



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	2009	2010	2010	2011	Change From 2010	
	Actual	Adopted Budget	Estimate (a)	Budget (b)	Adopted Budget \$	%
Revenues						
General Government	\$1,019,425	\$1,029,357	\$999,091	\$1,011,106	(\$18,251)	-1.8%
Fine/Licenses	\$73,716	\$130,000	\$120,000	\$110,000	(\$20,000)	-15.4%
Charges for Services	\$89,477	\$73,657	\$74,314	\$75,092	\$1,435	1.9%
Interdepartmental	\$500,557	\$470,495	\$466,783	\$494,777	\$24,282	5.2%
Other Revenue	\$76,566	\$18,500	\$18,500	\$18,500	\$0	0.0%
Appr. Fund Balance (c)	\$542,701	\$158,000	\$591,199	\$462,500	\$304,500	192.7%
County Tax Levy (a)	\$8,677,379	\$8,597,799	\$8,597,799	\$8,377,657	(\$220,142)	-2.6%
Total Revenue Sources	\$10,979,821	\$10,477,808	\$10,867,686	\$10,549,632	\$71,824	0.7%
Expenditures						
Personnel Costs	\$4,782,821	\$4,934,376	\$4,907,537	\$4,810,799	(\$123,577)	-2.5%
Operating Expenses	\$4,397,362	\$4,826,744	\$4,877,852	\$5,164,771	\$338,027	7.0%
Interdept. Charges	\$345,378	\$396,688	\$403,398	\$430,562	\$33,874	8.5%
Fixed Assets	\$128,790	\$320,000	\$200,026	\$143,500	(\$176,500)	-55.2%
Total Expenditures	\$9,654,351	\$10,477,808	\$10,388,813	\$10,549,632	\$71,824	0.7%
Rev. Over (Under) Exp.	\$1,325,470	-	\$478,873	-	-	N/A

Position Summary (FTE)

Regular Positions	68.75	68.25	68.25	63.75	(4.50)
Extra Help	2.15	1.98	1.98	2.13	0.15
Overtime	0.43	0.50	0.50	0.49	(0.01)
Total	71.33	70.73	70.73	66.37	(4.36)

- (a) The 2010 estimate includes 2009 carryovers and open encumbrances which modified the budget after it was adopted.
- (b) Tax levy of \$17,024 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 \$260,000 in 2009 including \$250,000 for Building Maintenance Plan and \$10,000 for possible rental property demolitions and repairs; \$158,000 in 2010 including \$150,000 for Building Maintenance Plan and \$8,000 for possible rental property demolitions and repairs; and \$462,500 in 2011 including \$434,500 for Building Maintenance Plan, \$20,000 for one-time traffic engineering contracted services, and \$8,000 for possible rental property demolitions and repairs.

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	3.05	3.05	3.05	3.05	0.00
Charges for Services	\$31,621	\$26,266	\$26,266	\$26,458	\$192
Appr. Fund Balance	\$23,500	\$8,000	\$11,675	\$8,000	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$293,983	\$300,055	\$300,055	\$305,954	\$5,899
Total Revenues	\$349,104	\$334,321	\$337,996	\$340,412	\$6,091
Personnel Costs	\$306,783	\$313,525	\$311,693	\$319,500	\$5,975
Operating Expenses	\$28,204	\$19,750	\$20,350	\$19,850	\$100
Interdept. Charges	\$983	\$1,046	\$1,044	\$1,062	\$16
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$335,970	\$334,321	\$333,087	\$340,412	\$6,091
Rev. Over (Under) Exp.	\$13,134	-	\$4,909	-	-



Program Highlights

This budget assumes the County will maintain and collect rental revenue from four rental properties in 2011. 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 2010 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 2010 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 10	Est. Operating Impact
200616	Medical Examiner Expansion	2010	\$1,096,000	100%	TBD
200913	Highway Water line Loop	2010	\$260,000	100%	TBD
200326	Courts Project Secured Corridor	2011	\$2,000,000	30%	TBD
200617	Radio Services Bldg Remodel	2011	\$984,000	80%	TBD
200914	Courthouse Future Study	2012	\$250,000	0%	TBD
200808	Communications Center Expansion	2014	\$1,710,000	0%	TBD
200615	HHS Office Building	2014	\$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.

