

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>ADMINISTRATION</b>				
County Executive	\$ 7,500	\$ 234,611	\$ -	\$ 227,111
Corporation Counsel	26,600	518,317	-	491,717
County Clerk	47,700	243,581	-	195,881
Dog License	2,600	2,600	-	-
Elections	48,000	183,434	-	135,434
Treasurer	1,131,800	402,096	-	(729,704)
Human Resources and Payroll	13,025	801,303	-	788,278
Workers Compensation Fund	355,405	801,263	(445,858)	-
Self Funded Health Insurance	-	-	-	-
Self Funded Dental Insurance	881,177	881,177	-	-
Finance	41,100	762,469	-	721,369
General Services	452,960	422,044	30,916	-
Prop & Liab Insurance Fund	1,043,340	1,046,840	(3,500)	-
Information Systems	80,944	1,911,009	-	1,830,065
Technology Replacement	-	768,607	(93,607)	675,000
Facilities & Property Management	99,245	5,357,713	-	5,258,468
	<u>\$ 4,231,396</u>	<u>\$ 14,337,064</u>	<u>\$ (512,049)</u>	<u>\$ 9,593,619</u>

# COUNTY EXECUTIVE

General Fund – Department: 004  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Mark Harris  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

TELEPHONE: 232-3450

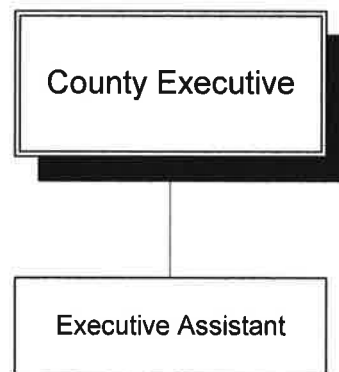
## MISSION STATEMENT:

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.
7. Develop the annual County budget proposal consistent with all applicable state limitations and budget constraints.

# COUNTY EXECUTIVE



# COUNTY EXECUTIVE

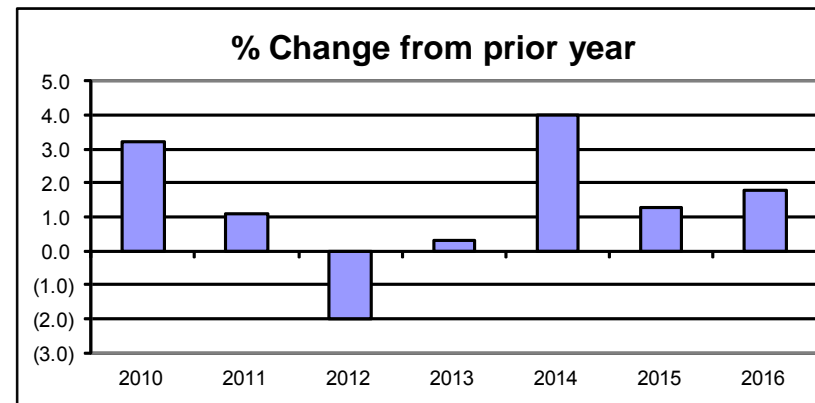
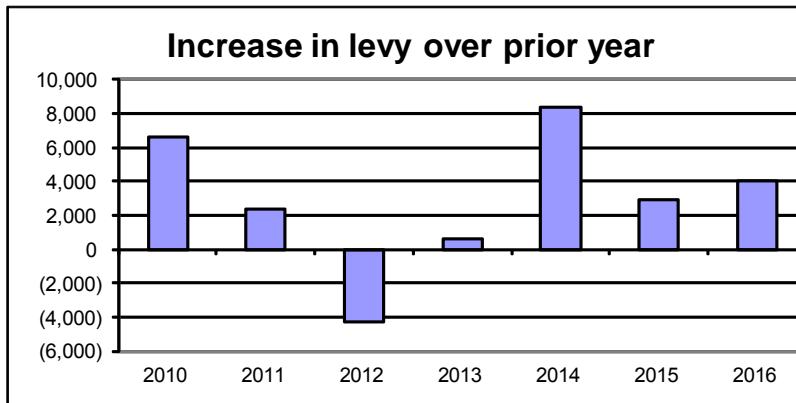
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
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

There are no changes to the department staffing for 2016.

**COUNTY LEVY:** The tax levy for 2016 is \$227,111, an increase of \$4,060 or 1.8% over 2015. There are no significant changes.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - County Executive

Account	Amount	Description
Significant changes from 2015		
Tax Levy 2015	\$ 223,051	
Revenue Changes - impact on levy:		
None	-	
Expense Changes - impact on levy:		
None	-	
Other small changes	4,060	This is a combination of small increases and decreases to revenue and expense accounts.
Tax Levy 2016	\$ 227,111	

## Financial Summary County Executive

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	4,375	7,500	7,500	7,500	7,500
Labor	130,402	223,887	223,491	223,491	227,955
Travel	758	2,870	2,870	2,870	2,615
Capital	-	-	-	-	-
Other Expenditures	2,542	4,190	4,190	4,190	4,041
Total Expenditures	133,702	230,947	230,551	230,551	234,611
Levy			223,051		227,111

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Professional Services	63002	7,270	7,500	7,500	7,500	7,500	7,500	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>7,270</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>7,270</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>7,270</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	156,364	158,490	160,879	164,032	167,312	167,312	2.00%
Temporary Employees	51101	0	1,298	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>156,364</b>	<b>159,787</b>	<b>160,879</b>	<b>164,032</b>	<b>167,312</b>	<b>167,312</b>	<b>2.00%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	11,735	12,135	12,219	12,548	12,799	12,799	2.00%
Health Insurance	51201	29,183	29,322	30,403	31,837	32,294	32,294	1.44%
Dental Insurance	51202	2,022	2,043	2,135	2,174	2,174	2,174	0.00%
Workers Compensation	51203	289	453	150	141	144	144	2.13%
WI Retirement	51206	6,673	10,886	12,014	11,922	12,295	12,295	3.13%
Fringe Benefits Other	51207	4,957	1,377	1,466	837	937	937	11.95%
<b>Fringes Benefits Subtotal:</b>		<b>54,859</b>	<b>56,217</b>	<b>58,388</b>	<b>59,459</b>	<b>60,643</b>	<b>60,643</b>	<b>1.99%</b>
<b>Total Labor:</b>		<b>211,222</b>	<b>216,004</b>	<b>219,267</b>	<b>223,491</b>	<b>227,955</b>	<b>227,955</b>	<b>2.00%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Travel:</b>								
Registration Tuition	52001	250	0	0	325	200	200	-38.46%
Automobile Allowance	52002	1,248	1,230	872	2,100	2,000	2,000	-4.76%
Meals	52005	78	0	0	120	100	100	-16.67%
Lodging	52006	102	278	215	275	275	275	0.00%
Other Travel Exp	52007	0	28	24	50	40	40	-20.00%
Taxable Meals	52008	13	0	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>1,692</b>	<b>1,537</b>	<b>1,111</b>	<b>2,870</b>	<b>2,615</b>	<b>2,615</b>	<b>-8.89%</b>
<b>Total Travel:</b>		<b>1,692</b>	<b>1,537</b>	<b>1,111</b>	<b>2,870</b>	<b>2,615</b>	<b>2,615</b>	<b>-8.89%</b>
<b>Office:</b>								
Office Supplies	53000	57	124	50	150	150	150	0.00%
Printing Supplies	53002	28	0	28	40	40	40	0.00%
Print Duplicate	53003	123	0	0	50	50	50	0.00%
Postage and Box Rent	53004	0	0	1	0	0	0	0.00%
Telephone	53008	288	275	379	310	310	360	16.13%
Long Distance	53011	0	0	34	50	50	0	-100.00%
Wireless	53012	43	12	6	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>539</b>	<b>410</b>	<b>497</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.00%</b>
<b>Operating:</b>								
Subscriptions	53501	223	338	308	350	350	350	0.00%
Membership Dues	53502	419	412	130	420	425	425	1.19%
Food	53520	0	35	0	50	50	50	0.00%
Spec Service Awards	53566	1,232	374	644	850	900	900	5.88%
Print Duplicate	73003	515	441	402	500	500	500	0.00%
Postage and Box Rent	73004	49	63	41	70	70	70	0.00%
<b>Operating Subtotal:</b>		<b>2,439</b>	<b>1,663</b>	<b>1,524</b>	<b>2,240</b>	<b>2,295</b>	<b>2,295</b>	<b>2.46%</b>



# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	292	218	183	230	230	230	0.00%
Equipment Repairs	74029	66	66	66	70	70	70	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>358</b>	<b>284</b>	<b>249</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Professional Service	55014	2,374	0	0	300	300	0	-100.00%
<b>Contractual Services Subtotal:</b>		<b>2,374</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>-100.00%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	672	744	732	750	846	846	12.80%
<b>Insurance Expenses Subtotal:</b>		<b>672</b>	<b>744</b>	<b>732</b>	<b>750</b>	<b>846</b>	<b>846</b>	<b>12.80%</b>
<b>Total Other Operating:</b>		<b>6,382</b>	<b>3,101</b>	<b>3,002</b>	<b>4,190</b>	<b>4,341</b>	<b>4,041</b>	<b>-3.56%</b>
<b>Expense Total:</b>		<b>219,296</b>	<b>220,642</b>	<b>223,380</b>	<b>230,551</b>	<b>234,911</b>	<b>234,611</b>	<b>1.76%</b>
<b>Executive Net/(Levy):</b>		<b>(212,026)</b>	<b>(213,142)</b>	<b>(215,880)</b>	<b>(223,051)</b>	<b>(227,411)</b>	<b>(227,111)</b>	<b>1.82%</b>

# CORPORATION COUNSEL

General Fund – Department: 010  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: John A. Bodnar  
LOCATION: Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: (920) 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:

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

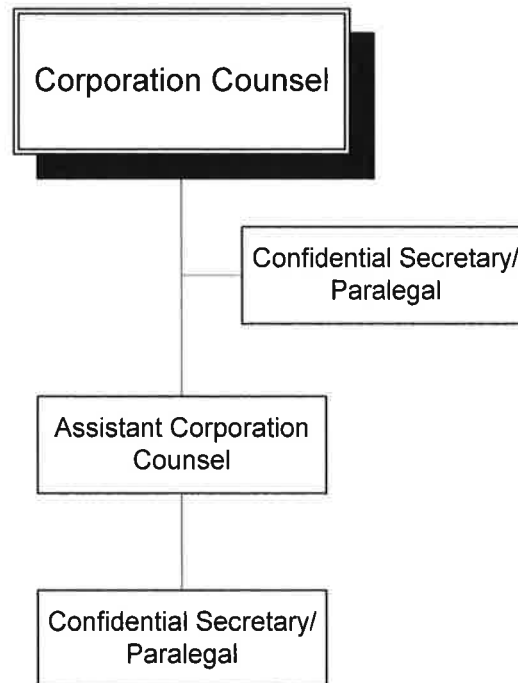
**CHILDREN IN NEED OF PROTECTION OR SERVICES:** Prosecutes child neglect and abuse matters under Chapter 48 (Children's Code), Wisconsin Statutes.

**TERMINATION OF PARENTAL RIGHTS:** Represents the Winnebago County Department of Human Services when it petitions to terminate the parental rights of unfit parents under Chapter 48 (Children's Code), Wisconsin Statutes.

**GUARDIANSHIP & PROTECTIVE PLACEMENT ACTIONS:** Represents Winnebago County Department of Human Services in actions brought for guardianship and protective placements of infirm individuals under Chapters 54 and 55, Wisconsin Statutes.

**MENTAL HEALTH COMMITMENTS:** Represents Winnebago County in all Chapter 51, Wisconsin Statutes, actions.

# CORPORATION COUNSEL



# **CORPORATION COUNSEL**

**General Fund –Department: 010  
2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** John A. Bodnar  
**LOCATION:** Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

**TELEPHONE: (920) 236-4752**

## **2015 ACCOMPLISHMENTS:**

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

## **2016 GOALS & OBJECTIVES:**

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

# CORPORATION COUNSEL

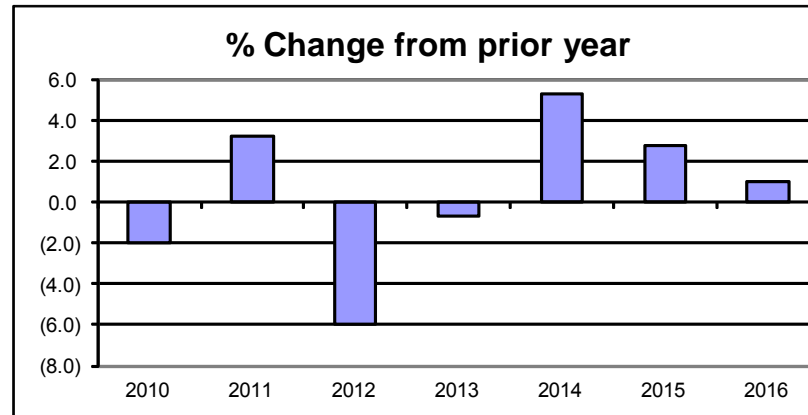
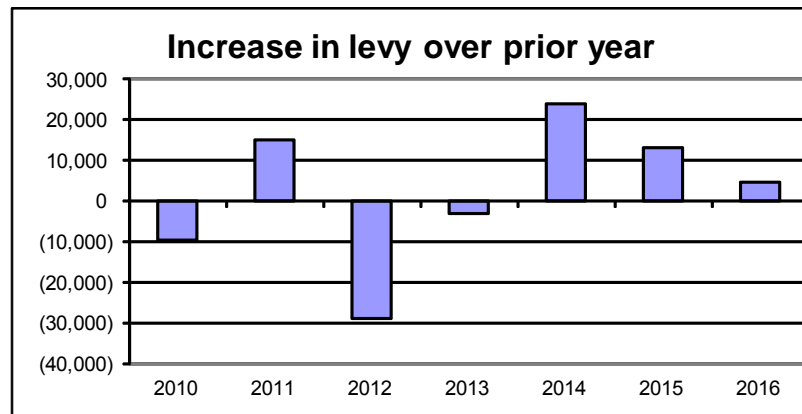
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
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

There are no changes to the department staffing for 2016.

**COUNTY LEVY:** The 2016 tax levy is \$491,717, an increase of \$4,709 or 1.0% over 2015.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Corporation Counsel

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 487,008</b>	
<b>Revenue Changes - impact on levy:</b>		
Other Fees	(4,500)	Increase based on current year monies received and trends for guardianship billings paid from ward's estates.
<b>Expense Changes - impact on levy:</b>		
Legal services	4,000	The need for outside legal services had been trending up the last few years.
<b>Other small changes</b>	5,209	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 491,717</b>	

## Financial Summary Corporation Counsel

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	20,948	29,600	22,000	22,000	26,600
Labor	228,185	394,161	388,701	388,701	395,161
Travel	94	1,845	2,045	2,045	1,845
Capital	-	-	-	-	-
Other Expenditures	66,269	128,785	118,262	118,262	121,311
Total Expenditures	294,548	524,791	509,008	509,008	518,317
Levy			487,008		491,717

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Other Fees	45002	10,344	8,159	11,978	7,500	12,000	12,000	60.00%
Client Cost Shares Fees	45035	0	0	0	200	200	200	0.00%
Service Fees	45074	0	79	292	300	400	400	33.33%
<b>Public Services Subtotal:</b>		<b>10,344</b>	<b>8,238</b>	<b>12,270</b>	<b>8,000</b>	<b>12,600</b>	<b>12,600</b>	<b>57.50%</b>
<b>Interfund Revenue:</b>								
Legal Services	65086	13,800	14,000	14,004	14,000	14,000	14,000	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>13,800</b>	<b>14,000</b>	<b>14,004</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>24,144</b>	<b>22,238</b>	<b>26,274</b>	<b>22,000</b>	<b>26,600</b>	<b>26,600</b>	<b>20.91%</b>
<b>Revenue Total:</b>		<b>24,144</b>	<b>22,238</b>	<b>26,274</b>	<b>22,000</b>	<b>26,600</b>	<b>26,600</b>	<b>20.91%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	272,908	276,608	281,640	285,433	290,808	290,808	1.88%
Overtime	51105	1,617	429	227	2,500	5,000	3,500	40.00%
<b>Wages Subtotal:</b>		<b>274,525</b>	<b>277,037</b>	<b>281,867</b>	<b>287,933</b>	<b>295,808</b>	<b>294,308</b>	<b>2.21%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	20,093	20,603	20,972	22,601	22,629	22,629	0.13%
Health Insurance	51201	51,009	49,451	48,303	52,707	53,212	53,212	0.96%
Dental Insurance	51202	3,359	3,393	3,545	3,610	3,610	3,610	0.00%
Workers Compensation	51203	630	849	312	295	250	250	-15.25%
WI Retirement	51206	16,213	18,364	19,692	20,099	19,523	19,523	-2.87%
Fringe Benefits Other	51207	1,896	2,052	2,207	1,456	1,629	1,629	11.88%
<b>Fringes Benefits Subtotal:</b>		<b>93,200</b>	<b>94,713</b>	<b>95,031</b>	<b>100,768</b>	<b>100,853</b>	<b>100,853</b>	<b>0.08%</b>
<b>Total Labor:</b>		<b>367,725</b>	<b>371,750</b>	<b>376,898</b>	<b>388,701</b>	<b>396,661</b>	<b>395,161</b>	<b>1.66%</b>



# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Travel:</b>								
Registration Tuition	52001	145	220	125	400	400	400	0.00%
Automobile Allowance	52002	1,098	853	729	1,300	1,100	1,100	-15.38%
Meals	52005	60	26	36	50	50	50	0.00%
Lodging	52006	210	70	70	250	250	250	0.00%
Other Travel Exp	52007	5	1	0	10	10	10	0.00%
Taxable Meals	52008	10	34	9	35	35	35	0.00%
<b>Travel Subtotal:</b>		<b>1,528</b>	<b>1,204</b>	<b>968</b>	<b>2,045</b>	<b>1,845</b>	<b>1,845</b>	<b>-9.78%</b>
<b>Total Travel:</b>		<b>1,528</b>	<b>1,204</b>	<b>968</b>	<b>2,045</b>	<b>1,845</b>	<b>1,845</b>	<b>-9.78%</b>
<b>Office:</b>								
Office Supplies	53000	651	746	664	1,500	1,300	800	-46.67%
Stationery and Forms	53001	510	456	668	700	700	700	0.00%
Printing Supplies	53002	2,064	2,209	1,845	2,000	2,000	2,000	0.00%
Print Duplicate	53003	0	(24)	0	15	15	15	0.00%
Postage and Box Rent	53004	2	37	46	80	80	80	0.00%
Computer Supplies	53005	0	0	0	50	50	50	0.00%
Telephone	53008	425	385	522	825	825	825	0.00%
Telephone Supplies	53009	68	58	0	0	0	0	0.00%
Long Distance	53011	0	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>3,719</b>	<b>3,867</b>	<b>3,745</b>	<b>5,170</b>	<b>4,970</b>	<b>4,470</b>	<b>-13.54%</b>
<b>Operating:</b>								
Subscriptions	53501	346	912	1,578	1,550	2,300	2,300	48.39%
Membership Dues	53502	1,233	1,179	1,135	1,200	1,200	1,200	0.00%
Publish Legal Notices	53503	36	133	0	500	300	300	-40.00%
Small Equipment	53522	0	330	0	1,300	400	400	-69.23%
Legal Fees	53530	2,345	2,451	1,812	2,500	2,500	2,500	0.00%
Witness Expense	53535	1,112	760	261	1,500	1,200	1,200	-20.00%
Operating Licenses Fees	53553	20	0	0	20	20	20	0.00%
Small Equipment Technology	53580	40	0	0	0	0	0	0.00%
Print Duplicate	73003	5,781	5,502	5,186	5,000	5,400	5,400	8.00%
Postage and Box Rent	73004	5,432	5,128	5,573	6,000	6,000	6,000	0.00%
<b>Operating Subtotal:</b>		<b>16,345</b>	<b>16,394</b>	<b>15,546</b>	<b>19,570</b>	<b>19,320</b>	<b>19,320</b>	<b>-1.28%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	493	383	334	400	400	400	0.00%
Equipment Repairs	54029	0	0	0	70	100	100	42.86%
Equipment Repairs	74029	198	198	198	200	100	198	-1.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>691</b>	<b>581</b>	<b>532</b>	<b>670</b>	<b>600</b>	<b>698</b>	<b>4.18%</b>
<b>Contractual Services:</b>								
Legal Services	55001	79,832	84,726	91,901	90,000	94,000	94,000	4.44%
Transcription Services	55009	68	496	854	1,300	1,000	1,000	-23.08%
<b>Contractual Services Subtotal:</b>		<b>79,900</b>	<b>85,222</b>	<b>92,755</b>	<b>91,300</b>	<b>95,000</b>	<b>95,000</b>	<b>4.05%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	20	0	0	20	20	20	0.00%
Prop Liab Insurance	76000	1,536	1,536	1,512	1,532	1,803	1,803	17.69%
<b>Insurance Expenses Subtotal:</b>		<b>1,556</b>	<b>1,536</b>	<b>1,512</b>	<b>1,552</b>	<b>1,823</b>	<b>1,823</b>	<b>17.46%</b>
<b>Total Other Operating:</b>		<b>102,210</b>	<b>107,600</b>	<b>114,090</b>	<b>118,262</b>	<b>121,713</b>	<b>121,311</b>	<b>2.58%</b>
<b>Expense Total:</b>		<b>471,464</b>	<b>480,554</b>	<b>491,956</b>	<b>509,008</b>	<b>520,219</b>	<b>518,317</b>	<b>1.83%</b>
<b>Corporation Counsel Net/(Levy):</b>		<b>(447,320)</b>	<b>(458,317)</b>	<b>(465,683)</b>	<b>(487,008)</b>	<b>(493,619)</b>	<b>(491,717)</b>	<b>0.97%</b>

# COUNTY CLERK

General Fund – Departments: 006-008  
2016 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, elections, marriage license applications and related documents, dog licensing information, titles to all county-owned vehicles, work permit applications 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.

