

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, April 25, 2013

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 March 28, 2013.

Comments from the Public

1. Review of minutes:
 - a) Housing Authority (March 18, 2013).

Treasurer

2. Budget Status Financial Report for December, 2012 and February, 2013.
3. Treasurer's Financial Report for the Month of December, 2012.
4. Treasurer's Report.

County Clerk

5. Budget Status Financial Reports for December, 2012 and February, 2013.
6. Budget Adjustment Request (13-35) Category 3b: reallocation of personnel services and fringe benefits to another major budget classification except contracted services.

Child Support

7. Budget Status Financial Reports for February, 2013.
8. Outstanding Achievement Award – FFY 2012 Child Support Performance.
9. Director's Report.

Information Services

10. Budget Status Financial Report for January, 2013.
- **10a. Discussion and possible action re: Brown County Fiber Network Expansion.
11. Director's Report.

Human Resources

12. Budget Status Financial Report for February, 2013.
13. Activity Report for March.
14. Director's Report.

Department of Administration

15. Budget Status Financial Report for February, 2013.
16. 2013 Budget Adjustment Log.
17. Resolution Re: 2012 Budget Overdraft and Shortfall Appropriations.
18. Director's Report.

Other

- **18a.** Budget Adjustment Request (13-37) Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Corporation Counsel – No agenda items.

Other

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

Steve Fewell, Chair

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

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, March 28, 2013 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Steve Fewell, Supervisor Steffen, Supervisor Moynihan
Excused: Supervisor Jamir, Supervisor Carpenter
Also Present: Brent Miller, Dave Hjalmlquist, Juliana Ruenzel, Troy Streckenbach, Lynn Vanden Langenberg.

I. Call to Order.

The meeting was called to order by Chairman Steve Fewell at 5:17 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to move Items 17 a & b to follow Item 1a. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of February 28, 2013.

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public: None

1. Review of minutes:

- a) **Housing Authority (February 18, 2013).**

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Although shown in the proper format here, Items 17 a & b were taken at this time.

Communications:

2. Communication from Supervisor Steffen re: A budget development policy. Held for one month.

Supervisor Steffen stated this had been created last year and has spent a few months making its way through Committees and to the County Executive. Some adjustments have been made to the original policy. One is based on Supervisor Lund's input in which he thought that this should be not only for budget increases but also for budget reductions. The other change was based on some of the other counties that have similar policies and was for adjusting the notification period from five business days to four business days.

Steffen continued that the core part of this policy is that at budget time he believes it would be helpful if there was a little more transparency and disclosure to the media, the public, staff and colleagues as to what is being proposed from a budgetary standpoint. This would help alleviate the scramble on budget day in which staff is having to quickly put together information that may be incomplete and further that the Board has not had the opportunity to discuss or discern with constituents and the press has not had an opportunity to present it either. Steffen felt this was appropriate as a courtesy and a policy and as part of transparency we should be requesting and requiring that we have supervisors provide their thoughts on budgetary adjustments a minimum of four business days in advance. As a point of reference, Steffen stated the Board spent a full month to review, discuss, develop and distribute a thank you note to Donald Driver. When making multi-million dollar determinations Steffen felt all parties should be provided the opportunity to have four business days to review the same. Steffen continued that this is obviously not something that is out of the ordinary as a number of other counties already have this type of provision.

Fewell stated that typically the budget meeting is held on a Monday or Tuesday, however Moynihan stated that the budget meeting will fall on a Wednesday this year. Fewell stated that if the budget meeting is held on Wednesday, that would provide the two days prior as well as Thursday and Friday of the previous week. He questioned if this would still allow time to have documentation included in the weekly packet without having to have Sheriffs Deputies deliver the packets. Steffen stated this was a good question and he thought that most people would be able to receive information electronically but he is not familiar with the process in the Board Office. Fewell felt that if this was amended to five business days, at least for the upcoming budget session, this would at least get it to the Wednesday preceding the meeting which would probably be the deadline for County Board staff to get documentation included in the packet. Moynihan agreed and stated that that is the reason the budget meeting is slated for Wednesday this year because this should give ample time for changes beforehand. Director of Administration Brent Miller stated that someone could still bring something up at the eleventh hour pursuant to statutes.

Steffen stated that this would be an internal policy and Moynihan stated it would be more of a courtesy issue and he liked the idea. Fewell stated that if an ordinance was created it still would not allow the Board to be more restrictive than statutes permit. Miller stated that it would not be possible to preclude someone from bringing something forward. Moynihan stated that over the years with repetition it may change the mindsets going forward.

Fewell felt it may be more consistent if the policy were to state if it were the Tuesday prior to the budget meeting, although the Tuesday prior to the budget meeting this year would be the day before the meeting. Fewell stated if this was changed to five days' notice it would solve it for this particular budget year and probably for a lot of budget years. Moynihan felt that five days made more sense than four days.

Steffen questioned the procedure on this and Fewell stated that this would go to County Board in resolution form and that all resolutions, whether passed or not, go to County Board. Moynihan further explained that all resolutions are reflected at the Board level.

Motion made by Supervisor Fewell, seconded by Supervisor Steffen to amend the proposed policy from four business days to five business days. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to approve as amended and forward to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

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

See action at Item 4.

4. **Director's Report.**

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

Information Services

5. **Budget Status Financial Report for December, 2012.**

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Director's Report.**

IS Director David Hjalmquist commented on the last bullet point contained on his report in the agenda packet, and stated that the County is in negotiations with Merit as they have now started to move forward with the Highway 41 fiber optic project. They will be moving down the Highway 41 corridor and they also

have a need to get out to the UWGB Campus so there will also be discussions with Merit as far as connecting East Shore Drive out to UWGB to connect with WiscNet which is Merit's sister in Wisconsin. This will give Brown County the capacity to potentially provide services to other municipalities. Hjalmsquist will bring forward the bids along with information and recommendations at the next Admin meeting.

Hjalmsquist also reported that he found out earlier in the day that the RFP for the Council Chambers at City Hall was approved by the City Finance Committee and will be going in front of the City Council at their next meeting for approval at which point they will begin to move forward with the upgrades to the Chambers. Moynihan asked what the RFP cost was and Hjalmsquist indicated it came in at about \$ 89,000 and of this; the County has set aside \$50,000 for the project. He also noted that there will be several items left to buy such as a projector and a new printer.

Fewell asked if there was anything in the Chambers upgrade RFP that would supply electrical outlets for the supervisors to be able to use laptops at their desks. Hjalmsquist stated that he thought the RFP included electric, but he will look into this further. Fewell stated as it is currently set up supervisors have no ability to plug in electronic devices at their desks.

Fewell also asked if responses have been received with regard to the audio visual project proposed for Room 200 of the Northern Building. Hjalmsquist stated that they had a walk through attended by four vendors and they received one proposal from the RFP process and this vendor is the same vendor that won the bid at City Hall. Moynihan stated that he had spoken with Hjalmsquist on this matter earlier and next month Hjalmsquist will be bringing forward additional information. Moynihan felt it was important to do this while it was still fresh in everyone's mind because he felt the whole ideal was mischaracterized last week and he felt that perhaps when people see it they will have a different outlook.

Steffen brought up an issue the Health Department is having with their phones in that they are not able to receive odor complaints regarding Sanimax as there is an "off" after-hours message. Apparently the system has not adequately worked for the communities as well as the Health Department and Steffen asked Hjalmsquist if some of the upgrades being done to the phone system will address these issues and be available to the Health Department. Hjalmsquist stated he would have to verify that the Health Department is on the phone system, and, if they are, there should be plenty of options with regard to front end messaging and after hours messaging.

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

7. **Budget Status Financial Report for December, 2012.**

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Countywide 2012 Financial Statement Results – Unaudited.**

Director of Administration Brent Miller stated this ties in with his director's report. He directed the Committee's attention to the report and stated there are a few things that have been highlighted from the report. He continued that the Treasurer has a net loss of \$588,922 and this is due to the fact that the County is losing interest and penalties from people paying their taxes late because now when a bank forecloses they are settling up quicker so they do not have to pay interest and penalties. One other significant thing is that the Register of Deeds processed a significant number of transactions towards the end of the year which resulted in \$182,535 being returned to the general fund. Unfortunately the Clerk of Courts is coming in at \$219,000 over budget and this relates mainly to guardian ad litem fees.

Fewell stated in looking at this report there is a column for the levy amount and a column for the actual need amount. He felt that with accounting principles there should be a certain percentage of leeway in which a budget comes in, whether it's three percent or something similar but if a department is way over or way under, the Board can start asking questions. Fewell continued that Public Safety Communications is

\$209,447 under budget of a \$5 million dollar budget, but in looking at the Medical Examiner's office there is \$175,421 in levy and \$75,324 is what was actually needed and that's \$100,000 that has been over budgeted. Miller stated that with regard to the Medical Examiner there was more revenue that came in that was not budgeted for. This revenue was due to more cremations and there was also some changes in health insurance. Miller stated that there are more people being cremated than there were in the past and this is a statewide trend. Fewell stated he has always questioned the fees as he does not like the fact that the County is making \$100,000 more than anticipated. This says to him that there is a fairly significant death tax that is being put on families. He questioned why we are raising so much money off of death.

Steffen stated that one of the things the government often fails to do is develop a system that is financially sustainable. He asked Miller if he believed the revenue, when taking into account overhead and everything else that is involved with the process, far exceeds all the expenses. Miller asked if he was asking specifically about the Medical Examiner and Steffen stated he was. Miller stated that based on the information, and he noted that this is the unaudited report that has been submitted, it does take into account all those things so based on the numbers right now it includes everything.

Fewell asked Miller if they look at trends as the Medical Examiner's office has consistently returned over \$100,000 annually. Miller did not get into any trends. Fewell continued that budget wise, if they are always returning \$100,000, his inclination would be that the budget should be cut. County Executive Troy Streckenbach stated that they have cut the Medical Examiner's budget. Streckenbach continued that each year the trend was showing an aging population so each year they have lowered their budget. Miller can get specific figures and Fewell stated he would like to see the figures. Moynihan commented that to the Executive's point, if you have an aging demographic, it is all reflected appropriately. Miller stated that in looking at the Clerk of Courts, where they are \$291,000 over budget, there is no way to project that this would have happened from guardian ad litem fees. Streckenbach felt perhaps a deeper look should be taken at this and the Medical Examiner should be asked to better verify this information as it is a rather large return in comparison to the size of the budget.

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file Items 8 & 13. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **2013 Budget Adjustment Log.**

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Semi-annual Vehicle Listing Report - request to remove.**

Miller stated that this report lists all of the vehicles the County currently has. He questioned if the Committee still wished to receive this report on a semi-annual basis. Fewell did not feel there was a reason to get this report on a semi-annual basis but he did feel that an annual report would be appropriate. Steffen did not know what information should or could be gleaned from this report. Fewell stated this came about when they were looking and trying to find how many vehicles a certain department had and it was sometimes hard to figure out. This report was generated to show the vehicles each department has so the Board would have an idea of how many vehicles are actually out there.

Streckenbach pointed out that Public Works is actually in charge of fleet management and therefore this report should probably go to PD & T Committee instead of Administration Committee. Streckenbach continued that Public Works turns this over to Admin because ultimately Admin finances and this is a large cost that we are sitting on and he felt that it would be appropriate for Admin to see this report so that when PD & T is getting their report from Public Works this would tie into Admin.

Motion made by Supervisor Moynihan to receive and place on file and instruct Administration to provide an annual report in the month of December. No second. Motion rescinded.

Motion made by Supervisor Moynihan to receive and place on file and refer the report to PD & T for future reports. No second.

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to receive and place on file and that PD & T refer the fleet management report to Administration Committee for review. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Resolution Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.

Miller stated this could have a huge impact on the County and could generate \$338 million dollars for the federal government making all bonds taxable, plus the fact that it could have an impact on all the retired people that have mutual funds and bonds and could have a huge impact on the amount of money that they would lose.

Miller noted that when this resolution was drafted he omitted something that he would like to have added and that is that it be forwarded to the US legislators and representatives.

Motion by Supervisor Moynihan, seconded by Supervisor Steffen to amend the resolution to add the words "and forward to Wisconsin federal delegation" to the end of the resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance".

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

13. Director's Report.

See action at Item 8 above.

Human Resources

14. Budget Status Financial Report for December, 2012.

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Activity Report for February, 2013

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Director's Report.

Interim HR Director Lynn Vanden Langenberg stated that they have recently had some training with their vendors and later this year or early next year they should be able to implement the E- Suite where employees will be able to log on through the internet and have access to their pay check and make address changes and perform similar functions.

Steffen asked Vanden Langenberg if she had any thoughts or ideas on how to better handle the class issues and reclassification efforts. He gets concerned when the Board goes through each single class and has hour and a half debates on each position. To him it seems that government is taking away control that had been entrusted in her as a high level employee in the County and he is wondering if she has any thoughts or can provide some ideas as to what she could do differently, what the County could do differently, what other counties are doing to possibly address what he considers to be a problematic situation.

Vanden Langenberg stated that they are at a crossroads and indicated that they had 19 different pay scales with the different bargaining units. As positions come open and if it is apparent that they are way outside of the market, to her it seems the most responsible thing to do is take a look at that and introduce a new employee at a rate closer to market, understanding that when we had our wage comparability study done there might be an adjustment there, but otherwise she felt there would be a lot of people that fall outside of the market range. She continued that maybe it is a little bit too much to ask people to understand that this is an interim process until we get the wage comparability process in place but we have to remember that every month if we hire new employees we might be bringing them in outside of market. Maybe more education on how all of this transpired and the situation that we are in right now might help. In defense of the Board, Vanden Langenberg stated she does not know if they have seen the wage scale for all of the contracts. They see dollars in the budget but some of the positions are hired at the top step that might not be where the employees are actually placed on hire, but that is where the budget is. In the case of the housekeepers, for example, there are actually three different bargaining units that they fall into so this is three different wages just for one position.

Vanden Langenberg put together a list of all County employees and the unit they are in for the vendor that will be assisting with the study. If you see those staged out by pay rate, you would see also that there are a lot of inequities.

Streckenbach offered some suggestions and stated that best practice is to look at other counties. Not all counties follow the same scenarios, however, without any doubt the County Board controls wages and benefits and compensation and also the table of organization. The question is how in depth the Board wants to be in control of that. Each year a budget is submitted which includes wages and benefits and you can see from year to year if it is going up or down and the Board can question the administration on that. One way of avoiding this is to say that rather than line item every position, as long as the administration is working within the budget that is given to them and the number of employees has not been increased in the table of organization and this is being properly reported, this is one way for the administration to do that. Streckenbach continued that there are admittedly a lot of arguments against that approach and he felt that some of the more experienced Board members would be able to attribute to those arguments. Streckenbach said that at one time when they intended to pass a budget that did not have all the detail in there, the Board requested that the budget book be redone with all of the line items in it. This is not a question about whether or not the Board has trust in the administration and trust in the items that are presented to each oversight entity in the ability for us to manage the budget that the Board appropriates. This does not necessarily avoid the dispute, because in the end if an employee felt that they were not being properly adjusted for, that does not change them from wanting to and having the ability to come in and express their opinion.

Steffen stated that one of the things it may change is the way it is presented and when it is presented if this is the appropriate Committee to be running these types of HR type items, is if people want to be involved in that discussion this is where they should be. When individual wages are posted they are like bright shiny objects for some on the Board and they become fixated on it. Steffen felt it was a simple thing for them to fixate that the wages should be different. Steffen did agree with Streckenbach in that there is an element of trust but he felt the Board could still provide transparency and checks and balances but if there is a way that it can be compactly put together, he felt this should be done. Steffen was hopeful that some thought could be given as to how to avoid not the transparency and not the control, but the way the time is being spent on the County Board discussing these issues.

Fewell stated that what got him at the last County Board meeting was that it was unusual to have such a debate when the intention was to lower the salary range for a position. The areas that should have huge amounts of debates are when there are significant increases to positions and this has been his concern about a new class and comp study. The Board is looking at positions like the Nursing Home Administrator who is retiring and has a wage of about \$75,000 and stated the County would not be able to hire a new Administrator for that amount. The current administrator is probably underpaid by \$20,000. If a class and comp study comes back and says they should be paying closer to \$90,000 and there is a large increase, that isn't going to fly. We have to do some of this stuff when positions like that are open. This has to be addressed because we are behind in some positions. In some of these positions that are underpaid, there would be no way to get them to where they should be by the time they retire with the County Board

because you could give them an increase of \$5,000 over the next three years until they get up to where they should be, but people would say "you're giving a \$5,000 increase" and people would be out campaigning on it. This is the catch that Fewell sees with a class and comp study and he feels it is going to be a very difficult thing and he felt we may be better off to reclass these things when we can. He felt it was a bit of an anomaly that the Board was arguing over lowering wages.

Streckenbach stated that the Board has to be prepared to take ownership of the issues created for the last decade. Both Fewell and Moynihan agreed with this. Streckenbach continued that we have some major compression issues in front of us and it will be a very interesting debate because we are going to be in some challenging circumstances in the very near future as to how to address these issues. By the same token, Streckenbach stated that decisions need to be made because there may be individuals within the organization that are compensated very well and a strategy needs to be developed as to how to address that situation as well. Streckenbach continued that we need to have a strategy otherwise we are going to continue to create an employee morale issue. Fewell stated that you cannot keep talented qualified employees without paying them and you also cannot keep morale up for those who are willing to sacrifice and take a lower wage to keep their families here. Streckenbach stated for the employees who are in severe compression issues, he does not know if it is as much the wage as it is the recognition in that the County actually has some type of plan. He felt that for a lot of employees, if they were concerned about what they were making, there probably would have been a lot more flight. He felt that employees enjoy living in Brown County because it has a lot to offer and there is a good quality of life here and employees want to stay here. The big challenge of course is that we are able as a community, both the administration and the County Board, to demonstrate to the employees that we have a plan that we are going to exercise. Streckenbach continued that over the last two years everyone's paycheck has been held or lowered and there has not been a huge flight because of that. Fewell stated that there has been a lot of flight over the last ten years and a lot of people have left, even before Streckenbach was elected as County Executive. Fewell stated that the County Board has not stayed up in paying some of the employees, particularly some of the professionals, what they should be paid. Part of this is the administrative side of it because the union side continued to get increases the entire time. The administration side did not get anything. Administration-wise, Fewell felt there probably were some administrative employees who are higher salary employees that are probably underpaid, while others may be fairly paid and he felt the study will show this. He acknowledged that there are some serious problems in that area and he is willing to take this on, but he knows it is going to be a political upheaval to try to look at a plan that says this is what we have to do to be fair with people.

