

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Date: Thursday, January 9, 2020

Time: 10:00 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 December 10, 2019
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 Amending the 2020 Budget for Acceptance of Grant Award for Drug-Free Communities Support Program
9. Discussion and possible action on Amending the 2020 Budget for Acceptance of Grant Award for Remodel of Women, Infants, and Children Program Reception Area
10. Discussion and possible action on Shared Purchasing Agent and Risk Manager/Safety Position with Dodge County
11. Discussion and possible action on Authorization to Enter into a Contract with Maas Brothers to Provide Construction Management Services
12. Discussion and possible action on Authorization to Enter into a Contract to Provide Schematic Design and Mechanical Assessments for the Jefferson County Courthouse and Sheriffs Office and Jail
13. Discussion and possible action on Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$7,600,000 for Capital Projects
14. Discussion and possible action on Resolution Providing for the Sale of Not to Exceed \$7,600,000 General Obligation Capital Project Bonds, Series 2020A
15. Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties
16. 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
17. Reconvene in open session for action on closed session items if necessary
18. Review of the financial statements and department update for November 2019-Finance Department
19. Review of the financial statements and department update for November 2019-Treasurer's Office
20. Review of the financial statements and department update for November 2019-Child Support Department
21. Discussion on 2019 projections of budget vs. actual revenues and expenditures
22. Update on contingency fund balance
23. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
24. Set future meeting schedule, next meeting date, and possible agenda items
25. Review of invoices
26. Adjourn

Next scheduled meetings: Thursday, February 13, 2020 (Regular Meeting)
Thursday, March 12, 2020 (Regular Meeting)
Thursday, April 9, 2020 (Regular Meeting)
Thursday, May 14, 2020 (Regular 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.

**Jefferson County
Finance Committee Minutes
December 10, 2019**

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

1. **Call to order** – Richard Jones called the meeting to order at 5:03 p.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, George Jaeckel, Russel Kutz, Conor Nelan and Amy Rinard. Other County Board members present were James Schroeder and Walt Christensen. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel, Blair Ward and Assistant Corporation Counsel, Yelena Zarwell. There were no members of the public present.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – The agenda was approved.
5. **Approval of Finance Committee minutes for November 7, 2019.** A motion was made by Jaeckel/Kutz to approve the minutes for November 7, 2019. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on Authorization to Enter into a Contract with General Communications to Develop a P25 Digital Radio System Infrastructure in Jefferson County** – County Administrator Wehmeier explained the scope of the project and that True North Consulting had assisted with the Request for Proposal process and evaluating the proposals submitted. There were three proposals received with varying coverages and prices. The recommendation is to award the bid to General Communications because they are the lowest responsible bidder and included coverage in areas that the other two proposers did not. Further, General Communications is the current service provider and is familiar with the County. The proposed resolution increases the project budget by \$500,000 for contingency items. Motion by Rinard/Nelan to approve the resolution as proposed and recommend to the Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on Authorizing Jefferson County to Enter into a Contract for Property Insurance with Chubb through M3 Insurance Brokers** – Wehmeier explained that the contract for property insurance was expiring at the end of the year, so Jefferson County worked with T.E. Brennan, our independent insurance consultant, to release Request for Proposals for property insurance coverage. There were three responses from Chubb, EMC, and MPIC. Wehmeier is recommending Chubb based on the additional coverage their policy provides, even though MPIC was the lowest bidder by approximately \$1,100. Motion by Jaeckel/Rinard to

recommend to the Board of Supervisors to award property insurance services to Chubb. The motion passed 5-0.

- 10. Discussion and possible action on Authorization to Accept the Lowest Qualified Bid with Jefferson Glass to Replace All Interior Glass in the County Jail** – Wehmeier explained that the glass partitions in the jail pods had begun to show cracking. Jefferson County issued a request for proposals to replace the glass. The County received one bid for \$63,700. This is approximately \$10,000 more than what was anticipated, mostly because of an increase in scope to include the showers. A resolution has been prepared recommending awarding the bid to Jefferson Glass. The resolution also transfers \$10,000 of funds budgeted for jail plumbing to the glass replacement project. Motion by Nelan/Kutz to approve the resolution awarding the bid for jail glass replacement to the Board of Supervisors. The motion passed 5-0.
- 11. Discussion and possible action on Entering into an Agreement with Rock River Coordinated Health Care Network, Inc. and adjusting the 2020 Budget to Reallocate Funds** – Wehmeier explained that Jefferson County currently has three healthcare providers providing primary health and dental care for uninsured and underinsured residents of Jefferson and Dodge Counties. These providers are the Community Dental Clinic of Fort Atkinson, the Rock River Free Clinic of Jefferson, and the Watertown Area Cares Clinic of Watertown. These three providers are in the process of consolidating their operations and transitioning into an integrated, community-based Federally Qualified Health Center (FQHC). If the transition is approved by each of the clinic Boards, this new healthcare organization will become one of 18 Wisconsin community health centers which provides care to medically underserved populations at more than 140 locations across the state. The current plan is for the clinics to consolidate into one business entity on January 1, 2020. Consolidation will allow the clinics to provide enhanced coordination of care while achieving operational economies of scale. Wehmeier has prepared a board resolution and is looking for Finance Committee support for this resolution and also approval to reallocate budgeted funds toward this new objective. Motion by Rinard/Nelan to approve the resolution for entering into an agreement with Rock River Coordinated Health Care Network, Inc., and reallocating the budgeted funds toward this new objective. The motion passed 5-0.
- 12. Discussion on Joint Development Agreement with Badger State Solar LLC** – Wehmeier updated the Committee on the terms of the agreement between Badger State Solar that set terms for zoning setbacks and revenue sharing with Jefferson County. No action taken.
- 13. Discussion and possible action on contingency transfer for Administration** – No action taken.
- 14. Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties** – Corporation Counsel Ward updated the Committee on the status of foreclosed properties. No action taken.
- 15. 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 convened into closed session by roll call vote. The motion passed 5-0.

