



Winnebago County

WISCONSIN

*The Wave of the Future*

*C. Orensfein*

# Adopted Budget 2002





## ABOUT OUR COVERS.....

This year's cover features pictures taken by a Winnebago County 4-H member as part of a photography project. These sights around Winnebago County were selected at the 2001 Winnebago County Fair from more than 900 entries.

Photography is one of more than 60 different projects offered to urban and rural youth from first grade through high school under the direction of the Winnebago County UW-Extension 4-H youth program. Adult volunteers help youth in 4-H to learn more about arts and communication, natural and plant sciences, mechanical subjects, animals, home living skills, family topics, and leadership.

About the photographer:

Kristy Bahr is a 7-year member of 4-H. Kristy is currently a senior at Oshkosh North High School. Her work was also featured on the Winnebago County 2000 Budget cover and the 2000 Comprehensive Annual Report cover.

Congratulations to this talented young photographer!



**FISCAL YEAR 2002**  
**ANNUAL BUDGET FOR THE**  
**COUNTY OF WINNEBAGO**

**Submitted by**

**JANE VAN DE HEY**

**WINNEBAGO COUNTY EXECUTIVE**

**to**

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**Winnebago County**  
Office of the County Executive

*The Wave of the Future*

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## **2002 EXECUTIVE BUDGET MESSAGE**

*"Common sense is the knack of seeing things as they are, and doing things as they ought to be done."*

***-Harriet Beecher Stowe***

**Jane Van De Hey**



Honorable Members of the Winnebago County Board and Citizens of Winnebago County:

In presenting this 2002 Executive Budget, I am compelled to share not only excellent figures but the process which resulted in this budget. Clearly, we are committed to the best service possible to our Community while we are also keenly aware of the responsibility and trust we accept to use our citizens dollars wisely. The ambitious and necessary Capital Improvement Projects of the last years have increased the taxes we must levy to repay debt for those projects. Additionally, State and Federal funds for mandated programs have continued on a downward spiral, while growth and expectations for these programs continue.

This year it has been more difficult than ever to maintain a stable County tax rate. We have experienced property valuation growth of 6.25% this year. Our growth in valuation gives us an additional \$2,486,000 of tax dollars to work with based on the 2001 tax rate of \$5.35 per \$1000 of valuation. All of this increase is used up in very few areas. The following table clearly shows this:



## MAJOR REASONS FOR DIFFICULTY IN BALANCING THE 2002 BUDGET

**Areas with large increases:**

<b>Debt Service</b>	<b>\$639,000</b>	Increase over debt service levy the prior year because of larger borrowings done in recent years.
<b>District Attorney</b>	<b>\$157,000</b>	Addition of the Domestic Abuse budget to this department last year and the loss of funding for the program. There is also a large increase in rent from the prior year.
<b>Sheriff</b>	<b>\$2,247,000</b>	One component of this increase is boarding of prisoners. We are also starting to hire new corrections officers to get them ready for the new jail when it opens. We are also forecasting less revenue from our prisoners for their share of meals and rooming.
<b>Health Insurance</b>	<b>\$1,300,000</b>	Our employee health insurance costs have gone up dramatically higher than they have in past years.
<b>Total Items with significant increases</b>	<b><u>\$4,343,000</u></b>	<b>Total</b>

The Sheriff's Department alone used up almost all of the additional funds generated by our valuation growth. This made the task of preparing a budget without a tax rate increase impossible. How does one prepare a budget for the rest of the departments with no additional funds to work with above what they had the prior year without cutting services? Labor contracts are in force so one cannot freeze wages.

We had to look for other places to cut spending to offset labor costs without cutting services. What we have done is cut back on capital spending everywhere we could. We simply cannot currently afford much of the new and replacement equipment and enhancements to Parks and other things. We looked at increasing fees in some areas to make up for shortfalls of outside funding and property tax revenue.

The challenge of maintaining our high level of service in the face of diminishing resources is formidable. I am pleased and proud of the level of responsibility and cooperation demonstrated by our Departments, the County Board Supervisors who participated in these negotiations, and especially our Finance Director Charles Orenstein, for helping me prepare a budget which achieves fiscal restraint without eliminating the services we have the responsibility to deliver. This year our operating tax rate will be \$4.43 per \$1,000 of valuation, still 28-cents under the state imposed cap of \$4.71 but 21-cents higher than last year. Our debt service rate will be 90-cents per \$1,000.

**The following objectives were used as guidelines in developing this 2002 executive budget:**

1. Departments were asked to prepare their budgets and limit the tax levy increase in their areas.
2. Minimize the growth in the operating budget in an effort to help offset the increase in the debt service budget.
3. Maintain prudent expenditure and revenue levels which will enable the county to meet ongoing and future statutory budget restraints.
4. Continue to maintain a safe level of undesignated fund balance in the General Fund to protect the County against unforeseen expenses or emergencies.
5. Maintain a strong financial position that will enable the County to maintain its Aa2, Moody's bond rating.

**The County will incorporate the following long and short term programmatic goals:**

1. Repairing and replacing the essential infrastructure of our buildings, i.e.; heating, cooling and structural maintenance is a process which is not only necessary for aesthetics but for function and safety.
2. Continue the development of our County Road System to efficiently handle the increasing demands of a growing population and to develop roadways in areas of economic growth.
3. Programs are being implemented to work towards the reduction of crime. A larger jail facility is being built to keep criminals off the street. Programs are being implemented in the Human Services area to work more with families, not just the children, to promote better family values and to strengthen the work ethic so children grow up to be more responsible and acquire better values, thus reducing the future growth of crime.
4. We have had much success in reducing the population on the welfare roles. We will continue to work with the State on the W-2 (Wisconsin Works) program to help prepare the remainder of the population for jobs through training and assisting them in finding jobs. Getting people to work will help strengthen the family unit and set a good example for their children.
5. Continue the development of a Human Services client tracking system. During the year 2000, the County Human Services Department began to design and implement a client tracking system. The intent of this system is to be able to track all data on clients (families and family members) that receive services through the agency. It is a comprehensive system that any provider of human services to these clients can tap into to get a complete history of the clients. Currently, there is some computer systems that handle some of the information while much of the data is done on paper forms. As a result, it is currently very difficult for anyone to get a history on a client when they request services. This system will automate the process making it easier for both the client and County to work together. Parts of this system have been completed and are in production while other parts are still in the development stages. We will continue this effort for the next few years.



6. The Solid Waste Department is working on forming agreements with neighboring Counties to consolidate and share operations such as landfilling, and recycling facilities. Collaborative agreements being worked on now and in the near future will assure Winnebago and neighboring Counties that our landfilling and recycling operations will be stable for decades to come.
7. Our Airport (Wittman Regional Airport) will be focusing on implementing some strategies developed earlier to expand use of the facility. Part of this focus is to draw more "general aviation" users to the facility. Initiatives have been taken to develop other recreational facilities at the airport such as hotel development for conventions and leisure travelers.
8. In the area of public safety we will be completing a regional plan for Emergency 911 service. Several municipalities in the region are working on a joint effort to implement a common system that will facilitate sharing of data and provide some backup in case one area should go down. We will be receiving grant money to cover some of these costs.
9. We are looking at developing more cooperative efforts with neighboring government units to share service delivery systems. This results in cost savings to all parties involved. Examples include the public safety system described above and a joint plan for handling recycling with several counties in our area.

**These programs do not come without cost. To minimize the impact on the taxpayers of Winnebago County, we must become an even more efficient government unit. Many of the guidelines and parameters listed below will help us achieve this objective:**

1. Ensuring the appropriate training and support of our valuable staff in the use of our new technologies in order to maximize our ability to deliver swift, community oriented, cost effective service.
2. Minimize the use of the cumbersome and costly practice of creating and maintaining paper documents.
3. Ensure that our current building projects are consistent with future growth and development, preventing costly redesign and reconstruction in the future.
4. Invest additional funds in the building maintenance area and catch up on several deferred maintenance projects. Bringing our buildings and HVAC systems up to date will reduce the demand for staff to be continually repairing systems and free them up for other maintenance tasks.

**The financial goal of the County is to work towards stabilizing or reducing the property tax rate by taking the following actions:**

1. Work proactively to address the reimbursement and regulation issues related to Park View Health Center and find additional ways to reduce the taxpayer cost of caring for the residents of the facility.
2. Maintain prudent expenditure and revenue levels which will enable the county to meet ongoing and future statutory budget restraints.
3. Minimize the use of property tax dollars to replace reduced or eliminated federal or state program specific funds. This will be accomplished by closely evaluating new state or federally funded programs and measuring the value of those programs against the possibility of the funding

disappearing. We will work to evaluate the impact of eliminating new programs when outside funding sources do disappear.

4. I have included funds in the 2002 budget to hire a grant writer. This is being done jointly with a County to the north. We hope to use this function to seek out additional grant funds for our programs.
5. Aggressively seek state funding for mandated programs by working closely with our elected officials and lobbying groups. We will hire a lobbying organization to seek out additional funds from the State to cover the costs of their mandated programs. This will be done jointly with neighboring counties.
6. Maintain a minimal amount of fund balance in all governmental funds with the exception of the General Fund. The reasons for maintaining a minimum level of General Fund undesignated fund balance are: 1) to maintain sufficient cash balances in times during the year when expenditures exceed revenue and we have a net cash outflow, 2) to maintain sufficient funds to protect the County in case of unanticipated expenditures or emergencies. The General Fund undesignated fund balance will be maintained at a level approximately equal to 8.3% of the total combined expenditures as follows:
  - General fund total expenditures, plus
  - Human Service funds total expenditures, plus
  - Debt Service fund expenditures, plus
  - Levy support to Park View Health Center, plus
  - Levy support to the Airport Fund (Wittman Regional Airport)
7. Invest funds that are temporarily idle in securities that provide the best possible rate of return and have a minimal amount of risk associated with the market value of the investments.

#### **2002 BUDGET HIGHLIGHTS**

#### **REVIEW BY EXPENDITURE CATEGORY:**

##### **Labor**

Total county wages are up \$2.5 million or 6.4% from 2001. The net change to the County table of organization is an increase of three employees. We are adding ten new full-time positions, one new part time position, and there are 3 position replacements. The rest of the increase in wage cost is the result of normal step increases and cost of living increases.

Fringe benefits are up \$1.5 million or 10.9%. Historically, this rate of increase closely matches the increase in total wage costs because some of the fringe benefits are a percent of wages such as social security and retirement. In 2002, the cost of health insurance is increasing substantially, therefore the fringe percent increase is much higher than the wage increase. Wages and benefits generally move in the same direction. Fringe benefits are calculated based on rates developed for each department.

### **Capital**

Our capital outlay budget for 2002 reflects a decrease of \$263,000 or 9.7%. If capital outlay related to self-supporting proprietary funds is backed out, the effect is a decrease of levy for capital outlay items of \$67,700.

### **Travel**

Travel expenditures are projected to decrease \$74,000 or 9.6%. Although automobile allowance increased 6.1%, all other line items including registration and tuition, commercial travel and lodging decreased. Seminars and conferences continue to be attended locally in 2002.

### **Other Expenditures**

Other expenditures are budgeted to increase \$4.4 million or 6.0%. Some areas with larger variances from 2001 include:

Debt service – Increase of \$1,339,000 due to a new debt issue in 2001 and increasing payments on existing debt issues. Although some debt issues are being retired, we are adding new issues each year that offset the decreases.

Operating expenses - Program expenses in Human Services have decreased \$1,020,000, while small equipment has increased 71.8% or \$216,391. The capital outlay threshold has been raised to \$5,000. Therefore more items are listed as small equipment.

Insurance - An increase of \$1,716,629 or 49% is reflected in this category. Cost of health insurance premiums has increased over \$1 million, while other types of insurance increased at a lower rate.

### **REVIEW BY DIVISION:**

#### **Administration**

The tax levy in this division is \$6,872,375, an increase of \$738,233, or 12.0%. Revenues decreased \$51,334, while expenditures increased \$661,923, or 7.6%.

The County Clerk's budget shows a \$101,018, or 47.3% increase in their levy. There are two additional elections in 2002. Other expenditure increases include Facilities and Property Management (\$309,546) and Information Systems (\$136,051). Facilities and Property Management show significant increases in labor and other operating expenditures. One new position is being added to the table of organization and utility costs are anticipated to

increase \$200,000. Most of the increase in Information Systems is in capital outlay. Telephone switch upgrades are being done to insure 24 hour, 7 day a week coverage.

### **Public Safety**

This division shows a tax levy of \$15,144,147, an increase of \$2,442,768, or 19.2%.

Public Safety expenditures are up \$2,443,149 from 2001. The largest dollar increase is in the Sheriff's Department (\$1,985,479). With the construction of the new jail facility, seven new correction officers are being added. In addition, fringe benefits increased \$383,000 attributable to increased health insurance costs, the change in the salary structure, and the new positions. The cost to board prisoners out of the county is anticipated to increase \$672,000.

The District Attorney expenditures will increase \$206,563. Professional service has increased \$143,000, which includes investigators for the Domestic Abuse Program for the entire year. Increases can also be seen in legal fees and investigative expenses as the number of prosecutable offenses increase.

### **Transportation**

The tax levy for Transportation is \$1,282,583, an increase of \$1,014 from 2001.

There are no significant changes from 2001.

### **Health and Human Services**

The Health and Human Services levy is \$17,929,325, up \$887,480 or 5.2% from 2001. We are able to apply \$30,000 of fund reserves to reduce the tax levy for Public Health for the year 2002.

Revenues in this division will be up \$1,198,902, or 2.3%. Park View Health Center has budgeted an increase in Medicare revenues of \$193,076 resulting from an increase in the average occupancy levels, additional therapy, and appeal monies. Increases will also be seen in private pay fees (\$333,000) and ITP (Intergovernmental Transfer Program, \$300,000) revenues.

Human Services intergovernmental revenues are budgeted \$450,000 higher than in 2001 primarily due to the inclusion of administrative revenues from Waiver grants and an overall increase in Medical Assistance Waiver grant revenues.

Expenditures are up \$2,081,467 over 2001. Park View Health Center is up 5.9%. The majority of these expenditure increases are attributable to utility costs and professional services. Human Services expenditures have increased only 1.4%. These increased costs are noted in Substitute Care and Mental Health placements.



### **Education, Culture and Recreation**

The Division of Education, Culture, and Recreation shows a tax levy of \$2,152,485, an increase of \$99,646 or 4.8%. Revenues are decreasing \$49,600 or 4.7%. This can be seen in the decrease in the Land and Water Conservation grant programs.

Expenditures are up \$38,997 or 1.2%. The Parks Department is anticipating an increase of \$77,000 in capital outlay spending. Operating grants in the Land and Water Conservation Department are decreasing \$48,000 due to the lack of State funding for programs.

### **Planning and Environment**

This division shows a tax levy of \$299,406, a decrease of \$187,731 or 38.5%. Total reserves of \$290,000 are being applied, \$20,000 from the Land Records fund and \$270,000 from the Underground Storage Tanks.

Expenses are expected to decrease \$1.1 million or 13%. The Solid Waste fund accounts for most of this decrease. Capital expenditures were up in 2001 and have now returned to a more stable level. The Underground Storage Tank fund anticipates spending \$100,000 less in 2002 while Planning will spend \$120,000 more.

### **Non Divisional Budgets**

Budgets in this group include County Board and Scholarship Program, Safety Building Board and Miscellaneous/Unclassified. The County Board tax levy for 2002 is \$360,324, a 9.2% increase. Safety Building Board is a very small budget item and has very little change from 2001.

The budget under Miscellaneous Unclassified accounts is for all other items that don't fit into another specific department or category. Total expenditures are \$2,459,562. This represents an increase of \$18,067 over 2001. Expenditures include the Library Tax, Regional Planning Commission Allocation, and the Industrial Development Board grant. We have discontinued giving operating grants for the arts and museums.

The non-divisional section also includes revenue sources that are not directly related to any specific department. This includes an indirect cost reimbursement we receive from our funding agencies. It also includes our state shared revenue annual allocation. We expect to see an increase in our state shared revenue allocations to \$4.5 million, \$260,000 above 2001. Investment Income adds an additional \$1.8 million of revenue to the Miscellaneous and Unclassified budget.

### **Capital Projects**

We are currently pursuing a very aggressive capital improvements program. Several projects which are in process include: 1) A new justice center/jail, 2) Roof Replacement Project, 3) Numerous road construction projects, and 4) Public Safety System.

### New Positions

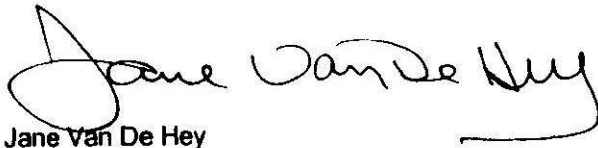
I have included ten new full-time positions, one part-time position and three position replacements in the 2002 budget. The net financial impact of these positions is roughly \$278,000. The new positions are needed to continue to provide quality services. Overall, the total position count from the 2002 table of organization is 1,130. Total position count in the 2001 budget was 1,127. Several positions were eliminated during 2001 because they were no longer needed. The net increase from 2001 to 2002 is 3 positions, one full-time and two part-time.

### CONCLUSION

Winnebago County historically has been innovative in creating economic growth, successful in achieving goals, thoughtful with taxpayers hard earned dollars and a leader in the region and the state. As demonstrated by our short and long-term objectives, the tradition continues. Clearly, we are committed and able to prepare Winnebago County for excellence in the 21st Century. We will ensure the continuation of the quality of life we currently enjoy.

I thank and commend the management and support staff of all the departments who assisted in preparing this budget document. This major task reflects the best efforts of us all.

Respectfully submitted,



Jane Van De Hey  
Winnebago County Executive

## INFORMATION ABOUT WINNEBAGO COUNTY

### PROFILE

Located in East Central Wisconsin, bordered on the east by Lake Winnebago, Winnebago County anchors the southern half of the Fox River Valley -- one of the largest metropolitan areas in Wisconsin. The County is close to the urban centers of Chicago, Milwaukee, and Minneapolis-St. Paul, and is known for stability, progress, and growth.

Winnebago County is also known as the County of "big lakes". Five large lakes make up the majority of water area, ranging in size from Lake Winnebago (137,708 acres) to Little Lake Butte des Morts (1,306 acres). The Fox and Wolf are important rivers that provided early transportation and were an early power source for development of local industries. Abundant water resources have assisted the County in being ranked in the top eight industrial counties in the State.

These water resources also provide for excellent recreational activities. The lakes and rivers provide sailing and boating plus excellent fishing during both summer and winter. Ducks and geese provide local sport in the fall.

The County also hosts the Annual Experimental Aircraft Association Fly-In every August with an attendance of over 800,000.

The County's economy is most noted for the stable industrialized base that centers on the paper industry. Kimberly-Clark Corporation began its operations here and remains as one of the largest paper product companies in the world. Other major business sectors include specialized trucks, woodworking, metal work and machine manufacturing.

Five major highways and Wittman Regional Airport make travel, shipping, and delivery to and from Winnebago County convenient and economical.

The County is the seventh most populated area in the State, with a population of over 156,700. The majority of people reside in five urban areas ranging in population from over 62,000 in Oshkosh, the County seat, to the Village of Winneconne with over 2,000 people. The County provides a variety of living options. One can live in a rural or urban setting or experience a river or lake setting.

The residents work hard, play hard, and are well educated. The County boasts excellent private and public schools, a four-year university, a two-year university, and a technical college.

About Winnebago County  
Continued

ECONOMIC CONDITIONS AND OUTLOOK

Continuing to demonstrate the positive growth trends that began in 1984, the County's economy continues to expand. The Fox Valley region population grew strongly between 1990 and 2000. This population growth was accompanied by a broad expansion in the labor force. During 2000, there was a 3.6% increase in the labor force in Winnebago County compared to a 0.7% increase for the mid-west region and a 1.2% increase nationally. Unemployment in Winnebago County and the surrounding region was at 2.4% near the end of 2000. The state, as a whole was at 3.5%, while the United States was at 4.0%.

During the year 2000, Winnebago County continued to be a leader in the creation of new jobs. Winnebago County ranks eleventh in per capita personal income (\$26,581 - which represents 1998, the most current information available) within the region, due in part to the large number of paper and paper related industries. Paper and allied products, lumber and wood products, printing, publishing and allied products, primary metal industries and transportation equipment are Winnebago County's specialties.

The full equalized valuation of the County as of January 1, 2001 is \$7,615,561,000, an increase of \$404,502,000 or 5.61% over 2000. USH 441 at the northern end of the County continues to bring in a considerable amount of growth in business development along the corridor. This, along with the construction on County Highway CB to the west of USH 41, puts Winnebago County in an excellent position for future increases in both job creation and equalized valuation.

Additional statistical data can be found in the appendix section of this book.



# **WINNEBAGO COUNTY**

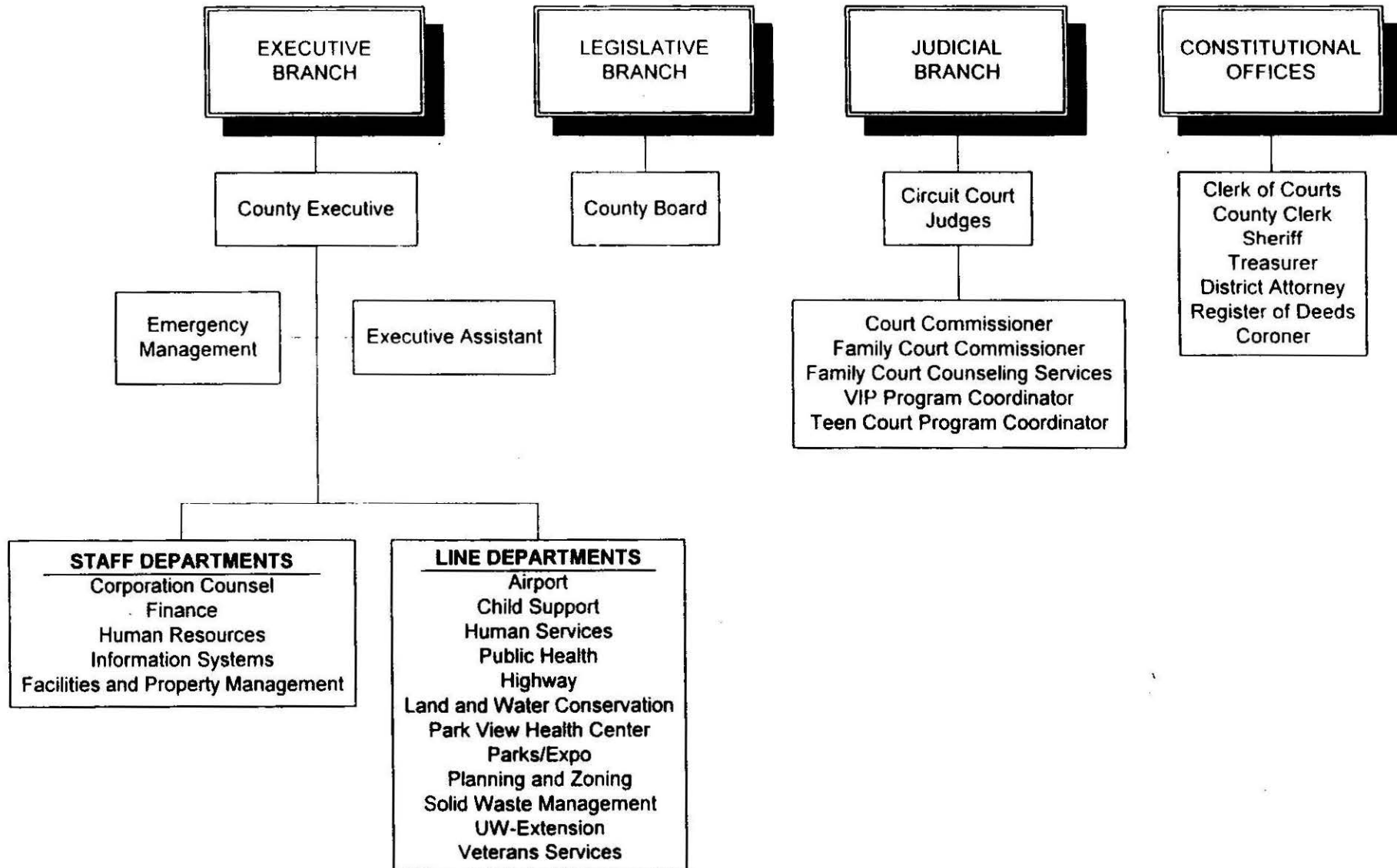
## **MISSION STATEMENT**

The mission of Winnebago County is to economically and efficiently provide and manage delivery systems for diverse programs and services to meet basic human needs.

To carry out this mission, the following roles are required:

- To serve as an agent for the Federal and State Government to fulfill mandated programs.
- To provide optional community services as determined by the County Board.
- To provide programs and services in the most cost-effective manner.
- To encourage citizens awareness, participation, and involvement in county government.
- To encourage cooperation among business, government, labor, and education to solve common problems.
- To utilize community resources as a vehicle for good government.

# WINNEBAGO COUNTY



## BUDGET AND FINANCIAL POLICIES

### ORGANIZATION OF BUDGET DOCUMENT:

The Winnebago County Budget is organized to provide pertinent information regarding the County's administrative structure, programs, and related financial information. The County's financial accounting system is set up on a fund basis. The funds are described later. The budget document is divided into program areas (administration, public safety, transportation, human services, education, culture and recreation, planning and environment), debt service, capital projects and non divisional.

### THE BUDGET PREPARATION PROCESS:

Preparation of the County budget document is delegated to the Finance Director by the County Executive. The budget process begins early in the year when the Finance Director reviews forms and procedures and recommends changes to the County Executive. Upon the Executives approval, budget forms and instructions are printed and distributed to department heads in April. Key dates in the budget process are as follows:

<u>Dates</u>	<u>Event</u>
4/20/01	Forms and Instructions made available for budget preparation
7/23-8/06/01	Budget worksheets and all materials due from departments to Finance Department
08/20-07/01/01	Executive holds meetings with departments to review budgets
10/15/01	Finalized budget sent out for printing and assembly
10/22/01	Budget delivered to County Board Supervisors
11/05-11/07/01	County Board to deliberate on and adopt final budget

### BUDGET POLICIES:

#### REVENUES:

Revenues are budgeted by source. These include (a) taxes, (b) intergovernmental, (c) licenses, fines and permits, (d) public services, (e) interfund and (f) other (which includes interest income from investments).

#### Taxes:

The State of Wisconsin, with the Governor's approval has enacted levy rate limits. These limits are described under the "Property Tax Rate Limits and Levy Limits" section of the budget book. The County relies heavily on property taxes as a revenue source (about 33% of the revenue budget).

#### Intergovernmental Revenues:

These represent grants, aides, and state and federal funding for programs and services. This revenue source is also relied on heavily to fund County programs (about 41% of the revenue budget).

#### Public Charges:

This source represents fees and charges made to users of certain government services. This revenue source makes up about 10% of our revenue budget.

#### Licenses and Permits:

This is a small revenue source comprising about .9% of the County revenue budget.

#### Other Revenues:

This category includes State Shared Revenues, interest income, and other revenue sources that do not fit into the other categories. Most of the revenue in this category is from State Shared Revenues and interest income. This revenue source makes up about 14% of the total revenue budget.

The projection is that the breakdown of revenue sources by percent will remain the same.

#### EXPENDITURES:

The County Board adopts the expense category totals of (1) Labor, (2) Travel, (3) Capital, and (4) Other operating expenses. The complete listing of each recommended line item are considered as substantiating detail used to arrive at the totals. Transfers can be made during the year between line items but not between categories unless rules established by the County Board are followed. The budget adjustment process is described in more detail later. The four categories are described in more detail below:

Labor: This category includes all costs of wages, per diem, and fringe benefits. Fringe benefits include health insurance, life insurance, dental insurance, long-term disability insurance, retirement, Social Security (FICA) and workers compensation insurance.

Travel: This category includes all costs for travel and training of County employees and elected officials. This includes, registration and tuition, automobile allowance, vehicle lease, airfare, meals, lodging, and other incidental travel expenses. Jury, witness, and other non-employee travel expenses are included elsewhere.



**Capital:** This category includes all purchases of property, equipment and vehicles having a cost of \$5,000 or more and a useful life exceeding one year. In proprietary funds, these assets are depreciated over their estimated useful lives. In governmental funds these assets are expensed in the year of purchase. In general, capital items are budgeted as part of the operating budget with the exception of major capital expenditures and capital projects. A separate document (Capital Improvements Program 5-Year Plan) is prepared as described later.

**Other:** This category includes all other expenses not included above. It includes costs related to office supplies, operating expenses, repairs and maintenance, contractual services, rental expenses and fixed costs such as insurance and depreciation.

**CAPITAL IMPROVEMENTS PROGRAM (Five Year Plan):** The County Executive submits a separate capital improvements program to the County Board each year. This document lists major capital projects over a five year period, describes recommendations as to funding the projects, recommends those projects that should be included in the current year bond issue and describes those projects in detail. It also provides detail as to the current outstanding indebtedness, briefly describes capital projects within the 5-year planning horizon, and includes graphs and tables outlining the County's current debt service, future debt service, and current and future debt service property tax mill rates. This document is presented to the County Board at its June workshop session and represents a planning tool for review of projects. The document is available for inspection in either the County Clerk's or Finance Director's offices.

Projects within the capital improvements program are not approved as part of the annual operating budget but must be voted on individually, during the year after being review by the County Board at a workshop session. The purpose of this separate approval process is to make sure projects are reviewed in more detail prior to approval. Once approved, they are included in the annual operating budget under the Capital Projects section and debt service is included in the Debt Service section.

**DEBT SERVICE:** The County has followed a policy of not borrowing for periods of greater than 10 years. The objective is to maintain level debt service payments each year while leaving room in later years to accommodate new debt.

**THE BUDGET ADJUSTMENT PROCESS:** State statutes and County Board Rules outline the procedures for obtaining budget adjustments after the budget has been adopted. They are briefly explained below:

Transfers between budget categories within a departments budget require the approval of the County Executive, Committee of Jurisdiction, and Personnel & Finance Committee.

A department requesting to increase their total approved department appropriations must obtain approval from the County Executive, Committee of Jurisdiction, Personnel & Finance Committee, and County Board (only if the transfer is for more than \$3,000). These additional appropriations are typically requested from; (a) unanticipated revenues received, (b) the contingency fund, or (c) undesignated fund balance.

### **BUDGETARY CONTROL:**

The County does maintain an encumbrance accounting system. Department operating results are reviewed on a monthly basis for potential budget revenue shortfalls or expense overruns. Projected problems are brought to the attention of the applicable department head and appropriate actions are taken to remedy the situation. Projected budget overruns are resolved through adjustments as soon as possible. The County has not experienced any significant budget overrun problems.

### **FUNDS:**

Agency funds, the General Fixed Asset Account Group and the General Long-Term Debt Account Group are funds that do not require annual County appropriations. Therefore, these funds are not included in the budget document. All other County funds are included. The fund types and descriptions are described below:

**GENERAL FUND:** Accounts for all financial resources except those required to be accounted for in another fund

**SPECIAL REVENUE FUND:** Account for the proceeds from special revenue sources that are legally restricted to expenditures for special purposes. Winnebago County has one special revenue fund: Human Services.

**DEBT SERVICE FUND:** Account for the accumulation of resources for, and the payment of general long-term debt principal, interest and related costs. Winnebago County currently has nine debt service funds for debt issues ranging from 1993 to 2000.

**CAPITAL PROJECT FUND:** Account for financial resources to be used for the acquisition or construction of major capital facilities (other than general capital outlays and construction related to the proprietary funds) which are financed primarily through general obligation debt.

**PROPRIETARY FUNDS - ENTERPRISE TYPE:** Account for operations that are financed and operated in a manner similar to a private business enterprise - where intent of the County Board of Supervisors is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Debt service on County debt issued to construct facilities relating to the operations is accounted for through the enterprise fund. County enterprise funds include Park View Health Center, Solid Waste Fund, and the Airport Fund.

**PROPRIETARY FUNDS - INTERNAL SERVICE TYPE:** Account for the financing of goods or services provided by one department or agency to other departments or agencies of the County, or to other governments, on a cost-reimbursement basis. County internal service funds include: Self Insurance, Highway Department, and General Services Funds.

**AGENCY FUNDS:** Account for assets held by the County as an agent. Receipts and disbursements of these funds do not represent County activity, therefore budgets are not applicable to them. Winnebago County agency funds include: Litigant Deposits, Family Support Fund, Patient Funds – Park View Health Center, and Burial Trust Fund.

### **BASIS OF BUDGETING:**

Basis of accounting refers to the point in time at which revenues and expenditures are recognized in the accounts and reported in the financial statements of the entity. Governmental units follow Governmental GAAP (Generally Accepted Accounting Principles) which are primarily established by the GASB (Governmental Accounting Standards Board). Winnebago County Budgets are prepared in accordance with these standards with the exception of capital outlay for proprietary funds as noted in #2 below:

- 1) The General Fund, Special Revenue Fund, Debt Service Funds, Capital Project Funds, and Agency Funds follow the modified accrual basis of accounting. This means that expenses are recorded in the period incurred and revenues are recorded when measurable and available to meet current year obligations. Generally, any revenue that is earned in the current fiscal year and will be received within 60 days after the fiscal period ends would be recorded as current year revenue. The budgets for these funds are prepared using this same basis.
  - A) Debt service funds budget principal and interest in the year paid. Interest is not budgeted nor reported on an accrual basis.
  - B) Capital outlay is budgeted in the year expended. Depreciation is not an expenditure of a capital project fund.
- 2) Proprietary funds include enterprise funds (such as Airport, Park View Health Center and Landfill) and internal service funds (such as General Services, Self Insurance and Highway Department) follow the full accrual basis of accounting for financial reporting purposes. Under this basis of accounting, revenues are recognized and recorded when earned, regardless of when they are received. Expenditures are also recognized and recorded when incurred, regardless of when paid. Capital assets are expensed over their useful life through annual depreciation charges, not when purchased. Our budgetary basis is the same with the exception of capital outlay which is included as an expenditure.
  - A) Proprietary funds report depreciation on a GAAP basis. Depreciation is reversed out for the purpose of calculating the tax levy support where necessary in proprietary funds because it is a non-monetary expenditure.
  - B) Capital outlay is shown as an operating expenditure for budgetary purposes even though not for GAAP financial reporting purposes. This is a budgetary requirement of the County Board. Capital outlay is included in the tax levy support calculation for proprietary funds that require tax levy support.

### **FUND RESERVES - PRACTICES:**

The County does not have a formal written policy regarding fund reserves. In general, we strive to meet the following objectives:

1) The Special Revenue Fund only maintains sufficient fund balance to pay for carryovers and open invoices as of the end of the fiscal year. Tax levy dollars not needed to fund current year operations are not transferred to these funds but remain as part of general fund undesignated fund balance.

2) The General Fund maintains undesignated fund balance approximately equal to:

- (a) One month of expenditures for the General Fund +
- (b) One month of expenditures for the Special Revenue Funds+
- (c) One-twelfth of operating transfers into the Proprietary Funds of Airport and Park View HealthCenter+
- (d) One-twelfth of debt service fund expenditures.

Using the actual history from the 2000 Comprehensive Annual Financial Report, this amount calculates to around \$10.6 million.

Excess reserves are the result of current year operating surpluses and are applied in the next and future budget years to reduce the tax levy.



# PROPERTY TAX RATE LIMITS AND LEVY LIMITS

**OPERATING LEVY:** Limited to the 1992 (for taxes to be collected in 1993) operating mill rate. That limit is \$4.71 per thousand of equalized value. Winnebago County's operating mill rate falls under this limit.

**DEBT SERVICE LEVY:** Limited to the 1992 (for taxes to be collected in 1993) debt services mill rate. That limit is 31 cents per thousand of equalized value. Winnebago County's debt service levy has exceeded this limit through use of the allowable exception that such excess be approved by a 75% vote of the County Board.

**SPECIAL PURPOSE LEVYS:** No limitations were placed on these rates. For Winnebago County this includes the levy's for libraries and public health.

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## **LEGISLATIVE HISTORY:**

During the 1993 State Legislative session, the legislature with the Governor's approval enacted the following:

- 1) Separated the total tax levy and rate of each county into three components: (a) the debt levy and debt levy rate, which is comprised of amounts for debt service on state trust fund loans, general obligation bonds, and long-term promissory notes; and (b) the operating levy and operating levy rate which is comprised taxes levied for general operations, and (c) special purpose levy which is comprised of taxes levied for services that are not apportionable to all municipalities within a county.
- 2) Limited the operating levy rate to that rate imposed in December 1992 for taxes collected in 1993.
- 3) Prohibited debt, as described above, from being used to fund operating expenses, except for short-term promissory notes issued in anticipation of operating revenues and debt used to comply with court orders and judgements, to fund clean water fund projects, or to fund certain types of liability insurance and risk management services.

- 4) Required debt, which would be repaid through the county's debt levy as described above, to meet one of the following conditions prior to its issuance: (a) the debt must be approved through referendum if it would cause the county's debt levy rate to exceed the 1992 debt levy rate; (b) the debt would not cause the county's levy rate to exceed the 1992 rate, based upon the "reasonable expectation" of the county board; (c) the debt is authorized prior to the effective date of the bill; (d) the debt would be used to abolish grade crossings or for regional projects; (e) the debt would be used to refund existing debt; (f) the debt is authorized by a 75% vote of the county board.
  - 5) Specified that a referendum to exceed the limit would be based on either the absolute amount of the levy or the levy rate.
  - 6) Provided for adjustments to the operating levy when services are transferred between the county and other local governments.
  - 7) Required reductions in the shared revenue and transportation aid payments of counties that exceed the operating levy rate, equal to the amount of the excess levy.
- 

The Finance Director has reviewed the limits and believes that the budget is in compliance with the tax rate limits.

# BUDGET NOTES FOR 2002

## SIGNIFICANT INFORMATION

Below are some major items to note about the 2002 budget:

1. Fund reserves are being applied to reduce the tax levy as follows:

- General fund reserves applied for overall levy reduction.	\$ 2,200,000
<i>This will leave a general fund balance of about \$8 million which represents a safe general fund reserve balance.</i>	
- Tax Lister Department reserves being applied to reduce the levy for Tax Lister.	20,000
- Jail Assessment funds being applied to reduce the tax levy for debt service on our Huber (work release) Jail.	300,000
- Underground storage tank fund reserves being returned to the General Fund and used to reduce the tax levy.	270,000
- Public Health reserves applied to reduce the tax levy for Public Health services.	30,000
- Debt service funds being applied to reduce the levy needed for debt service in 2002.	400,000

2. The County is a participant in the Wisconsin Retirement System. The system currently has an unfunded liability which is the result of benefit enhancements adopted over the years by the State Legislature. The enhancements were

## Significant Information - Continued

applied retroactively, thus giving rise to the unfunded liability. Counties, local government units, the state, and school districts all share in this total liability. Winnebago County's share is about \$7,685,000. The liability is being amortized over a 40-year period and is expected to be paid in full by the year 2026. The 2002 payment will be approximately \$500,000. Annual payments are about 1.1% of each department's payroll and are included in each department's fringe benefit expense.

3. **Wisconsin Department of Employee Trust Funds – Act 11 Employer Credit:**

The passage of Act 11 gave Wisconsin employers a holiday from making prior service payments, or in the event that an employer has no unfunded liability balance, a holiday from making an employer required payment. Winnebago County's credit was \$758,509. We have not used this credit as an offset in the 2002 proposed budget. A recommendation will be made to the Board that we make an early principal payment against our unfunded pension liability balance. If made by January 31 of 2002, it will reduce the liability for any interest that would have accrued on that amount for the past year.

4. Total equalized value (as reduced by Tax Incremental Districts (TID)) in the County increased 6.25% from 2001. This consists of a 3.25% market valuation growth and 3.0% growth in new or improved property.

**2002 ADOPTED BUDGET**  
**SUMMARY OF COUNTY BOARD ACTIONS**

DEPARTMENT NAME	LINE ITEM	DETAIL	EXPENDITURES	REVENUES	LEVY
Levy per Executive Budget Book					44,843,744
<b>COUNTY BOARD ACTIONS:</b>					
Register of Deeds	Labor	Add Full-time Records Clerk Position	23,924		44,867,668
Clerk of Courts	Labor	Add Full-time Clerk Typist II Position	23,798		44,891,466
Clerk of Courts	Labor	Convert Family Court Commissioner II Position to Full-time	19,950	13,167	44,898,249
Emergency Management	Capital	Add additional siren and installation	12,700		44,910,949
Parks	Operating Grants	Increase for Below Grade Crossing - Town of Clayton	70,000		44,980,949
County Board	Professional Services	Remove Lobbyist Contract	(30,000)		44,950,949
County Board	Elected Officials Per Diem	Increase County Board Per Diem	41,250		44,992,199
Coroner	Other Per Diem	Increase Other Per Diem	10,000		45,002,199



# **WINNEBAGO COUNTY 2002 BUDGET SUMMARY**

<b>DIVISION:</b>	<u>Expense</u>	<u>Revenue</u>	<u>Adjustments</u>	<u>Levy</u>
Administration	\$ 12,996,265	\$ 6,120,302	\$ (3,588)	\$ 6,872,375
Public Safety	19,085,696	3,905,101	184,000	15,364,595
Transportation	14,363,857	11,797,188	(1,284,086)	1,282,583
Health & Human Services	70,486,740	51,967,662	(529,753)	17,989,325
Education, Culture, & Recreation	3,221,335	998,850	-	2,222,485
Planning & Environment	8,731,713	8,031,355	(377,028)	323,330
<b>Divisional Total</b>	<b>\$ 128,885,606</b>	<b>\$ 82,820,458</b>	<b>\$ (2,010,455)</b>	<b>\$ 44,054,693</b>
 <b>OTHER:</b>				
Board of Supervisors	\$ 371,574	\$ -	\$ -	\$ 371,574
Scholarship Program	9,000	1,600	1,600	9,000
Safety Building Board	3,196	1,598	-	1,598
Unclassified	2,459,562	6,846,517	(2,250,000)	(6,636,955)
Debt Service	7,908,289	80,000	(700,000)	7,128,289
Capital Projects	74,000	-	-	74,000
<b>Other Total</b>	<b>\$ 10,825,621</b>	<b>\$ 6,929,715</b>	<b>\$ (2,948,400)</b>	<b>\$ 947,506</b>
 <b>Grand Total</b>	<b>\$ 139,711,227</b>	<b>\$ 89,750,173</b>	<b>\$ (4,958,855)</b>	<b>\$ 45,002,199</b>

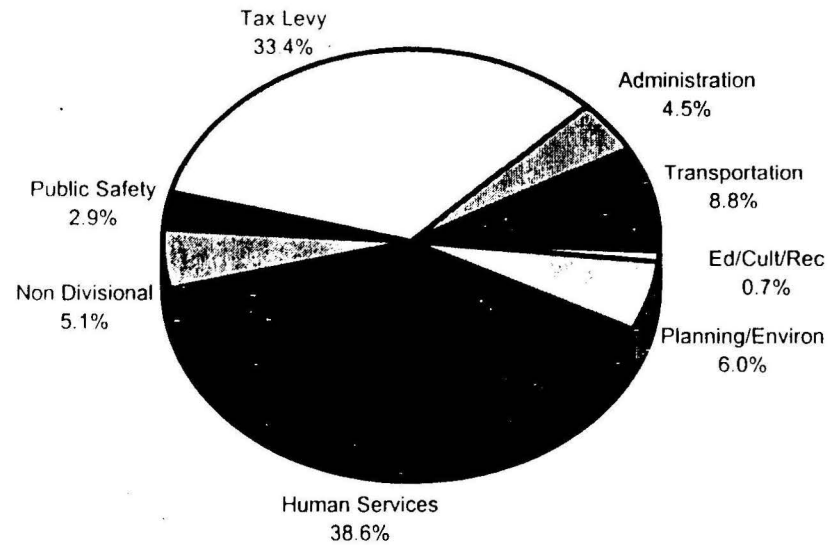
# 2002 APPROPRIATIONS FOR WINNEBAGO COUNTY

	EXPENDITURES					REVENUES				
	2000 Actual	2001 Estimated	2001 Budget	2001 Revised	2002 Budget	2000 Actual	2001 Estimated	2001 Budget	2001 Revised	2002 Budget
<b>ADMINISTRATION</b>										
County Executive	148,546	148,546	143,519	143,519	180,882	13,977	13,977	3,500	3,500	2,500
Corporation Counsel	393,835	428,413	417,201	432,201	423,548	80,290	17,000	10,000	10,000	15,000
County Clerk	299,616	250,915	253,227	253,227	357,685	49,160	66,487	39,435	39,435	42,875
Treasurer	272,315	283,591	295,052	295,757	304,033	620,165	512,035	536,050	536,050	493,650
Human Resources and Payroll	569,156	549,189	549,387	549,387	575,852	4,965	5,000	5,000	5,000	5,000
Workers Compensation Fund	512,572	512,572	566,905	566,905	570,850	636,580	636,580	575,030	575,030	575,030
Self Funded Health Insurance	392,827	2,861,400	1,985,359	1,985,359	3,405,664	782,195	2,345,000	2,169,423	2,169,423	3,312,000
Self Funded Dental Insurance	30,079	134,000	172,554	172,554	270,000	63,232	182,000	180,012	180,012	322,000
Finance	647,492	635,659	676,041	684,925	687,876	21,927	22,500	21,600	21,600	21,900
Switchboard	38,158	39,415	39,520	39,520	41,702	-	-	-	-	-
General Services	329,318	323,471	333,842	333,842	405,888	271,487	292,889	318,500	318,500	299,200
Prop & Liab Insurance Fund	835,980	757,178	811,011	811,011	836,316	812,665	851,329	831,329	831,329	823,100
Information Systems	1,502,080	1,522,470	1,583,070	2,084,194	1,719,121	58,222	59,859	57,922	193,102	68,259
Technology Replacement	-	89,000	89,000	89,000	121,200	-	-	-	-	-
Facilities & Property Management	2,469,708	2,736,913	2,786,102	2,863,123	3,095,648	149,364	114,094	139,270	139,270	139,788
	<b>8,441,682</b>	<b>11,272,732</b>	<b>10,701,790</b>	<b>11,304,524</b>	<b>12,996,265</b>	<b>3,564,229</b>	<b>5,118,750</b>	<b>4,887,071</b>	<b>5,022,251</b>	<b>6,120,302</b>
<b>PUBLIC SAFETY</b>										
District Attorney	764,283	868,555	826,573	826,573	1,033,136	79,133	69,355	78,900	78,900	128,200
Clerk of Courts & Courts	2,424,053	2,611,709	2,571,166	2,611,787	2,798,714	1,765,548	1,851,740	1,890,100	1,891,200	2,102,835
Family Court Counseling	289,411	300,380	299,745	299,745	319,880	93,393	91,915	106,615	106,615	91,915
Sheriff	11,555,989	12,415,414	12,302,515	12,402,155	14,441,994	1,474,299	1,260,256	1,543,775	1,616,275	1,282,115
Jail Improvements	102,950	26,213	23,750	24,059	16,000	210,518	150,000	150,000	150,000	200,000
Coroner	170,388	168,992	163,634	163,634	184,880	20,184	24,360	19,000	19,000	24,000
Emergency Management/EPCRA	182,844	267,084	244,636	270,077	291,092	71,687	68,500	68,500	68,500	76,036
	<b>15,489,918</b>	<b>16,658,347</b>	<b>16,432,019</b>	<b>16,598,030</b>	<b>19,085,696</b>	<b>3,714,762</b>	<b>3,516,126</b>	<b>3,856,890</b>	<b>3,930,490</b>	<b>3,905,101</b>
<b>TRANSPORTATION</b>										
Airport	1,579,794	1,535,968	1,484,206	1,758,792	1,556,712	623,853	669,276	647,701	647,701	634,657
Highway Department	8,175,096	8,861,771	8,815,272	8,835,480	9,666,674	7,839,176	8,171,685	7,906,338	7,907,423	8,717,531
County Road Maintenance	2,888,557	2,981,122	2,972,960	2,972,960	3,140,471	2,167,451	2,143,300	2,233,000	2,233,000	2,445,000
	<b>12,643,447</b>	<b>13,378,861</b>	<b>13,272,438</b>	<b>13,567,232</b>	<b>14,363,857</b>	<b>10,630,480</b>	<b>10,984,261</b>	<b>10,787,039</b>	<b>10,788,124</b>	<b>11,797,188</b>
<b>HEALTH &amp; HUMAN SERVICES</b>										
Public Health	1,375,751	1,571,747	1,444,679	1,524,107	1,736,199	886,245	937,875	866,142	949,351	1,046,380
Child Support	769,820	814,560	818,731	818,731	912,380	742,017	1,168,484	1,164,484	1,164,484	974,291
Veterans	247,107	208,081	252,582	272,332	260,108	13,521	13,500	13,500	13,500	13,500
Human Services	43,185,140	48,474,949	49,211,470	48,990,504	49,941,401	32,614,022	34,605,891	35,068,847	34,685,570	35,411,187
Park View Health Center	16,186,114	16,383,620	16,642,020	17,028,006	17,636,652	13,782,419	13,451,642	13,679,996	13,686,926	14,522,304
	<b>61,763,932</b>	<b>67,452,957</b>	<b>68,369,482</b>	<b>68,633,680</b>	<b>70,486,740</b>	<b>48,038,224</b>	<b>50,177,392</b>	<b>50,792,969</b>	<b>50,499,831</b>	<b>51,967,662</b>

## 2002 APPROPRIATIONS FOR WINNEBAGO COUNTY

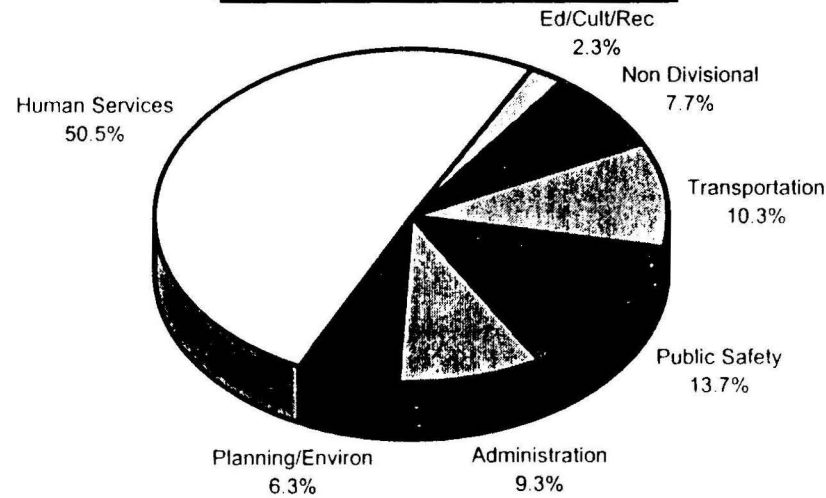
	EXPENDITURES					REVENUES				
	2000 Actual	2001 Estimated	2001 Budget	2001 Revised	2002 Budget	2000 Actual	2001 Estimated	2001 Budget	2001 Revised	2002 Budget
<b>EDUCATION, CULTURE, &amp; RECREATION</b>										
UW-Fox Valley	126,762	234,149	261,949	331,349	270,099	63,264	117,075	130,974	130,974	135,050
University Extension	415,084	419,804	438,507	429,376	451,110	24,624	30,000	26,700	26,700	32,000
Parks	1,454,078	1,433,623	1,448,989	1,658,052	1,573,094	266,893	237,850	303,100	355,849	286,400
Land & Water Conservation	823,321	826,341	962,893	962,893	927,032	288,247	407,531	587,725	587,725	545,400
	<b>2,819,245</b>	<b>2,913,917</b>	<b>3,112,338</b>	<b>3,381,670</b>	<b>3,221,335</b>	<b>643,028</b>	<b>792,456</b>	<b>1,048,499</b>	<b>1,101,248</b>	<b>998,850</b>
<b>PLANNING &amp; ENVIRONMENT</b>										
Register of Deeds	343,652	373,316	372,373	372,373	379,833	687,596	713,850	658,850	658,850	785,550
Planning	838,505	906,999	847,744	983,024	958,283	201,546	313,607	182,077	282,077	210,005
Tax Lister	169,789	145,537	161,047	161,047	173,869	976	600	600	600	600
Land Records Modernization	92,987	298,372	196,891	331,175	152,824	135,153	236,500	231,000	265,284	193,500
Underground Storage Tanks	5,270	150,000	150,000	150,000	50,000	203,355	200,000	200,000	200,000	50,000
Solid Waste Management	6,072,470	2,056,287	8,047,657	8,444,057	7,016,904	8,648,100	2,772,341	6,984,150	6,984,150	6,791,700
	<b>7,522,673</b>	<b>3,930,511</b>	<b>9,775,712</b>	<b>10,441,676</b>	<b>8,731,713</b>	<b>9,876,726</b>	<b>4,236,898</b>	<b>8,256,677</b>	<b>8,390,961</b>	<b>8,031,355</b>
<b>NON-DIVISIONAL BUDGETS</b>										
County Board	332,994	320,678	331,849	331,999	371,574	3,762	1,500	2,000	2,000	-
Scholarship Program	4,500	9,000	9,000	9,000	9,000	1,536	1,200	1,500	1,500	1,600
Safety Building Board	3,154	3,147	3,147	3,147	3,196	1,969	1,574	1,574	1,574	1,598
Unclassified	1,822,920	2,174,580	2,441,495	2,341,406	2,459,562	6,874,970	6,628,350	6,640,150	7,156,393	6,846,517
Debt Service	6,372,798	6,589,534	6,589,534	6,589,534	7,908,289	642,387	100,000	100,000	100,000	80,000
Capital Projects	-	-	-	-	74,000	-	-	-	-	-
Fund Adjustments	1,985,143	(1,186,632)	(2,234,603)	(3,777,694)	(1,738,855)	-	-	-	-	-
Reserves applied	(2,964,221)	(2,643,549)	(2,643,549)	(2,643,549)	(3,220,000)	-	-	-	-	-
Tax Levy	-	-	-	-	-	37,105,645	39,786,283	39,786,283	39,786,283	45,002,199
	<b>7,557,288</b>	<b>5,266,758</b>	<b>4,496,873</b>	<b>2,853,843</b>	<b>5,866,766</b>	<b>44,630,269</b>	<b>46,518,907</b>	<b>46,531,507</b>	<b>47,047,750</b>	<b>51,931,914</b>
	<b>116,238,185</b>	<b>120,874,083</b>	<b>126,160,652</b>	<b>126,780,655</b>	<b>134,752,372</b>	<b>121,097,718</b>	<b>121,344,790</b>	<b>126,160,652</b>	<b>126,780,655</b>	<b>134,752,372</b>

**Winnebago County  
Revenues By Division  
(In Thousands)**



	2001	2002	Change	Percent
Administration	4,887	6,120	1,233	25.23
Transportation	10,787	11,797	1,010	9.36
Ed/Cult/Rec	1,049	999	(50)	(4.77)
Planning/Environ	8,257	8,031	(226)	(2.74)
Human Services	50,793	51,968	1,175	2.31
Non Divisional	6,745	6,930	185	2.74
Public Safety	3,857	3,905	48	1.24
Tax Levy	39,786	45,002	5,216	13.11
	126,161	134,752	8,591	6.81

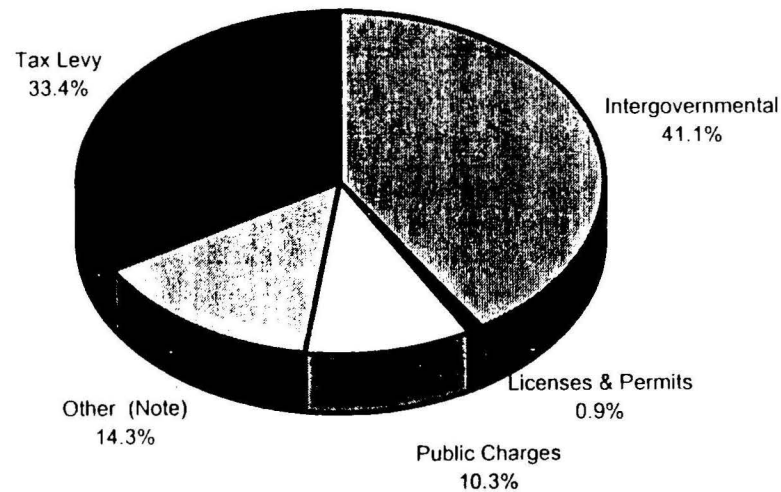
**Winnebago County  
Expenditures By Division  
(In Thousands)**



	2001	2002	Change	Percent
Administration	10,817	12,996	2,179	20.14
Planning/Environ	9,776	8,732	(1,044)	(10.68)
Human Services	68,370	70,487	2,117	3.10
Ed/Cult/Rec	3,112	3,221	109	3.50
Non Divisional	9,375	10,825	1,450	15.47
Transportation	13,272	14,364	1,092	8.23
Public Safety	16,432	19,086	2,654	16.15
	131,154	139,711	8,557	6.52



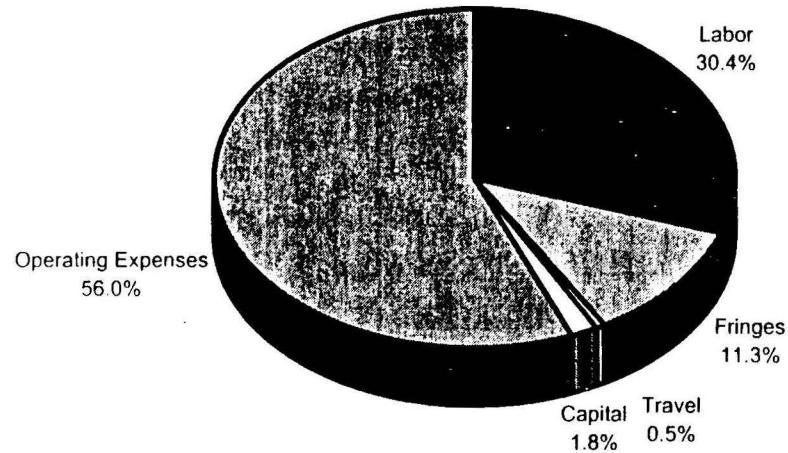
**Winnebago County  
Where The Funds Come From  
(In Thousands)**



	2001	2002	Change	Percent
Intergovernmental	54,267	55,383	1,116	2.06
Licenses & Permits	997	1,187	190	19.06
Public Charges	13,821	13,886	65	0.47
Other (Note)	17,290	19,294	2,004	11.59
Tax Levy	39,786	45,002	5,216	13.11
	126,161	134,752	8,591	6.81

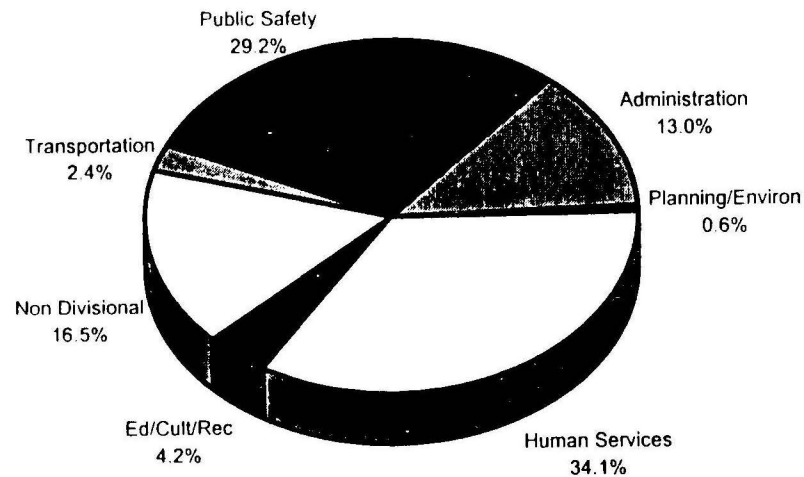
NOTE: " Other" category consists of other taxes, interest on investments, and other miscellaneous revenues such as rental, nonoperating grants, and sale of property and equipment.

**Winnebago County  
Where The Funds Go  
(In Thousands)**



	2001	2002	Change	Percent
Labor	39,686	42,482	2,796	7.05
Fringes	14,156	15,773	1,617	11.42
Travel	769	694	(75)	(9.75)
Capital	2,723	2,473	(250)	(9.18)
Operating Expenses	73,820	78,289	4,469	6.05
	131,154	139,711	8,557	6.52

**Winnebago County  
Levy By Division  
(In Thousands)**



	2001	2002	Change	Percent
Administration	5,175	5,869	694	13.41
Planning/Environ	411	276	(135)	(32.85)
Human Services	14,378	15,364	986	6.86
Ed/Cult/Rec	1,732	1,898	166	9.58
Non Divisional	6,293	7,377	1,084	17.23
Transportation	1,081	1,095	14	1.30
Public Safety	10,716	13,123	2,407	22.46
	39,786	45,002	5,216	13.11

*Note: Levy by division reflects the allocation of indirect revenues from the "Non-Divisional" category to each division.*

# FINANCIAL COMPARISON - TOTAL

	2001 Budget	2002 Budget	Increase/ (Decrease)	Percent Increase/ -Decrease
Wages	\$ 39,686,278	\$ 42,481,590	\$ 2,795,312	7.044%
Fringe Benefits	14,155,957	15,773,124	1,617,167	11.424%
Capital Outlay	2,722,910	2,472,981	(249,929)	-9.179%
Travel & Meetings	768,499	694,570	(73,929)	-9.620%
Other operating expenses	73,819,960	78,288,962	4,469,002	6.054%
Total Expenditures	131,153,604	139,711,227	8,557,623	6.525%
Revenues	69,084,859	70,456,404	1,371,545	1.985%
Non operating revenues	17,289,510	19,293,769	2,004,259	11.592%
Levy before adjustments	44,779,235	49,961,054	5,181,819	11.572%
Fund adjustments	(2,349,403)	(1,738,855)	610,548	-25.987%
Fund reserves applied	(2,643,549)	(3,220,000)	(576,451)	21.806%
Levy	39,786,283	45,002,199	5,215,916	13.110%
Equalized value (TID Out)	7,436,745,050	7,901,353,550	464,608,500	6.247%
Tax Rate (Note 1)	\$5.35	\$5.70	\$0.35	6.542%

**Note 1:** The total tax rate does not equal the sum of the individual rates because the rates are calculated based on different total property valuations. Some municipalities do not have the Library tax or Public Health tax so those rates are calculated without the non-chargeable municipalities. The above rate is a blended rate and only represents an estimate.

The 2002 Adopted tax mill rate is .35 cents above the 2001 adopted rate based on equalized property values. The tax rate for operating expenses is \$4.48 per thousand dollars of equalized value. The State Legislature adopted tax rate limits on the levy imposed for operating expenses in 1992. For Winnebago County that limit is \$4.71 per thousand. Our operating tax rate is currently .23 cents or \$1.8 million below the state limit.

Taxes are actually allocated to individual properties based on assessed valuation. The County experienced real growth in property value (from new construction) of about 3%.

It is not possible to determine the impact on individual property owners because of differences in assessment among municipalities in Winnebago County.

## FINANCIAL COMPARISON - OPERATING

	<u>2001 Budget</u>	<u>2002 Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent Increase/ -Decrease</u>
Wages	\$ 38,675,173	\$ 41,275,376	\$ 2,600,203	6.723%
Fringe Benefits	13,787,997	15,317,079	1,529,082	11.090%
Capital Outlay	2,713,210	2,472,981	(240,229)	-8.854%
Travel & Meetings	743,799	668,368	(75,431)	-10.141%
Other operating expenses	<u>65,428,272</u>	<u>68,495,964</u>	<u>3,067,692</u>	<u>4.689%</u>
Total Expenditures	121,348,451	128,229,768	6,881,317	5.671%
Revenues	68,529,009	69,780,229	1,251,220	1.826%
Non operating revenues	<u>16,878,618</u>	<u>18,842,964</u>	<u>1,964,346</u>	<u>11.638%</u>
Levy before adjustments	35,940,824	39,606,575	3,665,751	10.199%
Fund adjustments	(2,349,403)	(1,738,855)	610,548	-25.987%
Fund reserves applied	<u>(2,165,816)</u>	<u>(2,470,000)</u>	<u>(304,184)</u>	<u>14.045%</u>
Levy	<u>31,425,605</u>	<u>35,397,720</u>	<u>3,972,115</u>	<u>12.640%</u>
Equalized value (TID Out)	<u>7,436,745,050</u>	<u>7,901,353,550</u>	<u>464,608,500</u>	<u>6.247%</u>
Tax Rate	<u>\$4.23</u>	<u>\$4.48</u>	<u>\$0.25</u>	<u>5.910%</u>



## FINANCIAL COMPARISON - DEBT SERVICE

	<u>2001 Budget</u>	<u>2002 Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent Increase/ -Decrease</u>
Wages	\$ 0	\$ 0	\$ 0	0.000%
Fringe Benefits	0	0	0	0.000%
Capital Outlay	0	0	0	0.000%
Travel & Meetings	0	0	0	0.000%
Other operating expenses	<u>6,589,534</u>	<u>7,908,289</u>	<u>1,318,755</u>	<u>20.013%</u>
Total Expenditures	<u>6,589,534</u>	<u>7,908,289</u>	<u>1,318,755</u>	<u>20.013%</u>
Revenues	0	0	0	0.000%
Non operating revenues	<u>100,000</u>	<u>80,000</u>	<u>(20,000)</u>	<u>0.000%</u>
Levy before adjustments	6,489,534	7,828,289	1,338,755	20.629%
Fund adjustments	0	0	0	0.000%
Fund reserves applied	<u>(428,113)</u>	<u>(700,000)</u>	<u>(271,887)</u>	<u>63.508%</u>
Levy	<u>6,061,421</u>	<u>7,128,289</u>	<u>1,066,868</u>	<u>17.601%</u>
Equalized value (TID Out)	<u>7,436,745,050</u>	<u>7,901,353,550</u>	<u>464,608,500</u>	<u>6.247%</u>
Tax Rate	<u>\$0.82</u>	<u>\$0.90</u>	<u>0.08</u>	<u>9.756%</u>

## FINANCIAL COMPARISON - LIBRARY TAX

	2001 Budget	2002 Budget	Increase/ (Decrease)	Percent Increase/ -Decrease
Wages	\$ 0	\$ 0	\$ 0	0.000%
Fringe Benefits	0	0	0	0.000%
Capital Outlay	0	0	0	0.000%
Travel & Meetings	0	0	0	0.000%
Other operating expenses	<u>1,634,893</u>	<u>1,679,102</u>	<u>44,209</u>	<u>2.704%</u>
Total Expenditures	1,634,893	1,679,102	44,209	2.704%
Revenues	0	0	0	0.000%
Non operating revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.000%</u>
Levy before adjustments	1,634,893	1,679,102	44,209	2.704%
Fund adjustments	0	0	0	0.000%
Fund reserves applied	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.000%</u>
Levy	<u>1,634,893</u>	<u>1,679,102</u>	<u>44,209</u>	<u>2.704%</u>
Equalized value (TID Out) Note 1	<u>2,954,565,800</u>	<u>3,158,043,700</u>	<u>203,477,900</u>	<u>6.887%</u>
Tax Rate	<u>\$0.55</u>	<u>\$0.53</u>	<u>(0.02)</u>	<u>-3.636%</u>

The Library Tax is not apportioned to all Municipalities in the County.

<b>Note 1:</b> Total valuation includes only those municipalities that pay the County Library Tax.
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## FINANCIAL COMPARISON - SPECIAL PURPOSE TAXES

	2001 Budget	2002 Budget	Increase/ (Decrease)	Percent Increase/ -Decrease
Wages	\$ 1,011,105	\$ 1,206,214	\$ 195,109	19.297%
Fringe Benefits	367,960	456,045	88,085	23.939%
Capital Outlay	9,700	0	(9,700)	0.000%
Travel & Meetings	24,700	26,202	1,502	6.081%
Other operating expenses	167,261	205,607	38,346	22.926%
Total Expenditures	1,580,726	1,894,068	313,342	19.823%
Revenues	555,850	676,175	120,325	21.647%
Non operating revenues	310,892	370,805	59,913	0.000%
Levy before adjustments	713,984	847,088	133,104	18.642%
Fund adjustments	0	0	0	0.000%
Fund reserves applied	(49,620)	(50,000)	(380)	0.000%
Levy	664,364	797,088	132,724	19.978%
Equalized value (TID Out) Note 1	3,172,732,700	3,262,535,300	89,802,600	2.830%
Tax Rate	\$0.21	\$0.24	0.03	14.286%

Special Levies consist of Public Health and Tax Lister.

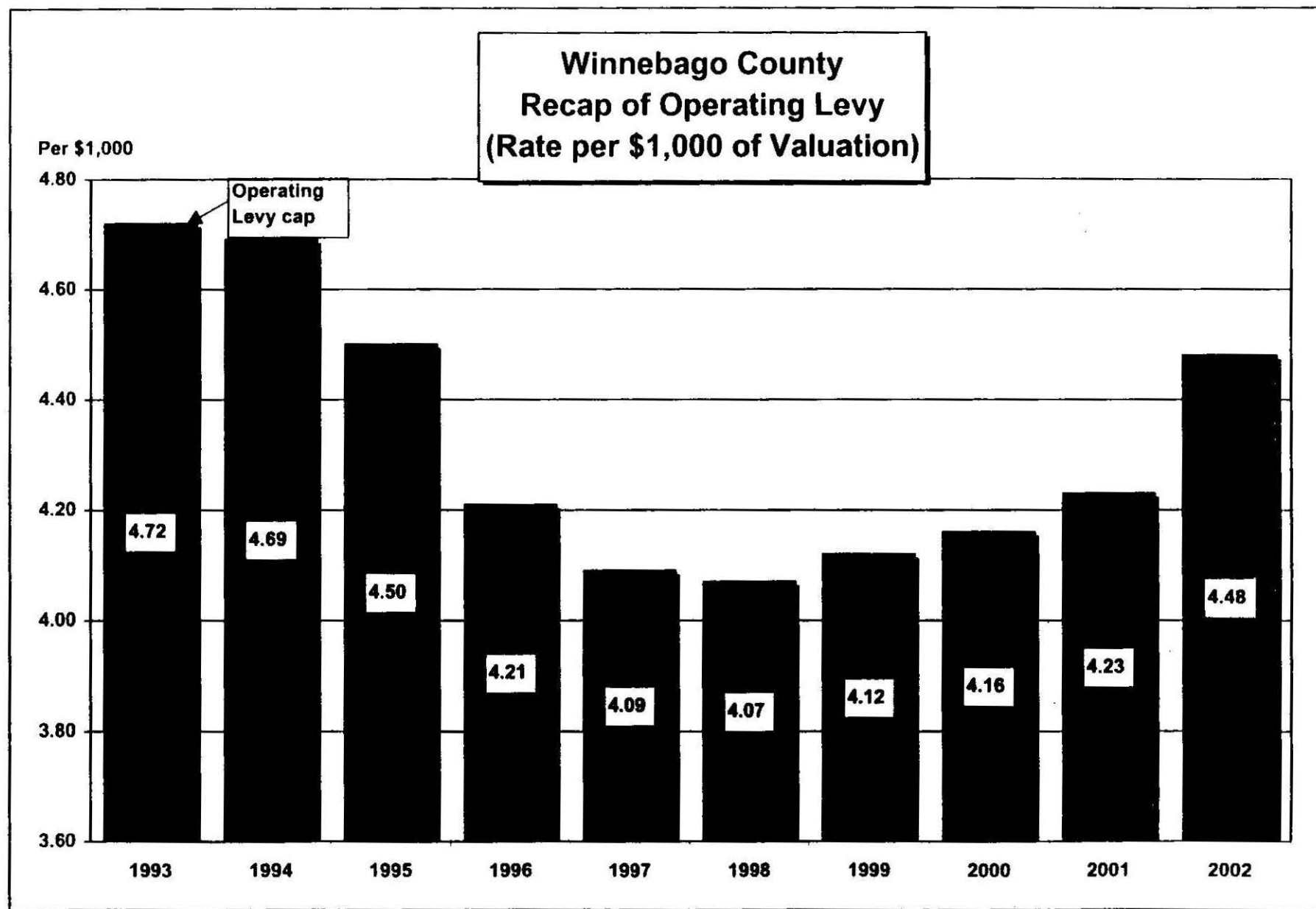
<p><b>Note 1:</b> Total valuation includes only those municipalities that pay for Public Health and Tax Lister services.</p>
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**WINNEBAGO COUNTY, WISCONSIN**  
**INFORMATION ON COUNTY TAX RATES**

Year	Equalized Value (000) (TID Out)	TAX LEVY					TAX RATE				
		Total	Operating	Debt Service	Library	Special Levy	Total	Operating	Debt Service	Library *	Special Levy *
1993	4,545,045	24,445,972	21,443,380	1,423,893	952,878	625,821	5.38	4.72	0.31	0.57	0.35
1994	4,946,133	26,439,306	23,211,537	1,549,488	983,797	694,484	5.35	4.69	0.31	0.53	0.35
1995	5,301,912	27,893,947	23,862,541	2,341,921	1,157,565	531,920	5.26	4.50	0.44	0.58	0.25
1996	5,743,935	29,025,626	24,191,451	3,021,112	1,239,501	573,562	5.05	4.21	0.53	0.55	0.24
1997	6,022,800	30,412,431	24,617,771	4,004,332	1,330,280	460,048	5.05	4.09	0.66	0.56	0.18
1998	6,412,773	32,459,324	26,073,809	4,531,648	1,370,552	483,315	5.06	4.07	0.71	0.54	0.18
1999	6,704,390	35,256,905	27,607,922	5,762,574	1,383,767	502,642	5.26	4.12	0.86	0.52	0.18
2000	7,059,646	37,105,645	29,390,346	5,584,972	1,449,340	680,987	5.26	4.16	0.79	0.51	0.22
2001	7,436,745	39,786,283	31,425,605	6,061,421	1,634,893	664,364	5.35	4.23	0.82	0.55	0.21
2002	7,901,354	45,002,199	35,397,720	7,128,289	1,679,102	797,088	5.70	4.48	0.90	0.53	0.24

\* Tax rate calculation for Library tax rate and Special Levy tax rates are based on total equalized value of those municipalities which pay for these services. These amounts are not shown on this page. Refer to Financial Comparison for these amounts.

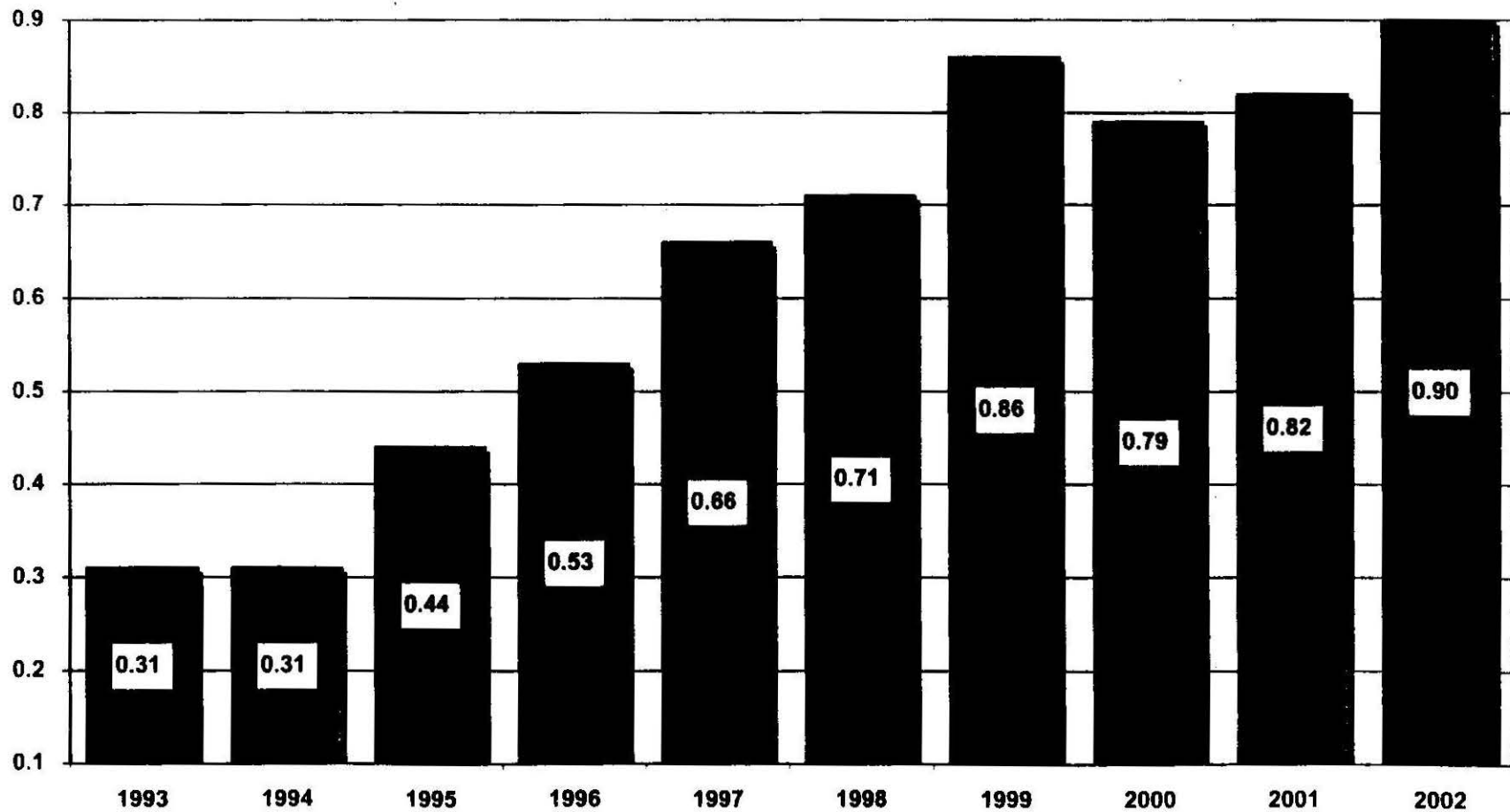
**NOTE:** Graphics for the above data are shown on the following pages.





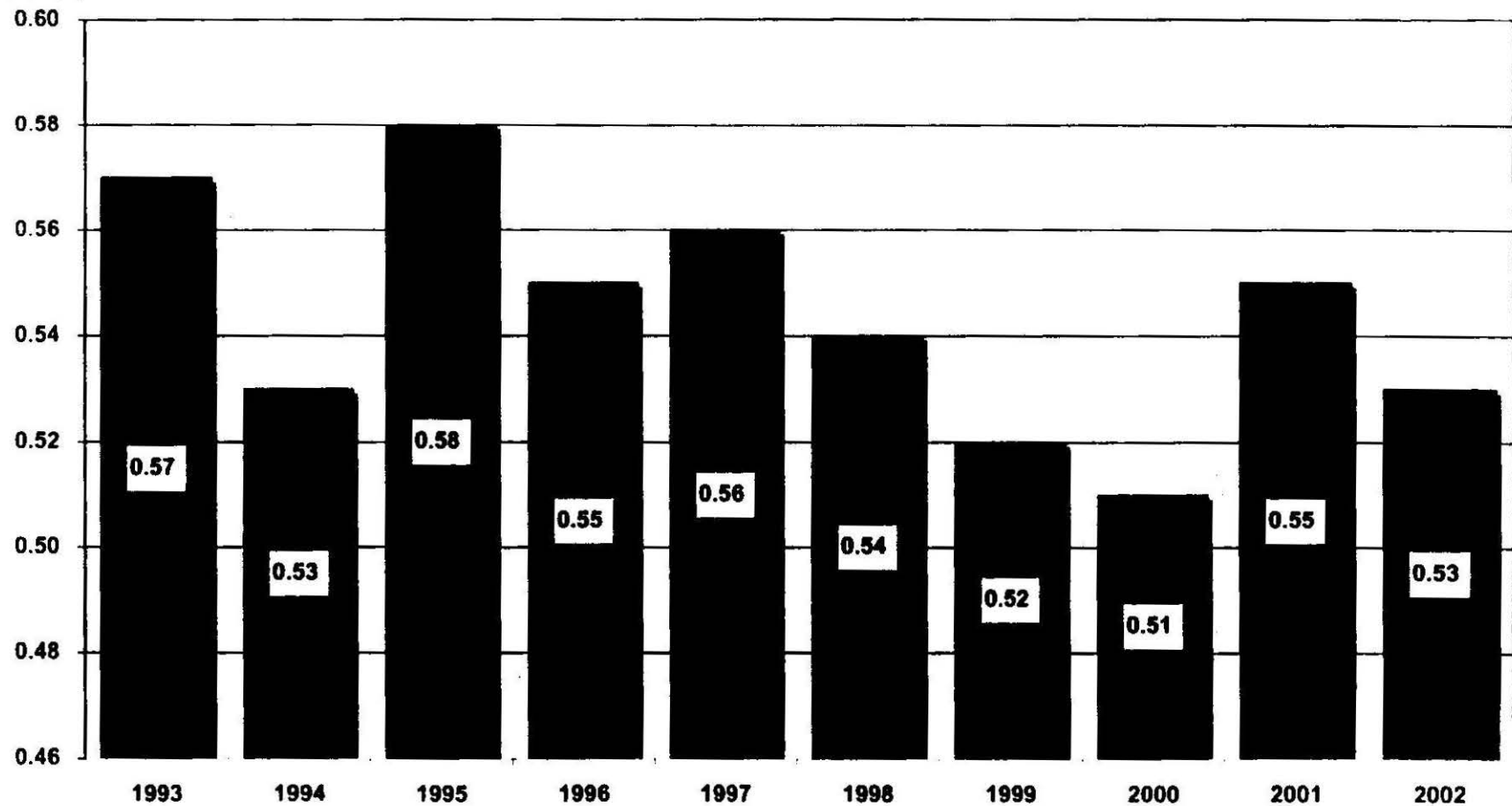
**Winnebago County  
Recap of Debt Service Levy  
(Rate per \$1,000 of Valuation)**

Per \$1,000



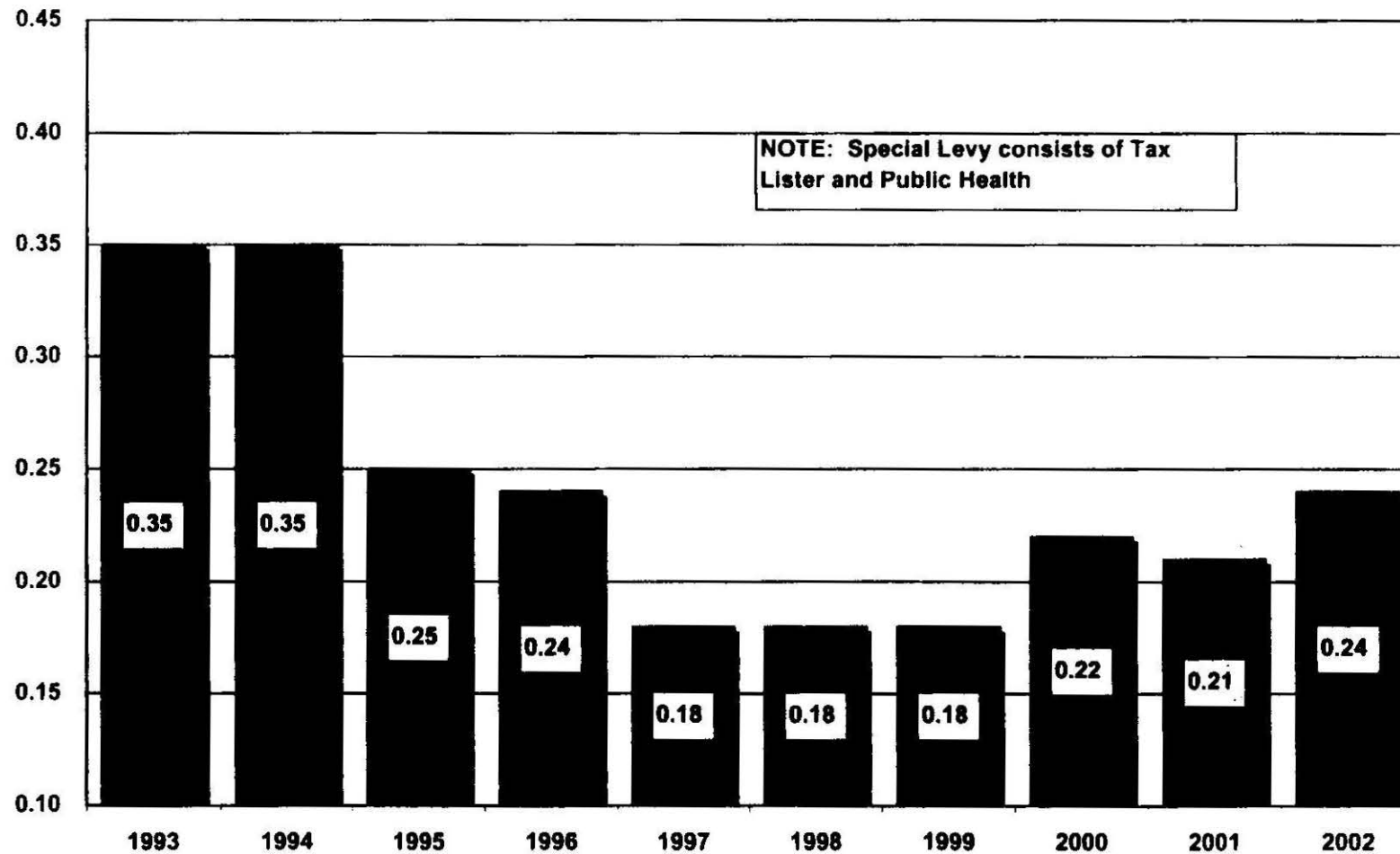
**Winnebago County  
Recap of Library Tax  
(Rate per \$1,000 of Valuation)**

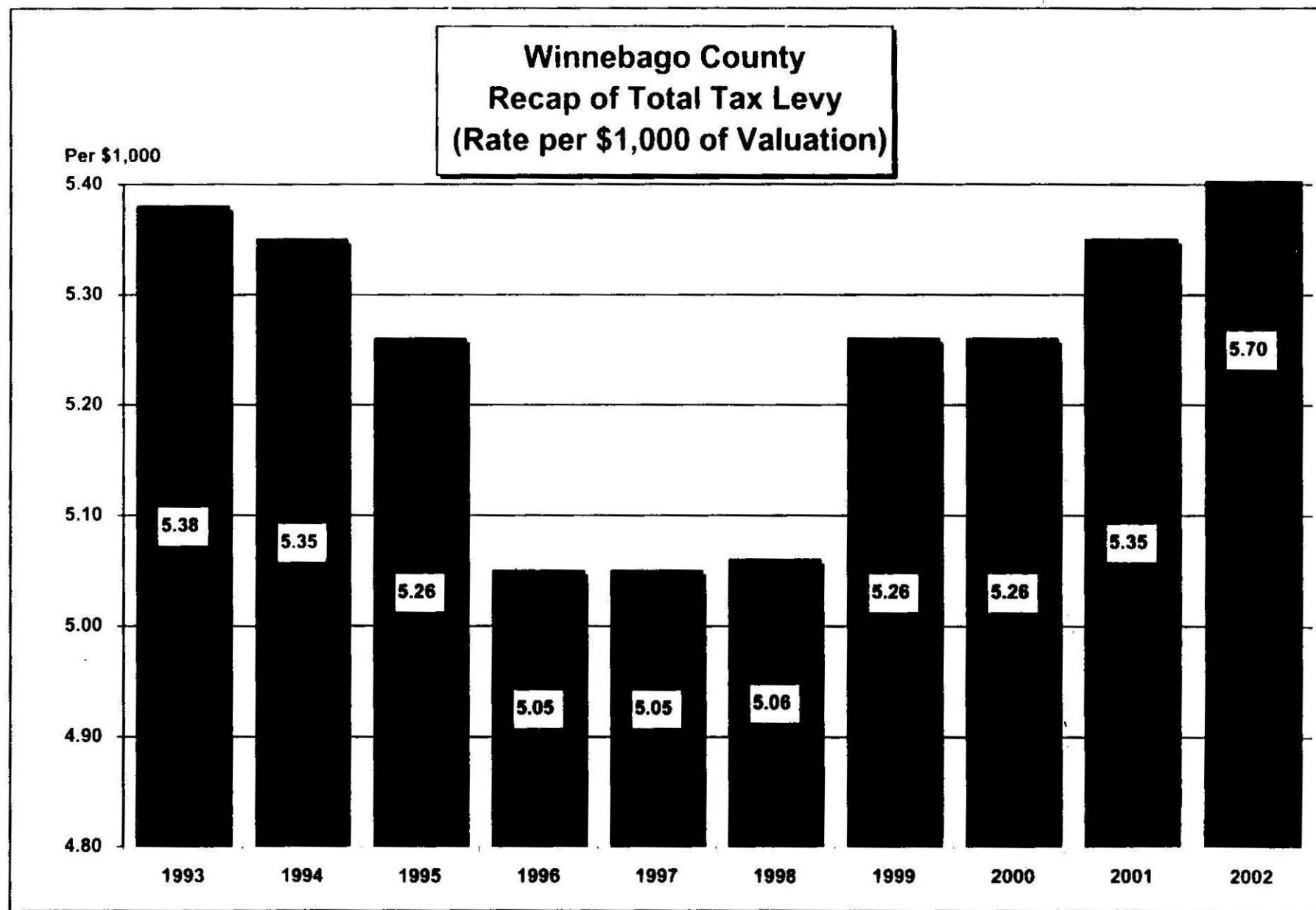
Per \$1,000



**Winnebago County  
Recap of Special Levy  
(Rate per \$1,000 of Valuation)**

Per \$1,000





**WINNEBAGO COUNTY, WISCONSIN**  
**APPORTIONMENT OF COUNTY TAXES - 2002**  
(See Note Below)

	Equalized Value (TID out)	County Library Tax	Tax Lister & Data Processing	Public Health	All Other County Taxes	Tax Apportionment	Tax Rate	2001 Rate
<b>Towns</b>								
Algoma	355,599,500	189,068.89	10,990.01	69,215.55	1,913,878.10	2,183,152.55	6.139	5.803
Black Wolf	159,298,600	84,697.56	6,897.15	31,006.62	857,383.70	979,965.03	6.152	5.816
Clayton	210,280,400	111,804.10	9,276.90	40,929.96	1,131,753.71	1,293,764.67	6.153	5.814
Menasha	1,020,822,500	542,761.68	25,179.08	198,697.66	5,494,186.10	6,260,824.52	6.133	5.796
Neenah	225,925,100	120,122.24	7,016.33	43,975.12	1,215,955.31	1,387,069.00	6.140	5.802
Nekimi	81,331,100	43,242.98	4,956.86	15,830.67	437,733.49	501,764.00	6.169	5.832
Nepeuskun	36,636,100	19,479.07	4,048.17	7,131.02	197,179.78	227,838.04	6.219	5.884
Omro	113,421,400	60,305.09	6,681.15	22,076.87	610,447.24	699,510.35	6.167	5.834
Oshkosh	201,882,400	107,338.96	7,586.12	39,295.33	1,088,554.69	1,240,775.10	6.146	5.809
Poygan	81,352,700	43,254.46	4,811.62	15,834.87	437,849.75	501,750.70	6.168	5.829
Rushford	69,070,700	36,724.24	6,625.29	13,444.24	371,746.59	428,540.36	6.204	5.872
Utica	79,060,900	42,035.93	5,042.52	15,388.78	425,515.01	487,982.24	6.172	5.837
Vinland	148,718,100	79,072.01	6,185.84	28,947.19	800,418.21	914,623.25	6.150	5.813
Winchester	91,115,900	48,445.46	5,992.18	17,735.22	490,396.43	562,569.29	6.174	5.841
Winneconne	185,224,500	98,482.12	7,798.40	36,052.96	996,899.92	1,139,233.40	6.151	5.819
Wolf River	98,303,800	52,267.21	6,681.15	19,134.34	529,082.55	607,165.25	6.178	5.839
<b>Total Towns</b>	<b>3,158,043,700</b>	<b>1,679,102.00</b>	<b>125,788.77</b>	<b>614,696.40</b>	<b>18,996,980.58</b>	<b>19,416,527.75</b>		
<b>Villages</b>								
Winneconne	127,328,800	-	5,139.35	24,783.87	685,298.49	715,221.71	5.617	5.260
<b>Cities</b>								
Appleton	53,592,500	-	-	-	288,441.10	288,441.10	5.382	5.034
Menasha	665,708,150	-	-	-	3,582,919.13	3,582,919.13	5.382	5.034
Neenah	1,347,225,900	-	-	-	7,250,927.37	7,250,927.37	5.382	5.034
Omro	104,491,600	-	6,360.88	20,338.73	562,366.02	589,085.63	5.638	5.279
Oshkosh	2,444,962,900	-	-	-	13,159,076.31	13,159,076.31	5.382	5.034
<b>Total Cities</b>	<b>4,615,981,050</b>	<b>-</b>	<b>6,360.88</b>	<b>20,338.73</b>	<b>24,843,749.83</b>	<b>24,870,449.54</b>		
<b>Total all taxing</b>								
<b>Districts</b>	<b>7,901,353,550</b>	<b>1,679,102.00</b>	<b>137,269.00</b>	<b>659,818.00</b>	<b>42,526,009.00</b>	<b>45,002,199.00</b>		

NOTE: This schedule reflects apportionment of the County Levy Only. It does not include State Taxes and Special Charges or County Special Charges.

**WINNEBAGO COUNTY, WISCONSIN**  
**COMPARISON OF APPORTIONMENT**  
(See Note Below)

	Tax Apportionment		Increase/(Decrease)		Equalized Value (TID Out)		Increase/(Decrease)	
	2002	2001	Amount	Percent	2002	2001	Amount	Percent
<b>Towns</b>								
Algoma	2,252,653.35	1,989,689.63	262,963.72	13.22	355,599,500	331,538,700	24,060,800	7.26
Black Wolf	1,011,099.44	895,378.86	115,720.58	12.92	159,298,600	148,872,700	10,425,900	7.00
Clayton	1,334,863.31	1,201,313.74	133,549.57	11.12	210,280,400	198,795,000	11,485,400	5.78
Menasha	6,460,341.07	5,730,863.70	729,477.37	12.73	1,020,822,500	956,061,900	64,760,600	6.77
Neenah	1,431,225.35	1,292,983.35	138,242.00	10.69	225,925,100	215,467,500	10,457,600	4.85
Nekimi	517,659.91	477,734.53	39,925.38	8.36	81,331,100	79,222,600	2,108,500	2.66
Nepeuskun	234,998.45	211,519.11	23,479.34	11.10	36,636,100	34,777,500	1,858,600	5.34
Omro	721,678.21	617,611.84	104,066.37	16.85	113,421,400	102,383,000	11,038,400	10.78
Oshkosh	1,280,232.38	1,150,152.79	130,079.59	11.31	201,882,400	191,438,800	10,443,600	5.46
Poygan	517,650.83	473,315.31	44,335.52	9.37	81,352,700	78,525,800	2,826,900	3.60
Rushford	442,040.01	393,530.51	48,509.50	12.33	69,070,700	64,827,300	4,243,400	6.55
Utica	503,434.44	442,463.65	60,970.79	13.78	79,060,900	73,312,300	5,748,600	7.84
Vinland	943,689.74	853,456.12	90,233.62	10.57	148,718,100	141,981,300	6,736,800	4.74
Winchester	580,377.61	499,008.72	81,368.89	16.31	91,115,900	82,627,500	8,488,400	10.27
Winneconne	1,175,434.95	955,006.31	220,428.64	23.08	185,224,500	158,697,500	26,527,000	16.72
Wolf River	626,378.42	579,826.30	46,552.12	8.03	98,303,800	96,036,400	2,267,400	2.36
<b>Total Towns</b>	<b>20,033,757.47</b>	<b>17,763,854.47</b>	<b>2,269,903.00</b>	<b>12.78</b>	<b>3,158,043,700</b>	<b>2,954,565,800</b>	<b>203,477,900</b>	<b>6.89</b>
<b>Villages</b>								
Winneconne	740,634.70	644,455.10	96,179.60	14.92	127,328,800	118,029,700	9,299,100	7.88
<b>Cities</b>								
Appleton	298,915.59	289,922.41	8,993.18	3.10	53,592,500	55,406,600	(1,814,100)	(3.27)
Menasha	3,719,283.08	3,273,116.21	446,166.87	13.63	665,708,150	624,630,350	41,077,800	6.58
Neenah	7,525,882.90	6,569,322.98	956,559.92	14.56	1,347,225,900	1,253,649,000	93,576,900	7.46
Omro	610,808.46	549,657.41	61,151.05	11.13	104,491,600	100,137,200	4,354,400	4.35
Oshkosh	13,661,280.00	12,214,083.78	1,447,196.22	11.85	2,444,962,900	2,330,326,400	114,636,500	4.92
<b>Total Cities</b>	<b>25,816,170.03</b>	<b>22,896,102.79</b>	<b>2,920,067.24</b>	<b>12.75</b>	<b>4,615,981,050</b>	<b>4,364,149,550</b>	<b>251,831,500</b>	<b>5.77</b>
<b>Total all taxing Districts</b>	<b>46,590,562.20</b>	<b>41,304,412.36</b>	<b>5,286,149.84</b>	<b>12.80</b>	<b>7,901,353,550</b>	<b>7,436,745,050</b>	<b>464,608,500</b>	<b>6.25</b>

NOTE: This schedule reflects apportionment of all County Taxes, State Taxes and Special Charges, and County Special Charges



**WINNEBAGO COUNTY, WISCONSIN**  
**APPORTIONMENT OF TAXES AND SPECIAL CHARGES - 2002**  
(See Note Below)

	Equalized Value (TID out)	State Forestry Tax	State Special Charges	Charitable & Penal Charges	Total State Charges	County Library Tax	Tax Lister & Data Processing	Public Health	All Other County Taxes	Total County Taxes	Net County Taxes	County Special Charges	Total County Taxes & Special Charges	Tax Apportionment
<b>Towns</b>														
Algoma	355,599.500	71,119.90		(1,619.10)	(1,619.10)	189,068.89	10,990.01	69,215.55	1,913,878.10	2,183,152.55	2,181,533.45		2,183,152.55	2,252,653.35
Black Wolf	159,298.600	31,859.72		(725.31)	(725.31)	84,697.56	6,897.15	31,006.62	857,363.70	979,965.03	979,239.72		979,965.03	1,011,099.44
Clayton	210,280.400	42,056.08		(957.44)	(957.44)	111,804.10	9,276.90	40,929.96	1,131,753.71	1,293,764.67	1,292,807.23		1,293,764.67	1,334,863.31
Menasha	1,020,822.500	204,164.50		(4,647.95)	(4,647.95)	542,761.68	25,179.08	198,697.68	5,494,186.10	6,260,824.52	6,256,176.57		6,260,824.52	6,460,341.07
Neenah	225,925.100	45,185.02		(1,028.67)	(1,028.67)	120,122.24	7,016.33	43,975.12	1,215,955.31	1,387,069.00	1,386,040.33		1,387,069.00	1,431,225.35
Nekimi	81,331.100	16,266.22		(370.31)	(370.31)	43,242.98	4,956.86	15,830.67	437,733.49	501,764.00	501,393.69		501,764.00	517,659.91
Nepeuskun	36,636.100	7,327.22		(166.81)	(166.81)	19,479.07	4,048.17	7,131.02	197,179.78	227,838.04	227,671.23		227,838.04	234,998.45
Omro	113,421.400	22,684.28		(516.42)	(516.42)	60,305.09	6,681.15	22,076.87	610,447.24	699,510.35	698,993.93		699,510.35	721,678.21
Oshkosh	201,882.400	40,376.48		(919.20)	(919.20)	107,338.96	7,586.12	39,295.33	1,086,554.69	1,240,775.10	1,239,855.90		1,240,775.10	1,280,232.38
Poygan	81,352.700	16,270.54		(370.41)	(370.41)	43,254.46	4,811.62	15,834.87	437,849.75	501,750.70	501,380.29		501,750.70	517,650.83
Rushford	69,070.700	13,814.14		(314.49)	(314.49)	36,724.24	6,625.29	13,444.24	371,746.59	428,540.36	428,225.87		428,540.36	442,040.01
Ulica	79,060.900	15,812.18		(359.98)	(359.98)	42,035.93	5,042.52	15,388.78	425,515.01	487,982.24	487,622.26		487,982.24	503,434.44
Winland	148,718.100	29,743.62		(677.13)	(677.13)	79,072.01	6,185.84	28,947.19	800,418.21	914,623.25	914,623.25		914,623.25	943,689.74
Winchester	91,115.900	18,223.18		(414.86)	(414.86)	48,445.46	5,992.18	17,735.22	490,396.43	562,569.29	562,154.43		562,569.29	580,377.61
Winneconne	185,224.500	37,044.90		(843.35)	(843.35)	98,482.12	7,798.40	36,052.96	996,899.92	1,139,233.40	1,138,390.05		1,139,233.40	1,175,434.95
Wolf River	98,303.800	19,660.76		(447.59)	(447.59)	52,267.21	6,681.15	19,134.34	529,082.55	607,165.25	606,717.66		607,165.25	626,378.42
<b>Total Towns</b>	<b>3,158,043.700</b>	<b>631,608.74</b>		<b>(14,379.02)</b>	<b>(14,379.02)</b>	<b>1,679,102.00</b>	<b>125,768.77</b>	<b>614,696.40</b>	<b>16,996,960.58</b>	<b>19,416,527.75</b>	<b>19,402,148.73</b>		<b>19,416,527.75</b>	<b>20,033,757.47</b>
<b>Villages</b>														
Winneconne	127,328.800	25,992.74		(579.75)	(579.75)		5,139.35	24,783.87	685,298.49	715,221.71	714,641.96		715,221.71	740,634.70
<b>Cities</b>														
Appleton	53,592.500	10,718.50		(244.01)	(244.01)				288,441.10	288,441.10	288,197.09		288,441.10	298,915.59
Menasha	665,708.150	139,395.02		(3,031.07)	(3,031.07)				3,582,919.13	3,582,919.13	3,579,888.06		3,582,919.13	3,719,283.08
Neenah	1,347,225.900	281,089.64		(6,134.11)	(6,134.11)				7,250,927.37	7,250,927.37	7,244,793.26		7,250,927.37	7,525,882.90
Omro	104,491.600	22,198.60		(475.77)	(475.77)		6,360.88	20,338.73	562,386.02	589,085.63	588,609.86		589,085.63	610,808.46
Oshkosh	2,444,962.900	513,335.96		(11,132.27)	(11,132.27)				13,159,076.31	13,159,076.31	13,147,944.04		13,159,076.31	13,661,280.00
<b>Total Cities</b>	<b>4,615,981.050</b>	<b>966,737.72</b>		<b>(21,017.23)</b>	<b>(21,017.23)</b>		<b>6,360.88</b>	<b>20,338.73</b>	<b>24,843,749.93</b>	<b>24,870,449.54</b>	<b>24,849,432.31</b>		<b>24,870,449.54</b>	<b>25,816,170.03</b>
<b>Total all taxing Districts</b>	<b>7,901,353.550</b>	<b>1,624,339.20</b>		<b>(35,976.00)</b>	<b>(35,976.00)</b>	<b>1,679,102.00</b>	<b>137,289.00</b>	<b>659,819.00</b>	<b>42,526,009.00</b>	<b>45,002,199.00</b>	<b>44,966,223.00</b>		<b>45,002,199.00</b>	<b>46,590,562.20</b>

NOTE: This schedule is a complete apportionment of all County Taxes, State Taxes and Special Charges and County Special Charges

## **2002 Budget Information on a Fund Accounting Basis**

The following pages show fund balance projections along with summaries of revenues and expenditures summarized on a fund basis. Revenues are also displayed by major revenue source and by fund. Additional comparisons have been included to show the changes in funding sources and expenditure categories by year over a 4-year period.

### **FUND PROJECTIONS:**

General fund balance is maintained at a level as defined in the Executive Budget message. Our policy is an informal one. The government has not adopted a formal resolution requiring maintenance of general fund balance at a specific level in order to maintain flexibility. Based on this calculation, the recommended fund balance is around \$7.5 million. General fund balance is projected to be right around \$7.7 million at the end of 2002.

The General Fund is able to budget an estimated deficit for 2002 of about \$2.2 million because excess reserves were generated in 2000. These surpluses occur because often times revenues exceed budget and expenses come in under budget. Departments budget conservatively which works to our advantage because it minimizes the chances that the government unit as a whole will run short in a given year. Our practice is to return these operating surpluses to the taxpayers by applying them as funding sources in the current budget year. We do not use any projected surplus or deficit from the current year to offset the 2002 budget, again to maintain a conservative approach to our budget and general financial position.

It is our practice to maintain minimal fund reserves in other governmental type funds.

### **REVENUE SOURCES:**

Property taxes and intergovernmental revenues continue to be the primary funding sources for County government. Intergovernmental revenues consist of state and federal grants that support various programs, many of them mandated (required) by those other governmental units. We have seen a trend where the state and federal government are cutting back their funding of their programs resulting in the County having to pick up more of the costs. Thus the proportion of our revenues that come from the County property tax is rising in relation to the intergovernmental source. This trend, although small, can be seen on the revenue source chart that follows.

