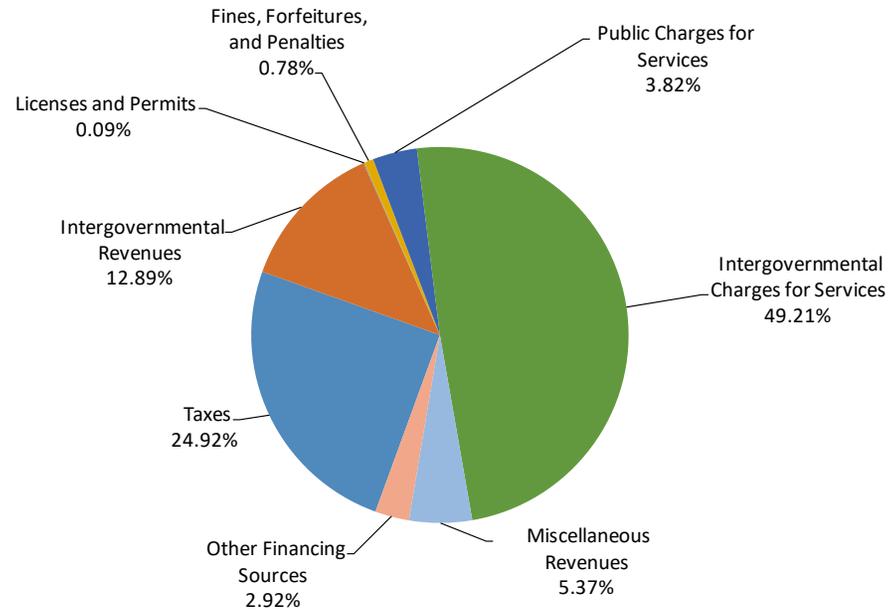


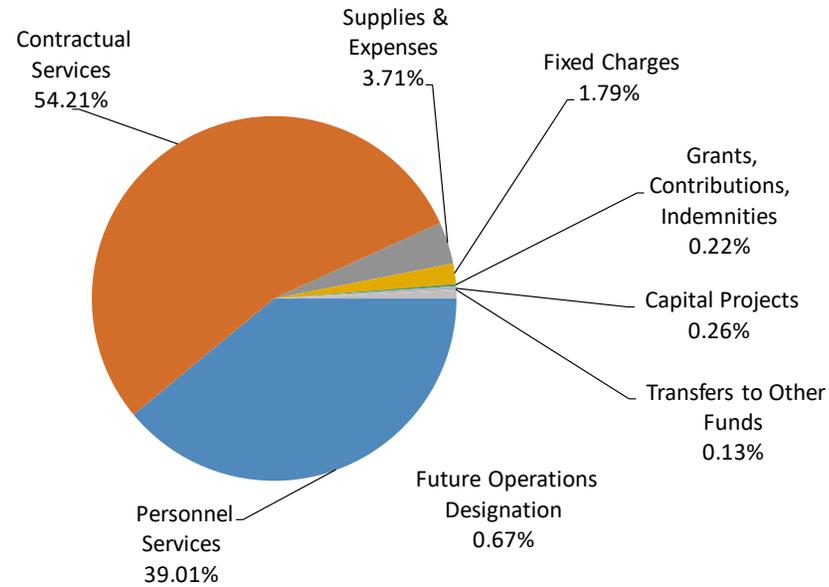
2021 REVENUES BY CLASSIFICATION – GENERAL GOVERNMENT



	Change from 2020 Modified Budget			
	2020 Modified Budget	2021 Proposed Budget	Amount Change	Percent Change
Taxes	5,223,950	5,743,141	519,191	9.94%
Intergovernmental Revenues	3,034,317	2,970,787	(63,530)	-2.09%
Licenses and Permits	20,605	21,305	700	3.40%
Fines, Forfeitures, and Penalties	216,760	179,260	(37,500)	-17.30%
Public Charges for Services	926,939	879,294	(47,645)	-5.14%
Intergovernmental Charges for Services	11,159,212	11,341,855	182,643	1.64%
Miscellaneous Revenues	1,196,650	1,237,795	41,145	3.44%
Other Financing Sources	1,706,327	674,108	(1,032,219)	-60.49%
Total Revenues	23,484,760	23,047,545	(437,215)	-1.86%

*These totals may vary from the 2020 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

2021 EXPENDITURES BY CLASSIFICATION – GENERAL GOVERNMENT



	2020 Modified Budget	2021 Proposed Budget	Change from 2020 Modified Budget	
			Amount Change	Percent Change
Personnel Services	8,987,740	8,991,577	3,837	0.04%
Contractual Services	12,841,324	12,493,010	(348,314)	-2.71%
Supplies & Expenses	880,018	855,826	(24,192)	-2.75%
Fixed Charges	377,378	412,582	35,204	9.33%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	6,750	49,650	42,900	635.56%
Capital Projects	137,724	60,500	(77,224)	0.00%
Transfers to Other Funds	108,475	28,961	(79,514)	0.00%
Future Operations Designation	145,351	155,439	10,088	6.94%
Total Expenses	23,484,760	23,047,545	(437,215)	-1.86%

*These totals may vary from the 2020 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

COUNTY CLERK

MISSION:

To provide friendly, efficient service to the residents of Portage County, provide information and support to the Portage County Board of Supervisors, to administer elections in a fair and transparent manner, and to fulfill the duties required of the County Clerk under Wisconsin State Statutes and Portage County ordinances.

OVERVIEW:

The County Clerk is the chief election official for the County and coordinates federal, state, and local elections. The County Clerk currently serves as a provider clerk for election database services for seven relier municipalities. The services provided under the memorandum of understanding include voter registration, voter maintenance, address maintenance, absentee applications data entry, absentee tracking, poll book printing, post-election participation entry, and election reconciliation. The County Clerk conducts the County Canvass after each election to certify results and performs the duties associated with a recount, in the event a recount would be called.

The County Clerk serves as the official clerk to the County Board and is responsible for creating and maintaining various records related to the functions of the County Board. The County Clerk also serves as the clerk to two oversight committees, Executive Operations and Judicial/General Government.

Other duties of the County Clerk that are prescribed in Wisconsin State Statutes and Portage County code of ordinances include: issuing marriage licenses, termination of domestic partnership, issuing timber cutting notices, compiling and maintaining the county directory, issuing various ordinance related permits and licenses including commercial animal establishments, large assembly, and solicitor permits, coordinating the

issuance of dog licenses countywide, coordinating the tax deed process, and the apportionment.

The County Clerk 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.

ON THE HORIZON:

Election security remains a top priority for Wisconsin election officials. In August of 2020, Portage County was awarded an election security subgrant that will provide funding to conduct a security risk assessment and correct deficiencies if found as a result of the assessment. As we move into 2021, election security in Portage County will continue to be assessed and improved. Updated hardware and software will be required to ensure that elections in Portage County are safe and secure.

The County Clerk's Office will continue to provide election administration support to the local municipal clerks including hosting and coordinating various training opportunities.

The odd election year should provide us with more time to focus on improving processes and updating various aspects of the County Clerk's Office; that may include digitizing records, updating forms, and implementing new technology. We continuously look for new ways of meeting the needs of the residents of Portage County and adapting to the remote environment brought about by COVID-19.

COUNTY CLERK

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	52,233	0	0	N/A
Licenses and Permits	20,100	20,605	17,830	21,305	700	3.4%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	22	50	100	50	0	0.0%
Intergovernmental Charges for Service	11,305	9,629	9,629	10,868	1,239	12.9%
Miscellaneous Revenue	15,998	10,200	13,074	12,000	1,800	17.6%
Other Financing Sources	0	70,811	70,168	50,000	(20,811)	-29.4%
Total Revenue	\$47,425	\$111,295	\$163,034	\$94,223	(\$17,072)	-15.3%
Expenditures						
Personnel Services	380,991	395,274	380,917	393,667	(1,607)	-0.4%
Contractual Services	38,447	111,863	109,100	182,751	70,888	63.4%
Supplies & Expenses	168,342	277,913	282,670	201,744	(76,169)	-27.4%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	5,800	5,124	6,932	1,132	19.5%
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	15,000	29,525	29,525	N/A
Total Expenditures	\$587,780	\$790,850	\$792,811	\$814,619	\$23,769	3.0%
County Allocation	\$540,355	\$679,555	\$629,777	\$720,396	\$40,841	6.0%
Addition to (Use of) Fund Balance	\$82,544					

COUNTY CLERK

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increase 12.9% based on the anticipated revenue from seven municipalities for SVRS WIsVote Relier fees.
- Miscellaneous revenues increase 17.6% due to certified mailing costs charged to the Treasurer's Office that are incurred during the tax deed process.
- Other financing sources decrease 29.4% due to the election fund balance in the 2021 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 0.4% due to an anticipated 9% decrease to the County Board per diem, a 1% annual adjustment increase to the County's wage and classification plan and a 11.6 % scheduled increase for the County Clerk in the County's elected official's compensation plan.
- Contractual services increase 63.4% primarily due to an increase in the County's contracted information technology services allocation for the purchase of Surface Pro X computers for the County Board and agenda management software.
- Supplies and expenses decrease 27.4% due to fewer elections planned in 2021 as described above.
- Fixed Charges increase 19.5% due to new 60-month postal machine rental contract.

