

# ***Corporation Counsel***

This department functions under the direction of the Corporation Counsel, who is appointed by the County Administrator and confirmed by the County Board of Supervisors.

## **MISSION**

## **PROGRAM DESCRIPTION**

In 1959, as authorized by s. 59.07(44), Wis. Stats.(1959), the County Board created the position of Corporation Counsel and appointed the first Corporation Counsel on a part-time basis. In 1968 the County Board changed the status of the office of Corporation Counsel from part-time to full-time. At the present time the Corporation Counsel serves as the legal advisor to the County Board, the County Administrator, all County Board committees, commissions and boards and all department heads. Legal services rendered by the Corporation Counsel are limited to governmental problems and do not extend to personal legal matters. The following are some of the Corporation Counsel's specific areas of responsibility:

When authorized and directed by the County Administrator, act as Assistant County Administrator and provide direct supervision over certain County department heads.

Attend all meetings of the County Board and render legal advice and opinions to the County Board and various committees.

Prepare resolutions, ordinances and reports as requested by County Board members, the County Administrator and department heads.

Receive and answer requests for opinions and advice concerning powers and duties from County officers and employees.

Represent the Planning & Zoning Department in the enforcement of zoning and sanitation laws, including the trial of contested matters.

Acquire highway right of way through voluntary purchase or condemnation.

Assist in the preparation of bids and contracts for public work projects and for services rendered to the County.

Represent the County in labor negotiations, grievances and other personnel matters.

Handle claims and suits against the County, including assisting the County's liability insurance carriers in the defense of claims and suits.

Collect delinquent taxes and foreclosure of real estate tax liens.

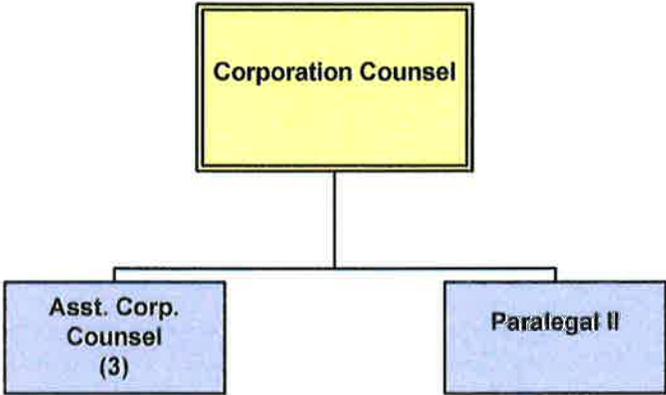
Collect third party claims and other collections for Human Services.

Collect unpaid service charges for various County departments.

Represent the Human Services Department in mental health commitments and guardianship proceedings.

Provide legal representation to the Child Support office.

<b>PERFORMANCE MEASURES</b>	<b>2013</b>	<b>2014</b>	<b>2015 To Date</b>
Mental Health – Initial Commitment	154	144	91
Mental Health – Extension of Commitment	52	44	33
Guardianships and Protective Placements	46	33	27
Watts Reviews	5	8	10



# Corporation Counsel

## Financial Summary

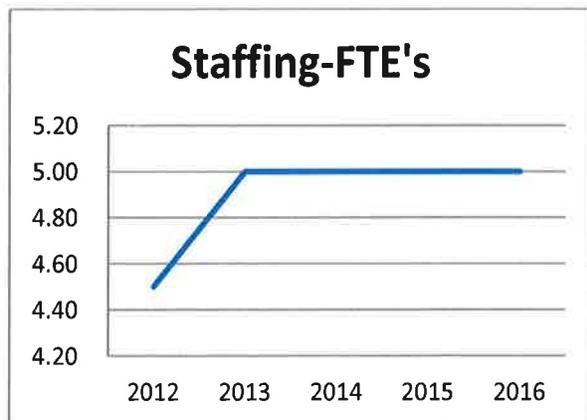
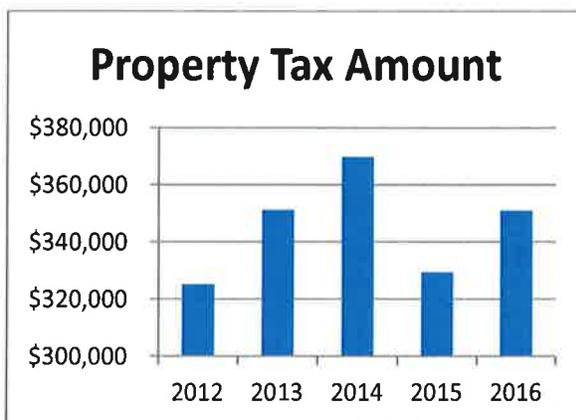
	2014 Actual	2015 Estimate	2015 Amended Budget	2016 Budget	Change from 2015 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	-	365	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>365</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
Personnel Expenses	394,316	308,843	308,843	330,422	21,579	6.99%
Purchased Services	120	500	500	500	-	0.00%
Operating Costs	10,827	11,435	11,160	10,765	(395)	-3.54%
Interdept. Charges	7,986	7,568	7,568	7,982	414	5.47%
Other Expenses	1,405	1,328	1,328	1,322	(6)	-0.45%
<b>Total Expenditures</b>	<b>414,654</b>	<b>329,674</b>	<b>329,399</b>	<b>350,991</b>	<b>21,592</b>	<b>6.55%</b>
Property Taxes	369,779	329,399	329,399	350,991	21,592	6.55%
Addition to (Use of) Fund Balance	(44,875)	90	-	-		

## Summary Highlights:

The 2016 budget provides \$350,991 in tax levy, which is a \$21,579 increase in operating levy from the 2015 amended budget. The primary reason was an increase in salary and fringes.

