

**General Fund**

**Public Works**

**Fund Purpose/  
Summary**

**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.

<b>Financial Summary</b>	2006	2007	2007	2008	Change From 2007	
	Actual	Adopted Budget (a)	Estimate (a,b)	Budget	Adopted Budget	
					\$	%
<b>Revenues</b>						
General Government	\$762,461	\$1,052,979	\$1,039,956	\$1,060,580	\$7,601	0.7%
Fine/Licenses	\$122,935	\$140,000	\$140,000	\$140,000	\$0	0.0%
Charges for Services	\$80,012	\$77,237	\$77,238	\$78,057	\$820	1.1%
Interdepartmental	\$510,539	\$505,673	\$505,664	\$493,382	(\$12,291)	-2.4%
Other Revenue	\$49,640	\$16,500	\$27,220	\$16,500	\$0	0.0%
Appr. Fund Balance (c)	\$349,226	\$300,000	\$300,000	\$300,000	\$0	0.0%
<b>County Tax Levy (a)</b>	<b>\$7,968,349</b>	<b>\$8,167,224</b>	<b>\$8,167,224</b>	<b>\$8,419,897</b>	<b>\$252,673</b>	<b>3.1%</b>
<b>Total Revenue Sources</b>	<b>\$9,843,162</b>	<b>\$10,259,613</b>	<b>\$10,257,302</b>	<b>\$10,508,416</b>	<b>\$248,803</b>	<b>2.4%</b>
<b>Expenditures</b>						
Personnel Costs	\$4,617,905	\$4,773,670	\$4,683,479	\$4,970,956	\$197,286	4.1%
Operating Expenses	\$4,412,945	\$4,977,757	\$4,980,841	\$4,928,628	(\$49,129)	-1.0%
Interdept. Charges	\$246,882	\$266,858	\$264,976	\$298,332	\$31,474	11.8%
Fixed Assets	\$238,940	\$241,328	\$310,972	\$310,500	\$69,172	28.7%
<b>Total Expenditures</b>	<b>\$9,516,672</b>	<b>\$10,259,613</b>	<b>\$10,240,268</b>	<b>\$10,508,416</b>	<b>\$248,803</b>	<b>2.4%</b>
<b>Rev. Over (Under) Exp.</b>	<b>\$326,490</b>	<b>-</b>	<b>\$17,034</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

**Position Summary (FTE)**

Regular Positions	75.15	73.65	73.65	73.05	(0.60)
Extra Help	2.28	2.15	2.15	2.15	0.00
Overtime	1.34	0.83	0.83	0.83	0.00
<b>Total</b>	<b>78.77</b>	<b>76.63</b>	<b>76.63</b>	<b>76.03</b>	<b>(0.60)</b>

(a) The tax levy for 2007 is restated to adjust for the new End User Technology (EUTF) method to be comparable to 2008.

(b) The 2006 estimate includes 2005 carryovers and open encumbrances which modified the budget after it was adopted.

(c) Includes General Fund Balance of \$293,730 in 2006, and \$300,000 in 2007 and 2008.

## Property Management

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

### Program Description

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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$36,868	\$32,064	\$32,064	\$32,371	\$307
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$1,000	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy (a)</b>	<b>(\$11,558)</b>	<b>(\$8,792)</b>	<b>(\$8,792)</b>	<b>(\$13,229)</b>	<b>(\$4,437)</b>
<b>Total Revenues</b>	<b>\$26,310</b>	<b>\$23,272</b>	<b>\$23,272</b>	<b>\$19,142</b>	<b>(\$4,130)</b>
Personnel Costs	\$6,586	\$7,272	\$6,802	\$7,142	(\$130)
Operating Expenses	\$2,019	\$16,000	\$10,000	\$12,000	(\$4,000)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$8,605</b>	<b>\$23,272</b>	<b>\$16,802</b>	<b>\$19,142</b>	<b>(\$4,130)</b>
Rev. Over (Under) Exp.	\$17,705	-	\$6,470	-	-

(a) Negative tax levy from revenues over expenditures are used to partially offset tax levy in other Public Works General Fund program areas.



