main, both of which are now code requirements. Conversations with facility personnel in 2004 revealed that there was a catastrophic transformer failure roughly 11 years ago and that the existing service equipment has not been tested per the manufacturer's recommendations since the original installation. The equipment covers are starting to corrode and there are screws missing from some of the covers. These factors combined with the fact that there is little spare capacity in the service equipment leads to the recommendation that the service be replaced.

- There is a lack of spare capacity in many of the distribution panelboards and vast parts of the building that have no spare capacity. Keep in mind that when the original system was installed, computers were non-existent, televisions were rare and overall electrical use was much less dense than it is now. There are also sections of the facility that use a 240 Volt, 3-phase, grounded B-phase system. This type of system has been discontinued by nearly every utility in the United States because it was deemed to be unsafe. It survives only in older facilities and has been replaced in a wide majority of those. The current distribution system is near the end of its useful life, is overloaded and should be completely replaced.

- There are problems with the grounding system. There were shocks reported in the kitchen and the conduit system was used for grounding means. The kitchen shock problems have been addressed by running a ground wire to the water service. The problems in the kitchen have apparently been solved, but the entire system requires a grounding overhaul to make it safe and code-compliant.

- There are several locations with transformers located in confined spaces or inadequately ventilated. This will be a growing problem because as loads continue to increase more heat will be generated in these transformers. As the transformers age, they will be less and less capable of handling the added heat. Also, these transformers were installed in an era before widespread computer use. Microprocessors and power electronics that are found in all computers produce harmonic currents on electrical systems that cause heating in transformers. All transformers on the system should be replaced with energy-efficient units that are better suited for the heat. The new units should be installed in locations that allow proper ventilation.

- Another issue that is a more recent development is that of arc flash hazards. OSHA and NFPA have come up with guidelines for personal protective equipment when working on or around live electrical gear. These are locations where arc flashes are possible. Several locations in the facility have exposed live parts that are putting employees at risk. These areas should be addressed by replacing exposed gear with safer equipment that makes it easier to comply with OSHA rules.

Emergency System:

- The previous generator was in need of major repairs and the distribution system was not in compliance with the applicable emergency power system codes. Since then, the generator has been replaced with a smaller, portable unit, but the distribution system issues have not been addressed. The current generator is sized primarily for lighting, so an upgrade would be required to pick up the loads as required by code. The entire emergency distribution system would have to be replaced to meet the code requirements for separation. A new fuel storage area would have to be built, as the existing one does not meet code requirements for alarming and spill containment.

Lighting and Receptacles:

- The lighting in client bedrooms is inadequate and fixtures in high abuse areas are not rated for potential abuse. The receptacle density is not adequate in portions of the facility. There are much more energy efficient lighting systems available, both from fixture and control standpoints. Any remodeling done on the facility would require lighting energy use and controls to be brought up to the latest energy code requirements. The branch feeder system to lighting and receptacles is suspect at best. As mentioned earlier, the grounding and circuit sizing practices used when the building was originally built are inadequate for the loads served today. Fluorescent lighting and computer loads are laden with harmonic currents that require different wiring systems than the original installation. The entire lighting and receptacle system should be replaced.

Elevators:

