

April 26, 2019

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, May 2, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

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

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

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 the April 4, 2019, Administration Committee meeting minutes (attached).
3. Departmental financial reports and goals/objectives for 2019 (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;
 - g. Treasurer:
 - (1) Investments; and
 - (2) Account balances.
4. Action items/Referrals:
 - a. Merit reward funding (attached);
 - b. Refinancing of Government Center bond (attached);
 - c. Budgetary transfers (attached); and
 - d. From Health and Human Services Board – Request for funding for first year operations of Comprehensive Community Services Program (attached).
5. Informational:
 - a. Nepotism policy and coverage of elected officials (attached); and
 - b. Employee Quarterly Staffing Report – 1st quarter (attached).
6. Future agenda items.
7. Adjournment.

NOTE: A quorum of the Executive Committee, Health and Human Services Board, Transportation and Infrastructure Committee and Zoning Committee will be present at this meeting due to memberships of this committee's members on those Boards/committees.

ec: County Board Supervisors Department Managers Shelley Nelson (Telegram) DC website

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 the 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 the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Douglas County website

 04-26-2019

Pamela A. Tafelski

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, April 4, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Larry Quam, Nick Baker, Mary Lou Bergman, Marvin Finendale, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Doug Finn. Others present – Tom Dalbec, Carol Jones Shelley Nelson (Telegram), Ann Doucette, Linda Corbin, Brian Erickson, Candy Holm Anderson, Mark Liebaert, Dani Miller, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Baker, to approve March 7, 2019, meeting minutes. Motion carried.

FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019: Administration/Human Resources – Updating Personnel Policies; capital projects estimate \$560,000 (\$800,000 less the 15% each set aside for Buildings and Grounds and Forestry reserves); capital project requests due to Administrator by April 12. **County Clerk** – Election equipment worked well; possible statewide recount on Wisconsin Supreme Court Justice race; working on new office supplies contract and updating Douglas County videos; County Clerk’s Office article in April Positively Superior magazine. **Finance/Information Services** – Audit starting next week; IT working on Windows 10 training for employees. **Treasurer** - Down to 117 tax deed notices.

ACTION ITEMS/REFERRALS:

Capital Project Requests:

Buildings and Grounds: Request of \$73,380 – software to control heating, ventilation and air conditioning for courthouse, Government Center and jail; possibly use B & G reserve.

ACTION (REFERRAL): Motion by Baker, second Lear, to approve Buildings and Grounds capital request of \$73,380 and forward to Administrator and joint Administration/Executive Committees meeting. Motion carried.

Finance/Information Services: Request of \$79,900 – upgrade to Windows 10 for computers and servers.

ACTION (REFERRAL): Motion by Luostari, second Lear, to approve Finance/IS capital request of \$79,900 and forward to Administrator and joint Administration/Executive Committees meeting. Motion carried.

From Other Committees:

Health and Human Services Board – Veterans Service Office reorganization (replace Veterans Benefits Specialist with Assistant Veterans Officer): Rationale and costs attached.

ACTION (RESOLUTION): Motion by Ryan, second Quam, to approve and forward to County Board. Motion carried unanimously.

Forest, Parks and Recreation Committee – Department Fee Schedule: No changes in 8 years. Clarification recommended with Rental – Pavilion and Pavilion/Soundshell language.

ACTION (RESOLUTION): Motion by Lear, second Luostari, to approve fee schedule amending Over 150 to Over 100 People group size for Rental – Pavilion and Pavilion/Soundshell and forward to County Board. Motion carried unanimously.

Amendments to Personnel Policies:

Position Classification/Reclassification Review: Draft reviewed.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve and forward to County Board. Motion carried unanimously.

Leaves – Personal Time: Draft reviewed. Changes to Dispatchers and Jailers personal hours.

ACTION (RESOLUTION): Motion by Lear, second Ryan, to approve with the following amendments: A.1. 24/7 services (Dispatchers) from 3 days (24 hours) to 3.5 days (28 hours), and 24/7 services (Jailers) from (24 hours when working 8 hour shifts) to 3.5 days (28 hours when working 8 hour shifts), and forward to County Board. Motion carried unanimously.

Reimbursement for Expenses: Draft reviewed.

ACTION (RESOLUTION): Motion by Baker, second Luostari, to approve and forward to County Board. Motion carried unanimously.

Emergency Conditions: Draft reviewed. Question on “or designee”.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve. Motion by Lear, second Ryan, to amend B. second line, and add “County Board Chair” after County Administrator. Motion carried. Motion carried unanimously to approve policy as amended and forward to County Board.

Budgetary:

Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Lear, second Bergman, to approve and forward to County Board. Motion carried.

Year-End 2018 Reserve Account Adjustments: Attached/reviewed.

ACTION (RESOLUTION): Motion by Baker, second Lear, to approve and forward to County Board. Motion carried unanimously.

Resolution Supporting Restoration of State Income Tax Reciprocity Between Wisconsin and Minnesota: Attached draft reviewed.

ACTION (RESOLUTION): Motion by Quam, second Ryan, to approve with deletion of last Whereas paragraph, and forward to County Board. Motion carried unanimously.

INFORMATIONAL:

Settlement from Enbridge for County Trunk Highway W Repairs: Agreement of \$758,000.

Compilation of County-Wide Fees: This is on agenda for department managers meeting.

Change to Nationwide Retirement System Plan Document. Option added to employee plan.

FUTURE AGENDA ITEMS: Nepotism /ethics policy review.

ADJOURNMENT: Motion by Baker, second Quam, to adjourn. Motion carried. Adjourned 10:18 a.m.

Submitted by,
Pamela A. Tafelski, Committee Clerk



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
DEPARTMENT SUMMARY



2019
Transactions posted as of printing date
4/24/2019

Department	Prior Year Actual	Original Budget	Budgetary Transfers	Amended Budget	Budget through Current Month	Actual Amount	Variance Amount
COUNTY BOARD OF SUPERVISORS	175,906.97	199,803.00	-	199,803.00	66,601.00	36,661.02	29,939.98
ADMINISTRATION	289,634.74	352,181.00	-	352,181.00	117,393.67	48,924.17	68,469.50
CORPORATION COUNSEL	48,636.80	92,854.00	-	92,854.00	30,951.33	7,242.30	23,709.03
REGISTER OF DEEDS	25,827.78	(43,124.00)	-	(43,124.00)	(14,374.67)	(5,271.09)	(9,103.58)
COUNTY CLERK	209,024.84	238,432.50	-	238,432.50	79,477.50	(6,367.74)	85,845.24
COUNTY TREASURER	198,599.18	216,397.00	-	216,397.00	72,132.33	39,889.41	32,242.92
FINANCE	365,280.40	366,579.00	-	366,579.00	122,193.00	47,329.28	74,863.72
BUILDING AND GROUNDS	194,567.15	280,908.00	-	280,908.00	93,636.00	58,542.13	35,093.87
INFORMATION SERVICES	0.00	-	-	-	-	25,329.04	(25,329.04)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY BOARD OF SUPERVISORS
 Transactions posted as of printing date
 4/24/2019



	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-	-	-
Miscellaneous Revenues	405.00	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Revenues	405.00	-	-	-	-	-	-
Expenditures							
Personnel Services	121,238.24	128,353.00	-	128,353.00	42,784.33	17,382.81	25,401.52
Contractual Services	675.21	900.00	-	900.00	300.00	13.85	286.15
Supplies & Expense	52,829.52	65,500.00	-	65,500.00	21,833.33	18,756.36	3,076.97
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	704.00	2,000.00	-	2,000.00	666.67	-	666.67
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	865.00	3,050.00	-	3,050.00	1,016.67	508.00	508.67
Expenditures	176,311.97	199,803.00	-	199,803.00	66,601.00	36,661.02	29,939.98
Net Cost	\$ 175,906.97	\$ 199,803.00	\$ -	\$ 199,803.00	\$ 66,601.00	\$ 36,661.02	\$ 29,939.98



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
ADMINISTRATION



Transactions posted as of printing date
 4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	1,176.14	3,000.00	-	3,000.00	1,000.00	128.35	(871.65)
Intergovt. Charges For Serv.	38,531.42	75,500.00	-	75,500.00	25,166.67	-	(25,166.67)
Miscellaneous Revenues	1,038.50	-	-	-	-	27.50	27.50
Other Financing Sources	-	-	-	-	-	-	-
Revenues	40,746.06	78,500.00	-	78,500.00	26,166.67	155.85	(26,010.82)
Expenditures							
Personnel Services	300,096.38	379,544.00	-	379,544.00	126,514.67	43,861.07	82,653.60
Contractual Services	35,988.46	33,390.00	-	33,390.00	11,130.00	6,726.96	4,403.04
Supplies & Expense	18,654.64	54,447.00	-	54,447.00	18,149.00	2,901.32	15,247.68
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	1,329.00	1,400.00	-	1,400.00	466.67	-	466.67
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	450.00	600.00	-	600.00	200.00	-	200.00
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	(26,137.68)	(38,700.00)	-	(38,700.00)	(12,900.00)	(4,409.33)	(8,490.67)
Expenditures	330,380.80	430,681.00	-	430,681.00	143,560.33	49,080.02	94,480.31
Net Cost	\$ 289,634.74	\$ 352,181.00	\$ -	\$ 352,181.00	\$ 117,393.67	\$ 48,924.17	\$ 68,469.50



