

AGENDA
***Revised 10-09-2015**
JEFFERSON COUNTY BOARD MEETING
October 13, 2015 7:00 p.m.
Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

1. **CALL TO ORDER**
 2. **ROLL CALL BY COUNTY CLERK**
 3. **PLEDGE OF ALLEGIANCE**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 5. **APPROVAL OF THE AGENDA**
 6. **APPROVAL OF SEPTEMBER 8, 2015 MEETING MINUTES**
 7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum)
 - b. Appointment by County Board Chair - Gregg Patrick to fill the unexpired term for County Board Supervisor District 26 ending April 19, 2016 (Page 1)
 - c. Administration of Oath of Office to County Board Supervisor Gregg Patrick
 - d. Appointment by County Board Chair –Gregg Patrick to the Solid Waste/Air Quality and Land and Water Conservation Committees to fill an unexpired terms ending April 19, 2016 (Page 2)
 - e. Appointment by County Board Chair – Don Reese to the Highway Committee to fill an unexpired term ending April 19, 2016 (Page 3)
 - f. Retirement Recognitions
 - g. Resolution – Recognition – Carlton Zentner (Addendum)
 - h. Resolution – In Memoriam of Martin “Marty” Powers (Page 4)
 - i. Letters dated September 14, 2015 from Senator Janis Ringhand (Page 5-6)
 - j. 2016 Classification of Authorized Personnel & Position Changes (Page 7-13)
 - k. Report – Apportionment of County Levy / Net New Construction (Page 14-17)
 - l. Zoning Committee – Notice of Public Hearing, October 15, 2015 (Page 18-19)
 8. **PUBLIC COMMENT** (Agenda Items)
 9. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of the 2016 Recommended Budget
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **ADMINISTRATION AND RULES COMMITTEE**
 - a. Resolution – Supporting more severe criminal penalties for battery committed against child welfare and juvenile case workers (Page 20)
 11. **BOARD OF HEALTH**
 - a. Resolution – Support funding of comprehensive, sustainable, effective and evidence based communicable disease control and prevention (Page 21-22)
 12. **FARMLAND CONSERVATION EASEMENT COMMISSION**
 - a. Resolution 2015-43 – Recommending future allocation of funds to the Farmland Conservation Easement Commission for the Purchase of Agricultural Conservation Easements (Page 23-24)
 - b. Resolution 2015-42 – Institute a new Farmland Conservation funding method (Page 25-26)

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
October 1, 2015**

Available Cash on Hand		
September 1, 2015	\$	(302,896.03)
September Receipts	\$	<u>6,783,815.61</u>
 Total Cash	\$	 6,480,919.58
Disbursements		
General - September 2015	\$	4,416,513.58
Payroll - September 2015	\$	<u>1,260,829.06</u>
 Total Disbursements	\$	 <u>5,677,342.64</u>
 Total Available Cash	\$	 803,576.94
Cash on Hand (in bank) Oct. 1, 2015	\$	1,240,034.00
Less Outstanding Checks	\$	<u>436,457.06</u>
 Total Available Cash	\$	 803,576.94
 Local Government Investment Pool - General	\$	 8,022,839.80
Institutional Capital Management / Dana	\$	28,346,788.35
Local Government Investment Pool -Clerk of Courts	\$	25,971.35
Local Government Investment Pool -Farmland Preservation	\$	227,959.55
Local Government Investment Pool -Parks/Liddle	\$	81,595.38
Local Government Investment Pool -Highway Bond	\$	<u>1,885,992.08</u>
	\$	38,591,146.51
2015 Interest - Super N.O.W. Account	\$	904.64
2015 Interest - L.G.I.P. - General Funds	\$	22,810.75
2015 Interest - ICM/DANA	\$	109,229.19
2015 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	75.53
2015 Interest - L.G.I.P. - Farmland Preservation	\$	211.02
2015 Interest - L.G.I.P. - Clerk of Courts	\$	24.03
2015 Interest - L.G.I.P. - Highway Bond	\$	<u>2,256.57</u>
Total 2015 Interest	\$	135,511.73

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

RESOLUTION NO. 2015-____**Accepting monetary donation of \$42,000 for the purchase of a parcel of property to expand the Garman Nature Preserve in Waterloo**Executive Summary

