BOARD OF SUPERVISORS

Brown County

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ADMINISTRATION COMMITTEE
Steve Fewell, Chair
Kris Schuller, Vice Chair
David Steffen, Thomas De Wane, Tim Carpenter

ADMINISTRATION COMMITTEE
Thursday, June 28, 2012
5:00 p.m.
Room 200, Northern Building
305 E. Walnut Street

I. Call to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of May 31, 2012 and June 11, 2012.

1. **Review Minutes of:**
   a. Housing Authority (May 21, 2012).

Request for Approval

2. Central Library RFP.

Communications

3. Communication from Supervisor Moynihan re: Request Administration Committee direct I.S. to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200.

Information Services

4. Introduction of new Information Services Director, David Hjalmquist.
5. Budget Status Financial Report for April, 2012.
6. Resolution Re: Change in Table of Organization Information Services (Delete Technology Services Manager/Add Server, Storage and Virtualization Specialist).

Child Support Agency

7. Budget Status Financial Report for April, 2012.
8. Director's Report.

Treasurer

9. Budget Status Financial Reports for the Months of March, April, and May, 2012.
10. Treasurer's Financial Reports for the Months of March and April, 2012.
11. Director's Report.

Department of Administration / Human Resources

12. Administration Budget Status Financial Report for April, 2012.
13. Human Resources Budget Status Financial Report for April, 2012.
14. Human Resources Activity Report.
15. 2012 Budget Adjustment Log.

16. Review of Purchasing Policy. *Held for one month.*
17. Director's Report.

County Clerk

18. Budget Status Financial Report for April, 2012.

Corporation Counsel – No agenda items.

Other

19. Audit of bills.
20. Such other matters as authorized by law.

Steve Fewell, Chair

Attachments

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.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 31, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present:	**Tom De Wane, Kris Schuller, Steve Fewell, Tim Carpenter**
Also Present:	**Brent Miller, Darlene Marcelle, Sandy Juno, Maria Lasecki, Debbie Klarkowski**
Excused:	**David Steffen**

I. Call to Order.

The meeting was called to order by Supervisor Fewell at 5:00 p.m.

II. **Approve/Modify Agenda.**

Motion made by Supervisor Schuller, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 26, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Review Minutes of:**
   a. Housing Authority (April 16, 2012).

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. **Communication from Supervisor Vander Leest re: Request for a Summary of the top 25 employers in Brown County to determine employee health care contributions and other employee benefits provided.** ***April Admin: Refer back to Admin Cmte & Exec Cmte.***

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

3. **Budget Status Financial Report for March, 2012.**

Brown County Clerk Darlene Marcelle stated her office is in line as far as their budget. She also stated that they have been quite busy lately working on recall election related tasks.

See action at Item 4.

4. **Staffing Updates.**

Marcelle reported that her elections specialist had recently left and she is currently working with Human Resources to fill the vacant position. Supervisor De Wane thanked Marcelle for all the extra work she and her office have been doing in connection with the recall election. Marcelle appreciated the comment and stated

that all of her staff is working hard and she is very appreciative of their cooperation and efforts. Deputy Clerk Sandy Juno stated that Karen Christens of IS has also been very helpful to the Clerk's office.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file Items 3 & 4. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support Agency

5. **Director's Report.**

Child Support Director Maria Lasecki directed the Committee's attention to the first bullet point on her report and stated that the Child Support Agency had recently received the 2011 Certificate of Recognition for Reduction of Unproductive Arrearage Cases. To receive this certification, the CSA had to have exceeded the state-targeted performance level by 200%. The agency was recognized at the Director's Dialogue by Bureau Director and former Brown County Child Support Agency Director Jackie Scharping.

Another area of interest in Lasecki's report that she wished to make the Committee aware of was with regard to the WOW group (Workload & Organization Workgroup) that had been formed with staff from her office. This strategic planning group meets weekly and is responsible for analyzing workflow and identifying needs and efficiencies. The group is looking at next year's budget as well as a 5 year strategic plan and Lasecki is very proud of the work they have been doing.

Lasecki also stated that Debbie Maynard is retiring as of May 31, 2012 after 22 years of service and Bonnie Talerico is retiring as of June 15, 2012 after 17 years of service. Both of these employees have been a great asset to Child Support and will be missed.

Lasecki also stated that Child Support went live on Kronos as of April 30, 2012 and in conjunction with that an agency policy regarding system use to establish standard guidelines and expectations was written and approved by HR. They are also working on department scheduling with a work group to promote efficiencies yet maintain flexibility.

Lasecki concluded her report by saying that she had recently had an opportunity to visit the Milwaukee call center and she continues to look at fiscally good decisions with regard to utilizing the call center in the future.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

6. **Budget Status Financial Report for March, 2012.**

See action at Number 7.

7. **Information Services Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items 6 & 7. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

8. **Budget Status Financial Report for March, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Human Resources Activity Report for April, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Director's Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

11. **Budget Status Financial Report for March, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Financial Statement Results – Unaudited, as of March 31, 2012.**

Miller provided the Committee with updated Financial Statement results, a copy of which is attached.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **2012 Budget Adjustment Log.**

Motion made by Supervisor Schuller, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Review of Purchasing Policy.** ***Motion at Exec: To refer to Admin to discuss the drafting of a Resolution or Ordinance relative to Purchasing. April Admin: To hold for one month.***

Director of Administration Brent Miller stated that he had recently received some suggested changes and input from the Public Works Director as well as some other department heads and they continue to work on this with County Executive Troy Streckenbach and the Executive Management Committee.

Motion made by Supervisor Carpenter, seconded by Supervisor Schuller to hold until the June, 2012 meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Director's Report.**

Miller wished to advise the Committee that Andrea Hatcher will be leaving the Administration Department as of June 15, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.
Treasurer – No agenda items.

Other

16. **Audit of bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Such other matters as authorized by law.**

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to adjourn at 5:16 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Monday, June 11, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: **Kris Schuller, Dave Steffen, Tom De Wane**
Also Present: **Kristen Hooker, Brent Miller, Troy Streckenbach, Pat Moynihan**

I. **Call to Order.**

The meeting was called to order by Vice Chair Schuller at 5:36 p.m.

II. **Approve/Modify Agenda.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Resolution re: To Approve the Amended and Restated Pledge and Security Agreement and the Addendum to the 1999 Cooperation Agreement.**

County Executive Troy Streckenbach stated that this Agreement is necessary from Brown County as well as the other municipalities to allow the CVB to start collecting the additional 2% room tax to start taking in their funding separately from PMI. The County is a party to this, not necessarily because we are a taxing authority specifically as far as the room tax with the hotels in the room tax zone, but rather because the County is the holder of the bonds. Director of Administration Brent Miller added that the other municipalities are waiting on Brown County to pass this Agreement.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

2. Such other matters as authorized by law.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to adjourn at 5:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 21, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Michael Welch-Chair, Rich Aicher, Darlene Hallet, Ann Hartman (arrived 3:57 PM)

MEMBERS EXCUSED: Tom Diedrick

OTHERS PRESENT: Rob Strong, Robyn Hallet, Matt Schampers, Chip Law, Matt Roberts, Ka Vang, Cheryl Renier-Wigg, John McKay, Dorian Jenkins, Nancy Wesoff (by phone)

APPROVAL OF MINUTES:

1. Approval of the April 16, 2012 minutes of the Brown County Housing Authority

   A motion was made by R. Aicher, seconded by D. Hallet to approval the minutes of the April 16, 2012 meeting of the Brown County Housing Authority. Motion carried.

ELECTION OF OFFICERS

M. Welch stated that it was the end of his term as Chair in the rotation of BCHA officers. The next in line for Chairmanship is T. Diedrick, and for Vice Chairman is R. Aicher. R. Strong opened the floor for nominations. D. Hallet nominated T. Diedrick for Chairman, and the nomination was seconded by R. Aicher. R. Strong inquired twice more if there were any other nominations. Being none, the floor was then opened for nominations for Vice-Chair. M. Welch nominated R. Aicher for Vice-Chairman, and the nomination was seconded by D. Hallet. A request for nominations was made two more times. There were no others. It was explained that T. Diedrick is currently out and is expected to return in August. In the mean time, R. Aicher agreed to fill in T. Diedrick's position until he returns. Motion carried.

R. Hallet suggested changing the order of the agenda. D. Hallet motioned to go out of order, taking number five, then number four, followed by number nine. The motion was seconded by M. Welch and the motion carried.

NEW BUSINESS:

5. Approval of request from Neighborhood Development Division for funding to reprint Neighborhood Guide to City Services

   C. Renier-Wigg stated that the Neighborhood Development Division would like to print about 20,000 more copies of the Neighborhood Guide to City Services booklets. R. Strong noted that this is the third edition of the City Services Guide. Both of them explained how the booklets are extremely helpful because they contain a list of all the City's services and contact information. C. Renier-Wigg requested a donation of $10,000 from the BCHA to help with the printing expenses.

   R. Aicher asked about how the booklet changes within two years. C. Renier-Wigg responded that in the time frame of two years, there are a lot of updates needed to the booklet. She explained how sometimes they would insert a page with newly elected officials into the guide. She also mentioned that all the real estate companies and the Neighborhood Associations help hand out the City Services Guides.

   R. Aicher also asked about the new County or City elected officials. R. Strong responded that elections were in spring, and the City has seven new City Council members. He also included that there are also five new County Board members.

M. Welch made a motion to donate $10,000 to the Neighborhood Development Division for the printing process of the City Services Guide books, and the motion was seconded by D. Hallet. Motion carried.

4. Presentation by Nan McKay and Associates and approval to partner on application for Performance-Based Contract Administration for Project Based Housing Assistance Payment Contracts in Wisconsin

R. Hallet introduced J. McKay, the CEO from Nan McKay & Associates and D. Jenkins to the commissioners.

J. McKay conference called N. Wesoff, the director and president of LOMOD. He introduced himself as the CEO of Nan McKay & Associates (NMA), and that he has been with the business for fifteen years. He said that NMA's corporate office is located in San Diego, and there are also other offices located in Chicago and Washington D.C.

D. Jenkins introduced himself as the vice president of program management for NMA, and that he has been working with housing authorities for about twenty years. He explained that currently he is working with NMA, and runs the Chicago office for Chicago's Housing Authority.

N. Wesoff introduced herself as president and director of Los Angeles LOMAD Corporation, and that she has over thirty years of experience. She explained LOMOD is the largest subsidiary to the Housing Authority of the City of Los Angeles, which is the second largest housing authority in the country, operating 50,000 vouchers and about 7,000 units of public housing. She added that LOMOD has approximately 737 contracts with about 46,000 units of housing.

J. McKay gave background information on NMA: They are a recognized industry leader in affordable housing professional services and work with all sizes of housing authorities. NMA only works in the housing industry and has a focus on customer service and performance improvement. He further stated that NMA has been working in affordable housing industry for thirty two years. NMA's contracts are not only with housing authorities, but with HUD as well, including the Stop Loss Conversion, Asset Management Conversion and the Rental Housing Integrity Improvement Program. He explained that he has known R. Hallet for five years and NMA business with both Brown County and Green Bay Housing Authorities. He explained NMA does program management and work on project based vouchers and mod rehab. They run the Chicago Housing Authority program, and they also helped Los Angeles catch up on 7,000 overdue recertifications. Also he stated that they were brought in by the Department of Justice to the Miami- Dade Housing Authority and worked on recalculating 3 years worth of every recertifications, finding all of the miscalculations of over and under payments of every landlord within the 3 years.

N. Wesoff explained LOMOD: LOMOD was created in 1973 and on December 1, 2003 became the performance based contractor administrator (PBCA) for the southern California portfolio. They have the second largest portfolio with 749 contracts and about 46,000 units of project based vouchers. As a PBCA, they do management occupancy reviews, contract renewals, monthly voucher releases, and offer a resident hotline. She also shared an accomplishment of a new business plan developed three years ago that transitioned them from a previous sub contractor resulting in a successful transition in 60 days. This transition included a whole IT conversion, no disruption in payment to owner agents, and no disruption for service residents. They do 100% quality control in all of their work products and they maintain a paperless office. She also said that they never had any audit findings and they were awarded HUD Five Best Practices and they have the best financial rating that can be deemed as an unqualified opinion.

J. McKay announced that they were proposing a three way partnership between BCHA, NMA, and L.A. LOMOD to become the PBCA for the state of Wisconsin. The partnership will produce an annual non federal income to BCHA of over $100,000. He explained that as non federal funds, the money can be used for any purpose the BCHA chooses. LOMOD and NMA would do all the work and there would be no additional staff or cost to the BCHA. He said that if R. Hallet were to bring in an assistant, LOMOD and NMA would pay for it and it would not come out of the $100,000 fee. They will also pay for any

related travel that BCHA would like to do such as to visit LOMOD. He also mentioned that they would come in and give free training to whoever BCHA would like to be trained.

He gave the statistics of Wisconsin having 437 Section 8 multifamily contracts that include 22,897 units. He explained that the fee paid to BCHA to be the state sponsor would be $102,000 annually as non federal funds. He stated that this type of partnership is extremely popular and beneficial to many housing authorities; it would increase the BCHA's funds. He said that HUD is pushing housing authorities to be competitive and that they have to have a local finance agency as a partner. HUD wants keep the community placement and the funds local because the funds would come back to the local community and in this way will create local job opportunities.

He also explained that Multifamily contracts began because HUD gave out a lot of low interest loans to private sector developers, who in turn had to label the units as low income units. HUD found they didn't have the ability to audit and administer the program themselves, so state- based PBCA's were created to help administer the program for HUD. He stated that right now RAB is a program that is converting public housing to the multifamily program. They are in the process of converting 60,000 units and if they are successful, they want to convert all public housing units. With this conversion, it would help the LOMOD and Nan McKay portfolio grow and thus increase the federal income funds to BCHA.

D. Jenkins shared more about what the PBCA does. He said that HUD gave these long term contracts out to developers to hold a certain number of units affordable. HUD cannot administer all these contracts so they contract this service to PBCAs. He stated that they were there to propose partnership with the BCHA to become the PBCA for Wisconsin.

M. Welch questioned if there was any PBCA program in Wisconsin today. D. Jenkins responded that there is a contract administered currently and they will be rebidding. J. McKay also added that there are four different groups that will be bidding on Wisconsin, all of which must have a local housing authority or housing finance agency. He said that there are about six big companies, including LOMOD, who do this, and four of them are finding in-state sponsors to bid with Wisconsin. Wisconsin is a state with a lot of contracts, so it's a state a lot of contractors would be bidding on. It is believed that Quadel, as a private company, has partnered with WHEDA to currently run this and are bidding on it again.

D. Jenkins explained further what the PBCA will do in partnership with the BCHA. He said that they will be looking at the whole aspect of what the building should be doing. They will view the inspection results, tenant selection plans, and tenant reviews. J. McKay added that there will be a private owner out there who has his or her own site based waiting list, who does their own rent calculation, who does all the things on their own, similar to what GBHA does with public housing inspections. The PBCA's job will be to make sure that the private owner is doing his or her job and following the regulations. D. Jenkins also referred to the process for payments to the owner. LOMOD would handle all the payments, so the payments would pass through the contractor to the landlord. He also mentioned that when they receive tenant concerns, they act as a liaison between the tenant, the owner, and the housing authority to help resolve concerns.

N. Wesoff gives an overview of the four partners and how they are all connected. She explains the roles of each of HUD, LOMOD, NMA and BCHA, as outlined on the corresponding Powerpoint slide. She explained that NMA will set up an office in the state to have a state site and will be using the paperless documenting system.

D. Hallet asked about the bidding process. J. McKay explained that HUD has put out a NOFA to which bidders must submit a proposal. HUD will then select the vendor that they think would be the best to run the program.

M. Welch questioned how often vendors bid. N. Wesoff and D. Jenkins responded that last year there was an invitation for request for proposals, the awards were made, but then HUD withdrew, so this is

the second attempt J. McKay and N. Wesoff stated HUD says they are going to rebid every two years, but there is no way they will because of the time, cost and havoc it would cause.

M. Welch inquired about the timeline. J. McKay replied that the proposal is due June 11th, 2012 and they are going to make awards on August 1st, 2012. The transition would start October 1st, 2012 and the full operation takes over December 31st, 2012. J. McKay explained that they were hoping to have an interlocal agreement with BCHA, however there is a problem because in the State of Wisconsin, the Attorney General has to approve any out of state interlocal agreements, which could take up to 90 days, but we only have four weeks to turn in this proposal. So instead, BCHA will have to release an RFP, to which NMA will submit a proposal.

M. Schampers asked how the amount of BCHA funding was arrived at and what would affect it in future years. J. McKay answered that there are three major factors to be competitive: 1.) Have to have an in-state sponsor, 2.) Have to have experience not as staff but as having run a PBCA before, and 3.) admin fees have to be at 1% or lower. The portion to BCHA is 5% of the 1%, which is the amount NMA determined they can afford to pay back to BCHA and still have enough to run the program. He further explained that in the future as more units come on-line, the HAP will increase, which means the 1% will increase and ultimately increase the 5%.

D. Hallet asked how many years has this been going on. D. Jenkins responded that the contracts have been around for many years, but HUD realized they didn't have the ability to manage them. HUD needed someone to oversee the program and decided to contract it out. J. McKay also added that they will write the proposal for the BCHA and the BCHA would be able give feedback on it. Furthermore NMA will incur the legal expenses associated with preparing this.

C. Law asked what NMA's criterion was for choosing Brown County. J. McKay replied that he knew R. Hallet; he knew BCHA is a high performing entity, and he wanted a location that is central. He explained they chose Green Bay because it's a central city, which is important when performing the MORs and that it is a good size.

R. Hallet added that she has worked with NMA before and can attest that they are very knowledgeable and professional. In addition, she has attended numerous trainings offered by NMA and has full confidence in their ability to run the PBCA program.

R. Aicher asked what impact is there upon ICS. R. Hallet responded there would be none. D. Jenkins explained this was a different part of HUD, the Multifamily side vs. the Public and Indian Housing side, which the BCHA Voucher program is under.

R. Aicher questioned what the number of units per building in Multifamily is? J. McKay replied it is five units or more. N. Wesoff explained it depends on the owner's contract with HUD.

M. Schampers inquired about the employees working in Green Bay or Milwaukee. R. Hallet and J. McKay explained they have already determined that the office would be located in Green Bay.

R. Aicher asked for clarification on what is requested of the BCHA today. J. McKay stated they are requesting approval to move forward on an RFP, so we can form the partnership to bid on this. R. Hallet requested the action be to allow staff and NMA to proceed on all actions necessary in order to submit the proposal,

R. Aicher asked if R. Strong is in support of this. R. Strong responded that he thinks this is worth pursuing. It puts Brown County in a position where it could possibly have some influence on this program, it will provide BCHA with a direct link to NMA and their resources, it brings funding to the community, it's a program that is very similar to the HCV Program so won't be difficult for the Commissioner or staff to understand. He stated he is in support of submitting the application. He is more concerned about the actual contract between the parties and defining who is responsible for what.

J. McKay offered that the contract could be based on the language in the interlocal agreement, modified as needed.

A motion was made by D. Hallet to allow staff to work with NMA and LOMOD on the necessary steps which may includes an RFP or an interlocal agreement in order to submit the NOFA proposal. The motion was seconded by M. Welch. Motion carried.

STAFF REPORT:

9. Status of BCHA intern position

R. Hallet introduced K. Vang as the new BCHA intern, stating that she is a UW-Green Bay student. K. Vang shared that she is a Psychology major and is considering an Urban Regional studies minor. She mentioned that she took this position to have more experience, so she can decide on having three minors. R. Hallet also stated that K. Vang will be working 24 hours per week during the summer. She explained that there should be two interns, but K. Vang will be the only one until the fall semester.

