

RESOLUTION APPROVING
MUNICIPAL COURT BUDGET

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, the Court Administrative Committee and the Municipal Court Judge have formulated a budget for 1998 which has an estimated income of court costs of \$84,000.00 and court operating and service fees of \$41,775.00, with total revenues of \$145,775.00, and anticipated expenses of \$145,775.00, a copy of which budget is attached hereto as Exhibit A.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 1998 be approved.

DATED: September 15, 1997

VILLAGE OF OCONOMOWOC LAKE

By: Raymond O. Foster
President

ATTEST:

C. A. Wierdsma
Clerk

Budget Explanation for 1998

Wages and Benefits:

Proposed 4% wage increase for all office staff. Also, salary recommendation for the Judge's next term, starting May 1, 1998, would be \$24,000 and the start of the second term starting May 1, 1999, a proposed salary of \$25,000.

Health Insurance: Budget amount reflects State insurance Program. 1998 premiums are known in October, 1997.

Purchased Services:

Outside Services: Computer consulting labor

Professional Services: For contracted payroll, accounts payable, and year end audit by a yet to be determined accounting firm.

Repair/Maintenance Contracts: Additional funds for the new copier.

Fixed Charges:

Insurance and bond: Increased for new bond for Deputy Clerk.

Equipment Lease: Cost for lease on new copy machine.

Leases: Increase in rent to City of Oconomowoc of \$50.00 per month.

Capital Outlay:

| | |
|------------------------|-----------------|
| Phone | \$300.00 |
| Cabinet | \$720.00 |
| Credit Card Hardware | \$500.00 |
| Answering Machine | \$500.00 |
| <u>Plain Paper Fax</u> | <u>\$600.00</u> |
| | \$2,620.00 |

Municipal Court - Expenditures For 1998

| Account Title | A/C Code | Actual 1995 | Actual 1996 | Budget 1997 | 1/2 Year 1997 | Proposed 1998 |
|--|----------|------------------|------------------|------------------|-----------------|------------------|
| Wages and Benefits | | | | | | |
| Full-time Salaries | 111 | \$26,538 | \$45,155 | \$51,540 | \$22,819 | \$56,700 |
| Part-time Clerk | 113 | 17,925 | 6,454 | 4,800 | 1,364 | 4,992 |
| Part-time Judge | 125 | 19,238 | 20,300 | 22,130 | 10,566 | 23,380 |
| Employer FICA /Total Benefits | 151 | 4,854 | 21,082 | 6,003 | 2,630 | 6,550 |
| Retirement EE-ER | 152 | 5,657 | | 6,752 | 2,989 | 7,000 |
| Health/STD Insurance | 154 | 5,303 | | 13,980 | 7,872 | 10,860 |
| Life Insurance | 155 | 215 | | 241 | 124 | 275 |
| Total Wages & Benefits | | \$79,730 | \$92,991 | \$105,446 | \$48,364 | \$109,757 |
| Purchased Services | | | | | | |
| Outside Services | | | | | | 1,000 |
| Professional Services | 210 | 3,640 | 4,204 | 4,000 | 2,575 | 4,400 |
| Telephone | 225 | 2,261 | 2,496 | 2,500 | 1,034 | 2,500 |
| Repair/Maint. Contracts Equip. | 240 | 1,142 | 1,949 | 1,700 | 890 | 2,000 |
| Total Purchased Services | | \$ 7,043 | \$ 8,649 | \$ 8,200 | \$ 4,499 | \$9,900 |
| Operating Supplies & Exp. | | | | | | |
| Office Supplies | 310 | 1,409 | 2,827 | 2,500 | 805 | 2,500 |
| Postage | 311 | 2,481 | 1,748 | 3,200 | 1,734 | 3,200 |
| Printing | 313 | 1,546 | 881 | 2,000 | 992 | 2,000 |
| Memberships | 320 | 160 | 75 | 160 | | 160 |
| Training and Travel | 330 | 691 | 531 | 700 | 500 | 700 |
| Total Operating Supplies & Exp. | | \$ 6,287 | \$ 6,062 | \$ 8,560 | \$ 4,031 | \$8,560 |
| Fixed Charges | | | | | | |
| Insurance and Bonds | 510 | | 288 | 425 | 244 | 500 |
| Equipment Lease | | | | | | 1,238 |
| Leases | 530 | 12,000 | 12,000 | 12,600 | 6,300 | 13,200 |
| Total Fixed Charges | | \$ 12,000 | \$ 12,288 | \$ 13,025 | \$6,544 | \$14,938 |
| Capital Outlay | | | | | | |
| Capital Equipment | 810 | 225 | 3,371 | 3,600 | 80 | 2,620 |
| Total Capital Outlay | | \$ 225 | \$ 3,371 | \$ 3,600 | \$80 | \$2,620 |
| Total Expenses | | \$105,285 | \$123,361 | \$138,831 | \$63,518 | \$145,775 |

