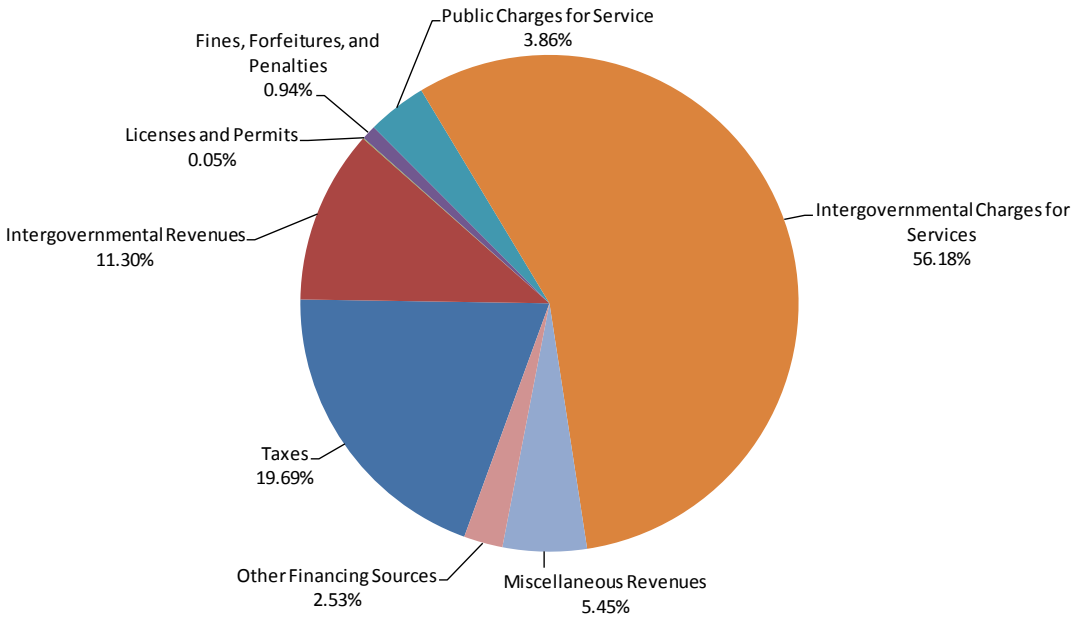
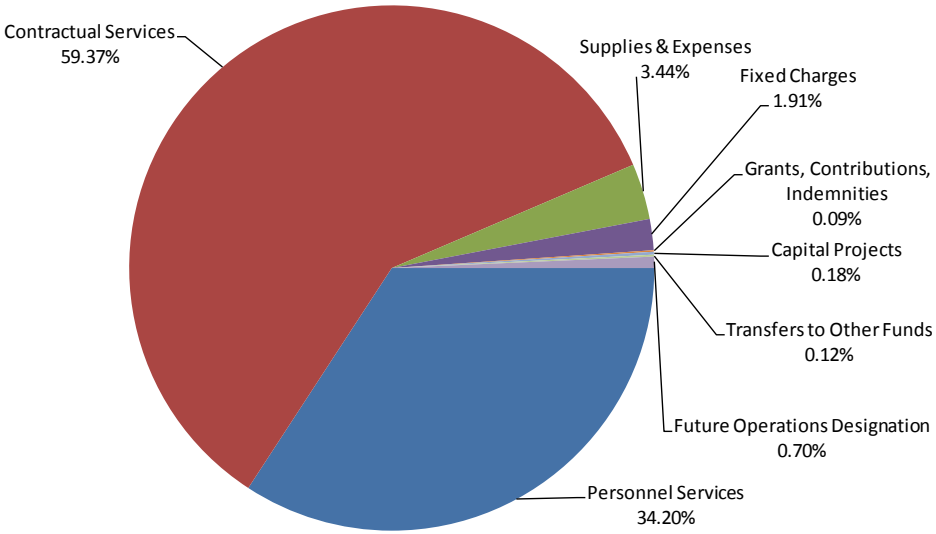
2017 REVENUES BY CLASSIFICATION – GENERAL GOVERNMENT



	2016 Modified Budget	2017 Proposed Budget	Change from 2016 Modified Budget: Amount Change	Change from 2016 Modified Budget: Percent Change
Taxes	4,512,633	4,668,735	156,102	3.46%
Intergovernmental Revenues	2,896,933	2,678,555	(218,378)	-7.54%
Licenses and Permits	12,835	12,735	(100)	-0.78%
Fines, Forfeitures, and Penalties	234,900	223,180	(11,720)	-4.99%
Public Charges for Services	832,917	914,764	81,847	9.83%
Intergovernmental Charges for Services	12,444,409	13,320,020	875,611	7.04%
Miscellaneous Revenues	1,221,843	1,291,980	70,137	5.74%
Other Financing Sources	870,167	598,789	(271,378)	-31.19%
Total Revenues	**23,026,637**	**23,708,758**	**682,121**	**2.96%**

*These totals may vary from the 2017 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

2017 EXPENDITURES BY CLASSIFICATION – GENERAL GOVERNMENT



	2016 Modified Budget	2017 Proposed Budget	Change from 2016 Modified Budget: Amount Change	Change from 2016 Modified Budget: Percent Change
Personnel Services	8,323,032	8,108,935	(214,097)	-2.57%
Contractual Services	13,182,677	14,074,729	892,052	6.77%
Supplies & Expenses	823,426	814,594	(8,832)	-1.07%
Fixed Charges	450,637	453,450	2,813	0.62%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	22,300	22,300	-	0.00%
Capital Projects	19,930	42,296	22,366	0.00%
Transfers to Other Funds	74,915	27,606	(47,309)	0.00%
Future Operations Designation	129,720	164,848	35,128	27.08%
Total Expenses	**23,026,637**	**23,708,758**	**682,121**	**2.96%**

*These totals may vary from the 2017 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

COUNTY CLERK

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

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

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

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

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

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

ON THE HORIZON:
The County Clerk's office will be dedicating additional time to the election process with legislative changes to election laws requiring photo ID as well as implementing elections. Increased funding might be needed for election related forms and educational publications due to continuous legislative changes. Duties continue to be added to the County Clerk office related to data management related to the election in the Wisconsin Election Commission WisVote system with very strict time restraints.

The delinquent tax deed process continues to grow.

COUNTY CLERK

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	13,794	12,255	12,180	12,255	0	0.00%
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	96	130	530	130	0	0.00%
Intergovernmental Charges for Service	13,619	13,728	13,728	12,598	(1,130)	-8.23%
Miscellaneous Revenue	8,787	0	5,175	0	0	N/A
Other Financing Sources	0	56,923	62,127	11,563	(45,360)	-79.69%
Total Revenue	$36,296	$83,036	$93,740	$36,546	($46,490)	-55.99%
Expenditures						
Personnel Services	353,182	369,431	372,862	384,835	15,404	4.17%
Contractual Services	33,743	97,429	110,588	81,240	(16,189)	-16.62%
Supplies & Expenses	180,660	280,095	276,347	229,996	(50,099)	-17.89%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	2,845	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	33,411	33,411	N/A
Total Expenditures	$570,430	$746,955	$759,797	$729,482	($17,473)	-2.34%
County Allocation	$534,134	$663,919	$666,057	$692,936	$29,017	4.37%
Addition to (Use of) Fund Balance	$73,187					

COUNTY CLERK

FINANCIAL SUMMARY HIGHLIGHTS:

- Other financing sources decreased due to the decreasing fund balance in the 2017 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 increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

- Contractual services decreased due to the internal audit/operational review being less than budgeted for in 2016.

- Supplies and expenses decreased due to fewer elections planned in 2017 as described above.

- The 2017 budget includes designated for future year operations related to the even and odd year election cycle. Fund balance is not being applied in 2017.

COUNTY CLERK

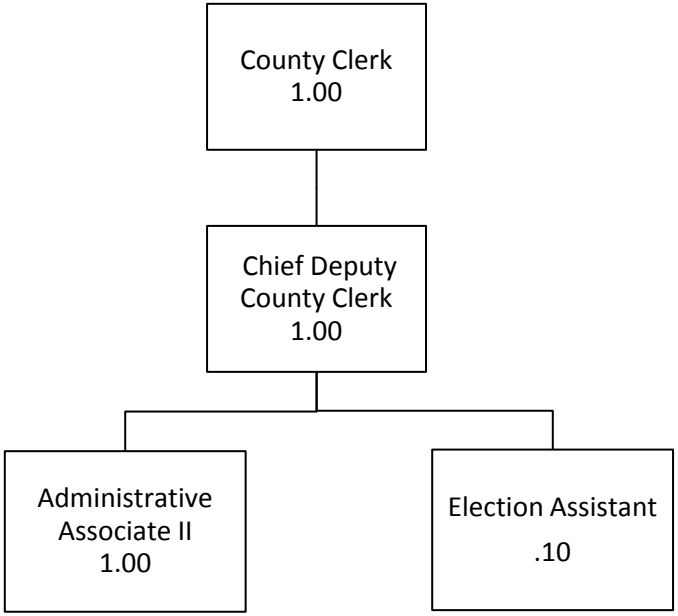
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Internal Audit Services	36,263
Legal Services	15,000
Other Contractual	29,977
Total	**81,240**

CAPITAL OUTLAY

Description	Amount
None	

COUNTY CLERK



Position Summary (FTE)	2015	2016	2017
Regular Positions	3.00	3.00	3.00
Extra Help	0.10	0.10	0.10
Overtime	0.00	0.00	0.00
Total	3.10	3.10	3.10

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

CLERK OF COURTS

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

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

All duties are outlined in Wisconsin State Statutes Chapter 59.40, 753, and others. These duties include keeping accurate records of court hearings, docketing judgments and keeping an accurate lien docket of every judgment entered. The office is charged with keeping a record of all payments made, fines, fees, costs, and surcharges ordered by the courts and then making collection efforts on the same. The office passes those revenues onto the State of Wisconsin, the County Treasurer, or individual municipalities on a monthly basis.

