

May 27, 2016

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 2, 2016, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the Chair or County Clerk's Office (715-395-1483) if you are unable to attend.

MEMBERS:	Jim Paine, Chair	Alan Jaques, Vice Chair	Nick Baker
	Mary Lou Bergman	Marvin Finendale	Douglas Finn
	Rosemary Lear	Pat Ryan	Larry Quam

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes of the May 5, 2016, meeting (attached).
3. Departmental financial reports and goals/objectives for 2016 (budget reports attached; all areas will be listed, although there may not be additional report from each):
 - a. Administration/Human Resources;
 - b. Buildings & Grounds;
 - c. Corporation Counsel;
 - d. County Clerk;
 - e. Finance/Information Services;
 - f. Register of Deeds; and
 - g. Treasurer.
4. Action items/referrals:
 - a. New positions/reclassifications recommendations (attached);
 - b. Financial match commitment for Ecofootprint Grant (attached);
 - c. Policy amendments:
 - (1) Capital Improvement Plan - Process for Approval (attached); and
 - (2) Declaration of Unassigned General Fund Prior Year Surplus - percentage allocated to Courthouse/Government Center maintenance reserve fund and authorization to access funds (attached);
 - d. Budgetary transfers (attached);
 - e. Establish Administration Committee 2017 budget meeting dates (attached); and
 - f. 2016 audit report – Rob Ganchow, Wipfli, CPA's & Consultants (to be distributed).
5. Future agenda items.

ecopy: County Board Supervisors Department Managers S. Nelson (Telegram) K. Lundgren – website

NOTE: Agenda and attachments are available in County Clerk's Office for viewing or at www.douglascountywi.org. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521.

Posted: Courthouse, Government Center, D.C. website



Pamela A. Tafelski 05-27-16

ADMINISTRATION COMMITTEE MEETING
Douglas County Board of Supervisors
Thursday, May 5, 2016, 9:30 a.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Alan Jaques, Jim Paine, Mary Lou Bergman, Larry Quam, Rosemary Lear, Mark Liebaert, Susan Hendrickson (arrived 9:32 a.m.). Absent – Marvin Finendale
Others present – Gayle Wahner, Jon Winter, Keith Kesler, Tom Dalbec, Carol Jones, Pat Ryan, Candy Anderson, James Anderson, Dave Leckel, Linda Corbin, Steve Rannenberg, Andy Lisak, Susan Sandvick, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Quam, second Paine, to approve the minutes of the April 7, 2016, meeting. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016:

Departmental financial reports attached/reviewed. **Administration/Human Resources:** Request for Qualifications to develop fairgrounds parking lot distributed; Better City Superior initiative discussing tax options with legislature; \$126,000 less in sales tax received by Douglas County this year than last; Douglas County Recycling currently contracted through Northwest Regional Planning Commission. **Buildings & Grounds:** Boiler project is complete; sidewalk repairs to occur. **County Clerk:** Election clean-up conducted. **Finance/Information Services:** Task list to track requests implemented by IT; merging software to simplify processing; more oversight of contracted agencies financial processes. **Register of Deeds:** 16% of land documents recorded electronically in April. **Treasurer:** Tax deeds process beginning; contacted people at risk of losing their homes.

ACTION ITEMS/REFERRALS:

Capital Projects Requests: Reviewed attached memo. 33 project requests totaling over 2.5 million submitted. \$33,250 funding request for a hydro-conditioning post-processing task was inadvertently left out of committee approval and therefore, not eligible for a capital project request.

ACTION (RESOLUTION): Motion by Hendrickson, second Bergman, to approve recommendations to fund project requests as listed in tables 3, 4, and 5, at monetary levels indicated. Motion by Paine, second Lear, to amend previous motion, reducing “Replace Uninterruptable Power Supply in Communication Center” project request by \$20,000 under Discretionary Allocation and funding of same at \$20,000 under Courthouse/Government Center Maintenance Fund Allocation, reducing the amount of reserve to \$22,000; and include funding for “Night Vision/Thermal Equipment” project request in Discretionary Allocation in the amount of \$20,000. Motion to approve as amended, carried unanimously.

ACTION (RESOLUTION): Motion by Liebaert, second Quam, to approve Administrator Lisak's capital projects requests process amendment, as presented, with the following additional amendment: "Once completed, the Capital Improvement Plan will then be submitted to a *joint Executive and Administration Committee meeting* and subsequently to the full County Board for final approval". Motion carried unanimously.

FUTURE AGENDA ITEMS: Access to courthouse/government center emergency reserve fund; percentage allocated to courthouse/government center maintenance reserve fund.

ADJOURNMENT: Motion by Quam, second Lear, to adjourn. Motion carried. Meeting adjourned at 11:15 a.m.

Submitted by,

Kaci Lundgren, Committee Clerk



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
DEPARTMENT SUMMARY



2016
Transactions posted as of printing date
5/26/2016

Department	Original Budget	Budgetary Transfers	Amended Budget	Budget through Current Month	Actual Amount	Variance Amount
COUNTY BOARD OF SUPERVISORS	181,991.00	-	181,991.00	75,829.58	70,070.85	5,758.73
ADMINSTRATION	358,280.00	-	358,280.00	149,283.33	141,874.16	7,409.17
CORPORATION COUNSEL	104,060.00	-	104,060.00	43,358.33	26,206.20	17,152.13
REGISTER OF DEEDS	(34,847.00)	-	(34,847.00)	(14,519.58)	(59,194.81)	44,675.23
COUNTY CLERK	237,378.00	-	237,378.00	98,907.50	86,983.42	11,924.08
COUNTY TREASURER	203,971.00	-	203,971.00	84,987.92	84,882.02	105.90
FINANCE	403,114.00	-	403,114.00	167,964.17	174,205.76	(6,241.59)
BUILDING AND GROUNDS	278,332.00	-	278,332.00	115,971.67	215,034.83	(99,063.16)
INFORMATION SERVICES	(0.00)	-	(0.00)	(0.00)	77,205.68	(77,205.68)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY BOARD OF SUPERVISORS
 Transactions posted as of printing date
 5/26/2016



	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	100.00	(100.00)
Other Financing Sources	-	-	-	-	-	-
Revenues	-	-	-		100.00	(100.00)
Expenditures						
Personnel Services	110,541.00	-	110,541.00	46,058.75	39,554.75	6,504.00
Contractual Services	900.00	-	900.00	375.00	38.53	336.47
Supplies & Expense	65,500.00	-	65,500.00	27,291.67	28,352.07	(1,060.40)
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	2,000.00	-	2,000.00	833.33	700.50	132.83
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	3,050.00	-	3,050.00	1,270.83	1,525.00	(254.17)
Expenditures	181,991.00	-	181,991.00	75,829.58	70,170.85	5,658.73
Net Cost	\$ 181,991.00	\$ -	\$ 181,991.00	\$ 75,829.58	\$ 70,070.85	\$ 5,758.73



