

**CORRECTIONS TO BE MADE TO  
JUNE 9, 2015, JEFFERSON COUNTY BOARD MEETING MINUTES**

**Page 67:**

Line 18, column 2 – Delete Callie Edwards and insert Vacant  
Line 28 – Insert an s at the end of meeting  
Line 28 – The words Seconded and carried should not be in bold print.

**Page 68:**

Line 31 – Insert an s at the end of communication  
Line 47 – The word None should not be in bold print.

**Page 76:**

Line 12 – Insert a hyphen between re inspection

**Page 78:**

Line 16 – Move the s between the words Statute s is to make it read Statutes is

**Page 80:**

Line 27 – Put a strikethrough all of line 27

**Page 85:**

Line 26 – Put a strikethrough (a)

**Page 89:**

Line 6 – 470.00 is spread out and the decimal point does not align with the figures above and below it  
Lines 6 & 7 – 479.00 on Line 7 should be in the last column on Line 6

**Page 91:**

Line 5 – 90.00 is spread out and the decimal point does not align with the figures above and below it  
Lines 5 and 6 – 91.00 on Line 6 should be in the last column on Line 5  
Lines 40 and 41 – Line 41 should connect with the end of line 40

**Page 95:**

Line 42 – Public Comment (General). should be in bold print (Example: **Public Comment (General)**).  
Line 43 – Indent the first line of this paragraph beginning with the words Supplemental information . . .

ORDINANCE NO. 2014-\_\_\_\_

**Amend Access to Public Records and Document Receipt Time Ordinance to reflect electronic media**

Executive Summary

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 10 of the Access to Public Records Ordinance is amended as follows:

**CHAPTER 10. ACCESS TO PUBLIC RECORDS AND DOCUMENT RECEIPT TIME**

**10.01. DEFINITIONS. (1)** "Authority" means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

**(2)** "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

**10.02. LEGAL CUSTODIANS. (1)** An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

**(2)** Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board.

**(3)** Unless otherwise specified by s. 19.33, Statutes, the County Administrator shall act as legal custodian for committees, commissions, boards or authorities created by ordinance or resolution. Committee chairpersons may designate a different legal custodian.

**(4)** The County Administrator shall act as legal custodian for all audio and video recordings created or maintained by the County unless another legal custodian has been designated by other legal authority.

**(54)** For every authority not specified in subs. (a), (b) or (c), the authority's chief

administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian. (This section applies to department heads.)

(65) Every legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee. This subsection does not apply to members of the County Board.

(76) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

**10.03. PROCEDURAL INFORMATION.** (1) Pursuant to s. 19.34, Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This section does not apply to members of the County Board.

(2)(a) Form of Request - The Wisconsin Public Records Law dictates that certain actions must be taken with regard to oral requests for records and that certain more formal actions are taken in response to written requests for records. However, Wisconsin law does not expressly prescribe how to respond to the following methods of communication. Therefore, requests made by the following means shall be responded to as follows:

1. E-mail - a request made by e-mail may be responded to by e-mail or in writing and shall have all of the formalities as though the request was made in writing.

2. Voice-mail - a request made by voice-mail shall be responded to as though it were made orally.

3. Instant Messaging/Text Messaging - a request made in either such manner shall be responded to as though it were made orally.

(b) Treatment of Certain Data as Records - The Wisconsin Public Records Law provides little or no guidance as to whether the raw and perishable data of the following technologies qualify as records that must be maintained. Therefore, the Jefferson County Board of Supervisors determines the following status of these technologies:

1. E-mail - the data in an e-mail message may constitute a public record and is subject to maintenance as a public record. The data in an e-mail is subject to the same analysis under the public records statutes as an equivalent paper or hard copy record. The Information Technology Manager is responsible for ensuring that all e-mails are properly preserved for such analysis.

2. Voice-mail - a voice-mail message is not a public record and voice-mail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Additionally, voice-mail messages share many of the

attributes of personal notes which are not public records. Finally, these messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval.

