



**EXECUTIVE BUDGET 2019**

# About Our Cover.....

## Wittman Regional Airport

Our cover photos feature the Wittman Regional Airport and Experimental Aircraft Association (EAA) AirVenture event that is held at the airport each July.

EAA AirVenture will be celebrating their 50<sup>th</sup> consecutive year in Oshkosh at Wittman Regional Airport in July 2019. AirVenture 2018 brought in approximately 601,000 attendees, 2% above 2017's record total. This includes visitors from 87 nations. Top countries represented were Canada (538 visitors), Australia (386), and South Africa (277). The total economic impact on the five counties in the Oshkosh region (Winnebago, Outagamie, Fond du Lac, Calumet, and Brown) is approximately \$170 million\*.

Plans are being made to make the 50th anniversary bigger and better, including new ideas for aircraft, innovations, exhibits, events, features, and attractions.

Photo credits to Wisconsin Bureau of Aeronautics and Jennifer Jensen.

Design credit to Kate Erbach, a local graphic designer.

*\*based on 2017 University of Wisconsin Oshkosh economic impact study*

**FISCAL YEAR 2019**  
**ANNUAL BUDGET FOR THE**  
**COUNTY OF WINNEBAGO**

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## TABLE OF CONTENTS

DESCRIPTION	PAGE	DESCRIPTION	PAGE
<b>OVERVIEW</b>		<b>DIVISION OF PUBLIC SAFETY (cont.)</b>	
Budget Message.....	5	Sheriff.....	231
Mission Statement.....	11	Jail Improvements Fund.....	246
Table of Organization.....	12	Coroner.....	251
Budget & Financial Policies.....	14	Emergency Management.....	261
Information about Winnebago County.....	21	<b>DIVISION OF TRANSPORTATION</b>	
Property Tax Rate Limits and Levy Limits.....	22	Summary by Division - Transportation.....	272
Significant Information.....	24	Airport.....	273
Fringe Benefit Components.....	26	Highway Fund.....	287
Budget Summary.....	27	County Road Maintenance.....	303
Appropriations.....	28	<b>DIVISION OF HEALTH &amp; HUMAN SERVICES</b>	
Revenue and Expense Graphs.....	30	Summary by Division - Health & Human Services.....	307
Levy by Division Graph.....	34	Public Health.....	308
Financial Comparisons.....	35	Child Support.....	323
County Tax Rate Info and Graphs.....	39	Veterans Services.....	333
Apportionment.....	43	Human Services.....	346
Information About Fund Accounting.....	45	Park View Health Center.....	400
Fund Projections.....	46	<b>DIVISION OF EDUCATION, CULTURE, &amp; RECREATION</b>	
Sources of Revenue By Fund.....	47	Summary by Division - Education, Culture & Recreation.....	418
Revenue By Year.....	48	UW-Fox Valley.....	419
Expenditures By Fund.....	49	University Extension.....	428
Expenditures By Year.....	50	Parks.....	440
Revenue Projections.....	51	Boat Launch Program.....	452
Table of Organization Changes - Positions.....	57	<b>DIVISION OF PLANNING &amp; ENVIRONMENT</b>	
Table of Organization Changes - Fiscal Impact.....	58	Summary by Division - Planning & Environment.....	460
Table of Organization - Classified Positions.....	61	Register of Deeds.....	461
Capital Outlay.....	75	Planning and Zoning.....	471
<b>DIVISION OF ADMINISTRATION</b>		Property Lister.....	485
Summary by Division - Administration.....	79	Land Records Modernization.....	490
County Executive.....	80	Land and Water Conservation.....	496
Corporation Counsel.....	87	<b>NON-DIVISIONAL BUDGETS</b>	
County Clerk.....	97	Summary by Division - Non-Divisional.....	508
Treasurer.....	113	County Board.....	509
Human Resources.....	123	Scholarship Program.....	517
Workers Compensation Fund.....	134	Miscellaneous and Unclassified.....	519
Self Funded Health Insurance.....	140	Miscellaneous Operating Grant Schedule.....	526
Self Funded Dental Insurance.....	145	Library Levy Request.....	527
Finance.....	149	<b>DEBT SERVICE</b>	
General Services.....	159	Debt Service.....	528
Prop & Liab Insurance Fund.....	167	<b>CAPITAL PROJECTS</b>	
Information Systems.....	174	Capital Projects.....	552
Technology Replacement.....	185	<b>APPENDIX</b>	
Facilities Management.....	190	Demographic Statistics.....	555
<b>DIVISION OF PUBLIC SAFETY</b>		<b>SOLID WASTE</b> .....	556
Summary by Division - Public Safety.....	204	<b>GLOSSARY</b> .....	572
District Attorney.....	205	<b>INDEX</b> .....	576
Clerk of Courts.....	217		



Mark L. Harris  
County Executive



**Winnebago County**  
Office of the County Executive

*The Wave of the Future*

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## **2019 BUDGET MESSAGE**

### **Executive Budget**

“Any act often repeated soon forms a habit; and habit allowed, steady gains in strength. At first it may be but as a spider’s web, easily broken through, but if not resisted it soon binds us with chains of steel.”

~ *Tyron Edwards 1809-1894*  
*American Theologian, author and minister*



**Mark L. Harris**

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

We will see another year of property tax rate reduction in 2019. Growth in net new construction was 1.43% restricting our ability to increase the tax levy. Departments were very responsible in preparing their 2019 budget requests and we are able to present a budget with a reduction in the equalized tax rate of 20-cents. This results in an equalized tax rate of \$5.26, the lowest equalized rate since 2000.

## **2018 BUDGET HIGHLIGHTS**

### **OVERALL:**

As stated above, the total equalized tax rate of \$5.26 is down 20-cents from 2018. This equalized tax rate is a blended rate that includes some services that do not apply to all municipalities in the County. These include Public Health, Property Lister, Bridge and Culvert Aid and the Library tax.

Departments were given a goal of allowing their tax levy to increase for the costs of wages and benefits and a slight increase to their non-labor expenditures. Departments did a very good job of meeting this objective. There are often additional revenues to cover increases in costs where they appear in departments budgets. Health care costs continue to increase at rates much higher than inflation. We have done our best to control these costs by self-insuring health care starting in 2017, and by increasing deductibles in the health plan.

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

#### ***Labor***

The labor area of the budget accounts for a large portion of the increase in levy from 2018 to 2019.

Total county wages are estimated to increase \$1,519,396, or 2.6%, over 2018. Part of this increase is the result of average normal wage increases of 2.5% that have been included in this budget. Individual increases by employee will be determined based on performance evaluations as part of our merit pay program. The overall increases to wages is higher than 2.5% because some employees are below the minimums for their positions as a result of the 2015 pay study. We are catching them up incrementally over three years, 2019 will be the final year. New positions in the budget also account for some of the increase. The net changes to the table of organization in the 2019 budget are two additional full time positions and one less part time position. There has been a net addition of seven full time positions and a reduction of six part time positions that has occurred since the first of this year. More details related to this can be found later in the overview section of this book.

Fringe benefits are down \$262,952, or 1.0%, from 2018. FICA Medicare costs are increasing \$108,569, or 2.5%. Health Insurance costs are up minimally at 0.1%, this is due to an overall health insurance increase of 2.1%, and taking into account turnover and vacancies at Park View Health Center. Health insurance costs continue to increase at rates much greater than inflation, requiring modifications to the County health plan to control costs. Workers Compensation costs are decreasing \$416,954, or 47.5%, this is due to the fund balance being higher than our target this year, so we were able to provide a subsidy of approximately \$350,000 for the workers compensation insurance costs to the departments.

### ***Travel***

Travel expenditures are projected to increase \$34,010, or 4.1%, over 2018. We are continuing to hold these costs down to the minimum that allows our staff to maintain adequate training levels. Seminars and conferences will continue to be attended locally in 2019 whenever possible. These measures should ensure our staff the ability to maintain professional licensures and certification standards. The increase for 2019 is also related to higher employee turnover and new people needing training as they join their departments. A large portion of the travel budget is associated with mileage reimbursements we give employees for using their personal vehicles for County business.

### ***Capital***

Capital outlay budget for 2019 is \$2,592,340 reflecting a decrease of \$1,244,380, or 32.4%, under 2018. A detailed list of capital expenditures is included in the “overview” section of this book.

### ***Other Expenditures***

Other operating expenditures are budgeted to decrease \$619,488, or 0.7%, under 2018. The Airport had an overall decrease in other expenditures of approximately \$174,000, this is comprised of a \$63,000 decrease in debt service for our airport, as there were fewer projects to borrow for in 2018, and the remaining \$111,000 was due to various adjustments to bring the budget in line with historical trends and needs at the airport. Human Services had a decrease over 2018 of \$514,954, which is due to fewer out-of-home placements in Child Residential Care Centers, Group Homes and Child Foster Care. Behavioral Health Unit costs are budgeted at a lower levels based on trend analysis. The rest of the decrease is spread through various line items in departments throughout the County

### **REVIEW BY DIVISION:**

#### ***Administration***

The tax levy in this division is \$10,544,759, an increase of \$121.925, or 1.2%, over 2018. This is attributable to an increase of approximately \$144,400 in the Information Systems department. The majority of this increase is the result of a new Cyber Security Architect position that was added in late 2018. In addition, there was a normal wage increase of 2.5% budgeted for 2019. There were other department decreases that offset this amount.

### ***Public Safety***

The tax levy in this division is \$25,098,050, an increase of \$239,970, or 1.0%, over 2018. Most of the increase is attributable to the Sheriff Department which has a levy increase of \$276,017. Wages and benefits in this department are expected to go up by approximately \$360,000. Costs in other parts of the department have gone down to slightly offset this increase. Wages are up higher than the county average because some employees in the department were below their minimum pay rate and catch up raises (spread over a three year period) were given to those employees.

### ***Transportation***

The tax levy in this division is \$1,894,307, a decrease of \$86,409, or 4.4%, under 2018. The majority of this is due to a \$63,000 decrease in debt service for our airport, as there were fewer projects to borrow for in 2018. The remainder of the decrease in levy is due to County Road Maintenance architect engineering fees that they are part of a capital project were budgeted for here in the past, but should be budgeted in the Capital Projects fund.

### ***Health and Human Services***

The tax levy in this division is \$22,739,024, an increase of \$292,282, or 1.3%, over 2018. The levy for the Public Health Department is up \$102,474. This year we are applying \$100,000 of the Public Health reserve to reduce the levy. Wages in this department are up quite a bit by approximately \$53,000. Many of the employees were below the minimum pay for their pay grade resulting from the 2015 pay study. Catch up raises are being spread over three years for these employees. The Veterans Department has a levy increase of \$66,466 or 11.5%. The largest increase is in regular pay which is increasing approximately \$43,000. Many of the employees were below the minimum pay for their pay grade resulting from the 2015 pay study. Catch up raises are being spread over three years for these employees. In addition, a new Benefit Specialist position is being added beginning October 1, 2019. Human Services has an increase in levy of \$169,084, or 0.9%. Wages and fringe in Human Services are up by approximately \$893,000. Many of the employees were below the minimum pay for their pay grade resulting from the 2015 pay study. Catch up raises are being spread over three years for these employees, in addition, there was an overall increase of 2.5% in wages, and a 2.1% increase in health insurance. To offset this increase, Human Services had a large decrease of approximately \$566,000 in contractual services, which is due to fewer out-of-home placements in Child Residential Care Centers, Group Homes and Child Foster Care.

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

The tax levy in this division is \$2,056,654, an increase of \$12,543 or 0.6%, over 2018. This is a very modest increase. Departments have done an excellent job in holding their levy's down. UW Extensions increase of \$18,049 accounts for most of this. The increases are health insurance increases, the result of some employees changing from single to family coverage. Also, there is an increase in temporary staff due to a planned leave of absence.



### ***Planning and Environment***

The tax levy in this division is \$1,123,500, an increase of \$13,360 or 1.2%, over 2018. The Land and Water Conservation department's levy is going up \$36,488, partly due to a decrease of approximately \$24,000 of grants being received in 2019. The other factor affecting this levy is due to approximately \$14,500, or 3.6% wage increase, this is the result of normal wage increases of 2.5% and some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums. Other department costs savings offset this increase in levy.

### ***Non Divisional Budgets***

This area shows a net surplus of \$3,504,302, a decrease of \$116,612, or 3.2%, under 2018. Part of the decrease in surplus is due to 2019 City of Oshkosh street assessments in the amount of \$239,800, which is offset by a \$275,000 increase in investment interest. A shift in investment strategy to purchasing fixed rate non-callable municipal securities has resulted in an increase in earnings. The improving economy and higher interest rates also will push earnings higher. The majority of the decrease is due to less fund balance being applied in 2019 versus 2018. This year we are applying \$2,675,000 of the unrestricted fund balance to stay within the levy limits imposed by the State, and \$239,800 of it to pay for street assessments from the City of Oshkosh.

The budget under the Miscellaneous Unclassified accounts is for all other items that don't fit into another specific department or category. Expenditures include the Library Tax, Regional Planning Commission allocation, an interfund transfer to the Industrial Development Board and others.

### ***Capital Projects***

The 2018 borrowing for capital projects will be \$8,075,000. The larger projects to be funded in this bond issue include the CAD / RMS replacement system for the Sheriff Department (a continuing project) \$1,102,000, courthouse departments relocation (a continuing project) \$693,000, road and bridge projects \$3,877,000, mental health crisis facility \$2,088,000 and a few other projects. Each capital project must come before the county board twice for consideration and approval.

### ***Debt Service***

Our debt service requirements for 2019 are \$8,977,000, an increase of \$149,000, or 1.7%, over 2018. Some of this debt is reflected in the budgets of Park View Health Center, Highway and the Airport Fund. All County debt is paid off using 10-year amortization periods. The debt service tax levy is decreasing by \$.02, or by 2.9%, under 2018. The County continues to keep outstanding debt low, Winnebago County's debt is less than 6% of the allowable debt limit.

### ***Table of Organization***

This budget (in total) has a net increase of two additional full time positions and one less part time position. Detail of the changes can be seen on the "table of organization of classified positions" in the "overview" section of this budget book. A schedule showing the fiscal impact of those changes also follows that section.

### ***Levy Limits***

Our operating levy for 2019 has been limited by State legislation that was enacted back in 2007. We can only increase our levy by the percent of net new construction from the last complete calendar year (2017), which allows for a 1.43% increase in the 2019 budget. In addition, the starting point is last year's actual levy. This severely restricts our ability to raise funds needed to continue programs at the service levels Winnebago County residents have come to expect. However, this budget DOES maintain service levels while staying within the levy limits imposed by the State. We have applied \$4,495,000 of reserves to the budget to stay within this levy limit.

The Finance Director believes that this budget complies with the operating levy limit.

### **CONCLUSION**

Great effort has been made to improve the efficiency of the County while preserving the valuable services the County provides. The total equalized tax rate has been reduced in recent years, in part, by carefully managing County debt. Continued pressure in the form of levy limits will inevitably force the County to seek alternative revenues or to abandon some services valued by this community.

I thank and commend the management and support staff of all the departments who assisted in preparing this budget document.

Respectfully submitted,



Mark L. Harris  
Winnebago County Executive

# **WINNEBAGO COUNTY**

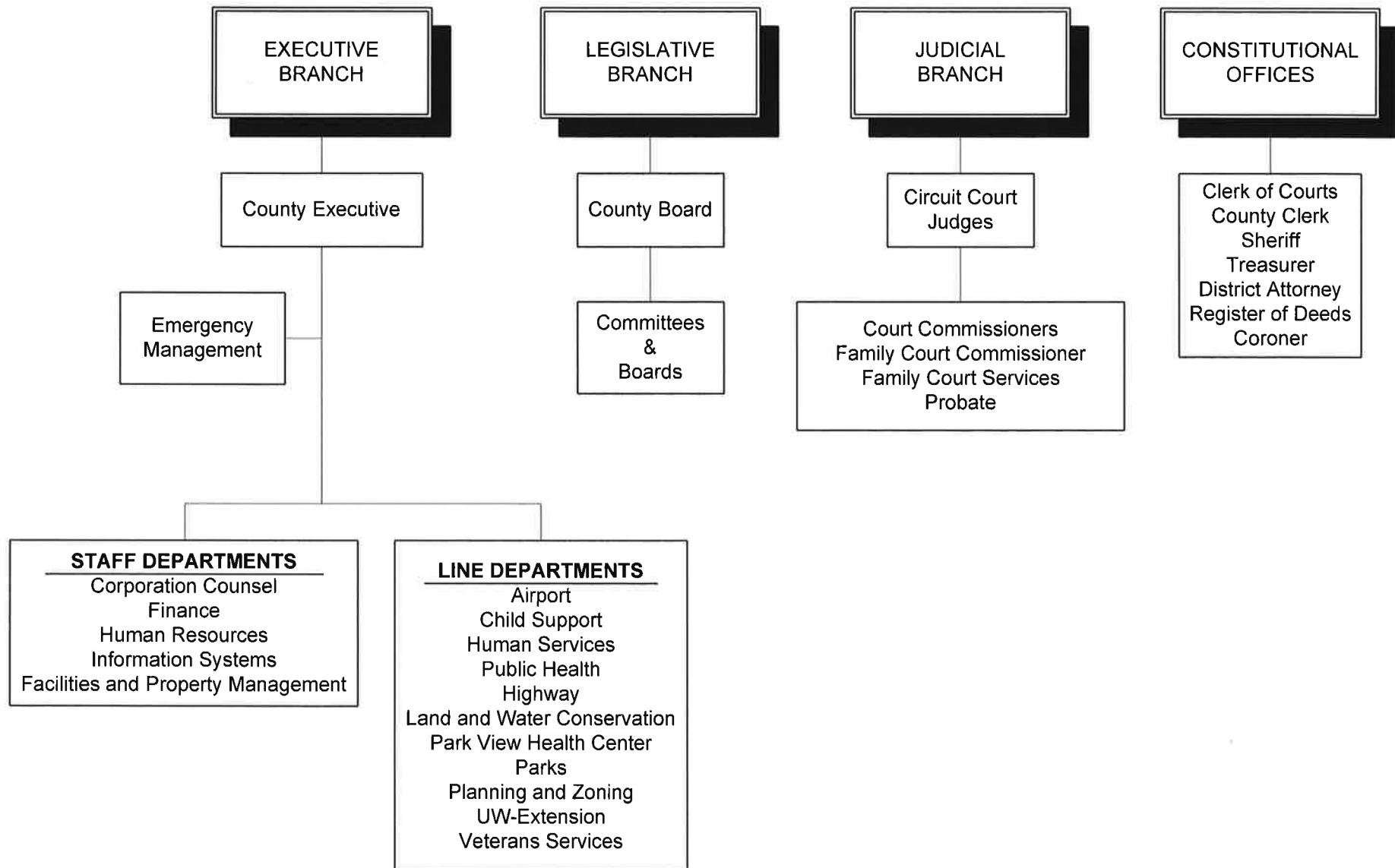
## **MISSION STATEMENT**

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

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

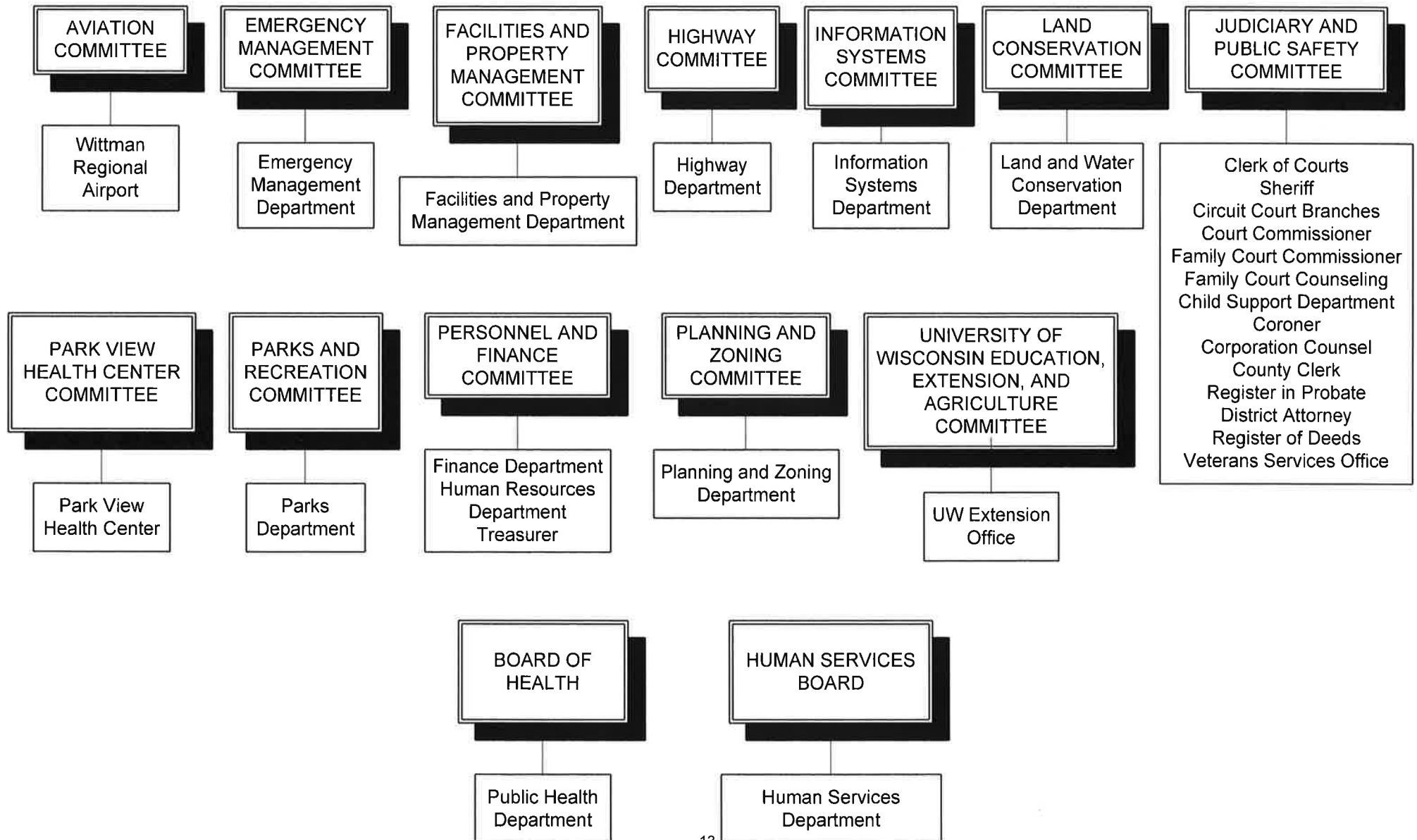
- **To serve as an agent for the Federal and State Government to fulfill mandated programs.**
- **To provide optional community services as determined by the County Board.**
- **To provide programs and services in the most cost-effective manner.**
- **To encourage citizens awareness, participation, and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

# WINNEBAGO COUNTY





# COUNTY BOARD COMMITTEES AND BOARDS OF JURISDICTION



## BUDGET AND FINANCIAL POLICIES

### **ORGANIZATION OF BUDGET DOCUMENT:**

The Winnebago County Budget is organized to provide pertinent information regarding the County's administrative structure, programs, and related financial information. The County's financial accounting system is set up on a fund basis. The funds are described later. The budget document is divided into program areas as follows:

- Administration
- Public Safety
- Transportation
- Human services
- Education, culture and recreation
- Planning and environment
- Debt service
- Capital projects
- Non-divisional

### **THE BUDGET PREPARATION PROCESS:**

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

<u>Dates</u>	<u>Event</u>
04/24/2018	Forms and Instructions made available for budget preparation
07/20-08/03/2018	Budget worksheets and all materials due from departments to Finance Department
08/06-08/24/2018	Executive holds meetings with departments to review budgets
09/21/2018	Finalized budget sent out for printing and assembly
10/15/2018	Budget delivered to County Board Supervisors
10/29-11/1/2018	County Board to deliberate on and adopt final budget

## **BUDGET POLICIES:**

### **REVENUES:**

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

#### **Taxes:**

The State of Wisconsin, with the Governor's approval has enacted property tax levy limits. These limits are described under the "Property Tax Rate Limits and Levy Limits" section of the budget book. The County relies heavily on property taxes as a revenue source (about 40.9% of the revenue budget).

#### **Intergovernmental Revenues:**

These represent grants, aides, and state and federal funding for programs and services. This revenue source is also relied on heavily to fund County programs (about 31.4% of the revenue budget).

#### **Public Charges:**

This source represents fees and charges made to users of certain government services. This revenue source makes up about 9.1% of our revenue budget.

#### **Licenses and Permits:**

This is a small revenue source comprising about .6% of the County revenue budget.

#### **Interfund Revenues:**

This category includes charges from one County department to another. It comprises about 15% of total revenue.

#### **Other Revenues:**

This category includes State Shared Revenues, interest income, and other revenue sources that do not fit into the other categories. Most of the revenue in this category is from State Shared Revenues and interest income. This revenue source makes up about 3.1% of the total revenue budget.

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

## **EXPENDITURES:**

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

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

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

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

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

## **CAPITAL IMPROVEMENTS PROGRAM (Five Year Plan):**

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

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



## **DEBT SERVICE:**

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

## **THE BUDGET ADJUSTMENT PROCESS:**

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

Transfers between budget categories within a department's budget require the approval of the County Executive, Committee of Jurisdiction, Personnel & Finance Committee and County Board (only if the transfer is for more than \$15,000).

A department requesting to increase their total approved department appropriations must obtain approval from the County Executive, Committee of Jurisdiction, Personnel & Finance Committee, and County Board (only if the transfer is for more than \$15,000). These additional appropriations are typically requested from; (a) unanticipated revenues received, (b) the contingency fund, or (c) undesignated fund balance.

## **BUDGETARY CONTROL:**

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

## **FUNDS:**

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

General Fund: Accounts for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund: Account for the proceeds from special revenue sources that are legally restricted to expenditures for special purposes. Winnebago County has one special revenue fund: Human Services.

Debt Service Fund: Account for the accumulation of resources for, and the payment of general long-term debt principal, interest and related costs.

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

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

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

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

## **BASIS OF BUDGETING:**

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

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

## **FUND RESERVES - PRACTICES:**

The County compares reserve balances against our reserve policies annually. In general, we strive to meet the following objectives:

- 1) The Special Revenue Fund only maintains sufficient fund balance to pay for carryovers and open invoices as of the end of the fiscal year. Tax levy dollars not needed to fund current year operations are not transferred to these funds but remain as part of general fund undesignated fund balance.
- 2) The General Fund undesignated fund balance policy sets a goal equal to 1/12<sup>th</sup> of total expenditures of the government unit (excluding the Solid Waste Fund which is a legal separate entity and is self-supporting). The General Fund Unreserved Fund Balance is projected to be around \$23.0 million at the end of 2019 which puts it above the target unrestricted fund balance for the general fund.



## INFORMATION ABOUT WINNEBAGO COUNTY

### PROFILE

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

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

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

The County also hosts the Annual Experimental Aircraft Association Fly-In every July with an attendance of over 601,000.

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

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

The County has a population of about 169,886. The majority of people reside in five urban areas ranging in population from over 66,579 in Oshkosh, the County seat, to the Village of Winneconne with over 2,545 people. The County provides a variety of living options. One can live in a rural or urban setting or experience a river or lake setting.

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

# PROPERTY TAX RATE LIMITS AND LEVY LIMITS

OPERATING LEVY RATE: Was limited to the 1992 (for taxes to be collected in 1993) operating mill rate. The Wisconsin legislature permanently eliminated this limit with the passage of the state biennial 2014/2015 budget.

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

SPECIAL PURPOSE LEVYS: No limitations were placed on these rates. For Winnebago County this includes the levies for libraries, public health and culvert and bridge aid.

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## PROPERTY TAX LEVY LIMIT 2007

### LEGISLATIVE HISTORY:

During the 2007 State Legislative session, the legislature with the Governor's approval enacted the following:

Section 66.0602 Local Levy Limits:

1. Except as provided in subs. (3), (4), and (5), no political subdivision may increase its levy in any year by a percentage that exceeds the political subdivision's valuation factor. The valuation factor is a percentage equal to the political subdivision's January 1 equalized value due to net new construction which is new construction less improvements removed between the previous year and the current year.
2. For the 2012 and subsequent years budgets, the State further restricted the levy by using the prior year actual levy as the base rather than the prior year levy limit.

3. Debt service continues to be exempt from the levy limit freeze for all debt issued prior to July 1, 2005. Debt issued after July 1, 2005 will also be exempt if certain conditions are met. One of those is that the governing body can approve the bond issue by a  $\frac{3}{4}$  vote. Winnebago County has used this provision to exceed rate limits in the past and will likely continue to do so.
  4. Penalties will be imposed upon any governing body that exceeds these levy limits.
- 

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

# SIGNIFICANT INFORMATION – 2019 BUDGET

Fund reserves are being applied to reduce the tax levy. All reserves are compared against our reserve policies annually. The application of reserves below is consistent with these policies.

General Fund - Undesignated Fund Reserve		
	To reduce the tax levy to meet the levy limit requirements.	\$ 2,675,000
	For street assessments in Oshkosh - Washington Ave, Otter Ave, Court St and Hughes St	239,800
	To replenish Self Funded Health Insurance funds transferred out in 2016	824,000
General Fund - Designated Fund Reserves		
	Public Health Designated Fund Balance - to reduce the levy for the department	100,000
	Property Lister Designated Fund Balance - to reduce the levy for the department	20,000
Park View Health Center Unrestricted Reserve		
	To reduce the levy for the facility	1,700,000
<b>Note regarding fund balances being applied:</b> Fund balances build up as departments close out the year and have surplus's. Often times these balance are applied in future years for purposes including: paying down debt, applying to capital projects to avoid borrowing, or returning the surplus's to taxpayers through applying them to subsequent budgets, as we are doing here.		

1. Total equalized value (as reduced by Tax Incremental Districts (TID)) in the County increased 5.31% from 2018. This consists of a 1.43% growth in new or improved property and 3.88% market valuation increase.
2. Total County wages are up \$1,519,396, or 2.6%. The average pay increase budgeted for 2019 is 2.5%. Actual pay increases are dependent on performance reviews as part of the merit pay plan. The higher overall increase in wages is due to the addition of new employees and extra pay increases to bring people that are currently below the minimum for their pay range closer to that minimum. This was the result of the pay study that was done three years ago.

3. The merit pay pool for 2019 based on regular wages is \$1,073,533. There will be no across-the-board pay increases. The budget also reflects that employee wages will be brought up to at least the minimum pay levels recommended by the McGrath compensation study in 2015. These recommended minimums have been phased in over a period of three years, to avoid too great a budget impact in any one year, and the transition will be complete in January 2019. The budget incorporates an assumption that the minimum pay levels will be adjusted upward by 1.5% for 2019, which will require Board approval as a separate resolution.

**Winnebago County, Wisconsin**  
**Fringe Benefits - Components**

<b><u>Employer Share of Fringe Benefits -</u></b>	<b>2015 ACTUALS</b>	<b>2016 ACTUALS</b>	<b>2017 ACTUALS</b>	<b>2018 ADOPTED BUDGET</b>	<b>2019 EXECUTIVE BUDGET</b>	<b>2019 TO 2018 BUDGET CHANGE</b>
FICA Medicare	3,881,199	3,892,982	3,985,908	4,434,051	4,542,620	108,569
Health Insurance	12,102,784	12,187,369	13,251,735	15,287,163	15,305,758	18,595
Dental Insurance	735,313	738,932	741,592	825,274	816,082	(9,192)
Workers Compensation	420,704	354,748	628,913	877,284	460,330	(416,954)
Unemployment Compensation	95,357	77,903	98,024	99,900	91,500	(8,400)
Wisconsin Retirement	3,844,399	3,950,155	4,251,273	4,427,710	4,455,907	28,197
Life / Long Term Disability	320,116	165,380	268,558	306,736	322,969	16,233
	<b>21,399,872</b>	<b>21,367,470</b>	<b>23,226,002</b>	<b>26,258,118</b>	<b>25,995,166</b>	<b>(262,952)</b>
<b><u>Employee Share of Fringe Benefits -</u></b>						
Health Insurance	1,537,170	1,562,670	1,763,048	2,084,613	2,087,149	
Wisconsin Retirement	3,249,183	3,184,477	3,362,278	3,536,772	3,777,671	

## WINNEBAGO COUNTY 2019 BUDGET SUMMARY

<b>DIVISION:</b>	<u>Revenue</u>	<u>Expense</u>	<u>Adjustments</u>	<u>Levy</u>
Administration	\$ 21,199,811	\$ 32,589,506	\$ (844,936)	\$ 10,544,759
Public Safety	5,633,125	30,882,504	(151,329)	25,098,050
Transportation	18,092,331	22,721,359	(2,734,721)	1,894,307
Health & Human Services	45,941,402	71,071,426	(2,391,000)	22,739,024
Education, Culture, & Recreation	707,372	2,875,711	(111,685)	2,056,654
Planning & Environment	1,902,916	3,036,702	(10,286)	1,123,500
<b>Divisional Total</b>	<b>\$ <u>93,476,957</u></b>	<b>\$ <u>163,177,208</u></b>	<b>\$ <u>(6,243,957)</u></b>	<b>\$ <u>63,456,294</u></b>
<b>OTHER:</b>				
Board of Supervisors	\$ -	\$ 310,251	\$ -	\$ 310,251
Scholarship Program	600	9,000	600	9,000
Unclassified	4,903,150	3,994,397	(2,914,800)	(3,823,553)
Debt Service	128,000	8,346,000	-	8,218,000
<b>Other Total</b>	<b>\$ <u>5,031,750</u></b>	<b>\$ <u>12,659,648</u></b>	<b>\$ <u>(2,914,200)</u></b>	<b>\$ <u>4,713,698</u></b>
<b>Grand Total</b>	<b>\$ <u>98,508,707</u></b>	<b>\$ <u>175,836,856</u></b>	<b>\$ <u>(9,158,157)</u></b>	<b>\$ <u>68,169,992</u></b>

## 2019 APPROPRIATIONS FOR WINNEBAGO COUNTY

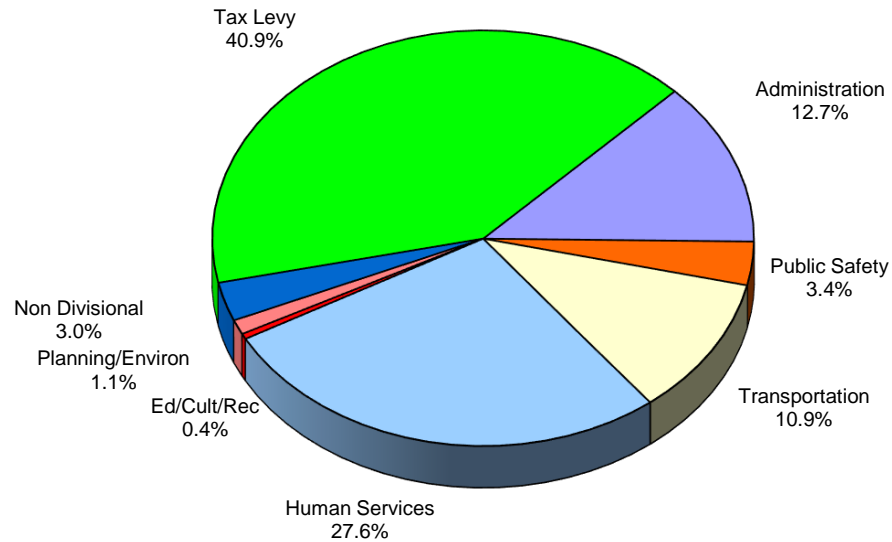
	REVENUES					EXPENDITURES				
	2017	2018	2018	2018	2019	2017	2018	2018	2018	2019
Department	Actual	Estimated	Budget	Revised	Budget	Actual	Estimated	Budget	Revised	Budget
<b>ADMINISTRATION</b>										
County Executive	6,792	6,000	6,800	6,800	6,000	239,744	244,450	245,365	245,365	249,663
Corporation Counsel	29,384	29,000	29,000	29,000	28,500	540,534	545,560	545,560	545,560	549,519
County Clerk	47,187	47,470	48,050	48,050	47,400	254,696	258,092	257,597	257,597	260,605
Elections	22,709	13,515	31,000	31,000	23,000	60,240	148,367	147,034	147,034	72,194
Dog License	2,328	4,268	2,905	2,905	4,300	2,328	4,268	2,905	2,905	4,300
Treasurer	938,618	902,520	875,400	875,400	871,480	388,740	371,644	382,819	382,819	375,857
Human Resources	21,939	16,550	16,550	16,550	14,250	837,486	871,642	897,461	897,461	915,153
Workers Compensation Fund	677,849	921,638	919,622	919,622	501,635	188,398	924,253	919,622	919,622	850,320
Self Funded Health Insurance	16,001,244	16,892,708	16,866,120	16,866,120	17,529,506	16,168,165	17,868,192	17,863,824	17,863,824	17,638,107
Self Funded Dental Insurance	811,148	882,684	872,196	872,196	861,922	796,678	856,967	872,196	872,196	856,922
Finance	34,092	32,000	32,000	32,000	44,700	743,241	779,870	797,002	797,002	778,158
General Services	463,747	451,000	461,700	461,700	454,800	422,736	427,206	444,566	444,566	436,959
Prop & Liab Insurance Fund	1,009,323	1,020,143	1,007,320	1,007,320	610,725	876,113	976,072	1,007,320	1,252,320	1,010,725
Information Systems	79,046	78,966	78,956	78,956	88,778	1,695,101	1,869,404	1,818,731	1,869,579	1,972,952
Technology Replacement	2,749	-	-	-	-	697,888	876,081	876,081	876,081	895,294
Facilities & Property Management	140,587	110,644	109,315	109,315	112,815	4,944,186	5,116,012	5,678,336	5,678,336	5,722,778
	<b>20,288,742</b>	<b>21,409,106</b>	<b>21,356,934</b>	<b>21,356,934</b>	<b>21,199,811</b>	<b>28,856,274</b>	<b>32,138,080</b>	<b>32,756,419</b>	<b>33,052,267</b>	<b>32,589,506</b>
<b>PUBLIC SAFETY</b>										
District Attorney	245,336	257,026	305,382	305,382	252,026	1,349,390	1,473,881	1,474,131	1,474,131	1,442,197
Clerk of Courts & Courts	1,939,961	2,011,060	1,910,760	1,910,760	1,926,672	3,952,590	4,296,442	4,238,793	4,417,513	4,185,920
Sheriff	3,039,469	2,855,370	2,839,245	2,852,190	2,922,189	22,192,172	23,684,986	23,666,941	23,679,886	24,025,902
Jail Improvements	140,089	171,713	171,713	171,713	200,704	134,823	171,713	171,713	171,713	352,033
Coroner	145,152	140,100	140,100	140,100	160,100	452,512	476,565	476,565	476,565	505,209
Emergency Management	187,926	146,434	146,434	149,934	171,434	321,271	346,581	343,571	347,071	371,243
	<b>5,697,933</b>	<b>5,581,703</b>	<b>5,513,634</b>	<b>5,530,079</b>	<b>5,633,125</b>	<b>28,402,758</b>	<b>30,450,168</b>	<b>30,371,714</b>	<b>30,566,879</b>	<b>30,882,504</b>
<b>TRANSPORTATION</b>										
Airport	946,723	936,740	971,240	971,240	958,740	3,356,064	3,316,816	4,419,806	4,424,036	3,193,856
Airport Debt	-	-	-	-	-	619,231	185,000	185,000	185,000	121,000
Highway Department	14,733,080	15,047,383	15,047,383	15,047,383	15,035,591	13,277,119	16,386,848	16,368,848	15,082,848	16,224,613
County Road Maintenance	1,923,882	2,048,000	2,048,000	2,048,000	2,098,000	2,824,273	3,189,000	3,189,000	3,189,000	3,181,890
	<b>17,603,685</b>	<b>18,032,123</b>	<b>18,066,623</b>	<b>18,066,623</b>	<b>18,092,331</b>	<b>20,076,687</b>	<b>23,077,664</b>	<b>24,162,654</b>	<b>22,880,884</b>	<b>22,721,359</b>



## 2019 APPROPRIATIONS FOR WINNEBAGO COUNTY

	REVENUES					EXPENDITURES				
	2017	2018	2018	2018	2019	2017	2018	2018	2018	2019
Department	Actual	Estimated	Budget	Revised	Budget	Actual	Estimated	Budget	Revised	Budget
<b>HEALTH &amp; HUMAN SERVICES</b>										
Public Health	2,076,144	1,927,854	2,163,237	2,235,240	2,249,779	4,070,191	4,261,388	4,130,987	4,272,990	4,320,003
Child Support	1,434,333	1,939,697	1,911,035	1,938,697	1,861,145	1,535,245	1,891,563	1,881,037	1,908,699	1,806,015
Veterans	25,353	14,400	14,400	14,700	14,400	521,608	599,399	592,267	592,876	658,733
Human Services	24,703,206	26,995,208	26,955,622	26,998,946	27,138,889	42,237,891	43,425,507	45,028,996	45,072,320	45,381,347
Park View Health Center	14,953,015	14,409,700	14,560,759	14,560,759	14,677,189	17,704,656	17,956,634	19,057,969	19,057,969	18,567,328
Park View Health Center Debt	-	-	-	-	-	318,652	329,000	329,000	329,000	338,000
	<b>43,192,051</b>	<b>45,286,859</b>	<b>45,605,053</b>	<b>45,748,342</b>	<b>45,941,402</b>	<b>66,388,243</b>	<b>68,463,491</b>	<b>71,020,256</b>	<b>71,233,854</b>	<b>71,071,426</b>
<b>EDUCATION, CULTURE, &amp; RECREATION</b>										
UW-Fox Valley	161,498	162,400	162,400	436,030	158,992	250,571	374,620	314,432	861,693	307,616
University Extension	31,468	32,345	26,000	26,000	39,500	545,742	633,379	627,134	627,134	658,683
Parks	326,383	297,297	308,297	308,297	375,880	1,424,242	1,593,574	1,599,242	2,071,266	1,664,727
Boat Launch	116,948	129,500	129,500	129,500	133,000	78,507	221,802	204,537	204,537	244,685
	<b>636,297</b>	<b>621,542</b>	<b>626,197</b>	<b>899,827</b>	<b>707,372</b>	<b>2,299,062</b>	<b>2,823,375</b>	<b>2,745,345</b>	<b>3,764,630</b>	<b>2,875,711</b>
<b>PLANNING &amp; ENVIRONMENT</b>										
Register of Deeds	1,060,559	977,000	965,000	965,000	979,000	568,835	587,414	583,749	583,749	592,431
Planning	285,674	285,150	285,150	285,150	282,400	998,996	1,064,123	1,064,124	1,064,124	1,057,501
Property Lister	864	600	600	600	600	153,842	182,613	204,872	204,872	190,935
Land Records Modernization	303,201	261,100	261,100	261,100	261,100	212,158	226,981	224,981	224,981	251,386
Land & Water Conservation	315,891	327,970	410,615	485,036	379,816	772,216	1,101,209	938,760	1,151,650	944,449
	<b>1,966,189</b>	<b>1,851,820</b>	<b>1,922,465</b>	<b>1,996,886</b>	<b>1,902,916</b>	<b>2,706,047</b>	<b>3,162,340</b>	<b>3,016,486</b>	<b>3,229,376</b>	<b>3,036,702</b>
<b>NON-DIVISIONAL BUDGETS</b>										
County Board	-	-	-	-	-	261,960	300,605	311,441	311,441	310,251
Scholarship	447	600	340	340	600	9,000	9,000	9,000	90,000	9,000
Unclassified	4,446,555	4,801,150	4,673,550	4,673,550	4,903,150	884,357	846,847	1,484,246	1,109,798	1,672,005
Library Aid	-	-	-	-	-	2,127,457	2,151,709	2,151,709	2,151,709	2,213,392
Bridge & Culvert Aid	-	-	-	-	-	200,256	210,000	210,000	210,000	109,000
Debt Service	255,947	127,000	127,000	127,000	128,000	6,514,332	8,171,000	8,171,000	8,171,000	8,346,000
Depreciation adjustments			3,362,750	3,362,750	3,241,786	-	-	-	-	-
General Fund Balance applied	-	-	-	-	3,738,800	-	-	-	-	-
Other fund adjustments			7,870,015	8,291,885	2,177,571	-	-	-	-	-
Tax Levy			67,285,709	67,285,709	68,169,992	-	-	-	-	-
	<b>4,702,949</b>	<b>4,928,750</b>	<b>83,319,364</b>	<b>83,741,234</b>	<b>82,359,899</b>	<b>9,997,362</b>	<b>11,689,161</b>	<b>12,337,396</b>	<b>12,043,948</b>	<b>12,659,648</b>
	<b>94,087,846</b>	<b>97,711,903</b>	<b>176,410,270</b>	<b>177,339,925</b>	<b>175,836,856</b>	<b>158,726,433</b>	<b>171,804,279</b>	<b>176,410,270</b>	<b>176,771,838</b>	<b>175,836,856</b>

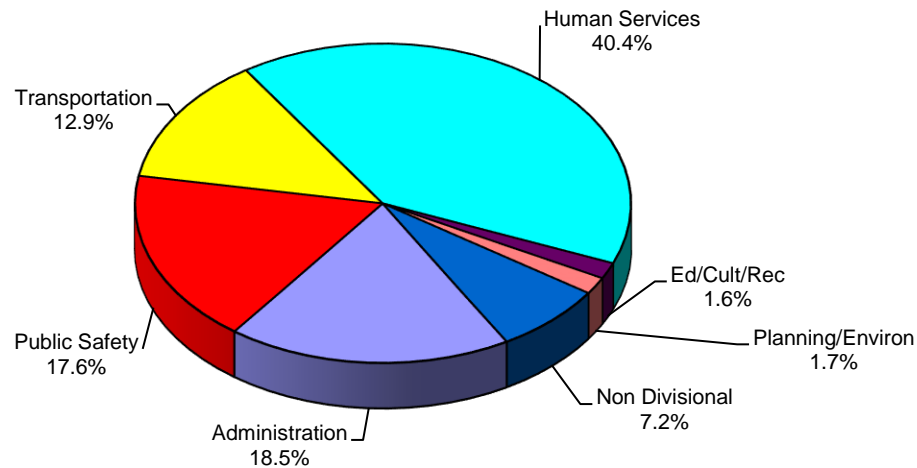
### Winnebago County Revenues By Division (In Thousands)



	2018	2019	Change	Percent
Administration	21,357	21,200	(157)	(0.74)
Public Safety	5,514	5,633	119	2.16
Transportation	18,066	18,092	26	0.14
Human Services	45,605	45,942	337	0.74
Ed/Cult/Rec	626	707	81	12.94
Planning/Environ	1,922	1,903	(19)	(0.99)
Non Divisional	4,801	5,032	231	4.81
Tax Levy	67,286	68,170	884	1.31
	165,177	166,679	1,502	0.91
Depreciation adjustments	3,363	3,242	(121)	(3.60)
Decrease to fund balance*	7,870	5,916	(1,954)	(24.83)
	<u>176,410</u>	<u>175,837</u>	<u>(573)</u>	<u>(0.32)</u>

\*Decrease to Fund Balances represent savings being used to reduce the tax levy.

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

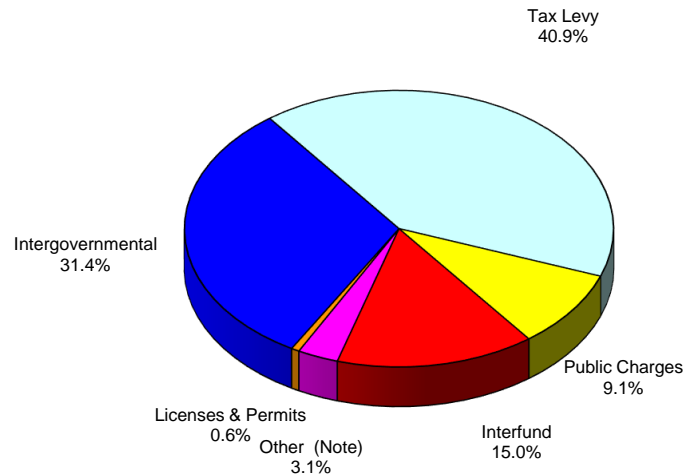


Human Services Exp breakdown	2019 (Thousands)
Public Health	\$ 4,320
Child Support	1,806
Veterans	659
Human Services	45,381
Park View	18,905
<b>Total</b>	<b>\$ 71,071</b>

	2018	2019	Change	Percent
Administration	32,756	32,590	(166)	(0.51)
Public Safety	30,372	30,882	510	1.68
Transportation	24,163	22,721	(1,442)	(5.97)
Human Services	71,020	71,071	51	0.07
Ed/Cult/Rec	2,745	2,876	131	4.77
Planning/Environ	3,016	3,037	21	0.70
Non Divisional	12,338	12,660	322	2.61
	<u>176,410</u>	<u>175,837</u>	<u>(573)</u>	<u>(0.32)</u>

\* Note: Non Divisional includes County Board, Scholarship Program, Library pass through levy, Operating Grants and Debt Service

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



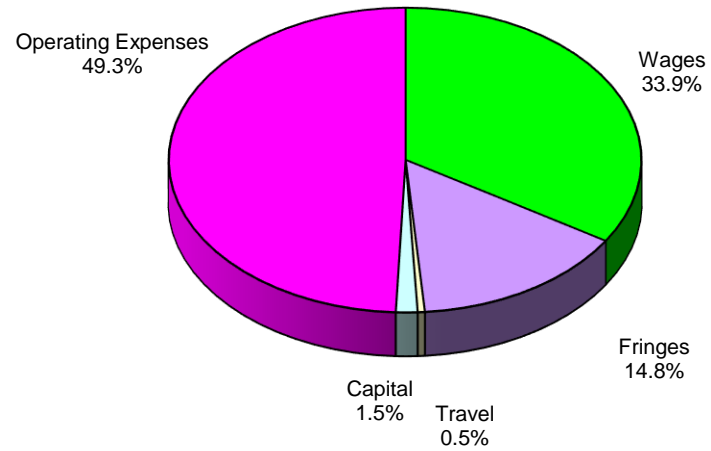
<b>Intergov Revenue</b>	<b>2019 (Thousands)</b>
Basic County allocation	6,871
Youth aids	1,531
Childrens waiver revenue	2,535
Income maintenance	2,227
ADRC	1,807
Other Human Services	16,501
Medicaid	5,334
State shared revenue	3,500
Transportation aids	2,050
Hwy maint state	4,038
Hwy maint municipal	2,819
Other general	3,055
<b>Total</b>	<b>52,268</b>

	<b>2018</b>	<b>2019</b>	<b>Change</b>	<b>Percent</b>	<b>% of Total Excluding Interfund</b>
<b>Intergovernmental</b>	52,462	52,268	(194)	(0.37)	31.4%
<b>Tax Levy</b>	67,286	68,170	884	1.31	40.9%
<b>Public Charges</b>	14,264	15,118	854	5.99	9.1%
<b>Interfund</b>	25,477	24,966	(511)	(2.01)	15.0%
<b>Other (Note)</b>	4,660	5,137	477	10.24	3.2%
<b>Licenses &amp; Permits</b>	1,028	1,020	(8)	(0.78)	0.6%
	<u>165,177</u>	<u>166,679</u>	<u>1,502</u>	<u>0.91</u>	<u>100.2%</u>
<b>Depreciation adjustments</b>	3,363	3,242	(121)	(3.60)	
<b>Decrease to fund balance*</b>	<u>7,870</u>	<u>5,916</u>	<u>(1,954)</u>	<u>(24.83)</u>	
	<u>176,410</u>	<u>175,837</u>	<u>(573)</u>	<u>(0.32)</u>	

\*\*Decrease to Fund Balances represent savings being used to reduce the tax levy.

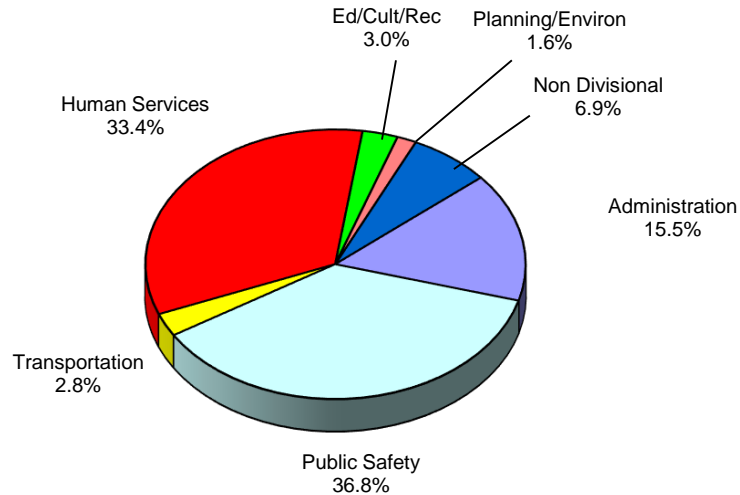
NOTE: " Other" category consists of other taxes, interest on investments, and other miscellaneous revenues such as rental, nonoperating grants, and sale of property and equipment.

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



	2018	2019	Change	Percent
Wages	58,121	59,640	1,519	2.61
Fringes	26,258	25,995	(263)	(1.00)
Travel	821	855	34	4.14
Capital	3,836	2,592	(1,244)	(32.43)
Operating Expenses	87,374	86,755	(619)	(0.71)
	<u>176,410</u>	<u>175,837</u>	<u>(573)</u>	<u>(0.32)</u>

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



**2019  
Human Services Levy (Thousands)**

Public Health	1,970
Child Support	(55)
Veterans	644
Human Services	18,243
Park View	1,599
Park View Debt	338

Total	<u>22,739</u>
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**2019  
Non Divisional Levy (Thousands)**

Debt Service	8,218
Library	2,213
Board	310
Scholarship	9
Misc	(6,037)

Total	<u>4,713</u>
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	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>Percent</u>
Administration	10,423	10,545	122	1.17
Public Safety	24,858	25,098	240	0.97
Transportation	1,981	1,894	(87)	(4.39)
Human Services	22,447	22,739	292	1.30
Ed/Cult/Rec	2,044	2,057	13	0.64
Planning/Environ	1,110	1,124	14	1.26
Non Divisional	4,423	4,713	290	6.56
	<u>67,286</u>	<u>68,170</u>	<u>884</u>	<u>1.31</u>

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

## FINANCIAL COMPARISON - TOTAL

	2018 Budget	2019 Budget	Increase/ (Decrease)	Percent Increase/ -Decrease
Wages	\$ 58,120,743	\$ 59,640,139	\$ 1,519,396	2.614%
Fringe Benefits	26,258,118	25,995,166	(262,952)	-1.001%
Travel & Meetings	820,853	854,863	34,010	4.143%
Capital Outlay	3,836,720	2,592,340	(1,244,380)	-32.433%
Other operating expenses	<u>87,373,836</u>	<u>86,754,348</u>	<u>(619,488)</u>	<u>-0.709%</u>
Total Expenditures	176,410,270	175,836,856	(573,414)	-0.325%
Revenues	94,409,628	94,544,545	134,917	0.143%
Non operating revenues	<u>3,482,168</u>	<u>3,964,162</u>	<u>481,994</u>	<u>13.842%</u>
Levy before adjustments	78,518,474	77,328,149	(1,190,325)	-1.516%
Depreciation adjustments (Note 3)	(3,362,750)	(3,241,786)	120,964	-3.597%
Fund balance adjustments (Note 2)	<u>(7,870,015)</u>	<u>(5,916,371)</u>	<u>1,953,644</u>	<u>-24.824%</u>
Levy	<u>67,285,709</u>	<u>68,169,992</u>	<u>884,283</u>	<u>1.314%</u>
Equalized value (TID Out)	<u>12,315,791,000</u>	<u>12,969,909,200</u>	<u>654,118,200</u>	<u>5.311%</u>
Tax Rate (Note 1)	<u>\$5.46</u>	<u>\$5.26</u>	<u>(\$0.20)</u>	<u>-3.663%</u>

**Note 1:**

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

The 2019 tax mill rate is 20-cents lower than the 2018 rate based on equalized property values. The tax rate for operating expenses is \$4.24 per thousand dollars of equalized value.

Taxes are actually allocated to individual properties based on assessed valuation. The County experienced real growth in property value (from new construction) of about **1.43%**. **Existing property values increased by an average of 3.88%.**

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

**Note 2:**

These are special purpose funds that must be applied to their designated purpose. An example is debt service funds. These funds must be applied to debt service if not used for capital projects.

**Note 3:**

Depreciation is backed out of the levy number for all enterprise funds (Airport, Park View and Highway).

## FINANCIAL COMPARISON - OPERATING

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent Increase/ -Decrease</u>
Wages	\$ 55,416,826	\$ 56,877,771	\$ 1,460,945	2.636%
Fringe Benefits	25,110,967	24,875,256	(235,711)	-0.939%
Travel & Meetings	757,833	782,213	24,380	3.217%
Capital Outlay	3,836,720	2,592,340	(1,244,380)	-32.433%
Other operating expenses	<u>75,905,356</u>	<u>75,070,946</u>	<u>(834,410)</u>	<u>-1.099%</u>
Total Expenditures	161,027,702	160,198,526	(829,176)	-0.515%
Revenues	92,256,191	92,304,566	48,375	0.052%
Non operating revenues	<u>3,344,768</u>	<u>3,825,762</u>	<u>480,994</u>	<u>14.380%</u>
Levy before adjustments	65,426,743	64,068,198	(1,358,545)	-2.076%
Depreciation adjustments	(3,362,750)	(3,241,786)	120,964	-3.597%
Fund balance adjustments	<u>(7,750,015)</u>	<u>(5,796,371)</u>	<u>1,953,644</u>	<u>-25.208%</u>
Levy	<u>54,313,978</u>	<u>55,030,041</u>	<u>716,063</u>	<u>1.318%</u>
Equalized value (TID Out)	<u>12,315,791,000</u>	<u>12,969,909,200</u>	<u>654,118,200</u>	<u>5.311%</u>
Tax Rate	<u>\$4.41</u>	<u>\$4.24</u>	<u>(\$0.17)</u>	<u>-3.855%</u>



## FINANCIAL COMPARISON - DEBT SERVICE

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent Increase/ -Decrease</u>
Wages	\$ -	\$ -	\$ -	0.000%
Fringe Benefits	-	-	-	0.000%
Travel & Meetings	-	-	-	0.000%
Capital Outlay	-	-	-	0.000%
Other operating expenses	<u>8,685,000</u>	<u>8,805,000</u>	<u>120,000</u>	<u>1.382%</u>
Total Expenditures	<u>8,685,000</u>	<u>8,805,000</u>	<u>120,000</u>	<u>1.382%</u>
Revenues	-	-	-	0.000%
Non operating revenues	<u>127,000</u>	<u>128,000</u>	<u>1,000</u>	<u>0.787%</u>
Levy before adjustments	8,558,000	8,677,000	119,000	1.391%
Depreciation adjustments	-	-	-	0.000%
Fund balance adjustments	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.000%</u>
Levy	<u>8,558,000</u>	<u>8,677,000</u>	<u>119,000</u>	<u>1.391%</u>
Equalized value (TID Out)	<u>12,315,791,000</u>	<u>12,969,909,200</u>	<u>654,118,200</u>	<u>5.311%</u>
Tax Rate	<u>\$0.69</u>	<u>\$0.67</u>	<u>(\$0.02)</u>	<u>-2.899%</u>

## FINANCIAL COMPARISON - OTHER

(Consists of Libraries, Public Health, Bridge and Culvert Aid and Property Lister)

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent Increase/ -Decrease</u>
Wages	\$ 2,703,917	\$ 2,762,368	\$ 58,451	0.000%
Fringe Benefits	1,147,151	1,119,910	(27,241)	0.000%
Travel & Meetings	63,020	72,650	9,630	0.000%
Capital Outlay	-	-	-	0.000%
Other operating expenses	<u>2,783,480</u>	<u>2,878,402</u>	<u>94,922</u>	<u>3.410%</u>
Total Expenditures	6,697,568	6,833,330	135,762	2.027%
Revenues	2,153,437	2,239,979	86,542	0.000%
Non operating revenues	<u>10,400</u>	<u>10,400</u>	<u>-</u>	<u>0.000%</u>
Levy before adjustments	4,533,731	4,582,951	49,220	1.086%
Depreciation adjustments	-	-	-	0.000%
Fund balance adjustments	<u>(120,000)</u>	<u>(120,000)</u>	<u>-</u>	<u>0.000%</u>
Levy	<u>4,413,731</u>	<u>4,462,951</u>	<u>49,220</u>	<u>1.115%</u>

**Note: A tax rate is not calculated for this section because each area (Libraries, Public Health, etc.) has a different formula for apportionment of these taxes. Calculating a blended rate would not be meaningful.**

**WINNEBAGO COUNTY, WISCONSIN  
INFORMATION ON COUNTY TAX RATES**

Year	Equalized Value (000) (TID Out)	TAX LEVY				TAX RATE			
		Total	Operating	Debt Service	Note 2 Other	Equalized Rate	Operating	Debt Service	Note 3 Other
2009	11,546,865	66,012,889	50,569,507	12,381,000	3,062,382	5.72	4.38	1.07	NA
2010	11,617,689	67,790,623	52,570,377	12,069,000	3,151,246	5.84	4.53	1.04	NA
2011	11,439,687	68,590,592	53,105,518	12,263,000	3,222,074	6.00	4.64	1.07	NA
2012	11,452,052	67,745,029	53,341,482	11,606,000	2,797,547	5.92	4.66	1.01	NA
2013	11,167,428	67,288,060	52,674,767	11,113,000	3,500,293	6.03	4.72	1.00	NA
2014	11,252,938	64,786,199	54,224,096	6,800,000	3,762,103	5.76	4.82	0.60	NA
2015	11,396,366	65,494,165	55,330,678	6,508,000	3,655,487	5.75	4.86	0.57	NA
2016	11,583,546	65,062,977	53,211,905	7,904,000	3,947,072	5.62	4.59	0.68	NA
2017	11,798,033	65,906,930	53,887,127	8,026,000	3,993,803	5.59	4.57	0.68	NA
2018	12,315,791	67,285,709	54,313,978	8,558,000	4,413,731	5.46	4.41	0.69	NA
2019	12,969,909	68,169,992	55,030,041	8,677,000	4,462,951	5.26	4.24	0.67	NA

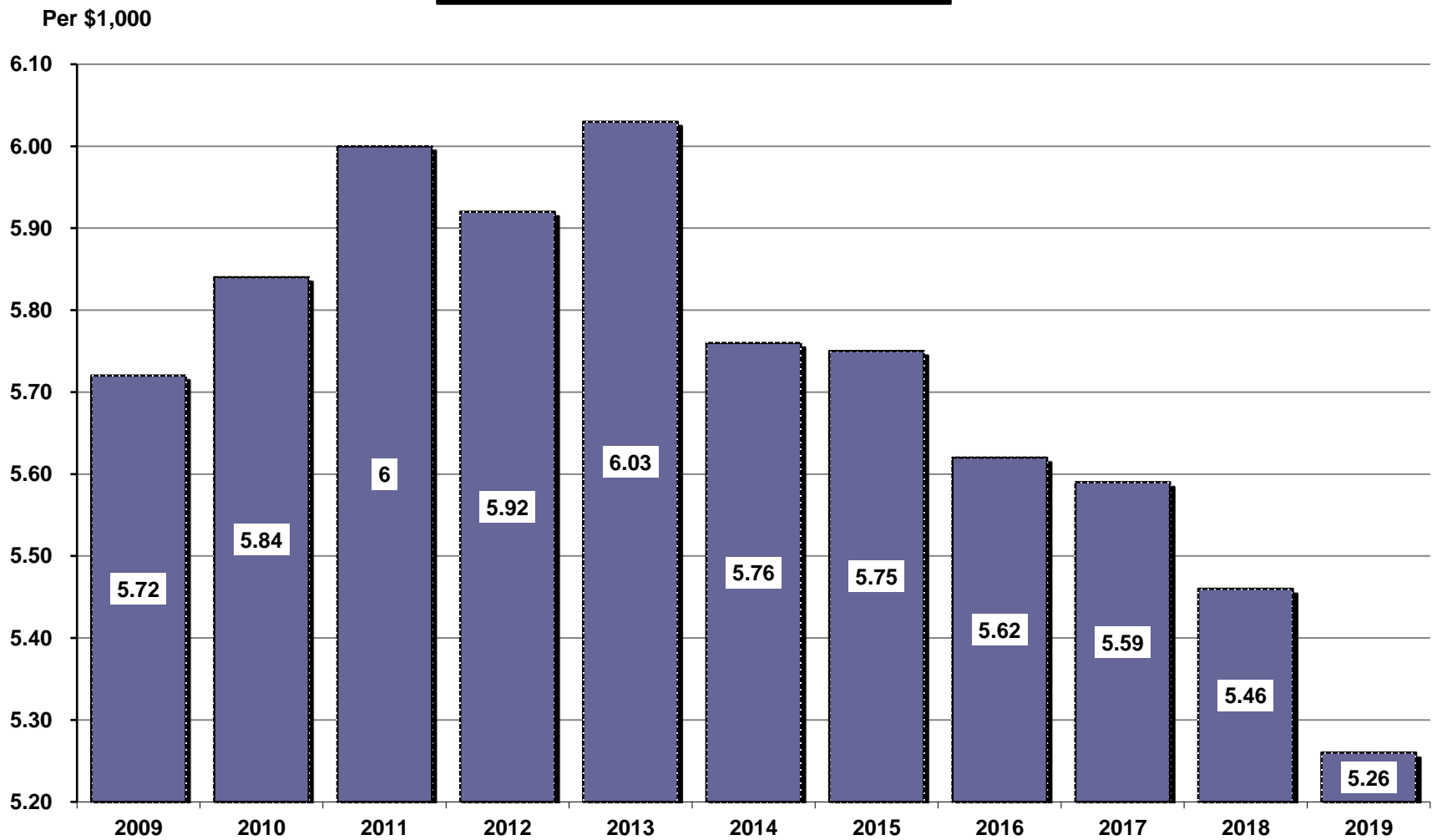
**Note 1:** Graphs for the above data are shown on the following pages.

**Note 2:** Other consists of Library tax, Bridge and Culvert aid, Public Health and Property Lister.

A rate is not available for this area because each of the taxes that make up this area

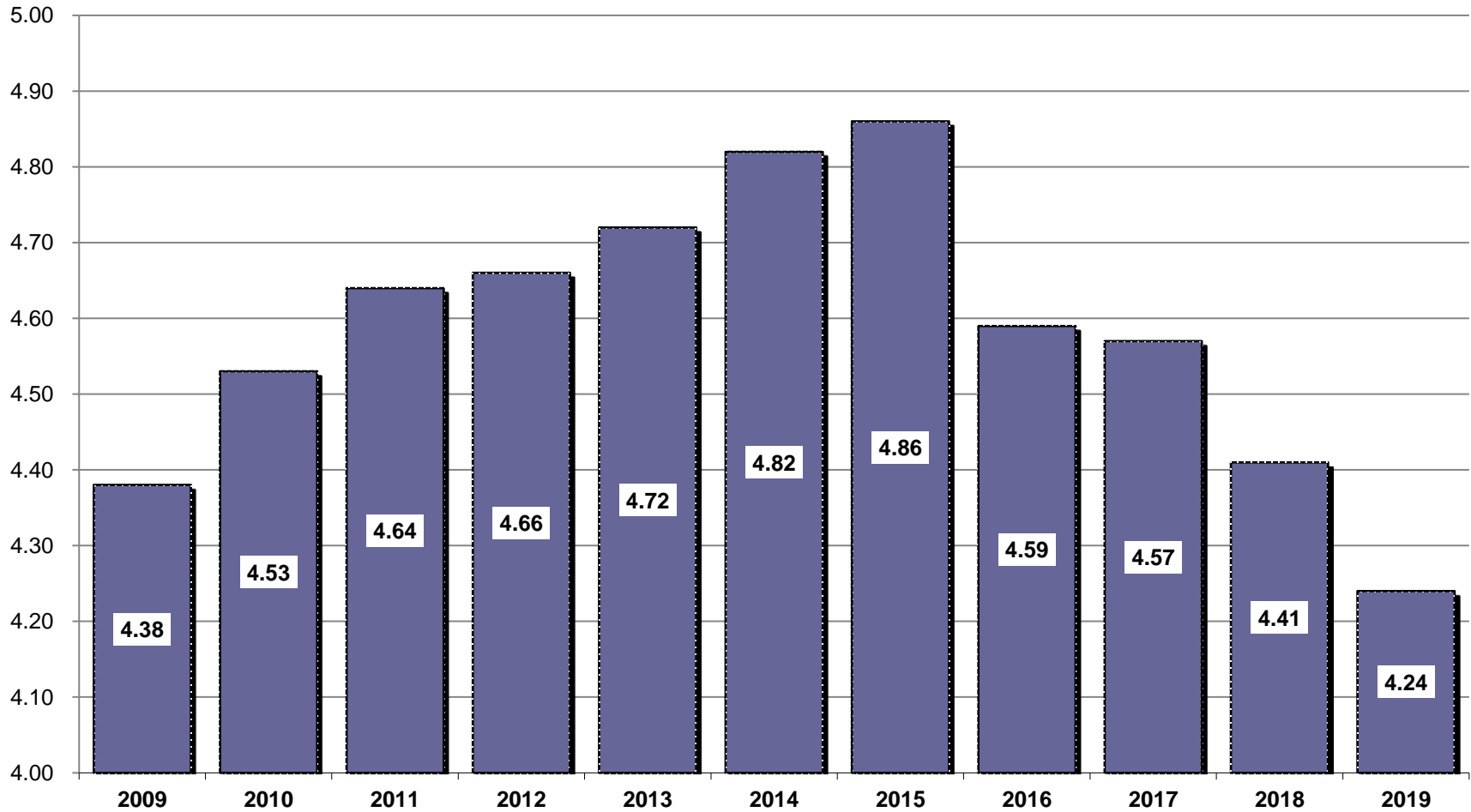
**Note 3:** have a different apportionment basis.

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

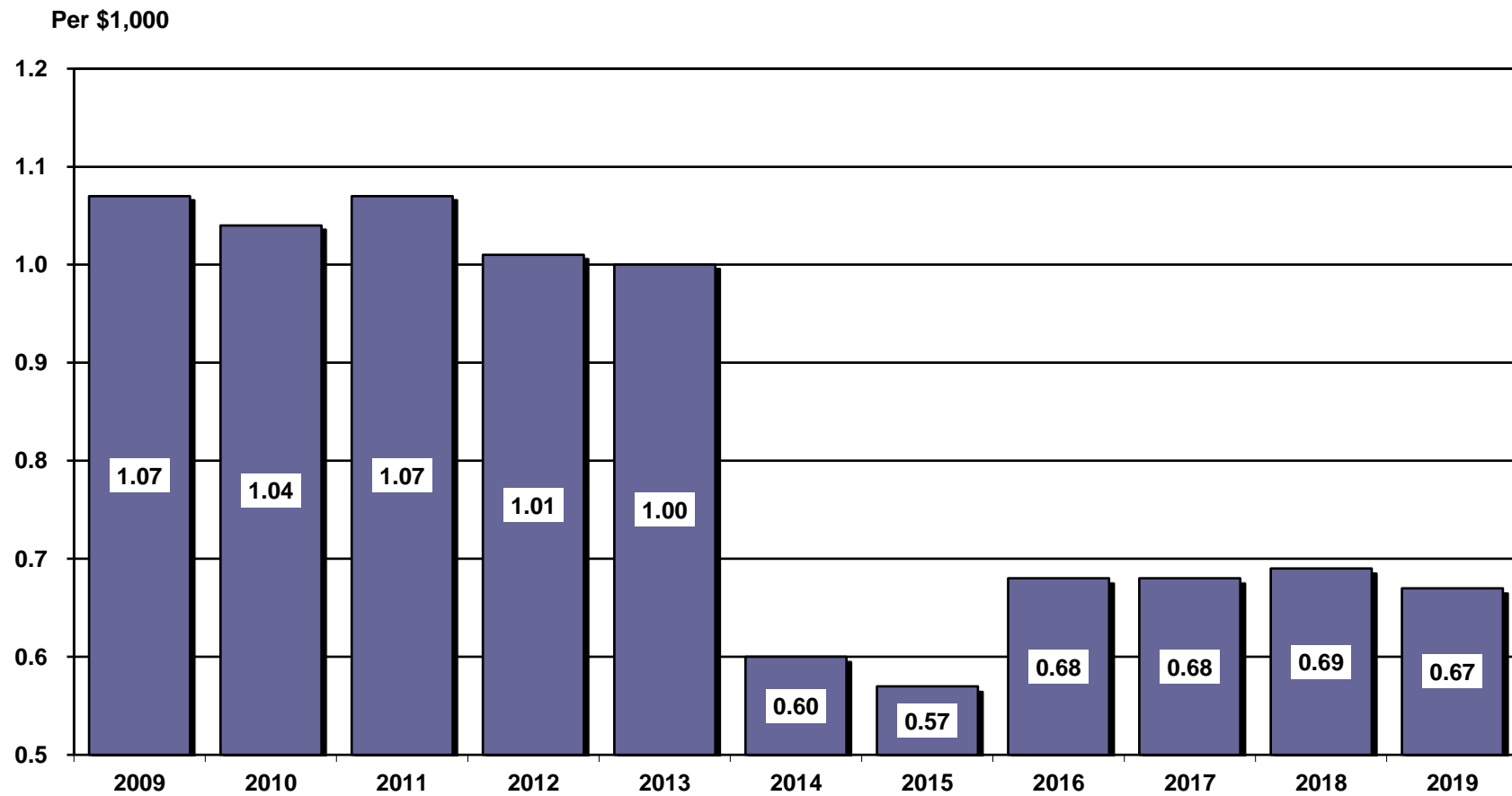


**Winnebago County  
Recap of Operating Levy  
(Rate per \$1,000 of Valuation)**

Per \$1,000



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



**WINNEBAGO COUNTY, WISCONSIN**  
**APPORTIONMENT OF COUNTY TAXES - 2019**

	Equalized Value (TID out)	Public Health	County Library Tax	Bridge & Culvert Aid	Property Lister & Data Processing	All Other County Taxes	Tax Apportionment	2019 Tax Rate	2018 Tax Rate
<b>Towns</b>									
Algoma	676,542,900	110,466.51	259,527.11	17,729.20	18,395.34	3,323,269.85	3,729,388.01	5.512	5.742
Black Wolf	303,007,100	49,475.26	116,235.88	7,940.47	8,238.83	1,488,411.69	1,670,302.13	5.512	5.742
Clayton	533,923,300	87,179.46	204,817.13	13,991.76	14,517.49	2,622,703.17	2,943,209.01	5.512	5.742
Neenah	438,338,700	71,572.32	168,150.13	11,486.91	11,918.52	2,153,178.74	2,416,306.62	5.512	5.742
Nekimi	151,306,200	24,705.41	58,042.23	3,965.06	4,114.05	743,236.44	834,063.19	5.512	5.742
Nepeuskun	66,534,400	10,863.79	25,523.11	1,743.57	1,809.08	326,825.93	366,765.48	5.512	5.742
Omro	236,852,300	38,673.45	90,858.38	6,206.85	6,440.06	1,163,450.41	1,305,629.15	5.512	5.742
Oshkosh	354,791,900	57,930.73	136,100.93	9,297.52	9,646.87	1,742,785.60	1,955,761.65	5.512	5.742
Poygan	173,522,600	28,332.92	66,564.62	4,547.26	4,718.12	852,366.38	956,529.30	5.512	5.742
Rushford	127,151,800	20,761.46	48,776.42	3,332.08	3,457.28	624,586.77	700,914.01	5.512	5.742
Utica	138,893,900	22,678.72	53,280.78	3,639.79	3,776.55	682,265.54	765,641.38	5.512	5.742
Vinland	244,042,900	39,847.54	93,616.75	6,395.28	6,635.58	1,198,771.60	1,345,266.75	5.512	5.742
Winchester	166,481,400	27,183.23	63,863.56	4,362.74	4,526.66	817,779.06	917,715.25	5.512	5.742
Winneconne	350,950,300	57,303.47	134,627.26	9,196.85	9,542.41	1,723,915.15	1,934,585.14	5.512	5.742
Wolf River	197,082,600	32,179.82	75,602.42	5,164.66	5,358.72	968,096.28	1,086,401.90	5.512	5.742
<b>Total Towns</b>	<b>4,159,422,300</b>	<b>679,154.09</b>	<b>1,595,586.71</b>	<b>109,000.00</b>	<b>113,095.56</b>	<b>20,431,642.61</b>	<b>22,928,478.97</b>		
<b>Villages</b>									
Fox Crossing	1,610,513,000	262,965.97	617,805.29	-	43,790.20	7,911,056.78	8,835,618.24	5.486	5.689
Winneconne	193,972,100	31,671.93	-	-	5,274.14	952,817.08	989,763.15	5.103	5.299
<b>Total Villages</b>	<b>1,804,485,100</b>	<b>294,637.90</b>	<b>617,805.29</b>	<b>-</b>	<b>49,064.34</b>	<b>8,863,873.86</b>	<b>9,825,381.39</b>		
<b>Cities</b>									
Appleton	67,611,000	-	-	-	-	332,114.33	332,114.33	4.912	5.105
Menasha	835,826,600	-	-	-	-	4,105,692.84	4,105,692.84	4.912	5.105
Neenah	1,982,584,500	323,718.13	-	-	-	9,738,722.11	10,062,440.24	5.075	5.268
Omro	194,007,400	31,677.70	-	-	5,275.10	952,990.48	989,943.28	5.103	5.299
Oshkosh	3,925,972,300	641,036.18	-	-	-	19,284,904.77	19,925,940.95	5.075	5.268
<b>Total Cities</b>	<b>7,006,001,800</b>	<b>996,432.01</b>	<b>-</b>	<b>-</b>	<b>5,275.10</b>	<b>34,414,424.53</b>	<b>35,416,131.64</b>		
<b>Total all taxing Districts</b>	<b>12,969,909,200</b>	<b>1,970,224.00</b>	<b>2,213,392.00</b>	<b>109,000.00</b>	<b>167,435.00</b>	<b>63,709,941.00</b>	<b>68,169,992.00</b>		

**WINNEBAGO COUNTY, WISCONSIN**  
**COMPARISON OF APPORTIONMENT**

	Tax Apportionment				Equalized Value (TID Out)			
	2019	2018	Increase/ (Decrease)	Percent	2019	2018	Increase/ (Decrease)	Percent
<b>Towns</b>								
Algoma	3,729,388.01	3,675,223.37	54,164.64	1.47	676,542,900.00	640,084,900	36,458,000.00	5.70
Black Wolf	1,670,302.13	1,620,462.07	49,840.06	3.08	303,007,100.00	282,223,200	20,783,900.00	7.36
Clayton	2,943,209.01	2,847,673.98	95,535.03	3.35	533,923,300.00	495,957,100	37,966,200.00	7.66
Neenah	2,416,306.62	2,512,902.68	(96,596.06)	(3.84)	438,338,700.00	437,652,600	686,100.00	0.16
Nekimi	834,063.19	800,829.45	33,233.74	4.15	151,306,200.00	139,474,200	11,832,000.00	8.48
Nepeuskun	366,765.48	361,476.31	5,289.17	1.46	66,534,400.00	62,955,500	3,578,900.00	5.68
Omro	1,305,629.15	1,293,874.51	11,754.64	0.91	236,852,300.00	225,344,000	11,508,300.00	5.11
Oshkosh	1,955,761.65	1,927,518.98	28,242.67	1.47	354,791,900.00	335,700,900	19,091,000.00	5.69
Poygan	956,529.30	901,199.69	55,329.61	6.14	173,522,600.00	156,954,900	16,567,700.00	10.56
Rushford	700,914.01	695,609.12	5,304.89	0.76	127,151,800.00	121,148,800	6,003,000.00	4.96
Utica	765,641.38	798,040.09	(32,398.71)	(4.06)	138,893,900.00	138,988,400	(94,500.00)	(0.07)
Vinland	1,345,266.75	1,422,135.41	(76,868.66)	(5.41)	244,042,900.00	247,682,200	(3,639,300.00)	(1.47)
Winchester	917,715.25	890,309.83	27,405.42	3.08	166,481,400.00	155,058,300	11,423,100.00	7.37
Winneconne	1,934,585.14	1,913,667.52	20,917.62	1.09	350,950,300.00	333,288,500	17,661,800.00	5.30
Wolf River	1,086,401.90	1,091,623.94	(5,222.04)	(0.48)	197,082,600.00	190,119,600	6,963,000.00	3.66
<b>Total Towns</b>	<b>22,928,478.97</b>	<b>22,752,546.95</b>	<b>175,932.02</b>	<b>0.77</b>	<b>4,159,422,300.00</b>	<b>3,962,633,100.00</b>	<b>196,789,200.00</b>	<b>4.97</b>
<b>Villages</b>								
Fox Crossing	8,835,618.24	8,873,603.84	(37,985.60)	100.00	1,610,513,000.00	1,559,843,100	50,669,900.00	100.00
Winneconne	989,763.15	978,342.19	11,420.96	1.17	193,972,100.00	184,622,400	9,349,700.00	5.06
<b>Total Villages</b>	<b>9,825,381.39</b>	<b>9,851,946.03</b>	<b>(26,564.64)</b>	<b>(0.27)</b>	<b>1,804,485,100.00</b>	<b>1,744,465,500.00</b>	<b>60,019,600.00</b>	<b>3.44</b>
<b>Cities</b>								
Appleton	332,114.33	343,333.53	(11,219.20)	(3.27)	67,611,000.00	67,251,300	359,700.00	0.53
Menasha	4,105,692.84	4,105,238.54	454.30	0.01	835,826,600.00	804,123,700	31,702,900.00	3.94
Neenah	10,062,440.24	9,950,674.50	111,765.74	1.12	1,982,584,500.00	1,888,734,600	93,849,900.00	4.97
Omro	989,943.28	1,028,694.74	(38,751.46)	(3.77)	194,007,400.00	194,124,400	(117,000.00)	(0.06)
Oshkosh	19,925,940.95	19,253,274.71	672,666.24	3.49	3,925,972,300.00	3,654,458,400	271,513,900.00	7.43
<b>Total Cities</b>	<b>35,416,131.64</b>	<b>34,681,216.02</b>	<b>734,915.62</b>	<b>2.12</b>	<b>7,006,001,800.00</b>	<b>6,608,692,400.00</b>	<b>397,309,400.00</b>	<b>6.01</b>
<b>Total all taxing Districts</b>	<b>68,169,992.00</b>	<b>67,285,709.00</b>	<b>884,283.00</b>	<b>1.31</b>	<b>12,969,909,200.00</b>	<b>12,315,791,000.00</b>	<b>654,118,200.00</b>	<b>5.31</b>



## 2019 Budget Information on a Fund Accounting Basis

The following pages show fund balance projections along with summaries of revenues and expenditures summarized on a fund basis. Revenues are also displayed by major revenue source and by fund.

### FUND PROJECTIONS:

General fund balance is maintained at a level as defined in the Executive Budget message. Our policy is an informal one. The government has not adopted a formal resolution requiring maintenance of general fund balance at a specific level in order to maintain flexibility. It is our practice to maintain minimal fund reserves in other governmental type funds.

### REVENUE SOURCES:

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

### EXPENDITURES:

Wages and benefits are the primary use of funds. The proportion of total labor costs ranges in the 48.7% area. The expenses are presented broken out by the four categories because that is how the Winnebago County Board adopts the budget. All of the individual line items are shown for information purposes to support the category totals. General operating expenses consist of the following categories:

- Wages & benefits
- Travel
- Capital outlay
- Other operating expenses – some of which are:
  - Office expenses
  - Publications, dues and subscriptions
  - Repairs and maintenance
  - Contracted services
  - Utilities
  - Insurance
  - Other general operating expenses
  - Debt service costs – for debt service funds and proprietary funds

**FUND PROJECTIONS**  
**2017 Through 2019**

FUND	Fund Balance 12/31/17	Estimated Surplus / (Deficit) 2018	Balance 12/31/18	Revenues 2019	Tax Ley 2019	Expenses 2019	Note 1 Depreciation 2019	Note 2 General Fund Balance Applied	Note 3 Other Funds Balance Applied	Estimated Surplus / (Deficit) 2019	Total Fund Balance 12/31/19	Note 4 Available Resources 12/31/19
<b>General Fund</b>												
Designated Fund Balance	1,508,618	(1,508,618)	-	-	-	-	-	-	-	-	-	-
Undesignated Fund Balance	25,089,820	(1,013,760)	24,076,060	17,765,927	35,927,616	(56,608,343)	-	2,914,800	-	-	21,161,260	21,161,260
Technology Replacement Fund	234,826	3,919	238,745	-	884,803	(895,294)	-	-	-	(10,491)	228,254	228,254
Public Health	1,121,497	(100,000)	1,021,497	2,249,779	1,970,224	(4,320,003)	-	-	-	(100,000)	921,497	921,497
Scholarship Fund	35,688	600	36,288	600	9,000	(9,000)	-	-	-	600	36,888	36,888
Boat Launch Fees	338,252	(92,302)	245,950	133,000	-	(244,685)	-	-	-	(111,685)	134,265	134,265
Land Records Modernization	124,488	34,119	158,607	261,100	-	(251,386)	-	-	-	9,714	168,321	168,321
Property Lister	216,533	(13,074)	203,459	600	170,335	(190,935)	-	-	-	(20,000)	183,459	183,459
Jail Improvements	210,186	-	210,186	200,704	-	(352,033)	-	-	-	(151,329)	58,857	58,857
<b>TOTAL GENERAL FUND</b>	<b>28,879,908</b>	<b>(2,689,116)</b>	<b>26,190,792</b>	<b>20,611,710</b>	<b>38,961,978</b>	<b>(62,871,679)</b>	<b>-</b>	<b>2,914,800</b>	<b>-</b>	<b>(383,191)</b>	<b>22,892,801</b>	<b>22,892,801</b>
<b>Special Revenue</b>												
Human Services	556,821	(556,821)	-	27,138,889	18,242,458	(45,381,347)	-	-	-	-	-	-
<b>Proprietary Funds (Unrestricted)</b>												
Airport	1,104,034	(45,510)	1,058,524	958,740	810,417	(3,314,856)	1,545,699	-	-	-	1,058,524	1,058,524
Parkview Health Center	10,539,510	(700,000)	9,839,510	14,677,189	1,937,139	(18,905,328)	591,000	-	1,700,000	-	8,139,510	8,139,510
Highway	2,309,126	(18,000)	2,291,126	15,035,591	-	(16,224,613)	1,105,087	-	-	(83,935)	2,207,191	2,207,191
General Services	102,146	23,794	125,940	454,800	-	(436,959)	-	-	-	17,841	143,781	143,781
Workers Compensation Insurance	3,647,434	(3,385)	3,644,049	501,635	-	(850,320)	-	-	-	(348,685)	3,295,364	2,137,965
Property & Liability Insurance	1,656,740	44,071	1,700,811	610,725	-	(1,010,725)	-	-	-	(400,000)	1,300,811	1,009,470
Self Funded Health Insurance	3,748,142	(975,484)	2,772,658	17,529,506	-	(17,638,107)	-	824,000	-	715,399	3,488,057	2,036,235
Self Funded Dental Insurance	447,282	25,717	472,999	861,922	-	(856,922)	-	-	-	5,000	477,999	437,124
<b>TOTAL PROPRIETARY FUNDS</b>	<b>23,554,414</b>	<b>(1,648,797)</b>	<b>21,905,617</b>	<b>50,630,108</b>	<b>2,747,556</b>	<b>(59,237,830)</b>	<b>3,241,786</b>	<b>824,000</b>	<b>1,700,000</b>	<b>(94,380)</b>	<b>20,111,237</b>	<b>17,169,800</b>
<b>Other Funds (Equity)</b>												
Debt Service	476,638	50,000	526,638	128,000	8,218,000	(8,346,000)	-	-	-	-	526,638	526,638
<b>TOTALS</b>	<b>53,467,781</b>	<b>(4,844,734)</b>	<b>48,623,047</b>	<b>98,508,707</b>	<b>68,169,992</b>	<b>(175,836,856)</b>	<b>3,241,786</b>	<b>3,738,800</b>	<b>1,700,000</b>	<b>(477,571)</b>	<b>43,530,676</b>	<b>40,589,239</b>

**Note 1:**

The County levies for the proprietary funds based on funds needed or cash flow basis. As a result, depreciation is added back to determine the levy since it is not a cash flow item. Capital outlay and debt principal are also budgeted in the proprietary funds and funds are levied to cover these cash flow items.

**Note 2:**

General Fund Undesignated Fund balance that is being applied to the general fund (\$2,675,000 to meet the levy limit requirements, \$239,800 to pay for City of Oshkosh assessments) and transferred to the Self-Funded Health Insurance fund (\$824,000 to replenish money transferred out of this fund in 2016).

**Note 3:**

Other Fund balances applied that are not part of the General Fund. This year, Park View Health Center will be applying \$1,700,000 of their fund balance to reduce the levy for the facility.

**Note 4:**

Available resources is a better measure of cash reserves available for appropriation. It backs out all non-cash equivalents such as inventory, undepreciated assets and accrued expenditures leaving the available cash.

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

	Funding Sources - 2019 Budget							2019 Executive Budget	2018 Adopted Budget	Change-2019 Over/(Under) 2018	Percent
	Taxes	Inter- Governmental	Licenses, Fines, Permits	Public Charges	Interfund	Interest	Other				
General Fund	38,961,978	12,086,863	999,549	4,288,425	303,666	1,225,700	1,707,507	59,573,688	58,473,704	1,099,984	1.88
Human Services	18,242,458	25,213,090	-	1,925,799	-	-	-	45,381,347	45,028,996	352,351	0.78
Debt Service	8,218,000	-	-	-	-	-	128,000	8,346,000	8,171,000	175,000	2.14
Airport	810,417	5,000	-	950,540	-	-	3,200	1,769,157	1,810,956	(41,799)	-2.31
Park View Health Center	1,937,139	8,066,492	-	4,819,692	-	-	1,791,005	16,614,328	16,518,508	95,820	0.58
Highway	-	6,893,315	20,000	1,750	7,952,326	12,000	156,200	15,035,591	15,047,383	(11,792)	-0.08
General Services	-	3,500	-	1,800	449,500	-	-	454,800	461,700	(6,900)	-1.49
Workers Comp Insurance	-	-	-	-	471,635	30,000	-	501,635	919,622	(417,987)	-45.45
Property & Liability Insurance	-	-	-	-	602,225	8,500	-	610,725	1,007,320	(396,595)	-39.37
Self Funded Health Insurance	-	-	-	3,009,605	14,449,901	70,000	-	17,529,506	16,866,120	663,386	3.93
Self Funded Dental Insurance	-	-	-	120,000	736,922	5,000	-	861,922	872,196	(10,274)	-1.18
	68,169,992	52,268,260	1,019,549	15,117,611	24,966,175	1,351,200	3,785,912	166,678,699	165,177,505	1,501,194	0.91

**WINNEBAGO COUNTY**  
**SOURCES OF REVENUE BY YEAR**

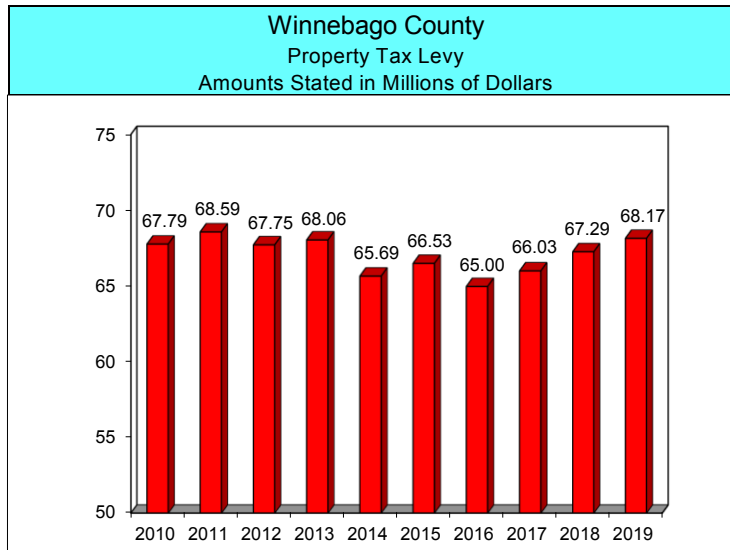
	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Adopted 2018</b>	<b>Executive 2019</b>	<b>2019 Over/(Under) 2018 Amount</b>	<b>Percent</b>
Taxes	66,525,597	65,004,848	66,030,403	67,285,709	68,169,992	884,283	1.31
Intergovernmental	49,422,559	51,157,489	53,007,709	52,462,084	52,268,260	(193,824)	-0.37
Licenses, Fines, Permits	926,431	950,364	1,022,767	1,028,163	1,019,549	(8,614)	-0.84
Public Charges	11,795,431	12,121,100	14,341,922	14,263,745	15,117,611	853,866	5.99
Interfund	9,408,043	8,113,413	22,842,321	25,477,286	24,966,175	(511,111)	-2.01
Interest	744,208	359,579	932,140	1,024,940	1,351,200	326,260	31.83
Other	10,763,054	7,071,489	3,878,427	3,635,578	3,785,912	150,334	4.14
Total	149,585,322	144,778,281	162,055,689	165,177,505	166,678,699	1,501,194	0.91

**WINNEBAGO COUNTY  
EXPENDITURES BY FUND**

	<b>Expenditure Type - 2019</b>				<b>2019 Executive Budget</b>	<b>2018 Adopted Budget</b>	<b>Change 2019 Over/(Under) 2018</b>	<b>Percent</b>
	<b>Labor</b>	<b>Travel</b>	<b>Capital</b>	<b>Other Operating Expenses</b>				
General Fund	41,425,278	410,531	1,331,340	19,704,530	62,871,679	61,742,123	1,129,556	1.8
Human Services	22,655,841	421,196	24,000	22,280,310	45,381,347	45,028,996	352,351	0.8
Debt Service Funds	-	-	-	8,346,000	8,346,000	8,171,000	175,000	2.1
Airport Fund	667,725	3,670	-	2,643,461	3,314,856	4,604,806	(1,289,950)	-28.0
Park View Health Center	14,385,828	11,500	160,500	4,347,500	18,905,328	19,386,969	(481,641)	-2.5
Highway Fund	6,378,789	7,451	1,076,500	8,761,873	16,224,613	16,368,848	(144,235)	-0.9
General Services	55,140	-	-	381,819	436,959	444,566	(7,607)	-1.7
Workers Compensation Insurance	40,348	450	-	809,522	850,320	919,622	(69,302)	-7.5
Property & Liability Insurance	26,356	65	-	984,304	1,010,725	1,007,320	3,405	0.3
Self Funded Health Insurance	-	-	-	17,638,107	17,638,107	17,863,824	(225,717)	100.0
Self Funded Dental Insurance	-	-	-	856,922	856,922	872,196	(15,274)	-1.8
	85,635,305	854,863	2,592,340	86,754,348	175,836,856	176,410,270	(573,414)	-0.3

**WINNEBAGO COUNTY  
EXPENDITURES BY YEAR**

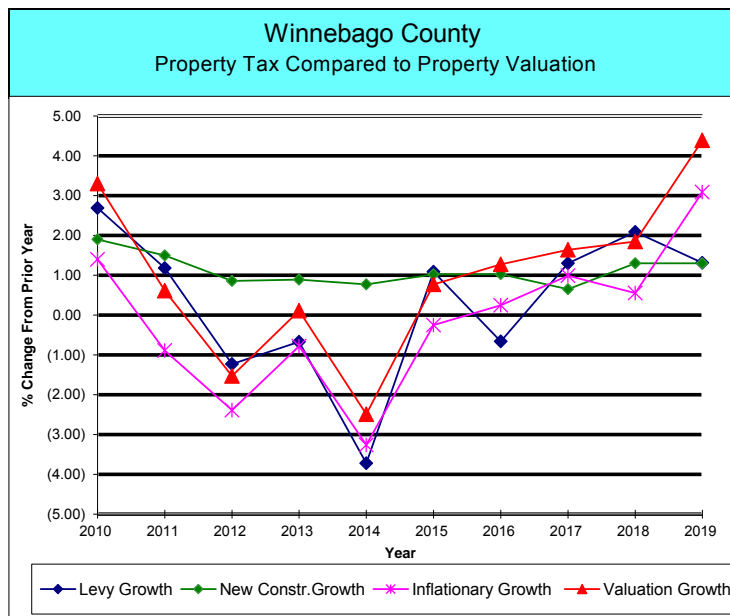
	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Adopted 2017</b>	<b>Adopted 2018</b>	<b>Executive 2019</b>	<b>2019 Over/(Under) 2018</b>	
							<b>Amount</b>	<b>Percent</b>
Labor	74,428,904	75,775,243	78,711,599	81,007,486	84,378,861	85,635,305	1,256,444	1.5%
Travel	711,385	678,758	703,025	790,032	820,853	854,863	34,010	4.1%
Capital	8,695,187	2,525,744	2,645,877	2,916,384	3,836,720	2,592,340	(1,244,380)	-32.4%
Other Operating	69,286,517	94,267,171	79,099,927	83,037,352	87,373,836	86,754,348	(619,488)	-0.7%
	153,121,993	173,246,917	161,160,428	167,751,254	176,410,270	175,836,856	(573,414)	-0.3%



PROPERTY TAX REVENUES include taxes levied on real and personal property. The levy amount is the difference between the projected expenditures and revenues for all levy supported County operations. Starting in 2011 The County is limited to increasing property taxes by the increase in new construction. The rate of increase or decrease is tied directly to the increase in new construction.

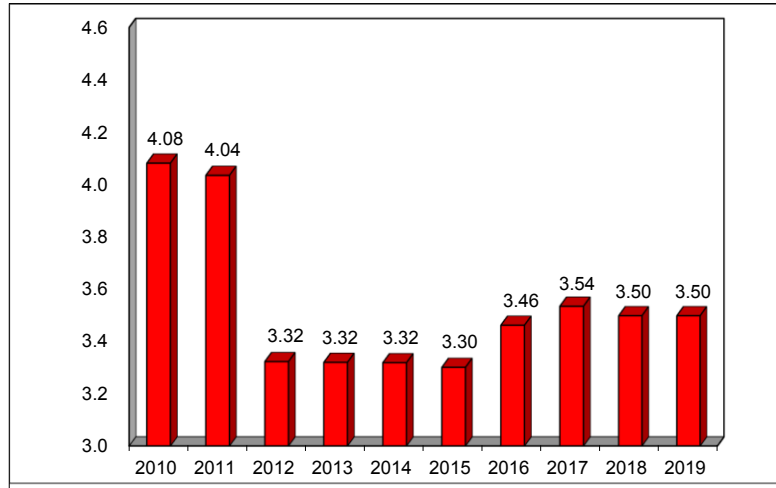
2018 figure represents the actual levy.

2019 figures are budgeted.



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

**General Fund**  
**State Shared Tax**  
 Amounts Stated in Millions of Dollars

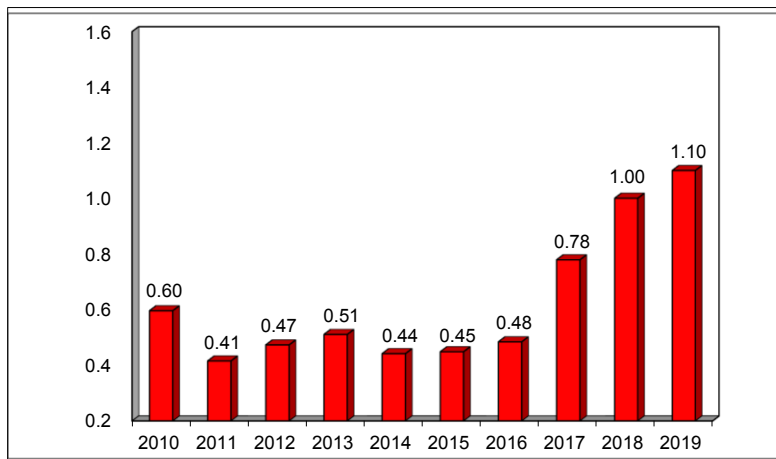


STATE SHARED TAX is distributed by the State based on a formula of spending effort and equalized values. Budget estimates are based on determinations by the State. The decrease from 2011 to 2012 is due to the state reducing our shared revenue payment by 25% or roughly \$743,000.

2018 figures are estimates.

2019 figures are budgeted.

**General Fund**  
**Interest Income Investments**  
 Amounts Stated in Millions of Dollars

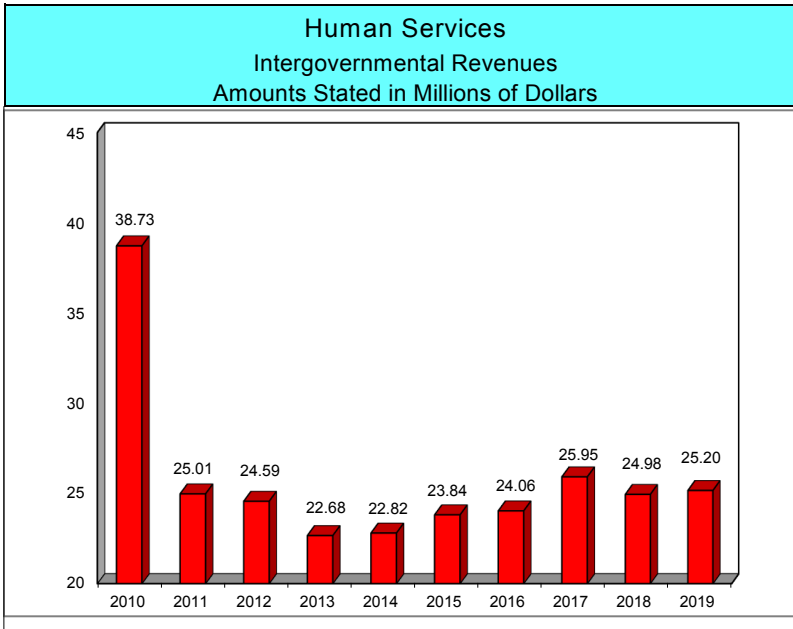


INTEREST INCOME is the revenue earned on invested funds. Fluctuations are primarily the result of changes in the amount of funds available to invest and interest rates over the years. Estimates are based on anticipated market interest rates.

2018 figures are estimates.

2019 figures are budgeted.

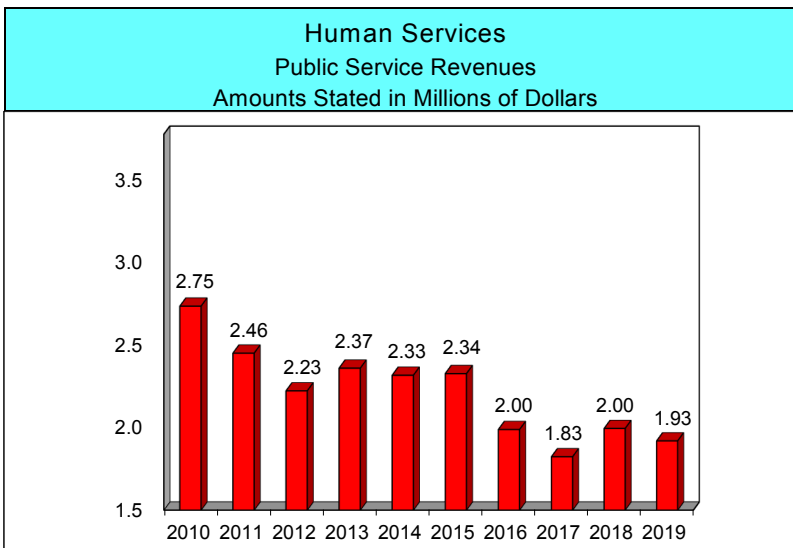




HUMAN SERVICES INTERGOVERNMENTAL REVENUES are revenues received from either the state or federal government in the form of grants and aids. Revenue estimates are based on an allocation from the state. Family Care started to move from the County budget to a regional unit in 2009, and was completed by 2011.

2018 figures are estimates.

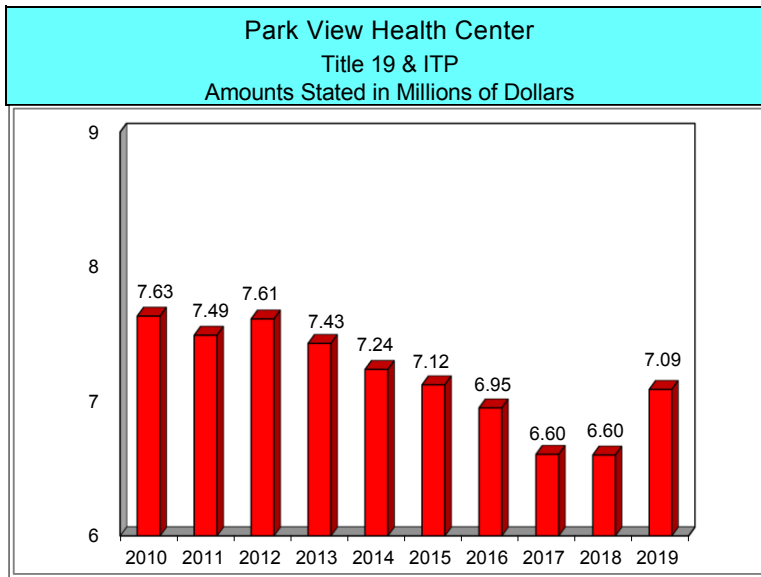
2019 figures are budgeted.



HUMAN SERVICES PUBLIC SERVICE REVENUES include revenues received from individual and third party payers for services rendered by the County. Most of the reduction in the 2009 to 2011 time frame was due to the change to Family Care.

2018 figures are estimates.

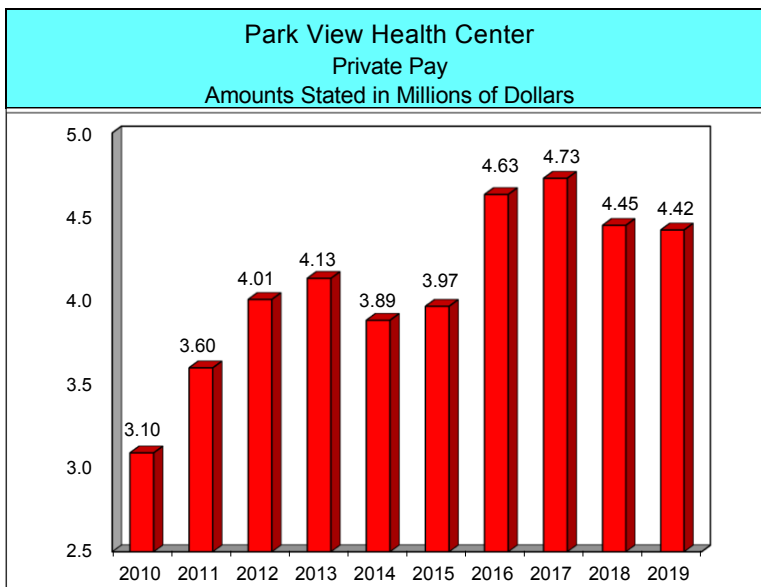
2019 figures are budgeted.



PARK VIEW HEALTH CENTER TITLE 19 MEDICAL ASSISTANCE revenue is based on a daily rate approved by the State. The downsizing of the facility in 2008 also had an impact on the dollars received. The decrease since 2012 is due to the number of medical assistance census is going down and private pay census increasing.

2018 figures are estimates.

2019 figures are budgeted.

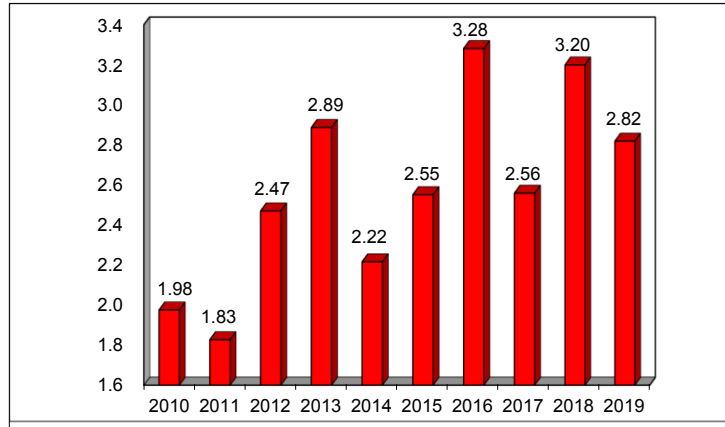


PARK VIEW HEALTH CENTER PRIVATE PAY revenue is derived from a daily rate which reflects actual operating expenses incurred for private pay residents. Fluctuations are caused by changes in the census and rate increases.

2018 figures are estimates.

2019 figures are budgeted.

**Highway**  
Local Government  
Amounts Stated in Millions of Dollars

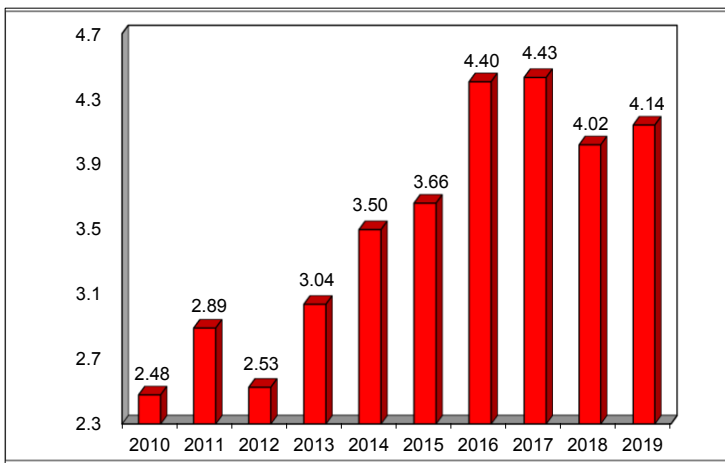


**HIGHWAY- LOCAL GOVERNMENTAL REVENUES**  
The Highway Department does various maintenance and construction projects for local municipalities. The expenses incurred on these projects are fully reimbursed to the County by the municipality requesting the work.

2018 figures are estimates.

2019 figures are budgeted.

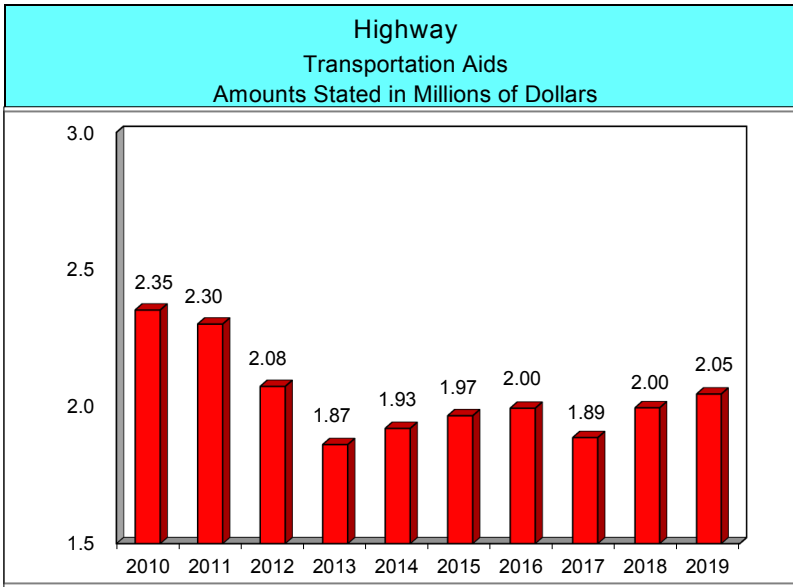
**Highway**  
State Government  
Amounts Stated in Millions of Dollars



**HIGHWAY- STATE GOVERNMENTAL REVENUES**  
The Highway Department does various maintenance and construction projects for the State of Wisconsin. The expenses incurred on these projects are fully reimbursed to the County by the State.

2018 figures are estimates.

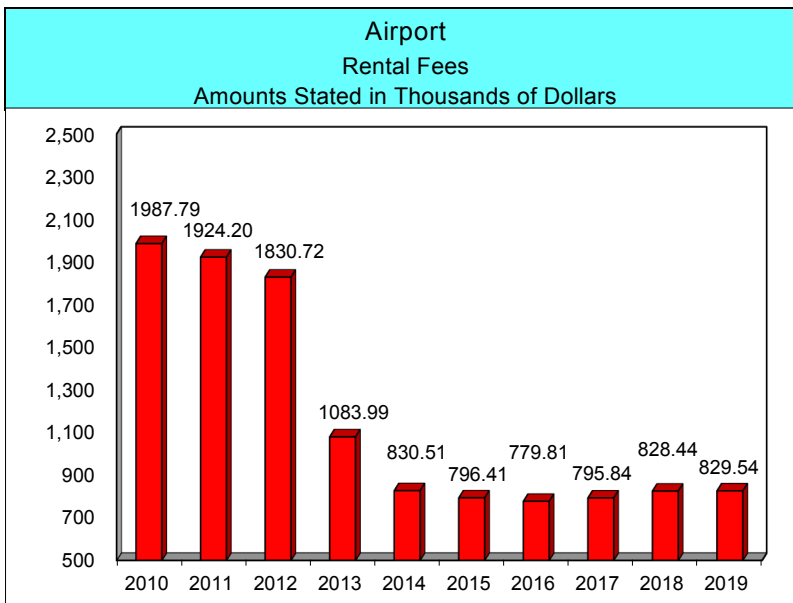
2019 figures are budgeted.



HIGHWAY- TRANSPORTATION AIDS are based on prior years expenditures incurred by the Highway and Sheriff Departments and on total county trunk highway miles.

2018 figures are estimates.

2019 figures are budgeted.



AIRPORT RENTAL FEES are generated from lease agreements. The increases are the result of new hanger and other building projects and increases in rental rates. The large decreases from 2012 to 2014 are the result of the US government decreasing the number of vehicles stored on airport land.

2018 figures are estimates.

2019 figures are budgeted.

