

# ***Administration***

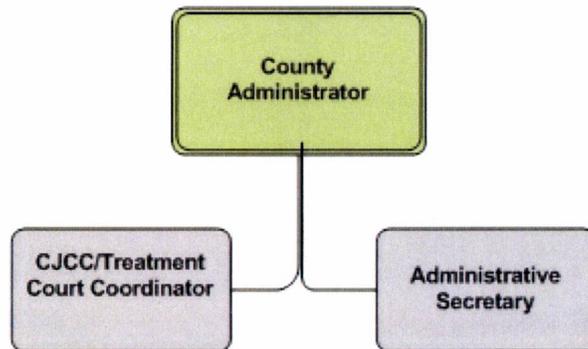
The County Administrator is appointed by majority vote of the County Board. Policy guidance is provided by the Administration and Rules Committee.

## **PROGRAM DESCRIPTION**

- Serves as the Chief Administrative Officer of the County under the authority of 59.18 of WI State Statute
- Ensures that every county ordinance and state or federal law is observed, enforced and administered
- Submits an annual County Budget to the County Board; provides an annual message concerning the County as part of this process; provides policy recommendations and analysis for Board consideration
- Coordinates and directs by administrative order or otherwise, all administrative and management functions of the County government not otherwise vested by law in Boards or Commissions or in other elected offices. Works with elective offices in achieving the same
- Appoints all un-elected department heads and members of certain boards and commissions, which are subject to confirmation by the County Board of supervisors
- Attends all County Board and committee meetings as required; Supports the County Board to include providing administrative assistance to the Supervisors and appointed Board and Commission members
- Serves as Purchasing Agent and administers the Purchasing Ordinance and oversees respective contracts
- Works with the Human Resource Director in carrying out the provisions of the Personnel Ordinance adopted by the County Board, including hiring ,promotion and discipline of employees and labor negotiations; Serves as Chief Labor Negotiator
- Reviews and approves hiring of all personnel in County positions; Reviews and approves all discipline and termination for all personnel in County Positions; Reviews and approves all requests for additional County positions; Review grievances and render written decision on same
- Supervises and evaluates Department Heads working in a collaborative manner in achieving the goals of their respective departments; may discipline, discharge or suspend any Department Head
- Works with the County Clerk's Office in the preparation and distribution of the County Board Meeting Agenda and weekly committee/board/commission meeting schedule and agendas.

- Oversees the CJCC/Treatment Court Coordinator to assist in staffing the Criminal Justice Collaboration, the OWI Treatment Court and the Drug Treatment Court

## ***Administration***



# Administration

## Financial Summary

	2015 Actual	2016 Estimate	2016 Amended Budget	2017 Budget	Change from 2016 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	112,714	112,000	112,000	174,020	62,020	-
Public Charges	8	5,246	5,246	5,246	-	-
Intergovernmental Charges	649	250	250	250	-	0.00%
<b>Total Revenues</b>	<b>113,371</b>	<b>117,496</b>	<b>117,496</b>	<b>179,516</b>	<b>62,020</b>	<b>52.78%</b>
<b>Expenditures</b>						
Personnel Expenses	245,481	249,850	249,850	351,574	101,724	40.71%
Purchased Services	107,928	112,000	112,000	166,789	54,789	-
Operating Costs	9,548	6,717	6,717	10,358	3,641	54.21%
Interdept. Charges	12,904	12,950	12,950	13,878	928	7.17%
Other Expenses	981	1,008	1,008	1,307	299	29.66%
Capital Items	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>376,842</b>	<b>382,525</b>	<b>382,525</b>	<b>543,906</b>	<b>161,381</b>	<b>42.19%</b>
Property Taxes	256,407	265,029	265,029	364,390	99,361	37.49%
Addition to (Use of) Fund Balance	(7,064)	-	-	-		

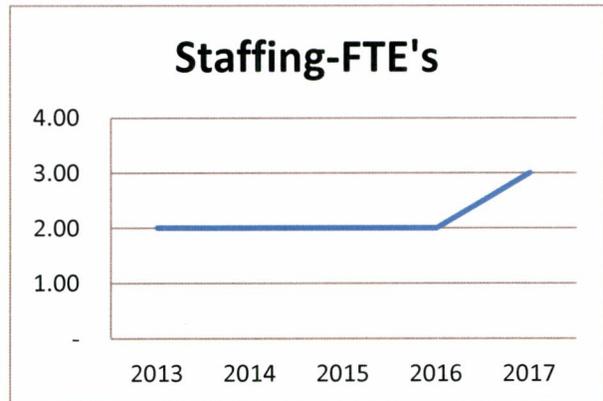
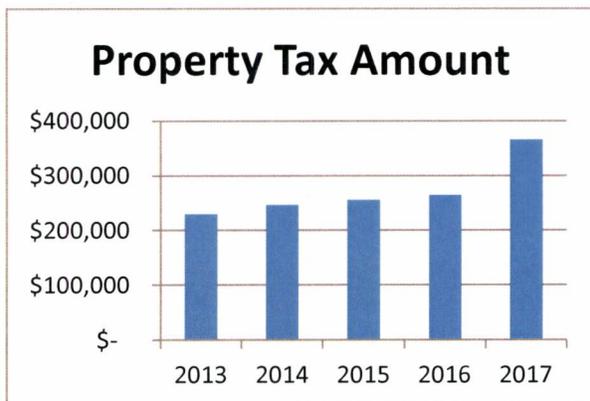
## Summary Highlights:

