

## PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 27, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

---

**Present:** Tom Lund, Mark Tumpach, Tony Theisen  
**Excused:** Kris Schuller, Jack Krueger  
**Also Present:** Tom Hinz, Kerry Blaney, Bob Heimann, Debbie Klarkowski, Mary Scray, Guy Zima, Jeff Oudeans, Paula Kazik, John Luetscher, Ellen Sorensen, Carole Andrews, Sunny Archambault, Other Interested Parties.

---

- I. **Call Meeting to Order:**  
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.
- II. **Approve/Modify Agenda:**  
  
**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**
- III. **Approve/Modify Minutes of December 16, 2010:**  
  
**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

### Communications:

1. **Communication from Supervisor Theisen re: Request that all new administrative employees contribute to the retirement System. *Referred from December 15, 2010 County Board meeting.***  
  
**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**
2. **Communication from Supervisor Scray re: Review and possible action regarding policy and penalties on delinquent taxes. *Held from December 16, 2010 meeting.***

Supervisor Scray informed that this matter was brought up at Executive Committee and was sent back to the Administration Committee for referral. She indicated that statutorily an interest rate of one percent must be charged on delinquent property taxes, and the County Board added an extra half percent many years ago. Scray would like to explore the possibility of eliminating the extra half percent interest and only charging statutory interest on delinquent taxes. Chair Lund questioned how the County would fill a budget gap of \$758,000.00 if the additional half percent were not charged.

Supervisor Zima gave a history of how the extra half percent of interest came to be. During the late 1970's or early 1980's interest rates sky-rocketed to double digits and most people could not afford loans. People chose not to pay their taxes because the interest charged on delinquent taxes was less than the interest charged on other obligations. The half percent per year penalty on delinquent taxes was imposed to discourage people from not paying their property taxes. This additional penalty continued being collected even after interest rates returned to normal. It is Zima's opinion that the right to do something and the moral right to do something is two different things and he believes that the extra half percent shall be eliminated.

Treasurer Blaney passed out the tax collection policy and indicated that about half of the counties in Wisconsin impose the additional tax. Most other counties that impose the additional half percent tax charge it as soon as the taxes become delinquent. However, in Brown County, for the current tax year the charge would only be one percent through August. Then delinquent notices go out in August and the amount due at that time includes the one percent interest. Then in September, the half percent county tax goes into effect retroactive to February 1. Blaney also confirmed that the one percent interest is required by the statutes.

Supervisor Theisen indicated that he was surprised that he has never heard from any constituents about this.

Blaney confirmed that this is straight interest, not compounded interest.

Scray asked if Blaney could bring a scenario to the next meeting of what the numbers would be for 2010 if the additional half percent tax was not charged and Supervisor Zima also indicated he would want to know the total outstanding taxes.

Blaney added that in the event someone owned a piece of property and didn't pay their taxes, there would be a redemption period to pay, and then if the taxes still weren't paid, the court would act on a judgment and the property would then be turned over to Brown County. When the property is sold, if it's not homestead property, Brown County sells the property and collects the whole thing. If it is homestead property, the only thing collectible for Brown County is their own costs such as taxes, interest and penalties and any specials that are owed to the City. Any leftover funds would then go to the homeowner. The County is not able to keep any leftover funds as a gain on the property.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to hold this matter for one month to get more data. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

3. **Communication from Supervisor Andrews re: To direct the Administration Committee to review the policy by which reclassifications take place in County Departments and to create a more specific procedure that better spells out the responsibilities of all parties.**

Supervisor Andrews shared that many times when the Board needs information from staff for certain things she goes to the ordinances for answers but doesn't always find what she's looking for. She obtained a copy of the Administrative Policies from Human Resources Director Debbie Klarkowski. In comparing the two, the administrative policy seems to be clearer. Andrews would like to standardize the procedure so staff knows what the Board wants and the Board knows what to expect from the staff. This will give them the opportunity to make the decision right then. It will then goes on to the next step of the process and won't keep coming back around. She informed that she had spoken on this item before in 2009 and felt that in discussing it for the second time the Board needs to look more closely at bridging the gap between the language in the ordinances and the language in the Administrative Policies. Copies of both documents were provided (attached) to show areas the Board could improve the language.

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to refer to Legislative Sub-Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Nicholson re: For Human Resources to review the position of Clerk/Typist II if it's warranted for a reclassification.**

Klarkowski indicated that she was not sure what Supervisor Nicholson was asking as this reclassification was approved at the January County Board meeting. Chairman Lund indicated that what he believed Nicholson was asking was if the reclassification improved service and if it was warranted for the department to reclass the individual or should they have kept that individual doing the same duties.

Chair Lund went on to say that ideally the department head would come to HR and indicate they wanted to reclass an employee. HR would agree and then it would come to the Committee and then the Board. In this case, however, they reclassified the employee and had her start doing the new duties and it never came to anybody.

Supervisor Theisen asked if there was a reason the usual procedure was not followed. Klarkowski indicated that she was unable to say why the procedure was not followed in this particular instance and that generally speaking, this step is sometimes missed. Klarkowski went on to explain how this procedure works in a union contract.

Chair Lund indicated that the department head is not supposed to assign additional duties other than what the job description states. However, if they do, there needs to be a reclassification and the department head should know this procedure. Chair Lund then questioned if this reclassification resulted in a

more efficient operation. Klarkowski indicated that in this particular case it is much more efficient for the office.

Supervisor Theisen questioned how this situation got so far along without anybody Okaying it and indicated that he felt the policy should be tightened up and further inquired if it was the role of HR to come up with a policy to make sure that these issues are handled appropriately in the future. Klarkowski agreed that this procedure probably needs to be reviewed. She went on to indicate that this had been the policy that has been in effect for the last 10 years she had been with the county. There had not been an issue before but seems to have been a concern with the last two reclassifications that had gone through last year.

Chair Lund indicated that three or four years ago 70 employees had asked for reclasses because they were doing more than what their job title was and it took a year to get through all of those requests. He further indicated it was his belief that once the reclasses were caught up they were to be done on a monthly basis.

