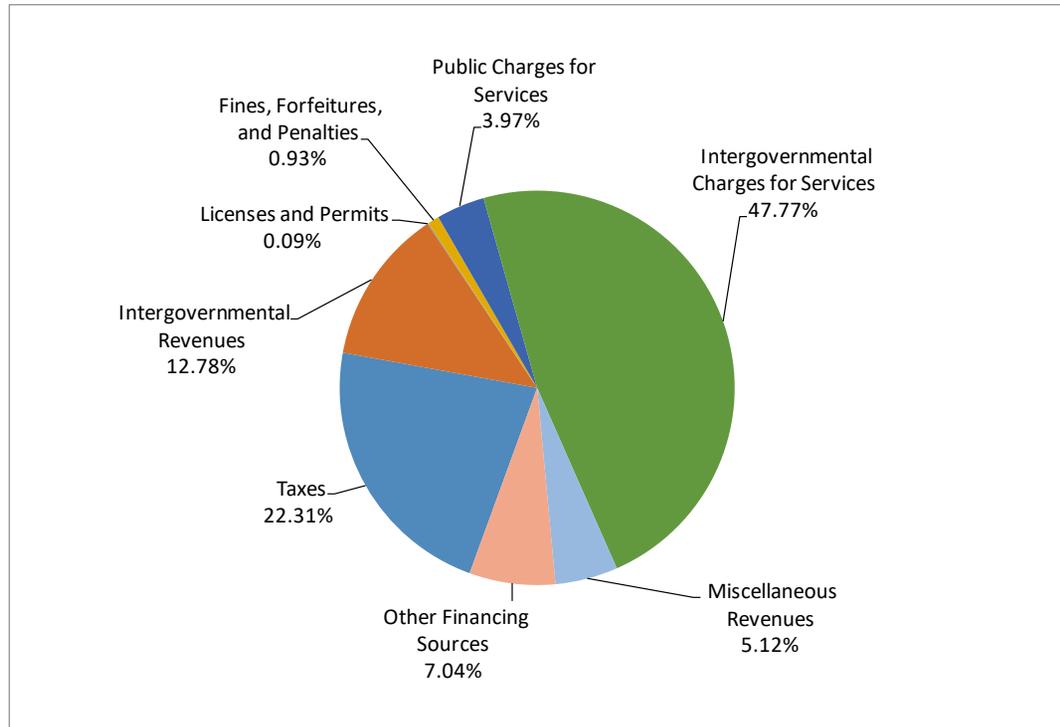


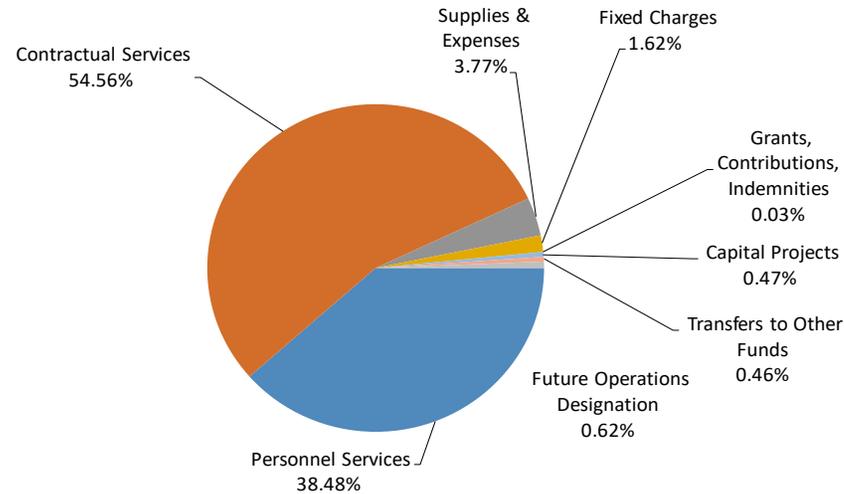
2020 REVENUES BY CLASSIFICATION – GENERAL GOVERNMENT



	Change from 2019 Modified Budget			
	2019 Modified Budget	2020 Proposed Budget	Amount Change	Percent Change
Taxes	4,841,954	5,210,789	368,835	7.62%
Intergovernmental Revenues	2,906,096	2,984,317	78,221	2.69%
Licenses and Permits	20,945	20,605	(340)	-1.62%
Fines, Forfeitures, and Penalties	215,100	216,760	1,660	0.77%
Public Charges for Services	938,824	926,939	(11,885)	-1.27%
Intergovernmental Charges for Services	10,342,901	11,159,212	816,311	7.89%
Miscellaneous Revenues	983,140	1,196,650	213,510	21.72%
Other Financing Sources	1,166,840	1,644,473	477,633	40.93%
Total Revenues	21,415,800	23,359,745	1,943,945	9.08%

*These totals may vary from the 2019 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

2020 EXPENDITURES BY CLASSIFICATION – GENERAL GOVERNMENT



	2019 Modified Budget	2020 Proposed Budget	Change from 2019 Modified Budget	
			Amount Change	Percent Change
Personnel Services	8,533,220	8,987,740	454,520	5.33%
Contractual Services	11,282,878	12,744,533	1,461,655	12.95%
Supplies & Expenses	843,970	880,018	36,048	4.27%
Fixed Charges	427,291	377,378	(49,913)	-11.68%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	23,500	6,750	(16,750)	-71.28%
Capital Projects	111,800	109,500	(2,300)	0.00%
Transfers to Other Funds	43,601	108,475	64,874	0.00%
Future Operations Designation	149,540	145,351	(4,189)	-2.80%
Total Expenses	21,415,800	23,359,745	1,943,945	9.08%

*These totals may vary from the 2019 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

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, assuring completion of necessary support functions and performing all administrative duties as prescribed in the Wisconsin State Statutes and County Ordinances.

Duties prescribed in the Wisconsin State Statutes include: coordinate federal, state, county, and most municipal and school district elections; filing officer for all County elected positions and miscellaneous County records; contract with eight municipalities for statewide voter registration data in the WisVote system; conduct County Board of Canvass(s) and recounts; issue Marriage Licenses and Termination of Domestic Partnership Licenses; issue Timber Cutting Permits; coordinate the County dog license records and distribution of the State Dog License & supplies to municipal treasurers and Humane Society; coordinate tax deed land sales; submit the

apportionment of taxes; and act 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: issue licenses for Commercial Animal Establishment, Large Assembly, Sexually Oriented Businesses, new Pawnbrokers; Solicitor Permits; file signature authorizations; and maintain County Ordinances on file and on the Portage County web site.

ON THE HORIZON:

The County Clerk's Office, with the four year election cycle, will be dedicating substantial time implementing the statutory election processes. Increased funding might be required for election related forms and educational publications due to continuous legislative changes. Duties continue to be added to the County Clerk's Office related to the election data in the Wisconsin Election Commission WisVote system with very strict time restraints. There will be more emphasis on election related security measures.

The delinquent tax deed process continues to be evaluated to provide the most efficient and resourceful end result. Other statutory tax deed processes known as "in-rem" will be investigated as part of the ongoing evaluation.

COUNTY CLERK

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	23,030	20,705	20,550	20,605	(100)	-0.5%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	52	50	50	50	0	0.0%
Intergovernmental Charges for Service	11,996	11,304	11,996	9,629	(1,675)	-14.8%
Miscellaneous Revenue	13,066	3,700	14,690	10,200	6,500	175.7%
Other Financing Sources	0	34,300	9,078	70,811	36,511	106.4%
Total Revenue	\$48,144	\$70,059	\$56,364	\$111,295	\$41,236	58.9%
Expenditures						
Personnel Services	377,246	402,641	402,684	395,274	(7,367)	-1.8%
Contractual Services	43,296	103,664	38,632	111,863	8,199	7.9%
Supplies & Expenses	262,572	227,955	248,213	277,913	49,958	21.9%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	50	0	0	5,800	5,800	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	11,383	40,000	0	(11,383)	-100.0%
Total Expenditures	\$683,164	\$745,643	\$729,529	\$790,850	\$45,207	6.1%
County Allocation	\$635,020	\$675,584	\$673,165	\$679,555	\$3,971	0.6%
Addition to (Use of) Fund Balance	(\$7,002)					

COUNTY CLERK

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services decrease based on the elimination of one SVRS WisVote Relier and anticipated revenue from seven municipalities for SVRS WisVote Relier fees.
- Miscellaneous revenue increase in 2020 due to anticipated ballot printing reimbursement from municipalities and school districts.
- Other financing sources increase due to the election fund balance in the 2020 budget. 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 services decrease overall by 1.8% due to the elimination of an LTE position from the previous fiscal year due to anticipated employee recruitments.
- Supplies and expenses increase by \$3,600 for election office supplies and by \$53,500 operating materials due to increased elections planned in 2020, along with a decrease by \$5,800 due to moving the rental costs of the postage machine to the equipment rental line item under fixed charges. The overall increase is \$49,958 or 21.9%.

COUNTY CLERK

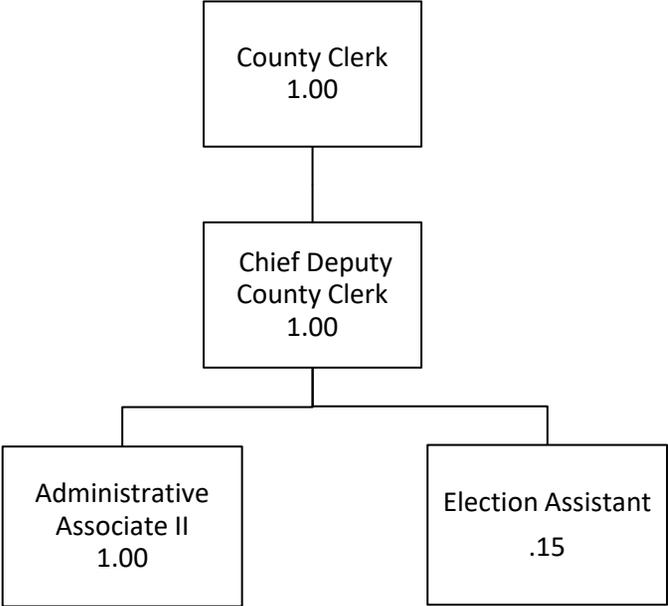
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Internal Audit Services	50,000
Legal Services	15,000
Other Contractual	46,863
Total	111,863

CAPITAL OUTLAY

Description	Amount
None	

COUNTY CLERK



Position Summary (FTE)	2018	2019	2020
Regular Positions	3.00	3.00	3.00
Extra Help	0.14	0.08	0.15
Total	3.14	3.08	3.15

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

CLERK OF COURTS

MISSION:

To support the Portage County Circuit Court system as an administrative link between the judiciary, the County Board and the public according to Wisconsin Statutes 59.40 and 753.30.

OVERVIEW:

The Clerk of Circuit Court has three major and equally important duties. First, the office provides all administrative services to Portage County Circuit Court 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 responsibility of collecting all fines, forfeitures, court costs, fees and surcharges associated with the court system in Portage County.

Third, the Clerk of Circuit Court is responsible for administering the jury system by selecting and managing juries under policies and rules established by the judges in the Circuit Court and as outlined in Chapter 756 of Wisconsin State Statutes.

ON THE HORIZON:

The Clerk of Courts Office has been transitioning since 2017 to the mandatory electronic filing of new Circuit Court cases. E-filing has significantly changed the way that all court staff process case flow from day to day. Hundreds of staff hours have gone into training, preparing, transitioning, and converting of court records.