M. Welch motioned to go back to the regular order of the agenda, and the motion was seconded by A. Hartman.

COMMUNICATIONS:

2. Letter from Department of Housing and Urban Development regarding final SEMAP score for FY 2011

R. Aicher stated that the communication is regarding BCHA achieving 100% with the SEMAP score for FY 2011. The Commissioners offered their congratulations on a perfect score.

R. Hallet explained that one of the problems which prevented 100% in the past was always the lease up rate, for which we've now scored the maximum points. She also mentioned indicator 14, FSS, as it says NA. She explained that as the BCHA graduates people from the FSS program, it is no longer mandatory to refill the slot. BCHA has now graduated enough that it no longer is required to fill the FSS slots, but it's such a great program that we continue to do it on a voluntary basis.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
   - A. Preliminary Applications
     M. Roberts reported that there were 81 preliminary applications in the month of April.
   - B. Unit Count
     M. Roberts stated that unit count was 2,901 for April.
   - C. Housing Assistance Payments Expenses
     M. Roberts stated that the HAP expenses for April were $1,175,134.
   - D. Housing Quality Standard Inspection Compliance
     M. Roberts reported that 366 inspections were conducted in April. 50 percent passed the initial inspection, 27 percent passed the re-evaluations, and the fail rate was 22.68 percent.
   - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
     C. Law reported that April's administrative fees were $50,518.18 under the budget. M. Roberts reported the ports out vouchers were at 163 and the port in vouchers were at 16.
   - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
     M. Roberts stated that there were 104 FSS clients in April, of which 32 have escrow accounts. There were 2 FSS graduates in April and 2 new contracts. He also stated that there were 80 clients participating in the Home Ownership Option in April.
   - G. VASH Reports (active VASH, new VASH)
     M. Roberts stated that there were 16 active VASH participants and there is no new VASH vouchers issued.
   - H. Langan Investigations Criminal Background Screening and Fraud Investigations
     M. Roberts stated that there was no report.

OLD BUSINESS:
None

NEW BUSINESS:

6. Approval of request for BCHA sponsorship of "A Home for Everyone" Conference to be held in Green Bay in July

R. Hallet explained that the BCHA sponsored this conference in the past. They like to sponsor with the local housing authorities to give the housing authorities recognition. She stated that the program recognizes the housing authorities in various ways depending on the level of sponsorship. She recommended the first level of sponsorship which is $300 and that includes a free registration, a listing in the conference materials and an exhibition table.

M. Welch made a motion that the BCHA approve sponsorship of $300 to the "A Home for Everyone" Conference in July, and the motion was seconded by D. Hallet.

INFORMATIONAL:

7. Existing HCV Contract between BCHA and ICS expires as of December 31, 2012

R. Aicher asked when the contract was originally signed. C. Law and R. Hallet stated it was in 2006.

C. Law submitted a letter and explained an option that ICS is offering to BCHA is to consider opening up the contract for negotiation.

R. Hallet explained this item was put on the agenda so the Commissioners can keep in mind that the contract is expiring and to think about the options they may want to consider. R. Aicher asked when staff thinks this topic may come back to the Authority. R. Strong stated at the next meeting because if the Authority wants to go out for RFP, it's a lengthy process so we need to get started early. M. Welch expressed that he is in favor of opening up the discussion about any issues regarding the contract.

8. General Capital was not awarded tax credits to develop Larsen Green project

R. Strong stated that at the State level, they have chosen to fund rehab projects. This proposal was to convert a manufacturing building to residential, which put it in a very competitive status, but no proposals in that status were awarded. He has been having discussions with General Capital about other options to still make this project work. General Capital asked if BCHA would be willing to allow the offer for a loan to stand so they can re-submit next year, to which R. Strong told them he would talk to the Authority about that when that time comes. One option they are exploring is historic tax credits for that property. He confirmed it's still a good project, it's not dead, they just didn't get funding yet.
R. Strong mentioned that the two sites in Green Bay that will be funded for rehab are Moraine Ridge and Lime Tree Terrace, which are thru the Wisconsin Housing Preservation Corporation

BILLS:

R. Aicher stated that the bills for BCHA add up to $8069.47.

M. Welch motioned to approve the bills and the motion was seconded by A. Hartman. Motion carried.

FINANCIAL REPORT:

There was no discussion regarding the financial report.

M. Welch announced that there was an issue where a participant asked for a hearing with the Commissioners. He said he sent out a response since it was needed quickly, which was to deny taking the hearing. He felt if the Authority heard this hearing, it would begin taking a lot of hearings and

should instead limit the hearings they take to only ones in which BCHA is not in compliance with HUD, there's a conflict of interest or something of that nature.

R. Hallet stated that a client who wants to go above and beyond a standard informal hearing has two options: One is to find legal representation and go through the legal system. The other is to come to the commissioners. She suggested they will let the client find the legal resources to pursue a dispute over the informal hearing results. The Commissioner expressed agreement.

The meeting adjourned at 4:39 PM

kv:rah

Brown County Housing Authority
List of Bills
May 21, 2012

Description	Amount
Conversion Program	
Section 8 Program:	
Green Bay City Treasurer - Mar 12, Salaries & Fringes	5,748.80
Brown County Clerk of Courts - Small Claims Filing Fee	1,640.50
80-81 CDBG Program:	
Green Bay City Treasurer - Mar 12, Salaries & Fringes	14.88
Green Bay City Treasurer - Mar 12, Purchasing Card	620.65
84 CDBG Program:	
Green Bay City Treasurer - Mar 12, Salaries & Fringes	14.88
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
Green Bay City Treasurer - Mar 12, Salaries & Fringes	29.76
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	**$ 8,069.47**

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Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of April 30, 2012

	Budget Amount	YTD	Annualized $	Annualized %	Remaining Budget Balance	
REVENUE						
HAP Income	$ 14,768,734	$ 5,175,768	$ 15,527,304	105%	(9,592,966)	35%
Admin Fee Income	$ 1,276,120	$ 465,915	$ 1,397,745	110%	(810,205)	37%
FSS/HO Coordinator Income	$ 135,462	$ 45,158	$ 135,474	100%	(90,304)	33%
Fraud Recovery	$ 115,000	$ 38,952	N/A	N/A	(76,048)	34%
Other Income (Interest & HO Payments)	$ 2,614	$ 2,045	N/A	N/A	(569)	78%
Total Revenues	**$ 16,297,930**	**$ 5,727,839**	**$ 17,060,523**	**105%**	**(10,570,091)**	**35%**
EXPENDITURES						
Program Expenditures						
HAP Payments	$ 13,947,301	$ 4,838,225	$ 14,514,674	104%	9,109,077	35%
ICS Admin	1,230,180	449,142	$ 1,347,426	110%	781,038	37%
FSS/HO Coordinator	135,462	45,158	$ 135,474	100%	90,304	33%
Total Program Expenditures	**15,312,943**	**5,332,525**	**15,997,574**	**104%**	**9,980,418**	**35%**
Administrative Expenditures						
Software Upgrade	$ 63,415	$ -	$ -	0%	63,415	0
Salaries	42,449	7,215	$ 21,644	51%	35,234	17%
Fringe Benefits	14,998	3,041	$ 9,122	61%	11,957	20%
Home Ownership Counseling	14,000	-	$ -	0%	14,000	0%
Audit	7,718	-	$ -	0%	7,718	0%
Insurance	5,576	-	$ -	0%	5,576	0%
Other	17,737	5,969	$ 17,907	101%	11,768	34%
Total Administrative Expenditures	**102,478**	**16,224**	**48,673**	47%	**86,254**	**16%**
Total Expenditures	**$ 15,415,421**	**$ 5,348,749**	**$ 16,046,247**	**104%**	**$ 10,066,672.12**	**35%**

Cash Balance	**$ 1,314,562.76**

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All Other
Financial Status Report
2012 Budget Year
As of April 30, 2012

	Budget Amount	YTD	Annualized $	Annualized %	Remaining Budget Balance	
REVENUE						
Interest	$ 5,992	$ 2,247	$ 6,742	113%	(3,745)	38%
Loan Repayments	$ -		N/A	N/A	0	N/A
Revenue on Sale of Property	$ -		N/A	N/A	0	N/A
Bond Fees & Other	$ 6,675		$ -	0%	(6,675)	0%
Total Revenues	**$ 12,667**	**$ 2,247**	**$ 6,742**	**53%**	**(3,745)**	**18%**
EXPENDITURES						
Development Loan	$ 350,000		$ -			
HO Assistance / DPCC	$ 30,000		$ -	0%	30,000	0%
Staff Training	$ 6,200.00	591	$ 1,772	29%	5,609	10%
Landlord Training	$ 5,000		$ -	0%	5,000	0%
Other	$ 11,299	3,007	$ 9,022	80%	8,292	27%
Total Expenditures	**$ 402,499**	**$ 3,598**	**$ 10,793**	**3%**	**398,901**	**1%**

Unrestricted Cash Balance	**$ 1,565,523.34**
Restricted Cash Balance	**$ 435,193.82**

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Request for Proposals (RFP)

For

Architect/Engineering Firm

For

Central Library Final Design

Project # 1600

DRAFT

Response Deadline

July 16, 2012

3:00 p.m. Local Time

To:

Brown County Purchasing Department

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PROJECT # 1600 – CENTRAL LIBRARY FINAL DESIGN

1. BACKGROUND

The Brown County Library (BCL) is a consolidated library system serving 249,000 residents of Brown County and is composed of a 90,000 square foot Central Library in downtown Green Bay, eight branches and a bookmobile. The Brown County Library System has 1.4 million visits every year with 2.5 million items checked out annually. A significant portion of check-outs are to teenagers and children. People come to the library to use technology. Many Brown County residents do not have internet access at home and they come to the library to do research and to apply for jobs online. Librarians offer training in computer skills which is critical to the workforce today. People also come to the library to attend programs such as lectures, debates, and public hearings.

Libraries in the 21st century are more than printed books. One can check out audio books, movies and music. Literacy is one of the strongest predictors of success in school and in the workforce. Children's programming at all of the BCL system libraries helps to promote literacy, intellectual development, and social development as well as building communities. Summer reading programs helps kids retain their literacy skills between June and September and keeps them out of trouble. Kids come to the library after school to work on their homework. Adults and senior citizens come to the library to use the computers to apply for jobs online and search for information.

Central Library

The Central Library was opened in 1972 when the population of Brown County was 158,000. Today Brown County has 249,000 residents, an increase of 57%. The Library Board needed to determine whether Central Library had sufficient space to address the needs of a 21st century library for this size community, and whether the infrastructure was adequate. The Space Needs Analysis (2008) showed that the current structure was slightly undersized for an urban community of a quarter million residents; it was poorly laid out for the changing landscape of 21st century library services; and, did not meet ADA requirements. The Facility Audit and Energy Studies (2009) revealed the library structure was sound but the HVAC system, electrical system, plumbing and elevators were well past their effective life, and the windows and roof leaked water and energy. These audits also showed that the Central Library does not comply with the American with Disabilities Act with respect to elevators, bathrooms and access to public meeting space, creating significant barriers for persons using wheelchairs and walkers, and other disabilities. There are so many problems with the building that the only sensible approach is to tie all the projects together rather than do them piecemeal.

The 2010 Pre-Design and Cost Analysis provided cost estimates for replacing electrical systems, HVAC/air handling systems, windows, elevators, and other systems. The repair includes fixes for ADA compliance, asbestos remediation, and safety problems, such as sprinklers. The Pre-Design document emphasizes using energy efficient systems to reduce utility costs, saving thousands of dollars annually in operating expenditures. The Pre-Design includes a reliable technology infrastructure, flexible floor plans and revenue opportunities to help offset library operations. The Pre-Design Cost Analysis put a price tag of $23.4 million for repair and renovation.

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Note: All studies referenced above are available on the BCL website, through a link on the home page, www.browncountylibrary.org

2. TENTATIVE PROJECT TIMELINE

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

RFP Posted	June 22, 2012
RFP Pre-Proposal Site Visit	June 28, 2012 at 10:00 am
RFP Questions Due	July 3, 2012 by 1:00 pm
RFP Questions Answered	July 6, 2012 by 4:00 pm
RFP Responses Due	July 16, 2012 by 3:00 pm
Complete Review of Proposals	July 27, 2012
Complete Interviews if Required	August 3, 2012
Send out Intent to Award Contract	August 6, 2012
Complete Contract Signing	August 17, 2012

3. PRE-PROPOSAL SITE VISIT

A **mandatory** site visit is scheduled for 10:00 a.m. local time on Thursday, June 28, 2012. Interested vendors are to meet at the main entrance to the Central Library, 515 Pine St., Green Bay, WI 54301. Lynn Stainbrook will conduct the site visit and can be contacted at (920) 448-5810 if you have questions.

4. RFP DUE DATE AND DELIVERY ADDRESS DETAILS

One (1) original printed plus CD and five (5) exact printed copies of the original proposal without fee information and a ***separate*** envelope with fee information (no CDs) are due on **Monday, July 16, 2012 by 3:00 p.m. local time** to the Brown County Purchasing Department. Submit all required information in a sealed envelope clearly marked on the outside in the lower left hand corner as "Project #1600, Central Library Final Design". Proposals must be stamped in by the due date and time per the atomic clock in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the atomic clock as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time clock is the only time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, FedEx, etc.:
Brown County Purchasing Department
Project 1600
5th floor of the Northern Building
305 E. Walnut St.
Green Bay, WI 54301

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Delivery Address for USPS:
Brown County Purchasing Department
Project 1600
PO Box 23600
Green Bay, WI 54305-3600

Withdrawal or Modification of Proposal: A vendor may withdraw or modify its proposal prior to the due date. Any changes or withdrawals must be made prior to the proposal deadline and requested in writing. Thereafter, a proposal may not be withdrawn or modified during the proposal holding period.

5. RFP QUESTIONS

A. **All questions** related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **1:00 p.m. local time, Tuesday, July 3, 2012** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Project #1600".
Mailed, phone call and faxed questions will not be accepted.

B. Answers to all written questions will be re-issued in the form of an addendum and entered on the Brown County Web site (http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP) on **Friday, July 6, 2012 no later than 4:00 p.m. local time.** It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4040.

6. SELECTION CRITERIA

The Proposals will be rated according to the following criteria:

1. Project Understanding: Firms will be evaluated based on their response to requirements in Attachment A.

2. Experience in the Design and Engineering of Renovation of Public Access Facilities of at least 50,000 SF with Emphasis on Multi-floor Projects: Individuals assigned to project will also be evaluated based on their knowledge and experience in the design and integration of public library furniture, stacks, service points, collection layout, materials handling systems, OPAC, book drop, self-checks, RFID, and other library specific equipment, systems and work flow.

3. Credentials, Qualifications and Experience of Staff: Proposals will be evaluated based on staff that will be assigned to project.

4. Completion of Projects of Similar Scope and Size: Proposals will be evaluated on the firm's completion of projects similar in scope and size as outlined in this RFP.

5. LEED Design Experience: Proposals will be evaluated on the firms' LEED design experience.

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6. References.

7. Fee: Proposals will be evaluated based on cost of services to complete the project as identified in this RFP.

The proposals will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements will result in the proposal being eliminated from consideration. Accepted proposals will be reviewed by a Selection Team and scored against the stated criteria. This scoring will determine the ranking of organizations based upon their written proposals. If the team determines that it is in the best interests of the County to require oral presentations, it will invite the highest ranking vendors to make such presentations. The final ranking will be based upon the total scores including the oral presentations.

Proposals will be evaluated based on a weighted percentage of the final consensus scores for each criteria as indicated in below chart.

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals.

Scoring Criteria	Percentage
1. Project Understanding	20
2. Experience in Design and Engineering of Renovation of Public Access Facilities of at least 50,000 SF with Emphasis on Multi-floor Projects. (Public Library experience is desired and will be a plus in evaluation of proposals)	25
3. Credentials, Qualifications & Experience of Staff	10
4. Completion of Projects of Similar Scope & Size	10
5. LEED Design Experience	10
6. References	5
7. Fee	20
Total	100

7. PROPOSAL FORMAT

All quotations must be typewritten on standard 8 ½" x 11" paper (larger paper is permissible for charts, spreadsheets, etc.) separating each section.

Proposals should be prepared in a simple, cost effective format providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The use of elaborate materials and the inclusion of additional information that has no direct bearing on the project are not desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

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8. RFP SUBMISSION REQUIREMENTS

Brown County is seeking professional services to provide design and consulting services for the Central Library Renovation Project.

The basis of the design for the proposal is defined by previously completed studies for the Brown County Library Board, including: Space Needs Analysis (2008) Existing Facility Condition Assessment (2009) Energy Study (2009) and the Renovation Pre-Design/ Cost Estimate (2010/11) (all documents are available at www.browncountylibrary.org)

The selected contractor will deliver the detailed design of the proposed renovated Central Library with a focus on reducing the Pre-Design cost estimate of $23.4 million to a range of $17 million, plus or minus $1 million, while retaining the required elements, and as many desired elements as possible through a process that involves the appropriate stakeholders. The design process must include input from the Library Board, Library, County Public Works Facility Management, County Supervisors, and the community. The design must retain the most critical elements of the Pre-Design that will result in a fully functional, safe, energy efficient and technologically proficient 21st century library for Brown County residents, incorporating the current and future needs for several decades to come.

Desired consulting services include: architectural design services; engineering services for civil, structural, HVAC, plumbing, and electrical design; specialized library design services; project management; design management; program planning; schematic development and design; estimate of project costs; LEED project administrative services to certify facility with goal of LEED Silver; construction documents; submission of required documentation to State and local authorities; preparation of bid documents to support Brown County bid process; participation in bid process with Brown County, including evaluation of bids; oversight of construction phase to meet the functionality, budget and schedule constraints of the project.

The evaluation and selection of a vendor and the contract will be based on the information submitted in the vendor's proposal per requirements of Attachment A, plus references and any required on-site visits, or oral interviews. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.

Brown County is not liable for any cost incurred by proposers in replying to this RFP including costs associated with traveling for on-site visit, oral presentations or interviews.

9. COST PROPOSAL (SEE ATTACHMENT B)

Provide a complete cost proposal as additional travel and related expenses will not be accepted and need to be built into the upfront costs of your proposal. Cost information **MUST** be submitted using the provided Cost Sheet at Attachment B. Any supporting information shall be submitted as attachments to the Cost Sheet. Pricing is to remain firm for one hundred twenty (120) days from date of proposal due date.

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10. REFERENCES (SEE ATTACHMENT C)

Each prospective vendor shall submit a minimum of three (3) references.

11. FINANCIAL VERIFICATION

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e., Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject quotes based on information obtained through these background checks if it's deemed to be in the best interest of the County.

12. OTHER

All work shall conform to all applicable industry, federal, State and local laws, codes, ordinances, and standards.

All vendors must indicate in their proposals if they intend to apply for any rebate incentives from Focus on Energy related to this project.

Rejection of Proposals: Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

This contract shall be subject to the laws of the state of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

By responding to this proposal, prospective vendors acknowledge and accept the attachments, including the insurance requirements and professional services contract.

13. PROPRIETARY INFORMATION (See Attachment F)

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes.

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14. STANDARD CONTRACT (See Attachment G)

Vendors submitting proposals must review the Standard Contract for Professional Services document. Sections that may be of concern must be identified and an explanation for the objection must be provided with proposal submission. If no objections are raised it shall be expected that the vendor agrees to the terms and conditions as stated.