Klarkowski acknowledged that there was a point in time where they were years behind in getting reclassifications done. Now the reclasses are all done within a 90 day period. Generally speaking, the step that is sometimes missed with departments is the one that Theisen referred to in the policy where it states that before you change duties in a job, you must contact HR and the County Executive. Theisen asked what could be done to make sure these steps were not missed and inquired if HR needed help from the Board to enforce this policy so it does not get missed in the future.

Chair Lund suggested referring to HR to have a bullet point list of why the reclassification was done and whether it was warranted in this case.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to HR to have a bullet point list of why the reclassification was done and whether it was warranted in this case. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Facility & Park Management:**

5. **Resolution re: To Authorize Aging and Disability Resource Center to Purchase Commercial Building at 331 South Adams Street, Green Bay, Wisconsin. Motion at Facility Master Plan Sub Committee: To Approve.**

Aging & Disability Resource Center Director Sunny Archambault explained that the purchase of a new building would address several issues, provide necessary additional office space as well as allowing home delivery meals to be packaged and organized from a central location. A central location is necessary because meals are delivered to the far East side and far West side. Currently meals are delivered from ADRC's Western Avenue property. The Adams Street property meets all ADA requirements. Additional office space is also necessary and the property at 331 South Adams Street would provide the space necessary.

Facility Projects Manager Jeff Oudeans indicated that he had toured the building and that it is in very good shape. He further indicated that bids for renovation have not been received yet, however, the amount of renovations that would be necessary are very minimal.

Archambault informed that all of the money that is necessary to purchase this property is already in the ADRC account and comes from 30 years of saving. This year the ADRC had recouped \$300,000 of medical assistance. Archambault added that they are a non-profit organization.

Archambault added that she was not sure if County Board authorization is necessary for the purchase of this property, but wanted to be sure no mistakes were made in the transaction. It would be most prudent to bring the issue to the committee to make sure it was done correctly.

Supervisor Theisen questioned at what point a closed session discussion is necessary to discuss an offer. He wanted to make sure at some point the offer is discussed in closed session.

Corporation Counsel John Luetscher agreed with Archambault in that it is not absolutely clear that ADRC needs County Board approval to purchase the building, however, it would be better for everybody's protection to have more approval than you need as opposed to less approval. He suggested that if Theisen felt strongly about a closed session, that the authorization not exceed the listing price of \$345,000. That would also give the Board some protection that the ADRC is not going to go out and buy the property beyond the parameters of what the Board had in mind at the time approval was given.

Chair Lund inquired if after this year the ADRC is under any control of the County because of Family Care. Luetscher stated that he did not believe the status would change. Archambault indicated they are not County employees as they are a 501(c) organization. Lund's understanding would be that if the status does not change next year, anything would still come back through the County. Luetscher confirmed this understanding and went on to explain that their status is as a non-profit corporation, however, they are not a completely stand-alone entity as they are tied to the County in some ways such as being entitled to services of Corporation Counsel and Facilities and others.

Supervisor Theisen reiterated that at some point he hoped that this would go to closed session to discuss an offer. Chair Lund responded that there should be a closed session at County Board to discuss purchasing this property so that all questions of board members can be answered. Luetscher agreed that that may be appropriate.

Supervisor Andrews questioned if this matter could be handled at the Executive Committee and Chair Lund agreed that that would make sense.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer this to Executive Committee to have a closed a session to discuss purchase of public property. Vote taken. MOTION CARRIED UNANIMOUSLY**

Archambault asked if there was any additional information the Committee wanted from her, Chair Lund indicated they would like the appraisal for the property.

**6. Director's Report:**

Facility Projects Manager Jeff Oudeans provided an update on the S&L building. He passed out the current budget and indicated the project is running very close to budget and on schedule. There are two options with regard to the storage building. The first option would be to attach the 9,000 square foot storage building for a cost of \$280,000. The second option would be to detach the storage building following the codes of Bellevue at a cost estimate of \$169,000. The storage building is a pole building. Oudeans further indicated that bids are out and are due back on February 14, 2011. The PV projects are also out for bids and will be coming back.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Treasurer:**

**7. Budget Status Financial Report for November, 2010.**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Treasurer's Financial Reports for October and November, 2010.**

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**9. Budget Adjustment Request (#10-174): Increase in publication costs due to the high volume of foreclosure advertising publication costs; increase in postage due primarily to postage rate increase and customers requesting receipts for tax payments.**

Blaney indicated that the Press Gazette had increased their rates tremendously in the last several years. The number of foreclosures that the County has had to publish had also increased significantly. The Treasurer's Office tries to make the publication notice as small and condensed as possible to save as much money as possible. Supervisor Lund indicated that at some point the Board should look at the State publication requirements to see if this could be handled online instead of by publication in the newspaper.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to look at requesting the State change the requirement that 1)**

**foreclosure notices be listed online instead of published in the newspaper and 2) a certain number of hard copies could be available at the Treasurer's Office and library. MOTION CARRIED UNANIMOUSLY**

**10. Opening of Tax Deeds Bids:**

One bid was received for property at 1175 Crooks Street from Joe Gillis, 324 South Roosevelt Street, Green Bay, Wisconsin in the sum of \$1,200. A check in his name accompanied the bid in the sum of \$102.20 which represented the required 10 percent down payment.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve the bid of Joe Gillis. Vote taken. MOTION CARRIED UNANIMOUSLY**

**11. Director's Report:**

Blaney indicated that the Treasurer's Office will publish a list of unclaimed funds/uncashed checks in February.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Information Services:**

**12. Budget Status Financial Report for November, 2010.**

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Budget Adjustment Request (#10-173): Increase IS equipment to cover expenses for a switch which was purchased.**

IS Director Bob Heimann indicated that his department does not carry maintenance on their switches and one fried. It was less expensive to buy a new switch than try to fix the 5 year old switch. This request is to fulfill the County process of taking the dollars from equipment repair and moving them to equipment replacement.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Unallocated Depreciation from Bonded Projects:**

IS Director Bob Heimann indicated that for most equipment the IS Department buys, they get depreciation dollars and that is how they buy new equipment at the end of its life. The bonded projects, handouts provided, include a voice over sound system, the video sound recorder system, a telecomm system attendance console and the disaster recovery equipment. On any of the bonded projects, the costs that are for hardware or software go into the depreciation but they are accounted for as an unallocated depreciation and dollars do not accumulate from the depreciation. The thinking on that is the department borrowed money up front to buy the assets, so the Department should not be charging dollars for depreciation again. The issue is that at the

end of the depreciable life, there are no dollars to replace the equipment. On Heimann's handout, the depreciation for 2010 is \$156,931.93 and depreciation for 2011 is \$197,479.92. As shown on the fiber project on the bottom of the handout, it would make sense that you would not collect depreciation dollars on this as this is an asset that is in the ground and has a 20 year life. Heimann's concern is that the dollars that are in depreciation and are unallocated will be coming up to the end of their life and there are no funds that are allocated.