- 16. Reconvene in open session for action on closed session items if necessary –** Motion by Jaeckel/Rinard to reconvene into open session. The motion passed 5-0. Motion by Jones/Kutz to extend the agreement between Jefferson County and the College of Osteopathic Medicine according to the terms of that agreement, and also to allow the County Administrator to explore additional development opportunities for the County farmland. The motion passed 5-0.
- 17. Review of the financial statements and department update for October 2019-Finance Department –** No action taken.
- 18. Review of the financial statements and department update for October 2019-Treasurers Department –** No action taken.
- 19. Review of the financial statements and department update for October 2019-Child Support Department -** No action taken.
- 20. Discussion 2019 projections of budget vs. actual.** No action taken.
- 21. Update on contingency fund balance -** The current balance of 2019 general contingency funds before any action taken at the current meeting is \$65,975. The other contingency fund balance is \$279,175 and the vested benefits balance is \$290,000.
- 22. 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.
- 23. Set future meeting schedule, next meeting date, and possible agenda items –** The next meeting is scheduled for January 9, 2020 at 8:30 am. Future agenda items will include an update on the tax foreclosures, bond issue, proposals for Courthouse/Jail/Sheriff's Complex Architect and Engineering.
- 24. Review of Invoices -** After review of the invoices, a motion was made by Jaeckel/Jones to approve the payment of invoices totaling \$4,064,695.78. The motion passed 5-0.
- 25. Adjourn –** A motion was made by Jaeckel/Kutz to adjourn at 6:48 p.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad

RESOLUTION NO. 2020-___

Accepting the Drug Free Communities Support Program Grant and Amending the 2020 Budget

Executive Summary

On October 30, 2019, the White House Office of National Drug Control Policy announced the availability of 150 new grants for its Drug-Free Communities Support Program. This Grant is funded through the Federal Substance Abuse and Mental Health Services Administration. and was awarded to the Jefferson County Drug Free Coalition with Jefferson County as the fiscal agent. The Drug-Free Communities Support Program provides grants to community coalitions to strengthen the infrastructure among local partners to create and sustain a reduction in local youth substance use. Recognizing that local problems need local solutions, Drug-Free Communities - funded coalitions engage multiple sectors of the community and employ a variety of environmental strategies to address local substance use problems.

The Drug-Free Communities Support Program is a proven prevention program aimed at the prevention of drug, alcohol and tobacco use among youth which is essential to the success of a healthy future for youth.

The total Federal grant award is \$125,000 with an additional \$125,000 matching requirement paid by Jefferson County. The Health Department is requesting that these grant funds be accepted by Jefferson County to support the Drug-Free Communities Support Program commencing January 1, 2020. The Finance Committee considered this resolution at its meeting on January 9, 2020 and recommended forwarding to the County Board for approval.

WHEREAS, substance use, abuse, and dependence can negatively impact every aspect of an individual's life, and

WHEREAS, child-serving systems need to intervene early in the lives of youth to prevent or treat abuse, support young people, and provide them with the tools to choose the right path, and

WHEREAS, grant funding is available from the Drug-Free Communities Support Program Grant to establish and strengthen collaboration to support the efforts of community coalitions, and

WHEREAS, to meet the need for Jefferson County youth who are at risk for substance use, the Finance Committee recommends, acceptance of these funds.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget is hereby amended to accept the grant funding from the Drug-Free Communities Support Program Grant in the amount of \$125,000.

The Jefferson County Board of Supervisors hereby authorizes the Jefferson County Health Department to be fiscal agent for the Jefferson County Drug Free Coalition for the administration of these grant funds.

Fiscal Note: Because this grant supplants currently funded salaries and benefits in the Health Department's budget, acceptance of the Drug-Free Communities grant will result in net savings of \$85,227 in levy funding. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By
Finance Committee

01-14-20

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input checked="" type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>		4122.424001.	Federal Grant Revenue	(\$125,000.00)
<input checked="" type="checkbox"/>		4122.511110.	Salary - Permanent Reg.	\$ 84,048.00
<input checked="" type="checkbox"/>		4122.512141.	Social Security	\$ 4,899.44
<input checked="" type="checkbox"/>		4122.512142.	Retirement Employer	\$ 4,323.01
<input checked="" type="checkbox"/>		4122.512144.	Health Insurance	\$ 13,817.31
<input checked="" type="checkbox"/>		4122.512145.	Life Insurance	\$ 16.64
<input checked="" type="checkbox"/>		4122.512151.	H.S.A. Contribution	\$ 1,800.00
<input checked="" type="checkbox"/>		4122.512173.	Dental Insurance	\$ 993.60
<input checked="" type="checkbox"/>		4122.521219.	Other Professional Service	\$ 16,600.00
<input checked="" type="checkbox"/>		4122.531303.	Computer Equipment	\$ 1,300.00
<input checked="" type="checkbox"/>		4122.531324.	Membership Dues	\$ 300.00
<input checked="" type="checkbox"/>		4122.531326.	Advertising	\$ 6,364.00
<input checked="" type="checkbox"/>		4122.531349.	Other Operating Exp.	\$ 2,500.00
<input checked="" type="checkbox"/>		4122.532325.	Registration	\$ 370.00
<input checked="" type="checkbox"/>		4122.532332.	Mileage	\$ 200.00
<input checked="" type="checkbox"/>		4122.532334.	Commercial Travel	\$ 2,700.00
<input checked="" type="checkbox"/>		4122.532335.	Meals	\$ 1,170.00
<input checked="" type="checkbox"/>		4122.532336.	Lodging	\$ 3,600.00
	<input checked="" type="checkbox"/>	4101.511110.	PH - Salary - Perm. Reg.	\$ (84,048.00)
	<input checked="" type="checkbox"/>	4101.512141.	PH - Social Security	\$ (4,899.44)
	<input checked="" type="checkbox"/>	4101.512142.	PH - Retirement Employer	\$ (4,323.01)
	<input checked="" type="checkbox"/>	4101.512144.	PH - Health Insurance	\$ (13,817.31)
	<input checked="" type="checkbox"/>	4101.512145.	PH - Life Insurance	\$ (16.64)
	<input checked="" type="checkbox"/>	4101.512151.	PH - H.S.A. Contribution	\$ (1,800.00)
	<input checked="" type="checkbox"/>	4101.512173.	PH - Dental Insurance	\$ (993.60)
<input checked="" type="checkbox"/>		4101.531312.	PH - Office Supplies	\$ 600.00
<input checked="" type="checkbox"/>		4101.531311.	PH - Postage	\$ 444.00
<input checked="" type="checkbox"/>		4101.531303.	PH - Computer Software	\$ 125.00
<input checked="" type="checkbox"/>		4101.531326.	PH - Advertising (cinema)	\$ 1,700.00
<input checked="" type="checkbox"/>		4101.571009.	PH - MIS PC Group Alloc.	\$ 1,000.00
<input checked="" type="checkbox"/>		4101.529160.	PH - Interpreter Fee	\$ 800.00

Description of Adjustment:

"Drug Free Communities Grant" awarded to "Jefferson County Drug Free Coalition" with Jefferson County as fiscal agent. Budget period 10/31/2019 - 10/30/2020. "Requesting grant activity to begin January 1, 2020. \$125,000 Federal funding with \$125,000 "Non-Federal Match" requirement. "Match" expenses will be tracked by Drug Free Coalition members and the Jefferson County Health Department. Match includes an increase in Public Health (ORG 4101) expenses as listed above = \$4,669. The grant results in an estimated decrease of (\$89,896.00) in Public Health payroll expense due to Eml Reiner, RN, working 36 hours/week on grant as Director/Coordinator.

