



Administration

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MISSION

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

PROGRAM DESCRIPTION

The Administration Department is responsible for centralized financial, budgetary management, purchasing and risk management functions. The department provides centralized financial management and accounting services consistent with federal and state laws and Governmental Accounting Standards Board pronouncements. The Director of Administration oversees the Human Resources Department, which remains a separate departmental budget from Administration.

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

In addition, the department is responsible for centralized risk management to reduce, minimize or eliminate the county's exposure to loss through the implementation and administration of comprehensive property and casualty insurance and loss control programs. Risk oversees the county's safety program and its document & copy center services.

PERFORMANCE MEASURES	2020 Actual	2021 Estimate	2021 Budget	2022 Budget	Budget Change
Rebates & Savings	72,941	86,406	78,500	72,000	-8.28%
Purchasing Solicitations	66	70	80	70	-12.50%
Contracts/Grants Reviewed & Applied	386	315	310	310	0.00%
County Risk Reduction Training & Participants	6,120	6,200	6,520	6,520	0.00%

INITIATIVES

Implement Fleet Management Plan – Administration will coordinate the replacement of vehicles with a newer fleet and implement a system to track usage and maintenance in order to charge departments for usage and eliminate the need for periodic capital outlay.

Document Storage – Administration will coordinate a county-wide plan to migrate records from paper to electronic media.

Active Shooter and Emergency Procedures – Active shooter and emergency procedure training sessions will be coordinated with each department on an annual basis.

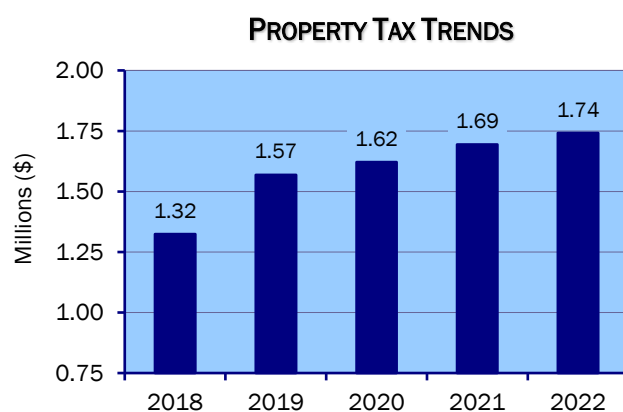
Emergency Operations Plan Review – Safety and Risk divisions will review and update the emergency operations plan for each department.

FINANCIAL SUMMARY – ADMINISTRATION & COPY AND DOCUMENT CENTER

	2020 Actual	2021 Estimated	2021	2022 Budget	Change from 2021	
			Amended Budget		Amended Budget	%
Intergov. Revenue	2,182	2,106	2,406	2,547	141	5.86%
Public Charges	3,347	4,000	4,500	4,000	(500)	-11.11%
Miscellaneous Revenue	178,860	162,660	244,133	304,541	60,408	24.74%
Other Financing Sources	114,992	66,127	60,426	10,305	(50,121)	-82.95%
Total Revenues	299,382	234,893	311,465	321,393	9,928	3.19%
Personnel Costs	1,588,291	1,308,430	1,742,731	1,801,423	58,692	3.37%
Operating Expenses	211,381	192,097	278,445	254,792	(23,653)	-8.49%
Total Expenses	1,799,672	1,500,527	2,021,176	2,056,215	35,039	1.73%
Property Taxes	1,620,875	1,693,967	1,693,967	1,741,500	47,533	2.81%
Net Total Activity	120,585	428,333	(15,744)	6,678		

SUMMARY HIGHLIGHTS

- **Miscellaneous Revenue** – Increase is due to the new landfill accountant position which will be funded through an intra-county charge to the South Landfill, offset by a decrease in expected intra-county charges for the Copy and Document Center.
- **Other Financing Sources** – Decrease is a result of a 2021 carryover request as well as the transfer for wage increases, neither of which are included in the 2022 budget at this time.
- **Personnel Costs** – Increase is due to the addition of the new accountant position noted above.
- **Operating Expenses** – Decrease is mainly due to the 2021 carryover request offset mainly by an increase in professional services expected in 2022.