In 2003, Mrs. Theo Garman donated to Jefferson County 40 wooded acres of land located in Jefferson County, City of Waterloo, in memory of her late husband, Dr. J. S. Garman. This land has been designated as the Dr. J. S. Garman Nature Preserve. Mrs. Garman continues to support this preserve with cash donations totaling \$55,000 to date and has been a driving force in keeping it a sacred place where anyone can enjoy nature and show respect for Native American culture by experiencing the 22 Indian mounds located on the property. In her efforts to continue her support of this preserve, Mrs. Garman has offered to donate \$28,000 toward the cost of purchasing a 5.7 acre parcel of land offered for sale at \$56,000, which adjoins the nature preserve. In addition, Charles and Joni Crave have offered to donate \$14,000 toward the cost of purchasing this 5.7 acre parcel. The remaining portion of the purchase price, \$14,000, will be paid for by Jefferson County through a 3 year interest free loan from Charles and Joni Crave, subject to potential reimbursement by the State. This resolution seeks County Board authorization to accept \$42,000 in donations and enter into a 3 year interest free loan in the amount of \$14,000, as well as authorization to purchase 5.7 acres of land which adjoins the Garman Nature Preserve.

WHEREAS, in 2003, Mrs. Theo Garman donated to Jefferson County 40 wooded acres of land located in Jefferson County, City of Waterloo, in memory of her late husband, Dr. J. S. Garman which has been designated as the Dr. J. S. Garman Nature Preserve, and

WHEREAS, Mrs. Garman continues to support this preserve and has been a driving force in keeping it a sacred place where anyone can enjoy nature and show respect for Native American culture by experiencing the 22 Indian mounds located on the property, and

WHEREAS, Mrs. Garman has offered to donate \$28,000 toward the cost of purchasing a 5.7 acre parcel of land offered for sale at \$56,000, which adjoins the nature preserve, and

WHEREAS, Charles and Joni Crave have offered to donate \$14,000 toward the cost of purchasing this 5.7 acre parcel, and

WHEREAS, the remaining portion of the purchase price, \$14,000, will be paid for by Jefferson County through a 3 year interest free loan from Charles and Joni Crave, subject to potential reimbursement by the State of Wisconsin, and

WHEREAS, the Parks Committee recommends accepting these donations and increasing the size of the Dr. J. S. Garman Nature Preserve by purchasing this 5.7 acre parcel.

RESOLUTION NO. 2015-____

Accepting bid for construction of the Dorothy Carnes Park East Trailhead Parking Lot

Executive Summary

The Jefferson County Parks Department solicited bids for the construction of the Dorothy Carnes Park East Trailhead Parking Lot. The work for which the bids were solicited includes construction of a 36 car parking lot and space to park 2 buses and entrance drive at Dorothy Carnes County Park, W6509 Jones Lane, Fort Atkinson, WI 53538. The project will include installation of erosion control structures, grading, placement of structural fill, paving, painting parking lines and walkways, and final grading of the site. The highest bid was \$ 196,977.30 and the lowest bid was \$ 126,483.20. The Parks Committee has recommended accepting the lowest bid.

WHEREAS, Dorothy Carnes County Park is a valuable recreational resource to Jefferson County, and

WHEREAS, constructing a parking lot at Dorothy Carnes County Park will increase accessibility for park users and reduce street parking, and

WHEREAS, the parking lot will include installation of erosion control structures, grading, placement of structural fill, paving, painting parking lines and walkways, and final grading of the site, and

WHEREAS, the following bids were received:

Wolf Paving	\$126,483.20
Forest Landscaping & Construction, Inc.	\$131,765.00
Payne & Dolan, Inc.	\$142,781.80
Corporate Contractors, Inc.	\$157,758.00
Valia Excavating LLC	\$167,736.70
Poblocki Paving Corp.	\$196,977.30

AND WHEREAS, this project will be funded using 50% Stewardship Grant funds, and 50% tax levy funds and fund balance, and

WHEREAS, the Parks Committee reviewed all bids and recommends awarding the bid to the lowest bidder, Wolf Paving of Madison, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to execute a contract for the Dorothy Carnes Park East Trailhead Parking Lot with Wolf Paving in an amount not to exceed \$126,483.20.

