

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

Date: Thursday December 2, 2021

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Kutz, Russell (Secretary); Rinard, Amy; Jaeckel, George (Vice Chair);
Nelán, Conor

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Finance Committee minutes for November 4, 2021
6. Communications
7. Public comment Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on insurance renewals and rates for 2022
9. Discussion and possible action on Fleet Management Plan
10. Discussion and possible action on entering into a contract with Ehlers to manage bond proceeds
11. Discussion and possible action on project budget for Courthouse/Sheriff/Jail improvements
12. Discussion and possible action on American Rescue Plan Act (ARPA) projects
13. Discussion and possible action on determining the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties
14. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County
15. Reconvene in open session for action on closed session items if necessary
16. Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures
17. Review of the financial statements and department update for October 2021-Finance Department
18. Review of the financial statements and department update for October 2021-Treasurer's Office
19. Review of the financial statements and department update for October 2021-Child Support
20. Update on contingency fund balance
21. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
22. Set future meeting schedule, next meeting date, and possible agenda items
23. Review of invoices
24. Adjourn

Next scheduled meetings: Thursday, January 6, 2022 (Regular Meeting)
Thursday, February 3, 2022 (Regular Meeting)
Thursday, March 3, 2022 (Regular Meeting)
Thursday, April 7, 2022 (Regular Meeting)

Register in advance for this meeting:

https://zoom.us/meeting/register/tJMocuCvpj4vHdbpKQyglAcWm_rKSxeOauzu

After registering, you will receive a confirmation email containing information about joining the meeting.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

11. **Discussion and possible action on Supervisor amendments to the 2022 budget** – There were no Supervisor amendments turned in. No action was taken.
12. **Discussion and possible action on American Rescue Plan Act (ARPA) projects** – Finance Director DeVries updated the Committee on the status of the ARPA projects. Wehmeier requested an appropriation of \$30,000 to support the United Way in response to the closing of Valero, which has historically provided significant support to United Way. Motion by Jones/Kutz to allocate \$30,000 of ARPA funds designated by the Joint Executive and Finance Committee for support of local non-profit organizations. The motion passed 4-0.
13. **Discussion and possible action on amending the Real Estate Tax Foreclosure Policy** – Corporation Counsel Ward proposed to amend the policy by adding a provision that required a former property owner that was occupying the parcel that was foreclosed on by the County to pay the County rent at an amount of 4% of the assessed value of the property. Motion by Nelan/Jaeckel to amend the policy as requested by Corporation Counsel. The motion passed 4-0.
14. **Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County** – The Committee did not convene into closed session.
15. **Reconvene in open session for action on closed session items if necessary** – No action was taken.
16. **Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures** – No action was taken.
17. **Review of the financial statements and department update for August 2021 - Finance Department** – No action was taken.
18. **Review of the financial statements and department update for August 2021 - Treasurers Department** – No action was taken.
19. **Review of the financial statements and department update for August 2021 - Child Support Department** - No action was taken.
20. **Update on contingency fund balance** – Before any action taken at this meeting, the balance of the 2021 contingency funds is \$217,948. The other contingency line, after adjustments for carryforwards is \$3,481,960, and the vested benefits balance is \$300,000.
21. **Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier updated the Committee on the progress of the old highway site.

22. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for December 2, 2021 at 8:30 a.m. Agenda items include ARPA update, insurance review.

23. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$4,989,363.83. The motion passed 4-0.

24. Adjourn – A motion was made by Jaeckel/Kutz to adjourn at 10:25 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad

JEFFERSON COUNTY

Insurance rate comparison

2021 vs. 2022

<u>Coverage</u>	<u>2021</u>	<u>2022</u>	<u>% change</u>
Property	62,721.00	71,209.00	13.5%
Contractors Equipment	14,243.00	11,270.00	-20.9%
Crime	10,225.00	10,225.00	0.0%
Equipment breakdown	5,487.00	6,913.00	26.0%
Liability	258,788.00	293,313.00	13.3%
Auto	138,540.00	137,733.00	-0.6%
Excess workers comp	41,662.00	50,000.00	20.0%
Cyber	10,000.00	20,000.00	100.0%
Excess Cyber	8,000.00	16,000.00	100.0%
Farm Drainage Board Public Officials Liability	1,100.00	1,210.00	10.0%
Farm Drainage Board Employment Practices	175.00	175.00	0.0%
Tanks	<u>3,272.00</u>	<u>3,582.00</u>	9.5%
Total premium	<u>556,234.00</u>	<u>623,652.00</u>	12.1%

JEFFERSON COUNTY

RENEWAL COMPARISON

JANUARY 1, 2022

JEFFERSON COUNTY
NET PREMIUM COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Property	\$62,721	\$71,209
Contractors Equipment	14,243	11,270
Crime	10,225	10,225
Equipment Breakdown	5,487	6,913
Public Entity Liability		
General Liability	61,642	293,313
Errors and Omissions	166,926	Incl.
Employment Practices Liability	Incl.	Incl.
Employee Benefits Liability	Incl.	Incl.
Public Officials Liability	Incl.	Incl.
Automobile Liability	31,220	Incl.
Automobile Physical Damage	138,540	137,733
Excess Workers Compensation	41,662	50,000 ⁽³⁾
Cyber	10,000	20,000 ⁽²⁾
Cyber Excess	8,000	16,000 ⁽²⁾
Public Officials Liability (Farm Drainage Board)	1,100	1,210
Employment Practices Liability (Farm Drainage Board)	175	175
Tanks	<u>3,272</u> ⁽¹⁾	<u>3,582</u> ⁽¹⁾
Estimated Annual Premiums	\$555,213	\$621,630

⁽¹⁾ Including fees and taxes.

⁽²⁾ Estimated 100% increase. Limits, deductibles, terms and conditions TBD.

⁽³⁾ Premium estimated based tentative rate of \$.14 and estimated payrolls from Jefferson County.

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Property	(MPIC)	(MPIC)
<u>Limits:</u>		
Real and Personal Property,		
Property in the Open	\$104,529,900	\$113,327,433
Business Income	2,000,000	2,000,000
Average Rate Per \$100	.0589	.0617
Extra Expense	10,000,000	10,000,000
Contractors Equipment	7,674,737	6,112,029
Accounts Receivable	250,000	250,000
Pedestrian Bridges	626,085	848,633
Piers and Wharves	78,575	78,575
Vacancy Permit (302-304 S. Center St.)	183,600	183,600
<u>Deductibles:</u>		
Piers and Wharves	Greater of 10% of loss or \$5,000	Greater of 10% of loss or \$5,000
Bridges	\$5,000	\$5,000
Accounts Receivable	1,000	1,000
Monies and Securities	1,000	1,000
Emergency Equipment (not attached to vehicle)	1,000	1,000
Contractors Equipment	1,000	1,000
Business Income	1,000	1,000
All Other	5,000	5,000
<u>Includes:</u>		
All risk, subject to stated exclusions	Included	Included
Blanket form – real, personal, PIO	Included	Included
Valuation	Replacement (some exceptions apply)	Replacement (some exceptions apply)
Coinsurance	None	None
Property within 1,000 feet of the building	Included	Included
Improvements and betterments	If on SOV	If on SOV
Debris removal	Included	Included
Extended period of indemnity	30 days	30 days
Accounts receivable	Business income only	Business income only
Joint loss agreement	Included	Included
Lenders and loss payees	Automatic	Automatic
Civil authority	4 consecutive weeks	4 consecutive weeks
Full ordinary payroll (BI)	Included	Included
Valuable papers	Included	Included
Newly acquired buildings	Included until expiration	Included until expiration
Newly acquired contractors equipment	Included until expiration	Included until expiration

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Property (cont'd)	(MPIC)	(MPIC)
<u>Includes:</u> (cont'd)		
Spoilage (contamination, mechanical breakdown, lack of power)	Included	Included
Electronic data processing equipment and programs	Included	Included
Paved surfaces	Within 100 ft. of building	Within 100 ft. of building
Loss of utilities (other than overhead transmission lines or satellites)	Included	Included
Sewer back up	Within a building	Within a building
Underground pipes, flues or drains	Within 1,000 ft. of building	Within 1,000 ft. of building
Underground fiber optic cable	Within 1,000 ft. of building	Within 1,000 ft. of building
Terrorism – certified acts	Included	Included
Waiver of subrogation	Not permitted	Not permitted
Cost to refill discharged fire protection equipment (accidental)	Not covered	Not covered
Personal property off premises	“Covered regardless of location”	“Covered regardless of location”
Loss of master key	Not covered	Not covered
Loss prevention expenses	Not covered	Not covered
Arson or theft reward	Not covered	Not covered
Dependent business income	Not covered	Not covered

