



Fund Purpose

Through planning, design, construction and maintenance, preserve and extend the useful life of the County's facilities and road infrastructure. Provide a safe and efficient work environment within the County facilities. Provide managerial, fiscal, technical and clerical support to the capital planning and implementation process in conjunction with an overall approach to addressing County infrastructure issues.

Financial Summary	2008 Actual	2009 Adopted Budget	2009 Estimate (a)	2010 Budget (b)	Change From 2009 Adopted Budget	
					\$	%
Revenues						
General Government	\$1,029,008	\$1,060,580	\$1,019,099	\$1,029,357	(\$31,223)	-2.9%
Fine/Licenses	\$128,140	\$140,000	\$130,000	\$130,000	(\$10,000)	-7.1%
Charges for Services	\$94,813	\$79,417	\$77,130	\$73,657	(\$5,760)	-7.3%
Interdepartmental	\$481,141	\$497,909	\$485,793	\$470,495	(\$27,414)	-5.5%
Other Revenue	\$21,809	\$16,500	\$17,760	\$18,500	\$2,000	12.1%
Appr. Fund Balance (c)	\$698,322	\$260,000	\$539,257	\$158,000	(\$102,000)	39.2%
County Tax Levy (a)	\$8,419,897	\$8,677,379	\$8,677,379	\$8,597,799	(\$79,580)	-0.9%
Total Revenue Sources	\$10,873,130	\$10,731,785	\$10,946,418	\$10,477,808	(\$253,977)	-2.4%
Expenditures						
Personnel Costs	\$4,756,371	\$5,081,621	\$5,006,010	\$4,934,376	(\$147,245)	-2.9%
Operating Expenses	\$5,021,430	\$5,069,363	\$5,213,027	\$4,826,744	(\$242,619)	-4.8%
Interdept. Charges	\$304,327	\$336,801	\$336,823	\$396,688	\$59,887	17.8%
Fixed Assets	\$254,868	\$244,000	\$244,000	\$320,000	\$76,000	31.1%
Total Expenditures	\$10,336,996	\$10,731,785	\$10,799,860	\$10,477,808	(\$253,977)	-2.4%
Rev. Over (Under) Exp.	\$536,134	-	\$146,558	-	-	N/A

Position Summary (FTE)

Regular Positions	73.05	71.75	71.75	68.25	(3.50)
Extra Help	2.15	2.15	1.98	1.98	(0.17)
Overtime	0.52	0.51	0.50	0.50	(0.01)
Total	75.72	74.41	74.23	70.73	(3.68)

(a) The 2009 estimate includes 2008 carryovers and open encumbrances which modified the budget after it was adopted.

(b) Tax levy of \$30,276 is being shifted from the End User Technology Fund to cover the phasing in of full cost allocations for the new charging method to better reflect technology resources being used by departments, as recommended by Internal Audit for expenditure increases above 3%.

(c) Includes General Fund Balance of \$300,000 in 2007 and 2008 and \$158,000 in 2009.

Architectural Services/ Property Management

County-Wide Key Strategic Outcome: A well-planned county

Program Description

It is this division's responsibility to coordinate all building related capital projects in the five-year capital plan. This coordination consists of following County Project Control Methodology to present, implement, design, construct and administer all new and renovated or remodeled capital projects. Measurements of successful projects are realized in both fiscal management and timely completion of each project. Also, this division manages rental properties by coordinating with and supervising a real estate firm in the collection of revenues and repair of residential properties, which the County owns. This division also administers the disposal or sale of properties when necessary. In addition, this division is responsible for management of non-rental properties the county acquires through land acquisitions, tax foreclosures, etc. Management can include securing properties, demolition of sites, or sale of sites as well as preparation and execution of leased space within County office buildings.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	3.07	3.07	3.07	3.05	-0.02
Charges for Services	\$40,209	\$32,580	\$30,300	\$26,266	-\$6,314
Appr. Fund Balance	\$2,500	\$10,000	\$23,500	\$8,000	(\$2,000)
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$300,370	\$293,983	\$293,983	\$300,055	\$6,072
Total Revenues:	\$343,079	\$336,563	\$347,783	\$334,321	(\$2,242)
Personnel Costs	\$300,004	\$312,793	\$313,018	\$313,525	\$732
Operating Expenses	\$12,259	\$22,700	\$31,750	\$19,750	-\$2,950
Interdept. Charges	\$962	\$1,070	\$995	\$1,046	-\$24
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$313,225	\$336,563	\$345,763	\$334,321	-\$2,242
Rev. Over (Under) Exp.	\$29,854	-	\$2,020	-	-



Program Highlights

This budget assumes the County will maintain and collect rental revenue from four rental properties in 2010. The County has a contract with a property management company to oversee the management of these properties. This company retains 6% of the rent collected. Rental rates are projected to increase approximately 2% from 2009 rates. Fund Balance is used to fund maintenance, repair and/or demolition of County properties that do not generate rental revenue. Staffing levels in this program area remain consistent with 2009 levels. Operating expenses are used to provide administrative support to the capital projects and to provide building project services to the other County departments. Expenses include funds for small architectural design services, the cost of printing project plans, and the cost of professional staff development. Operating expenses also include the cost of property maintenance repairs.

