



Administration

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MISSION

The purpose of the Brown County Administration Department is to provide centralized financial and budgetary management, accounting, payroll and purchasing services, as well as information services to all County departments. The department also assists the County Executive and County Board in analyzing and formulating recommendations regarding public policy, budget development and administrative matters.

PROGRAM DESCRIPTION

The Administration Department is responsible for centralized financial and budgetary management, purchasing functions and Information Services. The department provides centralized financial management and accounting services consistent with federal and state laws and Governmental Accounting Standards Board pronouncements.

As part of the budgetary management function, the department is responsible for preparation of the annual budget, capital improvements bonding plan, administrative policies and various special purpose analyses and reports. As part of the financial management function, necessary financial information is provided to the County Executive, departments, County Board and various boards, commissions and committees to aid in policy making. Accounting activities include preparation of financial reports and audits, maintenance of the books (general ledger, accounts payable, etc.), indirect cost allocation and bonding. Purchasing provides centralized purchasing capabilities for all departments as well as facilitates the proposal and bid process to ensure contracts are awarded to the vendor or firm that will provide the best value for the taxpayer's dollar.

Information Services provides assistance to all county departments. Departments are provided a full range of information processing and telecommunications services including system design, development, training and documentation; mainframe and network computer access and operations; local and wide area networks; personal desktop computers; Internet and Intranet services; imaging applications; safeguarding of data; e-mail; telephone and voicemail services; coordination of the maintenance of all related hardware and software; and technology consulting and research.

PERFORMANCE MEASURES

	2008 Actual	2009 Estimate	2009 Budget	2010 Budget	Budget Change
Administration					
Total Dollars Bonded for County Projects	\$49.6M	\$13.5M	\$16.5M	\$21.5M	30.34%
County-wide Financial System Modules Implemented	0	10	10	12	20.00%
Information Services					
Percent of Service Requests Completed Within 10 Days	77%	80%	73%	83%	13.70%

POLICY INITIATIVES

Phase II Financial System Implementation – August 1, 2009, was the “go live” date for phase I (General Ledger, Purchasing, Accounts Payable, Budget) of the new County-wide financial system implementation. During 2010, Administration will work in conjunction with Human Resources to implement Phase II, the core HR and Payroll module. The next phase after that will include cash receipts, miscellaneous billing, fixed assets, project accounting and contract accounting, and lastly the remaining Human Resources modules.

Department Reorganization – In an effort to streamline processes between Human Resources and the Department of Administration and to reduce or eliminate duplicated efforts, the 2010 budget includes a comprehensive reorganization between the two departments. This reorganization includes the transfer of the risk and liability function to the Purchasing Division in Administration where efforts currently cross over into contract review and insurance requirements and certificates. In addition, the payroll function will transfer from Administration to Human Resources with the reclassification of the Payroll Supervisor to a Benefits and Compensation Manager, and the transfer of 1.5 FTE Payroll Specialists to allow better flow of communications between contract negotiations and the administration of contracts.

Software Implementations – In conjunction with the financial system implementation, starting in 2009 Administration will be automating the time reporting for Human Services. The system will include scheduling and automated time reporting. The implementation has been added to the financial system implementation project, and the rollout of the system will continue during 2010. In addition, the current Patient Management System (PMS) used by Human Services is inefficient, and once the needs identification phase is complete and documented, a replacement system will be implemented during 2010.

Voice-Over IP Phone System – The department will be completing the final phase in the replacement of the voice and data switching gear that controls all communications within Brown County facilities. The implementation began in late 2009, and the remaining facilities will be converted over to the new system during 2010.

Printer/Copier Evaluation – During 2010, Administration will evaluate the printing and copying requirements of the entire County to maximize the use of current technology while minimizing costs.