### Program Highlights

It is estimated that the County will continue to maintain and collect rental revenue from five rental properties in 2008. 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 about 2%. In addition to rental properties, this program area is also responsible for the maintenance, repair and/or demolition of County properties that do not generate rental revenue. Operating expenses include the cost of property maintenance repairs.

## Architectural Services

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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>3.02</b>	<b>3.02</b>	<b>3.02</b>	<b>3.02</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$288,970</b>	<b>\$304,879</b>	<b>\$304,879</b>	<b>\$313,599</b>	<b>\$8,720</b>
<b>Total Revenues</b>	<b>\$288,970</b>	<b>\$304,879</b>	<b>\$304,879</b>	<b>\$313,599</b>	<b>\$8,720</b>
Personnel Costs	\$272,150	\$286,067	\$285,321	\$299,263	\$13,196
Operating Expenses	\$7,831	\$17,550	\$14,550	\$13,050	(\$4,500)
Interdept. Charges	\$1,215	\$1,262	\$1,272	\$1,286	\$24
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$281,196</b>	<b>\$304,879</b>	<b>\$301,143</b>	<b>\$313,599</b>	<b>\$8,720</b>
Rev. Over (Under) Exp.	\$7,774	-	\$3,736	-	-



### Program Highlights

Staffing levels remain consistent with 2007 levels in this program area. 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 projects plans, and the cost of professional staff development.

### Current and Proposed Capital Projects

Project #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 07	Est. Operating Impact
200407	Hwy Ops Center Storage Building	2008	\$452,000	15%	Minimal
200416	Courthouse Boiler Replacement	2008	\$678,000	5%	TBD
200610	Substation Salt Mitigation	2008	\$607,000	60%	\$4,000
200611	Courthouse Bldg/Grounds Security	2008	\$340,000	0%	TBD
200805	Energy Conservation	2009	\$600,000	0%	Reduced
200806	Law Enforcement Center HVAC	2009	\$490,000	0%	Reduced
200707	Campus Fire Alarm Upgrades	2010	\$592,000	0%	Reduced
200616	Medical Examiner Expansion	2010	\$968,000	2%	TBD
200307	3 <sup>rd</sup> Floor Courthouse Fireproofing	2011	\$300,000	0%	\$0
200617	Radio Services Bldg Remodel	2011	\$520,000	0%	TBD
200623	Courthouse AHU Replacement	2011	\$1,300,000	2%	TBD
200706	Juvenile Center Boilers	2011	\$135,000	0%	Reduced
200708	Northview Upgrades	2011	\$2,360,000	0%	TBD
200808	Communications Center Expansion	2013	\$1,420,000	0%	TBD
200615	HHS Office Building	2016	\$20,426,000	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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$235,735	\$300,000	\$300,000	\$300,000	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$619,926</b>	<b>\$716,512</b>	<b>\$716,512</b>	<b>\$756,744</b>	<b>\$40,232</b>
<b>Total Revenues</b>	<b>\$855,661</b>	<b>\$1,016,512</b>	<b>\$1,016,512</b>	<b>\$1,056,744</b>	<b>\$40,232</b>
Personnel Costs	\$33,142	\$42,013	\$41,266	\$44,744	\$2,731
Operating Expenses	\$353,038	\$753,171	\$888,616	\$701,500	(\$51,671)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$232,724	\$221,328	\$293,258	\$310,500	\$89,172
<b>Total Expenditures</b>	<b>\$618,904</b>	<b>\$1,016,512</b>	<b>\$1,223,140</b>	<b>\$1,056,744</b>	<b>\$40,232</b>
Rev. Over (Under) Exp.	\$236,757	-	(\$206,628)	-	-



### Program Highlights

Fund balance revenues of \$300,000 are proposed in 2008 to offset the costs of on-going painting, roofing and carpeting projects. The use of fund balance is expected to continue through 2010 to address high cost repair needs of building interiors identified in annual condition analysis reports.

Staffing levels for this program continue at the same levels as 2007. 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. Increases and decreases in operating expenses and fixed assets reflect changes in kinds of projects budgeted in each year.