### **EXPENDITURES:**

Wages and benefits are one of the primary uses of funds. The proportion of total costs ranges in the 44% area. Other general operating expenses consist of the following categories:

- Office expenses
- Publications, dues and subscriptions
- Repairs and maintenance
- Contracted services
- Insurance
- Other general operating expenses
- Debt service costs – for debt service funds

The expenses are presented broken out by the four categories because that is how the Winnebago County Board adopts the budget. All of the individual line items are shown for information purposes to support the category totals.

# FUND PROJECTIONS 2000 THROUGH 2002

FUND	BALANCE 12/31/00	ESTIMATED SURPLUS/ (DEFICIT) 2001	BALANCE 12/31/01	REVENUES 2002	EXPENSES 2002	(Note 1) ADJUSTMENTS 2002	ESTIMATED SURPLUS/ (DEFICIT) 2002	BALANCE 12/31/02
<b>General Fund</b>								
Undesignated Fund Balance	10,493,885	(700,000)	9,793,885	35,653,385	37,901,785		(2,248,400)	7,545,485
Land Records Modernization	60,993	(81,872)	(879)	193,500	152,824		40,676	39,797
Jail Assessment	15,658	123,787	139,443	200,000	16,000	(300,000)	(116,000)	23,443
Public Health	347,937	(104,955)	242,982	1,708,199	1,736,199		(30,000)	212,982
Tax Lister	73,121	15,510	88,631	153,869	173,869		(20,000)	68,631
Technology Replacement Fund	-	204,800	204,800	275,000	121,200		153,800	358,600
Underground Storage Tanks	299,518	50,000	349,518	50,000	320,000		(270,000)	79,518
<b>TOTAL GENERAL FUND</b>	<b>11,291,110</b>	<b>(472,730)</b>	<b>10,818,380</b>	<b>38,231,953</b>	<b>40,421,877</b>	<b>(300,000)</b>	<b>(2,489,924)</b>	<b>8,328,456</b>
<b>Special Revenue (Fund Equity)</b>								
Human Services	806,550	-	806,550	49,941,401	49,941,401		-	806,550
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>806,550</b>	<b>-</b>	<b>806,550</b>	<b>49,941,401</b>	<b>49,941,401</b>	<b>-</b>	<b>-</b>	<b>806,550</b>
<b>Proprietary Funds (Fund Equity)</b>								
Airport	20,705,783	(190,083)	20,515,700	1,221,769	1,556,712	163,500	(171,443)	20,344,257
Solid Waste	26,213,189	447,008	26,660,197	8,889,200	7,016,904	195,300	67,596	26,727,793
Parkview Health Center	5,630,913	(212,742)	5,418,171	17,136,899	17,636,652	128,500	(371,253)	5,046,918
General Services	190,709	(30,582)	160,127	299,200	405,888	70,000	(36,688)	123,439
Highway	12,443,026	154,934	12,597,960	8,717,531	3,666,674	994,000	44,857	12,642,817
Workers Compensation Insurance	797,746	7,459	805,205	575,030	570,850		4,180	809,385
Property & Liability Insurance	1,202,857	94,151	1,296,808	823,100	836,316		(13,216)	1,283,592
Self Funded Health Insurance	389,368	(516,400)	(127,032)	3,312,000	3,405,884		(93,664)	(220,696)
Self Funded Dental Insurance	33,153	7,458	40,611	322,000	270,000		52,000	92,611
<b>TOTAL PROPRIETARY FUNDS</b>	<b>67,606,544</b>	<b>(238,797)</b>	<b>67,367,747</b>	<b>39,296,729</b>	<b>41,365,660</b>	<b>1,551,300</b>	<b>(517,631)</b>	<b>66,850,116</b>
<b>Other Funds (Equity)</b>								
Debt Service	827,802	(47,548)	780,254	7,208,289	7,908,289		(700,000)	80,254
Capital Projects	1,609,597	(1,609,597)	-	74,000	74,000		-	-
<b>TOTALS</b>	<b>82,141,603</b>	<b>(2,368,672)</b>	<b>79,772,931</b>	<b>134,752,372</b>	<b>139,711,227</b>	<b>1,251,300</b>	<b>(3,707,555)</b>	<b>76,065,376</b>

Note 1: The County Board requires that all capital outlay be included in the budget. As a result, proprietary funds include both depreciation and capital expenditures. These capital expenditures need to be adjusted out to arrive at the ending fund balance.  
The adjustment in the Jail Assessment Fund is a transfer to the Debt Service Fund of monies to be used to pay part of the debt service budget for 2002.

**WINNEBAGO COUNTY**  
**SOURCES OF REVENUE BY FUND**

**Funding Sources - 2002 Budget**

	Taxes	Intergovernmental	Licenses, Fines Permits	Public Charges	Interfund	Interest	Other	2002	2001 Adopted Budget	Change - 2002 Over/(Under) 2001	Percent
General Fund	19,970,489	10,576,428	1,168,905	2,965,140	468,605	1,860,900	1,221,486	38,231,953	34,379,197	3,852,756	11.21
Human Services	14,530,214	32,012,502	-	1,821,360	1,577,325	-	-	49,941,401	49,211,470	729,931	1.48
Airport	587,112	-	-	594,657	-	-	40,000	1,221,769	1,189,310	32,459	2.73
Solid Waste	97,500	867,500	-	4,387,800	17,000	1,500,000	19,400	6,889,200	7,081,650	(192,450)	(2.72)
Park View Health Center	2,614,595	7,177,848	-	4,105,356	33,200	-	3,205,900	17,136,899	16,156,972	979,927	6.07
General Services	-	1,000	-	1,200	288,000	9,000	-	299,200	318,500	(19,300)	(6.06)
Highway	-	4,748,248	18,000	10,430	3,822,353	100,000	18,500	8,717,531	7,906,338	811,193	10.26
Workers Compensation Insurance	-	-	-	30	500,000	75,000	-	575,030	575,030	-	0.00
Property & Liability Insurance	-	-	-	-	783,100	40,000	-	823,100	831,329	(8,229)	(0.99)
Self Fund Health Insurance	-	-	-	-	3,297,000	15,000	-	3,312,000	2,169,423	-	N/A
Self Fund Dental Insurance	-	-	-	-	320,000	2,000	-	322,000	180,012	-	N/A
Debt Service	7,128,289	-	-	-	-	-	80,000	7,208,289	6,161,421	1,046,868	16.99
Capital Projects	74,000	-	-	-	-	-	-	74,000	-	74,000	100.00
<b>Total</b>	<b>45,002,199</b>	<b>55,383,526</b>	<b>1,186,905</b>	<b>13,885,973</b>	<b>11,106,583</b>	<b>3,601,900</b>	<b>4,585,286</b>	<b>134,752,372</b>	<b>126,160,652</b>	<b>8,591,720</b>	<b>6.81</b>

# WINNEBAGO COUNTY

## SOURCES OF REVENUE BY YEAR

	Actual 1999	Actual 2000	Adopted 2001	Budget 2002	<u>2002 Over/(Under) 2001</u>	
					Amount	Percent
Taxes	35,256,905	37,105,645	39,786,283	45,002,199	5,215,916	13.11
Intergovernmental	47,383,755	51,223,741	55,710,411	55,383,526	(326,885)	(0.59)
Licenses, Fines, Permits	1,203,644	1,059,495	996,600	1,186,905	190,305	19.10
Public Charges	12,914,371	14,397,921	14,067,697	13,885,973	(181,724)	(1.29)
Interfund	7,451,004	7,985,225	7,795,533	11,106,583	3,311,050	42.47
Interest	2,174,730	4,735,591	3,510,500	3,601,900	91,400	2.60
Other	4,241,769	4,664,104	4,293,628	4,585,286	291,658	6.79
Total	110,626,178	121,171,722	126,160,652	134,752,372	8,591,720	6.81

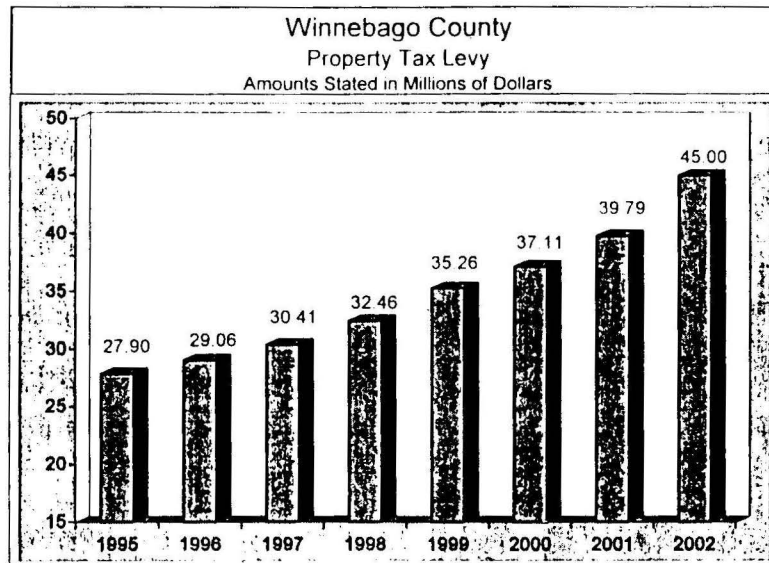
**WINNEBAGO COUNTY  
EXPENDITURES BY FUND**

	Expenditure Type - 2002 Budget				2002 Total	2001 Adopted Budget	Change 2002 Over/(Under) 2001	Percent
	Labor	Travel	Capital	Other General Operating Expenses				
General Fund	24,562,417	309,051	889,381	14,661,028	40,421,877	36,378,974	34,736,889	95.49
Human Services	13,374,333	305,689	32,300	36,229,079	49,941,401	49,211,470	45,027,068	91.50
Airport	494,231	9,000	163,500	889,981	1,556,712	1,484,206	1,433,498	96.58
Solid Waste	1,595,121	38,355	195,300	5,188,128	7,016,904	8,047,657	7,118,097	88.45
Park View Health Center	13,548,637	15,965	128,500	3,943,550	17,636,652	16,642,020	15,864,835	95.33
General Services	74,374	-	70,000	261,514	405,888	333,842	391,815	117.37
Highway	4,539,694	13,350	994,000	4,119,630	9,666,674	8,815,272	8,960,367	101.65
Workers Compensation Insurance	44,085	2,320	-	524,445	570,850	566,905	560,084	98.80
Property & Liability Insurance	21,822	840	-	813,654	836,316	811,011	750,030	92.48
Self Fund Health Insurance	-	-	-	3,405,664	3,405,664	1,985,359	-	N/A
Self Fund Dental Insurance	-	-	-	270,000	270,000	172,554	-	N/A
Debt Service	-	-	-	7,908,289	7,908,289	6,589,534	6,411,972	97.31
Capital Projects	-	-	-	74,000	74,000	-	74,000	100.00
Total	58,254,714	694,570	2,472,981	78,288,962	139,711,227	131,038,804	8,672,423	6.62



# **WINNEBAGO COUNTY EXPENDITURES BY FUND**

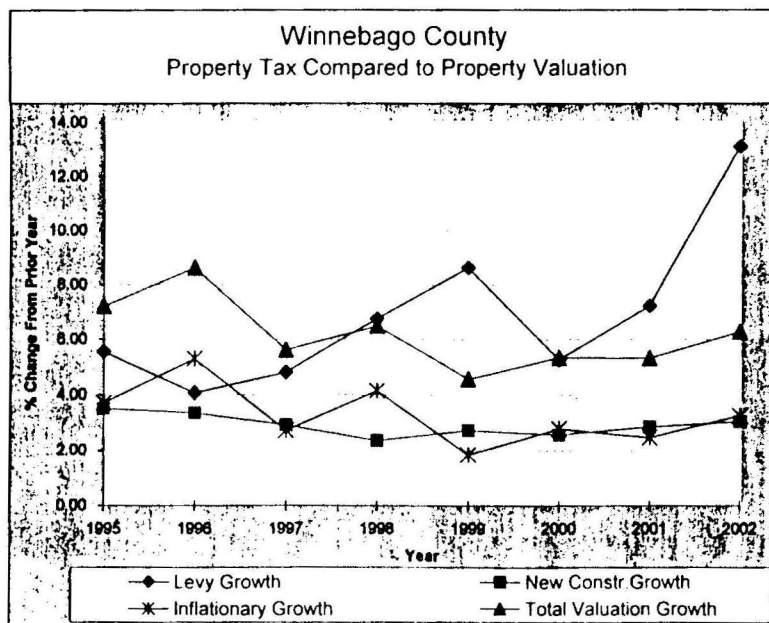
	Actual 1999	Actual 2000	Adopted 2001	Budget 2002	<u>2002 Over/(Under) 2001</u>	
					Amount	Percent
Labor	47,557,724	49,561,114	53,842,235	58,254,714	4,412,479	8.20
Travel	613,026	604,681	768,499	694,570	(73,929)	(9.62)
Capital	8,430,299	2,775,478	2,722,910	2,472,981	(249,929)	(9.18)
Other General Operating Expenses	65,126,791	64,553,988	73,819,960	78,288,962	4,469,002	6.05
<b>Total</b>	<b>121,727,840</b>	<b>117,495,261</b>	<b>131,153,604</b>	<b>139,711,227</b>	<b>8,557,623</b>	<b>6.52</b>



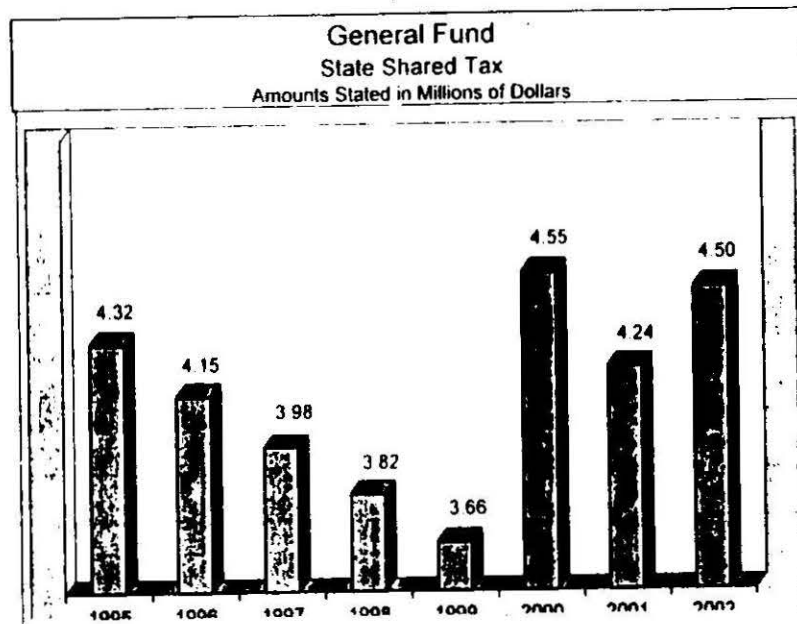
PROPERTY TAX REVENUES include taxes levied on real and personal property. The levy amount is the difference between the projected expenditures and revenues for all proprietary County operations. The rate of increase was slowed by the tax levy freeze that went into effect in 1993 and conservative fiscal management.

2001 figures are estimates.

2002 figures are budgeted.



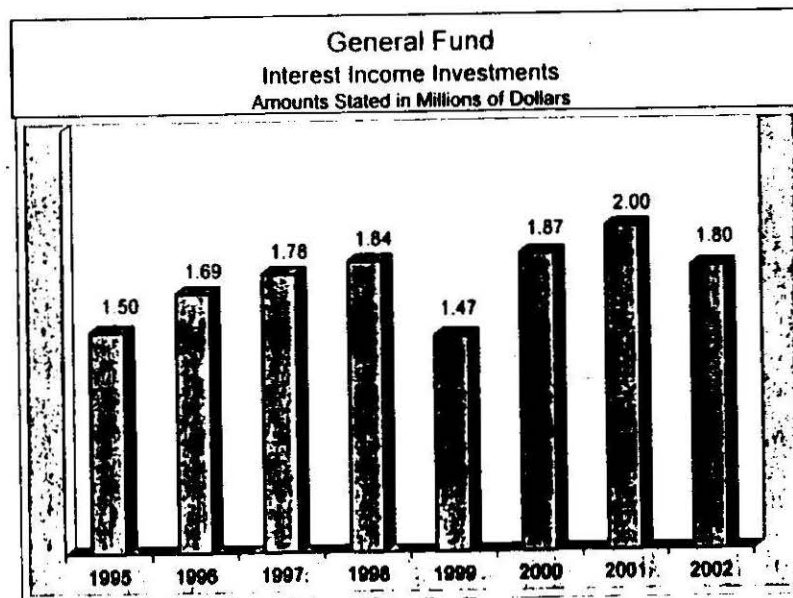
GROWTH IN TAX LEVY-This chart compares growth in the property tax levy to total growth in valuation. It further breaks down the valuation growth into construction/ improvements and inflationary growth. When the rate of increase in the tax levy is less than the increase due to new construction, the average taxpayer could expect to see a smaller county tax bill.



STATE SHARED TAX is distributed by the State based on a formula of spending effort and equalized values. Budget estimates are based on determinations by the State. The large increase is explained in the Significant Information Section of the Budget book.

2001 figures are estimates.

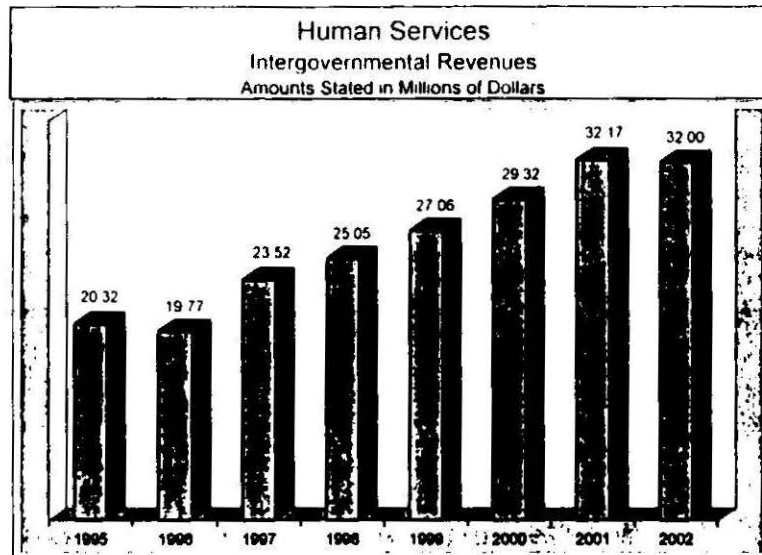
2002 figures are budgeted.



INTEREST INCOME is the revenue earned on invested funds. Fluctuations are primarily the result of changes in the amount of funds available to invest and interest rates over the years. Estimates are based on anticipated market interest rates.

2001 figures are estimates.

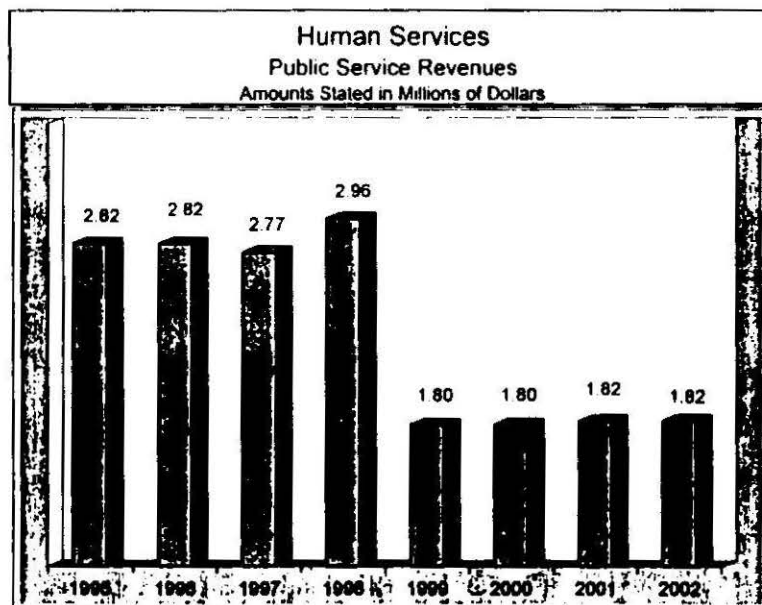
2002 figures are budgeted



HUMAN SERVICES INTERGOVERNMENTAL REVENUES are revenues received from either the state or federal government in the form of grants and aids. Revenue estimates are based on an allocation from the state. Federal revenues from the "Federal Medical Assistance Waiver Program" are primarily responsible for the steady increase in revenues

2001 figures are estimates.

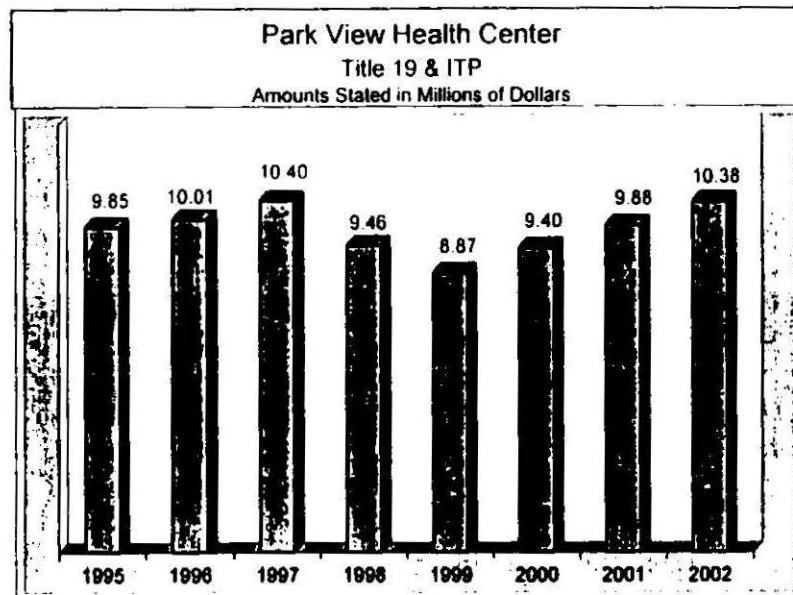
2002 figures are budgeted.



HUMAN SERVICES PUBLIC SERVICE REVENUES include revenues received from individual and third party payers for services rendered by the County. The decrease after 1998 is due to the restructuring of the accounting system. Some of the accounts that were Public Revenues have been reclassified as Intergovernmental Revenues. Therefore, there is an increase for the Intergovernmental Revenues and a subsequent decrease in the Public Revenues

2001 figures are estimates

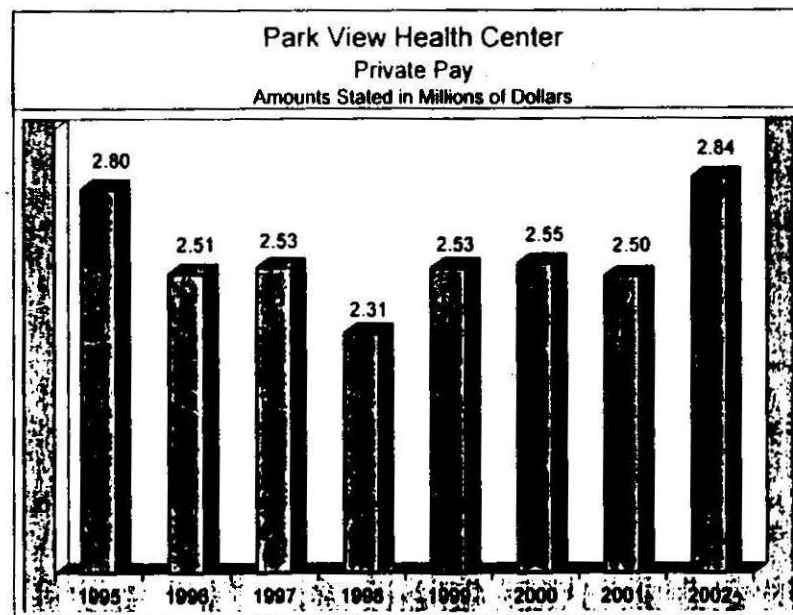
2002 figures are budgeted



PARK VIEW HEALTH CENTER TITLE 19 MEDICAL ASSISTANCE revenue is based on a daily rate approved by the State. The increase in 1993 and thereafter is the result of the County receiving deficit reduction funding from the Intergovernmental Transfer Program (ITP).

2001 figures are estimates.

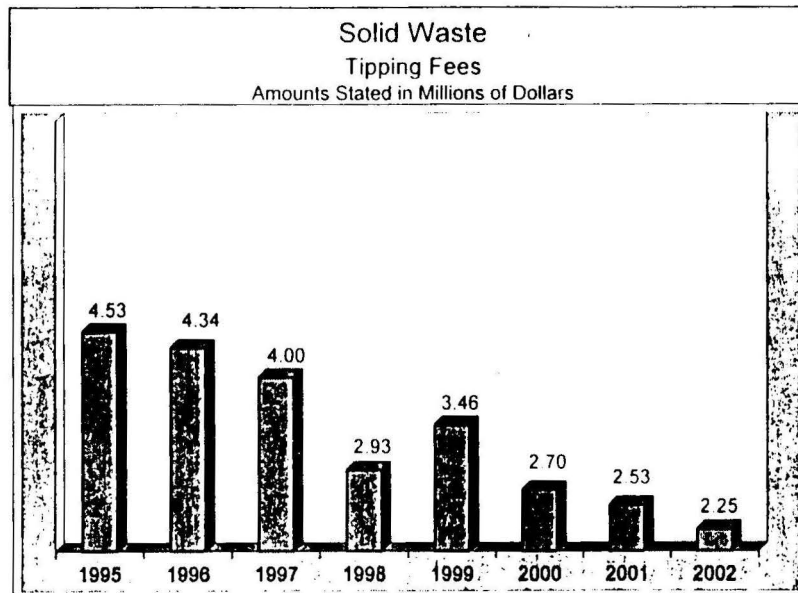
2002 figures are budgeted.



PARK VIEW HEALTH CENTER PRIVATE PAY revenue is derived from a daily rate which reflects actual operating expenses incurred for private pay residents. The increase in 1993 is due to a change in the way pension and social security contributions were classified. Prior to 1993 they were classified as Title 19. Starting in 1993 they were classified as private pay revenues. Fluctuations are caused by changes in the census.

2001 figures are estimates.

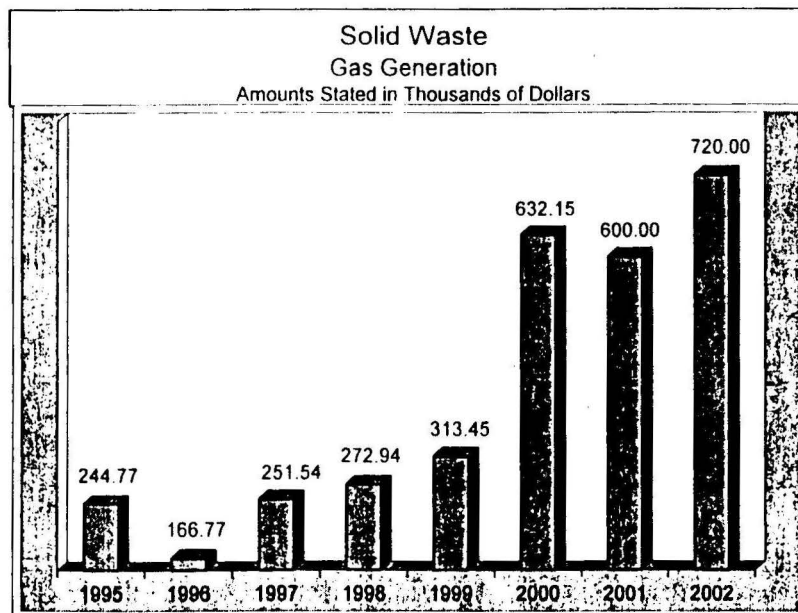
2002 figures are budgeted.



SOLID WASTE DISPOSAL FEES include revenue charged to customers for disposing of waste materials. The decline starting in 1993 is the result of mandated recycling in the County and increased competition from the private sector.

2001 figures are estimates.

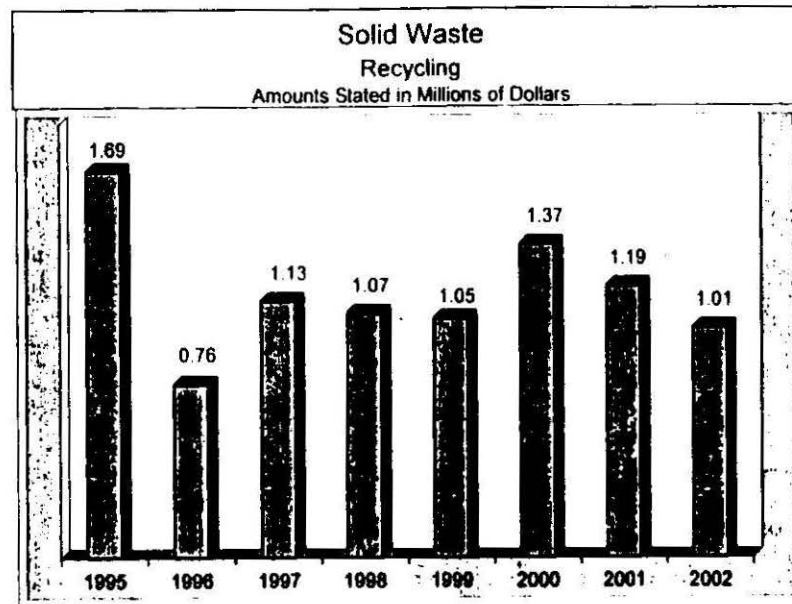
2002 figures are budgeted.



SOLID WASTE GAS GENERATION revenues are earned when methane gas is converted to electrical energy and sold to an electric utility. The decrease beginning in 1992 is the result of problems in the methane gas collection system at Snell Road. The increase in 1997 is due to installation of a pipeline connecting Sunnyview Landfill to the gas generation facility. The installation of new, more efficient generating engines create the large increase in the 2000 budget.

2001 figures are estimates.

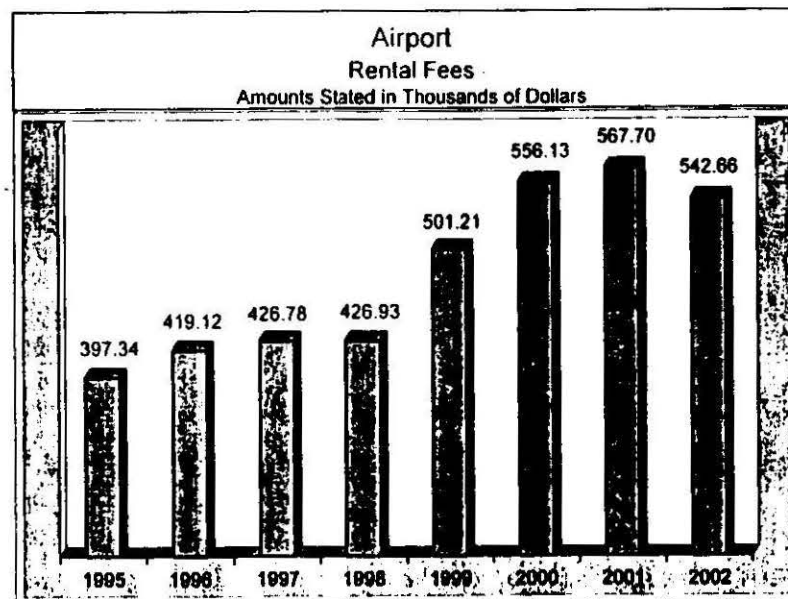
2002 figures are budgeted.



SOLID WASTE RECYCLING revenues are from the sale of recyclable materials. The recycling facility became operational in 1993. The increase in 1995 was due to the expansion of the physical facility, the addition of a second shift, and anticipation of higher prices for commodities. The decrease in 1996 and 1999 is due to the fall of commodity prices.

2001 figures are estimates.

2002 figures are budgeted.

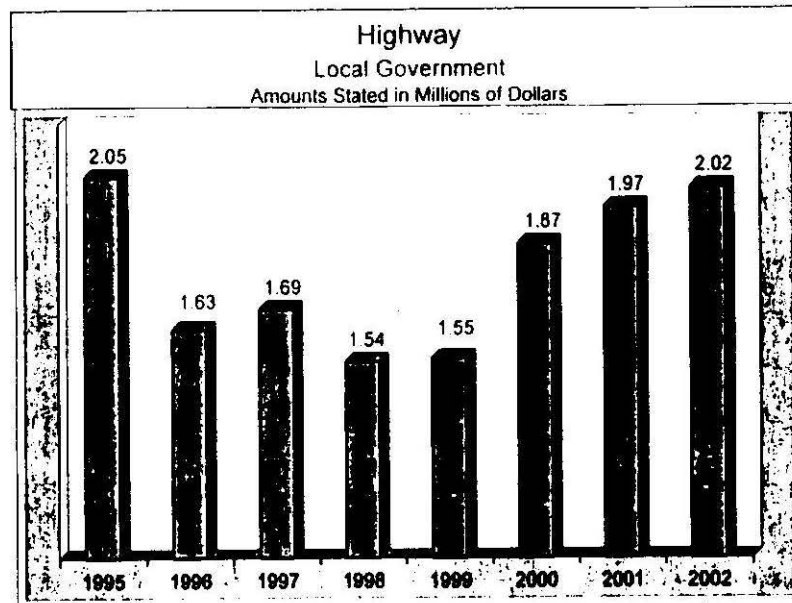


AIRPORT RENTAL FEES are generated from lease agreements. The drop in 1998 is attributed to the anticipated move of Budget Car rental to an off-airport site. The increase in 2001 is due to the construction of two new hangers built in 2000.

2001 figures are estimates.

2002 figures are budgeted.



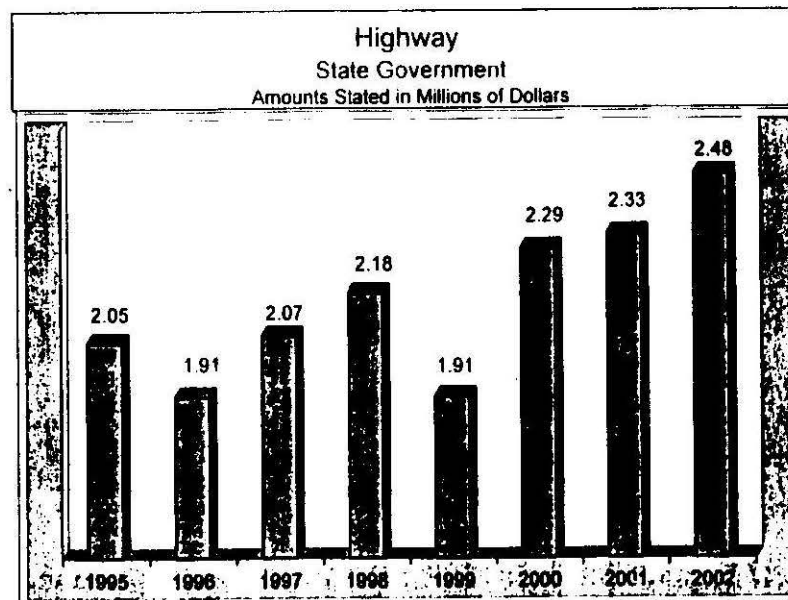


#### HIGHWAY- LOCAL GOVERNMENTAL REVENUES

The Highway Department does various maintenance and construction projects for local municipalities. The expenses incurred on these projects are fully reimbursed to the County by the municipality requesting the work. The 2002 budgeted revenue is based on historical experience.

2001 figures are estimates

2002 figures are budgeted.

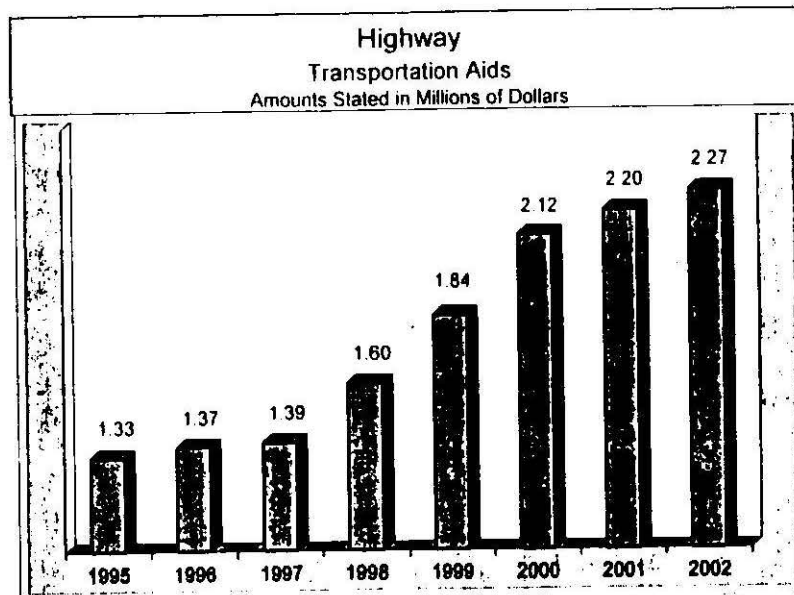


#### HIGHWAY- STATE GOVERNMENTAL REVENUES

The Highway Department does various maintenance and construction projects for the State of Wisconsin. The expenses incurred on these projects are fully reimbursed to the County by the State. The 2002 budgeted revenues is based on historical experience.

2001 figures are estimates.

2002 figures are budgeted.



HIGHWAY- TRANSPORTATION AIDS are based on prior years expenditures incurred by the Highway and Sheriff Departments and on total county trunk highway miles. The 2002 budget amount is based on an estimate from the state.

2001 figures are estimates.

2002 figures are budgeted.

**WINNEBAGO COUNTY**  
**TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS**  
**-2002**

	2002 CLASSIFIED			2002 CLASSIFIED	
	FT	PT		FT	PT
<b><u>AIRPORT</u></b>			<b><u>CLERK OF COURTS</u></b>		
Airport Director	1		Clerk of Courts	1	
Airport Secretary	1		Accounting Supervisor	1	
Supt. of Maintenance & Operations	1		Judicial Assistant	5	2
Foreman	1		Secretary II	11	
Mechanic	1		Small Claims Clerk	3	
Maintenance Equipment Operator	1		Account Clerk-Traffic	2	
Custodian/Groundsperson	1		Account Clerk II	1	
Custodian I		3	Clerk Typist II	2	1
Clerk Typist I		1	<b>TOTAL</b>	<b>26</b>	<b>3</b>
<b>TOTAL</b>	<b>7</b>	<b>4</b>			
<b><u>CHILD SUPPORT</u></b>			<b><u>CORONER</u></b>		
Child Support Director/Attorney	1		Coroner	1	
Child Support Specialist	10		Secretary		1
Financial Case Managers	3		<b>TOTAL</b>	<b>1</b>	<b>1</b>
Secretary I	1				
Clerk Typist II	2		<b><u>CORPORATION COUNSEL</u></b>		
Clerk Typist I	1		Corporation Counsel	1	
Clerk/Receptionist	1		Assistant Corporation Counsel	1	
<b>TOTAL</b>	<b>19</b>		Confidential Secretary	2	
			<b>TOTAL</b>	<b>4</b>	
<b><u>CIRCUIT COURTS</u></b>			<b><u>COUNTY CLERK</u></b>		
Court Commissioner	1		County Clerk	1	
VIP Program Coordinator	1		Deputy County Clerk	1	
Teen Court Program Coordinator	1		Account Clerk I		1
Court Reporter	1		Data Entry Clerk	1	
Register in Probate/Probate Registrar	1		<b>TOTAL</b>	<b>3</b>	<b>1</b>
Deputy Register in Probate	1				
Clerk Typist II	1				
<b>TOTAL</b>	<b>7</b>				

2002  
CLASSIFIED  
FT PT

**COUNTY EXECUTIVE**

County Executive	1	
Executive Assistant	1	
<b>TOTAL</b>	2	

**DISTRICT ATTORNEY**

Special Investigator	1	
Victim Witness Program Coordinator	1	
Support Services Supervisor	1	
Legal Secretary	9	
Receptionist/Typist	1	
Clerk Typist I	1	
<b>TOTAL</b>	14	

**EMERGENCY MANAGEMENT**

Dir. of Emergency Mgmt.	1	
Deputy Director/Planner	1	
Secretary I (Program Assistant)		1
<b>TOTAL</b>	2	1

**FACILITIES & PROPERTY MGMT.**

Director of Facilities & Property Mgmt.	1	
Buildings and Grounds Manager	1	
Construction Supervisor	1	
Maintenance Supervisor	1	
Maintenance Coordinator	1	
Custodian Supervisor	1	
Grounds Maintenance Worker	1	
Painter	1	
Carpenter	1	
Custodian III	2	
Custodian II	8	
Custodian I	6	
Maintenance Worker	4	
Maintenance Worker II	3	

**FACILITIES & PROPERTY MGMT. (continued)**

Maintenance Worker I	3	
HVAC Specialist	2	
Electrician	2	
Plumber	1	
Secretary II	1	
<b>TOTAL</b>	41	

**FAMILY COURT COMMISSIONER**

Court Commissioner	2	
Legal Secretary	2	
<b>TOTAL</b>	4	

**FAMILY COURT COUNSELING**

Director, Family Court Counseling Services	1	
Family Court Counselor	3	
Secretary I	1	
<b>TOTAL</b>	5	

**FINANCE**

Finance Director	1	
Assistant Finance Director	1	
General Accounting Supervisor	1	
Accountant/Budget Specialist	1	
Purchasing Agent/Accountant	1	
Secretary I	1	
Account Clerk II	3	
<b>TOTAL</b>	9	

**GENERAL SERVICES**

Clerk Typist I		1
Clerk Typist II	1	
Microfilmer	1	
Switchboard Operator/Clerk	1	
<b>TOTAL</b>	3	1

**2002  
CLASSIFIED  
FT PT**

**HEALTH**

Director of Public Health	1	
Public Health Nurse Coordinator	2	
Financial Analyst/Office Manager		1
Secretary II	1	
Account Clerk-Public Health		1
Clerk Typist II	2	
Public Health Nurse	7	2
Tobacco Prevention Specialist	1	
Home Health Aide		2
Nurse Practitioner	1	
Public Health Aide	3	
WIC Program Director/Nutritionist	1	
WIC Program Nutritionist	1	
RN-Jail	2	1
Sanitarian	1	
<b>TOTAL</b>	<b>23</b>	<b>7</b>

**HIGHWAY**

Highway Commissioner	1	
Engineering Tech/Bridge Oper. Supervisor	1	
Accountant/Office Manager	1	
Account Clerk II	1	
Highway Secretary	1	
Account Clerk I		1
Highway Equipment Superintendent	1	
Highway Maintenance Superintendent	2	
Foreman/Mechanic	1	
Night Mechanic	1	
Mechanic	5	1
Janitor/Watchman	4	
Foreman	6	
Classification 2 Operator	31	
Classification 3 Operator	12	
Bridgetender	15	2
<b>TOTAL</b>	<b>83</b>	<b>4</b>

**2002  
CLASSIFIED  
FT PT**

**HUMAN RESOURCES**

Director of Human Resources	1	
Human Resources Manager	1	
Human Resources Specialist	2	
Human Resources Coordinator	1	
Payroll & Benefits Manager	1	
Assistant Payroll & Benefits Manager	1	
Human Resources Assistant	1	
Insurance/Safety Coordinator	1	
Confidential Secretary		1
Payroll/Human Resources Clerk	1	
Confidential Secretary/Receptionist	2	
<b>TOTAL</b>	<b>12</b>	<b>1</b>

**HUMAN SERVICES-ADM. SVCS.**

Human Services Director	1	
Transitional Program Manager - DSS	1	
Financial & Support Division Manager	1	
Financial Coordinator	1	
Program Accountant	1	1
Accountant DHS	1	
Project Specialist/Trainer	1	
Office Supervisor	1	
Unit Support/Client Information Mgr.	1	
Confidential Secretary	2	
Administrative Assistant	1	
Account Clerk DHS	6	
Lead Secretary - DHS	1	
Secretary II	1	1
Secretary DHS	3	
AODA/IDP Secretary	2	
Clerk/Receptionist	2	
Medical Transcriptionist		3
Human Services Aide	8	
Word Processing Operator	3	
Clerk Typist I		2
	<b>38</b>	<b>7</b>

	2002 CLASSIFIED	
	FT	PT
<b><u>HUMAN SERVICES-BEHAVIORAL HEALTH SERVICES</u></b>		
Behavior Health Services Division Manager	1	
Prevention Services Coordinator	1	
Program Director - Summit House	1	
Resident Counselor - Summit House	1	
AODA Intervention Counselor	4	
Crisis Worker	3	
Crisis Worker After Hours		5
Resident Program Specialist	3	2
Medical Director	1	
Staff Psychiatrist	1	
Dir. of Professional Services Chief Psychologist	1	
Team Leader/Coord. Of Children's Services	1	
Psychotherapist	3	1
CSP Professionals	8	
CSP Professional/Voc. Specialist	2	
Team Case Manager	3	
Team Case Manager/Vocational Specialist	2	
Oshkosh Team Leader/CSP Director	1	
Neenah Team Leader/CSP Director	1	
CSP Clinical Coordinator and Crisis Team Supervisor	1	
Psychiatric Nurse	6	
Behavior Specialist		1
Lead Family Services Therapist	1	
Family Services Therapist	4	
Lead Mental Health Technician	1	
Mental Health Technicians	6	
<b>TOTAL</b>	<b>57</b>	<b>9</b>

**HUMAN SERVICES-LONG TERM SUPPORT**

Transitional Program Manager	1	
DD Coordinator	1	
Asst. DD Coordinator	1	
Supported Living Coordinator	1	
Family Support Coordinator	1	
Early Intervention Coordinator	1	
Service Coordinator	12	1

	2002 CLASSIFIED	
	FT	PT
<b><u>HUMAN SERVICES-LONG TERM SUPPORT (continued)</u></b>		
Program Supervisor	2	
Director Elderly Services Unit	1	
Volunteer Services Coordinator	1	
Social Worker/Social Work Specialist	18	
Human Services Case Aide	1	
Home Consultant	2	
Benefit Specialist	1	1
<b>TOTAL</b>	<b>44</b>	<b>2</b>

**HUMAN SERVICES - CHILD WELFARE SERVICES**

Child Welfare Services Division Manager	1	
Program Supervisor	6	
Social Worker/Social Work Specialist	49	1
Chief Intake Worker	1	
Juvenile Intake Worker	2	
Home Consultant	5	
Human Service Case Aide	3	
<b>TOTAL</b>	<b>67</b>	<b>1</b>

**HUMAN SERVICES - FINANCIAL ASSISTANCE SERVICES**

Financial Asst. Division Manager	1	
FAD Assistant Manager	2	
Financial Assistance Lead Worker	1	
Financial Assistance Case Manager	9	
Human Services Case Aide	3	
W2 Trainer	3	
W2 Case Manager - Financial Employment Planner	17	
Clerk Typist II	1	
Clerk Receptionist	3	
<b>TOTAL</b>	<b>40</b>	

	2002 CLASSIFIED	
	FT	PT
<b><u>INFORMATION SYSTEMS</u></b>		
Director of Information Systems	1	
Project Manager	1	
Database Administrator	1	
Systems Analyst	4	
Telecommunications/Budget Assistant	1	
Telecommunications Coordinator	1	
Telecommunications Assistant		1
Network Administrator	2	
Network Technician	1	
User Support Supervisor	1	
Senior User Support Specialist	1	
User Support Specialist	3	
<b>TOTAL</b>	<b>17</b>	<b>1</b>

**LAND & WATER CONSERVATION DISTRICT**

Land & Water Conservation Director	1	
Conservation Technician	1	
GIS Manager	1	
Project Manager II	1	
Project Manager I	1	
Project Technician	1	
Agronomist	1	
LWCD Secretary	1	
<b>TOTAL</b>	<b>8</b>	

**PARKS**

Parks Director/Expo Site Manager	1	
Assistant Expo Manager	1	
Assistant Parks Director	1	
Parks Secretary	1	
Clerk/Receptionist		1
Foreman/Mechanic	1	
Electrician	1	

**PARKS (continued)**

Foreman-Expo Center	1	
Mechanic	1	
Parks Caretaker	1	
<b>TOTAL</b>	<b>9</b>	<b>1</b>

**PARK VIEW HEALTH CENTER**

Administrator	1	
Director of Social Services	1	
Confidential Secretary	3	
Business Manager	1	
Purchasing Coordinator	1	
Accountant	2	
Account Clerk	1	
Clerk-Receptionist	4	1
Nursing Scheduler	1	
Medical Records Coordinator	1	
Program Manager ICF/MR	1	
Staff Assistant	1	
Director of Activity/Volunteer Services		1
Activity Specialist	10	1
Director, Food & Nutrition Svcs.	1	
Dietetic Tech/Registered Dietician		1
Registered Dietician	1	
Food Service Supervisor	1	
Cook	7	1
Food Service Worker	19	
Director of Nursing	1	
Assistant Director of Nursing	1	
RN Shift Coordinator	4	
RN Unit Manager	5	
Staff RN/LPN	41	
Unit Assistant	10	
MDS Coordinator	1	
Nurse Assistant	143	
Room Attendant	1	1



2002  
CLASSIFIED  
FT PT

**PARKVIEW (continued)**

Housekeeping Supervisor	1	
Custodian	10	
Painter	1	
Medical Social Worker	4	
Public Relations and Fund Raising Coordinator	1	
<b>TOTAL</b>	<b>281</b>	<b>6</b>

NOTE: PVHC Nursing Service and Food Service Department positions are in terms of full time equivalents as provided for in County Board Resolution #317-290

**PLANNING & ZONING**

Planning, Zoning and GIS Director	1	
Assistant Planning Director	1	
Zoning Administrator	1	
Code Enforcement Officer	2	
Drainage Inspector	1	
Assistant Code Enforcement Officer	1	
Planning Secretary	1	
Zoning Secretary	2	
GIS Specialist	1	
GIS Data Base Administrator	1	
GIS System Analyst/Administrator	1	
Tax Listing & Assessment Coordinator	1	
Account Clerk I	1	
Clerk Typist II	1	
<b>TOTAL</b>	<b>16</b>	

**REGISTER OF DEEDS**

Register of Deeds	1	
Deputy Register of Deeds	1	
Tract Index Recorder	1	
Records Clerk	6	
<b>TOTAL</b>	<b>9</b>	

**SHERIFF**

Sheriff	1
Chief Deputy	1
Assistant Chief Deputy	1
Patrol Division Captain	1
Detective Division Captain	1
Jail Division Captain	1
Lieutenant - Training Division	1
Lieutenant - Support Services	1
Lieutenant - Jail Division	1
Lieutenant - Shift Commander	4
Sergeant-Patrol Division	4
Sergeant-Detective Division	1
Corporal-Support Services	1
Sergeant-Jail Division	2
Corporal-Jail Division	8
Detective	4
Juvenile Officer	1
Special Investigator	1
Police Officer-Patrol Division	35
Police Officer-Support Services	10
Police Officer-Training	3
Classification Corporal-Jail Division	1
Corrections Officer	38
Work Release Coordinator (Huber Specialist)	1
Account Clerk-Corrections	2
Communications Manager	1
CAD/GEO Data Manager	1
Dispatcher	32
Confidential Secretary	1
Secretary II	1
Accountant	1
Account Clerk I	1
Records Clerk	3
Word Processing Operator	3
Control Module/Booking Clerk	12
<b>TOTAL</b>	<b>181</b>

NOTE: Control Module/Booking Clerk positions are in terms of full time equivalents as provided for in County Board Resolution 23-594

	2002 CLASSIFIED	
	FT	PT
<b><u>SOLID WASTE MANAGEMENT</u></b>		
Director of Solid Waste	1	
Landfill Manager	1	
Electric Power Generation System Supt/Operator	1	
Registered Professional Engineer	1	
Landfill Supervisor	1	
Heavy Equipment Operators	5	
Utility Groundsperson	3	
Maintenance Technician	1	
Recycling Facility Manager	1	
Recycling Facility Superintendent	1	
Recycling Facility Shift Supervisor	1	
Recycling Facility Operator	5	
Recycling Specialist	1	
Marketing & Collections Manager	1	
Environmental Technician	1	
Sr. Accountant/Financial Analyst	1	
Scaleperson	1	
Solid Waste Secretary	1	
Clerk Typist II	1	
<b>TOTAL</b>	<b>29</b>	

#### **TREASURER**

Treasurer	1	
Deputy Treasurer	1	
Account Clerk II	1	1
Account Clerk I	1	1
<b>TOTAL</b>	<b>4</b>	<b>2</b>

#### **UNIVERSITY EXTENSION**

Dept. Head/Family Living Coordinator	1	
Community Resource Development Educator	1	
Agriculture Educator	1	
4-H and Youth Educator	1	
4-H Program & Satellite Prog. Asst.		1
Family Living Program Assistant		1

#### **UNIVERSITY EXTENSION (continued)**

Horticulture Advisor		1
Secretary II	1	
Extension Secretary	3	1
<b>TOTAL</b>	<b>8</b>	<b>4</b>

#### **VETERANS SERVICE OFFICE**

Veterans Service Officer	1	
Deputy Veterans Service Officer	1	
Benefit Specialist	2	1
<b>TOTAL</b>	<b>4</b>	<b>1</b>

#### **GRAND TOTAL**

**1077      57**

**Note:** During the course of the budget year, this Table of Organization may be modified administratively by substituting positions in lower pay grades for listed positions on a one-for-one basis in the event that a vacancy in a listed position occurs.

**WINNEBAGO COUNTY**  
**2002 BUDGET**  
**COST ANALYSIS - NEW POSITIONS & REPLACEMENTS**

DEPARTMENT POSITION	STATUS	WAGES	FRINGES	OPERATIONAL EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST SAVINGS	NET COST
<b><u>NEW FULL-TIME POSITIONS</u></b>									
FUND: 100-120 <u>Sheriff</u> 7 Correction Officers	FT	199,227	77,000	5,935	-	282,162	-	-	282,162
FUND: 249-669 <u>Human Services</u> 1 Case Manager - Financial Assistance	FT	19,981	6,294	2,245	-	28,520	15,520	13,000	-
FUND: 249-669 <u>Human Services</u> 1 Assistant Manager	FT	32,000	10,080	1,425	-	43,505	43,505	-	-
FUND: 249-669 <u>Human Services</u> 1 Trainer	FT	22,207	6,995	1,940	-	31,142	31,142	-	-
FUND: 100-056 <u>Register of Deeds</u> 1 Records Clerk	FT	18,194	5,730	-	-	23,924	-	-	23,924
FUND: 100-220 <u>Clerk of Courts</u> 1 Clerk Typist	FT	17,628	6,170	-	-	23,798	-	-	23,798
FUND: 100-036 <u>Child Support</u> 1 Child Support Specialist	FT	21,840	8,081	5,870	-	35,791	35,791	-	-
FUND: 520-870 <u>Solid Waste</u> 1 Marketing & Sales Manager	FT	37,421	13,846	2,440	-	53,707	165,000	64,800	N/A
<b><u>NEW PART-TIME POSITIONS</u></b>									
FUND: 100-169 <u>Public Health</u> 1 Jail Nurse	PT	8,984	3,144	-	-	12,128	12,128	-	-

**WINNEBAGO COUNTY**  
**2002 BUDGET**  
**COST ANALYSIS - NEW POSITIONS & REPLACEMENTS**

DEPARTMENT POSITION	STATUS	WAGES	FRINGES	OPERATIONAL EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST SAVINGS	NET COST
<b>CONVERSION OF PART-TIME TO FULL-TIME</b>									
FUND: 100-234 Clerk of Courts 1 Court Commissioner II	FT	65,000	21,450	-	-	86,450	13,167	66,500	6,783
<b>POSITION REPLACEMENT</b>									
FUND: 100-220 Clerk of Courts 1 Clerk Typist II	FT	18,759	6,215	-	-	24,974	-	23,237	1,737
FUND: 231-668 Human Services 1 Program Accountant	PT	15,900	5,009	-	-	20,909	20,909	18,493	(18,493)
FUND: 100-250 Facilities & Ground Maintenance 1 Carpenter	FT	39,125	13,694	-	-	52,819	-	40,000	12,819
FUND: 230-000 Human Services 1 Home Consultant	FT	21,244	6,692	-	-	27,936	-	27,936	-
<b>TOTAL</b>		<b>537,510</b>	<b>190,400</b>	<b>19,855</b>	<b>-</b>	<b>747,765</b>	<b>337,162</b>	<b>253,966</b>	<b>332,730</b>
<b>TOTAL NEW POSITIONS:</b>									
- FULL-TIME	14								
- PART-TIME	1								
- CONVERSIONS - SEASONAL - TO FULL-TIME	1								
- REPLACEMENTS	4								

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
County Clerk	AccuVote Tabulator & Memory Card	1		5,400	5,400
	County Board Voting Machine	1		6,000	6,000
		2	-	11,400	11,400
Planning	4 X 4 Pickup Truck	1		25,000	25,000
Information Systems	Park View Definity Upgrade	1	17,728		17,728
	Neenah Definity Upgrade	1	15,915		15,915
	Intuity Upgrade	1	26,840		26,840
	Server	2	18,000		18,000
	Furniture/Cubicles for Room 500	1	34,000		34,000
		6	112,483	-	112,483
Sheriff -					
Support Services	Extended Mini Van	1		20,000	20,000
	Automobile	1		17,615	17,615
Patrol	Squad Cars	10		206,500	206,500
	SUV Command Vehicle	1		24,703	24,703
Training	Rescue Phone	1		5,000	5,000
		14	-	273,818	273,818
Emergency Management	Mechanical Sirens	4		38,800	38,800
	Installation	4		12,000	12,000
		8	-	50,800	50,800

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

**WINNEBAGO COUNTY**  
**CAPITAL OUTLAY - 2002**

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
UW - Fox Valley	Fire Alarm Panel	1		10,880	10,880
Parks -					
Administration	4 X 4 3/4 Ton Truck	1		35,000	35,000
	Club Carts	2		12,000	12,000
	Community Park Road Redevelopment	1		56,000	56,000
	72" Front Deck Mower	1		32,000	32,000
Exhibition Site	Front End Loader	1		20,000	20,000
		6	-	155,000	155,000
Clerk of Courts Branch IV	Sound Work in Courtroom	1		35,000	35,000
Facilities & Property Management	Raze Plummer House	1		20,000	20,000
	Raze Schumerth House	1		20,000	20,000
	Raze Sunnyview	1		80,000	80,000
	Remove Loading Ramp - Maintenance Bldg	1		15,000	15,000
	Upgrade Building Fire Panel - OHS	1		5,000	5,000
	Energy Improvements to Buildings	1		50,000	50,000
	Van	1		25,000	25,000
		7	-	215,000	215,000
Human Services	Digital Copy Machine	2		10,000	10,000
	Van - 7 Passenger	1		22,300	22,300
		3	-	32,300	32,300

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# WINNEBAGO COUNTY

## CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Airport	Pavement Repairs	1		50,000	50,000
	4 -Wheel Drive Utility Truck w/snow plow	1		44,000	44,000
	Airport Improvements - AIP	1		40,000	40,000
	Sand Pit Enclosures	1		12,500	12,500
	Install Make Up Air Unit - Maintenance	1		17,000	17,000
		4	-	163,500	163,500
Solid Waste - Administration	Mobile Environmental Monitoring Lab	1		12,000	12,000
	Tractor/Loader Backhoe	1		106,000	106,000
	Photocopier	1		6,000	6,000
	MRF Skid Steer	1		31,000	31,000
	Landfill Gas Gas Blending Modifications	1		25,000	25,000
	Portable Gas Meter	1		9,300	9,300
	Remote Video Unit	1		6,000	6,000
		7	-	195,300	195,300
Park View Health Center	Porch Enclosures	1		30,000	30,000
	Garbage Truck	1		8,000	8,000
	Lawnmower	1		18,000	18,000
	Kitchen Fire Suppression System - PAV & PA	1		30,000	30,000
	De-alkalizer Replacement - Boiler House	1		20,000	20,000
	Food Cart - 24 Tray Capacity	1		22,500	22,500
		6	-	128,500	128,500

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Highway	Tri-Axle Truck	2		164,000	164,000
	Winter Equipment for Above	2		123,000	123,000
	Tandem Truck	1		73,500	73,500
	Winter Equipment for Above	1		61,500	61,500
	Single Axle Truck	2		93,000	93,000
	Winter Equipment for Above	2		123,000	123,000
	Superintendent Vehicles	2		60,000	60,000
	Sign Truck	1		44,000	44,000
	Chip Spreader	1		190,000	190,000
	Snow Plows	3		18,000	18,000
	Arrow Board	1		4,000	4,000
	Miscellaneous	1		20,000	20,000
	Satellite Shop			20,000	20,000
		<u>19</u>	<u>-</u>	<u>994,000</u>	<u>994,000</u>
General Services	Imaging System - County Wide	<u>1</u>	<u>70,000</u>		<u>70,000</u>
	<b>TOTAL CAPITAL OUTLAY</b>	<u><b>86</b></u>	<u><b>182,483</b></u>	<u><b>2,290,498</b></u>	<u><b>2,472,981</b></u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

**WINNEBAGO COUNTY**  
**Small Equipment - 2002**

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>SPECIAL EQUIP</u>	<u>OTHER</u>	<u>AMOUNT</u>
Child Support	Workstation	1		3,655	3,655
County Treasurer	Laser Printer	1	1,500		1,500
Land Records	Compaq Proliant Servers	4	19,212		19,212
Information Systems	DRP Equipment/Routers	1	4,500		4,500
	Fiber Patch Cables/Spare Parts/Hangers	1	3,000		3,000
	Network Tools	1	2,000		2,000
	Help Desk Tools	1	2,000		2,000
		4	11,500	-	11,500
Sheriff -					
Court Services	Laser Printer	2	3,700		3,700
Detectives	Personal Computer	1	2,250		2,250
911	Mobile Base Stations w/headset & 110 converter	2		4,500	4,500
Training	Night Vision Sniper Scope	1		4,500	4,500
		6	5,950	9,000	14,950
Emergency Management	Wind Monitoring System	5		16,075	16,075
Veterans' Services	Laptop Computer	1	3,000	-	3,000
University Extension	Laptop Computer	1	2,500		2,500
	Projection Unit	1		4,500	4,500
		2	2,500	4,500	7,000

Only items greater than or equal to \$1,500 are shown on this schedule

**WINNEBAGO COUNTY**  
**Small Equipment - 2002**

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>SPECIAL EQUIP</u>	<u>OTHER</u>	<u>AMOUNT</u>
Parks -					
Administration	Archery Range Fence	1		4,500	4,500
	Snowplow Blade	1		3,400	3,400
Boat Landings	Eureka Landing Playground Set	1		3,900	3,900
		3	-	11,800	11,800
Clerk of Courts -					
Branch I	Laptop Computer	1	1,500		1,500
Branch VI	Laptop Computer	1	3,500		3,500
Branch VI	Portable Overhead Projector w/screen	1		1,500	1,500
		3	5,000	1,500	6,500
Solid Waste -					
Administration	Portable Sampler	1		2,000	2,000
Park View Health Center -					
Food & Nutrition	Cambro Shelving Unit	1		2,800	2,800
	Milk Cooler	1		4,900	4,900
Housekeeping	Electric Bed w/controls	10		16,800	16,800
Administration	Switch w/Fiber Module	1	2,400		2,400
		13	2,400	24,500	26,900
Highway	Laser Transit	1		1,500	1,500
	<b>Total Small Equipment over \$1,500</b>	<b>44</b>	<b>51,062</b>	<b>72,530</b>	<b>123,592</b>

Only items greater than or equal to \$1,500 are shown on this schedule



## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>ADMINISTRATION</b>				
County Executive	\$ 180,882	\$ 2,500	\$ -	\$ 178,382
Corporation Counsel	423,548	15,000	-	408,548
County Clerk	357,685	42,875	-	314,810
Treasurer	304,033	493,650	-	(189,617)
Human Resources and Payroll	575,852	5,000	-	570,852
Workers Compensation Fund	570,850	575,030	4,180	-
Self Funded Health Insurance	3,405,664	3,312,000	(93,664)	-
Self Funded Dental Insurance	270,000	322,000	52,000	-
Finance	687,876	21,900	-	665,976
Switchboard	41,702	-	-	41,702
General Services	405,888	299,200	(106,688)	-
Prop & Liab Insurance Fund	836,316	823,100	(13,216)	-
Information Systems	1,719,121	68,259	-	1,650,862
Technology Replacement	121,200	-	153,800	275,000
Facilities & Property Management	3,095,648	139,788	-	2,955,860
	<u>\$ 12,996,265</u>	<u>\$ 6,120,302</u>	<u>\$ (3,588)</u>	<u>\$ 6,872,375</u>

# COUNTY EXECUTIVE

Department: 100-016 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Jane VanDeHey  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4896

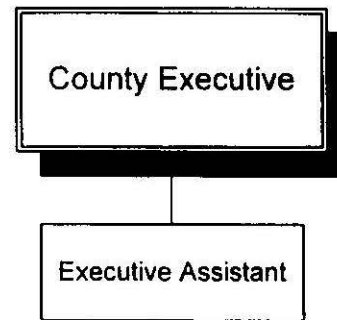
## MISSION STATEMENT:

Provide leadership, supervision and direction of County departments; formulate and administer the County budget; participate in the County legislative process; represent the County in inter-governmental relations and act as spokesperson on behalf of the County.

## PROGRAM DESCRIPTION:

1. Provide overall administration and management of the county on a daily basis.
2. Execute contracts/agreements/leases/internal personnel documents, etc. on behalf of the County.
3. Supervise the directors of all county departments except those elected.
4. Meet with all department heads as necessary.
5. Respond to the concerns of the general citizenry with follow-up as required.
6. Represent the county, attend meetings with other governmental entities throughout the County and the State in addition to attending County Board and related County committee meetings.

## COUNTY EXECUTIVE



# COUNTY EXECUTIVE

## 2002 BUDGET NARRATIVE HIGHLIGHTS

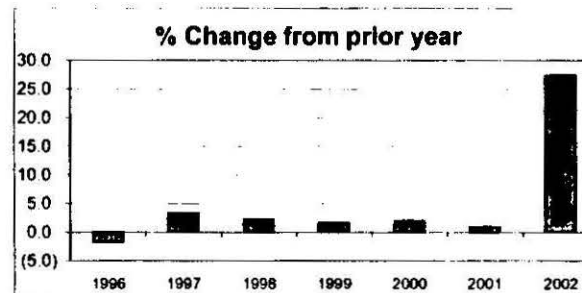
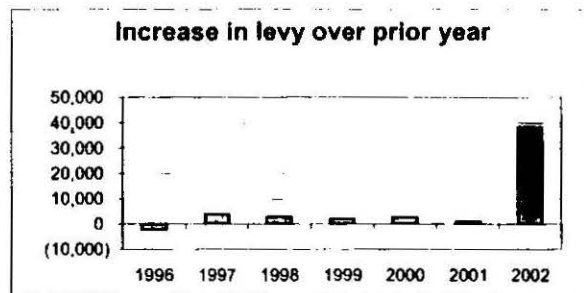
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	2	2	2	2	2	2	2	2	2	2
Part Time	0	0	0	0	0	0	0	0	0	0
Total	2	2	2	2	2	2	2	2	2	2

NEW POSITIONS: There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

COUNTY LEVY: The tax levy is \$178,382, an increase of 27.4% from 2001.



### SIGNIFICANT CHANGES:

**EXPENSES** - \$25,000 is included in Other Contractual Services to fund a grant writer to work in conjunction with Winnebago, Outagamie, and Brown Counties.



**Financial Summary**  
**County Executive**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	500	3,500	3,500	3,500	2,500
Labor	66,742	133,000	133,419	133,419	145,567
Travel	103	300	215	100	300
Capital	-	-	-	-	-
Other Expenditures	3,674	9,973	9,885	10,000	35,015
Total Expenditures	70,519	143,273	143,519	143,519	180,882
Levy Before Adjustments	70,019	139,773	140,019	140,019	178,382
Adjustments					
Net Levy After Adjustments	70,019	139,773	140,019	140,019	178,382

**Winnebago County**  
**Budget Detail - 2002**  
**County Executive**  
100 - 018

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	0	0	12,977	0	0	0	0	NA
Intergovernmental	0	0	12,977	0	0	0	0	NA
Professional Svs (Other Funds)	1,000	(0)	0	0	0	0	0	NA
Professional Services	0	1,000	1,000	3,500	2,500	2,500	2,500	-28.6%
Interfund Revenues	1,000	1,000	1,000	3,500	2,500	2,500	2,500	-28.6%
<b>TOTAL REVENUES</b>	<b>1,000</b>	<b>1,000</b>	<b>13,977</b>	<b>3,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-28.6%</b>
Regular Pay	90,843	93,682	97,776	99,328	107,655	107,655	107,655	8.4%
Wages	90,843	93,682	97,776	99,328	107,655	107,655	107,655	8.4%
Fringe Benefits	28,613	30,478	32,065	34,091	37,912	37,912	37,912	11.2%
Fringes	28,613	30,478	32,065	34,091	37,912	37,912	37,912	11.2%
<b>Total Labor Costs</b>	<b>119,456</b>	<b>124,160</b>	<b>129,841</b>	<b>133,419</b>	<b>145,567</b>	<b>145,567</b>	<b>145,567</b>	<b>9.1%</b>
Registration & Tuition	570	515	991	0	200	200	200	NA
Automobile Allowance	69	0	0	100	100	100	100	0.0%
Commercial Travel	584	767	0	0	0	0	0	NA
Meals	577	0	191	0	0	0	0	NA
Lodging	1,813	342	0	0	0	0	0	NA
Other Travel Exp	51	0	0	0	0	0	0	NA
Travel	<b>3,663</b>	<b>1,824</b>	<b>1,181</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>200.0%</b>
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	224	173	184	400	200	200	200	-50.0%
Printing Supplies	76	0	80	50	100	100	100	100.0%
Print & Duplicate	1,643	950	910	1,800	1,500	1,500	1,500	-16.7%
Postage and Box Rent	509	0	40	0	0	0	0	NA
Computer Supplies	0	0	70	50	50	50	50	0.0%
Advertising	0	0	2,273	0	0	0	0	NA
Subscriptions	293	433	182	200	330	330	330	65.0%
Membership Dues	216	256	268	250	275	275	275	10.0%
Operating Expenses								
Telephone	5,051	5,199	2,861	4,500	4,500	4,500	4,500	0.0%
Food	1,164	117	227	500	300	300	300	-40.0%

**Winnebago County**  
**Budget Detail - 2002**  
**County Executive**  
100 - 018

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Small Equipment	326	0	269	0	0	0	0	NA
Repairs & Maintenance								
Maintenance - Equipment	0	(348)	120	0	350	350	350	NA
Contractual Services								
Equipment Repairs	634	441	327	700	400	400	400	-42.9%
Other Contract Serv.	0	0	1,828	0	25,000	25,000	25,000	NA
Insurance								
Prop & Liab Insurance	430	0	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Spec Service Awards	129	98	417	400	400	400	400	0.0%
Interfund Expenses								
Printing Supplies	0	29	76	0	225	225	225	NA
Print & Duplicate	0	6	5,995	0	0	0	0	NA
Postage and Box Rent	0	394	486	500	500	500	500	0.0%
Food	0	100	0	0	0	0	0	NA
Equipment Repairs	0	384	384	250	375	375	375	50.0%
Prop. & Liab. Insurance	0	400	525	400	510	510	510	27.5%
Other Operating Expenses	10,895	8,835	17,524	10,000	35,015	35,015	35,015	250.2%
<b>TOTAL EXPENSES</b>	<b>133,814</b>	<b>134,419</b>	<b>148,546</b>	<b>143,519</b>	<b>180,882</b>	<b>180,882</b>	<b>180,882</b>	<b>26.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>132,814</b>	<b>133,420</b>	<b>134,569</b>	<b>140,019</b>	<b>178,382</b>	<b>178,382</b>	<b>178,382</b>	<b>27.4%</b>

# CORPORATION COUNSEL

Department: 100-021 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

John A. Bodnar  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4752

## MISSION STATEMENT:

To provide legal counsel and representation to all Winnebago County Departments, the Winnebago County Board of Supervisors, and the Winnebago County Executive.

## PROGRAM DESCRIPTION:

MENTAL HEALTH COMMITMENTS: Represents Winnebago County in all Chapter 51 actions.

GUARDIANSHIP & PROTECTIVE PLACEMENT ACTIONS: Represents Winnebago County Department of Social Services in actions brought for guardianship and protective placements of infirm individuals.

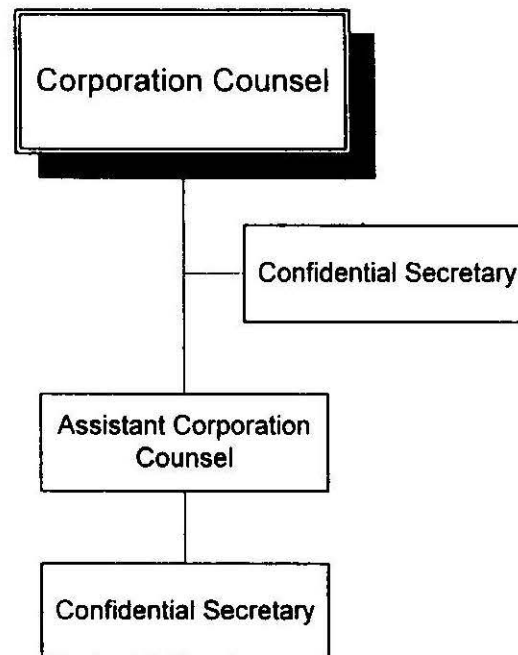
CHILDREN IN NEED OF PROTECTION OR SERVICES: Prosecutes child neglect and abuse matters under Children's Code (Chapter 48).

TERMINATION OF PARENTAL RIGHTS: Represents Winnebago County Department of Human Services when it petitions to terminate the rights of unfit parents.

MEDICAL ASSISTANCE SUBROGATION: Collects money from tortfeasors or insurer where their negligence has resulted in medical assistance payments to individuals.

LEGAL COUNSEL: Serves as legal counsel to all County employees, boards, the County Board of Supervisors, and the County Executive. Represents Winnebago County in civil litigation before the Courts, in state administrative hearings, and in labor matters.

# CORPORATION COUNSEL



# **CORPORATION COUNSEL**

**Department: 100-021    Fund: General Fund**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**John A. Bodnar**  
**Winnebago County**  
**448 Algoma Boulevard**  
**Oshkosh, WI 54901**

**TELEPHONE: 236-4752**

## **2001 ACCOMPLISHMENTS:**

The continued provision of effective legal counsel and representation to all Winnebago County Departments, the Winnebago County Board of Supervisors and the Winnebago County Executive.

## **2002 GOALS & OBJECTIVES:**

To continue to provide effective legal representation and counsel to Winnebago County in a cost-effective responsible manner.

# CORPORATION COUNSEL

## 2002 BUDGET NARRATIVE HIGHLIGHTS

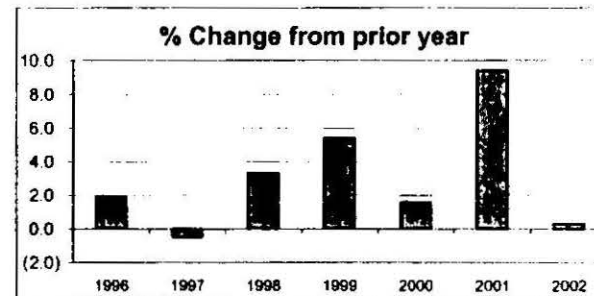
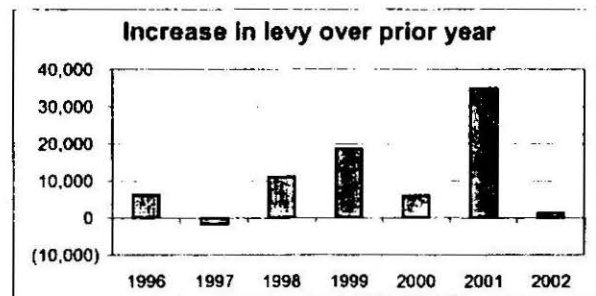
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	4	4	4	4	4	4	4	4	4	4
Part Time	0	0	0	0	0	0	0	0	0	0
Total	4	4	4	4	4	4	4	4	4	4

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST SAVINGS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$408,548, an increase of 0.3% over 2001.



### SIGNIFICANT CHANGES:

#### REVENUES:

**Fees and Costs** - Estimated that \$5,000 of additional legal costs would be collected over 2001.

#### EXPENSES:

**Other Equipment** - There are no capital requests for 2002.

**Legal Services** - An additional \$22,000 is budgeted for contractual legal services. Contract costs for commitments have increased.

**Financial Summary  
Corporation Counsel**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	5,979	17,000	10,000	10,000	15,000
Labor	127,751	288,439	286,441	286,441	271,766
Travel	497	3,210	3,210	3,210	2,815
Capital	8,824	10,000	7,437	10,000	-
Other Expenditures	59,449	126,764	135,113	117,550	148,967
Total Expenditures	196,520	428,413	432,201	417,201	423,548
Levy Before Adjustments	190,542	411,413	422,201	407,201	408,548
Adjustments					
Net Levy After Adjustments	190,542	411,413	422,201	407,201	408,548



**Winnebago County  
Budget Detail - 2002  
Corporation Counsel**

100 - 021

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Indirect Cost	0	0	71,509	0	0	0	0	NA
Intergovernmental	0	0	71,509	0	0	0	0	NA
Fees And Costs	0	0	3,144	0	5,000	5,000	5,000	NA
Forms, Copies, Etc	0	34	0	0	0	0	0	NA
Reimbursed Costs	1,613	1,666	38	0	0	0	0	NA
Public Services	1,613	1,699	3,181	0	5,000	5,000	5,000	NA
Legal Services	7,000	(0)	0	0	0	0	0	NA
Legal Services	0	7,000	5,600	10,000	10,000	10,000	10,000	0.0%
Interfund Revenues	7,000	7,000	5,800	10,000	10,000	10,000	10,000	0.0%
<b>TOTAL REVENUES</b>	<b>8,613</b>	<b>8,699</b>	<b>80,290</b>	<b>10,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>50.0%</b>
Regular Pay	196,860	204,068	219,851	218,365	204,009	204,009	204,009	-6.6%
Overtime	1,064	526	1,075	1,202	3,059	3,059	3,059	154.5%
Witness Expense	401	24	690	0	400	400	400	NA
Wages	198,324	204,617	221,415	219,567	207,468	207,468	207,468	-5.5%
Fringe Benefits	55,034	57,598	60,794	66,874	64,298	64,298	64,298	-3.9%
Fringes	55,034	57,598	60,794	66,874	64,298	64,298	64,298	-3.9%
<b>Total Labor Costs</b>	<b>253,358</b>	<b>262,215</b>	<b>282,209</b>	<b>286,441</b>	<b>271,766</b>	<b>271,766</b>	<b>271,766</b>	<b>-5.1%</b>
Registration & Tuition	824	558	50	845	855	750	750	-11.2%
Automobile Allowance	547	933	887	1,600	1,600	1,300	1,300	-18.8%
Commercial Travel	12	0	0	0	0	0	0	NA
Meals	66	70	43	140	140	140	140	0.0%
Lodging	583	312	62	600	600	600	600	0.0%
Other Travel Exp	542	14	5	25	25	25	25	0.0%
Travel	2,574	1,887	1,047	3,210	3,220	2,815	2,815	-12.3%
Other Equipment	0	0	0	10,000	0	0	0	0.0%
Capital	0	0	0	10,000	0	0	0	0.0%
Office Expenses								
Office Supplies	771	659	435	800	900	900	900	12.5%
Stationery and Forms	203	141	447	400	400	400	400	0.0%
Printing Supplies	710	0	0	100	250	250	250	150.0%

**Winnebago County  
Budget Detail - 2002  
Corporation Counsel**

100 - 021

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Print & Duplicate	647	(20)	300	100	100	100	100	0.0%
Postage and Box Rent	2,649	179	144	800	600	600	600	0.0%
Computer Supplies	281	387	491	600	600	600	600	0.0%
Computer Software	0	0	352	400	400	400	400	0.0%
Subscriptions	3,342	1,566	132	500	200	200	200	-60.0%
Membership Dues	800	771	898	900	900	900	900	0.0%
Publish Legal Notices	2,019	1,975	2,471	2,500	3,000	3,000	3,000	20.0%
Operating Expenses								
Telephone	1,869	2,085	1,810	1,800	1,800	1,800	1,800	0.0%
Small Equipment	1,970	839	902	1,400	1,290	400	400	-71.4%
Legal Fees	9,211	2,366	2,741	3,000	12,000	12,000	12,000	300.0%
Contractual Services								
Legal Services	73,543	72,536	90,268	98,360	120,000	120,000	120,000	22.0%
Equipment Repairs	1,494	773	1,003	200	900	900	900	350.0%
Transcription Services	35	208	1,665	200	350	350	350	75.0%
Professional Service	0	0	386	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	1,099	(0)	15	0	1,192	0	0	NA
Cost Allocations								
Recording Fees	398	281	424	400	400	400	400	0.0%
Interfund Expenses								
Printing Supplies	0	477	466	300	300	300	300	0.0%
Print & Duplicate	0	280	479	250	275	275	275	10.0%
Postage and Box Rent	0	2,565	2,728	2,500	3,000	3,000	3,000	20.0%
Equipment Repairs	0	888	888	888	900	900	900	1.4%
Prop. & Liab. Insurance	0	1,318	1,134	1,252	1,192	1,192	1,192	-4.8%
Recording Services	0	48	0	0	0	0	0	NA
Recording Fees	0	12	0	100	100	100	100	0.0%
Other Operating Expenses	101,040	90,333	110,579	117,550	151,049	148,967	148,967	26.7%
<b>TOTAL EXPENSES</b>	<b>356,972</b>	<b>354,435</b>	<b>393,835</b>	<b>417,201</b>	<b>426,035</b>	<b>423,548</b>	<b>423,548</b>	<b>1.5%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>348,358</b>	<b>345,736</b>	<b>313,544</b>	<b>407,201</b>	<b>411,035</b>	<b>408,548</b>	<b>408,548</b>	<b>0.3%</b>

# COUNTY CLERK

Department: 100-026 to 028 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Sue Ertmer  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4890

## MISSION STATEMENT:

The mission of the County Clerk's office is to maintain records of the Winnebago County Board of Supervisors, marriage license applications and related documents, hunting and fishing license, dog licensing information, titles to all county-owned vehicles, and other records as directed by Wisconsin statutes; to administer elections and provide other office-related services to the County Board of Supervisors, citizens and municipalities within Winnebago County.

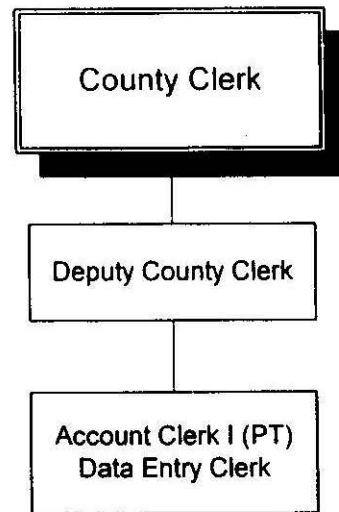
## PROGRAM DESCRIPTION:

**COUNTY CLERK** Provides service and assistance to the public, County staff and County Board for marriage, hunting and fishing licenses; storage, retrieval and provision of documents maintained in the County Clerk's Office; notary services; work permits and a variety of other duties in keeping with the statutory duties of the office. Provides secretarial service to the County Board; distribute meeting notices and minutes for all County Board and County Board committees, commissions and boards meetings, and maintains records of same.

**ELECTIONS** Acts as Chief Election Official for Winnebago County. Provides election information, election materials and ballots to the county's municipal clerks. Holds informational meetings on election procedures. Coordinates election programming information between municipal clerks and voting equipment vendor. Prepares and publishes all legal notices as required by statute. Record election results on election night and maintains records of same. Conducts county canvass of elections. Prepares and files appropriate election reports with the State Elections Board. Provides candidates and the public with election-related information. Maintains election and financial records of candidates and election committees.

**DOG LICENSE FUND** Distributes dog licenses to 16 townships and 5 cities. Maintains the records of dog licenses sold and fees collected. Submits reports and proper fees to the State. Provides license information on missing or stray dogs to local law enforcement, animal shelters and the public. Maintains records of same.

# COUNTY CLERK



# COUNTY CLERK

Department: 100-026 to 028 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Sue Ertmer  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4890

## 2001 ACCOMPLISHMENTS:

1. Conducted Spring Primary and Spring Election
2. Expanded our use of the county's website to distribute County Board and committee information to the public.
3. Assisted in dispersing and accumulating information for the county's redistricting project.
4. Held an election workshop/meeting for the county's municipal clerks.
5. Attended the first UW-Green Bay County Clerks Institute continuing education program.
6. Expanded our electronic collection of County Board and committee minutes.
7. Implemented an updated version of the marriage license application.

## 2002 GOALS & OBJECTIVES:

1. Prepare for and conduct Spring Primary and Spring Election and Fall Primary and General Election.
2. Upgrade the County Board PC voting software and investigate upgrades to the County Board voting board.
3. Study the pros and cons and costs of a county humane officer.

4. Prepare the Official County Directory for inclusion on the county's website.
5. Assist in the finalization of the county redistricting project.
6. Continue with our ongoing record organization and retention project.
7. Continue to be responsive to the needs of the citizens of Winnebago County by providing them with friendly and efficient service.
8. Perform the duties and services of this office in a cost-effective, efficient manner.

# COUNTY CLERK

## 2002 BUDGET NARRATIVE HIGHLIGHTS

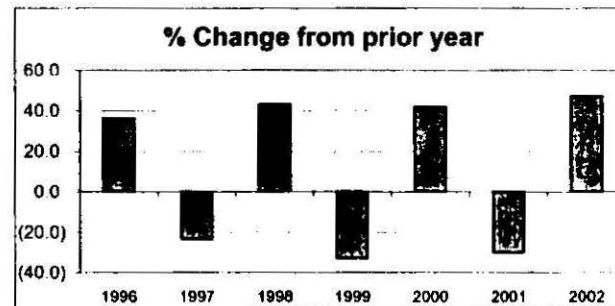
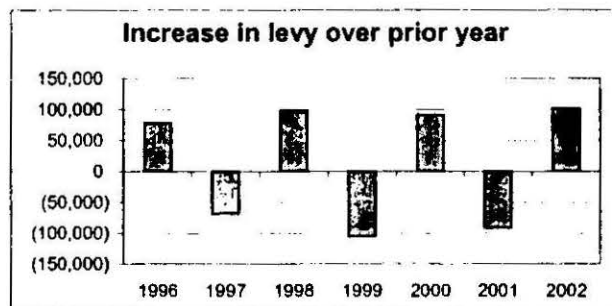
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	4	4	4	5	5	5	5	3	3	3
Part Time	0	0	0	0	0	0	0	1	1	1
Total	4	4	4	5	5	5	5	4	4	4

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The total tax levy for the County Clerk is \$314,810, an increase of 47.3% from 2001.



**SIGNIFICANT CHANGES:**

**EXPENSES:**

Because there are two additional elections in 2002 - the Fall Primary and the General Election, the following accounts have increased significantly.

Print & Duplicate - an increase of \$54,000 is budgeted.

Publish Legal Notices - an increase of \$19,500 is budgeted.

Data Processing - an increase of \$14,000 is budgeted.

Capital Outlay - Requests for 2002 include an upgrade to the voting program on the County Board PC and the purchase of an additional Accu-Vote unit and memory card for backup purposes.

**PROGRAM BUDGET CHANGES:**

County Clerk - No significant changes.

Elections - The election budget fluctuates and shows large tax increases during even numbered years. The 2002 levy is \$93,000 more than 2001 because there are two additional elections during the even numbered year.

Dog License Fund - No significant changes.



**Financial Summary**  
**County Clerk**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	49,049	66,487	50,435	39,435	42,875
Labor	73,157	147,801	151,401	151,401	155,757
Travel	990	1,349	1,800	1,800	2,195
Capital	-	-	-	-	11,400
Other Expenditures	81,344	101,765	111,026	100,026	188,333
Total Expenditures	155,491	250,915	264,227	253,227	357,685
Levy Before Adjustments	106,442	184,428	213,792	213,792	314,810
Adjustments					
Net Levy After Adjustments	106,442	184,428	213,792	213,792	314,810

**Winnebago County  
Budget Detail - 2002  
County Clerk  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Marriage Licenses	7,485	19,540	18,510	20,300	17,500	17,500	17,500	-13.8%
Conservation License	10,681	1,705	323	200	150	150	150	-25.0%
Dog License	5,169	3,566	4,506	5,700	5,100	9,100	9,100	59.6%
Work Permits	1,613	1,919	2,388	1,000	1,400	1,400	1,400	40.0%
<b>Licenses &amp; Permits</b>	<b>24,948</b>	<b>26,729</b>	<b>25,726</b>	<b>27,200</b>	<b>24,150</b>	<b>28,150</b>	<b>28,150</b>	<b>3.5%</b>
Forms, Copies, Etc.	436	1,061	1,088	1,200	1,200	1,200	1,200	0.0%
Telephone	0	17	25	25	25	25	25	0.0%
<b>Public Services</b>	<b>436</b>	<b>1,078</b>	<b>1,113</b>	<b>1,225</b>	<b>1,225</b>	<b>1,225</b>	<b>1,225</b>	<b>0.0%</b>
Reimbursed Costs	0	26,042	16,892	0	8,000	8,000	8,000	NA
<b>Intergovernmental Services</b>	<b>0</b>	<b>26,042</b>	<b>16,892</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>NA</b>
Professional Svs (Other Funds)	1,000	(0)	0	0	0	0	0	NA
Reimbursed Costs	0	0	0	8,000	0	0	0	0.0%
Professional Services	0	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
<b>Interfund Revenues</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>9,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-88.9%</b>
Material Sales	4,802	4,605	4,427	2,000	4,000	4,500	4,500	125.0%
Other Miscellaneous Revenues	125	11	2	10	0	0	0	0.0%
<b>Miscellaneous Revenues</b>	<b>4,927</b>	<b>4,615</b>	<b>4,429</b>	<b>2,010</b>	<b>4,000</b>	<b>4,500</b>	<b>4,500</b>	<b>123.9%</b>
<b>TOTAL REVENUES</b>	<b>31,311</b>	<b>59,484</b>	<b>49,160</b>	<b>39,435</b>	<b>38,375</b>	<b>42,875</b>	<b>42,875</b>	<b>8.7%</b>
Regular Pay	123,865	111,840	108,422	114,848	115,658	115,658	115,658	0.9%
Overtime	874	143	220	100	499	499	499	399.0%
Other Per Diem	1,311	475	600	300	1,000	1,000	1,000	233.3%
<b>Wages</b>	<b>126,051</b>	<b>112,258</b>	<b>109,242</b>	<b>115,048</b>	<b>117,157</b>	<b>117,157</b>	<b>117,157</b>	<b>1.8%</b>
Fringe Benefits	36,999	32,555	33,203	36,353	38,600	38,600	38,600	6.2%
<b>Fringes</b>	<b>36,999</b>	<b>32,555</b>	<b>33,203</b>	<b>36,353</b>	<b>38,600</b>	<b>38,600</b>	<b>38,600</b>	<b>6.2%</b>
<b>Total Labor Costs</b>	<b>163,050</b>	<b>144,813</b>	<b>142,445</b>	<b>151,401</b>	<b>155,757</b>	<b>155,757</b>	<b>155,757</b>	<b>2.9%</b>
Registration & Tuition	459	415	378	500	840	840	840	68.0%
Automobile Allowance	565	328	402	400	605	605	605	51.3%
Meals	256	137	180	300	250	250	250	-16.7%
Lodging	218	461	484	600	500	500	500	-16.7%
Other Travel Exp	3	0	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
County Clerk  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Travel	1,501	1,341	1,444	1,800	2,195	2,195	2,195	21.9%
Other Equipment	6,964	35,569	0	0	11,100	11,400	11,400	NA
Capital	6,964	35,569	0	0	11,100	11,400	11,400	NA
Office Expenses								
Office Supplies	3,593	2,549	2,429	1,650	2,800	2,800	2,800	69.7%
Stationery and Forms	1,722	256	1,391	1,550	1,400	1,400	1,400	-9.7%
Printing Supplies	516	534	300	200	0	0	0	0.0%
Print & Duplicate	69,504	30,074	63,802	30,350	84,150	84,150	84,150	177.3%
Postage and Box Rent	13,808	4,603	4,115	5,500	5,500	5,500	5,500	0.0%
Computer Supplies	346	96	375	400	500	500	500	25.0%
Computer Software	0	1,125	0	0	0	0	0	NA
Subscriptions	994	143	0	50	0	0	0	0.0%
Membership Dues	160	85	90	100	100	100	100	0.0%
Publish Legal Notices	18,146	12,213	33,379	13,100	32,600	32,600	32,600	148.9%
Operating Expenses								
Telephone	3,631	3,946	3,079	3,000	2,000	2,000	2,000	-33.3%
Professional Supplies	10	0	0	0	0	0	0	NA
Food	90	110	45	50	100	100	100	100.0%
Small Equipment	2,263	1,126	470	2,100	600	600	600	-71.4%
Other Operating Supplies	117	0	289	100	200	200	200	100.0%
Repairs & Maintenance								
Maintenance - Equipment	48	0	0	0	0	0	0	NA
Contractual Services								
Equipment Repairs	2,192	978	844	1,150	980	980	980	-14.8%
Transcription Services	844	0	300	1,000	1,000	1,000	1,000	0.0%
Data Processing	0	0	20,854	20,000	34,000	34,000	34,000	70.0%
Professional Service	0	0	423	0	0	0	0	NA
Microfilming Services	2,901	0	0	0	0	0	0	NA
Other Contract Serv.	4,263	5,367	2,189	3,745	3,500	7,500	7,500	100.3%
Insurance								
Prop & Liab Insurance	2,050	0	15	0	0	0	0	NA
Operating Licenses & Fees	959	919	8,305	3,190	2,890	2,890	2,890	-9.4%
Interfund Expenses								
Printing Supplies	0	390	370	1,000	500	500	500	-50.0%
Print & Duplicate	0	1,438	1,039	2,200	1,800	1,800	1,800	-18.2%
Postage and Box Rent	0	6,556	9,163	7,000	7,500	7,500	7,500	7.1%
Equipment Repairs	0	1,188	1,508	1,524	1,308	1,308	1,308	-14.2%
Microfilming Services	0	3,948	0	0	0	0	0	NA

Winnebago County  
Budget Detail - 2002  
County Clerk  
ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Prop. & Liab. Insurance	0	1,945	952	1,067	905	905	905	-15.2%
Other Operating Expenses	128,158	79,588	155,728	100,028	184,333	188,333	188,333	88.3%
<b>TOTAL EXPENSES</b>	<b>299,673</b>	<b>261,311</b>	<b>299,616</b>	<b>253,227</b>	<b>353,385</b>	<b>357,685</b>	<b>357,685</b>	<b>41.3%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>268,362</b>	<b>201,847</b>	<b>250,456</b>	<b>213,792</b>	<b>315,010</b>	<b>314,810</b>	<b>314,810</b>	<b>47.3%</b>

# **COUNTY CLERK PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
COUNTY CLERK												
County Clerk	026	154,757	2,095	6,000	24,333	187,185		187,185	179,342	189,911	4.4	(5.6)
Revenues	026						25,775	(25,775)	(25,735)	(25,190)	0.2	2.2
Elections	027	1,000	100	5,400	154,900	161,400		161,400	68,185	152,140	136.7	(55.2)
Revenues	027						8,000	(8,000)	(8,000)	(11,000)	-	-
Dog License Fund	028	-	-	-	9,100	9,100		9,100	5,700	3,300	59.6	72.7
Revenues	028						9,100	(9,100)	(5,700)	(3,300)	59.6	72.7
<b>Grand Totals</b>		<u>155,757</u>	<u>2,195</u>	<u>11,400</u>	<u>188,333</u>	<u>357,685</u>	<u>42,875</u>	<u>314,810</u>	<u>213,792</u>	<u>305,861</u>	<u>47.3</u>	<u>(30.1)</u>

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
County Clerk	AccuVote Tabulator & Memory Card	1		5,400	5,400
	County Board Voting Machine	1		6,000	6,000
		2	-	11,400	11,400

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# TREASURER

Department: 100-041 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Mary Krueger  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4775

## MISSION STATEMENT:

To receive and disburse all County funds, settle with the taxing jurisdictions and the state for all tax collections, collect postponed and delinquent taxes, and foreclose and sell properties when delinquent taxes are not paid.

## PROGRAM DESCRIPTION:

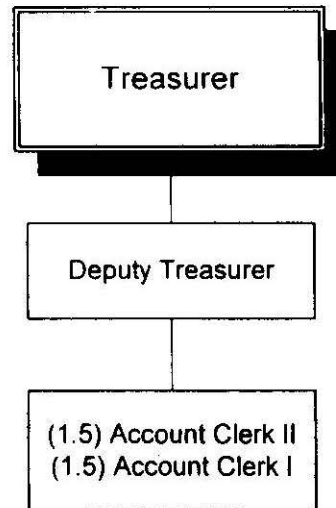
RECEIPTS AND DISBURSEMENTS Receive all funds due the county and disburse all payments made by the county.

TAX SETTLEMENTS Reconcile the tax rolls and tax collections, and settle with the taxing jurisdictions and the state for all tax collections.

TAX COLLECTIONS Collect all postponed and delinquent taxes returned to the county.

FORECLOSE TAX DELINQUENT PROPERTY Foreclose on properties for non-payment of taxes and sell the foreclosed properties to recover the unpaid taxes.

# TREASURER





# **TREASURER**

**Department: 100-041 Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Mary E. Krueger  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4775**

## **2001 ACCOMPLISHMENTS:**

- 1. Reduced the amount of problem delinquent taxes (delinquent over 2 years).**
- 2. Placed real estate tax information on the county web-site. Three years of information is currently available.**

## **2002 GOALS & OBJECTIVES:**

- 1. Continue to reduce the amount of taxes delinquent over 2 years.**
- 2. Establish a continued notice system of delinquent taxes.**
- 3. Continue work to place delinquent tax amounts and interest on the Internet.**

# TREASURER

## 2002 BUDGET NARRATIVE HIGHLIGHTS

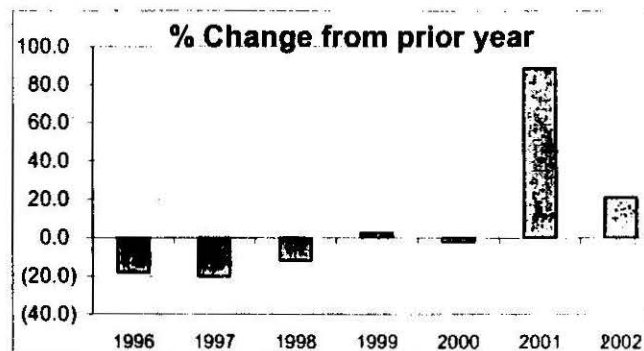
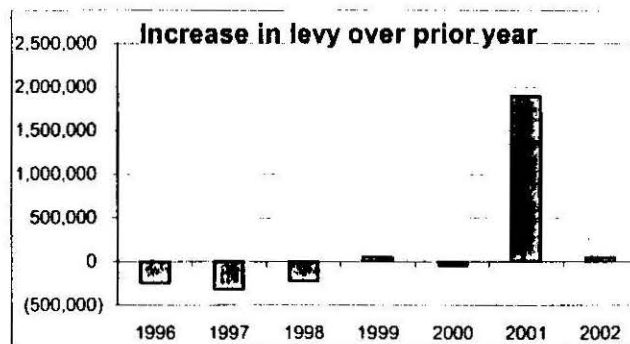
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	7	5	5	5	5	5	5	4	4	4
Part Time	1	1	1	1	1	1	1	2	2	2
Total	8	6	6	6	6	6	6	6	6	6

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is a negative \$189,617, a surplus 21.3% lower than 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

Interest on Taxes - A decrease of \$35,000 is budgeted for 2002. The number of delinquent parcels is decreasing.

Sale of Tax Deeds - A decrease of \$5,000. The amount and value of tax deeds received is decreasing.

**EXPENSES:**

There are no significant expense variations.

**Financial Summary**  
**County Treasurer**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	301,170	512,035	536,050	536,050	493,650
Labor	103,938	202,416	204,112	204,112	217,845
Travel	733	1,060	1,300	1,300	1,110
Capital	-	-	-	-	-
Other Expenditures	42,074	80,115	90,345	89,640	85,078
Total Expenditures	146,744	283,591	295,757	295,052	304,033
Levy Before Adjustments	(154,426)	(228,444)	(240,293)	(240,998)	(189,617)
Adjustments					
Net Levy After Adjustments	(154,426)	(228,444)	(240,293)	(240,998)	(189,617)

**Winnebago County  
Budget Detail - 2002  
County Treasurer**

100 - 041

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Interest on Taxes	671,714	563,270	525,658	510,000	475,000	475,000	475,000	-6.9%
<b>Taxes</b>	<b>671,714</b>	<b>563,270</b>	<b>525,658</b>	<b>510,000</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>	<b>-6.9%</b>
Grants	0	24,599	0	0	0	0	0	NA
<b>Intergovernmental</b>	<b>0</b>	<b>24,599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Forms, Copies, Etc.	473	383	1,899	400	2,000	2,000	2,000	400.0%
Search & Notice Fees	6,120	7,527	5,752	5,000	3,000	3,000	3,000	-40.0%
Other Public Charges	3,388	3,868	1,368	2,000	400	400	400	-80.0%
<b>Public Services</b>	<b>9,981</b>	<b>11,777</b>	<b>9,019</b>	<b>7,400</b>	<b>5,400</b>	<b>5,400</b>	<b>5,400</b>	<b>-27.0%</b>
Professional Svs (Other Funds)	2,850	0	0	0	0	0	0	NA
Professional Services	0	2,850	2,850	2,850	2,850	2,850	2,850	0.0%
<b>Interfund Revenues</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	<b>0.0%</b>
Interest-Investments	1,836,674	1,488,615	0	0	0	0	0	NA
<b>Interest on Investments</b>	<b>1,836,674</b>	<b>1,488,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Rental - Building	0	2,000	1,467	0	0	0	0	NA
Sale Of Tax Deeds- Gain/(Loss)	47,428	869	79,968	15,000	10,000	10,000	10,000	-33.3%
Other Miscellaneous Revenues	644	878	1,205	800	400	400	400	-50.0%
<b>Miscellaneous Revenues</b>	<b>48,072</b>	<b>3,748</b>	<b>82,639</b>	<b>15,800</b>	<b>10,400</b>	<b>10,400</b>	<b>10,400</b>	<b>-34.2%</b>
<b>TOTAL REVENUES</b>	<b>2,569,291</b>	<b>2,074,858</b>	<b>620,165</b>	<b>536,050</b>	<b>493,650</b>	<b>493,650</b>	<b>493,650</b>	<b>-7.9%</b>
Regular Pay	146,055	156,648	140,439	145,496	152,138	152,138	152,138	4.6%
Overtime	295	637	306	2,200	523	523	523	-76.2%
Other Per Diem	0	652	552	0	0	0	0	NA
<b>Wages</b>	<b>146,350</b>	<b>159,937</b>	<b>141,297</b>	<b>147,696</b>	<b>152,661</b>	<b>152,661</b>	<b>152,661</b>	<b>3.4%</b>
Fringe Benefits	55,535	60,488	57,536	56,416	65,184	65,184	65,184	15.5%
<b>Fringes</b>	<b>55,535</b>	<b>60,488</b>	<b>57,536</b>	<b>56,416</b>	<b>65,184</b>	<b>65,184</b>	<b>65,184</b>	<b>15.5%</b>
<b>Total Labor Costs</b>	<b>201,885</b>	<b>220,425</b>	<b>198,833</b>	<b>204,112</b>	<b>217,845</b>	<b>217,845</b>	<b>217,845</b>	<b>6.7%</b>
Registration & Tuition	80	231	140	200	250	250	250	25.0%
Automobile Allowance	134	40	354	500	310	310	310	-38.0%
Meals	0	15	23	200	50	50	50	-75.0%
Lodging	0	0	156	400	500	500	500	25.0%

**Winnebago County  
Budget Detail - 2002  
County Treasurer**

100 - 041

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Other Travel Exp	6	21	0	0	0	0	0	NA
Travel	220	307	673	1,300	1,110	1,110	1,110	-14.6%
Capital	0	0	0	0	0	0	0	NA
Office Expenses								
Office Supplies	3,218	3,617	4,494	4,000	4,000	4,000	4,000	0.0%
Printing Supplies	251	0	0	0	0	0	0	NA
Print & Duplicate	18	3,962	0	0	0	0	0	NA
Postage and Box Rent	12,781	8,197	198	300	300	300	300	0.0%
Computer Supplies	297	324	1,777	1,000	750	750	750	-25.0%
Computer Software	0	25,367	8,145	5,000	3,000	3,000	3,000	-40.0%
Subscriptions	75	374	75	125	50	50	50	-60.0%
Membership Dues	218	221	231	300	100	100	100	-66.7%
Publish Legal Notices	3,651	2,389	2,414	4,000	2,000	2,000	2,000	-50.0%
Operating Expenses								
Telephone	4,020	3,883	2,212	4,000	3,000	3,000	3,000	-25.0%
Small Equipment	746	328	162	0	1,500	1,500	1,500	NA
Legal Fees	202	1,191	909	400	100	100	100	-75.0%
Tax Deed Expense	314	472	1,042	500	500	500	500	0.0%
Other Operating Supplies	155	0	84	300	200	200	200	-33.3%
Contractual Services								
Equipment Repairs	1,092	446	726	200	0	0	0	0.0%
Accounting - Auditing	66,563	27,385	22,287	32,000	32,000	32,000	32,000	0.0%
Data Processing	1	0	0	7,800	9,750	9,750	9,750	25.0%
Professional Service	759	450	2,490	1,000	500	500	500	-50.0%
Abstractor Services	1,225	1,413	1,220	1,500	1,000	1,000	1,000	-33.3%
Security Service	5,629	4,884	5,999	6,500	6,500	6,500	6,500	0.0%
Insurance								
Prop & Liab Insurance	6,208	0	80	0	15	15	15	NA
Operating Licenses & Fees	218	0	80	0	20	20	20	NA
Other Sundry & Fixed Charges								
Other Miscellaneous	8	695	142	200	100	100	100	-50.0%
Cost Allocations								
Recording Fees	202	0	12	300	25	25	25	-91.7%
Interfund Expenses								
Printing Supplies	0	315	546	400	400	400	400	0.0%
Print & Duplicate	0	0	19	0	600	600	600	NA
Postage and Box Rent	0	15,266	12,997	15,000	14,000	14,000	14,000	-6.7%
Equipment Repairs	0	1,668	1,748	2,000	2,016	2,016	2,016	0.8%

**Winnebago County**  
**Budget Detail - 2002**  
**County Treasurer**  
100 - 041

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Prop & Liab Insurance	0	3,020	2,678	2,765	2,602	2,602	2,602	-5.9%
Recording Services	0	34	64	50	50	50	50	0.0%
Other Operating Expenses	107,832	105,900	72,810	89,840	85,078	85,078	85,078	-5.1%
<b>TOTAL EXPENSES</b>	<b>309,937</b>	<b>328,832</b>	<b>272,315</b>	<b>295,052</b>	<b>304,033</b>	<b>304,033</b>	<b>304,033</b>	<b>3.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(2,259,355)</b>	<b>(1,748,226)</b>	<b>(347,850)</b>	<b>(240,998)</b>	<b>(189,617)</b>	<b>(189,617)</b>	<b>(189,617)</b>	<b>-21.3%</b>

# HUMAN RESOURCES & PAYROLL

Department: 100-086 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: William Wagner  
LOCATION: Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4747

## MISSION STATEMENT:

To provide a full range of personnel, payroll, safety and labor relations services to the entirety of the county organization in a cost-effective manner.