Wisconsin Consolidated Court Automation Programs (CCAP) continues to expand and implement mandatory E-filing for additional case types while adding new features. The office continues to improve paperless workflow between court officials and staff. With the recent creation of an interface with the Wisconsin Department of Revenue for debt collection, the Portage County Clerk of Courts has begun the process of filing debts owed to Portage County with the State Debt Collection program with very good initial results.

Supreme Court Rule (SCR) 81.02(1) has been amended effective January 1, 2020 to read: Except as provided under sub. (1m), attorneys appointed by any court to provide legal services for that court, for judges sued in their official capacity, for indigents and for boards, commissions and committees appointed by the supreme court shall be compensated at a rate of \$100 per hour or higher rate set by appointing authority. The supreme court shall review the specified rate of compensation every two years.

This decision will impact the circuit court budget dramatically in 2019 and forward as it represents a 43% increase budgeted for Guardian ad Litem and Court Appointed Attorney appointments. The currently hourly rate is \$70 per hour.

CLERK OF COURTS

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	301,530	295,102	317,304	310,304	15,202	5.15%
Licenses and Permits	285	240	0	0	(240)	-100.00%
Fines, Forfeits and Penalties	199,393	215,100	219,760	216,760	1,660	0.77%
Public Charges for Service	328,721	411,350	414,870	396,600	(14,750)	-3.59%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	21,614	27,000	61,500	61,000	34,000	125.93%
Other Financing Sources	0	1,050	619	0	(1,050)	-100.00%
Total Revenue	\$851,543	\$949,842	\$1,014,053	\$984,664	\$34,822	3.67%
Expenditures						
Personnel Services	1,108,303	1,163,235	1,144,297	1,257,481	94,246	8.10%
Contractual Services	410,309	379,954	440,237	541,187	161,233	42.43%
Supplies & Expenses	65,041	78,019	69,028	70,278	(7,741)	-9.92%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	543	700	700	700	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	200	0	200	0	0.00%
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
Total Expenditures	\$1,584,196	\$1,622,108	\$1,654,262	\$1,869,846	\$247,738	15.27%
County Allocation	\$732,653	\$672,266	\$640,209	\$885,182	\$212,916	31.67%
Addition to (Use of) Fund Balance	\$1,050					

CLERK OF COURTS

FINANCIAL SUMMARY HIGHLIGHTS

- Intergovernmental revenues increase by 5.15% due to an anticipated increase in state circuit court aids.
- Fines, forfeits and penalties slightly increase \$1,660 due to an anticipated increase in the County's portion of fines and forfeitures imposed for violations of the state law regarding traffic, motor vehicle, or driver's license regulations.
- Public charges for services decrease due to anticipated recoupment amounts related to Guardian ad litem fees. The funds are to reimburse the county for legal services of court-appointed Guardian ad litem.
- Miscellaneous revenue continues to increase due to the addition of interest to Portage County judgments for unpaid fines and forfeitures.
- Personnel services increase overall by 8.1% due to a 1.0% annual adjustment increase to the County's wage and classification plan, a slight increase to WRS contributions, along with the transfer of a Financial Associate II position from the Finance Department to the Clerk of Courts Office.
- Contractual services increase by 42.43%. Supreme Court Rule (SCR) 81.02(1) has been amended effective January 1, 2020. The Supreme Court decision represents a 43% increase for Guardian ad Litem and Court Appointed Attorney appointments. Additional increases are due to court costs for medical services, allocated information technology Services, and family law information center.
- Supplies and expenses decrease overall by 9.92% due to a reduction in office supplies.

CLERK OF COURTS

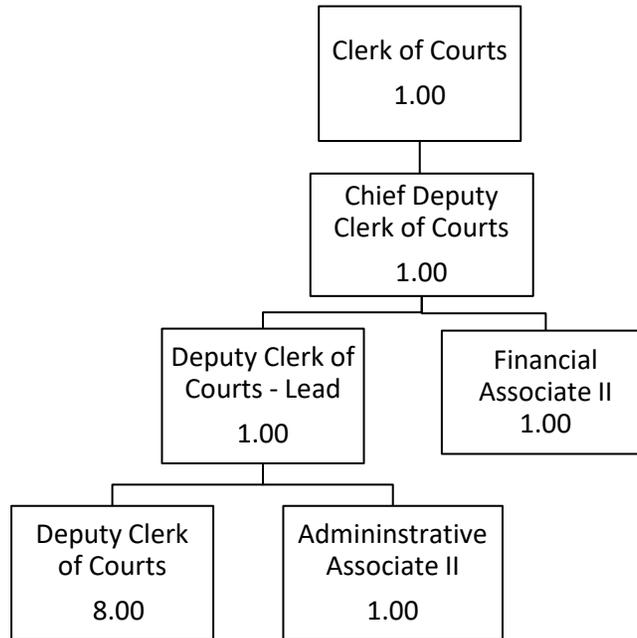
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Guardian Ad Litem	186,000
Court Appointed Attorney Services	111,000
Medical Evaluations	65,000
Family Law Information Center	40,000
Court Commissioner	25,700
Jury Panel Per Diems	25,000
Interpreter	15,000
Credit Card Processing Fees	8,000
Witness Fees	5,000
Court Reporters	4,000
Transcripts	3,500
Other Contractual	52,987
Total	541,187

CAPITAL OUTLAY

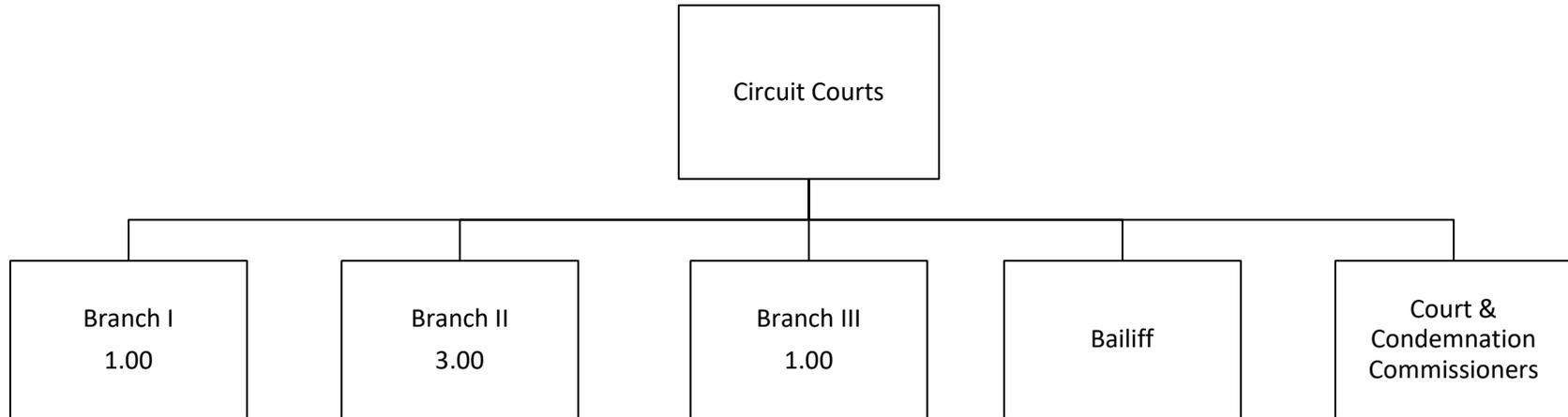
Description	Amount
None	

CLERK OF COURTS



Position Summary (FTE)	2018	2019	2020
Regular Positions	12.00	12.00	13.00
Extra Help	0.50	0.00	0.00
Total	12.50	12.00	13.00

CIRCUIT COURTS



Position Summary (FTE)	2018	2019	2020
Regular Positions	5.00	5.00	5.00
Extra Help	0.00	0.00	0.00
Total	5.00	5.00	5.00

*The Circuit Court Judges are elected positions and funded directly by the State of Wisconsin.

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 current Family Court Commissioner is retiring. The county is in the process of recruiting with final appointment of this position by the Judges.

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY

	2018	2019	2019	2020	Change from 2019	
	Actual	Modified	Projected	Budget	Amount	Percent
Revenue		Budget	Budget		Change	Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	14,049	0	14,091	14,091	14,091	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	30,465	30,805	31,620	32,820	2,015	6.54%
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
Total Revenue	\$44,514	\$30,805	\$45,711	\$46,911	\$16,106	52.28%
Expenditures						
Personnel Services	101,649	103,290	103,890	106,365	3,075	2.98%
Contractual Services	26,320	2,985	24,989	26,116	23,131	774.91%
Supplies & Expenses	2,948	2,210	2,457	2,565	355	16.06%
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
Total Expenditures	\$130,917	\$108,485	\$131,336	\$135,046	\$26,561	24.48%
County Allocation	\$86,403	\$77,680	\$85,625	\$88,135	\$10,455	13.46%

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenue increase for 2020 due to an accounting change for recording revenue for Child Support related expenses.
- Public charges for services decrease by 6.54% resulting from an anticipated decrease in mediation services provided to participants of the program.
- Personnel services increase overall by 2.98% due to a 1.0% annual adjustment increase to the County's wage and classification plan along with a slight increase to WRS contributions.
- Contractual services increase overall by \$23,131 resulting from an accounting change for recording revenue for Child Support related expenses.
- Supplies and expenses increase by 16.06% for photocopy and printing expenses.

FAMILY COURT COMMISSIONER

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Mediator Services	23,296
Other Contractual	2,820
Total	26,116

CAPITAL OUTLAY

Description	Amount
None	

FAMILY COURT COMMISSIONER

Family Court Commissioner
.75

Position Summary (FTE)	2018	2019	2020
Regular Positions	0.75	0.75	0.75
Extra Help	0.00	0.00	0.00
Total	0.75	0.75	0.75

MEDICAL EXAMINER

MISSION:

To accurately determine the cause and manner of death and oversee all dispositions of the deceased within this jurisdiction, including issuances of cremation and disinterment permits when requested.

OVERVIEW:

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

ON THE HORIZON:

The transition of the Office of Coroner to Medical Examiner took place on January 07, 2019. There is now a great team of five deputy medical examiners and the department is going well.

It is the goal of this office to have all of our investigators nationally certified as Medicolegal Death Investigators through the American Board of Medicolegal Death Investigators (ABMDI). The Medical Examiner, as well as the Chief Deputy, are presently nationally board certified. Two deputies have completed the death investigators training at the St. Louis University Medical College in St. Louis, Mo. Two deputies are presently enrolled in the Wisconsin Technical Collage, Barron County Campus, death investigation training with graduation in late August. This will allow all four to sit for the national board certification exam with ABMDI.

MEDICAL EXAMINER

FINANCIAL SUMMARY

	2018	2019	2019	2020	Change from 2019	
	Actual	Modified	Projected	Budget	Modified Budget	Percent
Revenue		Budget	Budget		Amount	Change
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	14,328	16,650	25,000	25,000	8,350	50.2%
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
Total Revenue	\$14,328	\$16,650	\$25,000	\$25,000	\$8,350	50.2%
Expenditures						
Personnel Services	91,964	128,515	131,008	137,387	8,872	6.9%
Contractual Services	35,748	40,162	40,987	48,475	8,313	20.7%
Supplies & Expenses	6,935	8,215	10,442	8,142	(73)	-0.9%
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
Total Expenditures	\$134,647	\$176,892	\$182,437	\$194,004	\$17,112	9.7%
County Allocation	\$120,319	\$160,242	\$157,437	\$169,004	\$8,762	5.5%

MEDICAL EXAMINER

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for service increased 50.2% due to an increase of interest in cremation services.
- Personnel services increase overall by 6.9% due to a 1.00% annual adjustment increase to the County's wage and classification plan along with a slight increase to WRS contributions. This also includes an increase of 0.05 FTE in on-call casual staffing of deputy medical examiners.
- Contractual services increase by 20.7% primarily due to an increase for the County's contracted information technology services allocation.

