

These documents include letters given out by the commissioners asking elected officials not to request any additional funds in our annual budget. This type of letter is not sent to any elected officials that I contacted from other counties. Also in this section is the numerous requests that I have submitted every year for additional staffing and been denied.

In this section is a letter that was leaked to the media by the commissioner's office that the Sheriff's office was going to be over budget. This was not true and our office has never been over budget in spite of our budget being manipulated many times. Stacy Demara who has worked for the past two Sheriff's has stated that in her twenty years of working at the Sheriff's office the commissioners have never messed with any of the past two Sheriff's budget in the manner they have done to me.

# WILLIAMS COUNTY COMMISSIONERS OFFICE

Lewis D. Hilkert 

Brian A. Davis 

Alan L. Word 

October 5, 2015

To: Elected Officials and Department Heads

From: Williams County Commissioners

Re: 2016 Fiscal Year Budget Instructions  
**\*\*PLEASE READ CAREFULLY\*\***

Attached are the 2016 budget sheets and a sheet for reporting employee's proposed earnings.

Please keep the following items in mind when figuring your budget requests:

1. PERS employer share will be 14% (regular) and 18.10% (law enforcement) for 2016.
2. Medicare should be figured at 1.45%.
3. Workers Comp should be figured at 3%. Please note that BWC is changing their billing format. In the past, billing has been retrospective and they are switching to prospective billing. In 2016, they will bill for policy year 2015 and 2016 and in December 2016 we will need to pay an installment on policy year 2017. BWC recognizes the financial strain paying for two years' worth of premiums could present and is allowing a 50% discount on the premiums for policy years 2015 and 2016. As we are unsure at this time what the estimated billing might be in December 2016 for policy year 2017, no transfers will be allowed from the workers comp line during the year.
4. Departments that reimburse the General Fund for health insurance should figure a 3% increase.
5. Departments that reimburse the General Fund for liability insurance should figure a 3% increase.
6. Please complete the "Estimated Costs of Existing Positions" worksheet using employee's current wages and hours worked per pay period. Include a separate salary worksheet for each budget. On the budget form, please do not make any changes to your salary and fringes lines. They will be adjusted accordingly based on actual expenditures at 12/31/15 and from the information listed on the "Estimated Costs of Existing Positions" worksheet.
7. If there are revenue accounts listed in the estimated income portion of the budget sheet, you must complete this information. Please remember that **estimated expenses should not exceed estimated revenue** for funds outside the General fund.
8. All funds outside the General Fund must fill in the estimated unencumbered carryover fund balance. This amount should be your estimated fund balance on 12/31/15, minus any carryover purchase orders you expect to have open at year end.
9. If you need additional line items on your budget sheet, contact Julie in the Auditor's office. She will make the necessary changes and forward a new budget sheet to you.
10. Please sign your budget sheet at the top where indicated.
11. **Submit the original budget sheets and all additional forms to the Auditor's office before October 30, 2015. For uniformity, please use only the forms provided.** The Auditor's office will file stamp the forms, make necessary copies and forward the original to the Commissioner's office.

Please be advised that there will not be any pre-scheduled meetings, due to the fact that there will be no changes for the 2016 budget. If you would like a budget meeting, please call the Commissioners' office and schedule an appointment by October 23, 2015. All meetings will be concluded by November 23, 2015.

If you have any questions, please contact me.

Thank you.