Streckenbach stated that the good thing is that Human Services Committee talked about this very issue at their meeting this month. Human Services is going into closed session to examine this issue more closely. They recognize the issue and are starting to have the debate on their own level and Streckenbach welcomed each Committee to really start to have this debate. Streckenbach continued that we need to vie behind our employees and he felt we need to come up with a plan that enables him to be able to keep his promise. He is not going to give the Board a budget that is smoke and mirrors. He will give a budget that he can stand behind and hopefully the employees can stand behind. At the same time, there needs to be a strategy in how to address this. This will be a challenge and the administration and the Board will need to work together and collectively.

Fewell stated we are coming out of the period of time when we were working under union contracts and budgeting accordingly and this is what Vanden Langenberg said earlier. There are some employees where under union contract we are budgeting them at \$16.50 or whatever it was, but not all of them are getting this wage. It seems to Fewell that there has to be money somewhere that can help address the compression issue.

Steffen said if the structure of this class and comp study is agreed upon or voted upon by the Board or there is some formula being used that is agreed upon in advance of the numbers and positions being dropped into it people will be a little more held to it. Obviously people are going to come back if the numbers are not favorable to them and say that the numbers are off and appropriate comparables were not used. Maybe if we can get the Board on record as having a majority saying we agree to the comparables that are being used and a good pitch is put on as to why they make sense, this may be helpful.

Streckenbach stated that he asked for three supervisors to sit on this in oversight with the goal that if we can get those three individuals to back the plan, the County Board will respect the work that this commission will do and hopefully downplay some of the debate. Of course this cannot be guaranteed. Unfortunately the study will not be prepared and ready for the next upcoming budget but will be something that will be implemented throughout 2014 and ultimately 2015. Streckenbach stated that the supervisors he has met with have asked what we are going to do to address the issue. Internally administration has been trying to address this issue and ultimately it would be best if individual departments think outside the box and the Board subscribes to new strategies.

Fewell felt there was some wisdom to what Steffen said. You can take three supervisors and put them on a commission and it is not going to get the buy in of the County Board. If you look at the comparables and you bring those comparables to the County Board and the Board agrees upon it as a whole, then there is the fact that when the numbers come back, we are just looking at the raw numbers. Streckenbach stated that he has faith in the overall County Board.

**Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

17. Discussion and possible action regarding the proposed settlement offer on the hazardous waste claim at Marine Shale Processors Site.

- a. Closed Session: Discussion with legal counsel regarding strategy with respect to the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.
- b. Open Session: Discussion and possible action on the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.

It should be noted that no closed session was held.

Corporation Counsel Juliana Ruenzel provided the Committee with documents she received from the DNR verifying that materials were dumped at the Marine Shale site in Louisiana on at least four occasions in 1988, 1989, 1992 and 1993. Based on these records which were obtained from the US Department of Justice, Marine Shale wants the County to pay \$8,000 as a settlement for the County's dumping of dirty materials. Ruenzel does not know what exactly was dumped, but one of the codes indicate it may have been some sort of paint thinner or something similar. Ruenzel continued that Brown County had a small amount of dirty materials that were dumped. This material was sent through a transporter but that does not matter as the law looks at it as strict liability. A release will be provided by Marine Shale upon payment and they should not come back after the County again unless they find other manifest that shows that the County dumped more than five tons.

Ruenzel continued that what happened is the EPA came to Marine Shale and advised them that the site needed to be cleaned up. Marine Shale looked at the manifest and saw who the major players were who were putting hazardous materials into the site. Those major players were 17 parties that formed this group of potential responsible parties. They formed this Marine Shale group and will share the cost of whatever it takes to clean up to the EPA standards. Brown County could be pulled into this and assessed a portion of the cost and this cost would probably be a monthly cost which would cover attorney fees, clean-up costs, testing costs, drilling costs, etc.

Fewell stated that he had spoken with Corporation counsel on this and in the grand scheme of the whole thing, to be able to get out of the liability of this for \$8,000 is appropriate as it would not take very long to accrue that amount in attorney fees alone. Moynihan agreed and Fewell felt that if Marine Shale would let Brown County out for \$8,000 the County should do this. He supports passing this and moving forward.

On another note, Ruenzel stated that sometimes if you go back far enough you can go after your insurance carrier to look to see if there was coverage under a general liability. She has done this, but the policy that was in effect at the time cannot be located, but according to Barb West we were part of the

system we were are currently in and she is in the process of obtaining the policy. West has been advised, however, that as of 1986 they put the pollution exclusion into the contract so if this exclusion does in fact exist the County will be unable to collect on the insurance policy, but Ruenzel will still review the policy when she receives it to double check.

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to have Corporation Counsel draft a resolution and signifying the payment of \$8,000 from the general fund therein and forward to the County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk – No agenda items.

Treasurer – No agenda items.

18. **Audit of bills.**

Motion made by Supervisor Moynihan, seconded by Supervisor Steffen to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

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

Supervisor Moynihan recommended that when the full makeup of the Committee is present, due to tardiness and absences, we could look at changing the start time of the meetings. Moynihan brings this up as this is the second time in his term that he has been at this meeting in an ex-officio capacity. Fewell stated that the Committee had already had an informal discussion on this and it will be taken under consideration.

20. **Adjourn.**

Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to adjourn at 6:24 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 18, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 400
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard

MEMBERS EXCUSED: Rich Aicher-Vice Chair

OTHERS PRESENT: Rob Strong, Robyn Hallet, Ben Fauske, Matt Roberts, Pat Leifker, DonElla Payne, Dawn DeWitt, Randy Gast, John Heugel

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 18, 2013, meeting of the Brown County Housing Authority

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the minutes from the February 18, 2013, Brown County Housing Authority meeting. Motion carried.

STAFF REPORT:

12. Introduction of new commissioner

Everyone in attendance introduced themselves. R. Hallet introduced C. Goddard as a new commissioner to the BCHA. She stated that he is the Assistant Dean for Student Development at St. Norbert College and has been involved with Ecumenical Partnership for Housing. C. Goddard expressed his interest in the area of housing and his appreciation for the opportunity to be on the BCHA. Everyone welcomed him.

COMMUNICATIONS:

2. FSS reprocessing award notification from HUD dated February 19, 2013

R. Hallet explained that HUD has completed the reprocessing of the FSS funding that was previously awarded and as a result, there is no change to the FSS Coordinator funding the BCHA was previously awarded. We will continue to receive the total amount of \$135,462 to fund three positions.

3. PBCA NOFA status update posted February 20, 2013

R. Hallet explained she chose to share this notice to give Commissioners an update on the Project Based Contract Administration NOFA that BCHA had applied for in conjunction with Nan McKay & Associates and LOMOD many months ago. As this notice indicates, there has been no resolution yet to the suspension of awarding the NOFA. This notice indicates that the courts would make a determination regarding this issue before the end of June. It is unknown how much longer after that time before housing authorities would receive information regarding the status of their application.

4. HAIG dividend notification dated February 20, 2013

R. Hallet explained that BCHA has received a Supplemental Dividend of \$530.90 from Housing Authority Insurance Group for 2011.

5. HUD Sequestration letters dated February 25 and March 7, 2013, regarding cuts to the 2013 budget and HCV Program

R. Hallet stated that the BCHA has received two letters from HUD regarding sequestration: the first one was to notify housing authorities of potential funding cuts due to the impending sequestration. The subsequent letter explained that sequestration had in fact been ordered as of March 1 and, as a result, there would be cuts to both the Housing Assistance Payment funding, as well as Administrative funds. R. Hallet stated the impact of this would be discussed in further detail with Agenda Item #10.

REPORTS:

6. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

P. Leifker reported that there were 123 preliminary applications for February 2013.

B. Unit Count

P. Leifker reported that the unit count for February 2013 was 3,064.

C. Housing Assistance Payments Expenses

P. Leifker stated that the HAP expense for February 2013 was \$1,213,860.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that there were 440 inspections for February 2013. Of those, 57.73% passed the first inspection, 18.41% passed their reevaluation inspection, and 23.86% failed their inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

D. DeWitt reported that there were 261 port-outs with an associated HAP expense of \$215,150. She also reported that ICS underspent by \$1,220 in February 2013, and FSS was underspent by \$3,055.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

D. Payne reported that there were 96 FSS clients in February 2013, 34 of them had an escrow account, and there were no graduates, 7 new contracts, and 73 homeowners.

G. VASH Reports (active VASH, new VASH)

D. Payne reported that there were 19 VASH clients for February 2013 and no new VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were 9 new investigations assigned in February 2013, 6 of which were closed and 3 remained active. Of the 178 new applications processed, one was denied. There was one addition to household background check completed in February.

There was discussion regarding the 5-page report listing the addresses of all of the new application background checks. The Commissioners agreed that this level of detail was no longer necessary and instead a report that indicated how many applicants passed or failed the background check in each municipality would be sufficient.

I. Reasons for Background Screening Denials

P. Leifker reported that there were no background screenings this month that were denied by Langan which had not been previously caught by ICS, so there is nothing new to report.

OLD BUSINESS:

7. Discussion and possible action regarding the final version of ICS HCV contract

T. Diedrick introduced this topic, giving background regarding the progress toward finalizing a contract extension. R. Hallet explained that the agenda packet contained the version of the contract extension that was available at the time the agenda was distributed; however, since then it has had further modifications, so the version which was passed out at the meeting is what is hoped will be the final version to be approved today.

R. Gast expressed appreciation for the collaboration in working on this extension and reviewed some of the main points of this new contract. This agreement, referred to as the 2014 Agreement, begins when the 2013 one-year extension expires at the end of December 2013 and continues through December 31, 2015. In Section #5, the Agreement states that at the beginning of each year ICS will transfer to BCHA any HCV funds not disbursed by ICS. Section #6 explains the new payment arrangement, which consists of ICS providing BCHA with an annual budget for approval; BCHA will pay ICS two months' worth of the approved budget for the first month of the Agreement so ICS has funds available to pay their expenses. Thereafter, ICS will provide to BCHA monthly reimbursement requests based on actual expenditures, and BCHA will reimburse ICS expenditures in compliance with the approved budget. The Agreement contains Exhibit A which lists several efforts expected to be taken to provide respectful service to the public, to be vigilant in combating fraud and abuse, and to provide for BCHA oversight. Exhibit B outlines additional obligations regarding access to financial information and data, ICS HCV budget and financial accountability, ICS HCV staffing and compensation levels, software data ownership, and joint ICS/BCHA meetings. R. Gast explained that the final signed version would also contain the ICS organizational chart as Attachment B-1 and ICS compensation ranges per position as Attachment B-2.

T. Diedrich asked Sup. A. Nicholson if he thought that the County Board would be satisfied with this Agreement. Sup. A. Nicholson responded that he did; however, he would request that at the end of this 2014 Agreement that an RFP be conducted to allow other entities an opportunity to submit a proposal to administer the program.

A motion was made by Sup. A. Nicholson and seconded by C. Goddard to approve the final version of the ICS HCV Contract, with the addition of an RFP to be conducted for the administration of the HCV Program before this contract expires. Motion carried.

8. Discussion and possible action regarding BCHA conversion loan repayment

R. Hallet reminded commissioners that this item was discussed at the February 2013 meeting, at which time the Authority agreed that staff would work with the homeowner regarding a repayment agreement for the portion of the BCHA loan which would not be paid off in the short sale. She reiterated that the loan was for a total of \$5,000, of which \$2,500 would be paid off with the short sale. R. Hallet explained that she has been in discussions with S. Schoeneman at NeighborWorks regarding the repayment agreement. The contract for NeighborWorks' administration of this program states that repaid loans would be collected by NeighborWorks to make new loans available to new homebuyers. Therefore, it was agreed that NeighborWorks would arrange and sign the repayment agreement with the family and would also collect the payments. As of R. Hallet's most recent discussions with NeighborWorks, the amount of the monthly repayment hadn't yet been determined, but it was expected to be approximately \$50 per month.

The closing on the short sale was to be March 20, but it has since been postponed to an undetermined date in April.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the above explained arrangement. Motion carried.

9. Discussion and possible action regarding port-outs

D. DeWitt and P. Leifker explained the financial impact that vouchers which are ported out of Brown County have on the HCV Program. When a voucher is ported out, the receiving housing authority can choose to absorb the client into their program by issuing the family their own voucher or they can choose to bill the initial housing authority for the cost of the voucher. If a housing authority is not issuing vouchers, then they do not absorb vouchers either, so many housing authorities, especially those in large urban areas where there is a long or closed waiting list, bill ICS for the voucher that was ported there. The problem with this is two-fold. Compared to Brown County, the housing cost in many of the areas families choose to port to is much higher; therefore, we are often paying a much larger Housing Assistance Payment for the ported out voucher. In addition, the initial housing authority only retains a small portion of the administrative fees for ported out vouchers: Initial housing authorities must pay 80% of 80% of the administrative fees to the receiving housing authority. For Brown County, this means that \$30.16 is paid to the receiving housing authority, while we retain only \$16.96. While the initial staff work is less to process a voucher that is porting out, there is a process staff must undertake each month for each billed voucher, so there are still staffing costs to account for.

Sup. A. Nicholson inquired where the vouchers port to. ICS staff explained that being a nation-wide program, a family could choose to port their voucher anywhere in the country, however, two of the housing authorities that ICS ports many vouchers to include Hennepin County in Minnesota and Chicago Housing Authority.

Sup. A. Nicholson stated that it seems that Brown County has more vouchers than it needs and inquired who determines how many vouchers a housing authority receives, how that number is determined, how Brown County obtained the number it has, how and when those numbers are reallocated, etc. R. Strong explained that some of the reason for the number of vouchers stems from the fact that Brown County was a pilot program when the

Experimental Housing Program began. D. DeWitt added that HUD does not analyze need and reallocate vouchers among housing authorities. D. DeWitt also reiterated that although Brown County may in theory have 3,381 vouchers, it is important to keep in mind that housing authorities can only issue as many vouchers as their budget authority allows, therefore the number of vouchers in use in Brown County for February was 3,064. Staff also explained that there is indeed a need for vouchers in Brown County demonstrated by the length of the waiting list, which is currently approximately 9-12 months. Sup. A. Nicholson asked for the contact person and phone number for someone at HUD as he'd like to discuss this with them directly. R. Hallet agreed to provide him with this information.

Discussion continued regarding the federal regulations for portability and the efforts ICS has taken to address this within our local abilities. D. Payne explained that in 2010 she gathered a large amount of data which was shared with HUD regarding the impact of portability on the program; however, to date HUD has not made any changes to the regulations to reduce the burden on initial housing authorities when receiving housing authorities choose to bill. Sup. A. Nicholson requested the contact information for HUD so he may speak with them. R. Strong offered to speak with Antonio Riley, HUD's Regional Administrator for the Midwest.

T. Diedrick requested that ICS staff put additional information in writing to share with the commissioners prior to the next meeting so that commissioners can determine if they have further questions and forward such questions to ICS so they can be prepared to answer them at the next meeting.

NEW BUSINESS:

10. Discussion and possible action regarding sequestration funding cuts

R. Hallet explained that as the earlier communications from HUD indicate, HUD estimates that proration for voucher renewal funding will be 94.1% for Fiscal Year 2013. In addition, administrative fee prorations will be reduced to approximately 68.5%.

ICS and BCHA staff has discussed efforts to absorb the impact of these cuts. HUD has released several notices giving housing authorities discretion to streamline HCV family income reviews. R. Hallet explained that while some of these may be beneficial, others may not be worth the efforts required to implement them. R. Hallet further explained that these provisions from HUD are temporary through March 2014, so unless HUD decides to make them permanent, implementing some of these provisions only temporarily may be more detrimental by causing confusion among participants. However, there are some provisions which staff has decided would be beneficial and will be discussed in further detail in Agenda Item #11.

R. Hallet also indicated that both she and M. Roberts have participated in a telephone conference sponsored by Nan McKay & Associates which provided suggestions to housing authorities regarding changes they could make in their operations in order to streamline processes or save funding, both Housing Assistance Payment funding as well as Administrative Fees. R. Hallet was pleased to report that BCHA and ICS already have in place many of the suggestions that were provided, demonstrating that we are ahead-of-the-game compared to some other housing authorities. However, staff did learn of several suggestions which they will be exploring and discussing further.

R. Strong indicated that we are fortunate to have reserves available, so we are in a better situation than some. We are not in a position where we need to make any drastic changes immediately but will continue to watch the funding situation and will have discussions to determine what changes we may need to make in the future.

11. Approval of revisions to Chapter 6 (Income and Subsidy Determinations) and Chapter 11 (Reexaminations) of Administrative Plan

P. Leifker explained that the revisions proposed to Chapters 6 and 11 are some of the temporary HUD provisions we have decided to implement immediately to increase efficiency and reduce costs. This change relates to streamlining annual reexaminations for elderly and disabled families on fixed income. He explained that the verbiage proposed to the Administrative Plan is taken directly from HUD's notice regarding this provision. He summarized that since families on fixed incomes generally have predictable and infrequent changes to their income, HUD is allowing housing authorities to streamline reexams for such families. For families in which 100% of their income is from a fixed income source, the housing authority may apply the published cost of living adjustment to the previously verified income amounts. This eliminates the need for ICS to send third party verification requests or to follow up with participants to provide needed verification. The greatest impact will be for participants who receive State SSI as that benefit amount never changes.

P. Leifker explained that the same language would be used in both of these chapters of the Administrative Plan, but these two chapters are different in that Chapter 6 addresses anticipating annual income, whereas Chapter 11 is regarding conducting annual reexaminations.

R. Hallet added that the phrase "expires March 31, 2014 unless renewed by HUD" has been added to these sections to eliminate the need to come back for Authority approval in the future if HUD decides to renew this provision or make it permanent.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve revisions to Chapter 6 and Chapter 11 of the Administrative Plan. Motion carried.

INFORMATIONAL:

None

BILLS:

R. Hallet read off the bills, which include:

- VandeCastle Law for \$693.51 for fraud small claims actions;
- John Heugel for \$1,035.00 for legal fees for the ICS/BCHA contract;
- Two fraud repayment participants in which tax interceptions were taken of incorrect amounts, so we owed them back \$194.81 and \$10.00, respectively; and
- City of Green Bay for \$272.68 for hotel costs for training and office supplies.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the bills. Motion carried.