COUNTY CLERK

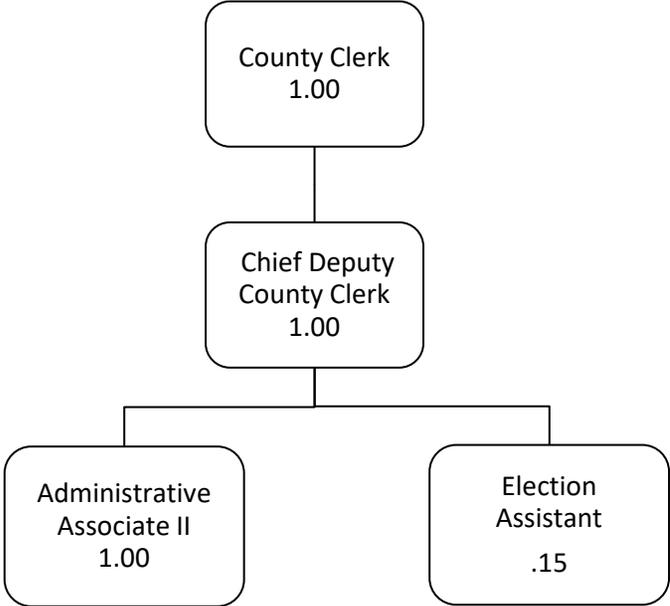
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Internal Audit Services	75,000
Other Contractual	107,751
Total	182,751

CAPITAL OUTLAY

Description	Amount
None	

COUNTY CLERK



Position Summary (FTE)	2019	2020	2021
Regular Positions	3.00	3.00	3.00
Extra Help	0.08	0.15	0.15
Total	3.08	3.15	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 affected by the rapid changes necessary to handle the COVID-19 pandemic in all areas of the department and in the courts. In response to numerous emergency declarations and Supreme Court orders, Portage County Circuit Court has reacted with its own Continuity of Operations Plan and COVID-19 Circuit Court Safety Plan for Portage County Phases One and Two – 9th Judicial District dated June 5, 2020.

Court's implemented and continue with precautionary measures to ensure the health and safety of all staff and public. Currently, we are addressing the resumption of jury trials with a **draft** COVID-19 Circuit Court Operating Plan for Portage County *Addendum: Jury Trial Plan*.

Because of jury trial postponements, the budgeted expenses (per diem juror payments, mileage, meals and jury trial bailiffs) related are estimated to be under spent for 2020. It is the presumption these expenses will be significantly higher in 2021 as scheduling resumes and the backlog is met.

The Clerk of Court's office is a Passport Acceptance Agency under the direction of United States Department of State. All processing of passport applications were suspended in March, 2020. On September 28, 2020, federal notification was received of the resumption of processing times for routine and expedited passport services. Bringing this valuable service back to the public will show a gradual return of revenues from the processing fees that had been lost.

As a result of expecting a slow budgetary recovery from losses in revenue due to high unemployment and overall economy, employment furloughs to offset the loss in workload and revenue have been implemented on a temporary basis.

The year 2020 and its challenges have been unprecedented for this department as have been for the entire country and world. As the COVID-19 pandemic continues to challenge us, we react using careful guidance from the experts with implementation of safe measures that are recommended at the time with adjustments when needed.

CLERK OF COURTS

FINANCIAL SUMMARY

	2019 Actual	2020	2020	2021 Budget	Change from 2020 Modified Budget	
		Modified Budget	Projected Budget		Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	317,546	310,304	341,098	337,775	27,471	8.9%
Licenses and Permits	(5)	0	0	0	0	N/A
Fines, Forfeits and Penalties	210,587	216,760	165,260	179,260	(37,500)	-17.3%
Public Charges for Service	399,224	396,600	270,550	348,650	(47,950)	-12.1%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	51,144	61,000	43,800	45,720	(15,280)	-25.0%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$978,496	\$984,664	\$820,708	\$911,405	(\$73,259)	-7.4%
Expenditures						
Personnel Services	1,120,937	1,257,481	1,241,821	1,280,823	23,342	1.9%
Contractual Services	438,317	541,187	335,368	496,801	(44,386)	-8.2%
Supplies & Expenses	58,244	70,278	52,868	68,581	(1,697)	-2.4%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	423	700	280	700	0	0.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	243	200	0	100	(100)	-50.0%
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	\$1,618,164	\$1,869,846	\$1,630,337	\$1,847,005	(\$22,841)	-1.2%
County Allocation	\$639,668	\$885,182	\$809,629	\$935,600	\$50,418	5.7%

CLERK OF COURTS

FINANCIAL SUMMARY HIGHLIGHTS

- Intergovernmental revenues increase by 8.85% due to an anticipated increase in Guardian Ad Litem aid and Title IV-E reimbursement for legal representation in CHIPS, 48.77 guardianship and Out-of-Home (OHC) cases.
- There has been a significant decrease in Clerk of Court revenues and expenses due to COVID.
- Fines, forfeits and penalties decrease \$37,500 or 17.3% due to an anticipated decrease 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 \$47,950 or 12.09% 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 revenues decrease 25.05% due to the anticipated interest on Portage County judgments for unpaid fines and forfeitures and the bank account interest.
- Personnel services increase overall by 1.86% due to a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contractual services decrease by 8.2%. The decrease is due to Guardian Ad Litem costs, county appointed attorney costs, court appointed medical service costs and other miscellaneous court costs.
- Supplies and expenses decrease overall by 2.41% due to employee travel expenses.

CLERK OF COURTS

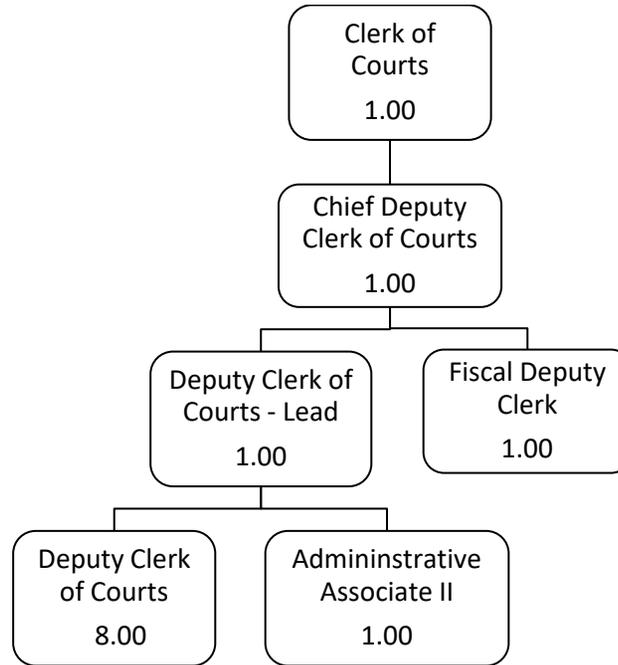
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Guardian Ad Litem	175,000
Court Appointed Attorney Services	100,000
Medical Evaluations	55,000
Family Law Information Center	40,000
Court Commissioner	25,700
Jury Panel Per Diems	25,000
Interpreter	12,000
Credit Card Processing Fees	7,000
Witness Fees	3,500
Transcripts	3,000
Court Reporters	1,500
Other Contractual	49,101
Total	496,801

CAPITAL OUTLAY

Description	Amount
None	

CLERK OF COURTS



Position Summary (FTE)	2019	2020	2021
Regular Positions	12.00	13.00	13.00
Extra Help	0.00	0.00	0.00
Total	12.00	13.00	13.00

FAMILY COURT COMMISSIONER

MISSION:

To provide accurate procedural information and ensure responsiveness, availability, efficiency, and fair hearings 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:

Due to health and safety concerns related the coronavirus, the ways in which hearings are being conducted has changed. There has been a significant increase in video as well as phone appearances. Further, hearings historically set in a large group or time block are now being scheduled for specific time slots.

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	16,127	14,091	11,167	15,964	1,873	13.3%
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	23,670	32,820	32,820	36,020	3,200	9.8%
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	\$39,797	\$46,911	\$43,987	\$51,984	\$5,073	10.8%
Expenditures						
Personnel Services	103,675	106,365	99,758	101,823	(4,542)	-4.3%
Contractual Services	18,466	26,116	26,187	29,479	3,363	12.9%
Supplies & Expenses	1,146	2,565	641	1,981	(584)	-22.8%
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	\$123,287	\$135,046	\$126,586	\$133,283	(\$1,763)	-1.3%
County Allocation	\$83,490	\$88,135	\$82,599	\$81,299	(\$6,836)	-7.8%

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues increase 13.3% for 2021 due to revenue related to Child Support cases.
- Public charges for services increase by 9.8% resulting from an anticipated increase in mediation services provided to participants of the program.
- Personnel services decrease overall by 4.3% due to a 1.0% annual adjustment increase to the County's wage and classification plan and a change in the position.
- Contractual services increase overall by \$3,363 or 12.8% due to mediation services.
- Supplies and expenses decrease by 22.8% for photocopy and printing expenses and membership and association dues.

FAMILY COURT COMMISSIONER

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Mediator Services	26,880
Other Contractual	2,599
Total	29,479

CAPITAL OUTLAY

Description	Amount
None	

FAMILY COURT COMMISSIONER

Family Court Commissioner
.75

Position Summary (FTE)	2019	2020	2021
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. As of the end of 2019 all of our personnel became certified as Medicolegal Death Investigators.

ON THE HORIZON:

Moving forward, this office has been working with the Marathon County Medical Examiners Office in the development of a regional morgue. As of this date the business plan has been finalized and talks will hopefully begin to bring this plan back to our county board in the next year or two. A regional morgue will ultimately make this department more efficient and save the county money in the long run.

MEDICAL EXAMINER

FINANCIAL SUMMARY

	2019	2020	2020	2021	Change from 2020 Modified Budget	
	Actual	Modified Budget	Projected Budget	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	24,934	25,000	25,000	25,000	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	\$24,934	\$25,000	\$25,000	\$25,000	\$0	0.0%
Expenditures						
Personnel Services	133,438	137,387	140,661	142,900	5,513	4.0%
Contractual Services	37,398	48,475	47,889	39,897	(8,578)	-17.7%
Supplies & Expenses	6,563	8,142	9,576	8,156	14	0.2%
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	\$177,399	\$194,004	\$198,126	\$190,953	(\$3,051)	-1.6%
County Allocation	\$152,465	\$169,004	\$173,126	\$165,953	(\$3,051)	-1.8%

MEDICAL EXAMINER

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for services remained flat.
- Personnel services increase overall by 4.0% due to a 1.0% annual adjustment increase to the County's wage and classification plan along with the addition of longevity for the Medical Examiner position as recently approved County Board resolution.
- Contractual services decrease by 17.7% primarily due to a decrease for the County's contracted information technology services allocation.