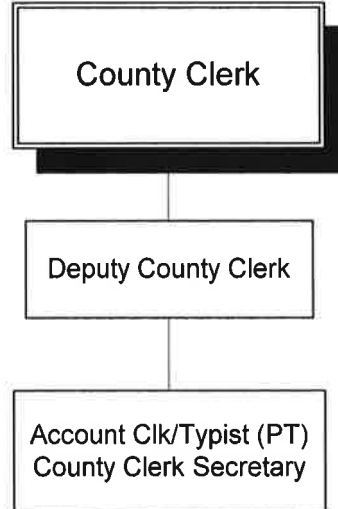
## PROGRAM DESCRIPTION:

**COUNTY CLERK** Provides service and assistance to the public, County staff and County Board. Issues marriage licenses and maintains marriage application records; submits appropriate fees and reports to the State of Wisconsin. Stores and maintains statutorily required documents. Provides notary services, issues work permits to minors, issues county boat launch parking permits and provides a variety of other duties in keeping with the statutory duties of the office. Provides secretarial service to the County Board; distributes meeting notices and minutes for the County Board of Supervisors and County Board committees, commissions and boards, 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. Records election results on election night and maintains records of same. Conducts county canvass of elections. Prepares and files appropriate election reports with the Government Accountability Board. Provides candidates and the public with election-related information. Maintains election and financial records of candidates and election committees. Provides Statewide Voter Registration System (SVRS) support to former relier county municipalities. Sets up elections in SVRS and updates, maintains and runs various SVRS reports including poll lists.

**DOG LICENSE FUND** Distributes dog licenses to 16 townships, 1 village 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

General Fund – Departments: 006-008  
2016 BUDGET NARRATIVE

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

TELEPHONE: 236-4890

## 2015 ACCOMPLISHMENTS:

1. Prepared for and conducted Spring Primary and Spring General Elections.
2. Assisted various municipalities with recount of the Spring Election results.
3. Provided Statewide Voter Registration System (SVRS) services for six county municipalities.
4. Attended various Government Accountability Board seminars and training sessions relating to elections, elections security and SVRS.
5. Began using the State of Wisconsin's new State Vital Records Information System (SVRIS) to issue marriage licenses.
6. Appointed to the Wisconsin Department of Revenue State and Local Finance Committee; attended quarterly meetings.
7. Assisted the County Board Chairman and County Board Supervisors with their county board and committee meetings, as well as conference and convention registrations
8. Arranged and hosted the 105<sup>th</sup> Annual Wisconsin County Clerks Association's Summer Symposium.

## 2016 GOALS & OBJECTIVES:

1. Prepare for and conduct Spring and Fall Presidential Elections.
2. Work with election vendor, the county's Information Systems Department and county municipalities to purchase new voting equipment. Coordinate delivery of equipment to the county and arrange for training of municipal clerks and election inspectors.
3. Learn the new election management system that will be installed with the purchase of the new voting equipment.
4. Provide assistance to former SVRS relier municipalities as they transition to becoming SVRS self-providers.
5. Perform the duties and services of this office in a cost-effective, efficient manner.
6. Be responsive to the needs of Winnebago County's citizens by providing them with efficient, courteous service.

# COUNTY CLERK

## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	3	3	3	3	3	3	3	3	3	3
Part Time	1	1	1	1	1	1	1	1	1	1
Total	4	4	4	4	4	4	4	4	4	4

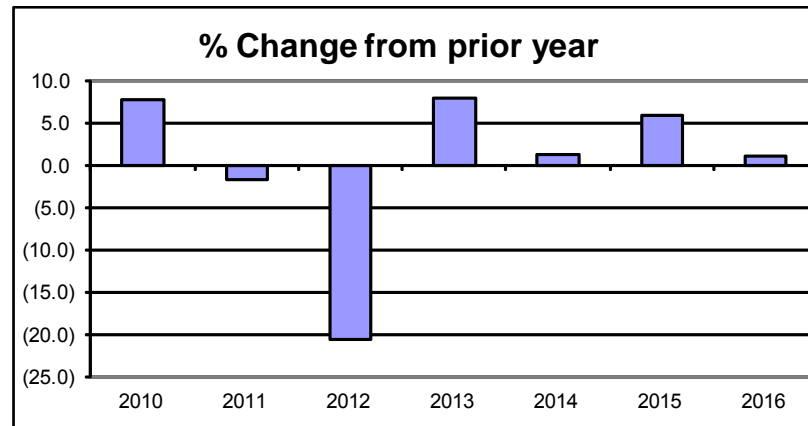
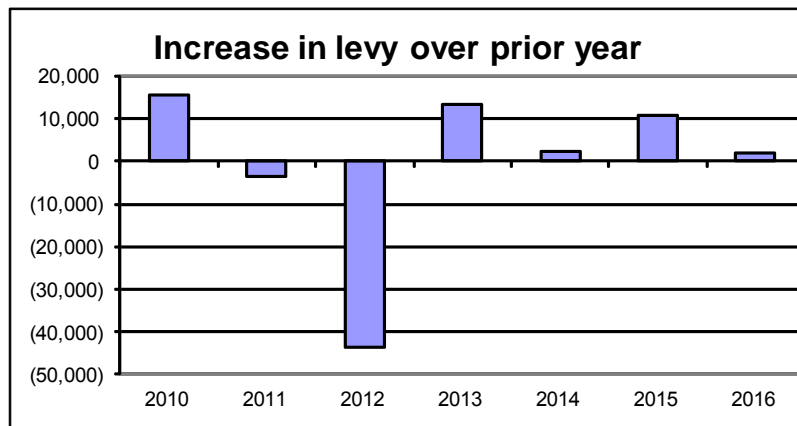
There are no changes in the department staffing for 2016.

**COUNTY LEVY:** County Clerk is split into two sections, one for Clerk and one for Elections. This is being done because the Elections section will go up or down depending on how many and the types of elections are handled in the year. If the two sections were combined the results for the department would be difficult to compare between years.

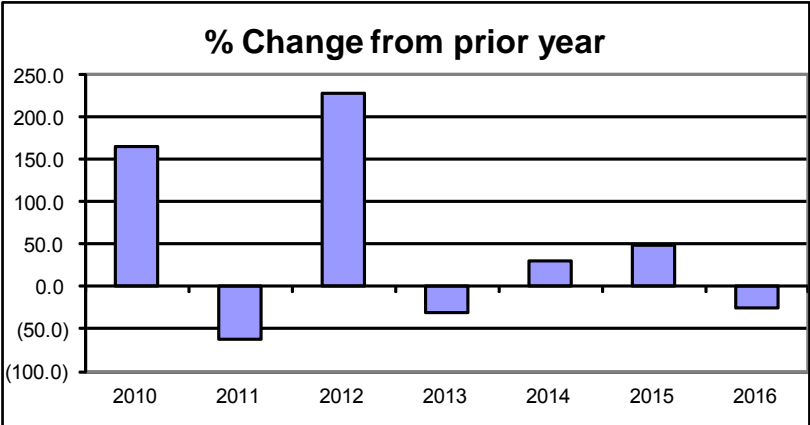
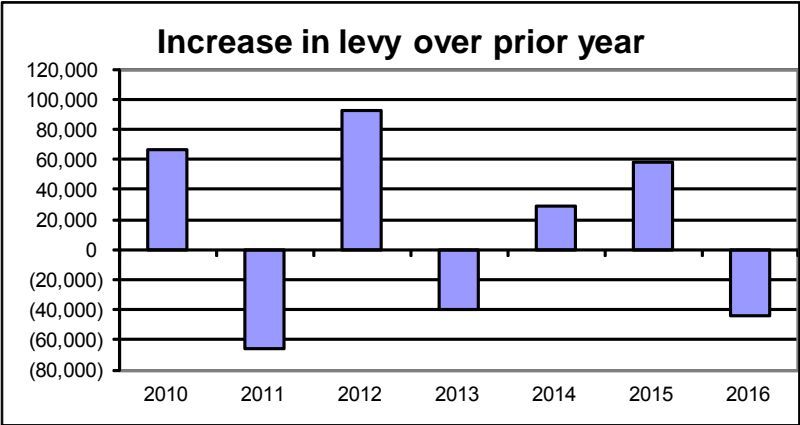
The tax levy for Clerk for 2016 is \$195,881, an increase of \$1,847 or 1.0% over 2015.

The tax levy for Elections for 2016 is \$135,434, a decrease of \$44,386 or 24.7% under 2015. This is partially because voting machines were purchased in 2015. The decrease is partially offset by the fact that there are more elections in 2016, including a presidential election.

This graph shows the County Clerk budget without the election cost center.



This chart shows the County Clerk election data:



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - County Clerk & Elections

Account	Amount			Description
Significant changes from 2015	Clerk	Elections	Dog Licenses	
<b>Tax Levy 2015</b>	<b>\$ 194,034</b>	<b>\$ 179,820</b>	<b>\$ -</b>	
<b>Revenue Changes - impact on levy:</b>				
Other Fees		(18,000)		Increase two more elections in 2016.
<b>Expense Changes - impact on levy:</b>				
Print Duplicate		58,000		More ballots must be printed because there are more elections in 2016 and it is a presidential election year.
Publish Legal Notices		8,000		More notices must be published because 2016 there are more elections in 2016.
Operating Licenses Fees		10,899		Increase based on the new voting equipment purchased in 2015 and associated fees with new equipment.
Data Processing		6,000		Increase because of more elections in 2016.
Capital - Equipment		(108,000)		Voting machines were purchased during 2015. There are no similar equipment purchases in 2016.
<b>Other small changes</b>	1,847	(1,285)	-	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 195,881</b>	<b>\$ 135,434</b>	<b>\$ -</b>	



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

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	24,628	44,975	46,300	46,300	47,700
Labor	133,486	231,721	228,715	228,715	231,721
Travel	1,758	2,122	1,320	2,187	1,972
Capital	-	-	-	-	-
Other Expenditures	5,992	9,415	10,299	10,299	9,888
Total Expenditures	141,236	243,258	240,334	241,201	243,581
Levy			194,034		195,881

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Revenue</b>								
<b>Licenses:</b>								
Marriage Licenses	44000	38,400	41,650	44,080	40,000	42,000	42,000	5.00%
Marriage License Waiver	44001	3,075	3,375	4,225	3,500	3,750	3,750	7.14%
Work Permits	44004	730	855	940	800	950	950	18.75%
Domestic Partnership	44011	630	1,260	350	400	200	200	-50.00%
Domestic Partnership Waiver	44012	0	70	0	50	0	0	-100.00%
<b>Licenses Subtotal:</b>		<b>42,835</b>	<b>47,210</b>	<b>49,595</b>	<b>44,750</b>	<b>46,900</b>	<b>46,900</b>	<b>4.80%</b>
<b>Public Services:</b>								
Other Fees	45002	1,023	1,373	381	200	250	250	25.00%
Forms Copies Etc	45003	583	789	162	600	125	125	-79.17%
Telephone	45009	448	111	169	200	100	100	-50.00%
Mail Service Revenue	45015	102	33	64	50	25	25	-50.00%
<b>Public Services Subtotal:</b>		<b>2,156</b>	<b>2,306</b>	<b>776</b>	<b>1,050</b>	<b>500</b>	<b>500</b>	<b>-52.38%</b>
<b>Total Operating Revenue:</b>		<b>44,991</b>	<b>49,516</b>	<b>50,371</b>	<b>45,800</b>	<b>47,400</b>	<b>47,400</b>	<b>3.49%</b>
<b>Misc Revenues:</b>								
Material Sales	48105	665	377	291	500	300	300	-40.00%
Other Miscellaneous Revenues	48109	10	0	0	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>675</b>	<b>377</b>	<b>291</b>	<b>500</b>	<b>300</b>	<b>300</b>	<b>-40.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>675</b>	<b>377</b>	<b>291</b>	<b>500</b>	<b>300</b>	<b>300</b>	<b>-40.00%</b>
<b>Revenue Total:</b>		<b>45,667</b>	<b>49,894</b>	<b>50,662</b>	<b>46,300</b>	<b>47,700</b>	<b>47,700</b>	<b>3.02%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	155,583	157,664	159,412	161,275	164,486	164,486	1.99%
Temporary Employees	51101	0	0	6,152	0	0	0	0.00%
Overtime	51105	1,011	241	142	500	0	0	-100.00%
Comp Time	51108	856	374	692	600	0	0	-100.00%
<b>Wages Subtotal:</b>		<b>157,449</b>	<b>158,280</b>	<b>166,398</b>	<b>162,375</b>	<b>164,486</b>	<b>164,486</b>	<b>1.30%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	11,356	11,854	11,961	12,422	12,583	12,583	1.30%
Health Insurance	51201	29,012	26,697	35,182	38,858	39,340	39,340	1.24%
Dental Insurance	51202	1,662	1,678	2,566	2,522	2,522	2,522	0.00%
Workers Compensation	51203	428	510	189	139	141	141	1.44%
WI Retirement	51206	7,448	10,724	11,396	11,576	11,728	11,728	1.31%
Fringe Benefits Other	51207	3,520	1,101	1,220	823	921	921	11.91%
<b>Fringes Benefits Subtotal:</b>		<b>53,426</b>	<b>52,563</b>	<b>62,515</b>	<b>66,340</b>	<b>67,235</b>	<b>67,235</b>	<b>1.35%</b>
<b>Total Labor:</b>		<b>210,876</b>	<b>210,843</b>	<b>228,913</b>	<b>228,715</b>	<b>231,721</b>	<b>231,721</b>	<b>1.31%</b>
<b>Travel:</b>								
Registration Tuition	52001	224	345	290	250	290	290	16.00%
Automobile Allowance	52002	928	515	543	500	688	688	37.60%
Meals	52005	114	145	89	45	110	110	144.44%
Lodging	52006	736	871	520	525	845	845	60.95%
Other Travel Exp	52007	0	15	21	0	0	0	0.00%
Taxable Meals	52008	0	21	0	0	39	39	100.00%
<b>Travel Subtotal:</b>		<b>2,002</b>	<b>1,912</b>	<b>1,463</b>	<b>1,320</b>	<b>1,972</b>	<b>1,972</b>	<b>49.39%</b>
<b>Total Travel:</b>		<b>2,002</b>	<b>1,912</b>	<b>1,463</b>	<b>1,320</b>	<b>1,972</b>	<b>1,972</b>	<b>49.39%</b>

# **Winnebago County Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Office:</b>								
Office Supplies	53000	1,100	1,278	1,081	1,100	700	700	-36.36%
Stationery and Forms	53001	272	430	0	450	300	300	-33.33%
Printing Supplies	53002	371	394	272	400	300	300	-25.00%
Postage and Box Rent	53004	267	17	0	0	0	0	0.00%
Telephone	53008	485	459	842	500	1,700	1,700	240.00%
Long Distance	53011	0	0	0	0	0	0	0.00%
Wireless	53012	403	277	0	0	0	0	0.00%
Voice and Data Cabling	53014	0	251	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>2,898</b>	<b>3,105</b>	<b>2,196</b>	<b>2,450</b>	<b>3,000</b>	<b>3,000</b>	<b>22.45%</b>
<b>Operating:</b>								
Membership Dues	53502	150	50	100	100	125	125	25.00%
Registration Tuition Other	53509	0	100	0	0	0	0	0.00%
Food	53520	(14)	35	239	0	0	0	0.00%
Small Equipment	53522	911	0	0	0	0	0	0.00%
Other Operating Supplies	53533	54	210	105	200	200	200	0.00%
Operating Licenses Fees	53553	40	20	(498)	40	50	50	25.00%
Other Miscellaneous	53568	0	0	0	500	200	200	-60.00%
Print Duplicate	73003	3,888	3,170	2,797	2,500	2,500	2,500	0.00%
Postage and Box Rent	73004	2,677	2,866	3,047	2,500	2,200	2,200	-12.00%
<b>Operating Subtotal:</b>		<b>7,706</b>	<b>6,451</b>	<b>5,790</b>	<b>5,840</b>	<b>5,275</b>	<b>5,275</b>	<b>-9.67%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	557	460	438	400	0	0	-100.00%
Equipment Repairs	54029	0	0	557	39	43	43	10.26%
Equipment Repairs	74029	264	297	330	330	330	330	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>821</b>	<b>757</b>	<b>1,325</b>	<b>769</b>	<b>373</b>	<b>373</b>	<b>-51.50%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	40	20	20	40	40	40	0.00%
Prop Liab Insurance	76000	1,392	1,392	1,572	1,200	1,200	1,200	0.00%
<b>Insurance Expenses Subtotal:</b>		<b>1,432</b>	<b>1,412</b>	<b>1,592</b>	<b>1,240</b>	<b>1,240</b>	<b>1,240</b>	<b>0.00%</b>
<b>Total Other Operating:</b>		<b>12,858</b>	<b>11,725</b>	<b>10,903</b>	<b>10,299</b>	<b>9,888</b>	<b>9,888</b>	<b>-3.99%</b>
<b>Expense Total:</b>		<b>225,735</b>	<b>224,479</b>	<b>241,279</b>	<b>240,334</b>	<b>243,581</b>	<b>243,581</b>	<b>1.35%</b>
<b>Clerk Net/(Levy):</b>		<b>(180,069)</b>	<b>(174,586)</b>	<b>(190,618)</b>	<b>(194,034)</b>	<b>(195,881)</b>	<b>(195,881)</b>	<b>0.95%</b>

## Financial Summary Elections

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	33,371	33,370	30,900	30,900	48,000
Labor	200	200	1,000	1,000	1,000
Travel	44	44	100	100	100
Capital	-	-	108,000	108,000	-
Other Expenditures	55,382	59,758	101,620	100,753	182,334
Total Expenditures	55,626	60,002	210,720	209,853	183,434
Levy			179,820		135,434

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 007 - Elections</b>								
<b>Revenue</b>								
<b>Intergov Services:</b>								
Other Fees	43001	46,471	46,071	30,239	30,000	48,000	48,000	60.00%
Cost Share Municipalities	43016	300	1,075	0	900	0	0	-100.00%
<b>Intergov Services Subtotal:</b>		<b>46,771</b>	<b>47,146</b>	<b>30,239</b>	<b>30,900</b>	<b>48,000</b>	<b>48,000</b>	<b>55.34%</b>
<b>Total Operating Revenue:</b>		<b>46,771</b>	<b>47,146</b>	<b>30,239</b>	<b>30,900</b>	<b>48,000</b>	<b>48,000</b>	<b>55.34%</b>
<b>Revenue Total:</b>		<b>46,771</b>	<b>47,146</b>	<b>30,239</b>	<b>30,900</b>	<b>48,000</b>	<b>48,000</b>	<b>55.34%</b>
<b>Expense</b>								
<b>Wages:</b>								
Other Per Diem	51107	6,789	640	1,030	1,000	1,000	1,000	0.00%
<b>Wages Subtotal:</b>		<b>6,789</b>	<b>640</b>	<b>1,030</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
<b>Total Labor:</b>		<b>6,789</b>	<b>640</b>	<b>1,030</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
<b>Travel:</b>								
Automobile Allowance	52002	402	74	137	50	100	100	100.00%
Meals	52005	495	0	0	50	0	0	-100.00%
<b>Travel Subtotal:</b>		<b>898</b>	<b>74</b>	<b>137</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>
<b>Total Travel:</b>		<b>898</b>	<b>74</b>	<b>137</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	0	0	108,000	0	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>108,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>108,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>

# **Winnebago County Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 007 - Elections</b>								
<b>Office:</b>								
Office Supplies	53000	5,982	3,979	415	500	200	200	-60.00%
Stationery and Forms	53001	3,737	797	3,363	1,800	3,000	3,000	66.67%
Print Duplicate	53003	109,050	49,518	89,322	60,000	118,000	118,000	96.67%
<b>Office Subtotal:</b>		<b>118,768</b>	<b>54,294</b>	<b>93,100</b>	<b>62,300</b>	<b>121,200</b>	<b>121,200</b>	<b>94.54%</b>
<b>Operating:</b>								
Publish Legal Notices	53503	78,918	13,018	20,218	15,000	23,000	23,000	53.33%
Food	53520	21	56	135	0	0	0	0.00%
Small Equipment	53522	0	0	0	1,000	0	0	-100.00%
Other Operating Supplies	53533	4,015	1,097	624	1,500	0	0	-100.00%
Operating Licenses Fees	53553	2,299	2,078	2,931	3,000	13,899	13,899	363.30%
Small Equipment Technology	53580	151	0	0	0	0	0	0.00%
Print Duplicate	73003	300	37	459	150	0	0	-100.00%
<b>Operating Subtotal:</b>		<b>85,703</b>	<b>16,286</b>	<b>24,367</b>	<b>20,650</b>	<b>36,899</b>	<b>36,899</b>	<b>78.69%</b>
<b>Repairs &amp; Maint:</b>								
Repair Maintenance Supplies	54024	0	161	0	170	0	0	-100.00%
Equipment Repairs	54029	493	0	0	500	235	235	-53.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>493</b>	<b>161</b>	<b>0</b>	<b>670</b>	<b>235</b>	<b>235</b>	<b>-64.93%</b>
<b>Contractual Services:</b>								
Data Processing	55013	18,531	17,937	19,217	18,000	24,000	24,000	33.33%
<b>Contractual Services Subtotal:</b>		<b>18,531</b>	<b>17,937</b>	<b>19,217</b>	<b>18,000</b>	<b>24,000</b>	<b>24,000</b>	<b>33.33%</b>
<b>Total Other Operating:</b>		<b>223,496</b>	<b>88,677</b>	<b>136,684</b>	<b>101,620</b>	<b>182,334</b>	<b>182,334</b>	<b>79.43%</b>
<b>Expense Total:</b>		<b>231,183</b>	<b>89,391</b>	<b>137,852</b>	<b>210,720</b>	<b>183,434</b>	<b>183,434</b>	<b>-12.95%</b>
<b>Elections Net/(Levy):</b>		<b>(184,413)</b>	<b>(42,245)</b>	<b>(107,613)</b>	<b>(179,820)</b>	<b>(135,434)</b>	<b>(135,434)</b>	<b>-24.68%</b>