ON THE HORIZON:
Recently, there have been a variety of changes in the Portage County Circuit Courts; a new permanent judge in branch II, a new judicial assistant for that judge, a new Register in Probate, a new Deputy Register in Probate and a new Family Court Commissioner.

Each change, however, presents an opportunity to do things differently and to experiment with potential improvements, which is exactly what is happening in the Circuit Courts in late 2016 and into 2017. Working to improve access to the courts for all Portage County residents, and to be more efficient with the dollars spent in order to provide justice to residents is the main focus.

First, the new Register in Probate (R.I.P) joins Portage County with years of experience as a Deputy R.I.P. from Grant County and is committed to working to with the Clerk of Courts office to improve collections in the courts. There are a number of areas where the Clerk of Courts and R.I.P can work cooperatively to collect expenses that Portage County is owed by recipients of legal services in the courts.

Second, a group of local attorneys and members of the Clerk's Office, along with the Presiding Judge, have formed a group to revamp the process for payment of attorneys representing the best interest of children in family law cases. This is a work in process and should ultimately improve the collection of debts owed to the County.

Additionally, the Clerk of Court's office continues to pursue other areas of revenue. There is a new emphasis on wage assignments for collections; both voluntary and involuntary wage assignments are now being used to for collections. The office will also be utilizing the services of the Corporation Counsel's office to continue to improve collections.

Lastly, the office is expected to move to mandatory electronic filing in early 2017. E-filing will change how staff resources are utilized as certain paper files will no longer be created. While paper files will never go away, this frees up staff for other duties and ways to serve Portage County residents.

CLERK OF COURTS

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	40	0	1	0	0	N/A
Intergovernmental Revenue	297,206	300,261	350,153	291,000	(9,261)	-3.08%
Licenses and Permits	80	80	0	80	0	0.00%
Fines, Forefeits and Penalities	229,600	234,900	205,000	223,180	(11,720)	-4.99%
Public Charges for Service	336,969	353,400	405,100	422,500	69,100	19.55%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	10,445	6,800	6,500	16,000	9,200	135.29%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	$874,340	$895,441	$966,754	$952,760	$57,319	6.40%
Expenditures						
Personnel Services	1,085,805	1,105,680	1,107,916	1,140,278	34,598	3.13%
Contractual Services	373,463	318,377	389,955	377,284	58,907	18.50%
Supplies & Expenes	63,048	68,351	71,768	72,008	3,657	5.35%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	265	500	700	700	200	40.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	300	300	300	0	0.00%
Captial 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	$1,522,581	$1,493,208	$1,570,639	$1,590,570	$97,362	6.52%
County Allocation	$648,241	$597,767	$603,885	$637,810	$40,043	6.70%

CLERK OF COURTS

FINANCIAL SUMMARY HIGHLIGHTS

- Intergovernmental revenues decreased due to anticipated decrease in state circuit court aids.

- Fines, forfeits and penalties decreased due to 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 per state chapters 341-347, 349 and 351.

- Public charges for services increased due to an increase in various fees, including: passport fees, recoupment of guardian ad litem fees, recoupment of attorney legal services, recoupment of medical services and other statutory fees.

- Miscellaneous revenue continues to increase due to interest added to all Portage County judgments for unpaid fines and forfeitures.

- Personnel costs increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

- Contractual expenses increased due to an increase in court appointed attorneys and payments for guardian ad litem legal services in family, juvenile, CHiPS, and TPR court cases.

CLERK OF COURTS

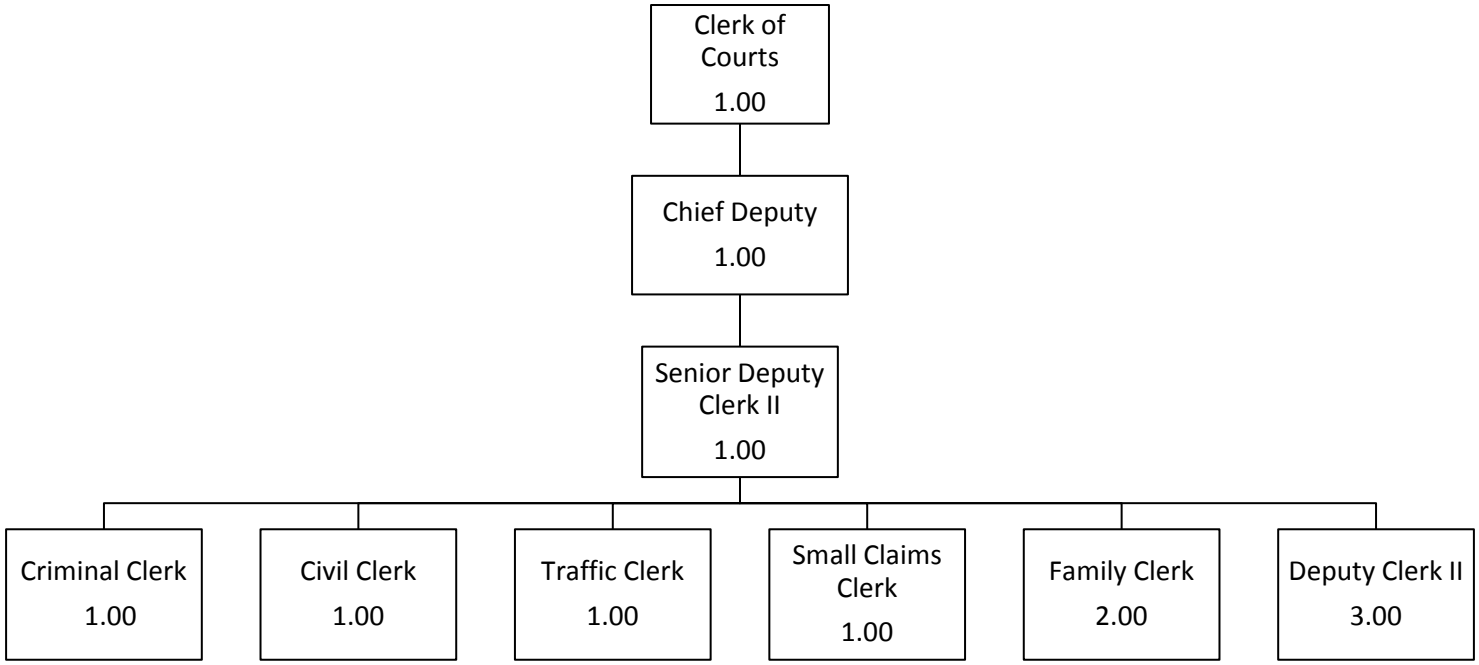
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Guardian Ad Litem	130,000
Court Appointed Attorney Services	85,000
Medical Evaluations	35,000
Family Law Information Center	25,000
Interpreter	22,000
Jury Panel Per Diems	22,000
Credit Card Processing Fees	12,000
Witness Fees	6,500
Court Commissioner	5,000
Court Reporters	5,800
Child Support Services	(19,000)
Other Contractual	47,984
Total	**377,284**

CAPITAL OUTLAY

Description	Amount
None	

CLERK OF COURTS



Position Summary (FTE)	2015	2016	2017
Regular Positions	12.00	12.00	12.00
Extra Help	0.38	0.17	0.00
Overtime	0.00	0.00	0.00
Total	12.38	12.17	12.00

FAMILY COURT COMMISSIONER

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

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

ON THE HORIZON:
Portage County Circuit Courts and the Clerk of Courts office are working to provide access to Family Court services, mediation, and timely court hearings by the Family Court Commissioner. The Courts are continuing to evaluate to determine the most efficient and economical method by which Portage County residents can access these services.

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	13,707	48,788	37,730	48,730	(58)	-0.12%
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	$13,707	$48,788	$37,730	$48,730	($58)	-0.12%
Expenditures						
Personnel Services	120,662	123,617	79,450	124,436	819	0.66%
Contractual Services	(11,492)	16,175	60,671	18,117	1,942	12.01%
Supplies & Expenses	1,016	1,375	1,362	1,540	165	12.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	$110,186	$141,167	$141,483	$144,093	$2,926	2.07%
County Allocation	$96,479	$92,379	$103,753	$95,363	$2,984	3.23%

FAMILY COURT COMMISSIONER

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

FAMILY COURT COMMISSIONER

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Mediator Services	40,320
Child Support	(25,000)
Other Contractual	2,797
Total	**18,117**

CAPITAL OUTLAY

Description	Amount
None	

FAMILY COURT COMMISSIONER

Family Court Commissioner
1.00

Position Summary (FTE)	2015	2016	2017
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	1.00	1.00	1.00

CORONER

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

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

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

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

CORONER

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	13,800	16,650	16,650	16,650	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	$13,800	$16,650	$16,650	$16,650	$0	0.00%
Expenditures						
Personnel Services	78,093	78,481	78,420	86,125	7,644	9.74%
Contractual Services	43,005	46,795	47,689	46,914	119	0.25%
Supplies & Expenses	6,301	7,130	6,168	8,142	1,012	14.19%
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	$127,399	$132,406	$132,277	$141,181	$8,775	6.63%
County Allocation	$113,599	$115,756	$115,627	$124,531	$8,775	7.58%

CORONER

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

CORONER

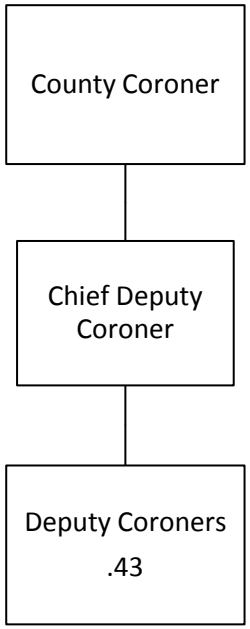
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Autopsies	34,000
Other Contractual	12,914
Total	**46,914**

CAPITAL OUTLAY

Description	Amount
None	

COUNTY CORONER



Position Summary (FTE)	2015	2016	2017
Regular Positions	0.00	0.00	0.00
Extra Help	0.34	0.34	0.43
Overtime	0.00	0.00	0.00
Total	0.34	0.34	0.43

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

DISTRICT ATTORNEY

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

OVERVIEW:
The Portage County District Attorney's (DA) Office acts in conjunction with all law enforcement in Portage County to enforce the criminal code and non-criminal forfeiture provisions passed by the Legislature and local units of government. The DA Office employs four attorneys who are State employees, a Victim Witness Coordinator, who is a County employee with state and local funding, and five legal support staff. The Victim Witness Coordinator provides crime victim services to people affected by crime and ensures they are treated with fairness, dignity and respect. The entire office helps victims exercise their rights by assisting and supporting victims in accessing assistance and programs that serve them. The DA Office has filed and closed 7,811 cases since 2013 from law enforcement, the Department of Natural Resources and other state executive branch agencies. The DA oversees local units of government open records/meeting complaints and also reviews suspicious deaths in the County.