Director of Administration Ellen Sorensen interjected that if you make the decision to bond, you cannot put money away on the side and offered to get a legal opinion on this from bond counsel. Chair Lund questioned if money can be put in a replacement fund if you bond and Sorensen indicated that it cannot. What could be done is a choice made not to bond the capital outlay, but right now the way the bond is set up, it prohibits you from asking the taxpayers to pay twice.

Chair Lund opined that it is not really paying twice, the taxpayers are paying for future equipment because they do not have to bond in the future, but would be saving for the next purchase. Ellen indicated that she believed they are prohibited from doing that but would be happy to get a legal opinion from bond counsel.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer this matter to the Department of Administration and come back in two months with a policy and legal opinion. Vote taken. MOTION CARRIED UNANIMOUSLY**

15. **Director's Report:**

IS Director, Bob Heimann, highlighted several areas of his report which was included in the agenda packet. These highlights include the first item in which he indicated that the VoIP phone system wiring is underway at the courthouse. Heimann also indicated that IS is working with Human Resources on the electronic medical records system as indicated under the "concerns" portion of his report. This project is starting to come together and they are in the process of trying to get project management put in place. One contract had been signed and the other contract is about to be signed.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Human Resources:**

16. **Budget Status Financial Report for November, 2010.**

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

17. **Human Resources Activity Report for December, 2010.**

Human Resources Director Debbie Klarkowski indicated that two copies of this report were included in the agenda. The correct report is the one which indicates total separations at 20.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

18. **RFP for STD, FMLA & LTD Administration**

The actual RFP was approved by the County Board in September and there were eight carriers that responded to the RFP and presentations were provided by three of them and a vendor has been selected for the STD and FMLA. The LTD will now be attached to STD and FMLA and this is actually a policy change. Per Ordinance 2.06, Administration Committee approval is necessary. This is very similar to what is already in effect. The only change is the rate, as percent of covered payroll is the only change and will now be 0.38/\$1,000. The positives of this are that Brown County will no longer have access to the FMLA and STD data which will take some liability off the County from a personal health information standpoint and further will save Brown County approximately \$200,000 annually.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

19. **Director's Report:**

Klarkowski indicated that she will have the annual HR report next month.

Klarkowski stated she was looking for some direction and asked if the committee would like her to look at reviewing and revising the administration compensation program in 2011.

Chair Lund suggested looking at what the job description is for a specific job, the overall wages and benefits and how that factors into other similar positions. Klarkowski indicated that they were in the process of doing that and she expected to be done in April or May. She added that there was a bit of a lull right now with bargaining but will be starting the process again. She questioned if the committee wants her to review and revise the actual plan and informed that this had been talked about before. The actual plan right now consists of seven steps per grade. Lund responded that perhaps the seven step plan is complicated as there are seven steps per grade and 17 or 18 grades. Klarkowski informed that these steps have been frozen since 2002.

Supervisor Theisen questioned if the County is forced to hire new employees at a higher rate due to the step process. He questioned if new employees should be brought in at a higher step since the steps are frozen, this may cause a prospective employee not to accept the job. Klarkowski informed that County Code allows the County to bring in new people between step one and step four. To bring someone in at a higher step they look at education and experience in addition to what the job requires and what they are bringing to the plate.

Chair Lund feels that perhaps there should be more flexibility with regard to benefits such as vacation so the County can be competitive in that way. He would like to get the best worker for the County instead of being the entry level type. Lund questioned how the County can keep outstanding employees if there are no pay step increases and felt that because the steps are frozen, County employees may choose to move to the private sector.

Supervisor Theisen questioned if employees leave the County due to the fact that the steps are frozen. Klarkowski answered that she does not recall anyone saying they left the County because of wages.

The discussion with regard to the steps continued with several ideas being discussed including giving performance based step advances and step advances following meeting a probationary period. Currently it appears that there is no incentive for employees to do better than average because there is no advancement in wages for them. Lund indicated that he would like to have Brown County employees happy and challenged. He believed the pay step system should be simplified in some manner.

Klarkowski will work on recommendations in the coming months and gathering information as to how other companies and counties handle these situations.

**Motion by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Administration:**

20. **Budget Status Financial Report for November, 2010.**

**Motion by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

21. **2010 Budget Adjustment Log.**

**Motion by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

22. **October and November, 2010 Vehicle Listing.**

Director of Administration Ellen Sorensen handed out a revised spreadsheet with regards to monthly vehicle costs. Sorensen indicated that Captain Schultz would be happy to come in and address any questions the Committee had. After further discussions and questions Sorensen informed that she would contact Sheriff Gossage and invite him to next months meeting.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

23. **Director's Report:**

Ellen Sorensen indicated that the PCI compliance is included in her report and she feels that they are making progress on the issue of identity theft with regard to the PCI cards. Bob Heimann indicated that the software had been

encrypted which is a huge step forward in preventing identify theft. Sorensen also indicated that there will be a secure shred to get rid of receipts with whole credit card numbers on them.

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**County Clerk:**

24. **Budget Status Financial Report for November, 2010.**

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

25. **Budget Performance Report for January 1, 2010 to November 30, 2010.**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

26. **Director's Report:**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel** – No Agenda Items

**Child Support** –No Agenda Items

27. **Audit of Bills:**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve audit of bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

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

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to adjourn at 7:55 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

## DEPARTMENTAL REORGANIZATION

**NUMBER:** HR-1

**EFFECTIVE:** January 1, 1993

**REPLACES:** P-1, Departmental Reorganization (dated 02/27/92)

**DEFINITION:** Reorganization refers to the following changes in a department's table of organization:

- a) change of any position's title,
- b) any change in regular job duty assignment or responsibility in the position description in which the employee would be working outside of their current classification specification on a continual basis, i.e. specific duties removed/added,
- c) any change in salary or wages for a position, and
- d) an increase in budgeted hours for a position.