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
BUILDING AND GROUNDS
 Transactions posted as of printing date
 4/24/2019



	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-	-
Intergovt. Charges For Serv.	6,576.37	6,000.00	-	6,000.00	2,000.00	-	(2,000.00)
Miscellaneous Revenues	339,862.07	316,400.00	-	316,400.00	105,466.67	24,455.16	(81,011.51)
Other Financing Sources	-	-	-	-	-	-	-
Revenues	346,438.44	322,400.00	-	322,400.00	107,466.67	24,455.16	(83,011.51)
Expenditures							
Personnel Services	377,939.06	388,749.00	-	388,749.00	129,583.00	53,138.46	76,444.54
Contractual Services	783,926.28	785,450.00	-	785,450.00	261,816.67	75,164.49	186,652.18
Supplies & Expense	51,671.25	56,750.00	-	56,750.00	18,916.67	13,235.34	5,681.33
Fixed Charges	45,667.00	66,000.00	-	66,000.00	22,000.00	-	22,000.00
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	(718,198.00)	(693,641.00)	-	(693,641.00)	(231,213.67)	(58,541.00)	(172,672.67)
Expenditures	541,005.59	603,308.00	-	603,308.00	201,102.67	82,997.29	118,105.38
Net Cost	\$ 194,567.15	\$ 280,908.00	\$ -	\$ 280,908.00	\$ 93,636.00	\$ 58,542.13	\$ 35,093.87



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



Transactions posted as of printing date
4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-	-
Intergovt. Charges For Serv.	215,687.05	192,000.00	-	192,000.00	64,000.00	31,335.99	(32,664.01)
Miscellaneous Revenues	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Revenues	215,687.05	192,000.00	-	192,000.00	64,000.00	31,335.99	(32,664.01)
Expenditures							
Personnel Services	254,788.14	266,788.00	-	266,788.00	88,929.33	37,050.04	51,879.29
Contractual Services	892.90	5,550.00	-	5,550.00	1,850.00	35.64	1,814.36
Supplies & Expense	2,814.81	5,945.00	-	5,945.00	1,981.67	546.61	1,435.06
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	842.00	900.00	-	900.00	300.00	-	300.00
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	4,986.00	5,671.00	-	5,671.00	1,890.33	946.00	944.33
Expenditures	264,323.85	284,854.00	-	284,854.00	94,951.33	38,578.29	56,373.04
Net Cost	\$ 48,636.80	\$ 92,854.00	\$ -	\$ 92,854.00	\$ 30,951.33	\$ 7,242.30	\$ 23,709.03



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



Transactions posted as of printing date
4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	14,835.00	12,300.00	-	12,300.00	4,100.00	1,175.00	(2,925.00)
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	18,374.82	15,869.50	-	15,869.50	5,289.83	3,691.22	(1,598.61)
Intergovt. Charges For Serv.	26,235.35	34,480.00	-	34,480.00	11,493.33	9,822.28	(1,671.05)
Miscellaneous Revenues	37,846.72	33,680.00	-	33,680.00	11,226.67	31,681.50	20,454.83
Other Financing Sources	-	-	-	-	-	-	-
Revenues	97,291.89	96,329.50	-	96,329.50	32,109.83	46,370.00	14,260.17
Expenditures							
Personnel Services	233,596.24	233,597.00	-	233,597.00	77,865.67	34,260.18	43,605.49
Contractual Services	19,248.34	20,480.00	-	20,480.00	6,826.67	920.29	5,906.38
Supplies & Expense	44,482.88	62,150.00	-	62,150.00	20,716.67	1,997.91	18,718.76
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	1,312.27	1,800.00	-	1,800.00	600.00	33.88	566.12
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	7,677.00	16,735.00	-	16,735.00	5,578.33	2,790.00	2,788.33
Expenditures	306,316.73	334,762.00	-	334,762.00	111,587.33	40,002.26	71,585.07
Net Cost	\$ 209,024.84	\$ 238,432.50	\$ -	\$ 238,432.50	\$ 79,477.50	\$ (6,367.74)	\$ 85,845.24



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



Transactions posted as of printing date
4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ 120.91	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	613.00	-	-	-	-	-	-
Intergovt. Charges For Serv.	205,595.26	259,537.00	-	259,537.00	86,512.33	26,377.66	(60,134.67)
Miscellaneous Revenues	1,033.81	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Revenues	207,362.98	259,537.00	-	259,537.00	86,512.33	26,397.66	(60,114.67)
Expenditures							
Personnel Services	477,428.35	491,366.00	-	491,366.00	163,788.67	67,103.37	96,685.30
Contractual Services	66,283.02	69,900.00	-	69,900.00	23,300.00	1,663.91	21,636.09
Supplies & Expense	17,082.01	40,050.00	-	40,050.00	13,350.00	1,175.66	12,174.34
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	1,763.00	2,100.00	-	2,100.00	700.00	-	700.00
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	10,087.00	22,700.00	-	22,700.00	7,566.67	3,784.00	3,782.67
Expenditures	572,643.38	626,116.00	-	626,116.00	208,705.33	73,726.94	134,978.39
Net Cost	\$ 365,280.40	\$ 366,579.00	\$ -	\$ 366,579.00	\$ 122,193.00	\$ 47,329.28	\$ 74,863.72



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
INFORMATION SERVICES
 Transactions posted as of printing date
 4/24/2019



	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-	-
Intergovt. Charges For Serv.	866,818.45	958,594.00	-	958,594.00	319,531.33	140,599.16	(178,932.17)
Miscellaneous Revenues	60.00	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Revenues	866,878.45	958,594.00	-	958,594.00	319,531.33	140,599.16	(178,932.17)
Expenditures							
Personnel Services	173,160.93	195,739.00	-	195,739.00	65,246.33	24,751.34	40,494.99
Contractual Services	553,045.80	576,000.00	-	576,000.00	192,000.00	115,618.05	76,381.95
Supplies & Expense	26,658.26	69,605.00	-	69,605.00	23,201.67	5,107.89	18,093.78
Fixed Charges	114,013.46	117,250.00	-	117,250.00	39,083.33	20,450.92	18,632.41
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	-	-	-	-	-	-	-
Expenditures	866,878.45	958,594.00	-	958,594.00	319,531.33	165,928.20	153,603.13
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,329.04	\$ (25,329.04)



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



Transactions posted as of printing date
4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ 98,593.53	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 50,000.00	\$ 28,917.06	\$ (21,082.94)
Intergovernmental Revenues	-	-	-	-	-	-	-
Licenses & Permits	4,592.00	4,100.00	-	4,100.00	1,366.67	645.00	(721.67)
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	175,919.73	190,000.00	-	190,000.00	63,333.33	19,055.87	(44,277.46)
Intergovt. Charges For Serv.	-	-	-	-	-	-	-
Miscellaneous Revenues	2.00	25.00	-	25.00	8.33	-	(8.33)
Other Financing Sources	-	-	-	-	-	-	-
Revenues	279,107.26	344,125.00	-	344,125.00	114,708.33	48,617.93	(66,090.40)
Expenditures							
Personnel Services	262,442.64	263,413.00	-	263,413.00	87,804.33	38,249.28	49,555.05
Contractual Services	21,484.19	20,400.00	-	20,400.00	6,800.00	3,694.92	3,105.08
Supplies & Expense	6,428.68	8,450.00	-	8,450.00	2,816.67	336.73	2,479.94
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	3,951.53	3,100.00	-	3,100.00	1,033.33	137.91	895.42
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	20.00	75.00	-	75.00	25.00	-	25.00
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	10,608.00	5,563.00	-	5,563.00	1,854.33	928.00	926.33
Expenditures	304,935.04	301,001.00	-	301,001.00	100,333.67	43,346.84	56,986.83
Net Cost	\$ 25,827.78	\$ (43,124.00)	\$ -	\$ (43,124.00)	\$ (14,374.67)	\$ (5,271.09)	\$ (9,103.58)



