

# Management Information Systems (MIS)

## Financial Summary

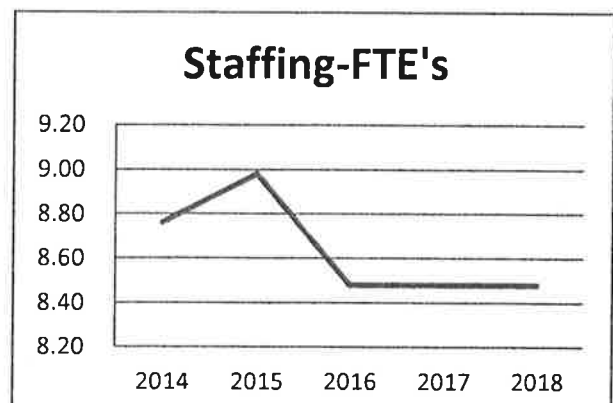
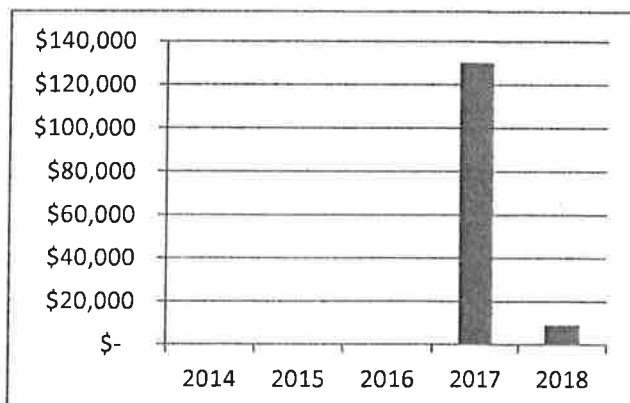
	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
<b>Revenues</b>						
Public Charges	3,133	2,900	3,400	2,900	(500)	-14.71%
Intergovernmental Charges	1,366,553	1,559,344	1,453,015	1,359,848	(93,167)	-6.41%
Misc. Revenues	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,369,686</b>	<b>1,562,244</b>	<b>1,456,415</b>	<b>1,362,748</b>	<b>(93,667)</b>	<b>-6.43%</b>
<b>Expenditures</b>						
Personnel Expenses	725,971	763,019	763,019	809,836	46,817	6.14%
Purchased Services	342,610	358,684	249,649	264,696	15,047	6.03%
Operating Cost	104,844	227,772	230,878	262,022	31,144	13.49%
Interdept. Charges	10,214	9,461	9,461	7,228	(2,233)	-23.60%
Other Expenses	87,206	3,308	3,408	2,966	(442)	-12.97%
Capital Items	98,841	393,000	393,000	206,000	(187,000)	-47.58%
<b>Total Expenditures</b>	<b>1,369,686</b>	<b>1,755,244</b>	<b>1,649,415</b>	<b>1,552,748</b>	<b>(96,667)</b>	<b>-5.86%</b>
Property Taxes	-	193,000	130,000	9,000	(121,000)	-
Addition to (Use of) Fund Balance	-	-	(63,000)	(181,000)		

## Summary Highlights:

The 2018 budget provides \$1,359,848 in charges to departments, which is a \$93,167 increase from the 2017 adopted budget.

## Summary of Capital Items:

\$ 175,000	Switches-Non Fiber Central Switch in Remote Buildings
10,000	VMWare Server 3 (Charge back to department)
6,000	Building repairs (Fund Balance)
9,000	Color Copier – Central Duplicating (Tax Levy)
<u>6,000</u>	Server Replacements (Charge back to department)
<b>\$ 206,000</b>	<b>Total Capital Items</b>



# ***Management Information Systems (MIS)***

This department functions under the direction of the County Administrator and receives policy guidance from the County's Infrastructure Committee.

## **PROGRAM DESCRIPTION**

- Installs, upgrades and maintains networks, computers, printers, servers and phone devices
- Supports IBM i
- Provides technical assistance and training classes
- Provides 24 hour on-site support
- Provides PC/network setup and design
- Provides web support and form design
- Programs custom software enhancements
- Maintains inventory of office supplies
- Provides printing, binding and collating for the county and local municipalities

<b>PERFORMANCE MEASURES</b>	<b>2017 ACTUAL</b>	<b>2017 ESTIMATE</b>	<b>2017 BUDGET</b>	<b>2018 BUDGET</b>
Network uptime	98.52%	99%	99%	99%
Help Desk tickets	2,109	1,679	1,979	2,600
Number of copies	900,019	900,000	900,000	1,000,000

**MIS-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>8501-PC GROUP</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	-	53,500	150,000	107,000	-	-
474180		MIS BILLED	674,606	333,066	793,184	666,132	640,293	-
<b>REVENUES TOTAL</b>			<b>674,606</b>	<b>386,566</b>	<b>943,184</b>	<b>773,132</b>	<b>640,293</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	77,452	26,205	85,027	85,027	94,561	-
511210		WAGES-REGULAR	74,964	33,405	133,045	133,045	132,542	-
511220		WAGES-OVERTIME	83	263	1,520	1,520	1,513	-
511290		WAGES-OTHER WAGES	125	-	3,850	3,850	3,850	-
511310		WAGES-SICK LEAVE	10,267	5,140	-	-	-	-
511320		WAGES-VACATION PAY	18,554	10,105	-	-	-	-
511330		WAGES-LONGEVITY PAY	606	-	621	621	636	-
511340		WAGES-HOLIDAY PAY	9,276	2,752	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	9,162	4,562	-	-	-	-
511380		WAGES-BEREAVEMENT	2,300	-	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>202,789</b>	<b>82,432</b>	<b>224,063</b>	<b>224,063</b>	<b>233,102</b>	<b>-</b>
512141		SOCIAL SECURITY	15,144	6,120	16,672	16,672	17,275	-
512142		RETIREMENT (EMPLOYER)	13,211	5,605	15,236	15,236	15,618	-
512144		HEALTH INSURANCE	44,604	20,986	45,350	45,350	65,121	-
512145		LIFE INSURANCE	100	40	84	84	41	-
512150		FSA CONTRIBUTION	750	613	613	613	863	-
512173		DENTAL INSURANCE	2,631	1,267	2,646	2,646	3,726	-
		<b>FRINGE TOTAL</b>	<b>76,440</b>	<b>34,631</b>	<b>80,601</b>	<b>80,601</b>	<b>102,644</b>	<b>-</b>
		<b>TOTAL SALARIES AND FRINGES</b>	<b>279,229</b>	<b>117,063</b>	<b>304,664</b>	<b>304,664</b>	<b>335,746</b>	<b>-</b>
521220		CONSULTANT	115,043	82,332	117,132	35,000	50,000	-
521296		COMPUTER SUPPORT	119,598	147,653	144,627	104,724	120,000	-
529299		PURCHASE CARE & SERVICES	1,250	-	-	-	-	-
531243		FURNITURE & FURNISHINGS	-	-	-	1,000	1,000	-
531301		OFFICE EQUIPMENT	-	-	-	300	300	-
531303		COMPUTER EQUIPMT & SOFTWARE	5,491	28,646	27,946	9,500	20,000	-
531312		OFFICE SUPPLIES	3,856	2,930	4,000	4,000	4,000	-
531313		PRINTING & DUPLICATING	3	59	59	100	100	-
531314		SMALL ITEMS OF EQUIPMENT	-	-	-	300	300	-
531322		SUBSCRIPTIONS	629	-	-	300	330	-
531324		MEMBERSHIP DUES	-	-	-	50	-	-
532325		REGISTRATION	175	-	-	1,000	1,000	-
532332		MILEAGE	148	36	150	500	500	-
532335		MEALS	238	-	100	100	100	-
532336		LODGING	582	-	200	200	200	-
532350		TRAINING MATERIALS	17,500	-	16,000	16,000	17,500	-
533228		INTERNET	27,977	12,391	24,530	24,530	28,000	-
535242		MAINTAIN MACHINERY & EQUIP	8,740	3,847	8,000	15,000	15,000	-
535355		PLUMBING & ELECTRICAL	-	-	-	1,000	1,000	-
571004		IP TELEPHONY ALLOCATION	2,178	891	1,783	1,783	1,303	-
571005		DUPLICATING ALLOCATION	1	-	-	-	-	-
571008		MIS OVERHEAD ALLOCATION	64,117	23,050	142,788	144,776	42,873	-
591519		OTHER INSURANCE	1,052	474	1,205	1,205	1,041	-
593014		CREDIT CARD FEES	-	-	-	100	-	-
		<b>OPERATING EXPENDITURES</b>	<b>368,578</b>	<b>302,309</b>	<b>488,520</b>	<b>361,468</b>	<b>304,547</b>	<b>-</b>
594810		CAP EQUIPMENT	-	26,558	107,000	107,000	-	-
594818		CAP COMPUTER	14,701	-	-	-	-	-
594820		CAP OTHER	12,099	20,180	43,000	43,000	-	-
		<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>26,800</b>	<b>46,738</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
		<b>EXPENDITURES TOTAL</b>	<b>674,607</b>	<b>466,110</b>	<b>943,184</b>	<b>816,132</b>	<b>640,293</b>	<b>-</b>
		<b>REVENUES</b>	<b>674,606</b>	<b>386,566</b>	<b>943,184</b>	<b>773,132</b>	<b>640,293</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>674,607</b>	<b>466,110</b>	<b>943,184</b>	<b>816,132</b>	<b>640,293</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-8501-PC GROUP</b>			<b>1</b>	<b>79,544</b>	<b>-</b>	<b>43,000</b>	<b>-</b>	<b>-</b>

**8502-SYSTEMS GROUP (ISIS)**

**MIS-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>REVENUES</b>								
451200		RECORDS & REPORTS	1,400	375	1,500	2,000	1,500	-
474180		MIS BILLED	370,231	258,369	514,994	516,742	459,560	-
<b>REVENUES TOTAL</b>			<b>371,631</b>	<b>258,744</b>	<b>516,494</b>	<b>518,742</b>	<b>461,060</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	142,793	74,168	164,840	164,840	168,957	-
511210		WAGES-REGULAR	(6,057)	6,040	27,116	27,116	28,545	-
511220		WAGES-OVERTIME	-	-	369	369	389	-
511310		WAGES-SICK LEAVE	2,836	1,574	-	-	-	-
511320		WAGES-VACATION PAY	15,569	5,790	-	-	-	-
511330		WAGES-LONGEVITY PAY	618	-	633	633	648	-
511340		WAGES-HOLIDAY PAY	8,382	2,323	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	2,208	-	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>166,349</b>	<b>89,895</b>	<b>192,958</b>	<b>192,958</b>	<b>198,539</b>	<b>-</b>
512141		SOCIAL SECURITY	12,579	6,777	14,434	14,434	14,959	-
512142		RETIREMENT (EMPLOYER)	11,004	6,113	13,121	13,121	13,302	-
512144		HEALTH INSURANCE	36,105	20,538	46,646	46,646	47,567	-
512145		LIFE INSURANCE	102	56	104	104	128	-
512150		FSA CONTRIBUTION	750	630	630	630	630	-
512173		DENTAL INSURANCE	1,884	1,164	2,722	2,722	2,722	-
		<b>FRINGE TOTAL</b>	<b>62,424</b>	<b>35,278</b>	<b>77,657</b>	<b>77,657</b>	<b>79,308</b>	<b>-</b>
		<b>TOTAL SALARIES AND FRINGES</b>	<b>228,773</b>	<b>125,173</b>	<b>270,615</b>	<b>270,615</b>	<b>277,847</b>	<b>-</b>
521220		CONSULTANT	2,510	-	3,000	3,000	3,000	-
521296		COMPUTER SUPPORT	-	3,504	3,500	3,500	3,500	-
531303		COMPUTER EQUIPMT & SOFTWARE	10,462	8,482	9,000	9,000	10,000	-
531312		OFFICE SUPPLIES	8	1,459	2,000	2,500	1,500	-
531322		SUBSCRIPTIONS	-	-	200	175	200	-
531324		MEMBERSHIP DUES	420	175	175	450	300	-
532325		REGISTRATION	1,830	3,095	3,095	2,400	3,400	-
532332		MILEAGE	37	36	100	100	100	-
532334		COMMERCIAL TRAVEL	362	366	366	400	450	-
532335		MEALS	36	36	36	250	120	-
532336		LODGING	1,126	788	1,500	1,500	1,500	-
532339		OTHER TRAVEL & TOLLS	92	144	144	100	150	-
532350		TRAINING MATERIALS	-	-	500	500	1,500	-
535242		MAINTAIN MACHINERY & EQUIP	58,133	57,895	76,128	76,128	96,628	-
571004		IP TELEPHONY ALLOCATION	2,346	960	1,920	1,920	760	-
571008		MIS OVERHEAD ALLOCATION	64,117	23,050	142,787	144,776	42,872	-
591519		OTHER INSURANCE	1,378	567	1,428	1,428	1,233	-
		<b>OPERATING EXPENDITURES</b>	<b>142,857</b>	<b>100,557</b>	<b>245,879</b>	<b>248,127</b>	<b>167,213</b>	<b>-</b>
594818		CAP COMPUTER	-	-	-	-	197,000	-
		<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>197,000</b>	<b>-</b>
		<b>EXPENDITURES TOTAL</b>	<b>371,630</b>	<b>225,730</b>	<b>516,494</b>	<b>518,742</b>	<b>642,060</b>	<b>-</b>
		<b>REVENUES</b>	<b>371,631</b>	<b>258,744</b>	<b>516,494</b>	<b>518,742</b>	<b>461,060</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>371,630</b>	<b>225,730</b>	<b>516,494</b>	<b>518,742</b>	<b>642,060</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-8502-SYSTEMS GROUP (ISIS)</b>			<b>(1)</b>	<b>(33,014)</b>	<b>-</b>	<b>-</b>	<b>181,000</b>	<b>-</b>

