



Corporation Counsel

David Hemery, Corporation Counsel
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MISSION

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

PROGRAM DESCRIPTION

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

INITIATIVES

Paperless Office - The department will continue to implement county law software to reduce costs associated with file creation and retention.

Mental Commitment Standardization - Discussions and training with law enforcement and treatment staff have been scheduled to standardize the process of initiating and continuing mental commitments.

FINANCIAL SUMMARY

	2020 Actual	2021 Estimated	2021 Amended Budget	2022 Budget	Change from 2021 Amended Budget	
					\$	%
Miscellaneous Revenue	21	-	-	-	-	0.00%
Other Financing Sources	138,827	39,362	39,362	-	(39,362)	-100.00%
Total Revenues	138,848	39,362	39,362	-	(39,362)	-100.00%
Personnel Costs	430,499	421,882	447,595	423,434	(24,161)	-5.40%
Operating Expenses	211,684	195,791	149,324	123,036	(26,288)	-17.60%
Total Expenses	642,183	617,673	596,919	546,470	(50,449)	-8.45%
Property Taxes	544,242	557,557	557,557	546,470	(11,087)	-1.99%
Net Total Activity	40,906	(20,754)	-	-		

SUMMARY HIGHLIGHTS

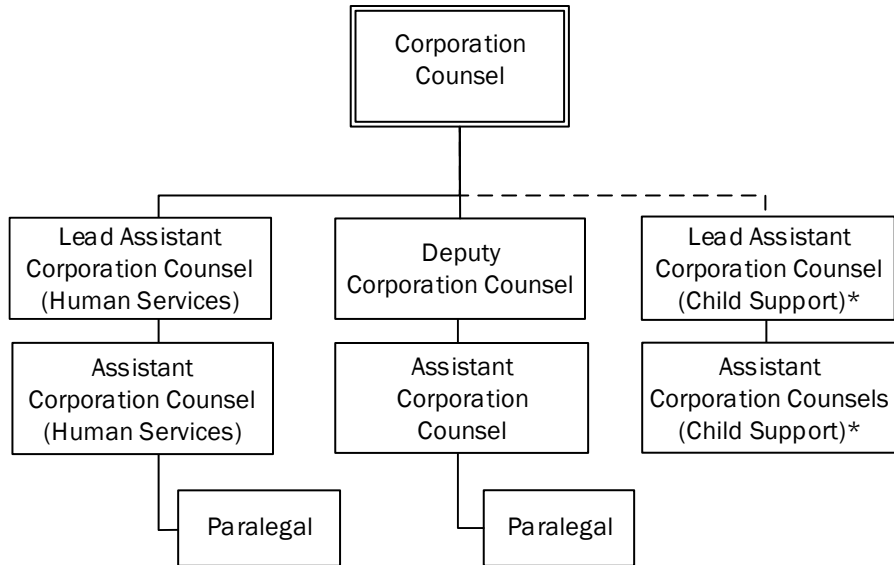
- **Other Financing Sources** – Decrease is a direct result of a \$30,000 carryover in 2021 as well as the transfer for wage increases in 2021, neither of which are budgeted for in 2022 at this time.
- **Operating Expenses** – This decrease is mainly the result of sales tax lawsuit expenses budget in 2021 that are currently not budgeted for in 2022 offset by various small increases in expenses across the board.

STAFFING SUMMARY

Position	FTE	Unit		Budget Cost
		Rate	Hours	
Corporation Counsel	1.00	63.12	2,080	131,290
Deputy Corporation Counsel	1.00	40.11	2,080	83,429
Lead Asst Corporation Counsel	1.00	37.50	2,080	78,000
Assistant Corporation Counsel	2.00	35.09	4,160	145,974
Paralegal	2.00	22.09	4,160	91,894
	7.00		14,560	530,587

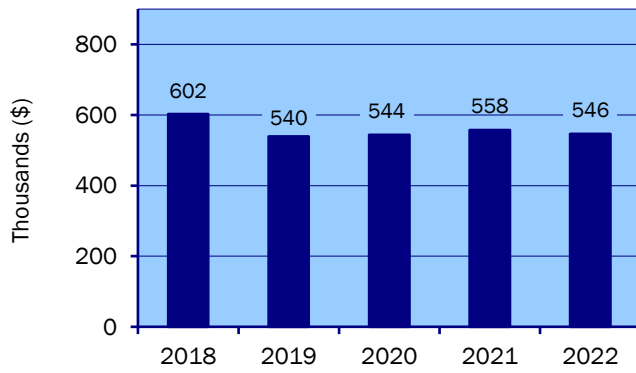
Regular Earnings	530,587
Fringe Benefits	163,763
Termination of Parental Rights Reimbursement	(270,916)
2022 Total Compensation	<u>423,434</u>

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

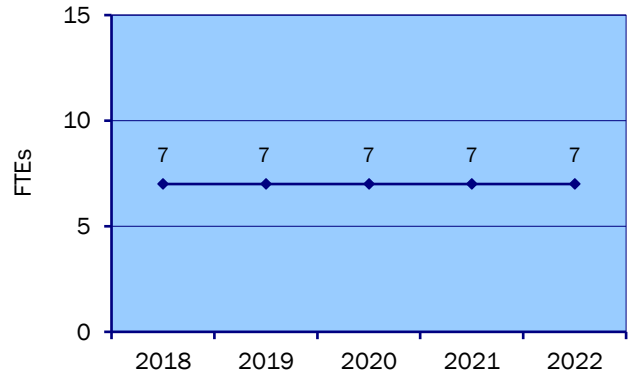


* Staff report to Child Support office, with the exception of legal and technical compliance.