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



Transactions posted as of printing date
4/24/2019

	Prior Year Actual	2019 Original Budget	2019 Budgetary Transfers	2019 Amended Budget	Budget through Current Month	2019 Actual Amount	Variance Amount
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	28,832.04	28,000.00	-	28,000.00	9,333.33	972.90	(8,360.43)
Licenses & Permits	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-
Public Charges For Services	31,193.62	24,000.00	-	24,000.00	8,000.00	3,064.83	(4,935.17)
Intergovt. Charges For Serv.	13,052.97	12,000.00	-	12,000.00	4,000.00	37.00	(3,963.00)
Miscellaneous Revenues	5,720.15	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Revenues	78,798.78	64,000.00	-	64,000.00	21,333.33	4,074.73	(17,258.60)
Expenditures							
Personnel Services	205,452.58	198,777.00	-	198,777.00	66,259.00	33,058.88	33,200.12
Contractual Services	14,573.96	19,020.00	-	19,020.00	6,340.00	1,611.20	4,728.80
Supplies & Expense	12,599.93	14,400.00	-	14,400.00	4,800.00	266.85	4,533.15
Intra Country Charges	-	-	-	-	-	-	-
Fixed Charges	17,914.99	19,200.00	-	19,200.00	6,400.00	4,193.21	2,206.79
Debt Service	-	-	-	-	-	-	-
Grants & Contributions	(910.50)	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Department Allocation	27,767.00	29,000.00	-	29,000.00	9,666.67	4,834.00	4,832.67
Expenditures	277,397.96	280,397.00	-	280,397.00	93,465.67	43,964.14	49,501.53
Net Cost	\$ 198,599.18	\$ 216,397.00	\$ -	\$ 216,397.00	\$ 72,132.33	\$ 39,889.41	\$ 32,242.92

INVESTMENTS

MONTH/YEAR- JAN 2019

BANK	RATE		BEG BALANCE	PURCHASE	RETIRE	END BALANCE	
SCCU Savings	0.000%		57.86	0.00	0.00	57.86	
BMO BANK CKG2 - ANALYSIS CHARGE	0.300%		0.00	1,111.76	1,111.76	-	
BMO BANK MM	2.370%		5,474,224.66	6,259,997.66	9,500,000.00	2,234,222.32	
NBC MM	0.140%		203,463.70	349,993.44	506,204.00	47,253.14	
TIMBERWOOD MM	0.400%		152,796.30	51.91	0.00	152,848.21	
HUNTINGTON MM	2.150%		1,048,529.15	1,914.64	0.00	1,050,443.79	
ST POOL GENERAL	2.470%		7,917,946.25	13,636.76	3,000,000.00	4,931,583.01	
ST POOL HIGHWAY BOND	2.470%		784.55	1.65	0.00	786.20	
SUBTOTAL			14,797,802.47	6,626,707.82	13,007,315.76	8,417,194.53	
CD - CVB16-1	8/18/20	2.000%	258,649.05	0.00	0.00	258,649.05	
CD - CVB17-1	2/18/19	1.100%	99,000.00	0.00	0.00	99,000.00	
CD - CVB17-2	8/18/19	1.260%	99,000.00	0.00	0.00	99,000.00	
CD - CVB17-3	8/18/20	1.510%	57,883.00	0.00	0.00	57,883.00	
CD - CVB18-1	1/11/21	2.304%	125,000.00	0.00	0.00	125,000.00	
CD - 1stMERIT16-1	8/19/19	0.750%	500,000.00	0.00	0.00	500,000.00	
CD - NBC16-2	6/04/19	1.210%	2,000,000.00	0.00	0.00	2,000,000.00	
CD - NBC16-3	9/02/19	1.050%	600,000.00	0.00	0.00	600,000.00	
CD - NBC17-1	9/14/20	1.700%	600,000.00	0.00	0.00	600,000.00	
CD - NBC18-1	10/26/21	3.000%	500,000.00	0.00	0.00	500,000.00	
CD - SCCU	4/10/19	1.200%	245,000.00	0.00	0.00	245,000.00	
CD-TIMBERWOOD1	1/23/19	0.6500%	250,000.00	417.81	250,417.81	0.00	
CD-TIMBERWOOD3	5/24/20	1.7500%	256,512.70	0.00	0.00	256,512.70	
CD-TIMBERWOOD19-1	1/23/21	2.2500%	0.00	250,000.00	0.00	250,000.00	
CD's SubTotals			5,591,044.75	250,417.81	250,417.81	5,591,044.75	
SUBTOTAL			20,388,847.22	6,877,125.63	13,257,733.57	14,008,239.28	
CD-BMO17-1	1/31/19	2 yr CD	1.4500%	248,000.00	1,812.78	249,812.78	0.00
CD-BMO17-2	2/01/19	2 yr CD	1.5500%	248,000.00	326.48	326.48	248,000.00
CD-BMO17-3	4/03/20	3 yr CD	1.7000%	248,000.00	358.07	358.07	248,000.00
CD-BMO17-4	4/08/19	2 yr CD	1.5000%	248,000.00	315.95	315.95	248,000.00
CD-BMO17-5	11/18/19	2-1/2 yr CD	1.6000%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-6	06/28/19	2 yr CD	1.6500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-7	07/08/19	2 yr CD	1.6500%	248,000.00	2,062.82	2,062.82	248,000.00
CD-BMO17-8	02/15/19	1-1/2 yr CD	1.5500%	248,000.00	326.48	326.48	248,000.00
CD-BMO17-9	08/23/19	2 yr CD	1.6500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-10	10/13/20	3 yr CD	1.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-11	10/25/20	3 yr CD	1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-12	10/27/20	3 yr CD	1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-13	11/02/20	3 yr CD	1.9000%	200,000.00	0.00	0.00	200,000.00
CD-BMO18-1	2/8/21	3 yr CD	2.5000%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-2	10/23/20	2.5 yr CD	2.3000%	248,000.00	484.45	484.45	248,000.00
CD-BMO18-3	05/11/21	3 yr CD	2.9000%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-4	05/29/20	2 yr CD	2.7480%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-5	08/03/20	2 yr CD	2.6500%	200,000.00	0.00	0.00	200,000.00
CD-BMO18-6	02/17/21	2-1/2 yr CD	2.8000%	200,000.00	475.62	475.62	200,000.00
CD-BMO18-7	09/10/21	3 yr CD	2.9500%	248,000.00	621.36	621.36	248,000.00
BMO CD's SubTotals			4,816,000.00	6,784.01	254,784.01	4,568,000.00	
SUBTOTAL	Next Call	Maturity	25,204,847.22	6,883,909.64	13,512,517.58	18,576,239.28	
BMO STEP UP AGCY BOND 16-1 cusip*TY5 1X03/30/17	1.4200%		250,000.00	0.00	0.00	250,000.00	
BMO STEP UP AGCY BOND 16-3 cusip*SD8 call 8/23/17	1.1300%		350,000.00	0.00	0.00	350,000.00	
BMO AGCY BOND 18-1 cusip*DL6 call 5/25/18	3.0000%		715,000.00	0.00	0.00	715,000.00	
BMO AGCY BOND 18-2 cusip*F28 call continuous	2.7400%		388,944.00	0.00	0.00	388,944.00	
StepUps SubTotals			1,703,944.00	-	-	1,703,944.00	
SUBTOTAL			26,908,791.22	6,883,909.64	13,512,517.58	20,280,183.28	
ST POOL W/C	2.470%		927,323.24	1,945.91	0.00	931,020.13	
ST POOL HLTH INS	2.470%		1,252,843.65	2,628.99	0.00	1,255,472.64	
TOTAL			29,088,958.11	6,888,484.54	13,512,517.58	22,466,676.05	

MONTH/YEAR- JAN 2019

INTEREST ON INVESTMENTS

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	735.33	735.33	-
BMO BANK MM	0.00	5,213.65	5,213.65	-
NBC MM	0.00	48.06	48.06	-
TIMBERWOOD MM	0.00	51.91	51.91	-
HUNTINGTON MM	0.00	1,914.64	1,914.64	-
ST POOL GENERAL	0.00	13,636.76	13,636.76	0.00
ST POOL HIGHWAY BOND	0.00	1.65	1.65	0.00
SUBTOTAL	0.00	21,602.00	21,602.00	0.00
CD - CVB16-1	1,889.98	439.35	0.00	2,329.33
CD - CVB17-1	1,494.77	92.49	0.00	1,587.26
CD - CVB17-2	1,698.57	105.10	0.00	1,803.67
CD - CVB17-3	1,199.69	74.23	0.00	1,273.92
CD - CVB18-1	2,793.18	244.60	0.00	3,037.78
CD - 1stMERIT16-1	8,876.69	318.49	0.00	9,195.18
CD - NBC16-2	2,157.78	2,055.34	0.00	4,213.12
CD - NBC16-3	14,671.26	535.07	0.00	15,206.33
CD - NBC17-1	13,218.09	866.30	0.00	14,084.39
CD - NBC18-1	2,712.33	1,273.97	0.00	3,986.30
CD - SCCU	4,878.76	249.70	0.00	5,128.46
CD-TIMBERWOOD1	306.71	111.10	417.81	0.00
CD-TIMBERWOOD3	2,792.74	381.26	0.00	3,174.00
CD-TIMBERWOOD19-1	0.00	123.29	0.00	123.29
CD's SubTotals	58,690.55	6,870.29	417.81	65,143.03
SUBTOTAL	58,690.55	28,472.29	22,019.81	65,143.03
CD-BMO17-1	1,507.35	305.43	1,812.78	0.00
CD-BMO17-2	326.44	326.48	326.48	326.44
CD-BMO17-3	288.73	358.07	358.07	288.73
CD-BMO17-4	224.17	315.95	315.95	224.17
CD-BMO17-5	478.31	337.01	0.00	815.32
CD-BMO17-6	33.60	347.54	0.00	381.14
CD-BMO17-7	2,017.94	347.54	2,062.82	302.66
CD-BMO17-8	326.42	326.48	326.48	326.42
CD-BMO17-9	1,715.25	347.54	0.00	2,062.79
CD-BMO17-10	963.05	368.60	0.00	1,331.65
CD-BMO17-11	887.67	410.73	0.00	1,298.40
CD-BMO17-12	861.18	410.73	0.00	1,271.91
CD-BMO17-13	635.04	322.74	0.00	957.78
CD-BMO18-1	2,497.02	526.58	0.00	3,023.60
CD-BMO18-2	140.64	484.45	484.45	140.64
CD-BMO18-3	985.20	610.83	0.00	1,596.03
CD-BMO18-4	579.23	579.23	0.00	1,158.46
CD-BMO18-5	2,207.14	450.14	0.00	2,657.28
CD-BMO18-6	214.79	475.62	475.62	214.79
CD-BMO18-7	420.92	621.36	621.36	420.92
BMO CD's SubTotals	17,310.09	8,273.05	6,784.01	18,799.13
SUBTOTAL	76,000.64	36,745.34	28,803.82	83,942.16
BMO STEP UP AGENCY BOND 16-1	928.87	301.51	0.00	1,230.38
BMO STEP UP AGENCY BOND 16-3	1,430.26	335.90	0.00	1,766.16
BMO AGENCY BOND 18-1	7,495.24	1,821.78	0.00	9,317.02
BMO AGENCY BOND 18-2	4,185.41	905.12	0.00	5,090.53
StepUps SubTotals	14,039.78	3,364.31	0.00	17,404.09
SUBTOTAL	90,040.42	40,109.65	28,803.82	101,346.25
ST POOL W/C	0.00	1,945.91	1,945.91	0.00
ST POOL HLTH INS	0.00	2,628.99	2,628.99	0.00
TOTAL	90,040.42	44,684.55	33,378.72	101,346.25