**8503-PROGRAMMING - SPECIAL**

<b>REVENUES</b>								
474099		DEPT CAP PROGRAM CHARGES	151,277	57,302	114,603	114,603	119,704	-
<b>REVENUES TOTAL</b>			<b>151,277</b>	<b>57,302</b>	<b>114,603</b>	<b>114,603</b>	<b>119,704</b>	<b>-</b>
<b>EXPENDITURES</b>								
511210		WAGES-REGULAR	92,849	38,464	74,265	74,265	78,251	-
511220		WAGES-OVERTIME	120	-	369	369	389	-
511310		WAGES-SICK LEAVE	2,319	1,842	-	-	-	-
511320		WAGES-VACATION PAY	1,967	2,545	-	-	-	-
511340		WAGES-HOLIDAY PAY	1,768	992	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	175	-	-	-	-	-
511380		WAGES-BEREAVEMENT	-	188	-	-	-	-

**MIS-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
		SALARIES TOTAL	99,198	44,031	74,634	74,634	78,640	-
512141		SOCIAL SECURITY	7,440	3,244	5,517	5,517	5,881	-
512142		RETIREMENT (EMPLOYER)	6,553	2,994	5,075	5,075	5,269	-
512144		HEALTH INSURANCE	35,955	15,343	27,395	27,395	27,936	-
512145		LIFE INSURANCE	11	5	14	14	10	-
512150		FSA CONTRIBUTION	250	370	370	370	370	-
512173		DENTAL INSURANCE	1,869	996	1,598	1,598	1,598	-
		FRINGE TOTAL	52,078	22,952	39,969	39,969	41,064	-
		TOTAL SALARIES AND FRINGES	151,276	66,983	114,603	114,603	119,704	-
		EXPENDITURES TOTAL	151,276	66,983	114,603	114,603	119,704	-
		REVENUES	151,277	57,302	114,603	114,603	119,704	-
		EXPENDITURES	151,276	66,983	114,603	114,603	119,704	-
TOTAL BUSINESS UNIT-8503-PROGRAMMING - SPECIAL			(1)	9,681	-	-	-	-

**8510-MIS OVERHEAD**

**REVENUES**

411100	GENERAL PROPERTY TAXES	-	11,500	43,000	23,000	-	-
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**REVENUES TOTAL**

-	11,500	43,000	23,000	-	-
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**EXPENDITURES**

521220	CONSULTANT	31,709	2,955	5,000	5,000	5,000	-
521296	COMPUTER SUPPORT	44,065	26,290	49,623	49,623	50,000	-
529299	PURCHASE CARE & SERVICES	3,567	2,284	6,000	6,000	4,000	-
531298	UNITED PARCEL SERVICE UPS	206	11	200	200	200	-
531303	COMPUTER EQUIPMT & SOFTWARE	1,498	77	-	-	-	-
531312	OFFICE SUPPLIES	-	-	-	200	-	-
531314	SMALL ITEMS OF EQUIPMENT	-	-	-	500	-	-
531320	SAFETY SUPPLIES	165	27	21	-	50	-
533221	WATER	325	190	400	400	400	-
533222	ELECTRIC	6,250	2,824	6,000	6,000	6,250	-
533223	SEWER	319	157	575	575	319	-
533224	NATURAL GAS	1,493	763	3,000	3,000	2,500	-
533225	TELEPHONE & FAX	3,259	2,309	3,400	3,400	3,400	-
533235	STORM WATER UTILITY	180	90	235	235	180	-
533236	WIRELESS INTERNET	2,051	614	1,500	3,000	2,500	-
535242	MAINTAIN MACHINERY & EQUIP	5,963	5,202	5,202	1,500	6,000	-
535246	BUILDING SERVICE & MAINT	1,390	-	1,500	5,000	2,000	-
535247	BLDG REPAIR & MAINT	-	-	-	2,000	-	-
535297	REFUSE COLLECTION	535	267	500	500	535	-
571003	HOUSEKEEPING	2,200	1,100	2,200	2,200	2,200	-
571008	MIS OVERHEAD ALLOCATION	(128,233)	(46,100)	(285,575)	(289,552)	(85,777)	-
591519	OTHER INSURANCE	211	88	219	219	243	-
	OPERATING EXPENDITURES	(22,847)	(852)	(200,000)	(200,000)	-	-

594810	CAP EQUIPMENT	22,849	13,630	223,000	223,000	-	-
594813	CAP OFC EQUIP	-	-	20,000	20,000	-	-
	CAPITAL OUTLAY EXPENDITURES	22,849	13,630	243,000	243,000	-	-

EXPENDITURES TOTAL	2	12,778	43,000	43,000	-	-
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REVENUES	-	11,500	43,000	23,000	-	-
EXPENDITURES	2	12,778	43,000	43,000	-	-

**TOTAL BUSINESS UNIT-8510-MIS OVERHEAD**

2	1,278	-	20,000	-	-
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**8520-IP-TELEPHONY**

**REVENUES**

474190	IP-TELEPHONY BILLED	118,461	48,414	77,852	96,827	80,482	-
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**REVENUES TOTAL**

118,461	48,414	77,852	96,827	80,482	-
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**EXPENDITURES**

**MIS-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
511110		SALARY-PERMANENT REGULAR	4,476	-	4,475	4,475	4,977	-
511210		WAGES-REGULAR	22,656	12,617	24,524	24,524	25,791	-
511220		WAGES-OVERTIME	-	-	559	559	588	-
511310		WAGES-SICK LEAVE	-	59	-	-	-	-
511320		WAGES-VACATION PAY	-	173	-	-	-	-
511330		WAGES-LONGEVITY PAY	19	-	19	19	19	-
511340		WAGES-HOLIDAY PAY	-	188	-	-	-	-
511380		WAGES-BEREAVEMENT	153	-	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>27,304</b>	<b>13,037</b>	<b>29,577</b>	<b>29,577</b>	<b>31,375</b>	<b>-</b>
512141		SOCIAL SECURITY	2,033	960	2,173	2,173	2,310	-
512142		RETIREMENT (EMPLOYER)	1,804	886	2,011	2,011	2,102	-
512144		HEALTH INSURANCE	9,441	4,803	10,181	10,181	10,382	-
512145		LIFE INSURANCE	9	4	9	9	13	-
512150		FSA CONTRIBUTION	-	138	138	138	138	-
512173		DENTAL INSURANCE	464	312	594	594	594	-
		<b>FRINGE TOTAL</b>	<b>13,751</b>	<b>7,103</b>	<b>15,106</b>	<b>15,106</b>	<b>15,539</b>	<b>-</b>
		<b>TOTAL SALARIES AND FRINGES</b>	<b>41,055</b>	<b>20,140</b>	<b>44,683</b>	<b>44,683</b>	<b>46,914</b>	<b>-</b>
521220		CONSULTANT	2,989	155	3,000	16,000	3,000	-
521296		COMPUTER SUPPORT	21,879	24,696	26,802	26,802	26,196	-
531303		COMPUTER EQUIPMT & SOFTWARE	-	-	-	1,000	1,000	-
531312		OFFICE SUPPLIES	-	-	-	225	-	-
531314		SMALL ITEMS OF EQUIPMENT	-	-	-	200	-	-
532325		REGISTRATION	-	-	-	1,000	-	-
532332		MILEAGE	-	-	-	50	-	-
535242		MAINTAIN MACHINERY & EQUIP	2,994	1,749	3,000	6,500	3,000	-
591519		OTHER INSURANCE	353	150	367	367	372	-
		<b>OPERATING EXPENDITURES</b>	<b>28,215</b>	<b>26,750</b>	<b>33,169</b>	<b>52,144</b>	<b>33,568</b>	<b>-</b>
594810		CAP EQUIPMENT	49,192	-	-	-	-	-
		<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>49,192</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>EXPENDITURES TOTAL</b>	<b>118,462</b>	<b>46,890</b>	<b>77,852</b>	<b>96,827</b>	<b>80,482</b>	<b>-</b>
		<b>REVENUES</b>	<b>118,461</b>	<b>48,414</b>	<b>77,852</b>	<b>96,827</b>	<b>80,482</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>118,462</b>	<b>46,890</b>	<b>77,852</b>	<b>96,827</b>	<b>80,482</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-8520-IP-TELEPHONY</b>			<b>1</b>	<b>(1,524)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**8521-CAPITAL OUTLAY RECLASS**

**EXPENDITURES**

594999	CAPITAL OUTLAY RECLASS	84,140	-	-	-	-	-
	CAPITAL OUTLAY EXPENDITURES	84,140	-	-	-	-	-
	<b>EXPENDITURES TOTAL</b>	<b>84,140</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>EXPENDITURES</b>	<b>84,140</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TOTAL BUSINESS UNIT-8521-CAPITAL OUTLAY RECLASS</b>	<b>84,140</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**8524-GENERAL GOVT RECLASS**

**EXPENDITURES**

539999	FUNCTIONAL COSTS-GG	(84,140)	-	-	-	-	-
	OPERATING EXPENDITURES	(84,140)	-	-	-	-	-
	<b>EXPENDITURES TOTAL</b>	<b>(84,140)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>EXPENDITURES</b>	<b>(84,140)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TOTAL BUSINESS UNIT-8524-GENERAL GOVT RECLASS</b>	<b>(84,140)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**8525-CENTRAL DUPLICATION**

**REVENUES**

411100	GENERAL PROPERTY TAXES	-	-	-	-	9,000	-
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**MIS-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
451002		PRIVATE PARTY PHOTOCOPY	1,733	357	1,400	1,400	1,400	-
472003		MUNICIPALITY COPIES & PRINTING	1,312	51	550	550	550	-
474180		MIS BILLED	13,297	14,580	29,161	29,161	25,259	-
474200		COPYING & PRINTING INTERDEPA	37,370	14,150	29,000	29,000	34,000	-
<b>REVENUES TOTAL</b>			<b>53,712</b>	<b>29,138</b>	<b>60,111</b>	<b>60,111</b>	<b>70,209</b>	<b>-</b>
<b>EXPENDITURES</b>								
511210		WAGES-REGULAR	12,042	6,620	16,592	16,592	17,461	-
511310		WAGES-SICK LEAVE	309	307	-	-	-	-
511320		WAGES-VACATION PAY	520	235	-	-	-	-
511340		WAGES-HOLIDAY PAY	938	274	-	-	-	-
511380		WAGES-BEREAVEMENT	211	-	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>14,020</b>	<b>7,436</b>	<b>16,592</b>	<b>16,592</b>	<b>17,461</b>	<b>-</b>
512141		SOCIAL SECURITY	1,037	553	1,207	1,207	1,292	-
512142		RETIREMENT (EMPLOYER)	926	506	1,128	1,128	1,170	-
512144		HEALTH INSURANCE	9,065	4,643	8,885	8,885	9,060	-
512145		LIFE INSURANCE	4	2	4	4	4	-
512150		FSA CONTRIBUTION	120	120	120	120	120	-
512173		DENTAL INSURANCE	464	315	518	518	518	-
		<b>FRINGE TOTAL</b>	<b>11,616</b>	<b>6,139</b>	<b>11,862</b>	<b>11,862</b>	<b>12,164</b>	<b>-</b>
		<b>TOTAL SALARIES AND FRINGES</b>	<b>25,636</b>	<b>13,575</b>	<b>28,454</b>	<b>28,454</b>	<b>29,625</b>	<b>-</b>
531298		UNITED PARCEL SERVICE UPS	4	-	20	20	20	-
531311		POSTAGE & BOX RENT	-	-	10	10	10	-
531312		OFFICE SUPPLIES	9,506	5,257	9,000	9,000	9,500	-
531314		SMALL ITEMS OF EQUIPMENT	500	-	500	500	500	-
531349		OTHER OPERATING EXPENSES	160	46	350	350	350	-
532332		MILEAGE	49	16	40	40	40	-
533225		TELEPHONE & FAX	15	8	90	90	90	-
535242		MAINTAIN MACHINERY & EQUIP	3,033	1,330	4,000	4,000	4,000	-
535252		PRINTING EQUIP MAINTENANCE	11,244	4,965	14,000	14,000	14,000	-
571004		IP TELEPHONY ALLOCATION	168	69	137	137	109	-
571009		MIS PC GROUP ALLOCATION	2,989	1,478	2,956	2,956	2,495	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	332	233	465	465	393	-
591519		OTHER INSURANCE	73	35	89	89	77	-
		<b>OPERATING EXPENDITURES</b>	<b>28,073</b>	<b>13,437</b>	<b>31,657</b>	<b>31,657</b>	<b>31,584</b>	<b>-</b>
594817		CAP PRINT EQUIP	-	-	-	-	9,000	-
		<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>
<b>EXPENDITURES TOTAL</b>			<b>53,709</b>	<b>27,012</b>	<b>60,111</b>	<b>60,111</b>	<b>70,209</b>	<b>-</b>
<b>REVENUES</b>			<b>53,712</b>	<b>29,138</b>	<b>60,111</b>	<b>60,111</b>	<b>70,209</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>53,709</b>	<b>27,012</b>	<b>60,111</b>	<b>60,111</b>	<b>70,209</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-8525-CENTRAL DUPLICATION</b>			<b>(3)</b>	<b>(2,126)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>1,369,687</b>	<b>791,664</b>	<b>1,755,244</b>	<b>1,586,415</b>	<b>1,371,748</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>1,369,686</b>	<b>845,503</b>	<b>1,755,244</b>	<b>1,649,415</b>	<b>1,552,748</b>	<b>-</b>
<b>TOTAL ADMINISTRATION DEPARTMENT</b>			<b>(1)</b>	<b>53,839</b>	<b>-</b>	<b>63,000</b>	<b>181,000</b>	<b>-</b>

# Planning & Zoning Department

## Financial Summary

	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	22,135	569	-	10,000	10,000	-
Licenses & Permits	226,535	214,500	190,000	214,500	24,500	12.89%
Fines and Forfeitures	450	-	-	-	-	-
Public Charges	71,795	67,690	71,518	67,690	(3,828)	-5.35%
Intergovernmental Charges	20,045	-	-	-	-	-
Misc. Revenues	15,495	6,000	6,000	6,000	-	0.00%
Other Financing Sources	-	221,182	-	137,306	137,306	-
<b>Total Revenues</b>	<b>356,455</b>	<b>509,941</b>	<b>267,518</b>	<b>435,496</b>	<b>167,978</b>	<b>62.79%</b>
<b>Expenditures</b>						
Personnel Expenses	475,776	503,476	503,476	513,742	10,266	2.04%
Purchased Services	129,877	77,500	115,000	92,500	(22,500)	-19.57%
Operating Cost	32,070	54,765	53,772	41,970	(11,802)	-21.95%
Interdept. Charges	19,002	20,419	20,428	18,972	(1,456)	-7.13%
Other Expense	2,157	2,342	2,342	2,119	(223)	-9.52%
Capital Items	-	-	-	-	-	-
Other Financing Uses	-	137,306	-	80,264	80,264	-
<b>Total Expenditures</b>	<b>658,882</b>	<b>795,808</b>	<b>695,018</b>	<b>749,567</b>	<b>54,549</b>	<b>7.85%</b>
Property Taxes	323,637	314,555	314,555	314,071	(484)	-0.15%
Addition to (Use of) Fund Balance	21,210	28,688	(112,945)	-		