Fiscal Note: The construction costs for this project will be funded using 50% Stewardship Grant funds in the amount of \$63,241.60 \$45,000, and 50% tax levy funds in the amount of \$63,241.60 \$75,000 (levied in 2014 and carried forward), and the remaining using fund balance. The County's portion of construction costs are available in the 2015 Parks Department budget.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Parks Committee

10-13-15

J. Blair Ward: 10-06-15; Joe Nehmer: 10-07-15; Brian Lamers: 10-13-15

REVIEWED: Administrator [Signature], Corp. Counsel [Signature], Finance Director [Signature]

RESOLUTION NO. 2015-_____

Accepting bid for backup generator for Lueder Haus

Executive Summary

Lueder Haus serves Jefferson County as an acute care facility for chronic mentally ill adults who are in immediate crisis, but not in need of hospitalization. Established in 1980, the on-going purpose of Lueder Haus is to keep adults, challenged by mental illness, within the community and to minimize or prevent psychiatric hospitalizations whenever possible. In order to ensure continuous service to residents of Lueder Haus, the Jefferson County Infrastructure Committee has made the recommendation to install a backup generator. Power outages have been an ongoing concern for staff of Lueder Haus and present unique challenges when they occur due to the special needs of Lueder Haus residents. Installing an emergency backup generator will allow the residents of Lueder Haus to remain in the facility during power outages without disruption of their established treatment program. The highest bid for a backup generator was \$78,820 and the lowest bid was \$39,950. The infrastructure Committee has recommended accepting the lowest bid.

WHEREAS, Lueder Haus serves Jefferson County as an acute care facility for chronic mentally ill adults who are in immediate crisis, but not in need of hospitalization, and

WHEREAS, power outages have been an ongoing concern for staff of Lueder Haus and present unique challenges when they occur due to the special needs of Lueder Haus residents, and

WHEREAS, installing a backup generator will allow the residents of Lueder Haus to remain in the facility during power outages without disruption of their established treatment program, and

WHEREAS, the following bids were received:

Pro Electric, Franksville, WI	\$78,820
Hogen Electric, Hartford, WI	\$53,500 and \$46,200
KW Electric, Plymouth, WI	\$46,200
Ready Electric, Fort Atkinson, WI	\$39,950

AND WHEREAS, the Infrastructure Committee has reviewed all bids and is recommending accepting the lowest bid from Ready Electric from Fort Atkinson, Wisconsin, in the amount of \$39,950.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to execute a contract for a backup generator with Ready Electric from Fort Atkinson, Wisconsin, in an amount not to exceed \$39,950.

Fiscal Note: The project funding is included in the 2015 Human Services budget.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Infrastructure Committee
J. Blair Ward/Brian Lamers: 10-09-15 REVIEWED: Administrator , Corp. Counsel , Finance Director  10-13-15

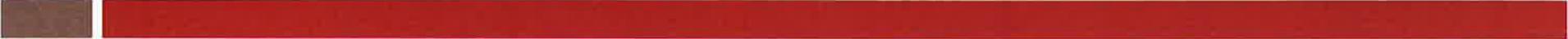
**JEFFERSON COUNTY
2016 BUDGET MESSAGE**

Agenda



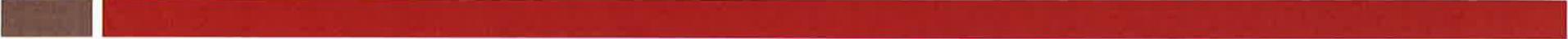
- Opening Comments
- General Overview
- Budget Summary
- Levy Overview
- Fund Balance Policy Application
- Departments Overview
 - ▣ Operational
 - ▣ Capital
- Closing Comments – Short to Long Term Opportunities
- Budget Timeline

Budget Layout



- Organization Structure
- Administrator's Message
- Budget and Accounting Information
- Summary of Budget Information
- General Fund
- Other Departments (Health, Human Services, Highway Department, MIS, Debt, Capital Projects)
- Supplemental Information

Task Force Implementation



- ❑ Enterprise Resource Planning (ERP) System
- ❑ Retention and Recruitment
- ❑ Professional Development
- ❑ Continuous Quality Improvement (CQI)
- ❑ Priority Based Budgeting
- ❑ Strategic Plan
- ❑ Transportation Plan



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Jefferson County

Wisconsin

For the Fiscal Year Beginning

January 1, 2015

Executive Director



Budget Summary

Budget Summary

Estimated Expenditures

Governmental Funds

- 100 – General Funds - \$32,903,117
- 240 – Health Department - \$1,569,306
- 250 – Human Services - \$22,736,761
- 300 – Debt Service Fund - \$1,213,668
- 750 – MIS - \$1,394,384

Proprietary Funds

700 – Highway Department - \$12,188,210

TOTAL EXPENDITURES - \$72,005,446

(pg. 22)

Budget Summary

Estimated Revenues

Governmental Funds

- 100 – General Funds - \$18,022,227
- 240 – Health Department - \$601,126
- 250 – Human Services - \$14,110,500
- 300 – Debt Service Fund - \$0
- 750 – MIS - \$1,394,384

