

Dept:	Administration	15	DANE COUNTY	Fund Name:	General Fund
Prgm:	Administration	114/5		Fund No:	1110

Mission:

To provide management services that improve the effectiveness and efficiency of county government.

Description:

The Director of Administration oversees the department which includes the Controller, Employee Relations, Printing & Services, Purchasing, Information Management and Facilities Management Divisions, and the Office of the Director. Within the Director's Office is the Risk Management Office including county-wide ADA program activities and the Director of Policy and Program Improvement. The department provides centralized services for efficiency; establishes standards and administrative practices for all county departments to assure compliance with legal requirements and to promote effective and efficient operations; provides research and analysis to assist decision-makers in determining policy, plans, program authority, and budgets; operates a resource development program to maximize outside resources to meet county needs; and assists in problem-solving for employees and management, including formal consideration of third step grievances county-wide.

	Actual 2011	Adopted 2012	2011 Carry Forward	Board Transfers	Budget As Modified	2012 YTD	Estimated 2012	Executive Recommended
PROGRAM EXPENDITURES								
Personal Services	\$684,120	\$695,000	\$0	\$0	\$695,000	\$198,635	\$703,037	\$787,500
Operating Expenses	\$10,762	\$27,235	\$0	\$0	\$27,235	\$4,163	\$14,142	\$27,235
Contractual Services	\$1,200	\$4,400	\$0	\$0	\$4,400	\$0	\$4,400	\$4,300
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$696,082	\$726,635	\$0	\$0	\$726,635	\$202,798	\$721,579	\$819,035
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$340,342	\$347,900	\$0	\$0	\$347,900	\$0	\$347,900	\$355,300
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$340,343	\$347,900	\$0	\$0	\$347,900	\$0	\$347,900	\$355,300
GPR SUPPORT	\$355,739	\$378,735			\$378,735			\$463,735
F.T.E. STAFF	7.500	6.500					6.500	7.500

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			Net Decision Items							
DI#	2013 Base	01	02	03	04	05	06	07	2013 Adopted Budget	
PROGRAM EXPENDITURES										
Personal Services	\$715,800	\$6,400	\$65,300	\$0	\$0	\$0	\$0	\$0	\$787,500	
Operating Expenses	\$27,235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,235	
Contractual Services	\$4,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,300	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$747,335	\$6,400	\$65,300	\$0	\$0	\$0	\$0	\$0	\$819,035	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$347,900	\$7,400	\$0	\$0	\$0	\$0	\$0	\$0	\$355,300	
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$347,900	\$7,400	\$0	\$0	\$0	\$0	\$0	\$0	\$355,300	
GPR SUPPORT	\$399,435	(\$1,000)	\$65,300	\$0	\$0	\$0	\$0	\$0	\$463,735	
F.T.E. STAFF	6.500	0.000	1.000	0.000	0.000	0.000	0.000	0.000	7.500	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2013 BUDGET BASE		\$747,335	\$347,900	\$399,435
DI #	ADMN-ADMN-1 Risk Management Revenue			
DEPT	Increase Risk Management Revenue by \$7,400 to reflect the estimated amount to be charged to the General Liability and Workers Compensation Funds in 2013 for staff costs and supplies related to the insurance programs.	\$0	\$7,400	(\$7,400)
EXEC	Approve as requested. Also, adjust retirement accounts to reflect the actual rates that will be in effect for 2013.	\$6,400	\$0	\$6,400
ADOPTED	Approved as Recommended	\$0	\$0	\$0
NET DI # ADMN-ADMN-1		\$6,400	\$7,400	(\$1,000)

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NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	ADMN-ADMN-2	Special Projects Coordinator			
DEPT			\$0	\$0	\$0
EXEC	Increase expenditures to add a 1.0 FTE Special Projects Coordinator in the Department of Administration, with a projected hire date of 4/1/13. This position will assist in budget development and support the Director of Administration with public policy research projects and development of the County strategic plan.		\$65,300	\$0	\$65,300
ADOPTED	Approved as Recommended		\$0	\$0	\$0
	NET DI #	ADMN-ADMN-2	\$65,300	\$0	\$65,300

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2013 ADOPTED BUDGET	\$819,035	\$355,300	\$463,735
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