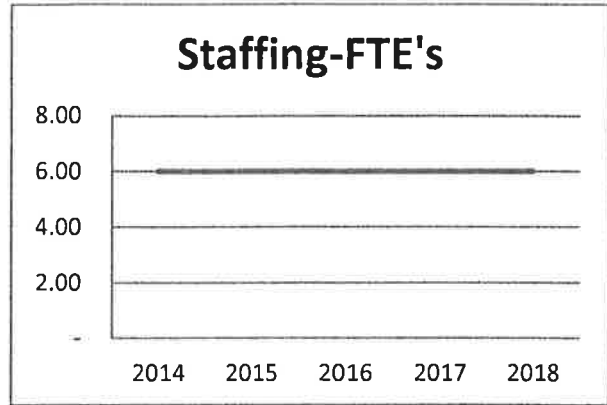
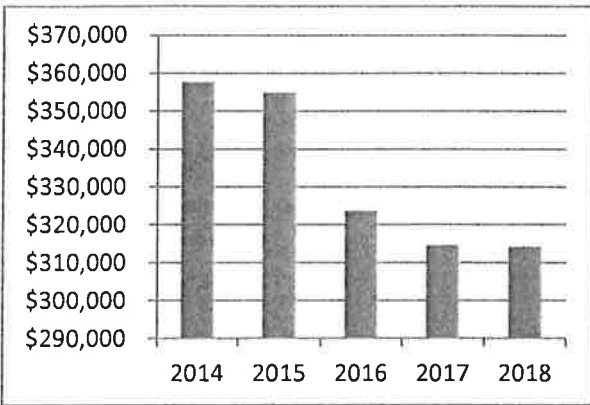
## Summary Highlights:

The 2018 budget provides \$314,071 in tax levy, which is a \$484 decrease in levy from the 2017 amended budget. A \$15,000 surplus has been budgeted from levy for the Solid Waste Program. The 2018 budget includes an increase in Licenses and Permits.

## Summary of Capital Items:

None





# ***Planning & Zoning***

This Department functions under the direction of the Planning and Zoning Director who is appointed by the County Administrator. Policy guidance is provided by the Planning and Zoning Committee.

## **MISSION**

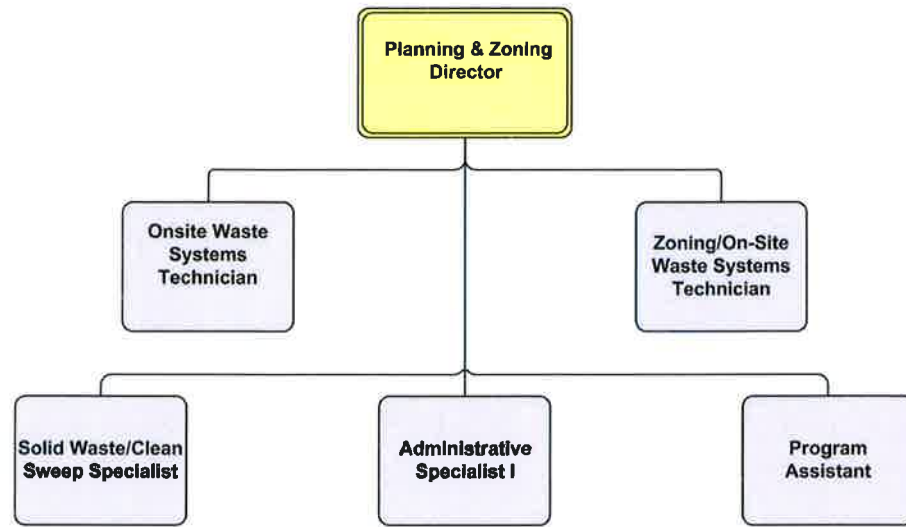
To provide service to the people of Jefferson County relating to implementation and enforcement of the Comprehensive and Agricultural Preservation and Land Use Plan, Zoning Ordinance, Floodplain Ordinance, shoreland/wetland, sanitation and private onsite waste treatment system maintenance and solid waste/recycling programs including Clean Sweep, e-waste and drug collections to assist those individuals or groups with the planning and permitting processes these plans and ordinances require.

## **PROGRAM DESCRIPTION**

- Implements the Comprehensive Plan which includes:
  - Jefferson County Agricultural and Land Use Plan
  - Zoning Ordinance
  - Private Sewage System Ordinance
  - Floodplain Ordinance
  - Shoreland/Wetland Ordinance
  - Land Division/Subdivision Ordinance
- Coordinates and provides education for the Clean Sweep Program
- Coordinates and manages the Wisconsin Fund Grant Program
- Provides Private On-Site Waste Treatment System (POWTS) Maintenance

<b>PERFORMANCE MEASURES</b>	<b>2015 ESTIMATE</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>	<b>2017 BUDGET</b>	<b>2018 BUDGET</b>	<b>BUDGET CHANGE</b>
POWTS-Sanitary Permits	\$36,000	\$25,000	\$36,000	\$40,000	\$44,500	11.25%
Other Permits-all land use permits, zoning amendments, conditional use permits, variances, certified survey maps and subdivisions	\$148,000	\$105,000	\$148,000	\$150,000	\$170,000	13.33%
Soil Test Filing Fees	\$5,400	\$4,000	\$5,400	\$6,000	\$6,000	0.00%

# ***Planning & Zoning***



**PLANNING AND ZONING-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>7101-ZONING</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	323,637	157,278	314,555	314,555	299,071	-
432002		PRIVATE SEWAGE SYSTEM	54,025	22,225	44,500	40,000	44,500	-
432099		OTHER PERMITS	172,510	83,000	170,000	150,000	170,000	-
441002		CO ORDINANCE FORFEITURE	450	-	-	-	-	-
451002		PRIVATE PARTY PHOTOCOPY	1,277	845	1,690	1,518	1,690	-
458010		SOIL TESTING FEE	6,800	2,750	6,000	6,000	6,000	-
472003		MUNICIPALITY COPIES & PRINTING	45	-	-	-	-	-
<b>REVENUES TOTAL</b>			<b>558,744</b>	<b>266,098</b>	<b>536,745</b>	<b>512,073</b>	<b>521,261</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	75,537	37,357	93,072	93,072	96,623	-
511210		WAGES-REGULAR	182,397	104,785	236,449	236,449	244,035	-
511220		WAGES-OVERTIME	191	-	-	-	-	-
511310		WAGES-SICK LEAVE	8,419	5,704	-	-	-	-
511320		WAGES-VACATION PAY	30,513	9,932	-	-	-	-
511330		WAGES-LONGEVITY PAY	1,635	-	1,599	1,599	1,622	-
511340		WAGES-HOLIDAY PAY	12,320	4,230	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	2,111	2,459	-	-	-	-
<b>SALARIES TOTAL</b>			<b>313,123</b>	<b>164,467</b>	<b>331,120</b>	<b>331,120</b>	<b>342,280</b>	<b>-</b>
512141		SOCIAL SECURITY	23,392	12,280	25,051	25,051	25,803	-
512142		RETIREMENT (EMPLOYER)	20,444	11,189	22,516	22,516	22,933	-
512144		HEALTH INSURANCE	77,194	35,241	80,731	80,731	77,478	-
512145		LIFE INSURANCE	169	85	165	165	176	-
512147		EDUCATION & TRAINING	225	120	250	250	-	-
512150		FSA CONTRIBUTION	-	1,125	1,125	1,125	1,125	-
512173		DENTAL INSURANCE	4,123	2,439	4,860	4,860	4,788	-
<b>FRINGE TOTAL</b>			<b>125,547</b>	<b>62,479</b>	<b>134,698</b>	<b>134,698</b>	<b>132,303</b>	<b>-</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>438,670</b>	<b>226,946</b>	<b>465,818</b>	<b>465,818</b>	<b>474,583</b>	<b>-</b>
521212		LEGAL	-	-	-	5,000	5,000	-
521219		OTHER PROFESSIONAL SERV	-	-	-	35,000	-	-
531003		NOTARY PUBLIC RELATED	40	-	-	-	-	-
531301		OFFICE EQUIPMENT	20	-	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	188	27	27	-	-	-
531311		POSTAGE & BOX RENT	4,591	2,907	5,814	4,500	5,814	-
531312		OFFICE SUPPLIES	4,107	558	3,000	3,000	3,000	-
531313		PRINTING & DUPLICATING	280	49	1,000	1,000	1,000	-
531314		SMALL ITEMS OF EQUIPMENT	98	-	-	-	-	-
531321		PUBLICATION OF LEGAL NOTICE	3,620	2,028	4,056	3,000	4,056	-
531324		MEMBERSHIP DUES	70	70	70	70	70	-
531326		ADVERTISING	398	-	-	-	-	-
531327		CERTIFICATION FEES	957	40	420	420	300	-
531329		OTHER PUBL/SUBSCR/DUES	350	350	350	350	400	-
531351		GAS/DIESEL	1,007	404	808	1,500	1,500	-
532325		REGISTRATION	430	250	500	480	850	-
532335		MEALS	40	-	-	128	168	-
532336		LODGING	492	328	688	328	720	-
532339		OTHER TRAVEL & TOLLS	11	-	-	-	-	-
533225		TELEPHONE & FAX	246	123	246	234	246	-
535242		MAINTAIN MACHINERY & EQUIP	3,400	2,062	4,124	4,000	4,124	-
535352		VEHICLE PARTS & REPAIRS	1,033	429	600	1,700	1,100	-
571004		IP TELEPHONY ALLOCATION	1,005	411	811	823	760	-
571005		DUPLICATING ALLOCATION	100	144	288	287	189	-
571009		MIS PC GROUP ALLOCATION	11,958	5,913	11,826	11,825	10,810	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	3,849	2,694	5,388	5,387	4,555	-
591519		OTHER INSURANCE	2,037	928	2,223	2,223	2,016	-
594950		OPERATING RESERVE	-	-	35,000	35,000	35,000	-
<b>OPERATING EXPENDITURES</b>			<b>40,327</b>	<b>19,715</b>	<b>77,239</b>	<b>116,255</b>	<b>81,678</b>	<b>-</b>
<b>EXPENDITURES TOTAL</b>			<b>478,997</b>	<b>246,661</b>	<b>543,057</b>	<b>582,073</b>	<b>556,261</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>								
699700		RESV APPLIED OPERATING	-	-	(35,000)	(35,000)	(35,000)	-
<b>OTHER FINANCING SOURCES (USES) TOTAL</b>			<b>-</b>	<b>-</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>-</b>
<b>REVENUES</b>			<b>558,744</b>	<b>266,098</b>	<b>536,745</b>	<b>512,073</b>	<b>521,261</b>	<b>-</b>

**PLANNING AND ZONING-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
		EXPENDITURES	478,997	246,661	543,057	582,073	556,261	-
		OTHER FINANCING SOURCES (USE)	-	-	(35,000)	(35,000)	(35,000)	-
<b>TOTAL BUSINESS UNIT-7101-ZONING</b>			<b>(79,747)</b>	<b>(19,437)</b>	<b>(28,688)</b>	<b>35,000</b>	<b>-</b>	<b>-</b>

**7102-WI FUND SEPTIC REPLACEMENT**

**REVENUES**

421001	STATE AID	-	-	-	-	10,000	-
<b>REVENUES TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>

**EXPENDITURES**

529299	PURCHASE CARE & SERVICES	-	-	-	-	10,000	-
	OPERATING EXPENDITURES	-	-	-	-	10,000	-
<b>EXPENDITURES TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>

<b>REVENUES</b>	-	-	-	-	10,000	-
<b>EXPENDITURES</b>	-	-	-	-	10,000	-

<b>TOTAL BUSINESS UNIT-7102-WI FUND SEPTIC REPLACEMENT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**7109-SOLID WASTE PROGRAM**

**REVENUES**

411100	GENERAL PROPERTY TAXES	-	-	-	-	15,000	-
421001	STATE AID	22,135	569	569	-	-	-
451009	DEER TRACK PARK CHARGES	59,366	-	55,000	59,000	55,000	-
458011	PUBLIC SOLID WASTE CHARGES	4,352	3,707	5,000	5,000	5,000	-
472007	MUNICIPAL OTHER CHARGES	20,000	-	-	-	-	-
485100	DONATIONS - UNRESTRICTED	9,825	3,200	6,000	6,000	6,000	-
486014	SALE RECYCLING MATERIAL	5,670	-	-	-	-	-

<b>REVENUES TOTAL</b>		<b>121,348</b>	<b>7,476</b>	<b>66,569</b>	<b>70,000</b>	<b>81,000</b>	<b>-</b>
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**EXPENDITURES**

511210	WAGES-REGULAR	20,506	10,517	24,362	24,362	25,289	-
511220	WAGES-OVERTIME	8	61	-	-	-	-
511310	WAGES-SICK LEAVE	334	257	-	-	-	-
511320	WAGES-VACATION PAY	1,362	99	-	-	-	-
511330	WAGES-LONGEVITY PAY	119	-	124	124	132	-
511340	WAGES-HOLIDAY PAY	728	278	-	-	-	-
511350	WAGES-MISCELLANEOUS(COMP)	91	64	-	-	-	-
	<b>SALARIES TOTAL</b>	<b>23,148</b>	<b>11,276</b>	<b>24,486</b>	<b>24,486</b>	<b>25,421</b>	<b>-</b>

512141	SOCIAL SECURITY	1,653	806	1,842	1,842	1,899	-
512142	RETIREMENT (EMPLOYER)	1,530	767	1,665	1,665	1,703	-
512144	HEALTH INSURANCE	9,041	4,290	8,970	8,970	9,438	-
512145	LIFE INSURANCE	31	17	30	30	33	-
512150	FSA CONTRIBUTION	1,250	-	125	125	125	-
512173	DENTAL INSURANCE	454	230	540	540	540	-
	<b>FRINGE TOTAL</b>	<b>13,959</b>	<b>6,110</b>	<b>13,172</b>	<b>13,172</b>	<b>13,738</b>	<b>-</b>

