

## **COUNTY CLERK**

### **MISSION:**

To provide effective, efficient, ethical, and high quality service to the citizens of Portage County, County Board Supervisors, departments, and other elected officials for the mandated functions that are both statutorily and County Ordinance designated along with those functions that are not so designated.

### **OVERVIEW:**

The County Clerk's office provides administrative services to the County Board of Supervisors and the general public and acts as an agent and representative for the State of Wisconsin through clerical assistance, issuance and distribution of licenses, election coordination, and maintenance of records.

The County Clerk's office is the chief election official and coordinates all federal, state, county, local and most municipal and school district elections. The County Clerk is the official Clerk to the County Board by assuring completion of necessary support functions and performs all administrative duties as prescribed in the Wisconsin State Statutes and County Ordinances.

Duties prescribed in the Wisconsin State Statutes, include: coordinates federal, state, county, and most municipal and school district elections; filing officer for all County elected positions and miscellaneous County records; coordinates election training; contracts with ten municipalities for Statewide Voter Registration System data; conducts County Board of Canvass(s); issues Marriage and Domestic Partnership Licenses; issues Termination of Domestic Partnership Licenses; sells DNR Licenses; issues Timber Cutting Permits; coordinates the County dog license records and distribution of the State Dog License & supplies to municipal treasurers and Humane Society; coordinates tax deed land sales; oversees the

apportionment of taxes; and acts as secretary to County Board and various oversight committees.

The Clerk's Office is also the statutory filing officer for: Relocation Orders; Probate Claims Notice; Rezoning Petitions; Claims Filed Against the County; Farmland Preservation Agreements; all County Board and committee agendas and minutes; DNR Fire Suppression Expenses/Reports; Highway Jurisdictional Transfers; Annexations; various County contracts and leases; and miscellaneous County records.

Duties prescribed in the County Ordinances, include: issues licenses for Commercial Animal Establishment, Large Assembly, Sexually Oriented Businesses, new Pawnbrokers; Solicitor Permits; files signature authorizations; and maintains County Ordinances on file and on the Portage County web site.

### **ON THE HORIZON:**

The County Clerk's office will be dedicating additional time to the election process with legislative changes to election laws requiring photo ID as well as implementing four elections including the presidential preference primary. Increased funding might be needed for election related forms and educational publications due to the new photo ID requirement. The Wisconsin Government Accountability Board is proposing new software for the Statewide Voter Registration System which will require additional training and coordination with municipal clerks during the transition process. Wisconsin Vital Statistic also implemented a new web-based marriage licensing system in 2015.

The delinquent tax deed process continues to grow for the office with approximately 145 parcels at the time of budget preparation.

**COUNTY CLERK**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	14,225	12,180	12,180	12,255	75	0.62%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	891	530	530	130	(400)	-75.47%
Intergovernmental Charges for Service	13,409	13,618	13,618	13,728	110	0.81%
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	42,458	42,458	56,923	14,465	34.07%
<b>Total Revenue</b>	<b>\$28,525</b>	<b>\$68,786</b>	<b>\$68,786</b>	<b>\$83,036</b>	<b>\$14,250</b>	<b>20.72%</b>
<b>Expenditures</b>						
Personnel Services	344,515	371,940	371,940	369,431	(2,509)	-0.67%
Contractual Services	58,887	98,579	98,579	97,429	(1,150)	-1.17%
Supplies & Expenses	216,235	238,005	238,005	280,095	42,090	17.68%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	39,199	39,199	0	(39,199)	-100.00%
<b>Total Expenditures</b>	<b>\$619,637</b>	<b>\$747,723</b>	<b>\$747,723</b>	<b>\$746,955</b>	<b>(\$768)</b>	<b>-0.10%</b>
<b>County Allocation</b>	<b>\$591,112</b>	<b>\$678,937</b>	<b>\$678,937</b>	<b>\$663,919</b>	<b>(\$15,018)</b>	<b>-2.21%</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$18,170)</b>					

## COUNTY CLERK

### FINANCIAL SUMMARY HIGHLIGHTS:

- Other financing sources increased due to increasing fund balance in the 2016 budget for four elections planned in 2016. In order to keep the elections budget from fluctuating due to even and odd year election variances, the budget is set at an average amount and each year either fund balance is applied or designated for future use.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Personnel services decreased \$9,000 in per diems for County Board members. However, personnel services also increased due to a 2016 wage schedule planned 1.5% increase for the elected official position. Fringe benefits were adjusted accordingly.
- Overall, the total personnel services budget for the department decreased \$2,509 or 0.67%.
- Contractual services decreased due to the elimination of carryover funding in the 2015 budget for internal audit services in 2016.
- Supplies and expenses increased 17.68% for ballot costs and legal notices to reflect the four elections planned in 2016 as described above.
- The 2016 budget does not include designated for future year operations related to the even and odd year election cycle. Fund balance is being applied in 2016.

**COUNTY CLERK**

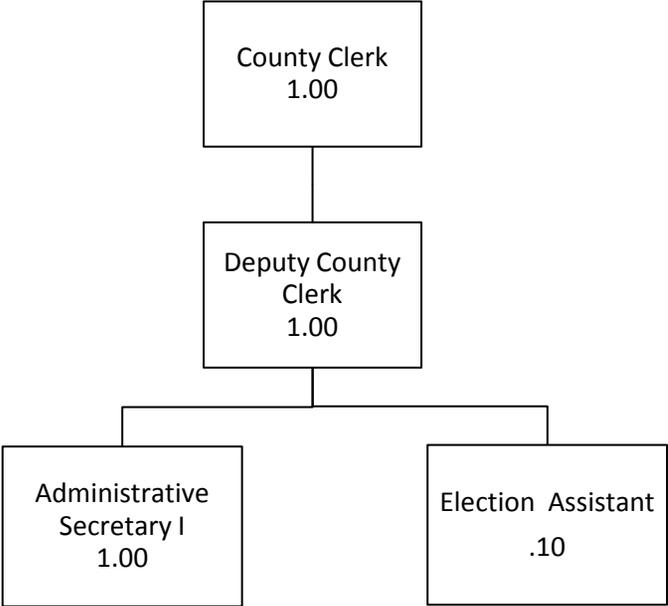
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Internal Audit Services	50,000
Legal Services	15,000
Other Contractual	32,429
<b>Total</b>	<b>97,429</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**COUNTY CLERK**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	3.00	3.00	3.00
Extra Help	0.00	0.10	0.10
Overtime	0.00	0.00	0.00
<b>Total</b>	3.00	3.10	3.10

\*County Board is included in this summary, but not part of the organizational chart.

## **CLERK OF COURTS**

### **MISSION:**

To support the County Circuit Court system by being the administrative arm of the courts, accurately handling case maintenance, implementing law changes, retaining schedules of case filing, providing public access to the records, and collecting fines and fees.

### **OVERVIEW:**

The Clerk of Circuit Court has two major and equally important duties. First, the office provides all administrative services to the County Circuit Courts and manages all Circuit Court records. Second, the office handles all financial aspects of criminal, civil and other types of cases for the public. This includes the Clerk of Circuit Court's responsibility of collecting all fines, forfeitures, and costs associated with the court system within Portage County.

All duties are outlined in Wisconsin State Statutes Chapter 59.40. These duties include keeping accurate records of every court hearing, docketing judgments and keeping an accurate lien docket of every judgment entered. The office is charged with keeping a record of all payments made, fines, fees, costs, and surcharges ordered by the courts and then making collection efforts on the same. Then the office passes those revenues onto the State of Wisconsin, the County Treasurer, or individual municipalities on a monthly basis.

### **ON THE HORIZON:**

Case filings in nearly every category are down this year, from OWI's to mortgage foreclosures. Consequently, revenues from filing fees and ancillary surcharges, such as the OWI surcharges are also down significantly.

However, the Clerk of Courts Office has been working diligently to identify other sources of revenue in untapped areas to attempt to stabilize revenue when filing fees wax and wane. For example, the office began taking Passport Applications several years ago, then more recently began offering Passport photographs and is now recognized as a Federal Passport Acceptance Agency. This revenue source continues to grow as the economy improves and people are taking more international trips.

The office has continued to improve the payment plan process and now charges a \$15 fee to implement payment plans. This revenue source has grown significantly. Charging a restitution surcharge in some cases, as well as a restitution administration surcharge – neither of which were previously charged prior to last year, has also improved revenues. In addition, the office is able to bill the federal government for reimbursement on work done for Child Support collection cases.

Currently, the 13 full-time staff in the office are working through a reorganization plan. The reorganization will cross train the staff, allowing the office to be more efficient since there is one less full-time staff person since last year. There is also a request to have three staff upgraded in position to implement this cross training plan.

Lastly, work continues towards becoming a paperless office. While paper files will never go away, there are now four full years scanned into the CCAP database in Madison where the electronic data files are retained and stored in a manner that meets the Wisconsin Supreme Court rules and is accessible at no cost to Portage County taxpayers.

**CLERK OF COURTS**

**FINANCIAL SUMMARY**

	2014	2015		2016	Change from 2015	
		Modified Budget	Projected Budget		Modified Budget	Percent Change
<b>Revenue</b>						
Taxes	40	0	0	0	0	N/A
Intergovernmental Revenue	285,028	264,157	292,498	300,261	36,104	13.67%
Licenses and Permits	0	0	0	80	80	N/A
Fines, Forfeits and Penalties	231,699	223,000	223,000	234,900	11,900	5.34%
Public Charges for Service	329,345	318,475	318,475	353,400	34,925	10.97%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	4,211	2,300	6,000	6,800	4,500	195.65%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$850,323</b>	<b>\$807,932</b>	<b>\$839,973</b>	<b>\$895,441</b>	<b>\$87,509</b>	<b>10.83%</b>
<b>Expenditures</b>						
Personnel Services	1,091,251	1,117,473	1,085,816	1,105,680	(11,793)	-1.06%
Contractual Services	410,744	316,559	316,559	318,377	1,818	0.57%
Supplies & Expenses	61,640	67,205	67,205	68,351	1,146	1.71%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	342	500	500	500	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	20	20	300	280	1400.00%
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,563,977</b>	<b>\$1,501,757</b>	<b>\$1,470,100</b>	<b>\$1,493,208</b>	<b>(\$8,549)</b>	<b>-0.57%</b>
<b>County Allocation</b>	<b>\$713,655</b>	<b>\$693,825</b>	<b>\$630,127</b>	<b>\$597,767</b>	<b>(\$96,058)</b>	<b>-13.84%</b>

## **CLERK OF COURTS**

### **FINANCIAL SUMMARY HIGHLIGHTS**

- Intergovernmental revenues increased \$36,104 or 13.67%. The circuit court support aid, interpreter reimbursements and the guardian ad litem (GAL) aid payments from the state are all anticipated to increase.
- The County share of state fines and forfeitures for 2016 increased \$11,900.
- Public charges for services increased 10.97% due to an increase in recoupment of guardian ad litem fees.
- Miscellaneous revenue continues to increase due to interest added on to all Portage County judgments for unpaid fines and forfeitures.
- Overall personnel costs decreased by 1.1%, mainly due to changes in health plan selections. However, health insurance premiums increased.
- Personnel costs increased due to reclassification requests for three Clerk of Court positions with an associated cost of \$11,482. The 2016 budget does include the continuation of an optical imager LTE position.
- All other expenses remained relatively flat for 2016.

**CLERK OF COURTS**

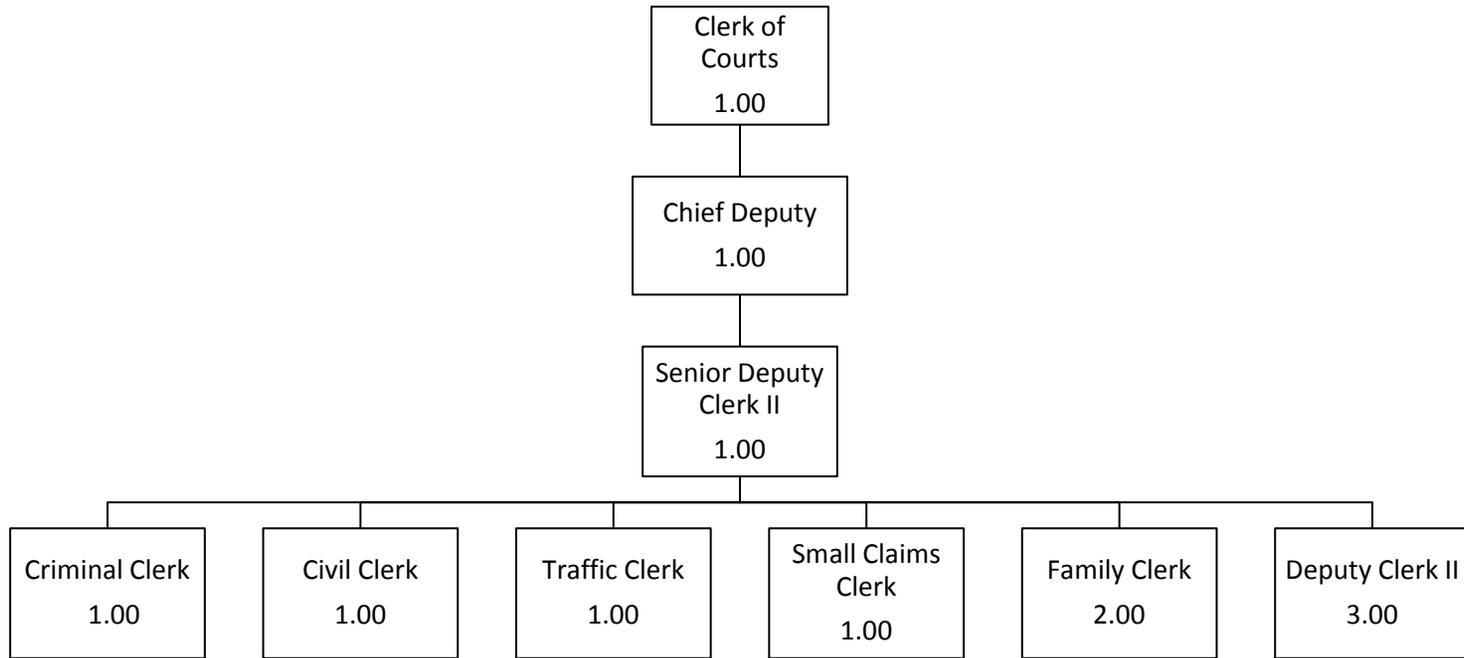
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Guardian Ad Litem	118,000
Court Appointed Attorney Services	45,000
Medical Evaluations	35,000
Interpreter	22,000
Jury Panel Per Diems	22,000
Credit Card Processing Fees	10,000
Witness Fees	6,000
Transcript	2,000
Court Commissioner	3,000
Court Reporters	3,000
Child Support Services	(18,500)
Other Contractual	70,877
<b>Total</b>	<b>318,377</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**CLERK OF COURTS**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	13.00	12.00	12.00
Extra Help	0.28	0.38	0.17
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>13.28</b>	<b>12.38</b>	<b>12.17</b>

## **FAMILY COURT COMMISSIONER**

### **MISSION:**

To provide accurate procedural information and ensure responsiveness, availability, and efficiency to Portage County residents in need of Family Court services as outlined in Wisconsin State Statutes.