By Order of the Board of Williams County Commissioners  
Anne Retcher, Clerk



# Williams County Sheriff's Office

1425 EAST HIGH STREET  
BRYAN, OHIO 43506

Web Site: [www.williamscosheriff.com](http://www.williamscosheriff.com)  
E-Mail: [wco@bright.net](mailto:wco@bright.net)  
ORI #OH0860000

Office 419-636-3151  
Fax 419-636-2935  
Toll Free 1-866-845-6760

**STEVEN M. TOWNS, SHERIFF**

March 31, 2016

**To: Williams County Commissioners,**

The Williams County Sheriff Office is requesting funding for the purpose to hire 3 full time deputies. Each deputy would be paid at a starting rate of \$18.55 per hour. The Sheriff's Office is in dire need of the personnel in order to better serve the issues and demands of the citizens of Williams County in a timely, safe and efficient manner. The calls for service at the Sheriff's Office continue to increase as well as the mandates for additional training. The citizens of Williams County deserve the same law enforcement services and protection as those provided by the surrounding counties. The hiring of three officers would still leave our office well short of the previous staffing level from back in 2009, when 8 personnel were laid off, but would be a step in the right direction and help tremendously with public & officer safety. This will also help in reducing comp time and overtime, which was over \$68,000.00 for 2015.

The following is a break down of funds necessary to secure three new deputies:

Salary: 3x 38,328.13 =	\$114,984.39
PERS: 3x 7,588.99 =	\$22,766.98
Medicare: 3x \$555.75 =	\$ 1,667.25
Worker Comp: 3x 1,149.84 =	\$ 3,449.52
Uniforms: 3x \$2,000.00 =	\$ 6,000.00
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Total request for 3 deputies =	\$148,868.14

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**STEVEN M. TOWNS, SHERIFF**

If the funding would be granted for the hiring of new deputies our office would look into the COPS Grant to assist with the initial funding. I respectfully request a written response in the next 30 days as to your decision.

Thank you for your time and consideration.

Respectfully submitted,



Steven M. Towns, Sheriff

# Williams County Sheriff's Office

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**STEVEN M. TOWNS, SHERIFF**

I am not going to try to explain all the reasons why we need two people that could take several pages. The first and most obvious is that we lost six positions in 2009 and have not gotten any of those positions filled. The immediate issues that could also be dealt with is the overtime.

The following is the breakdown of funds necessary to secure each new hire.

Salary:  $2 \times 38,328.13 = \$76,656.25$

PERS:  $2 \times 6,937.39 = \$13,874.78$

Medicare:  $2 \times \$555.75 = \$1,111.50$

Worker Comp.  $2 \times 1,149.84 = \$2,299.68$

Uniforms:  $2 \times \$1,200.00 = \$2400.00$

Total requested for one Deputy = 48,171.11

Two Deputies = \$96,342.22

Respectfully,

Sheriff Steve Towns

# Williams County Sheriff's Office

218 WEST BRYAN STREET  
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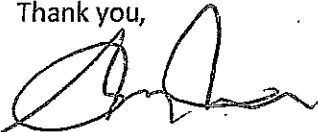
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**STEVEN M. TOWNS, SHERIFF**

06/06/13

The Sheriff Office would like to request its budget be reinstated to the amount it was before the 2009 budget cuts. This would be about \$195,000.00 increase and would put us in line with other similar sized counties in our area. The office is still six road units short this would allow us to staff close to the numbers we were at before the cuts.

Thank you,



Sheriff Steven M. Towns

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**STEVEN M. TOWNS, SHERIFF**

## COUNTIES BY COMPARIABLE NUMBERS

06/05/2013

County	Employees not including Sheriff	Wages	Population	Dollars per person
Williams	16 total with clerks & Bailiff	\$745,834.00	38,000	\$19.62
Defiance	18 Deputies 3- Clerks	\$1,149,183.00	39,000	\$29.47
Henry	13 Officers - 1 admin - Has dispatch	\$955,000.00	28,000	\$34.00
Fulton	18 Road - C/D - 2 clerks	\$1,075,000.00	42,000	\$25.60
Van Wert	16 Road - C/D - 1 - Admin Ast.	\$828,000.00	29,000	\$28.55
	Has Dispatch			
Wyandot	14 road, 1 Admin. Ast. Has Dispatch	\$876,000.00	25,000	\$35.00
Putnam	14 officers - 1 C/D, 1 Captain, 3- Clerks	\$ 956,000.00	35,000	\$27.30
	Has dispatch			
Paulding	11 officers and 1 - Admin.	\$575,000	19,500	\$29.49

These numbers are comparing Road officers and clerks; it is not counting Dispatch or Jail which would be personnel to take on some of the work load.