3. Instant Messaging (IM)/Text Messaging - Except as set forth in this paragraph and in subparagraph (3) (b) 9. and 10. hereof, the data involved in IM and Text Messaging communications is not subject to maintenance as a public record. IM and Text Messaging has all of the attributes of instantaneous exchange of ideas, as does a regular telephone conversation. Furthermore, the data exchange has the same limitations for capturing and storage of data as voice-mail. Therefore, County employees and officials shall refrain from using such services for official communication purposes or for matters that would result in a public record if another format such as email or written communication were employed, unless the employee or official preserves a copy of such communication by either copying to their county email account, downloading the communication to their county computer, making a computer file of the communication or by printing and retaining a hard copy of such communication.

4. Voice Over the Internet Protocol (VOIP) - The County does not monitor or record the data associated with the conversations that occur over VOIP. Such conversations are the very same real time voice communications as standard telephone conversations that are not public records. The only difference between these communications is the medium employed in transmitting the voice communications from one participant in the conversation to all others involved in the conversation.

5. Audio, Video, Data and Radio Transmissions and Communications - Although audio, video, data and radio transmissions and communications may be processed through county computers, the County does not routinely copy the data or maintain records of such communications. Whenever the County copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Jefferson County Sheriff's Office is the custodian for police and fire radio communications.

6. Audio and Video Recordings - Unless otherwise provided herein, audio and video recordings are public records and subject to requests which must be maintained according to the Jefferson County records retention schedule. All audio and video recordings of Jefferson County employees performing their job duties may be reviewed as needed by the Human Resources Director or the County Administrator for the purpose of addressing employee performance issues or employee disciplinary matters. All other requests to review or release audio and video recordings of Jefferson County employees performing their job duties must be approved by the Jefferson County Administrator and Corporation Counsel prior to their review or release in accordance with the Wisconsin Public Records law. This includes requests received from Jefferson County elected officials, department heads, employees and members of the public. Failure to follow this procedure will subject Jefferson County department heads and employees to discipline, up to and including termination of employment.

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a. Rewritable Recording Systems - Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory, such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the Jefferson County Records Retention Schedule.

b. Recordings Made for the Purpose of Preparing Minutes of Meetings – In accordance with sec. 19.21(7), Wis. Stats., any audio or video recording of a meeting, as defined in sec. 19.82(2), Wis. Stats., by any County body as defined by sec. 19.82(1), to include each County committee, board, commission or other body, may be destroyed, overwritten, or recorded over no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recording was to take minutes of the meeting.

c. Accessing Live or Recorded Video and Audio Feeds - Video cameras have been placed throughout the courthouse, including the court rooms, which are accessible by certain county employees and staff in the performance of their duties including, but not limited to, judges, court commissioners, sheriff's deputies, mediators/evaluators, court reporters, judicial assistants and Clerk of Courts/Register in Probate staff. Employees and staff may monitor and access these live and recorded courthouse video and audio feeds only as necessary for work-related functions including for security purposes. Sensitivity to privacy and confidentiality concerns must always be exercised. Employees and staff accessing live and recorded courthouse video and audio feeds for purposes unrelated to the performance of their specified job duties is prohibited. Violation of this section will subject employees and staff to discipline as established in the Jefferson County Personnel Policy.

7. Electronic Document Files - Where records, as that term is defined in sec. 19.32(2) Wis. Stats., exist in an electronic format only, such electronic records shall be maintained according to the appropriate retention schedule. Where both hard copy (i.e., paper) and electronic copies of a record exist they shall each be subject to public records requests. However, when the custodian has designated, pursuant to sub. (9) electronic records as the official records, only the electronic copy shall be retained and made available for inspection under the public records laws. Where the custodian has not made such a designation, only the hard copy shall be subject to inspection as a public record and the electronic copies shall be treated and disposed of as draft documents that do not need to be maintained beyond creation of the final hard copy.

8. Electronic Logs/Temporary Data Files - Electronic logs and temporary data files provide detailed information about the design and functionality of the county's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to the Information Technology Manager and authorized staff only. These determinations apply to the following types of logs and data files:

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a. Syslogs for Network Electronic Devices - All logs created by network devices such as firewalls, routers, switches, etc., which are used for monitoring and trending computer network traffic patterns and/or detecting unauthorized network traffic.

b. Network Server Security, Application and Event Logs - These logs are used to monitor activity on county network servers including successful/unsuccessful login attempts, file system access, hardware performance, etc. These logs provide detailed information about county network account ID's, file system structure, and hardware profiles.

c. Network Security Appliance Logs - All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, content filtering appliance, etc., which are used to monitor specific types of unauthorized or malicious traffic on the county network. These logs identify specific network traffic patterns and/or protocols that are allowed or disallowed on the county network.

d. Application Logs - These logs are used to monitor activity on various database applications, but do not contain specific audits of database transactions. These logs can contain version information, program variables, and programming logic.