MEDICAL EXAMINER

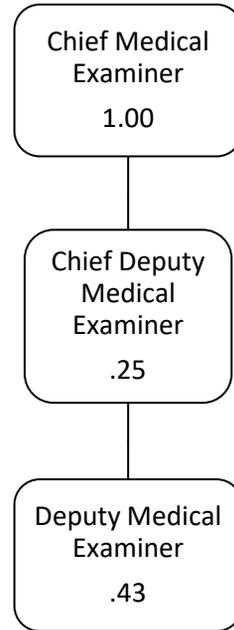
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Autopsies	20,000
Radiology Services	2,000
Lab Services	3,000
Other Contractual	14,897
Total	39,897

CAPITAL OUTLAY

Description	Amount
None	

MEDICAL EXAMINER



Position Summary (FTE)	2019	2020	2021
Regular Positions	1.25	1.25	1.25
Extra Help	0.49	0.43	0.43
Total	1.74	1.68	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 forfeitures. The DA Office employs six prosecutors who are State employees, a victim witness coordinator, five legal support staff and a diversion coordinator and case manager.

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 and diversion case manager who use evidence-based practices to divert low need/low risk offenders from traditional prosecution. This program has a 92% success rate, assists with saving jail bed days, has recovered over \$140,000 in restitution for victims, corrects offenders' behavior, and is self-sustaining by collecting over \$104,000 in fees and grants.

The DA office has adapted to the Covid-19 pandemic by using remote work technology, face coverings, enhanced cleaning and a lot of patience.

District Attorney Molepske continues to advance the Non-Monetary Bond Committee's work to implement evidence-based practices in pre-trial release to protect the public and insure indigent defendants are not incarcerated pre-trial while those able to post cash are free. DA Molepske believes the county must advance a public safety option for pre-trial release in all cases where appropriate so the county does not face litigation.

ON THE HORIZON:

Due to Covid-19 and cessation of jury trials, the DA office has a backlog of approximately 55 trials. The DA, Clerk, Courts, and Sheriff's budgets will need to have flexibilities built into them for expected increased costs and officers and staff being tied up in trials for an extended period of time once trials resume.

The public continues to question prosecutorial and law enforcement actions across the United States. The DA office and law enforcement need to continue practices of openness and high-ethical standards in arrest decisions, charging decisions and outcomes of cases to respond to unsupported attacks on law enforcement and prosecutors. Actions of law enforcement and prosecutors should be subject to responsible scrutiny, but those making baseless attacks on these professionals must be challenged as facts matter in the pursuit of justice especially when lives are on the line.

DISTRICT ATTORNEY

FINANCIAL SUMMARY

	2019	2020	2020	2021	Change from 2020	
	Actual	Modified	Projected	Budget	Modified Budget	
Revenue		Budget	Budget		Amount	Percent
					Change	Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	52,106	126,798	94,782	105,773	(21,025)	-16.6%
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	50,243	62,000	51,000	55,000	(7,000)	-11.3%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	246	0	0	0	0	N/A
Other Financing Sources	0	0	0	3,000	3,000	N/A
Total Revenue	\$102,595	\$188,798	\$145,782	\$163,773	(\$25,025)	-13.3%
Expenditures						
Personnel Services	449,445	613,511	513,840	616,633	3,122	0.5%
Contractual Services	20,215	22,914	16,620	31,184	8,270	36.1%
Supplies & Expenses	20,702	27,627	18,670	22,827	(4,800)	-17.4%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	30	50	30	50	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	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	5,097	0	0	0	0	N/A
Future Operations Designations	0	0	7,000	0	0	N/A
Total Expenditures	\$495,489	\$664,102	\$556,160	\$670,694	\$6,592	1.0%
County Allocation	\$392,894	\$475,304	\$410,378	\$506,921	\$31,617	6.7%
Additioin to (Use of) Fund Balance	\$1,051					

DISTRICT ATTORNEY

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decrease \$21,025 based on a slight reduction to the Victim Witness grant funding and a \$16,025 reduction in TAD grant funding.
- Public charges for services decrease 11.29% due to the anticipated number of deferred prosecution cases.
- Other financing sources is the addition of fund balance related to additional expert witness fees anticipated in 2021.
- Personnel services increase by 0.51% due to a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contractual services increase \$8,270 or 36.09% due to the addition of the intern program, additional expert witness fees and an increase for allocated Information Technology Services.
- Supplies and expenses decrease \$4,800 due to planned office equipment purchases and photocopy and printing costs.

DISTRICT ATTORNEY

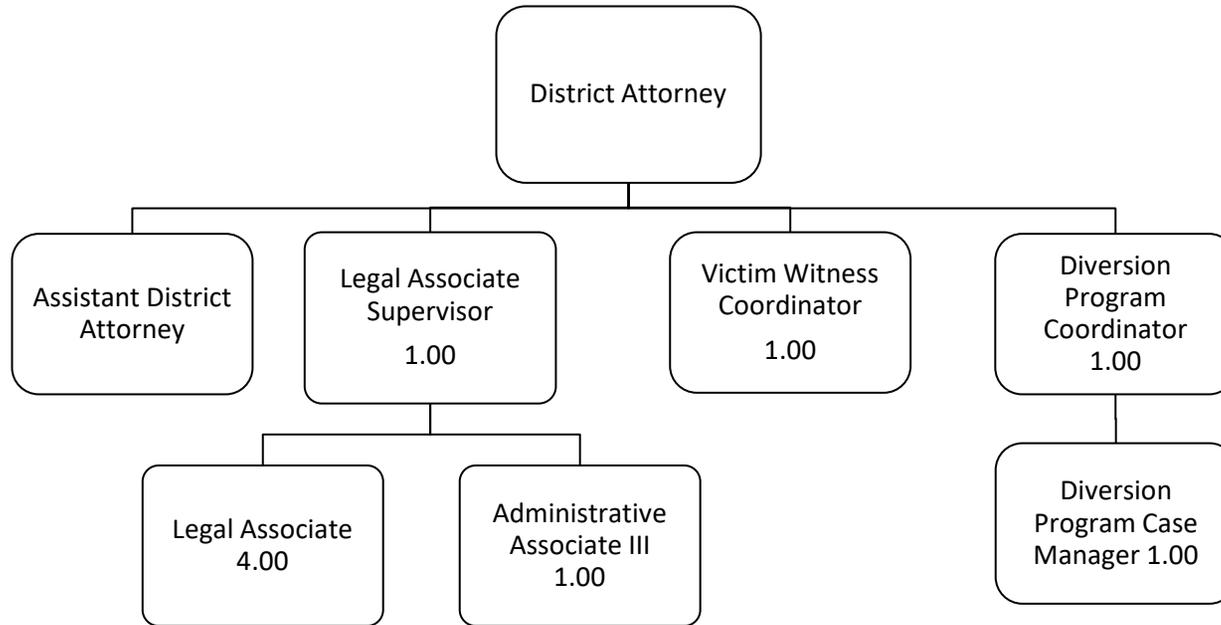
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Legal Services	13,800
Transcripts	3,000
Other Contractual	14,384
Total	31,184

CAPITAL OUTLAY

Description	Amount
None	

DISTRICT ATTORNEY



Position Summary (FTE)	2019	2020	2021
Regular Positions	7.00	9.00	9.00
Extra Help	0.00	0.00	0.00
Total	7.00	9.00	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:

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 nation recording conference (PRIA) 2020 conference being held in Wisconsin was cancelled this year due to COVID. Instead it will be held in 2021 in Milwaukee Wisconsin.

In 2021 we will be adding a new software from TTech that will do the comparable sales for us. This is currently done on the AS400 but with moving everything off that system we needed to find another solution. Real Estate Finder will take that place.

REGISTER OF DEEDS

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	195,560	185,000	185,000	190,000	5,000	2.7%
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	308,421	322,400	322,400	322,500	100	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	4,600	4,767	13,400	8,800	191.3%
Total Revenue	\$503,981	\$512,000	\$512,167	\$525,900	\$13,900	2.7%
Expenditures						
Personnel Services	389,244	398,857	405,061	415,027	16,170	4.1%
Contractual Services	107,426	117,445	115,010	115,900	(1,545)	-1.3%
Supplies & Expenses	9,291	17,615	11,114	24,945	7,330	41.6%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	50	100	80	0	(100)	-100.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	9,066	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	\$515,077	\$534,017	\$531,265	\$555,872	\$21,855	4.1%
County Allocation	\$11,096	\$22,017	\$19,098	\$29,972	\$7,955	36.1%
Addition to (Use of) Fund Balance	(\$9,066)					

REGISTER OF DEEDS

FINANCIAL SUMMARY HIGHLIGHTS:

- Taxes increase due to an increase in Real Estate Transfer fees resulting from the increased selling price of homes.
- Other financing sources increase resulting from the use of \$13,400 of fund balance to purchase a comparable sales computer program, two office chairs, and an Epson printer.
- Personnel expenses reflect a 4.1% increase due to a 1.0% annual adjustment increase to the County's wage and classification plan and the 11.1 % scheduled increase for the Register of Deeds in the County's elected official's compensation plan.
- Supplies and operating expenses increase primarily due to the need to replace the current comparable sales computer program with Real Estate Finder. This new software program is needed as a result of moving off the AS400.

REGISTER OF DEEDS

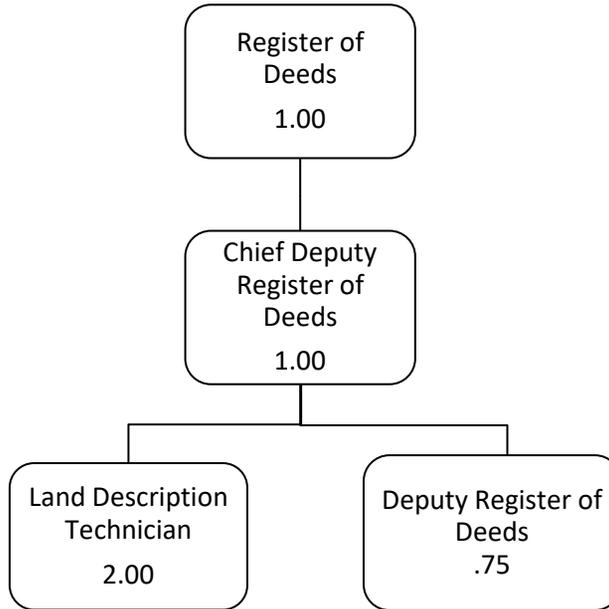
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Fidlar Services	25,000
Other Contractual	90,900
Total	115,900

CAPITAL OUTLAY

Description	Amount
None	

REGISTER OF DEEDS



Position Summary (FTE)	2019	2020	2021
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 1,700 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 2019, Portage County received a third grant from Wisconsin Land Information Program (WLIP). Between the grant funding and the surveyor's budget approximately 306 section corners and quarter corners were tied to the Portage County Coordinate System.