# **Financial Summary** **Dog License Fund**

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	-	4,700	4,700	4,700	2,600
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,161	47,000	4,700	4,700	2,600
Total Expenditures	1,161	47,000	4,700	4,700	2,600
Levy			-		-



# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 008 - Dog licenses</b>								
<b>Revenue</b>								
<b>Licenses:</b>								
Dog License	44002	4,571	1,565	1,951	4,700	2,600	2,600	-44.68%
<b>Licenses Subtotal:</b>		<b>4,571</b>	<b>1,565</b>	<b>1,951</b>	<b>4,700</b>	<b>2,600</b>	<b>2,600</b>	<b>-44.68%</b>
<b>Total Operating Revenue:</b>								
		<b>4,571</b>	<b>1,565</b>	<b>1,951</b>	<b>4,700</b>	<b>2,600</b>	<b>2,600</b>	<b>-44.68%</b>
<b>Revenue Total:</b>								
		<b>4,571</b>	<b>1,565</b>	<b>1,951</b>	<b>4,700</b>	<b>2,600</b>	<b>2,600</b>	<b>-44.68%</b>
<b>Expense</b>								
<b>Office:</b>								
Office Supplies	53000	645	0	737	500	1,000	1,000	100.00%
<b>Office Subtotal:</b>		<b>645</b>	<b>0</b>	<b>737</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	<b>100.00%</b>
<b>Operating:</b>								
Publish Legal Notices	53503	976	317	989	1,200	1,000	1,000	-16.67%
Other Operating Supplies	53533	0	663	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>976</b>	<b>979</b>	<b>989</b>	<b>1,200</b>	<b>1,000</b>	<b>1,000</b>	<b>-16.67%</b>
<b>Contractual Services:</b>								
Other Contract Serv	55030	2,951	585	224	3,000	600	600	-80.00%
<b>Contractual Services Subtotal:</b>		<b>2,951</b>	<b>585</b>	<b>224</b>	<b>3,000</b>	<b>600</b>	<b>600</b>	<b>-80.00%</b>
<b>Total Other Operating:</b>								
		<b>4,571</b>	<b>1,565</b>	<b>1,951</b>	<b>4,700</b>	<b>2,600</b>	<b>2,600</b>	<b>-44.68%</b>
<b>Expense Total:</b>								
		<b>4,571</b>	<b>1,565</b>	<b>1,951</b>	<b>4,700</b>	<b>2,600</b>	<b>2,600</b>	<b>-44.68%</b>
<b>Dog licenses Net/(Levy):</b>								
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# COUNTY CLERK PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2016 EXECUTIVE	2015 ADOPTED	2014 ADOPTED	2016 OVER 2015	2015 OVER 2014
County Clerk	1006	231,721	1,972	-	9,888	243,581		243,581	240,334	229,275	1.4	4.8
Revenues	1006						47,700	(47,700)	(46,300)	(45,875)	3.0	0.9
Elections	1007	1,000	100	-	182,334	183,434		183,434	210,720	172,570	(12.9)	22.1
Revenues	1007						48,000	(48,000)	(30,900)	(51,200)	55.3	(39.6)
Dog License Fund	1008	-	-	-	2,600	2,600		2,600	4,700	4,500	(44.7)	4.4
Revenues	1008						2,600	(2,600)	(4,700)	(4,500)	(44.7)	4.4
<b>Grand Totals</b>		<u>232,721</u>	<u>2,072</u>	<u>-</u>	<u>194,822</u>	<u>429,615</u>	<u>98,300</u>	<u>331,315</u>	<u>373,854</u>	<u>304,770</u>	(11.4)	22.7

# **TREASURER**

**General Fund – Department: 009**  
**2016 BUDGET NARRATIVE**

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

**TELEPHONE:** 236-4777

## **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:**

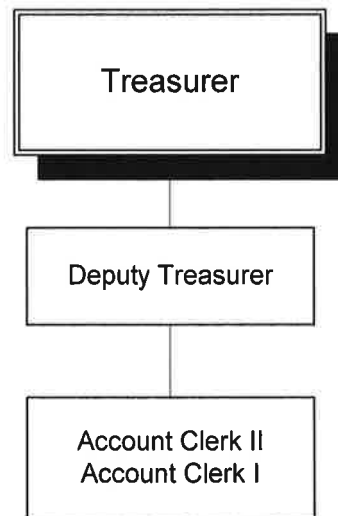
**RECEIPTS AND DISBURSEMENTS** Receive all funds due the county and disburse all payments made by the county.

**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**

**General Fund – Department: 009**  
**2016 BUDGET NARRATIVE**

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

**TELEPHONE:** 236-4777

## **2015 ACCOMPLISHMENTS:**

1. Worked with other county departments on the use of MUNIS for receipting and streamlining processes.
2. Coordinated with Finance procedures to assist them in the monthly reconciliation process of our banking accounts.
3. Serves as the 2<sup>nd</sup> Vice President of WCCO (Wisconsin County Constitutional Officers).
4. Attended the WCA Conference as a representative of WCTA (Wisconsin County Treasurers' Association).
5. Completed audit of cash handling procedures and implemented suggestions made.
6. Transitioned to storing tax rolls in digital format.
7. Attended seminars and continuing education classes. Speakers include the Department of Revenue, Department of Natural Resources, Financial Advisors, Attorneys, and others that are essential to the duties of the Treasurers Office functions.

## **2016 GOALS & OBJECTIVES:**

1. Encourage local municipalities to use online receipting for property tax payments. Thus eliminating the need to transfer data files and provide a more accurate and up to date website.
2. RFP for banking services.
3. RFP for armored carrier service for daily deposits.
4. Continue to discover more efficiencies within Transcendent Technologies (tax system) and MUNIS (financial system).
5. Continue attending continuing education classes and seminars.
6. Continue to look for ways to streamline and automate office functions
7. Be responsive to the needs of the citizens of Winnebago County and provide efficient and courteous service.

# TREASURER

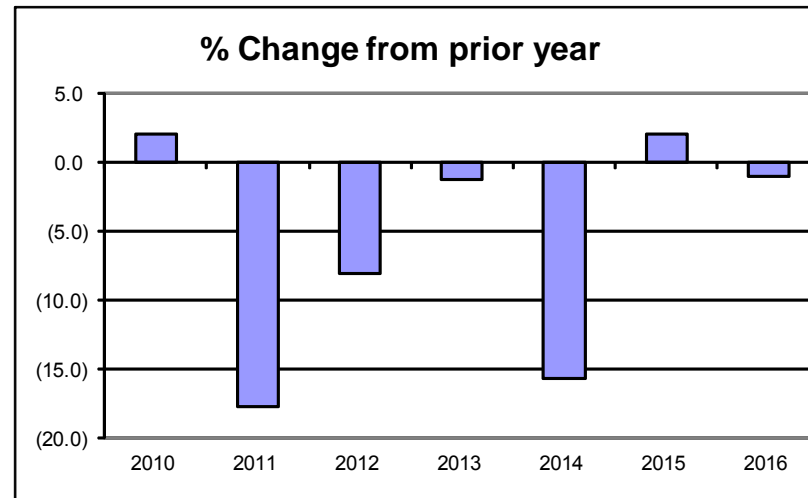
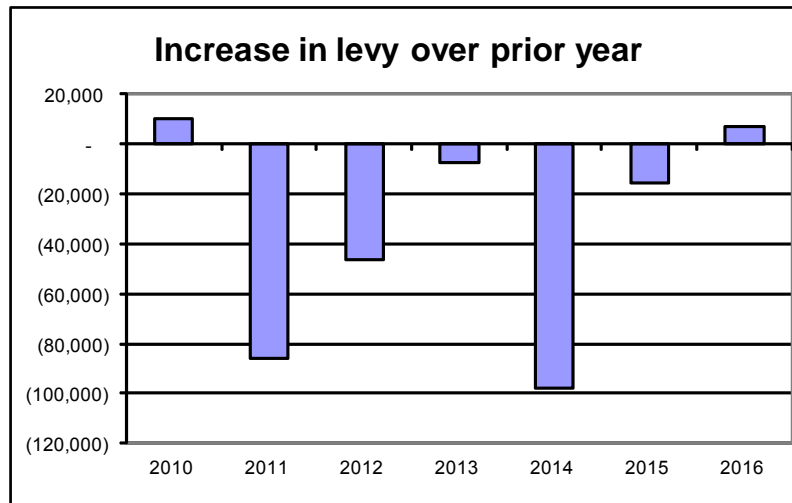
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	4	4	4	4	4	4	4	4	4	4
Part Time	1	1	1	1	0	0	0	0	0	0
Total	5	5	5	5	4	4	4	4	4	4

There is no change to the department staffing table for 2016.

**COUNTY LEVY:** The Treasurers office has more revenues than expenditures. As such, there is no tax levy for this operation. The excess of revenues over expenditures for 2016 is projected to be \$729,704, a decrease of \$7,217 or 1.0% under 2015. This surplus is used to reduce the overall tax levy for the County.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - County Treasurer

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ (736,921)</b>	
<b>Revenue Changes - impact on levy:</b>		
Other Fees	(7,000)	Increase due to more lands being converted from agricultural to residential/commercial/other class.
Search Notice Fees	3,000	Decrease due to less parcels being foreclosed on for non-payment of taxes.
Sale of Tax Deeds Gain Loss	(30,000)	Increase because foreclosed properties have had more value then those in prior years. They brought in more revenue upon sale.
<b>Expense Changes - impact on levy:</b>		
Health Insurance	5,055	Employee changed from employee + 1 coverage to family coverage.
Publish Legal Notices	(3,000)	Decrease because no publications will be needed for unclaimed funds (we publish in odd years).
Tax Deed Expense	5,000	We have acquired some properties the past few years that we needed to clean out (trash, furniture, etc) and the cost of utilities, grass cutting, snow removal, etc.
Accounting Auditing	(8,000)	Decrease based on a reduction in banking fees (more automated banking services being utilized).
Data Processing	(5,000)	Decrease based on no longer using additional reports/features for LRS, which was previously budgeted in this account.
Abstractor Services	(5,000)	The number of parcels in foreclosure is decreasing.
<b>Other small changes</b>	<b>52,162</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ (729,704)</b>	

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

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	654,077	1,476,800	1,147,600	1,147,600	1,131,800
Labor	152,919	261,897	261,813	261,813	271,131
Travel	961	1,367	1,356	1,356	1,415
Capital	-	-	-	-	-
Other Expenditures	77,952	137,088	147,510	148,610	129,550
Total Expenditures	231,832	400,352	410,679	411,779	402,096
Levy			(736,921)		(729,704)



# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Revenue</b>								
<b>Taxes:</b>								
Interest on Taxes	41002	1,434,203	1,468,600	1,151,499	1,100,000	1,050,000	1,050,000	-4.55%
<b>Taxes Subtotal:</b>		<b>1,434,203</b>	<b>1,468,600</b>	<b>1,151,499</b>	<b>1,100,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>-4.55%</b>
<b>Public Services:</b>								
Other Fees	45002	5,367	5,225	10,834	3,000	10,000	10,000	233.33%
Forms Copies Etc	45003	447	282	599	300	500	500	66.67%
Search Notice Fees	45008	16,400	9,200	34,600	28,000	25,000	25,000	-10.71%
<b>Public Services Subtotal:</b>		<b>22,213</b>	<b>14,707</b>	<b>46,033</b>	<b>31,300</b>	<b>35,500</b>	<b>35,500</b>	<b>13.42%</b>
<b>Interfund Revenue:</b>								
Professional Services	63002	6,000	7,000	9,000	8,300	8,300	8,300	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>6,000</b>	<b>7,000</b>	<b>9,000</b>	<b>8,300</b>	<b>8,300</b>	<b>8,300</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>1,462,417</b>	<b>1,490,307</b>	<b>1,206,532</b>	<b>1,139,600</b>	<b>1,093,800</b>	<b>1,093,800</b>	<b>-4.02%</b>
<b>Misc Revenues:</b>								
Sale Of Tax Deeds Gain Loss	48103	22,941	31,263	53,672	5,000	35,000	35,000	600.00%
Other Miscellaneous Revenues	48109	6,681	6,352	4,160	3,000	3,000	3,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>29,622</b>	<b>37,615</b>	<b>57,832</b>	<b>8,000</b>	<b>38,000</b>	<b>38,000</b>	<b>375.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>29,622</b>	<b>37,615</b>	<b>57,832</b>	<b>8,000</b>	<b>38,000</b>	<b>38,000</b>	<b>375.00%</b>
<b>Revenue Total:</b>		<b>1,492,039</b>	<b>1,527,922</b>	<b>1,264,364</b>	<b>1,147,600</b>	<b>1,131,800</b>	<b>1,131,800</b>	<b>-1.38%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	178,750	183,561	172,590	178,372	181,966	181,966	2.01%
Overtime	51105	14	0	0	0	0	0	0.00%
Other Per Diem	51107	98	273	214	100	150	150	50.00%
Comp Time	51108	393	500	126	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>179,254</b>	<b>184,333</b>	<b>172,930</b>	<b>178,472</b>	<b>182,116</b>	<b>182,116</b>	<b>2.04%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	12,911	13,485	12,655	13,645	13,928	13,928	2.07%
Health Insurance	51201	62,535	52,565	47,719	52,707	57,762	57,762	9.59%
Dental Insurance	51202	2,022	2,043	2,937	3,262	3,262	3,262	0.00%
Workers Compensation	51203	501	604	176	153	156	156	1.96%
WI Retirement	51206	8,719	12,412	12,608	12,664	12,888	12,888	1.77%
Fringe Benefits Other	51207	3,548	1,038	1,042	910	1,019	1,019	11.98%
<b>Fringes Benefits Subtotal:</b>		<b>90,236</b>	<b>82,147</b>	<b>77,136</b>	<b>83,341</b>	<b>89,015</b>	<b>89,015</b>	<b>6.81%</b>
<b>Total Labor:</b>		<b>269,491</b>	<b>266,479</b>	<b>250,066</b>	<b>261,813</b>	<b>271,131</b>	<b>271,131</b>	<b>3.56%</b>
<b>Travel:</b>								
Registration Tuition	52001	325	310	300	325	325	325	0.00%
Automobile Allowance	52002	396	436	278	401	420	420	4.74%
Lodging	52006	630	658	350	630	670	670	6.35%
<b>Travel Subtotal:</b>		<b>1,351</b>	<b>1,404</b>	<b>928</b>	<b>1,356</b>	<b>1,415</b>	<b>1,415</b>	<b>4.35%</b>
<b>Total Travel:</b>		<b>1,351</b>	<b>1,404</b>	<b>928</b>	<b>1,356</b>	<b>1,415</b>	<b>1,415</b>	<b>4.35%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Office:</b>								
Office Supplies	53000	344	694	604	600	500	500	-16.67%
Stationery and Forms	53001	1,041	2,938	2,290	2,500	2,000	2,000	-20.00%
Printing Supplies	53002	1,410	827	988	1,000	1,000	1,000	0.00%
Postage and Box Rent	53004	0	1,301	4,218	4,500	4,500	4,500	0.00%
Computer Software	53006	35,000	2,300	1,800	0	0	0	0.00%
Telephone	53008	303	275	373	300	600	600	100.00%
Long Distance	53011	0	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>38,098</b>	<b>8,335</b>	<b>10,274</b>	<b>8,900</b>	<b>8,600</b>	<b>8,600</b>	<b>-3.37%</b>
<b>Operating:</b>								
Membership Dues	53502	100	100	100	100	100	100	0.00%
Publish Legal Notices	53503	476	14,861	21,219	23,000	20,000	20,000	-13.04%
Small Equipment	53522	1,490	68	0	720	0	0	-100.00%
Legal Fees	53530	0	105	323	250	250	250	0.00%
Tax Deed Expense	53531	13,714	18,093	18,707	15,000	20,000	20,000	33.33%
Other Operating Supplies	53533	0	0	3	0	0	0	0.00%
Operating Licenses Fees	53553	40	0	20	0	40	40	100.00%
Other Miscellaneous	53568	30	0	(0)	0	0	0	0.00%
Print Duplicate	73003	3,470	4,136	2,497	3,000	5,000	5,000	66.67%
Postage and Box Rent	73004	15,106	16,823	12,901	14,000	12,000	12,000	-14.29%
<b>Operating Subtotal:</b>		<b>34,426</b>	<b>54,186</b>	<b>55,770</b>	<b>56,070</b>	<b>57,390</b>	<b>57,390</b>	<b>2.35%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	324	218	183	250	0	0	-100.00%
Equipment Repairs	74029	462	429	429	429	429	429	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>786</b>	<b>647</b>	<b>612</b>	<b>679</b>	<b>429</b>	<b>429</b>	<b>-36.82%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Contractual Services:</b>								
Accounting Auditing	55012	48,640	43,832	37,806	46,000	38,000	38,000	-17.39%
Data Processing	55013	15,315	0	0	5,000	0	0	-100.00%
Professional Service	55014	1,313	1,833	2,361	3,000	2,000	2,000	-33.33%
Abstractor Services	55018	10,860	0	13,260	13,000	8,000	8,000	-38.46%
Security Service	55028	9,563	11,229	11,671	12,000	12,000	12,000	0.00%
Other Contract Services	75030	90	120	60	60	60	60	0.00%
<b>Contractual Services Subtotal:</b>		<b>85,781</b>	<b>57,014</b>	<b>65,159</b>	<b>79,060</b>	<b>60,060</b>	<b>60,060</b>	<b>-24.03%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	40	0	20	0	40	40	100.00%
Prop Liab Insurance	76000	2,856	3,024	2,988	2,801	3,031	3,031	8.21%
<b>Insurance Expenses Subtotal:</b>		<b>2,896</b>	<b>3,024</b>	<b>3,008</b>	<b>2,801</b>	<b>3,071</b>	<b>3,071</b>	<b>9.64%</b>
<b>Total Other Operating:</b>		<b>161,987</b>	<b>123,207</b>	<b>134,822</b>	<b>147,510</b>	<b>129,550</b>	<b>129,550</b>	<b>-12.18%</b>
<b>Expense Total:</b>		<b>432,829</b>	<b>391,091</b>	<b>385,815</b>	<b>410,679</b>	<b>402,096</b>	<b>402,096</b>	<b>-2.09%</b>
<b>Treasurer Net/(Levy):</b>		<b>1,059,209</b>	<b>1,136,831</b>	<b>878,549</b>	<b>736,921</b>	<b>729,704</b>	<b>729,704</b>	<b>-0.98%</b>

# HUMAN RESOURCES & PAYROLL

General Fund – Division: 012  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Michael Collard  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

TELEPHONE: 232-3460

## MISSION STATEMENT:

The Winnebago County Human Resources Department strives to provide effective and responsible human resources and labor relations services to other County departments through a comprehensive human resource program.

## PROGRAM DESCRIPTION:

**RECRUITMENT** Coordinates position refill requests, recruits and advertises for open positions, collects and screens job applications, interviews and tests candidates for positions, assists department managers in hiring decisions, and issues offer letters.

**COMPENSATION ADMINISTRATION** Designs and administers compensation plans for represented and non-represented employees in all County departments.

**BUDGETS** Prepares labor cost estimates for the annual budget, updates tables of organization for County departments, reviews new position requests, and projects costs for health and dental coverage.

**LABOR RELATIONS** Negotiates, interprets, and administers collective bargaining agreements in accordance with collective bargaining laws; processes grievances and work rule reviews.

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

**BENEFITS ADMINISTRATION** Administers group health plans, retirement program, social security, disability, deferred compensation, flexible benefits, retirement system contributions, life insurance, and employee wellness programs.

**TRAINING** Performs orientation sessions for new employees, coordinates the County's safety training program, collaborates on management training and ongoing group training programs on various topics.

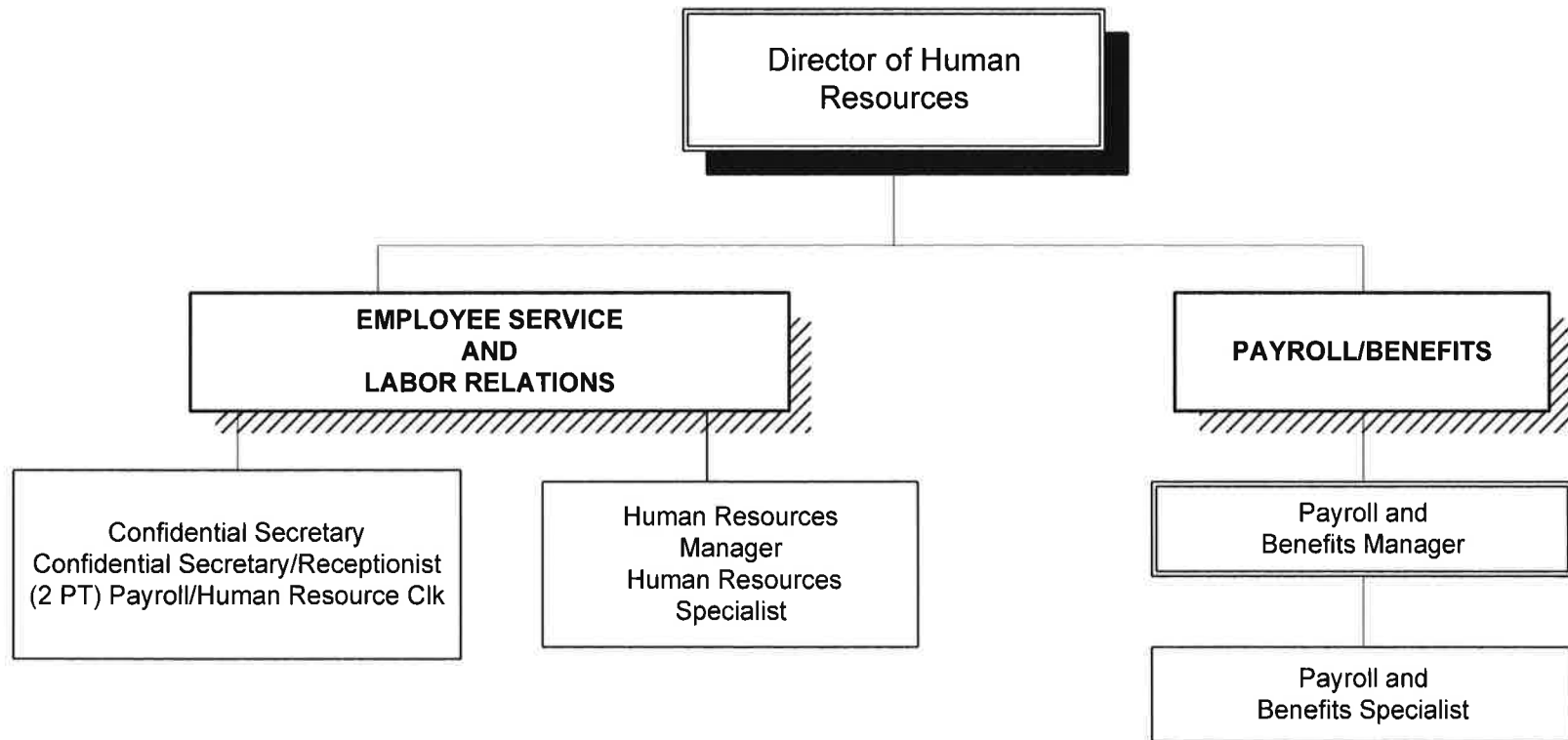
**PAYROLL PROCESSING** Prepares payrolls, generates checks and maintain payroll records in accordance with State, Federal, and Internal Revenue Service requirements.

