



Fund Purpose

The General Fund is the primary operating fund of the County. It accounts for resources traditionally associated with governments and includes all revenues not required to be processed through another fund. Most General Fund revenue comes from Taxes, but the Fund also receives fees, intergovernmental revenues, interest earnings and other revenues.

Financial Summary	2008	2009	2009	2010	Change From 2009	
	Actual (b)	Adopted Budget	Estimate (a)(c)	Budget	Adopted Budget \$	%
General Government	\$274,014	\$421,338	\$421,338	\$522,272	\$100,934	24.0%
Fines/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Service	\$150,804	\$153,963	\$151,412	\$157,357	\$3,394	2.2%
Interdepartmental	\$783,822	\$714,847	\$714,847	\$637,162	(\$77,685)	-10.9%
Other Revenue (a)	\$67,428	\$41,600	\$108,316	\$168,279	\$126,679	304.5%
Appr. Fund Balance (b)	\$47,512	\$0	\$21,107	\$0	\$0	N/A
County Tax Levy	\$4,265,440	\$4,300,100	\$4,300,100	\$4,351,451	\$51,351	1.2%
Total Revenue Sources (a)	\$5,589,020	\$5,631,848	\$5,717,120	\$5,836,521	\$204,673	3.6%
Personnel Costs (a)(c)	\$4,577,592	\$4,650,659	\$4,755,852	\$4,840,416	\$189,757	4.1%
Operating Expenses (b)(c)	\$654,996	\$687,142	\$602,087	\$686,730	(\$412)	-0.1%
Interdept. Charges	\$283,683	\$294,047	\$283,607	\$309,375	\$15,328	5.2%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures (a)	\$5,516,271	\$5,631,848	\$5,641,546	\$5,836,521	\$204,673	3.6%
Rev. Over (Under) Exp.	\$72,749	-	\$75,574	-	-	N/A

Position Summary (FTE)

General Fund:

Regular Positions (a)	51.25	50.75	51.25	51.60	0.85
Extra Help	1.33	1.40	1.35	1.36	(0.04)
Overtime	0.03	0.02	0.02	0.00	(0.02)
Total	52.61	52.17	52.62	52.96	0.79

End User Technology Fund (Memo):

Regular Positions	26.20	27.45	27.45	26.60	(0.85)
Extra Help	7.91	6.16	6.16	7.27	1.11
Overtime	0.12	0.06	0.06	0.06	0.00
Total	34.23	33.67	33.67	33.93	0.26

Grand Total	86.84	85.84	86.29	86.89	1.05
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- (a) The 2009 revenue and expenditures estimates exceed the 2009 Adopted Budget mostly due to 2008 carryover and purchase orders and additional expenditure authority added to the budget by approved ordinances. This includes \$106,679 in Other Revenue and personnel costs for the Workforce Development Center Coordinator position (Enrolled Ordinance 164-21).
- (b) 2008 includes \$30,000 Fund Balance carryover in revenues and expenditures for a Point of Service claims audit.
- (c) 2009 personnel costs are estimated to exceed the modified 2009 budget, largely due to employee health plan changes, and a funds transfer from operating expenses may need to be requested to cover these estimated above budget personnel costs.

Major Departmental Strategic Outcomes and Objectives for 2010

County-Wide Key Strategic Outcome: A safe county

Objective 1: Achieve 95% satisfaction rating for the Information Technology (IT) technical support provided to the Waukesha County Communication Center (WCCC) and a 75% satisfaction rating for the Help Desk function. Reduce problem issues with Help Desk performance to raise satisfaction rating. (Information Technology)

Key Outcome Indicator: Satisfaction as measured by survey. Reduced number of issues with the shared Public Safety system and number of incidents of interruptions to IT technical support personnel during time off.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Calls to the Help Desk	24	100	62	100
% of Satisfaction with Help Desk	50%	75%	80%	80%
Requests to bring in IT technical support personnel during non-business hours	18	10	14	10
% of WCCC personnel satisfied	95%	95%	100%	98%

County-Wide Key Strategic Outcome: A well planned county

Objective 2: Identify employees eligible to retire in next 5-year period and estimate the fiscal impact of the sick leave payouts on the Non-Departmental Budget in order to estimate and plan for the fiscal impact of the sick leave payouts. (Budget)

Key Outcome Indicator: Actual sick leave retirement payout payments within +/- 20% of estimated payouts projection.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
% actual sick leave retirement payout payments deviate from estimate.	20%	15%	15%	12%

County-Wide Key Strategic Outcomes: A county that provides customers with quality programs and services

Objective 3: Working with Corporation Counsel, develop policies, procedures and a County-wide system for department users that provides for effective life-cycle storage management of electronic records, and also provides for the appropriate disposal of those records when they have reached their end-of-life requirement. The system will also provide for litigation holds and suspension of disposal if it is required. (Information Technology, Business Office, Employment Services, and Risk Management)

Key Outcome Indicator: Proof of concept, using a rules-based formula, is in place to manage these electronic records by late 2nd quarter 2010, with an automated tool in place by 4th quarter 2010.

