

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
 GENERAL FUND
 ACCOUNT GROUP DETAIL

RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT:
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: Under the direction of the County Board of Commissioners and/or an elected department head, these departments are responsible for conducting the day-to-day business transactions of the county.

2019 OBJECTIVE(S): Objectives for 2019 may be found on the detail pages for each department within this group.

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
REVENUE				
INTERGOVERNMENTAL REVENUE	540-572	-	-	-
CHARGES FOR SERVICES	610-620	97,843	96,000	98,000
REVENUE TOTAL		97,843	96,000	98,000
EXPENDITURES				
PERSONNEL SERVICES	703-721	1,231,733	1,140,675	1,167,250
SUPPLIES	727-776	14,159	19,435	19,635
OTHER SERVICES & CHARGES	802-956	364,668	403,776	399,621
CAPITAL OUTLAY	970-970	-	-	-
EXPENDITURES TOTAL		1,610,560	1,563,886	1,586,506

COMMENTS:

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
 DEPARTMENT :
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	ADMINISTRATOR/CONTROLLER
1.00	FINANCE MANAGER
.50	ADMINISTRATIVE ASSISTANT
1.00	SYSTEMS ANALYST II
1.00	NETWORK ANALYST
1.00	SYSTEMS ANALYST II/WEB DESIGNER
1.00	SYSTEMS ANALYST/GIS COORDINATOR
1.00	HUMAN RESOURCE ASSISTANT
1.00	INFORMATION SYSTEMS MANAGER
1.00	HUMAN RESOURCES/RISK MANAGER
1.00	MANAGEMENT ANALYST
1.00	STAFF ACCOUNTANT
<u>1.00</u>	ACCOUNTS PAYABLE CLERK
12.50	

<u>DESCRIPTION</u>	<u>ANTICIPATED COST</u>
SALARY-SUPERVISION	344,000
SALARY-REGULAR	470,500
SALARY-OVERTIME	10,200
SALARY-PART TIME	-
SOCIAL SECURITY	53,500
MEDICARE TAX	13,300
HOSPITALIZATION	164,000
DISABILITY INSURANCE	1,950
LIFE INSURANCE	2,800
RETIREMENT	105,000
WORKERS COMPENSATION	2,000
TOTAL PERSONNEL SERVICES	<u><u>1,167,250</u></u>

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
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RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT: COUNTY ADMINISTRATOR
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: As defined by County Board policy and applicable statutes, the County Administrator is responsible for general administrative and financial affairs of the county, including all responsibilities delineated in statute in the administrator's role as controller of the county. The County Administrator is responsible for implementing policies of the Board of Commissioners and advising on effectiveness of policies.

2019 OBJECTIVE(S): 1) Maintain a balanced budget without depleting fund balance; 2) guide implementation of improvements to county services; 3) guide implementation of strategic priorities.

SERVICE UNIT:	2017 ACTUAL	2018 AMENDED	2019 PROJECTED
ACTUAL TO BUDGET VARIANCE	\$712,261	0 %	0 %
NUMBER OF IMPROVEMENTS IMPLEMENTED	4	12	10
STRATEGIC PRIORITIES ACTION ITEMS ACCOMPLISHED	6	7	6

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
EXPENDITURES				
PERSONNEL SERVICES	703-721	170,032	164,600	174,200
SUPPLIES	727-736	2,194	3,000	2,800
OTHER SERVICES & CHARGES	802-930	20,947	24,869	22,746
EXPENDITURES TOTAL		193,173	192,469	199,746

COMMENTS: CORE BUSINESS: ALL

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
 DEPARTMENT : COUNTY ADMINISTRATOR
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	ADMINISTRATOR/CONTROLLER
<u>.50</u>	ADMINISTRATIVE ASSISTANT
1.50	

<u>DESCRIPTION</u>	<u>ANTICIPATED COST</u>
SALARY-SUPERVISION	110,000
SALARY-REGULAR	19,000
SOCIAL SECURITY	8,000
MEDICARE TAX	2,000
HOSPITALIZATION	15,000
DISABILITY INSURANCE	500
LIFE INSURANCE	400
RETIREMENT	19,000
WORKERS COMPENSATION	300
TOTAL PERSONNEL SERVICES	174,200

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
 GENERAL FUND
 ACCOUNT GROUP DETAIL

RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT: CIVIL COUNSEL
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: Under the direction of the Marquette Board of Commissioners, provides civil counsel to the County Board and other County agencies. Civil Counsel provides a wide range of legal services to designated agencies including representation in court and administrative hearings; 2) conducts legal research; 3) drafts ordinances and regulations; 4) prepares and reviews contracts and other legal documents; and 5) serves as general civil counsel.