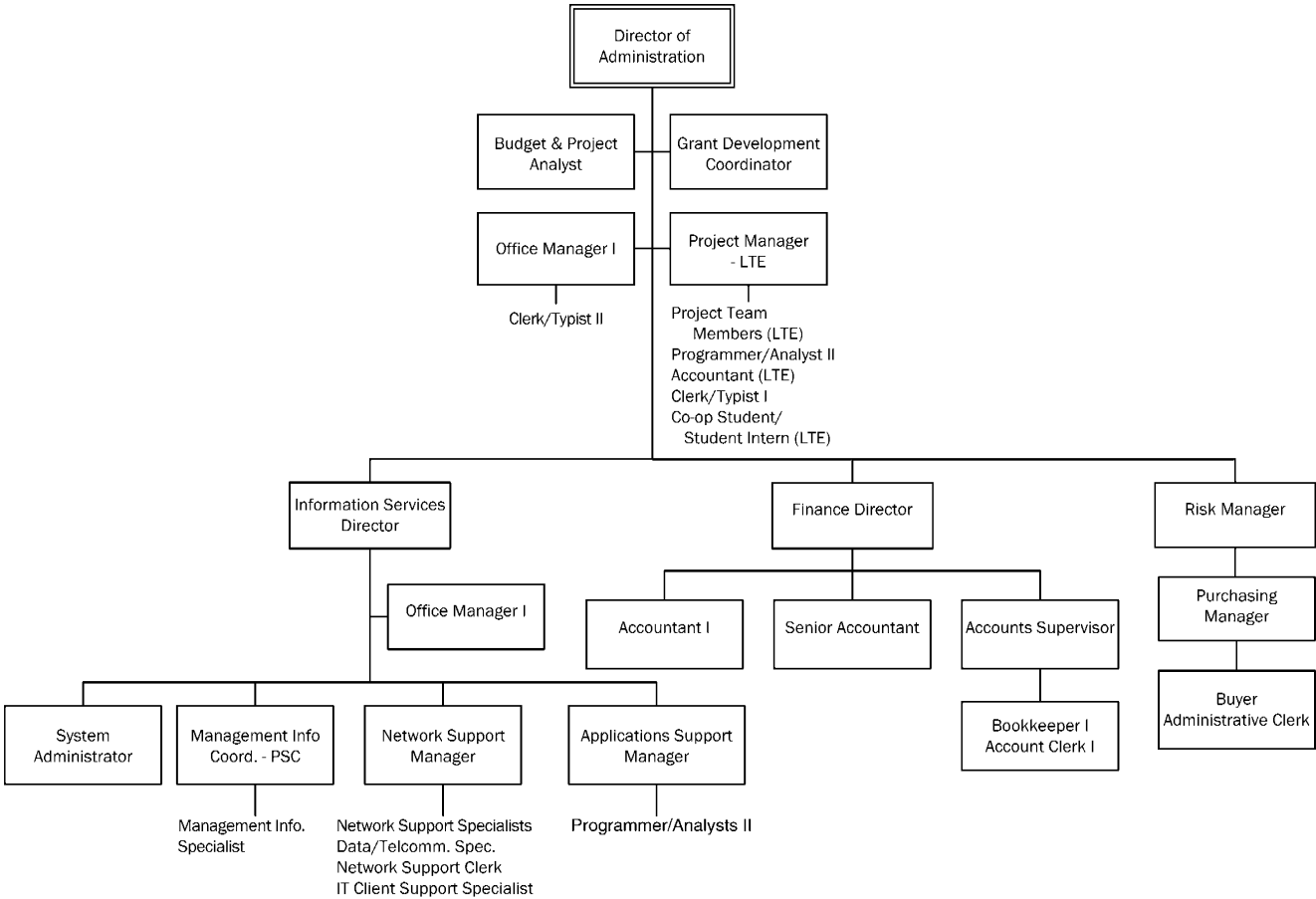
FINANCIAL SUMMARY

	2008 Actual	2009 Estimated	2009		Change from 2009	
			Amended Budget	2010 Budget	Amended Budget \$	%
Public Charges	51	20,624	-	-	-	0.00%
Miscellaneous Revenue	3,802,230	4,080,647	4,339,294	3,951,079	(388,215)	-8.95%
Other Financing Sources	1,999,956	248,630	286,881	317,930	31,049	10.82%
Total Revenues	5,802,237	4,349,901	4,626,175	4,269,009	(357,166)	-7.72%
Personnel Costs	2,632,570	2,765,766	3,166,390	2,954,232	(212,158)	-6.70%
Operating Expenses	2,288,271	2,804,036	2,800,981	2,778,953	(22,028)	-0.79%
Interdept. Charges	176,030	58,469	65,116	62,823	(2,293)	-3.52%
Outlay	119,764	-	-	-	-	0.00%
Total Expenses	5,216,635	5,628,271	6,032,487	5,796,008	(236,479)	-3.92%
Property Taxes	1,418,320	1,278,370	1,406,312	1,158,878	(247,434)	-17.59%
Addition to (Use of) Fund Balance	2,003,922	-	-	(368,121)		

