

RESOLUTION APPROVING
MUNICIPAL COURT BUDGET

101

WHEREAS, the Intermunicipal Agreement for the operation of the Municipal Court for Western Waukesha County requires formation of an annual budget no later than the 1st day of September and approval of said budget by governing bodies of member municipalities by the 1st day of November of each year; and

WHEREAS, for the fourth consecutive year, the court is self-sustaining; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2002 which has estimated revenues of \$226,500.00 and anticipated expenditures of \$196,559.00, resulting in an estimated surplus of \$29,941.00.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2002 be approved.

DATED: 9-17-2001

VILLAGE OF OCONOMOWOC LAKE

By: Raymond A. Foster Jr
President

ATTEST:

Lucinda J. Scherer
Deputy Clerk



Office of City Attorney

September 7, 2001 William Chapman • Mark X. Herro - Assistant

TO: City, Village and Town Clerks

RE: Municipal Court for Western Waukesha County
2002 Budget Approval

I enclose herewith a proposed Municipal Court budget for the year 2002 together with an approval resolution for your board's consideration. The Court Administrative Committee, by agreement, is to formulate the budget by September 1. The budget is to then be approved by the governing bodies of the member municipalities no later than November 1. It would be appreciated if your Common Council, Village Board or Town Board would take action on this as soon as possible.

In addition, enclosed you will find a memorandum from the Operations Committee which sets forth the breakdown of the surplus to be returned. For the fourth year in a row, there is to be no subsidy for operating expenses by the member municipalities. At this point in time, the court is self-sustaining and will hopefully remain so for years to come.

I would ask that if you have any questions that you contact the undersigned or your Administrative Committee representative. It would be appreciated if you would present this resolution to your village/town board as soon as possible and return a photocopy to this office.

Thank you for your anticipated cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. William Chapman".

G. William Chapman, Chairman
Administrative Committee
GWC/sp
Enclosures

cc: Municipal Court Representatives (letter only)
Municipal Court Clerk

Lake Country Municipal Court

August 16, 2001

2001 Budget

(Approved by the Administrative Committee on August 16, 2001)

Acct #: Account Description:	1999 Actual	2000 Actual	2001 Budget	2001 YTD Seven Months	2001 Estimated Year End	2002 Budget	Percent +/- Budget Increase
Revenues:							
1 4000 Court Fees	184,926	191,962	185,000	120,765	200,000	190,000	2.70%
2 4200 Court Operating Fees							
3 4900 Interest Income	8,402	9,645	6,500	5,480	9,620	6,500	0.00%
4 4300 Court Assessment	30,939	42,065	28,000	33,020	56,815	30,000	7.14%
5 4800 Miscellaneous	20	323					
7 Total Revenues	224,287	243,995	219,500	159,265	266,435	226,500	3.19%
9 Total Assets	158,544	182,005		267,099			
11 Total Liabilities	77,314	69,651		107,423			
13 Total Fund Balance	81,230	112,354		159,675			
15 Total Fund Balance & Liabilities	158,544	182,005		267,099			
Expenditures:							
19 Wages & Benefits	129,569	137,767	132,616	77,304	135,267	143,156	7.95%
20 Purchased Services	13,303	13,336	14,191	10,306	15,900	17,636	24.28%
21 Operating Supplies & Expenses	9,220	8,349	7,600	5,285	8,419	9,400	23.68%
2 Fixed Charges	19,863	22,007	20,270	11,907	20,088	21,067	3.93%
23 Capital Outlay	19,297	1,412	14,210	8,869	8,870	5,300	-62.70%
24 Contingency	0	0	0	0	0	0	
25 Surplus Returned	32,141	30,000		0	30,000	0	
26 Total Expenditures:	223,393	212,871	188,887	113,670	218,544	196,559	4.06%
28 Total Surplus/Deficit	894	31,124	30,613	45,595	47,891	29,941	-2.20%