9. Emerging Technologies and Records Retention – As new information technologies emerge, the Information Technology Manager shall evaluate these technologies and their benefit to County operations. The Information Technology Manager shall consider whether any of these technologies provide the capacity to archive public records created by these technologies. Whenever it is economically and practically feasible to archive records created by such Technologies, such archiving shall be incorporated into any deployment of said technologies. Whenever the technologies do not provide for such archiving capabilities, the Information Technology Manager shall consider whether the benefits of employing such technologies outweigh the risks that some public records may not be retained by deployment of such technologies. Where such benefits outweigh these risks, County employees shall refrain from using such technologies for official communication purposes or for matters that would result in a public record if another format such as email or written communications were employed. In the event that such technologies are used for these communication purposes, the employee shall preserve a copy of such communication, by either copying them to their email account, downloading the communication to their county computer, making a computer file of the communication or by printing and retaining a hard copy of such communication. The Information Technology Manager shall also ensure that, as soon as practical and economically feasible, archiving systems are obtained for any information technology that is deployed without an archiving system.

10. Use of Technologies to Avoid Duty to Preserve Public Records Prohibited - No employee or County official shall use or employ any form of communication or information technology with the intent or design to circumvent the records retention requirements of this ordinance. For example, Text Messaging shall not be used in lieu of email to share or create a public record unless the employee complies with the provisions of subparagraph (3) (b) (9), above.

**10.04. ACCESS TO RECORDS; FEES. (1)** The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of s. 19.35(1), Statutes.

**(2)** Each authority shall provide any person who is authorized to inspect or copy a record which appears in written form pursuant to s. 19.35(1)(b), Statutes, or any person who is authorized to and requests permission to photograph a record the form of which does not permit copying pursuant to s. 19.35(1)(f), Statutes, with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

**(3) (a)** Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by the law. Photocopies shall cost 25¢ per page.

**(b)** Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.

**(c)** Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

**(d)** Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.

**(e)** An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

**(f)** Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.00.

**(4)** Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in s. 19.35(4), Statutes.

**10.05. SEPARATION OF INFORMATION.** If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the County Corporation Counsel before releasing any information under this section.

**10.06.** Pursuant to Section 59.20(3)(c) of the Wisconsin Statutes and in order that processing, recording and indexing of documents may be completed to conform to the day of reception, the cutoff reception time for filing and recording of documents is hereby advanced by one hour in any official business day during which time the Register of Deeds Office is open to the public. The register of deeds may provide in his or her notice under s. 19.34(1) that requests for inspection or copying of the records of his or her office may be made only during a specified period of not less than 35 hours per week. For all other purposes, the office shall remain open to the public. [Amended 10/11/05, Ordinance No. 2005-26].

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Administration & Rules Committee

Date of County Board Meeting

| J. Blair Ward: 05-20-15, 06-23-15 APPROVED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