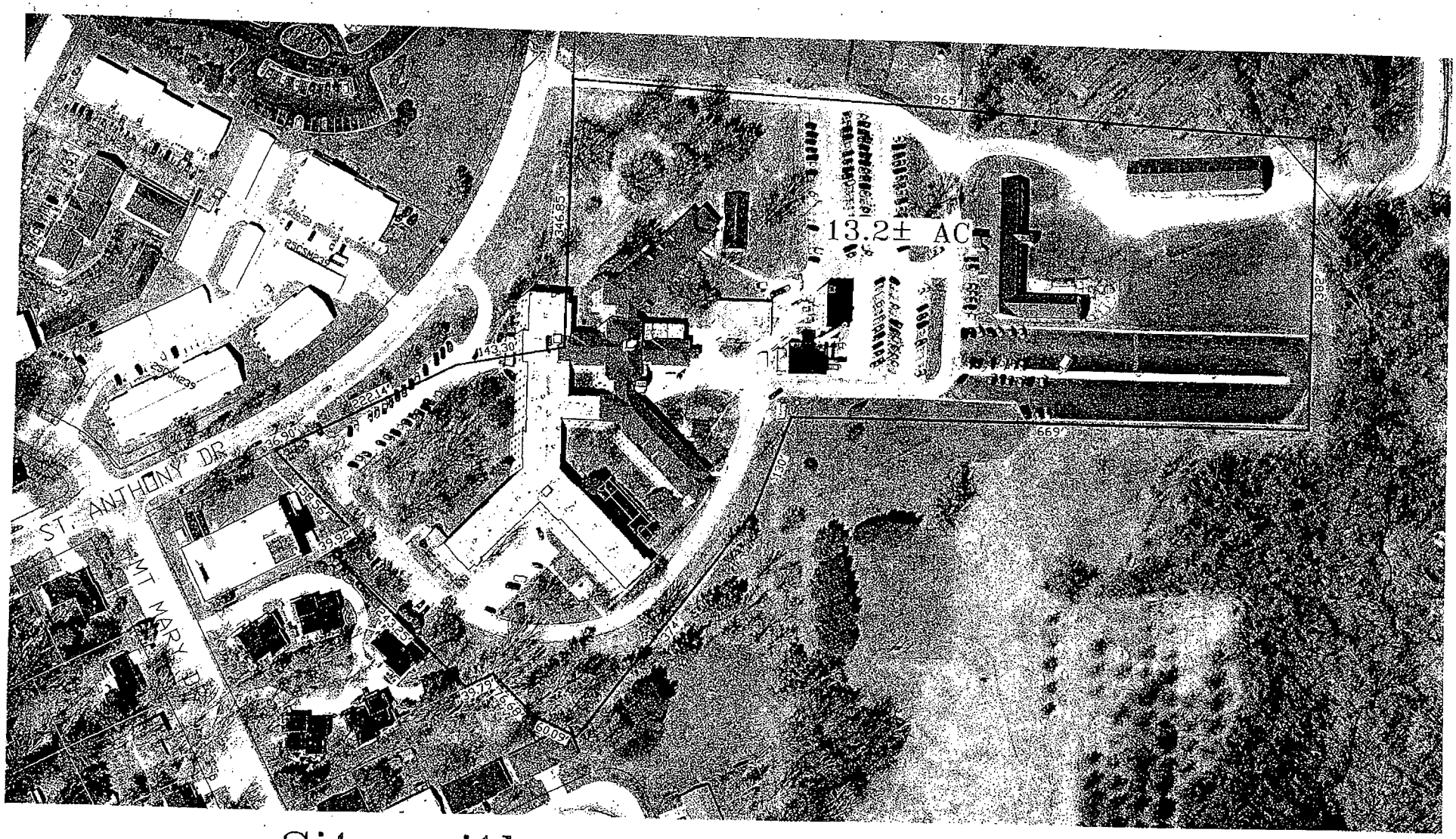
- The elevator controls and emergency power feeds do not meet applicable codes. Recommendations earlier in this report call for new elevators, which should be controlled and powered as required by the applicable codes.

