

Statement of Purpose

The mission of the Department of Administration is to assist other County departments and provide countywide standards and support systems for human resources, financial management, information technology, procurement and other internal support services. The department promotes and initiates enhancements and efficiencies of internal service operations, which enables better services to other County departments and ultimately the citizens of Waukesha County.

Financial Summary	2006	2007	2007	2008	Change From 2007	
	Actual	Adopted Budget	Estimate	Budget	\$	%
General Fund						
Revenues (a)	\$1,256,454	\$1,136,682	\$1,134,054	\$1,278,740	\$142,058	12.5%
County Tax Levy (a)	\$5,485,849	\$4,195,440	\$4,195,440	\$4,265,440	\$70,000	1.7%
Expenditures	\$6,300,963	\$5,332,122	\$5,309,590	\$5,544,180	\$212,058	4.0%
Rev. Over (Under) Exp.	\$441,340	-	\$19,904	-	-	N/A
End User Technology Fund						
Revenues	\$4,771,112	\$5,112,733	\$5,110,481	\$5,091,877	(\$20,856)	-0.3%
County Tax Levy (a)	\$349,836	\$1,550,245	\$1,550,245	\$1,550,245	\$0	0.0%
Expenditures (a)	\$4,210,956	\$6,619,371	\$6,577,659	\$6,580,109	(\$39,262)	-0.6%
Operating Inc./ (Loss)	\$909,992	\$43,607	\$83,067	\$62,013	\$18,406	-0.6%
Risk Management						
Revenues	\$1,984,129	\$2,058,804	\$2,058,804	\$2,201,448	\$142,644	6.9%
County Tax Levy	\$0	\$0	\$0	\$0	\$0	N/A
Expenditures	\$2,033,157	\$2,058,804	\$2,092,748	\$2,201,448	\$142,644	6.9%
Operating Inc./ (Loss)	(\$49,028)	-	(\$33,944)	-	-	N/A
Communications						
Revenues	\$829,567	\$830,596	\$811,590	\$867,958	\$37,362	4.5%
County Tax Levy	\$0	\$0	\$0	\$0	\$0	N/A
Expenditures	\$825,961	\$830,596	\$855,727	\$867,958	\$37,362	4.5%
Operating Inc./ (Loss)	\$3,606	-	(\$44,137)	-	-	N/A
Collections						
Revenues	\$808,607	\$748,780	\$731,384	\$792,061	\$43,281	6.6%
County Tax Levy (b)	(\$95,000)	(\$95,000)	(\$95,000)	(\$95,000)	\$0	0.0%
Expenditures	\$642,101	\$748,780	\$689,710	\$792,061	\$43,281	5.8%
Operating Inc./ (Loss)	\$71,506	(\$95,000)	(\$53,326)	(\$95,000)	-	0.0%
Total All Funds						
Revenues (a)	\$9,649,870	\$9,887,595	\$9,846,313	\$10,232,084	\$344,489	3.5%
County Tax Levy	\$5,740,685	\$5,650,685	\$5,650,685	\$5,720,685	\$70,000	1.2%
Expenditures (a)	\$14,013,138	\$15,589,673	\$15,525,434	\$15,985,756	\$396,083	2.5%
Rev. Over (Under) Exp.	\$441,340	-	\$19,904	-	-	N/A
Operating Inc./ (Loss)	\$936,077	(\$51,393)	(\$48,340)	(\$32,987)	\$18,406	-35.8%

(a) 2007 Budget and 2007 Estimate have been restated for comparative purposes to reflect the elimination of a \$155,153 crosscharge for two positions reorganized from End User Technology Fund to General Fund budgets.

(b) A fund balance appropriation (as a memo item) is used to repay the general fund for start-up funds and deferred indirect costs provided in prior years, which reduces the overall general County tax levy.

All Funds

Administration

**Summary /
Capital Projects**

**Position Summary
(FTE)**

	2006 Actual	2007 Adopted Budget	2007 Estimate	2008 Budget	Budget Change
Department of Administration:					
Regular Positions	93.00	92.92	92.92	90.00	(2.92)
Extra Help	13.26	9.86	9.90	12.49	2.63
Overtime	0.22	0.13	0.16	0.10	(0.03)
Total	106.48	102.91	102.98	102.59	(0.32)

- (a) Includes End User Technology Fund, Risk Management, Communications and Collections. Refer to Stats/Trends section.
- (b) Restated to reflect the transition of the Records Management Fund into Non-Departmental – End User Technology Fund in 2006.
- (c) Restated to reflect the transition of End User Technology Fund into Department of Administration in 2007.

