

**2018
BUDGET ADOPTION PROCEDURE**

OCTOBER 24, 2017 MEETING

1. The Chairperson of the Finance Committee moves to open the public hearing on the 2018 Recommended Budget. Second, vote.
2. The Floor is opened for public comment. This is the public hearing required by law.
3. The Chairperson of the Finance Committee moves to end the public hearing. Second, vote.

NOVEMBER 14, 2017 MEETING

4. The Chairperson of the Finance Committee moves to adopt the department totals and levies in the 2018 Recommended Budget. Second. Budget amendments will be presented and voted on.
5. The Chairperson of the Finance Committee moves to divide the question of the countywide general levy budget and the non-countywide limited levy budget; second is required and motion is adopted by majority vote of the County Board Supervisors present.

(Note: The Board Chairperson decides if the general levy budget or the limited levy budget will be considered first. The practice in Jefferson County is to consider the general levy budget first.

6. The Chairperson of the Finance Committee will then present the resolution for countywide general levy budget and fees and move for its adoption. After debate of the general levy budget and any proposed amendments, the County Board Chairperson will ask for a roll call vote. A simple majority is required for adoption of the general levy budget and any amendments.
7. The Chairperson of the Finance Committee will present the resolution for non-countywide limited levy budgets for health and library services and move for its adoption. After debate of the limited levy budgets and any proposed amendments, the County Board Chairperson will ask for a roll call vote. A simple majority is required for adoption of the limited levy budget and any amendments



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

BEN WEHMEIER
County Administrator

TAMMIE J. JAEGER
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“Jefferson County: Responsible government advancing quality of life.”

TO: Members of Jefferson County Board
FROM: Ben Wehmeier, County Administrator
DATE: October 24, 2017
SUBJECT: 2018 Budget Revisions

In the budget as provided to you on October 9th, it was realized that the narrative and summary fiscal information were not in line with the map and the detailed fiscal information. The map on p. 347 and the detailed budget information in the Highway Business unit is correct. The County will be doing CTH CW in FY 2018 not CTH CI.

Attached you will find three pages that need to be changed in your budget book to properly reflect this project. They are p. 257, p. 318 and p. 335.

Highway Department

Financial Summary

	2016 Actual	2017 Estimate	2017		Change from 2017	
			Amended Budget	2018 Budget	Amended Budget \$	%
Revenues						
Intergovernmental Revenues	1,837,119	1,887,076	1,829,209	2,089,751	260,542	14.24%
Licenses & Permits	15,665	12,155	7,750	12,155	4,405	56.84%
Public Charges	9,571	9,000	6,200	9,000	2,800	45.16%
Intergovernmental Charges	3,655,189	3,241,849	3,068,285	3,269,701	201,416	6.56%
Misc. Revenues	141,107	63,021	87,135	51,973	(35,162)	-40.35%
Other Financing Sources	-	-	-	-	-	-
Total Revenues	5,658,651	5,213,101	4,998,579	5,432,580	434,001	8.68%
Expenditures						
Personnel Expenses	6,917,730	6,857,756	6,807,257	7,047,114	239,857	3.52%
Purchased Services	494,108	512,529	222,521	330,360	107,839	48.46%
Operating Costs	6,322,739	7,082,896	6,725,843	6,021,584	(704,259)	-10.47%
Allocations	(2,919,809)	(3,585,889)	(3,543,406)	(4,152,134)	(608,728)	17.18%
Depreciation	1,531,403	1,511,815	1,508,401	1,536,815	28,414	1.88%
Interdept. Charges	75,981	168,482	73,727	167,579	93,852	127.30%
Other Expenses	202,932	179,695	3,267,148	175,565	(3,091,583)	-94.63%
Total Expenditures	12,625,084	12,727,284	15,061,491	11,126,883	(3,934,608)	-26.12%
Property Taxes	5,808,537	5,694,096	5,694,096	5,694,303	207	0.00%
Addition to (Use of) Fund Balance	(1,157,896)	(1,820,087)	(4,368,816)	-		

Summary Highlights:

The 2018 budget provides \$5,694,303 in tax levy, which is a \$207 increase in levy from the 2017 amended budget.

Summary of Capital Items:

Road Projects:

Levy

\$ 860,000	CTH P (CTH E-CTH F) Construction Phase 2	1.00 Miles
\$ 1,400,000	CTH CW (CTH SC-Waukesha County) Resurface	5.10 Miles
<u>\$ 1,700,000</u>	CTH Y (Johnson Creek-STH 26) Rehabilitation	4.75 Miles
\$ 3,960,000	Total Road Project Expense	

Funding for Road Projects:

\$ 3,565,325	Tax Levy
<u>\$ 394,675</u>	Local Road Improvement Grant from State Funding
\$ 3,960,000	Total Funding for Road Projects