<b>TOTAL SALARIES AND FRINGES</b>		<b>37,107</b>	<b>17,386</b>	<b>37,658</b>	<b>37,658</b>	<b>39,159</b>	<b>-</b>
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529299	PURCHASE CARE & SERVICES	63,471	2,374	2,500	-	2,500	-
529299 500	HAULING--CLEAN SWEEP	66,406	33,575	75,000	75,000	75,000	-
531311	POSTAGE & BOX RENT	522	695	1,500	1,500	1,500	-
531312	OFFICE SUPPLIES	651	507	1,200	1,200	1,200	-
531313	PRINTING & DUPLICATING	1,621	1,417	2,500	2,500	2,500	-
531314	SMALL ITEMS OF EQUIPMENT	2,000	6,207	17,000	17,000	2,500	-
531322	SUBSCRIPTIONS	100	100	100	100	100	-
531324	MEMBERSHIP DUES	165	165	165	165	165	-
531326	ADVERTISING	4,181	2,855	4,000	4,000	4,000	-
531334	EDUCATIONAL INITIATIVE	750	3,292	5,000	5,000	5,000	-
532325	REGISTRATION	45	370	410	410	480	-
532332	MILEAGE	24	-	-	-	-	-
532335	MEALS	-	-	32	32	32	-
532336	LODGING	-	164	280	280	270	-

**PLANNING AND ZONING-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
532339		OTHER TRAVEL & TOLLS	11	12	25	25	25	-
533225		TELEPHONE & FAX	16	8	150	150	150	-
535242		MAINTAIN MACHINERY & EQUIP	606	342	700	700	700	-
571004		IP TELEPHONY ALLOCATION	168	69	137	137	109	-
571005		DUPLICATING ALLOCATION	577	247	494	494	1,096	-
571009		MIS PC GROUP ALLOCATION	996	492	985	985	832	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	350	245	490	490	621	-
591519		OTHER INSURANCE	120	52	119	119	103	-
594950		OPERATING RESERVE	-	-	102,306	108,238	45,264	-
		OPERATING EXPENDITURES	142,780	53,188	215,093	218,525	144,147	-
		<b>EXPENDITURES TOTAL</b>	<b>179,887</b>	<b>70,574</b>	<b>252,751</b>	<b>256,183</b>	<b>183,306</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>								
699700		RESV APPLIED OPERATING	-	-	(186,182)	-	(102,306)	-
		<b>OTHER FINANCING SOURCES (USES) TOTAL</b>	<b>-</b>	<b>-</b>	<b>(186,182)</b>	<b>-</b>	<b>(102,306)</b>	<b>-</b>
		<b>REVENUES</b>	<b>121,348</b>	<b>7,476</b>	<b>66,569</b>	<b>70,000</b>	<b>81,000</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>179,887</b>	<b>70,574</b>	<b>252,751</b>	<b>256,183</b>	<b>183,306</b>	<b>-</b>
		<b>OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(186,182)</b>	<b>-</b>	<b>(102,306)</b>	<b>-</b>
		<b>TOTAL BUSINESS UNIT-7109-SOLID WASTE PROGRAM</b>	<b>58,539</b>	<b>63,098</b>	<b>-</b>	<b>186,183</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>680,092</b>	<b>273,574</b>	<b>603,314</b>	<b>582,073</b>	<b>612,261</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>658,884</b>	<b>317,235</b>	<b>795,808</b>	<b>838,256</b>	<b>749,567</b>	<b>-</b>
		<b>OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(221,182)</b>	<b>(35,000)</b>	<b>(137,306)</b>	<b>-</b>
		<b>TOTAL PLANNING AND ZONING DEPARTMENT</b>	<b>(21,208)</b>	<b>43,661</b>	<b>(28,688)</b>	<b>221,183</b>	<b>-</b>	<b>-</b>

# Human Resources

## Financial Summary

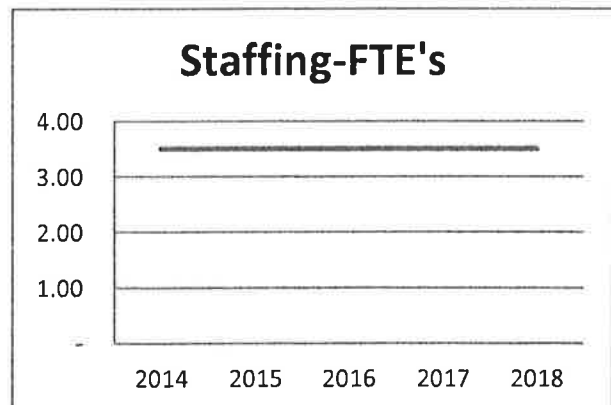
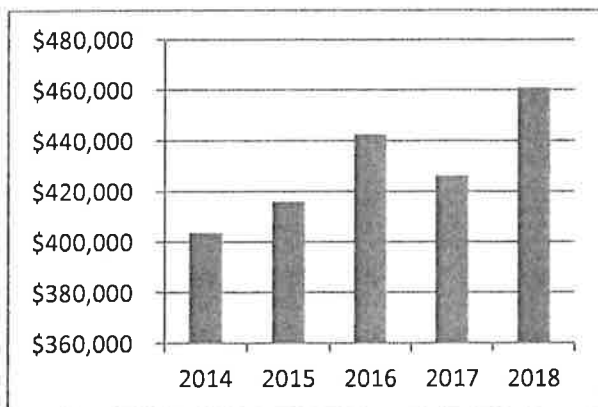
	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	41,838	43,026	43,026	43,026	-	0.00%
Public Charges	485	-	40	40	-	0.00%
<b>Total Revenues</b>	<b>42,323</b>	<b>43,026</b>	<b>43,066</b>	<b>43,066</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures</b>						
Personnel Expenses	360,066	381,173	366,001	398,309	32,308	8.83%
Purchased Services	62,920	69,436	75,639	51,123	(24,516)	-32.41%
Operating Costs	29,016	33,031	41,769	43,955	2,186	5.23%
Interdept. Charges	10,245	11,106	11,106	9,439	(1,667)	-15.01%
Other Expenses	7,074	1,028	1,369	1,182	(187)	-13.66%
Capital Items	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>469,321</b>	<b>495,774</b>	<b>495,884</b>	<b>504,008</b>	<b>8,124</b>	<b>1.64%</b>
Property Taxes	455,087	426,153	426,153	460,942	34,789	8.16%
Addition to (Use of) Fund Balance	28,089	(26,595)	(26,665)	-		

## Summary Highlights:

The 2018 budget allocates \$460,942 in tax levy, which is a \$34,789 increase in levy from the 2017 amended budget. The primary reasons for the levy increase was increases in personnel costs.

## Summary of Capital Items:

None



# ***Human Resources***

This department functions under the direction of the Human Resources Director, who is appointed by the County Administrator. Policy guidance is provided by the County Board's Human Resource Committee.

## **MISSION**

The goal of the Human Resources department is to ensure that employees and managers understand and exercise appropriately their rights and responsibilities, to ensure the County remains compliant in employment law areas, and to inform or advise the County Administrator and Human Resources Committee in areas that may have a legal, financial or ethical liability to the County.

## **PROGRAM DESCRIPTION**

Performs a variety of functions affecting all Jefferson County employees and retirees, including employment services, position management, compensation and benefits administration, staff training and development, employment law compliance, employee relations and safety for a population of over 550 employees.

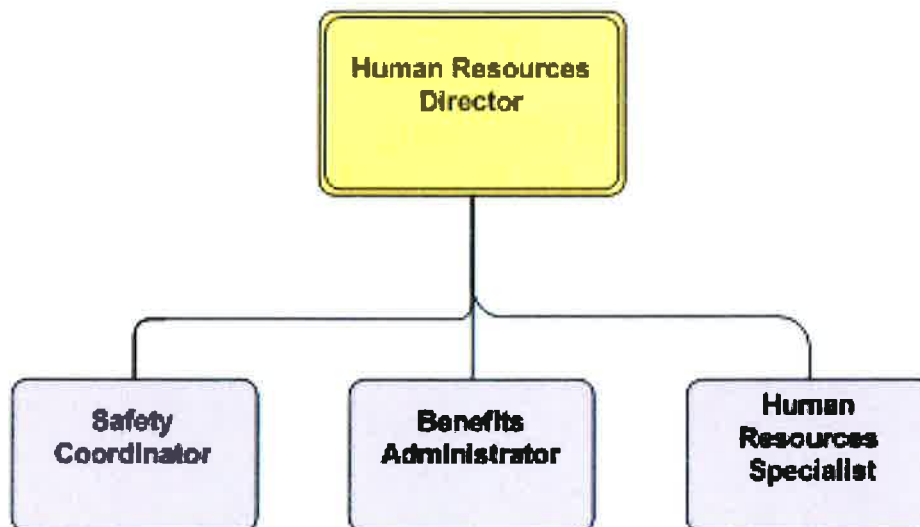
- Supervises and participates in recruitment, interviewing, testing, selection, orientation and evaluations of all employees, including advertising, reference checks and employment verifications.
- Manages employee time-keeping system and ensures accurate time-entry into payroll/HR system and compliance with Federal and State wage laws as well as the County's Personnel Ordinance and union contract.
- Monitors the compensation plan through employee wage and salary surveys, schedules and reports, wage studies, reclassification process.
- Prepares salary and fringe benefits portion of budgets for all departments
- Plans, directs, evaluates and explains the employee benefits program, including Health and Dental Insurance, the Wisconsin Retirement System, Voluntary Life and Disability Plans, Deferred Compensation, Section 125b Plan, COBRA entitlement, as well as vacation, sick, holiday and compensatory time accruals.
- Coordinates county-wide safety programs and policies, including back to work programs and other workers compensation matters and develops, coordinates and conducts training programs relating to employment law and other personnel issues.
- Maintains knowledge of current Federal and State laws regarding employment practices and ensures compliance of Family and Medical Leave Acts, Equal Employment Opportunity and Affirmative Action, Unemployment, Workers Compensation, Fair Labor Standards Act, HIPAA, COBRA, Affordable Care Act, and Public Sector Safety Program. The Human Resources Director is designated as EEO officer for the County and the Benefits Administrator as the HIPAA Privacy Officer.



- Participates as part of the County management team in collective bargaining, arbitration and personnel related legal proceedings, including grievances and investigations of employee complaints and interpretation of contracts and ordinances staff.
- Develops and recommends changes to the County's Personnel Ordinance.

PERFORMANCE MEASURES	2016 ACTUAL	2017 ESTIMATE	2017 BUDGET	2018 BUDGET	BUDGET CHANGE
Number of Leadership/Employment Law training opportunities provided to Supervisors and Managers	10	11	11	12	1
Percent of employees who terminate in first 18 months of employment	5.1%	3.8%	2.5%	3.5%	1.0%
Percentage of Performance appraisals completed annually	97.6%	96.6%	98%	98%	0%
*Percentage of Performance appraisals completed on or before the due date	84.2%	86.4%	95%	92.5%	-2.5%
*Number of FORMAL Grievances received annually	3	2	0	0	0

\*New Performance Measurers provided in 2016



# HUMAN RESOURCES-2018 BUDGET

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>41-HUMAN RESOURCES</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	410,794	189,786	379,572	379,572	403,736	-
451002		PRIVATE PARTY PHOTOCOPY	78	13	-	20	20	-
451034		BADGE REPLACEMENT FEE	17	5	-	20	20	-
451200		RECORDS & REPORTS	390	-	-	-	-	-
<b>REVENUES TOTAL</b>			<b>411,279</b>	<b>189,804</b>	<b>379,572</b>	<b>379,612</b>	<b>403,776</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	135,641	72,215	162,000	158,643	168,153	-
511210		WAGES-REGULAR	33,199	21,699	47,000	37,277	49,869	-
511240		WAGES-TEMPORARY	221	111	200	-	-	-
511310		WAGES-SICK LEAVE	2,641	1,784	-	-	-	-
511320		WAGES-VACATION PAY	11,036	3,529	-	-	-	-
511330		WAGES-LONGEVITY PAY	249	-	264	264	279	-
511340		WAGES-HOLIDAY PAY	7,449	2,797	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	2,864	1,954	-	-	-	-
511380		WAGES-BEREAVEMENT	-	171	-	-	-	-
<b>SALARIES TOTAL</b>			<b>193,300</b>	<b>104,260</b>	<b>209,464</b>	<b>196,184</b>	<b>218,301</b>	<b>-</b>
512141		SOCIAL SECURITY	13,675	7,592	15,271	14,821	16,427	-
512142		RETIREMENT (EMPLOYER)	12,766	7,082	14,230	13,340	14,626	-
512144		HEALTH INSURANCE	54,006	26,950	53,821	53,821	56,627	-
512145		LIFE INSURANCE	41	21	46	47	43	-
512150		FSA CONTRIBUTION	750	750	750	750	750	-
512173		DENTAL INSURANCE	2,811	1,625	3,240	3,240	3,240	-
<b>FRINGE TOTAL</b>			<b>84,049</b>	<b>44,020</b>	<b>87,358</b>	<b>86,019</b>	<b>91,713</b>	<b>-</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>277,349</b>	<b>148,280</b>	<b>296,822</b>	<b>282,203</b>	<b>310,014</b>	<b>-</b>
521218		ARBITRATOR	-	800	800	800	800	-
521219		OTHER PROFESSIONAL SERV	13,811	14,735	32,500	38,171	16,003	-
521225		SECTION 125	24,924	14,412	25,212	27,264	22,642	-
521226		ERGONOMICS	-	-	-	250	-	-
521227		POSITION CLASSIFICATIONS	6,339	5,250	5,750	3,750	6,000	-
521228		LABOR NEGOTIATIONS	12,532	118	118	-	-	-
521229		RECRUITMENT RELATED	1,121	218	420	1,000	1,000	-
521296		COMPUTER SUPPORT	4,194	4,636	4,636	4,404	4,678	-
531105		FLEX PLAN SURPLUS	(2,206)	-	-	-	-	-
531243		FURNITURE & FURNISHINGS	-	-	-	-	1,140	-
531298		UNITED PARCEL SERVICE UPS	16	4	15	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	1,984	393	393	500	500	-
531311		POSTAGE & BOX RENT	365	127	254	400	275	-
531312		OFFICE SUPPLIES	701	270	540	730	970	-
531313		PRINTING & DUPLICATING	1,071	461	940	1,000	950	-
531323		SUBSCRIPTIONS-TAX & LAW	334	1,487	1,487	1,600	1,600	-
531324		MEMBERSHIP DUES	401	394	590	610	640	-
531326		ADVERTISING	-	89	89	-	-	-
531351		GAS/DIESEL	16	-	20	-	-	-
531357		EMPLOYEE RECOGNITION	3,298	2,183	6,000	6,000	6,655	-
532325		REGISTRATION	1,439	545	1,125	1,330	2,339	-
532332		MILEAGE	558	317	525	394	708	-
532334		COMMERCIAL TRAVEL	-	443	443	450	400	-
532335		MEALS	155	162	262	335	519	-
532336		LODGING	984	1,970	2,270	2,406	2,630	-
532339		OTHER TRAVEL & TOLLS	-	65	65	65	165	-
532350		TRAINING MATERIALS	16,517	2,638	14,673	22,000	14,100	-
533225		TELEPHONE & FAX	46	24	50	50	50	-
571004		IP TELEPHONY ALLOCATION	503	206	411	411	326	-
571005		DUPLICATING ALLOCATION	144	117	233	233	273	-
571009		MIS PC GROUP ALLOCATION	5,979	2,956	5,912	5,912	4,989	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	2,099	1,469	2,938	2,938	2,485	-
591519		OTHER INSURANCE	1,003	415	830	1,071	925	-
592006		WRS INTEREST	13	(46)	(46)	-	-	-
<b>OPERATING EXPENDITURES</b>			<b>98,341</b>	<b>56,858</b>	<b>109,455</b>	<b>124,074</b>	<b>93,762</b>	<b>-</b>
<b>EXPENDITURES TOTAL</b>			<b>375,690</b>	<b>205,138</b>	<b>406,277</b>	<b>406,277</b>	<b>403,776</b>	<b>-</b>
<b>REVENUES</b>			<b>411,279</b>	<b>189,804</b>	<b>379,572</b>	<b>379,612</b>	<b>403,776</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>375,690</b>	<b>205,138</b>	<b>406,277</b>	<b>406,277</b>	<b>403,776</b>	<b>-</b>