	2009 Actual	2010 Budget	2010 Estimate	2011 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	\$468,539	\$150,000	\$517,491	\$434,500	\$284,500
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$757,094	\$752,789	\$752,789	\$704,702	(\$48,087)
Total Revenues	\$1,225,633	\$902,789	\$1,270,280	\$1,139,202	\$236,413
Personnel Costs	\$41,022	\$42,789	\$42,683	\$44,702	\$1,913
Operating Expenses	\$609,857	\$540,000	\$1,051,571	\$951,000	\$411,000
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$128,790	\$320,000	\$200,026	\$143,500	(\$176,500)
Total Expenditures	\$779,669	\$902,789	\$1,294,280	\$1,139,202	\$236,413
Rev. Over (Under) Exp.	\$445,964	-	(\$24,000)	-	-


Program Highlights

General Fund Balance revenues of \$434,500 in 2011 offset the costs of on-going painting, roofing and carpeting projects. Operating expenses and fixed assets are used in conjunction with each other to provide for the maintenance and building improvement projects to County facilities. Overall, operating expenses and fixed assets for major building improvements increase \$234,500 over the 2010 Adopted Budget. The use of General Fund Balance is expected to be reduced annually by \$50,000 and replaced with tax levy by the same amount through the 2017 budget. Staffing levels for this program continue at the same levels as 2010. 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 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	2011 Planned	2012 Planned	2013 Planned	2014 Planned	2015 Planned
ROOF	\$90,000	\$90,000	\$90,000	\$90,000	\$75,000
HVAC	\$140,000	\$290,000	\$242,000	\$305,000	\$380,000
PLUMBING	\$52,000	\$0	\$22,000	\$0	\$0
SECURITY	\$65,000	\$50,000	\$75,000	\$50,000	\$50,000
FURNITURE	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
LIGHTING Upgrade	\$60,000	\$0	\$0	\$0	\$0
PAINT / WALL COVER	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
ELECTRICAL	\$52,000	\$45,000	\$45,000	\$85,000	\$0
MECHANICAL	\$106,000	\$70,000	\$71,000	\$15,000	\$40,000
CARPET / TILE / SEAL	\$115,000	\$75,000	\$75,000	\$75,000	\$75,000
ARCHITECTURE INTERIOR	\$89,500	\$15,000	\$15,000	\$15,000	\$15,000
DOORS & WINDOWS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
SEAL/ TUCKPOINT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
MAINTENANCE ONLY (a)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Grand Total	\$1,084,500	\$950,000	\$950,000	\$950,000	\$950,000

(a) Maintenance Only mode includes the Health and Human Services Center, the Courthouse, and Northview facilities operating 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	2011 Budget	2012 Plan	2013 Plan	2014 Plan	2015 Plan
Administration Center	\$55,000		\$72,000		
Courthouse	\$50,000				
Highway Operations	\$84,000		\$25,000	\$15,000	
Juvenile Center	\$25,000				\$40,000
Jail	\$64,500				
Law Enforcement Center	\$40,000	\$30,000			
Mental Health Center	\$57,000	\$40,000	\$21,000		
UWW	\$29,000	\$60,000	\$60,000	\$15,000	
Other/All Buildings	\$680,000	\$820,000	\$772,000	\$920,000	\$910,000
Grand Total	\$1,084,500	\$950,000	\$950,000	\$950,000	\$950,000
Use of Fund Balance (b)	\$434,500	\$250,000	\$200,000	\$150,000	\$100,000

(b) 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.