PROPERTY TAX TRENDS



STAFFING TRENDS



CONTRACTED & PROFESSIONAL SERVICES

Type of Service Provided	Annual Cost
Legal Services - Airport	70,000
Legal Services - Human Resources	50,000
Legal Services - Highway	30,000
Legal Services - Corporation Counsel	30,000
Service of Process	1,960
Shredding Service	540
Contra Legal Services - Airport	(70,000)
Contra Legal Services - Human Resources	(50,000)
Contra Legal Services - Highway	(30,000)
	<u>32,500</u>

CORPORATION COUNSEL 2022 BUDGET

Account Description	2020 Actual Amount	2021 6- Month Actual Amount	2021 Estimated Amount	2021 Amended Budget	2022 Executive Budget
Fund: 100 - General Fund					
REVENUES					
General property taxes	544,242	278,778	557,557	557,557	546,470
Charges and fees Legal	4	(1,438)	-	-	-
Miscellaneous	21	-	-	-	-
Carryover	30,000	30,000	30,000	30,000	-
Intrafund Transfer In	100,000	-	-	-	-
Intrafund Transfer In HR	8,823	-	9,362	9,362	-
REVENUES TOTAL	683,090	307,340	596,919	596,919	546,470
EXPENSES					
Regular earnings	472,127	219,420	532,273	541,635	530,587
Paid leave earnings Vacation	24,565	9,511	-	-	-
Paid leave earnings Personal	8,259	4,721	-	-	-
Paid leave earnings Casual time used	789	-	-	-	-
Paid leave earnings Holiday	15,047	3,782	-	-	-
Paid leave earnings Other (funeral, jury duty, etc)	174	-	-	-	-
Premium Casual time payout	9,152	-	-	-	-
Salaries reimbursement IV-E	(257,605)	(127,220)	(261,730)	(261,730)	(270,916)
Fringe benefits FICA	38,089	17,061	35,544	40,731	40,590
Fringe benefits Unemployment comp	523	234	488	560	558
Fringe benefits Health insurance	71,770	35,191	70,382	74,549	74,459
Fringe benefits Dental Insurance	6,195	3,091	6,183	6,406	6,373
Fringe benefits Life Insurance	319	194	388	324	295
Fringe benefits LT disability insurance	2,038	894	1,789	2,095	2,095
Fringe benefits ST disability insurance	2,858	1,254	2,508	2,937	2,939
Fringe benefits Workers comp insurance	628	321	668	641	638
Fringe benefits Retirement	35,572	16,027	33,389	35,927	35,816
Fringe benefits - Budget only	-	-	-	3,520	-
Supplies	524	339	-	-	-
Supplies Office	1,106	386	1,000	4,210	4,210
Supplies Postage	1,528	265	2,000	2,000	2,000
Copy expense	280	18	200	200	200
Dues and memberships	2,503	1,505	2,885	2,885	2,885
Advertising and public notice	5,647	1,262	3,000	3,000	3,000
Books, periodicals, subscription	11,676	5,486	15,028	15,028	14,978
Software/Licenses	520	3,603	3,602	3,192	3,602
Travel and training	293	225	3,284	3,284	3,284
Miscellaneous	-	3	-	-	-
Telephone	-	-	240	-	240
Telephone cell	614	365	730	720	720
Intra-county expense Technology services	37,492	24,244	38,833	38,833	40,750
Intra-county expense Insurance	4,630	2,544	5,087	5,087	5,646
Intra-county expense Other departmental	30	-	-	-	-
Intra-county expense Copy center	27	8	300	300	300
Intra-county expense Departmental copiers	3,203	1,602	3,203	3,203	3,203
Intra-county expense Document center	1,751	1,236	2,625	2,625	2,528
Contracted services	250	-	-	-	-
Professional services	3,874	2,636	2,500	2,500	2,500
Paper service - legal	1,739	758	450	450	450
Court reporter service	1,276	1,285	1,284	80	1,000
Legal services	87,539	78,421	160,000	207,872	180,000
Legal services County sales tax	99,921	26,525	30,000	30,000	-
Legal services Contra	(54,739)	(40,967)	(82,000)	(177,685)	(150,000)
Witness fees	-	16	540	540	540
Transcripts	-	119	1,000	1,000	1,000
EXPENSES TOTAL	642,183	296,363	617,673	596,919	546,470

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Account Description	2020 Actual Amount	2021 6- Month Actual Amount	2021 Estimated Amount	2021 Amended Budget	2022 Executive Budget
REVENUE GRAND TOTALS:	683,090	307,340	596,919	596,919	546,470
EXPENSE GRAND TOTALS:	642,183	296,363	617,673	596,919	546,470
NET GRAND TOTALS:	40,906	10,977	(20,754)	-	-