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Property (cont'd)	(MPIC)	(MPIC)
<u>Sublimits:</u>		
Flood including surface water runoff	\$5,000,000	\$5,000,000
Earthquake	5,000,000	5,000,000
Asbestos cleanup or removal released by a covered peril	5,000,000	5,000,000
Personal property of others in your CCC Ordinance or law (undamaged portion, demolition, increased cost of construction)	10,000	10,000
Foundation below basement level	5,000,000	5,000,000
Cost of excavation, grading, filling	100,000	100,000
Unscheduled contractors equipment	50,000	50,000
Unscheduled buildings or property in the open (must schedule when discovered)	25,000	25,000
Personal property of employees (each employee/occurrence)	1,000,000	1,000,000
Impairment of computer services – (inside or outside attack)	500/10,000	500/10,000
Fungus, wet rot, dry rot, bacterium (each loss/total)	25,000	25,000
Money and securities (on/off premises)	25,000/50,000	25,000/50,000
Pollutant clean-up or removal	10,000/10,000	10,000/10,000
Expenses to document a loss	2,000,000	2,000,000
Architectural design and engineering fees	50,000	50,000
Outdoor trees, shrubs, plants or lawns	100,000	100,000
Fire department service charges	5,000	5,000
Police dogs and horses	25,000	25,000
Fine Arts	25,000	25,000
	50,000	50,000

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Crime	(Liberty)	(Liberty)
Employee Dishonesty	\$750,000	\$750,000
Excess - County Treasurer	250,000	250,000
- Deputy Treasurer	250,000	250,000
- County Clerk	250,000	250,000
Forgery or Alteration	250,000	250,000
Computer Fraud	250,000	250,000
Funds Transfer Fraud	250,000	250,000
Loss of Clients' Property	250,000	250,000
Deductibles		
- Employee Dishonesty	5,000	5,000
- All Other	2,500	2,500
Faithful Performance of Duty	Included	Included
Treasurers or Tax Collectors	Included	Included
Terminated Employees	30 days	30 days
Equipment Breakdown	(Liberty)	(Liberty)
Limits:		
Direct Damage/Extra Expense	\$100,000,000	\$100,000,000
Ordinance or Law (all three parts)	5,000,000	5,000,000
Hazardous Substance	2,500,000	2,500,000
Electronic Data or Media	5,000,000	5,000,000
Fungus, Wet/Dry Rot	15,000	15,000
Contingent Extra Expense	2,500,000	2,500,000
Off Premises/Misc. Equipment	1,000,000	1,000,000
Expediting Expense	Included	Included
Ammonia Contamination	Included	Included
Utility Interruption	Included	Included
	(4 hr. waiting period)	(4 hr. waiting period)
Spoilage	Included	Included
Ingress/Egress	\$250,000	\$250,000
Claim Preparation Fees	250,000	250,000
Performance/Safety Upgrades	150% of damage	150% of damage
Green Upgrades	125% of damage (\$100,000 max.)	125% of damage (\$100,000 max.)
Valuation	Repair or Replacement	Repair or Replacement
Deductible - Combined	\$1,000	\$1,000
Transformers	\$1.50 per KVA (\$2,500 minimum)	\$1.50 per KVA (\$2,500 minimum)
No Coinsurance	Included	Included

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Public Entity Liability	(WMMIC)	(WMMIC)
Limits:		
Bodily Injury/Property Damage	\$12,000,000	\$12,000,000
Personal Injury	12,000,000	12,000,000
Public Officials Errors & Omissions	12,000,000	12,000,000
Employment Practices Liability	12,000,000	12,000,000
Employee Benefits Liability	12,000,000	12,000,000
Automobile Liability	12,000,000	12,000,000
Limited Pollution (occurrence/aggregate)	150,000/300,000	150,000/300,000
Uninsured Motorists (person/accident)	25,000/50,000	25,000/50,000
Underinsured Motorists (person/accident)	50,000/100,000	50,000/100,000
Communicable Disease Defense (claim/aggregate)	100,000/150,000	100,000/150,000
Medical Payments	Not available	Not available
Aggregate	\$30,000,000	\$30,000,000
Retention:		
Per Occurrence, Offense, Wrongful Act	200,000	200,000
Annual Aggregate	525,000	550,000
Automobile Physical Damage	(Integrity)	(Integrity)
Total Values (Limit)	\$11,428,506	\$10,823,040
Limitation	\$100,000 for vehicles valued less than \$100,000	\$100,000 for vehicles valued less than \$100,000
Deductibles: - Comprehensive	5,000	5,000
- Collision	5,000	5,000
Valuation		
Less than 7 years old	Replacement	Replacement
All others	Actual Cash Value	Actual Cash Value
Newly Purchased Vehicles	60 days	60 days
Towing and Labor	\$150	\$150
Employee Tools	5,000	5,000
Rate Per \$100 of Value	\$1.212	\$1.265
Excess Workers Compensation	(Safety National)	(Safety National)
Workers Compensation	Statutory	Statutory
Employers Liability Limit	\$1,000,000	\$1,000,000
Retention – Law Enforcement and Fire	650,000	650,000
Retention – Presumptive Case	750,000	750,000
Retention - All Other	550,000	550,000
Total Payroll	32,047,945	35,758,378
Rate per \$100 of Payroll	.1300	.1400

JEFFERSON COUNTY
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2022

	2021/2022	2022/2023
Cyber Liability	(WMMIC)	(WMMIC)
Limits (per member/aggregate):		
Privacy Breach Response Services (Legal)	\$500,000/2,000,000	Limits, deductibles, terms and conditions to be determined
Public Relations and Crisis Mgmt Exp	250,000/2,500,000	
Additional Breach Response Expenses	2,000,000/10,000,000	
Data and Network Liability	2,000,000/10,000,000	
Regulatory Defense and Penalties	2,000,000/10,000,000	
PCI Fines, Expenses and Costs	1,000,000/5,000,000	
Media Liability	2,000,000/10,000,000	
First Party Data Protection		
Cyber Extortion Loss	500,000/10,000,000	
Data Recovery Costs	500,000/10,000,000	
Computer Hardware Replacement	250,000/250,000	
Cryptojacking	250,000/250,000	
First Party Network Business Interruption	500,000/10,000,000	
Dependent Business Interruption	250,000/250,000	
Consequential Reputational Loss	250,000/1,000,000	
Total Policy Aggregate (other than breach response)	2,000,000/10,000,000	
Fraudulent Instruction	250,000/NA	
Funds Transfer Fraud	250,000/NA	
Telephone Fraud	250,000/NA	
Criminal Reward	100,000/NA	
Deductible	75,000 (some lower)	
Retroactive Date Continuity Date	12/31/12 1/1/14	
Excess (each claim/aggregate)	\$2,000,000/10,000,000	
Public Officials Liability	(US Liability)	(US Liability)
Limits: Each Claim/Aggregate	\$1,000,000/1,000,000	\$1,000,000/1,000,000
Retention	None	None
Employment Practices Liability	(US Liability)	(US Liability)
Limits: Each Claim/ Aggregate	\$1,000,000/1,000,000	\$1,000,000/1,000,000
Retention	None	None
Tanks	(Nautilus)	(Nautilus)
Cleanup Costs, Third Party Bodily Injury/ Property Damage (each claim/total)	\$1,000,000/1,000,000	\$1,000,000/1,000,000
Defense Costs (each claim/total)	1,000,000/1,000,000	1,000,000/1,000,000
Deductible	5,000	5,000
No. of Above Ground Tanks	7	7
No. of Underground Tanks	2	2

JEFFERSON COUNTY
LOSS HISTORY
JANUARY 1, 2022

Property						
Year	Insurer	No. of Claims	No. of Open Claims	Paid (including deductible)	Reserved	Total
1/1/16 - 17	Chubb	0	0	0	0	0
1/1/17 - 18	Chubb	1	0	\$32,598	0	\$32,598
1/1/18 - 19	Chubb	2	0	0	0	0
1/1/19 - 20	Chubb	1	0	26,220	0	26,220
1/1/20 - 21	Chubb	2	0	158,600	0	158,600
1/1/21 - 22	MPIC	1	0	1,887	0	1,887
Equipment Breakdown						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	Liberty	0	0	0	0	0
1/1/17 - 18	Liberty	0	0	0	0	0
1/1/18 - 19	Liberty	0	0	0	0	0
1/1/19 - 20	Liberty	0	0	0	0	0
1/1/20 - 21	Liberty	0	0	0	0	0
1/1/21 - 22	Liberty	0	0	0	0	0

JEFFERSON COUNTY
LOSS HISTORY
JANUARY 1, 2022

Crime						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	Ohio Casualty	0	0	0	0	0
1/1/17 - 18	Ohio Casualty	0	0	0	0	0
1/1/18 - 19	Ohio Casualty	0	0	0	0	0
1/1/19 - 20	Ohio Casualty	0	0	0	0	0
1/1/20 - 21	Ohio Casualty	0	0	0	0	0
1/1/21 - 22	Liberty	0	0	0	0	0
General Liability/Law Enforcement Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	WMMIC	35	0	\$18,153	0	\$18,153
1/1/17 - 18	WMMIC	3	0	0	0	0
1/1/18 - 19	WMMIC	10	0	708,871	0	708,871
1/1/19 - 20	WMMIC	11	0	5,341	0	5,341
1/1/20 - 21	WMMIC	5	1	0	0	0
1/1/21 - 22	WMMIC	5	0	0	0	0
Public Officials Liability/Employment Practices Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	WMMIC	1	0	\$13,821	0	\$13,821
1/1/17 - 18	WMMIC	1	0	97,128	0	97,128
1/1/18 - 19	WMMIC	0	0	0	0	0
1/1/19 - 20	WMMIC	0	0	0	0	0
1/1/20 - 21	WMMIC	0	0	0	0	0
1/1/21 - 22	WMMIC	0	0	0	0	0