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

Objective 4: Achieve a \$300,000 increase in purchases from 2008 to qualify for increased rebates to the County for 2009. (Purchasing and Accounting)

Key Outcome Indicator: A \$300,000 increase in payments eligible to qualify for procurement card rebates for 2010 over the estimated 2009 levels.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Qualifying payments for rebate*	\$3,628,116	\$2,800,000	\$4,000,000	\$4,300,000
\$ Increase over previous year	\$1,328,473	\$300,000	\$371,884	\$300,000

*The qualifying payments and rebates are based on contract year effective March 1st.

Objective 5: Improve cost containment associated with Information Technology. (Information Technology including End User Technology Fund)

Key Outcome Indicator: Actual cost reduction in operational expenses related to server room operations, shared services agreements between local governments and actual cost reduction in labor expenses and related to PC desktop support.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Operating cost reduction	\$105,000	\$100,000	\$110,000	\$35,000
Number of shared service agreements	2	2	3	3
Labor cost reduction (net new)	\$63,000	\$75,000	\$78,000	\$50,000

Objective 6: Continue providing a program to offer access to training opportunities to other County governmental units which provides revenue opportunities. (Employment Services)

Key Outcome Indicator: Number of governmental units and the number of their employees participating. Intergovernmental revenue received.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
# of government units participating	17	15	15	15
# of non-County participants at training sessions	120	80	80	80
Avg. fee charged per person trained	\$32	\$31	\$31	\$31
Revenue received from participating units	\$3,850	\$2,500	\$2,500	\$2,500
Satisfaction of participants	Meets Expectations	Meets Expectations	Meets Expectations	Meets Expectations

Objective 7: Implement an integrated County-wide cashiering system in order to reduce the cost of delivering services and to reduce the cost and support necessary for maintaining duplicative systems at the County. (Business Office and Information Technology)

Key Outcome Indicator: Reduction of independent departmental stand-alone cashiering systems.

Performance Measures:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Reduction of stand-alone cashier systems	0	5-10	6	4 (10 Total)
# of areas implemented on shared system	6	N/A	8	5-6

Objective 8: Evaluate the electronic application process which was implemented in 2009 and provides a paperless system where applicants and employees complete applications on-line to reduce processing time and staff support. (Employment Services and Administrative Services)

Key Outcome Indicator: The ability of departments to access applications on a timely and effective basis through an online system; thereby reducing the need for support staff manual interventions.

Performance Measure:	2008 Actual	2009 Target	2009 Estimate	2010 Target
To reduce reliance on temporary help/third party assistance based on staff time savings realized	N/A	TBD	N/A	0.25%

Objective 9: Create a cross functional workgroup to evaluate the current Business Continuity software, explore the feasibility to upgrade functionality and investigate options for potential upgrades or replacement of the current system with a cost effective solution in time for the 2010 technology review process. (Information Technology, Purchasing, Risk Management and Emergency Preparedness)

Administrative Services

Program Description

The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support to divisions and proprietary operations of the Department of Administration and the Director of Administration. This program includes most of the administrative personnel costs associated with the DOA General Fund.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	10.80	10.80	10.80	10.80	0.00
General Government	\$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	\$535,193	\$593,797	\$593,797	\$619,691	\$25,894
Total Revenues	\$535,193	\$593,797	\$593,797	\$619,691	\$25,894
Personnel Costs	\$562,922	\$524,622	\$526,129	\$554,549	\$29,927
Operating Expenses	\$25,204	\$39,260	\$25,860	\$34,960	(\$4,300)
Interdept. Charges	\$27,928	\$29,915	\$28,615	\$30,182	\$267
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$616,054	\$593,797	\$580,604	\$619,691	\$25,894
Rev. Over (Under) Exp.	(\$80,861)	-	\$13,193	-	-