## PROGRAM DESCRIPTION:

RECRUITMENT Advertising, applicant screening, testing, interviewing, hiring and correspondence.

LABOR RELATIONS Negotiating and administering collective bargaining agreements, processing grievances, work rule reviews and correspondence.

ORGANIZATIONAL STUDIES Performs organizational studies for departments as needed to determine if changes can be made to gain organizational efficiencies.

TRAINING Performs orientation sessions for new employees, management training and ongoing group training programs on various topics.

PAYROLL PROCESSING Prepares payrolls, generate checks and maintain payroll records in accordance with State, Federal, and Internal Revenue Service requirements.

PAYROLL REPORTING Prepares labor distribution reports, Federal and State Payroll Tax reports and file on a timely basis.

BENEFITS ADMINISTRATION Administers group health plans, retirement program, social security, disability, deferred compensation, flexible benefits and life insurance.

WORKERS COMPENSATION Self-funded program administration including budgeting, claims processing and payment approval, case management via



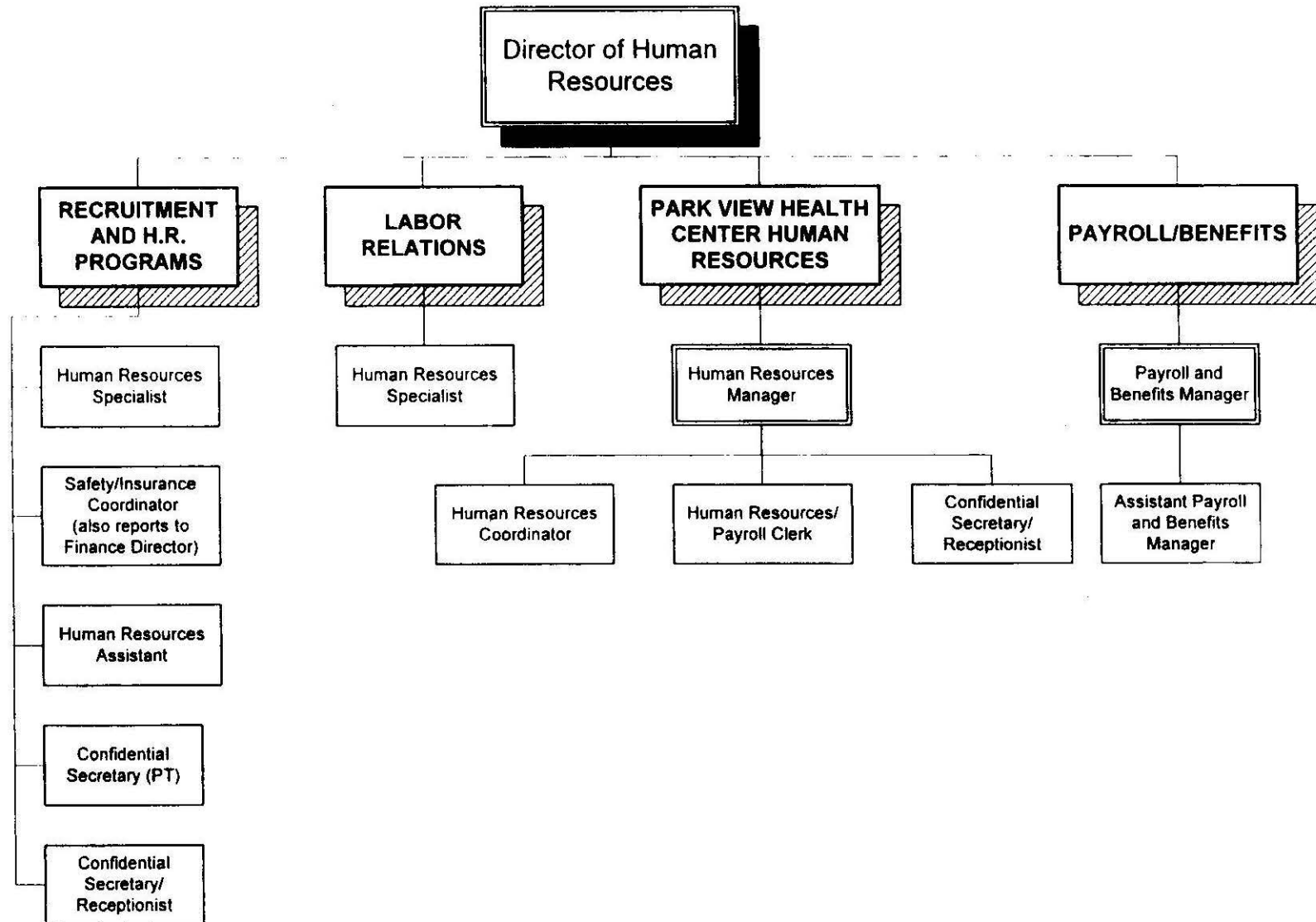
the Public Health Department, and litigation management.

**SALARY ADMINISTRATION** Designs and administer salary plans for all union and non-union employees of all County departments.

**BUDGETS** Prepares labor cost estimates for the annual budget, update staffing documentation and review new position requests.

**SAFETY** Oversees administration of countywide safety and safety training programs.

# HUMAN RESOURCES



# **HUMAN RESOURCES & PAYROLL**

**Department: 100-086 Fund: General Fund**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**William Wagner**  
**Winnebago County**  
**448 Algoma Boulevard**  
**Oshkosh, WI 54901**

**TELEPHONE: 236-4747**

## **2001 ACCOMPLISHMENTS:**

- 1. Completed negotiations and implemented collective bargaining agreements for all seven units for the years 2001-2003.**
- 2. Installed the Pay-for-Performance program for 140 administrative employees and conducted trial evaluations.**
- 3. Expanded the direct deposit payroll program to 450 employee participants, thereby eliminating the processing of 11,700 payroll checks annually.**
- 4. Completed implementation of the on-line paperless time card system to the Human Services Department and the District Attorney's Office.**

## **2002 GOALS & OBJECTIVES:**

- 1. Provision of an in-house training program for supervisory personnel.**
- 2. Continued expansion of the on-line paperless time card system.**
- 3. Completion of three organizational/staffing studies.**

# HUMAN RESOURCES & PAYROLL

## 2002 BUDGET NARRATIVE HIGHLIGHTS

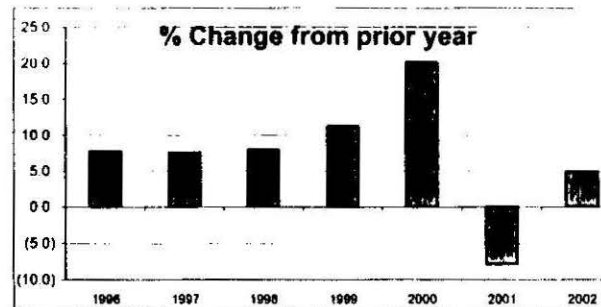
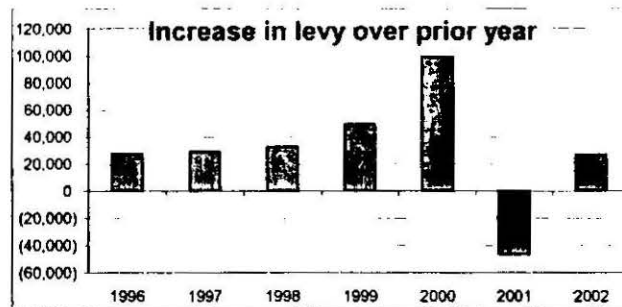
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	6	6	6	6	7	8	13	13	13	12
Part Time	1	1	1	1	1	0	0	0	0	1
Total	7	7	7	7	8	8	13	13	13	13

**NEW POSITIONS:** There are no new positions in the 2002 budget. One position was converted from full time to part time in 2001.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 levy is \$570,852, an increase of 4.9% over 2001.



**NO SIGNIFICANT CHANGES.**

**Financial Summary**  
**Human Resources**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	2,474	5,000	5,000	5,000	5,000
Labor	222,754	452,379	455,155	455,155	479,214
Travel	1,948	3,980	3,925	3,925	3,949
Capital	-	-	-	-	-
Other Expenditures	58,584	92,830	90,307	90,307	92,689
Total Expenditures	283,286	549,189	549,387	549,387	575,852
Levy Before Adjustments	280,812	544,189	544,387	544,387	570,852
Adjustments					
Net Levy After Adjustments	280,812	544,189	544,387	544,387	570,852

**Winnebago County  
Budget Detail - 2002  
Human Resources**

100 - 086

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc.	166	168	165	200	200	200	200	0.0%
Other Public Charges	1,660	0	0	0	0	0	0	NA
<b>Public Services</b>	<b>1,827</b>	<b>168</b>	<b>165</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0.0%</b>
Professional Svs (Other Funds)	4,800	0	0	0	0	0	0	NA
Self Insurance	15,942	0	0	0	0	0	0	NA
Professional Services	0	4,800	4,800	4,800	4,800	4,800	4,800	0.0%
<b>Interfund Revenues</b>	<b>20,742</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>0.0%</b>
Other Miscellaneous Revenues	268	0	0	0	0	0	0	NA
<b>Miscellaneous Revenues</b>	<b>268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>22,836</b>	<b>4,968</b>	<b>4,965</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
Regular Pay	297,767	297,535	317,868	336,140	348,294	348,294	348,294	3.6%
Overtime	615	2,290	33	0	0	0	0	NA
<b>Wages</b>	<b>298,382</b>	<b>299,825</b>	<b>317,901</b>	<b>336,140</b>	<b>348,294</b>	<b>348,294</b>	<b>348,294</b>	<b>3.6%</b>
Fringe Benefits	97,940	98,973	109,782	119,015	130,920	130,920	130,920	10.0%
<b>Fringes</b>	<b>97,940</b>	<b>98,973</b>	<b>109,782</b>	<b>119,015</b>	<b>130,920</b>	<b>130,920</b>	<b>130,920</b>	<b>10.0%</b>
<b>Total Labor Costs</b>	<b>396,322</b>	<b>398,799</b>	<b>427,682</b>	<b>455,155</b>	<b>479,214</b>	<b>479,214</b>	<b>479,214</b>	<b>5.3%</b>
Registration & Tuition	926	937	1,644	990	1,050	1,050	1,050	6.1%
Automobile Allowance	1,012	949	1,599	695	780	780	780	12.2%
Commercial Travel	250	438	347	350	390	390	390	11.4%
Meals	193	168	389	365	254	254	254	-30.4%
Lodging	818	1,172	1,534	1,450	1,400	1,400	1,400	-3.4%
Other Travel Exp	73	89	148	75	75	75	75	0.0%
<b>Travel</b>	<b>3,272</b>	<b>3,754</b>	<b>5,659</b>	<b>3,925</b>	<b>3,949</b>	<b>3,949</b>	<b>3,949</b>	<b>0.6%</b>
Other Equipment	0	0	4,790	0	0	0	0	NA
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>4,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	1,349	1,239	1,368	1,550	1,550	1,550	1,550	0.0%
Stationery and Forms	1,370	565	1,874	1,500	1,500	1,500	1,500	0.0%
Printing Supplies	1,120	0	0	0	0	0	0	NA
Print & Duplicate	2,403	209	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Human Resources**

100 - 086

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Postage and Box Rent	5,087	59	20	0	100	100	100	NA
Computer Supplies	1,451	420	1,004	1,100	1,000	1,000	1,000	-9.1%
Advertising	30,695	21,889	26,889	22,000	27,000	27,000	27,000	22.7%
Subscriptions	426	178	0	450	0	0	0	0.0%
Membership Dues	265	250	543	500	638	638	638	27.6%
Operating Expenses								
Telephone	3,175	3,418	2,836	2,590	2,600	2,600	2,600	0.4%
Food	252	181	144	230	200	200	200	-13.0%
Small Equipment	555	2,858	387	500	700	700	700	40.0%
Contractual Services								
Medical and Dental	2,277	1,079	2,481	2,000	2,000	2,000	2,000	0.0%
Equipment Repairs	1,440	503	712	0	650	650	650	NA
Transcription Services	0	0	0	750	750	750	750	0.0%
Data Processing	22,796	28,658	34,319	35,495	33,321	33,321	33,321	-6.1%
Professional Service	7,009	20,310	45,527	7,500	7,500	7,500	7,500	0.0%
Microfilming Services	1,551	(0)	0	0	0	0	0	NA
Management Services	(875)	(1,219)	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	1,219	(0)	30	0	0	0	0	NA
Operating Licenses & Fees	0	0	40	0	0	0	0	NA
Other Sundry & Fixed Charges								
Taxes & Assessments	0	(252)	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	1,120	1,006	1,250	1,250	1,250	1,250	0.0%
Print & Duplicate	0	2,893	2,202	2,500	1,800	1,800	1,800	-28.0%
Postage and Box Rent	0	4,752	4,973	5,000	5,000	5,000	5,000	0.0%
Equipment Repairs	0	1,668	1,796	1,716	1,476	1,476	1,476	-14.0%
Microfilming Services	0	4,057	1,648	2,000	2,000	2,000	2,000	0.0%
Prop. & Liab. Insurance	0	1,533	1,427	1,676	1,654	1,654	1,654	-1.3%
Other Operating Expenses	<u>83,564</u>	<u>96,365</u>	<u>131,024</u>	<u>90,307</u>	<u>92,689</u>	<u>92,689</u>	<u>92,689</u>	<u>2.6%</u>
<b>TOTAL EXPENSES</b>	<u><b>483,156</b></u>	<u><b>498,918</b></u>	<u><b>569,156</b></u>	<u><b>549,387</b></u>	<u><b>575,852</b></u>	<u><b>575,852</b></u>	<u><b>575,852</b></u>	<u><b>4.8%</b></u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u><b>480,321</b></u>	<u><b>493,949</b></u>	<u><b>564,191</b></u>	<u><b>544,387</b></u>	<u><b>570,852</b></u>	<u><b>570,852</b></u>	<u><b>570,852</b></u>	<u><b>4.9%</b></u>

# **WORKERS COMPENSATION FUND**

## **2002 BUDGET NARRATIVE HIGHLIGHTS**

The County self insures for workers compensation and it is accounted for through an internal service fund. An internal service fund is used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

### **FUND MANAGEMENT:**

The fund is managed jointly by the Human Resources Director and Finance Director. The Human Resources Department administers claims. The Finance Department administers the general finances and reviews fund reserves for propriety. Other functions such as purchase of stop-loss insurance, aggregate and deductible limits for the fund are reviewed jointly.

### **ACCOUNTING CHANGE:**

In 1999, we began charging part of the labor costs of the Insurance and Safety Coordinator and Human Resources Coordinator directly to this department since both provide services related to Workers Compensation. The labor costs shown in this department do NOT represent new staff being added to the table of organization.

### **SIGNIFICANT CHANGES:**

The fund shows a budget surplus for 2002 of \$4,180.

The Workers Compensation Fund has a reserve balance as of 12/31/00 of around \$673,000. This is a safe balance for this fund.



# **Financial Summary** **Workers Compensation Insurance**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	297,888	575,030	575,030	575,030	575,030
Labor	20,536	39,783	39,140	39,140	44,085
Travel	206	2,320	2,320	2,320	2,320
Capital	-	-	-	-	-
Other Expenditures	216,955	525,468	525,445	525,445	524,445
Total Expenditures	237,697	567,571	566,905	566,905	570,850
Levy Before Adjustments	(60,191)	(7,459)	(8,125)	(8,125)	(4,180)
Adjustments	60,191	7,459	8,125	8,125	4,180
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County**  
**Budget Detail - 2002**  
**Workers Compensation Insurance**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc.	20	22	30	30	30	30	30	0.0%
Public Services	20	22	30	30	30	30	30	0.0%
Insurance Charges	36,269	474,461	527,575	500,000	500,000	500,000	500,000	0.0%
Interfund Revenues	36,269	474,461	527,575	500,000	500,000	500,000	500,000	0.0%
Interest-Investments	89,204	48,518	108,976	75,000	75,000	75,000	75,000	0.0%
Interest on Investments	89,204	48,518	108,976	75,000	75,000	75,000	75,000	0.0%
<b>TOTAL REVENUES</b>	<b>125,493</b>	<b>523,002</b>	<b>636,580</b>	<b>575,030</b>	<b>575,030</b>	<b>575,030</b>	<b>575,030</b>	<b>0.0%</b>
Regular Pay	9,540	22,088	29,913	28,468	31,492	31,492	31,492	10.6%
Overtime	5	0	11	0	0	0	0	NA
Wages	9,545	22,088	29,924	28,468	31,492	31,492	31,492	10.6%
Fringe Benefits	6,333	9,606	10,516	10,672	12,593	12,593	12,593	18.0%
Compensated Absences	0	641	885	0	0	0	0	NA
Fringes	6,333	10,247	11,400	10,672	12,593	12,593	12,593	18.0%
<b>Total Labor Costs</b>	<b>15,878</b>	<b>32,336</b>	<b>41,325</b>	<b>39,140</b>	<b>44,085</b>	<b>44,085</b>	<b>44,085</b>	<b>12.6%</b>
Registration & Tuition	324	59	378	1,330	1,330	1,330	1,330	0.0%
Automobile Allowance	119	341	192	970	970	970	970	0.0%
Meals	0	0	81	20	20	20	20	0.0%
Lodging	0	0	2,352	0	0	0	0	NA
Other Travel Exp	0	5	93	0	0	0	0	NA
Travel	443	405	3,096	2,320	2,320	2,320	2,320	0.0%
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	106	30	6	50	50	50	50	0.0%
Print & Duplicate	146	13	106	500	500	500	500	0.0%
Computer Supplies	0	0	0	150	150	150	150	0.0%
Subscriptions	120	120	2,234	1,900	1,900	1,900	1,900	0.0%
Membership Dues	0	0	120	420	420	420	420	0.0%
Operating Expenses								
Professional Supplies	0	0	81	0	0	0	0	NA
Food	0	0	797	1,350	1,350	1,350	1,350	0.0%

**Winnebago County**  
**Budget Detail - 2002**  
**Workers Compensation Insurance**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Medical Supplies	17	0	253	800	800	800	800	0.0%
Contractual Services								
Medical and Dental	1,152	40	1,364	2,000	2,000	2,000	2,000	0.0%
Legal Services	9,169	9,650	25,661	15,000	15,000	15,000	15,000	0.0%
Professional Service	37,818	5,103	2,880	20,500	20,500	20,500	20,500	0.0%
Management Services	40,203	28,499	27,000	30,000	30,000	30,000	30,000	0.0%
Other Contract Serv	0	0	789	1,500	1,500	1,500	1,500	0.0%
Other Miscellaneous	1,079	0	0	0	0	0	0	NA
Insurance								
Stop-Loss Insurance Premium	34,263	24,826	0	36,000	36,000	36,000	36,000	0.0%
Claim Payments	341,503	353,834	397,040	400,000	400,000	400,000	400,000	0.0%
Other Sundry & Fixed Charges								
Other Miscellaneous	200,000	0	0	0	0	0	0	NA
Interfund Expenses								
Print & Duplicate	0	71	38	275	275	275	275	0.0%
Professional Services	0	6,059	9,782	15,000	14,000	14,000	14,000	-6.7%
Other Operating Expenses	<u>665,575</u>	<u>428,245</u>	<u>468,151</u>	<u>525,445</u>	<u>524,445</u>	<u>524,445</u>	<u>524,445</u>	<u>-0.2%</u>
<b>TOTAL EXPENSES</b>	<u>681,897</u>	<u>460,986</u>	<u>512,572</u>	<u>568,905</u>	<u>570,850</u>	<u>570,850</u>	<u>570,850</u>	<u>0.7%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>556,404</u>	<u>(62,016)</u>	<u>(124,008)</u>	<u>(8,125)</u>	<u>(4,180)</u>	<u>(4,180)</u>	<u>(4,180)</u>	<u>-48.8%</u>

# **SELF FUNDED HEALTH INSURANCE**

## **2002 BUDGET NARRATIVE HIGHLIGHTS**

The County Human Resources Department is responsible for overseeing the activity of this fund.

This fund was created in 2001 to account for the new self-funded health insurance.

The County has purchased stop loss insurance, which takes over when medical expenses for an individual exceed \$75,000 in a plan year. Stop loss insurance pays all claims up to a maximum of \$2 million.

Premiums are budgeted at a level to cover total expenses plus approximately \$184,000 to begin to build a reserve. In addition, it will also act as a cushion against claims that exceed the expected loss amount.

Premiums are charged to departments based on employees enrolled in the program. Those premiums are included in each departments budgeted fringe benefit expense for the year.

The plan is administered by a third party administrator so there are no County staff assigned solely to this activity.

**Financial Summary**  
**Self Funded Health Insurance**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	1,167,854	2,345,000	2,169,423	2,169,423	3,312,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,635,154	2,861,400	1,985,359	1,985,359	3,405,664
Total Expenditures	1,635,154	2,861,400	1,985,359	1,985,359	3,405,664
Levy Before Adjustments	467,300	516,400	(184,064)	(184,064)	93,664
Adjustments	(467,300)	(516,400)	184,064	184,064	(93,664)
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County**  
**Budget Detail - 2002**  
**Self Funded Health Insurance**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Insurance Charges	0	0	771,467	0	165,000	165,000	165,000	NA
Insurance Charges	0	0	0	2,169,423	3,132,000	3,132,000	3,132,000	44.4%
Interfund Revenues	0	0	771,467	2,169,423	3,297,000	3,297,000	3,297,000	52.0%
Interest-Investments	0	0	10,728	0	15,000	15,000	15,000	NA
Interest on Investments	0	0	10,728	0	15,000	15,000	15,000	NA
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>782,195</b>	<b>2,169,423</b>	<b>3,312,000</b>	<b>3,312,000</b>	<b>3,312,000</b>	<b>52.7%</b>
Contractual Services								
Medical and Dental	0	0	0	13,970	0	0	0	0.0%
Professional Service	0	0	0	1,500	0	0	0	0.0%
Administration Fee	0	0	50,735	49,400	86,910	86,910	86,910	75.9%
Insurance								
Stop-Loss Insurance Premium	0	0	0	196,061	270,754	270,754	270,754	38.1%
Claim Payments	0	0	342,092	1,724,428	3,048,000	3,048,000	3,048,000	76.8%
Other Operating Expenses	0	0	392,827	1,985,359	3,405,664	3,405,664	3,405,664	71.5%
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>392,827</b>	<b>1,985,359</b>	<b>3,405,664</b>	<b>3,405,664</b>	<b>3,405,664</b>	<b>71.5%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>0</b>	<b>0</b>	<b>(389,368)</b>	<b>(184,064)</b>	<b>93,664</b>	<b>93,664</b>	<b>93,664</b>	<b>-150.9%</b>

# **SELF FUNDED DENTAL INSURANCE**

## **2002 BUDGET NARRATIVE HIGHLIGHTS**

The County Human Resources Department is responsible for overseeing the activity of this fund.

Premiums are charged to departments based on employees enrolled in the program. Those premiums are included in each departments budgeted fringe benefit expense for the year.

The plan is administered by a third party administrator so there are no County staff assigned solely to this activity.

### **SIGNIFICANT CHANGES:**

#### **REVENUES:**

**Insurance Charges** - An increase is anticipated of \$140,000 with additional represented groups being added to the dental insurance plan.

#### **EXPENSES:**

**Administration Fee** - Increase of \$16,000 attributable to the increase in employees insured under the plan.

**Claim Payments** - An increase of \$81,000 with the addition of employees insured under the plan.

**Financial Summary**  
**Self Funded Dental Insurance**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	96,259	182,000	180,012	180,012	322,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	80,104	134,000	172,554	172,554	270,000
Total Expenditures	80,104	134,000	172,554	172,554	270,000
Levy Before Adjustments	(16,155)	(48,000)	(7,458)	(7,458)	(52,000)
Adjustments	16,155	48,000	7,458	7,458	52,000
Net Levy After Adjustments	-	-	-	-	-



**Winnebago County**  
**Budget Detail - 2002**  
**Self Funded Dental Insurance**  
ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Self Funded Dental	0	0	62,542	0	0	0	0	NA
Insurance Charges	0	0	0	180,012	320,000	320,000	320,000	77.8%
Interfund Revenues	0	0	62,542	180,012	320,000	320,000	320,000	77.8%
Interest-Investments	0	0	690	0	2,000	2,000	2,000	NA
Interest on Investments	0	0	690	0	2,000	2,000	2,000	NA
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>63,232</b>	<b>180,012</b>	<b>322,000</b>	<b>322,000</b>	<b>322,000</b>	<b>78.9%</b>
Contractual Services								
Administration Fee	0	0	2,403	13,776	30,000	30,000	30,000	117.8%
Insurance								
Claim Payments	0	0	27,676	158,778	240,000	240,000	240,000	51.2%
Other Operating Expenses	0	0	30,079	172,554	270,000	270,000	270,000	56.5%
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>30,079</b>	<b>172,554</b>	<b>270,000</b>	<b>270,000</b>	<b>270,000</b>	<b>56.5%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>0</b>	<b>0</b>	<b>(33,153)</b>	<b>(7,458)</b>	<b>(52,000)</b>	<b>(52,000)</b>	<b>(52,000)</b>	<b>597.2%</b>

# FINANCE

Department: 100-091 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Charles L. Orenstein, CPA  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4873

## MISSION STATEMENT:

To provide general accounting, budgeting, and financial reporting that is both timely and useful to County management in making effective decisions regarding sources and uses of operating funds.

To procure necessary quantity and quality of equipment, supplies, and services for the County. To purchase these items at the lowest possible cost while employing established competitive pricing procedures.

## PROGRAM DESCRIPTION:

ACCOUNTS PAYABLE Receive and pay all obligations of the County. Maintain detailed records of outstanding payable balances.

ACCOUNTS RECEIVABLE Record all receipts of the County, prepare billings, customer and client statements, perform collections of past due accounts, and report on balances, and aging.

FIXED ASSETS Maintain records of all fixed assets of the County. Record depreciation of assets and record transfers and disposals of fixed assets. Maintain records and reconcile to actual assets by doing occasional fixed asset inventories.

FINANCIAL REPORTING Prepare monthly and annual financial reports on the County's financial position and results of operations.

AUDIT Coordinate the year end audit, close the County's books, prepare all audit schedules for the auditors and prepare the County's Comprehensive Annual Financial Report.

BUDGET Coordinate and prepare the annual budget for the County Executive.

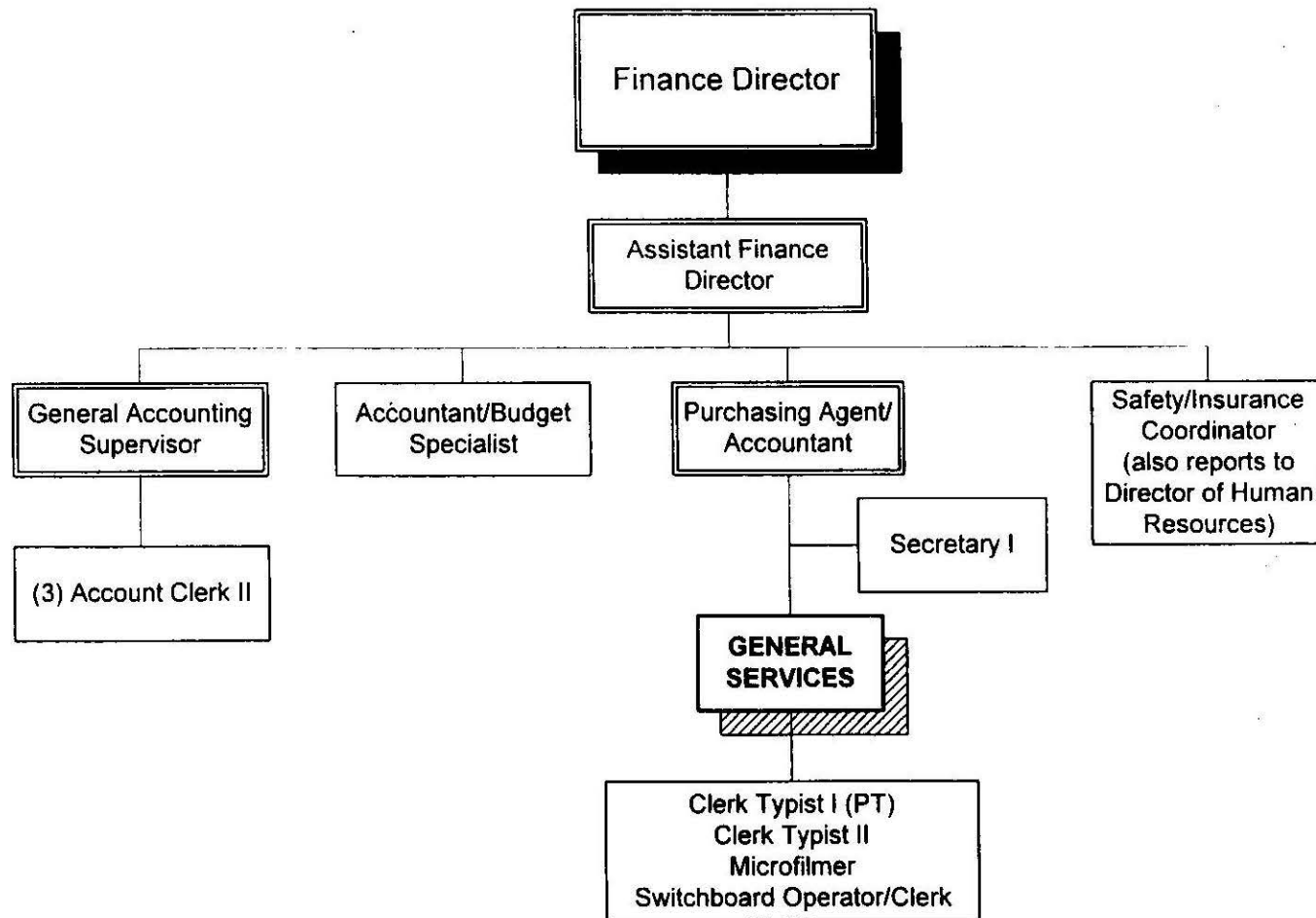
**BONDING** Coordinate the issuance of County debt with the financial advisors, bond counsel, and rating agency.

**CAPITAL IMPROVEMENTS PROGRAM** Coordinate and prepare the annual update to the County Capital Improvements - 5 Year Plan.

**PURCHASING** Identify items and sources, obtain pricing quotes and sealed bids for commodities required by the County. Monitor purchase documents prepared by departments for compliance with County purchasing procedures. Provide technical assistance to departments regarding equipment requirements and purchasing procedures.

**INVESTMENTS** Invest all County funds ensuring minimum risk and maturity, as funds are needed.

# FINANCE



# FINANCE

Department: 100-091 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Charles L. Orenstein, CPA  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4873

## 2001 ACCOMPLISHMENTS:

1. Implemented a purchase order rollover modification to PeopleSoft so that open purchase orders would properly go forward to the next year. It had to be done manually with the original version of PeopleSoft.
2. Received the Certificate of Achievement for Excellence in Financial Reporting for the 21<sup>st</sup> consecutive year.
3. Provided month end financial reports to user departments on a timely basis for all months of 2001.
4. Developed a new user friendly budget worksheet for departments to use in preparing their 2002 budgets.
5. Did some cross training in the Accounts Receivable area to reduce the amount of overtime. Some of the overtime reduction resulted from gaining more experience using PeopleSoft in the Billing and Receivables areas.

## 2002 GOALS & OBJECTIVES:

1. Receive the Certificate of Achievement for Excellence in Financial Reporting. This would be the 22<sup>nd</sup> consecutive year.
2. Implement GASB #34, the new governmental reporting model, and be ready going into 2003 to use the model and be in compliance with Governmental Generally Accepted Accounting Principles.
3. Resume the process of having the Finance Department do internal audits and complete a minimum of three audits during the 9-month period from October 1, 2001 to June 30, 2002.
4. Perform a physical inventory of all of the County's fixed assets and make sure information in the Fixed Asset accounting system is complete and accurate.

# FINANCE

## 2002 BUDGET NARRATIVE HIGHLIGHTS

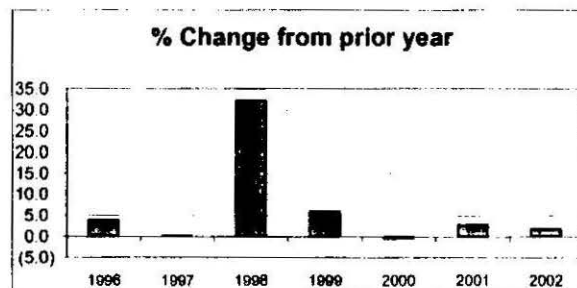
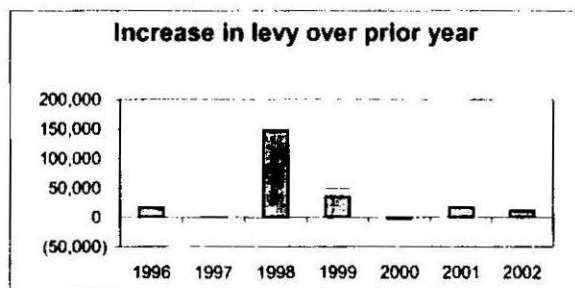
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	12	11	11	11	11	10	10	10	10	9
Part Time	0	0	0	0	0	0	0	0	0	0
Total	12	11	11	11	11	10	10	10	10	9

**NEW POSITIONS:** There are no new positions in the 2002 budget. One Account Clerk position was eliminated in 2001.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$665,976, an increase of 1.8% over 2001.



### SIGNIFICANT CHANGES:

**Accounting-Auditing:** The \$17,810 or 27.4% increase is due to the implementation of GASB #34 and the increase costs of audit services.

**Financial Summary**  
**Finance-All**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	11,859	22,500	21,600	21,600	21,900
Labor	223,719	452,957	489,848	489,848	485,300
Travel	1,917	4,421	5,028	5,028	5,339
Capital	-	-	-	-	-
Other Expenditures	109,447	178,281	190,049	181,165	197,237
Total Expenditures	335,083	635,659	684,925	676,041	687,876
Levy Before Adjustments	323,225	613,159	663,325	654,441	665,976
Adjustments					
Net Levy After Adjustments	323,225	613,159	663,325	654,441	665,976

**Winnebago County  
Budget Detail - 2002  
Finance-All  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc	1,237	302	249	200	200	200	200	0.0%
Civil Process Fees	514	729	778	750	0	800	800	6.7%
<b>Public Services</b>	<b>1,751</b>	<b>1,030</b>	<b>1,028</b>	<b>950</b>	<b>200</b>	<b>1,000</b>	<b>1,000</b>	<b>5.3%</b>
Professional Svs (Other Funds)	6,400	(0)	0	0	0	0	0	NA
Financial Services	13,000	(0)	0	0	0	0	0	NA
Professional Services	0	6,400	6,400	6,400	6,400	6,400	6,400	0.0%
Financial Services	0	13,000	14,500	13,000	14,500	14,500	14,500	11.5%
Accounting	0	1,250	0	1,250	0	0	0	0.0%
<b>Interfund Revenues</b>	<b>19,400</b>	<b>20,850</b>	<b>20,900</b>	<b>20,650</b>	<b>20,900</b>	<b>20,900</b>	<b>20,900</b>	<b>1.2%</b>
<b>TOTAL REVENUES</b>	<b>21,151</b>	<b>21,680</b>	<b>21,927</b>	<b>21,600</b>	<b>21,100</b>	<b>21,900</b>	<b>21,900</b>	<b>1.4%</b>
Regular Pay	328,973	348,849	348,319	368,931	355,684	355,684	355,684	-3.1%
Overtime	25	10,055	3,575	1,000	1,945	1,945	1,945	94.5%
<b>Wages</b>	<b>328,999</b>	<b>358,904</b>	<b>351,894</b>	<b>367,931</b>	<b>357,629</b>	<b>357,629</b>	<b>357,629</b>	<b>-2.8%</b>
Fringe Benefits	107,013	109,474	105,728	121,917	127,671	127,671	127,671	4.7%
<b>Fringes</b>	<b>107,013</b>	<b>109,474</b>	<b>105,728</b>	<b>121,917</b>	<b>127,671</b>	<b>127,671</b>	<b>127,671</b>	<b>4.7%</b>
<b>Total Labor Costs</b>	<b>436,012</b>	<b>468,378</b>	<b>457,622</b>	<b>489,848</b>	<b>485,300</b>	<b>485,300</b>	<b>485,300</b>	<b>-0.9%</b>
Registration & Tuition	1,174	1,172	1,520	1,385	2,255	1,505	1,505	8.7%
Automobile Allowance	82	239	746	945	1,435	1,135	1,135	20.1%
Commercial Travel	343	485	0	500	500	500	500	0.0%
Meals	147	158	128	435	496	321	321	-26.2%
Lodging	1,049	932	1,452	1,683	2,133	1,783	1,783	5.9%
Other Travel Exp	28	128	34	80	135	95	95	18.8%
<b>Travel</b>	<b>2,822</b>	<b>3,112</b>	<b>3,879</b>	<b>5,028</b>	<b>6,954</b>	<b>5,339</b>	<b>5,339</b>	<b>6.2%</b>
Other Equipment	6,849	0	0	0	0	0	0	NA
<b>Capital</b>	<b>6,849</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	2,321	1,433	1,050	1,700	1,300	1,300	1,300	-23.5%
Stationery and Forms	5,925	1,595	1,157	2,100	1,500	1,500	1,500	-28.6%
Printing Supplies	1,600	508	0	0	0	0	0	NA
Print & Duplicate	5,670	3,778	3,347	500	1,500	1,500	1,500	200.0%
Postage and Box Rent	4,789	262	118	150	350	200	200	33.3%



**Winnebago County**  
**Budget Detail - 2002**  
**Finance-All**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Computer Supplies	1,903	843	660	1,100	600	600	600	-45.5%
Computer Software	480	100	200	0	200	200	200	NA
Advertising	0	0	224	200	0	0	0	0.0%
Subscriptions	472	255	316	400	400	400	400	0.0%
Membership Dues	1,533	2,466	1,558	2,100	1,585	1,585	1,585	-24.5%
Publish Legal Notices	4,392	3,479	2,874	3,550	2,900	2,900	2,900	-18.3%
Operating Expenses								
Telephone	4,062	4,299	3,614	4,000	3,500	3,500	3,500	-12.5%
Food	34	23	0	50	50	50	50	0.0%
Small Equipment	2,171	1,684	960	950	950	950	950	0.0%
Legal Fees	2,134	1,199	162	0	0	0	0	NA
Other Operating Supplies	0	0	73	0	0	0	0	NA
Repairs & Maintenance								
Maintenance - Equipment	0	1,855	0	0	0	0	0	NA
Contractual Services								
Equipment Repairs	3,559	1,730	985	775	400	400	400	-48.4%
Accounting - Auditing	58,442	64,475	71,275	65,000	82,810	82,810	82,810	27.4%
Data Processing	48,800	69,665	79,938	74,863	79,518	79,518	79,518	6.2%
Professional Service	3,127	0	217	200	0	0	0	0.0%
Collection Services	294	129	1,033	1,600	0	0	0	0.0%
Microfilming Services	1,185	73	0	0	100	100	100	NA
Rental Expenses								
Equipment Rental	0	0	0	0	2,400	2,400	2,400	NA
Insurance								
Prop & Liab Insurance	1,679	1	0	0	0	0	0	NA
Operating Licenses & Fees	0	10	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Spec Service Awards	1,000	1,000	550	500	550	550	550	10.0%
Other Miscellaneous	120	0	30	0	0	0	0	NA
Cost Allocations								
Financial Services	(1,500)	0	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	1,877	871	2,000	800	800	800	-60.0%
Print & Duplicate	0	5,036	5,308	7,500	6,500	6,500	6,500	-13.3%
Postage and Box Rent	0	4,208	3,938	4,500	4,300	4,300	4,300	-4.4%
Computer Supplies	0	0	190	0	0	0	0	NA
Food	0	90	0	0	0	0	0	NA
Legal Fees	0	748	0	750	0	0	0	0.0%
Equipment Repairs	0	2,376	3,052	2,532	2,672	2,672	2,672	5.5%
Microfilming Services	0	2,021	38	2,000	300	300	300	-85.0%
Prop & Liab Insurance	0	1,516	2,254	2,145	2,202	2,202	2,202	2.7%

Winnebago County  
Budget Detail - 2002  
Finance-All  
ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Financial Services	0	(250)	0	0	0	0	0	NA
Other Operating Expenses	154,192	178,483	185,990	181,185	197,387	197,237	197,237	8.9%
TOTAL EXPENSES	599,874	647,973	647,492	676,041	689,641	687,876	687,876	1.8%
LEVY BEFORE ADJUSTMENTS	578,724	626,293	625,564	654,441	668,541	665,976	665,976	1.8%

# **FINANCE PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002	2001	2000	2002 OVER	2001 OVER
								ADOPTED	ADOPTED	ADOPTED	2001	2000
FINANCE												
Finance	091	400,247	4,425	-	175,835	580,507		580,507	577,650	559,920	0.5	3.2
Revenues	091						15,300	(15,300)	(14,250)	(13,000)	7.4	9.6
Collections	092	-	-	-	-	-		-	2,550	-	NA	NA
Revenues	092							-	(750)	-	NA	NA
Purchasing	094	85,053	914	-	21,402	107,369		107,369	95,841	96,412	12.0	(0.6)
Revenues	094						6,600	(6,600)	(6,600)	(6,600)	0.0	0.0
<b>Grand Totals</b>		<u>485,300</u>	<u>5,339</u>	<u>-</u>	<u>197,237</u>	<u>687,876</u>	<u>21,900</u>	<u>665,976</u>	<u>654,441</u>	<u>636,732</u>	<u>1.8</u>	<u>2.8</u>

# **SWITCHBOARD**

**Department: 100-095    Fund: General Fund**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Charles L. Orenstein, CPA**  
**Winnebago County**  
**448 Algoma Boulevard**  
**Oshkosh, Wisconsin 54901**

**TELEPHONE: 236-4873**

**MISSION STATEMENT:**

**To provide operator console services and informational services to the general public and County personnel.**

**PROGRAM DESCRIPTION:**

**Directs incoming telephone calls to the proper department and provides courteous responses to information requests.**

# SWITCHBOARD

## 2002 BUDGET NARRATIVE HIGHLIGHTS

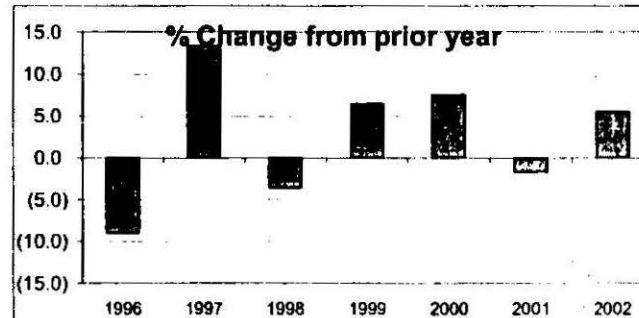
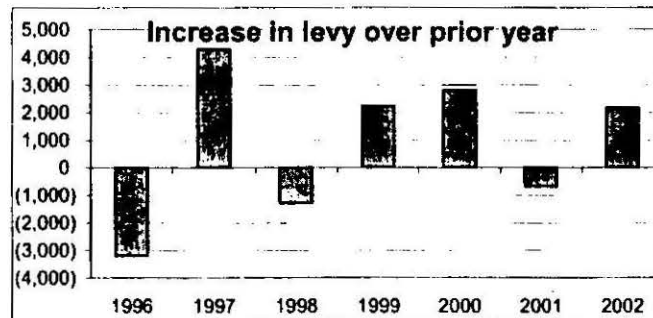
### DEPARTMENT STAFFING:

1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
1	1	1	1	1	1	1	1	1	1
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$41,702, a 5.5% increase from 2001.



**THERE ARE NO SIGNIFICANT CHANGES.**

# **Financial Summary** **Switchboard**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	-	-	-	-	-
Labor	18,734	37,406	37,369	37,369	39,607
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	892	2,009	2,151	2,151	2,095
Total Expenditures	19,627	39,415	39,520	39,520	41,702
Levy Before Adjustments	19,627	39,415	39,520	39,520	41,702
Adjustments					
Net Levy After Adjustments	19,627	39,415	39,520	39,520	41,702

**Winnebago County  
Budget Detail - 2002  
Switchboard**

100 - 095

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Regular Pay	26,242	29,528	26,517	27,799	28,228	28,228	28,228	1.5%
Wages	26,242	29,528	26,517	27,799	28,228	28,228	28,228	1.5%
Fringe Benefits	8,430	10,703	9,462	9,570	11,379	11,379	11,379	18.9%
Fringes	8,430	10,703	9,462	9,570	11,379	11,379	11,379	18.9%
<b>Total Labor Costs</b>	<b>34,872</b>	<b>40,231</b>	<b>35,979</b>	<b>37,369</b>	<b>39,607</b>	<b>39,607</b>	<b>39,607</b>	<b>6.0%</b>
Office Expenses								
Office Supplies	20	30	78	50	50	50	50	0.0%
Operating Expenses								
Telephone	1,328	1,662	1,754	1,700	1,700	1,700	1,700	0.0%
Food	0	0	39	0	0	0	0	NA
Small Equipment	0	241	0	0	0	0	0	NA
Contractual Services								
Equipment Repairs	41	0	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	117	0	0	0	0	0	0	NA
Interfund Expenses								
Equipment Repairs	0	0	192	192	120	120	120	-37.5%
Prop. & Liab Insurance	0	113	115	208	225	225	225	7.7%
Other Operating Expenses	1,504	2,046	2,178	2,151	2,095	2,095	2,095	-2.6%
<b>TOTAL EXPENSES</b>	<b>36,176</b>	<b>42,277</b>	<b>38,158</b>	<b>39,520</b>	<b>41,702</b>	<b>41,702</b>	<b>41,702</b>	<b>5.5%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>36,176</b>	<b>42,277</b>	<b>38,158</b>	<b>39,520</b>	<b>41,702</b>	<b>41,702</b>	<b>41,702</b>	<b>5.5%</b>

# GENERAL SERVICES

Department: 620-XXX Fund: General Services  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Charles L. Orenstein, CPA  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, Wisconsin 54901

TELEPHONE: 236-4873

## MISSION STATEMENT:

To provide quality centralized printing, mailroom and microfilming services to all other County departments in a timely and cost effective manner.

## PROGRAM DESCRIPTION:

PRINTING Provides large volume professional photocopier services to departments of the County at a competitive price. Also maintains an inventory of printing supplies for use by departments within the County.

MAILROOM Processes County departments' incoming and outgoing letters and packages.

MICROFILM Transfers to microfilm various departments' documents for future reference.



# **GENERAL SERVICES**

**Department: 620-XXX    Fund: General Services**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Charles L. Orenstein, CPA**  
**Winnebago County**  
**415 Jackson Street**  
**Oshkosh, WI 54901**

**TELEPHONE: 236-4873**

## **2001 ACCOMPLISHMENTS:**

- 1. Started excepting print orders by E-mail from County departments to reduce the amount of time it takes to produce orders for outlying departments and improve copy quality.**
- 2. Began producing one-color letterhead and envelopes for some County departments.**
- 3. Successfully moved through two postal rate increases with no mis-metered mail as well as reduced the labor time spent on metering flats in the mail area.**

## **2002 GOALS & OBJECTIVES:**

- 1.. Expand the printing of one color letterhead and envelopes to eliminate the need to outsource this service.**
- 2. To continue to provide quality mail, printing, and microfilming services to County departments in a timely manner.**
- 3. Work with Information Systems on evaluation of document imaging systems to be used on a County-wide basis. Complete a written evaluation and if justified, purchase and implement a system, having at least three departments up and running on it by the end of 2002.**

# GENERAL SERVICES

## 2002 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	3	3	3	3	4	4	4	3	3	3
Part Time	1	1	1	1	0	0	0	1	1	1
Total	4	4	4	4	4	4	4	4	4	4

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The General Services Fund is a proprietary activity and as such, operates without a tax levy. The levy impact would be reflected in user departments through their printing, microfilming, and postal accounts.

### SIGNIFICANT CHANGES:

#### REVENUES:

Mail Service and Microfilm Revenue - Mail Service is budgeted in line with past trends. Microfilm revenue is diminishing as technology provides other resources to store records.

#### EXPENSES:

Capital Outlay - \$70,000 is included in the 2002 budget for the County wide document imaging system.

#### PROGRAM BUDGET CHANGES:

Mail Service - No significant changes.

Microfilming - The need for microfilming services is decreasing. The document imaging system has been requested to reduce the need for storage space and reduce the need to microfilm or fiche documents.

Printing - Revenues for printing revenue have decreased 13.3% or \$13,000.

# **Financial Summary** **General Services Fund**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	144,837	292,889	318,500	318,500	299,200
Labor	33,251	69,207	71,389	71,389	74,374
Travel	-	-	-	-	-
Capital	-	-	-	-	70,000
Other Expenditures	117,494	254,264	262,453	262,453	261,514
Total Expenditures	150,745	323,471	333,842	333,842	405,888
Levy Before Adjustments	5,908	30,582	15,342	15,342	106,688
Adjustments	(5,908)	(30,582)	(15,342)	(15,342)	(106,688)
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County  
Budget Detail - 2002  
General Services Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Offset Revenue	0	0	923	0	1,200	1,200	1,200	NA
Photocopy Revenue	29	0	0	0	0	0	0	NA
Mail Service Revenue	745	957	1,376	1,000	0	0	0	0.0%
<b>Public Services</b>	<b>774</b>	<b>957</b>	<b>2,299</b>	<b>1,000</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>20.0%</b>
Photocopy Revenue	500	1,155	0	500	0	0	0	0.0%
Mail Service Revenue	1,123	1,299	775	1,000	1,000	1,000	1,000	0.0%
<b>Intergovernmental Services</b>	<b>1,623</b>	<b>2,454</b>	<b>775</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-33.3%</b>
Print & Duplicate	75,934	0	0	0	0	0	0	NA
Mail Service Revenue	218,973	(0)	0	0	0	0	0	NA
Microfilm Revenue	49,622	0	104	0	0	0	0	NA
Photocopy Revenue	0	71,033	74,899	98,000	85,000	85,000	85,000	-13.3%
Mail Service Revenue	0	167,098	165,863	180,000	180,000	180,000	180,000	0.0%
Microfilming Revenue	0	45,379	22,193	28,000	23,000	23,000	23,000	-17.9%
<b>Interfund Revenues</b>	<b>342,529</b>	<b>283,510</b>	<b>263,059</b>	<b>306,000</b>	<b>288,000</b>	<b>288,000</b>	<b>288,000</b>	<b>-5.9%</b>
Interest-Investments	11,426	9,237	15,921	10,000	9,000	9,000	9,000	-10.0%
<b>Interest on Investments</b>	<b>11,426</b>	<b>9,237</b>	<b>15,921</b>	<b>10,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>-10.0%</b>
Other Miscellaneous Revenues	0	649	(0)	0	0	0	0	NA
<b>Miscellaneous Revenues</b>	<b>0</b>	<b>649</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Gain - Sale of Assets	(9,823)	0	(10,566)	0	0	0	0	NA
<b>Other Financing Sources</b>	<b>(9,823)</b>	<b>0</b>	<b>(10,566)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>346,530</b>	<b>296,808</b>	<b>271,487</b>	<b>318,500</b>	<b>299,200</b>	<b>299,200</b>	<b>299,200</b>	<b>-6.1%</b>
Regular Pay	66,569	67,373	49,961	52,940	54,925	54,925	54,925	3.7%
Overtime	0	81	0	0	0	0	0	NA
<b>Wages</b>	<b>66,569</b>	<b>67,454</b>	<b>49,961</b>	<b>52,940</b>	<b>54,925</b>	<b>54,925</b>	<b>54,925</b>	<b>3.7%</b>
Fringe Benefits	23,679	21,887	14,142	18,449	19,449	19,449	19,449	5.4%
Compensated Absences	0	(321)	313	0	0	0	0	NA
<b>Fringes</b>	<b>23,679</b>	<b>21,566</b>	<b>14,455</b>	<b>18,449</b>	<b>19,449</b>	<b>19,449</b>	<b>19,449</b>	<b>5.4%</b>
<b>Total Labor Costs</b>	<b>90,249</b>	<b>89,021</b>	<b>64,416</b>	<b>71,389</b>	<b>74,374</b>	<b>74,374</b>	<b>74,374</b>	<b>4.2%</b>

**Winnebago County**  
**Budget Detail - 2002**  
**General Services Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Registration & Tuition	15	0	0	0	0	0	0	NA
Automobile Allowance	63	136	0	0	0	0	0	NA
Travel	78	136	0	0	0	0	0	NA
Other Equipment	5,845	0	32,587	0	70,000	70,000	70,000	NA
Capital	5,845	0	32,587	0	70,000	70,000	70,000	NA
Office Expenses								
Office Supplies	1,245	1,309	1,183	1,500	1,100	1,100	1,100	-26.7%
Printing Supplies	16,292	71,529	58,810	70,000	70,000	70,000	70,000	0.0%
Print & Duplicate	270	(1)	0	0	0	0	0	NA
Postage and Box Rent	185,165	145,922	145,925	160,000	160,000	160,000	160,000	0.0%
Computer Supplies	94	0	0	100	50	50	50	-50.0%
Microfilming Supplies	4,151	1,912	1,572	2,000	1,500	1,500	1,500	-25.0%
Operating Expenses								
Telephone	518	852	786	830	825	825	825	-0.6%
Small Equipment	204	749	180	200	200	200	200	0.0%
Maintenance Supplies								
Motor Fuel	254	151	0	0	0	0	0	NA
Contractual Services								
Vehicle Repairs	675	607	0	0	0	0	0	NA
Equipment Repairs	19,810	7,688	5,157	7,400	8,100	8,100	8,100	9.5%
Microfilming Services	20	584	1,527	2,000	1,500	1,500	1,500	-25.0%
Other Contract Serv.	12,864	13,825	17,189	20,000	20,000	20,000	20,000	0.0%
Rental Expenses								
Equipment Rental	759	25,587	27,214	28,200	28,200	28,200	28,200	0.0%
Insurance								
Prop & Liab Insurance	1,242	0	0	0	0	0	0	NA
Depreciation & Amortization								
Depreciation Expense	4,629	6,111	9,109	8,790	6,598	6,598	6,598	-24.9%
Interfund Expenses								
Printing Supplies	0	(35,325)	(38,727)	(40,000)	(38,000)	(38,000)	(38,000)	-5.0%
Print & Duplicate	0	163	77	0	80	80	80	NA
Equipment Repairs	0	120	120	240	240	240	240	0.0%
Prop. & Liab. Insurance	0	1,218	2,193	1,193	1,121	1,121	1,121	-6.0%
Other Operating Expenses	248,192	242,980	232,315	262,453	261,514	261,514	261,514	-0.4%
<b>TOTAL EXPENSES</b>	<b>344,364</b>	<b>332,137</b>	<b>329,318</b>	<b>333,842</b>	<b>405,888</b>	<b>405,888</b>	<b>405,888</b>	<b>21.6%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(2,166)</b>	<b>35,329</b>	<b>57,831</b>	<b>15,342</b>	<b>106,688</b>	<b>106,688</b>	<b>106,688</b>	<b>595.4%</b>

# **GENERAL SERVICES PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
GENERAL SERVICES							9,000	(9,000)	(10,000)	(10,500)	(10.0)	(4.8)
Printing	740	33,508	-	-	69,474	102,982	86,200	16,782	176	1,386	9435.2	(87.3)
Mail Service	741	14,995	-	-	185,723	200,718	181,000	19,718	18,985	9,429	3.9	101.3
Microfilming	742	25,871	-	70,000	6,317	102,188	23,000	79,188	6,181	18,300	1181.2	(66.2)
<b>Grand Totals</b>		<u>74,374</u>	<u>-</u>	<u>70,000</u>	<u>261,514</u>	<u>405,888</u>	<u>299,200</u>	106,888	15,342	18,615	595.4	(17.6)
Other Adjustment								(70,000)	-	-	100.0	100.0
(Income)/Loss per Generally Accepted Accounting Principles								<u>36,888</u>	<u>15,342</u>	<u>18,615</u>		
								Loss	Loss	Loss		

**WINNEBAGO COUNTY**  
**CAPITAL OUTLAY - 2002**

<u>Department</u>	<u>Description</u>	<u>Quant</u>	<u>Special Equip (Note)</u>	<u>Other</u>	<u>Capital Outlay</u>
General Services	Imaging System - County Wide	<u>1</u>	<u>70,000</u>		<u>70,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# PROPERTY AND LIABILITY INSURANCE FUND

Department: 631-721    Fund: Property and Liability  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Charles L. Orenstein, CPA  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, Wisconsin 54901

TELEPHONE: 236-4873

## MISSION STATEMENT:

To provide adequate property and liability coverage to all County departments. To act as a source to pay property and liability losses, deductibles, and self-insured exposures.

## PROGRAM DESCRIPTION:

Insurance is purchased from various outside insurance agencies to cover things such as buildings, contents, mobile equipment, certain motor vehicles, builders risk, comprehensive liability, errors and omissions and other coverage's. Premiums are charged back to County departments. Losses are processed through this department. Different deductible limits are set for various types of losses. Deductible payments are made through this department and get charged back to user departments as additional insurance charges. All departments are charged for a portion of the deductibles based on their loss histories. The staff in this department follows up on losses and obtains funds from the damaging party's insurance companies (called subrogation) where possible.



# PROPERTY AND LIABILITY INSURANCE FUND

## 2002 BUDGET NARRATIVE HIGHLIGHTS

Winnebago County along with 54 other counties participates in WCMIC, a risk-sharing pool, for its liability insurance. Premiums are paid to WCMIC annually, there is a \$50,000 deductible per incident with a policy limit of \$5,000,000 per occurrence. This insurance covers general liability, personal injury liability, automobile liability, law enforcement liability and public official errors and omission liability. Dividends by policy year, if available, are based on profit of the entity. The County also self-insures for some miscellaneous items through this fund. This is an internal service fund and as such pays all of the related insurance expenses directly from this fund and in turn charges all departments a "premium" for this coverage which is recognized as revenue in this fund.

Property insurance is purchased through various companies for the different facilities. Again, premiums are charged back to the various departments covered by the policies. Departments are also charged back for a portion of deductible payments based on past history and projections of current year expenses.

We maintain a fund balance of around \$1,000,000 in this fund to protect us in case there are significant deductible claims to be paid in a short period of time. A surplus or deficit is budgeted each year so to maintain a fund balance around \$1,000,000.

### FUND MANAGEMENT:

The fund is managed by the Finance Department. Claims covered by the liability insurance program are handled by WCMIC. All self-insured claims are handled by the County Insurance Coordinator.

### SIGNIFICANT CHANGES:

Property and Liability Premiums - Premiums are budgeted at a level 3.2% lower than 2001.

Claim Payments - Payments are budgeted 66.7% of \$100,000 higher than 2001.

Insurance Recoveries - Recoveries are anticipated to double to \$100,000.

The fund shows a budget loss for 2002 of \$13,216.

**Financial Summary**  
**Property & Liability Insurance**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	434,506	851,329	831,329	831,329	823,100
Labor	10,496	20,812	20,812	20,812	21,822
Travel	-	790	840	840	840
Capital	-	-	-	-	-
Other Expenditures	294,750	735,576	789,359	789,359	813,654
Total Expenditures	305,246	757,178	811,011	811,011	836,316
Levy Before Adjustments	(129,261)	(94,151)	(20,318)	(20,318)	13,216
Adjustments	129,261	94,151	20,318	20,318	(13,216)
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County**  
**Budget Detail - 2002**  
**Property & Liability Insurance**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Insurance Charges	780,986	(0)	0	0	0	0	0	NA
Insurance Charges	0	773,759	722,640	791,329	783,100	783,100	783,100	-1.0%
<b>Interfund Revenues</b>	<b>780,986</b>	<b>773,759</b>	<b>722,640</b>	<b>791,329</b>	<b>783,100</b>	<b>783,100</b>	<b>783,100</b>	<b>-1.0%</b>
Interest-Investments	45,023	34,754	90,025	40,000	40,000	40,000	40,000	0.0%
<b>Interest on Investments</b>	<b>45,023</b>	<b>34,754</b>	<b>90,025</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>826,010</b>	<b>808,514</b>	<b>812,665</b>	<b>831,329</b>	<b>823,100</b>	<b>823,100</b>	<b>823,100</b>	<b>-1.0%</b>
Regular Pay	9,587	11,735	11,669	15,434	16,051	16,051	16,051	4.0%
Overtime	0	0	6	0	0	0	0	NA
<b>Wages</b>	<b>9,587</b>	<b>11,735</b>	<b>11,675</b>	<b>15,434</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>4.0%</b>
Fringe Benefits	1,262	3,348	4,923	5,378	5,771	5,771	5,771	7.3%
Compensated Absences	1,559	(345)	0	0	0	0	0	NA
<b>Fringes</b>	<b>2,821</b>	<b>3,003</b>	<b>4,923</b>	<b>5,378</b>	<b>5,771</b>	<b>5,771</b>	<b>5,771</b>	<b>7.3%</b>
<b>Total Labor Costs</b>	<b>12,407</b>	<b>14,738</b>	<b>16,598</b>	<b>20,812</b>	<b>21,822</b>	<b>21,822</b>	<b>21,822</b>	<b>4.9%</b>
Registration & Tuition	934	958	435	550	550	550	550	0.0%
Automobile Allowance	492	208	96	80	80	80	80	0.0%
Meals	63	0	0	50	50	50	50	0.0%
Lodging	218	0	0	160	160	160	160	0.0%
Other Travel Exp	39	0	0	0	0	0	0	NA
<b>Travel</b>	<b>1,746</b>	<b>1,166</b>	<b>531</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>0.0%</b>
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	34	88	8	0	0	0	0	NA
Print & Duplicate	379	340	0	0	0	0	0	NA
Postage and Box Rent	10	5	27	40	40	40	40	0.0%
Computer Supplies	0	70	0	0	0	0	0	NA
Subscriptions	661	582	0	600	600	600	600	0.0%
Membership Dues	120	120	0	0	0	0	0	NA
Operating Expenses								
Telephone	0	292	262	300	300	300	300	0.0%
Clothing & Uniforms	180	0	0	0	0	0	0	NA
Food	38	698	0	0	0	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Property & Liability Insurance**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Small Equipment	0	0	270	0	0	0	0	NA
Medical Supplies	1,686	767	261	0	0	0	0	NA
Other Operating Supplies	0	60	0	0	0	0	0	NA
Contractual Services								
Professional Service	774	4,245	3,025	4,400	0	0	0	0.0%
Building Rental	71	0	0	0	0	0	0	NA
Operating Licenses & Fees	(1,079)	0	0	0	0	0	0	NA
Rental Expenses								
Other Rents and Leases	1,000	0	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	582,529	721,320	694,818	681,333	659,651	659,651	659,651	-3.2%
Claim Payments	179,016	211,388	234,922	150,000	250,000	250,000	250,000	66.7%
Insurance Recoveries	(39,589)	(57,188)	(117,315)	(50,000)	(100,000)	(100,000)	(100,000)	100.0%
Operating Licenses & Fees	20	26	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	4	0	0	0	0	0	NA
Print & Duplicate	0	53	0	0	0	0	0	NA
Postage and Box Rent	0	12	0	25	25	25	25	0.0%
Equipment Repairs	0	264	0	275	275	275	275	0.0%
Prop. & Liab. Insurance	0	(0)	2,574	2,386	2,763	2,763	2,763	15.8%
Other Operating Expenses	<u>725,850</u>	<u>883,146</u>	<u>818,851</u>	<u>789,359</u>	<u>813,654</u>	<u>813,654</u>	<u>813,654</u>	<u>3.1%</u>
<b>TOTAL EXPENSES</b>	<u>740,003</u>	<u>899,051</u>	<u>835,980</u>	<u>811,011</u>	<u>836,316</u>	<u>836,316</u>	<u>836,316</u>	<u>3.1%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>(86,007)</u>	<u>90,537</u>	<u>23,315</u>	<u>(20,318)</u>	<u>13,216</u>	<u>13,216</u>	<u>13,216</u>	<u>-165.0%</u>

# INFORMATION SYSTEMS

Department: 100-096 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Tom Bartz  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4767

## MISSION STATEMENT:

To support the activities of our customer Departments by assisting in the efficient and effective collection, storage, processing and communication of voice, image, data and video information.

## PROGRAM DESCRIPTION:

TRAINING Provide in-house training to our customers in the use of a wide variety of office automation systems.

USER SUPPORT Operate and maintain computer and telecommunications systems and supply help desk support on related devices and software.

INVENTORY Maintain detail records of all county mainframe and microcomputer hardware, software, and telecommunications equipment.

BUDGET Determine needs/requirements for computer and telecommunication requests as part of the annual budget process.

NETWORK INFRASTRUCTURE Maintain the connectivity systems and fiber optic network supporting the county's business application systems.

PUBLIC SAFETY Maintain and support the Public Safety Systems within Winnebago County.

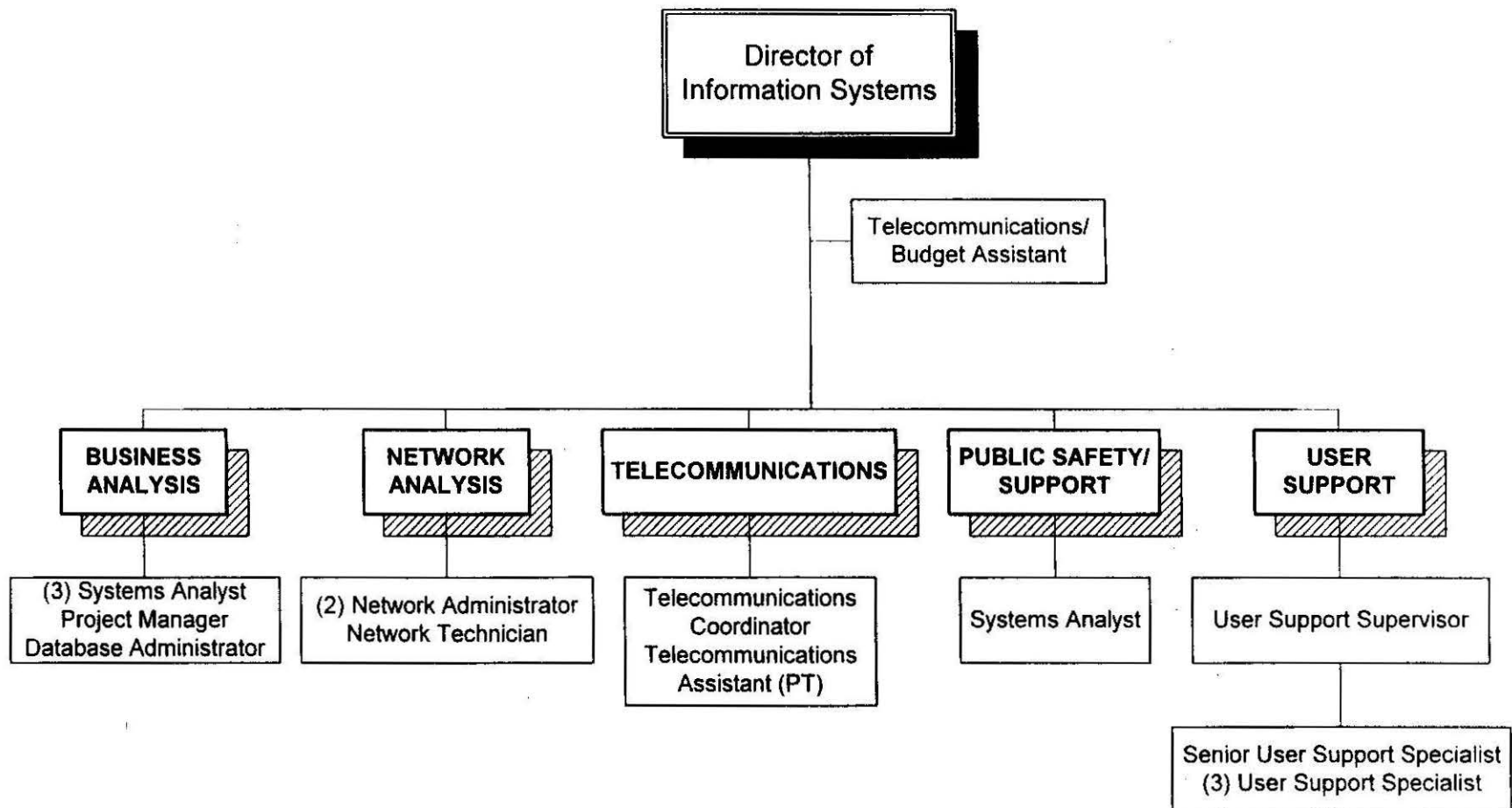
SYSTEM DESIGN & DEVELOPMENT Provide user support in the design and development of custom applications.

PROJECT MANAGEMENT Provide management and support in the acquisition of purchased software and applications for County departments.

IMAGING Coordinate and administer imaging systems.

INTERNET Establish & maintain the connection between the county's computer systems & the internet at large.

# INFORMATION SYSTEMS



# INFORMATION SYSTEMS

Cost Center: 100-096 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Tom Bartz  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4767

## 2001 ACCOMPLISHMENTS

1. Participated in the development of a joint effort with Brown, Calumet, and Outagamie counties to share a common Computer Aided Dispatch System, including a sharing of the physical computer facilities.
2. Continued changes to the county telecommunications system resulting in projected savings of 8.2% or \$45,000 versus the year 2000. This would reflect a reduction in actual versus budget for 2001 of 11.4% or \$65,000.
3. Finished the planning and organization for the installation of the Computer Aided Dispatch and Records Management System for Public Safety.
4. Expanded the use of FoxNet to other members such as the Town of Menasha and Fox Valley Technical College for general use as well as the use of the Internet connection. Arranged for the equitable sharing of associated costs permitting the expansion to other municipalities and agencies.
5. Completed an IS disaster and recovery plan for the computer and telecommunications systems.
6. Implemented a Web based public access to the Tax and GIS records and brought the system in house for further expansion, quicker response and update time, and reduction in web hosting expenses.
7. Continued to implement additional groups into the client track system Total Client Manager. Participated in the design of the Adult Services and Developmentally Disabled portion of the Human Services area. This was done with a multi-county view for future sharing.
8. Implemented a long-term plan and budgeting process for the consistent, organized upgrading of our network infrastructure and desktop computers.
9. Reduced the use of Novell software resulting in a saving of \$26,000 for 2001.
10. Participated in the road and construction projects within Oshkosh area including the re-laying of the fiber optic cable due to the County "Y" construction planned in 2002. This was done in conjunction with expanded capability for the new jail.

## **2002 GOALS & OBJECTIVES**

1. Research and install Thin Client servers and processes to reduce the total cost of ownership of PC's by; elongating the life of the units, reducing the PC size required, and reducing the labor for on going support.
2. Complete migration away from the use of Novell software to Microsoft products reducing software maintenance expenditures in that area by approximately \$52,000, while simplifying connectivity within our network.
3. Complete installing the Computer Aided Dispatch System using the combined multi-county system and in conjunction with Outagamie and Calumet counties, including a backup system for the multi-county environment.
4. Participate in several projects related to the new jail, such as phone, network, infrastructure, tower and radio communications, and connection of our systems to the building itself.
5. Begin installing the Records Management System portion of the Public Safety systems, in conjunction with Calumet and Outagamie counties.
6. Complete the installation of the Adult Services and Developmentally Disabled portion of the client tracking system for Human Services. This was designed and written in 2001. Design, write and install the replacement for the client billing system.
7. Design, write and install various smaller systems for departments requiring unique solutions.
8. Migrate the PeopleSoft system to the Database MS SQL Server from Informix.
9. Expand security and controls within the County's systems by standardizing the handling of software and equipment implementation. Included in this would be increased participation in the purchasing process of IS related items.
10. Continue to upgrade and improve our phone systems and reduce costs, including the software revisions updates for Neenah and Parkview.



# INFORMATION SYSTEMS

## 2002 BUDGET NARRATIVE HIGHLIGHTS

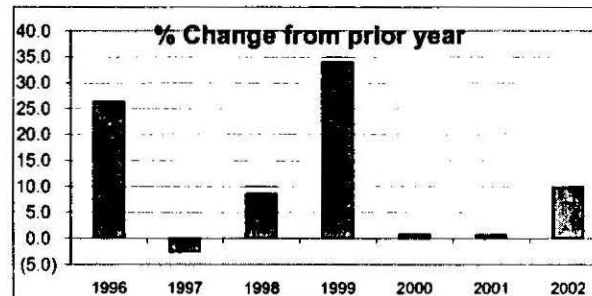
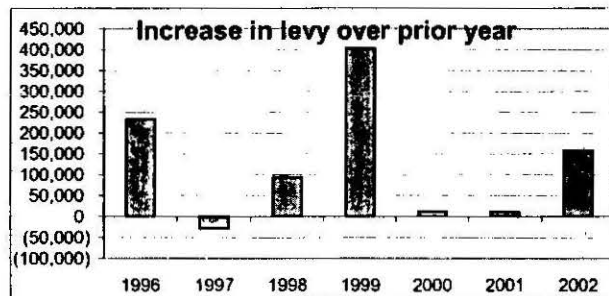
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	13	13	13	15	15	16	18	17	17	17
Part Time	0	0	0	0	0	0	0	0	1	1
Total	13	13	13	15	15	16	18	17	18	18

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST

**COUNTY LEVY:** The 2002 tax levy is \$1,650,862, an increase of 8.2% from 2001.



**SIGNIFICANT CHANGES:**

**EXPENSES:**

**Capital** - Increase of \$80,683. Telephone switch upgrades necessary to comply with the new maintenance guidelines for coverage to remain under 24 hours, 7 day a week coverage accounts for 50% of the additional costs.

**Data Processing** - The interfund charges for data processing will not be charged due to the discontinuance of Novell licenses.

There are no other significant variances.

**TECHNOLOGY REPLACEMENT FUND:**

The technology replacement fund was established in 2000. This fund was established to accumulate funds for the replacement of personal computers, desktop software, servers and other devices related to our computer network. Rather than borrowing for these rather short-term items, it would be more appropriate to accumulate funds and pay as we go. We have included \$275,000 in the Technology Replacement Fund levy to continue to accumulate such a replacement fund. The schedule below shows the fund's 2002 beginning balance, the amount to be levied in 2002 to accumulate additional funds and the use of some of the funds planned for 2002:

	Technology Fund
Beginning fund balance 1/1/2002 - projected	\$204,800
Revenue budget 2002	0
Expense budget 2002	(121,200)
Transfer to other funds	0
Tax levy 2002	275,000
Budget ending fund balance - 12/31/2002	<u>\$358,600</u>

# **Financial Summary Information Systems**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	54,484	59,859	193,102	57,922	68,259
Labor	529,340	1,064,144	1,064,144	1,064,144	1,136,501
Travel	18,724	63,400	65,400	65,400	47,900
Capital	90,634	31,800	438,696	31,800	112,483
Other Expenditures	63,531	363,126	555,939	421,726	422,237
Total Expenditures	702,229	1,522,470	2,124,179	1,583,070	1,719,121
Levy Before Adjustments	647,745	1,462,611	1,931,077	1,525,148	1,650,862
Adjustments					
Net Levy After Adjustments	647,745	1,462,611	1,931,077	1,525,148	1,650,862

**Winnebago County  
Budget Detail - 2002  
Information Systems**  
100 - 096

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc.	29	300	300	0	0	0	0	NA
Reimbursed Costs	0	24	0	0	0	0	0	NA
Other Public Charges	0	10	0	0	0	0	0	NA
<b>Public Services</b>	<b>29</b>	<b>334</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Reimbursed Costs	43,110	49,596	47,172	47,172	57,509	57,509	57,509	21.9%
<b>Intergovernmental Services</b>	<b>43,110</b>	<b>49,596</b>	<b>47,172</b>	<b>47,172</b>	<b>57,509</b>	<b>57,509</b>	<b>57,509</b>	<b>21.9%</b>
D P. Services	10,750	(0)	0	0	0	0	0	NA
D P. Services	0	10,750	10,750	10,750	10,750	10,750	10,750	0.0%
<b>Interfund Revenues</b>	<b>10,750</b>	<b>10,750</b>	<b>10,750</b>	<b>10,750</b>	<b>10,750</b>	<b>10,750</b>	<b>10,750</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>53,889</b>	<b>60,680</b>	<b>58,222</b>	<b>57,922</b>	<b>68,259</b>	<b>68,259</b>	<b>68,259</b>	<b>17.8%</b>
Regular Pay	554,709	679,425	726,669	769,286	827,477	827,477	827,477	7.6%
Overtime	29,869	44,918	19,326	26,081	21,000	15,000	15,000	-42.5%
<b>Wages</b>	<b>584,578</b>	<b>724,343</b>	<b>745,995</b>	<b>795,367</b>	<b>848,477</b>	<b>842,477</b>	<b>842,477</b>	<b>5.9%</b>
Fringe Benefits	189,539	229,523	238,994	268,777	295,824	294,024	294,024	9.4%
<b>Fringes</b>	<b>189,539</b>	<b>229,523</b>	<b>238,994</b>	<b>268,777</b>	<b>295,824</b>	<b>294,024</b>	<b>294,024</b>	<b>9.4%</b>
<b>Total Labor Costs</b>	<b>774,118</b>	<b>953,866</b>	<b>984,989</b>	<b>1,064,144</b>	<b>1,144,301</b>	<b>1,136,501</b>	<b>1,136,501</b>	<b>8.8%</b>
Registration & Tuition	11,531	23,254	18,504	45,900	45,900	34,400	34,400	-25.1%
Automobile Allowance	1,701	3,158	3,219	3,200	2,500	2,500	2,500	-21.9%
Commercial Travel	366	0	1,574	3,600	3,600	2,100	2,100	-41.7%
Meals	735	1,373	1,318	3,350	3,350	2,350	2,350	-29.9%
Lodging	1,775	3,289	3,560	8,250	8,250	5,750	5,750	-30.3%
Other Travel Exp	131	622	185	1,100	800	800	800	-27.3%
<b>Travel</b>	<b>16,239</b>	<b>31,676</b>	<b>28,359</b>	<b>65,400</b>	<b>64,400</b>	<b>47,900</b>	<b>47,900</b>	<b>-26.8%</b>
Other Improvements	0	228,768	59,294	0	0	0	0	NA
Other Equipment	56,426	104,167	136,443	31,800	142,398	112,483	112,483	253.7%
<b>Capital</b>	<b>56,426</b>	<b>332,935</b>	<b>195,737</b>	<b>31,800</b>	<b>142,398</b>	<b>112,483</b>	<b>112,483</b>	<b>253.7%</b>
Office Expenses								
Office Supplies	2,337	2,392	1,355	2,500	2,500	1,900	1,900	-24.0%
Stationery and Forms	100	27	69	150	150	150	150	0.0%
Printing Supplies	2,279	0	0	0	0	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Information Systems**  
100 - 096

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Print & Duplicate	72	0	0	0	0	0	0	NA
Postage and Box Rent	731	1,086	692	1,200	1,200	800	800	-33.3%
Computer Supplies	18,822	2,805	3,123	4,100	4,100	3,100	3,100	-24.4%
Computer Software	86,421	44,414	81,679	41,880	34,882	34,882	34,882	-16.7%
Subscriptions	1,551	977	1,765	2,250	2,250	2,250	2,250	0.0%
Membership Dues	650	650	1,025	1,000	2,600	2,100	2,100	110.0%
Operating Expenses								
Telephone	32,755	35,943	24,853	43,000	51,400	51,400	51,400	19.5%
Telephone Supplies	2,687	2,569	10,658	1,800	1,800	1,800	1,800	0.0%
Telephone Comm Lines	21,753	22,213	31,452	31,000	31,500	31,500	31,500	1.6%
Food	0	122	132	200	200	200	200	0.0%
Small Equipment	7,195	11,785	17,927	19,600	19,200	19,200	19,200	-2.0%
Maintenance Supplies								
Motor Fuel	51	15	29	200	200	200	200	0.0%
Contractual Services								
Vehicle Repairs	0	0	597	400	400	300	300	-25.0%
Equipment Repairs	(27,332)	38,378	22,346	106,152	108,344	83,344	83,344	-21.5%
Data Processing	178,582	254,931	178,602	224,285	209,859	209,859	209,859	6.4%
Professional Service	28,820	10,003	17,872	35,000	45,000	37,000	37,000	5.7%
Insurance								
Prop & Liab Insurance	2,991	0	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	3,044	1,200	2,400	2,400	1,600	1,600	-33.3%
Print & Duplicate	0	16	1	200	200	100	100	-50.0%
Postage and Box Rent	0	139	68	250	250	150	150	-40.0%
Telephone	0	(760)	0	0	0	0	0	NA
Small Equipment	0	(3,555)	(2,240)	0	0	0	0	NA
Motor Fuel	0	183	257	600	600	400	400	-33.3%
Vehicle Repairs	0	210	158	600	600	500	500	-16.7%
Equipment Repairs	0	(91,608)	(105,935)	(51,552)	(67,344)	(67,344)	(67,344)	30.6%
Data Processing	0	0	(122)	(50,940)	0	0	0	0.0%
Prop. & Liab. Insurance	0	4,178	5,430	5,451	6,846	6,846	6,846	25.6%
Other Operating Expenses	360,467	340,157	292,995	421,728	459,137	422,237	422,237	0.1%
<b>TOTAL EXPENSES</b>	<b>1,207,249</b>	<b>1,658,833</b>	<b>1,502,080</b>	<b>1,583,070</b>	<b>1,810,236</b>	<b>1,719,121</b>	<b>1,719,121</b>	<b>8.6%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,153,361</b>	<b>1,597,953</b>	<b>1,443,858</b>	<b>1,525,148</b>	<b>1,741,977</b>	<b>1,650,862</b>	<b>1,650,862</b>	<b>8.2%</b>

**WINNEBAGO COUNTY****CAPITAL OUTLAY - 2002**

<b>Department</b>	<b>Description</b>	<b>Quant</b>	<b>Special Equip (Note)</b>	<b>Other</b>	<b>Capital Outlay</b>
Information Systems	Park View Definity Upgrade	1	17,728		17,728
	Neenah Definity Upgrade	1	15,915		15,915
	Intuity Upgrade	1	26,840		26,840
	Server	2	18,000		18,000
	Furniture/Cubicles for Room 500	1	34,000		34,000
		6	112,483	-	112,483

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# **Financial Summary Technology Replacement**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	-	-	-	-	-
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	71,345	89,000	-
Other Expenditures	-	89,000	(111,330)	-	121,200
Total Expenditures	-	89,000	(39,985)	89,000	121,200
Levy Before Adjustments	-	89,000	(39,985)	89,000	121,200
Adjustments		114,800	243,785	114,800	153,800
Net Levy After Adjustments	-	203,800	203,800	203,800	275,000

**Winnebago County**  
**Budget Detail - 2002**  
**Technology Replacement**  
100 - 097

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>TOTAL REVENUES</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>NA</u>
Other Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<b>Capital</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Operating Expenses								
Small Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>121,200</u>	<u>121,200</u>	<u>121,200</u>	<u>NA</u>
<b>Other Operating Expenses</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>121,200</u>	<u>121,200</u>	<u>121,200</u>	<u>NA</u>
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,000</u>	<u>121,200</u>	<u>121,200</u>	<u>121,200</u>	<u>36.2%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,000</u>	<u>121,200</u>	<u>121,200</u>	<u>121,200</u>	<u>36.2%</u>



# **FACILITIES MANAGEMENT**

**Department: 100-250 to 251    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Michael Elder  
Winnebago County  
1221 Knapp Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4788**

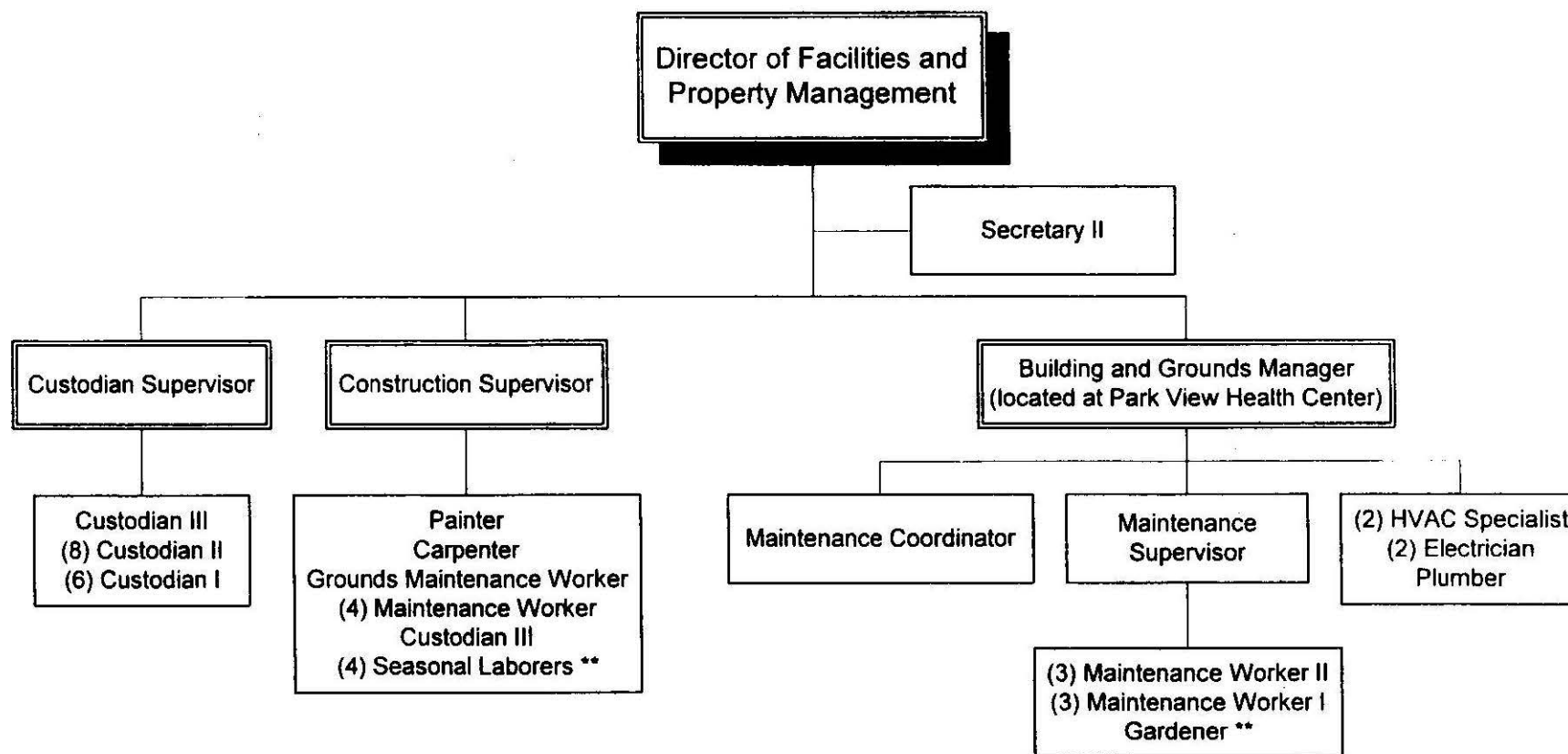
## **MISSION STATEMENT:**

**To provide a safe, efficient environment for the administration and operation of the County programs and services. To use efficient and cost effective facility management practices to provide adequate workspace for the staff and efficient access to services by the public, providing the high quality and value to staff and the public.**

## **PROGRAM DESCRIPTION:**

**The Winnebago County Facility Management Department services over 450,000 square feet of buildings and their respective grounds. Major services of the department include: climate control, space planning, energy management, preventive maintenance, mechanical/electrical repairs, light construction, housekeeping, liaison with contracted services, grounds and lots maintenance, signage, building security and lock services. These services while currently manually monitored are in the process of being monitored through a computerized facilities management program to assure control of priorities and efficient labor use. In addition to the previous services, the department provides consultation to other departments and Directors and manages major construction/renovation projects with Architects and Contractors.**

# FACILITIES AND PROPERTY MANAGEMENT



\*\* Unclassified Position

# **FACILITIES MANAGEMENT**

**Department: 100-250 to 251    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Michael Elder  
Winnebago County  
1221 Knapp Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4788**

## **2001 ACCOMPLISHMENTS:**

- 1. Installed electrically the convection ovens at Parkview Health Center.**
- 2. Installed electrically the kitchen hot carts at Parkview Health Center.**
- 3. Replaced the Pavilion Roof at Parkview Health Center.**
- 4. Replaced Pleasant Acres roof at Parkview Health Center.**
- 5. Replaced the handicap ramp at the Administration Building.**
- 6. Completed the Comprehensive facility study.**
- 7. Upgraded HVAC systems in the Courthouse, Oshkosh Human Services and Coughlin Center.**
- 8. Implemented a network based work order request.**
- 9. Remodeled Branch 1 and 5 areas.**
- 10. Completed design work on the new Jail and Radio Tower sites.**

**2002 GOALS & OBJECTIVES:**

- 1. Maintain County buildings, grounds and equipment to provide a safe and comfortable environment for staff and public.**
- 2. Complete programming and initial design for Public Health.**
- 3. Raze the Plummer House, Schumerth House and the Sunnyview buildings.**
- 4. Continue upgrading existing HVAC systems when practical.**
- 5. Continue implementation of a Computerized Maintenance Management System.**
- 6. Continue the development of a preventive maintenance system.**
- 7. Provide remodeling services to County departments.**
- 8. Improve the energy efficiency of County facilities.**

# FACILITIES MANAGEMENT

## 2002 BUDGET NARRATIVE HIGHLIGHTS

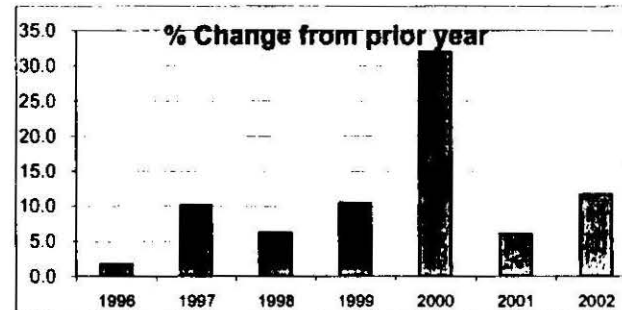
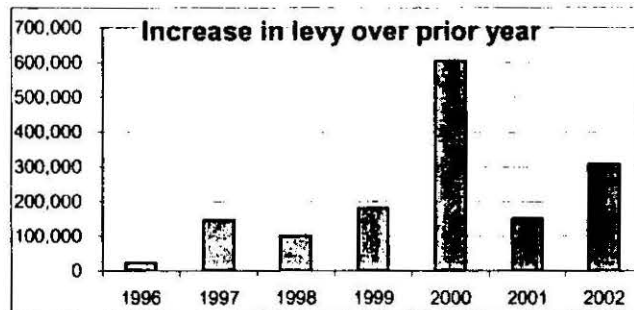
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	22	22	23	24	25	26	27	31	31	40
Part Time	0	0	0	0	0	0	0	0	0	0
Total	22	22	23	24	25	26	27	31	31	40

**NEW POSITIONS:** There is one new position in the 2002 budget. One position was transferred from Parks to Facilities and 7 Maintenance workers located at Parkview are included in the Table of Organization for Facilities. Their salaries remain charged to Parkview.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Carpenter	FT	36,837	14,367	1,675	25,000	77,879	0	40,000	37,879

**COUNTY LEVY:** The tax levy for 2002 is \$2,955,860 an increase of 11.7% over 2001.



### SIGNIFICANT CHANGES:

#### REVENUES

There are no significant changes in revenue.

**EXPENSES -**

**Salaries** - Wages and Fringes have increased \$123,621, partly due to the addition of a carpenter.

**Capital Outlay** - Increase of 21.5% or \$38,000. This increase is due to deferred maintenance and consolidating all department facilities needs into this budget. There are also additional equipment needs.

**Telephone** - Increase of \$6,000. Increased usage of cell phones and higher phone rates.

**Small Equipment** - A decrease of \$8,611 due to lower needs.

**Utilities** - An increase of \$200,000 is budgeted due to higher utility costs.

**Professional Services** - Decrease of \$35,000. The comprehensive space needs study was completed in 2001.

**Janitorial Services** - Increase of \$27,644 due to higher contract costs.

**Financial Summary**  
**Facility & Property Management**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	40,305	114,094	139,270	139,270	139,788
Labor	609,649	1,203,590	1,291,667	1,291,667	1,483,978
Travel	1,663	3,481	6,000	6,000	5,000
Capital	92,484	144,161	261,662	177,000	215,000
Other Expenditures	559,655	1,385,681	1,309,794	1,311,435	1,391,670
Total Expenditures	1,263,451	2,736,913	2,869,123	2,786,102	3,095,648
Levy Before Adjustments	1,223,146	2,622,819	2,729,853	2,646,832	2,955,860
Adjustments					
Net Levy After Adjustments	1,223,146	2,622,819	2,729,853	2,646,832	2,955,860

**Winnebago County**  
**Budget Detail - 2002**  
**Facility & Property Management**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc	0	1	0	0	0	0	0	NA
Concession Revenue	80	242	187	0	0	0	0	NA
<b>Public Services</b>	<b>80</b>	<b>243</b>	<b>187</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Rental Income	1,080	17,460	315	1,500	1,500	1,500	1,500	0.0%
<b>Interfund Revenues</b>	<b>1,080</b>	<b>17,460</b>	<b>315</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>
Rental - Building	63,098	69,720	48,260	50,000	50,000	50,000	50,000	0.0%
Other Miscellaneous Revenues	45	180	20,175	16,498	16,498	18,498	18,498	12.1%
Cost Sharing Allocations	33,890	52,833	80,428	71,272	71,272	69,790	69,790	-2.1%
<b>Miscellaneous Revenues</b>	<b>97,033</b>	<b>122,733</b>	<b>148,863</b>	<b>137,770</b>	<b>137,770</b>	<b>138,288</b>	<b>138,288</b>	<b>0.4%</b>
<b>TOTAL REVENUES</b>	<b>98,193</b>	<b>140,436</b>	<b>149,364</b>	<b>139,270</b>	<b>139,270</b>	<b>139,788</b>	<b>139,788</b>	<b>0.4%</b>
Regular Pay	618,703	693,254	806,073	911,771	1,003,081	1,034,192	1,034,192	13.4%
Overtime	1,575	6,013	6,007	10,000	11,000	11,000	11,000	10.0%
Other Personal Serv	1,021	0	0	0	0	0	0	NA
Citizen Board Per Diem	0	0	89	0	0	0	0	NA
Other Per Diem	0	0	12	0	0	0	0	NA
<b>Wages</b>	<b>621,298</b>	<b>699,267</b>	<b>812,181</b>	<b>921,771</b>	<b>1,014,081</b>	<b>1,045,192</b>	<b>1,045,192</b>	<b>13.4%</b>
Fringe Benefits	213,107	267,569	316,254	369,896	431,074	438,786	438,786	18.6%
<b>Fringes</b>	<b>213,107</b>	<b>267,569</b>	<b>316,254</b>	<b>369,896</b>	<b>431,074</b>	<b>438,786</b>	<b>438,786</b>	<b>18.6%</b>
<b>Total Labor Costs</b>	<b>834,405</b>	<b>966,836</b>	<b>1,128,435</b>	<b>1,291,667</b>	<b>1,445,155</b>	<b>1,483,978</b>	<b>1,483,978</b>	<b>14.9%</b>
Registration & Tuition	470	2,935	1,678	4,650	4,650	3,000	3,000	-35.5%
Automobile Allowance	86	0	589	1,350	2,000	2,000	2,000	48.1%
Meals	0	32	0	0	0	0	0	NA
Lodging	0	156	0	0	0	0	0	NA
<b>Travel</b>	<b>556</b>	<b>3,123</b>	<b>2,267</b>	<b>6,000</b>	<b>6,650</b>	<b>5,000</b>	<b>5,000</b>	<b>-16.7%</b>
Buildings	16,560	0	0	0	0	0	0	NA
Other Improvements	113,424	76,517	27,287	87,000	337,000	190,000	190,000	118.4%
Other Equipment	124,769	86,782	34,181	90,000	117,000	25,000	25,000	-72.2%
<b>Capital</b>	<b>254,753</b>	<b>163,299</b>	<b>61,467</b>	<b>177,000</b>	<b>454,000</b>	<b>215,000</b>	<b>215,000</b>	<b>21.5%</b>
Office Expenses								
Office Supplies	1,460	1,833	2,322	2,000	1,900	1,900	1,900	-5.0%



**Winnebago County**  
**Budget Detail - 2002**  
**Facility & Property Management**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Printing Supplies	86	(0)	176	200	100	100	100	-50 0%
Print & Duplicate	483	905	1,959	1,000	850	850	850	-15 0%
Postage and Box Rent	108	19	37	5	50	50	50	900 0%
Computer Supplies	151	0	(4)	0	0	0	0	NA
Computer Software	0	4,812	1,260	1,600	2,525	2,525	2,525	57 8%
Subscriptions	348	380	378	700	600	600	600	-14 3%
Membership Dues	0	0	265	310	500	500	500	61 3%
Operating Expenses								
Telephone	11,817	15,279	16,567	11,000	17,000	16,825	16,825	53 0%
Agricultural Supplies	14	113	426	1,000	500	500	500	-50 0%
Household Supplies	42,584	28,235	49,468	43,800	46,800	46,800	46,800	6 8%
Small Equipment	12,260	20,326	18,143	23,611	15,000	13,500	13,500	-42 8%
Shop Supplies	2,092	2,466	1,987	4,450	4,500	4,500	4,500	1 1%
Medical Supplies	0	0	10	100	400	400	400	300 0%
Other Operating Supplies	5,627	4,282	2,252	16,500	16,500	10,000	10,000	-39 4%
Repairs & Maintenance								
Maintenance - Buildings	0	3,330	0	26,800	25,000	10,000	10,000	-62 7%
Maintenance - Equipment	0	592	0	10,000	15,000	13,000	13,000	30 0%
Maintenance-Vehicles	0	0	27	0	0	0	0	NA
Painting Supplies	1,649	1,372	1,830	2,500	2,000	2,000	2,000	-20 0%
Sign Parts & Supplies	880	391	459	750	750	750	750	0 0%
Other Maint. Supplies	1,012	3,657	9,185	4,500	8,000	8,000	8,000	77 8%
Construction Supplies								
Concrete Block	0	16	342	0	0	0	0	NA
Cement Supplies	124	0	0	100	100	100	100	0 0%
Small Hardware	4,793	4,489	3,757	4,000	3,000	3,000	3,000	-25 0%
Lumber and Plywood	1,623	466	950	2,000	1,000	1,000	1,000	-50 0%
Maintenance Supplies								
Other Elect. Products	8,399	11,843	35,925	20,000	20,000	20,000	20,000	0 0%
Other Plumbing Prod.	1,471	2,468	9,301	10,000	10,000	10,000	10,000	0 0%
Other Building Materials	5,791	1,406	4,377	9,000	75,000	7,500	7,500	-16 7%
Motor Fuel	3,867	3,088	1,187	0	0	0	0	NA
Lubricants	130	197	805	500	200	200	200	-60 0%
Machine & Equip Parts	3,914	859	35,892	20,000	20,000	20,000	20,000	0 0%
Tires & Batteries	562	1,095	239	1,000	1,000	1,000	1,000	0 0%
Utilities								
Heat	146,530	141,634	225,303	185,000	400,000	335,000	335,000	81 1%
Power and Light	225,150	225,592	271,474	210,000	260,000	260,000	260,000	23 8%
Water and Sewer	63,032	53,794	70,271	80,000	85,000	80,000	80,000	0 0%
Contractual Services								
Medical and Dental	0	90	0	0	0	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Facility & Property Management**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Snow Removal	31,357	3,860	5,321	12,000	10,000	8,000	8,000	-33.3%
Vehicle Repairs	3,908	2,972	1,310	2,500	2,000	2,000	2,000	-20.0%
Equipment Repairs	38,004	159,398	92,629	162,119	150,000	120,000	120,000	-26.0%
Grounds Maintenance	13,585	21,579	30,184	15,500	16,000	16,000	16,000	3.2%
Building Repairs	72,958	73,046	78,451	74,340	70,000	35,000	35,000	-52.9%
Professional Service	6,963	26,139	99,306	118,500	85,500	81,500	81,500	-30.0%
Janitorial Services	69,399	86,040	125,983	141,000	168,644	168,644	168,644	19.6%
Rental Expenses								
Equipment Rental	740	662	1,838	700	800	800	800	14.3%
Insurance								
Prop & Liab Insurance	22,098	0	0	0	0	0	0	NA
Operating Licenses & Fees	473	777	1,369	200	500	500	500	150.0%
Other Sundry & Fixed Charges								
State Special Charges	0	2	0	0	0	0	0	NA
Cost Allocations								
Building Space Cost	(1,800)	0	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	145	354	150	200	200	200	33.3%
Print & Duplicate	0	5	664	0	0	0	0	NA
Postage and Box Rent	0	181	139	150	150	150	150	0.0%
Small Equipment	0	340	0	0	0	0	0	NA
Sign Parts & Supplies	0	367	43	0	0	0	0	NA
Motor Fuel	0	1,834	5,884	8,000	6,000	6,000	6,000	-25.0%
Snow Removal	0	22,492	40,328	42,000	35,000	35,000	35,000	-16.7%
Vehicle Repairs	0	3,847	8,583	4,500	4,000	4,000	4,000	-11.1%
Equipment Repairs	0	540	2,108	2,000	2,244	2,244	2,244	12.2%
Professional Services	0	7	0	0	0	0	0	NA
Prop. & Liab. Insurance	0	25,110	18,478	37,350	41,032	41,032	41,032	9.9%
Building Space cost	0	(300)	0	0	0	0	0	NA
Other Operating Expenses	799,852	983,851	1,277,540	1,311,435	1,625,345	1,391,870	1,391,870	6.1%
<b>TOTAL EXPENSES</b>	<b>1,889,366</b>	<b>2,097,108</b>	<b>2,469,708</b>	<b>2,786,102</b>	<b>3,531,150</b>	<b>3,095,648</b>	<b>3,095,648</b>	<b>11.1%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,791,174</b>	<b>1,958,873</b>	<b>2,320,344</b>	<b>2,646,832</b>	<b>3,391,880</b>	<b>2,955,860</b>	<b>2,955,860</b>	<b>11.7%</b>

# **FACILITIES MANAGEMENT PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002	2001	2000	2002	2001
								ADOPTED	ADOPTED	ADOPTED	OVER 2001	OVER 2000
FACILITIES MANAGEMENT												
Other County Facilities	250	1,483,978	5,000	215,000	973,769	2,677,747		2,677,747	2,360,422	2,235,771	13.4	5.6
Revenues	250						69,998	(69,998)	(67,998)	(71,058)	2.9	(4.3)
Safety Building Maintenance	251				417,901	417,901		417,901	425,680	397,272	(1.8)	7.2
Revenues	251						69,790	(69,790)	(71,272)	(66,450)	(2.1)	7.3
<b>Grand Totals</b>		<u>1,483,978</u>	<u>5,000</u>	<u>215,000</u>	<u>1,391,670</u>	<u>3,095,648</u>	<u>139,788</u>	<u>2,955,860</u>	<u>2,646,832</u>	<u>2,495,535</u>	<u>11.7</u>	<u>6.1</u>

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Facilities & Property Management	Raze Plummer House	1		20,000	20,000
	Raze Schumerth House	1		20,000	20,000
	Raze Sunnyview	1		80,000	80,000
	Remove Loading Ramp - Maintenance Bldg	1		15,000	15,000
	Upgrade Building Fire Panel - OHS	1		5,000	5,000
	Energy Improvements to Buildings	1		50,000	50,000
	Van	1		25,000	25,000
		<u>7</u>	<u>-</u>	<u>215,000</u>	<u>215,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>PUBLIC SAFETY</b>				
District Attorney	\$ 1,033,136	\$ 128,200	\$ -	\$ 904,936
Clerk of Courts & Courts	2,798,714	2,102,835	-	695,879
Family Court Counseling	319,880	91,915	-	227,965
Sheriff	14,441,994	1,282,115	-	13,159,879
Jail Improvements	16,000	200,000	184,000	-
Coroner	184,880	24,000	-	160,880
Emergency Management/SARA	291,092	76,036	-	215,056
	<u>\$ 19,085,696</u>	<u>\$ 3,905,101</u>	<u>\$ 184,000</u>	<u>\$ 15,364,595</u>

# DISTRICT ATTORNEY

Department: 100-101 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Joseph F. Paulus  
Winnebago County  
Beach Building  
240 Algoma Street  
Oshkosh, WI 54901

TELEPHONE: 236-4977

## MISSION STATEMENT:

To represent the citizens of the State of Wisconsin and particularly Winnebago County in the investigation and prosecution of criminal matters, county ordinance violations, and various civil actions.