MEDICAL EXAMINER

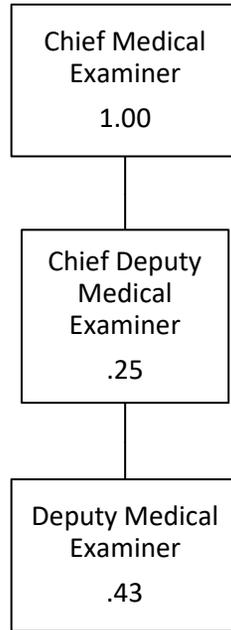
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Autopsies	20,000
Radiology Services	2,000
Lab Services	3,000
Other Contractual	23,457
Total	48,475

CAPITAL OUTLAY

Description	Amount
None	

MEDICAL EXAMINER



Position Summary (FTE)	2018	2019	2020
Regular Positions	0.00	1.25	1.25
Extra Help	0.43	0.49	0.43
Total	0.43	1.74	1.68

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 six attorneys who are State employees, a Victim Witness Coordinator, who is a County employee with state and local funding, and eight 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 also employs a diversion coordinator who uses evidence based practices to divert low need/low risk offenders from traditional prosecution. This program has been very successful under the diversion coordinator's leadership and assists with saving jail bed days that cost the county money.

The DA office between January 1, 2019 and September 20, 2019 has received 2124 referrals and created 1458 DA cases. DA Louis J. Molepske, Jr. oversees all cases pending and filed in Portage County, assists residents in prosecuting opening open records and open meeting complaints, reviews suspicious deaths, manages the office, is a team member of the Adult Treatment Court and prosecutes a felony and misdemeanor caseload.

ON THE HORIZON:

On January 1, 1990, the Portage County DA office's attorneys became state employees and since that date the DA office has not had additional prosecutor positions added even though all DAs have requested additional prosecutors since 1990. DA Molepske was able to secure two new prosecutor positions out of a total of 64.95 new FTE in the biennial State budget as the President of the Wisconsin District Attorneys' Association. As a result of adding new prosecutor positions, two additional legal associate positions were requested in the 2020 County budget to work with the attorneys pursuant to Wis. Stat. § 978.13(2)(b) which requires the county to fund such operational costs of the DA office. A prosecutor's position demands they have a legal associate to assist with the caseload especially when they are in court and unable to work their files.

The DA office has also applied for a TAD grant to pay for an assistant diversion coordinator. This position has also been added to the 2020 County budget to assist with the diversion caseload and to maintain the impressive 94% overall criminal recidivism success rate for diversion participants.

The DA office will need to accommodate new staff. A conceptual design has already been completed.

Lastly, the DA office will move to a paperless office in 2020 contingent on the County upgrading all courtrooms' technology to accommodate the prosecutors' networked computers. Currently the prosecutors do not have this basic connectivity in the courtrooms which needs to be addressed.

DISTRICT ATTORNEY

FINANCIAL SUMMARY

	2018	2019	2019	2020	Change from 2019	
Revenue	Actual	Modified Budget	Projected Budget	Budget	Amount Change	Percent Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	56,018	50,000	54,930	126,798	76,798	153.60%
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	46,970	62,000	58,000	62,000	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	645	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$103,633	\$112,000	\$112,930	\$188,798	\$76,798	68.57%
Expenditures						
Personnel Services	408,134	442,494	451,260	613,511	171,017	38.65%
Contractual Services	25,158	25,193	22,154	22,914	(2,279)	-9.05%
Supplies & Expenses	23,953	24,681	22,308	27,627	2,946	11.94%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	105	0	30	50	50	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
Total Expenditures	\$457,350	\$492,368	\$495,752	\$664,102	\$171,734	34.88%
County Allocation	\$353,717	\$380,368	\$382,822	\$475,304	\$94,936	24.96%
Additioin to (Use of) Fund Balance	(\$1,183)					

DISTRICT ATTORNEY

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenue increased \$76,798 based on the addition of the TAD grant to pay for an assistant diversion coordinator.
- Personnel services increased \$171,017 or 38.65% due to a 1.0% annual adjustment increase to the County's wage and classification plan, a slight increase to WRS contributions and the addition of two new positions. As a result of the state adding new prosecutor positions, one additional legal associate position has been added for 2020. There was also a Diversion Assistant added to assist with the diversion caseload.
- Contractual services decrease due to the removal of the intern program. The UW-Madison intern program has not provided an intern the last 3-4 years.
- Supplies and expenses increase due to funding for office remodeling to accommodate new staff.

DISTRICT ATTORNEY

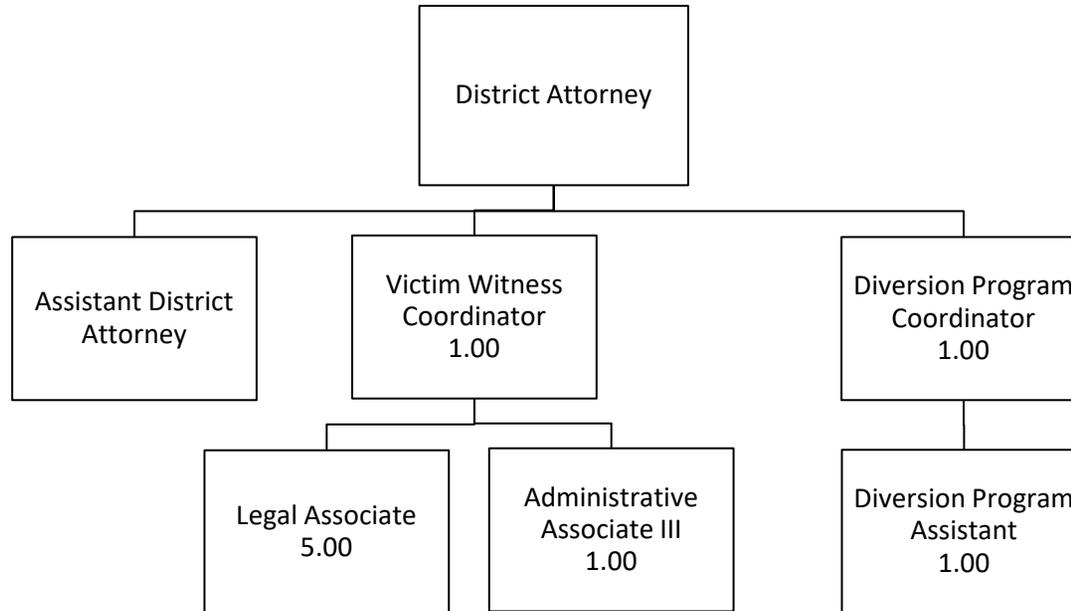
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Legal Services	11,000
Other Contractual	11,914
Total	22,914

CAPITAL OUTLAY

Description	Amount
None	

DISTRICT ATTORNEY



Position Summary (FTE)	2018	2019	2020
Regular Positions	7.00	7.00	9.00
Extra Help	0.00	0.00	0.00
Total	7.00	7.00	9.00

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

REGISTER OF DEEDS

MISSION:

To provide official record keeping for all real estate, personal property, 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. The office maintains and issues vital records (birth, death, marriages and divorce certificates), as directed by the Wisconsin State Statutes and Administrative Code.

Recording of real estate documents and filing of plats, certified survey maps, condominiums, county plats and DD214s.

The office houses the public search area for the County, which allows the public to search records, by computer, for the following offices: County Treasurer, and Register of Probate. Also, available to the public is the Law Library held inside the Register of Deeds Office.

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

ON THE HORIZON:

In 2018 the Register of Deeds/Land Description office converted the AS400 information for all land description information from the AS400 to a new software, Transcendent. We are currently maintaining the AS400 and Transcendent until the Planning & Zoning module is complete.

As space becomes available on the server, we are converting the rest of the information for the Register of Deeds/Land Description office from the AS400 to another computer drive. This is being done by current staff within the department. Scanning information is a continual task.

The national recording conference (PRIA) is coming to Wisconsin in 2020.

REGISTER OF DEEDS

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	220,641	170,000	193,691	185,000	15,000	8.8%
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	309,869	326,600	320,370	322,400	(4,200)	-1.3%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	12,000	10,000	4,600	(7,400)	-61.7%
Total Revenue	\$530,510	\$508,600	\$524,061	\$512,000	\$3,400	0.7%
Expenditures						
Personnel Services	389,687	389,625	392,107	398,857	9,232	2.4%
Contractual Services	97,779	107,942	117,447	117,445	9,503	8.8%
Supplies & Expenses	9,852	13,381	9,615	17,615	4,234	31.6%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	40	40	100	60	150.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	10,000	10,000	0	(10,000)	-100.0%
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
Total Expenditures	\$497,318	\$520,988	\$529,209	\$534,017	\$13,029	2.5%
County Allocation	(\$33,192)	\$12,388	\$5,148	\$22,017	\$9,629	77.7%
Addition to (Use of) Fund Balance	(\$16,646)					

REGISTER OF DEEDS

FINANCIAL SUMMARY HIGHLIGHTS:

- Taxes increase due to an increase in real estate transfer fees resulting from a strong real estate market and the increased selling price of homes.
- Other financing sources decrease resulting from the completion of the 2019 update to equipment and software relating to indexing.
- Personnel expenses reflect a 2.4% increase due to a 1% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services increase by 8.8% due to a jump in Fidlal fees. Fidlal has increased its portion of fees due on each Laredo account. This fee varies on what level of service the customer chooses.
- Supplies and operating expense increase due to the need for a new plat cabinet and envelopes.
- Capital projects decrease resulting from the removal of equipment purchased in the prior year.

REGISTER OF DEEDS

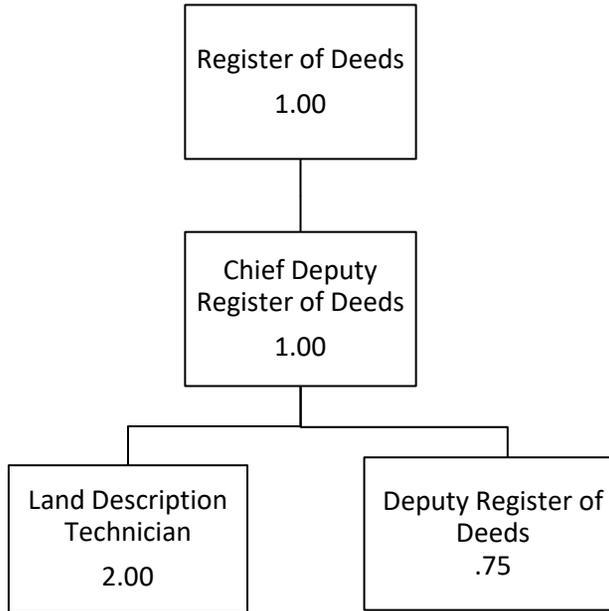
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Fidlar Services	25,000
Other Contractual	92,445
Total	117,445

CAPITAL OUTLAY

Description	Amount
None	

REGISTER OF DEEDS



Position Summary (FTE)	2018	2019	2020
Regular Positions	4.75	4.75	4.75
Extra Help	0.00	0.00	0.00
Total	4.75	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 original and retracement survey notes, plats of survey, 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 quarter corners have been re-established and have had new tie sheets recorded in the County Surveyor's Office.