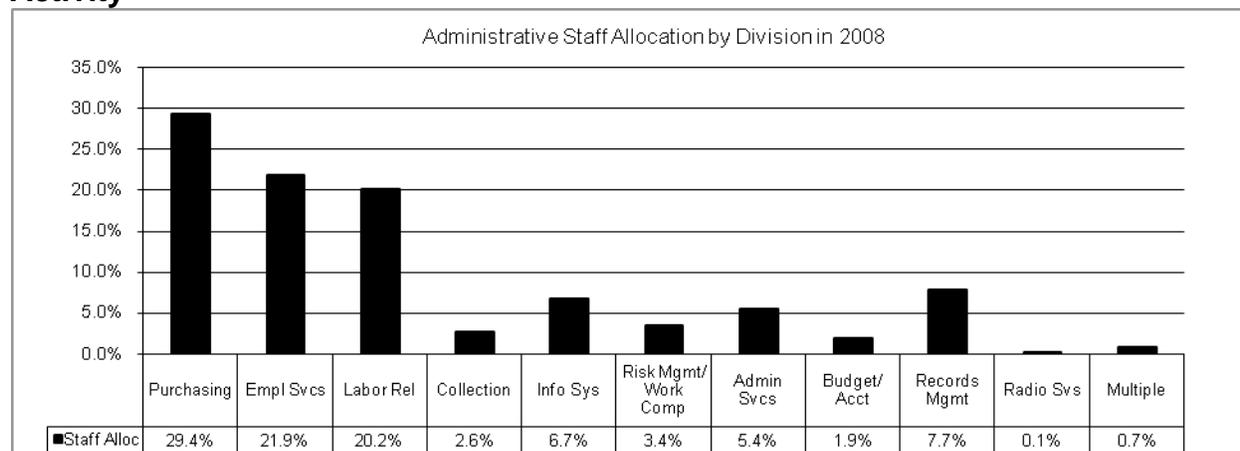
Program Highlights

County Tax Levy funding increases by approximately \$25,900 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase mostly due to cost to continue existing staff and a transfer of vacancy turnover of \$20,000 to End User Technology Fund to more properly reflect the turnover of staff in each fund. Operating expenses decrease \$4,300 due to reduced third party temporary help resulting from the implementation of the electronic application process.



Activity



Business Office

Program Description

The Business Office program coordinates the development and monitoring of the Department of Administration Budget, assists divisions and other County departments in their business operations, financial functions and financial analyses. It also provides tax billing services and assistance to the Treasurer and Register of Deeds in providing tax collection and Notice of Assessment services.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	5.50	5.50	6.00	6.50	1.00
General Government	\$274,014	\$421,338	\$421,338	\$522,272	\$100,934
Charges for Services	\$145,734	\$149,302	\$148,337	\$154,328	\$5,026
Interdepartmental	\$652,876	\$659,425	\$659,425	\$580,640	(\$78,785)
Other Revenue	\$0	\$0	\$51,716	\$106,679	\$106,679
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy/(Credit)	(\$532,068)	(\$674,672)	(\$674,672)	(\$690,347)	(\$15,675)
Total Revenues	\$540,556	\$555,393	\$606,144	\$673,572	\$118,179
Personnel Costs	\$507,489	\$529,287	\$584,058	\$642,909	\$113,622
Operating Expenses	\$40,154	\$18,560	\$18,560	\$22,548	\$3,988
Interdept. Charges	\$7,785	\$7,546	\$7,546	\$8,115	\$569
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$555,428	\$555,393	\$610,164	\$673,572	\$118,179
Rev. Over (Under) Exp.	(\$14,872)	-	(\$4,020)	-	-



Program Highlights

Revenues increase by \$118,200 primarily due to Other Revenue from Workforce Development Center by \$106,679 and General Government revenue from new indirect revenues from ADRC of \$50,000 and transfer of indirect revenues from Interdepartmental of \$60,000, partially offset by a lower percentage of indirect Child Support revenues budgeted in 2010. Charges for Services increase by \$5,000 mainly due to an increase in the Tax billing rate and a slight increase in number of parcels billed. Interdepartmental revenues decrease by \$78,800 mainly from the transfer to General Government of \$60,000 and a lower percentage of indirect cost charges budgeted in 2010.

County Tax Levy funding in this program decreases by approximately \$15,700, mainly due to increased revenues budgeted as outlined above.

Personnel Costs increase mainly due to the new Workforce Development Center Coordinator. Operating expenses increase \$4,000 mainly due to increased tax billing costs.



Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
# Tax Billing Customers	34	34	34	34	0
# Property Tax Bills	104,037	108,000	105,000	105,500	(2,500)
# Notice of Assessment Customers	9	9	9	9	0
# Notice of Assessments	5,597	5,000	2,890	2,900	(2,100)
# Online Payments	3,466	3,800	3,800	4,000	200
\$ Online Payments	\$11,179,974	\$11,800,000	\$11,900,000	\$12,000,000	\$200,000
# Municipalities participating with County's online payment program	2	1	2	2	1

Payroll

Program Description

The Payroll program provides support to all County agencies in preparation and monitoring of payroll data. In addition, program personnel work in conjunction with the Employment Services Division in maintaining an effective human resources/payroll reporting system, audit County-wide payroll in accordance with established County policies and procedures and in compliance with State and Federal regulations, and file required payroll reports to various reporting agencies.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	2.52	2.52	2.52	2.50	(0.02)
General Government	\$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	\$3,152	\$0	\$1,832	\$0	\$0
County Tax Levy	\$270,664	\$282,225	\$282,225	\$286,245	\$4,020
Total Revenues	\$273,816	\$282,225	\$284,057	\$286,245	\$4,020
Personnel Costs	\$174,105	\$184,151	\$184,329	\$185,833	\$1,682
Operating Expenses	\$92,204	\$92,268	\$92,268	\$94,177	\$1,909
Interdept. Charges	\$6,005	\$5,806	\$5,806	\$6,235	\$429
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$272,314	\$282,225	\$282,403	\$286,245	\$4,020
Rev. Over (Under) Exp.	\$1,502	-	\$1,654	-	-


Program Highlights

County Tax Levy funding increases by approximately \$4,000 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff. Operating expenses increase \$1,900 mainly due to increased costs associated with the Ceridian system including payroll processing and maintenance.

Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Paychecks Processed	46,206	45,000	43,280	44,000	(1,000)
Payroll Exception Checks	30	35	10	30	(5)
W2s Processed	2,066	2,100	2,100	2,100	0

Accounting Services/Accounts Payable

Program Description

The Accounting Services/Accounts Payable program provides support to all County agencies in establishing and maintaining an effective accounting and financial reporting system and County-wide system of internal control in accordance with generally accepted accounting principles and in the processing of vendor invoices to ensure payments are made in a timely manner. In addition, program personnel prepare annual financial statements, work in conjunction with the Budget Division in maintaining financial assets and monitoring expenditures against annual and capital budgets, prepare financial analyses, assist the Treasurer's Office in investment of cash and audit transactions so that requisitions and payments are accurate and for a legitimate purchase of goods and services in accordance with the Adopted Budget.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	6.50	6.50	6.50	6.50	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$554	\$1,986	\$400	\$354	(\$1,632)
Interdepartmental	\$53,888	\$55,422	\$55,422	\$56,522	\$1,100
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$628,646	\$650,092	\$650,092	\$666,054	\$15,962
Total Revenues	\$683,088	\$707,500	\$705,914	\$722,930	\$15,430
Personnel Costs	\$556,600	\$579,638	\$584,633	\$587,882	\$8,244
Operating Expenses	\$124,930	\$115,794	\$115,794	\$121,481	\$5,687
Interdept. Charges	\$12,051	\$12,068	\$12,068	\$13,567	\$1,499
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$693,581	\$707,500	\$712,495	\$722,930	\$15,430
Rev. Over (Under) Exp.	(\$10,493)	-	(\$6,581)	-	-

**Program Highlights**

Charges for Services revenues decrease due to decreased wage assignment fees. Interdepartmental revenues increase due to increased charges for financial services provided to the Treasurer.

County Tax Levy funding increases by approximately \$15,900 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff. Operating expenses increase \$5,700 mainly due to Oracle software maintenance by \$4,000 and audit services by \$2,100. Interdepartmental charges increase \$1,500 due to increased cost of records storage by \$800 and EUTF charges by \$700.



Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Budget Entries Prepared	1,340	1,200	1,200	1,200	0
Journal Entries Audited	2,800	2,800	2,800	2,800	0
Requisition Lines Audited	1,500	1,800	1,600	1,600	(200)
Invoice Lines (Direct Buys) Audited	73,400	83,500	75,000	75,000	(8,500)
Procard Lines Entered/Audited	9,185	9,300	9,300	9,400	100

Budget Management

Program Description

The Budget Management program is responsible for providing technical assistance to County agencies in preparing annual operating, capital planning and capital project budget requests. The program also provides technical assistance to the County Executive, Finance and other County Board Standing Committees in performing budget reviews, monitoring fiscal analyses on budget requests, grants, and other issues having a fiscal impact.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	5.54	5.60	5.55	5.56	(0.04)
General Government	\$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	\$3,480	\$0	\$9,157	\$0	\$0
County Tax Levy	\$542,767	\$570,940	\$570,940	\$589,138	\$18,198
Total Revenues	\$546,247	\$570,940	\$580,097	\$589,138	\$18,198
Personnel Costs	\$496,196	\$531,080	\$532,447	\$550,837	\$19,757
Operating Expenses	\$7,511	\$29,923	\$23,275	\$27,565	(\$2,358)
Interdept. Charges	\$10,115	\$9,937	\$10,112	\$10,736	\$799
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$513,822	\$570,940	\$565,834	\$589,138	\$18,198
Rev. Over (Under) Exp.	\$32,425	-	\$14,263	-	-



Program Highlights

County Tax Levy funding increases by approximately \$18,200 mainly due to increased expenditures budgeted as outlined below.

Personnel costs increase due to cost to continue existing staff and an increase in health insurance by \$15,400 for changes in plan selection for an existing employee. Operating expenses decrease \$2,400 mainly due to reductions in travel, tuition and contract services.

Employment Services / Training

Program Description

The Employment Services program is responsible for the implementation of federal and state employment and labor laws, personnel recruitment and selection, processing new applications and applicant tracking, and wage and salary administration. The Training program provides training and education assistance to County employees in order to improve the quality of County services, assist employees in the performance of their jobs and prepare employees for promotional opportunities.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	4.00	4.00	4.00	4.00	0.00
Charges for Services	\$4,234	\$2,550	\$2,550	\$2,550	\$0
Other Revenue	\$38,307	\$26,500	\$26,500	\$36,500	\$10,000
Appr. Fund Balance	\$8,700	\$0	\$2,338	\$0	\$0
County Tax Levy	\$587,670	\$614,536	\$614,536	\$607,476	(\$7,060)
Total Revenues	\$638,911	\$643,586	\$645,924	\$646,526	\$2,940
Personnel Costs	\$431,655	\$444,017	\$452,699	\$447,253	\$3,236
Operating Expenses	\$117,286	\$164,182	\$153,082	\$164,211	\$29
Interdept. Charges	\$28,394	\$35,387	\$30,387	\$35,062	(\$325)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$577,335	\$643,586	\$636,168	\$646,526	\$2,940

Rev. Over (Under) Exp.	\$61,576	-	\$9,756	-	-
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Program Highlights

Other revenue increases \$10,000 due to increased commissions from cafeteria and vending based on 2008 and 2009 experience.

County Tax Levy funding decreases by approximately \$7,100 mainly due to increased revenues budgeted as outlined above and offset somewhat by increased expenditures as outlined below.

Personnel costs increase due to cost to continue existing staff. Operating expenses increase slightly due to an increase of \$10,000 for the holiday party and picnic funded by the cafeteria and vending commissions, partially offset by one-time costs in 2009 to implement an electronic application process, not repeated in 2010. Interdepartmental charges decrease mainly due to reduced postage costs by \$1,500, partially offset by increased End User Technology Fund (EUTF) charges by \$1,100.

Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
<i># of Seasonal, Temporary Employees Hired</i>	210	200	150	200	0
<i># of Regular Full-Time Employees Hired</i>	67	80	65	80	0
<i>Promotions/Demotions/Transfers (a)</i>	160	100	96	100	0
<i>Peak # of Employees on Payroll</i>	1,815	1,850	1,825	1,850	0
<i># of Employee/Family Medical Leaves</i>	167	200	175	200	0
<i># of non-County participants trained</i>	120	80	80	80	0

(a) Transfers are high in 2008 due to the creation of the Aging and Disability Resource Center.

Employee Benefits / Labor Relations

Program Description

The Employee Benefits program provides the administration of the County's benefit plans. The Labor Relations program manages the County's collective bargaining, grievance arbitration, and employee relations and performance functions.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	3.00	3.00	3.00	3.00	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$77,058	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$30,780	\$0	\$7,482	\$0	\$0
County Tax Levy	\$426,009	\$431,459	\$431,459	\$435,089	\$3,630
Total Revenues	\$533,847	\$431,459	\$438,941	\$435,089	\$3,630
Personnel Costs	\$374,036	\$382,009	\$384,835	\$383,989	\$1,980
Operating Expenses	\$137,876	\$39,945	\$39,860	\$40,860	\$915
Interdept. Charges	\$9,769	\$9,505	\$9,505	\$10,240	\$735
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$521,681	\$431,459	\$434,200	\$435,089	\$3,630
Rev. Over (Under) Exp.	\$12,166	-	\$4,741	-	-


Program Highlights

County Tax Levy funding increases by approximately \$3,600 mainly due to increased expenditures as outlined below.