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.

RESOLUTION NO. 2020-__

Approving the Acceptance of the WIC Infrastructure Grant and Amending the 2020 Budget

An on-site State Department of Health Services, Division of Public Health, Women, Infants, and Children (WIC) Program Management Evaluation conducted in May of 2018 resulted in a finding regarding WIC participant confidentiality. The downstairs Health Department clinic reception area is behind glass with 3 windows to serve the public for WIC, Public Health and Rock River Free Clinic. The staff are not separated except for a cloth wall between WIC and the other two programs.

The most recent Management Evaluation resulted in a finding that non-WIC staff could still hear confidential information being discussed between WIC staff and WIC participants despite having the cloth wall divider. While this had been allowed in the past, the federal and state WIC guidelines now require very strict protection of participants' information.

A second visit by the State WIC program confirmed that more was needed to protect participant confidentiality. The Human Services Maintenance Director was consulted and an acceptable reception area was designed to assure participant confidentiality is maintained. The Maintenance Director received estimates for the work. A WIC Infrastructure grant was submitted and the State WIC Program accepted the design. The Jefferson County Health Department WIC program was awarded funding for the full cost of the reception area remodel.

Below is an estimate of remodeling costs from Human Services Maintenance Director Ryan Mundt:

Carpentry	\$24,000.00
Glass	\$7,680.00
Electric	\$5,500.00
HVAC	\$2,000.00
Ceiling	\$940.00
Furniture	\$5,000.00
Flooring	\$3,000.00
Total	\$48,120.00

The Finance Committee considered this resolution at its meeting on January 9, 2020 and recommended forwarding to the County Board for approval.

WHEREAS, the Jefferson County Health Department WIC program was audited by the State Department of Health Services WIC program, and

WHEREAS, strict participant confidentiality is a required component of this USDA funded program, and

WHEREAS, the current WIC reception area was found to be deficient in maintaining required WIC participant confidentiality and there is the potential for others working in the area to hear private information being exchanged, and

WHEREAS, a solution to assuring participant confidentiality was developed by Jefferson County WIC staff and the Human Services Maintenance Director, and

WHEREAS, a State WIC Infrastructure grant was written and awarded by the State WIC program to the Jefferson County Health Department WIC program for full funding of the amount needed for the WIC reception area remodel,

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the WIC Infrastructure grant funding in the amount of \$48,120.00

Fiscal Note: This is a budget amendment that will increase revenues and expenditures by \$48,120. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By
Finance Committee

01-14-20

REVIEWED: County Administrator:_____ ; Corporation Counsel:_____ ; Finance Director:_____

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input checked="" type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

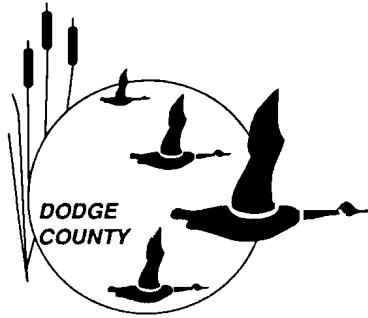
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>4201.421001.</u>	<u>WIC Grant Reg. State Aid</u>	<u>(\$48,120.00)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>4201.594829.</u>	<u>WIC Capital Improvement Other</u>	<u>\$ 48,120.00</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Description of Adjustment:

October 31, 2019 - Letter of confirmation from State WIC Director, Lisa Murphy.
Grant period 10/31/2019 - 09/30/2020 billable to WIC CARS under profile #154740.
Remodel of WIC reception area on lower level of Health Department building 1541 Annex Road to assure participant confidentiality & staff security.

Department Head Signature Gail M. Scott Date 11/07/2019
 County Administrator Signature _____ Date _____

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Executive Committee
Dave Ehlinger, Finance Director
Sarah Hinze, Human Resource Director
From: Jim Mielke
Date: December 30, 2019

Re: Discussion – Concept – Shared Purchasing Agent Position Dodge & Jefferson Counties

Preliminary high level discussion regarding a potential sharing of a Purchasing Agent with Jefferson County have taken place. The discussions have included the following:

Jefferson County:

- Ben Wehmeier, County Administrator
Terri Palm-Kostroski, Human Resource Director
Marc DeVries, Finance Director

Dodge County

- Jim Mielke, County Administrator
Sarah Hinze, Human Resource Director
Dave Ehlinger, Finance Director

In addition, a summary of the discussions have been provided to Corporation Counsels from both Jefferson and Dodge Counties.

Currently, Jefferson County does not have a Purchasing Agent position. The Dodge County position has been vacant as of November 27, 2019. The Dodge County position was initially filled in April 2018. A shared Purchasing Agent position is not unique. Currently, the City and County of Eau Claire share one position and the City and County of Sheboygan share a single position. With the current vacancy, internal discussion has focused on, the opportunity to explore a shared position. Recruitment efforts will be impacted depending whether the Purchasing Agent is shared or stand alone.

An initial conference call to discuss the concept was held on November 19th. A follow-up discussion was held on December 4th, followed by a December 19th meeting.

The concept of a Shared Purchasing Agent was discussed with the Dodge County Finance Committee On December 10th. A follow-up discussion with the Finance Committee is scheduled for January 13th. A discussion is also scheduled as part of the January 6th Human Resource & Labor Negotiation Committee agenda.

Preliminary discussions have focused on the Purchasing Agent being a Dodge County employee, maintaining the current reporting structure to the Finance Director. The position would be located within

the Finance Department (4th Floor Administration Building). To implement a shared position, an Intergovernmental Agreement would be required, specifying the responsibilities and approved by each county. The position is not intended to be a half-time position for either county. The work performed would be dictated by the needs and priorities of each county.

Compensation: At this time discussion has also taken place related to the sharing of a Risk Manager / Safety Coordinator. Jefferson County has a vacant, approved position of Risk Manager / Safety Coordinator. An option has been discussed related to Dodge County being responsible for the wages /benefits of the Purchasing Agent and Jefferson County responsible for the wages/ benefits of the Risk Manager / Safety Coordinator. Both positions, Purchasing Agent and Risk Manager / Safety Coordinator would perform work for each county.

