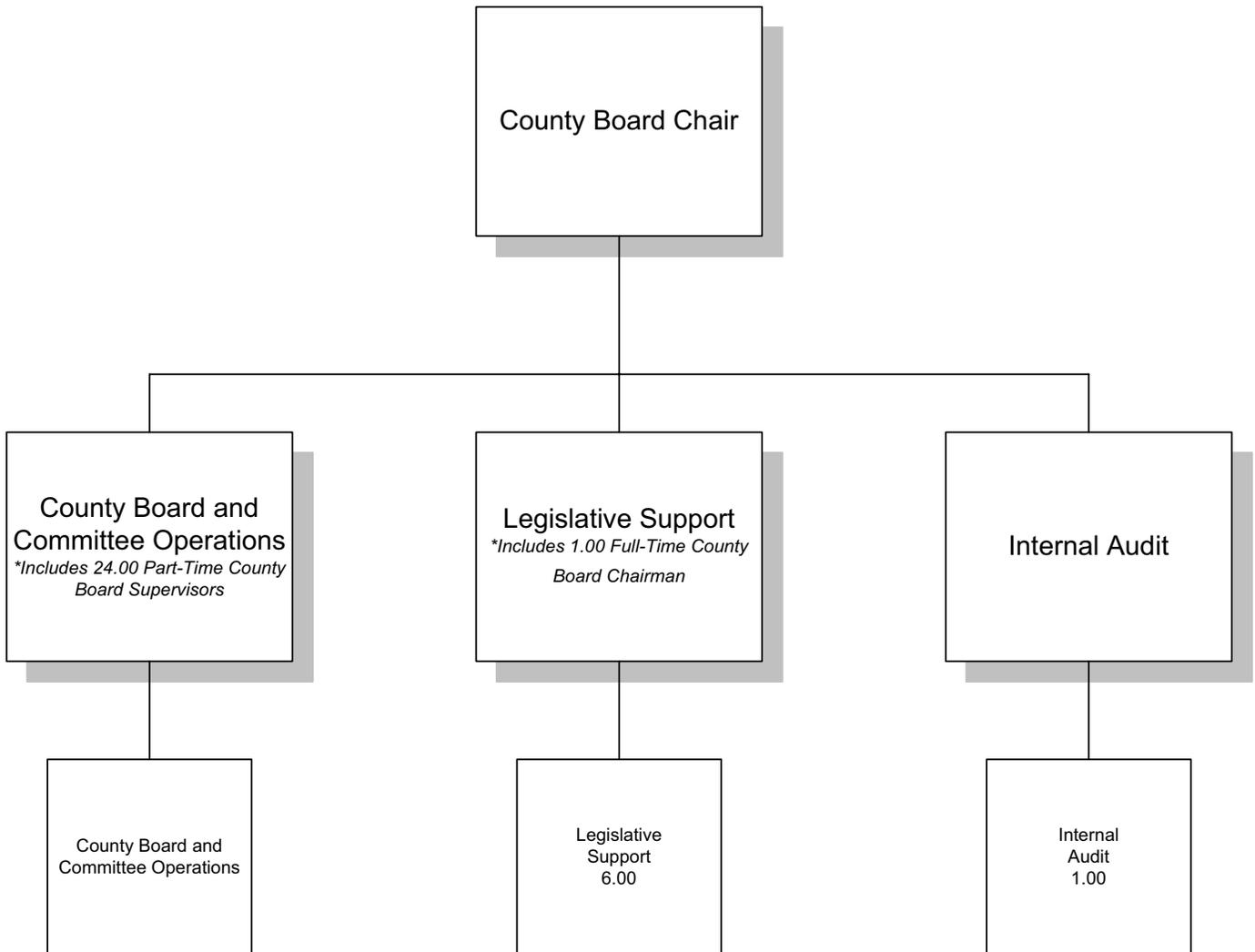


# **County Board**

# COUNTY BOARD CHAIR'S OFFICE

## FUNCTION / PROGRAM CHART



7.00 TOTAL FTE'S

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



**Statement of Purpose**

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

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

Through the internal audit function, the county board provides financial and program evaluations to assure cost-effective and efficient use of available resources.