15. ATTACHMENTS

A. Specifications/Requirements
B. Proposal Cost Sheet
C. Reference Data Sheet
D. Addendum Sheet
E. Insurance Requirements
F. Designation of Confidential and Proprietary Information
G. Standard Contract for Professional Services

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Attachment A

Specifications / Requirements

Brown County Project #1600

GENERAL:

The following requirements are mandatory and the proposer must satisfy them. In the event that no vendors meet one or more of the mandatory requirements, Brown County reserves the right to continue the evaluation of the proposals and to select the proposal that most closely meets the requirements specified in this RFP.

Experience
The proposer must have experience in renovation of multi-floor public access facilities of at least 50,000 SF (Public Library Experience will be a Plus).

Financial Stability
The proposer must be financially stable as determined by Brown County. The information below comprising the financial capacity report will be used to determine the financial stability and capability of the prospective vendor.

- Sources of financing
- Bank references and names of auditing firm
- Last two annual reports and quarterly reports since last annual report
- Identification for parent corporation and any subsidiaries

Commitment to local economic development
The proposer must be willing to commit to using regional businesses for subcontracting when comparable pricing and expertise is available.

COMPANY OVERVIEW:

Characteristics
Identify and describe the following characteristics of proposer's firm:

- Legal form of business organization
- State of incorporation including all parent and subsidiaries relationships
- Company history
- Type of business or markets the organization is focused on
- Company portfolio
- Number of employees and expertise portfolio
- Organization chart of the firm

Experience
Explain the proposer's experience with library renovation projects. Include name and location of library, size of library, scope of project, budget for project and final cost. Also include comparable non-library renovation projects.

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Subcontractors
Explain if proposer's service providers are employees of the firm or are hired as subcontractors. Brown County will hold the contractor responsible for the subcontractor's performance and work quality should any subcontractors be used on this contract.

Other Information
Provide any other significant information about the firm that is relevant to demonstrating its experience and why the firm is qualified to meet Brown County's needs relative to other competition in the marketplace.

References
Submit no fewer than three (3) references. Each reference is to include a contact person capable of answering technical questions and providing other relevant information. Reference may be contacted to confirm the Proposer's abilities and qualifications as stated in Proposer's response. Please be certain to provide **current** contact information for your references.

Clients
Include a list of clients that have contracted with the firm for services similar in scope to the Brown County project in the last three (3) years. Denote the current customers and those who are no longer customers.

TECHNICAL REQUIREMENTS:

Proposer is to answer in narrative form. Please restate the question and provide the answer in the order listed.

1. Project Approach
Describe your approach to deliver the detailed design of the proposed renovated Central Library with a focus on reducing the Pre-Design cost estimate of $23.4 million to a range of $17 million, plus or minus $1 million, while retaining the required elements, as many desired elements as possible and involving the appropriate stakeholders.

2. Architectural Design Services
Describe the architectural design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

3. Engineering Services
Describe the engineering expertise and services you would provide for civil, structural, HVAC, plumbing, and electrical design to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

4. Specialized Library Design Services
Describe the specialized library design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

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5. Project Management Services
Describe the project management expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

6. Design Management Services
Describe the design management expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

7. Program Planning Services
Describe the program planning expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

8. Schematic Development and Design Services
Describe the schematic development and design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

9. LEED Project Administrative Services
Describe the LEED Project Administrative expertise and services you would provide to certify the library facility with the goal of LEED Silver, and also position Brown County to seek grant funding for certain parts of the project.

10. Detailed Design/Construction Documentation Services
Describe the expertise and services you would provide to prepare detailed design documents including drawings and specifications that describe the project as to architectural, civil, structural, utility, mechanical and electrical systems and materials, that would position Brown County for the construction phase, and assist Brown County in seeking grant funding for certain parts of the project.

11. Cost Estimation Services
Describe the cost estimation expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

12. Bidding and Procurement Services
Describe the expertise and services you would provide to prepare required documents to State and local authorities and bid package documents to assist Brown County identify qualified vendors for the construction phase. Describe oversight of construction phase to meet the functionality, budget and schedule constraints of the project.

13. Construction Services
Describe the expertise and services you would provide for oversight of the construction phase to meet the functionality, budget and schedule constraints of the project.

14. Communication
Describe your method for maintaining appropriate communication channels with the owners and stakeholders of the Central Library Renovation Project.

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Attachment B

(Use of this form is required when submitting proposal)

Proposal Cost Sheet

Brown County Project #1600

Not to Exceed Cost: $_____

(All reimbursable and travel expenses must be included in cost)

Desired Project Payment Schedule:_____

_____

_____

Vendor Information:

Company Name:_____

Contact/Project Manager:_____

Address:_____

City_____State_____ Zip_____

Phone: _____ Fax: _____ E-mail: _____

Date: _____

Comments:

_____

_____

_____

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Attachment C

Reference Data Sheet

Brown County Project #1600

Provide a list of at least three (3) and not greater than five (5) clients' that you provided similar services.

Agency:_____
Address:_____
Telephone:_____
Contact Person:_____
Email address:_____

Agency:_____
Address:_____
Telephone:_____
Contact Person:_____
Email address:_____

Agency:_____
Address:_____
Telephone:_____
Contact Person:_____
Email address:_____

Agency:_____
Address:_____
Telephone:_____
Contact Person:_____
Email address:_____

Agency:_____
Address:_____
Telephone:_____
Contact Person:_____
Email address:_____

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Attachment D

Addendum Acknowledgement
Receipt Schedule

Brown County Project #1600

The undersigned acknowledges receipt of the following addendum:

Addendum #1_____ Initials_____

Addendum #2_____ Initials_____

Addendum #3_____ Initials_____

Addendum #4_____ Initials_____

The undersigned agrees with the following statement:
I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name_____
Signature

Date_____

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

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Attachment E

Insurance Requirements

Brown County Project #1600

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, it's right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

(1) Worker's Compensation Insurance and Employers Liability.
State Statutory workers' compensation Limits
Employer Liability, $100,000 each accident.

(2) Comprehensive General Liability (Occurrence Form).

- Products and Completed Operations
- Personal Injury and Advertising Liability
- Independent Contractors/Protective

Limits of Insurance — $1,000,000 per occurrence
$1,000,000 aggregate

(3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.
Limits of Insurance — $1,000,000 per occurrence for bodily injury and property damage.

(4) Excess/Umbrella Liability.
Limit of Insurance — $1,000,000 per occurrence

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(5)	**Professional Liability.**	$3,000,000 per occurrence $5,000,000 aggregate

Additional Insured

The Outside Contractor agrees that all liability coverages policies other than professional liability shall name Brown County as additional insured's with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days' notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

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Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverages you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

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Attachment F

Designation of Confidential and Proprietary Information

Brown County Project # 1600

The attached material submitted in response to project #1600 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, patter, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIED LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING** OUT OF THE COUNTY'S AGREEING TO WITHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County

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considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:_____

Authorized Representative:_____
Signature

Authorized Representative:_____
Type or Print

Date:_____

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Attachment G

Brown County Project #1600

BROWN COUNTY STANDARD PROFESSIONAL SERVICES CONTRACT

Service Description: **Architect/Engineering Firm for Central Library Final Design**

Time of Performance:

Total Amount of Contract: **Maximum Compensation Not to Exceed: $**

The parties to this CONTRACT are (hereinafter referred to as the "PROVIDER"), and Brown County of the State of Wisconsin (hereinafter referred to as the "COUNTY").

Performance, schedules and invoices will be approved by: Lynn Stainbrook

Work shall commence in accordance with the terms and conditions of this Contract after the PROVIDER has executed the Contract, and (a) Has been notified in writing to commence the Performance of Services, or (b) Has received from the COUNTY an original of the Contract that is complete and fully executed.

In reliance on the PROVIDER'S representations as being capable, experienced and qualified to undertake and personally perform those services as are required in accomplishing the fulfillment of the obligations under the terms and conditions of this Contract, the COUNTY agrees to engage the PROVIDER as an independent contractor and not as an employee of the COUNTY to perform those services, all in accordance with the terms and conditions of this Contract.

1. **REQUIREMENTS:** The PROVIDER is required to

   A. Do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract.

   B. Comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services.

   C. Comply with time schedules and payment terms.

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2. SCOPE OF SERVICES: Reference RFP 1558 for project details and attachments.

PROVIDER agrees to fulfill all obligations described in Brown County's RFP for Project 1558 and addenda #.

The purchase order amount includes all services, deliverables, and reimbursable expenses. Additional reimbursable fees will not be accepted.

3. SPECIFIC CONDITIONS OF PAYMENT: Payment to be made after completion and acceptance of the project by Brown County. Payment will be made within thirty (30) days after receipt of a properly documented invoice according to the following Schedule, but only if completion is satisfactory:

Payment Schedule

Net 30 days from receipt of a properly completed invoice

4. REPORTS:

A. The PROVIDER agrees to timely submit reports as may be required by the COUNTY.

B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY, which shall have the right to use them for any purpose without any further compensation to the PROVIDER. All of the documents and materials prepared or assembled by the PROVIDER under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY.

C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the PROVIDER. If this Contract is terminated, all finished or unfinished documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

5. TIME OF PERFORMANCE: The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed as indicated on Page 1 under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified, the PROVIDER shall continue to be obligated thereafter to fulfill PROVIDER'S responsibility to complete the services and to execute any necessary amendments to this CONTRACT.

6. CONDITIONS OF PERFORMANCE AND COMPENSATION:

A. **Performance -** The PROVIDER agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services

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B. **Compensation -** The COUNTY agrees to pay, subject to the contingencies herein, and the PROVIDER agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on Page 1 under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on Page 1. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3., Specific Conditions of Payment. Section 66.0135, Wisconsin Statutes will apply to any late payments by the COUNTY, except as provided by Section 22.

C. **Taxes, Social Security and Government Reporting -** Personal income tax payments, social security contributions and all other governmental reporting and contributions as a consequence of the PROVIDER receiving payment under this Contract shall be the sole responsibility of the PROVIDER.

D. **Subcontracting -** The PROVIDER shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to each provision of this Contract. The PROVIDER shall be as fully responsible to the COUNTY for the acts and omissions of his subcontractors and or persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

7. DISPUTES: In the event of a dispute as to the services performed or the compensation to be paid, the decision of the Brown County Risk Manager or his/her designee prevails.

8. INDEMNIFICATION AND DEFENSE OF SUITS: The PROVIDER agrees to indemnify, hold harmless, and defend the COUNTY, its officers, agents, and employees from any and all liability including claims, demands, damages, actions or causes of action; together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the PROVIDER, its employees, agents or subcontractors.

9. REGULATIONS: PROVIDER agrees to comply with all of the requirements of all federal, state and local laws related thereto.

10. SAFETY REQUIREMENTS: All material, equipment and supplies provided to the COUNTY must comply with all safety requirements as set forth by the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.

11. VENUE AND APPLICABLE LAW: Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and PROVIDER shall submit to the jurisdiction of the Circuit Court for such lawsuits. This Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

12. TERMINATION OF CONTRACT FOR CAUSE: If through any cause, the PROVIDER shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the PROVIDER violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written

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notice to the PROVIDER of such termination delivered pursuant to Section 24. The written notice shall be provided to the PROVIDER at least thirty (30) days before the effective date of such termination. COUNTY may allow the PROVIDER a reasonable amount of time to cure a breach of the terms of this Contract, if the breach is amenable to a cure. COUNTY shall not unreasonably withhold such permission.

In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the PROVIDER under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of the Contract by the PROVIDER, and the COUNTY may withhold any payments to the PROVIDER for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the PROVIDER is determined.

13. CHANGES: All changes that are mutually agreed upon by and between the COUNTY and the PROVIDER, including any increase or decrease in the amount of the PROVIDER'S compensation, shall be in writing and designated as written amendments to the Contract.

14. WAIVER: One or more waivers by any party of any term of the Contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

15. PERSONNEL:

A. The PROVIDER represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have a contractual relationship with the COUNTY.

B. All of the services required hereunder will be performed by the PROVIDER or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

16. ASSIGNMENT: The PROVIDER shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the PROVIDER from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

17. RECORDS:

A. **Establishment and Maintenance of Records -** Records shall be maintained by the PROVIDER with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized.

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B. **Documentation of Cost -** All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract and shall be clearly identified and readily accessible.

18. AUDITS AND INSPECTIONS: In the event that the COUNTY deems it necessary to conduct an audit or inspection, PROVIDER shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in PROVIDER'S custody or control pertinent to this Contract.

PROVIDER shall provide the COUNTY inspectors or auditors access to all property, equipment and facilities in PROVIDER'S custody or control related to the services provided or purchased under this Contract. PROVIDER shall be expected to provide, at PROVIDER'S expense, reasonable time by PROVIDER'S personnel as may be required for the COUNTY inspectors or auditors to perform the inspection or audit.

Any information provided to the auditors, which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public.

19. NON-DISCLOSURE:

A. **Acknowledgment of Confidential Relationship -** PROVIDER hereby acknowledges and agrees that any Confidential Information disclosed to it by Brown County is for the limited purpose of providing services and PROVIDER will maintain the Confidential Information in confidence, and a confidential relationship will arise between PROVIDER and Brown County by reason of such submission and/or disclosure.

B. **Use and Disclosure of Confidential Information.** PROVIDER agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Confidential Information whether from observation, from any materials submitted or from disclosures by Brown County hereunder. PROVIDER further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without Brown County's prior written approval, which Brown County may withhold in its sole discretion. In no event shall either party use Confidential Information in a way, which violates state or federal laws.

PROVIDER shall instruct its employees, agents and contractors of their obligations under this Agreement and instruct them to use the same care and discretion with respect to the Confidential Information and to not circumvent any security procedures or devices with respect to Confidential Information. The parties agree that the implementation of this signed Agreement will suffice for this purpose.

C. **Title remains with Brown County.** All innovations, inventions, devices, processes and/or formulas developed by PROVIDER for Brown County shall be deemed to be the sole property of Brown County. PROVIDER agrees to

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disclose in writing to Brown County any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by PROVIDER on behalf of Brown County which constitute innovations or inventions developed by PROVIDER either solely or jointly in connection with work performed by PROVIDER at the request of any under assignment by Brown County. PROVIDER also agrees to assign to Brown County any and all interest it may have in such inventions or innovations, which are specified in relation to the product named.

D. **Indemnification by PROVIDER**. PROVIDER agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will indemnify Brown County and hold Brown County harmless from all losses, expenses or liability arising from or in connection with such unauthorized use or disclosure. In addition, PROVIDER acknowledges that in the event of a breach or threatened breach of this Agreement, irreparable damage will immediately occur to Brown County and PROVIDER will indemnify Brown County from all losses, liabilities and expenses incurred by Brown County as a result thereof.

20. CONFLICT OF INTEREST:

A. **Interest in Contract -** No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.

B. **Interest of Other Local Public Officials -** No member of the governing body of the locality, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.

C. **Interest of PROVIDER and Employees -** If PROVIDER is aware or becomes aware that any person described in Sections 20, A. and B. has any personal financial interest, direct or indirect, in this Contract; PROVIDER shall immediately disclose such knowledge to the COUNTY. The PROVIDER further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The PROVIDER further covenants that in the performance of this Contract no person having any conflicting interest shall be employed.

21. DISCRIMINATION PROHIBITED:

A. PROVIDER shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve component of the military forces of the United States or this state. PROVIDER may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

B. The PROVIDER will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision

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will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

22. INSURANCE:

A. The PROVIDER shall be solely responsible to meet PROVIDER'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.

B. The Certificate(s) of Insurance shall be issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the COUNTY. Such insurance should be primary. PROVIDER shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and name Brown County, its boards, commissions, agencies, officers, employees and representatives as additional insured and provide for thirty (30) days advance notice of any change, cancellation or non-renewal during the term of the Contract.

C. The PROVIDER shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.

D. No payments or disbursements under the Contract shall be made if such proof has not been furnished. Failure to submit an insurance certificate, as required, can make the Contract void at the COUNTY'S discretion.

23. FORCE MAJEURE:

A. If the performance of any part of this Contract by PROVIDER is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, PROVIDER shall immediately give notice to the COUNTY of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of notice of the Force Majeure Event, the COUNTY may, by giving written notice, terminate this Contract.

B. If the ability of the COUNTY to compensate the PROVIDER is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice to the PROVIDER of the nature of such conditions and the expected date that compensation will be made. Section 66.0135 Wisconsin Statutes shall not apply to any late payment by COUNTY due to circumstances under this paragraph.

24. OTHER PROVISIONS:

A. **Publicity Releases -** PROVIDER agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by Brown County.

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B. **Independent Contractor -** PROVIDER agrees that it is working in the capacity of an Independent Contractor with respect to the services provided. Nothing in this Contract shall be considered to create the relationship of employer and employee between the parties.

C. **Appropriation of Funds** – This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or terminated, the County may terminate this contract by providing thirty (30) days written notice to PROVIDER.

25. NOTICES: Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Service as "Certified Mail, Return Receipt Requested", addressed to the PROVIDER at:

And to the COUNTY at:

Brown County Purchasing
305 E. Walnut Street, 5TH Floor
PO Box 23600
Green Bay, WI 54305-3600

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee.

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BROWN COUNTY PURCHASING Dale C. DeNamur, Buyer Signature:_____ Date:_____ **BROWN COUNTY LIBRARY** Lynn Stainbrook, Director Signature:_____ Date: _____ **BROWN COUNTY EXECUTIVE** Troy Streckenbach, County Executive Signature:_____ Date: _____	CONTRACTOR (To be signed by the person authorized to legally bind your firm to this Contract.) Firm: _____ Address: _____ City/State: _____ Zip Code: _____ Printed Name: _____ Signed Name: _____ (Required) Title: _____ Date: _____ **Distribution**: Original – Purchasing Copy 1 – PROVIDER(s) Copy 2 – Responsible Department(s)

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BOARD OF SUPERVISORS

Brown County

2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR - DISTRICT 22

TO: Brown County Administration Committee

FROM: Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

DATE: June 18, 2012

SUBJECT: Room 200 of Northern Building Streaming Capabilities

For your consideration, I request that the Administration Committee direct Information Services to study the costs and time line required for the streaming of Brown County Board Standing Committee meetings as well as, all county committees, commissions, boards, etc., associated with Brown County government as conducted in Room 200.

I believe having a visual/audio record of the aforementioned meetings linked to the Brown County government home page provides our citizen's with instant access to their government in the event that they are not available to attend said meetings in person.