**CHANGES TO TABLE OF ORGANIZATION**  
**2019 Budget Process**  
**(The fiscal impact of these changes follows)**

<b>Circuit Courts</b>	Eliminate one (1) Court Reporter
<b>Clerk of Courts</b>	Eliminate one (1) Administrative Associate III Add one (1) Administrative Associate IV
<b>District Attorney</b>	Eliminate one (1) Investigator
<b>Highway</b>	Eliminate one (1) Foreman Add two (2) Highway Maintenance Supervisor
<b>Human Services</b>	
Behavioral Health	Eliminate one (1) part-time Mental Health Crisis Specialist Eliminate one (1) part-time Peer Support Specialist
Child Welfare	Add one (1) Social Work Specialist
Economic Support	Add one (1) Economic Support Specialist - Lead Add one (1) Economic Support Specialist I/II
Long Term Support	Add one (1) ADRC Specialist
<b>Public Health</b>	Eliminate one (1) Educator - Health Add one (1) Public Health Policy Coordinator Eliminate one (1) part-time Breastfeeding Peer Counselor Add one (1) full-time Breastfeeding Peer Counselor Eliminate one (1) full-time Public Health Nurse Add one (1) part-time Public Health Nurse Eliminate one (1) full-time WI Well Woman Program Specialist Add one (1) part-time WI Well Woman Program Specialist
<b>University Extension</b>	Eliminate one (1) Educator – Family Living
<b>Veterans Service</b>	Add one (1) Veterans Benefits Specialist (effective 10-1-2018)

## Table of Organization Changes - Fiscal Summary

Title	Department	Quant FT	Quant PT	Change in FTE	Wages	Fringe Benefits	Other Costs	Cost Reductions	Revenues Generated	Net Cost (Savings)
<b><u>Changes Made as Part of 2019 Budget</u></b>										
Court Reporter	Circuit Courts	-1		-1.00	(44,899)	(30,564)				(75,463)
Administrative Associate III	Clerk of Courts	-1		-1.00	(33,872)	(28,925)				(62,797)
Administrative Associate V	Clerk of Courts	1		1.00	39,586	29,774				69,360
Investigator	District Attorney	-1		-1.00	(55,627)	(32,686)				(88,313)
Foreman	Highway	-1		-1.00	(53,477)	(32,366)				(85,843)
Highway Maintenance Supervisor	Highway	2		2.00	122,514	67,198	13,000			202,712
Mental Health Crisis Specialist	Human Services - BH		-1	-1.00	(27,135)	(16,246)				(43,381)
Peer Support Specialist	Human Services - BH		-1	1.00	(18,970)	(14,952)				(33,922)
Social Work Specialist	Human Services - CW	1		1.00	52,105	32,149		(57,500)		26,754
Economic Support Specialist - Lead	Human Services - ES	1		1.00	48,152	31,048	3,100		(34,488)	47,812
Economic Support Specialist	Human Services - ES	1		1.00	37,939	29,528	3,100		(29,512)	41,055
ADRC Specialist	Human Services - LTS	1		1.00	50,876	31,954		(62,611)		20,219
Educator - Health	Public Health	-1		-1.00	(51,198)	(32,005)				(83,203)
Public Health Policy Coordinator	Public Health	1		1.00	63,279	33,920				97,199
Breastfeeding Peer Counselor	Public Health	1	-1	0.40	16,116	7,295				23,411
Public Health Nurse	Public Health	-1	1	-0.20	(13,516)	(4,424)				(17,940)
WI Well Woman Program Specialist	Public Health	-1	1	-0.25	(12,092)	(7,770)				(19,862)
Educator - Family Living	University Extension	-1		-1.00	(53,363)	(9,018)	62,381			0
Veterans Benefits Specialist	Veterans Service	1		1.00	10,556	7,542				18,098
<b>Total Changes 2019 Budget</b>		2.00	-1.00	2.95	117,192	65,912	19,200	(120,111)	(64,000)	<b>18,193</b>
<b><u>Changes Made During 2018 Calendar Year</u></b>										
Administrative Associate I	Human Services - AD	-2		-2.00	no budget changes were made					0
Administrative Associate III	Human Services - AD	3		3.00	no budget changes were made					0
Administrative Associate IV	Human Services - AD	-1		-1.00	no budget changes were made					0

## Table of Organization Changes - Fiscal Summary

Title	Department	Quant FT	Quant PT	Change in FTE	Wages	Fringe Benefits	Other Costs	Cost Reductions	Revenues Generated	Net Cost (Savings)
<b>Changes Made During 2018 Calendar Year (cont.)</b>										
Case Manager - Safe Streets	Human Services - BH	-1		-1.00	no budget changes were made					0
AODA Counselor	Human Services - BH	1		1.00	no budget changes were made					0
Dementia Care Specialist	Human Services - LTS	1		1.00	no budget changes were made					0
Cyber Security Architect	Information Systems	1		1.00	43,068		2,380			45,448
Public Health Nurse	Public Health	-1		-1.00	no budget changes were made					0
Educator - Health	Public Health	1		1.00	no budget changes were made					0
Public Health Nurse	Public Health	1	-1	0.25	no budget changes were made					0
Corrections Officer	Sheriff	5	-5	2.50	no budget changes were made					0
Educator - Horticulture	University Extension	-1		-1.00	no budget changes were made					0
<b>Total Changes Made During 2018 Calendar Year</b>		7.00	-6.00	3.75	43,068	-	2,380		-	<b>45,448</b>
<b>TOTAL OF ALL CHANGES SINCE 2018 BUDGET</b>		9.00	-7.00	6.70	160,260	65,912	21,580	(120,111)	(64,000)	<b>63,641</b>

Table of Organization Changes - Fiscal Summary										
Title	Department	Quant FT	Quant PT	Change in FTE	Wages	Fringe Benefits	Other Costs	Cost Reductions	Revenues Generated	Net Cost (Savings)
<b><i>Unfilled Positions Dropped From TO During Year and Now Renewed</i></b>										
Environmental Technician	Solid Waste	1		1.00	<i>(There is no fiscal impact listed for this position as it was included in the 2018 budget.)</i>					
<b><i>Total Changes Dropped and Renewed</i></b>		1.00		1.00	-	-	-	-	-	-
<b>NOTES:</b>										
Title changes having no fiscal impact are excluded.										
Veterans Benefits Assistant change effective 10-1-2019										
No fiscal impact to change of PT Correctional Officers to FT because they are all budgeted at full-time hours										



TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>AIRPORT</b>								
Airport Director	1						1	
Administrative Associate - Airport	1						1	
Maintenance & Operations Manager	1						1	
Maintenance Equipment Operator	4						4	
Mechanic	1						1	
<b>TOTAL</b>	8	0	0	0	0	0	8	0
<b>CHILD SUPPORT</b>								
Director of Child Support	1						1	
Administrative Aide	1						1	
Administrative Associate I	5						5	
Assistant Child Support Attorney	1						1	
Child Support Specialist	13						13	
Child Support Specialist - Lead	1						1	
Financial Associate II	3						3	
Office Supervisor	1						1	
<b>TOTAL</b>	26	0	0	0	0	0	26	0

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>CIRCUIT COURTS</b>								
Court Commissioner	1						1	
Court Reporter	1				-1			
Deputy Register in Probate	1						1	
Register in Probate	1						1	
Administrative Associate III	1						1	
<b>CLERK OF COURTS</b>								
Clerk of Courts	1						1	
Accounting Supervisor	1						1	
Administrative Associate I	3	2					3	2
Administrative Associate III	6				-1		5	
Administrative Associate V					1		1	
Chief Deputy Clerk of Courts	1						1	
Court Assistant	9						9	
Court Record Associate	1						1	
Financial Associate II	1						1	
Judicial Associate - Lead	6						6	
Jury Clerk	1						1	
<b>FAMILY COURT COMMISSIONER</b>								
Family Court Commissioner	1						1	
Court Commissioner	1						1	
Administrative Associate III	2						2	
<b>FAMILY COURT SERVICES</b>								
Family Court Services Manager	1						1	
Administrative Associate II	1						1	
Family Court Mediator	2						2	
<b>TOTAL -Clerk of Courts &amp; Related Depts.</b>	43	2	0	0	-1	0	42	2

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>CORONER</b>								
Coroner	1						1	
Administrative Associate - County Coroner		1						1
<b>TOTAL</b>	1	1	0	0	0	0	1	1
<b>CORPORATION COUNSEL</b>								
Corporation Counsel	1						1	
Assistant Corporation Counsel	1						1	
Paralegal	2						2	
<b>TOTAL</b>	4	0	0	0	0	0	4	0
<b>COUNTY CLERK</b>								
County Clerk	1						1	
Deputy County Clerk	1						1	
Administrative Associate II		1						1
Administrative Associate III	1						1	
<b>TOTAL</b>	3	1	0	0	0	0	3	1
<b>COUNTY EXECUTIVE</b>								
County Executive	1						1	
Executive Assistant	1						1	
<b>TOTAL</b>	2	0	0	0	0	0	2	0

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>DISTRICT ATTORNEY</b>								
Administrative Associate I	1						1	
Administrative Associate V	2						2	
Diversion Program Coordinator	1						1	
Investigator	2				-1		1	
Legal Secretary	2						2	
Office Supervisor	1						1	
Paralegal	4						4	
Risk Assessment Specialist	1						1	
Special Investigator	1						1	
Victim Witness Program Coordinator	1						1	
Victim Witness Specialist	2						2	
<b>TOTAL</b>	18	0	0	0	-1	0	17	0
<b>EMERGENCY MANAGEMENT</b>								
Director of Emergency Management	1						1	
Deputy Director of Emergency Management	1						1	
Emergency Management Associate		1						1
<b>TOTAL</b>	2	1	0	0	0	0	2	1

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>FACILITIES</b>								
Director of Facilities	1						1	
Administrative Associate - Facilities	1						1	
Administrative Associate I	1						1	
Carpenter	1						1	
Custodian	5						5	
Electrician	2						2	
Facilities and Grounds Manager	1						1	
Facilities Assistant	10						10	
Facilities Specialist	3						3	
HVAC Specialist	2						2	
Maintenance Supervisor	3						3	
Custodian Supervisor								
Maintenance Technician	7						7	
Painter - Facilities	1						1	
Plumber	1						1	
<b>TOTAL</b>	39	0	0	0	0	0	39	0
<b>FINANCE</b>								
Director of Finance	1						1	
Assistant Finance Director	1						1	
Accounting Supervisor	1						1	
Financial Associate II	2						2	
Purchasing Manager	1						1	
<b>TOTAL</b>	6	0	0	0	0	0	6	0
<b>GENERAL SERVICES</b>								
Administrative Associate I	1						1	
<b>TOTAL</b>	1	0	0	0	0	0	1	0

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>HIGHWAY</b>								
Highway Commissioner	1						1	
Administrative Associate III	1						1	
Bridge and Engineering Manager	1						1	
Bridgetender	15	2					15	2
Equipment Operator I	38						38	
Equipment Operator II	9						9	
Financial Associate I	1						1	
Foreman	5				-1		4	
Highway Equipment Superintendent	1						1	
Highway Maintenance Superintendent	2						2	
Highway Maintenance Supervisor	0				2		2	
Mechanic	6						6	
Office Supervisor	1						1	
Stockroom Coordinator	1						1	
Traffic Operations Supervisor	1						1	
<b>TOTAL</b>	83	2	0	0	1	0	84	2
<b>HUMAN RESOURCES</b>								
Director of Human Resources	1						1	
Administrative Associate III		2						2
Human Resource Advisor	1						1	
Human Resource Associate I	1						1	
Human Resource Associate II	1						1	
Human Resource Generalist	1						1	
Human Resource Manager	1						1	
Payroll and Benefits Manager	1						1	
Payroll and Benefits Specialist	1						1	
<b>TOTAL</b>	8	2	0	0	0	0	8	2

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>HUMAN SERVICES-ADMINISTRATIVE SERVICES</b>								
Director of Human Services	1						1	
Deputy Director of Human Services	1						1	
Accountant	2						2	
Administrative Associate - Human Services	3	1					3	1
Administrative Associate I	6		-2				4	
Administrative Associate III	9	3	3				12	3
Administrative Associate IV	4		-1				3	
Administrative Associate IV - AODA	2						2	
Financial Associate II	2	1					2	1
Financial Supervisor	1						1	
Office Supervisor	2						2	
Special Projects Coordinator	1						1	
Transcriptionist Associate	3	2					3	2
<b>HUMAN SERVICES-BEHAVIORAL HEALTH SERVICES</b>								
Division Manager Behavioral Health	1						1	
Adult AODA Supervisor	1						1	
Advanced Practice Nurse Prescriber	1	1					1	1
AODA Counselor	5		1				6	
Case Manager - CSP	6						6	
Case Manager - Justice Programs	1						1	
Case Manager - Team Services	10						10	
Case Manager-Safe Streets	2		-1				1	
Chief Psychologist-Clinical Manager	1						1	
Crisis Intervention Manager	1						1	
CSP/CCS Supervisor	2						2	
Family Services Therapist	4	1			-4	-1		
Family Support Crisis Worker	2						2	
Intensive In-Home Case Specialist	3						3	
Intensive In-Home Therapist	3				-3			
LPN-Psychiatric Nurse	1						1	

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>HUMAN SERVICES-BEHAVIORAL HEALTH SERVICES (cont.)</b>								
Mental Health Crisis Specialist	4	5				-1	4	4
Mental Health Technician	3	1					3	1
Mental Health Technician - Lead	1						1	
Peer Support Specialist	1	2				-1	1	1
Prevention Services Coordinator	1						1	
Program Specialist	8	3					8	3
Psychiatric Nurse	2						2	
Psychotherapist	6	1			7	1	13	2
Resident Counselor – Summit House	1						1	
Resident Program Counselor	2						2	
Staff Psychiatrist	2						2	
Summit House & Toward Tomorrow Supervisor	1						1	
Youth CCS Case Specialist	3						3	
Youth Mental Health Supervisor	2						2	
<b>HUMAN SERVICES – CHILD WELFARE SERVICES</b>								
Division Manager-Child Welfare	1						1	
Case Aide	2						2	
Home Consultant	7						7	
Juvenile Intake Specialist	2						2	
Juvenile Restitution Program Coordinator	1						1	
Program Supervisor	9						9	
Social Work Specialist	50				1		51	
<b>HUMAN SERVICES – ECONOMIC SUPPORT</b>								
Division Manager - Economic Support	1						1	
Administrative Associate I	2						2	
Economic Support Specialist - Lead	1				1		2	
Economic Support Specialist I / II	32	4			1		33	4
Economic Support Supervisor	1						1	
Problem Resolution Specialist	1						1	
Staff Development Specialist	1						1	



TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>HUMAN SERVICES – LONG TERM SUPPORT</b>								
Division Manager - Long Term Support	1						1	
ADRC Specialist	9				1		10	
APS Specialist	4						4	
Dementia Care Specialist			1				1	
Disability Benefit Specialist	2						2	
Elder Benefit Specialist	2						2	
Program Supervisor	3						3	
Social Work Specialist	7						7	
<b>TOTAL HUMAN SERVICES</b>	257	25	1	0	4	-2	262	23
<b>INFORMATION SYSTEMS</b>								
Director of Information Systems	1						1	
Cyber Security Architect			1				1	
Development Supervisor	1						1	
IS Accountant	1						1	
Network Administrator	1						1	
Network Technician	3						3	
Systems Analyst	3						3	
Systems Analyst - Lead	1						1	
Technical Support Supervisor	1						1	
Telecommunications Specialist	1						1	
User Support Specialist	3						3	
User Support Specialist - Lead	1						1	
<b>TOTAL</b>	17	0	1	0	0	0	18	0

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>LAND &amp; WATER CONSERVATION</b>								
Director of Land and Water Conservation	1						1	
Administrative Associate - LWCD	1						1	
Agronomist	1						1	
Conservation Technician	2						2	
GIS Specialist / Technician	1						1	
Resource Conservationist	1						1	
<b>TOTAL</b>	7	0	0	0	0	0	7	0
<b>PARKS</b>								
Director of Parks and Expo Center	1						1	
Administrative Associate - Parks	1						1	
Parks Caretaker	2	2					2	2
Parks Maintenance Supervisor	1						1	
Parks Manager	1						1	
Program Manager	1						1	
<b>TOTAL</b>	7	2	0	0	0	0	7	2
<b>PARK VIEW HEALTH CENTER</b>								
Administrator	1						1	
Accounting Associate	2						2	
Activity Specialist	8						8	
Activity Specialist - Lead	1						1	
Administrative Aide		1						1
Administrative Coordinator	1						1	
Admissions Coordinator	1						1	
Clinical Dietitian	1						1	
Cook	3	1					3	1
Custodian	10	1					10	1
Director of Nursing	1						1	
Financial Associate II	1						1	

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>PARK VIEW HEALTH CENTER (cont.)</b>								
Financial Services Manager	1						1	
Food and Nutrition Services Manager	1						1	
Food Service Assistant	13	1					13	1
Food Service Supervisor	1						1	
Housekeeping Supervisor		1						1
LPN - Unit Assistant	1						1	
Medical Director		1						1
Medical Records Associate	1						1	
Nurse Aide	114	1					114	1
Nursing Scheduler	1						1	
Painter		1						1
Purchasing Associate	1						1	
RN Quality Assurance Supervisor	1						1	
Registered Nurse / LPN	34	1					34	1
RN Neighborhood Supervisor	4						4	
RN Shift Supervisor	3						3	
Social Wellness Manager	1						1	
Social Worker - Medical	3	1					3	1
Staff Development Coordinator	1						1	
Transportation Aide	1						1	
Unit Assistant	3						3	
<b>TOTAL</b>	215	10	0	0	0	0	215	10
<b>PLANNING &amp; ZONING</b>								
Director of Planning and Zoning	1						1	
Administrative Associate - Planning	1						1	
Code Enforcement Officer	2						2	
Erosion Control Technician	1						1	
GIS Specialist I	1						1	
GIS Specialist II	1						1	
GIS Systems Analyst/Administrator	1						1	

<b>TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS</b>								
<b>2019</b>								
	<b>2018</b>		<b>Position</b>		<b>Position</b>		<b>2019</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
<b>PLANNING &amp; ZONING (cont.)</b>								
Land Use Planner	1						1	
Real Property Listing Supervisor	1						1	
Tax Listing Associate	1						1	
Tax Listing Specialist	1						1	
Zoning Administrator	1						1	
Zoning Associate	1						1	
<b>TOTAL</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>
<b>PUBLIC HEALTH</b>								
Director of Public Health	1						1	
Administrative Associate - Public Health	1						1	
Administrative Associate III	2						2	
Communications Specialist	1						1	
Community Health Strategist	4		1		-1		4	
Environmental Health Manager	1						1	
Environmental Health Specialist I / II	4						4	
Health Programs Evaluator	1						1	
Mental Health Project Coordinator	1						1	
Public Health Aide	2	1					2	1
Public Health Nurse	10	3		-1	-1	1	9	3
Public Health Planner	1						1	
Public Health Policy Coordinator					1		1	
Public Health Preparedness Specialist	1						1	
Public Health Supervisor	3						3	
WI Well Woman Program Specialist	2				-1	1	1	1
WIC Breastfeeding Peer Counselor		1			1	-1	1	
WIC Program Manager	1						1	
WIC Program Nutritionist		4						4
<b>TOTAL</b>	<b>36</b>	<b>9</b>	<b>1</b>	<b>-1</b>	<b>-1</b>	<b>1</b>	<b>36</b>	<b>9</b>

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>REGISTER OF DEEDS</b>								
Register of Deeds	1						1	
Register of Deeds Supervisor	1						1	
Records Associate	5						5	
<b>TOTAL</b>	7	0	0	0	0	0	7	0
<b>SHERIFF</b>								
Sheriff	1						1	
Chief Deputy Sheriff	1						1	
Accountant	1						1	
Booking Security Associate	14						14	
Captain	4						4	
Civil Process Associate	1						1	
Corporal	6						6	
Corrections Financial Associate	2						2	
Corrections Officer	57	10	5	-5			62	5
Crime Analyst	1						1	
Detective	7						7	
Dispatcher	31						31	
Evidence and Records Supervisor	1						1	
Financial Associate I	1						1	
GPS Coordinator	1						1	
Inmate Classification Associate	2						2	
Lieutenant	15						15	
Police Officer	37						37	
Public Safety Application Administrator	1						1	
Public Safety Records Associate	1						1	
Records Administrative Supervisor	1						1	
Records and Transcription Associate	3						3	
Sergeant	6						6	
Traffic and Warrant Associate	1						1	
Warrant and Electronic Monitoring Associate	1						1	
Work Release Unit Supervisor	1						1	
<b>TOTAL</b>	198	10	5	-5	0	0	203	5

TABLE OF ORGANIZATION OF CLASSIFIED POSITIONS								
2019								
	2018		Position		Position		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>TREASURER</b>								
County Treasurer	1						1	
Deputy County Treasurer	1						1	
Financial Associate I	1						1	
Financial Associate II	1						1	
<b>TOTAL</b>	4	0	0	0	0	0	4	0
<b>UNIVERSITY EXTENSION</b>								
Administrative Associate - UW Extension	1						1	
Administrative Associate III	2						2	
Educator - 4-H Youth and Science	1						1	
Educator - Family Living	1				-1			
Horticulture Educator	1		-1					
<b>TOTAL</b>	6	0	-1	0	-1	0	4	0
<b>VETERANS SERVICE OFFICE</b>								
Director of Veterans' Services	1						1	
Administrative Associate IV - Veterans	1						1	
Veterans Benefits Specialist*	4				1		5	
Veterans Services Supervisor	1						1	
* The fifth Benefits Specialist will be effective 10-1-2019								
<b>TOTAL</b>	7	0	0	0	1	0	8	0
<b>GRAND TOTAL</b>	1019	65	7	-6	2	-1	1028	58

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Technology				
Replacement -	Average Server	7	10,000	70,000
	Large Server	2	20,000	40,000
	EMC / SAN	1	28,000	28,000
	Large Router	2	8,000	16,000
	VPN Controller	1	10,000	10,000
	Palo Alto	2	35,000	70,000
		15		234,000
Facilities -				
	Replacement vehicle	1	35,000	35,000
	Additional supervisor vehicle	1	35,000	35,000
	Snowblower attachment for Toro mower	1	6,000	6,000
	Welding fume hood	1	5,500	5,500
		4		81,500
UW Fox Valley -				
	Library Lighting Improvements	1	5,000	5,000
	Engineering Building Upgrades	1	10,000	10,000
	Planetarium HVAC Replacement	1	19,000	19,000
	Administration / Student Affairs HVAC system repairs	1	18,000	18,000
	Tennis Court Fence removal / Maintenance & Engineering fence installation	1	8,000	8,000
		5		60,000

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

Department	Description	Quantity	Unit Cost	Capital Outlay
Parks -				
Admin	1 ton 4x4 w/ Tool Box & Power Stake Deck	1	55,000	55,000
	Mower w/ 10' Deck	1	64,000	64,000
	3/4 ton Full Size Truck w/ Standard Bed	1	30,000	30,000
Recreation Trails	Asylum Point Park Clear Span Bridge	1	40,000	40,000
Expo	Heavy Duty Cover for Stadium Pull - Track	1	40,000	40,000
		5		229,000
Boat Landings -				
	Replace fishing wharfs at Asylum Landing w/ removable seasonal dock/pier	1	12,000	12,000
		1		12,000
District Attorney -				
	2019 Jeep Grand Cherokee	1	30,188	30,188
		1		30,188
Sheriff -				
Patrol -	Utility SUV Squads w/ changeovers & accessories	6	38,277	229,662
	Squad Video Cameras	9	5,600	50,400
		15		280,062
Sheriff -				
Detective -	Squad w/ changeover	1	25,590	25,590
		1		25,590



# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Sheriff -				
911 Center	Bi-Directional Amplifier	1	46,000	46,000
	Radio System Quantar Upgrade	1	45,000	45,000
	Communications Center Network Cable Upgrade	1	8,000	8,000
		3		99,000
Sheriff -				
Jail -	Video Camera Upgrade	1	90,000	90,000
		1		90,000
Jail Improvements				
Fund -	Dishwasher	1	190,000	190,000
		1		190,000
Human Services -				
	Dodge Caravan	1	24,000	24,000
		1		24,000
Park View				
Health Center -	Resident Garden Area Sidewalk removal & replacement	1	30,000	30,000
	Install Stove Hood Fans on resident neighborhoods	8	13,750	110,000
	Bariatric Full Body Lift w/ Scale	2	7,500	15,000
	Bariatric Sit to Stand Lift	1	5,500	5,500
		12		160,500

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

Department	Description	Quantity	Unit Cost	Capital Outlay
Highway -	Salt Shed Overhead Door	1	16,000	16,000
	Overhead Crane updates	1	20,000	20,000
	Epoxy 1/2 of Truck Parking	1	135,000	135,000
	Brine Tank	1	7,500	7,500
	Shop Cameras	1	20,000	20,000
	Wheeled Excavator	1	275,000	275,000
	Min Excavator	1	150,000	150,000
	Tri-axle Dump/Plow Truck	1	270,000	270,000
	Superintendent Trucks	2	45,000	90,000
	Concrete Hammer	1	12,000	12,000
	Concrete Drill	1	11,000	11,000
	Dust Collector - Drill	1	5,000	5,000
	Brush Cutter Excavator	1	50,000	50,000
	Compactor Excavator	1	15,000	15,000
		15		1,076,500
		<b>80</b>		<b>2,592,340</b>

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>ADMINISTRATION</b>				
County Executive	\$ 6,000	\$ 249,663	\$ -	\$ 243,663
Corporation Counsel	28,500	549,519	-	521,019
County Clerk	47,400	260,605	-	213,205
Dog License	4,300	4,300	-	-
Elections	23,000	72,194	-	49,194
Treasurer	871,480	375,857	-	(495,623)
Human Resources and Payroll	14,250	915,153	-	900,903
Workers Compensation Fund	501,635	850,320	(348,685)	-
Self Funded Health Insurance	17,529,506	17,638,107	(108,601)	-
Self Funded Dental Insurance	861,922	856,922	5,000	-
Finance	44,700	778,158	-	733,458
General Services	454,800	436,959	17,841	-
Prop & Liab Insurance Fund	610,725	1,010,725	(400,000)	-
Information Systems	88,778	1,972,952	-	1,884,174
Technology Replacement	-	895,294	(10,491)	884,803
Facilities & Property Management	112,815	5,722,778	-	5,609,963
	<u>\$ 21,199,811</u>	<u>\$ 32,589,506</u>	<u>\$ (844,936)</u>	<u>\$ 10,544,759</u>

# COUNTY EXECUTIVE

General Fund – Department: 004  
2019 BUDGET NARRATIVE

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

TELEPHONE: 232-3450

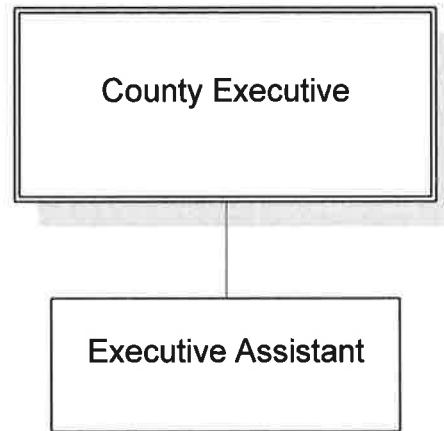
## MISSION STATEMENT:

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

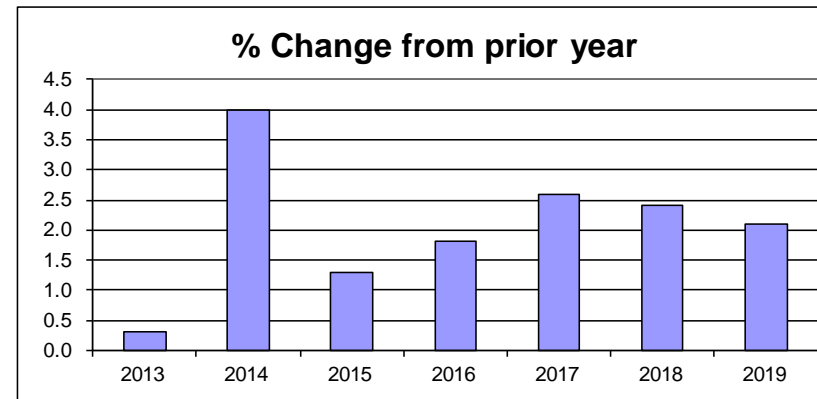
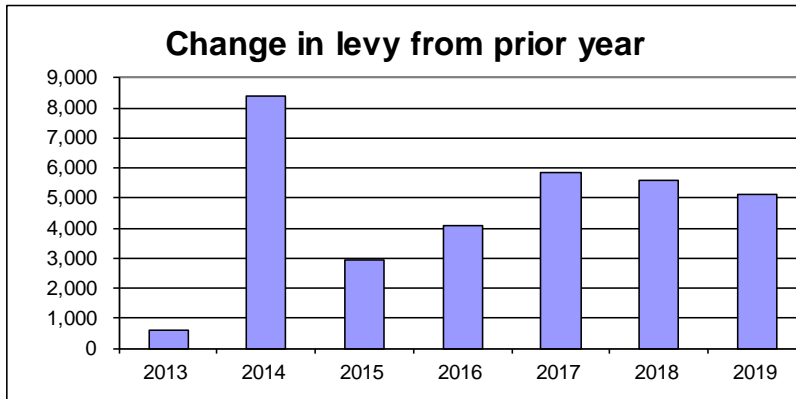
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
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 is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$243,663, an increase of \$5,098 or 2.1% over 2018. There are no significant changes.



## Financial Summary County Executive

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	3,500	6,000	6,800	6,800	6,000
Labor	137,701	238,777	238,777	238,777	243,762
Travel	766	1,765	2,290	2,290	2,240
Capital	-	-	-	-	-
Other Expenditures	2,253	3,908	4,298	4,298	3,661
Total Expenditures	140,720	244,450	245,365	245,365	249,663
Levy			238,565		243,663

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Forms Copies Etc	45003	0	443	0	0	0	0	0.00%
<b>Public Services Subtotal:</b>		<b>0</b>	<b>443</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Professional Services	63002	7,500	6,875	6,792	6,800	6,000	6,000	-11.76%
<b>Interfund Revenue Subtotal:</b>		<b>7,500</b>	<b>6,875</b>	<b>6,792</b>	<b>6,800</b>	<b>6,000</b>	<b>6,000</b>	<b>-11.76%</b>
<b>Total Operating Revenue:</b>		<b>7,500</b>	<b>7,318</b>	<b>6,792</b>	<b>6,800</b>	<b>6,000</b>	<b>6,000</b>	<b>-11.76%</b>
<b>Revenue Total:</b>		<b>7,500</b>	<b>7,318</b>	<b>6,792</b>	<b>6,800</b>	<b>6,000</b>	<b>6,000</b>	<b>-11.76%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	164,075	166,979	169,932	173,262	176,686	176,686	1.98%
<b>Wages Subtotal:</b>		<b>164,075</b>	<b>166,979</b>	<b>169,932</b>	<b>173,262</b>	<b>176,686</b>	<b>176,686</b>	<b>1.98%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	12,322	12,604	13,148	13,254	13,517	13,517	1.98%
Health Insurance	51201	32,803	33,125	35,673	37,158	40,020	37,939	2.10%
Dental Insurance	51202	2,174	2,174	2,174	2,174	2,174	2,174	0.00%
Workers Compensation	51203	144	146	268	350	184	184	-47.43%
WI Retirement	51206	12,077	11,020	11,555	11,609	11,573	11,573	-0.31%
Fringe Benefits Other	51207	1,497	1,598	1,697	970	1,689	1,689	74.12%
<b>Fringes Benefits Subtotal:</b>		<b>61,018</b>	<b>60,667</b>	<b>64,516</b>	<b>65,515</b>	<b>69,157</b>	<b>67,076</b>	<b>2.38%</b>
<b>Total Labor:</b>		<b>225,093</b>	<b>227,646</b>	<b>234,448</b>	<b>238,777</b>	<b>245,843</b>	<b>243,762</b>	<b>2.09%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Travel:</b>								
Registration Tuition	52001	0	325	175	325	300	300	-7.69%
Automobile Allowance	52002	1,268	950	998	1,500	1,500	1,500	0.00%
Meals	52005	14	15	18	75	50	50	-33.33%
Lodging	52006	392	395	476	350	350	350	0.00%
Other Travel Exp	52007	42	81	20	40	40	40	0.00%
<b>Travel Subtotal:</b>		<b>1,715</b>	<b>1,766</b>	<b>1,687</b>	<b>2,290</b>	<b>2,240</b>	<b>2,240</b>	<b>-2.18%</b>
<b>Total Travel:</b>								
		<b>1,715</b>	<b>1,766</b>	<b>1,687</b>	<b>2,290</b>	<b>2,240</b>	<b>2,240</b>	<b>-2.18%</b>
<b>Office:</b>								
Office Supplies	53000	34	39	48	125	50	50	-60.00%
Printing Supplies	53002	28	25	25	40	40	40	0.00%
Print Duplicate	53003	52	0	54	55	40	40	-27.27%
Postage and Box Rent	53004	0	4	0	0	0	0	0.00%
Telephone	53008	484	513	360	500	450	450	-10.00%
<b>Office Subtotal:</b>		<b>598</b>	<b>581</b>	<b>487</b>	<b>720</b>	<b>580</b>	<b>580</b>	<b>-19.44%</b>
<b>Operating:</b>								
Subscriptions	53501	321	301	374	350	350	350	0.00%
Membership Dues	53502	321	326	404	350	350	350	0.00%
Spec Service Awards	53566	1,377	1,080	1,205	1,500	1,400	1,400	-6.67%
Print Duplicate	73003	371	409	197	400	400	400	0.00%
Postage and Box Rent	73004	36	48	23	70	50	50	-28.57%
<b>Operating Subtotal:</b>		<b>2,426</b>	<b>2,164</b>	<b>2,203</b>	<b>2,670</b>	<b>2,550</b>	<b>2,550</b>	<b>-4.49%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	74029	66	66	66	70	70	70	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>66</b>	<b>66</b>	<b>66</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>0.00%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 004 - Executive</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	768	840	852	838	461	461	-44.99%
<b>Insurance Expenses Subtotal:</b>		<b>768</b>	<b>840</b>	<b>852</b>	<b>838</b>	<b>461</b>	<b>461</b>	<b>-44.99%</b>
<b>Total Other Operating:</b>		<b>3,858</b>	<b>3,651</b>	<b>3,609</b>	<b>4,298</b>	<b>3,661</b>	<b>3,661</b>	<b>-14.82%</b>
<b>Expense Total:</b>		<b>230,666</b>	<b>233,062</b>	<b>239,744</b>	<b>245,365</b>	<b>251,744</b>	<b>249,663</b>	<b>1.75%</b>
<b>Executive Net/(Levy):</b>		<b>(223,166)</b>	<b>(225,744)</b>	<b>(232,952)</b>	<b>(238,565)</b>	<b>(245,744)</b>	<b>(243,663)</b>	<b>2.14%</b>

# CORPORATION COUNSEL

General Fund – Department: 010  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Mary Anne Mueller  
LOCATION: Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

TELEPHONE: 236-4752

## MISSION STATEMENT:

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

## PROGRAM DESCRIPTION:

**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.

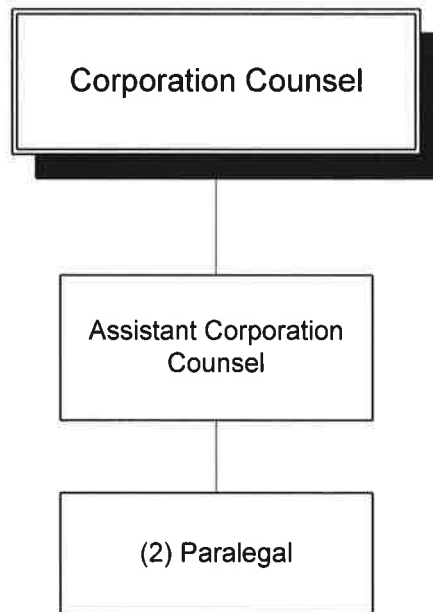
**CHILDREN IN NEED OF PROTECTION OR SERVICES:** Prosecutes child neglect and abuse matters under Chapter 48 (Children's Code), Wisconsin Statutes. Handles all appellate work, license revocation and denial proceedings. Addresses Fair Hearing questions and provides representation.

**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. Handles all appellate work.

**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. Handles all appellate work.

**MENTAL HEALTH COMMITMENTS:** Represents Winnebago County in all actions brought for commitment of individuals suffering with mental health issues under Chapter 51, Wisconsin Statutes. Handles all appellate work.

# CORPORATION COUNSEL



# **CORPORATION COUNSEL**

**General Fund –Department: 010  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Mary Anne Mueller  
**LOCATION:** Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

**TELEPHONE: 236-4752**

## **2018 ACCOMPLISHMENTS:**

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

## **2019 GOALS & OBJECTIVES:**

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

# CORPORATION COUNSEL

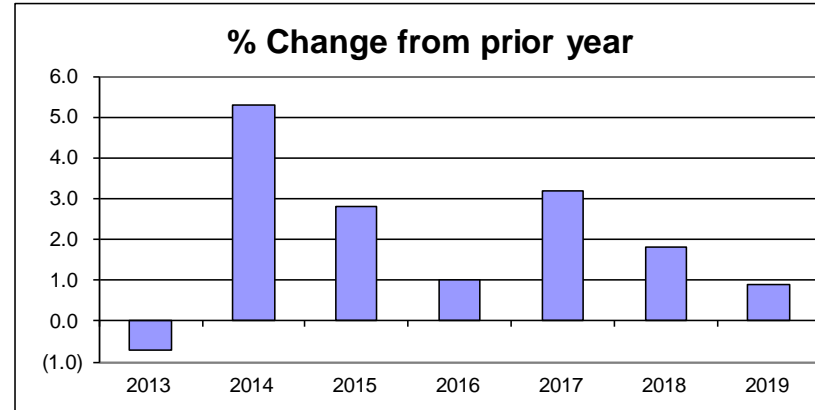
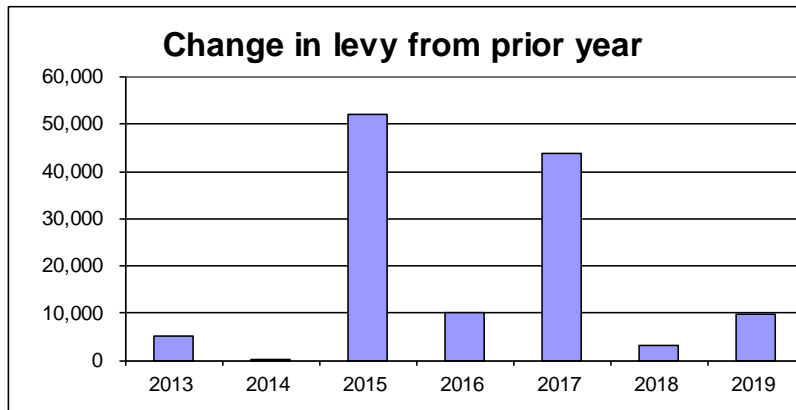
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
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 is no change to the staffing table for 2019.

**COUNTY LEVY:** The 2019 tax levy is \$521,019, an increase of \$4,459 or 0.9% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Corporation Counsel

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 516,560</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Regular Pay	(14,490)	Decrease based on Corporation Counsel retiring in 2018 and the Assistant moving up to that position at a lower salary.
Overtime	3,000	Increase due to inception of State-mandated e-filing responsibilities and increased contested cases, needing staff to work in excess of 40 hours.
Health Insurance	6,581	Health insurance premiums are estimated to increase 2.1% in 2019.
Legal Services	10,000	Increase due to Matters that require representation by outside counsel, and Increase in contested cases, including, but not limited to, Ch 51 appeals.
<b>Other small changes</b>	(632)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 521,019</b>	

## Financial Summary Corporation Counsel

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	12,062	29,000	29,000	29,000	28,500
Labor	233,798	418,256	418,256	418,256	411,236
Travel	609	1,195	1,195	1,195	1,720
Capital	-	-	-	-	-
Other Expenditures	62,414	126,109	126,109	126,109	136,563
Total Expenditures	296,821	545,560	545,560	545,560	549,519
Levy			516,560		521,019



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Other Fees	45002	13,132	4,487	14,944	13,000	13,000	13,000	0.00%
Client Cost Shares Fees	45035	0	0	0	200	200	200	0.00%
Service Fees	45074	489	591	436	800	800	800	0.00%
<b>Public Services Subtotal:</b>		<b>13,621</b>	<b>5,078</b>	<b>15,380</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Legal Services	65086	14,004	12,837	14,004	15,000	14,500	14,500	-3.33%
<b>Interfund Revenue Subtotal:</b>		<b>14,004</b>	<b>12,837</b>	<b>14,004</b>	<b>15,000</b>	<b>14,500</b>	<b>14,500</b>	<b>-3.33%</b>
<b>Total Operating Revenue:</b>		<b>27,625</b>	<b>17,915</b>	<b>29,384</b>	<b>29,000</b>	<b>28,500</b>	<b>28,500</b>	<b>-1.72%</b>
<b>Revenue Total:</b>		<b>27,625</b>	<b>17,915</b>	<b>29,384</b>	<b>29,000</b>	<b>28,500</b>	<b>28,500</b>	<b>-1.72%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	289,023	293,203	300,319	302,072	287,582	287,582	-4.80%
Overtime	51105	2,040	3,036	4,358	5,000	8,000	8,000	60.00%
<b>Wages Subtotal:</b>		<b>291,063</b>	<b>296,239</b>	<b>304,677</b>	<b>307,072</b>	<b>295,582</b>	<b>295,582</b>	<b>-3.74%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	21,717	21,948	22,424	23,491	22,611	22,611	-3.75%
Health Insurance	51201	54,524	54,582	58,779	61,198	71,497	67,779	10.75%
Dental Insurance	51202	3,609	3,609	3,609	3,609	3,609	3,609	0.00%
Workers Compensation	51203	532	288	474	620	306	306	-50.65%
WI Retirement	51206	19,504	19,510	20,719	20,574	19,361	19,361	-5.90%
Fringe Benefits Other	51207	2,366	2,452	2,518	1,692	1,988	1,988	17.49%
<b>Fringes Benefits Subtotal:</b>		<b>102,252</b>	<b>102,390</b>	<b>108,523</b>	<b>111,184</b>	<b>119,372</b>	<b>115,654</b>	<b>4.02%</b>
<b>Total Labor:</b>		<b>393,315</b>	<b>398,629</b>	<b>413,200</b>	<b>418,256</b>	<b>414,954</b>	<b>411,236</b>	<b>-1.68%</b>
<b>Travel:</b>								
Registration Tuition	52001	100	100	70	125	300	300	140.00%
Automobile Allowance	52002	390	900	684	800	800	800	0.00%
Meals	52005	0	0	13	50	150	150	200.00%
Lodging	52006	0	0	0	175	400	400	128.57%
Other Travel Exp	52007	0	2	0	10	20	20	100.00%
Taxable Meals	52008	0	14	0	35	50	50	42.86%
<b>Travel Subtotal:</b>		<b>490</b>	<b>1,016</b>	<b>766</b>	<b>1,195</b>	<b>1,720</b>	<b>1,720</b>	<b>43.93%</b>
<b>Total Travel:</b>		<b>490</b>	<b>1,016</b>	<b>766</b>	<b>1,195</b>	<b>1,720</b>	<b>1,720</b>	<b>43.93%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Office:</b>								
Office Supplies	53000	603	687	886	1,000	1,200	1,200	20.00%
Stationery and Forms	53001	451	344	351	700	700	700	0.00%
Printing Supplies	53002	1,948	1,823	1,442	2,000	2,200	2,200	10.00%
Print Duplicate	53003	0	0	0	15	30	30	100.00%
Postage and Box Rent	53004	84	13	192	150	150	150	0.00%
Computer Supplies	53005	0	0	0	50	50	50	0.00%
Telephone	53008	793	758	845	825	825	825	0.00%
<b>Office Subtotal:</b>		<b>3,879</b>	<b>3,625</b>	<b>3,716</b>	<b>4,740</b>	<b>5,155</b>	<b>5,155</b>	<b>8.76%</b>
<b>Operating:</b>								
Subscriptions	53501	540	676	142	350	350	350	0.00%
Membership Dues	53502	1,244	1,011	1,265	1,400	1,500	1,500	7.14%
Publish Legal Notices	53503	0	0	0	300	300	300	0.00%
Small Equipment	53522	1,366	377	0	400	400	400	0.00%
Legal Fees	53530	1,451	1,270	1,593	2,500	2,500	2,500	0.00%
Witness Expense	53535	0	2,987	1,430	1,000	1,000	1,000	0.00%
Operating Licenses Fees	53553	20	20	0	0	0	0	0.00%
Print Duplicate	73003	5,193	5,406	4,887	5,500	6,000	6,000	9.09%
Postage and Box Rent	73004	5,212	4,631	4,376	5,000	5,000	5,000	0.00%
<b>Operating Subtotal:</b>		<b>15,025</b>	<b>16,378</b>	<b>13,693</b>	<b>16,450</b>	<b>17,050</b>	<b>17,050</b>	<b>3.65%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	0	86	86	250	250	250	0.00%
Equipment Repairs	54029	86	0	95	100	100	100	0.00%
Equipment Repairs	74029	198	198	198	200	200	200	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>284</b>	<b>284</b>	<b>379</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>0.00%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 010 - Corporation Counsel</b>								
<b>Contractual Services:</b>								
Legal Services	55001	109,092	86,217	106,909	102,000	115,000	112,000	9.80%
Transcription Services	55009	20	110	0	500	750	750	50.00%
Professional Service	55014	0	380	0	0	0	0	0.00%
<b>Contractual Services Subtotal:</b>		<b>109,112</b>	<b>86,707</b>	<b>106,909</b>	<b>102,500</b>	<b>115,750</b>	<b>112,750</b>	<b>10.00%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	20	20	0	0	20	20	100.00%
Prop Liab Insurance	76000	1,620	1,800	1,872	1,869	1,038	1,038	-44.46%
<b>Insurance Expenses Subtotal:</b>		<b>1,640</b>	<b>1,820</b>	<b>1,872</b>	<b>1,869</b>	<b>1,058</b>	<b>1,058</b>	<b>-43.39%</b>
<b>Total Other Operating:</b>		<b>129,939</b>	<b>108,814</b>	<b>126,568</b>	<b>126,109</b>	<b>139,563</b>	<b>136,563</b>	<b>8.29%</b>
<b>Expense Total:</b>		<b>523,744</b>	<b>508,459</b>	<b>540,534</b>	<b>545,560</b>	<b>556,237</b>	<b>549,519</b>	<b>0.73%</b>
<b>Corporation Counsel Net/(Levy):</b>		<b>(496,118)</b>	<b>(490,544)</b>	<b>(511,150)</b>	<b>(516,560)</b>	<b>(527,737)</b>	<b>(521,019)</b>	<b>0.86%</b>

# COUNTY CLERK

General Fund – Departments: 006-008  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Sue Ertmer  
LOCATION: Winnebago County  
112 Otter Avenue, First Floor  
Oshkosh, WI 54901

TELEPHONE: 232-3430

## 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.

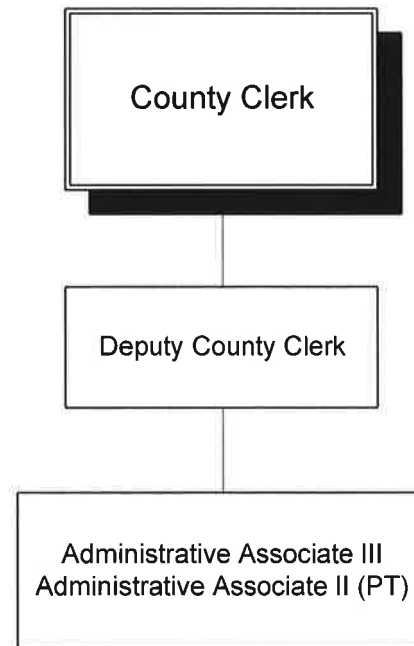
## PROGRAM DESCRIPTION:

**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 for the county's municipal clerks. Holds informational meetings on election procedures. Coordinates election programming between municipal clerks and voting equipment vendor. Insures each election's data base is correct and then prepares memory devices for all voting equipment in the county. 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 Wisconsin Elections Commission. Provides candidates and the public with election-related information. Maintains election and financial records of candidates and election committees. Sets up elections in the state's WisVote program.

**DOG LICENSE FUND** Distributes dog licenses to all municipalities in the county. 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  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Sue Ertmer  
LOCATION: Winnebago County  
112 Otter Avenue, First Floor  
Oshkosh, WI 54901

TELEPHONE: 232-3430

## 2018 ACCOMPLISHMENTS:

1. Prepared for and conducted Spring and Fall Elections.
2. Provided assistance and direction to newly elected County Board Supervisors.
3. Provided secretarial service and other assistance to the County Board Chairman and County Board Supervisors.
4. Provided notary public and other services to the general public and county personnel.
5. Finalized office's relocation to the County's Administration Building.
6. Participated in various county and state emergency preparedness exercises in regards to election security
7. Issued approximately 1,000 marriage licenses and 320 state work permits

## 2019 GOALS & OBJECTIVES:

1. Prepare for and conduct Spring Elections.
2. Complete the setup of the County Clerk's satellite office at courthouse.
3. Work with the Wisconsin Election's Commission and local municipalities on election security and emergency preparedness.
4. Perform the duties and services of this office in a cost-effective, efficient manner.
5. Be responsive to the needs of Winnebago County's citizens and fellow county employees by providing them with efficient, courteous service

# COUNTY CLERK

## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
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

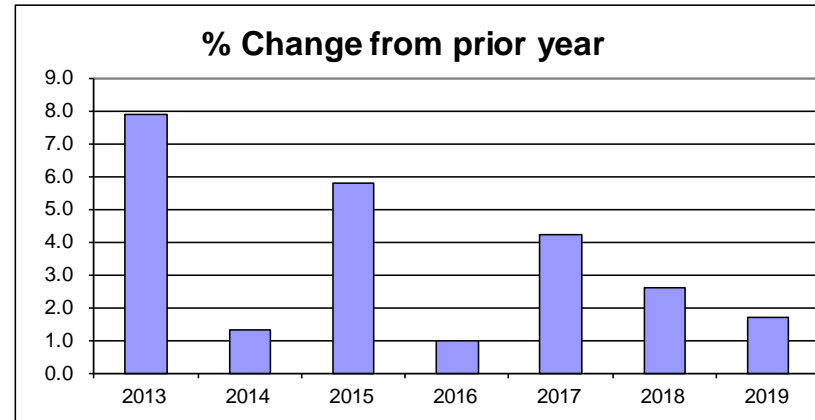
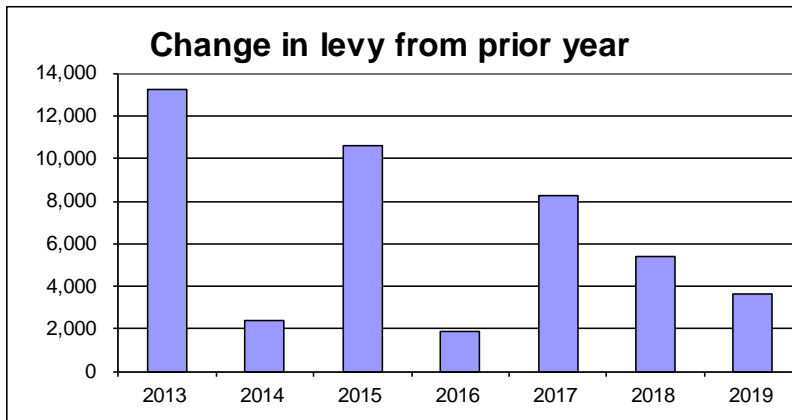
There is no change to the staffing table for 2019.

**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 2019 is \$213,205, an increase of \$3,658 or 1.7% over 2018. A schedule of significant changes follows.

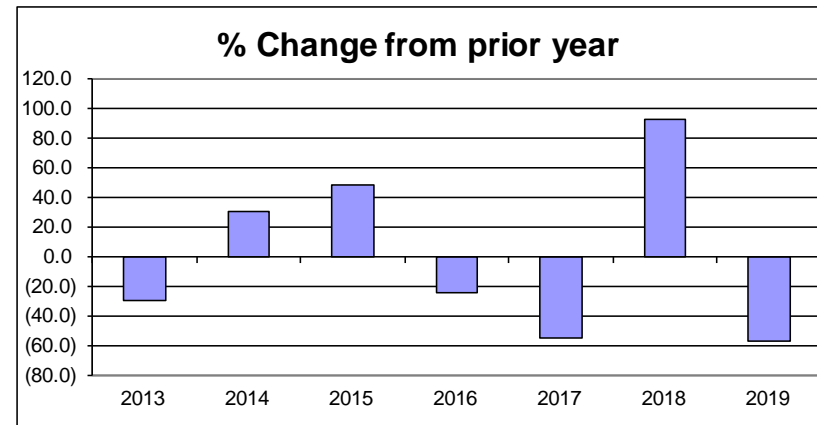
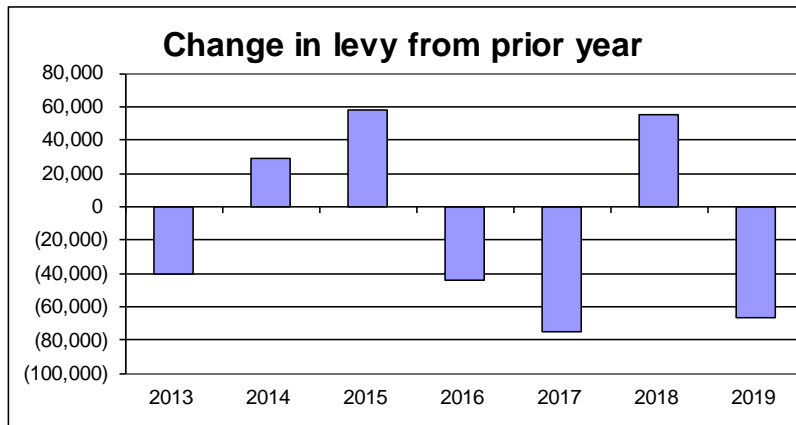
The tax levy for Elections for 2019 is \$49,194, a decrease of \$66,840 or 57.6% under 2018. The increase is based on having two elections in 2019, while four elections were held in 2018.

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





This graph shows the County Clerk election data:



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - County Clerk & Elections

Account	Amount			Description
Significant changes from 2018	Clerk	Elections	Dog Licenses	
<b>Tax Levy 2018</b>	<b>\$ 209,547</b>	<b>\$ 116,034</b>	<b>\$ -</b>	
<b>Revenue Changes - impact on levy:</b>				
Other fees	-	8,000	-	Decrease due to only two elections in 2019, while there were four in 2018.
<b>Expense Changes - impact on levy:</b>				
Print Duplicate		(55,000)		Decrease due to only two elections in 2019, while there were four in 2018.
Publish Legal Notices	-	(7,000)	-	Decrease due to only two elections in 2019, while there were four in 2018.
Data Processing	-	(12,500)	-	Decrease due to only two elections in 2019, while there were four in 2018.
<b>Other small changes</b>	3,658	(340)	-	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 213,205</b>	<b>\$ 49,194</b>	<b>\$ -</b>	

# Financial Summary County Clerk

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	22,294	47,470	48,050	48,050	47,400
Labor	142,118	245,949	245,949	245,949	250,801
Travel	931	1,640	1,640	1,640	1,815
Capital	-	-	-	-	-
Other Expenditures	5,955	10,503	10,008	10,008	7,989
Total Expenditures	149,004	258,092	257,597	257,597	260,605
Levy			209,547		213,205

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Revenue</b>								
<b>Licenses:</b>								
Marriage Licenses	44000	38,840	40,080	41,960	42,500	42,500	42,500	0.00%
Marriage License Waiver	44001	3,200	3,150	4,000	3,900	3,900	3,900	0.00%
Work Permits	44004	1,073	1,228	813	900	500	500	-44.44%
Domestic Partnership	44011	140	210	0	100	0	0	-100.00%
Domestic Partnership Waiver	44012	10	0	0	0	0	0	0.00%
<b>Licenses Subtotal:</b>		<b>43,263</b>	<b>44,668</b>	<b>46,773</b>	<b>47,400</b>	<b>46,900</b>	<b>46,900</b>	<b>-1.05%</b>
<b>Public Services:</b>								
Other Fees	45002	333	56	107	250	150	150	-40.00%
Forms Copies Etc	45003	97	109	108	150	100	100	-33.33%
Telephone	45009	10	3	4	25	25	25	0.00%
Mail Service Revenue	45015	25	22	2	25	25	25	0.00%
<b>Public Services Subtotal:</b>		<b>465</b>	<b>189</b>	<b>221</b>	<b>450</b>	<b>300</b>	<b>300</b>	<b>-33.33%</b>
<b>Total Operating Revenue:</b>		<b>43,728</b>	<b>44,857</b>	<b>46,993</b>	<b>47,850</b>	<b>47,200</b>	<b>47,200</b>	<b>-1.36%</b>
<b>Misc Revenues:</b>								
Material Sales	48105	183	155	194	200	200	200	0.00%
Other Miscellaneous Revenues	48109	0	0	0	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>183</b>	<b>155</b>	<b>194</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>183</b>	<b>155</b>	<b>194</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>43,910</b>	<b>45,012</b>	<b>47,187</b>	<b>48,050</b>	<b>47,400</b>	<b>47,400</b>	<b>-1.35%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	162,303	167,166	165,248	171,701	174,915	174,915	1.87%
Overtime	51105	264	1,816	259	501	617	617	23.15%
<b>Wages Subtotal:</b>		<b>162,566</b>	<b>168,982</b>	<b>165,507</b>	<b>172,202</b>	<b>175,532</b>	<b>175,532</b>	<b>1.93%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	12,005	12,511	12,209	13,174	13,427	13,427	1.92%
Health Insurance	51201	40,992	40,328	43,421	45,212	48,694	46,162	2.10%
Dental Insurance	51202	2,522	2,522	2,528	2,522	2,522	2,522	0.00%
Workers Compensation	51203	402	169	257	345	182	182	-47.25%
WI Retirement	51206	11,426	11,122	11,255	11,538	11,497	11,497	-0.36%
Fringe Benefits Other	51207	1,249	1,273	1,315	956	1,479	1,479	54.71%
<b>Fringes Benefits Subtotal:</b>		<b>68,597</b>	<b>67,925</b>	<b>70,984</b>	<b>73,747</b>	<b>77,801</b>	<b>75,269</b>	<b>2.06%</b>
<b>Total Labor:</b>		<b>231,163</b>	<b>236,906</b>	<b>236,491</b>	<b>245,949</b>	<b>253,333</b>	<b>250,801</b>	<b>1.97%</b>
<b>Travel:</b>								
Registration Tuition	52001	440	290	385	290	465	465	60.34%
Automobile Allowance	52002	877	496	886	450	450	450	0.00%
Meals	52005	64	74	105	90	90	90	0.00%
Lodging	52006	734	874	682	800	800	800	0.00%
Other Travel Exp	52007	11	0	13	10	10	10	0.00%
Taxable Meals	52008	21	25	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>2,147</b>	<b>1,759</b>	<b>2,071</b>	<b>1,640</b>	<b>1,815</b>	<b>1,815</b>	<b>10.67%</b>
<b>Total Travel:</b>		<b>2,147</b>	<b>1,759</b>	<b>2,071</b>	<b>1,640</b>	<b>1,815</b>	<b>1,815</b>	<b>10.67%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 006 - Clerk</b>								
<b>Office:</b>								
Office Supplies	53000	888	809	973	700	700	700	0.00%
Stationery and Forms	53001	160	164	91	150	150	150	0.00%
Printing Supplies	53002	295	318	310	300	300	300	0.00%
Postage and Box Rent	53004	4	0	0	0	0	0	0.00%
Telephone	53008	1,253	4,055	2,461	4,100	2,500	2,500	-39.02%
<b>Office Subtotal:</b>		<b>2,599</b>	<b>5,345</b>	<b>3,835</b>	<b>5,250</b>	<b>3,650</b>	<b>3,650</b>	<b>-30.48%</b>
<b>Operating:</b>								
Membership Dues	53502	120	125	125	125	125	125	0.00%
Food	53520	0	210	0	0	0	0	0.00%
Small Equipment	53522	0	0	3,188	0	0	0	0.00%
Other Operating Supplies	53533	161	0	98	100	100	100	0.00%
Interpreter Fees	53537	0	0	0	0	150	150	100.00%
Operating Licenses Fees	53553	50	40	0	40	40	40	0.00%
Other Miscellaneous	53568	0	(76)	0	0	0	0	0.00%
Small Equipment Technology	53580	0	0	1,947	0	0	0	0.00%
Print Duplicate	73003	4,240	3,494	2,643	1,250	2,000	2,000	60.00%
Postage and Box Rent	73004	2,613	2,259	2,238	1,250	850	850	-32.00%
<b>Operating Subtotal:</b>		<b>7,183</b>	<b>6,052</b>	<b>10,240</b>	<b>2,765</b>	<b>3,265</b>	<b>3,265</b>	<b>18.08%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	0	43	43	43	0	0	-100.00%
Equipment Repairs	74029	330	363	396	363	396	396	9.09%
<b>Repairs &amp; Maint Subtotal:</b>		<b>330</b>	<b>406</b>	<b>439</b>	<b>406</b>	<b>396</b>	<b>396</b>	<b>-2.46%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	0	40	0	0	0	0	0.00%
Prop Liab Insurance	76000	1,200	1,536	1,620	1,587	1,587	678	-57.28%
<b>Insurance Expenses Subtotal:</b>		<b>1,200</b>	<b>1,576</b>	<b>1,620</b>	<b>1,587</b>	<b>1,587</b>	<b>678</b>	<b>-57.28%</b>
<b>Total Other Operating:</b>		<b>11,312</b>	<b>13,380</b>	<b>16,134</b>	<b>10,008</b>	<b>8,898</b>	<b>7,989</b>	<b>-20.17%</b>
<b>Expense Total:</b>		<b>244,623</b>	<b>252,045</b>	<b>254,696</b>	<b>257,597</b>	<b>264,046</b>	<b>260,605</b>	<b>1.17%</b>
<b>Clerk Net/(Levy):</b>		<b>(200,713)</b>	<b>(207,033)</b>	<b>(207,508)</b>	<b>(209,547)</b>	<b>(216,646)</b>	<b>(213,205)</b>	<b>1.75%</b>

## Financial Summary Elections

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	13,515	13,515	31,000	31,000	23,000
Labor	330	1,400	1,400	1,400	400
Travel	54	200	200	200	100
Capital	-	-	-	-	-
Other Expenditures	69,127	146,767	145,434	145,434	71,694
Total Expenditures	69,511	148,367	147,034	147,034	72,194
Levy			116,034		49,194

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 007 - Elections</b>								
<b>Revenue</b>								
<b>Intergov Services:</b>								
Other Fees	43001	30,871	61,322	22,709	31,000	23,000	23,000	-25.81%
Cost Share Municipalities	43016	2,500	0	0	0	0	0	0.00%
<b>Intergov Services Subtotal:</b>		<b>33,371</b>	<b>61,322</b>	<b>22,709</b>	<b>31,000</b>	<b>23,000</b>	<b>23,000</b>	<b>-25.81%</b>
<b>Total Operating Revenue:</b>								
		<b>33,371</b>	<b>61,322</b>	<b>22,709</b>	<b>31,000</b>	<b>23,000</b>	<b>23,000</b>	<b>-25.81%</b>
<b>Revenue Total:</b>		<b>33,371</b>	<b>61,322</b>	<b>22,709</b>	<b>31,000</b>	<b>23,000</b>	<b>23,000</b>	<b>-25.81%</b>
<b>Expense</b>								
<b>Wages:</b>								
Other Per Diem	51107	200	25,489	200	1,400	400	400	-71.43%
<b>Wages Subtotal:</b>		<b>200</b>	<b>25,489</b>	<b>200</b>	<b>1,400</b>	<b>400</b>	<b>400</b>	<b>-71.43%</b>
<b>Total Labor:</b>		<b>200</b>	<b>25,489</b>	<b>200</b>	<b>1,400</b>	<b>400</b>	<b>400</b>	<b>-71.43%</b>
<b>Travel:</b>								
Automobile Allowance	52002	44	2,165	37	200	100	100	-50.00%
<b>Travel Subtotal:</b>		<b>44</b>	<b>2,165</b>	<b>37</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>-50.00%</b>
<b>Total Travel:</b>		<b>44</b>	<b>2,165</b>	<b>37</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>-50.00%</b>
<b>Capital Outlay:</b>								
Equipment	58004	106,685	0	0	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>106,685</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>106,685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 007 - Elections</b>								
<b>Office:</b>								
Office Supplies	53000	0	939	30	200	200	200	0.00%
Stationery and Forms	53001	0	687	0	500	500	500	0.00%
Printing Supplies	53002	0	53	0	0	0	0	0.00%
Print Duplicate	53003	34,041	85,728	21,535	90,000	35,000	35,000	-61.11%
<b>Office Subtotal:</b>		<b>34,041</b>	<b>87,407</b>	<b>21,565</b>	<b>90,700</b>	<b>35,700</b>	<b>35,700</b>	<b>-60.64%</b>
<b>Operating:</b>								
Publish Legal Notices	53503	6,054	13,473	7,855	15,000	8,000	8,000	-46.67%
Food	53520	0	166	2,693	100	150	150	50.00%
Small Equipment	53522	0	93	0	0	0	0	0.00%
Other Operating Supplies	53533	0	1,763	14	500	500	500	0.00%
Operating Licenses Fees	53553	2,534	0	13,899	13,899	13,899	13,899	0.00%
Small Equipment Technology	53580	0	0	0	0	500	500	100.00%
Print Duplicate	73003	54	660	17	0	200	200	100.00%
<b>Operating Subtotal:</b>		<b>8,642</b>	<b>16,155</b>	<b>24,478</b>	<b>29,499</b>	<b>23,249</b>	<b>23,249</b>	<b>-21.19%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	544	0	239	235	245	245	4.26%
<b>Repairs &amp; Maint Subtotal:</b>		<b>544</b>	<b>0</b>	<b>239</b>	<b>235</b>	<b>245</b>	<b>245</b>	<b>4.26%</b>
<b>Contractual Services:</b>								
Data Processing	55013	12,640	25,735	13,722	25,000	12,500	12,500	-50.00%
<b>Contractual Services Subtotal:</b>		<b>12,640</b>	<b>25,735</b>	<b>13,722</b>	<b>25,000</b>	<b>12,500</b>	<b>12,500</b>	<b>-50.00%</b>
<b>Total Other Operating:</b>		<b>55,867</b>	<b>129,297</b>	<b>60,004</b>	<b>145,434</b>	<b>71,694</b>	<b>71,694</b>	<b>-50.70%</b>
<b>Expense Total:</b>		<b>162,796</b>	<b>156,951</b>	<b>60,240</b>	<b>147,034</b>	<b>72,194</b>	<b>72,194</b>	<b>-50.90%</b>
<b>Elections Net/(Levy):</b>		<b>(129,425)</b>	<b>(95,628)</b>	<b>(37,532)</b>	<b>(116,034)</b>	<b>(49,194)</b>	<b>(49,194)</b>	<b>-57.60%</b>

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

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	-	4,268	2,905	2,905	4,300
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	2,918	4,268	2,905	2,905	4,300
Total Expenditures	2,918	4,268	2,905	2,905	4,300
Levy			-		-

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 008 - Dog licenses</b>								
<b>Revenue</b>								
<b>Licenses:</b>								
Dog License	44002	1,221	1,287	2,328	2,905	4,300	4,300	48.02%
<b>Licenses Subtotal:</b>		<b>1,221</b>	<b>1,287</b>	<b>2,328</b>	<b>2,905</b>	<b>4,300</b>	<b>4,300</b>	<b>48.02%</b>
<b>Total Operating Revenue:</b>		<b>1,221</b>	<b>1,287</b>	<b>2,328</b>	<b>2,905</b>	<b>4,300</b>	<b>4,300</b>	<b>48.02%</b>
<b>Revenue Total:</b>		<b>1,221</b>	<b>1,287</b>	<b>2,328</b>	<b>2,905</b>	<b>4,300</b>	<b>4,300</b>	<b>48.02%</b>
<b>Expense</b>								
<b>Office:</b>								
Office Supplies	53000	60	637	769	800	800	800	0.00%
<b>Office Subtotal:</b>		<b>60</b>	<b>637</b>	<b>769</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>0.00%</b>
<b>Operating:</b>								
Publish Legal Notices	53503	524	275	704	500	500	500	0.00%
Other Operating Supplies	53533	557	0	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>1,081</b>	<b>275</b>	<b>704</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Other Contract Serv	55030	80	375	855	1,605	3,000	3,000	86.92%
<b>Contractual Services Subtotal:</b>		<b>80</b>	<b>375</b>	<b>855</b>	<b>1,605</b>	<b>3,000</b>	<b>3,000</b>	<b>86.92%</b>
<b>Total Other Operating:</b>		<b>1,221</b>	<b>1,287</b>	<b>2,328</b>	<b>2,905</b>	<b>4,300</b>	<b>4,300</b>	<b>48.02%</b>
<b>Expense Total:</b>		<b>1,221</b>	<b>1,287</b>	<b>2,328</b>	<b>2,905</b>	<b>4,300</b>	<b>4,300</b>	<b>48.02%</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	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
County Clerk	1006	250,801	1,815	-	7,989	260,605		260,605	257,597	251,724	1.2	2.3
Revenues	1006						47,400	(47,400)	(48,050)	(47,550)	(1.4)	1.1
Elections	1007	400	100	-	71,694	72,194		72,194	147,034	80,284	(50.9)	83.1
Revenues	1007						23,000	(23,000)	(31,000)	(20,000)	(25.8)	55.0
Dog License Fund	1008	-	-	-	4,300	4,300		4,300	2,905	2,000	48.0	45.3
Revenues	1008						4,300	(4,300)	(2,905)	(2,000)	48.0	45.3
<b>Grand Totals</b>		<u>251,201</u>	<u>1,915</u>	<u>-</u>	<u>83,983</u>	<u>337,099</u>	<u>74,700</u>	<u>262,399</u>	<u>325,581</u>	<u>264,458</u>	(19.4)	23.1

# **TREASURER**

**General Fund – Department: 009**  
**2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Mary Krueger  
**LOCATION:** Winnebago County  
112 Otter Avenue, First Floor  
Oshkosh, WI 54901

**TELEPHONE:** 232-3420

**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:**

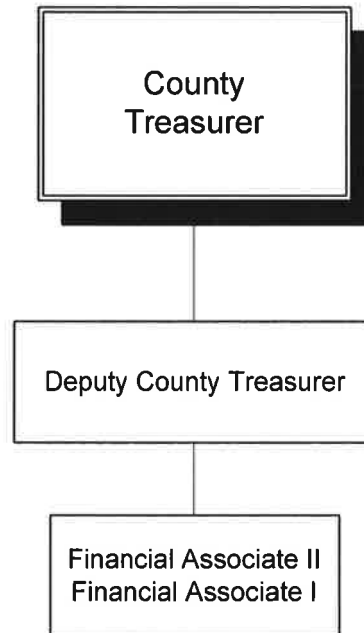
**RECEIPTS AND DISBURSEMENTS** Receive all funds due the county and disburse all payments made by the county.

**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  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Mary E. Krueger  
**LOCATION:** Winnebago County  
112 Otter Ave  
Oshkosh, WI 54901

**TELEPHONE: 232-3420**

## **2018 ACCOMPLISHMENTS:**

1. Transitioned to web (Ascent) based tax receipting.
2. Enhanced the current online tax payment process that improved office efficiency and simplified the customer process.
3. Completed state audit of the 2017 Lottery and Gaming Credit.
4. Provided notary public services to the public and county personnel.
5. Served as the 2<sup>nd</sup> Vice President of WCCO (Wisconsin County Constitutional Officers Association).
6. Attended seminars and continuing education classes. Speakers include the Department of Revenue, Financial Advisors, Attorneys, and others that are essential to the duties of the Treasurer's Office functions.

## **2019 GOALS & OBJECTIVES:**

1. Explore the possibility of installing a drop box at the County Administration Building.
2. Install security cameras in the office.
3. Provide assistance to local municipal treasurers.
4. Continue to discover more efficiencies within Transcendent Technologies (tax system) and MUNIS (financial system).
5. Attend continuing education classes and seminars.
6. 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

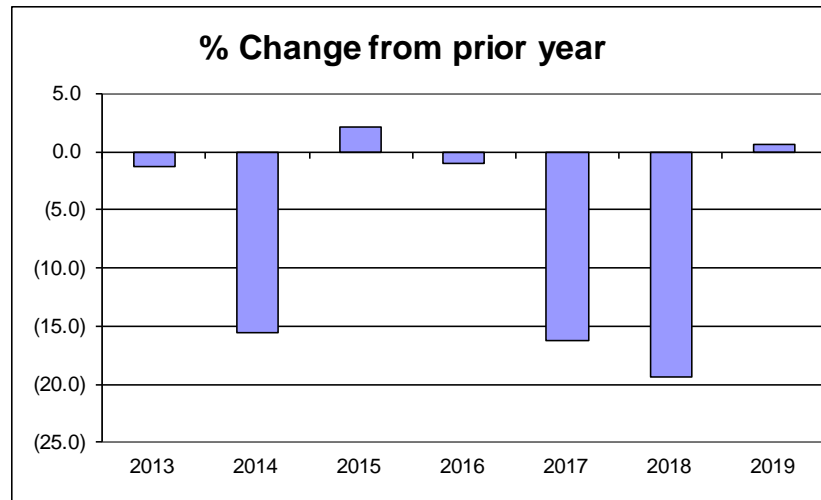
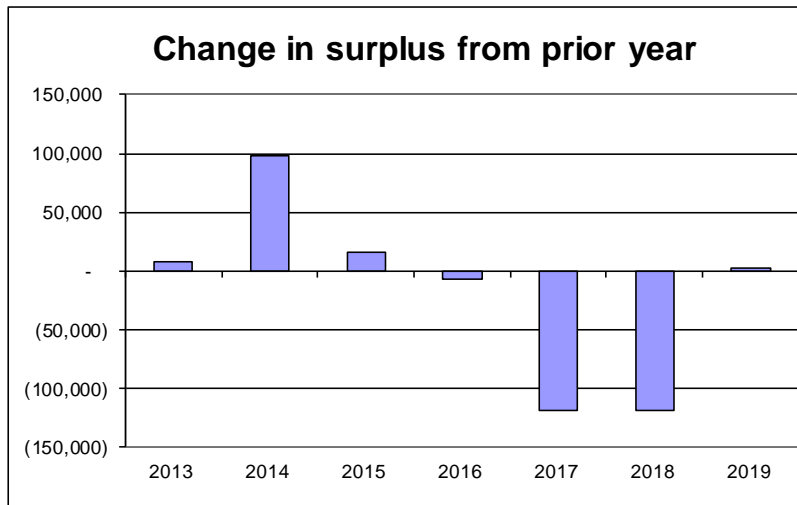
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	4	4	4	4	4	4	4	4	4	4
Part Time	1	0	0	0	0	0	0	0	0	0
Total	5	4	4	4	4	4	4	4	4	4

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The Treasurer's office has more revenues than expenditures. As such, there is no tax levy for this operation. The excess of revenues over expenditures for 2019 is projected to be \$495,623 an increase of \$3,042 or 0.6% over 2018. This surplus is used to reduce the overall tax levy for the County. A schedule of significant changes follows.





## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Treasurer

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ (492,581)</b>	
<b>Revenue Changes - impact on levy:</b>		
Other Fees	(15,000)	Increase in acres converted from agriculture assessment.
Search Notice Fees	3,400	The number of properties eligible for foreclosure has decreased, thus the amount of Search & Notice Fees has decreased.
<b>Expense Changes - impact on levy:</b>		
Publish Legal Notices	4,000	Increase in publication costs due to publishing unclaimed funds in 2019.
Small Equipment Technology	4,000	Increase for the cost of installing security cameras in and around the Treasurer's office.
Accounting Auditing	(13,000)	Decrease in banking costs for 2019.
<b>Other small changes</b>	13,558	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ (495,623)</b>	

## Financial Summary

### Treasurer

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	531,273	902,520	875,400	875,400	871,480
Labor	166,293	290,647	290,647	290,647	293,739
Travel	837	1,565	1,565	1,565	1,644
Capital	-	-	-	-	-
Other Expenditures	32,194	79,432	90,607	90,607	80,474
Total Expenditures	199,324	371,644	382,819	382,819	375,857
Levy			(492,581)		(495,623)

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Revenue</b>								
<b>Taxes:</b>								
Interest on Taxes	41002	929,453	772,967	903,279	800,000	780,000	780,000	-2.50%
<b>Taxes Subtotal:</b>		<b>929,453</b>	<b>772,967</b>	<b>903,279</b>	<b>800,000</b>	<b>780,000</b>	<b>780,000</b>	<b>-2.50%</b>
<b>Public Services:</b>								
Other Fees	45002	11,832	15,948	17,954	15,000	25,000	30,000	100.00%
Forms Copies Etc	45003	545	256	83	400	80	80	-80.00%
Search Notice Fees	45008	26,200	8,400	14,550	15,000	15,000	15,000	0.00%
<b>Public Services Subtotal:</b>		<b>38,577</b>	<b>24,604</b>	<b>32,587</b>	<b>30,400</b>	<b>40,080</b>	<b>45,080</b>	<b>48.29%</b>
<b>Interfund Revenue:</b>								
Professional Services	63002	8,304	7,612	8,292	7,000	8,400	8,400	20.00%
<b>Interfund Revenue Subtotal:</b>		<b>8,304</b>	<b>7,612</b>	<b>8,292</b>	<b>7,000</b>	<b>8,400</b>	<b>8,400</b>	<b>20.00%</b>
<b>Total Operating Revenue:</b>		<b>976,334</b>	<b>805,183</b>	<b>944,158</b>	<b>837,400</b>	<b>828,480</b>	<b>833,480</b>	<b>-0.47%</b>
<b>Misc Revenues:</b>								
Sale Of Tax Deeds Gain Loss	48103	246,896	66,988	(9,408)	35,000	35,000	35,000	0.00%
Other Miscellaneous Revenues	48109	2,708	860	3,868	3,000	3,000	3,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>249,604</b>	<b>67,848</b>	<b>(5,540)</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>249,604</b>	<b>67,848</b>	<b>(5,540)</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>1,225,937</b>	<b>873,032</b>	<b>938,618</b>	<b>875,400</b>	<b>866,480</b>	<b>871,480</b>	<b>-0.45%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	175,137	180,860	186,773	191,859	198,208	198,208	3.31%
Overtime	51105	0	15	0	0	0	0	0.00%
Other Per Diem	51107	196	172	125	150	125	125	-16.67%
Comp Time	51108	84	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>175,417</b>	<b>181,047</b>	<b>186,899</b>	<b>192,009</b>	<b>198,333</b>	<b>198,333</b>	<b>3.29%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	12,714	13,105	13,575	14,678	15,163	15,163	3.30%
Health Insurance	51201	58,577	59,120	63,716	66,384	65,911	62,484	-5.87%
Dental Insurance	51202	3,262	3,262	3,262	3,261	3,261	3,261	0.00%
Workers Compensation	51203	460	179	290	387	206	206	-46.77%
WI Retirement	51206	12,239	11,905	12,700	12,854	12,983	12,983	1.00%
Fringe Benefits Other	51207	1,198	1,205	1,259	1,074	1,309	1,309	21.88%
<b>Fringes Benefits Subtotal:</b>		<b>88,450</b>	<b>88,776</b>	<b>94,802</b>	<b>98,638</b>	<b>98,833</b>	<b>95,406</b>	<b>-3.28%</b>
<b>Total Labor:</b>		<b>263,867</b>	<b>269,823</b>	<b>281,701</b>	<b>290,647</b>	<b>297,166</b>	<b>293,739</b>	<b>1.06%</b>
<b>Travel:</b>								
Registration Tuition	52001	300	335	325	325	325	325	0.00%
Automobile Allowance	52002	389	272	335	415	512	512	23.37%
Lodging	52006	666	590	827	795	807	807	1.51%
Other Travel Exp	52007	0	20	30	30	0	0	-100.00%
<b>Travel Subtotal:</b>		<b>1,355</b>	<b>1,217</b>	<b>1,517</b>	<b>1,565</b>	<b>1,644</b>	<b>1,644</b>	<b>5.05%</b>
<b>Total Travel:</b>		<b>1,355</b>	<b>1,217</b>	<b>1,517</b>	<b>1,565</b>	<b>1,644</b>	<b>1,644</b>	<b>5.05%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Office:</b>								
Office Supplies	53000	292	485	536	500	500	500	0.00%
Stationery and Forms	53001	2,183	2,395	2,076	3,000	3,000	3,000	0.00%
Printing Supplies	53002	1,112	741	300	750	750	750	0.00%
Postage and Box Rent	53004	3,121	1,471	3,466	3,500	3,500	3,500	0.00%
Telephone	53008	477	428	428	500	500	500	0.00%
<b>Office Subtotal:</b>		<b>7,184</b>	<b>5,521</b>	<b>6,806</b>	<b>8,250</b>	<b>8,250</b>	<b>8,250</b>	<b>0.00%</b>
<b>Operating:</b>								
Membership Dues	53502	100	100	100	100	100	100	0.00%
Publish Legal Notices	53503	22,077	138	25,897	12,000	16,000	16,000	33.33%
Small Equipment	53522	0	0	0	4,000	1,500	1,500	-62.50%
Legal Fees	53530	127	0	183	200	200	200	0.00%
Tax Deed Expense	53531	31,162	13,067	14,252	15,000	15,000	15,000	0.00%
Operating Licenses Fees	53553	0	40	0	40	0	0	-100.00%
Other Miscellaneous	53568	(0)	92	174	150	150	150	0.00%
Small Equipment Technology	53580	798	0	0	0	4,000	4,000	100.00%
Print Duplicate	73003	4,894	3,382	2,344	3,500	2,500	2,500	-28.57%
Postage and Box Rent	73004	11,277	11,220	13,308	12,000	12,000	12,000	0.00%
<b>Operating Subtotal:</b>		<b>70,434</b>	<b>28,038</b>	<b>56,258</b>	<b>46,990</b>	<b>51,450</b>	<b>51,450</b>	<b>9.49%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	74029	429	429	429	429	429	429	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Accounting Auditing	55012	37,232	39,686	28,231	25,000	12,000	12,000	-52.00%
Professional Service	55014	1,026	2,066	1,134	1,200	1,200	1,200	0.00%
Abstractor Services	55018	8,690	5,645	5,160	6,000	5,500	5,500	-8.33%
Security Service	55028	10,933	12,744	4,589	0	0	0	0.00%
Other Contract Services	75030	60	120	120	60	90	90	50.00%
<b>Contractual Services Subtotal:</b>		<b>57,941</b>	<b>60,261</b>	<b>39,234</b>	<b>32,260</b>	<b>18,790</b>	<b>18,790</b>	<b>-41.75%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 009 - Treasurer</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	0	40	0	40	0	0	-100.00%
Prop Liab Insurance	76000	2,796	3,036	2,796	2,638	2,638	1,555	-41.05%
<b>Insurance Expenses Subtotal:</b>		<b>2,796</b>	<b>3,076</b>	<b>2,796</b>	<b>2,678</b>	<b>2,638</b>	<b>1,555</b>	<b>-41.93%</b>
<b>Total Other Operating:</b>		<b>138,783</b>	<b>97,326</b>	<b>105,523</b>	<b>90,607</b>	<b>81,557</b>	<b>80,474</b>	<b>-11.18%</b>
<b>Expense Total:</b>		<b>404,005</b>	<b>368,366</b>	<b>388,740</b>	<b>382,819</b>	<b>380,367</b>	<b>375,857</b>	<b>-1.82%</b>
<b>Treasurer Net/(Levy):</b>		<b>821,932</b>	<b>504,666</b>	<b>549,878</b>	<b>492,581</b>	<b>486,113</b>	<b>495,623</b>	<b>0.62%</b>

# HUMAN RESOURCES

General Fund – Division: 012  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Michael Collard  
LOCATION: Winnebago County  
112 Otter Avenue, Fourth Floor  
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, and life insurance.

**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.

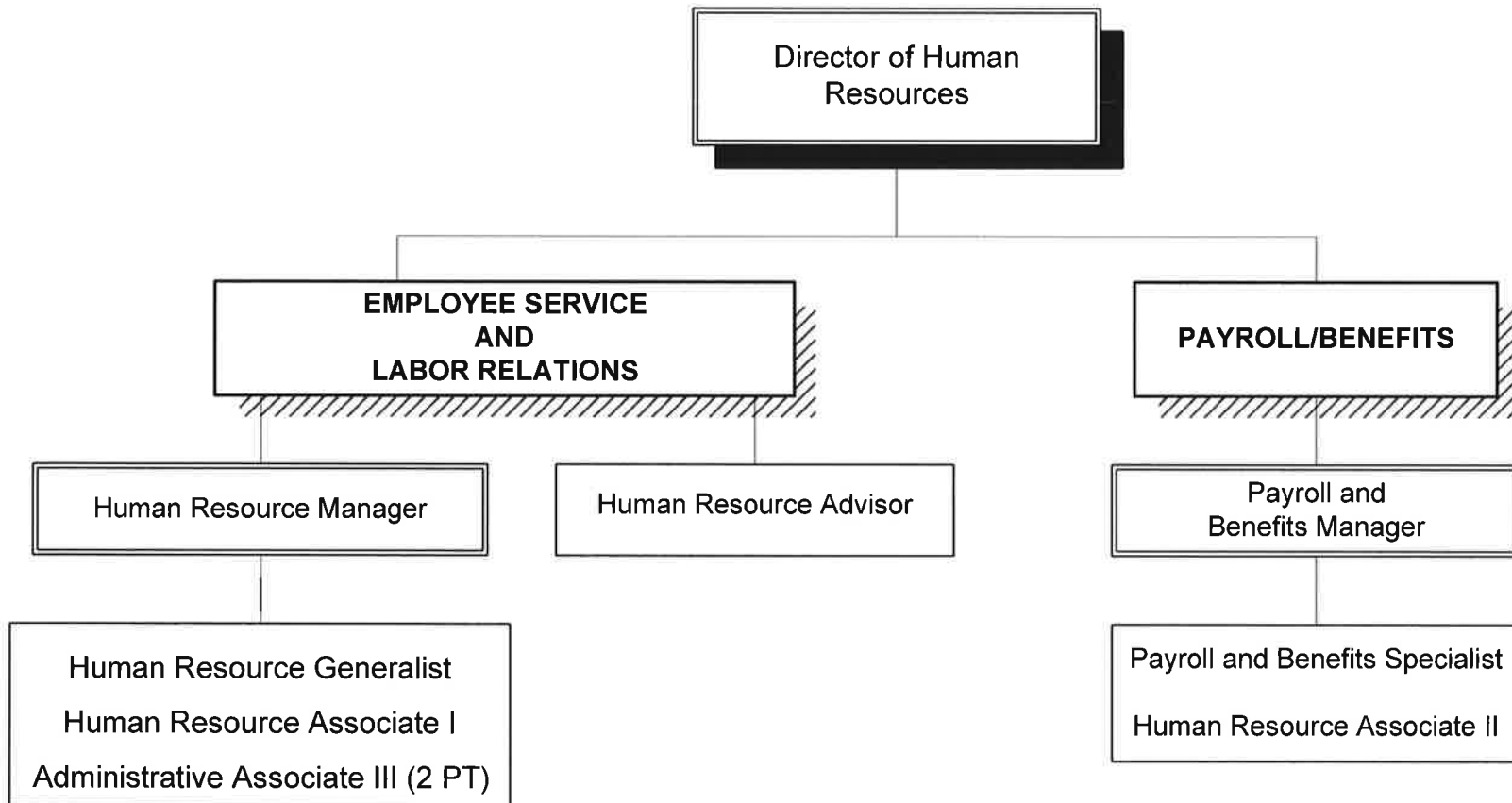
**PAYROLL REPORTING** Prepares labor distribution reports and Federal and State Payroll Tax reports.

**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**

**General Fund – Division: 012  
2019 BUDGET NARRATIVE**

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

**TELEPHONE: 232-3466**

## **2018 ACCOMPLISHMENTS:**

- 1. Improved employee recruitment efforts:**
  - a. Hired 153 new County employees in first six months of 2018**
  - b. Handled recruitments of 3 new department heads and several senior managers entirely in-house**
  - c. Increased County's internet presence in employment listings and improved effectiveness of advertising**
  - d. Participated in several recruitment fairs, focusing on high turnover positions**
- 2. Administered Winnebago County Compensation Plan:**
  - a. Completed second phase of transition to new Compensation Plan by calculating and awarding catch-up raises**
  - b. Developed and obtained Board approval of a reclassification policy for existing positions**
  - c. Analyzed reclassification requests from departments and presented to Personnel & Finance Committee**
  - d. Coordinated employee performance appraisals and calculated merit increases for over 800 employees**
  - e. Recommended and obtained Board approval for 1.0% increases in compensation schedule levels**
  - f. Recommended and obtained Board approval for salary increases for elected officials for upcoming term**
  - g. Obtained Board approval for changes to shift premiums at Park View and reserve officer pay for Sheriff's Office**
- 3. Administered County position descriptions and tables of organization:**
  - a. Completed preparation and approval of position descriptions for most County positions in consistent new format**
  - b. Assisted many departments with staffing issues, temporary help requests, and changes to table of organization**

- 4. Administered County Human Resource-related budgets:**
  - a. Prepared draft 2019 labor budgets for all County departments**
  - b. Kept 2017 expenses for Human Resources well within budgeted levels**
- 5. Administered County's labor relations program:**
  - a. Presented County's position to arbitrators in 4 union grievances, with 3 favorable outcomes and one still pending**
  - b. Reached agreeable resolutions of 6 other union grievances**
  - c. Prepared for bargaining for a 2019 and beyond collective bargaining agreement with Deputies Association**
- 6. Administered County's human resources policies:**
  - a. Completed and obtained approval of a new Affirmative Action Plan**
  - b. Developed and obtained approval of new Worksite Breastfeeding Policy**
  - c. Evaluated possible paid parental leave program**
- 7. Administered County's employee benefits programs:**
  - a. Continued successful management of County's self-funded health plan**
  - b. Negotiated and obtained approval of contract for 3-year renewal of Three Waves Clinic**
  - c. Implemented new targeted chronic disease management program**
  - d. Provided availability of new health coach at Three Waves Clinic for County employees**

#### **2019 GOALS & OBJECTIVES:**

- 1. Commence negotiations with Winnebago County Deputies' Association and obtain a successor agreement that will be in the County's best interests.**
- 2. Analyze employee retirement trends and improve succession planning in departments.**
- 3. Complete review of pay rules and propose and implement a more consistent set of pay rules governing all non-union employee groups.**
- 4. Consider and evaluate possible changes to vacation and other paid time off policies.**
- 5. Find ways to control costs and avoid potential changes to employee health plan.**
- 6. Improve recruiting efforts for high-turnover positions, especially at Park View Health Center, Sheriff's Office, and Department of Human Services.**

# HUMAN RESOURCES

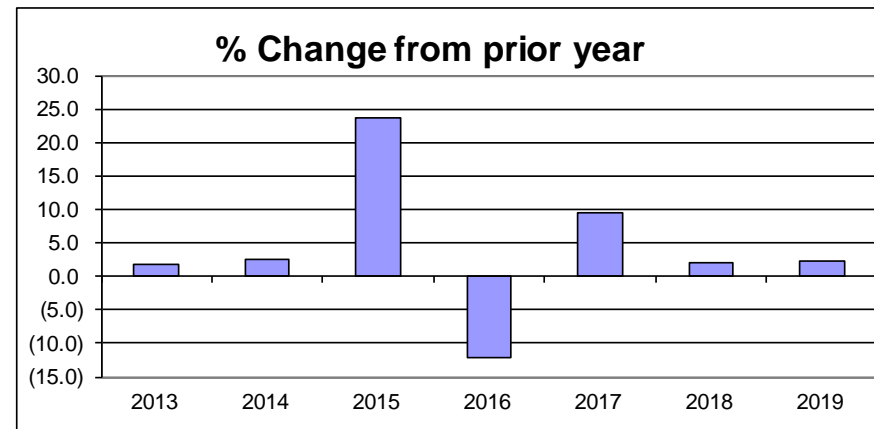
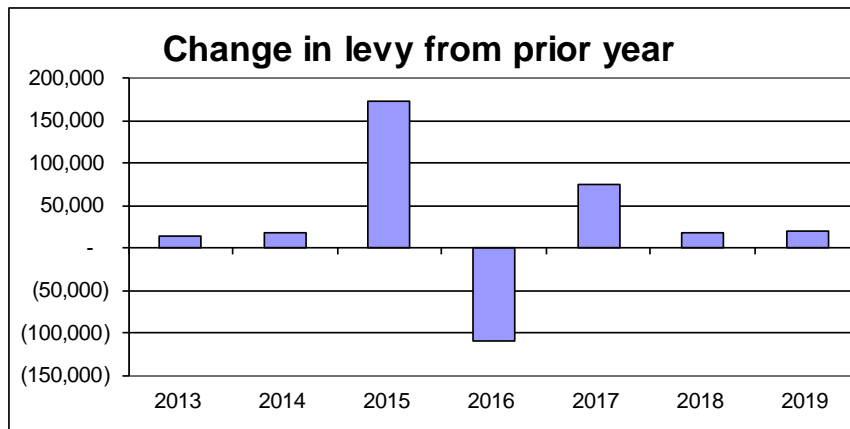
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	9	8	8	7	7	7	7	8	8	8
Part Time	0	0	0	2	2	2	2	2	2	2
Total	9	8	8	9	9	9	9	10	10	10

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$900,903, an increase of \$19,992 or 2.3% from 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Human Resources

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 880,911</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Regular Pay	11,577	Wages are estimated to increase 2.1% in the Human Resources office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Print Duplicate	3,500	Increase for printing new employee HR policy manuals and new collective bargaining agreements.
Data Processing	9,063	Increase due to higher fees from our software vendor for support.
<b>Other small changes</b>	(4,148)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 900,903</b>	

## Financial Summary Human Resources

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	9,672	16,550	16,550	16,550	14,250
Labor	438,927	761,743	770,009	770,009	782,125
Travel	1,467	2,758	2,940	2,940	3,050
Capital	-	-	-	-	-
Other Expenditures	86,220	107,141	124,512	124,512	129,978
Total Expenditures	526,614	871,642	897,461	897,461	915,153
Levy			880,911		900,903

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 012 - Human Resources</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Forms Copies Etc	45003	167	51	100	50	50	50	0.00%
<b>Public Services Subtotal:</b>		<b>167</b>	<b>51</b>	<b>100</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Professional Services	63002	12,996	11,913	15,000	16,500	14,200	14,200	-13.94%
<b>Interfund Revenue Subtotal:</b>		<b>12,996</b>	<b>11,913</b>	<b>15,000</b>	<b>16,500</b>	<b>14,200</b>	<b>14,200</b>	<b>-13.94%</b>
<b>Total Operating Revenue:</b>		<b>13,163</b>	<b>11,964</b>	<b>15,100</b>	<b>16,550</b>	<b>14,250</b>	<b>14,250</b>	<b>-13.90%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	1,721	0	0	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>1,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>1,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>14,884</b>	<b>11,964</b>	<b>15,100</b>	<b>16,550</b>	<b>14,250</b>	<b>14,250</b>	<b>-13.90%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	470,726	479,704	523,114	549,291	560,868	560,868	2.11%
Temporary Employees	51101	0	0	0	0	3,000	3,000	100.00%
<b>Wages Subtotal:</b>		<b>470,726</b>	<b>479,704</b>	<b>523,114</b>	<b>549,291</b>	<b>563,868</b>	<b>563,868</b>	<b>2.65%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 012 - Human Resources</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	34,230	34,776	37,471	42,020	43,136	43,136	2.66%
Health Insurance	51201	103,680	102,738	121,321	130,796	134,462	127,469	-2.54%
Dental Insurance	51202	7,320	7,143	7,958	8,229	7,786	7,786	-5.38%
Workers Compensation	51203	801	588	811	1,110	615	615	-44.59%
WI Retirement	51206	31,602	31,365	34,378	35,487	36,324	35,509	0.06%
Fringe Benefits Other	51207	3,195	3,221	3,481	3,076	3,742	3,742	21.65%
<b>Fringes Benefits Subtotal:</b>		<b>180,828</b>	<b>179,831</b>	<b>205,421</b>	<b>220,718</b>	<b>226,065</b>	<b>218,257</b>	<b>-1.11%</b>
<b>Total Labor:</b>		<b>651,555</b>	<b>659,535</b>	<b>728,535</b>	<b>770,009</b>	<b>789,933</b>	<b>782,125</b>	<b>1.57%</b>
<b>Travel:</b>								
Registration Tuition	52001	375	530	490	900	900	900	0.00%
Automobile Allowance	52002	1,087	1,263	1,037	1,350	1,200	1,200	-11.11%
Meals	52005	0	13	0	50	50	50	0.00%
Lodging	52006	234	410	164	640	900	900	40.63%
<b>Travel Subtotal:</b>		<b>1,696</b>	<b>2,216</b>	<b>1,691</b>	<b>2,940</b>	<b>3,050</b>	<b>3,050</b>	<b>3.74%</b>
<b>Total Travel:</b>		<b>1,696</b>	<b>2,216</b>	<b>1,691</b>	<b>2,940</b>	<b>3,050</b>	<b>3,050</b>	<b>3.74%</b>
<b>Office:</b>								
Office Supplies	53000	1,704	1,460	1,739	1,800	1,500	1,500	-16.67%
Stationery and Forms	53001	1,307	2,208	1,293	450	450	450	0.00%
Printing Supplies	53002	1,609	967	1,144	1,200	1,200	1,200	0.00%
Postage and Box Rent	53004	189	58	14	100	100	100	0.00%
Computer Software	53006	295	0	0	804	0	0	-100.00%
Telephone	53008	1,079	971	1,183	1,250	1,250	1,250	0.00%
<b>Office Subtotal:</b>		<b>6,182</b>	<b>5,664</b>	<b>5,372</b>	<b>5,604</b>	<b>4,500</b>	<b>4,500</b>	<b>-19.70%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 012 - Human Resources</b>								
<b>Operating:</b>								
Advertising	53500	6,514	6,702	4,889	9,000	8,000	8,000	-11.11%
Subscriptions	53501	226	0	0	400	400	400	0.00%
Membership Dues	53502	369	369	369	400	400	400	0.00%
Small Equipment	53522	6	0	0	1,552	500	500	-67.78%
Medical Supplies	53524	0	0	0	870	900	900	3.45%
Operating Licenses Fees	53553	0	40	0	40	0	0	-100.00%
Print Duplicate	73003	7,325	9,784	9,739	7,500	11,000	11,000	46.67%
Postage and Box Rent	73004	4,868	4,394	5,518	6,000	7,000	7,000	16.67%
<b>Operating Subtotal:</b>		<b>19,308</b>	<b>21,289</b>	<b>20,514</b>	<b>25,762</b>	<b>28,200</b>	<b>28,200</b>	<b>9.46%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	165	86	43	300	300	300	0.00%
Equipment Repairs	74029	561	594	528	528	495	495	-6.25%
<b>Repairs &amp; Maint Subtotal:</b>		<b>726</b>	<b>680</b>	<b>571</b>	<b>828</b>	<b>795</b>	<b>795</b>	<b>-3.99%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	3,300	4,156	3,125	4,500	5,000	5,000	11.11%
Data Processing	55013	40,029	47,464	45,465	45,780	43,327	52,390	14.44%
Professional Service	55014	6,845	2,700	7,197	39,293	42,472	37,472	-4.63%
<b>Contractual Services Subtotal:</b>		<b>50,174</b>	<b>54,320</b>	<b>55,787</b>	<b>89,573</b>	<b>90,799</b>	<b>94,862</b>	<b>5.90%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	0	40	0	40	0	0	-100.00%
Prop Liab Insurance	76000	2,292	3,036	2,700	2,705	1,621	1,621	-40.07%
<b>Insurance Expenses Subtotal:</b>		<b>2,292</b>	<b>3,076</b>	<b>2,700</b>	<b>2,745</b>	<b>1,621</b>	<b>1,621</b>	<b>-40.95%</b>
<b>Total Other Operating:</b>		<b>78,683</b>	<b>85,028</b>	<b>84,944</b>	<b>124,512</b>	<b>125,915</b>	<b>129,978</b>	<b>4.39%</b>
<b>Expense Total:</b>		<b>731,934</b>	<b>746,779</b>	<b>815,170</b>	<b>897,461</b>	<b>918,898</b>	<b>915,153</b>	<b>1.97%</b>
<b>Human Resources Net/(Levy):</b>		<b>(717,049)</b>	<b>(734,815)</b>	<b>(800,070)</b>	<b>(880,911)</b>	<b>(904,648)</b>	<b>(900,903)</b>	<b>2.27%</b>

# **WORKERS COMPENSATION FUND**

## **2019 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 2019:**

The fund shows a deficit of \$348,685 for 2019. 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 \$500,000 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. We have determined the fund balance is higher than it needs to be, so we are reducing the amount charged to departments by one half for 2019.

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 2018 ADOPTED - Workers Comp Insurance

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
2018 Budgeted Surplus (Deficit)			\$ -	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Insurance Charges	(419,987)	(419,987)		Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Total revenue changes	(419,987)			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Administratoion Fee	(10,000)	10,000		Decrease based on a reduction in bill review services.
Stop Loss Insurance Premium	12,750	(12,750)		Increase based on a 15% anticipated market increase in premiums.
Claim Payments	(76,927)	76,927		Decrease based on a four year average of claim payment expenses.
Other small changes	2,875	(2,875)		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	(71,302)			
2019 Budgeted Surplus (Deficit)			\$ (348,685)	

## Financial Summary

### Workers Compensation Insurance

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	529,545	921,638	919,622	919,622	501,635
Labor	22,739	39,273	39,273	39,273	40,348
Travel	-	450	450	450	450
Capital	-	-	-	-	-
Other Expenditures	319,931	884,530	879,899	879,899	809,522
Total Expenditures	342,670	924,253	919,622	919,622	850,320
(Surplus) / Deficit before adjustments			-		348,685
Increase / (Decrease) fund balance			-		(348,685)
Net (Surplus) / Deficit after adjustments			-		-

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Insurance Charges	63001	347,095	346,538	638,228	891,622	471,635	471,635	-47.10%
<b>Interfund Revenue Subtotal:</b>		<b>347,095</b>	<b>346,538</b>	<b>638,228</b>	<b>891,622</b>	<b>471,635</b>	<b>471,635</b>	<b>-47.10%</b>
<b>Total Operating Revenue:</b>								
		<b>347,095</b>	<b>346,538</b>	<b>638,228</b>	<b>891,622</b>	<b>471,635</b>	<b>471,635</b>	<b>-47.10%</b>
<b>Interest:</b>								
Interest Investments	48000	34,644	31,350	46,347	28,000	30,000	30,000	7.14%
Investment Mark to Market	48002	7,437	(14,578)	(6,725)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>42,081</b>	<b>16,772</b>	<b>39,621</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>7.14%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	407	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>407</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>								
		<b>42,081</b>	<b>17,179</b>	<b>39,621</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>7.14%</b>
<b>Revenue Total:</b>		<b>389,176</b>	<b>363,717</b>	<b>677,849</b>	<b>919,622</b>	<b>501,635</b>	<b>501,635</b>	<b>-45.45%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	25,805	26,278	26,880	27,350	28,208	28,208	3.14%
<b>Wages Subtotal:</b>		<b>25,805</b>	<b>26,278</b>	<b>26,880</b>	<b>27,350</b>	<b>28,208</b>	<b>28,208</b>	<b>3.14%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	1,889	1,930	1,955	2,092	2,158	2,158	3.15%
Health Insurance	51201	6,022	6,609	7,117	7,410	7,981	7,566	2.11%
Dental Insurance	51202	381	381	381	381	381	381	0.00%
Workers Compensation	51203	22	23	42	55	29	29	-47.27%
WI Retirement	51206	1,755	1,734	1,828	1,832	1,848	1,848	0.87%
Fringe Benefits Other	51207	140	144	151	153	158	158	3.27%
<b>Fringes Benefits Subtotal:</b>		<b>10,209</b>	<b>10,821</b>	<b>11,472</b>	<b>11,923</b>	<b>12,555</b>	<b>12,140</b>	<b>1.82%</b>
<b>Total Labor:</b>		<b>36,014</b>	<b>37,099</b>	<b>38,353</b>	<b>39,273</b>	<b>40,763</b>	<b>40,348</b>	<b>2.74%</b>
<b>Travel:</b>								
Registration Tuition	52001	20	20	0	300	300	300	0.00%
Automobile Allowance	52002	148	78	21	150	150	150	0.00%
<b>Travel Subtotal:</b>		<b>168</b>	<b>98</b>	<b>21</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0.00%</b>
<b>Total Travel:</b>		<b>168</b>	<b>98</b>	<b>21</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0.00%</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>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 630 - Workers Comp Insurance</b>								
<b>Operating:</b>								
Subscriptions	53501	365	0	133	400	700	700	75.00%
Membership Dues	53502	120	38	263	150	150	150	0.00%
Small Equipment	53522	1,202	0	0	2,100	2,100	2,100	0.00%
Medical Supplies	53524	0	0	175	800	800	800	0.00%
<b>Operating Subtotal:</b>		<b>1,687</b>	<b>38</b>	<b>570</b>	<b>3,450</b>	<b>3,750</b>	<b>3,750</b>	<b>8.70%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	3,154	2,809	4,216	5,000	5,000	5,000	0.00%
Legal Services	55001	7,601	0	2,500	25,000	25,000	25,000	0.00%
Professional Service	55014	24,600	29,100	27,334	26,500	30,000	30,000	13.21%
Management Services	55020	32,370	27,215	35,065	39,000	39,000	39,000	0.00%
Administration Fee	55037	24,212	41,404	22,532	40,000	30,000	30,000	-25.00%
<b>Contractual Services Subtotal:</b>		<b>91,937</b>	<b>100,528</b>	<b>91,646</b>	<b>135,500</b>	<b>129,000</b>	<b>129,000</b>	<b>-4.80%</b>
<b>Insurance Expenses:</b>								
Stop Loss Insurance Premium	56001	82,201	94,406	82,375	85,000	97,750	97,750	15.00%
Claim Payments	56002	969,470	557,690	(19,744)	655,924	578,997	578,997	-11.73%
Insurance Recoveries	56003	(3,398)	0	(4,822)	0	0	0	0.00%
<b>Insurance Expenses Subtotal:</b>		<b>1,048,273</b>	<b>652,096</b>	<b>57,808</b>	<b>740,924</b>	<b>676,747</b>	<b>676,747</b>	<b>-8.66%</b>
<b>Total Other Operating:</b>		<b>1,141,897</b>	<b>752,661</b>	<b>150,024</b>	<b>879,899</b>	<b>809,522</b>	<b>809,522</b>	<b>-8.00%</b>
<b>Expense Total:</b>		<b>1,178,078</b>	<b>789,858</b>	<b>188,398</b>	<b>919,622</b>	<b>850,735</b>	<b>850,320</b>	<b>-7.54%</b>
<b>Workers Comp Insurance Net Surplus (Deficit):</b>		<b>(788,902)</b>	<b>(426,141)</b>	<b>489,451</b>	<b>0</b>	<b>(349,100)</b>	<b>(348,685)</b>	<b>100.00%</b>

NOTE: A deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.

# SELF FUNDED HEALTH INSURANCE

## 2019 BUDGET NARRATIVE HIGHLIGHTS

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

There is no direct tax levy for this function. The fund charges County departments premiums which in turn are reflected in the tax levy of each department. Employees also pay a share which is reflected as income to this department.

This fund was created in 2000 to account for the new self-funded health insurance. It was later discontinued when better health insurance options were available. The fund was started up again in 2017 due to changes in the health insurance market which we believe makes this option better for the County.

The County has purchased stop loss insurance, which takes over when medical expenses for an individual exceed \$250,000 in a plan year.

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

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

We are budgeting a small deficit for 2019 based on two years of actual claim payment history with an increase in employee co-payments. The County has opted to transfer \$824,000 into this fund to replenish the funds transferred out in 2016, which will build up the fund balance to allow for future claim fluctuations.

Our actual claims experience will determine if additional changes to plan design or employee insurance premiums are required over time.

### **FUND BALANCE:**

The fund balance remaining from the previous self funded health insurance plan is roughly \$2.3 million. The balance could potentially drop based on information above. The fund balance after the current years activity will make the balance about \$3.3 million, this will bring the amount in line with our fund balance policy for this fund.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Self Funded Health Insurance

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
2018 Budgeted Surplus (Deficit)			\$ (997,704)	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Insurance Charges	614,733	614,733		Higher insurance premiums needed to cover the cost of health care and 7.7% increase in employee share of premium cost and prior year employee share was underbudgeted.
Insurance Charges - interfund	38,653	38,653		Higher insurance premiums needed to cover the cost of health care and 7.7% increase in employee share of premium cost and prior year employee share was underbudgeted.
Interest Investments	10,000	10,000		Increase based on prior year increase of investment interest income.
<b>Total revenue changes</b>	<b>663,386</b>			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Clinic Expense	24,737	(24,737)		Increase in staffing and projected use of the Three Waves health clinic.
Stop Loss Insurance Premium	(56,187)	56,187		Increase in projected stop loss insurance premiums for 2019.
Claim Payments	(204,567)	204,567		Increase in projected claim payments based on higher premiums for 2019.
Fund balance applied	(824,000)	824,000		The Self Funded Health Insurance Fund will be adding a \$824,000 surplus in the fund to replenish funds transferred out in 2016 to help with future health insurance costs for employees.
Other small changes	10,300	(10,300)		This is a combination of small increases and decreases to revenue and expense accounts.
<b>Total expense changes</b>	<b>24,737</b>			
<b>2019 Budgeted Surplus (Deficit)</b>			<b>\$ 715,399</b>	

## Financial Summary Self Funded Health Insurance

Items	2018 8-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	9,891,865	16,892,708	16,866,120	16,866,120	17,529,506
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	9,601,131	17,868,192	17,863,824	17,863,824	17,638,107
Total Expenditures	9,601,131	17,868,192	17,863,824	17,863,824	17,638,107
(Surplus) / Deficit before adjustments			997,704	997,704	108,601
Adjustments					
Increase / (Decrease) fund balance			(997,704)	(997,704)	715,399
Transfer from general fund			-	-	(824,000)
Net (Surplus) / Deficit after adjustments			-	-	-

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 650 - Health Insurance Self Funded</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Other Fees	45002	0	0	1,075	0	0	0	0.00%
Program Fees	45055	186,879	274,456	0	0	0	0	0.00%
Insurance Charges	45067	0	0	2,613,862	2,394,872	3,254,190	3,009,605	25.67%
<b>Public Services Subtotal:</b>		<b>186,879</b>	<b>274,456</b>	<b>2,614,937</b>	<b>2,394,872</b>	<b>3,254,190</b>	<b>3,009,605</b>	<b>25.67%</b>
<b>Interfund Revenue:</b>								
Insurance Charges	63001	0	9,340	13,330,678	14,411,248	14,962,955	14,449,901	0.27%
<b>Interfund Revenue Subtotal:</b>		<b>0</b>	<b>9,340</b>	<b>13,330,678</b>	<b>14,411,248</b>	<b>14,962,955</b>	<b>14,449,901</b>	<b>0.27%</b>
<b>Total Operating Revenue:</b>		<b>186,879</b>	<b>283,796</b>	<b>15,945,615</b>	<b>16,806,120</b>	<b>18,217,145</b>	<b>17,459,506</b>	<b>3.89%</b>
<b>Interest:</b>								
Interest Investments	48000	27,375	21,648	65,071	60,000	70,000	70,000	16.67%
Investment Mark to Market	48002	5,877	(10,064)	(9,442)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>33,252</b>	<b>11,584</b>	<b>55,629</b>	<b>60,000</b>	<b>70,000</b>	<b>70,000</b>	<b>16.67%</b>
<b>Total Non-Operating Revenue:</b>		<b>33,252</b>	<b>11,584</b>	<b>55,629</b>	<b>60,000</b>	<b>70,000</b>	<b>70,000</b>	<b>16.67%</b>
<b>Revenue Total:</b>		<b>220,132</b>	<b>295,380</b>	<b>16,001,244</b>	<b>16,866,120</b>	<b>18,287,145</b>	<b>17,529,506</b>	<b>3.93%</b>
<b>Expense</b>								
<b>Contractual Services:</b>								
Professional Service	55014	0	0	632	0	0	0	0.00%
Other Contract Serv	55030	0	0	0	5,546	5,633	5,853	5.54%
Administration Fee	55037	0	0	404,190	427,177	440,485	437,170	2.34%
Consulting Services	55201	0	0	102,600	104,652	104,652	104,652	0.00%
Clinic Expense	55203	0	0	102,085	314,894	339,631	339,631	7.86%
Health Risk Assessments	55205	0	0	83,810	90,000	90,000	90,000	0.00%
Employee Wellness	55207	0	0	9,375	10,000	10,000	10,000	0.00%
<b>Contractual Services Subtotal:</b>		<b>0</b>	<b>0</b>	<b>702,693</b>	<b>952,269</b>	<b>990,401</b>	<b>987,306</b>	<b>3.68%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 650 - Health Insurance Self Funded</b>								
<b>Insurance Expenses:</b>								
Stop Loss Insurance Premium	56001	0	0	738,657	887,973	913,368	831,786	-6.33%
Claim Payments	56002	186,879	373,349	14,771,704	16,023,582	16,356,601	15,819,015	-1.28%
Insurance Recoveries	56003	0	0	(44,888)	0	0	0	0.00%
<b>Insurance Expenses Subtotal:</b>		<b>186,879</b>	<b>373,349</b>	<b>15,465,472</b>	<b>16,911,555</b>	<b>17,269,969</b>	<b>16,650,801</b>	<b>-1.54%</b>
<b>Total Other Operating:</b>		<b>186,879</b>	<b>373,349</b>	<b>16,168,165</b>	<b>17,863,824</b>	<b>18,260,370</b>	<b>17,638,107</b>	<b>-1.26%</b>
<b>Transfers Out:</b>								
Other Transfers Out	59501	0	824,000	0	0	0	0	0.00%
<b>Transfers Out Subtotal:</b>		<b>0</b>	<b>824,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Expense:</b>		<b>0</b>	<b>824,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expense Total:</b>		<b>186,879</b>	<b>1,197,349</b>	<b>16,168,165</b>	<b>17,863,824</b>	<b>18,260,370</b>	<b>17,638,107</b>	<b>-1.26%</b>
<b>Health Insurance Self Funded Net Surplus (Deficit):</b>		<b>33,252</b>	<b>(901,970)</b>	<b>(166,921)</b>	<b>(997,704)</b>	<b>26,775</b>	<b>(108,601)</b>	<b>-89.11%</b>
General fund balance applied (Note:)		0	0	0	0	824,000	824,000	100.00%
<b>Health Insurance Self Funded Net Surplus (Deficit):</b>		<b>33,252</b>	<b>(901,970)</b>	<b>(166,921)</b>	<b>(997,704)</b>	<b>850,775</b>	<b>715,399</b>	<b>-171.70%</b>

Note: General fund balance applied will be used to replenish funds transferred out in 2016.

# **SELF FUNDED DENTAL INSURANCE**

## **2019 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 a budgeted surplus of \$5,000 for 2019.

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 2018 adopted:**

There is no schedule of changes from 2018, because neither revenues nor expenses changed by a significant amount. Both 2018 and 2019 are budgeted to have no levy.

## Financial Summary Self Funded Dental Insurance

Items	2018 8-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	516,062	882,684	872,196	872,196	861,922
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	489,255	856,967	872,196	872,196	856,922
Total Expenditures	489,255	856,967	872,196	872,196	856,922
(Surplus) / Deficit before adjustments			-	-	(5,000)
Increase / (Decrease) fund balance			-	-	5,000
Net (Surplus) / Deficit after adjustments			-	-	-

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 660 - Dental Insurance Self Funded</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Insurance Charges	45067	117,289	119,946	115,435	120,560	120,000	120,000	-0.46%
<b>Public Services Subtotal:</b>		<b>117,289</b>	<b>119,946</b>	<b>115,435</b>	<b>120,560</b>	<b>120,000</b>	<b>120,000</b>	<b>-0.46%</b>
<b>Interfund Revenue:</b>								
Insurance Charges	63001	747,257	750,653	690,556	746,636	736,922	736,922	-1.30%
<b>Interfund Revenue Subtotal:</b>		<b>747,257</b>	<b>750,653</b>	<b>690,556</b>	<b>746,636</b>	<b>736,922</b>	<b>736,922</b>	<b>-1.30%</b>
<b>Total Operating Revenue:</b>		<b>864,545</b>	<b>870,599</b>	<b>805,990</b>	<b>867,196</b>	<b>856,922</b>	<b>856,922</b>	<b>-1.18%</b>
<b>Interest:</b>								
Interest Investments	48000	2,831	3,403	6,033	5,000	5,000	5,000	0.00%
Investment Mark to Market	48002	608	(1,584)	(875)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>3,439</b>	<b>1,819</b>	<b>5,158</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>3,439</b>	<b>1,819</b>	<b>5,158</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>867,985</b>	<b>872,418</b>	<b>811,148</b>	<b>872,196</b>	<b>861,922</b>	<b>861,922</b>	<b>-1.18%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 660 - Dental Insurance Self Funded</b>								
<b>Expense</b>								
<b>Contractual Services:</b>								
Professional Service	55014	0	0	253	0	0	0	0.00%
Administration Fee	55037	47,058	47,587	47,761	47,864	48,760	48,760	1.87%
<b>Contractual Services Subtotal:</b>		<b>47,058</b>	<b>47,587</b>	<b>48,014</b>	<b>47,864</b>	<b>48,760</b>	<b>48,760</b>	<b>1.87%</b>
<b>Insurance Expenses:</b>								
Claim Payments	56002	766,850	769,004	748,664	824,332	808,162	808,162	-1.96%
<b>Insurance Expenses Subtotal:</b>		<b>766,850</b>	<b>769,004</b>	<b>748,664</b>	<b>824,332</b>	<b>808,162</b>	<b>808,162</b>	<b>-1.96%</b>
<b>Total Other Operating:</b>		<b>813,908</b>	<b>816,590</b>	<b>796,678</b>	<b>872,196</b>	<b>856,922</b>	<b>856,922</b>	<b>-1.75%</b>
<b>Expense Total:</b>		<b>813,908</b>	<b>816,590</b>	<b>796,678</b>	<b>872,196</b>	<b>856,922</b>	<b>856,922</b>	<b>-1.75%</b>
<b>Dental Insurance Self Funded Net Surplus (Deficit):</b>		<b>54,077</b>	<b>55,828</b>	<b>14,470</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>100.00%</b>

NOTE: A deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.



# FINANCE

General Fund – Division: 015  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Vicky K. Fitzgerald, CPA  
LOCATION: Winnebago County  
112 Otter Avenue, Fourth Floor  
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.

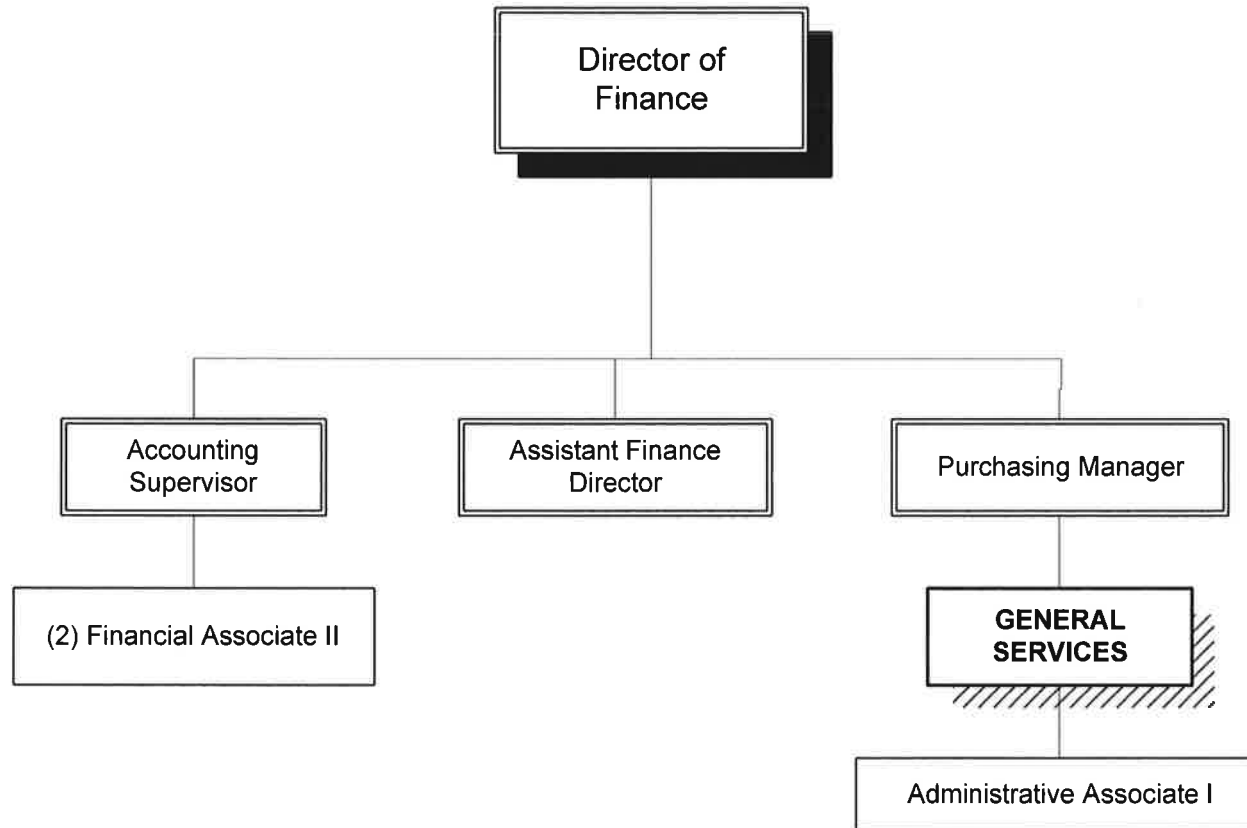
**BONDING** Coordinate the issuance of County debt with the financial advisors, bond counsel, and rating agency.

**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 schedule maturities to meet the cash flow needs of the County.

# FINANCE



# **FINANCE**

## **General Fund – Division: 015 2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Vicky K. Fitzgerald, CPA  
**LOCATION:** Winnebago County  
112 Otter Avenue, Fourth Floor  
Oshkosh, WI 54901

**TELEPHONE:** 232-3443

### **2018 ACCOMPLISHMENTS:**

1. Obtained an unqualified opinion on the 2017 CAFR.
2. Maintained an AA1 Moody's bond rating.
3. Converted purchasing cards (P-cards) to a new bank/program that will offer higher rebates.
4. Received a purchasing card rebate of \$71,956. The more purchases made with P-cards, the larger the rebate. This also reduces the number of checks we issue for vendor payments, which saves staff time related to that process.
5. Worked with the Sheriff's department to require prepayment of civil processing services. This saved the County approximately \$6,000 in annual write offs of uncollectible accounts.

### **2019 GOALS & OBJECTIVES:**

1. Perform our departments programs in a timely, accurate and efficient manner.
2. Obtain an unqualified opinion on the 2018 CAFR.
3. Complete the update of the 5-year capital improvements plan and deliver to County Board by the February 2019 meeting.
4. Complete a minimum of two cash handling internal audits of different County departments.
5. Upgrade the Enterprise Resource Planning (ERP) system – Tyler Munis.
6. Replace all Canon copiers in the County.
7. Pay invoices with a P-card when applicable to obtain larger purchasing card rebates.

# FINANCE

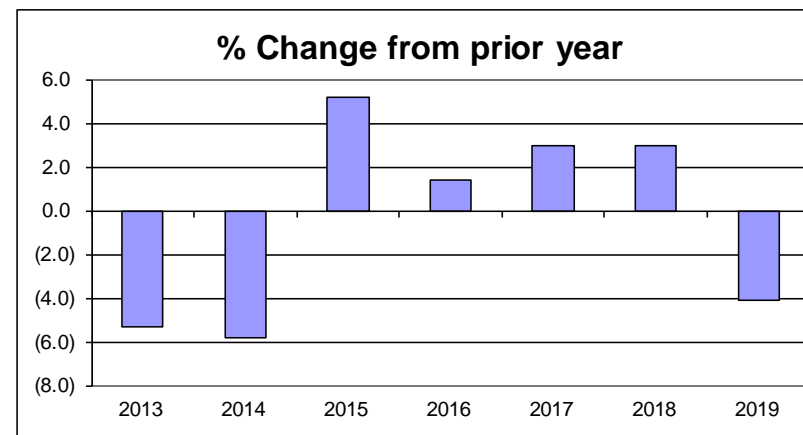
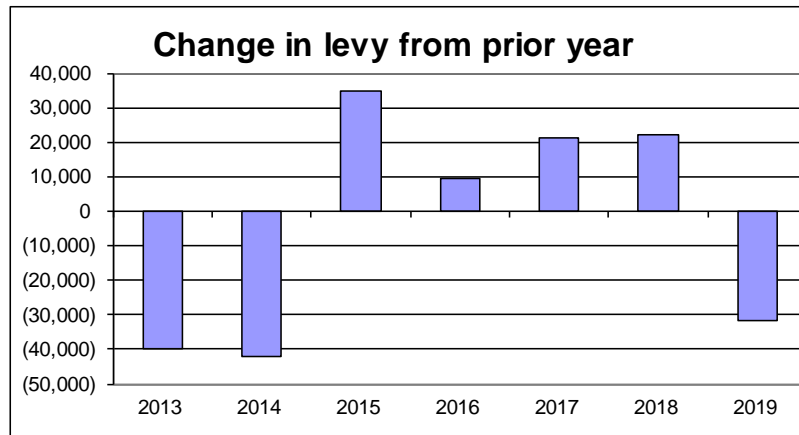
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	8	7	7	6	6	6	6	6	6	6
Part Time	0	1	1	1	0	0	0	0	0	0
Total	8	8	8	7	6	6	6	6	6	6

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$733,458, a decrease of \$31,544 or 4.1% under 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Finance

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 765,002</b>	
<b>Revenue Changes - impact on levy:</b>		
Financial Services	(14,100)	Increase based on Sequoia Consulting analysis of services provided to the Solid Waste office.
<b>Expense Changes - impact on levy:</b>		
Accounting Auditing	(19,600)	Decrease based on Milliman actuary study for Workers Compensation of \$14,000 was in the 2018 budget, this study is done every other year. Starting in 2020, this will be budgeted in the Worker Compensation Fund. Also, in 2018 there was a one-time expense of a cash audit done by Sikich.
Data Processing	15,900	Increase due to higher fees from our software vendor for support.
<b>Other small changes</b>	(13,744)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 733,458</b>	

## Financial Summary Finance

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	20,538	32,000	32,000	32,000	44,700
Labor	308,979	559,963	559,963	559,963	546,335
Travel	633	2,314	2,760	2,760	2,894
Capital	-	-	-	-	-
Other Expenditures	175,912	217,593	234,279	234,279	228,929
Total Expenditures	485,524	779,870	797,002	797,002	778,158
Levy			765,002		733,458

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Professional Services	63002	5,100	4,675	4,896	6,000	4,600	4,600	-23.33%
Financial Services	65083	26,304	24,112	29,196	26,000	40,100	40,100	54.23%
<b>Interfund Revenue Subtotal:</b>		<b>31,404</b>	<b>28,787</b>	<b>34,092</b>	<b>32,000</b>	<b>44,700</b>	<b>44,700</b>	<b>39.69%</b>
<b>Total Operating Revenue:</b>								
		<b>31,404</b>	<b>28,787</b>	<b>34,092</b>	<b>32,000</b>	<b>44,700</b>	<b>44,700</b>	<b>39.69%</b>
<b>Revenue Total:</b>		<b>31,404</b>	<b>28,787</b>	<b>34,092</b>	<b>32,000</b>	<b>44,700</b>	<b>44,700</b>	<b>39.69%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	377,960	383,882	391,419	399,852	394,648	394,648	-1.30%
<b>Wages Subtotal:</b>		<b>377,960</b>	<b>383,882</b>	<b>391,419</b>	<b>399,852</b>	<b>394,648</b>	<b>394,648</b>	<b>-1.30%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	27,778	28,127	28,631	30,587	30,190	30,190	-1.30%
Health Insurance	51201	82,845	83,949	89,053	94,122	92,827	88,001	-6.50%
Dental Insurance	51202	5,566	5,567	5,566	5,566	4,827	4,827	-13.28%
Workers Compensation	51203	547	347	608	808	411	411	-49.13%
WI Retirement	51206	25,474	25,313	26,616	26,790	25,849	25,849	-3.51%
Fringe Benefits Other	51207	2,689	2,776	2,857	2,238	2,409	2,409	7.64%
<b>Fringes Benefits Subtotal:</b>		<b>144,899</b>	<b>146,079</b>	<b>153,332</b>	<b>160,111</b>	<b>156,513</b>	<b>151,687</b>	<b>-5.26%</b>
<b>Total Labor:</b>								
		<b>522,859</b>	<b>529,961</b>	<b>544,751</b>	<b>559,963</b>	<b>551,161</b>	<b>546,335</b>	<b>-2.43%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Travel:</b>								
Registration Tuition	52001	933	885	390	950	950	950	0.00%
Automobile Allowance	52002	1,009	1,292	387	980	1,000	1,000	2.04%
Meals	52005	51	51	29	160	180	180	12.50%
Lodging	52006	242	473	164	670	764	764	14.03%
Other Travel Exp	52007	12	7	10	0	0	0	0.00%
Taxable Meals	52008	65	35	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>2,311</b>	<b>2,743</b>	<b>981</b>	<b>2,760</b>	<b>2,894</b>	<b>2,894</b>	<b>4.86%</b>
<b>Total Travel:</b>		<b>2,311</b>	<b>2,743</b>	<b>981</b>	<b>2,760</b>	<b>2,894</b>	<b>2,894</b>	<b>4.86%</b>
<b>Office:</b>								
Office Supplies	53000	389	158	85	270	230	230	-14.81%
Stationery and Forms	53001	1,314	470	1,889	775	625	625	-19.35%
Printing Supplies	53002	292	260	250	300	300	300	0.00%
Postage and Box Rent	53004	22	24	76	40	50	50	25.00%
Computer Software	53006	10	0	295	0	0	0	0.00%
Telephone	53008	773	858	865	900	1,025	1,025	13.89%
<b>Office Subtotal:</b>		<b>2,799</b>	<b>1,770</b>	<b>3,460</b>	<b>2,285</b>	<b>2,230</b>	<b>2,230</b>	<b>-2.41%</b>
<b>Operating:</b>								
Subscriptions	53501	588	0	53	0	50	50	100.00%
Membership Dues	53502	1,526	987	1,572	1,215	1,800	1,800	48.15%
Publish Legal Notices	53503	1,541	1,683	1,830	1,850	1,850	1,850	0.00%
Household Supplies	53516	10	0	23	0	0	0	0.00%
Small Equipment	53522	25	0	0	1,220	300	300	-75.41%
Operating Licenses Fees	53553	82	0	0	0	0	0	0.00%
Other Miscellaneous	53568	11	10	24	0	0	0	0.00%
Small Equipment Technology	53580	1,027	0	0	0	0	0	0.00%
Print Duplicate	73003	4,198	3,834	4,110	4,100	4,055	4,055	-1.10%
Postage and Box Rent	73004	2,110	1,917	1,755	1,970	1,920	1,920	-2.54%
<b>Operating Subtotal:</b>		<b>11,119</b>	<b>8,431</b>	<b>9,368</b>	<b>10,355</b>	<b>9,975</b>	<b>9,975</b>	<b>-3.67%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 015 - Finance</b>								
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	74029	396	396	396	396	396	396	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>396</b>	<b>396</b>	<b>396</b>	<b>396</b>	<b>396</b>	<b>396</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Accounting Auditing	55012	94,950	105,821	79,600	104,600	85,000	85,000	-18.74%
Data Processing	55013	92,331	96,682	100,122	108,100	124,000	124,000	14.71%
Professional Service	55014	0	4,300	850	4,400	4,400	4,400	0.00%
Collection Services	55015	2,032	1,029	1,062	1,500	1,500	1,500	0.00%
<b>Contractual Services Subtotal:</b>		<b>189,313</b>	<b>207,832</b>	<b>181,633</b>	<b>218,600</b>	<b>214,900</b>	<b>214,900</b>	<b>-1.69%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	2,388	2,640	2,652	2,643	1,428	1,428	-45.97%
<b>Insurance Expenses Subtotal:</b>		<b>2,388</b>	<b>2,640</b>	<b>2,652</b>	<b>2,643</b>	<b>1,428</b>	<b>1,428</b>	<b>-45.97%</b>
<b>Total Other Operating:</b>		<b>206,015</b>	<b>221,070</b>	<b>197,509</b>	<b>234,279</b>	<b>228,929</b>	<b>228,929</b>	<b>-2.28%</b>
<b>Expense Total:</b>		<b>731,185</b>	<b>753,773</b>	<b>743,241</b>	<b>797,002</b>	<b>782,984</b>	<b>778,158</b>	<b>-2.36%</b>
<b>Finance Net/(Levy):</b>		<b>(699,781)</b>	<b>(724,986)</b>	<b>(709,149)</b>	<b>(765,002)</b>	<b>(738,284)</b>	<b>(733,458)</b>	<b>-4.12%</b>

# GENERAL SERVICES

General Services Fund: 620  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Vicky K. Fitzgerald, 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  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Vicky K. Fitzgerald, CPA  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE: 232-3443**

## **2018 ACCOMPLISHMENTS:**

- 1. Completed a move to a new area in the Courthouse with minimal disruption to mail and printing services.**
- 2. Provided quality printing and mail service to County departments in a cost-effective manner.**

## **2019 GOALS & OBJECTIVES:**

- 1. To replace all of the Canon copiers in the County with new equipment.**
- 2. To continue to promote the printing capabilities of the department to eliminate outsourcing of print jobs.**
- 3. To continue to work with departments to maximize savings on postage.**

# GENERAL SERVICES

## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	2	2	2	2	2	1	1	1	1	1
Part Time	0	0	0	0	0	0	0	0	0	0
Total	2	2	2	2	2	1	1	1	1	1

There is no change to the staffing table for 2019.