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
ADMINISTRATION**



Transactions posted as of printing date
5/26/2016

	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	3,000.00	-	3,000.00	1,250.00	675.02	(574.98)
Intergovt. Charges For Serv.	69,000.00	-	69,000.00	28,750.00	-	(28,750.00)
Miscellaneous Revenues	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
Revenues	72,000.00	-	72,000.00	30,000.00	675.02	(29,324.98)
Expenditures						
Personnel Services	359,169.00	-	359,169.00	149,653.75	133,084.52	16,569.23
Contractual Services	31,070.00	-	31,070.00	12,945.83	4,515.27	8,430.56
Supplies & Expense	66,841.00	-	66,841.00	27,850.42	13,808.43	14,041.99
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	1,100.00	-	1,100.00	458.33	1,304.00	(845.67)
Debt Service	-	-	-	-	-	-
Grants & Contributions	600.00	-	600.00	250.00	150.00	100.00
Capital Outlay	-	-	-	-	-	-
Department Allocation	(28,500.00)	-	(28,500.00)	(11,875.00)	(10,313.04)	(1,561.96)
Expenditures	430,280.00	-	430,280.00	179,283.33	142,549.18	36,734.15
Net Cost	\$ 358,280.00	\$ -	\$ 358,280.00	\$ 149,283.33	\$ 141,874.16	\$ 7,409.17



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
BUILDING AND GROUNDS
 Transactions posted as of printing date
 5/26/2016



	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	5,000.00	-	5,000.00	2,083.33	-	(2,083.33)
Miscellaneous Revenues	306,600.00	-	306,600.00	127,750.00	76,961.30	(50,788.70)
Other Financing Sources	-	-	-	-	-	-
Revenues	311,600.00	-	311,600.00	129,833.33	76,961.30	(52,872.03)
Expenditures						
Personnel Services	382,243.00	-	382,243.00	159,267.92	155,358.92	3,909.00
Contractual Services	760,500.00	-	760,500.00	316,875.00	237,515.64	79,359.36
Supplies & Expense	61,130.00	-	61,130.00	25,470.83	17,969.57	7,501.26
Fixed Charges	62,000.00	-	62,000.00	25,833.33	61,294.00	(35,460.67)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	(675,941.00)	-	(675,941.00)	(281,642.08)	(180,142.00)	(101,500.08)
Expenditures	589,932.00	-	589,932.00	245,805.00	291,996.13	(46,191.13)
Net Cost	\$ 278,332.00	\$ -	\$ 278,332.00	\$ 115,971.67	\$ 215,034.83	\$ (99,063.16)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
CORPORATION COUNSEL
 Transactions posted as of printing date
 5/26/2016



	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	157,500.00	-	157,500.00	65,625.00	71,800.91	6,175.91
Miscellaneous Revenues	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
Revenues	157,500.00	-	157,500.00	65,625.00	71,800.91	6,175.91
Expenditures						
Personnel Services	242,365.00	-	242,365.00	100,985.42	92,496.81	8,488.61
Contractual Services	6,550.00	-	6,550.00	2,729.17	1,689.72	1,039.45
Supplies & Expense	6,745.00	-	6,745.00	2,810.42	528.58	2,281.84
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	900.00	-	900.00	375.00	791.00	(416.00)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	5,000.00	-	5,000.00	2,083.33	2,501.00	(417.67)
Expenditures	261,560.00	-	261,560.00	108,983.33	98,007.11	10,976.22
Net Cost	\$ 104,060.00	\$ -	\$ 104,060.00	\$ 43,358.33	\$ 26,206.20	\$ 17,152.13



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY CLERK**



Transactions posted as of printing date
5/26/2016

	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	11,250.00	-	11,250.00	4,687.50	2,925.00	(1,762.50)
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	14,100.00	-	14,100.00	5,875.00	8,805.77	2,930.77
Intergovt. Charges For Serv.	32,300.00	-	32,300.00	13,458.33	11,279.55	(2,178.78)
Miscellaneous Revenues	20,870.00	-	20,870.00	8,695.83	17,581.79	8,885.96
Other Financing Sources	-	-	-	-	-	-
Revenues	78,520.00	-	78,520.00	32,716.67	40,592.11	7,875.44
Expenditures						
Personnel Services	226,109.00	-	226,109.00	94,212.08	89,239.21	4,972.87
Contractual Services	20,940.00	-	20,940.00	8,725.00	10,135.66	(1,410.66)
Supplies & Expense	51,884.00	-	51,884.00	21,618.33	19,483.01	2,135.32
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	1,800.00	-	1,800.00	750.00	1,137.65	(387.65)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	15,165.00	-	15,165.00	6,318.75	7,580.00	(1,261.25)
Expenditures	315,898.00	-	315,898.00	131,624.17	127,575.53	4,048.64
Net Cost	\$ 237,378.00	\$ -	\$ 237,378.00	\$ 98,907.50	\$ 86,983.42	\$ 11,924.08



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
FINANCE**



Transactions posted as of printing date
5/26/2016

	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	15.00	15.00
Intergovt. Charges For Serv.	251,696.00	-	251,696.00	104,873.33	63,391.91	(41,481.42)
Miscellaneous Revenues	-	-	-	-	3.00	3.00
Other Financing Sources	-	-	-	-	-	-
Revenues	251,696.00	-	251,696.00	104,873.33	63,459.91	(41,413.42)
Expenditures						
Personnel Services	536,913.00	-	536,913.00	223,713.75	209,277.34	14,436.41
Contractual Services	67,110.00	-	67,110.00	27,962.50	10,172.33	17,790.17
Supplies & Expense	29,287.00	-	29,287.00	12,202.92	6,760.00	5,442.92
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	2,500.00	-	2,500.00	1,041.67	1,954.00	(912.33)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	19,000.00	-	19,000.00	7,916.67	9,502.00	(1,585.33)
Expenditures	654,810.00	-	654,810.00	272,837.50	237,665.67	35,171.83
Net Cost	\$ 403,114.00	\$ -	\$ 403,114.00	\$ 167,964.17	\$ 174,205.76	\$ (6,241.59)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
INFORMATION SERVICES
 Transactions posted as of printing date
 5/26/2016



	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	100.00	-	100.00	41.67	-	(41.67)
Intergovt. Charges For Serv.	911,898.00	-	911,898.00	379,957.50	375,179.55	(4,777.95)
Miscellaneous Revenues	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
Revenues	911,998.00	-	911,998.00	379,999.17	375,179.55	(4,819.62)
Expenditures						
Personnel Services	162,759.00	-	162,759.00	67,816.25	45,310.81	22,505.44
Contractual Services	524,364.00	-	524,364.00	218,485.00	355,986.16	(137,501.16)
Supplies & Expense	85,475.00	-	85,475.00	35,614.58	6,464.45	29,150.13
Fixed Charges	139,400.00	-	139,400.00	58,083.33	52,224.61	5,858.72
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	-	-	-	-	(7,600.80)	7,600.80
Expenditures	911,998.00	-	911,998.00	379,999.17	452,385.23	(72,386.06)
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ 77,205.68	\$ (77,205.68)