Current and Proposed Architectural Services Capital Projects

Project #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 09	Est. Operating Impact
200326	Courts Project Secured Corridor	2010	\$2,000,000	15%	TBD
200616	Medical Examiner Expansion	2010	\$1,096,000	80%	TBD
200617	Radio Services Bldg Remodel	2011	\$984,000	20%	TBD
200913	Highway Water line Loop	2011	\$260,000	15%	TBD
200914	Courthouse Future Study	2012	\$250,000	0%	TBD
200808	Communications Center Expansion	2014	\$1,510,000	0%	TBD
200615	HHS Office Building	2016	\$36,680,000	0%	TBD

Building Improvement Plan

County-Wide Key Strategic Outcome: A well-planned county

Program Description

Review building structure, mechanical systems and other needs on a regular basis to ensure they are still of good quality and functioning in the most effective manner. Plan for long-term maintenance, repair and replacement and develop a five-year funding plan.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.45	0.45	0.45	0.45	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$586,305	\$250,000	\$468,540	\$150,000	(\$100,000)
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$756,744	\$757,094	\$757,094	\$752,789	(\$4,305)
Total Revenues	\$1,343,049	\$1,007,094	\$1,225,634	\$902,789	(\$104,305)
Personnel Costs	\$42,147	\$45,094	\$41,205	\$42,789	(\$2,305)
Operating Expenses	\$798,341	\$718,000	\$934,775	\$540,000	(\$178,000)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$225,961	\$244,000	\$244,000	\$320,000	\$76,000
Total Expenditures	\$1,066,449	\$1,007,094	\$1,219,980	\$902,789	(\$104,305)
Rev. Over (Under) Exp.	\$276,600	-	\$5,654	-	-



Program Highlights

Fund Balance revenues of \$150,000 are proposed in 2010 to offset the costs of on-going painting, roofing and carpeting projects. The use of Fund Balance is expected to end in the 2011 budget. Staffing levels for this program continue at the same levels as 2009. Projects in the plan are either identified by the Public Works staff as necessary improvements to buildings; are requested by other County employees as improvements to their work areas; or have been identified by staff during a condition analysis. The projects in the plan can be identified as fixed assets or expensed as determined by accounting rules. In 2010, this results in a reduction in operating expenses of \$178,000, offset with an increase in fixed assets. The overall reduction in plan assumes the Health and Human Services Center, the Courthouse and Northview are in "maintenance only" mode pending renovation/replacement of buildings in the Capital Plan. This means that the mechanical systems will be repaired when broken, however they will not be upgraded or replaced as a preventative measure in the building improvement plan.

 Building Improvement Plan (cont.)

Type	2010 Budget	2011 Plan	2012 Plan	2013 Plan	2014 Plan
Roof	\$130,000	\$105,000	\$105,000	\$245,000	\$185,000
HVAC	\$325,000	\$288,000	\$214,000	\$203,000	\$285,000
Plumbing	\$0	\$22,000	\$26,000	\$22,000	\$0
Security	\$35,000	\$35,000	\$30,000	\$30,000	\$30,000
Electric	\$0	\$50,000	\$75,000	\$0	\$0
Tuckpoint/Seal	\$140,000	\$100,000	\$100,000	\$50,000	\$50,000
Asbestos	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Window/Door	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Furniture	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Carpet/Tile	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Paint/Wall Cover	\$95,000	\$75,000	\$75,000	\$75,000	\$75,000
Total	\$850,000	\$800,000	\$750,000	\$750,000	\$750,000
Use of Fund Balance*	\$150,000	\$0	\$0	\$0	\$0

*Designated for future use to replace interior treatments (e.g. carpeting, painting, roofing) and small projects (building systems, HVAC) to facilitate a stable maintenance plan.