JEFFERSON COUNTY
LOSS HISTORY
JANUARY 1, 2022

Cyber						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	WMMIC	0	0	0	0	0
1/1/17 - 18	WMMIC	0	0	0	0	0
1/1/18 - 19	WMMIC	0	0	0	0	0
1/1/19 - 20	WMMIC	0	0	0	0	0
1/1/20 - 21	WMMIC	0	0	0	0	0
1/1/21 - 22	WMMIC	0	0	0	0	0
Automobile Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	WMMIC	5	0	\$217,205	0	\$217,205
1/1/17 - 18	WMMIC	4	0	12,726	0	12,726
1/1/18 - 19	WMMIC	5	0	20,812	0	20,812
1/1/19 - 20	WMMIC	15	1	28,860	0	28,860
1/1/20 - 21	WMMIC	7	0	3,841	0	3,841
1/1/21 - 22	WMMIC	2	0	250	0	250
Automobile Physical Damage						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	Integrity	6	0	\$ 59,539	0	\$ 59,539
1/1/17 - 18	Integrity	1	0	214,441	0	214,441
1/1/18 - 19	Integrity	1	0	0	0	0
1/1/19 - 20	Integrity	3	0	54,028	0	54,028
1/1/20 - 21	Integrity	3	0	54,688	0	54,688
1/1/21 - 22	Integrity	4	0	6,400	0	6,400

JEFFERSON COUNTY
LOSS HISTORY
JANUARY 1, 2022

Workers Compensation (including LAE and Recovery)						
Year	TPA	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	Safety National	48	0	\$316,766	0	\$316,766
1/1/17 - 18	Safety National	25	0	46,356	0	46,356
1/1/18 - 19	Safety National	20	1	85,408	\$16,274	101,682
1/1/19 - 20	Safety National	31	0	210,382	0	210,382
1/1/20 - 21	Safety National	20	0	24,326	0	24,326
1/1/21 - 22	Safety National	21	6	114,155	114,651	228,806
Farm Drainage Board Public Officials Liability and Employment Practices Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/16 - 17	US Liability	0	0	0	0	0
1/1/17 - 18	US Liability	0	0	0	0	0
1/1/18 - 19	US Liability	0	0	0	0	0
1/1/19 - 20	US Liability	0	0	0	0	0
1/1/20 - 21	US Liability	0	0	0	0	0
1/1/21 - 22	US Liability	0	0	0	0	0
Tank Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
10/20/15 - 16	Nautilus	0	0	0	0	0
10/20/16 - 17	Nautilus	0	0	0	0	0
10/20/17 - 18	Nautilus	0	0	0	0	0
10/20/18 - 19	Nautilus	0	0	0	0	0
10/20/19-1/1/21	Nautilus	0	0	0	0	0
1/1/21 - 22	Nautilus	0	0	0	0	0

JEFFERSON COUNTY

Fleet Operations Plan

Plan Organization and Operations

This plan is organized to reinforce a Fleet Vehicle Life Cycle management process and provides recommendations on how departments may standardize their respective Fleet Vehicle Life Cycle management processes. This process incorporates all major facets of vehicle life cycle management from needs determination, maintenance, to retirement of the acquired vehicle. The Plan analyzes and provides recommendations on all aspects of vehicle and equipment acquisition and disposal; to include safety, utilization, depreciation, maintenance costs, replacement costs, standardization, and determines best methods for replacement, acquisition, and financing of vehicles. The plan also analyzes and makes recommendations regarding requests for vehicles for standardization and optimal match of needs and resources. It evaluates contracted work and invoices for work performed on County's vehicle fleet for compliance, resolves discrepancies, and makes recommendations for contract modifications. The plan is intended to communicate with County departments who utilize County vehicles to explain policies and programs, secure acceptance of, and support on the policies and programs, ensure compliance, and respond to complaints and requests for information. It analyzes departmental equipment needs and advises operating departments on equipment suitability, and possible use of alternative types of equipment by considering cost and use factors and other available information, and projects future fleet replacement requirements.

Fleet Management

The office of the Highway Commissioner (Fleet Manager) plays a central role in the support of the Fleet Vehicle Life Cycle. Key functions of the manager include:

- Create and implement the County Fleet Management Plan with approval of the Board of Supervisors
- Collect and analyze fleet data
- Establish, implement, and monitor County Fleet Management guidelines
- Assist as needed in the development of budgetary reports
- Serve as focal point of contact between departments and the County for fleet reporting and other fleet management related responsibilities
- Assist with developing contracts to provide for acquisition of vehicles and other fleet related commodities and services
- Offer fleet management support through publications, meetings, and other forms of communication as needed
- Identify and share best business practices for fleet management

Phase I: New Vehicle Requirement/Replacement Analysis

In this phase of the Fleet Vehicle Life Cycle, the Fleet Manager will evaluate departments' fleets to determine if the number and types of vehicles currently deployed in the fleet are meeting the County departments' missions. The Fleet Manager utilizes data from both internal and external sources, as well as established criteria, policies, and procedures to perform a detailed analysis of the fleet toward this effort.

A. Activities

Perform a Vehicle Replacement Evaluation

Departments along with the Fleet Manager will evaluate their fleet vehicles to determine which vehicles need to be replaced in accordance with established County replacement policies. Departments should evaluate their entire fleet to identify vehicles meeting the County established replacement criteria, or vehicles with excessive repair, maintenance, or operating costs. Departments should utilize all available data on their fleet vehicles, including internally tracked data in evaluating vehicles for replacement.

Conduct Fleet Right Sizing Evaluation

Departments along with the Fleet Manager will perform a fleet "rightsizing" or optimization evaluations to help determine their appropriate fleet size and composition. Factors to consider in sizing a department fleet (in terms of both overall number of vehicles and vehicle type) are the department mission and whether the need will be short-term (perhaps met by rentals or "pool" units) or long-term (perhaps met by lease or purchase). When conducting a "rightsizing" or optimization evaluation, one of the main factors considered should be whether current vehicles are being fully utilized; if it is not, then the vehicle should be considered for reassignment or disposal.

In analyzing fleet composition, departments should evaluate the vehicle application, number of passengers typically carried, special needs of the operator, and any limiting factors (i.e., towing, payload, seasonal use) of current vehicles.

Develop a Fleet Assessment Plan

The Fleet Manager will document findings derived from the Vehicle Needs Evaluation and Right Sizing Evaluation in a plan. The plan should outline recommendations for replacement, realignment or disposal of existing fleet vehicles and any identified needs for new fleet vehicles.

Development of a vehicle replacement plan that addresses both short and long-term replacement needs helps the County to prevent and/or eliminate backlogs of deferred replacements and provides management with a predictable level of annual funding requirements.

B. Associated Policies and Guidelines

Vehicle Utilization and Minimum Use

Minimum use guidelines apply only to vehicles with a Primary Purpose and are established to ensure departments are getting the optimal use for their vehicles. The minimum mileage target for vehicles (sedans, pick up, carryalls, vans and other vehicles intended primarily for carrying passengers to include Law Enforcement) is 5,000 miles annually. The Fleet Manager shall develop and distribute department-specific annual reports, based on reported fleet data, to flag vehicles that have accumulated less than the minimum mileage for the designated reporting period. This minimum mileage amount may be amended by Fleet Manager to optimize use of fleet vehicles. The Fleet Manager may establish other suitable minimum use criteria for specific departments when appropriate.

The intent of this requirement is to call attention to vehicles that may not be fully utilized. It is not to direct departments to drive vehicles solely for the purpose of putting mileage on them to attain a minimum mileage level. Annual reports will assist departments evaluating their vehicle utilization to ensure that all vehicles are being effectively used and identify vehicles may not meet the annual utilization requirement.

The following vehicles are exempt from minimum use criteria:

Vehicles with a manufacturer's Gross Vehicle Weight Rating (GVWR) of more than 8,500 pounds, construction heavy equipment (Highway), vehicles purchased with federal, state or local grants; and vehicles waived by the Fleet Manager. The Fleet Manager may waive minimum use criteria for individual vehicles based on justification information submitted by a department. The Fleet Manager may waive a vehicle determined to be so unique in its function or design that a department is unable to use the vehicle for any other purpose, or to rotate the vehicle within the fleet.

Replacement

Vehicles will be evaluated for replacement on an annual basis or at the discretion of the Fleet Manager. The decision to replace vehicles will be based on current usage, projected future usage, repair and maintenance history, current market prices for new and used vehicles, and other department needs as determined by the Fleet Manager and County departments.

Disposal

The Fleet Manager shall dispose of vehicles through any method that is determined by the Fleet Manager to provide the best value for the County. A leased vehicle is not subject to these requirements at the termination of the lease period because it is not a purchase or capitalized asset. Certain grant funded vehicles may have unique disposal requirements. Departments will turn in all fuel card(s) associated with a County owned / operated vehicle to the Fleet Manager; that has been turned in for disposal. Vehicles will be prepared for disposal by using the least amount of resources for the best sales price.