DRAFT

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(21,367.25)	(21,367.25)	(106,836.25)	(106,836.25)	-	(256,407.00)	(149,570.75)	#DIV/0! 41.67%
451002	PRIVATE PARTY PHOTOCOPY	-	-	(8.25)	-	(8.25)	-	8.25	#DIV/0!
474023	DEPT VEHICLE CHARGES	-	(20.83)	(100.71)	(104.17)	3.46	(250.00)	(149.29)	40.28%
<b>Totals</b>		<b>(21,367.25)</b>	<b>(21,388.08)</b>	<b>(106,945.21)</b>	<b>(106,940.42)</b>	<b>(4.79)</b>	<b>(256,657.00)</b>	<b>(149,711.79)</b>	<b>41.67%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	8,948.89	10,008.92	43,945.13	50,044.58	(6,099.45)	120,107.00	76,161.87	36.59%
511210	WAGES-REGULAR	4,012.39	4,659.75	20,891.77	23,298.75	(2,406.98)	55,917.00	35,025.23	37.36%
511310	WAGES-SICK LEAVE	60.42	-	702.62	-	702.62	(702.62)	-	#DIV/0!
511320	WAGES-VACATION PAY	214.80	-	3,948.13	-	3,948.13	(3,948.13)	-	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	110.00	(110.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	671.52	-	2,008.37	-	2,008.37	(2,008.37)	-	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	6.71	-	262.70	-	262.70	(262.70)	-	#DIV/0!
512141	SOCIAL SECURITY	1,038.29	1,075.75	5,357.67	5,378.75	(21.08)	12,909.00	7,551.33	41.50%
512142	RETIREMENT (EMPLOYER)	946.29	999.00	4,879.83	4,995.00	(115.17)	11,988.00	7,108.17	40.71%
512144	HEALTH INSURANCE	3,040.03	2,923.58	14,170.12	14,617.92	(447.80)	35,083.00	20,912.88	40.39%
512145	LIFE INSURANCE	2.66	2.42	11.94	12.08	(0.14)	29.00	17.06	41.17%
512150	FSA CONTRIBUTION	-	41.67	500.00	208.33	291.67	500.00	-	100.00%
512173	DENTAL INSURANCE	180.00	180.00	844.88	900.00	(55.12)	2,160.00	1,315.12	39.11%
531298	UNITED PARCEL SERVICE UPS	-	2.50	-	12.50	(12.50)	30.00	30.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA/	-	91.67	-	458.33	(458.33)	1,100.00	1,100.00	0.00%
531311	POSTAGE & BOX RENT	0.47	2.08	1.88	10.42	(8.54)	25.00	23.12	7.52%
531312	OFFICE SUPPLIES	62.20	66.67	67.09	333.33	(266.24)	800.00	732.91	8.39%
531313	PRINTING & DUPLICATING	66.89	33.33	244.97	166.67	78.30	400.00	155.03	61.24%
531322	SUBSCRIPTIONS	-	16.67	99.75	83.33	16.42	200.00	100.25	49.88%
531324	MEMBERSHIP DUES	-	152.08	175.00	760.42	(585.42)	1,825.00	1,650.00	9.59%
531351	GAS/DIESEL	-	33.33	158.35	166.67	(8.32)	400.00	241.65	39.59%
532325	REGISTRATION	407.00	43.33	732.00	216.67	515.33	520.00	(212.00)	140.77%
532332	MILEAGE	-	12.50	0.83	62.50	(61.67)	150.00	149.17	0.55%
532335	MEALS	-	16.67	-	83.33	(83.33)	200.00	200.00	0.00%
532336	LODGING	-	33.33	180.30	166.67	13.63	400.00	219.70	45.08%
532339	OTHER TRAVEL & TOLLS	6.00	1.67	14.00	8.33	5.67	20.00	6.00	70.00%
533225	TELEPHONE & FAX	28.96	33.33	127.78	166.67	(38.89)	400.00	272.22	31.95%
535352	VEHICLE PARTS & REPAIRS	-	41.67	-	208.33	(208.33)	500.00	500.00	0.00%

571004	IP TELEPHONY ALLOCATION	45.67	21,388.08	103,818.48	106,940.42	(3,121.94)	256,657.00	152,838.52	40.45%
571005	DUPLICATING ALLOCATION	0.42							
571009	MIS PC GROUP ALLOCATION	643.42							
571010	MIS SYSTEMS GRP ALLOC(ISIS)	129.08							
591519	OTHER INSURANCE	82.28							
Totals		20,594.39	21,388.08	103,818.48	106,940.42	(3,121.94)	256,657.00	152,838.52	40.45%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(772.86)	-	(3,126.73)	(0.00)	(3,126.73)	-	3,126.73	#DIV/0!