ON THE HORIZON:
As a partner with law enforcement agencies in Portage County, the DA Office continues to evolve to meet the growing demands of over 72,000 citizens in the County. Portage County residents continue to look for and support alternative correction models that hold offenders accountable while addressing their rehabilitative needs in the community.

The DA Office in conjunction with Justice Programs, Health & Human Services, Wisconsin State Public Defenders Office, Justice Coalition, and area law enforcement agencies are currently working on creating a Drug Court that will focus on high risk and high need offenders. The revolving door on repeat drug offenders must be looked at through a drug court model that is focused on a person's addiction and entire current life pattern as the primary focus of the defendant's rehabilitation.

A current example of rehabilitation supports being used by the DA Office is Justiceworks, LTD, a local non-profit agency. Justiceworks provides diversion options focused on 'rightness' in relationships by pairing offenders with community members to address their criminogenic needs like alcohol abuse.

As the County's population grows and law enforcement grows with it, the DA Office must also grow. The DA Office has not added another attorney since 1995, and has not added a full-time support staff since 2005. In the 2017 – 2019 State budget, DA Molepske has requested two additional Assistant District Attorneys which will require two additional County staff persons. The DA office has also run out of room and needs to be expanded to add office space and space to store existing files.

The DA Office implemented Electronic Criminal Referrals from law enforcement in 2016, and now will pursue electronic filing of criminal complaints and other documents with the Clerk of Court's Office. The DA Office will also exam becoming "paperless" and employing additional technology, both in the office and in the courtroom, to improve efficiencies and to adopt existing statewide operational patterns.

DISTRICT ATTORNEY

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Percent Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	49,542	50,000	50,000	50,000	0	0.00%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	5,459	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	310	12,000	12,000	12,000	0	0.00%
Other Financing Sources	0	0	16,235	0	0	N/A
Total Revenue	$55,311	$62,000	$78,235	$62,000	$0	0.00%
Expenditures						
Personnel Services	317,050	361,372	388,050	382,492	21,120	5.84%
Contractual Services	35,835	47,037	43,124	45,385	(1,652)	-3.51%
Supplies & Expenses	24,178	24,418	29,510	24,360	(58)	-0.24%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	38	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	5,840	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	$382,941	$432,827	$460,684	$452,237	$19,410	4.48%
County Allocation	$327,630	$370,827	$382,449	$390,237	$19,410	5.23%
Addition to (Use of) Fund Balance	($11,011)					

DISTRICT ATTORNEY

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

DISTRICT ATTORNEY

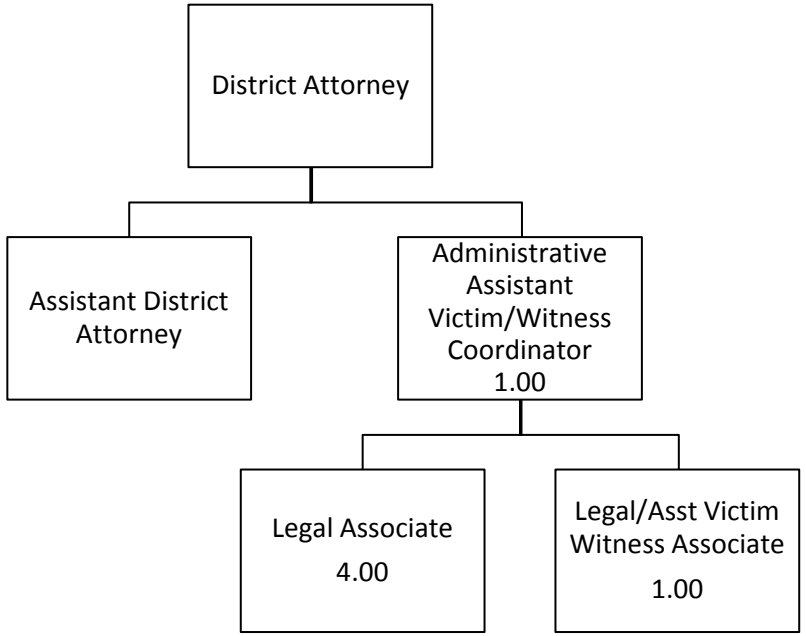
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Deferred Prosecution	20,000
Other Contractual	16,385
Legal Services	6,000
Intern Program	3,000
Total	**45,385**

CAPITAL OUTLAY

Description	Amount
None	

DISTRICT ATTORNEY



Position Summary (FTE)	2015	2016	2017
Regular Positions	5.50	6.00	6.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	5.50	6.00	6.00

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

REGISTER OF DEEDS

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

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

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, Clerk of Courts, and Register of Probate. Also, available to the public is the Law Library held inside the Register of Deeds Office.

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

ON THE HORIZON:
At the end of 2014, the Register of Deeds Office began back indexing land records documents from 1984 and prior. This is a lengthy process. By the end of 2015, it is anticipated to have Portage County land records indexed to 1962. These records will then be made available to public via the online record system of Tapestry and Laredo. Having these records available on the internet frees up staff time and resources while bringing in additional revenue to the County. It is anticipated that this indexing project will take three to four years to complete.

REGISTER OF DEEDS

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	143,178	140,000	185,911	160,000	20,000	14.29%
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	321	500	400	400	(100)	-20.00%
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	281,133	306,000	317,500	320,370	14,370	4.70%
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	20,000	10,000	10,000	N/A
Total Revenue	$424,632	$446,500	$523,811	$490,770	$44,270	9.91%
Expenditures						
Personnel Services	343,826	355,681	359,945	390,047	34,366	9.66%
Contractual Services	90,250	77,475	97,472	98,354	20,879	26.95%
Supplies & Expenses	9,296	7,625	10,040	9,974	2,349	30.81%
Building Materials	0	0	0	0	0	N/A
Fixed Charges		0	75	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	9,720	0	0	(9,720)	-100.00%
Total Expenditures	$443,372	$450,501	$467,532	$498,375	$47,874	10.63%
County Allocation	$18,740	$4,001	($56,279)	$7,605	$3,604	90.08%
Addition to (Use of) Fund Balance	($13,567)					

REGISTER OF DEEDS

FINANCIAL SUMMARY HIGHLIGHTS:

- Taxes increased due to an increase in real estate transfer fees due to a strengthening real estate market.

- Public charges for services increased a small amount due to an increase in real estate sales.

- Other financing sources represents the use of fund balance for the real estate record indexing and redaction project.

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

- Contractual services increased due increased funding for the real estate indexing and redaction project. The bulk of the work has been done and now clean-up, light indexing and social security redaction is occurring.

- Future operations designations decreased due a decrease in the amount of funds being reserved for the public access system.

REGISTER OF DEEDS

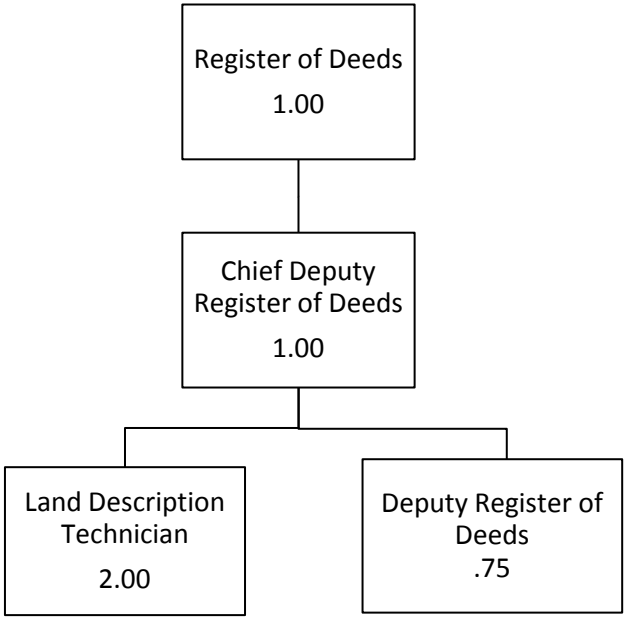
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Fidlar Services	65,000
Other Contractual	31,354
Rebinding Books	2,000
Total	**98,354**

CAPITAL OUTLAY

Description	Amount
None	

REGISTER OF DEEDS



Position Summary (FTE)	2015	2016	2017
Regular Positions	4.75	4.75	4.75
Extra Help	0.00	0.00	0.00
Overtime	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 certified survey maps (CSMs), plats of survey, subdivision plats, section summaries and section corner tie sheets. In addition, information related to the High Accuracy Reference Network (HARN) densification process can be obtained through this office.

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

Portage County's HARN consists of 17 pairs of the first and second order monuments spaced approximately eight miles apart. To date, there are approximately 1,100 corners tied to this system, making up the Portage County Coordinate Systems (PCCS). This densification process will continue to include all section corners, ¼ corners and center of sections.

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

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

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

In 2017, Portage County is expected to receive a $25,000 grant from retained fees with the State of Wisconsin. In compliance with the Portage County Land Records Modernization Plan the funds will be used to GPS additional points. This is not intended to replace the yearly GPS contract, but is in addition to it.