Building	2010 Budget	2011 Plan	2012 Plan	2013 Plan	2014 Plan
Admin Center	\$153,000	\$55,000	\$15,000	\$177,000	\$15,000
County Jail	\$70,000	\$0	\$0	\$0	\$0
Courthouse	\$140,000	\$75,000	\$25,000	\$115,000	\$25,000
Human Services	\$15,000	\$0	\$0	\$0	\$0
Highway	\$100,000	\$143,000	\$89,000	\$0	\$80,000
Juvenile Center	\$10,000	\$5,000	\$0	\$0	\$90,000
Law Enforcement	\$60,000	\$0	\$20,000	\$0	\$0
Mental Health	\$17,000	\$7,000	\$0	\$0	\$0
Northview	\$0	\$0	\$0	\$0	\$0
Other	\$220,000	\$450,000	\$536,000	\$443,000	\$525,000
UW-Waukesha	\$65,000	\$65,000	\$65,000	\$15,000	\$15,000
Grand Total	\$850,000	\$800,000	\$750,000	\$750,000	\$750,000

Energy Consumption

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

Program Description

Review of utility bills to monitor energy consumption. Identify possible equipment inefficiencies so repairs can be performed to eliminate energy waste, and identify specifications in new equipment to ensure future energy efficiencies.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.20	0.20	0.20	0.20	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$52,928	\$46,837	\$46,830	\$47,391	\$554
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$7	\$0	\$0	\$0	\$0
County Tax Levy	\$2,264,612	\$2,323,955	\$2,323,955	\$2,267,954	(\$56,001)
Total Revenues	\$2,317,547	\$2,370,792	\$2,370,785	\$2,315,345	(\$55,447)
Personnel Costs	\$21,518	\$22,692	\$21,910	\$22,245	(\$447)
Operating Expenses	\$2,170,031	\$2,348,100	\$2,298,300	\$2,293,100	(\$55,000)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,191,549	\$2,370,792	\$2,320,210	\$2,315,345	(\$55,447)
Rev. Over (Under) Exp.	\$125,998	-	\$50,575	-	-



Program Highlights

Staffing levels for this program continue at the same levels as 2009. Utility expenses, particularly electricity and water, are anticipated to decrease \$55,000 from the 2009 budget base as a result of energy investments made by the County. Due to the volatile nature of the utility market, costs can often be difficult to predict. The department continues to maintain and improve the buildings' infrastructure to provide for the most efficient heating and cooling systems. As systems are updated, utility usage is monitored and budgets are adjusted accordingly.

Activity

Utility Source

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Electricity (Kilowatt-Hrs)	15,811,506	16,094,407	15,800,000	15,700,000	(394,407)
Natural Gas (Therms)	765,199	681,639	700,000	681,639	0
Water/Sewer (Gallons)	31,402,000	37,143,243	32,000,000	32,000,000	(5,143,243)



 Energy Consumption (cont.)

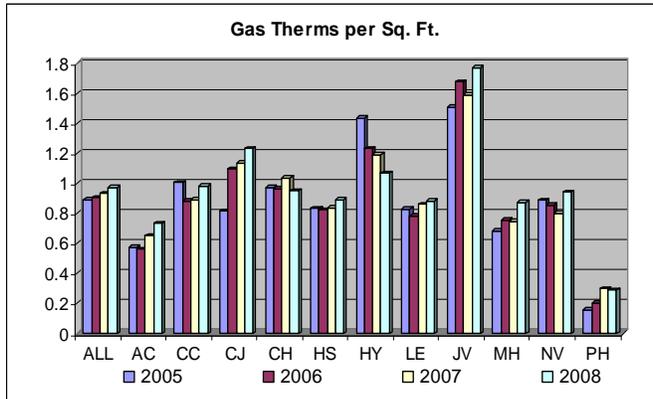
In order to evaluate utility performance the Department will track and monitor utility usage by building on a square foot basis. This allows the Department to use the lowest common denominator cost/square foot as a benchmark. The graphs below give a quick comparison of utility usage by building. There can be numerous reasons why building utility performance varies or is higher than average, but the important thing is to investigate why and implement physical or operational changes if needed. Examples of factors that impact utility usage include 24-hour operations, support of full time populations, inefficient equipment or operational procedures.

	2008 Annual units per rentable square foot	Gas - Therms	Electricity - KWH	Water- M Gallons
ALL	All Buildings	0.97	17.8	32.61
AC	Administration Center	0.73	18.54	19.81
CC	Communications Center	0.98	58.61	35.05
CJ	County Jail	1.23	19.7	51.22
CH	Courthouse	0.95	27.82	17.18
HS	Health & Human Services Center	0.89	8.57	9.92
HY	Highway Buildings	1.07	11.46	0
LE	Law Enforcement Center	0.88	20.74	98.65
JV	Juvenile Center	0.77	22.66	20.96
MH	Mental Health Center	0.88	19.23	18.19
NV	Northview	0.94	11.79	29.58
PH	Public Health Center	0.28	17.05	12.64

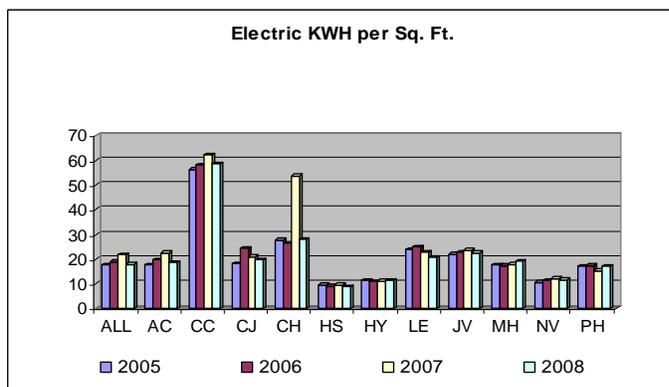
Note: The Highway facility data is still in the process of being compiled.