Portage County's HARN consists of 17 pairs of the first and second order monuments spaced approximately eight miles apart. To date, there are approximately 1,400 corners tied to this system, making up the Portage County Coordinate Systems (PCCS). This densification process will continue to include all section corners, quarter corners.

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.

In 2018, with the aid of a second grant from the Wisconsin Land Information Program (WLIP), approximately 314 section corners and quarter corners were tied to the Portage County Coordinate System.

In 2019, Portage County received a third grant from WLIP. Between the grant funding and the surveyor's budget, the current contract will tie approximately 300 section corners and quarter corners to the Portage County Coordinate System.

In 2020, the County Surveyors budget will be used to continue the perpetuation and maintenance of the section corners and quarter corners and tie them to the Portage County Coordinate System.

Currently certified survey maps (CSMs), subdivision plats, and section tie sheets are available on the web through the Portage County online record system.

SURVEYOR

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	243	250	300	250	0	0.0%
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
Total Revenue	\$243	\$250	\$300	\$250	\$0	0.0%
Expenditures						
Personnel Services	17,144	17,402	17,402	17,829	427	2.5%
Contractual Services	13,648	13,442	13,442	14,444	1,002	7.5%
Supplies & Expenses	2,329	1,944	4,044	2,779	835	43.0%
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
Total Expenditures	\$33,121	\$32,788	\$34,888	\$35,052	\$2,264	6.9%
County Allocation	\$32,878	\$32,538	\$34,588	\$34,802	\$2,264	7.0%

SURVEYOR

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel expenses reflect a 2.5% increase due to a 1% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services increase 7.5% due to an increase in the County's contracted information technology services allocation.
- Supplies and operating expenses increase due to the need to replenish boundary posts as a result of the large amount of GPS work being done.

SURVEYOR

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
GPS & Maintenance of Government Corners	10,720
Other Contractual	3,724
Total	14,444

CAPITAL OUTLAY

Description	Amount
None	

SURVEYOR

County Surveyor

Position Summary (FTE)	2018	2019	2020
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Total	1.00	1.00	1.00

*Listed as a position but no 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 recorded 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. The Sheriff's Office communications staff uses GIS daily to direct emergency responders and law enforcement personnel to incident locations quickly and accurately.

The program eliminates duplication of effort. For example, WisVote, the State voter management software, 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. 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 supports data-driven decisions. County officials, town officials, County Planning staff, and citizens collaborate to build maps using information available in the GIS database such as tax parcel boundaries, floodplain, wetlands, slope, and ownership to develop land use plans and manage private and public property.

ON THE HORIZON:

Upcoming projects will prepare Portage County for Next Generation 911, provide internet access to zoning and septic permits, and migrate GIS to current software.

Training in new software programs, database management, computer programming and World Wide Web application development will continue.

Land Records program funds will be used to procure aerial photography in 2020. Aerial photography is a key component of the Land Records program that is updated every 5 (five) years.

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	11,208	66,376	106,432	60,392	(5,984)	-9.0%
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	82,752	86,000	84,000	84,000	(2,000)	-2.3%
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	36,935	36,935	N/A
Total Revenue	\$93,960	\$152,376	\$190,432	\$181,327	\$28,951	19.0%
Expenditures						
Personnel Services	68,414	69,820	69,820	71,627	1,807	2.6%
Contractual Services	16,470	72,450	116,294	12,900	(59,550)	-82.2%
Supplies & Expenses	5,009	4,500	2,000	4,500	0	0.0%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	109	300	300	300	0	0.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	12,000	12,000	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	80,000	80,000	N/A
Future Operations Designations	0	5,306	2,018	0	(5,306)	-100.0%
Total Expenditures	\$90,001	\$152,376	\$190,432	\$181,327	\$28,951	19.0%
County Allocation	(\$3,959)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$3,959					

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decrease for the Land Information Program base budget grant from the Wisconsin Department of Administration based on the formula calculation.
- Public charges for services remain relatively constant with a decrease of \$2,000.
- Other financing sources for 2020, in the amount of \$36,935, is related to fund balance designated to upgrade the navigation satellite system and update aerial photography, previously updated over five years ago.
- Personnel expenses reflect a 2.6% increase due to a 1.0% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contract services decreased due to the completion of the 2019 remonumentation program from the grant funds available in the previous year.
- Capital projects increase by \$12,000 for an upgrade to the navigation satellite system which was last upgraded in 2008.
- Transfer to other funds reflects a transfer to the Capital Projects fund for the aerial photography project.
- Future operations designations decreases due to the need to use fund balance in 2020.

LAND RECORDS MODERNIZATION

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
ARC GIS Software Licensing	12,900
Total	12,900

CAPITAL OUTLAY

Description	Amount
Upgrade the Global Navigation Satellite System	12,000
Total	12,000

LAND RECORDS MODERNIZATION

GIS/LIS Specialist* 1.00

Position Summary (FTE)	2018	2019	2020
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Total	1.00	1.00	1.00

*Land Records Modernization is included in the Planning & Zoning Department, but associated 1.00 FTE reported here.

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 22 municipalities and 2nd 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; 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 administers the budget for County tax collection and the treasury services budget for the County, which represents miscellaneous revenues and expenses related to both taxes and treasury operations. 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 implemented new tax software in 2018 and will be implementing the credit card payment collections function to this new software in December, 2019. Additionally, the tax payment collection by local banks is being re-implemented for 2019 taxes.

The Treasurer's Office will continue to implement the Business Optimization analysis done by Schenck, a full-service regional accounting and consulting firm, in 2017. Schenck's Business Optimization analysis will define and improve the department's process and procedures by clarifying objectives and responsibilities. It will also involve updating policies and procedures, and put in place continuous improvement practices.

TREASURER

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	592,659	436,890	521,982	522,125	85,235	19.5%
Intergovernmental Revenue	84,195	94,315	82,815	82,815	(11,500)	-12.2%
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	1,895	1,400	1,000	1,000	(400)	-28.6%
Intergovernmental Charges for Service	70,668	65,873	74,320	74,320	8,447	12.8%
Miscellaneous Revenue	459,283	670,000	754,275	808,940	138,940	20.7%
Other Financing Sources	0	307	307	0	(307)	-100.0%
Total Revenue	\$1,208,700	\$1,268,785	\$1,434,699	\$1,489,200	\$220,415	17.4%
Expenditures						
Personnel Services	201,287	236,462	177,823	209,476	(26,986)	-11.4%
Contractual Services	64,299	75,583	80,190	82,711	7,128	9.4%
Supplies & Expenses	17,609	25,366	16,677	18,695	(6,671)	-26.3%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	57,604	57,800	53,265	58,050	250	0.4%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	(188)	0	314	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
Total Expenditures	\$340,611	\$395,211	\$328,269	\$368,932	(\$26,279)	-6.6%
County Allocation	(\$868,089)	(\$873,574)	(\$1,106,430)	(\$1,120,268)	(\$246,694)	28.2%
Addition to (Use of) Fund Balance	307					

TREASURER

FINANCIAL SUMMARY HIGHLIGHTS:

- Based on the experience of the prior year, anticipated managed forest land revenues increase by \$35,235 and anticipated collections for interest on delinquent taxes increase \$50,000. The overall net change is an increase of 19.5%.
- Intergovernmental revenues decrease \$11,500 based on anticipated forest crop law/managed forest land severance and yield tax estimations.
- Public charges for service fees for records requests decrease \$400 based on prior year experience.
- Intergovernmental charges increase by 12.8% due to a \$25 increase of base charge for tax collection services per municipality, adding a municipality to the tax collection services, an increase of \$0.10 tax collection service fee per parcel and a \$0.01 per parcel mailing increase.
- Miscellaneous revenue increases 20.7% due to an projected increase in investment interest income.
- Personnel expenses reflect a 11.4% decrease due to a 1% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions, and a \$30,721 decrease in the County's share of health insurance as a result of employee health insurance elections.
- Contractual services increase by 9.4% for the County's contracted information technology services allocation.
- Supplies and expenses decrease due to photocopy and printing and bank charge changes due to re-structuring our banking agreement and account types.

TREASURER

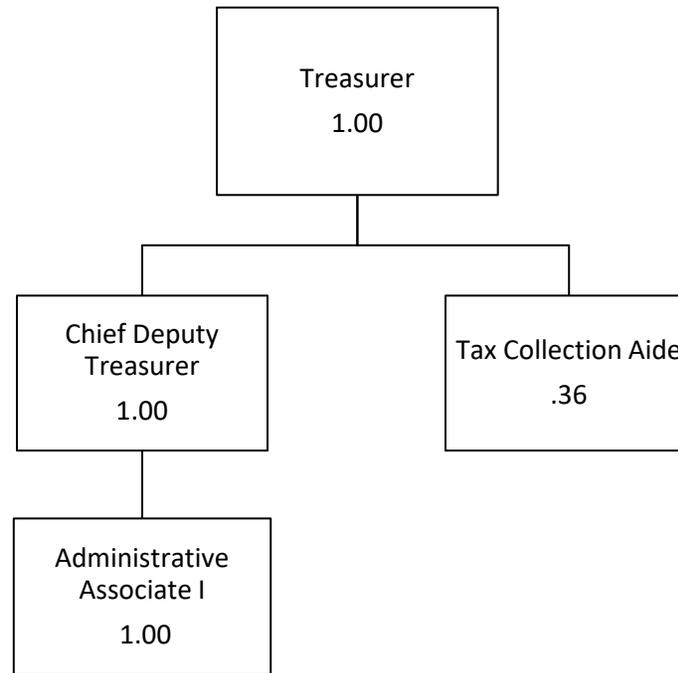
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Tax Bill Processing	26,327
Other Contractual	56,384
Total	82,711

CAPITAL OUTLAY

Description	Amount
None	

TREASURER



Position Summary (FTE)	2018	2019	2020
Regular Positions	3.00	3.00	3.00
Extra Help	0.50	0.30	0.36
Total	3.50	3.30	3.36

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:

While maintaining our department's basic operations, the Executive Office has taken steps to cut our budget by controlling what we can; for example, we do not take mileage or per diem.

My continued priority remains to create an annual budget development process that hinges upon collaboration and prioritization within the confines of our financial realities.

Every year brings changes—expected and unexpected. I am hopeful that we can continue on those paths that lead us toward solutions for the challenges we know of today, and if we cannot tie up our loose ends all at once, that we can put in place a solid and sustainable plan for tomorrow. Our future depends on it.

COUNTY EXECUTIVE

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	0	5,000	5,000	0	(5,000)	-100.00%
Total Revenue	\$0	\$5,000	\$5,000	\$0	(\$5,000)	-100.00%
Expenditures						
Personnel Services	187,744	187,338	187,953	192,966	5,628	3.00%
Contractual Services	9,216	19,774	19,644	14,325	(5,449)	-27.56%
Supplies & Expenses	2,523	3,602	2,289	2,914	(688)	-19.10%
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	215	1,300	650	4,550	3,250	250.00%
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
Total Expenditures	\$199,698	\$212,014	\$210,536	\$214,755	\$2,741	1.29%
County Allocation	\$199,698	\$207,014	\$205,536	\$214,755	\$7,741	3.74%

COUNTY EXECUTIVE

FINANCIAL SUMMARY HIGHLIGHTS:

- Other finance sources and contractual services decrease \$5,000 for the removal of a one-time expense for the Future Regions Initiative funded with contingency funds.
- Personnel services increase 3.00% due to a 1.0% annual adjustment increase to the County's wage and classification plan, along with a slight increase to WRS contributions.
- Supplies and expense decrease due to photocopy and printing.
- Grants, contributions and indemnities increase to include funds toward a recognition holiday luncheon.