Phase II: Budgeting

In this phase of the Fleet Vehicle Life Cycle, the Fleet Manager will reconcile the recommendations derived from the analysis performed in Phase I; with available budget to construct a fleet related budget request. County Departments along with the Fleet Manager should work closely with the Finance Department to properly prepare a short-term and long-term fleet vehicle replacement plan for presentation to the County Administrator.

Phase III: Acquisition

In this phase of the Fleet Vehicle Life Cycle, the Fleet Manager will acquire fleet vehicles authorized through the budget process, in the most cost-effective manner available that meets department's needs as determined by the Fleet Manager.

A. Activities

Acquire Vehicle

Departments, the Fleet Manager, and the Purchasing Agent or designee will identify the specifications of the vehicle needed and seek to acquire that vehicle in the most cost-effective manner available. Options for acquisition include:

- Purchase through State Contract or other approved method
- Purchase of surplus or seized vehicles
- Purchase of GSA/ Rental Agencies vehicles
- Acceptance of a donated vehicle

The County should consider alternatives to vehicle acquisition including:

1. Leasing of vehicles. The Fleet Manager will perform a buy-versus-lease analysis prior to entering into a lease arrangement to ensure the most cost-effective method of acquisition is utilized. Vehicles leased shall be subject to all data collection and use requirements of the Plan.

2. Rental of vehicles. It is highly recommended that rentals be used only to meet temporary, short-term, and/or seasonal requirements. Departments should consider vehicle acquisition if the requirement for transportation is on-going. Vehicles rented by departments for short term requirements (generally shorter than one month or for a specific requirement, e.g. contingency operations) are not subject to data collection and Plan requirements.

3. Use of utility carts instead of licensed vehicles where appropriate. Utility or golf cart type vehicles can be useful instead of trucks or other licensed vehicles when used exclusively on County campuses.

4. Outsourcing special purpose vehicles. It may be more cost effective to outsource special purpose vehicle (e.g. forklift) through a contracted vendor on an as-needed basis rather than to own such a vehicle.

5. Mileage reimbursement for the use of personal vehicles when this option is more cost effective. The Fleet Manager, along with the Finance Department, shall review of the feasibility of alternatives to County-owned vehicles, including leased and rental vehicles and reimbursement for the use of employee-owned vehicles. Review findings shall be presented to the County Administrator.

B. Associated Policies and Guidelines

Operational Fleet Size

The Fleet Manager shall monitor fleet size and make the necessary recommendation to the County Administrator to reduce, maintain or increase the County current fleet size.

Pooled Vehicles

Departments not currently operating pools should consider pools consisting of all vehicles except vehicles whose regular duties require work in locations other than departments headquarters or regional locations, and who regularly require a vehicle for ongoing daily duties. Departments shall review, on a regular basis, the use of all vehicles and implement opportunities for reduction/consolidation or establishment of pools or other sharing mechanisms.

Pool vehicles shall be available for checkout as needed and as available. Consistently underused pool vehicles shall be evaluated for reassignment or possible transfer or disposal.

The Fleet Manager will periodically evaluate opportunities to consolidate multiple departments within the same geographic area. Such methods are enacted to increase vehicle use and improve the efficiency of the County fleet.

Departments with existing pools shall make use of pool vehicles whenever possible, rather than relying on rental vehicles or employee reimbursement for use of personal vehicles; except in cases where pool vehicles are unavailable or there is a more cost-effective alternative.

Phase IV: Vehicle Preparation

In this phase of the Fleet Vehicle Life Cycle, the Fleet Manager and departments are tasked with preparing the vehicle, as necessary, for active use in the agency fleet. This includes the addition of such equipment as seals, stripes, radios, computers, emergency lights, logos, decals and painting as applicable. Departments should allow for the necessary preparation time to ensure all added equipment and features are installed and tested properly.

A. Activities

1. Receive Vehicle into Fleet. Department personnel and the Fleet Manager must inspect and accept vehicles into the department fleet. Special care should be taken to make certain that the vehicle meets all specifications requested during acquisition process prior to accepting the vehicle.

2. Register Vehicle. Departments are required to keep department vehicles properly registered with the State. The Fleet Manager, in conjunction with the Finance Department, will submit paperwork to

their local titling authority, based on assigned location, to obtain title and license plate. The Finance Department will be the custodian of all titles to County vehicles. The Department must coordinate with the Risk Manager to ensure that the vehicle is added to the County vehicle insurance policy prior to placing the vehicle into the active fleet. Most County owned, leased or rented vehicles are required to obtain exempt plates. Where applicable, alternative fuel permits shall be obtained as required.

3. Prepare/Retrofit Vehicle. Prior to placing vehicles into active use in the fleet, the Fleet Manager should make the vehicle ready for service by installing any required aftermarket equipment thru the approved vendor and apply County and department required logos, on all vehicles and equipment with exempt plates. Certain unmarked Law Enforcement vehicles and vehicles with Non –Exempt plates are exempt from this requirement.

4. Assign Vehicle. Departments are required to assign the fleet vehicle to a specific using location, unit and/or individual to properly account for, track and monitor the vehicle.

C. Associated Policies and Guidelines

Individual Take Home Vehicle Assignment Policy

Assignment of a vehicle to an individual employee on a permanent or daily basis is prohibited without written documentation on file with the department signed by the departments' director stating that the assignment is critical to the mission of the department.

Department assigning a vehicle to an individual employee shall document the following information at a minimum: Vehicle Identification number, license plate number, year, make and model. Name and position of the individual to whom the vehicle is assigned (except in case of law enforcement officers where disclosure of this information could jeopardize the individual's safety or security) Justification of the assignment about the mission of the department or agency.

Phase V: Fleet Operations

In this phase of the Fleet Vehicle Life Cycle, departments are expected to operate their fleet in accordance with County policies and guidelines.

A. Fleet Operations Director Activities

1. Develop County Policies and Procedures. Fleet Manager and Risk Manager shall work together to develop and maintain written policies and procedures governing fleet operations. These policies and procedures will be made available to County staff and kept current. Departments are encouraged to adopt practices specific to their fleets. Any additional policies and procedures must be consistent with the requirements of the plan and be vetted by the Fleet Manager and Risk Manager prior to adoption. Vehicle operation policies and procedures shall address, but are not limited to:

- Develop County Policies and Procedures
- Assist with Driver eligibility requirements
- Use of personally owned vehicles
- Vehicle acquisition
- New vehicle delivery and acceptance
- Vehicle replacement schedules
- Disposal of used vehicles
- Preventive maintenance
- Warranty tracking
- Repairs
- Safety training and accident reporting
- Traffic violations
- Responsibilities of drivers
- Vehicle assignment or motor pool procedures
- Appropriate use of County vehicles
- Commitment to provide staffing support
- Timelines for performing replacement analysis
- Procedures for determining vehicle needs

2. Department Staffing Responsibilities. Each department shall appoint an individual as the point of contact (POC) for their department's fleet. This/these person(s) shall serve as the principal point of contact for the Fleet Manager regarding anything fleet related. Each department director is responsible for ensuring that the Fleet Manager is supported in implementing and enforcing the Plan.

3. Vehicle Maintenance and Repair. Departments are required to properly clean, maintain, and repair County fleet vehicles as necessary to keep fleet vehicles in proper working condition. Proper maintenance and repair of vehicles includes the following:

a. Scheduled/Preventive Maintenance. Departments, in conjunction with the Fleet Manager, will maintain a scheduled/preventive maintenance schedule for all vehicles in accordance with manufacturer's recommended service intervals and/or Fleet Manager's directives, and will coordinate scheduled/preventive services to those vehicles with the Fleet Manager.

b. Warranty Service. Departments, in conjunction with the Fleet Manager, will maintain warranty information on all vehicles and coordinate all warranty service required during the life of each vehicle warranty.

c. Unscheduled Maintenance and Repair Services. Departments will coordinate service with the Fleet Manager for all vehicles in cases of unscheduled breakdown or in cases where the vehicle requires repairs due to collision.

Departments should utilize the most cost effective means available to maintain fleet vehicles. Priority should be given to the County Highway Department, however contracted vendors, or other retail maintenance facilities can be considered if there is a reasonable cost savings without a risk of substandard service, or if timeliness or convenience of service is a key factor. All maintenance performed outside of the Highway Department should be immediately reported to the Fleet Manager along with all supporting documentation, including receipts and invoices. Department employees are NOT authorized to perform their own vehicle repairs; however the performing of minor repairs and maintenance (such as changing a flat tire, adding oil and wiper fluid, etc.) is authorized.

4. Roadside Assistance. Employees should contact the current County contracted towing vendor when operating County owned or operated vehicle, and in need of roadside assistance. Department personnel should inform the vendor that you are a County employee and operating a County owned/operated vehicle.

5. State Vehicle Registration. Departments are required to ensure that all County fleet vehicles maintain current State vehicle registration.

6. Trip Logging. Departments will establish procedures detailing requirements for trip logging, where applicable. Departments should clearly outline when trip logging is required and what data elements are required to be logged by department personnel when utilizing fleet vehicles.

7. Moonlighting Policy. Use of County vehicles for off duty non- County related work or activities (moonlighting), without express written consent from the Fleet Manager is strictly prohibited, and violations of this policy will be subject to disciplinary action including, but not limited to, termination of employment.