Reporting Category	Project Type	2008 Budget	2009 Plan	2010 Plan	2011 Plan	2012 Plan
Architecture Exterior	Roof/Exterior	\$345,000	\$250,000	\$280,000	\$280,000	\$210,000
	Landscape/Walls	\$0	\$22,000	\$0	\$0	\$0
	Window/Door	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Architecture Interior	Architectural	\$16,950	\$42,000	\$0	\$0	\$0
	Furniture	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Electric	Electric	\$0	\$0	\$34,000	\$65,000	\$0
HVAC & Mechanical	HVAC	\$156,350	\$285,200	\$209,500	\$208,000	\$380,000
Plumbing	Plumbing	\$34,700	\$15,800	\$76,500	\$21,000	\$0
Walls & Floors	Carpet/Floor Tile	\$150,000	\$185,000	\$150,000	\$150,000	\$160,000
	Paint	\$172,000	\$150,000	\$150,000	\$126,000	\$150,000
	Wall Cover	\$75,000	\$0	\$0	\$0	\$0
<b>Total Plan</b>		<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$950,000</b>	<b>\$900,000</b>	<b>\$950,000</b>
Use of Fund Balance *		\$300,000	\$300,000	\$150,000	\$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 Improvement Plan (cont.)

Building	2008 Budget	2009 Plan	2010 Plan	2011 Plan	2012 Plan
Admin Center	\$249,500	\$22,000	\$185,000	\$15,000	\$0
Courthouse	\$135,000	\$67,000	\$37,000	\$0	\$0
Human Services	\$0	\$25,000	\$0	\$0	\$0
Highway	\$47,500	\$88,500	\$42,000	\$47,400	\$38,500
Juvenile Center	\$12,700	\$12,000	\$0	\$90,000	\$0
Law Enforcement	\$0	\$225,000	\$54,500	\$0	\$0
Mental Health	\$35,300	\$7,000	\$8,000	\$0	\$0
Northview	\$100,000	\$15,000	\$11,000	\$133,600	\$298,500
Other	\$342,500	\$415,000	\$469,500	\$535,000	\$550,000
UW-Waukesha	\$77,500	\$123,500	\$143,000	\$79,000	\$63,000
	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$950,000</b>	<b>\$900,000</b>	<b>\$950,000</b>
Use of Fund Balance *	\$300,000	\$300,000	\$150,000	\$0	\$0

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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$43,144	\$45,173	\$45,174	\$45,686	\$513
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$1,978,259</b>	<b>\$2,173,632</b>	<b>\$2,173,632</b>	<b>\$2,264,612</b>	<b>\$90,980</b>
<b>Total Revenues</b>	<b>\$2,021,403</b>	<b>\$2,218,805</b>	<b>\$2,218,806</b>	<b>\$2,310,298</b>	<b>\$91,493</b>
Personnel Costs	\$18,092	\$21,905	\$20,896	\$22,198	\$293
Operating Expenses	\$1,968,750	\$2,196,900	\$2,203,150	\$2,288,100	\$91,200
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,986,842</b>	<b>\$2,218,805</b>	<b>\$2,224,046</b>	<b>\$2,310,298</b>	<b>\$91,493</b>
Rev. Over (Under) Exp.	\$34,561	-	(\$5,240)	-	-

Energy Consumption (cont.)



**Program Highlights**

Staffing levels for this program continue at the same levels as 2007. Utility expenses are expected to increase from the 2007 Budget base by an average of 4.2%. This is comprised of an estimated 2.4% increase in natural gas; 4.74% increase in electricity; and 7.0% increase in water. 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**

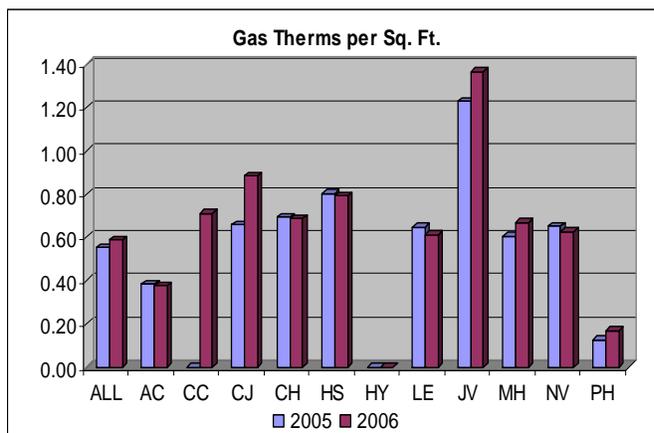
**Utility Source**

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Electricity (Kilowatt-Hrs)	15,886,571	15,400,000	15,750,000	15,892,000	492,000
Natural Gas (Therms)	688,651	664,700	680,000	690,000	25,300
Water/Sewer (Gallons)	40,535,532	40,000,000	40,500,000	40,536,000	536,000

In order to evaluate utility performance the Department will track and monitor utility usage by building on a square foot basis. This allows us 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.