### **OVERVIEW:**

The Family Court Commissioner conducts hearings in divorce actions, post-judgment divorce actions, paternity cases, compel support actions, domestic abuse cases, and harassment cases. The Commissioner directs Family Court Services, including mediation, Parents Forever Program, and the Family Law Information Center, in addition to presiding over Truancy Court, contempt/unpaid fines hearings, signing search warrants and reviewing warrantless arrests. Restitution hearings, Permanency Plan Reviews, and Firearm Surrender hearings are also the responsibility of the Commissioner.

### **ON THE HORIZON:**

The Family Court Commissioner's office will move to first floor of the Courthouse at the end of 2015. This move, to the space previously occupied by the Veterans Service office, will provide more safety and security to the Family Court office along with additional space.

**FAMILY COURT COMMISSIONER**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	13,150	11,500	14,300	48,788	37,288	324.24%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$13,150</b>	<b>\$11,500</b>	<b>\$14,300</b>	<b>\$48,788</b>	<b>\$37,288</b>	<b>324.24%</b>
<b>Expenditures</b>						
Personnel Services	118,012	122,217	122,217	123,617	1,400	1.15%
Contractual Services	(10,035)	(19,727)	(15,727)	16,175	35,902	-181.99%
Supplies & Expenses	1,114	1,712	1,712	1,375	(337)	-19.68%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$109,091</b>	<b>\$104,202</b>	<b>\$108,202</b>	<b>\$141,167</b>	<b>\$36,965</b>	<b>35.47%</b>
<b>County Allocation</b>	<b>\$95,941</b>	<b>\$92,702</b>	<b>\$93,902</b>	<b>\$92,379</b>	<b>(\$323)</b>	<b>-0.35%</b>

## **FAMILY COURT COMMISSIONER**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Public charges for service and contractual services increased due to a new mediation fee and payment structure. Currently mediations costs are \$240 with \$80 paid by the petitioner, the responder and the county. Beginning January 1, 2016 the mediation costs would be \$224 with the petitioner and the responder paying \$100 each and the county paying \$24.
- Personnel costs increased primarily due to increases in health insurance premiums.

**FAMILY COURT COMMISSIONER**

**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Mediator Services	40,320
Child Support	(26,000)
Other Contractual	1,855
<b>Total</b>	<b>16,175</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**FAMILY COURT COMMISSIONER**

Family Court Commissioner 1.00
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<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## **CORONER**

### **MISSION:**

To accurately determine the cause and manner of death and oversee all dispositions of bodies within this jurisdiction, including issuance of a cremation permit when requested.

### **OVERVIEW:**

The Coroner's Office provides a required service to the Portage County community under Wisconsin State Statutes 979. In fulfilling these statutes, the Coroner's role is accomplished by determining the cause and manner of death, thus guarding our communities' public health and welfare. Further, it is the goal of this office to aid the survivors of a sudden death. By helping them to understand the loss of their loved one, they may begin their grieving process. To serve the living is the true product of the Coroner's Office.

### **ON THE HORIZON:**

Currently, the Portage County Coroner is an elected, part-time position. Over the course of the next five years and through the next election process, Portage County needs to consider expanding the Coroner's Office to full-time status. The number and levels of death investigations continue to grow and part-time status is becoming difficult to maintain with the workload.

The Coroner's Office also continues to become more actively involved in preventative programs and committees, such as Child Death Review Committee, Suicide Prevention Coalition, and Alcohol and Other Drug Abuse Coalition to name a few. The office is involved in these committees as much as possible.

**CORONER**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	16,700	16,650	16,650	16,650	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$16,700</b>	<b>\$16,650</b>	<b>\$16,650</b>	<b>\$16,650</b>	<b>\$0</b>	<b>0.00%</b>
<b>Expenditures</b>						
Personnel Services	65,259	67,677	76,501	78,481	10,804	15.96%
Contractual Services	33,249	46,722	46,722	46,795	73	0.16%
Supplies & Expenses	7,016	7,130	7,130	7,130	0	0.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$105,524</b>	<b>\$121,529</b>	<b>\$130,353</b>	<b>\$132,406</b>	<b>\$10,877</b>	<b>8.95%</b>
<b>County Allocation</b>	<b>\$88,824</b>	<b>\$104,879</b>	<b>\$113,703</b>	<b>\$115,756</b>	<b>\$10,877</b>	<b>10.37%</b>

## **CORONER**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Personnel services increased due to increases in health insurance premiums and changes due to health plan selections.

**CORONER**

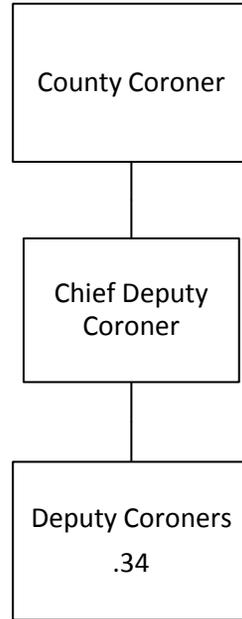
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Autopsies	34,000
Other Contractual	12,795
<b>Total</b>	<b>46,795</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**COUNTY CORONER**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	0.00	0.00	0.00
Extra Help	0.29	0.34	0.34
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>0.29</b>	<b>0.34</b>	<b>0.34</b>

\*There is no FTE attributed to the County Coroner & Deputy Coroner positions.

## **DISTRICT ATTORNEY**

### **MISSION:**

To create and maintain a partnership with the community and law enforcement to enforce and prosecute Wisconsin's laws, to promote safety and security of life, property and the well-being of the people of Portage County by encouraging individual responsibility, providing consequences for criminal actions and the deterrence and rehabilitation of criminal actors.

### **OVERVIEW:**

The Portage County District Attorney's (DA) Office acts in conjunction with all law enforcement in Portage County to enforce the criminal code and non-criminal forfeiture provisions passed by the Legislature and local units of government. The DA Office employs four attorneys who are State employees, a Victim Witness Coordinator, who is a County employee with state and local funding, and five legal support staff. The Victim Witness Coordinator provides crime victim services to people affected by crime and ensures they are treated with fairness, dignity and respect. The entire office helps victims exercise their rights by assisting and supporting victims in accessing assistance and programs that serve them. The DA Office handles over 2,000 referrals to the office from law enforcement, the Department of Natural Resources and other state executive branch agencies. The DA Office oversees local units of government open records/meeting complaints and also reviews suspicious deaths in the County.

### **ON THE HORIZON:**

As a partner with law enforcement agencies in Portage County, the DA Office continues to evolve to meet the growing demands of over 72,000 citizens in the County. Portage County residents continue to look for and support alternative correction models that hold offenders accountable while addressing their rehabilitative needs in the community. The DA Office in conjunction with Justice Programs, Health & Human Services, Wisconsin

State Public Defenders Office, Justice Coalition, and the Sheriff's Office are currently working on creating a Drug Court that will focus on high risk and high need offenders. The revolving door on repeat drug offenders must be looked at through a drug court model that is focused on a person's addiction and entire current life pattern as the primary focus of the defendant's rehabilitation. The DA Office continues to employ diversion policies for first time offenders who earn the option to prove that their offense is a one-time mistake by undergoing various programming such as domestic abuse alternative programming, parenting classes, alcohol and drug abuse counseling and basic skill enhancement that can lead to employment. The offenders are supervised by the Department of Corrections or by JusticeWorks, LTD, a local non-profit agency that works with offenders by pairing them with community members to address their criminogenic needs like alcohol abuse and lack of employable skills.

As the County's population grows and law enforcement grows with it, the DA Office must also grow. The DA Office has not added another attorney since 1995, and has not added a support staff since 2005. In the 2016–2018 State budget, two additional Assistant District Attorneys were requested, but the Governor and Legislature declined the request. In the 2016 County budget, a half-time legal assistant is requested to be made full-time to help the lack of state staffing and to reflect the growth of criminal filings.

This past year the DA Office implemented Electronic Criminal Referrals from law enforcement. This system replaces the historical practice of referring paper referrals by law enforcement in person. This new technology will help open new criminal cases and better manage case data in PROTECT by using that data sharing feature of E-Referrals with law enforcement and the DA Office. The DA Office continues to seek out additional technological advancements to assist victims and hold offenders accountable.

**DISTRICT ATTORNEY**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	45,464	50,000	50,000	50,000	0	0.00%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	11,281	12,000	12,000	12,000	0	0.00%
Other Financing Sources	0	27,245	27,245	0	(27,245)	-100.00%
<b>Total Revenue</b>	<b>\$56,745</b>	<b>\$89,245</b>	<b>\$89,245</b>	<b>\$62,000</b>	<b>(\$27,245)</b>	<b>-30.53%</b>
<b>Expenditures</b>						
Personnel Services	303,366	357,454	314,462	361,372	3,918	1.10%
Contractual Services	41,485	45,618	45,618	47,037	1,419	3.11%
Supplies & Expenses	19,501	28,650	28,650	24,418	(4,232)	-14.77%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	1,316	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$365,668</b>	<b>\$431,722</b>	<b>\$388,730</b>	<b>\$432,827</b>	<b>\$1,105</b>	<b>0.26%</b>
<b>County Allocation</b>	<b>\$308,923</b>	<b>\$342,477</b>	<b>\$299,485</b>	<b>\$370,827</b>	<b>\$28,350</b>	<b>8.28%</b>
<b>Addition to (Use of) Fund Balance</b>	<b>\$5,338</b>					

## **DISTRICT ATTORNEY**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Other financing sources for 2015 included carry over funds approved for the District Attorney's Office for LTE hours. There are no other financing sources for 2016.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Personnel costs increased due to the addition of a .50 FTE Typist II position. Carry over funds for LTE hours in 2015 related to a Typist II position have been removed.
- Contractual services increased due to the addition of transcript funds.
- Supplies and expenses decreased due to a reduction in operating materials.

**DISTRICT ATTORNEY**

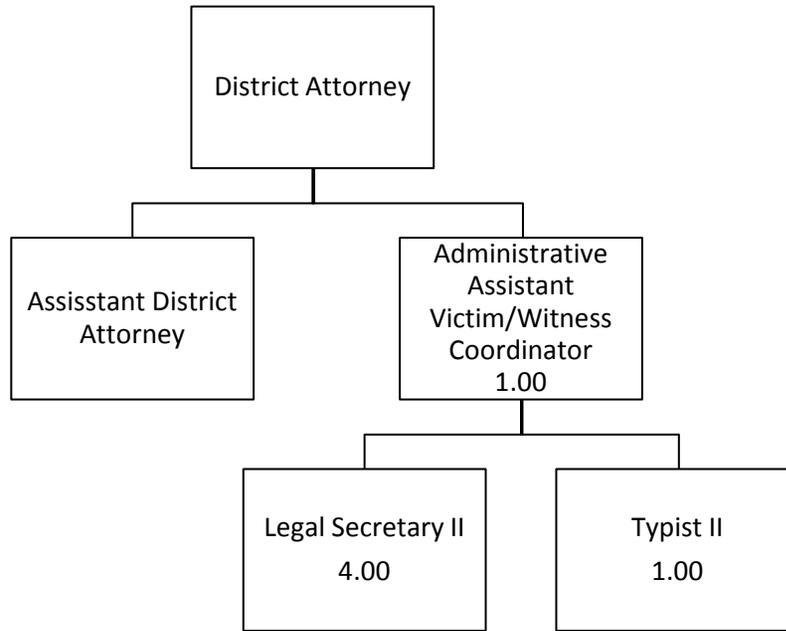
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Intern Program	3,000
Deferred Prosecution	20,000
Legal Services	11,500
Other Contractual	12,537
<b>Total</b>	<b>47,037</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**DISTRICT ATTORNEY**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	5.50	5.50	6.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>6.00</b>

\*The District Attorney & Assistant District Attorneys are state employees.