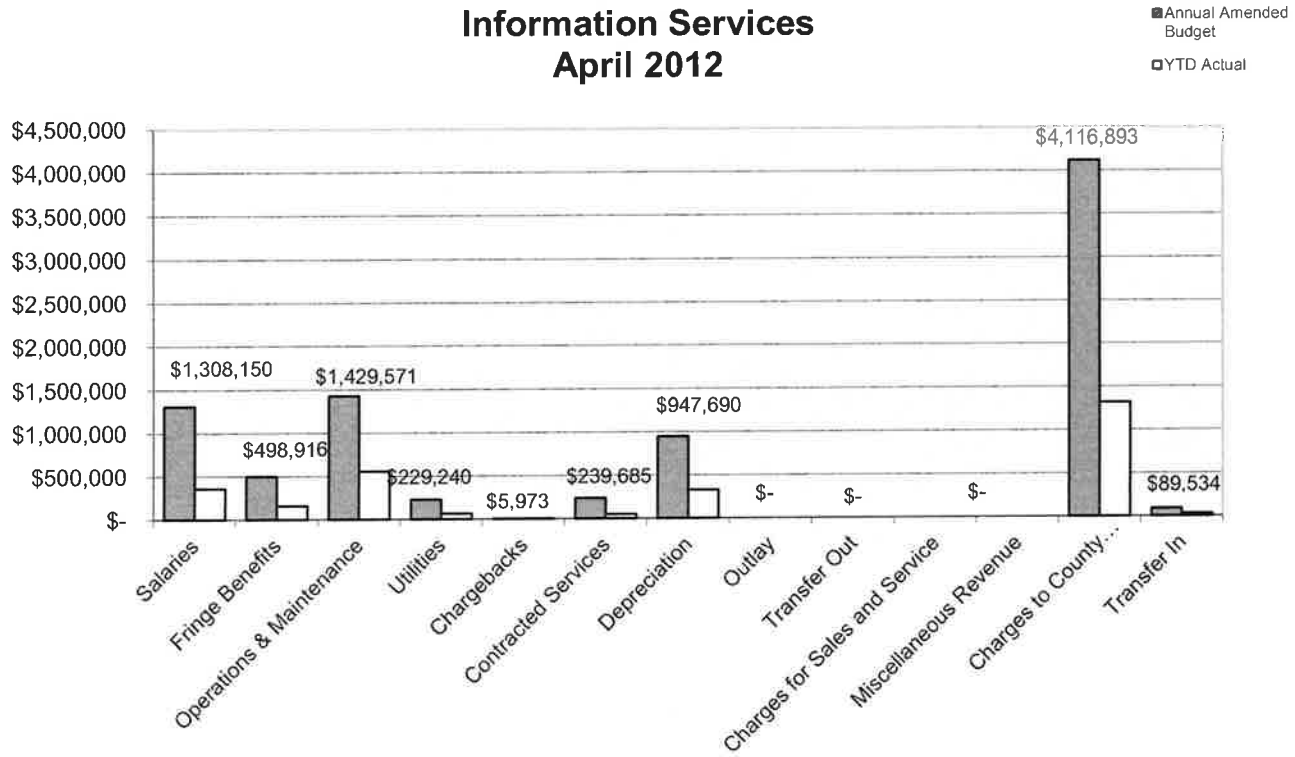
I respectfully ask for passage of this request.

Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

Brown County
Information Services
Budget Status Report
Created 6/20/2012

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	$ 1,308,150	$ 357,467	27.33%
Fringe Benefits	$ 498,916	$ 158,324	31.73%
Operations & Maintenance	$ 1,429,571	$ 556,679	38.94%
Utilities	$ 229,240	$ 65,250	28.46%
Chargebacks	$ 5,973	$ 1,958	32.77%
Contracted Services	$ 239,685	$ 51,288	21.40%
Depreciation	$ 947,690	$ 329,021	34.72%
Outlay	$ -	$ -	-
Transfer Out	$ -	$ -	-
Charges for Sales and Service	$ -	$ -	-
Miscellaneous Revenue	$ -	$ -	-
Charges to County Departments	$ 4,116,893	$ 1,315,788	31.96%
Transfer In	$ 89,534	$ 32,335	36.12%

HIGHLIGHTS:
Expenses:
The expense budget for 2012 is tracking nicely.
Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the programmer/analyst wages from the EMR project.



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July 18, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
INFORMATION SERVICES
Delete Technology Services Manager / Add Server, Storage and Virtualization Specialist

WHEREAS, the Information Services department currently has 1.0 FTE vacant Technology Services Manager position, which was established during the 2012 budget process; and

WHEREAS, Human Resources in conjunction with the Information Services Director and Network Support Manager evaluated the needs of the Information Services Department and evaluated the job duties of the Technology Services Manager; and

WHEREAS, it was determined that a Server, Storage and Virtualization Specialist would better fit the needs of the department; and

WHEREAS, the Human Resources Department in conjunction with Information Services are recommending the deletion of (1.0) FTE vacant Technology Services Manager position and the addition of 1.0 FTE Server, Storage and Virtualization Specialist position to the Information Services Department Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.0) FTE vacant Technology Services Manager position and the addition of 1.0 FTE Server, Storage and Virtualization Specialist position to the Information Services Department Table of Organization;

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BE IT FURTHER RESOLVED, that the position be maintained in Grade 19 of the Classification and Compensation Plan.

2012 Partial Budget Impact (09/01/12 – 12/31/12):

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Technology Services Manager	(1.0)	Deletion	$(22,883)	$(17,815)	$(40,698)
Server, Storage and Virtualization Specialist	1.0	Addition	$ 19,304	$ 17,302	$ 36,606
Budget Impact			$(1,462)	$(512)	$(4,092)

2012 Annual Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Technology Services Manager	(1.0)	Deletion	$(68,650)	$(24,364)	$(93,014)
Server, Storage and Virtualization Specialist	1.0	Addition	$ 57,911	$ 22,827	$ 80,738
Budget Impact			$(10,739)	$(1,537)	$(12,276)

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

_____

COUNTY EXECUTIVE

Date Signed: _____

Final Draft by Human Resources and Approved by Corporation Counsel.

Fiscal Impact: This resolution does not require an appropriation from the General Fund for the 2012 budget due to a position deletion savings.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
SCHULLER	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

2012 Brown County Budget

Salary & Fringes Summary

Position	Dept	Retirement Category	Position Change	Admin	Hourly Rate	Standard Hours	Total FT Salary	Total Salary	FICA @ 7.35%	Retirement 5.9% (Excludes OT)	Disability @ 0.36%	UC @ 0.5%	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
Server Storage Virt.	IS	00	1.00	Admin	27.84	2,080	57,911	57,911	4,256	3,417	208	290	116	22,827	80,738
Technical Servics Mgr.	IS	00	1.00	Admin	33.00	2,080	(68,650)	(68,650)	(5,046)	(4,050)	(247)	(343)	(137)	(24,364)	(93,014)
							(10,739)	(10,739)	(789)	(634)	(39)	(54)	(21)	(1,537)	(12,276)

9/1/2012 - 12/31/2012						1/3									
Server Storage Virt.	IS	00	1.00	Admin	27.84	693	19,304	19,304	1,419	1,139	69	97	39	17,302	36,606
Technical Servics Mgr.	IS	00	1.00	Admin	33.00	693	(22,883)	(22,883)	(1,682)	(1,350)	(82)	(114)	(46)	(17,815)	(40,698)
							(3,580)	(3,580)	(263)	(211)	(13)	(18)	(7)	(512)	(4,092)

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Brown County
Child Support
Budget Status Report
4/30/2012

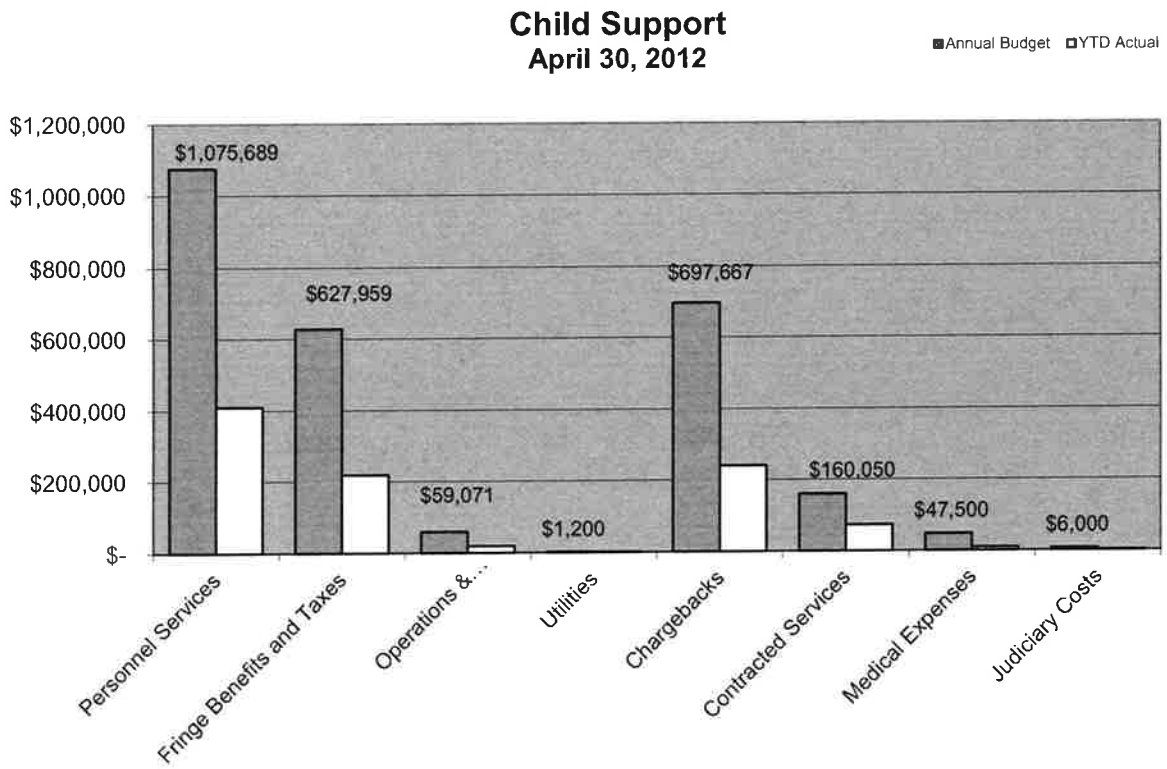
	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	$ 400,881	$ 133,627	33.33%
Intergovernmental Revenue	$ 2,263,555	$ 850,545	37.58%
Charges for Sales and Service	$ 58,000	$ 9,934	17.13%
Inergovernmental for Service	$ -	$ -	0.00%
Miscellaneous	$ -	$ 16	0.00%
Personnel Services	$ 1,075,689	$ 409,628	38.08%
Fringe Benefits and Taxes	$ 627,959	$ 218,325	34.77%
Operations & Maintenance	$ 59,071	$ 19,115	32.36%
Utilities	$ 1,200	$ 600	50.00%
Chargebacks	$ 697,667	$ 240,223	34.43%
Contracted Services	$ 160,050	$ 72,450	45.27%
Medical Expenses	$ 47,500	$ 8,842	18.61%
Judiciary Costs	$ 6,000	$ 421	7.02%

HIGHLIGHTS:

Summary: Revenue and expenditures are consistent with projections YTD.

Revenues: Revenue for charges for sales and services are slightly lower than anticipated due to timing issues relative to tax intercept collections.

Expenses: Contracted services expense reflects higher percentage of budget than anticipated as Call Center charges for 1st and 2nd quarter of 2012 have been remitted. YTD will not change until 3rd quarter now.



Child Support Budget Performance Report-April 2012

Fiscal Year to Date 04/30/12

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund **210 - Child Support**										
REVENUE										
Department **017 - Child Support**										
Division **001 - General**										
4100	General property taxes	400,881.00	.00	400,881.00	33,406.75	.00	133,627.00	267,254.00	33	342,656.04
4302	State grant and aid revenue	2,263,555.00	.00	2,263,555.00	368,485.32	.00	850,545.26	1,413,009.74	38	2,434,883.97
4600.601	Charges and fees Genetic test	35,000.00	.00	35,000.00	2,360.95	.00	6,415.06	28,584.94	18	23,880.87
4600.602	Charges and fees Vital statistics	1,000.00	.00	1,000.00	63.73	.00	221.57	778.43	22	863.60
4600.603	Charges and fees Paper service	10,000.00	.00	10,000.00	774.88	.00	1,967.56	8,032.44	20	8,057.25
4600.604	Charges and fees IV-D service	12,000.00	.00	12,000.00	210.00	.00	1,330.00	10,670.00	11	.00
4601.012	Sales Copy machine use	.00	.00	.00	.50	.00	.50	(.50)	+++	.00
4700	Intergovt charges	.00	.00	.00	.00	.00	.00	.00	+++	3,297.00
4900	Miscellaneous	.00	.00	.00	.00	.00	16.00	(16.00)	+++	16.00
	Division **001 - General** Totals	$2,722,436.00	$0.00	$2,722,436.00	$405,302.13	$0.00	$994,122.95	$1,728,313.05	37%	$2,813,654.73
	Department **017 - Child Support** Totals	$2,722,436.00	$0.00	$2,722,436.00	$405,302.13	$0.00	$994,122.95	$1,728,313.05	37%	$2,813,654.73
	REVENUE TOTALS	$2,722,436.00	$0.00	$2,722,436.00	$405,302.13	$0.00	$994,122.95	$1,728,313.05	37%	$2,813,654.73
EXPENSE										
Department **017 - Child Support**										
Division **001 - General**										
5100	Regular earnings	1,075,689.00	.00	1,075,689.00	75,883.44	.00	317,740.68	757,948.32	30	958,193.98
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	9,175.37	.00	42,363.87	(42,363.87)	+++	188,102.80
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	+++	(5,592.59)
5110.100	Fringe benefits FICA	79,063.00	.00	79,063.00	5,911.65	.00	24,930.79	54,132.21	32	80,218.56
5110.110	Fringe benefits Unemployment compensation	5,378.00	.00	5,378.00	448.17	.00	1,792.64	3,585.36	33	6,008.00
5110.200	Fringe benefits Health insurance	431,406.00	.00	431,406.00	35,900.22	.00	152,433.60	278,972.40	35	440,989.90
5110.210	Fringe benefits Dental Insurance	31,652.00	.00	31,652.00	2,643.84	.00	11,224.89	20,427.11	35	32,072.00
5110.220	Fringe benefits Life Insurance	2,030.00	.00	2,030.00	168.07	.00	765.72	1,264.28	38	2,356.02
5110.230	Fringe benefits LT disability insurance	3,872.00	.00	3,872.00	.00	.00	.00	3,872.00	0	.00
5110.235	Fringe benefits Disability insurance	10,889.00	.00	10,889.00	1,258.70	.00	5,034.76	5,854.24	46	13,596.89
5110.240	Fringe benefits Workers compensation insurance	204.00	.00	204.00	17.00	.00	68.00	136.00	33	198.00
5110.300	Fringe benefits Retirement	63,465.00	.00	63,465.00	4,976.04	.00	20,914.33	42,550.67	33	57,663.35
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	1,165.82	(1,165.82)	+++	72,195.28
5300.001	Supplies Office	12,000.00	.00	12,000.00	486.81	.00	8,045.43	3,954.57	67	10,995.50
5300.004	Supplies Postage	35,000.00	.00	35,000.00	2,047.31	.00	9,367.18	25,632.82	27	31,214.59
5303	Copy expense	.00	.00	.00	.00	.00	12.00	(12.00)	+++	35.07
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	1,705.26
5305	Dues and memberships	2,090.00	.00	2,090.00	45.00	.00	90.00	2,000.00	4	1,544.50
5306.100	Maintenance agreement Software	2,791.00	.00	2,791.00	232.55	.00	930.20	1,860.80	33	6,178.52

5307.100	Repairs and maintenance Equipment	990.00	.00	990.00	.00	.00	.00	990.00	0	1,144.69
5330	Books, periodicals, subscription	600.00	.00	600.00	53.82	.00	335.86	264.14	56	796.51
5340	Travel and training	5,600.00	.00	5,600.00	28.14	.00	336.71	5,263.29	6	3,461.04
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	(233.10)
5507	Other utilities	1,200.00	.00	1,200.00	.00	.00	600.00	600.00	50	1,200.00
5600	Indirect cost	230,177.00	.00	230,177.00	19,181.42	.00	76,725.68	153,451.32	33	220,263.00
5601.100	Intra-county expense Information services	111,251.00	.00	111,251.00	8,581.67	.00	35,675.02	75,575.98	32	109,957.52
5601.200	Intra-county expense Insurance	5,751.00	.00	5,751.00	479.25	.00	1,917.00	3,834.00	33	5,751.00
5601.300	Intra-county expense Other departmental	345,988.00	.00	345,988.00	29,160.70	.00	125,190.87	220,797.13	36	313,118.44
5601.400	Intra-county expense Copy center	2,000.00	.00	2,000.00	175.00	.00	716.75	1,283.25	36	.00
5601.450	Intra-county expense Departmental copiers	2,500.00	.00	2,500.00	208.33	.00	833.36	1,666.64	33	.00
5700	Contracted services	160,050.00	.00	160,050.00	.00	.00	72,450.00	87,600.00	45	144,900.00
5700.900	Contracted services Contra	.00	.00	.00	.00	.00	.00	.00	+++	(550.00)
5706	Temporary replacement help	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,845.00
5708	Professional services	300.00	.00	300.00	.00	.00	.00	300.00	0	172.00
5710	Paper service - legal	45,000.00	.00	45,000.00	4,184.21	.00	16,019.22	28,980.78	36	36,146.54
5716.100	Legal services Chargebacks	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5762	Med exams/autopsies/genetic test	47,500.00	.00	47,500.00	2,425.50	.00	8,842.00	38,658.00	19	28,632.00
5784	Interpreter services	4,500.00	.00	4,500.00	45.00	.00	421.50	4,078.50	9	3,470.35
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	48,908.83
	Division **001 - General** Totals	$2,722,436.00	$0.00	$2,722,436.00	$203,717.21	$0.00	$936,943.88	$1,785,492.12	34%	$2,816,659.45
	Department **017 - Child Support** Totals	$2,722,436.00	$0.00	$2,722,436.00	$203,717.21	$0.00	$936,943.88	$1,785,492.12	34%	$2,816,659.45
	EXPENSE TOTALS	$2,722,436.00	$0.00	$2,722,436.00	$203,717.21	$0.00	$936,943.88	$1,785,492.12	34%	$2,816,659.45
	Fund **210 - Child Support** Totals									
	REVENUE TOTALS	2,722,436.00	.00	2,722,436.00	405,302.13	.00	994,122.95	1,728,313.05	37	2,813,654.73
	EXPENSE TOTALS	2,722,436.00	.00	2,722,436.00	203,717.21	.00	936,943.88	1,785,492.12	34	2,816,659.45
	Fund **210 - Child Support** Totals	$0.00	$0.00	$0.00	$201,584.92	$0.00	$57,179.07	($57,179.07)		($3,004.72)
	Grand Totals									
	REVENUE TOTALS	2,722,436.00	.00	2,722,436.00	405,302.13	.00	994,122.95	1,728,313.05	37	2,813,654.73
	EXPENSE TOTALS	2,722,436.00	.00	2,722,436.00	203,717.21	.00	936,943.88	1,785,492.12	34	2,816,659.45
	Grand Totals	$0.00	$0.00	$0.00	$201,584.92	$0.00	$57,179.07	($57,179.07)		($3,004.72)