8. Vehicle Idling Policy. The County has a no idling policy. With few exceptions (traffic accident, K-9 units, apprehensions etc.), gasoline or propane powered vehicles will idle no more than 2 minutes in the summer months, and no more than 5 minutes in the winter months to allow for engine warm up to prevent engine damage before takeoff. Diesel powered vehicles will idle no more than 10 minutes year-round to allow for engine warm up and air brake system charge. On average, a vehicle burns about $\frac{3}{4}$ of a gallon of fuel per hour of idling. Excessive vehicle and equipment idling is bad for the vehicle equipment, the department and County financially; and harms the environment.

9. Vehicle Fueling. County fleet vehicles will be fueled at the County Highway department unless it is infeasible to fuel at this location.

10. Alternative fuels vehicles. To reduce emission and harmful gasses, the County may procure alternative fuel vehicles if those vehicles can meet or exceed requirements. Alternative fuel includes: compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), methanol or methanol/gasoline blends of 85 percent or greater, ethanol or ethanol/gasoline blends of 85 percent or greater, biodiesel or biodiesel/diesel blends of 20 percent or greater, or electricity, including electricity to power a plug-in hybrid motor vehicle.

11. Fuel Card assignment. Departments are required to use the County issued fuel card for all fueling. The fuel card will be issued for a specific vehicle or equipment, and not for an individual driver. This allows for improved fuel cost management, monitoring of individual vehicles to detect fraud, waste and abuse; and to analyze annual consumption when determining vehicle replacement. Departments will turn in all fuel card(s) associated with a disposed or transferred vehicle to the Fleet Manager immediately following a vehicle transfer to another department, or the moment a vehicle is taken off the road pending disposal.

12. Other Gasoline Fuels. Unless specifically prohibited by manufacturer warranty or recommendations, all County vehicles operating on gasoline shall use regular unleaded gasoline. Higher octane blends (marketed as premium, super-unleaded, plus, etc.) should be used only when recommended by the vehicle manufacturer or to reduce/eliminate engine clatter on older vehicles to prevent engine damage.

13. Employee only. County owned vehicles will only be operated by employees of the County. Volunteers are not employees and will not operate County owned vehicles. Employees operating County vehicles must be properly licensed to drive in the State of Wisconsin. Unless otherwise required due to the nature of County business, only County employees and elected officials of the County shall occupy County-owned vehicles.

C. Best Practices

1. Fleet Operation Guidelines. The Fleet Manager and Risk Manager will:

a. Offer and track completion of a formal Defensive Driving course for all employees authorized to operate a County vehicle.

b. Create policies regarding the use of County fleet and make these policies available to all employees utilizing County fleet.

c. Establish minimum driver qualifications for all employees operating County vehicles or motorized equipment. Screen drivers annually through the Department of Motor Vehicles for driving violations and license status. Set clear penalties for failure to maintain an acceptable driving record. Establish a formal training program to familiarize new drivers with the type of vehicle they will be driving. The program should include safe driving techniques, as well as information specific to the area (such as a congested campus or roadways) where the vehicle will be used.

2. Communications. Improve communications with departments, drivers and Fleet Manager. Institute regular communications such as written memos or newsletters to keep departments informed of changes to fleet practices, policies and procedures. Provide information that drivers and those with vehicle responsibilities can use to improve safety, save money, or efficiently use present resources.

Provide a vehicle user manual/ folder/ envelop with each vehicle. This should be a department specific manual that includes:

- Proof of insurance and registration statement
- Vehicle use rules or policies
- Accident reporting procedures
- Emergency contact telephone numbers

3. Maintenance and Repairs. Rotate tires at manufacturer-recommended intervals and require drivers to check tire air pressure monthly. Assist drivers by providing a tire gauge in each vehicle. Properly inflated tires last longer and contribute to fuel efficiency. Read owner's manual for proper inflation guidelines.

Replace brake pads and shoes before they wear disks or drums.

Recycle parts from wrecked vehicles. Reuse driveline components (motors, transmissions) from totaled vehicles, where appropriate. Body components such as sheet metal can also be reused. Savings are compounded when such parts are used to refurbish a unit rather than disposing of them. Motor pools are encouraged to remove usable parts from wrecked vehicles as soon as possible and store for future use. Do not keep unusable vehicle frames on the premises indefinitely, as they can pose safety and environmental hazards.

Create a specific vehicle maintenance policy or schedule for each class of vehicle operated. Enforce the policies and schedules to ensure routine service is completed on time.

Consider the benefits of establishing relationships with vehicle manufacturers. If your fleet contains several of the same make or model from one manufacturer, you should get to know the manufacturer's representatives in the areas of sales, service and engineering. These relationships can expedite service, warranty claims and information requests. If a manufacturer requests your cooperation in testing new fixes for persistent problems or new equipment, try to accommodate them.

Track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the County from paying for repairs or parts that are still covered under manufacturer warranties.

4. Vehicle Use. Never overload vehicles; always stay within the manufacturer's gross vehicle weight guidelines. Overloading vehicles stresses body and suspension parts and can be dangerous.

Evaluate vehicle use and rotate underused vehicles within and between departments to achieve maximum use.

5. Vehicle Pool Management. Create a centralized pool(s) to help reduce fleet size. Make it available to all departments on an as-needed basis. Create sub-pools, as needed, for remote locations or departments with special needs.

6. Shop Management (Motor Pools). Use an automated parts inventory system to track parts availability. Such a system can help guarantee that frequently used parts are available when needed and can simplify ordering procedures and eliminate waste. Use an automated work order system to schedule preventative maintenance, enhance shop productivity, detail repair information and update billing systems.

Use rebuilt or recycled parts and supplies when possible. An example would be re-refined oil. Rebuilt and recycled parts are usually less expensive than new parts and may be preferable for high mileage vehicles. Sell used batteries, oil, tires and scrap metal to firms specializing in recycling these materials. Train technicians and encourage them to obtain continuing education and certifications. Consider being recognized as a warranty center by an original manufacturer; this will allow you to perform warranty work in your own shop. This requires technicians to be highly trained and to receive additional training directly from the manufacturer.

Phase VI: Fleet Management

In this phase of the Fleet Vehicle Life Cycle, the Fleet Manager is tasked with monitoring and tracking the use of fleet vehicles to be certain they are being utilized in accordance with all appropriate statutes, policies and guidelines.

1. Data Analysis and Reporting

The Fleet Manager will periodically review related fleet vehicle data in an effort to evaluate whether County fleet policies and procedures are being followed by department personnel. In addition, the Fleet Manager will also utilize this data in an effort to evaluate vehicle utilization and efficiency.

2. Monthly Mileage Reporting

Departments are required to submit monthly end of month mileage / kilometer/ hours to the Fleet Manager by the 5th business day of the succeeding month if the data cannot be gathered from the GPS tracker or the vendor provided monthly fuel report.

3. Best Practices

The Fleet Manager will continuously monitor trade publications for improved processes, products and training materials. Recommends environmentally friendly products and processes whenever possible and continuously refine the plan.

Usage Policy for County Vehicles (includes leases)
Adopted by the Board of Supervisors on _____

Internal Revenue Services (IRS) regulations require that usage of a County vehicle, whether it is owned or leased, must be properly and adequately accounted for. The County has a responsibility to monitor vehicle usage and to require that individuals report business and personal usage. Furthermore, the County has an obligation to assure compliance with the IRS vehicle usage guidelines.

All county will be used solely for county business purposes. Employees are prohibited from using (or allowing others to use) any county vehicle for personal purposes, except for de minimis personal use (such as to stop for lunch between two business deliveries). All vehicles must be stored on County's premises unless otherwise authorized by county officials or department heads due to the particular nature of that department which may require that vehicles be located otherwise in order to; effectively and efficiently serve the public needs; enhance public safety or specialized needs; allow uninterrupted departmental functions requiring employees on call; and for the purpose of securing county vehicles. This policy is applicable to all functions and activities and is to be enforced by officials and department heads on behalf of the County. IRS guidelines require that a determination be made of the taxability of usage of County vehicles. Both business and personal usage of county vehicles must be determined each year and shall be reported to the Finance Department monthly. The Finance Department is required to report as taxable income of an employee not exempted by IRS code, any benefit received from using a County vehicle for personal use. Various methods may be applied in determining compensation to employees as defined by IRS guidelines and interpreted by the Finance Department. Vehicle usage will be classified as follows: Unrestricted (unfettered usage of a county vehicle); Restricted (no personal use); Commute Only, and Qualified Non Personal Use Vehicles (Marked vehicles such as Sheriff squads). Employees shall document business and personal usage of County vehicle(s). Failure to maintain such records may result in a taxable benefit to the employee. Periodic monthly reporting of business and total miles driven shall be provided to the Finance Department. Each employee is responsible for keeping track of miles driven and for annotating business or personal purposes (except where business purposes are truly obvious). Adequate records and sufficient evidence to support the employee's claimed business usage is required via a form prescribed by the Finance Department. The Finance Department shall retain supporting documentation regarding mileage reported, but in the event that only summary information is provided, the employee shall be responsible for maintaining detail records of business and personal usage. All employees, inclusive of those deemed exempt from reporting vehicle usage, shall annually provide an affidavit affirming that they have read the County's vehicle usage policies and will follow them.