Energy Consumption (cont.)

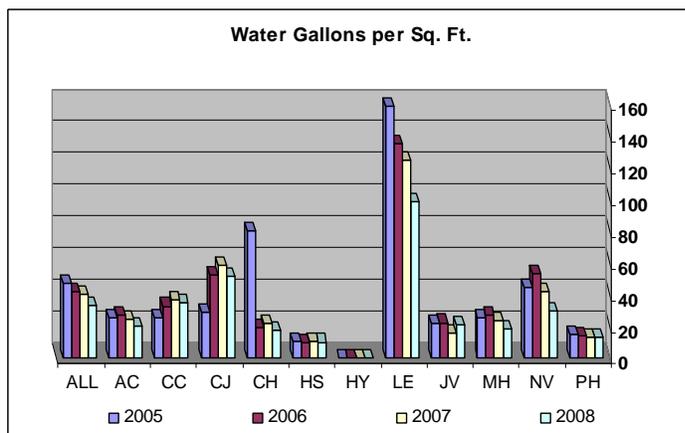
Energy Usage by Building



This chart indicates the therms of gas used by building per rentable square foot. Overall gas consumption was up slightly from 0.93 to 0.97 Therms per RSF (Rentable Square Foot) in 2008. Most buildings had an increase that can be attributed to the colder weather during the 2008 calendar year. The most significant increase was at the Juvenile Center. New boilers are scheduled to be installed in this facility in 2011. The highway facilities have seen a steady decrease. This is attributed to a combination of new equipment and operational awareness of the highway staff.



The electrical usage chart indicates the Kilowatt hours of electricity usage per rentable square foot. Electrical consumption overall was down slightly in 2008. There have been a number of energy reduction measures completed in the past year. New boilers at the Courthouse and energy efficient lighting at the Highway substations. The results of those upgrades should be more apparent in the 2009 benchmarks.



The water usage chart indicates the gallons of water usage per rentable square foot. Water consumption was down again in 2008. Most facilities experienced a slight decrease in usage. The most significant decrease was at the Law Enforcement center where we have eliminated seven water cooled condenser units. Overall water consumption has been reduced from 47.13 to 32.61 gallons per square foot. A county wide reduction of approximately 30%.

Contracted Services Management

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

Program Description

Schedule and monitor contracted services on elevators, fire alarm systems, sprinkler systems, security services, waste disposal services, and high technology equipment maintenance including security cameras and security doors at the Justice Center. Identify new areas where service contracts would be cost beneficial.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.40	0.40	0.40	0.40	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
Appr. Fund Balance	\$900	\$0	\$9,717	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$481,510	\$452,263	\$452,263	\$398,255	(\$54,008)
Total Revenues	\$482,410	\$452,263	\$461,980	\$398,255	(\$54,008)
Personnel Costs	\$43,034	\$45,383	\$43,818	\$44,488	(\$895)
Operating Expenses	\$187,062	\$290,500	\$206,500	\$217,000	(\$73,500)
Interdept. Charges	\$120,575	\$116,380	\$120,305	\$136,767	\$20,387
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$350,671	\$452,263	\$370,623	\$398,255	(\$54,008)
Rev. Over (Under) Exp.	\$131,739	-	\$91,357	-	-



Program Highlights

Staffing levels for this program continues at the same levels as 2009. Staff is responsible for the administration of contracts required for the operations of the building systems. Staff continues to work closely with the Purchasing Division to determine the most effective and economical level of contracted service for the buildings, resulting in some decreased costs for maintenance service contracts. A decision was made to contract with Central Fleet for the maintenance of the campus generators. This change has reduced the overall costs of generator maintenance and has provided a more efficient service level. This cost is budgeted in interdepartmental charges and explains part of the increase in this area. Maintenance contracts, budgeted in operating expenses, include: controlled access maintenance; elevator service; chiller and boiler maintenance; and sprinkler/fire alarm testing. Interdepartmental charges include budgeted insurance charges of about \$106,300 and security services for public entrance budgeted at \$25,500.

Facilities Maintenance & Services

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

Program Description

The Facility Maintenance & Services division provides a variety of services to customers. The primary function is to extend the useful life of the facilities by providing preventative maintenance and repair services for our building infrastructure and equipment. This includes maintaining interior aesthetics, painting, carpeting, etc. This also includes the management of maintenance related capital projects.