Brown County
County Treasurer
Budget Status Report
3/31/2012

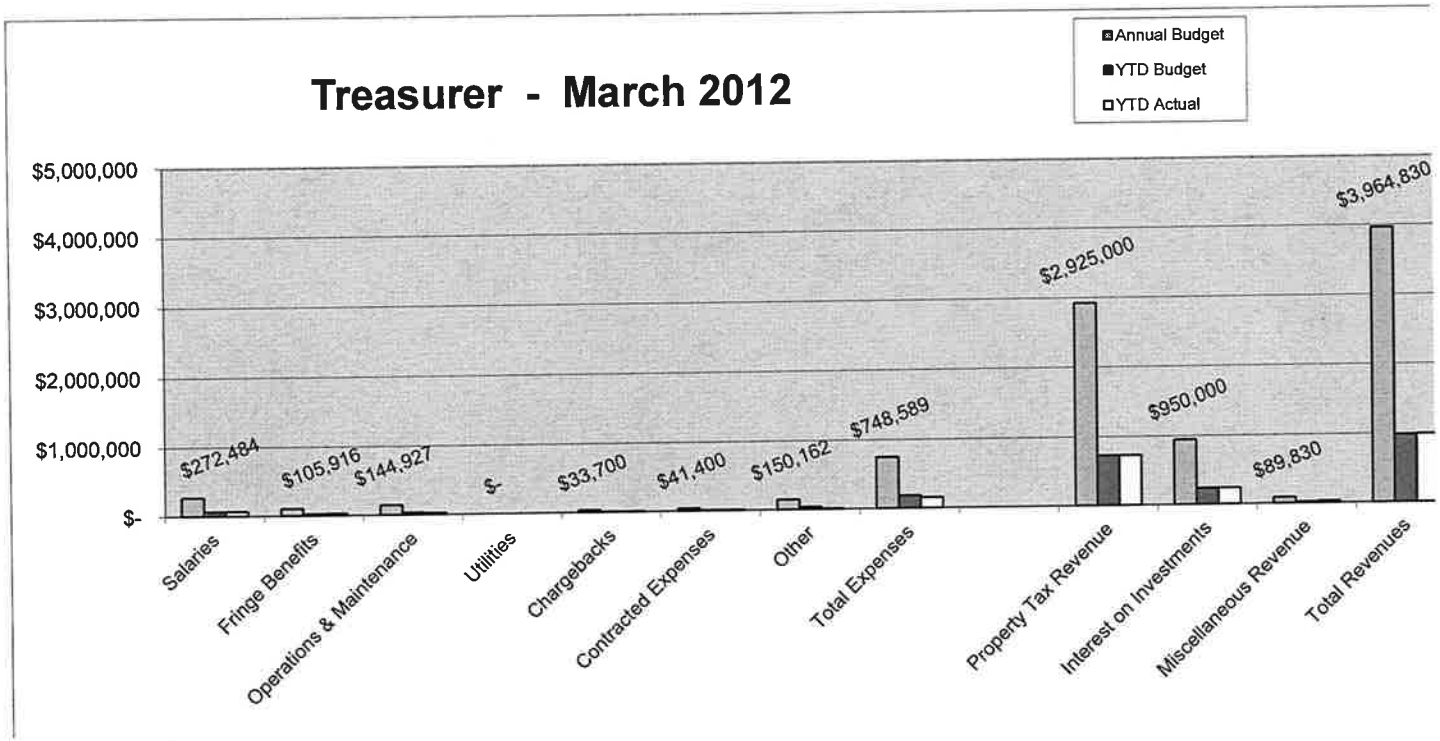
	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 272,484	$ 68,121	$ 67,249
Fringe Benefits	$ 105,916	$ 26,479	$ 28,681
Operations & Maintenance	$ 144,927	$ 36,232	$ 25,608
Utilities	$ -	$ -	$ -
Chargebacks	$ 33,700	$ 8,425	$ 7,655
Contracted Expenses	$ 41,400	$ 10,350	$ 10,421
Other	$ 150,162	$ 37,541	$ 13,443
Total Expenses	$ 748,589	$ 187,147	$ 153,056
Property Tax Revenue	$ 2,925,000	$ 731,250	$ 729,007
Interest on Investments	$ 950,000	$ 237,500	$ 238,946
Miscellaneous Revenue	$ 89,830	$ 22,458	$ 27,835
Total Revenues	$ 3,964,830	$ 991,208	$ 995,789
Net Levy Distribution	$ 3,216,241	$ 804,060	$ 842,733

PLEASE NOTE:

Our expenditures are below budget.

Our revenues are on budget.

$ 38,672 FAVORABLE BUDGET VAR



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2012 MARCH BUDGET PERFORMANCE REPORT

Fiscal Year to Date 03/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	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 **080 - Treasurer**										
Division **001 - General**										
4100	General property taxes	(3,216,241.00)	.00	(3,216,241.00)	(268,020.08)	.00	(804,060.24)	(2,412,180.76)	25	(2,797,418.04)
4108	Interest on taxes	2,050,000.00	.00	2,050,000.00	104,046.31	.00	501,830.08	1,548,169.92	24	1,958,981.33
4109	Penalities on taxes	875,000.00	.00	875,000.00	37,409.12	.00	227,177.17	647,822.83	26	839,191.50
4700	Intergovt charges	60,000.00	.00	60,000.00	1,805.18	.00	25,896.79	34,103.21	43	61,049.71
4900	Miscellaneous	34,830.00	.00	34,830.00	695.05	.00	1,938.56	32,891.44	6	34,055.63
4905	Interest	950,000.00	.00	950,000.00	155,042.71	.00	238,946.33	711,053.67	25	1,106,047.38
4960	Gain or Loss on Sale - Tax Deeds	(5,000.00)	.00	(5,000.00)	.00	.00	.00	(5,000.00)	0	(6,302.95)
	Division **001 - General** Totals	$748,589.00	$0.00	$748,589.00	$30,978.29	$0.00	$191,728.69	$556,860.31	26%	$1,195,604.56
	Department **080 - Treasurer** Totals	$748,589.00	$0.00	$748,589.00	$30,978.29	$0.00	$191,728.69	$556,860.31	26%	$1,195,604.56
	REVENUE TOTALS	$748,589.00	$0.00	$748,589.00	$30,978.29	$0.00	$191,728.69	$556,860.31	26%	$1,195,604.56
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5100	Regular earnings	269,784.00	.00	269,784.00	26,958.36	.00	63,731.06	206,052.94	24	229,786.36
5102	**Paid leave earnings**									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	845.64	.00	3,044.51	(3,044.51)	+++	26,284.13
	5102 - Paid leave earnings Totals	$0.00	$0.00	$0.00	$845.64	$0.00	$3,044.51	($3,044.51)	+++	$26,284.13
5103	**Premium**									
5103.000	Premium Overtime	2,700.00	.00	2,700.00	.00	.00	473.11	2,226.89	18	2,031.57
	5103 - Premium Totals	$2,700.00	$0.00	$2,700.00	$0.00	$0.00	$473.11	$2,226.89	18%	$2,031.57
5110	**Fringe benefits**									
5110.100	Fringe benefits FICA	20,027.00	.00	20,027.00	1,924.95	.00	4,706.58	15,320.42	24	18,758.09
5110.110	Fringe benefits Unemployment compensation	1,364.00	.00	1,364.00	113.67	.00	340.97	1,023.03	25	1,368.00
5110.200	Fringe benefits Health insurance	58,713.00	.00	58,713.00	7,356.51	.00	15,939.11	42,773.89	27	59,448.79
5110.210	Fringe benefits Dental Insurance	5,388.00	.00	5,388.00	653.73	.00	1,416.41	3,971.59	26	5,229.90
5110.220	Fringe benefits Life Insurance	850.00	.00	850.00	140.38	.00	245.69	604.31	29	848.38
5110.230	Fringe benefits LT disability insurance	972.00	.00	972.00	.00	.00	.00	972.00	0	.00
5110.235	Fringe benefits Disability insurance	2,481.00	.00	2,481.00	283.05	.00	848.24	1,632.76	34	2,974.20
5110.240	Fringe benefits Workers compensation insurance	45.00	.00	45.00	3.75	.00	11.25	33.75	25	43.00
5110.300	Fringe benefits Retirement	16,076.00	.00	16,076.00	1,730.25	.00	3,816.95	12,259.05	24	15,611.74
5110.310	Fringe benefits Retirement credit	.00	.00	.00	550.71	.00	1,355.67	(1,355.67)	+++	12,825.87
	5110 - Fringe benefits Totals	$105,916.00	$0.00	$105,916.00	$12,757.00	$0.00	$28,680.87	$77,235.13	27%	$117,107.97
5300	**Supplies**									
5300	Supplies	3,610.00	.00	3,610.00	893.20	.00	1,153.20	2,456.80	32	2,780.64
5300.001	Supplies Office	8,382.00	.00	8,382.00	448.70	.00	1,434.06	6,947.94	17	5,644.61
5300.004	Supplies Postage	52,000.00	.00	52,000.00	936.70	.00	14,820.51	37,179.49	29	46,282.71
	5300 - Supplies Totals	$63,992.00	$0.00	$63,992.00	$2,278.60	$0.00	$17,407.77	$46,584.23	27%	$54,707.96

2012 MARCH BUDGET PERFORMANCE REPORT

Fiscal Year to Date 03/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	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										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	82.10
5304	**Printing**									
5304	Printing	515.00	.00	515.00	.00	.00	.00	515.00	0	676.48
5304.100	Printing Forms	14,000.00	.00	14,000.00	2,285.31	.00	4,083.91	9,916.09	29	11,262.58
	5304 - Printing Totals	$14,515.00	$0.00	$14,515.00	$2,285.31	$0.00	$4,083.91	$10,431.09	28%	$11,939.06
5305	Dues and memberships	210.00	.00	210.00	.00	.00	100.00	110.00	48	140.00
5307	**Repairs and maintenance**									
5307.100	Repairs and maintenance Equipment	2,500.00	.00	2,500.00	.00	.00	200.00	2,300.00	8	2,995.64
	5307 - Repairs and maintenance Totals	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$200.00	$2,300.00	8%	$2,995.64
5310	Advertising and public notice	5,850.00	.00	5,850.00	.00	.00	475.68	5,374.32	8	15,999.00
5330	Books, periodicals, subscription	35.00	.00	35.00	.00	.00	.00	35.00	0	130.94
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	195.00
5340	Travel and training	2,000.00	.00	2,000.00	364.70	.00	439.70	1,560.30	22	1,465.70
5390	Miscellaneous	5,825.00	.00	5,825.00	504.00	.00	524.00	5,301.00	9	1,264.66
5392	Service fees	50,000.00	.00	50,000.00	.00	.00	2,377.07	47,622.93	5	50,193.79
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	245.08
5601	**Intra-county expense**									
5601.100	Intra-county expense Information services	29,631.00	.00	29,631.00	2,362.06	.00	7,204.34	22,426.66	24	30,176.88
5601.200	Intra-county expense Insurance	1,144.00	.00	1,144.00	95.33	.00	286.03	857.97	25	1,144.00
5601.350	Intra-county expense Highway	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
5601.400	Intra-county expense Copy center	1,500.00	.00	1,500.00	.00	.00	108.00	1,392.00	7	.00
5601.450	Intra-county expense Departmental copiers	225.00	.00	225.00	18.75	.00	56.25	168.75	25	.00
	5601 - Intra-county expense Totals	$33,700.00	$0.00	$33,700.00	$2,476.14	$0.00	$7,654.62	$26,045.38	23%	$31,320.88
5700	Contracted services	41,400.00	.00	41,400.00	2,712.13	.00	10,421.45	30,978.55	25	40,282.32
5810	Tax deed	56,250.00	.00	56,250.00	248.09	.00	805.56	55,444.44	1	39,101.57
5815	**Tax refund**									
5815.100	Tax refund Personal property	50,000.00	.00	50,000.00	8,381.35	.00	1,812.23	48,187.77	4	57,389.99
5815.110	Tax refund Real estate property	24,000.00	.00	24,000.00	10,824.80	.00	10,824.80	13,175.20	45	2,156.67
	5815 - Tax refund Totals	$74,000.00	$0.00	$74,000.00	$19,206.15	$0.00	$12,637.03	$61,362.97	17%	$59,546.66
5835	Soil testing	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5887	Payment in lieu of taxes	12,412.00	.00	12,412.00	.00	.00	.00	12,412.00	0	12,050.00
	Division 001 - General Totals	$748,589.00	$0.00	$748,589.00	$70,636.12	$0.00	$153,056.34	$595,532.66	20%	$696,870.39
	Department 080 - Treasurer Totals	$748,589.00	$0.00	$748,589.00	$70,636.12	$0.00	$153,056.34	$595,532.66	20%	$696,870.39
	EXPENSE TOTALS	$748,589.00	$0.00	$748,589.00	$70,636.12	$0.00	$153,056.34	$595,532.66	20%	$696,870.39
	Fund 100 - GF Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	30,978.29	.00	191,728.69	556,860.31	26	1,195,604.56

2012 MARCH BUDGET PERFORMANCE REPORT

Fiscal Year to Date 03/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	EXPENSE TOTALS	748,589.00	.00	748,589.00	70,636.12	.00	153,056.34	595,532.66	20	696,870.39
	Fund **100 - GF** Totals	$0.00	$0.00	$0.00	($39,657.83)	$0.00	$38,672.35	($38,672.35)		$498,734.17
	Grand Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	30,978.29	.00	191,728.69	556,860.31	26	1,195,604.56
	EXPENSE TOTALS	748,589.00	.00	748,589.00	70,636.12	.00	153,056.34	595,532.66	20	696,870.39
	Grand Totals	$0.00	$0.00	$0.00	($39,657.83)	$0.00	$38,672.35	($38,672.35)		$498,734.17

Brown County
County Treasurer
Budget Status Report
4/30/2012

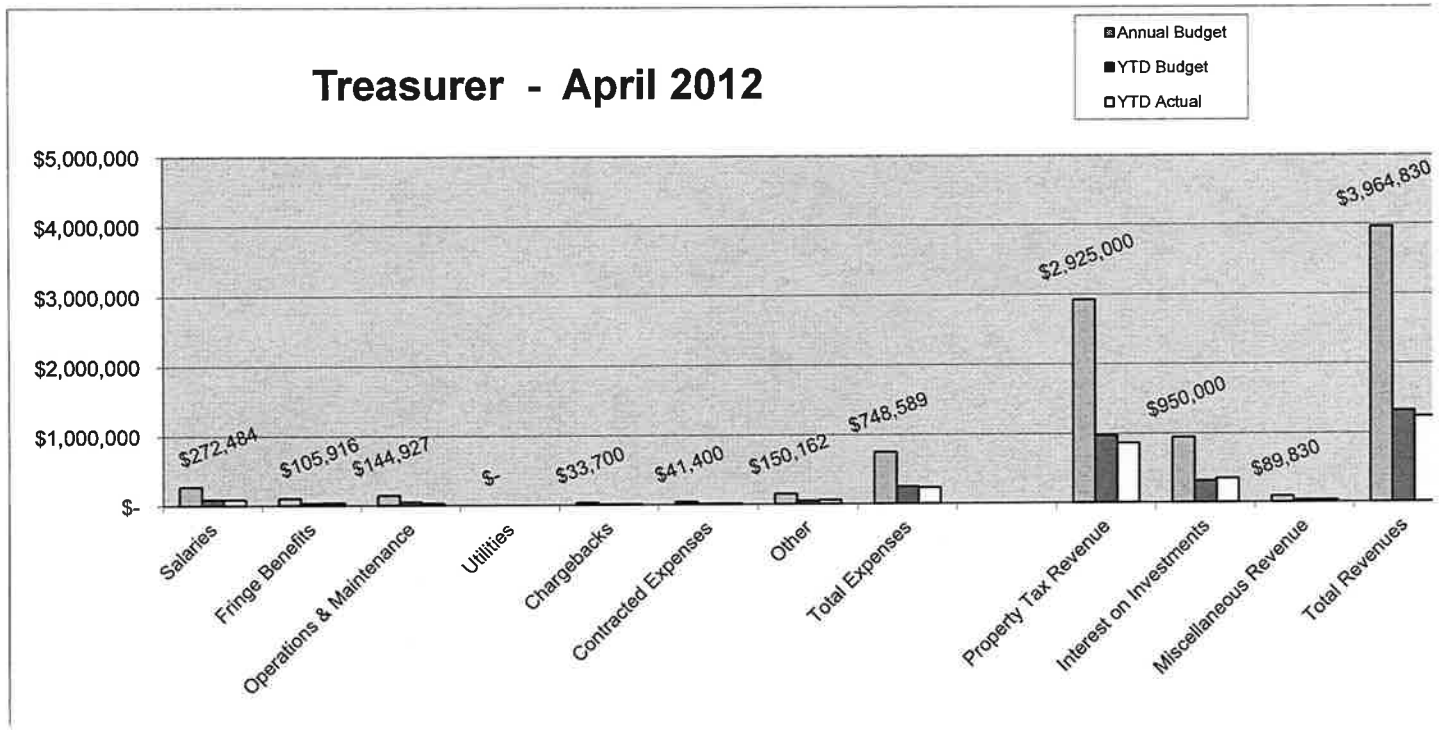
	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 272,484	$ 90,828	$ 87,288
Fringe Benefits	$ 105,916	$ 35,305	$ 37,534
Operations & Maintenance	$ 144,927	$ 48,309	$ 28,122
Utilities	$ -	$ -	$ -
Chargebacks	$ 33,700	$ 11,233	$ 10,355
Contracted Expenses	$ 41,400	$ 13,800	$ 13,156
Other	$ 150,162	$ 50,054	$ 57,354
Total Expenses	$ 748,589	$ 249,530	$ 233,810
Property Tax Revenue	$ 2,925,000	$ 975,000	$ 864,328
Interest on Investments	$ 950,000	$ 316,667	$ 347,737
Miscellaneous Revenue	$ 89,830	$ 29,943	$ 30,208
Total Revenues	$ 3,964,830	$ 1,321,610	$ 1,242,274
Net Levy Distribution	$ 3,216,241	$ 1,072,080	$ 1,008,464

PLEASE NOTE:

Our Expenditures are continuing running below budget.

Our Property Tax revenue is down due to the decrease in the amount of tax delinquencies.