To serve the residents of Winnebago County in all matters concerning the criminal justice system in a professional, compassionate and efficient manner.

## PROGRAM DESCRIPTION:

PROSECUTION Eight person prosecution staff providing expert representation of citizens in all matters concerning the criminal justice system.

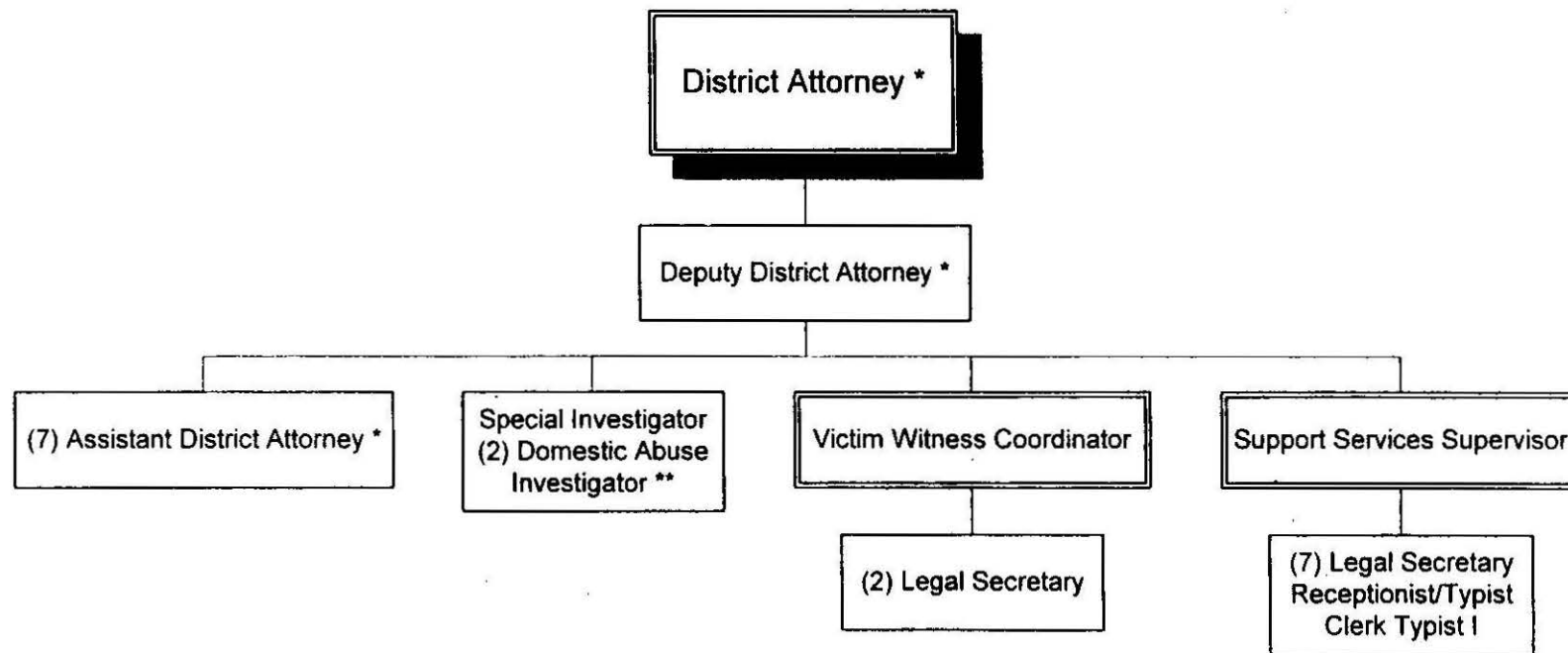
INVESTIGATION In-House investigator working on a variety of investigative tasks to better facilitate the preparation and processing of cases for prosecution.

VICTIM/WITNESS Full-time Victim/Witness Coordinator and full-time assistant acting as liaison between victims and witnesses of crime and the District Attorney's Office staff attorneys.

SUPPORT STAFF Experienced secretaries involved in the preparation of search/arrest warrants, motion papers, trial memoranda, briefs, and miscellaneous legal documents.

INTERN PROGRAM Utilization of college and law school students to serve as interns in the District Attorney's Office for assistance in processing and prosecuting various civil and criminal matters.

# DISTRICT ATTORNEY



\* State Employee  
\*\* Contracted Service through  
local police agencies



# **DISTRICT ATTORNEY**

**Department: 100-101    Fund: General Fund  
2001 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Joseph F. Paulus  
Winnebago County  
Beach Building  
240 Jackson Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4977**

## **2001 ACCOMPLISHMENTS:**

- 1. Thousands of dollars recovered for area merchants who received "bad checks".**
- 2. Successful prosecution of sex predator Bryan Campbell.**
- 3. Continued implementation of the Anti-Gang Task Force.**
- 4. Vigorous and aggressive prosecution of child molesters, drug dealers, and other violent offenders.**
- 5. Implementation of Domestic Violence Investigation Unit with two full-time investigators located in the District Attorney's Office.**
- 6. Successful integration of the District Attorney's Office into the new facility located in the Beach Building**

## **2002 GOALS & OBJECTIVES:**

- 1. Educate school aged children about the pit-falls of drug and alcohol abuse and gang participation via the Anti-Drug Abuse Poster Contest/Calendar Project.**
- 2. Recognize outstanding police work in Winnebago County via the annual Top Cop Ceremony.**
- 3. Continued crackdown on drug abusers, possessors and dealers, and parents who fail to honor their court ordered child support obligations.**
- 4. Aggressive Prosecution of Domestic Abuse cases in Winnebago County via efforts of the Domestic Abuse Intervention Team.**
- 5. Continue aggressive efforts to prosecute sex offenders.**

# DISTRICT ATTORNEY

## 2002 BUDGET NARRATIVE HIGHLIGHTS

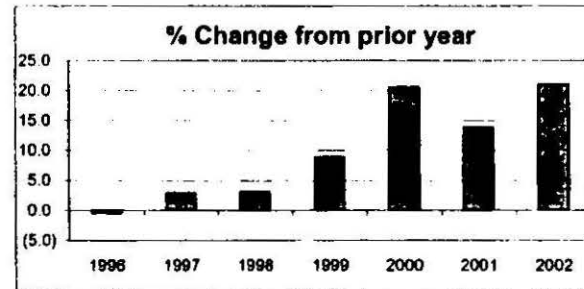
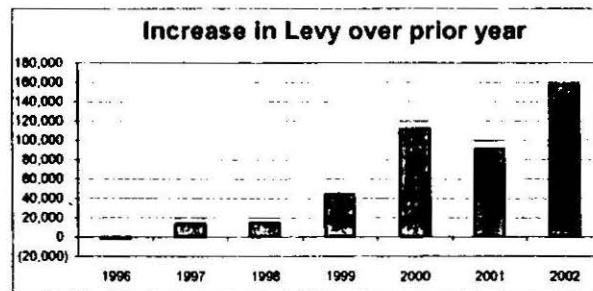
### DEPARTMENT STAFFING:

1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
10	11	11	12	12	12	12	13	14	14
1	1	1	0	0	1	2	1	0	0
11	12	12	12	12	13	14	14	14	14

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The tax levy for 2002 is \$904,936, a 21.0% increase over 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:** An additional grant of \$54,000 will be received to handle OWI cases.

**EXPENSES:**

**Legal Fees** - Increase of \$20,000 to be consistent with expenses in prior years.

**Investigation Expenses** - An increase of \$20,000 is budgeted to be consistent with prior years expenses.

**Professional Services** - The investigators for the Domestic Abuse Program will be contracted for the entire year of 2002. In addition, \$54,000 has been included for an additional State Attorney.

**Building Rental** - The lease for rental will be renewed in 2002 at a higher rate.

**Financial Summary  
District Attorney**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	4,696	69,355	78,900	78,900	128,200
Labor	269,758	549,189	540,452	540,452	567,767
Travel	6,202	23,000	25,591	27,391	10,600
Capital	-	-	32,000	-	-
Other Expenditures	108,395	296,366	258,730	258,730	454,769
Total Expenditures	384,356	868,555	856,773	826,573	1,033,136
Levy Before Adjustments	379,660	799,200	777,873	747,673	904,936
Adjustments					
Net Levy After Adjustments	379,660	799,200	777,873	747,673	904,936

**Winnebago County  
Budget Detail - 2002  
District Attorney**

100 - 101

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Victim/Witness	58,468	73,984	73,524	70,000	65,000	65,000	65,000	-7.1%
Grants	0	0	0	0	0	54,000	54,000	NA
Community Intervention - YAPO	0	0	0	500	0	0	0	0.0%
<b>Intergovernmental</b>	<b>58,468</b>	<b>73,984</b>	<b>73,524</b>	<b>70,500</b>	<b>65,000</b>	<b>119,000</b>	<b>119,000</b>	<b>68.8%</b>
Forms, Copies, Etc.	4,003	6,589	3,139	5,000	5,000	5,000	5,000	0.0%
Restitution	1,677	1,125	0	1,500	0	0	0	0.0%
Donations	0	0	775	0	0	0	0	NA
Admission	1,794	1,989	1,695	1,900	2,200	2,200	2,200	15.8%
<b>Public Services</b>	<b>7,474</b>	<b>9,702</b>	<b>5,609</b>	<b>8,400</b>	<b>7,200</b>	<b>7,200</b>	<b>7,200</b>	<b>-14.3%</b>
Photocopy Revenue	0	2,302	0	0	2,000	2,000	2,000	NA
<b>Interfund Revenues</b>	<b>0</b>	<b>2,302</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>65,940</b>	<b>85,968</b>	<b>79,133</b>	<b>78,900</b>	<b>74,200</b>	<b>128,200</b>	<b>128,200</b>	<b>62.5%</b>
Regular Pay	305,184	343,261	366,065	386,476	421,003	402,783	402,783	4.2%
Overtime	3,505	5,841	9,143	4,500	5,100	6,816	6,816	51.5%
Other Personal Serv.	299	0	0	0	0	0	0	NA
Witness Expense	7,083	4,725	4,920	4,000	4,000	4,000	4,000	0.0%
<b>Wages</b>	<b>316,052</b>	<b>353,827</b>	<b>380,128</b>	<b>394,976</b>	<b>430,103</b>	<b>413,599</b>	<b>413,599</b>	<b>4.7%</b>
Fringe Benefits	111,813	129,777	133,134	145,476	160,545	154,168	154,168	6.0%
<b>Fringes</b>	<b>111,813</b>	<b>129,777</b>	<b>133,134</b>	<b>145,476</b>	<b>160,545</b>	<b>154,168</b>	<b>154,168</b>	<b>6.0%</b>
<b>Total Labor Costs</b>	<b>427,865</b>	<b>483,604</b>	<b>513,263</b>	<b>540,452</b>	<b>590,648</b>	<b>567,767</b>	<b>567,767</b>	<b>5.1%</b>
Registration & Tuition	4,592	4,915	2,439	5,900	5,600	2,882	2,882	-51.2%
Automobile Allowance	7,873	4,247	2,913	4,711	5,900	2,264	2,264	-51.9%
Vehicle Lease	0	0	135	4,000	8,000	0	0	0.0%
Commercial Travel	1,886	636	2,420	4,000	6,000	2,058	2,058	-48.6%
Meals	1,562	1,741	1,752	3,080	3,500	1,029	1,029	-66.6%
Lodging	2,644	4,001	3,737	4,700	5,000	2,058	2,058	-56.2%
Other Travel Exp	725	481	661	1,000	1,000	309	309	-69.1%
Travel Expenses	0	42	0	0	0	0	0	NA
<b>Travel</b>	<b>19,281</b>	<b>16,063</b>	<b>14,057</b>	<b>27,391</b>	<b>33,000</b>	<b>10,800</b>	<b>10,800</b>	<b>-61.3%</b>
Other Equipment	5,375	0	0	0	0	0	0	NA
<b>Capital</b>	<b>5,375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>

**Winnebago County  
Budget Detail - 2002  
District Attorney**

100 - 101

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Office Expenses								
Office Supplies	5,666	5,253	4,853	6,200	6,000	5,500	5,500	-11.3%
Stationery and Forms	246	1,097	1,177	2,000	2,000	1,500	1,500	-25.0%
Printing Supplies	3,564	1,177	1,382	2,500	2,000	1,500	1,500	-40.0%
Print & Duplicate	5,738	4,590	2,909	0	1,000	1,000	1,000	NA
Postage and Box Rent	9,361	184	582	0	0	0	0	NA
Computer Supplies	1,831	1,424	813	3,000	3,000	2,000	2,000	-33.3%
Computer Software	0	249	271	500	500	500	500	0.0%
Subscriptions	1,213	2,440	1,780	2,500	2,500	2,500	2,500	0.0%
Membership Dues	2,003	3,437	4,270	4,000	4,000	4,000	4,000	0.0%
Operating Expenses								
Telephone	12,496	15,829	15,014	14,320	15,000	15,000	15,000	4.7%
Clothing & Uniforms	0	(81)	0	0	0	0	0	NA
Food	2,525	858	800	1,000	1,200	1,200	1,200	20.0%
Small Equipment	2,322	5,080	3,950	1,044	2,150	625	625	-40.1%
Legal Fees	23,487	30,308	50,278	25,000	45,000	45,000	45,000	80.0%
Premiums and Prizes	968	2,568	2,491	1,000	1,000	1,000	1,000	0.0%
Investigation Expense	21,712	37,101	31,481	10,000	30,000	30,000	30,000	200.0%
Maintenance Supplies								
Other Plumbing Prod.	0	15	0	0	0	0	0	NA
Contractual Services								
Legal Services	11,734	(484)	0	600	600	600	600	0.0%
Vehicle Repairs	0	0	0	200	500	500	500	150.0%
Equipment Repairs	4,759	790	943	2,000	2,000	2,000	2,000	0.0%
Transcription Services	5,405	3,376	3,772	3,000	3,500	3,500	3,500	16.7%
Professional Service	0	0	0	69,916	159,659	213,659	213,659	205.6%
Rental Expenses								
Building Rental	0	58,595	90,815	89,800	101,000	101,000	101,000	12.5%
Insurance								
Prop & Liab Insurance	1,734	60	90	1,900	200	200	200	-89.5%
Operating Licenses & Fees	50	80	120	150	150	150	150	0.0%
Other Sundry & Fixed Charges								
State Special Charges	0	4	0	0	0	0	0	NA
Other Miscellaneous	0	9,743	(1,640)	250	500	500	500	100.0%
Interfund Expenses								
Printing Supplies	0	2,431	2,950	0	0	0	0	NA
Print & Duplicate	0	3,282	4,306	4,000	4,000	4,000	4,000	0.0%
Postage and Box Rent	0	10,256	11,031	10,000	10,000	10,000	10,000	0.0%
Investigation Expense	0	324	0	0	0	0	0	NA
Motor Fuel	0	0	0	800	2,000	2,000	2,000	150.0%

**Winnebago County  
Budget Detail - 2002  
District Attorney**

100 - 101

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Equipment Repairs	0	2,952	840	1,500	1,500	1,500	1,500	0.0%
Prop. & Liab. Insurance	0	1,600	1,744	1,550	3,835	3,835	3,835	147.4%
Personnel Services	0	(897)	0	0	0	0	0	NA
Other Operating Expenses	116,813	203,640	236,963	258,730	404,794	454,769	454,769	75.8%
<b>TOTAL EXPENSES</b>	<b>569,334</b>	<b>703,307</b>	<b>764,283</b>	<b>626,573</b>	<b>1,028,442</b>	<b>1,033,136</b>	<b>1,033,136</b>	<b>25.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>503,394</b>	<b>617,339</b>	<b>685,150</b>	<b>747,673</b>	<b>954,242</b>	<b>904,936</b>	<b>904,936</b>	<b>21.0%</b>

# CLERK OF COURTS & COURTS

Department: 100-220 to 237 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Diane M. Fremgen  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4849

## MISSION STATEMENT:

The mission of the Clerk of Courts and Courts System is that of providing for the efficient dispensation of justice in all legal matters brought before the courts.

## PROGRAM DESCRIPTION:

CLERK OF COURTS Renders support to the judiciary through the recording and indexing of all official court records, providing clerical and filing services to the Courts, receiving and disbursing payments on fines, forfeitures and restitution, and maintaining court calendars.

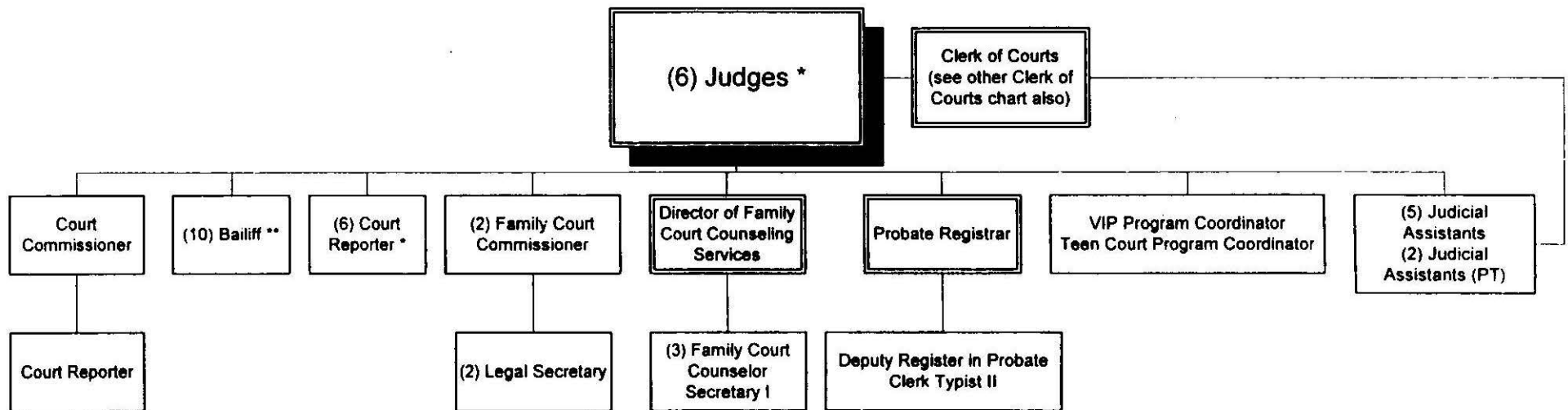
FAMILY COURT COMMISSIONER Hears family actions, temporary hearings, post judgment hearings and assists the public with family actions and other statutory requirements.

COURT COMMISSIONER Provides assistance to the Circuit Courts by hearing initial appearances on criminal, traffic, ordinance, small claims, juvenile, paternity, and mental and alcohol matters.

COURTS Provide for the dispensation of justice in all legal matters brought before them.



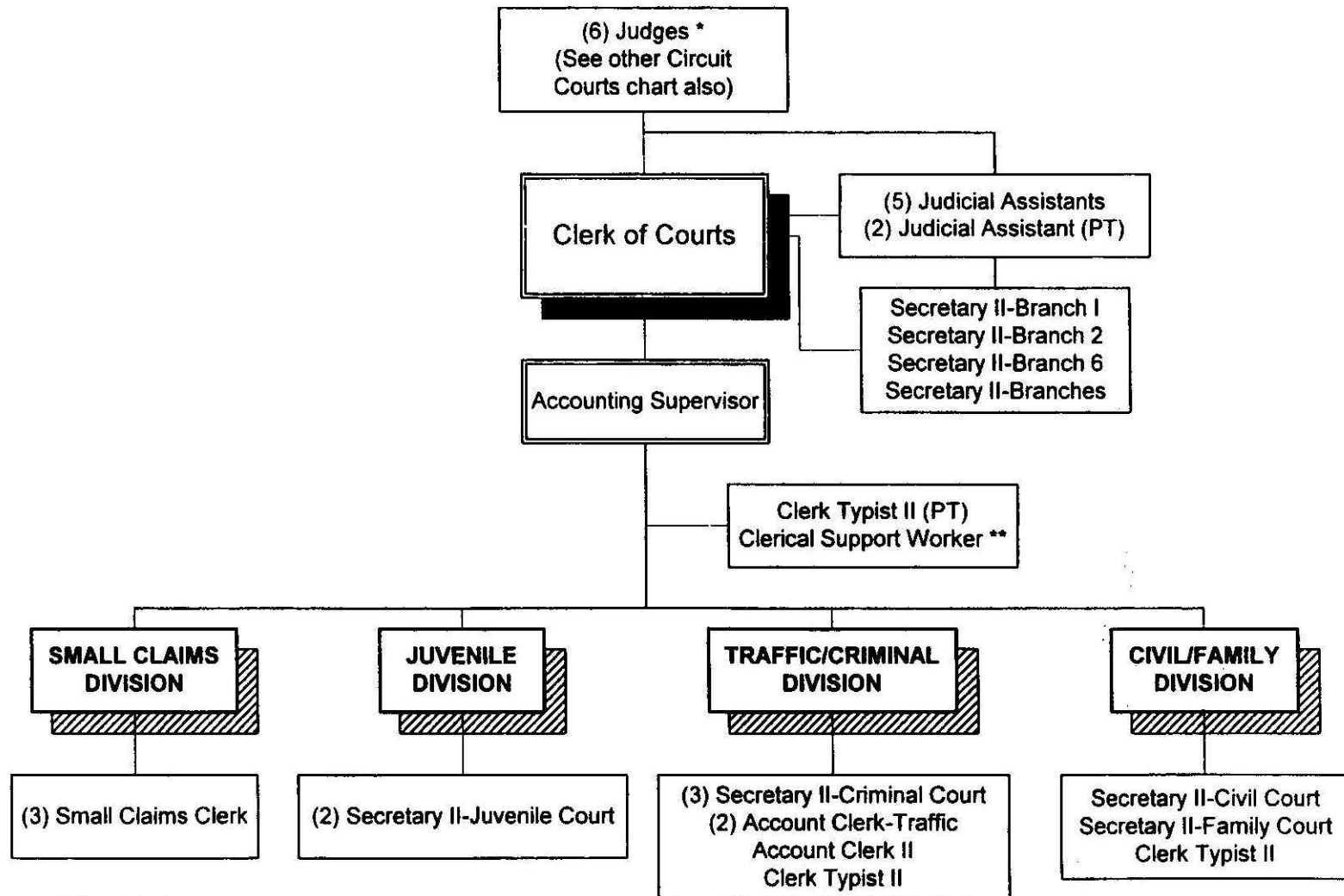
# CIRCUIT COURTS



\* State Employee

\*\* Unclassified Employee

# CLERK OF COURTS



\* State Employee  
\*\* Unclassified Employee

# CLERK OF COURTS & COURTS

Department: 100-220 to 236 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Diane M. Fremgen  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4849

## 2001 ACCOMPLISHMENTS:

1. Moved the disbursement of Juror payments from the Finance Department to CCAP, which improved the efficiency and timeliness of the payments to the jurors.
2. Moved the receipt and disbursement of restitution to victims, an average of \$17,000 per month, from the District Attorney's office to CCAP.
3. Moved the receipt and disbursement of Guardian Ad Litem payments from Finance to CCAP, which improved the tracking of collections of these costs from the litigants.
4. Implemented a Drunk Driver Victim Impact Panel for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> time drunk driving offenders.

## 2002 GOALS & OBJECTIVES:

1. Continue working with the Department of Revenue to finish the implementation of tax intercept for the collection of outstanding fines and forfeitures.
2. Evaluate the effectiveness of existing programs and look for new and innovative programs that will assist Judges in sentencing offenders.
3. Work with the Director of State Courts office and the Supreme Court on improving Interpretation in the Courts for non-English speaking and Deaf litigants.

# CLERK OF COURTS AND COURTS

## 2002 BUDGET NARRATIVE HIGHLIGHTS

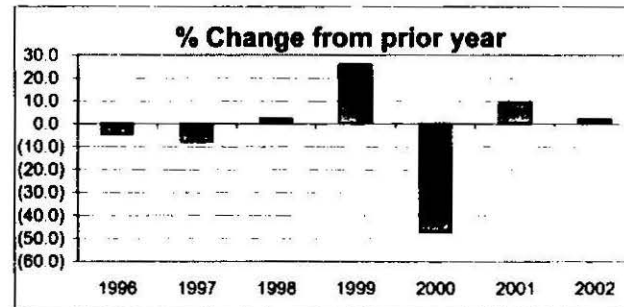
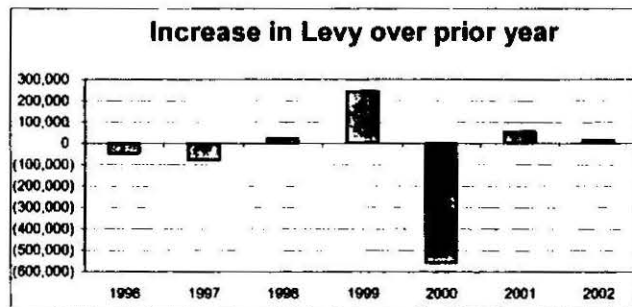
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	38	38	38	38	40	41	39	35	35	37
Part Time	0	0	0	1	2	2	3	2	3	3
Total	38	38	38	39	42	43	42	37	38	40

**NEW POSITIONS:** There is one new full time position and one conversion from part time to full time in the 2002 budget. One position was converted from part time to full time in 2001.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Clerk Typist II	FT	17,628	6,170			23,798			23,798
Court Commissioner II	PT to FT	15,000	4,950			19,950			19,950

**COUNTY LEVY:** The 2002 tax levy is \$695,879, a 2.2% increase from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

County Fines - An increase of 33.3% or \$100,000 is expected due to the increase in collections from the tax intercept program.

Interest-Investments - Increase to \$50,000. Interest revenue not previously reflected in department budget.

Forms, Copies, Etc. - Increase of \$5,000. A review of three-year history indicates a steady increase each year.

**EXPENSES:**

Labor Costs - Increase of \$43,748 OR 10.1%. One full time position was added and one position was converted from part time to full time.

Capital Outlay - Sound work is being requested in Branch 4 at a cost of \$35,000.

Small Equipment - Decrease of 49.1%, less small equipment being requested in 2002.

Medical and Dental - Increase of \$24,000. There is an increase in the number of competency exams and an increase in doctors fees.

Mediation Services - Increase of \$30,000 in the mediation contract.

**PROGRAM BUDGET CHANGES:**

Clerk of Courts - This program will see an increase of 13.1%. This can be seen in the increase in jury expenses, postage for mailing restitution and jury checks, the increase in the mediation contract, and the addition of a Clerk Typist II.

Circuit Court 3 - An overall decrease in labor and fringes from prior years.

Circuit Court 4 - The capital outlay for the sound work is reflected in this program.

Teen Court - Position was increased from part time to full time during 2001.

Family Court Commissioner - The Court Commissioner was merged with this program.

There are no other significant changes.

**Financial Summary**  
**Clerk of Courts & Courts**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	873,333	1,851,740	1,891,200	1,890,100	2,102,835
Labor	934,693	1,880,395	1,902,649	1,887,410	2,077,170
Travel	6,068	14,788	15,000	15,000	15,000
Capital	15,710	13,750	25,631	27,940	35,000
Other Expenditures	307,567	702,776	668,507	640,816	671,544
Total Expenditures	1,264,038	2,611,709	2,611,787	2,571,166	2,798,714
Levy Before Adjustments	390,705	759,969	720,587	681,066	695,879
Adjustments					
Net Levy After Adjustments	390,705	759,969	720,587	681,066	695,879

**Winnebago County**  
**Budget Detail - 2002**  
**Clerk of Courts & Courts**  
ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	616,264	642,282	663,313	660,000	667,785	667,785	667,785	1.2%
Intergovernmental	616,264	642,282	663,313	660,000	667,785	667,785	667,785	1.2%
Occupational Drivers Licenses	460	820	1,580	1,500	1,700	1,700	1,700	13.3%
Licenses & Permits	460	820	1,580	1,500	1,700	1,700	1,700	13.3%
County Fines	271,344	570,916	369,878	300,000	350,000	400,000	400,000	33.3%
State Fines	304,222	238,911	289,289	360,000	350,000	400,000	400,000	11.1%
Fines & Forfeitures	575,565	809,827	659,167	660,000	700,000	800,000	800,000	21.2%
Probate Fees	60,129	57,600	56,369	55,000	55,000	55,000	55,000	0.0%
Fees And Costs	461,722	230,104	326,962	460,000	460,000	460,000	460,000	0.0%
Forms, Copies, Etc.	12,177	18,817	18,239	20,000	25,000	25,000	25,000	25.0%
Rec/Disb Fees	78,514	7,652	0	0	0	0	0	NA
Support Filing/Applic.	4,270	1,250	4,290	4,400	4,400	4,400	4,400	0.0%
Family Court Counseling	(82)	(20)	0	0	0	0	0	NA
Search & Notice Fees	0	2,605	1,765	0	2,000	2,000	2,000	NA
Offset Revenue	0	0	5	0	0	0	0	NA
Reimbursed Costs	17,550	7,324	19,628	15,000	15,000	15,000	15,000	0.0%
Blood Tests	0	515	0	0	0	0	0	NA
Client Cost Shares/Fees	8,525	9,723	13,977	10,750	17,750	17,750	17,750	65.1%
Other Public Charges	307	93	31	300	600	600	600	100.0%
Public Services	641,113	335,663	441,267	565,450	579,750	579,750	579,750	2.5%
Grants	0	3,000	0	3,000	3,000	3,000	3,000	0.0%
Fees and Costs	0	149	0	0	0	0	0	NA
Interfund Revenues	0	3,149	0	3,000	3,000	3,000	3,000	0.0%
Interest-Investments	0	5,683	0	0	50,000	50,000	50,000	NA
Interest on Investments	0	5,683	0	0	50,000	50,000	50,000	NA
Other Miscellaneous Revenues	1,182	68	220	150	600	600	600	300.0%
Miscellaneous Revenues	1,182	68	220	150	600	600	600	300.0%
<b>TOTAL REVENUES</b>	<b>1,834,584</b>	<b>1,797,492</b>	<b>1,765,548</b>	<b>1,890,100</b>	<b>2,002,835</b>	<b>2,102,835</b>	<b>2,102,835</b>	<b>11.3%</b>
Regular Pay	1,220,653	1,229,851	1,052,918	1,231,300	1,257,369	1,224,741	1,257,369	2.1%
Bailiff And Matron	78,360	30,324	100,380	0	119,624	119,624	119,624	NA
Overtime	40,864	53,365	23,709	36,820	28,766	33,066	33,066	-10.2%
Other Personal Serv.	27	48	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Clerk of Courts & Courts  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Witness Expense	51,547	30,471	21,666	37,952	29,700	29,700	29,700	-21.7%
Jury Expense	70,714	101,512	109,064	105,000	140,000	130,000	130,000	23.8%
Interpreter Fees	0	15,247	24,187	18,408	17,300	17,300	17,300	-6.0%
Wages	1,482,165	1,460,818	1,331,923	1,429,481	1,592,759	1,554,431	1,587,059	11.0%
Fringe Benefits	441,680	430,798	388,684	457,929	490,111	478,991	490,111	7.0%
Fringes	441,680	430,798	388,684	457,929	490,111	478,991	490,111	7.0%
Total Labor Costs	1,903,844	1,891,616	1,720,607	1,887,410	2,082,870	2,033,422	2,077,170	10.1%
Registration & Tuition	2,755	2,731	2,644	4,105	5,530	4,217	4,217	2.7%
Automobile Allowance	6,313	6,731	8,365	4,350	4,875	4,350	4,350	0.0%
Commercial Travel	531	3	313	2,100	2,600	2,100	2,100	0.0%
Meals	504	1,234	1,505	1,265	1,750	1,153	1,153	-8.9%
Lodging	1,584	2,088	1,871	3,075	4,325	3,075	3,075	0.0%
Other Travel Exp	74	112	97	105	180	105	105	0.0%
Travel	11,781	12,900	14,796	15,000	19,260	15,000	15,000	0.0%
Other Improvements	0	0	2,995	0	0	0	0	NA
Other Equipment	50,377	77,652	17,805	27,940	35,000	35,000	35,000	25.3%
Capital	50,377	77,652	20,800	27,940	35,000	35,000	35,000	25.3%
Office Expenses								
Office Supplies	18,449	17,038	18,451	17,250	18,028	18,028	18,028	4.5%
Stationery and Forms	11,386	9,096	7,835	7,500	8,040	8,040	8,040	7.2%
Printing Supplies	5,404	826	396	1,600	1,175	600	600	-62.5%
Print & Duplicate	7,073	1,087	122	1,805	1,830	150	150	-91.7%
Postage and Box Rent	95,783	829	487	750	700	700	700	-6.7%
Computer Supplies	5,223	2,661	1,774	4,500	2,850	1,800	1,800	-60.0%
Computer Software	317	292	0	810	585	585	585	-27.8%
Microfilming Supplies	23	181	0	0	0	0	0	NA
Advertising	273	122	35	0	0	0	0	NA
Subscriptions	56,167	57,164	44,039	41,400	38,700	38,700	38,700	-6.5%
Membership Dues	495	1,300	1,138	1,685	1,785	1,785	1,785	5.9%
Publish Legal Notices	6,118	805	3,880	3,550	3,950	3,950	3,950	11.3%
Operating Expenses								
Telephone	25,149	32,286	23,134	26,425	24,750	24,750	24,750	-6.3%
Telephone Supplies	0	169	0	0	0	0	0	NA
Professional Supplies	36	0	0	0	0	0	0	NA
Food	50	107	109	0	300	0	0	NA



**Winnebago County**  
**Budget Detail - 2002**  
**Clerk of Courts & Courts**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Small Equipment	19,072	15,832	19,113	21,800	11,000	11,000	11,000	-49 1%
Shop Supplies	1,972	17	0	0	0	0	0	NA
Legal Fees	553	1,941	28	0	0	0	0	NA
Investigation Expense	0	21	0	0	0	0	0	NA
Meals-Other	0	55	149	0	0	0	0	NA
Repairs & Maintenance								
Maintenance - Equipment	0	0	269	0	1,000	0	0	NA
Contractual Services								
Medical and Dental	119,043	140,264	186,145	148,500	172,500	172,500	172,500	16 2%
Legal Services	226,343	197,457	247,461	238,000	235,700	235,700	235,700	-1 0%
Other Repair & Maint.-Streets	0	45	0	0	0	0	0	NA
Equipment Repairs	15,475	8,564	9,209	11,545	11,250	11,250	11,250	-2 6%
Transcription Services	14,053	7,912	10,632	14,000	10,700	10,700	10,700	-23 6%
Professional Service	5,474	5,395	1,674	3,975	1,500	1,500	1,500	-62 3%
Microfilming Services	8,338	183	0	500	500	500	500	0 0%
Security Service	400	0	0	500	500	500	500	0 0%
Other Contract Serv.	0	0	690	0	0	0	0	NA
Mediation Services	1,875	20,625	22,500	30,000	60,000	60,000	60,000	100 0%
Interpreter	0	158	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	7,563	43	110	0	0	0	0	NA
Operating Licenses & Fees	60	60	120	0	0	0	0	NA
Other Sundry & Fixed Charges								
State Special Charges	0	13	0	0	0	0	0	NA
Other Miscellaneous	256	178,809	754	500	500	500	500	0 0%
Cost Allocations								
Microfilm Services	0	630	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	3,565	4,152	4,300	3,850	3,850	3,850	-10 5%
Print & Duplicate	0	4,819	4,630	3,790	4,690	4,690	4,690	23 7%
Postage and Box Rent	0	38,976	38,511	40,042	46,700	40,000	40,000	-0 1%
Computer Supplies	0	293	0	0	0	0	0	NA
Small Equipment	0	0	170	0	0	0	0	NA
Equipment Repairs	0	8,760	6,254	5,820	6,170	6,170	6,170	6 0%
Microfilming Services	0	21,215	8,173	2,000	5,000	5,000	5,000	150 0%
Prop. & Liab. Insurance	0	9,545	7,706	8,469	8,596	8,596	8,596	1 5%
Other Operating Expenses	652,404	789,157	667,850	640,816	682,849	671,544	671,544	4.8%
<b>TOTAL EXPENSES</b>	<b>2,618,387</b>	<b>2,771,324</b>	<b>2,424,053</b>	<b>2,571,166</b>	<b>2,819,979</b>	<b>2,754,966</b>	<b>2,798,714</b>	<b>8.8%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>783,803</b>	<b>973,833</b>	<b>658,505</b>	<b>681,066</b>	<b>817,144</b>	<b>652,131</b>	<b>695,879</b>	<b>2.2%</b>

# CLERK OF COURTS AND COURTS PROGRAM BUDGETS

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
Clerk of Courts & Courts							2,082,085	(2,082,085)	(1,876,350)	(1,817,150)	11.0	3.3
Clerk of Courts	220	1,090,548	2,276	-	129,475	1,222,299		1,222,299	1,081,011	1,059,914	13.1	2.0
Circuit Court I	221	58,987	1,300	-	79,168	139,455		139,455	139,468	139,374	0.0	0.1
Circuit Court II	222	59,490	1,400	-	63,948	124,838		124,838	122,758	127,566	1.7	(3.8)
Circuit Court III	223	164,742	1,315	-	82,116	248,173		248,173	274,537	252,550	(9.6)	8.7
Circuit Court IV	224	66,405	1,300	35,000	89,588	172,293		172,293	133,854	133,096	28.7	0.6
Circuit Court V	225	60,353	430	-	72,565	133,348		133,348	130,600	130,746	2.1	(0.1)
Circuit Court VI	226	68,914	1,320	-	78,285	148,519		148,519	142,308	137,365	4.4	3.6
Teen Court	232	47,676	1,465	-	1,190	50,331	3,750	46,581	19,723	18,650	136.2	NA
VIP	233	47,676	1,030	-	1,890	50,596	17,000	33,596	32,282	32,184	4.1	NA
Family Court Commissioner	234	272,307	1,605	-	33,374	307,286		307,286	211,336	204,057	45.4	3.6
Court Commissioner	235	140,072	1,559	-	35,670	177,301		177,301	176,385	167,623	0.5	5.2
Law Library	236	-	-	-	24,275	24,275		24,275	27,365	39,125	(11.3)	(30.1)
<b>Grand Totals</b>		<u>2,077,170</u>	<u>15,000</u>	<u>35,000</u>	<u>671,544</u>	<u>2,798,714</u>	<u>2,102,835</u>	<u>695,879</u>	<u>681,066</u>	<u>625,100</u>	<u>2.2</u>	<u>9.0</u>

**WINNEBAGO COUNTY**  
**CAPITAL OUTLAY - 2002**

<u>Department</u>	<u>Description</u>	<u>Quant</u>	<u>Special Equip (Note)</u>	<u>Other</u>	<u>Capital Outlay</u>
Clerk of Courts Branch IV	Sound Work in Courtroom	<u>1</u>	<u></u>	<u>35,000</u>	<u>35,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# FAMILY COURT COUNSELING

Department: 100-106 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Lil Fahrenkrug  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54903-2808

TELEPHONE: 236-4793

## MISSION STATEMENT:

To provide quality mediation and custody evaluation services to families as mandated by the Family Code of Wisconsin and under the auspices of the Winnebago County Circuit Courts.

## PROGRAM DESCRIPTION:

CUSTODY MEDIATION: A conflict resolution process requiring parents, with the assistance of a neutral mediator, to develop a plan for custody and physical placement of their children that is in their children's best interest.

PHYSICAL PLACEMENT MEDIATION: A conflict resolution process requiring parents, with the assistance of a neutral mediator, to decide when the children will be with each of them. Additionally parents may utilize physical placement mediation to address disputes regarding any parenting issue.

MOVE MEDIATION: A conflict resolution process requiring parents, with the assistance of a neutral mediator, to address disputes regarding a move 150 miles or more from a parent.

COURT STUDIES: An assessment of family dynamics and functioning from mental health perspective, concluding with a recommendation regarding custody and placement of the children.

FINANCIAL MEDIATION: A conflict resolution process requiring parents, with the assistance of a neutral mediator, to determine resolution to financial issues.

INJUNCTION MEDIATION: A conflict resolution process requiring parents, with the assistance of a neutral mediator, to address issues of harassment in conjunction with the task of raising children together.

# **FAMILY COURT COUNSELING**

**Department: 100-106    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Lil Fahrenkrug  
Winnebago County  
420 Jackson Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4794**

## **2001 ACCOMPLISHMENTS:**

- 1. The staff attended training on Personality Disorders and Controversial Issues in Child Custody.**
- 2. The mediation contract with Waushara County was renewed for 2001.**
- 3. Implementation of mediation to address safety and visitation issues, upon referral by the court, following a petition for a Harassment Restraining Order.**
- 4. Appointment of the Director to the Special Committee of Guardians Ad Litem in Actions Affecting the Family by the Wisconsin Legislative Council.**
- 5. Family Court Counselor s, Ken Kubiak and Gail Pierson, developed and presented training to Winnebago County Family Court Guardian's Ad Litem.**

## **2002 GOALS & OBJECTIVES:**

- 1. To integrate a new Family Court Counselor onto the staff in such a way that services to the public continue to remain of high quality.**
- 2. To coordinate common goals with the Family Court Commissioner through monthly joint staff meetings.**
- 3. To continue to provide both Winnebago County and Waushara County with quality mediation services and Winnebago County with quality custody evaluations in a timely manner.**

# FAMILY COURT COUNSELING

## 2002 BUDGET NARRATIVE HIGHLIGHTS

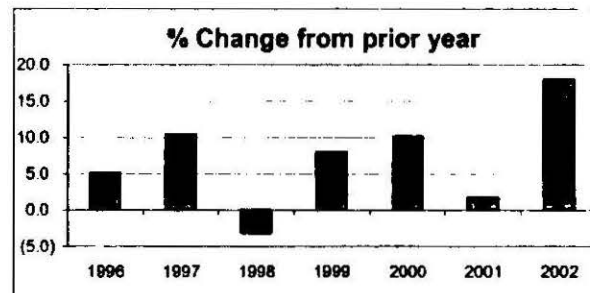
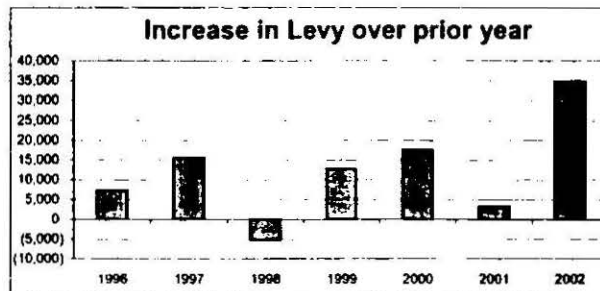
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	2	2	3	3	3	4	5	5	5	5
Part Time	3	3	2	2	2	1	0	0	0	0
Total	5	5	5	5	5	5	5	5	5	5

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The tax levy for 2002 is \$227,965, an increase of 18.0% from 2001.



### SIGNIFICANT CHANGES:

**Revenues** - Total revenues are budgeted at 13.8% less than 2001. This will bring the revenues in line with prior years.

There are no other significant changes from 2001.

# **Financial Summary** **Family Court Counseling**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	46,437	91,915	106,615	106,615	91,915
Labor	157,157	288,062	287,727	287,427	306,499
Travel	729	2,870	2,570	2,870	4,000
Capital	-	-	-	-	-
Other Expenditures	3,076	9,448	9,448	9,448	9,381
Total Expenditures	160,961	300,380	299,745	299,745	319,880
Levy Before Adjustments	114,524	208,465	193,130	193,130	227,965
Adjustments					
Net Levy After Adjustments	114,524	208,465	193,130	193,130	227,965

**Winnebago County  
Budget Detail - 2002  
Family Court Counseling**

100 - 106

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Child Support Admin	0	0	0	2,000	0	0	0	0.0%
Intergovernmental	0	0	0	2,000	0	0	0	0.0%
Marriage Licenses	22,300	34,900	33,150	36,000	32,000	32,000	32,000	-11.1%
Licenses & Permits	22,300	34,900	33,150	36,000	32,000	32,000	32,000	-11.1%
Family Court Counseling	13,140	15,120	16,538	17,700	15,000	15,000	15,000	-15.3%
Counseling Services	26,640	24,980	23,790	31,000	25,000	25,000	25,000	-19.4%
Public Services	39,780	40,100	40,328	48,700	40,000	40,000	40,000	-17.9%
Family Court Counseling	22,611	19,776	19,915	19,915	19,915	19,915	19,915	0.0%
Intergovernmental Services	22,611	19,776	19,915	19,915	19,915	19,915	19,915	0.0%
Other Miscellaneous Revenues	0	20	0	0	0	0	0	NA
Miscellaneous Revenues	0	20	0	0	0	0	0	NA
<b>TOTAL REVENUES</b>	<b>84,691</b>	<b>94,796</b>	<b>93,393</b>	<b>106,615</b>	<b>91,915</b>	<b>91,915</b>	<b>91,915</b>	<b>-13.8%</b>
Regular Pay	176,356	198,328	204,678	212,159	225,350	221,350	221,350	4.3%
Overtime	32	70	0	(300)	0	0	0	0.0%
Wages	176,389	198,397	204,678	211,859	225,350	221,350	221,350	4.5%
Fringe Benefits	59,500	69,528	72,107	75,568	86,549	85,149	85,149	12.7%
Fringes	59,500	69,528	72,107	75,568	86,549	85,149	85,149	12.7%
<b>Total Labor Costs</b>	<b>235,888</b>	<b>267,925</b>	<b>276,785</b>	<b>287,427</b>	<b>311,899</b>	<b>306,499</b>	<b>306,499</b>	<b>6.6%</b>
Registration & Tuition	1,179	790	688	200	1,100	950	950	375.0%
Automobile Allowance	1,377	1,614	1,282	1,919	1,919	1,410	1,410	-26.5%
Vehicle Lease	0	0	150	0	0	0	0	NA
Commercial Travel	201	0	0	0	450	450	450	NA
Meals	221	251	203	226	404	290	290	28.3%
Lodging	871	1,100	795	500	1,100	900	900	80.0%
Other Travel Exp	0	33	3	25	50	0	0	0.0%
Travel	3,850	3,789	3,121	2,870	5,023	4,000	4,000	39.4%
Other Equipment	0	2,505	0	0	0	0	0	NA
Capital	0	2,505	0	0	0	0	0	NA



**Winnebago County  
Budget Detail - 2002  
Family Court Counseling**

100 - 106

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Office Expenses								
Office Supplies	987	833	449	500	500	500	500	0.0%
Stationery and Forms	456	106	446	450	450	450	450	0.0%
Printing Supplies	207	0	208	400	400	250	250	-37.5%
Print & Duplicate	653	(0)	0	0	0	0	0	NA
Postage and Box Rent	2,063	139	129	160	160	160	160	0.0%
Computer Supplies	221	65	101	500	500	300	300	-40.0%
Computer Software	0	145	0	0	0	0	0	NA
Subscriptions	50	34	0	60	60	60	60	0.0%
Membership Dues	150	110	300	165	165	165	165	0.0%
Operating Expenses								
Telephone	1,290	2,737	1,841	2,000	2,000	2,000	2,000	0.0%
Food	0	0	210	0	0	0	0	NA
Small Equipment	246	5,246	220	0	0	0	0	NA
Medical Supplies	0	0	0	0	25	25	25	NA
Other Operating Supplies	0	0	102	100	100	100	100	0.0%
Contractual Services								
Legal Services	0	232	0	300	0	0	0	0.0%
Equipment Repairs	262	62	50	305	305	305	305	0.0%
Professional Service	100	0	1,200	30	300	500	500	1566.7%
Insurance								
Prop & Liab Insurance	701	0	60	0	0	0	0	NA
Operating Licenses & Fees	0	0	80	30	30	30	30	0.0%
Other Sundry & Fixed Charges								
State Special Charges	0	1	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	239	270	264	264	264	264	0.0%
Print & Duplicate	0	288	681	500	500	500	500	0.0%
Postage and Box Rent	0	1,866	1,614	2,100	2,100	2,100	2,100	0.0%
Equipment Repairs	0	348	756	684	684	684	684	0.0%
Prop. & Liab. Insurance	0	826	789	900	988	988	988	9.8%
Other Operating Expenses	7,406	13,279	9,504	9,448	9,531	9,381	9,381	-0.7%
<b>TOTAL EXPENSES</b>	<b>247,143</b>	<b>287,469</b>	<b>289,411</b>	<b>299,745</b>	<b>326,453</b>	<b>319,880</b>	<b>319,880</b>	<b>6.7%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>162,452</b>	<b>192,703</b>	<b>196,018</b>	<b>193,130</b>	<b>234,538</b>	<b>227,965</b>	<b>227,965</b>	<b>18.0%</b>

# SHERIFF'S OFFICE

Department: 100-110 to 124    Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:        Michael Brooks  
LOCATION:                  Safety Building  
                                420 Jackson Street  
                                Oshkosh, WI 5901

TELEPHONE: 236-4930

## MISSION STATEMENT:

To provide law enforcement and related services to the citizens of Winnebago County in a professional and cost effective manner.

## PROGRAM DESCRIPTION:

**COURT SERVICES** To support all divisions within the Winnebago County Sheriff's Office by documenting, maintaining and dispensing records and reports; transporting of prisoners; service of civil process; and apprehending persons with outstanding arrest warrants.

**PATROL DIVISION** Provide law enforcement and protection of life and property within the boundaries of Winnebago County. This includes upholding Federal, State and local laws, investigating civil and criminal complaints, providing a nucleus for law and order and, when necessary, taking appropriate actions on and off Winnebago County highways. Provide awareness education to the community as a deterrent against crime and disorder.

**DETECTIVE DIVISION** Responsible for the investigation, apprehension and the assistance of the prosecution by the Winnebago County District Attorney's office of individuals who have violated Wisconsin State Statutes or Winnebago County Ordinances. Contained in the unit are a specialized juvenile officer, and six (6) detectives working general assignments.

**CRIME PREVENTION AND COMMUNITY SERVICES DIVISION** Provide proactive crime prevention programs to the citizens of Winnebago County. The programs are designed to assist the citizens of the county in protecting themselves and their property from crimes.

**RESERVES** A support unit which assists the department in traffic control, security, crowd control and boating. The unit is available for security at functions open to the public.

COMMUNICATIONS CENTER - E911 Receive emergency information and dispatch emergency response team, law enforcement, fire and medical assistance.

BOAT PATROL Patrol the waterways in the county and enforce state boating laws. Respond to emergencies and have a Hovercraft available for winter emergency response.

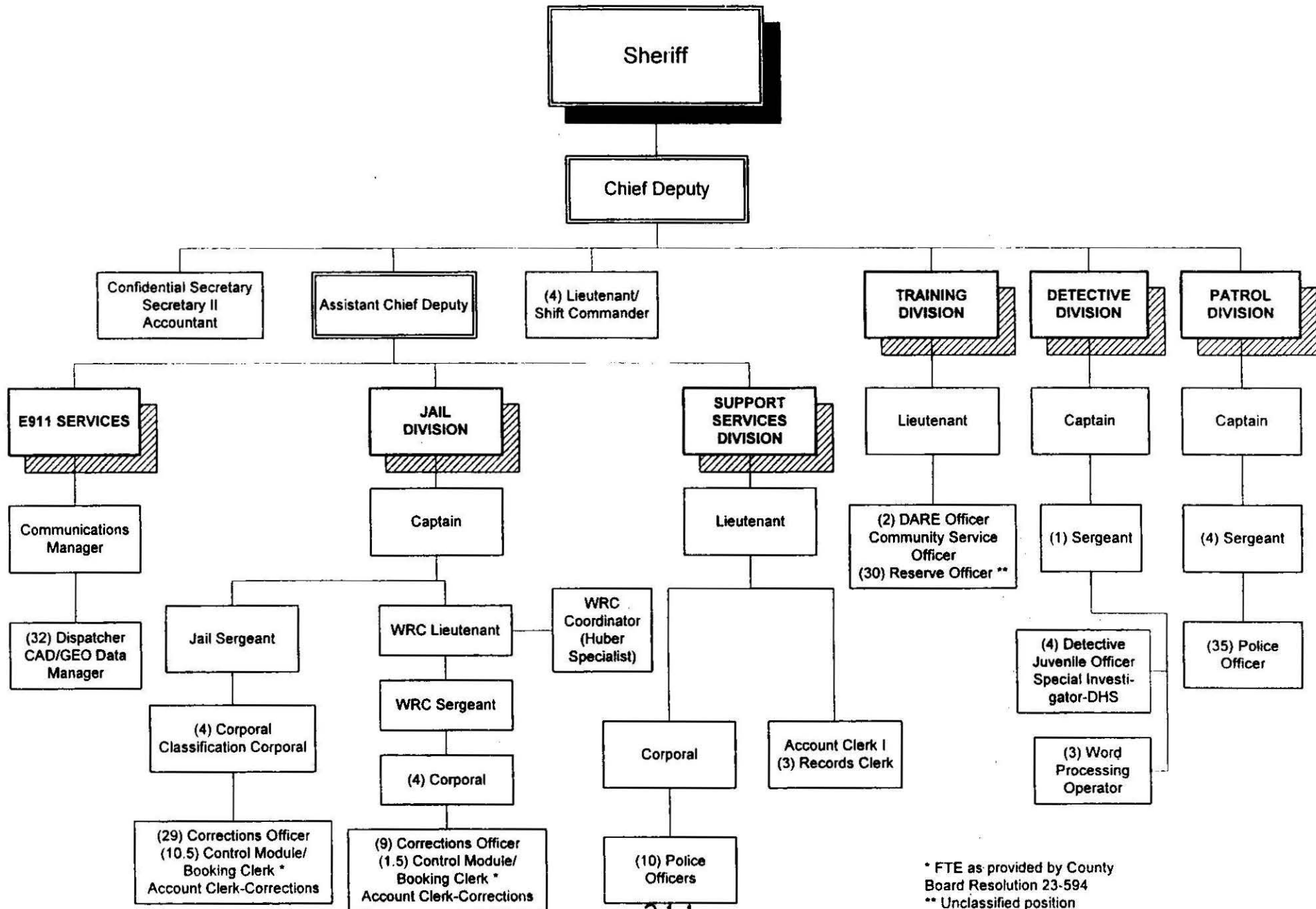
SNOW PATROL Patrol the snowmobile trails and ice-covered lakes and rivers. Promote snowmobile and all-terrain safety.

TRAINING Continually upgrade the departments training standards to meet the ever-changing demands of the criminal justice system. Consistently improving performance standards and productivity through training to continue to meet the state mandates.

JAIL Manage the Winnebago County Jail in accordance with State statutes and Administrative Code of Wisconsin. To ensure citizens that the jail will be secure and well managed and provide as many rehabilitation programs as possible for the prisoners.

WORK RELEASE CENTER Manage the Work Release Center in accordance with State statutes and Administrative Code of Wisconsin. To ensure citizens that the WRC will be secure and well managed and provide as many work release programs as possible for the prisoners.

# SHERIFF



\* FTE as provided by County  
Board Resolution 23-594

\*\* Unclassified position

# **SHERIFF'S OFFICE**

**Department: 100-110 to 124    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Michael Brooks  
Winnebago County  
Safety Building  
420 Jackson Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4931**

## **2001 ACCOMPLISHMENTS:**

- 1. Grant funds were sought out and awarded to the Sheriff's Office reducing the need for additional funding through the tax levy.**
- 2. The training manuals are being upgraded and refined on a continuing basis to provide a more efficient office.**
- 3. Objective jail classification has been implemented.**
- 4. A new program utilizing volunteers to help out with office duties has been developed.**
- 5. Programming for the new Sheriff's Office/Jail has been completed.**
- 6. Additional beds have been added at The Work Release Center to help curb the escalating cost of housing prisoners out of county.**
- 7. The Huber Coordinator Position has been implemented at the Work Release Center.**
- 8. The design for the new 911 Center has been completed.**
- 9. The Radio Tower at the Menasha Police Department has been placed on fiber optic phone lines.**
- 10. Ground breaking for the new Sheriff's Office/Jail has taken place.**
- 11. Inmate meals costs were reviewed and redesigned to work at a more cost-effective price.**

**2002 GOALS & OBJECTIVE:**

1. **Begin construction on the New Law Enforcement Center.**
2. **Implement the new jail transition team.**
3. **Improve management of prisoners outside of our jail.**
4. **Complete the programs for inmates through the University of Wisconsin-Oshkosh.**
5. **Implement the new computer aided dispatch computers and software.**
6. **Complete the first phase of training for the dispatchers on Emergency Medical Dispatch (EMD)**
7. **Get the towers at Sandpit Road and Fairview Road upgraded and online.**
8. **Continue the hiring process for personnel needed for the new jail.**

# SHERIFF

## 2002 BUDGET NARRATIVE HIGHLIGHTS

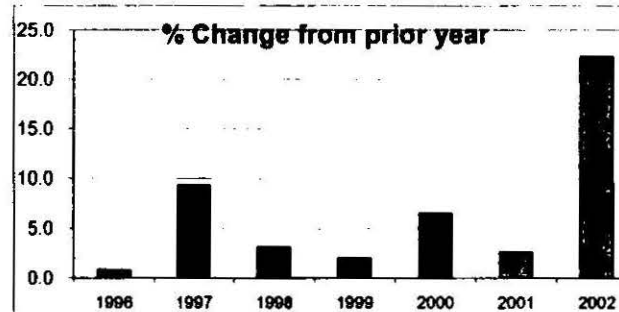
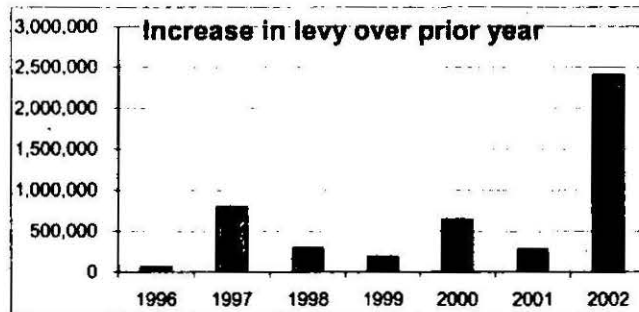
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	147	148	153	155	160	164	164	170	174	181
Part Time	0	0	0	0	0	0	0	0	0	0
Total	147	148	153	155	160	164	164	170	174	181

**NEW POSITIONS:** There are seven new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Correction Officers (7)	FT	199,227	77,000	5,935	0	282,162	0	0	282,162

**COUNTY LEVY:** The tax levy is \$13,159,879, an increase of 22.3% over 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

Revenues indicate a 16.9% decrease or \$261,660 for 2002.

Grants - Although grant revenues in total remain consistent, State reimbursements for boat, snow, and ATV patrol continue to decrease. In 2002, the revenues expected for the Alien Assistance Grant will increase.

Board of Prisoners - Revenue decrease of \$279,000. Reimbursement from the State has decreased substantially.

**EXPENSES:**

Labor- Increase of 13.0% or \$1,247,294. 7 new positions have been added, there are additional salary costs for courthouse security, a change in the salary structure occurred in 2001, and the restructuring of how fringes are calculated have attributed to this increase.

Capital Outlay - The cost of vehicle replacement has increased adding \$58,000 to the capital outlay costs.

Telephone - A decrease of \$20,395 is expected. The project in the 911 center budgeted in 2001 is completed.

Small Equipment - This increase is caused by the change in the capitalization limit in 2001.

Motor Fuel - Increase of \$22,000. The volatility of the motor fuel costs in 2001 has resulted in a larger increase in this line item than in prior years.

Board of Prisoners - \$672,000 was added to cover the cost of boarding prisoners outside the county.

Medical and Dental: Increase of \$59,217 due to the increase in patient costs and doctor fees.

**PROGRAM BUDGET CHANGES:** Significant changes other than salaries and fringes include the following:

Support Services - Increase of \$346,530. Increases can be seen in motor fuel expenses and prisoner extradition.

Patrol - The restructuring of the clothing allowance and capital costs, along with the instability of automotive fuel and inflated prices of new vehicles can be seen in the 2002 budget for Patrol.

Jail - Seven new positions were added in the jail. Increased costs of boarding prisoners out of county and medical and dental costs are also reflected in the increase in the Jail.



**Financial Summary**  
**Sheriff**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	548,091	1,260,256	1,616,275	1,543,775	1,282,115
Labor	4,751,974	9,956,357	10,131,472	10,118,772	11,436,066
Travel	31,390	63,961	63,860	63,860	64,487
Capital	280,504	285,129	285,808	240,195	273,818
Other Expenditures	891,257	2,109,967	1,921,015	1,879,688	2,667,623
Total Expenditures	5,955,126	12,415,414	12,402,155	12,302,515	14,441,994
Levy Before Adjustments	5,407,035	11,155,158	10,785,880	10,758,740	13,159,879
Adjustments					
Net Levy After Adjustments	5,407,035	11,155,158	10,785,880	10,758,740	13,159,879

**Winnebago County**  
**Budget Detail - 2002**  
**Sheriff**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Training Aids	1,591	35,243	10,231	28,000	28,000	28,000	28,000	0.0%
Water Safety Patrol	33,933	35,004	37,510	44,000	35,000	35,000	35,000	-20.5%
Snowmobile Patrol	3,770	4,612	6,315	13,910	10,000	10,000	10,000	-28.1%
EMA Grant	0	30,287	0	0	0	0	0	NA
Grants	110,946	183,343	209,069	56,000	68,000	68,000	68,000	21.4%
<b>Intergovernmental</b>	<b>150,240</b>	<b>288,489</b>	<b>263,126</b>	<b>141,910</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>	<b>-0.6%</b>
Parking Violations	756	1,274	2,053	2,000	2,000	2,000	2,000	0.0%
<b>Fines &amp; Forfeitures</b>	<b>756</b>	<b>1,274</b>	<b>2,053</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>
Fees And Costs	4,782	8,633	1,656	1,385	1,365	1,365	1,365	0.0%
Forms, Copies, Etc.	4,140	4,033	4,801	5,000	5,000	5,000	5,000	0.0%
Telephone	96,422	115,015	114,511	110,000	110,000	110,000	110,000	0.0%
Reimbursed Costs	14,074	6,704	31,558	15,400	23,200	23,200	23,200	50.6%
Civil Process Fees	100,879	90,684	119,584	132,500	110,000	110,000	110,000	-17.0%
Board of Prisoners	363,948	422,064	678,515	839,000	560,000	560,000	560,000	-33.3%
Inspection Fees	7,660	8,072	9,720	10,000	10,000	10,000	10,000	0.0%
Restitution	1,473	4,165	1,228	2,000	4,000	4,000	4,000	100.0%
Police Services	45,129	60,699	39,802	58,000	58,000	58,000	58,000	0.0%
Photographic Revenue	1,913	555	881	750	1,000	1,000	1,000	33.3%
Identification Cards	510	249	224	50	50	50	50	0.0%
Donations	0	(18)	200	0	0	0	0	NA
Concession Revenue	13,658	15,343	17,717	16,500	21,000	21,000	21,000	27.3%
Other Public Charges	725	855	3,458	800	1,000	1,000	1,000	25.0%
Intake Booking Fees	0	0	0	0	36,000	36,000	36,000	NA
<b>Public Services</b>	<b>655,313</b>	<b>737,052</b>	<b>1,023,855</b>	<b>1,191,365</b>	<b>940,615</b>	<b>940,615</b>	<b>940,615</b>	<b>-21.0%</b>
Board of Prisoners	142,736	158,505	146,415	160,000	160,000	160,000	160,000	0.0%
Photographic Revenue	0	669	0	0	0	0	0	NA
<b>Intergovernmental Services</b>	<b>142,736</b>	<b>159,174</b>	<b>146,415</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>0.0%</b>
Identification Cards	0	53	0	0	0	0	0	NA
<b>Interfund Revenues</b>	<b>0</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Interest-Investments	294	0	0	0	0	0	0	NA
<b>Interest on Investments</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Sale Of Prop & Equip	43,358	35,709	34,566	48,500	38,500	38,500	38,500	-20.6%
Other Miscellaneous Revenues	951	(390)	4,284	0	0	0	0	NA
<b>Miscellaneous Revenues</b>	<b>44,308</b>	<b>35,319</b>	<b>38,850</b>	<b>48,500</b>	<b>38,500</b>	<b>38,500</b>	<b>38,500</b>	<b>-20.6%</b>

**Winnebago County  
Budget Detail - 2002  
Sheriff  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>TOTAL REVENUES</b>	<b>993,846</b>	<b>1,221,380</b>	<b>1,474,299</b>	<b>1,543,775</b>	<b>1,282,115</b>	<b>1,282,115</b>	<b>1,282,115</b>	<b>-16.9%</b>
Regular Pay	5,578,989	6,130,522	6,269,350	6,742,564	7,704,238	7,688,286	7,688,286	14.0%
Overtime	354,297	373,311	435,924	482,297	413,873	431,847	431,847	-10.5%
Other Per Diem	0	140	35	0	0	0	0	NA
<b>Wages</b>	<b>5,933,286</b>	<b>6,503,973</b>	<b>6,705,309</b>	<b>7,224,861</b>	<b>8,118,111</b>	<b>8,120,133</b>	<b>8,120,133</b>	<b>12.4%</b>
Fringe Benefits	2,208,972	2,473,380	2,546,724	2,893,911	3,320,085	3,315,933	3,315,933	14.6%
<b>Fringes</b>	<b>2,208,972</b>	<b>2,473,380</b>	<b>2,546,724</b>	<b>2,893,911</b>	<b>3,320,085</b>	<b>3,315,933</b>	<b>3,315,933</b>	<b>14.6%</b>
<b>Total Labor Costs</b>	<b>8,142,258</b>	<b>8,977,353</b>	<b>9,252,033</b>	<b>10,118,772</b>	<b>11,438,196</b>	<b>11,436,066</b>	<b>11,436,066</b>	<b>13.0%</b>
Registration & Tuition	36,761	25,779	29,619	35,353	39,765	39,765	39,765	12.5%
Automobile Allowance	182	402	358	4,000	280	280	280	-93.0%
Vehicle Lease	0	707	224	0	0	0	0	NA
Commercial Travel	2,980	332	3,790	375	1,010	1,010	1,010	169.3%
Meals	9,256	10,904	11,037	13,342	13,020	13,020	13,020	-2.4%
Lodging	9,593	12,427	8,880	8,942	9,634	9,634	9,634	7.7%
Other Travel Exp	502	766	321	1,848	778	778	778	-57.9%
<b>Travel</b>	<b>59,274</b>	<b>51,317</b>	<b>52,209</b>	<b>63,860</b>	<b>64,487</b>	<b>64,487</b>	<b>64,487</b>	<b>1.0%</b>
Buildings	0	58,430	0	0	0	0	0	NA
Other Improvements	0	0	6,155	0	0	0	0	NA
Other Equipment	231,020	259,168	263,904	240,195	273,818	273,818	273,818	14.0%
<b>Capital</b>	<b>231,020</b>	<b>317,598</b>	<b>270,059</b>	<b>240,195</b>	<b>273,818</b>	<b>273,818</b>	<b>273,818</b>	<b>14.0%</b>
Office Expenses								
Office Supplies	11,051	9,611	8,647	11,000	12,150	11,000	11,000	0.0%
Stationery and Forms	2,014	2,203	2,709	2,650	4,550	3,550	3,550	34.0%
Printing Supplies	4,610	3,219	2,124	500	500	500	500	0.0%
Print & Duplicate	10,292	2,582	1,113	700	700	700	700	0.0%
Postage and Box Rent	6,256	1,002	303	250	100	100	100	-60.0%
Computer Supplies	7,948	6,170	6,726	8,650	9,050	8,050	8,050	-6.9%
Computer Software	1,562	4,916	878	5,890	2,590	2,590	2,590	-56.0%
Microfilming Supplies	261	145	0	250	250	250	250	0.0%
Advertising	141	669	1,932	300	300	300	300	0.0%
Subscriptions	1,303	1,387	1,333	2,075	2,075	2,075	2,075	0.0%
Membership Dues	2,501	1,426	3,196	3,495	3,575	3,575	3,575	2.3%

**Winnebago County  
Budget Detail - 2002  
Sheriff  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Publish Legal Notices	11	0	0	100	100	100	100	0.0%
Photo Processing	8,287	7,478	4,104	4,800	5,250	5,250	5,250	9.4%
Operating Expenses								
Telephone	104,471	97,787	106,368	131,955	111,800	111,800	111,800	-15.4%
Household Supplies	15,517	22,839	23,832	20,550	18,550	18,550	18,550	-9.7%
Clothing & Uniforms	46,689	48,898	42,853	58,842	61,875	62,575	62,575	6.3%
Professional Supplies	29,294	24,405	28,509	28,250	31,285	31,285	31,285	10.7%
Linen	2,409	619	4,090	0	0	0	0	NA
Food	417	320	218	350	700	700	700	100.0%
Dishes and Utensils	2,371	4,447	1,601	0	0	0	0	NA
Small Equipment	31,911	57,200	39,279	25,295	57,596	54,546	54,546	115.6%
Shop Supplies	23	0	0	0	0	0	0	NA
Medical Supplies	30,491	47,886	45,770	44,800	43,000	43,000	43,000	-4.0%
Hygiene Supplies	6,417	6,206	7,745	5,500	5,500	5,500	5,500	0.0%
Investigation Expense	11,840	15,471	92,290	8,200	8,200	8,200	8,200	0.0%
Crime Prevention Expense	2,512	2,827	3,748	4,500	5,000	5,000	5,000	11.1%
Other Operating Supplies	0	0	15	0	0	0	0	NA
Automobile Allowance-Other	221	0	0	0	0	0	0	NA
Vehicle Lease-Other	126	319	183	400	400	400	400	0.0%
Commercial Travel-Other	2,199	6,710	2,032	5,000	3,600	3,600	3,600	-28.0%
Meals-Other	1,478	479	56	100	100	100	100	0.0%
Lodging-Other	382	562	73	0	0	0	0	NA
Repairs & Maintenance								
Maintenance - Equipment	0	0	0	0	0	4,470	4,470	NA
Construction Supplies								
Small Hardware	622	525	634	1,050	1,025	1,025	1,025	-2.4%
Maintenance Supplies								
Motor Fuel	83,481	93,729	116,989	131,000	153,002	153,002	153,002	16.8%
Lubricants	812	1,066	203	1,175	1,125	1,125	1,125	-4.3%
Tires & Batteries	12,008	13,503	7,016	12,650	13,450	13,450	13,450	6.3%
Utilities								
Power and Light	93	124	103	150	150	150	150	0.0%
Contractual Services								
Medical and Dental	216,271	225,656	229,173	47,500	53,800	53,800	53,800	13.3%
Pest Extermination	699	704	708	689	689	689	689	0.0%
Vehicle Repairs	39,158	43,281	37,209	54,905	55,200	50,200	50,200	-8.6%
Equipment Repairs	87,737	123,016	120,004	130,050	133,150	130,050	130,050	0.0%
Grounds Maintenance	200	218	0	200	200	200	200	0.0%
Pathology Services	0	25	0	0	0	0	0	NA
Boarding of Prisoners	1,100	120,355	217,154	250,000	1,074,000	922,000	922,000	268.8%
Professional Service	5,930	8,891	7,109	11,200	7,000	7,000	7,000	-37.5%

**Winnebago County**  
**Budget Detail - 2002**  
**Sheriff**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Janitorial Services	0	0	0	0	11,340	0	0	NA
Microfilming Services	7,844	0	0	0	0	0	0	NA
Food Service	451,035	700	(2)	320,926	334,380	334,380	334,380	4.2%
Other Contract Serv.	13,519	108,716	28,419	28,650	33,400	33,400	33,400	16.6%
Building Rental	660	660	660	750	750	750	750	0.0%
Rental Expenses								
Equipment Rental	14,348	20,366	14,208	22,900	22,900	22,900	22,900	0.0%
Other Rents and Leases	4,660	3,160	5,080	8,160	7,520	7,520	7,520	-7.8%
Insurance								
Prop & Liab Insurance	85,421	210	105	0	0	0	0	NA
Operating Licenses & Fees	1,872	2,328	3,145	12,160	12,710	12,710	12,710	4.5%
Other Sundry & Fixed Charges								
State Special Charges	0	14	0	0	0	0	0	NA
Operating Grants	0	0	67,100	64,800	64,000	64,000	64,000	-1.2%
Interfund Expenses								
Printing Supplies	0	3,271	5,394	6,400	6,150	6,150	6,150	-3.9%
Print & Duplicate	0	8,630	11,100	9,950	9,800	9,800	9,800	-1.5%
Postage and Box Rent	0	4,905	5,826	6,700	7,200	6,700	6,700	0.0%
Computer Software	0	0	180	0	0	0	0	NA
Household Supplies	0	1,996	1,691	1,200	0	0	0	0.0%
Small Equipment	0	1,105	70	0	0	0	0	NA
Medical Supplies	0	0	0	200	200	200	200	0.0%
Medical and Dental	0	57,230	44,498	249,823	308,850	308,850	308,850	23.7%
Equipment Repairs	0	2,470	6,986	6,000	8,748	8,748	8,748	45.8%
Data Processing	0	0	0	0	300	300	300	NA
Professional Services	0	30	0	0	0	0	0	NA
Microfilming Services	0	5,408	5,004	0	2,000	2,000	2,000	NA
Food Services	0	458,251	536,854	0	0	0	0	NA
Prop. & Liab. Insurance	0	116,956	77,540	126,298	128,958	128,958	128,958	2.1%
Other Operating Expenses	1,372,271	1,805,282	1,961,688	1,879,688	2,840,593	2,667,623	2,667,623	41.9%
<b>TOTAL EXPENSES</b>	<b>9,804,823</b>	<b>11,151,549</b>	<b>11,555,989</b>	<b>12,302,515</b>	<b>14,617,094</b>	<b>14,441,994</b>	<b>14,441,994</b>	<b>17.4%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>8,811,176</b>	<b>9,930,189</b>	<b>10,061,689</b>	<b>10,758,740</b>	<b>13,334,879</b>	<b>13,159,879</b>	<b>13,159,879</b>	<b>22.3%</b>

# SHERIFF PROGRAM BUDGETS

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
SHERIFF												
Administrative	110	1,256,482	200	-	258,665	1,515,547		1,515,547	1,362,460	1,238,722	11.2	10.0
Revenues	110						7,250	(7,250)	(9,250)	(50)	(21.6)	18400.0
Support Services	111	1,141,468	1,750	37,615	96,568	1,277,401		1,277,401	950,921	870,276	34.3	9.3
Revenues	111						124,500	(124,500)	(144,550)	(136,300)	(13.9)	6.1
Patrol	112	2,635,156	-	231,203	205,060	3,071,419		3,071,419	2,961,688	2,815,157	3.7	5.2
Revenues	112						80,000	(80,000)	(80,000)	(148,000)	0.0	(45.9)
Detective	113	481,665	-	-	95,300	576,965		576,965	700,644	679,470	(17.7)	3.1
Revenues	113						32,000	(32,000)	(32,000)	(10,000)	0.0	220.0
Community Services	114	208,582	-	-	9,700	218,282		218,282	188,234	178,748	16.0	5.3
Revenues	114						1,000	(1,000)	(1,000)	(1,000)	N/A	N/A
Reserves	115	45,170	150	-	8,650	53,970		53,970	58,120	61,473	(7.1)	(5.5)
Revenues	115						35,000	(35,000)	(35,000)	(29,500)	0.0	18.6
911	116	1,865,602	-	-	187,600	2,053,202		2,053,202	1,927,063	1,861,701	6.5	3.5
Revenues	116							-	-	-	N/A	N/A
Boat Patrol	117	74,396	-	-	14,375	88,771		88,771	86,986	79,253	2.1	9.8
Revenues	117						36,000	(36,000)	(45,000)	(44,750)	(20.0)	0.6
Snow Patrol	118	5,656	-	-	7,920	13,576		13,576	17,350	11,817	(21.8)	46.8
Revenues	118						10,365	(10,365)	(14,275)	(11,909)	(27.4)	19.9
Training	119	-	62,387	5,000	42,001	109,388		109,388	93,480	92,079	17.0	1.5
Revenues	119						28,000	(28,000)	(36,000)	(25,000)	(22.2)	44.0
Jail	120	2,777,947	-	-	1,472,126	4,250,073		4,250,073	2,761,527	2,441,760	53.9	13.1
Revenues	120						367,000	(367,000)	(300,500)	(285,400)	22.1	5.3
Work Release Center	124	943,942	-	-	269,458	1,213,400		1,213,400	1,194,042	1,197,973	1.6	(0.3)
Revenues	124						561,000	(561,000)	(846,200)	(351,500)	(33.7)	140.7
<b>Grand Totals</b>		<b>11,436,066</b>	<b>64,487</b>	<b>273,818</b>	<b>2,667,623</b>	<b>14,441,994</b>	<b>1,282,115</b>	<b>13,159,879</b>	<b>10,758,740</b>	<b>10,485,020</b>	<b>22.3</b>	<b>2.6</b>

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Sheriff -					
Support Services	Extended Mini Van	1		20,000	20,000
	Automobile	1		17,615	17,615
Patrol	Squad Cars	10		206,500	206,500
	SUV Command Vehicle	1		24,703	24,703
Training	Rescue Phone	1		5,000	5,000
		<u>14</u>	<u>-</u>	<u>273,818</u>	<u>273,818</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# JAIL IMPROVEMENTS FUND

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**DESCRIPTION:** The Jail Improvements Fund is a separate fund created under Wisconsin Statutes which receives money when fines and fees are assessed for things such as traffic violations. Monies accumulated in the fund can only be used for jail construction or improvement costs. The funds can also be used to retire debt incurred for that purpose.

**COUNTY LEVY:** There is no property tax levy for this activity.

**SIGNIFICANT CHANGES:** There is \$300,000 being transferred to the debt service fund in 2002.

**FUND BALANCE:** Reconciliation of the budget operating results to the fund balance is as follows:

Beginning fund balance 1/1/2002 - projected	\$139,443
Revenue budget 2002	200,000
Expense budget 2002	(16,000)
Transfer to other funds	(300,000)
Tax levy 2002	0
Budget ending fund balance - 12/31/2002	<u>\$23,443</u>



# **Financial Summary** **Jail Improvement Funds**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	92,286	150,000	150,000	150,000	200,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	5,449	6,000	6,000	6,000	-
Other Expenditures	12,004	20,213	18,059	17,750	16,000
Total Expenditures	17,453	26,213	24,059	23,750	16,000
Levy Before Adjustments	(74,833)	(123,787)	(125,941)	(126,250)	(184,000)
Adjustments	74,833	123,787	125,941	126,250	184,000
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County  
Budget Detail - 2002  
Jail Improvement Funds**

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Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Jail Assessments	176,441	194,138	210,518	150,000	150,000	200,000	200,000	33.3%
<b>Fines &amp; Forfeitures</b>	<b>176,441</b>	<b>194,138</b>	<b>210,518</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>200,000</b>	<b>33.3%</b>
<b>TOTAL REVENUES</b>	<b>176,441</b>	<b>194,138</b>	<b>210,518</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>200,000</b>	<b>33.3%</b>
Other Improvements	0	242,022	38,228	0	0	0	0	NA
Other Equipment	6,250	3,357	53,622	8,000	0	0	0	0.0%
Architect and Design	0	3,430	0	0	0	0	0	NA
<b>Capital</b>	<b>6,250</b>	<b>248,809</b>	<b>91,848</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Office Expenses								
Print & Duplicate	0	45	0	0	0	0	0	NA
Operating Expenses								
Clothing & Uniforms	0	277	0	1,500	3,000	3,000	3,000	100.0%
Linen	0	1,484	1,203	2,250	3,000	3,000	3,000	33.3%
Dishes and Utensils	0	0	0	5,500	7,500	7,500	7,500	36.4%
Small Equipment	1,718	1,087	9,528	7,500	2,500	2,500	2,500	-66.7%
Contractual Services								
Equipment Repairs	70	872	373	1,000	0	0	0	0.0%
Other Operating Transfers								
Other Transfers Out	0	175,000	147,000	0	0	0	0	NA
<b>Other Operating Expenses</b>	<b>1,788</b>	<b>178,788</b>	<b>158,102</b>	<b>17,750</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-9.9%</b>
<b>TOTAL EXPENSES</b>	<b>8,038</b>	<b>427,575</b>	<b>249,950</b>	<b>23,750</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-32.8%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(168,403)</b>	<b>233,437</b>	<b>39,432</b>	<b>(128,250)</b>	<b>(134,000)</b>	<b>(184,000)</b>	<b>(184,000)</b>	<b>45.7%</b>

# **COUNTY CORONER**

**Department: 100-262 Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Barry L. Busby  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901**

**TELEPHONE: 236-4804**

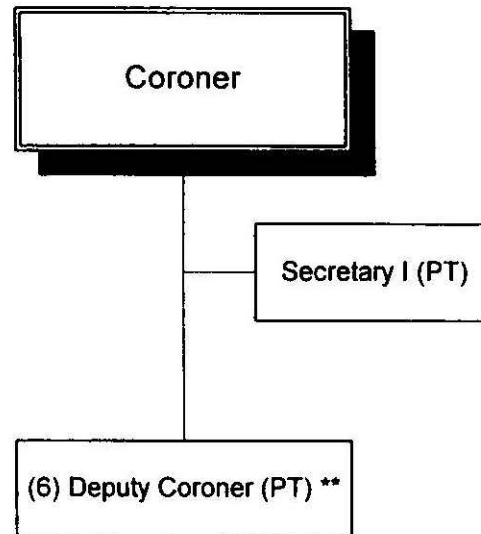
## **MISSION STATEMENT:**

**To monitor compliance with state statutes by medical facilities, funeral directors, law enforcement agencies, and the public regarding reportable deaths; to investigate and document all causes of death in reportable cases; to work with medical and legal agencies to protect and serve our community in all reportable deaths; to educate, and thereby prevent, hazardous conditions which put our County at risk; and to provide support, medical, or spiritual referrals to survivors of a deceased.**

## **PROGRAM DESCRIPTION:**

- 1. Investigation of all deaths in the county which meet reportability guidelines, as established by State Statute and office policy.**
- 2. Ensure that the medical and legal community is in compliance with reporting.**
- 3. Respond to the scene of reportable deaths.**
- 4. Family support.**
- 5. Organ & tissue procurement.**
- 6. Community support/training (educational/informative speeches/talks).**

# CORONER



\*\* Unclassified position

# COUNTY CORONER

Department: 100-262    Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Barry L. Busby  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4804

## 2001 ACCOMPLISHMENTS:

1. Continued training for deputies with attendance at various seminars and training sessions.
2. Updated phones for deputies.
3. Purchased digital camcorder for recording death scenes.
4. Upgraded to a newer and larger refrigerator (for specimen storage) from surplus items.
5. Purchased crosscut shredder for disposal of confidential materials.

## 2002 GOALS & OBJECTIVES:

1. To provide the highest standards of service to our community in the most respectful and cost-effective way.
2. Continue the process of converting all hard copies of vital coroner's records to a new database created by Information Systems (previously used PFS FirstChoice software that is no longer supported).

# CORONER

## 2002 BUDGET NARRATIVE HIGHLIGHTS

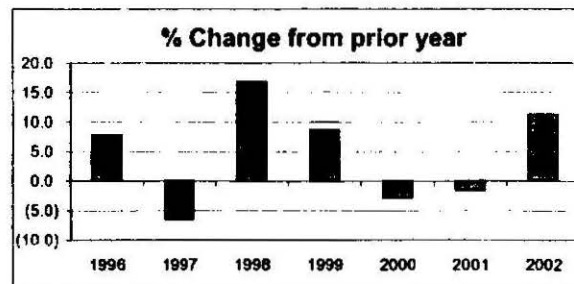
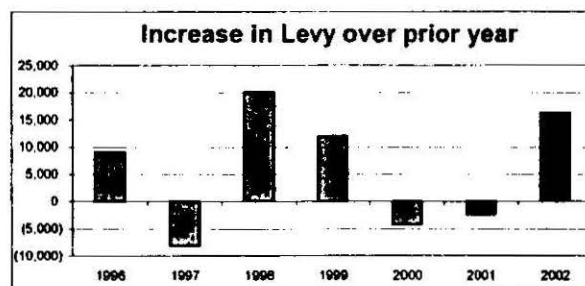
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	1	1	1	1	1	1	1	1	1	1
Part Time	0	1	1	1	1	1	1	1	1	1
Total	1	2	2	2	2	2	2	2	2	2

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$160,880, an increase of 11.2% from 2001.



### SIGNIFICANT CHANGES:

#### REVENUES:

**Reimbursed Costs** - Increase of \$5,000 or 26.3%. There is an increase in the number of cremations which require a permit issued by the Coroner.

#### EXPENSES:

**Per Diem** - Increase of \$10,000 for deputy coroner per diem.

# **Financial Summary** **Coroner**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	11,045	24,360	19,000	19,000	24,000
Labor	47,028	90,521	84,871	84,871	105,157
Travel	1,624	4,900	4,900	4,900	5,200
Capital	-	-	-	-	-
Other Expenditures	36,573	73,571	73,863	73,863	74,523
Total Expenditures	85,225	168,992	163,634	163,634	184,880
Levy Before Adjustments	74,180	144,632	144,634	144,634	160,880
Adjustments					
Net Levy After Adjustments	74,180	144,632	144,634	144,634	160,880

**Winnebago County  
Budget Detail - 2002**

**Coroner**

100 - 282

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Reimbursed Costs	20,820	19,200	19,824	19,000	24,000	24,000	24,000	26.3%
Public Services	20,820	19,200	19,824	19,000	24,000	24,000	24,000	26.3%
Reimbursed Costs	0	2,680	360	0	0	0	0	NA
Interfund Revenues	0	2,680	360	0	0	0	0	NA
<b>TOTAL REVENUES</b>	<b>20,820</b>	<b>21,880</b>	<b>20,184</b>	<b>19,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>26.3%</b>
Regular Pay	67,366	65,474	70,272	57,613	67,127	60,400	60,400	4.8%
Other Per Diem	0	6,330	5,310	10,350	20,000	13,710	23,710	129.1%
Wages	67,366	71,804	75,582	67,963	87,127	74,110	84,110	23.8%
Fringe Benefits	11,877	14,834	15,384	16,908	21,047	21,047	21,047	24.5%
Fringes	11,877	14,834	15,384	16,908	21,047	21,047	21,047	24.5%
<b>Total Labor Costs</b>	<b>79,243</b>	<b>86,638</b>	<b>90,966</b>	<b>84,871</b>	<b>108,174</b>	<b>95,157</b>	<b>105,157</b>	<b>23.9%</b>
Registration & Tuition	459	469	1,670	1,600	1,600	1,600	1,600	0.0%
Automobile Allowance	0	3,531	2,034	2,500	2,500	2,500	2,500	0.0%
Meals	0	41	241	300	300	300	300	0.0%
Lodging	327	327	408	500	800	800	800	60.0%
Other Travel Exp	0	0	65	0	0	0	0	NA
Travel	786	4,368	4,418	4,900	5,200	5,200	5,200	6.1%
Other Equipment	0	19,893	0	0	0	0	0	NA
Capital	0	19,893	0	0	0	0	0	NA
Office Expenses								
Office Supplies	627	540	124	600	600	600	600	0.0%
Stationery and Forms	354	264	62	250	250	250	250	0.0%
Printing Supplies	433	0	328	50	50	50	50	0.0%
Print & Duplicate	94	17	0	0	0	0	0	NA
Postage and Box Rent	128	0	11	0	0	0	0	NA
Computer Supplies	29	63	93	55	55	55	55	0.0%
Computer Software	0	0	0	55	0	0	0	0.0%
Subscriptions	0	0	186	50	50	50	50	0.0%
Membership Dues	105	200	215	400	400	400	400	0.0%
Photo Processing	0	187	113	400	200	200	200	-50.0%
Operating Expenses								



**Winnebago County  
Budget Detail - 2002**

**Coroner**

100 - 262

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Telephone	6,454	6,980	8,121	8,000	8,000	8,000	8,000	0.0%
Telephone Supplies	0	0	60	0	0	0	0	NA
Clothing & Uniforms	0	0	601	0	400	400	400	NA
Professional Supplies	228	240	442	500	800	800	800	60.0%
Small Equipment	947	2,394	239	1,400	1,000	1,000	1,000	-28.6%
Medical Supplies	444	1,650	706	2,000	2,000	2,000	2,000	0.0%
Investigation Expense	0	10	0	0	0	0	0	NA
Maintenance Supplies								
Motor Fuel	876	145	113	0	0	0	0	NA
Contractual Services								
Medical and Dental	25,382	15,334	18,023	16,000	16,000	16,000	16,000	0.0%
Vehicle Repairs	656	589	193	500	1,000	1,000	1,000	100.0%
Equipment Repairs	2,989	235	389	500	500	500	500	0.0%
Pathology Services	40,312	47,247	41,664	40,000	40,000	40,000	40,000	0.0%
Insurance								
Prop & Liab Insurance	1,499	0	15	0	0	0	0	NA
Operating Licenses & Fees	0	0	47	0	0	0	0	NA
Other Sundry & Fixed Charges								
State Special Charges	0	0	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	25	46	75	75	75	75	0.0%
Print & Duplicate	0	88	17	150	150	150	150	0.0%
Postage and Box Rent	0	176	159	250	250	250	250	0.0%
Motor Fuel	0	491	1,146	1,000	1,200	1,200	1,200	20.0%
Equipment Repairs	0	264	274	264	120	120	120	-54.5%
Prop. & Liab. Insurance	0	1,490	1,619	1,364	1,423	1,423	1,423	4.3%
Other Operating Expenses	81,558	78,630	75,004	73,863	74,523	74,523	74,523	0.9%
<b>TOTAL EXPENSES</b>	<b>161,587</b>	<b>189,529</b>	<b>170,388</b>	<b>163,634</b>	<b>187,897</b>	<b>174,880</b>	<b>184,880</b>	<b>13.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>140,767</b>	<b>167,649</b>	<b>150,204</b>	<b>144,634</b>	<b>163,897</b>	<b>150,880</b>	<b>160,880</b>	<b>11.2%</b>

# EMERGENCY MANAGEMENT

Department: 100-160 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Donald W. Wilmot  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4894

## MISSION STATEMENT:

Develop an Emergency Management program that lessens the impact of natural or manmade disasters on the citizens of Winnebago County by the review and updating of Operational Procedures in the areas of planning, training and communications. Lessen the financial impact to the county budget in the long term with regards to Outdoor Tornado Warning Siren costs.

## PROGRAM DESCRIPTION:

GENERAL Coordinate all efforts of municipalities in minimizing problems and effects of natural and manmade disasters and take steps to eliminate or lessen the impact of possible disaster.

OUTDOOR WARNING SIREN Provide advanced warning of severe weather to the public.

VOICE ALERT RECEIVERS Provide adequate warning to schools, hospitals and nursing homes.

DOPPLER RADAR - NEXRAD Provide advance warning of severe rain and snowstorms, flooding and tornadoes.

SHELTER Coordinate providing shelters for people and animals in the event of a large-scale disaster.

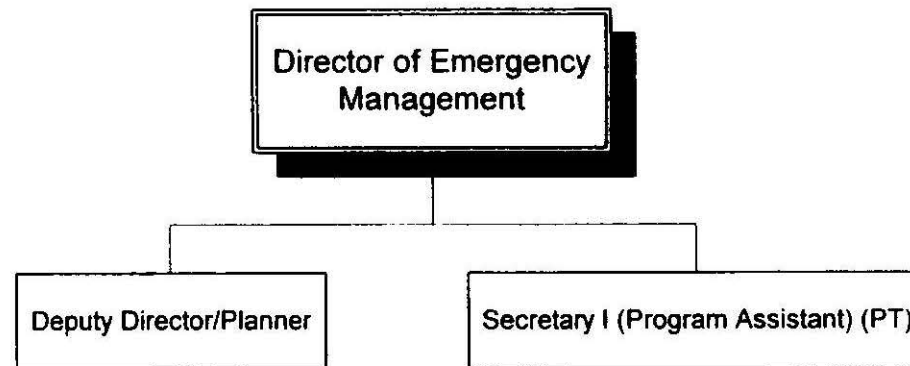
PUBLIC RELATIONS Provide information on emergency management to the public and private sectors.

EMERGENCY MANAGEMENT ASSISTANCE GRANT Provide partial salary for Emergency Management Director.

SUPERFUND AMENDMENT REAUTHORIZATION ACT GRANT Provide funding for HAZMAT (Hazardous Materials) planning, training and equipment.

WEAPONS OF MASS DESTRUCTION (WMD)/TERRORISM ASSESSMENTS & SUBSEQUENT WMD/TERRORISM PLAN DEVELOPMENT To prepare the County for antiterrorism planning and response.

# EMERGENCY MANAGEMENT



# EMERGENCY MANAGEMENT

Department: 100-160 Fund: General Fund

2002 BUDGET NARRATIVE

DEPARTMENT HEAD:

Donald W. Willmot

TELEPHONE: 236-4894

LOCATION:

Winnebago County

448 Algoma Blvd.

Oshkosh, WI 54901

## 2001 ACCOMPLISHMENTS:

1. Mobile Command Vehicle – Maintained the existing vehicle to a high standard of emergency capability by continually upgrading equipment on board. Responded as emergencies arose as requested by public agencies. Maintained the dispatch capabilities should the 911 Center need backup.
2. Identified new sources of funding to support the Emergency Management program.
3. Emergency Operations Plan – Established a system of planning, training and responding that ensures that the County would continue to provide services to the public and private sector.
4. Expanded the contract for the county's Level B Hazardous Materials Response program.
5. Continued upgrading of the Siren Warning System by selective replacement of old sirens and established new sites.
6. Established cooperative working relationships with Federal and State agencies and developed sound interdepartmental relations with county departments and all governmental subdivisions of Winnebago County.
7. Provided program of Career Enhancement Training to Deputy Director/Planner and Program Assistant.
8. Upgraded Storm Sentry Weather Maps.

**2002 GOALS & OBJECTIVES:**

- 1. Continue to work with Sheriff's Department in upgrade of the communications equipment in the Mobile Command Center.**
- 2. Promote siren upgrade project.**
- 3. Identify Terrorism (WMD) countywide equipment needs and apply for Federal and State funding to cover that cost.**
- 4. Research and implement purchasing of NOAA Weather Radios in bulk and make them available to citizens countywide at county cost.**

# EMERGENCY MANAGEMENT

## 2002 BUDGET NARRATIVE HIGHLIGHTS

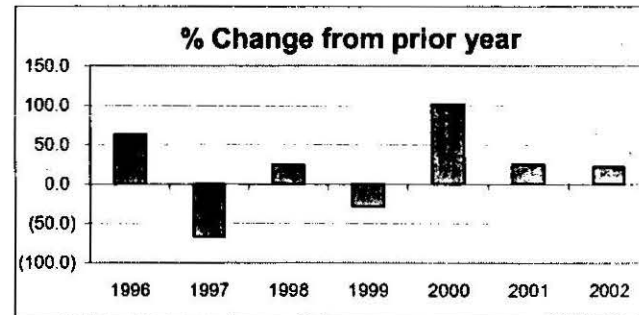
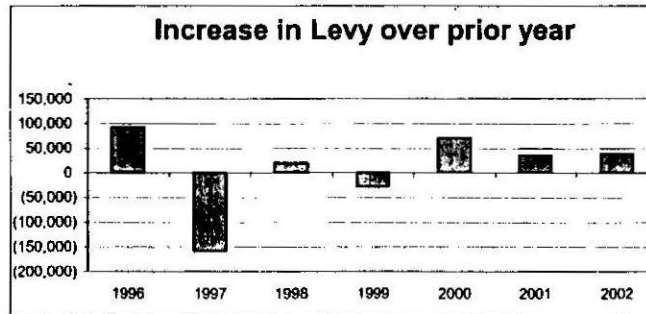
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	0	0	0	0	0	0	0	1	2	2
Part Time	1	1	2	2	2	2	2	1	1	1
Total	1	1	2	2	2	2	2	2	3	3

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST

**COUNTY LEVY:** The 2002 tax levy is \$215,056, an increase of 22.1% from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

Wisconsin Emergency Management Grant - Revenues to be received are anticipated at \$21,281 compared to \$8,000 in 2001.

**EXPENSES:**

Capital - 4 installed mechanical sirens are being installed increasing capital outlay to \$50,800.

Small Equipment: Approximately \$16,000 is being budget for a Wind Monitoring System increasing small equipment to \$19,575 in 2002.

# **Financial Summary** **Emergency Management**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	17,404	68,500	68,500	68,500	76,036
Labor	59,990	124,165	127,165	127,165	135,211
Travel	2,855	5,260	5,410	5,410	5,789
Capital	49,643	49,643	51,164	34,200	50,800
Other Expenditures	59,192	88,016	86,338	77,861	99,292
Total Expenditures	171,680	267,084	270,077	244,636	291,092
Levy Before Adjustments	154,276	198,584	201,577	176,136	215,056
Adjustments					
Net Levy After Adjustments	154,276	198,584	201,577	176,136	215,056



**Winnebago County  
Budget Detail - 2002  
Emergency Management**

100 - 160

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
EMA Grant	7,469	16,263	18,291	8,000	21,281	21,281	21,281	166.0%
EPCRA Grant	25,516	54,180	53,396	43,500	44,755	44,755	44,755	2.9%
WEM Grant	0	0	0	17,000	10,000	10,000	10,000	-41.2%
<b>Intergovernmental</b>	<b>32,985</b>	<b>70,443</b>	<b>71,687</b>	<b>68,500</b>	<b>76,036</b>	<b>76,036</b>	<b>76,036</b>	<b>11.0%</b>
Donations	6,991	0	0	0	0	0	0	NA
<b>Public Services</b>	<b>6,991</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Sale Of Prop & Equip	0	0	0	0	9,950	9,950	0	NA
<b>Miscellaneous Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,950</b>	<b>9,950</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>39,975</b>	<b>70,443</b>	<b>71,687</b>	<b>68,500</b>	<b>85,986</b>	<b>85,986</b>	<b>76,036</b>	<b>11.0%</b>
Regular Pay	28,699	45,056	62,048	91,309	99,335	99,335	99,335	8.8%
Other Per Diem	0	545	105	5,000	2,000	2,000	2,000	-60.0%
<b>Wages</b>	<b>28,699</b>	<b>45,601</b>	<b>62,153</b>	<b>96,309</b>	<b>101,335</b>	<b>101,335</b>	<b>101,335</b>	<b>5.2%</b>
Fringe Benefits	8,056	9,812	19,348	30,856	33,876	33,876	33,876	9.8%
<b>Fringes</b>	<b>8,056</b>	<b>9,812</b>	<b>19,348</b>	<b>30,856</b>	<b>33,876</b>	<b>33,876</b>	<b>33,876</b>	<b>9.8%</b>
<b>Total Labor Costs</b>	<b>36,755</b>	<b>55,412</b>	<b>81,501</b>	<b>127,165</b>	<b>135,211</b>	<b>135,211</b>	<b>135,211</b>	<b>6.3%</b>
Registration & Tuition	1,577	2,161	1,379	1,300	2,700	2,100	2,100	61.5%
Automobile Allowance	63	65	148	850	850	850	850	0.0%
Commercial Travel	0	0	0	600	600	600	600	0.0%
Meals	591	432	416	1,000	533	533	533	-46.7%
Lodging	495	304	156	1,560	1,861	1,597	1,597	2.4%
Other Travel Exp	3	88	0	100	109	109	109	9.0%
<b>Travel</b>	<b>2,730</b>	<b>3,049</b>	<b>2,100</b>	<b>5,410</b>	<b>6,653</b>	<b>5,789</b>	<b>5,789</b>	<b>7.0%</b>
Other Equipment	16,090	35,732	31,446	34,200	76,200	38,100	50,800	48.5%
<b>Capital</b>	<b>16,090</b>	<b>35,732</b>	<b>31,446</b>	<b>34,200</b>	<b>76,200</b>	<b>38,100</b>	<b>50,800</b>	<b>48.5%</b>
Office Expenses								
Office Supplies	429	1,752	1,414	800	1,100	1,300	1,300	62.5%
Stationery and Forms	0	210	0	100	100	100	100	0.0%
Printing Supplies	276	68	0	250	100	100	100	-60.0%
Print & Duplicate	671	745	0	200	800	800	800	300.0%
Postage and Box Rent	1,066	(0)	8	100	100	100	100	0.0%

**Winnebago County  
Budget Detail - 2002  
Emergency Management  
100 - 180**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Maps and Prints	0	0	44	0	60	60	60	NA
Computer Supplies	112	0	0	200	200	0	0	0.0%
Computer Software	0	0	304	1,000	1,000	1,000	1,000	0.0%
Advertising	200	0	(5)	125	0	0	0	0.0%
Membership Dues	20	40	0	50	50	50	50	0.0%
Publish Legal Notices	(100)	99	106	150	200	200	200	33.3%
Operating Expenses								
Telephone	8,145	10,435	6,434	9,300	8,000	7,000	7,000	-24.7%
Telephone Comm Lines	0	0	0	0	2,000	0	0	NA
Clothing & Uniforms	462	0	0	400	400	400	400	0.0%
Food	0	0	42	100	150	150	150	50.0%
Small Equipment	8,344	1,500	8,923	1,500	28,525	29,525	19,575	1205.0%
Other Operating Supplies	362	630	52	450	450	450	450	0.0%
Repairs & Maintenance								
Maintenance - Equipment	0	1,176	1,260	300	300	1,300	1,300	333.3%
Maintenance-Vehicles	0	442	808	700	700	700	700	0.0%
Repair & Maintenance Supplies	0	653	403	100	250	250	250	150.0%
Maintenance Supplies								
Electrical Fixtures	0	0	602	0	0	0	0	NA
Other Elect. Products	17	81	425	540	400	400	400	-25.9%
Motor Fuel	359	30	1,338	200	200	200	200	0.0%
Tires & Batteries	1,567	0	0	1,300	1,000	0	0	0.0%
Utilities								
Heat	0	5	4	0	0	0	0	NA
Power and Light	1,563	1,111	1,401	1,500	1,500	1,500	1,500	0.0%
Water and Sewer	0	0	111	108	108	108	108	0.0%
Contractual Services								
Vehicle Repairs	829	100	5	500	500	500	500	0.0%
Equipment Repairs	6,425	11,582	21,079	20,500	24,000	24,000	24,000	17.1%
Data Processing	0	0	445	3,800	3,600	1,000	1,000	-72.2%
Professional Service	57	0	3,304	7,000	10,000	10,000	10,000	42.9%
Other Contract Serv.	0	100	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	6,031	(0)	0	0	3,199	0	0	NA
Other Sundry & Fixed Charges								
State Special Charges	0	0	0	0	0	0	0	NA
Operating Grants	10,000	16,000	12,547	19,000	19,000	19,000	19,000	0.0%
Spec Service Awards	0	54	0	200	200	0	0	0.0%
Cost Allocations								
Building Space Cost	1,800	0	0	0	0	0	0	NA
Interfund Expenses								

**Winnebago County**  
**Budget Detail - 2002**  
**Emergency Management**  
100 - 160

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Office Supplies	0	7	0	0	0	0	0	NA
Printing Supplies	0	88	143	150	150	150	150	0.0%
Print & Duplicate	0	479	261	800	800	800	800	0.0%
Postage and Box Rent	0	692	731	1,000	1,000	1,000	1,000	0.0%
Small Equipment	0	0	70	0	0	0	0	NA
Maintenance Vehicles	0	941	0	600	600	600	600	0.0%
Motor Fuel	0	652	614	1,500	1,500	1,500	1,500	0.0%
Vehicle Repairs	0	277	0	0	300	300	300	NA
Equipment Repairs	0	264	464	200	1,500	1,500	1,500	650.0%
Prop. & Liab. Insurance	0	4,331	4,460	3,338	3,199	3,199	3,199	-4.2%
Building Space cost	0	300	0	0	0	0	0	NA
Other Operating Expenses	<u>48,636</u>	<u>54,844</u>	<u>67,797</u>	<u>77,861</u>	<u>117,241</u>	<u>109,242</u>	<u>99,292</u>	<u>27.5%</u>
<b>TOTAL EXPENSES</b>	<b><u>104,210</u></b>	<b><u>149,038</u></b>	<b><u>182,844</u></b>	<b><u>244,636</u></b>	<b><u>335,305</u></b>	<b><u>288,342</u></b>	<b><u>291,092</u></b>	<b><u>19.0%</u></b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b><u>64,235</u></b>	<b><u>78,594</u></b>	<b><u>111,157</u></b>	<b><u>176,136</u></b>	<b><u>249,319</u></b>	<b><u>202,356</u></b>	<b><u>215,056</u></b>	<b><u>22.1%</u></b>

# **EMERGENCY MANAGEMENT PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
EMERGENCY MANAGEMENT												
Emergency Mangement	0000	92,619	3,488	50,800	81,242	228,149		228,149	169,556	126,550	34.6	34.0
Revenues							31,281	(31,281)	(25,000)	(15,000)	25.1	66.7
EPCRA	0102	42,592	2,301	-	18,050	62,943		62,943	75,080	72,672	(16.2)	3.3
Revenues							44,755	(44,755)	(43,500)	(43,500)	2.9	0.0
Grand Totals		135,211	5,789	50,800	99,292	291,092	76,036	215,056	176,136	140,722	22.1	25.2

**WINNEBAGO COUNTY****CAPITAL OUTLAY - 2002**

<u>Department</u>	<u>Description</u>	<u>Quant</u>	<u>Special Equip (Note)</u>	<u>Other</u>	<u>Capital Outlay</u>
Emergency Management	Mechanical Sirens	4		38,800	38,800
	Installation	4		12,000	12,000
		<u>8</u>	<u>-</u>	<u>50,800</u>	<u>50,800</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>TRANSPORTATION</b>				
Airport	\$ 1,556,712	\$ 634,657	\$ (334,943)	\$ 587,112
Highway Department	9,666,674	8,717,531	(949,143)	-
County Road Maintenance	3,140,471	2,445,000	-	695,471
	<u>\$ 14,363,857</u>	<u>\$ 11,797,188</u>	<u>\$ (1,284,086)</u>	<u>\$ 1,282,583</u>

# AIRPORT

Department: 510-XXX Fund: Airport Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Duncan Henderson  
LOCATION: Winnebago County  
525 W. 20<sup>th</sup> Avenue  
Oshkosh, WI 54901-6871

TELEPHONE: 424-7777

## MISSION STATEMENT:

To provide modern facilities and support services for Aviation-related activities that will enhance sustainable economic development of the region.