The 2017 budget provides \$364,390 in tax levy, which is a \$99,361 increase in levy from the 2016 amended budget.

Included in the County Administrator’s budget for 2017 are both the OWI and Drug Treatment Court which is partially funded through Federal and State Grant and the County. In 2017 a county position called CJCC/Treatment Court Coordinator position was added and funded both by the Federal and State Grant and County.

## Summary of Capital Items:

None



**ADMINISTRATION-2017 BUDGET**

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
<b>81-ADMINISTRATOR</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	256,407	132,515	265,029	265,029	275,291	275,291
451002		PRIVATE PARTY PHOTOCOPY	8	-	-	-	-	-
474023		DEPT VEHICLE CHARGES	649	434	250	250	250	250
<b>REVENUES TOTAL</b>			<b>257,064</b>	<b>132,949</b>	<b>265,279</b>	<b>265,279</b>	<b>275,541</b>	<b>275,541</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	106,800	53,833	124,154	124,154	131,514	131,514
511210		WAGES-REGULAR	47,902	21,536	56,401	56,401	57,039	57,039
511240		WAGES-TEMPORARY	-	78	-	-	-	-
511280		WAGES-PREMIUM PAY	5,000	-	5,000	5,000	5,000	5,000
511310		WAGES-SICK LEAVE	1,720	7,129	-	-	-	-
511320		WAGES-VACATION PAY	10,681	2,460	-	-	-	-
511330		WAGES-LONGEVITY PAY	264	-	279	279	294	294
511340		WAGES-HOLIDAY PAY	6,775	2,068	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	2,751	2,661	-	-	-	-
511380		WAGES-BEREAVEMENT	-	217	-	-	-	-
<b>SALARIES TOTAL</b>			<b>181,893</b>	<b>89,982</b>	<b>185,834</b>	<b>185,834</b>	<b>193,847</b>	<b>193,847</b>
512141		SOCIAL SECURITY	13,414	6,694	13,512	13,512	14,686	14,686
512142		RETIREMENT (EMPLOYER)	12,350	5,934	11,935	11,935	13,182	13,182
512144		HEALTH INSURANCE	35,233	17,985	35,880	35,880	35,880	35,880
512145		LIFE INSURANCE	29	15	29	29	29	29
512150		FSA CONTRIBUTION	500	500	500	500	500	500
512173		DENTAL INSURANCE	2,062	1,085	2,160	2,160	2,160	2,160
<b>FRINGE TOTAL</b>			<b>63,588</b>	<b>32,213</b>	<b>64,016</b>	<b>64,016</b>	<b>66,437</b>	<b>66,437</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>245,481</b>	<b>122,195</b>	<b>249,850</b>	<b>249,850</b>	<b>260,284</b>	<b>260,284</b>
531298		UNITED PARCEL SERVICE UPS	-	-	30	30	30	30
531303		COMPUTER EQUIPMT & SOFTWARE	3,065	978	1,000	1,000	-	-
531311		POSTAGE & BOX RENT	6	4	25	25	25	25
531312		OFFICE SUPPLIES	446	155	750	800	600	600
531313		PRINTING & DUPLICATING	683	319	500	500	600	600
531322		SUBSCRIPTIONS	239	100	200	200	200	200
531324		MEMBERSHIP DUES	2,075	693	2,250	2,250	2,250	2,250
531351		GAS/DIESEL	424	159	400	400	400	400
532325		REGISTRATION	892	895	900	900	900	900
532332		MILEAGE	68	65	100	100	100	100
532335		MEALS	77	321	200	150	300	300
532336		LODGING	507	207	300	300	400	400
532339		OTHER TRAVEL & TOLLS	18	26	20	20	20	20
533225		TELEPHONE & FAX	303	151	300	300	300	300
535352		VEHICLE PARTS & REPAIRS	-	59	400	400	500	500
571004		IP TELEPHONY ALLOCATION	592	297	595	595	411	411
571005		DUPLICATING ALLOCATION	5	15	29	29	31	31
571009		MIS PC GROUP ALLOCATION	6,701	2,406	4,813	4,813	4,927	4,927
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,418	804	1,609	1,609	1,956	1,956
591519		OTHER INSURANCE	981	637	1,008	1,008	1,307	1,307
<b>OPERATING EXPENDITURES</b>			<b>18,500</b>	<b>8,291</b>	<b>15,429</b>	<b>15,429</b>	<b>15,257</b>	<b>15,257</b>
<b>EXPENDITURES TOTAL</b>			<b>263,981</b>	<b>130,486</b>	<b>265,279</b>	<b>265,279</b>	<b>275,541</b>	<b>275,541</b>
<b>REVENUES</b>			<b>257,064</b>	<b>132,949</b>	<b>265,279</b>	<b>265,279</b>	<b>275,541</b>	<b>275,541</b>
<b>EXPENDITURES</b>			<b>263,981</b>	<b>130,486</b>	<b>265,279</b>	<b>265,279</b>	<b>275,541</b>	<b>275,541</b>
<b>TOTAL BUSINESS UNIT-81-ADMINISTRATOR</b>			<b>6,917</b>	<b>(2,463)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**87-TREATMENT COURT**