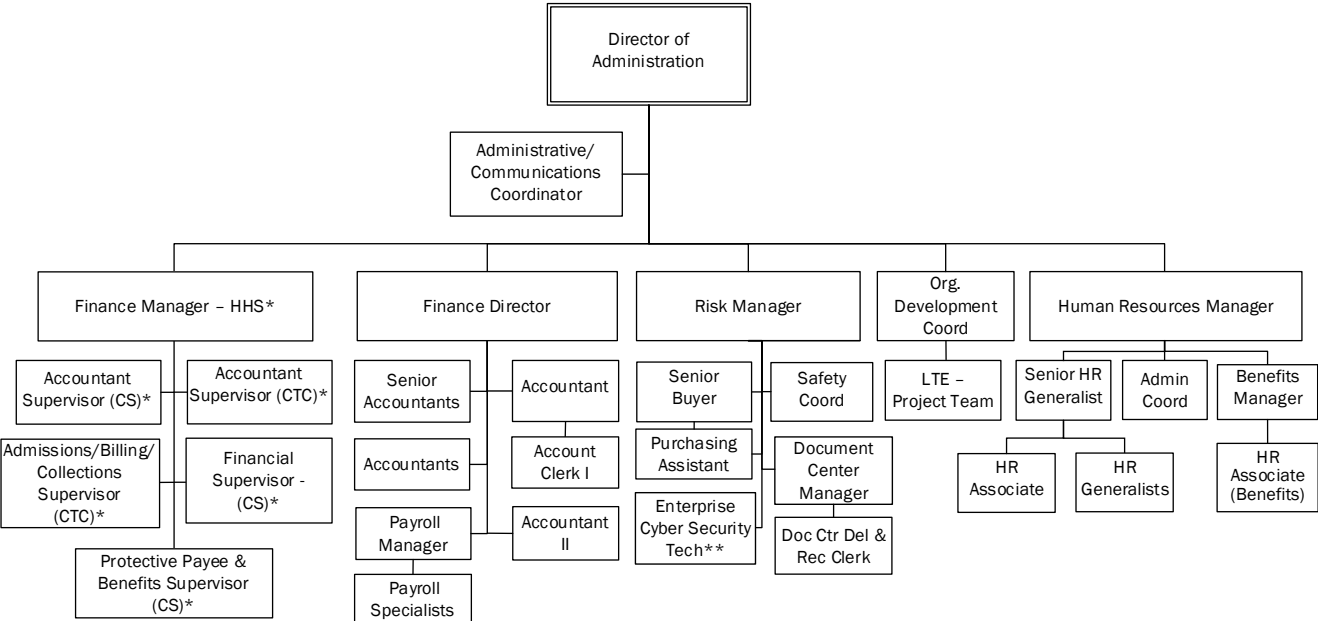
STAFFING SUMMARY

Position	FTE	Unit Rate	Budget Hours	Cost
Director Of Administration	1.00	54.19	2,080	112,715
Finance Director	1.00	46.17	2,080	96,034
Risk Manager	1.00	43.90	2,080	91,312
Organizational Development Coord	1.00	35.59	2,080	74,027
Senior Accountant	2.00	35.55	4,160	147,888
Accountant	1.00	31.18	2,080	64,854
Payroll Manager	1.00	31.18	2,080	64,854
Senior Buyer	1.00	30.83	2,080	64,126
Accountant II	1.00	28.58	2,080	59,446
Accountant	2.00	27.93	4,160	116,188
Safety Coordinator	1.00	27.46	2,080	57,117
Admin/Communications Coord	1.00	25.88	2,080	53,830
LTE-Project Team	1.00	25.50	2,080	53,040
Document Center Manager	1.00	23.19	2,080	48,235
Account Clerk I	1.00	22.97	1,950	44,793
Purchasing Assistant	1.00	21.12	2,080	43,930
Payroll Specialist	2.00	20.63	4,160	85,820
Document Center Specialist	1.00	18.70	2,080	38,896
Budgeted Overtime				1,716
21.00			43,550	1,318,821

Regular Earnings	1,318,821
Fringe Benefits	482,602
2022 Total Compensation	1,801,423

Salary Summary does not reflect 2022 cost of living or other potential compensation adjustments.

*Enterprise Cyber Security Tech appears under Information Technology's Staffing Summary for accounting purposes, but reports to Administration-Risk.