COUNTY EXECUTIVE

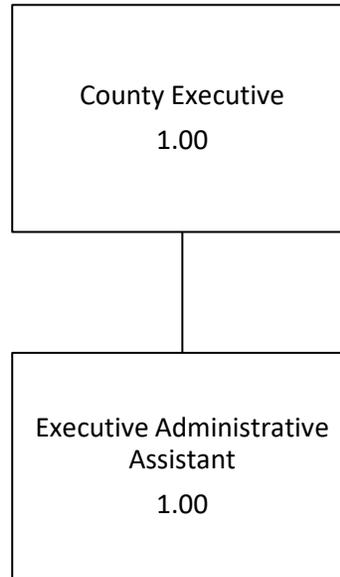
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Consulting Services	5,000
Performance/Accountability	1,500
Other Contractual	7,825
Total	14,325

CAPITAL OUTLAY

Description	Amount
None	

COUNTY EXECUTIVE



Position Summary (FTE)	2018	2019	2020
Regular Positions	2.00	2.00	2.00
Extra Help	0.00	0.00	0.00
Total	2.00	2.00	2.00

CORPORATION COUNSEL

MISSION:

To serve as the county's general practice law firm that provides quality, timely and practical legal services to county departments, employees, and county board and assistance to county residents.

OVERVIEW:

The Office of the 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 provides substantive and procedural assistance at County Board meetings. The Corporation Counsel reviews, drafts and coordinates County Board resolutions and ordinances, county and department policies, and the Portage County Code of Ordinances. It advises on open records and open meetings law and policies. On occasion, it communicates with county residents and third parties when performing the above activities.

The office provides legal advice and counsel on all major county proposals, initiatives and programs. The office directly handles cases involving mental commitments, drug and alcohol commitments, guardianships, termination of parental rights, children in need of protective services, child support, zoning enforcement, civil actions involving county government, and oversees and assists with litigation that is sent to outside counsel. The office provides legal advice, counsel and document preparation and review for contracts, opinions, requests for proposals and leases. Occasionally, the office evaluates and responds to other legal issues including municipal and contract matters, tort law, estate issues and real estate.

The office serves as the labor law advisor and negotiator for the County, providing advice and counsel on numerous personnel issues. It 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 2020, the Office of the Corporation Counsel will continue to aggressively pursue Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR) cases. Establishing permanence and finding forever homes for these children is a top priority for Portage County.

The office will continue looking for new ways to assist all county departments to achieve change that is meaningful, progressive and cost-effective.

CORPORATION COUNSEL

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	77,789	59,945	75,808	75,808	15,863	26.5%
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	1,856	2,400	2,400	2,400	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	500	500	500	0	0.00%
Other Financing Sources	103,838	80,453	86,812	65,109	(15,344)	-19.1%
Total Revenue	\$183,483	\$143,298	\$165,520	\$143,817	\$519	0.36%
Expenditures						
Personnel Services	606,927	720,811	631,566	739,740	18,929	2.6%
Contractual Services	33,351	(9,192)	28,779	35,380	44,572	-484.9%
Supplies & Expenses	11,495	16,763	13,195	16,283	(480)	-2.9%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	50	0	38	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
Total Expenditures	\$651,823	\$728,382	\$673,578	\$791,403	\$63,021	8.7%
County Allocation	\$468,340	\$585,084	\$508,058	\$647,586	\$62,502	10.7%

CORPORATION COUNSEL

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues increase \$15,863 or 26.5% overall due to an accounting change for Child Support related services in the amount of \$29,040 and a decrease of \$12,495 for IV-E legal services related to CHIPS and TPR cases.
- Other financing sources decrease due to a planned decrease in the Health and Human Services (HHS) fund balance transfer for CHIPS and TPR legal services. The funds help offset 60% of the costs for a lawyer and paralegal in the Corporation Counsel's budget for their work with IV-E cases. The positions were previously added to the County's budget with the intent to help reduce the ongoing out of home placement expenses in the HHS budget. The use of HHS fund balance was established to assist with start-up costs with the intent to reduce the amount each year. In 2020, the amount of the transfer decreases from 60% to 40%, and by 20% each budget year thereafter.
- Personnel services increase overall by 2.6% due to a 1.00% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services increase by \$44,572 resulting from an accounting change for recording revenue for Child Support related services expenses in 2020.

CORPORATION COUNSEL

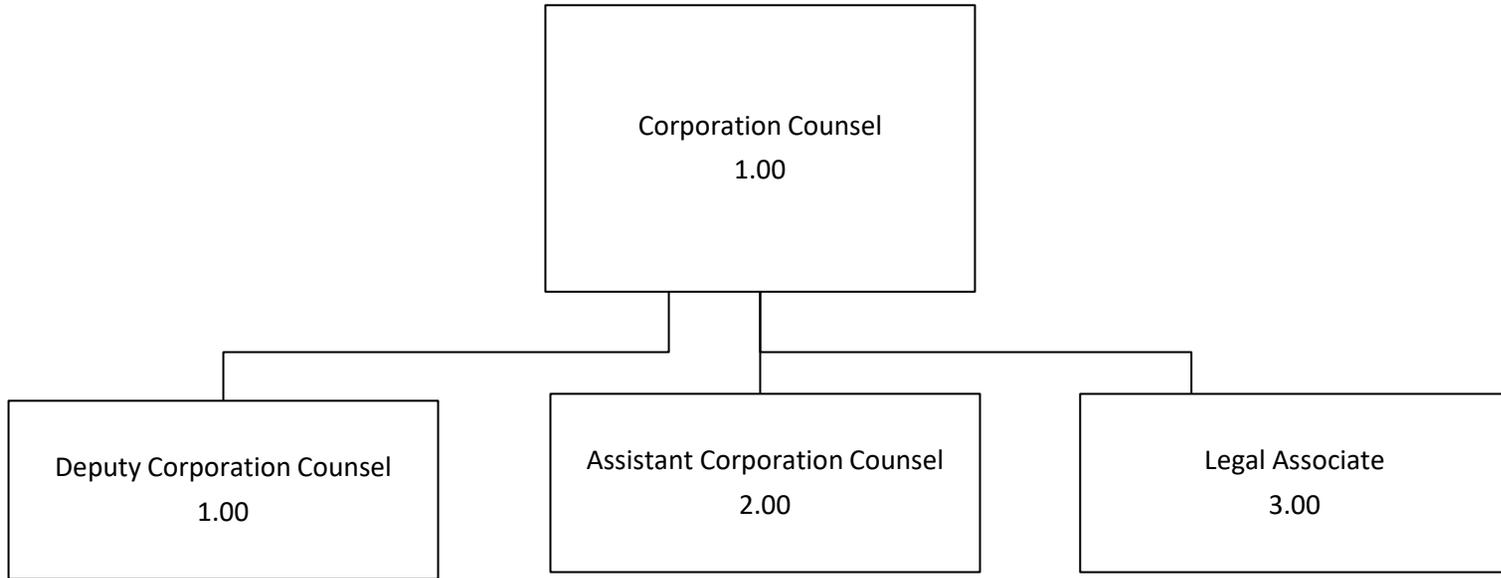
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	27,380
Legal Services	5,000
Witness Fees	3,000
Total	35,380

CAPITAL OUTLAY

Description	Amount
None	

CORPORATION COUNSEL



Position Summary (FTE)	2018	2019	2020
Regular Positions	7.00	7.00	7.00
Extra Help	0.00	0.00	0.00
Total	7.00	7.00	7.00

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 program, unemployment compensation, employee orientation, wage and salary administration, benefits administration, law compliance, training and education, employee relations and research.

OVERVIEW:

The Human Resources (HR) 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:

In order to ensure compliance with challenged Equal Employment Opportunity laws, the Genetic Information and Nondiscrimination Act (GINA) and the American with Disability Act (ADA), and to take the opportunity to make Portage County's Wellness Program a more integrated, holistic wellbeing program, the Human Resources department conducted a

review of the County's wellness program, established parameters for a future program, and evaluated potential vendors to assist in administering the program. The Human Resources Committee is recommending a vendor to County Board, and if approved, will be implementing the new Portage County Wellbeing Program, with a new vendor in 2020.

Portage County received additional MUNIS Enterprise Resources Planning (ERP) training in 2019 and will be working on implementing the remaining six (6) Human Resources modules and on reviewing practices, policies and procedures to align with the new processes. Any change in practices, policies and procedures will also require training of staff.

The Human Resources department will continue to review and implement recommendations regarding employee benefits from the countywide salary study. One benefit and policy that is in the process of being reviewed is the vacation policy and schedules. The Human Resources department also has been working with the Information Technology department on a County-wide social media policy and implementation of that policy.

The Human Resources Department developed a Supervisory training program and will continue to develop and establish that program.

The Human Resources Department had a retirement and a resignation in 2019 and will continue to train new department staff in 2020, implement more cross training, review policies and procedures and establish more efficient policies, procedures and practices moving forward.

HUMAN RESOURCES

FINANCIAL SUMMARY

	2018 Actual	2019		2020 Budget	Change from 2019 Modified Budget	
		Modified Budget	Projected Budget		Amount Change	Percent Change
Revenue						
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	44	100	100	100	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	2,190	2,840	1,964	0	(2,840)	-100.0%
Other Financing Sources	28,240	27,801	27,800	28,475	674	2.4%
Total Revenue	\$30,474	\$30,741	\$29,864	\$28,575	(\$2,166)	-7.0%
Expenditures						
Personnel Services	375,614	386,021	369,613	376,166	(9,855)	-2.6%
Contractual Services	36,178	40,230	40,042	36,089	(4,141)	-10.3%
Supplies & Expenses	21,848	31,275	24,916	28,898	(2,377)	-7.6%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	58	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
Total Expenditures	\$433,698	\$457,526	\$434,571	\$441,153	(\$16,373)	-3.6%
County Allocation	\$403,224	\$426,785	\$404,707	\$412,578	(\$14,207)	-3.3%

HUMAN RESOURCES

FINANCIAL SUMMARY HIGHLIGHTS:

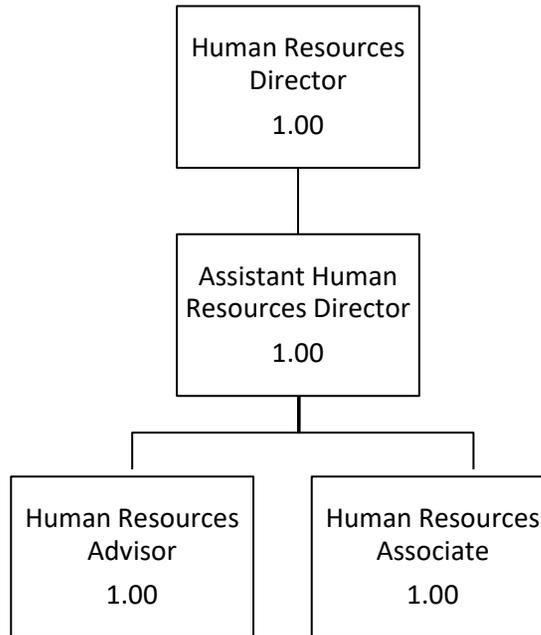
- Miscellaneous Revenue decrease is due to no longer receiving reimbursement for WPELRA for conference attendance.
- Personnel services decrease overall by 2.6% due to employee health insurance changes, a 1.0% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services decrease by 10.3% due to a reduction in the County's contracted information technology allocation.
- Supplies and expenses decrease by 7.6% due to a reduction in conference registrations and employee travel expenses.