$ (63,617) BUDGET VARIANCE



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2012 APRIL BUDGET PERFORMANCE REPORT

Fiscal Year to Date 04/30/12

Include Rollup Account and Rollup to Account

Account	Account Description	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 **080 - Treasurer**										
Division **001 - General**										
4100	General property taxes	(3,216,241.00)	.00	(3,216,241.00)	(268,020.08)	.00	(1,072,080.32)	(2,144,160.68)	33	(2,797,418.04)
4108	Interest on taxes	2,050,000.00	.00	2,050,000.00	99,285.52	.00	601,115.60	1,448,884.40	29	1,958,981.33
4109	Penalities on taxes	875,000.00	.00	875,000.00	36,035.30	.00	263,212.47	611,787.53	30	839,191.50
4700	Intergovt charges	60,000.00	.00	60,000.00	1,969.00	.00	27,865.79	32,134.21	46	61,049.71
4900	Miscellaneous	34,830.00	.00	34,830.00	403.73	.00	2,342.29	32,487.71	7	34,055.63
4905	Interest	950,000.00	.00	950,000.00	108,791.16	.00	347,737.49	602,262.51	37	1,106,047.38
4960	Gain or Loss on Sale - Tax Deeds	(5,000.00)	.00	(5,000.00)	.00	.00	.00	(5,000.00)	0	(6,302.95)
	Division **001 - General** Totals	$748,589.00	$0.00	$748,589.00	($21,535.37)	$0.00	$170,193.32	$578,395.68	23%	$1,195,604.56
	Department **080 - Treasurer** Totals	$748,589.00	$0.00	$748,589.00	($21,535.37)	$0.00	$170,193.32	$578,395.68	23%	$1,195,604.56
	REVENUE TOTALS	$748,589.00	$0.00	$748,589.00	($21,535.37)	$0.00	$170,193.32	$578,395.68	23%	$1,195,604.56
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5100	Regular earnings	269,784.00	.00	269,784.00	18,866.30	.00	82,597.36	187,186.64	31	229,786.36
5102	**Paid leave earnings**									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,173.00	.00	4,217.51	(4,217.51)	+++	26,284.13
	5102 - Paid leave earnings Totals	$0.00	$0.00	$0.00	$1,173.00	$0.00	$4,217.51	($4,217.51)	+++	$26,284.13
5103	**Premium**									
5103.000	Premium Overtime	2,700.00	.00	2,700.00	.00	.00	473.11	2,226.89	18	2,031.57
	5103 - Premium Totals	$2,700.00	$0.00	$2,700.00	$0.00	$0.00	$473.11	$2,226.89	18%	$2,031.57
5110	**Fringe benefits**									
5110.100	Fringe benefits FICA	20,027.00	.00	20,027.00	1,432.88	.00	6,139.46	13,887.54	31	18,758.09
5110.110	Fringe benefits Unemployment compensation	1,364.00	.00	1,364.00	113.67	.00	454.64	909.36	33	1,368.00
5110.200	Fringe benefits Health insurance	58,713.00	.00	58,713.00	4,904.32	.00	20,843.43	37,869.57	36	59,448.79
5110.210	Fringe benefits Dental Insurance	5,388.00	.00	5,388.00	435.82	.00	1,852.23	3,535.77	34	5,229.90
5110.220	Fringe benefits Life Insurance	850.00	.00	850.00	70.20	.00	315.89	534.11	37	848.38
5110.230	Fringe benefits LT disability insurance	972.00	.00	972.00	.00	.00	.00	972.00	0	.00
5110.235	Fringe benefits Disability insurance	2,481.00	.00	2,481.00	283.38	.00	1,131.62	1,349.38	46	2,974.20
5110.240	Fringe benefits Workers compensation insurance	45.00	.00	45.00	3.75	.00	15.00	30.00	33	43.00
5110.300	Fringe benefits Retirement	16,076.00	.00	16,076.00	1,242.20	.00	5,059.15	11,016.85	31	15,611.74
5110.310	Fringe benefits Retirement credit	.00	.00	.00	367.14	.00	1,722.81	(1,722.81)	+++	12,825.87
	5110 - Fringe benefits Totals	$105,916.00	$0.00	$105,916.00	$8,853.36	$0.00	$37,534.23	$68,381.77	35%	$117,107.97
5300	**Supplies**									
5300	Supplies	3,610.00	.00	3,610.00	97.00	.00	1,250.20	2,359.80	35	2,780.64
5300.001	Supplies Office	8,382.00	.00	8,382.00	.00	.00	1,434.06	6,947.94	17	5,644.61
5300.004	Supplies Postage	52,000.00	.00	52,000.00	1,936.89	.00	16,757.40	35,242.60	32	46,282.71
	5300 - Supplies Totals	$63,992.00	$0.00	$63,992.00	$2,033.89	$0.00	$19,441.66	$44,550.34	30%	$54,707.96

2012 APRIL BUDGET PERFORMANCE REPORT

Fiscal Year to Date 04/30/12

Include Rollup Account and Rollup to Account

Account	Account Description	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**										
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	82.10
5304	**Printing**									
5304	Printing	515.00	.00	515.00	.00	.00	.00	515.00	0	676.48
5304.100	Printing Forms	14,000.00	.00	14,000.00	.00	.00	4,083.91	9,916.09	29	11,262.58
	5304 - Printing Totals	$14,515.00	$0.00	$14,515.00	$0.00	$0.00	$4,083.91	$10,431.09	28%	$11,939.06
5305	Dues and memberships	210.00	.00	210.00	.00	.00	100.00	110.00	48	140.00
5307	**Repairs and maintenance**									
5307.100	Repairs and maintenance Equipment	2,500.00	.00	2,500.00	255.20	.00	455.20	2,044.80	18	2,995.64
	5307 - Repairs and maintenance Totals	$2,500.00	$0.00	$2,500.00	$255.20	$0.00	$455.20	$2,044.80	18%	$2,995.64
5310	Advertising and public notice	5,850.00	.00	5,850.00	.00	.00	475.68	5,374.32	8	15,999.00
5330	Books, periodicals, subscription	35.00	.00	35.00	.00	.00	.00	35.00	0	130.94
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	195.00
5340	Travel and training	2,000.00	.00	2,000.00	125.00	.00	564.70	1,435.30	28	1,465.70
5390	Miscellaneous	5,825.00	.00	5,825.00	100.00	.00	624.00	5,201.00	11	1,264.66
5392	Service fees	50,000.00	.00	50,000.00	.00	.00	2,377.07	47,622.93	5	50,193.79
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	245.08
5601	**Intra-county expense**									
5601.100	Intra-county expense Information services	29,631.00	.00	29,631.00	2,280.79	.00	9,485.13	20,145.87	32	30,176.88
5601.200	Intra-county expense Insurance	1,144.00	.00	1,144.00	95.33	.00	381.36	762.64	33	1,144.00
5601.350	Intra-county expense Highway	1,200.00	.00	1,200.00	305.89	.00	305.89	894.11	25	.00
5601.400	Intra-county expense Copy center	1,500.00	.00	1,500.00	.00	.00	108.00	1,392.00	7	.00
5601.450	Intra-county expense Departmental copiers	225.00	.00	225.00	18.75	.00	75.00	150.00	33	.00
	5601 - Intra-county expense Totals	$33,700.00	$0.00	$33,700.00	$2,700.76	$0.00	$10,355.38	$23,344.62	31%	$31,320.88
5700	Contracted services	41,400.00	.00	41,400.00	2,734.92	.00	13,156.37	28,243.63	32	40,282.32
5810	Tax deed	56,250.00	.00	56,250.00	.00	.00	805.56	55,444.44	1	39,101.57
5815	**Tax refund**									
5815.100	Tax refund Personal property	50,000.00	.00	50,000.00	43,911.29	.00	45,723.52	4,276.48	91	57,389.99
5815.110	Tax refund Real estate property	24,000.00	.00	24,000.00	.00	.00	10,824.80	13,175.20	45	2,156.67
	5815 - Tax refund Totals	$74,000.00	$0.00	$74,000.00	$43,911.29	$0.00	$56,548.32	$17,451.68	76%	$59,546.66
5835	Soil testing	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5887	Payment in lieu of taxes	12,412.00	.00	12,412.00	.00	.00	.00	12,412.00	0	12,050.00
	Division **001 - General** Totals	$748,589.00	$0.00	$748,589.00	$80,753.72	$0.00	$233,810.06	$514,778.94	31%	$696,870.39
	Department **080 - Treasurer** Totals	$748,589.00	$0.00	$748,589.00	$80,753.72	$0.00	$233,810.06	$514,778.94	31%	$696,870.39
	EXPENSE TOTALS	$748,589.00	$0.00	$748,589.00	$80,753.72	$0.00	$233,810.06	$514,778.94	31%	$696,870.39
	Fund **100 - GF** Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	(21,535.37)	.00	170,193.32	578,395.68	23	1,195,604.56

2012 APRIL BUDGET PERFORMANCE REPORT

Fiscal Year to Date 04/30/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	EXPENSE TOTALS	748,589.00	.00	748,589.00	80,753.72	.00	233,810.06	514,778.94	31	696,870.39
	Fund **100 - GF** Totals	$0.00	$0.00	$0.00	($102,289.09)	$0.00	($63,616.74)	$63,616.74		$498,734.17
	Grand Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	(21,535.37)	.00	170,193.32	578,395.68	23	1,195,604.56
	EXPENSE TOTALS	748,589.00	.00	748,589.00	80,753.72	.00	233,810.06	514,778.94	31	696,870.39
	Grand Totals	$0.00	$0.00	$0.00	($102,289.09)	$0.00	($63,616.74)	$63,616.74		$498,734.17

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Brown County
County Treasurer
Budget Status Report
5/31/2012

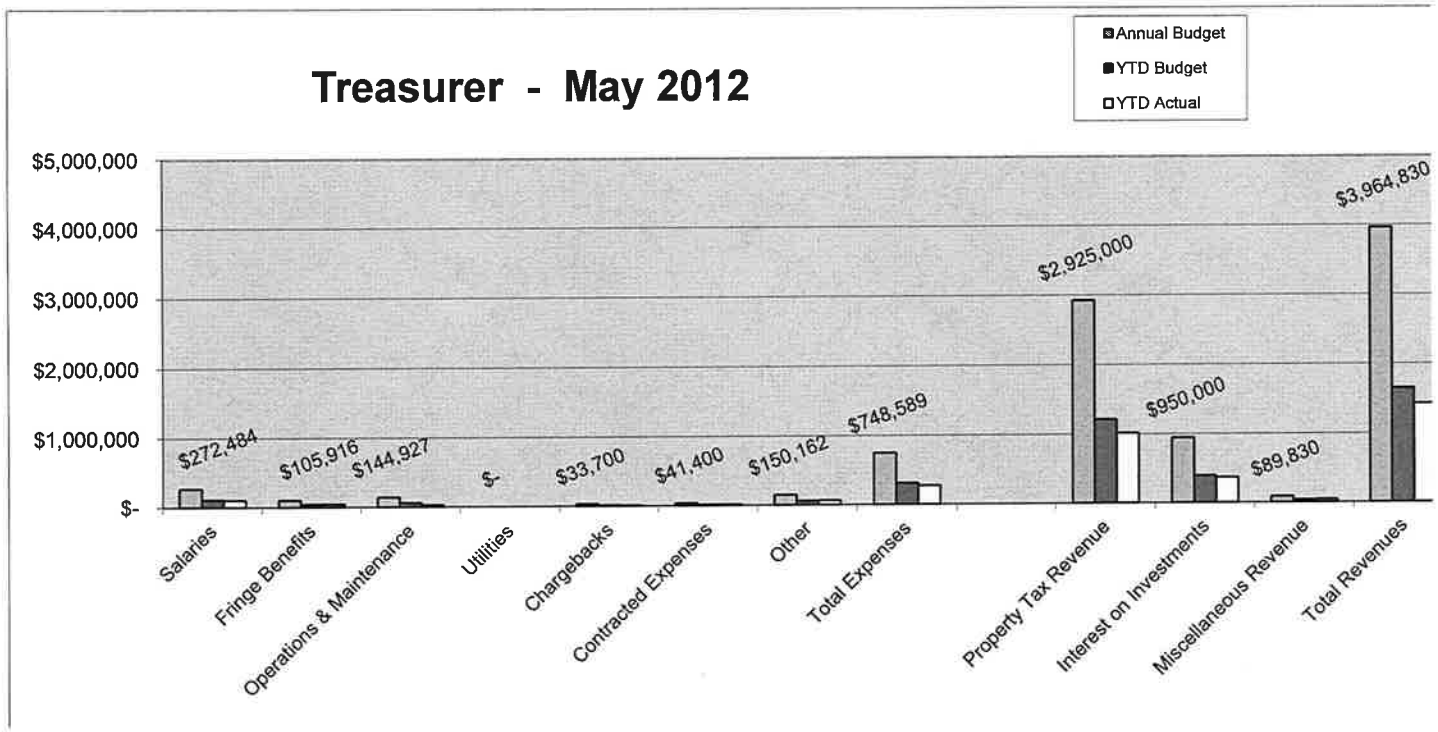
	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 272,484	$ 113,535	$ 105,904
Fringe Benefits	$ 105,916	$ 44,132	$ 46,189
Operations & Maintenance	$ 144,927	$ 60,386	$ 29,391
Utilities	$ -	$ -	$ -
Chargebacks	$ 33,700	$ 14,042	$ 11,244
Contracted Expenses	$ 41,400	$ 17,250	$ 15,891
Other	$ 150,162	$ 62,568	$ 67,914
Total Expenses	$ 748,589	$ 311,912	$ 276,534
Property Tax Revenue	$ 2,925,000	$ 1,218,750	$ 1,017,690
Interest on Investments	$ 950,000	$ 395,833	$ 369,690
Miscellaneous Revenue	$ 89,830	$ 37,429	$ 42,793
Total Revenues	$ 3,964,830	$ 1,652,013	$ 1,430,174
Net Levy Distribution	$ 3,216,241	$ 1,340,100	$ 1,153,640

PLEASE NOTE:

Expenditures are continuing to run below budget.

Revenue is down due to a decrease in property tax delinquencies.

$ (186,460) BUDGET VARIANCE



2012 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	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 **080 - Treasurer**										
Division **001 - General**										
4100	General property taxes	(3,216,241.00)	.00	(3,216,241.00)	(268,020.08)	.00	(1,340,100.40)	(1,876,140.60)	42	(2,797,418.04)
4108	Interest on taxes	2,050,000.00	.00	2,050,000.00	111,190.18	.00	712,305.78	1,337,694.22	35	1,958,981.33
4109	Penalities on taxes	875,000.00	.00	875,000.00	42,171.84	.00	305,384.31	569,615.69	35	839,191.50
4700	Intergovt charges	60,000.00	.00	60,000.00	1,834.77	.00	29,700.56	30,299.44	50	61,049.71
4900	Miscellaneous	34,830.00	.00	34,830.00	10,750.38	.00	13,092.67	21,737.33	38	34,055.63
4905	Interest	950,000.00	.00	950,000.00	21,952.82	.00	369,690.31	580,309.69	39	1,106,047.38
4960	Gain or Loss on Sale - Tax Deeds	(5,000.00)	.00	(5,000.00)	.00	.00	.00	(5,000.00)	0	(6,302.95)
	Division **001 - General** Totals	$748,589.00	$0.00	$748,589.00	($80,120.09)	$0.00	$90,073.23	$658,515.77	12%	$1,195,604.56
	Department **080 - Treasurer** Totals	$748,589.00	$0.00	$748,589.00	($80,120.09)	$0.00	$90,073.23	$658,515.77	12%	$1,195,604.56
	REVENUE TOTALS	$748,589.00	$0.00	$748,589.00	($80,120.09)	$0.00	$90,073.23	$658,515.77	12%	$1,195,604.56
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5100	Regular earnings	269,784.00	.00	269,784.00	17,847.09	.00	100,444.45	169,339.55	37	229,786.36
5102	**Paid leave earnings**									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	768.90	.00	4,986.41	(4,986.41)	+++	26,284.13
	5102 - Paid leave earnings Totals	$0.00	$0.00	$0.00	$768.90	$0.00	$4,986.41	($4,986.41)	+++	$26,284.13
5103	**Premium**									
5103.000	Premium Overtime	2,700.00	.00	2,700.00	.00	.00	473.11	2,226.89	18	2,031.57
	5103 - Premium Totals	$2,700.00	$0.00	$2,700.00	$0.00	$0.00	$473.11	$2,226.89	18%	$2,031.57
5110	**Fringe benefits**									
5110.100	Fringe benefits FICA	20,027.00	.00	20,027.00	1,311.13	.00	7,450.59	12,576.41	37	18,758.09
5110.110	Fringe benefits Unemployment compensation	1,364.00	.00	1,364.00	113.67	.00	568.31	795.69	42	1,368.00
5110.200	Fringe benefits Health insurance	58,713.00	.00	58,713.00	4,904.34	.00	25,747.77	32,965.23	44	59,448.79
5110.210	Fringe benefits Dental Insurance	5,388.00	.00	5,388.00	435.82	.00	2,288.05	3,099.95	42	5,229.90
5110.220	Fringe benefits Life Insurance	850.00	.00	850.00	77.53	.00	393.42	456.58	46	848.38
5110.230	Fringe benefits LT disability insurance	972.00	.00	972.00	.00	.00	.00	972.00	0	.00
5110.235	Fringe benefits Disability insurance	2,481.00	.00	2,481.00	283.38	.00	1,415.00	1,066.00	57	2,974.20
5110.240	Fringe benefits Workers compensation insurance	45.00	.00	45.00	3.75	.00	18.75	26.25	42	43.00
5110.300	Fringe benefits Retirement	16,076.00	.00	16,076.00	1,158.22	.00	6,217.37	9,858.63	39	15,611.74
5110.310	Fringe benefits Retirement credit	.00	.00	.00	367.14	.00	2,089.95	(2,089.95)	+++	12,825.87
	5110 - Fringe benefits Totals	$105,916.00	$0.00	$105,916.00	$8,654.98	$0.00	$46,189.21	$59,726.79	44%	$117,107.97
5300	**Supplies**									
5300	Supplies	3,610.00	.00	3,610.00	.00	.00	1,250.20	2,359.80	35	2,780.64
5300.001	Supplies Office	8,382.00	.00	8,382.00	283.83	.00	1,717.89	6,664.11	20	5,644.61
5300.004	Supplies Postage	52,000.00	.00	52,000.00	985.06	.00	17,742.46	34,257.54	34	46,282.71
	5300 - Supplies Totals	$63,992.00	$0.00	$63,992.00	$1,268.89	$0.00	$20,710.55	$43,281.45	32%	$54,707.96

2012 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	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**										
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	82.10
5304	**Printing**									
5304	Printing	515.00	.00	515.00	.00	.00	.00	515.00	0	676.48
5304.100	Printing Forms	14,000.00	.00	14,000.00	.00	.00	4,083.91	9,916.09	29	11,262.58
	5304 - Printing Totals	$14,515.00	$0.00	$14,515.00	$0.00	$0.00	$4,083.91	$10,431.09	28%	$11,939.06
5305	Dues and memberships	210.00	.00	210.00	.00	.00	100.00	110.00	48	140.00
5307	**Repairs and maintenance**									
5307.100	Repairs and maintenance Equipment	2,500.00	.00	2,500.00	.00	.00	455.20	2,044.80	18	2,995.64
	5307 - Repairs and maintenance Totals	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$455.20	$2,044.80	18%	$2,995.64
5310	Advertising and public notice	5,850.00	.00	5,850.00	.00	.00	475.68	5,374.32	8	15,999.00
5330	Books, periodicals, subscription	35.00	.00	35.00	.00	.00	.00	35.00	0	130.94
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	195.00
5340	Travel and training	2,000.00	.00	2,000.00	.00	.00	564.70	1,435.30	28	1,465.70
5390	Miscellaneous	5,825.00	.00	5,825.00	.00	.00	624.00	5,201.00	11	1,264.66
5392	Service fees	50,000.00	.00	50,000.00	.00	.00	2,377.07	47,622.93	5	50,193.79
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	245.08
5601	**Intra-county expense**									
5601.100	Intra-county expense Information services	29,631.00	.00	29,631.00	127.51	.00	9,612.64	20,018.36	32	30,176.88
5601.200	Intra-county expense Insurance	1,144.00	.00	1,144.00	95.33	.00	476.69	667.31	42	1,144.00
5601.350	Intra-county expense Highway	1,200.00	.00	1,200.00	646.69	.00	952.58	247.42	79	.00
5601.400	Intra-county expense Copy center	1,500.00	.00	1,500.00	.00	.00	108.00	1,392.00	7	.00
5601.450	Intra-county expense Departmental copiers	225.00	.00	225.00	18.75	.00	93.75	131.25	42	.00
	5601 - Intra-county expense Totals	$33,700.00	$0.00	$33,700.00	$888.28	$0.00	$11,243.66	$22,456.34	33%	$31,320.88
5700	Contracted services	41,400.00	.00	41,400.00	2,734.92	.00	15,891.29	25,508.71	38	40,282.32
5810	Tax deed	56,250.00	.00	56,250.00	.00	.00	805.56	55,444.44	1	39,101.57
5815	**Tax refund**									
5815.100	Tax refund Personal property	50,000.00	.00	50,000.00	(1,851.42)	.00	43,872.10	6,127.90	88	57,389.99
5815.110	Tax refund Real estate property	24,000.00	.00	24,000.00	.00	.00	10,824.80	13,175.20	45	2,156.67
	5815 - Tax refund Totals	$74,000.00	$0.00	$74,000.00	($1,851.42)	$0.00	$54,696.90	$19,303.10	74%	$59,546.66
5835	Soil testing	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5887	Payment in lieu of taxes	12,412.00	.00	12,412.00	12,412.00	.00	12,412.00	.00	100	12,050.00
	Division **001 - General** Totals	$748,589.00	$0.00	$748,589.00	$42,723.64	$0.00	$276,533.70	$472,055.30	37%	$696,870.39
	Department **080 - Treasurer** Totals	$748,589.00	$0.00	$748,589.00	$42,723.64	$0.00	$276,533.70	$472,055.30	37%	$696,870.39
	EXPENSE TOTALS	$748,589.00	$0.00	$748,589.00	$42,723.64	$0.00	$276,533.70	$472,055.30	37%	$696,870.39
	Fund **100 - GF** Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	(80,120.09)	.00	90,073.23	658,515.77	12	1,195,604.56