Current & Proposed Capital Projects

Proj#	Project Name	Information Technology Strategic Plan	Expected Completion Year	Total Project Costs	Estimated % Complete End of '07	Estimated Operating Impact	A = Annual T = One- Time
200027	Electronic Document Mgmt System	Y	2009	\$1,425,000	85%	\$78,300	A
200101	Internet & Intranet Infrastructure	Y	2009	\$2,116,650	90%	\$35,000	A
200109	Implement HHS Automated System (a)	Y	2010	\$2,805,000	80%	\$179,000	A
200205	Tax Records Replacement (b)	Y	2008	\$900,000	80%	\$22,000	A
200206	Fiber & Wireless to County Facilities	N	2008	\$960,500	80%	\$41,000	A
200207	Telecommunications Solution & Infrastructure Analysis Upgrade	Y	2008	\$400,000	50%	\$18,000	A
200319	Upgrade Office suite from Windows 2000	Y	2008	\$610,000	100%	\$123,000	A
200411	HIPAA Security	N	2007	\$160,000	100%	TBD	A
200413	CITRIX Server Expansion	Y	2009	\$295,000	75%	(\$75,000)	A
200414	County wide Cashiering (c)	Y	2009	\$970,000	20%	\$45,000	A
200619	Countywide Financial Operations & Management System Study	Y	2008	\$200,000	25%	\$0	N/A
200621	Consolidation of Network Operating Systems	Y	2008	\$735,000	60%	\$45,000	A
200622	Register of Deeds Track Index Replacement (d)	Y	2008	\$275,000	10%	\$45,000	A
200624	Re-engineering I.T Infrastructure	Y	2009	\$430,000	75%	\$37,000	A
200705	Voice Mail Replacement	Y	2008	\$250,000	80%	\$15,000	A
200710	Collection System Interface(s) (e)	Y	2008	\$100,000	25%	\$15,000	A
200820	IT Infrastructure Upgrade to Wiring Closets	Y	2010	\$800,000	N/A	TBD	A

- (a) Coordinated project with Health & Human Services.
- (b) Coordinated project with Treasurer/Register of Deeds.
- (c) Coordinated project with Departments Countywide.
- (d) Coordinated project with Register of Deeds.
- (e) Coordinated project with Human Services, Clerk of Courts and Information Technology.

General Fund

Administration

**Fund Purpose/
Summary**

Fund Purpose

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

Financial Summary	2006	2007	2007	2008	Change From 2007	
	Actual	Adopted Budget (a)	Estimate (a)	Budget	Adopted Budget	
					\$	%
General Government	\$364,242	\$364,242	\$364,242	\$274,014	(\$90,228)	-24.8%
Fines/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Service	\$132,773	\$142,863	\$145,435	\$148,596	\$5,733	4.0%
Interdepartmental (a)	\$566,127	\$584,877	\$584,877	\$802,930	\$218,053	37.3%
Other Revenue	\$67,363	\$44,700	\$39,500	\$44,500	(\$200)	-0.4%
Appr. Fund Balance	\$125,949	\$0	\$0	\$8,700	\$8,700	N/A
County Tax Levy (a)	\$5,485,849	\$4,195,440	\$4,195,440	\$4,265,440	\$70,000	1.7%
Total Revenue Sources	\$6,742,303	\$5,332,122	\$5,329,494	\$5,544,180	\$212,058	4.0%
Personnel Costs	\$5,332,846	\$4,315,743	\$4,315,453	\$4,478,606	\$162,863	3.8%
Operating Expenses	\$653,762	\$686,300	\$666,437	\$761,726	\$75,426	11.0%
Interdept. Charges	\$314,355	\$330,079	\$327,700	\$303,848	(\$26,231)	-7.9%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$6,300,963	\$5,332,122	\$5,309,590	\$5,544,180	\$212,058	4.0%
Rev. Over (Under) Exp.	\$441,340	-	\$19,904	-	-	N/A
Position Summary (FTE)						
General Fund:						
Regular Positions	62.70	51.42	51.42	51.25	(0.17)	
Extra Help	1.38	1.44	1.44	1.33	(0.11)	
Overtime	0.03	0.03	0.06	0.03	0.00	
Total	64.11	52.89	52.92	52.61	(0.28)	
End User Technology Fund (Memo):						
Regular Positions	19.00	30.20	30.20	27.45	(2.75)	
Extra Help	10.64	7.36	7.36	9.78	2.42	
Overtime	0.12	0.03	0.03	0.03	-	
Total	29.76	37.59	37.59	37.26	(0.33)	
Grand Total	93.87	90.48	90.51	89.87	(0.61)	

(a) 2007 Budget and 2007 Estimate have been restated for comparative purposes to reflect the elimination of a \$155,153 crosscharge for two positions reorganized from End User Technology Fund to General Fund budgets.

Major Departmental Strategic Outcomes and Objectives for 2008**County-Wide Key Strategic Outcome: A safe county**

Objective 1: Achieve 95% satisfaction rating for the Information Technology (IT) technical support provided to the Waukesha County Communication Center (WCC). (Information Technology)

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

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Issues with the shared Public Safety IT system	186	175	102	100
Requests to bring in IT technical support personnel during non-business hours	32	15	12	10
% of WCC personnel satisfied	N/A	95%	95%	95%

County-Wide Key Strategic Outcome: An environmentally responsible county

Objective 2: Reduce the use of paper and postage for County and department newsletters by 15% through the expanded use of web-based subscription services for County departments while increasing the number of subscriptions by 15%. (Information Technology)

Key Outcome Indicator: Cost savings associated with the inventoried communications publications and with conversion to web-based subscriptions, reduction in paper and postage usage and increase in the number of subscribers compared to the current levels.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Paper and postage savings	N/A	\$7,700	\$6,700	\$7,700
Number of subscribers	N/A	8,200	5,500	8,200

Objective 3: With the Departments of Public Works and Parks and Land Use, evaluate equipment replacement scheduling based on hours of operation in conjunction with years of ownership, along with analysis of the cost of equipment maintenance versus the cost of equipment replacement.