2019 OBJECTIVE(S): 1) Provides legal services to County departments and the Sawyer re-use efforts; 2) serves as spokesperson for collective bargaining for designated agencies and advises agency management on development of the bargaining strategy and parameters and related employee relations issues.

SERVICE UNIT:	2017 ACTUAL	2018 AMENDED	2019 PROJECTED
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None provided for 2019.

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
REVENUE				
CHARGES FOR SERVICES	610-620	-	-	-
REVENUE TOTAL		-	-	-
EXPENDITURES				
PERSONNEL SERVICES	703-721	-	-	-
SUPPLIES	727-776	29	100	100
OTHER SERVICES & CHARGES	802-930	145,700	150,816	150,816
CAPITAL OUTLAY	970-970	-	-	-
EXPENDITURES TOTAL		145,729	150,916	150,916

COMMENTS: CORE BUSINESS: ALL

COUNTY OF MARQUETTE
2019 BUDGET
GENERAL FUND
AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
DEPARTMENT : CIVIL COUNSEL
PROGRAM :
ACTIVITY :

NUMBER OF POSITIONS
NO AUTHORIZED STAFF

CLASSIFICATION TITLE

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
 GENERAL FUND
 ACCOUNT GROUP DETAIL

RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT: HUMAN RESOURCES/RISK MANAGEMENT
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: Provision of services to county operations in the broad areas of employment, classification and compensation, fringe benefits, labor relations, workplace safety, and regulatory compliance within the parameters of Board of Commissioners established policy and procedures. Also responsible for the development and implementation of efforts to manage the risk of loss to the county and related entities and provides administration of insurance programs.

2019 OBJECTIVE(S): 1) Continue working with employee groups in the area of health insurance education and options for the future; 2) develop and encourage training opportunities for all County employees; 3) continue HR support of the Health Department; 4) work on development of a County Handbook and orientation booklet; 5) use training and physical resources to reduce/prevent occupational injuries and illness; 6) revise system of comparable entities.

SERVICE UNIT:	2017 ACTUAL	2018 AMENDED	2019 PROJECTED
TRAINING OPPORTUNITIES OFFERED	3	10	10
COMPENSATION PACKAGE CHANGES	10	10	10
CONTRACTS PROCESSED	51	32	30
WORKMEN'S COMP CLAIMS FILED	4	8	8

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
EXPENDITURES				
PERSONNEL SERVICES	703-721	150,340	154,950	157,000
SUPPLIES	727-736	2,793	3,100	3,500
OTHER SERVICES & CHARGES	802-956	126,318	130,493	140,385
EXPENDITURES TOTAL		279,451	288,543	300,885

COMMENTS: CORE BUSINESS: ALL

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
 DEPARTMENT : HUMAN RESOURCES/RISK MANAGEMENT
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	HUMAN RESOURCES/RISK MANAGER
<u>1.00</u>	HUMAN RESOURCE ASSISTANT
2.00	

<u>DESCRIPTION</u>	<u>ANTICIPATED COST</u>
SALARY-SUPERVISION	68,000
SALARY-REGULAR	45,500
SALARY-OVERTIME	200
SOCIAL SECURITY	7,500
MEDICARE TAX	1,800
HOSPITALIZATION	20,000
DISABILITY INSURANCE	300
LIFE INSURANCE	400
RETIREMENT	13,000
WORKERS COMPENSATION	300
TOTAL PERSONNEL SERVICES	<u>157,000</u>

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
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 ACCOUNT GROUP DETAIL

RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT: ACCOUNTING/FINANCE DEPARTMENT
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: Performs the accounting, financial reporting, payroll, budget monitoring and accounts payable functions for the County. These functions specifically include the processing of general ledger transactions; the compilation and issuance of internal and external financial statements and reports that are in compliance with statutory requirements and in conformity with generally accepted accounting principles; the processing of biweekly payrolls and required withholdings in accordance with collective bargaining agreements and regulatory requirements; annual budget preparation; the timely payment of verified obligations that were obtained through purchase orders or contractual obligations of goods and services to vendors. This also includes the timing of payments to maximize discounts taken. The department also coordinates cash transactions with the County Treasurer.