A classification specification is a general description of responsibilities covering a broad category of similar individual positions.

A position description is the description of the responsibilities of a specific position.

**POLICY:** Each time a department is reorganized, the proposed reorganization shall be submitted to the County Executive for review and approval. Final approval authority for departmental reorganization shall be as follows:

- a) change of any positions' title - County Executive
- b) any change in regular job duty assignment or responsibility in which the employee would be working outside of their current classification specification on a continual basis, i.e. specific duties removed/added - County Executive,
- c) any change in salary or wages for a position - County Board, and
- d) an increase in budgeted hours for a position - County Board.

Note: A department head may temporarily increase actual hours for a position if the overall budget for salary for the department is not exceeded.

**PROCEDURE:**

Proposed reorganization plans should be requested through the Human Resources Department which shall provide the requesting department with any necessary forms and technical assistance. Any change of a position's title or change in regular job duty assignment or responsibility in the position description in which the employee would be working outside of their current classification specification on a continual basis shall require submission of a proposed job classification by the requesting department head. For any change in salary or wages, the requesting department head shall submit a job analysis/reclassification request, and for any increase in budget hours, the requesting department head shall submit a request for new position.

The Director of Human Resources shall assure that any reorganization requested is submitted to Management and Budget which will place the proposal on the Management Team's agenda. The Management Team will review the proposal and advise the County Executive. The County Executive will approve, modify, or disapprove the proposed reorganization, and the Human Resources Department shall give notice of such to the affected department head.

If a reorganization involving a change in a position's title or change in regular job duty assignment or responsibility or classification specification is approved or modified by the County Executive, the Human Resources Department shall update its records to reflect such reorganization.

If a reorganization involves any change in salary or wages, or an increase in budgeted hours for a position, the department head shall be required to submit these changes to the County Board for approval prior to implementation. County Board approval shall be requested through resolution submitted by the department head to the appropriate committee(s).

Reorganization plans approved by the County Executive which require approval of the County Board, may also, at the discretion of the County Executive, be brought to the Board for approval through the annual budget process. If any reorganization proposal is disapproved by the County Executive, no further action by the department head is authorized.

If a reorganization involving a change in salary or wages, or an increase in budgeted hours for a position is approved by the County Board, the Human Resources Department shall update its records to reflect such reorganization.

**4.37 TERMINATION.** The removal of an employee from the payroll for voluntary, or involuntary reasons, including dismissal, resignation, retirement, or death.

**4.38 TRANSFER.** The assignment of an employee from one position to another in the same class or to a class with the same pay grade.

### **ORGANIZATION AND DELEGATION OF AUTHORITY**

**4.39 PURPOSE.** Proper organization and delegation of authority are essential to effective and efficient county government administration and management. The responsibilities and authorities delineated in this chapter are intended to establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for the County of Brown.

#### **4.40 RESPONSIBILITY AND AUTHORITY.**

(1) County Board. The County Board shall:

(a) Approve the annual county budget including requests for permanent personnel adjustments and changes to tables of organizations.

(b) Review and approve County personnel policies and amendments.

(c) Review and approve or reject bargaining unit agreements.

(d) Confirm department head appointments made by the County Executive as provided by Wis. Stats.

(2) County Board Executive Committee

(a) The Executive Committee shall:

1. Advise the Personnel Director on matters concerning implementation of personnel policy including labor negotiations and review of tentative contracts prior to submission to County Board.

2. Review proposed personnel policies and amendments as developed and recommended by the Personnel Director and make recommendations to the County Board for consideration and legislative action when these proposals uniformly affect all or most County departments.

3. Perform other related duties as assigned by the County Board.

4. Conduct fourth step grievance procedures.

5. Review and when necessary act on conflict of interest matters.

(b) Oversight Committees: Oversight Committee shall review and recommend action as appropriate on personnel matters which are uniquely in their jurisdiction.

(3) County Executive. Except as prohibited by state law, the County Executive shall:

Appoint and supervise the heads of all county departments except those elected by the people and except where the statutes provide that the appointment shall be made by other elected officers. Notwithstanding any statutory provision that a board or commission or the County Board or County Board Chairperson appoint a department head, except s. 17.21, the county executive shall appoint and supervise the department head. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. An appointment by the County Executive under this subsection requires the confirmation of the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.07 (20) or ch. 63. Any department head appointed by a county executive under this subsection may be removed at the pleasure of the county executive unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.07(20) or ch. 63.

(4) Personnel Director. The Personnel Director shall:

(a) Administer the personnel policies and procedures and labor contracts adopted by the County Board.

(b) Maintain complete employment and performance records of all County employees, which records are the property of Brown County and are not subject to inspection, except as authorized by law (section 103.13, stats.).

(c) Establish and maintain a roster of all employees in the county service which shall include the class title, pay status, and other pertinent data.

(d) Make such reports and investigations to the County Executive, County Board Committees and the County Board as required.

(e) Develop and maintain the Classification Plan.

(f) Develop and administer the recruitment and selection program.

(g) Establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the county service.

(h) Monitor temporary appointments and overtime assignments.

(i) Approve and monitor layoffs due to lack of funds or work or abolition of positions or material changes in duties and organization and encourage the reemployment of employees so laid off in other appropriate county positions.

(j) Develop, operate, and coordinate programs to improve employee effectiveness, training and career counseling.

(k) Establish an Affirmative Action Program designed to increase the participation at all levels of the county work force persons of disadvantaged groups, including but not limited to women, minorities and the handicapped individuals.

(l) Establish standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.

(m) Conduct third step grievance procedures.

(n) Prepare and implement such forms, reports, and procedures necessary to carry out the county personnel program.

(o) Disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.

(p) Negotiate labor agreements unless otherwise delegated.

(q) Develop such regulations as necessary to carry out the intent of this policy.

(5) Department Heads. Department Heads shall:

(a) Enforce the personnel policy, rules and regulations and labor contracts in their respective department or office.

(b) Adopt such additional personnel rules or regulations as required by law subject to approval of the Personnel Director.