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 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	\$95,178	\$47,391	\$48,048	\$48,634	\$1,243
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$2,323,955	\$2,267,954	\$2,267,954	\$2,112,418	(\$155,536)
Total Revenues	\$2,419,133	\$2,315,345	\$2,316,002	\$2,161,052	(\$154,293)
Personnel Costs	\$21,686	\$22,245	\$22,129	\$23,052	\$807
Operating Expenses	\$1,813,797	\$2,293,100	\$1,900,902	\$2,138,000	(\$155,100)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,835,483	\$2,315,345	\$1,923,031	\$2,161,052	(\$154,293)
Rev. Over (Under) Exp.	\$583,650	-	\$392,971	-	-



Program Highlights

Staffing levels for this program continue at the same levels as 2010. Utility expenses are anticipated to decrease \$155,100 from the 2010 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

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Electricity (Kilowatt-Hrs)	15,141,061	15,700,000	15,136,912	15,500,000	(200,000)
Natural Gas (Therms)	758,123	681,639	731,848	725,000	43,361
Water/Sewer (Gallons)	2,7717,401	32,000,000	28,000,000	30,000,000	(2,000,000)

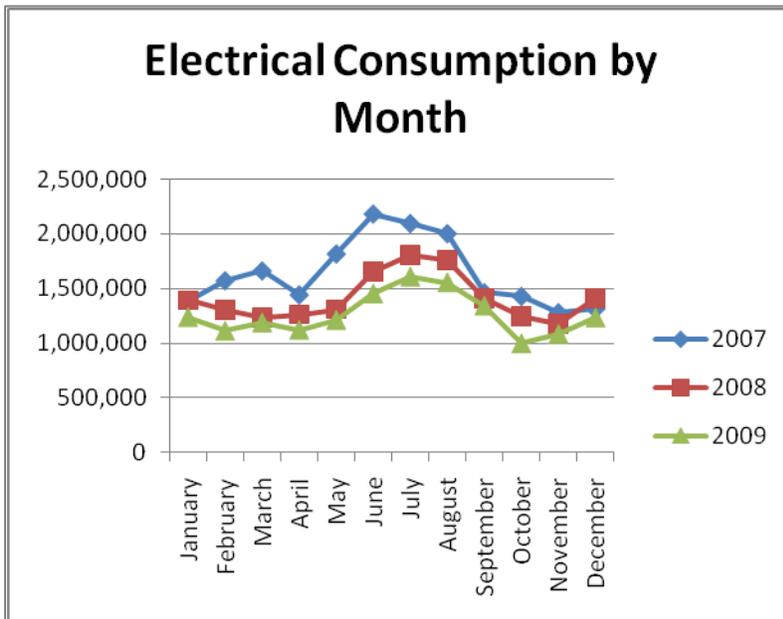


Energy Consumption (cont.)

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.

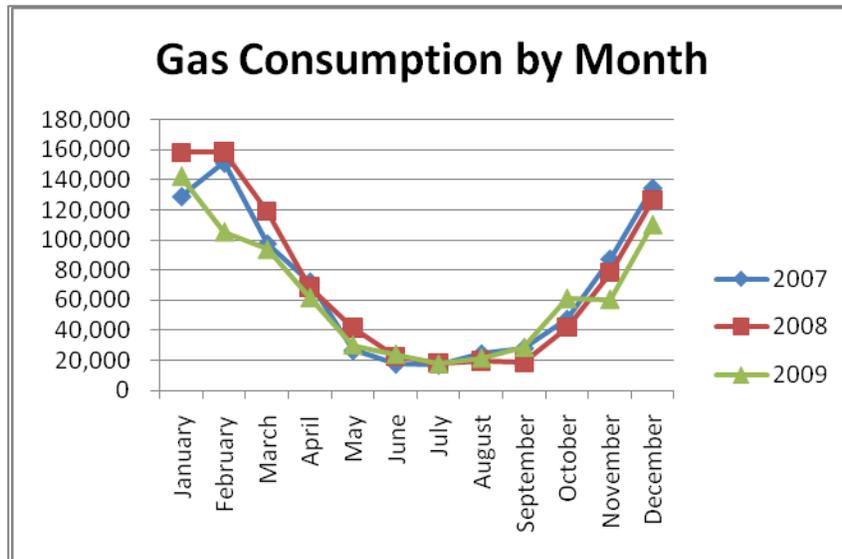
	2009 Annual units per rentable square foot	Gas - Therms	Electricity - KWH	Water- M Gallons
ALL	All Buildings	0.84	16.85	30.85
AC	Administration Center	0.84	21.79	19.90
CC	Communications Center	0.80	62.01	27.84
CJ	County Jail	1.08	19.67	52.78
CH	Courthouse	0.96	26.70	71.00
HS	Health & Human Services Center	0.89	8.44	9.14
LE	Law Enforcement Center	0.87	21.11	78.52
JV	Juvenile Center	1.83	24.80	17.33
MH	Mental Health Center	0.94	20.47	25.15
NV	Northview	0.92	11.19	35.65
PH	Public Health Center	0.26	17.25	10.72