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
421001	STATE AID	-	(9,333.33)	(26,982.00)	(46,666.67)	19,684.67	(112,000.00)	(85,018.00)	#DIV/0!
451020	OTHER FEES	-	(333.33)	-	(1,666.67)	1,666.67	(4,000.00)	(4,000.00)	24.09%
									0.00%
<b>Totals</b>		-	(9,666.67)	(26,982.00)	(48,333.33)	21,351.33	(116,000.00)	(89,018.00)	23.26%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
521219	OTHER PROFESSIONAL SERV	8,994.00	9,333.33	44,970.00	46,666.67	(1,696.67)	112,000.00	67,030.00	40.15%
521296	COMPUTER SUPPORT	-	333.33	-	1,666.67	(1,666.67)	4,000.00	4,000.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW/	-	-	256.00	-	256.00	-	(256.00)	#DIV/0!
531312	OFFICE SUPPLIES	-	-	287.28	-	287.28	-	(287.28)	#DIV/0!
531313	PRINTING & DUPLICATING	6.75	-	13.01	-	13.01	-	(13.01)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	30.42	-	152.10	-	152.10	-	(152.10)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	227.08	-	1,135.40	-	1,135.40	-	(1,135.40)	#DIV/0!
571010	MIS SYSTEMS GRP ALLOC(ISIS)	129.08	-	645.40	-	645.40	-	(645.40)	#DIV/0!
<b>Totals</b>		9,387.33	9,666.67	47,459.19	48,333.33	(874.14)	116,000.00	68,540.81	40.91%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	-	-	-	-	#DIV/0!
<b>Totals</b>		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		9,387.33	-	20,477.19	-	20,477.19	-	(20,477.19)	#DIV/0!



Total	(1,292.99)	-	(9,747.18)	(0.00)	(9,747.18)	-	9,747.18	#DIV/0!
2472 Probate Indigent								
Revenue	(1,772.33)	(3,466.67)	(8,861.65)	(17,333.33)	8,471.68	(41,600.00)	(32,738.35)	21.30%
Expenditures	-	3,466.67	4,035.14	17,333.33	(13,298.19)	41,600.00	37,564.86	9.70%
Other Sources	-	-	-	-	-	-	-	#DIV/0!
Total	(1,772.33)	-	(4,826.51)	-	(4,826.51)	-	4,826.51	#DIV/0!
Total All Business Units								
Revenue	(184,958.10)	(219,486.33)	(1,033,150.19)	(1,097,431.67)	64,281.48	(2,633,836.00)	(1,600,685.81)	39.23%
Expenditures	204,985.16	219,486.33	999,533.77	1,097,431.67	(97,897.90)	2,633,836.00	1,634,302.23	37.95%
Other Sources	-	-	-	-	-	-	-	#DIV/0!
Grand Total Clerk of Courts	20,027.06	-	(33,616.42)	-	(33,616.42)	-	33,616.42	#DIV/0!



535242	MAINTAIN MACHINERY & EQUIP	74.26	41.67	273.28	208.33	64.95	500.00	226.72	54.66%
571004	IP TELEPHONY ALLOCATION	45.67	45.67	228.35	228.33	0.02	548.00	319.65	41.67%
571005	DUPLICATING ALLOCATION	1.17	-	5.85	-	5.85	-	(5.85)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	378.50	378.50	1,892.50	1,892.50	-	4,542.00	2,649.50	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	206.50	206.50	1,032.50	1,032.50	-	2,478.00	1,445.50	41.67%
591519	OTHER INSURANCE	111.13	110.67	543.92	553.33	(9.41)	1,328.00	784.08	40.96%
<b>Totals</b>		25,677.23	27,449.92	131,464.86	137,249.58	(5,784.72)	329,399.00	197,934.14	39.91%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	-	-	-	-	#DIV/0!
		(1,772.69)	0.00	(6,049.26)	0.00	(6,049.26)	-	6,049.26	#DIV/0!
<b>Totals</b>		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		(1,772.69)	0.00	(6,049.26)	0.00	(6,049.26)	-	6,049.26	#DIV/0!