(c) Keep employees informed of current personnel policies and developments.

(d) Conduct second step grievance procedures.

(e) Discharge employees subject to approval of the County Executive or designee in accordance with Personnel Rules and Regulations.

(f) In collaboration with the Personnel Director, develop employee orientation and in-service training programs.

(g) Administer discipline and delegate such authority to supervisory personnel as appropriate.

(6) Supervisory Personnel. To the extent department heads delegate authority to them, supervisors may:

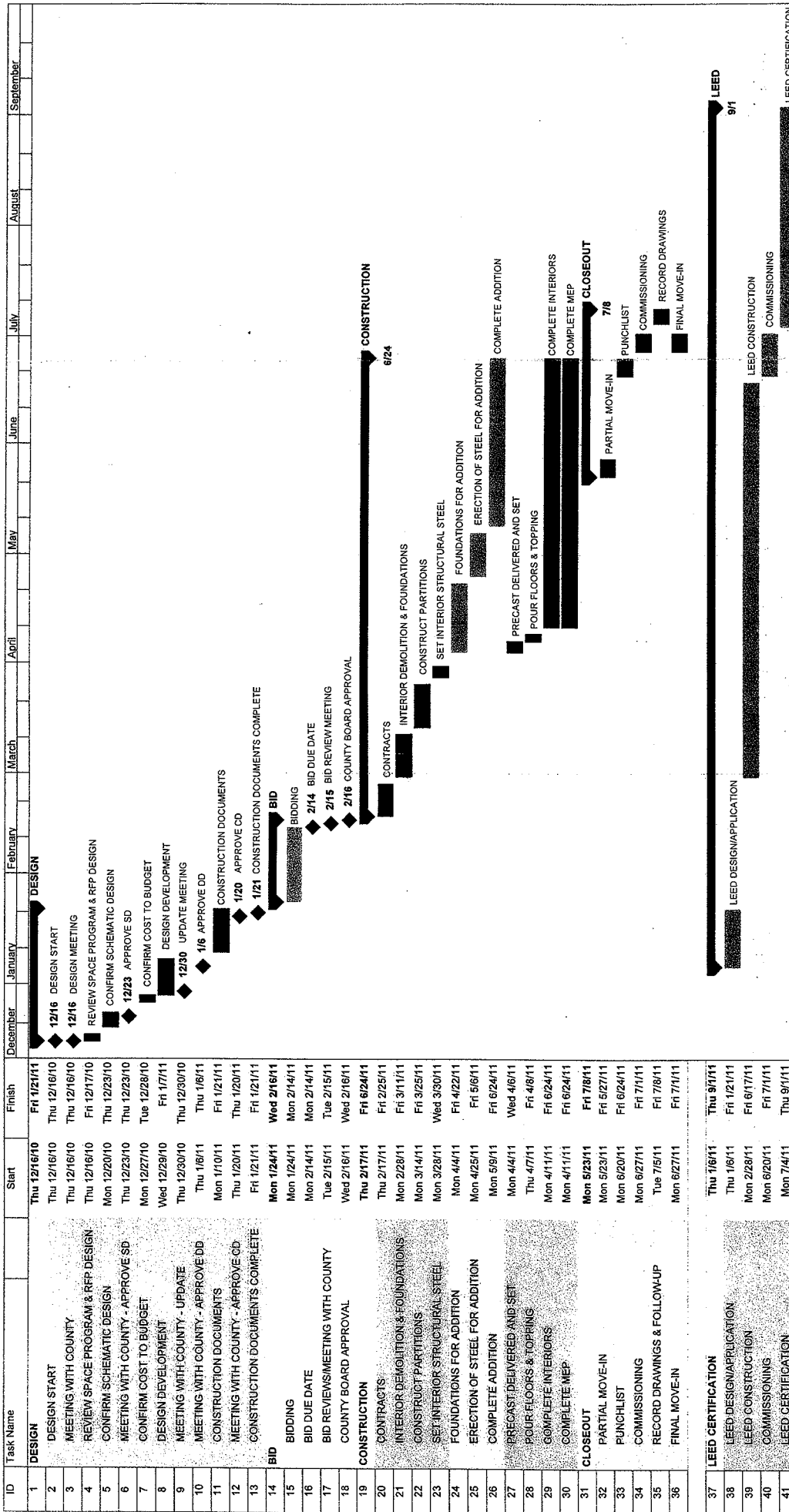
(a) Interview and select applicants for positions under supervision subject to the approval of their Department Head and review and counsel of the Personnel Director.

(b) Implement the personnel policy, rules and regulations in their unit.

(c) Administer discipline to employees.

(d) Conduct first step grievance procedures.