**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 2019 of \$17,841. The surplus for 2018 was budgeted at \$17,134. 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. The majority of the increase in surplus comes from increases in revenues for forms and copies due to higher number of copies projected.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - General Services

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
2018 Budgeted Surplus (Deficit)			\$ 17,134	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Photocopy Revenue	(5,000)	(5,000)		Decrease based on a reduction in print jobs being sent to General Services, as more materials are distributed electronically rather than having them printed.
Total revenue changes	(5,000)			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Other small changes	(5,707)	5,707		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	(5,707)			
2019 Budgeted Surplus (Deficit)			\$ 17,841	

## Financial Summary General Services

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	258,559	451,000	461,700	461,700	454,800
Labor	30,648	54,706	55,958	55,958	55,140
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	200,247	372,500	388,608	388,608	381,819
Total Expenditures	230,895	427,206	444,566	444,566	436,959
Levy Before Adjustments			(17,134)		(17,841)
Increase fund balance			17,134		17,841
Net Levy After Adjustments			-		-

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Offset Revenue	45013	2,565	2,032	1,691	2,500	1,800	1,800	-28.00%
<b>Public Services Subtotal:</b>		<b>2,565</b>	<b>2,032</b>	<b>1,691</b>	<b>2,500</b>	<b>1,800</b>	<b>1,800</b>	<b>-28.00%</b>
<b>Intergov Services:</b>								
Mail Service Revenue	43003	4,499	3,504	3,068	3,500	3,500	3,500	0.00%
<b>Intergov Services Subtotal:</b>		<b>4,499</b>	<b>3,504</b>	<b>3,068</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Forms Copies Etc	65003	227,330	229,128	219,954	220,000	215,000	215,000	-2.27%
Photocopy Revenue	65014	45,311	45,176	37,637	45,000	40,000	40,000	-11.11%
Mail Service Revenue	65015	191,910	193,988	199,577	190,000	190,000	194,000	2.11%
DP Services	65085	960	880	696	700	500	500	-28.57%
<b>Interfund Revenue Subtotal:</b>		<b>465,511</b>	<b>469,171</b>	<b>457,865</b>	<b>455,700</b>	<b>445,500</b>	<b>449,500</b>	<b>-1.36%</b>
<b>Total Operating Revenue:</b>		<b>472,575</b>	<b>474,708</b>	<b>462,624</b>	<b>461,700</b>	<b>450,800</b>	<b>454,800</b>	<b>-1.49%</b>
<b>Interest:</b>								
Interest Investments	48000	57	414	1,314	0	0	0	0.00%
Investment Mark to Market	48002	12	(193)	(191)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>70</b>	<b>221</b>	<b>1,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Transfers In:</b>								
Other Transfers In	49501	0	420	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>70</b>	<b>641</b>	<b>1,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>472,645</b>	<b>475,349</b>	<b>463,747</b>	<b>461,700</b>	<b>450,800</b>	<b>454,800</b>	<b>-1.49%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	37,824	38,230	38,214	40,176	40,918	40,918	1.85%
Temporary Employees	51101	0	0	0	1,800	0	0	-100.00%
Comp Time	51108	9	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>37,833</b>	<b>38,230</b>	<b>38,214</b>	<b>41,976</b>	<b>40,918</b>	<b>40,918</b>	<b>-2.52%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	2,807	2,835	2,817	3,074	3,131	3,131	1.85%
Health Insurance	51201	6,997	6,777	7,371	7,596	8,831	7,756	2.11%
Dental Insurance	51202	348	348	352	348	378	378	8.62%
Workers Compensation	51203	159	35	59	82	46	46	-43.90%
Compensated Absences Expense	51205	170	2,181	672	0	0	0	0.00%
WI Retirement	51206	2,443	2,517	2,598	2,661	2,682	2,682	0.79%
Fringe Benefits Other	51207	987	964	650	221	229	229	3.62%
<b>Fringes Benefits Subtotal:</b>		<b>13,911</b>	<b>15,657</b>	<b>14,520</b>	<b>13,982</b>	<b>15,297</b>	<b>14,222</b>	<b>1.72%</b>
<b>Total Labor:</b>		<b>51,744</b>	<b>53,887</b>	<b>52,734</b>	<b>55,958</b>	<b>56,215</b>	<b>55,140</b>	<b>-1.46%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 620 - General Services</b>								
<b>Office:</b>								
Office Supplies	53000	610	345	500	400	350	350	-12.50%
Printing Supplies	53002	12	6,449	5,258	8,000	8,000	8,000	0.00%
Postage and Box Rent	53004	167,199	162,003	161,909	167,000	160,000	160,000	-4.19%
Telephone	53008	378	244	287	400	360	360	-10.00%
<b>Office Subtotal:</b>		<b>168,200</b>	<b>169,041</b>	<b>167,953</b>	<b>175,800</b>	<b>168,710</b>	<b>168,710</b>	<b>-4.03%</b>
<b>Operating:</b>								
Equipment Rental	53551	158,359	156,328	155,339	165,000	165,000	165,000	0.00%
Other Miscellaneous	53568	0	128	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>158,359</b>	<b>156,455</b>	<b>155,339</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>0.00%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	114	262	262	270	270	270	0.00%
Equipment Repairs	74029	33	33	33	33	33	33	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>147</b>	<b>295</b>	<b>295</b>	<b>303</b>	<b>303</b>	<b>303</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Other Contract Serv	55030	40,485	42,855	44,880	46,000	47,000	47,000	2.17%
<b>Contractual Services Subtotal:</b>		<b>40,485</b>	<b>42,855</b>	<b>44,880</b>	<b>46,000</b>	<b>47,000</b>	<b>47,000</b>	<b>2.17%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	1,764	1,716	1,536	1,505	806	806	-46.45%
<b>Insurance Expenses Subtotal:</b>		<b>1,764</b>	<b>1,716</b>	<b>1,536</b>	<b>1,505</b>	<b>806</b>	<b>806</b>	<b>-46.45%</b>
<b>Total Other Operating:</b>		<b>368,955</b>	<b>370,363</b>	<b>370,002</b>	<b>388,608</b>	<b>381,819</b>	<b>381,819</b>	<b>-1.75%</b>
<b>Expense Total:</b>		<b>420,699</b>	<b>424,250</b>	<b>422,736</b>	<b>444,566</b>	<b>438,034</b>	<b>436,959</b>	<b>-1.71%</b>
<b>General Services Net/(Levy):</b>		<b>51,946</b>	<b>51,099</b>	<b>41,011</b>	<b>17,134</b>	<b>12,766</b>	<b>17,841</b>	<b>4.13%</b>

# **PROPERTY & LIABILITY INSURANCE**

**Property and Liability Fund: 640  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Vicky K. Fitzgerald, 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 & LIABILITY INSURANCE**

## **2019 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.

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 2019 ACTIVITY:**

Insurance coverage for 2019 will remain the same as it was in 2018. Claim payments are projected to remain relatively stable as will insurance recoveries. However, these are difficult to forecast. The premium that is charged out to the various departments will be reduced by \$400,000 this year to allow for a drawdown of the fund balance that is higher than our policy has set for this fund. 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 2018 ADOPTED - Property & Liability Insurance

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
2018 Budgeted Surplus (Deficit)			\$ -	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Insurance charges - interfund	(396,595)	(396,595)		Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
Total revenue changes	(396,595)			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
None	-	-		
Other small changes	3405	(3,405)		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	3,405			
2019 Budgeted Surplus (Deficit)			\$ (400,000)	

## Financial Summary Property & Liability Insurance

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	595,753	1,020,143	1,007,320	1,007,320	610,725
Labor	11,821	19,629	24,877	24,877	26,356
Travel	-	64	64	64	65
Capital	-	-	-	-	-
Other Expenditures	245,580	956,379	982,379	1,236,269	984,304
Total Expenditures	257,401	976,072	1,007,320	1,261,210	1,010,725
(Surplus) / Deficit before adjustments			-		400,000
Increase / (Decrease) fund balance			-		(400,000)
Net (Surplus) / Deficit after adjustments			-		-

**Winnebago County**  
**Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 640 - Prop &amp; Liability Insurance</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Insurance Charges	63001	934,260	1,038,336	994,740	998,820	602,225	602,225	-39.71%
<b>Interfund Revenue Subtotal:</b>		<b>934,260</b>	<b>1,038,336</b>	<b>994,740</b>	<b>998,820</b>	<b>602,225</b>	<b>602,225</b>	<b>-39.71%</b>
<b>Total Operating Revenue:</b>								
		<b>934,260</b>	<b>1,038,336</b>	<b>994,740</b>	<b>998,820</b>	<b>602,225</b>	<b>602,225</b>	<b>-39.71%</b>
<b>Interest:</b>								
Interest Investments	48000	5,780	7,850	16,730	8,500	8,500	8,500	0.00%
Investment Mark to Market	48002	1,241	(3,654)	(2,147)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>7,021</b>	<b>4,196</b>	<b>14,583</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>0.00%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	220	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>								
		<b>7,021</b>	<b>4,416</b>	<b>14,583</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>941,281</b>	<b>1,042,752</b>	<b>1,009,323</b>	<b>1,007,320</b>	<b>610,725</b>	<b>610,725</b>	<b>-39.37%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	16,894	17,127	17,440	17,745	18,993	18,993	7.03%
<b>Wages Subtotal:</b>		<b>16,894</b>	<b>17,127</b>	<b>17,440</b>	<b>17,745</b>	<b>18,993</b>	<b>18,993</b>	<b>7.03%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 640 - Prop &amp; Liability Insurance</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	1,228	1,258	1,274	1,357	1,453	1,453	7.07%
Health Insurance	51201	3,269	3,776	4,067	4,234	4,561	4,323	2.10%
Dental Insurance	51202	217	217	217	217	217	217	0.00%
Workers Compensation	51203	15	15	27	36	20	20	-44.44%
WI Retirement	51206	1,149	1,130	1,186	1,189	1,244	1,244	4.63%
Fringe Benefits Other	51207	86	87	89	99	106	106	7.07%
<b>Fringes Benefits Subtotal:</b>		<b>5,964</b>	<b>6,484</b>	<b>6,860</b>	<b>7,132</b>	<b>7,601</b>	<b>7,363</b>	<b>3.24%</b>
<b>Total Labor:</b>		<b>22,858</b>	<b>23,610</b>	<b>24,301</b>	<b>24,877</b>	<b>26,594</b>	<b>26,356</b>	<b>5.95%</b>
<b>Travel:</b>								
Automobile Allowance	52002	72	0	0	64	65	65	1.56%
<b>Travel Subtotal:</b>		<b>72</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>65</b>	<b>65</b>	<b>1.56%</b>
<b>Total Travel:</b>		<b>72</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>65</b>	<b>65</b>	<b>1.56%</b>
<b>Operating:</b>								
Membership Dues	53502	50	100	100	100	100	100	0.00%
<b>Operating Subtotal:</b>		<b>50</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Collection Services	55015	0	5	34	0	0	0	0.00%
<b>Contractual Services Subtotal:</b>		<b>0</b>	<b>5</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 640 - Prop &amp; Liability Insurance</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	629,621	638,346	669,220	764,835	767,303	767,541	0.35%
Claim Payments	56002	135,905	159,038	195,992	240,000	240,000	240,000	0.00%
Insurance Recoveries	56003	(46,960)	(55,856)	(15,981)	(25,000)	(25,000)	(25,000)	0.00%
Prop Liab Insurance	76000	2,700	2,748	2,448	2,444	1,663	1,663	-31.96%
<b>Insurance Expenses Subtotal:</b>		<b>721,266</b>	<b>744,276</b>	<b>851,679</b>	<b>982,279</b>	<b>983,966</b>	<b>984,204</b>	<b>0.20%</b>
<b>Total Other Operating:</b>		<b>721,316</b>	<b>744,381</b>	<b>851,812</b>	<b>982,379</b>	<b>984,066</b>	<b>984,304</b>	<b>0.20%</b>
<b>Expense Total:</b>		<b>744,246</b>	<b>767,991</b>	<b>876,113</b>	<b>1,007,320</b>	<b>1,010,725</b>	<b>1,010,725</b>	<b>0.34%</b>
<b>Prop &amp; Liability Insurance Net Surplus (Deficit):</b>		<b>197,034</b>	<b>274,761</b>	<b>133,210</b>	<b>0</b>	<b>(400,000)</b>	<b>(400,000)</b>	<b>100.00%</b>

NOTE 1: The deficit in the Prop & Liability Insurance Fund is due to reducing the large fund balance which offsets departmental property & liability insurance expenses.

# INFORMATION SYSTEMS

General Fund – Department: 022  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Patty Francour  
**LOCATION:** Winnebago County  
112 Otter Avenue, First Floor  
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.

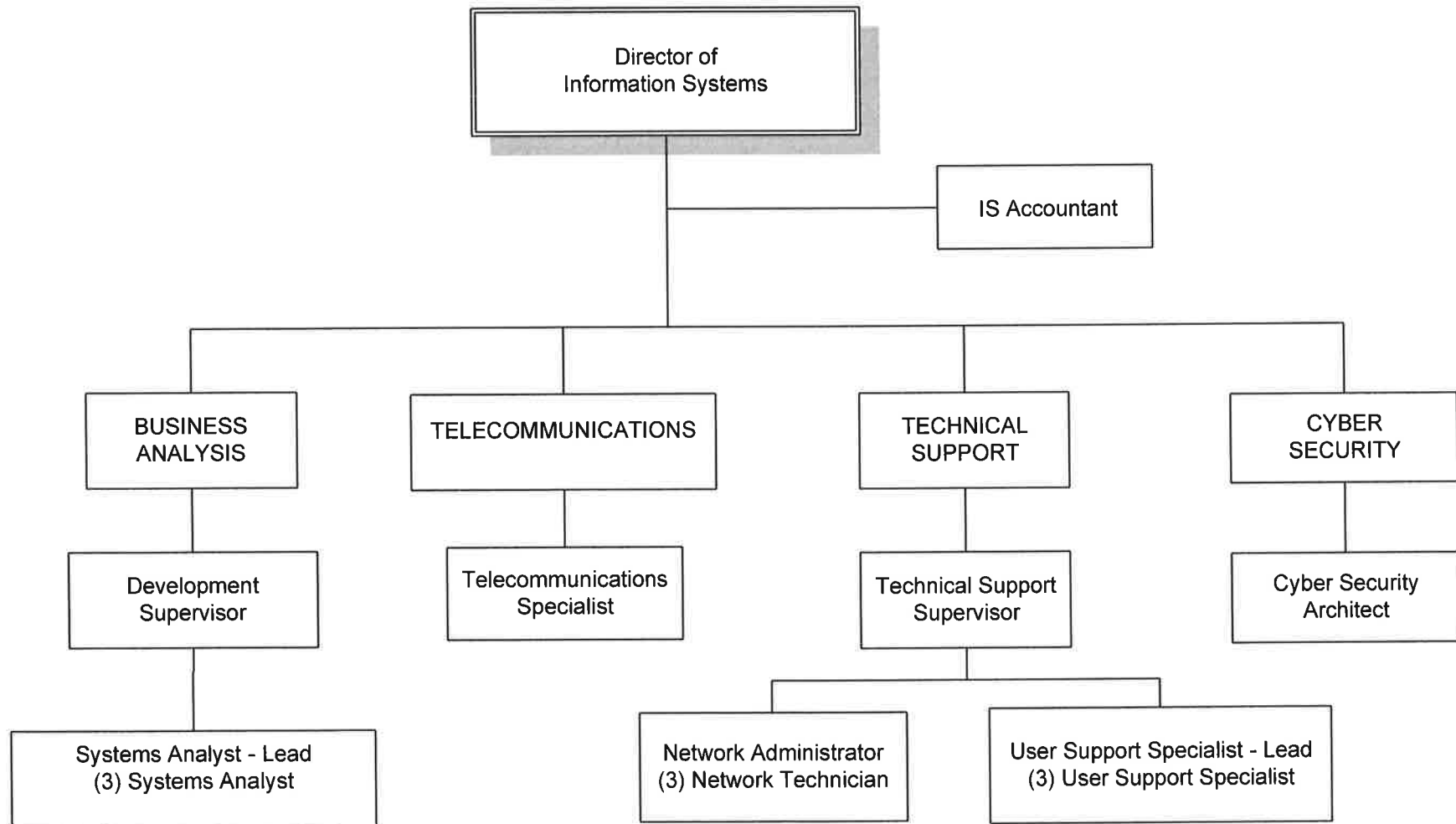
**PUBLIC SAFETY** Maintain and support the Public Safety Systems within Winnebago County.

**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  
2019 BUDGET NARRATIVE**

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

**TELEPHONE:** 232-3491

## **2018 ACCOMPLISHMENTS:**

1. Completed phase two of meaningful use attestation for HS applications resulting in \$19,500 reimbursement to the County.
2. Assisted in completing the department relocation project, planned the updating of some older cabling, cleaned and organized data closets.
3. Supported HS in the planning for the Community Based Residential Facility.
4. Assisted in the setup for special events including: Country USA, Rock USA, EAA, Lifest.
5. Assisted in the setup of the annual squad car changeover for Sheriff's office.
6. Continued Winnebago County representation in FoxComm – Fiscal Advisory Board, Executive Committee, and User Technical Committee through the first half of the year.
7. Assisted in the transition from FoxComm to County-only public safety applications.
8. Coordinated fiber work in several areas in the County including 2 locations in Neenah, and the surrounding area of CAB.
9. Setup and deployed iPads to 9 new Board members.
10. Completed the planned hardware refresh per our Technology Replacement Fund: including 250 new thin clients, 3 servers, 2 SANS, several switches, some access points, multiple UPS batteries, upgraded the email archive.
11. Completed the cellular refresh of all County-issued mobile devices.
12. Completed an upgrade to the Nuance speech attendant system.
13. Participated in the Emergency Operations Center and Dark Sky exercises.
14. Obtained a new IS position – we were able to promote from within and fill from the outside at a more entry level position.
15. Completed and/or assisted in many various hardware and software changes including: Kronos, dispatch testing, ECS, SCCM, MUNIS, remote access tokens, sexting diversion program, multiple custom reports.

**2019 GOALS & OBJECTIVES:**

- 1. Continue to enhance and fortify cyber security regarding County infrastructure.**
- 2. Complete 2015 certification for the HS in-house application.**
- 3. Test and possibly implement SIP technology for our phone service.**
- 4. Complete the ‘on-boarding’ of the externally hired IS employee.**
- 5. Continue to upgrade hardware scheduled via the technology replacement fund.**
- 6. Assist with a version upgrade for MUNIS in May.**
- 7. Continue to provide training classes to users for our standard software.**
- 8. Monitor and manage data storage as requirements continue to grow.**
- 9. Continue to provide high quality technical support behind friendly, responsive customer service.**
- 10. Monitor and manage County technology costs as inventory continues to expand to the best of our abilities.**

# INFORMATION SYSTEMS

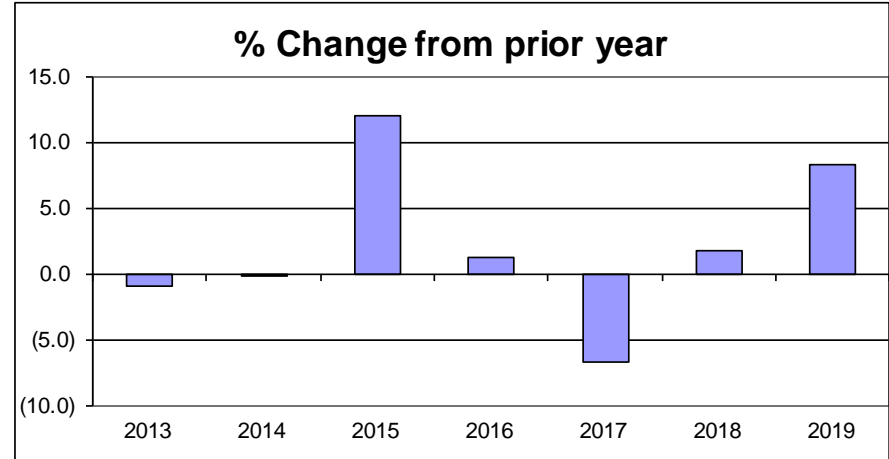
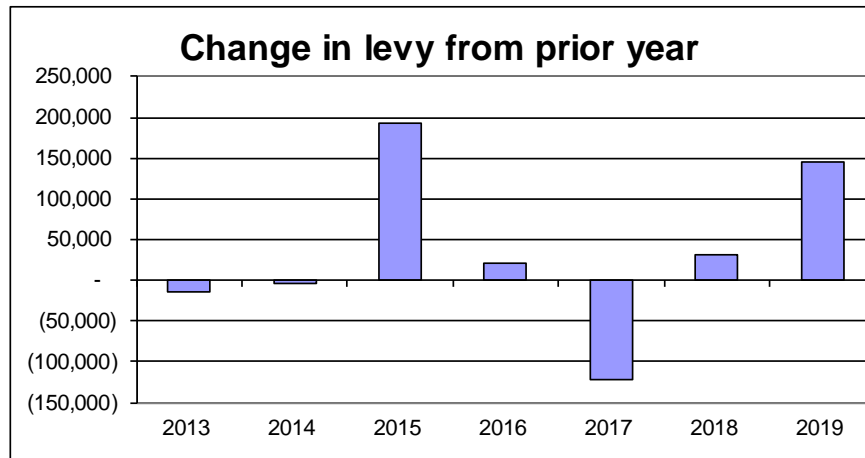
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	16	16	16	16	16	17	17	17	17	18
Part Time	0	0	0	0	0	0	0	0	0	0
Total	16	16	16	16	16	17	17	17	17	18

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) new Cyber Security Architect position has been added.

**COUNTY LEVY:** The tax levy for 2019 is \$1,884,174, an increase of \$144,399 or 8.3% over 2018. A schedule of significant changes follows.



**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 \$880,000 in 2018 to \$884,803 in 2019.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Information Systems

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,739,775</b>	
<b>Revenue Changes - impact on levy:</b>		
Computer Maintenance - interfund	(4,422)	Increase in county devices and revenue coming in from those departments.
DP Services	(5,400)	Increase in interfund revenue from Solid Waste for support (based on Sequoia analysis).
<b>Expense Changes - impact on levy:</b>		
Regular Pay	122,843	Wages are estimated to increase 11.2% in the Information Systems office. Part of this increase is the result of a new position and the other is normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
FICA Medicare	9,399	Benefits that go along with the regular pay increase.
WI Retirement	6,389	Benefits that go along with the regular pay increase.
Registration Tuition	16,800	Increase for training for Cyber Security and Network Administration.
Prop Liab Insurance	(4,961)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
<b>Other small changes</b>	<b>3,751</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 1,884,174</b>	



## Financial Summary Information Systems

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	53,870	78,966	78,956	78,956	88,778
Labor	875,022	1,614,709	1,571,641	1,614,709	1,716,320
Travel	2,979	12,400	11,800	11,800	32,258
Capital	-	-	-	-	-
Other Expenditures	79,707	242,295	235,290	243,070	224,374
Total Expenditures	957,708	1,869,404	1,818,731	1,869,579	1,972,952
Levy			1,739,775		1,884,174

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Computer Maintenance	65029	40,590	43,659	42,735	43,956	48,378	48,378	10.06%
DP Services	65085	18,996	17,413	17,004	14,000	19,400	19,400	38.57%
<b>Interfund Revenue Subtotal:</b>		<b>59,586</b>	<b>61,072</b>	<b>59,739</b>	<b>57,956</b>	<b>67,778</b>	<b>67,778</b>	<b>16.95%</b>
<b>Total Operating Revenue:</b>								
		<b>59,586</b>	<b>61,072</b>	<b>59,739</b>	<b>57,956</b>	<b>67,778</b>	<b>67,778</b>	<b>16.95%</b>
<b>Misc Revenues:</b>								
Cost Sharing Allocations	48110	23,822	23,524	19,307	21,000	21,000	21,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>23,822</b>	<b>23,524</b>	<b>19,307</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>								
		<b>23,822</b>	<b>23,524</b>	<b>19,307</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>0.00%</b>
<b>Revenue Total:</b>								
		<b>83,408</b>	<b>84,596</b>	<b>79,046</b>	<b>78,956</b>	<b>88,778</b>	<b>88,778</b>	<b>12.44%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,004,969	1,023,550	1,051,359	1,102,219	1,225,062	1,225,062	11.15%
Overtime	51105	871	2,076	411	3,100	3,100	2,500	-19.35%
<b>Wages Subtotal:</b>		<b>1,005,839</b>	<b>1,025,626</b>	<b>1,051,770</b>	<b>1,105,319</b>	<b>1,228,162</b>	<b>1,227,562</b>	<b>11.06%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	73,758	74,588	76,262	84,554	93,953	93,953	11.12%
Health Insurance	51201	222,170	244,694	266,956	281,222	303,377	287,600	2.27%
Dental Insurance	51202	14,271	14,837	16,206	16,262	17,349	17,349	6.68%
Workers Compensation	51203	3,551	1,764	3,012	4,057	2,250	2,250	-44.54%
WI Retirement	51206	66,244	67,490	71,404	74,056	80,445	80,445	8.63%
Fringe Benefits Other	51207	5,242	5,577	5,773	6,171	7,161	7,161	16.04%
<b>Fringes Benefits Subtotal:</b>		<b>385,236</b>	<b>408,950</b>	<b>439,613</b>	<b>466,322</b>	<b>504,535</b>	<b>488,758</b>	<b>4.81%</b>
<b>Total Labor:</b>		<b>1,391,076</b>	<b>1,434,576</b>	<b>1,491,383</b>	<b>1,571,641</b>	<b>1,732,697</b>	<b>1,716,320</b>	<b>9.21%</b>
<b>Travel:</b>								
Registration Tuition	52001	9,329	6,391	8,992	9,500	26,300	26,300	176.84%
Automobile Allowance	52002	416	599	1,411	900	1,690	1,690	87.78%
Meals	52005	10	9	42	200	818	818	309.00%
Lodging	52006	70	263	0	800	3,000	3,000	275.00%
Other Travel Exp	52007	271	0	28	100	150	150	50.00%
Taxable Meals	52008	0	0	0	300	300	300	0.00%
<b>Travel Subtotal:</b>		<b>10,095</b>	<b>7,263</b>	<b>10,473</b>	<b>11,800</b>	<b>32,258</b>	<b>32,258</b>	<b>173.37%</b>
<b>Total Travel:</b>		<b>10,095</b>	<b>7,263</b>	<b>10,473</b>	<b>11,800</b>	<b>32,258</b>	<b>32,258</b>	<b>173.37%</b>
<b>Office:</b>								
Office Supplies	53000	447	819	997	1,350	1,350	1,200	-11.11%
Printing Supplies	53002	99	100	50	250	250	250	0.00%
Postage and Box Rent	53004	116	62	60	300	300	300	0.00%
Computer Supplies	53005	1,648	1,891	1,709	2,200	2,200	2,200	0.00%
Computer Software	53006	36,700	49,502	34,115	49,005	50,300	50,300	2.64%
Telephone	53008	20,285	12,901	8,976	20,000	18,000	18,000	-10.00%
Telephone Supplies	53009	201	1,326	2,064	2,100	2,100	2,100	0.00%
Fiber pole rental locates	53015	30,099	30,715	29,344	36,000	36,000	34,000	-5.56%
<b>Office Subtotal:</b>		<b>89,595</b>	<b>97,316</b>	<b>77,314</b>	<b>111,205</b>	<b>110,500</b>	<b>108,350</b>	<b>-2.57%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 022 - Information Systems</b>								
<b>Operating:</b>								
Advertising	53500	0	(4)	0	0	0	0	0.00%
Subscriptions	53501	285	303	553	2,120	2,120	2,120	0.00%
Membership Dues	53502	50	260	200	260	260	260	0.00%
Small Equipment	53522	17,869	18,974	22,368	19,000	19,000	19,000	0.00%
Motor Fuel	53548	0	0	0	100	100	100	0.00%
Small Equipment Technology	53580	228	0	2,367	0	0	0	0.00%
Print Duplicate	73003	1,158	926	896	1,100	1,100	1,100	0.00%
Postage and Box Rent	73004	38	20	24	50	50	50	0.00%
Motor Fuel	73548	568	422	459	1,300	1,300	1,300	0.00%
<b>Operating Subtotal:</b>		<b>20,196</b>	<b>20,902</b>	<b>26,868</b>	<b>23,930</b>	<b>23,930</b>	<b>23,930</b>	<b>0.00%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	36,005	38,952	39,669	48,200	48,705	45,000	-6.64%
Maintenance Vehicles	74023	122	0	806	300	400	400	33.33%
Equipment Repairs	74029	382	58	0	0	0	0	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>36,509</b>	<b>39,010</b>	<b>40,475</b>	<b>48,500</b>	<b>49,105</b>	<b>45,400</b>	<b>-6.39%</b>
<b>Contractual Services:</b>								
Data Processing	55013	132,514	163,910	22,770	20,000	20,000	20,000	0.00%
Professional Service	55014	13,230	30,153	14,381	20,000	20,000	20,000	0.00%
<b>Contractual Services Subtotal:</b>		<b>145,745</b>	<b>194,063</b>	<b>37,152</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0.00%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	8,928	13,092	11,436	11,655	6,694	6,694	-42.57%
<b>Insurance Expenses Subtotal:</b>		<b>8,928</b>	<b>13,092</b>	<b>11,436</b>	<b>11,655</b>	<b>6,694</b>	<b>6,694</b>	<b>-42.57%</b>
<b>Total Other Operating:</b>		<b>300,972</b>	<b>364,384</b>	<b>193,245</b>	<b>235,290</b>	<b>230,229</b>	<b>224,374</b>	<b>-4.64%</b>
<b>Expense Total:</b>		<b>1,702,143</b>	<b>1,806,222</b>	<b>1,695,101</b>	<b>1,818,731</b>	<b>1,995,184</b>	<b>1,972,952</b>	<b>8.48%</b>
<b>Information Systems Net/(Levy):</b>		<b>(1,618,735)</b>	<b>(1,721,626)</b>	<b>(1,616,055)</b>	<b>(1,739,775)</b>	<b>(1,906,406)</b>	<b>(1,884,174)</b>	<b>8.30%</b>

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Technology Replacement

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 880,000</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Computer Software	20,476	Increase in county devices - licenses are converted to Microsoft SA.
Fund balance applied	(14,410)	Increase in fund balance used from 2018.
<b>Other small changes</b>	<b>(1,263)</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 884,803</b>	

## Financial Summary Technology Replacement

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	-	-	-	-	-
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	63,996	226,000	226,000	226,000	234,000
Other Expenditures	494,206	650,081	650,081	650,081	661,294
Total Expenditures	558,202	876,081	876,081	876,081	895,294
Levy Before Fund Balance Adjustment			876,081		895,294
Increase / (Decrease) fund balance			3,919		(10,491)
Net Levy After Fund Balance Adjustment			880,000		884,803

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 023 - Technology Replacement</b>								
<b>Revenue</b>								
<b>Interfund Revenue:</b>								
Computer Server Charge	65030	0	17,467	2,749	0	0	0	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>0</b>	<b>17,467</b>	<b>2,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>0</b>	<b>17,467</b>	<b>2,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>0</b>	<b>17,467</b>	<b>2,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Capital Outlay:</b>								
Equipment	58004	399,958	254,321	162,585	226,000	234,000	234,000	3.54%
<b>Capital Outlay Subtotal:</b>		<b>399,958</b>	<b>254,321</b>	<b>162,585</b>	<b>226,000</b>	<b>234,000</b>	<b>234,000</b>	<b>3.54%</b>
<b>Total Capital:</b>		<b>399,958</b>	<b>254,321</b>	<b>162,585</b>	<b>226,000</b>	<b>234,000</b>	<b>234,000</b>	<b>3.54%</b>
<b>Office:</b>								
Computer Software	53006	269,487	441,282	318,292	262,347	282,823	282,823	7.80%
<b>Office Subtotal:</b>		<b>269,487</b>	<b>441,282</b>	<b>318,292</b>	<b>262,347</b>	<b>282,823</b>	<b>282,823</b>	<b>7.80%</b>
<b>Operating:</b>								
Small Equipment	53522	96,982	86,155	22,979	185,988	178,224	178,224	-4.17%
Small Equipment Technology	53580	0	0	47,725	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>96,982</b>	<b>86,155</b>	<b>70,704</b>	<b>185,988</b>	<b>178,224</b>	<b>178,224</b>	<b>-4.17%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 023 - Technology Replacement</b>								
<b>Contractual Services:</b>								
Data Processing	55013	0	0	146,308	201,746	200,247	200,247	-0.74%
<b>Contractual Services Subtotal:</b>		<b>0</b>	<b>0</b>	<b>146,308</b>	<b>201,746</b>	<b>200,247</b>	<b>200,247</b>	<b>-0.74%</b>
<b>Total Other Operating:</b>		<b>366,468</b>	<b>527,437</b>	<b>535,303</b>	<b>650,081</b>	<b>661,294</b>	<b>661,294</b>	<b>1.72%</b>
<b>Expense Total:</b>		<b>766,426</b>	<b>781,759</b>	<b>697,888</b>	<b>876,081</b>	<b>895,294</b>	<b>895,294</b>	<b>2.19%</b>
<b>Technology Replacement Net/(Levy):</b>		<b>(766,426)</b>	<b>(764,292)</b>	<b>(695,139)</b>	<b>(876,081)</b>	<b>(895,294)</b>	<b>(895,294)</b>	<b>2.19%</b>
Fund balance applied / (increased) (Note)		0	0	0	(3,919)	10,491	10,491	-367.70%
<b>Technology Replacement Net/(Levy):</b>		<b>(766,426)</b>	<b>(764,292)</b>	<b>(695,139)</b>	<b>(880,000)</b>	<b>(884,803)</b>	<b>(884,803)</b>	<b>0.55%</b>

NOTE 1: fund balance applied is a use of fund balance to reduce the levy for this operation.



# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Technology				
Replacement -	Average Server	7	10,000	70,000
	Large Server	2	20,000	40,000
	EMC / SAN	1	28,000	28,000
	Large Router	2	8,000	16,000
	VPN Controller	1	10,000	10,000
	Palo Alto	2	35,000	70,000
		15		234,000

# **FACILITIES**

**General Fund – Division: 025  
2019 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.

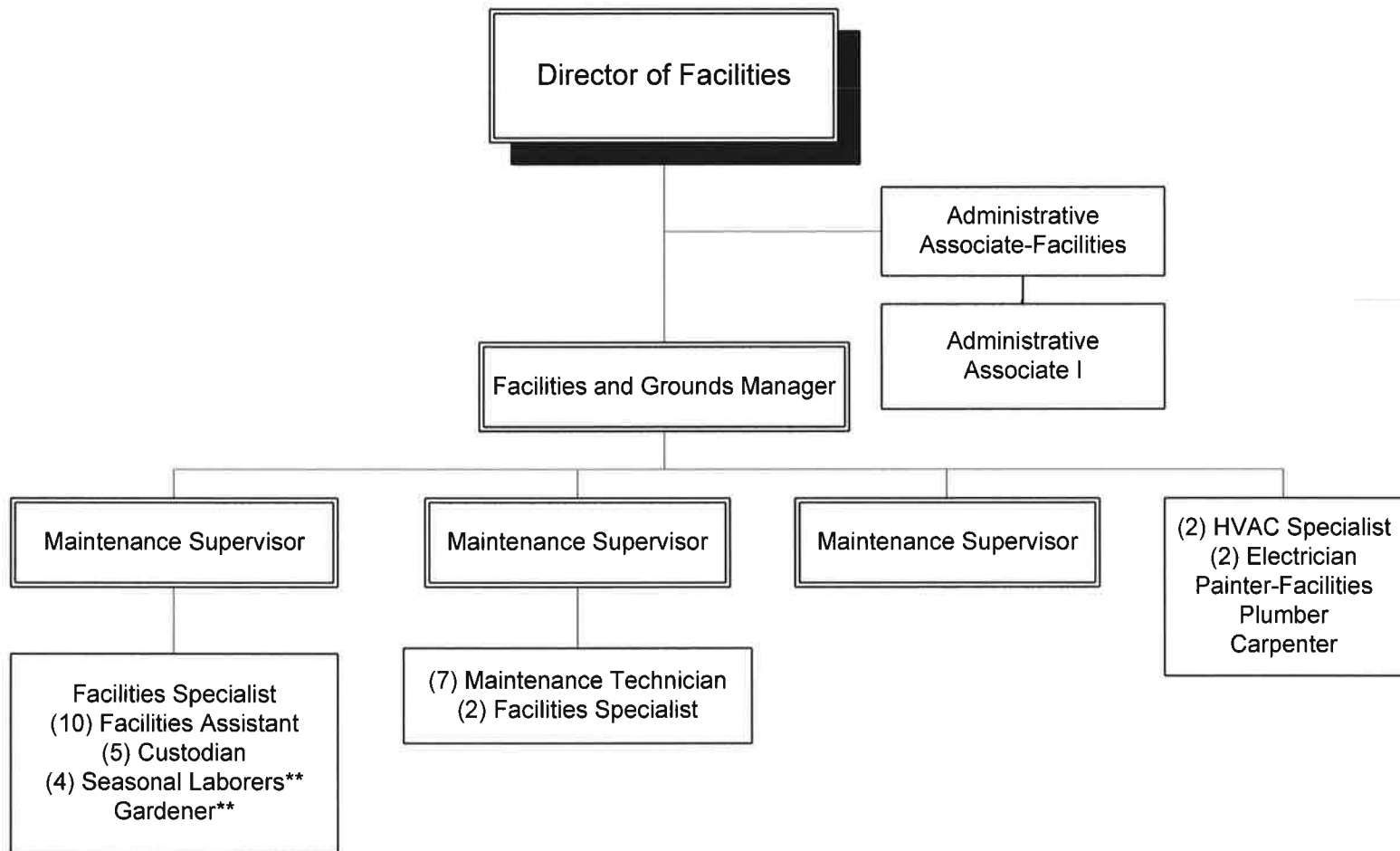
## **PROGRAM DESCRIPTION:**

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



\*\* Unclassified Position

# **FACILITIES**

**General Fund – Division: 025  
2019 BUDGET NARRATIVE**

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

**TELEPHONE: 236-4790**

## **2018 ACCOMPLISHMENTS:**

- 1. Completed the Courthouse Department Relocation Project**
- 2. Completed the construction and bid documents in conjunction with Human services for the Community Based Residential Facility**
- 3. Replaced the air conditioning system for the 4<sup>th</sup> floor of the County Administration Building**
- 4. Completed the Courthouse Roof and Parapet Wall repairs**
- 5. Completed Arc Flash Electrical Safety improvements at the Coughlin Building and Oshkosh Human Services Building**
- 6. Completed the County Card Access Upgrade Project**

## **2019 GOALS & OBJECTIVES:**

- 1. Complete construction of the Community Based Residential Facility**
- 2. Complete the replacement of the County card reader system**
- 3. Upgrade and modernize the Courthouse elevators**
- 4. Continue Arc Flash Electrical Safety improvements**
- 5. Complete installation of an emergency generator at the Knapp Street Maintenance Facility**
- 6. Complete the replacement of the Coughlin Building Roof**

# FACILITIES

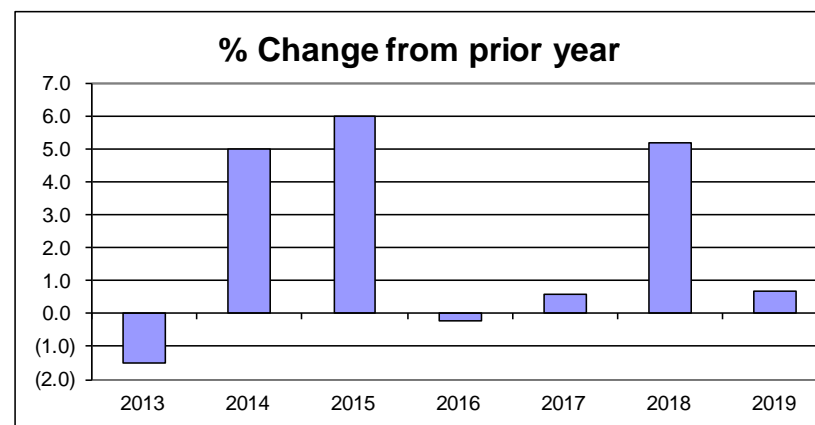
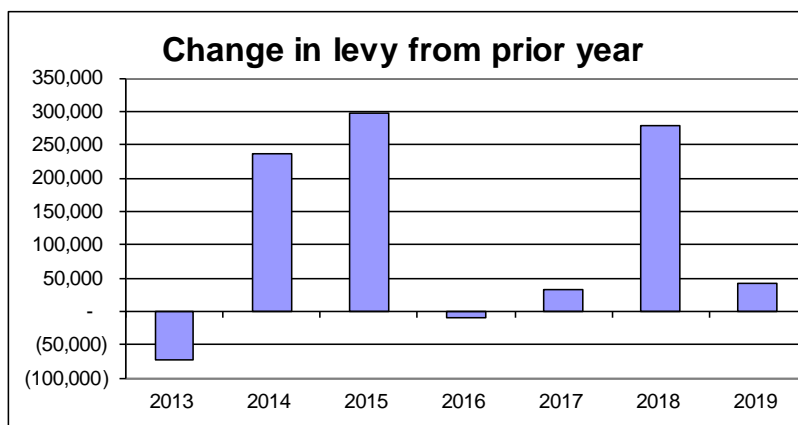
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	37	37	37	37	37	37	38	39	39	39
Part Time	1	1	1	1	1	1	1	0	0	0
Total	38	38	38	38	38	38	39	39	39	39

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$5,609,963, an increase of \$40,942 or 0.7% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Facilities

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 5,569,021</b>	
<b>Revenue Changes - impact on levy:</b>		
Rental Revenue	(7,200)	Increase based on the 2nd Chance building rental revenue that was not budgeted in the past.
Other Department Charges	4,000	Decrease based on Sequoia Consulting analysis of services provided to the Solid Waste office.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	62,402	Wages are estimated to increase 3.6% in the Facilities office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Temporary Employees	(13,500)	Decrease due to shorter summer help work period.
Overtime	12,303	Increase based on expected Overtime needs in 2019.
Workers Compensation	(17,561)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Capital - Equipment	(52,500)	Decrease based on less equipment needs in 2019. In the 2018 budget, they requested replacement of two fleet vans, a large Toro mower, and an emergency generator. In 2019, they are requesting replacement of two vehicles, a snowblower attachment for the Toro mower, and a welding fume hood. A total reduction of \$52,500 (which was the amount budgeted in 2018 for the Toro mower).
Computer Software	9,100	Increase due to the new ID card access software maintenance costs, which was not incurred in previous years, other increases in software maintenance costs, and the purchase of new tree management software.
Household Supplies	4,000	Increase due to expected costs for cleaning supplies.
Uniforms Tools Allowance	3,100	Increase due to new uniform provider charging more for uniforms.
Small Equipment	19,960	Increase due to increasing needs for small equipment replacement.
Shop Supplies	(6,000)	Decrease based on trend of costs in this account.
Building Rental	(39,800)	Decrease based on no longer paying rent for the Safety Building.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Facilities

Account	Amount	Description
Small Equipment Technology	(8,400)	Decrease based on less computer/printer replacements. In 2018, a one-time expense was incurred for new WYSE terminal installations.
Motor Fuel	3,200	Increase due to the expected increase in fuel costs.
Maintenance Buildings	248,500	Increase due to adding backlogged building repairs for 2019.
Maintenance Equipment	(166,000)	Decrease due to fewer high cost equipment repairs needed in 2019.
Equipment Repairs	3,876	Increase due to department radio system maintenance now being incurred, where it was covered by warranty previously.
Maintenance Vehicles	4,000	Increase due to vehicles aging and requiring more repairs.
Heat	(37,000)	Decrease due to energy efficiency improvements made.
Water and Sewer	4,000	Increase due to City storm water and water fee increases expected in 2019.
Snow Removal	5,000	Increase due to higher than normal snow expected in 2019.
Grounds Maintenance	(7,500)	Decrease due to better than expected ash tree survival rate, reduced removals/new tree planting.
Building Repairs	(10,400)	Decreased due to fewer contracted building repairs expected in 2019.
Professional Service	32,000	Increase due to more projects requiring professional design services.
Snow Removal - interfund	21,000	Increase due to higher than normal snow expected in 2019.
Prop Liab Insurance	(26,818)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
<b>Other small changes</b>	(2,820)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 5,609,963</b>	

## Financial Summary Facilities

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	66,271	110,644	109,315	109,315	112,815
Labor	1,547,701	2,696,585	2,835,304	2,835,304	2,906,931
Travel	1,278	2,337	6,400	6,400	7,450
Capital	102,583	102,583	134,000	134,000	81,500
Other Expenditures	1,134,984	2,314,507	2,702,632	2,702,632	2,726,897
Total Expenditures	2,786,546	5,116,012	5,678,336	5,678,336	5,722,778
Levy			5,569,021		5,609,963



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Other Grantor Agencies	42019	14,570	0	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>14,570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergov Services:</b>								
Other Fees	43001	9,396	8,613	12,000	0	0	0	0.00%
<b>Intergov Services Subtotal:</b>		<b>9,396</b>	<b>8,613</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Rental Revenue	65011	43,200	45,950	43,200	43,200	40,200	50,400	16.67%
Other Department Charges	65081	0	0	0	10,000	6,000	6,000	-40.00%
<b>Interfund Revenue Subtotal:</b>		<b>43,200</b>	<b>45,950</b>	<b>43,200</b>	<b>53,200</b>	<b>46,200</b>	<b>56,400</b>	<b>6.02%</b>
<b>Total Operating Revenue:</b>		<b>67,166</b>	<b>54,563</b>	<b>55,200</b>	<b>53,200</b>	<b>46,200</b>	<b>56,400</b>	<b>6.02%</b>
<b>Misc Revenues:</b>								
Rental Building	48100	40,680	40,665	42,665	47,115	47,115	46,665	-0.96%
Sale Of Prop Equip	48104	0	0	3,278	0	0	0	0.00%
Sale of Scrap	48106	2,240	2,491	5,070	3,000	3,000	3,000	0.00%
Other Miscellaneous Revenues	48109	8,101	6,158	34,374	6,000	6,750	6,750	12.50%
<b>Misc Revenues Subtotal:</b>		<b>51,021</b>	<b>49,314</b>	<b>85,387</b>	<b>56,115</b>	<b>56,865</b>	<b>56,415</b>	<b>0.53%</b>
<b>Total Non-Operating Revenue:</b>		<b>51,021</b>	<b>49,314</b>	<b>85,387</b>	<b>56,115</b>	<b>56,865</b>	<b>56,415</b>	<b>0.53%</b>
<b>Revenue Total:</b>		<b>118,187</b>	<b>103,877</b>	<b>140,587</b>	<b>109,315</b>	<b>103,065</b>	<b>112,815</b>	<b>3.20%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,572,578	1,565,704	1,608,639	1,756,155	1,818,557	1,818,557	3.55%
Temporary Employees	51101	28,726	19,706	22,017	45,000	31,500	31,500	-30.00%
Overtime	51105	38,799	50,003	29,546	40,532	52,835	52,835	30.35%
Comp Time	51108	411	2,269	399	0	0	0	0.00%
Payroll Sundry Account	51190	0	1,612	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>1,640,514</b>	<b>1,639,294</b>	<b>1,660,601</b>	<b>1,841,687</b>	<b>1,902,892</b>	<b>1,902,892</b>	<b>3.32%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	120,880	119,864	121,614	141,742	145,573	145,573	2.70%
Health Insurance	51201	487,977	477,063	579,931	648,502	705,693	669,000	3.16%
Dental Insurance	51202	30,481	30,936	33,415	35,785	36,524	36,524	2.07%
Workers Compensation	51203	18,209	14,871	26,089	37,287	19,726	19,726	-47.10%
WI Retirement	51206	105,696	104,163	110,770	120,608	122,472	122,472	1.55%
Fringe Benefits Other	51207	8,908	8,400	8,694	9,693	10,744	10,744	10.84%
<b>Fringes Benefits Subtotal:</b>		<b>772,150</b>	<b>755,298</b>	<b>880,512</b>	<b>993,617</b>	<b>1,040,732</b>	<b>1,004,039</b>	<b>1.05%</b>
<b>Total Labor:</b>		<b>2,412,665</b>	<b>2,394,592</b>	<b>2,541,113</b>	<b>2,835,304</b>	<b>2,943,624</b>	<b>2,906,931</b>	<b>2.53%</b>
<b>Travel:</b>								
Registration Tuition	52001	6,438	2,132	2,060	5,000	6,100	6,100	22.00%
Automobile Allowance	52002	488	579	522	500	500	500	0.00%
Meals	52005	34	264	0	100	250	250	150.00%
Lodging	52006	176	723	0	800	600	600	-25.00%
Taxable Meals	52008	19	0	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>7,155</b>	<b>3,698</b>	<b>2,582</b>	<b>6,400</b>	<b>7,450</b>	<b>7,450</b>	<b>16.41%</b>
<b>Total Travel:</b>		<b>7,155</b>	<b>3,698</b>	<b>2,582</b>	<b>6,400</b>	<b>7,450</b>	<b>7,450</b>	<b>16.41%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Capital Outlay:</b>								
Land	58000	0	102,969	43,000	0	0	0	0.00%
Improvements	58002	127,093	112,659	5,200	0	0	0	0.00%
Equipment	58004	89,114	87,693	91,417	134,000	81,500	81,500	-39.18%
<b>Capital Outlay Subtotal:</b>		<b>216,207</b>	<b>303,322</b>	<b>139,617</b>	<b>134,000</b>	<b>81,500</b>	<b>81,500</b>	<b>-39.18%</b>
<b>Total Capital:</b>		<b>216,207</b>	<b>303,322</b>	<b>139,617</b>	<b>134,000</b>	<b>81,500</b>	<b>81,500</b>	<b>-39.18%</b>
<b>Office:</b>								
Office Supplies	53000	2,774	2,954	1,532	3,000	2,100	2,100	-30.00%
Printing Supplies	53002	1,242	1,116	1,791	1,000	1,400	1,400	40.00%
Postage and Box Rent	53004	202	326	130	300	125	125	-58.33%
Computer Software	53006	5,314	7,608	11,589	10,000	19,100	19,100	91.00%
Telephone	53008	24,728	18,343	13,813	16,650	15,000	15,000	-9.91%
<b>Office Subtotal:</b>		<b>34,260</b>	<b>30,347</b>	<b>28,855</b>	<b>30,950</b>	<b>37,725</b>	<b>37,725</b>	<b>21.89%</b>
<b>Operating:</b>								
Subscriptions	53501	14	1,341	1,020	1,550	1,500	1,500	-3.23%
Membership Dues	53502	0	100	674	300	450	450	50.00%
Household Supplies	53516	67,077	62,310	63,556	60,000	64,000	64,000	6.67%
Uniforms Tools Allowance	53517	5,268	5,140	7,219	12,700	15,800	15,800	24.41%
Small Equipment	53522	32,434	39,850	37,434	5,615	25,575	25,575	355.48%
Shop Supplies	53523	72	4,154	3,632	12,000	12,000	6,000	-50.00%
Medical Supplies	53524	50	0	0	250	250	250	0.00%
Land Rental	53549	5,600	9,600	4,000	0	0	0	0.00%
Building Rental	53550	70,443	70,443	80,043	59,000	19,200	19,200	-67.46%
Equipment Rental	53551	1,241	0	1,294	2,000	2,000	2,000	0.00%
Operating Licenses Fees	53553	419	1,053	1,829	5,040	5,596	5,596	11.03%
Small Equipment Technology	53580	1,963	1,184	3,000	9,400	1,000	1,000	-89.36%
Print Duplicate	73003	5,381	3,483	2,852	3,000	2,000	2,000	-33.33%
Postage and Box Rent	73004	118	48	69	50	50	50	0.00%
Motor Fuel	73548	21,157	16,835	18,567	14,800	18,000	18,000	21.62%
<b>Operating Subtotal:</b>		<b>211,238</b>	<b>215,544</b>	<b>225,190</b>	<b>185,705</b>	<b>167,421</b>	<b>161,421</b>	<b>-13.08%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	401,118	478,254	372,417	423,500	672,000	672,000	58.68%
Maintenance Grounds	54021	8,584	7,042	5,867	6,000	7,500	7,500	25.00%
Maintenance Equipment	54022	247,750	251,010	203,575	429,500	263,500	263,500	-38.65%
Maintenance Vehicles	54023	751	9,618	1,614	3,000	2,472	2,472	-17.60%
Equipment Repairs	54029	24,747	24,797	10,801	924	4,800	4,800	419.48%
Maintenance Grounds	74021	12,047	12,496	58	0	0	0	0.00%
Maintenance Vehicles	74023	15,930	8,802	14,011	9,000	13,000	13,000	44.44%
Equipment Repairs	74029	1,155	957	957	4,313	957	957	-77.81%
<b>Repairs &amp; Maint Subtotal:</b>		<b>712,081</b>	<b>792,976</b>	<b>609,300</b>	<b>876,237</b>	<b>964,229</b>	<b>964,229</b>	<b>10.04%</b>
<b>Utilities:</b>								
Heat	54700	333,199	287,960	297,364	377,000	340,000	340,000	-9.81%
Power and Light	54701	692,011	656,249	657,950	679,500	650,000	650,000	-4.34%
Water and Sewer	54702	207,463	222,389	229,610	246,000	260,000	250,000	1.63%
Refuse Collection	54703	0	0	16	20,000	21,600	21,600	8.00%
Refuse Collection	74703	23,229	26,546	26,414	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>1,255,903</b>	<b>1,193,144</b>	<b>1,211,353</b>	<b>1,322,500</b>	<b>1,271,600</b>	<b>1,261,600</b>	<b>-4.60%</b>
<b>Contractual Services:</b>								
Pest Extermination	55002	2,720	2,914	2,723	2,800	3,600	3,600	28.57%
Snow Removal	55003	10,560	12,595	12,730	12,500	17,500	17,500	40.00%
Vehicle Repairs	55005	0	2,101	0	3,000	3,000	3,000	0.00%
Grounds Maintenance	55007	23,788	29,230	22,228	27,500	20,000	20,000	-27.27%
Building Repairs	55008	253,501	104,921	32,254	70,400	60,000	60,000	-14.77%
Professional Service	55014	222,600	92,128	48,297	47,500	79,500	79,500	67.37%
Janitorial Services	55016	5,682	5,374	8,210	5,450	6,050	6,050	11.01%
Medical and Dental	75000	51	0	0	0	0	0	0.00%
Snow Removal	75003	34,135	55,954	42,440	44,000	75,000	65,000	47.73%
<b>Contractual Services Subtotal:</b>		<b>553,037</b>	<b>305,216</b>	<b>168,881</b>	<b>213,150</b>	<b>264,650</b>	<b>254,650</b>	<b>19.47%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 025 - Facilities</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	62,748	75,936	70,704	74,090	47,272	47,272	-36.20%
<b>Insurance Expenses Subtotal:</b>		<b>62,748</b>	<b>75,936</b>	<b>70,704</b>	<b>74,090</b>	<b>47,272</b>	<b>47,272</b>	<b>-36.20%</b>
<b>Total Other Operating:</b>		<b>2,829,267</b>	<b>2,613,162</b>	<b>2,314,283</b>	<b>2,702,632</b>	<b>2,752,897</b>	<b>2,726,897</b>	<b>0.90%</b>
<b>Expense Total:</b>		<b>5,465,293</b>	<b>5,314,774</b>	<b>4,997,596</b>	<b>5,678,336</b>	<b>5,785,471</b>	<b>5,722,778</b>	<b>0.78%</b>
<b>Facilities Net/(Levy):</b>		<b>(5,347,106)</b>	<b>(5,210,897)</b>	<b>(4,857,009)</b>	<b>(5,569,021)</b>	<b>(5,682,406)</b>	<b>(5,609,963)</b>	<b>0.74%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Facilities -				
	Replacement vehicle	1	35,000	35,000
	Additional supervisor vehicle	1	35,000	35,000
	Snowblower attachment for Toro mower	1	6,000	6,000
	Welding fume hood	1	5,500	5,500
		4		81,500

## FACILITIES MANAGEMENT PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019	2018	2017	2019	2018
								EXECUTIVE	ADOPTED	ADOPTED	OVER 2018	OVER 2017
Other County Facilities	1025	2,906,931	7,450	81,500	2,475,397	5,471,278		5,471,278	5,642,436	5,331,515	(3.0)	5.8
Revenues	1025						112,815	(112,815)	(109,315)	(101,865)	3.2	7.3
Safety Building Maintenance	1027	-	-	-	-	-		-	4,000	12,000	(100.0)	(66.7)
Revenues	1027						-	-	-	-	N/A	N/A
Facilities-Other Depts.	1029	-	-	-	251,500	251,500		251,500	31,900	49,600	688.4	(35.7)
Revenues	1029						-	-	-	-	N/A	N/A
<b>Grand Totals</b>		<u>2,906,931</u>	<u>7,450</u>	<u>81,500</u>	<u>2,726,897</u>	<u>5,722,778</u>	<u>112,815</u>	<u>5,609,963</u>	<u>5,569,021</u>	<u>5,291,250</u>	0.7	5.2
Decrease fund balance								-	-	(250,000)		
Adjusted Levy								<u>5,609,963</u>	<u>5,569,021</u>	<u>5,041,250</u>	0.7	10.5

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>PUBLIC SAFETY</b>				
District Attorney	\$ 252,026	\$ 1,442,197	\$ -	\$ 1,190,171
Clerk of Courts & Courts	1,926,672	4,185,920	-	2,259,248
Sheriff	2,922,189	24,025,902	-	21,103,713
Jail Improvements	200,704	352,033	(151,329)	-
Coroner	160,100	505,209	-	345,109
Emergency Management	171,434	371,243	-	199,809
	<u>\$ 5,633,125</u>	<u>\$ 30,882,504</u>	<u>\$ (151,329)</u>	<u>\$ 25,098,050</u>



# **DISTRICT ATTORNEY**

**General Fund – Department: 101  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Christian Gossett  
**LOCATION:** Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

**TELEPHONE: 236-4977**

## **MISSION STATEMENT:**

The Winnebago County District Attorney's Office is dedicated to the pursuit of truth and justice by maintaining the highest ethical standards, safeguarding the rights of all members of our community, protecting the community through vigorous prosecution of criminal offenders, and providing compassionate services to the victims of crime.

To accomplish this mission we hereby resolve that:

1. We will promote the highest standards of integrity and professional conduct for ourselves and for those we work with.
2. We will serve our communities with competent professional legal representation.
3. We will treat all persons with whom we have contact with in a professional and respectful manner.
4. We will hold ourselves accountable both individually and collectively for ensuring the policies of the office and the needs of the community are served.
5. We will be forthright in our communications with all persons.
6. We will work in a collaborative manner with law enforcement and our communities to address the needs of and promote the highest possible quality of life for the citizens of Winnebago County.
7. We will show compassion and understanding to victims of crime and ensure that they are treated with dignity and respect.
8. We will put the needs and best interests of the community before the personal or political interests of any individual or individuals.

**PROGRAM DESCRIPTION:**

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

**INVESTIGATION:** Two investigators who help prepare cases for court or non-prosecution through a variety of investigative means. Maintain security for office staff and victims/witnesses who are subpoenaed and appear in court. Locate and serve all victims/witnesses and cancel those who's cases have settled. Document previous police contacts and criminal records of all clients referred for charges to DA's Office and update and verify warrants for courts and County Clerk's Office.

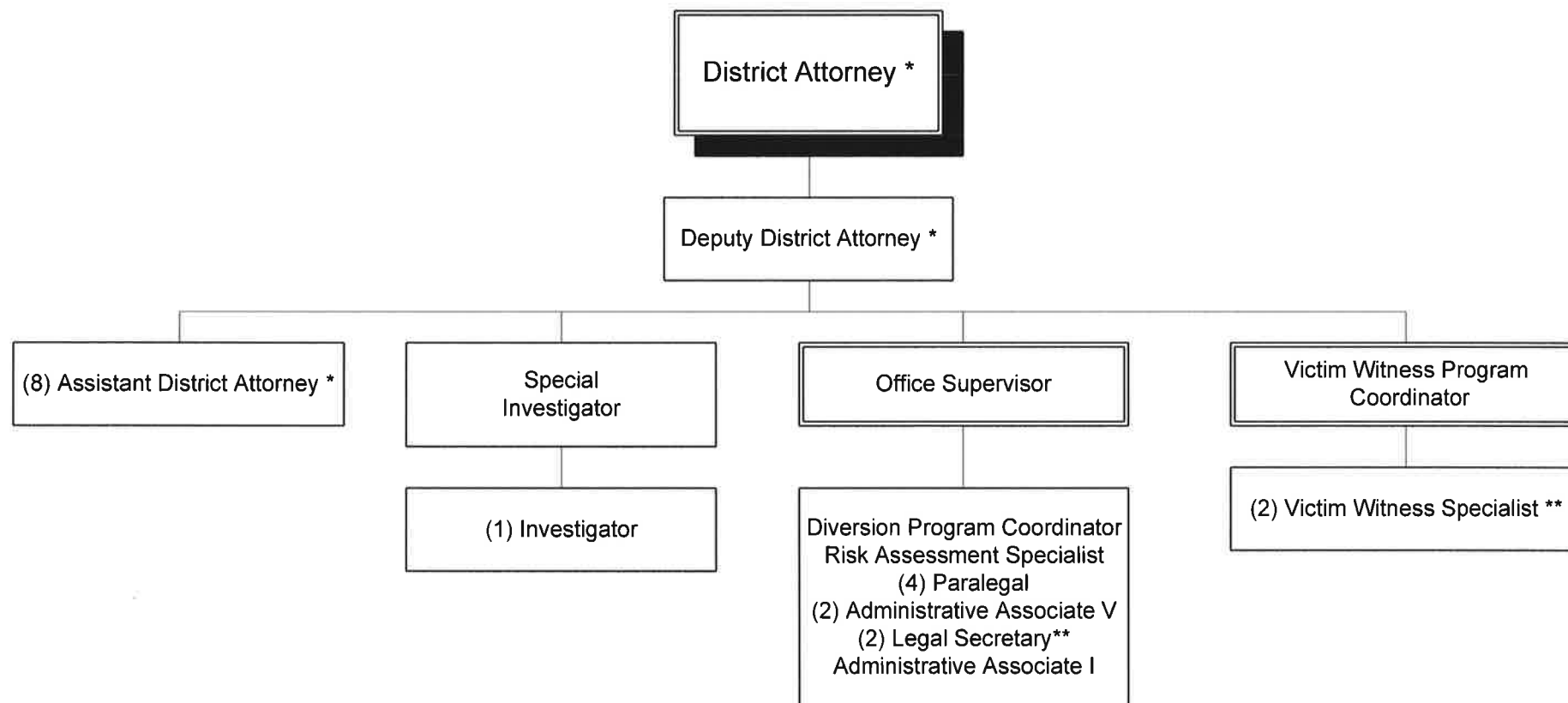
**VICTIM/WITNESS:** Full-time Victim/Witness Coordinator and one full-time victim witness assistant and one part-time victim witness assistant acting as liaison between victims and witnesses of crime and the District Attorney's Office staff attorneys.

**DIVERSION PROGRAM(S):** Full-time Program Coordinator, Full-time Risk Assessment Coordinator and full-time Administrative Assistant who work together to evaluate participants and monitor alternative and diversion programs

**SUPPORT STAFF:** Experienced secretaries, paralegals, clerk and receptionist involved in the preparation of search/arrest warrants, motion papers, trial memoranda, briefs, and miscellaneous legal documents, as well as the coordination.

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

# DISTRICT ATTORNEY



\* State Employee

\*\* One Victim Witness Specialist is assigned  
50% Legal Secretary duties

# **DISTRICT ATTORNEY**

**General Fund – Department: 101  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Christian Gossett  
**LOCATION:** Winnebago County  
Orrin King Building  
448 Algoma Blvd.  
Oshkosh, WI 54901

**TELEPHONE: 236-4977**

## **2018 ACCOMPLISHMENTS:**

1. Continued growth of the Diversion Management System
2. Continue proactive collaboration with multiple agencies to benefit the community.

## **2019 GOALS & OBJECTIVES:**

1. Continue to implement added measurement analysis for program effectiveness and initiatives.
2. Partner with national organizations and entities to create tools to analyze various intervention strategies that impacts recidivism.
3. Create a paperless system for most criminal cases.

# DISTRICT ATTORNEY

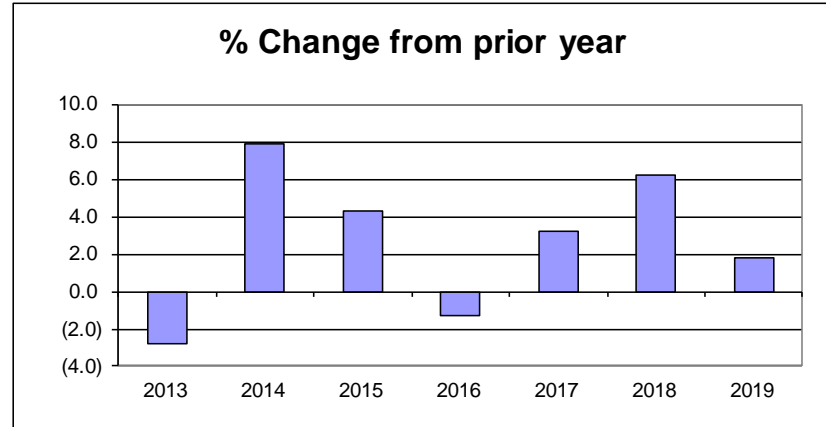
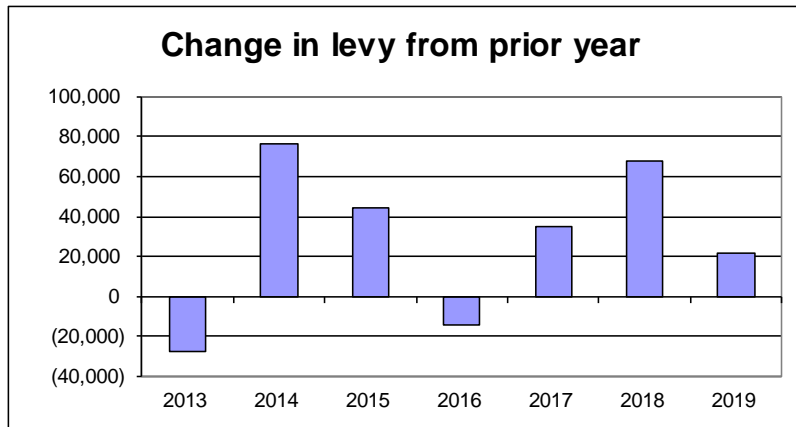
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	16	17	17	18	18	18	18	18	18	17
Part Time	1	0	0	0	0	1	0	0	0	0
Total	17	17	17	18	18	19	18	18	18	17

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) Investigator position was eliminated.

**COUNTY LEVY:** The tax levy for 2019 is \$1,190,171, an increase of \$21,422 or 1.8% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - District Attorney

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,168,749</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Dept of Administration	48,356	Decrease based on a projected grant from the Dept. of Justice for \$48,356 being offered, but it came with parameters that were detrimental to the Diversion program, so the grant was declined.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	(21,468)	Decrease based on eliminating one (1) Investigator position and staff turnover (new staff starting at a lower salary/wage).
Health Insurance	(32,201)	Decrease based on eliminating one (1) Investigator position. Health insurance premiums are also estimated to increase 2.1% in 2019.
WI Retirement	5,000	Increase due to wage study pay increases and the new Investigator enrolling in the WI Retirement program. In 2018, two (2) Investigators were in the department and they did not participate in the WI Retirement program.
Capital - Equipment	25,188	Increase in equipment needs, in 2018 a \$5,000 request was approved for a FTP server replacement. In 2019, the DA's office is requesting a Jeep Cherokee.
Other Contracted Services - interfund	4,000	Increase from fees charged by the Sheriff's Office when a defendant is put on a monitor while in the Diversion Program.
<b>Other small changes</b>	<b>(7,453)</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 1,190,171</b>	

## Financial Summary District Attorney

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	219,080	257,026	305,382	305,382	252,026
Labor	711,358	1,319,097	1,319,097	1,319,097	1,263,299
Travel	3,806	5,200	6,100	6,100	6,300
Capital	-	5,000	5,000	2,528	30,188
Other Expenditures	78,910	144,584	143,934	146,406	142,410
Total Expenditures	794,074	1,473,881	1,474,131	1,474,131	1,442,197
Levy			1,168,749		1,190,171

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 101 - District Attorney</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Dept of Administration	42002	154,734	87,062	144,435	150,382	102,026	102,026	-32.16%
<b>Intergov Rev Subtotal:</b>		<b>154,734</b>	<b>87,062</b>	<b>144,435</b>	<b>150,382</b>	<b>102,026</b>	<b>102,026</b>	<b>-32.16%</b>
<b>Licenses:</b>								
Victim Witness Surcharge	44009	17,310	16,143	18,234	16,000	16,000	16,000	0.00%
<b>Licenses Subtotal:</b>		<b>17,310</b>	<b>16,143</b>	<b>18,234</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0.00%</b>
<b>Fines and Permits:</b>								
Drug Seizures	44104	1,398	1,236	760	0	0	0	0.00%
<b>Fines and Permits Subtotal:</b>		<b>1,398</b>	<b>1,236</b>	<b>760</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Public Services:</b>								
Other Fees	45002	28,599	28,240	23,185	65,000	65,000	45,000	-30.77%
Forms Copies Etc	45003	20,159	23,458	12,635	24,000	24,000	24,000	0.00%
Warrant Fees	45005	59,659	51,884	43,788	50,000	50,000	65,000	30.00%
Program Fees	45055	1,260	2,742	2,299	0	0	0	0.00%
<b>Public Services Subtotal:</b>		<b>109,677</b>	<b>106,324</b>	<b>81,907</b>	<b>139,000</b>	<b>139,000</b>	<b>134,000</b>	<b>-3.60%</b>
<b>Total Operating Revenue:</b>		<b>283,118</b>	<b>210,765</b>	<b>245,336</b>	<b>305,382</b>	<b>257,026</b>	<b>252,026</b>	<b>-17.47%</b>
<b>Revenue Total:</b>		<b>283,118</b>	<b>210,765</b>	<b>245,336</b>	<b>305,382</b>	<b>257,026</b>	<b>252,026</b>	<b>-17.47%</b>



# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 101 - District Attorney</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	781,575	815,012	836,392	877,090	855,622	855,622	-2.45%
Temporary Employees	51101	2,500	0	2,500	6,000	6,000	6,000	0.00%
Overtime	51105	1,317	827	1,697	0	0	0	0.00%
Comp Time	51108	501	518	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>785,893</b>	<b>816,357</b>	<b>840,588</b>	<b>883,090</b>	<b>861,622</b>	<b>861,622</b>	<b>-2.43%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	57,159	59,233	60,607	67,557	65,913	65,913	-2.43%
Health Insurance	51201	225,791	245,423	263,971	293,866	276,018	261,665	-10.96%
Dental Insurance	51202	16,496	16,629	16,496	17,349	15,523	15,523	-10.53%
Workers Compensation	51203	3,866	2,818	4,637	6,416	2,875	2,875	-55.19%
WI Retirement	51206	39,634	41,565	44,180	45,907	50,907	50,907	10.89%
Fringe Benefits Other	51207	4,044	4,226	4,411	4,912	4,794	4,794	-2.40%
<b>Fringes Benefits Subtotal:</b>		<b>346,990</b>	<b>369,893</b>	<b>394,302</b>	<b>436,007</b>	<b>416,030</b>	<b>401,677</b>	<b>-7.87%</b>
<b>Total Labor:</b>		<b>1,132,883</b>	<b>1,186,250</b>	<b>1,234,890</b>	<b>1,319,097</b>	<b>1,277,652</b>	<b>1,263,299</b>	<b>-4.23%</b>
<b>Travel:</b>								
Registration Tuition	52001	2,430	1,399	129	2,000	2,000	2,000	0.00%
Automobile Allowance	52002	2,164	3,303	3,188	2,400	2,600	2,600	8.33%
Commercial Travel	52004	0	0	676	0	0	0	0.00%
Meals	52005	138	179	360	400	400	400	0.00%
Lodging	52006	459	352	1,623	800	800	800	0.00%
Other Travel Exp	52007	29	142	124	250	250	250	0.00%
Taxable Meals	52008	100	165	0	250	250	250	0.00%
<b>Travel Subtotal:</b>		<b>5,320</b>	<b>5,540</b>	<b>6,100</b>	<b>6,100</b>	<b>6,300</b>	<b>6,300</b>	<b>3.28%</b>
<b>Total Travel:</b>		<b>5,320</b>	<b>5,540</b>	<b>6,100</b>	<b>6,100</b>	<b>6,300</b>	<b>6,300</b>	<b>3.28%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 101 - District Attorney</b>								
<b>Capital Outlay:</b>								
Equipment	58004	0	0	0	5,000	30,188	30,188	503.76%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>30,188</b>	<b>30,188</b>	<b>503.76%</b>
<b>Total Capital:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>30,188</b>	<b>30,188</b>	<b>503.76%</b>
<b>Office:</b>								
Office Supplies	53000	11,252	10,955	12,607	10,000	10,000	10,000	0.00%
Stationery and Forms	53001	1,068	1,034	492	1,200	1,200	1,200	0.00%
Printing Supplies	53002	4,409	3,313	3,138	4,000	4,000	4,000	0.00%
Postage and Box Rent	53004	256	157	313	400	400	400	0.00%
Computer Supplies	53005	318	259	475	150	150	150	0.00%
Computer Software	53006	0	0	0	700	300	300	-57.14%
Telephone	53008	20,854	18,402	20,184	20,000	20,000	20,000	0.00%
Telephone Supplies	53009	224	0	153	0	0	0	0.00%
Wireless	53012	30	0	200	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>38,411</b>	<b>34,119</b>	<b>37,561</b>	<b>36,450</b>	<b>36,050</b>	<b>36,050</b>	<b>-1.10%</b>
<b>Operating:</b>								
Membership Dues	53502	4,953	3,153	5,346	5,600	5,700	5,700	1.79%
Food	53520	40	51	144	250	250	250	0.00%
Small Equipment	53522	0	9,111	495	1,000	500	500	-50.00%
Medical Supplies	53524	0	0	0	50	50	50	0.00%
Legal Fees	53530	40	140	0	0	0	0	0.00%
Investigation Expense	53532	7,511	6,616	9,505	10,000	10,000	10,000	0.00%
Other Operating Supplies	53533	0	14	0	0	0	0	0.00%
Witness Expense	53535	510	3,254	4,827	4,000	2,000	2,000	-50.00%
Small Equipment Technology	53580	160	324	150	500	500	500	0.00%
Print Duplicate	73003	13,369	12,320	7,483	10,000	10,000	10,000	0.00%
Postage and Box Rent	73004	12,286	12,853	10,996	11,000	11,000	11,000	0.00%
Motor Fuel	73548	3,810	3,280	3,206	3,500	3,500	3,500	0.00%
<b>Operating Subtotal:</b>		<b>42,679</b>	<b>51,116</b>	<b>42,153</b>	<b>45,900</b>	<b>43,500</b>	<b>43,500</b>	<b>-5.23%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 101 - District Attorney</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	651	0	1,139	350	350	350	0.00%
Maintenance Vehicles	54023	1,595	367	0	0	0	0	0.00%
Equipment Repairs	54029	44	651	85	250	250	250	0.00%
Equipment Repairs	74029	330	330	330	300	300	300	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>2,621</b>	<b>1,348</b>	<b>1,555</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Vehicle Repairs	55005	1,545	2,522	719	3,500	3,500	3,500	0.00%
Transcription Services	55009	1,828	2,144	1,834	2,000	2,000	2,000	0.00%
Professional Service	55014	22,138	16,832	15,921	48,500	48,500	48,500	0.00%
Other Contract Services	75030	851	2,537	1,206	0	4,000	4,000	100.00%
<b>Contractual Services Subtotal:</b>		<b>26,363</b>	<b>24,036</b>	<b>19,679</b>	<b>54,000</b>	<b>58,000</b>	<b>58,000</b>	<b>7.41%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	7,104	7,548	7,452	6,684	3,960	3,960	-40.75%
<b>Insurance Expenses Subtotal:</b>		<b>7,104</b>	<b>7,548</b>	<b>7,452</b>	<b>6,684</b>	<b>3,960</b>	<b>3,960</b>	<b>-40.75%</b>
<b>Total Other Operating:</b>		<b>117,178</b>	<b>118,167</b>	<b>108,399</b>	<b>143,934</b>	<b>142,410</b>	<b>142,410</b>	<b>-1.06%</b>
<b>Expense Total:</b>		<b>1,255,381</b>	<b>1,309,957</b>	<b>1,349,390</b>	<b>1,474,131</b>	<b>1,456,550</b>	<b>1,442,197</b>	<b>-2.17%</b>
<b>District Attorney Net/(Levy):</b>		<b>(972,263)</b>	<b>(1,099,192)</b>	<b>(1,104,054)</b>	<b>(1,168,749)</b>	<b>(1,199,524)</b>	<b>(1,190,171)</b>	<b>1.83%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
District Attorney -				
	2019 Jeep Grand Cherokee	1	30,188	30,188
		1		30,188

# CLERK OF COURTS & COURTS

General Fund – Division: 130  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Melissa Pingel  
LOCATION: Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-4849

## MISSION STATEMENT:

The mission of the Clerk of Courts and Courts is to provide the efficient dispensation of justice in all legal matters brought before the Courts. The employees of the Court System strive for excellent service and it is through their dedication and professionalism the system is able to implement the policies and procedures established by the judiciary and legislature. The Court System is dedicated to ensuring equal access to court services and enhancing public confidence in the justice system.

## PROGRAM DESCRIPTION:

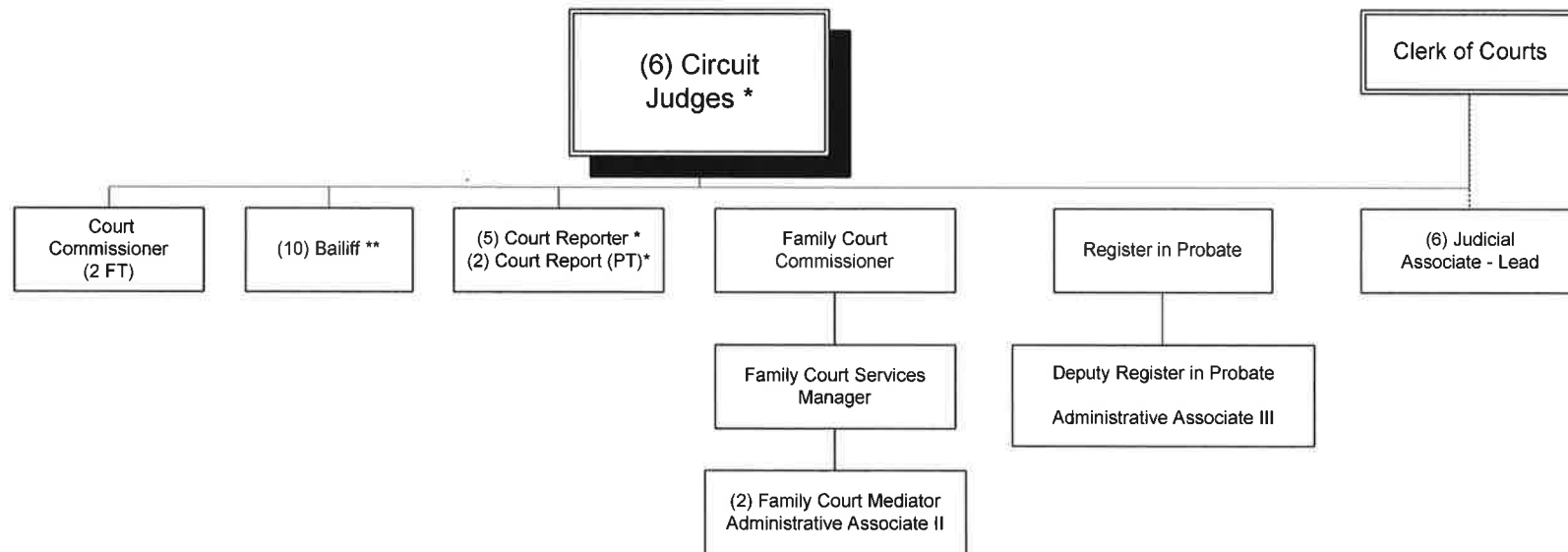
**CLERK OF COURTS:** The Clerk of Courts (COC) maintains all official court records filed with the Court. Additionally, the COC is responsible for jury management, exhibit management, annual reports, budgeting for the courts and related functions, collections of monies owed to the County and State, annual court calendars, as well as provide an administrative link between the Judiciary, County Executive, County Board and the public.

**FAMILY COURT COMMISSIONER:** Hears family actions, temporary hearings, default divorce hearings, post judgment hearings and assists the public with family actions including restraining order hearings and other statutory requirements.

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

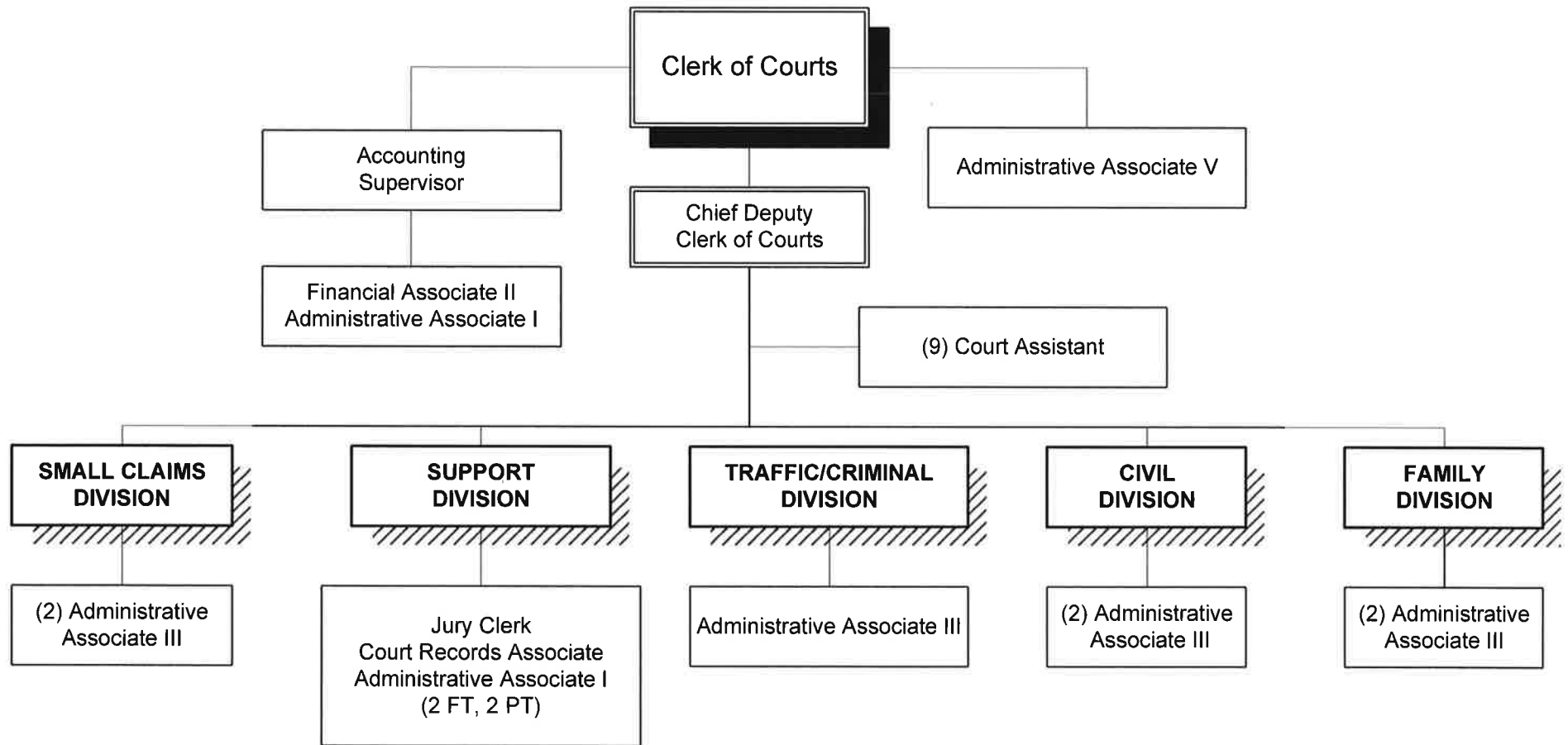
**CIRCUIT COURTS:** Provide for the efficient dispensation of justice in all legal matters brought before them.

# CIRCUIT COURTS



\* State Employee  
\*\* Unclassified Employee

# CLERK OF COURTS



\* State Employee

# **CLERK OF COURTS & COURTS**

**General Fund – Division: 130  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Melissa M. Pingel  
**LOCATION:** Winnebago County  
415 Jackson Street  
Oshkosh, WI 54901

**TELEPHONE: 236-4849**

## **2018 ACCOMPLISHMENTS:**

1. The COC started the Financial Division on a project in June 2017 to work with the State Debt Collection Initiative, a partner of the Department of Revenue, to increase collections of all outstanding receivables regardless of age owed to the County and State. This project has been extremely successful. Everyone in the Clerk of Courts helped make this project possible and successful.
2. The State implemented electronic filing (efiling) for all Family, Small Claims, Civil and Criminal actions filed by attorneys in Winnebago County in 2017. The implementation went smoothly and has completely changed the way the Court System operates; many efficiencies were recognized through this process. Efiling has decreased the need for additional space for file storage in the future and with scanning, the physical space needed for records will continue to decrease.
3. A new Court Intake System was put into place in collaboration with court-users in 2017. The COC and Courts continue to make adjustments as needed to create efficiencies and to provide access to the court-system in a timely fashion.
4. The Courts went through a huge relocation project at the end of 2017 and into 2018. This project included the movement of all of the COC staff from the 4<sup>th</sup> floor of the Courthouse into it's current location on the 1<sup>st</sup> floor. The staff responded well to the moving parts of the project and made sure the public knew they were the #1 priority. The Courthouse "relocation" project is nearly complete and all functions are in the Courthouse. This project allows for a "one-stop" shop which has been a goal of the current Clerk of Courts since taking office in 2012.
5. The COC front line staff is being cross-trained in order to provide the best possible customer service to the public.
6. The work load of staff is continually evaluated as the needs of the public change and as efficiencies are recognized.
7. The COC and Courts stayed well within the allotted 2017 budget through continual monitoring of the respective budgets.



## **2019 GOALS & OBJECTIVES:**

- 1. Further develop the Financial Division recently created by the COC to work with the Department of Revenue to collect monies for fines and unpaid judgments regardless of the age of the receivable in order to increase revenue for the County and the State.**
- 2. To improve the COC and Courts website with additional user-friendly resources for the public to assist them with questions they have as they navigate the legal system.**
- 3. Create a formal internship program for students in the FVTC Paralegal Program within the COC and Courts.**
- 4. To implement a text message program in collaboration with the DA's office to remind defendants of court dates with the goal to decrease the "failure to appears" in the court system. When a defendant misses a court date, a warrant is issued, and the initial hearing must be adjourned until the defendant is arrested by Law Enforcement and brought before the Court. Decreasing "failure to appears" will save all involved parties time (DA's, SPD, Judges, Court Reporters, Court Staff, Law enforcement) and will also keep these defendants out of the jail.**
- 5. To collaborate with other agencies to evaluate the jail population and work on ways to decrease that population with the goal to not have to expand the Winnebago County Sheriff's Jail.**

## **ONGOING GOALS & OBJECTIVES:**

- 6. Annually evaluate the work flow and workload of the staff and continue to cross-train staff in order to better serve the public and keep employees engaged for employee retention.**
- 7. Encourage staff to be actively engaged in wellness events organized by the County Wellness program.**
- 8. Continue work on file retention and purging old files at Butler storage with the long range plan of having all of the files at the Courthouse.**
- 9. Meet regularly with court staff and business partners to continue to develop procedures that maintain our current high standard for court processing and continue to improve customer service.**
- 10. Continue back scanning of old files to increase availability of records, security of records and decrease long-term storage costs to the County.**

# CLERK OF COURTS & COURTS

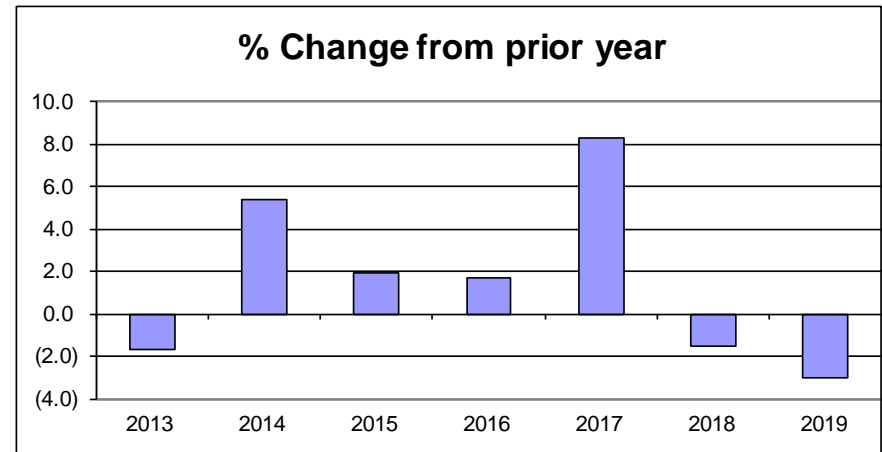
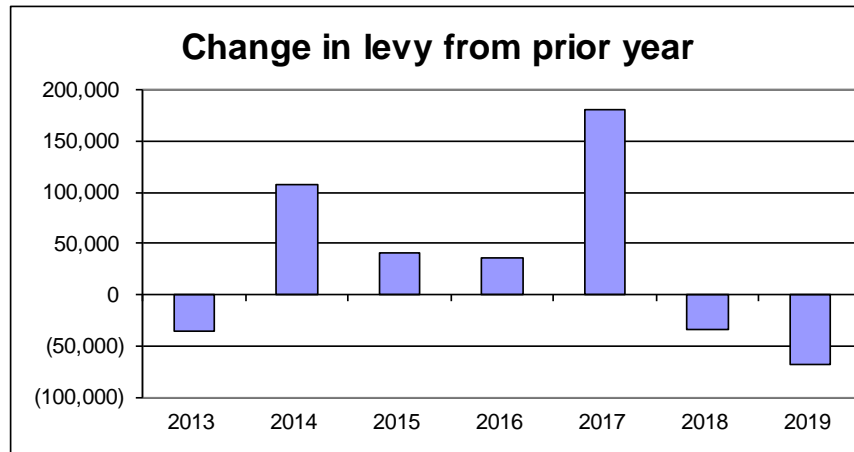
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	43	43	43	44	44	44	43	43	43	42
Part Time	2	2	2	2	2	2	2	2	2	2
Total	45	45	45	46	46	46	45	45	45	44

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) full-time Administrative Associate III position was eliminated, one (1) Court Reporter was eliminated, and one (1) full-time Administrative Associate V position was added in 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$2,259,248, a decrease of \$68,785 or 3.0% under 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Clerk of Courts & Courts

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 2,328,033</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Children and Families	5,000	Decrease due to increase in electronic filing the amount of staff time needed to process Paternity cases is down; therefore less of a reimbursement from the State of Wisconsin.
Marriage Licenses	3,000	Decrease in marriage licenses issued based on history.
Bail Bond Forfeiture	(5,000)	Increase based on the trend of issuing more bond forfeitures.
Probate Fees	4,000	Decrease based on the trend of declining Probate fees.
Other Fees	25,000	Decrease to move more revenues into more specific accounts.
Forms Copies Etc.	3,000	Decrease based on electronic filing, less copies are being made.
Jury Demand Fees	(3,000)	Increase based on these fees being enforced and incurred by court order and trending rise in these fees.
Interest Investments	86,000	Decrease to move interest received from collection of fines to a new account, not related to investment income.
Interest Income on Fines	(125,000)	Increase in revenue expected from interest on fines to increase from \$86,000 budgeted in 2018 to \$125,000 in 2019. This is due to collection project started that increases the amount collected from fines and interest earned on such fines.
<b>Expense Changes - impact on levy:</b>		
Temporary Employees	(6,000)	Decrease based on cross training staff to cover in other areas where a temporary employee will no longer be needed.
Overtime	3,118	Increase based on new employees and no longer using temporary employees.
Workers Compensation	(3,734)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Capital - Equipment	(89,800)	Decrease based on 2018 purchase of a video conferencing system and no new equipment requests for 2019.
Small Equipment	13,479	Increase for replacing furnishings in various offices after the relocation project.
Mediation Services	10,000	Increase for the Conflict Resolution requesting a \$10,000 increase in funding.
Property & Liability Insurance	(6,349)	Decrease based on the Property & Liability Insurance Fund having surplus in fund balance and allocating a credit to each department.
<b>Other small changes</b>	<b>17,501</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 2,259,248</b>	

## Financial Summary Clerk of Courts & Courts

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	836,346	2,011,060	1,910,760	1,910,760	1,926,672
Labor	1,786,414	3,143,079	3,139,409	3,139,409	3,156,539
Travel	4,147	13,469	13,839	13,839	12,779
Capital	118,987	144,800	89,800	256,520	-
Other Expenditures	527,457	995,094	995,745	1,007,745	1,016,602
Total Expenditures	2,437,005	4,296,442	4,238,793	4,417,513	4,185,920
Levy			2,328,033		2,259,248

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 130 - Clerk of Courts &amp; Courts</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Children and Families	42005	75,699	103,662	71,840	105,000	100,000	100,000	-4.76%
WI Dept of Justice	42018	652,113	650,421	656,306	641,000	644,212	644,212	0.50%
<b>Intergov Rev Subtotal:</b>		<b>727,812</b>	<b>754,083</b>	<b>728,145</b>	<b>746,000</b>	<b>744,212</b>	<b>744,212</b>	<b>-0.24%</b>
<b>Licenses:</b>								
Marriage Licenses	44000	29,130	30,060	31,470	28,000	25,000	25,000	-10.71%
Occupational Drivers Licenses	44005	160	240	80	160	160	160	0.00%
<b>Licenses Subtotal:</b>		<b>29,290</b>	<b>30,300</b>	<b>31,550</b>	<b>28,160</b>	<b>25,160</b>	<b>25,160</b>	<b>-10.65%</b>
<b>Fines and Permits:</b>								
County Fines	44100	156,041	155,312	153,869	155,000	155,000	155,000	0.00%
State Fines	44101	210,305	223,523	210,593	215,000	215,000	215,000	0.00%
Municipal Forfeiture	44109	38,440	38,630	40,625	35,000	38,000	38,000	8.57%
Bail Bond Forfeiture	44110	0	0	64,900	60,000	65,000	65,000	8.33%
<b>Fines and Permits Subtotal:</b>		<b>404,786</b>	<b>417,465</b>	<b>469,987</b>	<b>465,000</b>	<b>473,000</b>	<b>473,000</b>	<b>1.72%</b>
<b>Public Services:</b>								
Probate Fees	45001	52,925	50,218	41,892	45,000	41,000	41,000	-8.89%
Other Fees	45002	312,679	311,301	256,242	295,000	270,000	270,000	-8.47%
Forms Copies Etc	45003	33,622	35,308	26,777	30,000	27,000	27,000	-10.00%
Support Filing Applic	45006	2,940	2,780	2,650	2,800	2,800	2,800	0.00%
Mediation	45007	16,812	16,518	20,251	17,000	17,000	17,000	0.00%
Search Notice Fees	45008	10,315	8,385	9,268	8,500	9,000	9,000	5.88%
Legal Fees Reimbursed	45026	93,594	108,610	105,099	110,000	112,000	112,000	1.82%
Other Public Charges	45057	27,213	24,465	22,286	24,000	21,000	21,000	-12.50%
Custody Study	45070	10,247	21,893	21,765	15,000	15,000	15,000	0.00%
Jury Demand Fees	45071	0	0	11,100	5,000	8,000	8,000	60.00%
Payment Plan Fees	45072	6,338	6,195	8,420	6,000	8,000	8,000	33.33%

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 130 - Clerk of Courts &amp; Courts</b>								
Restitution 5 Percent	45073	2,459	3,540	2,991	3,200	4,000	4,000	25.00%
Passport Fee	45075	37,525	38,750	26,175	0	0	0	0.00%
Medical Cost Reimbursed	45076	210	0	0	0	0	0	0.00%
Witness Fees Reimbursed	45077	2,050	1,894	3,700	2,600	2,000	2,000	-23.08%
Juvenile Legal Fees Reimbursed	45078	3,625	3,094	3,468	3,000	4,000	4,000	33.33%
<b>Public Services Subtotal:</b>		<b>612,553</b>	<b>632,951</b>	<b>562,083</b>	<b>567,100</b>	<b>540,800</b>	<b>540,800</b>	<b>-4.64%</b>
<b>Intergov Services:</b>								
Family Court Counseling	43000	21,170	21,202	19,250	18,500	18,500	18,500	0.00%
<b>Intergov Services Subtotal:</b>		<b>21,170</b>	<b>21,202</b>	<b>19,250</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>1,795,611</b>	<b>1,856,001</b>	<b>1,811,016</b>	<b>1,824,760</b>	<b>1,801,672</b>	<b>1,801,672</b>	<b>-1.27%</b>
<b>Interest:</b>								
Interest Investments	48000	68,259	81,383	128,944	86,000	125,000	0	-100.00%
Interest Income on Fines	48003	0	0	0	0	0	125,000	100.00%
<b>Interest Subtotal:</b>		<b>68,259</b>	<b>81,383</b>	<b>128,944</b>	<b>86,000</b>	<b>125,000</b>	<b>125,000</b>	<b>45.35%</b>
<b>Total Non-Operating Revenue:</b>		<b>68,259</b>	<b>81,383</b>	<b>128,944</b>	<b>86,000</b>	<b>125,000</b>	<b>125,000</b>	<b>45.35%</b>
<b>Revenue Total:</b>		<b>1,863,870</b>	<b>1,937,384</b>	<b>1,939,961</b>	<b>1,910,760</b>	<b>1,926,672</b>	<b>1,926,672</b>	<b>0.83%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,980,141	1,957,681	1,987,459	2,084,924	2,091,214	2,091,214	0.30%
Temporary Employees	51101	7,800	59,845	5,212	6,000	0	0	-100.00%
Bailiff And Matron	51104	105,360	113,360	115,920	115,000	115,000	115,000	0.00%
Overtime	51105	5,747	6,194	18,481	9,430	12,548	12,548	33.06%
Comp Time	51108	3,082	1,795	2,690	3,000	3,000	3,000	0.00%
<b>Wages Subtotal:</b>		<b>2,102,130</b>	<b>2,138,875</b>	<b>2,129,762</b>	<b>2,218,354</b>	<b>2,221,762</b>	<b>2,221,762</b>	<b>0.15%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 130 - Clerk of Courts &amp; Courts</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	152,929	155,136	154,179	160,053	160,935	160,935	0.55%
Health Insurance	51201	537,143	535,646	543,856	569,196	620,836	588,549	3.40%
Dental Insurance	51202	36,643	34,094	31,061	32,090	30,752	30,752	-4.17%
Workers Compensation	51203	7,505	3,530	6,040	7,868	4,134	4,134	-47.46%
Unemployment Comp	51204	2,941	345	4,907	0	0	0	0.00%
WI Retirement	51206	131,649	128,326	135,921	140,172	137,797	137,797	-1.69%
Fringe Benefits Other	51207	11,078	10,378	10,933	11,676	12,610	12,610	8.00%
<b>Fringes Benefits Subtotal:</b>		<b>879,888</b>	<b>867,456</b>	<b>886,897</b>	<b>921,055</b>	<b>967,064</b>	<b>934,777</b>	<b>1.49%</b>
<b>Total Labor:</b>								
		<b>2,982,017</b>	<b>3,006,331</b>	<b>3,016,658</b>	<b>3,139,409</b>	<b>3,188,826</b>	<b>3,156,539</b>	<b>0.55%</b>
<b>Travel:</b>								
Registration Tuition	52001	1,199	1,675	2,772	2,970	3,395	3,395	14.31%
Automobile Allowance	52002	5,419	5,093	4,169	5,748	5,350	5,350	-6.92%
Meals	52005	375	351	411	1,410	1,120	1,120	-20.57%
Lodging	52006	1,326	1,886	2,217	3,711	2,914	2,914	-21.48%
Other Travel Exp	52007	24	75	37	0	0	0	0.00%
Taxable Meals	52008	188	81	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>8,531</b>	<b>9,161</b>	<b>9,606</b>	<b>13,839</b>	<b>12,779</b>	<b>12,779</b>	<b>-7.66%</b>
<b>Total Travel:</b>								
		<b>8,531</b>	<b>9,161</b>	<b>9,606</b>	<b>13,839</b>	<b>12,779</b>	<b>12,779</b>	<b>-7.66%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	0	34,032	89,800	41,769	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>0</b>	<b>34,032</b>	<b>89,800</b>	<b>41,769</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>								
		<b>0</b>	<b>0</b>	<b>34,032</b>	<b>89,800</b>	<b>41,769</b>	<b>0</b>	<b>-100.00%</b>

# Winnebago County

## Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 130 - Clerk of Courts &amp; Courts</b>								
<b>Office:</b>								
Office Supplies	53000	10,728	10,804	10,122	12,800	12,450	12,450	-2.73%
Stationery and Forms	53001	10,552	5,386	7,027	11,200	9,200	9,200	-17.86%
Printing Supplies	53002	12,097	14,091	14,292	12,800	13,400	13,400	4.69%
Postage and Box Rent	53004	697	587	293	1,460	860	860	-41.10%
Telephone	53008	15,252	13,369	13,032	15,550	14,050	14,050	-9.65%
Telephone Supplies	53009	0	0	0	250	250	250	0.00%
Voice and Data Cabling	53014	0	0	194	300	300	300	0.00%
<b>Office Subtotal:</b>		<b>49,326</b>	<b>44,237</b>	<b>44,961</b>	<b>54,360</b>	<b>50,510</b>	<b>50,510</b>	<b>-7.08%</b>
<b>Operating:</b>								
Subscriptions	53501	1,859	1,567	1,479	1,580	1,660	1,660	5.06%
Membership Dues	53502	2,535	1,396	2,763	2,738	2,735	2,735	-0.11%
Publish Legal Notices	53503	0	118	0	200	200	200	0.00%
Food	53520	32	0	0	0	0	0	0.00%
Small Equipment	53522	6,299	65,872	16,315	18,951	47,430	32,430	71.13%
Other Operating Supplies	53533	1,979	29	0	0	0	0	0.00%
Witness Expense	53535	3,088	3,815	2,950	4,000	4,100	4,100	2.50%
Jury Expense	53536	69,507	81,485	81,557	90,000	90,000	90,000	0.00%
Interpreter Fees	53537	26,010	24,148	32,001	34,600	34,600	34,600	0.00%
Operating Licenses Fees	53553	0	0	20	0	0	0	0.00%
Small Equipment Technology	53580	8,033	50	3,363	2,500	3,500	3,500	40.00%
Print Duplicate	73003	19,003	18,144	19,327	18,300	20,350	20,350	11.20%
Postage and Box Rent	73004	63,919	69,652	81,064	67,720	71,320	71,320	5.32%
<b>Operating Subtotal:</b>		<b>202,265</b>	<b>266,277</b>	<b>240,839</b>	<b>240,589</b>	<b>275,895</b>	<b>260,895</b>	<b>8.44%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	0	1,119	910	5,000	4,900	4,900	-2.00%
Equipment Repairs	54029	3,628	1,993	4,049	5,700	5,700	5,700	0.00%
Equipment Repairs	74029	924	858	792	828	828	828	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>4,552</b>	<b>3,970</b>	<b>5,751</b>	<b>11,528</b>	<b>11,428</b>	<b>11,428</b>	<b>-0.87%</b>



**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 130 - Clerk of Courts &amp; Courts</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	170,753	158,237	163,157	180,000	180,000	180,000	0.00%
Legal Services	55001	339,954	330,501	330,226	389,900	389,550	389,550	-0.09%
Transcription Services	55009	7,514	7,160	7,197	8,000	9,200	9,200	15.00%
Professional Service	55014	13,494	15,791	20,780	32,255	32,255	32,255	0.00%
Security Service	55028	50	0	0	0	0	0	0.00%
Mediation Services	55038	65,000	65,000	65,000	65,000	75,000	75,000	15.38%
Interpreter	55041	0	0	115	0	0	0	0.00%
<b>Contractual Services Subtotal:</b>		<b>596,765</b>	<b>576,689</b>	<b>586,474</b>	<b>675,155</b>	<b>686,005</b>	<b>686,005</b>	<b>1.61%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	13,860	14,820	14,268	14,113	7,764	7,764	-44.99%
<b>Insurance Expenses Subtotal:</b>		<b>13,860</b>	<b>14,820</b>	<b>14,268</b>	<b>14,113</b>	<b>7,764</b>	<b>7,764</b>	<b>-44.99%</b>
<b>Total Other Operating:</b>		<b>866,767</b>	<b>905,993</b>	<b>892,293</b>	<b>995,745</b>	<b>1,031,602</b>	<b>1,016,602</b>	<b>2.09%</b>
<b>Expense Total:</b>		<b>3,857,315</b>	<b>3,921,485</b>	<b>3,952,590</b>	<b>4,238,793</b>	<b>4,274,976</b>	<b>4,185,920</b>	<b>-1.25%</b>
<b>Courts Net/(Levy):</b>		<b>(1,993,445)</b>	<b>(1,984,101)</b>	<b>(2,012,630)</b>	<b>(2,328,033)</b>	<b>(2,348,304)</b>	<b>(2,259,248)</b>	<b>-2.95%</b>

**CLERK OF COURTS & COURTS  
PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
Clerk of Courts Revenues	1130	1,781,288	3,945	-	282,113	2,067,346	1,781,172	2,067,346 (1,781,172)	2,019,676 (1,758,260)	2,106,899 (1,712,160)	2.4 1.3	(4.1) 2.7
Circuit Court I Revenues	1131	70,042	-	-	96,141	166,183	-	166,183 -	165,407 -	166,736 -	0.5 N/A	(0.8) N/A
Circuit Court II Revenues	1132	71,168	-	-	113,966	185,134	-	185,134 -	175,434 -	209,115 -	5.5 N/A	(16.1) N/A
Circuit Court III Revenues	1133	65,739	-	-	96,436	162,175	-	162,175 -	160,631 -	169,988 -	1.0 N/A	(5.5) N/A
Circuit Court IV Revenues	1134	72,327	-	-	96,180	168,507	-	168,507 -	167,457 -	167,461 -	0.6 N/A	0.0 N/A
Circuit Court V Revenues	1135	72,835	-	-	96,268	169,103	-	169,103 -	171,350 -	172,370 -	(1.3) N/A	(0.6) N/A
Circuit Court VI Revenues	1136	73,055	-	-	96,273	169,328	-	169,328 -	256,852 -	166,935 -	(34.1) N/A	53.9 N/A
Family Court Commissioner Revenues	1142	245,859	1,640	-	88,044	335,543	50,000	335,543 (50,000)	305,210 (54,000)	188,866 (58,000)	9.9 (7.4)	61.6 (6.9)
Court Commissioner Revenues	1143	123,776	1,675	-	23,870	149,321	-	149,321 -	211,860 -	378,818 -	(29.5) N/A	(44.1) N/A
Law Library Revenues	1144	-	-	-	200	200	-	200 -	200 -	150 -	0.0 N/A	33.3 N/A
Probate Revenues	1146	228,425	769	-	15,905	245,099	-	245,099 -	248,844 -	170,405 -	(1.5) N/A	46.0 N/A
Family Court Counseling Revenues	1149	352,025	4,750	-	11,206	367,981	95,500	367,981 (95,500)	355,872 (98,500)	335,743 (100,500)	3.4 (3.0)	6.0 (2.0)
<b>Grand Totals</b>		<u>3,156,539</u>	<u>12,779</u>	<u>-</u>	<u>1,016,602</u>	<u>4,185,920</u>	<u>1,926,672</u>	<u>2,259,248</u>	<u>2,328,033</u>	<u>2,362,826</u>	<u>(3.0)</u>	<u>(1.5)</u>

# SHERIFF

General Fund – Division: 110  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: John Matz  
LOCATION: Sheriff's Office  
4311 Jackson Street  
Oshkosh, WI 5901

TELEPHONE: 236-7300

## MISSION STATEMENT:

The Winnebago County Sheriff's Office is committed to providing comprehensive public safety services in partnership with its citizens to promote a safe and secure community.

## PROGRAM DESCRIPTION:

**BOAT PATROL:** Patrol the waterways within Winnebago County and enforce state boating laws and county ordinances. Investigate boating accidents and respond to emergencies and boaters in distress. Work in conjunction with local fire departments to provide rescue and recovery operations on both open and frozen bodies of water.

**COMMUNICATIONS - E911:** Receive emergency and non-emergency calls for service. Dispatch and coordinate the response of Law Enforcement, Fire Fighters, EMS and Emergency Management. Monitor activities of emergency personnel and provide logistical support to facilitate their efforts.

**CORRECTIONS:** Manage the Winnebago County Jail in accordance with Wisconsin State Statutes and Administrative Code. Ensure incarcerated citizens are secure and provided resources that aid in their rehabilitation. Administer alternatives to incarceration and court ordered programming that allows individuals to remain in the community.

**COURT SERVICES:** Provide security to the campus of the Winnebago County Courthouse. Tend to the Courts' transporting of prisoners, service of civil process and apprehension of persons with outstanding arrest warrants. Support all divisions within the Sheriff's Office by documenting, maintaining and dispensing records and reports.

**CRIME PREVENTION AND COMMUNITY SERVICES:** Advocate pro-active crime prevention and educational initiatives using collaborative community efforts. Partnerships include Neighborhood and Business Watch, on site security surveys, PAWS (Potentially Abusive Workplace Situations), D.A.R.E., and the 911 emergency phone program. The Sheriff's Office is also involved extensively in multi-jurisdictional community coalitions such as Re:Th!nk, Fox Valley Safe Kids, Crime Stoppers, and TRICOM.

**DETECTIVE:** Conduct complex investigations requiring specialized training and experience to apprehend individuals who have violated local, state and federal laws. Maximize efficiency and effectiveness through peer networking and incorporating traditional investigative techniques with the most current technological resources available. Actions are focused on advocating victim's rights, enhancing the safety and security of citizens, and working for the greater good.

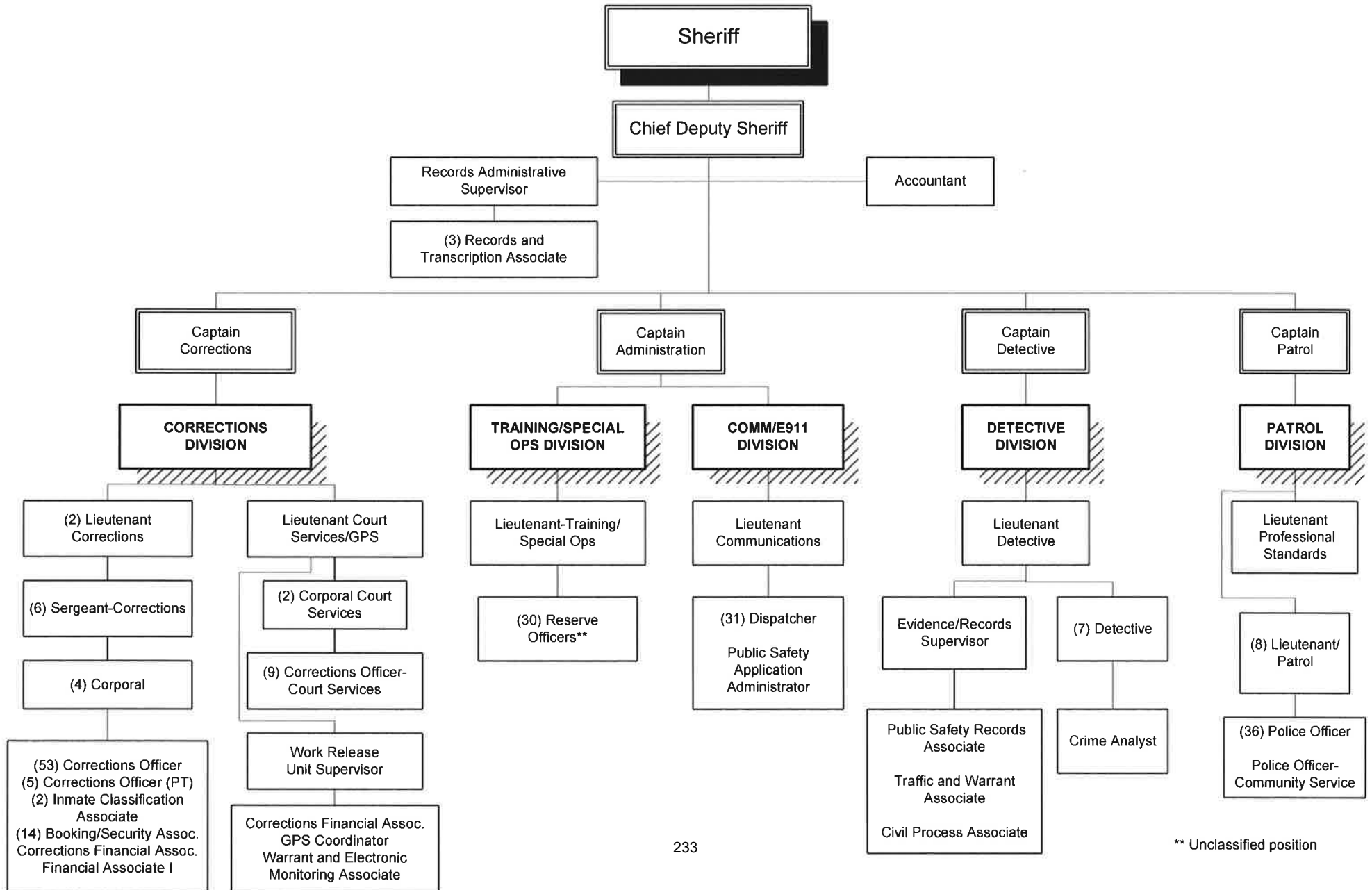
**PATROL:** Provide proactive law enforcement and protection services to the citizens of Winnebago County. Thoroughly investigate complaints and traffic crashes with fair and neutral application of state and local laws. Resolve calls for service and conflicts using problem solving strategies and mediation techniques. Focus enforcement efforts on initiatives that improve highway safety and overall quality of life within Winnebago County. Use education and community based policing strategies to garner citizen support and deter crime.

**RESERVES:** Support the Sheriff's Office mission by providing supplemental personnel to conduct traffic control, crowd control, event security, courthouse security and boat patrol. Provides cost effective law enforcement and security solutions for those individuals and organizations choosing to contract directly for these services.

**SNOW PATROL:** Patrol the public trails and frozen waterways within Winnebago County during the winter months enforcing state laws and county ordinances. Work in cooperation with the DNR and local interest groups in an effort to provide safe and courteous use of natural resources.

**TRAINING:** Ensure that staff members are prepared to provide quality service to the citizens of Winnebago County. Instructs employees on the core competencies of their position and provides advanced continuing education. Manages risk by adopting standards and policies that meet or exceed the professional requirements of the position. Adapts to the ever evolving criminal justice system by providing the most current, relevant and realistic training germane to the employee's position.

# SHERIFF



# **SHERIFF**

**General Fund – Division: 110  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** John Matz  
**LOCATION:** Sheriff's Office  
4311 Jackson Street  
Oshkosh, WI 54901

**TELEPHONE: 236-7300**

## **2018 ACCOMPLISHMENTS:**

- 1. Partnered with Human Services to create a liaison position that coordinates and ensures Sheriff's Office TAD programming effectiveness.**
- 2. Collaborated with public and private schools within Winnebago County seeking Office of School Safety grant funding for Primary and Advanced Security Expenditures.**
- 3. Conducted proactive undercover sting operations that investigated child sex and human trafficking and resulted in numerous arrests.**
- 4. Streamlined new employee hiring practices to be more competitive with private sector and other public sector employers.**
- 5. Worked with the Sex Offender Registry Program to create procedures for identifying and investigating non-compliant registrants.**
- 6. Implemented Agency-wide leadership and mentoring programs to enhance communication and foster relationships.**
- 7. Acquired a Portable Video Conferencing system to comply with judicial requirements and remotely hold court proceedings when an inmate refuses to exit their cell.**
- 8. Upgraded the software and hardware for the current Computer Aided Dispatch and Law Records Management Systems to replace end of life components.**
- 9. Increased wages for Reserve Deputies in an effort to control and reduce overtime expenditures.**
- 10. Protected the privacy of crime victims and complied with public records law by acquiring redaction software for all squad and body camera video evidence.**

**2019 GOALS & OBJECTIVES:**

- 1. Achieve reaccreditation through the Wisconsin Law Enforcement Accreditation Group (WILEAG).**
- 2. Assist the Jail Study consultant in examining population trends, program effectiveness, and alternatives to incarceration.**
- 3. Serve as the fiscal agent for a multi-jurisdictional county-wide traffic safety grant focused on impaired driving.**
- 4. Expand Jail medical services increasing inmate access to care and protecting the County from liability.**
- 5. Implement succession planning strategies that identify and cultivate future leaders from within the Agency.**
- 6. Obtain national certification for the Winnebago County Unified Child Abduction Response team.**
- 7. Begin phase one of a multi-year Radio System upgrade by replacing Quantars and ethernet cabling within the Communications Center to ensure reliable network performance.**
- 8. Complete the final phase of the Records Management Project by bringing the Jail online with new hardware and software.**

# SHERIFF

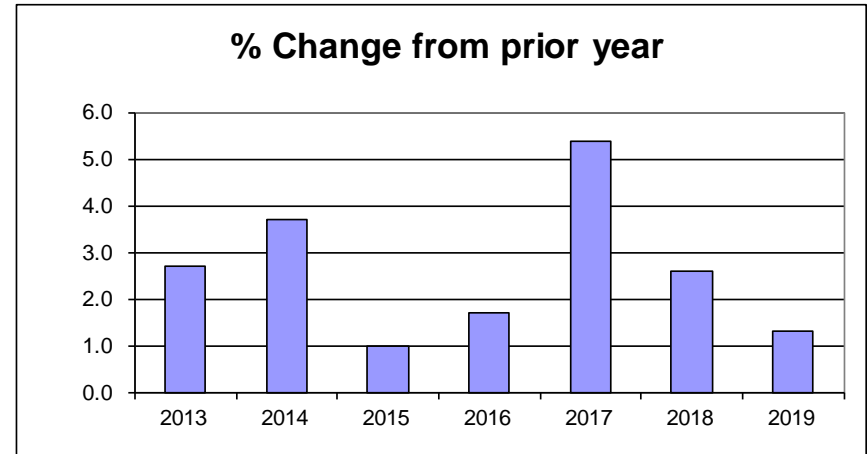
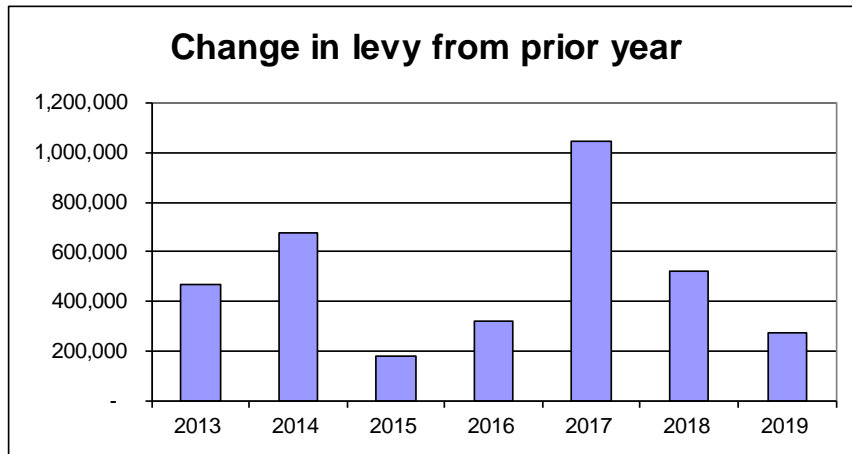
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	191	192	192	191	194	195	198	198	198	203
Part Time	4	8	8	8	8	8	10	10	10	5
Total	195	200	200	199	202	203	208	208	208	208

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. Five (5) Corrections Officer positions have been converted from part-time positions to full-time positions.

**COUNTY LEVY:** The tax levy for 2019 is \$21,103,713, an increase of \$276,017 or 1.3% over 2018. A schedule of significant changes follows.





## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Sheriff

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 20,827,696</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Dept of Justice	23,067	Decrease based on the 2019 Homeland Security Grant funding not offered by the budget submission deadline.
Telephone	(15,000)	Increase based on the Jail ADP increase - more phone calls being made by inmates.
Civil Process Fees	15,000	Decrease based on the economy improvements occurring, less mortgage foreclosures.
Concession Revenue	(35,000)	Increase based on the Jail ADP increase - more concession items purchased by inmates.
Energy Rebates	(60,750)	Increase based on receiving fuel rebate funds and cost assistance for the propane program.
Incentives	(7,000)	Increase based on history of inmate social security incentive payments.
Sale of Property & Equipment	(12,000)	Increase based on squad value of surplus vehicles being sold, purchasing the utility platform vs the basic sedan platform.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	360,204	Wages are estimated to increase 3% in the Sheriff's office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Capital - Equipment	(23,673)	Decrease based on one (1) less rotational squad purchase for 2019. In 2018, a total loss crash insurance claim replaced one (1) squad.
Computer Software	(4,900)	Decrease based on the 2018 variance created by arbitrator redaction software purchase, a one-time cost.
Small Equipment Technology	4,000	Increase for the purchase of 911 center dispatch monitors.
Equipment Repairs	(4,800)	Decrease based on history of Jail equipment repairs.
Professional Service	(13,990)	Decrease based on a reduction of electronic monitoring inmates (from 35 to 30).
Other Contracted Services	131,453	Increase based on the new CHC medical contract and increased Jail ADP requires an additional LPN (\$82,000).
Prop Liab Insurance	(91,751)	Decrease based on the Property & Liability Insurance fund having a large fund balance. It was determined in 2019 to provide a credit to each department to draw down the fund balance for the fund.
<b>Other small changes</b>	11,157	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 21,103,713</b>	

## Financial Summary Sheriff

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	1,444,809	2,855,370	2,839,245	2,852,190	2,922,189
Labor	10,646,979	19,192,770	19,190,770	19,190,770	19,528,861
Travel	51,109	82,232	82,232	82,232	81,432
Capital	443,565	518,325	518,325	518,325	494,652
Other Expenditures	2,459,238	3,891,659	3,875,614	3,888,559	3,920,957
Total Expenditures	13,600,891	23,684,986	23,666,941	23,679,886	24,025,902
Levy			20,827,696		21,103,713

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 110 - Sheriff</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Office of Justice Assistance	42003	3,750	11,440	12,590	4,600	7,500	7,500	63.04%
WI Natural Resources	42009	54,997	59,487	52,502	61,110	58,200	58,200	-4.76%
Dept of Transportation	42011	47,074	35,750	122,331	132,000	136,000	136,000	3.03%
WI Dept of Justice	42018	28,680	32,063	277,666	56,787	33,720	33,720	-40.62%
<b>Intergov Rev Subtotal:</b>		<b>134,501</b>	<b>138,740</b>	<b>465,089</b>	<b>254,497</b>	<b>235,420</b>	<b>235,420</b>	<b>-7.50%</b>
<b>Fines and Permits:</b>								
Parking Violations	44103	5,416	3,670	4,712	6,000	6,000	6,000	0.00%
Drug Seizures	44104	2,205	5,752	13,664	3,000	3,000	3,000	0.00%
<b>Fines and Permits Subtotal:</b>		<b>7,621</b>	<b>9,422</b>	<b>18,375</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0.00%</b>
<b>Public Services:</b>								
Other Fees	45002	27,220	28,990	5,592	10,800	9,300	9,300	-13.89%
Forms Copies Etc	45003	3,628	4,336	2,554	4,000	1,500	1,500	-62.50%
Warrant Fees	45005	17,955	19,433	20,093	18,000	19,000	19,000	5.56%
Telephone	45009	276,864	268,294	261,443	245,000	260,000	260,000	6.12%
Civil Process Fees	45019	126,993	118,970	101,598	115,000	100,000	100,000	-13.04%
Board of Prisoners	45020	185,077	208,836	188,701	199,290	199,290	199,290	0.00%
Restitution	45022	89	899	2,410	1,500	2,000	2,000	33.33%
Police Services	45023	266,747	217,991	214,924	252,734	260,500	260,500	3.07%
Photographic Revenue	45024	332	311	193	250	250	250	0.00%
Donations	45034	26,703	2,248	6,828	1,500	1,500	1,500	0.00%
Medical MA Co Pay	45043	20,317	19,467	19,558	18,000	19,000	19,000	5.56%
Monitoring Fees	45044	363,689	393,480	384,116	432,106	423,000	423,000	-2.11%
Concession Revenue	45050	114,960	129,968	148,691	120,000	155,000	155,000	29.17%
Intake Booking Fees	45063	100,298	86,605	74,234	90,000	90,000	90,000	0.00%
Damages to Monitor Equipment	45064	74	15	1,701	275	750	750	172.73%
Energy Rebates	45079	0	0	0	0	0	60,750	100.00%
<b>Public Services Subtotal:</b>		<b>1,530,946</b>	<b>1,499,840</b>	<b>1,432,636</b>	<b>1,508,455</b>	<b>1,541,090</b>	<b>1,601,840</b>	<b>6.19%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 110 - Sheriff</b>								
<b>Intergov Services:</b>								
Board of Prisoners	43006	760,780	757,675	759,635	782,554	774,922	774,922	-0.98%
Incentives	43009	17,000	23,200	27,400	18,000	25,000	25,000	38.89%
Cost Share Municipalities	43016	224,267	225,472	229,198	233,139	230,207	230,207	-1.26%
<b>Intergov Services Subtotal:</b>		<b>1,002,047</b>	<b>1,006,347</b>	<b>1,016,233</b>	<b>1,033,693</b>	<b>1,030,129</b>	<b>1,030,129</b>	<b>-0.34%</b>
<b>Total Operating Revenue:</b>		<b>2,675,114</b>	<b>2,654,349</b>	<b>2,932,332</b>	<b>2,805,645</b>	<b>2,815,639</b>	<b>2,876,389</b>	<b>2.52%</b>
<b>Misc Revenues:</b>								
Sale Of Prop Equip	48104	57,638	47,195	97,676	33,000	45,000	45,000	36.36%
Other Miscellaneous Revenues	48109	4,894	2,527	9,461	600	800	800	33.33%
<b>Misc Revenues Subtotal:</b>		<b>62,532</b>	<b>49,722</b>	<b>107,137</b>	<b>33,600</b>	<b>45,800</b>	<b>45,800</b>	<b>36.31%</b>
<b>Total Non-Operating Revenue:</b>		<b>62,532</b>	<b>49,722</b>	<b>107,137</b>	<b>33,600</b>	<b>45,800</b>	<b>45,800</b>	<b>36.31%</b>
<b>Revenue Total:</b>		<b>2,737,646</b>	<b>2,704,070</b>	<b>3,039,469</b>	<b>2,839,245</b>	<b>2,861,439</b>	<b>2,922,189</b>	<b>2.92%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	10,987,003	11,182,384	11,301,978	11,992,460	12,352,664	12,352,664	3.00%
Temporary Employees	51101	41,996	54,306	51,616	49,322	75,000	75,000	52.06%
Overtime	51105	945,163	802,930	1,132,367	907,216	940,335	940,335	3.65%
Comp Time	51108	108,308	25,752	75,783	73,865	74,072	74,072	0.28%
Payroll Sundry Account	51190	2,147	4,764	195	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>12,084,618</b>	<b>12,070,135</b>	<b>12,561,938</b>	<b>13,022,863</b>	<b>13,442,071</b>	<b>13,442,071</b>	<b>3.22%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 110 - Sheriff</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	897,101	891,778	924,146	996,247	1,028,303	1,028,303	3.22%
Health Insurance	51201	2,526,419	2,594,770	2,706,819	3,180,612	3,354,357	3,179,917	-0.02%
Dental Insurance	51202	118,362	125,406	123,892	139,985	145,013	145,013	3.59%
Workers Compensation	51203	116,394	94,389	157,031	210,569	111,319	111,319	-47.13%
Unemployment Comp	51204	3,883	(2,116)	0	0	0	0	0.00%
WI Retirement	51206	1,357,562	1,322,516	1,535,153	1,573,347	1,552,753	1,552,753	-1.31%
Fringe Benefits Other	51207	56,536	56,714	57,010	67,147	69,485	69,485	3.48%
<b>Fringes Benefits Subtotal:</b>		<b>5,076,257</b>	<b>5,083,456</b>	<b>5,504,051</b>	<b>6,167,907</b>	<b>6,261,230</b>	<b>6,086,790</b>	<b>-1.32%</b>
<b>Total Labor:</b>		<b>17,160,875</b>	<b>17,153,591</b>	<b>18,065,990</b>	<b>19,190,770</b>	<b>19,703,301</b>	<b>19,528,861</b>	<b>1.76%</b>
<b>Travel:</b>								
Registration Tuition	52001	58,401	36,031	45,636	54,665	54,865	54,865	0.37%
Automobile Allowance	52002	395	305	51	600	1,100	1,100	83.33%
Commercial Travel	52004	342	1,429	3,239	4,050	4,050	4,050	0.00%
Meals	52005	4,597	3,240	6,484	9,614	8,114	8,114	-15.60%
Lodging	52006	11,467	11,963	13,221	13,043	13,043	13,043	0.00%
Other Travel Exp	52007	413	457	949	260	260	260	0.00%
Taxable Meals	52008	1,963	4,274	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>77,578</b>	<b>57,700</b>	<b>69,581</b>	<b>82,232</b>	<b>81,432</b>	<b>81,432</b>	<b>-0.97%</b>
<b>Total Travel:</b>		<b>77,578</b>	<b>57,700</b>	<b>69,581</b>	<b>82,232</b>	<b>81,432</b>	<b>81,432</b>	<b>-0.97%</b>
<b>Capital Outlay:</b>								
Equipment	58004	514,652	421,422	781,436	518,325	494,652	494,652	-4.57%
<b>Capital Outlay Subtotal:</b>		<b>514,652</b>	<b>421,422</b>	<b>781,436</b>	<b>518,325</b>	<b>494,652</b>	<b>494,652</b>	<b>-4.57%</b>
<b>Total Capital:</b>		<b>514,652</b>	<b>421,422</b>	<b>781,436</b>	<b>518,325</b>	<b>494,652</b>	<b>494,652</b>	<b>-4.57%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 110 - Sheriff</b>								
<b>Office:</b>								
Office Supplies	53000	14,391	17,127	13,698	15,650	15,150	15,150	-3.19%
Stationery and Forms	53001	2,253	959	1,937	2,350	2,350	2,350	0.00%
Printing Supplies	53002	12,798	12,020	11,806	13,150	13,650	13,650	3.80%
Print Duplicate	53003	185	0	725	350	400	400	14.29%
Postage and Box Rent	53004	111	108	122	400	325	325	-18.75%
Computer Supplies	53005	41	1,046	1,158	2,250	2,250	2,250	0.00%
Computer Software	53006	8,347	7,211	3,608	13,500	8,600	8,600	-36.30%
Telephone	53008	125,662	102,603	96,208	105,000	105,000	105,000	0.00%
Telephone Supplies	53009	55	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>163,842</b>	<b>141,073</b>	<b>129,262</b>	<b>152,650</b>	<b>147,725</b>	<b>147,725</b>	<b>-3.23%</b>
<b>Operating:</b>								
Advertising	53500	0	531	0	500	500	500	0.00%
Subscriptions	53501	403	552	449	730	675	675	-7.53%
Membership Dues	53502	5,076	5,088	4,833	5,090	5,150	5,150	1.18%
Household Supplies	53516	19	0	0	50	0	0	-100.00%
Uniforms Tools Allowance	53517	127,169	121,012	62,337	79,028	77,227	77,227	-2.28%
Professional Supplies	53518	70,046	106,195	79,497	105,253	108,510	108,510	3.09%
Food	53520	862	852	1,324	1,000	1,000	1,000	0.00%
Small Equipment	53522	102,556	150,461	102,764	121,461	110,162	110,162	-9.30%
Medical Supplies	53524	1,435	4,457	2,306	3,900	3,600	3,600	-7.69%
Investigation Expense	53532	28,575	28,119	24,845	28,000	27,000	27,000	-3.57%
Motor Fuel	53548	173,518	156,480	162,510	161,206	202,506	202,506	25.62%
Other Rents and Leases	53552	2,271	1,390	2,239	6,000	6,000	6,000	0.00%
Operating Licenses Fees	53553	65	66	86	0	0	0	0.00%
Operating Grants	53565	90,979	90,979	90,979	90,979	90,979	90,979	0.00%
Spec Service Awards	53566	189	668	982	1,000	1,000	1,000	0.00%
Small Equipment Technology	53580	7,618	4,493	10,452	0	4,000	4,000	100.00%
Print Duplicate	73003	45,677	50,570	45,536	49,500	48,900	48,900	-1.21%
Postage and Box Rent	73004	6,819	7,631	6,823	8,000	8,000	8,000	0.00%
Computer Server Charge	73030	0	5,822	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>663,276</b>	<b>735,365</b>	<b>597,961</b>	<b>661,697</b>	<b>695,209</b>	<b>695,209</b>	<b>5.06%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 110 - Sheriff</b>								
<b>Repairs &amp; Maint:</b>								
Small Hardware	54008	84	603	461	625	550	550	-12.00%
Lubricants	54016	586	941	611	1,950	1,950	1,950	0.00%
Tires Batteries	54018	15,881	16,435	17,458	16,050	18,450	18,450	14.95%
Equipment Repairs	54029	61,094	55,894	42,051	76,250	71,450	71,450	-6.30%
Equipment Repairs	74029	4,686	6,484	5,346	6,500	6,699	6,699	3.06%
<b>Repairs &amp; Maint Subtotal:</b>		<b>82,330</b>	<b>80,358</b>	<b>65,928</b>	<b>101,375</b>	<b>99,099</b>	<b>99,099</b>	<b>-2.25%</b>
<b>Utilities:</b>								
Power and Light	54701	4,946	365	364	420	540	540	28.57%
<b>Utilities Subtotal:</b>		<b>4,946</b>	<b>365</b>	<b>364</b>	<b>420</b>	<b>540</b>	<b>540</b>	<b>28.57%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	31,344	44,074	44,598	65,000	63,000	63,000	-3.08%
Pest Extermination	55002	1,020	1,350	1,020	1,725	1,625	1,625	-5.80%
Vehicle Repairs	55005	60,532	62,050	44,301	71,700	69,500	69,500	-3.07%
Professional Service	55014	208,249	235,981	208,059	252,148	238,158	238,158	-5.55%
Collection Services	55015	24,264	18,832	12,184	20,000	17,500	17,500	-12.50%
Food Service	55029	335,354	364,844	358,508	353,466	353,466	353,466	0.00%
Other Contract Serv	55030	1,613,616	1,672,087	1,880,988	1,970,709	2,102,162	2,102,162	6.67%
Medical and Dental	75000	5,369	6,238	5,446	7,500	7,500	7,500	0.00%
<b>Contractual Services Subtotal:</b>		<b>2,279,748</b>	<b>2,405,456</b>	<b>2,555,104</b>	<b>2,742,248</b>	<b>2,852,911</b>	<b>2,852,911</b>	<b>4.04%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	201,288	217,764	217,452	217,224	125,473	125,473	-42.24%
<b>Insurance Expenses Subtotal:</b>		<b>201,288</b>	<b>217,764</b>	<b>217,452</b>	<b>217,224</b>	<b>125,473</b>	<b>125,473</b>	<b>-42.24%</b>
<b>Total Other Operating:</b>		<b>3,395,430</b>	<b>3,580,382</b>	<b>3,566,071</b>	<b>3,875,614</b>	<b>3,920,957</b>	<b>3,920,957</b>	<b>1.17%</b>
<b>Expense Total:</b>		<b>21,148,535</b>	<b>21,213,095</b>	<b>22,483,077</b>	<b>23,666,941</b>	<b>24,200,342</b>	<b>24,025,902</b>	<b>1.52%</b>
<b>Sheriff Net/(Levy):</b>		<b>(18,410,890)</b>	<b>(18,509,024)</b>	<b>(19,443,608)</b>	<b>(20,827,696)</b>	<b>(21,338,903)</b>	<b>(21,103,713)</b>	<b>1.33%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Sheriff -				
Patrol -	Utility SUV Squads w/ changeovers & accessories	6	38,277	229,662
	Squad Video Cameras	9	5,600	50,400
		15		280,062
Sheriff -				
Detective -	Squad w/ changeover	1	25,590	25,590
		1		25,590
Sheriff -				
911 Center	Bi-Directional Amplifier	1	46,000	46,000
	Radio System Quantar Upgrade	1	45,000	45,000
	Communications Center Network Cable Upgrade	1	8,000	8,000
		3		99,000
Sheriff -				
Jail -	Video Camera Upgrade	1	90,000	90,000
		1		90,000
		20		494,652



**SHERIFF  
PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
Administrative	1110	620,125	500	-	307,122	927,747		927,747	999,575	1,067,853	(7.2)	(6.4)
Revenues	1110						126,250	(126,250)	(143,250)	(172,250)	(11.9)	(16.8)
Patrol	1112	4,954,897	-	280,062	420,249	5,655,208		5,655,208	5,652,902	5,450,719	0.0	3.7
Revenues	1112						391,750	(391,750)	(314,500)	(234,500)	24.6	34.1
Detective	1113	1,418,634	-	25,590	197,199	1,641,423		1,641,423	1,616,395	1,543,436	1.5	4.7
Revenues	1113						19,200	(19,200)	(25,957)	(28,700)	(26.0)	(9.6)
Reserves	1115	81,527	-	-	11,250	92,777		92,777	64,353	61,916	44.2	3.9
Revenues	1115						49,500	(49,500)	(35,734)	(35,000)	38.5	2.1
911	1116	2,877,085	-	99,000	1,137,752	4,113,837		4,113,837	3,890,336	3,834,694	5.7	1.5
Revenues	1116						245,207	(245,207)	(248,139)	(244,214)	N/A	N/A
Boat Patrol	1117	-	-	-	26,890	26,890		26,890	27,820	28,972	(3.3)	(4.0)
Revenues	1117						48,800	(48,800)	(47,124)	(39,331)	3.6	19.8
Snow Patrol	1118	-	-	-	5,250	5,250		5,250	5,900	6,525	100.0	0.0
Revenues	1118						9,400	(9,400)	(13,986)	(13,986)	100.0	0.0
Training	1119	-	80,932	-	162,760	243,692		243,692	265,300	249,560	(8.1)	6.3
Revenues	1119						29,320	(29,320)	(53,130)	(27,240)	(44.8)	95.0
Jail	1120	9,576,593	-	90,000	1,652,485	11,319,078		11,319,078	11,144,360	10,872,568	1.6	2.5
Revenues	1120						2,002,762	(2,002,762)	(1,957,425)	(2,015,264)	2.3	(2.9)
<b>Grand Totals</b>		<u>19,528,861</u>	<u>81,432</u>	<u>494,652</u>	<u>3,920,957</u>	<u>24,025,902</u>	<u>2,922,189</u>	<u>21,103,713</u>	<u>20,827,696</u>	<u>20,305,758</u>	1.3	2.6

# **JAIL IMPROVEMENTS FUND**

## **2019 BUDGET NARRATIVE HIGHLIGHTS**

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

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

**FUND BALANCE:** 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 2018 ADOPTED - Jail Improvements Fund

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Deficit 2018</b>	\$ -	
<b>Revenue Changes - impact on levy:</b>		
US Dept of Justice	(52,000)	Increase due to a Aramark grant.
Jail and Assessments	23,009	Decrease based on a three (3) year actual average.
<b>Expense Changes - impact on levy:</b>		
Capital - Equipment	173,000	Increase for the purchase of a new dishwasher for the Jail kitchen.
Other Contract Services	3,765	Increase for additional number of inmates in need of GED instruction.
<b>Other small changes</b>	3,555	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Deficit 2019</b>	\$ 151,329	

The deficit will be covered with funds from the programs Fund Balance.

## Financial Summary Jail Improvements Fund

<u>Items</u>	<u>2018 7-Month Actual</u>	<u>2018 12-Month Estimate</u>	<u>2018 Adopted Budget</u>	<u>2018 Adjusted Budget</u>	<u>2019 Executive Budget</u>
Total Revenues	<u>81,476</u>	<u>171,713</u>	<u>171,713</u>	<u>171,713</u>	<u>200,704</u>
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	14,500	17,000	17,000	17,000	190,000
Other Expenditures	<u>91,706</u>	<u>154,713</u>	<u>154,713</u>	<u>154,713</u>	<u>162,033</u>
Total Expenditures	106,206	171,713	171,713	171,713	352,033
Levy Before Fund Balance Adjustment			-		151,329
Decrease fund balance			<u>-</u>		<u>(151,329)</u>
Net Levy After Fund Balance Adjustment			-		-

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 125 - Jail Improvement Fund</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
US Dept of Justice	42013	7,836	13,574	0	8,000	60,000	60,000	650.00%
<b>Intergov Rev Subtotal:</b>		<b>7,836</b>	<b>13,574</b>	<b>0</b>	<b>8,000</b>	<b>60,000</b>	<b>60,000</b>	<b>650.00%</b>
<b>Fines and Permits:</b>								
Jail Assessments	44102	144,289	137,733	140,089	163,713	140,704	140,704	-14.05%
<b>Fines and Permits Subtotal:</b>		<b>144,289</b>	<b>137,733</b>	<b>140,089</b>	<b>163,713</b>	<b>140,704</b>	<b>140,704</b>	<b>-14.05%</b>
<b>Total Operating Revenue:</b>		<b>152,125</b>	<b>151,307</b>	<b>140,089</b>	<b>171,713</b>	<b>200,704</b>	<b>200,704</b>	<b>16.88%</b>
<b>Revenue Total:</b>		<b>152,125</b>	<b>151,307</b>	<b>140,089</b>	<b>171,713</b>	<b>200,704</b>	<b>200,704</b>	<b>16.88%</b>
<b>Expense</b>								
<b>Capital Outlay:</b>								
Equipment	58004	195,364	0	0	17,000	190,000	190,000	1,017.65%
<b>Capital Outlay Subtotal:</b>		<b>195,364</b>	<b>0</b>	<b>0</b>	<b>17,000</b>	<b>190,000</b>	<b>190,000</b>	<b>1,017.65%</b>
<b>Total Capital:</b>		<b>195,364</b>	<b>0</b>	<b>0</b>	<b>17,000</b>	<b>190,000</b>	<b>190,000</b>	<b>1,017.65%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 125 - Jail Improvement Fund</b>								
<b>Operating:</b>								
Subscriptions	53501	3,551	2,414	4,163	4,505	4,644	4,644	3.09%
Household Supplies	53516	34,819	32,772	48,808	25,985	26,756	26,756	2.97%
Uniforms Tools Allowance	53517	16,979	17,786	13,286	28,623	29,484	29,484	3.01%
Professional Supplies	53518	0	0	7	0	0	0	0.00%
Linen	53519	8,560	6,188	10,564	15,008	15,465	15,465	3.05%
Dishes and Utensils	53521	4,139	6,565	5,639	4,552	4,691	4,691	3.05%
Small Equipment	53522	10,658	2,503	3,920	15,972	16,458	16,458	3.04%
Hygiene Supplies	53528	23,186	17,688	21,972	22,048	22,639	22,639	2.68%
Commercial Travel Other	53540	500	250	250	285	295	295	3.51%
Print Duplicate	73003	0	0	0	3,500	3,601	3,601	2.89%
<b>Operating Subtotal:</b>		<b>102,393</b>	<b>86,166</b>	<b>108,608</b>	<b>120,478</b>	<b>124,033</b>	<b>124,033</b>	<b>2.95%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	466	746	354	3,000	3,000	3,000	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>466</b>	<b>746</b>	<b>354</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Professional Service	55014	9,175	11,743	6,299	10,600	10,600	10,600	0.00%
Other Contract Serv	55030	64,995	76,170	19,561	20,635	24,400	24,400	18.25%
<b>Contractual Services Subtotal:</b>		<b>74,169</b>	<b>87,913</b>	<b>25,860</b>	<b>31,235</b>	<b>35,000</b>	<b>35,000</b>	<b>12.05%</b>
<b>Total Other Operating:</b>		<b>177,028</b>	<b>174,824</b>	<b>134,823</b>	<b>154,713</b>	<b>162,033</b>	<b>162,033</b>	<b>4.73%</b>
<b>Expense Total:</b>		<b>372,392</b>	<b>174,824</b>	<b>134,823</b>	<b>171,713</b>	<b>352,033</b>	<b>352,033</b>	<b>105.01%</b>
<b>Jail Improvement Fund Net Surplus (Deficit):</b>		<b>(220,267)</b>	<b>(23,517)</b>	<b>5,266</b>	<b>0</b>	<b>(151,329)</b>	<b>(151,329)</b>	<b>100.00%</b>

Note: A deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.

# **CORONER**

**General Fund – Department: 105  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Barry L. Busby  
**LOCATION:** Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

**TELEPHONE: 236-4804**

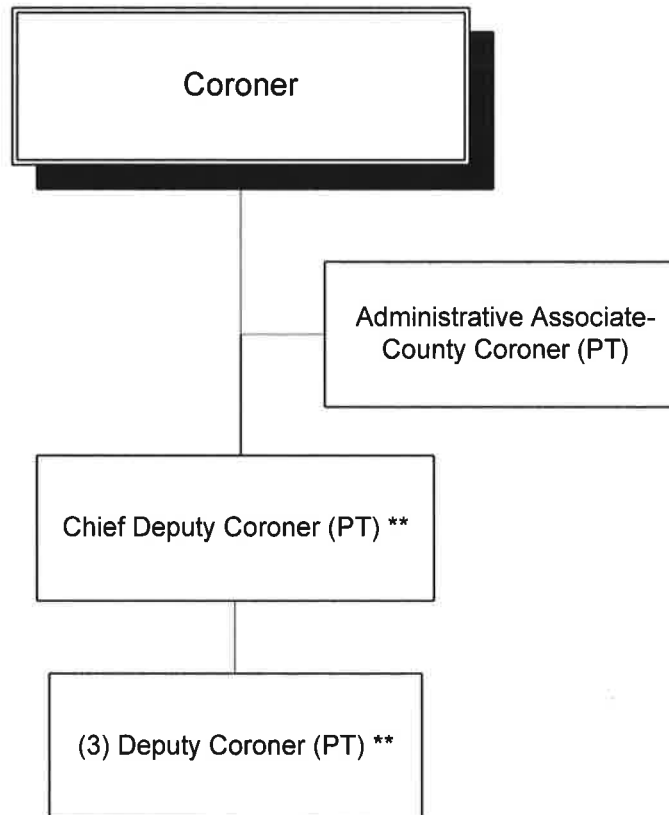
## **MISSION STATEMENT:**

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

## **PROGRAM DESCRIPTION:**

- Investigate all deaths within the County which meet reportability guidelines, as established by State Statute and office policy.
- Ensure that the medical and legal community is in compliance with reporting.
- Respond to the scene of reportable deaths.
- To assist and support the family during their time of loss.
- Continue offering organ, tissue and eye donation to the family as an option.
- Community support/training (educational/informative presentations).
- Continue prevention work on alcohol & drug abuse panels and involvement with ReThink of Winnebago County and State Committees.
- Continue working with Community for Hope to reduce suicides.
- Continue working with child Death Review Committees and the Infant Death Center.
- Educate and work with other agencies within the county and state to reduce the abuse of heroine and other opiate use in Winnebago county.
- Continue working with the Overdose Fatality Review Team.
- Continue working with the Winnebago County Health Department for further suicide investigations and support to the family.

# CORONER



\*\* Unclassified position



# **CORONER**

**General Fund – Department:105  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Barry L. Busby  
**LOCATION:** Winnebago County  
448 Algoma Boulevard  
Oshkosh, WI 54901

**TELEPHONE: 236-4804**

## **2018 ACCOMPLISHMENTS:**

- 1. Integral part of the Overdose Fatality Review Team.**
- 2. Pilot team for suicide investigation form to be used state wide.**
- 3. Received award/recognition for our involvement with Child Death Review.**
- 4. Continued education for coroner and deputies with attendance at various seminars and training sessions as budget allowed.**
- 5. Continued to work with Community For Hope regarding suicide prevention and mental health awareness, in addition to working with Survivors of Suicide programs.**
- 6. Work closely with the Milwaukee County Medical Examiner's Office for our autopsies.**
- 7. We continue to be a leader in the state with regard to tissue, organ and eye donations.**
- 8. Continued to work with Winnebago County Health Department on Child Death Review Committee for Winnebago County and continued working with the Infant Death Center.**
- 9. Continued working with the Winnebago County Coalition against alcohol, drug and tobacco abuse.**
- 10. Continue to work on Heroin Task Force and addiction problem**

## **2019 GOALS & OBJECTIVES:**

- 1. Continue providing the highest standards of death investigation to our community in the most respectful and cost-effective manner; adding further forensic methods to our investigations.**
- 2. Continue updating and improving the Winnebago County Coroner database.**
- 3. Continue to scan files/paperwork to eliminate the amount of information being physically stored in the office.**
- 4. Continue working with alcohol/drugs/tobacco abuse teams to promote awareness and help eliminate drunk and drugged drivers.**
- 5. Continue working with Child Death Review Committee.**
- 6. Continue working with Community For Hope on suicide prevention.**
- 7. Continue working with Re:Think Advocacy Committee against alcohol, prescription and street drug abuse, prevention (Heroin & opiates) and continue prevention and educational efforts to reduce the number of overdose deaths.**
- 8. Continue working with Overdose Fatality Review Team.**
- 9. Continue working with Suicide Review Team.**
- 10. Continue to work on Heroine Task Force.**
- 11. Continue to work on revision of Chapter 979 pertaining to the training and educational requirements for Medicolegal Death Investigators for the state of Wisconsin.**
- 12. Continue to monitor quality of care given to individuals incapable of their own care.**

# CORONER

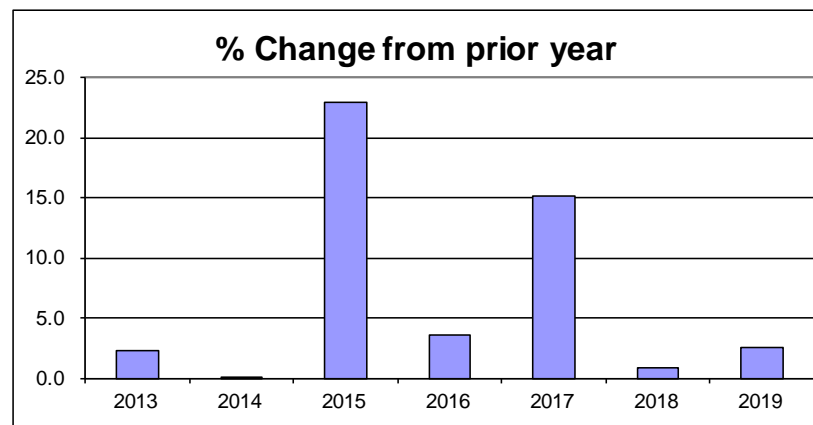
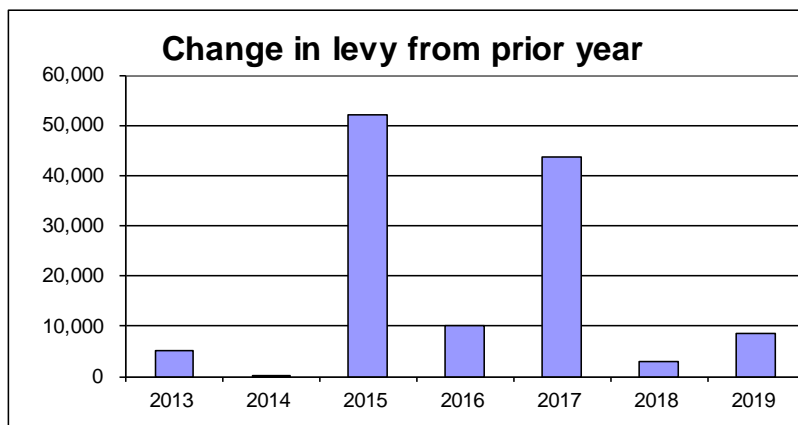
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	1	1	1	1	1	1	1	1	1	1
Part Time	1	1	1	1	1	1	1	1	1	1
Total	2	2	2	2	2	2	2	2	2	2

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$345,109, an increase of \$8,644 or 2.6% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Coroner

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 336,465</b>	
<b>Revenue Changes - impact on levy:</b>		
Other Fees	(20,000)	Increase in number of cremations per trend, increasing revenue coming in for services.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	9,453	Wages are estimated to increase 10.2% in the Coroner's office. Part of this increase is the result of an elected official pay raise of 4.5% for the Coroner and a normal wage increases of 2.5% for staff. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Other Per Diem	20,000	Increase in number of cremations per trend. Also includes increase for trips to Milwaukee for autopsies and suicide and overdose reviews.
Automobile Allowance	3,000	Increase due to autopsies being performed in Milwaukee.
Medical and Dental	15,000	Increase due to autopsies being performed in Milwaukee.
Pathology Services	(19,500)	Decrease due to Milwaukee's autopsy rates are lower and the number of autopsy cases has decreased.
<b>Other small changes</b>	691	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 345,109</b>	

## Financial Summary Coroner

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	90,375	140,100	140,100	140,100	160,100
Labor	161,321	256,862	256,862	256,862	287,533
Travel	15,302	25,160	25,160	25,160	28,950
Capital	-	-	-	-	-
Other Expenditures	61,787	194,543	194,543	194,543	188,726
Total Expenditures	238,410	476,565	476,565	476,565	505,209
Levy			336,465		345,109

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 105 - Coroner</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Other Fees	45002	160,819	155,190	145,126	140,000	170,000	160,000	14.29%
Forms Copies Etc	45003	71	886	27	100	100	100	0.00%
<b>Public Services Subtotal:</b>		<b>160,890</b>	<b>156,076</b>	<b>145,152</b>	<b>140,100</b>	<b>170,100</b>	<b>160,100</b>	<b>14.28%</b>
<b>Total Operating Revenue:</b>		<b>160,890</b>	<b>156,076</b>	<b>145,152</b>	<b>140,100</b>	<b>170,100</b>	<b>160,100</b>	<b>14.28%</b>
<b>Revenue Total:</b>		<b>160,890</b>	<b>156,076</b>	<b>145,152</b>	<b>140,100</b>	<b>170,100</b>	<b>160,100</b>	<b>14.28%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	85,434	88,302	93,468	93,063	104,626	102,516	10.16%
Other Per Diem	51107	108,095	109,800	108,770	110,000	125,000	130,000	18.18%
<b>Wages Subtotal:</b>		<b>193,529</b>	<b>198,102</b>	<b>202,238</b>	<b>203,063</b>	<b>229,626</b>	<b>232,516</b>	<b>14.50%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	14,392	14,701	14,807	15,534	17,567	17,788	14.51%
Health Insurance	51201	17,175	17,809	22,964	23,933	29,196	24,436	2.10%
Dental Insurance	51202	1,163	1,163	1,163	1,163	1,327	1,163	0.00%
Workers Compensation	51203	1,870	1,623	2,822	3,722	930	934	-74.91%
WI Retirement	51206	4,817	5,351	8,954	8,926	9,932	10,122	13.40%
Fringe Benefits Other	51207	443	448	488	521	586	574	10.17%
<b>Fringes Benefits Subtotal:</b>		<b>39,860</b>	<b>41,096</b>	<b>51,198</b>	<b>53,799</b>	<b>59,538</b>	<b>55,017</b>	<b>2.26%</b>
<b>Total Labor:</b>		<b>233,389</b>	<b>239,198</b>	<b>253,436</b>	<b>256,862</b>	<b>289,164</b>	<b>287,533</b>	<b>11.94%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 105 - Coroner</b>								
<b>Travel:</b>								
Registration Tuition	52001	1,255	1,275	875	1,500	2,000	2,000	33.33%
Automobile Allowance	52002	19,448	19,100	19,028	22,000	25,000	25,000	13.64%
Meals	52005	159	70	93	450	450	450	0.00%
Lodging	52006	914	410	984	1,200	1,500	1,500	25.00%
Other Travel Exp	52007	8	10	5	10	0	0	-100.00%
Taxable Meals	52008	0	76	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>21,784</b>	<b>20,941</b>	<b>20,985</b>	<b>25,160</b>	<b>28,950</b>	<b>28,950</b>	<b>15.06%</b>
<b>Total Travel:</b>		<b>21,784</b>	<b>20,941</b>	<b>20,985</b>	<b>25,160</b>	<b>28,950</b>	<b>28,950</b>	<b>15.06%</b>
<b>Office:</b>								
Office Supplies	53000	205	239	310	300	400	400	33.33%
Stationery and Forms	53001	36	16	36	100	100	100	0.00%
Printing Supplies	53002	112	175	150	0	0	0	0.00%
Postage and Box Rent	53004	15	7	0	48	48	48	0.00%
Telephone	53008	7,561	7,553	6,267	7,400	7,400	7,400	0.00%
Telephone Supplies	53009	0	217	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>7,928</b>	<b>8,207</b>	<b>6,763</b>	<b>7,848</b>	<b>7,948</b>	<b>7,948</b>	<b>1.27%</b>
<b>Operating:</b>								
Subscriptions	53501	0	0	0	100	100	100	0.00%
Membership Dues	53502	247	218	217	320	320	320	0.00%
Photo Processing	53504	18	35	0	200	200	200	0.00%
Uniforms Tools Allowance	53517	743	1,032	890	700	700	700	0.00%
Professional Supplies	53518	210	1,454	780	1,000	1,000	1,000	0.00%
Small Equipment	53522	312	0	281	600	600	600	0.00%
Medical Supplies	53524	2,433	2,630	3,875	5,000	5,000	5,000	0.00%
Investigation Expense	53532	30	119	306	150	150	150	0.00%
Other Miscellaneous	53568	236	0	12	300	100	100	-66.67%

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 105 - Coroner</b>								
Small Equipment Technology	53580	1,133	0	0	500	100	100	-80.00%
Printing Supplies	73002	0	0	0	75	75	75	0.00%
Print Duplicate	73003	957	998	723	600	600	600	0.00%
Postage and Box Rent	73004	139	55	126	250	250	250	0.00%
<b>Operating Subtotal:</b>		<b>6,458</b>	<b>6,541</b>	<b>7,211</b>	<b>9,795</b>	<b>9,195</b>	<b>9,195</b>	<b>-6.13%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	74029	99	132	132	200	200	200	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>99</b>	<b>132</b>	<b>132</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	38,095	29,375	27,815	25,000	43,000	40,000	60.00%
Pathology Services	55010	144,457	143,435	134,465	150,000	135,000	130,500	-13.00%
<b>Contractual Services Subtotal:</b>		<b>182,552</b>	<b>172,810</b>	<b>162,280</b>	<b>175,000</b>	<b>178,000</b>	<b>170,500</b>	<b>-2.57%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	1,320	1,668	1,704	1,700	1,700	883	-48.06%
<b>Insurance Expenses Subtotal:</b>		<b>1,320</b>	<b>1,668</b>	<b>1,704</b>	<b>1,700</b>	<b>1,700</b>	<b>883</b>	<b>-48.06%</b>
<b>Total Other Operating:</b>		<b>198,358</b>	<b>189,358</b>	<b>178,091</b>	<b>194,543</b>	<b>197,043</b>	<b>188,726</b>	<b>-2.99%</b>
<b>Expense Total:</b>		<b>453,531</b>	<b>449,497</b>	<b>452,512</b>	<b>476,565</b>	<b>515,157</b>	<b>505,209</b>	<b>6.01%</b>
<b>Coroner Net/(Levy):</b>		<b>(292,641)</b>	<b>(293,422)</b>	<b>(307,360)</b>	<b>(336,465)</b>	<b>(345,057)</b>	<b>(345,109)</b>	<b>2.57%</b>



# EMERGENCY MANAGEMENT

General Fund – Department: 107  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Linda Kollmann  
LOCATION: Winnebago County  
4311 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-7463

## MISSION STATEMENT:

Emergency Management strives to safeguard communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

## PROGRAM DESCRIPTION:

**GENERAL:** Coordinate efforts within Winnebago County to minimize the effects of natural and manmade disasters by taking steps to eliminate or lessen their impact.

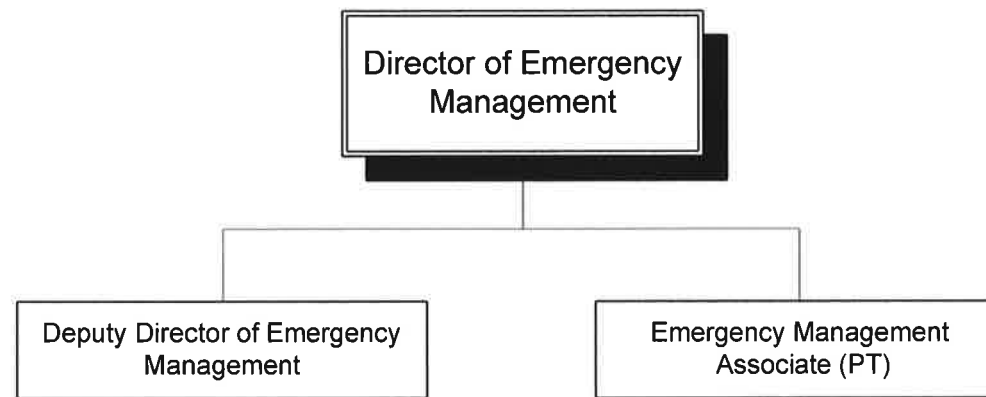
**PREPAREDNESS:** Encompasses all of the actions required to establish and sustain the level of proficiency necessary to execute a wide range of incident management operations. Comprising actions taken to plan, organize, equip, train and exercise to build and sustain the capabilities necessary to ensure a safer community.

**PLANNING:** Develop and update emergency plans with current required actions, written procedures, and the resources available. Plans include the Emergency Response Plan, Offsite Facility Plans, and Hazard Mitigation Plan.

**RESPONSE:** Maintain two emergency notification systems; a tornado warning siren system and an emergency telephone notification system. Coordinate with Red Cross in providing shelters during disasters. Maintain the Emergency Operations Center for Winnebago County.

**RECOVERY:** Actions taken to return a community to normal surroundings, including the restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions include debris cleanup, financial assistance to individuals and governments, rebuilding of roads and bridges and key facilities, and sustained mass care for displaced human and animal populations.

# EMERGENCY MANAGEMENT



# EMERGENCY MANAGEMENT

General Fund – Department: 107  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Linda Kollmann  
LOCATION: Winnebago County  
4311 Jackson Street  
Oshkosh, WI 54901

TELEPHONE: 236-7463

## 2018 ACCOMPLISHMENTS:

1. The Child Abduction Response Team (CART) continued to meet and improve its method of activation and response. An exercise was conducted on the Leads Tracker project with all responding agencies.
2. An EOC Training and COOP/COG refresher was held for County Department Heads in preparation for the Dark Sky exercise.
3. Three separate exercises occurred in Winnebago County as part of the State-sponsored regional exercise titled Dark Sky. A training and a tabletop exercise on COOP/COG procedures for county department heads, a Red Cross shelter exercise was held, simulating the opening and sustaining of a shelter for 24 hours, and a canvassing exercise occurred in Omro.
4. The Winnebago County Emergency Response Plan was updated.
5. All required Offsite plans were created and updated for facilities that met the quantity threshold of extremely hazardous chemicals in Winnebago County.
6. Emergency preparedness information was promoted using social media, television, talks and presentations throughout Winnebago County.
7. Collaboration with county school districts continued the efforts of emergency preparedness.
8. New emergency management staff continued in training per certification standards.
9. The Outdoor Tornado Warning Siren software program was updated for all 52 sirens maintained by this office.
10. We maintained and operated tornado sirens to include the deployment of the portable siren for large outdoor events.
11. The Emergency Management Command Post was updated, to include training of personnel in command post operations.
12. We continued promoting and implementing WICAMS, the state credentialing program, to first responder groups in Winnebago County.
13. The implementation of WebEOC has continued for Emergency Management and I continued to train other agencies in the virtual EOC software.
14. We sponsored various trainings to first responder groups, health department officials and public information personnel to improve emergency response for Winnebago County residents.
15. The Emergency Operations Center was updated with visual aide equipment.

## **2019 GOALS & OBJECTIVES:**

- 1. Update the Winnebago County Emergency Response Plan and all Emergency Support Functions.**
- 2. Meet State of Wisconsin requirements for EPCRA plans by updating and creating plans for facilities that exceed the threshold quantity of hazardous chemicals.**
- 3. Continue to sell and promote NOAA Weather Radios as well as self-registration of cellphones to the emergency telephone notification system, Alertsense.**
- 4. Continue to actively participate with school districts in progressive emergency planning efforts.**
- 5. Maintain the existing 52 outdoor tornado warning sirens and its software program.**
- 6. Continue implementation of WICAMS, the state credentialing system, to first responder agencies in Winnebago County.**
- 7. Continue to sponsor and host trainings for first responder agencies. Also host Severe Weather Spotter Training for the general public.**
- 8. Participate in tabletop, functional and full scale exercises to increase response skills.**
- 9. Continue to improve and exercise the Winnebago County Child Abduction Response Team.**
- 10. Plan for an exercise involving HAZMAT teams to meet state and federal requirements.**
- 11. Continue to work on cell phone tower locations and mapping to provide additional information needed when using IPAWS.**
- 12. Continue to utilize and promote WebEOC to all responder agencies in Winnebago County.**
- 13. Meet requirements issued in the 2019 Plan of Work from the State of Wisconsin Department of Military Affairs. Plan of Work requirements are not issued until October for the following budget year.**

# EMERGENCY MANAGEMENT

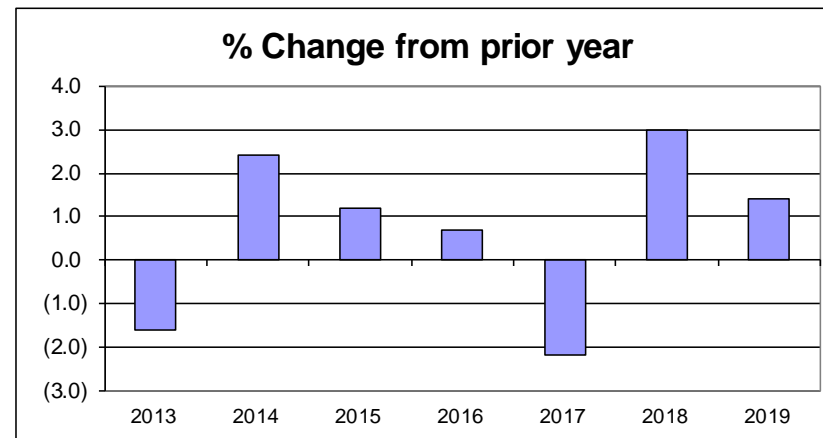
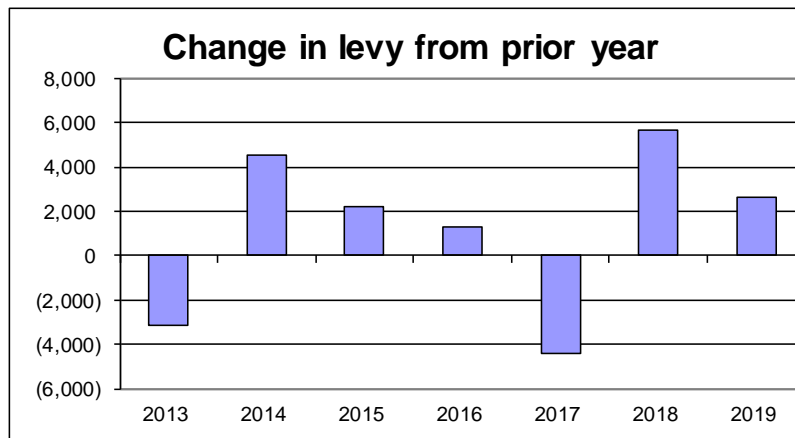
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	1	1	1	1	1	1	2	2	2	2
Part Time	2	2	2	2	2	2	1	1	1	1
Total	3	3	3	3	3	3	3	3	3	3

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$199,809, an increase of \$2,672 or 1.4% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Emergency Management

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 197,137</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Military Affairs	(25,000)	Increase from an anticipated Hazard Mitigation Grant award (5 year update of plan).
<b>Expense Changes - impact on levy:</b>		
Regular Pay	10,280	Wages are estimated to increase 6.9% in the Emergency Management office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Capital - Equipment	(13,100)	Decrease due to no new equipment needs for 2019 and the cost of the NexGen Siren Software was budgeted for this amount in 2018.
Professional Service	25,000	Increase from an anticipated Hazard Mitigation Grant award (5 year update of plan).
<b>Other small changes</b>	<b>5,492</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 199,809</b>	

## Financial Summary Emergency Management

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	1,250	146,434	146,434	149,934	171,434
Labor	131,481	231,288	231,288	231,288	241,726
Travel	1,212	5,065	5,065	5,065	6,900
Capital	13,048	13,100	13,100	13,100	-
Other Expenditures	33,686	97,128	94,118	97,618	122,617
Total Expenditures	179,427	346,581	343,571	347,071	371,243
Levy			197,137		199,809

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 107 - Emergency Management</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Military Affairs	42008	152,287	128,586	187,362	146,434	171,434	171,434	17.07%
<b>Intergov Rev Subtotal:</b>		<b>152,287</b>	<b>128,586</b>	<b>187,362</b>	<b>146,434</b>	<b>171,434</b>	<b>171,434</b>	<b>17.07%</b>
<b>Total Operating Revenue:</b>		<b>152,287</b>	<b>128,586</b>	<b>187,362</b>	<b>146,434</b>	<b>171,434</b>	<b>171,434</b>	<b>17.07%</b>
<b>Misc Revenues:</b>								
Material Sales	48105	274	448	374	0	0	0	0.00%
Cost Sharing Allocations	48110	0	69	191	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>274</b>	<b>517</b>	<b>565</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>274</b>	<b>517</b>	<b>565</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>152,561</b>	<b>129,103</b>	<b>187,926</b>	<b>146,434</b>	<b>171,434</b>	<b>171,434</b>	<b>17.07%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	144,695	149,922	152,561	149,368	159,648	159,648	6.88%
Overtime	51105	0	0	0	2,000	0	0	-100.00%
Other Per Diem	51107	0	0	0	250	250	0	-100.00%
<b>Wages Subtotal:</b>		<b>144,695</b>	<b>149,922</b>	<b>152,561</b>	<b>151,618</b>	<b>159,898</b>	<b>159,648</b>	<b>5.30%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 107 - Emergency Management</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	10,101	10,591	10,932	11,400	12,213	12,213	7.13%
Health Insurance	51201	46,697	48,457	51,318	54,334	58,519	55,475	2.10%
Dental Insurance	51202	2,755	2,827	2,736	2,826	2,826	2,826	0.00%
Workers Compensation	51203	197	117	226	301	190	190	-36.88%
WI Retirement	51206	9,765	9,905	9,881	9,984	10,294	10,294	3.10%
Fringe Benefits Other	51207	924	985	966	825	1,080	1,080	30.91%
<b>Fringes Benefits Subtotal:</b>		<b>70,439</b>	<b>72,882</b>	<b>76,060</b>	<b>79,670</b>	<b>85,122</b>	<b>82,078</b>	<b>3.02%</b>
<b>Total Labor:</b>		<b>215,134</b>	<b>222,804</b>	<b>228,621</b>	<b>231,288</b>	<b>245,020</b>	<b>241,726</b>	<b>4.51%</b>
<b>Travel:</b>								
Registration Tuition	52001	288	1,300	700	1,050	1,400	1,400	33.33%
Automobile Allowance	52002	783	484	1,343	1,500	2,200	2,200	46.67%
Commercial Travel	52004	0	0	0	0	500	500	100.00%
Meals	52005	10	0	361	1,035	1,000	1,000	-3.38%
Lodging	52006	0	0	364	1,480	1,800	1,800	21.62%
Other Travel Exp	52007	28	0	0	0	0	0	0.00%
Taxable Meals	52008	0	37	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>1,109</b>	<b>1,822</b>	<b>2,768</b>	<b>5,065</b>	<b>6,900</b>	<b>6,900</b>	<b>36.23%</b>
<b>Total Travel:</b>		<b>1,109</b>	<b>1,822</b>	<b>2,768</b>	<b>5,065</b>	<b>6,900</b>	<b>6,900</b>	<b>36.23%</b>
<b>Capital Outlay:</b>								
Equipment	58004	19,988	18,908	0	13,100	0	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>19,988</b>	<b>18,908</b>	<b>0</b>	<b>13,100</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>		<b>19,988</b>	<b>18,908</b>	<b>0</b>	<b>13,100</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>

# Winnebago County

## Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 107 - Emergency Management</b>								
<b>Office:</b>								
Office Supplies	53000	1,310	819	1,094	1,000	1,400	1,400	40.00%
Stationery and Forms	53001	0	0	127	0	100	100	100.00%
Printing Supplies	53002	68	109	417	450	600	600	33.33%
Print Duplicate	53003	0	0	2,000	150	150	150	0.00%
Postage and Box Rent	53004	7	11	4	0	0	0	0.00%
Telephone	53008	4,472	4,221	3,742	4,500	4,800	4,800	6.67%
Wireless	53012	250	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>6,107</b>	<b>5,160</b>	<b>7,383</b>	<b>6,100</b>	<b>7,050</b>	<b>7,050</b>	<b>15.57%</b>
<b>Operating:</b>								
Advertising	53500	18	0	0	0	0	0	0.00%
Subscriptions	53501	787	805	831	800	850	850	6.25%
Membership Dues	53502	75	0	25	0	0	0	0.00%
Publish Legal Notices	53503	208	199	92	200	200	200	0.00%
Education Training	53513	0	0	375	0	0	0	0.00%
Food	53520	183	166	419	500	500	500	0.00%
Small Equipment	53522	794	101	211	10,000	11,500	11,500	15.00%
Other Operating Supplies	53533	37	0	0	0	0	0	0.00%
Materials for Resale	53545	379	423	349	0	0	0	0.00%
Motor Fuel	53548	1,153	1,136	1,214	1,500	1,500	1,500	0.00%
Operating Licenses Fees	53553	0	0	339	500	300	300	-40.00%
Operating Grants	53565	20,204	24,642	18,543	9,000	9,000	9,000	0.00%
Small Equipment Technology	53580	1,615	1,072	5,904	2,500	2,500	2,500	0.00%
Print Duplicate	73003	1,556	1,352	1,580	2,000	2,200	2,200	10.00%
Postage and Box Rent	73004	90	181	146	300	300	300	0.00%
<b>Operating Subtotal:</b>		<b>27,098</b>	<b>30,076</b>	<b>30,027</b>	<b>27,300</b>	<b>28,850</b>	<b>28,850</b>	<b>5.68%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	526	1,172	1,168	2,300	2,300	2,300	0.00%
Maintenance Vehicles	54023	657	956	38	1,000	1,000	1,000	0.00%
Other Maint Supplies	54028	17	0	0	0	0	0	0.00%

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 107 - Emergency Management</b>								
Equipment Repairs	54029	7,716	15,218	17,572	17,500	18,000	18,000	2.86%
Lubricants	74016	54	0	367	100	100	100	0.00%
Maintenance Vehicles	74023	734	1,948	535	2,600	4,500	4,500	73.08%
Equipment Repairs	74029	726	693	1,500	1,200	1,200	1,200	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>10,429</b>	<b>19,987</b>	<b>21,180</b>	<b>24,700</b>	<b>27,100</b>	<b>27,100</b>	<b>9.72%</b>
<b>Utilities:</b>								
Power and Light	54701	9,822	10,626	10,413	11,000	12,000	11,000	0.00%
<b>Utilities Subtotal:</b>		<b>9,822</b>	<b>10,626</b>	<b>10,413</b>	<b>11,000</b>	<b>12,000</b>	<b>11,000</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Vehicle Repairs	55005	0	0	436	500	500	500	0.00%
Data Processing	55013	5,053	4,979	4,954	5,800	6,000	6,000	3.45%
Professional Service	55014	21,602	21,779	11,803	15,000	40,000	40,000	166.67%
<b>Contractual Services Subtotal:</b>		<b>26,655</b>	<b>26,758</b>	<b>17,194</b>	<b>21,300</b>	<b>46,500</b>	<b>46,500</b>	<b>118.31%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	3,564	4,032	3,684	3,718	2,117	2,117	-43.06%
<b>Insurance Expenses Subtotal:</b>		<b>3,564</b>	<b>4,032</b>	<b>3,684</b>	<b>3,718</b>	<b>2,117</b>	<b>2,117</b>	<b>-43.06%</b>
<b>Total Other Operating:</b>		<b>83,676</b>	<b>96,639</b>	<b>89,881</b>	<b>94,118</b>	<b>123,617</b>	<b>122,617</b>	<b>30.28%</b>
<b>Expense Total:</b>		<b>319,906</b>	<b>340,172</b>	<b>321,271</b>	<b>343,571</b>	<b>375,537</b>	<b>371,243</b>	<b>8.05%</b>
<b>Emergency Management Net/(Levy):</b>		<b>(167,345)</b>	<b>(211,070)</b>	<b>(133,344)</b>	<b>(197,137)</b>	<b>(204,103)</b>	<b>(199,809)</b>	<b>1.36%</b>

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>TRANSPORTATION</b>				
Airport	\$ 958,740	\$ 3,193,856	\$ (1,545,699)	\$ 689,417
Airport Debt	-	121,000	-	121,000
Highway Department	15,035,591	16,224,613	(1,189,022)	-
County Road Maintenance	2,098,000	3,181,890	-	1,083,890
	<u>\$ 18,092,331</u>	<u>\$ 22,721,359</u>	<u>\$ (2,734,721)</u>	<u>\$ 1,894,307</u>

# AIRPORT

Airport Fund: 510  
2019 BUDGET NARRATIVE

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

TELEPHONE: 236-4930

## MISSION STATEMENT:

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

## PROGRAM DESCRIPTION:

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

**FIELD MAINTENANCE** Maintain a safe operating Airport in compliance with Federal and State regulations and directives. Field Maintenance Operations include turf mowing, snow plowing, lighting & signage systems and pavement maintenance. Conduct FAA-required inspections and correct deficiencies.

**MAINTENANCE SHOP** Perform routine and preventative maintenance on the airport's fleet of turf mowers, snow plows and blowers, vehicles, and other specialized equipment.

**FIRE STATION** Maintain the airport-owned fire station, staffed by City of Oshkosh firefighters in a joint-use facility. Provide training required by the FAA. Upgrade equipment and the facility as necessary.

**TOWER** Maintain a facility to provide contracted and FAA air traffic control services, and provide a regional FAA equipment repair base.

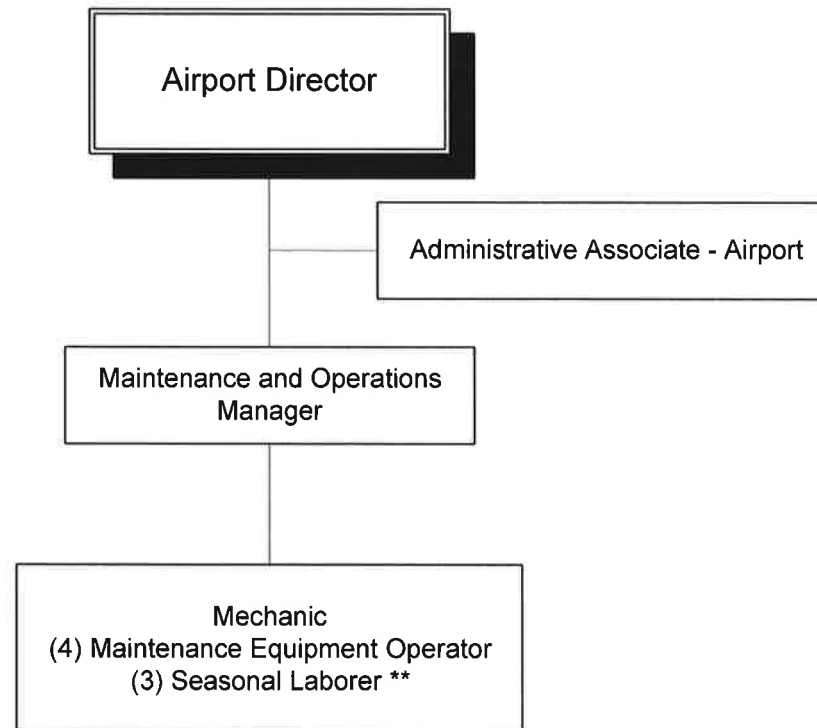
**TERMINAL BUILDING** Provide a central airport facility to host aviation and non-aviation related businesses and airport administration. Rent available space to concessionaires and the general public as requested.

**WEST TERMINAL BUILDING** Maintain and lease this facility to the Airport's Fixed Base Operator, Basler Flight Service to provide essential aviation related services to the operation of the airport. Maintain this facility as a revenue-producing asset.

**OTHER BUILDINGS** Fulfill contractual obligations by maintaining over thirty county-owned buildings. These buildings include T-hangars, multi-aircraft storage hangars, and a full-service fixed base operation. Provide hangar facilities to meet all aspects of general aviation.

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

# AIRPORT



\*\* Unclassified position

# AIRPORT

## Airport Fund: 510 2019 BUDGET NARRATIVE

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

**TELEPHONE:** 236-4930

### 2018 ACCOMPLISHMENTS:

1. Partnered with the Experimental Aircraft Association to ensure the success of EAA AirVenture 2018.
2. Completed the final phase of Taxiway B reconstruction and realignment project, and finished expansion of Knapp Street storm water sewer project jointly with the City of Oshkosh.
3. Continued development efforts for the Aviation Business Park and other available airport property.
4. Creation of an airport tenant advisory group to provide valuable input and feedback to the Aviation Committee and County Board on various items of interest.
5. Continued partnership with Oshkosh Corporation for vehicle testing programs utilizing the airfield.
6. Assisted planning for the International Aerobatic Club (IAC) National Aerobatic Championship held in September at Wittman Airport.
7. Completed pavement and hangar maintenance projects vital to the operation of the Airport.
8. Maintained over 95% hangar occupancy rate.
9. Strengthened communication methods with Airport users and stakeholders.

### 2019 GOALS & OBJECTIVES:

1. Continue to create additional, sustainable revenue sources, both aeronautical and non-aeronautical, to improve the Airport's financial position.
2. Maximize the use of Federal and State funding for development to put Wittman Regional Airport in the best financially competitive and marketable position.
3. Create an Airport Strategic Vision through input from various Airport users, tenants and stakeholders
4. Continue development efforts of Aviation Business Park land and other potential development areas of the airport.
5. Maintain a strong partnership with EAA to ensure a viable and successful AirVenture event and other year-round EAA-hosted activities.
6. Continue pavement maintenance through internal and external programs to extend life of airport pavements.
7. Complete design work and capital funding request for Taxiway A reconstruction project.
8. Investigate new hangar developments with potential outside partners and funding.
9. Design & construct taxiway connecting Oshkosh Aviation Business Park to the Airport.



- 10. Continue to operate the airport in a safe manner while complying with FAA regulations and guidelines, and while remaining within budget limitations and directives.**
- 11. Implement a public awareness campaign to promote the benefits of the Airport to the community and region.**
- 12. Complete an update to the Airport's Master Plan.**

# AIRPORT

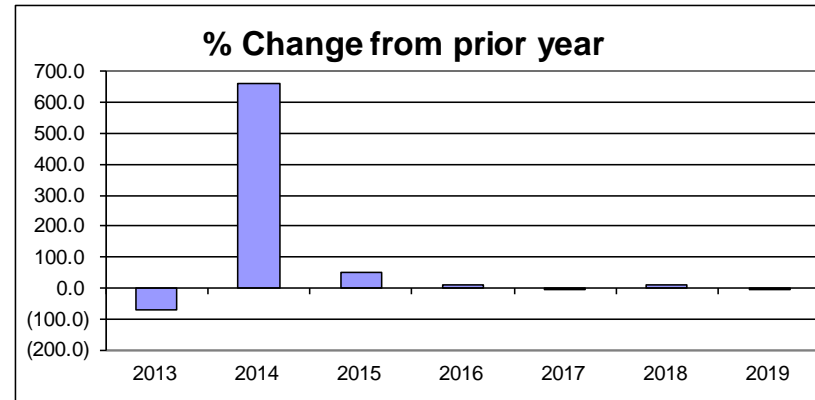
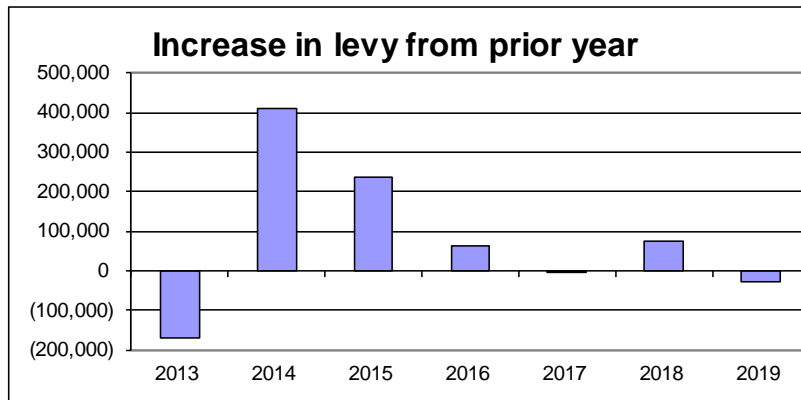
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	7	7	7	7	7	7	8	8	8	8
Part Time	2	2	1	1	1	1	0	0	0	0
Total	9	9	8	8	8	8	8	8	8	8

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The net tax levy for 2019 is \$810,417, a decrease of \$29,299 or 3.5% under 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Airport

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 839,716</b>	
<b>Revenue Changes - impact on levy:</b>		
Other Fees	(21,000)	Increase due to reclassifying reimbursement revenue for EAA services that was formerly offset in an expense account.
Rental Revenues	12,500	Decrease based on 2018 revenue being overestimated. 2019 budgeted amount is based on trend of actual revenue received for rental car commissions and short term space rentals.
Fuel Flowage Fee	(6,000)	Increase based on projected revenues received year-to-date and trend data.
Land Rental - Airport	19,900	Decrease based on 2018 revenue being overestimated. 2019 budgeted amount is based on trend of actual revenue received and 2019 estimate.
<b>Expense Changes - impact on levy:</b>		
Overtime	3,250	Increase based on three year average of overtime costs.
Workers Compensation	(4,796)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Capital - Improvements	(1,112,000)	Decrease in capital outlay - improvement costs. No capital improvement projects are requested for 2019 operating budget.
Capital - Equipment	(18,000)	Decrease in capital outlay - equipment costs. Last year \$18,000 was budgeted for add-ons for the de-icing truck. No equipment is requested in 2019 operating budget.
Promotions Airport	(15,000)	Decrease based on a review of expenses and a goal to accomplish marketing goals at reduced cost.
Maintenance Buildings	(36,000)	Decrease based on accomplished hangar roof coatings that was budgeted in 2018 and bringing this account back to a normal yearly cost without this one-time project.
Heat	(6,500)	Decrease based on historical data analysis of past energy consumption.
Power and Light	5,500	Increase based on projected utility cost increases.
Water and Sewer	135,500	Increase based on city's actual charges for water and sewer services and an estimate for 2019 storm water utility charges.
Grounds Maintenance	(72,000)	Decrease based on accomplished pavement maintenance that was budgeted in 2018 and bringing this account back to a normal yearly cost without this one-time project.
Building Repairs	(4,000)	Decrease based on historical data analysis of past building repair costs.
Prop Liab Insurance	(23,025)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
Debt Principal Payments	(63,000)	Decrease due to the reduction in capital outlay expenses.
Fund Balance applied	1,160,000	\$1.16 million fund balance was used between General Fund & Airport Fund balance in 2018. No fund balance will be applied in 2019.
<b>Other small changes:</b>	<b>15,372</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 810,417</b>	

**Financial Summary**  
**Airport Fund (INCLUDES DEBT)**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	535,850	936,740	971,240	971,240	958,740
Labor	396,603	660,014	660,014	660,014	667,725
Travel	459	1,205	1,205	1,205	3,670
Capital	-	1,130,000	1,130,000	1,130,000	-
Other Expenditures	1,494,417	2,824,597	2,813,587	2,817,817	2,643,461
Total Expenditures	1,891,479	4,615,816	4,604,806	4,609,036	3,314,856
Levy Before Adjustments	1,355,629	3,679,076	3,633,566		2,356,116
<u>Adjustments</u>					
Decrease fund balances - Airport and General Fund			(1,160,000)		-
Back out depreciation			(1,633,850)		(1,545,699)
Net Levy After Adjustments			839,716		810,417

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 510 - Airport</b>								
<b>Revenue</b>								
<b>Public Services:</b>								
Other Fees	45002	0	0	45,616	0	0	21,000	100.00%
Rental Revenues	45011	27,185	21,768	19,856	37,500	25,000	25,000	-33.33%
Airport Landing Fees	45048	7,603	7,400	6,534	10,000	8,000	8,000	-20.00%
Fuel Flowage Fee	45049	71,658	79,039	90,016	86,000	92,000	92,000	6.98%
Land Rental - Airport	45059	497,234	486,708	495,604	534,440	514,540	514,540	-3.72%
Building Rental Airport	45060	271,994	271,333	280,383	293,000	290,000	290,000	-1.02%
<b>Public Services Subtotal:</b>		<b>875,673</b>	<b>866,249</b>	<b>938,010</b>	<b>960,940</b>	<b>929,540</b>	<b>950,540</b>	<b>-1.08%</b>
<b>Intergov Services:</b>								
Other Fees	43001	55,000	5,000	5,000	5,000	5,000	5,000	0.00%
Cost Share Municipalities	43016	0	19,574	0	0	0	0	0.00%
<b>Intergov Services Subtotal:</b>		<b>55,000</b>	<b>24,574</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>930,673</b>	<b>890,823</b>	<b>943,010</b>	<b>965,940</b>	<b>934,540</b>	<b>955,540</b>	<b>-1.08%</b>
<b>Misc Revenues:</b>								
Sale of Scrap	48106	42	122	237	300	200	200	-33.33%
Other Miscellaneous Revenues	48109	6,810	11,709	3,477	5,000	3,000	3,000	-40.00%
<b>Misc Revenues Subtotal:</b>		<b>6,851</b>	<b>11,831</b>	<b>3,714</b>	<b>5,300</b>	<b>3,200</b>	<b>3,200</b>	<b>-39.62%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	6,947	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>6,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>6,851</b>	<b>18,778</b>	<b>3,714</b>	<b>5,300</b>	<b>3,200</b>	<b>3,200</b>	<b>-39.62%</b>
<b>Revenue Total:</b>		<b>937,525</b>	<b>909,600</b>	<b>946,723</b>	<b>971,240</b>	<b>937,740</b>	<b>958,740</b>	<b>-1.29%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 510 - Airport</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	401,434	400,924	437,476	433,091	444,396	444,396	2.61%
Temporary Employees	51101	17,704	16,424	16,911	26,000	26,000	26,000	0.00%
Overtime	51105	8,083	12,571	6,109	3,750	4,500	7,000	86.67%
<b>Wages Subtotal:</b>		<b>427,221</b>	<b>429,919</b>	<b>460,496</b>	<b>462,841</b>	<b>474,896</b>	<b>477,396</b>	<b>3.14%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	31,473	31,887	34,068	35,406	36,332	36,525	3.16%
Health Insurance	51201	110,286	96,708	109,855	114,466	117,694	111,578	-2.52%
Dental Insurance	51202	7,139	6,338	5,392	5,394	4,654	4,654	-13.72%
Workers Compensation	51203	4,870	4,195	7,888	10,212	5,389	5,416	-46.96%
Compensated Absences Expense	51205	(19,034)	36,104	(1,778)	0	0	0	0.00%
WI Retirement	51206	21,083	26,911	26,924	29,269	29,405	29,569	1.02%
Fringe Benefits Other	51207	(1,882)	(6,114)	8,667	2,426	2,587	2,587	6.64%
WRS GASB 68 Adjustment	51216	0	29,115	26,165	0	0	0	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>153,936</b>	<b>225,143</b>	<b>217,181</b>	<b>197,173</b>	<b>196,061</b>	<b>190,329</b>	<b>-3.47%</b>
<b>Total Labor:</b>		<b>581,156</b>	<b>655,063</b>	<b>677,676</b>	<b>660,014</b>	<b>670,957</b>	<b>667,725</b>	<b>1.17%</b>
<b>Travel:</b>								
Registration Tuition	52001	357	524	694	400	1,145	1,145	186.25%
Automobile Allowance	52002	563	376	0	200	200	200	0.00%
Commercial Travel	52004	341	283	708	0	600	600	100.00%
Meals	52005	41	109	10	30	150	150	400.00%
Lodging	52006	327	1,007	951	500	1,500	1,500	200.00%
Other Travel Exp	52007	198	121	101	0	0	0	0.00%
Taxable Meals	52008	28	0	0	75	75	75	0.00%
<b>Travel Subtotal:</b>		<b>1,855</b>	<b>2,420</b>	<b>2,463</b>	<b>1,205</b>	<b>3,670</b>	<b>3,670</b>	<b>204.56%</b>
<b>Total Travel:</b>		<b>1,855</b>	<b>2,420</b>	<b>2,463</b>	<b>1,205</b>	<b>3,670</b>	<b>3,670</b>	<b>204.56%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 510 - Airport</b>								
<b>Capital Outlay:</b>								
Improvements	58002	5,651,793	0	0	1,112,000	0	0	-100.00%
Equipment	58004	104,810	98,880	104,866	18,000	245,000	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>5,756,603</b>	<b>98,880</b>	<b>104,866</b>	<b>1,130,000</b>	<b>245,000</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>								
		<b>5,756,603</b>	<b>98,880</b>	<b>104,866</b>	<b>1,130,000</b>	<b>245,000</b>	<b>0</b>	<b>-100.00%</b>
<b>Office:</b>								
Office Supplies	53000	465	472	545	500	550	550	10.00%
Stationery and Forms	53001	58	165	0	100	150	150	50.00%
Printing Supplies	53002	106	343	103	200	200	200	0.00%
Postage and Box Rent	53004	32	21	12	50	50	50	0.00%
Telephone	53008	8,442	7,753	8,334	8,000	8,000	8,000	0.00%
<b>Office Subtotal:</b>		<b>9,103</b>	<b>8,754</b>	<b>8,994</b>	<b>8,850</b>	<b>8,950</b>	<b>8,950</b>	<b>1.13%</b>
<b>Operating:</b>								
Advertising	53500	0	60	32	300	200	200	-33.33%
Membership Dues	53502	1,535	1,625	1,640	1,640	1,675	1,675	2.13%
Promotions Airport	53505	59,611	51,268	63,919	65,000	50,000	50,000	-23.08%
Food	53520	60	0	0	100	100	100	0.00%
Small Equipment	53522	20,512	16,117	28,104	36,900	36,900	36,900	0.00%
Other Operating Supplies	53533	5,618	6,677	5,388	7,050	7,050	7,050	0.00%
Motor Fuel	53548	31,999	24,106	32,101	29,000	31,000	31,000	6.90%
Operating Licenses Fees	53553	895	130	205	400	400	400	0.00%
Bad Debts Expense	53561	(347)	(202)	57	0	0	0	0.00%
Taxes & Assessments	53562	420	460	421	500	500	500	0.00%
Small Equipment Technology	53580	186	0	0	1,135	650	650	-42.73%
Print Duplicate	73003	1,141	1,093	793	750	800	800	6.67%
Postage and Box Rent	73004	210	152	210	450	350	350	-22.22%
<b>Operating Subtotal:</b>		<b>121,840</b>	<b>101,486</b>	<b>132,869</b>	<b>143,225</b>	<b>129,625</b>	<b>129,625</b>	<b>-9.50%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 510 - Airport</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	48,379	24,392	57,435	68,000	32,000	32,000	-52.94%
Maintenance Grounds	54021	32,031	28,462	31,314	34,000	34,000	34,000	0.00%
Maintenance Equipment	54022	852	1,831	1,015	2,500	2,350	2,350	-6.00%
Maintenance Vehicles	54023	54,997	38,738	36,611	42,000	40,000	40,000	-4.76%
Sign Parts Supplies	54027	56	223	532	500	800	800	60.00%
Equipment Repairs	54029	6,325	6,257	5,141	9,250	9,100	9,100	-1.62%
Maintenance Grounds	74021	8,982	17,512	25,832	15,000	15,000	15,000	0.00%
Equipment Repairs	74029	495	363	330	400	400	400	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>152,117</b>	<b>117,777</b>	<b>158,211</b>	<b>171,650</b>	<b>133,650</b>	<b>133,650</b>	<b>-22.14%</b>
<b>Utilities:</b>								
Heat	54700	45,224	38,004	43,060	63,000	56,500	56,500	-10.32%
Power and Light	54701	104,877	100,687	102,045	98,000	103,500	103,500	5.61%
Water and Sewer	54702	388,168	459,250	330,637	224,500	230,000	360,000	60.36%
Refuse Collection	54703	3,549	0	0	3,245	3,245	3,245	0.00%
Refuse Collection	74703	0	3,391	3,632	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>541,818</b>	<b>601,331</b>	<b>479,372</b>	<b>388,745</b>	<b>393,245</b>	<b>523,245</b>	<b>34.60%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	489	398	503	500	550	550	10.00%
Vehicle Repairs	55005	16,509	8,721	20,534	20,000	18,000	18,000	-10.00%
Grounds Maintenance	55007	34,110	25,722	77,951	151,000	79,000	79,000	-47.68%
Building Repairs	55008	25,210	25,951	24,769	34,000	30,000	30,000	-11.76%
Transcription Services	55009	0	0	304	500	400	400	-20.00%
Collection Services	55015	0	0	257	0	0	0	0.00%
Janitorial Services	55016	636	645	798	1,200	1,300	1,300	8.33%
Architect Engineer	55019	35,125	24,467	1,138	10,000	10,000	10,000	0.00%
<b>Contractual Services Subtotal:</b>		<b>112,079</b>	<b>85,904</b>	<b>126,254</b>	<b>217,200</b>	<b>139,250</b>	<b>139,250</b>	<b>-35.89%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 510 - Airport</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	63,156	69,204	65,604	65,067	42,042	42,042	-35.39%
<b>Insurance Expenses Subtotal:</b>		<b>63,156</b>	<b>69,204</b>	<b>65,604</b>	<b>65,067</b>	<b>42,042</b>	<b>42,042</b>	<b>-35.39%</b>
<b>Deprec &amp; Amort:</b>								
Depreciation Expense	56503	1,441,791	1,590,638	1,599,754	1,633,850	1,545,699	1,545,699	-5.40%
<b>Deprec &amp; Amort Subtotal:</b>		<b>1,441,791</b>	<b>1,590,638</b>	<b>1,599,754</b>	<b>1,633,850</b>	<b>1,545,699</b>	<b>1,545,699</b>	<b>-5.40%</b>
<b>Total Other Operating:</b>		<b>2,441,905</b>	<b>2,575,094</b>	<b>2,571,058</b>	<b>2,628,587</b>	<b>2,392,461</b>	<b>2,522,461</b>	<b>-4.04%</b>
<b>Debt Payments:</b>								
Debt Principal Payments	57000	97,648	48,317	601,807	169,000	106,000	106,000	-37.28%
Debt Interest Payments	57001	7,559	6,125	17,424	16,000	15,000	15,000	-6.25%
<b>Debt Payments Subtotal:</b>		<b>105,207</b>	<b>54,442</b>	<b>619,232</b>	<b>185,000</b>	<b>121,000</b>	<b>121,000</b>	<b>-34.59%</b>
<b>Other Financing Uses:</b>								
Loss on Disposition of Assets	59508	0	1,372	0	0	0	0	0.00%
<b>Other Financing Uses Subtotal:</b>		<b>0</b>	<b>1,372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Expense:</b>		<b>105,207</b>	<b>55,813</b>	<b>619,232</b>	<b>185,000</b>	<b>121,000</b>	<b>121,000</b>	<b>-34.59%</b>
<b>Expense Total:</b>		<b>8,886,726</b>	<b>3,387,271</b>	<b>3,975,295</b>	<b>4,604,806</b>	<b>3,433,088</b>	<b>3,314,856</b>	<b>-28.01%</b>
<b>Airport Net/(Levy):</b>		<b>(7,949,201)</b>	<b>(2,477,670)</b>	<b>(3,028,572)</b>	<b>(3,633,566)</b>	<b>(2,495,348)</b>	<b>(2,356,116)</b>	<b>-35.16%</b>
Back out depreciation budgeted					1,633,850	1,545,699	1,545,699	-5.40%
Airport fund balance applied (Note 1)					60,000	0	0	-100.00%
General fund balance applied (Note 1)					1,100,000	200,000	0	-100.00%
<b>Airport Net / (Levy)</b>					<b>(839,716)</b>	<b>(749,649)</b>	<b>(810,417)</b>	<b>-3.49%</b>

NOTE 1: fund balance applied is a use of fund balance to reduce the levy for this operation.

## AIRPORT PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
AIRPORT							958,740	(958,740)	(971,240)	(923,800)	(1.3)	5.1
Administration	51701	266,774	3,670	-	1,663,166	1,933,610		1,933,610	2,055,196	2,169,689	(5.9)	(5.3)
Field Maintenance	51703	302,539	-	-	577,150	879,689		879,689	665,071	582,777	32.3	14.1
Maintenance Shop	51705	69,113	-	-	42,245	111,358		111,358	117,027	130,041	(4.8)	(10.0)
Fire Station	51707	-	-	-	58,500	58,500		58,500	62,000	59,500	(5.6)	4.2
Tower	51709	-	-	-	39,000	39,000		39,000	39,500	44,750	(1.3)	(11.7)
Terminal Building	51711	12,662	-	-	102,200	114,862		114,862	261,118	269,127	(56.0)	(3.0)
West Terminal Wing	51713	-	-	-	6,250	6,250		6,250	6,250	6,250	0.0	0.0
Other Buildings	51715	16,637	-	-	33,950	50,587		50,587	83,644	69,079	(39.5)	21.1
Unclassified	51717	-	-	-	-	-		-	1,130,000	113,995	(100.0)	891.3
Debt Principal		-	-	-	106,000	106,000		106,000	169,000	50,000	(37.3)	238.0
Debt Interest		-	-	-	15,000	15,000		15,000	16,000	6,000	(6.3)	166.7
<b>Grand Totals</b>		<u>667,725</u>	<u>3,670</u>	<u>-</u>	<u>2,643,461</u>	<u>3,314,856</u>	<u>958,740</u>	2,356,116	3,633,566	2,577,408	(35.2)	41.0
Decrease fund balance								-	(1,160,000)	(59,995)	(100.0)	100.0
Back out depreciation								(1,545,699)	(1,633,850)	(1,751,746)	(5.4)	(6.7)
(Income)/Loss on cash flow basis								<u>810,417</u>	<u>839,716</u>	<u>765,667</u>	(3.5)	9.7

# HIGHWAY

Highway Fund: 540  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Raymond Palonen  
**LOCATION:** Winnebago County Highway Department  
901 W. County Rd Y  
Oshkosh, WI 54901

**TELEPHONE:** 232-1750

## **MISSION STATEMENT:**

Provide a high level of public service to residents of Winnebago County and the public in general, through cost effective management, repair and construction of the County system of highways; by assisting the Towns in Winnebago County with town road maintenance services and by providing maintenance and oversight services on the State and Interstate Highway system on behalf of the State Department of Transportation.

## **PROGRAM DESCRIPTION:**

**COUNTY ROAD MAINTENANCE** Overall management and administration of the County highway system including budgeting and financials, planning, engineering and system operations. Plan and provide highway routine maintenance, snow and ice control, pavement rehabilitation and construction, bridge maintenance, traffic control and all highway and right of way related activities. The Department provides safe, cost effective and high quality services to the County Trunk Highway System for County residents and travelers throughout Winnebago County.

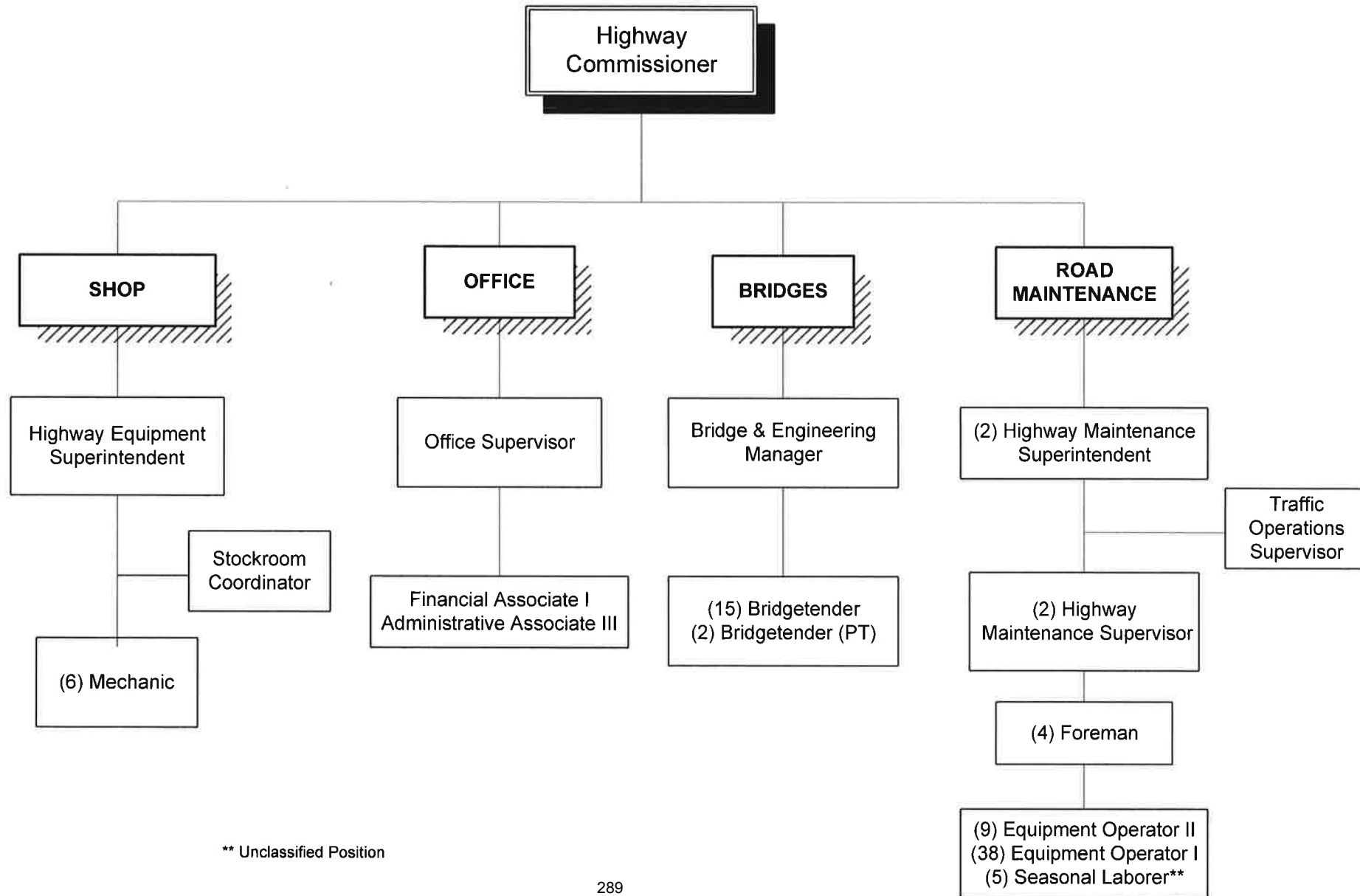
**STATE ROAD MAINTENANCE** The County provides highway maintenance operations on a contractual basis including winter snow and ice control, lift bridge oversight and operations, daily routine roadway maintenance and special maintenance, incident management and response assistance along with assisting with construction projects. Activities include sign maintenance, drainage, structure maintenance, traffic control, plowing, salting, patching and patrolling.

**LOCAL ROAD MAINTENANCE** The County provides daily and special maintenance to many of the Towns of Winnebago County on a pre-arranged basis, by letter of agreement. Provides winter and routine road maintenance, drainage and ditch maintenance and special improvements projects. We provide assistance to the Towns on improvement projects and help Towns plan and coordinate with the State on special funding programs. Provide financial assistance and guidance for Culvert/Bridge Aid projects.

**COUNTY ROAD MAJOR IMPROVEMENTS** Provides expertise in the planning and design of needed reconstruction of County Roads utilizing available Federal and State funding.

**UNDERGROUND STORAGE TANK PROGRAM** Manages the County's underground storage tanks to comply with applicable DNR regulations.

# HIGHWAY



\*\* Unclassified Position

# **HIGHWAY**

**Highway Fund: 540**  
**2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Raymond Palonen  
**LOCATION:** Winnebago County  
901 W. County Rd. Y  
Oshkosh, WI 54901

**TELEPHONE:** 232-1750

## **2018 ACCOMPLISHMENTS:**

- 1. Performed highway maintenance activities consisting of repaving, patching, crack filling, chip sealing, ditching & drainage improvements, traffic signing, line painting, and shouldering on the county trunk highway system.**
- 2. Installed a 19' x 8' x 60' aluminum box culvert on CTH "N" to replace 3 undersized culvert pipes. County crews constructed the culvert on site, installation was performed by a contractor.**
- 3. Continued engineering and design of CTH "A" Indian Pt. Road to CTH "GG" under state agreement. Construction planned for 2020.**
- 4. Began the engineering and design process to correct safety and geometric deficiencies on CTH "CB" from Shady Lane to CTH "BB". Construction planned for 2019.**
- 5. Began the engineering and design process to correct safety and geometric deficiencies on CTH "O" from Interstate 41 to CTH "II". Construction planned for 2020.**
- 6. Constructed a covered storage bin / shelter to comply with MS4 requirements in order to comply with the DNR storm water permit to protect street sweepings and dumpsters from storm water runoff.**
- 7. Began discussions with the Town of Clayton to facilitate a jurisdictional transfer of CTH "T" from Pioneer Road to CTH "II" to the township, and jurisdictional transfer of Pioneer Road from CTH "T" to CTH "II" to Winnebago County.**
- 8. Crack filled and seal coated approximately 11,000 square yards of county parking lot at the Administration Building parking lot, Dawes Street parking lot, and Health and Human Services parking lot in Neenah.**

9. Installed an epoxy floor coating in the mechanic shop to preserve the concrete floor from further deterioration.
10. Managed the construction of a WisDOT salt shed and parking lot on Racine Street in Menasha.
11. Repaired concrete failures on STH “45” for WisDOT

#### **2019 GOALS & OBJECTIVES:**

1. Continue to performed highway maintenance activities consisting of repaving, patching, crack filling, chip sealing, ditching & drainage improvements, traffic signing, line painting, and shouldering on the county trunk highway system.
2. Continue to update an aging fleet of equipment in order to maintain cost effective operations.
3. Oversee and implement the County Capital Improvement program related to highway improvements.
4. Begin construction on CTH "BB" from Shady Lane to CTH "BB".
5. Begin construction to widen the bridge on CTH “BB” between Shady Lane and CTH “BB”.
6. Continue to provide cost effective maintenance and construction services to the Wisconsin Department of Transportation and local governments.
7. Begin design and engineering services to improve CTH “T” from Pioneer Road to CTH “II”.
8. Establish an agreement with the Town of Clayton to jurisdictionally transfer CTH “T” (Pioneer Road – CTH “II”) to the township and to accept jurisdiction of Pioneer Road (CTH T – CTH “II”).
9. Complete design services for CTH “A” (Indian Pt. Rd. – CTH “GG”) and purchase necessary right of way in preparation of reconstruction planned for 2020.

# HIGHWAY

## 2019 BUDGET NARRATIVE HIGHLIGHTS

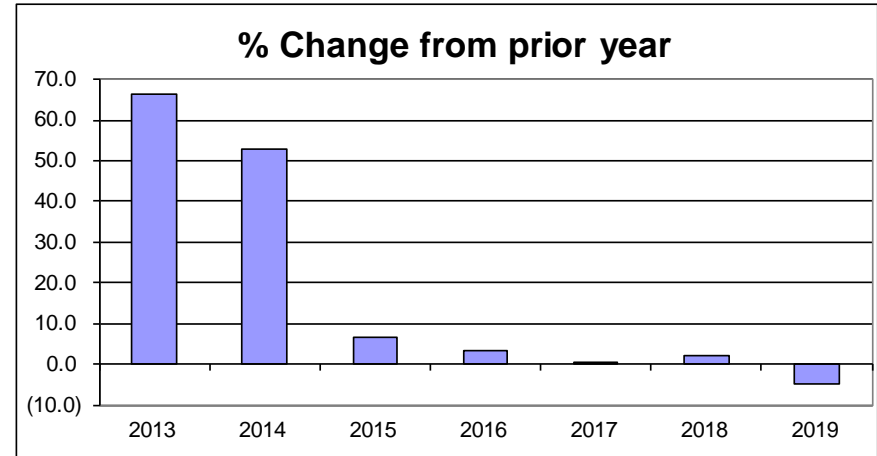
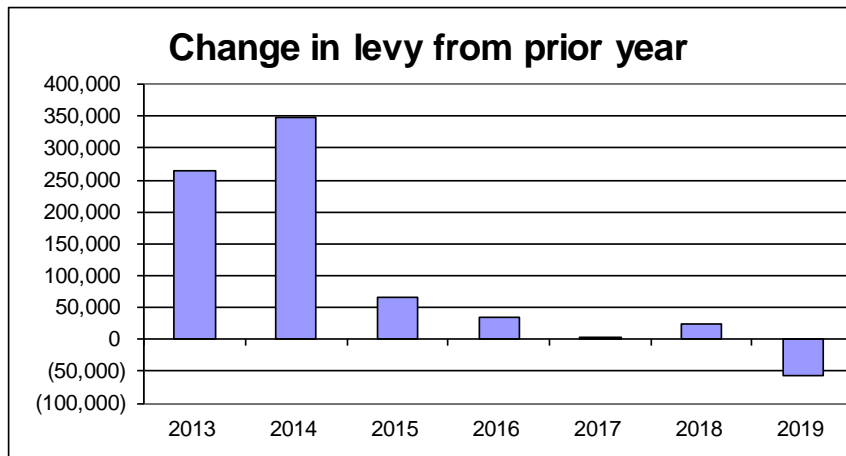
### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	78	78	78	77	78	80	80	83	83	84
Part Time	2	2	2	2	2	2	2	2	2	2
Total	80	80	80	79	80	82	82	85	85	86

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. Two (2) new Highway Maintenance Supervisor positions have been added for 2019 and one (1) Foreman position has been deleted for 2019.

**COUNTY LEVY:** The Highway Department operates as a proprietary type activity and as such does not have a direct tax levy. The department provides county road maintenance, which is charged back to the general fund. The department also does work for the State and other municipalities within Winnebago County and bills those units of government for services provided.

**County Road Maintenance:** The 2019 tax levy in the General Fund for County Road Maintenance is \$1,083,890, a decrease of \$57,110 or 5.0% over 2018. A schedule of significant changes follows.





## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Highway

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
<b>2018 Budgeted Surplus (Deficit)</b>			<b>\$ (248,565)</b>	
<b>Significant changes to revenues:</b>				
<b>Account</b>	<b>Incr/(Decr) Revenue</b>			
Permit Fees	5,000	5,000		Increase due to anticipated utility installation increases.
Hwy Maint Municipal	(380,842)	(380,842)		Decrease of municipality revenue based on a three year average.
Hwy Maint Municipal - interfund	42,230	42,230		Increase of bridge/culvert aid revenue from internal departments.
Sale of Prop Equip	4,000	4,000		Increase based on planned sale of obsolete equipment.
Sale of Scrap	(31,800)	(31,800)		Decrease of scrap sales based on a three year average.
Other Miscellaneous Revenues	107,900	107,900		Increase based on county furnished material revenue and under budgeting prior years.
<b>Total revenue changes</b>	<b>(253,512)</b>			
<b>Significant changes to expenses:</b>				
<b>Account</b>	<b>Incr/(Decr) Expense</b>			<b>Description</b>
Temporary Employees	(32,000)	32,000		Decrease based on overbudgeting this account in 2018. The amount requested is more in line with historical trends in this account.
Workers Compensation	(39,471)	39,471		Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Unemployment Compensation	(6,000)	6,000		Decrease based on historical trends of costs in this account.
Capital - Buildings	188,500	(188,500)		Increase in capital building projects - in 2018, only one \$10,000 LCD lighting replacement project was budgeted. In 2019, building projects include: salt shed overhead door (\$16,000), overhead crane updates (\$20,000), epoxy half of truck parking area (\$135,000), brine tank (\$7,500), and shop cameras (\$20,000).
Capital - Equipment	(398,000)	398,000		Decrease in the amount of capital equipment needs in 2019. In 2018, two (2) Tri-Axle Glider Trucks made up \$620,000 of the budget. Less high dollar equipment is being requested in 2019.
Small Equipment	6,676	(6,676)		Increase for new furniture needs for new supervisors.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Highway

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
Shop Supplies	12,000	(12,000)		Increase in shop supplies needed in 2019, based on a three year average.
Equipment Rental	48,600	(48,600)		Increase based on more road improvement projects and higher rental expense costs.
Small Equipment Technology	4,500	(4,500)		Increase for the purchase of computers for Highway Director and two supervisors.
Lubricants	(11,001)	11,001		Decrease based on three year average of lubricant expenses, budgeting based on trend.
Road Maintenance Materials	(107,585)	107,585		Decrease based on three year average of road maintenance material expenses, budgeting based on trend.
Heat	(4,500)	4,500		Decrease based on three year average of heating expenses, budgeting based on trend.
Power and Light	(19,000)	19,000		Decrease based on three year average of power and light expenses, budgeting based on trend.
Water and Sewer	6,800	(6,800)		Decrease based on three year average of water and sewer expenses, budgeting based on trend.
Refuse Collection	3,500	(3,500)		Increase based on using Van's Waste in 2019 for refuse collection.
Heat - interfund	(7,000)	7,000		Decrease based on three year average of heating expenses, budgeting based on trend.
Refuse Collection - interfund	3,399	(3,399)		Increase based on using Van's Waste in 2019 for refuse collection.
Professional Service	35,000	(35,000)		Increase for professional services being used, but were not budgeted for in 2018.
Prop Liab Ins	(70,628)	70,628		Decrease based on the Property & Liability Insurance fund having a large fund balance. It was determined in 2019 to provide a credit to each department to draw down the fund balance for the fund.
Debt Principal Payments	15,000	(15,000)		Increase based on debt payment schedules projected.
<b>Other small changes</b>	(46,932)	46,932		This is a combination of small increases and decreases to revenue and expense accounts.
<b>Total expense changes</b>	<b>(418,142)</b>			
<b>2019 Budgeted Surplus (Deficit)</b>			<b>\$ (83,935)</b>	

## Financial Summary Highway

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	6,603,356	15,047,383	15,047,383	15,047,383	15,035,591
Labor	3,228,811	6,253,200	6,253,200	6,253,200	6,378,789
Travel	1,901	5,550	5,550	5,550	7,451
Capital	520,848	1,286,000	1,286,000	1,305,585	1,076,500
Other Expenditures	3,300,258	8,842,098	8,824,098	8,824,098	8,761,873
Total Expenditures	7,051,818	16,386,848	16,368,848	16,388,433	16,224,613
(Surplus) deficit before adjustments			1,321,465		1,189,022
<i>Adjustments:</i>					
Back out depreciation			(1,072,900)		(1,105,087)
Net (surplus) deficit on a budgetary basis			248,565		83,935

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
<b>Revenue</b>								
<b>Licenses:</b>								
Permit Fees	44003	19,931	15,859	21,425	15,000	20,000	20,000	33.33%
<b>Licenses Subtotal:</b>		<b>19,931</b>	<b>15,859</b>	<b>21,425</b>	<b>15,000</b>	<b>20,000</b>	<b>20,000</b>	<b>33.33%</b>
<b>Public Services:</b>								
Highway Services	45000	1,399	1,726	509	865	1,500	1,500	73.41%
Rental Revenues	45011	350	0	350	350	250	250	-28.57%
<b>Public Services Subtotal:</b>		<b>1,749</b>	<b>1,726</b>	<b>859</b>	<b>1,215</b>	<b>1,750</b>	<b>1,750</b>	<b>44.03%</b>
<b>Intergov Services:</b>								
Hwy Maint State	43005	3,657,903	4,404,791	4,431,217	4,016,887	4,016,887	4,038,348	0.53%
Hwy Maint Municipal	43008	2,551,457	3,281,408	2,559,058	3,199,609	2,797,307	2,818,767	-11.90%
Hwy Non Road Related Revenues	43011	0	111	0	0	0	0	0.00%
Hwy Health Agency Revenues	43012	10,005	30,398	24,465	21,268	20,000	20,000	-5.96%
Hwy Culture Rec Ed Revenues	43013	10,160	8,730	9,994	10,300	7,200	7,200	-30.10%
Hwy Conservation Dev Revenue	43014	8,651	6,178	5,057	11,000	9,000	9,000	-18.18%
<b>Intergov Services Subtotal:</b>		<b>6,238,176</b>	<b>7,731,615</b>	<b>7,029,791</b>	<b>7,259,064</b>	<b>6,850,394</b>	<b>6,893,315</b>	<b>-5.04%</b>
<b>Interfund Revenue:</b>								
Hwy Maint Municipal	63008	72,851	54,005	16,422	66,770	109,000	109,000	63.25%
Highway Services	65000	6,598,359	5,143,237	6,456,361	7,617,234	7,800,404	7,843,326	2.97%
Other Fees	65002	0	16,700	0	0	0	0	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>6,671,210</b>	<b>5,213,943</b>	<b>6,472,783</b>	<b>7,684,004</b>	<b>7,909,404</b>	<b>7,952,326</b>	<b>3.49%</b>
<b>Total Operating Revenue:</b>		<b>12,931,066</b>	<b>12,963,143</b>	<b>13,524,858</b>	<b>14,959,283</b>	<b>14,781,548</b>	<b>14,867,391</b>	<b>-0.61%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
<b>Interest:</b>								
Interest Investments	48000	10,343	4,876	13,746	12,000	12,000	12,000	0.00%
Investment Mark to Market	48002	2,221	(2,260)	(1,995)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>12,564</b>	<b>2,616</b>	<b>11,751</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0.00%</b>
<b>Misc Revenues:</b>								
Sale Of Prop Equip	48104	0	(31,562)	4,599	0	4,000	4,000	100.00%
Sale of Scrap	48106	9,555	10,262	11,326	42,000	10,200	10,200	-75.71%
Other Miscellaneous Revenues	48109	25,539	39,826	141,327	34,100	142,000	142,000	316.42%
<b>Misc Revenues Subtotal:</b>		<b>35,094</b>	<b>18,526</b>	<b>157,252</b>	<b>76,100</b>	<b>156,200</b>	<b>156,200</b>	<b>105.26%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	58,616	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>58,616</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>47,658</b>	<b>79,758</b>	<b>169,003</b>	<b>88,100</b>	<b>168,200</b>	<b>168,200</b>	<b>90.92%</b>
<b>Revenue Total:</b>		<b>12,978,724</b>	<b>13,042,902</b>	<b>13,693,861</b>	<b>15,047,383</b>	<b>14,949,748</b>	<b>15,035,591</b>	<b>-0.08%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	3,518,263	3,371,915	3,481,629	3,838,930	3,940,154	3,993,631	4.03%
Temporary Employees	51101	0	0	0	67,000	35,000	35,000	-47.76%
Overtime	51105	186,560	272,108	256,005	292,000	301,590	301,590	3.28%
Comp Time	51108	2,585	26,029	0	0	0	0	0.00%
Payout Wages	51120	0	0	36,808	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>3,707,408</b>	<b>3,670,053</b>	<b>3,774,443</b>	<b>4,197,930</b>	<b>4,276,744</b>	<b>4,330,221</b>	<b>3.15%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	272,065	263,010	320,364	321,141	323,091	327,182	1.88%
Health Insurance	51201	928,551	944,162	1,090,138	1,203,799	1,279,275	1,234,371	2.54%
Dental Insurance	51202	55,927	56,386	58,792	63,396	61,396	62,483	-1.44%
Workers Compensation	51203	30,964	31,621	58,434	82,982	42,928	43,511	-47.57%
Unemployment Comp	51204	77,019	62,011	70,527	96,000	90,000	90,000	-6.25%
WI Retirement	51206	194,737	245,143	250,649	266,448	265,265	268,768	0.87%
Fringe Benefits Other	51207	42,316	(12,313)	(23,189)	21,504	21,954	22,253	3.48%
WRS GASB 68 Adjustment	51216	0	260,610	247,160	0	0	0	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>1,601,578</b>	<b>1,850,630</b>	<b>2,072,874</b>	<b>2,055,270</b>	<b>2,083,909</b>	<b>2,048,568</b>	<b>-0.33%</b>
<b>Total Labor:</b>		<b>5,308,986</b>	<b>5,520,682</b>	<b>5,847,317</b>	<b>6,253,200</b>	<b>6,360,653</b>	<b>6,378,789</b>	<b>2.01%</b>
<b>Travel:</b>								
Registration Tuition	52001	1,727	5,352	9,429	4,200	5,501	5,501	30.98%
Automobile Allowance	52002	206	230	144	100	200	200	100.00%
Meals	52005	122	122	298	50	180	180	260.00%
Lodging	52006	1,901	1,369	1,063	1,150	1,500	1,500	30.43%
Other Travel Exp	52007	0	53	22	0	50	50	100.00%
Taxable Meals	52008	0	54	0	50	20	20	-60.00%
<b>Travel Subtotal:</b>		<b>3,956</b>	<b>7,180</b>	<b>10,957</b>	<b>5,550</b>	<b>7,451</b>	<b>7,451</b>	<b>34.25%</b>
<b>Total Travel:</b>		<b>3,956</b>	<b>7,180</b>	<b>10,957</b>	<b>5,550</b>	<b>7,451</b>	<b>7,451</b>	<b>34.25%</b>
<b>Capital Outlay:</b>								
Buildings	58001	0	22,430	22,538	10,000	198,500	198,500	1,885.00%
Equipment	58004	1,049,023	1,080,292	1,016,681	1,276,000	878,000	878,000	-31.19%
<b>Capital Outlay Subtotal:</b>		<b>1,049,023</b>	<b>1,102,722</b>	<b>1,039,219</b>	<b>1,286,000</b>	<b>1,076,500</b>	<b>1,076,500</b>	<b>-16.29%</b>
<b>Total Capital:</b>		<b>1,049,023</b>	<b>1,102,722</b>	<b>1,039,219</b>	<b>1,286,000</b>	<b>1,076,500</b>	<b>1,076,500</b>	<b>-16.29%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
<b>Office:</b>								
Office Supplies	53000	1,309	1,568	2,512	4,675	6,675	4,675	0.00%
Printing Supplies	53002	357	302	268	550	310	310	-43.64%
Print Duplicate	53003	1,134	183	514	600	615	615	2.50%
Postage and Box Rent	53004	660	303	236	620	400	400	-35.48%
Computer Supplies	53005	0	189	72	0	0	0	0.00%
Computer Software	53006	3,440	0	776	1,500	1,400	1,400	-6.67%
Telephone	53008	12,043	12,495	13,214	10,000	11,000	11,000	10.00%
Wireless	53012	14,280	14,330	11,654	14,500	13,500	13,500	-6.90%
<b>Office Subtotal:</b>		<b>33,222</b>	<b>29,371</b>	<b>29,246</b>	<b>32,445</b>	<b>33,900</b>	<b>31,900</b>	<b>-1.68%</b>
<b>Operating:</b>								
Advertising	53500	117	39	39	200	100	100	-50.00%
Subscriptions	53501	352	499	505	500	450	450	-10.00%
Membership Dues	53502	637	445	166	850	450	450	-47.06%
Household Supplies	53516	827	3,519	3,622	2,600	4,000	4,000	53.85%
Uniforms Tools Allowance	53517	425	0	0	0	0	0	0.00%
Food	53520	1,748	1,871	1,692	1,065	2,500	2,500	134.74%
Small Equipment	53522	39,661	44,247	55,099	49,323	45,999	55,999	13.54%
Shop Supplies	53523	57,447	51,823	54,655	43,000	55,000	55,000	27.91%
Medical Supplies	53524	112	141	298	300	150	150	-50.00%
Other Operating Supplies	53533	2,010	7,491	5,062	3,750	2,900	2,900	-22.67%
Safety Supplies	53543	3,092	4,696	6,462	3,900	4,800	4,800	23.08%
Motor Fuel	53548	414,896	351,942	395,480	453,472	449,151	449,151	-0.95%
Equipment Rental	53551	87,764	118,568	63,619	82,750	131,350	131,350	58.73%
Operating Licenses Fees	53553	1,057	759	644	835	800	800	-4.19%
Machinery Rental	53570	0	(88)	0	0	0	0	0.00%
Fuel Handling	53571	0	0	1	0	0	0	0.00%
Close to Assets Lia	53572	(123,050)	16,029	(88,921)	(55,434)	(55,434)	(55,434)	0.00%
Building Space Cost	53574	0	0	0	0	0	0	0.00%
Field Small Tools	53575	0	8,570	7	0	0	0	0.00%
Shop Services	53576	0	52	(0)	0	0	0	0.00%
Employee Benefits	53577	0	(244)	0	0	0	0	0.00%
Small Equipment Technology	53580	0	170	499	2,500	1,000	7,000	180.00%

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
Print Duplicate	73003	3,289	3,815	4,654	4,000	4,000	4,000	0.00%
Postage and Box Rent	73004	500	721	1,202	500	800	800	60.00%
Computer Server Charge	73030	0	5,822	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>490,884</b>	<b>620,887</b>	<b>504,782</b>	<b>594,111</b>	<b>648,016</b>	<b>664,016</b>	<b>11.77%</b>
<b>Repairs &amp; Maint:</b>								
Sodium Chloride	54002	192,635	313,390	341,252	345,000	345,000	345,000	0.00%
Small Hardware	54008	3,944	7,917	4,665	3,000	3,500	3,500	16.67%
Other Elect Products	54012	0	0	530	0	0	0	0.00%
Other Plumbing Prod.	54014	65	0	0	0	0	0	0.00%
Other Building Materials	54015	18,986	32,324	41,257	24,000	25,000	25,000	4.17%
Lubricants	54016	26,503	38,980	23,828	41,000	29,999	29,999	-26.83%
Machine Equip Parts	54017	422,535	549,270	583,590	544,160	549,999	549,999	1.07%
Tires Batteries	54018	49,323	71,514	71,562	70,725	70,000	70,000	-1.03%
Road Maintenance Materials	54019	4,443,767	3,825,280	3,688,256	5,076,584	4,968,999	4,968,999	-2.12%
Maintenance Buildings	54020	0	317	1,975	0	0	0	0.00%
Maintenance Grounds	54021	1,294	459	120	0	0	0	0.00%
Maintenance Equipment	54022	0	8,979	9,471	10,350	10,500	10,500	1.45%
Consumable Tools	54026	12,409	8,770	7,753	8,500	10,000	10,000	17.65%
Equipment Repairs	54029	73,539	35,114	(190,688)	64,100	64,000	64,000	-0.16%
Maintenance Grounds	74021	15,019	14,982	15,000	15,019	15,000	15,000	-0.13%
Equipment Repairs	74029	274	660	146,454	363	0	0	-100.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>5,260,292</b>	<b>4,907,956</b>	<b>4,745,025</b>	<b>6,202,801</b>	<b>6,091,997</b>	<b>6,091,997</b>	<b>-1.79%</b>
<b>Utilities:</b>								
Heat	54700	12,387	8,588	12,763	17,500	13,000	13,000	-25.71%
Power and Light	54701	87,737	85,367	76,204	95,000	76,000	76,000	-20.00%
Water and Sewer	54702	39,523	47,463	52,467	43,200	50,000	50,000	15.74%
Refuse Collection	54703	185	0	0	0	3,500	3,500	100.00%
Heat	74700	11,016	7,271	5,531	15,000	8,000	8,000	-46.67%
Refuse Collection	74703	16,313	18,588	37,799	16,600	19,999	19,999	20.48%
<b>Utilities Subtotal:</b>		<b>167,161</b>	<b>167,276</b>	<b>184,764</b>	<b>187,300</b>	<b>170,499</b>	<b>170,499</b>	<b>-8.97%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 540 - Highway</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	4,942	4,791	6,194	6,400	5,310	5,310	-17.03%
Pest Extermination	55002	495	0	0	500	150	150	-70.00%
Other Repair Maint Streets	55004	174,103	323,723	374,550	416,100	400,000	400,000	-3.87%
Grounds Maintenance	55007	(921)	0	0	0	0	0	0.00%
Building Repairs	55008	14,403	96,701	79,208	28,000	30,001	30,001	7.15%
Professional Service	55014	900	32,191	233,795	0	35,000	35,000	100.00%
Architect Engineer	55019	0	0	7,900	0	0	0	0.00%
<b>Contractual Services Subtotal:</b>		<b>193,922</b>	<b>457,406</b>	<b>701,647</b>	<b>451,000</b>	<b>470,461</b>	<b>470,461</b>	<b>4.32%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	155,328	157,212	159,300	158,541	87,913	87,913	-44.55%
<b>Insurance Expenses Subtotal:</b>		<b>155,328</b>	<b>157,212</b>	<b>159,300</b>	<b>158,541</b>	<b>87,913</b>	<b>87,913</b>	<b>-44.55%</b>
<b>Deprec &amp; Amort:</b>								
Depreciation Expense	56503	1,076,843	1,117,751	1,123,119	1,072,900	1,105,087	1,105,087	3.00%
<b>Deprec &amp; Amort Subtotal:</b>		<b>1,076,843</b>	<b>1,117,751</b>	<b>1,123,119</b>	<b>1,072,900</b>	<b>1,105,087</b>	<b>1,105,087</b>	<b>3.00%</b>
<b>Total Other Operating:</b>		<b>7,377,650</b>	<b>7,457,858</b>	<b>7,447,883</b>	<b>8,699,098</b>	<b>8,607,873</b>	<b>8,621,873</b>	<b>-0.89%</b>
<b>Debt Payments:</b>								
Debt Principal Payments	57000	69,413	70,938	690,912	113,000	128,000	128,000	13.27%
Debt Interest Payments	57001	7,780	6,604	17,431	12,000	12,000	12,000	0.00%
<b>Debt Payments Subtotal:</b>		<b>77,193</b>	<b>77,542</b>	<b>708,344</b>	<b>125,000</b>	<b>140,000</b>	<b>140,000</b>	<b>12.00%</b>
<b>Total Non-Operating Expense:</b>		<b>77,193</b>	<b>77,542</b>	<b>708,344</b>	<b>125,000</b>	<b>140,000</b>	<b>140,000</b>	<b>12.00%</b>
<b>Expense Total:</b>		<b>13,816,808</b>	<b>14,165,984</b>	<b>15,053,719</b>	<b>16,368,848</b>	<b>16,192,477</b>	<b>16,224,613</b>	<b>-0.88%</b>
<b>Highway Surplus / (Deficit) prior to adjustments</b>		<b>(838,084)</b>	<b>(1,123,083)</b>	<b>(1,359,858)</b>	<b>(1,321,465)</b>	<b>(1,242,729)</b>	<b>(1,189,022)</b>	<b>-10.02%</b>
<b>Adjustments:</b>								
Back out depreciation		1,076,843	1,117,751	1,123,119	1,072,900	1,105,087	1,105,087	3.00%
<b>Net Surplus / (Deficit) on budgetary basis</b>		<b>238,759</b>	<b>(5,332)</b>	<b>(236,738)</b>	<b>(248,565)</b>	<b>(137,642)</b>	<b>(83,935)</b>	<b>-44.63%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Highway -				
	Salt Shed Overhead Door	1	16,000	16,000
	Overhead Crane updates	1	20,000	20,000
	Epoxy 1/2 of Truck Parking	1	135,000	135,000
	Brine Tank	1	7,500	7,500
	Shop Cameras	1	20,000	20,000
	Wheeled Excavator	1	275,000	275,000
	Min Excavator	1	150,000	150,000
	Tri-axle Dump/Plow Truck	1	270,000	270,000
	Superintendent Trucks	2	45,000	90,000
	Concrete Hammer	1	12,000	12,000
	Concrete Drill	1	11,000	11,000
	Dust Collector - Drill	1	5,000	5,000
	Brush Cutter Excavator	1	50,000	50,000
	Compactor Excavator	1	15,000	15,000
		15		1,076,500

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - County Road Maintenance

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,141,000</b>	
<b>Revenue Changes - impact on levy:</b>		
Transportation Aids	(50,000)	Increase based on increasing state reimbursements to be received in 2019.
<b>Expense Changes - impact on levy:</b>		
Repair Maint Streets	31,890	Projected increase to repair/maintain county roads for 2019.
Architect Engineer	(39,000)	These costs have been included in the capital road projects that are bonded for.
<b>Other small changes</b>	-	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 1,083,890</b>	

## Financial Summary County Road Maintenance

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	1,607,033	2,048,000	2,048,000	2,048,000	2,098,000
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	1,444,048	3,189,000	3,189,000	3,189,000	3,181,890
Total Expenditures	1,444,048	3,189,000	3,189,000	3,189,000	3,181,890
Levy			1,141,000		1,083,890

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 040 - County Road Maintenance</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Transportation Aids	42015	1,971,052	1,998,323	1,891,666	2,000,000	2,000,000	2,050,000	2.50%
<b>Intergov Rev Subtotal:</b>		<b>1,971,052</b>	<b>1,998,323</b>	<b>1,891,666</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,050,000</b>	<b>2.50%</b>
<b>Interfund Revenue:</b>								
Material Sales	68105	20,124	48,245	19,656	33,000	33,000	33,000	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>20,124</b>	<b>48,245</b>	<b>19,656</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>1,991,175</b>	<b>2,046,568</b>	<b>1,911,322</b>	<b>2,033,000</b>	<b>2,033,000</b>	<b>2,083,000</b>	<b>2.46%</b>
<b>Misc Revenues:</b>								
Insurance Recoveries	48107	4,530	4,163	12,559	15,000	15,000	15,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>4,530</b>	<b>4,163</b>	<b>12,559</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.00%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	80,000	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>4,530</b>	<b>84,163</b>	<b>12,559</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>1,995,705</b>	<b>2,130,732</b>	<b>1,923,882</b>	<b>2,048,000</b>	<b>2,048,000</b>	<b>2,098,000</b>	<b>2.44%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 040 - County Road Maintenance</b>								
<b>Expense</b>								
<b>Repairs &amp; Maint:</b>								
Repair Maint Streets	75806	2,046,172	1,759,734	2,075,045	2,385,000	2,416,890	2,416,890	1.34%
Snow Removal Streets	75807	564,391	894,936	740,492	755,000	755,000	755,000	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>2,610,563</b>	<b>2,654,670</b>	<b>2,815,537</b>	<b>3,140,000</b>	<b>3,171,890</b>	<b>3,171,890</b>	<b>1.02%</b>
<b>Contractual Services:</b>								
Professional Service	55014	(1,967)	0	0	0	0	0	0.00%
Architect Engineer	55019	500	0	0	39,000	39,000	0	-100.00%
<b>Contractual Services Subtotal:</b>		<b>(1,467)</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	<b>39,000</b>	<b>0</b>	<b>-100.00%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	9,216	9,588	8,736	10,000	10,000	10,000	0.00%
<b>Insurance Expenses Subtotal:</b>		<b>9,216</b>	<b>9,588</b>	<b>8,736</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
<b>Total Other Operating:</b>		<b>2,618,312</b>	<b>2,664,258</b>	<b>2,824,273</b>	<b>3,189,000</b>	<b>3,220,890</b>	<b>3,181,890</b>	<b>-0.22%</b>
<b>Expense Total:</b>		<b>2,618,312</b>	<b>2,664,258</b>	<b>2,824,273</b>	<b>3,189,000</b>	<b>3,220,890</b>	<b>3,181,890</b>	<b>-0.22%</b>
<b>County Road Maintenance Net/(Levy):</b>		<b>(622,607)</b>	<b>(533,526)</b>	<b>(900,392)</b>	<b>(1,141,000)</b>	<b>(1,172,890)</b>	<b>(1,083,890)</b>	<b>-5.01%</b>

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>HEALTH &amp; HUMAN SERVICES</b>				
Public Health Department	\$ 2,249,779	\$ 4,320,003	\$ (100,000)	\$ 1,970,224
Child Support	1,861,145	1,806,015	-	(55,130)
Veterans	14,400	658,733	-	644,333
Human Services	27,138,889	45,381,347	-	18,242,458
Park View Health Center	14,677,189	18,567,328	(2,291,000)	1,599,139
Park View Health Center Debt	-	338,000	-	338,000
	<u>\$ 45,941,402</u>	<u>\$ 71,071,426</u>	<u>\$ (2,391,000)</u>	<u>\$ 22,739,024</u>

# PUBLIC HEALTH

General Fund – Division: 052  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Doug Gieryn

**HEALTH LOCATIONS:** Winnebago County Health Department  
112 Otter Avenue, Second Floor  
Oshkosh, WI 54901

Winnebago County Neenah Human Services Building  
211 North Commercial Street  
Neenah, WI 54956

**TELEPHONE:** 920-232-3000

**FAX:** 920-232-3370

**EMAIL:** [health@co.winnebago.wi.us](mailto:health@co.winnebago.wi.us)

**WEB:** [www.winnebagopublichealth.org](http://www.winnebagopublichealth.org)

**SOCIAL:** [@WinnebagoHealth](https://www.facebook.com/WinnebagoHealth)

**VISION STATEMENT:** The Winnebago County Health Department is a leader in creating a culture that optimizes health and wellness in our community.

**MISSION STATEMENT:** Winnebago County Health Department leads change by providing services and building partnerships that strengthen the community.

## **DIVISION DESCRIPTIONS:**

**ADMINISTRATION:** Provides departmental leadership, planning, supervision, programmatic oversight, support staffing, accounting and budget. Responsible for communications, health assessment, policies, enforcement, data management, community partnership, planning, preparedness, fund seeking, and workforce development. Programs include:

- **Communications** – Create, maintain and execute comprehensive communications strategy to advance the department’s outreach and community visibility and engagement.
- **Planning** – Assist with the development, maintenance, execution and evaluation of department, division and community plans. Preparation for and maintenance of readiness for national accreditation. Grant writing support.
- **Preparedness** – Community preparedness planning and exercises to respond to crisis or disaster including pandemic influenza, mass clinic operation, nuclear/biological/chemical accident or terrorism, participation in regional healthcare emergency response coalition activities and overall 24/7/365 availability of health department staff.
- **Policy & Equity** – Assures local and community policies are or become inclusive of the promotion and equitable opportunity for overall health and determinants of healthy living, including but not limited to income, education, housing, transportation, location, and discrimination. Assists internal staff with issues related to policy development and awareness as it relates to division programs.



**COMMUNICABLE DISEASE PREVENTION & CONTROL:** Prevents and minimizes the spread of disease in Winnebago County. Services provided include immunizations, communicable disease prevention and outbreak response, direct observation therapy, refugee health screenings, jail services, HIV Partner Referral/Counseling and Testing and LifePoint needle exchange service. Programs include:

- Communicable Disease - Communicable disease surveillance, epidemiologic follow-up, disease containment, education, outbreak investigation, case referral and reporting. Tuberculosis skin testing for general public, county employees and contracted agencies.
- Immunizations – Provision and monitoring of required immunizations to prevent vaccine preventable diseases in children. Vaccines for adults on a fee for service basis.
- Seasonal Influenza – Monitoring of disease, public education, and provision of flu vaccine to county employees and contracted agencies.
- Jail Services – Hepatitis A vaccination of food service workers and HIV counseling and testing.
- HIV Partner Referral/Counseling & Testing – HIV partner referral for HIV positive clients. HIV testing and counseling.
- Refugee Health – Health screening of refugee arrivals to Winnebago County.
- LifePoint Needle Exchange- reducing the transmission of HIV, Hepatitis C and other potential harms associated with injection drug use in partnership with the AIDS Resource Center of Wisconsin.

**COMMUNITY HEALTH & PREVENTION:** Improves community health with a focus on preventing chronic health issues and addressing social determinants of health and health inequities. This is achieved by engaging and partnering with the community to assess community needs and assets, plan appropriate strategies and interventions to address identified needs, and implement policy, systems, and environment level interventions that impact the population in the most sustainable way. Focus areas include mental health, substance use, physical activity, transportation, social connectedness, and food and nutrition. Programs and coalitions include:

- re:TH!NK – A coalition supported by Winnebago County Health Department to coordinate efforts with collaboration from local partners to create a place where everyone has the opportunity to live the healthiest life possible. Current action teams are focused on physical activity, healthy eating, alcohol use, and social/place connectedness.
- re:TH!NK Lakeshore Tobacco Coalition – A multijurisdictional coalition supported by the Winnebago County Health Department to reduce tobacco use and exposure through prevention strategies which include community outreach and involvement to move policy forward collaboratively.
- Winnebago County Drug and Alcohol Coalition – A coalition supported by Winnebago County Health Department to prevent and reduce drug and alcohol use by empowering our community to effect individual and social change through education, advocacy, collaboration, and coordination of resources. Current efforts are focused on opiate use in the areas of prevention/awareness, treatment/recovery, communications, and data.
- Fox Valley Thrives – A strategic alliance between community organizers and public health professionals supported by the Winnebago County Health Department that is focused on addressing issues of health equity and access to transportation.
- Weight of the Fox Valley – A community health initiative that promotes healthy weight in Calumet, Outagamie, and Winnebago Counties, supported in-part by a contractual agreement between Winnebago County Health Department and United Way Fox Cities.
- Healthy Teen Minds – An initiative of the Northeast Wisconsin Mental Health Connection, funded by a grant from the Healthier Wisconsin Partnership Program and supported by the Winnebago County Health Department, to reduce youth depression in Winnebago, Outagamie and Calumet Counties.
- Bicycle and Pedestrian Planning – Coordinate and participate in bicycle and pedestrian planning efforts that increase opportunities for recreation and active transportation.
- Adolescent Suicide Prevention – Efforts to prevent adolescent suicide, including QPR, lethal means restriction, Child Death Review, and Zero Suicide.
- Worksite Wellness – Coordinate and participate in County and regional efforts to increase access to and quality of worksite wellness opportunities.

**ENVIRONMENTAL HEALTH:** Ensures an environment that protects and promotes health by assessing, correcting, controlling, and preventing those factors in the environment that can potentially adversely affect the health of individuals and the community. Programs include:

- Sanitarian – Inspection, consultation, code enforcement and licensure of food service establishments, campgrounds, temporary restaurants, swimming pools, hotel/motels, bed & breakfasts, animal grooming establishments, manufactured home parks, transient non-community wells and tattoo parlors.
- Environmental Health – Inspection, consultation and education to prevent and minimize adverse environmental exposures from air, water, housing, occupation, toxic materials, vector control, human health hazards and nuisances.