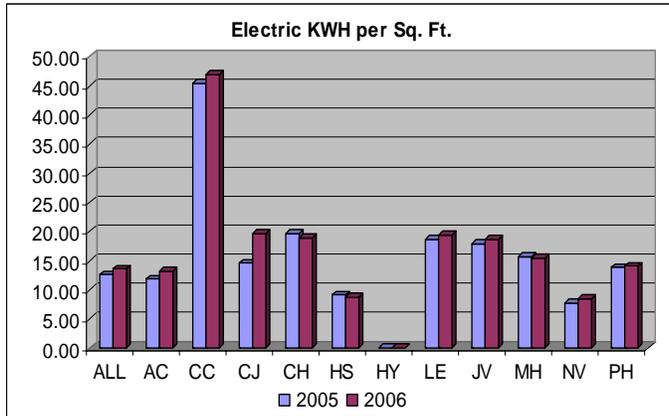
	Annual units per square foot	Gas - Therms	Electricity - KWH	Water- M Gallons
ALL	All Buildings	.59	13.56	31.91
AC	Administration Center	.37	13.17	18.15
CC	Communications Center	.71	46.96	0
CJ	County Jail	.88	19.64	42.23
CH	Courthouse	.69	18.87	13.61
HS	Health & Human Services Center	.79	8.77	9.29
HY	Highway Buildings	0	0	0
LE	Law Enforcement Center	.61	19.4	105.75
JV	Juvenile Center	1.37	18.66	18.04
MH	Mental Health Center	.67	15.39	24.13
NV	Northview	.63	8.44	39.13
PH	Public Health Center	.17	14.05	10.91

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

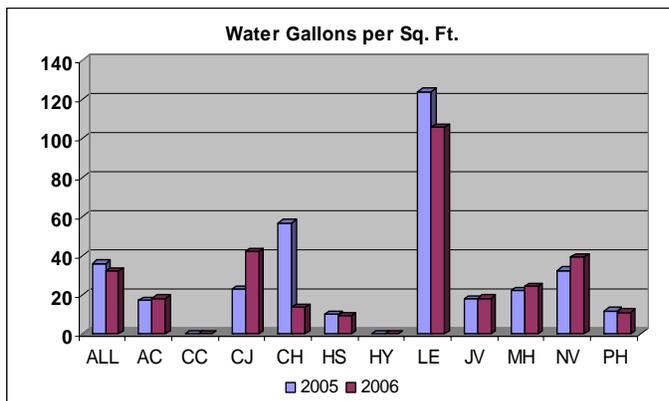


The gas usage chart indicates that the average usage for all of our buildings is .59 therms per square foot per year. The Juvenile Center usage is 1.37 therms per square foot, more than twice the average. There are a number of reasons for this. Old inefficient boilers (scheduled to be replaced in 2010) and equipment or control sequencing that should be re-engineered to be more efficient.

Energy Consumption (cont.)



The electrical usage chart has an average usage of 13.56 KWH per square foot per year. The facility that stands out is the Communications Center with 46.96 KWH per square foot, almost 3.5 times the average. This facility operates 24/7 in a high density setting and utilizes a significant amount of high energy equipment in its operation. The Department does not believe the electrical energy consumption is abnormal for this type of facility.