The secondary function is to provide support services to the various county programs. Examples include room set ups, moving furniture, or any other request from a program manager that is necessitated by a program requirement and not a building requirement.

This program area is the main contact with departmental customers for all building maintenance needs.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	27.14	26.99	26.99	26.29	(0.70)
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$365,741	\$376,609	\$376,917	\$360,076	(\$16,533)
Appr. Fund Balance	\$78,684	\$0	\$22,556	\$0	\$0
Other Revenue	\$230	\$0	\$0	\$0	\$0
County Tax Levy	\$2,032,661	\$2,146,877	\$2,146,877	\$2,187,691	\$40,814
Total Revenues	\$2,477,316	\$2,523,486	\$2,546,350	\$2,547,767	\$24,281
Personnel Costs	\$1,672,025	\$1,777,165	\$1,737,272	\$1,740,387	(\$36,778)
Operating Expenses	\$914,664	\$699,936	\$771,576	\$749,515	\$49,579
Interdept. Charges	\$54,113	\$46,385	\$44,067	\$57,865	\$11,480
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,640,802	\$2,523,486	\$2,552,915	\$2,547,767	\$24,281
Rev. Over (Under) Exp.	(\$163,486)	-	(\$6,565)	-	-



Program Highlights

Revenues in this program area are received from other county departments for maintenance services provided to their department. These revenues are from enterprise funds or other special revenue funds that receive outside revenue sources for their expenses.

Staffing levels for this program are decreasing from the 2009 base due to a shift of 0.70 FTE Building Service Worker II position from the Maintenance program budget back to the Housekeeping program budget. This program area still includes 1.00 FTE Building Service Worker II, however the position will be reclassified to a Maintenance Mechanic I position to better reflect the level of service the position provides. Extra Help, at a level of 0.23 FTE, continues to be budgeted for a student intern to assist with integrating building design files with the Facilities Management software. Operating expenses reflect historical use of materials and supplies required to maintain the exterior and interior County buildings, including wall coverings, flooring, and roofing. Also included are materials for the heating, cooling, plumbing and electrical systems in all the buildings. Expenses are increasing due to increased costs of materials. Interdepartmental charges include the cost of vehicle repair, usage and replacement; insurances; telephone and copier replacement charges.

 Facilities Maintenance & Services (cont.)

Current & Proposed Facilities Maintenance Capital Projects

Project #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 09	Est. Operating Impact
200805	Energy Conservation	2009	\$600,000	100%	Reduced
200806	Law Enforcement Center HVAC	2009	\$310,000	100%	Reduced
201001	DA Office Renovation	2010	\$580,000	0%	TBD
200918	Energy Block Grant	2010	\$1,651,900	0%	Reduced
200706	Juvenile Center Boilers	2011	\$220,000	0%	Reduced
200708	Northview Upgrades	2011	\$2,360,000	5%	TBD
200902	UWW Boiler, Chiller & Controls Rplmnt	2014	\$3,090,000	0%	Reduced

Housekeeping Services

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

Program Description

Internal Housekeeping staff is responsible for maintaining a clean working environment in portions or all areas of the Courthouse, Communications Center, a portion of the Human Services Center, Northview, Law Enforcement Center, and the new County Jail. The housekeeping staff follows a planned schedule of cleaning, but also responds to individual requests for specific areas of need. Housekeeping services also include the supervision, monitoring and management of housekeeping service contracts for Administration Center, Mental Health Center, Juvenile Center, a portion of the Human Services Center, Highway Operations Center and four substations and the Public Health Center.

In-House Services

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	22.98	22.02	22.02	19.54	(2.48)
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
Appr. Fund Balance	\$626	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$1,238,206	\$1,238,468	\$1,238,468	\$1,120,712	(\$117,756)
Total Revenues	\$1,238,832	\$1,238,468	\$1,238,468	\$1,120,712	(\$117,756)
Personnel Costs	\$1,067,530	\$1,145,668	\$1,148,237	\$1,043,212	(\$102,456)
Operating Expenses	\$70,059	\$92,700	\$78,000	\$77,500	(\$15,200)
Interdept. Charges	\$0	\$100	\$0	\$0	(\$100)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,137,589	\$1,238,468	\$1,226,237	\$1,120,712	(\$117,756)
Rev. Over (Under) Exp.	\$101,243	-	\$12,231	-	-

Housekeeping Services (cont.)

Contract Cleaning

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.40	0.40	0.40	0.60	0.20
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$115,400	\$121,300	\$108,876	\$110,419	(\$10,881)
Appr. Fund Balance	\$0	\$0	\$576	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$313,201	\$360,671	\$360,671	\$392,528	\$31,857
Total Revenues	\$428,601	\$481,971	\$470,123	\$502,947	\$20,976
Personnel Costs	\$26,076	\$27,944	\$27,539	\$43,318	\$15,374
Operating Expenses	\$437,199	\$454,027	\$449,826	\$459,629	\$5,602
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$463,275	\$481,971	\$477,365	\$502,947	\$20,976
Rev. Over (Under) Exp.	(\$34,674)	-	(\$7,242)	-	-



Program Highlights

Revenues in this program reflect recovery of Mental Health Center costs through the Mental Health Center budget.