In 2020, the County Surveyor's budget was used to continue the perpetuation and maintenance of the section corners and quarter corners and tie them to the Portage County Coordinate System.

In 2021, Portage County is hoping to receive a WLIP grant which along with the surveyor's 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

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 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	104	250	178	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	\$104	\$250	\$178	\$250	\$0	0.0%
Expenditures						
Personnel Services	17,403	17,829	17,843	18,082	253	1.4%
Contractual Services	13,430	14,444	14,451	13,749	(695)	-4.8%
Supplies & Expenses	336	2,779	3,018	2,779	0	0.0%
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	\$31,169	\$35,052	\$35,312	\$34,610	(\$442)	-1.3%
County Allocation	\$31,065	\$34,802	\$35,134	\$34,360	(\$442)	-1.3%

SURVEYOR

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel expenses reflect a 1.4% increase due to a scheduled increase for the Surveyor in the County's elected official's compensation plan.
- Contractual services decrease 4.8% due to a decrease in the County's contracted information technology services allocation.

SURVEYOR

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
GPS & Maintenance of Government Corners	10,720
Other Contractual	3,029
Total	13,749

CAPITAL OUTLAY

Description	Amount
None	

SURVEYOR

County Surveyor

Position Summary (FTE)	2019	2020	2021
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 digital land information system will increase efficiency, eliminate duplication of effort, promote data-driven decisions all while providing access to more people because the online systems are always open.

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. Each day questions about property such as ownership, lot dimensions, assessment, and flood risk can be answered in minutes 24 hours a day. 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. Three examples of this are:

- 1) WisVote, the State voter management software, includes every residential address in Wisconsin. Land Information staff can load every Portage County address in one file rather than municipal Clerks preparing individual address lists.
- 2) Tax parcels are available in a seamless file statewide for download or to view in a web application at this site: <https://www.sco.wisc.edu/data/parcels/> so users of this data no longer need to contact individual counties and stitch the files together.
- 3) Staff provide all first responders and volunteer fire departments with standardized address maps to direct response and support mutual aid calls.

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 make Portage County data Next Generation 911 compliant, upgrade web mapping infrastructure, support redistricting efforts following the 2020 census and remapping floodplain around Lake Du Bay.

Training is key in the GIS field because it is highly technical and changes constantly. The training regimen in 2021 will emphasize database management, computer programming and World Wide Web application development.

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	67,350	110,392	102,293	55,160	(55,232)	-50.0%
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	86,328	84,000	88,000	88,000	4,000	4.8%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	36,935	42,481	1,562	(35,373)	-95.8%
Total Revenue	\$153,678	\$231,327	\$232,774	\$144,722	(\$86,605)	-37.4%
Expenditures						
Personnel Services	69,467	71,627	71,627	72,622	995	1.4%
Contractual Services	65,874	62,900	66,218	68,300	5,400	8.6%
Supplies & Expenses	1,847	4,500	1,835	3,500	(1,000)	-22.2%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	300	0	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	12,000	9,464	0	(12,000)	-100.0%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	80,000	83,630	0	(80,000)	-100.0%
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	\$137,188	\$231,327	\$232,774	\$144,722	(\$86,605)	-37.4%
County Allocation	(\$16,490)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$16,490					

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decrease due to the removal of carry over funds in the amount of \$50,000 for re-monumentation.
- Public charges for services are likely to increase \$4,000 due to reduced interest rates for mortgages.
- Other financing sources decrease for 2021, in the amount of \$37,373, related to the removal of fund balance designated to upgrade the navigation satellite system and the aerial photography project.
- Personnel expenses reflect a 1.4% increase due to a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contract services increase by \$5,400 or 8.6%. The 2021 budget was decreased \$50,000 for the removal of the re-monumentation carry over funds, increased \$10,000 to contract to complete projects that advance the Land Records Modernization plan, and increased \$45,000 for a Lake DuBay flood study.
- Capital projects decrease by \$12,000 for removal of funds for an upgrade to the navigation satellite system.
- Transfer to other funds reflects the removal of a transfer to the Capital Projects fund for the aerial photography project.

LAND RECORDS MODERNIZATION

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Lake DuBay flood study	45,000
Projects to advance Land Records Modernization Plan	10,000
ARC GIS Software Licensing	12,900
Other contractual	400
Total	68,300

CAPITAL OUTLAY

Description	Amount
None	

LAND RECORDS MODERNIZATION

GIS/LIS Specialist*
1.00

Position Summary (FTE)	2019	2020	2021
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 second installment of taxes, 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 recently installed a credit card terminal at the teller window for payment of property tax payments. This will provide increased payment options for customers during the upcoming 2020-2021 tax season.

The Treasurer's Office will continue to analyze and update the department's processes and procedures, working toward improving by clarifying objectives, responsibilities and goals, such as transparency in serving the public.

TREASURER

FINANCIAL SUMMARY

	2019	2020	2020	2021	Change from 2020	
	Actual	Modified	Projected	Budget	Amount	Percent
Revenue		Budget	Budget		Change	Change
Taxes	513,112	522,125	562,483	562,155	40,030	7.7%
Intergovernmental Revenue	84,559	82,815	88,487	89,087	6,272	7.6%
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	906	1,000	1,000	1,000	0	0.0%
Intergovernmental Charges for Service	73,217	74,320	74,320	78,133	3,813	5.1%
Miscellaneous Revenue	1,568,671	808,940	999,325	603,065	(205,875)	-25.4%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$2,240,465	\$1,489,200	\$1,725,615	\$1,333,440	(\$155,760)	-10.5%
Expenditures						
Personnel Services	174,771	209,476	196,871	216,860	7,384	3.5%
Contractual Services	83,441	82,711	85,909	84,702	1,991	2.4%
Supplies & Expenses	11,905	18,695	55,512	65,669	46,974	251.3%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	51,411	58,050	59,346	57,850	(200)	-0.3%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	115	0	79	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	\$321,643	\$368,932	\$397,717	\$425,081	\$56,149	15.2%
County Allocation	(\$1,918,822)	(\$1,120,268)	(\$1,327,898)	(\$908,359)	\$211,909	-18.9%

TREASURER

FINANCIAL SUMMARY HIGHLIGHTS:

- Taxes increase 7.7% based upon projected increase in delinquent interest and penalties for delinquent parcels.
- Intergovernmental revenues increase 7.6% as a result of increased PILT (payment in lieu of taxes) from the DNR for lands taken off the tax roll. The 2021 budgeted amount is based upon the actual 2020 payments received.
- Intergovernmental charges increase 5.1% due to an increase in the contract for municipal tax collection services.
- Miscellaneous revenue decreases 25.4% due to a projected decrease in investment interest income.
- Personnel expenses reflect a 3.5% increase due to a 1% annual adjustment increase to the County's wage and classification plan along with the 22.4% scheduled increase for the Treasurer in the County's elected official's compensation plan.
- Supplies and expenses increase significantly due to increased bank fees. The County receives an earnings credit allowance each month that offsets bank fees. This credit has decreased because of the decreased interest rates. As a result, the County is experiencing a net service charge of approximately \$4,800 per month.

TREASURER

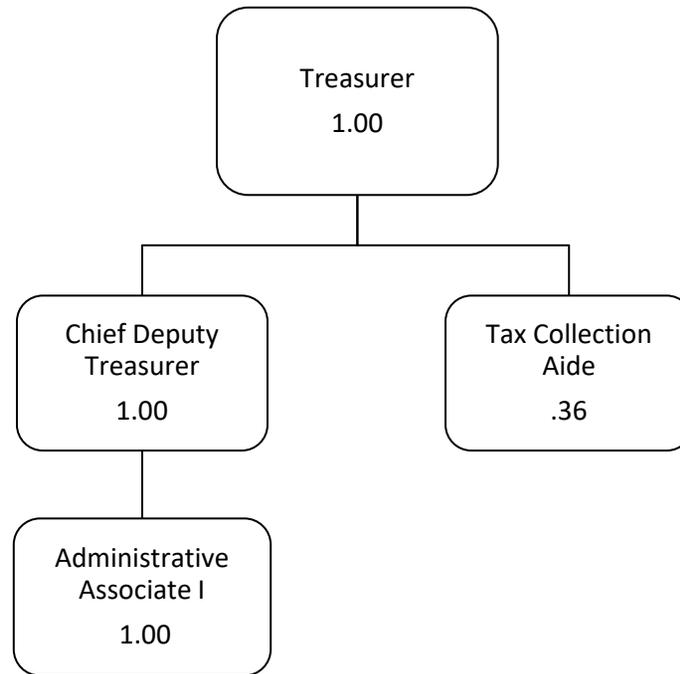
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Tax Bill Processing	32,000
Other Contractual	52,702
Total	84,702

CAPITAL OUTLAY

Description	Amount
None	

TREASURER



Position Summary (FTE)	2019	2020	2021
Regular Positions	3.00	3.00	3.00
Extra Help	0.30	0.36	0.36
Total	3.30	3.36	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

	2019	Modified	Projected	2021	Amount	Percent
Revenue	Actual	Budget	Budget	Budget	Change	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	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	0	0	0	0	N/A
Total Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Expenditures						
Personnel Services	187,861	192,966	204,904	206,405	13,439	7.0%
Contractual Services	13,171	14,325	15,155	14,410	85	0.6%
Supplies & Expenses	438	2,914	2,267	2,892	(22)	-0.8%
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	416	4,550	650	4,550	0	0.0%
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	\$201,886	\$214,755	\$222,976	\$228,257	\$13,502	6.3%
County Allocation	\$201,886	\$214,755	\$222,976	\$228,257	\$13,502	6.3%

COUNTY EXECUTIVE

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increase 7.0% due to a 1.0% annual adjustment increase to the County's wage and classification plan and employee changes in health insurance selections.
- Contractual services remain flat with a decrease in the County's contracted information technology services offset by an increase in cellular services.
- Supplies and expenses remain flat with a slight decrease in photocopy and printing.