INVESTMENTS

MONTH/YEAR- FEB 2019

BANK	RATE	BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%	57.86	0.00	0.00	57.86
BMO Bank CKG2 - ANALYSIS CHARGES	0.300%	0.00	3,106.45	3,106.45	-
BMO BANK MM	2.470%	2,234,222.32	1,522,460.83	2,498,207.43	1,258,475.72
NBC MM	0.140%	47,253.14	1,246,549.80	1,081,000.00	212,802.94
TIMBERWOOD MM	0.400%	152,848.21	46.90	0.00	152,895.11
HUNTINGTON MM	2.150%	1,050,443.79	1,732.51	0.00	1,052,176.30
ST POOL GENERAL	2.460%	4,931,583.01	5,010,570.96	1,000,000.00	8,942,153.97
ST POOL HIGHWAY BOND	2.460%	786.20	1.48	0.00	787.68
SUBTOTAL		8,417,194.53	7,784,468.93	4,582,313.88	11,619,349.58
CD - CVB16-1	8/18/20 2.000%	258,649.05	0.00	0.00	258,649.05
CD - CVB17-1	2/18/19 Renewed / 8/11.1%-2.24%	99,000.00	102,301.64	100,650.82	100,650.82
CD - CVB17-2	8/18/19 1.260%	99,000.00	0.00	0.00	99,000.00
CD - CVB17-3	8/18/20 1.510%	57,883.00	0.00	0.00	57,883.00
CD - CVB18-1	1/11/21 2.304%	125,000.00	0.00	0.00	125,000.00
CD - 1stMERIT16-1	8/19/19 0.750%	500,000.00	0.00	0.00	500,000.00
CD - NBC16-2	6/04/19 1.210%	2,000,000.00	0.00	0.00	2,000,000.00
CD - NBC16-3	9/02/19 1.050%	600,000.00	0.00	0.00	600,000.00
CD - NBC17-1	9/14/20 1.700%	600,000.00	0.00	0.00	600,000.00
CD - NBC18-1	10/26/21 3.000%	500,000.00	0.00	0.00	500,000.00
CD - SCCU	4/10/19 1.200%	245,000.00	0.00	0.00	245,000.00
CD-TIMBERWOOD1	1/23/19 0.6500%	0.00	0.00	0.00	0.00
CD-TIMBERWOOD3	5/24/20 1.7500%	256,512.70	0.00	0.00	256,512.70
CD-TIMBERWOOD19-1	1/23/21 2.2500%	250,000.00	0.00	0.00	250,000.00
CD's SubTotals		5,591,044.75	102,301.64	100,650.82	5,592,695.57
SUBTOTAL		14,008,239.28	7,886,770.57	4,682,964.70	17,212,045.15
CD-BMO17-1	1/31/19 2 yr CD 1.4500%	0.00	0.00	0.00	0.00
CD-BMO17-2	2/01/19 2 yr CD 1.5500%	248,000.00	326.48	248,326.48	0.00
CD-BMO17-3	4/03/20 3 yr CD 1.7000%	248,000.00	358.07	358.07	248,000.00
CD-BMO17-4	4/08/19 2 yr CD 1.5000%	248,000.00	315.95	315.95	248,000.00
CD-BMO17-5	11/18/19 2-1/2 yr CD 1.6000%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-6	06/28/19 2 yr CD 1.6500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-7	07/08/19 2 yr CD 1.6500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-8	02/15/19 1-1/2 yr CD 1.5500%	248,000.00	326.48	248,326.48	0.00
CD-BMO17-9	08/23/19 2 yr CD 1.6500%	248,000.00	2,062.82	2,062.82	248,000.00
CD-BMO17-10	10/13/20 3 yr CD 1.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-11	10/25/20 3 yr CD 1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-12	10/27/20 3 yr CD 1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-13	11/02/20 3 yr CD 1.9000%	200,000.00	0.00	0.00	200,000.00
CD-BMO18-1	2/8/21 3 yr CD 2.5000%	248,000.00	3,125.48	3,125.48	248,000.00
CD-BMO18-2	10/23/20 2.5 yr CD 2.3000%	248,000.00	484.45	484.45	248,000.00
CD-BMO18-3	05/11/21 3 yr CD 2.9000%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-4	05/29/20 2 yr CD 2.7480%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-5	08/03/20 2 yr CD 2.6500%	200,000.00	2,671.78	2,671.78	200,000.00
CD-BMO18-6	02/17/21 2-1/2 yr CD 2.8000%	200,000.00	475.62	475.62	200,000.00
CD-BMO18-7	09/10/21 3 yr CD 2.9500%	248,000.00	621.36	621.36	248,000.00
CD-BMO19-1	08/21/20 1-1/2 yr CD (int pd) 2.4990%	0.00	248,000.00	0.00	248,000.00
BMO CD's SubTotals		4,568,000.00	258,768.49	506,768.49	4,320,000.00
SUBTOTAL	Next Call Maturity	18,576,239.28	8,145,539.06	5,189,733.19	21,532,045.15
BMO STEP UP AGCY BOND 16-1 cusip*TY5 1X03/30/17 (6/1)	1.4200%	250,000.00	0.00	0.00	250,000.00
BMO STEP UP AGCY BOND 16-3 cusip*SD8 call 8/23/17 (6/1)	1.1300%	350,000.00	1,977.50	1,977.50	350,000.00
BMO AGCY BOND 18-1 cusip*DL6 call 5/25/18 (8/2)	3.0000%	715,000.00	10,725.00	10,725.00	715,000.00
BMO AGCY BOND 18-2 cusip*F28 call continuous	2.7400%	388,944.00	0.00	0.00	388,944.00
BMO AGCY BOND 19-1 (2/25/20) Aug/Feb	2.4500%	0.00	250,122.50	0.00	250,122.50
StepUps SubTotals		1,703,944.00	262,825.00	12,702.50	1,954,066.50
SUBTOTAL		20,280,183.28	8,145,539.06	5,202,435.69	23,486,111.65
ST POOL W/C	2.460%	929,269.15	1,750.98	0.00	931,020.13
ST POOL HLTH INS	2.460%	1,255,472.64	2,365.63	0.00	1,257,838.27
TOTAL		22,464,925.07	8,149,655.67	5,202,435.69	25,674,970.05