There is also internal agreement, if the process for a shared position(s) moves forward, representatives from each county would be part of the hiring process for both positions. This would follow a similar process used for the hiring of Vicki Pratt - ThriveEd.

Dodge and Jefferson Counties share a successful partnership regarding economic development with ThriveEd. Internally there is the belief that the Purchasing Agent and Risk Manager/Safety Coordinator provides an additional opportunity to work together for the benefit of both counties.

Enc: Dodge County Procurement Policy

RESOLUTION NO. 2019-_____

Entering into a contract with Maas Brothers to Provide Construction Management Services for upgrading and repair of county buildings

Executive Summary

The Health and Human Service Building, Lueder Haus, and the Hillside and Workforce Development buildings need upgrading and repair, with an estimated cost of approximately \$3,000,000. The 2020 budget includes funding for these projects. Due to the scope of these projects, it will benefit the County to retain the services of a construction manager who can assist in developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects.

The Buildings and Grounds Committee reviewed the proposal of Maas Brothers on January 7th, 2020, and recommended forwarding this resolution to the County Board to retain the services of Maas Brothers to provide services to Jefferson County as a construction manager to assist with developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects related to the upgrading and repair of County buildings.

WHEREAS, a proposal was obtained from Maas Brothers to provide services to Jefferson County as a construction manager, and

WHEREAS, the cost for services from Maas Brothers is based on an hourly billing rate of \$110.00 for services provided during the preconstruction phase by a preconstruction manager and project manager, and up to 5 percent of project costs for general construction management services, \$16,500 per month for a Project Superintendent during the construction phase, and \$4,250 per month for a Project Manager during the construction phase.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Maas Brothers to provide Construction Management services to assist in developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects related to the upgrading and repair of County buildings as described above.

Fiscal Note: This resolution approves the authorization of a fee amount not to exceed \$250,000. Should actual costs for construction management for projects relating to the Health and Human Services Building, Lueder Haus, Hillside, and Workforce Development buildings exceed \$250,000, an additional review of the progress of projects under management will be required to proceed further, including authorization of additional estimated fees. The funding for this contract will be comprised a combination of carryover amounts from the Jail Plumbing Project (\$136,200 remaining), the vacant Maintenance Director position in Central Services (fully benefitted, \$105,237), and proceeds from the issuance of bonds. The Finance Director is hereby authorized to make the necessary budget adjustments for the enactment of this resolution. This is a budget adjustment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By:
Buildings and Grounds Committee

01-14-2020

REVIEWED: County Administrator:____; Corporation. Counsel____; Finance Director: ____

RESOLUTION NO. 2019-_____

Entering into a contract with Potter Lawson to provide schematic design and mechanical assessments for the Jefferson County Courthouse, Sheriff's Office, and Jail.

Executive Summary

Over the last 20 years, various studies have been conducted relating to the long term needs of County facilities including the Courthouse and adjoining Sheriff's Office and Jail. The most recent significant study took place in 2005. Jefferson County implemented several recommendations from this study including relocating the Corporation Counsel office, reconstructing the Courthouse security entrance, and constructing a new Highway operations facility and satellite facilities.

Since this 2005 study, larger projects at the Courthouse have included renovating public restrooms, modest upgrades to the County Board room, technology upgrades to the Courtrooms, replacement of the majority of the Courthouse roof, and installing new boilers. In 2014, the County continued to evaluate its long term needs through an independent consultant. This 2014 evaluation concluded that many of the components within the facilities have reached their end of life. Based on these studies and reports, both the Task Force on Operations and Organizations and the County's Strategic Plan determined that a plan needed to be developed to update County facilities.

A Request for Proposals was issued on November 19, 2019, for the purpose of assisting in the development of a cost-effective solution to address the significant facility infrastructure issues identified in the studies and to provide for flexibility in operations while balancing current Courthouse security needs, and specifically addressing:

- Space Needs Program
- Schematic Floor Plans
- Mechanical, Electrical, Plumbing, and Structural Systems Analysis
- Construction Phasing Analysis
- Preliminary Cost Estimate

A required pre-proposal conference and facility tour was held on December 3, 2019, and proposals were due on December 10, 2019. Three highly qualified firms were selected as final candidates and the interview panel recommended Potter Lawson as the lowest responsible bidder.

The Buildings and Grounds Committee considered this resolution at its meeting on January 7, 2020, and recommended forwarding to the County Board to accept the bid of Potter Lawson as the lowest responsible bidder to assist Jefferson County in the development of a cost-effective solution to address the significant facility infrastructure issues which have been identified in the Jefferson County Courthouse, Sheriff's Office, and Jail.

WHEREAS, bids were solicited for professional services to assist the County in development of a Schematic Design and Mechanical, Electrical, Plumbing, Analysis, and

WHEREAS, the following bids were submitted:

- Potter Lawson - \$77,000
- Plunkett Raysich/Moyer - \$115,500
- Venture - \$136,500

and,

WHEREAS, the Buildings and Grounds Committee considered the analysis of the consultant and the working group in reviewing the three proposals, and

WHEREAS, the Buildings and Grounds Committee recommends accepting the bid of Potter Lawson to develop the following deliverables for the County:

- Space Needs Program
- Schematic Floor Plans
- Mechanical, Electrical, Plumbing/Structural Systems Analysis Report
- Construction Phasing Analysis
- Preliminary Cost Estimate.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Potter Lawson to provide the services as described above.

BE IT FURTHER RESOLVED that the County Administrator and the consultant will provide updates to the Buildings and Grounds Committee and other interested parties on a regular basis.

Fiscal Note: Fiscal Note: The funding for this contract will be comprised a combination of carryover amounts from the Jail Plumbing Project (\$136,200 remaining), the vacant Maintenance Director position in Central Services (fully benefitted, \$105,237), and proceeds from the issuance of bonds. The Finance Director is hereby authorized to make the necessary budget adjustments for the enactment of this resolution. This is a budget adjustment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Referred By:
Buildings and Grounds Committee

01-14-2020

REVIEWED: County Administrator:____; Corporation. Counsel____; Finance Director: ____

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING GENERAL
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED
\$7,600,000 FOR CAPITAL PROJECTS

BE IT RESOLVED by the County Board of Supervisors of Jefferson County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$7,600,000 for the public purpose of paying the cost of capital projects, consisting of communication projects and County building projects.

Adopted, approved and recorded January 14, 2020.