COUNTY EXECUTIVE

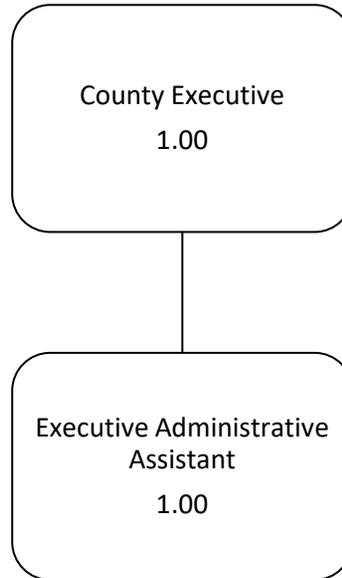
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Consulting Services	5,000
Performance/Accountability	1,500
Other Contractual	7,910
Total	14,410

CAPITAL OUTLAY

Description	Amount
None	

COUNTY EXECUTIVE



Position Summary (FTE)	2019	2020	2021
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 2021, 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

Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	75,554	75,808	63,481	69,645	(6,163)	-8.1%
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	2,743	2,400	2,400	2,400	0	0.0%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	500	500	500	0	0.0%
Other Financing Sources	73,096	65,109	56,787	40,904	(24,205)	-37.2%
Total Revenue	\$151,393	\$143,817	\$123,168	\$113,449	(\$30,368)	-21.1%
Expenditures						
Personnel Services	582,574	739,740	660,799	712,311	(27,429)	-3.7%
Contractual Services	25,060	35,380	31,646	34,860	(520)	-1.5%
Supplies & Expenses	12,962	16,283	12,725	15,813	(470)	-2.9%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	224	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	\$620,820	\$791,403	\$705,208	\$762,984	(\$28,419)	-3.6%
County Allocation	\$469,427	\$647,586	\$582,040	\$649,535	\$1,949	0.3%

CORPORATION COUNSEL

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decrease \$6,163 or 8.1% overall due to a decrease of \$1,821 for Child Support related services and a decrease of \$4,342 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 2021, the amount of the transfer decreases from 60% to 40%, and by 20% each budget year thereafter.
- Personnel services decrease overall by 3.7% due to a 1.0% annual adjustment increase to the County's wage and classification plan and a decrease in health insurance costs.
- Contractual services slight decrease due to computer services.
- Supplies and Expenses slight decrease due to photocopying and printing.

CORPORATION COUNSEL

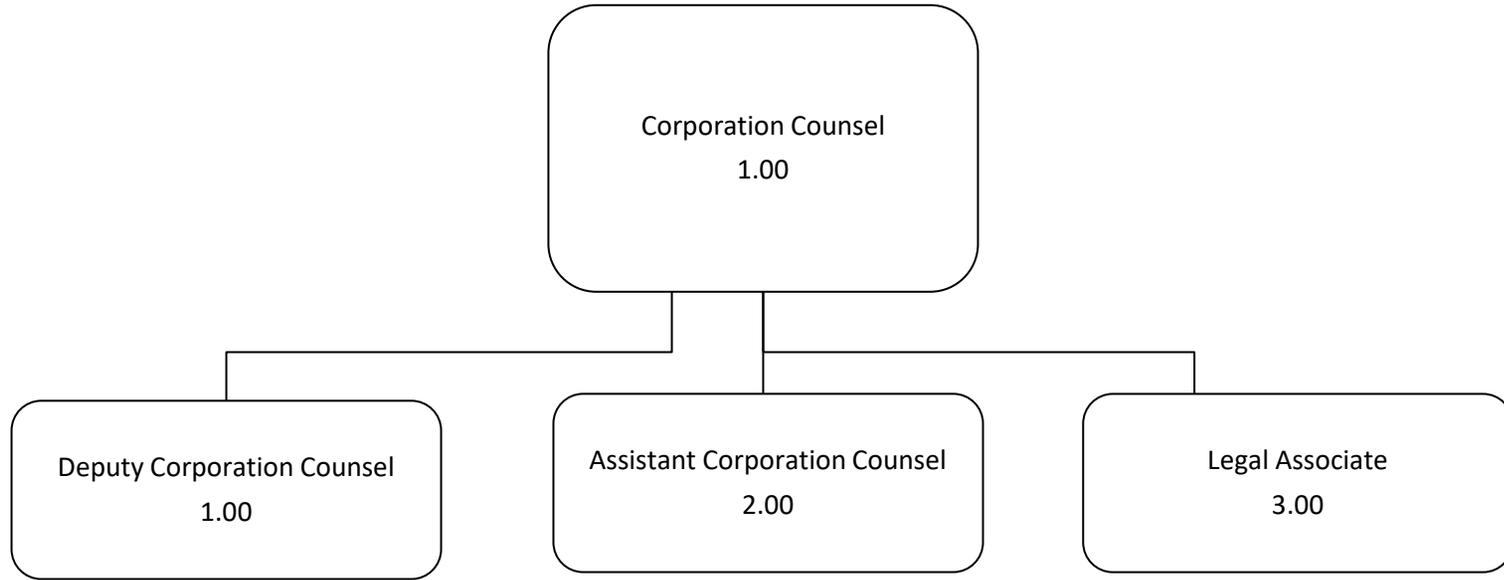
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	26,860
Legal Services	5,000
Witness Fees	3,000
Total	34,860

CAPITAL OUTLAY

Description	Amount
None	

CORPORATION COUNSEL



Position Summary (FTE)	2019	2020	2021
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:

Many resources in 2020 have been dedicated to COVID-19 including keeping abreast of the ever changing state and federal guidelines and the implementation of new benefits for employees. This has resulted in numerous County policies to be drafted and updated on a continuous basis, along with changes in payroll and benefits. Recruitment for COVID-19

contact tracers has been a high priority, along with any way to support departments during this pandemic.

Due to COVID-19 many priorities for 2020 have needed to be temporarily put on hold to allow time to address COVID-19 related needs. The hope is that many of these priorities will be able to start to be addressed again in the last quarter of 2020 and into 2021. These priorities include:

- Implementing a new vacation policy and new schedules
- Implementing a new holiday schedule
- Implementing the remaining six (6) Human Resources modules in the MUNIS Enterprise Resources Planning System (ERP) and reviewing practices, policies and procedures to align with the new processes. Any change in practices, policies and procedures will also require training of staff
- Working on a review of the salary schedules that were implemented in 2016

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

HUMAN RESOURCES

FINANCIAL SUMMARY

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	66	100	40	75	(25)	-25.0%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	1,981	0	0	0	0	N/A
Other Financing Sources	26,442	28,475	28,475	28,961	486	1.7%
Total Revenue	\$28,489	\$28,575	\$28,515	\$29,036	\$461	1.6%
Expenditures						
Personnel Services	365,401	376,166	397,529	404,152	27,986	7.4%
Contractual Services	39,048	36,089	35,246	33,099	(2,990)	-8.3%
Supplies & Expenses	19,968	28,898	15,511	29,407	509	1.8%
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	\$424,417	\$441,153	\$448,286	\$466,658	\$25,505	5.8%
County Allocation	\$395,928	\$412,578	\$419,771	\$437,622	\$25,044	6.1%

HUMAN RESOURCES

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for services reflect revenue for public record requests.
- Personnel services increase overall by 7.4% due to a 1.0% annual adjustment increase to the County's wage and classification plan and a change in selection of health insurance.
- Contractual services decrease \$2,990 or 8.3% due to a reduction in professional services expenses as the Human Resources department does an initial analysis of classification and position reviews, with a final review done by the consultant, resulting in no additional expenses.
- There is an increase in Supplies and Expenses to purchase DocuSign and Contact Wireless technology in order to more effectively work in a virtual environment and to text job applicants

HUMAN RESOURCES

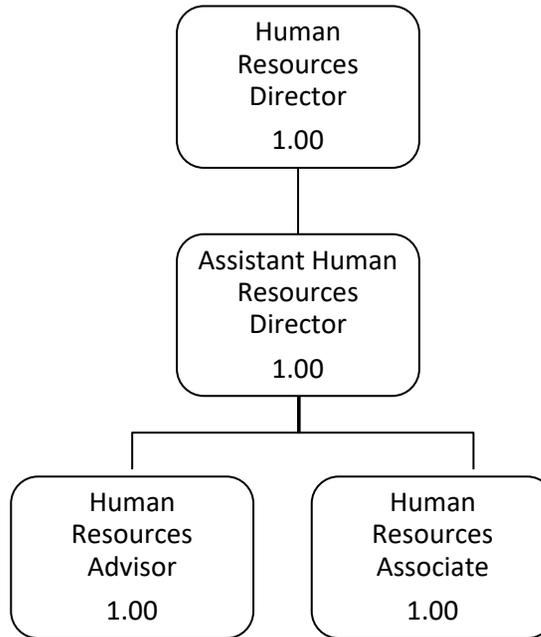
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
FMLA Administration	11,052
Other Contractual	22,047
Total	33,099

CAPITAL OUTLAY

Description	Amount
None	

HUMAN RESOURCES



Position Summary (FTE)	2019	2020	2021
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:

A new Wellbeing Program was implemented in 2020, along with a new third-party administrator. Feedback from employees has been positive. Some portions of the program were not able to be implemented due to COVID-19 and therefore hope to be able to implement in 2021.

The health plan's revenues have exceeded expenses the last couple years, which have resulted in decreased, or status quo, premiums every year since 2018. The goal is to continue to keep things steady and to actively look for small, incremental changes instead of being forced to make large changes in a short amount of time.