## **REGISTER OF DEEDS**

### **MISSION:**

To provide official record keeping for all real estate, personal property, and vital statistics and to provide a convenient and public place where valuable documents can be filed and/or recorded.

### **OVERVIEW:**

The Register of Deeds/Land Description Office is responsible for maintaining accurate legal descriptions, ownership and address, maps and assessments as governed by Wisconsin State Statutes and based on documents recorded in the grantor/grantee records. The office provides area assessors with a hard/computer format of respective townships and assists municipalities with any questions or concerns they may have. A cooperative working relationship with the various professionals, such as real estate agents, and the general public is viewed as an integral aspect of the department's mission. Continual awareness of statutory changes, automation, evaluation, and staff development is a must to ensure the quality and timeliness of departmental functions. Various required monthly and quarterly reports are submitted to State agencies in a timely manner.

All services performed by the Register of Deeds Office are mandated by the Wisconsin State Statutes or Administrative Code.

### **ON THE HORIZON:**

At the end of 2014, the Register of Deeds Office began back indexing land records documents from 1984 and prior. This is a lengthy process. By the end of 2015, it is anticipated to have Portage County land records indexed

to 1962. These records will then be made available to public via the online record system of Tapestry and Laredo. Having these records available on the internet frees up staff time and resources while bringing in additional revenue to the County. It is anticipated that this indexing project will take three to four years to complete.

## REGISTER OF DEEDS

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	136,529	130,000	130,000	140,000	10,000	7.69%
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	401	500	500	500	0	0.00%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	310,673	304,400	304,400	306,000	1,600	0.53%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	65,000	65,000	0	(65,000)	-100.00%
<b>Total Revenue</b>	<b>\$447,603</b>	<b>\$499,900</b>	<b>\$499,900</b>	<b>\$446,500</b>	<b>(\$53,400)</b>	<b>-10.68%</b>
<b>Expenditures</b>						
Personnel Services	307,253	343,522	343,522	355,681	12,159	3.54%
Contractual Services	172,006	106,735	106,735	77,475	(29,260)	-27.41%
Supplies & Expenses	9,028	9,225	7,025	7,625	(1,600)	-17.34%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	30	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	57,000	57,000	9,720	(47,280)	-82.95%
<b>Total Expenditures</b>	<b>\$488,317</b>	<b>\$516,482</b>	<b>\$514,282</b>	<b>\$450,501</b>	<b>(\$65,981)</b>	<b>-12.78%</b>
<b>County Allocation</b>	<b>\$40,714</b>	<b>\$16,582</b>	<b>\$14,382</b>	<b>\$4,001</b>	<b>(\$12,581)</b>	<b>-75.87%</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$13,711)</b>					

## **REGISTER OF DEEDS**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Taxes increased due to increase in Transfer fee/Recording fee revenue due to the slow comeback of the real estate market.
- Public charges for services increased \$10,000 for recording fees due a slight increase in the real estate market and photocopies, decreased \$6,300 due to the access of records on the internet and public access fees decreased by \$12,000. Other Register of Deeds fees increased for a total increase of .53% for public charges.
- Other financing sources represent use of fund balance for redaction services in 2015. The bulk of the work has been done and now clean-up, light indexing and social security redaction is occurring with no use of fund balance for 2016.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Personnel services also increased due to a 2016 wage schedule planned 1.5% increase for the elected official position. Fringe benefits were adjusted accordingly.
- Contractual services decreased due to the funding needs for redaction services in the 2016 budget. The bulk of the work has been done and now clean-up, light indexing and social security redaction is occurring.
- Future operations designations decreased due to the amount of funds being placed in reserves for the public access system in 2016 compared to 2015.

**REGISTER OF DEEDS**

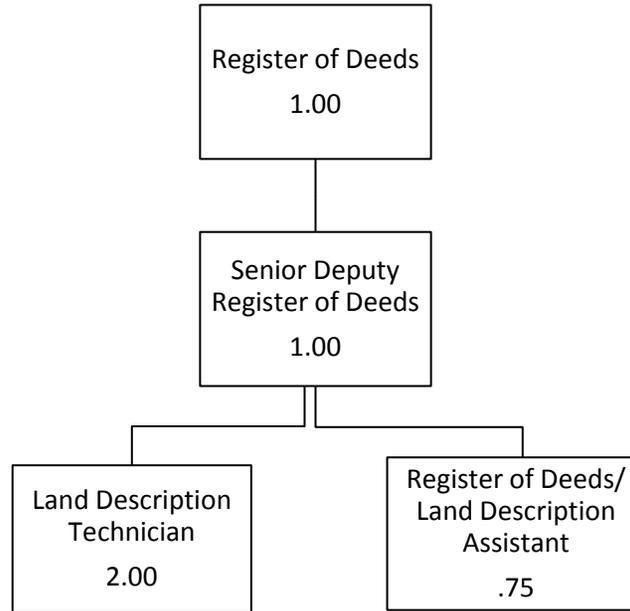
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Fidlar Services	9,720
Rebinding Books	2,000
Redaction Services	35,280
Other Contractual	30,475
<b>Total</b>	<b>77,475</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**REGISTER OF DEEDS**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	5.00	4.75	4.75
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	5.00	4.75	4.75

## **SURVEYOR**

### **MISSION:**

To maintain the physical monuments marking the Public Land Survey System; to preserve and provide access to all survey records; to establish highly precise coordinates using Global Positioning System (GPS), making sure the information is precise and accurate all in order to provide dependable and consistent information and guidance for constituents and governmental bodies.

### **OVERVIEW:**

The Portage County Surveyor's Office maintains files, as a public resource, for all surveys done in the County. Records available through this office include certified survey maps (CSMs), plats of survey, subdivision plats, section summaries and section corner tie sheets. In addition, information related to the High Accuracy Reference Network (HARN) densification process can be obtained through this office.

Portage County is completely remonumented. Dating from 1970, to the present, all sections corners and ¼ corners have been re-established and have had new tie sheets recorded in the County Surveyor's Office.

Portage County's HARN consists of 56 first and second order monuments spaced approximately six miles apart. To date, there are approximately 1,327 corners tied to this system, making up the Portage County Coordinate Systems (PCCS). This densification process will continue to include all section corners, ¼ corners and center of sections.

In addition, since the County Surveyor is a part time position, office hours are held to assist the public and Register of Deeds/Land Description staff with various land description and survey issues.

Records held in this office are available for public use during standard hours of operation for the County.

### **ON THE HORIZON:**

Future contracts for establishing PCCS will include center of sections and HARN monuments on County and State bridges to facilitate a denser distribution of PCCS control points.

**SURVEYOR**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	1,723	1,000	1,000	700	(300)	-30.00%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$1,723</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$700</b>	<b>(\$300)</b>	<b>-30.00%</b>
<b>Expenditures</b>						
Personnel Services	16,109	16,353	16,353	16,604	251	1.53%
Contractual Services	15,457	15,193	15,193	14,564	(629)	-4.14%
Supplies & Expenses	1,170	1,178	1,178	922	(256)	-21.73%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$32,736</b>	<b>\$32,724</b>	<b>\$32,724</b>	<b>\$32,090</b>	<b>(\$634)</b>	<b>-1.94%</b>
<b>County Allocation</b>	<b>\$31,013</b>	<b>\$31,724</b>	<b>\$31,724</b>	<b>\$31,390</b>	<b>(\$334)</b>	<b>-1.05%</b>

## **SURVEYOR**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- All revenues and expenses remained relatively flat.
- Personnel services also increased due to a 2016 wage schedule planned 1.5% increase for the elected official position. Fringe benefits were adjusted accordingly.

**SURVEYOR**

**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
GPS & Maintenance of Government Corners	11,440
Other Contractual	3,124
<b>Total</b>	<b>14,564</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**SURVEYOR**

County Surveyor

<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

\*Listed as a position but not FTE is attributed to the position.

## **LAND RECORDS MODERNIZATION**

### **MISSION:**

To implement a comprehensive digital land information system; a computerized land information system will increase efficiency, eliminate duplication of effort, and promote data-driven decisions.

### **OVERVIEW:**

The Wisconsin State Legislature created the Wisconsin Land Information Program in 1989, to assist with development and implementation of a computerized land information system. A land information system organizes information describing the land (land records) such as boundaries, ownership, land use, taxation, flood risk, political representation, and street addresses. The Portage County Board established a Land Information Office in 1990 (Resolution 29-90-92).

Funding for the Land Information Program comes from a fee on certain documents filed in the Register of Deeds Office. The major program area in Land Records Modernization is administering the Geographic Information System (GIS). Through GIS, the Land Records Modernization program provides information and services to citizens, non-governmental organizations, businesses, and all levels of government. A few examples of work in the major program mission areas are listed below.

The Land Records Modernization program increases efficiency. Every day questions about property such as ownership, lot dimensions, assessment, and flood risk can be answered in minutes instead of hours. Sheriff's Office communications staff use GIS daily to direct emergency responders and law enforcement personnel to incident locations quickly and accurately.

The program eliminates duplication of effort. The State Voter Registration System (SVRS) includes every residential address in Wisconsin. Land

Information staff are able to load every Portage County address in one file from existing data rather than having municipal Clerks reproduce the address list. Staff provides all first responders and volunteer fire departments with standardized address maps to direct response and support mutual aid calls. Facilities Management routinely uses the office for graphics depicting buildings and office space. In addition, several large-format documents are produced in the office to assist Health and Human Services and the Courts system in producing posters for program events and courtroom exhibits.

The program promotes data-driven decisions. County officials, town officials, County Planning staff, and citizens collaborate to build comprehensive plan maps using information available in the GIS database such as tax parcel boundaries, floodplain, wetland, slope, and ownership.

### **ON THE HORIZON:**

Upcoming projects include a comprehensive update of the Land Records Modernization Plan. As part of the plan, GIS staff will be evaluating how to improve the use of internet services to deliver information to County staff and the public. Training will occur during 2016, to improve parcel data management, programming, and World Wide Web development skills.

Grant funding from state and federal sources is being pursued to improve elevation data. Elevation data will be used create more accurate flood hazard mapping, support engineering work for roads, and aid land and water conservation efforts.

GIS staff will also be working to comply with new state rules regarding parcel data content and publishing.

# LAND RECORDS MODERNIZATION

## FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	1,000	20,536	20,536	16,040	(4,496)	-21.89%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	78,304	99,000	99,000	90,000	(9,000)	-9.09%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	46,889	46,889	35,013	(11,876)	-25.33%
<b>Total Revenue</b>	<b>\$79,304</b>	<b>\$166,425</b>	<b>\$166,425</b>	<b>\$141,053</b>	<b>(\$25,372)</b>	<b>-15.25%</b>
<b>Expenditures</b>						
Personnel Services	63,513	65,025	65,025	65,653	628	0.97%
Contractual Services	12,200	98,900	98,900	14,900	(84,000)	-84.93%
Supplies & Expenses	2,359	2,500	2,500	7,500	5,000	200.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	53,000	53,000	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$78,072</b>	<b>\$166,425</b>	<b>\$166,425</b>	<b>\$141,053</b>	<b>(\$25,372)</b>	<b>-15.25%</b>
<b>County Allocation</b>	<b>(\$1,232)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of) Fund Balance</b>	<b>\$1,232</b>					

## **LAND RECORDS MODERNIZATION**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Intergovernmental revenue for 2016 decreased \$4,496 due to reduction in GIS state grant. This grant is currently slated as recurring year-to-year and is disbursed as a base budget grant.
- Public charges for services reflects a decrease in expected revenue due to an experienced reduction in documents recorded over the last three years.
- Other financing sources and transfers to other funds reflects the funds needed to support the LiDAR project in the CIP budget.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Contractual services and other financing sources decreased due to the completion of the GIS aerial photography costs.
- Supplies and expenses increased due to training and operating materials.

**LAND RECORDS MODERNIZATION**

**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Other Contractual Services	14,900
<b>Total</b>	<b>14,900</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**LAND RECORDS MODERNIZATION**

GIS Technician 1.00
------------------------

<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## **TREASURER**

### **MISSION:**

To meet or exceed the expectations of Portage County's taxpayers, by providing courteous, efficient and accurate services, while upholding the statutory responsibilities required of the office.

### **OVERVIEW:**

The requirements of the County Treasurer's Office are detailed in Wisconsin State Statutes Chapter 74. Major duties of the office include: preparing property tax bills for all towns and villages in Portage County; collecting the first installment of taxes for 19 municipalities and 2<sup>nd</sup> tax installment, along with delinquent taxes for all 27 municipalities; handling settlement and distribution of said taxes to the appropriate taxing jurisdictions; foreclosing on parcels with unpaid taxes using the tax deed process, as outlined in Wisconsin State Statutes; providing tax information to the public; preparing monthly, quarterly, and annual state reports, with the timely distribution of corresponding funds; pursuing the payment of delinquent taxes through the Tax Intercept Program; and assisting taxpayers in claiming their Unclaimed Property held by the State Treasurer's Office. The office also receives, receipts, and deposits monies from all County departments.