Jim Schroeder
Chairperson

ATTEST:

Audrey McGraw
County Clerk

(SEAL)

Resolution No. _____

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$7,600,000 GENERAL OBLIGATION CAPITAL PROJECT BONDS, SERIES 2020A

WHEREAS, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") has adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed \$7,600,000 for the public purpose of paying the cost of capital projects, consisting of communication projects and County building projects;

WHEREAS, the County Board of Supervisors hereby finds and determines that the projects described in the Initial Resolution are within the County's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the County Board of Supervisors of the County hereby finds and determines that general obligation bonds in an amount not to exceed \$7,600,000 should be issued pursuant to the Initial Resolution.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The bonds authorized by the Initial Resolution shall be designated "General Obligation Capital Project Bonds, Series 2020A" (the "Bonds") and the County shall issue the Bonds in an amount not to exceed \$7,600,000 for the purpose above specified.

Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk (in consultation with the County's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the County Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded January 14, 2020.

Jim Schroeder
Chairperson

ATTEST:

Audrey McGraw
County Clerk

(SEAL)

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

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	-498,690	0	-498,690	-457,132.50	.00	-41,557.50	91.7%
12201 412100 Sales Taxes From County	-100	0	-100	-137.79	.00	37.79	137.8%
12201 451004 Garnishment Fees	-15	0	-15	-45.00	.00	30.00	300.0%
12201 451005 Child Support Fees	-1,500	0	-1,500	-747.85	.00	-752.15	49.9%
12201 451312 Emp Payroll Charges	-50	0	-50	-176.00	.00	126.00	352.0%
12201 699992 Balance Forward Prior Year	0	-5,000	-5,000	.00	.00	-5,000.00	.0%
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12202 Dental Insurance Allocation							
12202 451026 Retiree Ins Premium Recovery	-15,000	0	-15,000	-16,239.33	.00	1,239.33	108.3%
12202 451032 Cobra Premium Recovery	-2,600	0	-2,600	-2,276.64	.00	-323.36	87.6%
12202 451043 County Board Premiums	0	0	0	-2,407.80	.00	2,407.80	.0%
12202 451045 Employee Premiums	-460,000	0	-460,000	-433,276.92	.00	-26,723.08	94.2%
TOTAL General Fund	-977,955	-5,000	-982,955	-912,439.83	.00	-70,515.17	92.8%
TOTAL REVENUES	-977,955	-5,000	-982,955	-912,439.83	.00	-70,515.17	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12201 Finance							
12201 511110 Salary-Permanent Regular	187,583	0	187,583	169,475.98	.00	18,107.02	90.3%
12201 511210 Wages-Regular	137,401	0	137,401	128,643.37	.00	8,757.63	93.6%
12201 511220 Wages-Overtime	0	0	0	1,822.07	.00	-1,822.07	.0%
12201 511330 Wages-Longevity Pay	885	0	885	885.00	.00	.00	100.0%
12201 512141 Social Security	24,929	0	24,929	22,326.71	.00	2,602.29	89.6%
12201 512142 Retirement (Employer)	21,344	0	21,344	19,703.96	.00	1,640.04	92.3%
12201 512144 Health Insurance	65,775	0	65,775	38,203.28	.00	27,571.72	58.1%
12201 512145 Life Insurance	150	0	150	146.31	.00	3.69	97.5%
12201 512150 FSA Contribution	9,000	0	9,000	.00	.00	9,000.00	.0%
12201 512151 HSA Contribution	0	0	0	6,000.00	.00	-6,000.00	.0%
12201 512173 Dental Insurance	4,248	0	4,248	3,812.51	.00	435.49	89.7%
12201 521213 Accounting & Auditing	13,530	0	13,530	15,155.00	.00	-1,625.00	112.0%
12201 521219 Other Professional Serv	3,420	0	3,420	610.00	.00	2,810.00	17.8%
12201 521296 Computer Support	3,381	0	3,381	3,140.00	.00	241.00	92.9%
12201 531100 Permits Purchased	0	0	0	10.00	.00	-10.00	.0%
12201 531303 Computer Equipmt & Software	550	0	550	2,051.00	.00	-1,501.00	372.9%
12201 531311 Postage & Box Rent	2,300	0	2,300	2,004.26	.00	295.74	87.1%
12201 531312 Office Supplies	2,900	0	2,900	2,305.16	.00	594.84	79.5%
12201 531313 Printing & Duplicating	700	0	700	1,244.31	.00	-544.31	177.8%
12201 531321 Publication Of Legal Notice	0	0	0	168.75	.00	-168.75	.0%
12201 531324 Membership Dues	1,010	0	1,010	777.72	.00	232.28	77.0%
12201 532325 Registration	2,240	0	2,240	1,852.00	.00	388.00	82.7%
12201 532332 Mileage	640	0	640	324.22	.00	315.78	50.7%
12201 532334 Commercial Travel	550	0	550	367.98	.00	182.02	66.9%
12201 532335 Meals	300	0	300	126.88	.00	173.12	42.3%
12201 532336 Lodging	2,080	0	2,080	1,632.72	.00	447.28	78.5%
12201 532339 Other Travel & Tolls	0	0	0	92.05	.00	-92.05	.0%
12201 533225 Telephone & Fax	100	0	100	71.30	.00	28.70	71.3%
12201 535242 Maintain Machinery & Equip	250	0	250	494.50	.00	-244.50	197.8%
12201 571004 IP Telephony Allocation	472	0	472	432.63	.00	39.37	91.7%
12201 571005 Duplicating Allocation	75	0	75	68.75	.00	6.25	91.7%
12201 571009 MIS PC Group Allocation	8,995	0	8,995	8,245.38	.00	749.62	91.7%
12201 571010 MIS Systems Grp Alloc(ISIS)	3,600	0	3,600	3,300.00	.00	300.00	91.7%
12201 591519 Other Insurance	1,947	0	1,947	2,304.76	.00	-357.76	118.4%
12201 594818 Capital Computer	0	5,000	5,000	2,567.15	.00	2,432.85	51.3%
12202 Dental Insurance Allocation							
12202 599982 Retiree Dental Claims	12,000	0	12,000	11,609.50	.00	390.50	96.7%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12202 599984 Cobra Dental Claims	6,000	0	6,000	881.70	.00	5,118.30	14.7%
12202 599986 Administrative Fees Dental	24,000	0	24,000	37,669.58	.00	-13,669.58	157.0%
12202 599989 Employee Dental Claims	434,500	0	434,500	353,726.17	.00	80,773.83	81.4%
12202 599992 Administrative Dental Retiree	1,100	0	1,100	1,107.42	.00	-7.42	100.7%
TOTAL General Fund	977,955	5,000	982,955	845,360.08	.00	137,594.92	86.0%
TOTAL EXPENSES	977,955	5,000	982,955	845,360.08	.00	137,594.92	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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11301 Child Support							
11301 411100 General Property Taxes	-150,612	0	-150,612	-138,061.00	.00	-12,551.00	91.7%
11301 421001 State Aid	-107,827	0	-107,827	-108,473.00	.00	646.00	100.6%
11301 421010 M S L Incentives	-13,000	0	-13,000	-16,039.51	.00	3,039.51	123.4%
11301 421012 State Aid Cs + All Others	-762,018	0	-762,018	-544,965.88	.00	-217,052.12	71.5%
11301 421013 Other Dept Wage Retention	-30,323	0	-30,323	-26,916.90	.00	-3,406.10	88.8%
11301 421014 State Aid Wages Allocation	91,888	0	91,888	80,750.74	.00	11,137.26	87.9%
11301 421050 CS Performance Based Inc	-160,200	0	-160,200	-166,237.00	.00	6,037.00	103.8%
11301 421058 State Aid - Prior Year	0	0	0	697.00	.00	-697.00	.0%
11301 421096 State Aid Medical Support	-7,000	0	-7,000	-9,586.00	.00	2,586.00	136.9%
11301 421097 State Aid E-filing	0	0	0	-4,273.00	.00	4,273.00	.0%
11301 442004 Extradition Reimbursement	-200	0	-200	-3,547.57	.00	3,347.57	%
11301 451011 CS Prog Fee Reduce 66%	7,392	0	7,392	8,735.60	.00	-1,343.60	118.2%
11301 451013 NIVD Activities Reduction	-2,000	0	-2,000	-1,745.36	.00	-254.64	87.3%
11301 451014 CS Program Fees	-11,000	0	-11,000	-13,935.83	.00	2,935.83	126.7%
11301 455003 Non-IVD Service Fees	-1,400	0	-1,400	-1,245.00	.00	-155.00	88.9%
11301 486003 Non-Govt Reimbursements	0	0	0	-1,497.00	.00	1,497.00	.0%
TOTAL General Fund	-1,146,300	0	-1,146,300	-946,339.71	.00	-199,960.29	82.6%
TOTAL REVENUES	-1,146,300	0	-1,146,300	-946,339.71	.00	-199,960.29	