Alarm and Data Systems:

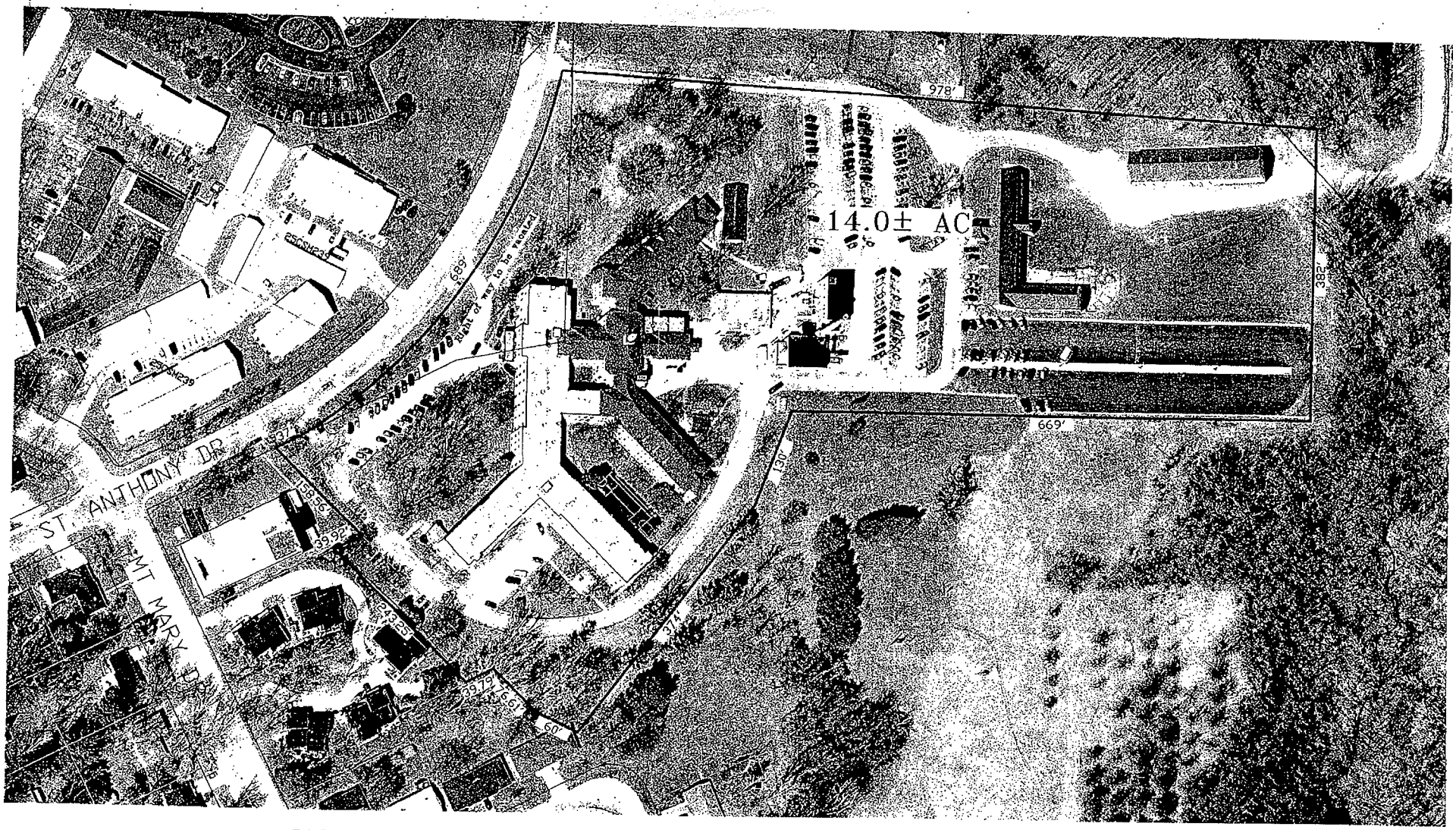
- A new fire alarm system was installed recently. It would have to be modified if sprinkler systems were modified. The nurse call and security systems are an assortment of independent systems of varying ages and reliabilities. A central system would be much more reliable and easier to maintain. The telephone and data system is also an "install-as-you-go" system. The newer wiring is up to date, but the older voice systems are in need of replacement. The wiring is routed in the open, through ceiling spaces and available wall cavities, often attached to electrical conduit, which is a code violation.