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2012 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	EXPENSE TOTALS	748,589.00	.00	748,589.00	42,723.64	.00	276,533.70	472,055.30	37	696,870.39
	Fund 100 - GF Totals	$0.00	$0.00	$0.00	($122,843.73)	$0.00	($186,460.47)	$186,460.47		$498,734.17
	Grand Totals									
	REVENUE TOTALS	748,589.00	.00	748,589.00	(80,120.09)	.00	90,073.23	658,515.77	12	1,195,604.56
	EXPENSE TOTALS	748,589.00	.00	748,589.00	42,723.64	.00	276,533.70	472,055.30	37	696,870.39
	Grand Totals	$0.00	$0.00	$0.00	($122,843.73)	$0.00	($186,460.47)	$186,460.47		$498,734.17

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BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH 2012

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of March 31, 2012:

Associated Bank and Chase Bank	$4,791,994.80
Bank Mutual and Denmark State Bank	$0.00
Wisconsin Development Fund	$0.00
Overnight Investments	$0.00
Deposits in Transit	$233,800.45
Emergency Fund	($66,815.80)
NSF Checks Redeposited	$344.14
Clerk Passport Account	$0.00
Workers Comp Acct	($14,737.56)
UMR Sweep Account	($279,344.24)
Bank Error(s)	$0.00
Total	**$4,665,241.79**
Less Outstanding Checks	($2,767,816.08)
Other Reconcilable Items	$0.00
Balance Per County	**$1,897,425.71**

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of March 31, 2012:

	2011	2012
Year-to-Date Interest Received	$242,038.50	$130,791.64
Interest Received-Current Month	$61,803.17	$175,858.78
Year-to-Date Interest Unrestricted Funds	**$303,841.67**	**$306,650.42**
Working Capital Reserves Invested	$134,700,162.36	$143,622,860.88
Restricted Investments	$26,863,810.74	$19,378,200.59
Total Funds Invested	**$161,563,973.10**	**$163,001,061.47**
Certificates of Deposits	$14,600,000.00	$5,600,000.00
Treas-Gov't Agencies	$45,494,962.31	$47,019,361.86
Commercial Paper		
Money Mkt-Pool	$101,469,010.79	$110,381,700.61
Total	**$161,563,973.10**	**$163,001,062.47**
Rate of Return:	0.821%	5.760%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of March 31, 2012.

Kerry M. Blaney

Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

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BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL 2012

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of April 30, 2012:

Associated Bank and Chase Bank	$1,944,764.72
Bank Mutual and Denmark State Bank	$0.00
Wisconsin Development Fund	$0.00
Overnight Investments	$0.00
Deposits in Transit	$277,276.44
Emergency Fund	($15,526.61)
NSF Checks Redeposited	($28,358.73)
Clerk Passport Account	$0.00
Workers Comp Acct	($28,121.94)
UMR Sweep Account	($343,876.67)
Bank Error(s)	$0.00
Total	**$1,806,157.21**
Less Outstanding Checks	($2,315,734.89)
Other Reconcilable Items	$0.00
Balance Per County	**($509,577.68)**

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of April 30, 2012:

	2011	2012
Year-to-Date Interest Received	$303,842.67	$306,650.42
Interest Received-Current Month	$108,324.93	$126,545.97
Year-to-Date Interest Unrestricted Funds	**$412,167.60**	**$433,196.39**
Working Capital Reserves Invested	$127,234,248.39	$135,137,855.12
Restricted Investments	$23,431,555.71	$18,240,455.75
Total Funds Invested	**$150,665,804.10**	**$153,378,310.87**
Certificates of Deposits	$14,600,000.00	$6,100,000.00
Treas-Gov't Agencies	$46,021,030.35	$46,611,899.09
Commercial Paper	$0.00	$4,996,130.00
Money Mkt-Pool	$90,044,773.75	$95,670,281.78
Total	**$150,665,804.10**	**$153,378,310.87**
Rate of Return:	0.859%	0.590%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of April 30, 2012.

Kerry M. Blaney

Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

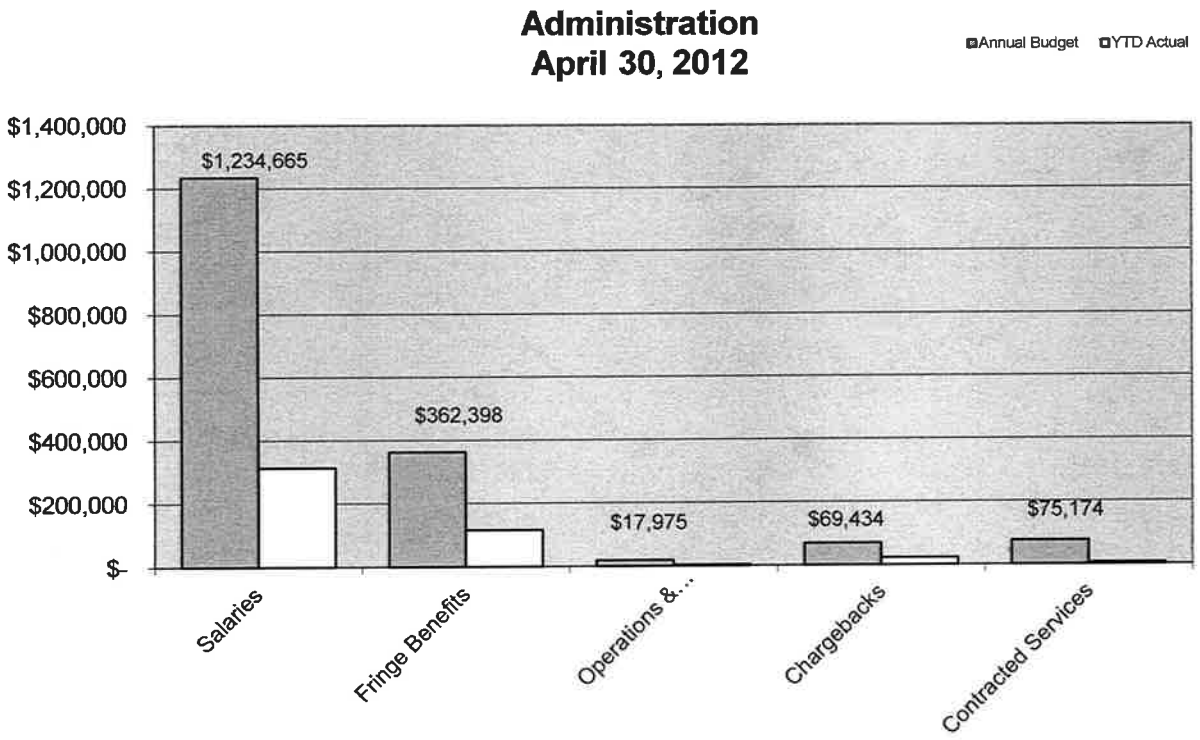
Brown County
Administration
Budget Status Report
4/30/2012

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	$ 1,150,858	$ 383,619	33%
Transfer In	$ 608,788	$ 116,847	19%
Salaries	$ 1,234,665	$ 313,172	25%
Fringe Benefits	$ 362,398	$ 114,577	32%
Operations & Maintenance	$ 17,975	$ 2,511	14%
Chargebacks	$ 69,434	$ 22,622	33%
Contracted Services	$ 75,174	$ 5,400	7%

HIGHLIGHTS:

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization. Transfer in is trending lower than expected because of two position vacancies on the project implementation team.

Expenses: All expense categories are under budget. Salaries and fringe are under budget due to the vacancies of the Director of Administration, Accountant Supervisor during the first quarter, as well as the vacancy of project team members.



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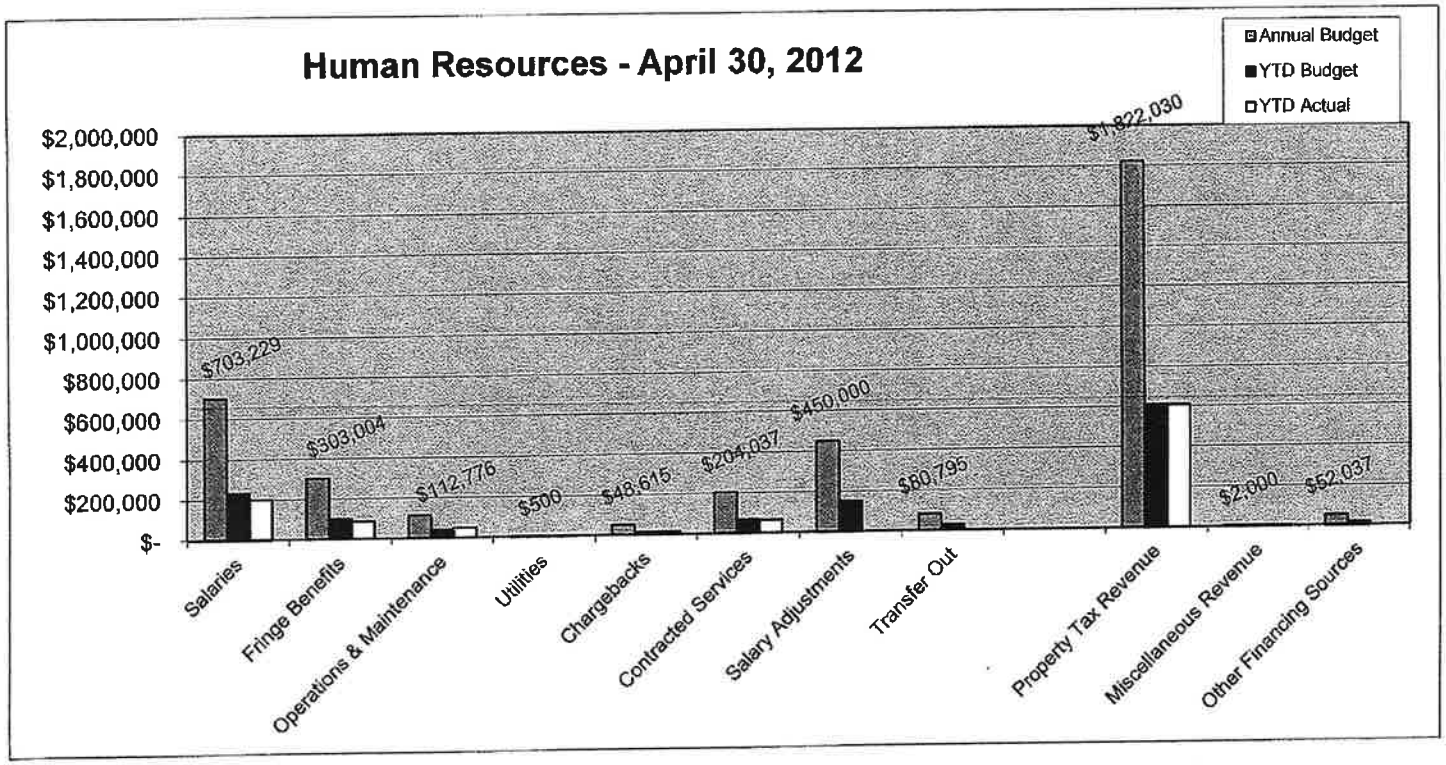
Department of Administration - April 2012

Through 04/30/12
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **100 - GF**									
REVENUE									
Property taxes	1,150,858.00	.00	1,150,858.00	95,904.83	.00	383,619.32	767,238.68	33	385,169.00
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	547,714.00	61,074.00	608,788.00	26,363.69	.00	116,847.43	491,940.57	19	228,501.96
REVENUE TOTALS	$1,698,572.00	$61,074.00	$1,759,646.00	$122,268.52	$0.00	$500,466.75	$1,259,179.25	28%	$613,670.96
EXPENSE									
Personnel services	1,234,665.00	.00	1,234,665.00	75,123.74	.00	313,171.66	921,493.34	25	378,528.15
Fringe benefits and taxes	362,398.00	.00	362,398.00	30,738.64	.00	114,576.79	247,821.21	32	141,022.36
Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	17,975.00	.00	17,975.00	132.90	.00	2,510.82	15,464.18	14	4,925.38
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	43.71
Chargebacks	69,434.00	.00	69,434.00	5,242.65	.00	22,621.53	46,812.47	33	19,332.53
Contracted services	14,100.00	61,074.00	75,174.00	5,400.00	.00	5,400.00	69,774.00	7	.00
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	$1,698,572.00	$61,074.00	$1,759,646.00	$116,637.93	$0.00	$458,280.80	$1,301,365.20	26%	$543,852.13
Fund **100 - GF** Totals									
REVENUE TOTALS	1,698,572.00	61,074.00	1,759,646.00	122,268.52	.00	500,466.75	1,259,179.25	28	613,670.96
EXPENSE TOTALS	1,698,572.00	61,074.00	1,759,646.00	116,637.93	.00	458,280.80	1,301,365.20	26	543,852.13
Fund **100 - GF** Totals	$0.00	$0.00	$0.00	$5,630.59	$0.00	$42,185.95	($42,185.95)		$69,818.83
Grand Totals									
REVENUE TOTALS	1,698,572.00	61,074.00	1,759,646.00	122,268.52	.00	500,466.75	1,259,179.25	28	613,670.96
EXPENSE TOTALS	1,698,572.00	61,074.00	1,759,646.00	116,637.93	.00	458,280.80	1,301,365.20	26	543,852.13
Grand Totals	$0.00	$0.00	$0.00	$5,630.59	$0.00	$42,185.95	($42,185.95)		$69,818.83

Brown County
Human Resources
Budget Status Report
4/30/2012

	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 703,229	$ 234,410	$ 201,641
Fringe Benefits	$ 303,004	$ 101,001	$ 85,750
Operations & Maintenance	$ 112,776	$ 37,592	$ 48,194
Utilities	$ 500	$ 167	$ 53
Chargebacks	$ 48,615	$ 16,205	$ 15,596
Contracted Services	$ 204,037	$ 68,012	$ 63,855
Salary Adjustments	$ 450,000	$ 150,000	$ -
Transfer Out	$ 80,795	$ 26,932	$ -
Property Tax Revenue	$ 1,822,030	$ 607,343	$ 607,343
Miscellaneous Revenue	$ 2,000	$ 667	$ 1,170
Other Financing Sources	$ 52,037	$ 17,346	$ -



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Human Resources Budget Performance Report

Through 04/30/12
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **100 - GF**									
REVENUE									
Property taxes	1,822,030.00	.00	1,822,030.00	151,835.83	.00	607,343.32	1,214,686.68	33	633,096.68
Charges for sales and services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous revenue	2,000.00	.00	2,000.00	212.00	.00	830.00	1,170.00	42	720.33
Transfer in	.00	52,037.00	52,037.00	.00	.00	.00	52,037.00	0	81,366.00
REVENUE TOTALS	$1,824,030.00	$52,037.00	$1,876,067.00	$152,047.83	$0.00	$608,173.32	$1,267,893.68	32%	$715,183.01
EXPENSE									
Personnel services	703,229.00	.00	703,229.00	45,992.03	.00	201,641.25	501,587.75	29	224,922.64
Fringe benefits and taxes	303,004.00	.00	303,004.00	20,666.46	.00	85,749.53	217,254.47	28	109,524.33
Salaries reimbursement	450,000.00	.00	450,000.00	.00	.00	.00	450,000.00	0	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	112,776.00	.00	112,776.00	15,954.94	.00	48,193.79	64,582.21	43	36,129.25
Utilities	500.00	.00	500.00	13.57	.00	52.91	447.09	11	98.09
Chargebacks	48,615.00	.00	48,615.00	3,763.30	.00	15,596.15	33,018.85	32	13,986.54
Contracted services	152,000.00	52,037.00	204,037.00	13,025.94	.00	63,855.41	140,181.59	31	50,133.30
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	$1,770,124.00	$52,037.00	$1,822,161.00	$99,416.24	$0.00	$415,089.04	$1,407,071.96	23%	$434,794.15
Fund **100 - GF** Totals									
REVENUE TOTALS	1,824,030.00	52,037.00	1,876,067.00	152,047.83	.00	608,173.32	1,267,893.68	32	715,183.01
EXPENSE TOTALS	1,770,124.00	52,037.00	1,822,161.00	99,416.24	.00	415,089.04	1,407,071.96	23	434,794.15
Fund **100 - GF** Totals	$53,906.00	$0.00	$53,906.00	$52,631.59	$0.00	$193,084.28	($139,178.28)		$280,388.86
Grand Totals									
REVENUE TOTALS	1,824,030.00	52,037.00	1,876,067.00	152,047.83	.00	608,173.32	1,267,893.68	32	715,183.01
EXPENSE TOTALS	1,770,124.00	52,037.00	1,822,161.00	99,416.24	.00	415,089.04	1,407,071.96	23	434,794.15
Grand Totals	$53,906.00	$0.00	$53,906.00	$52,631.59	$0.00	$193,084.28	($139,178.28)		$280,388.86

DEPARTMENT OF ADMINISTRATION

Brown County

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

BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

Date: June 21, 2012

To: Administration Committee Members

From: Brent Miller, Director of Administration

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR MAY 2012

Hires:

Full-Time:

Clerk Typist I – Veterans	1
Correctional Officer	3
Facility Mechanic	1
Facility Worker	1
First Mechanic – PW/Hwy	1
Garage Mechanic – Sheriff	1
Guest Services Coord. – Museum	1
Housekeeper I – PW/FM	2
Office Manager II – Courts	1
Operations Manager – Zoo	1
Public Health Nurse	1
Telecommunication Operator	2

Part-Time:

Housekeeper I – CTC	1

Limited Term/Seasonal/On-Call:

CNA – on call	1
Extra Help – Human Services	1
Extra Help – Library	3
LPN – on call	2
Seasonal Help – UW Ext	2
Seasonal Maintenance – Golf Course	2
Staff RN – on call	1
Student Intern – Planning/Zoning	2
Student Intern –Solid Waste	1
Summer Help – Golf Course	3
Summer Help – Hwy	10
Summer Help – Parks	2
TOTAL HIRES:	***47***

Separations:

Full-Time:

Community Services Director	1
Clerk III – CTC	1
CNA	1
Law Clerk	1
Patrol Officer	1
Psych Nurse	1
Sergeant	1

Part-Time:

Clerk – Library	2
Food Service Worker	1

Limited Term/Seasonal/On-Call:

Bailiff	1
Co-op Student - DA	1
Extra Help – Human Services	1
LTE Maintenance – Zoo	1
TOTAL SEPARATIONS:	***14***

Current Employees:

Regular Employees: 1397 (1319.68 FTE's)
Extra Help: 234 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)
Total Employees: 1631

2012 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
12-50	5/16/12	Port and Solid Waste	Reallocation of $35,000 in expenditures for the Port Cat Island project.	3a	Approved 5/22/12	N	---	J2516 No actual
12-51	5/16/12	Human Services – CTC	Transfer of $2,500 to cover an overage in cost of sales for the CTC store.	3a	Approved 5/22/12	N	---	J2530 No actual
12-52	5/21/12	PALS	Use of $1,600 fund balance to publish reclamation plan public notices for nonmetallic mining sites in Brown County.	5	Approved 5/23/12	Y		
12-53	5/22/12	Port and Solid Waste	$598,881 increase in MRF recycling revenues and rebate expense (90%).	5	Approved 5/23/12	Y		
12-54	5/17/12	Health	Reallocation of salaries and fringe for grant staff to the proper budget org set.	1	N/A	N	---	J2520 No actual
12-55	5/29/12	Library	Reallocation of $2,936 in donations to travel and training per Friends of the BC Library request.	1	N/A	N	----	J2658
12-56	6/8/12	Library	Transfer of $5,500 within accounts to cover legal services for the employee transition plan for Library employees.	3a	N/A	N	----	
12-57	6/12/12	Land & Water Conservation	Reduction of $652,761 in grant revenue and corresponding expenditures to reflect the East River Project grant not being awarded as planned.	5	Approved 6/18/12	Y		

Revised 6/19/12

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DEPARTMENT OF ADMINISTRATION

Brown County

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

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

June 19, 2012

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: June Director's Report

Departmental Updates

2013 Budget Process Update

- Capital project requests have been received from departments and are in review.
- Budget packets and levy targets will be distributed to departments on June 28.