There is a concern on the impact COVID-19 will have on the future of health claims costs. It is estimated COVID-19 reduced claims in 2020, as individuals' number of doctor visits likely decreased. The hope is individuals did not defer medical treatment, that could have been in preventative in nature or addressed health conditions at earlier stages. If this did occur, 2021 claims could result in more serious health conditions. It is also unknown how the health care industry will react to loss of revenue in 2020 to due COVID-19.

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. A special emphasis will be put on evaluating, and proactively mitigating, any negative impacts due to COVID-19. 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.

HEALTH INSURANCE

FINANCIAL SUMMARY

	2019 Actual	2020	2020	2021 Budget	Change from 2020 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	0	0	0	0	0	N/A
Intergovernmental Charges for Service	7,702,403	7,736,709	7,868,692	7,868,692	131,983	1.7%
Miscellaneous Revenue	626,130	235,000	696,137	495,000	260,000	110.6%
Other Financing Sources	0	1,213,292	0	255,900	(957,392)	-78.9%
Total Revenue	\$8,328,533	\$9,185,001	\$8,564,829	\$8,619,592	(\$565,409)	-6.2%
Expenditures						
Personnel Services	1,525	274,508	161,475	161,475	(113,033)	-41.2%
Contractual Services	8,019,923	8,881,102	7,778,912	8,418,473	(462,629)	-5.2%
Supplies & Expenses	883	916	460	1,083	167	18.2%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	2,147	0	9,600	9,600	9,600	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	26,442	28,475	28,475	28,961	0	0.0%
Future Operations Designations	0	0	585,907	0	0	N/A
Total Expenditures	\$8,050,920	\$9,185,001	\$8,564,829	\$8,619,592	(\$565,409)	-6.2%
County Allocation	(\$277,613)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$277,613					

HEALTH INSURANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increase 1.7% to reflect actual premium rates.
- Miscellaneous revenues increase \$260,000 to reflect anticipated stop loss reimbursements by the stop loss insurance carrier.
- Personnel services decrease \$113,033 to more accurately reflect the wellness incentive structure.
- Contractual services decrease by 5.2% due to a projected decrease in claims based on current analysis.
- Fixed charges increase \$9,600 reflect investment management fees.

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
2019	6,646,256	6,906,794

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

HEALTH INSURANCE

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Medical Claims	5,095,811
Pharmacy Claims	2,185,587
Excess Coverage/Stop Loss	1,000,519
Health Plan Administration	74,441
Medical Concierge Services	34,413
Employee Assistance Program	20,391
On-Site Flu Vaccinations	4,420
Assessment Fee/Taxes	2,891
Total	8,418,473

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.
- Preparation of financial reports and oversight of annual audits.
- Coordination and implementation of payroll services, accounts payable, and accounts receivable functions.
- Coordination of the development of the County cost allocation plan.
- Debt management.
- Capital planning.
- Investment program management.
- Internal audit function.
- Risk management and insurance coverage.

The department assists in analyzing and formulating recommendations regarding public policy, budget development, and administrative matters for

the County Executive, Finance Committee, County Board, departments, and other County committees and boards. 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:

With the County's response to the COVID-19 public health emergency, the department was tasked with tracking and reporting grants/funding received in 2020 related to those response and mitigation activities across County services. The financial distress caused by COVID-19 impacted County operations requiring adjustments to budget projections multiple times throughout the year. This fluctuating economic reality will continue into the new fiscal year as well. This event has highlighted the need to work with the County Executive to develop stronger financial policies, forecasting measures, performance tools, and a priority setting process to help guide the County's budget development in a way that sustains County operations. This will be an important process to ensure future financial stability.

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.

FINANCE

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 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	153	120	150	150	30	25.0%
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	12,121	0	0	N/A
Total Revenue	\$153	\$120	\$12,271	\$150	\$30	25.0%
Expenditures						
Personnel Services	1,288,139	1,318,942	1,311,205	1,335,185	16,243	1.2%
Contractual Services	136,935	162,572	163,238	152,936	(9,636)	-5.9%
Supplies & Expenses	9,214	19,021	7,733	13,255	(5,766)	-30.3%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	370	200	0	0	(200)	-100.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	376	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	\$1,435,034	\$1,500,735	\$1,482,176	\$1,501,376	\$641	0.0%
County Allocation	\$1,434,881	\$1,500,615	\$1,469,905	\$1,501,226	\$611	0.0%

FINANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increase overall by 1.2% due to a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contractual services decrease by 5.9% due to completion of the business optimization consulting project in the Treasurer's Office.
- Supplies and expenses decrease by \$5,766, or 30.3%, due to photocopy and printing and an overall reduction in travel related expenses due to anticipating the continuation of COVID-19 public health emergency in 2021.

FINANCE

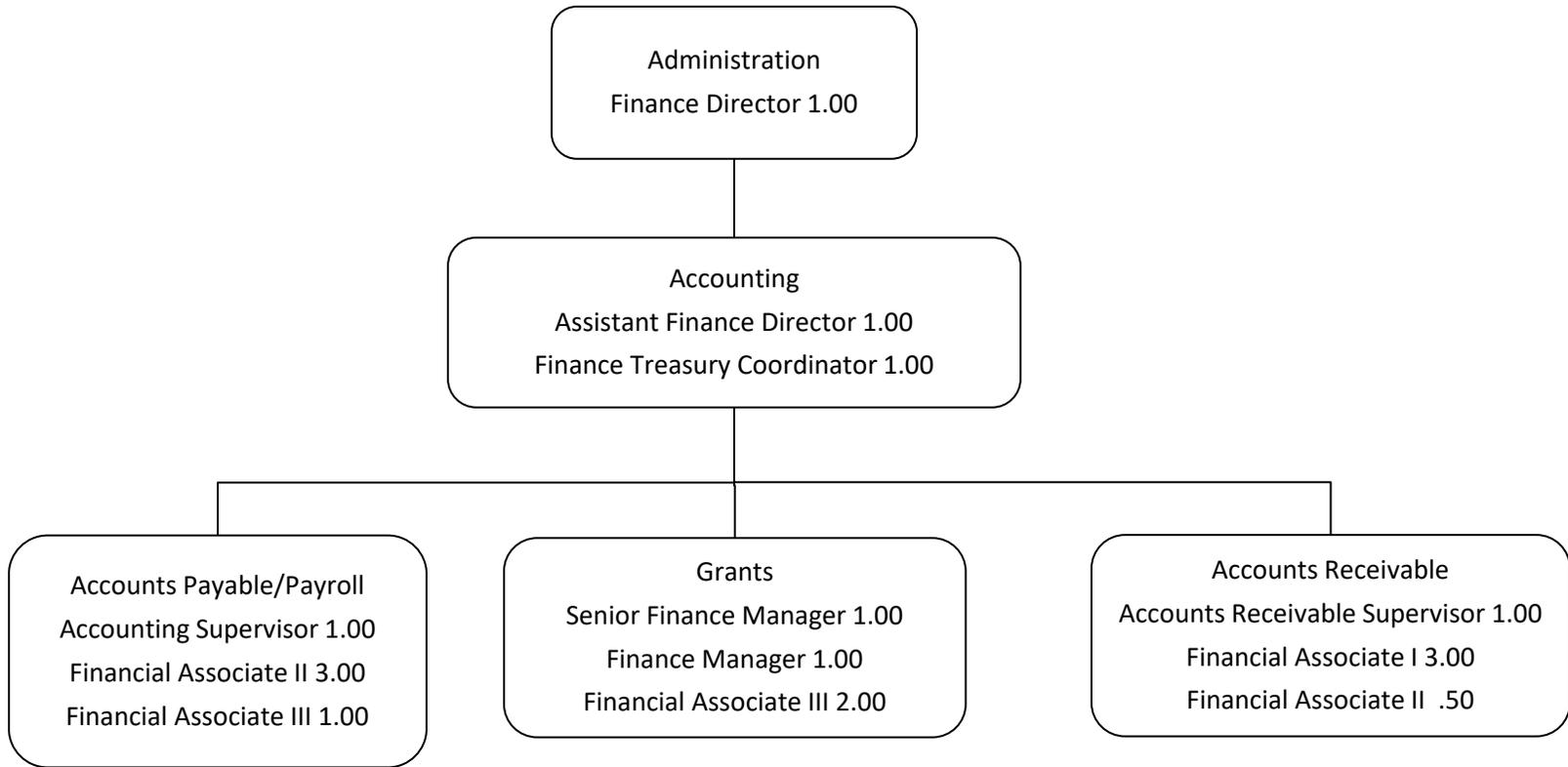
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Auditing/Accounting	74,800
Cost Allocation Plan	5,800
Contracted Training/Education	4,500
Other Contractual	67,836
Total	152,936

CAPITAL OUTLAY

Description	Amount
None	

FINANCE



Position Summary (FTE)	2019	2020	2021
Regular Positions	17.50	16.50	16.50
Extra Help	0.00	0.00	0.00
Total	17.50	16.50	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 2021 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

	2019 Actual	2020	2020	2021 Budget	Change from 2020 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	0	0	0	0	0	N/A
Intergovernmental Charges for Service	478,485	558,199	555,371	513,081	(45,118)	-8.1%
Miscellaneous Revenue	17,323	10,000	18,000	18,000	8,000	80.0%
Other Financing Sources	0	0	0	57,432	57,432	N/A
Total Revenue	\$495,808	\$568,199	\$573,371	\$588,513	\$20,314	3.6%
Expenditures						
Personnel Services	77,127	79,179	79,179	80,291	1,112	1.4%
Contractual Services	434,282	475,754	464,187	465,636	(10,118)	-2.1%
Supplies & Expenses	369	13,266	10,666	10,666	(2,600)	-19.6%
Building Materials	0	0	0	1,920	1,920	N/A
Fixed Charges	668	0	1,920	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	30,000	30,000	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	17,419	0	0	N/A
Total Expenditures	\$512,446	\$568,199	\$573,371	\$588,513	\$20,314	3.6%
County Allocation	\$16,638	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	(\$16,638)					

RISK MANAGEMENT/WORKERS' COMPENSATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Overall the 2021 budget increased 3.6% from the 2020 budget.
- Intergovernmental charges for services decrease by 8.1%. 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 2021 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 2021, in the amount of \$57,432, is primarily due to the purchase of an attenuator for highway in the amount of \$30,000.
- Personnel services increase overall by 1.4% due to a 1.00% annual adjustment increase to the County's wage and classification plan.
- Contractual services decrease by 2.1% based on medical and lost wages claim history.
- Supplies and expenses decrease resulting from less funds budgeted for travel related expenses in 2021 and other operating expenses.

