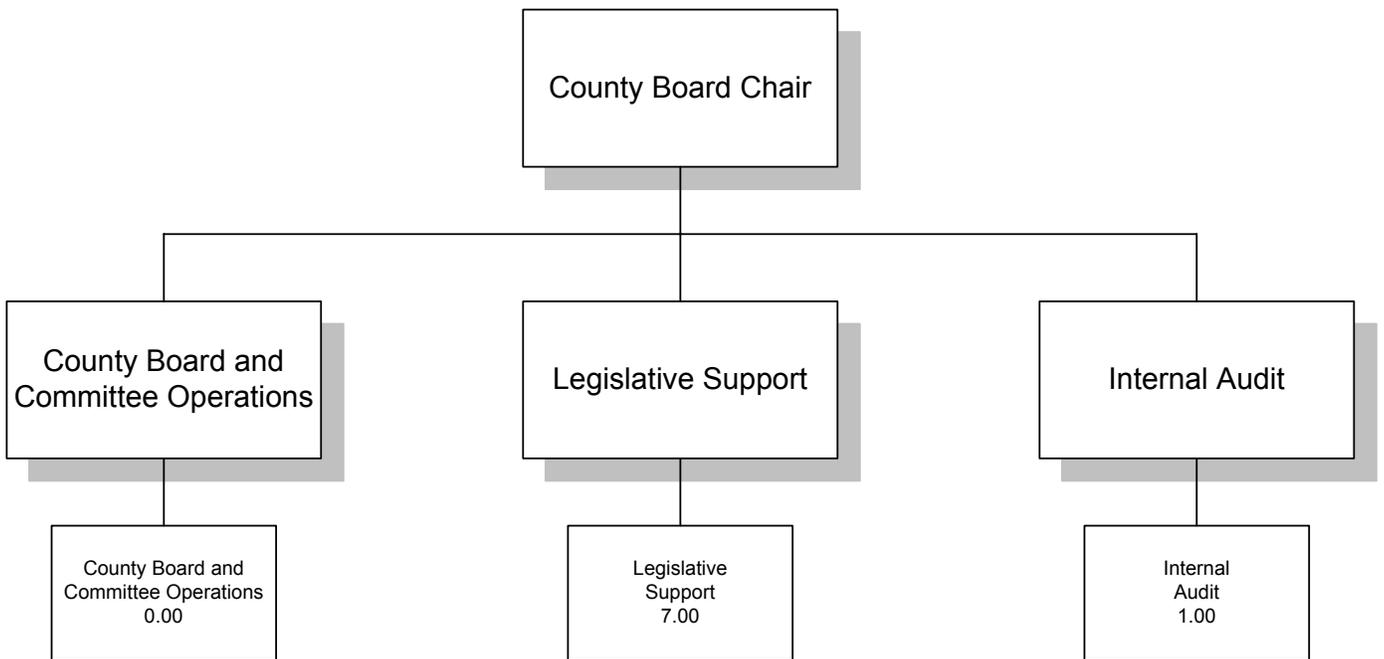


County Board

COUNTY BOARD CHAIR'S OFFICE

FUNCTION / PROGRAM CHART



8.00 TOTAL FTE'S

1. Position counts stated in terms of budgeted full time equivalent positions (FTE) includes extra help and overtime.
2. See Stats/Trends Section for position detail.



Statement of Purpose

The mission of the Waukesha County Board of Supervisors is to enact legislation to establish policy to promote the health, safety, welfare and quality of the life of the people of Waukesha County in a fiscally responsible manner.

The legislative body of the County is the Board of Supervisors, which consists of 25 members who are elected by districts to two-year terms in even numbered years. From its members, the Board elects a Chairperson, First Vice-Chairperson, and Second Vice-Chairperson as officers of the County Board. There are seven standing committees of the County Board organized on functional lines. The Executive, Finance, and Personnel Committees deal with administrative policy matters, whereas the remaining four standing committees, Judiciary and Law Enforcement; Health and Human Services; Land Use, Parks and Environment; and Public Works, are concerned with policy matters affecting public services.

Through the Internal Audit function, the County Board provides financial and program evaluations to assure cost-effective and efficient use of available resources.