Proprietary Funds

700 – Highway Department - \$5,180,980

TOTAL REVENUES - \$39,309,217

(pg. 22)

Budget Summary

Other Financing Sources

Governmental Funds

- 100 – General Funds - \$2,376,127
- 240 – Health Department - \$129,973
- 250 – Human Services – 295,088
- 300 – Debt Service Fund - \$75,384

Proprietary Funds

700 – Highway Department - \$1,198,693

TOTAL OTHER FINANCING SOURCES - \$4,075,265

(pg. 22) (Complete Breakdown on pg. 319)

Budget Summary

General Revenues



- Sales Tax – Increase of \$200,000 to \$5,741,031
- General State Shared Revenues – status quo at \$1,177,263
- Utility State Shared Revenue – status quo at \$901,572
- General Fund Balance Available - \$1,051,049 (used for capital expenditures)
- Health Department Fund Balance - \$129,973

Budget Summary

Contingency Funds

- Contingency
 - ▣ General Contingency - \$524,964
 - ▣ Vested Benefit Contingency - \$280,000



Levy Overview

Budget Summary

County Tax Levy Breakdown

□ Governmental Funds

- 100 – General Funds - \$12,504,763
- 240 – Health Department - \$838,207
- 250 – Human Services - \$8,331,173
- 300 – Debt Service Fund - \$1,138,284
- 400 – Capital Projects Fund - \$0
- 750 – MIS - \$0

□ Proprietary Funds

- 700 – Highway Department - \$5,808,537

(pg. 22)

Budget Summary

County Tax Levy Summary

- Total Tax Levy - \$28,620,964
- Non-Countywide Tax Levy
 - ▣ Health Department - \$838,207
 - ▣ County Library System - \$1,039,235
- Total Countywide Tax Levy - \$26,743,522
- (pg. 22)

New Construction Levy

- DOR determined increase by .82% county wide
- Equates to \$215,862 capturing new growth
- These funds are dedicated to capital and contingency in FY 15
- Equalized Value (Comparisons on pg. 327-329)
 - ▣ Without TIF – 2.33%
 - ▣ With TIF – 2.26%
- Close out of TIF - \$21K

MIL Rate

	ESTIMATED EXPENDITURES	ESTIMATED REVENUES	NET EXPENSES	OTHER FINANCE SOURCES	COUNTY TAX LEVY
GOVERNMENTAL FUNDS					
100 -- General Fund	32,903,117	18,022,227	14,880,890	2,376,127	12,504,763
240 -- Health Department	1,569,306	601,126	968,180	129,973	838,207
250 -- Human Services	22,736,761	14,110,500	8,626,261	295,088	8,331,173
300 -- Debt Service Fund	1,213,668	0	1,213,668	75,384	1,138,284
400 -- Capital Projects Fund	0	0	0	0	0
750 -- MIS Department	1,394,384	1,394,384	0	0	0
PROPRIETARY FUNDS					
700 -- Highway Department	12,188,210	5,180,980	7,007,230	1,198,693	5,808,537
TOTAL	72,005,446	39,309,217	32,696,229	4,075,265	
TOTAL TAX LEVY					28,620,964
LESS NON-COUNTYWIDE LEVY:					
Health Department					(838,207)
County Library System					(1,039,235)
PROPOSED COUNTYWIDE TAX LEVY (As defined by statutes implemented in 1992)					26,743,522

MILL Rate Spreadsheet – 10 year

YEAR	EQUALIZED VALUE	COUNTYWIDE TAX LEVY	MILL RATE
2006	5,421,299,600	22,109,581	4.0783
2007	6,073,532,400	22,649,809	3.7293
2008	6,440,803,600	23,288,594	3.6158
2009	6,625,830,100	23,761,435	3.5862
2010	6,611,609,500	24,290,109	3.6739
2011	6,376,446,700	24,812,837	3.8913
2012	6,278,889,500	24,739,600	3.9401
2013	6,006,273,200	24,938,651	4.1521
2014	5,884,774,300	25,101,310	4.2655
2015	6,036,629,100	26,510,891	4.3917
2016	6,177,155,800	26,743,522	4.3294
Debt	6,177,155,800	1,138,284	0.1842
General	6,177,155,800	25,605,238	4.1452
		<u>26,743,522</u>	

Fund Balance Policy Application

Fund Balance Policy Application(pg.325)

General Fund

- Unassigned Fund Balance – 12/31/14 - \$17,468,285
 - ▣ Working Capital - 2 months - \$10,944,824
 - ▣ Working Capital - 3 month goal - \$16,417,236
 - ▣ Unassigned Fund Balance - less working Capital
 - \$1,051,049