SUMMARY HIGHLIGHTS

Miscellaneous revenue decreased due to the reduction in Information Services chargebacks to County departments, which is a result of the elimination of a 1.0 FTE Software Support Specialist position in IS as well as the removal of the majority of printers from the 5-year replacement plan until a complete review and evaluation of County-wide printing and copying needs can be completed (see Policy Initiatives for more information). Other financing sources increased to reflect the full-year allocation of project staff for Phase II of the new financial system from the capital project budget to Administration; however, this was offset by the removal of carryover from 2009.

Personnel costs decreased mainly to reflect the changes in positions and FTEs from the departmental reorganization planned for 2010 (see Policy Initiatives for more information). These costs were also affected by cost-of-living wage increases and associated fringe benefits for existing staff; however, this was mostly offset as a result of adjustments to the health insurance plan which reduced costs for 2010. Operating expenses decreased slightly due to a drop in temporary replacement help, software maintenance agreement expenses and decreased printing costs; however, this increase was partially offset by the addition of new phones for the implementation of the County-wide voice-over IP phone system project (see Policy Initiatives for more information). Interdepartmental charges decreased to reflect a slight reduction in Information Services chargebacks.



STAFFING SUMMARY

Position	FTE	Unit Rate	Budget Hours	Base	Longevity	Cost
Director of Administration	1.00	43.47	2,080	90,424	0	90,424
Information Services Director	1.00	41.65	2,080	86,625	0	86,625
Finance Director	1.00	40.09	2,080	83,386	0	83,386
Project Manager - LTE	1.00	37.82	2,080	78,671	0	78,671
Risk Manager	1.00	34.89	2,080	72,566	0	72,566
Applications Support Manager	1.00	35.42	2,080	73,673	0	73,673
Network Support Manager	1.00	33.42	2,080	69,513	0	69,513
System Administrator	1.00	33.42	2,080	69,513	0	69,513
Management Info Coord - PSC	1.00	31.38	2,080	65,276	0	65,276
Purchasing Manager	1.00	31.38	2,080	65,276	0	65,276
Senior Accountant	1.00	29.28	2,080	60,896	0	60,896
Data/Telecommunications Specialist	1.00	28.69 ^	2,080	59,682	240	59,922
Programmer/Analyst II	6.50	28.69 ^	13,520	387,933	1,425	389,358
Management Information Spec.	1.00	26.78	2,080	55,712	0	55,712
Project Team - LTE	2.00	26.01	4,160	108,182	0	108,182
Accountant - Finance	1.00	26.00	2,080	54,080	0	54,080
Network Support Specialist	3.00	25.73 ^	6,240	160,567	960	161,527
Grant Development Coordinator	1.00	24.51	2,080	50,986	0	50,986
Budget & Project Analyst	1.00	23.10	2,080	48,053	0	48,053
Buyer	1.00	23.10	2,080	48,053	0	48,053
Accountant - LTE	1.00	22.43	2,080	46,652	0	46,652
Accounts Supervisor	1.00	22.43	2,080	46,652	0	46,652
IT Client Support Specialist	1.00	20.45 ^	2,080	42,545	0	42,545
Office Manager I	1.00	20.05	2,080	41,697	0	41,697
Office Manager I	1.00	19.46	2,080	40,481	0	40,481
Bookkeeper I	0.50	19.19 ^	975	18,711	60	18,771
Administrative Clerk	1.00	17.20 ^	1,950	33,541	360	33,901
Account Clerk I	0.80	16.71 ^	1,560	26,063	96	26,159
Network Support Clerk	1.00	16.21 ^	2,080	33,723	360	34,083
Account Clerk - LTE	1.00	15.90	2,080	33,076	0	33,076
Clerk/Typist II	1.00	15.49 ^	1,950	30,200	120	30,320
Clerk/Typist I	0.50	14.88 ^	975	14,505	45	14,550
Co-op Student/Student Intern - LTE	0.25	8.25	520	4,290	0	4,290
Office Manager (unfund - 1.0 FTE)	X			(40,481)		(40,481)
	39.55		81,770	2,160,722	3,666	2,164,388
						18,259
						(43,580)
^ 2009 Settled rate per contract						2,139,067
^^ Salary adjustment includes the adjustments for the negotiated rates						10,000
						805,165
						<u>2,954,232</u>