**HUMAN RESOURCES-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>TOTAL BUSINESS UNIT-41-HUMAN RESOURCES</b>			<b>(35,589)</b>	<b>15,334</b>	<b>26,705</b>	<b>26,665</b>	<b>-</b>	<b>-</b>
<b>42-SAFETY</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	44,293	23,291	46,581	46,581	57,206	-
474106		INTERGOVT SHARED SERVICES	41,838	13,536	43,026	43,026	43,026	-
<b>REVENUES TOTAL</b>			<b>86,131</b>	<b>36,827</b>	<b>89,607</b>	<b>89,607</b>	<b>100,232</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	49,596	23,302	57,990	57,367	60,302	-
511310		WAGES-SICK LEAVE	1,309	4,240	-	-	-	-
511320		WAGES-VACATION PAY	2,187	423	-	-	-	-
511340		WAGES-HOLIDAY PAY	2,166	638	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	968	27	-	-	-	-
<b>SALARIES TOTAL</b>			<b>56,226</b>	<b>28,630</b>	<b>57,990</b>	<b>57,367</b>	<b>60,302</b>	<b>-</b>
512141		SOCIAL SECURITY	4,207	2,111	4,277	4,389	4,613	-
512142		RETIREMENT (EMPLOYER)	3,718	1,947	3,943	3,901	4,040	-
512144		HEALTH INSURANCE	17,335	8,391	16,783	16,783	17,958	-
512145		LIFE INSURANCE	43	26	28	28	52	-
512150		FSA CONTRIBUTION	250	250	250	250	250	-
512173		DENTAL INSURANCE	938	540	1,080	1,080	1,080	-
<b>FRINGE TOTAL</b>			<b>26,491</b>	<b>13,265</b>	<b>26,361</b>	<b>26,431</b>	<b>27,993</b>	<b>-</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>82,717</b>	<b>41,895</b>	<b>84,351</b>	<b>83,798</b>	<b>88,295</b>	<b>-</b>
531303		COMPUTER EQUIPMT & SOFTWARE	-	-	1,000	1,000	300	-
531312		OFFICE SUPPLIES	71	15	30	50	-	-
531313		PRINTING & DUPLICATING	17	2	10	25	20	-
531314		SMALL ITEMS OF EQUIPMENT	5	-	-	-	-	-
531320		SAFETY SUPPLIES	230	11	30	150	30	-
531322		SUBSCRIPTIONS	465	558	558	-	3,758	-
531324		MEMBERSHIP DUES	285	210	285	350	300	-
532325		REGISTRATION	600	120	220	1,010	1,270	-
532332		MILEAGE	78	-	50	75	95	-
532335		MEALS	42	-	25	75	60	-
532336		LODGING	118	-	82	164	164	-
532350		TRAINING MATERIALS	1,326	-	1,000	1,000	4,317	-
535242		MAINTAIN MACHINERY & EQUIP	100	-	-	-	-	-
571004		IP TELEPHONY ALLOCATION	168	69	137	137	109	-
571005		DUPLICATING ALLOCATION	6	-	-	-	11	-
571009		MIS PC GROUP ALLOCATION	996	492	985	985	832	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	350	245	490	490	414	-
591519		OTHER INSURANCE	292	122	244	298	257	-
<b>OPERATING EXPENDITURES</b>			<b>5,149</b>	<b>1,844</b>	<b>5,146</b>	<b>5,809</b>	<b>11,937</b>	<b>-</b>
594820		CAP OTHER	5,767	-	-	-	-	-
<b>CAPITAL OUTLAY EXPENDITURES</b>			<b>5,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL</b>			<b>93,633</b>	<b>43,739</b>	<b>89,497</b>	<b>89,607</b>	<b>100,232</b>	<b>-</b>
<b>REVENUES</b>			<b>86,131</b>	<b>36,827</b>	<b>89,607</b>	<b>89,607</b>	<b>100,232</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>93,633</b>	<b>43,739</b>	<b>89,497</b>	<b>89,607</b>	<b>100,232</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-42-SAFETY</b>			<b>7,502</b>	<b>6,912</b>	<b>(110)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>497,410</b>	<b>226,631</b>	<b>469,179</b>	<b>469,219</b>	<b>504,008</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>469,323</b>	<b>248,877</b>	<b>495,774</b>	<b>495,884</b>	<b>504,008</b>	<b>-</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>			<b>(28,087)</b>	<b>22,246</b>	<b>26,595</b>	<b>26,665</b>	<b>-</b>	<b>-</b>

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      Winter WPELRA conference

Location                      Sheboygan

Time frame                      January 25 and 26, 2018

Staff attending                      HR Director

532325 Registration	<u>175</u>		2339
532332 Mileage	<u>105</u>	(Including tolls, parking, shuttle van)	708
532334 Commercial Travel		(Airfare, train, bus, etc)	400
532335 Meals	<u>35</u>		519
532336 Lodging	<u>164</u>		2630
Other		(describe)	165
Total	<u>479</u>		6761

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      Spring WACPD

Location                      Lake Geneva

Time frame                      Approx May 10 and 11

Staff attending                      HR Director + 2 staff

532325 Registration	<u>200</u>		
532332 Mileage	<u>45</u>	(Including tolls, parking, shuttle van)	
532334 Commercial Travel		(Airfare, train, bus, etc)	
532335 Meals	<u>150</u>		
532336 Lodging	<u>492</u>		
Other		(describe)	
Total	<u>887</u>		

**Jefferson County**  
**Travel Detailed Budget Request**  
**Conferences / Conventions / Seminars**  
**For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      Fall WACPD Conference

Location                      Lacrosse

Time frame                      Oct 4 and 5, 2018

Staff attending                      HR Director + 1 staff

532325 Registration	<u>200</u>	
532332 Mileage	<u>168</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u></u>	(Airfare, train, bus, etc)
532335 Meals	<u>64</u>	
532336 Lodging	<u>164</u>	
Other	<u></u>	<u></u> (describe)
Total	<u>596</u>	

**Jefferson County**  
**Travel Detailed Budget Request**  
**Conferences / Conventions / Seminars**  
**For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      JCHRNA monthly updates

Location                      Varies, within the County

Time frame                      Sept - May

Staff attending                      varies

532325 Registration	<u>75</u>	
532332 Mileage	<u></u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u></u>	(Airfare, train, bus, etc)
532335 Meals	<u></u>	
532336 Lodging	<u></u>	
Other	<u></u>	<u></u> (describe)
Total	<u>75</u>	

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      SHRM/various employment/HR updates

Location                      Madison/Milwaukee

Time frame                      as needed

Staff attending                      1 each for HR Director/ Benefits Admin; HR Spec

532325 Registration	<u>800</u>	
532332 Mileage	<u>60</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel		(Airfare, train, bus, etc)
532335 Meals	<u>20</u>	
532336 Lodging		
Other		(describe)
Total	<u>880</u>	

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      National Conference

Location                      Charleston, SC

Time frame                      4/15/18 - 4/19/18

Staff attending                      HR Director;

532325 Registration	<u>589</u>	
532332 Mileage	<u>190</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u>400</u>	(Airfare, train, bus, etc)
532335 Meals	<u>150</u>	
532336 Lodging	<u>1400</u>	
Other	<u>165</u>	<u>airport parking/taxi shuttle</u> (describe)
Total	<u>2,894</u>	

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      WC College

Location                      Lake Geneva

Time frame                      May, 2018

Staff attending                      HR Director/Benefits Spec/Safety Coord

532325 Registration	<u>300</u>	
532332 Mileage	<u>40</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel		(Airfare, train, bus, etc)
532335 Meals	<u>75</u>	
532336 Lodging	<u>246</u>	
Other		_____ (describe)
<b>Total</b>	<u>661</u>	

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit                      41

Event                      WCSI Exec Committee

Location                      varies

Time frame                      4 x/year

Staff attending                      Benefits Spec/HR Director

532325 Registration	<u>0</u>	
532332 Mileage	<u>100</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel		(Airfare, train, bus, etc)
532335 Meals	<u>25</u>	
532336 Lodging	<u>164</u>	
Other		_____ (describe)
<b>Total</b>	<u>289</u>	

**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one	In State	Out of State
Dept / Bus Unit	<u>42</u>	
Event	<u>Wisconsin Safety Conference</u>	
Location	<u>Madison/Milwaukee/Dells</u>	
Time frame	<u>as needed</u>	
Staff attending	<u>Safety Coordinator</u>	

532325 Registration	<u>465</u>	
532332 Mileage	<u>60</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u></u>	(Airfare, train, bus, etc)
532335 Meals	<u>60</u>	
532336 Lodging	<u>164</u>	
Other	<u></u>	<u></u> (describe)
Total	<u>749</u>	



Circle one	In State	Out of State
Dept / Bus Unit	<u>42</u>	
Event	<u>Jeff Co Safety Network</u>	
Location	<u>local</u>	
Time frame	<u>4/year</u>	
Staff attending	<u>Safety Coordinator</u>	
532325 Registration	<u>60</u>	
532332 Mileage	<u>15</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel		(Airfare, train, bus, etc)
532335 Meals		
532336 Lodging		
Other		(describe)
Total	<u>75</u>	

Circle one	In State	Out of State
Dept / Bus Unit	<u>42</u>	
Event	<u>WC Law Symposium/Best Practices</u>	
Location	<u>Madison</u>	
Time frame	<u>Sep-18</u>	
Staff attending	<u>Safet Coordinator</u>	
532325 Registration	<u>425</u>	
532332 Mileage	<u>20</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel		(Airfare, train, bus, etc)
532335 Meals		
532336 Lodging		
Other		(describe)
Total	<u>445</u>	

# Central Services

## Financial Summary

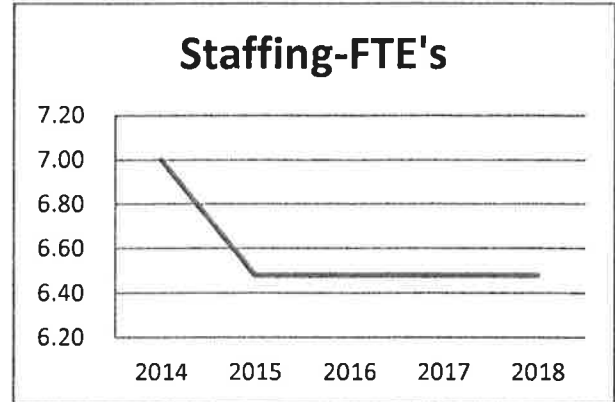
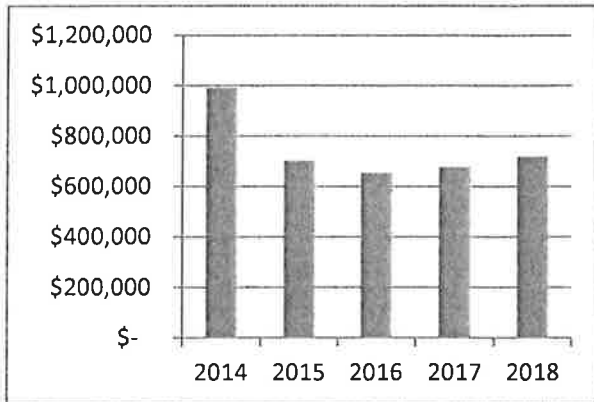
	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
Revenues						
Intergovernmental Charges	2,200	2,200	2,200	2,200	-	0.00%
Misc. Revenues	952	1,550	1,550	1,550	-	0.00%
Total Revenues	3,152	3,750	3,750	3,750	-	0.00%
Expenditures						
Personnel Expenses	371,752	407,008	407,008	420,687	13,679	3.36%
Purchased Services	17,562	22,857	22,857	12,100	(10,757)	-47.06%
Operating Costs	310,216	249,550	249,550	254,960	5,410	2.17%
Interdept. Charges	10,012	11,675	11,675	18,166	6,491	55.60%
Other Expenses	14,739	15,359	15,359	16,593	1,234	8.03%
Capital Items	437,104	319,000	319,000	200,000	(119,000)	-37.30%
Total Expenditures	1,161,385	1,025,449	1,025,449	922,506	(102,943)	-10.04%
Property Taxes	654,388	677,699	677,699	718,756	41,057	6.06%
Addition to (Use of) Fund Balance	(503,845)	(344,000)	(344,000)	(200,000)		

## Summary Highlights:

The 2018 budget provides \$718,756 in tax levy, which is a \$41,057 increase in tax levy from the 2017 amended budget. The primary reason is an increase in salaries and fringes.