SURVEYOR

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	401	700	450	500	(200)	-28.57%
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	$401	$700	$450	$500	($200)	-28.57%
Expenditures						
Personnel Services	16,331	16,604	16,604	16,835	231	1.39%
Contractual Services	15,169	14,564	14,369	13,199	(1,365)	-9.37%
Supplies & Expenses	723	922	522	1,444	522	56.62%
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	$32,223	$32,090	$31,495	$31,478	($612)	-1.91%
County Allocation	$31,822	$31,390	$31,045	$30,978	($412)	-1.31%

SURVEYOR

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

SURVEYOR

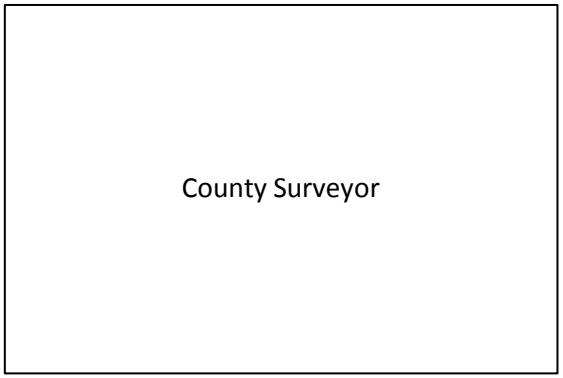
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
GPS & Maintenance of Government Corners	10,720
Other Contractual	2,479
Total	**13,199**

CAPITAL OUTLAY

Description	Amount
None	

SURVEYOR



Position Summary (FTE)	2015	2016	2017
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	1.00	1.00	1.00

*Listed as a position but no FTE is attributed to the position.

LAND RECORDS MODERNIZATION

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

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

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

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

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

The program 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.

ON THE HORIZON:
Upcoming projects include providing more online self-service applications for both desktop and mobile devices. Services will provide property boundary, zoning district, ownership and a host of other information to assist taxpayers in the management and development of property. Training will occur during 2017 to implement improvements in parcel data management and elevation data. Training in programming and World Wide Web development skills that began in 2016 will continue.

Improved elevation data will be delivered in 2017. Elevation data will be used to create more accurate flood hazard mapping, support engineering work for roads, and aid land and water conservation efforts.

Also, Land Records program funds will be used to accelerate the remonumentation program managed by the County Surveyor.

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	20,536	16,040	16,040	65,112	49,072	305.94%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	87,739	90,000	85,000	88,000	(2,000)	-2.22%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	0	35,013	37,443	0	(35,013)	-100.00%
Total Revenue	$108,275	$141,053	$138,483	$153,112	$12,059	8.55%
Expenditures						
Personnel Services	64,765	65,653	66,483	67,824	2,171	3.31%
Contractual Services	96,886	14,900	12,700	74,900	60,000	402.68%
Supplies & Expenses	1,769	7,500	6,000	7,500	0	0.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	300	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	53,000	53,000	2,888	(50,112)	-94.55%
Total Expenditures	$163,420	$141,053	$138,483	$153,112	$12,059	8.55%
County Allocation	$55,145	$0	$0	$0	$0	N/A
Addition to (Use of) Fund Balance	($55,145)					

LAND RECORDS MODERNIZATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues increased due to the addition of a State Strategic Initiative Grant. These grant funds will be used toward parcel layer improvement and the County's remonumentation program.

- Other financing sources decreased due to the completion of the LiDAR project in 2016.

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

- Contractual services increased related to the State Strategic Initiative Grant. These funds will be used toward parcel layer improvement and the County's remonumentation program.

LAND RECORDS MODERNIZATION

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
State Strategic Initiative Grant	60,000
Other Contractual Services	14,900
Total	**74,900**

CAPITAL OUTLAY

Description	Amount
None	

LAND RECORDS MODERNIZATION

GIS Technician
1.00

Position Summary (FTE)	2015	2016	2017
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	1.00	1.00	1.00

TREASURER

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

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

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

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

The office continues to be involved in the MUNIS Enterprise Resource Planning (ERP) implementation. The next step in the County's ERP implementation process will include ancillary systems, such as tax and/or treasury management applications.

TREASURER

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	438,025	476,625	409,683	450,629	(25,996)	-5.45%
Intergovernmental Revenue	79,596	104,159	102,456	102,456	(1,703)	-1.64%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	525	490	500	1,125	635	129.59%
Intergovernmental Charges for Service	60,467	59,619	60,682	60,832	1,213	2.03%
Miscellaneous Revenue	282,502	660,000	249,000	660,000	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	$861,115	$1,300,893	$822,321	$1,275,042	($25,851)	-1.99%
Expenditures						
Personnel Services	226,080	183,243	195,330	185,362	2,119	1.16%
Contractual Services	46,035	47,944	51,071	48,780	836	1.74%
Supplies & Expenses	24,416	24,008	21,341	22,344	(1,664)	-6.93%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	34,822	70,282	70,560	70,282	0	0.00%
Debt Service	0	0	25,082	0	0	N/A
Grants, Contributions, Indemnities	53	0	128	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	$331,406	$325,477	$363,512	$326,768	$1,291	0.40%
County Allocation	($529,709)	($975,416)	($458,809)	($948,274)	$27,142	-2.78%

TREASURER

FINANCIAL SUMMARY HIGHLIGHTS:

- Taxes decreased based on anticipated collections for interest on delinquent taxes.

- Public charges for services increased for non-sufficient/returned check fees as well as a projected increase in records requests.

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

TREASURER

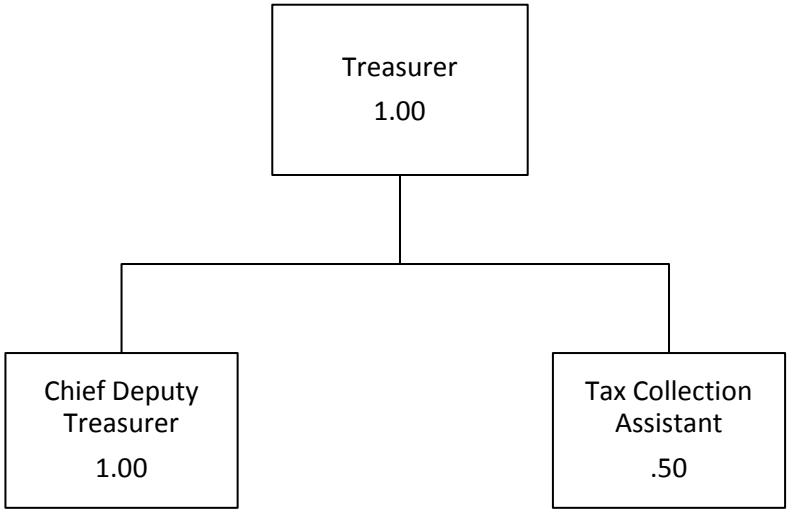
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	24,226
Tax Bill Processing	21,854
Accurint/Trip	2,700
Total	**48,780**

CAPITAL OUTLAY

Description	Amount
None	

TREASURER



Position Summary (FTE)	2015	2016	2017
Regular Positions	3.00	2.00	2.00
Extra Help	0.50	0.50	0.50
Overtime	0.00	0.00	0.00
Total	3.50	2.50	2.50

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:
A major endeavor of the County Executive's Office continues to be the implementation of the 2013-2016 Master Strategic Plan along with facilitation of an update to the plan in 2017 to reset County priorities for the future.

The County Executive Office will continue to emphasize initiatives that enhance a vibrant and resilient economy and quality of life in Portage County and Central Wisconsin. Groundwater stewardship, community development, drug court, and charting a course for the sustainable future of the Portage County Health Care Center's services remain leadership priorities.

COUNTY EXECUTIVE

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits 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	21	0	0	0	0	N/A
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	$21	$0	$0	$0	$0	N/A
Expenditures						
Personnel Services	164,912	166,801	172,395	182,778	15,977	9.58%
Contractual Services	10,699	17,252	17,246	15,421	(1,831)	-10.61%
Supplies & Expenses	4,479	5,655	4,499	5,362	(293)	-5.18%
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	$180,090	$189,708	$194,140	$203,561	$13,853	7.30%
County Allocation	$180,069	$189,708	$194,140	$203,561	$13,853	7.30%

COUNTY EXECUTIVE

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

COUNTY EXECUTIVE

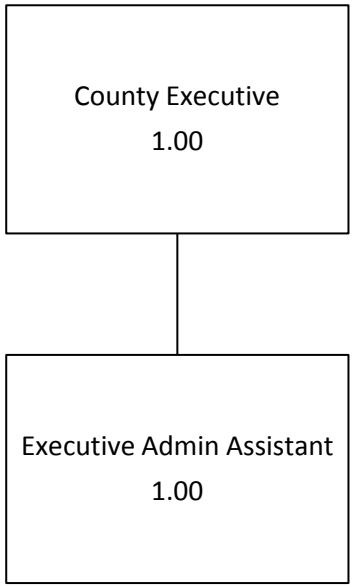
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Performance/Accountability	1,500
Consulting Services	7,000
Other Contractual	6,921
Total	**15,421**

CAPITAL OUTLAY

Description	Amount
None	

COUNTY EXECUTIVE



Position Summary (FTE)	2015	2016	2017
Regular Positions	2.00	2.00	2.00
Extra Help	0.00	0.00	0.00
Overtime	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 with the charter of providing quality, cost-effective legal services to clients in a timely and value-added manner.

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

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

ON THE HORIZON:
In 2015, the Office of Corporation Counsel added an attorney and paralegal position to more aggressively pursue Children in Need of Protection and Services (CHiPS) and Termination of Parental Rights (TPR) cases. Through County Board Resolution CHiPS cases were transferred to the Office of Corporation Counsel. TPR cases were already handled by the office. The County was recovering 40% of allowable costs related to TPR cases through the state, but with the transfer of CHiPS to the office, the County is now recovering 39% of the allowable costs to prosecute TPR's and 28% of the allowable costs to prosecute CHiPS cases. Permanence or "forever homes" for these children is the top priority for the County and the projected cost savings of children leaving the foster care system could be significant, amounting to hundreds of thousands of dollars annually.