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(17,726.17)	(17,726.17)	(88,630.85)	(88,630.83)	(0.02)	(212,714.00)	(124,083.15)	41.67%
		(17,726.17)	(17,726.17)	(88,630.85)	(88,630.83)	(0.02)	(212,714.00)	(124,083.15)	41.67%
<b>Totals</b>		<b>(17,726.17)</b>	<b>(17,726.17)</b>	<b>(88,630.85)</b>	<b>(88,630.83)</b>	<b>(0.02)</b>	<b>(212,714.00)</b>	<b>(124,083.15)</b>	<b>41.67%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	2,145.00	2,145.00	10,725.00	10,725.00	-	25,740.00	15,015.00	41.67%
512141	SOCIAL SECURITY	666.77	699.58	3,077.78	3,497.92	(420.14)	8,395.00	5,317.22	36.66%
514151	PER DIEM	7,195.00	7,000.00	32,920.00	35,000.00	(2,080.00)	84,000.00	51,080.00	39.19%
531303	COMPUTER EQUIPMT & SOFTW/	-	125.00	978.00	625.00	353.00	1,500.00	522.00	65.20%
531311	POSTAGE & BOX RENT	70.28	83.33	358.86	416.67	(57.81)	1,000.00	641.14	35.89%
531312	OFFICE SUPPLIES	30.60	125.00	158.33	625.00	(466.67)	1,500.00	1,341.67	10.56%
531313	PRINTING & DUPLICATING	420.32	250.00	952.37	1,250.00	(297.63)	3,000.00	2,047.63	31.75%
531321	PUBLICATION OF LEGAL NOTICE	99.10	1,250.00	5,080.58	6,250.00	(1,169.42)	15,000.00	9,919.42	33.87%
531322	SUBSCRIPTIONS	-	71.67	860.00	358.33	501.67	860.00	-	100.00%
531324	MEMBERSHIP DUES	-	1,250.00	14,358.24	6,250.00	8,108.24	15,000.00	641.76	95.72%
531326	ADVERTISING	-	8.33	-	41.67	(41.67)	100.00	100.00	0.00%
531333	VIDEO SERVICES	-	700.00	1,585.00	3,500.00	(1,915.00)	8,400.00	6,815.00	18.87%
532325	REGISTRATION	350.00	83.33	409.95	416.67	(6.72)	1,000.00	590.05	41.00%
532332	MILEAGE	1,838.97	1,458.33	6,825.78	7,291.67	(465.89)	17,500.00	10,674.22	39.00%
532335	MEALS	28.27	33.33	138.56	166.67	(28.11)	400.00	261.44	34.64%
532336	LODGING	-	62.50	-	312.50	(312.50)	750.00	750.00	0.00%
532339	OTHER TRAVEL & TOLLS	-	1.67	-	8.33	(8.33)	20.00	20.00	0.00%
533225	TELEPHONE & FAX	2.53	16.67	12.65	83.33	(70.68)	200.00	187.35	6.33%
533236	WIRELESS INTERNET	-	40.00	-	200.00	(200.00)	480.00	480.00	0.00%
571004	IP TELEPHONY ALLOCATION	30.42	30.42	152.10	152.08	0.02	365.00	212.90	41.67%
571005	DUPLICATING ALLOCATION	172.83	172.83	864.15	864.17	(0.02)	2,074.00	1,209.85	41.67%
571009	MIS PC GROUP ALLOCATION	151.42	151.42	757.10	757.08	0.02	1,817.00	1,059.90	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,954.67	1,954.67	9,773.35	9,773.33	0.02	23,456.00	13,682.65	41.67%
591519	OTHER INSURANCE	11.80	13.08	61.76	65.42	(3.66)	157.00	95.24	39.34%
<b>Totals</b>		<b>15,167.98</b>	<b>17,726.17</b>	<b>90,049.56</b>	<b>88,630.83</b>	<b>1,418.73</b>	<b>212,714.00</b>	<b>122,664.44</b>	<b>42.33%</b>

Other Financing Sources (Uses)

Current Period	Current Period Budget	YTD	Prorated	Total	Annual	Percentage

Acct Number	Description	Actual	Budget	Actual	Budget	Variance	Budget	Remaining	Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(2,558.19)	-	1,418.71	-	1,418.71	-	(1,418.71)	#DIV/0!

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(15,531.17)	(15,531.17)	(77,655.85)	(77,655.83)	(0.02)	(186,374.00)	(108,718.15)	#DIV/0! 41.67%
<b>Totals</b>		<b>(15,531.17)</b>	<b>(15,531.17)</b>	<b>(77,655.85)</b>	<b>(77,655.83)</b>	<b>(0.02)</b>	<b>(186,374.00)</b>	<b>(108,718.15)</b>	<b>41.67%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
531313	PRINTING & DUPLICATING	-	25.00	-	125.00	(125.00)	300.00	300.00	0.00%
531326	ADVERTISING	-	8.33	-	41.67	(41.67)	100.00	100.00	0.00%
593405	JCEDC	-	6,997.83	83,974.00	34,989.17	48,984.83	83,974.00	-	100.00%
593409	LITERACY COUNCIL DONATION	2,700.00	1,333.33	8,100.00	6,666.67	1,433.33	16,000.00	7,900.00	50.63%
593410	FREE CLINIC DONATION	-	4,166.67	50,000.00	20,833.33	29,166.67	50,000.00	-	100.00%
593412	TOURISM DONATION	-	375.00	-	1,875.00	(1,875.00)	4,500.00	4,500.00	0.00%
593413	RAILROAD CONSORTIUM DONAT	-	1,166.67	14,000.00	5,833.33	8,166.67	14,000.00	-	100.00%
593414	DENTAL CLINIC	-	625.00	7,500.00	3,125.00	4,375.00	7,500.00	-	100.00%
593415	COMMUNITY CARE CLINIC	-	833.33	10,000.00	4,166.67	5,833.33	10,000.00	-	100.00%
<b>Totals</b>		<b>2,700.00</b>	<b>15,531.17</b>	<b>173,574.00</b>	<b>77,655.83</b>	<b>95,918.17</b>	<b>186,374.00</b>	<b>12,800.00</b>	<b>93.13%</b>