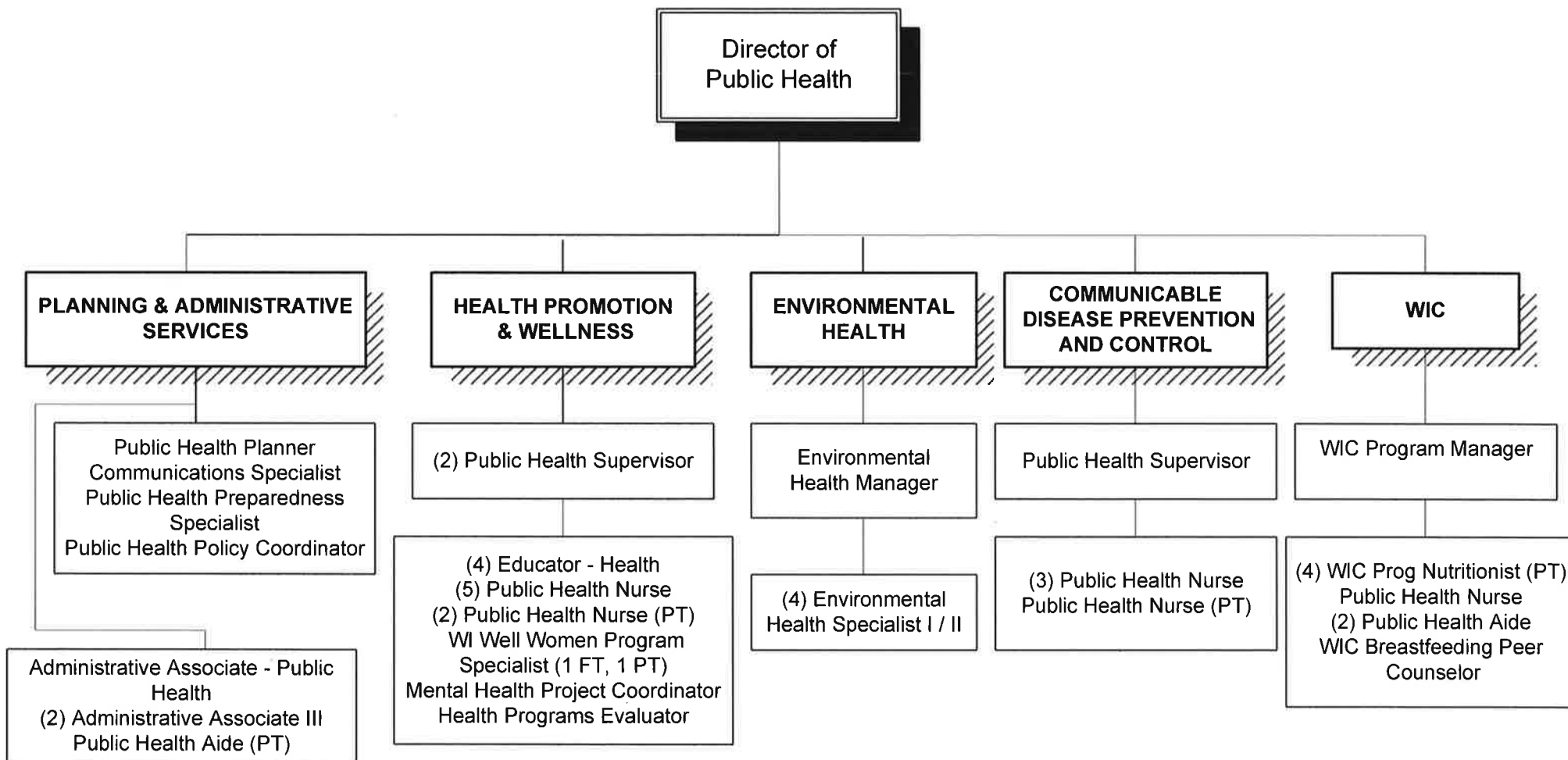
**HEALTHY LIFESPAN:** Promotes health throughout the lifespan through client education and advocacy, public health nursing services, community engagement, and coalition work. Focus areas include injury prevention, maternal and child health, aging adult services, preventive health screenings for women, and mental health. Programs include:

- Care Transitions Coalition – Improve clients' transitions between healthcare and home.
- Daycare – Health education and monitoring of immunization, communicable disease, food safety and injury prevention for daycare children, staff and parents.
- Fall Prevention Coalition – Reduce falls by raising awareness of fall risks and promoting fall prevention evidence based programs.
- Housing Authority - Nursing services including assessment, referral, medication set-up, health monitoring and service coordination provided to Housing Authority residents in Omro, Winneconne and Oshkosh via a contractual agreement between the two agencies.
- Maternal Child Health (MCH) – Provides coordinated health care services to women during and after pregnancy and to infants and children by providing assessment, planning, monitoring, education and referral. Working to create a breastfeeding friendly environment through supporting Breastfeeding Friendly (BFF) childcare centers and worksites.
- Older Adult Collaborative – Serving as a catalyst for change in the community to address the gaps in services for the aging population.
- Older Adult – General consultation including home visitation on health issues especially to those with chronic diseases and disabilities, providing health education, injury prevention, wellness promotion, health prevention programming, community resource linkages.
- Prenatal Care Coordination (PNCC) - a Medicaid program providing case management services for low income high risk pregnant women and their families to improve birth outcomes by early identification, psychosocial support, education and access to medical and other services.
- Winnebago County Wellness Coalition – Coordinate the provision of evidence-based programs that help individuals better manage their chronic health problems.
- Wisconsin Well Woman Program (WWWP) – provides breast and cervical cancer screening services to women with little or no health insurance coverage.

**WOMEN, INFANTS, AND CHILDREN (WIC):** A food supplement and nutrition education program offered to eligible pregnant women, breast-feeding women, women who have had a baby in the last six months, infants, and children up to age five. Services include a food benefit redeemed at local grocery stores, nutrition and breastfeeding information and referrals to community resources. Programs include:

- Fit Families: Assisting families identify health habits for improvement including physical activity; provides monthly coaching contacts supporting families making healthy lifestyles changes.
- Breastfeeding Support–Lactation consultants assist mothers with issues related to breastfeeding and infant feeding education.

# PUBLIC HEALTH



\*\*1 full-time position that works .5 @ WIC & .5 @ PH

# PUBLIC HEALTH

General Fund – Division: 052  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Doug Gieryn  
**LOCATION:** Winnebago County Health Department  
112 Otter Avenue, Second Floor  
Oshkosh, WI 54903-2808

**TELEPHONE:** 920-232-3000  
**FAX:** 920-232-3370  
[health@co.winnebago.wi.us](mailto:health@co.winnebago.wi.us)  
[www.co.winnebago.wi.us/health](http://www.co.winnebago.wi.us/health)

## 2018 ACCOMPLISHMENTS:

1. Held first breastfeeding training for area healthcare providers; worked with childcare centers to help seek breastfeeding friendly designation; worked with Winnebago County human resources to develop a Winnebago County breastfeeding policy which was incorporated into the employee handbook.
2. Worked with youth which led to the passage of a tobacco free parks ordinance in the City of Oshkosh; acquired funding for signage and education from the Oshkosh Area United Way and Anthem Blue Cross/Blue Shield.
3. Revamped employee time tracking reporting tool which significantly reduced time in recording daily activities; created a new staff orientation process to improve and standardize new employee onboarding; launched new employee satisfaction survey; standardized meeting agenda/minutes tool and streamlined meeting processes; developed a staff training tracking tool which will be used as part of the workforce development plan.
4. Sought County Board support for sustaining Drug Free Communities (DFC) activities with the sunset of 10 years of grant funding in 2019.
5. Organized a regional communicable disease workgroup to address communicable disease issues and enhance communication with area health care providers; expanded school surveillance to include monthly illness reporting to schools and parents; began a provider outreach campaign to improve disease reporting and accurate treatment of communicable disease
6. In a joint effort with the four area hospital systems, tri-county health departments conducted an adult behavioral risk factor survey, and community key informant interviews. Analyzed all data and along with data from the Youth Risk Behavioral Survey (YRBS) conducted by area school districts, will be reported in a community health needs assessment (CHA)
7. Received and implemented a Department of Justice grant to conduct Overdose Fatality Reviews that is now meeting monthly, and with other grant funds held, and analyzed data from, 14 community conversations to learn more about our communities understanding and perspectives of substance use. Received a 3 year AmeriCorps VISTA position to help advance substance use work around opiates. Working with Winnebago County Drug and Alcohol Coalition (WCDAC) to apply for a new Drug-Free Communities (DFC) funding grant as health department is no longer eligible.
8. Partnered with Weight of the Fox Valley (WOTFV) to bring on a new AmeriCorps member to work on workplace wellness countywide.
9. Conducted a staff evaluation of internal communication strategies and processes; offered numerous staff trainings on communication and organization tools; increased health department public profile with online media; established Public Information Officer (PIO) support for Emergency Management Department.

10. Updated the Public Health Emergency Plan (PHEP), Mass Fatality Plan; exercised the COOP/COG plan with an unexpected network outage that took out network, internet and phones for over a half-day; exercised mass clinic plan with school based flu clinics in Omro School District
11. Designated and trained staff to take on role of Planning Section Chief in Incident Command System.
12. Trained numerous staff in Results Based Accountability (RBA) to help promote internal goal setting based on outcomes and understanding of performance management.
13. Conducted a staff assessment of health equity; developed a value statement and conducted action planning to help advance equity community wide; promoted role of health department as a community health strategist.
14. Redesigned re:TH!NK website and logo and hosted another, and most successful, to date legislative breakfast.
15. re:TH!NK Alcohol action team conducted 26 alcohol environmental scans at various festival and events; met with festival organizers to share best practices in selling and serving alcohol and making their events safer. Collaborated with Menasha Police Department to provide the most well attended CHEERS! class yet to 38 employees of local bars and liquor stores to increase the safe sale and service of alcohol.
16. Developed a printed map to compliment new bicycle-pedestrian plan.
17. Increased the availability of chronic disease self-management classes (Stepping on, Tai Chi, Strong Bones, and Healthy Living with Diabetes and Walk with Ease) with one time funding from Aging and Disability Resource Center (ADRC).
18. Stabilized staffing in Environmental and Communicable Disease programs from vacancies due to turnover. Despite staffing challenges, over 99% of licensed establishments were inspected in past year.
19. Requested a new Public Health Policy Coordinator position, in place of a vacancy, in the 2019 budget to advance health department's work in health in all policies and health equity across the community.
20. Continued leadership, supervision, and fiscal agent support for the Healthy Teen Minds project with The Connection (mental health coalition) that implemented Sources of Strength in area high schools and launched a sleep campaign around the importance of healthy sleep habits all to help reduce youth depression and suicide in the tri-county area; provided leadership and implemented QPR (Question, Persuade, Refer) Training at local businesses through the Zero Suicide Coalition to help prevent suicide.

#### **2019 GOALS & OBJECTIVES:**

1. Assess status of all WCHD plans and identify alignment among them (strategic plan, workforce development plan, brand strategy plan, emergency plan, performance management plan, quality improvement plan, community health assessment; community health improvement plan).
2. Update department strategic plan.
3. Develop new health in all policies action plan and health equity action plan under direction of a new Public Health Policy Coordinator – engage more non-traditional public health partners that influence health (education, housing, transportation, poverty, safety, life skills, etc.) to address social determinants of health.
4. Complete department wide performance management plan.
5. Work to develop a workforce development plan.
6. Update Community Health Implementation Plan (CHIP); disseminate and integrate into re:TH!NK action teams.
7. Work with youth leadership organizations and individuals to continue to promote smoke-free parks in Winnebago County.
8. Improve ability to respond to community crisis by training pre-identified Incident Command leaders in specific command staff roles.
9. Sustain Drug Free Communities efforts with end of grant in Aug 2019; work with community partners to apply for additional funding.
10. Implement new Zero Suicide Coalition strategies including lethal means restrictions; continue to help lead community suicide prevention efforts.

- 11. Draft a health department specific handbook to compliment new internal staff orientation process.**
- 12. Have all new environmental health (EH) staff certified as Registered Sanitarians and Standardized for licensing inspections; update rabies. program policies and provide training to law enforcement agencies; have all EH staff trained as swimming pool operators and update Sanitarian program enforcement policy.**
- 13. Work with area businesses to establish “closed pods” for dissemination of medical countermeasures to a natural or man-made biological outbreak or disaster; begin to establish/recognize businesses as breastfeeding friendly worksites.**
- 14. Work to include Neenah School District in existing countywide school illness surveillance; develop capacity of negative pressure room(s) within Winnebago County for non-hospital management of patients with highly infectious diseases like Tuberculosis.**
- 15. Expand capacity for older adult/chronic disease prevention programming to help reduce falls, better manage or prevent chronic diseases to help improve length and quality of life for our aging populations.**
- 16. Identify and apply for a graduate fellow in epidemiology to be placed within our agency.**
- 17. Increase Board of Health involvement in department planning efforts including strategic planning, workforce development plan, Community Health Assessment and Community Health Improvement Plans.**
- 18. Identify and implement practices to increase cross-divisional staff interactions, knowledge sharing and teamwork.**

# PUBLIC HEALTH

## 2019 BUDGET NARRATIVE HIGHLIGHTS

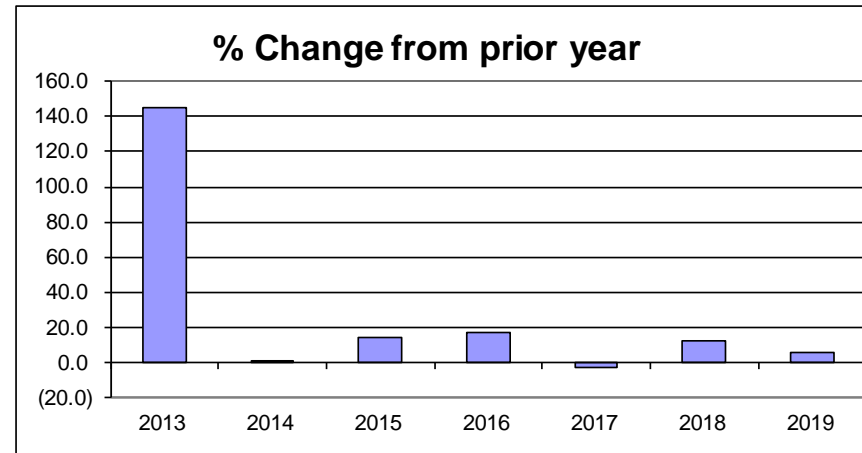
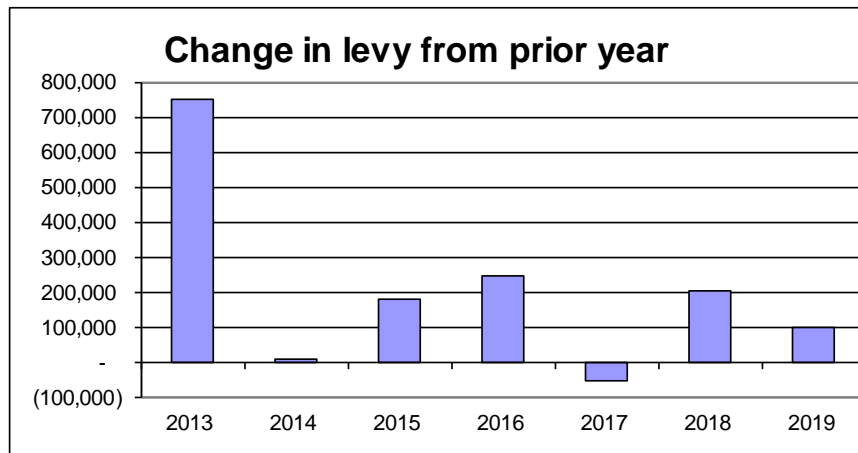
### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	21	21	29	33	34	33	35	36	36	36
Part Time	6	7	9	8	8	9	9	9	9	9
Total	27	28	38	41	42	42	44	45	45	45

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) full-time Public Health Policy Coordinator is being added and one (1) full-time Community Health Strategist position is being eliminated. Additionally, one (1) part-time Breastfeeding Peer Counselor position is being moved to full-time, one (1) full-time Public Health Nurse position is being moved to part-time, and one (1) full-time Wisconsin Well Woman Program Specialist position is being moved to part-time. Earlier in 2018, one (1) full-time Educator-Health (now retitled Community Health Strategist) position was added when one (1) full-time Public Health Nurse position was eliminated, and then one (1) part-time Public Health Nurse position was moved to full-time.

**COUNTY LEVY:** The net tax levy for the department for 2019 is \$1,970,224, an increase of \$102,474 or 5.5% over 2018. A schedule of significant changes follows.

Public Health is a special levy because not all municipalities participate. Cities can elect to not be covered if they have their own Health Department. Because of this, the surplus or deficit of the Health Department does not close out to General Fund balance at year end. It is closed out to its own fund balance.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Public Health

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,867,750</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Health Services	(65,386)	Increase based on actual grants expected in 2019.
Dept of Transportation	(3,253)	Increase based on the car seat grant.
Other Grantor Agencies	(34,975)	Increase based on actual grants expected in 2019.
Donations	36,000	Decrease based on moving health educator revenue from this account to Nursing Services - interfund.
Nursing Services - interfund	(13,800)	Increase based on health educator revenue shared with Human Services.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	52,773	Wages are estimated to increase 2.0% in the Public Health office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Workers Compensation	(23,294)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Registration Tuition	4,900	Increase based on additional training and conferences for expanding work and grants.
Other Operating Supplies	8,353	Increase based on grant work and needs.
Other Contracted Services	127,766	Increase based on actual grant contracted services.
<b>Other small changes</b>	<b>13,390</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 1,970,224</b>	



## Financial Summary Public Health

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	1,090,925	1,927,854	2,163,237	2,235,240	2,249,779
Labor	1,973,837	3,651,628	3,651,628	3,651,628	3,697,200
Travel	43,168	76,713	62,850	73,250	72,500
Capital	-	-	-	-	-
Other Expenditures	336,470	533,047	416,509	548,112	550,303
Total Expenditures	2,353,475	4,261,388	4,130,987	4,272,990	4,320,003
Levy Before Fund Balance Adjustment			1,967,750		2,070,224
Decrease fund balance			(100,000)		(100,000)
Net Levy After Fund Balance Adjustment			1,867,750		1,970,224

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 052 - Public Health</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Medicaid Title 19	42000	16,903	9,798	13,363	14,000	13,000	13,000	-7.14%
WI Children and Families	42005	548,788	531,329	518,582	518,405	514,663	514,663	-0.72%
WI Health Services	42007	714,783	567,217	773,254	558,409	623,795	623,795	11.71%
Dept of Transportation	42011	4,643	53,535	18,523	3,000	6,253	6,253	108.43%
Other Grantor Agencies	42019	283,816	267,822	404,112	489,273	524,248	524,248	7.15%
<b>Intergov Rev Subtotal:</b>		<b>1,568,932</b>	<b>1,429,700</b>	<b>1,727,833</b>	<b>1,583,087</b>	<b>1,681,959</b>	<b>1,681,959</b>	<b>6.25%</b>
<b>Public Services:</b>								
Forms Copies Etc	45003	227	101	45	50	100	100	100.00%
Offset Revenue	45013	21,921	19,255	23,377	20,150	20,150	20,150	0.00%
Inspection Fees	45021	359,141	360,879	374,641	370,000	375,000	375,000	1.35%
Housing Authority	45028	94,555	96,748	98,090	100,000	101,920	101,920	1.92%
Donations	45034	10,058	80	0	36,200	200	200	-99.45%
Client Cost Shares Fees	45035	11,786	9,580	9,140	11,200	14,000	14,000	25.00%
County Client Services	45036	186	609	788	300	500	500	66.67%
State Testing Reimbursements	45038	4,200	6,735	3,290	3,500	4,500	4,500	28.57%
Private Pay Fees	45046	1,770	1,592	580	1,300	1,200	1,200	-7.69%
Other Public Charges	45057	1,224	1,193	1,577	2,050	1,050	1,050	-48.78%
<b>Public Services Subtotal:</b>		<b>505,068</b>	<b>496,771</b>	<b>511,527</b>	<b>544,750</b>	<b>518,620</b>	<b>518,620</b>	<b>-4.80%</b>
<b>Interfund Revenue:</b>								
Nursing Services	65084	30,573	29,691	38,947	25,000	38,800	38,800	55.20%
<b>Interfund Revenue Subtotal:</b>		<b>30,573</b>	<b>29,691</b>	<b>38,947</b>	<b>25,000</b>	<b>38,800</b>	<b>38,800</b>	<b>55.20%</b>
<b>Total Operating Revenue:</b>		<b>2,104,574</b>	<b>1,956,162</b>	<b>2,278,307</b>	<b>2,152,837</b>	<b>2,239,379</b>	<b>2,239,379</b>	<b>4.02%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 052 - Public Health</b>								
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	22,081	10,007	103,647	10,400	10,400	10,400	0.00%
<b>Misc Revenues Subtotal:</b>		<b>22,081</b>	<b>10,007</b>	<b>103,647</b>	<b>10,400</b>	<b>10,400</b>	<b>10,400</b>	<b>0.00%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	20,000	35,839	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>20,000</b>	<b>35,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>42,081</b>	<b>45,846</b>	<b>103,647</b>	<b>10,400</b>	<b>10,400</b>	<b>10,400</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>2,146,654</b>	<b>2,002,009</b>	<b>2,381,954</b>	<b>2,163,237</b>	<b>2,249,779</b>	<b>2,249,779</b>	<b>4.00%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,984,455	2,168,623	2,357,653	2,556,235	2,607,272	2,609,008	2.06%
Temporary Employees	51101	30,662	25,636	34,595	20,000	0	20,000	0.00%
Overtime	51105	1,432	541	427	0	0	0	0.00%
Comp Time	51108	152	0	0	0	0	0	0.00%
Payout Wages	51120	0	0	330	0	0	0	0.00%
Payroll Sundry Account	51190	0	0	9,154	0	0	0	0.00%
Wages Allocated	51199	0	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>2,016,700</b>	<b>2,194,799</b>	<b>2,402,159</b>	<b>2,576,235</b>	<b>2,607,272</b>	<b>2,629,008</b>	<b>2.05%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 052 - Public Health</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	146,483	160,926	174,504	197,082	199,457	201,119	2.05%
Health Insurance	51201	457,155	475,158	539,497	608,134	679,920	620,783	2.08%
Dental Insurance	51202	29,080	31,286	32,444	35,328	34,819	34,515	-2.30%
Workers Compensation	51203	19,951	17,373	35,277	49,269	25,730	25,975	-47.28%
WI Retirement	51206	127,872	142,305	160,626	171,267	170,776	170,889	-0.22%
Fringe Benefits Other	51207	10,716	10,698	12,385	14,313	14,900	14,911	4.18%
Fringes Allocated	51299	0	0	0	0	0	0	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>791,256</b>	<b>837,746</b>	<b>954,733</b>	<b>1,075,393</b>	<b>1,125,602</b>	<b>1,068,192</b>	<b>-0.67%</b>
<b>Total Labor:</b>		<b>2,807,956</b>	<b>3,032,545</b>	<b>3,356,892</b>	<b>3,651,628</b>	<b>3,732,874</b>	<b>3,697,200</b>	<b>1.25%</b>
<b>Travel:</b>								
Registration Tuition	52001	15,639	20,119	22,207	23,100	30,000	28,000	21.21%
Automobile Allowance	52002	20,484	18,056	15,932	18,000	18,000	18,000	0.00%
Vehicle Lease	52003	0	106	141	0	0	0	0.00%
Commercial Travel	52004	3,878	2,707	3,651	5,000	9,000	7,000	40.00%
Meals	52005	2,752	1,712	3,140	3,500	3,500	3,500	0.00%
Lodging	52006	9,385	7,835	17,074	12,500	16,000	15,000	20.00%
Other Travel Exp	52007	391	633	662	750	1,000	1,000	33.33%
Taxable Meals	52008	458	1,685	19	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>52,986</b>	<b>52,853</b>	<b>62,827</b>	<b>62,850</b>	<b>77,500</b>	<b>72,500</b>	<b>15.35%</b>
<b>Total Travel:</b>		<b>52,986</b>	<b>52,853</b>	<b>62,827</b>	<b>62,850</b>	<b>77,500</b>	<b>72,500</b>	<b>15.35%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	23,671	20,012	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>23,671</b>	<b>20,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>23,671</b>	<b>20,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 052 - Public Health</b>								
<b>Office:</b>								
Office Supplies	53000	4,355	4,968	5,626	5,000	6,000	6,000	20.00%
Printing Supplies	53002	1,198	1,090	914	1,400	1,400	1,400	0.00%
Print Duplicate	53003	2,699	4,129	3,213	4,000	6,000	5,000	25.00%
Postage and Box Rent	53004	621	2,564	464	1,000	1,000	1,000	0.00%
Computer Supplies	53005	778	1,141	227	200	300	300	50.00%
Computer Software	53006	804	328	2,221	1,000	1,000	1,000	0.00%
Telephone	53008	20,322	22,191	21,535	23,000	23,000	23,000	0.00%
Telephone Supplies	53009	4	42	5	0	0	0	0.00%
Wireless	53012	342	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>31,121</b>	<b>36,452</b>	<b>34,205</b>	<b>35,600</b>	<b>38,700</b>	<b>37,700</b>	<b>5.90%</b>
<b>Operating:</b>								
Advertising	53500	4,766	7,475	1,102	4,000	4,000	4,000	0.00%
Subscriptions	53501	2,700	1,652	1,747	1,750	1,750	1,750	0.00%
Membership Dues	53502	3,581	2,450	3,546	3,600	3,600	3,600	0.00%
Food	53520	2,336	1,057	3,703	4,000	4,000	3,800	-5.00%
Small Equipment	53522	28,654	3,788	2,945	5,000	5,000	4,500	-10.00%
Medical Supplies	53524	30,010	33,680	20,935	15,000	15,000	15,000	0.00%
Other Operating Supplies	53533	20,990	15,323	30,552	22,400	31,253	30,753	37.29%
Automobile Allowance-Other	53538	0	0	201	0	0	0	0.00%
Motor Fuel	53548	1,613	2,451	2,903	4,000	4,000	4,000	0.00%
Building Rental	53550	8,238	0	0	0	0	0	0.00%
Operating Licenses Fees	53553	159	0	172	160	150	150	-6.25%
Operating Grants	53565	900	0	0	0	0	0	0.00%
Small Equipment Technology	53580	2,534	6,708	12,338	11,000	11,000	11,000	0.00%
Print Duplicate	73003	12,108	11,338	8,464	10,500	11,000	11,000	4.76%
Postage and Box Rent	73004	6,049	4,964	3,972	5,000	5,000	5,000	0.00%
Computer Server Charge	73030	0	0	2,749	0	0	0	0.00%
Motor Fuel	73548	1,104	269	444	250	600	600	140.00%
<b>Operating Subtotal:</b>		<b>125,742</b>	<b>91,157</b>	<b>95,772</b>	<b>86,660</b>	<b>96,353</b>	<b>95,153</b>	<b>9.80%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 052 - Public Health</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	0	1,235	1,229	1,500	1,500	1,500	0.00%
Maintenance Vehicles	54023	14	0	0	0	300	300	100.00%
Equipment Repairs	54029	233	0	0	0	0	0	0.00%
Equipment Repairs	74029	4,220	4,027	8,121	3,300	5,000	5,000	51.52%
<b>Repairs &amp; Maint Subtotal:</b>		<b>4,467</b>	<b>5,261</b>	<b>9,351</b>	<b>4,800</b>	<b>6,800</b>	<b>6,800</b>	<b>41.67%</b>
<b>Contractual Services:</b>								
Professional Service	55014	500	0	0	3,500	3,500	2,500	-28.57%
Other Contract Serv	55030	406,368	387,151	414,871	224,504	352,270	352,270	56.91%
Administration Fee	55037	24,608	24,542	24,259	0	0	0	0.00%
Interpreter	55041	10,957	11,934	9,487	8,000	6,000	6,000	-25.00%
Building Rental	75042	33,000	35,750	33,000	40,200	40,200	40,200	0.00%
<b>Contractual Services Subtotal:</b>		<b>475,432</b>	<b>459,377</b>	<b>481,616</b>	<b>276,204</b>	<b>401,970</b>	<b>400,970</b>	<b>45.17%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	13,716	14,532	14,640	13,245	9,680	9,680	-26.92%
<b>Insurance Expenses Subtotal:</b>		<b>13,716</b>	<b>14,532</b>	<b>14,640</b>	<b>13,245</b>	<b>9,680</b>	<b>9,680</b>	<b>-26.92%</b>
<b>Total Other Operating:</b>		<b>650,478</b>	<b>606,779</b>	<b>635,584</b>	<b>416,509</b>	<b>553,503</b>	<b>550,303</b>	<b>32.12%</b>
<b>Expense Total:</b>		<b>3,511,420</b>	<b>3,715,849</b>	<b>4,075,315</b>	<b>4,130,987</b>	<b>4,363,877</b>	<b>4,320,003</b>	<b>4.58%</b>
<b>Public Health Net/(Levy):</b>		<b>(1,364,766)</b>	<b>(1,713,840)</b>	<b>(1,693,360)</b>	<b>(1,967,750)</b>	<b>(2,114,098)</b>	<b>(2,070,224)</b>	<b>5.21%</b>
Fund balance applied:		0	0	0	225,000	100,000	100,000	-55.56%
<b>Public Health Net/(Levy):</b>		<b>(1,364,766)</b>	<b>(1,713,840)</b>	<b>(1,693,360)</b>	<b>(1,742,750)</b>	<b>(2,014,098)</b>	<b>(1,970,224)</b>	<b>13.05%</b>

# CHILD SUPPORT

General Fund – Department: 050  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Kathleen M. Diedrich  
LOCATION: Winnebago County Courthouse  
415 Jackson Street, Room 170  
Oshkosh, WI 54901

TELEPHONE: 236-1088

## MISSION STATEMENT:

To establish and enforce child support orders, pursue delinquent accounts, establish paternity, medical support and maximize the amount of associated revenues for Winnebago County as authorized by Title IV-D of the Social Security Act.

## PROGRAM DESCRIPTION:

**ESTABLISH CHILD SUPPORT ORDERS:** Determine a parent's legal obligation to support his/her dependent children pursuant to Chapter 767, Wis. Statutes, Actions Affecting the Family and DCF 150 for Administrative Rules.

**ESTABLISHMENT OF PATERNITY:** Commence paternity actions to establish the parentage of a child through stipulation or trial to secure financial and medical support for the child and recovery of the birth-related costs.

**SUBSTITUTE CARE:** Coordinate and provide services to determine parental liability when child/children are placed in outside the home.

**UIFSA:** (Uniform Interstate Family Support Act) Request another state to establish/enforce a IV-D support order when the obligor is in that state, and to cooperate with other states when the obligor is in Wisconsin.

**MEDICAL SUPPORT:** To monitor and assure that responsibility for medical support obligations is included in all new and modified IV-D court orders under new DCF 150 regulations.

**INCOME WITHHOLDING:** Implement immediate wage withholding in all cases in which there is an order for child support and the employer is known.

**ENFORCE CHILD SUPPORT ORDERS:** Monitor all IV-D cases for default and follow up with appropriate legal and administrative enforcement actions.

**CHILD SUPPORT ORDER REVISION:** Review all IV-D orders with payments assigned to the state within 36 months of the last court action, or at the request of either parent, and provide services for adjustment in those cases where there has been a substantial change in circumstances and the support does not adhere to state guidelines for setting child support.

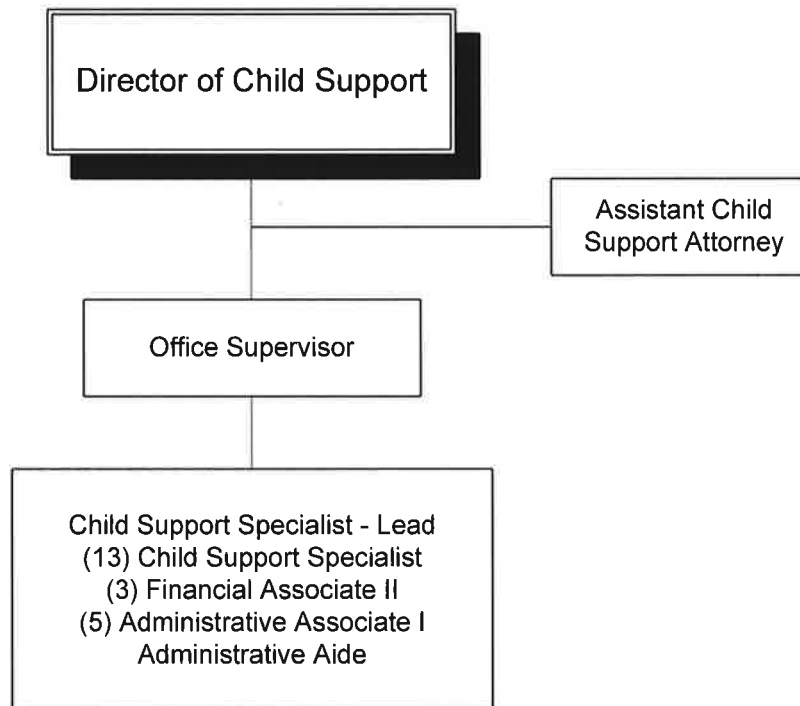
**PARENT LOCATE:** Maintain records from accessing DOT, DIHLR, credit reports, State and Federal Parent Locate Service requests and any other sources available for locate purposes.

**DELINQUENT ACCOUNTS:** Prepare documents necessary to commence remedial contempt action to enforce IV-D court orders. Determine and refer all applicable cases to District Attorney's office for criminal nonsupport prosecution. Certify all appropriate cases for state and federal tax intercept. Pursue all applicable administrative enforcement remedies, including but not limited to license suspension and account seizure.

**IV-A & IV-D INTERFACE:** Coordinate and prepare proper notices between Economic Support Agencies and Child Support Agencies to assure proper assignment of court ordered child support and maintenance to the State of Wisconsin.



# CHILD SUPPORT



# **CHILD SUPPORT**

**General Fund - Department: 050  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Kathleen M. Diedrich  
**LOCATION:** Winnebago County Courthouse  
415 Jackson Street, Room 170  
Oshkosh, WI 54901

**TELEPHONE:** 236-1088

## **2018 ACCOMPLISHMENTS:**

- 1. Scanning Project is progressing and are almost half-way through the alphabet to become “paperless”, which has created readily accessible documents before speaking with customer rather than tracking down a file.**
- 2. Successfully Completed Department relocation with minimal interruption in Customer Service**
- 3. Created a Customer Service handbook for Department wide reference and training.**
- 4. Increased Staff to implement Pro-Active procedures in case management.**

## **2019 GOALS & OBJECTIVES:**

- 1. Implement comprehensive Customer Service and Procedure Guides for consistent training and agency development.**
- 2. Create and Implement new and innovative training opportunities for staff**
- 3. Develop Outreach projects to provide more assistance to customers**
- 4. Finish Scanning Project**
- 5. Continue to Develop Policy and Procedure Guidelines for Departmental Consistency and Training**

# CHILD SUPPORT

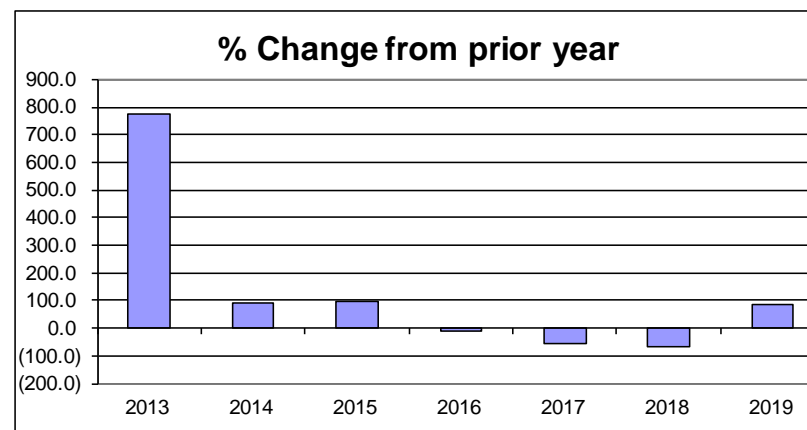
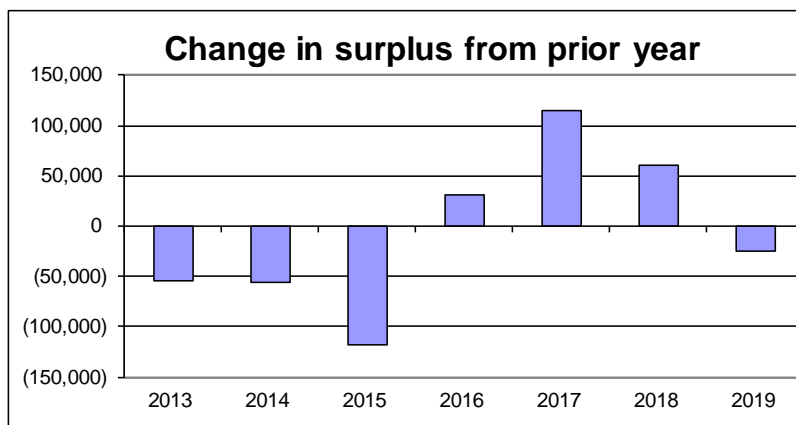
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	19	21	21	21	23	23	24	24	26	26
Part Time	0	0	0	0	0	0	0	0	0	0
Total	19	21	21	21	23	23	24	24	26	26

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The Child Support office has more revenues than expenditures. As such, there is no tax levy for this operation. The excess of revenues over expenditures for 2019 is projected to be \$55,130, an increase of \$25,132 over 2018. This surplus is used to reduce the overall tax levy for the County. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Child Support

Account	Amount	Description
Significant changes from 2018		
Surplus 2018	\$ 29,998	
Revenue Changes - impact on levy:		
None	-	
Expense Changes - impact on levy:		
Regular Pay	53,870	Wages are estimated to increase 4.9% in the Child Support office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Temporary Employees	(13,000)	No temporary employees are budgeted for 2019.
Small Equipment	(84,400)	Decrease based on a special purchase in 2019 for furniture.
Other small changes	68,662	This is a combination of small increases and decreases to revenue and expense accounts.
Surplus 2019	\$ 55,130	

## Financial Summary Child Support

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	840,539	1,939,697	1,911,035	1,938,697	1,861,145
Labor	810,425	1,673,147	1,673,147	1,673,147	1,693,742
Travel	1,974	4,692	8,665	8,665	8,220
Capital	-	-	-	-	-
Other Expenditures	164,971	213,724	199,225	226,887	104,053
Total Expenditures	977,370	1,891,563	1,881,037	1,908,699	1,806,015
Levy			(29,998)		(55,130)

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 050 - Child Support</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Children and Families	42005	1,256,411	1,498,661	1,407,247	1,881,035	1,850,449	1,831,145	-2.65%
<b>Intergov Rev Subtotal:</b>		<b>1,256,411</b>	<b>1,498,661</b>	<b>1,407,247</b>	<b>1,881,035</b>	<b>1,850,449</b>	<b>1,831,145</b>	<b>-2.65%</b>
<b>Public Services:</b>								
Other Fees	45002	0	0	(3)	0	0	0	0.00%
Blood Tests	45016	8,666	9,835	8,788	10,000	10,000	10,000	0.00%
Sheriff Fees	45017	19,228	17,877	18,301	20,000	20,000	20,000	0.00%
<b>Public Services Subtotal:</b>		<b>27,894</b>	<b>27,712</b>	<b>27,087</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>1,284,305</b>	<b>1,526,373</b>	<b>1,434,333</b>	<b>1,911,035</b>	<b>1,880,449</b>	<b>1,861,145</b>	<b>-2.61%</b>
<b>Revenue Total:</b>		<b>1,284,305</b>	<b>1,526,373</b>	<b>1,434,333</b>	<b>1,911,035</b>	<b>1,880,449</b>	<b>1,861,145</b>	<b>-2.61%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	905,996	956,953	970,875	1,095,204	1,149,074	1,149,074	4.92%
Temporary Employees	51101	16,981	4,676	4,263	13,000	25,000	0	-100.00%
Overtime	51105	121	1,243	759	0	0	0	0.00%
Comp Time	51108	7,531	670	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>930,629</b>	<b>963,542</b>	<b>975,897</b>	<b>1,108,204</b>	<b>1,174,074</b>	<b>1,149,074</b>	<b>3.69%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 050 - Child Support</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	66,517	69,232	69,953	84,780	87,907	87,907	3.69%
Health Insurance	51201	338,931	317,939	293,875	374,570	371,226	351,922	-6.05%
Dental Insurance	51202	22,114	21,298	20,514	23,871	21,697	21,697	-9.11%
Workers Compensation	51203	2,956	1,075	1,491	2,213	1,194	1,194	-46.05%
WI Retirement	51206	60,972	63,285	65,088	73,377	75,265	75,265	2.57%
Fringe Benefits Other	51207	4,999	5,246	5,458	6,132	6,683	6,683	8.99%
<b>Fringes Benefits Subtotal:</b>		<b>496,488</b>	<b>478,076</b>	<b>456,378</b>	<b>564,943</b>	<b>563,972</b>	<b>544,668</b>	<b>-3.59%</b>
<b>Total Labor:</b>		<b>1,427,117</b>	<b>1,441,618</b>	<b>1,432,275</b>	<b>1,673,147</b>	<b>1,738,046</b>	<b>1,693,742</b>	<b>1.23%</b>
<b>Travel:</b>								
Registration Tuition	52001	2,318	1,130	1,275	2,750	2,750	2,750	0.00%
Automobile Allowance	52002	1,258	853	1,712	3,061	2,500	2,500	-18.33%
Meals	52005	66	79	799	500	650	650	30.00%
Lodging	52006	820	1,518	1,797	2,160	2,160	2,160	0.00%
Other Travel Exp	52007	41	0	83	50	60	60	20.00%
Taxable Meals	52008	159	0	0	144	100	100	-30.56%
<b>Travel Subtotal:</b>		<b>4,662</b>	<b>3,579</b>	<b>5,666</b>	<b>8,665</b>	<b>8,220</b>	<b>8,220</b>	<b>-5.14%</b>
<b>Total Travel:</b>		<b>4,662</b>	<b>3,579</b>	<b>5,666</b>	<b>8,665</b>	<b>8,220</b>	<b>8,220</b>	<b>-5.14%</b>
<b>Office:</b>								
Office Supplies	53000	6,433	6,935	7,204	7,000	5,500	5,500	-21.43%
Printing Supplies	53002	2,249	1,686	1,920	2,000	4,500	4,500	125.00%
Postage and Box Rent	53004	1,377	46	254	0	0	0	0.00%
Computer Software	53006	0	4,934	1,805	6,866	2,500	2,500	-63.59%
Telephone	53008	2,640	3,021	2,360	3,100	3,100	3,100	0.00%
Telephone Supplies	53009	0	0	0	500	500	500	0.00%
<b>Office Subtotal:</b>		<b>12,700</b>	<b>16,622</b>	<b>13,542</b>	<b>19,466</b>	<b>16,100</b>	<b>16,100</b>	<b>-17.29%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 050 - Child Support</b>								
<b>Operating:</b>								
Subscriptions	53501	0	145	0	145	145	145	0.00%
Membership Dues	53502	1,480	828	1,354	1,559	1,458	1,458	-6.48%
Education Training	53513	80	0	0	0	0	0	0.00%
Food	53520	0	100	125	100	100	100	0.00%
Small Equipment	53522	7,819	0	166	90,000	5,000	5,600	-93.78%
Legal Fees	53530	35,759	32,299	37,024	35,000	35,000	35,000	0.00%
Operating Licenses Fees	53553	120	80	80	100	180	180	80.00%
Small Equipment Technology	53580	5,343	6,841	2,918	5,000	2,000	2,000	-60.00%
Print Duplicate	73003	3,516	2,980	2,385	5,000	2,500	2,500	-50.00%
Postage and Box Rent	73004	24,504	24,219	22,529	25,000	25,000	25,000	0.00%
<b>Operating Subtotal:</b>		<b>78,621</b>	<b>67,491</b>	<b>66,581</b>	<b>161,904</b>	<b>71,383</b>	<b>71,983</b>	<b>-55.54%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	120	360	318	0	2,880	2,880	100.00%
Equipment Repairs	74029	1,617	1,584	1,716	1,823	1,749	1,749	-4.06%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,737</b>	<b>1,944</b>	<b>2,034</b>	<b>1,823</b>	<b>4,629</b>	<b>4,629</b>	<b>153.92%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	9,559	10,246	9,549	10,000	7,000	7,000	-30.00%
Transcription Services	55009	0	0	0	250	250	250	0.00%
Professional Service	55014	0	0	216	144	576	576	300.00%
Interpreter	55041	117	380	115	500	500	500	0.00%
<b>Contractual Services Subtotal:</b>		<b>9,676</b>	<b>10,626</b>	<b>9,879</b>	<b>10,894</b>	<b>8,326</b>	<b>8,326</b>	<b>-23.57%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	4,032	4,980	5,268	5,138	3,015	3,015	-41.32%
<b>Insurance Expenses Subtotal:</b>		<b>4,032</b>	<b>4,980</b>	<b>5,268</b>	<b>5,138</b>	<b>3,015</b>	<b>3,015</b>	<b>-41.32%</b>
<b>Total Other Operating:</b>		<b>106,766</b>	<b>101,663</b>	<b>97,304</b>	<b>199,225</b>	<b>103,453</b>	<b>104,053</b>	<b>-47.77%</b>
<b>Expense Total:</b>		<b>1,538,545</b>	<b>1,546,860</b>	<b>1,535,245</b>	<b>1,881,037</b>	<b>1,849,719</b>	<b>1,806,015</b>	<b>-3.99%</b>
<b>Child Support Net/(Levy):</b>		<b>(254,239)</b>	<b>(20,487)</b>	<b>(100,912)</b>	<b>29,998</b>	<b>30,730</b>	<b>55,130</b>	<b>83.78%</b>



# VETERANS' SERVICES

General Fund – Department: 059  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Joe Aulik - Director  
**LOCATION:** Winnebago County  
112 Otter Avenue, Third Floor  
Oshkosh, WI 54901

**TELEPHONE:** 232-3400

## **MISSION STATEMENT:**

We believe the passionate mission of the Winnebago County Veterans Office is to honor, respect and support veterans and their dependents in Winnebago County by providing advocacy and professional services to assist veterans in pursuing all obtainable benefits that will improve the quality of their lives. We will be their guide through the complexities of the application process. We know better and so we will do better as we can never do enough for our veterans and their dependents for their sacrifices in serving our country. Our Vision: Improving the quality of life for Winnebago county veterans and their dependents through accessing all available benefits that were earned by the sacrifice and service to their country.

## **PROGRAM DESCRIPTION:**

**OUTREACH:** Advertising VA benefits across radio, social media, e-mail, website, and events.

**GRANTS:** Major programs including educational, subsistence, medical, job retaining, relief and rehabilitation for the homeless.

**MEDICAL:** Assist veterans accessing major VA hospitals, outpatient clinics, short-term/custodial/skilled care Veteran Homes and Vet Centers.

**COMPENSATION:** Program for service connected disabled veterans to receive disability compensation for injuries incurred during their service.

**PENSION:** Program for non-serviced connected disabilities to offset medical expenses for veterans and their dependents.

**INSURANCE:** Insurance programs, life and medical, to include applications, conversions, beneficiary change, cash surrender and loan.

**EDUCATION:** Educational programs, including GI Bill, vocational rehabilitation, retraining, VetEd and Wisconsin G.I. Bill.

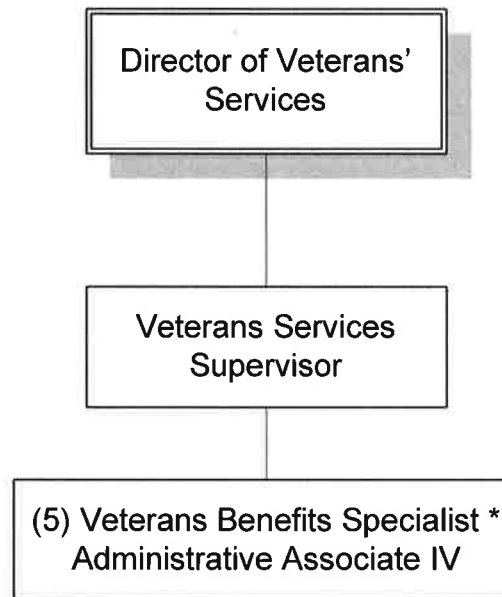
**APPEALS:** Programs including notice of disagreements, substantive appeals, waivers and hearings.

**BURIAL:** Programs including care of veteran's graves, headstones, county markers, cemetery flags, presidential memorial certificates, burial and plot allowances.

**COUNSELING:** Programs for counseling veterans in the areas of mental health due to Post Traumatic Stress Disorder (PTSD) or Military Sexual Trauma (MST) through VA Healthcare or the Green Bay Vet Center.

**WI DEPT. OF REVENUE & NATURAL RESOURCES & TRANSPORTATION:** Property tax credit, state parks pass and WisDOT Identifier.

# VETERANS' SERVICES



\*Includes one Veterans Benefits Specialist to be added effective 10-01-2019

# VETERANS' SERVICES

General Fund – Department: 059  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Joe Aulik - Director  
LOCATION: Winnebago County  
112 Otter Avenue, Third Floor  
Oshkosh, WI 54901

TELEPHONE: 232-3400

## 2018 ACCOMPLISHMENTS:

1. The county invested \$577,867 to operate the Veterans Service Office in 2018. This resulted in increasing Veterans Administration Compensation and Pension non-taxable cash payouts \$2.4 million dollars. Total VA benefits are over \$64 million an increase of \$2.2 million over 2017. This translates into a \$120 million economic impact in the county. A new Benefit Specialist is an investment of \$72,000, after three years of training that same Benefits Specialist will easily garner \$500,000 in VA benefits for the veteran community in Winnebago County. Since beginning my Tenure in 2015, VA expenditures in Winnebago County have increased \$5.8 million from \$58,729,000 to \$64,589,000. Total office investment from 2015 to 2017 was \$1,334,882, this is a Return On Investment of 338,990%. During that same time period non-taxable retroactive cash payment to veterans and dependents totaled \$6.8 million averaging \$2.2 million each year.
2. Improved services in Oshkosh by moving the office to the County Administration Building, creating the first one-stop-shop CVSO office in the state of WI. Providing space for the Green Bay Vet Center, Veterans Outreach and Recovery program (VORP), Services for Veterans and Family (SSVF) program, and several other local private and government organizations to meet with and service the needs of veterans and their dependents in one location.
3. Expanded mental health counseling and group sessions hours to 7 p.m. two Tuesday's a month to accommodate younger veterans who are at work during the day.
4. In collaboration with the District Attorney, launched the Winnebago County Veteran Diversion Program. This program identifies veterans who are charged with misdemeanors and allows those charges to be diverted if they enter to an agreement and follow the CVSO Office recommendation of entering VA Healthcare, counseling, and compensation services to bring resolution to their issues that were created while serving in the US Armed Forces.

5. Continued to aggressively to promote programs and benefits for veterans and their dependents. Continued to do outreach to eighteen Veterans Service Organizations through the Council of Veterans Organizations monthly meeting. Visited homeless shelters, correction institutions, several senior living events, Connect 22 Suicide Event, and Winnebago County Fair.
6. Continued our referral service to the Green Bay Vet Center that provides individual counseling and group counseling for veterans four times each week at the Oshkosh Office to include group counseling. We have the highest referral rate in Northeast Wisconsin.
7. Continued on-going training. One new staff, due to retirement, attended mandatory training at the Wisconsin Department of Veterans Affairs and National County Veterans Service Officer Organization accreditation training. All staff attended the Spring or Fall County Veterans Service Officer training to maintain VA mandatory accreditation. Two staff attended the National County Veterans Service Officer Organization Certified Veterans Advocate training. Continued weekly staff training. This mandatory training maintains VA accreditations to allow access to the federal and state VA Information Systems to include; VMBS, SHARE, VACOLS, MAPD, Virtual VA, and VBATS. It is also imperative to be on the cutting edge of the changing VA benefit arena.
8. Assisted veterans in coordinating with local providers to obtain nexus opinion letters for VA Compensation claims.
9. Assisted the needs of homeless veterans by making referrals and coordinating with other agencies to assist them in obtaining housing and employment.
10. Continued to send outreach letters to all Nursing Homes and Assisted Living, 32 facilities, in Winnebago County every three months.
11. Continued the Veterans Voice radio program, online newsletter, e-mail list, and Facebook page, and the Winnebago County Veterans Services website.
12. Continued benefit outreach letters to those who entered the Winnebago County jail and served in the armed services.

#### **2019 GOALS & OBJECTIVES:**

1. Continue to increase the foot print of the veterans' service office by promoting programs and benefits for veterans and their dependents by continuing outreach at Veterans Service Organizations, Council of Veterans Organizations, homeless shelters, correction institutions, job fairs, radio show, e-mail, newsletter, website, Facebook page, senior fairs, Winnebago County Fair, Assisted Living, Nursing Homes, and other meetings and outreach events. Also, continue our referral service to the Green Bay Vet center.
2. Continue to work with the Veterans Administration to bring TeleHealth to the office to allow veterans to attend mental health appointments with their VA Healthcare provider that are located at the Zablocki VA Medical Center in Milwaukee, WI.

3. Continue on-going internal and external Accreditation training on all VA benefits with all staff members to assist to keep abreast of the evolving technology platforms and benefit changes within the VA.
4. Continue to seek and utilize electronic efficiency within the offices.
5. Continue educate the staff to fully utilize the available computer technology within the office to assist veterans and their dependents.
6. Reach out to local medical providers to build relationships that would assist veterans in obtaining private opinions for VA Compensation claims.
7. Continue to assist the veteran homeless population with VA benefit services and make referrals to corroborating agencies to secure housing, employment, or retraining by collaborating with the VORP and SSVF programs along with private and county resources.
8. Continue to assist incarcerated veterans in the correctional institutions within Winnebago County.

# VETERANS' SERVICES

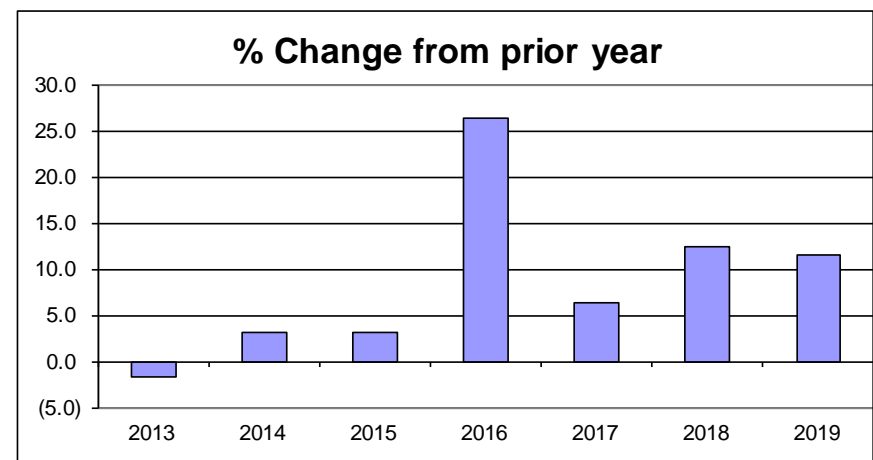
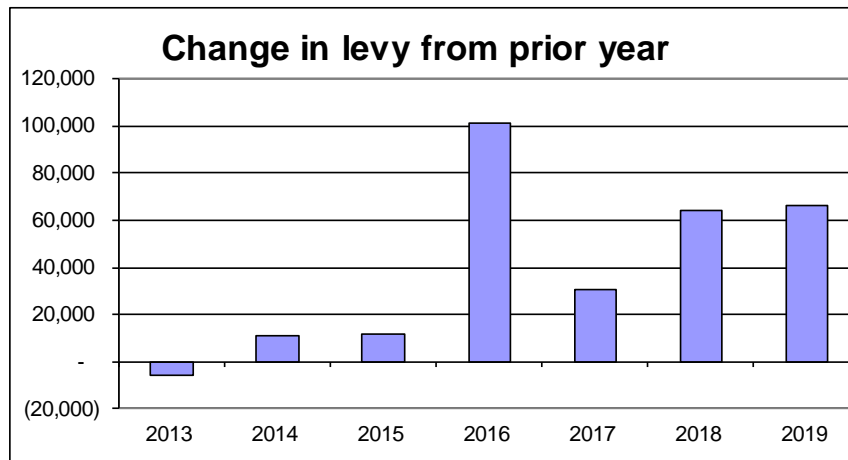
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	4	4	4	4	4	4	6	7	7	8
Part Time	2	2	2	2	2	2	0	0	0	0
Total	6	6	6	6	6	6	6	7	7	8

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) new Benefit Specialist position has been added, but will not be filled until October 1, 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$644,333, an increase of \$66,466 or 11.5% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Veterans' Services

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 577,867</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Regular Pay	43,036	Wages are estimated to increase 13.5% in the Veteran's office, resulting from several employees being below the minimums for their positions as a result of the 2015 pay study and being brought up to the minimum pay, a new Benefit Specialist position beginning October 1, 2019, and normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. In 2019 all employees will be caught up to their target minimums.
FICA Medicare	3,292	Increase resulting from the new Benefit Specialist position and wage increases.
Health Insurance	15,912	In addition to the new position listed above, health insurance premiums are estimated to increase 2.1% in 2019.
<b>Other small changes</b>	<b>4,226</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 644,333</b>	



## Financial Summary Veterans' Services

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	13,505	14,400	14,400	14,400	14,400
Labor	285,895	482,589	482,589	482,589	547,958
Travel	9,988	11,319	11,319	11,319	11,594
Capital	-	-	-	-	-
Other Expenditures	55,476	105,491	98,359	98,968	99,181
Total Expenditures	351,359	599,399	592,267	592,876	658,733
Net Levy			577,867		644,333

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 059 - Veterans' Services</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Military Affairs	42008	13,000	20,065	19,467	13,000	13,000	13,000	0.00%
<b>Intergov Rev Subtotal:</b>		<b>13,000</b>	<b>20,065</b>	<b>19,467</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>0.00%</b>
<b>Public Services:</b>								
Other Fees	45002	861	55	1,355	200	1,400	1,400	600.00%
Donations	45034	2,566	10,582	4,531	1,200	0	0	-100.00%
<b>Public Services Subtotal:</b>		<b>3,427</b>	<b>10,637</b>	<b>5,886</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>16,427</b>	<b>30,702</b>	<b>25,353</b>	<b>14,400</b>	<b>14,400</b>	<b>14,400</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>16,427</b>	<b>30,702</b>	<b>25,353</b>	<b>14,400</b>	<b>14,400</b>	<b>14,400</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	227,395	229,093	277,933	319,756	394,460	362,792	13.46%
Overtime	51105	108	206	0	0	0	0	0.00%
Comp Time	51108	45	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>227,548</b>	<b>229,299</b>	<b>277,933</b>	<b>319,756</b>	<b>394,460</b>	<b>362,792</b>	<b>13.46%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 059 - Veterans' Services</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	16,558	16,700	19,668	24,461	30,175	27,753	13.46%
Health Insurance	51201	54,258	75,890	102,689	108,728	148,580	124,640	14.63%
Dental Insurance	51202	4,009	4,577	5,693	5,783	7,218	6,403	10.72%
Workers Compensation	51203	512	385	427	646	409	376	-41.80%
WI Retirement	51206	14,577	14,934	18,895	21,424	25,837	23,762	10.91%
Fringe Benefits Other	51207	1,284	1,261	1,617	1,791	2,409	2,232	24.62%
<b>Fringes Benefits Subtotal:</b>		<b>91,198</b>	<b>113,747</b>	<b>148,990</b>	<b>162,833</b>	<b>214,628</b>	<b>185,166</b>	<b>13.72%</b>
<b>Total Labor:</b>		<b>318,746</b>	<b>343,046</b>	<b>426,922</b>	<b>482,589</b>	<b>609,088</b>	<b>547,958</b>	<b>13.55%</b>
<b>Travel:</b>								
Registration Tuition	52001	1,925	1,650	1,480	1,160	1,160	1,160	0.00%
Automobile Allowance	52002	1,887	3,438	4,302	2,910	2,910	2,910	0.00%
Commercial Travel	52004	0	1,692	2,242	1,200	1,200	1,200	0.00%
Meals	52005	686	1,221	1,853	1,792	1,792	1,792	0.00%
Lodging	52006	1,690	5,698	4,663	4,232	4,232	4,232	0.00%
Other Travel Exp	52007	0	4	196	25	300	300	1,100.00%
Taxable Meals	52008	126	373	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>6,314</b>	<b>14,075</b>	<b>14,736</b>	<b>11,319</b>	<b>11,594</b>	<b>11,594</b>	<b>2.43%</b>
<b>Total Travel:</b>		<b>6,314</b>	<b>14,075</b>	<b>14,736</b>	<b>11,319</b>	<b>11,594</b>	<b>11,594</b>	<b>2.43%</b>
<b>Office:</b>								
Office Supplies	53000	1,551	1,542	2,037	800	1,300	1,300	62.50%
Stationery and Forms	53001	232	391	593	125	516	516	312.80%
Printing Supplies	53002	654	457	1,292	450	450	450	0.00%
Postage and Box Rent	53004	10	55	10	50	50	50	0.00%
Telephone	53008	1,670	1,503	1,573	1,300	1,300	1,300	0.00%
<b>Office Subtotal:</b>		<b>4,116</b>	<b>3,948</b>	<b>5,505</b>	<b>2,725</b>	<b>3,616</b>	<b>3,616</b>	<b>32.70%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 059 - Veterans' Services</b>								
<b>Operating:</b>								
Advertising	53500	0	81	457	300	300	300	0.00%
Membership Dues	53502	250	320	350	350	350	350	0.00%
Food	53520	191	147	156	150	150	150	0.00%
Small Equipment	53522	613	1,144	2,272	200	200	200	0.00%
Other Operating Supplies	53533	9,343	9,995	8,577	10,000	11,000	11,000	10.00%
Automobile Allowance-Other	53538	2,000	2,000	0	0	0	0	0.00%
Auto Allowance Taxable	53546	0	0	2,000	0	0	0	0.00%
Motor Fuel	53548	0	25	0	0	0	0	0.00%
Operating Licenses Fees	53553	40	0	0	45	45	45	0.00%
Veterans Relief Assistance	53559	23,991	36,893	31,792	38,000	38,000	38,000	0.00%
Veterans Graves	53560	21,711	20,697	17,067	22,500	22,500	22,500	0.00%
Operating Grants	53565	201	8	0	13,000	13,000	13,000	0.00%
Small Equipment Technology	53580	353	58	0	0	0	0	0.00%
Print Duplicate	73003	3,921	3,586	3,797	2,500	2,500	2,500	0.00%
Postage and Box Rent	73004	2,190	1,620	2,155	1,500	1,500	1,500	0.00%
<b>Operating Subtotal:</b>		<b>64,805</b>	<b>76,572</b>	<b>68,623</b>	<b>88,545</b>	<b>89,545</b>	<b>89,545</b>	<b>1.13%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	0	0	0	78	78	78	0.00%
Equipment Repairs	74029	429	462	594	430	430	430	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>429</b>	<b>462</b>	<b>594</b>	<b>508</b>	<b>508</b>	<b>508</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Other Contract Serv	55030	700	32,389	3,787	5,142	4,500	4,500	-12.49%
<b>Contractual Services Subtotal:</b>		<b>700</b>	<b>32,389</b>	<b>3,787</b>	<b>5,142</b>	<b>4,500</b>	<b>4,500</b>	<b>-12.49%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 059 - Veterans' Services</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	1,236	1,404	1,440	1,439	1,012	1,012	-29.67%
<b>Insurance Expenses Subtotal:</b>		<b>1,236</b>	<b>1,404</b>	<b>1,440</b>	<b>1,439</b>	<b>1,012</b>	<b>1,012</b>	<b>-29.67%</b>
<b>Total Other Operating:</b>		<b>71,286</b>	<b>114,776</b>	<b>79,950</b>	<b>98,359</b>	<b>99,181</b>	<b>99,181</b>	<b>0.84%</b>
<b>Expense Total:</b>		<b>396,346</b>	<b>471,897</b>	<b>521,608</b>	<b>592,267</b>	<b>719,863</b>	<b>658,733</b>	<b>11.22%</b>
<b>Veterans Services Net/(Levy):</b>		<b>(379,919)</b>	<b>(441,195)</b>	<b>(496,254)</b>	<b>(577,867)</b>	<b>(705,463)</b>	<b>(644,333)</b>	<b>11.50%</b>

# HUMAN SERVICES

## Human Services Fund: 200 2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Dr. Bill Topel – Director

**TELEPHONE:** 236-1195

**LOCATION:** Winnebago County Human Services  
220 Washington Avenue  
Oshkosh, WI 54901

Winnebago County Human Services  
211 North Commercial St.  
Neenah, WI 54956

### Mission:

To serve our clients with professional, quality and cost-effective services that focus on prevention, protection, mental health, family integration, self-determination and recovery with respect for and in partnership with individuals, families, caregivers and the community.

### Program Description:

#### Child Day Care – Crisis/Respite

Services to children that includes care in settings such as a day care center, the home of another, or in their own home. The purpose of these services is to meet crisis or respite needs, prevent or remedy abuse or neglect, alleviate stress in the family, or preserve the family unit.

#### Community Living/Support Services

Services providing support to consumers in order to maintain a natural living arrangement or aid in the adaptation to physical or communicative barriers. Skill development, adult day care, meal programs, respite care, interpreter services, adaptive equipment, housing and energy assistance, and the coordination of services.

#### Community Prevention, Access and Outreach

Services to at-risk population in the community to include persons likely to have a problem which can potentially be alleviated by the delivery of human services; handling individual inquiries for help; providing accessibility to community health programs; providing advocacy and providing prevention activities to enhance the physical health and improve social and community functioning by making constructive changes in community conditions; and providing public information and referral services to satisfy inquiries; and to identify specific resources in the human services delivery system.

### **Community Residential Services**

Services to consumers in licensed adult family homes, child foster homes, group homes, shelter care and community-based residential facilities.

### **Community Support**

The provision of a network of coordinated care and treatment services to adults with serious and persistent mental illness and to chronic alcoholic consumers. These services may occur in natural or supportive service settings delivered by an identified provider to ensure ongoing therapeutic involvement, reduce the disabling effects of mental illness or alcoholism and assist consumers to access and participate in the community.

### **Community Treatment Services**

The provision of treatment services in outpatient medical settings, as well as supervision of juvenile justice consumers in the community and occupational and physical therapy, speech and language therapies. Services delivered in a mental health outpatient setting include treatment for the purpose of ameliorating the effects of various mental disorders and to improve personal, social and family functioning. Services delivered to youth in the juvenile justice system under formal or informal supervision or in restitution programs. Services are designed to monitor behavior, prevent continued delinquent activity, strengthen family ties, assist in successful involvement in the community and fulfill any obligations ordered by the court or other juvenile justice agency. AODA treatment services are designed to improve personal, social, vocational and family functioning and prevent further deterioration of physical health.

### **Inpatient and Institutional Care**

Services delivered in settings such as state mental health institutes, centers for developmental disabilities, general hospitals, CBRF's certified as inpatient treatment programs, residential care centers and juvenile correctional institutions. Inpatient treatment is for the purpose of providing treatment of mental and substance abuse disorders and restoring health, personal and social functioning. Also includes IMD (Institution for Mental Diseases) licensed nursing homes to persons with severe mental illness.

### **Investigations and Assessments**

Services to consumers that includes screening, assessment, diagnosis, case planning or determining the existence or nature of a specific problem. Services include child abuse and neglect investigations, reports to the court required under Chapters 48, 51 and 55 Wisconsin Statutes, consumer intake assessments and activities related to procedures established by juvenile court guidelines.

### **Specialized Transportation**

The provision of transportation and transportation related supervision to the elderly, handicapped or other persons with limited ability to access needed community resources. Includes transportation centered on improving a person's general mobility and ability to perform daily tasks independently such as shopping, visiting with friends, competitive employment, etc.

### **Supported Employment**

Supported Employment is competitive work in an integrated work setting for individuals who, because of their handicaps, need ongoing and/or intensive support services to find and perform this work.

**Supportive Home Care**

The provision of services to maintain consumers in independent or supervised living in their home or the home of their friends or relatives that help them meet their daily living needs, ensure their well-being and/or reduce the likelihood that they will be placed into alternate living arrangements. Services may include, but are not limited to, household care, personal care and supervision. Includes supervised apartment living, senior companion activities, telephone reassurance, friendly visiting and home health care.

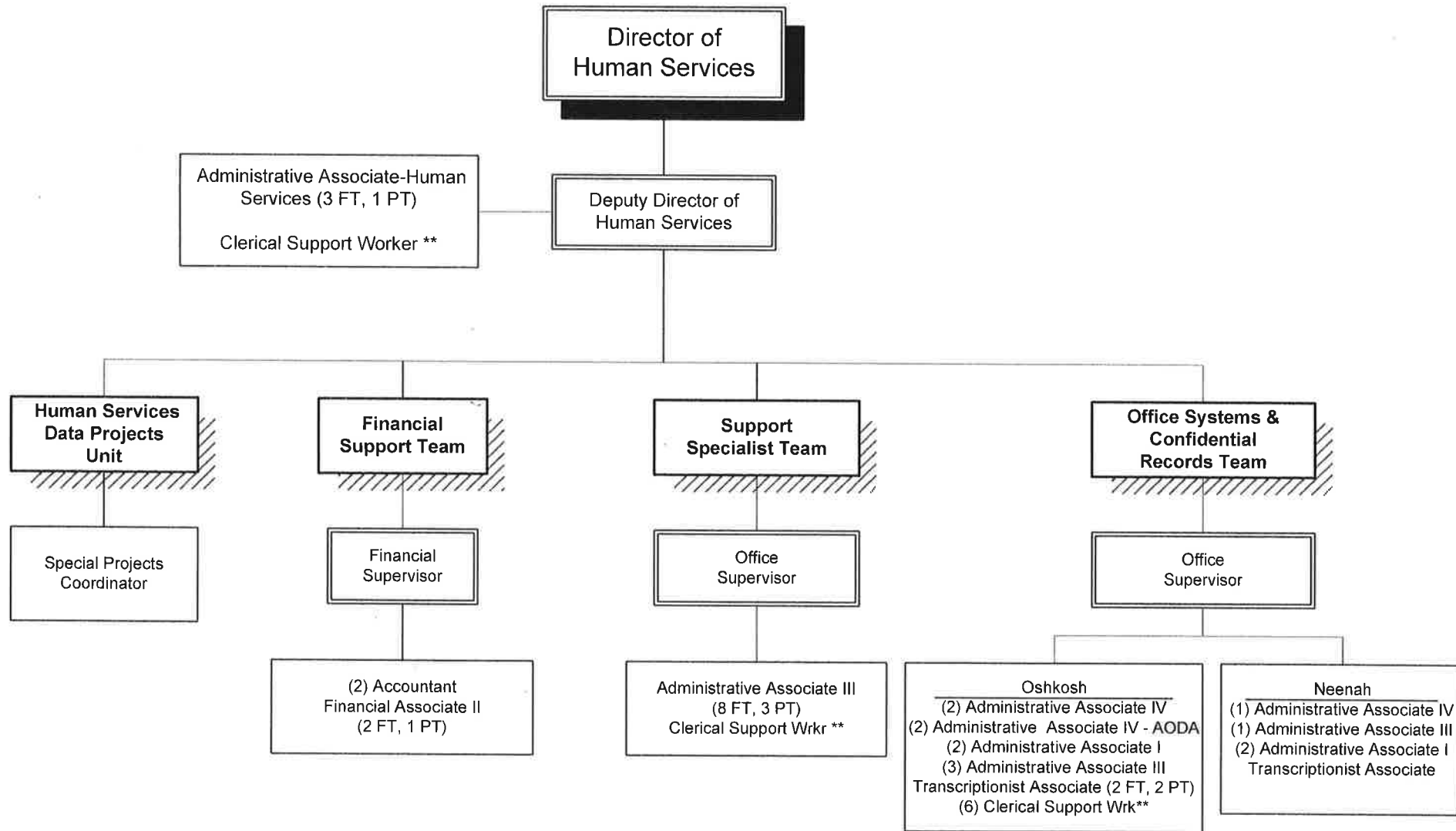
**Work Related and Day Services**

Services delivered for the purpose of promoting vocational participation and self-sufficiency. Services include vocational counseling or activities that promote participation in work or job placement services. Also included is day center services to persons to develop skills necessary for community living.



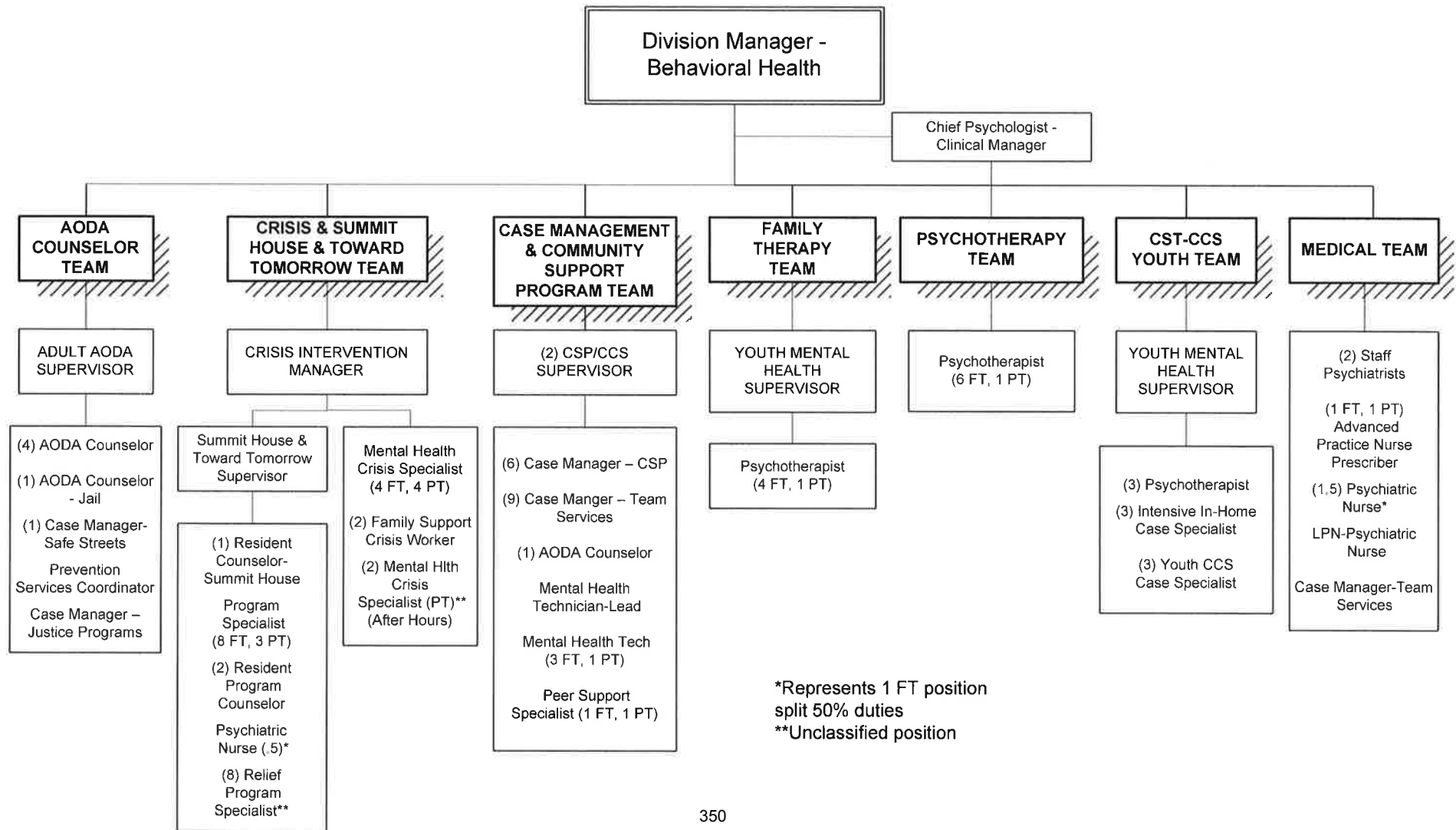
# HUMAN SERVICES

## Administrative Services



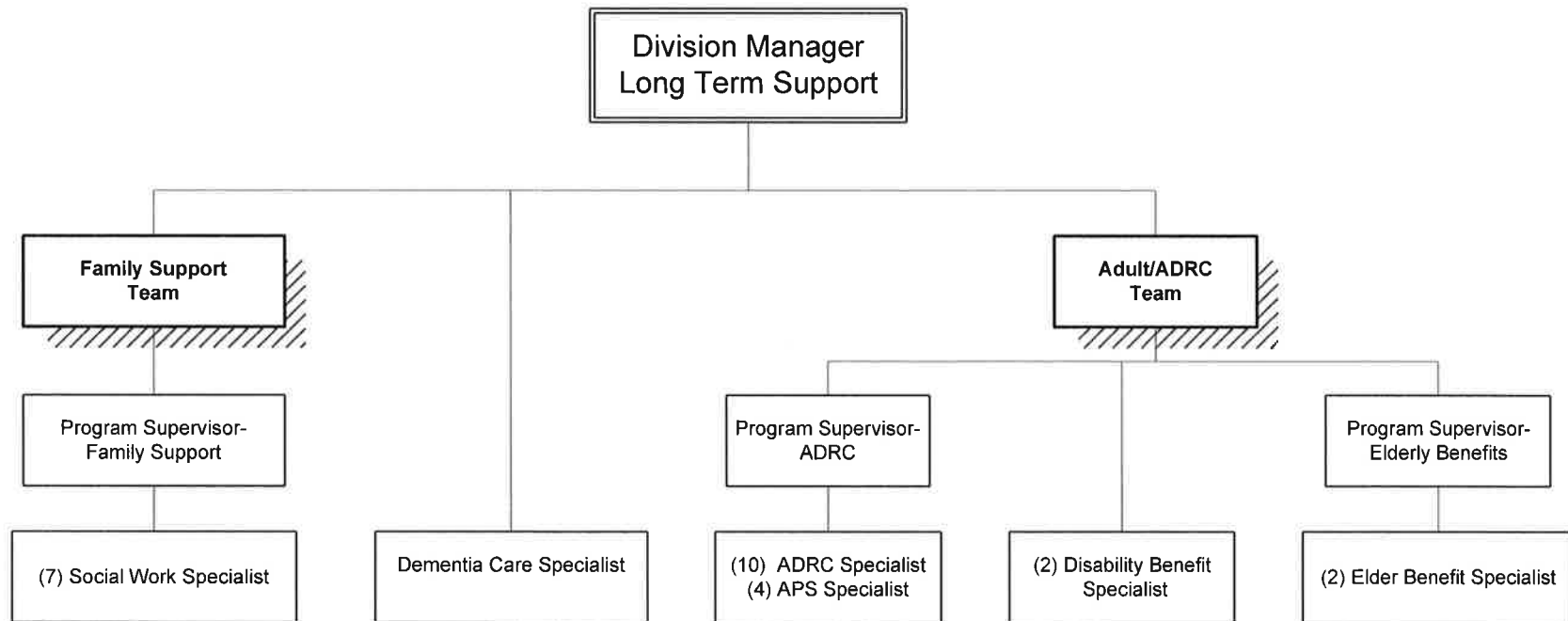
# HUMAN SERVICES

## Behavioral Health Services



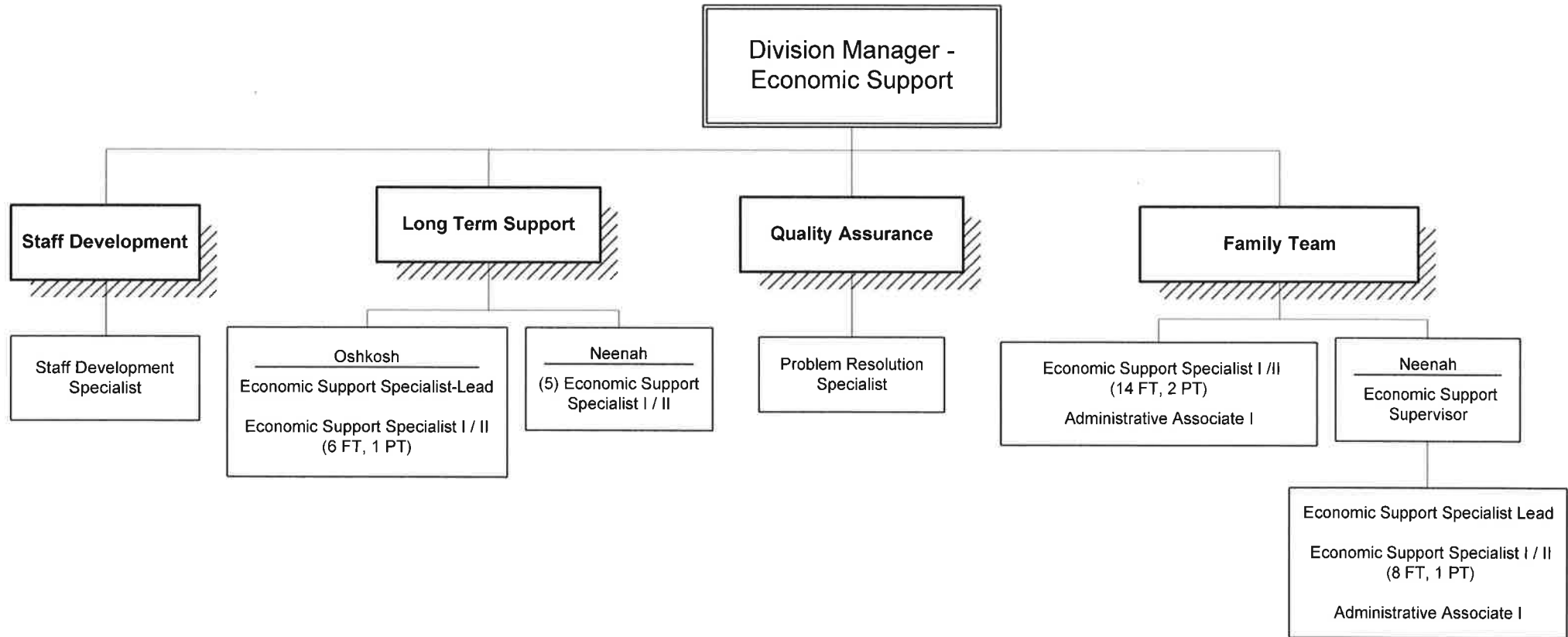
# HUMAN SERVICES

## Long Term Support Services



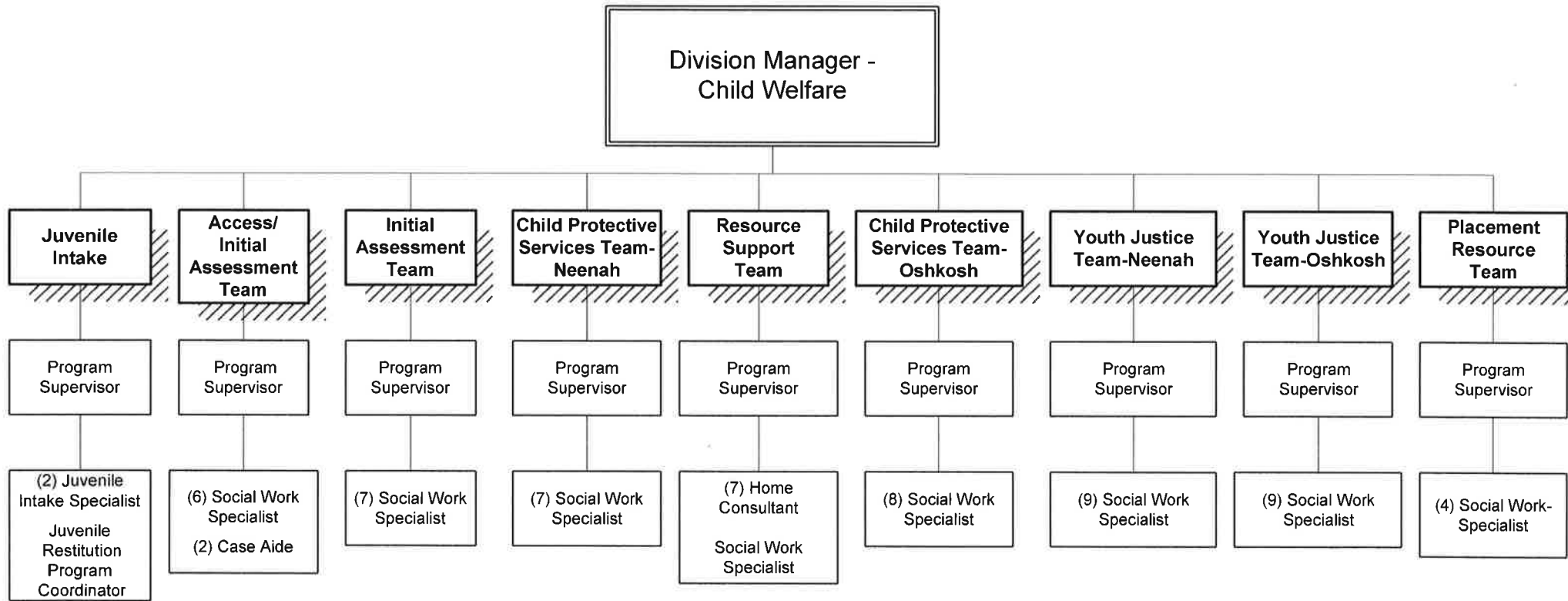
# HUMAN SERVICES

## Economic Support Services



# HUMAN SERVICES

## Child Welfare Services



# HUMAN SERVICES

Human Services Fund: 200  
2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Dr. Bill Topel – Director  
**LOCATION:** Winnebago County Human Services  
220 Washington Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 236-1195

Winnebago County Human Services  
211 North Commercial Street  
Neenah, WI 54956

## 2018 ACCOMPLISHMENTS:

### Administrative Services Division

1. Facilitate the User/Programmer discussion needs to complete the 2015 certification and Meaningful Use programming in LUNA for the Behavioral Health Division.
2. Facilitate additional Trauma Informed Care and Resiliency training efforts for our agency.
3. Be receptive to any new trainings that will enhance communication skills with fellow employees and the public.
4. Consolidate and create Record Requests process for the Behavioral Health and Child Welfare divisions within the Administrative division.
5. Develop agency-wide inventory tool of state/county client-based computer systems to include contact information and management of staff security access.
6. Assess feasibility of integrating multiple electronic side systems into a centralized department database. Where feasible, provide internal management and technical support.
7. Implement administrative support processes for possible efficiencies.
8. Facilitate the development and completion of reports in LUNA.
9. Streamline the contracting process of outside vendor.
10. Meet with agency teams to review current processes to see where efficiencies could be gained by elimination and refinement of steps which would allow additional responsibilities to be assumed.
11. Formalize the denial of claims management system.
12. Formalize a LUNA manual for the financial team.
13. Create an effective and efficient structure for the Imaging of all documents within Human Services.
14. Create and/or organize a cadre of workplace environment safety materials, practices and trainings with a focus on paraprofessional employees.
15. Create an implementation plan within the Administrative division for our 2018-2023 Human Services Strategic Plan.

## **Behavioral Health Division**

**As we enter the last year of our previous 5 year strategic plan and review what is still to be accomplished from that plan, we find 4 goal areas to work on during 2018: (1) creation of a seamless service continuum; (2) re-designing our adolescent AODA service system; (3) expanding portable data technologies into the field; and (4) further strengthening our already robust hospital diversion efforts. More specifically we anticipate accomplishing the following during 2018:**

- 1. In 2017 we focused on and succeeded in creating a more “seamless system” of care for our community-based adult treatment teams (CSP, CCS, and Targeted Case Management). In 2018, we will pursue a similar effort with our youth treatment teams. This initiative started with a new grant to help organize our services of the “Coordinated Service Team” (CST) model. Grant funding helps to support a new supervisor position. We have and continue to reorganize resources and train staff on the CST model. We are coordinating our Children’s Long Term Support (CLTS) teams to create a new intake process for youth/family services as a whole. The CST initiative and CCS (Comprehensive Coordinated Services) program should assure that all staff are working with the same philosophy so that youth assigned to any of our teams (FST, YCCS, CTS) will have a similar treatment experience. Also, as the service needs change, transfer between teams should be more “seamless” and thus less disruptive for families. The “integrated intake” initiative should assure that youth needing intensive services are referred to Behavioral Health or Long Term Support right away based on presenting needs. Any needed coordination or transfer between systems will also be smooth and seamless. Thus by the end of the year, we expect to have all service teams integrated that will better serve kids and families while making more efficient use of staff and funding resources.**
- 2. Because of the paucity of substance abuse services for teenagers in the community, and the expressed need from our Child Welfare Division, in 2017 we created an “Adolescent AODA Outpatient Program” to serve youth within our Department. This service was not utilized to the degree expected, likely due to the “office-based” counseling model which hasn’t proven effective for our population. Staffing changes due to creating another AODA Position stationed at the sheriff department, we hired a new AODA counselor prioritizing adolescent AODA services. We have increased community-based services (meeting with kids in schools, the community, etc.). During the remainder of this year, she will focus on increased engagement (e.g. how best to work with our referring sources, the schools, the families, etc.) while working directly with youth to sustain services long enough to have an impact. By the end of the year, we expect to have further developed youth AODA services that fits the unique needs of our youth and families.**
- 3. By creating another AODA Counselor position, we now have a full time counselor stationed at the sheriff Department. This position is aimed at preparing jail inmates for their discharge and ensuring they are connected with community services prior to release. The counselor will follow them upon release and post-release to ensure they have followed up with services and if not, assist them with connection. The goal is to prevent re-entry into the jail system and reduce community crime violations.**
- 4. In 2017, our Department obtained and distributed newer data technologies (e.g. laptops, wireless connections) to staff in the field to increase service to consumers (i.e. by having consumer electronic records available and agency network access). This increases worker productivity and efficiency (i.e. by allowing prompt documentation and the ability to access data at any time). We started with a small percentage of staff to allow for a learning curve and determine what works/didn’t work. Now that we better understand how to utilize the added technology, 2018 will expand equipment to all agency staff who frequently work outside of the office. By the end of the year, we anticipate improved productivity and service efficiency while simultaneously providing a better treatment experience for consumers.**

5. For years our Division has been emphasizing the important role that “hospital diversion” plays in managing financial resources and in providing the “right services in the right setting at the right time” to our consumers. Thus in 2017, we continued to use our Summit House Crisis Center both for hospital diversion and as a means of discharging from hospitals more quickly. We created a new “Mobile Family Crisis Team” that respond to crisis calls by visiting the child and family in their home to de-escalate family crises and thus prevent kids from being hospitalized. In 2018, we have new initiatives to further improve our overall crisis response and hospital diversion system. The first will be the expected building of a new Crisis Center that will combine our present Summit House and Towards Tomorrow CBRF facilities. One goal is to develop an integrated residential treatment program, a coordinated crisis response system, and efficient use of staff resources. Second, we expect to have psychiatric evaluation and medication management services available to Crisis Center residents for the first time, due to recent State Department approval to provide medication services under our Crisis Program. Likely, this will continue to reduce hospitalizations while still providing medication management services.

#### **Child Welfare Division**

1. A Respite Care facility and provider has been secured and regular Respite Care services are being provided.
2. A work committee including county agency and provider staff has been established to review and direct services provided to youth and families at our Shelter Care facility. A recent addition to services has been agency staff spending time at the facility engaging youth in a variety of activities. Youth response to this added service has been very positive.
3. Organizational Effective (O.E) work has continued with the Child Welfare supervisor group deciding and learning a staff supervision method called Reflective Supervision. O.E. will continue as an ongoing work group effort.
4. A number of Child Welfare staff are involved in our agency’s Trauma-Informed service delivery learning and implementation efforts. Learning opportunities for staff has continued in 2018 and will continue as an objective into upcoming years.
5. Current evaluation of our two Parent Support programs has shown good outcomes for both Child Welfare Child Protective Services and Juvenile Justice service areas. Semi-annual evaluation of these programs will continue to assess these services.
6. 2018 brought additional mobile access/technology to agency staff. The effort to increase the use of mobile access/technology will continue.

#### **Economic Support Division**

1. Working with the East Central Consortium and Wisconsin Department of Human Services, develop a Continuity of Operations (COOP) plan to enable Economic Support work to be completed in the event of an emergency. The COOP plan is complete and is currently being used when there is an outage or staff shortage in some of the areas
2. Provide training and support to build a Trauma Informed staff to better serve the low income residents of Winnebago County. The agency will continue to provide support and training in this very important area.

#### **Long Term Support (LTS)**

1. The Elder and Adult at Risk Interdisciplinary Team expanded to include a representative from each law enforcement agency and the District Attorney’s office. A training was developed and provided to those agencies.
2. An application for a Dementia Care Specialist was submitted in March 2018. A committee to develop Dementia Friendly Winnebago County was developed.
3. Staff attended many different trainings, including Trauma Informed Care Planning and Resilience: The Path to Hope and Healing to enhance their knowledge and understanding of Trauma Informed Care.



4. A coalition with The Day By Day Warming Shelter and Community Foundation was developed to address homelessness and transitional housing.
5. Another Memory Respite Program was developed and caregivers who bring their loved ones developed supportive relationships amongst themselves. A Caregiver Conference was held that also included parents or caregivers for children with disabilities.
6. The Winnebago County Nutrition Program was able to offer more options for meal sites to increase participation and increase the amount of donations to offset the costs.
7. An additional Fiscal Intermediary was set up to give families more choice and control with hiring their service providers.
8. A new Transitional Guide was developed to assist schools and families when a child is preparing to transition to adult services.

## **2019 GOALS & OBJECTIVES:**

### **Administrative Services Division**

1. Implemented processes for transferring and returning office equipment, mobile devices and keys from employees.
2. Developed agency-wide inventory tool of state/county client-based computer systems to include contact information and management of staff security access.
3. Together with the Information Systems Department and Division Managers, created a Productivity Report for employees of BH, CW and LTS time reporting for supervisors/managers to better manage the productivity of their teams.
4. Facilitated the completion of the new LUNA client tracking computer system design, development, implementation, procedures, and training for the LTs Division, Juvenile Restitution and AODA. This replaces the previous TCM database.
5. With agency Admin teams, reviewed, identified, and implemented administrative support processes, and tools to identify potential options that are being implemented to help our department become more efficient and effective, to include reorganizing and consolidating some duties within the Administrative Associates Team and Office Systems Team.
6. Successfully credential and bill an increasing number of insurances and programs for greater number of reimbursing entities.
7. Continue participation in various regional and state committees and meetings, including Wisconsin County Human Services Association at the PAC and Exec Board level, WELCOA Learning Circles, Regional Financial and Billing Manager, SACWIS Users and hub to keep providing input and keeping our agency and board informed.
8. Continuing assessment of the feasibility of integrating multiple electronic side-systems into a centralized department database. Where feasible, providing internal management and technical support.
9. Facilitated Role Mapping for all divisions within our agency, to help all employees gain a greater understanding of what each division within Human Services does.
10. Facilitated the strategic planning process and created the 2018-2023 Strategic Plan.
11. Completed Human Services portion of the four year Winnebago County Civil Rights Plan.
12. Completed the four year cycle of Human Services employee Background Checks.
13. Updated the Human Services Continuity of Operations/Continuity of Government Reference Manual.

### **Behavioral Health Division**

Though 2019 goals won't be fully determined until completion of our next 5 year strategic plan during the coming year, we have identified one initiative we expect to be a part of that new plan:

1. Through the creation of our walk-in intake system some years ago we learned we can better serve our consumers (by giving them immediate access to services and by assessing a significantly higher number of clients than in the old intake system) while simultaneously making better use of our therapy staff time (by the elimination of the previous 30% “Missed Appointment” rate for intake appointments). However, our system for scheduling ongoing appointments still wastes staff time. The “Missed Appointment” rate for ongoing appointments is still at 33% for both therapists and prescribers. When clients wait too long for follow-up appointments (still averaging 3 weeks) and can’t get their needs met promptly, too many drop away and do not return. In 2018, we plan to test an “on demand scheduling” system which would theoretically allow same day appointments for most follow-up appointments in the clinic. If successful, this different system should better meet our consumers’ need while simultaneously eliminating missed appointments.
2.
  - We have begun discussions in aim of changing our current flow of children and family service referrals. We anticipate phases of change beginning the latter part of this year and fully implemented by the end of 2019. Doesn’t matter what “door” a child or family comes through, all referrals would go to a central intake unit (after a determination of general eligibility, such as county resident, income level, etc.). The intake team would assess and determine whether the need is for behavioral health treatment or long term support. Children whose needs are behavioral should start with BH division. Only those clearly disabled permanently (e.g. DD, Autistic, brain-injured, physically disabled, etc.) would start with LTS division.
  - For behavioral health services, the mindset of everyone involved must be toward family system change, not family system support, i.e., the family must be assisted in successfully overcoming their difficulties, not supported in continuing on despite their difficulties. Moreover, it must be clear to everyone that the “family system” is the patient, NOT the child or adolescent. Each division; CW, BH, LTS will collaborate to streamline referral and service thus preventing system barriers. This continues our focus on the “right services at the right time to the right people”.

#### **Child Welfare Division**

1. As a Division, continue efforts towards TIC case management
2. Train Initial Investigation social workers in Advanced Forensic Interviewing
3. Move the third Access phone worker position from Project Position to regular full-time position
4. Continue Child Protective Services Legal Partners work focusing on Conditions for Return and Termination of Parental Rights
5. Assess Division on-call work needs and services and work towards changes to address needs
6. Following assessment of short-term detention services, work towards service changes to support youth success
7. Decide Shelter Care program services and structure
8. Increase number of foster homes via additional recruitment efforts
9. Increase support of foster homes and skill of foster parents to meet child youth needs while partnering with families
10. Establish one Division social worker per on-going team to specialize in our youth Human Trafficking initiative and service provision.

#### **Economic Support Division**

1. Provide more in-house refresher trainings for staff as policies and procedures constantly change
2. Develop and carry out a plan to become current and stay current with discrepancy work on Economic Support cases.

### **Long Term Support**

- 1. Support for people with dementia and their caregivers will be expanded, including better coordinated crisis response.**
- 2. Adult Protective Services will be enhanced to meet all of the needs of the community, especially the aging population, and have a lead staff to provide training to police and fire departments and to actively engage in efforts of the I Team to address Elder and Adult at Risk Abuse.**
- 3. The ADRC and Wellness Coalition will have a variety of regularly scheduled evidence based classes throughout the county that are coordinated by the volunteers.**
- 4. The intake process for children will be more streamlined and better coordinated with other divisions. Services will align with Coordinated Services Teams.**
- 5. Children's service providers will cooperatively develop an internet based resource guide that meets the needs of all ages and disability groups.**

# HUMAN SERVICES

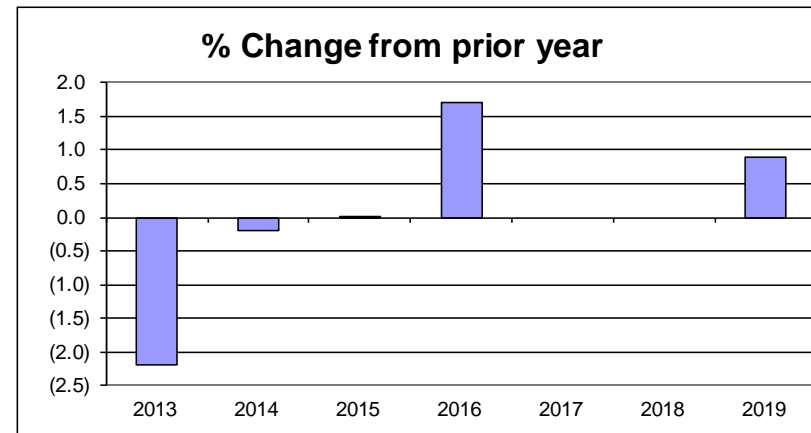
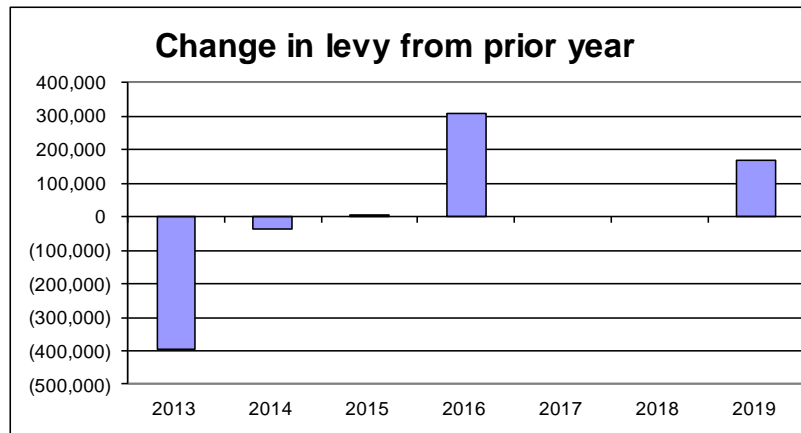
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	245	239	243	245	246	251	253	253	257	262
Part Time	22	21	18	19	22	22	24	25	25	23
Total	267	260	261	264	268	273	277	278	282	285

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. The 2019 budget shows an increase of five (5) full-time positions and the elimination of two (2) part-time positions. One (1) full-time Dementia Care Specialist was added during the 2018 budget year and four (4) full-time positions were added for the 2019 budget: one (1) Social Work Specialist, one (1) Economic Support Specialist – Lead, one (1) Economic Support Specialist I/II, and one (1) ADRC Specialist. Two (2) part-time positions were eliminated for the 2019 budget: one (1) Peer Support Specialist and one (1) Mental Health Crisis Specialist.

**COUNTY LEVY:** The tax levy for 2019 is \$18,242,458, an increase of \$169,084 or 0.9% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Human Services

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 18,073,374</b>	
<b>Revenue Changes - impact on levy:</b>		
Intergovernmental Revenues	(432,467)	Increase is due to anticipated increase in Basic County Allocation funds; growth is expected in the MA Comprehensive Community Services program for individuals needing ongoing mental health services; growing demand for outpatient services reimbursed by MA; increased reimbursement for the Post Reunification program for eligible families; new grant funding for dementia care and an expected increase in Income Maintenance funding for programs such as food share.
Public Services	249,200	Decrease is because reimbursement from Third Party Insurances and Client Shares as well as Child Support have been fairly consistent with actual 2017 patterns throughout the current year. Budget reflects this pattern.
<b>Expense Changes - impact on levy:</b>		
Labor	892,674	Wages are estimated to increase 7.6% in the Human Services department. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums. Also, health insurance premiums are projected to increase 2.1%.
Travel	(27,969)	Decrease in Registration/Tuition and Automobile Allowance is due to an analysis of recent historical trends in these accounts.
Office	21,800	Increase due to cost of Mi-Fi hot spots and cell phones used to enable staff to work in the field and anticipated software costs.
Repairs & Maintenance	9,686	Increase due to equipment repairs and building maintenance accounts budgets being based on recent expenditure patterns.
Contractual Services	(566,207)	Decrease is largely due to the implementation of various contracted in-home services in the Child Welfare Division which has resulted in fewer out-of-home placements in Child Residential Care Centers, Group Homes and Child Foster Care. Behavioral Health Unit costs are budgeted at a lower level based on trend analysis.
Insurance Expenses	(66,980)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
<b>Other small changes</b>	<b>89,347</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 18,242,458</b>	

## Financial Summary Human Services

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	10,456,745	26,995,208	26,955,622	26,998,946	27,138,889
Labor	12,464,981	21,594,924	21,763,167	21,799,991	22,655,841
Travel	205,744	407,408	449,165	452,065	421,196
Capital	22,185	22,185	25,000	25,000	24,000
Other Expenditures	10,405,197	21,400,990	22,791,664	22,795,264	22,280,310
Total Expenditures	23,098,107	43,425,507	45,028,996	45,072,320	45,381,347
Levy			18,073,374		18,242,458

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Medicaid Title 19	42000	0	1	0	0	0	0	0.00%
WI Health Services	42007	0	0	85,000	0	0	0	0.00%
State Pharmact Asst Prg SPAP	42100	9,727	10,888	9,727	10,000	10,000	10,000	0.00%
Patient Prt Affrd Care PPACA	42101	355,862	167,662	84,950	85,000	85,000	85,000	0.00%
MA Comprehensive Comm Serv	42102	1,003,895	1,302,172	1,829,023	1,511,885	1,560,000	1,560,000	3.18%
MA Crisis MH Srvs	42104	342,094	378,487	514,884	432,848	434,501	434,501	0.38%
CLTS - Childrens Waiver	42106	2,921,555	2,944,326	2,502,491	2,499,336	2,535,230	2,535,230	1.44%
BCA State	42108	5,358,792	5,844,484	6,674,955	5,879,840	6,871,212	6,871,212	16.86%
State-County Match	42110	665,343	665,967	665,984	664,984	665,765	665,765	0.12%
Aging Dis Resource Ctr ADRC	42112	1,632,808	1,545,641	1,716,936	1,689,638	1,807,517	1,807,517	6.98%
Adult Protective Service APS	42114	144,966	144,966	144,966	144,966	144,966	144,966	0.00%
IIIE Grant	42116	58,503	39,927	43,824	62,360	40,212	40,212	-35.52%
Elderly Handicapped 85.21	42118	371,024	375,514	382,372	379,269	383,061	383,061	1.00%
Birth to Three	42122	300,856	300,856	300,856	300,856	300,856	300,856	0.00%
OPIOID State Targeted Response	42125	0	0	0	0	20,000	50,000	100.00%
State Hlth Insur Asst Prg SHIP	42126	6,000	0	5,259	4,000	5,000	5,000	25.00%
Block Grnt AODA	42128	253,027	253,027	253,027	253,027	253,027	253,027	0.00%
Block Grant MI	42130	68,961	68,961	68,961	68,961	68,961	68,961	0.00%
Certified Mental Health Progra	42132	82,316	0	0	0	0	0	0.00%
Community Mental Health	42133	0	834,687	834,687	834,687	834,687	834,687	0.00%
Coordinated Services Team Init	42135	0	0	0	60,000	60,000	60,000	0.00%
Fraud Investigation	42136	18,162	59,799	127,334	74,805	74,805	74,805	0.00%
Early Intervention Grant	42138	0	24,859	31,700	31,700	31,700	31,700	0.00%
IMD Rebalancing Initiative	42139	0	0	17,556	0	0	0	0.00%
IMD Reg Rel	42140	186,959	0	0	0	0	0	0.00%
Adam Walsh FringerPrint	42144	3,094	0	0	0	0	0	0.00%
Family Support Program	42146	132,378	0	0	0	0	0	0.00%
Other State Adjustments	42148	14,145	6,074	7,700	40,000	40,000	40,000	0.00%
Alz Family Caregiver	42152	24,961	33,461	53,215	66,321	66,318	66,318	0.00%

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
Youth Aids	42154	1,524,265	1,495,060	1,535,306	1,495,000	1,500,000	1,500,000	0.33%
Youth Aids AODA	42156	33,198	30,908	27,844	31,000	31,000	31,000	0.00%
Juvenile Justice Early Interv	42157	42,500	0	0	0	0	0	0.00%
Independ Living ETV	42158	46,950	0	0	0	0	0	0.00%
Elder Abuse	42160	48,861	18,828	42,459	48,861	48,861	48,861	0.00%
Community Options	42162	1,063,468	0	0	0	0	0	0.00%
Children Community Option	42163	0	633,350	633,350	633,350	633,350	633,350	0.00%
Safe & Stable Families	42164	57,103	57,103	53,570	57,103	53,570	53,570	-6.19%
Kinship Care Grant	42166	471,832	483,743	516,159	507,000	507,000	507,000	0.00%
Income Maint Admin	42168	1,877,035	1,975,213	2,081,612	2,162,779	2,226,779	2,226,779	2.96%
IIID Grant	42172	9,086	8,113	9,030	9,086	9,177	9,177	1.00%
Community Intervention	42174	74,445	61,693	100,316	86,000	113,485	113,485	31.96%
Low Inc Energy Asst Prg LIEAP	42176	356,305	350,403	311,448	344,000	344,000	344,000	0.00%
Child Care Administration	42188	370,340	309,485	431,473	461,946	431,769	431,769	-6.53%
SS MultiPurpose	42190	125,643	125,596	124,567	125,643	125,643	125,643	0.00%
Nutr Congregate C1	42192	307,409	282,337	121,311	307,409	318,000	318,000	3.45%
Nutr Home Delv C2	42194	98,193	90,792	100,007	98,193	105,000	105,000	6.93%
Nutr Services Incent Prog	42196	70,835	63,237	73,522	66,000	75,000	75,000	13.64%
State Senior Comm	42198	9,859	9,859	9,859	9,859	9,859	9,859	0.00%
Benefit Specialist	42200	48,703	41,250	43,349	33,438	53,000	53,000	58.50%
Transportation Aid	42202	181,811	161,854	263,259	200,000	275,000	275,000	37.50%
MA Targeted Case Mgmt	42204	111,410	175,941	118,829	120,000	130,000	130,000	8.33%
MA CSP Funds	42206	279,163	240,292	272,589	284,174	280,000	280,000	-1.47%
MA Community Recovery	42207	0	0	0	189,327	75,000	75,000	-60.39%
MA Outpatient	42210	216,933	192,755	206,777	220,000	268,179	268,179	21.90%
MA Inpatient	42212	107,845	113,451	256,080	235,000	235,000	235,000	0.00%
WI Law Foundation Grant- Teen	42215	1,995	2,000	2,000	0	2,000	2,000	100.00%
IMD OBRA Relocations	42216	10,733	0	0	0	0	0	0.00%
Intoxicated Driver Program	42218	85,371	28,748	24,345	30,000	25,000	25,000	-16.67%
Drug Court Enhancement Program	42219	71,115	80,000	0	0	0	0	0.00%
Regional Foster Care Training	42220	2,857	1,606	3,094	3,100	3,100	3,100	0.00%
Brighter Futures	42222	32,825	(1)	0	0	0	0	0.00%
Comm Svs Defct Red Bnft CSDRB	42224	598,262	587,798	0	585,000	0	0	-100.00%
Wis MA Cost Reporting WIMCR	42226	1,287,926	828,531	779,382	991,372	585,000	585,000	-40.99%



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
Health Checks	42228	2,663	0	0	0	0	0	0.00%
Prior Year Intergovt	42230	35,087	122,144	1,146,243	18,000	18,000	18,000	0.00%
Food Share Employ Train FSET	42232	19,788	0	0	0	0	0	0.00%
TPR Adoption Federal	42234	62,063	11,359	9,162	59,500	59,500	59,500	0.00%
OWI Municipality Fee	42236	25,256	16,654	23,613	18,000	18,000	18,000	0.00%
Post Reunification Program	42242	113,556	194,300	278,961	240,000	315,000	315,000	31.25%
Crisis Intervention Team	42246	0	261,949	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>23,838,117</b>	<b>24,058,111</b>	<b>25,954,922</b>	<b>24,764,623</b>	<b>25,167,090</b>	<b>25,197,090</b>	<b>1.75%</b>
<b>Public Services:</b>								
Other Fees	45002	600	650	709	0	800	800	100.00%
Forms Copies Etc	45003	7,508	9,551	7,459	10,000	10,000	10,000	0.00%
OWI Assessment Fees	45030	217,828	216,584	213,946	225,000	215,000	215,000	-4.44%
Third Party Insurance	45033	893,540	689,215	755,403	875,001	751,999	761,999	-12.91%
Client Cost Shares Fees	45035	515,252	461,180	385,022	489,998	431,000	431,000	-12.04%
State Fee Collections	45037	133,129	132,796	122,013	135,000	130,000	130,000	-3.70%
Prior Year Contractual	45039	43,449	8,093	(3,022)	0	0	0	0.00%
Child Support	45041	252,364	259,576	156,278	262,000	210,000	210,000	-19.85%
Child Welfare Reimbursement	45062	5,724	5,698	1,375	6,000	2,000	2,000	-66.67%
Collection Agency	45066	269,482	212,367	189,062	172,000	165,000	165,000	-4.07%
<b>Public Services Subtotal:</b>		<b>2,338,877</b>	<b>1,995,710</b>	<b>1,828,245</b>	<b>2,174,999</b>	<b>1,915,799</b>	<b>1,925,799</b>	<b>-11.46%</b>
<b>Intergov Services:</b>								
Incentives	43009	13,692	22,299	19,400	16,000	16,000	16,000	0.00%
<b>Intergov Services Subtotal:</b>		<b>13,692</b>	<b>22,299</b>	<b>19,400</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Child Welfare Match- Levy	61100	185,000	0	0	0	0	0	0.00%
Grant Revenue Allocation	62000	(1,933,208)	(1,123,773)	(1,227,153)	(1,115,607)	(1,235,351)	(1,235,351)	10.73%
Grant - Community Options	62104	600,000	0	0	0	0	0	0.00%
Grant - Income Maintenance	62106	421,675	389,127	453,024	447,569	558,210	558,210	24.72%

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
Grant-Long Term Supp Admin	62110	623,000	625,219	659,017	557,955	567,058	567,058	1.63%
Grant - Child Care Admin	62112	103,533	109,427	115,112	110,083	110,083	110,083	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>26,190,686</b>	<b>26,076,119</b>	<b>27,802,567</b>	<b>26,955,622</b>	<b>27,098,889</b>	<b>27,138,889</b>	<b>0.68%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	54	672	633	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>54</b>	<b>672</b>	<b>633</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	206,805	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>206,805</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>54</b>	<b>207,477</b>	<b>633</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>26,190,741</b>	<b>26,283,596</b>	<b>27,803,200</b>	<b>26,955,622</b>	<b>27,098,889</b>	<b>27,138,889</b>	<b>0.68%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	13,696,919	13,867,007	14,100,128	14,783,656	15,901,912	15,766,776	6.65%
Temporary Employees	51101	190,445	191,112	209,636	350,411	114,107	114,107	-67.44%
Labor Fringes Match	51102	0	0	0	0	0	0	0.00%
Overtime	51105	146,151	123,152	103,004	136,500	106,600	106,600	-21.90%
Comp Time	51108	50,317	15,495	7,061	30,400	15,000	15,000	-50.66%
Payroll Sundry Account	51190	0	2,079	164	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>14,083,831</b>	<b>14,198,845</b>	<b>14,419,993</b>	<b>15,300,967</b>	<b>16,137,619</b>	<b>16,002,483</b>	<b>4.58%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	1,019,877	1,024,571	1,037,434	1,170,528	1,234,527	1,224,190	4.58%
Health Insurance	51201	3,128,037	3,118,161	3,399,463	3,775,321	4,224,762	3,958,917	4.86%
Dental Insurance	51202	208,147	204,217	208,382	220,716	225,564	223,042	1.05%
Workers Compensation	51203	115,018	90,873	167,666	235,365	128,925	128,181	-45.54%
Unemployment Comp	51204	3,466	13,165	15,685	0	0	0	0.00%
WI Retirement	51206	913,426	911,046	956,981	975,528	1,038,777	1,029,926	5.58%
Fringe Benefits Other	51207	72,213	71,602	73,650	84,742	89,858	89,102	5.15%
<b>Fringes Benefits Subtotal:</b>		<b>5,460,182</b>	<b>5,433,635</b>	<b>5,859,261</b>	<b>6,462,200</b>	<b>6,942,413</b>	<b>6,653,358</b>	<b>2.96%</b>
<b>Total Labor:</b>		<b>19,544,014</b>	<b>19,632,480</b>	<b>20,279,254</b>	<b>21,763,167</b>	<b>23,080,032</b>	<b>22,655,841</b>	<b>4.10%</b>
<b>Travel:</b>								
Registration Tuition	52001	40,835	55,924	59,372	63,899	58,201	58,201	-8.92%
Automobile Allowance	52002	337,157	295,955	285,308	349,903	323,844	323,844	-7.45%
Commercial Travel	52004	0	655	1,305	2,000	2,500	2,500	25.00%
Meals	52005	4,485	4,045	8,880	5,714	9,601	9,601	68.03%
Lodging	52006	18,333	18,879	25,748	22,795	24,401	24,401	7.05%
Other Travel Exp	52007	334	226	920	552	849	849	53.80%
Taxable Meals	52008	3,484	2,745	32	4,302	1,800	1,800	-58.16%
<b>Travel Subtotal:</b>		<b>404,627</b>	<b>378,429</b>	<b>381,565</b>	<b>449,165</b>	<b>421,196</b>	<b>421,196</b>	<b>-6.23%</b>
<b>Total Travel:</b>		<b>404,627</b>	<b>378,429</b>	<b>381,565</b>	<b>449,165</b>	<b>421,196</b>	<b>421,196</b>	<b>-6.23%</b>
<b>Capital Outlay:</b>								
Equipment	58004	43,627	23,110	21,546	25,000	24,000	24,000	-4.00%
<b>Capital Outlay Subtotal:</b>		<b>43,627</b>	<b>23,110</b>	<b>21,546</b>	<b>25,000</b>	<b>24,000</b>	<b>24,000</b>	<b>-4.00%</b>
<b>Total Capital:</b>		<b>43,627</b>	<b>23,110</b>	<b>21,546</b>	<b>25,000</b>	<b>24,000</b>	<b>24,000</b>	<b>-4.00%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
<b>Office:</b>								
Office Supplies	53000	53,904	61,388	46,567	59,701	59,900	59,900	0.33%
Printing Supplies	53002	6,325	3,876	7,302	5,500	7,400	7,400	34.55%
Print Duplicate	53003	6,700	7,783	4,795	9,000	7,000	7,000	-22.22%
Postage and Box Rent	53004	892	413	439	650	650	650	0.00%
Computer Software	53006	2,576	33,075	6,934	0	12,200	12,200	100.00%
Telephone	53008	74,608	73,810	78,092	88,699	98,200	98,200	10.71%
Wireless	53012	72	2,687	0	0	0	0	0.00%
Fiber pole rental locates	53015	240	240	0	240	240	240	0.00%
<b>Office Subtotal:</b>		<b>145,316</b>	<b>183,272</b>	<b>144,128</b>	<b>163,790</b>	<b>185,590</b>	<b>185,590</b>	<b>13.31%</b>
<b>Operating:</b>								
Advertising	53500	12,418	9,877	18,677	29,200	27,603	27,603	-5.47%
Subscriptions	53501	2,837	2,802	2,275	3,250	2,500	2,500	-23.08%
Membership Dues	53502	28,444	44,300	26,531	24,351	30,000	30,000	23.20%
Publish Legal Notices	53503	1,287	330	207	1,600	1,600	1,600	0.00%
Misc Child Welfare Prog Exps	53506	1,201	1,490	120	0	0	0	0.00%
Foster Care Banquet	53507	860	0	0	0	0	0	0.00%
Emergency Rent Assistance	53508	49,532	32,065	48,219	45,000	105,000	105,000	133.33%
Registration Tuition Other	53509	7,099	4,014	7,545	8,000	5,000	5,000	-37.50%
Consumer Program Expenses	53510	220,532	332,549	428,640	349,998	397,100	397,100	13.46%
Consumer Outreach	53511	148,455	155,998	159,034	156,622	160,001	160,001	2.16%
Education Training	53513	3,553	5,759	6,582	5,300	4,500	4,500	-15.09%
Consumer Transportation	53514	128,845	102,287	128,786	110,609	125,998	125,998	13.91%
Household Supplies	53516	13,970	28,345	31,233	31,000	28,000	28,000	-9.68%
Food	53520	35,493	37,709	40,196	40,700	43,975	43,975	8.05%
Small Equipment	53522	80,067	44,283	38,451	82,000	56,000	56,000	-31.71%
Medical Supplies	53524	14,661	12,939	14,105	18,100	14,098	14,098	-22.11%
Automobile Allowance-Other	53538	7,451	8,048	8,272	10,000	9,000	9,000	-10.00%
Meals Other	53541	246	139	126	300	0	0	-100.00%
Auto Allowance Taxable	53546	23,097	22,989	23,339	27,000	25,000	25,000	-7.41%
Motor Fuel	53548	9,656	12,713	14,562	15,000	18,000	18,000	20.00%

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
Building Rental	53550	92,971	92,796	98,592	97,436	108,924	108,924	11.79%
Equipment Rental	53551	39,418	38,032	28,947	42,000	35,500	35,500	-15.48%
Operating Licenses Fees	53553	8,577	11,421	14,695	11,800	11,980	11,980	1.53%
Bad Debts Expense	53561	1,325	1,834	1,294	1,500	1,500	1,500	0.00%
Taxes & Assessments	53562	0	857	0	0	0	0	0.00%
Operating Grants	53565	92,174	307,227	68,665	68,200	68,665	68,665	0.68%
Family Care Contribution	53567	1,594,624	1,594,624	1,594,624	1,594,624	1,594,624	1,594,624	0.00%
Other Miscellaneous	53568	0	0	(4)	0	0	0	0.00%
Small Equipment Technology	53580	76,447	13,552	64,466	52,000	40,529	40,529	-22.06%
ProCard Default	53585	0	882	0	0	0	0	0.00%
Office Supplies	73000	0	0	0	100	0	0	-100.00%
Print Duplicate	73003	73,167	69,583	67,171	72,000	72,500	72,500	0.69%
Postage and Box Rent	73004	33,137	32,280	30,891	32,000	33,000	33,000	3.13%
Legal Fees	73041	783	782	1,626	750	1,000	1,000	33.33%
Motor Fuel	73548	1,716	1,317	1,322	2,200	2,000	2,000	-9.09%
<b>Operating Subtotal:</b>		<b>2,804,043</b>	<b>3,023,820</b>	<b>2,969,188</b>	<b>2,932,640</b>	<b>3,023,597</b>	<b>3,023,597</b>	<b>3.10%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	4,009	7,011	14,302	7,100	10,000	10,000	40.85%
Maintenance Equipment	54022	7,594	6,593	6,043	8,000	8,000	8,000	0.00%
Equipment Repairs	54029	0	0	3,301	0	5,000	5,000	100.00%
Maintenance Vehicles	74023	6,213	5,708	6,185	5,500	7,000	7,000	27.27%
Equipment Repairs	74029	12,903	13,299	13,299	13,964	14,250	14,250	2.05%
<b>Repairs &amp; Maint Subtotal:</b>		<b>30,719</b>	<b>32,611</b>	<b>43,130</b>	<b>34,564</b>	<b>44,250</b>	<b>44,250</b>	<b>28.02%</b>
<b>Utilities:</b>								
Heat	54700	3,225	2,897	3,469	5,000	4,000	4,000	-20.00%
Power and Light	54701	11,620	9,312	9,409	10,000	10,000	10,000	0.00%
Water and Sewer	54702	5,502	6,167	6,028	6,200	6,200	6,200	0.00%
Refuse Collection	54703	1,319	2,013	2,276	2,000	2,390	2,390	19.50%
<b>Utilities Subtotal:</b>		<b>21,667</b>	<b>20,389</b>	<b>21,183</b>	<b>23,200</b>	<b>22,590</b>	<b>22,590</b>	<b>-2.63%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	265,159	237,823	249,255	247,879	219,700	219,700	-11.37%
Vehicle Repairs	55005	7,707	2,747	1,798	7,000	7,000	7,000	0.00%
Building Repairs	55008	0	9,568	0	10,000	5,000	5,000	-50.00%
Data Processing	55013	50,874	47,596	56,560	66,199	48,099	48,099	-27.34%
Professional Service	55014	205,603	401,524	347,515	328,000	341,000	341,000	3.96%
Collection Services	55015	59,553	48,381	43,437	37,000	44,000	44,000	18.92%
Community Residential Svcs	55021	797,911	321,998	273,545	282,084	287,726	287,726	2.00%
Community Treatment	55022	1,692,457	1,669,841	170,332	1,368,646	184,000	184,000	-86.56%
Supportive Home Care	55023	659,087	429,301	462,681	475,636	129,999	129,999	-72.67%
Work related and Day Services	55024	6,028	1,275	7,275	1,117	8,000	8,000	616.20%
Supervised Family Visitation	55025	184,946	189,922	223,204	196,000	225,000	225,000	14.80%
Transportation	55026	3,175	75	0	0	0	0	0.00%
Specialized Transportation	55027	679,647	700,455	771,723	795,208	834,749	834,749	4.97%
Other Contract Serv	55030	135,185	63,040	147,284	0	160,000	160,000	100.00%
Emergency Medical Care	55031	0	0	0	12,500	0	0	-100.00%
Respite Care	55032	82,025	82,558	85,573	90,000	90,000	90,000	0.00%
Receiving Home Bed Hold	55033	13,668	15,420	12,756	15,000	15,000	15,000	0.00%
Recruitment Non Staff	55034	340	750	0	0	0	0	0.00%
Foster Care Recog Retention	55035	3,515	4,733	2,562	4,500	4,500	4,500	0.00%
Child Care	55036	64,364	102,153	66,977	109,999	75,000	75,000	-31.82%
Mentoring	55039	98,354	264,690	329,123	320,000	330,000	330,000	3.13%
Counseling Consumer/Family	55040	117,885	26,322	25,386	30,000	30,000	30,000	0.00%
Interpreter	55041	28,585	62,028	86,444	68,001	124,100	124,100	82.50%
Other State Adjustments	55044	2,727	0	7	4,000	0	0	-100.00%
Child Foster Care	55045	1,831,004	1,529,404	1,349,278	1,600,000	1,500,000	1,500,000	-6.25%
Group Homes	55046	1,306,811	825,024	527,047	965,000	850,000	850,000	-11.92%
Child Residential Care Centers	55047	622,216	546,558	178,229	670,000	335,000	335,000	-50.00%
Kinship Care	55052	433,163	455,184	482,520	475,000	475,000	475,000	0.00%
Nutrition Programs	55053	1,064,087	1,123,041	1,168,141	1,144,469	1,200,000	1,200,000	4.85%
Adoption Assessments	55057	3,440	2,950	3,200	3,500	4,000	4,000	14.29%
Truancy Intervention Preventio	55058	61,927	64,260	65,850	68,850	69,000	69,000	0.22%
Outpatient Services	55059	75,612	36,210	62,046	150,000	60,000	60,000	-60.00%
General Hospital Psychiatric	55060	(27,118)	10,183	61,145	150,000	80,000	80,000	-46.67%

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 200 - Human Services</b>								
Residential Inpatient AODA	55061	410,940	518,495	440,255	540,000	460,000	460,000	-14.81%
Specialty Inpatient Hospitals	55062	1,865,835	1,556,673	1,794,914	1,619,191	1,750,000	1,750,000	8.08%
Supported Employment	55063	20,000	20,000	20,000	20,000	20,000	20,000	0.00%
Supported Living	55064	1,146,434	1,469,681	2,616,004	1,312,081	2,820,000	2,820,000	114.93%
Comm Based Res Facility	55065	979,578	1,279,297	1,607,078	1,300,000	1,400,000	1,400,000	7.69%
Medical Detoxification	55066	(939)	2,349	8,132	50,000	10,000	10,000	-80.00%
Birth 3 Early Intervention	55067	698,923	702,873	726,394	721,800	761,000	761,000	5.43%
Contracted Case Mgmt	55068	0	82,496	88,000	146,176	79,999	79,999	-45.27%
Secure Juvenile Detention	55070	305,735	321,276	358,588	345,000	295,000	295,000	-14.49%
Family Training Skills	55071	618,818	630,869	689,580	679,000	710,000	710,000	4.57%
Youth Wrap Around Services	55072	389,791	571,109	519,115	585,000	550,000	550,000	-5.98%
Alternative School	55073	70,158	54,980	68,377	85,000	75,000	75,000	-11.76%
Juvenile Shelter Care	55075	782,891	708,894	818,702	700,000	820,000	820,000	17.14%
Juvenile Restitution	55076	879	212	179	1,000	1,000	1,000	0.00%
Juvenile Correctional Institut	55078	355,015	274,737	191,084	350,000	210,778	210,778	-39.78%
Emergency Energy Services	55079	351,794	345,606	306,837	340,001	340,000	340,000	0.00%
Prior Year Community Treatment	55080	0	6,613	2,682	0	0	0	0.00%
Behavioral Health Unit	55081	0	955,223	688,454	965,000	850,000	850,000	-11.92%
Medical and Dental	75000	576	316	651	720	700	700	-2.78%
Building Rental	75042	10,200	10,200	10,200	10,200	10,200	10,200	0.00%
<b>Contractual Services Subtotal:</b>		<b>18,536,563</b>	<b>18,786,914</b>	<b>18,216,118</b>	<b>19,465,757</b>	<b>18,899,550</b>	<b>18,899,550</b>	<b>-2.91%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	2,134	5,968	2,054	7,500	5,000	5,000	-33.33%
Prop Liab Insurance	76000	153,300	172,188	166,716	164,213	99,733	99,733	-39.27%
<b>Insurance Expenses Subtotal:</b>		<b>155,434</b>	<b>178,156</b>	<b>168,770</b>	<b>171,713</b>	<b>104,733</b>	<b>104,733</b>	<b>-39.01%</b>
<b>Total Other Operating:</b>		<b>21,693,742</b>	<b>22,225,163</b>	<b>21,562,518</b>	<b>22,791,664</b>	<b>22,280,310</b>	<b>22,280,310</b>	<b>-2.24%</b>
<b>Expense Total:</b>		<b>41,686,010</b>	<b>42,259,181</b>	<b>42,244,883</b>	<b>45,028,996</b>	<b>45,805,538</b>	<b>45,381,347</b>	<b>0.78%</b>
<b>Human Services Net/(Levy):</b>		<b>(15,495,269)</b>	<b>(15,975,585)</b>	<b>(14,441,683)</b>	<b>(18,073,374)</b>	<b>(18,706,649)</b>	<b>(18,242,458)</b>	<b>0.94%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Human Services -				
	Dodge Caravan	1	24,000	24,000
		1		24,000



## **SIGNIFICANT CHANGES FROM 2018 ADOPTED - ADMINISTRATIVE SERVICES DIVISION**

### **MISSION STATEMENT**

To provide Department-wide leadership including strategic planning and support services in the budgeting, contractual, financial, electronic, and data processing systems and service delivery program areas. Our goal is to ensure that all services delivered by the Department are in accordance with established federal, state and local requirements at minimal cost to the taxpayer. We strive to provide timely cost-efficient and effective services to all consumers that will enhance the quality of their lives.