Employee Affidavit of Vehicle Usage

I have read the above policy of the Jefferson County Board of Supervisors and affirm that I will abide by such rules. Furthermore, I acknowledge my responsibility of providing the aforementioned information of business and personal usage of a County vehicle and that failure to supply such information may result in a taxable event for the benefit received.

Jefferson County - Courthouse/Administration/Sheriff Department/Jail
Total Project Budget
11/9/21

	Total	Previous
Construction Costs - Building Additions & Renovations	\$27,645,000.00	\$26,610,000.00
MIS Building Demolition & Parking Lot Construction	\$175,000.00	\$200,000.00
Construction Contingency (~10%)	\$2,750,000.00	\$2,240,000.00
Sub-Total	\$30,570,000.00	\$29,050,000.00
Design Fees (Including \$19k Reimbursables Allowance)	\$2,660,000.00	\$2,550,000.00
Construction Materials Testing Allowance	\$30,000.00	\$30,000.00
Owner Moving Costs/Misc. Costs	\$150,000.00	\$150,000.00
Temporary Conditioning of Offices/Flex Spaces	\$300,000.00	\$300,000.00
Winter Construction Costs (Additions)	\$100,000.00	\$0.00
Utility Expenses During Construction	\$0.00	\$0.00
Security/Cameras/Access	\$975,000.00	\$575,000.00
Potential Levy Funded Items		
Asbestos Abatement	\$125,000.00	\$60,000.00
Audio-Visual/Information Technology/Telecommunications	\$660,000.00	\$660,000.00
Fixtures, Furnishings, & Equipment (Including Exterior)	\$750,000.00	\$750,000.00
Sub-Total	\$3,090,000.00	\$2,525,000.00
Total	\$36,320,000.00	\$34,125,000.00
Inflation Scenario (May 2022 Bid) - 3.00%	\$37,410,000.00	
Inflation Scenario (May 2022 Bid) - 6.00%	\$38,500,000.00	
Inflation Scenario (May 2022 Bid) - 9.00%	\$39,590,000.00	
Additional Projects		
New Storage Building @ New Parking Lot	\$250,000.00	\$0.00
East Parking Lot/Street/Storm Sewer Work	\$375,000.00	\$0.00

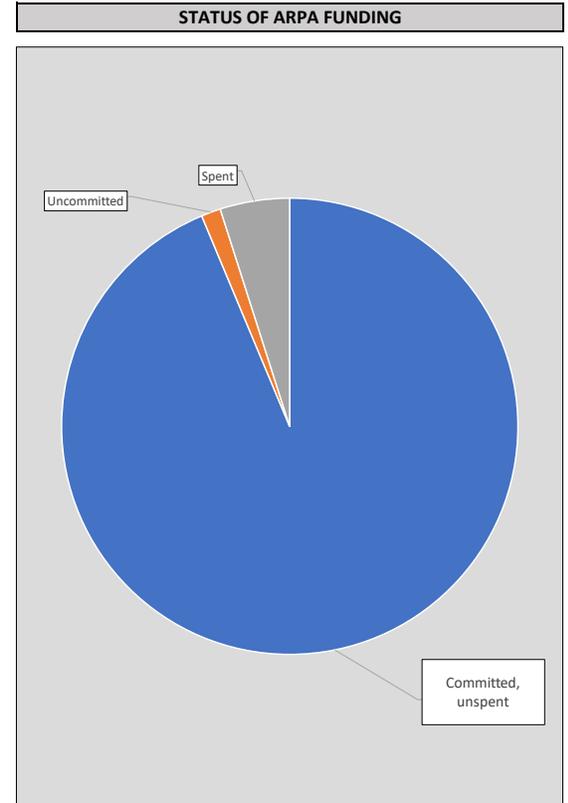
Jefferson County – November 2021 Budget Update

- Budget has increased since earlier in the year due to both inflation and overall scope additions.
- Inflation has already had widespread impacts on our industry, with consensus that it is likely running in the high single digit or low double digits for the year. This is likely driven by disruptions to the supply chain, as well as a spike in demand driven by low interest rates and government stimulus/Covid funds both in the private and public sectors.
- Some of more significant scope/budget changes include:
 - Removal of the elevator addition (budget deduct) – (\$300,000)
 - Additions increasing by 1000 SF - \$150,000
 - Division 28 (Security/Cameras/Access) – Substituted electrical contractor budget for engineer’s budget – includes additional interior card access doors - \$400,000
 - HVAC Changes - \$250,000 +/-?
 - Replace ductwork at LEC
 - No longer reusing newer boiler at Administration and boiler room moved to central location of building
 - Chillers and cooling towers located on south end of LEC
 - Alternate hearing room option - \$75,000 +/-?
 - Windows louvers and canopy at LEC - \$100,000
 - Operable partition at Jury Assembly Room - \$30,000
 - Removed large window well at MIS & added two light wells – minimal change
- The budget increase overall is approximately \$2,200,000 million (6.5%). Scope changes noted above account for approximately \$700,000 (2%) of that increase with remaining \$1,500,000 million (4.5%) attributed to inflation above and beyond the 3.50% inflation that was previously assumed (totaling approximately 8% total). **We do NOT include any assumed future inflation in our current budget, but have provided three scenarios for varying degrees of future inflation (3-9%).**

JEFFERSON COUNTY ARPA FUNDS

TOTAL - \$16,465,385

Amount Budgeted	Amount Spent	Project Description
-	25	General administration
550,000	347,427	The County has purchased two triplex housing units to assist with housing for persons that were economically disadvantaged by the pandemic. The units will require some renovation to meet code and safety requirements.
2,135,000	15,000	Match for potential broadband expansion grants
295,000	-	Hire one legal assistant in the District Attorney's office to assist with processing court cases that were backlogged due to the pandemic. Backfill one state funded position that will be unfilled during 2022 due to deployment to assist with this backlog.
195,000	-	Hire an additional full time staff person to assist those veterans that were negatively impacted by COVID-19.
240,000	-	Several recent studies commissioned by the County have identified a need for a position to assist with housing in the County to include liaison to communities, developers, and granting agencies as well as individuals seeking affordable housing.
234,000	259,424	South Campus Water Main replacement
130,000	-	Replace HVAC system in Workforce Development Building to improve ventilation
115,000	-	Replace lighting in Human Services Building with LED
300,000	60,859	Technology purchases to support remote work for COVID mitigation
195,000	-	Increase part time mental health nurse in Jail to full time
250,000	102,550	Engage Discover Wisconsin for a 3-year marketing campaign to promote tourism that was impacted by COVID-19
500,000	-	The County Fairgrounds is one of the largest tourist draws in the County. This would improve the County facilities and assist with tourism that was adversely affected by COVID-19.
7,000,000	-	Replace HVAC system in County Courthouse, Sheriff complex, and Jail to improve ventilation
350,000	-	Clusters of county industry were adversely affected by COVID-19, the County is exploring ideas to develop a campus to help with the transition of these industries to better respond to pandemic circumstances. This would fund a position to assist with this transition.
1,000,000	-	This concept, in conjunction with the position above, would develop a central test/R&D/business development/education complex. There are EDA funds available to assist with this project, this is a potential match for those funds.
350,000	-	Remodel UW Extension lower level for potential Human Service expansion to assist those impacted by COVID-19
1,000,000	-	Economic assistance to individuals and non-profit organizations
200,000	-	Assist with stand up for free clinics that administer vaccinations, testing, contact tracing as a placeholder in case other state and federal funding falls short
1,000,000	27,217	Reserve for future Public Health expenses related to COVID
200,000	-	Clean Water initiatives
16,239,000	812,502	Total committed/spent to date



11/29/2021
09:24:40

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2021 01 TO 2021 10

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12201 Finance							
12201 411100 General Property Taxes	-500,599	0	-500,599	-417,165.60	.00	-83,433.07	83.3%
12201 412100 Sales Taxes From County	-150	0	-150	-152.28	.00	2.28	101.5%
12201 451004 Garnishment Fees	-50	0	-50	-15.00	.00	-35.00	30.0%
12201 451005 Child Support Fees	-1,000	0	-1,000	-539.12	.00	-460.88	53.9%
12201 451312 Emp Payroll Charges	-180	0	-180	-115.25	.00	-64.75	64.0%
12201 486002 Unclaimed Funds Revenue	0	0	0	-33,671.37	.00	33,671.37	.0%
12201 699999 Budgetary Fund Balance	0	-130,000	-130,000	.00	.00	-130,000.00	.0%
<hr/>							
12202 Dental Insurance Allocation							
12202 451026 Retiree Ins Premium Recovery	-15,000	0	-15,000	-12,083.41	.00	-2,916.59	80.6%
12202 451032 Cobra Premium Recovery	-2,600	0	-2,600	-1,783.50	.00	-816.50	68.6%
12202 451043 County Board Premiums	0	0	0	-2,173.00	.00	2,173.00	.0%
12202 451045 Employee Premiums	-470,000	0	-470,000	-403,658.74	.00	-66,341.26	85.9%
TOTAL General Fund	-989,579	-130,000	-1,119,579	-871,357.27	.00	-248,221.40	77.8%
TOTAL REVENUES	-989,579	-130,000	-1,119,579	-871,357.27	.00	-248,221.40	

