

ADOPTED 2008 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –
DIRECTOR'S OFFICE

UNIT NO. 5800
FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

The Director's Office is charged with the general management of the Department of Transportation and Public Works (DTPW).

The DTPW - Director's Office provides supportive services to the DTPW divisions through oversight, coordination and technical assistance..

BUDGET SUMMARY				
Account Summary	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Personal Services (w/o EFB)	\$ 211,430	\$ 321,349	\$ 264,302	\$ (57,047)
Employee Fringe Benefits (EFB)	194,096	149,410	159,521	10,111
Services	5,633	21,035	12,461	(8,574)
Commodities	7,806	11,000	8,250	(2,750)
Other Charges	297	3,000	1,000	(2,000)
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	306,537	443,199	422,604	(20,595)
Abatements	(680,072)	(742,689)	(522,500)	220,189
Total Expenditures	\$ 45,727	\$ 206,304	\$ 345,638	\$ 139,334
Direct Revenue	179,668	187,920	203,652	15,732
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 179,668	\$ 187,920	\$ 203,652	\$ 15,732
Direct Total Tax Levy	(133,941)	18,384	141,986	123,602

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Central Service Allocation	\$ 66,833	\$ 124,342	\$ 0	\$ (124,342)
Courthouse Space Rental	12,540	45,363	0	(45,363)
Tech Support & Infrastructure	27,876	25,111	0	(25,111)
Distribution Services	116	131	0	(131)
Telecommunications	19	0	0	0
Record Center	464	181	0	(181)
Radio	0	0	0	0
Computer Charges	10,303	6,369	0	(6,369)
Applications Charges	25,336	17,511	0	(17,511)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	2,125	1,181	0	(1,181)
Total Charges	\$ 145,612	\$ 220,189	\$ 0	\$ (220,189)
Direct Property Tax Levy	\$ (133,941)	\$ 18,384	\$ 141,986	\$ 123,602
Total Property Tax Levy	\$ 11,671	\$ 238,573	\$ 141,986	\$ (96,587)

** In 2006 and 2007, these costs were included in other charging departmental and non-departmental budgets. They were reflected here to show the "total" amount of tax levy support for this Department. In 2008, these costs are budgeted within the receiving department to show the tax levy cost in the department.

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PERSONNEL SUMMARY				
	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Personal Services (w/o EFB)	\$ 211,430	\$ 321,349	\$ 264,302	\$ (57,047)
Employee Fringe Benefits (EFB)	\$ 194,096	\$ 149,410	\$ 159,521	\$ 10,111
Position Equivalent (Funded)*	46.9	3.9	3.3	(0.6)
% of Gross Wages Funded	97.7	100.0	84.1	(15.9)
Overtime (Dollars)**	\$ 439	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2006 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Clerical Assistant I	Abolish	1/1.0	DTPW - Director's Office	0*
			TOTAL	\$ 0

*This position was unfunded in 2007, so the abolishment in 2008 does not have a net fiscal effect.

MISSION

The mission of the DTPW - Director’s Office is to provide essential supportive services to DTPW divisions through oversight, coordination and technical assistance.

improvements to eliminate duplication, create efficiencies, and maximize resources.

OBJECTIVES

- Strive to maintain all core services provided by all of the divisions within the Department of Transportation and Public Works.
- Continue to expand and enhance the use of technology throughout the department in order to improve efficiency and responsiveness.
- Continue to look for ways to deliver services that create savings through energy conservation initiatives.
- Ensure that projects and commitments to our customers and the public are delivered on time and within established cost.
- Look for ways to expand and create new opportunities to increase and/or secure new revenue sources within all areas of operations.
- Continue to review and assess how, when, and why things are done and look for process

- Ensure all divisions develop and work towards written policies and procedure manuals, succession planning, and cross training for all critical positions.
- Ensure that all divisions operate within their established budgets while maximizing the quality and timeliness of services provided.

DEPARTMENT DESCRIPTION

The DTPW – Director’s Office is responsible for the management of the Department of Transportation and Public Works administrative functions, including establishment and implementation of Department policies and procedures, personnel administration, accounting, safety and training, and general public information services. Human resources and budgeting functions will continue to be provided for the department through the Department of Administrative Services – Fiscal Affairs and Human Resources Divisions. The function of security operations was transferred to Facilities Management in 2006.

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BUDGET HIGHLIGHTS

- Personal Services without fringe benefits decrease \$57,047, from \$321,349 to \$264,302.
- The currently vacant position of Clerical Assistant I, which was previously unfunded in 2007, is abolished in the 2008 Budget.
- The Director's Office budget reflects a 2008 department initiative to review and implement staffing efficiencies throughout the Department of Transportation and Public Works. A salary reduction of approximately \$50,000 is budgeted in the Director's Office for projected vacancy and turnover resulting from this initiative.
- The Department of Administrative Service (DAS) will continue to provide the following positions to the DTPW – Director's Office: 1.0 FTE position of Fiscal Administrator, 1.0 FTE position of Human Resources Coordinator, and 1.0 FTE position of Management Assistant (Human Resources). The cost of the Fiscal Administrator and Human Resources Coordinator positions are reflected as a cross-charge to the division.
- Departments have the authority to fill unfunded positions provided they do not incur a salary deficit.
- ECP positions are not provided step increases or performance awards in 2008 as allowed in County Ordinance Section 17.265 (3).
- The abatement of Countywide crosscharges is discontinued in 2008. The tax levy previously held in the servicing department is redistributed to the recipient departments in an amount corresponding to the crosscharges. This results in a tax levy redistribution equal to the change in abatements. Due primarily to this change in methodology, direct tax levy for this department increased \$123,602. The actual change in tax levy for this department from 2007 is a decrease of \$96,587.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."