## Summary of Capital Items:

Replace heating coils AHU 1 & 3 Courthouse	\$ 45,000
Replace Rooftop Unit #5 S.O.	42,000
Re-roof C Section Courthouse	28,000
Resurface judges' parking lot and stripe	35,000
Courtroom Branch 2 – remodel	<u>50,000</u>
Total Capital	<u>\$200,000</u>

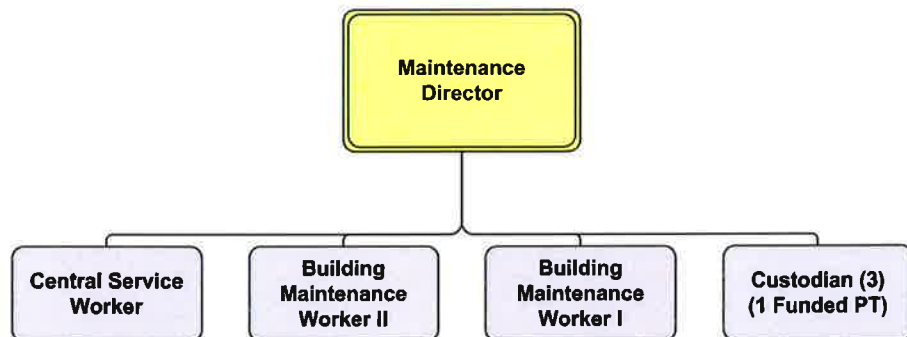


# ***Central Services***

This department functions under the direction of the Maintenance Manager, who is appointed by the County Administrator. Policy guidance is provided by the Infrastructure Committee.

## **PROGRAM DESCRIPTION**

- Maintains mechanical operations of the County Courthouse, MIS facility, County Jail and Sheriff Department buildings
- Sorts, dispatches and delivers mail
- Provides snow removal and building maintenance services
- Handles repairs, carpentry and electrical services
- Arranges and equips conference rooms as needed
- Issues keys for rooms and buildings
- Purchases maintenance and janitorial supplies
- Maintains telephone communications systems for Courthouse



**CENTRAL SERVICES-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>1901-CENTRAL SERVICES</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	654,388	338,850	677,699	677,699	718,756	-
474009		HOUSEKEEPING SERVICES	2,200	1,100	2,200	2,200	2,200	-
483002		MISC SALE/MATERIAL & SUPPLY	11	138	400	400	400	-
486001		VENDING COMMISSION	941	383	1,150	1,150	1,150	-
<b>REVENUES TOTAL</b>			<b>657,540</b>	<b>340,471</b>	<b>681,449</b>	<b>681,449</b>	<b>722,506</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	68,452	25,263	83,587	83,587	86,700	-
511210		WAGES-REGULAR	157,958	87,027	192,922	192,922	198,640	-
511220		WAGES-OVERTIME	4,583	2,001	2,644	2,644	2,747	-
511290		WAGES-OTHER WAGES	5,025	2,490	5,160	5,160	5,160	-
511310		WAGES-SICK LEAVE	4,081	12,104	-	-	-	-
511320		WAGES-VACATION PAY	16,255	6,438	-	-	-	-
511330		WAGES-LONGEVITY PAY	911	-	925	925	970	-
511340		WAGES-HOLIDAY PAY	10,008	3,179	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	3,261	710	-	-	-	-
511380		WAGES-BEREAVEMENT	-	251	-	-	-	-
<b>SALARIES TOTAL</b>			<b>270,534</b>	<b>139,463</b>	<b>285,238</b>	<b>285,238</b>	<b>294,217</b>	<b>-</b>
512141		SOCIAL SECURITY	20,320	10,507	21,542	21,542	22,110	-
512142		RETIREMENT (EMPLOYER)	17,433	9,224	18,578	18,578	18,896	-
512144		HEALTH INSURANCE	58,123	32,842	75,470	75,470	79,453	-
512145		LIFE INSURANCE	121	65	103	103	134	-
512150		FSA CONTRIBUTION	1,000	875	1,125	1,125	1,125	-
512173		DENTAL INSURANCE	4,131	2,370	4,752	4,752	4,752	-
<b>FRINGE TOTAL</b>			<b>101,128</b>	<b>55,883</b>	<b>121,570</b>	<b>121,570</b>	<b>126,470</b>	<b>-</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>371,662</b>	<b>195,346</b>	<b>406,808</b>	<b>406,808</b>	<b>420,687</b>	<b>-</b>
512390		SAFETY EQUIPMENT	90	-	200	200	-	-
512125		ARCHITECTURAL & ENGINEERING	-	-	10,000	10,000	-	-
512129		OTHER PROFESSIONAL SERV	542	2,804	-	-	-	-
512126		COMPUTER SUPPORT	-	-	400	400	100	-
529170		GROUPS KEEPING CHARGES	10,382	4,666	7,457	7,457	8,000	-
529299		PURCHASE CARE & SERVICES	6,638	-	5,000	5,000	4,000	-
531008		HAZARD RECYCLE CHARGES	-	-	500	500	250	-
531243		FURNITURE & FURNISHINGS	20,812	-	-	-	-	-
531298		UNITED PARCEL SERVICE UPS	24	-	1,000	1,000	250	-
531302		BUILDING & MAINT EQUIPMENT	-	55	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	-	9,106	9,150	9,150	9,150	-
531311		POSTAGE & BOX RENT	2	-	-	-	-	-
531312		OFFICE SUPPLIES	9	127	300	300	200	-
531313		PRINTING & DUPLICATING	-	1	-	-	-	-
531314		SMALL ITEMS OF EQUIPMENT	1,014	377	1,000	1,000	1,000	-
531320		SAFETY SUPPLIES	161	17	100	100	250	-
531326		ADVERTISING	1,156	655	200	200	1,000	-
531351		GAS/DIESEL	543	311	1,500	1,500	1,000	-
532332		MILEAGE	70	5	-	-	100	-
533221		WATER	4,280	2,568	5,200	5,200	5,200	-
533222		ELECTRIC	101,120	48,540	96,900	96,900	97,000	-
533223		SEWER	4,749	2,457	4,500	4,500	5,000	-
533224		NATURAL GAS	10,127	12,714	14,000	14,000	14,000	-
533225		TELEPHONE & FAX	893	446	1,100	1,100	1,100	-
533235		STORM WATER UTILITY	1,889	971	1,640	1,640	1,800	-
535239		STREET REPAIR & MAINT	-	-	1,500	1,500	1,000	-
535246		BUILDING SERVICE & MAINT	45,182	27,456	43,000	43,000	45,000	-
535247		BLDG REPAIR & MAINT	71,600	17,556	21,700	21,700	22,000	-
535297		REFUSE COLLECTION	1,512	709	1,860	1,860	1,860	-
535344		HOUSEHOLD & JANITORIAL SUPP	12,498	6,593	11,500	11,500	12,000	-
535349		OTHER SUPPLIES	11,139	6,416	8,500	8,500	8,500	-
535352		VEHICLE PARTS & REPAIRS	718	-	-	-	-	-
535353		MACHINERY & EQUIP PARTS	8,827	11,226	9,500	9,500	10,000	-
535354		PAINT	2,701	33	2,100	2,100	3,000	-
535355		PLUMBING & ELECTRICAL	7,392	4,610	6,000	6,000	7,500	-
535452		GREEN INITIATIVES	-	-	5,000	5,000	5,000	-
536531		LAND RENT & LEASE	1,800	1,800	1,800	1,800	1,800	-
571004		IP TELEPHONY ALLOCATION	503	206	411	411	326	-
571009		MIS PC GROUP ALLOCATION	4,982	2,463	4,927	4,927	12,473	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	4,527	3,168	6,337	6,337	5,367	-

**CENTRAL SERVICES-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
591519		OTHER INSURANCE	14,739	6,972	15,359	15,359	16,593	-
		OPERATING EXPENDITURES	352,621	175,028	299,641	299,641	301,819	-
594809		CAP BLDG	6,886	-	-	-	-	-
594810		CAP EQUIPMENT	78,872	-	-	-	-	-
594820		CAP OTHER	9,720	-	35,000	35,000	-	-
594821		CAP IMPRV LAND	75,506	-	-	-	35,000	-
594822		CAP IMPRV BLDG	237,136	5,260	284,000	284,000	165,000	-
594829		CAP IMPRV OTHER	28,984	-	-	-	-	-
		CAPITAL OUTLAY EXPENDITURES	437,104	5,260	319,000	319,000	200,000	-
		<b>EXPENDITURES TOTAL</b>	<b>1,161,387</b>	<b>375,634</b>	<b>1,025,449</b>	<b>1,025,449</b>	<b>922,506</b>	<b>-</b>
		<b>REVENUES</b>	<b>657,540</b>	<b>340,471</b>	<b>681,449</b>	<b>681,449</b>	<b>722,506</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>1,161,387</b>	<b>375,634</b>	<b>1,025,449</b>	<b>1,025,449</b>	<b>922,506</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-1901-CENTRAL SERVICES</b>			<b>503,847</b>	<b>35,163</b>	<b>344,000</b>	<b>344,000</b>	<b>200,000</b>	<b>-</b>
		<b>REVENUES</b>	<b>657,540</b>	<b>340,471</b>	<b>681,449</b>	<b>681,449</b>	<b>722,506</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>1,161,387</b>	<b>375,634</b>	<b>1,025,449</b>	<b>1,025,449</b>	<b>922,506</b>	<b>-</b>
<b>TOTAL CENTRAL SERVICES DEPARTMENT</b>			<b>503,847</b>	<b>35,163</b>	<b>344,000</b>	<b>344,000</b>	<b>200,000</b>	<b>-</b>

# Economic Development

## Financial Summary

	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	84,663	4,890	55,000	5,000	(50,000)	-90.91%
Public Charges	27,000	28,950	240,000	145,000	(95,000)	-39.58%
Intergovt. Charges	135,350	389,382	203,004	300,682	97,678	48.12%
Misc. Revenues	79,317	-	10,000	2,500	(7,500)	-75.00%
Other Financing Sources	-	156,323	-	-	-	-
<b>Total Revenues</b>	<b>326,330</b>	<b>579,545</b>	<b>508,004</b>	<b>453,182</b>	<b>(54,822)</b>	<b>-10.79%</b>
<b>Expenditures</b>						
Personnel Expenses	191,196	256,874	400,364	300,963	(99,401)	-24.83%
Purchased Services	128,019	186,380	141,000	75,500	(65,500)	-46.45%
Operating Costs	36,249	22,860	32,960	46,900	13,940	42.29%
Interdept. Charges	8,360	8,567	8,567	11,223	2,656	31.00%
Other Expenses	25,673	14,580	93,438	18,596	(74,842)	-80.10%
Capital Items	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>389,497</b>	<b>489,261</b>	<b>676,329</b>	<b>453,182</b>	<b>(223,147)</b>	<b>-32.99%</b>
Property Taxes	-	-	-	-	-	-
Addition to (Use of) Fund Balance	(63,167)	90,284	(168,325)	-	-	-

## Summary Highlights:

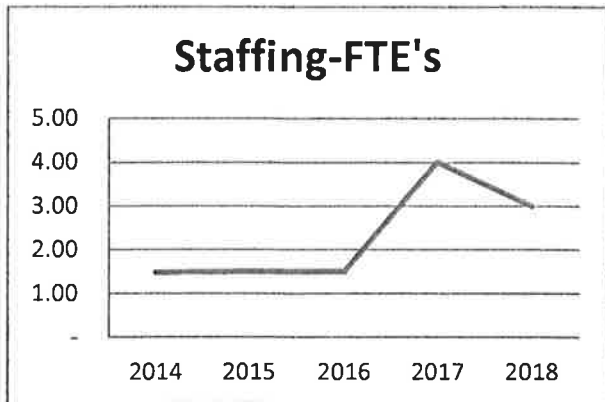
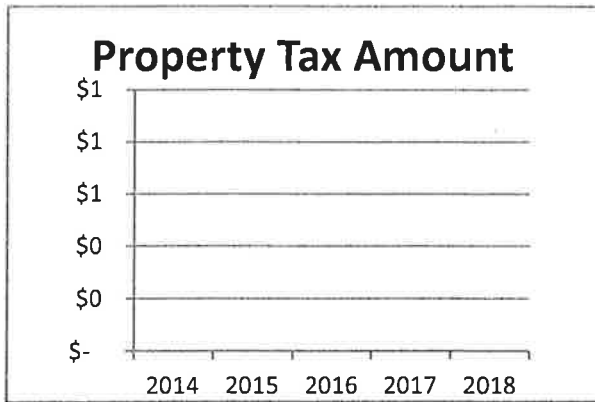
The County's 2018 cost share in funding the Consortium budget is based on the County's population estimate of 84,255, as provided by the Wisconsin Department of Administration. Participant funding is paid at a rate of \$1.50 per census person based on an intergovernmental agreement; which increased in 2017 from \$1.00/per.

The 2018 budget includes a reduction in FTE and an increase in consultant – professional services, to support the growth of the County's economic development capacity. It also includes an estimated \$135,000 in revenues from a contract for services with the Glacial Heritage Development Partnership to execute the Economic Development Strategic Plan.

The 2018 budget includes an annual allocation of \$28,000 in support of the Railroad Consortium. The JCEDC continues to support this at a cost of \$14,000 and the other \$14,000 is included in the County Board budget.

## Summary of Capital Items:

None





# ***Economic Development Consortium***

This department functions under the direction of the Economic Development Director, who is appointed by the County Administrator. Policy guidance is provided by the JCEDC Board of Directors.

## **MISSION**

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible economic development activities focused on business recruitment, retention and expansion, to support job growth and retention, increase the tax base and a support a sustainable economic base for the citizens of Jefferson County. The JCEDC adopted a 5-year Strategic Plan in February 2017 that is aligned with the work of the Glacial Heritage Development Partnership (GHDP).