**PAYROLL REPORTING** Prepares labor distribution reports and Federal and State Payroll Tax reports.

**WORKERS COMPENSATION** Manages self-funded program including budgeting, claims processing and payment approval, case management and litigation management through third-party partner.

**SAFETY** Oversees administration of county-wide safety and safety training programs.

# HUMAN RESOURCES



# **HUMAN RESOURCES & PAYROLL**

**General Fund – Division: 012  
2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Michael Collard  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE: 232-3466**

## **2015 ACCOMPLISHMENTS:**

1. Developed five-stage overall plan for review and upgrade of compensation programs.
2. Working with a team of department heads and managers, developed a new performance evaluation system and a proposed merit pay plan, which was adopted by the County Board and will be implemented for raises beginning on January 1, 2016.
3. Established a new employee health and wellness clinic together with the Oshkosh Area School District and City of Oshkosh.
4. Engaging in a systematic review of pay rules with the intent of making pay rules more consistent among employee groups.
5. Issued Request for Proposals for a compensation consultant to assist with a pay study and some other aspects of our compensation program.
6. Provided improved training opportunities for managers in supervisory skills and related areas.
7. Opened negotiations for a successor collective bargaining agreement with the Winnebago County Deputies' Association.
8. Developed new system for analyzing FLSA exemption issues.
9. Assisted many departments with temporary help requests, new position descriptions, and proposed changes in tables of organization.
10. During the first five months of 2015 alone, recruited and brought on board a total of 80 new employees in all categories and processed 60 employee terminations.

## **2016 GOALS & OBJECTIVES:**

1. Complete negotiations of a successor collective bargaining agreement with the Winnebago County Deputies' Association which will serve the County's best interests.
2. Implement new performance evaluation system and merit pay plan.



- 3. Complete review of pay rules and propose a more consistent set of pay rules governing all employee groups.**
- 4. Working with a consultant, complete pay study of non-represented positions.**
- 5. Improve online job applicant management system.**
- 6. Continue to improve training opportunities for managers and supervisors.**
- 7. Analyze employee retirement trends and improve succession planning in departments.**

# HUMAN RESOURCES & PAYROLL

## 2016 BUDGET NARRATIVE HIGHLIGHTS

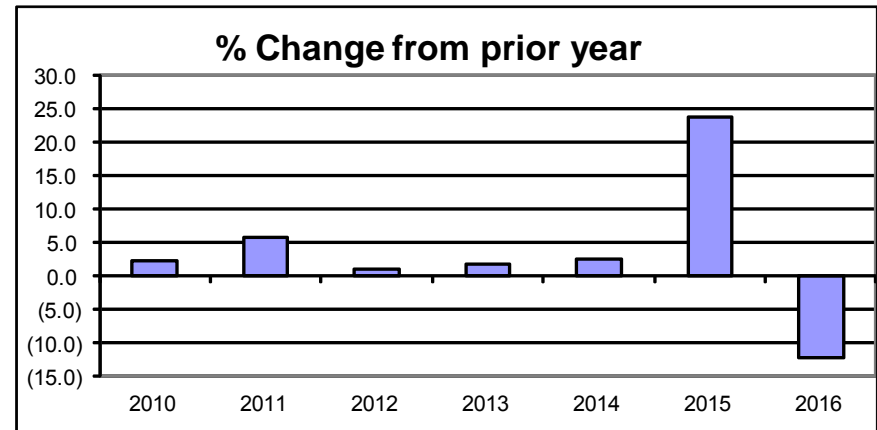
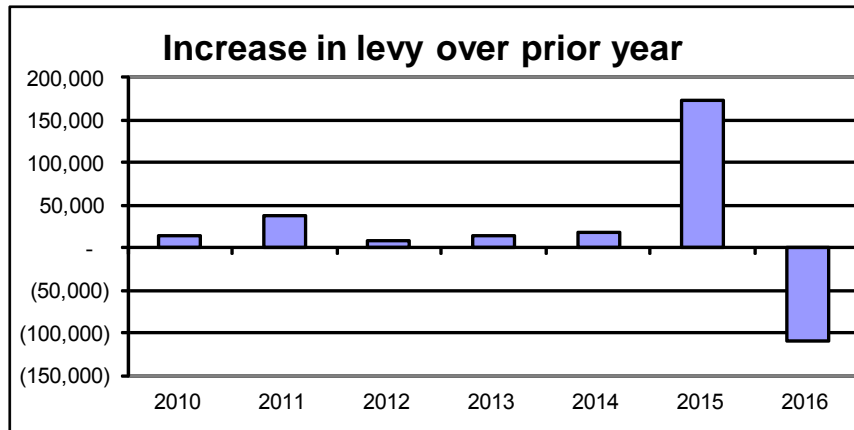
### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	10	10	10	9	8	8	7	7	7	7
Part Time	0	0	0	0	0	0	2	2	2	2
Total	10	10	10	9	8	8	9	9	9	9

There is no change in the department staffing for 2016.

**Note:** The Human Resources and Employee Health and Wellness cost centers have been combined into the Human Resources Department in this budget to be consistent with how other departments are reported.

**COUNTY LEVY:** The tax levy for 2016 is \$788,278, a decrease of \$108,910 or 12.1% from 2015. There is a large decrease in levy in this department because the group health trust agreed to pick up the cost of the health risk assessments.



# **SIGNIFICANT CHANGES FROM 2015 ADOPTED - Human Resources (includes Employee Health & Wellness)**

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 897,188</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Education Training	(10,000)	The Wellness committee budget is being picked up by Group Health Trust.
Health Assessments	(111,800)	The Health Risk Assessment expense is being picked up by Group Health Trust.
<b>Other small changes</b>	12,890	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 788,278</b>	

**Financial Summary**  
**Human Resources/Payroll/Employee Health & Wellness**

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	7,626	11,546	13,025	13,025	13,025
Labor	377,516	656,088	651,600	651,600	656,088
Travel	650	4,015	4,015	4,015	3,296
Capital	-	-	-	-	-
Other Expenditures	78,306	128,206	254,598	254,598	141,919
Total Expenditures	456,472	788,309	910,213	910,213	801,303
Levy			897,188		788,278

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 012 - Human Resources</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Forms Copies Etc	45003	295	33	13	25	25	25	0.00%
Donations	45034	0	800	0	0	0	0	0.00%
Other Public Charges	45057	0	0	700	0	0	0	0.00%
<b>Public Services Subtotal:</b>		<b>295</b>	<b>833</b>	<b>713</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Professional Services	63002	26,000	26,000	26,004	13,000	13,000	13,000	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>26,000</b>	<b>26,000</b>	<b>26,004</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>26,295</b>	<b>26,833</b>	<b>26,717</b>	<b>13,025</b>	<b>13,025</b>	<b>13,025</b>	<b>0.00%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	0	0	130	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>0</b>	<b>0</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>0</b>	<b>0</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>26,295</b>	<b>26,833</b>	<b>26,847</b>	<b>13,025</b>	<b>13,025</b>	<b>13,025</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	410,559	453,940	461,773	470,384	477,524	477,524	1.52%
Overtime	51105	92	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>410,651</b>	<b>453,940</b>	<b>461,773</b>	<b>470,384</b>	<b>477,524</b>	<b>477,524</b>	<b>1.52%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 012 - Human Resources</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	29,029	32,980	33,392	35,984	36,531	36,531	1.52%
Health Insurance	51201	97,130	96,451	98,397	103,299	100,288	100,288	-2.91%
Dental Insurance	51202	6,288	6,776	7,202	7,143	7,143	7,143	0.00%
Workers Compensation	51203	978	1,381	490	405	411	411	1.48%
WI Retirement	51206	23,757	29,592	32,281	31,986	31,517	31,517	-1.47%
Fringe Benefits Other	51207	2,160	2,252	3,692	2,399	2,674	2,674	11.46%
<b>Fringes Benefits Subtotal:</b>		<b>159,343</b>	<b>169,433</b>	<b>175,453</b>	<b>181,216</b>	<b>178,564</b>	<b>178,564</b>	<b>-1.46%</b>
<b>Total Labor:</b>		<b>569,994</b>	<b>623,373</b>	<b>637,226</b>	<b>651,600</b>	<b>656,088</b>	<b>656,088</b>	<b>0.69%</b>
<b>Travel:</b>								
Registration Tuition	52001	827	360	685	1,320	1,050	1,050	-20.45%
Automobile Allowance	52002	1,049	1,293	1,190	1,995	1,450	1,450	-27.32%
Meals	52005	5	0	18	140	140	140	0.00%
Lodging	52006	219	280	350	560	656	656	17.14%
<b>Travel Subtotal:</b>		<b>2,100</b>	<b>1,933</b>	<b>2,243</b>	<b>4,015</b>	<b>3,296</b>	<b>3,296</b>	<b>-17.91%</b>
<b>Total Travel:</b>		<b>2,100</b>	<b>1,933</b>	<b>2,243</b>	<b>4,015</b>	<b>3,296</b>	<b>3,296</b>	<b>-17.91%</b>
<b>Office:</b>								
Office Supplies	53000	1,409	1,071	1,197	1,500	1,800	1,800	20.00%
Stationery and Forms	53001	968	1,356	1,195	1,400	450	450	-67.86%
Printing Supplies	53002	1,211	1,132	956	1,250	2,200	2,200	76.00%
Print Duplicate	53003	0	0	3,976	0	0	0	0.00%
Postage and Box Rent	53004	358	25	129	55	200	200	263.64%
Telephone	53008	728	660	1,032	700	1,500	1,500	114.29%
Long Distance	53011	0	0	34	0	0	0	0.00%
Wireless	53012	472	403	194	370	0	0	-100.00%
<b>Office Subtotal:</b>		<b>5,146</b>	<b>4,647</b>	<b>8,713</b>	<b>5,275</b>	<b>6,150</b>	<b>6,150</b>	<b>16.59%</b>

# Winnebago County

## Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 012 - Human Resources</b>								
<b>Operating:</b>								
Advertising	53500	7,763	4,404	5,605	7,500	8,500	8,500	13.33%
Subscriptions	53501	95	353	224	500	500	500	0.00%
Membership Dues	53502	1,144	55	349	1,035	1,035	1,035	0.00%
Education Training	53513	0	0	7,037	10,000	0	0	-100.00%
Food	53520	45	0	0	75	0	0	-100.00%
Small Equipment	53522	353	156	12	300	300	300	0.00%
Medical Supplies	53524	0	0	13,322	12,350	15,050	15,050	21.86%
Other Operating Supplies	53533	115	0	0	0	0	0	0.00%
Operating Licenses Fees	53553	40	0	0	0	0	0	0.00%
Print Duplicate	73003	8,035	6,777	5,833	4,700	5,500	5,500	17.02%
Postage and Box Rent	73004	6,083	5,343	5,232	4,000	5,000	5,000	25.00%
<b>Operating Subtotal:</b>		<b>23,674</b>	<b>17,089</b>	<b>37,615</b>	<b>40,460</b>	<b>35,885</b>	<b>35,885</b>	<b>-11.31%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	754	524	438	400	400	400	0.00%
Equipment Repairs	54029	756	824	78	825	825	825	0.00%
Equipment Repairs	74029	363	594	561	561	594	594	5.88%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,873</b>	<b>1,942</b>	<b>1,077</b>	<b>1,786</b>	<b>1,819</b>	<b>1,819</b>	<b>1.85%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	1,639	2,455	1,566	2,500	2,500	2,500	0.00%
Data Processing	55013	44,390	36,371	35,213	45,847	47,889	47,889	4.45%
Professional Service	55014	23,825	11,451	24,131	44,641	44,641	44,641	0.00%
Health Assessments	55074	0	0	106,723	111,800	0	0	-100.00%
<b>Contractual Services Subtotal:</b>		<b>69,854</b>	<b>50,277</b>	<b>167,633</b>	<b>204,788</b>	<b>95,030</b>	<b>95,030</b>	<b>-53.60%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	40	0	0	0	0	0	0.00%
Prop Liab Insurance	76000	1,920	2,172	2,100	2,289	2,289	3,035	32.59%
<b>Insurance Expenses Subtotal:</b>		<b>1,960</b>	<b>2,172</b>	<b>2,100</b>	<b>2,289</b>	<b>2,289</b>	<b>3,035</b>	<b>32.59%</b>
<b>Total Other Operating:</b>		<b>102,506</b>	<b>76,127</b>	<b>217,138</b>	<b>254,598</b>	<b>141,173</b>	<b>141,919</b>	<b>-44.26%</b>
<b>Expense Total:</b>		<b>674,600</b>	<b>701,433</b>	<b>856,608</b>	<b>910,213</b>	<b>800,557</b>	<b>801,303</b>	<b>-11.97%</b>
<b>Human Resources Net/(Levy):</b>		<b>(648,305)</b>	<b>(674,600)</b>	<b>(829,760)</b>	<b>(897,188)</b>	<b>(787,532)</b>	<b>(788,278)</b>	<b>-12.14%</b>

# **HUMAN RESOURCES / EMPLOYEE HEALTH & WELLNESS PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2016 EXECUTIVE	2015 ADOPTED	2014 ADOPTED	2016 OVER 2015	2015 OVER 2014
Human Resources	1012	656,088	3,296	-	102,228	761,612		761,612	751,422	750,239	1.4	0.2
Revenues	1012						13,025	(13,025)	(13,025)	(26,100)	-	(50.1)
Employee H & W	1013	-	-	-	39,691	39,691		39,691	158,791	156,564	(75.0)	1.4
Revenues	1013						-	-	-	-	-	-
<b>Grand Totals</b>		<u>656,088</u>	<u>3,296</u>	<u>-</u>	<u>141,919</u>	<u>801,303</u>	<u>13,025</u>	<u>788,278</u>	<u>897,188</u>	<u>880,703</u>	(12.1)	1.9



# WORKERS COMPENSATION FUND

Workers Compensation Fund: 630

2016 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.

## **SUMMARY OF ACTIVITY 2016:**

The fund shows a budget deficit for 2016 of \$445,858, a decrease of \$105,255, or 19.1% under 2015. Funds are maintained to handle any unexpected large claims that we may have to pay up to our stop loss amount. The stop loss for this fund is \$400,000 per occurrence, at which time our excess insurance takes over. We have been trying to maintain enough in fund reserves to cover several unanticipated large losses in a single year. The balance is currently higher than we feel is necessary so we are budgeting a deficit this year.

A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents.

## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Workers Comp Insurance

Significant changes from 2015	Effect on Budget	Effect on Surplus	Total	
2015 Budgeted Surplus (Deficit)			\$ (551,113)	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Insurance Charges	(25,385)	(25,385)		Decrease due to budgeted rates being designed to draw down fund balance.
Total revenue changes	(25,385)			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Stop Loss Insurance Premium	3,465	(3,465)		The market for stop-loss coverage continues to tighten; an increase is expected but the amount is uncertain.
Claim Payments	(134,266)	134,266		Decrease due to projected fewer claims.
Other small changes	161	(161)		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	(130,640)			
2016 Budgeted Surplus (Deficit)			\$ (445,858)	

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

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	218,612	380,790	380,790	380,790	355,405
Labor	20,790	36,998	36,437	36,437	36,998
Travel	-	900	900	900	500
Capital	-	-	-	-	-
Other Expenditures	424,700	710,300	894,566	894,566	763,765
Total Expenditures	445,490	748,198	931,903	931,903	801,263
Levy Before Fund Balance Adjustment			551,113		445,858
Decrease fund balance			(551,113)		(445,858)
Net Levy After Fund Balance Adjustment			-		-

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Insurance Charges	63001	730,007	1,140,405	347,357	345,658	320,273	320,273	-7.34%
<b>Interfund Revenue Subtotal:</b>		<b>730,007</b>	<b>1,140,405</b>	<b>347,357</b>	<b>345,658</b>	<b>320,273</b>	<b>320,273</b>	<b>-7.34%</b>
<b>Total Operating Revenue:</b>		<b>730,007</b>	<b>1,140,405</b>	<b>347,357</b>	<b>345,658</b>	<b>320,273</b>	<b>320,273</b>	<b>-7.34%</b>
<b>Interest:</b>								
Interest Investments	48000	34,644	37,286	35,221	35,132	35,132	35,132	0.00%
Investment Mark to Market	48002	0	(53,643)	28,194	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>34,644</b>	<b>(16,357)</b>	<b>63,415</b>	<b>35,132</b>	<b>35,132</b>	<b>35,132</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>34,644</b>	<b>(16,357)</b>	<b>63,415</b>	<b>35,132</b>	<b>35,132</b>	<b>35,132</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>764,651</b>	<b>1,124,048</b>	<b>410,772</b>	<b>380,790</b>	<b>355,405</b>	<b>355,405</b>	<b>-6.67%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	23,847	24,443	25,237	25,868	26,257	26,257	1.50%
<b>Wages Subtotal:</b>		<b>23,847</b>	<b>24,443</b>	<b>25,237</b>	<b>25,868</b>	<b>26,257</b>	<b>26,257</b>	<b>1.50%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	9,347	1,789	1,848	1,979	2,009	2,009	1.52%
Health Insurance	51201	0	5,488	5,488	6,296	6,448	6,448	2.41%
Dental Insurance	51202	0	358	374	381	381	381	0.00%
Workers Compensation	51203	0	29	23	22	23	23	4.55%
WI Retirement	51206	0	1,626	1,767	1,759	1,733	1,733	-1.48%
Fringe Benefits Other	51207	0	134	137	132	147	147	11.36%
<b>Fringes Benefits Subtotal:</b>		<b>9,347</b>	<b>9,424</b>	<b>9,637</b>	<b>10,569</b>	<b>10,741</b>	<b>10,741</b>	<b>1.63%</b>
<b>Total Labor:</b>		<b>33,194</b>	<b>33,867</b>	<b>34,875</b>	<b>36,437</b>	<b>36,998</b>	<b>36,998</b>	<b>1.54%</b>
<b>Travel:</b>								
Registration Tuition	52001	20	0	20	400	400	300	-25.00%
Automobile Allowance	52002	0	0	156	500	500	200	-59.99%
<b>Travel Subtotal:</b>		<b>20</b>	<b>0</b>	<b>176</b>	<b>900</b>	<b>900</b>	<b>500</b>	<b>-44.44%</b>
<b>Total Travel:</b>		<b>20</b>	<b>0</b>	<b>176</b>	<b>900</b>	<b>900</b>	<b>500</b>	<b>-44.44%</b>
<b>Office:</b>								
Print Duplicate	53003	0	0	0	25	25	25	0.00%
<b>Office Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0.00%</b>
<b>Operating:</b>								
Subscriptions	53501	395	645	0	400	400	400	0.00%
Membership Dues	53502	120	120	120	175	175	175	0.00%
Small Equipment	53522	0	0	0	2,100	2,100	2,100	0.00%
Medical Supplies	53524	0	42	0	800	800	800	0.00%
<b>Operating Subtotal:</b>		<b>515</b>	<b>807</b>	<b>120</b>	<b>3,475</b>	<b>3,475</b>	<b>3,475</b>	<b>0.00%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	1,153	3,275	2,749	4,500	4,500	4,500	0.00%
Legal Services	55001	22,319	11,304	11,410	25,000	25,000	25,000	0.00%
Professional Service	55014	32,764	51,195	23,206	35,000	35,000	35,000	0.00%
Management Services	55020	40,221	27,150	22,800	38,000	38,000	38,000	0.00%
Administration Fee	55037	19,215	24,566	40,138	35,000	35,000	35,000	0.00%
<b>Contractual Services Subtotal:</b>		<b>115,672</b>	<b>117,489</b>	<b>100,303</b>	<b>137,500</b>	<b>137,500</b>	<b>137,500</b>	<b>0.00%</b>
<b>Insurance Expenses:</b>								
Stop Loss Insurance Premium	56001	2,163	62,375	62,338	69,300	72,765	72,765	5.00%
Claim Payments	56002	10,551	539,704	593,879	684,266	550,000	550,000	-19.62%
Insurance Recoveries	56003	0	(10,822)	(54,217)	0	0	0	0.00%
<b>Insurance Expenses Subtotal:</b>		<b>12,714</b>	<b>591,257</b>	<b>602,000</b>	<b>753,566</b>	<b>622,765</b>	<b>622,765</b>	<b>-17.36%</b>
<b>Total Other Operating:</b>		<b>128,901</b>	<b>709,553</b>	<b>702,422</b>	<b>894,566</b>	<b>763,765</b>	<b>763,765</b>	<b>-14.62%</b>
<b>Expense Total:</b>		<b>162,114</b>	<b>743,420</b>	<b>737,473</b>	<b>931,903</b>	<b>801,663</b>	<b>801,263</b>	<b>-14.02%</b>
<b>Workers Comp Insurance Net Surplus/(Deficit):</b>		<b>602,536</b>	<b>380,628</b>	<b>(326,701)</b>	<b>(551,113)</b>	<b>(446,258)</b>	<b>(445,858)</b>	<b>-19.10%</b>

# **SELF FUNDED DENTAL INSURANCE**

**Self Funded Dental Insurance Fund: 660**

**2016 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. Premiums are also collected from employees as payroll deductions for the employee share.