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12201 Finance							
12201 511110 Salary-Permanent Regular	196,837	0	196,837	167,096.05	.00	29,741.01	84.9%
12201 511210 Wages-Regular	145,576	0	145,576	122,590.91	.00	22,984.92	84.2%
12201 511210 22101 Wages-Regular	0	0	0	468.04	.00	-468.04	.0%
12201 511220 Wages-Overtime	0	0	0	559.68	.00	-559.68	.0%
12201 511330 Wages-Longevity Pay	945	0	945	.00	.00	945.00	.0%
12201 512141 Social Security	25,468	0	25,468	21,341.90	.00	4,126.33	83.8%
12201 512141 22101 Social Security	0	0	0	31.98	.00	-31.98	.0%
12201 512142 Retirement (Employer)	23,177	0	23,177	19,591.57	.00	3,585.09	84.5%
12201 512142 22101 Retirement (Employer)	0	0	0	31.60	.00	-31.60	.0%
12201 512144 Health Insurance	42,748	0	42,748	37,132.73	.00	5,615.22	86.9%
12201 512144 22101 Health Insurance	0	0	0	141.27	.00	-141.27	.0%
12201 512145 Life Insurance	214	0	214	185.50	.00	28.82	86.6%
12201 512145 22101 Life Insurance	0	0	0	.50	.00	-.50	.0%
12201 512151 HSA Contribution	4,500	0	4,500	4,417.65	.00	82.35	98.2%
12201 512151 22101 HSA Contribution	0	0	0	82.35	.00	-82.35	.0%
12201 512173 Dental Insurance	4,344	0	4,344	3,817.41	.00	526.59	87.9%
12201 512173 22101 Dental Insurance	0	0	0	9.44	.00	-9.44	.0%
12201 521213 Accounting & Auditing	19,100	0	19,100	17,239.94	.00	1,860.06	90.3%
12201 521219 Other Professional Serv	3,700	0	3,700	1,410.00	.00	2,290.00	38.1%
12201 521296 Computer Support	3,420	0	3,420	3,774.82	.00	-354.82	110.4%
12201 531100 Permits Purchased	0	0	0	10.00	.00	-10.00	.0%
12201 531303 22218 Computer Equipmt & Soft	0	0	0	.00	25,000.00	-25,000.00	.0%
12201 531311 Postage & Box Rent	2,400	0	2,400	1,830.61	.00	569.39	76.3%
12201 531312 Office Supplies	2,600	0	2,600	935.78	.00	1,664.22	36.0%
12201 531313 Printing & Duplicating	1,200	0	1,200	1,152.17	.00	47.83	96.0%
12201 531324 Membership Dues	910	0	910	795.62	.00	114.38	87.4%
12201 532325 Registration	1,820	0	1,820	1,795.00	.00	25.00	98.6%
12201 532334 Commercial Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
12201 532335 Meals	300	0	300	.00	.00	300.00	.0%
12201 532336 Lodging	2,000	0	2,000	.00	.00	2,000.00	.0%
12201 533225 Telephone & Fax	100	0	100	74.18	.00	25.82	74.2%
12201 535242 Maintain Machinery & Equip	700	0	700	608.37	.00	91.63	86.9%
12201 571004 IP Telephony Allocation	672	0	672	560.00	.00	112.00	83.3%
12201 571005 Duplicating Allocation	49	0	49	40.80	.00	8.20	83.3%
12201 571009 MIS PC Group Allocation	11,474	0	11,474	9,561.70	.00	1,912.30	83.3%
12201 571010 MIS Systems Grp Alloc(ISIS)	3,522	0	3,522	2,935.00	.00	587.00	83.3%
12201 591519 Other Insurance	3,203	0	3,203	2,852.10	.00	350.52	89.1%
12201 594818 Capital Computer	0	130,000	130,000	.00	.00	130,000.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12202 Dental Insurance Allocation							
12202 599982 Retiree Dental Claims	12,000	0	12,000	10,327.64	.00	1,672.36	86.1%
12202 599984 Cobra Dental Claims	6,000	0	6,000	1,790.50	.00	4,209.50	29.8%
12202 599986 Administrative Fees Dental	24,000	0	24,000	20,448.00	.00	3,552.00	85.2%
12202 599989 Employee Dental Claims	444,500	0	444,500	325,958.91	.00	118,541.09	73.3%
12202 599992 Administrative Dental Retiree	1,100	0	1,100	736.98	.00	363.02	67.0%
TOTAL General Fund	989,579	130,000	1,119,579	782,336.70	25,000.00	312,241.97	72.1%
TOTAL EXPENSES	989,579	130,000	1,119,579	782,336.70	25,000.00	312,241.97	

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
13201 County Treasurer							
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13201 411100 General Property Taxes	650,097	0	650,097	541,747.10	.00	108,349.41	83.3%
13201 411300 DNR Pilot	-55,000	0	-55,000	-61,733.72	.00	6,733.72	112.2%
13201 411500 Managed Forest	-5,000	0	-5,000	-3,947.06	.00	-1,052.94	78.9%
13201 418100 Interest On Taxes	-300,000	0	-300,000	-328,518.72	.00	28,518.72	109.5%
13201 441030 Ag Use Conversion Penalty	-20,000	0	-20,000	-21,098.77	.00	1,098.77	105.5%
13201 451007 Treasurers Fees	-500	0	-500	-525.25	.00	25.25	105.1%
13201 481001 Interest & Dividends	-500,000	0	-500,000	-508,758.24	.00	8,758.24	101.8%
13201 481004 Fair Market Value Adjustment	0	0	0	304,329.55	.00	-304,329.55	.0%
<hr/>							
13202 Tax Deed Expense							
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13202 451030 Foreclosure Reimbursement	0	0	0	-595.00	.00	595.00	.0%
13202 482002 Rent Of County Property	-5,000	0	-5,000	-396.00	.00	-4,604.00	7.9%
13202 483005 Gain/Loss-Sale Forclosed Prpt	-30,000	0	-30,000	-96,419.21	.00	66,419.21	321.4%
<hr/>							
13203 Plat Books							
<hr/>							
13203 451010 Sale Of Maps & Plat Books	-2,200	0	-2,200	472.55	.00	-2,672.55	21.5%
13203 451308 Postage Fees	-100	0	-100	-9.00	.00	-91.00	9.0%
TOTAL General Fund	-267,703	0	-267,703	-175,451.77	.00	-92,251.72	65.5%
TOTAL REVENUES	-267,703	0	-267,703	-175,451.77	.00	-92,251.72	

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FROM 2021 01 TO 2021 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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13201 County Treasurer							
13201 511110 Salary-Permanent Regular	79,914	0	79,914	66,329.29	.00	13,584.31	83.0%
13201 511210 Wages-Regular	37,994	0	37,994	31,183.39	.00	6,810.12	82.1%
13201 511330 Wages-Longevity Pay	192	0	192	.00	.00	192.00	.0%
13201 512141 Social Security	8,500	0	8,500	6,918.35	.00	1,581.60	81.4%
13201 512142 Retirement (Employer)	7,972	0	7,972	6,582.02	.00	1,389.67	82.6%
13201 512144 Health Insurance	32,061	0	32,061	25,284.18	.00	6,776.75	78.9%
13201 512145 Life Insurance	11	0	11	9.21	.00	1.83	83.4%
13201 512151 HSA Contribution	3,150	0	3,150	636.23	.00	2,513.77	20.2%
13201 512173 Dental Insurance	2,318	0	2,318	1,723.68	.00	594.72	74.3%
13201 521232 Investment Advisor Fees	31,000	0	31,000	26,188.30	.00	4,811.70	84.5%
13201 531298 United Parcel Service	100	0	100	.00	.00	100.00	.0%
13201 531311 Postage & Box Rent	8,000	0	8,000	5,333.30	.00	2,666.70	66.7%
13201 531312 Office Supplies	1,000	0	1,000	699.52	.00	300.48	70.0%
13201 531313 Printing & Duplicating	200	0	200	.00	.00	200.00	.0%
13201 531314 Small Items Of Equipment	200	0	200	.00	.00	200.00	.0%
13201 531321 Publication Of Legal Notice	3,000	0	3,000	.00	.00	3,000.00	.0%
13201 531324 Membership Dues	100	0	100	100.00	.00	.00	100.0%
13201 531326 Advertising	500	0	500	.00	.00	500.00	.0%
13201 532332 Mileage	200	0	200	.00	.00	200.00	.0%
13201 532335 Meals	35	0	35	.00	.00	35.00	.0%
13201 532336 Lodging	400	0	400	.00	.00	400.00	.0%
13201 533225 Telephone & Fax	100	0	100	59.31	.00	40.69	59.3%
13201 535242 Maintain Machinery & Equip	200	0	200	285.62	.00	-85.62	142.8%
13201 571004 IP Telephony Allocation	538	0	538	448.30	.00	89.70	83.3%
13201 571005 Duplicating Allocation	72	0	72	60.00	.00	12.00	83.3%
13201 571009 MIS PC Group Allocation	8,455	0	8,455	7,045.80	.00	1,409.20	83.3%
13201 571010 MIS Systems Grp Alloc(ISIS)	1,569	0	1,569	1,307.50	.00	261.50	83.3%
13201 591519 Other Insurance	1,123	0	1,123	981.00	.00	142.37	87.3%
13201 593256 Bank Charges	1,500	0	1,500	1,125.60	.00	374.40	75.0%
13201 593256 22200 Bank Charges	0	0	0	25.00	.00	-25.00	.0%
13202 Tax Deed Expense							
13202 521212 Legal	1,000	0	1,000	10.00	.00	990.00	1.0%
13202 521255 Paper Service	1,000	0	1,000	381.00	.00	619.00	38.1%
13202 521273 Title Search	5,000	0	5,000	-12,100.00	.00	17,100.00	242.0%
13202 529299 Purchase Care & Services	3,000	0	3,000	.00	.00	3,000.00	.0%