The Treasurer's Office also administers the investments budget for the County, which represents miscellaneous revenues and expenses related to taxes and investments of the treasury function. Examples of revenues include taxes such as forest crop taxes, managed forest land, DNR stewardship lands, agricultural use value conversion fees, severance and withdrawal taxes, interest on delinquent taxes, interest on investments, and tax deed sale proceeds.

### **ON THE HORIZON:**

The Treasurer's Office will continue to provide a high standard of service to the taxpayers of Portage County, while facing the challenges of an increasing number of tax delinquencies. This year the Treasurer's Office will be preparing tax deed foreclosure files on real estate parcels with unpaid 2012 and 2013 taxes.

The office will also continue working with area banks to increase the number of financial institutions who collect real estate taxes for Portage County. This could potentially decrease the temporary workers the office requires during tax collection season.

Investment interest income is historically low due to slowly improving economy. The investment market is expected to remain flat, or with little growth into fiscal year 2016.

Lastly, the office intends on pursuing more educational and professional development opportunities for staff.

# TREASURER

## FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	560,504	429,594	429,594	476,625	47,031	10.95%
Intergovernmental Revenue	62,429	105,056	105,056	104,159	(897)	-0.85%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	616	1,135	1,135	490	(645)	-56.83%
Intergovernmental Charges for Service	98,066	56,433	56,433	59,619	3,186	5.65%
Miscellaneous Revenue	428,128	611,184	611,184	660,000	48,816	7.99%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$1,149,743</b>	<b>\$1,203,402</b>	<b>\$1,203,402</b>	<b>\$1,300,893</b>	<b>\$97,491</b>	<b>8.10%</b>
<b>Expenditures</b>						
Personnel Services	224,202	230,169	230,169	183,243	(46,926)	-20.39%
Contractual Services	55,585	46,916	46,916	47,944	1,028	2.19%
Supplies & Expenses	30,366	29,110	29,110	24,008	(5,102)	-17.53%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	60,456	25,560	25,560	70,282	44,722	174.97%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	(2,060)	128	128	0	(128)	-100.00%
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$368,549</b>	<b>\$331,883</b>	<b>\$331,883</b>	<b>\$325,477</b>	<b>(\$6,406)</b>	<b>-1.93%</b>
<b>County Allocation</b>	<b>(\$781,194)</b>	<b>(\$871,519)</b>	<b>(\$871,519)</b>	<b>(\$975,416)</b>	<b>(\$103,897)</b>	<b>11.92%</b>

## **TREASURER**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Taxes increased 10.9% based on anticipated interest collections on delinquent taxes.
- Intergovernmental charges for services increased 5.65% based on tax collection services and estimated mailing costs of tax bills that is charged back to municipalities.
- Miscellaneous revenue increased and fixed charges increased as an offset due to a change in recording investment management fees.
- Personnel costs increased primarily due to increases in health insurance premiums. However, overall personnel costs decreased due to a reorganization which transfers a position to the Finance department.
- Contractual services increased due to I.T. allocations.
- Supplies and expenses decreased due to a reduction in office supplies, training & travel expenses, and bank charges.

**TREASURER**

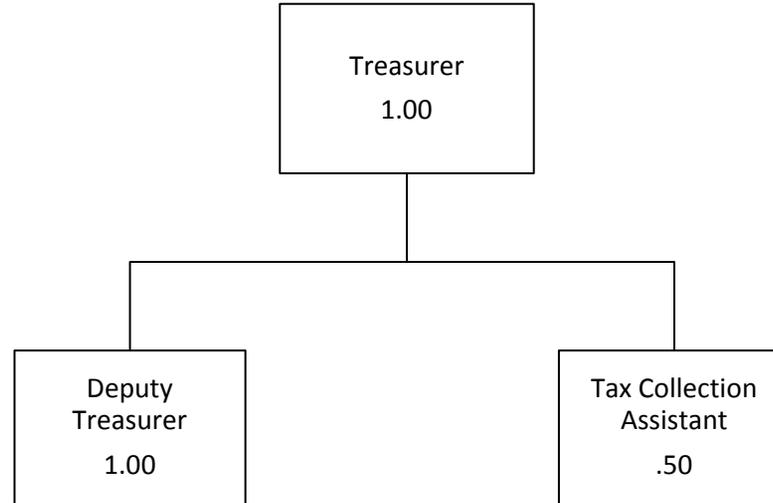
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Tax Bill Processing	21,854
Accurint/Trip	700
Other Contractual	25,390
<b>Total</b>	<b>47,944</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**TREASURER**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	3.00	3.00	2.00
Extra Help	0.50	0.50	0.50
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>2.50</b>

## **COUNTY EXECUTIVE**

### **MISSION:**

To facilitate the achievement of a high functioning and responsive County government organization that achieves Portage County's mission and is aligned with the County's vision and strategic plans.

### **OVERVIEW:**

The position of County Executive was created through referendum in April 2005. The Executive position is an elected official with a four-year term of office. The position serves all the citizens of the twenty-seven municipalities in the County.

The duties and powers of the County Executive are detailed in Chapter 59 of the Wisconsin State Statutes. The County Executive is the chief executive officer of the County, much like the governor and the president are the chief executive officers of the state and federal governments respectively. The County Executive's duties and powers include:

- Coordinating and directing the administrative and management functions of the County government.
- Preparing the annual budget.
- Appointing and supervising County department heads.
- Appointing the members of boards and commissions.

Section 59.17(5) of the Statutes requires the County Executive to "...annually, and otherwise as may be necessary, communicate to the board the condition of the county, and shall recommend such matters to the board for its consideration as he or she considers expedient.

Notwithstanding any other provision of the law, he or she shall be responsible for the submission of the annual budget to the board and may exercise the power to veto any increases or decreases in the budget..." As referred to earlier, the administrative and management duties of the

County Executive are similar to those of the governor and president. A typical day for the County Executive will include meetings with County department heads, representatives of various community groups/businesses, and individual members of the general public to achieve desired outcomes and resolve issues.

### **ON THE HORIZON:**

The County Executive's Office will continue to guide implementation of the 2013-2016 Master Strategic Plan in collaboration with others, and facilitate an update of the plan. A first phase of the County-wide Salary Study will be implemented with strategies developed to implement next phases.

The County Executive Office will also continue to build capacities related to groundwater stewardship, transportation coordination, justice programs including a drug court, economic development, improving citizen access to local government, and enhancing the quality of life in Portage County.

**COUNTY EXECUTIVE**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2016 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	19	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$19</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Expenditures</b>						
Personnel Services	178,193	176,527	165,281	166,801	(9,726)	-5.51%
Contractual Services	11,743	11,530	11,530	17,252	5,722	49.63%
Supplies & Expenses	3,380	4,500	4,500	5,655	1,155	25.67%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$193,316</b>	<b>\$192,557</b>	<b>\$181,311</b>	<b>\$189,708</b>	<b>(\$2,849)</b>	<b>-1.48%</b>
<b>County Allocation</b>	<b>\$193,297</b>	<b>\$192,557</b>	<b>\$181,311</b>	<b>\$189,708</b>	<b>(\$2,849)</b>	<b>-1.48%</b>

## **COUNTY EXECUTIVE**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Personnel costs increased primarily due to increases in health insurance premiums. However, an employee health plan change resulted in a decrease of personnel costs.
- Contractual services increased due to the addition of \$7,000 of consulting services related to the update of the 2013-2016 Master Strategic Planning document.
- Supplies and expenses increased for training and travel.

**COUNTY EXECUTIVE**

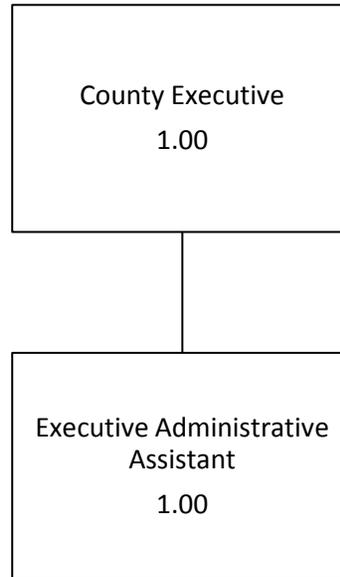
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Performance/Accountability	1,500
Consulting Services	7,000
Other Contractual	8,752
<b>Total</b>	<b>17,252</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**COUNTY EXECUTIVE**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	2.00	2.00	2.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## **CORPORATION COUNSEL**

### **MISSION:**

To serve as the County's general practice law firm with the charter of providing quality, cost-effective legal services to clients in a timely and value-added manner.

### **OVERVIEW:**

The Office of Corporation Counsel provides civil legal advice, assistance, formal opinions, and court representation to the County Executive, County Board, County departments, elected and appointed County officials, and County commissions, boards and committees. The Office of Corporation Counsel also serves as parliamentarian at County Board meetings. Reviews, drafts and coordinates County Board resolutions and ordinances, County and department policies and the Portage County Code of Ordinances, advises on open records and open meetings law and policies.

In addition, the office provides legal advice and counsel on all major County proposals, initiatives and programs. The office is directly responsible for cases involving mental commitments, drug and alcohol commitments, guardianship filings, termination of parental rights action, child support and zoning enforcement, and civil actions involving County government. The office provides legal advice, counsel, and document preparation for contracts, opinions, requests for proposals, leases, and opinions for all legal issues, including municipal and contract law, tort law, estate issues and real estate. Additional duties consist of general corporation counsel functions, assisting in litigation that is sent to outside counsel, providing representation in court or in administrative tribunals. Represents and provides legal advice and counsel to County agencies and departments such as the Housing Authority, the Airport Board, and the Drainage Board. The office serves as the labor law advisor and negotiator for the County, providing extensive advice and counsel on numerous personnel issues.

Advises, represents and coordinates activities for the Ethics Committee of the County Board. The office also serves as the County's Public Information Officer during emergencies and is the County's HIPAA Privacy Officer.

### **ON THE HORIZON:**

In 2015, the Office of Corporation Counsel added an attorney and paralegal position to more aggressively pursue Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR) cases. Through County Board Resolution CHIPS cases were transferred to the Office of Corporation Counsel, TPR cases were already handled by the office. The County was recovering 40% of allowable costs related to TPR cases through the state, but with the transfer of CHIPS to the office, the County is now recovering 39% of the allowable costs to prosecute TPR's and 27% of the allowable costs to prosecute CHIPS cases. Permanence or "forever homes" for these children is the top priority for the County and the projected cost savings of children leaving the foster care system could be significant, amounting to hundreds of thousands of dollars annually.

Assisting all County departments in achieving change that is incremental and transformational will continue, as always, to be a focus. The office will also work as a partner in achieving County and departmental goals and objectives by rethinking perceptions and framing questions to generate improved results to realize intentional success.

**CORPORATION COUNSEL**

**FINANCIAL SUMMARY**

	<b>2014</b>	<b>2015</b>	<b>2015</b>		<b>Change from 2015</b>	
	<b>Actual</b>	<b>Modified</b>	<b>Projected</b>	<b>2016</b>	<b>Modified Budget</b>	
<b>Revenue</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Amount</b>	<b>Percent</b>
					<b>Change</b>	<b>Change</b>
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	29,244	48,720	48,720	69,274	20,554	42.19%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	3,240	4,500	4,500	3,600	(900)	-20.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	58,082	58,082	138,044	79,962	137.67%
<b>Total Revenue</b>	<b>\$32,484</b>	<b>\$111,302</b>	<b>\$111,302</b>	<b>\$210,918</b>	<b>\$99,616</b>	<b>89.50%</b>
<b>Expenditures</b>						
Personnel Services	469,494	594,084	594,084	657,321	63,237	10.64%
Contractual Services	7,222	(35,591)	(35,991)	(4,996)	30,595	-85.96%
Supplies & Expenses	6,488	10,538	10,538	14,278	3,740	35.49%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$483,204</b>	<b>\$569,031</b>	<b>\$568,631</b>	<b>\$666,603</b>	<b>\$97,572</b>	<b>17.15%</b>
<b>County Allocation</b>	<b>\$450,720</b>	<b>\$457,729</b>	<b>\$457,329</b>	<b>\$455,685</b>	<b>(\$2,044)</b>	<b>-0.45%</b>

## **CORPORATION COUNSEL**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Personnel costs increased primarily due to increases in health insurance premiums.
- In 2015, the Office of Corporation Counsel added an attorney and paralegal position to more aggressively pursue Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR) cases. Personnel Services increased due to the additional staff and intergovernmental revenues increased as well with the County recovering 39% of the allowable costs to prosecute TPR's and 27% of the allowable costs to prosecute CHIPS cases.
- Other financing sources for years 2015 and 2016 reflect a transfer from the HHS High Cost Reserve Account to the Office of the Corporation Counsel for commencing these operations.
- Contractual services increased \$20,248 due to a decrease in Child Support revenues for attorney services provided to assist with child support related activities and \$6,993 due to I.T. allocations related to the addition of two new positions.
- Supplies and expenses increased \$500 for legal notices related to the acquisition of CHIPS cases and the remainder of the increase is related to supplies, dues, training and travel expenses related to additional staff.