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

CORPORATION COUNSEL

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	24,045	69,274	50,000	59,972	(9,302)	-13.43%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	1,200	3,600	4,500	3,600	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	0	0	0	N/A
Other Financing Sources	132,267	138,044	157,318	102,996	(35,048)	-25.39%
Total Revenue	$157,512	$210,918	$211,818	$166,568	($44,350)	-21.03%
Expenditures						
Personnel Services	584,309	657,321	672,785	698,933	41,612	6.33%
Contractual Services	(8,092)	(4,996)	(6,588)	(3,110)	1,886	-37.75%
Supplies & Expenses	10,871	14,278	11,744	14,882	604	4.23%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	50	0	38	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	$587,138	$666,603	$677,979	$710,705	$44,102	6.62%
County Allocation	$429,626	$455,685	$466,161	$544,137	$88,452	19.41%

CORPORATION COUNSEL

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decreased due to more staff time than projected being spent on Children in Need of Protection and Services (CHiPS) than on Termination of Parental Rights (TPR) cases. CHiPS allowable costs are reimbursed at 28%, compared to TPR allowable costs being reimbursed at 39%.

- Other financing sources decreased due to less funds projected from the Health and Human Services (HHS) High Cost fund balance. These funds are used to fund a lawyer and paralegal in the Corporation Counsel's budget. In 2015 a lawyer and paralegal were added to more aggressively pursue CHiPS and TPR cases. 90% of the costs of these positions will be funded from HHS High Cost fund balance in 2017, with the intent to phase these costs into the Corporation Counsel budget.

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

CORPORATION COUNSEL

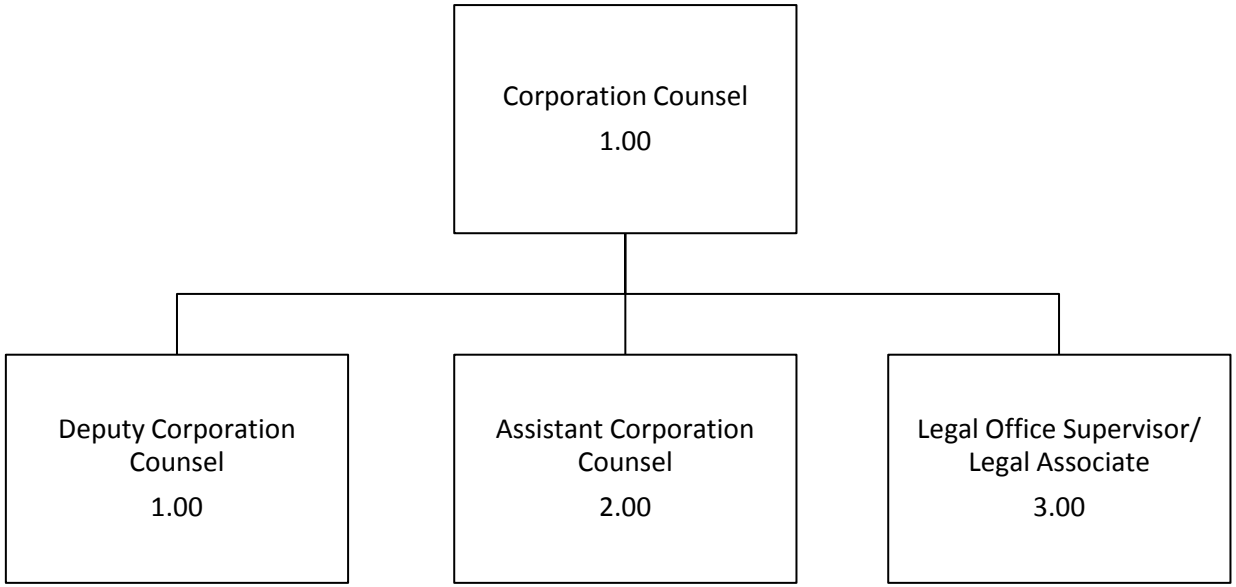
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	23,590
Legal Services	5,300
Child Support Legal Services	(32,000)
Total	**(3,110)**

CAPITAL OUTLAY

Description	Amount
None	

CORPORATION COUNSEL



Position Summary (FTE)	2015	2016	2017
Regular Positions	5.00	7.00	7.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	5.00	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 programs, unemployment compensation, employee orientation, wage and salary administration, benefits administration, law compliance, training and education, employee relations and research.

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

ON THE HORIZON:
The Human Resources department has been involved in the implementation of the MUNIS Enterprise Resources Planning (ERP) system, which was a part of the 2013-2016 Master Strategic Plan, Goal III. B. The Human Resources Director serves on the Executive Team and the Project Team and the Assistant Human Resources Director also serves on the Project Team. GO LIVE for the payroll module was on April 1, 2016. The remaining Human Resources modules will GO LIVE in 2016 and 2017. The Human Resources Department will be proactively working on reviewing practices, policies and procedures in advance to minimize questions during implementation and hopefully create an efficient implementation process. Any change in practices, policies and procedures will also require training of staff.

The Human Resources department will continue to work on successful implementation of the countywide salary study and reviewing and implementing recommendations regarding employee benefits in 2017.

The Human Resources department will continue to review any Health Care Reform compliance issues and address accordingly. The Human Resources department will also continue to review the health insurance plan for cost saving measures and implement more employee education opportunities.

The Human Resources department has also been and will continue to be involved in analyzing feasibility & develop recommendations for the County Health Care Center, more specifically assisting with reorganizations, personnel policy changes, and training.

HUMAN RESOURCES

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	130	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	639	589	589	N/A
Other Financing Sources	21,569	21,915	68,745	27,606	5,691	25.97%
Total Revenue	$21,699	$21,915	$69,384	$28,195	$6,280	28.66%
Expenditures						
Personnel Services	313,329	321,418	328,975	357,446	36,028	11.21%
Contractual Services	60,272	31,235	70,199	34,099	2,864	9.17%
Supplies & Expenses	31,450	28,395	19,049	35,227	6,832	24.06%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	42	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	$405,093	$381,048	$418,223	$426,772	$45,724	12.00%
County Allocation	$383,394	$359,133	$348,839	$398,577	$39,444	10.98%
Addition to (Use of) Fund Balance	$5,000					

HUMAN RESOURCES

FINANCIAL SUMMARY HIGHLIGHTS:

- Other financing sources and contractual services for 2016 included carry over funds for a compensation study and training program development. The remaining funds, from transitional one time funding in the amount of the $129,000 in 2011, will be exhausted upon completion of the county-wide salary study in 2016. The carry over funds have been removed from the 2017 budget.
- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.
- Contractual services for annual review of new positions or changes to positions to the salary plan was included in 2017.
- Supplies and expenses increased for workstation improvements or enhancements, such as standing desks or alternative work stations. This fund will be utilized countywide and assessed on an as needed basis.

HUMAN RESOURCES

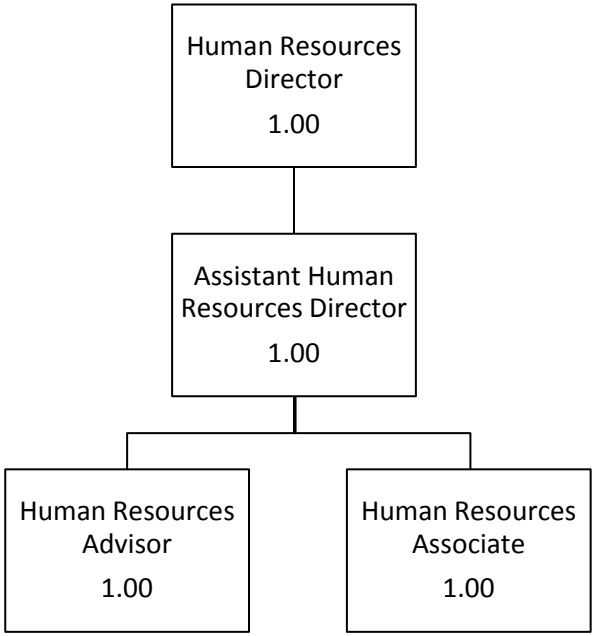
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
FMLA Administration	10,902
Other Contractual	23,198
Total	**34,099**

CAPITAL OUTLAY

Description	Amount
None	

HUMAN RESOURCES



Position Summary (FTE)	2015	2016	2017
Regular Positions	4.00	4.00	4.00
Extra Help	0.00	0.00	0.00
Overtime	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. .02 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.

Health plan design changes that were implemented in 2015 have proven to be effective. Approximately $1,000,000 that was budgeted to be used from reserves in the 2015 budget was not needed, and revenues exceeded expenses by over $680,000. These funds will be placed in reserves and will assist in building back up the reserve amounts to targeted levels of three to six months of claims. No health plan design changes will be implemented for 2017. Health plan premiums for 2017 was budgeted at an 8.5% increase, which is slightly above medical trend. The County will continue to offer employees the opportunity for a 5% reduction in premium contribution by completing Wellness Recommendations and continue to offer on-site biometric screenings.

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

HEALTH INSURANCE

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	8,636,772	9,788,739	9,788,739	10,625,525	836,786	8.55%
Miscellaneous Revenue	138,090	295,285	295,285	342,935	47,650	16.14%
Other Financing Sources	0	11	0	0	(11)	-100.00%
Total Revenue	$8,774,862	$10,084,035	$10,084,024	$10,968,460	$884,425	8.77%
Expenditures						
Personnel Services	1,650	1,938	1,938	1,938	0	0.00%
Contractual Services	8,069,945	10,058,675	10,056,980	10,937,829	879,154	8.74%
Supplies & Expenses	402	1,507	1,507	1,507	0	0.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	21,569	21,915	23,599	27,186	5,271	24.05%
Total Expenditures	$8,093,566	$10,084,035	$10,084,024	$10,968,460	$884,425	8.77%
County Allocation	($681,296)	$0	$0	$0	$0	N/A
Addition to (Use of) Fund Balance	$3,840,024					

HEALTH INSURANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for services increased based on health plan premiums increasing 8.5% which is the medical trend.