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
REGISTER OF DEEDS**



Transactions posted as of printing date
5/26/2016

	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ 157,906.00	\$ -	\$ 157,906.00	\$ 65,794	\$ 103,176.72	\$ 37,382.55
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	4,580.00	-	4,580.00	1,908.33	1,663.00	(245.33)
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	175,000.00	-	175,000.00	72,916.67	66,190.29	(6,726.38)
Intergovt. Charges For Serv.	-	-	-	-	-	-
Miscellaneous Revenues	120.00	-	120.00	50.00	2.10	(47.90)
Other Financing Sources	-	-	-	-	-	-
Revenues	337,606.00	-	337,606.00	140,669.17	171,032.11	30,362.94
Expenditures						
Personnel Services	261,320.00	-	261,320.00	108,883.33	101,842.38	7,040.95
Contractual Services	18,204.00	-	18,204.00	7,585.00	1,931.88	5,653.12
Supplies & Expense	9,770.00	-	9,770.00	4,070.83	1,235.91	2,834.92
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	3,100.00	-	3,100.00	1,291.67	1,680.13	(388.46)
Debt Service	-	-	-	-	-	-
Grants & Contributions	75.00	-	75.00	31.25	-	31.25
Capital Outlay	-	-	-	-	-	-
Department Allocation	10,290.00	-	10,290.00	4,287.50	5,147.00	(859.50)
Expenditures	302,759.00	-	302,759.00	126,149.58	111,837.30	14,312.28
Net Cost	\$ (34,847.00)	\$ -	\$ (34,847.00)	\$ (14,519.58)	\$ (59,194.81)	\$ 44,675.23



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY TREASURER**



Transactions posted as of printing date
5/26/2016

	2016 Original Budget	2016 Budgetary Transfers	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	27,700.00	-	27,700.00	11,541.67	13,463.60	1,921.93
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	23,000.00	-	23,000.00	9,583.33	8,276.15	(1,307.18)
Intergovt. Charges For Serv.	12,000.00	-	12,000.00	5,000.00	-	(5,000.00)
Miscellaneous Revenues	-	-	-	-	1,994.71	1,994.71
Other Financing Sources	-	-	-	-	-	-
Revenues	62,700.00	-	62,700.00	26,125.00	23,734.46	(2,390.54)
Expenditures						
Personnel Services	185,686.00	-	185,686.00	77,369.17	79,249.66	(1,880.49)
Contractual Services	15,520.00	-	15,520.00	6,466.67	1,800.84	4,665.83
Supplies & Expense	17,900.00	-	17,900.00	7,458.33	3,488.46	3,969.87
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	21,200.00	-	21,200.00	8,833.33	11,027.21	(2,193.88)
Debt Service	-	-	-	-	-	-
Grants & Contributions	200.00	-	200.00	83.33	(30.69)	114.02
Capital Outlay	-	-	-	-	-	-
Department Allocation	26,165.00	-	26,165.00	10,902.08	13,081.00	(2,178.92)
Expenditures	266,671.00	-	266,671.00	111,112.92	108,616.48	2,496.44
Net Cost	\$ 203,971.00	\$ -	\$ 203,971.00	\$ 84,987.92	\$ 84,882.02	\$ 105.90



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 4/30/16**



ACCOUNT	PRINCIPAL 2016	PRINCIPAL 2015	INTEREST 2016	INTEREST 2015
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 25,645	\$ 17,157		
Petty Cash	8,115	8,289		
Checking:				
General Fund--M & I	\$ 1,499,875	\$ 1,022,302	1,547	2,018
Payroll--NBC	5,103	4,827		
Forestry--NBC	227,837	190,427	18	49
Short Term Investments				
State Trust Fund	9,005,288	270	5,017	
General Fund CDs	10,521,561	8,722,993	31,456	20,588
StepUps CDs	2,165,079	4,439,454	5,931	10,300
General Fund Savings Account	68	68	-	-
General Fund Money Markets	4,969,653	13,529,511	5,968	9,145
Rural Housing	20,158	17,994		
CASH AND INVESTMENTS	\$ 28,448,382	\$ 27,953,292	\$ 49,937	\$ 42,100
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 40,299	\$ 34,654		
Clerk of Court Trust	23,042	14,784		
Short Term Investments:				
State Trust Fund - Health Insurance	1,215,688	1,213,093	1,006	777
Clerk of Courts	521,837	431,258	167	224
Drug Investigation	209,351	219,157		
Land Conservation	105,411	103,974	18	34
Long Term Investments:				
Money-Market - Workers' Compensation	899,821	897,901	745	575
CD-Land Conservation	250,000	250,000	1,433	953
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,265,449	\$ 3,164,821	\$ 3,369	\$ 2,563
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 27,088,731	\$ 25,930,195		
Note Payable-(Unfunded Pension Liability)	5,297,511	5,535,709		
Liability Accrued Compensated Absences	2,142,214	2,134,247		
OUTSTANDING LONG-TERM DEBT	\$ 34,528,456	\$ 33,600,151		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 4/30/16
(Continued)



ACCOUNT	2016	2015
RECEIVABLES		
Tax Certificates and Deeds:		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	35,125
Delinquent Real Estate Taxes 2010-Sale of 2011	1,571	72,900
Delinquent Real Estate Taxes 2011-Sale of 2012	5,125	217,489
Delinquent Real Estate Taxes 2012-Sale of 2013	125,956	706,990
Delinquent Real Estate Taxes 2013-Sale of 2014	618,797	1,360,070
Delinquent Real Estate Taxes 2014-Sale of 2015	1,036,179	
Forest and Cropland Taxes	2,467	5,390
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing		
Real Estate-Charge Backs		-
Tax Deeds Receivable	69,577	78,685
Allowance for Uncollectable Tax Deeds	(68,839)	(91,479)
Tax Certificates and Deeds	1,782,443	2,375,961
Property Tax	16,946,281	17,521,465
Assessments	678,240	1,072,237
Accounts	8,878,148	8,209,390
Tax Installment Contracts	(3,600)	(13,506)
Due from other Governments	11,578,909	10,238,526
Accrued Interest	127,196	115,142
RECEIVABLES	\$ 39,987,617	\$ 39,519,215