FINANCIAL REPORT:

None

STAFF REPORT:

R. Strong reported that second interviews for the Senior Accountant position would take place later this week. Hopefully we will have a new staff person in place within a few weeks.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 4:42 p.m.

rah:ejns

Brown County
 County Treasurer
 Budget Status Report
 12/31/2012

	Annual Budget		YTD Budget		YTD Actual	
	Budget	Actual	Budget	Actual	Budget	Actual
Salaries	\$ 272,484	\$ 272,484	\$ 272,484	\$ 262,568		
Fringe Benefits	\$ 105,916	\$ 105,916	\$ 105,916	\$ 109,112		
Operations & Maintenance	\$ 144,927	\$ 144,927	\$ 144,927	\$ 121,659		
Chargebacks	\$ 33,700	\$ 33,700	\$ 33,700	\$ 31,538		
Contracted Expenses	\$ 41,400	\$ 41,400	\$ 41,400	\$ 39,719		
Other	\$ 150,162	\$ 150,162	\$ 150,162	\$ 99,554		
Total Expenses	\$ 748,589	\$ 748,589	\$ 748,589	\$ 664,150		
Property Tax Revenue	\$ 2,925,000	\$ 2,925,000	\$ 2,925,000	\$ 2,350,539		
Interest on Investments	\$ 950,000	\$ 950,000	\$ 950,000	\$ 879,522		
Miscellaneous Revenue	\$ 89,830	\$ 89,830	\$ 89,830	\$ 61,408		
Total Revenues	\$ 3,964,830	\$ 3,964,830	\$ 3,964,830	\$ 3,291,469		

Net Levy Distribution \$ 3,216,241 \$ 3,216,241 \$ 2,627,319

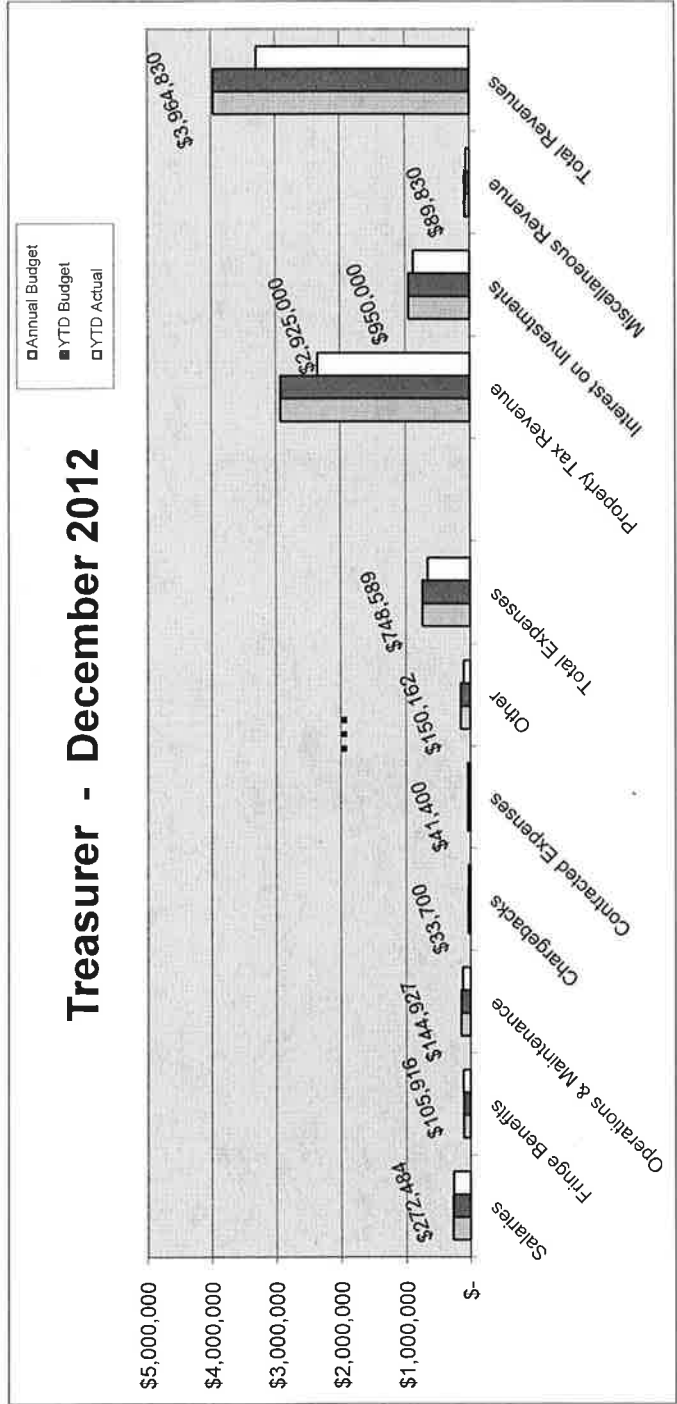
PLEASE NOTE:

Expenditures are 11.3% below budget YTD or a savings of \$84,439.

Revenues are 16.9% below budget YTD primarily due to fewer tax delinquencies. Delinquencies are much lower and are at pre 2007 levels prior to the recession.

\$ (588,922) BUDGET VARIANCE

Treasurer - December 2012





2012 DEC BUDGET PERFORMANCE REPORT

Fiscal Year to Date 12/31/12
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	(3,216,240.96)	(.04)	100	(2,797,418.04)
4108	Interest on taxes	2,050,000.00	.00	2,050,000.00	8,002.41	.00	1,657,779.64	392,220.36	81	1,958,981.33
4109	Penalties on taxes	875,000.00	.00	875,000.00	590.03	.00	692,759.49	182,240.51	79	839,191.50
4700	Intergovt charges	60,000.00	.00	60,000.00	18,658.57	.00	61,012.94	(1,012.94)	102	61,049.71
4900	Miscellaneous	34,830.00	.00	34,830.00	186.75	.00	26,638.19	8,191.81	76	34,055.63
4905	Interest	950,000.00	.00	950,000.00	103,208.52	.00	879,521.77	70,478.23	93	1,106,047.38
4960	Gain or Loss on Sale - Tax Deeds	(5,000.00)	.00	(5,000.00)	(26,242.68)	.00	(26,242.68)	21,242.68	525	(6,302.95)
Division 001 - General Totals		\$748,589.00	\$0.00	\$748,589.00	(\$163,616.48)	\$0.00	\$75,228.39	\$673,360.61	10%	\$1,195,604.56
Department 080 - Treasurer Totals		\$748,589.00	\$0.00	\$748,589.00	(\$163,616.48)	\$0.00	\$75,228.39	\$673,360.61	10%	\$1,195,604.56
REVENUE TOTALS		\$748,589.00	\$0.00	\$748,589.00	(\$163,616.48)	\$0.00	\$75,228.39	\$673,360.61	10%	\$1,195,604.56
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5100	Regular earnings	269,784.00	.00	269,784.00	27,720.54	.00	235,606.36	34,177.64	87	229,786.36
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	527.04	.00	20,303.70	(20,303.70)	+++	26,284.13
5102.300	Paid leave earnings Casual	.00	.00	.00	3,074.57	.00	3,074.57	(3,074.57)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	2,011.23	.00	2,011.23	(2,011.23)	+++	.00
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$5,612.84	\$0.00	\$25,389.50	(\$25,389.50)	+++	\$26,284.13
5103	Premium									
5103.000	Premium Overtime	2,700.00	.00	2,700.00	1,065.15	.00	1,572.24	1,127.76	58	2,031.57
5103 - Premium Totals		\$2,700.00	\$0.00	\$2,700.00	\$1,065.15	\$0.00	\$1,572.24	\$1,127.76	58%	\$2,031.57
5110	Fringe benefits									
5110.100	Fringe benefits FICA	20,027.00	.00	20,027.00	2,481.04	.00	18,653.49	1,373.51	93	18,758.09
5110.110	Fringe benefits Unemployment compensation	1,364.00	.00	1,364.00	113.67	.00	1,364.00	.00	100	1,368.00
5110.200	Fringe benefits Health insurance	58,713.00	.00	58,713.00	6,260.97	.00	58,982.66	(269.66)	100	59,448.79
5110.210	Fringe benefits Dental Insurance	5,388.00	.00	5,388.00	581.56	.00	5,266.66	121.34	98	5,229.90
5110.220	Fringe benefits Life Insurance	850.00	.00	850.00	77.52	.00	858.62	(8.62)	101	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	3,398.67	(917.67)	137	2,974.20
5110.240	Fringe benefits Workers compensation insurance	45.00	.00	45.00	3.75	.00	45.00	.00	100	43.00
5110.300	Fringe benefits Retirement	16,076.00	.00	16,076.00	1,942.42	.00	15,698.96	377.04	98	15,611.74
5110.310	Fringe benefits Retirement credit	.00	.00	.00	367.14	.00	4,843.50	(4,843.50)	+++	12,825.87
5110 - Fringe benefits Totals		\$105,916.00	\$0.00	\$105,916.00	\$12,111.45	\$0.00	\$109,111.56	(\$3,195.56)	103%	\$117,107.97
5300	Supplies									
5300	Supplies	3,610.00	.00	3,610.00	666.44	.00	3,600.96	9.04	100	2,780.64
5300.001	Supplies Office	8,382.00	.00	8,382.00	698.62	.00	5,177.36	3,204.64	62	5,644.61



2012 DEC BUDGET PERFORMANCE REPORT

Fiscal Year to Date 12/31/12
 Include Rollup Account and Rollup to Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE											
Department 080 - Treasurer											
Division 001 - General											
Supplies											
5300	Supplies Postage		52,000.00	.00	52,000.00	4,286.55	.00	43,339.30	8,660.70	83	46,282.71
5300 - Supplies Totals			\$63,992.00	\$0.00	\$63,992.00	\$5,651.61	\$0.00	\$52,117.62	\$11,874.38	81%	\$54,707.96
5303	Copy expense		.00	.00	.00	.00	.00	.00	.00	+++	82.10
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	784.80	.00	12,199.51	1,800.49	87	11,262.58
5304 - Printing Totals			\$14,515.00	\$0.00	\$14,515.00	\$784.80	\$0.00	\$12,199.51	\$2,315.49	84%	\$11,939.06
5305	Dues and memberships		210.00	.00	210.00	.00	.00	100.00	110.00	48	140.00
Maintenance agreement											
5306	Maintenance agreement Software		.00	.00	.00	178.75	.00	373.75	(373.75)	+++	.00
5306 - Maintenance agreement Totals			\$0.00	\$0.00	\$0.00	\$178.75	\$0.00	\$373.75	(\$373.75)	+++	\$0.00
Repairs and maintenance											
5307	Repairs and maintenance Equipment		2,500.00	.00	2,500.00	340.00	.00	1,666.88	833.12	67	2,995.64
5307 - Repairs and maintenance Totals			\$2,500.00	\$0.00	\$2,500.00	\$340.00	\$0.00	\$1,666.88	\$833.12	67%	\$2,995.64
5310	Advertising and public notice		5,850.00	.00	5,850.00	1,404.15	.00	2,576.01	3,273.99	44	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	959.12	1,040.88	48	1,465.70
5390	Miscellaneous		5,825.00	.00	5,825.00	156.92	.00	1,322.15	4,502.85	23	1,264.66
5392	Service fees		50,000.00	.00	50,000.00	34,550.35	.00	50,343.69	(343.69)	101	50,193.79
5505	Telephone		.00	.00	.00	.00	.00	.00	.00	+++	245.08
Intra-county expense											
5601	Intra-county expense Information services		29,631.00	.00	29,631.00	2,619.63	.00	27,778.94	1,852.06	94	30,176.88
5601.200	Intra-county expense Insurance		1,144.00	.00	1,144.00	95.33	.00	1,144.00	.00	100	1,144.00
5601.350	Intra-county expense Highway		1,200.00	.00	1,200.00	.00	.00	1,283.66	(83.66)	107	.00
5601.400	Intra-county expense Copy center		1,500.00	.00	1,500.00	718.70	.00	1,106.22	393.78	74	.00
5601.450	Intra-county expense Departmental copiers		225.00	.00	225.00	18.75	.00	225.00	.00	100	.00
5601 - Intra-county expense Totals			\$33,700.00	\$0.00	\$33,700.00	\$3,452.41	\$0.00	\$31,537.82	\$2,162.18	94%	\$31,320.88
5700	Contracted services		41,400.00	.00	41,400.00	5,412.13	.00	39,719.32	1,680.68	96	40,282.32
5810	Tax deed		56,250.00	.00	56,250.00	12,644.10	.00	36,556.64	19,693.36	65	39,101.57
Tax refund											
5815.100	Tax refund Personal property		50,000.00	.00	50,000.00	.00	.00	39,761.22	10,238.78	80	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	\$0.00	\$0.00	\$50,586.02	\$23,413.98	68%	\$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	12,412.00	.00	100	12,050.00



2012 DEC BUDGET PERFORMANCE REPORT

Fiscal Year to Date 12/31/12
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 Totals		\$748,589.00	\$0.00	\$748,589.00	\$111,085.20	\$0.00	\$664,150.19	\$84,438.81	89%	\$696,870.39
Department 080 - Treasurer Totals		\$748,589.00	\$0.00	\$748,589.00	\$111,085.20	\$0.00	\$664,150.19	\$84,438.81	89%	\$696,870.39
	EXPENSE TOTALS	\$748,589.00	\$0.00	\$748,589.00	\$111,085.20	\$0.00	\$664,150.19	\$84,438.81	89%	\$696,870.39
Fund 100 - GF Totals		748,589.00	.00	748,589.00	(163,616.48)	.00	75,228.39	673,360.61	10	1,195,604.56
	REVENUE TOTALS	748,589.00	.00	748,589.00	(163,616.48)	.00	75,228.39	673,360.61	10	1,195,604.56
	EXPENSE TOTALS	748,589.00	.00	748,589.00	111,085.20	.00	664,150.19	84,438.81	89	696,870.39
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$274,701.68)	\$0.00	(\$588,921.80)	\$588,921.80		\$498,734.17
Grand Totals		748,589.00	.00	748,589.00	(163,616.48)	.00	75,228.39	673,360.61	10	1,195,604.56
	REVENUE TOTALS	748,589.00	.00	748,589.00	(163,616.48)	.00	75,228.39	673,360.61	10	1,195,604.56
	EXPENSE TOTALS	748,589.00	.00	748,589.00	111,085.20	.00	664,150.19	84,438.81	89	696,870.39
Grand Totals		\$0.00	\$0.00	\$0.00	(\$274,701.68)	\$0.00	(\$588,921.80)	\$588,921.80		\$498,734.17

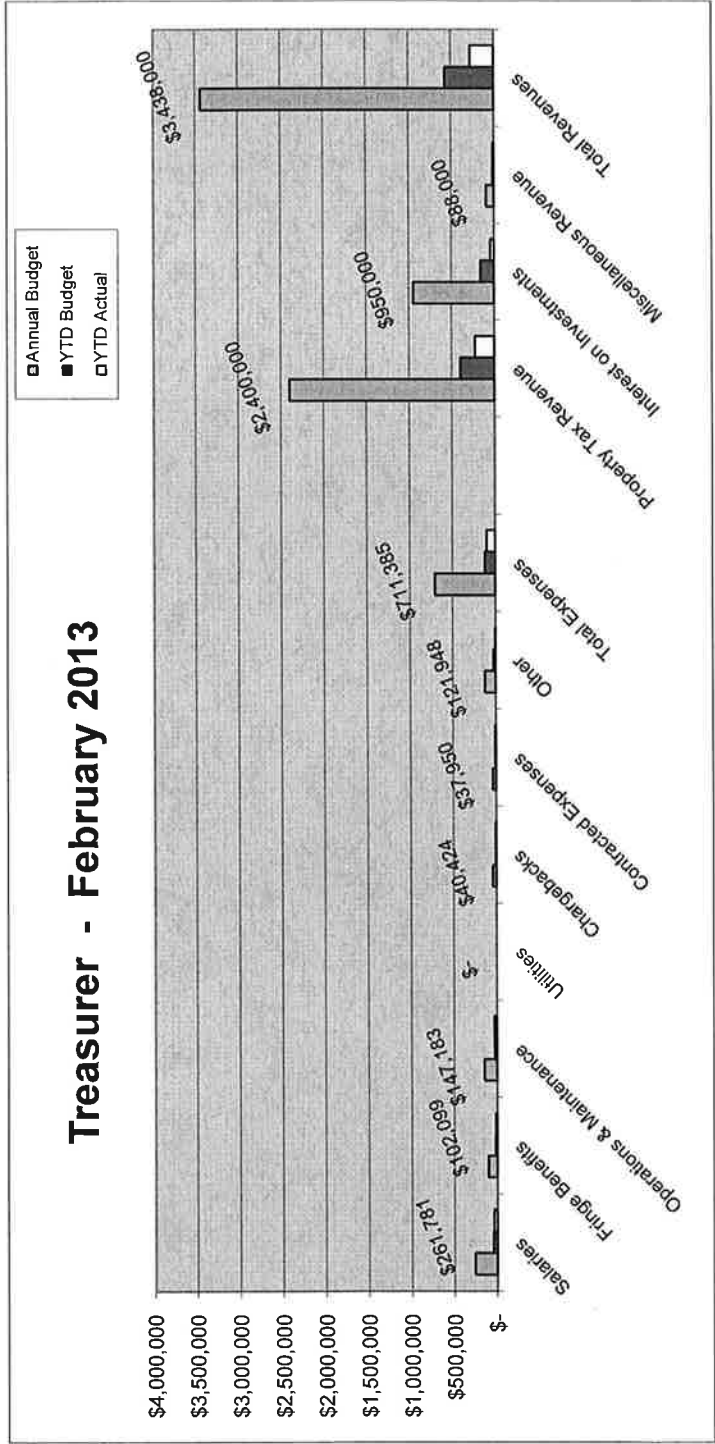
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	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 261,781	\$ 43,630	\$ 37,576
Fringe Benefits	\$ 102,099	\$ 17,017	\$ 14,640
Operations & Maintenance	\$ 147,183	\$ 24,531	\$ 29,405
Utilities	\$ -	\$ -	\$ -
Chargebacks	\$ 40,424	\$ 6,737	\$ 6,442
Contracted Expenses	\$ 37,950	\$ 6,325	\$ 5,469
Other	\$ 121,948	\$ 20,325	\$ 2,336
Total Expenses	\$ 711,385	\$ 118,564	\$ 95,868
Property Tax Revenue	\$ 2,400,000	\$ 400,000	\$ 225,061
Interest on Investments	\$ 950,000	\$ 158,333	\$ 40,670
Miscellaneous Revenue	\$ 88,000	\$ 14,667	\$ 10,603
Total Revenues	\$ 3,438,000	\$ 573,000	\$ 276,334
Net Levy Distribution	\$ 2,726,615	\$ 454,436	\$ 180,466

PLEASE NOTE:
 Property tax revenue from interest and penalties is tracking at 56.3% of budget. Current year budget numbers were estimated based on 2012 actuals of approx. \$2.35 million. Since its peak in 2010; however, delinquent tax balances have been steadily on the decline in part due to banks foreclosing on homeowners and paying the taxes sooner. As a result, delinquent tax balances are back near 2007 levels of nearly \$4.1 million when revenue from interest and penalties was \$1.68 million.
 Interest on investments is at 25.7% of budget primarily due to the timing of coupon payments from municipal bonds which are paid in six month intervals and will be received in the coming months.