**CORPORATION COUNSEL**

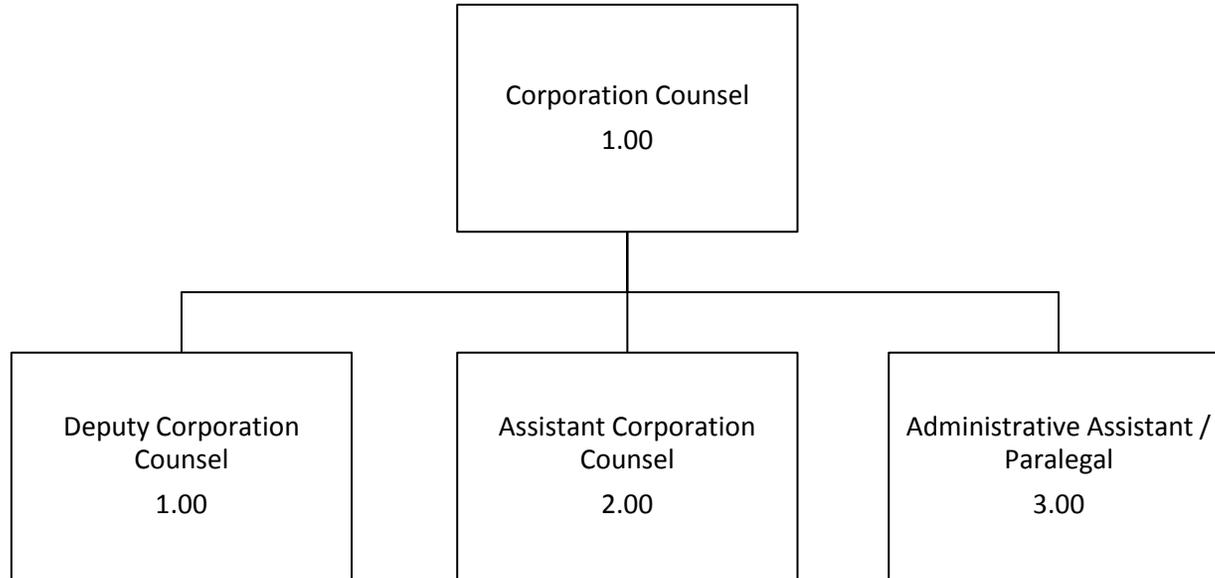
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Legal Services	5,300
Child Support Legal Services	(35,000)
Other Contractual	24,704
<b>Total</b>	<b>(4,996)</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**CORPORATION COUNSEL**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	5.00	5.00	7.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>7.00</b>

## **HUMAN RESOURCES**

### **MISSION:**

To provide effective human resources services to Portage County management, supervisors and employees; maintain compliance with all regulations and to administer all Human Resources policies and procedures. This is accomplished through the following functions: labor relations, policy and procedure development, recruitment and hiring, personnel records maintenance, employee assistance programs, unemployment compensation, employee orientation, wage and salary administration, benefits administration, law compliance, training and education, employee relations and research.

### **OVERVIEW:**

The Human Resources department has been appointed to ensure compliance with federal, state and county laws including, but not limited to, equal employment opportunity laws (Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Equal Pay Act of 1963, Age Discrimination in Employment Act (ADEA) of 1967, Titles I, II and III of the Americans with Disabilities Act (ADA) of 1999 and American with Disabilities Amendment Act (ADAA) of 2008) affirmative action laws, Federal and State Family Medical Leave Act (FMLA), State collective bargaining laws (Wisconsin State Statutes 111.70), unemployment insurance, labor standards laws (child labor, minimum wage, overtime), and Portage County Human Resources Policies (County Ordinance 3.11).

### **ON THE HORIZON:**

The Human Resources department has been involved in the implementation of the Enterprise Resources Planning (ERP) system, which is a part of the 2013-2016 Master Strategic Plan, Goal III. B. The Human Resources Director serves on the Executive Team and the Project Team and the Assistant

Human Resources Director also serves on the Project Team. Go Live for the Financial phase of ERP occurred on May 11, 2015. The Payroll segment of the Human Resources/Payroll phase is anticipated to Go Live the first payroll of January 2016. The Human Resources and Applicant Tracking portions of the Human Resources/Payroll phase is anticipated to Go Live in early 2016. Once all the Human Resources/Payroll phases of ERP are in place there will be ongoing training of staff required.

The Human Resources department will continue to work on accomplishing the tasks as outlined in Strategic Goal IV. Attract, Develop & Retain a Highly Skilled, Professional Workforce of the 2013-2016 Master Strategic Plan. Portage County entered into an agreement with McGrath Human Resources Group in September 2015, to conduct a County Wide Salary Study. The anticipated completion of the study is December 2015. The Human Resources Department will be working on implementing the results of the study in early 2016. The Human Resources department will continue to work on accomplishing the remaining tasks of defining Portage County's workplace culture, improving communications with and feedback from employees, develop a training plan for leaders and staff, and developing County policies and reporting tools for the purpose of creating a performance based workplace culture.

The Human Resources department will continue to review the health insurance budget and recommend changes, if needed, for the health plan to ensure a fiscally stable and competitive plan. Per the direction of the County Executive options will be explored for both fully insured and self-funded insurance models/programs. Any Health Care Reform compliance issues will also be addressed accordingly.

## HUMAN RESOURCES

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	20,721	99,333	99,333	21,915	(77,418)	-77.94%
<b>Total Revenue</b>	<b>\$20,721</b>	<b>\$99,333</b>	<b>\$99,333</b>	<b>\$21,915</b>	<b>(\$77,418)</b>	<b>-77.94%</b>
<b>Expenditures</b>						
Personnel Services	315,253	327,500	327,500	321,418	(6,082)	-1.86%
Contractual Services	16,729	111,997	111,997	31,235	(80,762)	-72.11%
Supplies & Expenses	33,350	36,329	36,329	28,395	(7,934)	-21.84%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$365,332</b>	<b>\$475,826</b>	<b>\$475,826</b>	<b>\$381,048</b>	<b>(\$94,778)</b>	<b>-19.92%</b>
<b>County Allocation</b>	<b>\$344,611</b>	<b>\$376,493</b>	<b>\$376,493</b>	<b>\$359,133</b>	<b>(\$17,360)</b>	<b>-4.61%</b>
Addition to (Use of) Fund Balance	(\$29,592)					

## **HUMAN RESOURCES**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Other financing sources and contractual services for 2015 included carry over funds for a compensation study and training program development. The remaining \$77,764 of transitional, one time funding of the \$129,000, that was set aside in 2011, for a county-wide salary study and employee training will be exhausted upon completion of the county-wide salary study. The carry over funds have been removed from the 2016 budget.
- Personnel costs increased primarily due to increases in health insurance premiums. However, in total personnel services decreased 1.86% due to health plan selections.
- Supplies and expenses costs for training and conferences was reduced along with membership and association dues. Previously we had a membership with a Management Association which will be discontinued for 2016.

**HUMAN RESOURCES**

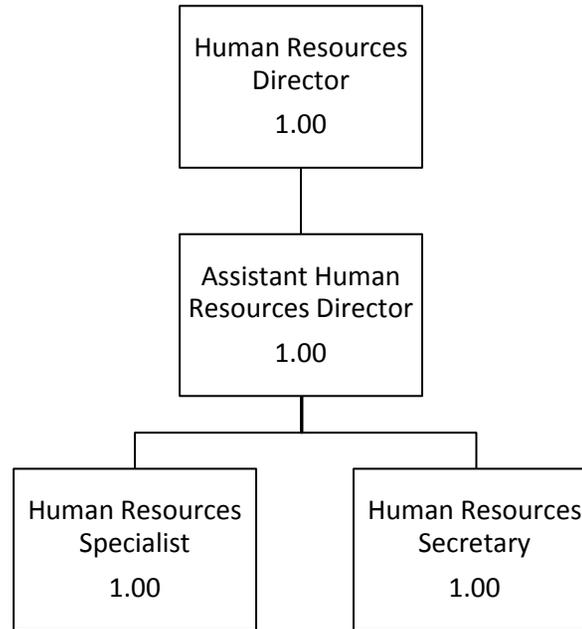
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
FMLA Administration	13,000
Other Contractual	18,235
<b>Total</b>	<b>31,235</b>

**CAPITAL OUTLAY**

Description	Amount
None	

## HUMAN RESOURCES



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	4.00	4.00	4.00
Extra Help	0.08	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>4.08</b>	<b>4.00</b>	<b>4.00</b>

\*Human Resources employees funded through proprietary funds are reported within those funds and are not included above. .25 FTEs are reported in other funds.

## **HEALTH INSURANCE**

### **MISSION:**

The Health Insurance fund is an internal service fund established to provide for and effectively manage the self-funded health insurance benefits for individuals participating in the County's health plan. The fund also includes the County's wellness program and employee assistance program (EAP).

### **OVERVIEW:**

This fund is utilized to account for the claims and costs related to the self-funded health plan, along with the premiums paid by the employer and employee for the plan, in addition to the costs for the employee wellness program, and the County's employee assistance program (EAP).

The County's wellness program is designed to improve employee wellness through education and outreach efforts. This program is intended to improve employee health and moral, and in return, lower the costs of employee health care.

Health plan design changes were implemented in 2015 and have been approved for further modifications for 2016 including increased deductibles and co-pays and a 2% increase in employee premium contribution. Effective July 1, 2015, the County also approved a contract with a third party subrogation vendor and implemented a mandatory specialty pharmacy program. Other changes for 2016 include changing vendors for health care management, including disease management and patient advocacy services. Changes to the health plan design continue to be made in order to make the health plan sustainable. The County will continue to offer employees the opportunity for a 5% reduction in premium contribution by completing the three Wellness Recommendations and continue to offer on-site biometric screenings.

Health Insurance educational meetings will again be held across the County to answer questions employees may have about why changes to the health plan are needed, cost saving measures that have been made since 2011, and an explanation of the proposed changes to the health plan design.

### **ON THE HORIZON:**

Portage County, in conjunction with Willis of Wisconsin, Portage County's insurance agent and other health plan providers, will closely monitor the impact of any approved health plan design changes. There will also be a continued assessment for additional opportunities for changes to the plan. Per the direction of the County Executive options will be explored for both fully insured and self-funded insurance models/programs. The Human Resources Department will also continue to work on compliance with Health Care Reform requirements.

## HEALTH INSURANCE

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	8,533,944	9,465,120	9,465,120	9,788,739	323,619	3.42%
Miscellaneous Revenue	(101,629)	409,875	409,875	295,285	(114,590)	-27.96%
Other Financing Sources	0	999,271	999,271	0	(999,271)	-100.00%
<b>Total Revenue</b>	<b>\$8,432,315</b>	<b>\$10,874,266</b>	<b>\$10,874,266</b>	<b>\$10,084,024</b>	<b>(\$790,242)</b>	<b>-7.27%</b>
<b>Expenditures</b>						
Personnel Services	1,815	1,615	1,615	1,938	323	20.00%
Contractual Services	10,676,108	10,849,648	10,849,648	10,058,664	(790,984)	-7.29%
Supplies & Expenses	1,028	1,434	1,434	1,507	73	5.09%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	20,721	21,569	21,569	21,915	346	1.60%
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$10,699,672</b>	<b>\$10,874,266</b>	<b>\$10,874,266</b>	<b>\$10,084,024</b>	<b>(\$790,242)</b>	<b>-7.27%</b>
<b>County Allocation</b>	<b>\$2,267,357</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$880,292)</b>					

## HEALTH INSURANCE

### FINANCIAL SUMMARY HIGHLIGHTS:

- As a result of increased claims in 2012, \$1.6 million dollars of reserves was used to cover the additional expenses. In 2013, \$880,292 of reserves was used to cover the additional expenses. In 2014 \$2.2 million dollars in reserves was used to cover expenses. In 2015 just short of \$1 million in reserves was budgeted to cover expenses, health plan design changes were implemented and a high deductible health plan (HDHP) was offered. The County's reserve level at the end of fiscal year 2014 was \$3,158,728.

- Interest income continues to do poorly on the revenue side. The County will review investments to attempt for higher return rates.
- Overall the 2016 budget is a 7.27% decrease over the previous year.
- As a result of health plan design changes for 2016, the fund is budgeted to not require the use of reserves in 2016.

### Medical Claims Experience

Year	Budget	Actual
2006	5,830,988	5,895,470
2007	6,312,249	5,353,516
2008	7,408,653	6,935,356
2009	6,434,552	6,299,384
2010	7,073,482	6,335,376
2011	7,421,310	5,276,032
2012	6,269,561	8,549,137
2013	7,500,000	7,331,528
2014	8,249,612	8,182,226

\*2006 - 2010 Budget was for medical claims and TPA Admin Fees

## HEALTH INSURANCE

### CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Medical Claims	7,477,779
Pharmacy Claims	1,534,187
Excess Coverage/Stop Loss	654,000
Health Plan Administration	208,141
Coordinated Health Care Services	55,692
Affordable Care Act – Reinsurance Fee/PCORI	36,033
Prescriptions Administration	55,156
On-Site Biometric Screenings	13,600
Employee Assistance Program	17,901
Other Contractual	6,175
<b>Total</b>	<b>10,058,664</b>

### CAPITAL OUTLAY

Description	Amount
None	

## **FINANCE**

### **MISSION:**

To record and provide accurate financial information according to generally accepted accounting principles for all County funds in order to assist in the policy and decision making process, in doing so providing fiscal stability to maintain the services provided by County government for the community.

