

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 2015	Adopted 2016	2015 Carry Forward	Board Transfers	Budget As Modified	2016 YTD	Estimated 2016	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$937,572	\$839,200	\$0	\$0	\$839,200	\$238,958	\$827,262	\$860,800
Operating Expenses	\$21,207	\$13,335	\$0	\$0	\$13,335	\$4,535	\$16,079	\$14,035
Contractual Services	\$7,523	\$5,200	\$20,037	\$0	\$25,237	\$0	\$22,237	\$4,800
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$966,302	\$857,735	\$20,037	\$0	\$877,772	\$243,493	\$865,578	\$879,635
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$361,806	\$332,897	\$0	\$0	\$332,897	\$0	\$332,897	\$332,897
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	\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$363,106	\$332,897	\$0	\$0	\$332,897	\$0	\$332,897	\$332,897
GPR SUPPORT	\$603,196	\$524,838			\$544,875			\$546,738
F.T.E. STAFF	8.500	7.000					7.000	7.000

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DI#	2017 Base	Net Decision Items							2017 Executive Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personnel Costs	\$860,800	\$0	\$14,800	\$0	\$0	\$0	\$0	\$0	\$0	\$875,600
Operating Expenses	\$13,335	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,035
Contractual Services	\$4,800	\$0	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$11,800
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$878,935	\$700	\$14,800	\$7,000	\$0	\$0	\$0	\$0	\$0	\$901,435
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$332,897	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$332,897
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$332,897	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$332,897
GPR SUPPORT	\$546,038	\$700	\$14,800	\$7,000	\$0	\$0	\$0	\$0	\$0	\$568,538
F.T.E. STAFF	7.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE			Expenditures	Revenue	GPR Support
2017 BUDGET BASE			\$878,935	\$332,897	\$546,038
DI #	ADMN-ADMN-1	Printing & Services			
DEPT	This item adds funding to account for a 2017 rate increase for Printing & Services.		\$700	\$0	\$700
EXEC	Approved as Requested		\$0	\$0	\$0
ADOPTED					\$0
NET DI # ADMN-ADMN-1			\$700	\$0	\$700

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NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE	Expenditures	Revenue	GPR Support
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DI #	ADMN-ADMN-2	Adjust Personnel Costs			
DEPT			\$0	\$0	\$0
EXEC	Adjust personnel costs to reflect a 2% cost of living increase effective beginning of 2017 payroll year, and an additional 1% effective mid 2017 payroll year. Also reflect personnel cost changes due to an increase in retirement (WRS) rates, a decrease in dental insurance premiums, and a 25% employee contribution to the additional cost of Point of Service (POS) health plans above the cost of HMO plans.		\$14,800	\$0	\$14,800
ADOPTED					\$0
	NET DI #	ADMN-ADMN-2	\$14,800	\$0	\$14,800

DI #	ADMN-ADMN-3	Energy Cap software			
DEPT			\$0	\$0	\$0
EXEC	Increase expenditures for contracted maintenance on Energy Cap software in the Department of Administration.		\$7,000	\$0	\$7,000
ADOPTED					\$0
	NET DI #	ADMN-ADMN-3	\$7,000	\$0	\$7,000

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2017 EXECUTIVE BUDGET	\$901,435	\$332,897	\$568,538
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