\$ (273,970) NEGATIVE BUDGET VAR

Treasurer - February 2013





2013 FEB BUDGET PERFORMANCE REPORT

Fiscal Year to Date 02/28/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Transactions	Budget - YTD	% used/	Prior Year Total
Fund 100 - GF												
REVENUE												
Department 080 - Treasurer												
Division 001 - General												
4100	General property taxes	(2,726,615.00)	.00	(2,726,615.00)	(227,217.92)	.00	(454,435.84)	.00	(2,272,179.16)	17	(3,216,240.96)	
4108	Interest on taxes	1,750,000.00	.00	1,750,000.00	77,639.84	.00	157,560.32	.00	1,592,439.68	9	1,657,779.64	
4109	Penalties on taxes	650,000.00	.00	650,000.00	30,453.12	.00	67,500.44	.00	582,499.56	10	692,759.49	
4700	Intergovt charges	60,000.00	.00	60,000.00	2,648.00	.00	9,521.73	.00	50,478.27	16	61,012.94	
4900	Miscellaneous	38,000.00	.00	38,000.00	913.79	.00	1,081.24	.00	36,918.76	3	26,638.19	
4905	Interest	950,000.00	.00	950,000.00	43,873.05	.00	40,669.63	.00	909,330.37	4	879,521.77	
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	.00	.00	(10,000.00)	0	(26,242.68)	
		\$711,385.00	\$0.00	\$711,385.00	(\$71,690.12)	\$0.00	(\$178,102.48)	\$0.00	\$889,487.48	-25%	\$75,228.39	
		\$711,385.00	\$0.00	\$711,385.00	(\$71,690.12)	\$0.00	(\$178,102.48)	\$0.00	\$889,487.48	-25%	\$75,228.39	
		\$711,385.00	\$0.00	\$711,385.00	(\$71,690.12)	\$0.00	(\$178,102.48)	\$0.00	\$889,487.48	-25%	\$75,228.39	
REVENUE TOTALS												
Division 001 - General Totals												
Department 080 - Treasurer Totals												
REVENUE TOTALS												
EXPENSE												
Department 080 - Treasurer												
Division 001 - General												
5100	Regular earnings	259,081.00	.00	259,081.00	21,400.46	.00	35,624.82	.00	223,456.18	14	235,606.36	
Paid leave earnings												
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	425.91	.00	624.67	.00	(624.67)	+++	20,303.70	
5102.200	Paid leave earnings Personal	.00	.00	.00	457.81	.00	656.57	.00	(656.57)	+++	.00	
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	.00	+++	3,074.57	
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	670.41	.00	(670.41)	+++	2,011.23	
		\$0.00	\$0.00	\$0.00	\$883.72	\$0.00	\$1,951.65	\$0.00	(\$1,951.65)	+++	\$25,389.50	
Premium												
5103.000	Premium Overtime	2,700.00	.00	2,700.00	.00	.00	.00	.00	2,700.00	0	1,572.24	
		\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%	\$1,572.24	
5103 - Premium Totals												
Fringe benefits												
5110.100	Fringe benefits FICA	19,240.00	.00	19,240.00	1,600.19	.00	2,709.77	.00	16,530.23	14	18,653.49	
5110.110	Fringe benefits Unemployment compensation	982.00	.00	982.00	81.83	.00	163.66	.00	818.34	17	1,364.00	
5110.200	Fringe benefits Health insurance	56,212.00	.00	56,212.00	4,684.30	.00	7,791.92	.00	48,420.08	14	58,982.66	
5110.210	Fringe benefits Dental Insurance	5,230.00	.00	5,230.00	435.82	.00	725.89	.00	4,504.11	14	5,266.66	
5110.220	Fringe benefits Life Insurance	519.00	.00	519.00	77.53	.00	155.06	.00	363.94	30	858.62	
5110.230	Fringe benefits LT disability insurance	933.00	.00	933.00	77.05	.00	154.10	.00	778.90	17	.00	
5110.235	Fringe benefits Disability insurance	3,484.00	.00	3,484.00	290.33	.00	580.66	.00	2,903.34	17	3,398.67	
5110.240	Fringe benefits Workers compensation insurance	54.00	.00	54.00	4.50	.00	9.00	.00	45.00	17	45.00	
5110.300	Fringe benefits Retirement	15,445.00	.00	15,445.00	1,316.07	.00	2,167.24	.00	13,277.76	14	15,698.96	
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	182.27	.00	(182.27)	+++	4,843.50	
		\$102,099.00	\$0.00	\$102,099.00	\$8,567.62	\$0.00	\$14,639.57	\$0.00	\$87,459.43	14%	\$109,111.56	
5110 - Fringe benefits Totals												
Supplies												
5300	Supplies	3,700.00	.00	3,700.00	123.40	.00	180.21	.00	3,519.79	5	3,600.96	



2013 FEB BUDGET PERFORMANCE REPORT

Fiscal Year to Date 02/28/13
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										
5300	Supplies									
5300.001	Supplies Office	7,493.00	.00	7,493.00	1,287.51	.00	1,690.20	5,802.80	23	5,177.36
5300.004	Supplies Postage	52,000.00	.00	52,000.00	4,116.99	.00	13,678.59	38,321.41	26	43,339.30
	5300 - Supplies Totals	\$63,193.00	\$0.00	\$63,193.00	\$5,527.90	\$0.00	\$15,549.00	\$47,644.00	25%	\$52,117.62
5304	Printing									
5304	Printing	315.00	.00	315.00	.00	.00	.00	315.00	0	.00
5304.100	Printing Forms	14,850.00	.00	14,850.00	1,889.00	1,175.90	2,673.80	11,000.30	26	12,199.51
	5304 - Printing Totals	\$15,165.00	\$0.00	\$15,165.00	\$1,889.00	\$1,175.90	\$2,673.80	\$11,315.30	25%	\$12,199.51
5305	Dues and memberships	150.00	.00	150.00	.00	.00	100.00	50.00	67	100.00
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	4,240.00	.00	4,240.00	178.75	.00	357.50	3,882.50	8	373.75
	5306 - Maintenance agreement Totals	\$4,240.00	\$0.00	\$4,240.00	\$178.75	\$0.00	\$357.50	\$3,882.50	8%	\$373.75
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	3,027.00	.00	3,027.00	.00	.00	.00	3,027.00	0	1,666.88
	5307 - Repairs and maintenance Totals	\$3,027.00	\$0.00	\$3,027.00	\$0.00	\$0.00	\$0.00	\$3,027.00	0%	\$1,666.88
5310	Advertising and public notice	16,750.00	.00	16,750.00	.00	.00	485.16	16,264.84	3	2,576.01
5330	Books, periodicals, subscription	153.00	.00	153.00	.00	.00	.00	153.00	0	.00
5340	Travel and training	1,505.00	.00	1,505.00	75.00	.00	75.00	1,430.00	5	959.12
5390	Miscellaneous	3,000.00	.00	3,000.00	50.00	.00	100.00	2,900.00	3	1,322.15
5392	Service fees	40,000.00	.00	40,000.00	5,247.32	.00	10,064.18	29,935.82	25	50,343.69
5410	Insurance									
5410.400	Insurance Bond	865.00	.00	865.00	.00	.00	721.00	144.00	83	.00
	5410 - Insurance Totals	\$865.00	\$0.00	\$865.00	\$0.00	\$0.00	\$721.00	\$144.00	83%	\$0.00
5601	Intra-county expense									
5601.100	Intra-county expense Information services	34,326.00	.00	34,326.00	2,916.69	.00	4,782.81	29,543.19	14	27,778.94
5601.200	Intra-county expense Insurance	2,375.00	.00	2,375.00	197.92	.00	395.84	1,979.16	17	1,144.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	30.00	.00	30.00	(30.00)	+++	.00
5601.350	Intra-county expense Highway	2,000.00	.00	2,000.00	.00	.00	1,150.66	849.34	58	1,283.66
5601.400	Intra-county expense Copy center	1,600.00	.00	1,600.00	62.00	.00	62.00	1,538.00	4	1,106.22
5601.450	Intra-county expense Departmental copiers	123.00	.00	123.00	10.25	.00	20.50	102.50	17	225.00
	5601 - Intra-county expense Totals	\$40,424.00	\$0.00	\$40,424.00	\$3,216.86	\$0.00	\$6,441.81	\$33,982.19	16%	\$31,537.82
5700	Contracted services	37,950.00	.00	37,950.00	2,712.13	.00	5,468.82	32,481.18	14	39,719.32
5810	Tax deed	42,250.00	.00	42,250.00	726.34	.00	993.47	41,256.53	2	36,556.64
5815	Tax refund									
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	(8.61)	.00	(4,575.58)	39,575.58	-13	39,761.22
5815.110	Tax refund Real estate property	15,000.00	.00	15,000.00	5,197.34	.00	5,197.34	9,802.66	35	10,824.80
	5815 - Tax refund Totals	\$50,000.00	\$0.00	\$50,000.00	\$5,188.73	\$0.00	\$621.76	\$49,378.24	1%	\$50,586.02



2013 FEB BUDGET PERFORMANCE REPORT

Fiscal Year to Date 02/28/13
 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										
5887	Payment in lieu of taxes									
6110	Outlay									
6110.020	Outlay Equipment (\$5,000+)	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	12,412.00
		16,048.00	.00	16,048.00	.00	.00	.00	16,048.00	0	.00
		\$16,048.00	\$0.00	\$16,048.00	\$0.00	\$0.00	\$0.00	\$16,048.00	0%	\$0.00
	6110 - Outlay Totals	\$711,385.00	\$0.00	\$711,385.00	\$55,663.83	\$1,175.90	\$95,867.54	\$614,341.56	14%	\$664,150.19
	Division 001 - General	\$711,385.00	\$0.00	\$711,385.00	\$55,663.83	\$1,175.90	\$95,867.54	\$614,341.56	14%	\$664,150.19
	Department 080 - Treasurer	\$711,385.00	\$0.00	\$711,385.00	\$55,663.83	\$1,175.90	\$95,867.54	\$614,341.56	14%	\$664,150.19
	EXPENSE TOTALS	\$711,385.00	\$0.00	\$711,385.00	\$55,663.83	\$1,175.90	\$95,867.54	\$614,341.56	14%	\$664,150.19
Fund 100 - GF Totals										
	REVENUE TOTALS	711,385.00	.00	711,385.00	(71,690.12)	.00	(178,102.48)	889,487.48	-25	75,228.39
	EXPENSE TOTALS	711,385.00	.00	711,385.00	55,663.83	1,175.90	95,867.54	614,341.56	14	664,150.19
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$127,353.95)	(\$1,175.90)	(\$273,970.02)	\$275,145.92		(\$588,921.80)
Grand Totals										
	REVENUE TOTALS	711,385.00	.00	711,385.00	(71,690.12)	.00	(178,102.48)	889,487.48	-25	75,228.39
	EXPENSE TOTALS	711,385.00	.00	711,385.00	55,663.83	1,175.90	95,867.54	614,341.56	14	664,150.19
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$127,353.95)	(\$1,175.90)	(\$273,970.02)	\$275,145.92		(\$588,921.80)

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

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

Associated Bank and Chase Bank	\$102,319,307.51
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$1,035,307.94
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$4,573,200.17
Emergency Fund	(\$250,998.31)
NSF Checks Redeposited	\$3,218.50
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$9,447.79)
UMR Sweep Account	(\$597,386.53)
Bank Error(s)	\$0.00
Total	\$107,073,701.49
Less Outstanding Checks	(\$2,943,970.59)
Other Reconcilable Items	\$0.00
Balance Per County	\$104,129,730.90

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 December 31, 2012:

	2011	2012
Year-to-Date Interest Received	\$1,223,812.40	\$986,106.66
Interest Received-Current Month	<u>\$190,197.41</u>	<u>\$196,466.80</u>
Year-to-Date Interest Unrestricted Funds	\$1,414,009.81	\$1,182,573.46
Working Capital Reserves Invested	\$99,499,149.08	\$101,815,028.49
Restricted Investments	<u>\$21,704,604.48</u>	<u>\$10,276,969.73</u>
Total Funds Invested	\$121,203,753.56	\$112,091,998.22
Certificates of Deposits	\$6,100,000.00	\$4,852,000.00
Treas-Gov't Agencies	\$44,230,553.71	\$46,986,450.64
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	<u>\$70,873,199.85</u>	<u>\$60,253,547.58</u>
Total	\$121,203,753.56	\$112,091,998.22

Rate of Return: 0.714% 0.697%

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 December 31, 2012.


 Kerry M. Blaney, County Treasurer

Approved by:

 County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County Clerk Budget Status Report

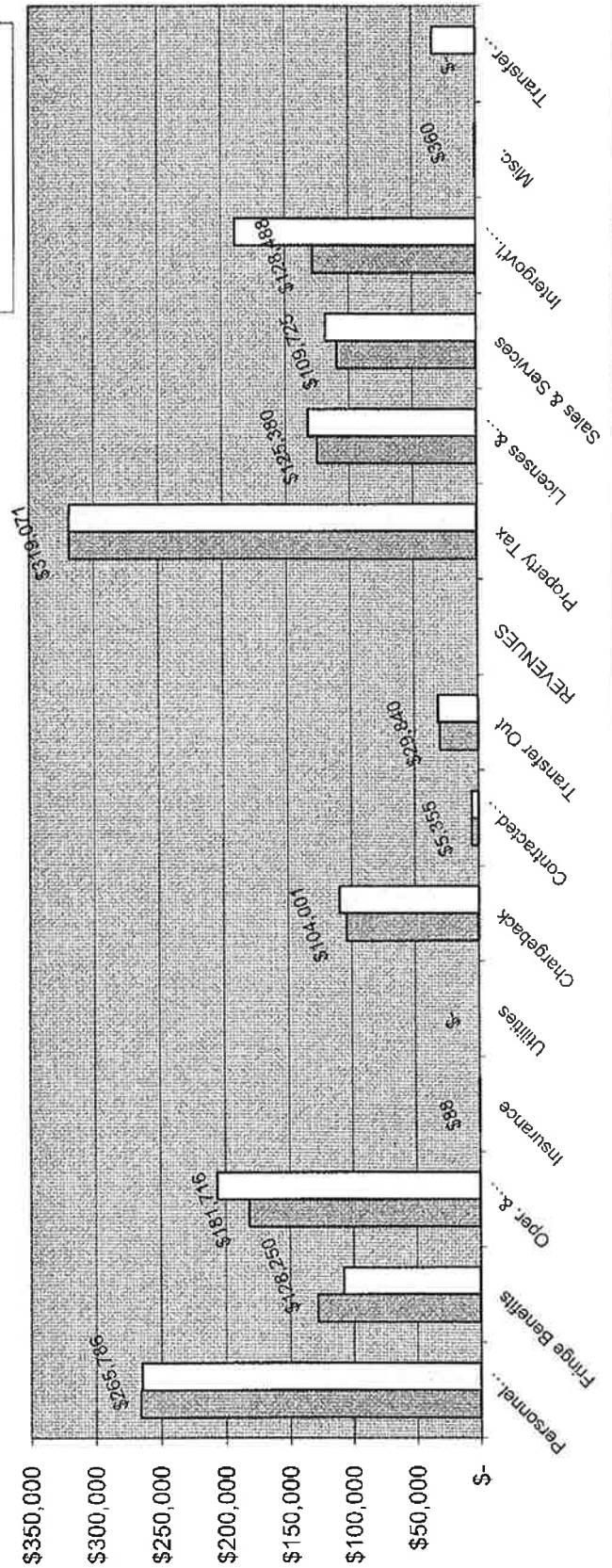
HIGHLIGHTS - January-December Percent of Fiscal Year (100%)

December 31, 2012	Annual		YTD		YTD %	
	Budget	Transactions	Budget	Transactions	Budget	YTD %
EXPENDITURES						
Personnel Services	\$ 265,786	\$ 264,909	\$ 264,909	\$ 264,909	100%	100%
Fringe Benefits	\$ 128,250	\$ 107,850	\$ 107,850	\$ 107,850	84%	84%
Oper. & Maintenance	\$ 181,716	\$ 206,191	\$ 206,191	\$ 206,191	113%	113%
Insurance	\$ 88	\$ 117	\$ 117	\$ 117	133%	133%
Utilities	\$ -	\$ -	\$ -	\$ -	0%	0%
Chargeback	\$ 104,001	\$ 109,350	\$ 109,350	\$ 109,350	105%	105%
Contracted Services	\$ 5,355	\$ 5,355	\$ 5,355	\$ 5,355	100%	100%
Transfer Out	\$ 29,840	\$ 31,500	\$ 31,500	\$ 31,500	106%	106%
REVENUES						
Property Tax	\$ 319,071	\$ 319,071	\$ 319,071	\$ 319,071	100%	100%
Licenses & Permits	\$ 125,380	\$ 132,503	\$ 132,503	\$ 132,503	106%	106%
Sales & Services	\$ 109,725	\$ 118,638	\$ 118,638	\$ 118,638	108%	108%
Intergov'tl. Charge for Serv.	\$ 128,488	\$ 189,103	\$ 189,103	\$ 189,103	147%	147%
Misc.	\$ 360	\$ 530	\$ 530	\$ 530	147%	147%
Transfer In/Carryover	\$ -	\$ 33,799	\$ 33,799	\$ 33,799	0%	0%

Expenditures: All categories of Expenditures are within an acceptable range of Amended Budget except Operations and Maintenance. The spike is due to materials associated with the extra Governor Recall elections (ballots, supplies, and envelopes).

Revenues: Revenues are consistent with the Amended Budget. Sales and Services is high due to a steady volume of Passport Services. Intergovernmental Charges are high due to (2) Recall elections reimbursements (147% of Budget estimate). Our final budget includes \$68,372 being returned to the General Fund.