The JCEDC leads economic development efforts for Jefferson County and provides support to the municipalities that financially support efforts which include the Cities of Cambridge, Fort Atkinson, Jefferson, Lake Mills, Watertown, Waterloo, Whitewater and the Village of Johnson Creek.

The Strategic Plan is broken into Four Focus areas. These are:

1. BUSINESS DEVELOPMENT
2. WORKFORCE DEVELOPMENT
3. BUILDING CAPACITY
4. MARKETING AND COMMUNICATIONS

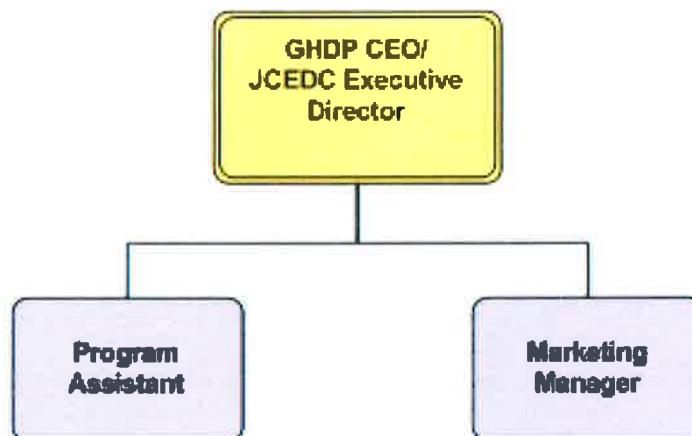
Program activities will include:

- Existing Business visits – to retain and expand businesses
- Business Recruitment and Attraction outreach, and ongoing promotion of area business assets and resources
- Working with existing businesses, education and training providers and workforce development partners to ensure that the area can provide an ongoing supply of workers to support business growth
- Delivery of timely and accurate services aimed at increasing employment opportunities, increasing the tax base and supporting a sustainable quality of life for the citizens
- Delivery of an Annual Report on outcomes and activities to the Jefferson County Board of Supervisors
- Monthly meetings with the Jefferson County Economic Development Consortium Board of Directors
- Engagement to ensure availability of sites and buildings to support future development
- Promotion home ownership through on-going housing development and home-buyer counseling, and engaging in worker-housing projects as needed

- Implementation of the Economic Development Strategic Plan to include annual reviews and ensure that the County is engaged in proactive, environmentally sound, socially responsible and sustainable economic growth
- Promoting intergovernmental cooperation through development of a coordinated, county-wide economic development program designed for, but not limited to: increased visibility, networking relationships, primary employer retention and new business development, and serve as a repository for economic-development related information.

## ***Economic Development Consortium***

<b>PERFORMANCE MEASURES</b>	<b>2015 ACTUAL</b>	<b>2016 BUDGET</b>	<b>2017 BUDGET</b>	<b>2018 BUDGET</b>	<b>BUDGET CHANGE</b>
Homebuyer Program		\$10,000	\$10,000	\$10,000	0
Contract Services Income	\$133,435	\$135,350	\$203,004	\$203,004	0
Brownfields Program Grant	\$11,380	-	\$50,000		250%



**Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 2018**

Circle one                      In State                      Out of State

Dept / Bus Unit              VCEDC

Event                          IEEC LEADERSHIP

Location                      Las Vegas

Time frame                   1/28 - 30th, 2018

Staff attending               VICTORIA PRATT

532325 Registration	<u>750.00</u>	
532332 Mileage	<u>150.00</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u>250.00</u>	(Airfare, train, bus, etc)
532335 Meals	<u>100.00</u>	
532336 Lodging	<u>550.00</u>	
Other	_____	(describe)
Total	<u>\$1800 -</u>	

Circle one                      In State                      Out of State

Dept / Bus Unit              \_\_\_\_\_

Event                          \_\_\_\_\_

Location                      \_\_\_\_\_

Time frame                   \_\_\_\_\_

Staff attending               \_\_\_\_\_

532325 Registration	_____	
532332 Mileage	_____	(Including tolls, parking, shuttle van)
532334 Commercial Travel	_____	(Airfare, train, bus, etc)
532335 Meals	_____	
532336 Lodging	_____	
Other	_____	(describe)
Total	_____	

**ECONOMIC DEVELOPMENT-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
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**31-ECONOMIC DEVELOP CONSORTIUM**

**REVENUES**

421001		STATE AID	13,050	-	4,890	5,000	5,000	-
458007		JCEDC HBP SERVICE FEES	27,000	13,500	28,950	240,000	10,000	-
458016		JCEDC GHDP SERVICE FEES	-	-	-	-	135,000	-
472007		MUNICIPAL OTHER CHARGES	-	-	88,700	-	-	-
472010 131		V-CAMBRIDGE	108	162	162	162	162	-
472010 141		V-JOHNSON CREEK	2,908	4,400	4,400	4,400	4,400	-
472010 226		C-FORT ATKINSON	12,355	18,662	18,662	18,662	18,662	-
472010 241		C-JEFFERSON	7,914	-	11,978	11,978	11,978	-
472010 246		C-LAKE MILLS	5,840	8,825	8,825	8,825	8,825	-
472010 290		C-WTLOO	3,330	5,057	5,057	5,057	5,057	-
472010 291		C-WTTN	15,414	35,792	35,792	23,114	35,792	-
472010 292		C-WHITEWATER	3,226	4,413	4,413	4,413	4,413	-
472010 295		DODGE COUNTY	-	85,000	85,000	-	85,000	-
474022		DEPT ECON DEV FEES	84,255	126,393	126,393	126,393	126,393	-
485200		DONATIONS RESTRICTED	79,317	-	-	10,000	2,500	-

**REVENUES TOTAL**

<b>254,717</b>	<b>302,204</b>	<b>423,222</b>	<b>458,004</b>	<b>453,182</b>	<b>-</b>
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**EXPENDITURES**

511110		SALARY-PERMANENT REGULAR	101,758	84,941	117,235	260,577	186,442	-
511210		WAGES-REGULAR	17,611	10,846	41,868	41,868	44,611	-
511220		WAGES-OVERTIME	131	15	-	-	-	-
511310		WAGES-SICK LEAVE	2,528	785	-	-	-	-
511320		WAGES-VACATION PAY	12,182	1,175	-	-	-	-
511330		WAGES-LONGEVITY PAY	67	-	-	148	163	-
511340		WAGES-HOLIDAY PAY	6,385	2,056	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	5,099	788	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>145,761</b>	<b>100,606</b>	<b>159,103</b>	<b>302,593</b>	<b>231,216</b>	<b>-</b>

512141		SOCIAL SECURITY	10,826	7,553	22,887	22,887	17,514	-
512142		RETIREMENT (EMPLOYER)	9,220	6,841	20,576	20,576	15,491	-
512144		HEALTH INSURANCE	23,713	12,243	50,313	50,313	34,093	-
512145		LIFE INSURANCE	36	19	77	77	61	-
512150		FSA CONTRIBUTION	375	375	750	750	500	-
512173		DENTAL INSURANCE	1,266	800	3,168	3,168	2,088	-
		<b>FRINGE TOTAL</b>	<b>45,436</b>	<b>27,831</b>	<b>97,771</b>	<b>97,771</b>	<b>69,747</b>	<b>-</b>

<b>TOTAL SALARIES AND FRINGES</b>	<b>191,197</b>	<b>128,437</b>	<b>256,874</b>	<b>400,364</b>	<b>300,963</b>	<b>-</b>
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521219		OTHER PROFESSIONAL SERV	56,388	96,114	186,380	90,000	60,000	-
521229		RECRUITMENT RELATED	18	-	-	1,000	500	-
529305		WEB PAGE DEVELOPMENT	-	-	-	-	15,000	-
531301		OFFICE EQUIPMENT	2,501	-	-	-	5,000	-
531303		COMPUTER EQUIPMT & SOFTWARE	4,784	1,595	1,595	1,000	1,500	-
531311		POSTAGE & BOX RENT	22	59	75	-	300	-
531312		OFFICE SUPPLIES	1,356	602	1,200	3,000	3,000	-
531313		PRINTING & DUPLICATING	175	39	1,475	1,000	2,000	-
531314		SMALL ITEMS OF EQUIPMENT	132	-	-	-	500	-
531322		SUBSCRIPTIONS	10,732	1,235	3,275	10,000	7,000	-
531324		MEMBERSHIP DUES	1,995	820	1,000	2,500	2,500	-
531326		ADVERTISING	829	-	-	-	-	-
531343		FOOD	1,179	-	-	-	2,000	-
531349		OTHER OPERATING EXPENSES	3,918	-	-	2,500	2,500	-
532325		REGISTRATION	584	1,279	1,750	1,000	3,500	-
532332		MILEAGE	1,716	2,459	3,400	1,000	3,000	-
532334		COMMERCIAL TRAVEL	286	633	1,000	1,000	1,000	-
532335		MEALS	256	276	600	500	500	-
532336		LODGING	1,130	772	1,500	1,500	1,500	-
532339		OTHER TRAVEL & TOLLS	151	129	350	200	400	-
532350		TRAINING MATERIALS	549	386	1,600	4,000	4,000	-
533225		TELEPHONE & FAX	512	458	1,000	400	1,000	-
533236		WIRELESS INTERNET	2,476	1,133	2,150	3,360	3,500	-
535242		MAINTAIN MACHINERY & EQUIP	968	-	890	-	1,200	-
536533		EQUIPMENT RENT & LEASE	-	-	-	-	1,000	-
571004		IP TELEPHONY ALLOCATION	335	69	197	197	326	-
571005		DUPLICATING ALLOCATION	-	2	3	3	100	-
571009		MIS PC GROUP ALLOCATION	6,975	3,449	6,898	6,898	7,484	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,050	735	1,469	1,469	3,313	-
591519		OTHER INSURANCE	756	641	580	580	694	-
593413		RAILROAD CONSORTIUM DONATION	14,000	14,000	14,000	14,000	14,000	-

**ECONOMIC DEVELOPMENT-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
594950		OPERATING RESERVE	-	-	-	56,852	3,902	-
		OPERATING EXPENDITURES	115,773	126,885	232,387	203,959	152,219	-
594822		CAP IMPRV BLDG	10,917	-	-	-	-	-
594955		VEST BENEFITS RESERVE	-	-	-	22,006	-	-
		CAPITAL OUTLAY EXPENDITURES	10,917	-	-	22,006	-	-
		<b>EXPENDITURES TOTAL</b>	<b>317,887</b>	<b>255,322</b>	<b>489,261</b>	<b>626,329</b>	<b>453,182</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>								
699700		RESV APPLIED OPERATING	-	-	(156,323)	-	-	-
		<b>OTHER FINANCING SOURCES (USES) TOTAL</b>	<b>-</b>	<b>-</b>	<b>(156,323)</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>254,717</b>	<b>302,204</b>	<b>423,222</b>	<b>458,004</b>	<b>453,182</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>317,887</b>	<b>255,322</b>	<b>489,261</b>	<b>626,329</b>	<b>453,182</b>	<b>-</b>
		<b>OTHER FINANCING SOURCES (USE)</b>	<b>-</b>	<b>-</b>	<b>(156,323)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-31-ECONOMIC DEVELOP CONSO</b>			<b>63,170</b>	<b>(46,882)</b>	<b>(90,284)</b>	<b>168,325</b>	<b>-</b>	<b>-</b>
<b>37-BROWNSFIELD</b>								
<b>REVENUES</b>								
421001		STATE AID	71,613	-	-	50,000	-	-
		<b>REVENUES TOTAL</b>	<b>71,613</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>								
521219		OTHER PROFESSIONAL SERV	71,613	12,867	-	50,000	-	-
		OPERATING EXPENDITURES	71,613	12,867	-	50,000	-	-
		<b>EXPENDITURES TOTAL</b>	<b>71,613</b>	<b>12,867</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>71,613</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>71,613</b>	<b>12,867</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-37-BROWNSFIELD</b>			<b>-</b>	<b>12,867</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>326,330</b>	<b>302,204</b>	<b>423,222</b>	<b>508,004</b>	<b>453,182</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>389,500</b>	<b>268,189</b>	<b>489,261</b>	<b>676,329</b>	<b>453,182</b>	<b>-</b>
		<b>OTHER FINANCING SOURCES (USE)</b>	<b>-</b>	<b>-</b>	<b>(156,323)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>			<b>63,170</b>	<b>(34,015)</b>	<b>(90,284)</b>	<b>168,325</b>	<b>-</b>	<b>-</b>

# Veterans' Service

## Financial Summary

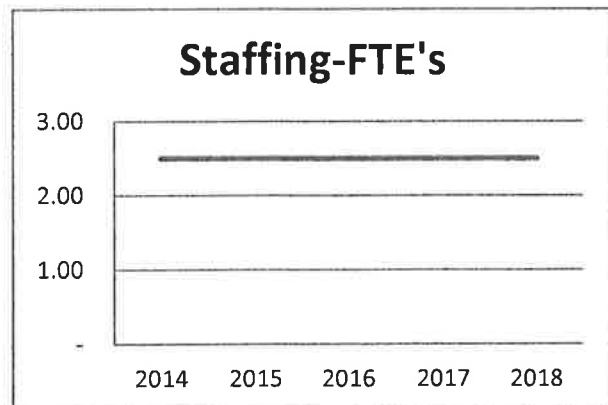
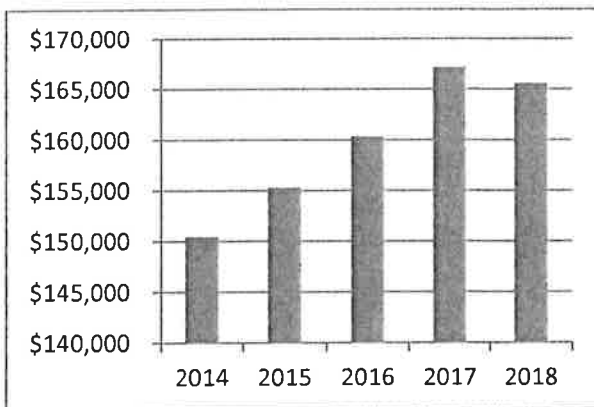
	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
Revenues						
Intergovernmental Revenues	21,416	17,500	15,000	19,500	4,500	30.00%
Misc. Revenues	6,151	-	1,000	4,000	3,000	300.00%
Total Revenues	27,567	17,500	16,000	23,500	7,500	46.88%
Expenditures						
Personnel Expenses	147,548	153,166	153,441	159,114	5,673	3.70%
Purchased Services	48	1,197	1,197	1,400	203	16.96%
Operating Costs	11,889	10,658	13,443	12,467	(976)	-7.26%
Interdept. Charges	10,319	9,665	10,890	9,338	(1,552)	-14.25%
Other Expenses	6,788	655	21,402	6,765	(14,637)	-68.39%
Total Expenditures	176,592	175,341	200,373	189,084	(11,289)	-5.63%
Property Taxes	160,363	162,951	167,151	165,584	(1,567)	-0.94%
Addition to (Use of) Fund Balance	11,338	5,110	(17,222)			

## Summary Highlights:

The 2017 budget provides \$167,151 in tax levy, which is a \$6,788 increase in levy from the 2016 amended budget.