### **OVERVIEW:**

The department is responsible for centralized financial operations, safeguarding County assets by establishing and maintaining adequate internal controls, ensuring accurate and timely financial functions and reporting, and assisting with financial planning for the County.

In order to meet these objectives, the department performs the following activities:

- Coordination of the development and monitoring of the annual budget including establishing a property tax levy
- Establishment and maintenance of an effective accounting and financial reporting system in accordance with generally accepted accounting principles
- Preparation of financial reports
- Oversight of annual audits
- Coordination and implementation of payroll services, accounts payable, and accounts receivable functions
- Coordination of the development of the County cost allocation plan
- Debt management
- Capital planning
- Investment program management
- Internal audit function
- Risk management and insurance coverage

The department provides policy, budget, and management services to the County Executive, Finance Committee, County Board, departments, and other County committees and boards. The department also assists the County Executive and County Board in analyzing and formulating recommendations regarding public policy, budget development, and administrative matters.

The department must comply with generally accepted accounting principles as applied to governmental units, Governmental Accounting Standards Board (GASB) governmental accounting and financial reporting principles, Internal Revenue Service (IRS) regulations, Office of Management and Budget (OMB) Circulars A-133 and A-87, State Single Audit Guidelines (SSAG), State Allowable Cost Policy Manual, Wisconsin Administrative Rule-Tax 16, and many others.

The department is responsible for the oversight of the Risk Management/Workers' Compensation budget and the General Insurances budget located in other sections of this budget document.

### **ON THE HORIZON:**

Department initiatives for the 2016 budget include continuation of the implementation of the County's Enterprise Resource Planning (ERP) system, which is Goal III. B. of the 2013-2016 County Strategic Plan along with completing the restructuring of department staff based on the County's modified business practices. As a result, all departments will have finance staff resources. The implementation of the ERP system requires a great deal of the department's existing staff resources for a successful transition. This budget also includes a new position focused on treasury management to strengthen the internal controls in the Treasurer's Office and assist in operations efficiency improvements.

# FINANCE

## FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	31	80	80	0	(80)	-100.00%
Other Financing Sources	0	90,000	59,660	0	(90,000)	-100.00%
<b>Total Revenue</b>	<b>\$31</b>	<b>\$90,080</b>	<b>\$59,740</b>	<b>\$0</b>	<b>(\$90,080)</b>	<b>-100.00%</b>
<b>Expenditures</b>						
Personnel Services	1,008,928	1,160,659	1,050,154	1,254,973	94,314	8.13%
Contractual Services	112,942	224,829	187,639	124,367	(100,462)	-44.68%
Supplies & Expenses	10,023	15,910	14,090	11,873	(4,037)	-25.37%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	285	550	0	200	(350)	-63.64%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,132,178</b>	<b>\$1,401,948</b>	<b>\$1,251,883</b>	<b>\$1,391,413</b>	<b>(\$10,535)</b>	<b>-0.75%</b>
<b>County Allocation</b>	<b>\$1,132,147</b>	<b>\$1,311,868</b>	<b>\$1,192,143</b>	<b>\$1,391,413</b>	<b>\$79,545</b>	<b>6.06%</b>
<b>Addition to (Use of) Fund Balance</b>	<b>\$85,000</b>					

## **FINANCE**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Other financing resources decreased due to a reduction of carry over funds for contracted accounting services.
- Personnel services increased due to an increase of a new Treasury Manager position to assist the Treasurer's Office in internal control improvements and overall department accounting practices.
- Contractual services decreased due to a decrease in contracted accounting services which were funded with carry over funds. The reduction is also due to the elimination of department wide training funds.
- Supplies and expenses decreased due primarily to a reduction in training and travel expenses to meet budget goals.

**FINANCE**

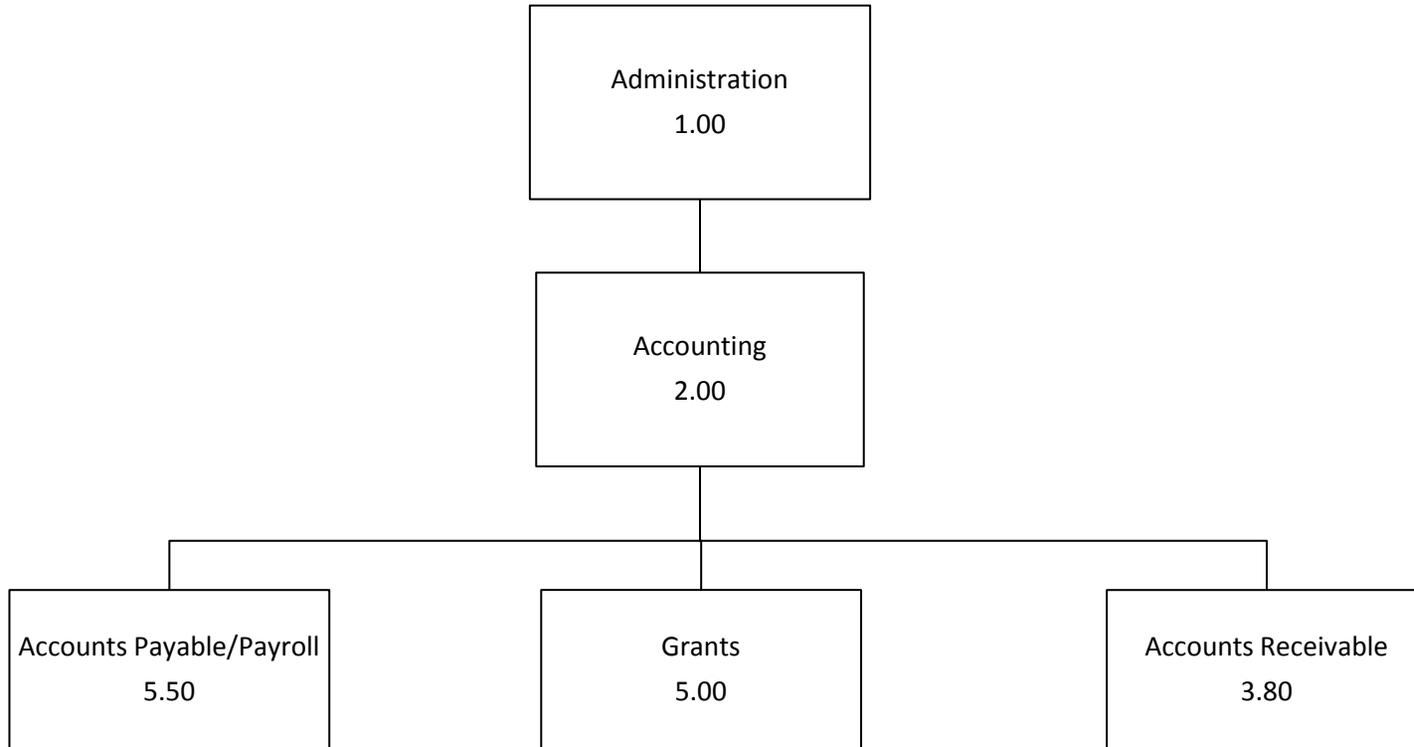
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Auditing/Accounting	62,750
Cost Allocation Plan	5,800
Other Contractual	55,817
<b>Total</b>	<b>124,367</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**FINANCE**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	17.10	16.30	17.30
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>17.10</b>	<b>16.30</b>	<b>17.30</b>

\*Finance employees funded through proprietary funds are reported within those funds and are not included above. 5.45 FTEs are reported in other funds.

## **RISK MANAGEMENT/WORKERS' COMPENSATION**

### **MISSION:**

The Risk Management/Workers' Compensation fund is an internal service fund established to provide for and effectively manage the self-funded workers' compensation program. Risk Management's focus is the preservation of all assets, both human and physical. This is accomplished by identifying, evaluating, and controlling loss exposures faced by Portage County.

### **OVERVIEW:**

This fund is utilized to account for the claims and costs related to the self-funded workers' compensation program, along with the rates paid by the departments, and the costs for the loss control and prevention activities.

In order to minimize the adverse effects of unpredictable events, Portage County utilizes a number of processes and tools:

- Responds to all work-related losses, initiating investigations and accomplishing the appropriate resolution of all claims.
- Develops programs for loss prevention based on available loss data.
- Coordinates loss control activities, in cooperation with our Third Party Administrator (TPA) and Risk Control Representative.
- Reviews and updates written safety programs.
- Ensures compliance with all state and federally mandated safety initiatives.
- Oversees TPA claim handling.
- Maintains database of claim data/information, losses and trends.
- Serves as a resource and provides consultation on matters related to insurance and loss prevention.

### **Claims Administration**

Risk Management administers all work-related claims for Portage County Workers' Compensation. This administration includes the various activities involved in investigation and negotiation (including settlement agreements and recommendations), with claimants, insurance companies and their representatives, along with legal representatives. A database of all activity is maintained to manage claims data more effectively.

### **Loss Control**

Risk Management conducts a variety of activities to reduce our risk of loss. This requires interaction with departments and personnel in a variety of ways to reduce the potential for loss and the impact that losses might have on day to day operations. The goal is to be pro-active in mitigating exposures before they occur. An integral part of loss control is the coordination of effort between our Risk Control Representative, department personnel and the Risk Management Specialist. On-going ergonomic evaluations are conducted and financially supported by this program. Required employee safety training is coordinated and tracked for compliance and to ensure a safe workplace for all staff.

### **ON THE HORIZON:**

In Portage County's on-going pursuit to provide a safe environment for public and staff, the department will continue along the course of pro-actively assessing buildings and grounds, work environments, and maintaining proper coverage of assets.

On-line training programs as well as those requiring hands-on training and awareness level courses have been developed and are available for use.

**RISK MANAGEMENT/WORKERS' COMPENSATION**

**FINANCIAL SUMMARY**

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	446,449	451,606	410,000	425,396	(26,210)	-5.80%
Miscellaneous Revenue	1,625	1,300	1,300	1,000	(300)	-23.08%
Other Financing Sources	0	108,569	92,125	285,256	176,687	162.74%
<b>Total Revenue</b>	<b>\$448,074</b>	<b>\$561,475</b>	<b>\$503,425</b>	<b>\$711,652</b>	<b>\$150,177</b>	<b>26.75%</b>
<b>Expenditures</b>						
Personnel Services	78,050	82,051	82,051	83,564	1,513	1.84%
Contractual Services	871,985	419,814	419,814	616,448	196,634	46.84%
Supplies & Expenses	12,806	12,110	1,560	11,640	(470)	-3.88%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	12,673	47,500	0	0	(47,500)	-100.00%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$975,514</b>	<b>\$561,475</b>	<b>\$503,425</b>	<b>\$711,652</b>	<b>\$150,177</b>	<b>26.75%</b>
<b>County Allocation</b>	<b>\$527,440</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$527,440)</b>					

## **RISK MANAGEMENT/WORKERS' COMPENSATION**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Overall the 2016 budget increased 26.75% from the 2015 budget.
- Intergovernmental charges for services for the 2016 budget decreased by 5.80%. For 2016 this amount is based on actual employees budgeted in each user department at a prorated amount of 95% countywide due to vacancies in positions throughout the year.
- Fund balance in the amount of \$176,687 is included in the 2016 budget, which is a 162.74% increase from the 2015 budget. Anticipated use of fund balance in 2015 was in the amount of \$108,569; due to anticipated claims for 2016 was increased.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Contractual services increased 46.84% in the 2016 budget due to an addition of \$16,500 for Third Party Administration Services and \$28,800 for Loss Control Services. There is also an increase of \$150,000 for medical and lost wages due to some large claims.
- Capital projects decreased due no planned equipment or furniture purchases for next year.

## RISK MANAGEMENT/WORKERS' COMPENSATION

### CONTRACTED SERVICES

Types of Services Provided	Annual Cost
Medical & Lost Wages	500,000
Excess Workers Compensation coverage	60,000
Third Party Administration Services	16,500
Loss Control Services	28,800
Other Contractual	11,148
<b>Total</b>	<b>616,448</b>

### CAPITAL OUTLAY

Description	Amount
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**RISK MANAGEMENT/WORKERS COMPENSATION**

Risk Management Specialist 1.00
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<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

\*Risk Management is included in the Finance Department but operated as an internal service fund.

## **PURCHASING**

### **MISSION:**

To assist all County departments in the efficient procurement of goods and services that are consistent with quality and delivery needs at the lowest possible cost. The Purchasing Department provides leadership in procurement to ensure the County's process is fair, competitive, efficient, and conducted under strict ethical guidelines.

### **OVERVIEW:**

#### **Procurement**

The Purchasing staff is responsible for buying supplies, services, construction and contractual services to support Portage County departmental programs. Those programs are approved and funded by Portage County Taxpayers through their elected representatives on the Portage County Board of Supervisors.

Fair and open competition is a core principle of public procurement and inspires public confidence that goods and services are procured equitably and economically. Documentation of the acts taken and effective monitoring mechanisms are important means of avoiding improprieties and establishing public confidence in the procurement process. It is the duty of all County staff to maintain the public trust by adhering to County standards of professional conduct and ethical behavior. All County personnel are responsible for maintaining the integrity of the procurement process. All County purchases shall be made in accordance with all federal, state, and local laws, codes and ordinances. Purchasing authority is granted by sections 59.52 (9) and 66.0131 of the Wisconsin State Statutes and by Portage County Ordinance section 3.7.