2019 OBJECTIVE(S): 1) Provide customer service to internal and external customers, with monthly budget reports being distributed to departments by the 10th day of the following month; 2) timely payment of employees on a biweekly basis; 3) timely payment of County invoices with a one week turnaround; 4) timely submission of payroll tax reports; 5) timely completion and distribution of year end forms.

SERVICE UNIT:	2017 ACTUAL	2018 AMENDED	2019 PROJECTED
PERCENTAGE OF MONTHLY REPORTS TIMELY DISTRIBUTED	100%	100%	100%
PERCENTAGE OF PAYROLLS TIMELY PROCESSED	100%	100%	100%
PERCENTAGE OF INVOICES TIMELY PAID	100%	100%	100%
PERCENTAGE OF PAYROLL TAX REPORTS TIMELY SUBMITTED	100%	100%	100%

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
EXPENDITURES				
PERSONNEL SERVICES	703-721	473,209	349,800	348,150
SUPPLIES	727-736	7,333	10,275	10,275
OTHER SERVICES & CHARGES	802-930	47,000	67,076	55,470
CAPITAL OUTLAY	970-970	-	-	-
EXPENDITURES TOTAL		527,542	427,151	413,895

COMMENTS: CORE BUSINESS: ALL

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
 DEPARTMENT : ACCOUNTING/FINANCE DEPARTMENT
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	FINANCE MANAGER
1.00	MANAGEMENT ANALYST
1.00	STAFF ACCOUNTANT
<u>1.00</u>	ACCOUNTS PAYABLE
4.00	

<u>DESCRIPTION</u>	<u>ANTICIPATED COST</u>
SALARY-SUPERVISION	87,000
SALARY-REGULAR	142,000
SALARY-OVERTIME	2,000
SOCIAL SECURITY	15,000
MEDICARE TAX	4,000
HOSPITALIZATION	64,000
DISABILITY INSURANCE	750
LIFE INSURANCE	800
RETIREMENT	32,000
WORKERS COMPENSATION	600
TOTAL PERSONNEL SERVICES	<u><u>348,150</u></u>

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RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: MANAGEMENT
 DEPARTMENT: INFORMATION SYSTEMS
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: Provides system support to include resource management of all data processing hardware and software, design, program, and implement new systems, policy development, and training. Ensure informational integrity, system capacity, maintain current documentation, etc.; serves as technical advisor to other county systems.

2019 OBJECTIVE(S): 1) Manage relationships with internal customers, vendors and external entities; 2) maintain and operate network and telecommunication devices at optimal level; 3) manage technology for growth; 4) provide effective operations support.

SERVICE UNIT:	2017 ACTUAL	2018 AMENDED	2019 PROJECTED
APPLICATION/NETWORK AVAILABILITY	24 x 7	24 x 7	24 x 7
TELECOM SERVICES AVAILABILITY	24 x 7	24 x 7	24 x 7

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
REVENUE				
INTERGOVERNMENTAL REVENUE	540-572	-	-	-
CHARGES FOR SERVICES	610-620	97,843	96,000	98,000
REVENUE TOTAL		97,843	96,000	98,000
EXPENDITURES				
PERSONNEL SERVICES	703-721	438,152	471,325	487,900
SUPPLIES	727-776	1,810	2,960	2,960
OTHER SERVICES & CHARGES	802-930	24,703	30,522	30,204
CAPITAL OUTLAY	970-970	-	-	-
EXPENDITURES TOTAL		464,665	504,807	521,064