HUMAN RESOURCES

CONTRACTED SERVICES

Type of Services Provided	Annual Cost	Description	Amount
FMLA Administration	11,051	None	
Other Contractual	25,038		
Total	36,089		

HUMAN RESOURCES



Position Summary (FTE)	2018	2019	2020
Regular Positions	4.00	4.00	4.00
Extra Help	0.00	0.00	0.00
Total	4.00	4.00	4.00

*Human Resources employees funded through proprietary funds are reported within those funds and are not included above. 1.00 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 morale, and in return, lower the costs of employee health care.

ON THE HORIZON:

As referenced in the Human Resources department summary the Human Resources Department will be working on implementing a new Wellbeing Program in 2020, along with a new third-party administrator, contingent upon County Board approval.

In 2018 Portage County switched health plan administrators. In 2019 there were some processing errors and the health plan administrator switched pharmacy benefit managers mid-year. The Human Resources department continues to work with employees in education of the health plan in general, as well as being a liaison with the new administrator.

The Human Resources department will continue to evaluate program design and premiums to keep the Portage County Health Plan a competitive plan and a value to employees. As a self-funded plan, the plan pays for only Portage County's employees and their family's medical expenses. Therefore, opportunities to educate employees on the health insurance industry in general, as well as ways, and tools to promote overall good health will continue to be explored.

The Human Resources started an evaluation of the Employee Assistance Program (EAP), including conducting a marketing analysis of EAP providers and will continue that evaluation in 2020.

HEALTH INSURANCE

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	7,812,987	7,141,027	7,653,791	7,736,709	595,682	8.3%
Miscellaneous Revenue	962,993	209,500	717,999	235,000	25,500	12.2%
Other Financing Sources	0	312,498	107,970	1,213,292	900,794	288.3%
Total Revenue	\$8,775,980	\$7,663,025	\$8,479,760	\$9,185,001	\$1,521,976	19.9%
Expenditures						
Personnel Services	2,055	5,383	1,938	274,508	269,125	4999.5%
Contractual Services	7,474,104	7,628,493	8,449,226	8,881,102	1,252,609	16.4%
Supplies & Expenses	1,395	1,348	796	916	(432)	-32.0%
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	28,240	27,801	27,800	28,475	0	0.0%
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	\$7,505,794	\$7,663,025	\$8,479,760	\$9,185,001	\$1,521,976	19.9%
County Allocation	(\$1,270,186)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$1,270,186					

HEALTH INSURANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increase by 8.3% to reflect actual premium rates.
- Miscellaneous revenues increase by 12.2% to reflect anticipated interest income.
- Personnel services increase \$250,000 due to new wellness incentive structure program.
- Contractual services increase by 16.4% primarily due to a projected increase in claims based on current analysis. Medical services also increase \$21,700 due to the new wellness incentive structure program.

Medical Claims Experience

Year	Budget	Actual
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
2015	7,941,428	5,446,706
2016	7,477,779	4,970,080
2017	8,001,224	5,085,707
2018	6,961,019	6,552,279

*2007 - 2010 Budget was for medical claims and TPA Admin Fees

HEALTH INSURANCE

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Medical Claims	5,209,192
Pharmacy Claims	2,542,261
Excess Coverage/Stop Loss	980,853
Health Plan Administration	66,093
Medical Concierge Services	58,000
Employee Assistance Program	19,318
On-Site Flu Vaccinations	5,385
Total	8,881,102

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. (Located in other sections of this budget document.)

The department provides policy, budget, and management services to the County Executive, Finance Committee, County Board, departments, and other County committees and boards, along with assisting 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) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (commonly called “Uniform Guidance”), State Single Audit Guidelines (SSAG), State Allowable Cost Policy Manual, Wisconsin Administrative Rule-Tax 16, and many others.

ON THE HORIZON:

Department initiatives include continued implementation of the MUNIS Enterprise Resource Planning (ERP) system, Goal III. B. of the strategic plan. Revisions to the current fiscal ordinance along with corresponding development of a Financial Management Policy & Procedure Manual remain the focus of the department. These policy and procedure updates include continued progress towards Uniform Grant Guidance compliance.

With the large number of capital infrastructure projects and the continued need to ensure operational funding sustainability, additional long term financial planning is needed to identify future challenges and opportunities. The department will continue to work together with the County Executive to develop a priority setting process to help guide the County’s budget development. This will be an important process to ensure future financial stability.

FINANCE

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	180	60	90	120	60	100.00%
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	26,111	0	0	N/A
Total Revenue	\$180	\$60	\$26,201	\$120	\$60	100.00%
Expenditures						
Personnel Services	1,275,987	1,376,844	1,308,269	1,318,942	(57,902)	-4.21%
Contractual Services	133,987	177,577	172,645	150,451	(27,126)	-15.28%
Supplies & Expenses	8,128	19,901	12,409	19,021	(880)	-4.42%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	91	200	200	200	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	(1)	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
Total Expenditures	\$1,418,192	\$1,574,522	\$1,493,523	\$1,488,614	(\$85,908)	-5.46%
County Allocation	\$1,418,012	\$1,574,462	\$1,467,322	\$1,488,494	(\$85,968)	-5.46%
Addition to (Use of) Fund Balance	\$26,111					

FINANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services decrease overall by 4.21% due to a 1.0% annual adjustment increase to the County's wage and classification plan, a slight increase to WRS contributions, along with the transfer of a Financial Associate II position from the Finance department to the Clerk of Courts Office.
- Contractual services decrease by 15.28% due to the removal of prior year purchase order carry forward funds for consulting services for business optimization services related to treasury services and Uniform Grant Guidance policy development and implementation.
- Supplies and expenses decrease due to photocopy and printing.

FINANCE

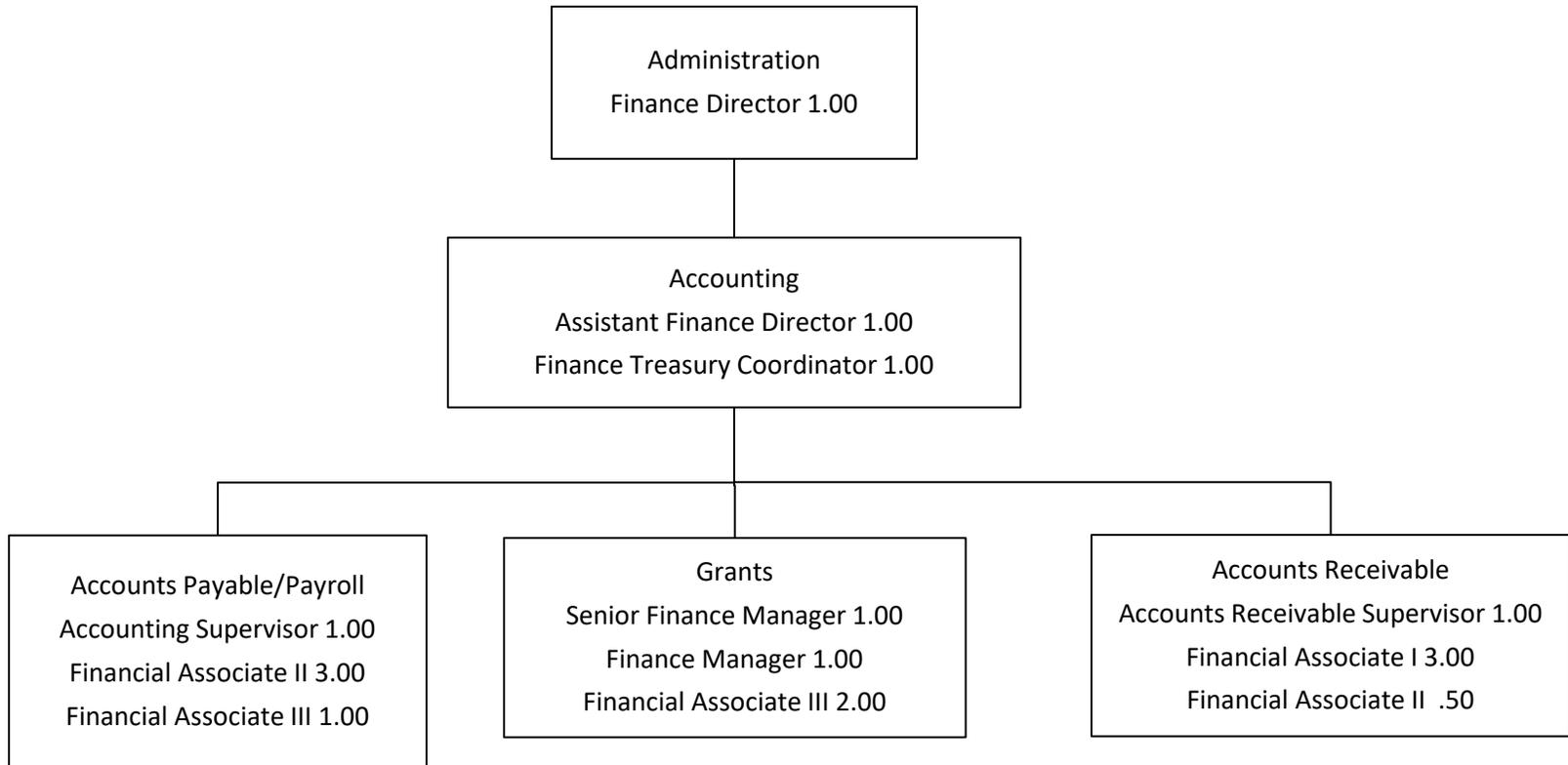
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Auditing/Accounting	73,400
Cost Allocation Plan	5,800
Contracted Training/Education	4,500
Other Contractual	66,751
Total	150,451

CAPITAL OUTLAY

Description	Amount
None	

FINANCE



Position Summary (FTE)	2018	2019	2020
Regular Positions	17.50	17.50	16.50
Extra Help	0.00	0.00	0.00
Total	17.50	17.50	16.50

*Finance employees funded through proprietary funds are reported within those funds and are not included above. 3.00 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.
- 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 with claimants, insurance companies and their representatives, and legal representatives.

Loss Control

Risk Management conducts a variety of activities to reduce the potential for loss and the impact losses might have on day to day operations. The goal is to be proactive 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 risk management staff. Required employee safety training is coordinated and tracked for compliance and to ensure a safe workplace for staff.

ON THE HORIZON:

The County's on-going pursuits to provide a safe environment for the public and staff have included a plan of online training programs, hands-on training, and awareness level courses. These trainings have proven useful and successful to the County in an effort to avoid or reduce claims.

Risk management will continue along the course of proactively assessing buildings and grounds, work environments, and maintaining proper coverage of assets.

An initiative for 2020 will be the review and update of the County's existing Employee Safety Handbook and the revitalization of the Safety Committee.