^^ Salary Adjustment

Turnover Reduction

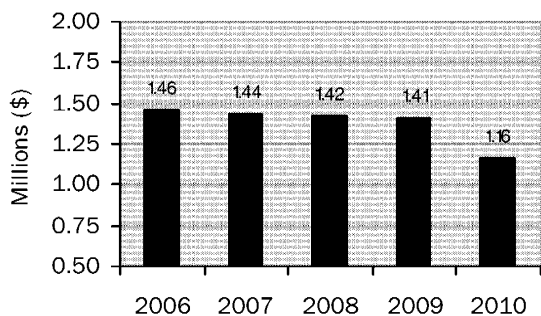
Regular Earnings

Premium Overtime

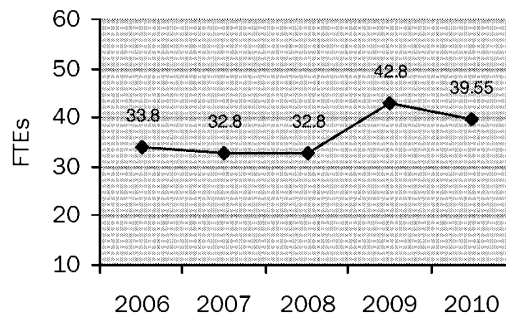
Fringe Benefits

2010 Total Compensation

LEVY TRENDS



STAFFING TRENDS



CONTRACTS

Type of Service Provided	Annual Cost
Administration	
IS Strategy Consulting	50,000
Indirect Cost Allocation Plan	8,000
Temporary Help	6,500
Financial Consulting	6,000
	<u>70,500</u>
Information Services	
Data and Voice Cabling	45,000
Temporary Agency Help	40,000
Fiber Optic Cable Locates, Maintenance, etc.	40,000
Technology Security Enhancements/Modifications	37,000
External Security Audit	28,500
Tivoli Support	25,000
Router Changes Requested by Brown County	24,000
External Security Setup and Troubleshooting	15,000
Vendor Cross Training to IS	10,000
Cisco IP Telephony Support	10,000
Offsite Data Storage	9,600
SQL Database Password Setup Eguard	7,000
Web Support Services/Development	5,000
Network Support -Technical Support Services	5,000
Application Support-Technical Support Services	5,000
Monitor Recycling	3,600
	<u>309,700</u>

ADMINISTRATION 2010 BUDGET

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
Fund: 100 - GF					
Revenues					
Department: 032 - Administration					
Division: 030 - Accounting					
4100	General property taxes	1,161,604	574,008	1,020,335	844,006
4800	Intra-county charge	-	-	-	-
4900	Miscellaneous	2,808	2,104	2,500	2,500
9000	Carryover	193,541	61,448	61,448	-
9002	Transfer in	84,712	80,692	161,000	317,930
	Division Total: 030 - Accounting	1,442,665	718,252	1,245,283	1,436,793
Division: 031 - Purchasing					
4100	General property taxes	256,716	129,150	258,035	314,872
4900	Miscellaneous	39	430	430	9,500
9002	Transfer in	1,959	-	-	-
	Division Total: 031 - Purchasing	258,714	129,580	258,465	324,372
	Department Total: 032 - Administration	1,701,378	847,832	1,503,748	1,488,808
	Revenues Total	1,701,378	847,832	1,503,748	1,488,808
Expenditures					
Department: 032 - Administration					
Division: 030 - Accounting					
5100	Regular earnings	572,438	353,645	689,300	776,889
5102.100	Paid leave earnings Vacation	71,265	28,527	75,000	-
5103.000	Premium Overtime	3,866	2,007	5,000	5,000
5109.100	Salaries reimbursement Short term disability	-	-	-	-
5110.100	Fringe benefits FICA	46,670	28,189	56,500	57,340
5110.110	Fringe benefits Unemployment compensation	964	180	360	1,175
5110.200	Fringe benefits Health insurance	130,322	47,480	105,000	86,385
5110.210	Fringe benefits Dental Insurance	9,822	4,697	9,400	8,948
5110.220	Fringe benefits Life Insurance	526	268	525	792