<b>Financial Summary</b>	2009	2010	2010	2011	Change From 2010	
	Actual (a)	Adopted Budget	Estimate (b)	Budget	Adopted Budget	
					\$	%
<b>Revenues</b>						
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue (c)	\$383	\$0	\$1,087	\$0	\$0	N/A
Appr. Fund Balance (a) (b)	\$66,750	\$0	\$160,075	\$0	\$0	N/A
<b>County Tax Levy</b>	<b>\$1,314,173</b>	<b>\$1,310,373</b>	<b>\$1,310,373</b>	<b>\$1,215,862</b>	<b>(\$94,511)</b>	<b>-7.2%</b>
<b>Total Revenue Sources</b>	<b>\$1,381,306</b>	<b>\$1,310,373</b>	<b>\$1,471,535</b>	<b>\$1,215,862</b>	<b>(\$94,511)</b>	<b>-7.2%</b>
<b>Expenditures</b>						
Personnel Costs	\$984,918	\$1,043,622	\$968,243	\$949,627	(\$93,995)	-9.0%
Operating Expenses (b)	\$71,443	\$236,049	\$385,943	\$234,329	(\$1,720)	-0.7%
Interdept. Charges	\$30,077	\$30,702	\$29,660	\$31,906	\$1,204	3.9%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total Expenditures</b>	<b>\$1,086,438</b>	<b>\$1,310,373</b>	<b>\$1,383,846</b>	<b>\$1,215,862</b>	<b>(\$94,511)</b>	<b>-7.2%</b>
<b>Rev. Over (Under) Exp.</b>	<b>\$294,868</b>	<b>-</b>	<b>\$87,689</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

**Position Summary (FTE)**

Regular Positions	8.00	8.00	8.00	7.00	(1.00)
Extra Help	0.00	0.00	0.00	0.00	0.00
Overtime	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>	<b>(1.00)</b>

- (a) General Fund Balance of \$66,750 is related to a 2008 purchase order which carried over expenditures authority from the 2008 Budget to the 2009 Budget in the Internal Audit Program for a contract Information Technology Risk Assessment and Network Operations audit.
- (b) General Fund Balance of \$160,075 is related to carry-over expenditure authority from the 2009 Budget to the 2010 Budget in the Internal Audit Program for the following: 1.) \$35,000 contract for a General Controls audit of DHHS Billing and Accounts Receivable; 2.) \$60,075 contract for a General Controls audit of Information Technology Network Operations; 3.) \$65,000 for a Department of Public Works - Central Fleet audit.
- (c) \$383 of unbudgeted General Donations revenue was realized in 2009 through donations from the county supervisors.

**Major Departmental Strategic Outcomes and Objectives for 2011****County-Wide Key Strategic Outcome: An economically vibrant county**

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

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

Performance Measure:	2008 Actual	2009 Actual	2010 Target	2011 Target
County's Bond Rating	AAA/Aaa	AAA/Aaa	AAA/Aaa	AAA/Aaa

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

Key Outcome Indicator: New construction growth in the county's equalized value.

Performance Measure:	2008 Actual	2009 Actual	2010 Actual
\$ Amount of New Construction*	\$963 million	\$568.1 million	\$397.6 million
% of Change	1.9%	1.1%	0.8%

*\*Amounts shown are prior year values for the subsequent year budget. Also, new construction is based on the State Department of Revenue figures with adjustments reflecting demolition of buildings.*

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

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

*Anticipated 2011 audits include the implementation of the cashiering system, contracted services, EUTF follow-up, employee health and dental insurance fund, county clerk, and county treasurer.*

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

Legislative Support

County-Wide Key Strategic Outcome: An economically vibrant county

Program Description

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

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>(1.00)</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$687,799</b>	<b>\$689,861</b>	<b>\$689,861</b>	<b>\$588,497</b>	<b>(\$101,364)</b>
<b>Total Revenues</b>	<b>\$687,799</b>	<b>\$689,861</b>	<b>\$689,861</b>	<b>\$588,497</b>	<b>(\$101,364)</b>
Personnel Costs	\$588,071	\$633,145	\$559,583	\$532,694	(\$100,451)
Operating Expenses	\$14,918	\$30,014	\$21,861	\$26,897	(\$3,117)
Interdept. Charges	\$22,351	\$26,702	\$26,660	\$28,906	\$2,204
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$625,340</b>	<b>\$689,861</b>	<b>\$608,104</b>	<b>\$588,497</b>	<b>(\$101,364)</b>
Rev. Over (Under) Exp.	\$62,459	-	\$81,757	-	-



Program Highlights

Personnel costs decrease mainly due to the change from unfunding one Legislative Policy Advisor and one Office Services Coordinator and replacing it with an underfilled Programs and Project Analyst. This provides for a net savings of one position and a net dollar savings of approximately \$93,932.

As a result of the decrease in staff and resulting changes, mileage is adjusted downward to reflect less travel to Madison. Other related decreases include: telecom equipment rental (\$100); books, publications, subscriptions (\$200); and telephone lines and services (\$840).