RISK MANAGEMENT/WORKERS' COMPENSATION

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	470,645	460,241	451,718	558,199	97,958	21.3%
Miscellaneous Revenue	0	1,000	3,500	10,000	9,000	900.0%
Other Financing Sources	0	68,700	169,713	0	(68,700)	-100.0%
Total Revenue	\$470,645	\$529,941	\$624,931	\$568,199	\$38,258	7.2%
Expenditures						
Personnel Services	74,989	77,489	77,489	79,179	1,690	2.2%
Contractual Services	473,289	435,704	536,325	475,754	40,050	9.2%
Supplies & Expenses	291	16,748	11,117	13,266	(3,482)	-20.8%
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
Total Expenditures	\$548,569	\$529,941	\$624,931	\$568,199	\$38,258	7.2%
County Allocation	\$77,924	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	(\$77,924)					

RISK MANAGEMENT/WORKERS' COMPENSATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Overall the 2020 budget increased 7.2% from the 2019 budget.
- Intergovernmental charges for services increase by 21.3%. The State of Wisconsin develops standard worker's compensation rates for both public and private employers. Beginning with 2020, the WI workers compensation rates are adjusted based on the County's mod rate to reflect our experience on an annual basis. The 2020 budget amount is based on employee wages budgeted and prorated at the rate of 92% countywide to account for position vacancies throughout the year.
- Anticipated use of fund balance in 2019, in the amount of \$169,713, is primarily due to anticipated large claims for 2019.
- Personnel services increase overall by 2.2% due to a 1.00% annual adjustment increase to the County's wage and classification plan along with a slight increase to WRS contributions.
- Contractual services increase by 9.2% based on medical and lost wages claim history.
- Supplies and expenses decrease resulting from less funds budgeted for office equipment replacement in 2020.

RISK MANAGEMENT/WORKERS' COMPENSATION

CONTRACTED SERVICES

Types of Services Provided	Annual Cost
Medical & Lost Wages	388,561
Excess Workers Compensation coverage	68,720
Job Evaluations	7,500
Other Contractual	10,973
Total	475,754

CAPITAL OUTLAY

Description	Amount
None	

RISK MANANGEMENT/WORKERS' COMPENSATION

Risk Management Specialist 1.00

Position Summary (FTE)	2018	2019	2020
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Total	1.00	1.00	1.00

*Risk Management is included in the Finance Department but operates 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. The department also assists in the review and negotiations of contracts, leases, and other legally binding agreements related to the acquisition of goods, services, or assets. Those programs are approved and funded by Portage County taxpayers through their elected representatives.

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 traded in for new equipment purchases, sold on open market at the price to be established by the County Executive, or through public auction, whichever method is deemed most advantageous to the County.

ON THE HORIZON:

The Purchasing Department continues to work with the Finance and Information Technology departments to implement the MUNIS Enterprise Resource Planning (ERP) system phase three modules, which include fixed assets, vendor self-service, and e-procurement. The department is currently working on the acceptance of electronic bids and RFP's.

PURCHASING

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	8	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	892	500	4,289	500	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$900	\$500	\$4,289	\$500	\$0	0.00%
Expenditures						
Personnel Services	186,246	184,056	182,864	203,561	19,505	10.6%
Contractual Services	16,632	16,611	16,426	17,562	951	5.7%
Supplies & Expenses	5,326	5,836	4,996	5,822	(14)	-0.2%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	250	100	250	0	0.00%
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
Total Expenditures	\$208,203	\$206,753	\$204,386	\$227,195	\$20,442	9.9%
County Allocation	\$207,304	\$206,253	\$200,097	\$226,695	\$20,442	9.9%
Addition to (Use of) Fund Balance	\$0					

PURCHASING

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increase overall by 10.6% due to employee health insurance changes. This also includes a 1.0% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services increase by 5.7% due to an increase for the County's contracted information technology services allocation.

PURCHASING

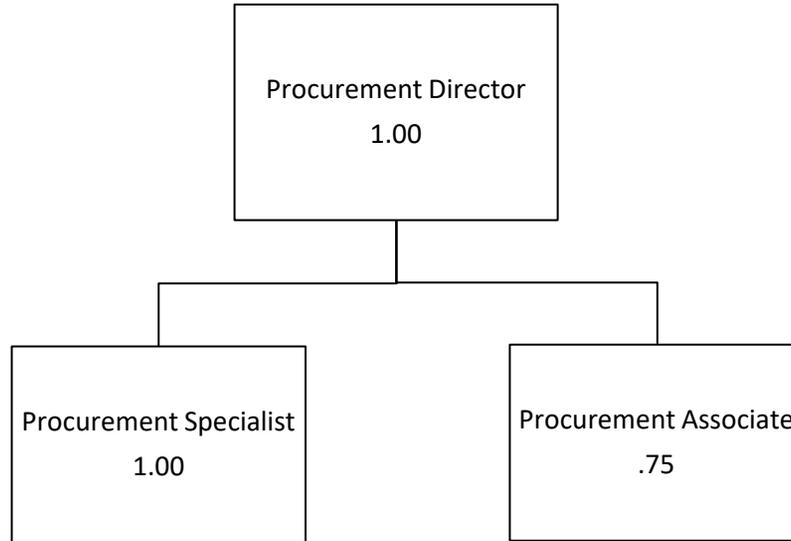
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	17,562
Total	17,562

CAPITAL OUTLAY

Description	Amount
None	

PURCHASING



Position Summary (FTE)	2018	2019	2020
Regular Positions	3.00	2.75	2.75
Extra Help	0.00	0.00	0.00
Total	3.00	2.75	2.75

FACILITIES

MISSION:

To provide an accessible, safe, attractive, functional 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. Facilities has recently accepted the responsibility of communication tower sites and 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 as identified in the updated Master Strategic Plan 2017-2021, Goal II. A long term plan for the courthouse, law enforcement facility and jail, Health Care Center and other facility needs/locations is critically important for clarifying priorities and for ensuring responsible infrastructure stewardship and planning.

Progress continues on identifying the specifics of a new Government Facility Building. The potential new building is in the early stages of development.

This building would house the Portage County Circuit Courts and ancillary departments. A major renovation of the existing County/City Building is proposed to take place as part of this project. Future renovations are considering both County and City needs for present and future space. All building and renovation projects will consider and incorporate renewable energy projects and irrigation free landscape features whenever feasible.

The 2020 budget reflects a 3% increase for natural gas and electric rates along with an 8% increase for water and sewer. Facilities management will continue to seek out energy saving projects whenever possible. Recent projects include new LED pole lights in the parking lots, LED entrance lighting, and LED office lighting.

FACILITIES

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	950	960	0	0	(960)	-100.00%
Intergovernmental Charges for Service	359,619	318,596	358,600	368,596	50,000	15.69%
Miscellaneous Revenue	74,201	2,900	10,502	6,260	3,360	115.86%
Other Financing Sources	0	43,000	98,235	47,500	4,500	10.47%
Total Revenue	\$434,770	\$365,456	\$467,337	\$422,356	\$56,900	15.57%
Expenditures						
Personnel Services	1,419,818	1,479,447	1,424,058	1,530,737	51,290	3.47%
Contractual Services	725,882	781,688	820,545	762,808	(18,880)	-2.42%
Supplies & Expenses	183,157	209,606	197,829	209,064	(542)	-0.26%
Building Materials	270	0	0	0	0	N/A
Fixed Charges	21,466	21,952	26,912	25,702	3,750	17.08%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	65,326	80,300	85,268	55,000	(25,300)	-31.51%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	12,500	12,500	25,000	12,500	100.00%
Total Expenditures	\$2,415,919	\$2,585,493	\$2,567,112	\$2,608,311	\$22,818	0.88%
County Allocation	\$1,981,149	\$2,220,037	\$2,099,775	\$2,185,955	(\$34,082)	-1.54%
Addition to (Use of) Fund Balance	\$21,473					

FACILITIES

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increase by 15.69% based on estimated charges to the City of Stevens Point for facilities management services.
- Miscellaneous revenues increase \$3,360 from CREATE for rental income related to 1039 Ellis Street property.
- Other financing sources for both 2019 and 2020 are related to fund balance amounts that will be used in 2020 for equipment and vehicle purchases.
- Personnel services increase overall by 3.47% due to a 1.00% annual adjustment increase to the County's wage and classification plan along with a slight increase in WRS premiums.
- Contractual services decrease due to the removal of prior year purchase order carryovers.
- Fixed charges increase 17.08% due to the addition of funds for equipment rental.
- Capital projects decrease overall due to the anticipated purchases of equipment scheduled for 2020.
- Future operations designations increase due to the amount of funds set aside each year for future equipment and vehicle purchases.

FACILITIES

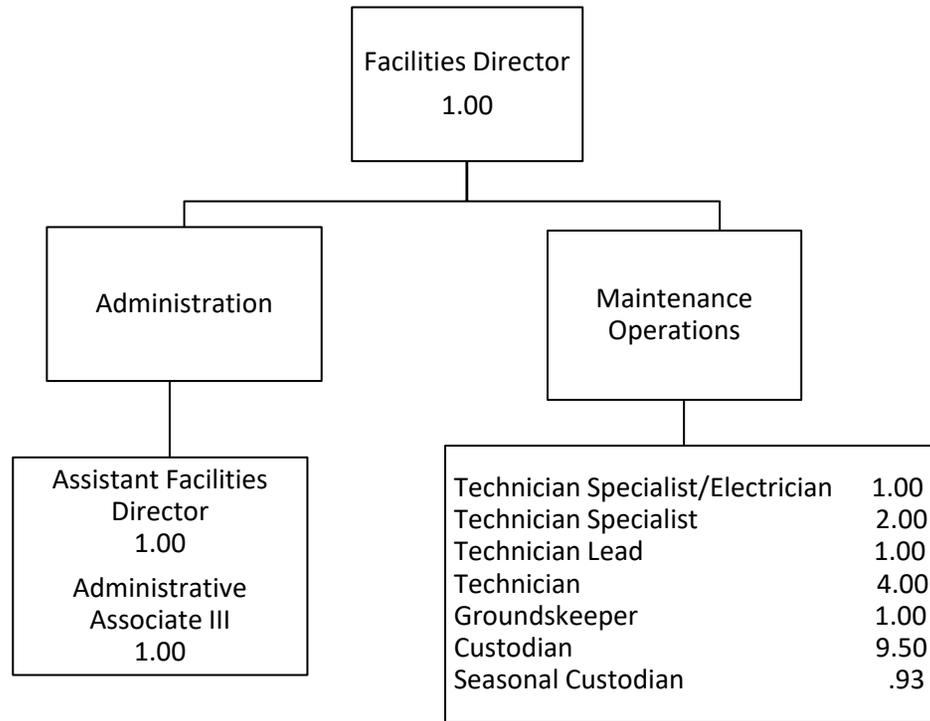
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Utilities	505,616
Building Maintenance & Repairs	49,900
Elevator Maintenance & Repairs	28,616
Waste Removal	25,864
Heating & Air Conditioning Services	18,600
Security Services	15,314
Plumbing Services	14,500
Fire Protection Services	12,627
Janitorial Services	11,160
Other Contractual	80,611
Total	762,808

CAPITAL OUTLAY

Description	Amount
Truck F-250 with plow and liftgate	40,000
Replacement of Vacuums	10,000
Replacement of Public Space Furniture	5,000
Total	55,000

FACILITIES



Position Summary (FTE)	2018	2019	2020
Regular Positions	21.50	21.50	21.50
Extra Help	1.65	0.93	0.93
Total	23.15	22.43	22.43

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 advancements in enhancing services and upgrading the County's technology infrastructure.