Account Number	Description	2009			2009 Amended Budget	2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount		
5110.235	Fringe benefits Disability insurance	6,219	2,659	6,400	-	4,546
5110.240	Fringe benefits Workers compensation insurance	144	234	475	-	3,265
5110.300	Fringe benefits Retirement	27,121	13,974	28,000	-	24,014
5110.310	Fringe benefits Retirement credit	32,957	16,202	32,500	-	31,017
5201	Training and educations	-	-	-	-	-
5300	Supplies	1,962	1,102	2,200	2,711	-
5300.001	Supplies Office	5,648	2,651	4,500	4,000	6,000
5300.003	Supplies Technology	-	-	-	-	6,960
5300.004	Supplies Postage	1,533	1,475	2,500	1,893	2,500
5303	Copy expense	1,394	727	1,500	1,500	1,500
5304	Printing	5,556	3,770	6,000	6,350	3,250
5304.100	Printing Forms	857	-	850	1,000	850
5305	Dues and memberships	2,415	1,670	2,400	2,400	2,400
5306.100	Maintenance agreement Software	-	2,389	20,056	20,121	5,158
5310	Advertising and public notice	432	-	500	500	500
5330	Books, periodicals, subscription	40	63	125	255	200
5340	Travel	1,934	283	600	9,750	5,000
5390	Miscellaneous	658	-	-	-	-
5505	Telephone	4,194	2,092	4,200	4,400	4,200
5601.100	Intra-county expense Information services	164,039	25,392	50,500	57,147	54,225
5601.200	Intra-county expense Insurance	3,320	1,060	2,120	2,120	1,822
5706	Temporary replacement help	-	50,410	78,772	92,994	6,500
5708	Professional services	24,250	7,750	60,000	61,948	64,000
5899	Unallocated costs	-	-	-	-	-
Division Total: 030 - Accounting		1,120,547	598,897	1,245,283	1,436,793	1,164,436
Division: 031 - Purchasing						
5100	Regular earnings	151,420	77,524	157,550	174,858	220,554
5102.100	Paid leave earnings Vacation	21,934	7,657	15,300	-	-
5110.100	Fringe benefits FICA	12,667	6,225	12,500	75,906	16,039
5110.110	Fringe benefits Unemployment compensation	-	-	-	-	328
5110.200	Fringe benefits Health insurance	60,478	23,258	44,580	-	52,716
5110.210	Fringe benefits Dental Insurance	3,942	1,863	3,750	-	2,727

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
5110.220	Fringe benefits Life Insurance	414	236	475	236
5110.235	Fringe benefits Disability insurance	2,101	740	1,580	1,972
5110.240	Fringe benefits Workers compensation insurance	-	-	-	815
5110.300	Fringe benefits Retirement	7,959	3,833	8,000	10,518
5110.310	Fringe benefits Retirement credit	10,384	5,026	10,100	13,584
5300	Supplies	60	1	50	50
5300.001	Supplies Office	-	-	-	400
5300.004	Supplies Postage	1,721	607	1,000	1,300
5303	Copy expense	1,064	407	800	800
5304	Printing	57	50	100	100
5304.100	Printing Forms	-	1,656	1,675	1,000
5305	Dues and memberships	596	225	595	904
5308.100	Vehicle/equipment Gas, oil, etc.	-	3	10	50
5340	Travel	1,574	323	400	1,279
Division Total: 031 - Purchasing		276,372	129,634	258,465	324,372
Department Total: 032 - Administration		1,396,919	728,531	1,503,748	1,488,808
Expenditures Total		1,396,919	728,531	1,503,748	1,488,808
Fund Revenue Total: 100 - GF		1,701,378	847,832	1,503,748	1,488,808
Fund Expenditure Total: 100 - GF		1,396,919	728,531	1,503,748	1,488,808
Fund Net Total: 100 - GF		304,459	119,301	-	-
Fund: 710 - Information Services					
Revenues					
Department: 022 - Information Services					
Division: 001 - General					
4600	Charges and fees	51	324	20,624	-
4800	Intra-county charge	3,779,584	1,810,630	4,077,717	3,939,079
4900	Miscellaneous	19,800	9,000	-	-
9001	Capital Contribution	1,699,435	26,182	26,182	-
9002	Transfer in	20,310	-	-	-
Division Total: 001 - General		5,519,179	1,846,136	4,124,523	3,939,079
Department Total: 022 - Information Services		5,519,179	1,846,136	4,124,523	3,939,079
Revenues Total		5,519,179	1,846,136	4,124,523	3,939,079