Health Department

- Unassigned Fund Balance – 12/31/14 - \$708,406
 - ▣ Working Capital - 2 months - \$336,955
 - ▣ Working Capital - 3 month goal - \$505,433
 - ▣ Unassigned Fund Balance - less working Capital
 - \$202,973
 - Retirement Payout - \$73,000
 - \$129,973 - Levy Reduction/Revenue Offset



Department Overview

Personnel



- Maintain Step Program for employees
- 1% COLA for employees
- Maintain low deductible plan (\$500/\$1,000)
 - ▣ County contributes 25% of deductible to FSA accounts
- County transition to paying 95% of lowest qualified plan non-sworn and 93% of lowest for sworn
- Position Changes in Personnel save \$138,068 in Tax Levy; funds new key positions through non-levy sources (pg. 305-307)

Departments Overview



- **Administration** (pg. 40)
 - ▣ Funding
 - Levy - \$265,029
 - Revenues - \$117,496
 - ▣ Expenditures - \$382,525
 - Treatment Court Status

Departments Overview

- **Central Services** (pg. 44)

- **Funding**

- Levy - \$654,388

- Revenues - \$3,750

- **Expenditures - \$767,138**

- **Capital (Use of \$109,000 Fund Balance)**

- \$25,000 – Reroof Section A of Courthouse

- \$25,000 – Electrical Service Upgrade – North end of Courthouse

- \$30,000 – County Board Meeting upgrades

- \$29,000 – Upgrade WIFI Courthouse

Departments Overview

- **Child Support** (pg. 50)
 - Funding
 - Levy - \$166,519
 - Revenues - \$1,018,666
 - Expenditures - \$1,185,185
 - Personnel (pg. 305) – Unfund Financial Support Specialist – Total Savings \$73,550; Levy Savings \$24,516
- **Clerk of Courts** (pg. 56)
 - Funding
 - Levy - \$1,561,913
 - Revenues - \$1,057,383
 - Expenditures - \$2,648,296
 - Personnel (pg. 305) – Align position titles to new Register in Probate; update previous changes with Mediator/Child Custody positions; no cost impact
 - Capital - \$29,000 Upgrade WIFI Court (Used Fund Balance)

Departments Overview

- **Corporation Counsel** (pg. 67)
 - Funding
 - Levy - \$350,991
 - Expenditures - \$350,991
- **County Board** (pg. 70)
 - Funding
 - Levy - \$392,202
 - Revenues - \$10,000
 - Other Financing Sources - \$2,944 (Historical Society)
 - Expenditures - \$405,146
 - Non-Operation Expenses
 - \$50,000 for the for the Rock River Free Clinic;
 - \$14,000 for the Railroad Consortium Membership
 - \$ 7,500 for the Dental Clinic
 - \$10,000 for the Community Care Clinic
 - \$ 4,500 for Tourism
 - \$16,000 for the Jefferson County Literacy Council

Departments Overview

- **County Clerk** (pg. 76)
 - Funding
 - Levy - \$226,974
 - Revenues - \$129,421
 - Expenditures - \$356,395
- **District Attorney** (pg. 83)
 - Funding
 - Levy - \$674,578
 - Revenues - \$110,933
 - Expenditures - \$785,511
 - Personnel (p.305) – Unfund Legal Secretary; levy savings \$60,464
 - License

Departments Overview

- **Economic Development (pg. 89)**
 - ▣ **Funding**
 - Levy - \$0
 - Revenues - \$167,550
 - Other Financing Sources - \$195,121 (Estimated Funds to be Carried Over)
 - ▣ **Expenditures -\$362,671**
 - \$14,000 Railroad Consortium Match
 - Long term model and sustainability; investments

Departments Overview



- **Emergency Management (pg. 95)**
 - ▣ Funding
 - Levy - \$74,224
 - Revenues - \$693,798
 - ▣ Expenditures - \$768,022
 - Capital
 - Flood Mitigation - \$473,600 – State Aid

Departments Overview

- **Fair Park** (pg. 101)
 - **Funding**
 - Levy - \$70,349
 - Revenues - \$1,131,731
 - **Expenditures - \$1,245,080**
 - **Capital (Use of \$43,000 Fund Balance)**
 - \$12,000 – Utility Terrain Vehicle
 - \$ 7,500 – Buildings
 - \$ 9,000 – Barricades – Transformers/Critical Structures
 - \$ 7,500 – Electrical Repairs
 - \$ 7,000 – Activity Center Doors