## PROGRAM DESCRIPTION:

ADMINISTRATION Handle accounting and record keeping, conduct correspondence, maintain statistics, administer leases, negotiate and write contracts, collect and assemble operations statistics, update operations and security manuals, manage personnel, plan and direct airport development, promote and market airport services, supervise daily airport operations.

FIELD MAINTENANCE Operations include grass mowing, snow plowing, lighting system and pavement maintenance. Conduct FAA-required daily inspections and correct deficiencies.

MAINTENANCE SHOP Perform routine, preventative, and repair maintenance on the airport's fleet of grass mowers, snow plows and blowers, pick-up trucks, and other specialized equipment.

FIRE STATION Meet the standard three-minute emergency response from the airport-owned fire station, manned by City of Oshkosh fire fighters in a joint-use facility. Provide the minimum training required by the FAA.

TOWER Maintain a facility to provide air traffic control services and provide an area wide FAA equipment repair base.

TERMINAL BUILDING Provide a central airport facility to host airline, rent-a-car, and airport administration. Rent available space to concessionaires.

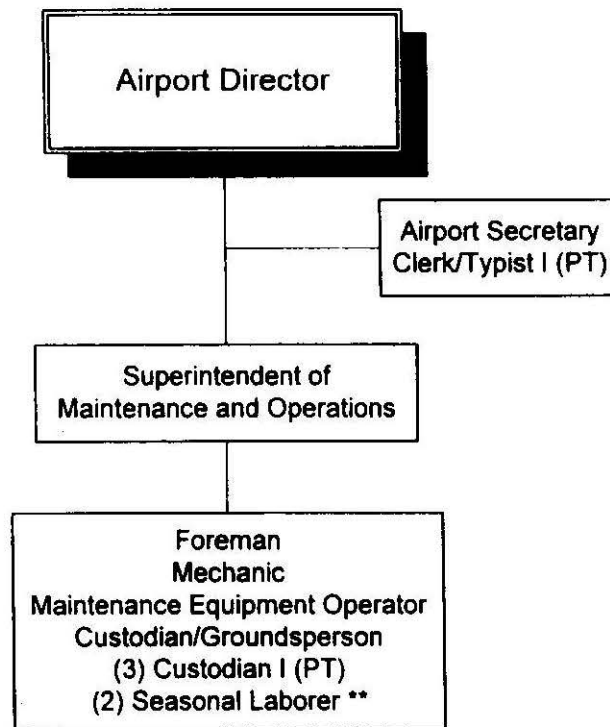
WEST TERMINAL BUILDING Continue full rental occupancy and maintain this facility as a long-term, revenue-producing asset.



**OTHER BUILDINGS** Fulfill contractual obligations by maintaining over a dozen county-owned buildings, many over 40 years old. These buildings include T-hangars, a flight school, and a full-service fixed base operation. Provide hangar facilities to meet all aspects of general aviation.

**UNCLASSIFIED EXPENSE** Track capital outlay, including Federal and State grant programs.

# AIRPORT



\*\* Unclassified position

# AIRPORT

Department: 510-XXX      Fund: Airport  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:      Duncan Henderson  
LOCATION:                Wittman Regional Airport  
                              525 W. 20<sup>th</sup> Avenue  
                              Oshkosh, WI 54902-6871

TELEPHONE: 424-7777

## 2001 ACCOMPLISHMENTS:

1. Secured Beechwood Plaza Hotels, SBA Towers, and Dumke/Eake development as tenants of Wittman Airport.
2. Rented two private aircraft hangar development sites.
3. Constructed four aircraft storage buildings.
4. Refined site selection for a new Air Traffic Control Tower to two possible sites.
5. Selected Air Traffic Control design consultant.
6. Completed land acquisition of 50 acres.

## 2002 GOALS & OBJECTIVES:

1. Obtain a reliable replacement Air Service provider.
2. Develop additional sources of Airport revenue.
3. Secure additional Airport service providers.
4. Develop Public Relations program.

5. **Maximize Airport revenue production through existing leases.**
6. **Rehabilitate Runway 18-36.**
7. **Maximize the use of Federal and State grants to further develop the Airport.**
8. **Maintain current high Standards for Airport Operational Safety and compliance with regulatory requirements.**

# AIRPORT

## 2002 BUDGET NARRATIVE HIGHLIGHTS

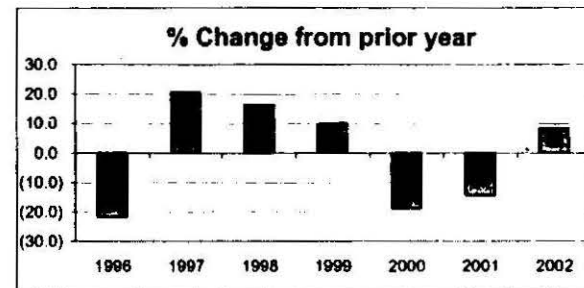
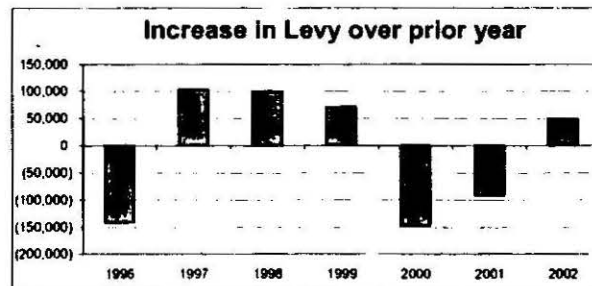
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	10	10	10	10	9	9	7	7	7	7
Part Time	3	3	3	3	4	4	4	4	4	4
Total	13	13	13	13	13	13	11	11	11	11

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$587,112, an increase of 8.4% from 2001.



### SIGNIFICANT CHANGES:

**REVENUE:**

Public Service Revenues - Decrease of 4.5% or \$28,000 overall. The largest increase is in Land Rental. A rental credit for the Hilton to reimburse for taxiway installed for Airport by the hotel is reflected in 2002.

**EXPENSE:**

Capital Outlay - More projects are planned for 2002 increasing capital by 21% or \$28,500.

Promotions - Decrease of \$20,000.

Heat - Increase of \$11,500 is projected due to the increase in fuel costs.

There are no other significant changes other than salaries.

**PROGRAM BUDGET CHANGES:**

Unclassified - More projects planned for 2002 increasing this budget which accounts for all capital outlay expenditures.

Maintenance Shop - New heaters are being installed to replace the floor heaters.

There are no significant changes in the other program budgets.

**Financial Summary**  
**Airport Fund**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	339,027	669,276	647,701	647,701	634,657
Labor	220,970	462,747	455,646	455,646	494,231
Travel	2,008	6,430	6,430	6,430	9,000
Capital	75,760	135,000	404,886	135,000	163,500
Other Expenditures	391,016	931,791	891,830	887,130	889,981
Total Expenditures	689,754	1,535,968	1,758,792	1,484,206	1,556,712
Levy Before Adjustments	350,727	866,692	1,111,091	836,505	922,055
Adjustments	(171,310)	(294,896)	(294,896)	(294,896)	(334,943)
Net Levy After Adjustments	179,417	571,796	816,195	541,609	587,112

**Winnebago County  
Budget Detail - 2002  
Airport Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Rental Revenues	15,824	19,540	21,856	2,500	8,000	8,000	8,000	220.0%
Airport Landing Fees	23,254	16,601	12,282	17,000	14,000	14,000	14,000	-17.6%
Fuel Flowage Fee	36,474	35,412	36,772	38,000	38,000	38,000	38,000	0.0%
Land Rental - Airport	146,461	164,226	179,145	245,374	198,742	198,742	198,742	-19.0%
Building Rental - Airport	264,644	317,444	355,126	319,827	335,915	335,915	335,915	5.0%
<b>Public Services</b>	<b>486,657</b>	<b>553,224</b>	<b>605,181</b>	<b>622,701</b>	<b>594,657</b>	<b>594,657</b>	<b>594,657</b>	<b>-4.5%</b>
Recording Fees	0	(14)	(16)	0	0	0	0	NA
<b>Interfund Revenues</b>	<b>0</b>	<b>(14)</b>	<b>(16)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Sale Of Prop & Equip	75	0	1,431	0	0	0	0	NA
Sale of Scrap	193	806	54	0	0	0	0	NA
Contributions	50,000	25,000	12,500	25,000	40,000	40,000	40,000	60.0%
Other Miscellaneous Revenues	2,973	10,305	4,704	0	0	0	0	NA
<b>Miscellaneous Revenues</b>	<b>53,241</b>	<b>36,111</b>	<b>18,688</b>	<b>25,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>60.0%</b>
Gain - Sale of Assets	(3,931)	(784)	0	0	0	0	0	NA
<b>Other Financing Sources</b>	<b>(3,931)</b>	<b>(784)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>535,967</b>	<b>588,537</b>	<b>623,853</b>	<b>647,701</b>	<b>634,657</b>	<b>634,657</b>	<b>634,657</b>	<b>-2.0%</b>
Regular Pay	348,684	302,154	315,877	321,195	343,372	343,372	343,372	6.9%
Overtime	8,235	9,708	6,058	12,776	8,651	8,651	8,651	-32.3%
Citizen Board Per Diem	0	0	308	0	0	0	0	NA
<b>Wages</b>	<b>356,918</b>	<b>311,862</b>	<b>322,242</b>	<b>333,971</b>	<b>352,023</b>	<b>352,023</b>	<b>352,023</b>	<b>5.4%</b>
Fringe Benefits	115,977	103,685	104,292	121,875	142,208	142,208	142,208	16.9%
Unemployment Comp	0	5,643	0	0	0	0	0	NA
Compensated Absences	0	(26,364)	25,611	0	0	0	0	NA
<b>Fringes</b>	<b>115,977</b>	<b>82,964</b>	<b>129,903</b>	<b>121,875</b>	<b>142,208</b>	<b>142,208</b>	<b>142,208</b>	<b>16.9%</b>
<b>Total Labor Costs</b>	<b>472,895</b>	<b>394,826</b>	<b>452,146</b>	<b>455,846</b>	<b>494,231</b>	<b>494,231</b>	<b>494,231</b>	<b>8.5%</b>
Registration & Tuition	4,275	1,435	689	1,550	2,225	2,225	2,225	43.5%
Commercial Travel	467	1,990	852	2,450	3,425	3,425	3,425	39.8%
Meals	0	342	281	480	600	600	600	25.0%
Lodging	330	1,186	1,297	1,500	2,100	2,100	2,100	40.0%
Other Travel Exp	0	150	187	450	650	650	650	44.4%
<b>Travel</b>	<b>5,072</b>	<b>5,103</b>	<b>3,286</b>	<b>6,430</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>40.0%</b>



**Winnebago County  
Budget Detail - 2002  
Airport Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Land	0	469,935	275,000	0	0	0	0	NA
Buildings	0	99,500	0	0	0	0	0	NA
Other Improvements	140,306	111,184	94,619	62,000	189,500	119,500	119,500	92.7%
Other Equipment	11,850	111,963	0	73,000	44,000	44,000	44,000	-39.7%
General Construction	283,307	25,227	40,038	0	0	0	0	NA
Capital	435,264	817,808	409,657	135,000	233,500	163,500	163,500	21.1%
Office Expenses								
Office Supplies	524	806	412	750	750	750	750	0.0%
Stationery and Forms	482	474	128	1,000	1,000	500	500	-50.0%
Printing Supplies	128	0	0	150	150	0	0	0.0%
Print & Duplicate	0	9	49	50	50	50	50	0.0%
Postage and Box Rent	504	482	503	850	850	850	850	0.0%
Computer Supplies	17	0	498	250	250	250	250	0.0%
Computer Software	0	604	610	1,200	1,200	1,200	1,200	0.0%
Advertising	40,270	1,371	187	400	400	400	400	0.0%
Subscriptions	851	1,586	435	1,200	1,200	1,200	1,200	0.0%
Membership Dues	486	232	738	500	500	500	500	0.0%
Photo Processing	0	0	175	0	0	0	0	NA
Promotions-Airport	0	42,477	17,438	100,000	100,000	80,000	80,000	-20.0%
Operating Expenses								
Telephone	8,662	10,912	15,348	14,360	15,000	15,000	15,000	4.5%
Food	12	0	0	0	0	0	0	NA
Small Equipment	3,837	10,254	5,745	800	10,425	10,425	10,425	1203.1%
Other Operating Supplies	6,029	(3,025)	3,858	8,250	9,650	5,650	5,650	-31.5%
Repairs & Maintenance								
Maintenance - Buildings	17,292	15,583	11,453	14,550	14,575	14,575	14,575	0.2%
Maintenance - Grounds	57,173	24,048	24,360	51,000	51,000	28,000	26,000	-49.0%
Maintenance - Equipment	2,297	2,465	2,748	4,450	4,600	3,000	3,000	-32.6%
Maintenance-Vehicles	32,886	30,263	26,413	33,500	33,500	33,500	33,500	0.0%
Other Maint. Supplies	763	(539)	829	0	0	0	0	NA
Maintenance Supplies								
Motor Fuel	27	12,704	8,360	12,000	12,000	12,000	12,000	0.0%
Utilities								
Heat	29,141	29,712	35,644	39,300	60,800	50,800	50,800	29.3%
Power and Light	57,212	63,763	66,349	74,050	77,500	77,500	77,500	4.7%
Water and Sewer	7,114	4,797	6,315	9,500	9,900	8,900	8,900	-6.3%
Refuse Collection	1,817	2,786	2,137	2,700	2,700	2,700	2,700	0.0%
Contractual Services								
Medical and Dental	3,347	139	529	800	600	600	600	25.0%

**Winnebago County  
Budget Detail - 2002  
Airport Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Pest Extermination	174	174	90	200	200	200	200	0.0%
Vehicle Repairs	12,777	15,365	10,464	15,500	17,500	16,500	16,500	6.5%
Equipment Repairs	18,003	21,195	26,379	15,200	15,500	15,500	15,500	2.0%
Grounds Maintenance	43,354	22,487	12,816	37,700	37,700	32,700	32,700	-13.3%
Building Repairs	22,902	40,729	37,512	39,850	46,000	42,000	42,000	5.4%
Professional Service	0	161	0	0	0	0	0	NA
Abstractor Services	0	85	0	0	0	0	0	NA
Architect & Engineer	5,537	6,493	4,358	47,500	47,500	37,500	37,500	-21.1%
Operating Licenses & Fees	25	0	0	0	0	0	0	NA
Rental Expenses								
Equipment Rental	276	702	746	650	1,450	1,000	1,000	17.6%
Insurance								
Prop & Liab Insurance	89,750	0	0	0	0	0	0	NA
Operating Licenses & Fees	290	100	118	225	225	225	225	0.0%
Depreciation & Amortization								
Depreciation Expense	1,048,774	1,081,443	1,195,892	1,176,728	1,198,799	1,196,799	1,196,799	1.7%
Depr-Contributed Assets	(760,409)	(787,165)	(883,676)	(881,832)	(881,856)	(881,856)	(881,856)	-2.3%
Other Sundry & Fixed Charges								
Bad Debts Expense	(7)	231	(207)	0	0	0	0	NA
Taxes & Assessments	400	400	400	0	500	500	500	NA
Other Miscellaneous	0	(0)	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	81	126	500	500	300	300	-40.0%
Print & Duplicate	0	5	40	100	100	100	100	0.0%
Equipment Repairs	0	444	564	584	708	708	708	21.2%
Grounds Maintenance	0	835	648	2,300	2,300	1,300	1,300	-43.5%
Prop. & Liab. Insurance	0	71,522	69,482	51,705	51,745	51,745	51,745	0.1%
Interest Expense								
Interest Expense	9,088	8,410	7,897	8,410	8,410	8,410	8,410	0.0%
Other Operating Expenses	761,805	735,599	714,705	887,130	973,881	889,981	889,981	0.3%
<b>TOTAL EXPENSES</b>	<b>1,675,036</b>	<b>1,953,336</b>	<b>1,579,794</b>	<b>1,484,206</b>	<b>1,710,812</b>	<b>1,556,712</b>	<b>1,556,712</b>	<b>4.9%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,139,069</b>	<b>1,364,799</b>	<b>955,941</b>	<b>836,505</b>	<b>1,075,955</b>	<b>922,055</b>	<b>922,055</b>	<b>10.2%</b>

# AIRPORT PROGRAM BUDGETS

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2000 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
AIRPORT							634,657	(634,657)	(647,701)	(557,929)	(2.0)	16.1
Administration	771	494,231	9,000	-	536,481	1,039,712	-	1,039,712	987,431	914,918	5.3	7.9
Field Maintenance	772	-	-	-	133,350	133,350	-	133,350	158,900	155,130	(16.1)	2.4
Maintenance Shop	773	-	-	-	30,400	30,400	-	30,400	17,150	23,000	77.3	(25.4)
Fire Station	774	-	-	-	24,525	24,525	-	24,525	23,700	22,175	3.5	6.9
Tower	775	-	-	-	12,060	12,060	-	12,060	11,510	11,510	4.8	0.0
Terminal Building	776	-	-	-	102,740	102,740	-	102,740	99,090	99,090	3.7	0.0
West Terminal Wing	777	-	-	-	16,925	16,925	-	16,925	13,925	13,425	21.5	3.7
Other Buildings	778	-	-	-	33,500	33,500	-	33,500	37,500	37,500	(10.7)	0.0
Unclassified	779	-	-	163,500	-	163,500	-	163,500	135,000	158,750	21.1	(13.9)
<b>Grand Totals</b>		<u>494,231</u>	<u>9,000</u>	<u>163,500</u>	<u>889,981</u>	<u>1,556,712</u>	<u>634,657</u>	922,055	836,505	875,569	10.2	(4.5)
<b>EAA Contribution (Note 1)</b>								0	0	25,000		
<b>Depreciation Expense</b>								(334,943)	(294,896)	(267,323)	13.6	10.3
<b>Adjusted tax levy</b>								<u>587,112</u>	<u>541,609</u>	<u>633,246</u>	8.4	(14.5)

Note 1: The EAA contribution can only be used for certain improvements and cannot be applied to the operating budget.

**WINNEBAGO COUNTY****CAPITAL OUTLAY - 2002**

<b>Department</b>	<b>Description</b>	<b>Quant</b>	<b>Special Equip (Note)</b>	<b>Other</b>	<b>Capital Outlay</b>
Airport	Pavement Repairs	1		50,000	50,000
	4 -Wheel Drive Utility Truck w/snow plow	1		44,000	44,000
	Airport Improvements - AIP	1		40,000	40,000
	Sand Pit Enclosures	1		12,500	12,500
	Install Make Up Air Unit - Maintenance	1		17,000	17,000
		<u>4</u>	<u>-</u>	<u>163,500</u>	<u>163,500</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# HIGHWAY DEPARTMENT

Department: 610-XXX Fund: Highway  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

John M. Haese  
Winnebago County  
901 W. County Rd Y  
Oshkosh, WI 54901

TELEPHONE: 232-1700

## MISSION STATEMENT:

To provide safe, modern, efficient system of transportation to the motoring public of Winnebago County, through cost effective maintenance, repair and construction of all County Truck Highways.

## PROGRAM DESCRIPTION:

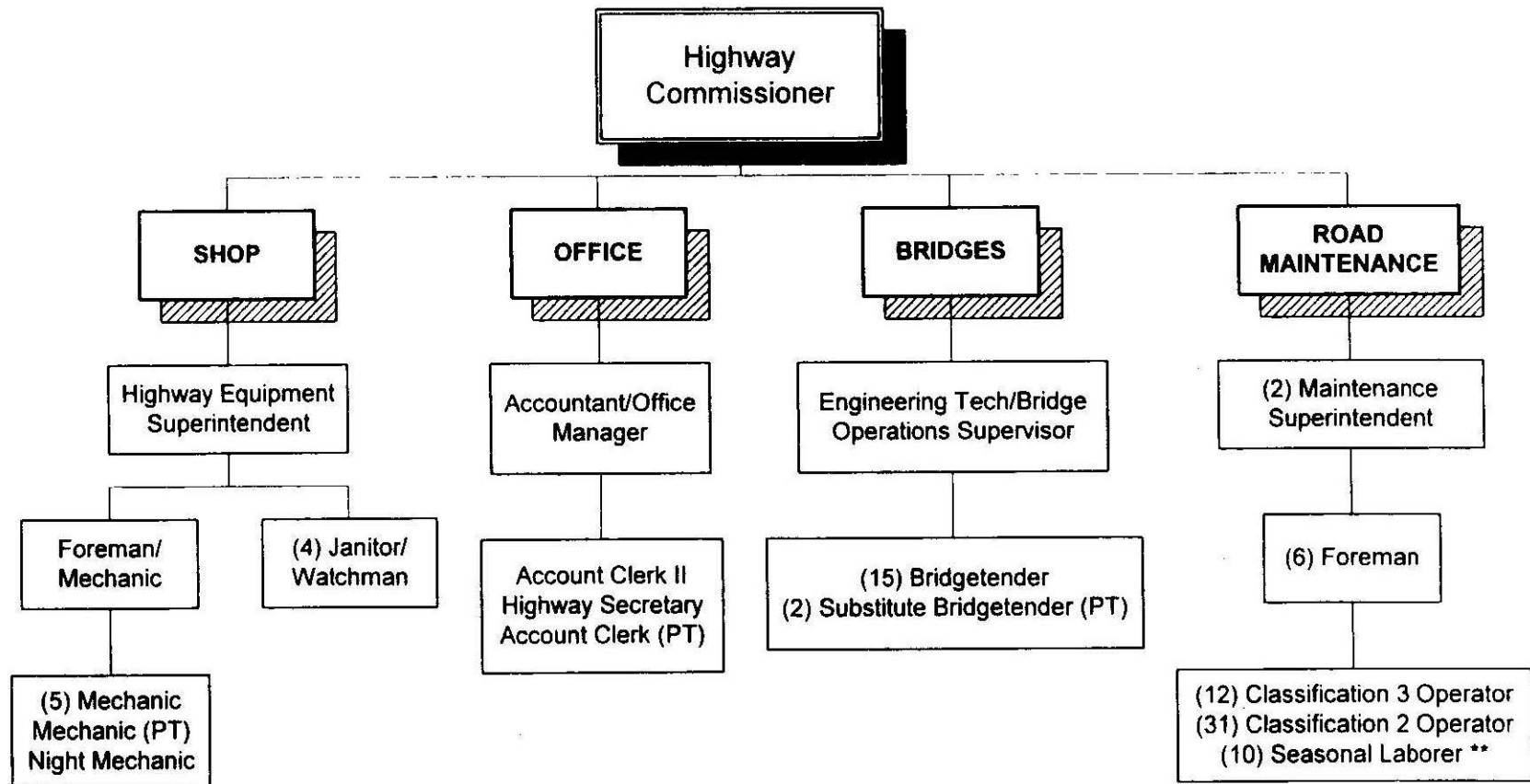
COUNTY ROAD MAINTENANCE Provides winter, routine and special road maintenance. Provide services including but not limited to snow plowing, salting/sanding, chip sealing, paving, drainage, mowing and various traffic control activities. Maintaining high standard road related services to insure safe, expedient travel along the County Trunk Highway System.

STATE ROAD MAINTENANCE Provides winter, routine, special road maintenance and assists with construction projects. Work with the Wisconsin Department of Transportation in maintaining the State Trunk Highway System. Activities include routine maintenance, winter maintenance, construction projects and emergency response to hazardous road conditions that may change rapidly at times.

LOCAL ROAD MAINTENANCE Provides winter, routine, special road maintenance and County Bridge Aid. Provides assistance in planning road improvements/maintenance. Provide routine and winter maintenance activities as required. Provide financial assistance for Bridge Aid projects.

COUNTY ROAD MAJOR IMPROVEMENTS Provides expertise in the development of needed reconstruction of County Roads utilizing maximum Federal and State funding.

# HIGHWAY



\*\* Unclassified Position

# HIGHWAY DEPARTMENT

Department: 610-XXX Fund: Highway  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

John M. Haese  
Winnebago County  
901 W. County Rd. Y  
Oshkosh, WI 54901

TELEPHONE: 232-1700

## 2001 ACCOMPLISHMENTS:

1. The CTH A reconstruction project from Harrison Street in the City of Oshkosh to CTH Y, which began in June of 2000, was completed in May of 2001.
2. The design for the future replacement of two bridges, one over Rush Creek on CTH E and the other over Pumpkinseed Creek on CTH D is continuing.
3. The design for the CTH Y project has been completed and all necessary right of way has been purchased. The project is on schedule to be let for bid in the fall of 2001 with construction scheduled for the summer of 2002.

## 2002 GOALS & OBJECTIVES:

The goal of the Winnebago County Highway Commission is to provide the traveling public with a safe, efficient, cost effective, quality system of highways that meets the transportation needs of Winnebago County now and in the future.

1. To continue to upgrade the Winnebago County Highway System with the most current technology available.
2. To begin construction of the CTH D and CTH E Bridge structures.
3. To continue design and purchase of all necessary right of way for the CTH A reconstruction project from CTH Y to Indian Point Road (2005).
4. To begin construction on the CTH Y project from USH 45 to CTH A. Begin design work on CTH E from USH 41 to Oakwood Road.
5. To complete design work and begin purchasing right of way for the CTH JJ reconstruction project (2003).

# HIGHWAY

## 2002 BUDGET NARRATIVE HIGHLIGHTS

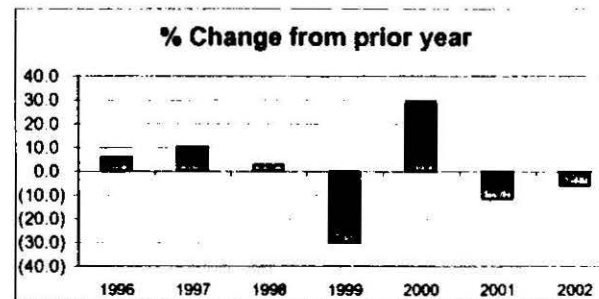
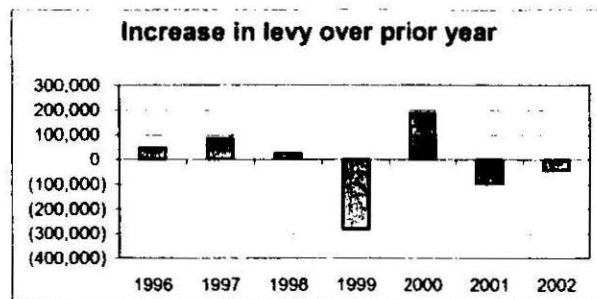
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	92	92	92	92	92	89	89	90	83	83
Part Time	0	0	0	0	0	2	3	3	4	4
Total	92	92	92	92	92	91	92	93	87	87

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST

**COUNTY LEVY:** The Highway Department operates as a proprietary type activity and as such does not have a direct tax levy. The department provides county road maintenance, which is charged back to the general fund. The department also does work for the State and other municipalities within Winnebago County and bills those units of government for services provided. The 2002 tax levy in the general fund for County Road Maintenance is \$695,471, a decrease of 6.0% from 2001.





**SIGNIFICANT CHANGES:**

**HIGHWAY DEPARTMENT:**

**REVENUES:**

Interest-Investments - This was not budgeted in prior years in the Highway Fund.

Highway Maintenance-State - Increase of \$154,365. The Wisconsin Department of Transportation requests road maintenance work. It is estimated that the increase on equipment costs is 6%.

Highway Services -The \$171,790 increase is offset by the expenses for fuel sold to other County Departments. \$100,000 of additional County road paving costs is also included.

**EXPENSES:**

Fringe Benefits - Increase of \$253,837. Fringe rate calculated at 41% rather than the 38% from 2001. This more closely reflects actual costs.

Motor Fuel: \$171,790 increase. A change in method of recording charges to other County Departments. This is an offset revenue account.

Machine Parts and Equipment - A 12% overall increase in parts is budgeted.

There are no other significant changes in the Highway Department.

**COUNTY ROAD MAINTENANCE (General Fund):**

Revenues - Transportation aids are budgeted at \$2,270,000 or 3.2% over 2001.

There are no other significant changes in the County Road Maintenance.

# **Financial Summary** **Highway Fund**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	3,273,180	8,171,685	7,906,338	7,906,338	8,717,531
Labor	1,890,836	4,020,763	4,020,763	4,020,763	4,539,694
Travel	8,031	12,601	11,000	11,000	13,350
Capital	342,031	845,020	864,080	845,020	994,000
Other Expenditures	1,193,512	3,983,387	3,939,637	3,938,489	4,119,630
Total Expenditures	3,434,410	8,861,771	8,835,480	8,815,272	9,666,674
Levy Before Adjustments	161,230	690,086	929,142	908,934	949,143
Adjustments	(161,230)	(690,086)	(929,142)	(908,934)	(949,143)
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County  
Budget Detail - 2002  
Highway Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Permit Fees	14,559	31,511	19,325	15,000	18,000	18,000	18,000	20.0%
Access Control Permits	2,825	3,550	7,550	2,000	0	0	0	0.0%
<b>Licenses &amp; Permits</b>	<b>17,384</b>	<b>35,061</b>	<b>26,875</b>	<b>17,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>5.9%</b>
Highway Services	4,491	1,710	5,971	9,750	10,400	10,400	10,400	6.7%
Forms, Copies, Etc.	31	49	14	0	30	30	30	NA
Concession Revenue	84	0	0	0	0	0	0	NA
<b>Public Services</b>	<b>4,606</b>	<b>1,759</b>	<b>5,985</b>	<b>9,750</b>	<b>10,430</b>	<b>10,430</b>	<b>10,430</b>	<b>7.0%</b>
Hwy Maint-State	2,179,011	1,914,899	2,291,784	2,328,395	2,482,760	2,482,760	2,482,760	6.6%
Hwy Maint-Municipal	1,544,903	1,553,712	1,868,486	1,969,220	2,022,025	2,022,025	2,022,025	2.7%
Hwy Non-Road Related Revenues	262,684	200,892	220,061	188,828	232,908	232,908	232,908	23.3%
Hwy-Health Agency Revenues	1,002	1,774	5,138	9,145	9,510	9,510	9,510	4.0%
Hwy-Culture, Rec & Ed Revenues	1,355	2,225	971	500	625	625	625	25.0%
Hwy-Conservation & Dev Revenue	3,228	157	657	300	420	420	420	40.0%
<b>Intergovernmental Services</b>	<b>3,992,182</b>	<b>3,673,660</b>	<b>4,387,098</b>	<b>4,496,388</b>	<b>4,748,248</b>	<b>4,748,248</b>	<b>4,748,248</b>	<b>5.6%</b>
Highway Services	3,334,382	0	0	0	0	0	0	NA
Hwy Maint. - Municipal	0	0	12,669	0	21,250	21,250	21,250	NA
Highway Services	0	3,636,649	3,248,911	3,383,200	3,801,103	3,801,103	3,801,103	12.4%
<b>Interfund Revenues</b>	<b>3,334,382</b>	<b>3,636,649</b>	<b>3,261,580</b>	<b>3,383,200</b>	<b>3,822,353</b>	<b>3,822,353</b>	<b>3,822,353</b>	<b>13.0%</b>
Interest-Investments	0	0	137,747	0	100,000	100,000	100,000	NA
<b>Interest on Investments</b>	<b>0</b>	<b>0</b>	<b>137,747</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>NA</b>
Sale Of Prop & Equip	0	55,483	0	0	0	0	0	NA
Material Sales	0	2,275	0	0	0	0	0	NA
Sale of Scrap	1,466	3,804	2,243	0	1,000	1,000	1,000	NA
Other Miscellaneous Revenues	14,088	16,520	17,648	0	17,500	17,500	17,500	NA
<b>Miscellaneous Revenues</b>	<b>15,555</b>	<b>78,062</b>	<b>19,891</b>	<b>0</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>7,364,109</b>	<b>7,425,190</b>	<b>7,839,176</b>	<b>7,906,338</b>	<b>8,717,531</b>	<b>8,717,531</b>	<b>8,717,531</b>	<b>10.3%</b>
Regular Pay	2,562,211	2,633,693	2,551,227	2,769,500	2,908,800	2,908,800	2,908,800	5.0%
Overtime	181,977	168,665	228,318	216,600	229,200	229,200	229,200	4.8%
<b>Wages</b>	<b>2,744,188</b>	<b>2,802,558</b>	<b>2,779,545</b>	<b>2,986,100</b>	<b>3,138,000</b>	<b>3,138,000</b>	<b>3,138,000</b>	<b>5.0%</b>
Fringe Benefits	930,095	1,039,025	1,107,738	1,032,663	1,401,694	1,401,694	1,401,694	35.7%
Unemployment Comp	0	31,743	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Highway Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>Fringes</b>	<b>930,095</b>	<b>1,070,768</b>	<b>1,107,738</b>	<b>1,032,863</b>	<b>1,401,694</b>	<b>1,401,694</b>	<b>1,401,694</b>	<b>35.7%</b>
<b>Total Labor Costs</b>	<b>3,674,282</b>	<b>3,873,326</b>	<b>3,887,283</b>	<b>4,020,763</b>	<b>4,539,694</b>	<b>4,539,694</b>	<b>4,539,694</b>	<b>12.9%</b>
Registration & Tuition	3,802	2,895	910	4,800	4,900	4,900	4,900	2.1%
Automobile Allowance	491	379	267	675	675	675	675	0.0%
Meals	385	1,335	598	1,725	1,825	1,825	1,825	5.8%
Lodging	1,063	3,065	1,494	3,700	5,750	5,750	5,750	55.4%
Other Travel Exp	0	8	48	100	200	200	200	100.0%
<b>Travel</b>	<b>5,740</b>	<b>7,683</b>	<b>3,317</b>	<b>11,000</b>	<b>13,350</b>	<b>13,350</b>	<b>13,350</b>	<b>21.4%</b>
Other Equipment	1,053,245	1,037,205	792,362	785,020	974,000	974,000	974,000	24.1%
Architect and Design	0	0	0	80,000	20,000	20,000	20,000	-66.7%
<b>Capital</b>	<b>1,053,245</b>	<b>1,037,205</b>	<b>792,362</b>	<b>845,020</b>	<b>994,000</b>	<b>994,000</b>	<b>994,000</b>	<b>17.6%</b>
<b>Office Expenses</b>								
Office Supplies	3,412	3,380	2,483	4,300	4,400	3,400	3,400	-20.9%
Stationery and Forms	139	0	0	100	0	0	0	0.0%
Printing Supplies	355	(0)	0	500	100	100	100	-80.0%
Print & Duplicate	2,813	1,375	720	2,350	2,400	1,400	1,400	-40.4%
Postage and Box Rent	1,641	283	280	350	350	350	350	0.0%
Computer Supplies	986	598	1,723	4,950	5,150	2,150	2,150	-56.6%
Computer Software	0	196	0	0	0	0	0	NA
Advertising	417	300	1,075	850	850	850	850	0.0%
Subscriptions	554	559	663	650	750	750	750	15.4%
Membership Dues	0	100	0	250	250	250	250	0.0%
<b>Operating Expenses</b>								
Telephone	16,279	17,378	17,252	20,150	20,425	18,425	18,425	-8.6%
Agricultural Supplies	5,168	4,964	7,226	5,650	4,800	4,800	4,800	-15.0%
Household Supplies	2,315	777	1,319	3,500	3,500	2,500	2,500	-28.6%
Clothing & Uniforms	0	175	0	500	0	0	0	0.0%
Food	135	435	386	150	400	400	400	166.7%
Small Equipment	8,025	10,681	8,186	15,400	20,850	20,850	20,850	35.4%
Shop Supplies	44,728	49,274	47,068	52,000	53,500	50,000	50,000	-3.8%
Medical Supplies	1,132	1,795	639	1,000	1,000	1,000	1,000	0.0%
Other Operating Supplies	179	0	0	0	0	0	0	NA
Safety Supplies	0	0	4,888	5,000	5,150	5,150	5,150	3.0%
<b>Repairs &amp; Maintenance</b>								
Road Maintenance Materials	0	0	0	0	1,941,650	1,941,650	1,941,650	NA
Repair & Maintenance Supplies	0	0	32	0	1,500	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Highway Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Painting Supplies	17,315	26,537	295	3,100	1,000	1,000	1,000	-67.7%
Consumable Tools	8,206	8,218	5,710	5,300	7,000	7,000	7,000	32.1%
Sign Parts & Supplies	65,367	52,308	38,627	67,400	0	0	0	0.0%
Traffic Signal Supplies	0	0	0	3,000	0	0	0	0.0%
Construction Supplies								
Crushed Stone	160,259	187,409	220,782	253,000	0	0	0	0.0%
Sand and Gravel	157	0	0	0	0	0	0	NA
Sodium Chloride	65,635	103,262	151,309	97,200	94,800	94,800	94,800	-2.5%
Calcium Chloride	2,574	1,445	11,213	7,100	0	0	0	0.0%
Asphalt	825,488	878,625	765,334	1,035,700	0	0	0	0.0%
Road Oil	195,924	195,062	275,822	268,000	0	0	0	0.0%
Other Roadway Supplies	49,124	55,432	171,829	72,400	0	0	0	0.0%
Concrete and Clay Products	15	0	0	0	0	0	0	NA
Ready Mix Concrete	2,667	10,071	1,443	22,600	0	0	0	0.0%
Cement Supplies	7	39	0	1,500	0	0	0	0.0%
Other Concrete Products	22	594	337	2,600	0	0	0	0.0%
Steel and Iron	1,994	15	0	3,500	0	0	0	0.0%
Guard Rails & Posts	21,920	18,586	13,707	25,000	0	0	0	0.0%
Small Hardware	1,436	3,654	6,939	7,200	6,100	6,100	6,100	-15.3%
Metal Culverts	60,261	61,468	22,710	62,000	0	0	0	0.0%
Lumber and Plywood	299	(114)	0	3,200	2,000	0	0	0.0%
Plastic Pipe	0	76	0	0	0	0	0	NA
Maintenance Supplies								
Electrical Products	0	0	178	500	500	0	0	0.0%
Electrical Fixtures	183	848	715	2,000	2,100	0	0	0.0%
Other Building Materials	5,669	10,439	6,688	8,000	9,058	11,658	11,658	29.5%
Motor Fuel	135,467	226,342	344,953	193,160	364,950	364,950	364,950	88.9%
Lubricants	16,764	13,604	16,431	39,100	41,900	31,900	31,900	-18.4%
Machine & Equip Parts	194,256	209,719	229,095	192,800	215,850	215,850	215,850	12.0%
Tires & Batteries	41,889	34,957	32,369	50,100	52,200	42,200	42,200	-15.8%
Utilities								
Heat	22,802	19,256	29,922	50,700	52,900	47,900	47,900	-5.5%
Power and Light	45,487	49,519	58,107	70,000	76,825	71,825	71,825	2.6%
Water and Sewer	3,441	3,436	7,288	5,100	7,710	7,710	7,710	51.2%
Refuse Collection	16,278	6,835	2,754	8,500	7,500	7,500	7,500	-11.8%
Contractual Services								
Medical and Dental	(2,074)	3,018	3,261	2,000	2,100	2,100	2,100	5.0%
Pest Extermination	577	528	789	700	825	825	825	17.9%
Snow Removal	1,368	4,046	3,260	4,000	4,200	4,200	4,200	5.0%
Other Repair & Maint -Streets	112,648	157,111	39,700	65,500	67,400	67,400	67,400	2.9%
Equipment Repairs	177,808	79,763	76,400	102,600	107,525	107,525	107,525	4.8%

**Winnebago County**  
**Budget Detail - 2002**  
**Highway Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grounds Maintenance	9,092	1,264	6,944	2,000	2,025	2,025	2,025	1.3%
Building Repairs	31,779	60,540	21,153	84,000	86,650	86,650	86,650	3.2%
Data Processing	675	448	0	0	0	0	0	NA
Professional Service	0	1,079	601	2,200	2,250	1,250	1,250	-43.2%
Architect & Engineer	218	853	0	0	0	0	0	NA
Rental Expenses								
Equipment Rental	20,035	26,398	17,387	17,400	20,500	20,500	20,500	17.8%
Insurance								
Prop & Liab Insurance	93,412	(1)	15	0	0	0	0	NA
Vehicles & Equip. Insurance	46,041	0	0	0	0	0	0	NA
Operating Licenses & Fees	807	916	663	1,150	1,150	1,150	1,150	0.0%
Depreciation & Amortization								
Depreciation Expense	792,478	859,277	736,438	910,100	806,280	806,280	806,280	-11.4%
Depr-Contributed Assets	(14,480)	(14,401)	(16,071)	(14,400)	(16,456)	(16,456)	(16,456)	14.3%
Other Sundry & Fixed Charges								
Bad Debts Expense	644	877	0	500	500	500	500	0.0%
Cost Allocations								
Machinery Rental	0	(35)	0	0	0	0	0	NA
Shop Services	0	(47)	0	0	0	0	0	NA
Interfund Expenses								
Office Supplies	0	11	0	0	0	0	0	NA
Printing Supplies	0	589	750	850	900	900	900	5.9%
Print & Duplicate	0	1,221	1,120	750	1,050	1,050	1,050	40.0%
Postage and Box Rent	0	1,600	1,941	2,000	2,100	2,100	2,100	5.0%
Small Equipment	0	85	50	0	0	0	0	NA
Refuse Collection	0	9,558	14,982	15,500	20,500	18,500	18,500	19.4%
Medical and Dental	0	2,619	1,152	2,200	2,300	2,300	2,300	4.5%
Repair & Maint. - Streets	0	0	719	0	0	0	0	NA
Equipment Repairs	0	1,788	2,537	3,700	4,050	4,050	4,050	9.5%
Data Processing	0	224	561	600	600	600	600	0.0%
Prop & Liab. Insurance	0	59,468	62,593	41,094	101,963	101,963	101,963	148.1%
Vehicle & Equip. Insurance	0	46,883	55,897	72,735	0	0	0	0.0%
Other Uses of Funds								
Close to Assets & Lia	73,616	(307,392)	(49,187)	(57,100)	(60,200)	(60,200)	(60,200)	5.4%
Other Operating Expenses	3,393,832	3,268,194	3,492,134	3,938,489	4,167,630	4,119,630	4,119,630	4.8%
<b>TOTAL EXPENSES</b>	<b>8,127,100</b>	<b>8,186,407</b>	<b>8,175,096</b>	<b>8,815,272</b>	<b>9,714,674</b>	<b>9,666,674</b>	<b>9,666,674</b>	<b>9.7%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>762,991</b>	<b>761,218</b>	<b>335,920</b>	<b>908,934</b>	<b>997,143</b>	<b>949,143</b>	<b>949,143</b>	<b>4.4%</b>

# **HIGHWAY PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
HIGHWAY:							117,500	(117,500)	-	-	NA	NA
Highway Supervision	402	108,400	800	-	87,800	197,000	197,000	-	-	-	NA	NA
Highway Radio	403	200	-	-	10,675	10,875	5,400	5,475	5,000	4,900	9.5	2.0
Highway Insurance	404	-	-	-	24,448	24,448	21,000	3,448	19,048	40,838	(81.9)	(53.4)
Highway Administration	411	163,000	2,900	-	159,700	325,800	348,235	(22,635)	(13,200)	(47,697)	71.5	(72.3)
Equipment Operations	412	236,200	-	-	(270,414)	(34,214)	-	(34,214)	(1,715)	(259,801)	1895.0	(99.3)
Shop Operations	413	166,200	1,300	-	(166,100)	1,400	1,000	400	-	-	NA	NA
Salt Sheds	414	3,100	-	-	(3,100)	-	-	-	-	-	NA	NA
Equipment Acquisitions	415	11,500	-	974,000	(11,500)	974,000	-	974,000	785,020	864,500	24.1	(9.2)
Employee Benefits	416	1,787,454	-	-	(1,652,000)	135,454	-	135,454	54,783	-	NA	NA
Buildings & Grounds	417	4,600	-	20,000	(4,600)	20,000	-	20,000	60,000	-	NA	NA
Fuel Handling	418	3,400	-	-	(3,400)	-	-	-	-	-	NA	NA
Field Small Tools	419	2,500	-	-	(2,500)	-	-	-	-	-	NA	NA
COUNTY:												
Snow & Ice	421	166,400	-	-	383,160	549,560	549,685	(125)	-	350	NA	(100.0)
Routine Maintenance	422	639,800	6,900	-	1,785,779	2,432,479	2,444,779	(12,300)	-	-	NA	NA
On System Bridge	424	10,800	950	-	87,725	99,475	101,475	(2,000)	-	-	NA	NA
Related Facilities County	484	68,100	-	-	372,664	440,764	440,764	-	-	-	NA	NA
STATE:												
Snow & Ice	431	186,600	200	-	443,900	630,700	630,700	-	-	-	NA	NA
Routine Maintenance	432	324,500	300	-	737,000	1,061,800	1,061,800	-	-	-	NA	NA
Special Maintenance	433	37,000	-	-	139,200	176,200	176,200	-	-	-	NA	NA
On System Bridge	434	292,340	-	-	209,260	501,600	497,260	4,340	-	48,000	NA	(100.0)
Construction	438	11,400	-	-	26,600	38,000	38,000	-	-	-	NA	NA
Other - State	439	-	-	-	96,508	96,508	101,708	(5,200)	-	-	N/A	N/A
Related Facilities	482	2,800	-	-	7,350	10,150	10,150	-	-	-	NA	N/A
LOCAL MUNICIPALITIES:												
Snow & Ice	441	65,700	-	-	250,500	316,200	316,200	-	-	-	NA	NA
Routine Maintenance	442	237,800	-	-	1,368,375	1,606,175	1,606,175	-	-	-	NA	NA
Road Construction	446	6,700	-	-	35,800	42,500	42,500	-	-	-	NA	NA
Non-Governmental	470	3,200	-	-	6,800	10,000	10,000	-	-	-	NA	NA
Related Facilities	483	-	-	-	-	-	-	-	-	-	NA	N/A
<b>Grand Totals</b>		<u>4,539,694</u>	<u>13,350</u>	<u>994,000</u>	<u>4,119,630</u>	<u>9,666,674</u>	<u>8,717,531</u>	<u>949,143</u>	<u>908,934</u>	<u>651,090</u>	<u>4.4</u>	<u>39.6</u>
Depreciation Expense								<u>789,824</u>	<u>794,151</u>	<u>876,000</u>	<u>(0.5)</u>	<u>(9.3)</u>
(Income)/Loss on cash flow basis								<u>159,319</u>	<u>114,783</u>	<u>(224,910)</u>		
								Loss	Loss	Income		

Notice in the "Annual Percent Increases" column that they almost all show 100% decreases. That is because we started to allocate the income to each cost center. All costs of the department are charged out as part of the fees for services to recover costs. Because this is a proprietary activity, the fund must earn revenues to offset all expenses if it is to remain off the tax levy.

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Highway	Tri-Axle Truck	2		164,000	164,000
	Winter Equipment for Above	2		123,000	123,000
	Tandem Truck	1		73,500	73,500
	Winter Equipment for Above	1		61,500	61,500
	Single Axle Truck	2		93,000	93,000
	Winter Equipment for Above	2		123,000	123,000
	Superintendent Vehicles	2		60,000	60,000
	Sign Truck	1		44,000	44,000
	Chip Spreader	1		190,000	190,000
	Snow Plows	3		18,000	18,000
	Arrow Board	1		4,000	4,000
	Miscellaneous	1		20,000	20,000
	Satellite Shop			20,000	20,000
		<u>19</u>	<u>-</u>	<u>994,000</u>	<u>994,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



**Financial Summary**  
**County Road Maintenance**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	1,079,944	2,143,300	2,233,000	2,233,000	2,445,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,270,582	2,981,122	2,972,960	2,972,960	3,140,471
Total Expenditures	1,270,582	2,981,122	2,972,960	2,972,960	3,140,471
Levy Before Adjustments	190,638	837,822	739,960	739,960	695,471
Adjustments					
Net Levy After Adjustments	190,638	837,822	739,960	739,960	695,471

**Winnebago County  
Budget Detail - 2002  
County Road Maintenance**

100 - 272

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Transportation Aids	1,595,698	1,835,053	2,117,476	2,200,000	2,270,000	2,270,000	2,270,000	3.2%
Other State Highway Grants	6,995	0	0	0	141,000	141,000	141,000	NA
Intergovernmental	<u>1,602,693</u>	<u>1,835,053</u>	<u>2,117,476</u>	<u>2,200,000</u>	<u>2,411,000</u>	<u>2,411,000</u>	<u>2,411,000</u>	<u>9.6%</u>
Material Sales	0	19,878	44,659	30,000	30,900	30,900	30,900	3.0%
Interfund Revenues	<u>0</u>	<u>19,878</u>	<u>44,659</u>	<u>30,000</u>	<u>30,900</u>	<u>30,900</u>	<u>30,900</u>	<u>3.0%</u>
Material Sales	26,687	16,314	0	0	0	0	0	NA
Insurance Recoveries	1,982	6,427	5,316	3,000	3,100	3,100	3,100	3.3%
Miscellaneous Revenues	<u>28,669</u>	<u>22,741</u>	<u>5,316</u>	<u>3,000</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>	<u>3.3%</u>
<b>TOTAL REVENUES</b>	<u>1,631,363</u>	<u>1,877,672</u>	<u>2,167,451</u>	<u>2,233,000</u>	<u>2,445,000</u>	<u>2,445,000</u>	<u>2,445,000</u>	<u>9.5%</u>
Other Equipment	6,182	0	0	0	0	0	0	NA
Engineer & Consult.	99,462	66,197	0	0	0	0	0	NA
General Construction	3,015	7,128	(641)	0	0	0	0	NA
Capital	<u>108,658</u>	<u>73,324</u>	<u>(641)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>NA</u>
Other Sundry & Fixed Charges								
Operating Grants	31,529	25,064	29,477	49,800	34,000	34,000	34,000	-31.7%
Interfund Expenses								
Snow Removal	412,669	439,894	647,908	515,000	531,000	531,000	531,000	3.1%
Repair & Maint. - Streets	1,950,475	2,219,044	2,211,813	2,408,160	2,866,900	2,566,900	2,566,900	6.6%
Prop. & Liab. Insurance	0	0	0	0	8,571	8,571	8,571	NA
Other Operating Expenses	<u>2,394,673</u>	<u>2,684,001</u>	<u>2,889,198</u>	<u>2,972,960</u>	<u>3,240,471</u>	<u>3,140,471</u>	<u>3,140,471</u>	<u>5.6%</u>
<b>TOTAL EXPENSES</b>	<u>2,503,331</u>	<u>2,757,326</u>	<u>2,898,557</u>	<u>2,972,960</u>	<u>3,240,471</u>	<u>3,140,471</u>	<u>3,140,471</u>	<u>5.6%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>871,968</u>	<u>879,854</u>	<u>721,108</u>	<u>739,960</u>	<u>795,471</u>	<u>695,471</u>	<u>695,471</u>	<u>-6.0%</u>



## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>HEALTH &amp; HUMAN SERVICES</b>				
Public Health Department	\$ 1,736,199	\$ 1,046,380	\$ (30,000)	\$ 659,819
Child Support	912,380	974,291	-	(61,911)
Veterans	260,108	13,500	-	246,608
Human Services	49,941,401	35,411,187	-	14,530,214
Park View Health Center	17,636,652	14,522,304	(499,753)	2,614,595
	<u>\$ 70,486,740</u>	<u>\$ 51,967,662</u>	<u>\$ (529,753)</u>	<u>\$ 17,989,325</u>

# **PUBLIC HEALTH**

**Department: 100-167 to 171    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Susan Huelsbeck  
**LOCATION:** Winnebago County  
725 Butler Avenue  
Oshkosh, WI 54985

**TELEPHONE: 232-3000**

## **MISSION STATEMENT:**

To provide comprehensive, efficient, and effective public health to the residents of Winnebago County.

The Health Department will provide services based on individual, community, and environmental health needs which reflect the core functions of direct service, public health policy and assurance. The Health Department will coordinate its service provision with other community and governmental agencies.

## **PROGRAM DESCRIPTION:**

**GENERAL PUBLIC HEALTH** Services are provided to clients of all age groups including surveillance, investigations, control and prevention of communicable disease, other disease prevention, health promotion, human health hazard control, and immunizations.

**MATERNAL CHILD HEALTH** Provides home visits to families, well child assessments, and parent education.

**ADULT HEALTH** Provides assessment, health care monitoring and medication supervision, follow-up and referral for adults in the community and within county employee programs.

**ENVIRONMENTAL SERVICES** Services are offered to clients with an emphasis on minimizing health risks from food and water consumption, sewage, housing, occupational and other human health hazards through education and enforcement.

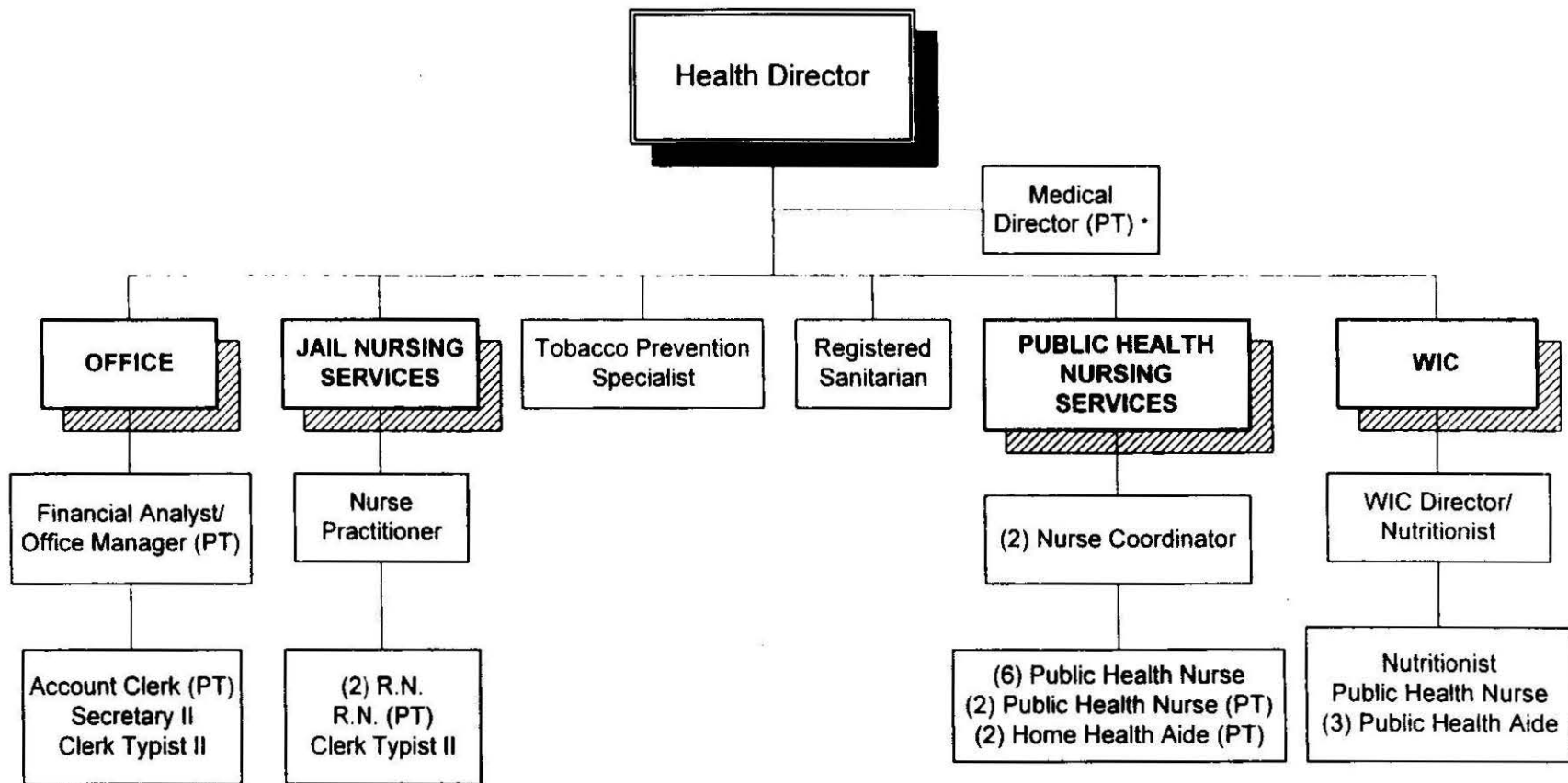
**MEDICAL ASSISTANCE** Reimbursable programs including Personal Care and Prenatal Care Coordination. Personal Care provides care to clients who need assistance to enable them to stay in their homes. Prenatal Care Coordination provides case management services for high risk pregnant women.

**HOUSING AUTHORITY** Nursing services provided to Housing Authority clients via a contractual agreement between the two agencies.

**JAIL NURSING** Provides mandated health services to the jail population in accordance with the "Standards for Health Services in Jails" to meet accreditation requirements of the National Commission on Correctional Health Care. Funded via a contractual agreement between the two county departments.

**WOMEN, INFANTS, AND CHILDREN (WIC)** A food supplement and nutrition education program offered to eligible pregnant women, breast-feeding women, women who have had a baby in the last six months, infants and children up to age five.

# PUBLIC HEALTH



\* Contracted Services

# **PUBLIC HEALTH**

**Department: 100-167 to 171    Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Susan Huelsbeck  
**LOCATION:** Winnebago County  
725 Butler Avenue  
Winnebago, WI 54985

**TELEPHONE: 232-3000**

## **2001 ACCOMPLISHMENTS:**

1. Developed a bioterrorism plan for Winnebago County in conjunction with the Emergency Management Department.
2. Continue to work in conjunction with the Department of Natural Resources and the Division of Public Health to provide well water testing.
3. Continue a comprehensive evaluation of all of the department's programmatic policies and procedures.
4. Completed planning for a 5-year community needs assessment.
5. Participation in interagency meetings to evaluate the provision of health care services to a growing Hispanic population.
6. Worked with the Living Healthy and Fox Cities Community Clinic programs to maximize the use of shared grant funding.
7. Developed and facilitated an intergovernmental agreement with the health departments in the cities of Menasha, Neenah and Oshkosh to provide mutual aid during disasters.
8. Collaborated with the Red Cross and city health departments to complete a tabletop exercise related to disaster response.
9. Developed a Tobacco Prevention Action Plan with the Winnebago County Tobacco Free Coalition.
10. Director assumed a leadership role on the Wisconsin Association of Local Health Departments and Boards (WALHDAB).
11. Participation on countywide committees to plan a teen pregnancy prevention program and create a resource guide of services related to adolescent pregnancy and parenting issues.



12. Revised the policies and procedures manual for the Personal Care program.
13. Expanded day care outreach efforts to include certified providers.
14. Provided informational sessions to daycare providers related to the chicken pox vaccine.
15. Implemented the use of compu-meds (automated medicine dispensers) for clients as part of the department's medication management services.
16. Representation on a State committee to develop standardized information related to safe food handling practices.

**2002 GOALS & OBJECTIVES:**

1. Implement the community needs assessment.
2. Plan for staffing and develop policies and procedures for nursing services at the new jail facility.
3. Evaluate the Health Department's space needs by participating in a study.
4. Work in collaboration with the Town of Menasha to promote and facilitate radon testing.
5. Plan for the implementation of HIPAA (Health Insurance Portability and Accountability Act) requirements.
6. Revise tuberculosis policies and procedures to mirror new State guidelines.
7. Implement an oral screening program through the department's Older Adult program.
8. Evaluate the need for expanded adult vaccinations such as the Lyme disease vaccine.

# HEALTH

## 2002 BUDGET NARRATIVE HIGHLIGHTS

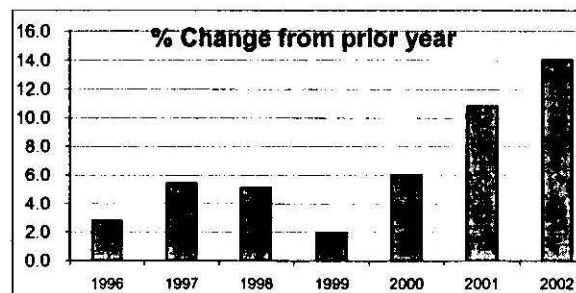
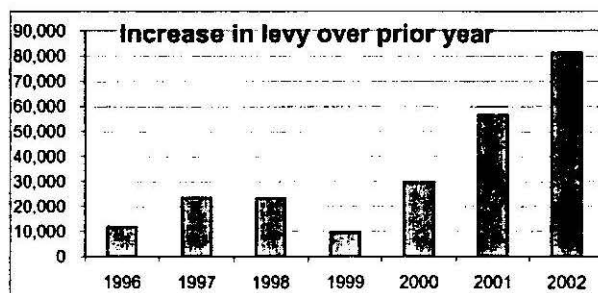
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	20	21	21	19	20	19	20	21	21	23
Part Time	12	14	11	10	8	6	5	7	7	7
Total	32	35	32	29	28	25	25	28	28	30

**NEW POSITIONS:** There is one part time position being requested in 2002. During 2001, a Tobacco Prevention Specialist was added and a WIC Program Nutritionist was converted from part time to full time.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Jail Nurse Weekends	PT	8,984	3,144			12,128	12,128		-0-

**COUNTY LEVY:** The 2002 tax levy is \$659,819, which represents an increase from 2001 of 14.0%. Public Health has a reserved fund balance that has accumulated over the years. We are applying \$30,000 of the accumulated balance to reduce the tax levy for Public Health for the year 2002. Public Health is a special levy and is apportioned to all of the municipalities except for the cities that have their own Health Departments including Appleton, Neenah, Menasha, and Oshkosh.



**SIGNIFICANT CHANGES:**

**REVENUES:**

**Grants** - Increase of 40% - the county will receive a consolidated grant which will be subcontracted to community clinics.

**Nursing Services** - Increase of 20%. The rates used to bill for services in 2001 were at 2000 rates. These rates have now been updated.

**EXPENSES:**

**Wages** - Increase of 18.3%. The Nursing staff received a wage adjustment in December 2000. The wage adjustment was not reflected in the adopted 2001 budget. It is incorporated into the budget for the first time in 2002.

**Capital Outlay** - There are no capital requests in 2002.

**Other Contractual Services** - The Health Department will subcontract its consolidated grant award to the community clinics.

The Public Health Department has its own fund balance because of the special apportionment formula whereby certain municipalities are not included in the tax levy. The fund balance is reflected below:

Beginning fund balance 1/1/2002 - projected	\$264,022
Revenue budget 2002	1,046,380
Expense budget 2002	(1,736,199)
Transfer to other funds	0
Tax levy 2002	659,819
Budget ending fund balance - 12/31/2002	<u>\$234,022</u>

Notice that the fund balance has decreased by \$30,000 from the beginning of the year to the end. We have forced this to happen by levying \$30,000 less than would be needed. This forces the fund balance to decrease.

**Financial Summary  
Public Health**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	320,465	937,875	983,802	866,142	1,046,380
Labor	684,423	1,395,978	1,317,770	1,259,508	1,524,142
Travel	9,963	23,115	25,637	23,800	25,477
Capital	12,567	10,220	7,435	9,700	-
Other Expenditures	68,146	142,434	206,316	151,671	186,580
Total Expenditures	775,099	1,571,747	1,557,158	1,444,679	1,736,199
Levy Before Adjustments	454,635	633,872	573,356	578,537	689,819
Adjustments	(24,810)	(49,620)	(49,620)	(49,620)	(30,000)
Net Levy After Adjustments	429,825	584,252	523,736	528,917	659,819

**Winnebago County**  
**Budget Detail - 2002**  
**Public Health**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	38,629	89,864	40,684	0	116,625	116,625	116,625	NA
WIC Grant	249,464	266,558	239,466	263,000	251,000	251,000	251,000	-4.6%
Intergovernmental	288,113	356,422	280,150	263,000	367,625	367,625	367,625	39.8%
Reimbursed Costs	11,179	18,215	5,930	2,250	4,250	4,250	4,250	88.9%
Inspection Fees	34,325	42,514	45,762	41,200	43,000	43,000	43,000	4.4%
Housing Authority	42,522	41,458	54,874	55,000	65,000	65,000	65,000	18.2%
Medicare (Title 19)	158,464	162,744	177,673	175,000	177,000	177,000	177,000	1.1%
Medicare (Title 19)	2,848	2,365	522	500	200	200	200	-60.0%
Donations	2,844	2,296	1,378	1,150	1,150	1,150	1,150	0.0%
Client Cost Shares/Fees	3,980	4,382	4,752	4,250	4,750	4,750	4,750	11.8%
County Client Services	0	0	100	0	0	0	0	NA
HIV State Testing	2,966	1,985	1,125	1,100	1,100	1,100	1,100	0.0%
Private Pay Fees	3,850	4,545	5,120	3,300	3,000	3,000	3,000	-9.1%
Program Fees	1,296	0	90	0	0	0	0	NA
Other Public Charges	8,958	10,974	8,900	8,500	8,500	8,500	8,500	0.0%
Public Services	273,232	291,479	306,227	292,250	307,950	307,950	307,950	5.4%
Photocopy Revenue	9	24	10	0	0	0	0	NA
Intergovernmental Services	9	24	10	0	0	0	0	NA
Nursing Services	221,860	25,444	34,575	0	0	0	0	NA
Reimbursed Costs	0	328	188	0	0	0	0	NA
Other Public Charges	0	1,517	0	0	0	0	0	NA
Photocopy Revenue	0	394	99	0	0	0	0	NA
Nursing Services	0	226,168	263,583	310,892	370,805	370,805	370,805	19.3%
Interfund Revenues	221,860	253,851	298,446	310,892	370,805	370,805	370,805	19.3%
Other Miscellaneous Revenues	441	667	1,412	0	0	0	0	NA
Miscellaneous Revenues	441	667	1,412	0	0	0	0	NA
<b>TOTAL REVENUES</b>	<b>783,656</b>	<b>902,442</b>	<b>886,245</b>	<b>886,142</b>	<b>1,046,380</b>	<b>1,046,380</b>	<b>1,046,380</b>	<b>20.8%</b>
Regular Pay	745,867	822,648	892,425	905,848	1,103,380	1,103,380	1,103,380	21.8%
Non-Reportable Labor	1,470	1,049	0	0	0	0	0	NA
Labor & Fringes Allocated	(1,225)	(1,717)	(257)	15,186	0	0	0	0.0%
Overtime	713	1,198	421	0	0	0	0	NA
Wages	746,845	823,178	892,589	921,034	1,103,380	1,103,380	1,103,380	19.8%
Fringe Benefits	254,834	290,456	309,163	338,474	420,762	420,762	420,762	24.3%
Fringes	254,834	290,456	309,163	338,474	420,762	420,762	420,762	24.3%

**Winnebago County**  
**Budget Detail - 2002**  
**Public Health**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>Total Labor Costs</b>	<b>1,001,879</b>	<b>1,113,834</b>	<b>1,201,752</b>	<b>1,259,508</b>	<b>1,524,142</b>	<b>1,524,142</b>	<b>1,524,142</b>	<b>21.0%</b>
Registration & Tuition	3,570	5,188	3,700	3,800	4,100	4,100	4,100	7.9%
Automobile Allowance	15,025	17,151	17,478	17,425	18,025	18,025	18,025	3.4%
Commercial Travel	0	1,438	0	1,200	1,600	1,600	1,600	33.3%
Meals	410	381	351	450	550	550	550	22.2%
Lodging	699	1,588	843	850	1,150	1,150	1,150	35.3%
Other Travel Exp	34	154	27	75	52	52	52	-30.7%
<b>Travel</b>	<b>19,737</b>	<b>25,898</b>	<b>22,396</b>	<b>23,800</b>	<b>25,477</b>	<b>25,477</b>	<b>25,477</b>	<b>7.0%</b>
Other Equipment	19,041	24,170	0	9,700	0	0	0	0.0%
<b>Capital</b>	<b>19,041</b>	<b>24,170</b>	<b>0</b>	<b>9,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Office Expenses</b>								
Office Supplies	4,615	5,456	5,928	6,200	5,250	5,250	5,250	-15.3%
Stationery and Forms	0	0	24	0	0	0	0	NA
Printing Supplies	210	0	0	0	0	0	0	NA
Print & Duplicate	7,748	2,975	1,199	0	400	400	400	NA
Postage and Box Rent	8,203	4,457	310	0	175	175	175	NA
Computer Supplies	607	1,208	1,287	850	800	800	800	-5.9%
Computer Software	3,680	17,295	637	1,000	0	0	0	0.0%
Advertising	11,872	4,597	6,885	1,000	3,750	3,750	3,750	275.0%
Subscriptions	4,713	6,203	4,799	5,050	3,525	3,525	3,525	-30.2%
Membership Dues	569	870	815	775	1,150	1,150	1,150	48.4%
Photo Processing	0	0	0	0	100	100	100	NA
<b>Operating Expenses</b>								
Telephone	18,248	18,465	18,281	19,200	20,000	20,000	20,000	4.2%
Food	321	419	240	100	100	100	100	0.0%
Small Equipment	1,817	5,300	2,889	1,700	1,200	1,200	1,200	-29.4%
Medical Supplies	17,728	20,432	20,709	23,100	21,000	21,000	21,000	-9.1%
Legal Fees	181	0	40	0	0	0	0	NA
Premiums and Prizes	128	0	0	0	0	0	0	NA
Other Operating Supplies	1,828	1,368	327	100	100	100	100	0.0%
Donated Goods & Services	140	365	0	0	0	0	0	NA
Meals-Other	0	89	0	0	0	0	0	NA
Other Travel Exp-Other	0	42	0	0	0	0	0	NA
<b>Repairs &amp; Maintenance</b>								
Maintenance - Buildings	0	0	0	500	0	0	0	0.0%
Maintenance - Equipment	0	0	72	0	0	0	0	NA
Maintenance-Vehicles	0	0	234	0	0	0	0	NA
<b>Maintenance Supplies</b>								
Motor Fuel	948	128	24	0	0	0	0	NA
<b>Contractual Services</b>								

**Winnebago County**  
**Budget Detail - 2002**  
**Public Health**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Medical and Dental	26,256	24,794	27,864	31,700	32,568	32,568	32,568	2.7%
Vehicle Repairs	643	131	0	0	0	0	0	NA
Equipment Repairs	2,079	200	324	860	800	800	800	-7.0%
Professional Service	0	0	257	0	0	0	0	NA
Microfilming Services	318	0	0	0	0	0	0	NA
Other Contract Serv.	8,960	23,419	13,315	13,100	50,205	50,205	50,205	283.2%
Administration Fee	0	3,209	2,891	0	0	0	0	NA
Building Rental	18,000	0	0	0	0	0	0	NA
Rental Expenses								
Building Rental	0	15,000	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	3,475	567	0	0	0	0	0	NA
Operating Licenses & Fees	26	0	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
State Special Charges	0	6	0	0	0	0	0	NA
Spec Service Awards	10	0	32	25	25	25	25	0.0%
Other Miscellaneous	(75)	0	0	0	0	0	0	NA
Interfund Expenses								
Office Supplies	0	100	0	0	0	0	0	NA
Printing Supplies	0	428	377	0	0	0	0	NA
Print & Duplicate	0	4,389	3,645	4,700	3,275	3,275	3,275	-30.3%
Postage and Box Rent	0	4,637	7,804	9,500	9,500	9,500	9,500	0.0%
Food	0	232	158	650	650	650	650	0.0%
Hygiene Supplies	0	0	0	100	0	0	0	0.0%
Maintenance Vehicles	0	129	59	700	1,100	1,100	1,100	57.1%
Repair & Maintenance Supplies	0	0	0	300	0	0	0	0.0%
Motor Fuel	0	1,049	1,906	1,750	1,750	1,750	1,750	0.0%
Vehicle Repairs	0	0	215	0	0	0	0	NA
Equipment Repairs	0	2,820	3,725	3,636	3,912	3,912	3,912	7.6%
Microfilming Services	0	514	500	600	0	0	0	0.0%
Other Contract Services	0	11	0	0	0	0	0	NA
Building Rental	0	3,000	18,000	18,000	18,000	18,000	18,000	0.0%
Prop. & Liab. Insurance	0	7,120	5,850	6,475	7,245	7,245	7,245	11.9%
Other Operating Expenses	143,244	181,426	151,603	151,671	186,580	186,580	186,580	23.0%
<b>TOTAL EXPENSES</b>	<b>1,183,701</b>	<b>1,345,128</b>	<b>1,375,751</b>	<b>1,444,679</b>	<b>1,736,199</b>	<b>1,736,199</b>	<b>1,736,199</b>	<b>20.2%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>400,045</b>	<b>442,686</b>	<b>489,506</b>	<b>578,537</b>	<b>689,819</b>	<b>689,819</b>	<b>689,819</b>	<b>19.2%</b>

# **PUBLIC HEALTH PROGRAM BUDGETS**

COST CENTER NAME	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
							2002	2001	2000	2002	2001
							ADOPTED	ADOPTED	ADOPTED	OVER 2001	OVER 2000
PUBLIC HEALTH											
Administration	265,931	2,527	-	64,558	333,016	-	333,016	302,855	288,776	10.0	4.9
General Public Health	284,533	8,250	-	64,730	357,513	146,325	211,188	202,163	200,484	4.5	0.8
Maternal Child Health	53,887	1,200	-	150	55,237	50	55,187	45,625	26,105	21.0	74.8
Adult Health	72,576	675	-	2,000	75,251	54,955	20,296	7,418	6,303	173.6	17.7
Environmental Services	69,390	2,575	-	1,825	73,790	43,000	30,790	38,461	17,650	(19.9)	117.9
Medical Assistance	215,502	6,450	-	3,625	225,577	177,200	48,377	(4,015)	6,742	(1304.9)	(159.6)
Housing Authority	66,613	1,000	-	350	67,963	65,000	2,963	2,478	(1,256)	19.6	(297.3)
Jail Nursing	257,185	1,100	-	33,618	291,903	308,850	(16,947)	(8,923)	(13,956)	89.9	(36.1)
Women, Infant, & Children	238,525	550	-	16,874	255,949	251,000	4,949	(7,525)	(8,865)	(165.8)	(15.1)
<b>Grand Totals</b>	<b>1,524,142</b>	<b>24,327</b>	<b>-</b>	<b>187,730</b>	<b>1,736,199</b>	<b>1,046,380</b>	<b>689,819</b>	<b>578,537</b>	<b>521,983</b>	<b>19.2</b>	<b>10.8</b>



# CHILD SUPPORT

Department: 100-036 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Mary M. Kools  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4780

## MISSION STATEMENT:

To establish and enforce child support orders, pursue delinquent accounts, establish paternity, and maximize the amount of associated revenues for Winnebago County as authorized by Title IV-D of the Social Security Act.

## PROGRAM DESCRIPTION:

ESTABLISH CHILD SUPPORT ORDERS: Determine a parent's legal obligation to support his/her dependent children pursuant to Chapter 767, Wis. Statutes, Actions Affecting the Family.

ESTABLISHMENT OF PATERNITY: Commence paternity actions to establish the parentage of a child through stipulation or trial to secure financial and medical support for the child and recovery of the birth-related costs.

SUBSTITUTE CARE: Coordinate and provide services to determine parental liability when child/children are placed in Substitute Care.

UIFSA: (Uniform Interstate Family Support Act) Request another state to establish/enforce a IV-D support order when the obligor is in that state, and to cooperate with other states when the obligor is in Wisconsin.

MEDICAL SUPPORT: To monitor and assure that responsibility for medical support obligations are included in all new and modified IV-D court orders.

INCOME WITHHOLDING: Implement immediate wage withholding in all cases in which there is an order for child support.

ENFORCE CHILD SUPPORT ORDERS: Monitor all IV-D cases for default and follow up with appropriate legal and administrative enforcement actions.

**CHILD SUPPORT ORDER REVISION:** Review all IV-D orders with payments assigned to the state within 36 months of the last court action, or at the request of either parent, and provide services for adjustment in those cases where the support does not adhere to state guidelines for setting child support.

**PARENT LOCATE:** Maintain records from accessing DOT, DIHLR, credit reports, State and Federal Parent Locate Service requests and any other sources available for locate purposes.

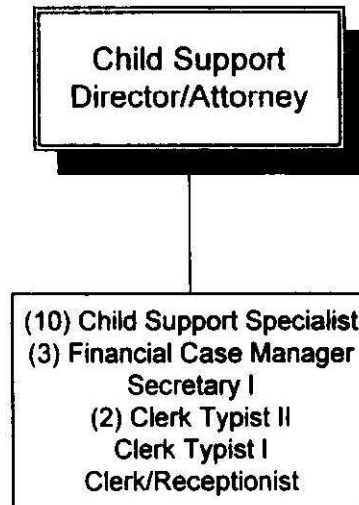
**DELINQUENT ACCOUNTS:** Prepare documents necessary to commence remedial contempt action to enforce IV-D court orders. Determine and refer all applicable cases to District Attorney's office for criminal nonsupport prosecution. Certify all appropriate cases for state and federal tax intercept. Pursue all applicable administrative enforcement remedies, including but not limited to license suspension and account seizure.

**IV-A & IV-D INTERFACE:** Coordinate and prepare proper notices between Economic Support Agencies and Child Support Agencies to assure proper assignment of court ordered child support and maintenance to the State of Wisconsin.

**CHILD SUPPORT REPORTING:** Submit collection reports to Bureau of Child Support. Provide public information and education on a quarterly basis and submit a progress report to the Bureau of Child Support.

**RECEIPT AND DISBURSEMENT:** Receipt and deposit all appropriate payments for child support, arrearage, and related costs received at the county level. Disburse payments pursuant to court orders and federal regulations.

# CHILD SUPPORT



# **CHILD SUPPORT**

**Department: 100-036 Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Mary M. Kools  
Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901**

**TELEPHONE: 236-4780**

## **2001 ACCOMPLISHMENTS:**

- 1. Implemented statewide lien docket for delinquent child support accounts.**
- 2. Implemented Bureau of Child Support policy changes affecting the Child Support program.**
- 3. Pilot county for license suspension user acceptance training.**
- 4. Increased child support collections and maximized revenue for Winnebago County.**
- 5. Director appointed to Wisconsin Child Support Enforcement Association board of directors.**

## **2002 GOALS & OBJECTIVES:**

- 1. Implement administrative enforcement actions including license suspension, seizure of financial accounts, and seizure of personal property.**
- 2. Implement legislative changes affecting the Child Support program.**
- 3. Continue to increase child support collections and maximize revenue for Winnebago County.**

# CHILD SUPPORT

## 2002 BUDGET NARRATIVE HIGHLIGHTS

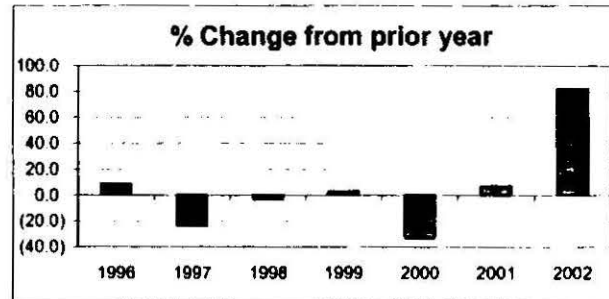
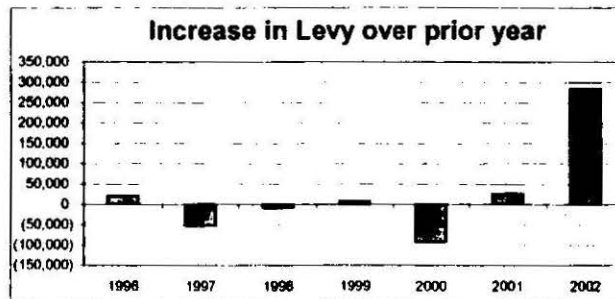
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	10	10	10	10	13	14	17	17	18	19
Part Time	1	1	1	1	1	1	1	1	0	0
Total	11	11	11	11	14	15	18	18	18	19

**NEW POSITIONS:** There is one new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Child Support Specialist	FT	21,840	8,081	540		35,791	35,791		-0-

**COUNTY LEVY:** The Child Support office has more revenues than expenditures. As such, there is no tax levy for this operation. However, that excess of revenues over expenses is predicted to be \$61,911 or 82.1% lower than was budgeted for 2001.



**SIGNIFICANT CHANGES:**

**REVENUE:**

**Incentive Payments** - A decrease of \$90,000 is anticipated in 2002 due to the lack of available funding.

**Child Support Admin** - A decrease of \$45,000 due to the lack of available funding.

**Indirect Costs** - These revenues of \$106,000 are accounting for in the Miscellaneous and Unclassified Budget.

**EXPENSES:**

**Labor Costs** - The addition of one position and the cost of living increases increased this category \$72,391.

**Medical and Dental** - The amount of DNA testing is increasing causing this category to increase \$10,000.

# **Financial Summary** **Child Support**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	417,044	1,168,484	1,164,484	1,164,484	974,291
Labor	363,244	728,270	728,030	728,030	800,421
Travel	1,305	3,600	3,735	3,735	4,377
Capital	-	-	-	-	-
Other Expenditures	38,515	82,690	86,966	86,966	107,582
Total Expenditures	403,064	814,560	818,731	818,731	912,380
Levy Before Adjustments	(13,980)	(353,924)	(345,753)	(345,753)	(61,911)
Adjustments					
Net Levy After Adjustments	(13,980)	(353,924)	(345,753)	(345,753)	(61,911)

**Winnebago County**  
**Budget Detail - 2002**  
**Child Support**  
100 - 036

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Child Support Admin	573,476	683,520	469,205	695,000	710,000	650,000	685,791	-1.3%
Incentive Payments	253,192	235,322	256,638	345,000	255,000	255,000	255,000	-26.1%
Indirect Cost	0	1,645	(11,189)	99,984	108,000	0	0	0.0%
<b>Intergovernmental</b>	<b>826,668</b>	<b>920,487</b>	<b>714,654</b>	<b>1,139,984</b>	<b>1,071,000</b>	<b>905,000</b>	<b>940,791</b>	<b>-17.5%</b>
Support Filing/Applic.	960	722	852	1,000	1,000	1,000	1,000	0.0%
Blood Tests	11,829	13,610	15,985	16,000	20,000	20,000	20,000	25.0%
Sheriff Fees	4,969	5,250	10,526	7,500	12,500	12,500	12,500	66.7%
<b>Public Services</b>	<b>17,758</b>	<b>19,582</b>	<b>27,383</b>	<b>24,500</b>	<b>33,500</b>	<b>33,500</b>	<b>33,500</b>	<b>36.7%</b>
Blood Tests	0	372	0	0	0	0	0	NA
<b>Interfund Revenues</b>	<b>0</b>	<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>844,426</b>	<b>940,441</b>	<b>742,017</b>	<b>1,164,484</b>	<b>1,104,500</b>	<b>938,500</b>	<b>974,291</b>	<b>-16.3%</b>
Regular Pay	406,339	474,707	482,104	526,061	588,875	546,315	568,155	8.0%
Overtime	0	46	595	5,500	2,612	2,612	2,612	-52.5%
<b>Wages</b>	<b>406,339</b>	<b>474,753</b>	<b>482,699</b>	<b>531,561</b>	<b>589,487</b>	<b>548,927</b>	<b>570,767</b>	<b>7.4%</b>
Fringe Benefits	141,425	172,673	184,942	196,469	236,580	221,573	229,654	16.9%
<b>Fringes</b>	<b>141,425</b>	<b>172,673</b>	<b>184,942</b>	<b>196,469</b>	<b>236,580</b>	<b>221,573</b>	<b>229,654</b>	<b>16.9%</b>
<b>Total Labor Costs</b>	<b>547,764</b>	<b>647,426</b>	<b>677,642</b>	<b>728,030</b>	<b>826,067</b>	<b>770,500</b>	<b>800,421</b>	<b>9.9%</b>
Registration & Tuition	744	374	1,063	450	660	660	660	46.7%
Automobile Allowance	1,058	862	1,270	1,605	1,767	1,767	1,767	10.1%
Commercial Travel	0	0	283	0	0	0	0	NA
Meals	488	237	259	665	755	755	755	13.5%
Lodging	883	883	898	980	1,180	1,180	1,180	20.4%
Other Travel Exp	8	3	64	35	15	15	15	-57.1%
<b>Travel</b>	<b>3,161</b>	<b>2,359</b>	<b>3,838</b>	<b>3,735</b>	<b>4,377</b>	<b>4,377</b>	<b>4,377</b>	<b>17.2%</b>
Other Equipment	14,231	69,727	0	0	0	0	0	NA
<b>Capital</b>	<b>14,231</b>	<b>69,727</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	2,013	3,016	3,048	3,500	4,500	4,000	4,000	14.3%
Stationery and Forms	912	210	285	1,000	1,000	500	500	-50.0%
Printing Supplies	1,995	1,411	1,795	2,500	1,000	1,000	1,000	-60.0%



**Winnebago County**  
**Budget Detail - 2002**  
**Child Support**

100 - 036

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Print & Duplicate	935	(0)	0	500	500	0	0	0.0%
Postage and Box Rent	9,282	5	40	250	150	150	150	-40.0%
Computer Supplies	1,344	503	(20)	500	350	350	350	-30.0%
Computer Software	0	9,346	199	250	250	250	250	0.0%
Subscriptions	335	117	295	500	500	500	500	0.0%
Membership Dues	408	518	566	550	600	600	600	9.1%
Operating Expenses								
Telephone	4,745	6,003	5,542	5,500	6,100	4,520	5,060	-8.0%
Small Equipment	3,089	7,152	5,068	750	5,580	250	5,580	644.0%
Legal Fees	22,131	22,223	26,128	27,500	30,000	30,000	30,000	9.1%
Premiums and Prizes	0	45	0	0	0	0	0	NA
Contractual Services								
Medical and Dental	18,828	24,009	23,841	17,500	27,500	27,500	27,500	57.1%
Equipment Repairs	4,924	3,345	1,459	2,500	2,500	2,500	2,500	0.0%
Transcription Services	0	0	185	250	250	250	250	0.0%
Collection Services	298	0	0	2,000	2,500	2,500	2,500	25.0%
Other Contract Serv.	0	199	0	0	0	0	0	NA
Insurance								
Prop & Liab Insurance	1,893	15	0	0	0	0	0	NA
Operating Licenses & Fees	20	20	70	75	100	100	100	33.3%
Cost Allocations								
Recording Fees	0	0	0	100	100	100	100	0.0%
Interfund Expenses								
Printing Supplies	0	1,269	1,317	1,500	2,500	2,500	2,500	66.7%
Print & Duplicate	0	948	591	500	1,000	1,250	1,250	150.0%
Postage and Box Rent	0	9,737	10,071	12,000	15,000	15,000	15,000	25.0%
Equipment Repairs	0	3,924	5,688	5,100	5,300	5,300	5,300	3.9%
Prop. & Liab. Insurance	0	2,075	2,196	2,141	2,592	2,592	2,592	21.1%
Other Operating Expenses	73,132	96,088	86,343	86,966	109,872	101,712	107,582	23.7%
<b>TOTAL EXPENSES</b>	<b>636,307</b>	<b>815,801</b>	<b>769,820</b>	<b>818,731</b>	<b>940,316</b>	<b>876,589</b>	<b>912,380</b>	<b>11.4%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(206,120)</b>	<b>(124,840)</b>	<b>27,803</b>	<b>(345,753)</b>	<b>(164,184)</b>	<b>(61,911)</b>	<b>(61,911)</b>	<b>-82.1%</b>

# VETERANS' SERVICES

Department: 100-181 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Larry G. Smerling  
LOCATION: Winnebago County  
504 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4898

## MISSION STATEMENT:

Provide compassionate, courteous, efficient, timely and individual service, within the practical constraints of workload demands and limited resources. Counsel and assist Veterans, their dependents and widows, retired military, reservists, and National Guard in resolving emotional, family, medical, financial, educational, vocational, and retirement problems. Act as an advocate to obtain entitlements. Prepare claims documentation and develop appeal briefs and strategies. Conduct outreach as time allows. Coordinate and facilitate all local, state and federal veteran information, services and activities.

## PROGRAM DESCRIPTION:

LOANS Loan Programs including home purchase, improvement, business and consumer.

GRANTS Major programs including educational, subsistence, medical, job retaining and relief.

MEDICAL Coordinating patients using major hospitals, outpatient clinic, short-term nursing homes, retirement/skilled care Veteran Home.

COMPENSATION & PENSION Programs for service connected disabled, totally disabled or retired veterans and spouses.

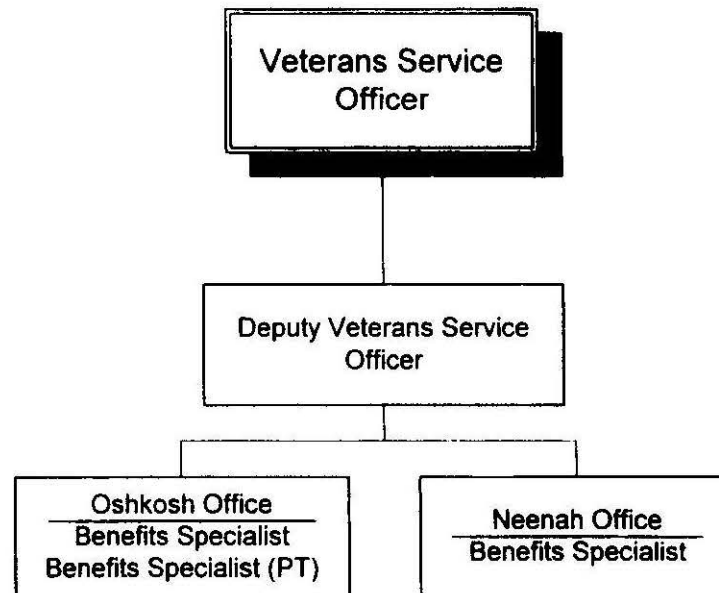
INSURANCE Insurance programs, life and medical, including conversations and beneficiary processing.

EDUCATION Educational programs, including GI Bill, vocational rehabilitation and retraining.

APPEALS Programs including preparation for Court of Board of Veterans Appeals, notice of disagreements, waivers and hearings.

BURIAL Programs including care of veteran's graves, headstones, county markers, burial and plot allowances.

# VETERANS' SERVICES



# **VETERANS' SERVICES**

**Department: 100-181   Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**      **Larry G. Smerling**  
**LOCATION:**                **Winnebago County**  
                                 **504 Algoma Boulevard**  
                                 **Oshkosh, WI 54901**

**TELEPHONE: 236-4898**

## **2001 ACCOMPLISHMENTS:**

- 1. Veterans now have internet access in Oshkosh and Neenah for claim development, record searching and appeal research.**
- 2. Veteran progress notes now electronically entered into veteran computer file. The electronic notes will make it more efficient to track veteran progress, claims, loan documents and appeals.**
- 3. Increase participation with veteran projects, meetings and conventions. Examples: WWII/Korean/Vietnam Monument, Commission on Aging Conference/Convention and Amvets State Convention. Form fillers utilized where available and continue to work closely with Information Systems to expand computer implementation regarding veteran programs.**
- 4. Staff has received increased training on computers and exercised time saving measures in modifying the calendar and creating mailing directories and information sites.**

## **2002 GOALS & OBJECTIVES:**

- 1. Publicize veteran programs and entitlements by public service announcements, outreach throughout the county, newspaper articles and meeting/event attendance.**
- 2. Create an ergonomic and efficient office environment for better case management, improved client/staff interchange and additional project work surface.**
- 3. Improve and maximize computer software program utilization. Increase training to fully use available computer tools and electronic files.**

4. **Develop medical transportation system coordination and recruit volunteer drivers.**
5. **Contribute, participate and advise the Board of Veteran Affairs and County Veteran Service Officer Association on programs, improvements and enhancements as a County Veteran Service Officer Advisory Council member and second-vice president of the Wisconsin Association of County Veteran Service Officers.**
6. **Continue development on the newsletter.**

# VETERANS SERVICE

## 2002 BUDGET NARRATIVE HIGHLIGHTS

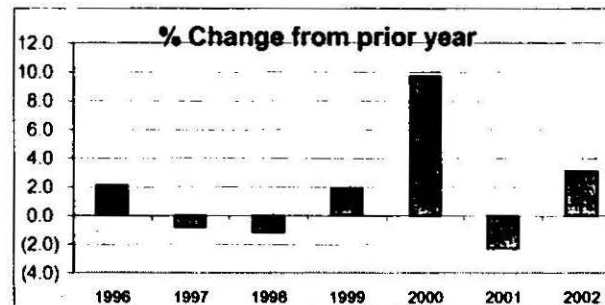
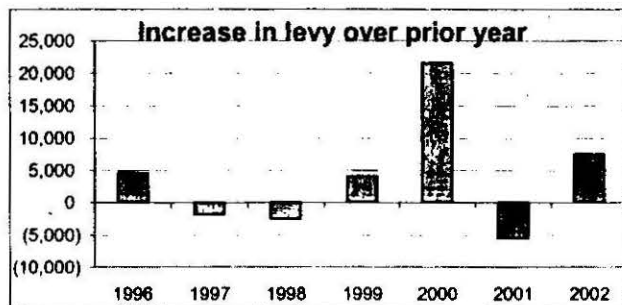
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	4	4	4	4	4	4	4	4	4	4
Part Time	1	1	1	1	1	1	1	1	1	1
Total	5	5	5	5	5	5	5	5	5	5

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$246,608, an increase of 3.1% over 2001.



### SIGNIFICANT CHANGES:

There are no significant changes.

# **Financial Summary Veterans Service**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	29	13,500	16,000	13,500	13,500
Labor	94,336	148,830	194,830	194,830	203,819
Travel	1,566	7,550	2,475	4,475	6,000
Capital	-	-	17,790	2,040	-
Other Expenditures	19,857	51,701	59,737	51,237	50,289
Total Expenditures	115,758	208,081	274,832	252,582	260,108
Levy Before Adjustments	115,729	194,581	258,832	239,082	246,608
Adjustments					
Net Levy After Adjustments	115,729	194,581	258,832	239,082	246,608

**Winnebago County  
Budget Detail - 2002  
Veterans Service**

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Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Veterans Service	13,000	13,000	13,000	13,000	13,000	13,000	13,000	0.0%
Intergovernmental	13,000	13,000	13,000	13,000	13,000	13,000	13,000	0.0%
Recording Fees	0	16	0	0	0	0	0	NA
Reimbursed Costs	539	1,175	521	500	500	500	500	0.0%
Public Services	539	1,191	521	500	500	500	500	0.0%
Interest-Investments	0	1,250	0	0	0	0	0	NA
Interest on Investments	0	1,250	0	0	0	0	0	NA
<b>TOTAL REVENUES</b>	<b>13,539</b>	<b>15,441</b>	<b>13,521</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>0.0%</b>
Regular Pay	124,784	132,997	137,707	143,175	150,552	150,552	150,552	5.2%
Overtime	689	118	278	400	418	418	418	4.5%
Wages	125,474	133,115	137,985	143,575	150,970	150,970	150,970	5.2%
Fringe Benefits	43,997	42,863	43,911	51,255	52,849	52,849	52,849	3.1%
Fringes	43,997	42,863	43,911	51,255	52,849	52,849	52,849	3.1%
<b>Total Labor Costs</b>	<b>169,471</b>	<b>175,978</b>	<b>181,895</b>	<b>194,830</b>	<b>203,819</b>	<b>203,819</b>	<b>203,819</b>	<b>4.6%</b>
Registration & Tuition	215	427	370	207	425	350	350	69.1%
Automobile Allowance	4,719	4,558	5,147	2,787	3,320	3,320	3,320	19.1%
Vehicle Lease	0	0	0	0	0	(330)	(330)	NA
Commercial Travel	0	0	328	217	550	450	450	107.4%
Meals	468	667	789	406	995	800	800	97.0%
Lodging	660	596	1,196	759	1,600	1,200	1,200	58.1%
Other Travel Exp	179	234	219	99	100	210	210	112.1%
Travel	6,241	6,482	8,048	4,475	6,990	6,000	6,000	34.1%
Other Equipment	0	0	11,316	2,040	0	0	0	0.0%
Capital	0	0	11,316	2,040	0	0	0	0.0%
Office Expenses								
Office Supplies	1,425	548	749	775	775	775	775	0.0%
Stationery and Forms	0	155	59	350	50	50	50	-85.7%
Printing Supplies	910	140	634	300	400	400	400	33.3%
Print & Duplicate	790	28	236	250	300	300	300	20.0%
Postage and Box Rent	2,035	33	33	0	35	35	35	NA



**Winnebago County  
Budget Detail - 2002  
Veterans Service**

100 - 181

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Computer Supplies	85	140	0	150	100	100	100	-33.3%
Computer Software	314	1,440	0	400	100	100	100	-75.0%
Advertising	0	0	0	500	500	0	0	0.0%
Subscriptions	587	454	297	575	500	500	500	-13.0%
Membership Dues	105	75	85	100	50	50	50	-50.0%
Operating Expenses								
Telephone	3,610	3,567	2,714	3,342	2,900	2,900	2,900	-13.2%
Small Equipment	826	2,383	0	4,179	6,765	3,000	3,000	-28.2%
Other Operating Supplies	2,894	6,239	4,808	1,750	2,900	2,900	2,900	65.7%
Automobile Allowance-Other	0	0	0	0	2,000	2,000	2,000	NA
Maintenance Supplies								
Machine & Equip Parts	0	0	0	44	50	0	0	0.0%
Utilities								
Power and Light	0	300	0	0	0	0	0	NA
Contractual Services								
Equipment Repairs	2,373	1,200	5,101	554	600	600	600	8.3%
Microfilming Services	9	0	0	0	0	0	0	NA
Other Contract Serv.	0	0	930	700	950	950	950	35.7%
Insurance								
Prop & Liab Insurance	1,082	73	350	0	0	0	0	NA
Operating Licenses & Fees	40	0	0	0	30	30	30	NA
Relief to Indigents								
W-2 Benefits	(29)	0	0	0	0	0	0	NA
Veterans Relief Grants	14,630	17,366	13,043	19,000	19,000	19,000	19,000	0.0%
Veterans Graves	11,356	9,390	12,153	10,000	10,000	10,000	10,000	0.0%
Other Sundry & Fixed Charges								
State Special Charges	0	1	0	0	0	0	0	NA
Operating Grants	0	0	0	1,500	500	500	500	-66.7%
Interfund Expenses								
Printing Supplies	0	1,306	(140)	435	500	500	500	14.9%
Print & Duplicate	0	210	123	0	300	300	300	NA
Postage and Box Rent	0	2,254	2,538	2,400	2,400	2,400	2,400	0.0%
Small Equipment	0	0	70	150	0	0	0	0.0%
Equipment Repairs	0	1,164	1,200	1,212	1,740	1,740	1,740	43.6%
Data Processing	0	0	122	1,524	300	300	300	-80.3%
Prop. & Liab. Insurance	0	951	741	1,047	859	859	859	-18.0%
Other Operating Expenses	43,041	49,416	45,847	51,237	54,804	50,289	50,289	-1.9%
<b>TOTAL EXPENSES</b>	<b>218,752</b>	<b>231,875</b>	<b>247,107</b>	<b>252,582</b>	<b>285,413</b>	<b>260,108</b>	<b>260,108</b>	<b>3.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>205,214</b>	<b>216,434</b>	<b>233,586</b>	<b>239,082</b>	<b>251,913</b>	<b>246,608</b>	<b>246,608</b>	<b>3.1%</b>

# HUMAN SERVICES

Department: 231-XXX Fund: Human Services  
2002 BUDGET NARRATIVE

**DEPARTMENT HEAD:**

Keith A. Laux, Director

TELEPHONE: 236-4815

**LOCATION:**

Winnebago County Human Services  
220 Washington Avenue  
Oshkosh, WI 54901

Winnebago County Neenah Human Services Bldg.  
211 North Commercial St.  
Neenah, WI 54956

**MISSION STATEMENT:**

To provide quality services that focus on education, prevention, protection, and personal empowerment through respect for and in partnership with individuals, families and the community.

**PROGRAM DESCRIPTION:**

**ADMINISTRATIVE SERVICES DIVISION**

The Administrative staff performs a wide variety of management functions directed at the creation and operation of an effective, efficient, accountable and accessible service delivery system intended to meet the Mission of the Department. Staff is responsible to plan, coordinate, establish funding, monitor, evaluate and operate quality programs for County residents that are served through a variety of human services.

**BEHAVIORAL HEALTH SERVICES DIVISION**

**ALCOHOL AND OTHER DRUG ABUSE SERVICES:**

This area has four teams and are as follows:

The Alcohol and Other Drug Abuse Counselor Team, which is a single point of entry for services, includes assessment, authorization for care and case

management including assessments for persons convicted of operating while intoxicated or related offenses.

Summit House is a community-based residential facility for persons with mental illness and alcohol drug abuse disorders. Staff provides Crisis Intervention/Hotline, a 24-hour crisis telephone service.

Crisis/After Hours Team provides walk-in emergency care, assessment of all emergency detentions at local hospitals, mental health services to jail and court work related to Chapter 51.

Prevention Services coordinates collaborative programming intended to reduce the occurrences of alcohol and drug, and child abuse /neglect incidents.

#### **MENTAL HEALTH SERVICES:**

This area has four teams and are as follows:

The Community Support Team which is state certified, coordinates community based care and treatment programs for persons with a severe and persistent mental illness.

Case Management Teams provide community based comprehensive outpatient psychiatric services for person diagnosed with mental illness, but to a lesser degree of severity (than served within the Community Support Team).

Psychotherapy Team works with indigent or working poor people, with no or limited insurance, who are overwhelmed emotionally and are seeking help through Clinical Services or other community based service providers. The goal is to quickly lessen the stress/danger and return individuals to adequate functioning.

Family Services Team works with children and their families who are court ordered into treatment due to abuse, neglect, or delinquent behavior with the goal to assist families to stay intact whenever possible, reunite if separated and reduce the possibility of out of home replacement.