Information Technology Services

The department manages requests for technology related support through an automated request system. The year-to-date 2019 support requests resolved by the department total over 3,250 up from 2,850 in 2018.

The department is continuing to provide assistance in the implementation of the MUNIS Enterprise Resource Planning (ERP) system with interface programming, report creation, and system level support. In addition, periodic upgrades to our existing systems are ongoing throughout the year.

The Land Records system was moved from the AS400 during the course of the past year. We are currently implementing the Permit Management feature in the system.

Enhanced video conferencing capabilities are being implemented in all Branches of the courthouse.

Phone System Services

The County's Cisco Phone System is managed by the department. The phone system supports approximately 500 phones throughout the County.

In addition, the department supports high speed data connections to the County's outlying facilities.

Managed Print Services

The department administers the Managed Print Services for the printing and copying functions of the County. Service and support are included for 150 printers, copiers, and multi-function devices spread throughout the various County departments.

ON THE HORIZON:

As part of the on-going support MUNIS, time will be spent in converting and testing data imported into the MUNIS system from the AS400 for Phase III implementation, including work orders, fixed assets, and inventory functions.

The Health & Human Services Client Management system will be moved from the AS400 and placed on more modern technology that meets state regulations.

Other projects occurring in 2019, include beginning the process of identifying replacement software for our Law Enforcement system which has reached end-of-life. Also, with the addition of a high speed fiber data connection from the Annex to the Highway department planning is in progress for the implementation of an active disaster recovery data center at that site. As part of this process our current data center is being evaluated for upgrades.

TECHNOLOGY SERVICES

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
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	2,275,428	2,345,860	2,333,704	2,411,759	65,899	2.81%
Miscellaneous Revenue	1,035	2,200	1,900	1,250	(950)	-43.18%
Other Financing Sources	0	75,846	38,851	0	(75,846)	-100.00%
Total Revenue	\$2,276,463	\$2,423,906	\$2,374,455	\$2,413,009	(\$10,897)	-0.45%
Expenditures						
Personnel Services	701,469	787,347	735,907	794,134	6,787	0.86%
Contractual Services	1,097,199	1,357,678	1,311,971	1,382,756	25,078	1.85%
Supplies & Expenses	163,988	152,620	171,462	153,720	1,100	0.72%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	100,090	84,410	84,046	19,548	(64,862)	-76.84%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	11,726	21,500	57,520	42,500	21,000	97.67%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	20,351	13,549	20,351	0	0.00%
Total Expenditures	\$2,074,472	\$2,423,906	\$2,374,455	\$2,413,009	(\$10,897)	-0.45%
County Allocation	(\$201,991)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$201,991					

TECHNOLOGY SERVICES

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increase due to increase in charges to County departments for Information Technology Services and photocopy and printing services. This allocation is based on the overall cost of IT services.
- Miscellaneous revenues decrease \$950 related to real estate data downloads.
- Other financing sources decrease is related to prior year purchase order carryforwards.
- Personnel services increase overall by 0.86% due to a 1.0% annual adjustment increase to the County's wage and classification plan along with a slight increase for WRS contributions.
- Contractual services increase \$25,078 or 1.85% due to an increase in costs for software maintenance and software licensing.
- Fixed charges decrease by \$64,862 based on the department's equipment depreciation schedule.
- Capital projects increase by 97.67% due to anticipated costs for network components and replacement of equipment.

TECHNOLOGY SERVICES

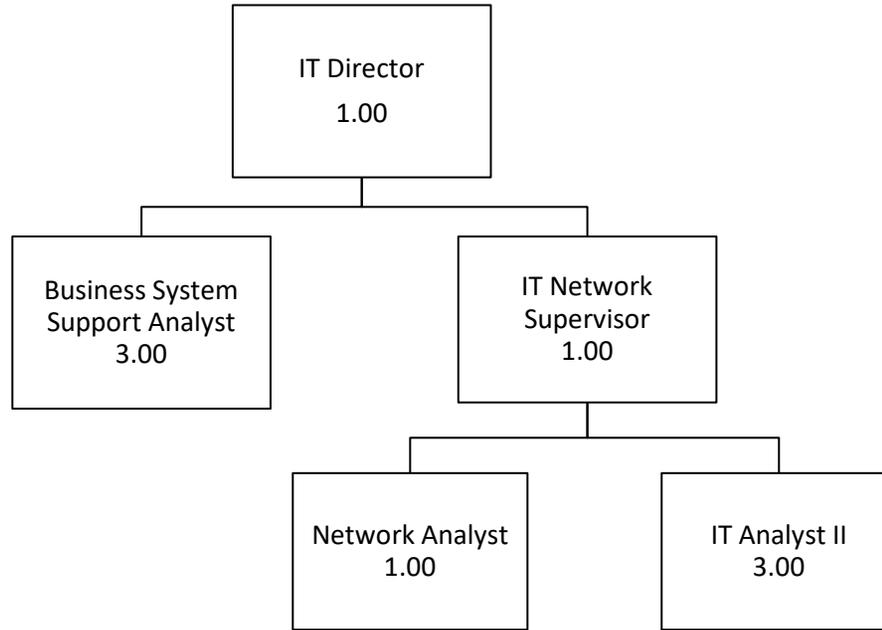
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Software Maintenance	641,391
Software Licensing	243,275
Managed Print Services	135,365
Hardware Maintenance	129,291
Technical Support	70,500
Cellular Services	63,916
Data Lines & Circuits	44,700
Cable and Internet Services	29,180
Other Contractual	25,138
Total	1,382,756

CAPITAL OUTLAY

Description	Amount
Wireless Components	7,500
Blade Replacement	35,000
Total	42,500

INFORMATION TECHNOLOGY



Position Summary (FTE)	2018	2019	2020
Regular Positions	8.00	9.00	9.00
Extra Help	0.00	0.00	0.00
Total	8.00	9.00	9.00

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 and Portage County has taken this option since 1989. 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 Travelers Property Casualty 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. The County most recently added a cyber-security policy.

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 50% cash match towards the project to be eligible for funding.

ON THE HORIZON:

The 2020 budget includes the addition of Personal Property Aid in the amount of \$173,272. Included in 2017 Act 59, the first personal property aid distribution to the County will be May 6, 2019. The 2019 aid amount was \$210,328. The aid is based on tax levies and locally assessed values. The aid payment directly reduces the County's levy limit by the same amount.

The County projects an increase of \$189,312 in sales tax collections based on the current collection projections for fiscal year 2019. Beginning October 1, 2018, Wisconsin required online and other remote sellers with no physical presence in the state to collect and remit the applicable sales or use tax on sales of taxable products and services in Wisconsin.

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.

Non County Agency Funding decreased \$65,250 in 2020. Removal of the funds for the following: \$20,000 for the Housing Authority and \$5,000 for the Arts Alliance. Reduction to funding for the following: \$27,500 Portage County Business Council, \$2,000 Historical Society, \$7,500 Stevens Point Area Conventions & Visitors Bureau and \$3,250 for CAP Services.

NON-DEPARTMENTAL

FINANCIAL SUMMARY

	2018 Actual	2019		2020 Budget	Change from 2019 Modified Budget	
		Modified Budget	2019 Projected Budget		Amount Change	Percent Change
Revenue						
Taxes	19,265,057	19,666,027	19,666,027	20,142,608	476,581	2.42%
Intergovernmental Revenue	2,134,134	2,340,358	2,356,504	2,314,109	(26,249)	-1.12%
Licenses and Permits	43,798	70,084	67,237	67,237	(2,847)	-4.06%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	768	199	200	199	0	0.00%
Intergovernmental Charges for Service	168,025	148,160	152,641	160,834	12,674	8.55%
Miscellaneous Revenue	150,573	63,000	64,000	63,000	0	0.00%
Other Financing Sources	196,453	316,268	366,160	191,924	(124,344)	-39.32%
Total Revenue	\$21,958,808	\$22,604,096	\$22,672,769	\$22,939,911	\$335,815	1.49%
Expenditures						
Personnel Services	243,925	375,000	358,182	270,000	(105,000)	-28.00%
Contractual Services	286,862	296,193	345,458	299,116	2,923	0.99%
Supplies & Expenses	682	812	869	930	118	14.53%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	283,405	329,066	315,132	340,624	11,558	3.51%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	155,445	155,500	155,500	90,250	(65,250)	-41.96%
Capital Projects	0	65,028	50,855	14,173	(50,855)	-78.20%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	1,170,635	115,800	14,441	100,000	(15,800)	-13.64%
Total Expenditures	\$2,140,954	\$1,337,399	\$1,240,437	\$1,115,093	(\$222,306)	-16.62%
County Allocation	(\$19,817,854)	(\$21,266,697)	(\$21,432,332)	(\$21,824,818)	(\$558,121)	2.62%
Addition to (Use of) Fund Balance	(\$104,441)					

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 \$648,929
 - Public Safety \$363,741
 - Health & Human Services \$19,000
 - Culture, Recreation, & Education \$6,000
 - Conservation & Development \$77,423
- Property tax revenue increases 2.3%, or \$287,269, in the 2020 budget.
- The overall sales tax increases by 2.71%, or \$189,312 in the 2020 budget.
- Intergovernmental revenue decrease by 1.12%, due to reduction in anticipated personal property aid and an decrease of \$5,383 for the annual utility payment for shared revenue over the previous year.
- Licenses and permits decrease by 4.06% for a projected decrease to the dog license fee; however, this created a corresponding increase for intergovernmental charges for services.
- Other financing sources decrease 39.32% in the 2020 budget. This is due to a decrease in fund balance related to miscellaneous employee benefits.
- Personnel services decrease \$105,000 or 28.00% due to a reduction in miscellaneous employee benefits anticipated expenses for sick leave conversion payouts.
- Fixed charges increased 3.51% or \$11,558. Overall insurance expenses increased slightly based on a projection of a 3% increase across insurance lines. Additional deductible payments remained flat.
- Grants, contributions and indemnities decrease \$65,250 or 41.96% due to the removal of funds for the following: \$20,000 for the Housing Authority and \$5,000 for the Arts Alliance. There were also reductions to funding for the following: \$27,500 Portage County Business Council, \$2,000 Historical Society, \$7,500 Stevens Point Area Conventions & Visitors Bureau and \$3,250 for CAP Services.
- Capital projects decrease \$50,855 or 78.2% due to the availability of land preservation funds.
- Future operations designations decrease \$15,800 or 13.64% due to the removal of contingency fund transfers from the prior year. The following transfers were included in 2019: transfer to Planning and Zoning for wellhead protection mailing project; transfer to County Executive for Future Region Initiative planning; and transfer to County Clerk for the hiring of a limited term employee to fill as a Deputy County Clerk related to an employment transition in the County Clerk's Office.

NON-DEPARTMENTAL

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Humane Society of Portage County	274,892
CAD Maintenance Support (Outside Agencies)	10,745
Flexible Spending Benefit Administration	7,751
Software Licensing	3,228
Fire Protection Services	1,500
Insurance Broker Services	1,000
Total	299,116

FIXED CHARGES

Insurance	\$340,624
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GRANTS, CONTRIBUTIONS AND INDEMNITIES

Portage County Business Council	52,500
Emergency Services	19,000
Stevens Point Area Convention & Visitors' Bureau	7,500
CAP Services, Inc.	3,250
Portage County Historical Society	2,000
Amherst Fair Association	2,000
Rosholt Fair Association	2,000
2-1-1, United Way of Portage County	2,000
Total	90,250

CAPITAL OUTLAY

Description	Amount
Land acquisition – To be determined	14,173