### **HIGHLIGHTS**

The Administration Division shows a budget-to-budget levy decrease of (\$157,708), or (3.02%).

This levy decrease is the result of an increase in overhead transferred from the Long Term Support and Economic Support Divisions for administrative support which is offsetting increases in expense accounts. There are also decreases in expense accounts due to the discontinued contract for TCM software Maintenance (Data Processing \$18,500), the purchase of standing desks for staff which occurred in 2018 (Small Equipment \$25,000), and Property and Liability insurance cost allocated from Finance (Prop Liab Ins \$64,480).

The Administrative Services Division is replacing an Administrative Associate I project position with an Administrative III project position.

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 210 - Administrative Services</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Health Services	42007	0	0	85,000	0	0	0	0.00%
BCA State	42108	5,358,792	5,844,484	6,674,955	5,879,840	6,871,212	6,871,212	16.86%
State-County Match	42110	665,343	665,967	665,984	664,984	665,765	665,765	0.12%
Wis MA Cost Reporting WIMCR	42226	1,287,926	828,531	0	991,372	0	0	-100.00%
<b>Intergov Rev Subtotal:</b>		<b>7,312,061</b>	<b>7,338,982</b>	<b>7,425,939</b>	<b>7,536,196</b>	<b>7,536,977</b>	<b>7,536,977</b>	<b>0.01%</b>
<b>Public Services:</b>								
Forms Copies Etc	45003	7,508	9,551	7,459	10,000	10,000	10,000	0.00%
<b>Public Services Subtotal:</b>		<b>7,508</b>	<b>9,551</b>	<b>7,459</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Grant - Income Maintenance	62106	421,675	389,127	453,024	447,569	558,210	558,210	24.72%
Grant-Long Term Supp Admin	62110	623,000	625,219	659,017	557,955	567,058	567,058	1.63%
Grant - Child Care Admin	62112	103,533	109,427	115,112	110,083	110,083	110,083	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>1,148,208</b>	<b>1,123,773</b>	<b>1,227,153</b>	<b>1,115,607</b>	<b>1,235,351</b>	<b>1,235,351</b>	<b>10.73%</b>
<b>Total Operating Revenue:</b>		<b>8,467,777</b>	<b>8,472,306</b>	<b>8,660,551</b>	<b>8,661,803</b>	<b>8,782,328</b>	<b>8,782,328</b>	<b>1.39%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	(2)	597	71	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>(2)</b>	<b>597</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 210 - Administrative Services</b>								
<b>Transfers In:</b>								
Other Transfers In	49501	0	206,805	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>206,805</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>								
		<b>(2)</b>	<b>207,402</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>8,467,775</b>	<b>8,679,708</b>	<b>8,660,621</b>	<b>8,661,803</b>	<b>8,782,328</b>	<b>8,782,328</b>	<b>1.39%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,719,684	1,744,807	1,765,740	1,766,886	1,899,618	1,899,618	7.51%
Temporary Employees	51101	50,834	73,136	74,633	96,800	41,073	41,073	-57.57%
Labor Fringes Match	51102	0	(16,358)	(24,547)	0	0	0	0.00%
Overtime	51105	161	258	2,152	3,000	2,000	2,000	-33.33%
Comp Time	51108	5	0	0	400	0	0	-100.00%
<b>Wages Subtotal:</b>		<b>1,770,684</b>	<b>1,801,844</b>	<b>1,817,978</b>	<b>1,867,086</b>	<b>1,942,691</b>	<b>1,942,691</b>	<b>4.05%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	128,551	132,004	133,729	142,831	148,615	148,615	4.05%
Health Insurance	51201	457,867	480,757	494,739	508,230	509,215	482,737	-5.02%
Dental Insurance	51202	30,978	30,723	29,864	29,710	28,384	28,384	-4.46%
Workers Compensation	51203	6,109	2,765	5,278	6,929	4,111	4,111	-40.67%
Unemployment Comp	51204	3,466	13,165	15,685	0	0	0	0.00%
WI Retirement	51206	115,602	117,200	122,932	117,519	122,147	122,147	3.94%
Fringe Benefits Other	51207	10,236	9,917	10,290	9,894	11,436	11,436	15.59%
<b>Fringes Benefits Subtotal:</b>		<b>752,809</b>	<b>786,531</b>	<b>812,517</b>	<b>815,113</b>	<b>823,908</b>	<b>797,430</b>	<b>-2.17%</b>
<b>Total Labor:</b>		<b>2,523,493</b>	<b>2,588,376</b>	<b>2,630,495</b>	<b>2,682,199</b>	<b>2,766,599</b>	<b>2,740,121</b>	<b>2.16%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 210 - Administrative Services</b>								
<b>Travel:</b>								
Registration Tuition	52001	3,094	7,356	6,533	7,000	7,200	7,200	2.86%
Automobile Allowance	52002	10,520	11,322	12,014	13,500	13,500	13,500	0.00%
Commercial Travel	52004	0	366	418	0	500	500	100.00%
Meals	52005	236	172	570	265	600	600	126.42%
Lodging	52006	1,307	1,351	1,545	1,600	1,700	1,700	6.25%
Other Travel Exp	52007	28	9	131	50	200	200	300.00%
Taxable Meals	52008	338	252	0	500	50	50	-90.00%
<b>Travel Subtotal:</b>		<b>15,522</b>	<b>20,829</b>	<b>21,210</b>	<b>22,915</b>	<b>23,750</b>	<b>23,750</b>	<b>3.64%</b>
<b>Total Travel:</b>		<b>15,522</b>	<b>20,829</b>	<b>21,210</b>	<b>22,915</b>	<b>23,750</b>	<b>23,750</b>	<b>3.64%</b>
<b>Capital Outlay:</b>								
Equipment	58004	43,627	23,110	21,546	25,000	24,000	24,000	-4.00%
<b>Capital Outlay Subtotal:</b>		<b>43,627</b>	<b>23,110</b>	<b>21,546</b>	<b>25,000</b>	<b>24,000</b>	<b>24,000</b>	<b>-4.00%</b>
<b>Total Capital:</b>		<b>43,627</b>	<b>23,110</b>	<b>21,546</b>	<b>25,000</b>	<b>24,000</b>	<b>24,000</b>	<b>-4.00%</b>
<b>Office:</b>								
Office Supplies	53000	53,195	56,499	45,019	57,500	57,500	57,500	0.00%
Printing Supplies	53002	6,325	3,876	7,302	5,500	7,400	7,400	34.55%
Print Duplicate	53003	6,695	7,539	4,795	9,000	7,000	7,000	-22.22%
Postage and Box Rent	53004	883	413	438	650	650	650	0.00%
Computer Software	53006	2,477	1,043	1,529	0	3,200	3,200	100.00%
Telephone	53008	62,284	60,940	63,842	75,000	85,000	85,000	13.33%
Wireless	53012	72	2,687	0	0	0	0	0.00%
Fiber pole rental locates	53015	240	240	0	240	240	240	0.00%
<b>Office Subtotal:</b>		<b>132,170</b>	<b>133,237</b>	<b>122,924</b>	<b>147,890</b>	<b>160,990</b>	<b>160,990</b>	<b>8.86%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 210 - Administrative Services</b>								
<b>Operating:</b>								
Advertising	53500	0	588	161	700	700	700	0.00%
Subscriptions	53501	1,113	379	1,051	750	1,100	1,100	46.67%
Membership Dues	53502	4,315	4,414	5,439	4,700	5,650	5,650	20.21%
Publish Legal Notices	53503	85	55	24	100	100	100	0.00%
Consumer Program Expenses	53510	0	0	223	0	100	100	100.00%
Education Training	53513	3,353	3,421	4,982	4,800	4,000	4,000	-16.67%
Food	53520	152	441	495	300	475	475	58.33%
Small Equipment	53522	66,066	44,283	37,836	80,000	55,000	55,000	-31.25%
Medical Supplies	53524	99	22	17	100	100	100	0.00%
Motor Fuel	53548	9,656	12,713	14,562	15,000	18,000	18,000	20.00%
Operating Licenses Fees	53553	120	200	920	300	480	480	60.00%
Bad Debts Expense	53561	108	0	0	0	0	0	0.00%
Other Miscellaneous	53568	0	0	(4)	0	0	0	0.00%
Small Equipment Technology	53580	76,514	13,378	47,475	52,000	36,529	36,529	-29.75%
ProCard Default	53585	0	882	0	0	0	0	0.00%
Print Duplicate	73003	73,167	69,583	67,171	72,000	72,500	72,500	0.69%
Postage and Box Rent	73004	33,137	32,280	30,891	32,000	33,000	33,000	3.13%
Motor Fuel	73548	1,716	1,317	1,322	2,200	2,000	2,000	-9.09%
<b>Operating Subtotal:</b>		<b>269,601</b>	<b>183,957</b>	<b>212,564</b>	<b>264,950</b>	<b>229,734</b>	<b>229,734</b>	<b>-13.29%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	4,009	7,011	14,302	7,100	10,000	10,000	40.85%
Maintenance Equipment	54022	7,594	6,593	6,043	8,000	8,000	8,000	0.00%
Equipment Repairs	54029	0	0	3,301	0	5,000	5,000	100.00%
Maintenance Vehicles	74023	6,213	5,708	6,185	5,500	7,000	7,000	27.27%
Equipment Repairs	74029	12,903	13,299	13,299	13,964	14,250	14,250	2.05%
<b>Repairs &amp; Maint Subtotal:</b>		<b>30,719</b>	<b>32,611</b>	<b>43,130</b>	<b>34,564</b>	<b>44,250</b>	<b>44,250</b>	<b>28.02%</b>
<b>Utilities:</b>								
Refuse Collection	54703	1,319	2,013	2,276	2,000	2,390	2,390	19.50%
<b>Utilities Subtotal:</b>		<b>1,319</b>	<b>2,013</b>	<b>2,276</b>	<b>2,000</b>	<b>2,390</b>	<b>2,390</b>	<b>19.50%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 210 - Administrative Services</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	2,146	2,934	3,414	3,000	3,000	3,000	0.00%
Vehicle Repairs	55005	1,110	2,181	1,087	2,000	2,000	2,000	0.00%
Data Processing	55013	48,912	6,862	55,412	64,699	46,199	46,199	-28.59%
Professional Service	55014	9,197	2,500	12,245	20,000	20,000	20,000	0.00%
Interpreter	55041	80	30	9	0	100	100	100.00%
Medical and Dental	75000	297	68	0	220	200	200	-9.09%
<b>Contractual Services Subtotal:</b>		<b>61,742</b>	<b>14,576</b>	<b>72,168</b>	<b>89,919</b>	<b>71,499</b>	<b>71,499</b>	<b>-20.49%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	153,300	172,188	166,716	164,213	99,733	99,733	-39.27%
<b>Insurance Expenses Subtotal:</b>		<b>153,300</b>	<b>172,188</b>	<b>166,716</b>	<b>164,213</b>	<b>99,733</b>	<b>99,733</b>	<b>-39.27%</b>
<b>Total Other Operating:</b>		<b>648,852</b>	<b>538,582</b>	<b>619,779</b>	<b>703,536</b>	<b>608,596</b>	<b>608,596</b>	<b>-13.49%</b>
<b>Expense Total:</b>		<b>3,231,494</b>	<b>3,170,896</b>	<b>3,293,029</b>	<b>3,433,650</b>	<b>3,422,945</b>	<b>3,396,467</b>	<b>-1.08%</b>
<b>Administrative Services Net/(Levy):</b>		<b>5,236,281</b>	<b>5,508,812</b>	<b>5,367,592</b>	<b>5,228,153</b>	<b>5,359,383</b>	<b>5,385,861</b>	<b>3.02%</b>

## **SIGNIFICANT CHANGES FROM 2018 ADOPTED - BEHAVIORAL HEALTH SERVICES DIVISION**

### **MISSION STATEMENT**

To develop a comprehensive range of services offering continuity of care for persons with an alcohol and other drug abuse disorder and/or mental illness. These services shall focus upon prevention, increased awareness and treatment of both mental illness and alcohol and other drug abuse disorders and shall strive to enhance the individual's self-sufficiency and recovery. Services shall be provided on individual need, utilizing the most appropriate, normalized, least restrictive care whenever possible. Services shall be provided in the most cost-effective manner. An emphasis will be placed on services which provide intervention and prevention where possible, enhancing independence and self-sufficiency, emphasizing community integration, strengthening community care and fostering overall recovery.

### **HIGHLIGHTS**

The Behavioral Health Division shows a budget-to-budget levy increase of \$154,970 or 2.13%.

This levy increase is due primarily to an increase of \$130,809 for Specialty Inpatient Hospitals and a \$100,000 increase for Mental Health focused CBRF's. As the largest division within the department, total labor increases of \$133,628 are included in this budget. A revenue decrease of \$114,327 is also in this budget due to an anticipated decrease in Medical Assistance reimbursement for the Community Recovery Services program due to a change in how the State reimburses for this program.

This budget includes a new YCCS Specialist project position for Youth Comprehensive Community Services, a Medical Assistance program.

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 230 - Behavioral Health</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Medicaid Title 19	42000	0	1	0	0	0	0	0.00%
MA Comprehensive Comm Serv	42102	913,184	1,302,172	1,829,023	1,511,885	1,560,000	1,560,000	3.18%
MA Crisis MH Srvs	42104	315,929	345,303	491,395	398,348	400,001	400,001	0.41%
OPIOID State Targeted Response	42125	0	0	0	0	20,000	50,000	100.00%
Block Grnt AODA	42128	253,027	253,027	253,027	253,027	253,027	253,027	0.00%
Block Grant MI	42130	68,961	68,961	68,961	68,961	68,961	68,961	0.00%
Certified Mental Health Progra	42132	82,316	0	0	0	0	0	0.00%
Community Mental Health	42133	0	834,687	834,687	834,687	834,687	834,687	0.00%
Coordinated Services Team Init	42135	0	0	0	60,000	60,000	60,000	0.00%
IMD Rebalancing Initiative	42139	0	0	17,556	0	0	0	0.00%
IMD Reg Rel	42140	186,959	0	0	0	0	0	0.00%
MA Targeted Case Mgmt	42204	32,323	87,144	12,027	30,000	30,000	30,000	0.00%
MA CSP Funds	42206	279,163	240,292	272,589	284,174	280,000	280,000	-1.47%
MA Community Recovery	42207	0	0	0	189,327	75,000	75,000	-60.39%
MA Outpatient	42210	216,933	192,755	206,777	220,000	268,179	268,179	21.90%
MA Inpatient	42212	107,845	113,451	256,080	235,000	235,000	235,000	0.00%
WI Law Foundation Grant- Teen	42215	1,995	2,000	2,000	0	2,000	2,000	100.00%
IMD OBRA Relocations	42216	10,733	0	0	0	0	0	0.00%
Intoxicated Driver Program	42218	85,371	28,748	24,345	30,000	25,000	25,000	-16.67%
Drug Court Enhancement Program	42219	71,115	80,000	0	0	0	0	0.00%
Comm Svs Defct Red Bnft CSDRB	42224	598,262	587,798	0	585,000	0	0	-100.00%
Wis MA Cost Reporting WIMCR	42226	0	0	779,382	0	585,000	585,000	100.00%
Prior Year Intergovt	42230	0	8,885	604,401	0	0	0	0.00%
OWI Municipality Fee	42236	25,256	16,654	23,613	18,000	18,000	18,000	0.00%
Crisis Intervention Team	42246	0	261,949	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>3,249,372</b>	<b>4,423,826</b>	<b>5,675,861</b>	<b>4,718,409</b>	<b>4,714,855</b>	<b>4,744,855</b>	<b>0.56%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 230 - Behavioral Health</b>								
<b>Public Services:</b>								
OWI Assessment Fees	45030	217,828	216,584	213,946	225,000	215,000	215,000	-4.44%
Third Party Insurance	45033	893,540	687,624	753,456	875,001	749,999	759,999	-13.14%
Client Cost Shares Fees	45035	262,208	259,330	230,882	259,999	240,000	240,000	-7.69%
State Fee Collections	45037	133,129	132,796	122,013	135,000	130,000	130,000	-3.70%
Prior Year Contractual	45039	32,965	8,093	(5,979)	0	0	0	0.00%
Collection Agency	45066	195,397	149,406	127,491	100,000	100,000	100,000	0.00%
<b>Public Services Subtotal:</b>		<b>1,735,067</b>	<b>1,453,833</b>	<b>1,441,809</b>	<b>1,595,000</b>	<b>1,434,999</b>	<b>1,444,999</b>	<b>-9.40%</b>
<b>Interfund Revenue:</b>								
Grant - Community Options	62104	600,000	0	0	0	0	0	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>5,584,439</b>	<b>5,877,659</b>	<b>7,117,670</b>	<b>6,313,409</b>	<b>6,149,854</b>	<b>6,189,854</b>	<b>-1.96%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	6	0	500	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>6</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>6</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>5,584,445</b>	<b>5,877,659</b>	<b>7,118,170</b>	<b>6,313,409</b>	<b>6,149,854</b>	<b>6,189,854</b>	<b>-1.96%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	4,786,606	4,982,485	5,000,322	5,569,497	5,871,707	5,810,619	4.33%
Temporary Employees	51101	74,165	57,180	75,433	75,000	9,034	9,034	-87.95%
Labor Fringes Match	51102	0	0	0	0	0	0	0.00%
Overtime	51105	12,421	14,598	15,331	12,000	12,000	12,000	0.00%
Payroll Sundry Account	51190	0	627	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>4,873,192</b>	<b>5,054,891</b>	<b>5,091,086</b>	<b>5,656,497</b>	<b>5,892,741</b>	<b>5,831,653</b>	<b>3.10%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 230 - Behavioral Health</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	347,016	357,005	360,119	432,727	450,795	446,122	3.10%
Health Insurance	51201	980,477	968,184	1,030,398	1,237,061	1,310,715	1,220,946	-1.30%
Dental Insurance	51202	62,925	63,559	62,694	70,428	72,448	71,361	1.32%
Workers Compensation	51203	43,737	42,509	78,648	114,744	62,413	61,747	-46.19%
WI Retirement	51206	317,699	321,038	332,036	359,165	377,029	373,028	3.86%
Fringe Benefits Other	51207	24,291	25,177	25,558	33,148	32,883	32,541	-1.83%
<b>Fringes Benefits Subtotal:</b>		<b>1,776,145</b>	<b>1,777,472</b>	<b>1,889,452</b>	<b>2,247,273</b>	<b>2,306,283</b>	<b>2,205,745</b>	<b>-1.85%</b>
<b>Total Labor:</b>								
		<b>6,649,337</b>	<b>6,832,362</b>	<b>6,980,538</b>	<b>7,903,770</b>	<b>8,199,024</b>	<b>8,037,398</b>	<b>1.69%</b>
<b>Travel:</b>								
Registration Tuition	52001	20,814	33,699	29,699	38,000	30,000	30,000	-21.05%
Automobile Allowance	52002	91,209	79,647	78,544	97,401	90,000	90,000	-7.60%
Commercial Travel	52004	0	289	842	2,000	2,000	2,000	0.00%
Meals	52005	1,936	2,178	2,214	2,498	2,500	2,500	0.08%
Lodging	52006	7,025	9,887	8,777	9,999	10,000	10,000	0.01%
Other Travel Exp	52007	206	74	161	150	150	150	0.00%
Taxable Meals	52008	787	810	9	1,000	1,000	1,000	0.00%
<b>Travel Subtotal:</b>		<b>121,978</b>	<b>126,585</b>	<b>120,247</b>	<b>151,048</b>	<b>135,650</b>	<b>135,650</b>	<b>-10.19%</b>
<b>Total Travel:</b>								
		<b>121,978</b>	<b>126,585</b>	<b>120,247</b>	<b>151,048</b>	<b>135,650</b>	<b>135,650</b>	<b>-10.19%</b>
<b>Office:</b>								
Office Supplies	53000	115	2,835	863	1,001	1,500	1,500	49.85%
Postage and Box Rent	53004	9	0	0	0	0	0	0.00%
Computer Software	53006	99	12,519	5,405	0	9,000	9,000	100.00%
Telephone	53008	8,102	10,558	13,310	11,000	12,000	12,000	9.09%
<b>Office Subtotal:</b>		<b>8,325</b>	<b>25,911</b>	<b>19,579</b>	<b>12,001</b>	<b>22,500</b>	<b>22,500</b>	<b>87.48%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 230 - Behavioral Health</b>								
<b>Operating:</b>								
Advertising	53500	0	223	0	500	250	250	-50.00%
Subscriptions	53501	1,449	2,423	844	2,500	1,000	1,000	-60.00%
Membership Dues	53502	14,927	31,072	11,245	11,501	15,000	15,000	30.42%
Consumer Program Expenses	53510	6,829	13,949	15,906	14,999	12,000	12,000	-19.99%
Education Training	53513	200	2,321	1,600	500	500	500	0.00%
Consumer Transportation	53514	4,665	7,012	8,479	7,000	1,000	1,000	-85.71%
Household Supplies	53516	12,030	15,290	11,545	16,000	13,000	13,000	-18.75%
Food	53520	34,722	37,027	38,883	40,000	42,500	42,500	6.25%
Small Equipment	53522	14,001	0	543	2,000	1,000	1,000	-50.00%
Medical Supplies	53524	14,561	12,917	14,088	18,000	13,998	13,998	-22.23%
Building Rental	53550	65,731	65,556	68,628	68,834	77,462	77,462	12.53%
Operating Licenses Fees	53553	8,457	11,221	13,775	11,500	11,500	11,500	0.00%
Taxes & Assessments	53562	0	857	0	0	0	0	0.00%
Operating Grants	53565	21,000	292,526	53,400	53,400	53,400	53,400	0.00%
Small Equipment Technology	53580	(67)	0	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>198,504</b>	<b>492,393</b>	<b>238,936</b>	<b>246,734</b>	<b>242,610</b>	<b>242,610</b>	<b>-1.67%</b>
<b>Utilities:</b>								
Heat	54700	3,225	2,897	3,469	5,000	4,000	4,000	-20.00%
Power and Light	54701	9,792	9,312	8,560	10,000	10,000	10,000	0.00%
Water and Sewer	54702	5,502	6,167	6,028	6,200	6,200	6,200	0.00%
<b>Utilities Subtotal:</b>		<b>18,519</b>	<b>18,376</b>	<b>18,058</b>	<b>21,200</b>	<b>20,200</b>	<b>20,200</b>	<b>-4.72%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	37,289	23,080	24,059	30,000	25,000	25,000	-16.67%
Data Processing	55013	1,961	1,368	1,148	1,500	1,500	1,500	0.00%
Professional Service	55014	68,939	268,296	215,756	185,999	185,000	185,000	-0.54%
Collection Services	55015	44,822	35,700	30,266	22,000	30,000	30,000	36.36%
Community Residential Svcs	55021	537,567	0	0	0	0	0	0.00%
Supportive Home Care	55023	207,913	514	0	0	0	0	0.00%
Other Contract Serv	55030	26,489	63,040	91,184	0	80,000	80,000	100.00%

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 230 - Behavioral Health</b>								
Emergency Medical Care	55031	0	0	0	12,500	0	0	-100.00%
Interpreter	55041	2,707	11,989	32,893	15,000	30,000	30,000	100.00%
Outpatient Services	55059	75,612	36,210	62,046	150,000	60,000	60,000	-60.00%
General Hospital Psychiatric	55060	(27,118)	10,183	61,145	150,000	80,000	80,000	-46.67%
Residential Inpatient AODA	55061	410,940	518,495	440,255	540,000	460,000	460,000	-14.81%
Specialty Inpatient Hospitals	55062	1,865,835	1,556,673	1,794,914	1,619,191	1,750,000	1,750,000	8.08%
Supported Employment	55063	20,000	20,000	20,000	20,000	20,000	20,000	0.00%
Supported Living	55064	12,386	177,415	156,479	180,000	170,000	170,000	-5.56%
Comm Based Res Facility	55065	979,578	1,279,297	1,607,078	1,300,000	1,400,000	1,400,000	7.69%
Medical Detoxification	55066	(939)	2,349	8,132	50,000	10,000	10,000	-80.00%
Behavioral Health Unit	55081	0	955,223	688,454	965,000	850,000	850,000	-11.92%
<b>Contractual Services Subtotal:</b>		<b>4,263,981</b>	<b>4,959,832</b>	<b>5,233,808</b>	<b>5,241,190</b>	<b>5,151,500</b>	<b>5,151,500</b>	<b>-1.71%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	2,134	5,968	2,054	7,500	5,000	5,000	-33.33%
<b>Insurance Expenses Subtotal:</b>		<b>2,134</b>	<b>5,968</b>	<b>2,054</b>	<b>7,500</b>	<b>5,000</b>	<b>5,000</b>	<b>-33.33%</b>
<b>Total Other Operating:</b>		<b>4,491,464</b>	<b>5,502,480</b>	<b>5,512,435</b>	<b>5,528,625</b>	<b>5,441,810</b>	<b>5,441,810</b>	<b>-1.57%</b>
<b>Expense Total:</b>		<b>11,262,778</b>	<b>12,461,427</b>	<b>12,613,220</b>	<b>13,583,443</b>	<b>13,776,484</b>	<b>13,614,858</b>	<b>0.23%</b>
<b>Behavioral Health Net/(Levy):</b>		<b>(5,678,333)</b>	<b>(6,583,768)</b>	<b>(5,495,049)</b>	<b>(7,270,034)</b>	<b>(7,626,630)</b>	<b>(7,425,004)</b>	<b>2.13%</b>

## **SIGNIFICANT CHANGES FROM 2018 ADOPTED - LONG TERM SUPPORT DIVISION**

### **MISSION STATEMENT**

Long Term Support Division: To develop, promote and provide for supports and services that meet identified outcomes for Winnebago County citizens with long term support needs.

ADRC: The mission of the Aging & Disability Resource Center of Winnebago County is into empower and support seniors, people with disabilities and their families, by providing useful information and finding the help people seek so they may live with dignity and security, and achieve maximum independence and quality of life.

### **HIGHLIGHTS**

The Long Term Support Division shows a budget-to-budget levy increase in levy of \$132,741 or 3.21%.

The levy increase is due to an increase in Nutrition Program costs for the elderly (\$55,531) resulting from rising food costs and greater demand from an aging population, an increase in the Birth to 3 Early intervention program (\$39,200) while funding from the State for this program remains flat, and specialized transportation costs (\$39,541) to support transportation services to the elderly and DD populations living in rural areas.

This budget includes the Dementia Specialist position which was approved during 2018 and is fully grant-funded. Also included is an ADRC Specialist position which would replace the project position in the 2018 budget.

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 240 - Long Term Support</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
State Pharmact Asst Prg SPAP	42100	9,727	10,888	9,727	10,000	10,000	10,000	0.00%
CLTS - Childrens Waiver	42106	2,921,555	2,944,326	2,502,491	2,499,336	2,535,230	2,535,230	1.44%
Aging Dis Resource Ctr ADRC	42112	1,632,808	1,545,641	1,716,936	1,689,638	1,807,517	1,807,517	6.98%
Adult Protective Service APS	42114	144,966	144,966	144,966	144,966	144,966	144,966	0.00%
IIIE Grant	42116	58,503	39,927	43,824	62,360	40,212	40,212	-35.52%
Elderly Handicapped 85.21	42118	371,024	375,514	382,372	379,269	383,061	383,061	1.00%
Birth to Three	42122	300,856	300,856	300,856	300,856	300,856	300,856	0.00%
State Hlth Insur Asst Prg SHIP	42126	6,000	0	5,259	4,000	5,000	5,000	25.00%
Family Support Program	42146	132,378	0	0	0	0	0	0.00%
Alz Family Caregiver	42152	24,961	33,461	53,215	66,321	66,318	66,318	0.00%
Elder Abuse	42160	48,861	18,828	42,459	48,861	48,861	48,861	0.00%
Community Options	42162	1,063,468	0	0	0	0	0	0.00%
Children Community Option	42163	0	633,350	633,350	633,350	633,350	633,350	0.00%
IIID Grant	42172	9,086	8,113	9,030	9,086	9,177	9,177	1.00%
SS MultiPurpose	42190	125,643	125,596	124,567	125,643	125,643	125,643	0.00%
Nutr Congregate C1	42192	307,409	282,337	121,311	307,409	318,000	318,000	3.45%
Nutr Home Delv C2	42194	98,193	90,792	100,007	98,193	105,000	105,000	6.93%
Nutr Services Incent Prog	42196	70,835	63,237	73,522	66,000	75,000	75,000	13.64%
State Senior Comm	42198	9,859	9,859	9,859	9,859	9,859	9,859	0.00%
Benefit Specialist	42200	48,703	41,250	43,349	33,438	53,000	53,000	58.50%
Transportation Aid	42202	181,811	161,854	263,259	200,000	275,000	275,000	37.50%
MA Targeted Case Mgmt	42204	79,087	88,797	106,803	90,000	100,000	100,000	11.11%
Prior Year Intergovt	42230	30,528	66,209	161,831	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>7,676,261</b>	<b>6,985,802</b>	<b>6,848,992</b>	<b>6,778,585</b>	<b>7,046,050</b>	<b>7,046,050</b>	<b>3.95%</b>
<b>Public Services:</b>								
Other Fees	45002	600	650	709	0	800	800	100.00%
Third Party Insurance	45033	0	1,591	1,947	0	2,000	2,000	100.00%
Client Cost Shares Fees	45035	14,483	24,219	15,618	29,999	16,000	16,000	-46.66%
<b>Public Services Subtotal:</b>		<b>15,083</b>	<b>26,460</b>	<b>18,275</b>	<b>29,999</b>	<b>18,800</b>	<b>18,800</b>	<b>-37.33%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 240 - Long Term Support</b>								
<b>Interfund Revenue:</b>								
Child Welfare Match- Levy	61100	185,000	0	0	0	0	0	0.00%
Grant Revenue Allocation	62000	(1,176,000)	(625,219)	(659,017)	(557,955)	(567,058)	(567,058)	1.63%
<b>Interfund Revenue Subtotal:</b>		<b>(991,000)</b>	<b>(625,219)</b>	<b>(659,017)</b>	<b>(557,955)</b>	<b>(567,058)</b>	<b>(567,058)</b>	<b>1.63%</b>
<b>Total Operating Revenue:</b>		<b>6,700,344</b>	<b>6,387,043</b>	<b>6,208,250</b>	<b>6,250,629</b>	<b>6,497,792</b>	<b>6,497,792</b>	<b>3.95%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	0	23	0	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>0</b>	<b>23</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>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>6,700,344</b>	<b>6,387,065</b>	<b>6,208,250</b>	<b>6,250,629</b>	<b>6,497,792</b>	<b>6,497,792</b>	<b>3.95%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,606,230	1,543,957	1,642,668	1,648,859	1,827,245	1,827,245	10.82%
Temporary Employees	51101	13,638	20,141	8,505	62,611	0	0	-100.00%
Labor Fringes Match	51102	0	0	0	0	0	0	0.00%
Overtime	51105	1,468	1,615	2,229	1,500	2,600	2,600	73.33%
Comp Time	51108	10,771	0	445	0	0	0	0.00%
Payroll Sundry Account	51190	0	0	146	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>1,632,106</b>	<b>1,565,713</b>	<b>1,653,992</b>	<b>1,712,970</b>	<b>1,829,845</b>	<b>1,829,845</b>	<b>6.82%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 240 - Long Term Support</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	119,729	114,770	120,171	131,041	139,982	139,982	6.82%
Health Insurance	51201	324,878	325,296	380,697	399,356	513,502	486,800	21.90%
Dental Insurance	51202	25,954	24,547	24,194	24,915	27,828	27,828	11.69%
Workers Compensation	51203	16,917	12,274	23,523	32,141	17,552	17,552	-45.39%
WI Retirement	51206	105,501	101,517	110,900	110,572	119,853	119,853	8.39%
Fringe Benefits Other	51207	9,016	8,392	8,928	9,231	10,232	10,232	10.84%
<b>Fringes Benefits Subtotal:</b>		<b>601,995</b>	<b>586,795</b>	<b>668,413</b>	<b>707,256</b>	<b>828,949</b>	<b>802,247</b>	<b>13.43%</b>
<b>Total Labor:</b>		<b>2,234,102</b>	<b>2,152,508</b>	<b>2,322,405</b>	<b>2,420,226</b>	<b>2,658,794</b>	<b>2,632,092</b>	<b>8.75%</b>
<b>Travel:</b>								
Registration Tuition	52001	3,395	3,752	5,321	3,799	5,401	5,401	42.17%
Automobile Allowance	52002	52,316	47,458	39,626	55,000	46,344	46,344	-15.74%
Commercial Travel	52004	0	0	44	0	0	0	0.00%
Meals	52005	601	386	1,414	601	1,501	1,501	149.75%
Lodging	52006	2,524	1,904	3,662	2,999	3,701	3,701	23.41%
Other Travel Exp	52007	47	47	191	51	199	199	290.20%
Taxable Meals	52008	439	242	12	500	0	0	-100.00%
<b>Travel Subtotal:</b>		<b>59,321</b>	<b>53,789</b>	<b>50,271</b>	<b>62,950</b>	<b>57,146</b>	<b>57,146</b>	<b>-9.22%</b>
<b>Total Travel:</b>		<b>59,321</b>	<b>53,789</b>	<b>50,271</b>	<b>62,950</b>	<b>57,146</b>	<b>57,146</b>	<b>-9.22%</b>
<b>Office:</b>								
Office Supplies	53000	595	2,055	295	1,200	900	900	-25.00%
Print Duplicate	53003	0	226	0	0	0	0	0.00%
Computer Software	53006	0	19,513	0	0	0	0	0.00%
Telephone	53008	3,818	2,114	885	2,499	1,200	1,200	-51.98%
<b>Office Subtotal:</b>		<b>4,413</b>	<b>23,908</b>	<b>1,180</b>	<b>3,699</b>	<b>2,100</b>	<b>2,100</b>	<b>-43.23%</b>



**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 240 - Long Term Support</b>								
<b>Operating:</b>								
Advertising	53500	11,379	8,728	17,852	25,000	24,153	24,153	-3.39%
Membership Dues	53502	1,052	749	1,059	0	1,200	1,200	100.00%
Consumer Program Expenses	53510	52,083	64,311	67,658	59,999	65,000	65,000	8.34%
Consumer Outreach	53511	148,455	155,998	159,034	156,622	160,001	160,001	2.16%
Education Training	53513	0	17	0	0	0	0	0.00%
Consumer Transportation	53514	8,972	9,827	19,301	8,609	19,999	19,999	132.30%
Food	53520	478	107	173	100	200	200	100.00%
Small Equipment	53522	0	0	73	0	0	0	0.00%
Automobile Allowance-Other	53538	7,451	8,047	8,272	10,000	9,000	9,000	-10.00%
Meals Other	53541	246	139	126	300	0	0	-100.00%
Auto Allowance Taxable	53546	23,097	22,989	23,339	27,000	25,000	25,000	-7.41%
Operating Grants	53565	4,648	4,700	5,265	4,800	5,265	5,265	9.69%
Family Care Contribution	53567	1,594,624	1,594,624	1,594,624	1,594,624	1,594,624	1,594,624	0.00%
Small Equipment Technology	53580	0	174	16,991	0	4,000	4,000	100.00%
<b>Operating Subtotal:</b>		<b>1,852,485</b>	<b>1,870,411</b>	<b>1,913,768</b>	<b>1,887,054</b>	<b>1,908,442</b>	<b>1,908,442</b>	<b>1.13%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	58,858	58,393	60,729	58,378	60,000	60,000	2.78%
Data Processing	55013	0	20,000	0	0	0	0	0.00%
Professional Service	55014	18,826	26,632	35,879	27,000	40,000	40,000	48.15%
Community Residential Svcs	55021	260,344	321,998	273,545	282,084	287,726	287,726	2.00%
Community Treatment	55022	1,692,457	1,669,841	170,332	1,368,646	184,000	184,000	-86.56%
Supportive Home Care	55023	451,174	428,787	462,681	475,636	129,999	129,999	-72.67%
Work related and Day Services	55024	6,028	1,275	7,275	1,117	8,000	8,000	616.20%
Specialized Transportation	55027	679,647	700,455	771,723	795,208	834,749	834,749	4.97%
Interpreter	55041	3,616	8,282	6,496	9,001	13,999	13,999	55.53%
Nutrition Programs	55053	1,064,087	1,123,041	1,168,141	1,144,469	1,200,000	1,200,000	4.85%
Supported Living	55064	1,134,048	1,292,267	2,459,525	1,132,081	2,650,000	2,650,000	134.08%
Birth 3 Early Intervention	55067	698,923	702,873	726,394	721,800	761,000	761,000	5.43%
Prior Year Community Treatment	55080	0	6,613	2,682	0	0	0	0.00%
<b>Contractual Services Subtotal:</b>		<b>6,068,007</b>	<b>6,360,459</b>	<b>6,145,402</b>	<b>6,015,420</b>	<b>6,169,473</b>	<b>6,169,473</b>	<b>2.56%</b>
<b>Total Other Operating:</b>		<b>7,924,905</b>	<b>8,254,777</b>	<b>8,060,350</b>	<b>7,906,173</b>	<b>8,080,015</b>	<b>8,080,015</b>	<b>2.20%</b>
<b>Expense Total:</b>		<b>10,218,328</b>	<b>10,461,074</b>	<b>10,433,026</b>	<b>10,389,349</b>	<b>10,795,955</b>	<b>10,769,253</b>	<b>3.66%</b>
<b>Long Term Support Net/(Levy):</b>		<b>(3,517,983)</b>	<b>(4,074,009)</b>	<b>(4,224,776)</b>	<b>(4,138,720)</b>	<b>(4,298,163)</b>	<b>(4,271,461)</b>	<b>3.21%</b>

# **SIGNIFICANT CHANGES FROM 2018 ADOPTED - ECONOMIC SUPPORT DIVISION**

## **MISSION STATEMENT**

To provide services and benefits to all residents of Winnebago County as part of the East Central Income Maintenance Partnership (ECIMP) as promptly, accurately and as efficiently as possible. ECIMP is comprised of Calumet, Green Lake, Kewaunee, Manitowoc, Marquette, Outagamie, Waupaca, Waushara and Winnebago Counties.

## **HIGHLIGHTS**

The Economic Support Division shows a budget-to-budget levy increase of \$321,790 or 44.91%.

The levy increase is due to a decrease in funding for State Child Care Program administration (\$30,177) and an increase in administrative overhead costs which is a revenue in the Administration Division, with a \$0 net impact to the department. The labor budget increase is associated with the new positions and this division has the highest fringe rate within the department. Interpreter expenses have increased (\$10,000) due to increased demand for a greater variety of languages now spoken in this region.

This budget includes 2 new positions due to demand for services -- an Economic Support Specialist I and a Lead Worker.

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 250 - Economic Support</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Patient Prt Affrd Care PPACA	42101	355,862	167,662	84,950	85,000	85,000	85,000	0.00%
Fraud Investigation	42136	18,162	59,799	127,334	74,805	74,805	74,805	0.00%
Other State Adjustments	42148	14,145	6,074	7,700	40,000	40,000	40,000	0.00%
Income Maint Admin	42168	1,877,035	1,975,213	2,081,612	2,162,779	2,226,779	2,226,779	2.96%
Low Inc Energy Asst Prg LIEAP	42176	356,305	350,403	311,448	344,000	344,000	344,000	0.00%
Child Care Administration	42188	370,340	309,485	431,473	461,946	431,769	431,769	-6.53%
Prior Year Intergovt	42230	4,558	47,039	380,012	18,000	18,000	18,000	0.00%
Food Share Employ Train FSET	42232	19,788	0	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>3,016,196</b>	<b>2,915,675</b>	<b>3,424,528</b>	<b>3,186,530</b>	<b>3,220,353</b>	<b>3,220,353</b>	<b>1.06%</b>
<b>Intergov Services:</b>								
Incentives	43009	13,692	22,299	19,400	16,000	16,000	16,000	0.00%
<b>Intergov Services Subtotal:</b>		<b>13,692</b>	<b>22,299</b>	<b>19,400</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0.00%</b>
<b>Interfund Revenue:</b>								
Grant Revenue Allocation	62000	(572,208)	(498,554)	(568,136)	(557,652)	(668,293)	(668,293)	19.84%
<b>Interfund Revenue Subtotal:</b>		<b>(572,208)</b>	<b>(498,554)</b>	<b>(568,136)</b>	<b>(557,652)</b>	<b>(668,293)</b>	<b>(668,293)</b>	<b>19.84%</b>
<b>Total Operating Revenue:</b>		<b>2,457,680</b>	<b>2,439,419</b>	<b>2,875,792</b>	<b>2,644,878</b>	<b>2,568,060</b>	<b>2,568,060</b>	<b>-2.90%</b>
<b>Revenue Total:</b>		<b>2,457,680</b>	<b>2,439,419</b>	<b>2,875,792</b>	<b>2,644,878</b>	<b>2,568,060</b>	<b>2,568,060</b>	<b>-2.90%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 250 - Economic Support</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	1,572,496	1,538,056	1,638,766	1,720,098	1,969,481	1,895,433	10.19%
Temporary Employees	51101	10,384	7,869	13,750	26,000	26,000	26,000	0.00%
Labor Fringes Match	51102	0	0	0	0	0	0	0.00%
Overtime	51105	34,341	28,031	40,586	35,000	35,000	35,000	0.00%
Comp Time	51108	3,390	0	0	0	0	0	0.00%
Payroll Sundry Account	51190	0	142	19	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>1,620,612</b>	<b>1,574,098</b>	<b>1,693,120</b>	<b>1,781,098</b>	<b>2,030,481</b>	<b>1,956,433</b>	<b>9.84%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	116,574	114,106	121,497	136,254	155,331	149,667	9.84%
Health Insurance	51201	493,903	482,221	548,741	607,762	733,355	670,676	10.35%
Dental Insurance	51202	32,556	30,267	33,937	36,482	37,722	36,287	-0.53%
Workers Compensation	51203	6,589	1,957	4,030	6,332	3,971	3,893	-38.52%
WI Retirement	51206	103,720	101,298	113,381	113,858	131,296	126,446	11.06%
Fringe Benefits Other	51207	8,136	7,803	8,666	9,635	11,035	10,621	10.23%
<b>Fringes Benefits Subtotal:</b>		<b>761,479</b>	<b>737,652</b>	<b>830,251</b>	<b>910,323</b>	<b>1,072,710</b>	<b>997,590</b>	<b>9.59%</b>
<b>Total Labor:</b>		<b>2,382,091</b>	<b>2,311,750</b>	<b>2,523,371</b>	<b>2,691,421</b>	<b>3,103,191</b>	<b>2,954,023</b>	<b>9.76%</b>
<b>Travel:</b>								
Registration Tuition	52001	1,567	1,503	2,452	2,000	2,500	2,500	25.00%
Automobile Allowance	52002	7,953	8,805	8,618	9,001	9,000	9,000	-0.01%
Meals	52005	171	47	904	350	1,000	1,000	185.71%
Lodging	52006	386	531	1,673	1,000	2,000	2,000	100.00%
Other Travel Exp	52007	20	22	50	100	100	100	0.00%
Taxable Meals	52008	245	468	0	501	500	500	-0.20%
<b>Travel Subtotal:</b>		<b>10,343</b>	<b>11,375</b>	<b>13,697</b>	<b>12,952</b>	<b>15,100</b>	<b>15,100</b>	<b>16.58%</b>
<b>Total Travel:</b>		<b>10,343</b>	<b>11,375</b>	<b>13,697</b>	<b>12,952</b>	<b>15,100</b>	<b>15,100</b>	<b>16.58%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 250 - Economic Support</b>								
<b>Office:</b>								
Office Supplies	53000	0	0	390	0	0	0	0.00%
Postage and Box Rent	53004	0	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>0</b>	<b>0</b>	<b>390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Operating:</b>								
Consumer Program Expenses	53510	3,091	3	0	0	0	0	0.00%
Consumer Transportation	53514	2,626	275	0	0	0	0	0.00%
Food	53520	16	0	0	300	300	300	0.00%
Operating Grants	53565	0	10,000	10,000	10,000	10,000	10,000	0.00%
<b>Operating Subtotal:</b>		<b>5,733</b>	<b>10,278</b>	<b>10,000</b>	<b>10,300</b>	<b>10,300</b>	<b>10,300</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	134,493	109,864	101,301	111,500	86,500	86,500	-22.42%
Data Processing	55013	0	0	0	0	400	400	100.00%
Transportation	55026	3,175	75	0	0	0	0	0.00%
Other Contract Serv	55030	108,696	0	56,100	0	80,000	80,000	100.00%
Child Care	55036	0	10,863	12,216	15,000	0	0	-100.00%
Interpreter	55041	18,755	27,959	19,755	30,000	40,000	40,000	33.33%
Other State Adjustments	55044	2,727	0	7	4,000	0	0	-100.00%
Contracted Case Mgmt	55068	0	82,496	88,000	146,176	79,999	79,999	-45.27%
Emergency Energy Services	55079	351,794	345,606	306,837	340,001	340,000	340,000	0.00%
<b>Contractual Services Subtotal:</b>		<b>619,640</b>	<b>576,863</b>	<b>584,216</b>	<b>646,677</b>	<b>626,899</b>	<b>626,899</b>	<b>-3.06%</b>
<b>Total Other Operating:</b>		<b>625,373</b>	<b>587,141</b>	<b>594,606</b>	<b>656,977</b>	<b>637,199</b>	<b>637,199</b>	<b>-3.01%</b>
<b>Expense Total:</b>		<b>3,017,807</b>	<b>2,910,266</b>	<b>3,131,674</b>	<b>3,361,350</b>	<b>3,755,490</b>	<b>3,606,322</b>	<b>7.29%</b>
<b>Economic Support Net/(Levy):</b>		<b>(560,126)</b>	<b>(470,847)</b>	<b>(255,882)</b>	<b>(716,472)</b>	<b>(1,187,430)</b>	<b>(1,038,262)</b>	<b>44.91%</b>

## **SIGNIFICANT CHANGES FROM 2018 ADOPTED - CHILD WELFARE DIVISION**

### **MISSION STATEMENT**

To ensure the safety and well-being of the community, in accordance with federal and state mandates, by assisting children and families to utilize their strengths, family supports, and community resources.

### **HIGHLIGHTS**

The Child Welfare Division shows a budget-to-budget levy decrease of (\$282,709) or (2.53%).

This levy decrease is largely due to the implementation of various contracted in-home services which has resulted in decreased out of home placements in Child Residential Care Centers (\$335,000), Group Homes (\$115,000) and Child Foster Care (\$100,000). A decrease in the Juvenile Correctional Institution account (\$139,222) is also reflected in this budget.

This budget includes a new 1.0 Social Worker position which replaces a project position in the 2018 budget.

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 260 - Child Welfare</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
MA Comprehensive Comm Serv	42102	90,711	0	0	0	0	0	0.00%
MA Crisis MH Srvs	42104	26,165	33,185	23,490	34,500	34,500	34,500	0.00%
Early Intervention Grant	42138	0	24,859	31,700	31,700	31,700	31,700	0.00%
Adam Walsh FringerPrint	42144	3,094	0	0	0	0	0	0.00%
Youth Aids	42154	1,524,265	1,495,060	1,535,306	1,495,000	1,500,000	1,500,000	0.33%
Youth Aids AODA	42156	33,198	30,908	27,844	31,000	31,000	31,000	0.00%
Juvenile Justice Early Interv	42157	42,500	0	0	0	0	0	0.00%
Independ Living ETV	42158	46,950	0	0	0	0	0	0.00%
Safe & Stable Families	42164	57,103	57,103	53,570	57,103	53,570	53,570	-6.19%
Kinship Care Grant	42166	471,832	483,743	516,159	507,000	507,000	507,000	0.00%
Community Intervention	42174	74,445	61,693	100,316	86,000	113,485	113,485	31.96%
Regional Foster Care Training	42220	2,857	1,606	3,094	3,100	3,100	3,100	0.00%
Brighter Futures	42222	32,825	(1)	0	0	0	0	0.00%
Health Checks	42228	2,663	0	0	0	0	0	0.00%
Prior Year Intergovt	42230	0	11	0	0	0	0	0.00%
TPR Adoption Federal	42234	62,063	11,359	9,162	59,500	59,500	59,500	0.00%
Post Reunification Program	42242	113,556	194,300	278,961	240,000	315,000	315,000	31.25%
<b>Intergov Rev Subtotal:</b>		<b>2,584,227</b>	<b>2,393,826</b>	<b>2,579,602</b>	<b>2,544,903</b>	<b>2,648,855</b>	<b>2,648,855</b>	<b>4.08%</b>
<b>Public Services:</b>								
Client Cost Shares Fees	45035	238,562	177,630	138,522	200,000	175,000	175,000	-12.50%
Prior Year Contractual	45039	10,484	0	2,957	0	0	0	0.00%
Child Support	45041	252,364	259,576	156,278	262,000	210,000	210,000	-19.85%
Child Welfare Reimbursement	45062	5,724	5,698	1,375	6,000	2,000	2,000	-66.67%
Collection Agency	45066	74,085	62,962	61,571	72,000	65,000	65,000	-9.72%
<b>Public Services Subtotal:</b>		<b>581,219</b>	<b>505,866</b>	<b>360,702</b>	<b>540,000</b>	<b>452,000</b>	<b>452,000</b>	<b>-16.30%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 260 - Child Welfare</b>								
<b>Interfund Revenue:</b>								
Grant Revenue Allocation	62000	(185,000)	0	0	0	0	0	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>(185,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>2,980,446</b>	<b>2,899,692</b>	<b>2,940,304</b>	<b>3,084,903</b>	<b>3,100,855</b>	<b>3,100,855</b>	<b>0.52%</b>
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	50	53	62	0	0	0	0.00%
<b>Misc Revenues Subtotal:</b>		<b>50</b>	<b>53</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>50</b>	<b>53</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>2,980,496</b>	<b>2,899,745</b>	<b>2,940,367</b>	<b>3,084,903</b>	<b>3,100,855</b>	<b>3,100,855</b>	<b>0.52%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	4,011,902	4,057,702	4,052,632	4,078,316	4,333,861	4,333,861	6.27%
Temporary Employees	51101	41,423	32,785	37,315	90,000	38,000	38,000	-57.78%
Labor Fringes Match	51102	0	16,358	24,547	0	0	0	0.00%
Overtime	51105	97,761	78,649	42,707	85,000	55,000	55,000	-35.29%
Comp Time	51108	36,151	15,495	6,616	30,000	15,000	15,000	-50.00%
Payroll Sundry Account	51190	0	1,310	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>4,187,237</b>	<b>4,202,300</b>	<b>4,163,818</b>	<b>4,283,316</b>	<b>4,441,861</b>	<b>4,441,861</b>	<b>3.70%</b>



**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 260 - Child Welfare</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	308,007	306,686	301,918	327,675	339,804	339,804	3.70%
Health Insurance	51201	870,911	861,704	944,889	1,022,912	1,157,975	1,097,758	7.32%
Dental Insurance	51202	55,734	55,120	57,694	59,181	59,182	59,182	0.00%
Workers Compensation	51203	41,666	31,368	56,187	75,219	40,878	40,878	-45.65%
WI Retirement	51206	270,904	269,994	277,732	274,414	288,452	288,452	5.12%
Fringe Benefits Other	51207	20,533	20,313	20,208	22,834	24,272	24,272	6.30%
<b>Fringes Benefits Subtotal:</b>		<b>1,567,755</b>	<b>1,545,185</b>	<b>1,658,628</b>	<b>1,782,235</b>	<b>1,910,563</b>	<b>1,850,346</b>	<b>3.82%</b>
<b>Total Labor:</b>		<b>5,754,992</b>	<b>5,747,485</b>	<b>5,822,446</b>	<b>6,065,551</b>	<b>6,352,424</b>	<b>6,292,207</b>	<b>3.74%</b>
<b>Travel:</b>								
Registration Tuition	52001	11,965	9,614	15,367	13,100	13,100	13,100	0.00%
Automobile Allowance	52002	175,158	148,723	146,506	175,001	165,000	165,000	-5.71%
Meals	52005	1,541	1,262	3,778	2,000	4,000	4,000	100.00%
Lodging	52006	7,091	5,206	10,091	7,197	7,000	7,000	-2.74%
Other Travel Exp	52007	33	74	387	201	200	200	-0.50%
Taxable Meals	52008	1,675	972	11	1,801	250	250	-86.12%
<b>Travel Subtotal:</b>		<b>197,463</b>	<b>165,851</b>	<b>176,141</b>	<b>199,300</b>	<b>189,550</b>	<b>189,550</b>	<b>-4.89%</b>
<b>Total Travel:</b>		<b>197,463</b>	<b>165,851</b>	<b>176,141</b>	<b>199,300</b>	<b>189,550</b>	<b>189,550</b>	<b>-4.89%</b>
<b>Office:</b>								
Print Duplicate	53003	5	18	0	0	0	0	0.00%
Telephone	53008	403	199	55	200	0	0	-100.00%
<b>Office Subtotal:</b>		<b>408</b>	<b>216</b>	<b>55</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 260 - Child Welfare</b>								
<b>Operating:</b>								
Advertising	53500	1,039	338	664	3,000	2,500	2,500	-16.67%
Subscriptions	53501	275	0	380	0	400	400	100.00%
Membership Dues	53502	8,150	8,065	8,788	8,150	8,150	8,150	0.00%
Publish Legal Notices	53503	1,202	275	183	1,500	1,500	1,500	0.00%
Misc Child Welfare Prog Exps	53506	1,201	1,490	120	0	0	0	0.00%
Foster Care Banquet	53507	860	0	0	0	0	0	0.00%
Emergency Rent Assistance	53508	49,532	32,065	48,219	45,000	105,000	105,000	133.33%
Registration Tuition Other	53509	7,099	4,014	7,545	8,000	5,000	5,000	-37.50%
Consumer Program Expenses	53510	158,530	254,285	344,853	275,000	320,000	320,000	16.36%
Consumer Transportation	53514	112,582	85,173	101,005	95,000	104,999	104,999	10.53%
Household Supplies	53516	1,940	13,055	19,687	15,000	15,000	15,000	0.00%
Food	53520	126	133	646	0	500	500	100.00%
Automobile Allowance-Other	53538	0	2	0	0	0	0	0.00%
Building Rental	53550	27,240	27,240	29,964	28,602	31,462	31,462	10.00%
Equipment Rental	53551	39,418	38,032	28,947	42,000	35,500	35,500	-15.48%
Bad Debts Expense	53561	1,217	1,834	1,294	1,500	1,500	1,500	0.00%
Operating Grants	53565	66,525	0	0	0	0	0	0.00%
Office Supplies	73000	0	0	0	100	0	0	-100.00%
Legal Fees	73041	783	782	1,626	750	1,000	1,000	33.33%
<b>Operating Subtotal:</b>		<b>477,719</b>	<b>466,782</b>	<b>593,921</b>	<b>523,602</b>	<b>632,511</b>	<b>632,511</b>	<b>20.80%</b>
<b>Utilities:</b>								
Power and Light	54701	1,828	0	849	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>1,828</b>	<b>0</b>	<b>849</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	32,373	43,552	59,752	45,001	45,200	45,200	0.44%
Vehicle Repairs	55005	6,598	566	710	5,000	5,000	5,000	0.00%
Building Repairs	55008	0	9,568	0	10,000	5,000	5,000	-50.00%
Data Processing	55013	0	19,366	0	0	0	0	0.00%
Professional Service	55014	108,641	104,096	83,634	95,001	96,000	96,000	1.05%

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 260 - Child Welfare</b>								
Collection Services	55015	14,731	12,681	13,171	15,000	14,000	14,000	-6.67%
Supervised Family Visitation	55025	184,946	189,922	223,204	196,000	225,000	225,000	14.80%
Respite Care	55032	82,025	82,558	85,573	90,000	90,000	90,000	0.00%
Receiving Home Bed Hold	55033	13,668	15,420	12,756	15,000	15,000	15,000	0.00%
Recruitment Non Staff	55034	340	750	0	0	0	0	0.00%
Foster Care Recog Retention	55035	3,515	4,733	2,562	4,500	4,500	4,500	0.00%
Child Care	55036	64,364	91,290	54,761	94,999	75,000	75,000	-21.05%
Mentoring	55039	98,354	264,690	329,123	320,000	330,000	330,000	3.13%
Counseling Consumer/Family	55040	117,885	26,322	25,386	30,000	30,000	30,000	0.00%
Interpreter	55041	3,426	13,767	27,291	14,000	40,001	40,001	185.72%
Child Foster Care	55045	1,831,004	1,529,404	1,349,278	1,600,000	1,500,000	1,500,000	-6.25%
Group Homes	55046	1,306,811	825,024	527,047	965,000	850,000	850,000	-11.92%
Child Residential Care Centers	55047	622,216	546,558	178,229	670,000	335,000	335,000	-50.00%
Kinship Care	55052	433,163	455,184	482,520	475,000	475,000	475,000	0.00%
Adoption Assessments	55057	3,440	2,950	3,200	3,500	4,000	4,000	14.29%
Truancy Intervention Preventio	55058	61,927	64,260	65,850	68,850	69,000	69,000	0.22%
Secure Juvenile Detention	55070	305,735	321,276	358,588	345,000	295,000	295,000	-14.49%
Family Training Skills	55071	618,818	630,869	689,580	679,000	710,000	710,000	4.57%
Youth Wrap Around Services	55072	389,791	571,109	519,115	585,000	550,000	550,000	-5.98%
Alternative School	55073	70,158	54,980	68,377	85,000	75,000	75,000	-11.76%
Juvenile Shelter Care	55075	782,891	708,894	818,702	700,000	820,000	820,000	17.14%
Juvenile Restitution	55076	879	212	179	1,000	1,000	1,000	0.00%
Juvenile Correctional Institut	55078	355,015	274,737	191,084	350,000	210,778	210,778	-39.78%
Medical and Dental	75000	279	248	651	500	500	500	0.00%
Building Rental	75042	10,200	10,200	10,200	10,200	10,200	10,200	0.00%
<b>Contractual Services Subtotal:</b>		<b>7,523,193</b>	<b>6,875,185</b>	<b>6,180,523</b>	<b>7,472,551</b>	<b>6,880,179</b>	<b>6,880,179</b>	<b>-7.93%</b>
<b>Total Other Operating:</b>		<b>8,003,148</b>	<b>7,342,183</b>	<b>6,775,348</b>	<b>7,996,353</b>	<b>7,512,690</b>	<b>7,512,690</b>	<b>-6.05%</b>
<b>Expense Total:</b>		<b>13,955,603</b>	<b>13,255,518</b>	<b>12,773,935</b>	<b>14,261,204</b>	<b>14,054,664</b>	<b>13,994,447</b>	<b>-1.87%</b>
<b>Child Welfare Net/(Levy):</b>		<b>(10,975,107)</b>	<b>(10,355,773)</b>	<b>(9,833,568)</b>	<b>(11,176,301)</b>	<b>(10,953,809)</b>	<b>(10,893,592)</b>	<b>-2.53%</b>

# PARK VIEW HEALTH CENTER

Park View Fund: 530  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Marleah Keuler Grahek  
LOCATION: Winnebago County  
Park View Health Center  
725 Butler Avenue  
Oshkosh, WI 54901-8149

TELEPHONE: 237-6900

## MISSION STATEMENT:

Park View Health Center is a county owned skilled nursing facility dedicated to providing services to residents of the Winnebago County community in need of long-term care, short-term rehabilitative care and specialized behavioral services.

## PROGRAM DESCRIPTION:

NURSING Provides specialized quality care for residents with long and short-term needs.

ACTIVITIES/VOLUNTEER SERVICES Provides an ongoing program of resident activities that meets the interests and well being of each resident. Coordinates volunteers to assist in providing resident activities and to facilitate quality of life for residents.

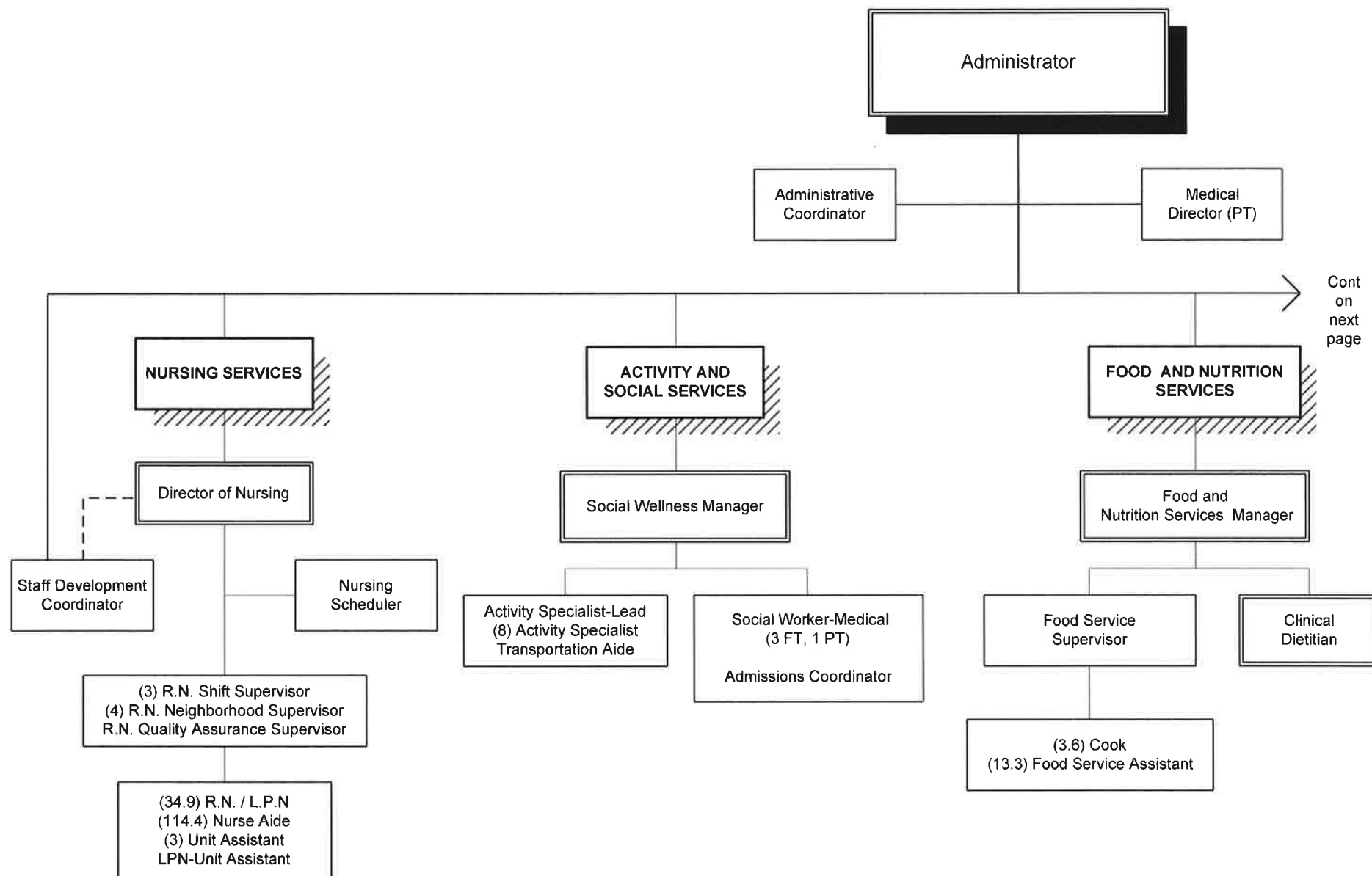
SOCIAL SERVICES Responds to each individuals psychosocial needs to ensure a high quality of life for each resident while maintaining the highest level of function.

FOOD & NUTRITION Provides each resident with a nourishing, palatable, well-balanced diet that meets the daily nutritional and therapeutic dietary needs.

HOUSEKEEPING Provides a clean and homelike environment meeting all sanitation and infection control regulations.

ADMINISTRATION Administration provides safe keeping of residents personal accounts, billing, financial reports for Medical Assistance and Medicare reimbursement rates. Purchase facility supplies and equipment to meet resident needs. Maintains residents' medical records in compliance with State and Federal codes. Prepares annual budget and maintains an efficient operation within budgetary monies. Coordinates yearly mandatory programs and keeps all in-service records of all employees. Responsible for adhering to all State and Federal regulations.

# PARK VIEW HEALTH CENTER

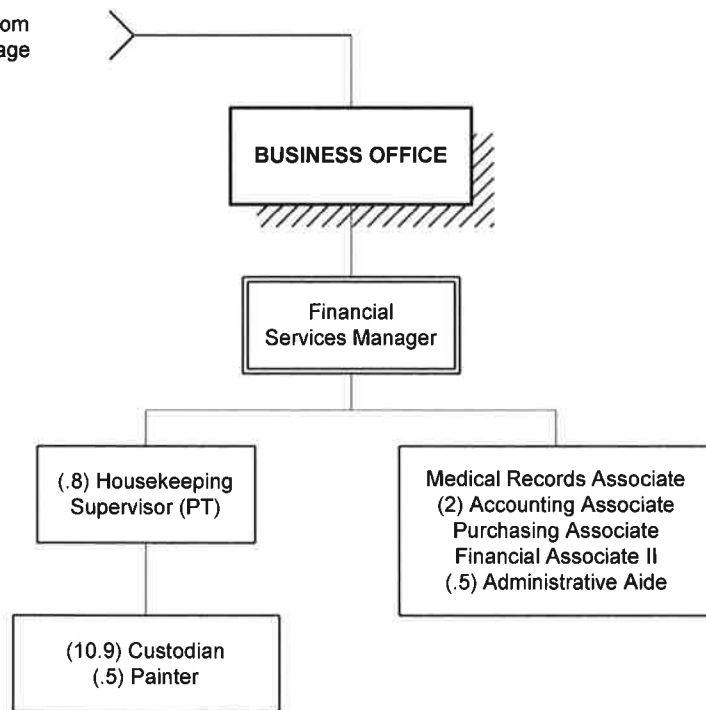


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Note: Nursing, Food, and Activity Services positions are in terms of full time Equivalents.

# PARK VIEW HEALTH CENTER

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prior page



# **PARK VIEW HEALTH CENTER**

**Park View Fund: 530  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Marleah Keuler Grahek  
**LOCATION:** Winnebago County  
Park View Health Center  
725 Butler Avenue  
Oshkosh, WI 54901-8149

**TELEPHONE: 237-6900**

## **2018 ACCOMPLISHMENTS:**

1. Achieved another deficiency-free state health survey.
2. Purchased a Trishaw for residents with state grant monies and assorted donations, and implemented the “Cycling without Age” program.
3. Received grant and donation monies of the amount of \$19,558 through June 2018.
4. Coordinated the “Write Your Life” program at PVHC using state grant monies, in which area high school students worked with residents to document their life stories and convert them into published books.
5. Completed conversion update to ECS (electronic medical records system).
6. Implemented CNA Mentoring Program to improve new staff retention, as well as CNA Youth Apprentice Program and WI Caregiver Career Program.
7. Completed resident evacuation drill to Red Cross station at Sunnyview Expo Center during Dark Skies emergency exercise.
8. Implemented in-house phlebotomy program
9. Completed additional handicap accessible parking in front of building.

## **2019 GOALS & OBJECTIVES:**

1. Replace walkways in resident garden area to improve resident/family ease of use.
2. Install range hoods in neighborhood kitchens as the first phase of converting to neighborhood-based food service.
3. Continue to develop staff recruitment, on-boarding, retention, and succession planning programs.
4. Convert Quality Assessment and Assurance (QAA) program to Quality Assurance and Performance Improvement (QAPI) program
5. Continue to improve and define the facility’s emergency preparedness plans
6. Implement Phase 3 of CMS Mega-Rule for SNFs

# PARK VIEW HEALTH CENTER

## 2019 BUDGET NARRATIVE HIGHLIGHTS

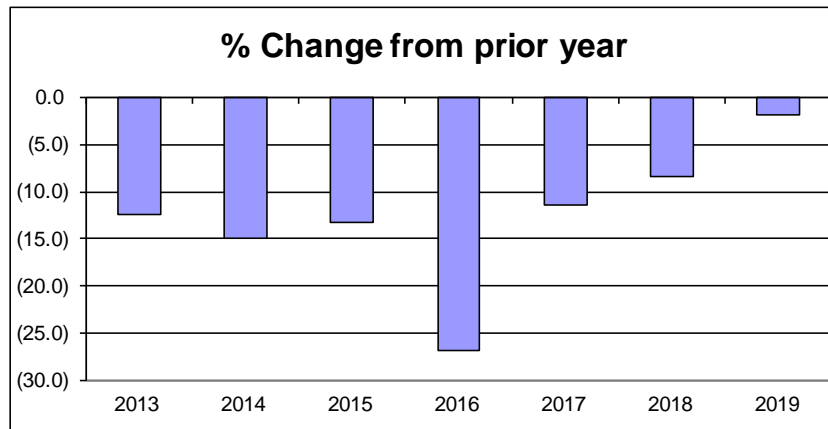
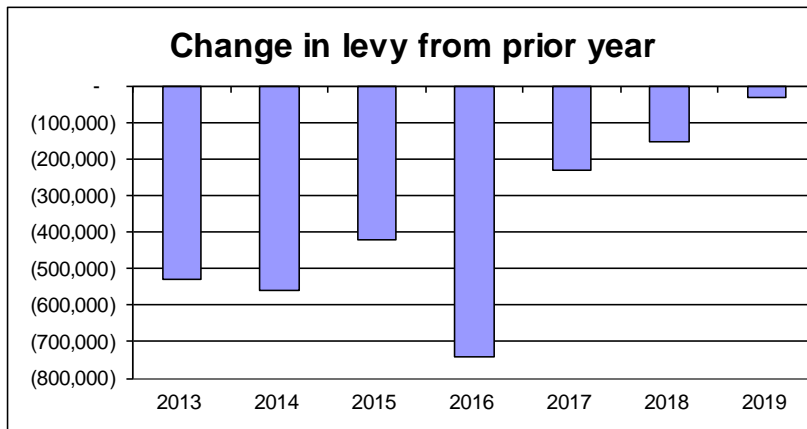
### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	213	216	216	216	215	215	215	215	215	215
Part Time	10	9	9	9	10	10	10	10	10	10
Total	223	225	225	225	225	225	225	225	225	225

There is no change to the staffing table for 2019.

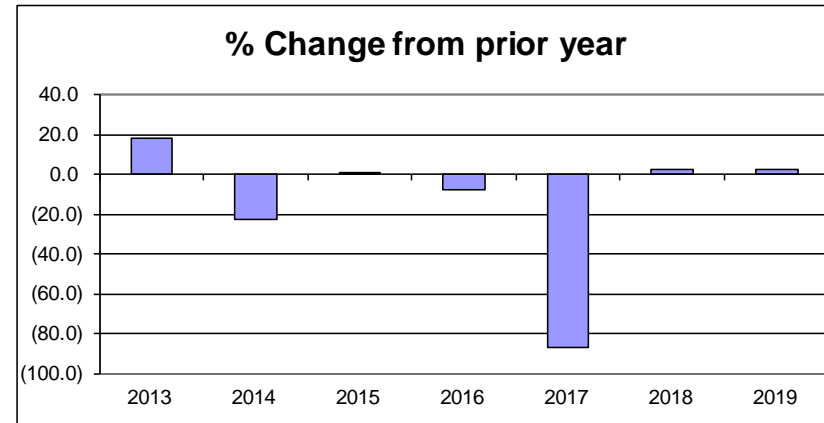
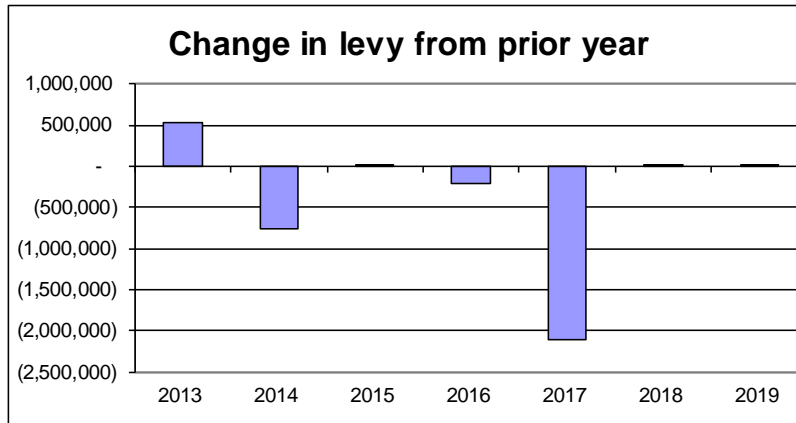
**COUNTY LEVY:** The net operating tax levy for Park View for 2019 is \$1,599,139, a decrease of \$29,610 or 1.8% under 2018. In 2019 we are applying \$1,700,000 of Park View Fund Balance to reduce the levy. During 2018 we applied \$2,212,461 to reduce the levy. The levy for Park View debt service for 2019 is \$338,000, an increase of \$9,000 or 2.7% over 2018. A schedule of significant changes follows.

Levy for operations:





Levy for debt:



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Park View Health Center

Impact on the Operating Budget (Excludes Debt Service)

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,628,749</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Health Services	(173,375)	Increase in number of residents enrolled in family care.
Medicare Title 18	218,849	Decrease due to lower projected resident patient days for Medicare.
Med Adv Rm Brd	293,282	Decrease due to lower projected resident patient days for Medicare Advantage.
Non Operating Grant Revenues	(87,242)	Increase projected based on higher summplemental payments (based on Medicaid patient days).
Other Miscellaneous Revenues	11,500	Decrease due to no longer receiving a monthly clinical reimbursement per resident enrolled in Optum.
<b>Expense Changes - impact on levy:</b>		
Labor & Fringe Benefits	(458,455)	Decrease due to staff turnover/vacancies and savings in the Workers Compensation expense account based on drawing down the large Workes Compensationfund balance of nearly 2.5 million.
Capital - Improvements	30,000	Increase due to the cost to replace 410' of sidewalk in resident garden area.
Capital - Equipment	44,000	Increase in capital outlay equipment needs for 2019. In 2018, a \$66,000 Pulper was replaced plus (2) Bariatric Full Body Lifts & (1) Bariatric Sit to Stand Lift were purchase. In 2019, the resident neighborhoods are needing to install (8) stove hood fans, along with (2) more Bariatric Full Body Lifts and (1) Bariatric Sit to Stand Lift again are being budgeted.
Small Equipment	(14,315)	Decrease in resident furniture and equipment replacement needs.
Medical Oxygen	(27,000)	Decrease due to change from liquid oxygen to concentrators and overall number of residents using oxygen has decreased.
Equipment Rental	5,500	Increase in projected days for residents utilizing wound care vac rental and change to concentrator for oxygen.
Small Equipment Technology	(5,300)	Decrease due to only needing two (2) replacement laptops.
Equipment Repairs	(4,000)	Decrease due to previous year budgeted repairs on known equipment completed.
Repair Maint Streets	(3,500)	Decrease due to a one-time project of adding handicap stalls in front of building.
Heat	(5,000)	Decrease based on previous years usage history.
Water and Sewer	5,000	Increase due to humidity levels adjusted within the building.

## **SIGNIFICANT CHANGES FROM 2018 ADOPTED - Park View Health Center**

Impact on the Operating Budget (Excludes Debt Service)

<b>Account</b>	<b>Amount</b>	<b>Description</b>
Prop Liab Insurance	(29,583)	Decrease based on the Property & Liability Insurance fund having a large fund balance. It was determined in 2019 to provide a credit to each department to draw down the fund balance for the fund.
Depreciation Expense	(65,000)	Decrease based on the number of assets retired and added in 2018.
Fund balance applied	512,461	Less fund balance being applied in 2019. In 2018, \$2,212,461 was applied and in 2019 \$1.7 million will be applied.
<b>Other small changes:</b>	(277,432)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>2019 Levy (Excluding Debt)</b>	<b>\$ 1,599,139</b>	

**Note:** Shown differently than Highway Department because this fund requires a tax levy.

**Financial Summary**  
**Park View Health Center (INCLUDES DEBT)**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	8,914,263	14,409,700	14,560,759	14,560,759	14,677,189
Labor	7,817,889	13,824,300	14,844,283	14,844,283	14,385,828
Travel	3,483	11,210	11,730	11,730	11,500
Capital	19,435	60,000	86,500	86,500	160,500
Other Expenditures	2,376,590	4,076,124	4,444,456	4,444,456	4,347,500
Total Expenditures	10,217,397	17,971,634	19,386,969	19,386,969	18,905,328
Levy Before Adjustments	1,303,134	3,561,934	4,826,210		4,228,139
<i>Adjustments:</i>					
Back out depreciation			(656,000)		(591,000)
Decrease fund balance			(2,212,461)		(1,700,000)
Net Levy After Adjustments			1,957,749		1,937,139

# Winnebago County

## Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Medicaid Title 19	42000	5,569,043	5,237,112	4,852,838	5,344,128	5,320,552	5,320,552	-0.44%
WI Health Services	42007	225,265	342,372	602,666	381,425	554,800	554,800	45.45%
Medicare Title 18	45031	1,305,609	1,115,874	1,073,157	1,188,773	969,924	969,924	-18.41%
Med Adv Rm Brd	45032	1,273,096	1,290,825	1,697,243	1,514,498	1,221,216	1,221,216	-19.36%
<b>Intergov Rev Subtotal:</b>		<b>8,373,014</b>	<b>7,986,183</b>	<b>8,225,904</b>	<b>8,428,824</b>	<b>8,066,492</b>	<b>8,066,492</b>	<b>-4.30%</b>
<b>Public Services:</b>								
Donations	45034	43,457	26,205	25,678	25,000	25,000	25,000	0.00%
Private Pay Fees	45046	4,217,505	4,633,468	4,730,056	4,389,272	4,792,692	4,792,692	9.19%
Dietary Fees	45047	2,301	2,608	1,887	2,400	2,000	2,000	-16.67%
<b>Public Services Subtotal:</b>		<b>4,263,262</b>	<b>4,662,281</b>	<b>4,757,620</b>	<b>4,416,672</b>	<b>4,819,692</b>	<b>4,819,692</b>	<b>9.12%</b>
<b>Total Operating Revenue:</b>		<b>12,636,276</b>	<b>12,648,465</b>	<b>12,983,524</b>	<b>12,845,496</b>	<b>12,886,184</b>	<b>12,886,184</b>	<b>0.32%</b>
<b>Misc Revenues:</b>								
Non Operating Grant Revenues	48102	1,608,845	1,712,900	1,752,043	1,703,263	1,790,505	1,790,505	5.12%
Other Miscellaneous Revenues	48109	11,560	11,773	16,163	12,000	500	500	-95.83%
<b>Misc Revenues Subtotal:</b>		<b>1,620,405</b>	<b>1,724,673</b>	<b>1,768,206</b>	<b>1,715,263</b>	<b>1,791,005</b>	<b>1,791,005</b>	<b>4.42%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	149,882	1,105	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>149,882</b>	<b>1,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>1,620,405</b>	<b>1,874,555</b>	<b>1,769,311</b>	<b>1,715,263</b>	<b>1,791,005</b>	<b>1,791,005</b>	<b>4.42%</b>
<b>Revenue Total:</b>		<b>14,256,681</b>	<b>14,523,020</b>	<b>14,752,835</b>	<b>14,560,759</b>	<b>14,677,189</b>	<b>14,677,189</b>	<b>0.80%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	9,063,416	8,749,543	8,467,744	9,331,904	9,589,405	9,188,536	-1.54%
Temporary Employees	51101	52,274	129,044	165,523	121,000	127,500	127,500	5.37%
Overtime	51105	494,592	692,935	805,296	633,500	661,000	661,000	4.34%
Payout Wages	51120	11,306	0	0	0	0	0	0.00%
Payroll Sundry Account	51190	0	4,438	450	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>9,621,588</b>	<b>9,575,960</b>	<b>9,439,013</b>	<b>10,086,404</b>	<b>10,377,905</b>	<b>9,977,036</b>	<b>-1.08%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	700,179	697,603	687,471	776,204	793,909	760,721	-1.99%
Health Insurance	51201	2,107,848	2,090,051	2,102,332	2,913,306	2,992,336	2,711,655	-6.92%
Dental Insurance	51202	133,368	131,904	126,111	162,886	161,424	154,676	-5.04%
Workers Compensation	51203	81,777	79,327	139,088	202,819	105,834	101,410	-50.00%
Unemployment Comp	51204	4,072	1,163	5,145	0	0	0	0.00%
Compensated Absences Expense	51205	(56,759)	9,769	(71,424)	0	0	0	0.00%
WI Retirement	51206	555,256	630,021	608,976	650,328	656,222	628,790	-3.31%
Fringe Benefits Other	51207	78,274	(16,729)	(57,471)	52,336	53,789	51,540	-1.52%
WRS GASB 68 Adjustment	51216	0	659,577	666,480	0	0	0	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>3,604,016</b>	<b>4,282,686</b>	<b>4,206,708</b>	<b>4,757,879</b>	<b>4,763,514</b>	<b>4,408,792</b>	<b>-7.34%</b>
<b>Total Labor:</b>		<b>13,225,604</b>	<b>13,858,646</b>	<b>13,645,721</b>	<b>14,844,283</b>	<b>15,141,419</b>	<b>14,385,828</b>	<b>-3.09%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Travel:</b>								
Registration Tuition	52001	6,182	7,354	7,456	8,000	9,000	9,000	12.50%
Automobile Allowance	52002	332	357	359	600	400	400	-33.33%
Meals	52005	328	787	166	700	450	450	-35.71%
Lodging	52006	1,101	887	737	1,800	1,200	1,200	-33.33%
Other Travel Exp	52007	11	0	18	60	50	50	-16.67%
Taxable Meals	52008	333	492	277	570	400	400	-29.82%
<b>Travel Subtotal:</b>		<b>8,288</b>	<b>9,877</b>	<b>9,012</b>	<b>11,730</b>	<b>11,500</b>	<b>11,500</b>	<b>-1.96%</b>
<b>Total Travel:</b>		<b>8,288</b>	<b>9,877</b>	<b>9,012</b>	<b>11,730</b>	<b>11,500</b>	<b>11,500</b>	<b>-1.96%</b>
<b>Capital Outlay:</b>								
Improvements	58002	67,675	106,365	19,257	0	30,000	30,000	100.00%
Equipment	58004	0	12,052	180,923	86,500	130,500	130,500	50.87%
<b>Capital Outlay Subtotal:</b>		<b>67,675</b>	<b>118,417</b>	<b>200,180</b>	<b>86,500</b>	<b>160,500</b>	<b>160,500</b>	<b>85.55%</b>
<b>Total Capital:</b>		<b>67,675</b>	<b>118,417</b>	<b>200,180</b>	<b>86,500</b>	<b>160,500</b>	<b>160,500</b>	<b>85.55%</b>
<b>Office:</b>								
Office Supplies	53000	9,991	11,846	11,073	12,000	12,500	12,500	4.17%
Printing Supplies	53002	4,478	3,665	3,515	4,700	4,500	4,500	-4.26%
Print Duplicate	53003	1,534	1,097	1,372	1,600	1,500	1,500	-6.25%
Postage and Box Rent	53004	4,685	3,872	2,964	4,800	4,000	4,000	-16.67%
Computer Supplies	53005	81	154	158	300	300	300	0.00%
Computer Software	53006	482	2,131	1,913	475	625	625	31.58%
Telephone	53008	23,455	20,079	22,994	23,000	24,000	24,000	4.35%
<b>Office Subtotal:</b>		<b>44,706</b>	<b>42,845</b>	<b>43,990</b>	<b>46,875</b>	<b>47,425</b>	<b>47,425</b>	<b>1.17%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Operating:</b>								
Subscriptions	53501	316	480	713	600	700	700	16.67%
Membership Dues	53502	16,969	21,239	26,217	26,000	27,000	27,000	3.85%
Publish Legal Notices	53503	0	32	0	0	0	0	0.00%
Education Training	53513	14,303	15,590	16,130	16,200	17,800	17,800	9.88%
Agricultural Supplies	53515	1,777	1,498	3,578	2,400	2,200	2,200	-8.33%
Household Supplies	53516	109,398	115,048	108,730	117,000	119,600	119,600	2.22%
Linen	53519	3,445	6,991	2,122	6,500	6,500	6,500	0.00%
Food	53520	399,673	394,934	405,118	408,000	410,000	410,000	0.49%
Dishes and Utensils	53521	1,761	2,458	1,418	2,500	2,500	2,500	0.00%
Small Equipment	53522	99,035	80,509	82,058	84,140	69,825	69,825	-17.01%
Shop Supplies	53523	3,436	2,999	2,740	3,800	3,800	3,800	0.00%
Medical Supplies	53524	482,596	414,223	419,985	464,400	459,100	459,100	-1.14%
Medical Oxygen	53525	37,764	38,465	21,545	36,500	9,500	9,500	-73.97%
Incontinent Supplies	53526	6,611	6,829	2,641	5,600	4,500	4,500	-19.64%
Incontinent Products	53527	61,822	57,121	56,757	62,000	62,000	62,000	0.00%
Recreation Supplies	53529	2,028	1,020	2,045	2,400	2,400	2,400	0.00%
Other Operating Supplies	53533	487	847	1,924	700	700	700	0.00%
Donated Goods Services	53534	17,539	27,568	16,140	25,000	25,000	25,000	0.00%
Motor Fuel	53548	504	161	878	500	750	750	50.00%
Equipment Rental	53551	23,446	14,631	14,610	6,300	11,800	11,800	87.30%
Operating Licenses Fees	53553	0	50	300	500	400	400	-20.00%
Bad Debts Expense	53561	(1,192)	(1,475)	(1,887)	0	0	0	0.00%
Taxes & Assessments	53562	342,720	342,720	342,720	342,720	342,720	342,720	0.00%
Other Miscellaneous	53568	4,383	4,884	5,540	5,900	6,800	6,800	15.25%
Small Equipment Technology	53580	13,862	17,080	4,448	7,200	1,900	1,900	-73.61%
Print Duplicate	73003	29,523	33,398	31,972	32,000	33,000	33,000	3.13%
Motor Fuel	73548	850	745	856	2,000	3,500	3,500	75.00%
<b>Operating Subtotal:</b>		<b>1,673,054</b>	<b>1,600,042</b>	<b>1,569,297</b>	<b>1,660,860</b>	<b>1,623,995</b>	<b>1,623,995</b>	<b>-2.22%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Repairs &amp; Maint:</b>								
Calcium Chloride	54003	35	(35)	375	1,100	800	800	-27.27%
Small Hardware	54008	282	1,082	248	1,200	900	900	-25.00%
Lumber and Plywood	54009	97	362	1,048	200	200	200	0.00%
Other Elect Products	54012	4,663	16,802	9,776	4,500	4,500	4,500	0.00%
Other Plumbing Prod.	54014	3,838	6,764	2,897	4,500	4,100	4,100	-8.89%
Other Building Materials	54015	1,670	1,032	(262)	1,500	2,000	2,000	33.33%
Lubricants	54016	480	74	56	250	150	150	-40.00%
Machine Equip Parts	54017	35,112	36,585	23,987	38,000	40,000	40,000	5.26%
Tires Batteries	54018	3,018	1,777	1,327	2,000	2,200	2,200	10.00%
Painting Supplies	54025	695	1,013	4,422	3,100	3,275	3,275	5.65%
Consumable Tools	54026	57	229	66	400	300	300	-25.00%
Sign Parts Supplies	54027	932	184	669	400	400	400	0.00%
Other Maint Supplies	54028	3,806	12,404	8,650	7,500	7,000	7,000	-6.67%
Equipment Repairs	54029	48,536	48,007	42,440	56,000	52,000	52,000	-7.14%
Maintenance Vehicles	74023	314	103	1,141	1,300	1,300	1,300	0.00%
Equipment Repairs	74029	6,270	6,336	6,237	6,336	6,303	6,303	-0.52%
Repair Maint Streets	75806	0	0	0	3,500	0	0	-100.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>109,804</b>	<b>132,719</b>	<b>103,077</b>	<b>131,786</b>	<b>125,428</b>	<b>125,428</b>	<b>-4.82%</b>
<b>Utilities:</b>								
Heat	54700	94,714	83,090	78,730	95,000	90,000	90,000	-5.26%
Power and Light	54701	202,016	196,159	194,322	200,000	201,000	201,000	0.50%
Water and Sewer	54702	58,210	58,517	66,845	65,000	70,000	70,000	7.69%
Refuse Collection	54703	661	818	661	12,900	14,000	14,000	8.53%
Refuse Collection	74703	10,359	10,189	10,527	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>365,960</b>	<b>348,774</b>	<b>351,085</b>	<b>372,900</b>	<b>375,000</b>	<b>375,000</b>	<b>0.56%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Contractual Services:</b>								
Medical and Dental	55000	9,378	17,687	20,879	17,000	18,000	18,000	5.88%
Pest Extermination	55002	1,450	2,010	1,425	1,500	1,500	1,500	0.00%
Other Repair Maint Streets	55004	10,194	0	0	0	0	0	0.00%
Vehicle Repairs	55005	0	0	0	200	200	200	0.00%
Building Repairs	55008	110,068	64,052	24,985	54,600	51,700	51,700	-5.31%
Transcription Services	55009	1,185	1,300	1,368	1,700	1,700	1,700	0.00%
Accounting Auditing	55012	1,800	1,800	1,800	1,900	1,900	1,900	0.00%
Data Processing	55013	28,598	31,745	31,679	33,400	35,500	35,500	6.29%
Professional Service	55014	1,037,939	1,134,537	1,185,398	1,042,000	1,072,000	1,072,000	2.88%
Medical and Dental	75000	427	153	55	0	0	0	0.00%
Snow Removal	75003	10,253	15,643	11,101	16,000	15,000	15,000	-6.25%
<b>Contractual Services Subtotal:</b>		<b>1,211,292</b>	<b>1,268,927</b>	<b>1,278,690</b>	<b>1,168,300</b>	<b>1,197,500</b>	<b>1,197,500</b>	<b>2.50%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	78,672	84,396	78,732	78,735	49,152	49,152	-37.57%
<b>Insurance Expenses Subtotal:</b>		<b>78,672</b>	<b>84,396</b>	<b>78,732</b>	<b>78,735</b>	<b>49,152</b>	<b>49,152</b>	<b>-37.57%</b>
<b>Deprec &amp; Amort:</b>								
Depreciation Expense	56503	602,664	609,055	625,052	656,000	591,000	591,000	-9.91%
<b>Deprec &amp; Amort Subtotal:</b>		<b>602,664</b>	<b>609,055</b>	<b>625,052</b>	<b>656,000</b>	<b>591,000</b>	<b>591,000</b>	<b>-9.91%</b>
<b>Total Other Operating:</b>		<b>4,086,153</b>	<b>4,086,758</b>	<b>4,049,923</b>	<b>4,115,456</b>	<b>4,009,500</b>	<b>4,009,500</b>	<b>-2.57%</b>
<b>Debt Payments:</b>								
Debt Principal Payments	57000	2,523,048	2,238,693	300,131	314,000	329,000	329,000	4.78%
Debt Interest Payments	57001	100,626	37,671	18,522	15,000	9,000	9,000	-40.00%
Debt Service Fees	57002	124,316	28,919	0	0	0	0	0.00%
<b>Debt Payments Subtotal:</b>		<b>2,747,989</b>	<b>2,305,283</b>	<b>318,652</b>	<b>329,000</b>	<b>338,000</b>	<b>338,000</b>	<b>2.74%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 530 - Park View Health Center</b>								
<b>Transfers Out:</b>								
Other Transfers Out	59501	0	130,000	0	0	0	0	0.00%
<b>Transfers Out Subtotal:</b>		<b>0</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Expense:</b>		<b>2,747,989</b>	<b>2,435,283</b>	<b>318,652</b>	<b>329,000</b>	<b>338,000</b>	<b>338,000</b>	<b>2.74%</b>
<b>Expense Total:</b>		<b>20,135,708</b>	<b>20,508,981</b>	<b>18,223,488</b>	<b>19,386,969</b>	<b>19,660,919</b>	<b>18,905,328</b>	<b>-2.48%</b>
<b>Park View Health Center Net/(Levy):</b>		<b>(5,879,027)</b>	<b>(5,985,961)</b>	<b>(3,470,653)</b>	<b>(4,826,210)</b>	<b>(4,983,730)</b>	<b>(4,228,139)</b>	<b>-12.39%</b>
Back out depreciation					656,000	591,000	591,000	-11.00%
Fund balance applied (Note 1)					2,212,461	2,300,000	1,700,000	-30.14%
<b>Park View Health Center Net/(Levy)</b>					<b>(1,957,749)</b>	<b>(2,092,730)</b>	<b>(1,937,139)</b>	<b>-1.06%</b>
Back out debt service					329,000	338,000	338,000	2.66%
<b>Adjusted operating levy:</b>					<b>(1,628,749)</b>	<b>(1,754,730)</b>	<b>(1,599,139)</b>	<b>-1.85%</b>

Note 1: fund balance applied is a use of fund balance to reduce the levy for this operation.

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Park View Health -				
	Resident Garden Area Sidewalk removal & replacement	1	30,000	30,000
	Install Stove Hood Fans on resident neighborhoods	8	13,750	110,000
	Bariatric Full Body Lift w/ Scale	2	7,500	15,000
	Bariatric Sit to Stand Lift	1	5,500	5,500
		12		160,500

# **PARK VIEW HEALTH CENTER PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
PARK VIEW HEALTH CENTER								-				
Nursing	53540	10,675,436	350	-	1,458,250	12,134,036		12,134,036	12,603,650	12,088,129	(3.7)	4.3
Revenues						-	14,677,189	(14,677,189)	(14,560,759)	(14,182,054)	0.8	2.7
Activities	53541	669,533	-	-	2,400	671,933		671,933	705,650	682,141	(4.8)	3.4
Revenues						-		-	-	-		
Social Services	53542	477,128	-	-	-	477,128		477,128	458,555	451,006	4.1	1.7
Revenues						-		-	-	-		
Food & Nutrition	53544	1,060,514	-	-	489,000	1,549,514		1,549,514	1,579,006	1,619,164	(1.9)	(2.5)
Revenues						-		-	-	-		
Maintenance	53545	5,981	-	-	563,775	569,756		569,756	581,492	589,464	(2.0)	(1.4)
Revenues						-		-	-	-		
Housekeeping	53546	634,309	-	-	115,900	750,209		750,209	740,577	709,124	1.3	4.4
Revenues						-		-	-	-		
Laundry	53547	-	-	-	200,000	200,000		200,000	190,000	200,000	5.3	(5.0)
Revenues						-		-	-	-		
Administration	53548	862,927	11,150	-	589,175	1,463,252		1,463,252	1,456,539	1,417,327	0.5	2.8
Revenues						-		-	-	-		
Unclassified	53559	-	-	160,500	591,000	751,500		751,500	742,500	840,400	1.2	(11.6)
Revenues						-		-	-	-		
Debt Principal		-	-	-	329,000	329,000	-	329,000	314,000	300,000	4.8	4.7
Debt Interest		-	-	-	9,000	9,000	-	9,000	15,000	20,000	(40.0)	(25.0)
<b>Grand Totals</b>		<u>14,385,828</u>	<u>11,500</u>	<u>160,500</u>	<u>4,347,500</u>	<u>18,905,328</u>	<u>14,677,189</u>	<u>4,228,139</u>	<u>4,826,210</u>	<u>4,734,701</u>	<u>(12.4)</u>	<u>1.9</u>
Back out depreciation								(591,000)	(656,000)	(637,600)	(9.9)	2.9
Decrease fund balance								(1,700,000)	(2,212,461)	(2,000,000)	0.0	100.0
Tax levy								<u>1,937,139</u>	<u>1,957,749</u>	<u>2,097,101</u>	<u>(1.1)</u>	<u>(6.6)</u>

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>EDUCATION, CULTURE, &amp; RECREATION</b>				
UW-Fox Valley	\$ 158,992	\$ 307,616	\$ -	\$ 148,624
University Extension	39,500	658,683	-	619,183
Parks	375,880	1,664,727	-	1,288,847
Boat Launch	133,000	244,685	(111,685)	-
	<u>\$ 707,372</u>	<u>\$ 2,875,711</u>	<u>\$ (111,685)</u>	<u>\$ 2,056,654</u>

# **UW - FOX VALLEY**

**General Fund – Department: 062  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Martin Rudd  
**LOCATION:** 1478 Midway Road  
Menasha, WI 54952

**TELEPHONE:** 920-929-1106 (Renee Anderson)

## **MISSION STATEMENT:**

The University of Wisconsin-Fox Valley, a campus of the University of Wisconsin Oshkosh, delivers accessible and high quality university education providing liberal arts and pre-professional instruction that engages students in baccalaureate and professional programs. The learning environment allows our students to seek and discover their potential for leadership, service, and responsible citizenship and encourages life-long learning. UW-Fox Valley serves our community through civic engagement by providing access to information, knowledge and cultural enrichment opportunities. The University of Wisconsin-Fox Valley will be an innovative and responsive educational leader, providing superior education to undergraduate students and improving the quality of life and work in the region.

## **PROGRAM DESCRIPTION:**

Through an agreement made in 1959 with the State of Wisconsin, Winnebago County and Outagamie County jointly own the buildings and grounds of the campus of the University of Wisconsin-Fox Valley. County funding provides for the maintenance and improvement of these campus facilities. The University of Wisconsin, with state, federal and program funds, provide the campus budget for salaries and program expenses, totaling \$7 million for the 2016-2017 fiscal year. The campus web site is <http://www.uwfox.uwc.edu>

The University of Wisconsin-Fox Valley commits itself to the following goals:

- (a) To plan and deliver the freshman-sophomore years of baccalaureate programs and professional studies.
- (b) To place major emphasis on teaching excellence.
- (c) To support the development, testing, and use of effective teaching methods.
- (d) To assess the learning outcomes of our students.
- (e) To foster the development and provide collaborative bachelor's degree programs in high-demand areas for adult learners, including Organizational Administration, Leadership Development, Mechanical Engineering, Electrical Engineering, Engineering Technology, and Human Services Leadership in addition to the pursuit of new partnership degrees.
- (f) To provide, in collaboration with UW Oshkosh, an accelerated path for teacher certification and licensure.
- (g) To expect scholarly activity including research, scholarship and creative endeavor, that supports its programs at the associate degree level.
- (h) To serve the citizens in the UW-Fox Valley service area by (1) promoting the integration of the extension function and encouraging faculty and staff to participate in outreach activity through, for example, providing continuing educational programs, (2) facilitating the delivery

**of programs offered by other University of Wisconsin System institutions.**

- (i) To participate in inter-institutional relationships including but not limited to private colleges, public schools, other University of Wisconsin institutions, the College of the Menominee Nation, and the Wisconsin Technical College System in order to maximize educational opportunity and resources for the citizens of the area.**
- (j) To serve the special needs of minority, disadvantaged, disabled and nontraditional students, especially those in immediate service areas.**
- (k) To provide opportunities for cultural enrichment.**
- (l) To make available, as a service to business, industry and the general public, the unique professional expertise of the faculty and staff.**



# **UW - FOX VALLEY**

**General Fund – Department: 062  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Martin Rudd  
**LOCATION:** 1478 Midway Road  
Menasha, WI 54952

**TELEPHONE: 920-929-1106 (Renee Anderson)**

## **2018 ACCOMPLISHMENTS:**

- 1. Library Façade Upgrade. Improved the aesthetics of the façade and campus. Improved structure and ability to maintain the outside of Library, as well as stoppage of water leaking in through bad windows into the Library itself.**
- 2. Replaced outdated steam boilers and plumbing with new hot water boilers and new plumbing. Improved efficiency of heating the science wing, all new plumbing for those boilers and eliminated chemical usage.**
- 3. Replaced 27 year old Kitchen Roof Top Unit. Improved efficiency to cool kitchen and union area.**
- 4. Did emergency repairs on roof areas to allow extension of roof life.**

## **2019 GOALS & OBJECTIVES:**

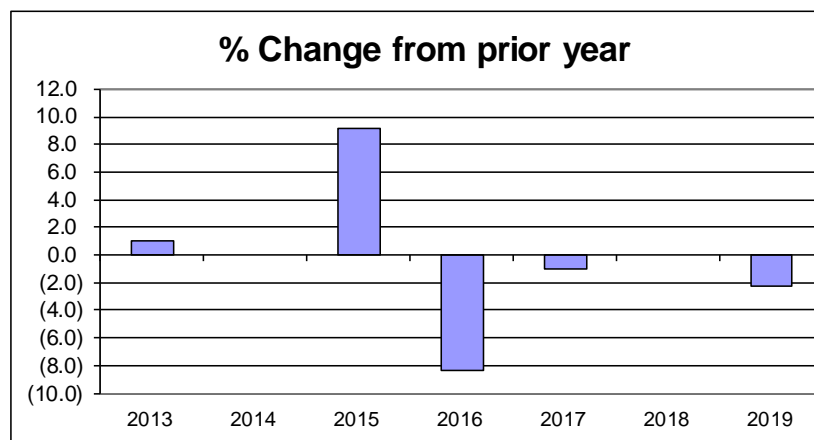
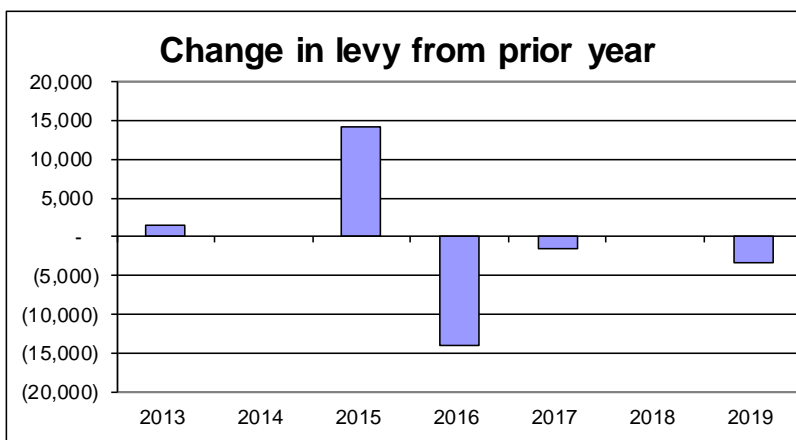
- 1. Child Care Center Addition. Concept Design / Cost Projection. Design and Cost Out addition to Child Care Center and Safety area.**
- 2. South Parking Lot – Reconstruction. Demolish and Reconstruct South Parking Lot.**
- 3. Do roof repairs established by Jamar report. This will extend each roof section life expectancy to 10 years.**
- 4. Establish Preventative Maintenance Program for the entire Facility and all Equipment on Campus.**

# UW - FOX VALLEY

## 2019 BUDGET NARRATIVE HIGHLIGHTS

**DEPARTMENT STAFFING:** There are no County staff assigned to this facility.

**COUNTY LEVY:** The tax levy for 2019 is \$ 148,624 a decrease of \$3,408 or 2.2% under 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - UW - Fox Valley

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 152,032</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Capital - Improvements	(6,000)	Decrease in cost of capital improvements for 2019.
Maintenance Buildings	4,500	Increase due to the buildings being in need of repairs and maintenance. Some of these repairs have been put off in the past to keep costs down. However, the idea is to be more proactive than reactive with the needs of these repairs.
Prop Liab Insurance	(7,146)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
<b>Other small changes</b>	<b>5,238</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 148,624</b>	

# **Financial Summary** **UW - Fox Valley**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	86,604	162,400	162,400	436,030	158,992
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	53,076	119,076	66,000	66,000	60,000
Other Expenditures	109,673	255,544	248,432	795,693	247,616
Total Expenditures	162,749	374,620	314,432	861,693	307,616
Levy			152,032		148,624

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 062 - UW Fox Valley</b>								
<b>Revenue</b>								
<b>Misc Revenues:</b>								
Other Miscellaneous Revenues	48109	4,320	8,640	10,368	10,368	10,368	10,368	0.00%
Cost Sharing Allocations	48110	174,403	96,529	151,130	152,032	150,697	148,624	-2.24%
<b>Misc Revenues Subtotal:</b>		<b>178,723</b>	<b>105,169</b>	<b>161,498</b>	<b>162,400</b>	<b>161,065</b>	<b>158,992</b>	<b>-2.10%</b>
<b>Total Non-Operating Revenue:</b>		<b>178,723</b>	<b>105,169</b>	<b>161,498</b>	<b>162,400</b>	<b>161,065</b>	<b>158,992</b>	<b>-2.10%</b>
<b>Revenue Total:</b>		<b>178,723</b>	<b>105,169</b>	<b>161,498</b>	<b>162,400</b>	<b>161,065</b>	<b>158,992</b>	<b>-2.10%</b>
<b>Expense</b>								
<b>Capital Outlay:</b>								
Improvements	58002	84,631	0	44,983	66,000	60,000	60,000	-9.09%
Equipment	58004	17,772	0	0	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>102,403</b>	<b>0</b>	<b>44,983</b>	<b>66,000</b>	<b>60,000</b>	<b>60,000</b>	<b>-9.09%</b>
<b>Total Capital:</b>		<b>102,403</b>	<b>0</b>	<b>44,983</b>	<b>66,000</b>	<b>60,000</b>	<b>60,000</b>	<b>-9.09%</b>
<b>Operating:</b>								
Agricultural Supplies	53515	585	1,630	1,900	2,100	2,300	2,300	9.52%
Small Equipment	53522	720	4,200	5,001	3,000	3,200	3,200	6.67%
Equipment Rental	53551	59	0	0	1,000	1,000	1,000	0.00%
<b>Operating Subtotal:</b>		<b>1,365</b>	<b>5,830</b>	<b>6,901</b>	<b>6,100</b>	<b>6,500</b>	<b>6,500</b>	<b>6.56%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 062 - UW Fox Valley</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	39,615	3,424	5,114	5,000	6,500	9,500	90.00%
Maintenance Equipment	54022	29	6	2,842	0	0	0	0.00%
Repair Maintenance Supplies	54024	35,358	26,391	30,461	55,000	55,000	55,000	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>75,002</b>	<b>29,821</b>	<b>38,417</b>	<b>60,000</b>	<b>61,500</b>	<b>64,500</b>	<b>7.50%</b>
<b>Contractual Services:</b>								
Pest Extermination	55002	510	663	1,456	710	900	900	26.76%
Snow Removal	55003	36,943	33,783	29,010	60,000	60,000	60,000	0.00%
Grounds Maintenance	55007	35,732	20,920	31,768	12,000	12,000	12,000	0.00%
Building Repairs	55008	70,967	79,264	135,374	84,760	86,000	86,000	1.46%
<b>Contractual Services Subtotal:</b>		<b>144,152</b>	<b>134,631</b>	<b>197,608</b>	<b>157,470</b>	<b>158,900</b>	<b>158,900</b>	<b>0.91%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	25,992	31,416	24,720	24,862	24,862	17,716	-28.74%
<b>Insurance Expenses Subtotal:</b>		<b>25,992</b>	<b>31,416</b>	<b>24,720</b>	<b>24,862</b>	<b>24,862</b>	<b>17,716</b>	<b>-28.74%</b>
<b>Total Other Operating:</b>		<b>246,511</b>	<b>201,697</b>	<b>267,646</b>	<b>248,432</b>	<b>251,762</b>	<b>247,616</b>	<b>-0.33%</b>
<b>Expense Total:</b>		<b>348,913</b>	<b>201,697</b>	<b>312,629</b>	<b>314,432</b>	<b>311,762</b>	<b>307,616</b>	<b>-2.17%</b>
<b>UW Fox Valley Net/(Levy):</b>		<b>(170,190)</b>	<b>(96,529)</b>	<b>(151,130)</b>	<b>(152,032)</b>	<b>(150,697)</b>	<b>(148,624)</b>	<b>-2.24%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
UW Fox Valley -				
	Library Lighting Improvements	1	5,000	5,000
	Engineering Building Upgrades	1	10,000	10,000
	Planetarium HVAC Replacement	1	19,000	19,000
	Administration / Student Affairs HVAC system repairs	1	18,000	18,000
	Tennis Court Fence removal / Maintenance & Engineering fence installation	1	8,000	8,000
		5		60,000

# **UW - EXTENSION**

**General Fund – Department: 064  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD/**

**TELEPHONE: 232-1973**

**AREA EXTENSION DIRECTOR:** Catherine Neiswender

**LOCATION:** Winnebago County  
625 E. County Road Y, Suite 600  
Oshkosh, WI 54901-9774

## **MISSION STATEMENT:**

To provide Winnebago County residents with access to university resources and opportunities to engage in lifelong learning, wherever they live and work. Programs support the community, organizations, youth, families, and agriculture. To ensure educational programs meet local needs, staff seek input from residents and community leaders throughout Winnebago County.

## **PROGRAM DESCRIPTION:**

### **AGRICULTURE and NATURAL RESOURCES PROGRAMS:**

Agriculture programs are designed to provide farm operators, rural landowners, and youth with the latest information to empower them to improve crop and animal production practices, buildings and facilities, water quality, and marketing. Horticulture programs provide best practices and technical assistance to home gardeners and green industry professionals improving economic and environmental sustainability for individuals, families, communities, and businesses. The Master Gardener Program focuses on developing the knowledge and skills of volunteers in order to empower them to respond to home horticulture inquiries and provide community service and environmental stewardship to the residents of the county. Through the Community Gardens initiative, leadership and support are provided to garden sites so that people may be able to raise food for their families.

### **YOUTH, FAMILY and COMMUNITY DEVELOPMENT PROGRAMS:**

**Community and Organizational Development:** Programs strengthen the ability of citizens, organizations, community leaders, and local officials to identify and solve critical community needs and issues. Focus is placed on organizational development, local government, community development, and community economic development.

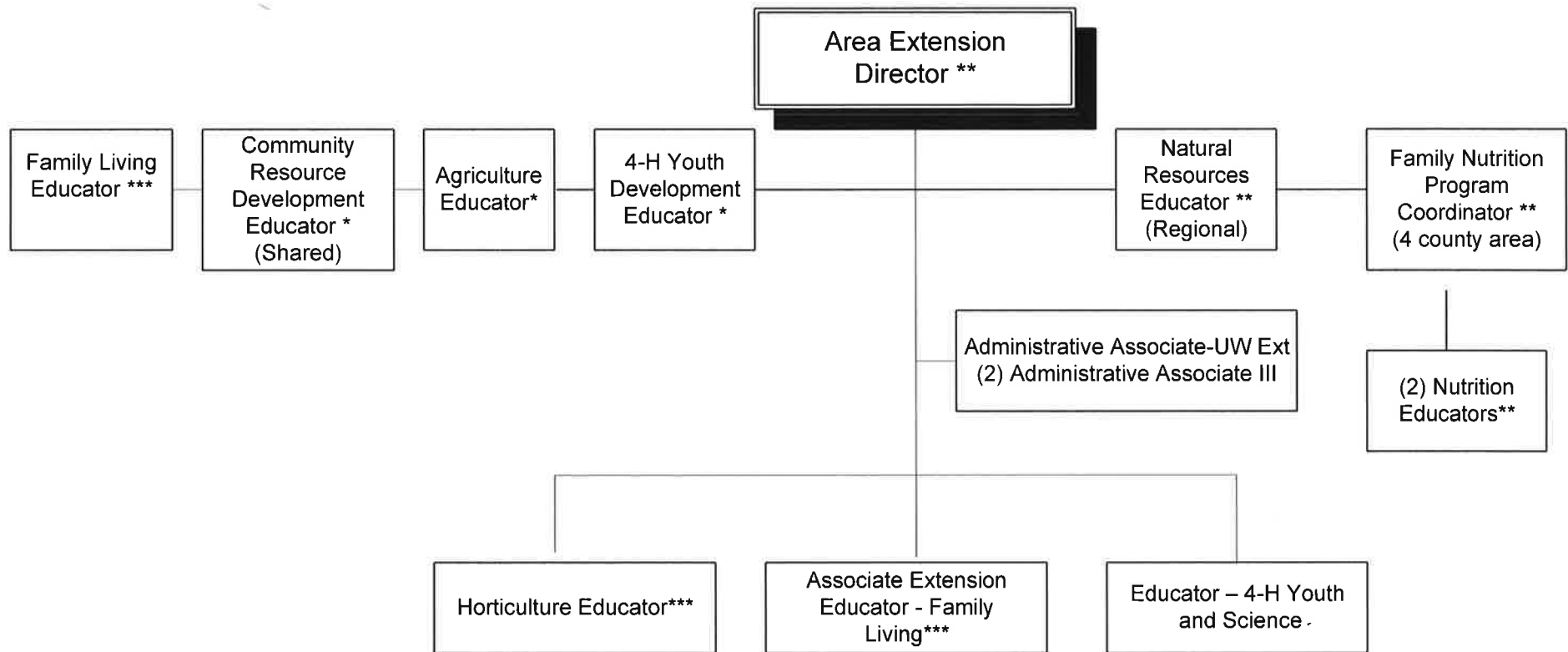


**Positive Youth Development:** The Wisconsin 4-H Youth Development program grows confident, capable, and caring young people with the life skills to thrive in today's world and succeed in their boldest dreams for tomorrow. Working in partnership with 110 universities, programs are research-backed and offer life-changing experiences to youth around the world. 4-H incorporates four essential elements of positive youth development into all of its programming: belonging, mastery, independence and generosity. 4-H programming is delivered by youth and adult volunteers who are trained/supported by UW-Extension staff. Youth learn Life Skills which are taught using the Experiential Learning model, with a focus on building Youth/Adult partnerships. 4-H programming in Winnebago County is delivered through community clubs, camps, and educational travel experiences. Project training is provided through self-exploration resources, club volunteers and structured county-wide training programs. Community Youth Development programs also provide programming and professional training to youth serving organizations.

**Human Development and Family Relationships:** Programs provide education promoting family strengths and help communities become supportive environments for family life. Programs respond to issues identified by county needs assessments to help families and individuals make decisions about relationships, parenting, resource management, food safety and housing. An additional emphasis is placed upon health during the lifespan including program in mental, physical, social-emotional health and resilience skill building. Our programs focus on leveraging community resources and strengthening community/family partnerships. Programs and collaborative efforts with agencies focus on building community capacity to deal with family issues and concerns.

**Health and Well-Being:** The Wisconsin FoodWise program seeks to empower Wisconsin residents with limited incomes to make healthy choices to achieve healthy lives and reduce health disparities.

# U.W. EXTENSION SERVICES



\* UW Position with County Supplement  
 \*\* State or Grant funded position  
 \*\*\* UW Position with full county funding  
 (Rest of positions are fully county funded)

# **UW - EXTENSION**

**General Fund – Department: 064  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD/**

**TELEPHONE: 232-1973**

**AREA EXTENSION DIRECTOR:** Catherine Neiswender

**LOCATION:** Winnebago County  
625 E. County Road Y, Suite 600  
Oshkosh, WI 54901-9774

## **2018 ACCOMPLISHMENTS:**

1. Programs and resources were developed to respond to the educational needs of Winnebago County residents, businesses, organizations, and governments. Outreach included direct teaching, one-on-one counseling, website posts, social media, displays, newspaper, radio, and television. In 2018 we created a new monthly e-newsletter to highlight programs offered by Winnebago County UW-Extension.
2. Completed the Gaining and Maintaining Young People in Wisconsin study and presented findings to multiple local government and community decision-maker audiences through local, state and national presentations, radio appearances and written articles.
3. Partnered with UWEX colleagues and WDNR to provide urban forestry tree planting workshops and with UWEX colleagues and WLCA to provide a landscape professional workshop, reaching green industry professionals
4. Winnebago County Master Gardeners provided community service, responded to horticulture inquiries, and helped initiate new partnerships.
5. Enhanced partnerships with community agencies to teach life skills: financial management, healthy relationships, decision-making, and housing.
6. Facilitated 16 workshops for area professionals utilizing the “Bringing the Protective Factors to Life in Your Work” a program designed to reduce the instances of child abuse and neglect.
7. Utilized the resources of the POINT initiative to continue the process of becoming a Trauma Informed Agency.
8. Partnered with local agencies teaching limited resource families, individuals, and youth how to make the healthy choice the easy choice.
9. Partnered with Winnebago County WIC and Oshkosh Area Community Pantry in collaboration with Walmart to offer Grocery Store Tours to limited resource individuals in the community.
10. Trained one intern and four youth to teach lessons at two Oshkosh schools utilizing the Food Smart Families Grant we received.
11. Provided afterschool programs in the Neenah, Menasha, and Oshkosh school districts and with community organizations including Neenah/Menasha YMCA, Menasha Boys and Girls Club, and Menasha Library.
12. Provided leadership and partnered to support water quality improvement in the Upper Fox and Lower Fox Watersheds, including Lake Winnebago.
13. Certified 49 community professionals to teach “Taking Care of You: Mind, Body, Spirit” a multi-dimensional self-care program designed to reduce stress and increase wellness outcomes.
14. Provided ongoing training, support and oversight to 199 adult volunteer leaders who run 18 community clubs, 12 county-wide project groups and the 4-H Leaders’ Association Board of Directors to provide 4-H programming to 509 youth.
15. Increased participation in 4-H Fun Day (project exploration) from 65 youth to 113 youth. Increased participation in 4-H Camp from 120 to 156 campers, counselors & adults (reaching maximum capacity). An additional waitlist of 15 youth were unable to come to camp.

16. Partnered with Winnebago LWCD and USDA - NRCS to increase farmer awareness of soil health.
17. Twenty-seven farmers were certified for private pesticides application. Twelve youth completed a six-week farm and tractor safety course, learning safe equipment operation, first aid, and emergency response.
18. Coordinated meetings/use of JP Coughlin Center for nearly 1,000 community/government meetings.

#### **2019 GOALS & OBJECTIVES:**

1. Expand UW-Extension reach to diverse audiences utilizing a strategic, comprehensive marketing plan including multiple mediums.
2. Offer workshops and field days to demonstrate the use of farm enterprises that diversify farm income and improve farm profitability.
3. Conduct research projects, field demonstrations, and education on cover crops and soil health for producers and rural nonfarm residents.
4. Work cooperatively with partners to provide training for employees in the commercial and public sectors of the green industry.
5. Support and train Master Gardener Volunteers to increase their capacity and leverage their efforts to address horticultural related needs of the county.
6. Work with community agencies and organizations to help families set priorities and use sound decision-making practices to meet basic needs, obtain affordable housing, develop money management skills, and strengthen families across the lifespan.
7. Expand access to the research around childhood adversity and brain impacts to area professionals working with families.
8. Establish partnership with Oshkosh Head Start and provide a series of nutrition lessons to 4K classrooms introducing and encouraging increased consumption of fruits and vegetables.
9. Continue to build horticulture and nutrition lessons with the Ascend Initiative to provide life skills to the young adults of the program.
10. Work with community partners to expand 4-H STEM (Science, Technology, Engineering, and Math)/Youth Development opportunities.
11. Provide Volunteer Development to increase 4-H Leader's capacity as active partners in expanding programming and reaching new audiences.
12. Establish a 4-H Expansion and Review Committee that represents all geographic areas and ethnic groups of Winnebago County to assist in identifying underrepresented communities/audiences and develop long-term goals for expanding the 4-H program.
13. Develop/implement an action plan for capacity improvements that align with current resources available to provide 4-H programming that addresses "developing and strengthening skills, instincts, abilities, processes and resources" that increase the 4-H program's ability to "survive, adapt and thrive in the fast-changing world" at both the staff and volunteer levels.
14. Continue to connect Lake Winnebago water quality improvement efforts to those occurring upstream and downstream.
15. Facilitate two new programs designed to decrease suicide in youth; Source of Strength and Youth Mental Health First Aid.
16. Provide training, facilitation, and process support for agency staff and community organizations on organizational development, strategic planning, and evaluation strategies to improve their capacity to use resources efficiently and make an impact in the community.
17. Continue to support the JP Coughlin meeting rooms, reservation system, and support services.