County Clerk - December 31, 2012





County Clerk

Date Range 01/01/12 - 12/31/12
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	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	319,071.00	319,071.00	.00	100	.00
	<i>Property taxes Totals</i>	<i>\$319,071.00</i>	<i>\$0.00</i>	<i>\$319,071.00</i>	<i>\$26,589.25</i>	<i>\$0.00</i>	<i>\$319,071.00</i>	<i>\$319,071.00</i>	<i>\$0.00</i>	<i>100%</i>	<i>\$0.00</i>
	<i>Licenses & permits</i>										
4400.194	Permits Work permit	2,000.00	.00	2,000.00	87.50	.00	2,915.00	2,915.00	(915.00)	146	.00
4400.195	Permits Alarm permits	15,000.00	.00	15,000.00	(7,680.00)	.00	16,076.00	16,076.00	(1,076.00)	107	.00
4401.192	Licenses Marriage License	102,800.00	.00	102,800.00	5,950.00	.00	108,930.00	108,930.00	(6,130.00)	106	.00
4401.193	Licenses Domestic partnership	780.00	.00	780.00	.00	.00	.00	.00	780.00	0	.00
4401.194	Licenses Dog	4,800.00	.00	4,800.00	250.50	.00	4,582.36	4,582.36	217.64	95	.00
	<i>Licenses & permits Totals</i>	<i>\$125,380.00</i>	<i>\$0.00</i>	<i>\$125,380.00</i>	<i>(\$1,392.00)</i>	<i>\$0.00</i>	<i>\$132,503.36</i>	<i>\$132,503.36</i>	<i>(\$7,123.36)</i>	<i>106%</i>	<i>\$0.00</i>
	<i>Charges for sales and services</i>										
4600.190	Charges and fees Passport	95,000.00	13,500.00	108,500.00	11,185.58	.00	117,824.36	117,824.36	(9,324.36)	109	.00
4601.012	Sales Copy machine use	425.00	.00	425.00	.75	.00	433.25	433.25	(8.25)	102	.00
4601.196	Sales Directory	700.00	.00	700.00	7.58	.00	304.69	304.69	395.31	44	.00
4609	Miscellaneous public charges	100.00	.00	100.00	.00	.00	76.00	76.00	24.00	76	.00
	<i>Charges for sales and services Totals</i>	<i>\$96,225.00</i>	<i>\$13,500.00</i>	<i>\$109,725.00</i>	<i>\$11,193.91</i>	<i>\$0.00</i>	<i>\$118,638.30</i>	<i>\$118,638.30</i>	<i>(\$8,913.30)</i>	<i>108%</i>	<i>\$0.00</i>
	<i>Intergovernmental charges for services</i>										
4700	Intergovt charges	122,988.00	35,500.00	158,488.00	49,683.30	.00	189,102.98	189,102.98	(30,614.98)	119	.00
	<i>Intergovernmental charges for services Totals</i>	<i>\$122,988.00</i>	<i>\$35,500.00</i>	<i>\$158,488.00</i>	<i>\$49,683.30</i>	<i>\$0.00</i>	<i>\$189,102.98</i>	<i>\$189,102.98</i>	<i>(\$30,614.98)</i>	<i>119%</i>	<i>\$0.00</i>
	<i>Miscellaneous revenue</i>										
4900	Miscellaneous	360.00	.00	360.00	.00	.00	529.57	529.57	(169.57)	147	.00
	<i>Miscellaneous revenue Totals</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$529.57</i>	<i>\$529.57</i>	<i>(\$169.57)</i>	<i>147%</i>	<i>\$0.00</i>
	<i>Transfer in</i>										
9000	Carryover	.00	2,523.00	2,523.00	.00	.00	2,523.00	2,523.00	.00	100	.00
9004	Intrafund Transfer In	.00	31,276.00	31,276.00	.00	.00	31,276.00	31,276.00	.00	100	.00
	<i>Transfer in Totals</i>	<i>\$0.00</i>	<i>\$33,799.00</i>	<i>\$33,799.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$33,799.00</i>	<i>\$33,799.00</i>	<i>\$0.00</i>	<i>100%</i>	<i>\$0.00</i>
	<i>Department 019 - County Clerk Totals</i>	<i>\$664,024.00</i>	<i>\$82,799.00</i>	<i>\$746,823.00</i>	<i>\$96,074.46</i>	<i>\$0.00</i>	<i>\$793,644.21</i>	<i>\$793,644.21</i>	<i>(\$46,821.21)</i>	<i>106%</i>	<i>\$0.00</i>
	REVENUE TOTALS	\$664,024.00	\$82,799.00	\$746,823.00	\$86,074.46	\$0.00	\$793,644.21	\$793,644.21	(\$46,821.21)	106%	\$0.00
	EXPENSE										
Department 019 - County Clerk											
Personnel services											
5100	Regular earnings	245,046.00	10,500.00	255,546.00	23,657.16	.00	239,700.44	239,700.44	15,845.56	94	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,443.70	.00	17,739.90	17,739.90	(17,739.90)	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	1,372.06	.00	1,372.06	1,372.06	(1,372.06)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	1,843.11	.00	1,843.11	1,843.11	(1,843.11)	+++	.00
5103.000	Premium Overtime	1,008.00	9,232.00	10,240.00	74.13	.00	4,253.12	4,253.12	5,986.88	42	.00
	<i>Personnel services Totals</i>	<i>\$246,054.00</i>	<i>\$19,732.00</i>	<i>\$265,786.00</i>	<i>\$28,390.16</i>	<i>\$0.00</i>	<i>\$264,908.63</i>	<i>\$264,908.63</i>	<i>\$877.37</i>	<i>100%</i>	<i>\$0.00</i>

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County Clerk

Date Range 01/01/12 - 12/31/12
Exclude Rollup Account

Account	Account Description	Fund	100 - GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE												
Department 019 - County Clerk												
Fringe benefits and taxes												
5110.100	Fringe benefits FICA		18,085.00	6,344.00	24,429.00	2,096.16	.00	.00	19,296.19	5,132.81	79	.00
5110.110	Fringe benefits Unemployment compensation		1,225.00	.00	1,225.00	102.09	.00	.00	1,225.00	.00	100	.00
5110.200	Fringe benefits Health insurance		78,156.00	.00	78,156.00	3,856.71	.00	.00	58,897.88	19,258.12	75	.00
5110.210	Fringe benefits Dental Insurance		5,856.00	.00	5,856.00	406.49	.00	.00	4,420.06	1,435.94	75	.00
5110.220	Fringe benefits Life Insurance		888.00	.00	888.00	81.70	.00	.00	899.32	(11.32)	101	.00
5110.230	Fringe benefits LT disability insurance		882.00	.00	882.00	.00	.00	.00	.00	882.00	0	.00
5110.235	Fringe benefits Disability insurance		2,253.00	.00	2,253.00	249.55	.00	.00	2,966.34	(713.34)	132	.00
5110.240	Fringe benefits Workers compensation insurance		44.00	.00	44.00	3.67	.00	.00	44.00	.00	100	.00
5110.300	Fringe benefits Retirement		14,517.00	.00	14,517.00	1,656.92	.00	.00	15,285.13	(768.13)	105	.00
5110.310	Fringe benefits Retirement credit		.00	.00	.00	367.14	.00	.00	4,816.35	(4,816.35)	+++	.00
			\$121,906.00	\$6,344.00	\$128,250.00	\$8,820.43	\$0.00	\$0.00	\$107,850.27	\$20,399.73	84%	\$0.00
<i>Fringe benefits and taxes Totals</i>												
Operations and maintenance												
5300.001	Supplies Office		6,000.00	4,936.00	10,936.00	179.40	.00	.00	10,904.04	31.96	100	.00
5300.004	Supplies Postage		9,100.00	.00	9,100.00	191.58	.00	.00	6,726.94	2,373.06	74	.00
5303	Copy expense		.00	.00	.00	10.00	.00	.00	10.00	(10.00)	+++	.00
5304	Printing		6,000.00	(4,000.00)	2,000.00	.00	.00	.00	1,051.66	948.34	53	.00
5304.100	Printing Forms		45,000.00	.00	45,000.00	.00	.00	.00	44,964.57	35.43	100	.00
5305	Dues and memberships		145.00	.00	145.00	45.00	.00	.00	140.00	5.00	97	.00
5306.100	Maintenance agreement Software		13,200.00	.00	13,200.00	1,106.63	.00	.00	13,279.61	(79.61)	101	.00
5307.100	Repairs and maintenance Equipment		1,120.00	.00	1,120.00	.00	.00	.00	414.41	705.59	37	.00
5310	Advertising and public notice		77,000.00	36,000.00	113,000.00	13,019.70	.00	.00	124,665.08	(11,665.08)	110	.00
5330	Books, periodicals, subscription		915.00	.00	915.00	32.50	.00	.00	936.42	(21.42)	102	.00
5340	Travel and training		2,300.00	.00	2,300.00	311.67	.00	.00	1,536.89	763.11	67	.00
5395.003	Equipment - nonoutlay technology		.00	1,787.00	1,787.00	.00	.00	.00	1,561.67	225.33	87	.00
			\$160,780.00	\$38,723.00	\$199,503.00	\$14,896.48	\$0.00	\$0.00	\$206,191.29	(\$6,688.29)	103%	\$0.00
<i>Operations and maintenance Totals</i>												
Insurance costs												
5410.400	Insurance Bond		88.00	.00	88.00	63.18	.00	.00	116.64	(28.64)	133	.00
			\$88.00	\$0.00	\$88.00	\$63.18	\$0.00	\$0.00	\$116.64	(\$28.64)	133%	\$0.00
<i>Insurance costs Totals</i>												
Chargebacks												
5600	Indirect cost		60,147.00	.00	60,147.00	5,012.25	.00	.00	60,147.00	.00	100	.00
5601.100	Intra-county expense Information services		29,491.00	.00	29,491.00	2,619.63	.00	.00	27,778.94	1,712.06	94	.00
5601.200	Intra-county expense Insurance		1,063.00	.00	1,063.00	88.58	.00	.00	1,063.00	.00	100	.00
5601.400	Intra-county expense Copy center		8,500.00	18,000.00	26,500.00	588.50	.00	.00	19,560.56	6,939.44	74	.00
5601.450	Intra-county expense Departmental copiers		800.00	.00	800.00	66.67	.00	.00	800.00	.00	100	.00
			\$100,001.00	\$18,000.00	\$118,001.00	\$8,375.63	\$0.00	\$0.00	\$109,349.50	\$8,651.50	93%	\$0.00
<i>Chargebacks Totals</i>												
Contracted services												
5370	Support Services		5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	.00	100	.00

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County Clerk

Date Range 01/01/12 - 12/31/12
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF EXPENSE										
Department 019 - County Clerk										
<i>Transfer out</i>										
9003		29,840.00	.00	29,840.00	4,146.66	.00	31,500.00	(1,660.00)	106%	.00
	<i>Transfer out Totals</i>	\$29,840.00	\$0.00	\$29,840.00	\$4,146.66	\$0.00	\$31,500.00	(\$1,660.00)	106%	\$0.00
Department 019 - County Clerk Totals										
		\$664,024.00	\$82,799.00	\$746,823.00	\$64,692.54	\$0.00	\$725,271.33	\$21,551.67	97%	\$0.00
	EXPENSE TOTALS	\$664,024.00	\$82,799.00	\$746,823.00	\$64,692.54	\$0.00	\$725,271.33	\$21,551.67	97%	\$0.00
Fund 100 - GF Totals										
	REVENUE TOTALS	664,024.00	82,799.00	746,823.00	86,074.46	.00	793,644.21	(46,821.21)	106%	.00
	EXPENSE TOTALS	664,024.00	82,799.00	746,823.00	64,692.54	.00	725,271.33	21,551.67	97%	.00
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$21,381.92	\$0.00	\$68,372.88	(\$68,372.88)		\$0.00
Fund 802 - Dog License										
REVENUE										
<i>Licenses & permits</i>										
4401	Licenses	37,500.00	.00	37,500.00	2,205.46	.00	30,013.83	7,486.17	80%	.00
	<i>Licenses & permits Totals</i>	\$37,500.00	\$0.00	\$37,500.00	\$2,205.46	\$0.00	\$30,013.83	\$7,486.17	80%	\$0.00
	REVENUE TOTALS	\$37,500.00	\$0.00	\$37,500.00	\$2,205.46	\$0.00	\$30,013.83	\$7,486.17	80%	\$0.00
EXPENSE										
<i>Operations and maintenance</i>										
5300	Supplies	600.00	.00	600.00	.00	.00	521.76	78.24	87%	.00
5300.004	Supplies Postage	100.00	.00	100.00	(21.38)	.00	.00	100.00	0	.00
5310	Advertising and public notice	2,200.00	.00	2,200.00	2,267.20	.00	2,586.80	(386.80)	118%	.00
	<i>Operations and maintenance Totals</i>	\$2,900.00	\$0.00	\$2,900.00	\$2,245.82	\$0.00	\$3,108.56	(\$208.56)	107%	\$0.00
<i>Other</i>										
5885	Payments to districts	34,600.00	.00	34,600.00	26,905.27	.00	26,905.27	7,694.73	78%	.00
5885.900	Payments to districts Contra	.00	.00	.00	(2,081.60)	.00	.00	.00	+++	.00
	<i>Other Totals</i>	\$34,600.00	\$0.00	\$34,600.00	\$24,823.67	\$0.00	\$26,905.27	\$7,694.73	78%	\$0.00
	EXPENSE TOTALS	\$37,500.00	\$0.00	\$37,500.00	\$27,069.49	\$0.00	\$30,013.83	\$7,486.17	80%	\$0.00
Fund 802 - Dog License Totals										
	REVENUE TOTALS	37,500.00	.00	37,500.00	2,205.46	.00	30,013.83	7,486.17	80%	.00
	EXPENSE TOTALS	37,500.00	.00	37,500.00	27,069.49	.00	30,013.83	7,486.17	80%	.00
	Fund 802 - Dog License Totals	\$0.00	\$0.00	\$0.00	(\$24,864.03)	\$0.00	\$0.00	\$0.00		\$0.00
Grand Totals										
	REVENUE TOTALS	701,524.00	82,799.00	784,323.00	88,279.92	.00	823,658.04	(39,335.04)	105%	.00
	EXPENSE TOTALS	701,524.00	82,799.00	784,323.00	91,762.03	.00	755,285.16	29,037.84	96%	.00
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$3,482.11)	\$0.00	\$68,372.88	(\$68,372.88)		\$0.00

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HIGHLIGHTS - January-February Percent of Fiscal Year (17%)

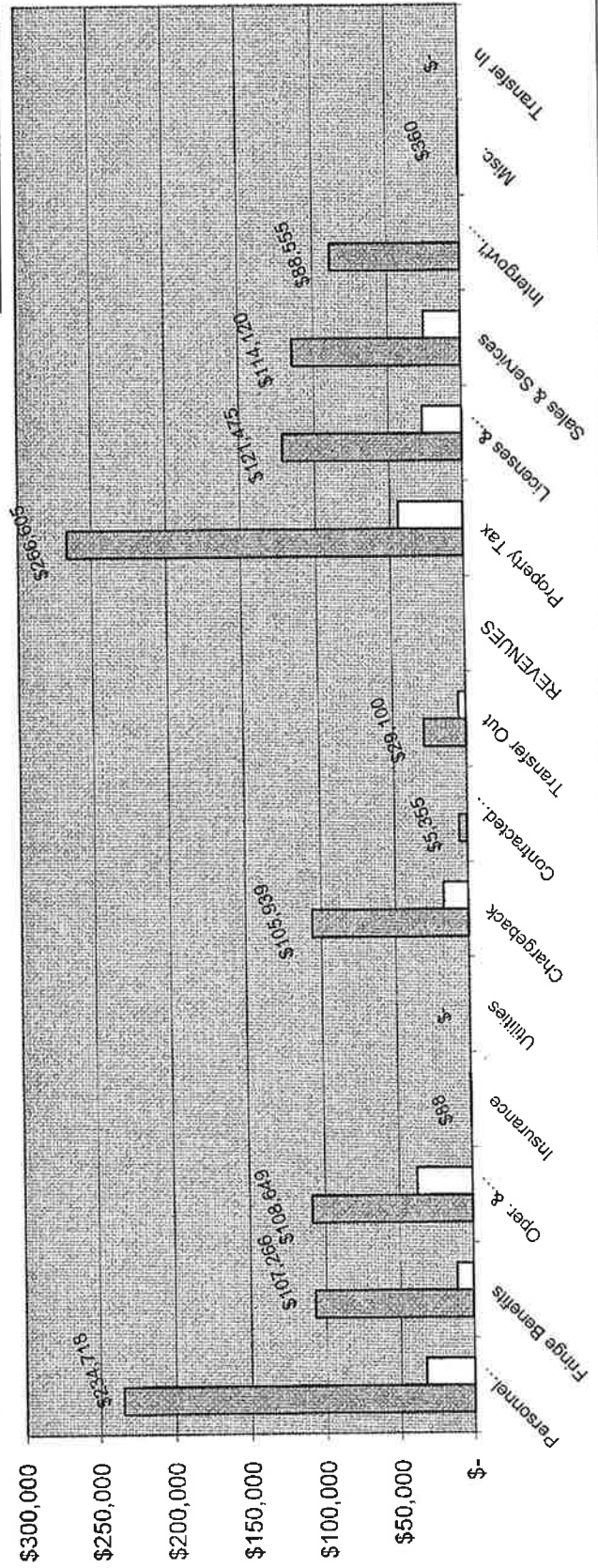
Expenditures: All categories of Expenditures in range of the 2013 Budget except Operations and Maintenance. The spike is due to election ballot shells ordered for Spring elections.

Revenues: Revenues are consistent with the 2013 Budget. Sales and Services is high due to a steady volume of Passport Services. Intergovernmental Charges won't be processed until May 2013.