The water usage chart clearly identifies an issue with the Law Enforcement building. The HVAC systems in this facility use domestic water to remove heat. This is a one time non contact use before it is sent to the drain. System evaluation and engineering is planned for 2008 with construction most likely proposed as a new capital project 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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</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
Appr. Fund Balance	\$31,383	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$583,157</b>	<b>\$492,357</b>	<b>\$492,357</b>	<b>\$481,510</b>	<b>(\$10,847)</b>
<b>Total Revenues</b>	<b>\$614,540</b>	<b>\$492,357</b>	<b>\$492,357</b>	<b>\$481,510</b>	<b>(\$10,847)</b>
Personnel Costs	\$36,180	\$42,310	\$41,791	\$44,397	\$2,087
Operating Expenses	\$290,240	\$335,232	\$313,500	\$315,500	(\$19,732)
Interdept. Charges	\$115,489	\$114,815	\$115,315	\$121,613	\$6,798
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$441,909</b>	<b>\$492,357</b>	<b>\$470,606</b>	<b>\$481,510</b>	<b>(\$10,847)</b>
Rev. Over (Under) Exp.	\$172,631	-	\$21,751	-	-



### Program Highlights

Staffing levels for this program continue at the same levels as 2007. 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. Maintenance contracts, budgeted in Operating expenses, include: elevator service; generator service; chiller and boiler maintenance; and sprinkler/fire alarm testing. Interdepartmental charges include budgeted insurance charges of about \$93,500; security services for the Human Services Center budgeted at \$26,500; and telephone expenses for some of the building systems budgeted at almost \$5,000.

**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 our customers. Our primary function is to extend the useful life of our facilities by providing preventative maintenance and repair services for our building infrastructure and equipment. This includes maintaining interior aesthetics, painting, carpeting, etc.

Our 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 our departmental customers for all building maintenance needs.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>26.27</b>	<b>27.31</b>	<b>27.31</b>	<b>27.31</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	\$402,039	\$394,173	\$394,164	\$377,982	(\$16,191)
Appr. Fund Balance	\$52,104	\$0	\$0	\$0	\$0
Other Revenue	\$102	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$1,748,046</b>	<b>\$1,999,116</b>	<b>\$1,999,116</b>	<b>\$2,032,661</b>	<b>\$33,545</b>
<b>Total Revenues</b>	<b>\$2,202,291</b>	<b>\$2,393,289</b>	<b>\$2,393,280</b>	<b>\$2,410,643</b>	<b>\$17,354</b>
Personnel Costs	\$1,542,765	\$1,656,088	\$1,599,374	\$1,710,745	\$54,657
Operating Expenses	\$871,521	\$673,944	\$633,025	\$658,168	(\$15,776)
Interdept. Charges	\$40,851	\$43,257	\$21,650	\$41,730	(\$1,527)
Fixed Assets	\$0	\$20,000	\$17,714	\$0	(\$20,000)
<b>Total Expenditures</b>	<b>\$2,455,137</b>	<b>\$2,393,289</b>	<b>\$2,271,763</b>	<b>\$2,410,643</b>	<b>\$17,354</b>
Rev. Over (Under) Exp.	(\$252,846)	-	\$121,517	-	-



**Program Highlights**

Revenues in this program area are received from other County departments for maintenance services provided to their department. These departments are enterprise funds or other special revenue funds that receive outside revenue sources for their expenses. The decrease is primarily due to a reduction in the cross charge to the Mental Health Center because a one-time building improvement project occurred in 2007 and will not be repeated in 2008.

Staffing levels for this program are remaining stable from the 2007 base. Extra Help of approximately 480 hours or 0.23 FTE continues to be budgeted and is used to integrate 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 decreasing slightly due to the impacts of the preventative maintenance program put into place about two years ago. Interdepartmental charges include the cost of vehicle usage; insurances; and telephone.



**Activity**

	2005 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Work Orders Issued	11,064	10,000	12,000	12,000	2,000

**General Fund**

**Public Works**

**Program**

**Housekeeping Services**

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

**Program Description**

Responsible for maintaining a clean working environment in portions or all areas of the Courthouse, Human Services Center, Northview, Justice Center, Juvenile Center and Public Health Center. 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, Highway Operations and Communications Center.