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

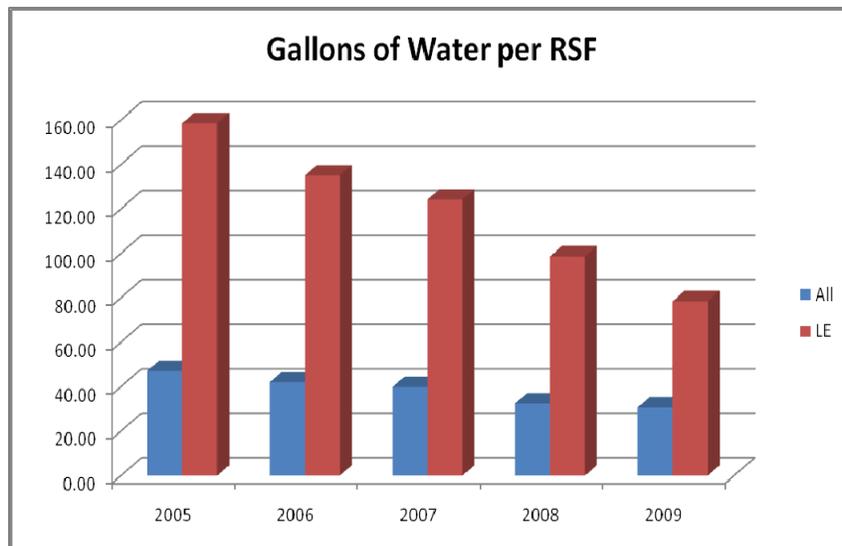


This chart depicts the total electrical consumption per month for the facility management facilities for the past three years. Consumption is affected by weather, equipment efficiency, facility usage and corporate culture. Consumption has been decreasing the past few years. Monthly electrical usage is the highest in the summer due to the operation of the air conditioning equipment. There have been a number of energy efficiency projects initiated over the past few years that have had an effect on electrical consumption. There has also been an employee education campaign initiated by the WC sustainability committee to educate employees how they can affect energy consumption in Waukesha County.

Energy Consumption (cont.)



Gas consumption has remained relatively stable. We do expect some savings in the future due to the boiler burner upgrades to high efficiency burners in the fall of 2009. There are a number of opportunities to improve or reduce gas consumption. We have initiated projects to reduce hot water needs in the Jail and Huber facilities as well as installing solar hot water equipment on the roofs of the Jail and Law Enforcement buildings.



Water consumption for all buildings has been on the decline since 2005. There are a number of factors that contribute to this, low flow toilets and operational changes in the Jail. But the primary reason is the elimination of the water cooled condensing units in the Law Enforcement Center. Consumption of water per rentable square foot has dropped from 159 gallons in 2005 to 79 gallons in 2009.