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2019 01 TO 2019 11

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	250,545	0	250,545	230,243.48	.00	20,301.52	91.9%
11301 511210 Wages-Regular	451,112	0	451,112	396,400.25	.00	54,711.75	87.9%
11301 511220 Wages-Overtime	5,222	0	5,222	4,925.15	.00	296.85	94.3%
11301 511330 Wages-Longevity Pay	1,978	0	1,978	1,847.50	.00	130.50	93.4%
11301 512141 Social Security	54,227	0	54,227	47,038.39	.00	7,188.61	86.7%
11301 512142 Retirement (Employer)	46,430	0	46,430	41,488.80	.00	4,941.20	89.4%
11301 512144 Health Insurance	134,540	0	134,540	117,546.26	.00	16,993.74	87.4%
11301 512145 Life Insurance	276	0	276	255.48	.00	20.52	92.6%
11301 512150 FSA Contribution	18,600	0	18,600	.00	.00	18,600.00	.0%
11301 512151 HSA Contribution	0	0	0	16,599.99	.00	-16,599.99	.0%
11301 512173 Dental Insurance	10,512	0	10,512	8,875.37	.00	1,636.63	84.4%
11301 521255 Paper Service	12,600	0	12,600	7,790.66	.00	4,809.34	61.8%
11301 521256 Genetic Tests	7,200	0	7,200	4,255.00	.00	2,945.00	59.1%
11301 521296 Computer Support	2,136	0	2,136	1,209.00	.00	927.00	56.6%
11301 529160 Interpreter Fee	2,700	0	2,700	2,097.35	.00	602.65	77.7%
11301 529299 Purchase Care & Services	50,200	0	50,200	50,200.00	.00	.00	100.0%
11301 531003 Notary Public Related	240	0	240	120.00	.00	120.00	50.0%
11301 531301 Office Equipment	0	0	0	4,984.00	.00	-4,984.00	.0%
11301 531303 Computer Equipmt & Software	3,100	0	3,100	1,978.00	.00	1,122.00	63.8%
11301 531310 Postage Special	345	0	345	220.79	.00	124.21	64.0%
11301 531311 Postage & Box Rent	17,400	0	17,400	15,056.46	.00	2,343.54	86.5%
11301 531312 Office Supplies	3,000	0	3,000	2,128.47	.00	871.53	70.9%
11301 531313 Printing & Duplicating	2,820	0	2,820	2,899.58	.00	-79.58	102.8%
11301 531314 Small Items Of Equipment	1,500	0	1,500	745.98	.00	754.02	49.7%
11301 531321 Publication Of Legal Notice	1,110	0	1,110	650.00	.00	460.00	58.6%
11301 531323 Subscriptions-Tax & Law	1,640	0	1,640	1,707.01	.00	-67.01	104.1%
11301 531324 Membership Dues	1,928	0	1,928	2,001.00	.00	-73.00	103.8%
11301 531326 Advertising	0	791	791	791.04	.00	-.04	100.0%
11301 531348 Educational Supplies	1,500	-839	661	1,510.50	.00	-849.50	228.5%
11301 532325 Registration	1,590	1,050	2,640	3,424.00	.00	-784.00	129.7%
11301 532332 Mileage	1,000	0	1,000	648.34	.00	351.66	64.8%
11301 532334 Commercial Travel	1,002	-1,002	0	.00	.00	.00	.0%
11301 532335 Meals	728	0	728	645.26	.00	82.74	88.6%
11301 532336 Lodging	1,916	0	1,916	1,551.24	.00	364.76	81.0%
11301 532339 Other Travel & Tolls	335	0	335	389.70	.00	-54.70	116.3%
11301 532340 Contracted Extraditions	8,500	0	8,500	9,121.74	.00	-621.74	107.3%
11301 533225 Telephone & Fax	450	0	450	397.66	.00	52.34	88.4%
11301 535242 Maintain Machinery & Equip	5,200	0	5,200	2,661.11	.00	2,538.89	51.2%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11301 571004 IP Telephony Allocation	1,605	0	1,605	1,471.25	.00	133.75	91.7%
11301 571005 Duplicating Allocation	171	0	171	156.75	.00	14.25	91.7%
11301 571009 MIS PC Group Allocation	26,510	0	26,510	24,300.87	.00	2,209.13	91.7%
11301 571010 MIS Systems Grp Alloc(ISIS)	9,906	0	9,906	9,080.50	.00	825.50	91.7%
11301 591519 Other Insurance	4,526	0	4,526	4,991.33	.00	-465.33	110.3%
TOTAL General Fund	1,146,300	0	1,146,300	1,024,405.26	.00	121,894.74	89.4%
TOTAL EXPENSES	1,146,300	0	1,146,300	1,024,405.26	.00	121,894.74	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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13201 County Treasurer							
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13201 411100 General Property Taxes	1,111,661	0	1,111,661	1,019,022.62	.00	92,638.38	91.7%
13201 411300 DNR Pilot	-60,000	0	-60,000	-60,786.88	.00	786.88	101.3%
13201 411500 Managed Forest	-3,000	0	-3,000	-4,731.85	.00	1,731.85	157.7%
13201 418100 Interest On Taxes	-300,000	0	-300,000	-269,590.71	.00	-30,409.29	89.9%
13201 441030 Ag Use Conversion Penalty	-10,000	0	-10,000	-20,092.82	.00	10,092.82	200.9%
13201 451007 Treasurers Fees	-400	0	-400	-533.50	.00	133.50	133.4%
13201 481001 Interest & Dividends	-966,000	0	-966,000	-1,114,960.53	.00	148,960.53	115.4%
13201 481004 Fair Market Value Adjustment	0	0	0	-266,256.12	.00	266,256.12	.0%
13201 486004 Miscellaneous Revenue	0	0	0	-52.92	.00	52.92	.0%
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13202 Tax Deed Expense							
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13202 411100 General Property Taxes	-12,900	0	-12,900	-11,825.00	.00	-1,075.00	91.7%
13202 482002 Rent Of County Property	0	0	0	-19,313.20	.00	19,313.20	.0%
13202 483005 Gain/Loss-Sale Forclosed Prpt	0	0	0	-62,879.68	.00	62,879.68	.0%
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13203 Plat Books							
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13203 411100 General Property Taxes	1,335	0	1,335	1,223.75	.00	111.25	91.7%
13203 451010 Sale Of Maps & Plat Books	-2,250	0	-2,250	651.79	.00	-2,901.79	29.0%
13203 451308 Postage Fees	-15	0	-15	-3.00	.00	-12.00	20.0%
13203 474014 Dept Plat Book Charges	-70	0	-70	.00	.00	-70.00	.0%
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TOTAL General Fund	-241,639	0	-241,639	-810,128.05	.00	568,489.05	335.3%
TOTAL REVENUES	-241,639	0	-241,639	-810,128.05	.00	568,489.05	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