Financial Summary	2008 Actual	2009 Adopted Budget	2009 Estimate	2010 Budget	Change From 2009 Adopted Budget	
					\$	%
Revenues						
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Appr. Fund Balance (a)	\$48,767	\$0	\$66,750	\$0	\$0	N/A
County Tax Levy	\$1,340,437	\$1,314,173	\$1,314,173	\$1,310,373	(\$3,800)	-0.3%
Total Revenue Sources	\$1,389,204	\$1,314,173	\$1,380,923	\$1,310,373	(\$3,800)	-0.3%
Expenditures						
Personnel Costs	\$1,017,270	\$1,043,249	\$1,018,554	\$1,043,622	\$373	0.0%
Operating Expenses	\$127,547	\$236,189	\$189,865	\$236,049	(\$140)	-0.1%
Interdept. Charges	\$27,100	\$34,735	\$31,622	\$30,702	(\$4,033)	-11.6%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$1,171,917	\$1,314,173	\$1,240,041	\$1,310,373	(\$3,800)	-0.3%
Rev. Over (Under) Exp.	\$217,287	-	\$140,882	-	-	N/A

Position Summary (FTE)

Regular Positions	8.00	8.00	8.00	8.00	0.00
Extra Help	0.00	0.00	0.00	0.00	0.00
Overtime	0.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	8.00	8.00	0.00

- (a). General Fund Balance of \$48,767 is related to a 2007 carryover from the 2007 Budget to the 2008 Budget in the Internal Audit Program for a contract transit audit. General Fund Balance of \$66,750 is related to a 2008 purchase order which carried over expenditure authority from the 2008 Budget to the 2009 Budget in the Internal Audit Program for a contract Information Technology Risk Assessment and Network Operations audit.

Major Departmental Strategic Outcomes and Objectives for 2010

County-Wide Key Strategic Outcome: An economically vibrant county

Objective 1: Maintain exemplary financial management policy and practices to help lower borrowing costs and tax rate.

Key Outcome Indicator: The bond rating status is reflective of the county's diverse and growing tax base, personal income levels, solid financial position and flexibility, and low debt burden.

Performance Measure:	2007 Actual	2008 Actual	2009 Target	2010 Target
County's Bond Rating	AAA/Aaa	AAA/Aaa	AAA/Aaa	AAA/Aaa

Objective 2: Create an environment that promotes County-wide economic development.

Key Outcome Indicator: Continued growth in the County's equalized value.

Performance Measure:	2007 Budget	2008 Budget	2009 Budget	2010 Budget
Equalized values* (including Tax Incremental Districts (TID))	\$49.5 billion	\$51.99 billion	\$53.06 billion	\$52.11 billion

**Amounts shown are prior year values for the subsequent year budget.*

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Objective 3: Complete operational, performance and financial audits to promote efficiency and economy, adequate internal controls, and implementation of best practices. (Internal Audit)

Complete audits in the areas of the Department of Health and Human Services (billing system), Public Works Fleet operations, and Information Services.

Key Outcome Indicator: Bond rating measures efficacy, efficiency, best practices and cost effectiveness of services (See county bond rating above).

Legislative Support

County-Wide Key Strategic Outcome: An economically vibrant county

Program Description

Provides for the directing of the day-to-day activities of the County Board's professional, audit, and secretarial staff; support to the seven standing committees; legislative and lobbying effort for the County; and research, analysis, evaluation, and recommendations to the County Board and its committees.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	7.00	7.00	7.00	7.00	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$678,144	\$687,799	\$687,799	\$689,861	\$2,062
Total Revenues	\$678,144	\$687,799	\$687,799	\$689,861	\$2,062
Personnel Costs	\$594,835	\$634,067	\$617,254	\$633,145	(\$922)
Operating Expenses	\$17,101	\$30,014	\$24,193	\$30,014	\$0
Interdept. Charges	\$19,770	\$23,718	\$23,152	\$26,702	\$2,984
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$631,706	\$687,799	\$664,599	\$689,861	\$2,062
Rev. Over (Under) Exp.	\$46,438	-	\$23,200	-	-

Program Highlights

- Personnel costs for 7.00 FTE employees reflect an estimated increase in salaries by \$5,700 or 1.25% to about \$460,670 largely offset by a decrease in budgeted employee benefit costs by an estimated \$6,625. Salary and employee benefit cost increases are lower due to turnover within the office from a 2008 retirement. In 2009, the department filled the position at a lower salary and benefit level than planned in the 2009 Budget.
- Interdepartmental charges increase by \$2,984 mainly due to a \$3,308 increase in End User Technology fund charges to phase in the total cost of technology ownership. This increase is partially offset by a \$324 decrease in interdepartmental telephone charges to \$4,350 mainly due to a \$300 reduction in variable telephone expenses to be closer to actual expenditure levels.
- Reduction in the number of county board committee minutes prepared is offset by the additional workload taken on by county board support staff to prepare minutes for the Criminal Justice Collaborating Council as well as its committees and workgroups.
- Expenses stabilize due to staff advisement to officials about critical financial and governmental impacts of the state budget. Chairman and staff work with Local Government Institute issues, Supreme Court Policy and Planning Committee and Criminal Justice Committees focusing on cost reduction while maintaining public safety.