INVESTMENTS

MONTH/YEAR- APR 2016

BANK	RATE	BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%	57.86	0.00	0.00	57.86
HFCU Savings	0.000%	10.00	0.00	0.00	10.00
BMO BANK CKG2 - ANALYSIS CHARGES	0.250%	0.00	952.27	952.27	-
BMO BANK MM	0.250%	5,076,124.12	253,400.62	648,000.00	4,681,524.74
NBC MM	0.130%	151,255.26	980,814.12	995,740.75	136,328.63
TIMBERWOOD MM	0.200%	151,775.04	24.12	0.00	151,799.16
ST POOL GENERAL	0.420%	8,002,332.17	1,002,955.61	0.00	9,005,287.78
ST POOL HIGHWAY BOND	0.420%	2.62	0.00	0.00	2.62
SUBTOTAL		13,381,557.07	2,238,146.74	1,644,693.02	13,975,010.79
CD - CITI21-1 8/14/16	1.200%	1,000,000.00	0.00	0.00	1,000,000.00
CD - CVB14-1 2/18/17	0.850%	250,000.00	0.00	0.00	250,000.00
CD - CVB14-2 8/18/16	0.850%	250,000.00	0.00	0.00	250,000.00
CD - 1stMERIT15-1 8/17/17	0.700%	1,014,066.97	0.00	0.00	1,014,066.97
CD - NBC13-2 6/4/19 can call 6/4/16	0.850%	2,000,000.00	0.00	0.00	2,000,000.00
CD - NBC12-4 3/14/16	0.500%	0.00	0.00	0.00	-
CD - NBC15-2 10/26/18 callable quart	1.200%	500,000.00	1,495.89	1,495.89	500,000.00
CD - NBC16-1 9/14/17	0.650%	512,657.56	0.00	0.00	512,657.56
CD - SCCU 4/9/16	0.750%	247,299.63	247,836.12	247,299.63	247,836.12
CD-TIMBERWOOD1 1/23/17	0.6500%	250,000.00	0.00	0.00	250,000.00
CD-TIMBERWOOD3 5/24/16	0.6516%	250,000.00	0.00	0.00	250,000.00
CD's SubTotals		6,274,024.16	249,332.01	248,795.52	6,274,560.65
SUBTOTAL		19,655,581.23	2,487,478.75	1,893,488.54	20,249,571.44
CD-BMO15-1 (1-16) 1/22/16 1 year CD	0.4500%	0.00	0.00	0.00	-
CD-BMO15-2 (7-16) 7/28 & 1/28 Semi-Annually 1-1/2 year C	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-3 (1-18) 7/28 & 1/28 Semi-Annually 3 year CD	1.3500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-4 (7-16) 7/28 & 1/28 Semi-Annually 1-1/2 ye	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-5 (4-16) 7/28 & 1/28 Semi-Annually 15 m	0.5500%	248,000.00	309.15	248,309.15	-
CD-BMO15-6 (1-17) 7/28 & 1/28 Semi-Annually 2	0.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-8 (1-17) 7/29 & 1/29 Semi-Annually	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-11 (8/17) 8/13 & 2/03 Semi-Annually 2-1/	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-12 (6-17) 12/17 & 6/17 Semi-Annually 2 year	1.1000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-13 (12/17) 12/24 & 6/24 Semi-Annually 2-1/	1.2500%	127,000.00	0.00	0.00	127,000.00
CD-BMO15-14 (6/16) 7/28 & 1/28 Semi-Annually 1-1/2 year C	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-15 (7/16) 7/28 & 1/28 Semi-Annually 1-1/2 year C	0.6000%	248,000.00	126.38	126.38	248,000.00
CD-BMO15-16 (10/16) 10/23 & 4/23 Semi-Annually 1-1/2 year C	0.7000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-17 (8/17) 8/13 & 2/03 Semi-Annually 2-1/	1.2000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-18 (9/17) 9/13 & 3/13 Semi-Annually 1-1/2 year C	1.1000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-19 (10/17) 10/23 & 4/23 Semi-Annually 1-1/2 year C	1.2000%	248,000.00	252.76	252.76	248,000.00
CD-BMO15-20 can call 12/29/15 3/28/18 2 year 5 mon	1.1230%	400,000.00	0.00	0.00	400,000.00
CD-BMO16-1 2/18 2/3 & 8/5 Semi-Annually 2 year CD	1.1500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-2 10/17 4% & 10% Semi-Annually 18 month C	0.8500%	0.00	248,000.00	0.00	248,000.00
BMO CD's SubTotals		4,247,000.00	248,688.29	248,688.29	4,247,000.00
SUBTOTAL	Next Call Maturity	23,902,581.23	2,736,167.04	2,142,176.83	24,496,571.44
BMO STEP UP AGCY BOND 13-3 cusip*3D3 2/27/18 (2)	1.0000%	715,079.44	0.00	0.00	715,079.44
BMO STEP UP AGCY BOND 15-5 cusip*WG2 CALLED 3/28	1.3000%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 15-6 cusip*R78 01/29/16 (4)2	0.7500%	600,000.00	2,250.00	2,250.00	600,000.00
BMO STEP UP AGCY BOND 15-7 cusip*4B4 01/27/16 (7)2	0.5000%	600,000.00	1,500.00	1,500.00	600,000.00
BMO STEP UP AGCY BOND 16-1 cusip*TY5 1X03/30/17 (5)	1.4200%	250,000.00	0.00	0.00	250,000.00
StepUps SubTotals		2,165,079.44	3,750.00	3,750.00	2,165,079.44
SUBTOTAL		26,067,660.67	2,739,917.04	2,145,926.83	26,661,650.88
ST POOL W/C	0.420%	899,514.60	306.68	0.00	899,821.28
ST POOL HLTH INS	0.420%	1,215,273.35	414.34	0.00	1,215,687.69
MERIT BANK - W/C MM	0.190%	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.190%	0.00	0.00	0.00	-
TOTAL		28,182,448.62	2,740,638.06	2,145,926.83	28,777,159.85

MONTH/YEAR- APR 2016

INTEREST ON INVESTMENTS

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
HFCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	479.77	479.77	-
BMO BANK MM	0.00	962.33	962.33	-
NBC MM	0.00	55.69	55.69	-
TIMBERWOOD MM	0.00	24.12	24.12	-
ST POOL GENERAL	0.00	2,955.61	2,955.61	0.00
ST POOL HIGHWAY BOND	0.00	0.00	0.00	-
SUBTOTAL	0.00	4,477.52	4,477.52	0.00
CD - CITZ12-1	43,561.67	986.30	0.00	44,547.97
CD - CVB14-1	2,876.74	174.66	0.00	3,051.40
CD - CVB14-2	3,440.76	174.66	0.00	3,615.43
CD - 1stMERIT15-1	4,414.67	583.44	0.00	4,998.10
CD - NBC13-2	6,622.04	1,643.84	0.00	8,265.88
CD - NBC12-4	(0.00)	0.00	0.00	(0.00)
CD - NBC15-2	1,052.05	493.15	1,495.89	49.31
CD - NBC16-1	155.20	273.89	0.00	429.09
CD - SCCU	400.76	146.58	536.49	10.85
CD-TIMBERWOOD1	164.70	133.56	0.00	298.25
CD-TIMBERWOOD3	2,307.34	133.89	0.00	2,441.23
CD's SubTotals	64,995.94	4,743.97	2,032.38	67,707.51
SUBTOTAL	64,995.94	9,221.49	6,509.90	67,707.51
CD-BMO15-1	0.00	0.00	0.00	-
CD-BMO15-2	235.46	112.11	0.00	347.57
CD-BMO15-3	568.70	275.18	0.00	843.88
CD-BMO15-4	235.45	112.11	0.00	347.56
CD-BMO15-5	210.65	98.49	309.15	(0.00)
CD-BMO15-6	315.95	152.88	0.00	468.82
CD-BMO15-8	352.31	173.26	0.00	525.58
CD-BMO15-11	271.46	173.26	0.00	444.72
CD-BMO15-12	739.91	224.22	0.00	964.13
CD-BMO15-13	426.24	130.48	0.00	556.72
CD-BMO15-14	1,031.43	112.11	0.00	1,143.54
CD-BMO15-15	16.31	122.30	126.38	12.23
CD-BMO15-16	181.42	142.68	0.00	324.10
CD-BMO15-17	391.37	244.60	0.00	635.98
CD-BMO15-18	7.47	224.22	0.00	231.69
CD-BMO15-19	179.37	244.60	252.76	171.22
CD-BMO15-20	60.79	369.86	0.00	430.64
CD-BMO16-1	437.57	234.41	0.00	671.97
CD-BMO16-2	0.00	144.38	0.00	144.38
BMO CD's SubTotals	5,661.85	3,291.15	688.29	8,264.73
SUBTOTAL	70,657.79	12,512.65	7,198.19	75,972.24
BMO STEP UP AGENCY BOND 13-3	708.82	587.74	0.00	1,296.57
BMO STEP UP AGENCY BOND 15-5	0.00	0.00	0.00	0.00
BMO STEP UP AGENCY BOND 15-6	1,923.29	369.86	2,250.00	43.14
BMO STEP UP AGENCY BOND 15-7	1,298.87	246.58	1,500.00	45.44
BMO STEP UP AGENCY BOND 16-1	9.73	291.78	0.00	301.51
StepUps SubTotals	3,940.70	1,495.96	3,750.00	1,686.66
SUBTOTAL	74,598.49	14,008.61	10,948.19	77,658.90
ST POOL W/C	(0.00)	306.68	306.68	(0.00)
ST POOL HLTH INS	0.00	414.34	414.34	0.00
MERIT BANK - W/C MM	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.00	0.00	0.00	-
TOTAL	74,598.49	14,729.63	11,669.21	77,658.90