* See Health & Human Services Business Operations Division table of organization for additional staff. See separate department's Organizational Chart for further detail.
 **Position funded through Information Technology Department, but reports to Risk Manager

CONTRACTED & PROFESSIONAL SERVICES

Services Provided	Annual Cost
Administration	
Business Process Consultants	33,716
Indirect Cost Plan Preparation	<u>8,500</u>
	42,216

STATEMENT OF FUNDSCopy & Document Center

<u>Funds Available 1/1/21</u>	79,463
Projected:	
2021 Revenues	168,766
2021 Expenses	<u>(205,143)</u>
2021 Earnings	(36,377)
Non-Cash Items:	
- Depreciation	<u>3,311</u>
Projected 2021 Funds Made Available	<u>(33,066)</u>
Projected Funds Available 12/31/21	<u><u>46,397</u></u>
<u>Funds Available 1/1/22</u>	46,397
Projected:	
2022 Revenues	227,919
2022 Expenses	<u>(221,241)</u>
2022 Earnings	6,678
Non-Cash Items:	
- Depreciation	<u>3,311</u>
Projected 2022 Funds Made Available	<u>9,989</u>
Projected Funds Available 12/31/22	<u><u>56,386</u></u>

ADMINISTRATION 2022 BUDGET

Account Description	2020 Actual Amount	2021 6- Month Actual Amount	2021 Estimated Amount	2021 Amended Budget	2022 Executive Budget
Fund: 100 - GF					
REVENUES					
General property taxes	1,620,875	846,984	1,693,967	1,693,967	1,741,500
Intra-County Charge	-	-	-	-	83,169
Misc	-	80	-	-	-
Carryover	30,000	30,750	30,750	30,750	-
Transfer in Wages	-	-	-	-	-
Intrafund Transfer In	60,784	7,232	14,550	8,849	10,305
Intrafund Transfer In HR	24,208	-	20,827	20,827	-
REVENUES TOTAL	1,735,867	885,045	1,760,094	1,754,393	1,834,974
EXPENSES					
Regular earnings	973,092	479,616	858,148	1,186,987	1,229,974
Paid leave earnings Vacation	46,569	24,695	-	-	-
Paid leave earnings Personal	14,173	8,122	-	-	-
Paid leave earnings Casual time used	4,123	-	-	-	-
Paid leave earnings Holiday	31,168	7,898	-	-	-
Paid leave earnings Other (funeral, jury duty, etc)	672	518	-	-	-
Paid leave earnings Disability	5,439	-	-	-	-
Premium Overtime	690	164	-	-	-
Premium Casual time payout	15,756	578	-	-	-
Premium Holiday worked	183	119	-	-	-
Salaries reimbursement Short term disability	(5,439)	-	-	-	-
Fringe benefits FICA	79,962	37,933	62,150	89,220	94,090
Fringe benefits Unemployment comp	1,099	522	854	1,225	1,292
Fringe benefits Health insurance	191,283	115,038	190,173	190,785	243,782
Fringe benefits Dental Insurance	15,203	9,194	15,314	15,817	19,031
Fringe benefits Life Insurance	1,562	1,015	1,486	1,365	1,107
Fringe benefits LT disability insurance	4,061	1,938	3,092	4,378	4,651
Fringe benefits ST disability insurance	5,674	2,717	4,516	6,211	6,752
Fringe benefits Workers comp insurance	1,400	700	1,045	1,400	1,476
Fringe benefits Retirement	71,102	33,265	53,861	75,121	79,442
Fringe benefits - Budget only	-	-	-	8,982	-
Supplies	769	115	-	-	-
Supplies Office	558	374	1,400	6,200	3,200
Supplies Postage	248	167	310	500	350
Printing Forms	-	384	500	150	500
Dues and memberships	4,033	1,361	2,445	3,280	2,650
Maintenance agreement Software	-	453	453	453	420
Vehicle/equipment Gas, oil, etc.	107	-	-	100	-
Advertising and public notice	9,046	-	-	550	-
Books, periodicals, subscription	1,070	656	146	1,128	1,046
Software/Licenses	4,272	-	-	-	-
Travel and training	4,851	90	1,500	11,000	11,000
Miscellaneous	17	-	-	-	-
Equipment - nonoutlay	-	-	-	5,000	-
Telephone cell	1,126	(10)	-	1,500	-
Intra-county expense Technology services	68,092	44,326	71,243	71,243	71,726
Intra-county expense Insurance	12,278	6,349	12,698	12,698	14,026
Intra-county expense Other departmental	-	-	-	50	-
Intra-county expense Copy center	2,676	173	500	4,000	2,000
Intra-county expense Departmental copiers	2,111	1,056	2,839	2,839	2,111
Intra-county expense Document center	3,123	1,162	2,461	2,461	2,132
Professional services	8,250	8,250	8,250	49,750	42,216
EXPENSES TOTAL	1,580,399	788,933	1,295,384	1,754,393	1,834,974
REVENUE TOTALS:	1,735,867	885,045	1,760,094	1,754,393	1,834,974
EXPENSE TOTALS:	1,580,399	788,933	1,295,384	1,754,393	1,834,974
NET TOTALS:	155,468	96,112	464,710	-	-