Departments Overview

- **Finance** (pg. 109)
 - **Funding**
 - Levy - \$451,156
 - Revenues - \$19,330
 - **Expenditures** - \$770,486
 - Capital (Use of Fund Balance)
 - \$300,000-ERP System
- **Human Resources** (pg. 114)
 - **Funding**
 - Levy - \$455,087
 - Revenues - \$42,730
 - **Expenditures** - \$503,817
 - Maintains Shared Safety Position with Walworth County
 - \$25,000 for Contract Negotiations
 - \$14,500 for professional development training (Increase of \$12,500)

Departments Overview

- **Land and Water Conservation** (pg. 119)
 - Funding
 - Levy - \$236,468
 - Revenues - \$933,658
 - Includes Farmland Preservation Program - \$440,000 (carry over)
 - Expenditures - \$1,170,126
 - Purchase of Conservation Easement - \$440,000 (Donations, State Aid & Carry Forward); no new funding
- **Land Information** (pg. 127)
 - Funding
 - Levy - \$362,066
 - Revenues - \$257,767
 - Expenditures - \$619,833
 - Capital
 - \$60,000 - Replace Infinvault Storage - program fees
 - \$ 9,224 - Coyote Point Load Balance - program fees

Departments Overview

- **Library System** (pg. 134)
 - Funding
 - Levy - \$1,041,235 (\$1,039,235 Non-Countywide, \$2,000 Countywide)
 - Formula based on usage
 - Expenditures - \$1,041,235

- **Medical Examiner** (pg. 138)
 - Funding
 - Levy - \$99,320
 - Revenues - \$69,400
 - Expenditures - \$168,720
 - Includes cost for transportation
 - Includes indigent expense

Departments Overview

- **Park Department** (pg. 142)
 - **Funding**
 - Levy - \$760,167
 - Revenues - \$1,745,431
 - Includes \$1.4 million of grant/donations for bike path
 - **Expenditures - \$2,642,598**
 - **Capital (Use of \$137,000 Fund Balance)**
 - \$30,000 – Pick up Truck
 - \$20,000 – Tractor with 10 ft flail mower (used from HWY)
 - \$15,000 – Replace restroom at Cold Spring
 - \$12,000 – New Pavement at Pohlman Park
 - \$50,000 – New Pavement at Carlin Weld Park
 - \$10,000 – Replace used Oil Furnace – Parks Shop
 - \$1,400,000 – Interurban Trail (Contingent on Grants and Donations)

Departments Overview

- **Planning and Zoning** (pg. 153)

- **Funding**

- Levy - \$323,637

- Revenues - \$497,212

- **Expenditures** - \$820,849

- **Notes**

- Increased permits allows reduction in levy

- Saving for transportation plan

- **Register of Deeds** (pg. 160)

- **Funding**

- Levy - (\$181,459)

- Revenues - \$441,360

- **Expenditures** - \$259,901

- Personnel (pg. 307) – Change 1.0 FTE to Part Time position-Levy Savings \$26,504

Departments Overview

- **Sheriff** (pg. 166)
 - Funding
 - Levy - \$12,231,125
 - Revenues - \$1,688,697
 - Expenditures - \$14,041,783
 - Capital (Use of \$121,961 Fund Balance)
 - \$231,800 – Replace 6 Patrol SUVs (Tax Levy)
 - \$ 17,000 – Upgrade WIFI Sheriff's Department
 - \$ 48,000 – Tahoe propane systems – 6
 - \$ 24,000 – Unmarked squad (\$19,039 Tax Levy)
 - \$ 11,000 – Coban Server Unit for Squad Camera
 - \$ 16,000 – Patrol K-9
 - \$ 15,000 – State Interface for MDC and Dispatch *
 - \$ 10,000 – Remodel Training Facility
 - \$ 13,000 – Replace Drug Task Force Vehicle (Drug Forfeiture)

Departments Overview

- **Sheriff** (pg. 167)
 - Expenditures Major Operating (one time)
 - \$42,000 – Squad Car MDC Laptops (10)
 - \$12,500 – Replace Deputy Portable Radios
 - \$ 5,600 – Replace Squad Radios (2)
 - \$ 5,000 – Replace Tasers
 - \$ 7,000 – Replace SWAT Tactical Vests
 - \$ 9,963 – MSA Breathing Units