DOUGLAS COUNTY

OFFICE OF ADMINISTRATOR

Andrew G. Lisak
1316 N. 14th Street • Suite 301
Superior, WI 54880
(715) 395-1335 Fax (715) 395-1312

DOUGLAS COUNTY MISSION STATEMENT

The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

TO: Douglas County Administration Committee Members

FROM: Andy Lisak

DATE: May 26, 2016

SUBJ: NEW POSITION CLASSIFICATION AND POSITION RECLASSIFICATION RECOMMENDATIONS

Introduction

The purpose of this memorandum is to provide to the Administration Committee my recommendations for the placement of three new positions within Douglas County's Compensation Plan and to provide my recommendations regarding position reclassification requests that were submitted by Douglas County employees.

Background

The County Board has ultimate authority over the placement of new positions and the reclassification of existing positions within the County's Compensation Plan. The classification of new positions and the reclassification of existing positions are typically done prior to the beginning of the budgeting process for the following year. New positions, although classified, are not actually funded until the following year's budget is approved.

In 2015, the Douglas County Board of Supervisors adopted a policy for Position Classification/Reclassification Review. The policy reflects the County's desire, as an employer who values its employees, to compensate employees fairly and equitably by providing a process for positions to be reclassified when substantial changes in duties and responsibilities occur. The reclassification policy is consistent with the County's mission and is integral to achieving the County's vision of an organization that expects, recognizes, rewards and nurtures exceptional performance.

Process

Department managers seeking to create new positions developed a Job Description Questionnaire (JDQ) for each new position and submitted the corresponding JDQ to Human Resources. Employees who sought reclassification were required to complete a Position Classification Review form and a new or revised Job Description Questionnaire (JDQ), documenting substantial changes to his/her position since the most recent review of his/her JDQ.

Table 2 below contains my recommendations regarding the reclassification requests. For requests in which I am recommending a reclassification to a higher Grade, I am also making a recommendation regarding which Step in the Grade the requestor should be placed on January 1, 2017 (contingent on a successful performance evaluation for 2016). The fiscal impact of the recommendations will be enumerated on B-5 forms which will be provided at the June 2, 2016 Administration Committee meeting. All position reclassification recommendations are to go into effect on January 1, 2017.

**Table 2
Position Reclassification Requests**

Position/Department	Current Grade	Incumbent Step	Recommendation
Operations Lieutenant/ Sheriff's Office-Patrol	M	Step 6	Reclassify position to Grade N. Place incumbent on Step 6 on January 1, 2017.
Office Specialist III / Zoning	F	Step 6	Reclassify position to Grade G. Place incumbent on Step 6 on January 1, 2017.
Real Property Lister/ Zoning-Land Information Office	I	Step 3	Reclassify position to Grade M and change title to Real Property Lister/Land Information Officer. Place incumbent on Step 1 on January 1, 2017.
Deputy/ Clerk of Courts (4 Positions)	G	Step 6	Reclassify position to Grade H. Place incumbents on Step 6 on January 1, 2017.
Deputy/ Clerk of Courts	G	Step 1	Reclassify position to Grade H. Place incumbent on Step 1 on January 1, 2017.
Deputy/ Clerk of Courts	G	Step 2	Reclassify position to Grade H. Place incumbent on Step 2 on January 1, 2017.
Office Specialist III Zoning	F	Step 2	Deny reclassification request but place incumbent on Step 4 on January 1, 2017 to maintain level of compensation.
Chief Deputy/ Clerk of Courts	I	Step 6	Deny reclassification request.
Office Specialist III Register of Deeds	F	Merit Zone	Deny reclassification request but change title to Account Specialist I.
Account Specialist III Clerk of Courts	H	Step 2	Gathering additional information-recommendation forthcoming.

CARLSON
DETTMANN
CONSULTING

MEMORANDUM

Date: July 20, 2015

To: Linda Corbin, Douglas County Human Resources Manager

From: Barbara Petkovsek, Senior Consultant

Re: Classification request for Lead Emergency Communication Dispatcher

Douglas County requested Carlson Dettmann Consulting to evaluate and recommend a grade classification for a Lead Emergency Communications Dispatcher.

The Lead Emergency Communications Dispatcher will continue to perform duties of a Communications Center Dispatcher along with additional duties of a lead position. It is anticipated that approximately 20% of the time will be spent performing the duties of the lead position.

This position will monitor the performance of communication center staff to ensure that duties are being performed efficiently and in compliance with established procedures. The position will provide input on performance evaluations and will assist in correcting performance concerns including investigating complaints about dispatch services. This position will assist with dispatcher training and provide advice and assistance with unusual or difficult calls.

The Lead Emergency Communications Dispatcher will structure work assignments to meet operational needs including work schedules, time off requests and ensuring that open shifts are filled.

This position will assist with updating and maintaining radio databases, radio towers and communication sites. Responsibilities will also include assisting with records updating, CAD law enforcement and fire liaison work and CAD 9-1-1 coordination.

We applied our point factor job evaluation system to the Lead Emergency Communication Dispatcher and reviewed our current classification structure. Based on the findings, it is our recommendation that this position be classified as a **Grade I** on the County pay structure.

It is our recommendation that Douglas County review the essential duties of the position once a person has been performing those additional duties for a year. If the duties are different than represented or the time allotted to these additional duties is significantly greater than estimated we recommend that a review of the position placement be completed.

Please call if you have any questions or concerns.



DOUGLAS COUNTY

Human Resource Department

1316 N. 14th Street, Suite 301

Superior, WI 54880

(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Lisa Johnson, Administrator of Child Support

FROM: Linda Corbin, Human Resource Manager

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

Thank you for submitting a new position request for the position: Deputy Child Support Administrator. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the Job Description Questionnaire (JDQ) was completed. The position is being created to delegate certain responsibilities for department management to this position and to develop a successor for the Administrator of Child Support role.