Capital Budget

Department	Bus Unit	Account Number	Description	Requested Amount	Administrator Budget	Related Funding	Use of Fund Balance	Levy Request	Class
Human Services	5210	594811	Purchase two new fleet vehicles	38,000	38,000	-	(38,000)	-	HH
Human Services	5210	594811	Replace Mini Van	25,000	25,000	-	(25,000)	-	HH
Human Services	5210	594810	Replace existing snow removal tractor	24,000	24,000	-	(24,000)	-	HH
Human Services	5210	594822	Replace windows	50,000	50,000	-	(50,000)	-	HH
Human Services	5210	594822	Replace Hillside mechanical room	50,000	50,000	-	(50,000)	-	HH
Human Services	5210	594820	Replace existing flooring	20,000	20,000	-	(20,000)	-	HH
Human Services	5210	594821	Rebuild or replace boulder retaining wall behind Lueder House	125,000	125,000	-	(125,000)	-	HH
Human Services	5210	592820	WiFi replacement/supplemental	15,000	15,000	-	(15,000)	-	HH
Human Services	5210	594822	Sober houses	80,000	40,000	-	(40,000)	-	HH
Human Services	5210	594801	Software development (MIS)	119,704	119,704	-	(119,704)	-	HH
Human Services	5210	594810	UPS data room replacement	8,000	8,000	-	-	(8,000)	HH
Human Services	5210		Duress buttons	-	30,000	-	-	(30,000)	HH
Human Services	5210	594822	Replacement air conditioning data room	25,000	25,000	-	(25,000)	-	HH
Human Services	5210	594801	Install solar panels, Workforce Development	118,000	-	-	-	-	HH
Human Services Total:				697,704	569,704	-	(531,704)	(38,000)	
Highway-Equipment	53241		Tri/Quad Axle Plow Trucks (6)	1,600,000	1,600,000	(1,600,000)	-	-	PW
Highway-Equipment	53241		Highway Maintenance-Support Equipment	110,000	110,000	(110,000)	-	-	PW
Highway Equipment Total:				1,710,000	1,710,000	(1,710,000)	-	-	
Highway-Projects	53312		Construction-CTH P (CTH E-CTH F) 1.00 Mile	960,000	860,000	(194,675)	-	(665,325)	PW
Highway-Projects	53312		Resurface-CTH CW (CTH SC - Waukesha County) 5.10 Miles	1,400,000	1,400,000	-	-	(1,400,000)	PW
Highway-Projects	53312		Rehabilitation-CTH Y (Johnson Creek-STH 26) 4.50 Miles	1,700,000	1,700,000	(200,000)	-	(1,500,000)	PW
Highway Project Total:				4,060,000	3,960,000	(394,675)	-	(3,565,325)	
MIS -- LAN	8502	594818	Switches	175,000	175,000	-	(175,000)	-	GG
MIS -- LAN	8502	594818	Building exterior repairs	6,000	6,000	-	(6,000)	-	GG
MIS- Central Duplicating	8525	594817	Color Copier Central Duplicating	9,000	9,000	-	-	(9,000)	GG
MIS -- LAN	8502	594818	VMWare server replacement	10,000	10,000	(10,000)	-	-	GG
MIS -- LAN	8502	594818	Server replacements	6,000	6,000	(6,000)	-	-	GG
MIS Total:				206,000	206,000	(16,000)	(181,000)	(9,000)	
Grand Totals				8,372,988	8,019,304	(2,583,775)	(1,321,088)	(4,114,441)	
Higway Equipment				1,710,000	1,710,000	(1,710,000)	-	-	
Highway Project				4,060,000	3,960,000	(394,675)	-	(3,565,325)	
General (Human, MIS, General Gov)				2,602,988	2,349,304	(479,100)	(1,321,088)	(549,116)	
CD			Conservation and Development	-	-	-	-	-	CD
CR			Culture/Recreation/Education	1,034,000	740,000	(385,000)	(355,000)	-	CR
GG			General Government	529,384	714,100	(78,100)	(434,384)	(201,616)	GG
HH			Health and Human Services	697,704	569,704	-	(531,704)	(38,000)	HH
PS			Public Safety	341,900	325,500	(16,000)	-	(309,500)	PS
PW			Public Works	5,770,000	5,670,000	(2,104,675)	-	(3,565,325)	PW
Grand Totals				8,372,988	8,019,304	(2,583,775)	(1,321,088)	(4,114,441)	

**JEFFERSON COUNTY
PROJECT BUDGET-2018**

Project Title CTH CW (CTH SC - Waukesha County) - Resurface

Department Highway

Proposed 2018 Budget \$1,400,000

Project Cost		Sources of Funds	
Planning, Design & Engineering		Levy	1,400,000
Land Purchase	-	Revenue	-
Construction	1,400,000	Bonds or Notes	-
Equipment	-	Carryover Funds	-
Other	-	State Aids	-
Debt Issuance Cost	-	Other	-
Total	1,400,000	Total	1,400,000

Note: Project Cost and Sources of Funds should equal.

Future Cost to Complete this Projects (Please Describe):
The project will be completed in 2018.

Project Scope and Description:

Project Type: Resurface

Project Length: 5.30 miles

Project Description: Existing pavement will be pulverized, graded, and a new asphalt pavement will be placed. Some minor drainage improvements and additional work may be required.

Justification and Need of Project:

Pavement is in poor condition and needs to be replaced.

Alternatives:

Allow pavement to deteriorate further before the project is completed, crews will need to complete additional surface work to maintain traffic.

Ongoing Operating Cost or Maintenance:

The surface will need preventative maintenance work in the following years after the pavement replacement including crack sealing and seal coating work.