### **LONG TERM SUPPORT DIVISION**

#### **ADULT SERVICES:**

This area has three teams and are as follows:

The Adult Access Team is the single point of entry for service requests for Adult social services is evaluated. Initial screening, intake and information referrals are provided.

The Older Adult Services Unit offers programs for people aged 65 and older. This unit's objective is to help individuals achieve maximum independence either in their own homes or in an alternative care environment.

The Younger Adult Services Unit offers programs for people aged 18-64. This unit's objective is to help individuals achieve maximum independence either in their own home or in an alternative care environment.

#### AGING SERVICES:

This area has two teams and are as follows:

Elderly Services offers resources for people aged 60 and over. The main goal is to provide programs for older people, which offer support and alternatives so they may continue to live meaningful and dignified lives in their community. Some of the services offered are group meal sites, home delivered meals, transportation programs, health screening, and staff for senior centers, physical fitness, and prevention programs.

The Volunteer Services Unit coordinates a variety of services to individuals and families in need. The services include transportation, clothing, food, coordination of Thanksgiving and Holiday requests with other community agencies, friendly visitor programs for the elderly and handicapped, and youth volunteers.

#### DEVELOPMENTAL DISABILITIES SERVICES:

This area provides overall service coordination and funding with a philosophy of self-determination, which places priority on consumer choice. The three teams are as follows:

Early Intervention Team provides support to families and children with a developmental disability or delay including children birth to three and coordination of services for families with children ages 3-8.

Family Support Team provides service coordination and funding for parents and children with a developmental disability age 8-22.

Supportive Living Team provides service coordination and funding for persons with a developmental disability over age 22.

### CHILD WELFARE SERVICES

The Child Welfare Division encompasses the following five teams:

The Access Unit is the starting point where requests for any type of social service are evaluated. Initial screening, intake and information referrals are provided. The social workers from this unit may provide direct services when client's needs are short term.

The Child Protective Services Teams deal with children and families experiencing child abuse and neglect problems that have brought them into the court system.

The Delinquency Teams deal with juveniles and families experiencing problems that have brought them into the court system. The problems usually are associated with juvenile delinquency, or a child who is uncontrollable or a runaway.

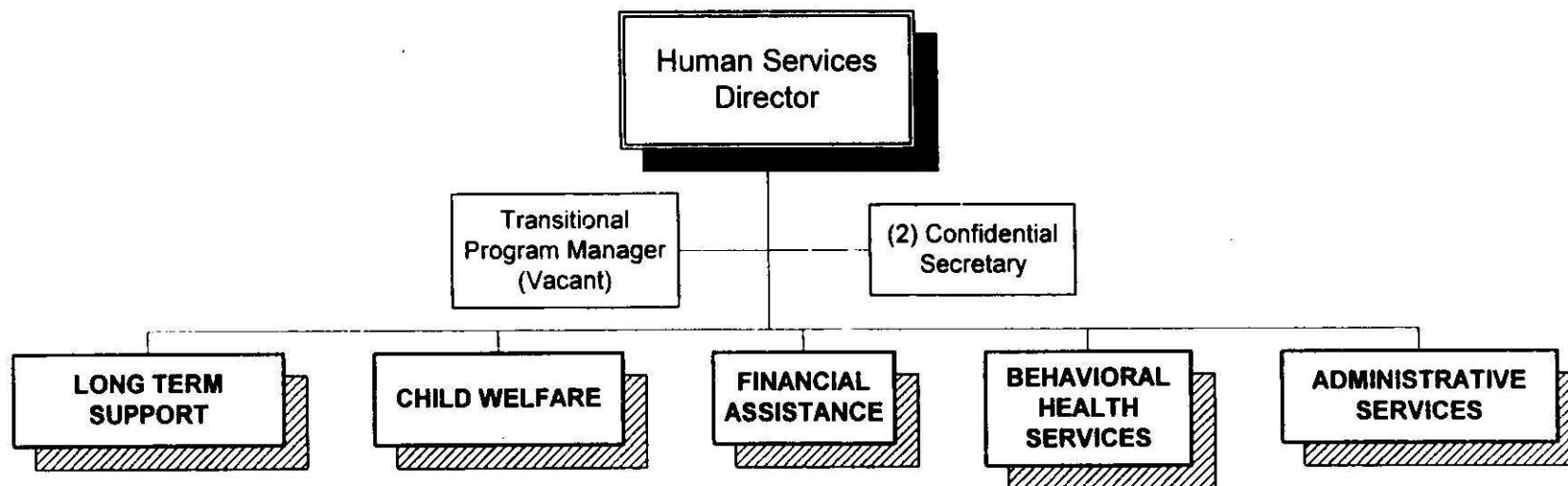
The Resource Team consists of three placement coordinators who coordinate foster homes, group homes, and child caring institutions; two shelter care workers; two electronic monitoring workers; one early intervention specialists; and one restitution worker.

The Juvenile Court Intake Team processes all juvenile referrals made by law enforcement agencies, by school systems and any other referring agencies.

### **FINANCIAL ASSISTANCE SERVICES**

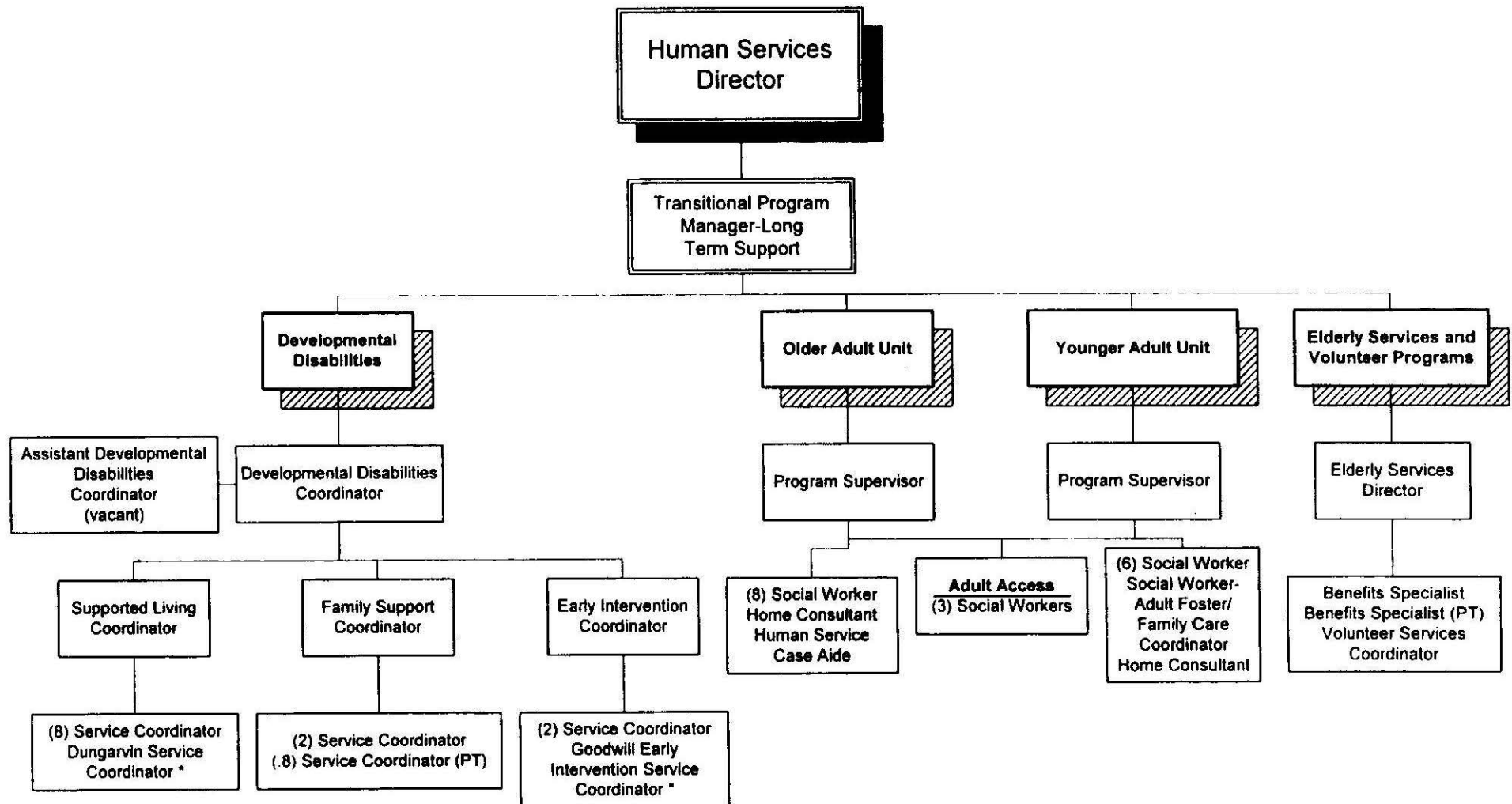
The Financial Assistance unit processes applications, determines initial and ongoing eligibility for Federal and State programs which include Medical Assistance, Healthy Start, Food Stamp, Low Income Energy Assistance, and Badger Care, Child Care and operates the Workforce Development (W2) program.

# HUMAN SERVICES



# HUMAN SERVICES

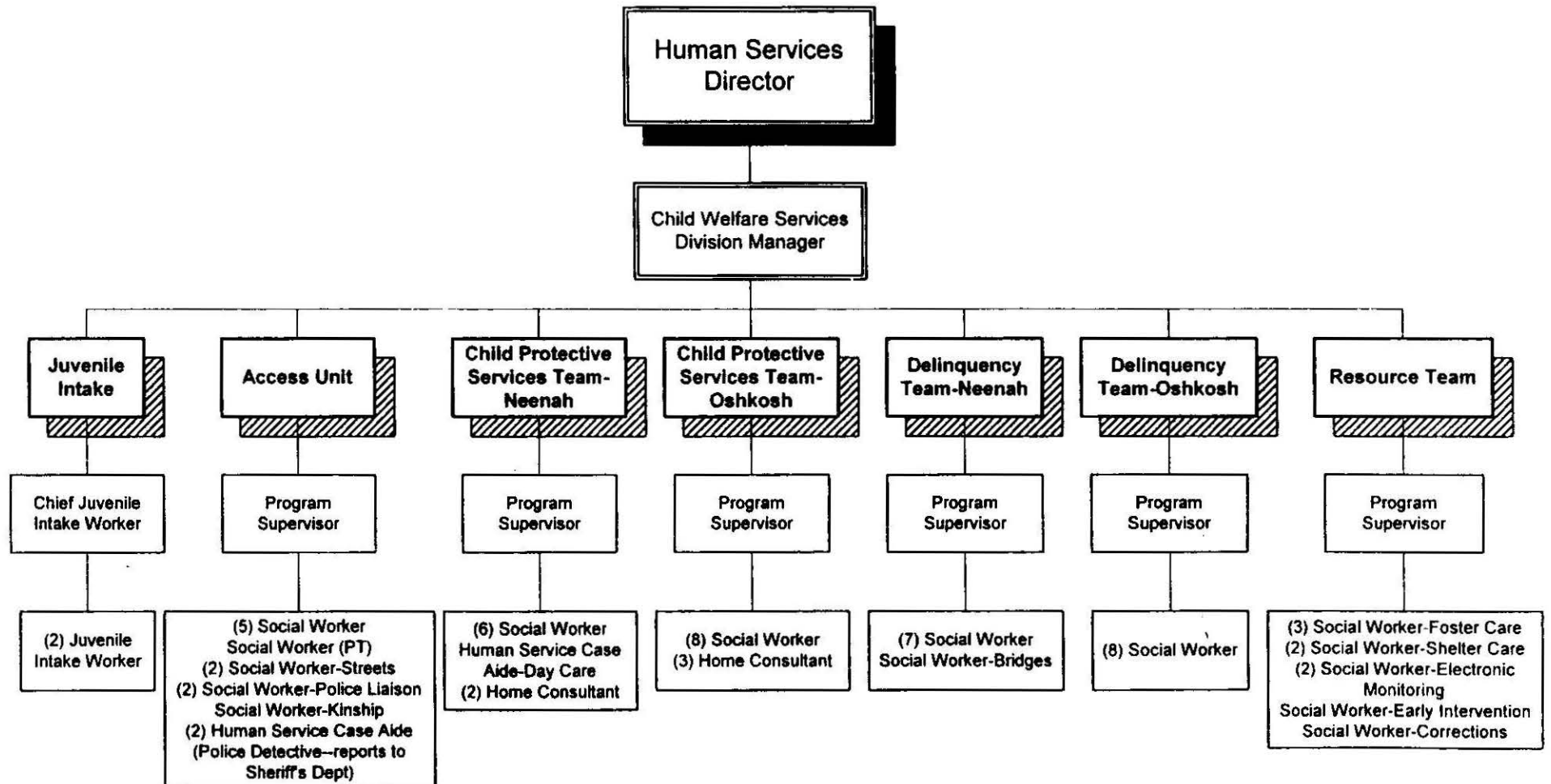
## Long Term Support



\* Contracted Position

# HUMAN SERVICES

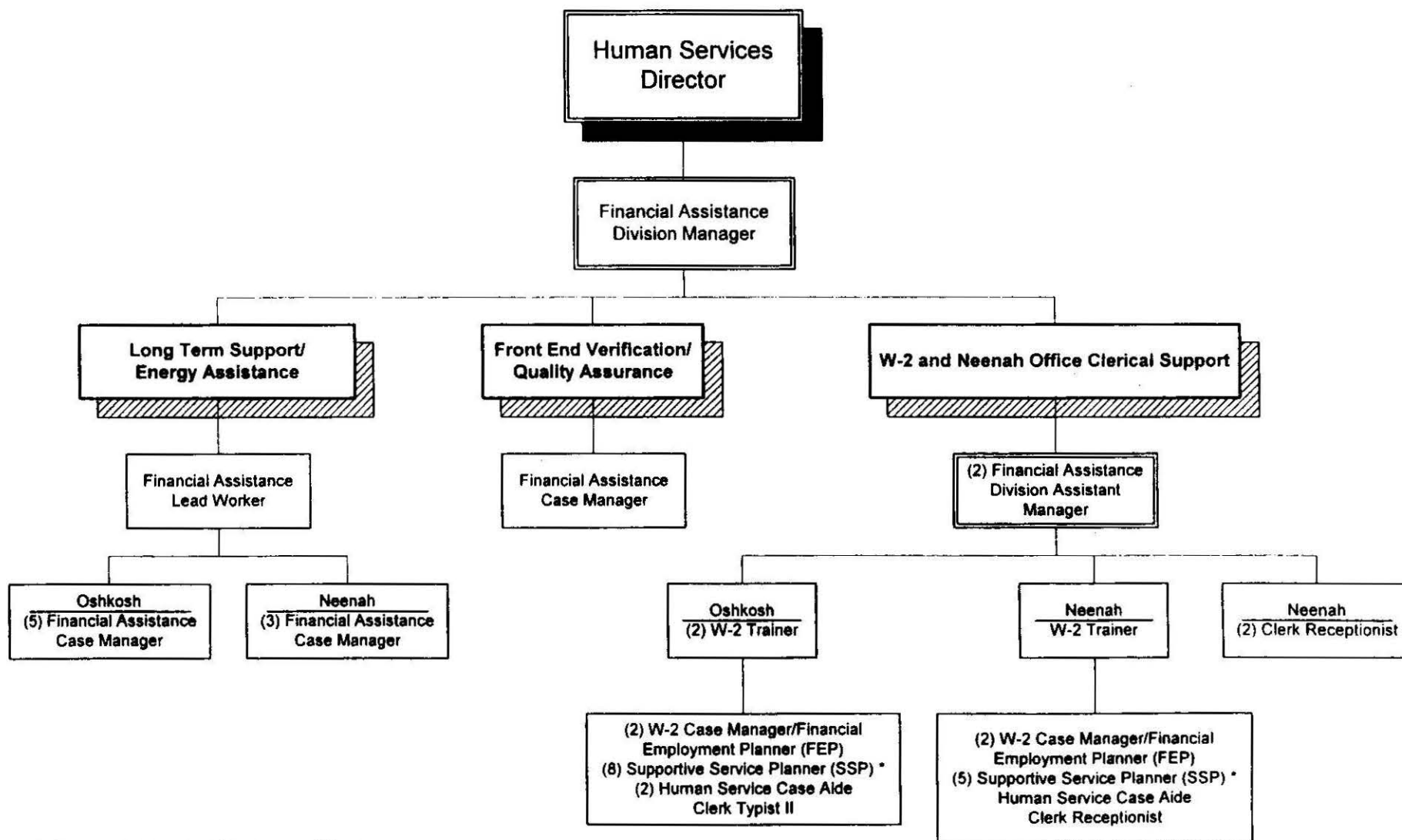
## Child Welfare





# HUMAN SERVICES

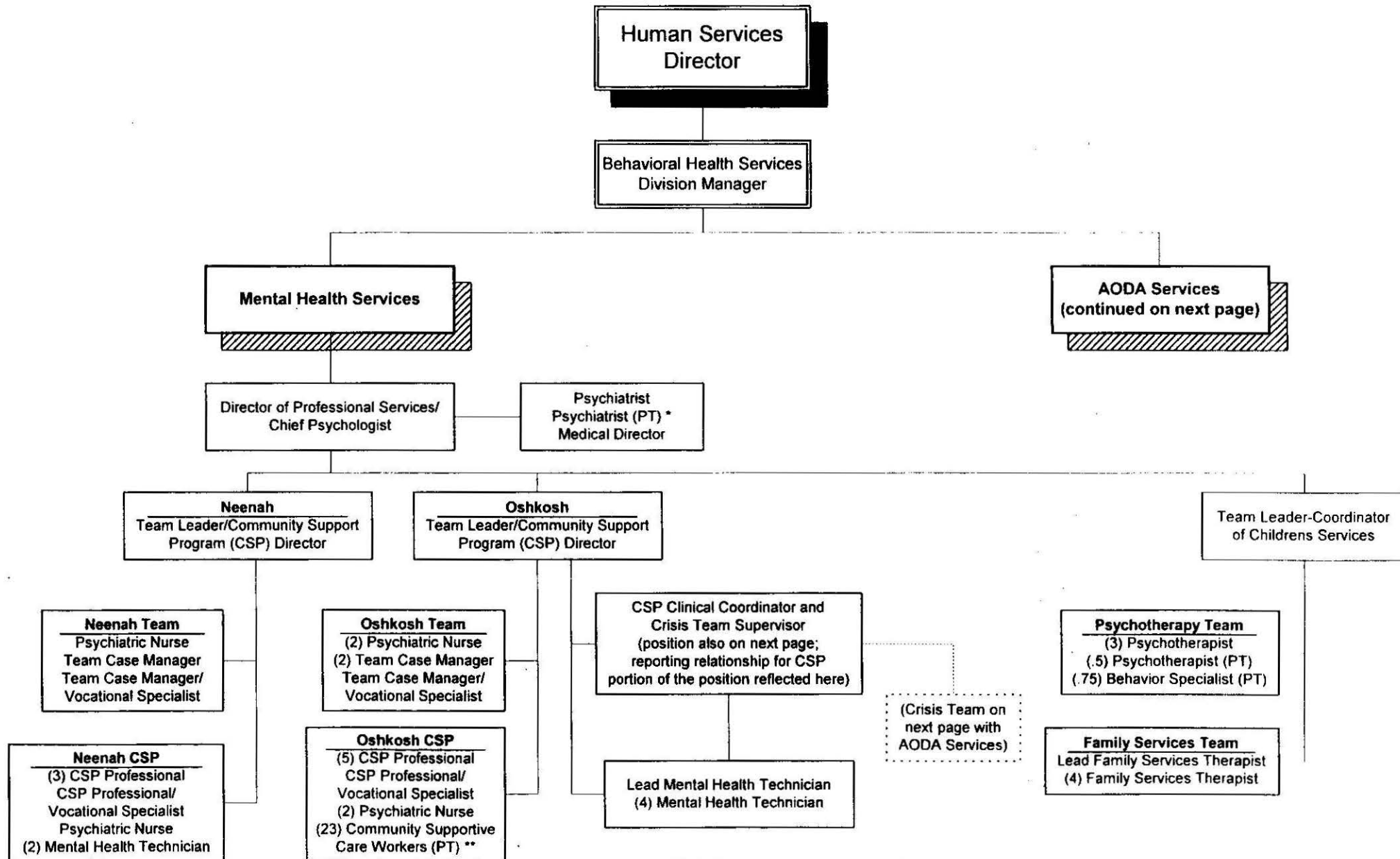
## Financial Assistance



\* Through attrition, all SSP positions will become titled the same as the FEP positions

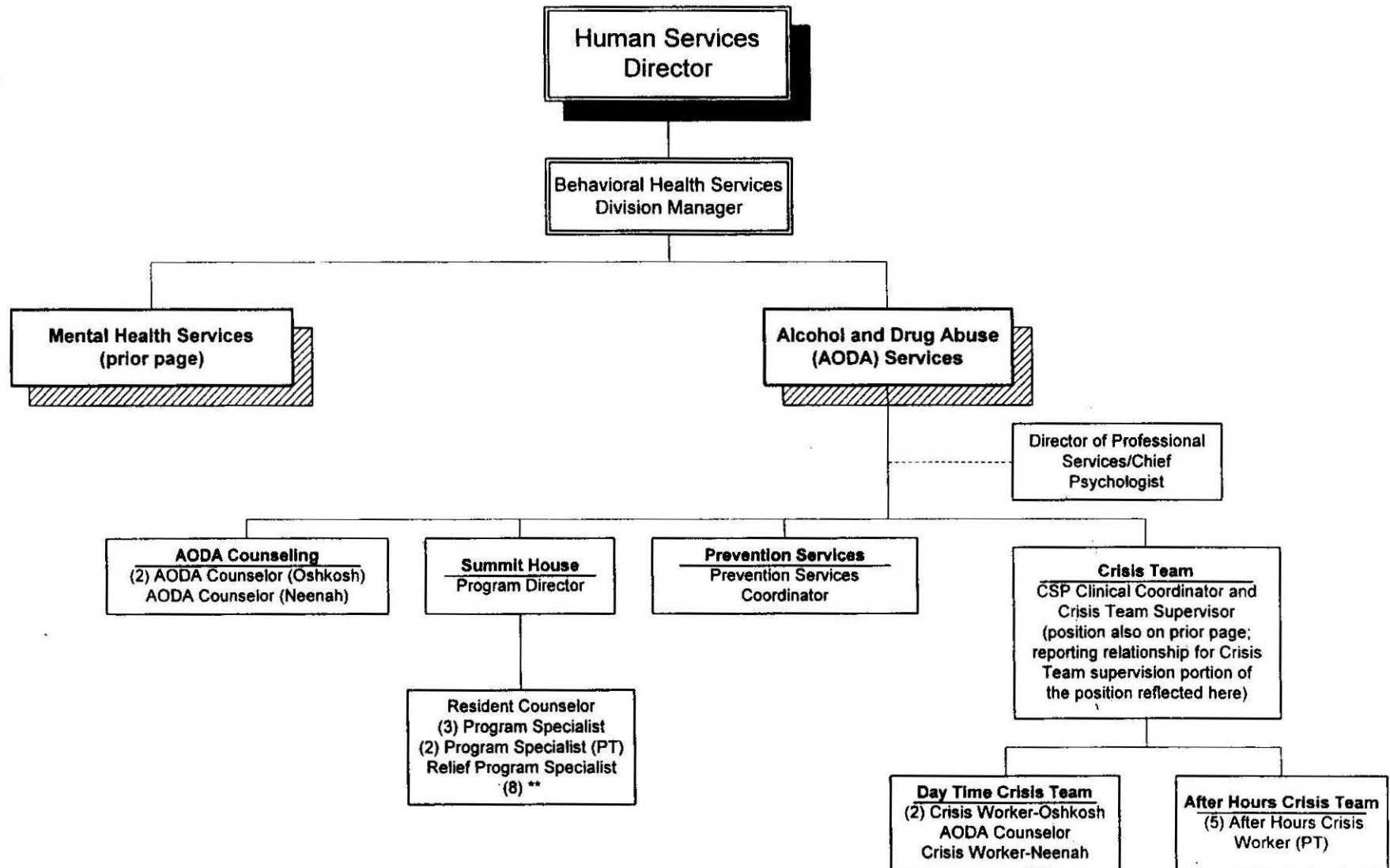
# HUMAN SERVICES

## Behavioral Health Services-Pg 1



# HUMAN SERVICES

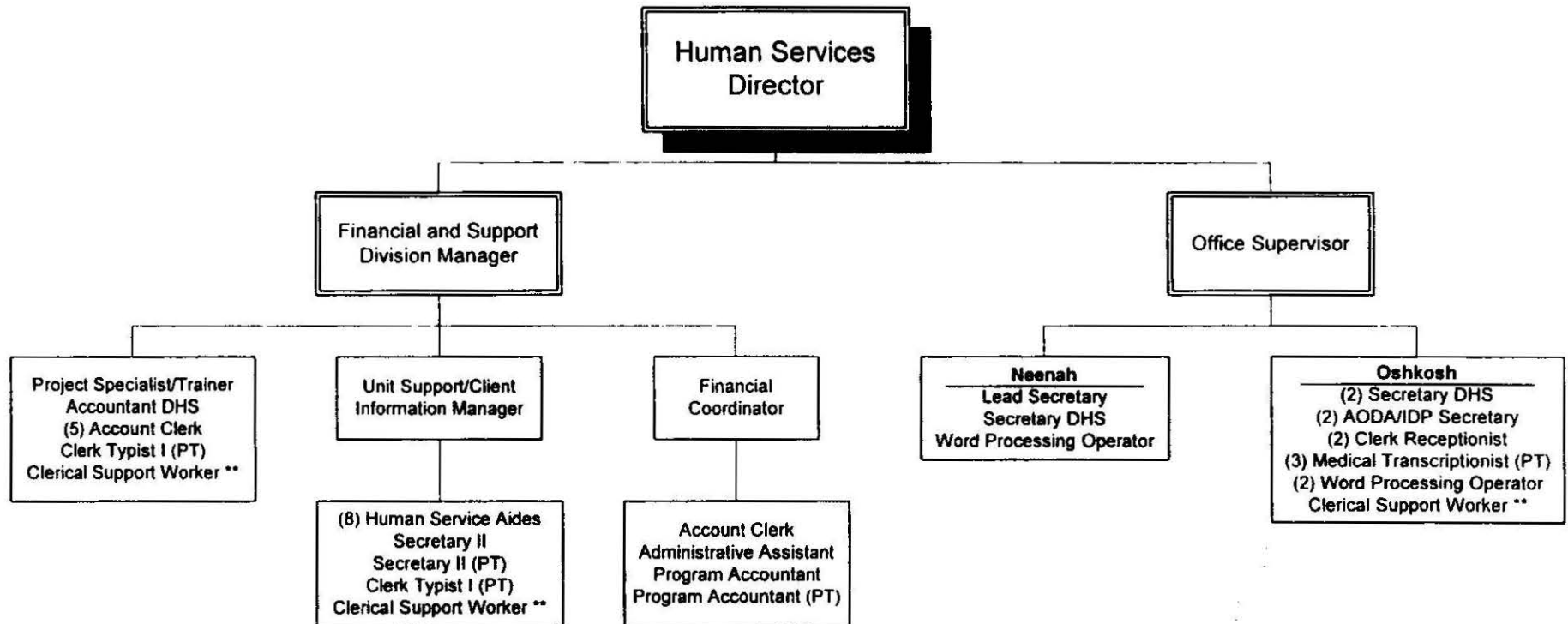
## Behavioral Health Services-Pg 2



\*\* Unclassified Position

# HUMAN SERVICES

## Administrative Services



\*\* Unclassified Position

# HUMAN SERVICES

Department: 231-XXX Fund: Human Services  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Keith A. Laux, Director  
Winnebago County Human Services  
220 Washington Avenue  
Oshkosh, WI 54901

TELEPHONE: 236-4812

Neenah Human Services Building  
211 North Commercial St.  
Neenah, WI 54956

## 2001 ACCOMPLISHMENTS:

### ADMINISTRATIVE SERVICES DIVISION

1. Implemented and continued to refine the comprehensive and division financial budget analysis reports created for the Director and budget managers within Human Services.
2. Promoted professional building environment through evaluating and recommending upgrades of building carpeting, wall covering and public meeting rooms.
3. Continued to review and evaluate the current ways in which services are delivered and organized for possible modifications that better organize and streamline services for both the Department and consumers. Monitored and implemented the recommendations related to the long-term Care Redesign initiative. Continued to implement changes related to the redesign of the Mental Health and AODA areas within the Behavioral Health Division.

## **BEHAVIORAL HEALTH SERVICES DIVISION**

### **ALCOHOL AND OTHER DRUG ABUSE SERVICES:**

1. Monitored the private sector Behavioral Health marketplace in the county and developed a plan for dealing with any possible shortage of private providers. In the past several years, several AODA vendors have gone out of business and some continue to consider possible mergers that could further reduce the total number of possible vendors providing services to our needy residents.
2. Participated in the Human Service agency reorganization planning and the development as well as implementation of the plan.
3. Examined the need for the development of specialized treatment services for the multiple offender drunk driver and the criminal justice population in need of alcohol/drug services.

### **MENTAL HEALTH SERVICES:**

1. Initiated staff planning process to pursue obtaining state certification for "Comprehensive Community Services" (CCS) (a new funding source) of the Oshkosh and Neenah/Menasha CSP Teams until the State recently announced that the money once associated with CCS would not be made available to counties.
2. Reviewed how crisis services are provided to adults and children and determined possible consolidation and application for state certification under the Medical Assistance Program.
3. Reviewed and studied the Mental Health and Alcohol & Other Drug Abuse service systems and developed a plan for change to develop the new Behavioral Health Services Division within the Department. Began examining interrelationships with other divisions, such as Long Term Care.

## **LONG TERM SUPPORT SERVICES DIVISION**

### **ADULT SERVICES:**

1. Participated in the long-term Support Redesign study to be completed in 2001.
2. Explored addition of reputable non-licensed home health agencies to our service system that can provide personal care services.
3. Completed first year of Annual Protective Placement Reviews for 450 court-ordered protectively placed adults.
4. Fulfilled a three-day response time for Adult Services Access Unit referrals.

#### **AGING SERVICES:**

1. Assisted in the redesign of the Department's Long Term Care System.
2. Initiated Elderly Benefit Specialists regular office hours to see consumers at all four of the Senior/Community Centers in Winnebago County.
3. Strengthened the Human Services Department's Friendly Visitor Program.

#### **DEVELOPMENTAL DISABILITIES SERVICES:**

1. Provided training to: guardians, parents, consumers, provider agency staff and service coordinators on incorporating consumer choice, control and responsibility into daily life.
2. Developed an outcome-based satisfaction survey on provider and service coordination that included consumer interviews and written feedback.
3. Completed the study portion of the Long Term Support Redesign in June 2001.

#### **CHILD WELFARE SERVICES DIVISION**

1. Participated and completed county Child Welfare Assessment to prepare for our state's review of our county Child Welfare Services delivery system.
2. Assessed Division's service delivery system regarding our Juvenile Intake office and move to implement changes identified as needed.
3. As a Division reviewed our child placement criteria and the case-management of those clients that are in care in an effort to determine if additional in-home services can meet the needs of these clients and to reduce the number and duration of our out-of-home placements.
4. Continued to maintain a timely response regarding the processing of referrals through the Juvenile Intake office.
5. Established a formal Kinship Care Policy manual and continued developing and refining elements of the Kinship Care Program.
6. Reviewed and refined the year 2000 performance measure outcomes. The team's supervisors will strengthen the monitoring of these outcomes as they apply to individuals and the team as a whole.
7. Attended training and assessed needed changes as it relates to Restorative Justice as provided by the State Department of Corrections.
8. Licensed 20 new foster homes during 2001. Foster Care recruitment and retention effort targeted ninety (90) as the number of Winnebago County foster homes we wish to have licensed and providing care for children needing placement.

### FINANCIAL ASSISTANCE SERVICES DIVISION

1. Implemented all new programs that the State developed (i.e., Medicaid Purchase Plan, Family Care, etc.) according to State timetables and guidelines.
2. Maintained on-site Electronic Benefits Transfer centers in each Winnebago County Human Services office.
3. Implemented a Quality Assurance Program and review one Food Stamp case per worker per month.

### **2002 GOALS & OBJECTIVES:**

### ADMINISTRATIVE SERVICES DIVISION

1. Human Service Delivery System--Continue to review and evaluate the current ways in which services are delivered and organized for possible modifications that better organize and streamline services for both the Department and consumers. Monitor and implement the recommendations related to the Long Term Care Redesign initiative. Continue to implement changes related to the redesign of the Mental Health and AODA areas within the Behavioral Health structure.

### BEHAVIORAL HEALTH SERVICES DIVISION

### ALCOHOL AND OTHER DRUG ABUSE SERVICES:

1. To continue to examine the Behavioral Health (Mental Health/Alcohol and Other Drug Abuse) service areas and implement organizational or service delivery changes as needed.
2. Depending on the outcome of various talks and discussions, which are scheduled to take place in C.Y. 2001, possible pursuit of the development of a more comprehensive treatment approach to dealing with the multiple offender drunk driver, an approach supported by the Courts, District Attorney, treatment providers and others.

### MENTAL HEALTH SERVICES:

1. Develop and have in place all of the necessary policies and procedures so the Behavioral Health Services Division can obtain state certification from Medical Assistance for its crisis services.
2. Continue to review and refine the Behavioral Health Services Division's organizational structure and design so services provided or purchased are of high quality and are delivered in a consumer friendly fashion.



## **LONG TERM SUPPORT SERVICES DIVISION**

### **ADULT SERVICES:**

1. Update the Adult Foster Care Program reimbursement to be competitive with rates in surrounding counties.
2. Implement the results of the Long Term Support Redesign study.
3. Eliminate the waiting list for Long Term Support services.
4. Continue implementation of The Clinical Manager (TCM) software system.
5. Maintain three-day response time to all referrals.

### **AGING SERVICES:**

1. Authorize and submit to the federal, state and regional Area Agency on Aging the 2003-2005, three-year Winnebago County Elderly Service Plan for their review and adoption.
2. Ensure that Volunteer Services are provided department-wide.

### **DEVELOPMENTAL DISABILITIES SERVICES:**

1. Implementation of the Long Term Support study group recommendations.
2. Explore participation in "Ticket to Work" (a Social Security Administration Program).
3. Continue to implement consumer-directed supports.

## **CHILD WELFARE SERVICES DIVISION**

1. Evaluate and implement the state's Child Welfare computer system (SACWIS) should it in fact be mandated by the state.
2. Our contract with Outagamie County to provide Juvenile Detention slots for our clients will end 12/31/03. The agency and the county will need to address this area of need at the time, so we know how these services will be provided in the future and to start planning for any changes that may occur as a result of this contract ending.

3. Attend training and incorporate HFS 44 requirements into the Substitute Care Program for delinquent and status offender youth.
4. Assess the 2001 effort to eliminate Termination of Parental Rights (TPR) backlog of cases. Determine and implement needed changes in this area.
5. Due to Foster Care recruitment and retention efforts, ninety (90) Winnebago County Foster Homes will be maintained to provide care for children needing placement.

#### **FINANCIAL ASSISTANCE SERVICES DIVISION**

1. W-2 Team: The 2002-2003 contract will contain more stringent performance standards than the last one. Our goal is to meet or exceed these standards.
2. Division-wide: The recently implemented Quality Assurance process will be used to identify training needs, and lead worker/trainers will conduct refresher training in areas where it is needed. We have a goal to continue our low error rate and to improve accuracy in all programs, not just Food Stamps.
3. Division-wide: We will implement all new programs according to state guidelines and timetables. We anticipate more changes in 2002 due to the new administrations in Madison and in Washington. Among these is a prescription drug plan for people over age 65.

# HUMAN SERVICES

## 2002 BUDGET NARRATIVE HIGHLIGHTS

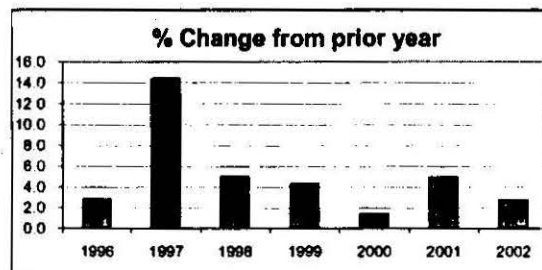
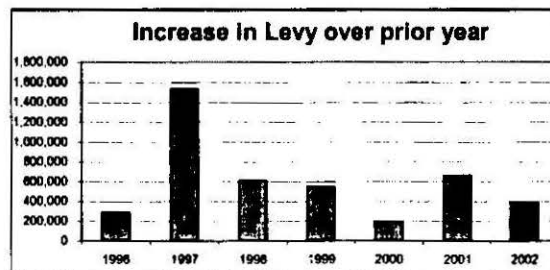
### DEPARTMENT STAFFING

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	200	200	206	203	204	218	240	243	244	246
Part Time	23	25	20	20	19	18	18	18	19	19
Total	223	225	226	223	223	236	258	261	263	265

**NEW POSITIONS:** There are three new full time positions, one part time position being converted from 60% to 90%, and two full time being eliminated, one of which is being replaced by a part-time position in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Case Manager - FAD	FT	19,981	6,297	2,245	0	28,520	15,520	13,000	0
Assistant Manager - FAD	FT	32,000	12,080	1,425	0	43,505	43,505	0	0
Trainer - FAD	FT	22,207	6,995	1,940	0	31,142	31,142	0	0
Program Accountant	PT	15,900	5,009	0	0	20,909	20,909	18,493	(18,493)

**COUNTY LEVY:** The 2002 tax levy is \$14,530,214, an increase of 2.7% over 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

Intergovernmental revenues are budgeted \$453,599 higher than in 2001. This is due to: 1) the inclusion of Administrative revenues from the Waiver grants to the maximum level possible; and, 2) an increase in MA Waiver grant revenues, based on an assumption that MA Waiver grant revenues will be available to us in excess of the guaranteed per diem rate, up to our total actual costs. This additional funding was available in 2000 and we are anticipating that it will also be available in 2001 and 2002.

**EXPENSES:**

Labor costs are \$514,519 higher than in 2001. This is due to new positions, the step and inflation increases, and cost of benefits.

Capital is \$25,340 lower than in 2001. In recent years, we have taken care of most of our capital needs.

Operating Expenses are \$239,344 higher than in 2001, due to the following:

- increase in costs for Substitute Care placements (foster homes, group homes, child caring institutions).
- increase in costs for Mental Health Placements (Fond du Lac and WMHI Specialty Hospitals).
- increase in Buildings and Grounds Maintenance.

# **Financial Summary** **Human Services**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	15,331,927	34,605,891	34,758,183	35,068,847	35,411,187
Labor	6,073,517	12,274,261	12,721,872	12,859,814	13,374,333
Travel	128,043	335,213	304,717	304,281	305,689
Capital	9,687	118,621	117,887	57,640	32,300
Other Expenditures	13,361,619	35,746,854	35,900,605	35,989,735	36,229,079
Total Expenditures	19,572,866	48,474,949	49,045,081	49,211,470	49,941,401
Levy Before Adjustments	4,240,939	13,869,058	14,286,898	14,142,623	14,530,214
Adjustments					
Net Levy After Adjustments	4,240,939	13,869,058	14,286,898	14,142,623	14,530,214

**Winnebago County  
Budget Detail - 2002  
Human Services  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
<b>TOTAL REVENUES</b>	<b>28,016,010</b>	<b>30,352,048</b>	<b>32,614,022</b>	<b>35,068,847</b>	<b>35,582,687</b>	<b>35,411,187</b>	<b>35,411,187</b>	<b>1.0%</b>
Regular Pay	7,537,390	8,327,329	8,847,816	9,545,463	9,961,825	9,875,902	9,875,902	3.5%
Temporary Employees	0	0	0	39,786	39,800	39,800	39,800	0.0%
Overtime	58,701	66,719	133,239	103,653	107,600	107,600	107,600	3.8%
Other Personal Serv.	176,687	(886)	0	0	0	0	0	NA
<b>Wages</b>	<b>7,772,778</b>	<b>8,393,163</b>	<b>8,981,055</b>	<b>9,688,902</b>	<b>10,109,225</b>	<b>10,023,302</b>	<b>10,023,302</b>	<b>3.5%</b>
Fringe Benefits	2,367,079	2,618,702	2,781,458	3,170,912	3,359,540	3,351,031	3,351,031	5.7%
Unemployment Comp	0	7,137	0	0	0	0	0	NA
<b>Fringes</b>	<b>2,367,079</b>	<b>2,625,839</b>	<b>2,781,458</b>	<b>3,170,912</b>	<b>3,359,540</b>	<b>3,351,031</b>	<b>3,351,031</b>	<b>5.7%</b>
<b>Total Labor Costs</b>	<b>10,139,857</b>	<b>11,019,002</b>	<b>11,762,513</b>	<b>12,859,814</b>	<b>13,468,765</b>	<b>13,374,333</b>	<b>13,374,333</b>	<b>4.0%</b>
Registration & Tuition	44,725	30,016	33,595	71,333	64,230	42,155	42,155	-40.9%
Automobile Allowance	208,888	201,524	215,086	204,237	225,919	225,919	225,919	10.6%
Commercial Travel	3,755	1,276	2,089	2,500	4,585	4,585	4,585	82.8%
Meals	8,853	9,262	12,059	11,575	13,030	13,030	13,030	12.6%
Lodging	13,501	10,617	17,263	13,406	18,330	18,330	18,330	36.7%
Other Travel Exp	942	1,103	1,578	1,230	1,690	1,690	1,690	37.4%
Travel Expenses	0	22	0	0	0	0	0	NA
<b>Travel</b>	<b>280,665</b>	<b>253,819</b>	<b>281,689</b>	<b>304,281</b>	<b>327,784</b>	<b>305,689</b>	<b>305,689</b>	<b>0.5%</b>
Other Improvements	0	0	0	3,000	0	0	0	0.0%
Other Equipment	585,526	39,080	56,941	54,640	32,300	32,300	32,300	-40.9%
<b>Capital</b>	<b>585,526</b>	<b>39,080</b>	<b>56,941</b>	<b>57,640</b>	<b>32,300</b>	<b>32,300</b>	<b>32,300</b>	<b>-44.0%</b>
Office Expenses								
Office Supplies	53,182	47,658	65,973	48,000	50,500	50,500	50,500	9.8%
Stationery and Forms	6,941	8,157	7,350	8,850	8,850	8,850	8,850	0.0%
Printing Supplies	10,416	4,955	913	7,000	7,000	7,000	7,000	0.0%
Print & Duplicate	19,788	12,943	12,533	15,900	19,400	19,400	19,400	22.0%
Postage and Box Rent	31,172	6,818	6,083	9,250	7,100	7,100	7,100	-23.2%
Computer Supplies	6,753	2,076	866	2,400	1,200	1,200	1,200	-50.0%
Computer Software	25,397	5,466	1,429	14,000	1,600	1,600	1,600	-88.6%
Advertising	1,321	11,159	5,860	5,000	13,755	13,755	13,755	175.1%
Subscriptions	12,293	6,143	4,806	7,000	5,000	5,000	5,000	-28.6%
Membership Dues	13,488	8,525	9,880	10,400	10,400	10,400	10,400	0.0%
Publish Legal Notices	34	39	65	100	100	100	100	0.0%
Operating Expenses								

**Winnebago County  
Budget Detail - 2002  
Human Services  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Physicals	0	0	300	3,500	1,500	1,500	1,500	-57.1%
Orientation	0	0	327	1,000	1,000	1,000	1,000	0.0%
Banquet	0	0	4,069	1,600	5,300	5,300	5,300	231.3%
Rent Assistance	0	0	6,604	7,000	7,000	7,000	7,000	0.0%
Life Experiences	0	0	2,151	5,500	3,000	3,000	3,000	-45.5%
Registration & Tuition-Other	0	566	1,333	10,300	3,700	3,700	3,700	-64.1%
Program Expenses	0	136,119	285,537	1,242,279	221,702	221,702	221,702	-82.2%
Outreach	0	0	0	9,000	0	0	0	0.0%
Trial Jobs	0	0	0	2,500	2,400	2,400	2,400	-4.0%
Loans	0	5,933	1,810	10,000	2,000	2,000	2,000	-80.0%
Education & Training	0	0	0	22,000	14,000	14,000	14,000	-36.4%
Transportation	0	42,165	31,525	67,000	23,000	23,000	23,000	-65.7%
Telephone	141,400	159,007	158,138	142,095	146,600	146,600	146,600	3.2%
Telephone Supplies	0	0	149	0	0	0	0	NA
Telephone Comm Lines	0	48	0	0	0	0	0	NA
Household Supplies	4,252	3,152	2,852	3,750	3,800	3,800	3,800	1.3%
Clothing & Uniforms	193	96	48	0	0	0	0	NA
Professional Supplies	0	2,889	10	3,000	0	0	0	0.0%
Food	11,942	11,390	9,283	11,575	11,275	11,275	11,275	-2.6%
Dishes and Utensils	17	0	0	0	0	0	0	NA
Small Equipment	79,191	45,879	70,197	48,006	49,500	49,500	49,500	3.1%
Medical Supplies	70,735	54,701	61,372	55,075	61,000	61,000	61,000	10.8%
Incontinent Supplies	0	47	0	0	0	0	0	NA
Recreation Supplies	17	1	0	0	0	0	0	NA
Legal Fees	1,098	0	0	0	0	0	0	NA
Crime Prevention Expense	8	0	0	0	0	0	0	NA
Other Operating Supplies	1,507	993	95	0	0	0	0	NA
Donated Goods & Services	4,000	0	0	0	0	0	0	NA
Automobile Allowance-Other	0	30,985	41,570	21,500	19,500	19,500	19,500	-9.3%
Commercial Travel-Other	0	0	65	0	0	0	0	NA
Meals-Other	0	299	426	250	250	250	250	0.0%
Lodging-Other	0	386	485	500	500	500	500	0.0%
Repairs & Maintenance								
Maintenance - Buildings	1,140	1,175	34	0	130,000	0	0	NA
Maintenance - Grounds	250	2,105	7,046	0	20,000	0	0	NA
Maintenance - Equipment	0	0	20	0	0	0	0	NA
Maintenance-Vehicles	0	0	5	0	0	0	0	NA
Repair & Maintenance Supplies	0	0	1,167	0	2,000	2,000	2,000	NA
Sign Parts & Supplies	155	0	0	0	0	0	0	NA
Construction Supplies								
Small Hardware	56	0	0	0	0	0	0	NA
Maintenance Supplies								

**Winnebago County  
Budget Detail - 2002  
Human Services  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Motor Fuel	4,557	2,284	6,452	5,600	7,500	7,500	7,500	33.9%
Utilities								
Heat	2,309	2,243	3,252	2,100	3,214	3,214	3,214	53.0%
Power and Light	5,942	6,058	6,466	4,700	4,954	4,954	4,954	5.4%
Water and Sewer	4,015	6,072	4,844	1,300	3,772	3,772	3,772	190.2%
Contractual Services	27,962,119	26,093,810	27,611,392	31,823,777	32,866,415	32,260,915	32,260,915	1.4%
Rental Expenses								
Building Rental	0	34,810	34,800	128,347	131,547	131,547	131,547	2.5%
Equipment Rental	9,039	31,002	34,320	37,042	36,250	36,250	36,250	-2.1%
Other Rents and Leases	10,553	45,032	58,052	58,000	59,000	59,000	59,000	1.7%
Insurance								
Prop & Liab Insurance	134,499	20,856	426	3,000	2,000	2,000	2,000	-33.3%
Operating Licenses & Fees	2,578	999	2,357	2,600	2,500	2,500	2,500	-3.8%
Medical Transportation Assist	0	0	0	0	40,000	40,000	40,000	NA
Emergency Assistance	0	0	0	0	10,000	10,000	10,000	NA
Refugee Assistance	0	0	0	0	40,000	40,000	40,000	NA
Burial Assistance	0	0	0	0	100,000	100,000	100,000	NA
Relief to Indigents								
W-2 Benefits	0	0	321,475	0	488,000	488,000	488,000	NA
Income Maintenance Pmts	153,384	113,744	110,775	0	0	0	0	NA
Other Sundry & Fixed Charges								
Bad Debts Expense	6,285	(11,481)	(8,538)	0	0	0	0	NA
State Special Charges	0	24	0	0	0	0	0	NA
Tax Refunds	0	183,974	285,294	0	0	0	0	NA
Operating Grants	14,523	34,000	0	197,421	382,444	332,444	332,444	68.4%
Spec Service Awards	2,356	0	0	0	0	0	0	NA
Other Miscellaneous	29,046	35,340	78,642	0	0	0	0	NA
Cost Allocations								
Microfilm Services	0	29	0	0	0	0	0	NA
Indirect Costs	0	0	0	150,000	225,000	225,000	225,000	50.0%
Interfund Expenses								
Office Supplies	0	246	110	0	0	0	0	NA
Printing Supplies	0	6,828	10,840	4,500	7,000	7,000	7,000	55.6%
Print & Duplicate	0	14,779	13,984	10,000	12,500	12,500	12,500	25.0%
Postage and Box Rent	0	30,015	31,780	19,750	33,000	33,000	33,000	67.1%
Computer Supplies	0	520	0	2,500	0	0	0	0.0%
Telephone	0	760	0	0	0	0	0	NA
Small Equipment	0	3,240	135	0	0	0	0	NA
Medical Supplies	0	203	0	0	0	0	0	NA
Motor Fuel	0	2,308	593	0	0	0	0	NA
Medical and Dental	0	8,523	9,138	0	0	0	0	NA



**Winnebago County**  
**Budget Detail - 2002**  
**Human Services**  
 ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Vehicle Repairs	0	2,798	4,820	0	3,500	3,500	3,500	NA
Equipment Repairs	0	38,825	43,181	43,341	49,804	49,804	49,804	14.5%
Professional Services	0	0	1,222	0	0	0	0	NA
Purchased Social Services	0	3,000	0	0	0	0	0	NA
In Home Services	0	242	(14,023)	0	0	0	0	NA
LTS - DCP	0	1,500,813	1,485,890	1,539,692	1,508,888	1,508,888	1,508,888	-2.0%
Prop. & Liab. Insurance	0	158,291	144,024	182,735	183,559	183,559	183,559	0.5%
Income Maintenance Funds	0	180	0	0	0	0	0	NA
Other Uses of Funds								
Other Operating Expenses	11	74	0	0	0	0	0	NA
Other Operating Transfers								
Other Operating Expenses	<u>28,837,924</u>	<u>28,980,091</u>	<u>31,084,017</u>	<u>35,989,735</u>	<u>37,034,579</u>	<u>36,229,079</u>	<u>36,229,079</u>	<u>0.7%</u>
<b>TOTAL EXPENSES</b>	<u>39,843,972</u>	<u>40,291,991</u>	<u>43,185,140</u>	<u>49,211,470</u>	<u>50,863,408</u>	<u>49,941,401</u>	<u>49,941,401</u>	<u>1.5%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>11,827,983</u>	<u>9,939,944</u>	<u>10,571,118</u>	<u>14,142,623</u>	<u>15,280,721</u>	<u>14,530,214</u>	<u>14,530,214</u>	<u>2.7%</u>

# HUMAN SERVICES PROGRAM BUDGETS

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
HUMAN SERVICES												
✓ Administrative Revenues	231	1,836,601	9,000	32,300	658,038	2,535,939	✓	2,535,939	3,030,560	2,473,835	(16.3)	22.5
	231						7,302,734	(7,302,734)	(7,712,050)	(7,034,139)	(5.3)	9.6
Adult Services Revenues	234	1,268,826	34,500		5,990,262	7,293,588		7,293,588	7,688,601	6,457,448	(5.1)	19.1
	234						5,866,215	(5,866,215)	(6,174,429)	(5,495,435)	(5.0)	12.4
Elderly & Volunteer Revenues	237	184,009	7,000		1,387,341	1,578,350		1,578,350	947,552	936,431	66.6	1.2
	237						1,094,610	(1,094,610)	(531,491)	(508,461)	106.0	4.5
Alcohol & Other Drug Abusers Revenues	240	990,214	22,307		999,800	2,012,321		2,012,321	1,987,776	1,952,230	1.2	1.8
	240						749,027	(749,027)	(793,427)	(786,276)	(5.6)	0.9
✓ Child Welfare Revenues	243	3,658,861	105,230		7,818,613	11,582,704	✓	11,582,704	10,937,150	10,646,503	5.9	2.7
	243						2,944,335	(2,944,335)	(3,323,914)	(3,019,353)	(11.4)	10.1
Developmental Disabilities Revenues	246	1,009,161	30,180		14,768,670	15,808,011		15,808,011	15,648,530	13,662,037	1.0	14.5
	246						12,282,536	(12,282,536)	(11,187,314)	(9,328,838)	9.8	19.9
✓ Financial Assistance Revenues	249	1,549,065	29,550		1,803,900	3,382,515	✓	3,382,515	3,515,271	3,226,234	(3.8)	9.0
	249						3,512,121	(3,512,121)	(3,679,215)	(3,370,741)	(4.5)	9.2
Mental Health Revenues	252	2,877,596	67,922		2,802,455	5,747,973		5,747,973	5,456,029	5,672,368	5.4	(3.8)
	252						1,659,609	(1,659,609)	(1,667,007)	(2,000,222)	(0.4)	(16.7)
Grand Totals		<u>13,374,333</u>	<u>305,689</u>	<u>32,300</u>	<u>36,229,079</u>	<u>49,941,401</u>	<u>35,411,187</u>	<u>14,530,214</u>	<u>14,142,622</u>	<u>13,483,621</u>	2.7	4.9

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Human Services	Digital Copy Machine	2		10,000	10,000
	Van - 7 Passenger	1		22,300	22,300
		3	-	32,300	32,300

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# PARK VIEW HEALTH CENTER

Department: 530-XXX Fund: Park View  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Margie Rankin  
Winnebago County  
Park View Health Center  
725 Butler Avenue  
Winnebago, WI 54985

TELEPHONE: 235-5100

## MISSION STATEMENT:

To provide long-term care and specialized services to enhance the quality of life for Winnebago County residents in a compassionate, supportive and cost-effective manner.

## PROGRAM DESCRIPTION:

NURSING Provides specialized quality care for residents with long and short-term needs.

ACTIVITIES/VOLUNTEER SERVICES Provides an ongoing program of daily, evening and weekend activities to meet the comprehensive assessed needs and interests of each resident. Recruits volunteers to assist in providing activities and community experience.

SOCIAL SERVICES Responds to each individuals psychosocial needs to insure a high quality of life for each resident while maintaining the highest level of function.

FOOD & NUTRITION Provides each resident with a nourishing, palatable, well-balanced diet that meets the daily nutritional and therapeutic dietary needs. Produces meals for 12 elderly nutrition sites and 6 daycare centers for generation of additional revenue sources.

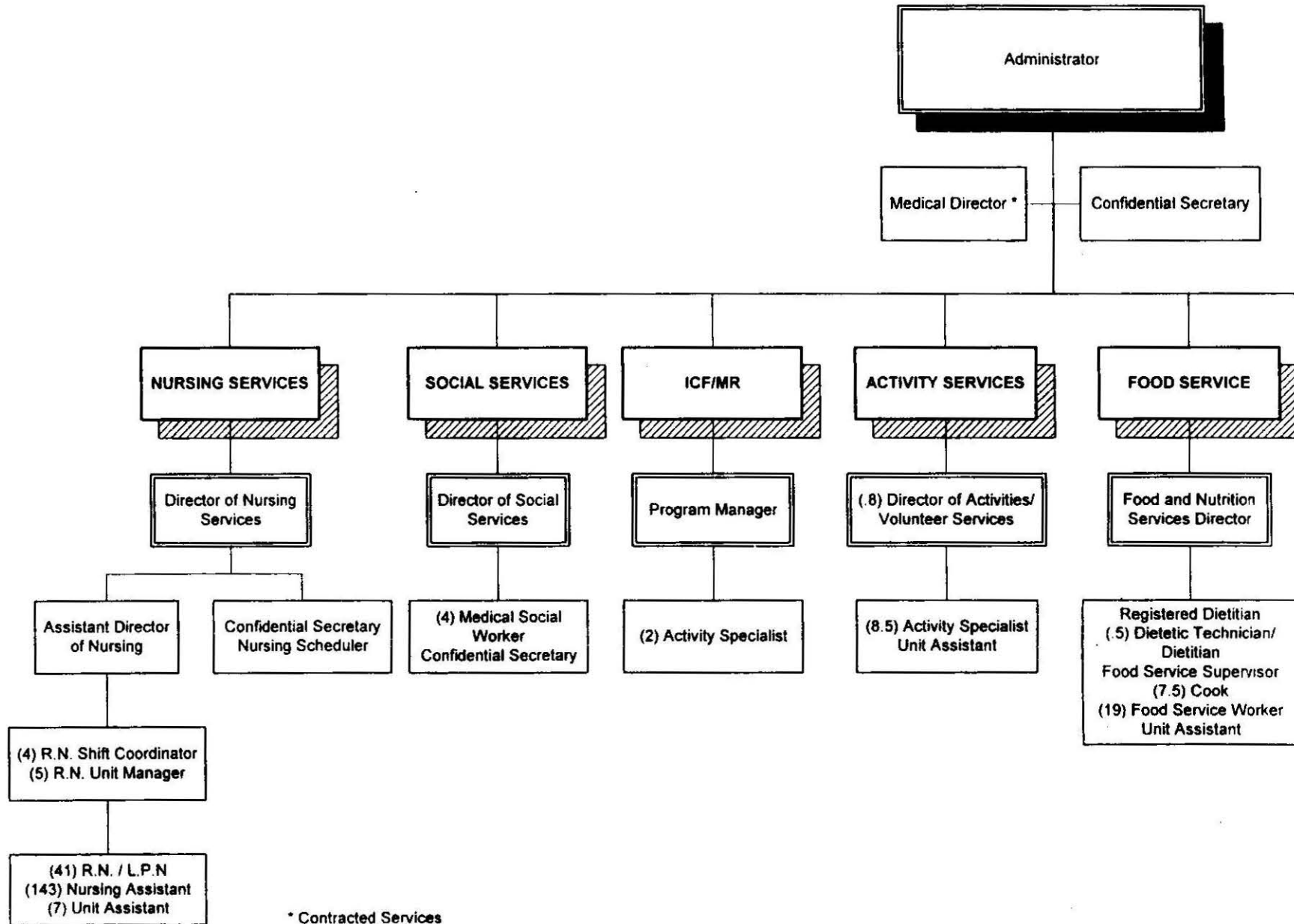
MAINTENANCE Provides a safe and secure environment. Maintains property, plant and equipment.

HOUSEKEEPING Provides a clean and homelike environment meeting all sanitation and infection control regulations.

LAUNDRY Contracted service which provides all necessary linens and personal laundry services.

**ADMINISTRATION** Administration provides safe keeping of residents personal accounts, billing, financial reports for Medical Assistance and Medicare reimbursement rates and filing of annual appeal reports for additional revenue. Purchase facility supplies and equipment to meet resident needs. Maintains residents' medical records in compliance with State and Federal codes. Prepares annual budget and maintains an efficient operation within budgetary monies. Coordinates yearly mandatory programs and keeps all in-service records of all employees. Responsible for adhering to all State and Federal regulations.

# PARK VIEW HEALTH CENTER



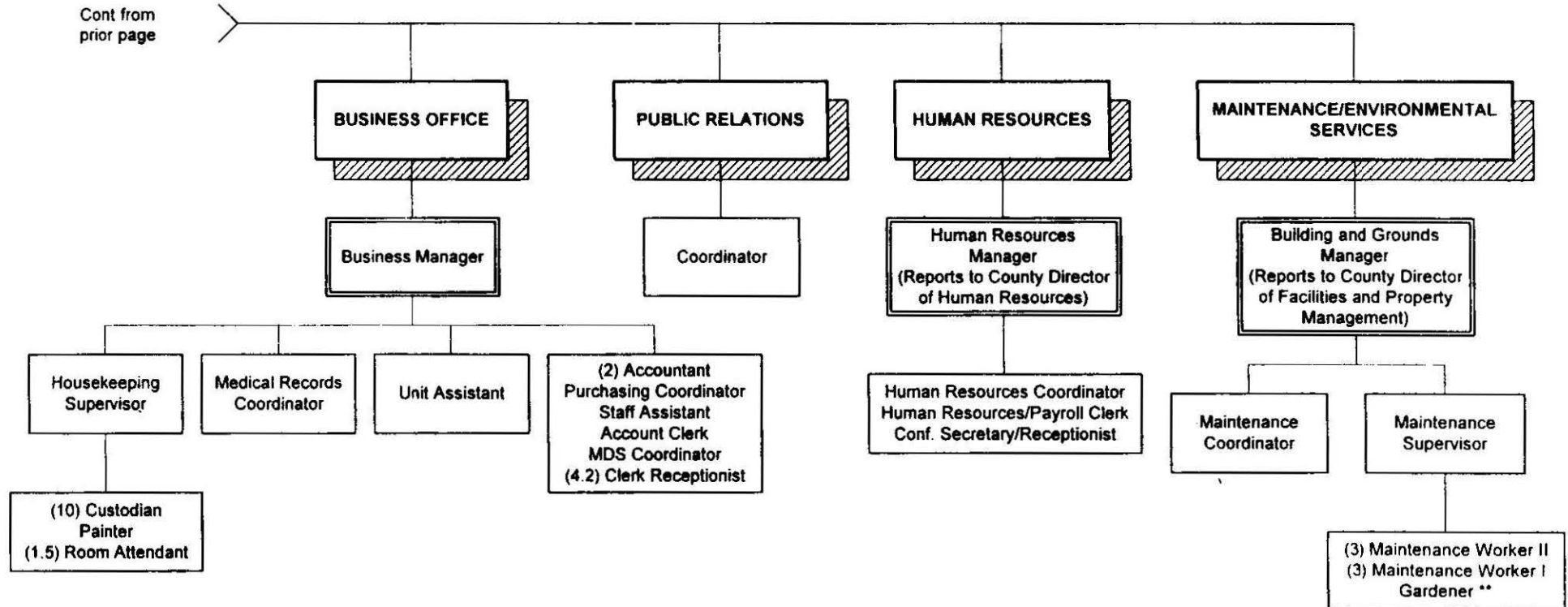
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\* Contracted Services

**Note:** Nursing and Food Service department positions are in terms of full time equivalents as provided for in County Board Resolution #317-290

# PARK VIEW HEALTH CENTER

Cont from  
prior page



\*\* Unclassified Position

# **PARK VIEW HEALTH CENTER**

**Department: 530-XXX Fund: Park View  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Margie Rankin  
Winnebago County  
Park View Health Center  
725 Butler Avenue  
Winnebago, WI 54985**

**TELEPHONE: 235-5100**

## **2001 ACCOMPLISHMENTS:**

- 1. Received Medicaid/Medicare revenues estimated at \$7.1M. Projected Intergovernmental Transfer Program revenues are at \$2.7M.**
- 2. Projected meal site revenue (12 Advocap sites, 6 day care centers) \$435,000.**
- 3. Have received a pledge for \$20,000 in matching funds from the Community Foundation for the Fox Valley Region, Inc. to refurbish the two facility beauty shops.**
- 4. Total donations received from January 1, 2001 through June 1, 2001 total \$18,700. This amount includes grants for nursing equipment (tilt-in-space recliners, reclining cushions, learning chair and courtyard maintenance).**
- 5. Participation with Winnebago Community Interagency Committee to deal with common areas of responsibility or concerns within the Winnebago area.**
- 6. Implemented the cook/chill system in the food and nutrition service department that will eventually result in labor savings of 5 full-time equivalent employees through attrition. Anticipated payback of equipment is 2 years.**
- 7. Re-organization of the management structure in the food and nutrition service department at an approximate savings of \$23,500 in 2002.**
- 8. Continued to maintain stable bed occupancy levels.**
- 9. Awards received from WAHSA: Loretta Konrad won the Region VI Distinguished Service Award and Tim Lauren, Music Therapist in the Activity Department was selected to receive the WAHSA 2001 employee Service Award.**



10. Received a deficiency free survey pertaining to resident care at both the Rehabilitation Pavilion and Pleasant Acres.
11. Decreased Director of Activities position to a part-time (80%) position resulting in a savings of approximately \$11,700 in 2002.

**2002 GOALS & OBJECTIVE:**

1. Continue to work towards achieving further cost savings in operations while meeting the needs of Winnebago County and its residents.
2. Continue to look for appropriate and compatible revenue sources to offset county subsidy and maximize Medicare/Medicaid/Intergovernmental Transfer Payments and private pay revenue.
3. Work in conjunction with other county departments to meet the changing health care needs of Winnebago County residents.
4. To receive a deficiency-free survey for the Rehabilitation Pavilion, ICF/MR and Pleasant Acres.

# PARK VIEW HEALTH CENTER

## 2002 BUDGET NARRATIVE HIGHLIGHTS

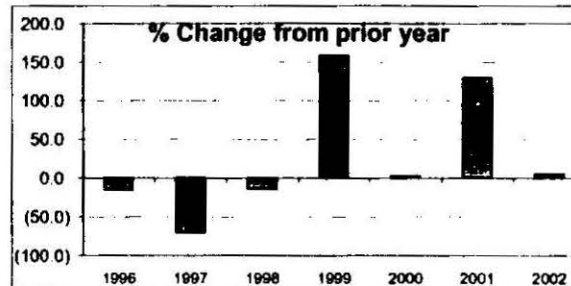
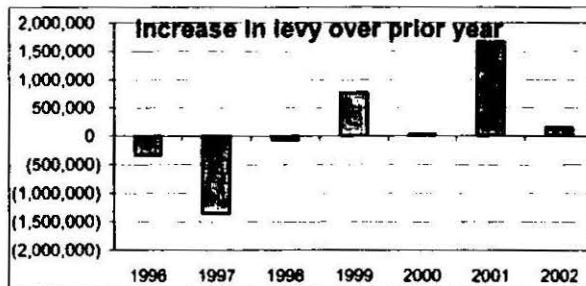
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	343	367	367	362	344	340	313	300	297	281
Part Time	9	8	9	7	7	4	4	4	4	6
Total	352	375	376	369	351	344	317	304	301	287

**NEW POSITIONS:** There were 9 positions transferred to Facilities during 2000 and 2001, two positions converted from full time to part time, 2 positions were eliminated in the Food Service area, and 5 positions through attrition will be eliminated in 2002. The positions transferred to Facilities are reflected only in the Table of Organization. Salaries and fringes remain charged to Park View.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The 2002 tax levy is \$3,114,348, an increase of 5.1% from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES -**

**Medicaid (Title 19)** - The \$193,076 or 2.8% increase results from the increase in average occupancy levels, additional therapy, and appeal monies.

**Private Pay Fees** - The \$333,097 increase results from the increase in average occupancy and addition therapy paid by private parties.

**Non Operating Grant Revenue-ITP** -Intergovernmental Transfer Program revenues are budgeted \$300,000 above 2001 levels.

**EXPENSES -**

**Capital Outlay** - A decrease to \$128,500 in 2002. Projects include fire suppression system, garbage truck replacement, lawnmower, dealkilzer, and a food cart.

**Heat** - An increase of \$140,000 is anticipated due to the large increase in the prices.

**Professional Service** - An increase of 14% is anticipated for the contracts for professional services.

**Food** - The increase of \$43,000 reflects the higher costs of both perishable and non-perishable foods.

**PROGRAM BUDGET CHANGES:** Significant changes other than salaries and fringes include the following:

**Pleasant Acres** - Overall decrease of 6.3%.

Revenues show an increase of \$393,000.

No other programs had any significant changes.

**Pavilion** - Overall increase of 10.5%.

There are no significant changes.

**ICFMR** - Overall increase of 94.6%.

Revenues increased by \$43,145 or 3.9%.

There are no other significant changes.

**Financial Summary**  
**Park View Health Center Fund**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	6,177,684	13,451,642	13,700,967	13,679,996	14,522,304
Labor	6,092,216	12,081,420	12,863,563	12,863,563	13,548,637
Travel	6,841	16,346	18,505	18,505	15,965
Capital	110,141	242,260	534,335	212,550	128,500
Other Expenditures	1,930,525	4,043,594	3,625,644	3,547,402	3,943,550
Total Expenditures	8,139,723	16,383,620	17,042,047	16,642,020	17,636,652
Levy Before Adjustments	1,962,038	2,931,978	3,341,080	2,962,024	3,114,348
Adjustments	(286,378)	(485,048)	(485,048)	(485,048)	(499,753)
Net Levy After Adjustments	1,675,660	2,446,930	2,856,032	2,476,976	2,614,595

**Winnebago County**  
**Budget Detail - 2002**  
**Park View Health Center Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Fringe Benefits	2,795,273	2,843,280	2,996,378	3,486,665	3,675,814	3,675,814	3,675,814	5.4%
Unemployment Comp	0	3,465	0	0	0	0	0	NA
Compensated Absences	0	140,894	(3,342)	0	0	0	0	NA
<b>Fringes</b>	<b>2,795,273</b>	<b>2,987,639</b>	<b>2,993,037</b>	<b>3,486,665</b>	<b>3,675,814</b>	<b>3,675,814</b>	<b>3,675,814</b>	<b>5.4%</b>
<b>Total Labor Costs</b>	<b>11,305,129</b>	<b>11,376,634</b>	<b>11,680,613</b>	<b>12,863,563</b>	<b>13,548,637</b>	<b>13,548,637</b>	<b>13,548,637</b>	<b>5.3%</b>
Registration & Tuition	13,584	8,723	9,839	13,280	11,530	11,530	11,530	-13.2%
Automobile Allowance	978	1,371	1,288	1,350	1,400	1,400	1,400	3.7%
Commercial Travel	182	52	213	500	0	0	0	0.0%
Meals	842	905	1,106	1,050	1,160	1,160	1,160	10.5%
Lodging	922	1,406	1,693	1,525	1,025	1,025	1,025	-32.8%
Other Travel Exp	293	(57)	1,119	800	850	850	850	6.3%
Travel Expenses	0	10	0	0	0	0	0	NA
<b>Travel</b>	<b>16,801</b>	<b>12,410</b>	<b>15,258</b>	<b>18,505</b>	<b>15,965</b>	<b>15,965</b>	<b>15,965</b>	<b>-13.7%</b>
Buildings	49,311	37,637	4,808	25,000	0	0	0	0.0%
Other Improvements	134,824	0	0	25,000	60,000	60,000	60,000	140.0%
Fixed Equipment	12,790	41,500	0	75,000	0	0	0	0.0%
Other Equipment	70,221	64,728	152,862	87,550	68,500	68,500	68,500	-21.8%
Other Capital Costs	0	0	39	0	0	0	0	NA
General Construction	0	0	8,637	0	0	0	0	NA
<b>Capital</b>	<b>267,146</b>	<b>143,865</b>	<b>164,346</b>	<b>212,550</b>	<b>128,500</b>	<b>128,500</b>	<b>128,500</b>	<b>-39.5%</b>
<b>Office Expenses</b>								
Office Supplies	19,503	15,493	9,836	17,000	16,000	16,000	16,000	-5.9%
Stationery and Forms	6,595	4,379	4,302	4,320	4,302	4,302	4,302	-0.4%
Printing Supplies	5,675	7,669	6,137	4,400	6,250	6,250	6,250	42.0%
Print & Duplicate	22,861	8,707	5,347	5,000	4,000	4,000	4,000	-20.0%
Postage and Box Rent	7,895	10,505	13,007	16,400	15,000	15,000	15,000	-8.5%
Computer Supplies	3,666	871	7,648	5,700	6,200	6,200	6,200	8.8%
Computer Software	7,095	2,082	1,751	1,700	1,700	1,700	1,700	0.0%
Advertising	1,752	16,299	22,843	16,000	17,500	17,500	17,500	9.4%
Subscriptions	4,121	3,373	4,192	3,650	3,650	3,650	3,650	0.0%
Membership Dues	7,375	7,424	8,935	8,395	9,100	9,100	9,100	8.4%
Publish Legal Notices	0	1,229	666	1,500	1,000	1,000	1,000	-33.3%
<b>Operating Expenses</b>								
Telephone	39,777	50,807	45,273	44,300	38,600	38,600	38,600	-12.9%
Telephone Supplies	0	570	0	0	0	0	0	NA
Agricultural Supplies	1,146	695	155	1,500	1,100	1,100	1,100	-26.7%

**Winnebago County**  
**Budget Detail - 2002**  
**Park View Health Center Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Household Supplies	137,055	114,805	131,692	119,700	122,980	122,980	122,980	2.7%
Clothing & Uniforms	15	0	0	0	0	0	0	NA
Professional Supplies	601	788	727	700	700	700	700	0.0%
Linen	4,544	5,063	5,949	5,200	3,000	3,000	3,000	-42.3%
Food	671,207	742,111	754,851	525,219	568,500	568,500	568,500	8.2%
Dishes and Utensils	1,366	2,584	2,521	2,600	2,800	2,800	2,800	7.7%
Small Equipment	93,585	88,773	60,290	74,930	80,080	80,080	80,080	6.9%
Shop Supplies	3,904	4,382	3,644	3,000	4,070	4,070	4,070	35.7%
Medical Supplies	776,050	217,586	287,021	268,300	262,800	262,800	262,800	-2.0%
Medical Oxygen	26,627	0	0	300	200	200	200	-33.3%
Incontinent Supplies	(252)	895	515	550	2,400	2,400	2,400	336.4%
Diapers	51,569	50,794	62,495	54,000	60,000	60,000	60,000	11.1%
Recreation Supplies	3,817	2,541	3,018	2,600	2,850	2,850	2,850	9.6%
Other Operating Supplies	1,856	1,207	1,318	1,600	1,410	1,410	1,410	-11.9%
Donated Goods & Services	11,422	17,930	25,121	0	0	0	0	NA
Repairs & Maintenance								
Repair & Maintenance Supplies	2,750	6	0	0	0	0	0	NA
Painting Supplies	14,903	19,546	13,120	9,000	8,000	8,000	8,000	-11.1%
Consumable Tools	1,764	2,080	1,116	2,000	1,600	1,600	1,600	-20.0%
Sign Parts & Supplies	167	986	457	500	525	525	525	5.0%
Other Maint. Supplies	2,334	3,470	10,884	12,000	20,500	20,500	20,500	70.8%
Construction Supplies								
Calcium Chloride	929	1,263	1,416	1,000	1,000	1,000	1,000	0.0%
Steel and Iron	(22)	0	0	0	0	0	0	NA
Small Hardware	3,490	3,976	5,954	5,000	5,050	5,050	5,050	1.0%
Lumber and Plywood	6,113	4,764	1,849	2,000	2,650	2,650	2,650	32.5%
Maintenance Supplies								
Other Elect. Products	14,253	11,592	7,145	7,000	7,000	7,000	7,000	0.0%
Plumbing Products	52	0	0	0	0	0	0	NA
Other Plumbing Prod.	7,191	7,755	8,441	6,000	7,450	7,450	7,450	24.2%
Other Building Materials	11,250	2,832	1,315	2,000	3,300	3,300	3,300	65.0%
Motor Fuel	4,828	2,776	0	0	0	0	0	NA
Lubricants	145	259	505	1,000	550	550	550	-45.0%
Machine & Equip Parts	20,776	15,897	37,913	27,000	24,500	24,500	24,500	-9.3%
Tires & Batteries	1,258	1,176	1,113	2,000	1,340	1,340	1,340	-33.0%
Utilities								
Heat	101,311	125,827	208,072	155,000	295,500	295,500	295,500	90.6%
Power and Light	79,806	108,847	122,141	150,000	125,500	125,500	125,500	-16.3%
Water and Sewer	55,997	72,625	76,258	69,500	72,500	72,500	72,500	4.3%
Refuse Collection	7,545	10,385	8,171	8,000	8,000	8,000	8,000	0.0%
Contractual Services								

**Winnebago County**  
**Budget Detail - 2002**  
**Park View Health Center Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Medical and Dental	11,254	5,269	5,258	5,000	5,000	5,000	5,000	0.0%
Pest Extermination	1,420	1,345	1,345	1,555	1,600	1,600	1,600	2.9%
Snow Removal	322	0	0	0	0	0	0	NA
Vehicle Repairs	5,990	5,212	7,498	6,000	10,500	10,500	10,500	75.0%
Equipment Repairs	57,181	40,183	54,649	45,660	58,000	58,000	58,000	27.0%
Building Repairs	85,672	93,387	109,810	74,300	108,750	108,750	108,750	46.4%
Transcription Services	1,740	1,439	867	1,400	1,400	1,400	1,400	0.0%
Accounting - Auditing	2,133	1,400	3,650	4,000	3,800	3,800	3,800	-5.0%
Data Processing	11,471	12,034	10,706	11,300	11,300	11,300	11,300	0.0%
Professional Service	900,784	1,352,851	1,409,826	1,030,758	1,174,661	1,174,661	1,174,661	14.0%
Administration Fee	0	(7)	0	0	0	0	0	NA
Claim Payments	0	0	(173)	0	0	0	0	NA
Rental Expenses								
Equipment Rental	3,239	6,202	19,075	3,525	11,770	11,770	11,770	233.9%
Other Rents and Leases	449	247	195	500	400	400	400	-20.0%
Insurance								
Prop & Liab Insurance	(134,204)	(18,866)	(26,702)	0	0	0	0	NA
Insurance Recoveries	0	25	0	0	0	0	0	NA
Operating Licenses & Fees	928	1,035	902	1,548	1,396	1,396	1,396	-9.7%
Depreciation & Amortization								
Depreciation Expense	488,252	482,677	557,468	485,048	499,753	499,753	499,753	3.0%
Other Sundry & Fixed Charges								
Bad Debts Expense	2,657	0	0	0	0	0	0	NA
Taxes & Assessments	106,007	107,048	101,284	107,120	107,120	107,120	107,120	0.0%
Spec Service Awards	0	0	0	50	50	50	50	0.0%
Other Miscellaneous	9,246	5,536	5,174	7,200	7,200	7,200	7,200	0.0%
Interfund Expenses								
Printing Supplies	0	1,350	755	800	900	900	900	12.5%
Print & Duplicate	0	10,832	10,328	12,500	11,500	11,500	11,500	-8.0%
Postage and Box Rent	0	(886)	(3,790)	0	0	0	0	NA
Computer Supplies	0	99	0	0	0	0	0	NA
Household Supplies	(283)	(1,972)	(1,691)	0	0	0	0	NA
Food	0	(41,465)	0	0	0	0	0	NA
Medical Supplies	0	(31)	0	0	0	0	0	NA
Motor Fuel	0	1,702	7,186	6,500	7,000	7,000	7,000	7.7%
Medical and Dental	2,482	8,064	9,952	13,400	12,000	12,000	12,000	-10.4%
Snow Removal	0	2,008	102	2,500	2,000	2,000	2,000	-20.0%
Equipment Repairs	0	7,238	9,700	10,860	11,244	11,244	11,244	3.5%
Building Repairs	0	2,105	0	0	0	0	0	NA
Transcription Services	0	254	0	0	0	0	0	NA
Professional Services	0	7,293	15,354	14,567	14,567	14,567	14,567	0.0%

**Winnebago County**  
**Budget Detail - 2002**  
**Park View Health Center Fund**  
 ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Prop. & Liab. Insurance	0	48,379	41,845	53,749	60,482	60,482	60,482	12.5%
Other Operating Expenses	3,802,408	3,917,631	4,325,696	3,547,402	3,943,550	3,943,550	3,943,550	11.2%
<b>TOTAL EXPENSES</b>	<b>15,391,484</b>	<b>15,450,539</b>	<b>16,188,114</b>	<b>16,642,020</b>	<b>17,636,652</b>	<b>17,636,652</b>	<b>17,636,652</b>	<b>6.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,972,167</b>	<b>2,648,879</b>	<b>2,403,695</b>	<b>2,962,024</b>	<b>3,114,348</b>	<b>3,114,348</b>	<b>3,114,348</b>	<b>5.1%</b>



# **PARK VIEW HEALTH CENTER PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002	2001	2000	2002 OVER 2001	2001 OVER 2000
								ADOPTED	ADOPTED	ADOPTED		
PLEASANT ACRES							6,803,398	(6,803,398)	(6,410,182)	(6,575,260)	6.1	(2.5)
Nursing	540	4,477,836			562,132	5,039,968		5,039,968	4,781,252	4,334,232	5.4	10.3
Activities	541	153,777			825	154,602		154,602	151,666	141,337	1.9	7.3
Social Services	542	161,785			-	161,785		161,785	150,622	140,933	7.4	6.9
Food & Nutrition	544	510,184			221,600	731,784		731,784	797,136	772,104	(8.2)	3.2
Maintenance	545	227,495			336,155	563,650		563,650	508,227	481,939	10.9	5.5
Housekeeping	546	225,043			146,753	371,796		371,796	359,414	310,537	3.4	15.7
Laundry	547	-			186,000	186,000		186,000	185,000	198,000	0.5	(6.6)
Administration	548	442,209	7,400		156,469	606,078		606,078	573,081	550,673	5.8	4.1
Volunteer Services	551	30,914			650	31,564		31,564	27,467	28,326	14.9	4.3
Unclassified	559	-		49,250	187,665	236,915		236,915	243,714	211,112	(2.8)	15.4
Total Pleasant Acres		6,229,243	7,400	49,250	1,798,249	8,084,142	6,803,398	1,280,744	1,367,397	591,933	(6.3)	131.0
PAVILION							6,566,002	(6,566,002)	(6,160,055)	(6,468,716)	6.6	(4.8)
Nursing	560	4,272,998			354,774	4,627,772		4,627,772	4,214,178	3,899,538	9.8	8.1
Activities	561	257,448			1,200	258,648		258,648	254,367	239,779	1.7	6.1
Social Services	562	141,319			-	141,319		141,319	132,211	124,183	6.9	6.5
Food & Nutrition	564	627,538			392,440	1,019,978		1,019,978	944,985	1,254,878	7.9	(24.7)
Maintenance	565	195,646			372,990	568,636		568,636	501,205	489,159	13.5	2.5
Housekeeping	566	172,730			123,489	296,219		296,219	280,389	254,052	5.6	10.4
Laundry	567	-			170,000	170,000		170,000	165,000	165,000	3.0	0.0
Administration	568	380,298	6,435		139,016	525,749		525,749	505,620	485,639	3.9	4.2
Personnel	569	175,118	1,065		30,166	206,349		206,349	193,490	177,225	6.6	NA
Volunteer Services	571	26,586			560	27,146		27,146	23,622	22,640	14.9	4.3
Unclassified	579	-		79,250	312,088	391,338		391,338	453,884	458,291	(13.8)	NA
Total Pavilion		6,249,681	7,500	79,250	1,896,723	8,233,154	6,566,002	1,667,152	1,509,096	1,101,668	10.5	37.0
ICFMR							1,152,904	(1,152,904)	(1,109,759)	(1,008,212)	3.9	10.1
Nursing	580	693,380			90,497	783,877		783,877	694,115	635,119	12.9	9.3
Activities	581	86,751			1,250	88,001		88,001	76,501	72,818	15.0	5.1
Social Services	582	97,907			-	97,907		97,907	91,788	86,365	6.7	6.3
Food & Nutrition	584	56,169			35,710	91,879		91,879	90,157	92,883	1.9	(2.9)
Maintenance	585	31,849			47,420	79,269		79,269	72,372	69,772	9.5	3.7
Housekeeping	586	37,420			6,735	44,155		44,155	40,946	42,312	7.8	(3.2)
Laundry	587	-			30,500	30,500		30,500	30,500	30,800	0.0	(1.0)
Administration	588	61,809	1,065		38,376	99,350		99,350	95,065	93,502	4.5	1.7
Volunteer Services	589	4,328			90	4,418		4,418	3,846	3,687	14.9	4.3
Unclassified	599	-			-	-		-	-	-	NA	NA
Total ICFMR		1,069,713	1,065	-	248,578	1,319,356	1,152,904	166,452	85,531	119,046	94.6	(28.2)
Grand Totals		13,548,637	15,965	128,500	3,943,550	17,836,652	14,522,304	3,114,348	2,962,024	1,812,647	5.1	63.4
Depreciation Expense								(499,753)	(485,048)	(522,568)	3.0	(7.2)
Adjusted tax levy								2,614,595	2,476,976	1,290,081	5.6	92.0

**WINNEBAGO COUNTY****CAPITAL OUTLAY - 2002**

<b>Department</b>	<b>Description</b>	<b>Quant</b>	<b>Special Equip (Note)</b>	<b>Other</b>	<b>Capital Outlay</b>
Park View Health Center	Porch Enclosures	1		30,000	30,000
	Garbage Truck	1		8,000	8,000
	Lawnmower	1		18,000	18,000
	Kitchen Fire Suppression System - PAV & PA	1		30,000	30,000
	De-alkalizer Replacement - Boiler House	1		20,000	20,000
	Food Cart - 24 Tray Capacity	1		22,500	22,500
		6	-	128,500	128,500

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>EDUCATION, CULTURE, &amp; RECREATION</b>				
UW-Fox Valley	\$ 270,099	\$ 135,050	\$ -	\$ 135,049
University Extension	451,110	32,000	-	419,110
Parks	1,573,094	286,400	-	1,286,694
Land & Water Conservation	927,032	545,400	-	381,632
	<u>\$ 3,221,335</u>	<u>\$ 998,850</u>	<u>\$ -</u>	<u>\$ 2,222,485</u>

# **UW - FOX VALLEY**

**Department: 100-186 Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** James W. Perry  
**LOCATION:** 1478 Midway Road  
Menasha, WI 54952

**TELEPHONE:** 832-2610

## **MISSION STATEMENT:**

The buildings and grounds of the campus of the University of Wisconsin - Fox Valley (UWFox) are jointly owned by Winnebago and Outagamie Counties. This budget provides for the maintenance and improvement of these campus facilities. The University of Wisconsin, with state and federal funds, provides the budget for salaries and program expenses, totaling \$4.5 million for the 2000-01 fiscal year.

## **PROGRAM DESCRIPTION:**

The University of Wisconsin Colleges, as part of the University of Wisconsin System, shares the University's overall responsibility to disseminate knowledge, expand information, enrich our culture, and to provide outreach services. These activities are carried out at the 13 locally-owned campuses which, collectively, are the freshman-sophomore, liberal arts transfer institution of the University of Wisconsin System, entitled to offer an Associate of Arts and Sciences associate degree. Its programs provide qualified students of all ages and backgrounds with the proficiencies and breadth of knowledge that prepare them for baccalaureate and professional programs, for lifelong learning, and for leadership, service, and responsible citizenship.

The University of Wisconsin Center - Fox Valley commits itself to the following goals:

- (a) To plan and deliver the freshman-sophomore years of baccalaureate programs and professional studies.
- (b) To place major emphasis on teaching excellence.
- (c) To support the development, testing, and use of effective teaching methods.
- (d) To expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate degree level.
- (e) To serve the citizens in the UW-Fox Valley service area by (1) promoting the integration of the extension function and encouraging faculty and staff to participate in outreach activity through, for example, providing continuing education programs, (2) facilitating the delivery of programs offered by other University of Wisconsin System institutions.
- (f) To participate in inter-institutional relationships including but not limited to private colleges, public schools, other University of Wisconsin institutions, and the WTC System in order to maximize educational opportunity and resources for the citizens of the area.

- (g) To serve the special needs of minority, disadvantaged, disabled and nontraditional students, especially those in immediate service areas.
- (h) To provide opportunities for cultural enrichment.
- (i) To make available, as a service to business, industry, and the general public, the unique professional expertise of the faculty and staff.

# **UW - FOX VALLEY**

**Department: 100-186 Fund: General Fund  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**James W. Perry  
1478 Midway Road  
Menasha, WI 54952**

**TELEPHONE: 832-2610**

## **2001 ACCOMPLISHMENTS:**

1. Achieved an enrollment of over 3,000 students in freshman and sophomore courses that lead to a university degree.
2. Served an additional 3,000+ community members through Continuing education courses, Educational Telephone Network programs, and other educational offerings.
3. Served as a host site for more than 50 different community and statewide organization meetings, with hundreds of meetings held on campus during the year.
4. Through salaries paid and campus purchases, the campus has an economic impact on the local economy of \$27 million.
5. In collaboration with two UW universities, the campus offers students the opportunity to receive undergraduate degrees in organizational administration from UW-Oshkosh and undergraduate degrees in engineering from UW-Platteville.
6. Following the remarkable success of the Barlow Planetarium, private funding is being secured for the construction of the Wies Earth Science Museum and a new high-technology classroom facility at the campus.

## **2002 GOALS & OBJECTIVES:**

**Provide educational, cultural, and economic opportunities, primarily to the residents of Outagamie and Winnebago Counties, secondarily to all regions of the state and Upper Peninsula of Michigan.**

1. Serve approximately 3,000 students with high-quality, close-to-home, and reasonably priced university education through the sophomore year, and assist those students in completing university degrees through successful transfer.

2. Receive and originate distance education courses, including compressed video as part of the UW Colleges distance education network.
3. Offer students a well-rounded university experience, including opportunities for out-of-class experiences relevant to their education and similar to those offered to students at any other outstanding university.
4. Serve approximately 3,000 adult residents through continuing education courses and programs, with a special emphasis on new opportunities through distance learning via telephone (ETN), satellite, and computing networks.
5. Serve approximately 65,000 residents through cultural resources such as the University Theatre, Aaron Bohrod Gallery, Barlow Planetarium, Wies Earth Science Museum, meeting and seminar facilities, and campus grounds.
6. Continue exploration of UW-Fox Valley's role in FOXNET.

Develop, manage, and maintain the buildings and grounds of the campus in an effective and cost-wise way.

1. Continue development and implementation of a strategic plan for maintenance and repair.
2. Continue to work with County leaders to plan for long range improvements to the facilities.

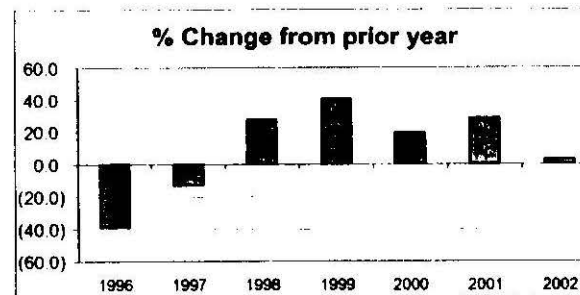
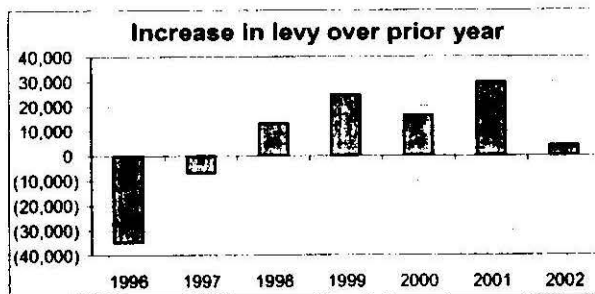


# UW - FOX VALLEY

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**DEPARTMENT STAFFING:** There is no County staffing in the facility.

**COUNTY LEVY:** The tax levy for 2002 is \$135,049, an increase of 3.1% over 2001.



### SIGNIFICANT CHANGES:

#### EXPENSES:

**Maintenance-Buildings** - The increase of \$63,549 to \$154,785. Projects to be completed in 2002 include two projects in the roofing maintenance schedule, replacement of HVAC controls, boiler burner, carpet in fitness center, carpet and wall covering in gallery, and installation of sediment trap at greenhouse.

**Architect & Engineer** - The engineering study for the theatre was completed in 2001. No study is anticipated for 2002.

There are no other significant changes.

**Financial Summary**  
**UWFV Center**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	32,065	117,075	130,974	130,974	135,050
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	3,000	6,700	6,700	10,880
Other Expenditures	46,056	231,149	324,649	255,249	259,219
Total Expenditures	46,056	234,149	331,349	261,949	270,099
Levy Before Adjustments	13,991	117,074	200,375	130,975	135,049
Adjustments					
Net Levy After Adjustments	13,991	117,074	200,375	130,975	135,049

**Winnebago County  
Budget Detail - 2002  
UWV Center**

100 - 186

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Cost Sharing Allocations	58,548	94,548	63,264	130,974	160,050	135,050	135,050	3.1%
Miscellaneous Revenues	58,548	94,548	63,264	130,974	160,050	135,050	135,050	3.1%
<b>TOTAL REVENUES</b>	<b>58,548</b>	<b>94,548</b>	<b>63,264</b>	<b>130,974</b>	<b>160,050</b>	<b>135,050</b>	<b>135,050</b>	<b>3.1%</b>
Buildings	30,226	11,600	0	0	0	0	0	NA
Other Equipment	0	3,350	0	6,700	10,880	10,880	10,880	62.4%
General Construction	0	1,804	0	0	0	0	0	NA
Capital	30,226	16,754	0	6,700	10,880	10,880	10,880	62.4%
Office Expenses								
Advertising	252	360	0	300	300	300	300	0.0%
Operating Expenses								
Agricultural Supplies	1,422	1,377	1,037	1,113	1,100	1,100	1,100	-1.2%
Small Equipment	20	626	752	600	750	750	750	25.0%
Repairs & Maintenance								
Maintenance - Buildings	0	67,292	21,844	91,236	204,785	154,785	154,785	69.7%
Maintenance - Grounds	293	0	0	0	0	0	0	NA
Painting Supplies	1,505	580	275	800	300	300	300	-62.5%
Sign Parts & Supplies	153	281	1,053	1,000	400	400	400	-60.0%
Construction Supplies								
Small Hardware	498	283	231	600	350	350	350	-41.7%
Other Metal Products	151	0	0	100	100	100	100	0.0%
Lumber and Plywood	426	269	6	900	400	400	400	-55.6%
Maintenance Supplies								
Electrical Fixtures	2,840	1,427	3,427	3,000	3,000	3,000	3,000	0.0%
Other Elect. Products	4,361	4,292	4,136	4,000	4,500	4,500	4,500	12.5%
Plumbing Products	0	78	0	0	0	0	0	NA
Plumbing Fixtures	440	2,072	163	1,000	750	750	750	-25.0%
Other Plumbing Prod.	850	4,863	490	1,000	750	750	750	-25.0%
Other Building Materials	1,807	4,360	532	4,670	3,000	3,000	3,000	-35.8%
Lubricants	564	384	204	400	300	300	300	-25.0%
Machine & Equip Parts	12,106	8,411	8,638	9,500	10,500	10,500	10,500	10.5%
Tires & Batteries	373	0	348	150	350	350	350	133.3%
Contractual Services								
Pest Extermination	528	624	528	660	800	800	800	21.2%
Snow Removal	13,711	12,671	18,120	13,000	15,000	15,000	15,000	15.4%
Equipment Repairs	13,034	24,713	35,803	18,000	18,000	18,000	18,000	0.0%
Grounds Maintenance	2,460	3,880	10,177	24,100	14,000	14,000	14,000	-41.9%
Building Repairs	24,957	14,923	12,339	15,000	15,000	15,000	15,000	0.0%

**Winnebago County  
Budget Detail - 2002  
UWV Center**

100 - 186

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Janitorial Services	0	4,750	0	0	0	0	0	NA
Architect & Engineer	0	4,200	0	50,000	0	0	0	0.0%
Rental Expenses								
Equipment Rental	61	44	0	50	400	400	400	700.0%
Insurance								
Prop & Liab Insurance	7,844	(0)	0	14,070	14,384	14,384	14,384	2.2%
Interfund Expenses								
Prop. & Liab. Insurance	0	5,423	6,661	0	0	0	0	NA
Other Operating Expenses	<u>90,657</u>	<u>168,182</u>	<u>126,762</u>	<u>255,249</u>	<u>309,219</u>	<u>259,219</u>	<u>259,219</u>	<u>1.6%</u>
<b>TOTAL EXPENSES</b>	<u>120,883</u>	<u>184,936</u>	<u>126,762</u>	<u>261,949</u>	<u>320,099</u>	<u>270,099</u>	<u>270,099</u>	<u>3.1%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>62,335</u>	<u>90,388</u>	<u>63,498</u>	<u>130,975</u>	<u>160,049</u>	<u>135,049</u>	<u>135,049</u>	<u>3.1%</u>

**WINNEBAGO COUNTY**  
**CAPITAL OUTLAY - 2002**

<u>Department</u>	<u>Description</u>	<u>Quant</u>	<u>Special Equip (Note)</u>	<u>Other</u>	<u>Capital Outlay</u>
UW - Fox Valley	Fire Alarm Panel	<u>1</u>	<u></u>	<u>10,880</u>	<u>10,880</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# UW - EXTENSION

Department: 100-191 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Christine Kniep  
Winnebago County  
625 E. County Road Y Suite 600  
Oshkosh, WI 54901-9774

TELEPHONE: 232-1970

## MISSION STATEMENT:

The Cooperative Extension Service, through its County Extension Educators, makes the research, teaching, general information and counsel of the University of Wisconsin Land Grant University and the United States Department of Agriculture available to the residents of Winnebago County. Extension programs support community, youth, and family collaborations through local research efforts to assess beliefs, attitudes, behaviors and needs of Winnebago County residents.

## PROGRAM DESCRIPTION:

**4-H YOUTH DEVELOPMENT** 4-H and other UW-Extension youth programs help urban and rural youth develop practical life skills to help them feel positive about themselves and make positive contributions to their communities. Focus on prevention brings a diverse and changing population of youth, adults and families together to learn, share and grow in supportive neighborhood groups, 4-H clubs, school enrichment programs, county collaborations and educational activities.

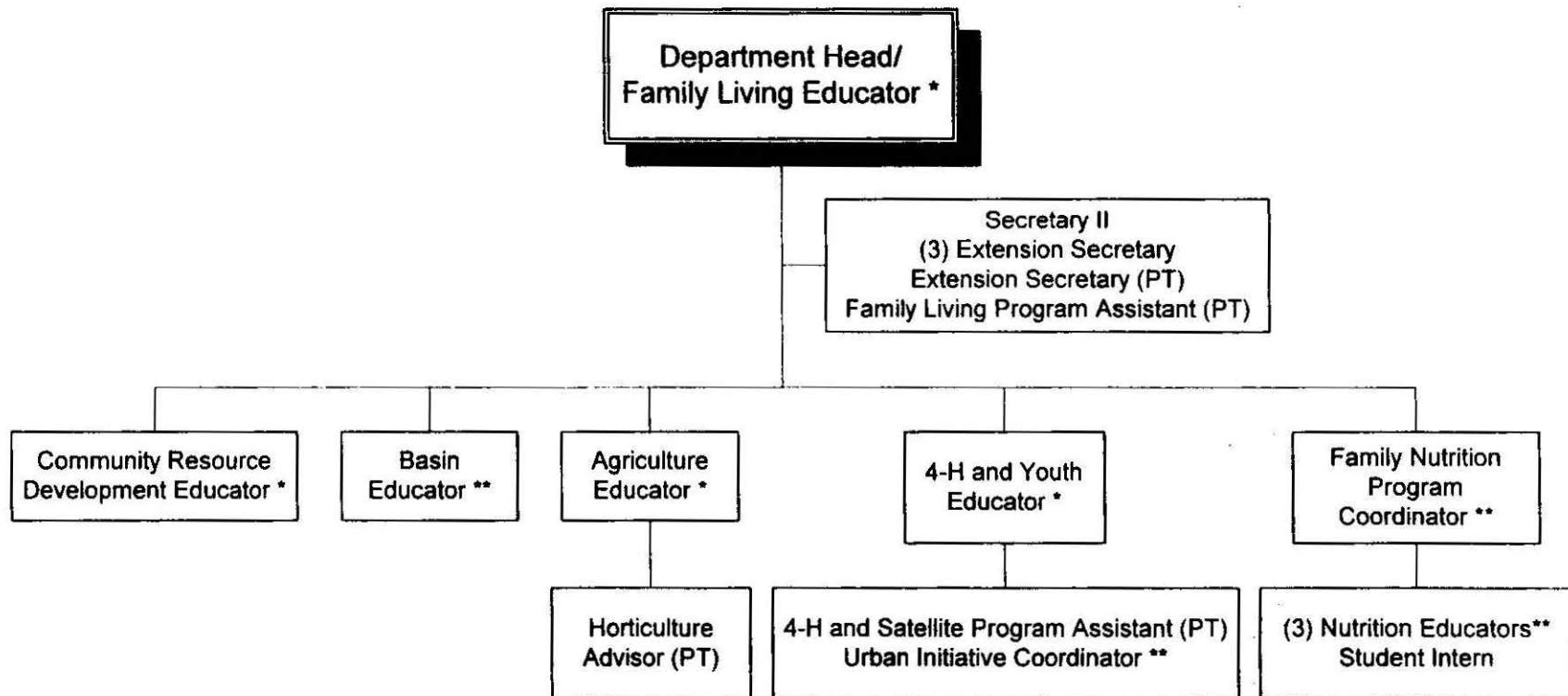
**FAMILY LIVING PROGRAMS** The focus of Family Living programs is to help strengthen families through education. Information is shared on issues affecting family members to help them make decisions about family relations/parenting, money management, maximizing resources, food safety and quality, housing, environmental resources and strengthening community/family partnerships. The Family Nutrition Program targets food stamp eligible families with nutrition and food safety information. Joint programs with 4-H Youth Development include research on local youth and parent issues.

**AGRICULTURE and NATURAL RESOURCES** Programs balance farm profitability and production of high quality food with a continuing concern for the environment through application of sustainable crop and animal production practices, improved farm business and financial management, marketing, and decision-making skills.

**COMMUNITY, NATURAL RESOURCE and ECONOMIC DEVELOPMENT** Programs strengthen the ability of citizens, business, community leaders and local officials to identify and solve critical community needs and issues. Focus is placed on business and economic development, local government, community development and natural resource management. The **Basin Education Program** for the Fox-Wolf River Basin is housed in Winnebago County and focuses on building partnerships to address basin-wide natural resources issues.

**HORTICULTURE/COMMUNITY GARDENS** The Horticulture Program provides an educational foundation for the use, production, maintenance, and appreciation of horticulture plants in an environmentally and socially responsible manner. Programs focus on developing the knowledge and skills of Master Gardeners and one-on-one education/consultation with home and community gardeners, schools, nursery and landscape businesses. **InfoSource** is utilized to reach a broad clientele base with pre-recorded messages on horticulture and urban agriculture topics. Through the **Community Gardens** initiative, efforts are made to locate and develop community gardens in urban areas. Leadership and support is provided to assist agencies and community organizations in developing garden sites so that individuals and families may be able to raise food for their leadership skills.

# U.W. EXTENSION SERVICES



\* UW Position with County Supplement  
\*\* State or Grant funded position  
(Rest of positions are fully county funded)



# UW - EXTENSION

Department: 100-191 Fund: General Fund  
2002 BUDGET NARRATIVE

**DEPARTMENT HEAD:**

Christine Kniep

**TELEPHONE:** 232-1970

**LOCATION:**

Winnebago County  
625 E. County Road Y Suite 600  
Oshkosh, WI 54901

727-8643

**2001 ACCOMPLISHMENTS:**

1. Co-ordinated meetings/use of JP Coughlin Center for over 900 county department, county board supervisor or community group meetings.
2. Educational outreach included use of direct teaching, one-on-one counsel, department Website, InfoSource, displays, newspaper, radio and television.
3. Collaborated with youth serving organizations and the Winnebago Youth Task Force to address youth issues.
4. Provided educational support for the 4-H Community Club program, 4-H/Youth outreach programs and county 4-H Leaders' Association.
5. Youth and family issues specific to the Lao-Hmong community were addressed by Urban Initiative programming and a summer intern.
6. Provided technical assistance, evaluation and educational resources to support family focused community coalitions including the Alliance for Families, NewParent program, Grandparents Raising Grandchildren Network, Financial Education Resource Network and Housing Coalition.
7. Provided educational opportunities for individuals, families and groups on family topics including parenting, money management, family resource management, foods and nutrition, food safety, housing and life skill development.
8. Home and Community Education program provided reading program and books for Head Start children in Omro/Winneconne and Neenah/Menasha.
9. The Outagamie/Winnebago counties' Family Nutrition Program teamed with the Oshkosh Housing Authority on educating senior citizens in resident facilities in Omro, Winneconne and Oshkosh on food safety, basic nutrition and food security.
10. Implemented land use education programs for citizen groups and local elected officials including working with communities and groups to hire a comprehensive planning consultant.

11. Partnered with local stakeholders to co-ordinate re-writing construction site erosion and stormwater management guidelines.
12. Trained volunteers to teach shoreland restoration and co-ordinate area efforts.
13. Provided educational opportunities for farmers, youth and agribusiness on dairy/livestock production, risk management, marketing and biotechnology.
14. Provided leadership in developing the content, script and production of a professional video on dairy risk management.
15. Collaborated with ADVOCAP, NRCS, LWCD and Winnebago Correction Center to develop a new community garden site consisting of 182 garden plots for Winnebago county families.
16. Master gardeners worked with at-risk youth on garden projects and developed a county base for gypsy moth education.