- Miscellaneous revenues increased due to an expected increase in pharmacy rebates.

Medical Claims Experience

Year	Budget	Actual
2006	5,830,988	5,895,470
2007	6,312,249	5,353,516
2008	7,408,653	6,935,356
2009	6,434,552	6,299,384
2010	7,073,482	6,335,376
2011	7,421,310	5,276,032
2012	6,269,561	8,549,137
2013	7,500,000	7,331,528
2014	8,249,612	8,182,226
2015	7,941,428	5,446,706

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

HEALTH INSURANCE

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Medical Claims	8,001,224
Pharmacy Claims	1,927,139
Excess Coverage/Stop Loss	691,292
Health Plan Administration	191,601
Prescriptions Administration	49,857
Affordable Care Act – Reinsurance Fee/PCORI	25,933
Employee Assistance Program	17,901
Coordinated Health Care Services	13,507
On-Site Biometric Screenings	13,500
Other Contractual	5,875
Total	**10,937,829**

CAPITAL OUTLAY

Description	Amount
None	

FINANCE

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

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

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

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

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

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

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

ON THE HORIZON:
Department initiatives for the 2017 budget include continuation of the implementation of the MUNIS Enterprise Resource Planning (ERP) system, which is Goal III. B. of the 2013-2016 County 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. With the large number of capital infrastructure projects and operational funding sustainability issues, long term financial planning is needed to identify future challenges and opportunities. It will be an important process to ensure future financial stability.

FINANCE

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	15	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	5	0	80	0	0	N/A
Other Financing Sources	0	0	56,900	5,000	5,000	N/A
Total Revenue	$20	$0	$56,980	$5,000	$5,000	N/A
Expenditures						
Personnel Services	978,004	1,254,973	1,189,529	1,330,912	75,939	6.05%
Contractual Services	153,121	155,927	183,321	132,285	(23,642)	-15.16%
Supplies & Expenses	6,937	12,104	9,442	18,499	6,395	52.83%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	200	0	200	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	$1,138,062	$1,423,204	$1,382,292	$1,481,896	$58,692	4.12%
County Allocation	$1,138,042	$1,423,204	$1,325,312	$1,476,896	$53,692	3.77%
Addition to (Use of) Fund Balance	($28,100)					

FINANCE

FINANCIAL SUMMARY HIGHLIGHTS:

- Other financing resources increased due to fund balance being applied for contracted training.

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

- Contractual services decreased due to the completion of the operations efficiency study in the Treasurer's Office. Also, the county's allocated computer services decreased in the 2017 budget.

- Supplies and expenses increased due primarily to an increase in photocopying & printing. A slight increase was budgeted for staff training and travel expenses.

FINANCE

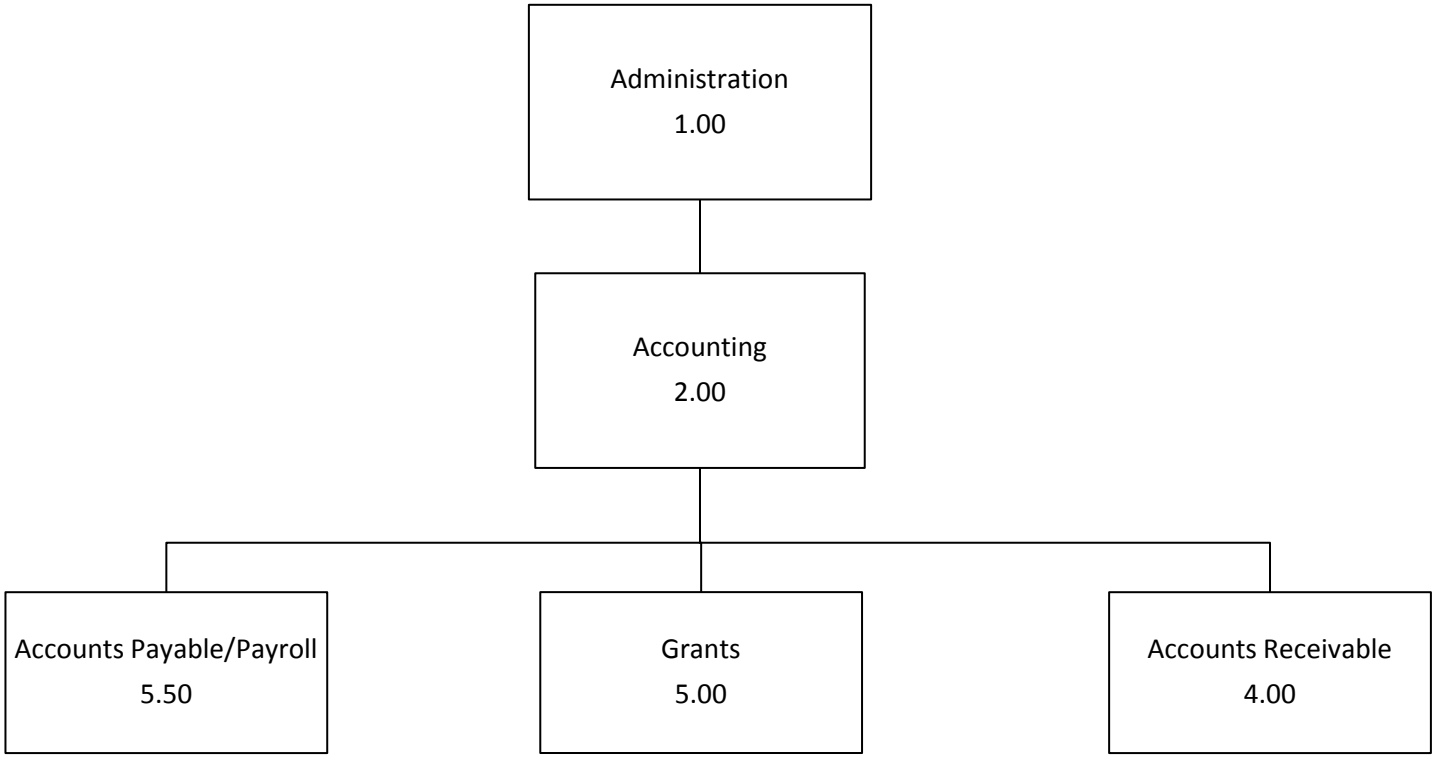
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Auditing/Accounting	72,000
Cost Allocation Plan	5,800
Contracted Training/Education	5,000
Other Contractual	49,485
Total	**132,285**

CAPITAL OUTLAY

Description	Amount
None	

FINANCE



Position Summary (FTE)	2015	2016	2017
Regular Positions	16.30	17.30	17.50
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	16.30	17.30	17.50

*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.
- Maintains database of claim data/information, losses and trends.
- Serves as a resource and provides consultation on matters related to insurance and loss prevention.

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

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

ON THE HORIZON:
The County's on-going pursuits to provide a safe environment for public and staff have included a plan of online training programs, as well as those requiring hands-on training, and awareness level courses. These trainings have proven useful and successful to the County, reducing claims.

Risk Management will continue along the course of pro-actively assessing buildings and grounds, work environments, and maintaining proper coverage of assets.

RISK MANAGEMENT/WORKERS' COMPENSATION

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	446,818	425,396	409,394	425,354	(42)	-0.01%
Miscellaneous Revenue	0	1,000	1,300	1,000	0	0.00%
Other Financing Sources	0	285,256	162,991	190,358	(94,898)	-33.27%
Total Revenue	$446,818	$711,652	$573,685	$616,712	($94,940)	-13.34%
Expenditures						
Personnel Services	81,721	83,564	73,218	73,859	(9,705)	-11.61%
Contractual Services	222,013	616,448	484,868	501,189	(115,259)	-18.70%
Supplies & Expenses	2,080	11,640	15,599	16,664	5,024	43.16%
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	5,397	0	0	25,000	25,000	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	0	0	0	N/A
Total Expenditures	$311,212	$711,652	$573,685	$616,712	($94,940)	-13.34%
County Allocation	($135,606)	$0	$0	$0	$0	N/A
Addition to (Use of) Fund Balance	$135,606					

RISK MANAGEMENT/WORKERS' COMPENSATION

FINANCIAL SUMMARY HIGHLIGHTS:

- Overall the 2017 budget decreased 13.34% from the 2016 budget.

- Intergovernmental charges for services for the 2017 budget decreased by 0.01%. For 2017 this amount is based on actual employees budgeted in each user department at a prorated amount of 95% countywide due to vacancies in positions throughout the year.

- Fund balance in the amount of $190,358 is included in the 2017 budget, which is a 33.27% decrease from the 2016 budget. Anticipated use of fund balance in 2016 was in the amount of $285,256; due to anticipated large claims for 2016.

- Personnel Services costs increased due to the implementation of the countywide salary study and an 8.5% increase in health insurance premiums.

- Contractual services decreased 18.70% in the 2017 budget due to a reduction of $16,500 for Third Party Administration Services and $28,800 for Loss Control Services. There is also a decrease of $70,000 for medical and lost wages due to some large claims in 2016.

- Capital projects increased due to planned equipment purchase for highway attenuator next year.