INTEREST ON INVESTMENTS

MONTH/YEAR- FEB 2019

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	1,025.76	1,025.76	-
BMO BANK MM	0.00	2,989.85	2,989.85	-
NBC MM	0.00	53.20	53.20	-
TIMBERWOOD MM	0.00	46.90	46.90	-
HUNTINGTON MM	0.00	1,732.51	1,732.51	-
ST POOL GENERAL	0.00	10,570.96	10,570.96	0.00
ST POOL HIGHWAY BOND	0.00	1.48	1.48	0.00
SUBTOTAL	0.00	16,420.66	16,420.66	0.00
CD - CVB16-1	2,329.33	396.83	0.00	2,726.16
CD - CVB17-1	1,587.26	116.37	1,650.82	52.81
CD - CVB17-2	1,803.67	94.93	0.00	1,898.60
CD - CVB17-3	1,273.92	67.05	0.00	1,340.97
CD - CVB18-1	3,037.78	220.93	0.00	3,258.71
CD - 1stMERIT16-1	9,195.18	287.67	0.00	9,482.85
CD - NBC16-2	4,213.12	1,856.44	0.00	6,069.56
CD - NBC16-3	15,206.33	483.29	0.00	15,689.62
CD - NBC17-1	14,084.39	782.47	0.00	14,866.86
CD - NBC18-1	3,986.30	1,150.68	0.00	5,136.99
CD - SCCU	5,128.46	233.59	0.00	5,362.05
CD-TIMBERWOOD1	0.00	0.00	0.00	0.00
CD-TIMBERWOOD3	3,174.00	344.36	0.00	3,518.35
CD-TIMBERWOOD19-1	123.29	431.51	0.00	554.78
CD's SubTotals	65,143.03	6,466.12	1,650.82	69,958.33
SUBTOTAL	65,143.03	22,886.78	18,071.48	69,958.33
CD-BMO17-1	0.00	0.00	0.00	0.00
CD-BMO17-2	326.44	0.04	326.48	(0.00)
CD-BMO17-3	288.73	323.42	358.07	254.08
CD-BMO17-4	224.17	285.37	315.95	193.59
CD-BMO17-5	815.32	304.39	0.00	1,119.71
CD-BMO17-6	381.14	313.91	0.00	695.05
CD-BMO17-7	302.66	313.91	0.00	616.57
CD-BMO17-8	326.42	0.06	326.48	(0.00)
CD-BMO17-9	2,062.79	313.91	2,062.82	313.88
CD-BMO17-10	1,331.65	332.93	0.00	1,664.58
CD-BMO17-11	1,298.40	370.98	0.00	1,669.38
CD-BMO17-12	1,271.91	370.98	0.00	1,642.89
CD-BMO17-13	957.78	291.51	0.00	1,249.29
CD-BMO18-1	3,023.60	475.63	3,125.48	373.74
CD-BMO18-2	140.64	437.57	484.45	93.76
CD-BMO18-3	1,596.03	551.73	0.00	2,147.75
CD-BMO18-4	1,158.46	523.18	0.00	1,681.64
CD-BMO18-5	2,657.28	406.59	2,671.78	392.08
CD-BMO18-6	214.79	429.59	475.62	168.76
CD-BMO18-7	420.92	561.23	621.36	360.79
CD-BMO19-1	0.00	13.98	(84.93)	98.91
BMO CD's SubTotals	18,799.13	6,620.88	10,683.56	14,736.45
SUBTOTAL	83,942.16	29,507.66	28,755.04	84,694.78
BMO STEP UP AGENCY BOND 16-1	1,230.38	282.05	0.00	1,512.43
BMO STEP UP AGENCY BOND 16-3	1,766.16	314.23	1,977.50	102.89
BMO AGENCY BOND 18-1	9,317.02	1,645.48	10,725.00	237.50
BMO AGENCY BOND 18-2	5,090.53	817.53	0.00	5,908.06
BMO AGENCY BOND 19-1	0.00	50.37	0.00	50.37
StepUps SubTotals	17,404.09	3,109.66	12,702.50	7,811.25
SUBTOTAL	101,346.25	32,617.32	41,457.54	92,506.03
ST POOL W/C	0.00	1,750.98	1,750.98	0.00
ST POOL HLTH INS	0.00	2,365.63	2,365.63	0.00
TOTAL	101,346.25	36,733.93	45,574.15	92,506.03



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 01/31/19**



ACCOUNT	PRINCIPAL 2018	PRINCIPAL 2017	INTEREST 2018	INTEREST 2017
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 26,239	\$ 3,666		
Petty Cash	9,415	9,415		
Checking:				
General Fund--M & I	\$ 8,294,540	\$ 8,540,558	735	608
Payroll--NBC	1,344	1,195		
Forestry--NBC	1,246,497	708,654	7	4
Short Term Investments				
State Trust Fund	4,931,583	8,010,151	13,637	9,187
General Fund CDs	11,209,004	11,928,591	15,143	12,038
StepUps CDs	1,703,944	1,715,079	3,364	1,523
General Fund Savings Account	58	58		-
General Fund Money Markets	2,434,324	620,170	7,228	1,889
Rural Housing	32,027	26,942		
CASH AND INVESTMENTS	\$ 29,888,975	\$ 31,564,479	\$ 40,114	\$ 25,249
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 62,459	\$ 40,731		
Clerk of Court Trust	25,210	25,210		
Short Term Investments:				
State Trust Fund - Health Insurance	1,255,473	1,230,912	2,629	1,412
Clerk of Courts	556,009	586,550	59	61
Drug Investigation	168,143	196,375		
Land Conservation	114,884	110,522	14	5
Long Term Investments:				
Money-Market - Workers' Compensation	929,269	911,090	1,946	1,045
CD-Land Conservation	250,000	250,000	1,062	720
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,361,447	\$ 3,351,390	\$ 5,710	\$ 3,243
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 24,624,676	\$ 22,962,461		
Note Payable-(Unfunded Pension Liability)	4,526,197	4,792,822		
Liability Accrued Compensated Absences	1,966,609	2,176,444		
OUTSTANDING LONG-TERM DEBT	\$ 31,117,482	\$ 29,931,727		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 01/31/19
(Continued)



ACCOUNT	2018	2017
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	819
Delinquent Real Estate Taxes 2010-Sale of 2011	866	866
Delinquent Real Estate Taxes 2011-Sale of 2012	863	863
Delinquent Real Estate Taxes 2012-Sale of 2013	853	853
Delinquent Real Estate Taxes 2013-Sale of 2014	849	8,045
Delinquent Real Estate Taxes 2014-Sale of 2015	11,557	191,394
Delinquent Real Estate Taxes 2015-Sale of 2016	196,863	596,235
Delinquent Real Estate Taxes 2016-Sale of 2017	609,670	1,153,702
Delinquent Real Estate Taxes 2017-Sale of 2018	1,161,250	
Forest and Cropland Taxes	1,996	2,620
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing	(10,633,436)	(10,403,821)
Real Estate-Charge Backs		-
Tax Deeds Receivable	123,086	78,436
Allowance for Uncollectable Tax Deeds	(78,436)	(78,436)
Tax Certificates and Deeds	(8,612,409)	(8,457,633)
Property Tax	(2,824,355)	(3,633,806)
Assessments	771,481	607,203
Accounts	13,704,740	11,917,673
Tax Installment Contracts	-	-
Due from other Governments	3,089,702	4,050,674
Accrued Interest	157,165	108,360
RECEIVABLES	\$ 6,286,324	\$ 4,592,471



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 02/28/19**



ACCOUNT	PRINCIPAL 2019	PRINCIPAL 2018	INTEREST 2019	INTEREST 2018
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 27,545	\$ 31,911		
Petty Cash	9,415	9,415		
Checking:				
General Fund--M & I	\$ 2,444,793	\$ 4,274,036	1,761	1,413
Payroll--NBC	1,975	4,753		
Forestry--NBC	755,927	848,929	13	11
Short Term Investments				
State Trust Fund	8,942,154	10,928,260	24,208	17,842
General Fund CDs	11,461,040	11,929,542	28,230	22,367
StepUps CDs	1,954,067	1,715	6,474	2,884
General Fund Savings Account	58	58	-	-
General Fund Money Markets	1,127,521	1,796,110	12,051	3,726
Rural Housing	32,027	26,942		
CASH AND INVESTMENTS	\$ 26,756,522	\$ 29,851,671	\$ 72,737	\$ 48,243
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 91,633	\$ 42,629		
Clerk of Court Trust	25,210	25,210		
Short Term Investments:				
State Trust Fund - Health Insurance	1,257,838	1,232,235	4,995	2,735
Clerk of Courts	577,769	580,844	113	104
Drug Investigation	168,944	196,389		
Land Conservation	114,896	110,527	27	10
Long Term Investments:				
Money-Market - Workers' Compensation	931,020	912,069	3,697	2,024
CD-Land Conservation	250,000	250,000	1,062	720
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,417,310	\$ 3,349,903	\$ 9,894	\$ 5,593
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 24,624,676	\$ 22,962,461		
Note Payable-(Unfunded Pension Liability)	4,526,197	4,792,822		
Liability Accrued Compensated Absences	1,966,609	2,176,444		
OUTSTANDING LONG-TERM DEBT	\$ 31,117,482	\$ 29,931,727		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 02/28/19
(Continued)



ACCOUNT	2019	2018
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	819
Delinquent Real Estate Taxes 2010-Sale of 2011	866	866
Delinquent Real Estate Taxes 2011-Sale of 2012	863	863
Delinquent Real Estate Taxes 2012-Sale of 2013	853	853
Delinquent Real Estate Taxes 2013-Sale of 2014	849	7,379
Delinquent Real Estate Taxes 2014-Sale of 2015	11,059	170,056
Delinquent Real Estate Taxes 2015-Sale of 2016	174,899	569,755
Delinquent Real Estate Taxes 2016-Sale of 2017	582,383	1,062,317
Delinquent Real Estate Taxes 2017-Sale of 2018	1,078,073	
Forest and Cropland Taxes	(114)	145
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing	-	-
Real Estate-Charge Backs		-
Tax Deeds Receivable	69,237	80,074
Allowance for Uncollectable Tax Deeds	(69,699)	(78,436)
Tax Certificates and Deeds	1,840,879	1,805,482
Property Tax	(10,348,809)	(10,850,240)
Assessments	725,672	569,408
Accounts	14,080,914	11,787,636
Tax Installment Contracts		(750)
Due from other Governments	2,824,093	4,013,939
Accrued Interest	142,164	108,436
RECEIVABLES	\$ 9,264,913	\$ 7,433,911



DOUGLAS COUNTY

OFFICE OF ADMINISTRATOR

**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.

Ann W. Doucette
1316 N. 14th Street • Suite 301
Superior, WI 54880
(715) 395-1335 Fax (715) 395-1312

Date: April 22, 2019
TO: Administration Committee
FROM: Ann
RE: Merit Rewards/Discretionary Funding

I would like to submit a request for \$75,000 for 2019, to be included as part of the Capital Projects Process. Administration has received many calls, since the first of year, from employees inquiring about funding.