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	70,221	0	70,221	64,423.56	.00	5,797.44	91.7%
13201 511210 Wages-Regular	46,356	0	46,356	33,018.81	.00	13,337.19	71.2%
13201 511220 Wages-Overtime	0	0	0	593.63	.00	-593.63	.0%
13201 511330 Wages-Longevity Pay	174	0	174	171.10	.00	2.90	98.3%
13201 512141 Social Security	8,931	0	8,931	6,979.60	.00	1,951.40	78.2%
13201 512142 Retirement (Employer)	7,647	0	7,647	6,432.49	.00	1,214.51	84.1%
13201 512144 Health Insurance	31,692	0	31,692	21,643.92	.00	10,048.08	68.3%
13201 512145 Life Insurance	94	0	94	6.61	.00	87.39	7.0%
13201 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
13201 512151 HSA Contribution	0	0	0	3,125.00	.00	-3,125.00	.0%
13201 512173 Dental Insurance	2,290	0	2,290	1,543.95	.00	746.05	67.4%
13201 521232 Investment Advisor Fees	30,000	0	30,000	29,676.77	.00	323.23	98.9%
13201 531298 United Parcel Service	100	0	100	.00	.00	100.00	.0%
13201 531311 Postage & Box Rent	7,500	0	7,500	6,103.46	.00	1,396.54	81.4%
13201 531312 Office Supplies	1,000	0	1,000	1,736.94	.00	-736.94	173.7%
13201 531313 Printing & Duplicating	200	0	200	153.81	.00	46.19	76.9%
13201 531314 Small Items Of Equipment	100	0	100	.00	.00	100.00	.0%
13201 531321 Publication Of Legal Notice	3,000	0	3,000	1,387.50	.00	1,612.50	46.3%
13201 531324 Membership Dues	100	0	100	100.00	.00	.00	100.0%
13201 532325 Registration	300	0	300	.00	.00	300.00	.0%
13201 532332 Mileage	350	0	350	.00	.00	350.00	.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	57.47	.00	42.53	57.5%
13201 535242 Maintain Machinery & Equip	200	0	200	344.30	.00	-144.30	172.2%
13201 571004 IP Telephony Allocation	283	0	283	259.38	.00	23.62	91.7%
13201 571005 Duplicating Allocation	149	0	149	136.62	.00	12.38	91.7%
13201 571009 MIS PC Group Allocation	6,628	0	6,628	6,075.63	.00	552.37	91.7%
13201 571010 MIS Systems Grp Alloc(ISIS)	1,604	0	1,604	1,470.37	.00	133.63	91.7%
13201 591519 Other Insurance	785	0	785	819.00	.00	-34.00	104.3%
13201 591521 Official Bonds	0	0	0	30.00	.00	-30.00	.0%
13201 593256 Bank Charges	1,500	0	1,500	1,325.80	.00	174.20	88.4%
13202 Tax Deed Expense							
13202 521212 Legal	100	0	100	5.00	.00	95.00	5.0%
13202 521219 Other Professional Serv	0	0	0	30.00	.00	-30.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
13202 521255 Paper Service	1,000	0	1,000	.00	.00	1,000.00	.0%
13202 521273 Title Search	3,000	0	3,000	-5,000.00	.00	8,000.00	166.7%
13202 529299 Purchase Care & Services	2,000	0	2,000	11,168.96	.00	-9,168.96	558.4%
13202 531311 Postage & Box Rent	200	0	200	494.97	.00	-294.97	247.5%
13202 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
13202 531321 Publication Of Legal Notice	6,000	0	6,000	2,297.88	.00	3,702.12	38.3%
13202 531326 Advertising	500	0	500	.00	.00	500.00	.0%
13202 533221 Water	0	0	0	3,703.81	.00	-3,703.81	.0%
13202 593742 Uncollected Taxes	0	0	0	807.88	.00	-807.88	.0%
13203 Plat Books							
13203 531349 Other Operating Expenses	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL General Fund	241,639	0	241,639	201,124.22	.00	40,514.78	83.2%
TOTAL EXPENSES	241,639	0	241,639	201,124.22	.00	40,514.78	