**2002 GOALS & OBJECTIVES:**

1. Expand youth/adult partnerships to conduct county 4-H program and other youth-serving agencies and organizations.
2. Collaborate with schools and organizations to increase 4-H Youth membership opportunities and participation of special needs and at-risk youth.
3. Work with community agencies, organizations, landlords, tenants and homebuyers to address local housing concerns.
4. Provide training for agency staff/volunteers on parenting, money management, food/nutrition, housing, program planning and evaluation.
5. Build additional partnerships to expand the role of WNEP in serving the needs of low-income families.
6. Assist local elected and appointed officials in understanding and implementing new "smart Growth" legislation.
7. Work collaboratively with natural resources agencies to educate Winnebago County residents about shoreland and stormwater issues and other water related natural resource issues.
8. Provide education opportunities for producers, agriculture professionals and youth to address topics and issues dealing with farm labor, financial management, marketing, risk management, farm safety, pesticide certification, dairy and livestock production and biotechnology.
9. Continue efforts to complete construction on new garden site and work to establish community garden plots in Neenah and Menasha communities.

# UW-EXTENSION

## 2002 BUDGET NARRATIVE HIGHLIGHTS

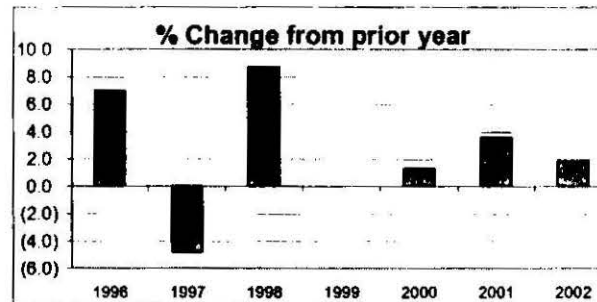
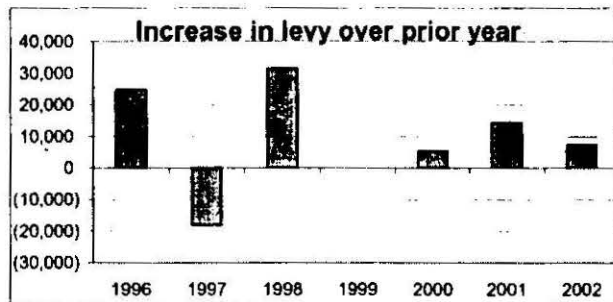
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	8	8	8	8	8	8	8	8	8	8
Part Time	2	2	2	2	2	3	3	4	4	4
Total	10	10	10	10	10	11	11	12	12	12

NEW POSITIONS: There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST SAVINGS	NET COST

COUNTY LEVY: The 2002 tax levy is \$419,110, an increase of 1.8% from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

**Grants:** A \$4,000 grant will be received from the Federal Older Americans Fund for Grandparents raising Grandchildren Program.

**EXPENSES:**

**Other Operating Supplies** - An additional \$4,000 requested for the Grandparents raising Grandchildren Program.

**Small Equipment** - Increase of \$7,732. Items previously included in capital outlay are now small equipment. This includes the request for a laptop computer.

**Contractual Services** - Includes payments made to three agents and a student intern. This line item has increased \$11,700.

# **Financial Summary** **University Extension**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	26,146	30,000	26,700	26,700	32,000
Labor	117,830	250,012	250,924	252,924	263,466
Travel	5,275	14,600	15,095	15,095	14,880
Capital	-	3,000	523	19,975	-
Other Expenditures	66,875	152,192	162,834	150,513	172,764
Total Expenditures	189,979	419,804	429,376	438,507	451,110
Levy Before Adjustments	163,833	389,804	402,676	411,807	419,110
Adjustments					
Net Levy After Adjustments	163,833	389,804	402,676	411,807	419,110

**Winnebago County  
Budget Detail - 2002  
University Extension**

100 - 191

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	0	0	2,338	5,000	9,000	26,000	26,000	420.0%
Intergovernmental	0	0	2,338	5,000	9,000	26,000	26,000	420.0%
Forms, Copies, Etc.	2,024	2,001	1,809	2,200	2,200	2,200	2,200	0.0%
Mail Service Revenue	402	946	258	500	300	300	300	-40.0%
Reimbursed Costs	1,447	2,102	1,512	1,000	1,000	1,000	1,000	0.0%
Garden Fees	1,880	0	0	0	0	0	0	NA
Program Fees	1,998	2,514	3,706	3,000	2,500	2,500	2,500	-16.7%
Public Services	7,550	7,562	7,286	6,700	6,000	6,000	6,000	-10.4%
Reimbursed Costs	10,089	17,080	15,000	15,000	15,000	0	0	0.0%
Intergovernmental Services	10,089	17,080	15,000	15,000	15,000	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>17,839</b>	<b>24,642</b>	<b>24,624</b>	<b>26,700</b>	<b>30,000</b>	<b>32,000</b>	<b>32,000</b>	<b>19.9%</b>
Regular Pay	207,179	228,229	230,216	201,033	208,537	208,537	208,537	3.7%
Overtime	507	1,358	940	940	523	523	523	-44.4%
Wages	207,686	229,587	231,156	201,973	209,060	209,060	209,060	3.5%
Fringe Benefits	46,915	57,479	54,922	50,951	54,406	54,406	54,406	6.8%
Fringes	46,915	57,479	54,922	50,951	54,406	54,406	54,406	6.8%
<b>Total Labor Costs</b>	<b>254,601</b>	<b>287,066</b>	<b>286,078</b>	<b>252,924</b>	<b>263,466</b>	<b>263,466</b>	<b>263,466</b>	<b>4.2%</b>
Registration & Tuition	2,178	2,359	2,104	3,075	3,075	2,825	2,825	-8.1%
Automobile Allowance	4,888	5,515	4,909	5,500	6,050	5,750	5,750	4.5%
Commercial Travel	967	1,802	1,226	2,025	1,675	1,625	1,625	-19.8%
Meals	1,492	1,317	1,460	1,500	1,955	1,855	1,855	23.7%
Lodging	2,201	1,824	1,735	2,760	2,865	2,565	2,565	-7.1%
Other Travel Exp	149	284	189	235	260	260	260	10.6%
Travel	11,874	13,101	11,822	15,095	15,880	14,880	14,880	-1.4%
Other Equipment	13,630	3,896	10,725	19,975	25,998	0	0	0.0%
Capital	13,630	3,896	10,725	19,975	25,998	0	0	0.0%
Office Expenses								
Office Supplies	7,594	4,696	6,601	4,200	4,500	4,500	4,500	7.1%
Stationery and Forms	1,342	1,185	1,268	2,000	1,500	1,500	1,500	-25.0%
Printing Supplies	3,026	(0)	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
University Extension**

100 - 191

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Print & Duplicate	10,616	7,183	8,351	9,100	8,000	8,000	8,000	-12.1%
Postage and Box Rent	6,571	7,042	5,887	8,350	7,350	7,350	7,350	-12.0%
Computer Supplies	811	3,932	704	1,350	1,000	1,000	1,000	-25.9%
Computer Software	516	905	298	1,300	1,000	1,000	1,000	-23.1%
Advertising	996	878	1,615	2,375	1,325	1,325	1,325	-44.2%
Subscriptions	2,549	2,688	2,327	3,158	2,982	2,982	2,982	-5.6%
Membership Dues	325	410	800	1,045	1,045	1,045	1,045	0.0%
Operating Expenses								
Telephone	3,950	7,603	8,918	8,000	10,550	10,000	10,000	25.0%
Agricultural Supplies	1,641	2,303	1,849	2,120	2,350	2,350	2,350	10.8%
Household Supplies	158	299	226	200	125	125	125	-37.5%
Food	1,193	1,117	1,353	1,225	1,250	1,250	1,250	2.0%
Small Equipment	5,667	7,680	6,273	1,193	8,925	7,900	7,900	562.2%
Premiums and Prizes	356	338	225	200	150	150	150	-25.0%
Other Operating Supplies	400	240	555	5,600	9,705	9,705	9,705	73.3%
Repairs & Maintenance								
Painting Supplies	12	20	0	0	0	0	0	NA
Construction Supplies								
Small Hardware	75	56	0	75	50	50	50	-33.3%
Lumber and Plywood	23	35	0	0	0	0	0	NA
Maintenance Supplies								
Motor Fuel	387	151	79	75	50	50	50	-33.3%
Tires & Batteries	0	0	0	400	400	0	0	0.0%
Contractual Services								
Vehicle Repairs	638	566	0	0	0	400	400	NA
Equipment Repairs	10,045	7,932	6,771	8,510	2,510	2,510	2,510	-70.5%
Data Processing	656	819	954	1,500	1,550	1,550	1,550	3.3%
Professional Service	0	150	100	300	300	300	300	0.0%
Other Contract Serv.	3,800	3,107	39,102	75,500	87,200	87,200	87,200	15.5%
Building Rental	109	0	0	200	200	200	200	0.0%
Rental Expenses								
Building Rental	0	0	180	0	0	0	0	NA
Equipment Rental	360	0	0	0	7,844	7,844	7,844	NA
Other Rents and Leases	36	48	18	100	100	100	100	0.0%
Insurance								
Prop & Liab Insurance	3,858	(0)	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
State Special Charges	0	8	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	2,681	3,268	3,000	3,000	3,000	3,000	0.0%
Print & Duplicate	0	138	550	1,000	500	500	500	-50.0%

**Winnebago County  
Budget Detail - 2002  
University Extension**

100 - 191

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Postage and Box Rent	0	881	1,481	1,000	2,000	2,000	2,000	100.0%
Food	0	352	0	0	0	0	0	NA
Motor Fuel	0	335	854	800	1,000	1,000	1,000	25.0%
Vehicle Repairs	0	60	259	300	300	300	300	0.0%
Equipment Repairs	0	2,376	3,460	3,540	3,192	3,192	3,192	-9.8%
Prop. & Liab. Insurance	0	3,227	2,335	2,797	2,386	2,386	2,386	-14.7%
Other Operating Expenses	67,710	71,440	106,659	150,513	174,339	172,784	172,764	14.8%
<b>TOTAL EXPENSES</b>	<b>347,815</b>	<b>375,502</b>	<b>415,084</b>	<b>438,507</b>	<b>479,683</b>	<b>451,110</b>	<b>451,110</b>	<b>2.9%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>330,176</b>	<b>350,860</b>	<b>390,460</b>	<b>411,807</b>	<b>449,683</b>	<b>419,110</b>	<b>419,110</b>	<b>1.8%</b>



# PARKS

Department: 100-201 to 204 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Robert A. Way  
Winnebago County  
625 East County Road Y  
Oshkosh, WI 54901

TELEPHONE: 424-0042

## MISSION STATEMENT:

To provide for the physical maintenance and development of County-owned park lands; offer recreation programs; provide access to, and navigation aides for, the major bodies of water; provide multi-use recreation trails; and promote the use of the County Exposition grounds for the annual County Fair and other special events.

## PROGRAM DESCRIPTION:

**PARKS** Provide park sites that can serve as a destination with enough and varied support facilities to provide for a daylong recreation experience on the site.

**BOAT LANDINGS** Provide quality boat launch sites on major bodies of water that possess site amenities and can serve as day use park sites for boaters and non-boaters alike.

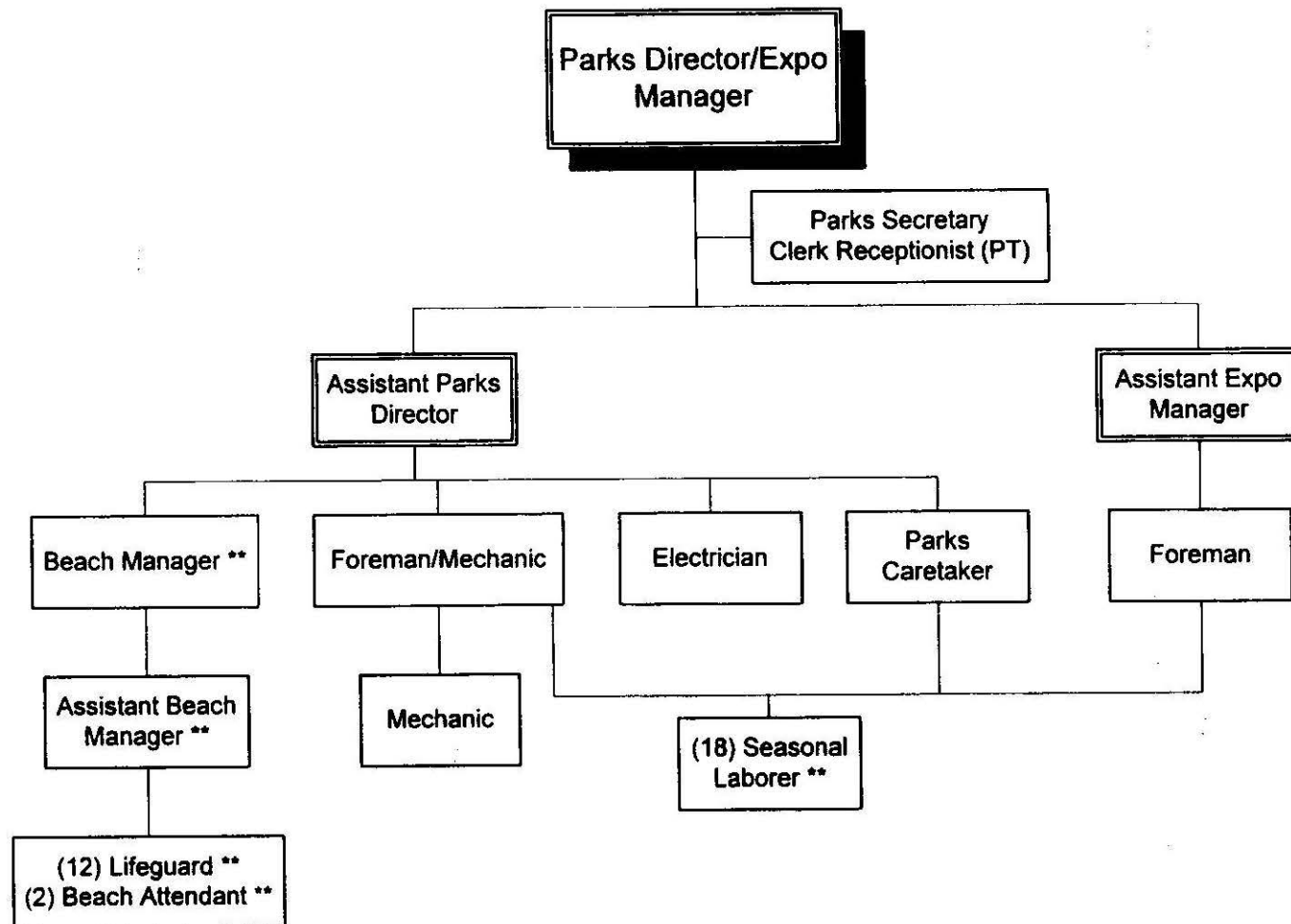
**NAVIGATION AIDS** Mark major navigation channels throughout the Winnebago County lakes system with both lighted and unlighted buoys to assist boaters in reaching their destination.

**RECREATION TRAILS** Provide multipurpose trail corridors through ownership and leasing for a variety of recreational activities.

**EXPO CENTER** Provide a facility where a wide variety of events, festivals, competitive shows and meeting/training sessions can occur.

**PRESERVATION AND CONSERVATION AREAS** Provide for perpetuation of sensitive lands and areas of historical, archaeological or vegetative significance.

# PARKS



\*\* Unclassified Position

# PARKS

Department: 100-200 to 204    Fund: General Fund  
2001 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Robert A. Way  
Winnebago County  
625 East County Road Y  
Oshkosh, WI 54901

TELEPHONE: 232-1961

## 2001 ACCOMPLISHMENTS:

1. Used in-house resources to design and build a 320 square foot mezzanine storage area within the Parks Main Workshop Building.
2. Instituted an annual maintenance program for upkeep of Expo Center HVAC units.
3. Made a significant improvement to the Expo Center water delivery systems by use of funds supplied by one the facility's primary users.
4. Successfully managed post-storm parks clean-up and tree removal operations such that most of the affected sites were open and accessible to the public within a five day period.
5. Experienced a great deal of success in implementing control measures necessary for instituting the County's new 'carry-in-carry-out' refuse policy on County park property.
6. Successfully developed and implemented a unique policy statement and fee structure for administration of the new Expo Center marquee.
7. Gained over a thousand dollars in additional revenue by revamping the Community Park Bathhouse concession stand operation.
8. Joined with the Oshkosh Youth Soccer Club in a cooperative effort to install an aeration system in Community Park - Pond #3
9. Updated and improved signage along both the WIOUWASH and Mascoutin Valley State Recreation Trails.

**2002 GOALS & OBJECTIVES:**

- 1. Continue expanding and improving concession stand operations at the Community Park Bathhouse.**
- 2. Finalize selection of a dog park site in the north east section of the County.**
- 3. Continue working with community organizations in Eureka who may be interested in making capital improvements at the Eureka Boat Landing.**
- 4. Conduct valuation studies for naming rights and other types of sponsorships for various Expo Center facilities.**
- 5. Institute a tree replacement program to counter storm damage experienced in Winneconne Park.**
- 6. Coordinate efforts with Information Systems in order to deliver fiber optic services to Parks Workshop facility as well as Assistant Expo Manager's Office.**
- 7. Continue to improve and upgrade parking facilities at various boat landings.**
- 8. Further refine parking and camping facilities on the east 11-acre site at the Expo Center.**

# PARKS

## 2002 BUDGET NARRATIVE HIGHLIGHTS

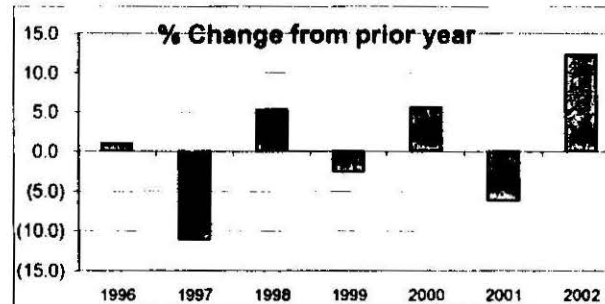
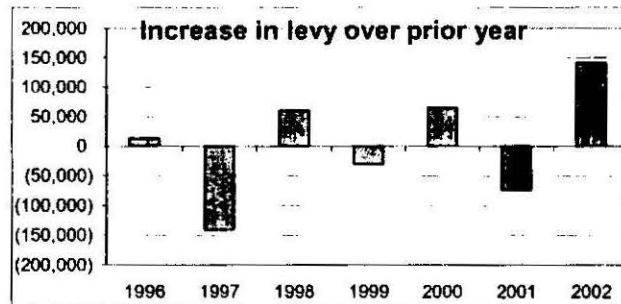
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	8	9	9	9	9	9	10	10	10	9
Part Time	1	0	0	0	0	0	0	0	1	1
Total	9	9	9	9	9	9	10	10	11	10

**NEW POSITIONS:** There are no new positions in the 2002 budget. A Master Plumber position added during 2001 has been transferred to Facilities.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET SAVINGS
None									

**COUNTY LEVY:** The 2002 tax levy is \$1,286,694, an increase of 12.3% from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

**Public Service Revenues** – A decrease in revenue of \$20,000 is budgeted to bring it in line with prior year actuals.

**EXPENSES:**

**Small Equipment**- An increase of \$21,307 is forecasted. With the change in capitalization level, these items now become small equipment.

**Capital Outlay** – Expenses have increased \$77,300. Capital items for 2002 include a 3/4 ton truck, a deck mower, and other miscellaneous items

**Operating Grants** - \$70,000 has been added for the purpose of supporting construction of a below grade crossing in the Town of Clayton.

**PROGRAM BUDGET CHANGES:**

**Exhibition Site** - Additional Capital items are being requested for 2002 totaling \$20,000.

**Swimming Lake** – No significant changes.

**Administration** – Additional capital items are being requested for 2002 as well as a decrease in rental revenues at the park.

**Boat Landings** – There is \$2,000 of revenue being budgeted in 2002.

**Recreation Trails** – Increase of \$69,036 due to the increase in operating grants.

# **Financial Summary Parks**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	150,598	237,850	357,549	303,100	286,400
Labor	358,505	790,679	786,235	786,235	760,598
Travel	177	3,970	4,404	4,404	4,343
Capital	84,003	99,823	220,081	77,670	155,000
Other Expenditures	212,018	539,151	649,032	580,680	653,153
Total Expenditures	654,702	1,433,623	1,659,752	1,448,989	1,573,094
Levy Before Adjustments	504,104	1,195,773	1,302,203	1,145,889	1,286,694
Adjustments					
Net Levy After Adjustments	504,104	1,195,773	1,302,203	1,145,889	1,286,694

**Winnebago County**  
**Budget Detail - 2002**  
**Parks**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	101,297	0	(3,776)	0	0	0	0	NA
Snowmobile Trails	12,032	4,605	23,330	20,000	21,500	21,500	21,500	7.5%
Intergovernmental	113,329	4,605	19,553	20,000	21,500	21,500	21,500	7.5%
Rental Revenues	51,465	149,146	221,836	265,000	245,000	245,000	245,000	-7.5%
Offset Revenue	0	27	0	0	0	0	0	NA
Reimbursed Costs	2,000	0	270	0	0	0	0	NA
Donations	16,745	9,815	12,717	3,000	2,500	2,500	2,500	-16.7%
Admission	7,536	5,581	5,064	7,800	8,000	8,000	8,000	2.6%
Park Reservations	5,798	7,175	6,363	7,100	7,300	7,300	7,300	2.8%
Public Services	83,545	171,744	246,250	282,900	262,800	262,800	262,800	-7.1%
Rental - Land	0	78,390	0	0	0	0	0	NA
Sale Of Prop & Equip	0	11,813	0	0	2,000	2,000	2,000	NA
Sale of Scrap	0	137	39	0	0	0	0	NA
Insurance Recoveries	0	0	125	0	0	0	0	NA
Contributions	42,600	0	0	0	0	0	0	NA
Other Miscellaneous Revenues	2,639	232	925	200	100	100	100	-50.0%
Miscellaneous Revenues	45,239	90,572	1,089	200	2,100	2,100	2,100	950.0%
<b>TOTAL REVENUES</b>	<b>242,113</b>	<b>266,920</b>	<b>266,893</b>	<b>303,100</b>	<b>286,400</b>	<b>286,400</b>	<b>286,400</b>	<b>-5.5%</b>
Regular Pay	400,297	506,793	539,405	566,942	600,335	550,415	550,415	-2.9%
Overtime	28,701	27,224	26,768	31,353	30,000	30,000	30,000	-4.3%
Wages	428,998	534,017	566,173	598,295	630,335	580,415	580,415	-3.0%
Fringe Benefits	129,297	161,206	173,731	187,940	197,655	180,183	180,183	-4.1%
Fringes	129,297	161,206	173,731	187,940	197,655	180,183	180,183	-4.1%
<b>Total Labor Costs</b>	<b>558,295</b>	<b>695,222</b>	<b>739,905</b>	<b>786,235</b>	<b>827,990</b>	<b>760,598</b>	<b>760,598</b>	<b>-3.3%</b>
Registration & Tuition	963	413	4,909	1,024	905	905	905	-11.6%
Automobile Allowance	2,281	1,968	1,931	2,650	2,508	2,508	2,508	-5.4%
Meals	171	93	82	195	195	195	195	0.0%
Lodging	395	432	83	480	700	700	700	45.8%
Other Travel Exp	12	30	6	55	35	35	35	-36.4%
Travel	3,823	2,936	6,991	4,404	4,343	4,343	4,343	-1.4%
Buildings	0	0	6,560	0	0	0	0	NA



**Winnebago County**  
**Budget Detail - 2002**  
**Parks**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Other Improvements	113,457	47,839	58,662	3,000	86,000	76,000	76,000	2433 3%
Fixed Equipment	0	0	0	11,500	0	0	0	0.0%
Other Equipment	165,119	92,806	99,700	63,170	117,000	79,000	79,000	25.1%
Architect and Design	8,650	0	0	0	0	0	0	NA
Capital	287,226	140,645	164,921	77,670	203,000	155,000	155,000	99.6%
Office Expenses								
Office Supplies	1,325	1,239	1,042	1,800	1,800	1,200	1,200	-33 3%
Printing Supplies	110	(0)	0	0	0	0	0	NA
Print & Duplicate	0	113	30	110	75	75	75	-31 8%
Postage and Box Rent	605	435	202	700	650	650	650	-7 1%
Computer Supplies	155	0	341	550	500	500	500	-9 1%
Computer Software	0	162	91	405	250	250	250	-38 3%
Advertising	186	304	375	1,180	1,180	860	860	-25 9%
Subscriptions	0	0	0	50	50	0	0	0 0%
Membership Dues	325	340	539	400	650	650	650	62 5%
Operating Expenses								
Telephone	11,241	11,974	13,578	13,575	13,850	13,350	13,350	-1 7%
Household Supplies	0	0	1,087	0	0	0	0	NA
Food	0	12	0	0	0	0	0	NA
Small Equipment	23,713	11,154	7,917	15,167	36,474	36,474	36,474	140 5%
Medical Supplies	0	61	50	200	200	200	200	0 0%
Legal Fees	120	303	0	150	150	150	150	0 0%
Other Operating Supplies	13,608	19,737	17,469	16,800	16,200	16,200	16,200	-3 6%
Repairs & Maintenance								
Maintenance - Buildings	10,811	15,899	13,281	12,000	19,650	19,650	19,650	63 8%
Maintenance - Grounds	28,733	20,248	19,868	32,500	30,000	28,000	28,000	-13 8%
Maintenance - Equipment	5,668	5,618	13,210	7,800	9,150	8,650	8,650	13 8%
Maintenance-Vehicles	24,093	23,052	27,535	25,900	23,000	23,000	23,000	-11 2%
Other Maint. Supplies	7,809	4,060	16,420	9,400	9,700	9,700	9,700	3 2%
Maintenance Supplies								
Other Elect. Products	0	1,755	0	0	0	0	0	NA
Plumbing Fixtures	0	184	2,524	0	0	0	0	NA
Other Plumbing Prod.	0	720	884	0	0	0	0	NA
Utilities								
Heat	11,649	13,449	17,801	22,850	26,800	26,800	26,800	17 3%
Power and Light	41,574	57,321	62,363	64,000	68,300	68,300	68,300	6 7%
Water and Sewer	7,127	7,601	13,300	9,850	9,800	9,800	9,800	-0 5%
Contractual Services								
Medical and Dental	2,050	3,671	2,574	3,900	3,500	3,500	3,500	-10 3%
Other Repair & Maint.-Streets	0	0	12	0	0	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Parks**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Vehicle Repairs	8,715	10,130	12,684	8,000	11,000	11,000	11,000	37.5%
Equipment Repairs	10,918	5,579	7,667	9,450	10,500	10,500	10,500	11.1%
Grounds Maintenance	112,968	78,818	98,264	122,000	116,400	116,400	116,400	-4.6%
Building Repairs	31,542	6,351	23,229	5,400	4,400	4,400	4,400	-18.5%
Professional Service	8,251	11,215	21,520	14,500	18,000	18,000	18,000	24.1%
Architect & Engineer	0	6,750	11,000	2,000	1,000	1,000	1,000	-50.0%
Security Service	3,770	4,055	4,350	4,950	5,400	5,400	5,400	9.1%
Rental Expenses								
Land Rental	128	192	0	200	200	200	200	0.0%
Equipment Rental	6,101	7,235	7,408	6,200	4,350	4,350	4,350	-29.8%
Insurance								
Prop & Liab Insurance	25,349	1,603	1,567	800	800	800	800	0.0%
Operating Licenses & Fees	180	287	220	250	770	270	270	8.0%
Other Sundry & Fixed Charges								
Taxes & Assessments	0	0	3,803	0	0	0	0	NA
State Special Charges	0	2	0	0	0	0	0	NA
Operating Grants	0	4,000	0	0	0	0	70,000	NA
Interfund Expenses								
Printing Supplies	0	146	174	150	250	250	250	66.7%
Print & Duplicate	0	0	59	0	0	0	0	NA
Postage and Box Rent	0	496	706	400	450	450	450	12.5%
Computer Software	0	0	300	0	2,000	2,000	2,000	NA
Small Equipment	0	0	50	0	0	0	0	NA
Maintenance Grounds	0	3,532	2,618	3,700	1,900	1,900	1,900	-48.6%
Medical and Dental	0	293	236	300	250	250	250	-16.7%
Equipment Repairs	0	480	744	744	780	780	780	4.8%
Grounds Maintenance	0	22,664	18,886	32,500	30,000	28,000	28,000	-13.8%
Professional Services	0	98	0	0	0	0	0	NA
Prop. & Liab. Insurance	0	27,312	34,418	30,069	29,244	29,244	29,244	-2.7%
Operating licenses & fees	0	0	20	0	0	0	0	NA
Other Operating Transfers								
Other Transfers Out	0	0	60,045	100,000	0	80,000	80,000	-20.0%
Other Operating Expenses	398,818	390,648	542,261	580,680	509,603	583,153	653,153	12.5%
<b>TOTAL EXPENSES</b>	<b>1,248,162</b>	<b>1,229,449</b>	<b>1,454,078</b>	<b>1,448,989</b>	<b>1,544,936</b>	<b>1,503,094</b>	<b>1,573,094</b>	<b>8.6%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,006,049</b>	<b>982,528</b>	<b>1,187,185</b>	<b>1,145,889</b>	<b>1,258,536</b>	<b>1,216,694</b>	<b>1,286,694</b>	<b>12.3%</b>

# **PARKS PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
PARKS												
Administration	200	694,121	4,343	135,000	295,064	1,128,528		1,128,528	1,091,046	1,114,366	3.4	(2.1)
Revenues	200						9,900	(9,900)	(30,300)	(8,600)	(67.3)	252.3
Swimming Lake	201	66,477	-	-	9,520	75,997		75,997	78,114	58,903	(2.7)	32.6
Revenues	201						8,000	(8,000)	(7,800)	(7,900)	2.6	(1.3)
Recreation Trails	202	-	-	-	101,748	101,748		101,748	31,212	88,510	226.0	(64.7)
Revenues	202						21,500	(21,500)	(20,000)	(64,640)	7.5	(69.1)
Boat Landings	203	-	-	-	112,350	112,350		112,350	113,200	122,150	(0.8)	(7.3)
Revenues	203						2,000	(2,000)	-	-	N/A	N/A
Exhibition Site	204	-	-	20,000	134,471	154,471		154,471	135,417	113,350	14.1	19.5
Revenues	204						245,000	(245,000)	(245,000)	(195,000)	0.0	25.6
<b>Grand Totals</b>		<u>760,598</u>	<u>4,343</u>	<u>155,000</u>	<u>653,153</u>	<u>1,573,094</u>	<u>286,400</u>	<u>1,286,694</u>	<u>1,145,889</u>	<u>1,221,139</u>	<u>12.3</u>	<u>(6.2)</u>

**WINNEBAGO COUNTY**  
CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Parks -					
Administration	4 X 4 3/4 Ton Truck	1		35,000	35,000
	Club Carts	2		12,000	12,000
	Community Park Road Redevelopment	1		56,000	56,000
	72" Front Deck Mower	1		32,000	32,000
Exhibition Site	Front End Loader	1		20,000	20,000
		<u>6</u>	<u>-</u>	<u>155,000</u>	<u>155,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# LAND & WATER CONSERVATION

Department: 100-151 to 152    Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Peter A. Van Airsdale  
LOCATION: Winnebago County  
625 E. County Road Y, Suite 100  
Oshkosh, WI 54901

TELEPHONE: 232-1950  
727-8642

## MISSION STATEMENT:

To provide competent, professional services in the planning, design, and implementation of programs and projects that protect, restore, and sustain the natural resources of Winnebago County.

## PROGRAM DESCRIPTION:

PLANNING Land and water resource assessments, inventories, and management planning services provided to landowners on individual land parcels and to units of government for site specific and county wide planning needs.

RESOURCE PLAN REVIEWS Review stormwater management, surface drainage, and erosion control plans related to commercial, industrial, and residential development projects. These services are provided in accordance with County and Town zoning ordinances.

DESIGN & CONSTRUCTION MANAGEMENT Design, cost estimation, layout, and construction management service for "best management" practices applied to improve and protect surface and ground water quality; prevent soil erosion; manage stormwater runoff; protect and expand woodland resources; and restore and enhance wetlands and upland wildlife habitat.

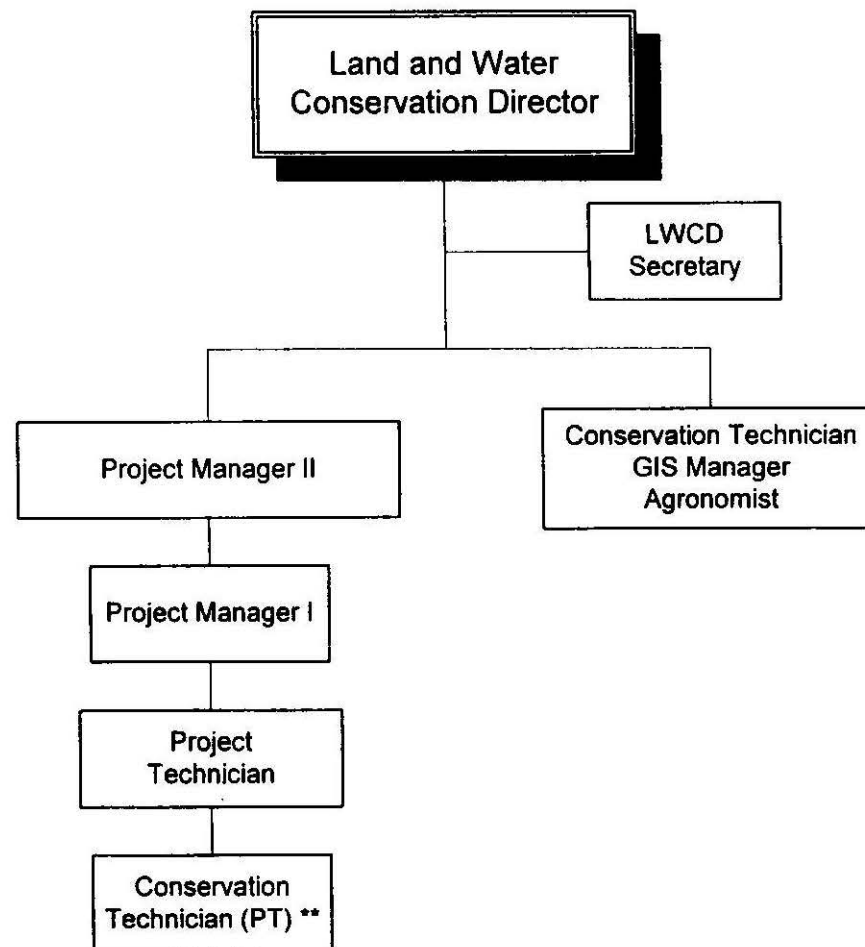
## Grants Administration:

SOIL & WATER RESOURCE MANAGEMENT GRANT - source: Wisconsin Dept. of Agriculture, Trade & Consumer Protection. \$100,000 for staff, staff training, and funds to provide cost-share assistance for installation of pollution abatement practices.

WISCONSIN PRIORITY WATERSHED PROGRAM GRANT - source: Wisconsin Department of Natural Resources; scheduled to provide about \$2.5 million for administration and cost share funding to landowners for pollution abatement work carried out in three separate Priority Watershed Projects in Winnebago County. These particular Watershed Projects are to be completed between the year 2001 and 2007.

COUNTY WATER QUALITY IMPROVEMENT PROGRAM - source: Winnebago County; provides \$100,000/yr. to cost-share installation of best management practices at critical nonpoint pollution abatement sites throughout the county that are not covered by the Wisconsin Priority Watershed Program.

# LAND AND WATER CONSERVATION



\*\* Unclassified Position

# LAND & WATER CONSERVATION

Department: 100-151 to 152    Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Peter A. Van Airsdale  
Winnebago County  
625 E. County Road Y, Suite 100  
Oshkosh, WI 54901-8131

TELEPHONE: 232-1950  
or 727-8642

## 2001 ACCOMPLISHMENTS:

1. Technical assistance services provided on 56 separate projects involving the planning, design and construction of land and water resource improvement, restoration and protection components.
2. Technical assistance services were provided to 818 individuals and 18 units of government.
3. 257 cost-share contracts with landowners were processed, accounting for \$171,000 in county and state cost-share funds paid out for installation of pollution abatement measures throughout the county.
4. Initiated a County Livestock Waste Management Ordinance Review program as a pro-active approach used to inform livestock operators about the applicability of the ordinance to their operations and to help them avoid water pollution problems.
5. Completed a comprehensive lake bottom and water level elevation transect survey of Rush Lake (3,000 acres) utilizing the department's new mobile Global Positioning System planned for and purchased this year.
6. Secured \$375,000 in state funding grants to support the department soil and water resource protection programs.
7. Developed a County Agriculture Shoreland Management Ordinance as part of the County's long-range Land and Water Resource Management Plan.
8. Purchased a replacement Geographic Information System computer to increase the department's capabilities to handle an increasing number and complexity of mapping products and data computations.

**2002 GOALS & OBJECTIVES:**

- 1. Secure \$400,000 in state funding grants to support administrative and technical components of the department's soil and water resource protection programs including cost-sharing for pollution abatement measures installed by landowners.**
- 2. Secure \$100,000 in grants from the Wisconsin Department of Natural Resources Targeted Resource Management Program to cost-share rock breaker structures in Lakes Butte des Morts, Winneconne and Poygan for long-term erosion protection of wetlands in the Winnebago 'Pool'.**
- 3. Continue the County funded Water Quality Improvement Program, providing \$100,000 in annual cost-share funds toward pollution abatement projects at critical or high priority sites throughout the county.**
- 4. Revise the department's long-term Geographic Information System Operations Plan.**
- 5. Provide detailed training to 4 staff members for the purpose of expanding the overall capability and efficiency in the operation and productivity of the department Geographic Information System and Global Positioning System.**



# LAND & WATER CONSERVATION

## 2002 BUDGET NARRATIVE HIGHLIGHTS

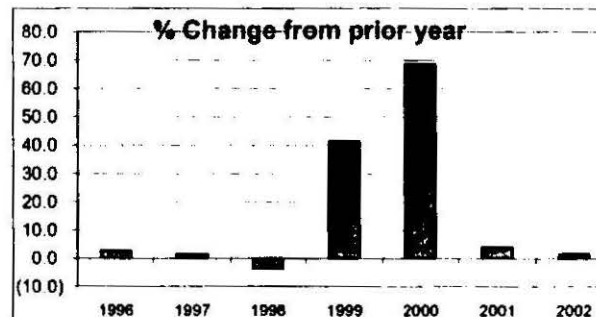
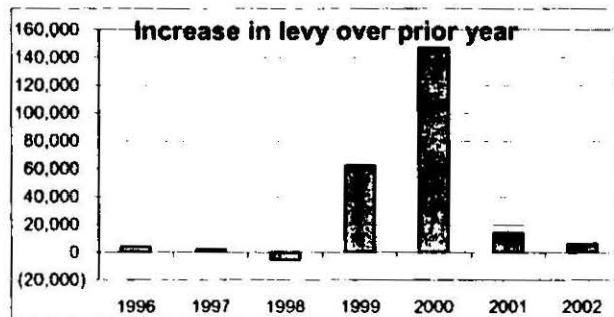
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	6	7	7	7	8	8	8	8	8	8
Part Time	0	0	0	0	0	0	0	0	0	0
Total	6	7	7	7	8	8	8	8	8	8

**NEW POSITIONS:** There are no new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The tax levy for 2002 is \$381,632, a 1.7% increase from 2001.



**SIGNIFICANT CHANGES:**

**REVENUES:**

Grants - Decrease of \$45,000 in overall Soil and Resource Management grants is anticipated for 2002.

**EXPENSES:**

Labor Costs - An increase of \$50,200 is anticipated in labor and fringes for 2002.

Operating Grants - A decrease of \$48,000 is expected due to the decrease in State funding for programs.

Capital Outlay - No capital is being requested in 2002.

**PROGRAM BUDGET CHANGES**

Land and Water Conservation - No significant changes.

Soil and Water Resource Management - Availability of grants is decreasing in 2002.

**Financial Summary**  
**Land & Water Conservation**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	5,142	407,531	587,725	587,725	545,400
Labor	212,222	404,737	402,376	402,376	462,800
Travel	3,885	4,679	5,100	5,100	4,915
Capital	2,590	48,920	46,330	50,160	-
Other Expenditures	62,626	368,005	625,651	505,257	459,317
Total Expenditures	281,323	826,341	1,079,457	962,893	927,032
Levy Before Adjustments	276,182	418,810	491,732	375,168	381,632
Adjustments					
Net Levy After Adjustments	276,182	418,810	491,732	375,168	381,632

**Winnebago County**  
**Budget Detail - 2002**  
**Land & Water Conservation**  
ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	404,420	701,328	279,225	574,100	529,100	529,100	529,100	-7.8%
Intergovernmental	404,420	701,328	279,225	574,100	529,100	529,100	529,100	-7.8%
Forms, Copies, Etc.	10	55	311	25	0	0	0	0.0%
Drainage Plan Reviews	100	100	300	500	500	500	500	0.0%
Other Public Charges	1,002	1,112	1,899	5,300	5,000	5,000	5,000	-5.7%
Public Services	1,112	1,267	2,510	5,825	5,500	5,500	5,500	-5.6%
Conservation Services	79	0	20	0	0	0	0	NA
Interfund Revenues	79	0	20	0	0	0	0	NA
Interest-Investments	2,088	1,624	1,961	2,000	1,800	1,800	1,800	-10.0%
Interest on Investments	2,088	1,624	1,961	2,000	1,800	1,800	1,800	-10.0%
Rental - Equipment	1,708	1,317	1,427	3,000	2,500	2,500	2,500	-16.7%
Sale Of Prop & Equip	0	10,350	0	0	4,000	4,000	4,000	NA
Material Sales	1,001	1,449	3,104	2,800	2,500	2,500	2,500	-10.7%
Contributions	564	100	0	0	0	0	0	NA
Miscellaneous Revenues	3,271	13,215	4,531	5,800	9,000	9,000	9,000	55.2%
<b>TOTAL REVENUES</b>	<b>410,970</b>	<b>717,434</b>	<b>288,247</b>	<b>587,725</b>	<b>545,400</b>	<b>545,400</b>	<b>545,400</b>	<b>-7.2%</b>
Regular Pay	290,417	287,596	299,771	300,746	338,375	338,375	338,375	12.5%
Wages	290,417	287,596	299,771	300,746	338,375	338,375	338,375	12.5%
Fringe Benefits	85,241	95,803	101,081	101,630	124,425	124,425	124,425	22.4%
Fringes	85,241	95,803	101,081	101,630	124,425	124,425	124,425	22.4%
<b>Total Labor Costs</b>	<b>375,658</b>	<b>383,399</b>	<b>400,852</b>	<b>402,376</b>	<b>462,800</b>	<b>462,800</b>	<b>462,800</b>	<b>15.0%</b>
Registration & Tuition	2,538	2,331	2,014	1,925	2,100	2,100	2,100	9.1%
Automobile Allowance	321	338	469	500	400	400	400	-20.0%
Commercial Travel	194	378	348	450	350	350	350	-22.2%
Meals	441	570	880	925	750	750	750	-18.9%
Lodging	616	853	1,230	1,225	1,250	1,250	1,250	2.0%
Other Travel Exp	7	17	23	75	65	65	65	-13.3%
Travel	4,118	4,484	4,741	5,100	4,915	4,915	4,915	-3.6%

**Winnebago County  
Budget Detail - 2002  
Land & Water Conservation  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Other Equipment	1,801	36,865	6,300	50,160	26,000	0	0	0.0%
Capital	1,801	36,865	6,300	50,160	26,000	0	0	0.0%
Office Expenses								
Office Supplies	1,063	886	694	1,375	1,050	1,050	1,050	-23.6%
Stationery and Forms	200	291	129	325	275	275	275	-15.4%
Printing Supplies	387	0	0	75	0	0	0	0.0%
Print & Duplicate	1,135	1,793	605	1,850	800	800	800	-56.8%
Postage and Box Rent	1,666	1,038	991	1,450	850	850	850	-41.4%
Maps and Prints	39	13	350	50	50	50	50	0.0%
Computer Supplies	1,190	831	1,527	2,500	1,650	1,650	1,650	-34.0%
Computer Software	29	165	0	1,580	3,194	3,194	3,194	102.2%
Advertising	117	238	0	100	100	100	100	0.0%
Subscriptions	405	287	425	680	475	475	475	-30.1%
Membership Dues	939	1,125	4,550	5,250	5,050	5,050	5,050	-3.8%
Operating Expenses								
Telephone	2,017	2,770	2,640	2,800	3,000	2,600	2,600	-7.1%
Agricultural Supplies	1,035	1,203	2,725	1,500	2,500	2,500	2,500	66.7%
Food	69	84	45	500	175	175	175	-65.0%
Small Equipment	594	1,142	453	800	4,275	4,275	4,275	434.4%
Shop Supplies	0	0	0	25	0	0	0	0.0%
Other Operating Supplies	12	17	8	35	35	35	35	0.0%
Repairs & Maintenance								
Maintenance - Buildings	568	228	0	300	0	0	0	0.0%
Maintenance - Equipment	0	1,098	634	865	665	665	665	-23.1%
Maintenance-Vehicles	0	451	601	585	560	560	560	-4.3%
Sign Parts & Supplies	21	0	0	0	0	0	0	NA
Construction Supplies								
Small Hardware	66	0	0	0	0	0	0	NA
Lumber and Plywood	214	0	0	0	0	0	0	NA
Maintenance Supplies								
Motor Fuel	1,364	71	31	250	230	230	230	-8.0%
Lubricants	154	0	0	0	0	0	0	NA
Machine & Equip Parts	375	0	0	0	0	0	0	NA
Tires & Batteries	102	0	0	0	0	0	0	NA
Utilities								
Power and Light	75	75	75	75	75	75	75	0.0%
Contractual Services								
Vehicle Repairs	612	1,119	704	600	600	600	600	0.0%
Equipment Repairs	4,230	2,671	486	400	915	915	915	128.8%
Data Processing	1,035	448	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Land & Water Conservation  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Other Contract Serv	14,740	14,130	16,032	20,250	20,550	20,550	20,550	1 5%
Insurance								
Prop & Liab Insurance	6,485	0	0	0	0	0	0	NA
Operating Licenses & Fees	140	35	0	100	100	100	100	0 0%
Other Sundry & Fixed Charges								
Operating Grants	267,251	214,531	359,086	443,005	395,000	395,000	395,000	-10 8%
Spec Service Awards	80	166	269	80	0	0	0	0 0%
Interfund Expenses								
Printing Supplies	0	297	306	690	690	690	690	0 0%
Print & Duplicate	0	0	115	0	0	0	0	NA
Postage and Box Rent	0	708	1,220	1,650	1,600	1,600	1,600	-3 0%
Computer Supplies	0	28	0	0	0	0	0	NA
Small Equipment	0	85	0	0	0	0	0	NA
Motor Fuel	0	1,354	2,113	1,900	2,100	2,100	2,100	10 5%
Vehicle Repairs	0	131	0	125	125	125	125	0 0%
Equipment Repairs	0	2,468	2,860	3,350	2,582	2,582	2,582	-22 9%
Data Processing	0	224	4,062	3,122	2,900	2,900	2,900	-7 1%
Prop. & Liab. Insurance	0	7,062	7,654	6,515	7,106	7,106	7,106	9 1%
Operating licenses & fees	0	122	38	500	440	440	440	-12 0%
Other Operating Expenses	<u>308,427</u>	<u>259,363</u>	<u>411,428</u>	<u>505,257</u>	<u>459,717</u>	<u>459,317</u>	<u>459,317</u>	<u>-9.1%</u>
<b>TOTAL EXPENSES</b>	<u>690,004</u>	<u>684,110</u>	<u>823,321</u>	<u>982,893</u>	<u>953,432</u>	<u>927,032</u>	<u>927,032</u>	<u>-3.7%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>279,034</u>	<u>(33,324)</u>	<u>535,074</u>	<u>375,168</u>	<u>408,032</u>	<u>381,632</u>	<u>381,632</u>	<u>1.7%</u>

# **LAND & WATER CONSERVATION PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
LAND & WATER CONSERVATION												
Land & Water Conservation Revenues	0000	301,158	285	-	132,368	433,811	14,500	433,811 (14,500)	437,444 (12,625)	395,346 (5,025)	(0.8) 14.9	10.6 151.2
SWRM Revenues	7127	-	2,965	-	70,000	72,965	120,000	72,965 (120,000)	95,780 (140,000)	159,025 (160,000)	(23.8) (14.3)	(39.8) (12.5)
Wild Life Claims Revenues	7129	-	-	-	20,000	20,000	20,000	20,000 (20,000)	20,000 (20,000)	20,000 (20,000)	0.0 0.0	0.0 0.0
WATERSHED												
ARD - Local Revenues	7125	112,680	915	-	6,155	119,750	109,300	119,750 (109,300)	109,807 (109,300)	104,598 (132,081)	9.1 0.0	5.0 (17.2)
ARD - Nonpoint Revenues	7126	-	-	-	75,000	75,000	75,800	75,000 (75,800)	150,000 (150,000)	150,000 (150,000)	(50.0) (49.5)	0.0 0.0
FDL - Local Revenues	7130	24,481	375	-	2,929	27,785	27,900	27,785 (27,900)	24,937 (27,900)	27,245 (27,900)	11.4 0.0	(8.5) 0.0
FDL - Nonpoint Revenues	7140	-	-	-	75,000	75,000	75,000	75,000 (75,000)	50,000 (50,000)	50,000 (50,000)	50.0 50.0	0.0 0.0
PWR - Local Revenues	7131	24,481	375	-	2,865	27,721	27,900	27,721 (27,900)	24,925 (27,900)	27,270 (27,900)	11.2 0.0	(8.6) 0.0
PWR - Nonpoint Revenues	7141	-	-	-	75,000	75,000	75,000	75,000 (75,000)	50,000 (50,000)	50,000 (50,000)	50.0 50.0	0.0 0.0
<b>Grand Totals</b>		<u>462,800</u>	<u>4,915</u>	<u>-</u>	<u>459,317</u>	<u>927,032</u>	<u>545,400</u>	<u>381,632</u>	<u>375,168</u>	<u>360,578</u>	<u>1.7</u>	<u>4.0</u>





## SUMMARY BY DIVISION

	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
<b>PLANNING &amp; ENVIRONMENT</b>				
Register of Deeds	\$ 379,833	\$ 785,550	\$ -	\$ (405,717)
Planning	958,283	210,005	-	748,278
Tax Lister	173,869	600	(20,000)	153,269
Land Records Modernization	152,824	193,500	40,676	-
Underground Storage Tanks	50,000	50,000	(270,000)	(270,000)
Solid Waste Management	7,016,904	6,791,700	(127,704)	97,500
	<u>\$ 8,731,713</u>	<u>\$ 8,031,355</u>	<u>\$ (377,028)</u>	<u>\$ 323,330</u>

# REGISTER OF DEEDS

Department: 100-056 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: Susan Winninghoff  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4887

## MISSION STATEMENT:

To record, index, and accurately maintain official records and documents of the county relating to vital statistics and real estate as required by State Statutes. Authorized agent of the Department of Commerce for validating forms relating to the Wisconsin Rental Energy Code.

## PROGRAM DESCRIPTION:

**LAND RECORDS:** Index and maintain the history of all lands located in Winnebago County and provide public access to those records.

**VITAL RECORDS:** Index all vital records including births, deaths, marriages and military discharges.

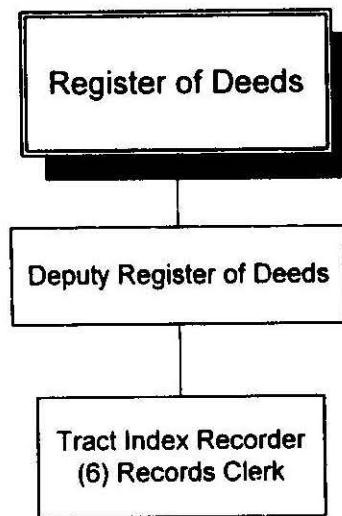
**UCC:** File and provide copies of all Realty related Uniform Commercial Code documents; maintain and provide copies and searches for all additional filings prior to July 1, 2001.

**CHILD SUPPORT LIEN DOCKET:** Provide public access information and search assistance for all child support arrears information.

**INTER-DEPARTMENTAL SERVICES:** Share resources with other departments.

**PRESERVATION:** Preserve information contained in old record books through filming, scanning, and back entry of information into the automated data bank.

# REGISTER OF DEEDS



# REGISTER OF DEEDS

Department: 100-056 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

Susan Winninghoff  
Winnebago County Courthouse  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4887

## 2001 ACCOMPLISHMENTS:

1. Completed setting up Certified Survey tracting system.

## 2002 GOALS AND OBJECTIVES:

1. Entry and scanning of pre-1997 documents to historically preserve data.
2. Purchase & install updated technology insuring continued customer service and integrity of records.
3. Continue study to automate Vital Records Department.

# REGISTER OF DEEDS

## 2002 BUDGET NARRATIVE HIGHLIGHTS

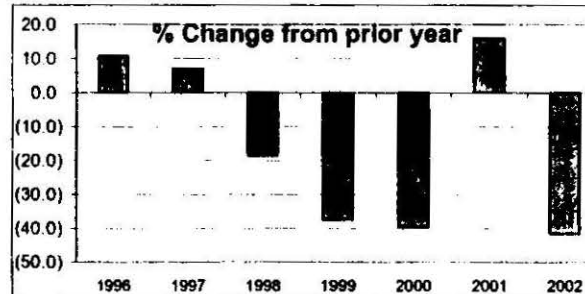
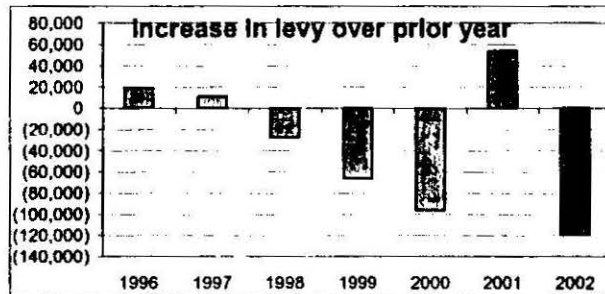
### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	8	8	9	9	9	9	9	8	8	9
Part Time	0	0	0	0	0	0	0	0	0	0
Total	8	8	9	9	9	9	9	8	8	9

**NEW POSITIONS:** There is one new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Records Clerk	FT	18,194	5,730			23,924			23,924

**COUNTY LEVY:** The Register of Deeds office has more revenues than expenditures. As such, there is no tax levy for this operation. However, that excess of revenues over expenses is predicted to be 41.6% more than was budgeted for 2001.



### SIGNIFICANT CHANGES:

**Recording Fees** - An increase of \$100,000 was budgeted because of the predicted increase in recording and the number of pages in each document.

**Equipment Repairs** - A decrease is anticipated for equipment repairs and software maintenance.

**Financial Summary**  
**Register of Deeds**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	400,791	713,850	658,850	658,850	785,550
Labor	140,325	307,958	306,330	306,330	330,052
Travel	-	1,775	1,780	1,780	1,625
Capital	-	-	-	-	-
Other Expenditures	38,247	63,583	64,263	64,263	48,156
Total Expenditures	178,572	373,316	372,373	372,373	379,833
Levy Before Adjustments	(222,219)	(340,534)	(286,477)	(286,477)	(405,717)
Adjustments					
Net Levy After Adjustments	(222,219)	(340,534)	(286,477)	(286,477)	(405,717)

**Winnebago County  
Budget Detail - 2002  
Register of Deeds**

100 - 056

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Transfer Tax	270,082	332,572	296,449	245,000	260,000	270,000	270,000	10.2%
<b>Taxes</b>	<b>270,082</b>	<b>332,572</b>	<b>296,449</b>	<b>245,000</b>	<b>260,000</b>	<b>270,000</b>	<b>270,000</b>	<b>10.2%</b>
Forms, Copies, Etc.	67,708	67,791	65,551	63,000	65,000	65,000	65,000	3.2%
Recording Fees	426,327	381,047	322,917	350,000	450,000	450,000	450,000	28.6%
<b>Public Services</b>	<b>494,035</b>	<b>448,838</b>	<b>388,468</b>	<b>413,000</b>	<b>515,000</b>	<b>515,000</b>	<b>515,000</b>	<b>24.7%</b>
Forms, Copies, Etc.	0	55	0	50	50	50	50	0.0%
Recording Fees	0	434	243	300	300	300	300	0.0%
<b>Interfund Revenues</b>	<b>0</b>	<b>489</b>	<b>243</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>0.0%</b>
Material Sales	6,200	4,740	2,436	500	200	200	200	-60.0%
<b>Miscellaneous Revenues</b>	<b>6,200</b>	<b>4,740</b>	<b>2,436</b>	<b>500</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-60.0%</b>
<b>TOTAL REVENUES</b>	<b>770,316</b>	<b>786,639</b>	<b>687,596</b>	<b>658,850</b>	<b>775,550</b>	<b>785,550</b>	<b>785,550</b>	<b>19.2%</b>
Regular Pay	226,014	229,967	221,256	221,908	243,804	225,610	243,804	9.9%
Overtime	37	452	1,292	4,372	2,427	2,427	2,427	-44.5%
<b>Wages</b>	<b>226,051</b>	<b>230,419</b>	<b>222,548</b>	<b>226,280</b>	<b>246,231</b>	<b>228,037</b>	<b>246,231</b>	<b>8.8%</b>
Fringe Benefits	74,707	73,245	66,529	80,050	83,821	78,091	83,821	4.7%
<b>Fringes</b>	<b>74,707</b>	<b>73,245</b>	<b>66,529</b>	<b>80,050</b>	<b>83,821</b>	<b>78,091</b>	<b>83,821</b>	<b>4.7%</b>
<b>Total Labor Costs</b>	<b>300,758</b>	<b>303,665</b>	<b>289,076</b>	<b>306,330</b>	<b>330,052</b>	<b>306,128</b>	<b>330,052</b>	<b>7.7%</b>
Registration & Tuition	0	169	354	500	500	500	500	0.0%
Automobile Allowance	0	369	376	500	400	400	400	-20.0%
Meals	0	2	0	100	95	95	95	-5.0%
Lodging	104	301	104	630	630	630	630	0.0%
Other Travel Exp	0	122	0	50	0	0	0	0.0%
<b>Travel</b>	<b>104</b>	<b>963</b>	<b>834</b>	<b>1,780</b>	<b>1,625</b>	<b>1,625</b>	<b>1,625</b>	<b>-8.7%</b>
Other Equipment	0	4,068	0	0	0	0	0	NA
<b>Capital</b>	<b>0</b>	<b>4,068</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	4,074	2,270	2,919	3,500	3,500	3,500	3,500	0.0%
Stationery and Forms	1,079	1,540	1,127	2,500	2,500	2,500	2,500	0.0%

**Winnebago County  
Budget Detail - 2002  
Register of Deeds**

100 - 056

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Printing Supplies	2,476	1,711	1,918	1,700	2,300	2,300	2,300	35.3%
Print & Duplicate	3,451	5,883	3,488	2,200	2,200	2,200	2,200	0.0%
Postage and Box Rent	11,932	82	28	230	200	200	200	-13.0%
Maps and Prints	0	0	34	0	0	0	0	NA
Computer Supplies	1,307	443	207	1,000	1,000	1,000	1,000	0.0%
Computer Software	0	0	585	1,000	1,000	1,000	1,000	0.0%
Microfilming Supplies	6,933	640	0	500	200	200	200	-60.0%
Membership Dues	0	0	70	150	200	200	200	33.3%
Operating Expenses								
Telephone	2,548	3,010	2,591	2,500	2,500	2,500	2,500	0.0%
Small Equipment	485	646	507	3,360	300	300	300	-90.9%
Contractual Services								
Equipment Repairs	22,997	22,744	23,136	26,000	12,649	12,649	12,649	-51.4%
Microfilming Services	0	140	521	1,000	1,000	1,000	1,000	0.0%
Insurance								
Prop & Liab Insurance	1,295	0	0	0	0	0	0	NA
Operating Licenses & Fees	60	0	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Other Miscellaneous	0	14	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	455	630	1,000	800	800	800	-20.0%
Print & Duplicate	0	349	323	500	500	500	500	0.0%
Postage and Box Rent	0	11,890	10,163	12,500	12,500	12,500	12,500	0.0%
Microfilming Supplies	0	362	0	0	0	0	0	NA
Equipment Repairs	0	1,848	2,203	2,916	3,372	3,372	3,372	15.6%
Microfilming Services	0	2,144	2,091	500	200	200	200	-60.0%
Prop. & Liab. Insurance	0	1,150	1,200	1,267	1,235	1,235	1,235	-2.5%
Other Operating Expenses	58,637	57,322	53,742	64,263	48,156	48,156	48,156	-25.1%
<b>TOTAL EXPENSES</b>	<b>358,499</b>	<b>366,018</b>	<b>343,652</b>	<b>372,373</b>	<b>379,833</b>	<b>355,909</b>	<b>379,833</b>	<b>2.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(410,817)</b>	<b>(420,821)</b>	<b>(343,944)</b>	<b>(286,477)</b>	<b>(395,717)</b>	<b>(429,841)</b>	<b>(405,717)</b>	<b>41.6%</b>



# PLANNING

Department: 100-066 to 069 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD: David E. Schmidt  
LOCATION: Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54903

TELEPHONE: 236-4837

## MISSION STATEMENT:

To provide comprehensive and technical planning assistance to Winnebago County's committees, departments and political subdivisions. To promote Winnebago County as a good place to live and do business. Implement land record modernization technology to reduce the cost of general purpose government.

## PROGRAM DESCRIPTION:

LAND USE PLANNING Prepare and implement ordinances and studies related to land use issues in Winnebago County.

SUBDIVISION REVIEW Review subdivision plats to conform to County ordinances and State Statutes.

REMONUMENTATION PROGRAM Administer annual program for maintenance of government corners to ensure proper measurements of property lines.

ZONING To assure sound land use growth through providing courteous and efficient staff assistance.

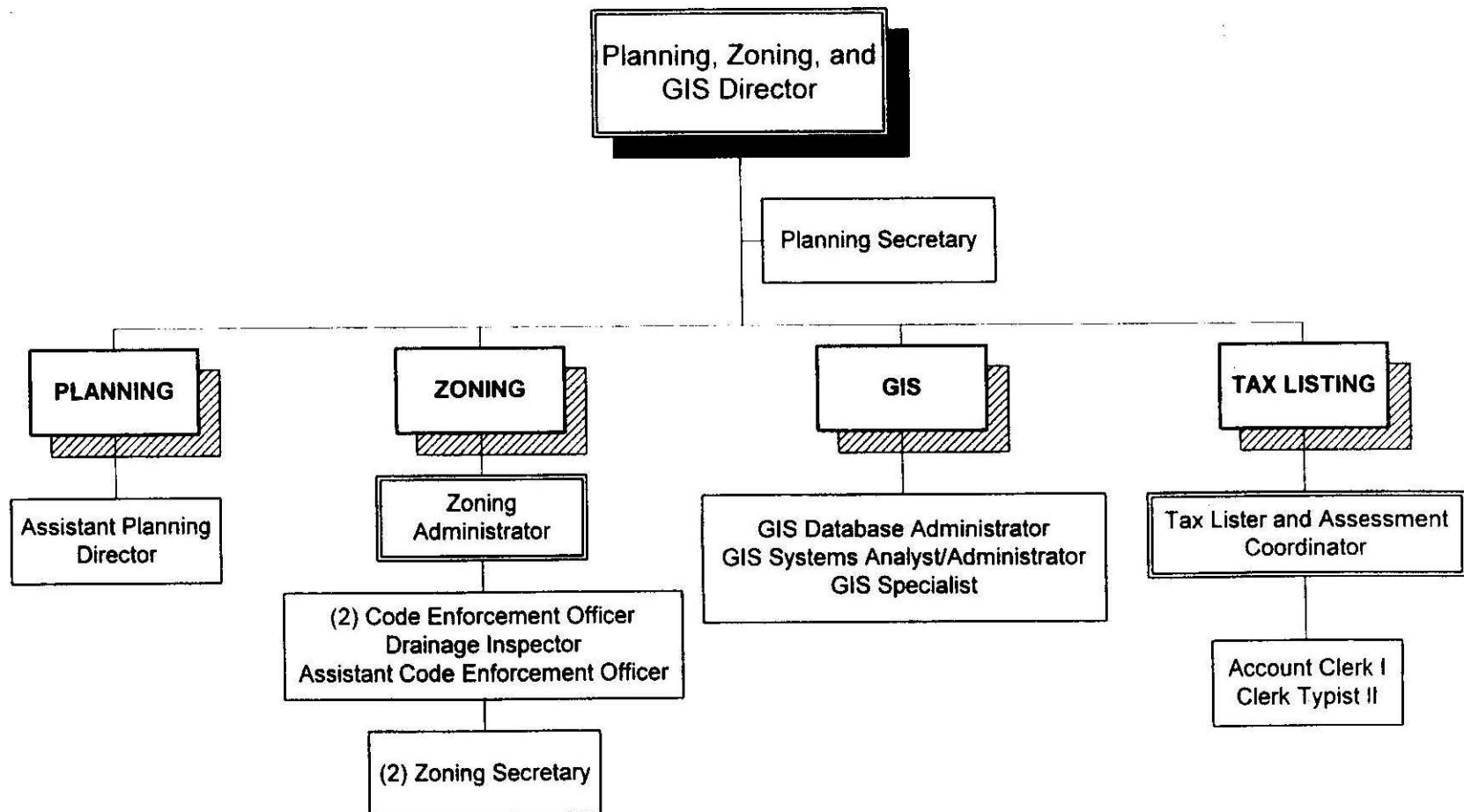
GEOGRAPHIC INFORMATION SYSTEM (GIS) To maintain the GIS database and provide data to all users.

PROPERTY LISTER To assist cities and towns in annual tax roll preparation and to provide general property listing services and information to the public. Provide to municipal assessors all deed transfers, partitions of land, name and address updates, acreage, assessment and legal description changes. Provide to municipal clerks updated total for all municipal assessing.

PROMOTE WINNEBAGO COUNTY Promote Winnebago County and its communities through Metro Marketing, Fox River Valley Marketing Group and other combined marketing efforts through the use of public relations, advertising, and other marketing tools.

ECONOMIC DEVELOPMENT Develop industrial parks in local communities to increase the tax base and create job opportunities through the Revolving Loan Fund and Per Capita Funding Programs.

# PLANNING AND ZONING



# PLANNING

Department: 100-066 to 069    Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

David E. Schmidt  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4837

## 2001 ACCOMPLISHMENTS:

### Planning

1. Collaborated with communities and public to develop consensus on County Comprehensive Plan.
2. Worked with consultant to complete Transportation Element of County Comprehensive Plan.
3. Built What-if planning software for use in public meetings to develop future land use policies.

### Zoning

1. Achieved recertification with Insurance Services Office for Floodplain Program resulting in reduced floodplain insurance premiums for residents of the unincorporated area of the County.
2. Instituted regional approach to non-metallic mining reclamation by agreement with East Central WI Regional Planning Commission.

### GIS

1. Completed the implementation of the County web server for the GIS and other web-site functions.
2. Developed a local GIS web site with enhanced control over functionality and updating.
3. Completed the digital County Supervisory Redistricting Plan on the GIS.

#### Property Lister

1. Completed workrolls for all (18) municipalities in a timely manner by the end of March 2001.
2. Continued to review new tax system for problems and collaborated with software vendor for resolutions to problematic issues.

#### **2002 GOALS & OBJECTIVES:**

#### Planning

1. Write draft of County Comprehensive Plan for eventual submittal to County Board.
2. Rewrite drainage requirements for new developments.
3. Link Metadata sets to the ArcView files within the WINGS Project.
4. Implement new EMG System Damage Assessment Software packages.

#### Zoning

1. Adopt and implement new GIS floodplain maps when approved by FEMA.

#### GIS

1. Update and print the Winnebago County Official Road Map.
2. Research how to generate revenue from the GIS web-site.

#### Property Lister

1. To serve municipalities efficiently.
2. To meet State requirement dates for workroll completion.

# PLANNING & ZONING

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**NOTE:** This section contains Planning, Zoning, Geographic Information Systems (GIS), and Tax Lister. All of these areas report to the County Planner. The information for Planning includes the Tax Lister in the totals. The Tax Lister data is also shown separately because of the special apportionment.

### DEPARTMENT STAFFING:

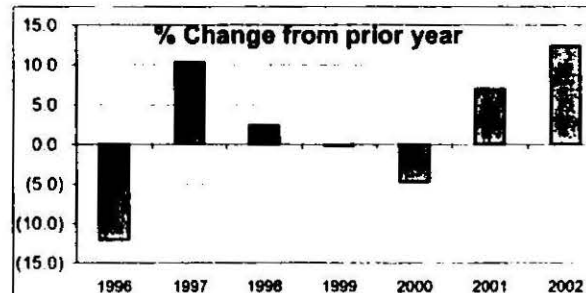
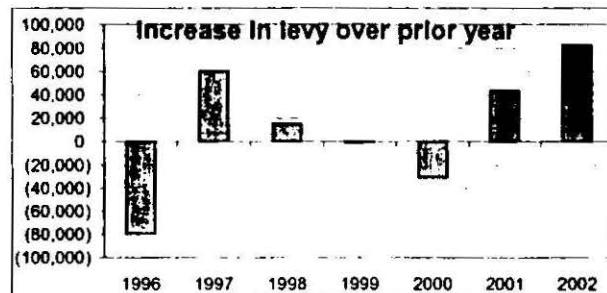
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	11	13	14	14	16	16	16	16	16	16
Part Time	0	0	1	1	1	0	0	0	0	0
Total	11	13	15	15	17	16	16	16	16	16

**NEW POSITIONS:** There are no new positions in the 2002 budget.

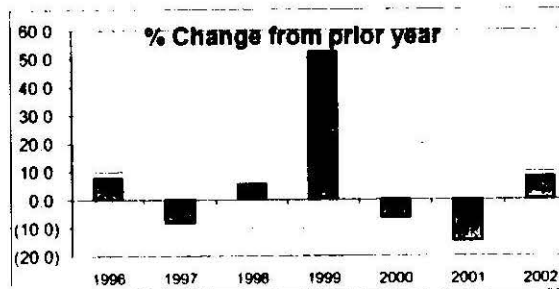
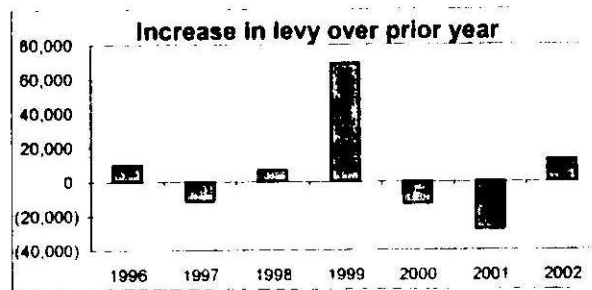
POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
None									

**COUNTY LEVY:** The tax levy for Planning excluding the Tax Lister is \$748,278, an increase of 12.4% from 2001. The tax levy for Tax Lister prior to applying reserves is \$173,269, an increase of 8.0% from 2001. \$20,000 of reserves are being applied to reduce the Tax Lister levy for 2002. These are shown separately for budgetary purposes because the Tax Lister is a special apportionment not all municipalities share in.

### Planning (Excluding Tax Lister)



## Tax Lister



### SIGNIFICANT CHANGES:

#### REVENUES:

**Wisconsin Fund Grant** - The grant revenues anticipated for 2002 are \$15,000 over 2001.

#### EXPENSES:

**Capital Outlay** - A vehicle is being requested in 2002.

**Office Supplies** - A decrease of \$9,100 is anticipated due to utilization of laser printed state prescribed forms versus the more expensive vendor forms.

**Print and Duplicate** - An increase of \$3,283 is attributable to the production of an updated County Road map.

**Small Equipment** - A decrease of 38.9%. Need for items has decreased in 2002.

**Operating Grants** - Increase of \$15,000 of reimbursable expenditures for the Wisconsin Fund Grant.

**NOTE:** The following budget detail includes all areas reporting to the County Planner. In addition, Tax Lister is shown individually for apportionment purposes.

**FUND BALANCE:** Reconciliation of the budget operating results to the fund balance is as follows:

Beginning fund balance 1/1/2002 - projected	\$88,631
Revenue budget 2002	600
Expense budget 2002	(159,483)
Transfer to other funds	0
Tax levy 2002	138,883
Budget ending fund balance - 12/31/2002	<u>\$68,631</u>

# **Financial Summary Planning**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	204,323	313,607	282,077	182,077	210,005
Labor	347,581	700,520	700,520	700,520	782,747
Travel	5,827	10,302	9,600	9,600	9,275
Capital	-	-	-	-	25,000
Other Expenditures	98,195	196,177	272,904	137,624	141,261
Total Expenditures	451,603	906,999	983,024	847,744	958,283
Levy Before Adjustments	247,280	593,392	700,947	665,667	748,278
Adjustments					
Net Levy After Adjustments	247,280	593,392	700,947	665,667	748,278

**Winnebago County**  
**Budget Detail - 2002**  
**Planning**  
 ALL

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	32,750	225	20,346	0	0	0	0	NA
Wisconsin Fund	8,000	5,050	9,883	10,000	25,000	25,000	25,000	150.0%
Intergovernmental	40,750	5,275	30,229	10,000	25,000	25,000	25,000	150.0%
Zoning Permits	62,650	61,800	61,130	59,900	60,225	60,225	65,225	8.9%
Sanitation Permits	45,200	39,295	39,295	42,500	39,330	39,330	39,330	-7.5%
Licenses & Permits	107,850	100,895	100,425	102,400	99,555	99,555	104,555	2.1%
County Fines	0	0	0	500	500	500	500	0.0%
Fines & Forfeitures	0	0	0	500	500	500	500	0.0%
Forms, Copies, Etc.	27,986	25,545	22,897	21,700	30,000	35,000	35,000	61.3%
Zoning Fees	38,050	37,256	31,867	38,000	37,700	37,700	37,700	-0.8%
Reimbursed Costs	72	0	6,000	0	0	0	0	NA
Public Services	66,108	62,800	60,764	59,700	67,700	72,700	72,700	21.8%
Reimbursed Costs-Maint. Chrgs	0	7,908	2,700	0	0	0	0	NA
D.P. Services	0	10,992	7,429	9,477	7,250	7,250	7,250	-23.5%
Interfund Revenues	0	18,900	10,129	9,477	7,250	7,250	7,250	-23.5%
<b>TOTAL REVENUES</b>	<b>214,708</b>	<b>187,870</b>	<b>201,546</b>	<b>182,077</b>	<b>200,005</b>	<b>205,005</b>	<b>210,005</b>	<b>15.3%</b>
Regular Pay	484,651	489,961	506,120	522,509	573,536	570,033	570,033	9.1%
Overtime	1,403	3,234	478	4,448	6,255	6,255	6,255	40.7%
Wages	486,053	493,195	506,597	526,955	579,791	576,288	576,288	9.4%
Fringe Benefits	145,433	153,755	161,918	173,565	206,459	206,459	206,459	19.0%
Fringes	145,433	153,755	161,918	173,565	206,459	206,459	206,459	19.0%
<b>Total Labor Costs</b>	<b>631,486</b>	<b>646,950</b>	<b>668,516</b>	<b>700,520</b>	<b>786,250</b>	<b>782,747</b>	<b>782,747</b>	<b>11.7%</b>
Registration & Tuition	3,592	3,438	4,045	3,785	4,015	3,440	3,440	-8.6%
Automobile Allowance	1,531	973	1,016	1,185	1,470	1,370	1,370	15.6%
Vehicle Lease	45	0	0	0	0	0	0	NA
Commercial Travel	1,613	831	719	1,200	1,800	500	500	-58.3%
Meals	506	616	662	1,000	1,310	1,085	1,085	8.5%
Lodging	1,491	2,494	1,732	2,225	3,825	2,855	2,855	19.3%
Other Travel Exp	307	232	204	225	250	225	225	0.0%
Travel	9,086	8,584	8,378	9,800	12,470	9,275	9,275	-3.4%



**Winnebago County**  
**Budget Detail - 2002**  
**Planning**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Other Equipment	0	85	4,790	0	25,000	25,000	25,000	NA
Capital	0	85	4,790	0	25,000	25,000	25,000	NA
Office Expenses								
Office Supplies	1,942	1,931	2,111	2,450	2,550	2,350	2,350	-4.1%
Stationery and Forms	192	186	23	800	600	300	300	-62.5%
Printing Supplies	2,762	113	275	1,300	700	250	250	-80.8%
Print & Duplicate	2,830	5,149	0	817	4,100	4,100	4,100	401.8%
Postage and Box Rent	5,642	52	109	450	350	350	350	-22.2%
Computer Supplies	5,239	2,813	3,600	5,700	5,950	4,050	4,050	-28.9%
Computer Software	0	3,944	5,348	1,050	724	724	724	-31.0%
Subscriptions	815	813	414	890	890	890	890	0.0%
Membership Dues	1,079	1,063	833	1,155	1,500	1,350	1,350	16.9%
Publish Legal Notices	6,943	11,922	10,529	6,200	6,200	6,200	6,200	0.0%
Photo Processing	0	0	31	100	100	100	100	0.0%
Operating Expenses								
Telephone	5,032	5,477	4,885	4,000	6,090	4,700	4,700	17.5%
Food	53	181	120	250	175	175	175	-30.0%
Small Equipment	601	4,944	3,085	4,800	2,740	2,740	2,740	-42.9%
Shop Supplies	0	485	92	100	100	100	100	0.0%
Legal Fees	234	0	0	500	500	500	500	0.0%
Other Operating Supplies	185	127	14	300	300	150	150	-50.0%
Repairs & Maintenance								
Maintenance - Grounds	116	269	320	100	150	150	150	50.0%
Maintenance Supplies								
Motor Fuel	886	360	0	525	0	0	0	0.0%
Lubricants	97	0	0	200	100	0	0	0.0%
Machine & Equip Parts	55	0	0	100	100	0	0	0.0%
Tires & Batteries	0	0	0	150	150	0	0	0.0%
Contractual Services								
Vehicle Repairs	123	1,292	585	1,000	1,000	1,000	1,000	0.0%
Equipment Repairs	25,712	20,014	6,269	3,170	2,630	2,630	2,630	-17.0%
Grounds Maintenance	24,443	21,779	22,369	0	0	0	0	NA
Transcription Services	1,347	930	1,005	3,000	3,000	3,000	3,000	0.0%
Data Processing	28,010	21,482	26,189	29,051	25,750	25,750	25,750	-11.4%
Professional Service	29,348	16,004	36,706	17,500	18,500	18,500	18,500	5.7%
Microfilming Services	11,823	129	0	0	0	0	0	NA
Other Contract Serv.	0	0	0	10,000	5,000	0	5,000	-50.0%
Rental Expenses								
Equipment Rental	232	0	0	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Planning  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Insurance								
Prop & Liab Insurance	3,543	0	0	0	0	0	0	NA
Operating Licenses & Fees	20	0	190	300	300	300	300	0.0%
Other Sundry & Fixed Charges								
Operating Grants	10,155	5,050	5,137	10,000	25,000	25,000	25,000	150.0%
Cost Allocations								
Microfilm Services	99	38	0	200	200	200	200	0.0%
Interfund Expenses								
Printing Supplies	0	1,246	921	950	950	950	950	0.0%
Print & Duplicate	0	1,209	1,452	2,100	2,100	2,100	2,100	0.0%
Postage and Box Rent	0	5,238	4,704	5,950	6,000	5,900	5,900	-0.8%
Computer Supplies	0	0	0	150	150	0	0	0.0%
Microfilming Supplies	0	0	0	100	100	100	100	0.0%
Telephone	0	0	0	2,350	0	0	0	0.0%
Food	0	0	0	50	50	50	50	0.0%
Small Equipment	0	0	100	0	0	0	0	NA
Motor Fuel	0	682	1,439	1,000	1,000	1,000	1,000	0.0%
Lubricants	0	0	11	200	200	200	200	0.0%
Vehicle Repairs	0	93	0	0	0	0	0	NA
Equipment Repairs	0	2,368	4,552	5,272	3,852	3,852	3,852	-26.9%
Data Processing	0	2,974	1,964	1,862	3,100	3,100	3,100	66.5%
Microfilming Services	0	5,711	6,739	7,000	7,000	7,000	7,000	0.0%
Prop. & Liab. Insurance	0	4,057	4,698	4,482	6,450	6,450	6,450	43.9%
Other Operating Expenses	169,556	150,124	156,822	137,624	146,401	136,261	141,261	2.6%
<b>TOTAL EXPENSES</b>	<b>810,128</b>	<b>805,744</b>	<b>838,505</b>	<b>847,744</b>	<b>970,121</b>	<b>953,283</b>	<b>958,283</b>	<b>13.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>595,421</b>	<b>617,873</b>	<b>636,959</b>	<b>665,667</b>	<b>770,116</b>	<b>746,278</b>	<b>748,278</b>	<b>12.4%</b>

**Financial Summary**  
**Tax Lister**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Executive Budget
Total Revenues	308	600	600	600	600
Labor	62,369	113,871	119,557	119,557	138,117
Travel	-	725	900	900	725
Capital	-	-	-	-	-
Other Expenditures	9,944	30,941	40,590	40,590	35,027
Total Expenditures	72,313	145,537	161,047	161,047	173,869
Levy Before Adjustments	72,005	144,937	160,447	160,447	173,269
Adjustments					(20,000)
Net Levy After Adjustments	72,005	144,937	160,447	160,447	153,269

**Winnebago County  
Budget Detail - 2002**

**Tax Lister**

100 - 069

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forms, Copies, Etc	2,280	953	976	600	600	600	600	0.0%
Other Public Charges	0	97	0	0	0	0	0	NA
<b>Public Services</b>	<b>2,280</b>	<b>1,050</b>	<b>976</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>2,280</b>	<b>1,050</b>	<b>976</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.0%</b>
Regular Pay	73,137	78,782	82,995	83,385	101,834	101,834	101,834	22.1%
Overtime	9,399	8,885	4,968	8,688	1,000	1,000	1,000	-85.0%
Other Per Diem	480	0	0	0	0	0	0	NA
<b>Wages</b>	<b>83,017</b>	<b>87,667</b>	<b>87,963</b>	<b>90,071</b>	<b>102,834</b>	<b>102,834</b>	<b>102,834</b>	<b>14.2%</b>
Fringe Benefits	24,118	27,291	27,934	29,486	35,283	35,283	35,283	19.7%
<b>Fringes</b>	<b>24,118</b>	<b>27,291</b>	<b>27,934</b>	<b>29,486</b>	<b>35,283</b>	<b>35,283</b>	<b>35,283</b>	<b>19.7%</b>
<b>Total Labor Costs</b>	<b>107,135</b>	<b>114,959</b>	<b>115,897</b>	<b>119,557</b>	<b>138,117</b>	<b>138,117</b>	<b>138,117</b>	<b>15.5%</b>
Registration & Tuition	0	0	0	200	200	200	200	0.0%
Automobile Allowance	55	62	62	200	175	175	175	-12.5%
Meals	97	8	13	200	150	150	150	-25.0%
Lodging	0	0	0	300	200	200	200	-33.3%
<b>Travel</b>	<b>151</b>	<b>70</b>	<b>75</b>	<b>900</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>-19.4%</b>
Other Equipment	2,544	0	23,609	0	0	0	0	NA
<b>Capital</b>	<b>2,544</b>	<b>0</b>	<b>23,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
Office Expenses								
Office Supplies	25,703	17,242	13,884	25,000	16,000	16,000	16,000	-36.0%
Printing Supplies	73	0	0	0	0	0	0	NA
Postage and Box Rent	194	4	0	0	0	0	0	NA
Computer Supplies	78	96	(12)	0	0	0	0	NA
Computer Software	0	32,170	8,145	0	0	0	0	NA
Membership Dues	40	0	40	40	40	40	40	0.0%
Operating Expenses								
Telephone	808	1,732	1,004	800	850	850	850	6.3%
Food	82	0	0	0	150	150	150	NA
Small Equipment	1,965	321	465	500	500	500	500	0.0%
Contractual Services								
Equipment Repairs	1,561	1,292	3,295	1,530	3,045	3,045	3,045	99.0%
Data Processing	2,250	1,504	0	6,950	9,050	9,050	9,050	30.2%

**Winnebago County  
Budget Detail - 2002**

**Tax Lister  
100 - 069**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Insurance								
Prop & Liab Insurance	404	(0)	0	0	0	0	0	NA
Interfund Expenses								
Printing Supplies	0	297	487	600	600	600	600	0.0%
Print & Duplicate	0	13	817	2,000	1,500	1,500	1,500	-25.0%
Postage and Box Rent	0	193	149	250	200	200	200	-20.0%
Computer Supplies	0	0	0	250	250	250	250	0.0%
Food	0	91	0	100	0	0	0	0.0%
Equipment Repairs	0	852	1,015	1,212	1,320	1,320	1,320	8.9%
Data Processing	0	752	842	798	900	900	900	12.8%
Prop. & Liab. Insurance	0	454	278	560	622	622	622	11.1%
Other Operating Expenses	33,157	57,013	30,208	40,590	35,027	35,027	35,027	-13.7%
<b>TOTAL EXPENSES</b>	<b>142,987</b>	<b>172,042</b>	<b>169,789</b>	<b>161,047</b>	<b>173,869</b>	<b>173,869</b>	<b>173,869</b>	<b>8.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>140,707</b>	<b>170,991</b>	<b>168,813</b>	<b>160,447</b>	<b>173,269</b>	<b>173,269</b>	<b>173,269</b>	<b>8.0%</b>

# **PLANNING PROGRAM BUDGETS**

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
PLANNING												
Planning	066	279,442	1,755	-	17,896	299,093		299,093	261,319	281,525	14.5	(7.2)
Revenues	066						-	-	-	-	N/A	N/A
Zoning	067	358,723	3,670	25,000	87,501	474,894		474,894	402,842	378,908	17.9	6.3
Revenues	067						177,755	(177,755)	(157,600)	(157,000)	12.8	0.4
GIS	068	144,582	3,850	-	35,864	184,296		184,296	183,583	171,886	0.4	6.8
Revenues	068						32,250	(32,250)	(24,477)	(53,129)	31.8	(53.9)
Tax Lister	069	138,117	725	-	35,027	173,869		173,869	161,047	189,004	8.0	(14.8)
Revenues	069						600	(600)	(600)	(600)	-	-
<b>Grand Totals</b>		<u>920,864</u>	<u>10,000</u>	<u>25,000</u>	<u>176,288</u>	<u>1,132,152</u>	<u>210,605</u>	<u>921,547</u>	<u>826,114</u>	<u>810,594</u>	11.6	1.9

**WINNEBAGO COUNTY**  
**CAPITAL OUTLAY - 2002**

<u>Department</u>	<u>Description</u>	<u>Quant</u>	<u>Special Equip (Note)</u>	<u>Other</u>	<u>Capital Outlay</u>
Planning	4 X 4 Pickup Truck	<u>1</u>		<u>25,000</u>	<u>25,000</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR

# LAND RECORDS MODERNIZATION FUND

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**DESCRIPTION:** The Land Records Modernization Fund is a separate fund created under Wisconsin Statutes which receives money when people register documents at the Register of Deeds office. Monies accumulated in this fund can be used for land records modernization project costs which can include equipment and software purchases as well as training in their use. The funds can also be used to retire debt incurred to purchase and install these systems.

**COUNTY LEVY:** There is no property tax levy for this activity.

**SIGNIFICANT CHANGES:** There are no significant changes.

**FUND BALANCE:** Reconciliation of the budget operating results to the fund balance is as follows:

Beginning fund balance 1/1/2002 - projected	(\$879)
Revenue budget 2002	193,500
Expense budget 2002	(152,824)
Transfer to other funds	
Tax levy 2002	0
Budget ending fund balance - 12/31/2002	<u>\$39,797</u>



**Financial Summary**  
**Land Records Modernization**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	168,107	236,500	265,284	231,000	193,500
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	13,183	16,500	13,000	16,500	-
Other Expenditures	129,126	281,872	318,175	180,391	152,824
Total Expenditures	142,309	298,372	331,175	196,891	152,824
Levy Before Adjustments	(25,798)	61,872	65,891	(34,109)	(40,676)
Adjustments	25,798	(61,872)	(65,891)	34,109	40,676
Net Levy After Adjustments	-	-	-	-	-

**Winnebago County  
Budget Detail - 2002  
Land Records Modernization**

100 - 081

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	0	13,501	0	78,000	30,000	30,000	30,000	-61.5%
Intergovernmental	0	13,501	0	78,000	30,000	30,000	30,000	-61.5%
Recording Fees	186,508	166,569	126,135	145,000	155,000	155,000	155,000	6.9%
Program Fees	0	23,021	0	0	0	0	0	NA
Public Services	186,508	189,590	126,135	145,000	155,000	155,000	155,000	6.9%
Recording Fees	0	12	12	0	0	0	0	NA
Program Fees	0	0	921	0	0	0	0	NA
Interfund Revenues	0	12	933	0	0	0	0	NA
Interest-Investments	9,127	11,033	8,086	8,000	8,500	8,500	8,500	6.3%
Interest on Investments	9,127	11,033	8,086	8,000	8,500	8,500	8,500	6.3%
<b>TOTAL REVENUES</b>	<b>195,635</b>	<b>214,136</b>	<b>135,153</b>	<b>231,000</b>	<b>193,500</b>	<b>193,500</b>	<b>193,500</b>	<b>-18.2%</b>
Other Equipment	23,143	72,102	32,380	16,500	0	0	0	0.0%
Capital	23,143	72,102	32,380	16,500	0	0	0	0.0%
Office Expenses								
Print & Duplicate	0	0	0	25,500	0	0	0	0.0%
Computer Software	0	2,052	0	5,000	0	0	0	0.0%
Operating Expenses								
Small Equipment	0	0	4,175	1,700	19,212	19,212	19,212	1030.1%
Contractual Services								
Grounds Maintenance	0	0	0	0	30,000	30,000	30,000	NA
Data Processing	0	22,551	0	0	73,200	73,200	73,200	NA
Professional Service	5,015	36,750	55,679	55,100	0	0	0	0.0%
Microfilming Services	0	0	0	15,000	0	0	0	0.0%
Insurance								
Prop & Liab Insurance	2	0	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Operating Grants	0	0	0	78,000	30,000	30,000	30,000	-61.5%
Interfund Expenses								
Small Equipment	0	0	255	0	0	0	0	NA
Prop. & Liab. Insurance	0	741	498	91	412	412	412	352.7%
Other Operating Transfers								
Other Transfers Out	0	100,000	122,000	0	0	0	0	NA
Other Operating Expenses	5,017	162,094	182,807	180,391	152,824	152,824	152,824	-15.3%
<b>TOTAL EXPENSES</b>	<b>28,160</b>	<b>234,196</b>	<b>214,987</b>	<b>196,891</b>	<b>152,824</b>	<b>152,824</b>	<b>152,824</b>	<b>-22.4%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>(167,476)</b>	<b>20,060</b>	<b>79,833</b>	<b>(34,109)</b>	<b>(40,676)</b>	<b>(40,676)</b>	<b>(40,676)</b>	<b>19.3%</b>

# UNDERGROUND STORAGE TANKS

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**DESCRIPTION:** This section is used to account for revenues and costs the County incurs to clean up underground storage tanks and related ground contamination.

**COUNTY LEVY:** There is no tax levy in 2002. This fund is maintaining a small balance to cover expenses while we wait for reimbursements.

**SIGNIFICANT CHANGES:** There are no significant changes.

**FUND BALANCE:** Reconciliation of the budget operating results to the fund balance is as follows:

Beginning fund balance 1/1/2002 - projected	\$	349,517
Revenue budget 2002		50,000
Expense budget 2002		(50,000)
Transfer to other funds		(270,000)
Tax levy 2002		
Budget ending fund balance - 12/31/2002	\$	<u>79,517</u>

# **Financial Summary** **Underground Storage Tanks**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	-	200,000	200,000	200,000	50,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	-	150,000	150,000	150,000	50,000
Total Expenditures	-	150,000	150,000	150,000	50,000
Levy Before Adjustments	-	(50,000)	(50,000)	(50,000)	-
Adjustments					
Net Levy After Adjustments	-	(50,000)	(50,000)	(50,000)	-

**Winnebago County  
Budget Detail - 2002  
Underground Storage Tanks**

100 - 287

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	3,949	67,416	203,355	200,000	50,000	50,000	50,000	-75.0%
Intergovernmental	3,949	67,416	203,355	200,000	50,000	50,000	50,000	-75.0%
<b>TOTAL REVENUES</b>	<b>3,949</b>	<b>67,416</b>	<b>203,355</b>	<b>200,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-75.0%</b>
Registration & Tuition	40	0	0	0	0	0	0	NA
Travel	40	0	0	0	0	0	0	NA
Contractual Services								
Equipment Repairs	100,625	55,532	5,140	150,000	50,000	50,000	50,000	-66.7%
Insurance								
Prop & Liab Insurance	0	(0)	0	0	0	0	0	NA
Operating Licenses & Fees	0	50	0	0	0	0	0	NA
Interfund Expenses								
Equipment Repairs	0	279	0	0	0	0	0	NA
Prop. & Liab. Insurance	0	114	129	0	0	0	0	NA
Other Operating Expenses	100,625	55,875	5,270	150,000	50,000	50,000	50,000	-66.7%
<b>TOTAL EXPENSES</b>	<b>100,665</b>	<b>55,875</b>	<b>5,270</b>	<b>150,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-66.7%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>96,716</b>	<b>(11,441)</b>	<b>(198,085)</b>	<b>(50,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

# **SOLID WASTE**

**Department: 520-XXX    Fund: Solid Waste  
2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:  
LOCATION:**

**Leonard Leverence  
Winnebago County  
100 W. County Road Y  
Oshkosh, WI 54901**

**TELEPHONE: 232-1800**

## **MISSION STATEMENT:**

**Provide a cost-effective Solid Waste Management system for processing approximately 225,000 tons of solid waste annually. The Solid Waste Management Board operates the Sunnyview Landfill Site, the Sunnyview Recycling and Household Hazardous Waste Collection Facility and a Landfill Gas Electrical Generation Facility located at the Old Snell Road Landfill Site.**

## **PROGRAM DESCRIPTION:**

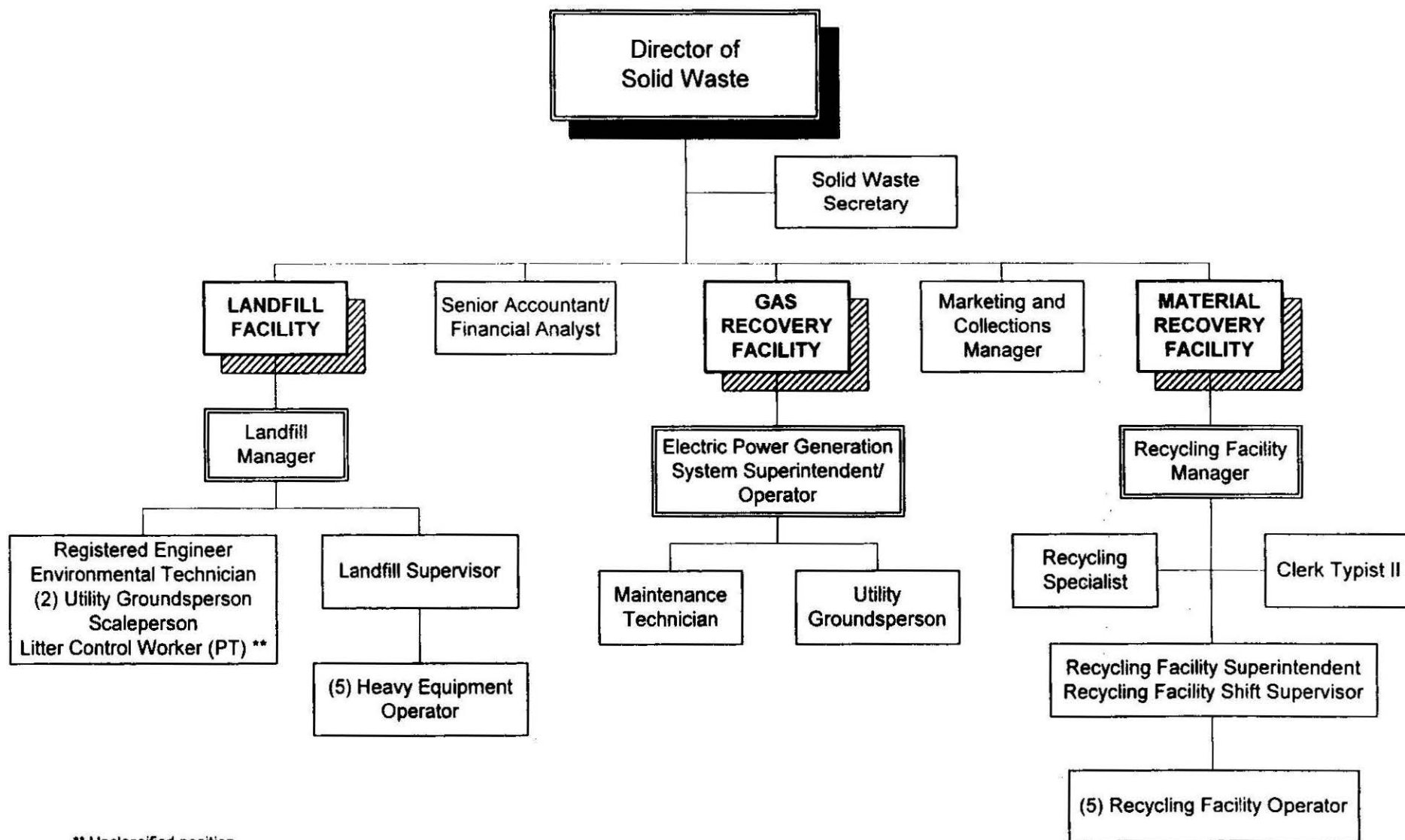
**SUNNYVIEW LANDFILL FACILITY Provide landfill disposal of non-hazardous industrial, commercial and residential solid wastes.**

**SUNNYVIEW MATERIAL RECOVERY FACILITY Process and market recyclable materials for industry, business and communities in Winnebago County.**

**LANDFILL GAS ELECTRIC GENERATION FACILITY Converts methane gas, a by-product of Solid Waste decomposition to electrical energy and is sold to an electric utility.**

**HOUSEHOLD AND AGRICULTURAL HAZARDOUS WASTE PROGRAM Provide drop-off collection and off-site processing and disposal of residential and agricultural hazardous waste materials.**

# SOLID WASTE



\*\* Unclassified position

# **SOLID WASTE**

**Department: 520-XXX    Fund: Solid Waste**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**  
**LOCATION:**

**Leonard Leverence**  
**Winnebago County**  
**100 W. County Road Y**  
**Oshkosh, WI 54901**

**TELEPHONE: 232-1800**

## **2001 ACCOMPLISHMENTS:**

1. Completed technical and economic analysis and approved entering into an Intergovernmental Recycling Agreement between Brown, Outagamie and Winnebago County.
2. Completed technical and economic analysis for consideration to approve entering into an Intergovernmental Landfill Agreement between Brown, Outagamie and Winnebago County.
3. Implemented solid waste collection and container lease services to provide customers a viable alternative to deliver solid wastes and recyclable materials to the County Landfill and Recycling facilities.
4. Transferred 24.6 acres of land from Solid Waste Management authority to County Board authority for new County prison.
5. Purchased 5.5 acre parcel of land adjacent to Snell Road Landfill from the City of Oshkosh to provide environmental buffer zone.

## **2002 GOALS & OBJECTIVES:**

1. Increase efficiency of Landfill and Recycling facility through economy of scale by increasing utilization of program services.
2. Continue implementation of marketing program and educating communities, business and industry of benefits of supporting Winnebago County Solid Waste Management program services.
3. Continue development and implementation of Intergovernmental Agreements for Landfill and Recycling services between Brown, Outagamie and Winnebago County.



# SOLID WASTE

## 2002 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Full Time	12	13	16	20	21	21	21	22	28	29
Part Time	1	1	1	0	0	0	0	0	0	0
Total	13	14	17	20	21	21	21	22	28	29

**NEW POSITIONS:** There is one new positions in the 2002 budget.

POSITION	STATUS	WAGES	FRINGES	OPERATING EXPENSES	CAPITAL OUTLAY	GROSS COST	REVENUES	COST REDUCTIONS	NET COST
Marketing and Sales Manager	FT	37,421	13,846	2,440		53,707	185,000	64,800	(196,093)

**COUNTY LEVY:** The Solid Waste Fund is a self-supporting enterprise fund. User (tipping) fees support most of operations. The County Property Tax levy does support the Hazardous Waste Program. The 2002 levy for this purpose is \$97,500.

### SIGNIFICANT CHANGES:

#### REVENUES:

Landfill Fees - Decrease of \$175,000. This is attributable to low volume of landfill loads and an increase in the rebate.

Interest-Investments - Increase of \$125,000. This estimate for 2002 is based on 2001 actual interest received.

#### EXPENSES:

Capital Outlay - Expense decrease to \$195,300 in 2002.

Equipment Repairs - Increase of \$100,000. A large engine at Landfill Gas has reached 20,000 hours of use and is in need of being rebuilt.

Management Services - Decrease of \$555,000 due to the new marketing position and a change in the recording of volume rebates.

State Special Charges - Decrease of \$55,000. This estimate is based on actual activity which includes a decrease in volume.

#### PROGRAM BUDGET REVIEW:

Administration - Decrease of \$1,170,264. Major line item decreases include management services, capital outlay, and repairs and maintenance.

Co Disposal - Decrease of \$176,000. The decrease can be seen in line items for engineering, provision for closure and long term care, and state special charges.

Landfill Gas - An increase of \$31,751 is anticipated, most of which can be attributed to the rebuilding of gas engine.