RISK MANAGEMENT/WORKERS' COMPENSATION

CONTRACTED SERVICES

Types of Services Provided	Annual Cost
Medical & Lost Wages	375,000
Excess Workers Compensation coverage	70,670
Job Evaluations	7,500
Other Contractual	12,466
Total	465,636

CAPITAL OUTLAY

Description	Amount
Attenuator for Highway Department	\$30,000

RISK MANAGEMENT/WORKERS' COMPENSATION

Risk Management Specialist
1.00

Position Summary (FTE)	2019	2020	2021
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 insuring the correct process is used 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 also reviewing all ordinances to see if efficiencies can be gained with updated thresholds, policies, and procedures.

PURCHASING

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 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	4,435	500	45	500	0	0.0%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$4,435	\$500	\$45	\$500	\$0	0.0%
Expenditures						
Personnel Services	180,384	203,561	203,285	207,821	4,260	2.1%
Contractual Services	16,187	17,562	17,352	16,949	(613)	-3.5%
Supplies & Expenses	4,351	5,822	3,743	4,193	(1,629)	-28.0%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	250	0	0	(250)	-100.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	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	\$200,922	\$227,195	\$224,380	\$228,963	\$1,768	0.8%
County Allocation	\$196,487	\$226,695	\$224,335	\$228,463	\$1,768	0.8%

PURCHASING

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increase overall by 2.1% which includes a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contractual services decrease by 3.5% due to a decrease for the County's contracted information technology services allocation.
- Reduced most travel related expenses to zero due to COVID-19 which creates a decrease of 28.0%.

PURCHASING

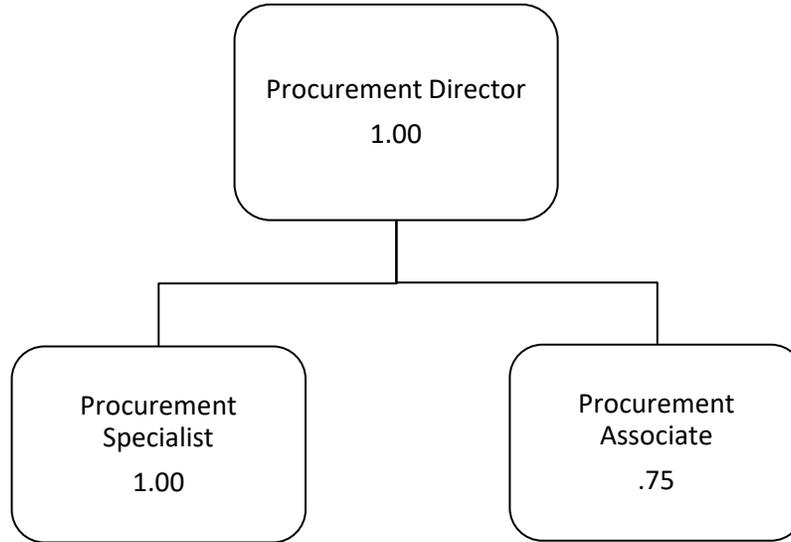
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	16,949
Total	16,949

CAPITAL OUTLAY

Description	Amount
None	

PURCHASING



Position Summary (FTE)	2019	2020	2021
Regular Positions	2.75	2.75	2.75
Extra Help	0.00	0.00	0.00
Total	2.75	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 and locations is critically important for clarifying priorities and for ensuring responsible infrastructure stewardship and planning.

As time passes, the County's infrastructure needs are becoming more critical in nature. The County's lack of decision making on future building projects has halted most routine building improvements and repairs over the past many years – as decision makers want to make wise investments and don't want to invest capital in buildings that may be remodeled or torn

down. This lack of ongoing maintenance has its costs as routine improvement projects are becoming more than routine and more costly, and in some cases the deferral of these projects, are leading to more emergency projects for County staff to resolve. In order to properly manage and maintain existing County buildings, the County needs to finalize its infrastructure planning so that we can better manage our capital assets.

In order to move forward, it is important to identify the needs of each County department in the Courthouse, Law Enforcement Center, Health Care Center, and other County facilities to clarify priorities and to ensure responsible infrastructure stewardship and planning.

After these infrastructure needs are identified, Portage County can begin formulating a plan to build or renovate current properties to meet the space needs for year to come. All building and renovation projects will consider and incorporate renewable energy projects and irrigation free landscape whenever feasible.

The COVID-19 public health emergency has challenged the department in many ways and has required our staff to revise existing cleaning protocols and procedures. The department continues to evaluate and recommend ways to prevent coronavirus and other viruses in our County facilities through improved cleaning techniques or systems changes for the safety of County employees and public utilizing County services.

The 2021 budget reflects a 0% increase in utility expenses and incorporates a new position of Lead Custodian while replacing an existing Maintenance Technician position recognizing an annual savings for the department.

FACILITIES

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	18,800	0	109,741	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	355,653	368,596	358,600	368,596	0	0.0%
Miscellaneous Revenue	11,747	6,260	7,165	3,760	(2,500)	-39.9%
Other Financing Sources	0	47,500	114,149	10,000	(37,500)	-78.9%
Total Revenue	\$386,200	\$422,356	\$589,655	\$382,356	(\$40,000)	-9.5%
Expenditures						
Personnel Services	1,347,256	1,530,737	1,363,129	1,532,304	1,567	0.1%
Contractual Services	715,583	797,478	823,749	764,351	(33,127)	-4.2%
Supplies & Expenses	199,004	209,064	310,720	224,035	14,971	7.2%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	27,980	25,702	28,376	30,439	4,737	18.4%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	64,396	83,225	83,191	25,000	(58,225)	-70.0%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	25,000	25,000	15,000	(10,000)	-40.0%
Total Expenditures	\$2,354,219	\$2,671,206	\$2,634,165	\$2,591,129	(\$80,077)	-3.0%
County Allocation	\$1,968,019	\$2,248,850	\$2,044,510	\$2,208,773	(\$40,077)	-1.8%
Addition to (Use of) Fund Balance	(\$24,404)					

FACILITIES

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services remained flat based on estimated charges to the City of Stevens Point and other departments for facilities management services.
- Miscellaneous revenues decrease \$2,500 for the removal of equipment sales.
- Other financing sources for 2021 is related to fund balance used for equipment purchases.
- Personnel services increase overall by 0.1% due to a 1.0% annual adjustment increase to the County's wage and classification plan along with personnel changes. The department eliminated a Maintenance Technician position, added a new position of a Lead Custodian, and reclassification requests include a \$6,798 request for an Equipment Technician/Groundskeeper.
- Contractual services decrease 4.2% due to the removal of prior year excavating costs related to the covered storm drain at the Gilfry Building, repair of the Annex parking lot due to underground tank removal, and a reduction in electric costs.
- Supplies and expenses increase \$14,971 for anticipated personal protective items due to the COVID-19 public health emergency which is anticipated to continue in 2021.
- Fixed charges increase 18.4% mainly due to property insurance allocations.
- Capital projects decrease due to the removal of a truck purchased in 2020 and the removal of a prior year purchase order carryforwards.
- Future operations designations decrease due to the amount of funds set aside for future equipment and vehicle purchases.

FACILITIES

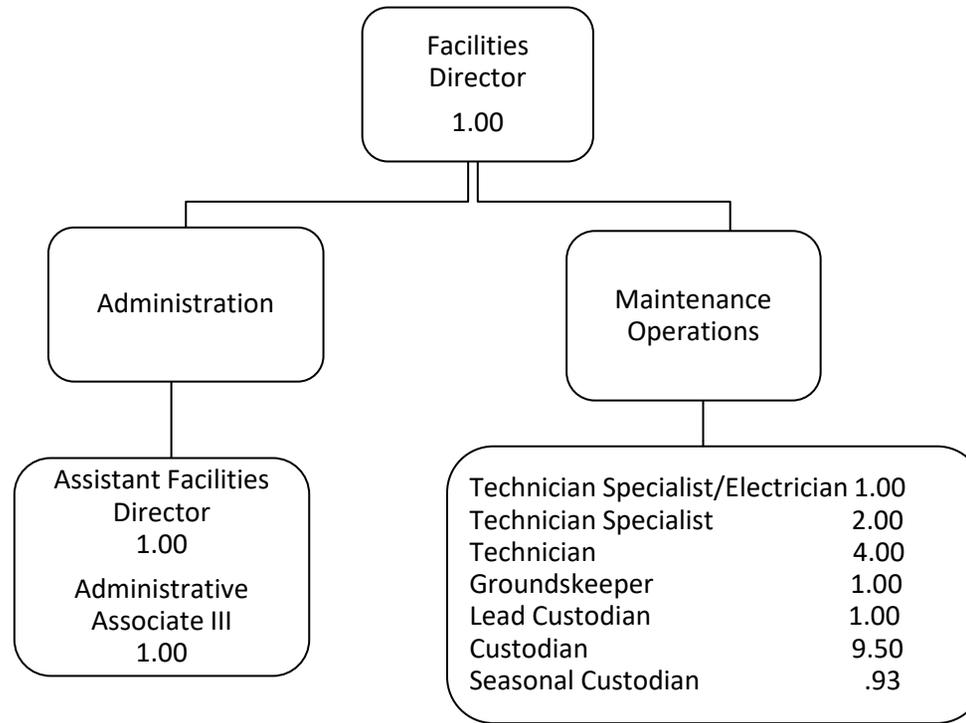
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Utilities	495,720
Building Maintenance & Repairs	49,900
Elevator Maintenance & Repairs	29,924
Waste Removal	27,104
Heating & Air Conditioning Services	21,900
Security Services	14,936
Plumbing Services	14,550
Fire Protection Services	16,312
Janitorial Services	11,160
Other Contractual	82,845
Total	764,351

CAPITAL OUTLAY

Description	Amount
Replacement of Vacuums	10,000
Replacement of Grounds Equipment	10,000
Replacement of Public Space Furniture	5,000
Total	25,000

FACILITIES



Position Summary (FTE)	2019	2020	2021
Regular Positions	21.50	21.50	21.50
Extra Help	0.93	0.93	0.93
Total	22.43	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 2020 support requests resolved by the department total over 4,905 up from 3,250 in 2019.