SHERIFF DEPARTMENT BUILDING PROJECT #1434

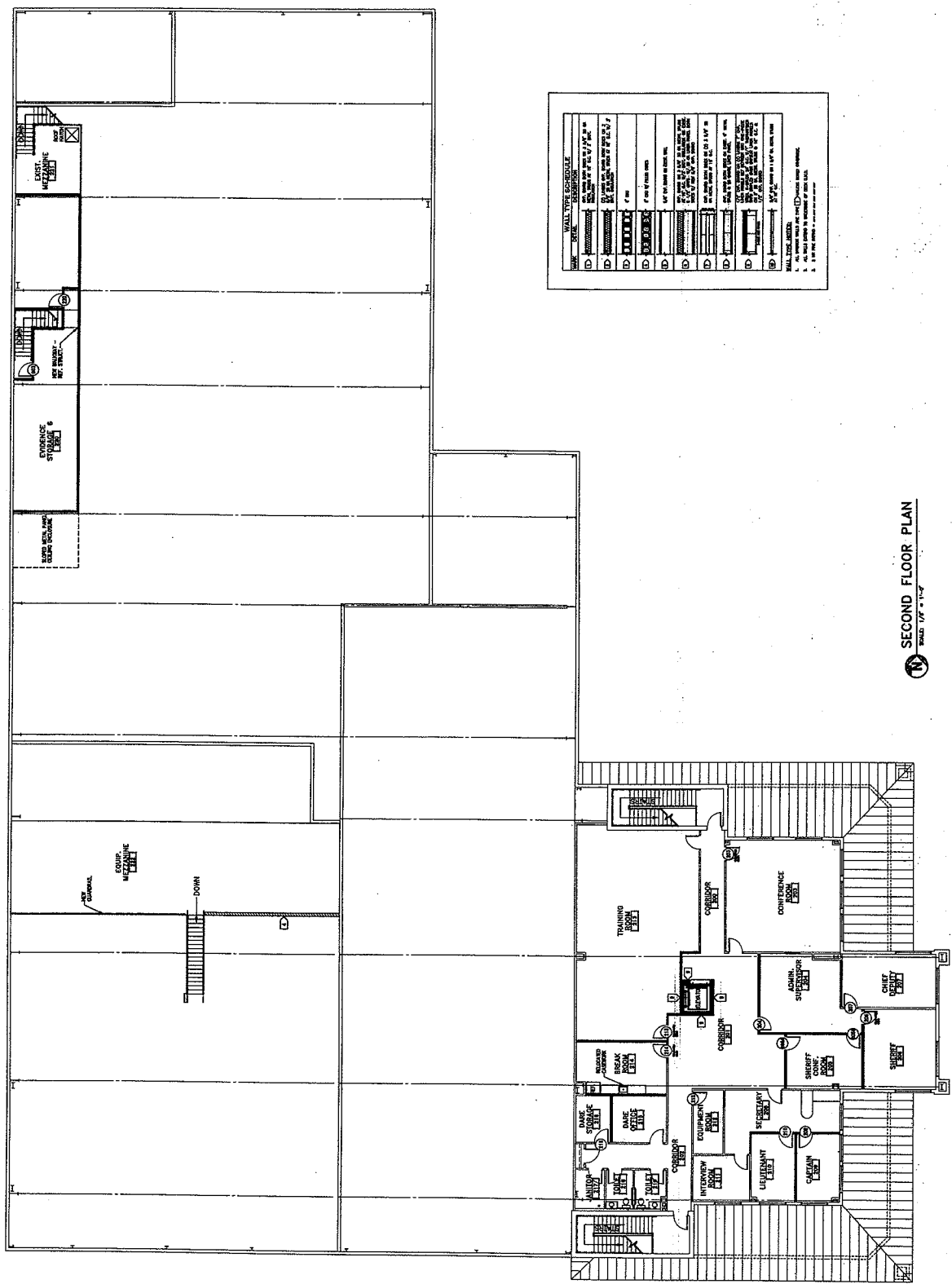






NO.	DATE	DESCRIPTION
1	12/22/10	ISSUED FOR PERMIT
2	01/27/11	ISSUED FOR PERMIT
3	02/22/11	ISSUED FOR PERMIT
4	02/22/11	ISSUED FOR PERMIT
5	02/22/11	ISSUED FOR PERMIT
6	02/22/11	ISSUED FOR PERMIT
7	02/22/11	ISSUED FOR PERMIT
8	02/22/11	ISSUED FOR PERMIT
9	02/22/11	ISSUED FOR PERMIT
10	02/22/11	ISSUED FOR PERMIT

PROJECT NO. A104  
 SHEET NO. 10



SECOND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

Sheriff Office Building Renovation

Project Funding	Type Expenditure	Planned Budget	Construction Est 01/18/11	Construction Est 01/18/11
Bond	Bonding Fee	\$ 62,500		
WPS Matching				
FOE Enhanced	Building Purchase	2,950,030		
Total Grants				
Total	Renovation	\$ 881,065	1144560	1144560
	LEED Materials	\$ 30,000	Inc	Inc
	A Options			
	9,000 sq. ft. Metal Storage Building	\$ 162,233	280831	183940
	Card Access (21 Doors)	\$ 43,000	Inc	Inc
	Precast Mezzanine Floor (2,364 sq. ft.)	\$ 29,061	Inc Modified	Inc Modified
	Masonry Walls (Investigation Area)	\$ 35,493	Inc Modified	Inc Modified
	Drop In Ceiling Weight Room (816 sq. ft.)	\$ 3,453	Inc Modified	Inc Modified
	Option A Total	\$ 273,240		
	B Options			
	Car Wash System	\$ 66,810	Not Inc	Not Inc
	Additional Automotive Lift	\$ 2,800	Not Inc	Not Inc
	New Air Compressor	\$ 1,800	Not Inc	Not Inc
	Update Flooring	\$ 26,200	Not Inc	Not Inc
	Enhanced Digital Video Surveillance/Security S)	\$ 32,000	Not Inc	Not Inc
	Modine Heaters for Metal Storage	\$ 16,000	Not Inc	Not Inc
	Option B Total	\$ 145,610	Inc Modified	Inc
	Total Construction	\$ 78,800		
	General Contractor	\$ 1,263,105		
	Total Const/GC	\$ 1,364,153		
	Design			
	Design Construction	\$ 52,130		
	Design Add Options	\$ 2,198		
	Design LEED	\$ 32,900		
	Reimbursables	\$ -		
	Design Total	\$ 87,228	91230	91230
	Total Construction/GC/Design	\$ 1,451,381		
	Contingency	\$ -	57228	57228
	Owner			
	Option B - FFE	\$ 100,000	0	21492
	Information Services	\$ 42,069		
	Network Gear	\$ 55,800	\$ 55,800	\$ 55,800
	Wiring Infrastructure	\$ 41,650	\$ 41,650	\$ 41,650
	Fiber Option	\$ 338,507	\$ -	\$ -
	Wireless Option	\$ 200,000	\$ 200,000	\$ 200,000
	Total IS	\$ 297,450	\$ 5000	\$ 5000
	Commissioning	\$ 5,000	\$ 297,450	\$ 318,942
	Total Owner	\$ 344,519	\$ 1,871,299	\$ 1,795,900
	Total Project	\$ 4,808,430	\$ -	\$ -
	Over/Under	\$ (0)	\$ (75,399)	\$ -