Salaries: 1998 for Municipal Court

| | 1997 January to June 31st | 1997 July 1 to Dec 31 | 1997 Insurance Adjustment | 1997 Actual Salary | 1998 Proposed 4% | 1998 Total | |
|--------------|---------------------------------|-----------------------------|---------------------------------|--------------------------|------------------------|--------------------|---------------|
| Judge | | | | | 1/98 - 4/98 | 7,377 | 1/97 to 4/97 |
| Judge | | | | | 5/98 - 12/98 | 16,000 | 5/97 to 12/97 |
| Clerk | 30,000 | 32,000 | 860 | 32,860 | 1,314 | 34,174 | |
| Deputy Clerk | 20,280 9.75 hr. | 20,800 10.00 hr. | 860 10.40 hr. | 21,660 10.40 hr. | 866 | 22,526 10.83 hr | |
| Clerical | 4,800 8.00 hr. | 4,800 | -- | 4,800 | 192 | 4,992 8.32 hr. | |
| | 55,080 | 57,600 | 1,720 | 59,320 | 2,373 | 85,069 | |

| | 1998 | 1999 |
|---|--------|--------|
| Salary for Judge for first half of term: | 24,000 | |
| Salary for Judge for second half of term: | | 25,000 |

| | | |
|-----------------|--|-----------------|
| Wis Retirement: | 11.3 percent of salary (Clerks) | <u>6,407.15</u> |
| | | 6,407.15 |
| FICA | 7.65 percent of salary Clerks & Judge | <u>6,507.78</u> |
| | | 6,507.78 |

7/28/97

Municipal Court Fund Revenues for 1998

| Account Title | Actual 1995 | Actual 1996 | Budget 1997 | 1/2 Year 1997 | Proposed 1998 |
|----------------------------------|----------------|----------------|----------------|------------------|------------------|
| Court Fees | 93,583 | 87,928 | 96,210 | 52,012 | 84,000 |
| Municipal Operating Subsidies | 26,248 | 38,650 | 42,621 | 42,621 | 41,775 |
| Interest Income | | | | 702 | 2,000 |
| Court Assessment | | | | | 18,000 |
| TOTAL: | 119,831 | 126,578 | 138,831 | 95,335 | 145,775 |

| | |
|---------------|----------------|
| Capitol: | 2,620 |
| Court Revenue | 104,000 |
| Subsidy | 39,155 |
| Total: | 145,775 |

| Municipality | Cases Filed | % Share | Amount | Capital Cost | Total Cost |
|----------------------------|----------------|---------------|------------------|-----------------|------------------|
| City of Oconomowoc | 4175 | 44.49 | 17,418.45 | 262.00 | 17,680.45 |
| Town of Oconomowoc | 1304 | 13.89 | 5,440.40 | 262.00 | 5,702.40 |
| Town of Summit | 1225 | 13.05 | 5,110.80 | 262.00 | 5,372.80 |
| Town of Merton | 572 | 6.09 | 2,386.43 | 262.00 | 2,648.43 |
| Village of Hartland | 765 | 8.15 | 3,191.64 | 262.00 | 3,453.64 |
| Village of Oconomowoc Lake | 446 | 4.75 | 1,860.75 | 262.00 | 2,122.75 |
| Village of Chenequa | 458 | 4.88 | 1,910.81 | 262.00 | 2,172.81 |
| Village of LaLacBelle | 20 | 0.21 | 83.44 | 262.00 | 345.44 |
| Village of Dousman | 232 | 2.47 | 967.92 | 262.00 | 1,229.92 |
| Village of Nashotah | 188 | 2.00 | 784.35 | 262.00 | 1,046.35 |
| Totals: | 9,385 | 100.00 | 39,155.00 | 2,620.00 | 41,775.00 |

Capitol costs of \$2,620.00 will be divided equally among the ten communities equally.