**In-House Services**

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>26.75</b>	<b>24.02</b>	<b>24.02</b>	<b>23.02</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
Appr. Fund Balance	\$28,400	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$1,337,827</b>	<b>\$1,226,608</b>	<b>\$1,226,608</b>	<b>\$1,238,206</b>	<b>\$11,598</b>
<b>Total Revenues</b>	<b>\$1,366,227</b>	<b>\$1,226,608</b>	<b>\$1,226,608</b>	<b>\$1,238,206</b>	<b>\$11,598</b>
Personnel Costs	\$1,136,156	\$1,138,583	\$1,091,012	\$1,151,106	\$12,523
Operating Expenses	\$95,443	\$87,900	\$87,700	\$87,000	(\$900)
Interdept. Charges	\$0	\$125	\$100	\$100	(\$25)
Fixed Assets	\$6,216	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,237,815</b>	<b>\$1,226,608</b>	<b>\$1,178,812</b>	<b>\$1,238,206</b>	<b>\$11,598</b>

Rev. Over (Under) Exp.	\$128,412	-	\$47,796	-	-
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**Contract Cleaning**

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$108,500	\$111,500	\$111,500	\$115,400	\$3,900
Appr. Fund Balance	\$309	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$278,313</b>	<b>\$303,356</b>	<b>\$303,356</b>	<b>\$313,201</b>	<b>\$9,845</b>
<b>Total Revenues</b>	<b>\$387,122</b>	<b>\$414,856</b>	<b>\$414,856</b>	<b>\$428,601</b>	<b>\$13,745</b>
Personnel Costs	\$24,503	\$24,156	\$24,423	\$26,541	\$2,385
Operating Expenses	\$350,879	\$390,700	\$386,300	\$402,060	\$11,360
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$375,382</b>	<b>\$414,856</b>	<b>\$410,723</b>	<b>\$428,601</b>	<b>\$13,745</b>

Rev. Over (Under) Exp.	\$11,740	-	\$4,133	-	-
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 Housekeeping Services (Continued)
**Program Highlights**

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

One Building Service Worker I position is being unfunded in 2008. The savings from this unfunded position will be used to help offset the costs of additional, future contracted housekeeping service. Housekeeping supervisory staff is the primary point of contact for communication from other county personnel for all housekeeping concerns. Contracted cleaning services, budgeted at \$381,900, are used to clean the Mental Health Center, the Public Health Center, the Administration Center and the Highway Operations building and substations. The budget is based on an estimated 3.7% increase for 2008. A new contract will commence in 2009.



Buildings Cleaned within this budget

<b>Activity</b>	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b><u>Buildings Cleaned Daily</u></b>					
In-house staff	7	6	6	6	0
Contracted staff	8	9	9	9	0
<b><u>Floor Area Cleaned Daily (sq. ft)</u></b>					
In-house staff	354,813	342,679	342,679	342,679	0
Contracted staff	194,248	206,382	206,382	206,382	0
<b><u>Cost per Sq. Ft.</u></b>					
In-house staff	\$3.49	\$3.58	\$3.44	\$3.61	\$0.03
Contracted staff	\$1.93	\$2.01	\$1.99	\$2.08	\$0.07

Internal staff services Courthouse, H&HS Center, Juvenile Center, Justice Center, Northview, Public Health Center and the New Jail. Contracted staff services Administration Center, Mental 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.

## Engineering Services (cont.)

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>7.18</b>	<b>7.18</b>	<b>7.18</b>	<b>7.58</b>	<b>0.40</b>
General Government	\$363,452	\$513,452	\$506,757	\$516,893	\$3,441
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	\$0	\$0	\$0
Other Revenue	\$13,725	\$0	\$720	\$0	\$0
<b>County Tax Levy</b>	<b>\$194,227</b>	<b>\$85,914</b>	<b>\$85,914</b>	<b>\$139,834</b>	<b>\$53,920</b>
<b>Total Revenues</b>	<b>\$571,404</b>	<b>\$599,366</b>	<b>\$593,391</b>	<b>\$656,727</b>	<b>\$57,361</b>
Personnel Costs	\$530,064	\$556,552	\$561,435	\$617,425	\$60,873
Operating Expenses	\$24,721	\$36,200	\$37,400	\$33,000	(\$3,200)
Interdept. Charges	\$5,935	\$6,614	\$6,404	\$6,302	(\$312)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$560,720</b>	<b>\$599,366</b>	<b>\$605,239</b>	<b>\$656,727</b>	<b>\$57,361</b>
Rev. Over (Under) Exp.	\$10,684	-	(\$11,848)	-	-



### Program Highlights

State Transportation Aid (GTA) revenues, department wide, are anticipated to increase 2% over the 2007 actual level, not over the 2007 budgeted level.