Summary of Conclusions:

- There are few parts of the existing electrical system that are worth salvaging. A new electrical service and a new distribution system with adequate spare capacity should be installed. A new generator, sized to pick up all code-required emergency loads should be installed and new emergency feeders from the generator should be designed to meet the separation requirements in the applicable codes. Lighting and receptacle systems in the entire facility should be replaced. The existing fire alarm system can be expanded to meet the requirements of the remodeled facility, but the nurse call and security systems should be replaced with central systems. Telephone and data wiring should be re-run in dedicated raceways, using the latest wiring technology.



Site with existing right of way



Site with vacated right of way

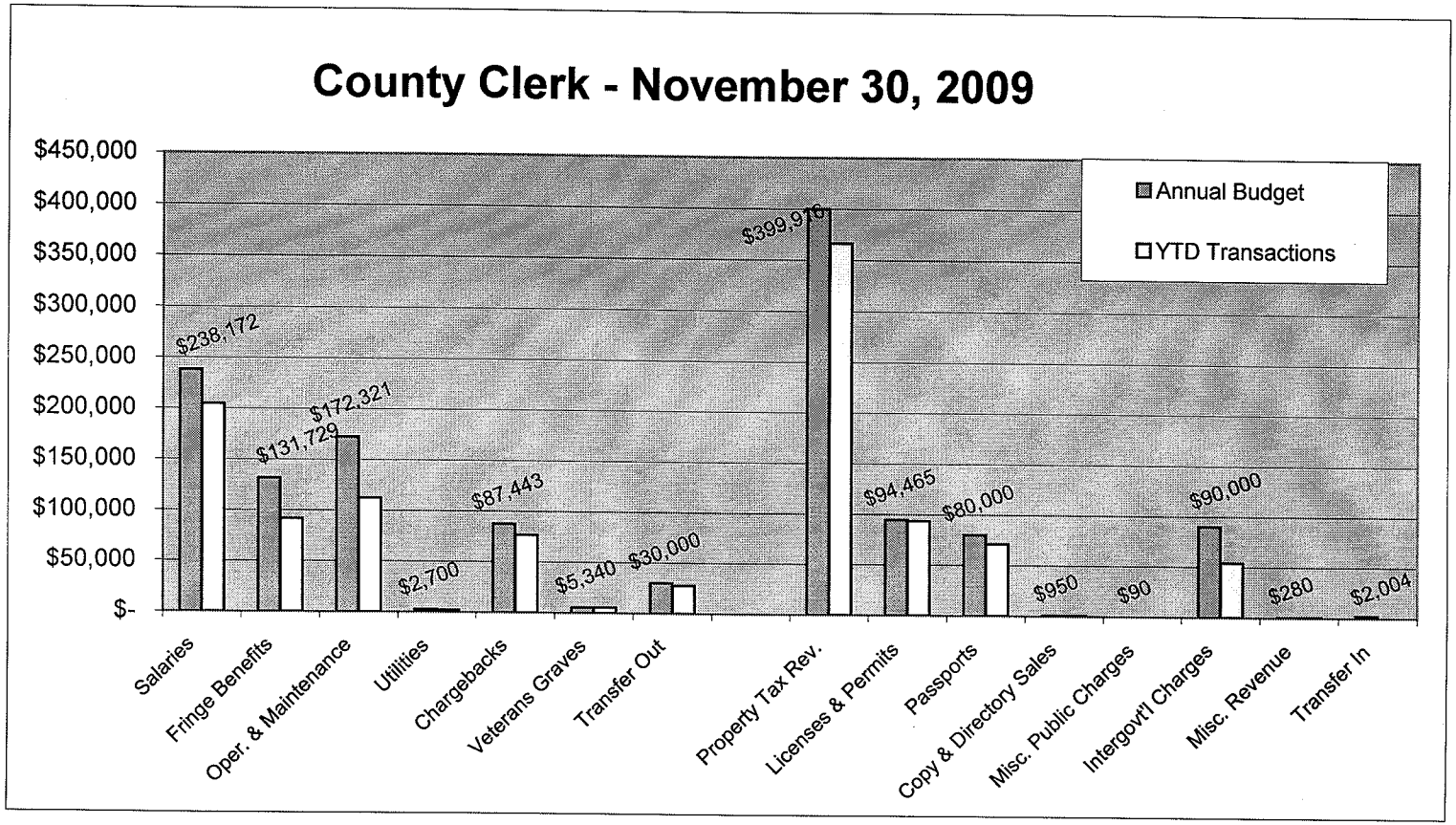
Brown County Clerk Budget Status Report

NOVEMBER 2009	Annual Budget	YTD Transactions	YTD % Budget
Salaries	$ 238,172	$ 204,785	86%
Fringe Benefits	$ 131,729	$ 91,767	70%
Oper. & Maintenance	$ 172,321	$ 112,400	65%
Utilities	$ 2,700	$ 2,000	74%
Chargebacks	$ 87,443	$ 76,635	88%
Veterans Graves	$ 5,340	$ 5,355	100%
Transfer Out	$ 30,000	$ 27,500	92%
Property Tax Rev.	$ 399,916	$ 366,597	92%
Licenses & Permits	$ 94,465	$ 93,660	99%
Passports	$ 80,000	$ 71,108	89%
Copy & Directory Sales	$ 950	$ 891	94%
Misc. Public Charges	$ 90	$ 64	71%
Intergovt'l Charges	$ 90,000	$ 53,960	60%
Misc. Revenue	$ 280	$ 513	183%
Transfer In	$ 2,004	$ -	0%

HIGHLIGHTS - Jan.-Nov. 92% of Fiscal Year

Expenditures: Veterans' Graves are paid at 100%. Through the end of November all other expenditure category percentages are at or under the fiscal year to date percentage (92%) of our budget. We expect to meet our annual budget commitment.

Revenues: Through the end of November most revenue category percentages are at or over the fiscal year to date percentage (92%) of our budget. We will not meet anticipated revenue for Intergovernmental Charges; however we have been extremely busy with passports and are hoping to make up the difference in Passports and Licenses & Permits revenues. We expect to meet our annual budget commitment.