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 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	\$9,717	\$0	\$11,380	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$452,263	\$398,255	\$398,255	\$342,778	(\$55,477)
Total Revenues	\$461,980	\$398,255	\$409,635	\$342,778	(\$55,477)
Personnel Costs	\$43,368	\$44,488	\$44,256	\$46,104	\$1,616
Operating Expenses	\$109,006	\$217,000	\$150,500	\$150,500	(\$66,500)
Interdept. Charges	\$127,551	\$136,767	\$145,767	\$146,174	\$9,407
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$279,925	\$398,255	\$340,523	\$342,778	(\$55,477)
Rev. Over (Under) Exp.	\$182,055	-	\$69,112	-	-



Program Highlights

Staffing levels for this program continue at the same levels as 2010. 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. In addition, reductions in contracted services reflect a general trend towards some maintenance being conducted by internal staff. A decision was made in 2009 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 \$106,700 and security services for public entrance budgeted at \$27,000.

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	26.23	26.29	26.29	26.29	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	(\$37,322)	\$0	\$0	\$0	\$0
Interdepartmental	\$379,257	\$360,076	\$356,364	\$379,777	\$19,701
Appr. Fund Balance	\$26,002	\$0	\$49,742	\$0	\$0
Other Revenue	\$31,184	\$0	\$0	\$0	\$0
County Tax Levy	\$2,146,877	\$2,187,691	\$2,187,691	\$2,233,087	\$45,396
Total Revenues	\$2,545,998	\$2,547,767	\$2,593,797	\$2,612,864	\$65,097
Personnel Costs	\$1,736,747	\$1,740,387	\$1,753,308	\$1,803,465	\$63,078
Operating Expenses	\$908,924	\$749,515	\$742,100	\$750,100	\$585
Interdept. Charges	\$47,766	\$57,865	\$56,077	\$59,299	\$1,434
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,693,437	\$2,547,767	\$2,551,485	\$2,612,864	\$65,097
Rev. Over (Under) Exp.	(\$147,439)	-	\$42,312	-	-



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.

In order to better reflect current work duties, 3.0 FTE Maintenance Mechanic II are abolished and 3.0 FTE Maintenance Mechanic I are created, for a cost savings of approximately \$15,000. 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 are remaining consistent with the 2010 budget. Expenditures include 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 10	Est. Operating Impact
201001	DA Office Renovation	2010	\$580,000	100%	TBD
200918	Energy Block Grant	2011	\$1,651,900	25%	Reduced
200706	Juvenile Center Boilers	2011	\$220,000	50%	Reduced
200708	Northview Upgrades	2011	\$2,360,000	5%	TBD
201107	Law Enforcement Center Roof Rplacement	2011	\$380,000	0%	TBD
201108	Highway Substations Roofing Upgrades	2012	\$583,000	0%	TBD
201109	Highway Substations HVAC Upgrades	2014	\$565,000	0%	TBD
200902	UWW Boiler, Chiller & Controls Rplmnt	2014	\$3,090,000	0%	Reduced
201113	Admin Center Roofing Upgrades	2015	\$222,000	0%	TBD

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

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	19.74	19.54	19.54	15.54	(4.00)
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	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$1,238,468	\$1,120,712	\$1,120,712	\$904,998	(\$215,714)
Total Revenues	\$1,238,468	\$1,120,712	\$1,120,712	\$904,998	(\$215,714)
Personnel Costs	\$1,005,802	\$1,043,212	\$1,032,222	\$836,278	(\$206,934)
Operating Expenses	\$72,522	\$77,500	\$68,500	\$68,500	(\$9,000)
Interdept. Charges	\$0	\$0	\$0	\$220	\$220
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,078,324	\$1,120,712	\$1,100,722	\$904,998	(\$215,714)
Rev. Over (Under) Exp.	\$160,144	-	\$19,990	-	-

Housekeeping Services (cont.)