Personnel costs increase \$2,000 due to cost to continue existing staff. Operating expenses increase due to an increase in the employee assistance program. Interdepartmental charges increase mostly due to End User Technology Fund charges.

Purchasing

Program Description

The Purchasing program is responsible for directing and coordinating the procurement of equipment, supplies and services required by the County. Program activities include: developing County purchasing policies and initiatives; drafting, negotiating and administering County contracts; and providing support and information (and/or making recommendations) to users on type, availability and costs of equipment, supplies and services (with consideration to benefits, effectiveness and efficiency). The division also manages the disposal or reallocation of the County Fixed Assets (excluding buildings).

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	3.25	3.25	3.25	3.25	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$282	\$125	\$125	\$125	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$27,098	\$15,100	\$30,100	\$25,100	\$10,000
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$330,347	\$348,337	\$348,337	\$351,393	\$3,056
Total Revenues	\$357,727	\$363,562	\$378,562	\$376,618	\$13,056
Personnel Costs	\$290,316	\$303,626	\$311,916	\$316,349	\$12,723
Operating Expenses	\$18,734	\$39,470	\$27,575	\$39,695	\$225
Interdept. Charges	\$16,116	\$20,466	\$16,966	\$20,574	\$108
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$325,166	\$363,562	\$356,457	\$376,618	\$13,056
Rev. Over (Under) Exp.	\$32,561	-	\$22,105	-	-



Program Highlights

Other Revenue increases \$10,000 due to increased procurement card rebates.

County Tax Levy funding increases by approximately \$3,100 mainly due to increased expenditures as outlined below, partially offset by increased revenues as outline above.

Personnel costs increase \$12,700 due to cost to continue existing staff and an increase in health insurance by \$5,800 for changes in plan selection for an existing employee.



Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Requisitions Processed	493	560	500	500	(60)
Purchase Orders Issued	650	750	7010	700	(50)
Bids/Proposals Issued	141	130	150	150	20
Procard Transactions	\$3,628,116	\$2,500,000	\$4,000,000	\$4,300,000	\$1,800,000

Information Technology Solutions

Program Description

The Information Technology (IT) Solutions program supports large computer data applications used by county staff. This support can include either developing "custom" software or implementing Commercial Off The Shelf "COTS" or "package" software systems. The support also includes enhancing the systems, resolving problems with software use and supporting, developing and maintaining the County web environment.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	11.50	11.00	11.00	10.85	(0.15)
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$2,023	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$1,400	\$0	\$298	\$0	\$0
County Tax Levy	\$1,476,212	\$1,483,386	\$1,483,386	\$1,486,712	\$3,326
Total Revenues	\$1,479,635	\$1,483,386	\$1,483,684	\$1,486,712	\$3,326
Personnel Costs	\$1,184,273	\$1,172,229	\$1,194,806	\$1,170,815	(\$1,414)
Operating Expenses	\$91,097	\$147,740	\$105,813	\$141,233	(\$6,507)
Interdept. Charges	\$165,520	\$163,417	\$162,602	\$174,664	\$11,247
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,440,890	\$1,483,386	\$1,463,221	\$1,486,712	\$3,326
Rev. Over (Under) Exp.	\$38,745	-	\$20,463	-	-



Program Highlights

County Tax Levy funding increases by approximately \$3,300 mainly due to increased expenditures as outlined below.

Personnel costs decrease \$1,400, mostly due to the transfer of a 0.15 FTE Information Systems Manager to the End User Technology Fund (EUTF), estimated to reduce costs in this program by approximately \$27,100. This is partially offset by an increase in health insurance by \$11,500, largely due to changes in health plan selection for an existing employee, and the cost to continue.

Operating expenses decrease \$6,500 mainly due to reduced training and related travel by \$11,000 and computer supplies and equipment by \$3,000, partially offset by increased contract services by \$6,700 and equipment maintenance by \$1,100. Interdepartmental charges increase by \$11,200 mainly due to an increase in EUTF charges by \$10,200.