# UW-EXTENSION

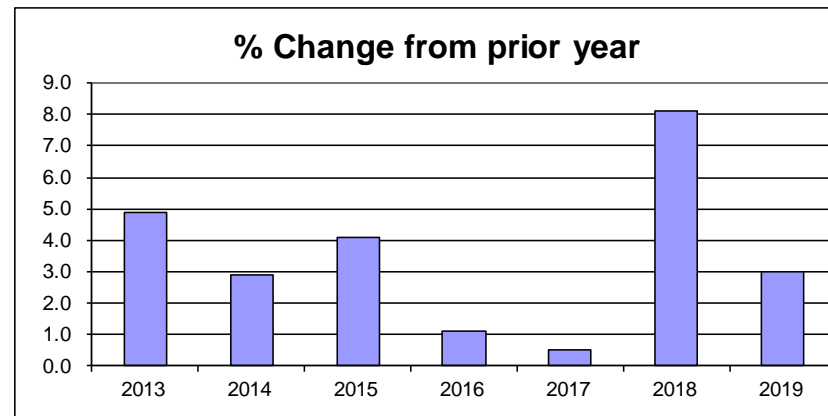
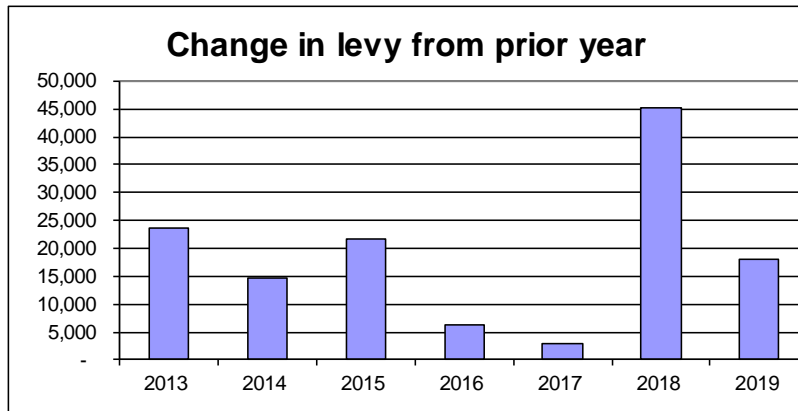
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	9	9	9	9	9	10	6	6	6	4
Part Time	0	0	0	0	1	0	0	0	0	0
Total	9	9	9	9	10	10	6	6	6	4

The changes in the 2019 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One position was converted to a state position during the 2018 fiscal year and one will be converted to a state paid position in 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$619,183, an increase of \$18,049 or 3.0% over 2018. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - University Extension

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 601,134</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Dept of Administration	(12,000)	Increase from grants (Protective Factors, Sources of Strength, Youth Mental Health, and Food Smart Families).
<b>Expense Changes - impact on levy:</b>		
Regular Pay	(34,918)	Decrease from the conversion of a staff member from being a County employee to a State paid employee.
Overtime	4,200	Increase for temporary support during a planned leave of absence.
Health Insurance	6,690	Health insurance premiums are estimated to increase 2.1% in 2019. Also, an employee changed coverage options.
Food	4,400	Increase from grants (Protective Factors, Sources of Strength, Youth Mental Health, and Food Smart Families), corresponds with food expenses for participants of grant-funded programming.
Other Contracted Services	54,554	Increase from the conversion of a staff member from being a County employee to a State paid employee, labor is reimbursed out of this account.
<b>Other small changes</b>	<b>(4,877)</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 619,183</b>	

## Financial Summary University Extension

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	13,415	32,345	26,000	26,000	39,500
Labor	172,519	275,824	301,166	270,166	270,689
Travel	3,763	15,450	15,450	15,450	17,350
Capital	-	-	-	-	-
Other Expenditures	125,799	342,105	310,518	341,518	370,644
Total Expenditures	302,081	633,379	627,134	627,134	658,683
Levy			601,134		619,183

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 064 - University Extension</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Dept of Administration	42002	9,046	6,500	1,754	5,000	17,000	17,000	240.00%
WI Dept of Justice	42018	4,648	4,605	5,139	4,500	5,000	5,000	11.11%
Other Grantor Agencies	42019	0	0	693	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>13,694</b>	<b>11,105</b>	<b>7,585</b>	<b>9,500</b>	<b>22,000</b>	<b>22,000</b>	<b>131.58%</b>
<b>Public Services:</b>								
Other Fees	45002	10,662	42	500	0	0	0	0.00%
Forms Copies Etc	45003	2,600	1,680	3,595	1,000	1,000	1,000	0.00%
Mail Service Revenue	45015	4,224	4,492	4,532	4,500	4,500	4,500	0.00%
Donations	45034	11	0	0	0	0	0	0.00%
Garden Fees	45054	2,022	1,995	2,335	2,000	2,000	2,000	0.00%
Program Fees	45055	12,336	6,822	12,921	9,000	10,000	10,000	11.11%
<b>Public Services Subtotal:</b>		<b>31,854</b>	<b>15,031</b>	<b>23,883</b>	<b>16,500</b>	<b>17,500</b>	<b>17,500</b>	<b>6.06%</b>
<b>Total Operating Revenue:</b>		<b>45,548</b>	<b>26,136</b>	<b>31,468</b>	<b>26,000</b>	<b>39,500</b>	<b>39,500</b>	<b>51.92%</b>
<b>Revenue Total:</b>		<b>45,548</b>	<b>26,136</b>	<b>31,468</b>	<b>26,000</b>	<b>39,500</b>	<b>39,500</b>	<b>51.92%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	162,896	168,968	180,724	199,881	164,963	164,963	-17.47%
Temporary Employees	51101	2,547	5,032	0	0	4,200	4,200	100.00%
Overtime	51105	0	16	21	0	0	0	0.00%
Comp Time	51108	19	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>165,462</b>	<b>174,015</b>	<b>180,745</b>	<b>199,881</b>	<b>169,163</b>	<b>169,163</b>	<b>-15.37%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 064 - University Extension</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	12,128	12,858	12,958	15,291	12,940	12,940	-15.38%
Health Insurance	51201	35,316	39,172	59,138	66,384	77,083	73,074	10.08%
Dental Insurance	51202	2,149	2,729	4,204	4,696	3,609	3,609	-23.15%
Workers Compensation	51203	354	175	279	403	176	176	-56.33%
WI Retirement	51206	10,329	11,037	12,290	13,392	10,804	10,804	-19.32%
Fringe Benefits Other	51207	583	841	976	1,119	923	923	-17.52%
<b>Fringes Benefits Subtotal:</b>		<b>60,858</b>	<b>66,812</b>	<b>89,846</b>	<b>101,285</b>	<b>105,535</b>	<b>101,526</b>	<b>0.24%</b>
<b>Total Labor:</b>		<b>226,320</b>	<b>240,827</b>	<b>270,591</b>	<b>301,166</b>	<b>274,698</b>	<b>270,689</b>	<b>-10.12%</b>
<b>Travel:</b>								
Registration Tuition	52001	3,077	3,948	2,817	5,050	4,900	4,900	-2.97%
Automobile Allowance	52002	3,864	6,119	5,264	5,000	7,450	7,450	49.00%
Commercial Travel	52004	2,418	1,224	752	1,000	1,000	1,000	0.00%
Meals	52005	908	395	130	1,000	500	500	-50.00%
Lodging	52006	2,964	1,517	987	3,000	3,000	3,000	0.00%
Other Travel Exp	52007	420	425	152	400	350	350	-12.50%
Taxable Meals	52008	247	238	0	0	150	150	100.00%
<b>Travel Subtotal:</b>		<b>13,897</b>	<b>13,866</b>	<b>10,102</b>	<b>15,450</b>	<b>17,350</b>	<b>17,350</b>	<b>12.30%</b>
<b>Total Travel:</b>		<b>13,897</b>	<b>13,866</b>	<b>10,102</b>	<b>15,450</b>	<b>17,350</b>	<b>17,350</b>	<b>12.30%</b>
<b>Capital Outlay:</b>								
Buildings	58001	124,661	2,793	0	0	0	0	0.00%
Equipment	58004	0	21,535	0	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>124,661</b>	<b>24,328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital:</b>		<b>124,661</b>	<b>24,328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 064 - University Extension</b>								
<b>Office:</b>								
Office Supplies	53000	4,823	2,875	5,797	4,000	5,725	5,725	43.13%
Stationery and Forms	53001	825	1,209	428	1,350	1,350	1,350	0.00%
Printing Supplies	53002	1,894	1,441	1,608	1,750	1,800	1,800	2.86%
Print Duplicate	53003	3,579	2,871	2,407	3,250	3,250	3,250	0.00%
Postage and Box Rent	53004	3,363	4,932	4,294	5,000	5,000	5,000	0.00%
Computer Software	53006	0	0	0	0	500	500	100.00%
Telephone	53008	3,203	3,483	3,392	4,500	5,080	5,080	12.89%
<b>Office Subtotal:</b>		<b>17,687</b>	<b>16,812</b>	<b>17,926</b>	<b>19,850</b>	<b>22,705</b>	<b>22,705</b>	<b>14.38%</b>
<b>Operating:</b>								
Advertising	53500	288	217	0	500	200	200	-60.00%
Subscriptions	53501	956	1,564	1,190	1,200	2,200	2,200	83.33%
Membership Dues	53502	1,465	1,511	1,126	1,525	1,500	1,500	-1.64%
Agricultural Supplies	53515	3,666	7,945	7,226	6,500	7,000	7,000	7.69%
Household Supplies	53516	102	171	187	150	250	250	66.67%
Food	53520	2,509	3,255	6,044	4,000	8,400	8,400	110.00%
Small Equipment	53522	14,007	1,291	10,616	3,175	1,500	1,500	-52.76%
Other Operating Supplies	53533	5,863	3,428	4,939	5,500	5,500	5,500	0.00%
Motor Fuel	53548	166	74	0	150	150	150	0.00%
Building Rental	53550	25	0	0	0	0	0	0.00%
Other Rents and Leases	53552	539	581	509	600	600	600	0.00%
Spec Service Awards	53566	0	0	599	0	0	0	0.00%
Small Equipment Technology	53580	2,790	6,892	3,931	3,000	3,000	3,000	0.00%
Print Duplicate	73003	16,282	13,614	15,638	16,000	16,500	16,500	3.13%
Postage and Box Rent	73004	322	299	401	300	400	400	33.33%
Motor Fuel	73548	1,975	1,125	1,139	1,250	1,250	1,250	0.00%
<b>Operating Subtotal:</b>		<b>50,956</b>	<b>41,968</b>	<b>53,546</b>	<b>43,850</b>	<b>48,450</b>	<b>48,450</b>	<b>10.49%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 064 - University Extension</b>								
<b>Repairs &amp; Maint:</b>								
Small Hardware	54008	10	9	11	50	50	50	0.00%
Maintenance Equipment	54022	40	262	262	275	275	275	0.00%
Maintenance Vehicles	54023	240	250	0	250	250	250	0.00%
Equipment Repairs	54029	461	472	236	500	500	500	0.00%
Maintenance Grounds	74021	333	0	0	250	250	250	0.00%
Maintenance Vehicles	74023	188	743	201	500	500	500	0.00%
Equipment Repairs	74029	1,452	1,881	1,716	1,815	1,815	1,815	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>2,724</b>	<b>3,617</b>	<b>2,426</b>	<b>3,640</b>	<b>3,640</b>	<b>3,640</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Data Processing	55013	780	400	380	850	850	850	0.00%
Professional Service	55014	0	1,460	0	1,500	1,500	1,500	0.00%
Other Contract Serv	55030	199,917	217,299	192,720	236,866	291,420	291,420	23.03%
<b>Contractual Services Subtotal:</b>		<b>200,697</b>	<b>219,159</b>	<b>193,100</b>	<b>239,216</b>	<b>293,770</b>	<b>293,770</b>	<b>22.81%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	2,688	3,708	3,960	3,962	3,960	2,079	-47.53%
<b>Insurance Expenses Subtotal:</b>		<b>2,688</b>	<b>3,708</b>	<b>3,960</b>	<b>3,962</b>	<b>3,960</b>	<b>2,079</b>	<b>-47.53%</b>
<b>Total Other Operating:</b>		<b>274,753</b>	<b>285,263</b>	<b>270,958</b>	<b>310,518</b>	<b>372,525</b>	<b>370,644</b>	<b>19.36%</b>
<b>Expense Total:</b>		<b>639,631</b>	<b>564,284</b>	<b>551,651</b>	<b>627,134</b>	<b>664,573</b>	<b>658,683</b>	<b>5.03%</b>
<b>University Extension Net/(Levy):</b>		<b>(594,083)</b>	<b>(538,148)</b>	<b>(520,183)</b>	<b>(601,134)</b>	<b>(625,073)</b>	<b>(619,183)</b>	<b>3.00%</b>

# PARKS

General Fund – Division: 065  
2018 BUDGET NARRATIVE

DEPARTMENT HEAD: Robert A. Way  
LOCATION: Winnebago County  
625 East County Road Y  
Oshkosh, WI 54901

TELEPHONE: 232-1961

## MISSION STATEMENT:

To provide for the physical maintenance and development of County-owned park lands; facilitate recreational programming; provide access to, and navigation aides for, the major bodies of water; provide multi-use recreation trails; and promote the use of the County Exposition grounds for the annual County Fair and other special events.

## PROGRAM DESCRIPTION:

**PARKS** Provide park sites that can serve as a destination with enough and varied support facilities to provide for a daylong recreation experience on the site.

**BOAT LANDINGS** Provide quality boat launch sites on major bodies of water that possess site amenities and can serve as day use park sites for boaters and non-boaters alike.

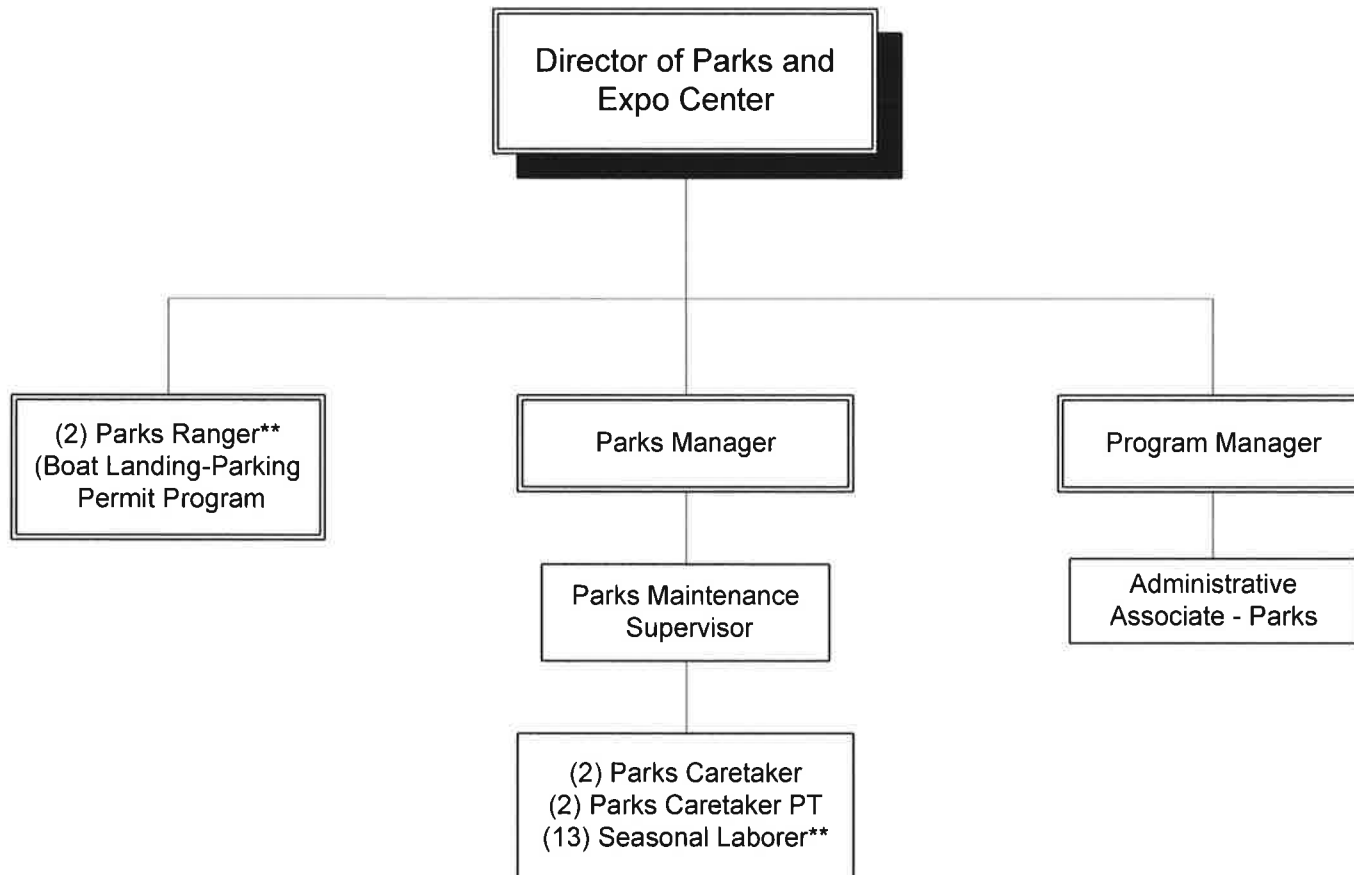
**NAVIGATION AIDS** Mark major navigation channels throughout the Winnebago County lakes system with both lighted and unlighted buoys to assist boaters in reaching their destination.

**RECREATION TRAILS** Provide multipurpose trail corridors through ownership and leasing for a variety of recreational activities.

**EXPO CENTER** Provide a facility where a wide variety of events, festivals, competitive shows and meeting/training sessions can occur.

**PRESERVATION AND CONSERVATION AREAS** Provide for perpetuation of sensitive lands and areas of historical, archaeological or vegetative significance.

# PARKS



\*\* Unclassified Position

# **PARKS**

**General Fund – Division: 065  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Robert A. Way  
**LOCATION:** Winnebago County  
625 East County Road Y  
Oshkosh, WI 54901

**TELEPHONE:** 232-1961

## **2018 ACCOMPLISHMENTS:**

1. Installed drain tile and performed excavation work in correcting major drainage issues occurring in and around the Community Park South Ball Diamond.
2. Pursued funding for continuation of sensory play equipment, outdoor musical instruments, guided pathways with universal signage and other learn/play equipment for The Natural Way according to Ayres comprehensive plan via NRPA Meet me in the Park grant application and Monarch Watch donation of milkweed plugs.
3. Participated in Rotary International 'A Tree for Every Rotarian' project by assisting in both the design and installation of a ½ acre Rotary Tree Display Garden within the Community Park.
4. Engaged in Phase 3 of Economic Impact Study for the Sunnyview Expo Center with ECWRPC via grant.
5. Wrapped up work with the Solid Waste Department in the planning of the Ken Robl Conservation Park that included the design/install of signage and brochure material for July 2018 grand opening.
6. Continued working with the Oshkosh Cycling Club on creation of a single track mountain bike off-road bike course situated along the west side of the Waukau Dam property
7. Provided key leadership along with ReThink development of a training program for individual entities to do self-audits for Winnebago County Safe Routes to Parks & Recreation, while continuing to work with the Hwy. Department and Health Department on long range planning for development of the Winnebago County Bike/Ped Plan for the rural areas.
8. Approved a final template along with ECWRPC and other county municipalities designating design for unified trail signage throughout the County. Ken Robl Conservation Park trail is first installation of such.
9. Using in-house resources, performed major trimming and tree removal work at Black Wolf Boat Landing in preparation for the subsequent planting of a large set of replacement trees of diverse species.
10. Installed covered bench on Mascoutin Trail using sponsorship funding from Vines & Rushes Winery and assisted an Eagle Scout candidate with establishment of a bike repair station at a key location along the trail.
11. Worked with a major Lessee to facilitate installation of a million dollar state of the art stage inside the new Sunnyview Exposition Center Stadium. Such work included utilization of in-house resources to install a 900 ft. water line to service back stage operations.
12. Began initial phase of an estimated 5 year-long project aimed at replacing the entire 26+ year old inventory of can and nun buoys.

## **2019 GOALS AND OBJECTIVES:**

- 1. Provide for better identification and exposure of the Coughlin Natural Area entranceway through use of additional benches, signage, tree plantings, and landscape features.**
- 2. Pursue options for grant funding through the State Historical Society in an effort to acquire a narrow 1 acre parcel east of Lasley Point Archeological Site. Acquisition of said parcel will allow for creation of a new access route into the site and abandonment of the current poorly drained pathway which cannot be improved due to prohibitions applicable to lands within designated archeological sites.**
- 3. Engage in 4th series of prescribed burns within the 5 acre section of prairie located in the northeast portion of the Community Park.**
- 4. Begin new marketing campaign with the Community Foundation for installation of the historic fairgrounds arch at the Expo Center.**
- 5. Complete process of updating the Parks Department's Five Year Open Space Plan.**
- 6. Continue program of restoring ditch lines throughout the Expo Center to improve drainage, lamp replacement to improve energy savings and electrical pedestal reconstruction.**
- 7. Complete an official marketing program and continue development of Sunnyview Stadium area through funding from marketing and sponsorship programs.**
- 8. Facilitate sale of 4 acre parcel of land adjoining Grundman Boat Landing that holds little potential for future recreational development and is becoming increasingly problematic due to encroachment issues.**
- 9. Work with sponsor Vines & Rushes, and Trail Ambassador Green Lake Greenways to provide additional signage and thematic amenities along the Mascoutin Trail.**
- 10. Continue pavement rehab program within the various boat landings using Hwy. Department resources.**
- 11. Continue to look for funding sources for The Natural Way area of the Community Park.**
- 12. Work with Rotary clubs to add signage and pathways to Rotary Tree Display Garden within the Community Park.**
- 13. Work with ECWRPC to develop a comprehensive report on economic impact to Winnebago County by the Parks Department.**

# PARKS

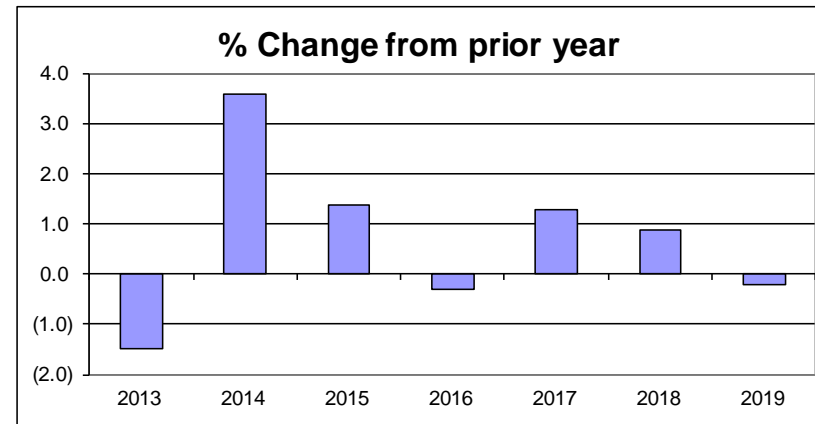
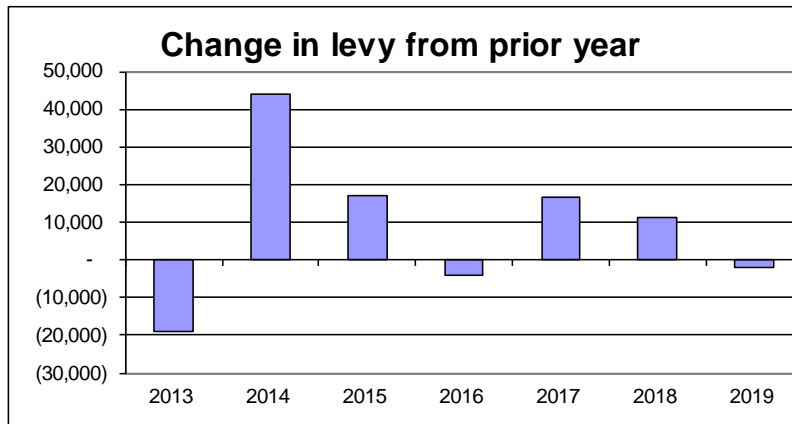
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	7	6	6	6	6	6	7	7	7	7
Part Time	2	2	2	2	2	2	2	2	2	2
Total	9	8	8	8	8	8	9	9	9	9

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The 2019 net levy is \$1,288,847, a decrease of \$2,098 or 0.2% under 2018. A schedule of significant changes follows.





## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Parks

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 1,290,945</b>	
<b>Significant changes to revenues:</b>		
WI Natural Resources	(26,680)	Increase based on a \$20,000 DNR funding anticipated revenue source for the Asylum Bridge and increase in DNR's snowmobile trail maintenance per mile reimbursement rate.
Rental Revenues	(30,000)	Increase based on anticipated concerts, festivals, and tractor pulls to be held with new stadium.
Concession Revenue	(4,300)	Increase based on anticipated concerts, festivals, and tractor pulls to be held with new stadium.
Other Fees	(7,300)	Increase for the Oshkosh Recreation Department reimbursement for added cost to include plastic coating on outfield fence.
<b>Significant changes to expenses:</b>		
Regular Pay	20,175	Wages are estimated to increase 4.6% in the Parks office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Workers Compensation	(4,945)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 2.5 million.
Capital - Improvements	(74,500)	Decrease based on less improvement projects in 2019. 2018 expenses included playground equipment/surfacing, north county park dog park fencing, and rock base for parking lot. 2019 expenses include fencing at archery range and Asylum Point Park clear span bridge.
Capital - Equipment	97,000	Increase for funding needed to recover lost ground in keeping up with equipment replacement needs.
Advertising	(5,600)	Decrease for decommitment to advertising areas that have failed to produce.
Small Equipment	10,262	Increase for replacing damaged picnic tables and benches.
Land Rental	(10,000)	Decrease for failed attempts to enter into a lease agreement for a dog park in the Town of Neenah.
Motor Fuel	3,000	Increase based on anticipated increase of fuel prices.
Maintenance Grounds	(9,000)	Decrease to redirect more funds towards Grounds Maintenance account in order to address several specialized projects.
Refuse Collection	22,000	Increase due to moving budget from interfund expense (billing from Solid Waste) to using an outside source for refuse collection in 2019.
Refuse Collection - interfund	(24,000)	Decrease due to moving budget from interfund expense (billing from Solid Waste) to using an outside source for refuse collection in 2019.
Grounds Maintenance	17,475	Increase to redirect more funds from Maintenance Grounds account in order to address several specialized projects, including fencing and PA installation.
Professional Service	17,600	Increase needed to cover several specialized projects, including the Expo Master Plan update.
Prop Liab Insurance	(14,001)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
<b>Other small changes</b>	<b>20,716</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 1,288,847</b>	

**Financial Summary**  
**Parks (Excludes Boat Launch)**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2019 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	166,584	297,297	308,297	308,297	375,880
Labor	435,748	755,184	755,184	755,184	781,025
Travel	1,070	3,400	3,550	3,550	6,585
Capital	70,293	206,500	206,500	678,524	229,000
Other Expenditures	346,267	628,490	634,008	634,008	648,117
Total Expenditures	853,378	1,593,574	1,599,242	2,071,266	1,664,727
Levy			1,290,945		1,288,847

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 065 - Parks</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Natural Resources	42009	33,400	33,353	31,418	33,400	60,080	60,080	79.88%
<b>Intergov Rev Subtotal:</b>		<b>33,400</b>	<b>33,353</b>	<b>31,418</b>	<b>33,400</b>	<b>60,080</b>	<b>60,080</b>	<b>79.88%</b>
<b>Public Services:</b>								
Other Fees	45002	505	0	0	2,222	2,700	2,700	21.51%
Rental Revenues	45011	190,394	210,934	221,391	220,000	250,000	250,000	13.64%
Photocopy Revenue	45014	0	0	0	25	0	0	-100.00%
Restitution	45022	35	155	0	50	0	0	-100.00%
Donations	45034	1,207	1,450	8,489	5,000	4,000	4,000	-20.00%
Concession Revenue	45050	28,598	39,293	43,662	28,000	32,300	32,300	15.36%
Park Reservations	45056	9,750	15,120	15,235	16,000	15,000	15,000	-6.25%
<b>Public Services Subtotal:</b>		<b>230,489</b>	<b>266,953</b>	<b>288,777</b>	<b>271,297</b>	<b>304,000</b>	<b>304,000</b>	<b>12.05%</b>
<b>Intergov Services:</b>								
Other Fees	43001	1,625	760	950	0	7,300	7,300	100.00%
<b>Intergov Services Subtotal:</b>		<b>1,625</b>	<b>760</b>	<b>950</b>	<b>0</b>	<b>7,300</b>	<b>7,300</b>	<b>100.00%</b>
<b>Total Operating Revenue:</b>		<b>265,514</b>	<b>301,066</b>	<b>321,146</b>	<b>304,697</b>	<b>371,380</b>	<b>371,380</b>	<b>21.89%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 065 - Parks</b>								
<b>Misc Revenues:</b>								
Sale Of Prop Equip	48104	0	0	0	2,000	2,000	2,000	0.00%
Sale of Scrap	48106	241	0	0	500	500	500	0.00%
Other Miscellaneous Revenues	48109	5,969	5,508	5,186	100	1,000	1,000	900.00%
Rummage Sales	48111	0	0	52	1,000	1,000	1,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>6,209</b>	<b>5,508</b>	<b>5,238</b>	<b>3,600</b>	<b>4,500</b>	<b>4,500</b>	<b>25.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>6,209</b>	<b>5,508</b>	<b>5,238</b>	<b>3,600</b>	<b>4,500</b>	<b>4,500</b>	<b>25.00%</b>
<b>Revenue Total:</b>		<b>271,723</b>	<b>306,574</b>	<b>326,383</b>	<b>308,297</b>	<b>375,880</b>	<b>375,880</b>	<b>21.92%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	366,054	418,214	442,547	440,627	460,802	460,802	4.58%
Temporary Employees	51101	90,425	67,870	77,575	90,000	94,000	94,000	4.44%
Overtime	51105	2,161	2,666	6,324	4,000	5,500	5,500	37.50%
Comp Time	51108	163	65	0	0	0	0	0.00%
Payroll Sundry Account	51190	0	552	886	900	0	0	-100.00%
<b>Wages Subtotal:</b>		<b>458,803</b>	<b>489,366</b>	<b>527,332</b>	<b>535,527</b>	<b>560,302</b>	<b>560,302</b>	<b>4.63%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	34,361	36,348	38,913	40,899	42,865	42,865	4.81%
Health Insurance	51201	74,449	93,786	120,702	129,900	139,906	132,630	2.10%
Dental Insurance	51202	3,791	6,690	6,751	6,870	6,870	6,870	0.00%
Workers Compensation	51203	4,544	5,153	8,819	10,662	5,717	5,717	-46.38%
Unemployment Comp	51204	11	0	0	0	0	0	0.00%
WI Retirement	51206	19,130	21,935	28,228	28,857	29,610	29,610	2.61%
Fringe Benefits Other	51207	2,303	2,419	2,595	2,469	3,031	3,031	22.76%
<b>Fringes Benefits Subtotal:</b>		<b>138,588</b>	<b>166,331</b>	<b>206,007</b>	<b>219,657</b>	<b>227,999</b>	<b>220,723</b>	<b>0.49%</b>
<b>Total Labor:</b>		<b>597,391</b>	<b>655,697</b>	<b>733,339</b>	<b>755,184</b>	<b>788,301</b>	<b>781,025</b>	<b>3.42%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 065 - Parks</b>								
<b>Travel:</b>								
Registration Tuition	52001	1,435	1,958	1,285	1,600	1,600	1,600	0.00%
Commercial Travel	52004	0	0	0	0	600	600	100.00%
Meals	52005	53	42	101	450	450	450	0.00%
Lodging	52006	1,033	738	981	1,500	3,610	3,610	140.67%
Other Travel Exp	52007	0	0	5	0	325	325	100.00%
Taxable Meals	52008	8	38	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>2,528</b>	<b>2,776</b>	<b>2,372</b>	<b>3,550</b>	<b>6,585</b>	<b>6,585</b>	<b>85.49%</b>
<b>Total Travel:</b>		<b>2,528</b>	<b>2,776</b>	<b>2,372</b>	<b>3,550</b>	<b>6,585</b>	<b>6,585</b>	<b>85.49%</b>
<b>Capital Outlay:</b>								
Improvements	58002	0	0	17,800	114,500	46,600	40,000	-65.07%
Equipment	58004	76,204	73,880	0	92,000	189,000	189,000	105.43%
<b>Capital Outlay Subtotal:</b>		<b>76,204</b>	<b>73,880</b>	<b>17,800</b>	<b>206,500</b>	<b>235,600</b>	<b>229,000</b>	<b>10.90%</b>
<b>Total Capital:</b>		<b>76,204</b>	<b>73,880</b>	<b>17,800</b>	<b>206,500</b>	<b>235,600</b>	<b>229,000</b>	<b>10.90%</b>
<b>Office:</b>								
Office Supplies	53000	1,928	1,423	1,183	900	1,000	1,000	11.11%
Stationery and Forms	53001	36	0	19	100	100	100	0.00%
Printing Supplies	53002	28	0	133	200	200	200	0.00%
Print Duplicate	53003	108	112	0	100	100	100	0.00%
Postage and Box Rent	53004	137	41	53	150	100	100	-33.33%
Computer Software	53006	561	0	0	804	0	0	-100.00%
Telephone	53008	5,488	5,281	4,973	5,200	5,200	5,200	0.00%
Telephone Supplies	53009	0	11	0	0	0	0	0.00%
Wireless	53012	0	166	0	1,200	1,200	1,200	0.00%
Voice and Data Cabling	53014	0	38	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>8,286</b>	<b>7,072</b>	<b>6,362</b>	<b>8,654</b>	<b>7,900</b>	<b>7,900</b>	<b>-8.71%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 065 - Parks</b>								
<b>Operating:</b>								
Advertising	53500	21,361	14,812	14,543	13,100	7,500	7,500	-42.75%
Membership Dues	53502	1,100	405	915	800	950	950	18.75%
Uniforms Tools Allowance	53517	825	1,242	883	950	950	950	0.00%
Food	53520	165	162	708	150	150	150	0.00%
Small Equipment	53522	36,260	24,318	26,626	17,988	28,250	28,250	57.05%
Recreation Supplies	53529	28,520	31,610	29,517	27,500	30,500	30,500	10.91%
Other Operating Supplies	53533	5,909	2,576	2,938	2,600	1,050	1,050	-59.62%
Motor Fuel	53548	6,429	7,591	7,999	7,000	8,000	8,000	14.29%
Land Rental	53549	0	0	0	10,000	0	0	-100.00%
Equipment Rental	53551	3,255	3,516	3,678	2,750	5,000	5,000	81.82%
Operating Licenses Fees	53553	566	1,260	968	700	800	800	14.29%
Taxes & Assessments	53562	59	60	75	60	75	75	25.00%
Printing Supplies	73002	0	0	0	100	100	100	0.00%
Print Duplicate	73003	2,397	2,416	3,645	1,900	2,100	2,100	10.53%
Postage and Box Rent	73004	325	282	647	300	600	600	100.00%
Motor Fuel	73548	8,489	7,265	7,846	8,500	13,000	11,500	35.29%
<b>Operating Subtotal:</b>		<b>115,659</b>	<b>97,515</b>	<b>100,988</b>	<b>94,398</b>	<b>99,025</b>	<b>97,525</b>	<b>3.31%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	18,020	10,868	15,043	10,300	12,800	12,800	24.27%
Maintenance Grounds	54021	38,093	27,933	36,205	23,600	14,600	14,600	-38.14%
Maintenance Equipment	54022	6,179	2,694	7,107	5,900	6,900	6,900	16.95%
Maintenance Vehicles	54023	232	89	0	0	0	0	0.00%
Equipment Repairs	54029	42	0	0	0	0	0	0.00%
Maintenance Grounds	74021	99,882	73,286	65,415	49,500	55,400	55,400	11.92%
Equipment Repairs	74029	60,443	45,213	52,856	57,201	56,363	56,363	-1.47%
<b>Repairs &amp; Maint Subtotal:</b>		<b>222,891</b>	<b>160,083</b>	<b>176,626</b>	<b>146,501</b>	<b>146,063</b>	<b>146,063</b>	<b>-0.30%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 065 - Parks</b>								
<b>Utilities:</b>								
Heat	54700	17,079	15,480	19,220	25,200	23,200	23,200	-7.94%
Power and Light	54701	81,940	83,276	82,997	83,600	80,800	80,800	-3.35%
Water and Sewer	54702	98,387	80,335	74,125	85,600	84,200	84,200	-1.64%
Refuse Collection	54703	0	200	0	0	22,000	22,000	100.00%
Refuse Collection	74703	0	17,597	12,084	26,050	2,050	2,050	-92.13%
<b>Utilities Subtotal:</b>		<b>197,406</b>	<b>196,887</b>	<b>188,427</b>	<b>220,450</b>	<b>212,250</b>	<b>212,250</b>	<b>-3.72%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	2,389	2,067	2,076	2,500	2,500	2,500	0.00%
Pest Extermination	55002	0	0	250	100	100	100	0.00%
Vehicle Repairs	55005	10,515	3,345	4,432	1,500	3,900	3,900	160.00%
Grounds Maintenance	55007	129,108	155,255	131,402	84,000	102,475	102,475	21.99%
Building Repairs	55008	31,089	11,735	17,862	14,300	12,700	12,700	-11.19%
Professional Service	55014	3,736	14,042	15,487	13,500	30,100	30,100	122.96%
Janitorial Services	55016	707	890	856	1,400	1,200	1,200	-14.29%
Architect Engineer	55019	0	0	3,200	0	0	0	0.00%
Security Service	55028	10,848	13,003	11,089	13,100	11,800	11,800	-9.92%
<b>Contractual Services Subtotal:</b>		<b>188,392</b>	<b>200,337</b>	<b>186,655</b>	<b>130,400</b>	<b>164,775</b>	<b>164,775</b>	<b>26.36%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	37,092	41,340	37,644	33,605	33,605	19,604	-41.66%
<b>Insurance Expenses Subtotal:</b>		<b>37,092</b>	<b>41,340</b>	<b>37,644</b>	<b>33,605</b>	<b>33,605</b>	<b>19,604</b>	<b>-41.66%</b>
<b>Total Other Operating:</b>		<b>769,726</b>	<b>703,234</b>	<b>696,701</b>	<b>634,008</b>	<b>663,618</b>	<b>648,117</b>	<b>2.23%</b>
<b>Expense Total:</b>		<b>1,445,850</b>	<b>1,435,587</b>	<b>1,450,212</b>	<b>1,599,242</b>	<b>1,694,104</b>	<b>1,664,727</b>	<b>4.09%</b>
<b>Parks Net/(Levy):</b>		<b>(1,174,127)</b>	<b>(1,129,013)</b>	<b>(1,123,828)</b>	<b>(1,290,945)</b>	<b>(1,318,224)</b>	<b>(1,288,847)</b>	<b>-0.16%</b>

# **BOAT LANDING**

## **2019 BUDGET NARRATIVE HIGHLIGHTS**

**DESCRIPTION:** The Boat Launch Fee program is a program that started several years ago. The County instituted a fee for people to launch boats onto Winnebago County waterways. The intent of this was to establish a program that would fund the maintenance of the boat launch's, docks and other boating related facilities therefore removing it from the general tax levy.

**COUNTY LEVY:** There is no tax levy for this function. It is self-supporting from boat launch fees.

**FUND BALANCE:** 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 2018 ADOPTED - Boat Landing

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Deficit 2018</b>	\$ 75,037	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Capital - Equipment	12,000	Increase for a seasonal pier/dock at Asylum Boat Landing.
Small Equipment	(4,300)	Decrease from prior year based on prior year's budget including equipment needs to be added to a vehicle. Money budgeted in 2019 is more in line with normal small equipment needs.
Maintenance Grounds	24,300	Increase for replacing buoys that support boat landing sites, a multiple year project.
Grounds Maintenance	6,440	Increase based on a new 5 year mowing contract and implementation of tree planting projects at boat landings.
<b>Other small changes</b>	(1,792)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Deficit 2019</b>	\$ 111,685	

The deficit will be covered with funds from the programs Fund Balance.

## Financial Summary Boat Landing

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	74,294	129,500	129,500	129,500	133,000
Labor	5,485	13,352	15,687	15,687	13,445
Travel	-	-	-	-	-
Capital	-	-	-	-	12,000
Other Expenditures	68,534	208,450	188,850	188,850	219,240
Total Expenditures	74,019	221,802	204,537	204,537	244,685
Levy Before Fund Balance Adjustments			75,037		111,685
Decrease fund balance			(75,037)		(111,685)
Net Levy After Fund Balance Adjustments			-		-

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 070 - Boat Landing</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Natural Resources	42009	0	79,278	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>0</b>	<b>79,278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Fines and Permits:</b>								
Boat Launching Fees	44106	106,578	104,098	116,948	128,000	131,500	131,500	2.73%
<b>Fines and Permits Subtotal:</b>		<b>106,578</b>	<b>104,098</b>	<b>116,948</b>	<b>128,000</b>	<b>131,500</b>	<b>131,500</b>	<b>2.73%</b>
<b>Public Services:</b>								
Donations	45034	0	1,590	0	1,500	8,500	1,500	0.00%
<b>Public Services Subtotal:</b>		<b>0</b>	<b>1,590</b>	<b>0</b>	<b>1,500</b>	<b>8,500</b>	<b>1,500</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>106,578</b>	<b>184,966</b>	<b>116,948</b>	<b>129,500</b>	<b>140,000</b>	<b>133,000</b>	<b>2.70%</b>
<b>Revenue Total:</b>		<b>106,578</b>	<b>184,966</b>	<b>116,948</b>	<b>129,500</b>	<b>140,000</b>	<b>133,000</b>	<b>2.70%</b>
<b>Expense</b>								
<b>Wages:</b>								
Temporary Employees	51101	8,916	8,459	9,866	11,000	11,000	11,000	0.00%
<b>Wages Subtotal:</b>		<b>8,916</b>	<b>8,459</b>	<b>9,866</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 070 - Boat Landing</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	682	647	755	677	770	770	13.74%
Workers Compensation	51203	82	76	161	110	175	175	59.09%
Unemployment Comp	51204	3,965	3,335	696	3,900	1,500	1,500	-61.54%
<b>Fringes Benefits Subtotal:</b>		<b>4,729</b>	<b>4,058</b>	<b>1,611</b>	<b>4,687</b>	<b>2,445</b>	<b>2,445</b>	<b>-47.83%</b>
<b>Total Labor:</b>		<b>13,644</b>	<b>12,518</b>	<b>11,477</b>	<b>15,687</b>	<b>13,445</b>	<b>13,445</b>	<b>-14.29%</b>
<b>Capital Outlay:</b>								
Equipment	58004	22,139	0	0	0	12,000	12,000	100.00%
<b>Capital Outlay Subtotal:</b>		<b>22,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>100.00%</b>
<b>Total Capital:</b>		<b>22,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>100.00%</b>
<b>Office:</b>								
Office Supplies	53000	0	14	0	0	0	0	0.00%
Stationery and Forms	53001	2,699	4,307	5,090	5,700	5,900	5,900	3.51%
Print Duplicate	53003	0	2,395	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>2,699</b>	<b>6,716</b>	<b>5,090</b>	<b>5,700</b>	<b>5,900</b>	<b>5,900</b>	<b>3.51%</b>
<b>Operating:</b>								
Advertising	53500	0	0	0	1,500	500	500	-66.67%
Small Equipment	53522	1,524	3,338	0	6,000	1,700	1,700	-71.67%
Equipment Rental	53551	6,694	4,975	6,396	4,000	5,000	5,000	25.00%
Motor Fuel	73548	0	0	0	1,500	1,500	1,500	0.00%
<b>Operating Subtotal:</b>		<b>8,218</b>	<b>8,313</b>	<b>6,396</b>	<b>13,000</b>	<b>8,700</b>	<b>8,700</b>	<b>-33.08%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 070 - Boat Landing</b>								
<b>Repairs &amp; Maint:</b>								
Maintenance Buildings	54020	199	0	0	0	0	0	0.00%
Maintenance Grounds	54021	4,031	3,509	513	3,000	27,300	27,300	810.00%
Maintenance Equipment	54022	0	0	30	150	0	0	-100.00%
Maintenance Vehicles	54023	0	0	0	100	0	0	-100.00%
Maintenance Grounds	74021	26,463	8,888	20,680	55,000	55,000	55,000	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>30,693</b>	<b>12,396</b>	<b>21,223</b>	<b>58,250</b>	<b>82,300</b>	<b>82,300</b>	<b>41.29%</b>
<b>Utilities:</b>								
Power and Light	54701	6,914	7,127	7,118	5,000	5,000	5,000	0.00%
Water and Sewer	54702	480	480	480	0	0	0	0.00%
<b>Utilities Subtotal:</b>		<b>7,394</b>	<b>7,607</b>	<b>7,598</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Grounds Maintenance	55007	17,664	14,460	19,972	20,900	27,340	27,340	30.81%
Professional Service	55014	8,950	10,202	6,750	86,000	90,000	90,000	4.65%
<b>Contractual Services Subtotal:</b>		<b>26,614</b>	<b>24,662</b>	<b>26,722</b>	<b>106,900</b>	<b>117,340</b>	<b>117,340</b>	<b>9.77%</b>
<b>Total Other Operating:</b>		<b>75,618</b>	<b>59,694</b>	<b>67,029</b>	<b>188,850</b>	<b>219,240</b>	<b>219,240</b>	<b>16.09%</b>
<b>Expense Total:</b>		<b>111,401</b>	<b>72,211</b>	<b>78,507</b>	<b>204,537</b>	<b>244,685</b>	<b>244,685</b>	<b>19.63%</b>
<b>Boat Landing Net Surplus (Deficit):</b>		<b>(4,823)</b>	<b>112,755</b>	<b>38,442</b>	<b>(75,037)</b>	<b>(104,685)</b>	<b>(111,685)</b>	<b>48.84%</b>

NOTE: A deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Parks -				
Admin	1 ton 4x4 w/ Tool Box & Power Stake Deck	1	55,000	55,000
	Mower w/ 10' Deck	1	64,000	64,000
	3/4 ton Full Size Truck w/ Standard Bed	1	30,000	30,000
Recreation Trails	Asylum Point Park Clear Span Bridge	1	40,000	40,000
Expo	Heavy Duty Cover for Stadium Pull - Track	1	40,000	40,000
		5		229,000
Boat Landings -				
	Replace fishing wharfs at Asylum Landing w/ removable seasonal dock/pier	1	12,000	12,000
		1		12,000

# **PARKS PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019	2018	2017	2019	2018
								EXECUTIVE	ADOPTED	ADOPTED	OVER 2018	OVER 2017
Administration	1065	781,025	6,585	149,000	149,776	1,086,386		1,086,386	1,009,515	874,341	7.6	15.5
Revenues	1065						12,000	(12,000)	(9,897)	(8,887)	21.2	11.4
Swimming Lake	1066	-	-	-	101,900	101,900		101,900	127,750	112,120	(20.2)	13.9
Revenues	1066						28,300	(28,300)	(22,000)	(20,500)	28.6	100.0
Recreation Trails	1067	-	-	40,000	63,657	103,657		103,657	150,361	59,855	(31.1)	151.2
Revenues	1067						60,080	(60,080)	(33,400)	(33,400)	79.9	0.0
Navigational Aids	1068	-	-	-	33,400	33,400		33,400	34,388	99,600	(2.9)	(65.5)
Revenues	1068						-	-	-	-	0.0	0.0
Exhibition Site	1069	-	-	40,000	299,384	339,384		339,384	277,228	468,398	22.4	(40.8)
Revenues	1069						275,500	(275,500)	(243,000)	(272,000)	13.4	(10.7)
Boat Landing	1070	13,445	-	12,000	219,240	244,685		244,685	204,537	124,187	19.6	64.7
Revenues	1070						133,000	(133,000)	(129,500)	(106,000)	2.7	22.2
<b>Grand Totals</b>		<u>794,470</u>	<u>6,585</u>	<u>241,000</u>	<u>867,357</u>	<u>1,909,412</u>	<u>508,880</u>	<u>1,400,532</u>	<u>1,365,982</u>	<u>1,297,714</u>	2.5	5.3
Back out boat launch								(111,685)	(75,037)	(18,187)	48.8	312.6
Adjusted Levy								<u>1,288,847</u>	<u>1,290,945</u>	<u>1,279,527</u>	(0.2)	0.9

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>PLANNING &amp; ENVIRONMENT</b>				
Register of Deeds	\$ 979,000	\$ 592,431	\$ -	\$ (386,569)
Planning	282,400	1,057,501	-	775,101
Property Lister	600	190,935	(20,000)	170,335
Land Records Modernization	261,100	251,386	9,714	-
Land & Water Conservation	379,816	944,449	-	564,633
	<u>\$ 1,902,916</u>	<u>\$ 3,036,702</u>	<u>\$ (10,286)</u>	<u>\$ 1,123,500</u>



# REGISTER OF DEEDS

General Fund – Department: 080  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Natalie Strohmeier  
LOCATION: Winnebago County  
112 Otter Avenue, Room 108  
Oshkosh, WI 54901

TELEPHONE: 232-3393

## MISSION STATEMENT:

Winnebago County Register of Deeds office provides secure and accurate storage, indexing, and convenient public access for all real estate documents, uniform commercial code fixture filings, federal tax liens, military discharges, vital records, and other instruments entitled to be recorded, as directed by the Wisconsin Statutes.

## PROGRAM DESCRIPTION:

**LAND RECORDS:** Index and maintain the history of all lands located in Winnebago County and provide public access to those records.

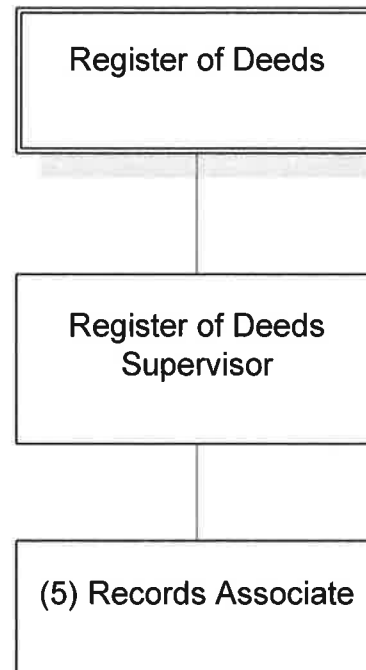
**VITAL RECORDS:** Index all vital records including births, deaths, marriages, and military discharges, and issue certified copies of these records.

**UCC:** File and provide copies of all realty-related Uniform Commercial Code documents; maintain and provide copies and searches for all additional filings prior to July 1, 2001.

**INTER-DEPARTMENTAL SERVICES:** Share resources with other departments.

**PRESERVATION:** Preserve information contained in old record books through filming, scanning, and back indexing. Maintain replication servers off-site to enable recovery of documents in the event of a disaster.

# REGISTER OF DEEDS



# **REGISTER OF DEEDS**

**General Fund – Department: 080**

**2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Natalie Strohmeyer  
**LOCATION:** Winnebago County  
112 Otter Avenue, Room 108  
Oshkosh, WI 54901

**TELEPHONE: 232-3393**

## **2018 ACCOMPLISHMENTS:**

1. Attended seminars and education classes. Speakers included the State Vitals Office, Department of Revenue, attorneys, and others that are essential to the duties of the Register of Deeds Office.
2. Continued back-indexing all land record documents. We are now indexed back to 1956.
3. Implemented Iris and iNspecT (software enhancements) to increase efficiency and accuracy of real estate/vital records indexing. Both enhancements were included as part of Fidlar's Lifecycle contract.
4. Continued to promote Property Fraud Alert (PFA), a free service to Winnebago County property owners to alert them of any document recorded under their name. Added ability to sign up customers for PFA within the office.
5. Processed approximately 24,000 vital records and recorded approximately 26,000 new land record documents.
6. Continued back-scanning/back-indexing project of pre-2010 UCC filings pertaining to real property.
7. Cross-trained all staff in duties of vital record issuance and real estate record processing/indexing.
8. Integrated vital records and land records into a single software system. Completed staff training of integrated system and related procedures.
9. Increased level of data entry to include information related to all vital record applications providing a more thorough cross-reference between Register of Deeds software and State Vitals records system.

**2019 GOALS & OBJECTIVES:**

- 1. Continue attending seminars and education classes.**
- 2. Continue developing ways to streamline and automate office functions.**
- 3. Continue back-indexing of land record documents to improve public access and ensure historical preservation.**
- 4. Explore possible implementation of PINtegrity indexing system. Assess program's technical/logistical aspects and its impact on public and office staff.**
- 5. Perform assessment of plat-indexing procedures and compare with recorded plat names. Perform clean-up of plat name index (implement Anchor software) if necessary.**
- 6. Complete re-scan of early (pre-1900) plats to enhance image quality.**
- 7. Maintain daily recording and indexing of all records in a timely, accurate manner to provide the most up-to-date data possible for customers and constituents.**
- 8. Ensure that any legislation affecting the office is monitored and proactively addressed.**
- 9. Ensure that the Register of Deeds operates according to statutory responsibilities.**

# REGISTER OF DEEDS

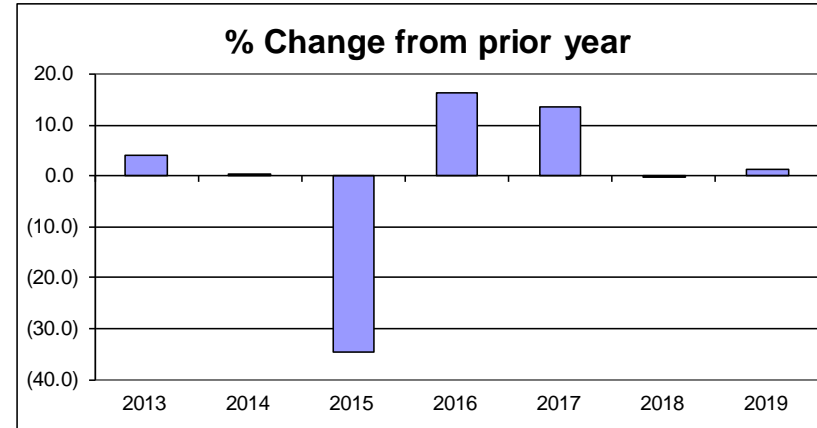
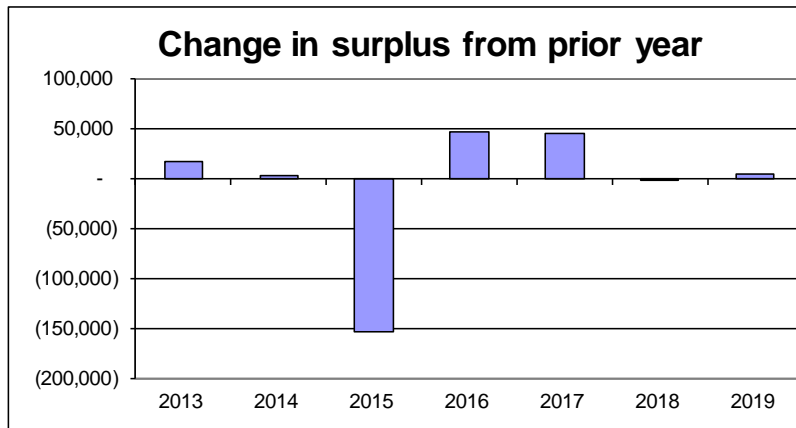
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	8	8	7	7	7	7	7	7	7	7
Part Time	0	0	0	0	0	0	0	0	0	0
Total	8	8	7	7	7	7	7	7	7	7

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The Register of Deeds office has more revenues than expenditures. As such, there is no tax levy for this operation. The excess of revenues over expenditures for 2019 is projected to be \$386,569, an increase of \$5,318 or 1.4% over 2018. This surplus is used to reduce the overall tax levy for the County. A schedule of significant changes follows.



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Register of Deeds

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ (381,251)</b>	
<b>Revenue Changes - impact on levy:</b>		
Transfer Tax	(15,000)	Increase based on increasing revenues in the past three years of actuals received.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	10,134	Wages are estimated to increase 3.5% in the Register of Deeds office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
<b>Other small changes</b>	(452)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ (386,569)</b>	

## Financial Summary Register of Deeds

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	658,247	977,000	965,000	965,000	979,000
Labor	264,690	458,643	456,643	456,643	470,414
Travel	1,328	2,949	2,949	2,949	3,150
Capital	-	-	-	-	-
Other Expenditures	62,262	125,822	124,157	124,157	118,867
Total Expenditures	328,280	587,414	583,749	583,749	592,431
Levy			(381,251)		(386,569)

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 080 - Register of Deeds</b>								
<b>Revenue</b>								
<b>Taxes:</b>								
Transfer Tax	41003	353,234	410,187	441,254	375,000	375,000	390,000	4.00%
<b>Taxes Subtotal:</b>		<b>353,234</b>	<b>410,187</b>	<b>441,254</b>	<b>375,000</b>	<b>375,000</b>	<b>390,000</b>	<b>4.00%</b>
<b>Public Services:</b>								
Other Fees	45002	53,160	54,967	58,703	53,000	55,000	55,000	3.77%
Forms Copies Etc	45003	71,260	69,288	72,679	67,000	67,000	67,000	0.00%
Recording Fees	45010	489,746	501,874	487,923	470,000	467,000	467,000	-0.64%
<b>Public Services Subtotal:</b>		<b>614,166</b>	<b>626,128</b>	<b>619,305</b>	<b>590,000</b>	<b>589,000</b>	<b>589,000</b>	<b>-0.17%</b>
<b>Total Operating Revenue:</b>		<b>967,400</b>	<b>1,036,316</b>	<b>1,060,559</b>	<b>965,000</b>	<b>964,000</b>	<b>979,000</b>	<b>1.45%</b>
<b>Revenue Total:</b>		<b>967,400</b>	<b>1,036,316</b>	<b>1,060,559</b>	<b>965,000</b>	<b>964,000</b>	<b>979,000</b>	<b>1.45%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	286,487	226,225	283,333	290,861	300,995	300,995	3.48%
Overtime	51105	0	9,157	363	0	0	0	0.00%
Comp Time	51108	1,418	219	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>287,905</b>	<b>235,601</b>	<b>283,695</b>	<b>290,861</b>	<b>300,995</b>	<b>300,995</b>	<b>3.48%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 080 - Register of Deeds</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	20,720	17,248	20,595	22,253	23,027	23,027	3.48%
Health Insurance	51201	99,879	82,668	110,388	116,782	125,777	119,236	2.10%
Dental Insurance	51202	6,871	4,932	5,045	5,044	5,044	5,044	0.00%
Workers Compensation	51203	868	240	440	588	312	312	-46.94%
Unemployment Comp	51204	0	0	1,064	0	0	0	0.00%
WI Retirement	51206	19,580	14,949	19,292	19,487	19,716	19,716	1.18%
Fringe Benefits Other	51207	1,959	994	1,653	1,628	2,084	2,084	28.01%
<b>Fringes Benefits Subtotal:</b>		<b>149,878</b>	<b>121,031</b>	<b>158,477</b>	<b>165,782</b>	<b>175,960</b>	<b>169,419</b>	<b>2.19%</b>
<b>Total Labor:</b>		<b>437,783</b>	<b>356,632</b>	<b>442,172</b>	<b>456,643</b>	<b>476,955</b>	<b>470,414</b>	<b>3.02%</b>
<b>Travel:</b>								
Registration Tuition	52001	375	275	590	600	600	600	0.00%
Automobile Allowance	52002	1,046	625	399	1,100	1,200	1,200	9.09%
Lodging	52006	998	524	1,140	1,249	1,350	1,350	8.09%
Other Travel Exp	52007	30	0	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>2,449</b>	<b>1,425</b>	<b>2,129</b>	<b>2,949</b>	<b>3,150</b>	<b>3,150</b>	<b>6.82%</b>
<b>Total Travel:</b>		<b>2,449</b>	<b>1,425</b>	<b>2,129</b>	<b>2,949</b>	<b>3,150</b>	<b>3,150</b>	<b>6.82%</b>
<b>Office:</b>								
Office Supplies	53000	859	1,075	1,980	3,000	3,000	3,000	0.00%
Stationery and Forms	53001	2,935	2,155	3,014	3,500	3,600	3,600	2.86%
Printing Supplies	53002	1,221	897	1,491	1,200	1,500	1,500	25.00%
Postage and Box Rent	53004	24	0	2	35	35	35	0.00%
Computer Supplies	53005	0	0	250	0	200	200	100.00%
Telephone	53008	780	788	793	825	900	900	9.09%
<b>Office Subtotal:</b>		<b>5,819</b>	<b>4,915</b>	<b>7,530</b>	<b>8,560</b>	<b>9,235</b>	<b>9,235</b>	<b>7.89%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 080 - Register of Deeds</b>								
<b>Operating:</b>								
Subscriptions	53501	0	140	40	100	100	100	0.00%
Membership Dues	53502	100	100	100	110	135	135	22.73%
Small Equipment	53522	0	0	14,674	1,600	600	600	-62.50%
Equipment Rental	53551	1,674	1,675	1,675	1,675	1,675	1,675	0.00%
Other Miscellaneous	53568	13	(13)	(33)	50	50	50	0.00%
Small Equipment Technology	53580	0	2,174	1,230	2,200	2,275	2,275	3.41%
Print Duplicate	73003	2,472	3,027	2,646	2,500	2,700	2,700	8.00%
Postage and Box Rent	73004	7,564	6,699	4,991	7,625	6,000	6,000	-21.31%
<b>Operating Subtotal:</b>		<b>11,823</b>	<b>13,802</b>	<b>25,322</b>	<b>15,860</b>	<b>13,535</b>	<b>13,535</b>	<b>-14.66%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	0	0	43	0	0	0	0.00%
Equipment Repairs	54029	2,747	1,272	2,156	3,990	3,990	3,990	0.00%
Equipment Repairs	74029	1,023	1,122	858	1,060	962	962	-9.25%
<b>Repairs &amp; Maint Subtotal:</b>		<b>3,770</b>	<b>2,394</b>	<b>3,057</b>	<b>5,050</b>	<b>4,952</b>	<b>4,952</b>	<b>-1.94%</b>
<b>Contractual Services:</b>								
Professional Service	55014	60,746	88,375	86,730	93,000	90,000	90,000	-3.23%
<b>Contractual Services Subtotal:</b>		<b>60,746</b>	<b>88,375</b>	<b>86,730</b>	<b>93,000</b>	<b>90,000</b>	<b>90,000</b>	<b>-3.23%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	2,328	2,280	1,896	1,687	1,145	1,145	-32.13%
<b>Insurance Expenses Subtotal:</b>		<b>2,328</b>	<b>2,280</b>	<b>1,896</b>	<b>1,687</b>	<b>1,145</b>	<b>1,145</b>	<b>-32.13%</b>
<b>Total Other Operating:</b>		<b>84,486</b>	<b>111,766</b>	<b>124,535</b>	<b>124,157</b>	<b>118,867</b>	<b>118,867</b>	<b>-4.26%</b>
<b>Expense Total:</b>		<b>524,718</b>	<b>469,822</b>	<b>568,835</b>	<b>583,749</b>	<b>598,972</b>	<b>592,431</b>	<b>1.49%</b>
<b>Register of Deeds Net/(Levy):</b>		<b>442,682</b>	<b>566,493</b>	<b>491,723</b>	<b>381,251</b>	<b>365,028</b>	<b>386,569</b>	<b>1.39%</b>

# PLANNING & ZONING

General Fund – Division: 086  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Jerry Bougie  
LOCATION: Winnebago County  
112 Otter Avenue, Third Floor  
Oshkosh, WI 54903

TELEPHONE: 232-3340

## MISSION STATEMENT:

To ensure sound land use growth by implementing the goals of the Winnebago County Comprehensive Plan and providing comprehensive and technical planning assistance to Winnebago County's committees, departments and political subdivisions. To promote Winnebago County as a good place to live and do business. Implement land record modernization technology to reduce the cost of general purpose government and provide better and more efficient access to land records for the public.

## PROGRAM DESCRIPTION:

**LAND USE PLANNING** Prepare and implement ordinances and studies related to land use issues in Winnebago County.

**SUBDIVISION REVIEW** Review subdivision plats and certified survey maps to conform to County ordinances and State Statutes.

**ZONING** To assure sound land use growth through providing courteous and efficient staff assistance.

**STORMWATER AND EROSION CONTROL** To assure development activity is done in a sound manner to maintain proper water runoff from sites.

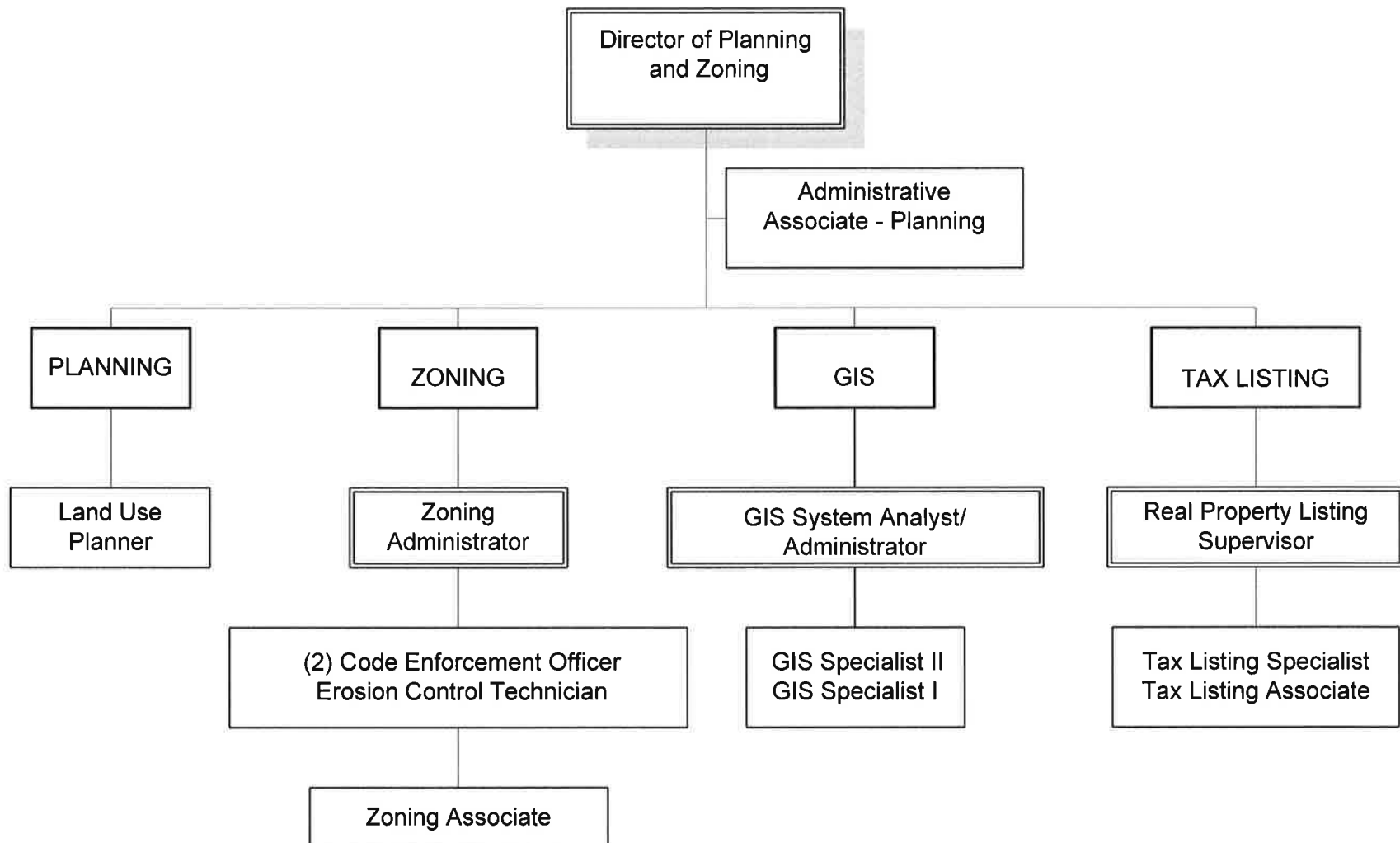
**GEOGRAPHIC INFORMATION SYSTEM (GIS)** To maintain the GIS database and provide data to all users.

**LAND RECORDS MODERNIZATION** To provide efficient, low cost, and modernized land records for the public, government officials & private entities.

**PROPERTY LISTER** To assist cities and towns in annual tax roll preparation and to provide general property listing services and information to the public. Provide to municipal assessors all deed transfers, partitions of land, name and address updates, acreage, assessment and legal description changes. Provide to municipal clerks updated totals for all municipal assessing.

**ECONOMIC DEVELOPMENT** Develop industrial parks & economic development in the County & its local communities for the purposes of increasing the tax base & creating job opportunities through the Industrial Development Board Revolving Loan Fund & Per Capita Funding Programs.

# PLANNING AND ZONING



# **PLANNING & ZONING**

**General Fund – Division: 086  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** Jerry Bougie  
**LOCATION:** Winnebago County  
112 Otter Avenue, Third Floor  
Oshkosh, WI 54901

**Telephone: 232-3340**

## **2018 ACCOMPLISHMENTS:**

- 1. Completed the 3 year update to the Winnebago County Land Records Modernization Plan as required by the Wisconsin DOA, Office of Land Information.**
- 2. Completed Wisconsin ACT 20 GIS benchmarks and standards to secure \$50,000 Wisconsin DOA Strategic Initiative Grant.**
- 3. Worked with the Towns in Winnebago County and the State Dept. of Ag. Trade and Consumer Protection (DATCP) relative to the State Mandated Farmland Preservation Planning Program.**
- 4. Successfully amended the Winnebago County Construction Site Erosion Control and Stormwater Management Ordinance as required by the DNR for compliance with NR151 standards.**
- 5. Filled the vacancy of one of the Code Enforcement Officer positions in the Zoning office and successfully trained the individual during the busy construction season.**
- 6. Successfully managed and notified approximately 1800 owners of private onsite wastewater treatment systems (septic systems) of the requirement to have their septic tanks pumped out and inspected by a licensed pumper.**
- 7. Completed the LIDAR (Light Detection and Ranging) project covering 432 square miles in the County to update contour data from 1991.**
- 8. Published various map GIS map services and web applications for County internal use and for general public use.**
- 9. Provided essential monthly updates to the Sheriff's Department Computer Aided Dispatch and provided ongoing support for system upgrades.**
- 10. Successfully completed many ongoing document and data updates to the Property Lister computer tax files.**
- 11. Successfully worked with local units of governments and the state relative to the annual tax bill process and preparation.**
- 12. Continued ongoing staffing support for the Winnebago County Industrial Development Board relative to managing the Board's Revolving Loan Fund and Per Capita funding programs.**

## **2019 GOALS & OBJECTIVES:**

- 1. Rewrite and adopt new County Subdivision Ordinance to bring it up-to-date with current trends and state statutes.**
- 2. Update and adopt new County Farmland Preservation Plan based on local town crafted maps and submit to State DATCP for potential certification.**
- 3. Continue to participate in Community Rating system Insurance program resulting in reductions in flood insurance premiums for residents of unincorporated areas of the County. Monitoring and reporting local flooding events is imperative to participate in the program.**
- 4. Keep the official County Zoning Map for Winnebago County updated with amendments resulting from annexations and DNR navigability determinations which affect the jurisdictional boundaries of the map. Also process text amendments to the zoning ordinance where necessary.**
- 5. Manage and process approximately 1800 septic system maintenance notices to residents whose septic tanks are due for inspection and conduct any necessary follow-up enforcement action as needed to achieve full compliance with the County Sanitary Ordinance.**
- 6. Continue and refine the development of a zoning management suite for the Winnebago County Integrated Land Development System (WILDS) to provide automation of workflow processes for the planning and zoning office with the public.**
- 7. Begin implementation of newly updated County Land Records Modernization Plan as approved by the Wisconsin DOA, Division of Land Information Program (WLIP).**
- 8. Apply for State DOA, Division of Land Information, Strategic Initiative Grant to offset costs related to land records projects within the County.**
- 9. Continue providing quality and efficient property listing services for the local municipalities, general public and development community, and serve to meet the various state statutory timelines.**
- 10. Continue ongoing staffing support for the Winnebago County Industrial Development Board (IDB) and managing the IDB's Economic Development Revolving Loan Funds and Per Capita economic development grants, as well as collaborating with local, regional and state economic development entities.**

# PLANNING & ZONING

## 2019 BUDGET NARRATIVE HIGHLIGHTS

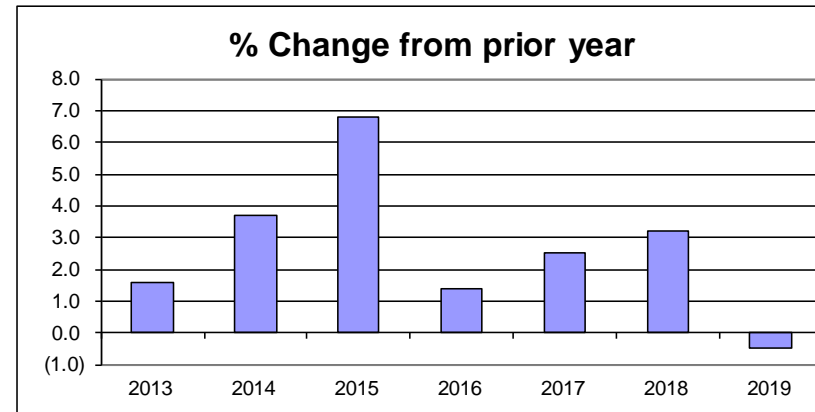
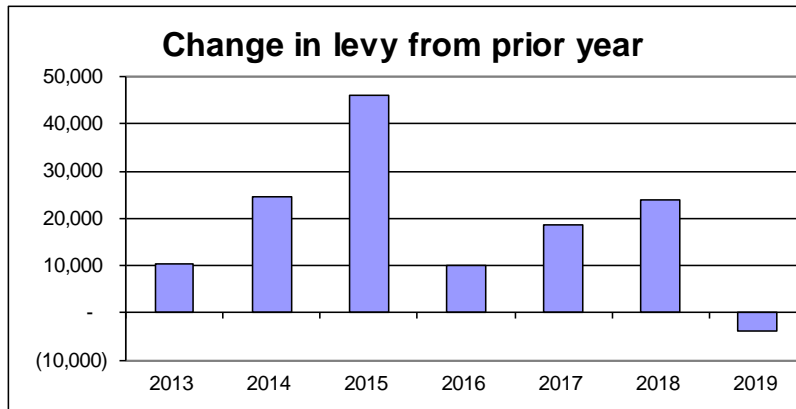
**NOTE:** This section contains Planning, Zoning, Geographic Information Systems (GIS), and Property Lister. All of these areas report to the County Planner. The financial information for Planning **excludes** the Property Lister from the totals. The Property Lister data is shown separately because it is a special apportionment.

### DEPARTMENT STAFFING (including Property Lister):

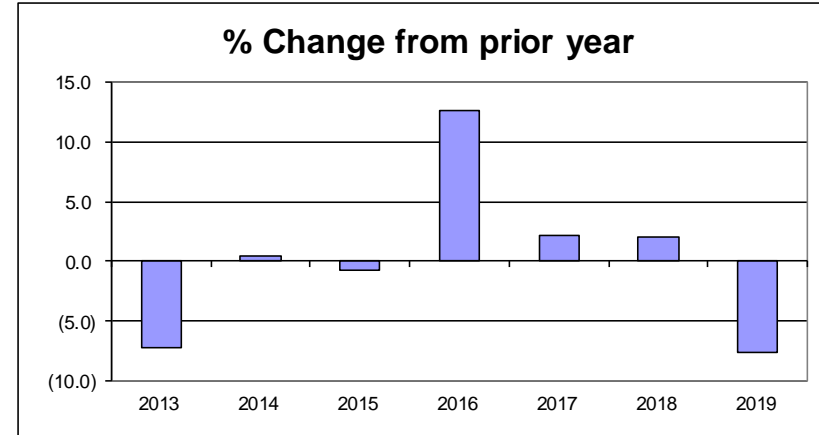
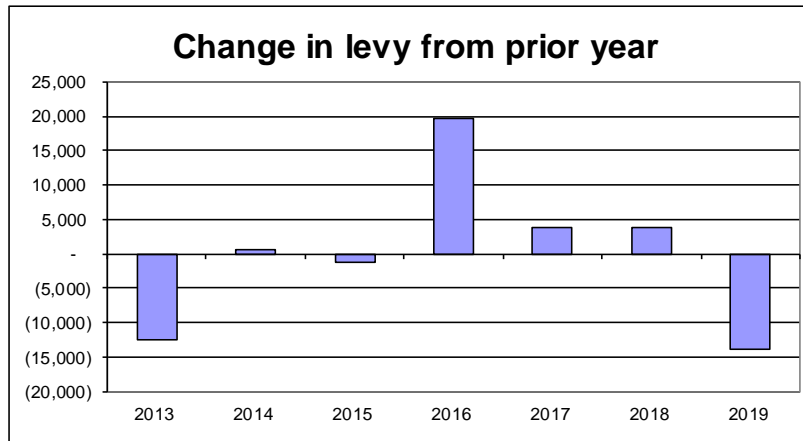
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	14	13	12	13	13	13	14	14	14	14
Part Time	2	2	2	1	1	1	0	0	0	0
Total	16	15	14	14	14	14	14	14	14	14

There is no change to the staffing table for 2019.

**COUNTY LEVY PLANNING DEPT (EXCLUDING PROPERTY LISTER):** The tax levy for 2019 is \$775,101, a decrease of \$3,873 or 0.5% under 2018. A schedule of significant changes follows.



**LEVY FOR PROPERTY LISTER:** The net tax levy for 2019 for this function is \$170,335, a decrease of \$13,937, or 7.6% under 2018. This levy is a special apportionment and is not levied to all municipalities of the County. As such we must reserve any unused funds from that department at year end and carry them forward to be applied against the Property Lister levy in the succeeding or future years.



**FUND BALANCE – PROPERTY LISTER:** 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 2018 ADOPTED - Planning & Zoning

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	\$ 778,974	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy</b>		
Regular Pay	17,771	Wages are estimated to increase 2.6% in the Planning office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Capital - Equipment	(22,000)	In 2018, the Planning Department replaced a vehicle. No capital equipment requests for 2019.
<b>Other small changes</b>	356	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	\$ 775,101	

**Financial Summary**  
**Planning & Zoning (Excludes Property Lister)**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	166,933	285,150	285,150	285,150	282,400
Labor	541,687	989,329	989,329	989,329	1,006,285
Travel	1,553	3,300	3,300	3,300	3,050
Capital	21,760	21,759	22,000	22,000	-
Other Expenditures	17,907	49,735	49,495	49,495	48,166
Total Expenditures	582,907	1,064,123	1,064,124	1,064,124	1,057,501
Levy			778,974		775,101

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 086 - Planning &amp; Zoning</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Other Grantor Agencies	42019	15,010	8,456	9,150	10,000	10,000	10,000	0.00%
<b>Intergov Rev Subtotal:</b>		<b>15,010</b>	<b>8,456</b>	<b>9,150</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
<b>Licenses:</b>								
Zoning Permits	44006	52,215	55,320	47,805	44,715	44,715	44,715	0.00%
Sanitation Permits	44007	48,810	59,215	58,075	55,500	55,500	55,500	0.00%
Storm Water Permits	44008	45,370	54,200	47,516	49,270	49,270	49,270	0.00%
<b>Licenses Subtotal:</b>		<b>146,395</b>	<b>168,735</b>	<b>153,396</b>	<b>149,485</b>	<b>149,485</b>	<b>149,485</b>	<b>0.00%</b>
<b>Fines and Permits:</b>								
County Fines	44100	2,601	3,420	2,732	3,000	3,000	3,000	0.00%
<b>Fines and Permits Subtotal:</b>		<b>2,601</b>	<b>3,420</b>	<b>2,732</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>Public Services:</b>								
Forms Copies Etc	45003	24,614	22,317	25,806	22,800	22,800	22,800	0.00%
Zoning Fees	45012	34,620	32,860	29,810	32,865	32,615	32,615	-0.76%
Inspection Fees	45021	47,192	47,625	54,781	57,000	57,000	57,000	0.00%
<b>Public Services Subtotal:</b>		<b>106,425</b>	<b>102,802</b>	<b>110,397</b>	<b>112,665</b>	<b>112,415</b>	<b>112,415</b>	<b>-0.22%</b>
<b>Total Operating Revenue:</b>		<b>270,432</b>	<b>283,413</b>	<b>275,674</b>	<b>275,150</b>	<b>274,900</b>	<b>274,900</b>	<b>-0.09%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 086 - Planning &amp; Zoning</b>								
<b>Transfers In:</b>								
Other Transfers In	49501	0	0	10,000	10,000	7,500	7,500	-25.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>7,500</b>	<b>-25.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>7,500</b>	<b>-25.00%</b>
<b>Revenue Total:</b>		<b>270,432</b>	<b>283,413</b>	<b>285,674</b>	<b>285,150</b>	<b>282,400</b>	<b>282,400</b>	<b>-0.96%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	634,099	644,934	654,885	675,690	693,461	693,461	2.63%
Overtime	51105	434	0	0	0	0	0	0.00%
Comp Time	51108	1,645	0	0	350	350	350	0.00%
<b>Wages Subtotal:</b>		<b>636,179</b>	<b>644,934</b>	<b>654,885</b>	<b>676,040</b>	<b>693,811</b>	<b>693,811</b>	<b>2.63%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	46,495	46,788	47,522	51,691	53,049	53,049	2.63%
Health Insurance	51201	155,166	152,264	166,421	199,030	208,774	197,918	-0.56%
Dental Insurance	51202	10,115	10,270	10,028	11,218	10,479	10,479	-6.59%
Workers Compensation	51203	1,450	1,043	1,711	2,296	1,223	1,223	-46.73%
WI Retirement	51206	42,444	42,296	44,287	45,272	45,421	45,421	0.33%
Fringe Benefits Other	51207	3,613	3,841	3,763	3,782	4,384	4,384	15.92%
<b>Fringes Benefits Subtotal:</b>		<b>259,281</b>	<b>256,502</b>	<b>273,731</b>	<b>313,289</b>	<b>323,330</b>	<b>312,474</b>	<b>-0.26%</b>
<b>Total Labor:</b>		<b>895,460</b>	<b>901,436</b>	<b>928,616</b>	<b>989,329</b>	<b>1,017,141</b>	<b>1,006,285</b>	<b>1.71%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 086 - Planning &amp; Zoning</b>								
<b>Travel:</b>								
Registration Tuition	52001	1,624	940	720	1,150	1,225	1,225	6.52%
Automobile Allowance	52002	936	954	562	725	800	800	10.34%
Vehicle Lease	52003	1,023	973	818	550	0	0	-100.00%
Meals	52005	10	11	50	175	225	225	28.57%
Lodging	52006	577	82	222	525	625	625	19.05%
Other Travel Exp	52007	0	10	0	75	75	75	0.00%
Taxable Meals	52008	23	40	0	100	100	100	0.00%
<b>Travel Subtotal:</b>		<b>4,193</b>	<b>3,009</b>	<b>2,371</b>	<b>3,300</b>	<b>3,050</b>	<b>3,050</b>	<b>-7.58%</b>
<b>Total Travel:</b>		<b>4,193</b>	<b>3,009</b>	<b>2,371</b>	<b>3,300</b>	<b>3,050</b>	<b>3,050</b>	<b>-7.58%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	0	25,393	22,000	0	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>0</b>	<b>25,393</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>0</b>	<b>25,393</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Office:</b>								
Office Supplies	53000	1,988	2,055	2,644	2,175	2,200	2,200	1.15%
Stationery and Forms	53001	212	448	220	275	300	300	9.09%
Printing Supplies	53002	206	547	352	525	525	525	0.00%
Print Duplicate	53003	0	0	0	50	50	50	0.00%
Postage and Box Rent	53004	0	1	137	50	50	50	0.00%
Computer Supplies	53005	0	112	86	75	100	100	33.33%
Computer Software	53006	0	20	0	200	200	200	0.00%
Telephone	53008	2,417	2,577	2,726	2,675	2,750	2,750	2.80%
<b>Office Subtotal:</b>		<b>4,823</b>	<b>5,759</b>	<b>6,165</b>	<b>6,025</b>	<b>6,175</b>	<b>6,175</b>	<b>2.49%</b>

# **Winnebago County Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 086 - Planning &amp; Zoning</b>								
<b>Operating:</b>								
Subscriptions	53501	758	799	0	800	575	575	-28.13%
Membership Dues	53502	1,890	2,235	2,680	2,390	2,665	2,665	11.51%
Publish Legal Notices	53503	3,454	3,483	2,780	3,475	3,475	3,475	0.00%
Small Equipment	53522	0	0	0	200	225	225	12.50%
Legal Fees	53530	0	1,147	0	4,000	4,500	0	-100.00%
Motor Fuel	53548	0	0	67	0	0	0	0.00%
Operating Licenses Fees	53553	0	132	388	640	640	640	0.00%
Operating Grants	53565	15,010	8,456	9,150	10,000	10,000	10,000	0.00%
Print Duplicate	73003	3,744	4,115	3,365	3,250	3,250	3,250	0.00%
Postage and Box Rent	73004	3,367	4,505	4,303	4,150	4,150	4,150	0.00%
Motor Fuel	73548	1,420	792	1,103	1,350	1,500	1,500	11.11%
<b>Operating Subtotal:</b>		<b>29,643</b>	<b>25,663</b>	<b>23,836</b>	<b>30,255</b>	<b>30,980</b>	<b>26,480</b>	<b>-12.48%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Grounds	54021	0	0	0	25	25	25	0.00%
Equipment Repairs	54029	0	0	0	100	100	100	0.00%
Maintenance Vehicles	74023	596	983	450	900	850	850	-5.56%
Equipment Repairs	74029	990	1,023	891	990	858	858	-13.33%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,586</b>	<b>2,006</b>	<b>1,341</b>	<b>2,015</b>	<b>1,833</b>	<b>1,833</b>	<b>-9.03%</b>
<b>Contractual Services:</b>								
Transcription Services	55009	2,475	2,910	2,305	2,650	2,750	2,750	3.77%
Other Contract Serv	55030	30,000	25,831	4,050	0	0	4,500	100.00%
Other Contract Services	75030	2,575	2,636	2,981	2,675	2,850	2,850	6.54%
<b>Contractual Services Subtotal:</b>		<b>35,050</b>	<b>31,377</b>	<b>9,336</b>	<b>5,325</b>	<b>5,600</b>	<b>10,100</b>	<b>89.67%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Division - 086 - Planning &amp; Zoning</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	5,508	6,264	5,988	5,875	3,578	3,578	-39.10%
<b>Insurance Expenses Subtotal:</b>		<b>5,508</b>	<b>6,264</b>	<b>5,988</b>	<b>5,875</b>	<b>3,578</b>	<b>3,578</b>	<b>-39.10%</b>
<b>Total Other Operating:</b>		<b>76,611</b>	<b>71,070</b>	<b>46,666</b>	<b>49,495</b>	<b>48,166</b>	<b>48,166</b>	<b>-2.69%</b>
<b>Expense Total:</b>		<b>976,264</b>	<b>975,515</b>	<b>1,003,046</b>	<b>1,064,124</b>	<b>1,068,357</b>	<b>1,057,501</b>	<b>-0.62%</b>
<b>Planning Net/(Levy):</b>		<b>(705,833)</b>	<b>(692,102)</b>	<b>(717,371)</b>	<b>(778,974)</b>	<b>(785,957)</b>	<b>(775,101)</b>	<b>-0.50%</b>

## PLANNING & ZONING PROGRAM BUDGETS

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2019 EXECUTIVE	2018 ADOPTED	2017 ADOPTED	2019 OVER 2018	2018 OVER 2017
Planning	1086	301,337	875	-	9,136	311,348		311,348	326,964	306,385	(4.8)	6.7
Revenues	1086						-	-	-	-	N/A	N/A
Zoning	1087	400,044	1,300	-	36,286	437,630		437,630	434,182	419,666	0.8	3.5
Revenues	1087						269,550	(269,550)	(269,550)	(252,201)	-	6.9
GIS	1088	304,904	875	-	2,744	308,523		308,523	302,978	296,932	1.8	2.0
Revenues	1088						12,850	(12,850)	(15,600)	(15,600)	(17.6)	-
<b>Grand Totals</b>		<u>1,006,285</u>	<u>3,050</u>	<u>-</u>	<u>48,166</u>	<u>1,057,501</u>	<u>282,400</u>	<u>775,101</u>	<u>778,974</u>	<u>755,182</u>	<u>(1)</u>	<u>3</u>



## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Property Lister

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 184,272</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Regular Pay	5,678	Wages are estimated to increase 4.5% in the Property Lister office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Health Insurance	(20,567)	The new employee waived health insurance coverage in 2017, the budget was not adjusted in 2018 and will be correct for 2019.
<b>Other small changes</b>	952	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 170,335</b>	

## Financial Summary Property Lister

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	120	600	600	600	600
Labor	97,769	186,366	199,440	199,440	185,078
Travel	-	170	170	170	150
Capital	-	-	-	-	-
Other Expenditures	1,227	5,262	5,262	5,262	5,707
Total Expenditures	98,996	191,798	204,872	204,872	190,935
Levy Before Fund Balance Adjustment			204,272		190,335
Decrease fund balance			(20,000)		(20,000)
Net Levy After Fund Balance Adjustment			184,272		170,335

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
Department - 089 - Property Lister								
Revenue								
Public Services:								
Forms Copies Etc	45003	575	755	864	600	600	600	0.00%
<b>Public Services Subtotal:</b>		<b>575</b>	<b>755</b>	<b>864</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>575</b>	<b>755</b>	<b>864</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.00%</b>
Transfers In:								
Other Transfers In	49501	0	2,748	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>2,748</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>2,748</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>575</b>	<b>3,503</b>	<b>864</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0.00%</b>
Expense								
Wages:								
Regular Pay	51100	104,738	94,530	104,494	127,682	133,360	133,360	4.45%
Temporary Employees	51101	0	2,904	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>104,738</b>	<b>97,434</b>	<b>104,494</b>	<b>127,682</b>	<b>133,360</b>	<b>133,360</b>	<b>4.45%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 089 - Property Lister</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	7,781	7,204	7,432	9,768	10,203	10,203	4.45%
Health Insurance	51201	24,677	25,640	27,632	49,940	53,787	29,373	-41.18%
Dental Insurance	51202	1,250	1,435	1,435	2,522	2,522	2,522	0.00%
Workers Compensation	51203	251	5	162	258	139	139	-46.12%
WI Retirement	51206	6,957	6,451	6,659	8,555	8,734	8,734	2.09%
Fringe Benefits Other	51207	639	559	567	715	747	747	4.48%
<b>Fringes Benefits Subtotal:</b>		<b>41,555</b>	<b>41,294</b>	<b>43,887</b>	<b>71,758</b>	<b>76,132</b>	<b>51,718</b>	<b>-27.93%</b>
<b>Total Labor:</b>		<b>146,293</b>	<b>138,728</b>	<b>148,382</b>	<b>199,440</b>	<b>209,492</b>	<b>185,078</b>	<b>-7.20%</b>
<b>Travel:</b>								
Automobile Allowance	52002	0	0	0	170	150	150	-11.76%
<b>Travel Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>170</b>	<b>150</b>	<b>150</b>	<b>-11.76%</b>
<b>Total Travel:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>170</b>	<b>150</b>	<b>150</b>	<b>-11.76%</b>
<b>Office:</b>								
Office Supplies	53000	494	1,434	1,444	1,100	1,700	1,700	54.55%
Printing Supplies	53002	140	100	125	140	140	140	0.00%
Telephone	53008	385	357	360	500	500	500	0.00%
<b>Office Subtotal:</b>		<b>1,019</b>	<b>1,891</b>	<b>1,929</b>	<b>1,740</b>	<b>2,340</b>	<b>2,340</b>	<b>34.48%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 089 - Property Lister</b>								
<b>Operating:</b>								
Membership Dues	53502	60	60	60	60	60	60	0.00%
Print Duplicate	73003	2,716	2,713	2,782	2,800	2,900	2,900	3.57%
Postage and Box Rent	73004	91	1	3	10	10	10	0.00%
<b>Operating Subtotal:</b>		<b>2,867</b>	<b>2,774</b>	<b>2,844</b>	<b>2,870</b>	<b>2,970</b>	<b>2,970</b>	<b>3.48%</b>
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	74029	132	132	99	99	99	99	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>132</b>	<b>132</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>0.00%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	552	540	588	553	298	298	-46.11%
<b>Insurance Expenses Subtotal:</b>		<b>552</b>	<b>540</b>	<b>588</b>	<b>553</b>	<b>298</b>	<b>298</b>	<b>-46.11%</b>
<b>Total Other Operating:</b>		<b>4,570</b>	<b>5,337</b>	<b>5,460</b>	<b>5,262</b>	<b>5,707</b>	<b>5,707</b>	<b>8.46%</b>
<b>Expense Total:</b>		<b>150,862</b>	<b>144,065</b>	<b>153,842</b>	<b>204,872</b>	<b>215,349</b>	<b>190,935</b>	<b>-6.80%</b>
<b>Property Lister Net/(Levy):</b>		<b>(150,288)</b>	<b>(140,561)</b>	<b>(152,978)</b>	<b>(204,272)</b>	<b>(214,749)</b>	<b>(190,335)</b>	<b>-6.82%</b>
Fund balance applied (Note):					20,000	20,000	20,000	0.00%
<b>Net Property Lister</b>		<b>(150,288)</b>	<b>(140,561)</b>	<b>(152,978)</b>	<b>(184,272)</b>	<b>(194,749)</b>	<b>(170,335)</b>	<b>-7.56%</b>

Note: fund balance applied will reduce ending fund balance.

# LAND RECORDS MODERNIZATION FUND

## 2019 BUDGET NARRATIVE HIGHLIGHTS

**DESCRIPTION:** The Land Records Modernization Fund is a separate fund created under Wisconsin Statutes which receives money when people register documents at the Register of Deeds office. Monies accumulated in this fund can be used for land records modernization project costs which can include equipment and software purchases as well as training in their use. The funds can also be used to retire debt incurred to purchase and install these systems.

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

**FUND BALANCE:** 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 2018 ADOPTED - Land Records Modernization Fund

Significant changes from 2018	Effect on Budget	Effect on Surplus	Total	
2018 Budgeted Surplus / (Deficit)			\$ 36,119	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
None		-		
Total revenue changes	-			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Registration Tuition	17,900	(17,900)		Increase for training staff on new GIS software.
Print Duplicate	3,000	(3,000)		Increase for printing of updated county road maps.
Small Equipment Technology	18,929	(18,929)		Increase for new equipment needs for document management.
Computer Software	(32,200)	32,200		Decrease for changing software needs.
Professional Service	19,500	(19,500)		Increase for updating field monuments for land surveying per state statute requirements.
Other small changes	(724)	724		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	26,405			
2019 Budgeted Surplus / (Deficit)			\$ 9,714	

**Financial Summary**  
**Land Records Modernization Fund**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	143,449	261,100	261,100	261,100	261,100
Labor	-	-	-	-	-
Travel	337	500	500	500	18,400
Capital	-	-	-	-	-
Other Expenditures	161,684	226,481	224,481	224,481	232,986
Total Expenditures	162,021	226,981	224,981	224,981	251,386
Levy Before Fund Balance Adjustments			(36,119)		(9,714)
Increase / (Decrease) fund balance			36,119		9,714
Net Levy After Fund Balance Adjustments			-		-



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 081 - Land Records Modernization Fund</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Dept of Administration	42002	1,000	59,565	92,787	51,000	51,000	51,000	0.00%
<b>Intergov Rev Subtotal:</b>		<b>1,000</b>	<b>59,565</b>	<b>92,787</b>	<b>51,000</b>	<b>51,000</b>	<b>51,000</b>	<b>0.00%</b>
<b>Public Services:</b>								
Recording Fees	45010	148,619	158,898	157,596	160,000	160,000	160,000	0.00%
Recording Fees	45068	50,540	52,966	52,532	50,000	50,000	50,000	0.00%
<b>Public Services Subtotal:</b>		<b>199,159</b>	<b>211,864</b>	<b>210,128</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>200,159</b>	<b>271,429</b>	<b>302,915</b>	<b>261,000</b>	<b>261,000</b>	<b>261,000</b>	<b>0.00%</b>
<b>Interest:</b>								
Interest Investments	48000	73	93	335	100	100	100	0.00%
Investment Mark to Market	48002	16	(45)	(49)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>89</b>	<b>48</b>	<b>286</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>89</b>	<b>48</b>	<b>286</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>200,248</b>	<b>271,477</b>	<b>303,201</b>	<b>261,100</b>	<b>261,100</b>	<b>261,100</b>	<b>0.00%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 081 - Land Records Modernization Fund</b>								
<b>Expense</b>								
<b>Travel:</b>								
Registration Tuition	52001	130	500	50	100	18,000	18,000	17,900.00%
Automobile Allowance	52002	168	0	0	125	125	125	0.00%
Meals	52005	0	0	0	50	50	50	0.00%
Lodging	52006	0	0	0	200	200	200	0.00%
Other Travel Exp	52007	0	0	0	25	25	25	0.00%
<b>Travel Subtotal:</b>		<b>298</b>	<b>500</b>	<b>50</b>	<b>500</b>	<b>18,400</b>	<b>18,400</b>	<b>3,580.00%</b>
<b>Total Travel:</b>		<b>298</b>	<b>500</b>	<b>50</b>	<b>500</b>	<b>18,400</b>	<b>18,400</b>	<b>3,580.00%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	31,369	19,956	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>31,369</b>	<b>19,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>31,369</b>	<b>19,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Office:</b>								
Office Supplies	53000	317	0	0	0	0	0	0.00%
Print Duplicate	53003	0	0	0	200	3,200	3,200	1,500.00%
Computer Software	53006	0	550	2,156	57,200	25,000	25,000	-56.29%
<b>Office Subtotal:</b>		<b>317</b>	<b>550</b>	<b>2,156</b>	<b>57,400</b>	<b>28,200</b>	<b>28,200</b>	<b>-50.87%</b>
<b>Operating:</b>								
Small Equipment	53522	0	1,330	430	0	0	0	0.00%
Small Equipment Technology	53580	1,136	0	6,410	15,396	34,325	34,325	122.95%
<b>Operating Subtotal:</b>		<b>1,136</b>	<b>1,330</b>	<b>6,840</b>	<b>15,396</b>	<b>34,325</b>	<b>34,325</b>	<b>122.95%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 081 - Land Records Modernization Fund</b>								
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	1,583	1,405	0	0	0	0	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,583</b>	<b>1,405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Grounds Maintenance	55007	0	0	673	1,500	1,500	1,500	0.00%
Data Processing	55013	123,290	116,459	118,940	133,853	136,053	136,053	1.64%
Professional Service	55014	56,000	108,891	55,742	5,500	25,000	25,000	354.55%
<b>Contractual Services Subtotal:</b>		<b>179,290</b>	<b>225,350</b>	<b>175,355</b>	<b>140,853</b>	<b>162,553</b>	<b>162,553</b>	<b>15.41%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	804	972	600	832	408	408	-50.96%
<b>Insurance Expenses Subtotal:</b>		<b>804</b>	<b>972</b>	<b>600</b>	<b>832</b>	<b>408</b>	<b>408</b>	<b>-50.96%</b>
<b>Total Other Operating:</b>		<b>183,130</b>	<b>229,607</b>	<b>184,952</b>	<b>214,481</b>	<b>225,486</b>	<b>225,486</b>	<b>5.13%</b>
<b>Transfers Out:</b>								
Other Transfers Out	59501	0	0	10,000	10,000	7,500	7,500	-25.00%
<b>Transfers Out Subtotal:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>7,500</b>	<b>-25.00%</b>
<b>Total Non-Operating Expense:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>7,500</b>	<b>-25.00%</b>
<b>Expense Total:</b>		<b>183,428</b>	<b>261,476</b>	<b>214,958</b>	<b>224,981</b>	<b>251,386</b>	<b>251,386</b>	<b>11.74%</b>
<b>Net Land Records Modernization:</b>		<b>16,820</b>	<b>10,001</b>	<b>88,243</b>	<b>36,119</b>	<b>9,714</b>	<b>9,714</b>	<b>-73.11%</b>

Note: a deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.

# LAND & WATER CONSERVATION

General Fund – Division: 082  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Thomas Davies  
LOCATION: James P. Coughlin Center  
625 E. County Road Y, Suite 100  
Oshkosh, WI 54901

TELEPHONE: 232-1951

## MISSION STATEMENT:

To provide a full range of professional services in the planning, design, and implementation of programs and projects that protect, restore, and sustain the natural resources of Winnebago County.

## PROGRAM DESCRIPTION:

**LAND & WATER RESOURCE MANAGEMENT-** Land and water resource assessments, inventories, NR151/ATCP50 compliance reviews, management plans, training and information and education services provided to landowners on individual land parcels and units of government for site specific and regional concerns. Complete, maintain and revise the State mandated, Winnebago County Land and Water Resource Management Plan.

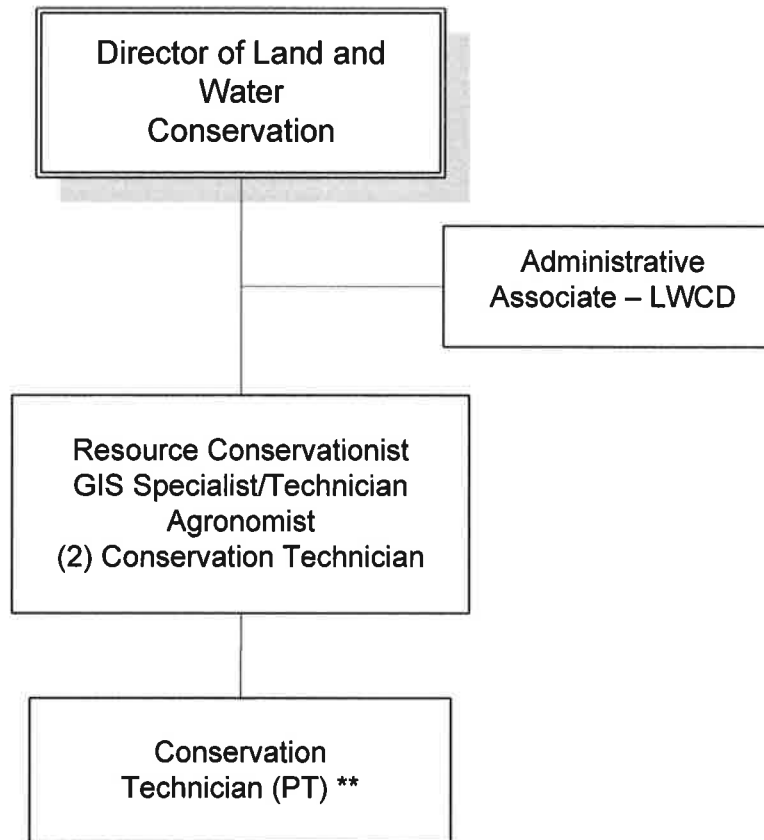
**RESOURCE PLAN REVIEWS-** Review surface drainage and agricultural land development projects and issue livestock waste management/erosion control permits and conduct onsite inspections of installed practices. These services are provided in accordance with the Winnebago County Livestock Waste Management, and Stormwater / Erosion Control ordinances. Implement the State Agricultural Performance Standards with all county producers. Provide State MS4 compliance for all required county owned properties.

**DESIGN & CONSTRUCTION MANAGEMENT-** Design, cost estimation, layout, and construction oversight services for "best management practices" installed to improve and protect surface and ground water quality; prevent soil erosion; manage stormwater runoff; protect and expand woodland resources; restore and enhance wetlands and upland habitat and protect and restore stream banks and shorelands. This includes the administration and delivery of the USDA/WI Conservation Reserve Enhancement Program (CREP), the State mandated Agricultural Performance Standards and Prohibitions, and the State Farmland Preservation Tax Credit Program (FPP).

**SOIL & WATER RESOURCE MANAGEMENT PROGRAM** - source: WDATCP & WDNR, approximately \$248,000 for staff support (\$148,000) and cost sharing (\$100,000) to landowners for the installation of pollution abatement and water quality protection practices throughout the county.

**COUNTY WATER QUALITY IMPROVEMENT PROGRAM** – source: Winnebago County; provides \$85,000 to \$100,000 annually to cost-share the installation of best management practices for the abatement of non-point pollution, to educate citizens on the importance of natural resource protection and the financial and technical assistance available, and to leverage additional funds by providing matching or contributory dollars within grant requests.

# LAND AND WATER CONSERVATION



\*\* Unclassified Position

# LAND & WATER CONSERVATION

General Fund – Organization: 1082  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Thomas E. Davies  
LOCATION: Winnebago County LWCD  
James P. Coughlin Center  
625 E. County Road Y, Suite 100  
Oshkosh, WI 54901-8131

TELEPHONE: 232-1951

## 2018 ACCOMPLISHMENTS:

1. Technical assistance services provided on approximately 35 separate practices involving the planning, design and construction of land and water resource improvement, restoration and protection components. These include shoreline protection and restoration, waterways and diversions, roof runoff controls, livestock waste transfer and storage facilities, barnyard runoff control systems, wetland restorations and well abandonments.
2. Technical assistance services were provided approximately 624 times for non-farm individuals, 417 times for farmers and 519 times for units of government.
3. Approximately 65 cost-share contracts with landowners were processed, accounting for approx. \$156,000 in county and state cost-share funds paid out or secured for the installation of non-point pollution abatement measures throughout the county.
4. Issued approximately 15-20 LWMO permits to various livestock operations around the county for new or expanded facilities. Continued the LWMO review program during permit issuance to inform livestock operators of the impacts of the ordinance on their operations and to help them avoid water pollution problems.
5. Secured state & local grants for \$341,000 to support implementation of the LWCD's soil and water resource protection programs, including Land and Water Resource Mgmt. Plan Implementation, the State Ag Performance Standards and locally identified resource concerns.
6. Completed Farmland Preservation Program compliance certifications for 75 landowners, affecting 12,287 acres of cropland and providing an estimated \$92,000 in tax credits for county participants.
7. Continued implementation of the Ag Performance Standards in accordance with NR 151 and DATCP 50 targeting the FPP participants, and tracked compliance on the GIS based recording system.
8. Completed all WDNR MS4 permit requirements including new stormwater modeling/planning for sediment and phosphorus for WC.
9. Coordinated and administered the sale of 17,950 trees, 8,500 trees planted with county planters and the sale of related supplies to all participating landowners.
10. Coordinated, conducted and installed numerous I & E presentations and demonstration projects, newsletter articles, including Conservation Field Days, WPS Farm Show, Soil Health Field Days and LWCD Awareness presentations to Local, State and Federal Agencies, the Media, Private Organizations and Industry. Completed the LWCD Annual Report and distributed to Federal, State, County, Town and Local government/agencies. Signed two Landowners into the new "Soil Health Challenge Program" to demonstrate no-till and cover crops.
11. Secured a \$20,000 NRDA/Ducks Unlimited contract for technical services on Phase II of the Lake Poygan Breakwall Project.

## **2019 GOALS & OBJECTIVES:**

- 1. Secure \$300,000 in funding sources to support administrative and technical components of the department's soil and water resource protection programs including cost-sharing for pollution abatement measures installed by landowners throughout Winnebago County.**
- 2. Continue the County funded Water Quality Improvement Program, providing \$85,000 to \$100,000 in annual cost-share funds toward pollution abatement projects at critical or high priority sites throughout the county.**
- 3. Continue implementation of the Agricultural Performance Standards and TMDLs as identified in the Winnebago County LWRMP and required by State Law.**
- 4. Continue to improve interdepartmental and intergovernmental communication regarding ordinance enforcement, LWMO permits, the implementation/administration of NR216/MS4 – Storm water Pollution Prevention Program, and Chapter 88- Drainage of Lands, to better serve the Towns and Constituents of Winnebago County.**
- 5. Sign 40-50 new cost share agreements for the installation of conservation practices with landowners of Winnebago County.**
- 6. Coordinate, conduct and install numerous I & E presentations and demonstration projects, including Conservation Field Days, Soil Health Field Days, Soil Health Challenge Demonstration Fields, Town meetings, LWMO and TMDL informational meetings and overall LWCD awareness presentations to Landowners, Local and Regional Organizations and Industry.**
- 7. Seek out new funding and grant sources to implement conservation practices on developed and undeveloped sites and to provide information and education throughout Winnebago County. Utilize the NRDA and Multi-Discharger Variance for Phosphorus Program grant program.**
- 8. Sell 100 – 200 copies of the 2017 Winnebago County Plat book, providing approximately \$3,400 to \$6,800 of levy reducing revenue for LWCD and the County Clerk's Office.**
- 9. Continue TMDL implementation in the Lower Fox River Watershed within Winnebago County.**
- 10. Begin implementation planning of the TMDLs for the Upper Fox / Wolf Watershed within Winnebago County.**

# LAND & WATER CONSERVATION

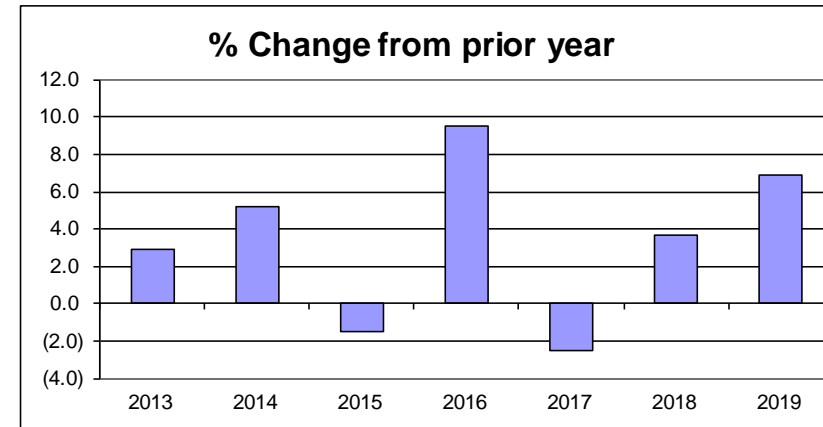
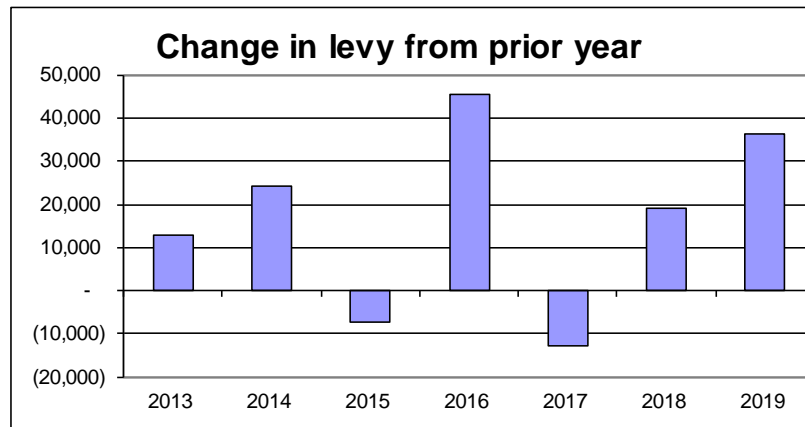
## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	7	8	8	7	7	7	7	7	7	7
Part Time	1	0	0	0	0	0	0	0	0	0
Total	8	8	8	7	7	7	7	7	7	7

There is no change to the staffing table for 2019.

**COUNTY LEVY:** The tax levy for 2019 is \$564,633, an increase of \$36,488 or 6.9% over 2018. A schedule of significant changes follows.





## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Land & Water Conservation

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 528,145</b>	
<b>Revenue Changes - impact on levy:</b>		
WI Dept of Administration	12,245	Decrease due to the Stormwater Planning Grant no longer being offered.
Agri Trade Consumer Protection	(26,358)	Increase from the State SWRM Grant funds.
Other Grantor Agencies	6,000	Decrease from the reduction of the Ducks Unlimited tech service contract
Conservation Services	4,500	This account has no budget for 2019 because there will be no NRCS contribution agreement.
Conservation Services - Interfund	22,912	Decrease based on no MS4 modeling costs being included in the conservation services fees charged to the Highway Department.
Sale of Property & Equipment	4,500	This account has no budget for 2019 because no equipment will be sold, in 2018 old survey equipment was sold.
<b>Expense Changes - impact on levy:</b>		
Regular Pay	14,495	Wages are estimated to increase 3.6% in the Land & Water Conservation office. Part of this increase is the result of normal wage increases of 2.5%. Individual increases by employee will be determined on performance evaluations as part of a merit pay program. The overall increase is higher because some employees were below the minimums for their positions as a result of the 2015 pay study, but in 2019 they will be caught up to their target minimums.
Capital - Equipment	(11,495)	This account has no budget for 2019 because they are not requesting any new capital equipment. In 2019, new surveying equipment was purchased.
Other Contracted Services	(4,290)	Decrease of \$24,000 from removal of MS4 modeling contract and increase of \$20,000 from Winnebago Waterway SWRM grant.
<b>Other small changes</b>	<b>13,979</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 564,633</b>	

## Financial Summary Land & Water Conservation

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	35,015	327,970	410,615	485,036	379,816
Labor	342,499	593,044	593,044	593,044	609,685
Travel	3,632	4,500	4,500	4,500	5,500
Capital	-	24,490	11,495	24,503	-
Other Expenditures	143,355	479,175	329,721	529,603	329,264
Total Expenditures	489,486	1,101,209	938,760	1,151,650	944,449
Levy			528,145		564,633

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 082 - Land &amp; Water Conservation</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
WI Dept of Administration	42002	0	0	0	52,245	40,000	40,000	-23.44%
Agri Trade Consumer Protection	42004	245,590	207,912	274,068	242,500	268,858	268,858	10.87%
WI Natural Resources	42009	10,164	10,284	10,975	32,800	29,800	29,800	-9.15%
Other Grantor Agencies	42019	0	0	0	8,000	2,000	2,000	-75.00%
<b>Intergov Rev Subtotal:</b>		<b>255,755</b>	<b>218,196</b>	<b>285,043</b>	<b>335,545</b>	<b>340,658</b>	<b>340,658</b>	<b>1.52%</b>
<b>Fines and Permits:</b>								
County Fines	44100	0	0	171	500	500	500	0.00%
<b>Fines and Permits Subtotal:</b>		<b>0</b>	<b>0</b>	<b>171</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>
<b>Public Services:</b>								
Forms Copies Etc	45003	5	0	3	20	20	20	0.00%
Conservation Services	45004	300	1,080	4,250	4,500	0	0	-100.00%
Other Public Charges	45057	8,593	5,061	5,963	9,000	7,000	7,000	-22.22%
<b>Public Services Subtotal:</b>		<b>8,898</b>	<b>6,141</b>	<b>10,216</b>	<b>13,520</b>	<b>7,020</b>	<b>7,020</b>	<b>-48.08%</b>
<b>Interfund Revenue:</b>								
Conservation Services	65004	15,019	14,982	15,000	42,800	19,888	19,888	-53.53%
<b>Interfund Revenue Subtotal:</b>		<b>15,019</b>	<b>14,982</b>	<b>15,000</b>	<b>42,800</b>	<b>19,888</b>	<b>19,888</b>	<b>-53.53%</b>
<b>Total Operating Revenue:</b>		<b>279,672</b>	<b>239,318</b>	<b>310,430</b>	<b>392,365</b>	<b>368,066</b>	<b>368,066</b>	<b>-6.19%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 082 - Land &amp; Water Conservation</b>								
<b>Misc Revenues:</b>								
Rental Equipment	48101	400	315	174	1,000	1,000	1,000	0.00%
Sale Of Prop Equip	48104	1,591	0	0	4,500	0	0	-100.00%
Material Sales	48105	6,714	3,297	5,287	12,750	10,750	10,750	-15.69%
<b>Misc Revenues Subtotal:</b>		<b>8,705</b>	<b>3,612</b>	<b>5,461</b>	<b>18,250</b>	<b>11,750</b>	<b>11,750</b>	<b>-35.62%</b>
<b>Total Non-Operating Revenue:</b>		<b>8,705</b>	<b>3,612</b>	<b>5,461</b>	<b>18,250</b>	<b>11,750</b>	<b>11,750</b>	<b>-35.62%</b>
<b>Revenue Total:</b>		<b>288,377</b>	<b>242,930</b>	<b>315,891</b>	<b>410,615</b>	<b>379,816</b>	<b>379,816</b>	<b>-7.50%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	371,158	377,943	392,400	402,562	417,057	417,057	3.60%
Comp Time	51108	24	0	0	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>371,182</b>	<b>377,943</b>	<b>392,400</b>	<b>402,562</b>	<b>417,057</b>	<b>417,057</b>	<b>3.60%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	26,951	27,355	27,777	30,796	31,905	31,905	3.60%
Health Insurance	51201	106,163	106,608	114,806	119,528	128,734	122,040	2.10%
Dental Insurance	51202	5,784	5,784	5,784	5,783	5,783	5,783	0.00%
Workers Compensation	51203	2,285	2,088	3,899	5,148	2,748	2,748	-46.62%
WI Retirement	51206	25,002	24,911	26,683	26,972	27,317	27,317	1.28%
Fringe Benefits Other	51207	2,444	2,549	2,701	2,255	2,835	2,835	25.72%
<b>Fringes Benefits Subtotal:</b>		<b>168,628</b>	<b>169,294</b>	<b>181,650</b>	<b>190,482</b>	<b>199,322</b>	<b>192,628</b>	<b>1.13%</b>
<b>Total Labor:</b>		<b>539,810</b>	<b>547,238</b>	<b>574,050</b>	<b>593,044</b>	<b>616,379</b>	<b>609,685</b>	<b>2.81%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 082 - Land &amp; Water Conservation</b>								
<b>Travel:</b>								
Registration Tuition	52001	2,288	2,750	3,188	2,500	3,500	3,500	40.00%
Automobile Allowance	52002	46	218	0	300	300	300	0.00%
Meals	52005	18	146	199	350	350	350	0.00%
Lodging	52006	82	656	738	1,000	1,000	1,000	0.00%
Other Travel Exp	52007	12	0	0	50	50	50	0.00%
Taxable Meals	52008	107	0	0	300	300	300	0.00%
<b>Travel Subtotal:</b>		<b>2,553</b>	<b>3,769</b>	<b>4,125</b>	<b>4,500</b>	<b>5,500</b>	<b>5,500</b>	<b>22.22%</b>
<b>Total Travel:</b>		<b>2,553</b>	<b>3,769</b>	<b>4,125</b>	<b>4,500</b>	<b>5,500</b>	<b>5,500</b>	<b>22.22%</b>
<b>Capital Outlay:</b>								
Equipment	58004	0	31,396	0	11,495	0	0	-100.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>31,396</b>	<b>0</b>	<b>11,495</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>31,396</b>	<b>0</b>	<b>11,495</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Office:</b>								
Office Supplies	53000	563	541	567	600	600	600	0.00%
Stationery and Forms	53001	44	45	191	150	150	150	0.00%
Printing Supplies	53002	154	166	125	280	280	280	0.00%
Print Duplicate	53003	0	0	0	150	150	150	0.00%
Postage and Box Rent	53004	22	47	12	150	150	150	0.00%
Computer Supplies	53005	0	0	0	200	250	250	25.00%
Computer Software	53006	4,600	3,209	3,137	4,500	4,500	4,500	0.00%
Telephone	53008	1,609	1,656	1,283	2,500	3,000	3,000	20.00%
Telephone Supplies	53009	0	30	0	100	100	100	0.00%
<b>Office Subtotal:</b>		<b>6,992</b>	<b>5,694</b>	<b>5,315</b>	<b>8,630</b>	<b>9,180</b>	<b>9,180</b>	<b>6.37%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 082 - Land &amp; Water Conservation</b>								
<b>Operating:</b>								
Advertising	53500	374	567	514	400	400	400	0.00%
Subscriptions	53501	214	196	231	250	300	300	20.00%
Membership Dues	53502	3,442	3,382	3,573	4,000	4,000	4,000	0.00%
Agricultural Supplies	53515	3,232	300	788	3,500	2,000	2,000	-42.86%
Food	53520	115	170	172	200	356	356	78.00%
Small Equipment	53522	796	2,556	1,128	1,200	1,200	1,200	0.00%
Other Operating Supplies	53533	42	424	609	500	700	700	40.00%
Motor Fuel	53548	14	34	46	200	200	200	0.00%
Operating Licenses Fees	53553	533	590	600	700	800	800	14.29%
Operating Grants	53565	140,370	113,294	156,309	253,245	260,500	260,500	2.86%
Spec Service Awards	53566	0	0	599	0	0	0	0.00%
Small Equipment Technology	53580	336	2,385	1,391	4,200	4,200	4,200	0.00%
Print Duplicate	73003	1,579	1,598	1,384	1,600	1,600	1,600	0.00%
Postage and Box Rent	73004	367	493	332	600	600	600	0.00%
Motor Fuel	73548	2,279	1,670	1,484	2,200	2,200	2,200	0.00%
Operating licenses fees	73553	570	330	244	600	500	500	-16.67%
<b>Operating Subtotal:</b>		<b>154,263</b>	<b>127,990</b>	<b>169,403</b>	<b>273,395</b>	<b>279,556</b>	<b>279,556</b>	<b>2.25%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Equipment	54022	218	43	154	800	600	600	-25.00%
Maintenance Vehicles	54023	410	788	600	600	600	600	0.00%
Equipment Repairs	54029	43	69	77	600	600	600	0.00%
Maintenance Vehicles	74023	416	1,181	497	1,200	1,200	1,200	0.00%
Equipment Repairs	74029	429	396	363	363	396	396	9.09%
<b>Repairs &amp; Maint Subtotal:</b>		<b>1,516</b>	<b>2,477</b>	<b>1,692</b>	<b>3,563</b>	<b>3,396</b>	<b>3,396</b>	<b>-4.69%</b>
<b>Contractual Services:</b>								
Vehicle Repairs	55005	19	70	0	600	600	600	0.00%
Other Contract Serv	55030	9,190	14,694	12,326	37,490	33,200	33,200	-11.44%
<b>Contractual Services Subtotal:</b>		<b>9,208</b>	<b>14,764</b>	<b>12,326</b>	<b>38,090</b>	<b>33,800</b>	<b>33,800</b>	<b>-11.26%</b>

**Winnebago County**  
**Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 082 - Land &amp; Water Conservation</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	5,616	6,480	5,304	6,043	3,332	3,332	-44.86%
<b>Insurance Expenses Subtotal:</b>		<b>5,616</b>	<b>6,480</b>	<b>5,304</b>	<b>6,043</b>	<b>3,332</b>	<b>3,332</b>	<b>-44.86%</b>
<b>Total Other Operating:</b>		<b>177,595</b>	<b>157,405</b>	<b>194,041</b>	<b>329,721</b>	<b>329,264</b>	<b>329,264</b>	<b>-0.14%</b>
<b>Expense Total:</b>		<b>719,958</b>	<b>739,808</b>	<b>772,216</b>	<b>938,760</b>	<b>951,143</b>	<b>944,449</b>	<b>0.61%</b>
<b>Land &amp; Water Conservation Net/(Levy):</b>		<b>(431,581)</b>	<b>(496,878)</b>	<b>(456,325)</b>	<b>(528,145)</b>	<b>(571,327)</b>	<b>(564,633)</b>	<b>6.91%</b>

## SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
<b>NON-DIVISIONAL BUDGETS</b>				
County Board	\$ -	\$ 310,251	\$ -	\$ 310,251
Scholarship Program	600	9,000	600	9,000
Unclassified	4,903,150	3,994,397	(2,914,800)	(3,823,553)
	<u>\$ 4,903,750</u>	<u>\$ 4,313,648</u>	<u>\$ (2,914,200)</u>	<u>\$ (3,504,302)</u>



# COUNTY BOARD

General Fund – Department: 001

2019 BUDGET NARRATIVE

**DEPARTMENT HEAD:** Shiloh Ramos  
**LOCATION:** Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

**TELEPHONE:** 232-3439

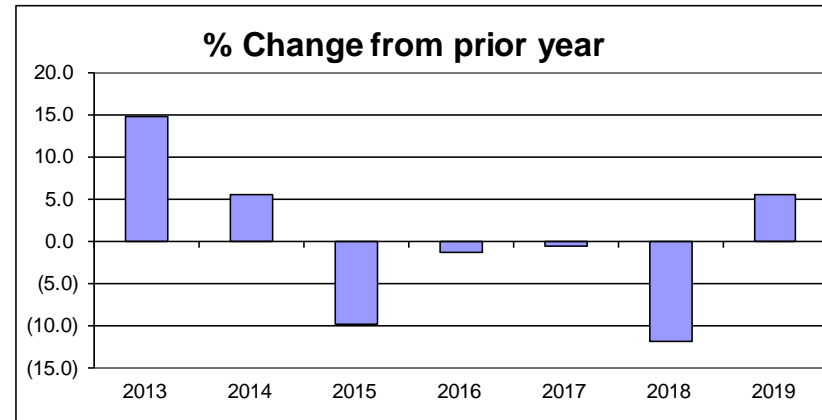
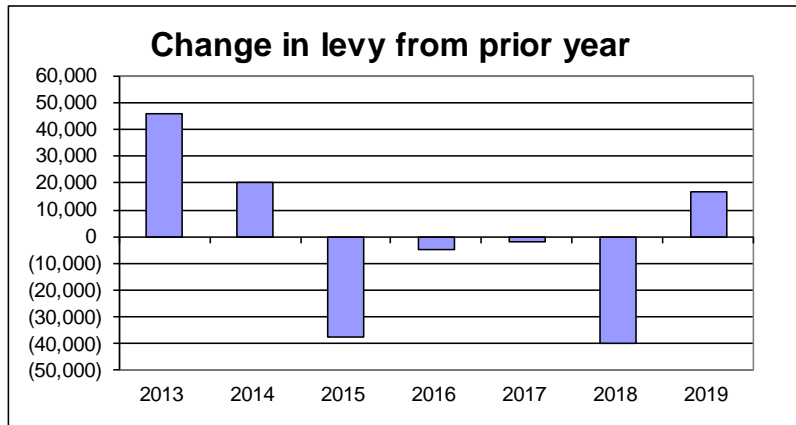
## **MISSION STATEMENT:**

The County Board aims to set broad policy with regards to the needs of the county taxpayer along with evaluating the results of these policies and ongoing programs. Additionally, the County Board reviews the effectiveness of the personnel assigned to oversee these policies and programs.