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

## **Summary of Fund Activity:**

The fund has been budgeted to create neither a surplus nor deficit for 2016.

A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents.

## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Self Funded Dental Insurance

Significant changes from 2015	Effect on Budget	Effect on Surplus	Total	
2014 Budgeted Surplus (Deficit)			\$ -	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
None	-	-		
Total revenue changes	-			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Administration Fee	4,509	(4,509)		
Other small changes	(4,509)	4,509		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	-			
2016 Budgeted Surplus (Deficit)			\$ -	



## Financial Summary

### Self Funded Dental Insurance

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	502,973	845,089	845,089	845,089	881,177
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	490,179	845,089	845,089	845,089	881,177
Total Expenditures	490,179	845,089	845,089	845,089	881,177
Levy			-		-

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 660 - Dental Insurance Self Funded</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Insurance Charges	45067	7,479	104,209	112,402	108,196	108,196	108,196	0.00%
<b>Public Services Subtotal:</b>		<b>7,479</b>	<b>104,209</b>	<b>112,402</b>	<b>108,196</b>	<b>108,196</b>	<b>108,196</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Insurance Charges	63001	696,646	662,848	736,905	735,893	771,481	771,481	4.84%
<b>Interfund Revenue Subtotal:</b>		<b>696,646</b>	<b>662,848</b>	<b>736,905</b>	<b>735,893</b>	<b>771,481</b>	<b>771,481</b>	<b>4.84%</b>
<b>Total Operating Revenue:</b>		<b>704,124</b>	<b>767,058</b>	<b>849,307</b>	<b>844,089</b>	<b>879,677</b>	<b>879,677</b>	<b>4.22%</b>
<b>Interest:</b>								
Interest Investments	48000	879	1,805	2,056	1,000	1,500	1,500	50.00%
Investment Mark to Market	48002	0	(2,597)	1,646	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>879</b>	<b>(792)</b>	<b>3,702</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>50.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>879</b>	<b>(792)</b>	<b>3,702</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>50.00%</b>
<b>Revenue Total:</b>		<b>705,003</b>	<b>766,266</b>	<b>853,010</b>	<b>845,089</b>	<b>881,177</b>	<b>881,177</b>	<b>4.27%</b>
<b>Expense</b>								
<b>Contractual Services:</b>								
Administration Fee	55037	42,605	44,070	46,767	51,416	55,925	55,925	8.77%
<b>Contractual Services Subtotal:</b>		<b>42,605</b>	<b>44,070</b>	<b>46,767</b>	<b>51,416</b>	<b>55,925</b>	<b>55,925</b>	<b>8.77%</b>
<b>Insurance Expenses:</b>								
Claim Payments	56002	670,831	689,332	718,311	793,673	825,252	825,252	3.98%
<b>Insurance Expenses Subtotal:</b>		<b>670,831</b>	<b>689,332</b>	<b>718,311</b>	<b>793,673</b>	<b>825,252</b>	<b>825,252</b>	<b>3.98%</b>
<b>Total Other Operating:</b>		<b>713,436</b>	<b>733,402</b>	<b>765,078</b>	<b>845,089</b>	<b>881,177</b>	<b>881,177</b>	<b>4.27%</b>
<b>Expense Total:</b>		<b>713,436</b>	<b>733,402</b>	<b>765,078</b>	<b>845,089</b>	<b>881,177</b>	<b>881,177</b>	<b>4.27%</b>
<b>Dental Insurance Self Funded Net/(Levy):</b>		<b>(8,433)</b>	<b>32,863</b>	<b>87,932</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# FINANCE

General Fund – Division: 015  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Charles L. Orenstein, CPA  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

TELEPHONE: 232-3443

## MISSION STATEMENT:

To provide financial information that is both timely and useful to County management and the general public.

To procure equipment, supplies, and services for the County at the best possible quality and price.

## 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.

**GRANT REPORTING** Prepare grant reports for various departments.

**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.

**INTERNAL AUDIT** Perform internal audits of departments with cash handling functions.

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

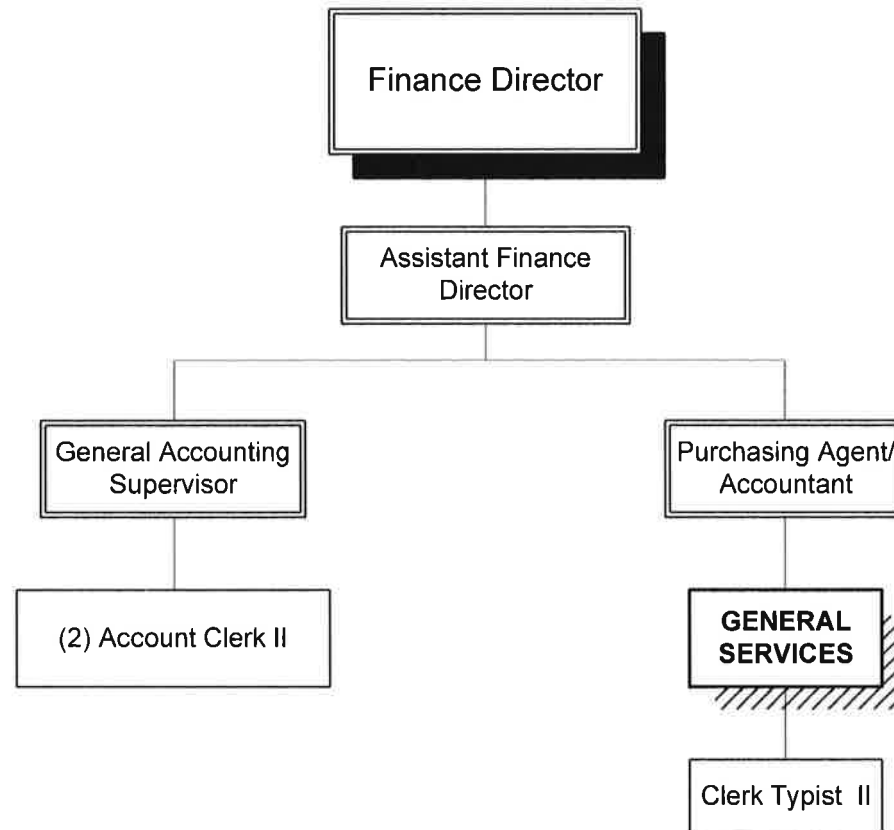
**BONDING** Coordinate the issuance of County debt with the financial advisors, bond counsel, and rating agency.

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

**PURCHASING** Coordinate the purchasing of goods, services for all County departments and construction projects. Monitor departments' purchases for compliance with County requirements and provide technical assistance to departments regarding all purchasing matters.

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

# FINANCE



# **FINANCE**

## **General Fund – Division: 015 2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Charles L. Orenstein, CPA  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 232-3443

### **2015 ACCOMPLISHMENTS:**

1. Obtained an unqualified opinion on the 2014 CAFR.
2. Performed an internal audit of Register of Deeds cash handling and controls.
3. Selected an independent accounting firm to perform internal cash handling audits of Treasurer, Clerk of Courts, Human Services, Sheriff and Park View Health Center. Our goal is to have the firm complete the audits by mid November 2015.
4. Completed an upgrade to Tyler Munis 10.5, the County's accounting software.
5. Updated the County's capital improvements plan and distributed to county board supervisors and departments.
6. Participated on a project team that was successful in drafting and obtaining County Board approval of a new Merit Pay Plan.

### **2016 GOALS & OBJECTIVES:**

1. Continue to obtain an unqualified opinion on our annual financial statements (Comprehensive Annual Financial Report – CAFR).
2. Continue to perform our departments programs in a timely, accurate and efficient manor.
3. Obtain a better understanding of some of the other functions available in our Munis accounting software such as “Centrals”, “Command Center”, “Cubes” and “Quick Entry” forms for invoice processing. These features allow users to obtain information from the system quicker, in graphical format, and simplify the process for doing data entry.

# FINANCE

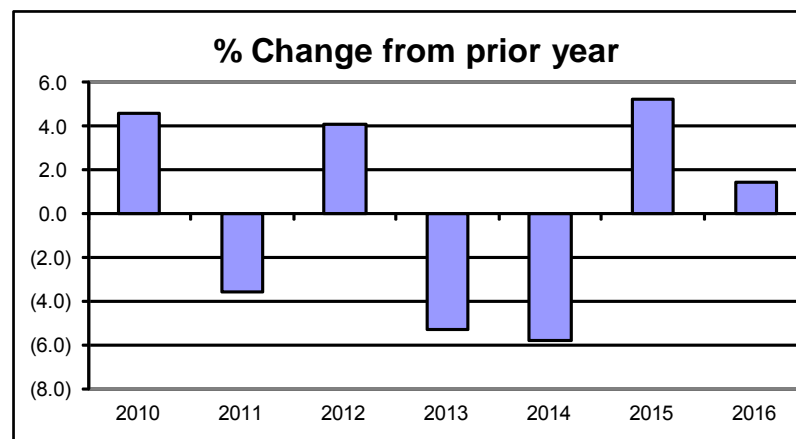
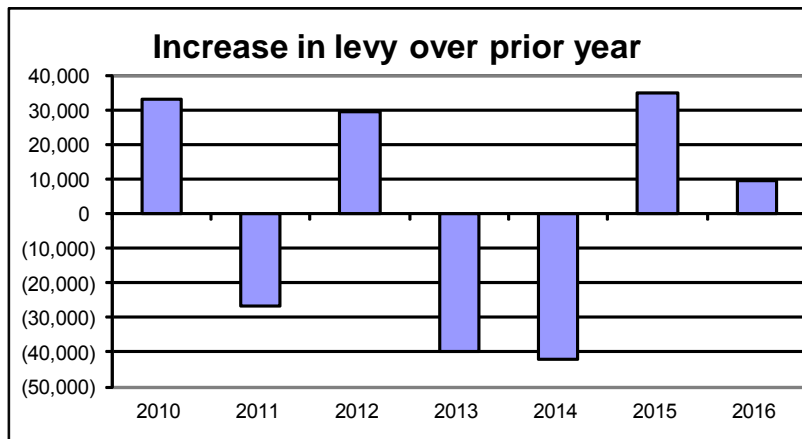
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	8	8	8	8	7	7	6	6	6	6
Part Time	0	0	0	0	1	1	1	0	0	0
Total	8	8	8	8	8	8	7	6	6	6

There is no change in the department staffing table in 2016.

**COUNTY LEVY:** The tax levy for 2016 is \$721,369, an increase of \$9,694 or 1.4% over 2015.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Finance

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 711,675</b>	
<b>Revenue Changes - impact on levy:</b>		
Professional services	4,400	This account is a chargeback from Purchasing to Solid Waste for services provided on bids, RFP's, and other purchasing items. There have been fewer bid documents, purchases and other assistance provided to Solid Waste from the Purchasing Department therefore the cost allocated has been decreased.
<b>Expense Changes - impact on levy:</b>		
None	-	
<b>Other small changes</b>	5,294	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 721,369</b>	



## Financial Summary Finance

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	18,319	41,100	45,500	45,500	41,100
Labor	303,893	519,937	520,410	520,410	528,079
Travel	970	3,880	3,905	3,905	3,490
Capital	-	-	-	-	-
Other Expenditures	181,927	231,613	232,860	232,860	230,900
Total Expenditures	486,790	755,430	757,175	757,175	762,469
Levy			711,675		721,369

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Professional Services	63002	9,000	9,500	9,504	9,500	5,100	5,100	-46.32%
Financial Services	65083	34,500	36,700	40,500	36,000	36,000	36,000	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>43,500</b>	<b>46,200</b>	<b>50,004</b>	<b>45,500</b>	<b>41,100</b>	<b>41,100</b>	<b>-9.67%</b>
<b>Total Operating Revenue:</b>		<b>43,500</b>	<b>46,200</b>	<b>50,004</b>	<b>45,500</b>	<b>41,100</b>	<b>41,100</b>	<b>-9.67%</b>
<b>Revenue Total:</b>		<b>43,500</b>	<b>46,200</b>	<b>50,004</b>	<b>45,500</b>	<b>41,100</b>	<b>41,100</b>	<b>-9.67%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	384,510	362,412	369,655	377,151	384,269	384,269	1.89%
Temporary Employees	51101	1,887	0	0	0	0	0	0.00%
Overtime	51105	782	0	0	0	0	0	0.00%
Comp Time	51108	0	19	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>387,179</b>	<b>362,430</b>	<b>369,655</b>	<b>377,151</b>	<b>384,269</b>	<b>384,269</b>	<b>1.89%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	27,934	26,741	27,379	28,852	29,397	29,397	1.89%
Health Insurance	51201	83,560	75,291	77,253	80,947	81,003	81,003	0.07%
Dental Insurance	51202	5,032	5,116	5,467	5,566	5,566	5,566	0.00%
Workers Compensation	51203	828	1,064	376	325	331	331	1.85%
WI Retirement	51206	22,372	24,067	25,853	25,646	25,361	25,361	-1.11%
Fringe Benefits Other	51207	2,225	2,345	2,532	1,923	2,152	2,152	11.91%
<b>Fringes Benefits Subtotal:</b>		<b>141,950</b>	<b>134,624</b>	<b>138,859</b>	<b>143,259</b>	<b>143,810</b>	<b>143,810</b>	<b>0.38%</b>
<b>Total Labor:</b>		<b>529,129</b>	<b>497,055</b>	<b>508,514</b>	<b>520,410</b>	<b>528,079</b>	<b>528,079</b>	<b>1.47%</b>

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Travel:</b>								
Registration Tuition	52001	435	980	1,455	900	750	750	-16.67%
Automobile Allowance	52002	528	661	519	1,275	1,175	1,175	-7.84%
Commercial Travel	52004	0	384	357	0	0	0	0.00%
Meals	52005	16	116	73	350	365	365	4.29%
Lodging	52006	299	1,495	929	1,280	1,100	1,100	-14.06%
Other Travel Exp	52007	4	85	95	0	0	0	0.00%
Taxable Meals	52008	7	0	52	100	100	100	0.00%
<b>Travel Subtotal:</b>		<b>1,289</b>	<b>3,720</b>	<b>3,480</b>	<b>3,905</b>	<b>3,490</b>	<b>3,490</b>	<b>-10.63%</b>
<b>Total Travel:</b>		<b>1,289</b>	<b>3,720</b>	<b>3,480</b>	<b>3,905</b>	<b>3,490</b>	<b>3,490</b>	<b>-10.63%</b>
<b>Office:</b>								
Office Supplies	53000	340	136	173	220	220	220	0.00%
Stationery and Forms	53001	796	1,463	1,420	1,350	1,260	1,260	-6.67%
Printing Supplies	53002	364	280	287	300	300	300	0.00%
Postage and Box Rent	53004	29	17	20	40	40	40	0.00%
Computer Software	53006	0	225	674	0	0	0	0.00%
Telephone	53008	683	605	717	630	775	775	23.02%
Long Distance	53011	0	0	67	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>2,212</b>	<b>2,726</b>	<b>3,360</b>	<b>2,540</b>	<b>2,595</b>	<b>2,595</b>	<b>2.17%</b>
<b>Operating:</b>								
Subscriptions	53501	619	1,348	535	650	600	600	-7.69%
Membership Dues	53502	592	485	1,298	1,270	1,275	1,275	0.39%
Publish Legal Notices	53503	1,059	1,291	1,358	1,250	1,450	1,450	16.00%
Household Supplies	53516	8	9	10	0	0	0	0.00%
Food	53520	49	0	1	0	0	0	0.00%
Small Equipment	53522	0	166	0	150	0	0	-100.00%
Operating Licenses Fees	53553	0	164	0	164	0	0	-100.00%
Other Miscellaneous	53568	0	39	0	0	0	0	0.00%
Print Duplicate	73003	5,662	5,773	4,719	6,000	5,000	5,000	-16.67%
Postage and Box Rent	73004	1,980	2,066	2,083	2,100	2,200	2,200	4.76%
<b>Operating Subtotal:</b>		<b>9,969</b>	<b>11,341</b>	<b>10,003</b>	<b>11,584</b>	<b>10,525</b>	<b>10,525</b>	<b>-9.14%</b>

# **Winnebago County Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	713	480	402	470	450	450	-4.26%
Equipment Repairs	54029	0	0	0	100	100	100	0.00%
Equipment Repairs	74029	297	528	528	299	396	396	32.44%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,010</b>	<b>1,008</b>	<b>930</b>	<b>869</b>	<b>946</b>	<b>946</b>	<b>8.86%</b>
<b>Contractual Services:</b>								
Accounting Auditing	55012	54,700	92,350	84,350	110,100	108,850	108,850	-1.14%
Data Processing	55013	78,953	87,021	93,243	100,384	101,075	101,075	0.69%
Professional Service	55014	0	0	553	0	500	500	100.00%
Collection Services	55015	5,700	3,828	2,808	5,000	4,000	4,000	-20.00%
<b>Contractual Services Subtotal:</b>		<b>139,353</b>	<b>183,199</b>	<b>180,954</b>	<b>215,484</b>	<b>214,425</b>	<b>214,425</b>	<b>-0.49%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	2,196	2,268	2,220	2,383	2,409	2,409	1.09%
<b>Insurance Expenses Subtotal:</b>		<b>2,196</b>	<b>2,268</b>	<b>2,220</b>	<b>2,383</b>	<b>2,409</b>	<b>2,409</b>	<b>1.09%</b>
<b>Total Other Operating:</b>		<b>154,740</b>	<b>200,542</b>	<b>197,466</b>	<b>232,860</b>	<b>230,900</b>	<b>230,900</b>	<b>-0.84%</b>
<b>Expense Total:</b>		<b>685,158</b>	<b>701,317</b>	<b>709,460</b>	<b>757,175</b>	<b>762,469</b>	<b>762,469</b>	<b>0.70%</b>
<b>Finance Net/(Levy):</b>		<b>(641,658)</b>	<b>(655,117)</b>	<b>(659,456)</b>	<b>(711,675)</b>	<b>(721,369)</b>	<b>(721,369)</b>	<b>1.36%</b>

## FINANCE PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2016	2015	2014	2016 OVER	2015 OVER
								EXECUTIVE	ADOPTED	ADOPTED	2015	2014
Finance	1015	436,062	2,645	-	228,732	667,439		667,439	663,581	630,096	0.6	5.3
Revenues	1015						36,000	(36,000)	(36,000)	(36,000)	0.0	0.0
Purchasing	1019	92,017	845	-	2,168	95,030		95,030	93,594	91,926	1.5	1.8
Revenues	1019						5,100	(5,100)	(9,500)	(9,500)	(46.3)	0.0
<b>Grand Totals</b>		<u>528,079</u>	<u>3,490</u>	<u>-</u>	<u>230,900</u>	<u>762,469</u>	<u>41,100</u>	<u>721,369</u>	<u>711,675</u>	<u>676,522</u>	1.4	5.2

# GENERAL SERVICES

General Services Fund: 620  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Charles L. Orenstein, CPA  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, Wisconsin 54901

TELEPHONE: 232-3443

## MISSION STATEMENT:

To provide quality centralized printing and mail services to other County departments in a timely and cost effective manner.

## PROGRAM DESCRIPTION:

**PRINTING:** Provides large volume professional printing services to County departments at a competitive price and maintains an inventory of paper for use by departments within the County.

**MAILROOM:** Process County departments' incoming and outgoing letters and packages.

# **GENERAL SERVICES**

**General Services Fund: 620  
2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Charles L. Orenstein, CPA  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 232-3443

## **2015 ACCOMPLISHMENTS:**

1. Put copier toner recycling program into place
2. Provided quality printing and mail service to County departments in a cost -effective manner

## **2016 GOALS & OBJECTIVES:**

1. To continue to promote the printing capabilities of the department to eliminate outsourcing of print jobs.
2. To continue to work with departments to maximize savings on postage.
3. To continue to provide quality printing and mail service to County departments in a cost -effective manner.

# GENERAL SERVICES

## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	2	2	2	2	2	2	2	2	1	1
Part Time	0	0	0	0	0	0	0	0	0	0
Total	2	2	2	2	2	2	2	2	1	1

There are no changes to the department staffing table in the 2016 budget.