A thorough review of the JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator is recommending that the position be classified in **Grade K of the compensation plan on January 1, 2017.**



DOUGLAS COUNTY

Human Resource Department

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Bob Galovich, Jail Administrator

FROM: Linda Corbin, Human Resource Manager *Linda*

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Tom Dalbec, Sheriff

Thank you for submitting a new position request for: Jail Lieutenant. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the Job Description Questionnaire (JDQ) was completed. Based upon evaluation alone, this position should be allocated to the same grade as Operations Lieutenant. In a separate evaluation of the Operations position, it was recommended that this position move from Grade M to Grade N to provide some compression relief between the management classification and the jobs being supervised.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator is recommending that the position be classified in **Grade N, the same grade as the Operations Lieutenant position, of the compensation plan on January 1, 2017.**



DOUGLAS COUNTY

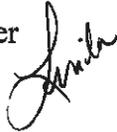
Human Resource Department

1316 N. 14th Street, Suite 301
Superior, WI 54880
(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Christopher Hoyt, Operations Lieutenant, Sheriff Department

FROM: Linda Corbin, Human Resource Manager 

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Tom Dalbec, Sheriff

Thank you for submitting a reclassification request for your position: Operations Lieutenant. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The request included a revised Job Description Questionnaire because the incumbent and department felt the original JDQ may not have provided a clear enough description of the responsibilities of this position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

After the review of your JDQ it was concluded that the current evaluation is correct. However the Administrator is recommending that the position be classified in **Grade N**, to provide some compression relief between the management classification and the jobs being supervised, **of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

Human Resource Department

1316 N. 14th Street, Suite 301

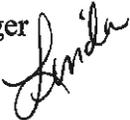
Superior, WI 54880

(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Shelly Wisniewski, Office Specialist III, Zoning Office

FROM: Linda Corbin, Human Resource Manager 

DATE: May 20, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Steve Rannenber, Zoning Administrator

Thank you for submitting a position reclassification request for your position: Office Specialist III. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. Your time has been split between the Land Information and Zoning Office. You are doing fairly complex duties when assigned to the Real Property Listers duties. Specifically, you are assisting with conveyances and the tax roll.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator is recommending that your position be retitled to **Office Specialist/Tax Lister Lead Assistant** and that the position be classified in **Grade G of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

Human Resource Department

1316 N. 14th Street, Suite 301

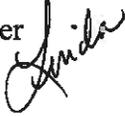
Superior, WI 54880

(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Zach DeVoe, Real Property Lister, Zoning Office

FROM: Linda Corbin, Human Resource Manager 

DATE: May 20, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Steve Rannenber, Zoning Administrator

Thank you for submitting a position reclassification request for your position: Real Property Lister. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The land information responsibilities have been the responsibility of the Surveyor, who has left County employment, and the new position will perform the duties of Real Property Lister, as well as supervise the land information function and staff, including a replacement Surveyor.

The function will be assigned to the Zoning/Land Information Office. In addition to supervising the daily activities of staff, this position will be responsible for the County's land records modernization program. These duties require significant integration with City of Superior programs, as well.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator is recommending that your position be placed in a **Grade M of the compensation plan** and that you be placed at **Step 1** of that grade on **January 1, 2017** contingent on a successful performance evaluation for 2016.



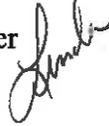
DOUGLAS COUNTY

Human Resource Department

1316 N. 14th Street, Suite 301
Superior, WI 54880
(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Sharie Craven, Deputy, Clerk of Courts
FROM: Linda Corbin, Human Resource Manager 
DATE: May 23, 2016
RE: POSITION RECLASSIFICATION REQUEST
CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

Human Resource Department

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Stephanie Belwood, Deputy, Clerk of Courts

FROM: Linda Corbin, Human Resource Manager 

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

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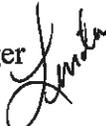
Superior, WI 54880

(715) 395-1429 Fax (715) 395-1312

Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Kim Hill-Shay, Deputy, Clerk of Courts

FROM: Linda Corbin, Human Resource Manager 

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Tracy Middleton, Deputy, Clerk of Courts

FROM: Linda Corbin, Human Resource Manager

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 6 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Cindy Warbalow, Deputy, Clerk of Courts

FROM: Linda Corbin, Human Resource Manager

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 1 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Helen Maul, Deputy, Clerk of Courts
FROM: Linda Corbin, Human Resource Manager
DATE: May 23, 2016
RE: POSITION RECLASSIFICATION REQUEST
CC: Michele Wick, Clerk of Courts

A handwritten signature in cursive script, appearing to read "Linda Corbin", positioned to the right of the "FROM:" line.

Thank you for submitting a reclassification request for your position: Deputy, Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The JDQ submitted recently provides a very detailed description of the duties of the position.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator would like to commend you for the amount of effort, detail, and specificity you put into your reclassification request, and is recommending that the position be classified in **Grade H of the compensation plan at Step 2 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

Human Resource Department

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Heidi Meyer, Office Specialist III, Zoning Office
FROM: Linda Corbin, Human Resource Manager *Linda*
DATE: May 20, 2016
RE: POSITION RECLASSIFICATION REQUEST
CC: Steve Rannenber, Zoning Administrator

Thank you for submitting a position reclassification request for your position: Office Specialist III. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The job Description Questionnaire provided for review essentially updated the JDQ provided by the prior incumbent, who had been in the position over 17 years. Essentially, the job appears to be fundamentally the same. When assigned to the Real Property Lister, the duties are consistent with functions in the Office Specialist III classification.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The Administrator is recommending that your position remain in **Grade F of the compensation plan** but be moved to **Step 4 on January 1, 2017** contingent on a successful performance evaluation for 2016.



DOUGLAS COUNTY

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Superior, WI 54880

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: David Leckel, Chief Deputy Clerk of Courts

FROM: Linda Corbin, Human Resource Manager

A handwritten signature in cursive script, appearing to read "Linda", positioned to the right of the "FROM:" line.

DATE: May 23, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Michele Wick, Clerk of Courts

Thank you for submitting a reclassification request for your position: Chief Deputy Clerk of Courts. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. Currently, this classification is allocated to Grade I of the County compensation plan. The position is a lead person in the department; it is not a supervisor. To qualify for the position, the person must have prior experience as a Deputy Clerk of Courts.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

After the review of your JDQ it was concluded that the current evaluation is accurate and the Administrator is recommending that your position remain at **Grade I of the compensation plan.**



DOUGLAS COUNTY

Human Resource Department

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Linda L. Corbin
Human Resource Manager

Brock Flowers
Human Resource Generalist

TO: Pat VanHalen, Office Specialist III, Register of Deeds Office

FROM: Linda Corbin, Human Resource Manager 

DATE: May 20, 2016

RE: POSITION RECLASSIFICATION REQUEST

CC: Gayle Wahner, Register of Deeds

Thank you for submitting a position reclassification request for your position: Office Specialist III. The information you submitted was reviewed by the Human Resources Department and by Carlson Dettmann Consulting (CDC).

A review of the additions to your Job Description Questionnaire (JDQ) was completed. The basis for the requested change is the assumption of some duties of financial nature previously performed by an Account Specialist II who left the department. The Duties, although they are predominantly financial (over 50%), they are of lesser responsibility than the Account Specialist II level.

A thorough review of your JDQ was conducted and the point factor job evaluation system of the County's Compensation Plan was applied by CDC for the additional duties. The County's current classification structure was reviewed for internal equity.

The duties described cause this position to be in the accounting series; however at one level below the Account Specialist II. Therefore, the Administrator is recommending that there be a creation of an Account Specialist I and that the position remain in **Grade F, which is the same classification as the Office Specialist III, on January 1, 2017.**

Douglas County Court House
1313 Belknap Street, Room 206H
Superior, WI 54880
(715) 395-1622



Candace Holm Anderson, Finance Director (715) 395-1405
Tracy Ruppe, Assistant Finance Director (715) 395-1362
Renee Middleton, Accountant (715) 395-1344
Brenda Ostrander, IS Manager (715) 395-1672
Karin Holmstrand, Accounts Payable (715) 395-1338
Judy Nicoski, Accounting Supervisor (715) 374-2604
Joan Finckler, Accounting Supervisor (715) 395-1527
Matt Caya, IS Analyst (715) 395-1611

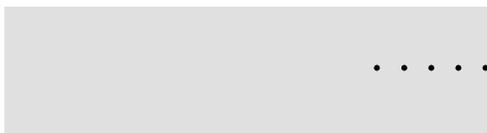
Douglas County Finance/IS Department

TO: Douglas County Board of Supervisors
FR: Candy Holm Anderson
DA: May 26, 2016
RE: Fiscal Note on Enbridge Eco-footprint Grant

It has come to the attention of Administrator Lisak and me that the fiscal note on the request to apply for the Enbridge Eco-footprint Grant was incorrect.