Contract Cleaning

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	0.40	0.60	0.60	0.60	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$121,300	\$110,419	\$110,419	\$115,000	\$4,581
Appr. Fund Balance	\$576	\$0	\$911	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$360,671	\$392,528	\$392,528	\$532,043	\$139,515
Total Revenues	\$482,547	\$502,947	\$503,858	\$647,043	\$144,096
Personnel Costs	\$25,823	\$43,318	\$39,825	\$41,772	(\$1,546)
Operating Expenses	\$431,649	\$459,629	\$465,629	\$605,271	\$145,642
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$457,472	\$502,947	\$505,454	\$647,043	\$144,096
Rev. Over (Under) Exp.	\$25,075	-	(\$1,596)	-	-



Program Highlights

Revenues in this program reflect recovery of Mental Health Center costs through the Mental Health Center budget. One Building Service Worker I and three Building Service Worker II positions are being unfunded in 2011. The savings from these unfunded positions of \$227,300 will be used to help offset the costs of additional contracted housekeeping service and cleaning supplies of \$145,000, resulting in a net tax levy savings of \$82,300 for 2011. Housekeeping supervisory staff is the primary point of contact for communication from other county personnel for all housekeeping concerns. Contracted cleaning services, budgeted at just over \$530,500, 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. Additional contracted space will be added in 2011, however, exact locations have not yet been determined. 2011 is the last year of the three-year housekeeping contract.



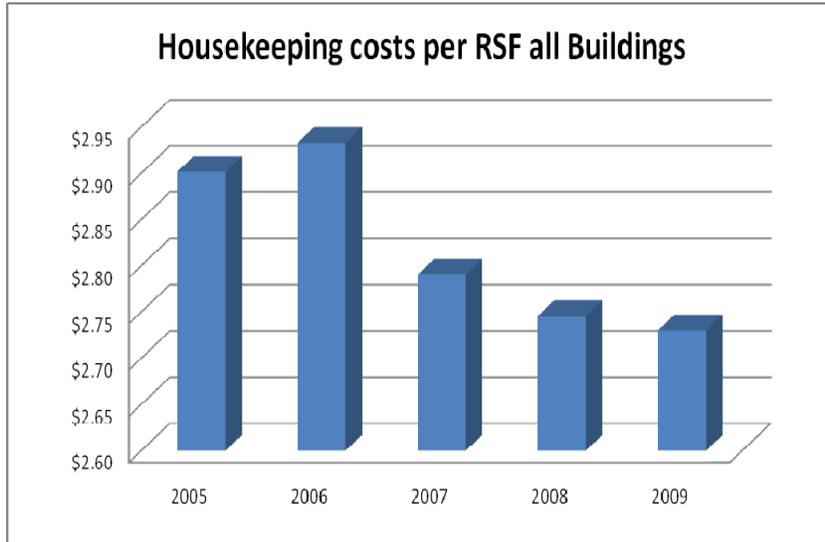
Buildings Cleaned within this budget

Activity	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change (a)
Buildings Cleaned Daily					
In-house staff	6	5.8	5.8	5.0	(0.8)
Contracted staff	10	9.2	9.2	11.0	1.8
Floor Area Cleaned Daily (sq. ft)					
In-house staff (a)	290,531	292,759	290,531	235,831	(56,928)
Contracted staff (a)	268,214	259,214	268,214	325,441	66,227
Total Square Foot (a)	558,745	551,973	558,745	561,272	9,299
Cost per Sq. Ft.					
In-house staff	\$3.57	\$3.40	\$3.40	\$3.44	\$0.04
Contracted staff	\$1.80	\$2.06	\$2.06	\$1.90	(\$0.16)

(a) Increase/decrease in square footage is due primarily to updates to building CAD schematics and the actual square footage that is being cleaned.

Housekeeping Services (cont.)

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, the County Jail, the Communications Center, Public Health Center, Highway Operations Center and four highway substations.



Housekeeping costs per rentable square foot continue to decrease. The primary reason for this is the phasing out of in-house cleaning staff. In the fall of 2006, it was decided to phase out in-house cleaning staff through attrition by replacing them with contract cleaning staff when vacancies occurred. Costs vary by building but on an average it costs approximately \$3.50 per square foot for in-house staff and approximately \$2.00 per square foot for contract cleaning staff.