Acct #: Account Description:	1999 Actual	2000 Actual	2001 Budget	2001 YTD Seven Months	2001 Estimated Year End	2002 Budget	Percent +/- Budget Increase
35 5000 Full Time Salaries	61,209	77,406		40,191			
36 Clerk of Courts			38,250		38,250	42,075	10.00%
37 Deputy Clerk of Courts			30,000		30,000	33,000	10.00%
38 5010 Assistant Clerk	13,949	6,989	6,040	2,505	3,800	4,800	-20.53%
39 Clerk Salaries - Overtime	602			1,476	5,000		
40 5015 Part Time Judge	24,765	25,673	26,667	15,200	26,667	27,667	3.75%
41 5030 Employer FICA	7,932	7,673	7,723	4,514	7,700	8,227	6.53%
42 5040 Retirement EE-ER	7,521	6,238	6,686	3,392	6,600	6,757	1.06%
43 5050 Health	13,199	13,474	16,900	9,850	16,900	20,280	20.00%
44 5060 Long Term Disability Ins.	228	232	250	133	250	250	0.00%
45 5070 Life Insurance	164	82	100	41	100	100	0.00%
46 TOTAL:	129,569	137,767	132,616	77,304	135,267	143,156	7.95%

Acct #:	Account Description:	1999 Actual	2000 Actual	2001 Budget	2001 YTD Seven Months	2001 Estimated Year End	2002 Budget	Percent +/- Budget Increase
56	PURCHASED SERVICES:							
57	Outside Services	1,716	746					
58	5400 Professional Services	5,995						
59	5405 Accounting		4,244	4,020	2,420	4,020	4,260	5.97%
60	5410 Auditor		2,410	2,500	2,500	2,500	2,575	3.00%
61	5415 Secretarial services		0	400	353	400	2,000	400.00%
62	5420 Computer Consultant		0	1,070	1,288	2,400	2,100	96.26%
63	5425 Court Software Support		1,775	1,655	965	1,655	1,655	0.00%
64	5550 Telephone	2,563	3,896	4,000	2,705	4,529	4,500	12.50%
65	5500 Repair/Maint. Contracts Equip.	3,029	265	396	76	396	396	0.00%
66	5540 Substitute Judge			150	0	0	150	0.00%
67	Total:	13,303	13,336	14,191	10,306	15,900	17,636	24.28%
69	OPERATING SUPPLIES & EQUIPMENT							
70	5250 Office Supplies/Printing	3,387	4,580	3,000	2,027	3,500	4,000	33.33%
71	5300 Postage	2,474	2,648	3,200	2,683	3,500	3,800	18.75%
72	5350 Newspaper Publishing	2,141	0	0	0	0	0	
73	5200 Memberships	100	110	150	58	150	150	0.00%
74	5160 Books & Publications	566	33	150	169	169	150	0.00%
	Miscellaneous		163		10	0	200	
75	5600 Training & Travel	552	815	1,100	337	1,100	1,100	0.00%
76	Total:	9,220	8,349	7,600	5,285	8,419	9,400	23.68%
78	FIXED CHARGES							
79	5100 Insurance and Bonds							
80	5105 Workman's Comp	1,948	467	600	220	600	700	16.67%
81	5120 Public Officials Ins.		0	1,276	745	1,276	1,275	-0.08%
82	5125 Advertising		175	200	0	0	200	
83	5130 G Liability Ins./ Hired & non-owned MV		2,594	514	263	514	514	0.00%
84	5140 Bonds		542	460	233	178	178	-61.30%
85	5150 Bank Charges	207	894	900	925	1,200	1,400	55.56%
86	5475 Equipment Lease	2,108	1,435	0	0	0	0	
87	5450 Rent	15,600	15,900	16,320	9,520	16,320	16,800	2.94%
	Total:	19,863	22,007	20,270	11,907	20,088	21,067	3.93%
90	CAPITAL OUTLAY							
91	8000 Capital Equipment	19,297	1,412	14,210	8,869	8,870	5,300	-62.70%
92	Total:	19,297	1,412	14,210	8,869	8,870	5,300	-62.70%

Municipal Court for Western Waukesha County
Operating Committee
Budget Explanation for 2002
August 16, 2001

Revenues:

Estimating Court fees at \$190,000 and interest income at \$6,500. Projected court assessment is \$30,000. Total revenue is projected to be \$226,500.