Brown County Clerk Budget Status Report

February 28, 2013	Annual Budget	YTD Transactions	YTD % Budget
EXPENDITURES			
Personnel Services	\$ 234,718	\$ 33,167	14%
Fringe Benefits	\$ 107,266	\$ 11,263	11%
Oper. & Maintenance	\$ 108,649	\$ 37,966	35%
Insurance	\$ 88	\$ 81	92%
Utilities	\$ -	\$ -	0%
Chargeback	\$ 105,939	\$ 16,988	16%
Contracted Services	\$ 5,355	\$ -	0%
Transfer Out	\$ 29,100	\$ 4,850	17%
REVENUES			
Property Tax	\$ 266,605	\$ 44,434	17%
Licenses & Permits	\$ 121,475	\$ 27,376	23%
Sales & Services	\$ 114,120	\$ 25,575	22%
Intergov'tl. Charge for Serv.	\$ 88,555	\$ -	0%
Misc.	\$ 360	\$ 45	13%
Transfer In	\$ -	\$ -	0%

County Clerk - February 28, 2013





County Clerk

Date Range 01/01/13 - 02/28/13
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE											
Department 019 - County Clerk											
<i>Property taxes</i>											
4100	General property taxes	266,605.00	.00	266,605.00	22,217.08	.00	44,434.16	222,170.84	17	17%	\$0.00
<i>Property taxes Totals</i>		\$266,605.00	\$0.00	\$266,605.00	\$22,217.08	\$0.00	\$44,434.16	\$222,170.84	17%		\$0.00
<i>Licenses & permits</i>											
4400.194	Permits Work permit	2,875.00	.00	2,875.00	130.00	.00	197.50	2,677.50	7	7	.00
4400.195	Permits Alarm permits	19,530.00	.00	19,530.00	400.00	.00	18,044.00	1,486.00	92	92	.00
4401.192	Licenses Marriage License	94,575.00	.00	94,575.00	4,550.00	.00	9,135.00	85,440.00	10	10	.00
4401.194	Licenses Dog	4,495.00	.00	4,495.00	.00	.00	.00	4,495.00	0	0	.00
<i>Licenses & permits Totals</i>		\$121,475.00	\$0.00	\$121,475.00	\$5,080.00	\$0.00	\$27,376.50	\$94,098.50	23%		\$0.00
<i>Charges for sales and services</i>											
4600.190	Charges and fees Passport	112,880.00	.00	112,880.00	9,720.80	.00	25,431.34	87,448.66	23	23	.00
4601.012	Sales Copy machine use	320.00	.00	320.00	.00	.00	140.00	180.00	44	44	.00
4601.196	Sales Directory	800.00	.00	800.00	3.79	.00	3.79	796.21	0	0	.00
4609	Miscellaneous public charges	120.00	.00	120.00	.00	.00	.00	120.00	0	0	.00
<i>Charges for sales and services Totals</i>		\$114,120.00	\$0.00	\$114,120.00	\$9,724.59	\$0.00	\$25,575.13	\$88,544.87	22%		\$0.00
<i>Intergovernmental charges for services</i>											
4700	Intergovt charges	88,555.00	.00	88,555.00	.00	.00	.00	88,555.00	0	0	.00
<i>Intergovernmental charges for services Totals</i>		\$88,555.00	\$0.00	\$88,555.00	\$0.00	\$0.00	\$0.00	\$88,555.00	0%		\$0.00
<i>Miscellaneous revenue</i>											
4900	Miscellaneous	360.00	.00	360.00	30.00	.00	45.00	315.00	12	12	.00
<i>Miscellaneous revenue Totals</i>		\$360.00	\$0.00	\$360.00	\$30.00	\$0.00	\$45.00	\$315.00	12%		\$0.00
Department 019 - County Clerk											
<i>REVENUE TOTALS</i>											
<i>REVENUE TOTALS</i>		\$591,115.00	\$0.00	\$591,115.00	\$37,051.67	\$0.00	\$97,430.79	\$493,684.21	16%		\$0.00
EXPENSE											
Department 019 - County Clerk											
<i>Personnel services</i>											
5100	Regular earnings	233,710.00	.00	233,710.00	17,094.40	.00	28,108.50	205,601.50	12	12	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	2,669.93	(2,669.93)	+++	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	714.50	.00	714.50	(714.50)	+++	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	970.88	(970.88)	+++	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	614.37	(614.37)	+++	+++	.00
5103.000	Premium Overtime	1,008.00	.00	1,008.00	44.26	.00	88.52	919.48	9	9	.00
<i>Personnel services Totals</i>		\$234,718.00	\$0.00	\$234,718.00	\$17,853.16	\$0.00	\$33,166.70	\$201,551.30	14%		\$0.00
<i>Fringe benefits and taxes</i>											
5110.100	Fringe benefits FICA	17,252.00	.00	17,252.00	1,305.80	.00	2,443.59	14,808.41	14	14	.00
5110.110	Fringe benefits Unemployment compensation	876.00	.00	876.00	73.00	.00	1,46.00	730.00	17	17	.00
5110.200	Fringe benefits Health insurance	65,564.00	.00	65,564.00	3,435.68	.00	5,511.90	60,052.10	8	8	.00
5110.210	Fringe benefits Dental Insurance	5,230.00	.00	5,230.00	271.28	.00	436.25	4,793.75	8	8	.00

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County Clerk

Date Range 01/01/13 - 02/28/13
Exclude Rollup Account

Account	Account Description	Fund	100 - GF	EXPENSE	Department	019 - County Clerk	Fringe benefits and taxes	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
5110.220	Fringe benefits Life Insurance		465.00	.00		40.16		80.32	384.68	17						.00
5110.230	Fringe benefits LT disability insurance		841.00	.00		38.35		76.70	764.30	9						.00
5110.235	Fringe benefits Disability insurance		3,136.00	.00		261.33		522.66	2,613.34	17						.00
5110.240	Fringe benefits Workers compensation insurance		54.00	.00		4.50		9.00	45.00	17						.00
5110.300	Fringe benefits Retirement		13,848.00	.00		1,205.81		2,036.90	11,811.10	15						.00
	<i>Fringe benefits and taxes Totals</i>		\$107,266.00	\$0.00		\$6,635.91		\$11,263.32	\$96,002.68	11%						\$0.00
	<i>Operations and maintenance</i>															
5300	Supplies		.00	.00		55.79		55.79	(55.79)	+++						.00
5300.001	Supplies Office		5,200.00	.00		1,564.38		2,301.72	2,898.28	44						.00
5300.004	Supplies Postage		8,500.00	.00		1,285.47		1,918.83	6,581.17	23						.00
5304	Printing		4,100.00	.00		.00		471.75	3,628.25	12						.00
5304.100	Printing Forms		27,000.00	(7,380.00)		922.50		13,291.13	6,328.87	68						.00
5305	Dues and memberships		130.00	.00		45.00		95.00	35.00	73						.00
5306.100	Maintenance agreement Software		5,900.00	7,380.00		1,106.64		2,213.26	11,066.74	17						.00
5307.100	Repairs and maintenance Equipment		1,120.00	.00		.00		.00	1,120.00	0						.00
5310	Advertising and public notice		53,200.00	.00		12,681.86		17,283.11	35,916.89	32						.00
5330	Books, periodicals, subscription		1,109.00	.00		.00		22.00	1,087.00	2						.00
5340	Travel and training		2,390.00	.00		143.19		313.43	2,076.57	13						.00
	<i>Operations and maintenance Totals</i>		\$108,649.00	\$0.00		\$17,804.83		\$37,966.02	\$70,682.98	35%						\$0.00
	<i>Insurance costs</i>															
5410.400	Insurance Bond		88.00	.00		.00		81.25	6.75	92						.00
	<i>Insurance costs Totals</i>		\$88.00	\$0.00		\$0.00		\$81.25	\$6.75	92%						\$0.00
	<i>Chargebacks</i>															
5600	Indirect cost		57,102.00	.00		4,758.50		9,517.00	47,585.00	17						.00
5601.100	Intra-county expense Information services		36,149.00	.00		3,089.59		5,036.68	31,112.32	14						.00
5601.200	Intra-county expense Insurance		1,357.00	.00		113.08		226.16	1,130.84	17						.00
5601.400	Intra-county expense Copy center		10,600.00	.00		1,692.92		2,086.82	8,513.18	20						.00
5601.450	Intra-county expense Departmental copiers		731.00	.00		60.92		121.84	609.16	17						.00
	<i>Chargebacks Totals</i>		\$105,939.00	\$0.00		\$9,715.01		\$16,988.50	\$88,950.50	16%						\$0.00
	<i>Contracted services</i>															
5370	Support Services		5,355.00	.00		.00		.00	5,355.00	0						.00
	<i>Contracted services Totals</i>		\$5,355.00	\$0.00		\$0.00		\$0.00	\$5,355.00	0%						\$0.00
	<i>Transfer out</i>															
9003	Transfer out		29,100.00	.00		(2,425.00)		(4,850.00)	33,950.00	-17						.00
	<i>Transfer out Totals</i>		\$29,100.00	\$0.00		(\$2,425.00)		\$94,615.79	\$33,950.00	-17%						\$0.00
	<i>Department 019 - County Clerk Totals</i>		\$591,115.00	\$0.00		\$49,583.91		\$94,615.79	\$496,499.21	16%						\$0.00
	<i>EXPENSE TOTALS</i>		\$591,115.00	\$0.00		\$49,583.91		\$94,615.79	\$496,499.21	16%						\$0.00



County Clerk

Date Range 01/01/13 - 02/28/13
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - GF License										
REVENUE										
<i>Licenses & permits</i>										
4401	Licenses	591,115.00	.00	591,115.00	37,051.67	.00	97,430.79	493,684.21	16	.00
REVENUE TOTALS		591,115.00	.00	591,115.00	37,051.67	.00	97,430.79	493,684.21	16	.00
EXPENSE TOTALS										
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$12,532.24)	\$0.00	\$2,815.00	(\$2,815.00)		\$0.00
<i>Licenses & permits Totals</i>										
REVENUE TOTALS		\$37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
EXPENSE TOTALS		\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$0.00
<i>Operations and maintenance Totals</i>										
REVENUE TOTALS		\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$0.00
EXPENSE										
<i>Operations and maintenance</i>										
5300	Supplies	600.00	.00	600.00	183.43	.00	183.43	416.57	31	.00
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5310	Advertising and public notice	2,725.00	.00	2,725.00	.00	.00	1,541.00	1,184.00	57	.00
Operations and maintenance Totals		\$3,425.00	\$0.00	\$3,425.00	\$183.43	\$0.00	\$1,724.43	\$1,700.57	50%	\$0.00
<i>Other</i>										
5885	Payments to districts	34,075.00	.00	34,075.00	.00	.00	.00	34,075.00	0	.00
Other Totals		\$34,075.00	\$0.00	\$34,075.00	\$0.00	\$0.00	\$0.00	\$34,075.00	0%	\$0.00
EXPENSE TOTALS		\$37,500.00	\$0.00	\$37,500.00	\$183.43	\$0.00	\$1,724.43	\$35,775.57	5%	\$0.00
Fund 802 - Dog License										
REVENUE										
<i>Licenses</i>										
REVENUE TOTALS		37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
EXPENSE TOTALS		37,500.00	.00	37,500.00	183.43	.00	1,724.43	35,775.57	5	.00
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$183.43)	\$0.00	(\$1,724.43)	\$1,724.43		\$0.00
Grand Totals										
REVENUE TOTALS		628,615.00	.00	628,615.00	37,051.67	.00	97,430.79	531,184.21	15	.00
EXPENSE TOTALS		628,615.00	.00	628,615.00	49,767.34	.00	96,340.22	532,274.78	15	.00
Grand Totals		\$0.00	\$0.00	\$0.00	(\$12,715.67)	\$0.00	\$1,090.57	(\$1,090.57)		\$0.00

5

BUDGET ADJUSTMENT REQUEST

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

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.019.014.5304.100	Printing Forms	\$5,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.019.001.5100	Regular Earnings	\$5,000.00
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Clerk Typist I (.5 LTE) is in the Table of Organization but was not funded in 2013 Budget.

However, in order to reduce full-time staff working too much overtime; and be adequately staffed in the County Clerk's Office when staff is on vacation, sick, attending meetings, etc. we need to reallocate dollars in the County Clerk's 2013 Budget to fund the Clerk I as a (.18 LTE) position to assist the office on an as needed basis through the end of the year.

I estimate funding should be for approximately 384 hours at a rate of \$13.00 per hour. This is the most cost effective method of ensuring the office has adequate coverage, that statutory duties and responsibilities of the office are carried out, and that we do not exceed our Budget expenses for salaries. There is no impact on the levy.

AUTHORIZATIONS

Sandra L. Guro
Signature of Department Head

[Signature]
Signature of Executive

Department: County Clerk

Date: 7/18/13

Date: 4-18-13



Budget Performance Report-Child Support

Fiscal Year to Date 02/28/13
Include Rollup Account and Rollup to Account

Fund	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	355,722.00	.00	355,722.00	29,643.50	.00	59,287.00	296,435.00	17	400,881.00
4302		State grant and aid revenue									
4302		State grant and aid revenue	2,226,102.00	5,290.00	2,231,392.00	(132,331.77)	.00	228,064.41	2,003,327.59	10	2,258,293.76
4302.003		State grant and aid revenue Incentives	.00	.00	.00	31,966.00	.00	31,966.00	(31,966.00)	+++	.00
		4302 - State grant and aid revenue Totals	\$2,226,102.00	\$5,290.00	\$2,231,392.00	(\$100,365.77)	\$0.00	\$260,030.41	\$1,971,361.59	12%	\$2,258,293.76
4600		Charges and fees									
4600.601		Charges and fees Genetic test	25,000.00	.00	25,000.00	1,348.42	.00	2,331.49	22,668.51	9	20,997.41
4600.602		Charges and fees Vital statistics	750.00	.00	750.00	45.43	.00	99.37	650.63	13	622.17
4600.603		Charges and fees Paper service	8,000.00	.00	8,000.00	586.85	.00	924.82	7,075.18	12	7,855.14
4600.604		Charges and fees Non IV-D service	7,000.00	.00	7,000.00	35.00	.00	210.00	6,790.00	3	4,760.00
		4600 - Charges and fees Totals	\$40,750.00	\$0.00	\$40,750.00	\$2,015.70	\$0.00	\$3,565.68	\$37,184.32	9%	\$34,234.72
4601		Sales									
4601.012		Sales Copy machine use	200.00	.00	200.00	61.50	.00	114.40	85.60	57	204.50
		4601 - Sales Totals	\$200.00	\$0.00	\$200.00	\$61.50	\$0.00	\$114.40	\$85.60	57%	\$204.50
4900		Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	16.00
9002		Transfer in									
9002.200		Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	329.00
		9002 - Transfer in Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$329.00
	Division	001 - General									
		Totals	\$2,622,774.00	\$5,290.00	\$2,628,064.00	(\$68,645.07)	\$0.00	\$322,997.49	\$2,305,066.51	12%	\$2,693,958.98
	Department	017 - Child Support									
		Totals	\$2,622,774.00	\$5,290.00	\$2,628,064.00	(\$68,645.07)	\$0.00	\$322,997.49	\$2,305,066.51	12%	\$2,693,958.98
		REVENUE TOTALS	\$2,622,774.00	\$5,290.00	\$2,628,064.00	(\$68,645.07)	\$0.00	\$322,997.49	\$2,305,066.51	12%	\$2,693,958.98
EXPENSE											
	Department	017 - Child Support									
	Division	001 - General									
5100		Regular earnings	1,140,142.00	.00	1,140,142.00	75,951.48	.00	127,381.29	1,012,760.71	11	903,483.55
5102		Paid leave earnings									
5102.100		Paid leave earnings Paid Leave	.00	.00	.00	6,067.93	.00	8,512.77	(8,512.77)	+++	156,581.50
5102.200		Paid leave earnings Personal	.00	.00	.00	2,410.48	.00	3,465.55	(3,465.55)	+++	40.33
5102.300		Paid leave earnings Casual	.00	.00	.00	1,281.30	.00	2,932.62	(2,932.62)	+++	8,426.32
5102.500		Paid leave earnings Holiday	.00	.00	.00	.00	.00	4,286.36	(4,286.36)	+++	12,092.40
5102.600		Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	148.50	.00	602.25	(602.25)	+++	.00
		5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$9,908.21	\$0.00	\$19,799.55	(\$19,799.55)	+++	\$177,140.55
5103		Premium									
5103.000		Premium Overtime	.00	.00	.00	.00	.00	(.01)	.01	+++	215.77

5103.100	Premium Comp time premium	.00	.00	.00	90.75	90.75	(90.75)	+++	.00
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$90.75	\$90.74	(\$90.74)	+++	\$215.77
5109	Salaries reimbursement								
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	+++	(6,953.48)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$6,953.48)
5110	Fringe benefits								
5110.100	Fringe benefits FICA	83,800.00	.00	83,800.00	6,013.07	10,295.05	73,504.95	12	75,611.54
5110.110	Fringe benefits Unemployment compensation	4,276.00	.00	4,276.00	356.33	712.66	3,563.34	17	5,378.00
5110.200	Fringe benefits Health Insurance	442,058.00	.00	442,058.00	31,533.58	53,729.24	388,328.76	12	408,564.65
5110.210	Fringe benefits Dental Insurance	35,327.00	.00	35,327.00	2,514.86	4,285.45	31,041.55	12	30,378.66
5110.220	Fringe benefits Life Insurance	2,351.00	.00	2,351.00	175.48	339.70	2,011.30	14	1,876.29
5110.230	Fringe benefits LT disability insurance	4,104.00	.00	4,104.00	352.85	705.70	3,398.30	17	.00
5110.235	Fringe benefits Disability insurance	16,242.00	.00	16,242.00	1,353.50	2,707.00	13,535.00	17	14,945.42
5110.240	Fringe benefits Workers compensation insurance	249.00	.00	249.00	20.75	41.50	207.50	17	204.00
5110.300	Fringe benefits Retirement	67,269.00	.00	67,269.00	5,700.58	9,710.51	57,558.49	14	63,189.38
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	+++	1,165.82
	5110 - Fringe benefits Totals	\$655,676.00	\$0.00	\$655,676.00	\$48,021.00	\$82,526.81	\$573,149.19	13%	\$601,313.76
5300	Supplies								
5300.001	Supplies Office	15,000.00	.00	15,000.00	1,006.53	4,523.43	10,476.57	30	13,227.23
5300.004	Supplies Postage	32,000.00	.00	32,000.00	2,240.10	4,392.11	27,607.89	14	27,876.43
	5300 - Supplies Totals	\$47,000.00	\$0.00	\$47,000.00	\$3,246.63	\$8,915.54	\$38,084.46	19%	\$41,103.66
5303	Copy expense	.00	.00	.00	.00	.00	.00	+++	12.00
5305	Dues and memberships	2,090.00	.00	2,090.00	.00	45.00	2,045.00	2	1,867.50
5306	Maintenance agreement								
5306.100	Maintenance agreement Software	2,499.00	.00	2,499.00	600.00	1,084.00	1,415.00	43	3,231.20
	5306 - Maintenance agreement Totals	\$2,499.00	\$0.00	\$2,499.00	\$600.00	\$1,084.00	\$1,415.00	43%	\$3,231.20
5307	Repairs and maintenance								
5307.100	Repairs and maintenance Equipment	990.00	.00	990.00	.00	.00	990.00	0	990.00
	5307 - Repairs and maintenance Totals	\$990.00	\$0.00	\$990.00	\$0.00	\$0.00	\$990.00	0%	\$990.00
5330	Books, periodicals, subscription	600.00	.00	600.00	.00	.00	600.00	0	449.10
5340	Travel and training	5,095.00	.00	5,095.00	.00	.00	5,095.00	0	4,873.89
5507	Other utilities	1,200.00	.00	1,200.00	.00	.00	1,200.00	0	600.00
5600	Indirect cost	172,665.00	.00	172,665.00	14,388.75	28,777.50	143,887.50	17	230,177.00
5601	Intra-county expense								
5601.100	Intra-county expense Information services	129,366.00	.00	129,366.00	11,060.40	18,128.63	111,237.37	14	104,505.31
5601.200	Intra-county expense Insurance	6,409.00	.00	6,409.00	534.08	1,068.16	5,340.84	17	5,751.00
5601.300	Intra-county expense Other departmental	372,191.00	.00	372,191.00	27,447.55	53,933.78	318,257.22	14	362,373.59
5601.400	Intra-county expense Copy center	3,213.00	.00	3,213.00	32.00	70.50	3,142.50	2	1,851.89
5601.450	Intra-county expense Departmental copiers	2,338.00	.00	2,338.00	194.83	389.66	1,948.34	17	2,500.00
	5601 - Intra-county expense Totals	\$513,517.00	\$0.00	\$513,517.00	\$39,268.86	\$73,590.73	\$439,926.27	14%	\$476,981.79
5700	Contracted services	.00	5,290.00	5,290.00	179.90	179.90	5,110.10	3	1,46,579.61
5708	Professional services	300.00	.00	300.00	.00	.00	300.00	0	.00
5710	Paper service - legal	45,000.00	.00	45,000.00	1,518.00	3,366.75	13,492.25	70	39,737.69
5716	Legal services								
5716.100	Legal services Chargebacks	1,500.00	.00	1,500.00	.00	.00	1,500.00	0	.00
	5716 - Legal services Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00