In past years, the County has included the Merit Rewards funding as part of the Capital Improvement Process. The funding has traditionally come from the discretionary allocation. In 2017, a request was approved for \$145,245. Since the majority of departments were able to absorb the rewards without going over budget, only \$65,000 was approved for 2018. Finance has indicated that this amount was adequate for 2018. A budget of \$75,000 for 2019, should also be adequate.

TO: CANDACE HOLM-ANDERSON, FINANCE DIRECTOR
ANNE DOUCETTE, COUNTY ADMINISTRATOR

FROM: JUSTIN FISCHER, SENIOR VICE PRESIDENT

SUBJECT: REFINANCING OF 2010 GO BONDS AND 2013 STATE TRUST FUND LOAN

DATE: MAY 2, 2019

Baird met with County officials on Tuesday, April 16th to discuss an opportunity to refinance the County's outstanding 2010 General Obligation Bonds and 2013 State Trust Fund Loan for interest cost savings. The 2010 General Obligation Bonds were callable starting February 1, 2019 and the State Trust Fund Loan can be refinanced January 1st through August 31st each year.

Municipal market interest rates have steadily dropped over the past few months allowing the County to potentially realize interest cost savings. Based on current market interest rates, the County could potentially realize over \$85,000 in debt service savings related to refinancing the 2010 Bonds and over \$120,000 related to the 2010 Loan.

The anticipated award dates for the two bond issues is mid-May or early June depending on market conditions. The Administration Committee will consider the refinancing opportunities at the May 2, 2019 meeting. Baird will work with Quarles and Brady to draft Parameter Resolutions for consideration and adoption at the County Board meeting on May 16, 2019. Authority for final sign-off of the bond sale, within the designated parameters will be delegated to the County Board Chairperson, County Administrator and Finance Director.

Baird will begin pulling together the required financing documentation with the intent of locking-in interest rates as soon as practical.

Justin Fischer from Baird will be at the County Board meeting May 16, 2019 to go through the two refinancing bond issues and answer questions.

Staff recommends that the County moves forward with the two refinancing bond issues and adopt Parameter Resolutions at the May 16, 2019 County Board meeting.



Douglas County

Administration Committee Meeting

May 2, 2019

Justin A. Fischer, Senior Vice President

jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
Fax 414.298.7354



Douglas County

Administration Committee Meeting

May 2, 2019

Timeline

- County Board considers refunding of Bonds/adopts Parameters Resolutions May 16, 2019
 - Authority for final sign-off of the bond sale, within designated parameters, is delegated to its County Board Chairperson, County Administrator and Finance Director
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating/Marketing
- If market is strong, savings meet Board’s parameters, sell the Bonds.....May/June 2019
- Closing (funds available).....June/July 2019

Borrowing/Structure/Purpose

Estimated Size:	\$7,485,000	\$4,620,000
Issue:	General Obligation Refunding Bonds	Taxable General Obligation Refunding Bonds
Purpose:	Refinancing of 2010 Bonds	Refinancing of 2013 State Trust Fund Loan
Structure:	Matures February 1, 2020-2022	Matures February 1, 2020-2032
First Interest:	February 1, 2020	February 1, 2020
Callable:	Noncallable	TBD
Estimated Interest Rate:	2.42%	3.24%
Estimated Gross Savings:	\$86,231	\$123,026
Estimated PV Savings:	\$82,661	\$87,230
Detailed Analysis:	Page 3	Page 4
Parameters Interest Rate:	2.75%	3.50%
Parameters PV Savings:	\$75,000	\$75,000

Douglas County

Administration Committee Meeting

May 2, 2019



Illustration of Hypothetical Refinancing of 2010 Bonds

Calendar Year	BEFORE REFINANCING				AFTER REFINANCING					POTENTIAL DEBT SERVICE SAVINGS	
	\$9,250,000 G.O. Refunding Bonds Dated November 4, 2010			TOTAL DEBT SERVICE	\$9,250,000 G.O. Refunding Bonds Dated November 4, 2010		\$7,485,000 G.O. Refunding Bonds (CR) Dated July 8, 2019 ⁽¹⁾				TOTAL NEW DEBT SERVICE
	PRINCIPAL (2/1)	RATE	INTEREST (2/1 & 8/1)		PRINCIPAL (2/1)	INTEREST (2/1 & 8/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 8/1)	TOTAL		
2019	\$50,000	2.750%	\$266,688	\$316,688	\$50,000	\$133,688				\$183,688	\$133,000
2020	\$2,350,000	3.500%	\$224,875	\$2,574,875	***		\$2,305,000	\$239,751	\$2,544,751	\$2,544,751	\$30,124
2021	\$2,525,000	3.500%	\$139,563	\$2,664,563	***		\$2,490,000	\$148,885	\$2,638,885	\$2,638,885	\$25,678
2022	\$2,725,000	3.500%	\$47,688	\$2,772,688	***		\$2,690,000	\$55,145	\$2,745,145	\$2,745,145	\$27,543
	\$7,650,000		\$678,813	\$8,328,813	\$50,000	\$133,688	\$7,485,000	\$443,781	\$7,928,781	\$8,112,468	\$216,344

Maturities callable 2/1/2019 or any date thereafter.

CALLABLE MATURITIES

*** REFINANCED WITH 2019 ISSUE.

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates as of 4/16/19. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

TRANSFER OF PRIOR DEBT SERVICE.....	(\$133,000)
ROUNDING AMOUNT.....	\$2,886
POTENTIAL GROSS SAVINGS.....	\$86,231
(2) POTENTIAL PRESENT VALUE SAVINGS \$.....	\$82,661
POTENTIAL PRESENT VALUE SAVINGS %.....	1.088%

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.80% as the discount rate.

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	1.564%	\$118,836
-0.20%	1.404%	\$106,740
-0.10%	1.245%	\$94,655
+0.10%	0.929%	\$70,591
+0.20%	0.772%	\$58,656
+0.30%	0.613%	\$46,618

Douglas County

Administration Committee Meeting

May 2, 2019



Illustration of Hypothetical Refinancing of 2013 State Trust Fund Loan

Calendar Year	BEFORE REFINANCING				AFTER REFINANCING					POTENTIAL DEBT SERVICE SAVINGS	
	\$5,958,752 State Trust Fund Loan (Taxable) Dated January 25, 2013			TOTAL DEBT SERVICE	\$5,958,752 State Trust Fund Loan (Taxable) Dated January 25, 2013		\$4,620,000 Taxable G.O. Refunding Bonds (CR) Dated June 17, 2019 ⁽²⁾		TOTAL NEW DEBT SERVICE		
	PRINCIPAL (3/15)	RATE	INTEREST (3/15)		PRINCIPAL (3/15)	INTEREST (3/15)	PRINCIPAL (2/1)	INTEREST (2/1 & 8/1)			TOTAL
2019	\$266,626	3.750%	\$179,731	\$446,357	\$266,626	\$179,731			\$446,357	\$0	
2020	\$276,159	3.750%	\$170,197	\$446,356	***		\$275,000	\$161,498	\$436,498	\$9,858	
2021	\$286,980	3.750%	\$159,376	\$446,356	***		\$305,000	\$134,044	\$439,044	\$7,313	
2022	\$297,742	3.750%	\$148,615	\$446,357	***		\$315,000	\$124,343	\$439,343	\$7,014	
2023	\$308,907	3.750%	\$137,449	\$446,356	***		\$320,000	\$114,612	\$434,612	\$11,744	
2024	\$320,146	3.750%	\$126,210	\$446,356	***		\$330,000	\$104,700	\$434,700	\$11,657	
2025	\$332,497	3.750%	\$113,860	\$446,357	***		\$345,000	\$94,354	\$439,354	\$7,003	
2026	\$344,965	3.750%	\$101,391	\$446,356	***		\$355,000	\$83,521	\$438,521	\$7,835	
2027	\$357,902	3.750%	\$88,455	\$446,357	***		\$365,000	\$72,252	\$437,252	\$9,105	
2028	\$371,117	3.750%	\$75,239	\$446,356	***		\$375,000	\$60,522	\$435,522	\$10,834	
2029	\$385,240	3.750%	\$61,117	\$446,357	***		\$390,000	\$48,242	\$438,242	\$8,115	
2030	\$399,686	3.750%	\$46,670	\$446,356	***		\$400,000	\$35,404	\$435,404	\$10,953	
2031	\$414,674	3.750%	\$31,682	\$446,356	***		\$415,000	\$21,871	\$436,871	\$9,485	
2032	\$430,181	3.750%	\$16,176	\$446,357	***		\$430,000	\$7,439	\$437,439	\$8,918	
	\$4,792,822		\$1,456,169	\$6,248,991	\$266,626	\$179,731	\$4,620,000	\$1,062,800	\$5,682,800	\$6,129,157	\$119,834

Maturities callable anytime 1/1-8/31.