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	7.27	7.10	7.10	7.10	0.00
General Government	\$496,624	\$501,450	\$486,576	\$492,481	(\$8,969)
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$521	\$0	\$0	\$0	\$0
Other Revenue	\$760	\$0	\$0	\$0	\$0
County Tax Levy	\$133,545	\$152,850	\$152,850	\$178,084	\$25,234
Total Revenues	\$631,450	\$654,300	\$639,426	\$670,565	\$16,265
Personnel Costs	\$605,382	\$618,836	\$612,197	\$633,976	\$15,140
Operating Expenses	\$24,598	\$29,400	\$30,150	\$30,150	\$750
Interdept. Charges	\$5,657	\$6,064	\$6,014	\$6,439	\$375
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$635,637	\$654,300	\$648,361	\$670,565	\$16,265
Rev. Over (Under) Exp.	(\$4,187)	-	(\$8,935)	-	-



Program Highlights

General Transportation Aids (GTA) are budgeted lower than the 2010 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 2010 levels and include 0.92 FTE of summer student interns. Funding for 1.00 FTE co-op students continue to be budgeted in 2011. The co-op student program is run through a partnership with Marquette University. 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	2010 Est. % Compl. Yr End	Net Annual 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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	6.00	6.09	6.09	6.09	0.00
General Government	\$513,913	\$518,907	\$503,515	\$509,625	(\$9,282)
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$10,246	\$0	\$0	\$20,000	\$20,000
Other Revenue	\$41,477	\$17,000	\$17,000	\$17,000	\$0
County Tax Levy	\$274,739	\$324,630	\$324,630	\$336,366	\$11,736
Total Revenues	\$840,375	\$860,537	\$845,145	\$882,991	\$22,454
Personnel Costs	\$376,475	\$445,761	\$443,171	\$454,535	\$8,774
Operating Expenses	\$359,658	\$412,800	\$418,500	\$426,700	\$13,900
Interdept. Charges	\$1,787	\$1,976	\$1,876	\$1,756	(\$220)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$737,920	\$860,537	\$863,547	\$882,991	\$22,454
Rev. Over (Under) Exp.	\$102,455	-	(\$18,402)	-	-



Program Highlights

General Transportation Aids (GTA) are budgeted lower than the 2010 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. General Fund Balance of \$20,000 is budgeted for one-time expenses related to traffic engineer consulting.

Staffing levels are remaining stable from the 2010 base. The budget includes \$120,000 for traffic signal electricity costs. This assumes a 7% increase from the 2009 rates. Due to a change in the purchasing contract for sign posts, the minimum order is now a two year inventory. This change was done in order to secure a guaranteed low price for two years and reflects one half year cost of sign posts (\$16,000) compared to a full year expense. Signal maintenance costs are budgeted at \$65,000, the same as the 2010 base. These costs include cabinet maintenance and Digger's Hotline charges. Signage is budgeted at \$40,000 and pavement-marking materials are budgeted at \$140,000. This budget includes funds for the replacement of two traffic counters. The 2011 budget includes \$28,000 for traffic engineer consulting and contracted services fees. This will be used to perform capacity analysis of signalized intersection, assist with traffic signal timing, field implementation of signal timing, and other traffic signalization work related to highways.



Activity

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Traffic Signals	99	98	99	100	2
Total Electricity Costs	\$111,075	\$110,000	\$117,000	\$120,000	\$10,000
Avg annual electrical cost for one traffic signal	\$1,122	\$1,122	\$1,182	\$1,200	\$78

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	1.75	1.69	1.69	1.61	(0.08)
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$73,716	\$130,000	\$120,000	\$110,000	(\$20,000)
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	\$11,529	\$19,479	\$19,479	\$40,013	\$20,534
Total Revenues	\$85,245	\$149,479	\$139,479	\$150,013	\$534
Personnel Costs	\$136,154	\$149,479	\$146,804	\$150,013	\$534
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$136,154	\$149,479	\$146,804	\$150,013	\$534
Rev. Over (Under) Exp.	(\$50,909)	-	(\$7,325)	-	-



Program Highlights

Permit fee charges will increase in 2011 according to the schedule on the following page. This increase follows the cycle of increasing fee charges every two years. Due to the unknown nature of the types of permits being requested and the number of permits that may be requested, revenues for utility permits are budgeted at the same level as 2010, however access permit revenues are being decreased by \$20,000.