5762	Med exams/autopsies/genetic test	32,000.00	.00	32,000.00	1,468.00	.00	3,290.00	28,710.00	10	23,279.25
5784	Interpreter services	2,500.00	.00	2,500.00	70.00	.00	70.00	2,430.00	3	886.50
9003	Transfer out									
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	47,989.64
	9003 - Transfer out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$47,989.64
	Division 001 - General	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$194,711.58	\$28,141.00	\$349,117.81	\$2,250,805.19	14%	\$2,693,958.98
	Department 017 - Child Support	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$194,711.58	\$28,141.00	\$349,117.81	\$2,250,805.19	14%	\$2,693,958.98
	EXPENSE TOTALS	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$194,711.58	\$28,141.00	\$349,117.81	\$2,250,805.19	14%	\$2,693,958.98
	Fund 210 - Child Support Totals									
	REVENUE TOTALS	2,622,774.00	5,290.00	2,628,064.00	(68,645.07)	.00	322,997.49	2,305,066.51	12	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	194,711.58	28,141.00	349,117.81	2,250,805.19	14	2,693,958.98
	Fund 210 - Child Support Totals	\$0.00	\$0.00	\$0.00	(\$263,356.65)	(\$28,141.00)	(\$26,120.32)	\$54,261.32		\$0.00
	Grand Totals									
	REVENUE TOTALS	2,622,774.00	5,290.00	2,628,064.00	(68,645.07)	.00	322,997.49	2,305,066.51	12	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	194,711.58	28,141.00	349,117.81	2,250,805.19	14	2,693,958.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$263,356.65)	(\$28,141.00)	(\$26,120.32)	\$54,261.32		\$0.00



Outstanding Achievement

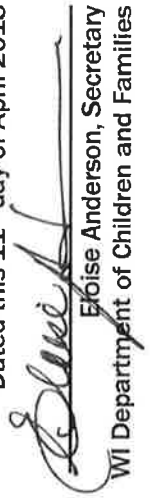
Brown County Child Support Agency

FFY 2012 Child Support Performance

The Certificate of Outstanding Achievement recognizes a program that has demonstrated outstanding achievement in three federal performance measures. Criteria include meeting or exceeding the annual goal for *Paternity Establishment*, meeting or exceeding the annual goal for *Court Order Establishment* and a 1.50% improvement from FFY 2011, and any percentage improvement in *Current Support Collections* from FFY 2011.

The Wisconsin Department of Children and Families, Bureau of Child Support commends the agency on the accomplishments of your program.

2013 Bureau of Child Support Directors' Dialogue
Dated this 11th day of April 2013



Eloise Anderson, Secretary
WI Department of Children and Families



Child Support Department Summary

Monthly Administrator's Report

March/April 2013

Internal Opportunities

- Recruitment has closed for the Child Support Clerk position in the Support Information Center- interviews to begin the week of 4/22
- Request to fill vacant Child Support Enforcement position-vacated on 4/1 by Kathy Doney (retirement)
- Currently holding open vacant Clerk I, Bi-Lingual Receptionist and Clerk II position-vacated on 4/1 by Shirley Indgier (retirement) until state funding decisions are finalized.

SIC (Support Information Center)

Remodel

- Cubicles have been set up and wiring/telephone; computer systems are connected and staff have moved. Design is working seamlessly and efficiencies continue to be realized.

Workload

- The new debit card has generated many calls with regard to issues not within our control.

Call Volume for the Weeks of: 3/25/2013 thru 3/29/2013

Ext. 4090 Total Inbound Calls: 831

Ext. 2310 English: 511 (120 calls not answered)

Ext. 2310 English Leave Msg: 28

Payment Option Selected : 198

Ext. 2311 Spanish: 13

Call Volume for the Week of : 4/1/2013 thru 4/5/2013 average duration: 4:09/call

Ext. 4090: 1,124

Ext. 2310 English : 641 calls answered (201 calls not answered)

Ext. 2310 English Leave Msg : 64

Custody Option Selected: 33

Payment Option Selected: 241

Ext. 2311 Spanish: 13

Administrator Updates

- SPSK (Supporting Parents Supporting Kids) National Demonstration grant planning continues. Frequent conference calls statewide and on a national planning level continue. Services will begin thru the grant effective 10/1/13. Coordinating agencies locally include Family Services, Forward Services, Crisis Center, Catholic Charities and Brown County Family Court Mediation.

- Cooperative Agreements executed with the state on 3/29/13 for arrangements with the FCC, Clerk of Court and Corporation Counsel.
- Attorney Connie Chesnik met with the department and attorneys on March 25th to promote collaborative partnerships and explore efficiencies in line with program/incentive requirements.
- Attended WCSEA Legislative visits with small group of county directors on Thursday, March 28th to discuss biennial budget and the impacts of funding reductions for CSA's.
- Attended WCSEA quarterly meeting via telephone conference on April 10th
- Attended annual Director's Dialogue in Steven's Point on April 11th and 12th
Brown County received, from Eloise Anderson/ Secretary, Dept. of Children and Families

Outstanding Achievement Award for FFY 2012 Performance

1 of only 18 counties recognized for this accomplishment-see *attachment*

- Conducted Harassment in the Workplace training-featured monthly recurrent training opportunity at all agency meeting for April.
- Conducting annual IRS Safeguard Training within agency-to be completed by April 30th
- Meetings continue within workgroup settings (Cooperative Agreements; 6S; SIC; Scanning).
- Work has begun on the Wage Comparability Study for the department.

**Brown County
Information Services
Budget Status Report
4/16/2013**

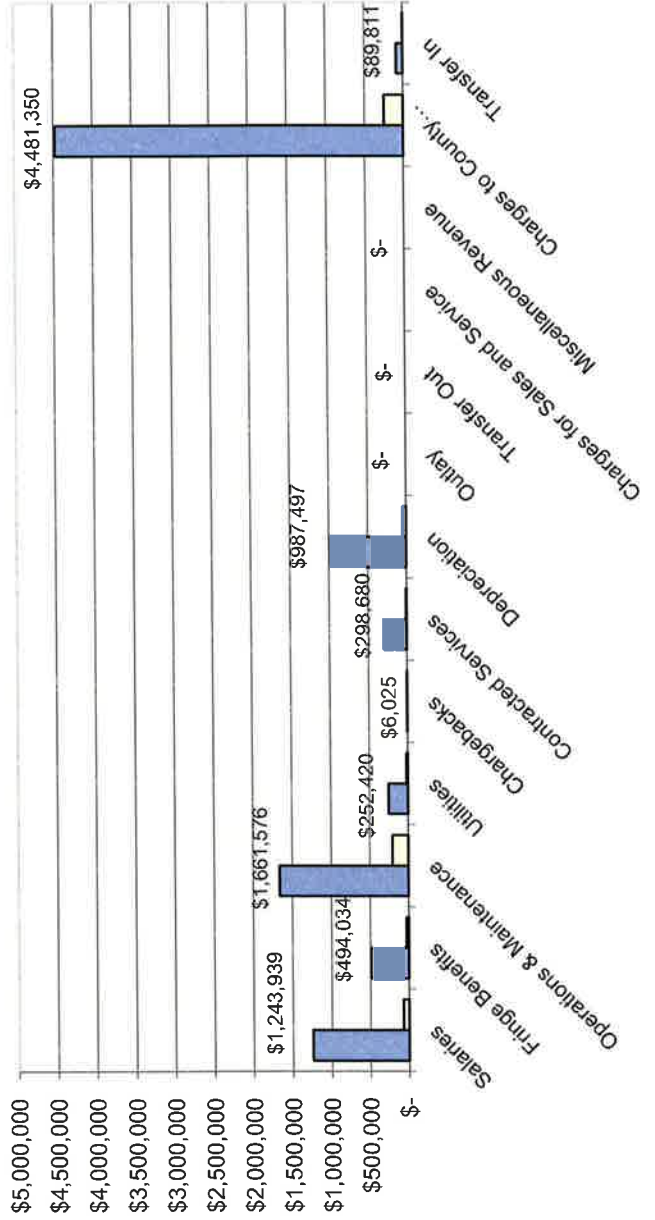
	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,243,939	\$ 70,750	5.69%
Fringe Benefits	\$ 494,034	\$ 28,847	5.84%
Operations & Maintenance	\$ 1,661,576	\$ 210,139	12.65%
Utilities	\$ 252,420	\$ 19,441	7.70%
Chargebacks	\$ 6,025	\$ 494	8.20%
Contracted Services	\$ 298,680	\$ 8,958	3.00%
Depreciation	\$ 987,497	\$ 46,663	4.73%
Outlay	\$ -	\$ -	-
Transfer Out	\$ -	\$ -	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,481,350	\$ 248,229	5.54%
Transfer In	\$ 89,811	\$ 7,040	7.84%

HIGHLIGHTS:

Expenses:
The expense budget for 2013 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.

**Information Services
January 2013**

■ Annual Amended Budget
□ YTD Actual





Information Services Monthly Director's Report April 2013

Executive Summary

IS provides services needed on a day-to-day basis, while at the same time always looking forward to the future. Noted monthly highlights include:

- During the course of a year, the main Brown County general information phone line receives numerous calls that are not related to Brown County or could be processed more efficiently. With the ability of our current phone system, it has now been configured with an auto attendant allowing for fewer calls needing to be answered making it a more streamlined process.
- The project to implement video capability into the Court House took an unexpected delay. The original Vendor contracted to construct the project notified Brown County they are no longer in the Audio/Video business. We have agreed with the Vendor to transfer the contract to another Vendor who has accepted the original terms of the project, will accept previously recommended equipment changes and will meet the original deadline set.
- The systematic approach to roll out paging and emergency notification continued this month with the solution targeting the Library. Discussion and planning have taken place to determine the most effective areas of inclusion.
- Moving toward implementing a network to allow for internal video conferencing, three new video conferencing/smart board collaboration (Mondopad) units were installed in the Veterans Conference Room, the NEW Zoo and UW Extension.
- In efforts to upgrade the security perimeter of the Brown County network, the firewall was upgraded. This included an updated intrusion prevention and detection system (IPS) to assist in better network traffic monitoring.
- An interface between our Time Entry system (Kronos) and our newly deployed payroll system (Logos) was designed and implemented for the Highway Department time cards eliminating the manual entry that was being done by the payroll specialists.
- Information Services provides support for each election held in Brown County. This month support was provided to the Clerk's office for the Spring general election.
- The migration of our AS400 to the cloud has been completed. The old machine will continue to be available until June 1st to accommodate any potential 2012 reporting requirements needed by the external auditors.
- Software updates were completed on the main software system used by the Sheriff's office.

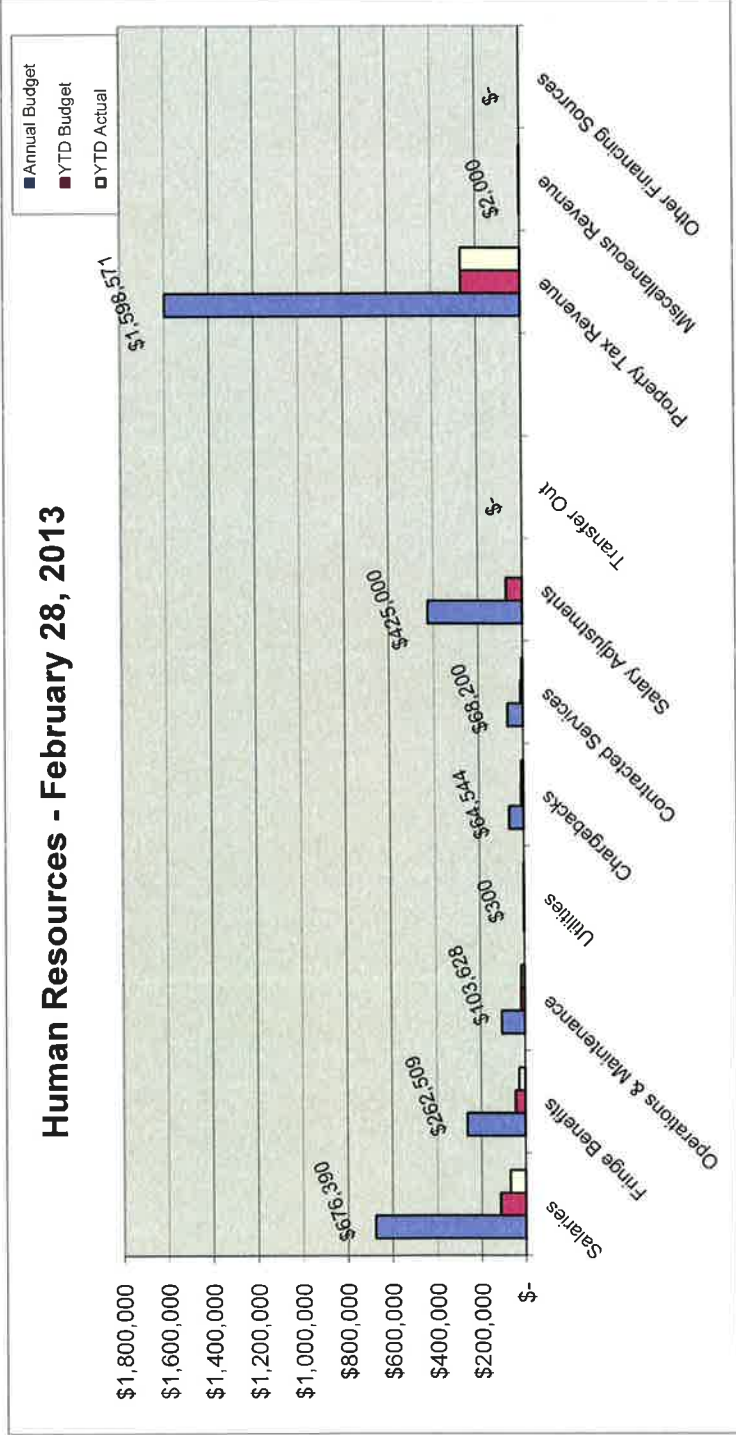
Brown County
 Human Resources
 Budget Status Report
 2/28/2013

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 676,390	\$ 112,732	\$ 68,722
Fringe Benefits	\$ 262,509	\$ 43,752	\$ 28,233
Operations & Maintenance	\$ 103,628	\$ 17,271	\$ 15,469
Utilities	\$ 300	\$ 50	\$ 29
Chargebacks	\$ 64,544	\$ 10,757	\$ 9,868
Contracted Services	\$ 68,200	\$ 11,367	\$ 6,496
Salary Adjustments	\$ 425,000	\$ 70,833	\$ -
Transfer Out	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 1,598,571	\$ 266,429	\$ 266,429
Miscellaneous Revenue	\$ 2,000	\$ 333	\$ 364
Other Financing Sources	\$ -	\$ -	\$ -

Savings in Personnel & Fringe Benefits total \$59,529 due to vacant positions (HR Manager, Employee Services Manager, Analyst, Safety Coordinator). Salary Adjustments are recorded at year-end through the Transfer Out line.

Revenues are either on target or exceeding budget amounts.

Human Resources - February 28, 2013





Human Resources Budget Performance Report

Through 02/28/13
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,598,571.00	.00	1,598,571.00	133,214.25	.00	266,428.50	1,332,142.50	17	303,671.66
Charges for sales and services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous revenue	2,000.00	.00	2,000.00	229.28	.00	364.28	1,635.72	18	387.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	4,581.71
REVENUE TOTALS	\$1,600,571.00	\$0.00	\$1,600,571.00	\$133,443.53	\$0.00	\$266,792.78	\$1,333,778.22	17%	\$308,640.37
EXPENSE									
Personnel services	676,390.00	.00	676,390.00	39,018.38	.00	68,722.41	607,667.59	10	89,152.63
Fringe benefits and taxes	262,509.00	.00	262,509.00	16,307.67	.00	28,232.56	234,276.44	11	36,974.22
Salaries reimbursement	425,000.00	.00	425,000.00	.00	.00	.00	425,000.00	0	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	103,628.00	.00	103,628.00	7,678.40	.00	15,468.80	88,159.20	15	12,979.31
Utilities	300.00	.00	300.00	14.81	.00	29.05	270.95	10	26.26
Chargebacks	64,544.00	.00	64,544.00	6,305.68	.00	9,867.76	54,676.24	15	5,329.05
Contracted services	68,200.00	.00	68,200.00	5,685.61	.00	6,495.61	61,704.39	10	20,817.60
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$1,600,571.00	\$0.00	\$1,600,571.00	\$75,010.55	\$0.00	\$128,816.19	\$1,471,754.81	8%	\$165,279.07
Fund 100 - GF Totals									
REVENUE TOTALS	1,600,571.00	.00	1,600,571.00	133,443.53	.00	266,792.78	1,333,778.22	17	308,640.37
EXPENSE TOTALS	1,600,571.00	.00	1,600,571.00	75,010.55	.00	128,816.19	1,471,754.81	8	165,279.07
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$58,432.98	\$0.00	\$137,976.59	(\$137,976.59)		\$143,361.30
Grand Totals									
REVENUE TOTALS	1,600,571.00	.00	1,600,571.00	133,443.53	.00	266,792.78	1,333,778.22	17	308,640.37
EXPENSE TOTALS	1,600,571.00	.00	1,600,571.00	75,010.55	.00	128,816.19	1,471,754.81	8	165,279.07
Grand Totals	\$0.00	\$0.00	\$0.00	\$58,432.98	\$0.00	\$137,976.59	(\$137,976.59)		\$143,361.30

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HUMAN RESOURCES DEPARTMENT

Brown County

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



LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

Date: April 18, 2013
 To: Administration Committee Members
 From: Lynn Vanden Langenberg, Interim Human Resources Manager
 Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR MARCH 2013

Hires:

Full-Time:

Behavioral Health Specialist	1
Clinical SW/Case Mgr/Prof Counselor	1
Communications Supervisor	1
Economic Support Specialist I	1
Employee Services Manager	1
GIS Technician	1
Housekeeper I	1
Human Resources Analyst	1

Part-Time:

Clerk – Library	1
Shelver – Library	1

Limited Term/Seasonal/On-Call:

Bailiff	1
CNA – on call	1
Shelter Care Worker – on call	1
Student Intern – Port & Solid Waste	1

TOTAL HIRES: 14

Separations:

Full-Time:

Clerk II – Human Services	1
CNA	1
Correctional Officer	1
CTP Worker	1
Curator	1
Director of Nursing	1
Lieutenant 5/2	1
Patrol Officer 5/2	1
Social Worker/Case Manager	2
Telecommunications Operator	1

Limited Term/Seasonal/On-Call:

Concessionaire Supervisor	1
Concessionaire	1
Food Service Worker – on call	1
SB Operator/Receptionist-on call	1
Student Intern – Sheriff's Ofc.	1

TOTAL SEPARATIONS: 16

HUMAN RESOURCES DEPARTMENT

Brown County

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



LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

To: Administration Committee
From: Lynn A. Vanden Langenberg
Date: April 18, 2013
Subj: Director's Report

Following is a summary of the recent activities and work-in-progress in the HR Department:

- **Reorganizations/Reviews Requested:**
 - 911 Communications – position of Asst. Director has been developed and graded. Resolution to be re-submitted for Public Safety Committee on May 1st
 - Port & Solid Waste – in progress
 - Museum – recommendations will be submitted to the May 1st Ed & Rec Committee
 - Golf Course – in progress
 - Child Support
- **Wage Comparability Study**
 - Tentative timeline:
 - Phase I – Job Descriptions Review and Internal Equity – April – July 2013
 - Departments review job descriptions
 - Internal equity study completed
 - Phase II – Market Comparability – August – October 2013
 - Phase III – Review, Adjust, Finalize – November – January 2014
 - Phase IV – Implementation Plan & Approval – February – March 2014
 - All departments have received project overview, instructions, position description questionnaire, and positions specific to their departments. Positions are due back in Human Resources during May and June.
 - Next steps: Detailed project plan will be completed; select Human Resources staff will be trained on position description analysis and rating
- **Short- and Long-term Disability RFP**
 - Responses are being reviewed. After review and rating, the top contenders will be interviewed. Recommendation for policy change will be made at May 23rd meeting.