## Summary of Capital Items:

None



**CORPORATION COUNSEL-2016 BUDGET**

Account Number	Sub	Description	2014 Actual	2015 6-Month Actual	2015 Estimated	2015 Amended	2016 Admin	2016 Adopted
<b>1701-CORPORATION COUNSEL</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	-	164,700	329,399	329,399	350,991	350,991
421012	66	ST AID WAGES ALLOCATE	-	265	365	-	-	-
<b>REVENUES TOTAL</b>			<b>-</b>	<b>164,965</b>	<b>329,764</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	176,481	78,189	190,839	190,839	191,782	191,782
511210		WAGES-REGULAR	43,949	22,020	51,332	51,332	53,415	53,415
511310		WAGES-SICK LEAVE	51,032	764	-	-	-	-
511320		WAGES-VACATION PAY	27,216	8,214	-	-	-	-
511330		WAGES-LONGEVITY PAY	520	-	228	228	243	243
511340		WAGES-HOLIDAY PAY	9,047	2,748	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	5,275	631	-	-	-	-
<b>SALARIES TOTAL</b>			<b>313,520</b>	<b>112,566</b>	<b>242,399</b>	<b>242,399</b>	<b>245,440</b>	<b>245,440</b>
512141		SOCIAL SECURITY	23,877	8,490	18,429	18,429	18,434	18,434
512142		RETIREMENT (EMPLOYER)	17,150	7,455	16,483	16,483	16,199	16,199
512144		HEALTH INSURANCE	37,159	18,831	28,086	28,086	46,685	46,685
512145		LIFE INSURANCE	199	50	141	141	109	109
512150		FSA CONTRIBUTION	-	675	425	425	675	675
512173		DENTAL INSURANCE	2,410	1,174	2,880	2,880	2,880	2,880
<b>FRINGE TOTAL</b>			<b>80,795</b>	<b>36,675</b>	<b>66,444</b>	<b>66,444</b>	<b>84,982</b>	<b>84,982</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>394,315</b>	<b>149,241</b>	<b>308,843</b>	<b>308,843</b>	<b>330,422</b>	<b>330,422</b>
521212		LEGAL	120	-	400	400	400	400
521255		PAPER SERVICE	-	-	100	100	100	100
531003		NOTARY PUBLIC RELATED	-	-	-	-	15	15
531298		UNITED PARCEL SERVICE UPS	-	10	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	153	876	1,000	1,000	-	-
531311		POSTAGE & BOX RENT	798	414	950	950	700	700
531312		OFFICE SUPPLIES	829	492	900	900	900	900
531313		PRINTING & DUPLICATING	-	-	35	35	-	-
531314		SMALL ITEMS OF EQUIPMENT	200	-	200	200	200	200
531323		SUBSCRIPTIONS-TAX & LAW	4,034	1,698	4,080	4,080	4,150	4,150
531324		MEMBERSHIP DUES	1,160	1,040	1,200	1,200	1,200	1,200
531326		ADVERTISING	1,970	511	600	-	-	-
531348		EDUCATIONAL SUPPLIES	387	176	500	650	500	500
532325		REGISTRATION	340	475	500	500	650	650
532332		MILEAGE	-	-	300	300	600	600
532335		MEALS	-	-	150	150	150	150
532336		LODGING	218	-	270	270	700	700
533225		TELEPHONE & FAX	248	95	250	425	250	250
535242		MAINTAIN MACHINERY & EQUIP	491	341	500	500	750	750
571004		IP TELEPHONY ALLOCATION	389	274	548	548	595	595
571005		DUPLICATING ALLOCATION	-	7	10	-	-	-
571007		MIS DIRECT CHARGES	1,049	-	-	-	-	-
571009		MIS PC GROUP ALLOCATION	4,550	2,271	4,542	4,542	4,813	4,813
571010		MIS SYSTEMS GRP ALLOC(ISIS)	1,998	1,239	2,478	2,478	2,574	2,574
591519		OTHER INSURANCE	1,405	655	1,328	1,328	1,322	1,322
<b>OPERATING EXPENDITURES</b>			<b>20,339</b>	<b>10,574</b>	<b>20,841</b>	<b>20,556</b>	<b>20,569</b>	<b>20,569</b>
<b>EXPENDITURES TOTAL</b>			<b>414,654</b>	<b>159,815</b>	<b>329,684</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>REVENUES</b>			<b>-</b>	<b>164,965</b>	<b>329,764</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>EXPENDITURES</b>			<b>414,654</b>	<b>159,815</b>	<b>329,684</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>TOTAL BUSINESS UNIT-1701-CORPORATION COUNSEL</b>			<b>414,654</b>	<b>(5,150)</b>	<b>(80)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>-</b>	<b>164,965</b>	<b>329,764</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>EXPENDITURES</b>			<b>414,654</b>	<b>159,815</b>	<b>329,684</b>	<b>329,399</b>	<b>350,991</b>	<b>350,991</b>
<b>TOTAL CORPORATION COUNSEL DEPARTMENT</b>			<b>414,654</b>	<b>(5,150)</b>	<b>(80)</b>	<b>-</b>	<b>-</b>	<b>-</b>