Two Building Service Worker I and one Building Service Worker II positions are being unfunded in 2010. The savings from these unfunded positions of \$160,235 is offset, with a minimal budgeted contract increase of \$5,000 due to savings from rebuilding contracts at the end of 2008. 0.70 FTE Building Service Worker II position is being shifted back to Housekeeping Program. 0.20 FTE Housekeeping Supervisor is being shifted from in-house cleaning to contracted cleaning. Overtime is also being reduced. Housekeeping supervisory staff is the primary point of contact for communication from other county personnel for all housekeeping concerns. Contracted cleaning services, budgeted at \$435,600, are used to clean the Mental Health Center, the Public Health Center, a portion of the Juvenile Center, a portion of the Human Services Center, the Administration Center and the Highway Operations building and substations. The Human Services Center housekeeping contract is a new contract in 2009.



Buildings Cleaned within this budget

Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
<u>Buildings Cleaned Daily</u>					
In-house staff	6	6	5.8	5.8	(0.2)
Contracted staff	9	9	9.2	9.2	0.2
<u>Floor Area Cleaned Daily (sq. ft)</u>					
In-house staff	303,143	303,143	292,759	292,759	(10,384)
Contracted staff	248,830	248,830	259,214	259,214	10,384
Total Square Foot	551,973	551,973	551,973	551,973	0
<u>Cost per Sq. Ft.</u>					
In-house staff	\$3.41	\$3.50	\$3.40	\$3.40	(\$0.10)
Contracted staff	\$2.00	\$1.90	\$2.00	\$2.06	\$0.16

Internal staff services Courthouse, a portion of the HHS Center, Law Enforcement Center, Northview, Communications Center and the New County Jail. Contracted staff services Administration Center, Mental Health Center, Juvenile Center, a portion of the HHS Center, Public Health Center, Highway Operations Center and four highway substations.

Engineering Services

County-Wide Key Strategic Outcome: A well-planned county

Program Description

The Engineering Services Division is the main point of contact for meeting the customers' technical needs and requests concerning major road projects. This division administers the design and construction of county trunk highways and bridges. The work involves planning of capital projects, selecting consultants for design work and construction management or providing "in-house" design services, administering contracts, acquiring right of way, advertising and awarding construction contracts, and administering the construction contracts and activities. In addition, the Engineering Services Division works with the Operations Division in resurfacing of asphalt pavements, replacement of culverts, roadside ditching projects and side bank cutting.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	7.57	7.28	7.28	7.10	(0.18)
General Government	\$496,624	\$516,893	\$496,507	\$501,450	(\$15,443)
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$522	\$0	\$0
Other Revenue	\$740	\$0	\$760	\$0	\$0
County Tax Levy	\$139,834	\$133,545	\$133,545	\$152,850	\$19,305
Total Revenues	\$637,198	\$650,438	\$631,334	\$654,300	\$3,862
Personnel Costs	\$575,415	\$612,968	\$612,388	\$618,836	\$5,868
Operating Expenses	\$28,894	\$30,400	\$29,900	\$29,400	(\$1,000)
Interdept. Charges	\$5,643	\$7,070	\$6,720	\$6,064	(\$1,006)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$609,952	\$650,438	\$649,008	\$654,300	\$3,862
Rev. Over (Under) Exp.	\$27,246	-	(\$17,674)	-	-



Program Highlights

General Transportation Aids (GTA) are budgeted lower than the 2009 budget. In addition to being budgeted in the Engineering budget; GTA revenues are also budgeted in the County Highway Maintenance budget and the Traffic Control budget.

Staffing levels are remaining consistent with the 2009 levels and include 0.92 FTE of summer student interns. 1.00 FTE co-op students continues to be budgeted. The co-op student program is run through a partnership with Marquette University. Other items in operating expenses include funds for engineering software maintenance, minor survey supplies, and funds for staff professional development. Interdepartmental charges include costs of phone services.

Engineering Services (cont.)