CALLABLE MATURITIES

*** REFINANCED WITH 2019 ISSUE.

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates as of 4/17/19. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

ROUNDING AMOUNT..... \$3,192
POTENTIAL GROSS SAVINGS..... \$123,026

(2) POTENTIAL PRESENT VALUE SAVINGS \$..... \$87,230
POTENTIAL PRESENT VALUE SAVINGS %..... 1.927%

(2) Present value calculated using the All Inclusive Cost (AIC) of 3.41% as the discount rate.

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	3.868%	\$175,096
-0.20%	3.216%	\$145,581
-0.10%	2.570%	\$116,330
+0.10%	1.293%	\$58,501
+0.20%	0.662%	\$29,973
+0.30%	0.038%	\$1,729

DOUGLAS COUNTY WISCONSIN
 BUDGETARY / ACTUAL TRANSFERS
 MAY 2019 COUNTY BOARD MEETING

Department	Amount	Explanation	Document #	Fiscal Note
Communication Center	11,451	Record grant revenue & expenditures for Telephone Assisted CPR Support	210425	Increase Supply Expenditures \$10,596 (Db 21233.5319) Increase Training Expenditures \$500 (Db 21233.5325) Increase Training Wages \$355 (Db 21233.5117.1) Increase Intergovernmental Revenue \$11,451 (Cr 21233.4352)
Buildings & Grounds	12,637	Release 2018 Capital Project Funds for Courthouse Sign (Original \$49,000, Spent to date \$36,363)	210490	Increase Capital Projects Outlay \$12,637 (Db 72611.5831.14) Decrease 2018 Capital Projects Reserve \$2,637 (Cr 15420.3443.18)



Memo

To: Douglas County Health & Human Services Board Members
From: Pat Schanen, Director Health & Human Services
Date: 4/11/19
Re: Comprehensive Community Services (CCS)/ Funding request

I am writing to give you an update on the status of the CCS program and our efforts for securing a partner agency to work with us to update and implement the CCS program in our community as well as a one-time funding request for **the first year administrative costs** of operations until reconciliation.

We have advertised our Request for Proposal (RFP) to invite qualified agencies to submit a proposal to update and implement a Comprehensive Community Services program. The “Invitation to Public or Non-Profit organizations to Partner with Douglas County” is on the Douglas County website. This invitation gives prospective partners additional information about the program. Hopefully, this information will peak their interest enough to request a copy of the RFP where they will get the full scope of the program.

Most functions of a fully implemented CCS program will be provided on a contract basis; inclusive of the CCS Program Administrator. However, Douglas County Department of Health & Human Services (DCDHHS) Administration will provide direct oversight of the CCS program. The DCDHHS CCS program, upon receiving State Certification, would be a member of a three County Regional Consortium (Ashland/Bayfield/Douglas) under a shared services model. Within the shared services model two (2) services have been identified: Training and Regional Coordination Committee.

There are a number of roles and functions in CCS that are non-billable but essential to the program; included are the roles of the CCS Administrator and CCS Service Director. The activities of the service facilitators, including the review of documentation from contracted vendors, are also non-billable. Any administrative costs for the program will not be reimbursed until the annual reconciliation process which is completed in the following year. It is the expectation that in the second year of service we would recoup part or all of the **first year administrative costs** during reconciliation through any reimbursement of overpayments to the contracted administrative entity. Each year’s reconciliation would then be needed to continue to

fund the non-billable administrative costs of the following year for the contracted administrative entity.

I continue to believe that a CCS program represents an investment in mental health/substance abuse recovery in Douglas County. CCS will address mental health/substance abuse concerns of children and adults, who are Medical Assistance (MA) eligible and living in our community. This program will also provide a much needed resource for children/adults returning from out-of-home placements by providing a continuum of services, in addition to traditional counseling services, to further positive change.

I am requesting one-time CCS funding to cover the administrative/non-billable portion of CCS for the first 12 -16 months. We are projecting that this amount could be as high as \$240,000. I am requesting using a combination of funding sources (Health software reserve, PNCC Audit Reserve, and W-2 Supplemental funds), totaling \$ 240,000.

Thanking you in advance for your consideration of this funding request.

CODE OF ETHICS

POLICY: To establish guidelines for ethical standards of conduct for all county employees in accordance with law.

Procedure

Ordinance #1.25, Douglas County Ethics Ordinance, was enacted on September 18, 2003, under the authority of Section 19.59 of the Wisconsin Statutes, and is incorporated herein by reference to apply to all employees. This ordinance establishes a code of ethics for all county officials, setting out acts or actions which are incompatible with the best interests of the county and requiring certain disclosure of personal and financial interests, in matters affecting the county.

Employees may not use their county position to realize private gain, in any form, for the employee, the employee's immediate family, or an outside organization. Employees may not participate in decisions about hiring, retaining, or promoting, individuals if they have a personal relationship with the applicant/employee that may present a conflict of interest, or be perceived as presenting a conflict of interest. Employees are required to disclose any conflicts of interest/potential conflicts of interest with their supervisor or the Human Resources Department. The county retains the rights to determine whether or not an employee's actions are in conflict with county interests and Douglas County Ethics Ordinance.

Passed by County Board, Resolution#4-12; January 19, 2012

1.25 DOUGLAS COUNTY ETHICS ORDINANCE

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DOUGLAS DOES ORDAIN AS FOLLOWS:

SECTION I. AUTHORITY

This ordinance is enacted under the authority of Section 19.59 of the Wisconsin Statutes.

SECTION II. DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gains; and that the public have confidence in the integrity of its government. To assist in attaining these goals, there is established a code of ethics for all County officials including members of boards, committees and commissions, and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions which are incompatible with the best interests of the County and by requiring such officials and employees to disclose personal interests, financial or otherwise, in matters affecting the County. The purpose of this code and the rules and regulations established hereby are declared to be in the public interest.

SECTION III. RESPONSIBILITY OF PUBLIC OFFICE

Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and County; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

SECTION IV. DEDICATED SERVICE

Elective and appointive officials and employees shall adhere to the rules of work and performance standards established for their positions. Officials and

employees shall not exceed their authority or breach the law or ask others to do so. They shall cooperate with public officials and employees from other governmental bodies, agencies and jurisdictions unless prohibited from doing so by law.

SECTION V. FAIR AND EQUAL TREATMENT

No official or employee shall use or permit the use of County-owned vehicles, equipment, materials or property unless authorized to do so. All officials and employees are obligated to give the same consideration to matters and persons in like or similar circumstances and may not arbitrarily or capriciously treat one person differently from another.

SECTION VI. STANDARDS OF CONDUCT

The County Board hereby reaffirms that a County public official holds his or her position as a public trust, and any effort to realize substantial personal gain through official conduct is a violation of that trust. This subsection does not prevent any County public official from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of his or her duties to this County. The County Board further recognizes that in a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government; that citizens who serve as County public officials retain their rights as citizens to interests of a personal or economic nature; that standards of ethical conduct for County public officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society, and those conflicts which are substantial and material; and that County public officials may need to engage in employment, professional or business activities, other than official duties, in order to support themselves or their families and to maintain a continuity of professional or business activity, or may need to maintain investments, which activities or investments do not conflict with the specific provisions of this subsection.

SECTION VII. EXEMPTIONS

Political contributions which are reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

SECTION VIII. PERMITTED ACTIVITIES

This section does not prohibit a County public official from taking any

action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a County public official from taking official action with respect to any proposal to modify State law or the State Administrative Code.

A. Rights Not Restricted. Nothing in this code shall deny any County public official or employee the right as a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of the State.

SECTION IX. DEFINITIONS

A. "Person" means any individual, corporation, partnership, joint venture, association or organization.

B. "Financial Interest" means any interest which yields, directly or indirectly, a monetary or other material benefit to the county officer or employee or to any person employing or retaining services of the county officer or employee.

C. "Anything of Value" means any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by the state or county, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.

D. "Privileged Information" means any written or oral material related to county government which has not become part of the body of public information and which is designated by statute, court decision, lawful order, ordinance, resolution or custom as privileged.

E. "Official" means all county department heads or directors, county supervisors, and all other county elected officers, except judges and district attorneys.