Interdepartmental charges increase by \$2,204 (8.25%) mainly due to a \$2,132 increase in End User Technology Fund charges to phase in the total cost of technology ownership.

Chairman and staff work to promote lower government costs through public policy research and advisements, as well as work with the Local Government Institute, Supreme Court Policy and Planning Committee, Wisconsin Workforce Development Association, Waukesha County Economic Development Corporation, Waukesha-Ozaukee-Washington Tri-County Policy Board, Southeastern Wisconsin Regional Planning Commission and Criminal Justice Committees.



<b>Activity-Workload Data</b>	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Committee agenda/minutes prepared	270	275	275	275	0
Advisement to committees by staff	294	275	285	250	(25)
Staff participating in community events/meetings/conferences	115	110	100	100	(10)
*Reviewing and advising on state legislative issues	225	225	200	200	(25)

\*Measure was restated in 2010 to more accurately reflect department activities.

County Board and Committees Operations

County-Wide Key Strategic Outcome: An economically vibrant county

**Program Description**

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

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>No Budgeted Support Staff Allocated</b>				
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$383	\$0	\$1,087	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$375,358</b>	<b>\$375,251</b>	<b>\$375,251</b>	<b>\$376,454</b>	<b>\$1,203</b>
<b>Total Revenues</b>	<b>\$375,741</b>	<b>\$375,251</b>	<b>\$376,338</b>	<b>\$376,454</b>	<b>\$1,203</b>
Personnel Costs	\$263,745	\$275,416	\$274,656	\$277,872	\$2,456
Operating Expenses	\$46,596	\$95,835	\$94,707	\$95,582	(\$253)
Interdept. Charges	\$1,256	\$4,000	\$3,000	\$3,000	(\$1,000)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$311,597</b>	<b>\$375,251</b>	<b>\$372,363</b>	<b>\$376,454</b>	<b>\$1,203</b>
Rev. Over (Under) Exp.	\$64,144	-	\$3,975	-	-



**Program Highlights**

Personnel costs are estimated to increase \$2,456 to \$277,872 due to an increase in the County's required contribution for the Wisconsin Retirement System. County Board supervisor salaries stayed the same as in the previous term of office.

Operating expenses include consulting expenditure appropriations that are generally used for pressing issues that unexpectedly arise and are deemed important to address immediately.

Interdepartmental costs decrease \$1,000 for postage as a result of staff and board efficiency enhancements.



**Activity-Workload Data**

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Ordinances/Resolutions considered	139	150	140	150	0
County Board meetings attended	302	275	275	275	0
Standing Committee meetings attended	664	750	675	675	(75)

Internal Audit

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

**Program Description**

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

	2009 Actual (a)	2010 Budget	2010 Estimate (b)	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance (a) (b)	\$66,750	\$0	\$160,075	\$0	\$0
<b>County Tax Levy</b>	<b>\$251,016</b>	<b>\$245,261</b>	<b>\$245,261</b>	<b>\$250,911</b>	<b>\$5,650</b>
<b>Total Revenues</b>	<b>\$317,766</b>	<b>\$245,261</b>	<b>\$405,336</b>	<b>\$250,911</b>	<b>\$5,650</b>
Personnel Costs	\$133,102	\$135,061	\$134,004	\$139,061	\$4,000
Operating Expenses (b)	\$9,929	\$110,200	\$269,375	\$111,850	\$1,650
Interdept. Charges	\$6,470	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$149,501</b>	<b>\$245,261</b>	<b>\$403,379</b>	<b>\$250,911</b>	<b>\$5,650</b>
<b>Rev. Over (Under) Exp.</b>	<b>\$168,265</b>	<b>-</b>	<b>\$1,957</b>	<b>-</b>	<b>-</b>

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**Program Highlights**

Operating expenses remain stable and include contracted audit costs.

Audits help ensure safeguarding of county assets, efficiency, management integrity and reliability by identifying cost effective controls throughout county operations. Audit recommendations improve operations that assist administration, supervisors and taxpayers of Waukesha County.

Anticipated 2011 audits include the implementation of the cashiering system (internal), contracted services (contracted), EUTF follow-up (internal), employee health and dental insurance fund (internal), county clerk (contracted), and county treasurer (contracted).

<b>Activity-Workload Data</b>	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Audits of department activities*	2	4	4	5	1
Consult with departments to assist in various projects*	3	2	3	2	0
Follow-up of Internal Audit and external auditor's recommendations	1	1	1	1	0
Assist in completion of single audit work performed by external auditors	1	1	1	1	0

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