Departments Overview

- **Treasurer** (pg. 183)
 - Funding
 - Levy - (\$821,664)
 - Revenues - \$1,054,285
 - Investments
 - Expenditures - \$232,621
- **UW Extension** (pg. 188)
 - Funding
 - Levy - \$317,552
 - Revenues - \$53,609
 - Expenditures - \$381,161
 - Capital (Use of Fund Balance)
 - \$10,000 – Replace Tables and Chairs – 3 meeting rooms
 - Model Change

Departments Overview

- **Veterans Administration** (pg. 195)
 - Funding
 - Levy - \$160,363
 - Revenues - \$15,500
 - Expenditures - \$175,863
- **Health Department** (pg. 201)
 - Funding
 - Levy - \$838,207
 - Revenues - \$601,126
 - Fund Balance - \$129,973
 - Expenditures - \$1,569,306
 - Capital
 - \$5,000 – Wireless Network Router
 - \$10,000 – Copier/Printer
 - Personnel (pg. 305) – Fund additional .8 FTE to add jail hours; unfund .20 FTE jail pool nurse; Tax levy cost \$3,687; non-levy cost \$43,655 (on-going review)

Departments Overview

□ **Human Services (pg. 221)**

□ **Funding**

- Levy - \$8,331,173
- Revenues - \$14,405,588

□ **Expenditures - \$22,736,761**

■ **Capital**

- \$60,000 – Vehicles (3)
- \$35,000 – Replace 11 passenger van
- \$64,000 – Complete Installation of Tridium System at WDC (HVAC)
- \$10,000 – Replace Wireless at Workforce Development Center
- \$116,088 – IS Projects (Echo)
- \$10,000 – Floor Replacement

■ **Personnel (pg. 306)**

- Add two Comprehensive Community Service Facilitator – no levy cost; total cost \$164,442
- Add Comprehensive Community Services Facilitator/Transtion Specialist – no levy cost; total cost \$82,221
- Eliminate .48 FTE Youth Community Outreach Worker
- Eliminate .8 FTE Family Development Worker; Create 1.0 FTE Family Development Worker – levy cost \$5,611
- Funds Performance/Retention Bonuses for mental health specialist

Departments Overview

- **Highway Department (pg. 257)**
 - **Funding (overall)**
 - Levy - \$5,808,537
 - Revenues - \$6,071,673
 - Fund Balance - \$308,000
 - **Expenditures (Overall)- \$12,188,210**
 - **Road Projects**
 - **Funding - \$5,244,226**
 - \$3,946,226 – Tax Levy
 - \$200,000 – Local Road Improvement Grant – State Funding on CTH J
 - \$308,000 – Fund Balance
 - \$790,000 – CTH A Carryover from 2015 Budget
 - **Projects - \$5,244,226**
 - \$1,995,226 – CTH Y (STH 18 – CTH D) Rehabilitation 6.25 miles
 - \$2,400,000 – CTH J (CTH G – STH 89) Construction 3 miles
 - \$790,000 – CTH A Project
 - \$59,000 – Building and Equipment Storage

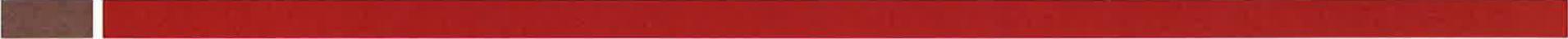
Departments Overview

- **Highway Department (pg. 258)**
 - ▣ Expenditures – Equipment
 - \$600,000 – Single Axle Plow Trucks (4)
 - \$150,000 – Small Trucks (Crew/Dump) (4)
 - \$245,000 – Motor Grader
 - \$300,000 – Tractors/Mowers (4)
 - \$ 55,000 – Sweeper
 - \$ 55,000 – Highway Maintenance Support Equipment
 - \$ 40,000 – Highway Pit/Shop Equipment
 - \$668,000 – L90 Loaders (4) *
 - \$215,000 – L110 Loader *
 - \$257,000 – Track Excavator*
 - \$ 52,690 – Set up cost
 - ▣ Total - \$1,182,690 (after trade in)

Departments Overview

- **MIS** (pg. 289)
 - Funding
 - Revenues - \$1,394,384
 - Expenditures- \$1,394,384
 - Capital
 - \$10,000 – VMWare Management Software
 - \$17,000 – VWWare Server Replacement
 - \$43,000 – UPS Replacement
 - \$20,000 – Air Conditioning MIS Building
 - \$25,000 – Netzbotz – Security System Camera
 - \$45,000 – Cisco Router Upgrades
 - Personnel (pg. 306) – Eliminate .5 FTE Senior Systems Analyst; Levy Savings \$35,881

Short to Long Term Opportunities



- Task Force Implementation
- On-going review of operations and organization
- Condition Assessment
 - ▣ Analysis
 - ▣ Funding Priorities
- Technology