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.

Although we continue to move applications off the AS400 the existing equipment had reached end of life as was replaced by an IBM Power9 system.

Due to COVID-19, we are in the process of upgrading the audio/video conferencing capabilities in our major conference rooms to meet social distancing and remote participation requirements.

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 Power9 for Phase III implementation, including work orders, fixed assets, and inventory functions.

Other major projects occurring in 2021, include replacing our Law Enforcement software system which has reached end-of-life and upgrading our network, computing, and storage infrastructure as part of the process of implementing an active disaster recovery data center at the Highway Department building.

TECHNOLOGY SERVICES

FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	420,181	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	2,316,245	2,411,759	2,409,052	2,502,485	90,726	3.8%
Miscellaneous Revenue	3,275	1,250	1,900	1,250	0	0.0%
Other Financing Sources	0	0	4,105	3,848	3,848	N/A
Total Revenue	\$2,319,520	\$2,413,009	\$2,835,238	\$2,507,583	\$94,574	3.9%
Expenditures						
Personnel Services	695,177	794,134	742,187	793,196	(938)	-0.1%
Contractual Services	1,180,234	1,382,756	1,491,290	1,517,931	135,175	9.8%
Supplies & Expenses	190,023	153,720	279,737	154,300	580	0.4%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	72,061	19,548	20,368	25,742	6,194	31.7%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	887	42,500	288,609	5,500	(37,000)	-87.1%
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	13,047	10,914	(9,437)	-46.4%
Total Expenditures	\$2,138,382	\$2,413,009	\$2,835,238	\$2,507,583	\$94,574	3.9%
County Allocation	(\$181,138)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$181,138					

TECHNOLOGY SERVICES

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenue for 2020 projections is related to Routes to Recovery funding.
- Intergovernmental charges for services increase due to an increase for charges to County departments for Information Technology Services and phone services. There was a decrease in the allocation related to photocopy and printing services due to a change in practice with printing during COVID-19 teleworking. This allocation is based on the overall cost of IT services.
- Other financing sources is related to expenses over revenues for the photocopy and printing services.
- Personnel services decrease by 0.1% due to a 1.0% annual adjustment increase to the County's wage and a position change due to a recruitment.
- Contractual services increase \$135,175 or 9.8% due to an increase in cellular service and software licensing costs.
- Fixed charges increase \$6,194 or 31.7% based on the department's equipment depreciation schedule.
- Capital projects decrease by 87.1% due to the removal of costs for network components and replacement of equipment purchased in 2020 to support teleworking and virtual business as a response to the COVID-19 public health emergency.

TECHNOLOGY SERVICES

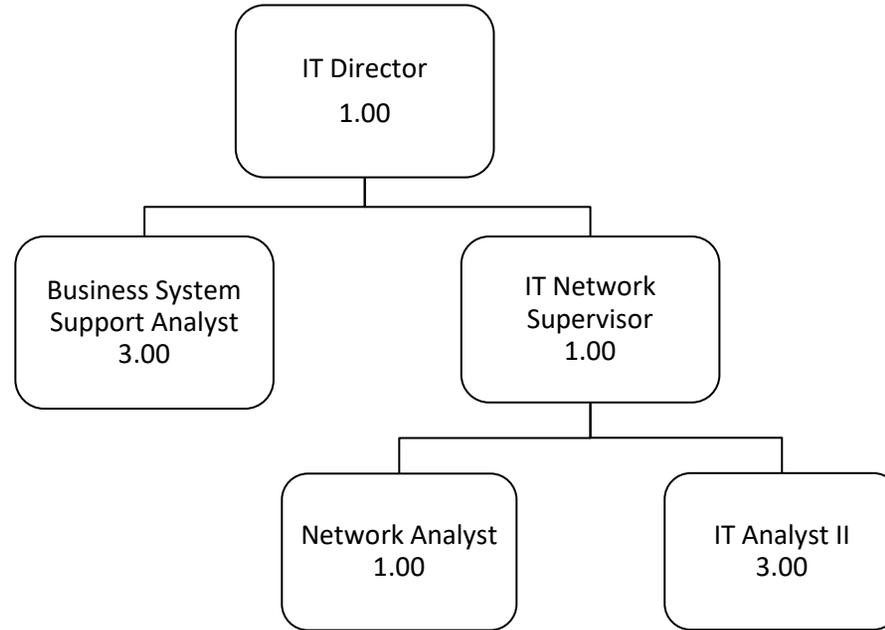
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Software Maintenance	618,213
Software Licensing	445,129
Managed Print Services	121,525
Hardware Maintenance	85,928
Technical Support	69,000
Cellular Services	85,793
Data Lines & Circuits	42,100
Cable and Internet Services	32,906
Other Contractual	17,337
Total	1,517,931

CAPITAL OUTLAY

Description	Amount
Miscellaneous switches	5,500
Total	5,500

INFORMATION TECHNOLOGY



Position Summary (FTE)	2019	2020	2021
Regular Positions	9.00	9.00	9.00
Extra Help	0.00	0.00	0.00
Total	9.00	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.

ON THE HORIZON:

The 2020 budget includes the addition of Personal Property Aid in the amount of \$136,215. Included in 2017 Act 59, the first personal property aid distribution to the County will be May 6, 2019. The 2020 aid amount was \$173,272. 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 a decrease of \$20,626 in sales tax collections based on the fluctuating projections as a result of the COVID-19 public health emergency. 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 increases by \$8,750 in 2021 due to the addition of the North Central Wisconsin Regional Planning Commission offset by planned reductions to the Portage County Business Council, the Stevens Point Area Convention and Visitors Bureau, and CAP Services in response to the prior year two year plan.

NON-DEPARTMENTAL

FINANCIAL SUMMARY

	2019 Actual	2020		2021 Budget	Change from 2020 Modified Budget	
		Modified Budget	Projected Budget		Amount Change	Percent Change
Revenue						
Taxes	19,604,572	20,142,608	19,979,608	20,857,676	715,068	3.6%
Intergovernmental Revenue	2,356,731	2,314,109	2,813,289	2,297,383	(16,726)	-0.7%
Licenses and Permits	68,171	67,237	67,237	67,237	0	0.0%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	215	199	200	199	0	0.0%
Intergovernmental Charges for Service	154,490	160,834	152,641	160,834	0	0.0%
Miscellaneous Revenue	37,819	63,000	58,684	58,000	(5,000)	-7.9%
Other Financing Sources	71,136	191,924	373,338	209,101	17,177	8.9%
Total Revenue	\$22,293,134	\$22,939,911	\$23,444,997	\$23,650,430	\$710,519	3.1%
Expenditures						
Personnel Services	280,983	270,000	322,000	300,000	30,000	11.1%
Contractual Services	345,321	299,116	303,173	300,572	1,456	0.5%
Supplies & Expenses	739	930	200,869	930	0	0.0%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	312,018	340,624	328,911	360,979	20,355	6.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	155,550	90,250	90,250	99,000	8,750	9.7%
Capital Projects	52,627	14,173	12,401	0	(14,173)	-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	100,000	1,130,072	100,000	0	0.0%
Total Expenditures	\$1,147,238	\$1,115,093	\$2,387,676	\$1,161,481	\$46,388	4.2%
County Allocation	(\$21,145,896)	(\$21,824,818)	(\$21,057,321)	(\$22,488,949)	(\$664,131)	3.0%
Addition to (Use of) Fund Balance	\$2,335,091					

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 \$735,651
 - Public Safety \$371,830
 - Health & Human Services \$19,000
 - Culture, Recreation, & Education \$6,000
 - Conservation & Development \$29,000
- Property tax revenue increases 3.6%, or \$715,068, in the 2021 budget.
- The overall sales tax decreases by 0.3%, or \$20,626 in the 2021 budget.
- Intergovernmental revenue decrease by 0.7%, due to reduction in anticipated personal property aid over the previous year.
- Licenses and permits remain flat for 2021.
- Other financing sources increase 9.0% in the 2021 budget. This is due to an increase in fund balance related to miscellaneous employee benefits.
- Personnel services increase \$30,000 or 11.1% due to an increase in miscellaneous employee benefits anticipated expenses for sick leave conversion payouts.

- Fixed charges increase 6.0% or \$20,355. Overall insurance expenses increased slightly based on a projection of a 5-10% increase across insurance lines. Additional deductible payments remained flat.
- Grants, contributions and indemnities increase \$8,750 or 9.7% due to the addition of the North Central Wisconsin Regional Planning Commission offset with planned reductions to the Stevens Point Area Convention and Visitors Bureau, CAP Services, and the Portage County Business Council over a two year plan.
- Capital projects decrease \$14,173 or 100.0% due to the discontinuation of land preservation funds.
- Future operations designations remain flat.

NON-DEPARTMENTAL

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Humane Society of Portage County	274,892
CAD Maintenance Support (Outside Agencies)	10,850
Flexible Spending Benefit Administration	8,621
Software Licensing	3,228
Fire Protection Services	1,500
Insurance Broker Services	1,000
State Assessment Fee	481
Total	300,572

FIXED CHARGES

Insurance	360,979
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GRANTS, CONTRIBUTIONS AND INDEMNITIES

North Central Wisconsin Regional Planning Commission	43,000
Portage County Business Council	25,000
Emergency Services	19,000
Stevens Point Area Convention & Visitors' Bureau	2,000
CAP Services, Inc.	2,000
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	99,000

CAPITAL OUTLAY

Description	Amount
None	