April/May/June Activity

- ✓ Plans for Deferred Compensation, currently with Nationwide (employee elective plan; no cost to County)
- ✓ Projections for Personnel and Fringe Benefit costs for 2014 Budget Planning
- ✓ Review of 2012 Health & Dental Insurance results and review/verify 2014 plans
 - Consider required changes due to the Affordable Care Act

Thank you.

Brown County
Administration
Budget Status Report
as of 2/28/2013

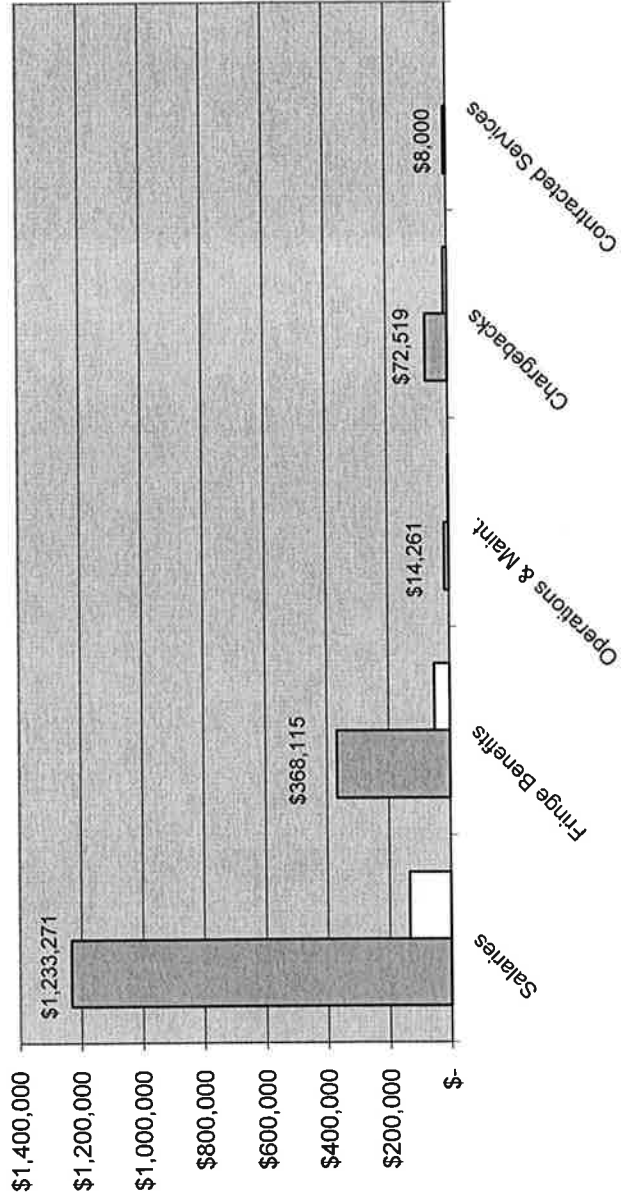
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,149,038	\$ 191,506	17%
Transfer In	\$ 547,128	\$ 34,874	6%
Salaries	\$ 1,233,271	\$ 135,291	11%
Fringe Benefits	\$ 368,115	\$ 49,970	14%
Operations & Maint.	\$ 14,261	\$ 916	6%
Chargebacks	\$ 72,519	\$ 11,421	16%
Contracted Services	\$ 8,000	\$ -	0%

HIGHLIGHTS:

Revenues: Transfer in from the project team is trending lower than expected due to the vacancy of the project team members.

Expenses: All expense categories are under budget. In addition to the vacancy of the project team members, salaries and fringe are also lower than expected due to the vacancy of the Senior Accountant position which was not filled until April 2013. The contracted services budget relates to the preparation of the indirect cost allocation plan which is in process.

**Administration
February 28, 2013**





Administration Budget Performance Report

Through 02/28/13
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 Total
Fund 100 - GF									
REVENUE									
Property taxes	1,149,038.00	.00	1,149,038.00	95,753.17	.00	191,506.34	957,531.66	17	1,150,857.96
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	547,128.00	.00	547,128.00	19,548.01	.00	34,874.25	512,253.75	6	417,657.66
REVENUE TOTALS	\$1,696,166.00	\$0.00	\$1,696,166.00	\$115,301.18	\$0.00	\$226,380.59	\$1,469,785.41	13%	\$1,568,515.62
EXPENSE									
Personnel services	1,233,271.00	.00	1,233,271.00	80,200.94	.00	135,291.12	1,097,979.88	11	1,025,373.61
Fringe benefits and taxes	368,115.00	.00	368,115.00	29,678.35	.00	49,970.38	318,144.62	14	352,560.87
Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	14,261.00	.00	14,261.00	626.85	.00	916.38	13,344.62	6	15,378.39
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks	72,519.00	.00	72,519.00	5,951.27	.00	11,420.53	61,098.47	16	65,978.86
Contracted services	8,000.00	.00	8,000.00	.00	8,000.00	.00	.00	100	13,400.00
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$1,696,166.00	\$0.00	\$1,696,166.00	\$116,457.41	\$8,000.00	\$197,598.41	\$1,490,567.59	12%	\$1,472,691.73
Fund 100 - GF Totals									
REVENUE TOTALS	1,696,166.00	.00	1,696,166.00	115,301.18	.00	226,380.59	1,469,785.41	13	1,568,515.62
EXPENSE TOTALS	1,696,166.00	.00	1,696,166.00	116,457.41	8,000.00	197,598.41	(20,782.18)	12	1,472,691.73
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$1,156.23)	(\$8,000.00)	\$28,782.18	(\$20,782.18)		\$95,823.89
Grand Totals									
REVENUE TOTALS	1,696,166.00	.00	1,696,166.00	115,301.18	.00	226,380.59	1,469,785.41	13	1,568,515.62
EXPENSE TOTALS	1,696,166.00	.00	1,696,166.00	116,457.41	8,000.00	197,598.41	(20,782.18)	12	1,472,691.73
Grand Totals	\$0.00	\$0.00	\$0.00	(\$1,156.23)	(\$8,000.00)	\$28,782.18	(\$20,782.18)		\$95,823.89

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2013 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
13-21	3/21/13	Library	Allocation of a \$109,000 bequest (Marian S. Holmes estate) for audio and large print materials.	2b	N/A	N	---	J1344 Actual??
13-22	3/25/13	Zoo and Park Mgmt – Parks	Use of \$24,000 in Cross Country Ski fund balance to purchase a replacement snowmobile for trail grooming, as well as other grooming machine repairs the Highway department will perform.	5	Approved 3/26/13	Y		
13-23	3/26/13	Sheriff	Reallocation of \$1,750 in DARE expenses to cover in-house printing expenses.	3a	Approved 3/29/13	N	---	J1336 No actual
13-24	3/26/13	Zoo and Park Mgmt – Parks	Transfer of \$10,000 between donation outlay accounts to correctly budget for an accessibility wheelchair.	1	N/A	N	---	J1338 No actual
13-25	4/1/13	Administration	2012 to 2013 Carryover funds.	3a	Approved 4/2/13	N	---	J1371, J1378, J1382, J1383, J1433
13-26	4/2/13	Health	Reallocation of \$32,800 for grant-funded employees that were originally budgeted in the wrong organization set.	1	N/A	N	---	
13-27	4/5/13	U.W. Extension	Reallocation of \$2,000 in Midwest Manure Summit funds from printing to internal Copy Center account.	3a	N/A	N	---	
13-28	4/5/13	Sheriff	Request to utilize \$10,100 in asset seizures funds for forensic cell phone equipment and related training for the Drug Task Force.	5	Approved 4/9/13	Y		
13-29	4/5/13	Sheriff	Request to transfer \$9,584 between accounts for forensic cell phone equipment for the Investigations division.	5	Approved 4/9/13	Y		
13-30	4/8/13	Court System – Register in Probate	Transfer of \$1,150 between funds to purchase a new workstation.	3b	Approved 4/9/13	Y		
13-31	4/12/13	Land & Water Conservation	Decrease of \$68,512 in various grant revenue and expenses for 2013 since more was spent than original anticipated in 2012.	5	Approved 4/15/13	Y		
13-32	4/12/13	Land & Water Conservation	Request to utilize \$34,163 in extra unbudgeted grant funds to replace two field vehicles and purchase additional survey equipment.	5	Approved 4/15/13	Y		
13-33	4/16/13	Zoo and Park Mgmt – Parks	Allocation of \$257,669 Ducks Unlimited grant to enhance Barkhausen Waterfowl Preserve South Impoundment Habitat.	5	Approved 4/16/13	Y		

May 15, 2013

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

Ladies & Gentlemen:

2012 BUDGET OVERDRAFT AND SHORTFALL APPROPRIATIONS

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2012; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2012 departmental budget the following amount:

<u>Department</u>	<u>Amount</u>
Clerk of Courts	\$349,356

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2012:

<u>Department</u>	<u>Amount</u>
Treasurer	\$588,922

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that there be appropriated from the Community Programs Fund and placed in the 2012 Community Treatment Center budget the following amount:

<u>Department</u>	<u>Amount</u>
Human Services - Community Treatment Center	\$558,849

Explanation of Overdraft and Shortfall by Department:

Clerk of Courts	Revenue shortfalls of \$134,000 were mainly attributable to the reduced collection of fines and forfeiture revenues, particularly County Ordinance Forfeitures and Clerk of Court Fees. Guardian Ad Litem fees are overspent by over \$232,000 due to invoices submitted by attorneys for prior years, as well as several large cases in 2012.
Treasurer	Shortfalls in interest and penalties on taxes of over \$574,000 were recognized because banks are foreclosing on properties sooner and paying outstanding taxes on the properties sooner. Additional shortfalls in investment income of approximately \$70,000 were recognized due to market conditions. These shortfalls were partially offset by savings in expenses of approximately \$85,000.
Human Service - Community Treatment Center	Shortfalls of over \$1.2 in revenue were recognized due to both lower counts in the Community Treatment Program (CTP) being treated in the hospital and fewer clients being treated in the "inpatient" hospital. There were also fewer private pay clients in the nursing home than budgeted that attributed to an additional \$384,000 shortfall. These shortfalls were partially offset by savings in fringe and operations and maintenance.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Administration

Final Draft Approved by Corporation Counsel

Fiscal Impact: This Resolution requires an appropriation from the General Fund.

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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

BRENT MILLER

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

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 16, 2013
REQUEST TO: Administration Committee
MEETING DATE: April 25, 2013
REQUEST FROM: Brent Miller
Director of Administration

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: 2012 Budget Overdraft and Shortfall Appropriations

ISSUE/BACKGROUND INFORMATION:

Budget Overdraft and Shortfall Appropriation Resolution

The purpose of the resolution is to authorize General Fund appropriations to cover the budget deficits recognized by Clerk of Courts as well as the shortfall of expected revenue that was returned to the General Fund by the Treasurer.

Included in the resolution is also the request to cover Human Services Community Treatment Center shortfalls with appropriations from Human Service Community Programs.

ACTION REQUESTED:

Please approve the resolution authorizing additional appropriations and shortfalls of revenue.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? See Attached resolution
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? General Fund and Human Services Community Programs funds.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

DEPARTMENT OF ADMINISTRATION

Brown County

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

BRENT MILLER

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

DIRECTOR

April 25, 2013

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: April Director's Report

Departmental Updates

HIPAA Compliance

- At the CTC, all HIPAA related information each area receives, generates stores or transmits was identified. Training was conducted on April 19 for the HIPAA Compliance Officer, Corporation Counsel, and the Privacy and Security Officers by Attorney Diane Welsh from Von Breison & Roper..

Payment Card Industry (PCI) Compliance

- U.W Extension has begun taking credit card payments through Virtual Merchant. Parks received a virtual merchant ID, and they will begin accepting credit cards through the web page shortly.

Training

- Our insurance carrier WMMIC is offering approximately 20 courses or training each quarter on line that departments and employees may take advantage of.

Project Implementation Updates

Logos – Financial Management

- The Financial Systems Project Team continues to assist the Human Resource Department with Payroll operations and end of year reconciliations. Efforts are continuing to enhance reporting capabilities utilizing new tools now available with the new systems. Salary summary information from the new system is starting to be analyzed and prepared for the start of the new budget cycle.
- Initial planning with the vendor has started for the next phases of the project. Scheduling is still being defined for the modules that will implement in 2013. Training was held for the Revenue Collections and Miscellaneous Billing. Pre-planning meetings are underway with the Treasurer's Office.

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

cc: Troy Streckenbach – County Executive

BUDGET ADJUSTMENT REQUEST


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

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.9002	MHC Demolition Transfer In	500,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.4601.545	MHC Demolition Sales - Salvage	190,540
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.5700	MHC Demolition Contracted Services	530,540
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.6182.100	MHC Demolition Construction General	160,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9003	General Fund Transfer Out	500,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.3000	General Fund Balance	500,000

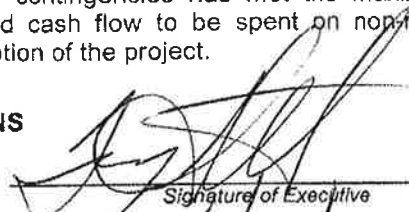
Narrative Justification:

Request to transfer \$500,000 from the General Fund to be appropriated to the demolition, recycling and hazardous materials abatement for the old Mental Health Center located on St. Anthony Drive in Green Bay. The current unassigned fund balance reserved for contingencies has met the maximum 20 percent, so general funds are available in the unassigned cash flow to be spent on non-recurring purposes. Please see the attached memo for further description of the project.

AUTHORIZATIONS



 Signature of Department Head
 Department: PUBLIC WORKS
 Date: 4/23/13



 Signature of Executive
 Date: 4/23/13

Executive Summary

Request for Funding- Demolition of Former Mental Health Center

The demolition of the former Mental Health Center (MHC) will be comprised of the following eight major phases of work.

- 1. Pre-Demolition Environmental Survey (for asbestos, lead, refrigerants, mercury PBCs, etc.)**
 - Work by: Midwest Environmental Consulting Services
 - Cost: \$7,000
 - Duration: Four weeks/20 days; Feb/March 2013

- 2. Abatement of Hazardous Materials**
 - Work by: Dirty Ducts Cleaning
 - PDT approval: April 22, 2013; Co. Board approval: May 15, 2013
 - Estimated Cost: \$119,000
 - Duration: Approximately 60 days; Summer 2013

- 3. Building Material Salvage and Recycling**
 - Work by: PWD and inmate labor
 - Estimated Revenue: \$190,540
 - Duration: Two months/40 days with 7-8 workers; Summer 2013

- 4. Pre-Implsion, Selective Demolition (if required)**
 - Work by: County and State inmates
 - Cost: \$4,000
 - Duration: 4-5 weeks; August 2013

- 5. Building Implsion**
 - Work by: Licensed blasting contract
 - Estimated Cost: \$215,000
 - Duration: Six weeks/30 days; Sept/Oct 2013

- 6. Removal of Debris Pile**
 - Work by: PWD crews
 - Estimated Cost: no incremental costs; equipment cost and fuel, as well as, labor will be offset by aggregate recovered for road projects
 - Duration: 2-4 months; Nov 2013 thru March 2014

- 7. Crushing of Concrete, Masonry and Stone (for Spring 2014 highway projects)**
 - Work by: PWD crews
 - Estimated Cost: \$75,000
 - Duration: 2-4 months; Nov 2013 thru March 2014

- 8. Site Restoration**
 - Work by: PWD crews
 - Estimated Cost: \$50,000
 - Duration: two weeks/10 days; May 2014

COST ANALYSIS:

Expenses

• Pre-demolition environmental survey	\$ 7,000
• Abatement of hazardous materials	\$119,000
• Pre-implosion, selective demolition	\$ 4,000
• Building implosion	\$215,000
• Removal of debris pile and crushing of concrete, masonry and stone (for Spring 2014 highway projects)	\$ 75,000
• Site Restoration	\$ 50,000
• Temporary Fencing	\$ 10,400
• Relocate tornado siren	\$ 15,000
• Permits	\$ 140
• Contingencies	\$ 35,000
Total estimated expenses	\$530,540

Total estimated revenues/savings (\$190,540)

Cost of 2 storage buildings \$160,000

Estimated Net Cost to Brown County for Demolition \$500,000

Value of Retained Property

• Per April 2011 land appraisal	\$485,000
• <u>Current Estimate</u>	<u>\$921,500</u>
Value to use for this comparison	\$750,000