Resolution #8-16, passed in January 2016, lists the fiscal note as: None – match to be provided by in-kind services, partnership support, and outside funding. The grant was applied for and approved, however, there is an additional Douglas County match of \$200,000. This match will be partially reached with the approved capital project funding for Pictometry and Lidar Processing which total \$149,335. This is a multi-year grant and there are options for fulfilling the remaining \$50,665 of the match. The 2017 Pictometry payment could be considered as one of the match options.

I am requesting the committee approve and recommend to the County Board amendment of the fiscal note to include a funding match of \$200,000.



Douglas County, Wisconsin Capital Improvement Plan

Scope

The Douglas County Capital Improvement Plan represents an annually updated schedule of prospective capital expenditures for public facilities and infrastructure such as buildings, highways, and equipment. It provides estimated capital costs, sources of funding and timing of work over a one to five year period. A perspective on what capital projects may develop in the following six to ten year period may also be highlighted.

Items contained in the Capital Improvement Plan, whether equipment, structural, or infrastructure are termed Capital Projects. A Project involves the purchase, construction, or other investment in capital assets. Often a Capital Project encompasses the purchase of land and the construction/reconstruction/renovation of a building, facility, or roadway. Design engineering and architectural costs are often considered a part of a Capital Project.

For inclusion in the Plan, Douglas County generally requires a capital asset to be a non-reoccurring item costing at least \$25,000 and having at least a ten-year life. Less costly or shorter-life capital items are generally planned through other processes within departments and the annual budget, but may be considered, particularly with smaller operating budgets.

Capital Improvement Planning

The goals of Capital Improvement Planning are as follows:

- To meet obligations to maintain all existing facilities and equipment in good repair, address potential liability problems, and conform to Federal and State regulations and guidelines;
- To respond to opportunities to achieve economies in operation through automation, energy efficiency, or other capital investments;
- To consider long-range financing strategies for major capital projects which balance capital needs, operational needs, and fiscal responsibility in a framework which supports priority setting by policy-makers;
- To provide a basis for justifying and approving capital projects and then accountability for implementation.

Relationship of the Capital Improvement Plan to the Capital Budget

The Capital Improvement Plan provides a guide to County staff and elected officials in selecting priorities for project development and implementation. Each year, the Plan will

help identify issues in the capital project arena that the County may face over the next five years, and provide additional information and assign tentative priorities to projects.

The Capital Improvement Plan does not allocate resources, appropriate funds, authorize debt issuance or commit the County to funding. Rather, it is a guide and tool from which the Annual Capital Budget is developed and/or adjusted, helping focus the process and identify priorities. The plan is dynamic in nature. It is expected that projects will be added or deleted from the approved list as a result of shifting priorities, updated project information or the completion of projects.

The Capital Improvement Plan will be updated and issued on an annual basis. Generally, the capital improvement planning process will coincide with Douglas County's Budget Process. However, timing of the process may be changed to parallel a capital borrowing schedule or availability of other funding.

Eligibility for Consideration as a Capital Project

In the Capital Improvement Plan, capital projects will include certain types of capital investments whether funded by debt or through other sources (i.e. reserves, fund balances, budget surplus, grants, etc.) The financing plan will be developed based on the overall financial objectives and capacities of the County. To be considered a capital project:

1. Douglas County requires projects and/or equipment that are to be included in the Capital Improvement Plan to generally be valued at or in excess of \$25,000. Capital items requested by departments with a value below that level will generally be defined as capital outlay and will be addressed in the annual Operating Budget.
2. The useful life of a project must generally be at least ten years and/or no more than length of the debt issue used to finance it.

Priority Setting for Capital Projects

In an environment of scarce resources, a budget process must establish priorities to guide planning and project selection. County officials must review and approve these priorities annually and changes will occur, as perceptions of needs change. Overall, County officials must determine the balance between meeting operational developmental needs and fiscal responsibilities. The County has been, and continues to be, fiscally prudent in its capital investment plans.

Within this broad priority of limiting the burden of capital investments to taxpayers, the following priority can guide County officials in the Capital Improvement Plan process:

1. Priority will be given to the maintenance or enhancement of existing assets; where improvements are required to maintain or extend the life of the existing

inventory of capital assets, they will generally be approved if they also meet the cost-effectiveness criteria. The present infrastructure is the basis for day-to-day operations of county government and a major strength of Douglas County.

2. When capital investment proposals can document a direct financial payback in a reasonable time, they receive priority.
3. The County responds to its obligation under federal and state requirements for facilities and equipment, by taking initiatives to assure both citizens and County workers have safe and accessible facilities.
4. When outside revenues can help fund capital improvements, these projects will receive priority, all other things being equal. This includes the ability to leverage resources from other governments or private grants, and the generation of new revenues through user fees or assessments.
5. The project's importance to accommodate growth or promote economic development is a variable, subject to review of cost-benefit and workload considerations.
6. An ongoing commitment of the County to quality of life through conservation and recreation projects will be maintained as part of a balance overall capital investment strategy.

Duration of Capital Projects

Unless an extension is specifically granted by the Administrator, all capital project funding, not used by the end of the third year after funding was initially granted, will be closed out. The balance may be used for future capital project funding.

The balance on capital projects completed within a three-year time frame will also be closed out. The balance may be used for future capital project funding.

Process for Approval

~~Department capital project proposals are to be submitted to committee of jurisdiction. Committee submits capital projects recommendation to County Administrator. Administrator submits final capital projects funding recommendations to Administration Committee. Administration Committee submits approved capital projects to County Board.~~

The Administrator will initiate the annual capital project planning process by notifying department managers of the timeline to be followed. Department managers shall submit their capital project requests to their respective standing committee for recommendation and approval, before forwarding the requests to the County Administrator. Each committee, as part of their recommendation and approval process, will prioritize the projects for each department under its jurisdiction. It is the responsibility of the Administrator to select, prioritize and develop a funding plan for the approved capital projects. Once completed, the

Capital Improvement Plan will then be submitted to a joint Executive and Administration Committee meeting and subsequently to the full County Board for final approval.

Douglas County, Wisconsin
Declaration of Unassigned General Fund Prior Year Surplus

POLICY STATEMENT

The Douglas County Board of Supervisors passed Resolution #39-12 (April 12, 2012) establishing the maintenance of a minimum balance in the Unassigned General Fund, fund balance. The resolution states that the unassigned general fund balance compared to governmental expenditures will be maintained at a minimum ratio of 12% or about eight weeks of working capital for operations.

The policy for the declaration of unassigned general fund prior year surplus is in conjunction with that resolution. In the event of a surplus from the prior year, this policy set guidelines for any disbursement of those funds.

A. Authorization

Approval for the use of surplus funds from a prior year will be at the County Board of Supervisor level, as referred by the Administration Committee.