RISK MANAGEMENT/WORKERS' COMPENSATION

CONTRACTED SERVICES

Types of Services Provided	Annual Cost
Medical & Lost Wages	430,000
Excess Workers Compensation coverage	60,000
Other Contractual	11,189
Total	**501,189**

CAPITAL OUTLAY

Description	Amount

RISK MANANGEMENT/WORKERS COMPENSATION

Risk Management Specialist
1.00

Position Summary (FTE)	2015	2016	2017
Regular Positions	1.00	1.00	1.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	1.00	1.00	1.00

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

PURCHASING

MISSION:

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

OVERVIEW:

Procurement

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

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

Disposal of Unsuitable or Unusable Property

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

ON THE HORIZON:

Purchasing will be working with Finance and Information Technology to implement the new MUNIS Enterprise Resource Planning (ERP) system phase three modules, which include fixed assets, vendor self-service, and e-procurement. Purchasing will also be working with all departments to enhance the use of the ERP system's contract module.

PURCHASING

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	1,972	1,500	5,581	1,500	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	$1,972	$1,500	$5,581	$1,500	$0	0.00%
Expenditures						
Personnel Services	207,970	207,618	210,390	218,982	11,364	5.47%
Contractual Services	10,964	11,475	11,492	14,067	2,592	22.59%
Supplies & Expenses	3,313	5,100	5,155	6,102	1,002	19.65%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	70	250	250	250	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	(106)	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	$222,211	$224,443	$227,287	$239,401	$14,958	6.66%
County Allocation	$220,239	$222,943	$221,706	$237,901	$14,958	6.71%

PURCHASING

FINANCIAL SUMMARY HIGHLIGHTS:

- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.

PURCHASING

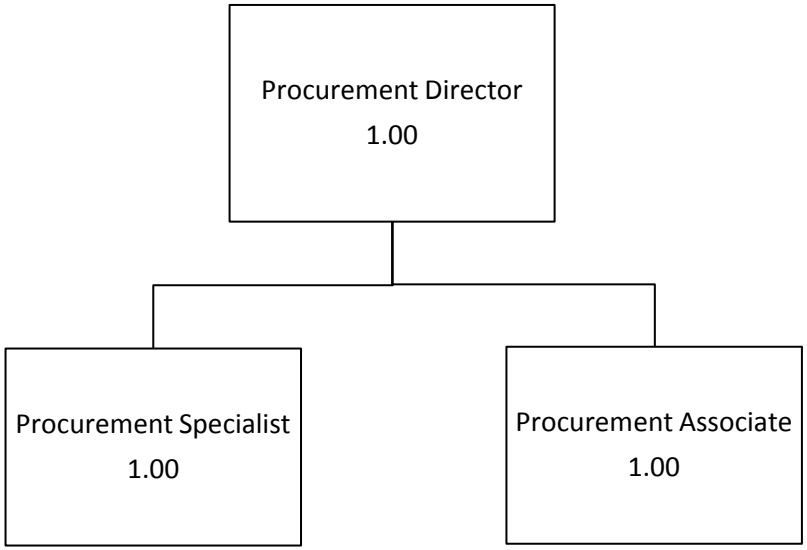
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Other Contractual	14,067
Total	**14,067**

CAPITAL OUTLAY

Description	Amount
None	

PURCHASING



Position Summary (FTE)	2015	2016	2017
Regular Positions	3.00	3.00	3.00
Extra Help	0.00	0.00	0.00
Overtime	0.01	0.01	0.01
Total	3.01	3.01	3.01

FACILITIES

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

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

ON THE HORIZON:
A new position of Groundskeeper has been requested by Facilities Management for 2017. Partial funding for this position comes from eliminating two seasonal maintenance positions and one seasonal custodian, the remainder of funding will be tax levy funded. Converting to a full-time permanent position from multiple seasonal positions will improve efficiency, safety, and quality of service. This position will ensure proper care of grounds, better equipment management and care, proper groundwater management, and provide additional manpower and flexibility for snow and ice removal. The new Groundskeeper position will alleviate the constant struggle of recruiting and training of candidates for this position and will reduce the dependence on the custodial staff for coverage during seasonal vacancies.

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 Goal II of the 2013-2016 County Master Strategic Plan. Long term Courthouse, corrections, Health Care Center and other facility needs/locations will be addressed in the plan. This long term plan is critically important for clarifying priorities and for ensuring responsible infrastructure stewardship & planning.

Natural gas and electric costs are slated to remain flat in 2017. Even with no anticipated increase in utility costs, energy conservation continues to be a priority. Under the direction of Space and Properties Committee, with the leadership of Jeanne Dodge, and former UW-Extension Community Educator Jennifer Stewart, Portage County has recognized energy savings of over 11% countywide since creating an Energy Team five years ago. That is a savings of over $100,000 annually. Future building remodel and construction projects will integrate energy efficient design and renewable projects.

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

FACILITIES

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	1,281	960	960	960	0	0.00%
Intergovernmental Charges for Service	396,342	377,270	361,600	362,600	(14,670)	-3.89%
Miscellaneous Revenue	45,876	54,822	61,800	65,752	10,930	19.94%
Other Financing Sources	0	0	66,223	0	0	N/A
Total Revenue	$443,499	$433,052	$490,583	$429,312	($3,740)	-0.86%
Expenditures						
Personnel Services	1,306,175	1,384,492	1,389,167	1,494,697	110,205	7.96%
Contractual Services	689,262	737,311	721,838	734,804	(2,507)	-0.34%
Supplies & Expenses	266,355	180,390	176,879	188,910	8,520	4.72%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	19,873	46,959	20,316	21,366	(25,593)	-54.50%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	92,970	0	66,223	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	20,000	20,000	20,000	0	0.00%
Total Expenditures	$2,374,634	$2,369,152	$2,394,423	$2,459,777	$90,625	3.83%
County Allocation	$1,931,135	$1,936,100	$1,903,840	$2,030,465	$94,365	4.87%
Addition to (Use of) Fund Balance	($33,537)					

FACILITIES

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for services decreased due to the history related to the vending machine revenue.
- Intergovernmental revenues decreased based on our estimated revenue from the City at 41.15% of the Courthouse services.
- Miscellaneous revenues increased 19.94% due to an increase in monthly utility reimbursement for the 1039 Ellis Street property.
- Other financing sources included carry over funds in the amount of $66,223 for various building improvements and equipment and vehicle replacement funds in the amount of $20,000.
- Personnel Services costs increased due to the implementation of the countywide salary study and an 8.5% increase in health insurance premiums.
- Contractual services decreased $2,507 due to janitorial services.
- Supplies and expenses increased 4.72% due to increases in heating and air conditioning supplies, plumbing supplies and electrical supplies.
- Fixed charges for vehicle and building and contents insurance and boiler insurance are anticipated to decrease based on estimated decreases for insurances. Overall fixed charges decreased $25,593 or 54.50%.

FACILITIES

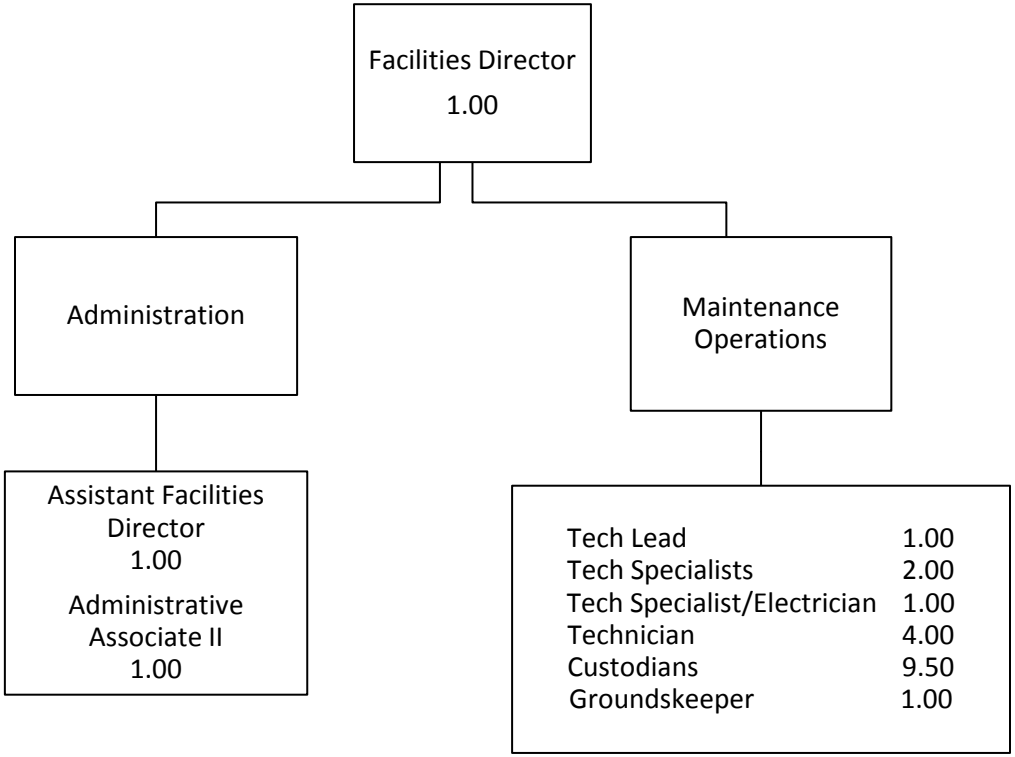
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Utilities	527,122
Building Maintenance & Repairs	39,596
Heating & Air Conditioning Services	18,600
Janitorial Services	9,840
Elevator Maintenance & Repairs	26,134
Security Services	10,890
Waste Removal	13,713
Plumbing Services	6,735
Fire Protection Services	5,710
Other Contractual	76,464
Total	**734,804**

CAPITAL OUTLAY

Description	Amount
Vehicle & Equipment Replacement	20,000

FACILITIES



Position Summary (FTE)	2015	2016	2017
Regular Positions	20.50	20.50	21.50
Extra Help	1.65	1.65	0.65
Overtime	0.06	0.06	0.06
Total	22.21	22.21	22.21

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 support requests resolved by the department total over 1,700.

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.

The County's website was redesigned and rolled out in September 2016. The new Park's reservation system was also rolled out in 2016.

Wireless network capabilities have been expanded to provide greater internet access in conference rooms of County facilities. It will support Chromebook access for committee members during public meetings.