**CAPITAL PROJECTS CAPITALIZED (Dept# 2211)**

Useful Life		Asset#	Monthly Depre	Book Value	Depre 2009	Depre 2010	Depre 2011	Depre 2012	Depre 2013	Depre 2014	Depre 2015
Months											
<b>2009:</b>											
60	118567-118583		2,794.05	167,642.78	19,558.35	33,528.60	33,528.60	33,528.60	33,528.60	13,970.03	
120	118584-118586		1,985.01	238,201.34	13,895.07	23,820.12	23,820.12	23,820.12	23,820.12		
60	118018 & 118556-118566		3,414.52	204,871.46	20,487.12	40,974.24	40,974.24	40,974.24	40,974.24	20,487.38	
<b>2010:</b>											
120	Video Sound software		136.13	16,335.00	1,089.04	1,633.56	1,633.56	1,633.56	1,633.56		
60	Video Sound licensing		777.67	46,660.00	6,221.36	9,332.04	9,332.04	9,332.04	9,332.04		
60	Video Sound equipment		186.95	11,217.00	1,495.60	2,243.40	2,243.40	2,243.40	2,243.40		
120	VoIP Telecomm System Attendance Console		166.67	20,000.00	833.35	2,000.04	2,000.04	2,000.04	2,000.04		
60	Disaster Recovery Software		652.40	39,144.00	4,566.80	7,828.80	7,828.80	7,828.80	7,828.80		
60	Disaster Recovery Blades & Chassis		1,218.28	73,097.00	8,527.96	14,619.36	14,619.36	14,619.36	14,619.36		
60	Disaster Recovery Hardware (Metrocluster)		5,124.98	307,499.00	35,874.86	61,499.76	61,499.76	61,499.76	61,499.76		
<b>Totals</b>					16,456.66	1,124,667.58	53,940.54	156,931.93	197,479.92	197,479.92	34,457.41

increase

Useful Life		Asset#	Monthly Depre	Book Value	Depre 2009	Depre 2010	Depre 2011	Depre 2012	Depre 2013	Depre 2014	Depre 2015
Months											
<b>2009:</b>											
240	118046		14,792.36	3,550,166.72	14,792.36	177,508.32	177,508.32	177,508.32	177,508.32		

Fiber Project

**BROWN COUNTY 2010 VEHICLE PURCHASES  
MONTHLY VEHICLE COSTS - SEPTEMBER 2010**

DEPARTMENT	YR	MAKE/MODEL	VIN #	PLATE #	DATE R/C	ORG VALUE	DEPREC	MONTHLY				TCOO	COST/MILE	***See Note Below		ODOM READ	COND	
								MAINT COST	MAINT LABOR	GAS COST	INSUR COST			PLATE COST	TITLE COST			
Bill Dowell	2010	TOYOTA PRIUS	8751	80258	7/19/2010	\$22,289	\$ 371.48			\$ 44.30	\$22.75	\$438.53	\$ 0.60	\$ 5.00	\$69.50	426	1,154,728	EXEC
Larry Adlebush	2011	CHEVROLET 3/4 TON			On Order	\$30,081	\$ 501.35				\$22.75	\$524.10		\$ 5.00	\$69.50		0	EXEC
HIGHWAY	2011	CHEVROLET 1 TON 4WD			On Order	\$34,197	\$ 569.95				\$22.75	\$592.70		\$ 5.00	\$69.50		0	EXEC
HIGHWAY	2011	CHEVROLET 1 TON 2WD			On Order	\$29,120	\$ 485.33				\$22.75	\$508.08		\$ 5.00	\$69.50		0	EXEC
HIGHWAY	2011	CHEVROLET 1 TON 2WD			On Order	\$29,120	\$ 485.33				\$22.75	\$508.08		\$ 5.00	\$69.50		0	EXEC
Kevin Lunog	2010	TOYOTA PRIUS	8382	80260	7/19/2010	\$22,289	\$ 371.48			\$ 35.00	\$22.75	\$429.23	\$ 1.03	\$ 5.00	\$69.50	326	744,418	EXEC
Chuck Larschied	2003	CHEVROLET S10 EXTENDED CAB	3546	66256	6/25/2010	\$11,367	\$ 189.45			\$ 190.78	\$22.75	\$402.98	\$ 0.57	\$ 5.00	\$69.50	74,192	74,898	GOOD
Barb Peters	2010	FORD CROWN VICTORIA - Car #5	1943		*8/26/2010	\$21,613	\$ 900.54			\$ 564.46	\$22.75	\$1,487.75		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #8	4956		*3/9/2010	\$21,159	\$ 881.63			\$ 1,537.52	\$22.75	\$2,441.90		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #9	1944		*6/22/2010	\$21,159	\$ 881.63			\$ 1,277.88	\$22.75	\$2,182.26		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #13	4985		*8/26/2010	\$21,159	\$ 881.63			\$ 484.92	\$22.75	\$1,389.30		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #15	1941		*6/22/2010	\$21,159	\$ 881.63			\$ 1,243.70	\$22.75	\$2,148.08		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #17	596		*3/9/2010	\$21,159	\$ 881.63			\$ 977.75	\$22.75	\$1,862.13		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #18	1942		*6/22/2010	\$21,159	\$ 881.63			\$ 1,431.63	\$22.75	\$2,336.01		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2011	FORD CROWN VICTORIA - Not on road yet	4984		On Order	\$21,159	\$ 881.63				\$22.75	\$904.38		\$ 1.00	\$69.50		0	EXEC
SHERIFF	2010	TOYOTA PRIUS	7681	80259	7/19/2010	\$22,289	\$ 371.48				\$22.75	\$394.23		\$ 5.00	\$69.50		0	EXEC

NOTE: \$2,000.00 per car grant was received for each 2010 Prius.

\*NOTE: Date squad car was put into service.

\*\*NOTE: Depreciation for marked squad cars is based on 24 months. Depreciation for all other vehicles is 60 months.

\*\*\*NOTE: One time cost for a new license plate is \$5.00. If plate is transferred from another vehicle the transfer cost is one time charge of \$1.00. One time cost of \$69.50 for vehicle title.