PRODUCTION *Brown Co* PRODUCTION

County Clerk's Office

Fiscal Year To Date: 11/30/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
Department: 019 County Clerk									
4100 General property taxes	$399,916.00	$0.00	$399,916.00	$33,327.00	$0.00	$366,597.00	$33,319.00	92%	$417,473.00
4400-194 Permits - Work permit	$2,500.00	$0.00	$2,500.00	$107.50	$0.00	$1,765.00	$735.00	71%	$2,435.00
4400-195 Permits - Alarm permits	$14,600.00	$0.00	$14,600.00	$125.00	$0.00	$16,625.00	($1,025.00)	107%	$15,120.00
Rollup Account 4400 Permits - Work permit totals:	$17,100.00	$0.00	$17,100.00	$232.50	$0.00	$17,390.00	($290.00)	102%	$17,555.00
4401-191 Licenses - Conservative license fees	$60.00	$0.00	$60.00	$0.00	$0.00	$0.00	$60.00	0%	$48.80
4401-192 Licenses - Marriage License	$77,305.00	$0.00	$77,305.00	$2,940.00	$0.00	$73,370.00	$3,935.00	95%	$76,775.00
4401-193 Licenses - Domestic partnership	$0.00	$0.00	$0.00	$250.00	$0.00	$2,900.00	($2,900.00)	+++	$0.00
Rollup Account 4401 Licenses - Conservative license fees totals:	$77,365.00	$0.00	$77,365.00	$3,190.00	$0.00	$76,270.00	$1,095.00	99%	$76,823.80
4600-190 Charges and fees - Passport	$80,000.00	$0.00	$80,000.00	$7,858.04	$0.00	$71,108.57	$8,891.43	89%	$61,994.86
4601-012 Sales - Copy machine use	$250.00	$0.00	$250.00	$0.00	$0.00	$213.00	$37.00	85%	$1,259.00
4601-196 Sales - Directory	$700.00	$0.00	$700.00	$0.00	$0.00	$677.69	$22.31	97%	$692.84
4601-197 Sales - Map	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Rollup Account 4601 Sales - Copy machine use totals:	$950.00	$0.00	$950.00	$0.00	$0.00	$890.69	$59.31	94%	$1,951.84
4609 Miscellaneous public charges	$90.00	$0.00	$90.00	$0.00	$0.00	$64.00	$26.00	71%	$348.00
4700 Intergovt charges	$90,000.00	$0.00	$90,000.00	$743.92	$0.00	$53,960.15	$36,039.85	60%	$120,868.95
4900 Miscellaneous	$280.00	$0.00	$280.00	$0.00	$0.00	$512.69	($232.69)	183%	$3,120.70
9002 Transfer in	$2,004.00	$0.00	$2,004.00	$0.00	$0.00	$0.00	$2,004.00	0%	$1,766.00
Department: 019 County Clerk totals:	$667,705.00	$0.00	$667,705.00	$45,351.46	$0.00	$586,793.10	$80,911.90	88%	$701,902.15