<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	-	-	-	-	89,099	89,099
421001		STATE AID	112,714	73,964	112,000	112,000	174,020	174,020
451020		OTHER FEES	-	-	5,246	5,246	5,246	5,246
<b>REVENUES TOTAL</b>			<b>112,714</b>	<b>73,964</b>	<b>117,246</b>	<b>117,246</b>	<b>268,365</b>	<b>268,365</b>
<b>EXPENDITURES</b>								

**ADMINISTRATION-2017 BUDGET**

Account Number	Sub	Description	2015 Actual	2016 6-Month Actual	2016 Estimated	2016 Amended	2017 Admin	2017 Adopted
511210		WAGES-REGULAR	-	-	-	-	62,997	62,997
		SALARIES TOTAL	-	-	-	-	62,997	62,997
512141		SOCIAL SECURITY	-	-	-	-	4,739	4,739
512142		RETIREMENT (EMPLOYER)	-	-	-	-	4,284	4,284
512144		HEALTH INSURANCE	-	-	-	-	17,940	17,940
512150		FSA CONTRIBUTION	-	-	-	-	250	250
512173		DENTAL INSURANCE	-	-	-	-	1,080	1,080
		FRINGE TOTAL	-	-	-	-	28,293	28,293
		TOTAL SALARIES AND FRINGES	-	-	-	-	91,290	91,290
521219		OTHER PROFESSIONAL SERV	107,928	53,964	112,000	112,000	166,789	166,789
531303		COMPUTER EQUIPMT & SOFTWARE	256	-	-	-	2,400	2,400
531312		OFFICE SUPPLIES	416	-	300	300	300	300
531313		PRINTING & DUPLICATING	73	36	50	50	200	200
531319		OTHER OPERATING SUPPLIES	-	-	-	-	800	800
532325		REGISTRATION	-	-	-	-	600	600
532332		MILEAGE	-	-	-	-	500	500
532336		LODGING	-	-	-	-	240	240
571004		IP TELEPHONY ALLOCATION	395	198	397	397	274	274
571005		DUPLICATING ALLOCATION	10	-	2	2	57	57
571009		MIS PC GROUP ALLOCATION	2,365	1,444	2,888	2,888	2,956	2,956
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,418	804	1,609	1,609	1,959	1,959
		OPERATING EXPENDITURES	112,861	56,446	117,246	117,246	177,075	177,075
		<b>EXPENDITURES TOTAL</b>	<b>112,861</b>	<b>56,446</b>	<b>117,246</b>	<b>117,246</b>	<b>268,365</b>	<b>268,365</b>
		<b>REVENUES</b>	<b>112,714</b>	<b>73,964</b>	<b>117,246</b>	<b>117,246</b>	<b>268,365</b>	<b>268,365</b>
		<b>EXPENDITURES</b>	<b>112,861</b>	<b>56,446</b>	<b>117,246</b>	<b>117,246</b>	<b>268,365</b>	<b>268,365</b>
<b>TOTAL BUSINESS UNIT-87-TREATMENT COURT</b>			<b>147</b>	<b>(17,518)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>369,778</b>	<b>206,913</b>	<b>382,525</b>	<b>382,525</b>	<b>543,906</b>	<b>543,906</b>
		<b>EXPENDITURES</b>	<b>376,842</b>	<b>186,932</b>	<b>382,525</b>	<b>382,525</b>	<b>543,906</b>	<b>543,906</b>
<b>TOTAL ADMINISTRATION DEPARTMENT</b>			<b>7,064</b>	<b>(19,981)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>