# COUNTY BOARD

## 2019 BUDGET NARRATIVE HIGHLIGHTS

**COUNTY LEVY:** The 2019 tax levy is \$310,251, an increase of \$16,570 or 5.6% over 2018. A schedule of significant changes follows.



### Scholarship Fund:

**COUNTY LEVY:** The tax levy for the scholarship program is \$9,000 for 2019, no change from 2018.

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.

# COUNTY BOARD

General Fund –Department: 001  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: Shiloh Ramos  
LOCATION: Winnebago County  
112 Otter Avenue  
Oshkosh, WI 54901

TELEPHONE: 232-3439

## 2018 ACCOMPLISHMENTS:

1. Appropriated \$5.07 million for the Winnebago County Highway Department 2018 Annual Infrastructure Improvement Program.
2. Appropriated \$3.48 million to fund the construction of a Behavioral Health Adult Community-Based Residential Facility for the Department of Human Services.
3. Approved funding for the acquisition of land to expand the boundaries of the Sunnyview Exposition Center
4. Approved funding for the UW Fox Valley Science Wing Boiler Project.

## 2019 GOALS & OBJECTIVES:

1. Continue to partner with Outagamie County to support UW-Fox Valley. Plan for long-range improvement to this facility by working with UW-Fox Valley and Outagamie County.
2. Continue to serve the citizens of Winnebago County in a fiscally responsible manner while providing services in an efficient, effective, and compassionate manner.
3. Ensure finalization and movement forward with a definitive plan for the renovation of the airport terminal at Wittman Regional Airport.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - County Board

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Tax Levy 2018</b>	<b>\$ 293,681</b>	
<b>Revenue Changes - impact on levy:</b>		
None	-	
<b>Expense Changes - impact on levy:</b>		
Elected Officials	7,500	Increase in per diem rate for County Board supervisors per amendment.
Automobile Allowance	(5,000)	Decrease in automobile allowance to follow trend of decreasing costs.
Fund balance applied	17,760	Decrease in fund balance applied. In 2018, \$17,760 of general fund balance was applied to offset the increase in county board pay and benefits.
<b>Other small changes</b>	(3,690)	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ 310,251</b>	

## Financial Summary County Board

Items	2018 7-Month Actual	2018 12-Month Estimate	2018 Adopted Budget	2018 Adjusted Budget	2019 Executive Budget
Total Revenues	-	-	-	-	-
Labor	75,755	168,960	168,960	168,960	178,200
Travel	40,807	76,150	76,250	76,250	74,500
Capital	-	-	-	-	-
Other Expenditures	42,813	55,495	66,231	66,231	57,551
Total Expenditures	159,375	300,605	311,441	311,441	310,251
Levy Before Fund Balance Adjustment			311,441		310,251
Decrease fund balance			(17,760)		-
Net Levy After Fund Balance Adjustment			293,681		310,251

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 001 - Board</b>								
<b>Expense</b>								
<b>Wages:</b>								
Elected Officials	51103	120,812	120,526	101,188	137,500	152,000	145,000	5.45%
Citizen Board Per Diem	51106	13,486	17,292	11,682	19,000	21,000	20,000	5.26%
<b>Wages Subtotal:</b>		<b>134,298</b>	<b>137,818</b>	<b>112,870</b>	<b>156,500</b>	<b>173,000</b>	<b>165,000</b>	<b>5.43%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	9,956	10,223	8,301	12,260	14,000	13,000	6.04%
Workers Compensation	51203	115	126	179	200	300	200	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>10,071</b>	<b>10,349</b>	<b>8,480</b>	<b>12,460</b>	<b>14,300</b>	<b>13,200</b>	<b>5.94%</b>
<b>Total Labor:</b>		<b>144,369</b>	<b>148,167</b>	<b>121,350</b>	<b>168,960</b>	<b>187,300</b>	<b>178,200</b>	<b>5.47%</b>
<b>Travel:</b>								
Registration Tuition	52001	8,902	13,255	14,043	14,350	16,000	16,000	11.50%
Automobile Allowance	52002	34,400	30,831	24,079	35,000	30,000	30,000	-14.29%
Commercial Travel	52004	1,609	2,527	2,700	3,000	3,500	3,500	16.67%
Meals	52005	1,974	1,431	2,220	2,500	2,600	2,600	4.00%
Lodging	52006	13,690	16,636	20,011	20,000	21,000	21,000	5.00%
Other Travel Exp	52007	366	981	679	1,000	1,000	1,000	0.00%
Taxable Meals	52008	269	236	52	400	400	400	0.00%
<b>Travel Subtotal:</b>		<b>61,210</b>	<b>65,896</b>	<b>63,785</b>	<b>76,250</b>	<b>74,500</b>	<b>74,500</b>	<b>-2.30%</b>
<b>Total Travel:</b>		<b>61,210</b>	<b>65,896</b>	<b>63,785</b>	<b>76,250</b>	<b>74,500</b>	<b>74,500</b>	<b>-2.30%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 001 - Board</b>								
<b>Capital Outlay:</b>								
Equipment	58004	0	0	34,252	0	0	0	0.00%
<b>Capital Outlay Subtotal:</b>		<b>0</b>	<b>0</b>	<b>34,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital:</b>		<b>0</b>	<b>0</b>	<b>34,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Office:</b>								
Office Supplies	53000	81	50	0	200	150	150	-25.00%
Stationery and Forms	53001	90	148	113	100	200	200	100.00%
Printing Supplies	53002	0	0	0	100	100	100	0.00%
Print Duplicate	53003	0	0	0	0	2,200	0	0.00%
Postage and Box Rent	53004	0	13	0	0	500	500	100.00%
Computer Software	53006	0	0	295	0	0	0	0.00%
Telephone	53008	1,524	792	615	1,000	600	600	-40.00%
<b>Office Subtotal:</b>		<b>1,695</b>	<b>1,003</b>	<b>1,023</b>	<b>1,400</b>	<b>3,750</b>	<b>1,550</b>	<b>10.71%</b>
<b>Operating:</b>								
Advertising	53500	0	0	0	500	500	500	0.00%
Subscriptions	53501	740	740	0	900	750	750	-16.67%
Membership Dues	53502	21,438	21,438	21,650	22,000	22,500	22,500	2.27%
Publish Legal Notices	53503	10,895	22,445	15,796	22,000	20,000	20,000	-9.09%
Food	53520	297	631	290	500	400	400	-20.00%
Small Equipment	53522	5,710	0	0	9,500	9,500	4,500	-52.63%
Other Operating Supplies	53533	3,212	261	214	500	1,500	1,500	200.00%
Small Equipment Technology	53580	25,362	0	0	0	0	0	0.00%
Print Duplicate	73003	1,793	1,764	2,301	3,250	2,000	2,000	-38.46%
Postage and Box Rent	73004	1,692	1,703	1,828	3,250	2,500	2,500	-23.08%
<b>Operating Subtotal:</b>		<b>71,140</b>	<b>48,982</b>	<b>42,078</b>	<b>62,400</b>	<b>59,650</b>	<b>54,650</b>	<b>-12.42%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 001 - Board</b>								
<b>Repairs &amp; Maint:</b>								
Equipment Repairs	54029	6,600	6,600	6,600	6,600	7,000	7,000	6.06%
Equipment Repairs	74029	165	1,320	1,320	1,320	1,320	1,320	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>6,765</b>	<b>7,920</b>	<b>7,920</b>	<b>7,920</b>	<b>8,320</b>	<b>8,320</b>	<b>5.05%</b>
<b>Contractual Services:</b>								
Professional Service	55014	5,000	54,672	0	6,000	5,000	5,000	-16.67%
Personnel Services	75800	(12,537)	(9,859)	(9,456)	(12,500)	(12,500)	(12,500)	0.00%
<b>Contractual Services Subtotal:</b>		<b>(7,537)</b>	<b>44,813</b>	<b>(9,456)</b>	<b>(6,500)</b>	<b>(7,500)</b>	<b>(7,500)</b>	<b>15.38%</b>
<b>Insurance Expenses:</b>								
Prop Liab Insurance	76000	1,116	924	1,008	1,011	1,108	531	-47.48%
<b>Insurance Expenses Subtotal:</b>		<b>1,116</b>	<b>924</b>	<b>1,008</b>	<b>1,011</b>	<b>1,108</b>	<b>531</b>	<b>-47.48%</b>
<b>Total Other Operating:</b>		<b>73,178</b>	<b>103,641</b>	<b>42,573</b>	<b>66,231</b>	<b>65,328</b>	<b>57,551</b>	<b>-13.11%</b>
<b>Expense Total:</b>		<b>278,757</b>	<b>317,704</b>	<b>261,960</b>	<b>311,441</b>	<b>327,128</b>	<b>310,251</b>	<b>-0.38%</b>
<b>Board Net/(Levy):</b>		<b>(278,757)</b>	<b>(317,704)</b>	<b>(261,960)</b>	<b>(311,441)</b>	<b>(327,128)</b>	<b>(310,251)</b>	<b>-0.38%</b>
Fund balance applied (Note):					17,760	0	0	-100.00%
<b>Net County Board</b>		<b>(278,757)</b>	<b>(317,704)</b>	<b>(261,960)</b>	<b>(293,681)</b>	<b>(327,128)</b>	<b>(310,251)</b>	<b>5.64%</b>

Note: General Fund undesignated fund balance was applied to offset the amendment to increase county board pay and benefits in 2018.



## Financial Summary Scholarship Program

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	411	600	340	340	600
Labor	-	-	-	-	-
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	5,500	9,000	9,000	9,000	9,000
Total Expenditures	5,500	9,000	9,000	9,000	9,000
Levy Before Fund Balance Adjustments			8,660		8,400
Increase / (Decrease) fund balance			340		600
Net Levy After Fund Balance Adjustments			9,000		9,000

## Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 060 - Scholarship</b>								
<b>Revenue</b>								
<b>Interest:</b>								
Interest Investments	48000	315	332	523	340	600	600	76.47%
Investment Mark to Market	48002	68	(154)	(76)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>383</b>	<b>177</b>	<b>447</b>	<b>340</b>	<b>600</b>	<b>600</b>	<b>76.47%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	0	0	0	9,000	9,000	100.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>100.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>383</b>	<b>177</b>	<b>447</b>	<b>340</b>	<b>9,600</b>	<b>9,600</b>	<b>2,723.53%</b>
<b>Revenue Total:</b>		<b>383</b>	<b>177</b>	<b>447</b>	<b>340</b>	<b>9,600</b>	<b>9,600</b>	<b>2,723.53%</b>
<b>Expense</b>								
<b>Operating:</b>								
Operating Grants	53565	8,500	9,000	9,000	9,000	0	0	-100.00%
<b>Operating Subtotal:</b>		<b>8,500</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Total Other Operating:</b>		<b>8,500</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Expense Total:</b>		<b>8,500</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Scholarship Net/(Levy):</b>		<b>(8,117)</b>	<b>(8,823)</b>	<b>(8,553)</b>	<b>(8,660)</b>	<b>9,600</b>	<b>9,600</b>	<b>-210.85%</b>
Increase fund balance (Note)		0	0	0	(340)	(600)	(600)	76.47%
<b>Net Scholarship (Note):</b>		<b>(8,117)</b>	<b>(8,823)</b>	<b>(8,553)</b>	<b>(9,000)</b>	<b>9,000</b>	<b>9,000</b>	<b>-200.00%</b>
Note: A negative number here represents a planned increase to fund balance for this activity.								

# MISCELLANEOUS AND UNCLASSIFIED

## 2019 BUDGET NARRATIVE

### HIGHLIGHTS

**DEPARTMENT DESCRIPTION:** This area of the budget contains expenditures and revenues that cannot be assigned to a particular department. This includes contingency funds, operating grants, transfers to other funds, and other expenses in the expenditure area. The revenues are state-shared revenues, investment income, and indirect costs.

**DEPARTMENT STAFFING:** There is no county staffing charged to this department. Wage and benefit costs included are related to payouts to terminating employees.

**OVERALL:** The net overall decrease to the surplus generated in this area is \$100,042. We plan to use \$239,800 of fund balance to be applied to the street assessments and \$2,675,000 of fund balance to reduce the 2019 tax levy. In 2018 we applied \$3,336,000 of the fund balance to reduce the tax levy. See significant changes from 2019 Adopted Budget for details on the following page.

## SIGNIFICANT CHANGES FROM 2018 ADOPTED - Miscellaneous & Unclassified

Account	Amount	Description
<b>Significant changes from 2018</b>		
<b>Net (Surplus) 2018</b>	<b>\$ (3,923,595)</b>	
<b>Revenue Changes - impact on levy:</b>		
Indirect Cost	45,000	Projected decrease based on past history.
Interest Investments	(275,000)	Higher interest rates due to market.
<b>Expense Changes - impact on levy:</b>		
Payout Wages	(40,000)	Decrease based on expected lower sick leave payouts in 2019.
Taxes Assessments	207,800	Increase based on City of Oshkosh assessments for road work on Washington St., Court St., Otter Ave., and Hughes St.
Prop Liab Insurance	(5,904)	Decrease due to reducing the departments charges in order to draw down the large fund balance of nearly 1.3 million.
Fund Balance	181,200	Decrease in fund balance applied (\$239,800 for street assessments and an decrease of \$421,000 towards keeping the levy on target).
<b>Other small changes</b>	<b>(13,054)</b>	This is a combination of small increases and decreases to revenue and expense accounts.
<b>Tax Levy 2019</b>	<b>\$ (3,823,553)</b>	<b>Represents more revenue than expenses so this reduces the overall levy.</b>

**Financial Summary**  
**Miscellaneous & Unclassified**

<b>Items</b>	<b>2018 7-Month Actual</b>	<b>2018 12-Month Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>2019 Executive Budget</b>
Total Revenues	1,896,287	4,801,150	4,673,550	4,673,550	4,903,150
Labor	219,683	315,700	381,900	381,900	341,950
Travel	-	-	-	-	-
Capital	-	-	-	-	-
Other Expenditures	2,136,694	3,417,556	3,464,055	3,571,507	3,652,447
Total Expenditures	2,356,377	3,733,256	3,845,955	3,953,407	3,994,397
Levy Before Fund Balance Adjustments			(827,595)		(908,753)
Fund balance adjustment for street assessments			-		(239,800)
Fund balance adjustment to balance tax levy			(3,096,000)		(2,675,000)
Net Levy After Fund Balance Adjustments			(3,923,595)		(3,823,553)

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 039 - Miscellaneous unclassified</b>								
<b>Revenue</b>								
<b>Taxes:</b>								
Forest Crop Tax	41001	2,242	3,216	2,651	3,200	2,800	2,800	-12.50%
Retained Sales Tax	41004	135	123	152	150	150	150	0.00%
<b>Taxes Subtotal:</b>		<b>2,377</b>	<b>3,339</b>	<b>2,803</b>	<b>3,350</b>	<b>2,950</b>	<b>2,950</b>	<b>-11.94%</b>
<b>Intergov Rev:</b>								
State Shared Revenue	42001	3,302,262	3,463,764	3,536,231	3,500,000	3,500,000	3,500,000	0.00%
Indirect Cost	42020	210,195	179,316	165,024	180,000	135,000	135,000	-25.00%
<b>Intergov Rev Subtotal:</b>		<b>3,512,457</b>	<b>3,643,080</b>	<b>3,701,255</b>	<b>3,680,000</b>	<b>3,635,000</b>	<b>3,635,000</b>	<b>-1.22%</b>
<b>Public Services:</b>								
Other Public Charges	45057	165	195	150	200	200	200	0.00%
<b>Public Services Subtotal:</b>		<b>165</b>	<b>195</b>	<b>150</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0.00%</b>
<b>Total Operating Revenue:</b>		<b>3,514,999</b>	<b>3,646,614</b>	<b>3,704,208</b>	<b>3,683,550</b>	<b>3,638,150</b>	<b>3,638,150</b>	<b>-1.23%</b>
<b>Interest:</b>								
Interest Investments	48000	447,911	483,426	778,393	825,000	1,100,000	1,100,000	33.33%
Investment Mark to Market	48002	110,812	(265,515)	(130,775)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>558,723</b>	<b>217,911</b>	<b>647,618</b>	<b>825,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>33.33%</b>
<b>Misc Revenues:</b>								
Sale Of Prop Equip	48104	12,831	17,958	14,455	15,000	15,000	15,000	0.00%
Other Miscellaneous Revenues	48109	164,901	160,309	80,274	150,000	150,000	150,000	0.00%
<b>Misc Revenues Subtotal:</b>		<b>177,733</b>	<b>178,268</b>	<b>94,729</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>0.00%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 039 - Miscellaneous unclassified</b>								
<b>Transfers In:</b>								
Other Transfers In	49501	0	347,779	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>347,779</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>736,456</b>	<b>743,958</b>	<b>742,347</b>	<b>990,000</b>	<b>1,265,000</b>	<b>1,265,000</b>	<b>27.78%</b>
<b>Revenue Total:</b>		<b>4,251,455</b>	<b>4,390,573</b>	<b>4,446,555</b>	<b>4,673,550</b>	<b>4,903,150</b>	<b>4,903,150</b>	<b>4.91%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	30,924	0	34,937	0	0	0	0.00%
Payout Wages	51120	211,551	159,979	369,117	360,000	320,000	320,000	-11.11%
Payroll Sundry Account	51190	13	184	0	200	200	200	0.00%
<b>Wages Subtotal:</b>		<b>242,489</b>	<b>160,162</b>	<b>404,054</b>	<b>360,200</b>	<b>320,200</b>	<b>320,200</b>	<b>-11.10%</b>
<b>Fringes Benefits:</b>								
FICA Medicare	51200	15,963	15,395	20,743	20,000	20,000	20,000	0.00%
Health Insurance	51201	28,986	14,296	1,316	1,500	1,500	1,500	0.00%
Dental Insurance	51202	(0)	(29)	0	0	0	0	0.00%
Workers Compensation	51203	36	93	299	100	150	150	50.00%
WI Retirement	51206	0	0	2,306	0	0	0	0.00%
Fringe Benefits Other	51207	74	77	40	100	100	100	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>45,059</b>	<b>29,832</b>	<b>24,705</b>	<b>21,700</b>	<b>21,750</b>	<b>21,750</b>	<b>0.23%</b>
<b>Total Labor:</b>		<b>287,547</b>	<b>189,995</b>	<b>428,759</b>	<b>381,900</b>	<b>341,950</b>	<b>341,950</b>	<b>-10.46%</b>

# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 039 - Miscellaneous unclassified</b>								
<b>Operating:</b>								
Household Supplies	53516	38	36	23	75	75	75	0.00%
Bad Debts Expense	53561	109,117	(70,005)	61,122	10,000	10,000	10,000	0.00%
Taxes & Assessments	53562	1,751	27,123	1,024	10,000	10,000	10,000	0.00%
Tax Refunds	53564	106,950	122,710	9,067	25,000	25,000	25,000	0.00%
Operating Grants	53565	2,570,128	2,385,954	2,477,833	2,696,980	2,683,476	2,683,476	-0.50%
Other Miscellaneous	53568	3,908	420	7,195	4,000	4,000	4,000	0.00%
Postage and Box Rent	73004	0	1	0	0	0	0	0.00%
<b>Operating Subtotal:</b>		<b>2,791,893</b>	<b>2,466,239</b>	<b>2,556,265</b>	<b>2,746,055</b>	<b>2,732,551</b>	<b>2,732,551</b>	<b>-0.49%</b>
<b>Repairs &amp; Maint:</b>								
Maintenance Grounds	74021	988	718	40,060	100,000	100,000	100,000	0.00%
<b>Repairs &amp; Maint Subtotal:</b>		<b>988</b>	<b>718</b>	<b>40,060</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.00%</b>
<b>Contractual Services:</b>								
Professional Service	55014	44,191	33,359	32,570	40,000	40,000	40,000	0.00%
Taxes Assessments	55054	0	3,640	0	32,000	239,800	239,800	649.38%
<b>Contractual Services Subtotal:</b>		<b>44,191</b>	<b>36,998</b>	<b>32,570</b>	<b>72,000</b>	<b>279,800</b>	<b>279,800</b>	<b>288.61%</b>
<b>Insurance Expenses:</b>								
Claim Payments	56002	0	0	95,000	0	0	0	0.00%
Prop Liab Insurance	76000	11,232	11,772	10,416	12,000	6,096	6,096	-49.20%
<b>Insurance Expenses Subtotal:</b>		<b>11,232</b>	<b>11,772</b>	<b>105,416</b>	<b>12,000</b>	<b>6,096</b>	<b>6,096</b>	<b>-49.20%</b>
<b>Total Other Operating:</b>		<b>2,848,304</b>	<b>2,515,727</b>	<b>2,734,311</b>	<b>2,930,055</b>	<b>3,118,447</b>	<b>3,118,447</b>	<b>6.43%</b>



# **Winnebago County** **Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Department - 039 - Miscellaneous unclassified</b>								
<b>Transfers Out:</b>								
Other Transfers Out	59501	2,322,878	230,000	49,000	209,000	209,000	209,000	0.00%
<b>Transfers Out Subtotal:</b>		<b>2,322,878</b>	<b>230,000</b>	<b>49,000</b>	<b>209,000</b>	<b>209,000</b>	<b>209,000</b>	<b>0.00%</b>
<b>Other Financing Uses:</b>								
Res Contingencies	59502	0	0	0	300,000	300,000	300,000	0.00%
Res Salaries	59503	0	0	0	25,000	25,000	25,000	0.00%
<b>Other Financing Uses Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	<b>0.00%</b>
<b>Total Non-Operating Expense:</b>		<b>2,322,878</b>	<b>230,000</b>	<b>49,000</b>	<b>534,000</b>	<b>534,000</b>	<b>534,000</b>	<b>0.00%</b>
<b>Expense Total:</b>		<b>5,458,730</b>	<b>2,935,721</b>	<b>3,212,070</b>	<b>3,845,955</b>	<b>3,994,397</b>	<b>3,994,397</b>	<b>3.86%</b>
<b>Miscellaneous unclassified Net/(Levy):</b>		<b>(1,207,274)</b>	<b>1,454,851</b>	<b>1,234,485</b>	<b>827,595</b>	<b>908,753</b>	<b>908,753</b>	<b>9.81%</b>
General fund applied for street assessments		0	0	0	0	0	239,800	100.00%
General fund applied for tax levy		50,000	868,000	2,490,000	3,096,000	3,336,000	2,675,000	-13.60%
<b>Net Miscellaneous unclassified:</b>		<b>(1,157,274)</b>	<b>2,322,851</b>	<b>3,724,485</b>	<b>3,923,595</b>	<b>4,244,753</b>	<b>3,823,553</b>	<b>-2.55%</b>

Note: Fund balance applied in this cost center is a use of fund balance to reduce the overall levy for the county.

**WINNEBAGO COUNTY**  
**2019 BUDGET**  
**SCHEDULE OF MISCELLANEOUS OPERATING GRANT PAYMENTS**

	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>Increase / (decrease)</b>	
				<b>Amount</b>	<b>Percent</b>
Library (See attached schedule)	\$ 2,084,481	\$ 2,106,709	\$ 2,213,392	106,683	5.06%
Library fees due for County resident usage of other library systems	44,401	45,000	45,675	675	1.50%
Regional Planning Commission	201,000	199,611	199,713	102	0.05%
ADVOCAP	35,425	37,000	37,000	0	0.00%
County Fair Association	50,000	50,000	50,000	0	0.00%
Ambulance Service	3,622	3,660	3,697	37	1.00%
Railroad Consortium	25,000	25,000	25,000	0	0.00%
Lake Winnebago Management Plan Grant Coordinator - contribution	Note below	20,000	Note below	(20,000)	-100.00%
Subtotal	\$ 2,443,929	\$ 2,486,980	\$ 2,574,476	87,496	3.52
Culvert and Bridge Aide	22,500	210,000	109,000	(101,000)	(48.10)
Totals	2,466,429	2,696,980	2,683,476	(13,504)	(0.50)

**SCHEDULE OF MISCELLANEOUS INTERFUND TRANSFERS**

Industrial Development Board Grant	190,000	209,000	209,000	0	0.00
Totals	190,000	190,000	209,000	0	0.00

**Note:** The Lake Winnebago Plan Grant Coordinator position was not included in the 2017 adopted budget but was added back at the next County Board meeting which occurred in November. For the 2019 budget, this amount was moved to the Land & Water Conservation's budget.

**COUNTY LIBRARY LEVY REQUEST  
COMPARATIVE DATA  
LEVY ANALYSIS**

<b>Used for 2019 library allocation</b>						<b>Change 2019 over / (under) 2018</b>	
<b>Operating:</b>	<b>2018 Net Library Budget</b>	<b>Percent of County Users/Usage</b>	<b>2017 Library Allocation</b>	<b>2018 Library Allocation</b>	<b>2019 Library Allocation</b>	<b>Amount</b>	<b>Percent</b>
Menasha	\$ 1,444,676	27.0% *	\$ 360,004	\$ 351,018	\$ 390,063	\$ 39,045	11.1%
Neenah	2,053,267	38.8% *	756,843	767,697	796,668	28,971	3.8%
Omro	204,736	51.7%	93,913	96,706	105,849	9,143	9.5%
Oshkosh	3,213,881	18.9% *	564,621	586,881	607,424	20,543	3.5%
Winneconne	214,303	53.0% *	111,444	109,296	113,581	4,285	3.9%
Total operating	<u>7,130,863</u>		<u>1,886,825</u>	<u>1,911,598</u>	<u>2,013,585</u>	<u>101,987</u>	<u>5.3%</u>
<b>Facilities:</b>							
Menasha	224,400	27.0% *	56,773	56,773	60,588	3,815	6.7%
Neenah	286,304	38.8% *	108,509	110,513	111,086	573	0.5%
Omro	0	51.7%	0	0	0	0	0.0%
Oshkosh	0	18.9% *	0	0	0	0	0.0%
Winneconne	34,214	53.0% *	18,783	17,825	18,133	308	1.7%
Total operating	<u>544,918</u>		<u>184,065</u>	<u>185,111</u>	<u>189,807</u>	<u>4,696</u>	<u>2.5%</u>
<b>Special Project Grant (Note below)</b>			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0.0%</u>
Totals	\$ <u>7,675,781</u>		\$ <u>2,080,890</u>	\$ <u>2,106,709</u>	\$ <u>2,213,392</u>	\$ <u>106,683</u>	<u>5.1%</u>

**2019 Net Library Budget** - the 2019 library tax levy is based on the 2018 budget. The formula is always based on the past year budget because the municipalities do not prepare their library budgets for the next year until after the County has completed it's budget process.

**Percent of County Users/Usage** - the formula is set to allocate the County share of the library budget based on actual usage by County residents. This percent is based on the number of users outside of the municipality responsible for the library divided by the total of all usage of the facility.

**Special Project Grant:** The libraries are submitting a special project request of \$10,000 for the purchase of eBooks and eAudiobooks to be added to the Winnefox Overdrive Advantage Collection. This would supplement the \$62,9323 that county libraries are spending on these materials this year. Use of these materials continues to increase.

\* Percent of actual circulation

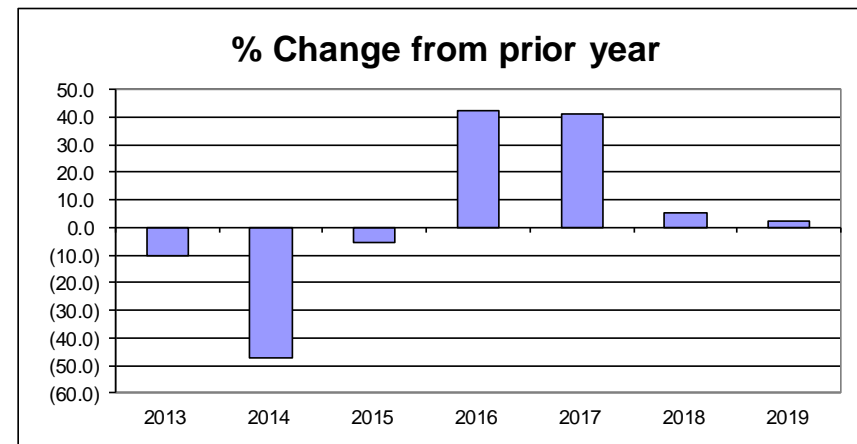
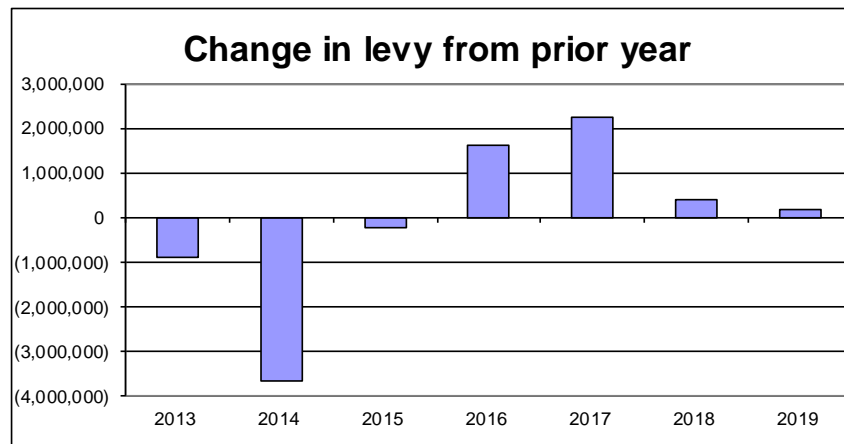
# DEBT SERVICE

## 2019 BUDGET NARRATIVE HIGHLIGHTS

### 2019 BUDGET DETAIL:

**NOTE:** Debt of proprietary funds such as Airport, Park View Health Center, Solid Waste and Highway Department are reflected in the budgets of those departments and are backed out of the totals here. The debt service in this section only applies to the governmental funds. However charts and graphs are prepared to include all debt so the reader can get a complete view of all debt.

The 2019 net levy supported debt service in the Debt Service Fund is \$8,218,000, an increase of \$174,000 or 2.2% over 2018. There will be a borrowing for new projects in 2019 for an estimated \$12.045 million. Projects included in the 2019 borrowing include; Window replacements, elevator modernization, courthouse boiler replacement, courthouse 5<sup>th</sup> floor remodeling, roof replacement program, Orion King ramp replacement, Obsolete building demolition, masonry repair program, sheriff evidence storage building, jail waste heat piping replacement, sheriff office lobby window replacement, Jail expansion, UW student development and food service facility, UW child care center addition, Human Service community based residential facility, Airport business park taxiway extension, Park View Health Care storage building, and various road resurfacing and reconstruction projects. Each of these projects must first be approved by the Winnebago County Board of Supervisors.



Borrowing transactions that occurred during 2018 follow: \$8,075,000. These funds were borrowed for projects including; road resurface and reconstruction, sheriff CAD/ RMS system upgrade, courthouse window replacement, courthouse elevator modernization, department relocation, roof replacement, obsolete building demolition, UWFV student development and food service facility, Airport taxiway extension

**INDEBTEDNESS LIMITATIONS:**

Total estimated outstanding debt is projected to be \$37,817,000 at the end of 2019. This is well below our debt limit of over \$674 million.

**OUTSTANDING INDEBTEDNESS AND REPAYMENT:**

Amounts of outstanding debt along with schedules of principal and interest due by year are on schedules that follow. All debt is fully retired after 10 years. The Levy & Non-Levy Debt graph that follows (a few pages later) shows our policy of maintaining level debt service payments each year while leaving room in the later years to accommodate new debt.

Debt service principal and interest on debt incurred to finance proprietary activities is accounted for in those proprietary funds. The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, for governmental funds. See the glossary at the end of the budget book for a definition of proprietary type activities. This section of the budget summarizes all debt service of the County and identifies that portion attributable to proprietary type activities. Explanations are only provided for those debt obligations that are still outstanding. These explanations are found later in this section just prior to debt service schedules.

**Winnebago County**  
**Budget Detail - 2019**  
**Debt Service ( Dollars in thousands)**

	2015 Adopted Budget	2016 Adopted Budget	2017 Adopted Budget	2018 Adopted Budget	2019 Request Budget
Reimbursements for pass through debt					
Housing Authority	110	110	110	110	110
East Central Regional Planning Commission	18	18	18	17	18
Investment income	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>128</b>	<b>128</b>	<b>128</b>	<b>127</b>	<b>128</b>
<b><u>Principal payments:</u></b>					
G.O. Notes, Series 2008 A	615	-	-	-	-
G.O. Notes, Series 2009 BAB	386	397	405	420	435
G.O. Notes, Series 2010 BAB	1,340	1,365	1,395	1,425	1,460
G.O Notes, Series 2010C Trust Fund Loan	63	66	70	73	77
G.O Notes, Series 2010D Trust Fund Loan	13	14	15	15	16
G.O. Notes, Series 2011 A	355	373	370	385	395
G.O. Notes, Series 2012 A	610	651	695	745	800
G.O. Notes, Series 2012 B	2,780	2,585	-	-	-
G.O. Notes, Series 2012 C	1,285	1,310	1,335	1,365	1,400
G.O. Notes, Series 2014 A	500	375	385	400	410
G.O. Notes, Series 2015 A		300	395	400	410
G.O. Notes, Series 2016 A		-	2,590	135	140
G.O. Notes, Series 2017 A		-	-	2,820	725
G.O. Notes, Series 2018 A		-	-	-	2,000
<b>Total Principal</b>	<b>7,947</b>	<b>7,436</b>	<b>7,655</b>	<b>8,183</b>	<b>8,268</b>

**Winnebago County**  
**Budget Detail - 2019**  
**Debt Service ( Dollars in thousands)**

	2015 Adopted Budget	2016 Adopted Budget	2017 Adopted Budget	2018 Adopted Budget	2019 Request Budget
<b><u>Interest payments:</u></b>					
G.O. Notes, Series 2008 A	84	-	-	-	-
G.O. Notes, Series 2009 BAB	48	39	31	19	7
G.O. Notes, Series 2010 BAB	133	118	102	78	48
G.O Notes, Series 2010C Trust Fund Loan	47	44	41	37	33
G.O Notes, Series 2010D Trust Fund Loan	5	4	3	2	2
G.O. Notes, Series 2011 A	54	47	42	35	26
G.O. Notes, Series 2012 A	45	44	36	25	10
G.O. Notes, Series 2012 B	109	43	-	-	-
G.O. Notes, Series 2012 C	210	184	157	130	103
G.O. Notes, Series 2014 A	83	79	71	63	55
G.O. Notes, Series 2015 A	-	90	73	65	57
G.O. Notes, Series 2016 A	-	-	42	30	28
G.O. Notes, Series 2017 A	-	-	-	161	165
G.O. Notes, Series 2017 A	-	-	-	-	175
<b>Total Interest</b>	<b>818</b>	<b>692</b>	<b>598</b>	<b>645</b>	<b>709</b>
<b>TOTAL EXPENSES</b>	<b>8,765</b>	<b>8,128</b>	<b>8,253</b>	<b>8,828</b>	<b>8,977</b>
<b>Gross levy</b>	<b>8,637</b>	<b>8,000</b>	<b>8,125</b>	<b>8,701</b>	<b>8,849</b>

**Winnebago County**  
**Budget Detail - 2019**  
**Debt Service ( Dollars in thousands)**

	2015 Adopted Budget	2016 Adopted Budget	2017 Adopted Budget	2018 Adopted Budget	2019 Request Budget
<b>Less amounts charged to:</b>					
Airport fund	(106)	(54)	(56)	(185)	(120)
Solid Waste fund	(15)	(16)	(17)	(18)	(18)
Park View Health center	(2,637)	(2,431)	(320)	(329)	(338)
Highway	(76)	(80)	(82)	(125)	(155)
<b>LEVY debt service fund</b>	<b>5,803</b>	<b>5,419</b>	<b>7,650</b>	<b>8,044</b>	<b>8,218</b>
 Add back levy departments					
Airport fund	106	54	56	185	120
Park View Health Center	2,637	2,431	320	329	338
Fund balance applied (Note)	(2,000)	-	-	-	-
 Total all debt service levy	<b>6,546</b>	<b>7,904</b>	<b>8,026</b>	<b>8,558</b>	<b>8,676</b>

Note: Fund balance applies is a use of fund balance to reduce the levy for this activity.

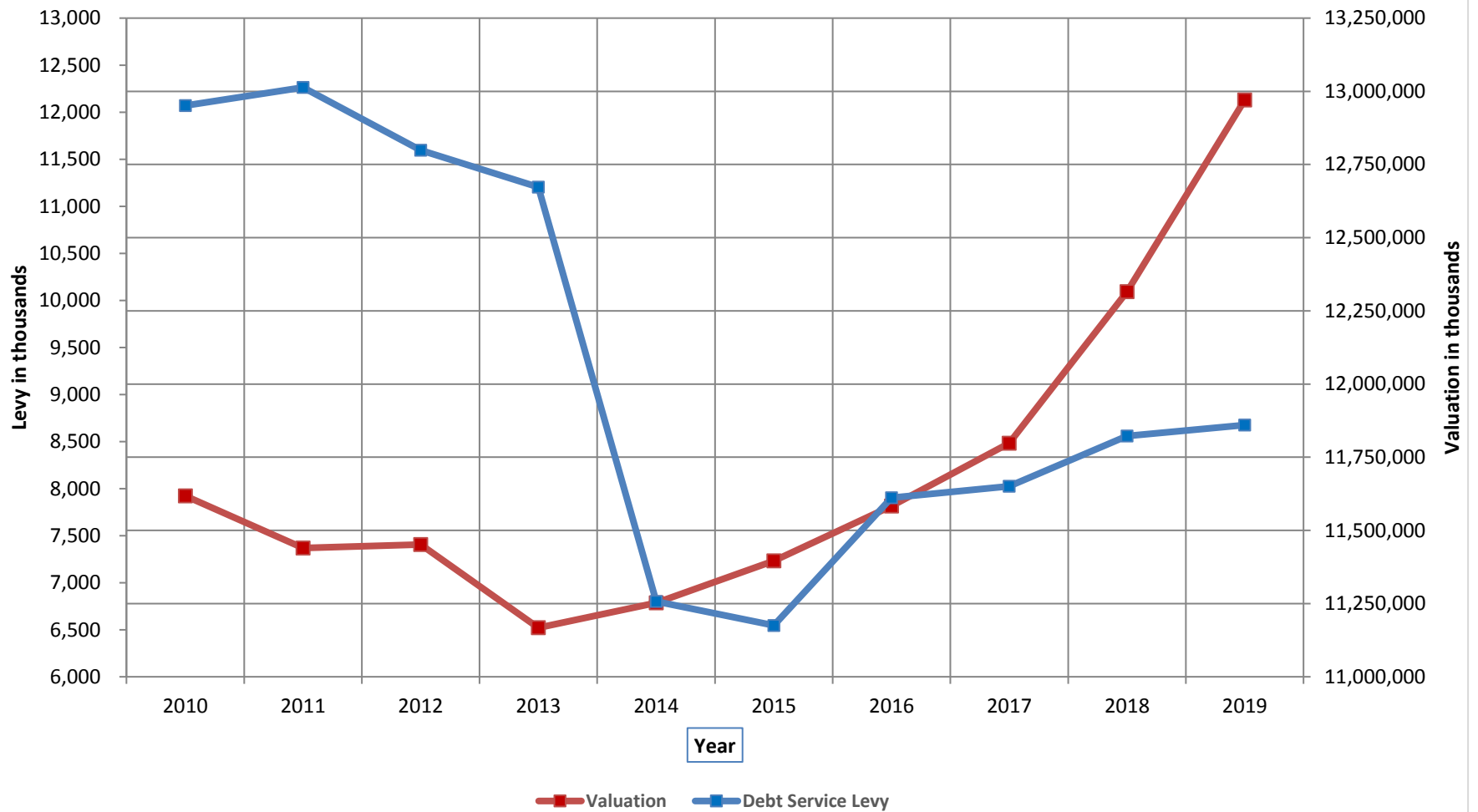


**WINNEBAGO COUNTY**  
**OUTSTANDING INDEBTEDNESS - ALL**

(Includes Solid Waste and Highway Debt because they are included in Debt Limit Calculations)

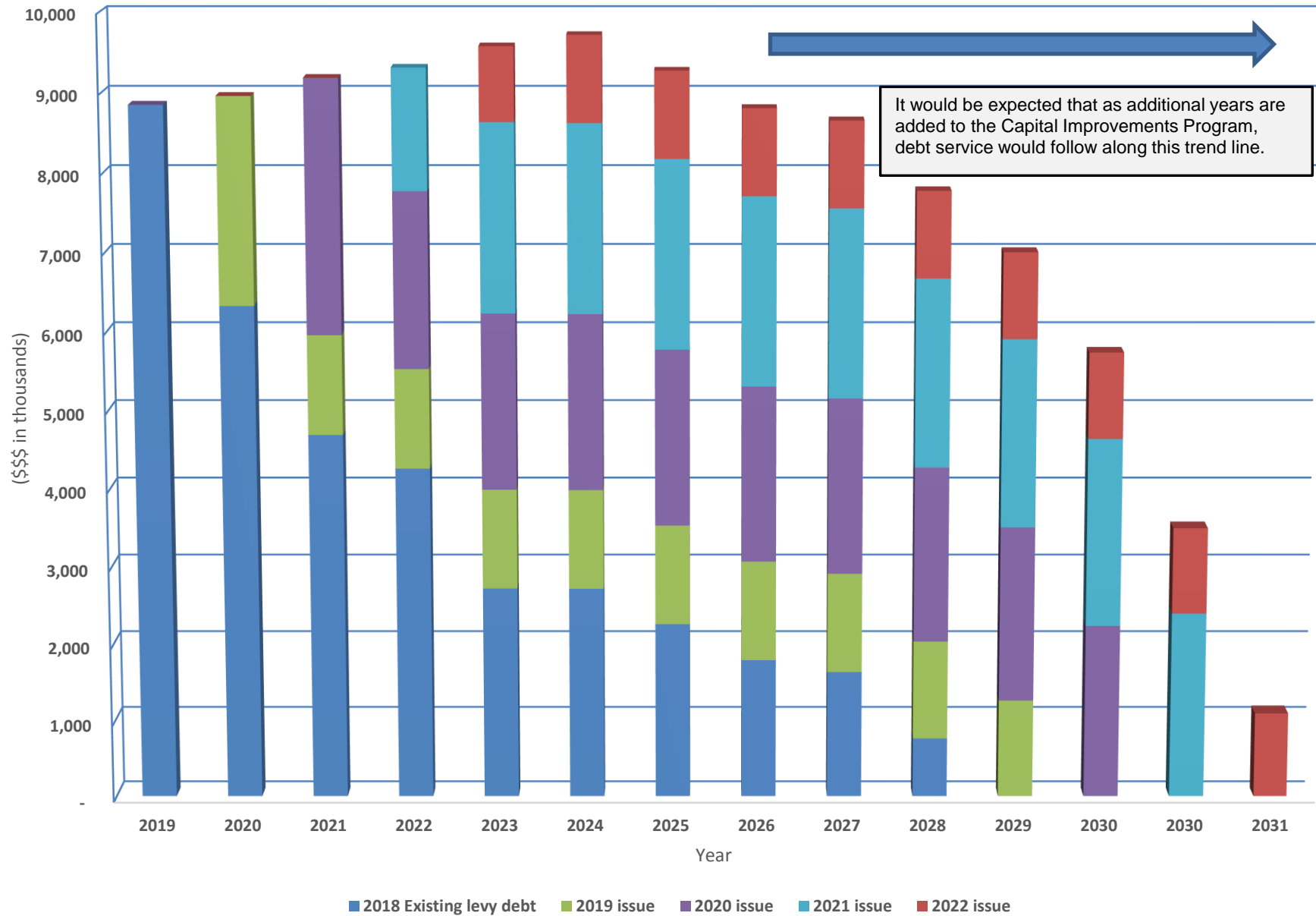
Notes:	ISSUE DATE	MATURITY DATE	NET EFFECTIVE INTEREST RATE	OUTSTANDING 12/31/18	2019 PRINCIPAL PAID	2019 NEW DEBT	12/31/19 OUTSTANDING DEBT (Projected)
Taxable Gen Oblig (Build America Bonds) Series 2009B	11/10/09	04/01/2019	2.9900%	435,000	435,000		-
General Obligation Notes Series 2010B	11/19/10	04/01/2020	3.7100%	2,960,000	1,460,000		1,500,000
State of Wisconsin Trust Fund Loan Series 2010C	11/22/10	03/15/2025	5.2500%	632,000	77,000		555,000
State of Wisconsin Trust Fund Loan Series 2010D	12/15/10	03/15/2020	5.0000%	33,000	16,000		17,000
General Obligation Notes Series 2011A	11/08/11	04/01/2021	2.6800%	1,225,000	395,000		830,000
General Obligation Notes Series 2012A Refunding	03/15/12	04/01/2020	1.6100%	915,000	800,000		115,000
General Obligation Notes Series 2012C	11/06/12	04/01/2022	2.7600%	5,825,000	1,400,000		4,425,000
General Obligation Notes Series 2014A	11/08/14	04/01/2024	2.6200%	2,620,000	410,000		2,210,000
General Obligation Notes Series 2015A	11/08/15	04/01/2025	2.7000%	3,055,000	410,000		2,645,000
General Obligation Notes Series 2016A	Nov 2016	04/01/2026	1.8100%	1,215,000	140,000	-	1,075,000
General Obligation Notes Series 2017A	Nov 2017	04/01/2027	1.8474%	7,050,000	725,000	-	6,325,000
<b>NEW ISSUES - FALL 2018:</b>							
General Obligation Notes Series 2018A	Nov 2018	04/01/2028	Unknown	8,075,000	2,000,000	-	6,075,000
<b>NEW ISSUES - FALL 2019:</b>							
General Obligation Notes Series 2019A	Nov 2019	04/01/2029	Unknown	-	-	12,045,000	12,045,000
<b>GRAND TOTALS</b>				<b>\$ 34,040,000</b>	<b>\$ 8,268,000</b>	<b>\$ 12,045,000</b>	<b>\$ 37,817,000</b>

## Growth in Valuation Vs Growth in Debt Levy

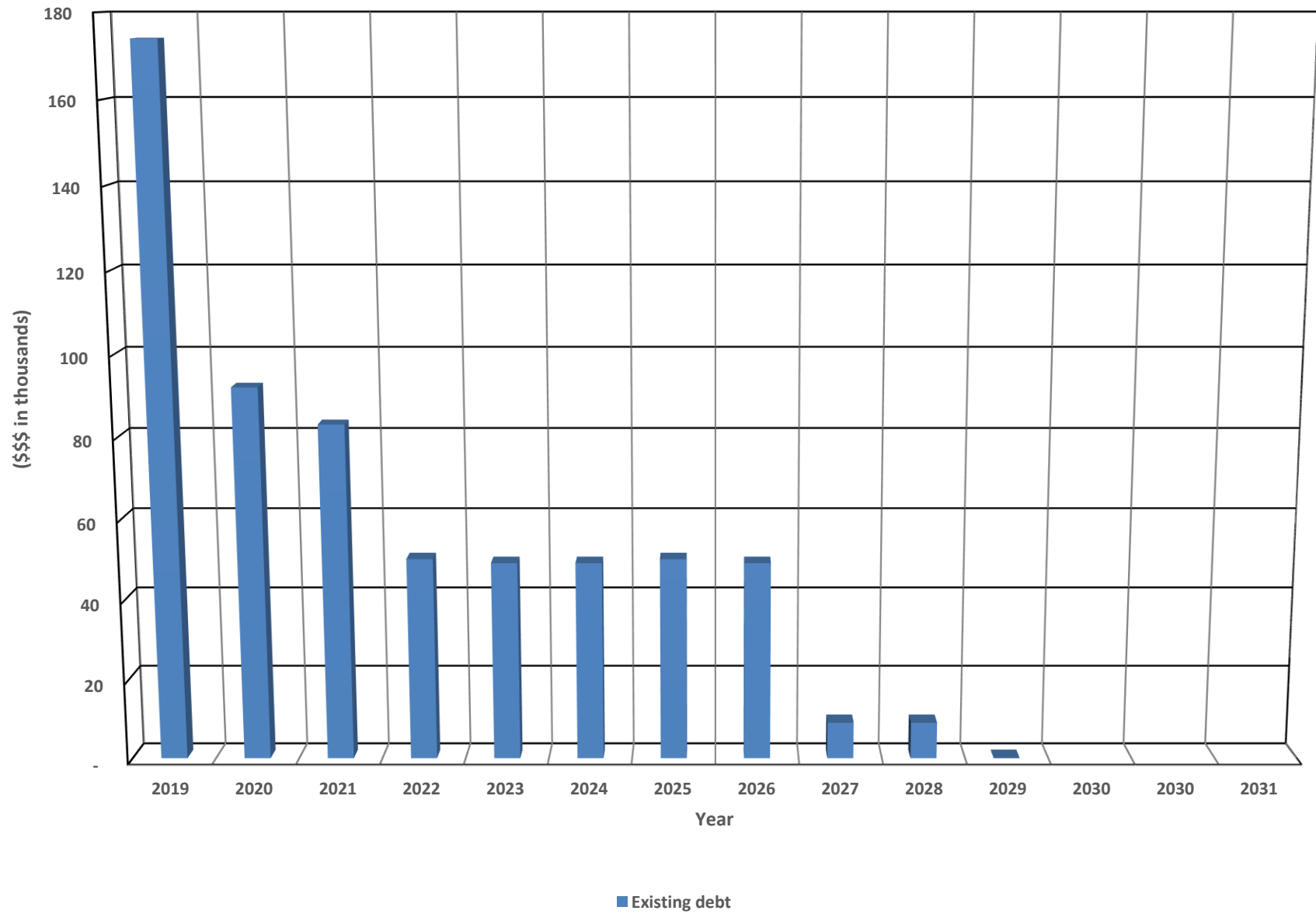


Note: This chart shows that debt service had dropped for several years. It started to rise again in 2016 due to larger projects requiring borrowing. Note that debt service is going up at about the same rate as valuation growth. This keeps the debt service rate relatively stable.

## Levy Supported Debt Current and Future Payments



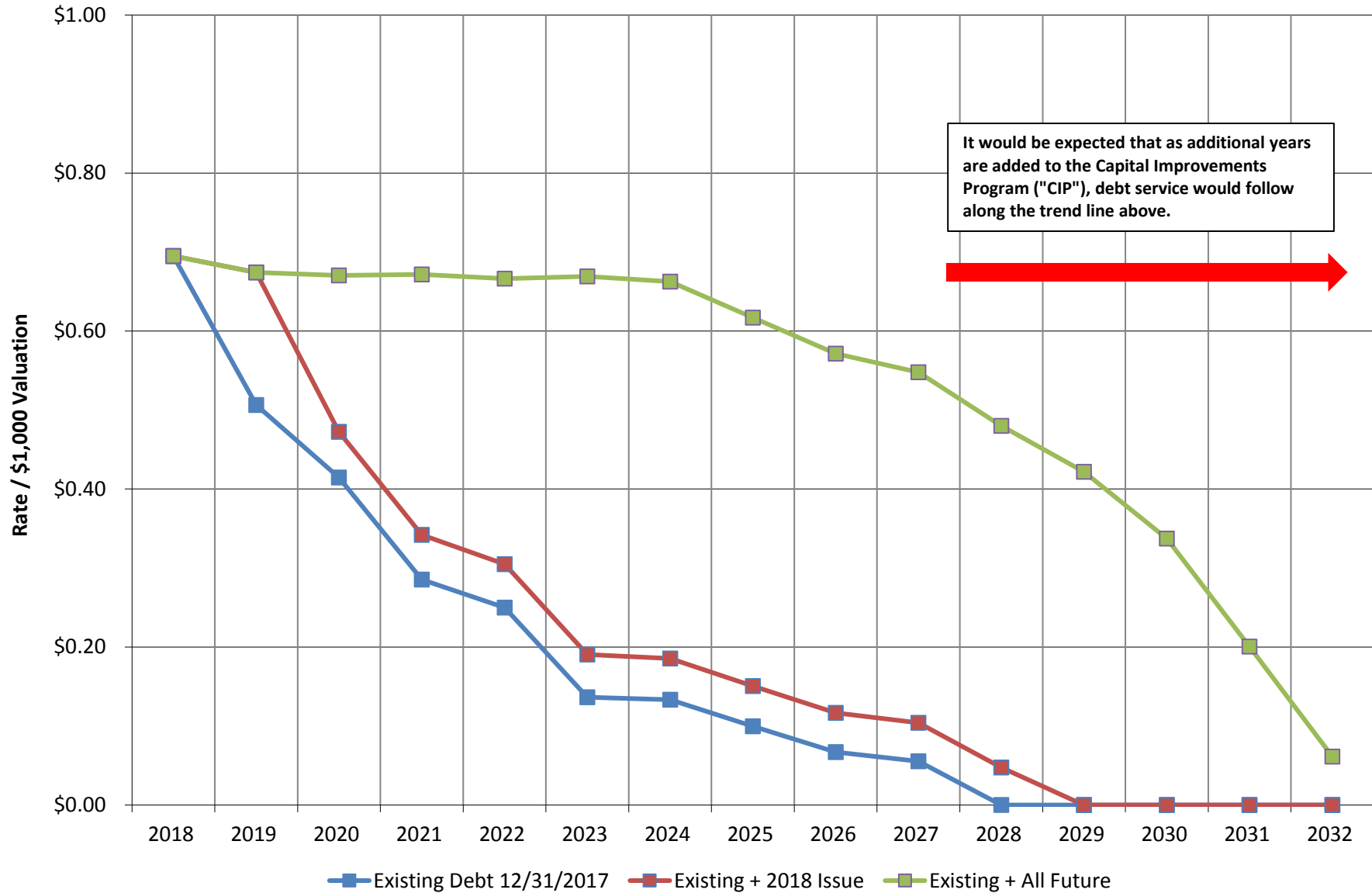
### Non-Levy Supported Debt Service



## Tax Rate Information - Historical



## Debt Service Tax Rate - Current and Future Years



It would be expected that as additional years are added to the Capital Improvements Program ("CIP"), debt service would follow along the trend line above.



Note: Mill rate based on 2017 & 2018 Equalized Valuations (TID-OUT) of \$12,315,791,000 & \$12,969,909,200, respectively, with 2.50% annual growth thereafter.

## Levy Funded Debt

### Descriptions of Issues

Issue	Description
2009B Build America Bonds	This borrowing is for air conditioning the equipment room in the jail, various county road resurfacing projects, engineering costs for a satellite Highway facility in Winchester and HVAC and door replacement at the County Expo Center.
2010 B	This financing is for various projects including; demolition of old nursing home facilities, parking lot resurfacing, Info Sys Hub relocation, central dictation system, purchase and remodeling of the B'Gosh properties in downtown Oshkosh, new financial software, Fairview tower fiber installation, various road resurfacing projects, Expo Center air conditioning and UW Fox Valley parking lot resurfacing.
2010 C	This was a State Trust Fund loan we took out and "passed through" to the Winnebago County Housing Authority for remodeling of some low income housing units. They will be reimbursing us each year the amount that is due on this loan.
2010 D	This was a State Trust Fund loan we took out and "passed through" to the East Central Wisconsin Regional Planning Commission. They used these funds to refinance their past service pension liability. Each year they will be reimbursing us as we pay the principal and interest on this loan.
2011 A	This borrowing is for various projects including; Utility extension & infrastructure - NW Hanger development at our airport, computer aided dispatch and mobile data computer replacement, UW Fox Valley engineering building renovations, various road reconstruction and resurfacing projects, Sheriff Department radio system upgrade / replacement, airport runway resurfacing and land acquisition.
2012 A	This bond issue refunded our Series 2003 B and Series 2004 B. Payment of the unfunded pension liability.
2012 C	This bond issue will finance the following projects: facility tuck pointing, remainder of the financial software replacement, courthouse window replacement, demolition of old buildings, Sheriff radio system project, jail chiller upgrade, public safety answering point consolidation, various road resurface and reconstructions projects, tennis court rehabilitation project , UW Fox Valley engineering building remodeling, Airport runway broom and Park View storage and therapy addition.
2014 A	This bond issue will finance the following projects: parks road/lighting project , various facilities asphalt replacement, various road resurface and reconstructions projects.
2015 A	This bond issue will finance the following projects: road resurface and reconstruction, E911 hardware, and courthouse window replacement.
2016 A	This bond issue will finance the following projects: road resurface and reconstruction, roof replacement, card access system, department relocation, Airport terminal building and Airport snow removal equipment.
2017 A	This bond issue will finance the following projects: road resurface and reconstruction, roof replacement, mental health crisis service center, courthouse window replacement, UW FV boiler replacement, courthouse security system, sheriff CAD/ RMS system upgrade, department relocation, Airport taxiway resurface.

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2018 A

This bond issue will finance the following projects: road resurface and reconstruction, sheriff CAD/ RMS system upgrade, courthouse window replacement, courthouse elevator modernization, department relocation, roof replacement, obsolete building demolition, UWFV student development and food service facility, Airport taxiway extension.

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## Principal Payment Schedule - Levy Funded Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014 A	2015 A	2016 A	2017 A	2018 A	Total
2019	433	1,460	77	16	364	728	1,400	410	410	107	725	1,975	8,105
2020	-	1,500	81	17	378	105	1,435	425	415	111	730	598	5,795
2021	-	-	85	-	387	-	1,475	435	425	111	745	612	4,275
2022	-	-	90	-	-	-	1,515	440	435	114	760	627	3,981
2023	-	-	95	-	-	-	-	450	445	118	775	647	2,530
2024	-	-	99	-	-	-	-	460	455	118	795	662	2,589
2025	-	-	105	-	-	-	-	-	470	122	815	681	2,193
2026	-	-	-	-	-	-	-	-	-	126	840	701	1,667
2027	-	-	-	-	-	-	-	-	-	-	865	726	1,591
2028	-	-	-	-	-	-	-	-	-	-	-	746	746
<b>Totals</b>	<b>433</b>	<b>2,960</b>	<b>632</b>	<b>33</b>	<b>1,129</b>	<b>833</b>	<b>5,825</b>	<b>2,620</b>	<b>3,055</b>	<b>927</b>	<b>7,050</b>	<b>7,975</b>	<b>33,472</b>

### Interest Payment Schedule - Levy Funded Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014 A	2015 A	2016 A	2017 A	2018 A	Total
2019	6	50	33	2	24	10	103	55	57	21	165	173	699
2020	-	17	29	1	14	1	74	47	49	19	150	162	563
2021	-	-	25	-	5	-	45	38	40	16	128	144	441
2022	-	-	20	-	-	-	15	28	32	14	98	131	338
2023	-	-	16	-	-	-	-	17	23	11	75	112	254
2024	-	-	11	-	-	-	-	6	14	8	59	93	191
2025	-	-	5	-	-	-	-	-	5	5	43	73	131
2026	-	-	-	-	-	-	-	-	-	2	27	53	82
2027	-	-	-	-	-	-	-	-	-	-	9	32	41
2028	-	-	-	-	-	-	-	-	-	-	-	11	11
<b>Totals</b>	6	67	139	3	43	11	237	191	220	96	754	984	2,751

### Total Payment Schedule - Levy Funded Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014 A	2015 A	2016 A	2017 A	2018 A	Total
2019	439	1,510	110	18	388	738	1,503	465	467	128	890	2,148	6,656
2020		1,517	110	18	392	106	1,509	472	464	130	880	760	6,358
2021		-	110	-	392	-	1,520	473	465	127	873	756	4,716
2022		-	110	-	-	-	1,530	468	467	128	858	758	4,319
2023		-	111	-	-	-	-	467	468	129	850	759	2,784
2024		-	110	-	-	-	-	466	469	126	854	755	2,780
2025		-	110	-	-	-	-	-	475	127	858	754	2,324
2026		-	-	-	-	-	-	-	-	128	867	754	1,749
2027		-	-	-	-	-	-	-	-	-	874	758	1,632
2028		-	-	-	-	-	-	-	-	-	-	757	757
<b>Totals</b>	439	3,027	771	36	1,172	844	6,062	2,811	3,275	1,023	7,804	8,959	34,075

## Non Levy Funded Debt

### Descriptions of Issues

Issue	Description
2009B Build America Bonds	This borrowing is for engineering costs for a satellite Highway facility in Winchester.
2011 A	This borrowing is for the construction of a Highway Satellite shop in Winchester.
2012 A	This bond issue refunded our Series 2003 B and Series 2004 B. Payment of the unfunded pension liability.
2016 A	This bond issue will finance the following projects: Highway roof replacement.
2018 A	This bond issue will finance the following projects: Highway material storage bins.

**Principal Payment Schedule - Non Levy Funded Debt**  
(In Thousands)

<b>Year</b>	<b>2009 B</b>	<b>2011A</b>	<b>2012A</b>	<b>2016A</b>	<b>2018A</b>	<b>Total</b>
2019	2	31	72	33	25	163
2020	-	32	10	34	7	83
2021	-	33	-	34	8	75
2022	-	-	-	36	8	44
2023	-	-	-	37	8	45
2024	-	-	-	37	8	45
2025	-	-	-	38	9	47
2026	-	-	-	39	9	48
2027	-	-	-	-	9	9
2028	-	-	-	-	9	9
<b>Totals</b>	<b>2</b>	<b>96</b>	<b>82</b>	<b>288</b>	<b>100</b>	<b>568</b>

**Interest Payment Schedule - Non Levy Funded Debt**  
**(In Thousands)**

<b>Year</b>	<b>2009 B</b>	<b>2011A</b>	<b>2012A</b>	<b>2016A</b>	<b>2018A</b>	<b>Total</b>
2019	-	2	1	7	2	12
2020	-	1	-	6	2	9
2021	-	1	-	5	2	8
2022	-	-	-	4	2	6
2023	-	-	-	3	1	4
2024	-	-	-	3	1	4
2025	-	-	-	2	1	3
2026	-	-	-	-	1	1
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
<b>Totals</b>	-	4	1	30	12	47

**Total Payment Schedule - Non Levy Funded Debt**  
**(In Thousands)**

<b>Year</b>	<b>2009 B</b>	<b>2011A</b>	<b>2012A</b>	<b>2016A</b>	<b>2018A</b>	<b>Total</b>
2019	2	33	73	40	27	175
2020	-	33	10	40	9	92
2021	-	34	-	39	10	83
2022	-	-	-	40	10	50
2023	-	-	-	40	9	49
2024	-	-	-	40	9	49
2025	-	-	-	40	10	50
2026	-	-	-	39	10	49
2027	-	-	-	-	9	9
2028	-	-	-	-	9	9
<b>Totals</b>	<b>2</b>	<b>100</b>	<b>83</b>	<b>318</b>	<b>112</b>	<b>615</b>

### Principal Payment Schedule - All Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014A	2015 A	2016 A	2017 A	2018 A	Total
2019	435	1,460	77	16	395	800	1,400	410	410	140	725	2,000	8,268
2020	-	1,500	81	17	410	115	1,435	425	415	145	730	605	5,878
2021	-	-	85	-	420	-	1,475	435	425	145	745	620	4,350
2022	-	-	90	-	-	-	1,515	440	435	150	760	635	4,025
2023	-	-	95	-	-	-	-	450	445	155	775	655	2,575
2024	-	-	99	-	-	-	-	460	455	155	795	670	2,634
2025	-	-	105	-	-	-	-	-	470	160	815	690	2,240
2026	-	-	-	-	-	-	-	-	-	165	840	710	1,715
2027	-	-	-	-	-	-	-	-	-	-	865	735	1,600
2028	-	-	-	-	-	-	-	-	-	-	-	755	755
<b>Totals</b>	435	2,960	632	33	1,225	915	5,825	2,620	3,055	1,215	7,050	8,075	34,040
Less 2019 principal retirement													(8,268)
Add 2019 new issue													12,045
Net outstanding projected 12/31/19													37,817



### Interest Payment Schedule - All Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014A	2015 A	2016 A	2017 A	2018 A	Total
2019	6	50	33	2	24	12	103	55	57	21	165	173	701
2020	-	17	29	1	14	2	74	47	49	19	150	162	564
2021	-	-	25	-	5	1	45	38	40	16	128	144	442
2022	-	-	20	-	-	-	15	28	32	14	98	131	338
2023	-	-	16	-	-	-	-	17	23	11	75	112	254
2024	-	-	11	-	-	-	-	6	14	8	59	93	191
2025	-	-	5	-	-	-	-	-	5	5	43	73	131
2026	-	-	-	-	-	-	-	-	-	2	27	53	82
2027	-	-	-	-	-	-	-	-	-	-	9	32	41
2027	-	-	-	-	-	-	-	-	-	-	0	11	11
<b>Totals</b>	6	67	139	3	43	15	237	191	220	96	754	984	2,755

### Total Payment Schedule - All Debt

(In Thousands)

Year	2009 B	2010 B	2010 C	2010 D	2011A	2012 A	2012 C	2014A	2015 A	2016 A	2017 A	2018 A	Total
2019	441	1,510	110	18	419	812	1,503	465	467	161	890	2,173	8,969
2020	-	1,517	110	18	424	117	1,509	472	464	164	880	767	6,442
2021	-	-	110	-	425	1	1,520	473	465	161	873	764	4,792
2022	-	-	110	-	-	-	1,530	468	467	164	858	766	4,363
2023	-	-	111	-	-	-	-	467	468	166	850	767	2,829
2024	-	-	110	-	-	-	-	466	469	163	854	763	2,825
2025	-	-	110	-	-	-	-	-	475	165	858	763	2,371
2026	-	-	-	-	-	-	-	-	-	167	867	763	1,797
2027	-	-	-	-	-	-	-	-	-	-	874	767	1,641
2028	-	-	-	-	-	-	-	-	-	-	-	766	766
<b>Totals</b>	<b>441</b>	<b>3,027</b>	<b>771</b>	<b>36</b>	<b>1,268</b>	<b>930</b>	<b>6,062</b>	<b>2,811</b>	<b>3,275</b>	<b>1,311</b>	<b>7,804</b>	<b>9,059</b>	<b>36,795</b>

**WINNEBAGO COUNTY, WISCONSIN**  
**INDEBTEDNESS LIMITATIONS (Dollars in thousands)**  
**DECEMBER 31, 2019 (Projected)**

**LEGAL DEBT LIMIT**

Chapter 67, section .03 of Wisconsin Statutes reads: The aggregate amount of indebtedness, including existing indebtedness of any municipality shall not exceed 5% of the value of the taxable property located therein as equalized for State purposes.

2018

Equalized Value (includes TIF Districts)	\$ <u>13,475,470</u>
Debt Limit at 5%	673,774
Debt outstanding as of December 31, 2019 (projected)	37,817
Percent of debt limit used	<u>5.61%</u>
Remaining Debt Margin	\$ <u>635,957</u>

**INFORMATION ON COUNTY TAX RATE AND DEBT SERVICE RATE:**

BUDGET YEAR	EQUALIZED VALUE (000) (TID OUT)	<u>TAX LEVY (in thousands)</u>		<u>TAX RATE</u>	
		TOTAL	DEBT SERVICE	TOTAL	DEBT SERVICE
2010	11,617,689	67,791	12,069	5.84	1.04
2011	11,439,687	68,591	12,263	6.00	1.07
2012	11,452,052	67,745	11,596	5.92	1.01
2013	11,167,428	67,288	11,204	6.03	1.00
2014	11,252,938	64,786	6,801	5.76	0.60
2015	11,396,366	65,494	6,546	5.75	0.57
2016	11,583,546	65,063	7,904	5.62	0.68
2017	11,798,032	65,907	8,026	5.59	0.68
2018	12,315,791	67,286	8,558	5.46	0.69
2019	12,969,909	69,700	8,676	5.37	0.67

# **CAPITAL PROJECT FUNDS**

## **2019 BUDGET NARRATIVE**

### **HIGHLIGHTS**

Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities which are financed primarily through general obligation debt. There is no tax levy being requested to fund any capital project costs this year other than debt service.

Generally if there is any levy funding requested for capital projects, it would be included here. That could include small start up project costs or costs to fund furniture or other things the County would not desire to bond for. There is no funding being requested for any of these types of costs in this 2019 budget.

**WINNEBAGO COUNTY**  
**2019 BUDGET**  
**CAPITAL PROJECTS**  
*(See Note 1 Below)*

Project	Project Balance 12/31/17	External Funding 2018	Bonding 2018	Bonding 2019 (Projected) Note 2	External funding 2019 (Projected)	Projected Spending 2018-19	Projected Fund Balance 12/31/19
<b>GOVERNMENTAL FUNDS:</b>							
<b>Existing Approved Projects:</b>							
Road & bridge projects	1,220,362	-	-	-	-	(1,220,362)	-
Courthouse window replacement	119,804	-	-	981,000	-	(1,100,804)	-
Courthouse deck and security addition	4,191	-	-	-	-	(4,191)	-
Department realocation project	2,178,028	-	693,000	-	-	(2,871,028)	-
UW Fox Valley boiler replacement	205,670	-	-	-	-	(205,670)	-
CAD / RMS Sheriff Dept Systems	367,400	-	1,102,000	-	-	(1,469,400)	-
Mental health crisis CBRF facility	250,000	-	2,088,000	999,000	-	(3,337,000)	-
Courthouse roof / parapet	201,000	-	-	-	-	(201,000)	-
<b>New projects approved during 2018:</b>							
Road and bridge projects	-	-	3,877,000	-	-	(3,877,000)	-
Human Service parking lot resurface	-	-	150,000	-	-	(150,000)	-
Highway material storage bins	-	-	100,000	-	-	(100,000)	-
Jail lobby window replacement	-	-	10,000	125,000	-	(135,000)	-
<b>New projects to be proposed for 2019:</b>							
Road and bridge projects	-	-	-	4,253,000	-	(4,253,000)	-
Butler Avenue paving	-	-	-	250,000	-	(250,000)	-
Courthouse 5th floor remodeling	-	-	-	795,000	-	(795,000)	-
Courthouse boiler replacement	-	-	-	10,000	-	(10,000)	-
Courthouse elevator modernization	-	-	-	795,000	-	(795,000)	-
Orin King Building - Ramp Replacement	-	-	-	15,000	-	(15,000)	-
Obsolete Building Demolition	-	-	-	446,000	-	(446,000)	-
UW- Fox Valley student development and food service facility	-	-	-	171,000	171,000	(342,000)	-
UW- Fox Valley child care center addition	-	-	-	4,000	3,000	(7,000)	-
UW- Fox Valley astronomical observation facility	-	-	-	1,000	1,000	(2,000)	-
Park View garage and storage building	-	-	-	281,000	-	(281,000)	-
Evidence Storage Building - Sheriff	-	-	-	281,000	-	(281,000)	-
Jail - waste heat supply and return piping replacement	-	-	-	140,000	-	(140,000)	-
Jail expansion	-	-	-	100,000	-	(100,000)	-
Roof replacement program	-	-	-	177,000	-	(177,000)	-
Masonry repair program	-	-	-	160,000	-	(160,000)	-
<b>Governmental Fund Totals</b>	<b>4,546,455</b>	<b>-</b>	<b>8,020,000</b>	<b>9,984,000</b>	<b>175,000</b>	<b>(22,725,455)</b>	<b>-</b>

**WINNEBAGO COUNTY**  
**2019 BUDGET**  
**CAPITAL PROJECTS**  
*(See Note 1 Below)*

Project	Project Balance 12/31/17	External Funding 2018	Bonding 2018	Bonding 2019 (Projected) Note 2	External funding 2019 (Projected)	Projected Spending 2018-19	Projected Fund Balance 12/31/19
<b>PROPRIETARY FUNDS:</b>							
Taxiway B reconstruction	990,392	2,540,634	-	-	-	(3,531,026)	-
Taxiway A reconstruction	-	-	-	45,000	856,000	(901,000)	-
Aviation business taxiway	-	-	-	1,750,000	150,000	(1,900,000)	-
East general aviation area hangar development	-	-	-	200,000	-	(200,000)	-
<b>Debt Issue Costs - Projected</b>			55,000	66,000		(121,000)	-
<b>Totals</b>	<u>\$ 5,536,847</u>	<u>\$ 2,540,634</u>	<u>\$ 8,075,000</u>	<u>\$ 12,045,000</u>	<u>\$ 1,181,000</u>	<u>\$ (29,378,481)</u>	<u>\$ -</u>
Less funds available in the capital project fund							
<b>Net Borrowing for 2018</b>			<u>\$ 8,075,000</u>				

**Note 1:**

The approval of the County's Annual budget is not an approval of any capital project or borrowing shown above. All Capital projects and borrowings are approved by separate resolution of the County Board apart from the annual budget process.

**Note 2:**

The projects listed for 2019 are projects contemplated for that year. As is the case in the past, many of them will not likely move forward until a later year.

# WINNEBAGO COUNTY, WISCONSIN

## DEMOGRAPHIC AND ECONOMIC STATISTICS

### Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>Population (1)</b>	<b>Per Capita Income (2)</b>	<b>Median Age (3)</b>	<b>Public School Enrollment (4)</b>	<b>Unemployment Rate (5)</b>
2008	165,358	37,139	37.6 yrs.	23,223	4.3%
2009	165,864	35,300	37.9 yrs.	22,584	7.6%
2010	166,308	36,034	38.4 yrs.	23,037	7.0%
2011	167,245	38,444	37.7 yrs.	23,014	6.6%
2012	167,782	39,485	38.0 yrs.	22,764	6.4%
2013	167,862	40,569	37.6 yrs.	22,419	5.1%
2014	168,216	40,498	38.0 yrs.	21,658	5.3%
2015	168,526	42,399	37.7 yrs.	21,938	4.3%
2016	169,032	(5)	37.9 yrs.	21,923	3.7%
2017	169,053	(5)	(6)	21,966	3.0%

(1) Source: State of Wisconsin, Department of Administration - Bureau of Program Management, Demographic Services Center.

(2) Source: Wisconsin Department of Workforce Development.

(3) Source: Wisconsin Department of Workforce Development.

(4) Source: Local School Districts.

(5) Source: State of Wisconsin, Job Service, Labor Market Information Services.

(6) Per capita income and median age statistics are not yet available from the U.S. Department of Commerce and the State of Wisconsin, Department of Development.

# SOLID WASTE

Solid Waste Fund: 520  
2019 BUDGET NARRATIVE

DEPARTMENT HEAD: John M. Rabe, P.E.  
LOCATION: Winnebago County  
100 W. County Road Y  
Oshkosh, WI 54901

Telephone: 232-1850

## MISSION STATEMENT:

Provide competitive, cost-efficient Solid Waste Management services for solid waste and recyclable materials from our Municipal partnerships and other Winnebago County customers. The Solid Waste Management Board owns and operates the Winnebago County Solid Waste/Recycling Transfer Facility, Sunnyview Landfill Co-Disposal and Sludge Sites (closed), Snell Road Landfill (closed), Household Hazardous Waste (HHW) Facility and Landfill Gas Collection/Utilization Facilities. The Solid Waste Management Board also co-owns/operates the Tri-County Recycling Facility along with partner Counties, Outagamie and Brown.

## PROGRAM DESCRIPTIONS:

**SOLID WASTE TRANSFER AND DISPOSAL** – As part of the Tri-County Regional Program (Brown, Outagamie and Winnebago Counties), the Sunnyview Landfill reached capacity and solid waste disposal operations ended in July 2012. Winnebago County continues operation of a solid waste transfer facility and hauls material to the Outagamie County Landfill for disposal. Also continues operation of a convenient material drop-off area at the Sunnyview Landfill (closed) for our residential customers.

**RECYCLING TRANSFER AND PROCESSING** – As part of the Tri-County Regional Program (Brown, Outagamie and Winnebago Counties), Winnebago County continues operation of a recycling transfer facility (paper and comingled containers) and hauls material to the Tri-County Recycling Facility (Outagamie County) for processing.

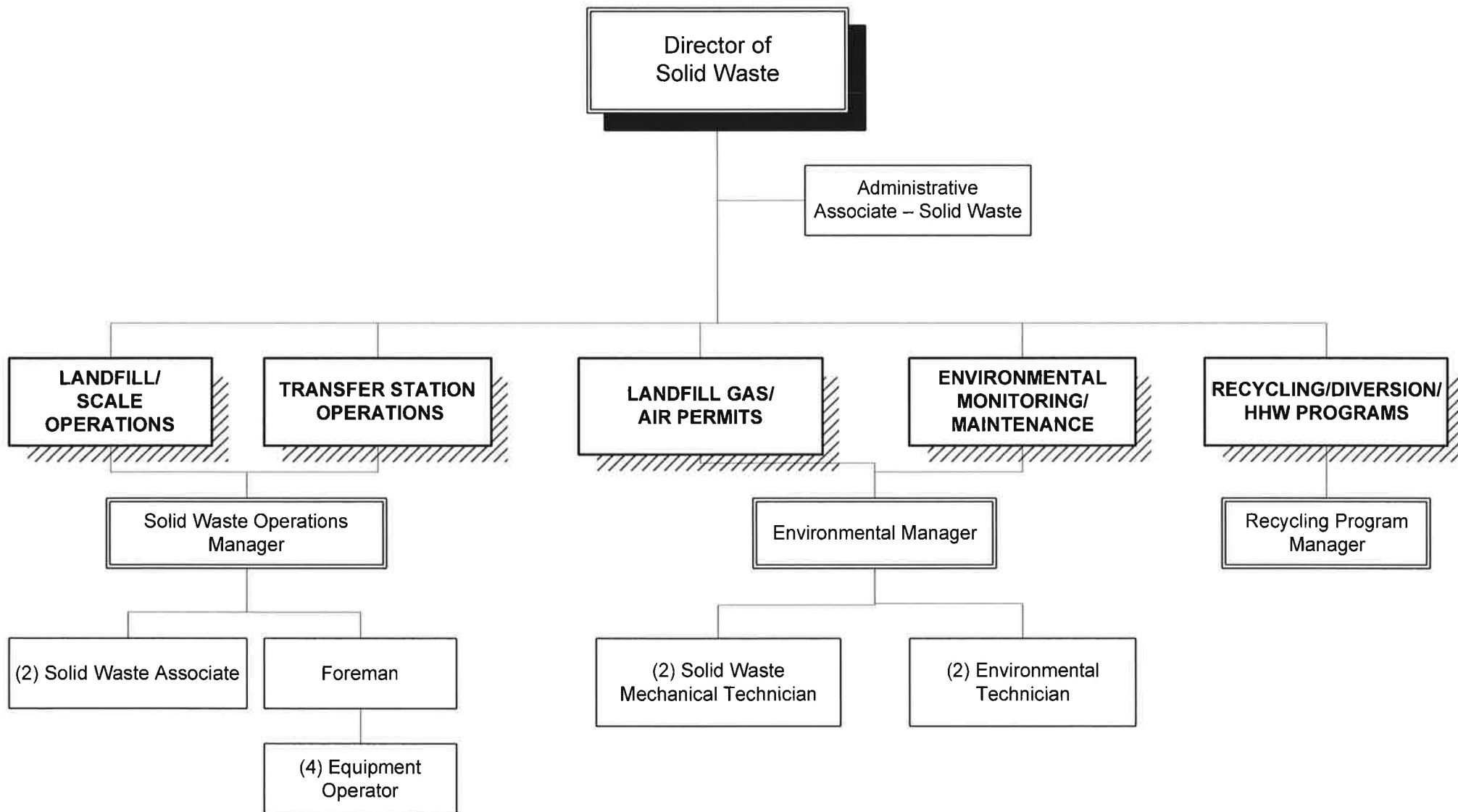
**HHW FACILITY AND DIVERSION PROGRAMS** – Operates a seasonal household hazardous waste facility providing safe/environmental disposal of various chemicals/pesticides from Winnebago County residents. Also, continues operation of various programs for recycling of construction & demolition wastes, residential asphalt shingles, yard waste/organics and electronics/lamps.

**LANDFILL GAS COLLECTION AND UTILIZATION** – Landfill gas from the Sunnyview Landfill Co-Disposal Site (closed) is collected for beneficial utilization. Landfill gas is converted to electrical energy in four (4) engine/generators and the electric power and environmental credits are sold to a local utility. Landfill gas is also directly utilized in two boilers at the Winnebago County Highway Department. Waste heat from two (2) engine/generators can also be utilized for heating and cooling at the Winnebago County Sheriff's Office/Law Enforcement Center. Landfill gas from the Snell Road Landfill (closed) is collected and combusted in a candlestick flare.



**CLOSED LANDFILL ENVIRONMENTAL MONITORING/MAINTENANCE** – Performs the necessary environmental monitoring and maintenance activities at the closed Snell Road Landfill and the closed Sunnyview Landfill Co-Disposal and Sludge Sites to maintain WDNR compliance.

# SOLID WASTE



# **SOLID WASTE**

**Solid Waste Fund: 520  
2019 BUDGET NARRATIVE**

**DEPARTMENT HEAD:** John M. Rabe, P.E.  
**LOCATION:** Winnebago County  
100 W. County Road Y  
Oshkosh, WI 54901

**Telephone:** 232-1850

## **2018 ACCOMPLISHMENTS:**

1. Operated a solid waste transfer facility accepting waste materials from local customers and loading/hauling to the Outagamie County Landfill for disposal.
2. Operated a single stream recycling transfer facility accepting recyclable materials from local customers and loading/hauling to the Tri-County Recycling Facility (Outagamie County) for processing.
3. Assisted Tri-County Recycling Facility (Outagamie County) with operations, education (Northeast Wisconsin Recycling Guide) and special projects as needed.
4. Performed WDNR required closed landfill environmental monitoring and maintenance activities at the Snell Road Landfill and Sunnyview Landfill Co-Disposal and Sludge Sites.
5. Distributed surplus recycling revenues to our 16 signing municipalities to help offset costs for collection services.
6. Operated landfill gas collection and utilization systems at the Sunnyview and Snell Road Landfills. Landfill gas collected from the Sunnyview Landfill is burned in four (4) engine/generators to generate electricity which is sold to a local utility, directly used in boilers at the Highway Department to offset heating costs, and the excess is burned in a candlestick flare. Waste heat from two (2) engine/generators can be used for heating and cooling at the Sheriff's Office/Law Enforcement Center to reduce utility costs. Landfill gas collected from the Snell Road Landfill is burned in a candlestick flare.
7. Performed landfill gas pipeline compliance activities in accordance with current Public Service Commission (PSC) operation and safety requirements.
8. Upgraded the SCADA data collection system to optimize landfill gas operations and maintain WDNR air permit compliance.
9. Operated a seasonal household hazardous waste collection facility (staffed by Brown County personnel) to provide environmentally safe disposal options for Winnebago County customers. Coordinated clean sweep events for residents, farmers and qualifying businesses.
10. Operated electronic waste, household battery and lamp recycling programs for Winnebago County residents.
11. Operated construction & demolition waste and residential asphalt shingle recycling programs with our Tri-County Regional Program partners.
12. Continued partnership with UW-Oshkosh for beneficial reuse of yard waste/organics as a feedstock for their Anaerobic Digester.
13. Capital purchase of a roll-off container/hook truck and began servicing all on-site roll-off type containers (reducing vendor service expenses).
14. Managed/updated the Winnebago County Solid Waste Facebook page and website to improve information sharing with our users.
15. Continued evaluation of Winnebago County solid waste disposal options beyond the 25-year Tri-County Solid Waste Agreement.

16. Began the coordinated operation (with Parks Department) of the Ken Robl Conservation Park at the closed Snell Road Landfill, named in honor of long-time Solid Waste Management Board member Ken Robl.
17. Coordinated efforts with Winnebago County Health Department, Outagamie County Solid Waste and Health Departments to launch a sharps disposal pilot program in Outagamie and Winnebago Counties.
18. Coordinated efforts with Oshkosh Area School District to utilize Carton Council grant funds for implementation of lunchroom recycling stations in Oshkosh schools.
19. Begin to evaluate the feasibility of a mattress recycling program with our Tri-County Regional Program partners.
20. Completed final cover repairs and landfill gas piping improvements at the Snell Road Landfill to maintain compliance with WDNR closed site inspection requirements and PSC operation and safety requirements.
21. Completed additional asphalt paving in the residential drop-off area at the landfill and installed steel wall armor in the construction & demolition waste storage area of the transfer facility.
22. Completed Landfill Administrative Office space needs assessment and prepared 2019 Budget Capital Outlay request for building modifications.

#### **2019 GOALS & OBJECTIVES:**

1. Continue operation of the solid waste transfer facility, single stream recycling transfer facility, residential drop-off areas at the landfill, household hazardous waste facility and various other recycling/diversion programs.
2. Work with Human Resources Department to hire an Environmental Technician in accordance with the 2019 Table of Organization and New Position Request.
3. Complete transfer station modifications to improve safety of our operations.
4. Continue operation of landfill gas collection/utilization systems to generate revenues (to offset expenses) while maintaining WDNR air permit compliance.
5. Continue landfill gas pipeline compliance activities in accordance with current Public Service Commission (PSC) operation and safety requirements.
6. Continue performance of closed landfill environmental monitoring and maintenance activities.
7. Evaluate the long-term sustainability of construction & demolition material and asphalt shingle recycling programs.
8. Continue evaluation of yard waste/organics recycling programs and determine the most cost-efficient option for possible implementation.
9. Continue to evaluate the feasibility of a mattress recycling program with our Tri-County Regional Program partners.
10. Continue evaluation of solid waste disposal options beyond the 25-year Tri-County Solid Waste Agreement to provide long-term capacity for our municipalities/users
11. Complete Landfill Administrative Office building modifications to consolidate employees and improve operational efficiencies (Capital Outlay).
12. Continue coordinated operation (with Parks Department) of the Ken Robl Conservation Park at the closed Snell Road Landfill.
13. Continue established lunchroom recycling programs within the Oshkosh School District and evaluate implementation in other Winnebago County school systems.

# SOLID WASTE

## 2019 BUDGET NARRATIVE HIGHLIGHTS

### DEPARTMENT STAFFING:

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Full Time	23	22	21	17	16	14	14	14	16	16	16
PartTime	2	1	1	1	0	0	0	0	0	0	0
Total	25	23	22	18	16	14	14	14	16	16	16

**DEPARTMENT SUMMARY:** The Solid Waste Department operates as a proprietary-type activity (enterprise fund) and as such, does not have a direct effect on the tax levy. The department charges user (tipping) fees, which supports all operations. The 2019 net surplus is budgeted at \$48,370, with a \$1.00/ton increase to the solid waste tipping fee and a \$10.00/ton increase to the recycling tipping fee.

### SIGNIFICANT CHANGES:

#### Revenues:

Rental Revenues – Increase of \$18,800 due to planned container lease program payments.

Power Sales – Decrease of \$300,000 due to the continued decline in landfill gas flows/power generation from the Sunnyview Landfill.

Landfill Fees (Intergov) – Increase of \$127,100, mainly due to a planned \$10/ton increase in the recycling tipping fee (poor commodity markets).

Landfill Fees (Interfund) – Increase of \$25,000 due to a planned increase in disposal tonnage from other County Departments.

#### Expenses:

Temporary Employees – Decrease of \$5,000 based on the current needs for summer seasonal/temporary employees.

Health Insurance – Increase of \$18,179 based on costs provided by the Human Resources Department.

Workmans Compensation – Decrease of \$7,122 based on costs provided by the Human Resources Department

Buildings (Capital Outlay) – Increase of \$1,010,000 based on current planned capital outlay purchases, mainly due to renovation/expansion of the Landfill Office.

Improvements (Capital Outlay) – Decrease of \$20,000 based on current planned capital outlay purchases.

Equipment (Capital Outlay) – Increase of \$665,000 based on current planned capital outlay purchases, mainly due to the planned replacement of Engine/Generator #2.

Motor Fuel – Increase of \$4,000 to bring in line with current usage and market rates.

Equipment Rental – Decrease of \$10,000 due to no longer needing rental equipment for yard waste composting operations.

Operating Licenses Fees – Decrease of \$8,100 due to the planned reduction of WDNR operations and air permitting expenses.

Lubricants – Decrease of \$24,500 to bring in line with current usage and market rates.

Tires Batteries – Decrease of \$20,000 mainly due to loader tires being replaced in 2018.

Repair Maintenance Supplies – Decrease of \$11,500 due to a reduction in planned purchases.

Equipment Repairs – Increase of \$48,500 to bring in line with current planned needs for outside vendor repair services for the Engine/Generators.

Labor-Ldfl from Hwy – Increase of \$4,000 to bring in line with current costs and planned needs.

Machinery-Ldfl from Hwy – Increase of \$4,900 to bring in line with current costs and planned needs.

Maintenance Buildings – Decrease of \$3,000 based on the current list of maintenance activities.

Power and Light – Decrease of \$9,500 to bring in line with current usage and market rates.

Building Repairs – Decrease of \$30,000 based on the current list of planned repairs.

Architect Engineer – Decrease of \$59,000 based on planned projects and ongoing operation/monitoring needs, and internalizing monthly landfill gas monitoring/reporting.

Management Services – Decrease of \$121,500 based on the planned vendor services, mainly due to internalizing the empty & resets of the landfill drop-off area containers.

Regional Fees – Increase of \$300,000 based on the planned increase in tonnage delivered to the Tri-County Solid Waste Program.

Accounting Auditing (Interfund) – Increase of \$12,000 based on estimate provided by the Finance Department.

Data Processing (Interfund) – Increase of \$5,200 based on estimate provided by the Finance Department.

Professional Services (Interfund) – Decrease of \$3,900 based on estimate provided by the Finance Department.

Prop Liab Insurance (Interfund) – Decrease of \$27,392 based on estimated insurance costs provided by the Finance Department.

Depreciation Expense – Increase of \$44,000 based on estimates provided by the Finance Department.

Amortization of SSR – Decrease of \$229,000 as a result of the single stream recycling (SSR) equipment now being fully amortized.

Debt Principal Payments – Decrease of \$229,000 based on the current debt service schedule.

Debt Interest Payments – Decrease of \$12,000 based on the current debt service schedule.

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
<b>Revenue</b>								
<b>Intergov Rev:</b>								
Agri Trade Consumer Protection	42004	45,390	47,030	18,500	10,000	10,000	10,000	0.00%
Other Grantor Agencies	42019	0	5,000	0	0	0	0	0.00%
<b>Intergov Rev Subtotal:</b>		<b>45,390</b>	<b>52,030</b>	<b>18,500</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
<b>Public Services:</b>								
Rental Revenues	45011	271,434	285,620	87,919	0	18,800	18,800	100.00%
Power Sales	45029	3,110,668	2,871,604	2,796,032	2,100,000	1,800,000	1,800,000	-14.29%
Donations	45034	0	10	165	0	25	25	100.00%
Refunds Public	45040	0	(10)	0	0	0	0	0.00%
Landfill Fees	45051	5,435,091	8,272,714	7,691,224	5,526,050	5,738,200	5,738,200	3.84%
Other Public Charges	45057	175	(350)	175	350	350	350	0.00%
<b>Public Services Subtotal:</b>		<b>8,817,368</b>	<b>11,429,588</b>	<b>10,575,515</b>	<b>7,626,400</b>	<b>7,557,375</b>	<b>7,557,375</b>	<b>-0.91%</b>
<b>Intergov Services:</b>								
Other Fees	43001	341,164	758,204	852,216	130,000	130,000	130,000	0.00%
Landfill Fees	43010	56,463	58,544	59,737	69,400	136,500	136,500	96.69%
Refunds Municipal	43015	(143,446)	(45,324)	(143,817)	0	0	0	0.00%
Cost Share Municipalities	43016	0	209	244,075	3,000	4,000	4,000	33.33%
<b>Intergov Services Subtotal:</b>		<b>254,181</b>	<b>771,633</b>	<b>1,012,210</b>	<b>202,400</b>	<b>270,500</b>	<b>270,500</b>	<b>33.65%</b>
<b>Interfund Revenue:</b>								
Rental Revenue	65011	62,919	59,694	60,500	0	0	0	0.00%
Landfill Fees	65051	11,251	17,019	35,784	10,000	35,000	35,000	250.00%
Other Department Charges	65081	90,612	86,809	74,406	60,000	60,000	60,000	0.00%
<b>Interfund Revenue Subtotal:</b>		<b>164,782</b>	<b>163,522</b>	<b>170,690</b>	<b>70,000</b>	<b>95,000</b>	<b>95,000</b>	<b>35.71%</b>
<b>Total Operating Revenue:</b>		<b>9,281,722</b>	<b>12,416,773</b>	<b>11,776,915</b>	<b>7,908,800</b>	<b>7,932,875</b>	<b>7,932,875</b>	<b>0.30%</b>



# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
<b>Interest:</b>								
Interest Investments	48000	358,163	400,195	487,014	691,000	699,000	699,000	1.16%
Investment Mark to Market	48002	47,111	(123,767)	(63,145)	0	0	0	0.00%
<b>Interest Subtotal:</b>		<b>405,274</b>	<b>276,428</b>	<b>423,869</b>	<b>691,000</b>	<b>699,000</b>	<b>699,000</b>	<b>1.16%</b>
<b>Misc Revenues:</b>								
Sale Of Prop Equip	48104	0	12,374	40,114	0	0	0	0.00%
Sale of Scrap	48106	12,182	11,024	50,955	16,000	15,000	15,000	-6.25%
Insurance Recoveries	48107	0	440,000	0	0	0	0	0.00%
Other Miscellaneous Revenues	48109	75,575	98	224	100	500	500	400.00%
<b>Misc Revenues Subtotal:</b>		<b>87,757</b>	<b>463,496</b>	<b>91,292</b>	<b>16,100</b>	<b>15,500</b>	<b>15,500</b>	<b>-3.73%</b>
<b>Transfers In:</b>								
Other Transfers In	49501	0	14,337	0	0	0	0	0.00%
<b>Transfers In Subtotal:</b>		<b>0</b>	<b>14,337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Non-Operating Revenue:</b>		<b>493,031</b>	<b>754,261</b>	<b>515,161</b>	<b>707,100</b>	<b>714,500</b>	<b>714,500</b>	<b>1.05%</b>
<b>Revenue Total:</b>		<b>9,774,753</b>	<b>13,171,034</b>	<b>12,292,076</b>	<b>8,615,900</b>	<b>8,647,375</b>	<b>8,647,375</b>	<b>0.37%</b>
<b>Expense</b>								
<b>Wages:</b>								
Regular Pay	51100	733,370	724,287	758,944	856,415	867,367	867,367	1.28%
Temporary Employees	51101	8,241	13,139	18,681	20,000	15,000	15,000	-25.00%
Elected Officials	51103	8,888	6,875	7,271	7,500	7,500	7,500	0.00%
Overtime	51105	50,144	40,502	14,217	59,509	60,112	60,112	1.01%
Comp Time	51108	164	0	0	0	0	0	0.00%
Payout Wages	51120	0	0	1,779	0	0	0	0.00%
<b>Wages Subtotal:</b>		<b>800,807</b>	<b>784,803</b>	<b>800,892</b>	<b>943,424</b>	<b>949,979</b>	<b>949,979</b>	<b>0.69%</b>

**Winnebago County  
Budget Detail - 2019**

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
<b>Fringes Benefits:</b>								
FICA Medicare	51200	58,865	57,852	58,743	71,598	72,103	72,103	0.71%
Health Insurance	51201	186,884	177,282	167,424	221,705	253,036	239,884	8.20%
Dental Insurance	51202	11,220	10,495	10,064	12,441	13,006	13,006	4.54%
Workers Compensation	51203	6,689	5,075	9,162	14,672	7,550	7,550	-48.54%
Unemployment Comp	51204	0	0	431	0	0	0	0.00%
Compensated Absences Expense	51205	(29,737)	31,427	(645)	0	0	0	0.00%
WI Retirement	51206	41,550	51,543	49,990	61,363	60,752	60,752	-1.00%
Fringe Benefits Other	51207	4,752	10,669	10,489	4,802	5,154	5,154	7.33%
WRS GASB 68 Adjustment	51216	0	55,878	51,707	0	0	0	0.00%
<b>Fringes Benefits Subtotal:</b>		<b>280,223</b>	<b>400,221</b>	<b>357,365</b>	<b>386,581</b>	<b>411,601</b>	<b>398,449</b>	<b>3.07%</b>
<b>Total Labor:</b>		<b>1,081,031</b>	<b>1,185,024</b>	<b>1,158,257</b>	<b>1,330,005</b>	<b>1,361,580</b>	<b>1,348,428</b>	<b>1.39%</b>
<b>Travel:</b>								
Registration Tuition	52001	3,499	1,816	1,070	3,860	4,010	4,010	3.89%
Automobile Allowance	52002	6,253	3,217	2,541	3,450	3,750	3,750	8.70%
Commercial Travel	52004	475	0	0	1,000	1,000	1,000	0.00%
Meals	52005	398	81	147	610	385	385	-36.89%
Lodging	52006	1,126	757	492	1,830	1,830	1,830	0.00%
Other Travel Exp	52007	79	7	0	60	60	60	0.00%
Taxable Meals	52008	639	152	0	0	0	0	0.00%
<b>Travel Subtotal:</b>		<b>12,468</b>	<b>6,031</b>	<b>4,250</b>	<b>10,810</b>	<b>11,035</b>	<b>11,035</b>	<b>2.08%</b>
<b>Total Travel:</b>		<b>12,468</b>	<b>6,031</b>	<b>4,250</b>	<b>10,810</b>	<b>11,035</b>	<b>11,035</b>	<b>2.08%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
<b>Capital Outlay:</b>								
Buildings	58001	0	96,378	0	10,000	1,020,000	1,020,000	10,100.00%
Improvements	58002	638,597	0	1,173,552	25,000	5,000	5,000	-80.00%
Equipment	58004	810,590	827,885	142,639	340,000	1,005,000	1,005,000	195.59%
<b>Capital Outlay Subtotal:</b>		<b>1,449,187</b>	<b>924,263</b>	<b>1,316,190</b>	<b>375,000</b>	<b>2,030,000</b>	<b>2,030,000</b>	<b>441.33%</b>
<b>Total Capital:</b>		<b>1,449,187</b>	<b>924,263</b>	<b>1,316,190</b>	<b>375,000</b>	<b>2,030,000</b>	<b>2,030,000</b>	<b>441.33%</b>
<b>Office:</b>								
Office Supplies	53000	4,941	4,596	3,901	5,300	5,200	5,200	-1.89%
Printing Supplies	53002	1,161	1,114	490	1,000	1,000	1,000	0.00%
Print Duplicate	53003	5,075	5,497	4,205	6,500	6,500	6,500	0.00%
Postage and Box Rent	53004	2,357	1,849	1,553	1,800	1,800	1,800	0.00%
Computer Software	53006	553	797	797	1,300	1,300	1,300	0.00%
Telephone	53008	13,905	14,535	10,969	11,600	12,250	12,250	5.60%
Voice and Data Cabling	53014	565	0	0	0	0	0	0.00%
<b>Office Subtotal:</b>		<b>28,557</b>	<b>28,388</b>	<b>21,914</b>	<b>27,500</b>	<b>28,050</b>	<b>28,050</b>	<b>2.00%</b>
<b>Operating:</b>								
Advertising	53500	50,723	42,587	12,168	10,400	9,400	9,400	-9.62%
Subscriptions	53501	559	0	52	400	300	300	-25.00%
Membership Dues	53502	611	448	1,119	1,400	1,400	1,400	0.00%
Publish Legal Notices	53503	527	363	268	325	325	325	0.00%
Household Supplies	53516	414	901	395	300	300	300	0.00%
Uniforms Tools Allowance	53517	80	243	87	150	150	150	0.00%
Food	53520	61	120	71	200	200	200	0.00%
Small Equipment	53522	103,350	17,408	17,342	13,800	13,900	13,900	0.72%
Shop Supplies	53523	15,966	17,003	15,774	16,450	16,150	16,150	-1.82%
Medical Supplies	53524	810	1,249	756	750	425	425	-43.33%
Other Operating Supplies	53533	0	320	20	0	1,900	1,900	100.00%

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
Motor Fuel	53548	14,765	25,305	22,512	23,500	27,500	27,500	17.02%
Equipment Rental	53551	7,452	435	9,571	10,500	500	500	-95.24%
Operating Licenses Fees	53553	44,743	29,400	32,114	26,150	18,050	18,050	-30.98%
Bad Debts Expense	53561	10,827	5,799	(4,843)	0	0	0	0.00%
State Special Charges	53563	12,431	8,997	(140)	0	0	0	0.00%
Other Miscellaneous	53568	889	2,119	3,917	100	500	500	400.00%
Small Equipment Technology	53580	0	0	633	0	200	200	100.00%
Print Duplicate	73003	3,239	3,386	3,297	3,500	3,600	3,600	2.86%
Postage and Box Rent	73004	2,070	1,964	1,521	1,500	800	800	-46.67%
Motor Fuel	73548	7,538	6,104	6,665	8,000	10,000	10,000	25.00%
<b>Operating Subtotal:</b>		<b>277,055</b>	<b>164,151</b>	<b>123,300</b>	<b>117,425</b>	<b>105,600</b>	<b>105,600</b>	<b>-10.07%</b>
<b>Repairs &amp; Maint:</b>								
Crushed Stone	54000	4,139	7,457	20,306	7,500	6,000	6,000	-20.00%
Calcium Chloride	54003	0	547	509	0	0	0	0.00%
Other Supplies and Expense	54004	0	3,043	2,879	3,000	3,000	3,000	0.00%
Electrical Products	54010	1,727	283	150	0	1,500	1,500	100.00%
Other Elect Products	54012	2,775	0	297	0	50	50	100.00%
Other Plumbing Prod.	54014	551	0	0	0	0	0	0.00%
Lubricants	54016	155,125	103,745	87,414	95,500	71,000	71,000	-25.65%
Machine Equip Parts	54017	284,498	213,233	357,574	172,500	170,000	170,000	-1.45%
Tires Batteries	54018	24,473	23,324	4,795	25,000	5,000	5,000	-80.00%
Road Maintenance Materials	54019	210	108	0	0	0	0	0.00%
Maintenance Buildings	54020	856	3,470	1,649	1,200	1,200	1,200	0.00%
Maintenance Grounds	54021	3,858	3,529	15,422	5,000	4,250	4,250	-15.00%
Maintenance Equipment	54022	2,231	316	3,589	3,750	2,750	2,750	-26.67%
Maintenance Vehicles	54023	104	2,267	1,725	0	1,000	1,000	100.00%
Repair Maintenance Supplies	54024	70,739	19,911	45,631	34,100	22,600	22,600	-33.72%
Consumable Tools	54026	36	120	102	0	0	0	0.00%
Sign Parts Supplies	54027	748	160	3,163	50	200	200	300.00%
Other Maint Supplies	54028	4,683	1,130	3,379	4,000	2,500	2,500	-37.50%
Equipment Repairs	54029	161,358	97,870	88,329	66,000	114,500	114,500	73.48%
Labor-Ldfl from Hwy	74018	1,351	1,076	6,220	1,000	5,000	5,000	400.00%

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
Machinery-Ldfl from Hwy	74019	176	974	4,316	100	5,000	5,000	4,900.00%
Maintenance Buildings	74020	9,420	8,635	12,000	10,000	6,000	6,000	-40.00%
Maintenance Grounds	74021	2,432	902	18,299	3,000	1,500	1,500	-50.00%
Equipment Repairs	74029	806	673	660	850	950	950	11.76%
<b>Repairs &amp; Maint Subtotal:</b>		<b>732,296</b>	<b>492,773</b>	<b>678,409</b>	<b>432,550</b>	<b>424,000</b>	<b>424,000</b>	<b>-1.98%</b>
<b>Utilities:</b>								
Heat	54700	7,876	6,479	6,517	10,000	9,750	9,750	-2.50%
Power and Light	54701	146,824	131,707	127,443	131,000	121,500	121,500	-7.25%
Water and Sewer	54702	270,575	237,545	225,882	232,200	233,700	233,700	0.65%
<b>Utilities Subtotal:</b>		<b>425,274</b>	<b>375,731</b>	<b>359,842</b>	<b>373,200</b>	<b>364,950</b>	<b>364,950</b>	<b>-2.21%</b>
<b>Contractual Services:</b>								
Medical and Dental	55000	322	475	803	500	500	500	0.00%
Legal Services	55001	2,035	7,791	3,638	20,000	20,000	20,000	0.00%
Pest Extermination	55002	2,040	1,920	1,920	2,200	2,200	2,200	0.00%
Vehicle Repairs	55005	8,041	5,196	8,455	7,000	7,500	7,500	7.14%
Grounds Maintenance	55007	358,719	1,962,590	1,113,992	139,000	136,250	136,250	-1.98%
Building Repairs	55008	24,448	32,222	49,067	65,200	35,200	35,200	-46.01%
Professional Service	55014	16,206	8,368	11,005	10,300	10,250	10,250	-0.49%
Collection Services	55015	10	228	0	300	150	150	-50.00%
Janitorial Services	55016	18,989	17,717	18,330	22,500	21,000	21,000	-6.67%
Architect Engineer	55019	544,554	547,190	401,933	385,500	326,500	326,500	-15.30%
Management Services	55020	424,424	523,373	355,789	338,000	216,500	216,500	-35.95%
Other Contract Serv	55030	59,776	42,906	34,406	4,700	2,900	2,900	-38.30%
Regional Fees	55048	3,162,165	3,357,695	3,737,242	3,400,000	3,700,000	3,700,000	8.82%
Hauling Fees	55049	901,587	946,894	892,492	930,000	935,000	935,000	0.54%
Accounting Auditing	75012	26,280	24,090	29,160	29,200	40,100	40,100	37.33%
Data Processing	75013	19,980	18,315	17,700	14,700	19,900	19,900	35.37%
Professional Services	75014	47,880	43,890	49,020	50,500	47,700	47,700	-5.54%
<b>Contractual Services Subtotal:</b>		<b>5,617,456</b>	<b>7,540,862</b>	<b>6,724,953</b>	<b>5,419,600</b>	<b>5,521,650</b>	<b>5,521,650</b>	<b>1.88%</b>

# Winnebago County Budget Detail - 2019

Description	Object	2015 Actual	2016 Actual	2017 Actual	2018 Adopted	2019 Request	2019 Executive	% Change From Prior Yr Adopted
<b>Fund - 520 - Solid Waste</b>								
<b>Insurance Expenses:</b>								
Prop Liab Insurance	56000	41,269	41,269	41,269	42,000	42,000	42,000	0.00%
Prop Liab Insurance	76000	44,412	62,172	55,104	65,284	37,892	37,892	-41.96%
<b>Insurance Expenses Subtotal:</b>		<b>85,681</b>	<b>103,441</b>	<b>96,373</b>	<b>107,284</b>	<b>79,892</b>	<b>79,892</b>	<b>-25.53%</b>
<b>Deprec &amp; Amort:</b>								
Provision for Closing	56501	15,051	526,060	0	0	0	0	0.00%
Provision for Long Term Care	56502	(369,990)	(298,104)	407,438	90,000	90,000	90,000	0.00%
Depreciation Expense	56503	754,033	891,336	705,376	808,400	852,400	852,400	5.44%
Amortization of SSR	56504	269,848	267,681	275,300	291,000	62,000	62,000	-78.69%
<b>Deprec &amp; Amort Subtotal:</b>		<b>668,942</b>	<b>1,386,973</b>	<b>1,388,114</b>	<b>1,189,400</b>	<b>1,004,400</b>	<b>1,004,400</b>	<b>-15.55%</b>
<b>Total Other Operating:</b>		<b>7,835,261</b>	<b>10,092,318</b>	<b>9,392,905</b>	<b>7,666,959</b>	<b>7,528,542</b>	<b>7,528,542</b>	<b>-1.81%</b>
<b>Debt Payments:</b>								
Debt Principal Payments	57000	13,969	14,885	15,916	309,000	80,000	80,000	-74.11%
Debt Interest Payments	57001	1,115	960	764	23,000	11,000	11,000	-52.17%
<b>Debt Payments Subtotal:</b>		<b>15,084</b>	<b>15,845</b>	<b>16,680</b>	<b>332,000</b>	<b>91,000</b>	<b>91,000</b>	<b>-72.59%</b>
<b>Total Non-Operating Expense:</b>		<b>15,084</b>	<b>15,845</b>	<b>16,680</b>	<b>332,000</b>	<b>91,000</b>	<b>91,000</b>	<b>-72.59%</b>
<b>Expense Total:</b>		<b>10,393,031</b>	<b>12,223,481</b>	<b>11,888,282</b>	<b>9,714,774</b>	<b>11,022,157</b>	<b>11,009,005</b>	<b>13.32%</b>
<b>Solid Waste Net Surplus / (Deficit):</b>		<b>(618,278)</b>	<b>947,553</b>	<b>403,795</b>	<b>(1,098,874)</b>	<b>(2,374,782)</b>	<b>(2,361,630)</b>	<b>114.91%</b>
<b>Less:</b>								
Capital Outlay		1,449,187	924,263	1,316,190	375,000	2,030,000	2,030,000	441.33%
Debt Principal Payments		13,969	14,885	15,916	309,000	80,000	80,000	-74.11%
DNR Release of Escrow Funds		0	250,000	250,000	300,000	300,000	300,000	0.00%
<b>Solid Waste Net Surplus / (Deficit):</b>		<b>844,878</b>	<b>2,136,701</b>	<b>1,985,901</b>	<b>(114,874)</b>	<b>35,218</b>	<b>48,370</b>	<b>-142.11%</b>
<b>Fund Adjustments</b>		<b>(844,878)</b>	<b>(2,136,701)</b>	<b>(1,985,901)</b>	<b>114,874</b>	<b>(35,218)</b>	<b>(48,370)</b>	<b>-142.11%</b>
<b>Net Solid Waste:</b>		<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

# WINNEBAGO COUNTY CAPITAL OUTLAY - 2019

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Solid Waste -				
	Landfill Office Renovation/Expansion	1	1,000,000	1,000,000
	Engine/Generator #2 Replacement	1	900,000	900,000
	Overhead Door Replacements	2	5,000	10,000
	Landfill Gas Vehicle	1	25,000	25,000
	Replacement Landfill Pickup Truck	1	30,000	30,000
	Security Camer Additions	1	15,000	15,000
	Replacement Loader Bucket	1	30,000	30,000
	Replacement All-Terrain Vehicle	1	20,000	20,000
		<b>9</b>		<b>2,030,000</b>

## GLOSSARY

**Accrual Accounting:** A method of accounting in which revenues are recognized in the accounting period in which they are earned. Expenditures are recognized in the accounting period in which the liability is incurred. This method also is often contrasted with **Cash Accounting**.

**Agency Fund:** A **Fiduciary Fund** in which the government is a temporary agent.

**Appropriations:** The amount of money granted by the legislative body to units of local government for most activities in the coming **Fiscal Year**. Appropriations are usually reported in the budget by **Line Item**; and they allow governmental units to make new expenditures and incur new obligations up to the amount of the appropriation. Appropriations are also called budgeted expenditures.

**Assessed Valuation:** This is the value of the property that is available for taxation which is determined annually and is based on the ratio of the property's assessed value to its "fair market value." The process of determining a property's assessed value is called an **Assessment**, and assessors consider many factors when valuing properties. See **Equalized Assessed Valuation**.

**Assets:** As reported on a **Balance Sheet** for a given fund, assets include any financial resources available to government such as cash, expected tax revenues, payments due from other funds or governmental units, and inventories.

**Balance Sheet:** A periodic report on the government's **Assets**, **Liabilities**, and **Fund Equity**, and all **Governmental Funds**. The governmental financial officer or the Accounting division usually prepares these reports.

**Bonds (Municipal):** A method of issuing **long-term Debt** to local governments or semi-independent agencies associated with local government such as authorities or corporations. The two primary types of bonds are: General **Obligation** and **Revenue**. All municipal bonds are tax exempt, and therefore are usually bought by investors with high marginal tax rates such as commercial banks and high-income individuals. Investment patterns in municipal bonds have changed dramatically since the late 70's due to revenue limitations, radical changes in interest rates, and the national Tax Reform Act of 1986 that eliminated the benefits of using revenue bonds for "private purpose development."

**Bond Rating:** A judgement on the investment quality of the **Bond** which reflects the government's ability to repay the debt or its creditworthiness. The stronger the rating, the lower the interest rate assigned to the bond by the underwriters. There are three rating agencies: Moody's Investors Service, Standard & Poor's Corporation, and Fitch's. A variety of characteristics about the government and community are examined to determine its rating such as the strength of the local economy, the financial management practices of the government, debt factors, and administrative practices.

**Budget:** The budget is one of the primary financial documents of the government, in addition to the **Comprehensive Annual Financial Report**. The budget is prepared before the beginning of the **Fiscal Year** and documents expected **Revenues**, and **Appropriations** for the entire government and for the various departments and divisions of the government.

**Cash Accounting:** Different from accrual accounting in that both revenues and expenditures are not recognized until the cash transfers are actually made. This method of accounting is not recognized by **Generally Accepted Accounting Principles (GAAP)**.



**Comprehensive Annual Financial Report (CAFR):** In addition to the **Budget**, the CAFR is one of the primary financial documents of the government. The document is prepared at the end of the **Fiscal Year** and presents summaries of the government's fiscal activities in the past year (in comparison to previous years and the budget). Specifically, the document contains comprehensive (combined) **Balance Sheets**, statements of **Revenues** and **Expenditures** and changes in the **Fund Balance** for all **Governmental Funds**.

**Current Assets:** include any financial resource available to a government unit to meet any obligations due within a year. This would include non-cash assets that could be convertible to cash to meet obligations due within a year. For instance, receivables would be classified as a current asset if they would be collectible within one year.

**Current Liabilities:** include any amount owed to outside parties where the amounts must be repaid within a year. An example would include telephone and utility bills. These obligations are due within a year.

**Debt Limit:** The maximum amount of gross or net debt which is legally permitted by state mandate, constitution, or voter approval. These limits usually apply only to **General Obligation Bonds** rather than **Revenue Bonds**.

**Debt Service Fund:** A fund that accounts for the payment of principal and interest on the government's **long-term Debt**.

**Depreciation:** Expiration in the service of a **Fixed Asset** which is considered a portion of the total cost of the fixed asset and charged as an expense during a particular period.

**Encumbrance:** A commitment to expend funds for a particular purpose (even prior to establishing a legal obligation or liability). They are not recorded as **Expenditures**, **Appropriations**, or **Liabilities** but as a reduction in the **Fund Equity** (as reported on the **Balance Sheets**). Encumbrances become **Expenditures** when cash payments are actually made.

**Enterprise Fund:** A fund that accounts for services that are supported primarily by **User Charges** such as golf courses, swimming pools, or garbage collection.

**Equalized Assessed Valuation:** Because **Assessed Valuation** (and therefore the **Tax Rate**) may vary from market values of property in different communities, state governments establish an equalized assessed valuation of property to be used for taxation at other levels of government such as the county. In this case, the equalization ensures that taxpayers within the county will be taxed at the same level of market value, for the county's portion of the **Property Tax**, even though municipalities within the county will calculate **Assessed Valuation** of properties within their borders at different times and, therefore, have different estimates of market values.

**Executive Budget:** A type of budgeting process in which the **Chief Executive** has primary responsibility for preparing the budget and authority over budget that is presented to the legislative body for approval.

**Expendable Fund:** Accounting or budgeting funds in which authorization for new spending or incurring new obligations expires at the end of the **Fiscal Year**. **Governmental Funds** are usually expendable.

**Expenditures:** The actual cash payments of governmental units for all activities, which are monitored throughout the year, but are calculated for an entire **Line-item** or **Program** in the budget for a previous **Fiscal Year**.

**Fiscal Year:** A twelve-month period of time for which governmental activities are budgeted and the **Budget** is prepared. This is also the time allotted to record and present other summary financial statements such as the **Comprehensive Annual Financial Report**. Technically, a fiscal year can be any set of 12 months, but most municipalities operate on a January 1 to December 31 fiscal year.

**Fixed Assets:** Long-term assets that the government intends to use or hold for a relatively long period of time, such as land, buildings, machinery, and equipment.

**Fund Balance:** As defined in the **Balance Sheets** of all **Governmental Funds**, it is that part of the **Fund Equity** that is available for future commitment, expenditure, or appropriation. More specifically, it is that part of the fund equity that is not reserved for **Encumbrances**, and may be called the **Unreserved Fund Balance**.

**Fund Equity:** As reported in the **Balance Sheets** of all **Governmental Funds**, fund equity is defined as fund **Assets** minus fund **Liabilities**.

**GAAP:** Stands for Generally Accepted Accounting Principles. These are national standards of financial reporting as established by the Governmental Accounting and Standards Board (GASB).

**General Fund:** The fund that accounts for and supports most services in government.

**General Obligation Bond: long-term Debt**, which is secured by the government's full faith and credit (i.e. its taxing powers). These bonds usually have a lower rate of interest than **Revenue Bonds** because of lesser risk associated with a very secure source of repayment. They often require an affirming vote of the public, and their principal retired or repaid in the future from the **General Fund**. Once the debt is issued, payment of interest and principal is handled through a **Debt Service Fund**.

**Goal:** a long-term, attainable target for an organization – its vision of the future.

**Governmental Funds:** Four different accounting or budgetary groups which, generally, are unique to government and which account for most governmental activities. These funds are the: **General Fund**, **Capital Project Fund**, **Debt Service Fund**, and **Special Revenue Fund**.

**Home Rule:** State laws or constitutional stipulations regarding local government in the following areas: 1) its form; 2) the type or extent of services provided; 3) the range of revenues that they can levy, and tax, debt, or expenditure limitations.

**Intergovernmental Revenue:** Revenues that are transferred from other governments to the local government or are passed through the local government directly to individuals or other entities. There are three broad types of intergovernmental revenues: **Grants-in-Aid**, **Shared Revenues**, and **Transfer Payments**.

**Internal Service Fund:** A fund that accounts for the provision of goods and services from one agency or department to another within the government (e.g. maintenance on equipment, printing and copying, or information services).

**Liabilities:** As reported in the **Balance Sheet** for a given fund, liabilities include amounts owed to persons or organizations outside that fund. Examples of liabilities are: payable vouchers, amounts due to other funds or units, and deferred revenues.

**Line-item Budget:** Line-item budget presentations group expenditures according to the object of expenditure such as salaries, benefits, supplies, equipment, and maintenance. These categories, such as salaries, may be further divided into temporary wages, permanent wages, and overtime.

**Long-Term Debt:** A governmental unit may issue long-term debt to finance capital and infrastructure expenditures. In contrast to **Short-Term Debt**, it should not be used for regular operations. The two primary means of issuing or financing long-term debt are: **General Obligation Bonds** and **Revenue Bonds**.

**Matching Grant:** A specific type of **Conditional Grant** in which the local government must contribute some percentage of funds in order to receive the grant.

**Millage:** A term applied to the **Tax Rate** of a **Property Tax** which specifies the rate of taxation on a dollar of assessed value (or on a \$1,000). The term "20 mills" would mean two cents for every dollar of assessed value (or two dollars for every \$1,000).

**NA:** Not applicable or does not apply.

**Objective:** a specific, measurable and observable result of an organization's activity which advances the organization toward its goal.

**Other Operating Expenses:** Within Winnebago County, this group of expenditures includes all expenses other than labor, capital outlay and travel. Examples of groups of items include office expenses such as supplies, stationery and forms, postage and others. Other expenses also includes publications, subscriptions, dues, telephone other operating expenses, repairs and supplies, utilities, contractual expenses such as accounting, and legal services. This category also includes rental expense and insurance.

**Policy:** a plan, course of action or guiding principle, designed to set parameters for decisions and actions.

**Program Budget:** Programmatic budget presentations group the **Line-Items** into units that represent service objectives or functions such as crime prevention, fire education (Stop, Drop, & Roll), or small business incentive loans.

**Proprietary Funds:** General accounting or budgetary groups that are analogous to private commercial organizations. Government recognizes two types of proprietary funds: Enterprise **Funds** and **Internal Service Funds**.

**Retained Earnings:** is the cumulative amount by which revenues and operating transfer from other funds have exceeded expenses and transfers to other funds.

**Revenues:** All funds used by local government report revenues as the primary source of monetary input. There are six primary sources of revenues for **General Fund** of the local government: taxes, licenses and permits, **Intergovernmental Revenues**, **User Charges**, fines and forfeitures, and miscellaneous. Expected or budgeted revenues are those that are estimated for the coming fiscal year. Actual revenues represent the amount of money that was actually collected by the government.

**Shared Revenues:** A type of Intergovernmental Revenue in which revenues collected by another government which are distributed to a local government according to a formula such as number of children enrolled, population or per capita income.

**Short-Term Debt:** Debt that is issued for less than a year to ease temporary cash flow deficiencies until expected **Revenues** from taxes, bonds, or other governments are received.

**Special Revenue Fund:** A fund that accounts for specific services or projects that are funded through contractually or legally earmarked revenues.

**Tax Incremental Finance (TIF) Districts:** An area within the boundaries of a local government that is designated for redevelopment. Revenue from the incremental growth of the property tax base is used to provide additional funds for further redevelopment or for debt service on bonds issued for the original redevelopment efforts.

**Unreserved Fund Balance:** This is a component of the **Fund Balance**, which specifies money available for future commitments, expenditures, or appropriations.

**Working Capital:** is the excess of current assets over current liabilities. At the end of a fiscal year, working capital can represent the net available remaining current resources of an entity available after all obligations of the current fiscal period has ended. It can represent an estimate of an entity's undesignated financial resources, similar to undesignated fund balance.

Description	Page #
Administration - division summary	79
Airport - individual programs	286
Airport Fund	273
Ambulance Service	526
Apportionment comparison	44
Appropriations summary	28
Budget information on a fund acctg basis	45
Budget message	5
Budget summary	27
Capital outlay budget	75
Capital projects	552
Child Support	323
Clerk of Courts - individual courts	230
Clerk of Courts & Courts	217
Coroner	251
Corporation Counsel	87
County Board	509
County Clerk	97
County Clerk - individual programs	112
County Executive	80
Debt service	528
Debt service levy - chart	42
Demographic statistics	555
District Attorney	205
Education, Culture & Recreation - division summary	418
Emergency Management	261
Equalized property value	39
Expenditure categories - chart	33
Expenditure summary - chart	31
Expenditures by fund	49
Expenditures by year	50
Facilities and Property Management	190
Facilities and Property Management - individual	203
Finance	149
Financial comparison - debt service	37
Financial comparison - operating expenses	36
Financial comparison - other	38
Financial comparison - total	35

Description	Page #
Fringe benefit components	26
Fund projections	46
General Services	159
Glossary	572
Health and Human Services - division summary	307
Highway	287
Human Resources	123
Human Services	346
Human Services - expenditures by program category	373
Industrial Development Board	526
Information about Winnebago County	21
Information Systems	174
Jail Improvement Fund	246
Land & Water Conservation	496
Land Records Modernization	490
Levy by division - chart	34
Library tax	527
Miscellaneous and Unclassified Fund	519
Mission statement	11
Non-divisional summary	508
Operating grants	526
Operating levy - chart	41
Outstanding debt	533
Park View Health Center	400
Park View Health Center - individual programs	417
Parks	440
Parks - Boat Launch	452
Parks - individual programs	459
Planning & Zoning	471
Planning & Zoning - individual programs	484
Planning and Environment - division summary	460
Policies - budget and financial	14
Property & Liability Insurance	167
Property Lister	485
Property tax rate limits and levy limits	22
Public Health	308
Public Safety-division summary	204
Register of Deeds	461

Description	Page #
Revenue - graphs	51
Revenue by fund	47
Revenue by year	48
Revenue sources - chart	32
Revenue summary - chart	30
Road Maintenance	303
Scholarship Program	517
Self Funded Dental Insurance	145
Self Funded Health Insurance	140
Sheriff	231
Sheriff - individual programs	245
Significant information - highlights	24
Solid Waste	556
Table of organization - classified positions	61
Table of organization - reporting structure	12
Table of organization changes - fiscal impact	58
Table of organization changes - positions	57
Tax apportionment- County	43
Technology Replacement	185
Total levy - chart	40
Transportation - division summary	272
Treasurer	113
University Extension	428
UW-Fox Valley	419
Veterans' Services	333
Workers Compensation Fund	134