**COUNTY LEVY:** The General Services Fund is a proprietary activity and as such, generally operates with very little or no tax levy. Most of the department's costs are charged back to user departments. We are expecting to run a surplus for 2016 of \$30,916. The surplus for 2015 was budgeted at \$12,753. We have had the need to budget surpluses because the fund had a negative fund balance for a few years and it is necessary to maintain a positive balance in this fund.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - General Services

Significant changes from 2015	Effect on Budget	Effect on Surplus	Total	
<b>2015 Budgeted Surplus (Deficit)</b>			<b>\$ 12,753</b>	
<b>Significant changes to revenues:</b>				
<b>Account</b>	<b>Incr/(Decr) Revenue</b>			<b>Description</b>
None	-	-		
<b>Total revenue changes</b>	-			
<b>Significant changes to expenses:</b>				
<b>Account</b>	<b>Incr/(Decr) Expense</b>			<b>Description</b>
Unemployment Compensation	(9,000)	9,000		Decrease due to previous employee no longer qualifying for unemployment benefits.
Equipment Rental	(4,660)	4,660		Decrease due to no longer having to pay to lease mail machine. We are now outsourcing mail metering.
<b>Other small changes</b>	(4,503)	4,503		This is a combination of small increases and decreases to revenue and expense accounts.
<b>Total expense changes</b>	<b>(18,163)</b>			
<b>2016 Budgeted Surplus (Deficit)</b>			<b>\$ 30,916</b>	

## Financial Summary General Services

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	249,860	456,479	452,000	452,000	452,960
Labor	29,039	50,880	63,400	63,400	51,790
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	199,673	364,891	375,847	375,847	370,254
Total Expenditures	228,712	415,771	439,247	439,247	422,044
Levy Before Adjustments			(12,753)		(30,916)
Increase fund balance			12,753		30,916
Net Levy After Adjustments			-		-

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Offset Revenue	45013	2,202	3,316	1,113	2,500	2,000	2,000	-20.00%
<b>Public Services Subtotal:</b>		<b>2,202</b>	<b>3,316</b>	<b>1,113</b>	<b>2,500</b>	<b>2,000</b>	<b>2,000</b>	<b>-20.00%</b>
<b>Intergov Services:</b>								
Mail Service Revenue	43003	5,809	6,528	6,211	6,000	5,000	5,000	-16.67%
<b>Intergov Services Subtotal:</b>		<b>5,809</b>	<b>6,528</b>	<b>6,211</b>	<b>6,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-16.67%</b>
<b>Interfund Revenue:</b>								
Forms Copies Etc	65003	230,764	221,699	200,203	200,000	204,000	204,000	2.00%
Photocopy Revenue	65014	46,523	55,089	49,906	54,000	52,000	52,000	-3.70%
Mail Service Revenue	65015	198,150	195,835	192,086	189,000	189,000	189,000	0.00%
DP Services	65085	700	500	504	500	960	960	92.00%
<b>Interfund Revenue Subtotal:</b>		<b>476,137</b>	<b>473,122</b>	<b>442,699</b>	<b>443,500</b>	<b>445,960</b>	<b>445,960</b>	<b>0.55%</b>
<b>Total Operating Revenue:</b>		<b>484,148</b>	<b>482,966</b>	<b>450,022</b>	<b>452,000</b>	<b>452,960</b>	<b>452,960</b>	<b>0.21%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	0	9,000	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>0</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>484,148</b>	<b>482,966</b>	<b>459,022</b>	<b>452,000</b>	<b>452,960</b>	<b>452,960</b>	<b>0.21%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	65,296	66,265	48,792	41,191	38,961	38,961	-5.41%
Temporary Employees	51101	0	3,056	0	0	0	0	0.00%
Overtime	51105	(67)	0	0	0	0	0	0.00%
Comp Time	51108	18	101	18	0	0	0	0.00%
Payroll Sundry Account	51190	0	0	1,568	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>65,247</b>	<b>69,422</b>	<b>50,378</b>	<b>41,191</b>	<b>38,961</b>	<b>38,961</b>	<b>-5.41%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	4,421	4,836	3,729	3,151	2,997	2,997	-4.89%
Health Insurance	51201	18,160	18,296	12,713	6,664	6,655	6,655	-0.14%
Dental Insurance	51202	1,336	1,350	786	348	348	348	0.00%
Workers Compensation	51203	211	252	21	35	34	34	-2.86%
Unemployment Comp	51204	0	0	1,203	9,000	0	0	-100.00%
Compensated Absences Expense	51205	(639)	3,322	(3,810)	0	0	0	0.00%
WI Retirement	51206	3,862	4,365	3,569	2,801	2,575	2,575	-8.07%
Fringe Benefits Other	51207	1,905	2,016	1,012	210	220	220	4.76%
<b>Fringes Benefits Subtotal:</b>		<b>29,256</b>	<b>34,437</b>	<b>19,223</b>	<b>22,209</b>	<b>12,829</b>	<b>12,829</b>	<b>-42.24%</b>
<b>Total Labor:</b>		<b>94,504</b>	<b>103,859</b>	<b>69,601</b>	<b>63,400</b>	<b>51,790</b>	<b>51,790</b>	<b>-18.31%</b>
<b>Travel:</b>								
Automobile Allowance	52002	112	86	54	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>112</b>	<b>86</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Travel:</b>		<b>112</b>	<b>86</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Office:</b>								
Office Supplies	53000	2,068	2,529	324	400	400	400	0.00%
Printing Supplies	53002	4,922	11,689	1,880	10,000	8,000	8,000	-20.00%
Postage and Box Rent	53004	168,059	168,083	162,440	165,000	165,000	165,000	0.00%
Telephone	53008	747	540	450	450	450	450	0.00%
Long Distance	53011	0	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>175,795</b>	<b>182,842</b>	<b>165,095</b>	<b>175,850</b>	<b>173,850</b>	<b>173,850</b>	<b>-1.14%</b>
<b>Operating:</b>								
Small Equipment	53522	0	0	1,079	0	0	0	0.00%
Equipment Rental	53551	210,090	210,970	190,110	160,660	156,000	156,000	-2.90%
Other Miscellaneous	53568	0	0	54	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>210,090</b>	<b>210,970</b>	<b>191,243</b>	<b>160,660</b>	<b>156,000</b>	<b>156,000</b>	<b>-2.90%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	324	218	214	200	460	460	130.00%
Equipment Repairs	54029	466	512	959	0	0	0	0.00%
Equipment Repairs	74029	66	66	66	33	33	33	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>856</b>	<b>796</b>	<b>1,238</b>	<b>233</b>	<b>493</b>	<b>493</b>	<b>111.59%</b>
<b>Contractual Services:</b>								
Other Contract Serv	55030	25,651	26,618	33,711	37,340	38,200	38,200	2.30%
<b>Contractual Services Subtotal:</b>		<b>25,651</b>	<b>26,618</b>	<b>33,711</b>	<b>37,340</b>	<b>38,200</b>	<b>38,200</b>	<b>2.30%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	1,560	1,668	1,632	1,764	1,711	1,711	-3.00%
<b>Insurance Expenses Subtotal:</b>		<b>1,560</b>	<b>1,668</b>	<b>1,632</b>	<b>1,764</b>	<b>1,711</b>	<b>1,711</b>	<b>-3.00%</b>
<b>Total Other Operating:</b>		<b>413,952</b>	<b>422,894</b>	<b>392,919</b>	<b>375,847</b>	<b>370,254</b>	<b>370,254</b>	<b>-1.49%</b>
<b>Expense Total:</b>		<b>508,567</b>	<b>526,839</b>	<b>462,574</b>	<b>439,247</b>	<b>422,044</b>	<b>422,044</b>	<b>-3.92%</b>
<b>General Services Net Surplus /(Deficit):</b>		<b>(24,420)</b>	<b>(43,873)</b>	<b>(3,552)</b>	<b>12,753</b>	<b>30,916</b>	<b>30,916</b>	<b>142.42%</b>
Increase fund balance		0	0	0	(12,753)	(30,916)	(30,916)	142.42%
<b>Net General Services</b>		<b>(24,420)</b>	<b>(43,873)</b>	<b>(3,552)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# PROPERTY AND LIABILITY INSURANCE FUND

Property and Liability Insurance Fund: 640  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Charles L. Orenstein, CPA  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, Wisconsin 54901

TELEPHONE: 232-3443

## 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

## 2016 BUDGET NARRATIVE HIGHLIGHTS

Winnebago County along with the majority of other Wisconsin counties participates in WCMIC, a risk-sharing pool, for its liability insurance. Premiums are paid to WCMIC annually, there is a \$100,000 deductible per incident with a policy limit of \$10,000,000 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 try to maintain a fund balance of around \$750,000 (plus or minus \$100,000) in this fund to protect us in case there are significant deductible claims to be paid in a short period of time. Normally, a surplus or deficit is budgeted each year so as to maintain the fund balance at the level previously mentioned

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 Finance Department.

### SUMMARY OF 2016 ACTIVITY:

Insurance purchased from the outside to cover the County has remained consistent in recent years and will continue in 2016 **with the exception of the Wisconsin Local Government Property Insurance Fund**. Due to changes in the State budget, **the premiums we pay to this provider are increasing roughly 80%**. We are in the process of looking at alternative providers for this coverage. Claim payments will remain relatively stable as will insurance recoveries. However, these are difficult to forecast. A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents.

## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Property & Liability Insurance

Significant changes from 2015	Effect on Budget	Effect on Surplus	Total	
2015 Budgeted Surplus (Deficit)			\$ -	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Insurance Charges	101,559	101,559		With a possible increase of up to 85% in our property insurance cost, there will be more premiums to allocate out to all departments.
Interest Investments	3,000	3,000		Increase projected due to higher returns and larger balance in fund.
<b>Total revenue changes</b>	<b>104,559</b>			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Property Liability Insurance	78,463	(78,463)		This increase is mostly due to the projected increase in property insurance premiums.
Claim Payments	30,000	(30,000)		This increase will bring the budget number more inline with the prior years actual amounts.
<b>Other small changes</b>	<b>(404)</b>	404		This is a combination of small increases and decreases to revenue and expense accounts.
<b>Total expense changes</b>	<b>108,059</b>			
<b>2016 Budgeted Surplus (Deficit)</b>			<b>\$ (3,500)</b>	



## Financial Summary

### Property & Liability Insurance

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	547,406	939,581	938,781	938,781	1,043,340
Labor	13,184	23,202	23,202	23,202	23,448
Travel	-	110	112	112	112
Capital	-	-	-	-	-
Other Expenditures	342,887	779,767	915,467	915,467	1,023,280
Total Expenditures	356,071	803,079	938,781	938,781	1,046,840
Levy Before Adjustments			-		3,500
Decrease fund balance			-		(3,500)
Net Levy After Adjustments			-		-

# Winnebago County

## Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 640 - Prop &amp; Liability Insurance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Insurance Charges	63001	972,664	933,780	942,780	936,781	1,038,340	1,038,340	10.84%
<b>Interfund Revenue Subtotal:</b>		<b>972,664</b>	<b>933,780</b>	<b>942,780</b>	<b>936,781</b>	<b>1,038,340</b>	<b>1,038,340</b>	<b>10.84%</b>
<b>Total Operating Revenue:</b>		<b>972,664</b>	<b>933,780</b>	<b>942,780</b>	<b>936,781</b>	<b>1,038,340</b>	<b>1,038,340</b>	<b>10.84%</b>
<b>Interest:</b>								
Interest Investments	48000	4,434	4,860	4,798	2,000	8,500	5,000	150.00%
Investment Mark to Market	48002	0	(6,993)	3,840	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>4,434</b>	<b>(2,132)</b>	<b>8,638</b>	<b>2,000</b>	<b>8,500</b>	<b>5,000</b>	<b>150.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>4,434</b>	<b>(2,132)</b>	<b>8,638</b>	<b>2,000</b>	<b>8,500</b>	<b>5,000</b>	<b>150.00%</b>
<b>Revenue Total:</b>		<b>977,098</b>	<b>931,648</b>	<b>951,418</b>	<b>938,781</b>	<b>1,046,840</b>	<b>1,043,340</b>	<b>11.14%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	9,894	16,238	16,522	16,853	17,190	17,190	2.00%
<b>Wages Subtotal:</b>		<b>9,894</b>	<b>16,238</b>	<b>16,522</b>	<b>16,853</b>	<b>17,190</b>	<b>17,190</b>	<b>2.00%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	744	1,193	1,216	1,289	1,315	1,315	2.02%
Health Insurance	51201	2,711	3,139	3,121	3,597	3,480	3,480	-3.25%
Dental Insurance	51202	252	204	214	217	217	217	0.00%
Workers Compensation	51203	2	46	15	14	15	15	7.14%
WI Retirement	51206	584	1,080	1,156	1,146	1,135	1,135	-0.96%
Fringe Benefits Other	51207	50	79	84	86	96	96	11.63%
<b>Fringes Benefits Subtotal:</b>		<b>4,343</b>	<b>5,740</b>	<b>5,807</b>	<b>6,349</b>	<b>6,258</b>	<b>6,258</b>	<b>-1.43%</b>
<b>Total Labor:</b>		<b>14,237</b>	<b>21,978</b>	<b>22,329</b>	<b>23,202</b>	<b>23,448</b>	<b>23,448</b>	<b>1.06%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Fund - 640 - Prop &amp; Liability Insurance</b>								
<b>Travel:</b>								
Registration Tuition	52001	50	0	0	0	0	0	0.00%
Automobile Allowance	52002	0	71	0	112	112	112	0.00%
<b>Travel Subtotal:</b>		<b>50</b>	<b>71</b>	<b>0</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>0.00%</b>
<b>Total Travel:</b>		<b>50</b>	<b>71</b>	<b>0</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>0.00%</b>
<b>Operating:</b>								
Membership Dues	53502	0	50	50	50	50	50	0.00%
<b>Operating Subtotal:</b>		<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Collection Services	55015	782	793	532	800	100	100	-87.50%
<b>Contractual Services Subtotal:</b>		<b>782</b>	<b>793</b>	<b>532</b>	<b>800</b>	<b>100</b>	<b>100</b>	<b>-87.50%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	688,531	624,358	633,654	726,922	805,385	805,385	10.79%
Claim Payments	56002	343,793	278,950	179,199	210,000	240,000	240,000	14.29%
Insurance Recoveries	56003	(24,497)	(43,608)	(23,319)	(25,000)	(25,000)	(25,000)	0.00%
Prop Liab Insurance	76000	1,764	2,280	2,952	2,695	2,745	2,745	1.86%
<b>Insurance Expenses Subtotal:</b>		<b>1,009,592</b>	<b>861,980</b>	<b>792,486</b>	<b>914,617</b>	<b>1,023,130</b>	<b>1,023,130</b>	<b>11.86%</b>
<b>Total Other Operating:</b>		<b>1,010,374</b>	<b>862,823</b>	<b>793,068</b>	<b>915,467</b>	<b>1,023,280</b>	<b>1,023,280</b>	<b>11.78%</b>
<b>Expense Total:</b>		<b>1,024,661</b>	<b>884,873</b>	<b>815,397</b>	<b>938,781</b>	<b>1,046,840</b>	<b>1,046,840</b>	<b>11.49%</b>
<b>Prop &amp; Liability Insurance Net/(Levy):</b>		<b>(47,562)</b>	<b>46,775</b>	<b>136,021</b>	<b>0</b>	<b>0</b>	<b>(3,500)</b>	<b>100.00%</b>
Decrease fund balance		0	0	0	0	0	3,500	100.00%
<b>Net Prop &amp; Liability Insurance</b>		<b>(47,562)</b>	<b>46,775</b>	<b>136,021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# INFORMATION SYSTEMS

General Fund – Department: 022  
2016 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Patty Francour  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 232-3491

## **MISSION STATEMENT:**

To provide excellent customer service and support to all Winnebago County information technology users, to protect Winnebago County assets and data, and to ensure Winnebago County's information technology investment is strategically positioned for the future.

## **PROGRAM DESCRIPTION:**

**USER SUPPORT** Operate and maintain computer and telecommunications systems and supply support and training to sustain usability on related devices and software.

**INVENTORY** Maintain detailed records of all county computer hardware, software, and telecommunications equipment.

**BUDGET** Determine needs/requirements for computer and telecommunication requests as part of the annual budget process. Assist throughout the year in the actual purchases of these budgeted items.

**NETWORK INFRASTRUCTURE** Maintain the network connectivity, including Internet access, and the core network equipment and software in support of services provided by the County.

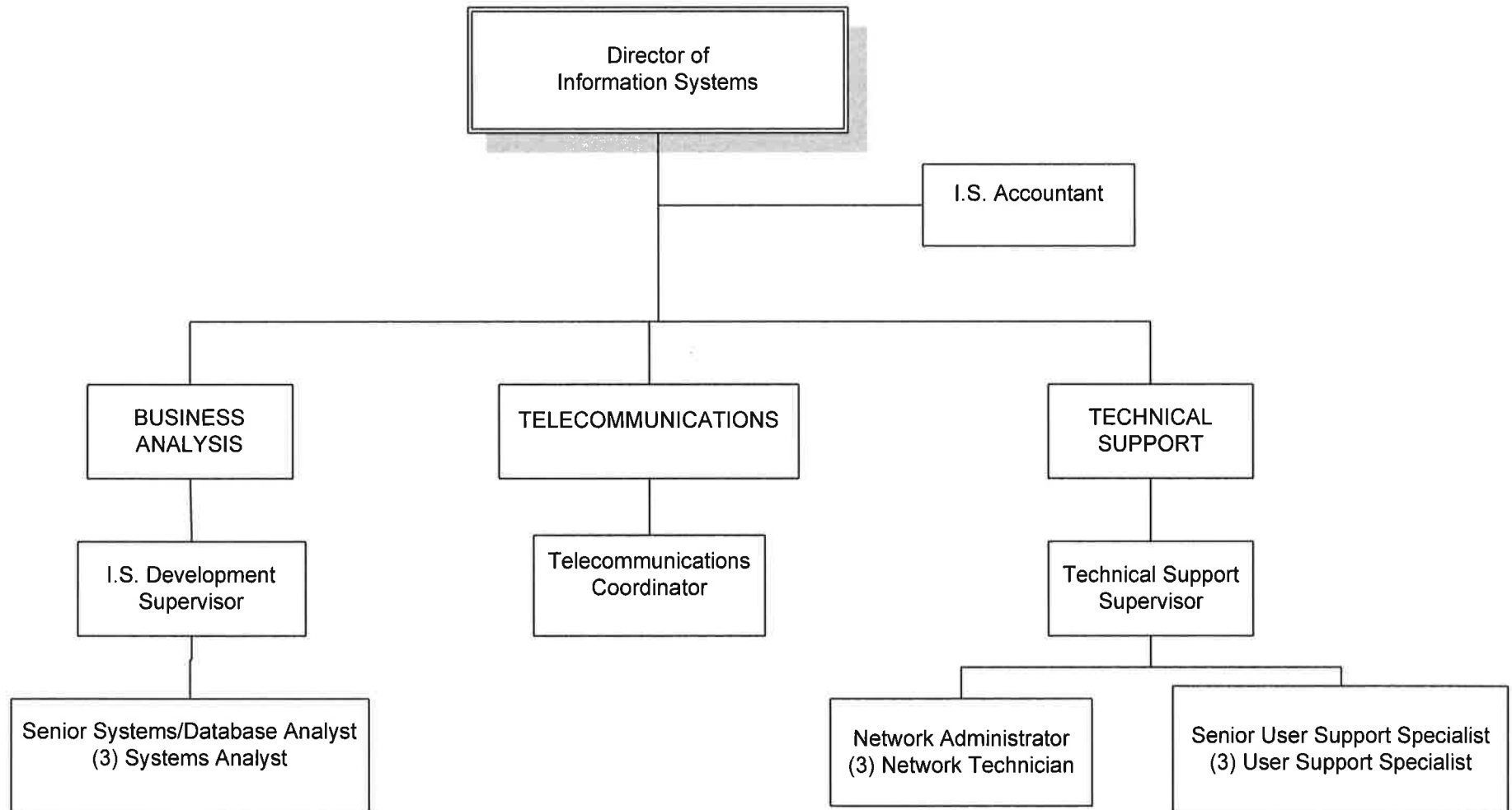
**PUBLIC SAFETY** Maintain and support the Public Safety Systems within Winnebago County.

**SYSTEM DESIGN & DEVELOPMENT** Design and develop custom applications based on departmental requests or IS observations where efficiencies can be gained.

**PROJECT MANAGEMENT** Manage resources necessary for both the acquisition and complete implementation of 'off-the-shelf' software or the 'in-house' development of custom applications.