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PRODUCTION *Brown Co* PRODUCTION

County Clerk's Office

Fiscal Year To Date: 11/30/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Revenue Totals	$667,705.00	$0.00	$667,705.00	$45,351.46	$0.00	$586,793.10	$80,911.90	88%	$701,902.15
Expense									
Department: 019 County Clerk									
5100 Regular earnings	$237,164.00	$0.00	$237,164.00	$16,443.35	$0.00	$188,854.58	$48,309.42	80%	$215,795.35
5102-100 Paid leave earnings - Paid Leave	$0.00	$0.00	$0.00	$1,283.64	$0.00	$14,777.80	($14,777.80)	+++	$20,649.59
5103-000 Premium - Overtime	$1,008.00	$0.00	$1,008.00	$0.00	$0.00	$1,152.32	($144.32)	114%	$1,239.07
5109-100 Salaries reimbursement - Short term disability	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
5110-100 Fringe benefits - FICA	$131,729.00	($20,000.00)	$111,729.00	$1,297.76	$0.00	$15,056.73	$96,672.27	13%	$17,415.35
5110-110 Fringe benefits - Unemployment compensation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
5110-200 Fringe benefits - Health insurance	$0.00	$0.00	$0.00	$5,274.81	$0.00	$49,807.51	($49,807.51)	+++	$71,345.23
5110-210 Fringe benefits - Dental insurance	$0.00	$0.00	$0.00	$362.70	$0.00	$3,686.73	($3,686.73)	+++	$4,102.67
5110-220 Fringe benefits - Life insurance	$0.00	$0.00	$0.00	$59.37	$0.00	$647.39	($647.39)	+++	$903.73
5110-235 Fringe benefits - Disability insurance	$0.00	$0.00	$0.00	$158.20	$0.00	$1,719.57	($1,719.57)	+++	$2,195.18
5110-240 Fringe benefits - Workers compensation insurance	$0.00	$0.00	$0.00	$11.34	$0.00	$124.74	($124.74)	+++	$42.00
5110-300 Fringe benefits - Retirement	$0.00	$0.00	$0.00	$994.96	$0.00	$11,363.78	($11,363.78)	+++	$13,320.83
5110-310 Fringe benefits - Retirement credit	$0.00	$0.00	$0.00	$763.89	$0.00	$9,360.94	($9,360.94)	+++	$11,282.39
Rollup Account 5110 Fringe benefits - FICA totals	$131,729.00	($20,000.00)	$111,729.00	$8,923.03	$0.00	$91,767.39	$19,961.61	82%	$120,607.38
5300 Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$557.00	($557.00)	+++	$0.00
5300-001 Supplies - Office	$9,000.00	$0.00	$9,000.00	$107.44	$0.00	$4,355.67	$4,644.33	48%	$3,796.77
5300-003 Supplies - Technology	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
5300-004 Supplies - Postage	$15,800.00	$0.00	$15,800.00	$948.68	$0.00	$5,039.40	$10,760.60	32%	$5,194.06
Rollup Account 5300 Supplies totals	$24,800.00	$0.00	$24,800.00	$1,056.12	$0.00	$9,952.07	$14,847.93	40%	$8,990.83
5303 Copy expense	$2,900.00	$0.00	$2,900.00	$156.94	$0.00	$2,710.70	$189.30	93%	$2,947.23
5304 Printing	$3,100.00	$0.00	$3,100.00	$14.00	$0.00	$1,453.34	$1,646.66	47%	$1,873.16
5304-100 Printing - Forms	$50,000.00	$0.00	$50,000.00	$35,057.34	$0.00	$37,314.89	$12,685.11	75%	$23,763.08
Rollup Account 5304 Printing totals	$53,100.00	$0.00	$53,100.00	$35,071.34	$0.00	$38,768.23	$14,331.77	73%	$25,636.24
5305 Dues and memberships	$195.00	$0.00	$195.00	$0.00	$0.00	$230.00	($35.00)	118%	$95.00