Staffing levels are increasing in 2008. A regular part time Senior Civil Engineer position will be temporarily increased to 0.90 FTE in 2008. This position is responsible for right of way acquisition and in 2008 the Janesville Road capital project will require an increased amount of time to coordinate land and right of way acquisitions. This budget continues to include funding for 0.92 FTE summer student interns and 1.00 FTE co-op students throughout the year. The co-op student program is run through a partnership with Marquette University. Operating expenses are decreasing slightly due to a one time purchase in 2007. Operating expenses include funds for engineering software maintenance, minor survey supplies, and funds for staff professional development. Interdepartmental charges include costs of phone services.

**General Fund**

**Public Works**

**Program**

**Current and Proposed Capital Projects**

<b>Project #</b>	<b>Project Name</b>	<b>Total Project Cost</b>	<b>Total County Cost</b>	<b>Non-County Fed/State Revenues</b>	<b>Estimated Completion Year</b>	<b>2007 Est. % Compl. Yr End</b>	<b>Est. Operating Impact</b>
9131	Bridge Aid Program	\$0	\$0	\$0	Ongoing	N/A	\$0
9817	Culvert Replacement Program	\$100,000	\$100,000	\$0	Ongoing	N/A	\$0
200427	Signal/Safety Improvements	\$1,050,000	\$1,050,000	\$0	Ongoing	N/A	Reduced
200509	Repaving Program	\$2,800,000	\$2,800,000	\$600,000	Ongoing	N/A	\$0
200008	CTH E, Oconomowoc River Bridge	\$951,000	\$701,000	\$250,000	2008	60%	Reduced
200420	CTH SR, Fox River Bridge & Approaches	\$2,005,000	\$613,000	\$1,392,000	2008	15%	Reduced
200823	CTH P, CTH DR Improvements	\$1,750,000	\$1,750,000	\$0	2008	0%	\$0
9904	CTH X, STH 59-Harris Highlands	\$15,320,000	\$4,408,000	\$10,912,000	2009	10%	\$18,600
200104	CTH O, CTH I to Hackberry Lane	\$6,560,000	\$6,560,000	\$0	2010	60%	\$10,000
200606	CTH P, Bark River Bridge & Approach	\$716,000	\$330,400	\$385,600	2009	5%	Reduced
9707	CTH VV, Marcy-Bette Rd	\$8,400,000	\$2,080,000	\$6,320,000	2010	5%	\$15,500
9903	CTH Y, I-43 to CTH I	\$13,145,000	\$12,645,000	\$500,000	2010	15%	\$25,000
200810	CTH CW, Ashippun River Bridge	\$852,000	\$318,400	\$533,600	2011	0%	Reduced
200009	CTH TT, STH 18 – Northview	\$4,140,000	\$3,640,000	\$500,000	2012	0%	\$10,400
200011	CTH L, CTH Y - Moorland	\$27,550,000	\$25,550,000	\$2,000,000	2013	5%	\$13,500
200511	CTH D, Calhoun Rd - 124th St.	\$26,330,000	\$9,700,000	\$16,630,000	2014	0%	\$31,000
200608	CTH VV, CTH Y - Marcy	\$10,740,000	\$10,740,000	\$0	2015	0%	\$36,750

**General Fund**

**Public Works**

**Program**

**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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>6.00</b>	<b>6.09</b>	<b>6.09</b>	<b>6.09</b>	<b>0.00</b>
General Government	\$381,327	\$531,327	\$524,399	\$534,887	\$3,560
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	\$0	\$0	\$0
Other Revenue	\$34,658	\$15,000	\$24,000	\$15,000	\$0
<b>County Tax Levy</b>	<b>\$376,858</b>	<b>\$296,807</b>	<b>\$296,807</b>	<b>\$261,454</b>	<b>(\$35,353)</b>
<b>Total Revenues</b>	<b>\$792,843</b>	<b>\$843,134</b>	<b>\$845,206</b>	<b>\$811,341</b>	<b>(\$31,793)</b>
Personnel Costs	\$384,486	\$402,249	\$413,971	\$420,631	\$18,382
Operating Expenses	\$398,758	\$438,275	\$375,750	\$388,300	(\$49,975)
Interdept. Charges	\$2,338	\$2,610	\$2,410	\$2,410	(\$200)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$785,582</b>	<b>\$843,134</b>	<b>\$792,131</b>	<b>\$811,341</b>	<b>(\$31,793)</b>
Rev. Over (Under) Exp.	\$7,261	-	\$53,075	-	-



**Program Highlights**

Revenues include reimbursements for signal knockdowns and State General Transportation Aids (GTA). GTA revenues department wide are anticipated to increase 2% over the 2007 actual level, not over the 2007 budgeted level.