# Williams County Sheriff's Office

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**STEVEN M. TOWNS, SHERIFF**

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11/19/2015

In this new budget year I will be requesting the same request I have made the last three budgets, enough additional funds to hire two more deputies. We have been performing above and beyond for many years now and need additional units to alleviate some overtime and compensatory time levels. This can be helped with more personnel to cover shifts and when allowing for vacation, illness and training.

I think we have addressed the issue of our Community officer since Dep. Paul McCord position was an administrative position since Deputy Lawrence transferred to Court Security and that position was a clerk under past administrations. Actually with grant funds Dep. McCord's cost is less than a clerk.

The Sheriff's office line item budget has been squeezed in several areas and we have responded with always being able to meet our obligations in an effective matter. We have operated with less staff and handled more of almost everything this office deals with, from taking reports to arrests. Not to mention how many dollars of free training we have given back to the community with DARE, ALICE and the MAN unit. The public has been helped by these programs immensely and we will continue to do whatever we can to make Williams County a better place to live. Attached are the figures of how much it will cost to add two deputies with that cost two vehicles should be added since our fleet has vehicle which are past their advisable life span.

Thank you for your consideration.

Sheriff Steve Towns



BRIAN A. DAVIS  
President  
419-481-2999

ALAN L. WORD  
Vice President  
419-533-9589

LEWIS D. HILKERT  
Commissioner  
419-924-2721

ANNE M. RETCHER, Clerk  
ROBIN R. KEMP, Assistant Clerk

WILLIAMS COUNTY  
COMMISSIONERS OFFICE  
ONE COURTHOUSE SQUARE  
BRYAN, OHIO 43506-1791  
PHONE 419-636-2059 FAX 419-636-0643

August 19, 2013

Sheriff Steve Towns  
Williams County Sheriff's Department  
218 West Bryan Street  
Bryan, OH 43506

Re: 2013 Budget

Dear Steve:

As a follow up to our conversations on May 9, 2013 and June 6, 2013 regarding your 2013 budget, we want to again caution you as well as assist you with concerns that we have. The overview of your budget continues to raise some concerns with potential over-spending of several account lines within the Sheriff's budget.

In reviewing the budgetary reports as of July 31, 2013, the following account lines indicate a probable shortfall before year end:

A87-0005	Salaries-Admin
A87-0100	Salaries-Employees
A87-0160	Medicare
A87-0350	Canine Patrol
A87-0870	Fingerprinting
A87-1380	Non-Capital Equipment
A87-1420	Other Expense
A87-2050	Seminars & Training
A87-2400	Uniforms

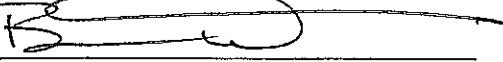
As we have discussed before, once you run your budget out of money, the Commissioners will not be in a position to give you additional funding for the remainder of 2013. As you mentioned in prior meetings "I may be the only one working the last few months of the year". As Commissioners, we do not want to see this happen.

We graciously extend our services to assist you to stay within your budget for the balance of 2013. It is our goal to see that Williams County remains financially solvent and responsible to our tax payers. We will be able to maintain this goal by staying within our appropriated budget.

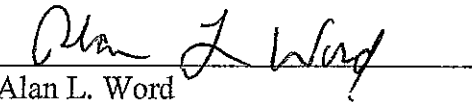
Please understand we will do our job and hope you don't intend on being the only person working at the Sheriff's office the last few months of 2013. Please feel free to contact our Clerk, Anne Retcher, if you would like to schedule a meeting.

Sincerely,

WILLIAMS COUNTY COMMISSIONERS



Brian A. Davis



Alan L. Word



Lewis D. Hilkert

/rrk

cc: Williams County Auditor