## Summary of Capital Items:

None



# ***Veterans' Service***

This office functions under the direction of the Veterans' Service Officer, who is appointed by the County Administrator. Policy guidance is provided by the Veterans' Service Commission.

## **MISSION**

To work with the Veterans of Jefferson County to provide information and expertise to help them navigate through the bureaucracy and cut through red tape when necessary. Our goal is to get to know the Veterans and answer questions for them, their families and survivors.

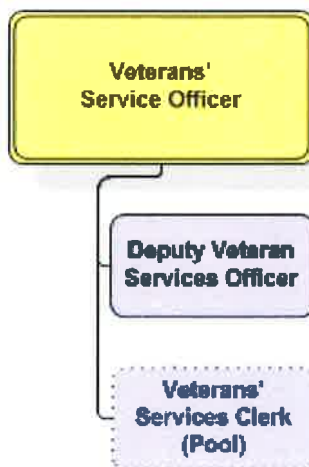
## **PROGRAM DESCRIPTION**

- Assists Veterans in establishing eligibility and securing benefits from both the Wisconsin and the Federal Department of Veterans Affairs
- Refers Veterans to other agencies that may provide assistance
- Acts as a referral point for Veterans experiencing homelessness through the Supportive Service for Veterans Families (SSVF) program which is administered through the Community Action Coalition (CAC)
- Provides assistance to Veterans and dependents experiencing temporary financial emergencies with funds from the Veteran's Service Commission
- Assists Veterans in filing Service-Connected Disability Compensation claims
- Helps individuals apply for Non-Service Connected Pensions in the case that they have become too disabled to work (or are at least age 65) and have income/assets below the Federal guidelines—or are experiencing extraordinary medical costs that exceed their ability to pay
- Expedites Veterans enrollment in VA Healthcare and advocates for them when necessary
- Provides transportation of Veterans to the Madison VA Hospital through a General Service Administration (GSA) van lease, volunteer drivers and scheduling by Jefferson County Transportation Office
- Provides Vet Center counselors in our office on a weekly or bi-weekly basis for clients needing mental health services
- Refers Veterans directly to the Madison and/or Milwaukee Vet Centers and VA Hospitals for ongoing mental health needs
- Assists Veterans in applying for and maximizing their Federal and State education benefits
- Hosts weekly access to a job services specialist from the Department of Labor/ Workforce Development
- Processes veterans' death claims, assists in processing dependent claims, including government insurance, Presidential Certificates, flag-holders and VA Grave markers. When requested, we facilitate access to the State Veterans Cemeteries
- Helps locate military service records

## ***Veterans' Service***

- Helps acquire medals for Veterans
- Encourages veterans recently discharged from active military duty to contact our office to have their separation documents recorded with the County Register of Deeds. This results in a permanent, safeguarded record of their military service

<b>PERFORMANCE MEASURES</b>	<b>2016</b>	<b>Change</b>	<b>Projected Trend in 2018</b>
Total Federal VA Benefits coming into Jefferson County	\$34,915,000	\$464,000	Increase
Total State VA Benefits coming into Jefferson County	\$5,805.92	-\$12,328.08	Increase
Approximate # of Veterans/Widows/Families provided information and/or assistance	1,250	0	Steady





**Jefferson County**  
**Travel Detailed Budget Request**  
**Conferences / Conventions / Seminars**  
**For the Budget Year Ended December 31, 20 18**

Circle one

In State

Out of State

Dept / Bus Unit

5301

Event

Spring CVSO Training Conference

Location

Fond du Lac

Time frame

May 13-18, 2018

Staff attending

Yvonne & Gene

532325 Registration

120.-

532332 Mileage

80.-

*\*assuming use of County Car for Gene's commute  
(Including tolls, parking, shuttle van) from Watertown*

532334 Commercial Travel

N/A

(Airfare, train, bus, etc)

532335 Meals

250.-

532336 Lodging

82 x 5 = 410

Other

(describe)

Total

860.-

Circle one

In State

Out of State

Dept / Bus Unit

5301

Event

Fall CVSO Training Conference

Location

Minocqua

Time frame

Sept 2018

Staff attending

Yvonne

532325 Registration

60.-

532332 Mileage

275.-

*\*unless County Car is available  
(Including tolls, parking, shuttle van)*

532334 Commercial Travel

N/A

(Airfare, train, bus, etc)

532335 Meals

195.-

532336 Lodging

82 x 5 = 410

Other

(describe)

Total

940.-

Jefferson County  
Travel Detailed Budget Request  
Conferences / Conventions / Seminars  
For the Budget Year Ended December 31, 20 18

Circle one      In State      Out of State

Dept / Bus Unit      5301

Event      National CVSO Training

Location      Reno, NV

Time frame      June

Staff attending      Yvonne

532325 Registration      300

532332 Mileage      100      (Including tolls, parking, shuttle van)

532334 Commercial Travel      450      (Airfare, train, bus, etc)

532335 Meals      195

532336 Lodging      700

Other      \_\_\_\_\_ (describe)

Total      1745

~~Circle one      In State      Out of State~~

~~Dept / Bus Unit      \_\_\_\_\_~~

~~Event      \_\_\_\_\_~~

~~Location      \_\_\_\_\_~~

~~Time frame      \_\_\_\_\_~~

~~Staff attending      \_\_\_\_\_~~

~~532325 Registration      \_\_\_\_\_~~

~~532332 Mileage      \_\_\_\_\_ (Including tolls, parking, shuttle van)~~

~~532334 Commercial Travel      \_\_\_\_\_ (Airfare, train, bus, etc)~~

~~532335 Meals      \_\_\_\_\_~~

~~532336 Lodging      \_\_\_\_\_~~

~~Other      \_\_\_\_\_ (describe)~~

~~Total      \_\_\_\_\_~~

**VETERANS ADMINISTRATION-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>5301-VETERANS SERVICE OFFICE</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	156,163	81,476	162,951	162,951	162,584	-
421001		STATE AID VET SERVICE OFFIC	13,000	6,500	13,000	13,000	13,000	-
421087		STATE AID TRANSPORTATION	8,416	-	4,500	2,000	6,500	-
485200		DONATIONS RESTRICTED	1,170	-	-	-	-	-
<b>REVENUES TOTAL</b>			<b>178,749</b>	<b>87,976</b>	<b>180,451</b>	<b>177,951</b>	<b>182,084</b>	<b>-</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	60,833	32,041	72,058	72,058	74,798	-
511210		WAGES-REGULAR	47,023	25,351	44,530	44,530	46,226	-
511220		WAGES-OVERTIME	404	335	-	-	-	-
511240		WAGES-TEMPORARY	-	-	10,377	10,377	10,377	-
511310		WAGES-SICK LEAVE	1,607	(380)	-	-	-	-
511320		WAGES-VACATION PAY	4,912	2,215	-	-	-	-
511340		WAGES-HOLIDAY PAY	4,063	1,285	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	3,791	2,388	-	-	-	-
<b>SALARIES TOTAL</b>			<b>122,633</b>	<b>63,235</b>	<b>126,965</b>	<b>126,965</b>	<b>131,401</b>	<b>-</b>
512141		SOCIAL SECURITY	9,044	4,738	9,682	9,682	10,011	-
512142		RETIREMENT (EMPLOYER)	8,108	4,300	8,634	8,634	8,804	-
512144		HEALTH INSURANCE	6,978	3,415	7,216	7,216	7,608	-
512145		LIFE INSURANCE	53	30	40	40	61	-
512150		FSA CONTRIBUTION	125	125	125	125	125	-
512173		DENTAL INSURANCE	438	252	504	504	504	-
<b>FRINGE TOTAL</b>			<b>24,746</b>	<b>12,860</b>	<b>26,201</b>	<b>26,201</b>	<b>27,113</b>	<b>-</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>147,379</b>	<b>76,095</b>	<b>153,166</b>	<b>153,166</b>	<b>158,514</b>	<b>-</b>
521219		OTHER PROFESSIONAL SERV	-	1,197	1,197	1,197	1,400	-
529299		PURCHASE CARE & SERVICES	48	-	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	1,870	1,608	1,500	1,500	1,500	-
531311		POSTAGE & BOX RENT	289	151	300	300	300	-
531312		OFFICE SUPPLIES	536	100	600	550	600	-
531313		PRINTING & DUPLICATING	268	221	350	200	400	-
531314		SMALL ITEMS OF EQUIPMENT	100	-	100	100	674	-
531322		SUBSCRIPTIONS	55	-	-	-	-	-
531324		MEMBERSHIP DUES	180	80	200	240	240	-
531326		ADVERTISING	99	-	640	640	1,000	-
531351		GAS/DIESEL	(24)	-	-	-	-	-
532325		REGISTRATION	535	360	420	700	480	-
532332		MILEAGE	1,849	344	800	2,100	1,200	-
532334		COMMERCIAL TRAVEL	433	628	628	500	500	-
532335		MEALS	276	140	220	585	640	-
532336		LODGING	1,381	1,309	1,769	1,520	1,600	-
532339		OTHER TRAVEL & TOLLS	150	123	123	100	125	-
533225		TELEPHONE & FAX	196	98	200	200	200	-
536534		MACHINERY RENT & LEASE	2,808	2,808	2,808	2,808	2,808	-
571004		IP TELEPHONY ALLOCATION	503	206	411	411	434	-
571005		DUPLICATING ALLOCATION	96	74	147	147	181	-
571009		MIS PC GROUP ALLOCATION	7,972	3,942	7,883	7,883	6,652	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,749	1,224	1,224	2,449	2,071	-
591519		OTHER INSURANCE	636	269	655	655	565	-
<b>OPERATING EXPENDITURES</b>			<b>22,005</b>	<b>14,882</b>	<b>22,175</b>	<b>24,785</b>	<b>23,570</b>	<b>-</b>
<b>EXPENDITURES TOTAL</b>			<b>169,384</b>	<b>90,977</b>	<b>175,341</b>	<b>177,951</b>	<b>182,084</b>	<b>-</b>
<b>REVENUES</b>			<b>178,749</b>	<b>87,976</b>	<b>180,451</b>	<b>177,951</b>	<b>182,084</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>169,384</b>	<b>90,977</b>	<b>175,341</b>	<b>177,951</b>	<b>182,084</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-5301-VETERANS SERVICE OFFIC</b>			<b>(9,365)</b>	<b>3,001</b>	<b>(5,110)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**5302-VETERANS RELIEF**

**REVENUES**

411100	GENERAL PROPERTY TAXES	3,000	1,500	-	3,000	3,000	-
485200	DONATIONS RESTRICTED	4,906	8,664	-	1,000	4,000	-
485201	DONATION RESTRICT BRICKS	75	-	-	-	-	-

**VETERANS ADMINISTRATION-2018 BUDGET**

Account Number	Sub	Description	2016 Actual	2017 6-Month Actual	2017 Estimated	2017 Amended	2018 Admin	2018 Adopted
<b>REVENUES TOTAL</b>			<b>7,981</b>	<b>10,164</b>	<b>-</b>	<b>4,000</b>	<b>7,000</b>	<b>-</b>
<b>EXPENDITURES</b>								
512141		SOCIAL SECURITY FRINGE TOTAL	4	17	-	-	151	-
			4	17	-	-	151	-
514151		PER DIEM	165	220	-	275	449	-
531312		OFFICE SUPPLIES	-	-	-	200	200	-
532332		MILEAGE	39	66	-	-	-	-
593719		OTHER DIRECT RELIEF INDIGENT	6,152	2,647	-	20,747	6,200	-
		OPERATING EXPENDITURES	6,356	2,933	-	21,222	6,849	-
<b>EXPENDITURES TOTAL</b>			<b>6,360</b>	<b>2,950</b>	<b>-</b>	<b>21,222</b>	<b>7,000</b>	<b>-</b>
<b>REVENUES</b>			<b>7,981</b>	<b>10,164</b>	<b>-</b>	<b>4,000</b>	<b>7,000</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>6,360</b>	<b>2,950</b>	<b>-</b>	<b>21,222</b>	<b>7,000</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-5302-VETERANS RELIEF</b>			<b>(1,621)</b>	<b>(7,214)</b>	<b>-</b>	<b>17,222</b>	<b>-</b>	<b>-</b>
<b>5303-CARE OF VETERANS GRAVES</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	1,200	600	-	1,200	-	-
<b>REVENUES TOTAL</b>			<b>1,200</b>	<b>600</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>								
531365		GRAVE CARE MARKER PURCH	849	900	-	1,200	-	-
		OPERATING EXPENDITURES	849	900	-	1,200	-	-
<b>EXPENDITURES TOTAL</b>			<b>849</b>	<b>900</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>1,200</b>	<b>600</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>849</b>	<b>900</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-5303-CARE OF VETERANS GRAV</b>			<b>(351)</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>187,930</b>	<b>98,740</b>	<b>180,451</b>	<b>183,151</b>	<b>189,084</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>176,593</b>	<b>94,827</b>	<b>175,341</b>	<b>200,373</b>	<b>189,084</b>	<b>-</b>
<b>TOTAL VETERANS ADMINISTRATION DEPARTMENT</b>			<b>(11,337)</b>	<b>(3,913)</b>	<b>(5,110)</b>	<b>17,222</b>	<b>-</b>	<b>-</b>