# **Financial Summary** **Solid Waste Fund**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	3,660,791	5,960,800	6,984,150	6,984,150	6,791,700
Labor	675,880	1,204,454	1,401,399	1,401,399	1,595,121
Travel	8,539	25,370	38,355	38,355	38,355
Capital	76,474	544,000	912,509	559,020	195,300
Other Expenditures	1,860,378	4,283,968	6,091,794	6,048,883	5,188,128
Total Expenditures	2,621,271	6,057,792	8,444,057	8,047,657	7,016,904
Levy Before Adjustments	(1,039,520)	96,992	1,459,907	1,063,507	225,204
Adjustments	1,137,020	508	(1,362,407)	(966,007)	(127,704)
Net Levy After Adjustments	97,500	97,500	97,500	97,500	97,500

**Winnebago County  
Budget Detail - 2002  
Solid Waste Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Grants	10,500	11,250	52,487	15,000	15,000	15,000	15,000	0.0%
Intergovernmental	10,500	11,250	52,487	15,000	15,000	15,000	15,000	0.0%
Forms, Copies, Etc	19	0	0	250	100	100	100	-60.0%
Donations	0	72	24	100	100	100	100	0.0%
Refunds - Public	0	0	(140,986)	0	0	0	0	NA
Landfill Fees	4,837,167	4,578,077	5,414,034	4,400,000	4,236,000	4,236,000	4,236,000	-3.7%
Landfill Gas-Rights	110,737	113,295	120,371	125,000	128,000	128,000	128,000	2.4%
Other Public Charges	8,437	31,039	21,008	7,500	23,600	23,600	23,600	214.7%
Public Services	4,956,360	4,722,482	5,414,451	4,532,850	4,387,600	4,387,600	4,387,600	-3.2%
Landfill Fees	1,462,051	1,009,831	1,040,485	1,027,500	852,500	852,500	852,500	-17.0%
Refunds - Municipal	0	0	(240,424)	0	0	0	0	NA
Intergovernmental Services	1,462,051	1,009,831	800,041	1,027,500	852,500	852,500	852,500	-17.0%
Professional Svs (Other Funds)	0	496	8,410	500	7,000	7,000	7,000	1300.0%
Landfill Fees	14,291	14,961	478	3,000	0	0	0	0.0%
Highway Services	0	0	18,252	18,000	10,000	10,000	10,000	-44.4%
Interfund Revenues	14,291	15,457	25,138	21,500	17,000	17,000	17,000	-20.9%
Interest-Investments	1,876,434	594,016	2,171,109	1,375,000	1,500,000	1,500,000	1,500,000	9.1%
Interest on Investments	1,876,434	594,016	2,171,109	1,375,000	1,500,000	1,500,000	1,500,000	9.1%
Rental - Equipment	0	0	7,236	0	7,500	7,500	7,500	NA
Sale Of Prop & Equip	0	0	0	5,000	5,000	5,000	5,000	0.0%
Sale of Scrap	6,601	4,971	2,595	5,300	5,400	5,400	5,400	1.9%
Insurance Recoveries	0	0	12,085	0	0	0	0	NA
Contributions	145	0	0	0	0	0	0	NA
Other Miscellaneous Revenues	588	1,766	(2)	2,000	1,500	1,500	1,500	-25.0%
Miscellaneous Revenues	7,334	6,737	21,914	12,300	19,400	19,400	19,400	57.7%
Gain - Sale of Assets	(2,675)	0	162,982	0	0	0	0	NA
Other Financing Sources	(2,675)	0	162,982	0	0	0	0	NA
<b>TOTAL REVENUES</b>	<b>8,324,296</b>	<b>6,359,774</b>	<b>6,648,100</b>	<b>6,964,150</b>	<b>6,791,700</b>	<b>6,791,700</b>	<b>6,791,700</b>	<b>-2.6%</b>

**Winnebago County  
Budget Detail - 2002  
Solid Waste Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Regular Pay	649,690	638,195	807,687	982,534	1,106,594	1,051,545	1,088,966	10.8%
Elected Officials	7,138	(1)	0	0	0	0	0	NA
Overtime	16,570	22,889	47,452	37,595	53,498	53,091	53,091	41.2%
<b>Wages</b>	<b>673,397</b>	<b>661,083</b>	<b>855,140</b>	<b>1,020,129</b>	<b>1,160,092</b>	<b>1,104,636</b>	<b>1,142,057</b>	<b>12.0%</b>
Fringe Benefits	211,179	229,603	277,926	381,270	459,737	439,218	453,064	18.8%
Compensated Absences	0	(11,782)	44,308	0	0	0	0	NA
<b>Fringes</b>	<b>211,179</b>	<b>217,820</b>	<b>322,234</b>	<b>381,270</b>	<b>459,737</b>	<b>439,218</b>	<b>453,064</b>	<b>18.8%</b>
<b>Total Labor Costs</b>	<b>884,576</b>	<b>878,902</b>	<b>1,177,374</b>	<b>1,401,399</b>	<b>1,619,829</b>	<b>1,543,854</b>	<b>1,595,121</b>	<b>13.8%</b>
Registration & Tuition	9,461	6,019	6,550	8,900	8,900	8,900	8,900	0.0%
Automobile Allowance	5,333	4,844	4,706	12,400	12,400	12,400	12,400	0.0%
Commercial Travel	571	0	616	7,000	7,000	7,000	7,000	0.0%
Meals	957	793	1,564	3,560	3,560	3,560	3,560	0.0%
Lodging	2,597	853	2,407	6,495	6,495	6,495	6,495	0.0%
Other Travel Exp	550	29	360	0	0	0	0	NA
Travel Expenses	0	48	0	0	0	0	0	NA
<b>Travel</b>	<b>19,467</b>	<b>12,566</b>	<b>16,203</b>	<b>38,355</b>	<b>38,355</b>	<b>38,355</b>	<b>38,355</b>	<b>0.0%</b>
Land	371,523	0	0	0	0	0	0	NA
Buildings	103,525	0	0	0	0	0	0	NA
Other Improvements	4,800	1,673,836	40,071	0	0	0	0	NA
Other Equipment	65,702	3,022,964	348,967	559,020	195,300	195,300	195,300	-65.1%
Engineer & Consult.	7,076	0	0	0	0	0	0	NA
General Construction	(18,999)	19,914	0	0	0	0	0	NA
<b>Capital</b>	<b>533,627</b>	<b>4,716,714</b>	<b>390,037</b>	<b>559,020</b>	<b>195,300</b>	<b>195,300</b>	<b>195,300</b>	<b>-65.1%</b>
Office Expenses								
Office Supplies	2,404	5,613	4,988	6,400	6,400	6,400	6,400	0.0%
Stationery and Forms	70	24	0	0	0	0	0	NA
Printing Supplies	4,449	113	(10)	100	100	100	100	0.0%
Print & Duplicate	757	4,085	10,293	11,600	13,100	13,100	13,100	12.9%
Postage and Box Rent	2,322	978	666	8,100	8,100	8,100	8,100	0.0%
Computer Supplies	495	0	17	500	500	500	500	0.0%
Computer Software	10,630	379	5,355	0	1,440	1,000	1,440	NA
Advertising	13,396	9,604	12,189	22,500	28,500	28,500	28,500	26.7%
Subscriptions	396	344	771	850	1,150	1,150	1,150	35.3%
Membership Dues	715	482	451	1,300	1,300	1,300	1,300	0.0%
Publish Legal Notices	0	0	35	0	0	0	0	NA

**Winnebago County  
Budget Detail - 2002  
Solid Waste Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Operating Expenses								
Telephone	12,353	13,075	16,301	14,900	18,000	17,400	18,000	20.8%
Household Supplies	133	0	0	0	0	0	0	NA
Clothing & Uniforms	0	79	265	100	100	100	100	0.0%
Professional Supplies	0	6	0	0	0	0	0	NA
Food	708	984	1,304	1,000	1,100	1,100	1,100	10.0%
Small Equipment	17,628	11,345	30,054	20,400	23,914	22,514	23,914	17.2%
Shop Supplies	20,863	36,448	15,594	30,000	30,000	30,000	30,000	0.0%
Medical Supplies	2,394	1,794	3,771	2,300	2,350	2,350	2,350	2.2%
Recreation Supplies	0	31	0	0	0	0	0	NA
Landfill Cover Material	0	0	55,008	0	60,000	60,000	60,000	NA
Repairs & Maintenance								
Maintenance - Grounds	243	0	0	200	200	200	200	0.0%
Repair & Maintenance Supplies	96,846	69,213	51,949	109,500	56,000	56,000	56,000	-48.9%
Consumable Tools	0	0	0	1,500	1,500	1,500	1,500	0.0%
Other Maint. Supplies	728	199	0	750	500	500	500	-33.3%
Construction Supplies								
Crushed Stone	110,844	1,820	55,414	60,000	50,000	50,000	50,000	-16.7%
Sand and Gravel	31,283	12	10,032	25,000	20,000	20,000	20,000	-20.0%
Maintenance Supplies								
Plumbing Products	0	0	133	0	0	0	0	NA
Other Plumbing Prod.	0	22	0	3,000	3,000	3,000	3,000	0.0%
Other Building Materials	328	0	0	0	0	0	0	NA
Motor Fuel	7,486	1,037	49,403	62,100	52,600	52,600	52,600	-15.3%
Lubricants	5,841	11,341	42,371	72,200	56,000	56,000	56,000	-22.4%
Machine & Equip Parts	20,730	56,932	106,648	118,800	92,500	92,500	92,500	-22.1%
Tires & Batteries	759	543	6,486	7,100	11,500	11,500	11,500	62.0%
Utilities								
Heat	16,673	29,675	52,940	66,300	67,000	67,000	67,000	1.1%
Power and Light	69,033	67,707	79,353	73,280	88,000	88,000	88,000	20.1%
Water and Sewer	19,328	33,267	88,414	52,250	57,250	57,250	57,250	9.6%
Contractual Services								
Medical and Dental	2,029	415	592	300	400	400	400	33.3%
Legal Services	55,474	15,741	21,592	57,000	57,000	57,000	57,000	0.0%
Pest Extermination	0	190	228	300	300	300	300	0.0%
Vehicle Repairs	100	0	0	3,000	3,000	3,000	3,000	0.0%
Equipment Repairs	127,317	118,958	142,673	451,500	541,500	541,500	541,500	19.9%
Grounds Maintenance	32,393	49,369	58,464	75,250	60,250	60,250	60,250	-19.9%
Building Repairs	31,697	38,157	47,955	22,000	23,500	23,500	23,500	6.8%
Accounting - Auditing	13,000	(0)	0	0	0	0	0	NA
Data Processing	10,750	(0)	0	0	0	0	0	NA

**Winnebago County**  
**Budget Detail - 2002**  
**Solid Waste Fund**  
**ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Professional Service	102,384	91,118	94,035	92,000	94,000	94,000	94,000	2.2%
Janitorial Services	3,633	4,412	7,526	6,000	7,500	7,500	7,500	25.0%
Architect & Engineer	507,255	247,539	258,387	567,000	510,000	510,000	510,000	-10.1%
Management Services	191,473	256,049	204,136	732,000	177,000	252,000	252,000	-65.6%
Other Contract Serv.	703,220	0	0	1,500	1,000	1,000	1,000	-33.3%
Rental Expenses								
Equipment Rental	26,334	54,200	27,799	30,000	30,000	30,000	30,000	0.0%
Insurance								
Prop & Liab Insurance	150,756	159,645	105,697	98,000	98,000	98,000	98,000	0.0%
Operating Licenses & Fees	11,549	25,908	48,309	22,500	43,300	43,300	43,300	92.4%
Depreciation & Amortization								
Provision for Closing	505,803	256,515	274,169	330,000	270,000	270,000	270,000	-18.2%
Provision for Long-Term Care	1,227,325	598,186	335,203	224,000	145,000	145,000	145,000	-35.3%
Depreciation Expense	1,560,530	1,456,303	1,572,397	1,835,000	1,684,000	1,684,000	1,684,000	-8.2%
Other Sundry & Fixed Charges								
Bad Debts Expense	0	88,218	(86,652)	0	0	0	0	NA
State Special Charges	174,764	103,986	93,584	145,000	97,500	97,500	97,500	-32.8%
Other Miscellaneous	4,098	122,415	(19)	0	0	0	0	NA
Debt Services								
Debt Interest Payments	189,379	186,113	248,733	246,965	209,722	209,722	209,722	-15.1%
Interfund Expenses								
Elected Officials	0	7,171	3,469	13,500	13,500	13,500	13,500	0.0%
Office Supplies	0	0	0	500	300	300	300	-40.0%
Printing Supplies	0	605	840	2,200	2,200	2,200	2,200	0.0%
Print & Duplicate	0	234	439	850	850	850	850	0.0%
Postage and Box Rent	0	1,326	1,911	2,450	2,450	2,450	2,450	0.0%
Small Equipment	0	0	70	0	0	0	0	NA
Medical Supplies	0	193	0	300	350	350	350	16.7%
Maintenance Grounds	0	1,799	265	0	0	0	0	NA
Maintenance Vehicles	0	47	0	0	0	0	0	NA
Repair & Maintenance Supplies	0	0	54	0	0	0	0	NA
Sign Parts & Supplies	0	0	150	0	0	0	0	NA
Motor Fuel	0	6,532	9,132	8,750	9,500	9,500	9,500	8.6%
Lubricants	0	952	110	1,550	800	800	800	-48.4%
Machine & Equip Parts	0	530	338	500	500	500	500	0.0%
Labor-Ldfl from Hwy	0	227,291	64,808	5,000	5,000	5,000	5,000	0.0%
Machinery-Ldfl from Hwy	0	397,795	55,622	0	0	0	0	NA
Material-Ldfl from Hwy	0	89	0	0	0	0	0	NA
Medical and Dental	0	97	49	100	0	0	0	0.0%
Snow Removal	0	682	1,803	1,750	1,750	1,750	1,750	0.0%
Repair & Maint. - Streets	0	61	0	1,500	0	0	0	0.0%

**Winnebago County  
Budget Detail - 2002  
Solid Waste Fund  
ALL**

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Vehicle Repairs	0	191	1,924	500	500	500	500	0.0%
Equipment Repairs	0	68,415	3,044	3,500	5,000	5,000	5,000	42.9%
Grounds Maintenance	0	6,597	10,041	10,500	1,500	1,500	1,500	-85.7%
Building Repairs	0	29	0	0	0	0	0	NA
Accounting - Auditing	0	13,000	13,000	36,250	36,250	36,250	36,250	0.0%
Data Processing	0	10,750	10,750	10,750	10,750	10,750	10,750	0.0%
Professional Services	0	23,320	21,850	15,000	1,500	1,500	1,500	-90.0%
Other Contract Services	0	61,808	248	500	500	500	500	0.0%
Prop. & Liab. Insurance	0	124,653	133,941	124,088	117,352	117,352	117,352	-5.4%
Other Operating Transfers								
Other Transfers Out	0	0	0	97,500	97,500	97,500	97,500	0.0%
Other Operating Expenses	<u>6,100,897</u>	<u>5,182,756</u>	<u>4,488,856</u>	<u>6,048,883</u>	<u>5,113,128</u>	<u>5,185,888</u>	<u>5,188,128</u>	<u>-14.2%</u>
<b>TOTAL EXPENSES</b>	<u>7,538,567</u>	<u>10,790,959</u>	<u>6,072,470</u>	<u>8,047,657</u>	<u>6,966,612</u>	<u>6,963,197</u>	<u>7,016,904</u>	<u>-12.8%</u>
<b>LEVY BEFORE ADJUSTMENTS</b>	<u>(785,729)</u>	<u>4,431,185</u>	<u>(2,575,631)</u>	<u>1,063,507</u>	<u>174,912</u>	<u>171,497</u>	<u>225,204</u>	<u>-78.8%</u>

# SOLID WASTE PROGRAM BUDGETS

COST CENTER NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2002 ADOPTED	2001 ADOPTED	2000 ADOPTED	2002 OVER 2001	2001 OVER 2000
SOLID WASTE												
Administration	870	1,028,011	25,185	124,000	1,450,442	2,627,638		2,627,638	3,643,452	2,144,900	(27.9)	69.9
Revenues	870						1,547,200	(1,547,200)	(1,392,750)	(1,390,250)	11.1	0.2
Snell Road	871		-	-	45,000	45,000		45,000	53,000	50,000	(15.1)	6.0
Revenues	871							-	-	-	N/A	N/A
Sludge Cells	872		-	-	532,000	532,000		532,000	469,500	631,000	13.3	(25.6)
Revenues	872						925,000	(925,000)	(1,110,000)	(462,500)	(16.7)	140.0
Co Disposal	873		-	-	815,000	815,000		815,000	1,092,000	1,773,500	(25.4)	(38.4)
Revenues	873						2,445,000	(2,445,000)	(2,546,000)	(3,119,000)	(4.0)	(18.4)
Hazardous Waste	874	28,063	6,800	-	71,250	106,113		106,113	103,525	106,200	2.5	NA
Revenues	874						15,100	(15,100)	(15,100)	-	NA	NA
Recycling	875	465,082	3,480	31,000	1,128,926	1,828,488		1,628,488	1,514,744	1,321,602	7.5	14.6
Revenues	875						1,006,100	(1,006,100)	(1,190,000)	(1,003,000)	(15.5)	18.6
Landfill Gas	878	73,965	2,910	40,300	1,145,510	1,262,685		1,262,685	1,171,436	1,090,895	7.8	7.4
Revenues	878						853,300	(853,300)	(730,300)	(859,000)	16.8	(15.0)
<b>Grand Totals</b>		<b>1,595,121</b>	<b>38,355</b>	<b>195,300</b>	<b>5,188,128</b>	<b>7,016,904</b>	<b>6,791,700</b>	<b>225,204</b>	<b>1,063,507</b>	<b>284,347</b>	<b>(78.8)</b>	<b>274.0</b>
Tax levy support for Hazardous Waste Program								(97,500)	(97,500)	(97,500)		
Less Capital outlay - to convert to full accrual - Generally Accepted Accounting Principals								(195,300)	(559,020)	(70,000)	(65.1)	698.6
Net (Income) / loss on a GAAP (Generally Accepted Accounting Principals) basis								<b>(67,596)</b>	<b>406,987</b>	<b>116,847</b>		



# WINNEBAGO COUNTY

## CAPITAL OUTLAY - 2002

Department	Description	Quant	Special Equip (Note)	Other	Capital Outlay
Solid Waste -					
Administration	Mobile Environmental Monitoring Lab	1		12,000	12,000
	Tractor/Loader Backhoe	1		106,000	106,000
	Photocopier	1		6,000	6,000
MRF	Skid Steer	1		31,000	31,000
Landfill Gas	Gas Blending Modifications	1		25,000	25,000
	Portable Gas Meter	1		9,300	9,300
	Remote Video Unit	1		6,000	6,000
		<u>7</u>	<u>-</u>	<u>195,300</u>	<u>195,300</u>

NOTE: ALL SPECIAL EQUIPMENT SPECIFICATIONS SHALL BE APPROVED BY THE INFORMATION SYSTEMS DIRECTOR



## SUMMARY BY DIVISION

NON-DIVISIONAL BUDGETS	<u>Expenses</u>	<u>Revenues</u>	<u>Adjustments</u>	<u>Levy</u>
County Board	\$ 371,574	\$ -	\$ -	\$ 371,574
Scholarship Program	9,000	1,600	1,600	9,000
Safety Building Board	3,196	1,598	-	1,598
Unclassified	2,459,562	6,846,517	(2,250,000)	(6,636,955)
	<u>\$ 2,843,332</u>	<u>\$ 6,849,715</u>	<u>\$ (2,248,400)</u>	<u>\$ (6,254,783)</u>

# COUNTY BOARD

Department: 100-001 Fund: General Fund  
2002 BUDGET NARRATIVE

DEPARTMENT HEAD:  
LOCATION:

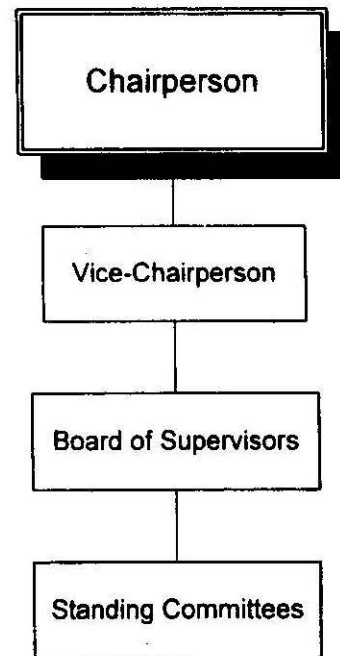
Joseph Maehl  
Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54903

TELEPHONE: 236-4891

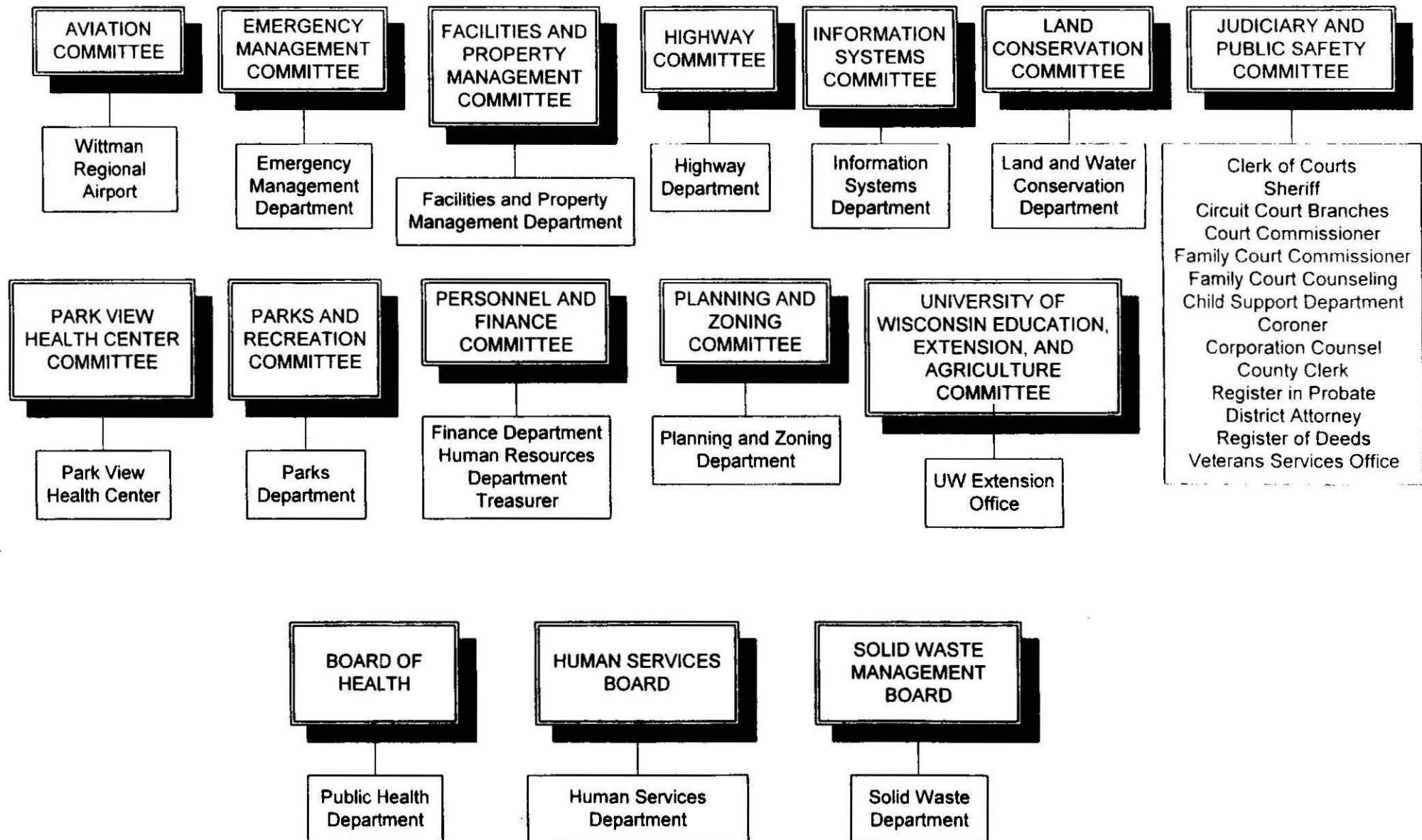
## MISSION STATEMENT:

To set broad policy measures with regard to the needs of the County taxpayer. Evaluate the results of this policy and ongoing programs that have been previously established. Measure the effectiveness of the personnel assigned to oversee the policies and programs.

# COUNTY BOARD



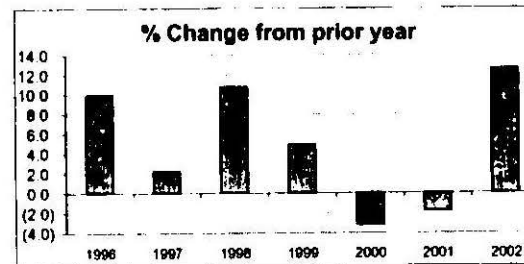
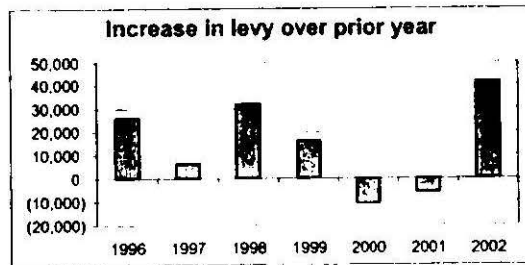
# COUNTY BOARD COMMITTEES AND BOARDS OF JURISDICTION



# COUNTY BOARD

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**COUNTY LEVY:** The 2002 tax levy is \$371,574, an increase of 12.6% from 2001.



### SIGNIFICANT CHANGES:

#### EXPENSES:

Per Diem - \$41,250 has been added to per diem to increase pay for elected supervisors.

# **Financial Summary** **County Board**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	584	1,500	2,000	2,000	-
Labor	84,031	194,000	199,746	199,746	252,850
Travel	28,520	70,300	71,935	71,935	63,750
Capital	-	-	-	-	-
Other Expenditures	32,672	56,378	79,318	60,168	54,974
Total Expenditures	145,223	320,678	350,999	331,849	371,574
Levy Before Adjustments	144,639	319,178	348,999	329,849	371,574
Adjustments					
Net Levy After Adjustments	144,639	319,178	348,999	329,849	371,574



**Winnebago County  
Budget Detail - 2002  
County Board**

100 - 001

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Mail Service Revenue	0	0	9	0	0	0	0	NA
Reimbursed Costs	0	3,006	2,595	0	0	0	0	NA
Public Services	0	3,006	2,604	0	0	0	0	NA
Other Miscellaneous Revenues	0	2,084	1,158	2,000	0	0	0	0.0%
Miscellaneous Revenues	0	2,084	1,158	2,000	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>5,090</b>	<b>3,762</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Regular Pay	0	0	10,942	0	0	0	0	NA
Elected Officials	162,604	140,479	139,785	161,860	165,000	165,000	206,250	27.4%
Citizen Board Per Diem	21,564	18,936	30,409	22,990	32,000	32,000	32,000	39.2%
Other Per Diem	0	0	240	0	0	0	0	NA
<b>Wages</b>	<b>184,168</b>	<b>159,415</b>	<b>181,376</b>	<b>184,850</b>	<b>197,000</b>	<b>197,000</b>	<b>238,250</b>	<b>28.9%</b>
Fringe Benefits	14,076	10,956	12,467	14,896	14,600	14,600	14,600	-2.0%
<b>Fringes</b>	<b>14,076</b>	<b>10,956</b>	<b>12,467</b>	<b>14,896</b>	<b>14,600</b>	<b>14,600</b>	<b>14,600</b>	<b>-2.0%</b>
<b>Total Labor Costs</b>	<b>198,244</b>	<b>170,371</b>	<b>193,843</b>	<b>199,746</b>	<b>211,600</b>	<b>211,600</b>	<b>252,850</b>	<b>26.6%</b>
Registration & Tuition	16,076	13,834	15,598	16,750	10,000	10,000	10,000	-40.3%
Automobile Allowance	28,312	27,584	28,069	24,380	26,500	26,500	26,500	8.7%
Vehicle Lease	1,032	960	810	1,000	900	900	900	-10.0%
Commercial Travel	8,422	1,980	5,469	8,300	6,000	6,000	6,000	-27.7%
Meals	5,160	5,069	3,897	5,540	4,350	4,350	4,350	-21.5%
Lodging	19,327	22,095	24,426	14,660	15,000	15,000	15,000	2.3%
Other Travel Exp	1,384	5,083	921	1,305	1,000	1,000	1,000	-23.4%
<b>Travel</b>	<b>79,711</b>	<b>76,808</b>	<b>79,190</b>	<b>71,935</b>	<b>63,750</b>	<b>63,750</b>	<b>63,750</b>	<b>-11.4%</b>
Capital	0	0	0	0	0	0	0	NA
Office Expenses								
Office Supplies	1,166	955	991	0	1,000	1,000	1,000	NA
Stationery and Forms	24	0	72	100	100	100	100	0.0%
Print & Duplicate	18,599	10,144	9,810	6,000	10,000	10,000	10,000	66.7%
Postage and Box Rent	4,695	(0)	5	100	0	0	0	0.0%
Advertising	0	1,256	2,043	400	500	500	500	25.0%
Subscriptions	2,316	1,267	113	2,000	1,200	1,200	1,200	-40.0%
Membership Dues	16,347	17,496	20,869	21,000	24,000	24,000	24,000	14.3%

**Winnebago County  
Budget Detail - 2002  
County Board**

100 - 001

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Publish Legal Notices	13,119	14,101	14,807	14,000	16,000	16,000	16,000	14.3%
Photo Processing	0	439	699	0	0	0	0	NA
Operating Expenses								
Telephone	894	459	1,280	1,200	1,200	1,200	1,200	0.0%
Food	1,993	805	1,021	700	700	700	700	0.0%
Small Equipment	1,017	286	0	300	200	200	200	-33.3%
Premiums and Prizes	74	127	0	150	400	400	400	166.7%
Other Operating Supplies	1,594	1,073	2,730	3,000	2,000	2,000	2,000	-33.3%
Contractual Services								
Equipment Repairs	0	104	1,404	0	0	0	0	NA
Professional Service	0	0	0	0	30,000	30,000	0	NA
Other Contract Serv	39,247	257	101	350	0	0	0	0.0%
Insurance								
Prop & Liab Insurance	890	398	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Other Miscellaneous	23	0	0	0	0	0	0	NA
Cost Allocations								
Personnel Services	(7,138)	1	0	0	0	0	0	NA
Interfund Expenses								
Print & Duplicate	0	5,445	3,501	13,000	4,000	4,000	4,000	-69.2%
Postage and Box Rent	0	5,018	2,530	3,000	2,500	2,500	2,500	-16.7%
Food	0	450	433	1,500	0	0	0	0.0%
Equipment Repairs	0	120	120	120	200	200	200	66.7%
Prop. & Liab. Insurance	0	1,195	1,120	1,248	974	974	974	-22.0%
Personnel Services	0	(6,274)	(3,469)	(8,000)	(10,000)	(10,000)	(10,000)	25.0%
Other Uses of Funds								
Other Operating Expenses	385	0	0	0	0	0	0	NA
Other Operating Expenses	<u>95,247</u>	<u>54,920</u>	<u>59,961</u>	<u>60,168</u>	<u>84,974</u>	<u>84,974</u>	<u>54,974</u>	<u>-8.6%</u>
<b>TOTAL EXPENSES</b>	<b>373,202</b>	<b>301,898</b>	<b>332,994</b>	<b>331,849</b>	<b>360,324</b>	<b>360,324</b>	<b>371,574</b>	<b>12.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b><u>373,202</u></b>	<b><u>296,806</u></b>	<b><u>329,232</u></b>	<b><u>329,849</u></b>	<b><u>360,324</u></b>	<b><u>360,324</u></b>	<b><u>371,574</u></b>	<b><u>12.6%</u></b>

# **SCHOLARSHIP PROGRAM**

## **2002 BUDGET NARRATIVE HIGHLIGHTS**

**COUNTY LEVY:** The 2002 tax levy is \$9,000, the same as in 2001.

**NO SIGNIFICANT CHANGES.**

# **Financial Summary Scholarship Program**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	614	1,200	1,500	1,500	1,600
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	5,000	9,000	9,000	9,000	9,000
Total Expenditures	5,000	9,000	9,000	9,000	9,000
Levy Before Adjustments	4,386	7,800	7,500	7,500	7,400
Adjustments	614	1,200	1,500	1,500	1,600
Net Levy After Adjustments	5,000	9,000	9,000	9,000	9,000

**Winnebago County  
Budget Detail - 2002  
Scholarship Program**

100 - 002

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Donations	0	1,125	905	1,000	1,000	1,000	1,000	0.0%
<b>Public Services</b>	<b>0</b>	<b>1,125</b>	<b>905</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
Interest-Investments	0	0	631	500	600	600	600	20.0%
<b>Interest on Investments</b>	<b>0</b>	<b>0</b>	<b>631</b>	<b>500</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>20.0%</b>
Other Transfers In	0	0	9,000	0	0	0	0	NA
<b>Other Operating Transfers</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>1,125</b>	<b>10,536</b>	<b>1,500</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>6.7%</b>
Relief to Indigents								
Income Maintenance Pmts	0	0	2,000	0	0	0	0	NA
Other Sundry & Fixed Charges								
Operating Grants	0	7,000	2,500	9,000	9,000	9,000	9,000	0.0%
<b>Other Operating Expenses</b>	<b>0</b>	<b>7,000</b>	<b>4,500</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>7,000</b>	<b>4,500</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0.0%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>0</b>	<b>5,875</b>	<b>(6,036)</b>	<b>7,500</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>-1.3%</b>

# **SAFETY BUILDING BOARD**

**Department: 100-011    Fund: General Fund**  
**2002 BUDGET NARRATIVE**

**DEPARTMENT HEAD:**        Paul Sundquist  
**LOCATION:**                Winnebago County  
                              420 Jackson Street  
                              Oshkosh, WI 54901

## **MISSION STATEMENT:**

To provide an efficient and effective operation of the Public Safety Building to facilitate cooperation and joint use of the building by county law enforcement agencies and the Oshkosh City Police Department, including the countywide communications center.

## **PROGRAM DESCRIPTION:**

The Public Safety Building Board oversees the maintenance and operation of the Public Safety Building, over 100,000 square feet of building and respective grounds. Major services of the board include operational budget oversight, remodeling and upgrades to the building and associated systems, and space planning.

# **Financial Summary Safety Building Board**

<b>Items</b>	<b>2001 6-Month Actual</b>	<b>2001 12-Month Estimate</b>	<b>2001 Adjusted Budget</b>	<b>2001 Adopted Budget</b>	<b>2002 Adopted Budget</b>
Total Revenues	394	1,574	1,574	1,574	1,598
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,573	3,147	3,147	3,147	3,196
Total Expenditures	1,573	3,147	3,147	3,147	3,196
Levy Before Adjustments	1,179	1,573	1,573	1,573	1,598
Adjustments					
Net Levy After Adjustments	1,179	1,573	1,573	1,573	1,598

**Winnebago County  
Budget Detail - 2002  
Safety Building Board**

100 - 011

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Cost Sharing Allocations	1,167	1,565	1,969	1,574	1,598	1,598	1,598	1.5%
Miscellaneous Revenues	1,167	1,565	1,969	1,574	1,598	1,598	1,598	1.5%
<b>TOTAL REVENUES</b>	<b>1,167</b>	<b>1,565</b>	<b>1,969</b>	<b>1,574</b>	<b>1,598</b>	<b>1,598</b>	<b>1,598</b>	<b>1.5%</b>
Insurance								
Prop & Liab Insurance	1,607	0	0	0	0	0	0	NA
Cost Allocations								
Financial Services	1,500	0	0	0	0	0	0	NA
Interfund Expenses								
Prop. & Liab. Insurance	0	1,634	1,654	1,647	1,696	1,696	1,696	3.0%
Financial Services	0	1,500	1,500	1,500	1,500	1,500	1,500	0.0%
Other Operating Expenses	3,107	3,134	3,154	3,147	3,196	3,196	3,196	1.6%
<b>TOTAL EXPENSES</b>	<b>3,107</b>	<b>3,134</b>	<b>3,154</b>	<b>3,147</b>	<b>3,196</b>	<b>3,196</b>	<b>3,196</b>	<b>1.6%</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>1,940</b>	<b>1,569</b>	<b>1,185</b>	<b>1,573</b>	<b>1,598</b>	<b>1,598</b>	<b>1,598</b>	<b>1.6%</b>



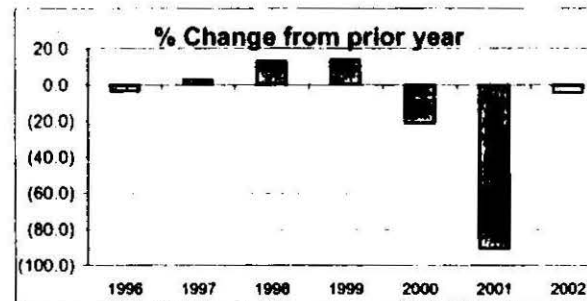
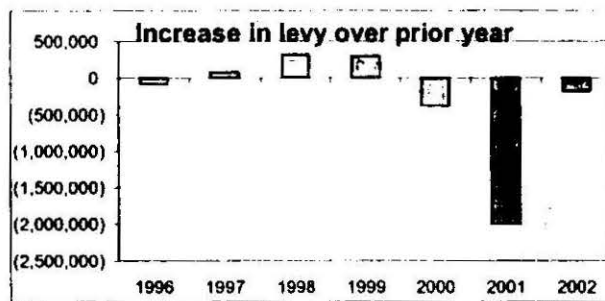
# MISCELLANEOUS AND UNCLASSIFIED

## 2002 BUDGET NARRATIVE HIGHLIGHTS

**COST CENTER DESCRIPTION:** This area of the budget contains expenditures and revenues that cannot be assigned to a particular department. This includes contingency funds and transfers to other funds in the expenditure area. The revenues are state-shared revenues, investment income, and indirect costs.

**DEPARTMENT STAFFING:** There is no County staffing charged to this cost center.

**COUNTY LEVY:** This cost center has a negative levy impact in 2002 of \$4,386,955, a decrease of 4.5% from 2001.



### SIGNIFICANT CHANGES:

#### REVENUES:

**State Shared Revenues** – The state shared revenue figure for 2002 is budgeted 6.1% higher than in 2001.

**Interest Income** - Investment income is budgeted 10.0% lower than in 2001.

#### EXPENSES:

**Operating Grants** - Grants to museums and art centers have been eliminated in 2002.

**Financial Summary**  
**Miscellaneous & Unclassified**

Items	2001 6-Month Actual	2001 12-Month Estimate	2001 Adjusted Budget	2001 Adopted Budget	2002 Adopted Budget
Total Revenues	1,585,827	6,628,350	7,144,370	6,640,150	6,846,517
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,293,643	2,174,580	2,229,365	2,441,495	2,459,562
Total Expenditures	1,293,643	2,174,580	2,229,365	2,441,495	2,459,562
Levy Before Adjustments	(292,184)	(4,453,770)	(4,915,005)	(4,198,655)	(4,386,955)
Adjustments	(142,092)	(2,115,816)	(2,600,926)	(2,115,816)	(2,250,000)
Net Levy After Adjustments	(434,276)	(6,569,586)	(7,515,931)	(6,314,471)	(6,636,955)

**Winnebago County**  
**Budget Detail - 2002**  
**Miscellaneous & Unclassified**  
100 - 261

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Forest Crop Tax	568	1,059	343	2,000	500	500	500	-75.0%
Retained Sales Tax	136	151	157	150	150	150	150	0.0%
<b>Taxes</b>	<b>703</b>	<b>1,210</b>	<b>501</b>	<b>2,150</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>-69.8%</b>
State Shared Revenue	3,821,623	3,662,441	4,550,344	4,240,000	4,500,000	4,500,000	4,500,000	6.1%
Indirect Cost	303,556	283,456	417,098	260,000	400,000	400,000	413,167	58.9%
<b>Intergovernmental</b>	<b>4,125,179</b>	<b>3,945,897</b>	<b>4,967,442</b>	<b>4,500,000</b>	<b>4,900,000</b>	<b>4,900,000</b>	<b>4,913,167</b>	<b>9.2%</b>
Donations	0	25	0	0	0	0	0	NA
Other Public Charges	404	623	211	500	200	200	200	-60.0%
<b>Public Services</b>	<b>404</b>	<b>648</b>	<b>211</b>	<b>500</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-60.0%</b>
Interest-Investments	0	0	1,869,318	2,000,000	1,800,000	1,800,000	1,800,000	-10.0%
<b>Interest on Investments</b>	<b>0</b>	<b>0</b>	<b>1,869,318</b>	<b>2,000,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>-10.0%</b>
Rental - Building	7,137	4,460	4,710	10,000	0	0	0	0.0%
Sale Of Prop & Equip	14,402	7,937	14,749	15,000	15,000	15,000	15,000	0.0%
Other Miscellaneous Revenues	28,874	15,994	18,039	15,000	20,000	20,000	20,000	33.3%
<b>Miscellaneous Revenues</b>	<b>50,414</b>	<b>28,391</b>	<b>37,498</b>	<b>40,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-12.5%</b>
Other Transfers In	0	0	0	97,500	97,500	97,500	97,500	0.0%
<b>Other Operating Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>4,176,699</b>	<b>3,976,147</b>	<b>6,874,970</b>	<b>6,640,150</b>	<b>6,833,350</b>	<b>6,833,350</b>	<b>6,846,517</b>	<b>3.1%</b>
Office Expenses								
Subscriptions	0	0	333	400	400	400	400	0.0%
Insurance								
Prop & Liab Insurance	7,084	0	0	0	0	0	0	NA
Other Sundry & Fixed Charges								
Bad Debts Expense	(1,824)	60,057	(63,284)	50,000	50,000	50,000	50,000	0.0%
Taxes & Assessments	7,522	41,999	241	10,000	20,000	20,000	20,000	100.0%
State Special Charges	0	0	0	0	0	0	0	NA
Tax Refunds	2,905	4,143	14,100	5,000	14,500	14,500	14,500	190.0%
Operating Grants	1,671,770	1,832,878	1,860,915	2,065,908	2,063,993	2,063,993	2,063,993	-0.1%
Other Miscellaneous	64,080	72,146	4,422	3,000	3,000	3,000	3,000	0.0%
Interfund Expenses								
Prop & Liab. Insurance	0	8,429	6,192	7,187	7,669	7,669	7,669	6.7%
Other Uses of Funds								

**Winnebago County**  
**Budget Detail - 2002**  
**Miscellaneous & Unclassified**  
100 - 281

Description	1998 ACTUAL	1999 ACTUAL	2000 ACTUAL	2001 ADOPTED BUDGET	2002 REQUEST BUDGET	2002 EXECUTIVE BUDGET	2002 ADOPTED BUDGET	% Change From 2001 Adopted to 2002 Adopted
Res-Contingencies	0	0	0	200,000	200,000	200,000	200,000	0.0%
Res-Salaries	0	0	0	100,000	100,000	100,000	100,000	0.0%
Other Operating Expenses	0	(1,752)	0	0	0	0	0	NA
Other Operating Transfers	0	24,377	9,000	0	0	0	0	NA
Other Transfers Out	0	24,377	9,000	0	0	0	0	NA
Other Operating Expenses	1,751,537	2,042,276	1,831,920	2,441,495	2,459,562	2,459,562	2,459,562	0.7%
TOTAL EXPENSES	1,751,537	2,042,276	1,831,920	2,441,495	2,459,562	2,459,562	2,459,562	0.7%
LEVY BEFORE ADJUSTMENTS	(2,425,162)	(1,933,870)	(5,043,050)	(4,198,655)	(4,373,788)	(4,373,788)	(4,386,955)	4.5%

**WINNEBAGO COUNTY**  
**2002 BUDGET**  
**SCHEDULE OF MISCELLANEOUS OPERATING GRANT PAYMENTS**

*\$ 210,710.13*

	2000 Actual	2001 Adopted	2002 Budget	Increase / (decrease)	
				Amount	Percent
Library (See attached schedule)	\$ 1,449,340	\$ 1,634,893	\$ 1,679,102	\$ 44,209	2.70
Regional Planning Commission	188,020	198,000	205,191	<i>16-02</i> 7,191	3.63
Housing Authority	211	1,200	1,200	0	0.00
ADVOCAP	18,000	18,000	26,000	<i>1-25-02</i> 8,000	44.44
Other Operating Grants *	66,000	37,750	0	(37,750)	(100.00)
County Fair Association	50,000	50,000	50,000	<i>1-7-02</i> 0	0.00
Ambulance Service	0	2,500	2,500	0	0.00
Industrial Development Board Grant	117,061	123,565	100,000	(23,565)	(19.07)
<b>Total</b>	<b>\$ 1,888,632</b>	<b>\$ 2,065,908</b>	<b>\$ 2,063,993</b>	<b>\$ (1,915)</b>	<b>(0.09)</b>

**\* Other operating grants**

	2001 Budget	2002 Budget
Omro Historical Society	\$ 500	\$ 0
Paine Art Center	3,500	0
Winneconne Historical Society	500	0
Bergstrom Art Center	3,500	0
Oshkosh Public Museum	3,500	0
Winn. Co. Historical Society	1,000	0
Oshkosh Foundation Arts Fund	500	0
Fox Valley Arts Alliance	1,250	0
Oshkosh Symphony	1,500	0
Heckrodt Foundation	22,000	0
	<b>\$ 37,750</b>	<b>\$ 0</b>

*5632-100-261*

**COUNTY LIBRARY LEVY REQUEST**  
**COMPARATIVE DATA**  
**LEVY ANALYSIS**

	2001 Net Library Budget	Percent of County Users/Usage	2000 Library Request/ Allocation	2001 Library Request/ Allocation	2002 Library Request/ Allocation	Change 2002 over / (under) 2001	
						Amount	Percent
<b>Operating:</b>							
Menasha	\$ 994,374	27.59% *	\$ 272,210	\$ 274,808	\$ 274,348	\$ (460)	(0.17)
Neenah	1,411,748	30.55% *	353,870	414,103	431,289	17,186	4.15
Omro	120,932	37.19%	47,018	42,942	44,975	2,033	4.73
Oshkosh	2,786,619	23.31% *	617,006	653,267	649,560	(3,707)	(0.57)
Winneconne	96,636	52.10% *	36,705	38,354	50,347	11,993	31.27
Total operating	<u>5,410,309</u>		<u>1,326,809</u>	<u>1,423,474</u>	<u>1,450,519</u>	<u>27,045</u>	<u>1.90</u>
<b>Facilities:</b>							
Menasha	0	27.59% *	0	0	0	0	0.00
Neenah	286,304	30.55% *	0	87,380	87,466	86	0.00
Omro	6,031	37.19%	2,352	2,352	2,352	0	0.00
Oshkosh	433,031	23.31% *	104,707	107,392	100,940	(6,452)	(6.01)
Winneconne	34,214	52.10% *	15,472	14,295	17,825	3,530	0.00
Total operating	<u>759,580</u>		<u>122,531</u>	<u>211,419</u>	<u>208,583</u>	<u>(2,836)</u>	<u>(1.34)</u>
<b>Special Project Grant (Note below)</b>			<u>10,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>N/A</u>
Totals	<u>\$ 6,169,889</u>		<u>\$ 1,459,340</u>	<u>\$ 1,634,893</u>	<u>\$ 1,679,102</u>	<u>\$ 44,209</u>	<u>2.70</u>

Note: A special grant for \$20,000 is being requested for a cooperative collection development project among all five libraries to improve material collections for growing ethnic minorities.

2001 Net Library Budget - the 2001 library tax levy is based on the 2000 budget. The formula is always based on the past year budget because the municipalities do not prepare their library budgets for the next year until after the County has completed it's budget process.

Percent of County Users/Usage - the formula is set to allocate the County share of the library budget based on actual usage by County residents. This percent is based on the number of users outside of the municipality responsible for the library divided by the total of all usage of the facility.

\* Percent of actual circulation







# DEBT SERVICE

## 2004 BUDGET NARRATIVE HIGHLIGHTS

### 2004 BUDGET DETAIL:

The 2004 net levy supported debt service is \$9,222,679, a decrease of \$31,594 or .34% from 2003. See chart below:

Debt Service Recap				
	2003	2004	Change	Percent
Levy before adjustments	9,479,273	9,222,679	(256,594)	-2.71%
Debt service funds available	-	-	-	100.00%
Other transfers:				
From Jail Assessment Fund	225,000	-	(225,000)	-100.00%
Net Levy	9,254,273	9,222,679	(31,594)	-0.34%

Some of the debt related events that occurred in 2003 include the following:

Borrowing transactions during 2003:		
Month	Description	Amount
January	Used a state trust fund loan to refinance our past service unfunded pension plan liability.	\$ 5,000,000
January	Issued Note Anticipation Notes to refinance the balance of the past service liability	1,215,000
January	Refinanced our series 1996A notes	3,095,000
February	Issued General Obligation Bonds to refinance the Note Anticipation Notes described above.	1,245,000
April	Retired 1993A general obligation notes - last payment made in 2003. Original issue amount was...	2,385,000
Projected for November	General obligation notes to be issued for projects approved for 2003.	3,185,000

### Bond Issue for 2003:

It is anticipated that General Obligation Promissory Notes will be issued during 2003 for the following projects:

- Facilities roof replacements
- Courtroom security system
- Public safety system
- Computer fiber optic cable expansion
- County Highways JJ, A & E
- Generator for Park View Health Center
- Restroom Shower expansion at Expo grounds

Total projected borrowing for these projects is \$3,185,000.

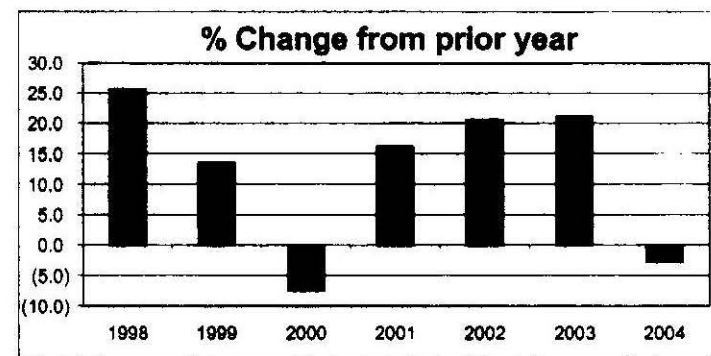
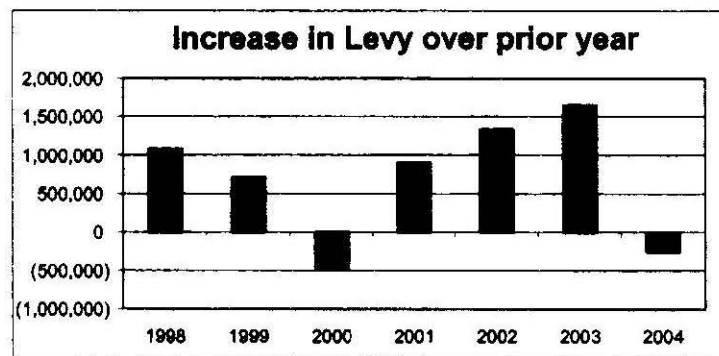
### INDEBTEDNESS LIMITATIONS:

Total estimated outstanding debt is projected to be \$67,631,989 at the end of 2003. This is well below our debt limit of over \$406 million.

### OUTSTANDING INDEBTEDNESS AND REPAYMENT:

Amounts of outstanding debt along with schedules of principal and interest due by year are on schedules that follow. All debt is fully retired after 10 years except for the debt incurred to refinance our unfunded past service pension plan liability. The Levy & Non-Levy Debt graph that follows (a few pages later) shows our policy of maintaining level debt service payments each year while leaving room in the later years to accommodate new debt. Our annual levy supported debt service is 5.62% of total County expenditures. This compares to 5.62% for 2003.

Our 5-Year Capital Improvements Program does call for levy-supported borrowings of \$3,185,000 for 2003 and \$5,477,000 for 2004.



# Winnebago County

## Budget Detail - 2004

### Debt Service

	2000 ACTUAL RESULTS	2001 ACTUAL RESULTS	2002 ACTUAL RESULTS	2003 ADOPTED BUDGET	2004 REQUEST BUDGET	2004 EXECUTIVE BUDGET	2004 ADOPTED BUDGET
Transfers In	60,045	40,000	33,391	30,000	35,000	565,000	565,000
<b>TOTAL REVENUES</b>	<b>60,045</b>	<b>40,000</b>	<b>33,391</b>	<b>30,000</b>	<b>35,000</b>	<b>565,000</b>	<b>565,000</b>
<b>Principal payments:</b>							
G.O. Notes, Series 1991A	400,000	-	-	-	-	-	-
G.O. Notes, Series 1992B	690,000	1,415,000	-	-	-	-	-
G.O. Notes, Series 1993A	150,000	150,000	650,000	585,000	-	-	-
G.O. Notes, Series 1995A	607,813	641,850	4,979,411	-	-	-	-
G.O. Notes, Series 1996A	599,400	629,000	654,900	691,900	-	-	-
G.O. Notes, Series 1997A	480,000	615,000	1,130,000	1,140,000	1,140,000	1,140,000	1,140,000
G.O. Notes, Series 1997 Refunding	265,000	-	-	-	-	-	-
G.O. Notes, Series 1998A	300,000	325,000	725,000	825,000	825,000	825,000	825,000
G.O. Notes, Series 1999A	537,125	225,285	150,190	238,345	434,245	434,245	434,245
G.O. Notes, Series 1999 Refunding	590,000	610,000	825,000	895,000	1,090,000	1,090,000	1,090,000
G.O. Notes, Series 2000	-	290,000	220,000	230,000	240,000	240,000	240,000
G.O. Notes, Series 2001	-	-	485,771	104,094	247,842	247,842	247,842
G.O. Notes, Series 2002 Refunding	-	-	56,709	1,249,662	1,244,800	1,244,800	1,244,800
G.O. Notes, Series 2002A	-	-	-	600,000	1,100,000	1,100,000	1,100,000
G.O. Notes, Series 2003A Refunding	-	-	-	-	742,896	742,896	742,896
G.O. Notes, Series 2003B	-	-	-	-	-	-	-
G.O. Notes, Series 2003C - State Trust Fund	-	-	-	-	9,771	9,771	9,771
G.O. Notes, Series 2003D	-	-	-	-	-	-	-
<b>Total Principal</b>	<b>4,619,338</b>	<b>4,901,135</b>	<b>9,876,981</b>	<b>6,559,001</b>	<b>7,074,554</b>	<b>7,074,554</b>	<b>7,074,554</b>
<b>Interest payments:</b>							
G.O. Notes, Series 1991A	11,600	-	-	-	-	-	-
G.O. Notes, Series 1992B	107,019	72,519	-	-	-	-	-
G.O. Notes, Series 1993A	66,140	59,990	53,690	25,740	-	-	-
G.O. Notes, Series 1995A	272,198	245,008	122,811	-	-	-	-
G.O. Notes, Series 1996A	206,110	179,652	151,364	122,590	-	-	-
G.O. Notes, Series 1997A	342,882	319,340	281,823	232,448	181,718	181,718	181,718
G.O. Notes, Series 1997 Refunding	5,962	-	-	-	-	-	-
G.O. Notes, Series 1998A	361,795	349,764	329,551	299,714	267,951	267,951	267,951
G.O. Notes, Series 1999A	196,537	187,602	180,059	171,641	156,627	156,627	156,627
G.O. Notes, Series 1999 Refunding	182,412	157,338	131,412	94,288	51,775	51,775	51,775
G.O. Notes, Series 2000	-	95,193	108,105	97,755	86,945	86,945	86,945

**Winnebago County**  
**Budget Detail - 2004**  
**Debt Service**

	2000 ACTUAL RESULTS	2001 ACTUAL RESULTS	2002 ACTUAL RESULTS	2003 ADOPTED BUDGET	2004 REQUEST BUDGET	2004 EXECUTIVE BUDGET	2004 ADOPTED BUDGET
G.O. Notes, Series 2001	-	-	290,334	312,910	307,191	307,191	307,191
G.O. Notes, Series 2002 Refunding	-	-	-	104,240	65,267	65,267	65,267
G.O. Notes, Series 2002A	-	-	-	1,488,946	1,051,344	1,051,344	1,051,344
G.O. Notes, Series 2003A Refunding	-	-	-	-	37,032	37,032	37,032
G.O. Notes, Series 2003B	-	-	-	-	92,756	92,756	92,756
G.O. Notes, Series 2003C - State Trust Fund	-	-	-	-	331,679	331,679	331,679
G.O. Notes, Series 2003D	-	-	-	-	207,000	207,000	207,000
<b>Total Interest</b>	<b>1,752,655</b>	<b>1,666,406</b>	<b>1,649,149</b>	<b>2,950,272</b>	<b>2,837,285</b>	<b>2,837,285</b>	<b>2,837,285</b>
<b>Other charges:</b>							
G.O. Notes, Series 1991A	268	-	-	-	-	-	-
G.O. Notes, Series 1993A	537	805	537	-	-	-	-
G.O. Notes, Series 1995A	-	-	16,906	-	-	-	-
G.O. Notes, Series 2002	-	-	2,957	-	-	-	-
<b>Total Fees</b>	<b>805</b>	<b>805</b>	<b>20,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>6,372,798</b>	<b>6,568,346</b>	<b>11,546,530</b>	<b>9,509,273</b>	<b>9,911,839</b>	<b>9,911,839</b>	<b>9,911,839</b>
<b>Less amounts charged to:</b>							
Airport fund	-	-	-	-	(3,423)	(3,423)	(3,423)
Park View Health center	-	-	-	-	(91,319)	(91,319)	(91,319)
Highway	-	-	-	-	(29,418)	(29,418)	(29,418)
<b>NET EXPENSES</b>	<b>6,372,798</b>	<b>6,568,346</b>	<b>11,546,530</b>	<b>9,509,273</b>	<b>9,787,679</b>	<b>9,787,679</b>	<b>9,787,679</b>
<b>LEVY BEFORE ADJUSTMENTS</b>	<b>6,312,753</b>	<b>6,528,346</b>	<b>11,513,139</b>	<b>9,479,273</b>	<b>9,752,679</b>	<b>9,222,679</b>	<b>9,222,679</b>

**WINNEBAGO COUNTY, WISCONSIN  
INDEBTEDNESS LIMITATIONS**

December 31, 2003

**LEGAL DEBT LIMIT**

Chapter 67, section .03 of Wisconsin Statutes reads: The aggregate amount of indebtedness, including existing indebtedness of any municipality shall not exceed 5% of the value of the taxable property located therein as equalized for State purposes.

2003 Certified Equalized Value

For Winnebago County (includes TIF Districts)	\$ <u>9,225,241,400</u>
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Debt Limit at 5%	461,262,070
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Debt outstanding as of December 31, 2003	<u>67,555,000</u>
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Remaining Debt Margin	\$ <u>393,707,070</u>
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**WINNEBAGO COUNTY**  
**OUTSTANDING INDEBTEDNESS - ALL**  
December 31, 2003  
(Includes Solid Waste Debt Because included in Debt Limit Calculations)

Notes:	DATE OF ISSUE	DATE OF MATURITY	NET EFFECTIVE INT RATE	AMOUNT OUTSTANDING 12/31/2003	2004 BUDGET	
					PRINCIPAL	INTEREST
General Obligation Notes, Series 1997 A	08/01/97	04/01/2007	4.5373%	4,570,000	1,140,000	181,718
General Obligation Notes, Series 1998 A	10/01/98	10/01/2008	3.9578%	7,330,000	825,000	267,951
General Obligation Notes, Series 1999 A	10/01/99	10/01/2009	4.7508%	5,435,000	665,000	239,857
General Obligation Notes, Series 1999 B	11/01/99	11/01/2004	4.5896%	1,090,000	1,090,000	51,775
General Obligation Notes, Series 2000 A	10/01/00	10/01/2010	4.8149%	1,970,000	240,000	86,945
General Obligation Notes, Series 2001 A	05/01/01	11/01/2006	4.2816%	600,000	190,000	29,050
General Obligation Notes, Series 2001 B	09/01/01	09/01/2011	4.3800%	8,440,000	250,000	309,865
General Obligation Notes, Series 2002 A	04/15/02	04/01/2005	2.9750%	2,515,000	1,280,000	67,113
General Obligation Notes, Series 2002 B	05/15/02	04/01/2012	4.1098%	26,265,000	1,100,000	1,051,344
General Obligation Notes, Series 2003B	01/08/03	07/01/2003	1.6500%	1,245,000	-	94,931
General Obligation Notes, Series 2003C	01/27/03	03/15/2020	6.0000%	5,000,000	10,000	339,452
General Obligation Refunding Bonds 2003	01/01/03	04/01/2006	4.7000%	3,095,000	1,005,000	50,097
<b>GRAND TOTALS</b>				<b>67,555,000</b>	<b>7,795,000</b>	<b>2,770,098</b>

# WINNEBAGO COUNTY, WISCONSIN

December 31, 2003

## Principal Payment Schedule - Levy Supported Debt

YEAR	G. O. Notes 1997A (1)	G. O. Notes 1998A (2)	G. O. Notes 1999A (3)	G. O. Notes Refund 94A 1999B (4)	G. O. Notes 2000 (5)	G. O. Notes 2001B (6)	G. O. Notes Refund 95A 2002A (7)	G. O. Notes 2002B (8)	G. O. Notes Refund 96A 2003A (9)	G.O. Notes State Trust Fund			TOTAL
										G. O. Notes 2003B (10)	Loan 2003C (11)	G.O. Notes Series 2003D (12)	
2004	1,140,000	825,000	434,245	1,090,000	240,000	247,842	1,244,800	1,100,000	742,896	-	6,977	150,000	7,221,760
2005	1,140,000	1,625,000	440,775	-	255,000	421,332	1,201,038	1,300,000	761,376	41,862	37,970	285,000	7,509,353
2006	1,145,000	1,625,000	666,060	-	265,000	1,095,464	-	2,100,000	783,552	41,862	55,208	175,000	7,952,146
2007	1,145,000	1,625,000	669,325	-	280,000	1,100,421	-	3,200,000	-	45,351	74,152	100,000	8,239,249
2008	-	1,630,000	669,325	-	295,000	1,154,946	-	3,400,000	-	45,351	94,392	300,000	7,589,014
2009	-	-	669,325	-	310,000	1,382,961	-	3,500,000	-	48,839	117,671	400,000	6,428,796
2010	-	-	-	-	325,000	1,447,400	-	3,700,000	-	48,839	142,570	400,000	6,063,809
2011	-	-	-	-	-	1,516,769	-	3,900,000	-	52,328	169,766	400,000	6,038,863
2012	-	-	-	-	-	-	-	4,065,000	-	55,816	198,974	400,000	4,719,790
2013	-	-	-	-	-	-	-	-	-	59,304	231,728	575,000	866,032
2014	-	-	-	-	-	-	-	-	-	62,793	266,904	-	329,697
2015	-	-	-	-	-	-	-	-	-	66,281	305,150	-	371,431
2016	-	-	-	-	-	-	-	-	-	69,770	346,395	-	416,165
2017	-	-	-	-	-	-	-	-	-	73,258	391,749	-	465,007
2018	-	-	-	-	-	-	-	-	-	76,747	440,623	-	517,370
2019	-	-	-	-	-	-	-	-	-	80,236	493,570	-	573,806
2020	-	-	-	-	-	-	-	-	-	-	114,701	-	114,701
<b>TOTAL</b>	<b>4,570,000</b>	<b>7,330,000</b>	<b>3,549,055</b>	<b>1,090,000</b>	<b>1,970,000</b>	<b>8,367,135</b>	<b>2,445,838</b>	<b>26,265,000</b>	<b>2,267,824</b>	<b>888,837</b>	<b>3,488,500</b>	<b>3,185,000</b>	<b>65,416,989</b>

- (1) The 1997A bonding was for the Business Application Software, Computer System Infrastructure Program, the West Side Arterial Roadway, Fuel Tank Replacement, Community Park Master Plan, Science Student Service Center, and the James Coughlin-Sunnyview Center.
- (2) The 1998A bonding was for the Business Application Software, Computer System Infrastructure Program, Law Enforcement Center, West Side Arterial Roadway, Flail Mower/Snow Blower, and the Race Track and Grandstand Addition.
- (3) The 1998A bonding was for the Business Application Software, Computer Infrastructure Program, Courthouse Security Upgrade, West Side Arterial Roadway, County Highways K & Y reconstruction, and Community Parks Master Plan.
- (4) The 1999B was a refunding of the G.O. Notes 1994A for the Huber Jail Building and to purchase the Wisconsin National Life Building.
- (5) The 2000A bonding was for the Williams Property Purchase, Outdoor Warning Siren System, County Highway JJ, A, and Y.
- (6) The 2001B bonding was for Roof Replacement Program, Law Enforcement Center, Transmitter Site Improvements, Public Safety System, County Highways JJ & Y, Airport Fire Truck Replacement, Portable Aircraft Storage Hangers, PVHC Nurse Call System, Quick Chill Food Delivery System, and the UWV Classroom Upgrade.
- (7) The 2002A was a refunding of the G.O. Notes 1995A for the West Side Arterial Roadway, Oshkosh Administration Building, Oshkosh Human Service Building, Highway Facility, Expo Building Expansion and County Highway AA.
- (8) The 2002B bonding was for Roof Replacement Program, Law Enforcement Center, Transmitter Site Improvements, Public Safety System, County Highways JJ, K & A, County Highway Bridges E & D, PVHC Nurse Call System and Fiber Optic Cabling along County Rd A.
- (9) The 2003A was a refunding of the G.O. Notes 1996A for the West Side Arterial Roadway, a new Science/Student Center at UWV, the new Sunnyview Complex, Courthouse Remodeling, Expo Building Expansion, Landfill Gas Pipeline, and the MRF Expansion.
- (10) The 2003B bonding was for the purpose of paying the cost of financing the County's unfunded prior service liability contributions under the Wisconsin Retirement System.
- (11) The Trust Fund Loan was for the purpose of paying off Winnebago County's unfunded pension liability balance.
- (12) The 2003D series is for courthouse security, public safety system, computer infrastructure, roads, Park View generator, and Parks shower animal wash rack expansion projects.

# WINNEBAGO COUNTY, WISCONSIN

December 31, 2003

## Interest Payment Schedule - Levy Supported Debt

YEAR	G. O. Notes 1997A (1)	G. O. Notes 1998A (2)	G. O. Notes 1999A (3)	G. O. Notes Refund 94A 1999B (4)	G. O. Notes 2000 (5)	G. O. Notes 2001B (6)	G. O. Notes Refund 95A 2002A (7)	G. O. Notes 2002B (8)	G. O. Notes Refund 96A 2003A (9)	G.O. Notes State Trust Fund			TOTAL
										G. O. Notes 2003B (10)	Loan 2003C (11)	G.O. Notes Series 2003D (12)	
2004	181,718	267,951	156,627	51,775	86,945	307,191	65,267	1,051,344	37,032	66,233	236,836	96,672	2,605,591
2005	130,418	220,789	136,939	-	75,560	296,317	22,519	1,010,719	23,313	41,230	208,891	101,944	2,268,639
2006	78,719	158,226	111,702	-	63,534	271,669	-	948,594	8,326	39,974	206,613	97,525	1,984,882
2007	26,335	95,257	80,654	-	50,862	234,059	-	845,219	-	38,469	203,301	94,275	1,668,431
2008	-	31,785	48,861	-	37,420	192,309	-	713,219	-	36,712	199,396	88,450	1,348,152
2009	-	-	16,398	-	23,125	143,743	-	573,031	-	34,737	193,188	77,250	1,061,472
2010	-	-	-	-	7,882	88,896	-	422,219	-	32,639	186,128	63,250	800,914
2011	-	-	-	-	-	30,336	-	260,718	-	30,134	177,574	48,150	546,912
2012	-	-	-	-	-	-	-	88,921	-	27,428	167,846	32,250	316,445
2013	-	-	-	-	-	-	-	-	-	24,515	155,449	12,075	192,039
2014	-	-	-	-	-	-	-	-	-	21,400	141,546	-	162,946
2015	-	-	-	-	-	-	-	-	-	18,028	125,531	-	143,559
2016	-	-	-	-	-	-	-	-	-	14,439	107,516	-	121,955
2017	-	-	-	-	-	-	-	-	-	10,612	86,439	-	97,051
2018	-	-	-	-	-	-	-	-	-	6,524	62,934	-	69,458
2019	-	-	-	-	-	-	-	-	-	2,206	36,496	-	38,702
2020	-	-	-	-	-	-	-	-	-	-	6,901	-	6,901
TOTAL	417,180	774,008	551,181	51,775	345,328	1,584,520	87,786	5,913,984	68,671	445,180	2,502,585	711,841	13,434,049

## Total Payment Schedule - Levy Supported Debt

YEAR	G. O. Notes 1997A (1)	G. O. Notes 1998A (2)	G. O. Notes 1999A (3)	G. O. Notes Refund 94A 1999B (4)	G. O. Notes 2000 (5)	G. O. Notes 2001B (6)	G. O. Notes Refund 95A 2002A (7)	G. O. Notes 2002B (8)	G. O. Notes Refund 96A 2003A (9)	G.O. Notes State Trust Fund			TOTAL
										G. O. Notes 2003B (10)	Loan 2003C (11)	G.O. Notes Series 2003D (12)	
2004	1,321,718	1,092,951	590,872	1,141,775	326,945	555,033	1,310,067	2,151,344	779,928	66,233	243,813	246,672	9,827,351
2005	1,270,418	1,845,789	577,714	-	330,560	717,649	1,223,557	2,310,719	784,689	83,092	246,861	386,944	9,777,992
2006	1,223,719	1,783,226	777,762	-	328,534	1,367,133	-	3,048,594	791,878	81,836	261,821	272,525	9,937,028
2007	1,171,335	1,720,257	749,979	-	330,862	1,334,480	-	4,045,219	-	83,820	277,453	194,275	9,907,680
2008	-	1,661,785	718,186	-	332,420	1,347,255	-	4,113,219	-	82,063	293,788	388,450	8,937,166
2009	-	-	685,723	-	333,125	1,526,704	-	4,073,031	-	83,576	310,859	477,250	7,490,268
2010	-	-	-	-	332,882	1,536,296	-	4,122,219	-	81,378	328,698	463,250	6,864,723
2011	-	-	-	-	-	1,547,105	-	4,160,718	-	82,462	347,340	448,150	6,585,775
2012	-	-	-	-	-	-	-	4,153,921	-	83,244	366,820	432,250	5,036,235
2013	-	-	-	-	-	-	-	-	-	83,819	387,177	587,075	1,058,071
2014	-	-	-	-	-	-	-	-	-	84,193	408,450	-	492,643
2015	-	-	-	-	-	-	-	-	-	84,309	430,681	-	514,990
2016	-	-	-	-	-	-	-	-	-	84,209	453,911	-	538,120
2017	-	-	-	-	-	-	-	-	-	83,870	478,188	-	562,058
2018	-	-	-	-	-	-	-	-	-	83,271	503,557	-	586,828
2019	-	-	-	-	-	-	-	-	-	82,442	530,066	-	612,508
2020	-	-	-	-	-	-	-	-	-	-	121,602	-	121,602
TOTAL	4,987,180	8,104,008	4,100,236	1,141,775	2,315,328	9,931,655	2,533,824	32,178,984	2,356,495	1,313,817	5,991,085	3,896,841	78,851,038



# WINNEBAGO COUNTY, WISCONSIN

December 31, 2003

## Principal Payment Schedule - Non- Levy Supported Debt

Year	Landfill Cell Construction & Tub Grinder 1999A	Recycling Facility Refunding of 1992A 2001A	Airport Hanger 2001A	Airport Hanger 2002A	Landfill MRF Expansion & Pipeline Refunding of 1996 2003A	G.O. Notes 2003B	State Trust Fund Loan 2003C	Total
2004	230,755	190,000	2,158	35,200	262,104	-	3,023	723,240
2005	234,225	200,000	3,668	33,962	268,624	18,138	16,452	775,069
2006	353,940	210,000	9,536	-	276,448	18,138	23,920	891,982
2007	355,675	-	9,579	-	-	19,651	32,129	417,034
2008	355,675	-	10,054	-	-	19,650	40,898	426,277
2009	355,675	-	12,039	-	-	21,161	50,985	439,860
2010	-	-	12,600	-	-	21,161	61,772	95,533
2011	-	-	13,231	-	-	22,673	73,557	109,461
2012	-	-	-	-	-	24,184	86,212	110,396
2013	-	-	-	-	-	25,694	100,403	126,097
2014	-	-	-	-	-	27,207	115,645	142,852
2015	-	-	-	-	-	28,717	132,216	160,933
2016	-	-	-	-	-	30,230	150,086	180,316
2017	-	-	-	-	-	31,742	169,737	201,479
2018	-	-	-	-	-	33,253	190,914	224,167
2019	-	-	-	-	-	34,764	213,855	248,619
2020	-	-	-	-	-	-	49,696	49,696
<b>TOTAL</b>	<b>1,885,945</b>	<b>600,000</b>	<b>72,865</b>	<b>69,162</b>	<b>807,176</b>	<b>376,363</b>	<b>1,511,500</b>	<b>5,323,011</b>

# WINNEBAGO COUNTY, WISCONSIN

December 31, 2003

## Interest Payment Schedule - Non-Levy Supported Debt

Year	Landfill Cell Construction & Tub Grinder 1999A	Recycling Facility Refunding of 1992A 2001A	Airport Hanger 2001A	Airport Hanger 2002A	Landfill MRF Expansion & Pipeline Refunding of 1996 2003A	G.O. Notes 2003B	State Trust Fund Loan 2003C	Total
2004	83,230	29,050	2,674	1,846	13,066	28,697	102,616	261,179
2005	72,769	20,500	2,579	637	8,225	17,864	90,508	213,082
2006	59,358	10,500	2,365	-	2,937	17,320	89,521	182,001
2007	42,859	-	2,038	-	-	16,669	88,087	149,653
2008	25,964	-	1,674	-	-	15,906	86,395	129,939
2009	8,714	-	1,251	-	-	15,050	83,704	108,719
2010	-	-	774	-	-	14,098	80,645	95,517
2011	-	-	264	-	-	13,058	76,939	90,261
2012	-	-	-	-	-	11,884	72,724	84,608
2013	-	-	-	-	-	10,623	67,353	77,976
2014	-	-	-	-	-	9,272	61,329	70,601
2015	-	-	-	-	-	7,812	54,390	62,202
2016	-	-	-	-	-	6,256	46,585	52,841
2017	-	-	-	-	-	4,598	37,453	42,051
2018	-	-	-	-	-	2,826	27,268	30,094
2019	-	-	-	-	-	955	15,814	16,769
2020	-	-	-	-	-	-	2,991	2,991
<b>TOTAL</b>	<b>292,894</b>	<b>60,050</b>	<b>13,619</b>	<b>2,483</b>	<b>24,228</b>	<b>192,888</b>	<b>1,084,322</b>	<b>1,670,484</b>

# WINNEBAGO COUNTY, WISCONSIN

December 31, 2003

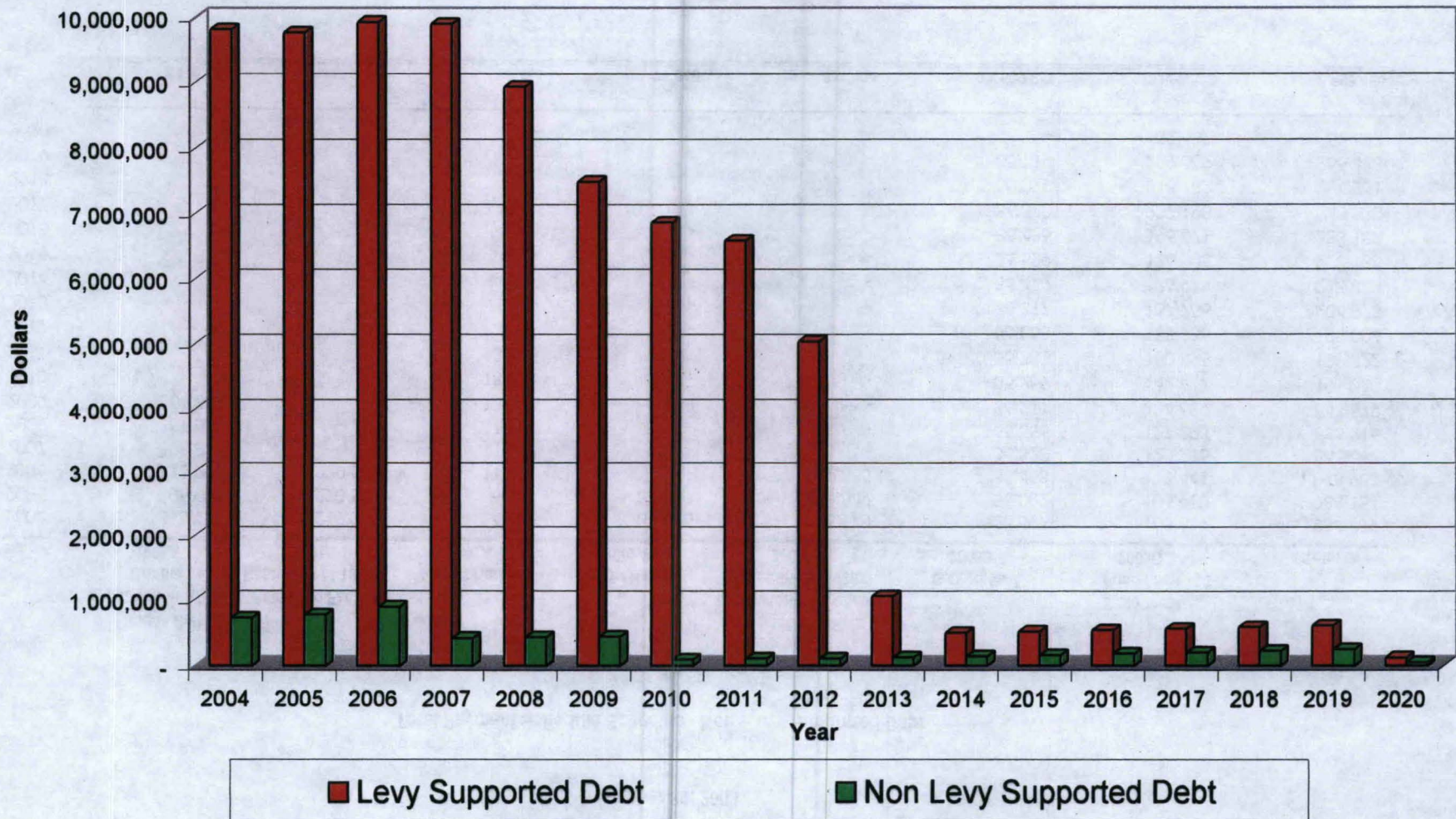
## Total Payment Schedule Schedule - Non -Levy Supported Debt

Year	Landfill Cell Construction & Tub Grinder 1999A	Recycling Facility Refunding of 1992A 2001A	Airport Hanger 2001A	Airport Hanger 2002A	Landfill MRF Expansion & Pipeline Refunding of 1996 2003A	G.O. Notes 2003B	State Trust Fund Loan 2003C	Total
2004	313,985	219,050	4,832	37,046	275,170	28,697	105,639	984,419
2005	306,994	220,500	6,247	34,599	276,849	36,002	106,960	988,151
2006	413,298	220,500	11,901	-	279,385	35,458	113,441	1,073,983
2007	398,534	-	11,617	-	-	36,320	120,216	566,687
2008	381,639	-	11,728	-	-	35,556	127,293	556,216
2009	364,389	-	13,290	-	-	36,211	134,689	548,579
2010	-	-	13,374	-	-	35,259	142,417	191,050
2011	-	-	13,495	-	-	35,731	150,496	199,722
2012	-	-	-	-	-	36,068	158,936	195,004
2013	-	-	-	-	-	36,317	167,756	204,073
2014	-	-	-	-	-	36,479	176,974	213,453
2015	-	-	-	-	-	36,529	186,606	223,135
2016	-	-	-	-	-	36,486	196,671	233,157
2017	-	-	-	-	-	36,340	207,190	243,530
2018	-	-	-	-	-	36,079	218,182	254,261
2019	-	-	-	-	-	35,719	229,669	265,388
2020	-	-	-	-	-	-	52,687	52,687
<b>TOTAL</b>	<b>2,178,839</b>	<b>660,050</b>	<b>86,484</b>	<b>71,645</b>	<b>831,404</b>	<b>569,251</b>	<b>2,595,822</b>	<b>6,993,495</b>

# WINNEBAGO COUNTY

## Total Annual Debt Service

### Levy and Non Levy Debt







## **CAPITAL PROJECTS**

### **2004 BUDGET NARRATIVE HIGHLIGHTS**

**2004 BUDGET DETAIL:** Provides detailed descriptions for projects requiring funding in 2004.

**County Highway E (\$2,700,000 - 2004):**

This project consists of the reconstruction of CTH E from Oakwood Road to USH 41. This project involves converting the current roadway from a two lane rural section to a four lane urban section. State Highway funding and Municipal funding will contribute \$1,058,000 toward the total cost of the project.

**Public Safety System (\$190,000-2004 phase: \$190,000-2005 phase):**

This multi-part project includes replacement of the current computer aided dispatch and records management system and public safety radio and E911 phone system.

**Roof Replacement (\$382,000-2004 phase: \$706,000 for 2005-2007 phases):**

This project is to maintain and replace the roofs of various County Facilities. This is part of a \$1,088,000 project expected to continue into 2007.

**County Highway A (\$100,000-2004 phase: \$997,000-2005 phase):**

This project consists of the reconstruction of CTH A from CTH Y to Indian Point Rd. Included in the project are storm sewers, curb and gutter, concrete pavement. This project involves converting the current roadway from a two lane rural section to a four lane urban section. State Highway funding and Municipal funding of 796,000 will be contributed toward the total cost of the project.

**County Highway M (\$67,000-2004 phase: \$138,000 for 2005-2006 phases):**

This project consists of the replacement of the bridge and deck over the Arrowhead River on CTH M. Included in the project are storm sewers, curb and gutter, concrete pavement and a recreational trail on the south side of the roadway. State or Federal highway funding will contribute \$512,000 toward the total cost of the project.

**3-Yard Bucket Loader (\$160,000-2004):**

This project is to replace the 1980 Clark-Michigan 3 yard bucket loader with a new 3 yard bucket loader. The current loader is in need of an engine overhaul or replacement and would be cost-ineffective to replace the engine on a 24 year old piece of equipment.

**Extend Water & Sewer Utilities- Airport (\$375,000-2004):**

This project is to extend water and sewer utilities in the east general aviation area of Wittman Regional Airport.

**Replace East Perimeter Road- Airport (\$220,000-2004):**

This project is to replace the existing east perimeter road. Failure to rebuild this road will cause increased complaints from Airport tenants.

**Asphalt Replacement Program (\$200,000-2004 phase: \$800,000 for 2005-2008 phases):**

This project is to maintain and replace damaged and deteriorated pavement at various county locations. This is part of a \$1,000,000 project expected to continue into 2008.

**Air Conditioning Replacement- Oshkosh Human Services Building (\$141,000-2004):**

This project is to replace the two chillers at the Oshkosh Human Services building. The chillers are 20 years old and have been operating at 80% capacity since 2002.

**Park View Facility Long Range Plan (Undetermined at the present time):**

Several alternatives are currently being studied for the future of Park View Health Center. The current facilities are aging and will require significant investments to maintain them at standards that are safe for the residents and staff. A current study is being conducted to look at different alternatives to see what will be the best solution for the future.

**WINNEBAGO COUNTY  
2004 BUDGET  
CAPITAL PROJECTS  
(See Note Below)**

DESCRIPTION	BEGINNING FUND BALANCE 1/1/03	ESTIMATED 2003 BORROWING AND OTHER SOURCES	PROJECTED 2003 NET EXPENDITURES	REQUESTED 2004 LEVY (SEE DETAIL)	ESTIMATED 2004 BORROWING AND OTHER SOURCES	ESTIMATED 2004 NET EXPENDITURES	ENDING FUND BALANCE
<b>Approved Projects</b>							
County Highway K	\$ 50,000	\$ 107,000	\$ 157,000	\$ -	\$ -	\$ -	\$ -
Soccer Field Improvements	20,827	-	20,827	-	-	-	-
County Highway JJ	2,758	857,000	859,758	-	-	-	-
County Highway Bridge E	41,289	-	41,289	-	-	-	-
County Highway Bridge D	34,621	-	34,621	-	-	-	-
County Highway E	(5,410)	-	(5,410)	-	2,700,000	2,700,000	-
Public Safety System	2,361,566	1,800,000	4,161,566	-	190,000	190,000	-
West Perimeter Road	44,000	-	44,000	-	-	-	-
Roof Replacement Program	104,331	-	104,331	-	382,000	382,000	-
Courthouse Security	-	110,000	110,000	-	-	-	-
Tower Modifications	54,123	-	54,123	-	-	-	-
West Side Arterial	50,864	-	50,864	-	-	-	-
County Highway A	369,072	-	369,072	-	100,000	100,000	-
Computer System Infrastructure	136,771	105,000	241,771	-	-	-	-
Law Enforcement Center	6,330,397	-	6,330,397	-	-	-	-
Park View Generator	-	101,500	101,500	-	-	-	-
Restroom/ shower expansion - Expo	-	351,000	351,000	-	-	-	-
Subtotal	\$ 9,595,209	\$ 3,431,500	\$ 13,026,709	\$ -	\$ 3,372,000	\$ 3,372,000	\$ -
<b>Anticipated Projects</b>							
County Highway M	-	-	-	-	67,000	67,000	-
3-yard Bucket Loader	-	-	-	-	160,000	160,000	-
Extend Water & Sewer Utilities	-	-	-	-	375,000	375,000	-
Replace East Perimeter Road	-	-	-	-	220,000	220,000	-
Asphalt Replacement Program	-	-	-	-	200,000	200,000	-
Air Conditioner Replacement-DHS	-	-	-	-	141,000	141,000	-
Park View Facility Long-Range Plan					Not yet determined		
Grand Total	\$ 9,595,209	\$ 3,431,500	\$ 13,026,709	\$ -	\$ 4,535,000	\$ 4,535,000	\$ -

**Note:**

The approval of the County's Annual budget is not an approval of any capital project or borrowing shown above. All Capital projects and borrowings are approved by separate resolution of the County Board apart from the annual budget process. Adoption of the above 2004 annual capital projects budget is for the purpose of 1) approving a 2004 tax levy for furniture and fixtures related to the projects so that if the projects are approved there are funds available to fund the furniture and fixtures, and 2) to adopt an estimate of the 2004 expenditures on the approved and anticipated projects in



**2004 - 2008 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM  
LEVY SUPPORTED PROJECTS**

DIVISION/ DEPARTMENT	PROJECT DESCRIPTION	2004	2005	2006	2007	2008	TOTAL
	<b>ADMINISTRATION:</b>						
General	Asphalt Replacement Program	200,000	200,000	200,000	200,000	200,000	1,000,000
	Facility Roof Maintenance	382,000	282,000	282,000	142,000		1,088,000
	Air Conditioning Replacement - Oshkosh Human Services bldg	141,000					141,000
	Total Administration	723,000	482,000	482,000	342,000	200,000	2,229,000
	<b>PUBLIC SAFETY:</b>						
Information Technology	Public Safety System	190,000	190,000				380,000
	Total Public Safety	190,000	190,000	0	0	0	380,000
	<b>TRANSPORTATION:</b>						
Highway	CTH "AP" from Oneida St. to CTH "P"			500,000			500,000
	Federal or state funding			(250,000)			(250,000)
	CTH "A" from CTH "Y" to Indian Point Road	100,000	1,825,000				1,925,000
	Federal or state funding		(796,000)				(796,000)
	CTH "E" from STH 116 to Oakwood Road				960,000		960,000
	CTH "E" from USH 41 to Oakwood Rd	3,000,000					3,000,000
	Federal, state, municipal funding	(1,363,000)					(1,363,000)
	HWY "G" from USH 41 to USH 45				85,000		85,000
	HWY "G" from USH 45 to CTH "A"					85,000	85,000
	CTH "I" from Ripple Ave north to Tech School			125,000			125,000

**2004 - 2008 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM  
LEVY SUPPORTED PROJECTS**

DIVISION/ DEPARTMENT	PROJECT DESCRIPTION	2004	2005	2006	2007	2008	TOTAL
	CTH "K" from STH 21 to Eureka			255,000			255,000
	CTH "M" bridge over Arrowhead River	55,000	380,000				435,000
	Federal or state funding		(296,000)				(296,000)
	CTH "M" rehabilitation of deck	60,000		270,000			330,000
	Federal or state funding	(48,000)		(216,000)			(264,000)
	CTH "P" from STH 47 to STH 441		300,000				300,000
	CTH "Y" from USH 45 to CTH A			3,123,000			3,123,000
	Federal, state and local funding			(857,000)			(857,000)
Airport	3-yard bucket loader	160,000					160,000
	Total Transportation	1,964,000	1,413,000	2,950,000	1,045,000	85,000	7,457,000
	<b>HUMAN SERVICES</b>						
	Park View & Health Department Facilities Long-Range Plan	Not yet determined					0
	Total Human Services	0	0	0	0	0	0
	Required Borrowing for Levy Supported Projects	\$2,877,000	\$2,085,000	\$3,432,000	\$1,387,000	\$285,000	\$10,086,000

**2004 - 2008 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM  
NON - LEVY PROJECTS**

PROJECT DESCRIPTION	2004	2005	2006	2007	2008	TOTAL
<b>PLANNING &amp; ENVIRONMENT:</b>						
Trash compactor machine		\$500,000				500,000
Fund balance applied		(\$500,000)				(500,000)
Trash compactor Addtl mach.			\$500,000			500,000
Fund balance applied			(\$500,000)			(500,000)
D-8 Cat - replacement	\$500,000					500,000
Fund balance applied	(500,000)					(500,000)
Loader - replacement		200,000				200,000
Fund balance applied		(200,000)				(200,000)
Landfill Gas - direct hookup to Jail & Hwy Dept		2,000,000				2,000,000
Fund balance applied		(2,000,000)				(2,000,000)
Landfill cell construction - Cell #			1,751,000			1,751,000
Fund balance applied			(1,751,000)			(1,751,000)
Flare - Landfill Gas	350,000					350,000
Fund balance applied	(350,000)					(350,000)
Required borrowing for non-levy supported projects	\$0	\$0	\$0	\$0	\$0	\$0
Total required borrowing for levy and non-levy projects	\$2,877,000	\$2,085,000	\$3,432,000	\$1,387,000	\$285,000	\$ 10,066,000



**WINNEBAGO COUNTY WISCONSIN  
TAX INCREMENTAL DISTRICTS**

DISTRICT	Number	YEAR	BASE VALUE	CURRENT VALUE	INCREMENT	PLAN EXPIRATION DATE	STATUTORY MAXIMUM DATE
Village of Winneconne	02	1981	0	1,442,000	1,442,000	2004	2008
Village of Winneconne	03	1996	4,771,400	4,777,700	6,300	2019	2019
Village of Winneconne	04	1999	5,200	375,100	369,900	2019	2022
Village of Winneconne	05	2000	4,751,600	6,420,900	1,669,300	2023	2023
Village of Winneconne	06	2000	1,100,600	3,509,400	2,408,800	2023	2023
Village of Winneconne	07	2002	2,038,100	3,509,400	1,471,300	2023	2025
City of Menasha	01	1986	5,329,100	12,099,600	6,770,500	2009	2013
City of Menasha	02	1987	1,174,950	3,339,400	2,164,450	2010	2014
City of Menasha	03	1990	1,655,200	5,711,100	4,055,900	2013	2017
City of Menasha	04	1997	4,196,000	11,258,100	7,062,100	2020	2020
City of Menasha	05	1998	1,388,500	4,751,200	3,362,700	2021	2021
City of Menasha	06	1998	5,568,800	16,208,600	10,639,800	2021	2021
City of Neenah	05	1993	10,992,000	32,401,300	21,409,300	2014	2020
City of Neenah	06	1997	1,166,100	7,440,600	6,274,500	2020	2020
City of Neenah	07	2000	20,512,100	38,850,400	18,338,300	2019	2023
City of Neenah	08	2001	4,818,900	6,886,300	2,067,400	2019	2024
City of Omro	03	1988	1,933,200	3,767,800	1,834,600	2008	2015
City of Omro	05	1988	193,900	6,911,300	6,717,400	2008	2015
City of Omro	06	1991	35,700	1,363,200	1,327,500	2013	2018
City of Oshkosh	04	1982	783,500	7,619,800	6,836,300	2001	2009
City of Oshkosh	06	1989	350,900	6,614,000	6,263,100	2008	2016
City of Oshkosh	07	1989	22,309,000	125,812,600	103,503,600	2008	2016
City of Oshkosh	08	1991	9,590,400	21,061,400	11,471,000	2013	2018
City of Oshkosh	09	1991	684,300	11,864,900	11,180,600	2013	2018
City of Oshkosh	10	1993	600,300	706,700	106,400	2013	2020
City of Oshkosh	11	1995	486,300	811,700	325,400	2015	2018
City of Oshkosh	12	1997	1,715,400	3,997,700	2,282,300	2020	2020
City of Oshkosh	13	1998	4,943,700	9,287,300	4,343,600	2021	2021
City of Oshkosh	14	2000	558,400	3,412,800	2,854,400	2023	2023
City of Oshkosh	15	2001	564,900	7,845,300	7,280,400	2023	2024
City of Oshkosh	16	2001	0	3,560,800	3,560,800	2023	2024
City of Oshkosh	17	2001	2,210,600	8,292,000	6,081,400	2023	2024
City of Oshkosh	18	2002	51,300	0	*	2023	2025
Totals			\$ 113,095,150	\$ 358,799,500	\$ 245,704,350		

\* This district has a zero or negative value increment. No increment shown.

Project costs uncollected at the dissolution date are absorbed by the municipality.

**Plan Expiration:** Refers to the estimated date that the project costs are expected to be fully recovered. At this point, the incremental values are expected to go back onto the property tax rolls.

**Statutory Expiration:** Refers to the maximum allowable time that project costs can be recovered from the tax on the incremental values generated during the life of the district. After this date, the incremental values must go onto the property tax rolls.

# WINNEBAGO COUNTY, WISCONSIN

## MISCELLANEOUS STATISTICS

December 31, 2002

DATE OF INCORPORATION	September 14, 1843	LIBRARIES (Non-County operated)	5
FORM OF GOVERNMENT	County Executive/County Board	NUMBER OF HOSPITALS (Non-County operated)	2
TOTAL AREA	540 Square Miles	RECREATION:	
LAND AREA	450 Square Miles	County Operated:	
MILES OF ROADS AND STREETS	965	Number of Parks	13
ACRES OF INDUSTRIAL LANDS	3,000	Acres of Parks	1,428
FARMING ACRES	170,000	Miles of Snowmobile Trails (owned)	19.1
NUMBER OF FARMS	930	Miles of Snowmobile Trails (leased)	101.2
COUNTY EMPLOYEES		Expo Center	1
General Government	161	Racetrack	1
Public Safety	204	Non-County Operated:	
Public Works	125	Number of Parks and Recreation Areas	81
Health and Human Services	629	Acres of Parks and Recreation Areas	966
Culture, Recreation and Education	23	Number of Golf Courses	14
Conservation and Development	6	Acres of Golf Courses	1,486.27
	<hr/>	Acres of Public Hunting /Fishing	6,890
	1,148	UTILITIES:	
	<hr/>	County Operated - Landfill	1
		Non-County Operated:	
		Number of Water Facilities	7
		Number of Sanitary Sewer Facilities	15
		Natural Gas	1

# WINNEBAGO COUNTY, WISCONSIN

## DEMOGRAPHIC STATISTICS

Last Ten Fiscal Years

Fiscal Year	Population (1)	Per Capita Income (2)	Median Age (3)	Public School Enrollment (4)	Unemployment Rate (5)
1993	144,432	\$ 20,326	33.1 yrs.	22,133	4.2%
1994	145,771	21,615	32.7 yrs.	22,596	3.8%
1995	148,119	22,819	34.9 yrs.	22,877	2.9%
1996	149,894	24,023	34.9 yrs.	25,092	2.5%
1997	152,671	24,659	35.2 yrs.	23,460	2.8%
1998	153,937	26,581	35.6 yrs.	23,679	2.3%
1999	154,754	27,759	35.9 yrs.	23,650	2.2%
2000	155,922	27,819	35.4 yrs.	23,508	2.4%
2001	156,783	(6)	35.4 yrs.	23,579	3.5%
2002	159,161	(6)	(6)	19,998	4.4%

- (1) Source: State of Wisconsin, Department of Administration - Bureau of Program Management, Demographic Services Center.
- (2) Source: U.S. Department of Commerce (provided by State of Wisconsin, Department of Development - Bureau of Research, Business Information Services.)
- (3) Source: State of Wisconsin, Department of Development - Bureau of Research, Information Services. Also, State of Wisconsin, Department of Health and Social Services, and State of Wisconsin Center for Public Health Statistics.
- (4) Source: Local School Districts.
- (5) Source: State of Wisconsin, Job Service, Labor Market Information Services.
- (6) Per capital income and median age statistics are not yet available from the U.S. Department of Commerce and the State of Wisconsin, Department of Development.





## GLOSSARY

**Accrual Accounting:** A method of accounting in which revenues are recognized in the accounting period in which they are earned. Expenditures are recognized in the accounting period in which the liability is incurred. This method also is often contrasted with **Cash Accounting**.

**Agency Fund:** A **Fiduciary Fund** in which the government is a temporary agent.

**Appropriations:** The amount of money granted by the legislative body to units of local government for most activities in the coming **Fiscal Year**. Appropriations are usually reported in the budget by **Line Item**; and they allow governmental units to make new expenditures and incur new obligations up to the amount of the appropriation. Appropriations are also called budgeted expenditures.

**Assessed Valuation:** This is the value of the property that is available for taxation which is determined annually and is based on the ratio of the property's assessed value to its "fair market value." The process of determining a property's assessed value is called an **Assessment**, and assessors consider many factors when valuing properties. See **Equalized Assessed Valuation**.

**Assets:** As reported on a **Balance Sheet** for a given fund, assets include any financial resources available to government such as cash, expected tax revenues, payments due from other funds or governmental units, and inventories.

**Balance Sheet:** A periodic report on the government's **Assets**, **Liabilities**, and **Fund Equity**, and all **Governmental Funds**. The governmental financial officer or the Accounting division usually prepares these reports.

**Bonds (Municipal):** A method of issuing **long-term Debt** to local governments or semi-independent agencies associated with local government such as authorities or corporations. The two primary types of bonds are: **General Obligation** and **Revenue**. All municipal bonds are tax exempt, and therefore are usually bought by investors with high marginal tax rates such as commercial banks and high-income individuals. Investment patterns in municipal bonds have changed dramatically since the late 70's due to revenue limitations, radical changes in interest rates, and the national Tax Reform Act of 1986 that eliminated the benefits of using revenue bonds for "private purpose development."

**Bond Rating:** A judgement on the investment quality of the **Bond** which reflects the government's ability to repay the debt or its creditworthiness. The stronger the rating, the lower the interest rate assigned to the bond by the underwriters. There are three rating agencies: Moody's Investors Service, Standard & Poor's Corporation, and Fitch's. A variety of characteristics about the government and community are examined to determine its rating such as the strength of the local economy, the financial management practices of the government, debt factors, and administrative practices.

**Budget:** The budget is one of the primary financial documents of the government, in addition to the **Comprehensive Annual Financial Report**. The budget is prepared before the beginning of the **Fiscal Year** and documents expected **Revenues**, and **Appropriations** for the entire government and for the various departments and divisions of the government.

**Cash Accounting:** Different from accrual accounting in that both revenues and expenditures are not recognized until the cash transfers are actually made. This method of accounting is not recognized by **Generally Accepted Accounting Principles (GAAP)**.

**Comprehensive Annual Financial Report (CAFR):** In addition to the **Budget**, the CAFR is one of the primary financial documents of the government. The document is prepared at the end of the **Fiscal Year** and presents summaries of the government's fiscal activities in the past year (in comparison to previous years and the budget). Specifically, the document contains comprehensive (combined) **Balance Sheets**, statements of **Revenues and Expenditures** and changes in the **Fund Balance** for all **Governmental Funds**.

**Current Assets:** include any financial resource available to a government unit to meet any obligations due within a year. This would include non-cash assets that could be convertible to cash to meet obligations due within a year. For instance, receivables would be classified as a current asset if they would be collectible within one year.

**Current Liabilities:** include any amount owed to outside parties where the amounts must be repaid within a year. An example would include telephone and utility bills. These obligations are due within a year.

**Debt Limit:** The maximum amount of gross or net debt which is legally permitted by state mandate, constitution, or voter approval. These limits usually apply only to **General Obligation Bonds** rather than **Revenue Bonds**.

**Debt Service Fund:** A fund that accounts for the payment of principal and interest on the government's long-term **Debt**.

**Depreciation:** Expiration in the service of a **Fixed Asset** which is considered a portion of the total cost of the fixed asset and charged as an expense during a particular period.

**Encumbrance:** A commitment to expend funds for a particular purpose (even prior to establishing a legal obligation or liability). They are not recorded as **Expenditures, Appropriations, or Liabilities** but as a reduction in the **Fund Equity** (as reported on the **Balance Sheets**). Encumbrances become **Expenditures** when cash payments are actually made.

**Enterprise Fund:** A fund that accounts for services that are supported primarily by **User Charges** such as golf courses, swimming pools, or garbage collection.

**Equalized Assessed Valuation:** Because **Assessed Valuation** (and therefore the **Tax Rate**) may vary from market values of property in different communities, state governments establish an equalized assessed valuation of property to be used for taxation at other levels of government such as the county. In this case, the equalization ensures that taxpayers within the county will be taxed at the same level of market value, for the county's portion of the **Property Tax**, even though municipalities within the county will calculate **Assessed Valuation** of properties within their borders at different times and, therefore, have different estimates of market values.

**Executive Budget:** A type of budgeting process in which the **Chief Executive** has primary responsibility for preparing the budget and authority over budget that is presented to the legislative body for approval.

**Expendable Fund:** Accounting or budgeting funds in which authorization for new spending or incurring new obligations expires at the end of the Fiscal Year. **Governmental Funds** are usually expendable.

**Expenditures:** The actual cash payments of governmental units for all activities, which are monitored throughout the year, but are calculated for an entire **Line-item** or **Program** in the budget for a previous **Fiscal Year**.

**Fiscal Year:** A twelve-month period of time for which governmental activities are budgeted and the **Budget** is prepared. This is also the time allotted to record and present other summary financial statements such as the **Comprehensive Annual Financial Report**. Technically, a fiscal year can be any set of 12 months, but most municipalities operate on a January 1 to December 31 fiscal year.

**Fixed Assets:** Long-term assets that the government intends to use or hold for a relatively long period of time, such as land, buildings, machinery, and equipment.

**Fund Balance:** As defined in the **Balance Sheets** of all **Governmental Funds**, it is that part of the **Fund Equity** that is available for future commitment, expenditure, or appropriation. More specifically, it is that part of the fund equity that is not reserved for **Encumbrances**, and may be called the **Unreserved Fund Balance**.

**Fund Equity:** As reported in the **Balance Sheets** of all **Governmental Funds**, fund equity is defined as fund **Assets** minus fund **Liabilities**.

**GAAP:** Stands for **Generally Accepted Accounting Principles**. These are national standards of financial reporting as established by the **Governmental Accounting and Standards Board (GASB)**.

**General Fund:** The fund that accounts for and supports most services in government.

**General Obligation Bond:** long-term **Debt**, which is secured by the government's full faith and credit (i.e. its taxing powers). These bonds usually have a lower rate of interest than **Revenue Bonds** because of lesser risk associated with a very secure source of repayment. They often require an affirming vote of the public, and their principal retired or repaid in the future from the **General Fund**. Once the debt is issued, payment of interest and principal is handled through a **Debt Service Fund**.

**Goal:** a long-term, attainable target for an organization – its vision of the future.

**Governmental Funds:** Four different accounting or budgetary groups which, generally, are unique to government and which account for most governmental activities. These funds are the: **General Fund**, **Capital Project Fund**, **Debt Service Fund**, and **Special Revenue Fund**.

**Home Rule:** State laws or constitutional stipulations regarding local government in the following areas: 1) its form; 2) the type or extent of services provided; 3) the range of revenues that they can levy, and tax, debt, or expenditure limitations.

**Intergovernmental Revenue:** Revenues that are transferred from other governments to the local government or are passed through the local government directly to individuals or other entities. There are three broad types of intergovernmental revenues: **Grants-in-Aid**, **Shared Revenues**, and **Transfer Payments**.

**Internal Service Fund:** A fund that accounts for the provision of goods and services from one agency or department to another within the government (e.g. maintenance on equipment, printing and copying, or information services).

**Liabilities:** As reported in the **Balance Sheet** for a given fund, liabilities include amounts owed to persons or organizations outside that fund. Examples of liabilities are: payable vouchers, amounts due to other funds or units, and deferred revenues.

**Line-item Budget:** Line-item budget presentations group expenditures according to the object of expenditure such as salaries, benefits, supplies, equipment, and maintenance. These categories, such as salaries, may be further divided into temporary wages, permanent wages, and overtime.

**Long-Term Debt:** A governmental unit may issue long-term debt to finance capital and infrastructure expenditures. In contrast to **Short-Term Debt**, it should not be used for regular operations. The two primary means of issuing or financing long-term debt are: **General Obligation Bonds** and **Revenue Bonds**.

**Matching Grant:** A specific type of **Conditional Grant** in which the local government must contribute some percentage of funds in order to receive the grant.

**Millage:** A term applied to the **Tax Rate** of a **Property Tax** which specifies the rate of taxation on a dollar of assessed value (or on a \$1,000). The term "20 mills" would mean two cents for every dollar of assessed value (or two dollars for every \$1,000).

**Objective:** a specific, measurable and observable result of an organization's activity which advances the organization toward its goal.

**Other Operating Expenses:** Within Winnebago County, this group of expenditures includes all expenses other than labor, capital outlay and travel. Examples of groups of items include office expenses such as supplies, stationery and forms, postage and others. Other expenses also includes publications, subscriptions, dues, telephone other operating expenses, repairs and supplies, utilities, contractual expenses such as accounting, and legal services. This category also includes rental expense and insurance.

**Policy:** a plan, course of action or guiding principle, designed to set parameters for decisions and actions.

**Program Budget:** Programmatic budget presentations group the **Line-Items** into units that represent service objectives or functions such as crime prevention, fire education (Stop, Drop, & Roll), or small business incentive loans.

**Proprietary Funds:** General accounting or budgetary groups that are analogous to private commercial organizations. Government recognizes two types of proprietary funds: **Enterprise Funds** and **Internal Service Funds**.

**Retained Earnings:** is the cumulative amount by which revenues and operating transfer from other funds have exceeded expenses and transfers to other funds.

**Revenues:** All funds used by local government report revenues as the primary source of monetary input. There are six primary sources of revenues for **General Fund** of the local government: taxes, licenses and permits, **Intergovernmental Revenues**, **User Charges**, fines and forfeitures, and miscellaneous. Expected or budgeted revenues are those that are estimated for the coming fiscal year. Actual revenues represent the amount of money that was actually collected by the government.

**Shared Revenues:** A type of Intergovernmental Revenue in which revenues collected by another government which are distributed to a local government according to a formula such as number of children enrolled, population or per capita income.

**Short-Term Debt:** Debt that is issued for less than a year to ease temporary cash flow deficiencies until expected **Revenues** from taxes, bonds, or other governments are received.

**Special Revenue Fund:** A fund that accounts for specific services or projects that are funded through contractually or legally earmarked revenues.

**Tax Incremental Finance (TIF) Districts:** An area within the boundaries of a local government that is designated for redevelopment. Revenue from the incremental growth of the property tax base is used to provide additional funds for further redevelopment or for debt service on bonds issued for the original redevelopment efforts.

**Unreserved Fund Balance:** This is a component of the **Fund Balance**, which specifies money available for future commitments, expenditures, or appropriations.

**Working Capital:** is the excess of current assets over current liabilities. At the end of a fiscal year, working capital can represent the net available remaining current resources of an entity available after all obligations of the current fiscal period has ended. It can represent an estimate of an entity's undesignated financial resources, similar to undesignated fund balance.

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