B. Purpose

The disbursement will be determined in the following order:

1. Maintain unassigned general fund balance as set in resolution #39-12 at a minimum of 12% of governmental expenditures; and
2. Remaining balance:
 - a. 50% Capital Improvements as defined in the Capital Improvement Plan;
 - b. 15% Timber Sales Revenue Reserve;
 - c. 15% Courthouse/Government Center Maintenance Fund; and
 - d. 20% Discretionary allocation recommended by the Administration Committee to the full County Board to fund the following for example:
 - i. Merit Reward System for employees;
 - ii. Adjustments to the Wage Compensation Plan; and
 - iii. Special Projects.

PROCEDURES

Availability of funds will be determined after the annual audit is complete and the financial records are finalized for the year.

If funds are available, requests for capital improvement funding and other funding requests will be presented to the Administration Committee for approval and referral to the full County Board.

Douglas County, WI
Budgetary/Actual Transfers
June Administration Meeting

<u>Department</u>	<u>Amount</u>	<u>Explanation</u>	<u>BX/JE #</u>	<u>Fiscal Note</u>
Forestry	\$ 120,000	Release Captial Projects funding for land purchase - Upper St. Croix Forest Land Acquisition	192266	Increase Forestry fixed assets, decrease Capital Projects Reserve
Forestry	\$ 29,590	Release Captial Projects funding for network computer servers replacement	192266	Increase Forestry fixed assets, decrease Capital Projects Reserve
Forestry	\$ 50,000	Release Captial Projects funding for Park Creek Pond spillway improvement project-engineering and design	192266	Increase Forestry fixed assets, decrease Capital Projects Reserve
Forestry	\$ 70,000	Release Captial Projects funding for county forest road gravel resurfacing	192266	Increase Forestry fixed assets, decrease Capital Projects Reserve
Forestry	\$ 50,000	Release Captial Projects funding for Stateline Flowage Dam major repair costs	192266	Increase Forestry fixed assets, decrease Capital Projects Reserve
Highway	\$ 205,000	Release Capital Projects funding for dump/plow truck purchase	192266	Increase Highway fixed assets, decrease Capital Projects Reserve
Highway	\$ 125,000	Release Capital Projects funding for track excavator purchase	192266	Increase Highway fixed assets, decrease Capital Projects Reserve
Emergency Mgmt	\$ 150,000	Release Capital Projects funding for Parkland Equipment Shelter, antennas and lines	192265	Increase General fixed assets, decrease Capital Projects Reserve
Emergency Mgmt	\$ 10,000	Release Capital Projects funding for plotter purchase	192265	Increase General fixed assets, decrease Capital Projects Reserve
Building Services	\$ 10,000	Release Capital Projects funding for Courthouse Atrium Study	192265	Increase General fixed assets, decrease Capital Projects Reserve
Building Services	\$ 85,000	Release Capital Projects funding to replace Fire Alarm Panel, Pull Stations and Detectors	192265	Increase General fixed assets, decrease Capital Projects Reserve
Building Services	\$ 97,000	Release Capital Projects funding to replace Heat Pump Energy Management System	192265	Increase General fixed assets, decrease Capital Projects Reserve
Building Services	\$ 15,000	Release Capital Projects funding for Roof Barriers & Fall Protection	192265	Increase General fixed assets, decrease Capital Projects Reserve
Building Services	\$ 57,000	Release Capital Projects funding for Elevator Controller in Jail	192265	Increase General fixed assets, decrease Capital Projects Reserve
Information Services	\$ 50,000	Release Capital Projects funding for Uninterruptable Power Supply Information Services	192265	Increase Information Services fixed assets, decrease Capital Projects Reserve

Emergency Mgmt	\$	50,000	Release Capital Projects funding for Uninterruptable Power Supply Communication Center	192265	Increase General fixed assets, decrease Capital Projects Reserve
Emergency Mgmt	\$	50,000	Release Capital Projects funding for Uninterruptable Power Supply Jail	192265	Increase General fixed assets, decrease Capital Projects Reserve
Sheriff/Jail	\$	15,210	Release Capital Projects funding to purchase fingerprinting machine	192314	Increase General fixed assets, decrease Capital Projects Reserve
Sheriff/Jail	\$	4,040	Release Capital Projects funding to purchase SCBA Tanks	192314	Increase general expenditures, decrease Capital Projects Reserve
Sheriff	\$	41,075	Release Capital Projects funding to purchase forensic mapping equipment	192314	Increase General fixed assets, decrease Capital Projects Reserve
Sheriff	\$	20,000	Release Capital Projects funding to purchase Night/Vision Thermal equipment	192314	Increase capital project expenditures, decrease Capital Projects Reserve
Information Services	\$	14,000	Release Capital Projects funding to purchase/upgrade storage capacity	192331	Increase Information Services fixed assets, decrease Capital Projects Reserve
Information Services	\$	20,000	Release Capital Projects funding to upgrade firewall and reporting system	192331	Increase Information Services fixed assets, decrease Capital Projects Reserve
Surveyor	\$	30,000	Release Capital Projects funding for Remonumentation	192331	Increase general expenditures, decrease Capital Projects Reserve
Administration	\$	40,000	Release Capital Projects funding for Parking and Access Study	192340	Increase general expenditures, decrease Capital Projects Reserve
Administration	\$	134,750	Release Capital Projects funding for Merit Reward System	192340	Increase general expenditures, decrease Capital Projects Reserve

DOUGLAS COUNTY, WISCONSIN



2017 Budget Process Time Table

June 2, 2016 to July 29, 2016	Departments to receive committee approval for all new positions and upgrades for 2016. Administrative Committee to approve new positions and upgrades for the 2016 budget.
July 5, 2015 to July 29, 2015	Finance Department to prepare the 2017 County personnel budget. All proposed new personnel and position reclassifications to be submitted to the Finance department; these will not be included in the 2017 proposed operating costs unless approved by the Administrative Committee.
August 1, 2016 to August 5, 2016	Finance Department to hold meetings with individual departments to hand out and discuss departmental schedules, computer reports, budget forms and budget instructions.
August 8, 2016 to August 31, 2016	Departments to prepare estimates and related worksheets for a full year of operations for 2016 and proposed 2017 operations. (This also includes outside agency request for 2017.) Other requirements include: preparation of goals and objectives, performance measures and an organizational chart for each department.
August 8, 2016 to August 31, 2016	Finance Department to compile and review department budgets. The reviewed and compiled budgets will be given back to the respective department heads so copies can be made for the committees that govern each department.
August 8, 2016 to August 31, 2016	County Administrator and Finance Director to review each department's budget prior to committee of jurisdictions review.
August 8, 2016 to September 8, 2016	Committees of jurisdiction to review department budgets. A copy of the work papers with revisions, as well as applicable committee minutes are to be given to the Finance Department.
September 1, 2016 to September 9, 2016	Prepare Administration presentation.
September 22, 2016 to September 23, 2016	The Administrative Committee members to review and give approval to the Administrator's Proposed Budget.
October 1, 2016 to October 18, 2016	The Finance Department to prepare the Budget Book.
October 7, 2016	Notice of public hearing to be published.
October 25, 2016	The Administrator to submit the tentative budget to the County Board of Supervisors.
October 25, 2016	County Board to hold Budget Session and adopt the 2016 Budget at 6:00 PM at the Government Center Board Room.