### **Disposal of Unsuitable or Unusable Property**

The Purchasing Department is responsible for canvassing other County departments for placement of County equipment and supplies which have become unsuitable or unnecessary and which are not to be traded in or applied on any purchases. If such items or supplies are not needed by any County department, they may then be sold on open market at the price to be established by the County Executive, or under competitive bids, whichever method is deemed most advantageous to the County.

### **ON THE HORIZON:**

Purchasing will be working with Finance, Human Resources, and Information Technology departments to implement the second and third phases of the Enterprise Resource Planning (ERP) system in 2016. The department does not foresee any major staff changes or material requirements during this implementation.

## PURCHASING

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	10,267	1,500	1,500	1,500	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$10,267</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>	<b>0.00%</b>
<b>Expenditures</b>						
Personnel Services	207,600	215,614	213,320	207,618	(7,996)	-3.71%
Contractual Services	9,857	11,059	11,059	11,475	416	3.76%
Supplies & Expenses	6,077	7,350	7,350	5,100	(2,250)	-30.61%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	250	250	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	(356)	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$223,178</b>	<b>\$234,023</b>	<b>\$231,729</b>	<b>\$224,443</b>	<b>(\$9,580)</b>	<b>-4.09%</b>
<b>County Allocation</b>	<b>\$212,911</b>	<b>\$232,523</b>	<b>\$230,229</b>	<b>\$222,943</b>	<b>(\$9,580)</b>	<b>-4.12%</b>

## **PURCHASING**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Personnel services increased due increases in health insurance premiums. However, there was an overall decrease due to health plan selections.
- Contractual services increased due to I.T. allocations.
- Supplies and expenses decreased due to a decrease in common use equipment purchases planned for 2016.

**PURCHASING**

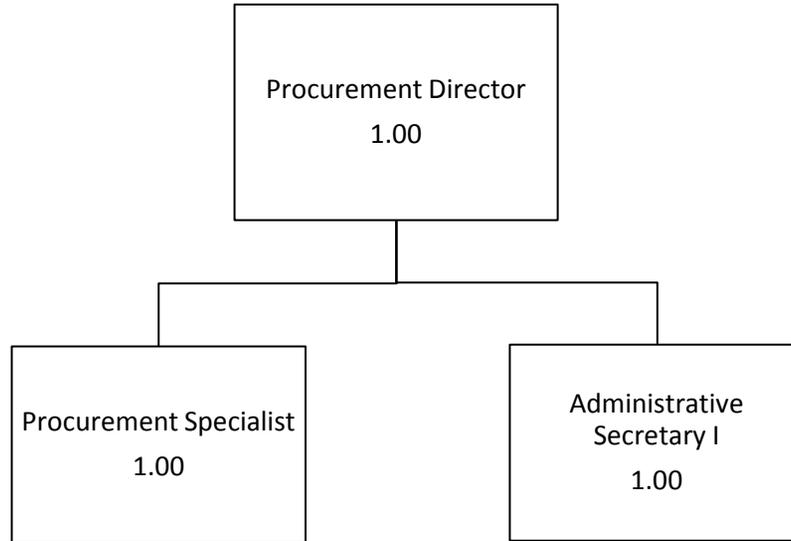
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Other Contractual	11,475
<b>Total</b>	<b>11,475</b>

**CAPITAL OUTLAY**

Description	Amount
None	

**PURCHASING**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	3.00	3.00	3.00
Extra Help	0.00	0.00	0.00
Overtime	0.01	0.01	0.01
<b>Total</b>	<b>3.01</b>	<b>3.01</b>	<b>3.01</b>

## **FACILITIES**

### **MISSION:**

To provide an accessible, safe, attractive, and clean environment for County facility users, including employees, citizens, and elected officials today and into the future.

### **OVERVIEW:**

The Facilities Management department maintains building functionality ensuring the longevity of County owned or operated buildings and grounds. The department maintains ten buildings, totaling over 400,000 square feet and \$60 million in building and content assets. The department is responsible for all maintenance and repair of County buildings, with the exception of the Parks, Solid Waste and the Highway department buildings, along with various Capital Improvement Projects in all buildings.

### **ON THE HORIZON:**

The Facilities Management department is continuing to assist the Space and Properties Committee in the development of a plan to meet the County's long term space needs. Long term courthouse, correctional, and other facility needs/locations will be addressed in the plan. This long term plan is critically important for clarifying priorities, financial/infrastructure planning purposes, and for strategic energy management, an increasing priority for the department as utility costs continue to rise.

Both natural gas and electric costs are slated to increase in 2016; natural gas by almost 40% and electric by 8%. The department wants to be proactive as costs continue to rise and is working with Siemens Performance Group on exploring opportunities for performance contracting. Performance contracting can often prove beneficial in funding Capital Improvement Projects. The department is also in the developmental stages of exploring

Energy Conservation Projects with the Midwest Renewable Energy Association.

Through implementation of the MUNIS Enterprise Resource Planning (ERP) system, the Facilities Management department has been able to consolidate similar services within buildings to be as cost effective as possible. For example, elevator contracts were brought together and updated from all of the County buildings lowering the total costs for elevator service and maintenance.

## FACILITIES

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	1,469	1,600	1,600	960	(640)	-40.00%
Intergovernmental Charges for Service	498,121	406,500	406,500	377,270	(29,230)	-7.19%
Miscellaneous Revenue	428	0	0	54,822	54,822	N/A
Other Financing Sources	0	122,786	92,786	0	(122,786)	-100.00%
<b>Total Revenue</b>	<b>\$500,018</b>	<b>\$530,886</b>	<b>\$500,886</b>	<b>\$433,052</b>	<b>(\$97,834)</b>	<b>-18.43%</b>
<b>Expenditures</b>						
Personnel Services	1,232,634	1,367,301	1,367,301	1,384,492	17,191	1.26%
Contractual Services	621,349	650,449	650,449	735,871	85,422	13.13%
Supplies & Expenses	330,625	321,278	321,278	180,390	(140,888)	-43.85%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	20,372	20,956	20,956	46,959	26,003	124.08%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	10,653	50,000	0	0	(50,000)	-100.00%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	20,000	20,000	20,000	N/A
<b>Total Expenditures</b>	<b>\$2,215,633</b>	<b>\$2,409,984</b>	<b>\$2,379,984</b>	<b>\$2,367,712</b>	<b>(\$42,272)</b>	<b>-1.75%</b>
<b>County Allocation</b>	<b>\$1,715,615</b>	<b>\$1,879,098</b>	<b>\$1,879,098</b>	<b>\$1,934,660</b>	<b>\$55,562</b>	<b>2.96%</b>
Addition to (Use of) Fund Balance	(\$3,792)					

## **FACILITIES**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Public charges for services decreased 40.00% due to the history related to the vending machine revenue.
- Intergovernmental revenues decreased based on our estimated revenue from the City at 41.15% of the Courthouse services.
- Miscellaneous revenues were added to monthly utility reimbursement for the 1039 Ellis Street property.
- Other financing sources included carry over funds in the amount of \$92,786 for various building improvements and equipment and vehicle replacement funds in the amount of \$30,000 which have been removed in the 2015 budget.
- Personnel costs increased primarily due to increases in health insurance premiums. There were also salary step increases for three staff in the 2016 budget.
- Contractual services increased \$77,392 due to utility costs.
- Supplies and expenses decreased based on carry over funds for various building improvements listed above that were removed from the 2016 budget.
- Fixed charges for vehicle and building and contents insurance are anticipated to increase 72.79% and boiler insurance 3% based on estimated increases for insurances. Overall fixed charges increased \$26,003 or 124.08%.

## FACILITIES

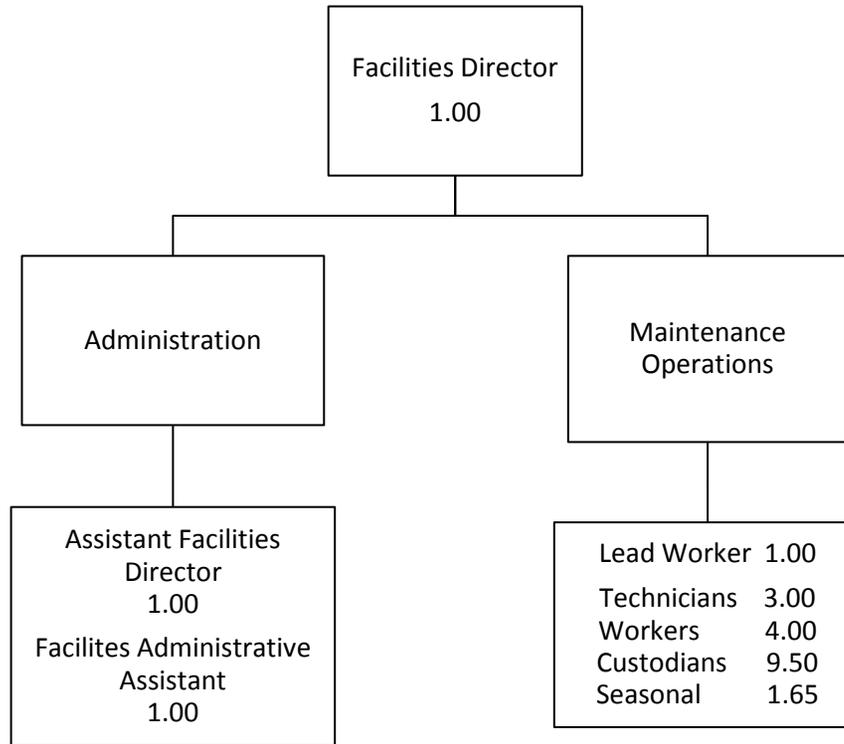
### CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Utilities	535,144
Building Maintenance & Repairs	33,160
Heating & Air Conditioning Services	18,600
Janitorial Services	15,662
Elevator Maintenance & Repairs	24,620
Security Services	13,937
Waste Removal	19,590
Plumbing Services	8,535
Fire Protection Services	5,710
Other Contractual	60,913
<b>Total</b>	<b>735,871</b>

### CAPITAL OUTLAY

Description	Amount
Vehicle & Equipment Replacement	20,000

## FACILITIES



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	19.50	20.50	20.50
Extra Help	1.65	1.65	1.65
Overtime	0.06	0.06	0.06
<b>Total</b>	<b>21.21</b>	<b>22.21</b>	<b>22.21</b>

## **TECHNOLOGY SERVICES**

### **MISSION:**

Technology services is an internal service department providing phone, data, managed print and technical services to all County departments.

### **OVERVIEW:**

The Technology Services department continues to make significant progress in enhancing services and upgrading the County's technology infrastructure.

### **Information Technology Services**

The department is continuing to provide assistance in the implementation of the MUNIS Enterprise Resource Planning (ERP) system with interface programming for Phases II and III and system level support.

The department also maintains the County's web site. Web site statistics year to date:

<u>Total Visits</u>	<u>Ave per day</u>	<u>Total Page Views</u>
1,411,628	905	3,818,512

The redesign and roll out for the County's new web site as well as the Park's reservation system is expected to be completed by year end.

Wireless network capabilities for both corporate and public users have been expanded to provide greater internet access in County facilities.

Enhanced internet security features have been implemented through the use of new devices providing firewall network protection, web filtering, and email encryption.

### **Phone System Services**

The County's Cisco Phone System is managed by the department. The phone system supports 489 phones throughout the County. In addition, the department supports high speed data connections to the County's outlying facilities.

### **Managed Print Services**

Managed print services have been added to the Technology Services budget for the first time this year. Printing and copying estimates are on target as of the end of the 2<sup>nd</sup> quarter of use.

### **ON THE HORIZON:**

As part of the on-going support for ERP implementation, time will be spent in converting and testing data imported into the ERP system from the AS400 for Phase III. This includes the Work Orders, Fixed Assets, and Inventory functions.

To complete the move of the County's major software applications away from the AS400 environment, the Land Records system and the Health & Human Services Client Management system will have to be replaced.

Other projects occurring in 2016 include the continued rollout of the virtual desktop solution and staff training.

## TECHNOLOGY SERVICES

### FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	18,948	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	1,413,933	1,567,528	1,567,528	1,779,657	212,129	13.53%
Miscellaneous Revenue	3,645	9,265	9,265	500	(8,765)	-94.60%
Other Financing Sources	0	4,973	4,973	16,658	11,685	234.97%
<b>Total Revenue</b>	<b>\$1,436,526</b>	<b>\$1,581,766</b>	<b>\$1,581,766</b>	<b>\$1,796,815</b>	<b>\$215,049</b>	<b>13.60%</b>
<b>Expenditures</b>						
Personnel Services	643,240	662,968	662,968	679,213	16,245	2.45%
Contractual Services	642,051	651,517	651,517	864,451	212,934	32.68%
Supplies & Expenses	102,930	137,945	137,945	142,885	4,940	3.58%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	100,821	103,836	103,836	90,336	(13,500)	-13.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	25,500	25,500	19,930	(5,570)	-21.84%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,489,042</b>	<b>\$1,581,766</b>	<b>\$1,581,766</b>	<b>\$1,796,815</b>	<b>\$215,049</b>	<b>13.60%</b>
<b>County Allocation</b>	<b>\$52,516</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$52,516)</b>					

## **TECHNOLOGY SERVICES**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- This is the first year for budgeting in the new ERP system. The new chart of accounts in the system allows us to more appropriately classify expenditures. This fund accounts for information technology, data, phone systems and managed print services.
- Intergovernmental revenue increased \$212,934 or 13.53%.
- The I.T. allocations increased \$123,421 for ERP support services and implementation of the “IamResponding” system for County Wide first responders. Corresponding costs for AS400 maintenance will not decrease significantly until we have moved all applications from that system. Plans are in place to complete Phases II & III of the ERP implementation as well as migrating to a new Land Records system and HHS Client Management system.
- Beginning in 2016, cellular phones charges in the amount of \$47,658 are billed back to the departments through the phone division of technology services. These charges were previously paid directly by the departments.
- Managed print allocations increased \$19,766 or 16.47% for 2016.
- Miscellaneous revenues decreased \$8,765 due to a reduction in phone allocations to other agencies.
- Other financing sources reflects \$16,658 of fund balance that will be used to offset managed print expenses until we are able to complete an analysis of usage.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Personnel costs increased due a help desk/analyst position reclassification to a help desk/operations assistant and a position step increase.
- Supplies and expenses increased \$5,000 for anticipated managed print paper supplies.
- Fixed charges decreased based on the departments equipment depreciation schedules.
- Capital projects decreased due to planned equipment, hardware and software purchased planned for 2016.