Fiber optic cable providing high speed data, voice, and video service to the Highway department will be installed by end of 2016.

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 for ERP implementation, time will be spent in converting and testing data imported into the ERP system from the AS400 for Phase III implementation, including Work Orders, Fixed Assets, and Inventory functions.

The Land Records system which includes the tax system and the Health & Human Services Client Management system will be moved from the AS400 and replaced.

Other projects occurring in 2017, include the replacement of the County's video conferencing equipment, replacement and expansion of the wireless network system at the Health Care Center, and replacement and enhancement of the system monitoring software.

TECHNOLOGY SERVICES

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent 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, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	1,567,774	1,779,657	1,799,280	1,833,111	53,454	3.00%
Miscellaneous Revenue	1,251	500	9,015	500	0	0.00%
Other Financing Sources	0	19,481	99,206	30,352	10,871	55.80%
Total Revenue	$1,569,025	$1,799,638	$1,907,501	$1,863,963	$64,325	3.57%
Expenditures						
Personnel Services	616,771	679,213	688,638	696,156	16,943	2.49%
Contractual Services	730,185	867,226	908,646	883,216	15,990	1.84%
Supplies & Expenses	174,386	142,933	151,454	150,133	7,200	5.04%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	138,460	90,336	118,364	108,613	18,277	20.23%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	26,402	19,930	32,430	17,296	(2,634)	-13.22%
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	7,969	8,549	8,549	N/A
Total Expenditures	$1,686,204	$1,799,638	$1,907,501	$1,863,963	$64,325	3.57%
County Allocation	$117,179	$0	$0	$0	$0	N/A
Addition to (Use of) Fund Balance	($117,179)	(16,658)		(30,352)		

TECHNOLOGY SERVICES

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental charges for service increased due to the overall IT allocation increasing, which is calculated based on budgeted expenses.

- Personnel Services costs increased due to the implementation of the countywide salary study and an 8.5% increase in health insurance premiums.

- Other financing sources increased due to an increase of project fund balance being applied.

- Contractual services increased due to the implementation of a scheduling software at the Health Care Center, as well as a new contract for Microsoft Office 365.

- Fixed charges increased based on the departments equipment depreciation schedules.

TECHNOLOGY SERVICES

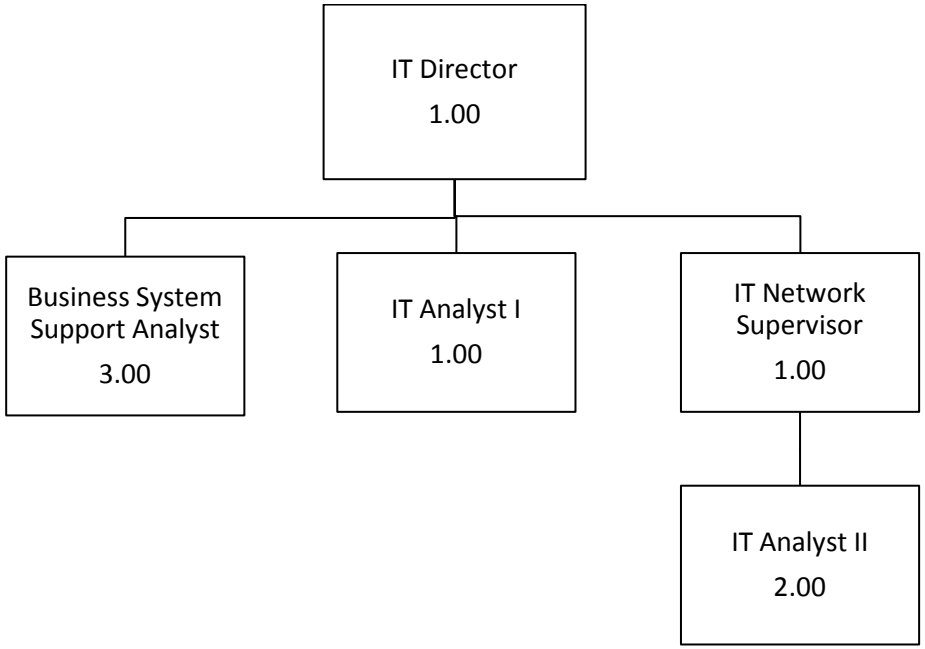
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Software Maintenance	350,833
Managed Print Services	131,420
Software Licensing	119,533
Hardware Maintenance	93,230
Data Lines & Circuits	52,000
Technical Support	45,500
Cellular Services	48,330
Cable and Internet Services	21,940
Other Contractual	20,430
Total	**883,216**

CAPITAL OUTLAY

Description	Amount
Wireless Components	10,000
Infortel Software	7,296

INFORMATION TECHNOLOGY



Position Summary (FTE)	2015	2016	2017
Regular Positions	8.00	8.00	8.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	8.00	8.00	8.00

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.

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

NON–DEPARTMENTAL

Non County Agency Funding

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

Land Preservation Fund

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

ON THE HORIZON:

The County is not anticipating any large variations in state shared revenue for fiscal year 2017.

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

At this point in time, there is no need to increase the amount of contingency funds. The amount of existing fund balance is adequate to meet the needs for contingencies and the amount does not need to be increased as part of the County tax levy.

On April 1, 2016, the County switched to Travelers Property Casualty for physical property insurance, due to significant increase set to occur with prior insurer.

Non County Agency Funding to recipient organizations increased slightly in 2017. Funding to support economic & community develop through the Portage County Business Council, Convention & Visitor's Bureau, and CREATE Portage County increased marginally in support of the 2013-2016 Master Strategic Plan, Goal I. Facilitate & Strengthen Countywide Community & Economic Development. Through these organization and others, Portage County will continue its efforts to address the upcoming significant workforce shortage across our region (estimate of 16,000 by 2022).

NON–DEPARTMENTAL

FINANCIAL SUMMARY

Revenue	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 Modified Budget Amount Change	Change from 2016 Modified Budget Percent Change
Taxes	18,257,093	18,335,066	18,473,996	19,179,233	844,167	4.60%
Intergovernmental Revenue	2,325,162	2,357,199	2,107,285	2,110,015	(247,184)	-10.49%
Licenses and Permits	47,318	45,181	46,403	46,403	1,222	2.70%
Fines, Forefeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	762	199	0	199	0	0.00%
Intergovernmental Charges for Service	158,086	158,476	158,476	158,476	0	0.00%
Miscellaneous Revenue	158,459	201,936	187,067	203,704	1,768	0.88%
Other Financing Sources	0	346,784	223,079	270,914	(75,870)	-21.88%
Total Revenue	$20,946,881	$21,444,841	$21,196,306	$21,968,944	$524,103	2.44%
Expenditures						
Personnel Services	235,105	905,932	874,812	275,000	(630,932)	-69.64%
Contractual Services	285,367	281,379	289,061	291,906	10,527	3.74%
Supplies & Expenses	3,750	655	655	655	0	0.00%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	284,392	308,346	287,505	313,735	5,389	1.75%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	174,819	184,600	179,600	195,500	10,900	5.90%
Capital Projects	0	30,426	50,000	50,000	19,574	64.33%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	212,000	100,000	247,000	100,000	0	0.00%
Total Expenditures	$1,195,431	$1,811,338	$1,928,633	$1,226,796	($584,542)	-32.27%
County Allocation	($19,751,449)	($19,633,503)	($19,267,673)	($20,742,148)	($1,108,645)	5.65%

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 $670,215
    - Public Safety $333,081
    - Health & Human Services $59,000
    - Culture, Recreation, & Education $13,000
    - Conservation & Development $151,500

- Property tax revenue decreased 2.5%, or $308,167, in the 2017 budget.

- The overall sales tax increased 8.7%, or $536,000. The County estimates sales tax revenue will increase 4.5% over projected collections in 2016.

- Intergovernmental revenue decreased 10.49% in the 2017 budget, mainly due to a 53.8% decrease, or $249,914, in exempt computer aid over the previous year.

- Other financing sources decreased 21.9% in the 2017 budget. This is due to an increase in the amount for land preservation projects ($19,574); a decrease in the amount of fund balance for employee benefits ($111,022); and an increase in the amount of fund balance applied for insurances ($15,578).

- Portage County budgets $100,000 in contingency funds each year. This amount is budgeted from contingency fund balance.

- Personnel services decreased by 69.6% due to the elimination of $520,000 for implementation related to the Compensation Study as this has been transferred to the related department. Employee Benefits is also estimated to decrease due to anticipating less sick leave conversion benefits in 2017.

- Non County Agency Funding includes an increase to the Portage County Business Council in the amount of $6,400 and an increase to the Stevens Point Area Convention and Visitor's Bureau in the amount of $2,500 for 2017.

- Overall insurance expenses increased slightly due to allocation of general liability expenses based on the previous year actual costs along with the addition of cyber insurance in 2017.

- Humane Society of Portage County expenditure is offset by program revenues through the sale of dog licenses. Net expenses for the Humane Society contract total $54,824.

- The approved land preservation projects estimated in the amount $50,000 are as follows:
    - Village of Nelsonville project $50,000 (partial)

NON–DEPARTMENTAL

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Insurances	$313,735
Consulting Services	9,340
Flexible Spending Benefit Administration	10,099
Housing Authority	20,000
Emergency Services	19,000
2-1-1, United Way of Portage County	2,000
Family Outreach Support Services (FOSS) c/o United Way of Portage County	40,000
CAP Services, Inc.	6,500
Humane Society of Portage County	255,898
CAD Maintenance Support	11,682
Portage County Historical Society	4,000
Arts Alliance of Portage County	5,000
Amherst Fair Association	2,000
Rosholt Fair Association	2,000
Portage County Business Council	80,000
Stevens Point Area Convention & Visitors' Bureau	15,000
Other Contractual Services	4,587
Total	**800,841**

CAPITAL OUTLAY

Description	Amount
Land acquisition – Village of Nelsonville (partial)	50,000