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PRODUCTION *Brown Co* PRODUCTION

County Clerk's Office

Fiscal Year To Date: 11/30/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5306-100 Maintenance agreement - Software	$12,386.00	$0.00	$12,386.00	$0.00	$0.00	$12,789.18	($403.18)	103%	$0.00
5307-100 Repairs and maintenance - Equipment	$7,747.00	$0.00	$7,747.00	$0.00	$0.00	$800.00	$6,947.00	10%	$100.00
5310 Advertising and public notice	$66,800.00	$0.00	$66,800.00	$6,959.57	$0.00	$43,558.61	$23,241.39	65%	$115,254.04
5330 Books, periodicals, subscription	$793.00	$0.00	$793.00	$0.00	$0.00	$838.51	($45.51)	106%	$824.50
5340 Travel and training	$1,400.00	$0.00	$1,400.00	$91.66	$0.00	$1,257.73	$142.27	90%	$9,217.41
5370 Support Services	$5,340.00	$0.00	$5,340.00	$0.00	$0.00	$5,355.00	($15.00)	100%	$5,355.00
5395 Equipment - nonoutlay	$2,200.00	$0.00	$2,200.00	$0.00	$0.00	$1,495.00	$705.00	68%	$0.00
5505 Telephone	$2,700.00	$0.00	$2,700.00	$2.66	$0.00	$2,000.02	$699.98	74%	$2,319.00
5600 Indirect cost	$55,073.00	$0.00	$55,073.00	$4,624.42	$0.00	$50,868.62	$4,204.38	92%	$63,057.00
5601-100 Intra-county expense - Information services	$31,318.00	$0.00	$31,318.00	$2,074.71	$0.00	$24,802.36	$6,515.64	79%	$17,477.09
5601-200 Intra-county expense - Insurance	$1,052.00	$0.00	$1,052.00	$87.67	$0.00	$964.37	$87.63	92%	$1,341.00
Rollup Account 5601 Intra-county expense - Information services totals:	$32,370.00	$0.00	$32,370.00	$2,162.38	$0.00	$25,766.73	$6,603.27	80%	$18,818.09
9003 Transfer out	$30,000.00	$0.00	$30,000.00	$2,500.00	$0.00	$27,500.00	$2,500.00	92%	$29,680.00
Department: 019 County Clerk totals:	$667,705.00	($20,000.00)	$647,705.00	$79,275.11	$0.00	$520,442.49	$127,262.51	80%	$640,585.73