Activity-Workload Data	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Committee agenda/minutes prepared	210	300	260	275	(25)
Advisement to committees by staff	263	275	275	275	0
Staff participating in community events/mtgs/confs.	117	110	115	110	0
Meetings w/Legislators/Advisory groups	239	225	225	225	0



 County Board and Committees Operations

County-Wide Key Strategic Outcome: An economically vibrant county

Program Description

Provide funds for the personnel and direct costs associated with the twenty-five County Board supervisors, its committees, and the professional associations to which it belongs.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.00	0.00	0.00	0.00	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$412,697	\$375,358	\$375,358	\$375,251	(\$107)
Total Revenues	\$412,697	\$375,358	\$375,358	\$375,251	(\$107)
Personnel Costs	\$292,712	\$274,936	\$266,797	\$275,416	\$480
Operating Expenses	\$49,768	\$95,875	\$61,422	\$95,835	(\$40)
Interdept. Charges	\$1,638	\$4,547	\$2,000	\$4,000	(\$547)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$344,118	\$375,358	\$330,219	\$375,251	(\$107)
Rev. Over (Under) Exp.	\$68,579	-	\$45,139	-	-



Program Highlights

- Personnel costs are estimated to increase \$480 to \$275,416 mainly due to an increase in the County's required contribution for the Wisconsin Retirement System.
- Operating expenses include consulting expenditure appropriations that are generally used for pressing issues that unexpectedly arise and are deemed important to immediately address.
- Interdepartmental postage charges are decreasing by \$547 due to the reduction in the number of county board meetings from two meetings a month to one meeting a month resulting in fewer packet mailings.
- Related operating expenses, interdepartmental charges and work plans are designed to streamline board operations and facilitate the transition to a new county board elected April 2010. Budget adjustments reflect challenging external economic environment and state funding limitations.
- County board approves stimulus funding relating to capital projects, a capital plan and operating budget to promote stable debt ratings as well as economic growth throughout the County.



Activity-Workload Data	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Ordinances/Resolutions considered	179	150	150	150	0
County Board meetings attended	263	275	280	275	0
Standing Committee meetings attended	729	750	800	750	0

Internal Audit

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill
Program Description

Internal Audit is an independent function of the legislative branch of the County, and is responsible for conducting operational, performance and financial audits of County operations for the purpose of promoting efficiency, economy, and adequate internal controls.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	1.00	1.00	1.00	1.00	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance (a)	\$48,767	\$0	\$66,750	\$0	\$0
County Tax Levy	\$249,596	\$251,016	\$251,016	\$245,261	(\$5,755)
Total Revenues	\$298,363	\$251,016	\$317,766	\$245,261	(\$5,755)
Personnel Costs	\$129,723	\$134,246	\$134,503	\$135,061	\$815
Operating Expenses (a)	\$60,678	\$110,300	\$104,250	\$110,200	(\$100)
Interdept. Charges	\$5,692	\$6,470	\$6,470	\$0	(\$6,470)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$196,093	\$251,016	\$245,223	\$245,261	(\$5,755)
Rev. Over (Under) Exp.	\$102,270	-	\$72,543	-	-

(a). General Fund Balance of \$48,767 is related to a 2007 carryover from the 2007 Budget to the 2008 Budget in the Internal Audit Program for a contract transit audit. General Fund Balance of \$66,750 is related to a 2008 purchase order which carried over expenditure authority from the 2008 Budget to the 2009 Budget in the Internal Audit Program for a contract Information Technology Risk Assessment and Network Operations audit.

Program Highlights

- In 2008, the Internal Audit Division invested in Audit Leverage software for approximately \$3,900 to replace existing Lotus Notes audit software which eliminated its need for its own dedicated server. This software purchase reduces their End User Technology costs and therefore End User Technology charge backs are reduced by \$5,650.
- Operating expenses remain stable and include contracted audit costs.
- Interdepartmental charges for the Internal Audit program were End User Technology charges. For 2010, all End User Technology Charges are being budgeted under the Legislative Support program for ease of administration.
- Audits help ensure safeguarding of county assets, efficiency, management integrity and reliability by identifying cost effective controls throughout county operations. Audit recommendations improve operations that assist administration, supervisors and taxpayers of Waukesha County. Anticipated 2010 audits include the Department of Health and Human Services billing system, Public Works Fleet operations and Information Systems.

Activity-Workload Data	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Audits of department activities*	3	4	4	4	0
Consult with departments to assist in various projects*	0	3	3	2	(1)
Follow-up of Internal Audit and external auditor's recommendations	1	1	1	1	0
Assist in completion of single audit work performed by external auditors	1	1	1	1	0

* The measures above have been restated to more accurately reflect department activities.