JEFFERSON COUNTY
Revenues collected through 12-31-2019

DEPARTMENT	REVISED BUDGET	ACTUALS	% COLLECTED
Administration Total	\$ (685,986.00)	\$ (452,923.33)	66.03%
Capital Projects and Debt Total	(1,133,342.00)	(1,171,452.11)	103.36%
Central Services Total	(848,048.00)	(737,451.09)	86.96%
Child Support Total	(1,146,300.00)	(960,392.26)	83.78%
Clerk of Courts Total	(2,836,315.00)	(2,789,079.32)	98.33%
Corporation Counsel Total	(384,764.00)	(384,764.04)	100.00%
County Board Total	(433,373.00)	(433,373.04)	100.00%
County Clerk Total	(376,461.00)	(367,402.68)	97.59%
District Attorney Total	(822,021.00)	(795,417.13)	96.76%
Economic Development Total	(472,560.00)	(523,957.51)	110.88%
Emergency Management Total	(199,579.00)	(107,501.31)	53.86%
Fair Park Total	(1,294,792.00)	(1,176,270.60)	90.85%
Finance Department Total	(977,955.00)	(974,631.07)	99.66%
General Revenues & Expenditure Total	(1,041,999.00)	(58,113.68)	5.58%
Health Department Total	(1,468,729.00)	(1,358,689.94)	92.51%
Highway Department Total	(11,389,168.00)	(11,010,353.97)	96.67%
Human Resources Total	(525,316.00)	(463,784.84)	88.29%
Human Services Department Total	(25,342,356.00)	(22,730,555.53)	89.69%
Land & Water Conservation Total	(659,423.00)	(593,952.91)	90.07%
Land Information Total	(665,268.00)	(617,081.14)	92.76%
Library Total	(1,153,101.00)	(1,153,101.12)	100.00%
Management Information Systems Total	(1,401,776.00)	(1,292,555.57)	92.21%
Medical Examiner Total	(225,252.00)	(194,306.00)	86.26%
Parks Department Total	(2,513,053.00)	(1,109,431.05)	44.15%
Planning And Zoning Total	(605,251.00)	(551,054.69)	91.05%
Register Of Deeds Total	(334,968.00)	(426,090.18)	127.20%
Sheriff Department Total	(14,466,963.00)	(14,551,884.28)	100.59%
Treasurer Total	(241,639.00)	(745,075.72)	308.34%
UW Extension Total	(262,575.00)	(258,053.07)	98.28%
Veterans Services Total	(198,887.00)	(200,006.41)	100.56%
Grand Total	<u>\$ (74,107,220.00)</u>	<u>\$ (68,188,705.59)</u>	92.01%

JEFFERSON COUNTY
Expenditures through 12-31-2019

DEPARTMENT	REVISED BUDGET	ACTUALS	% SPENT
Administration Total	\$ 685,986.00	\$ 568,839.20	82.92%
Capital Projects and Debt Total	1,883,342.00	1,212,061.28	64.36%
Central Services Total	1,324,541.00	890,242.97	67.21%
Child Support Total	1,146,300.00	1,101,701.31	96.11%
Clerk of Courts Total	2,903,815.00	2,447,287.53	84.28%
Corporation Counsel Total	384,764.00	416,660.92	108.29%
County Board Total	440,313.00	416,854.23	94.67%
County Clerk Total	376,461.00	387,638.46	102.97%
District Attorney Total	822,021.00	788,136.14	95.88%
Economic Development Total	460,022.00	378,057.23	82.18%
Emergency Management Total	199,579.00	186,390.57	93.39%
Fair Park Total	1,421,792.00	1,317,568.75	92.67%
Finance Department Total	982,955.00	911,845.89	92.77%
General Revenues & Expenditure Total	1,640,232.00	394,890.04	24.08%
Health Department Total	1,627,452.00	1,528,805.61	93.94%
Highway Department Total	12,460,188.00	13,826,059.28	110.96%
Human Resources Total	542,166.00	441,968.42	81.52%
Human Services Department Total	25,859,193.00	23,597,416.47	91.25%
Land & Water Conservation Total	660,356.00	580,292.73	87.88%
Land Information Total	760,854.00	687,707.28	90.39%
Library Total	1,153,101.00	1,152,815.74	99.98%
Management Information Systems Total	1,401,776.00	1,493,025.53	106.51%
Medical Examiner Total	236,252.00	223,900.89	94.77%
Parks Department Total	3,115,959.00	1,130,510.34	36.28%
Planning And Zoning Total	766,209.00	703,565.71	91.82%
Register Of Deeds Total	334,968.00	315,163.74	94.09%
Sheriff Department Total	16,027,183.00	14,806,905.20	92.39%
Treasurer Total	241,639.00	219,021.71	90.64%
UW Extension Total	298,675.00	280,812.81	94.02%
Veterans Services Total	224,688.00	219,019.68	97.48%
Grand Total	<u><u>\$ 80,382,782.00</u></u>	<u><u>\$ 72,625,165.66</u></u>	90.35%

**Jefferson County
Contingency Fund
For the Year Ended December 31, 2019**

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-19	Tax Levy	500,000.00	453,535.00	290,000.00		
9-May-19	Netwurx Contract - broadband services		(45,610.00)		Finance Committee	9-May-19
11-Jun-19	Human Resources - Personnel Ordinance Study		(17,000.00)		Finance Committee	11-Jun-19
11-Jun-19	Administration - Limited Term Employee		(65,000.00)		Finance Committee	11-Jun-19
11-Jun-19	Sheriff's Department - Jail Generator repair/rental	(88,000.00)			Finance Committee	11-Jun-19
13-Nov-18	Comprehensive plan		(20,000.00)		Board of Supervisors	13-Nov-18
8-Aug-19	Administration - Shared Services/Strategic Plan		(26,750.00)		Finance Committee	8-Aug-19
8-Aug-19	Central Services - Powerhouse	(21,835.00)			Finance Committee	8-Aug-19
10-Sep-19	Claims/Emergency Capital	(324,190.00)			Finance Committee	10-Sep-19
Total amount available		65,975.00	279,175.00	290,000.00		
Net		65,975.00	279,175.00	290,000.00		