ADMINISTRATION 2022 BUDGET

Account Description	2020 Actual Amount	2021 6- Month Actual Amount	2021 Estimated Amount	2021 Amended Budget	2022 Executive Budget
Fund: 730 - Copy and Document Center					
REVENUES					
Sales Copy machine use	3,347	2,850	4,000	4,500	4,000
Intergovt charges	2,182	1,095	2,106	2,406	2,547
Intra-county charge	178,860	82,806	162,660	244,133	221,372
REVENUES TOTAL	184,389	86,751	168,766	251,039	227,919
EXPENSES					
Regular earnings	81,476	36,902	77,442	110,183	87,131
Paid leave earnings Vacation	4,949	3,617	4,974	-	-
Paid leave earnings Personal	1,320	907	1,346	-	-
Paid leave earnings Casual time used	919	-	-	-	-
Paid leave earnings Holiday	2,639	670	2,691	-	-
Premium Overtime	2,411	270	271	1,716	1,716
Premium Casual time payout	731	-	-	-	-
Fringe benefits FICA	6,980	3,110	6,375	8,560	6,797
Fringe benefits Unemployment comp	96	43	80	118	94
Fringe benefits Health insurance	15,701	8,875	16,999	28,484	16,080
Fringe benefits Dental Insurance	1,219	689	1,319	2,140	960
Fringe benefits Life Insurance	-	-	-	-	37
Fringe benefits LT disability insurance	339	171	340	407	345
Fringe benefits ST disability insurance	475	240	477	588	563
Fringe benefits Workers comp insurance	605	301	602	602	105
Fringe benefits Retirement	5,903	2,860	4,875	7,111	5,998
Fringe benefits Pension adjust	4,756	-	-	-	-
Fringe benefits - Budget only	-	-	-	1,331	-
Supplies	12,009	5,491	16,000	25,000	22,500
Supplies Office	2,126	-	-	150	-
Supplies Postage	1,390	-	-	1,432	1,474
Printing	164	-	150	400	350
Maintenance agreement Software	6,195	6,395	6,395	6,338	6,528
Repairs and maintenance Equipment	-	80	250	500	500
Repairs and maintenance Vehicle	136	-	-	1,500	-
Vehicle/equipment Gas, oil, etc.	1,246	920	1,536	2,000	1,500
Rental Equipment	44,559	18,626	43,410	47,547	47,547
Books, periodicals, subscription	1,412	1,470	-	-	-
Equipment - nonoutlay	-	10,882	-	-	-
Intra-county expense Technology services	16,205	9,594	16,300	16,205	16,205
Intra-county expense Fleet management	-	-	-	-	1,500
Depreciation Equipment	787	394	787	1,947	787
Depreciation Vehicle	2,524	1,262	2,524	2,524	2,524
EXPENSES TOTAL	219,273	113,767	205,143	266,783	221,241
REVENUE TOTALS:	184,389	86,751	168,766	251,039	227,919
EXPENSE TOTALS:	219,273	113,767	205,143	266,783	221,241
NET TOTALS:	(34,883)	(27,016)	(36,377)	(15,744)	6,678
REVENUE GRAND TOTALS:	1,920,257	971,796	1,928,860	2,005,432	2,062,893
EXPENSE GRAND TOTALS:	1,799,672	902,700	1,500,527	2,021,176	2,056,215
NET GRAND TOTALS:	120,585	69,096	428,333	(15,744)	6,678