F. "Employee" means all persons filling an allocated position of county employment and all members of boards, committees, and commissions except those individuals included in E.

G. "Immediate Family" means an individual's spouse; and an individual's relative by marriage, lineal descent, or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from

whom the individual receives, directly or indirectly, more than one-half of his or her support.

SECTION X. CONFLICT OF INTEREST

A. Receipt of Gifts, Gratuities, and Preferential Treatment Prohibited. An official or employee shall not solicit or accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair independence of judgment or action in the performance of official duties. Nor shall an official or employee accept from any person or organization, directly or indirectly, preferential treatment or any thing of value without full payment, if it could reasonably be expected to influence a vote, a contract, or could reasonably be considered as a reward for any governmental action or inaction.

B. Exception. It is not a conflict of interest for an official or employee to receive:

- (1) An unsolicited gift or gratuity of insignificant value, or
- (2) Anything given to him or her independent of his or her position as an official or employee.

C. Business Interest. An official or employee shall not engage in any financial transaction which:

- (1) Is incompatible with the proper discharge of official duties for the benefit of the public,
- (2) Is contrary to the provisions of this code, or
- (3) May impair independence of judgment or action in the performance of official duties.

D. Employment. An official or employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of official duties or which may impair independence of judgment or action in the performance of official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

E. Contracting. An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the county involving a payment or payments of more than \$ 2,000 within a 12 month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and

reported such interest to the County Board. Further, pursuant to s. 946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract(s) with Douglas County involving the receipts or disbursement of more than \$15,000 in any year, per State Statutes.

F. Financial Interest in Legislation. An official or employee who is requested to give an official opinion or recommendation to the County Board and who has a financial interest in any proposed action before the County Board shall disclose the nature and extent of such interest to the County Clerk and the County Board prior to or during the initial discussion of such action. An official or employee who has a financial interest in any proposed action shall abstain from speaking to the issue and from voting on that action. If there is a question to this regard, the official or employee may seek an opinion from the Ethics Board.

G. Disclosure of Privileged Information. An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such information. An official or employee shall not use privileged information to advance personal financial interest of himself or herself or his or her immediate family or any other person.

H. Indirect Actions or Benefits. No county official or employee shall directly or indirectly initiate any action by another county official or employee which would constitute a violation of this Code.

SECTION XI. COMPLIANCE WITH STATE STATUTES

A. Statutes Incorporated by Reference. The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:

- (1) Section. 19.01 Oaths and Bonds ;
- (2) Section. 19.21 Custody and Delivery of Official Property and Records ;
- (3) Section 19.81-89 Open Meetings of Governmental Bodies; and
- (4) Section 19.59 Codes of Ethics for Local Government Officials, Employees and Candidates .

B. Violation of Incorporated Statutes. Officials shall comply with the sections of the Wisconsin Statutes incorporated in this code and failure to do so shall constitute a breach of this Code of Ethics.

SECTION XII. DISCLOSURE OF CERTAIN FINANCIAL INTEREST

Within ten (10) days after swearing in of County Board Supervisors, they shall file a statement of economic interest with the Douglas County Clerk. Amended statements of economic interest as provided by the County Clerk, shall be filed on an annual basis or within 14 calendar days from the date in which the conflict became known or should have been known to the Supervisor.

A. Form of statement. A person filing any statement of economic interest under this section shall file the statement on a form prescribed by the Ethics Board and shall supply the following information to the County Clerk:

- (1) Interest in Land. A description of all parcels of real estate within the County in which the person owns any interest including an option to purchase, but exempting homestead property.
- (2) Corporate Interests. County Board Supervisors shall identify all corporate interests in any business organization, either as an owner, part owner, partner, or silent partner, in which such individual owns more than two percent of the outstanding stock or more than two percent of any other business ownership that is doing business with the County in an amount in excess of \$7,500 annually.
- (3) The identity of each person from which the individual who is required to file received, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 within the taxable year preceding the time of filing, except that the source of a gift need not be identified if the donation is permitted under s. 19.56(3)(e), (em) or (f) of the Wisconsin Statutes or if the donor is the donee's parent, grandparent, child, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, spouse, fiancé or fiancée.
- (4) Lodging, transportation, money or other things of pecuniary value reportable under Section 19.56(2) of the Wisconsin Statutes.

B. Amended Statements. Any person required to file a statement hereunder shall not be required to file an amended statement unless that person undergoes a change in those economic interests that are required to be disclosed by this section. Such persons shall file the amended statement in the manner prescribed above within fourteen days of the date of any change in circumstances requiring filing thereof.

C. County Board Supervisors shall comply with the provisions of this section within 30 days after the requirements hereof are imposed upon such office or position.

SECTION XIII. ETHICS BOARD

A. There shall be an Ethics Board which shall consist of five members: one County Board supervisor; one County officer or employee; and four citizens, one of whom shall be an alternate who shall vote only in the absence or abstention of a member. Each member shall be appointed by the County Board Chair and subject to confirmation by the County Board. The citizen members shall be chosen from the private sector and shall not be affiliated with County government in any capacity, including, but not limited to, employment (including employment for which the salary is in any way funded by or through the County), appointment or election. Terms of office of citizens shall be three years, one appointment to be made annually. The Ethics Board shall elect its own chair and vice-chair. If any member of the Ethics Board petitions the Ethics Board for a hearing and advice regarding his or her own conduct, such member shall not be eligible to sit in his or her own case, and the alternate shall substitute therefore when the need arises. The Corporation Counsel shall act in an advisory capacity to the Ethics Board.

B. The jurisdiction of the Ethics Board is limited to acting within the scope of subs (c), (d), (e), (g), (h) and (Applicability section) of this code.

C. The Ethics Board may recommend amendments of this code to the County Board.

D. Upon the sworn complaint of any person alleging facts which, if true, would constitute a violation of this section, the Ethics Board shall conduct a "due process" public hearing unless a private hearing is authorized by Wisconsin's Open Meeting Law and is requested by the person accused and, in written findings of fact and conclusions based thereon, make a determination concerning the complaint. If the Ethics Board finds there is probable cause a person has violated a provision of this section, it may refer the matter to the District Attorney or County Board for appropriate action. In making such referral, the Ethics Board shall attach the findings and conclusions as well as such documents as it decides are germane to the issue; the statement of determination shall not be admissible as evidence in any court.

E. A 4/5 vote of the entire membership of the Ethics Board shall be required to make a finding of probable cause.

F. No action may be taken by the Ethics Board on any complaint

which is filed later than three years after a violation of this Code of Ethics is alleged to have occurred or which is filed later than three years from the date of the discovery, upon due diligence by the complaining party, of the facts constituting a violation.

G. Advisory Opinions. Any person governed by this code may apply in writing to the Ethics Board for an advisory opinion and shall be guided by any opinion rendered. Applicants shall present their interpretation of the facts at issue and of the applicability of the provisions of this code before the advisory opinion is rendered. All opinions shall be in writing and adopted by the Ethics Board. The Ethics Board's deliberations and action upon such applications shall be in meetings not open to the public, but notice of such meetings shall be given pursuant to s. 19.84, Wis. Stats. Records of the Ethics Board's opinions, opinion requests and investigations of violations may be closed to public inspection, as permitted by Chapter 19, Wis. Stats. The Ethics Board, however, may make such records public with the consent of the applicant.

SECTION XIV. PENALTIES

Violations of any of the provisions of this ordinance that may constitute a cause for suspension, removal from office or employment or other disciplinary action, shall be brought only under the authority of the applicable Wisconsin Statutes. Anyone violating any provision of this Ordinance is also subject to a civil forfeiture up to \$1,000 for each violation and in addition may be subject to further disciplinary sanctions imposed by the County Board.

SECTION XV. EFFECTIVE DATE

This ordinance shall take effect October 1, 2003.

Dated this 16th day of July, 2003.

Employee Staffing Report (January through March)
1st Quarter - 2019

Department	Date	Position	FT/PT	Comments
Land Service	1/2/2019	Land Info Specialist	FT	New Hire
HHS	1/21/2019	Social Worker	FT	New Hire
Sheriff	1/21/2019	Jailer	FT	New Hire
Sheriff	1/21/2019	Jailer	FT	New Hire
Land Service	1/28/2019	Land Conservationist	FT	New Hire
HHS	2/4/2019	Social Worker	FT	New Hire
Sheriff	1/28/2019	Jailer	FT	New Hire
Highway	1/28/2019	Maintenance Worker I	FT	New Hire

Department	Retired	Position	FT/PT	Comments
Sheriff	1/18/2019	Detective	FT	Retirement
HHS	1/31/2019	Social Worker	FT	Retirement
Buildings & Grounds	3/12/2019	Custodial Maintenance Asst	FT	Retirement
Veterans	2/28/2019	Veterans Benefit Specialist	FT	Retirement

Department	Resign/Term	Position	FT/PT	Comments
Sheriff	2/11/2019	Jailer	FT	Involuntary Resignation
Forestry	3/1/2019	Forester	FT	Voluntary Resignation
HHS	2/27/2019	B3 Coordinator	FT	Involuntary Resignation