Current and Proposed Capital Projects

Project #	Project Name	Total Project Cost	Total County Cost	Non-County Fed/State Revenues	Estimated Completion Year	2009 Est. % Compl. Yr End	2009 Est. Operating Impact
9131	Bridge Aid Program	\$180,000	\$180,000	\$0	Ongoing	N/A	\$0
9817	Culvert Replacement Program	\$100,000	\$100,000	\$0	Ongoing	N/A	\$0
200427	Signal/Safety Improvements	\$1,100,000	\$1,100,000	\$0	Ongoing	N/A	Reduced
200509	Repaving Program	\$2,850,000	\$2,850,000	\$0	Ongoing	N/A	\$0
200008	CTH E, Oconomowoc River Bridge	\$1,165,000	\$947,000	\$218,000	2009	80%	Reduced
200420	CTH SR, Fox River Bridge & Approaches	\$1,934,000	\$643,000	\$1,291,000	2010	100%	Reduced
200823	CTH P, CTH DR Improvements	\$1,750,000	\$1,750,000	\$0	2010	0%	\$0
9904	CTH X, STH 59-Harris Highlands	\$15,320,000	\$4,408,000	\$10,912,000	2009	85%	\$18,600
200104	CTH O, CTH I to Hackberry Lane	\$6,560,000	\$6,560,000	\$0	2010	85%	\$10,000
200606	CTH P, Bark River Bridge & Approach	\$716,000	\$330,400	\$385,600	2009	35%	Reduced
9707	CTH VV, Marcy-Bette Rd	\$8,400,000	\$2,080,000	\$6,320,000	2010	50%	\$15,500
9903	CTH Y, I-43 to CTH I	\$13,145,000	\$12,645,000	\$500,000	2010	100%	\$25,000
200810	CTH CW, Ashippun River Bridge	\$852,000	\$318,400	\$533,600	2011	20%	Reduced
200011	CTH L, CTH Y - Moorland	\$27,550,000	\$25,550,000	\$2,000,000	2013	35%	\$13,500
200511	CTH D, Calhoun Road - Intersection	\$1,000,000	\$1,000,000	\$0	2011	0%	\$0
200608	CTH VV, CTH Y - Marcy	\$9,990,000	\$3,430,000	\$6,560,000	2015	0%	\$36,750
200905	CTH F, I-94 to STH 190 (Rehabilitation)	\$4,035,800	\$1,075,000	\$2,960,800	2013	0%	\$0
200907	CTH K, 132nd St to 124th St. (Rehabilitation)	\$740,000	\$500,000	\$240,000	2010	85%	\$0
200917	Waukesha West By Pass	\$8,600,000	\$5,720,000	\$2,880,000	2013	5%	\$36,000

Traffic Control

County-Wide Key Strategic Outcome: A safe county

Program Description

The Traffic Control program provides for the maintenance, engineering and placement of traffic signals, signs and pavement markings on the County Trunk Highway System.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	6.00	6.09	6.09	6.09	0.00
General Government	\$513,913	\$534,887	\$513,792	\$518,907	(\$15,980)
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$28,907	\$0	\$10,246	\$0	\$0
Other Revenue	\$16,489	\$15,000	\$15,000	\$17,000	\$2,000
County Tax Levy	\$261,454	\$274,739	\$274,739	\$324,630	\$49,891
Total Revenues	\$820,763	\$824,626	\$813,777	\$860,537	\$35,911
Personnel Costs	\$367,250	\$438,450	\$427,338	\$445,761	\$7,311
Operating Expenses	\$370,099	\$383,800	\$386,300	\$412,800	\$29,000
Interdept. Charges	\$1,989	\$2,376	\$1,976	\$1,976	(\$400)
Fixed Assets	\$28,907	\$0	\$0	\$0	\$0
Total Expenditures	\$768,245	\$824,626	\$815,614	\$860,537	\$35,911
Rev. Over (Under) Exp.	\$52,518	-	(\$1,837)	-	-



Program Highlights

General Transportation Aids (GTA) are budgeted lower than the 2009 budget. In addition to being budgeted in the Traffic Control budget; GTA revenues are also budgeted in the County Highway Maintenance budget and the Engineering budget.

Staffing levels are remaining stable from the 2009 base. The budget includes \$110,000 for traffic signal electricity costs. This assumes a 7% annual increase from the 2008 rates. Signal maintenance costs are budgeted at \$65,000, the same as the 2009 base. These costs include cabinet maintenance and Digger's Hotline charges. Signage is budgeted at \$38,000 and pavement-marking materials are budgeted at \$133,000. This budget includes funds for the replacement of two traffic counters and the purchase of a laser speed gun for traffic studies. New in the 2010 is \$8,000 for traffic engineer consulting fees. This will be used to perform capacity analysis of signalized intersection, assist with traffic signal timing, and field implementation of signal timing.