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		<b>(12,831.17)</b>	<b>0.00</b>	<b>95,918.15</b>	<b>-</b>	<b>95,918.15</b>	<b>-</b>	<b>(95,918.15)</b>	<b>#DIV/0!</b>



Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451029	SALE OF MISC ITEMS	-	-	(60.00)	-	(60.00)	-	60.00	#DIV/0! #DIV/0!
<b>Totals</b>		-	-	(60.00)	-	(60.00)	-	60.00	#DIV/0!

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
571005	DUPLICATING ALLOCATION	30.42	-	152.10	-	152.10	-	(152.10)	#DIV/0!
594950	OPERATING RESERVE	-	275.73	-	1,378.64	(1,378.64)	3,308.74	3,308.74	0.00%
<b>Totals</b>		30.42	275.73	152.10	1,378.64	(1,226.54)	3,308.74	3,156.64	4.60%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		30.42	275.73	92.10	1,378.64	(1,286.54)	3,308.74	3,216.64	2.78%

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	18,444.92	18,444.92	92,224.60	92,224.58	0.02	221,339.00	129,114.40	#DIV/0!
412300	RE TRANSFER FEES COUNTY POR	(18,221.52)	(11,666.67)	(57,750.48)	(58,333.33)	582.85	(140,000.00)	(82,249.52)	41.25%
451301	RE RECORDING/FILING FEES	(17,970.00)	(15,625.00)	(76,460.00)	(78,125.00)	1,665.00	(187,500.00)	(111,040.00)	40.78%
451303	COPY FEES COUNTY PORTION	(6,885.70)	(6,250.00)	(29,340.00)	(31,250.00)	1,910.00	(75,000.00)	(45,660.00)	39.12%
451307	DOCUMENT REVIEW FEES	-	(4.17)	(50.00)	(20.83)	(29.17)	(50.00)	-	100.00%
451309	BIRTH FUNDS COUNTY PORTION	(734.00)	(875.00)	(3,840.00)	(4,375.00)	535.00	(10,500.00)	(6,660.00)	36.57%
451310	MARRIAGE FUND COUNTY PORT	(546.00)	(541.67)	(1,998.00)	(2,708.33)	710.33	(6,500.00)	(4,502.00)	30.74%
451311	DEATH FUND COUNTY PORTION	(2,070.00)	(1,666.67)	(10,650.00)	(8,333.33)	(2,316.67)	(20,000.00)	(9,350.00)	53.25%
451314	DOMESTIC TERM CTY PORTION	-	-	(7.00)	-	(7.00)	-	7.00	#DIV/0!
474016	DEPT RECORDING FEES	-	(5.00)	-	(25.00)	25.00	(60.00)	(60.00)	0.00%
<b>Totals</b>		(27,982.30)	(18,189.25)	(87,870.88)	(90,946.25)	3,075.37	(218,271.00)	(130,400.12)	40.26%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	5,008.08	5,167.08	25,517.36	25,835.42	(318.06)	62,005.00	36,487.64	41.15%
511210	WAGES-REGULAR	8,633.81	9,654.50	42,590.84	48,272.50	(5,681.66)	115,854.00	73,263.16	36.76%
511220	WAGES-OVERTIME	22.26	-	22.26	-	22.26	-	(22.26)	#DIV/0!
511310	WAGES-SICK LEAVE	92.98	-	1,285.23	-	1,285.23	-	(1,285.23)	#DIV/0!
511320	WAGES-VACATION PAY	156.46	-	2,080.00	-	2,080.00	-	(2,080.00)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	62.50	-	312.50	(312.50)	750.00	750.00	0.00%
511340	WAGES-HOLIDAY PAY	446.08	-	1,491.57	-	1,491.57	-	(1,491.57)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	14.61	-	14.61	-	(14.61)	#DIV/0!
512141	SOCIAL SECURITY	1,066.64	1,122.17	5,413.06	5,610.83	(197.77)	13,466.00	8,052.94	40.20%
512142	RETIREMENT (EMPLOYER)	1,021.75	1,058.58	5,194.36	5,292.92	(98.56)	12,703.00	7,508.64	40.89%
512144	HEALTH INSURANCE	4,334.47	4,835.08	22,720.37	24,175.42	(1,455.05)	58,021.00	35,300.63	39.16%
512145	LIFE INSURANCE	12.64	11.33	56.88	56.67	0.21	136.00	79.12	41.82%
512150	FSA CONTRIBUTION	-	72.92	875.00	364.58	510.42	875.00	-	100.00%
512173	DENTAL INSURANCE	360.00	360.00	1,691.72	1,800.00	(108.28)	4,320.00	2,628.28	39.16%
531311	POSTAGE & BOX RENT	441.17	333.33	1,863.44	1,666.67	196.77	4,000.00	2,136.56	46.59%
531312	OFFICE SUPPLIES	228.90	250.00	1,315.01	1,250.00	65.01	3,000.00	1,684.99	43.83%
531313	PRINTING & DUPLICATING	24.76	12.50	51.91	62.50	(10.59)	150.00	98.09	34.61%
531324	MEMBERSHIP DUES	-	8.33	100.00	41.67	58.33	100.00	-	100.00%
532325	REGISTRATION	175.00	152.08	1,330.00	760.42	569.58	1,825.00	495.00	72.88%
532332	MILEAGE	-	45.83	156.42	229.17	(72.75)	550.00	393.58	28.44%
532336	LODGING	-	46.00	90.00	230.00	(140.00)	552.00	462.00	16.30%