2011 Audit

- Finance staff has finished the draft report; auditors are completing their final review prior to print

PCI Compliance

- Virtual Merchant is now operational at Solid Waste allowing customers to pay invoices online. The Airport is completing steps necessary to remove ICVerify which stored cardholder data.

Building Security

- Risk and FM have completed estimates to update locks in the Northern Building so that all departments have a secure shelter-in-place. Captain Randy Schultz presented safety training to 30 employees regarding secure environment priorities.

Project Implementation Updates

Kronos

- The project team has now established over 1,000 employees on the new system! Successful implementations include: all Northern Building departments, Land Conservation, UW Extension, Golf Course, NEW Zoo, FM, CoC, DA and Human Services.
- The next to be implemented are: Port/Solid Waste, Register of Probate and Court Commissioners.

Logos- HR/Payroll

- The payroll system implementation work and testing will begin in July to prepare for a January 1, 2013 implementation.

Logos - Financial Management

- The revenue collection and miscellaneous billing project is in the current systems assessment and software training phase with the Core Project Team. This module implementation is being led by the Treasurer's Office.

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

cc: Troy Streckenbach – County Executive

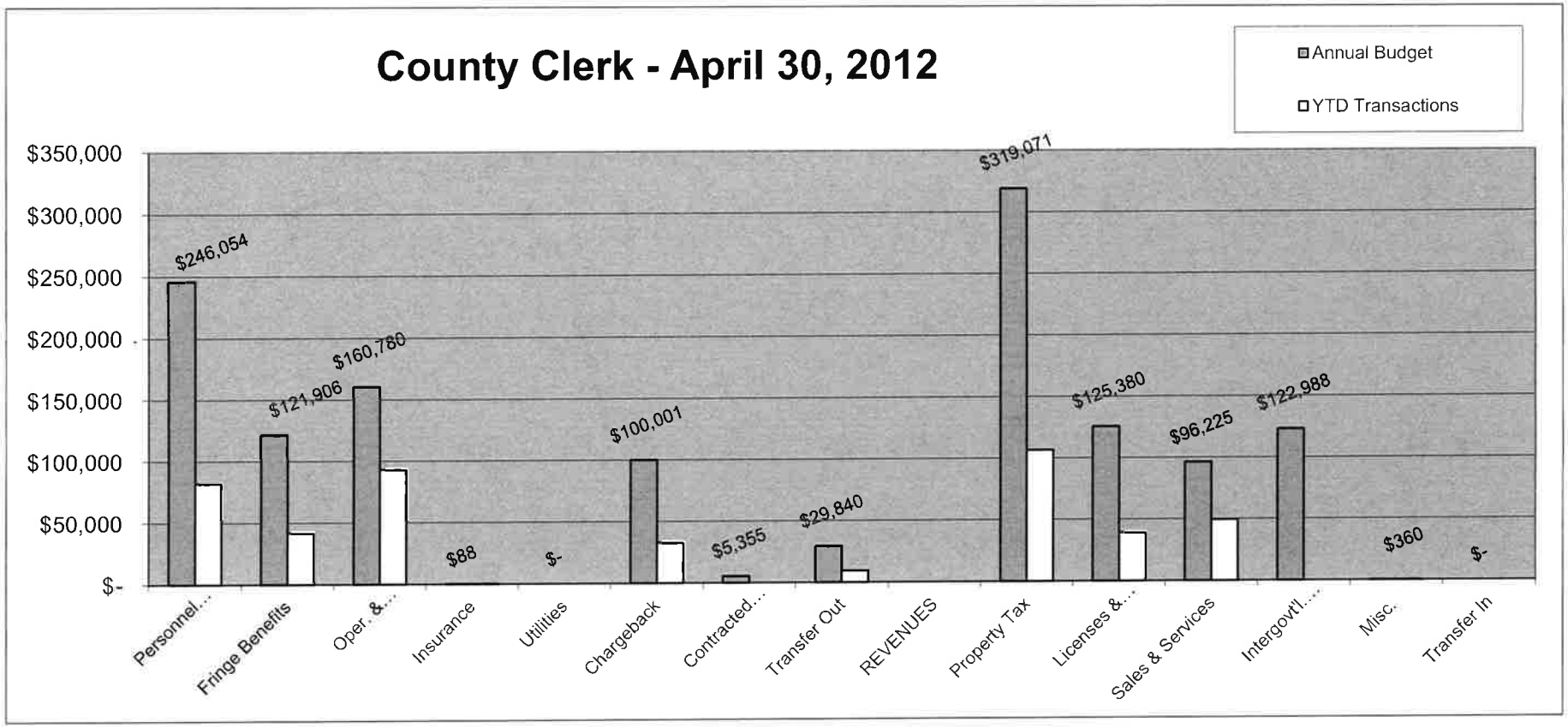
Brown County Clerk Budget Status Report

April 30, 2012	Annual	YTD	YTD %
EXPENDITURES	**Budget**	**Transactions**	**Budget**
Personnel Services	$ 246,054	$ 81,857	**33%**
Fringe Benefits	$ 121,906	$ 41,821	**34%**
Oper. & Maintenance	$ 160,780	$ 93,127	**58%**
Insurance	$ 88	$ 19	**22%**
Utilities	$ -	$ -	**0%**
Chargeback	$ 100,001	$ 32,735	**33%**
Contracted Services	$ 5,355	$ -	**0%**
Transfer Out	$ 29,840	$ 9,947	**33%**
REVENUES			
Property Tax	$ 319,071	$ 106,357	**33%**
Licenses & Permits	$ 125,380	$ 38,989	**31%**
Sales & Services	$ 96,225	$ 49,292	**51%**
Intergovt'l. Charge for Serv.	$ 122,988	$ -	**0%**
Misc.	$ 360	$ 45	**13%**
Transfer In	$ -	$ -	**0%**

HIGHLIGHTS - January-April Percent of Fiscal Year (33%)

Expenditures: All categories of Expenditures are within an acceptable range of Adopted Budget except Operations and Maintenance. The spike is due to materials associated with the extra Governnor Recall elections (ballots, supplies, and envelopes). Contracted Services will be low until July since Veterans Graves reimbursements won't be sent out until the thrid quarter.

Revenues: Revenues are consistent with the Budget. Sales and Services is high due to a steady volume of Passport Services. Intergovernmental Charges are low because invoices (chargebacks) from Spring Elections were not sent out until early May. Miscellaneous is low because DNR revenue hasn't been received yet.



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County Clerk

Fiscal Year to Date 04/30/12
Exclude Rollup Account

Account	Account Description	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**										
Property taxes										
4100	General property taxes	319,071.00	.00	319,071.00	26,589.25	.00	106,357.00	212,714.00	33	367,156.08
	Property taxes Totals	$319,071.00	$0.00	$319,071.00	$26,589.25	$0.00	$106,357.00	$212,714.00	33%	$367,156.08
Licenses & permits										
4400.194	Permits Work permit	2,000.00	.00	2,000.00	272.50	.00	602.50	1,397.50	30	3,032.50
4400.195	Permits Alarm permits	15,000.00	.00	15,000.00	114.00	.00	15,160.00	(160.00)	101	18,162.00
4401.192	Licenses Marriage License	102,800.00	.00	102,800.00	9,375.00	.00	23,000.00	79,800.00	22	85,965.00
4401.193	Licenses Domestic partnership	780.00	.00	780.00	.00	.00	.00	780.00	0	.00
4401.194	Licenses Dog	4,800.00	.00	4,800.00	226.86	.00	226.86	4,573.14	5	4,495.00
	Licenses & permits Totals	$125,380.00	$0.00	$125,380.00	$9,988.36	$0.00	$38,989.36	$86,390.64	31%	$111,654.50
Charges for sales and services										
4600.190	Charges and fees Passport	95,000.00	.00	95,000.00	8,512.41	.00	48,799.29	46,200.71	51	104,344.79
4601.012	Sales Copy machine use	425.00	.00	425.00	.00	.00	423.00	2.00	100	391.25
4601.196	Sales Directory	700.00	.00	700.00	.00	.00	4.74	695.26	1	659.72
4609	Miscellaneous public charges	100.00	.00	100.00	60.00	.00	65.00	35.00	65	653.99
	Charges for sales and services Totals	$96,225.00	$0.00	$96,225.00	$8,572.41	$0.00	$49,292.03	$46,932.97	51%	$106,049.75
Intergovernmental charges for services										
4700	Intergovt charges	122,988.00	.00	122,988.00	.00	.00	.00	122,988.00	0	110,679.99
	Intergovernmental charges for services Totals	$122,988.00	$0.00	$122,988.00	$0.00	$0.00	$0.00	$122,988.00	0%	$110,679.99
Miscellaneous revenue										
4900	Miscellaneous	360.00	.00	360.00	15.00	.00	45.00	315.00	12	1,143.00
	Miscellaneous revenue Totals	$360.00	$0.00	$360.00	$15.00	$0.00	$45.00	$315.00	12%	$1,143.00
	Department **019 - County Clerk** Totals	$664,024.00	$0.00	$664,024.00	$45,165.02	$0.00	$194,683.39	$469,340.61	29%	$696,683.32
	REVENUE TOTALS	$664,024.00	$0.00	$664,024.00	$45,165.02	$0.00	$194,683.39	$469,340.61	29%	$696,683.32
EXPENSE										
Department **019 - County Clerk**										
Personnel services										
5100	Regular earnings	245,046.00	.00	245,046.00	18,647.27	.00	76,424.51	168,621.49	31	224,832.14
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	890.41	.00	5,061.27	(5,061.27)	+++	23,399.79
5103.000	Premium Overtime	1,008.00	.00	1,008.00	62.01	.00	370.94	637.06	37	4,397.33
	Personnel services Totals	$246,054.00	$0.00	$246,054.00	$19,599.69	$0.00	$81,856.72	$164,197.28	33%	$252,629.26
Fringe benefits and taxes										
5110.100	Fringe benefits FICA	18,085.00	.00	18,085.00	1,407.99	.00	5,885.15	12,199.85	33	18,276.81
5110.110	Fringe benefits Unemployment compensation	1,225.00	.00	1,225.00	102.09	.00	408.28	816.72	33	1,238.00
5110.200	Fringe benefits Health insurance	78,156.00	.00	78,156.00	6,005.02	.00	25,521.34	52,634.66	33	72,802.18
5110.210	Fringe benefits Dental Insurance	5,856.00	.00	5,856.00	435.82	.00	1,852.24	4,003.76	32	5,229.85
5110.220	Fringe benefits Life Insurance	888.00	.00	888.00	73.09	.00	328.94	559.06	37	812.00
5110.230	Fringe benefits LT disability insurance	882.00	.00	882.00	.00	.00	.00	882.00	0	.00

County Clerk

Fiscal Year to Date 04/30/12
Exclude Rollup Account

Account	Account Description	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**										
EXPENSE										
Department **019 - County Clerk**										
Fringe benefits and taxes										
5110.235	Fringe benefits Disability insurance	2,253.00	.00	2,253.00	261.02	.00	1,044.09	1,208.91	46	2,760.60
5110.240	Fringe benefits Workers compensation insurance	44.00	.00	44.00	3.67	.00	14.64	29.36	33	38.00
5110.300	Fringe benefits Retirement	14,517.00	.00	14,517.00	1,207.24	.00	5,070.62	9,446.38	35	15,754.85
5110.310	Fringe benefits Retirement credit	.00	.00	.00	367.14	.00	1,695.66	(1,695.66)	+++	12,791.44
	Fringe benefits and taxes Totals	$121,906.00	$0.00	$121,906.00	$9,863.08	$0.00	$41,820.96	$80,085.04	34%	$129,703.73
Operations and maintenance										
5300	Supplies	.00	.00	.00	57.94	.00	57.94	(57.94)	+++	1,523.24
5300.001	Supplies Office	6,000.00	736.00	6,736.00	1,342.69	.00	5,856.26	879.74	87	3,680.59
5300.004	Supplies Postage	9,100.00	.00	9,100.00	85.44	.00	2,110.06	6,989.94	23	9,853.23
5303	Copy expense	.00	.00	.00	44.77	.00	97.27	(97.27)	+++	1,143.46
5304	Printing	6,000.00	.00	6,000.00	.00	.00	100.66	5,899.34	2	1,838.70
5304.100	Printing Forms	45,000.00	.00	45,000.00	37,828.52	36,000.00	37,828.52	(28,828.52)	164	28,042.11
5305	Dues and memberships	145.00	.00	145.00	.00	.00	50.00	95.00	34	50.00
5306.100	Maintenance agreement Software	13,200.00	.00	13,200.00	1,106.63	.00	4,426.57	8,773.43	34	13,031.55
5307.100	Repairs and maintenance Equipment	1,120.00	.00	1,120.00	.00	.00	259.93	860.07	23	236.99
5310	Advertising and public notice	77,000.00	.00	77,000.00	21,856.41	.00	42,018.94	34,981.06	55	78,539.79
5330	Books, periodicals, subscription	915.00	.00	915.00	.00	.00	22.00	893.00	2	938.72
5340	Travel and training	2,300.00	.00	2,300.00	3.99	.00	299.21	2,000.79	13	1,110.33
	Operations and maintenance Totals	$160,780.00	$736.00	$161,516.00	$62,326.39	$36,000.00	$93,127.36	$32,388.64	80%	$139,988.71
Insurance costs										
5410.400	Insurance Bond	88.00	.00	88.00	4.86	.00	19.44	68.56	22	58.36
	Insurance costs Totals	$88.00	$0.00	$88.00	$4.86	$0.00	$19.44	$68.56	22%	$58.36
Utilities										
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	(20.82)
	Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($20.82)
Chargebacks										
5600	Indirect cost	60,147.00	.00	60,147.00	5,012.25	.00	20,049.00	40,098.00	33	62,577.00
5601.100	Intra-county expense Information services	29,491.00	.00	29,491.00	2,280.79	.00	9,485.13	20,005.87	32	28,770.12
5601.200	Intra-county expense Insurance	1,063.00	.00	1,063.00	88.58	.00	354.36	708.64	33	1,063.00
5601.400	Intra-county expense Copy center	8,500.00	.00	8,500.00	1,609.06	.00	2,579.94	5,920.06	30	.00
5601.450	Intra-county expense Departmental copiers	800.00	.00	800.00	66.67	.00	266.64	533.36	33	.00
	Chargebacks Totals	$100,001.00	$0.00	$100,001.00	$9,057.35	$0.00	$32,735.07	$67,265.93	33%	$92,410.12
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	5,355.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	1,260.00
	Contracted services Totals	$5,355.00	$0.00	$5,355.00	$0.00	$0.00	$0.00	$5,355.00	0%	$6,615.00

County Clerk

Fiscal Year to Date 04/30/12
Exclude Rollup Account

Account	Account Description	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**										
EXPENSE										
Department **019 - County Clerk**										
Transfer out										
9003	Transfer out	29,840.00	.00	29,840.00	2,486.66	.00	9,946.72	19,893.28	33	29,140.00
	Transfer out Totals	$29,840.00	$0.00	$29,840.00	$2,486.66	$0.00	$9,946.72	$19,893.28	33%	$29,140.00
	Department **019 - County Clerk** Totals	$664,024.00	$736.00	$664,760.00	$103,338.03	$36,000.00	$259,506.27	$369,253.73	44%	$650,524.36
	EXPENSE TOTALS	$664,024.00	$736.00	$664,760.00	$103,338.03	$36,000.00	$259,506.27	$369,253.73	44%	$650,524.36
	Fund **100 - GF** Totals									
	REVENUE TOTALS	664,024.00	.00	664,024.00	45,165.02	.00	194,683.39	469,340.61	29	696,683.32
	EXPENSE TOTALS	664,024.00	736.00	664,760.00	103,338.03	36,000.00	259,506.27	369,253.73	44	650,524.36
	Fund **100 - GF** Totals	$0.00	($736.00)	($736.00)	($58,173.01)	($36,000.00)	($64,822.88)	$100,086.88		$46,158.96
Fund **802 - Dog License**										
REVENUE										
Licenses & permits										
4401	Licenses	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
4401.900	Licenses Contra	.00	.00	.00	.00	.00	.00	.00	+++	31,037.37
	Licenses & permits Totals	$37,500.00	$0.00	$37,500.00	$0.00	$0.00	$0.00	$37,500.00	0%	$31,037.37
	REVENUE TOTALS	$37,500.00	$0.00	$37,500.00	$0.00	$0.00	$0.00	$37,500.00	0%	$31,037.37
EXPENSE										
Operations and maintenance										
5300	Supplies	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5310	Advertising and public notice	2,200.00	.00	2,200.00	184.60	.00	319.60	1,880.40	15	.00
	Operations and maintenance Totals	$2,900.00	$0.00	$2,900.00	$184.60	$0.00	$319.60	$2,580.40	11%	$0.00
Other										
5885	Payments to districts	34,600.00	.00	34,600.00	.00	.00	.00	34,600.00	0	.00
5885.900	Payments to districts Contra	.00	.00	.00	.00	.00	2,081.60	(2,081.60)	+++	31,057.37
	Other Totals	$34,600.00	$0.00	$34,600.00	$0.00	$0.00	$2,081.60	$32,518.40	6%	$31,057.37
	EXPENSE TOTALS	$37,500.00	$0.00	$37,500.00	$184.60	$0.00	$2,401.20	$35,098.80	6%	$31,057.37
	Fund **802 - Dog License** Totals									
	REVENUE TOTALS	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	31,037.37
	EXPENSE TOTALS	37,500.00	.00	37,500.00	184.60	.00	2,401.20	35,098.80	6	31,057.37
	Fund **802 - Dog License** Totals	$0.00	$0.00	$0.00	($184.60)	$0.00	($2,401.20)	$2,401.20		($20.00)
	Grand Totals									
	REVENUE TOTALS	701,524.00	.00	701,524.00	45,165.02	.00	194,683.39	506,840.61	28	727,720.69
	EXPENSE TOTALS	701,524.00	736.00	702,260.00	103,522.63	36,000.00	261,907.47	404,352.53	42	681,581.73
	Grand Totals	$0.00	($736.00)	($736.00)	($58,357.61)	($36,000.00)	($67,224.08)	$102,488.08		$46,138.96