Activity

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Traffic Signals	90	99	98	98	(1)
Total Electricity Costs	\$97,127	\$96,000	\$102,000	\$110,000	\$14,000
Avg annual electrical cost for one traffic signal	\$1,079	\$970	\$1,041	\$1,122	\$152

Permit Processing

County-Wide Key Strategic Outcome: A well-planned county

Program Description

The Permit Processing program area is the main point of contact for meeting the customers' requests concerning driveway and utility permits. Staff works with utility companies, developers, and homeowners to review applications and answer questions about utility and access permits.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	1.76	1.76	1.76	1.69	(0.07)
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$128,140	\$140,000	\$130,000	\$130,000	(\$10,000)
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$11,285	\$11,529	\$11,529	\$19,479	\$7,950
Total Revenues	\$139,425	\$151,529	\$141,529	\$149,479	(\$2,050)
Personnel Costs	\$136,648	\$151,529	\$147,051	\$149,479	(\$2,050)
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$136,648	\$151,529	\$147,051	\$149,479	(\$2,050)
Rev. Over (Under) Exp.	\$2,777	-	(\$5,522)	-	-



Program Highlights

Permit fees were increased in 2009 to a rate that more accurately reflects the true cost of issuing a permit. Based on the cycle of increasing fees every two years, it is anticipated the fees will not be revised until 2011. Due to the unknown nature of the types of permits being requested and the number of permits that may be requested, an increase in the revenues for utility permits is not being budgeted in 2010, however access permit revenues are being decreased by \$10,000.

Staffing levels are decreasing from 2009 to 2010 due to unfunding of one-half of the Clerk Typist II position that supports this program, however, since only 0.15 FTE of this position is budgeted in Permit Process, there is only 0.07 FTE reduction showing here. The remaining reduction is in the Administration program.

General Fund

Public Works

Program



Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Driveway & Miscellaneous Permits Processed	80	80	90	90	10
Utility Permits Processed	362	400	370	370	(30)

The following is the Permit Fee structure for 2009 and 2010:

Utility Permits			
Type	Unit	Application	Inspect
Excavate in Pavement	First 200'	\$75	\$200
	Add'l 1,000'		\$200
Excavate/Plow in ROW	First 200'	\$75	\$150
	Add'l mile		\$150
New Poles	Each	\$75	\$150
Re-application		\$75	
Driveway Permits			
Single Family, Farm		Application	Permit
1) with culvert	Each drive		\$760
2) without culvert	Each drive		\$275
Commercial/Industrial/ Institutional/Subdivision (type A,B,C or D entrance)	Each drive	\$360	\$500
Commercial/Industrial/ Institutional/Subdivision (> 50,000 sf) or Subdivision (>100 Units) (type A,B,C or D entrance)	Each drive	\$360	\$765
Commercial/Industrial/ Institutional/Subdivision (Roadway reconstruction needed)		\$360	\$2,730
Traffic Signal Installation	Per signal		\$1,260
Re-application		\$80	
Other driveway work (no culvert)		\$75	

Administrative Services

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

Program Description

This area serves as the first and primary point of contact for the public and other government agencies. This division provides the overall administrative direction for the department; maintains financial and administrative records for the department; provides central supervision for all organizational units. The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support to the department.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	5.75	5.75	5.75	5.32	(0.43)
General Government	\$18,471	\$8,800	\$8,800	\$9,000	\$200
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$1,676	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$400	\$0	\$3,600	\$0	\$0
Other Revenue	\$4,343	\$1,500	\$2,000	\$1,500	\$0
County Tax Levy (a)	\$620,020	\$684,255	\$684,255	\$680,856	(\$3,399)
Total Revenues	\$644,910	\$694,555	\$698,655	\$691,356	(\$3,199)
Personnel Costs	\$504,724	\$501,935	\$486,234	\$470,336	(\$31,599)
Operating Expenses	\$32,822	\$29,200	\$26,100	\$28,050	(\$1,150)
Interdept. Charges	\$121,045	\$163,420	\$162,760	\$192,970	\$29,550
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$658,591	\$694,555	\$675,094	\$691,356	(\$3,199)

- (a) In 2010 Budget, tax levy of \$30,276 is being shifted from the End User Technology Fund to cover the phasing in of full cost allocations for the new charging method to better reflect technology resources being used by departments, as recommended by Internal Audit for expenditure increases above 3%.



Program Highlights

Revenues include administrative reimbursement for the Local Road Improvement Program (LRIP). This revenue is received every other year; however one-half of the revenue is budgeted every year to provide for a more stable revenue budget from year to year. Other revenues include the sale of plans to contractors that may bid on projects.

Personnel costs are decreasing from 2009 to 2010. One-half of a Clerk Typist II position is being unfunded in 2010, however, since only 0.85 FTE of this position is budgeted in Administration, there is only 0.43 FTE reduction showing here. The remaining reduction is in the Permit Process program. Operating expenses include funds for general office supply purchases; postage and printing costs for the department; funds for employee bus passes for the Clean Air Compliance program; and funding for staff professional development. Interdepartmental charges are increasing primarily due to the increase in the End User Technology Fund charge for computer support and replacement that are funded with additional tax levy provided. Interdepartmental charges include expenses for computer replacement, telephone services, copier replacement charges, and radio replacement charges for most of the department.