Staffing levels are remaining stable from the 2007 base. The budget includes \$102,000 for traffic signal electricity costs. This is a decrease of \$44,000 from the 2007 Budget. The decrease in electricity costs is a result of energy savings incurred from the installation of light emitting diodes (LED). The LED project was completed in the first quarter of 2007. All future signal projects will be completed using LED technology. Signal maintenance costs are budgeted at \$62,000 and are remaining stable from the 2007 base. These costs include cabinet maintenance and Digger's Hotline charges. Signage is budgeted at \$45,000 and pavement-marking materials are budgeted at \$142,000.



**Activity**

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Traffic Signals	85	87	90	95	8
Total Electricity Costs	\$124,397	\$140,000	\$95,000	\$96,000	(\$44,000)
Avg annual electrical cost for one traffic signal	\$1,463	\$1,609	\$1,056	\$1,011	(\$598)

## 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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>2.04</b>	<b>1.76</b>	<b>1.76</b>	<b>1.76</b>	<b>0.00</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fines/Licenses	\$122,935	\$140,000	\$140,000	\$140,000	\$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
<b>County Tax Levy (a)</b>	<b>\$59</b>	<b>\$3,742</b>	<b>\$3,742</b>	<b>\$11,285</b>	<b>\$7,543</b>
<b>Total Revenues</b>	<b>\$122,994</b>	<b>\$143,742</b>	<b>\$143,742</b>	<b>\$151,285</b>	<b>\$7,543</b>
Personnel Costs	\$146,724	\$143,742	\$144,327	\$151,285	\$7,543
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$146,724</b>	<b>\$143,742</b>	<b>\$144,327</b>	<b>\$151,285</b>	<b>\$7,543</b>
Rev. Over (Under) Exp.	(\$23,730)	-	(\$585)	-	-

(a) Negative tax levy from revenues over expenditures are used to partially offset tax levy in other general fund program areas.



### Program Highlights

Permit fees were increased in the first quarter of 2006 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 be revised in 2008. 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 is not being budgeted in 2008.

Staffing levels are consistent from 2007 to 2008.



### Activity

Driveway & Miscellaneous Permits Processed  
Utility Permits Processed

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Driveway & Miscellaneous Permits Processed	104	120	54	80	(40)
Utility Permits Processed	337	400	375	350	(50)

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 Administrative Services
 

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**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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>6.00</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>	<b>0.00</b>
General Government	\$17,682	\$8,200	\$8,800	\$8,800	\$600
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$295	\$0	\$0	\$0	\$0
Other Revenue	\$1,155	\$1,500	\$2,500	\$1,500	\$0
<b>County Tax Levy</b>	<b>\$574,265</b>	<b>\$573,093</b>	<b>\$573,093</b>	<b>\$620,020</b>	<b>\$46,927</b>
<b>Total Revenues</b>	<b>\$593,397</b>	<b>\$582,793</b>	<b>\$584,393</b>	<b>\$630,320</b>	<b>\$47,527</b>
Personnel Costs	\$487,057	\$452,733	\$452,861	\$475,479	\$22,746
Operating Expenses	\$49,745	\$31,885	\$30,850	\$29,950	(\$1,935)
Interdept. Charges	\$81,054	\$98,175	\$117,825	\$124,891	\$26,716
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$617,856</b>	<b>\$582,793</b>	<b>\$601,536</b>	<b>\$630,320</b>	<b>\$47,527</b>
Rev. Over (Under) Exp.	(\$24,459)	-	(\$17,143)	-	-



### 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 are remaining stable from 2007 to 2008 with cost to continue expenditure increases. 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 include expenses for computer replacement, telephone services, copier replacement charges, and radio replacement charges for most of the Department.