Expenditures: *Wages & Benefits*

Account # 5000: See salary sheet for breakdown on all salaries.

Judge: \$1,000 increase per year.

Clerk: Salary set by Administrative Committee at 10% increase.

Deputy clerk: Salary set by Administrative Committee at 10% increase.

Asst. Deputy Clerk: No change in hourly rate.

Account #5010: Increased to cover estimated hours per week.

This is a part time position. 416 hours at \$11.50 per hour.

Account #5030: Reflects FICA on salaries based on Judge, Clerk, Deputy Clerk and Assistant Deputy clerk. Needs adjustment subject to salaries.

Account #5040: Reflects retirement on salaries based on Clerk, Deputy Clerk, and Assistant Deputy clerk. Needs adjustments subject to salaries.

Account #5050: Based on State Health plan, Court portion on family plan at 105% equals \$? and single plan of ?, for a total of \$20,280.00. We have not received the rate increase for 2002. We have estimated this 2002 increase at 20%.

Account # 5060: Long term disability policy, cost of \$250.00.

Account # 5070: Life insurance policy through the State retirement program based on Salary.

Expenditures: **Purchased Services**

- Account 5405: Accountant, cost for 2002 is \$4,260.
- Account 5410: Auditor, cost for 2002 to \$2,575.
- Account 5415: Secretarial services - \$500, for transcription services - \$500 and translation - \$1000.
- Account 5420: Computer Consultant, \$2,100.
- Account 5425: Court Software Support, for Titan Software per 2002 quote of \$1,655.
- Account 5550: Telephone, increased \$500 to cover costs.
- Account 5500: Repair/Maintenance, \$30/month for copier, estimated at \$396.
- Account 5540: Substitute Judge: Reduced to \$150.00

Expenditures: **Operating Supplies & Equipment**

- Account 5250: Supplies & Printing: Increased \$500
- Account 5300: Postage, increased \$600
- Account 5350: Newspaper Publishing, \$0
- Account 5200: Membership, remained at \$150.
- Account 5600: Training & Travel, remained at \$1,100.

Expenditures: **Fixed Charges**

- Account 5105: Workman's Comp Insurance based on 2001 premium, increased \$100.
- Account 5120: Public Officials Insurance, remained at \$1,276.
- Account 5125: Advertising, \$200.
- Account 5130: General liability insurance, remained at \$514.
- Account 5140: Bonds, reduced to \$178.
- Account 5150: Bank charges increased to reflect costs, to \$500.
- Account 5475: \$0. We own copier.
- Account 5450: Rent, City increased rent \$480 for the year.

Expenditures: **Capital Outlay**

- Account 8000: Capital consists of \$1,000 for laser printer, \$300 to service a printer, \$1,500 for internet credit card software , and \$2,500 for voice recording system.

August 16, 2001

Municipality	Percent of Operating	Total Operating Paid	Previous Payments	2001 Proposed Payment	Balance	Capital Paid	Capital Balance to be Return
City of Oconomowoc	45.20%	73,773	27,120	13,560	40,680	3,435	44,115
Town of Oconomowoc	13.85%	22,612	10,453	4,156	14,609	3,435	18,044
Village of Hartland	11.07%	18,073	6,644	3,322	9,966	3,435	13,401
Town of Summit	9.65%	15,748	5,790	2,895	8,685	3,435	12,120
Town of Merton	7.54%	12,305	4,524	2,262	6,786	3,435	10,221
Village of Oconomowoc Lake	5.37%	8,750	3,216	1,608	4,824	3,435	8,259
Village of Chenequa	2.98%	4,864	1,788	894	2,682	3,435	6,117
Village of Nashotah	2.28%	3,728	1,370	685	2,055	3,435	5,490
Village of Dousman	1.42%	2,311	850	425	1,275	3,435	4,710
Village of Lac La Belle	0.64%	1,052	386	193	579	3,435	4,014
	100.00%	163,216	62,141	30,000	92,141	34,350	126,491