\*\*\*\*NOTE: TCOO stands for Total Cost of Ownership

TCOO divided by TL = Cost/Mile

**BROWN COUNTY 2010 VEHICLE PURCHASES  
MONTHLY VEHICLE COSTS - OCTOBER 2010**

DEPARTMENT	YR	MAKE/MODEL	VIN #	PLATE #	DATE R/C	ORG VALUE	DEPREC	MONTHLY					TCOO	COST/MILE	***See Note Below		ODOM READ	COND			
								MAINT COST	MAINT LABOR	GAS COST	INSUR COST	***See Note			PLATE COST	TITLE COST			BEG	END	TL
Bill Dowell	2010	TOYOTA PRIUS	8751	80258	7/19/2010	\$22,289	\$ 371.48				\$ 98.71	\$22.75	\$492.94	\$ 0.33	\$ 5.00	\$69.50	1,154	2,663	1509	EXEC	
Larry Adlebush	2011	CHEVROLET 3/4 TON HIGHWAY			On Order	\$30,081	\$ 501.35					\$22.75	\$524.10		\$ 5.00	\$69.50				0	EXEC
	2011	CHEVROLET 1 TON 4WD HIGHWAY			On Order	\$34,197	\$ 569.95					\$22.75	\$592.70		\$ 5.00	\$69.50				0	EXEC
	2011	CHEVROLET 1 TON 2WD HIGHWAY			On Order	\$29,120	\$ 485.33					\$22.75	\$508.08		\$ 5.00	\$69.50				0	EXEC
Kevin Lunog	2011	CHEVROLET 1 TON 2WD			On Order	\$29,120	\$ 485.33					\$22.75	\$508.08		\$ 5.00	\$69.50				0	EXEC
CTC	2010	TOYOTA PRIUS	8382	80260	7/19/2010	\$22,289	\$ 371.48				\$ 93.08	\$22.75	\$487.31	\$ 0.31	\$ 5.00	\$69.50	744	2,299	1555	EXEC	
Chuck Larschied	2003	CHEVROLET S10 EXTENDED CAB	3546	66256	6/25/2010	\$11,367	\$ 189.45	\$ 37.99			\$ 187.34	\$22.75	\$437.53	\$ 0.50	\$ 5.00	\$69.50	74,898	75,778	880	GOOD	
Barb Peiers	2010	FORD CROWN VICTORIA - Car #5	1943		*8/26/2010	\$21,613	\$ 900.54					\$22.75	\$923.29		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #8	4956		*3/9/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #9	1944		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #13	4985		*8/26/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #15	1941		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #17	596		*3/9/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #18	1942		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA	4984			\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2011	FORD CROWN VICTORIA				\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	TOYOTA PRIUS	7681	80259	7/19/2010	\$22,289	\$ 371.48					\$22.75	\$394.23		\$ 5.00	\$69.50				0	EXEC

NOTE: \$2,000.00 per car grant was received for each 2010 Prius.

\*NOTE: Date squad car was put into service.

\*\*NOTE: Depreciation for marked squad cars is based on 24 months. Depreciation for all other vehicles is 60 months.

\*\*\*NOTE: One time cost for a new license plate is \$5.00. If plate is transferred from another vehicle the transfer cost is one time charge of \$1.00. One time cost of \$69.50 for vehicle title.

\*\*\*\*NOTE: TCOO stands for Total Cost of Ownership

TCOO divided by TL = Cost/Mile

**BROWN COUNTY 2010 VEHICLE PURCHASES  
MONTHLY VEHICLE COSTS - NOVEMBER 2010**

DEPARTMENT	YR	MAKE/MODEL	VIN #	PLATE #	DATE R/C	ORG VALUE	DEPREC	MONTHLY					TCOO	COST/MILE	***See Note Below		ODOM READ	COND			
								MAINT COST	LABOR	GAS COST	INSUR COST	PLATE COST			TITLE COST	BEG			END	TL	
Bill Dowell	2010	TOYOTA PRIUS	8751	80258	7/19/2010	\$22,289	\$ 371.48				\$ 122.63	\$22.75	\$516.86	\$ 0.23	\$ 5.00	\$69.50	2,663	4,890	2227	EXEC	
Larry Adlebush	2011	CHEVROLET 3/4 TON HIGHWAY				\$30,081	\$ 501.35					\$22.75	\$524.10		\$ 5.00	\$69.50				0	EXEC
	2011	CHEVROLET 1 TON 4WD HIGHWAY				\$34,197	\$ 569.95					\$22.75	\$592.70		\$ 5.00	\$69.50				0	EXEC
	2011	CHEVROLET 1 TON 2WD HIGHWAY				\$29,120	\$ 485.33					\$22.75	\$508.08		\$ 5.00	\$69.50				0	EXEC
Kevin Lunog	2011	CHEVROLET 1 TON 2WD HIGHWAY				\$29,120	\$ 485.33					\$22.75	\$508.08		\$ 5.00	\$69.50				0	EXEC
CTC	2010	TOYOTA PRIUS	8382	80260	7/19/2010	\$22,289	\$ 371.48				\$ 77.30	\$22.75	\$471.53	\$ 0.32	\$ 5.00	\$69.50	2,299	3,770	1471	EXEC	
Chuck Larschied	2003	CHEVROLET S10 EXTENDED CAB	3546	66256	6/25/2010	\$11,367	\$ 189.45				\$ 203.92	\$22.75	\$416.12	\$ 0.52	\$ 5.00	\$69.50	75,778	76,577	799	GOOD	
Barb Peters	2010	FORD CROWN VICTORIA - Car #5	1943		*8/26/2010	\$21,613	\$ 900.54					\$22.75	\$923.29		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #8	4956		*3/9/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #9	1944		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #13	4985		*8/26/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #15	1941		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #17	596		*3/9/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA - Car #18	1942		*6/22/2010	\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	FORD CROWN VICTORIA	4984			\$21,159	\$ 881.63					\$22.75	\$904.38		\$ 1.00	\$69.50				0	EXEC
SHERIFF	2010	TOYOTA PRIUS	7681	80259	7/19/2010	\$22,289	\$ 371.48					\$22.75	\$394.23		\$ 5.00	\$69.50				0	EXEC

NOTE: \$2,000.00 per car grant was received for each 2010 Prius.

\*NOTE: Date squad car was put into service.

\*\*NOTE: Depreciation for marked squad cars is based on 24 months. Depreciation for all other vehicles is 60 months.

\*\*\*NOTE: One time cost for a new license plate is \$5.00. If plate is transferred from another vehicle the transfer cost is one time charge of \$1.00. One time cost of \$69.50 for vehicle title.

\*\*\*\*NOTE: TCOO stands for Total Cost of Ownership

TCOO divided by TL = Cost/Mile