Budget Timeline



- Oct 13 – Presentation of proposed budget
- Oct 14- Nov 2 – Supervisors' amendment are prepare and submitted to Administrators office
- Oct 27 – Public Hearing
- Nov 8th – Finance Committee reviews proposed amendment(s) to make recommendation to County Board
- Nov 10 – County Board takes up 2016 Budget and considers action on amendment(s)



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

311 S. Center Avenue Room 111
Jefferson, WI 53549
Telephone (920) 674-7101
Website: jeffersoncountywi.gov

BEN WEHMEIER
County Administrator

TAMMIE J. JAEGER
Administrative Assistant
Confidential

"Jefferson County: Responsible government advancing quality of life."

TO: Jefferson County Board of Supervisors
FROM: Benjamin Wehmeier, County Administrator
DATE: October 13, 2015
SUBJECT: 2016 Budget – Supervisor Amendments

As part of the 2016 Budget development process, individual Supervisors may submit proposed amendments to the Recommended Budget. This process enables Supervisors to provide their proposed amendment and what their intended impact is on the 2016 Budget.

Supervisors are reminded that the 2016 Recommended Budget includes a property tax levy increase of \$218,000 (0.84%) based on the new growth calculation in the County. This is the maximum increase allowed by State law. Accordingly, for operations purposes, if additional funds are sought for a specific program or operation, a corresponding reduction of a program, department or capital item should be included as part of the budget amendment process.

Attached, for your use, is a copy of the 2016 Budget Supervisor Amendment form. Feel free to make copies of this form if you wish to submit more than one amendment. Remember, only one amendment may be included on each form. This form will also be e-mailed to Supervisors so that they can make their own copies or the Administrator's Office may be contacted for further assistance.

The following is a schedule of when and how these Amendment forms will be processed and reviewed:

October 13, 2015 Supervisors receive Amendment forms and guidelines from the County Administrator.

October 14–
November 2, 2015 Supervisors prepare any proposed Amendments to the Recommended Budget and submit them to the County Administrator's Office no later than noon on November 2, 2015.

- October 27, 2015 Public Hearing on the Recommended Budget
- November 2, 2015 Amendments are due to the County Administrator's Office no later than noon on this date.
- October 14 to
November 4, 2015 County Administrator, Finance Director and Department Heads review the proposed amendment forms and calculate the fiscal and operational impact of each proposed amendment as they are submitted to the Administrator's Office. Supervisors who submit a proposed amendment may be contacted if further explanation is needed.
- November 6, 2015 Finance Committee meets to review the proposed amendments and takes action on a recommendation to the County Board, for each proposed amendment.
- November 10, 2015 County Board meets to consider action on any proposed amendments and then adopts the 2016 Budget.

The County utilizes a formal Supervisory Amendment process in order to make it more structured and understandable for Board members. In addition, it gives staff and the Finance Committee the opportunity to analyze any proposed amendments so that the County Board can make informed decisions when they meet to adopt the budget. In order to provide the Committee and staff with sufficient time to review proposed amendments, Supervisors are asked to submit their amendments as soon as possible after October 13th.

Feel free to contact either myself or Brian Lamers if you have any questions regarding this process. I would request that if you have questions concerning the budget that these are brought through my office so we can coordinate a full response.

Sincerely,



Benjamin P. Wehmeier
County Administrator

cc: Department Heads

**2016 Budget
Jefferson County
Proposed Supervisor Amendment**

By Supervisor(s) _____

Amendment # TBD

To amend the 2016 Recommended Budget (as amended by the Finance Committee),
I (we) hereby propose:

I (we) estimate that this proposed amendment would increase / decrease (circle one) the tax levy
by \$ _____

I (we) also propose offsetting any tax levy increase / decrease (circle one) with
a tax levy increase / decrease (circle one) to the following department(s) and/or program area(s):

THIS SECTION FOR FINANCE DEPARTMENT STAFF USE

Bus Unit Description	Bus Unit	Account Number	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Other Sources Increase (Decrease)	Net Levy Increase (Decrease)
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
Totals			\$ -	\$ -	\$ -	\$ -

Finance Member	Aye	Noe
Braughler, Jim		
Hannemann, Jennifer		
Jones, Richard		
Poulson, Blane		
Schroeder, Jim		
Result	0	0

Fiscal note:

County Board voting record:

Ayes	<input type="text"/>
Noes	<input type="text"/>
Abstain	<input type="text"/>
Absent	<input type="text"/>