COMMENTS: CORE BUSINESS: ALL

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : MANAGEMENT
 DEPARTMENT : INFORMATION SYSTEMS
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	INFORMATION SYSTEMS MANAGER
1.00	NETWORK ANALYST
1.00	SYSTEMS ANALYST II
1.00	SYSTEMS ANALYST II/WEB DESIGNER
<u>1.00</u>	SYSTEM ANALYST/GIS COODINATOR
5.00	

<u>DESCRIPTION</u>	<u>ANTICIPATED COST</u>
SALARY-SUPERVISION	79,000
SALARY-REGULAR	264,000
SALARY-OVERTIME	8,000
SOCIAL SECURITY	23,000
MEDICARE TAX	5,500
HOSPITALIZATION	65,000
DISABILITY INSURANCE	400
LIFE INSURANCE	1,200
RETIREMENT	41,000
WORKERS COMPENSATION	800
TOTAL PERSONNEL SERVICES	<u><u>487,900</u></u>

COUNTY OF MARQUETTE
 FY 2019 PROGRAM BUDGET
 GENERAL FUND
 ACCOUNT GROUP DETAIL

RESOURCE ALLOCATION LEVEL: Board of Commissioners
 MAJOR FUNCTIONAL GROUP: PUBLIC RECORDS
 DEPARTMENT:
 PROGRAM:
 ACTIVITY:

DESCRIPTION/PURPOSE: This group of departments is responsible for creating and/or maintaining a wide variety of public records included but not limited to vital records, court records, election records, equalization and tax records.

2019 OBJECTIVE(S): SEE INDIVIDUAL PROGRAMS FOR OBJECTIVES

RESOURCES:	GENERAL LEDGER NO:	2017 ACTUAL	2018 AMENDED	2019 BUDGET
REVENUE				
TAXES AND PENALTIES	403-448	-	-	-
LICENSES AND PERMITS	477-477	2,655	3,300	2,500
CHARGES FOR SERVICES	611-615	1,015,278	1,020,000	1,037,000
OTHER REVENUE	664-679	1,143,620	1,385,800	1,494,100
REVENUE TOTAL		2,161,553	2,409,100	2,533,600
EXPENDITURES				
PERSONNEL SERVICES	703-721	1,503,669	1,421,114	1,436,764
SUPPLIES	727-75	140,845	150,100	152,100
OTHER SERVICES & CHARGES	802-957	121,531	123,458	138,206
CAPITAL OUTLAY	970-970	1,816	300	-
EXPENDITURES TOTAL		1,767,861	1,694,972	1,727,070

COMMENTS:

COUNTY OF MARQUETTE
 2019 BUDGET
 GENERAL FUND
 AUTHORIZED STAFFING LEVEL

MAJOR FUNCTIONAL GROUP : PUBLIC RECORDS
 DEPARTMENT :
 PROGRAM :
 ACTIVITY :

<u>NUMBER OF POSITIONS</u>	<u>CLASSIFICATION TITLE</u>
1.00	COUNTY CLERK
1.00	CHIEF DEPUTY COUNTY CLERK
1.00	DEPUTY VITAL RECORDS CLERK
2.00	DEPUTY CIRCUIT COURT CLERK II
1.00	DEPUTY CIRCUIT COURT CLERK III
1.00	DEPUTY EQUALIZATION/TAX ROLL DIRECTOR
1.00	DEPUTY DIRECTOR
1.00	TECH SPECIALIST/PROPERTY APPRAISER II
1.00	GIS SPECIALIST/EQUALIZATION
3.00	PROPERTY APPRAISER
1.00	REGISTER OF DEEDS
1.00	CHIEF DEPUTY REGISTER
1.50	DEPUTY REGISTER OF DEEDS II
1.00	COUNTY TREASURER
1.00	DEPUTY COUNTY TREASURER
1.00	DEPUTY COUNTRY TREASURER II
<u>1.00</u>	DEPUTY COUNTY TREASURER III
20.50	
	<u>BOARDS</u>
4.00	BOARD OF CANVASSER
<u>3.00</u>	ELECTION COMMISSIONER
7.00	

TOTAL PERSONNEL SERVICES 1,436,764