Staffing levels are decreasing from 2010 to 2011 due to unfunding of one-half of the Clerk Typist II position that supports this program and overtime is reduced by 0.01 FTE. Since only 0.15 FTE of the Clerk Typist II position is budgeted in Permit Process, there is only 0.08 FTE reduction showing in this program area. The remaining reduction is in the Administration program area.

General Fund

Public Works

Program



Activity	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Driveway & Miscellaneous Permits Processed	77	90	50	60	(30)
Utility Permits Processed	267	370	280	300	(70)

The following is the Permit Fee structure for 2011 and 2012:

		2009/2010 Rates		2011/2012 Rates	
<u>Utility Permits</u>	<u>Unit</u>	<u>Application</u>	<u>Inspect</u>	<u>Application</u>	<u>Inspect</u>
Excavate in Pavement	First 200'	\$75	\$200	\$80	\$210
	Add'l 1,000'		\$200		\$210
Excavate/Plow in ROW	First 200'	\$75	\$150	\$80	\$160
	Add'l mile		\$150		\$160
New Poles	Each	\$75	\$150	\$80	\$160
Re-application		\$75		\$80	
<u>Driveway Permits</u>					
Single Family, Farm		<u>Application</u>	<u>Permit</u>	<u>Application</u>	<u>Permit</u>
1) with culvert	Each drive		\$760		\$800
2) without culvert	Each drive		\$275		\$290
Commercial/Industrial/ Institutional/Subdivision (type A,B,C or D entrance)	Each drive	\$360	\$500	\$380	\$525
Commercial/Industrial/ Institutional/Subdivision (> 50,000 sf) or Subdivision (>100 Units) (type A,B,C or D entrance)	Each drive	\$360	\$765	\$380	\$805
Commercial/Industrial/ Institutional/Subdivision (Roadway reconstruction needed)		\$360	\$2,730	\$380	\$2,870
Traffic Signal Installation	Per signal		\$1,260		\$1,325
Re-application		\$80		\$85	
Other driveway work (no culvert)		\$75		\$80	

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	5.75	5.32	5.32	5.05	(0.27)
General Government	\$8,888	\$9,000	\$9,000	\$9,000	\$0
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$3,600	\$0	\$0	\$0	\$0
Other Revenue	\$3,145	\$1,500	\$1,500	\$1,500	\$0
County Tax Levy (a)	\$684,255	\$680,856	\$680,856	\$687,214	\$6,358
Total Revenues	\$699,888	\$691,356	\$691,356	\$697,714	\$6,358
Personnel Costs	\$483,579	\$470,336	\$459,249	\$457,402	(\$12,934)
Operating Expenses	\$39,147	\$28,050	\$29,650	\$24,700	(\$3,350)
Interdept. Charges	\$161,634	\$192,970	\$192,620	\$215,612	\$22,642
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$684,360	\$691,356	\$681,519	\$697,714	\$6,358
Rev. Over (Under) Exp.	\$15,528	-	\$9,837	-	-

(a) In the 2011 Budget, tax levy of \$17,024 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 2010 to 2011. One-half of a Clerk Typist II position is being unfunded in 2011, however, since only 0.85 FTE of this position is budgeted in Administration, there is only 0.42 FTE reduction showing here. The remaining reduction is in the Permit Process program. Extra Help of 0.15 FTE is included in the 2011 budget to assist with special projects such as redesigning the website design and file system management. 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.