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
Expenditures					
Department: 022 - Information Services					
Division: 001 - General					
5100	Regular earnings	860,199	477,346	954,692	1,172,245
5102.100	Paid leave earnings Vacation	134,540	44,311	88,622	-
5103.000	Premium Overtime	8,471	43,119	50,000	39,080
5109.100	Salaries reimbursement Short term disability	-	-	-	-
5109.400	Salaries reimbursement Workers compensation	-	-	-	-
5110.100	Fringe benefits FICA	72,334	41,403	82,805	536,597
5110.110	Fringe benefits Unemployment compensation	-	-	-	718
5110.200	Fringe benefits Health insurance	253,225	96,430	192,859	-
5110.210	Fringe benefits Dental Insurance	15,568	7,813	15,625	-
5110.220	Fringe benefits Life Insurance	1,415	836	1,673	-
5110.235	Fringe benefits Disability insurance	9,989	4,324	8,684	-
5110.240	Fringe benefits Workers compensation insurance	-	-	-	2,742
5110.300	Fringe benefits Retirement	45,803	25,254	50,508	-
5110.310	Fringe benefits Retirement credit	57,412	29,001	58,003	-
5300	Supplies	46,691	30,272	69,349	69,349
5300.001	Supplies Office	6,427	1,265	6,600	6,600
5300.003	Supplies Technology	15,064	14,176	13,600	13,600
5300.004	Supplies Postage	515	44	100	100
5303	Copy expense	969	612	1,000	1,000
5304	Printing	215	156	200	200
5304.100	Printing Forms	-	-	-	-
5305	Dues and memberships	325	125	1,275	1,275
5306.100	Maintenance agreement Software	597,488	285,047	602,377	602,377
5307.100	Repairs and maintenance Equipment	160,465	117,757	268,941	268,941
5307.200	Repairs and maintenance Vehicle	73	-	-	2,500
5308.100	Vehicle/equipment Gas, oil, etc.	1,810	568	2,500	2,500
5330	Books, periodicals, subscription	2,145	94	1,296	1,296
5335	Software	74,480	-	138,211	138,211
5340	Travel	11,875	7,474	44,600	44,600

Account Number	Description	2009				2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	2009 Amended Budget	
5395	Equipment - nonoutlay	470,066	343,918	515,640	515,640	305,320
5400.210	Claims Subrogation recovery	-	-	-	-	-
5505	Telephone	20,947	11,409	23,900	23,900	20,500
5507	Other utilities	290,309	57,385	262,796	228,716	181,812
5601.200	Intra-county expense Insurance	8,671	3,235	5,849	5,849	6,776
5704	Security	8,812	4,293	9,600	9,600	9,600
5708	Professional services	98,329	56,666	263,315	263,315	300,100
5821	Closure	-	-	-	-	-
5899	Unallocated costs	-	-	-	-	-
6000.020	Depreciation Equipment	425,320	206,567	389,903	389,903	903,864
6110	Outlay	-	-	-	-	-
6110.020	Outlay Equipment (\$5,000+)	112,752	-	-	-	-
6110.900	Outlay Contra	-	-	-	-	-
6190	Disposition of fixed assets	7,012	8,892	-	-	-
	Division Total: 001 - General	3,819,716	1,919,792	4,124,523	4,337,394	4,307,200
	Department Total: 022 - Information Services	3,819,716	1,919,792	4,124,523	4,337,394	4,307,200
	Expenditures Total	3,819,716	1,919,792	4,124,523	4,337,394	4,307,200
	Fund Revenue Total: 710 - Information Services	5,519,179	1,846,136	4,124,523	4,337,394	3,939,079
	Fund Expenditure Total: 710 - Information Services	3,819,716	1,919,792	4,124,523	4,337,394	4,307,200
	Fund Net Total: 710 - Information Services	1,699,463	(73,656)	-	-	(368,121)
	Revenue Grand Totals:	7,220,557	2,693,967	5,628,271	6,032,487	5,427,887
	Expenditure Grand Totals:	5,216,635	2,648,323	5,628,271	6,032,487	5,796,008
	Net Grand Totals:	2,003,922	45,644	-	-	(368,121)