**TELECOMMUNICATION SUPPORT** Determine and monitor County needs and maintain installed systems.

# INFORMATION SYSTEMS



# **INFORMATION SYSTEMS**

**General Fund – Department: 022  
2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Patty Francour  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 232-3491

## **2015 ACCOMPLISHMENTS:**

- 1. Completed the remainder of the County-wide phone system installation.**
- 2. Implemented the in-house developed solution for Human Services.**
- 3. Completed development of in-house imaging system.**
- 4. Coordinated County fiber changes in the Menasha area due to pole reconfiguration.**
- 5. Further expanded the wireless infrastructure throughout several County buildings.**
- 6. Deployed iPads to Board Supervisors and offered training by IS staff.**
- 7. Made updates to the County Technology Replacement Fund to continue to manage assets and project costs.**
- 8. Completed a new fiber connection to the Facilities department.**
- 9. Completed an upgrade to the Office suite of software and offered training by IS staff.**
- 10. Completed the technology aspects of several department moves including Property Tax Lister, Neenah Public Health, and Neenah Veterans.**
- 11. Assisted as necessary in the upgrade to the 911 phone system.**
- 12. Researched the needs related to the use of body cameras in the Sheriff's Office.**
- 13. Assisted in recommending and testing changes related to the Sheriff's squad car connectivity.**
- 14. Completed several upgrades to hardware and/or software for systems including: CAD, Munis, Tracs, Kronos, timecards.**
- 15. Reconfigured our firewall and enhanced our intrusion detection/protection.**
- 16. Assisted in the setup for special events including: CountryUSA, RockUSA, EAA.**
- 17. Continued Winnebago County representation in FoxComm – Fiscal Advisory Board, Executive Committee, and User Technical Committee.**

**2016 GOALS & OBJECTIVES:**

- 1. Complete two additional modules to the in-house developed Human Services application.**
- 2. Complete conversion of old imaging system data into new system.**
- 3. Continue development of requested in-house applications for Planning and Zoning.**
- 4. Work on requirements related to adding body cameras for the Sheriff's Office.**
- 5. Convert our encryption solution to a much less costly alternative.**
- 6. Expand our virtualization infrastructure to allow less costly desktop solutions.**
- 7. Continue to provide high quality technical support behind friendly, responsive customer service.**
- 8. Monitor and manage County technology costs to the best of our abilities.**

# INFORMATION SYSTEMS

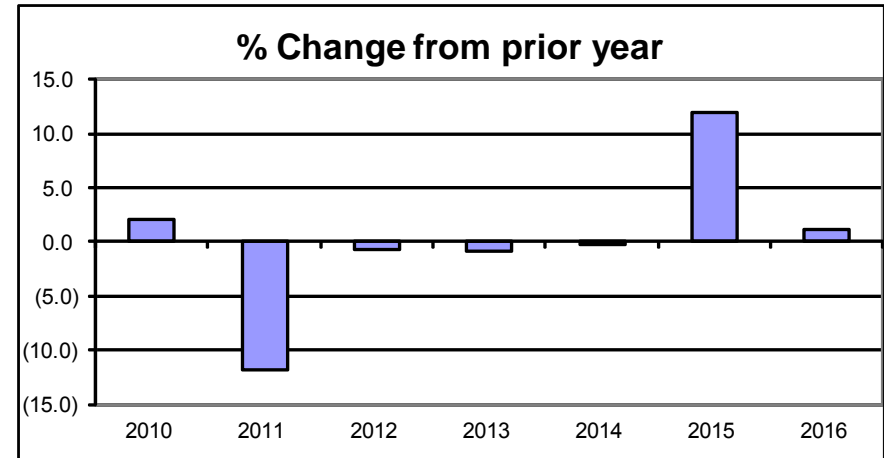
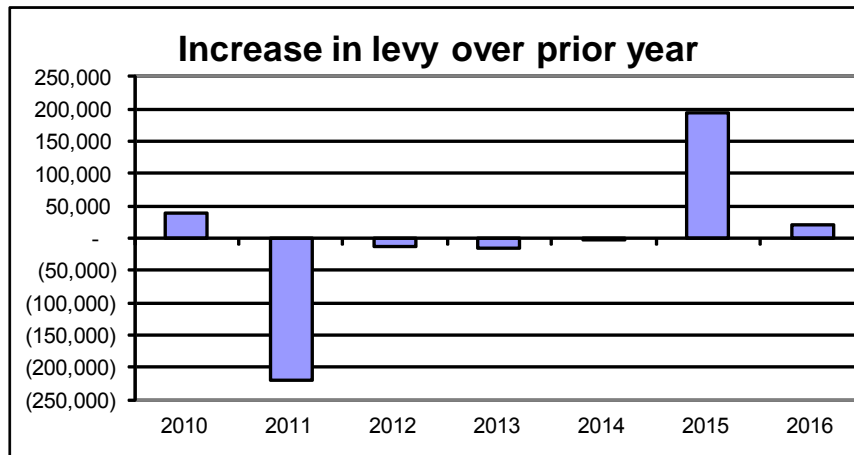
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	17	16	16	16	16	16	16	16	17	17
Part Time	0	0	0	0	0	0	0	0	0	0
Total	17	16	16	16	16	16	16	16	17	17

There are no changes to the table of organization for 2016.

**COUNTY LEVY:** The tax levy for 2016 is \$1,830,065, an increase of \$21,688 or 1.2% over 2015.



### 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. A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents. We have expanded the fund to include more of the technology items. The tax levy for the technology fund has gone from \$750,000 in 2015 to \$675,000 in 2016.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Information Systems

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 1,808,377</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Health Insurance	25,649	The increase is the result of changes in coverage selections and health care costs.
Computer Software	12,181	Increase due to additional licenses needed for Datacenter and Visual Studio.
Telephone	(11,600)	Decrease based on Shoretel system being completed.
Wireless	(3,600)	Decrease due to budget being moved into the Telephone account.
Voice and Data Cabling	(17,000)	Decrease due to budget being moved into the Telephone account.
Data Processing	21,131	Increase based on new additional applications and unanticipated vendor increases.
Professional Service	(25,000)	Decrease based on fiber work declining.
Property and Liability Insurance	4,170	Increase based on increased significant increase in the rates from the Wisconsin Local Government Insurance Fund.
<b>Other small changes</b>	<b>15,757</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 1,830,065</b>	

## Financial Summary Information Systems

<b>Items</b>	<b>2015 7-Month Actual</b>	<b>2015 12-Month Estimate</b>	<b>2015 Adopted Budget</b>	<b>2015 Adjusted Budget</b>	<b>2016 Executive Budget</b>
Total Revenues	50,814	78,946	78,946	78,946	80,944
Labor	796,419	1,424,039	1,424,039	1,424,039	1,462,823
Travel	3,368	12,200	12,200	12,200	12,200
Capital	-	-	-	-	-
Other Expenditures	199,337	447,634	451,084	458,328	435,986
Total Expenditures	999,124	1,883,873	1,887,323	1,894,567	1,911,009
Levy			1,808,377		1,830,065

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Computer Maintenance	65029	0	39,468	40,623	41,052	42,471	42,471	3.46%
DP Services	65085	17,000	18,000	20,004	20,000	19,000	19,000	-5.00%
<b>Interfund Revenue Subtotal:</b>		<b>17,000</b>	<b>57,468</b>	<b>60,627</b>	<b>61,052</b>	<b>61,471</b>	<b>61,471</b>	<b>0.69%</b>
<b>Total Operating Revenue:</b>								
		<b>17,000</b>	<b>57,468</b>	<b>60,627</b>	<b>61,052</b>	<b>61,471</b>	<b>61,471</b>	<b>0.69%</b>
<b>Misc Revenues:</b>								
Cost Sharing Allocations	48110	17,395	20,326	22,954	17,894	19,473	19,473	8.82%
<b>Misc Revenues Subtotal:</b>		<b>17,395</b>	<b>20,326</b>	<b>22,954</b>	<b>17,894</b>	<b>19,473</b>	<b>19,473</b>	<b>8.82%</b>
<b>Total Non-Operating Revenue:</b>								
		<b>17,395</b>	<b>20,326</b>	<b>22,954</b>	<b>17,894</b>	<b>19,473</b>	<b>19,473</b>	<b>8.82%</b>
<b>Revenue Total:</b>		<b>34,395</b>	<b>77,794</b>	<b>83,581</b>	<b>78,946</b>	<b>80,944</b>	<b>80,944</b>	<b>2.53%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	906,444	916,430	946,085	1,039,897	1,053,806	1,053,806	1.34%
Overtime	51105	0	66	1,157	3,100	3,100	3,100	0.00%
<b>Wages Subtotal:</b>		<b>906,444</b>	<b>916,496</b>	<b>947,242</b>	<b>1,042,997</b>	<b>1,056,906</b>	<b>1,056,906</b>	<b>1.33%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	64,287	67,041	69,439	79,866	80,853	80,853	1.24%
Health Insurance	51201	227,450	184,272	194,280	207,674	233,323	233,323	12.35%
Dental Insurance	51202	12,350	12,264	14,041	15,569	15,178	15,178	-2.51%
Workers Compensation	51203	4,114	5,438	1,902	1,638	906	906	-44.69%
WI Retirement	51206	53,024	60,593	66,096	70,992	69,756	69,756	-1.74%
Fringe Benefits Other	51207	4,189	4,120	5,975	5,303	5,901	5,901	11.28%
<b>Fringes Benefits Subtotal:</b>		<b>365,414</b>	<b>333,726</b>	<b>351,732</b>	<b>381,042</b>	<b>405,917</b>	<b>405,917</b>	<b>6.53%</b>
<b>Total Labor:</b>								
		<b>1,271,858</b>	<b>1,250,223</b>	<b>1,298,974</b>	<b>1,424,039</b>	<b>1,462,823</b>	<b>1,462,823</b>	<b>2.72%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Travel:</b>								
Registration Tuition	52001	5,791	4,221	16,017	9,500	9,500	9,500	0.00%
Automobile Allowance	52002	589	609	701	900	900	900	0.00%
Commercial Travel	52004	0	0	0	400	400	400	0.00%
Meals	52005	0	28	17	200	200	200	0.00%
Lodging	52006	70	556	568	800	800	800	0.00%
Other Travel Exp	52007	0	0	20	100	100	100	0.00%
Taxable Meals	52008	0	0	0	300	300	300	0.00%
<b>Travel Subtotal:</b>		<b>6,450</b>	<b>5,413</b>	<b>17,323</b>	<b>12,200</b>	<b>12,200</b>	<b>12,200</b>	<b>0.00%</b>
<b>Total Travel:</b>		<b>6,450</b>	<b>5,413</b>	<b>17,323</b>	<b>12,200</b>	<b>12,200</b>	<b>12,200</b>	<b>0.00%</b>
<b>Capital Outlay:</b>								
Equipment	58004	21,369	0	0	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>21,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital:</b>		<b>21,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Office:</b>								
Office Supplies	53000	1,283	980	814	1,300	1,350	1,350	3.85%
Printing Supplies	53002	140	112	140	250	250	250	0.00%
Postage and Box Rent	53004	87	168	133	300	300	300	0.00%
Computer Supplies	53005	2,055	1,481	1,845	2,200	2,200	2,200	0.00%
Computer Software	53006	38,695	36,930	23,176	37,860	50,041	50,041	32.17%
Telephone	53008	2,984	2,654	10,855	38,600	27,000	27,000	-30.05%
Telephone Supplies	53009	1,664	933	2,053	2,100	2,100	2,100	0.00%
Long Distance	53011	0	0	34	0	0	0	0.00%
Wireless	53012	3,150	3,435	2,262	3,600	0	0	-100.00%
Pagers	53013	287	323	138	0	0	0	0.00%
Voice and Data Cabling	53014	1,555	2,051	7,309	17,000	0	0	-100.00%
Fiber pole rental locates	53015	28,391	29,425	28,023	35,000	36,000	36,000	2.86%
<b>Office Subtotal:</b>		<b>80,292</b>	<b>78,492</b>	<b>76,782</b>	<b>138,210</b>	<b>119,241</b>	<b>119,241</b>	<b>-13.72%</b>

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Operating:</b>								
Advertising	53500	96	0	0	50	50	50	0.00%
Subscriptions	53501	200	50	50	400	620	620	55.00%
Membership Dues	53502	0	0	0	0	50	50	100.00%
Small Equipment	53522	15,459	16,514	15,781	19,500	20,000	20,000	2.56%
Motor Fuel	53548	0	0	0	0	100	100	100.00%
Loss on Disposition of Assets	53569	0	0	0	800	800	800	0.00%
Print Duplicate	73003	1,486	1,311	1,319	1,500	1,500	1,500	0.00%
Postage and Box Rent	73004	30	43	37	100	100	100	0.00%
Legal Fees	73041	30	0	0	50	50	50	0.00%
Motor Fuel	73548	882	1,029	854	1,300	1,300	1,300	0.00%
<b>Operating Subtotal:</b>		<b>18,183</b>	<b>18,946</b>	<b>18,041</b>	<b>23,700</b>	<b>24,570</b>	<b>24,570</b>	<b>3.67%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	2,840	2,445	1,675	0	0	0	0.00%
Equipment Repairs	54029	41,925	43,681	37,968	45,600	48,200	48,200	5.70%
Maintenance Vehicles	74023	78	122	298	300	400	400	33.33%
Equipment Repairs	74029	(36,267)	0	0	0	0	0	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>8,576</b>	<b>46,248</b>	<b>39,941</b>	<b>45,900</b>	<b>48,600</b>	<b>48,600</b>	<b>5.88%</b>
<b>Utilities:</b>								
Refuse Collection	74703	0	122	0	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>0</b>	<b>122</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Data Processing	55013	125,692	124,070	150,990	194,350	215,481	215,481	10.87%
Professional Service	55014	195	7,747	21,954	40,000	15,000	15,000	-62.50%
<b>Contractual Services Subtotal:</b>		<b>125,887</b>	<b>131,818</b>	<b>172,944</b>	<b>234,350</b>	<b>230,481</b>	<b>230,481</b>	<b>-1.65%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	9,288	8,592	9,300	8,924	13,094	13,094	46.73%
<b>Insurance Expenses Subtotal:</b>		<b>9,288</b>	<b>8,592</b>	<b>9,300</b>	<b>8,924</b>	<b>13,094</b>	<b>13,094</b>	<b>46.73%</b>
<b>Total Other Operating:</b>		<b>242,225</b>	<b>284,218</b>	<b>317,008</b>	<b>451,084</b>	<b>435,986</b>	<b>435,986</b>	<b>-3.35%</b>
<b>Expense Total:</b>		<b>1,541,902</b>	<b>1,539,854</b>	<b>1,633,306</b>	<b>1,887,323</b>	<b>1,911,009</b>	<b>1,911,009</b>	<b>1.26%</b>
<b>Information Systems Net/(Levy):</b>		<b>(1,507,507)</b>	<b>(1,462,060)</b>	<b>(1,549,724)</b>	<b>(1,808,377)</b>	<b>(1,830,065)</b>	<b>(1,830,065)</b>	<b>1.20%</b>

## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Technology Replacement

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 750,000</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Capital Equipment	19,200	Increase in capital equipment needs for 2016.
Computer Software	183,985	Increase based on MicroSoft licensing costs.
Small Equipment	(133,500)	Decrease based on less small equipment needs for 2016.
Increase / (decrease) to fund balance	(144,685)	This is the adjustment needed to reconcile between the spending and levy needed to maintain a positive fund balance during most years. The amount changes annually depending on the comparison of spending versus levy needed to maintain the fund.
<b>Other small changes</b>	-	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 675,000</b>	

## Financial Summary Technology Replacement

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	750,000	750,000	-	-	-
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	205,748	236,800	236,800	488,658	256,000
Other Expenditures	274,765	479,280	462,122	462,122	512,607
Total Expenditures	480,513	716,080	698,922	950,780	768,607
Levy Before Fund Balance Adjustment			698,922		768,607
Increase / (Decrease) fund balance			51,078		(93,607)
Net Levy After Fund Balance Adjustment			750,000		675,000

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 023 - Technology Replacement</b>								
<b>Revenue</b>								
<b>Misc Revenues:</b>								
Cost Sharing Allocations	48110	0	50	0	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Other Transfers In	49501	0	93,450	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>93,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>0</b>	<b>93,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>0</b>	<b>93,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Capital Outlay:</b>								
Equipment	58004	86,591	174,393	468,533	236,800	256,000	256,000	8.11%
<b>Capital Outlay Subtotal:</b>		<b>86,591</b>	<b>174,393</b>	<b>468,533</b>	<b>236,800</b>	<b>256,000</b>	<b>256,000</b>	<b>8.11%</b>
<b>Total Capital:</b>		<b>86,591</b>	<b>174,393</b>	<b>468,533</b>	<b>236,800</b>	<b>256,000</b>	<b>256,000</b>	<b>8.11%</b>
<b>Office:</b>								
Computer Software	53006	74,100	117,382	33,552	260,422	444,407	444,407	70.65%
<b>Office Subtotal:</b>		<b>74,100</b>	<b>117,382</b>	<b>33,552</b>	<b>260,422</b>	<b>444,407</b>	<b>444,407</b>	<b>70.65%</b>



**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Department - 023 - Technology Replacement</b>								
<b>Operating:</b>								
Small Equipment	53522	41,725	35,703	264,675	201,700	68,200	68,200	-66.19%
<b>Operating Subtotal:</b>		<b>41,725</b>	<b>35,703</b>	<b>264,675</b>	<b>201,700</b>	<b>68,200</b>	<b>68,200</b>	<b>-66.19%</b>
<b>Total Other Operating:</b>		<b>115,825</b>	<b>153,085</b>	<b>298,227</b>	<b>462,122</b>	<b>512,607</b>	<b>512,607</b>	<b>10.92%</b>
<b>Expense Total:</b>		<b>202,416</b>	<b>327,478</b>	<b>766,760</b>	<b>698,922</b>	<b>768,607</b>	<b>768,607</b>	<b>9.97%</b>
<b>Technology Replacement Net/(Levy):</b>		<b>(202,416)</b>	<b>(233,978)</b>	<b>(766,760)</b>	<b>(698,922)</b>	<b>(768,607)</b>	<b>(768,607)</b>	<b>9.97%</b>
(Increase) / Decrease fund balance		0	0	0	(51,078)	93,607	93,607	-283.26%
<b>Net Technology Replacement:</b>		<b>(202,416)</b>	<b>(233,978)</b>	<b>(766,760)</b>	<b>(750,000)</b>	<b>(675,000)</b>	<b>(675,000)</b>	<b>-10.00%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2016

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Technology				
Replacement -	Average Size Server	16	11,000	176,000
	Large Size Server	3	13,000	39,000
	SANS / Storage	1	28,000	28,000
	Large Wireless Access Controller	1	13,000	13,000
		<b>21</b>		<b>256,000</b>

# **FACILITIES MANAGEMENT**

**General Fund – Division: 025  
2016 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Michael Elder  
**LOCATION:** Winnebago County  
1221 Knapp Street  
Oshkosh, WI 54901

**TELEPHONE: 236-4790**

## **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.

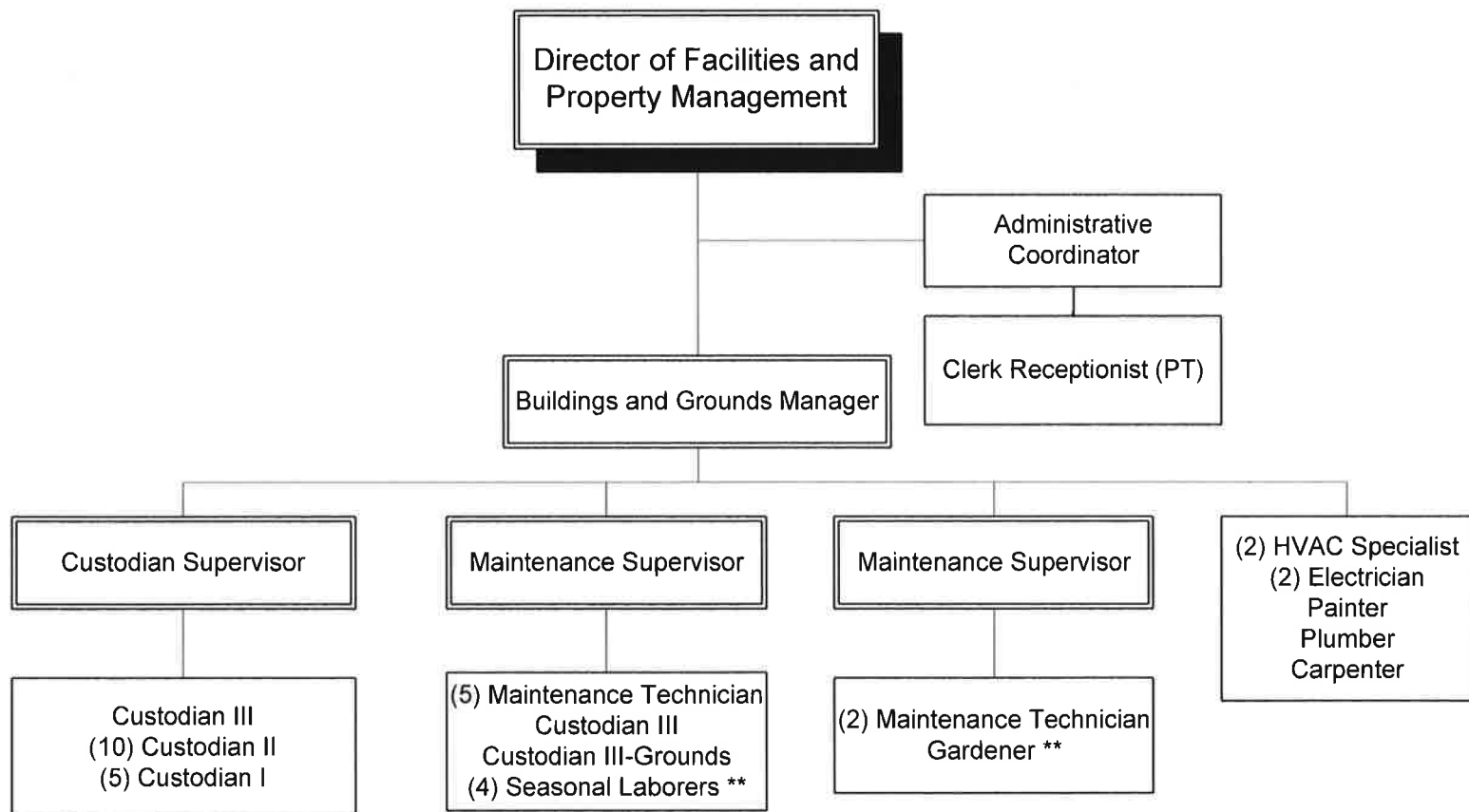
## **PROGRAM DESCRIPTION:**

The Winnebago County Facility Management Department services over 1,000,000 square feet of buildings and their respective grounds. Major services of the department include:

1. climate control,
2. space planning,
3. energy management,
4. preventive maintenance,
5. mechanical/electrical repairs,
6. light construction,
7. housekeeping,
8. liaison with contracted services,
9. grounds and lots maintenance,
10. signage, building security and lock services.