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ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13202 531311 Postage & Box Rent	600	0	600	365.47	.00	234.53	60.9%
13202 531313 Printing & Duplicating	400	0	400	.00	.00	400.00	.0%
13202 531321 Publication Of Legal Notice	15,000	0	15,000	11,330.76	.00	3,669.24	75.5%
13202 531326 Advertising	2,000	0	2,000	.00	.00	2,000.00	.0%
13202 533221 Water	2,000	0	2,000	.00	.00	2,000.00	.0%
13202 593742 Uncollected Taxes	5,000	0	5,000	1,374.84	.00	3,625.16	27.5%
<hr/>							
13203 Plat Books							
<hr/>							
13203 531349 Other Operating Expenses	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL General Fund	267,703	0	267,703	183,687.67	.00	84,015.82	68.6%
TOTAL EXPENSES	267,703	0	267,703	183,687.67	.00	84,015.82	

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
11301 Child Support							
11301 411100 General Property Taxes	-133,426	0	-133,426	-111,188.30	.00	-22,237.62	83.3%
11301 421001 State Aid	-112,887	0	-112,887	-112,887.00	.00	.00	100.0%
11301 421010 M S L Incentives	-15,000	0	-15,000	-4,909.76	.00	-10,090.24	32.7%
11301 421012 State Aid Cs + All Others	-751,822	0	-751,822	-529,643.99	.00	-222,178.01	70.4%
11301 421013 Other Dept Wage Retention	-17,171	0	-17,171	-16,133.26	.00	-1,037.74	94.0%
11301 421014 State Aid Wages Allocation	107,282	0	107,282	68,411.00	.00	38,871.00	63.8%
11301 421050 CS Performance Based Inc	-163,212	0	-163,212	-165,197.00	.00	1,985.00	101.2%
11301 421096 State Aid Medical Support	-8,000	0	-8,000	-8,474.00	.00	474.00	105.9%
11301 421097 State Aid E-filing	-20,088	0	-20,088	.00	.00	-20,088.00	.0%
11301 442004 Extradition Reimbursement	-2,000	0	-2,000	-337.02	.00	-1,662.98	16.9%
11301 451011 CS Prog Fee Reduce 66%	9,240	0	9,240	10,074.22	.00	-834.22	109.0%
11301 451013 NIVD Activities Reduction	-2,800	0	-2,800	-1,602.13	.00	-1,197.87	57.2%
11301 451014 CS Program Fees	-13,000	0	-13,000	-16,033.88	.00	3,033.88	123.3%
11301 455003 Non-IVD Service Fees	-1,400	0	-1,400	-903.00	.00	-497.00	64.5%
11301 699999 Budgetary Fund Balance	-6,859	-8,900	-15,759	.00	.00	-15,759.00	.0%
TOTAL General Fund	-1,131,143	-8,900	-1,140,043	-888,824.12	.00	-251,218.80	78.0%
TOTAL REVENUES	-1,131,143	-8,900	-1,140,043	-888,824.12	.00	-251,218.80	

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Jefferson County
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FROM 2021 01 TO 2021 10

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11301 Child Support							
11301 511110 Salary-Permanent Regular	263,837	0	263,837	230,728.81	.00	33,107.96	87.5%
11301 511210 Wages-Regular	467,425	0	467,425	387,522.20	.00	79,902.68	82.9%
11301 511220 Wages-Overtime	5,229	0	5,229	1,564.69	.00	3,664.26	29.9%
11301 511330 Wages-Longevity Pay	1,954	0	1,954	241.88	.00	1,711.87	12.4%
11301 512141 Social Security	54,658	0	54,658	45,370.45	.00	9,287.75	83.0%
11301 512142 Retirement (Employer)	49,845	0	49,845	41,692.11	.00	8,152.88	83.6%
11301 512144 Health Insurance	144,011	0	144,011	127,742.90	.00	16,268.10	88.7%
11301 512145 Life Insurance	305	0	305	271.10	.00	33.90	88.9%
11301 512148 Unemployment Compensation	0	0	0	370.00	.00	-370.00	.0%
11301 512151 HSA Contribution	13,200	0	13,200	3,720.00	.00	9,480.00	28.2%
11301 512173 Dental Insurance	11,263	0	11,263	9,648.14	.00	1,614.86	85.7%
11301 521255 Paper Service	12,300	0	12,300	5,406.50	.00	6,893.50	44.0%
11301 521256 Genetic Tests	6,500	0	6,500	4,508.00	.00	1,992.00	69.4%
11301 521296 Computer Support	2,675	0	2,675	1,993.09	.00	681.91	74.5%
11301 529160 Interpreter Fee	4,600	0	4,600	4,339.50	.00	260.50	94.3%
11301 531003 Notary Public Related	240	0	240	120.00	.00	120.00	50.0%
11301 531303 Computer Equipmt & Software	2,100	0	2,100	2,477.99	.00	-377.99	118.0%
11301 531310 Postage Special	225	0	225	173.18	.00	51.82	77.0%
11301 531311 Postage & Box Rent	17,900	0	17,900	12,547.17	.00	5,352.83	70.1%
11301 531312 Office Supplies	2,000	0	2,000	1,144.90	.00	855.10	57.2%
11301 531313 Printing & Duplicating	3,547	0	3,547	449.39	.00	3,097.61	12.7%
11301 531314 Small Items Of Equipment	900	0	900	780.16	.00	119.84	86.7%
11301 531321 Publication Of Legal Notice	900	0	900	500.00	.00	400.00	55.6%
11301 531323 Subscriptions-Tax & Law	0	0	0	208.12	.00	-208.12	.0%
11301 531324 Membership Dues	1,612	0	1,612	1,664.90	.00	-52.90	103.3%
11301 531348 Educational Supplies	450	0	450	237.22	.00	212.78	52.7%
11301 532325 Registration	2,740	8,900	11,640	4,734.00	.00	6,906.00	40.7%
11301 532332 Mileage	700	0	700	370.30	.00	329.70	52.9%
11301 532335 Meals	700	0	700	294.45	.00	405.55	42.1%
11301 532336 Lodging	1,883	0	1,883	574.00	.00	1,309.00	30.5%
11301 532339 Other Travel & Tolls	325	0	325	56.00	.00	269.00	17.2%
11301 532340 Contracted Extraditions	8,700	0	8,700	.00	.00	8,700.00	.0%
11301 533225 Telephone & Fax	525	0	525	398.73	.00	126.27	75.9%
11301 535242 Maintain Machinery & Equip	3,250	0	3,250	3,147.56	.00	102.44	96.8%
11301 571004 IP Telephony Allocation	2,152	0	2,152	1,793.30	.00	358.70	83.3%
11301 571005 Duplicating Allocation	389	0	389	324.20	.00	64.80	83.3%
11301 571009 MIS PC Group Allocation	26,571	0	26,571	22,142.50	.00	4,428.50	83.3%
11301 571010 MIS Systems Grp Alloc(ISIS)	8,696	0	8,696	7,246.70	.00	1,449.30	83.3%

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FROM 2021 01 TO 2021 10

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11301 591519 Other Insurance	6,836	0	6,836	6,133.80	.00	702.58	89.7%
TOTAL General Fund	1,131,143	8,900	1,140,043	932,637.94	.00	207,404.98	81.8%
TOTAL EXPENSES	1,131,143	8,900	1,140,043	932,637.94	.00	207,404.98	

**Jefferson County
Contingency Fund
For the Year Ended December 31, 2021**

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority
1-Jan-21	Tax Levy	518,579.00	105,960.00	300,000.00	
5-Nov-20	Transfer to Clerk of Courts for Farm Drainage Board	(10,000.00)			Finance Committee
9-Mar-21	Carryforward		3,376,000.00		County Board
6-May-21	Transfer to Zoning for WeEnergies project	(10,000.00)			Finance Committee
8-Jun-21	Transfer to Zoning for WeEnergies project	(20,000.00)			Finance Committee
8-Jun-21	Transfer to Corporation Counsel for WeEnergies project	(5,000.00)			Finance Committee
8-Jun-21	Transfer to MIS for equipment	(208,131.00)			Finance Committee
7-Oct-21	Transfer to Zoning for WeEnergies project	(30,000.00)			Finance Committee
7-Oct-21	Transfer to Administration for Housing Initiative	(17,500.00)			Finance Committee
4-Nov-21	Transfer to support United Way	(30,000.00)			Finance Committee
	Total amount available	187,948.00	3,481,960.00	300,000.00	
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	Net	187,948.00	3,481,960.00	300,000.00	