532339	OTHER TRAVEL & TOLLS	-	10.00	-	10.00	-	10.00	-	(10.00)	#DIV/0!
533225	TELEPHONE & FAX	19.89	86.05	25.00	125.00	125.00	(38.95)	300.00	213.95	28.68%
535242	MAINTAIN MACHINERY & EQUIP	-	439.97	35.33	176.67	176.67	263.30	424.00	(15.97)	103.77%
571004	IP TELEPHONY ALLOCATION	76.08	380.40	76.08	380.42	380.42	(0.02)	913.00	532.60	41.66%
571005	DUPLICATING ALLOCATION	7.17	35.85	7.17	35.83	35.83	0.02	86.00	50.15	41.69%
571009	MIS PC GROUP ALLOCATION	984.08	4,920.40	984.08	4,920.42	4,920.42	(0.02)	11,809.00	6,888.60	41.67%
571010	MIS SYSTEMS GRP ALLOC(SIS)	258.17	1,290.85	258.17	1,290.83	1,290.83	0.02	3,098.00	1,807.15	41.67%
591519	OTHER INSURANCE	81.88	380.75	74.67	373.33	373.33	7.42	896.00	515.25	42.49%
<b>Totals</b>		<b>23,452.27</b>	<b>121,404.31</b>	<b>24,652.75</b>	<b>123,263.75</b>	<b>123,263.75</b>	<b>(1,859.44)</b>	<b>295,833.00</b>	<b>174,428.69</b>	<b>41.04%</b>

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
611101	TRANSFER TO/FROM GENERAL	-	(6,463.50)	-	(32,317.50)	32,317.50	(77,562.00)	(77,562.00)	0.00%
<b>Totals</b>		<b>-</b>	<b>(6,463.50)</b>	<b>-</b>	<b>(32,317.50)</b>	<b>32,317.50</b>	<b>(77,562.00)</b>	<b>(77,562.00)</b>	<b>0.00%</b>
<b>Total Business Unit</b>		<b>(4,530.03)</b>	<b>(0.00)</b>	<b>33,533.43</b>	<b>0.00</b>	<b>33,533.43</b>	<b>(33,533.43)</b>	<b>(33,533.43)</b>	<b>#DIV/0!</b>