These services are 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



# FACILITIES MANAGEMENT

General Fund – Division: 025  
2016 BUDGET NARRATIVE

DEPARTMENT HEAD: Michael Elder  
LOCATION: Winnebago County  
1221 Knapp Street  
Oshkosh, WI 54901

TELEPHONE: 236-4790

## 2015 ACCOMPLISHMENTS:

1. Completed the construction of a storage building for the UWEX
2. Designed and planned the Asphalt Repair Program for the parking lot at the Maintenance Facility
3. Reclad Building 4 at the Maintenance Facility
4. Replaced the unit heaters in Buildings 2 and 3 at the Maintenance Facility
5. Replaced the nurse call system at Park View
6. Reconfigured space in Neenah Human Services Building for an expanded Public Health Department
7. Completed the DNR Urban Forestry Grant and implemented a tree management program
8. Designed and constructed a parking lot expansion at the Jail Complex
9. Designed and constructed a parking lot expansion at Park View
10. Designed and began construction on a Courthouse security addition and plaza deck repairs
11. Completed the masonry repairs and roof replacements on Buildings 2 and 3 at the Maintenance Facility
12. Continued the study of relocating departments to accommodate having all County departments in County buildings
13. Repaired the precast joints on the Jail Complex

## **2016 GOALS & OBJECTIVES:**

- 1. Continue the Roof Replacement Program with the replacement of the roof on the Highway Shop**
- 2. Replace the boilers in the Oshkosh Human Services Building**
- 3. Upgrade the County card access system**
- 4. Repair the Courthouse Windows**
- 5. Complete the County-wide arc flash study**
- 6. Upgrade the computerized maintenance management software**
- 7. Complete the masonry repairs on the Highway Shop**
- 8. Continue the Asphalt Replacement Program with repairs at Park View, Sand Pit Tower, Fair View Tower**
- 9. Complete masonry repairs on the Orin King Building**
- 10. Replace the Orin King building windows**
- 11. Install maintenance landings in the air plenum chase in the Courthouse**

# FACILITIES MANAGEMENT

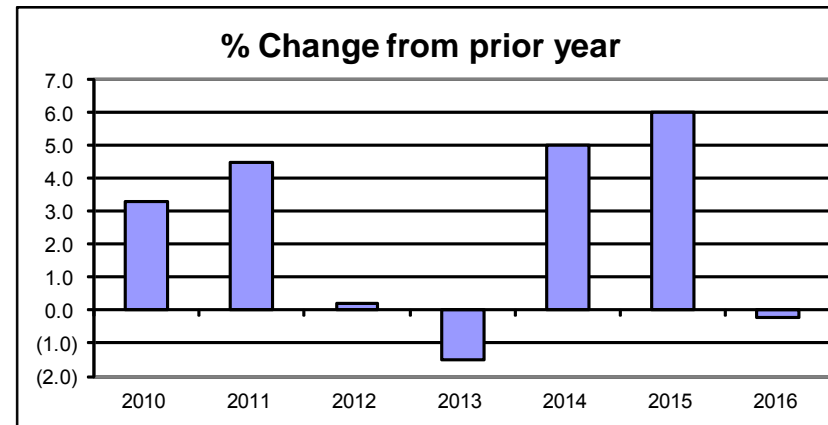
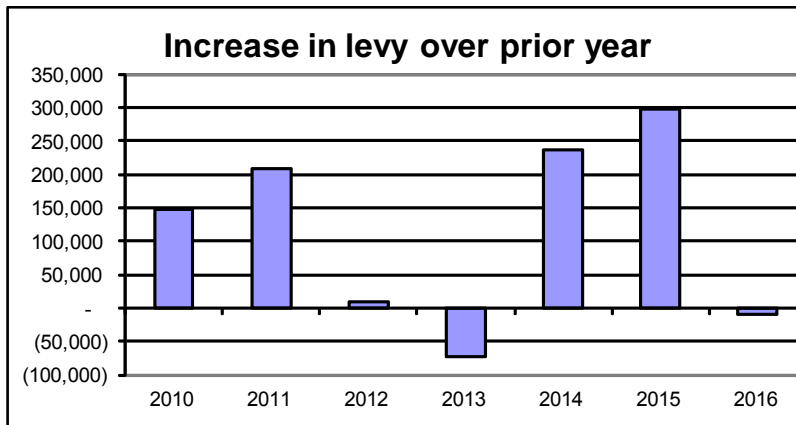
## 2016 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Full Time	39	38	39	37	37	37	37	37	37	38
Part Time	0	0	0	1	1	1	1	1	1	1
Total	39	38	39	38	38	38	38	38	38	39

Changes to the 2016 budget include changing the plumber position from part time to full time, also adding a part time clerk receptionist position. The department will be hiring 4 seasonal employees to help with summer maintenance. These are not part of the table of organization.

**COUNTY LEVY:** The tax levy for 2016 is \$5,258,468, a decrease of \$9,802 or 0.2% under 2015. The biggest reason for the decrease in levy is that the 2015 budget included a one-time cost of \$250,000 for an arc flash study, a requirement of OSHA .



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Facilities

Account	Amount	Description
<b>Significant changes from 2015</b>		
<b>Tax Levy 2015</b>	<b>\$ 5,268,270</b>	
<b>Revenue Changes - impact on levy:</b>		
Rental Revenue	(7,200)	Increase in rental revenue form the Public Health Dept since they are now renting from the Facilities Dept instead of from the City of Neenah.
<b>Expense Changes - impact on levy:</b>		
Temporary Employees	6,000	Increase based on the wages from summer seasonal worker being moved from Park View's budget to Facilities'.
Overtime	7,293	Increase based on projected snow removal and calls for service after hours for the Jail and Park View Health Center.
Health Insurance	39,277	This increase is a combination of changes in health care costs and elections for single, double or family coverage.
Registration Tuition	3,000	Increase for additional training expenses for replacing skills and training resulting from personnel transfers and vacancies.
Capital - Improvements	(78,490)	Decrease based on the cost of the planned projects being less than 2015.
Capital - Equipment	85,300	Increase based on two vehicle purchases and the replacement of the communication and computer equipment UPS at the Jail
Computer Software	13,925	Increase due to implementation of Kronos timekeeping.
Telephone	5,500	Increase due to consolidating telephone accounts (telephone, pagers, and wireless)
Wireless	(3,000)	Decrease due to consolidating telephone accounts (telephone, pagers, and wireless)
Small Equipment	(3,476)	Decrease due to a reduced need for small equipment.
Building Rental	35,200	Increase in the rent for the Safety Building and the rental of an additional 40 spaces for parking at the Otter Street Building
Small Equipment Technology	3,505	Increase due to purchasing the equipment needed to implement Kronos timekeeping and 3 large screen computer displays
Motor Fuel	(8,000)	Decrease based on the reduction in the cost of fuel and the purchase of more fuel efficient vehicles.
Maintenance Buildings	(110,330)	Decrease due to the completion of projects scheduled for 2015.



## SIGNIFICANT CHANGES FROM 2015 ADOPTED - Facilities

Account	Amount	Description
Maintenance Equipment	19,010	Increase based on more equipment repairs, upgrades and replacements planned for 2016.
Equipment Repairs	(7,200)	Decrease due to the completion of projects scheduled for 2015.
Heat	46,000	Increase due to projected higher rates and consumption.
Power and Light	121,250	Increase due to projected higher rates and consumption.
Water and Sewer	28,000	Increase due to projected higher rates and consumption.
Pest Extermination	(3,000)	Decrease is due to adjusting the budget amount to reflect closer to actual expenditures. This account has only begun to be used since 2014.
Snow Removal	4,000	Increase due to the City not plowing Knapp Street going forward and contracted services.
Vehicle Repairs	(20,000)	Decrease based on repairs budgeted in 2015 as repairs were reclassified as Capital to the vehicles.
Building Repairs	(27,400)	Decrease due to the completion of projects scheduled for 2015.
Professional Service	(237,000)	Decrease due to the completion of the arc flash study, which was a one-time expense in 2015.
Janitorial Services	7,100	Increase due to Facilities incurring the costs for bio waste disposal and entrance mat rental.
Maintenance Grounds	4,000	Increase is due to projects requiring the assistance from Highways.
Snow Removal - interfund	(10,000)	Decrease based on actual snow removal costs from previous years.
Property Liability Insurance	13,194	Increase based on the premium increase expected for 2016.
<b>Other small changes</b>	63,740	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2016</b>	<b>\$ 5,258,468</b>	

The biggest reason for the decreases in levy for this department was the fact that the 2015 budget included an arc flash study at a cost of \$250,000.

## Financial Summary Facilities

Items	2015 7-Month Actual	2015 12-Month Estimate	2015 Adopted Budget	2015 Adjusted Budget	2016 Executive Budget
Total Revenues	55,006	106,545	92,045	117,045	99,245
Labor	1,427,860	2,585,738	2,594,988	2,584,988	2,661,957
Travel	4,984	8,976	2,450	12,450	5,500
Capital	76,663	351,098	230,200	321,959	237,010
Other Expenditures	1,509,637	2,541,368	2,582,677	2,659,677	2,453,246
Total Expenditures	3,019,144	5,487,180	5,410,315	5,579,074	5,357,713
Levy Before Fund Balance Adjustment			5,318,270		5,258,468
Decrease fund balance			(50,000)		-
Net Levy After Fund Balance Adjustment			5,268,270		5,258,468

# **Winnebago County Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Revenue</b>								
<b>Intergov Services:</b>								
Other Fees	43001	5,000	7,000	6,996	9,400	9,400	9,400	0.00%
<b>Intergov Services Subtotal:</b>		<b>5,000</b>	<b>7,000</b>	<b>6,996</b>	<b>9,400</b>	<b>9,400</b>	<b>9,400</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Rental Revenue	65011	10,200	43,200	45,950	33,000	33,000	40,200	21.82%
<b>Interfund Revenue Subtotal:</b>		<b>10,200</b>	<b>43,200</b>	<b>45,950</b>	<b>33,000</b>	<b>33,000</b>	<b>40,200</b>	<b>21.82%</b>
<b>Total Operating Revenue:</b>		<b>15,200</b>	<b>50,200</b>	<b>52,946</b>	<b>42,400</b>	<b>42,400</b>	<b>49,600</b>	<b>16.98%</b>
<b>Misc Revenues:</b>								
Rental Building	48100	62,563	38,810	41,115	41,115	41,115	41,115	0.00%
Sale of Scrap	48106	3,248	5,481	8,200	2,500	2,500	2,500	0.00%
Other Miscellaneous Revenues	48109	6,065	20,620	13,591	6,030	6,030	6,030	0.00%
<b>Misc Revenues Subtotal:</b>		<b>71,875</b>	<b>64,911</b>	<b>62,906</b>	<b>49,645</b>	<b>49,645</b>	<b>49,645</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>71,875</b>	<b>64,911</b>	<b>62,906</b>	<b>49,645</b>	<b>49,645</b>	<b>49,645</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>87,075</b>	<b>115,111</b>	<b>115,852</b>	<b>92,045</b>	<b>92,045</b>	<b>99,245</b>	<b>7.82%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,577,635	1,606,044	1,620,742	1,712,779	1,722,398	1,722,398	0.56%
Temporary Employees	51101	5,824	12,694	14,462	39,000	45,000	45,000	15.38%
Overtime	51105	15,909	21,358	27,223	40,765	48,058	48,058	17.89%
Comp Time	51108	166	83	43	0	0	0	0.00%
Payroll Sundry Account	51190	0	0	7,084	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>1,599,534</b>	<b>1,640,180</b>	<b>1,669,554</b>	<b>1,792,544</b>	<b>1,815,456</b>	<b>1,815,456</b>	<b>1.28%</b>

# **Winnebago County** **Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	113,410	120,369	122,663	137,130	138,882	138,882	1.28%
Health Insurance	51201	450,357	464,802	452,168	490,793	533,070	533,070	8.61%
Dental Insurance	51202	27,456	28,435	29,440	30,823	33,421	33,421	8.43%
Workers Compensation	51203	33,637	50,959	15,721	15,838	14,896	14,896	-5.95%
WI Retirement	51206	92,679	107,375	114,651	119,241	116,747	116,747	-2.09%
Fringe Benefits Other	51207	7,984	8,662	9,146	8,619	9,485	9,485	10.05%
<b>Fringes Benefits Subtotal:</b>		<b>725,523</b>	<b>780,601</b>	<b>743,789</b>	<b>802,444</b>	<b>846,501</b>	<b>846,501</b>	<b>5.49%</b>
<b>Total Labor:</b>		<b>2,325,057</b>	<b>2,420,782</b>	<b>2,413,343</b>	<b>2,594,988</b>	<b>2,661,957</b>	<b>2,661,957</b>	<b>2.58%</b>
<b>Travel:</b>								
Registration Tuition	52001	0	1,145	274	2,000	5,000	5,000	150.00%
Automobile Allowance	52002	0	218	152	200	250	250	25.00%
Meals	52005	0	45	0	50	50	50	0.00%
Lodging	52006	0	231	0	200	200	200	0.00%
<b>Travel Subtotal:</b>		<b>0</b>	<b>1,639</b>	<b>427</b>	<b>2,450</b>	<b>5,500</b>	<b>5,500</b>	<b>124.49%</b>
<b>Total Travel:</b>		<b>0</b>	<b>1,639</b>	<b>427</b>	<b>2,450</b>	<b>5,500</b>	<b>5,500</b>	<b>124.49%</b>
<b>Capital Outlay:</b>								
Improvements	58002	101,970	28,780	104,854	180,000	165,300	101,510	-43.61%
Equipment	58004	22,421	23,481	58,529	50,200	135,500	135,500	169.92%
<b>Capital Outlay Subtotal:</b>		<b>124,390</b>	<b>52,260</b>	<b>163,383</b>	<b>230,200</b>	<b>300,800</b>	<b>237,010</b>	<b>2.96%</b>
<b>Total Capital:</b>		<b>124,390</b>	<b>52,260</b>	<b>163,383</b>	<b>230,200</b>	<b>300,800</b>	<b>237,010</b>	<b>2.96%</b>

# Winnebago County Budget Detail - 2016

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Office:</b>								
Office Supplies	53000	1,090	1,228	1,620	1,500	1,500	1,500	0.00%
Printing Supplies	53002	881	764	778	750	750	750	0.00%
Print Duplicate	53003	43	0	0	0	0	0	0.00%
Postage and Box Rent	53004	45	91	70	50	100	100	100.00%
Computer Software	53006	6,548	3,405	9,211	5,275	19,200	19,200	263.98%
Telephone	53008	12,129	18,142	19,486	17,000	22,500	22,500	32.35%
Telephone Supplies	53009	0	459	0	0	0	0	0.00%
Long Distance	53011	0	3	57	0	0	0	0.00%
Wireless	53012	2,405	2,753	1,557	3,000	0	0	-100.00%
Pagers	53013	1,381	1,705	1,329	1,750	0	0	-100.00%
Voice and Data Cabling	53014	400	1,380	225	750	0	0	-100.00%
<b>Office Subtotal:</b>		<b>24,923</b>	<b>29,930</b>	<b>34,334</b>	<b>30,075</b>	<b>44,050</b>	<b>44,050</b>	<b>46.47%</b>
<b>Operating:</b>								
Advertising	53500	0	0	0	50	100	100	100.00%
Subscriptions	53501	165	0	1,141	250	250	250	0.00%
Membership Dues	53502	165	0	165	175	175	175	0.00%
Household Supplies	53516	55,879	55,357	57,401	60,000	60,000	60,000	0.00%
Uniforms Tools Allowance	53517	0	0	708	9,984	10,540	10,540	5.57%
Small Equipment	53522	7,931	27,614	25,448	22,826	19,350	19,350	-15.23%
Shop Supplies	53523	362	0	368	1,000	1,000	1,000	0.00%
Medical Supplies	53524	0	0	0	0	100	100	100.00%
Building Rental	53550	70,443	70,443	70,443	84,000	119,200	119,200	41.90%
Equipment Rental	53551	400	483	75	3,500	3,500	3,500	0.00%
Operating Licenses Fees	53553	603	837	1,092	4,740	5,190	5,190	9.49%
Small Equipment Technology	53580	0	0	0	750	4,255	4,255	467.33%
Print Duplicate	73003	2,372	2,406	3,174	2,000	3,800	3,800	90.00%
Postage and Box Rent	73004	130	141	141	150	150	150	0.00%
Motor Fuel	73548	38,587	39,681	34,225	30,000	22,000	22,000	-26.67%
<b>Operating Subtotal:</b>		<b>177,036</b>	<b>196,962</b>	<b>194,380</b>	<b>219,425</b>	<b>249,610</b>	<b>249,610</b>	<b>13.76%</b>

# **Winnebago County Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Repairs &amp; Maint:</b>								
Sodium Chloride	54002	0	9	0	0	0	0	0.00%
Maintenance Buildings	54020	128,399	148,086	176,073	462,580	352,250	352,250	-23.85%
Maintenance Grounds	54021	2,043	3,066	11,057	7,000	7,000	7,000	0.00%
Maintenance Equipment	54022	185,231	237,813	183,281	117,490	136,500	136,500	16.18%
Maintenance Vehicles	54023	3,058	2,415	2,680	3,000	3,000	3,000	0.00%
Equipment Repairs	54029	24,198	38,509	44,226	32,400	25,200	25,200	-22.22%
Maintenance Grounds	74021	6,526	1,215	1,084	1,000	5,000	5,000	400.00%
Maintenance Vehicles	74023	8,854	10,460	13,415	15,000	15,000	15,000	0.00%
Equipment Repairs	74029	1,254	1,023	1,155	1,500	1,122	1,122	-25.20%
<b>Repairs &amp; Maint Subtotal:</b>		<b>359,562</b>	<b>442,595</b>	<b>432,972</b>	<b>639,970</b>	<b>545,072</b>	<b>545,072</b>	<b>-14.83%</b>
<b>Utilities:</b>								
Heat	54700	298,909	337,462	465,380	457,000	503,000	503,000	10.07%
Power and Light	54701	675,656	677,132	641,327	505,750	627,000	627,000	23.97%
Water and Sewer	54702	174,163	167,766	188,824	142,750	170,750	170,750	19.61%
Refuse Collection	54703	0	0	26	0	0	0	0.00%
Refuse Collection	74703	21,827	22,800	21,678	17,676	19,608	19,608	10.93%
<b>Utilities Subtotal:</b>		<b>1,170,555</b>	<b>1,205,160</b>	<b>1,317,235</b>	<b>1,123,176</b>	<b>1,320,358</b>	<b>1,320,358</b>	<b>17.56%</b>
<b>Contractual Services:</b>								
Pest Extermination	55002	0	0	3,405	5,000	2,000	2,000	-60.00%
Snow Removal	55003	431	16,389	12,876	20,000	24,000	24,000	20.00%
Vehicle Repairs	55005	492	1,910	528	23,000	3,000	3,000	-86.96%
Grounds Maintenance	55007	16,538	27,623	56,439	70,369	67,550	67,550	-4.01%
Building Repairs	55008	14,498	27,053	42,435	37,720	10,320	10,320	-72.64%
Professional Service	55014	26,125	16,624	75,170	285,000	48,000	48,000	-83.16%
Janitorial Services	55016	3,827	1,223	3,725	1,200	8,300	8,300	591.67%
Medical and Dental	75000	0	0	0	0	50	50	100.00%
Snow Removal	75003	42,745	68,078	52,713	65,000	55,000	55,000	-15.38%
<b>Contractual Services Subtotal:</b>		<b>104,657</b>	<b>158,901</b>	<b>247,292</b>	<b>507,289</b>	<b>218,220</b>	<b>218,220</b>	<b>-56.98%</b>

**Winnebago County  
Budget Detail - 2016**

Description	Object	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Request	2016 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	63,336	69,492	62,604	62,742	75,936	75,936	21.03%
<b>Insurance Expenses Subtotal:</b>		<b>63,336</b>	<b>69,492</b>	<b>62,604</b>	<b>62,742</b>	<b>75,936</b>	<b>75,936</b>	<b>21.03%</b>
<b>Total Other Operating:</b>		<b>1,900,069</b>	<b>2,103,039</b>	<b>2,288,816</b>	<b>2,582,677</b>	<b>2,453,246</b>	<b>2,453,246</b>	<b>-5.01%</b>
<b>Expense Total:</b>		<b>4,349,516</b>	<b>4,577,720</b>	<b>4,865,970</b>	<b>5,410,315</b>	<b>5,421,503</b>	<b>5,357,713</b>	<b>-0.97%</b>
<b>Facilities Net/(Levy):</b>		<b>(4,262,441)</b>	<b>(4,462,609)</b>	<b>(4,750,118)</b>	<b>(5,318,270)</b>	<b>(5,329,458)</b>	<b>(5,258,468)</b>	<b>-1.12%</b>
Decrease fund balance		0	0	0	50,000	0	0	-100.00%
<b>Net Facilities:</b>		<b>(4,262,441)</b>	<b>(4,462,609)</b>	<b>(4,750,118)</b>	<b>(5,268,270)</b>	<b>(5,329,458)</b>	<b>(5,258,468)</b>	<b>-0.19%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2016

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Facilities & Property				
Management -	Tuckpointing - County Admin. Bldg. & Orrin King Bldg.	1	75,000	75,000
	Sprinkler system conversion at Park View Health Center	1	12,920	12,920
	Sprinkler system conversion at the Jail	1	13,590	13,590
	Service body truck	2	44,000	88,000
	Bobcat concrete breaker	1	7,500	7,500
	UPS - 1442 at the Law Enforcement Center	1	40,000	40,000
		<b>7</b>		<b>237,010</b>



## FACILITIES MANAGEMENT PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2016	2015	2014	2016	2015
								EXECUTIVE	ADOPTED	ADOPTED	OVER 2015	OVER 2014
Other County Facilities	1025	2,661,957	5,500	237,010	2,368,996	5,273,463		5,273,463	5,342,935	5,017,626	(1.3)	6.5
Revenues	1025						99,245	(99,245)	(92,045)	(89,165)	7.8	3.2
Safety Building Maintenance	1027	-	-	-	10,750	10,750		10,750	10,750	14,800	0.0	(27.4)
Revenues	1027						-	-	-	-	N/A	N/A
Facilities-Other Depts.	1029	-	-	-	73,500	73,500		73,500	56,630	27,000	29.8	109.7
Revenues	1029						-	-	-	-	N/A	N/A
<b>Grand Totals</b>		<u>2,661,957</u>	<u>5,500</u>	<u>237,010</u>	<u>2,453,246</u>	<u>5,357,713</u>	<u>99,245</u>	<u>5,258,468</u>	<u>5,318,270</u>	<u>4,970,261</u>	(1.1)	7.0
Decrease fund balance								-	(50,000)	-		
Adjusted Levy								<u>5,258,468</u>	<u>5,268,270</u>	<u>4,970,261</u>	(0.2)	6.0