## TECHNOLOGY SERVICES

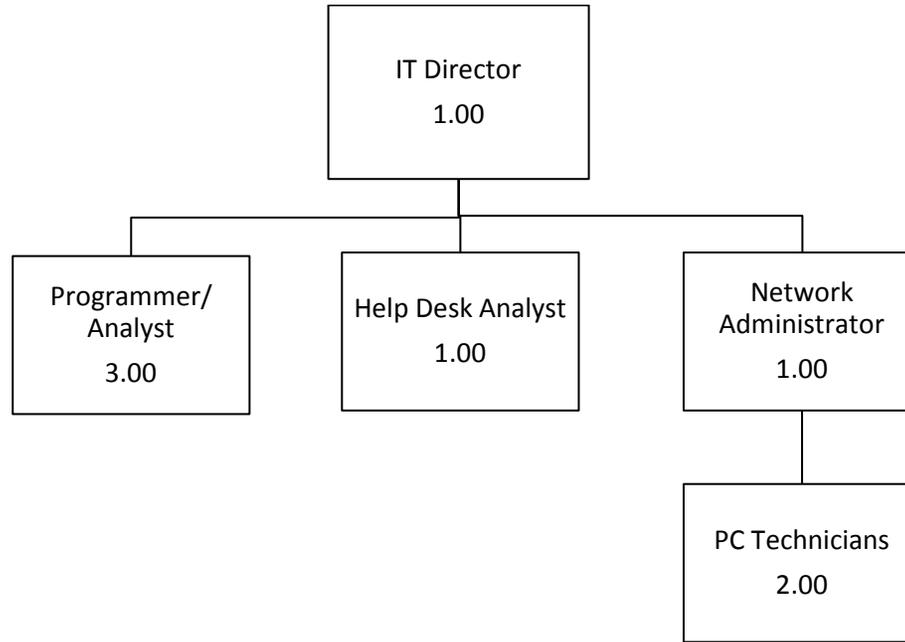
### CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Software Maintenance	339,581
Managed Print Services	131,424
Software Licensing	97,305
Hardware Maintenance	87,291
Data Lines & Circuits	60,500
Technical Support	57,600
Cellular Services	51,258
Cable and Internet Services	20,340
Other Contractual	19,152
<b>Total</b>	<b>864,451</b>

### CAPITAL OUTLAY

Description	Amount
Wireless Components	13,000
TriTech Vision CAD Pagine Software	5,680
PageGate Software	1,250

**INFORMATION TECHNOLOGY**



<b>Position Summary (FTE)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Regular Positions	8.00	8.00	8.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## **NON-DEPARTMENTAL**

### **MISSION:**

To account for County wide resources and services which are not controlled by or attributable to any individual department or program.

### **OVERVIEW:**

#### **General Accounts**

This budget includes revenues such as property tax levy in the general fund, state shared revenue, exempt computer aid, indirect cost program income, rent and lease income, and procurement card rebates.

- **State Shared Revenue** provides for general property tax relief and compensation for utility property. There are two components a base payment and a utility payment.
- **Exempt Computer Aid** is provided to offset the loss of exempted business computers from being subject to property taxes.

This budget is also used for any transfer to or from the general fund and for appropriating general fund unassigned fund balance.

#### **Sales Tax**

Counties have the option of imposing a 0.5% sales tax. Currently, 62 of the state's 72 counties impose a county sales tax. The sales tax is "piggybacked" on the state sales tax, meaning the same items are taxable. The tax is administered by the Wisconsin Department of Revenue (DOR), which distributes the sales tax to individual counties. DOR retains 1.75% of total county sales tax collections as an administrative fee.

#### **Contingency Fund**

The contingency fund is set aside for extraordinary expenses or to finance transactions unable to be identified during the normal budget process. The Finance Committee has the authority to approve the use of contingency

funds up to \$10,000. Any requests exceeding this amount require a formal budget amendment and must be approved by 2/3 of the County Board of Supervisors. The County budgets \$100,000 for contingencies from existing fund balance. This amount is available for approval by the Finance Committee, if the need arises.

#### **General Insurances**

Portage County is an owner of Wisconsin County Mutual Insurance Corporation by its participation in its insurance programs. Under the County liability policy, the County Mutual provides the following coverage: general liability, personal injury liability, automobile liability, law enforcement liability, and public officials' errors and omissions liability.

The County utilizes the Local Government Property Insurance Fund (LGPIF) to insure the County's physical property. The County provides public official bonds for elected positions to meet the statutory requirement, under Wisconsin State Statutes sec. 59.21, which requires official bonds. The County also provides an employee dishonesty bond. The County offers volunteer insurance coverage to assist in supporting the volunteers who provide services to the community. Other insurances provided, include boiler insurance, underground storage tank liability, and hospital professional liability.

#### **Miscellaneous Employee Benefits**

The County provides funds for sick leave conversion, unemployment insurance, and administrative costs for the pre-tax flexible spending program, except for the County's enterprise funds, as those are directly charged.

## **NON-DEPARTMENTAL**

### **Non County Agency Funding**

Portage County recognizes community-based organizations may sometimes be better positioned to assist with specialized needs in the community, such as providing referrals for emergency energy or food services or promoting our area to tourists, such as Energy Services or the Stevens Point Area Convention and Visitors' Bureau respectively. County funding provided to agencies such as these allows for services, support, or outreach that County government could not otherwise provide.

### **Land Preservation Fund**

The Land Preservation Fund was established in October 2003, by County Board resolution after citizens requested the Park Commission to create a funding stream to purchase unique natural areas in Portage County. The resolution established the fund, set forth the Land Preservation Fund Committee (LPFC), and established that excess budgetary funds up to \$100,000 from prior year general government funds would be used to create and maintain the fund. All projects reviewed by the LPFC must complete an application and contribute a minimum of 25% cash match towards the project to be eligible for funding.

### **ON THE HORIZON:**

The County is not anticipating any large variations in state shared revenue for fiscal year 2016.

The County projects a steady increase in sales tax collections to continue as the market and economy continue the slow trend upward.

At this point in time, there is no need to increase the amount of contingency funds. The amount of existing fund balance is adequate to meet the needs

for contingencies and the amount does not need to be increased as part of the County tax levy.

The County is anticipating a significant increase in property insurance from the Local Government Property Insurance Fund (LGPIF) and will be evaluating options for property insurance early in 2016.

Non county agency funding to recipient organizations dips in the 2016 budget. Funding for Computer Aided Dispatch (CAD) and Housing Authority was added to the fund this year.

Ongoing funding for land preservation projects has been a concern, as the LPFC relies annually on the County's surplus from the previous budget year.

**NON-DEPARTMENTAL**

**FINANCIAL SUMMARY**

	2014 Actual	2015		2016 Budget	Change from 2015 Modified Budget	
		Modified Budget	2015 Projected Budget		Amount Change	Percent Change
<b>Revenue</b>						
Taxes	19,054,307	17,882,171	18,166,171	18,325,066	442,895	2.48%
Intergovernmental Revenue	2,441,406	2,436,448	2,322,945	2,357,199	(79,249)	-3.25%
Licenses and Permits	43,022	44,001	44,001	45,181	1,180	2.68%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	255	200	0	199	(1)	-0.50%
Intergovernmental Charges for Service	248,810	155,242	155,242	158,476	3,234	2.08%
Miscellaneous Revenue	297,494	207,840	70,500	201,936	(5,904)	-2.84%
Other Financing Sources	200,203	464,207	362,688	261,784	(202,423)	-43.61%
<b>Total Revenue</b>	<b>\$22,285,497</b>	<b>\$21,190,109</b>	<b>\$21,121,547</b>	<b>\$21,349,841</b>	<b>\$159,732</b>	<b>0.75%</b>
<b>Expenditures</b>						
Personnel Services	162,612	237,864	237,864	820,932	583,068	245.13%
Contractual Services	268,140	262,635	262,635	281,379	18,744	7.14%
Supplies & Expenses	4,806	17,000	17,000	655	(16,345)	-96.15%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	355,509	283,062	281,543	308,346	25,284	8.93%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	171,314	172,600	172,600	184,600	12,000	6.95%
Capital Projects	3,000	0	0	30,426	30,426	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	1,264,212	295,000	579,000	0	(295,000)	-100.00%
Future Operations Designations	0	100,000	0	100,000	0	0.00%
<b>Total Expenditures</b>	<b>\$2,229,593</b>	<b>\$1,368,161</b>	<b>\$1,550,642</b>	<b>\$1,726,338</b>	<b>\$358,177</b>	<b>26.18%</b>
<b>County Allocation</b>	<b>(\$20,055,904)</b>	<b>(\$19,821,948)</b>	<b>(\$19,570,905)</b>	<b>(\$19,623,503)</b>	<b>\$198,445</b>	<b>-1.00%</b>

## NON-DEPARTMENTAL

### FINANCIAL SUMMARY HIGHLIGHTS:

- NOTE: Although presented as part of the General Government classification for information, funding amounts for summary purposes are reported in the classifications for which services are provided and not in the General Government summary totals. The classifications for summary reporting are as follows:
  - General Government \$1,196,469
  - Public Safety \$336,843
  - Health & Human Services \$59,000
  - Culture, Recreation, & Education \$11,000
  - Conservation & Development \$123,026
- Property tax revenue decreased .9%, or \$106,605, in the 2016 budget.
- The overall sales tax increased 9.8%, or \$500,385. The County estimates sales tax revenue will increase 4.5% over projected collections in 2015 for an amount of \$265,500. The County also increased sales tax to account for prior year surpluses in the amount of \$234,885.
- Intergovernmental revenue decreased 4.7% in the 2016 budget, mainly due to a 20.9% decrease in exempt computer aid over last year.
- Miscellaneous revenue increased 4.8% in the 2016 budget for the rent from the 1039 Ellis Street property lease.
- Other financing sources decreased 43.6% in the 2016 budget. This is due to the removal of the fund balance for HHS (\$40,000); removal of fund balance from contingency for the Sheriff's Office Home Detention Corrections Officer (\$43,000); a decrease in the amount for land preservation projects (\$181,574); an increase in the amount of fund balance for employee benefits (\$61,358); and an

increase in the amount of fund balance applied for insurances (\$793).

- Portage County budgets \$100,000 in contingency funds each year. This amount is budgeted from contingency fund balance.
- Salaries & Benefits increased by 245.1% due to the inclusion of \$520,000 for the first phase of implementation related to the Compensation Study. Employee Benefits is also estimated to increase by 26.5% due to administrative fees, sick leave conversion benefits, and unemployment insurance benefits.
- Non County Agency Funding includes \$20,000 for the Housing Authority and \$13,262 for the maintenance support of the CAD system to expand to the City of Stevens Point and Village of Plover Fire Departments. See contracted services for other Non County Agency funding amounts by organization.
- Overall insurance expenses increased slightly due to allocation of general liability expenses based on the previous year actual costs.
- Humane Society of Portage County expenditure is offset by program revenues through the sale of dog licenses. Net expenses for the Humane Society contract total \$53,688.
- The approved land preservation projects estimated in the amount \$22,000 are as follows:
  - Village of Nelsonville project \$22,000
- Transfers for 2015 removed for the 2016 budget include the purchase of the Steihaugen property funded by land preservation funds (\$212,000), contingency funds for a Home Detention Corrections Officer (\$43,000), Healthy Beginnings funding for HHS (\$40,000).

**NON-DEPARTMENTAL**

**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Insurances	\$308,346
Flexible Spending Benefit Administration	10,427
Housing Authority	20,000
Emergency Services	19,000
2-1-1, United Way of Portage County	2,000
Family Outreach Support Services (FOSS) c/o United Way of Portage County	40,000
CAP Services, Inc.	6,500
Humane Society of Portage County	253,540
CAD Maintenance Support	13,262
Portage County Historical Society	4,000
Arts Alliance of Portage County	3,000
Amherst Fair Association	2,000
Rosholt Fair Association	2,000
Portage County Business Council	73,600
Stevens Point Area Convention & Visitors' Bureau	12,500
Other Contractual Services	4,150
<b>Total</b>	<b>774,325</b>

**CAPITAL OUTLAY**

Description	Amount
Land acquisition – Village of Nelsonville	22,000