County-Wide Key Strategic Outcome: A well planned county

Objective 4: Plan for the orderly transition of current county provided Long Term Care (LTC) services to a managed care entity beginning in July of 2008 with minimal disruption to consumers. Eliminate the wait list by July 2010. (Budget and Human Resources, Senior Services, Health and Human Services)

Key Outcome Indicator: 1. Current Long Term Care (LTC) clients are transitioned to Care Management Organization (CMO) by 12/31/08 or six months after the implementation of start up of the CMO. 2. Wait list clients will be transitioned to CMO by July 2010 or 24 months after the implementation of start up of the CMO. 3. Transition results provided at tax levy neutral or cost savings to the Waukesha County.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
% of clients off wait list	N/A	N/A	N/A	N/A
% of cost savings to the County	N/A	N/A	N/A	N/A

Objective 5: Implement an Aging and Disability Resource Center (ADRC) in Waukesha County by 3/31/08 through collaborating with county and community partners to provide a coordinated entry point for information and services for older adults and individuals with disabilities. (Budget and Human Resources, Senior Services, Health and Human Services)

Key Outcome Indicator: 1. Opening the Aging and Disability Resource Center (ADRC). 2. Meet the required timeframes for completion of service referrals at a 90% rate in the first year. 3. Meet customer needs based on an 80% positive response to customer satisfaction survey results.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Completion of service referrals	N/A	N/A	N/A	90%
Positive response to customer surveys	N/A	N/A	N/A	N/A

Objective 6: Identify Employees eligible to retire in next 5-year period and estimate the fiscal impact of the sick leave payouts on the Non-Departmental Budget in order to estimate and plan for the fiscal impact of the sick leave payouts. (Budget)

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

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
% actual sick leave retirement payout payments deviate from estimate.	N/A	N/A	N/A	20%

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

Objective 7: Reduce health insurance costs through effective design changes, education, wellness initiatives and data management. (Employee Benefits/Labor Relations)

Key Outcome Indicator: Health insurance plan increases lower than medical inflation rate.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Health Plan cost increases	N/A	N/A	N/A	5%

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

Objective 8: Achieve a \$250,000 increase in rebates to the County for 2008 over the 2007 target. (Purchasing and Accounting)

Key Outcome Indicator: A \$250,000 increase in payments eligible to qualify for procurement card rebates for 2008 over the 2007 target.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Qualifying payments for rebate	\$1,000,000	\$1,250,000	\$1,400,000	\$1,500,000
\$ Increase over previous year	N/A	\$250,000	\$400,000	\$250,000

General Fund

Administration

**Outcomes/
Objectives**

Objective 9: Improve cost containment associated with Information Technology. (Information Technology)

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

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Operating cost reduction	\$18,000	\$50,000	\$50,000	\$50,000
Number of shared service agreements	N/A	3	2	3
Labor cost reduction	N/A	\$75,000	\$68,000	\$75,000

Objective 10: Control Health Plan rate of cost increase (or reduce costs). (Employee Benefits)

Key Outcome Indicator: The increase in plan costs for the Consumer Driven Health Plan component for the following year is contained to a single digit increase.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
HSA % increase	N/A	6%	6%	5%
Average Monthly Plan Cost: Single	N/A	\$443	\$381	\$400
Family	N/A	\$1,092	\$1,011	\$1,062

Objective 11: Implement a program to provide access to training opportunities to other County governmental units and create new revenue opportunities. (Employment Services)

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

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
# of government units participating	16	10	15	15
# of non-County participants at training sessions	81	50	100	75
Avg. fee charged per person trained	\$41	\$30	\$25	\$25
Revenue received from participating units*	\$3,321	\$1,000	\$3,975	\$1,500
Satisfaction of participants	N/A	Meets Expectations	Meets Expectations	Meets Expectations

* 2006 Actual revenue is high due to many computer classes, which have a higher fee. 2007 Estimated revenues are high due to \$1,500 from the City of Racine to participate in the Hay Study program.

Objective 12: Contract with a consultant to study, review and plan for potential new directions for the County's future (BAS) financial system to prepare for the cost risk of our current system. (See approved Capital Project IS-200619) (Information Technology, Budget, Accounting, Purchasing, Business Office)

Objective 13: Use Content management system to update Budget information on County's Web site in an effort to quickly make the information available to the public via the website and to reduce information technology effort in uploading the information on the website. (Information Technology, Budget)

Key Outcome Indicator: Reduction in Information Technology staff time to upload the budget information onto the Waukesha County's website.

Performance Measures:

	2006 Actual	2007 Target	2007 Estimate	2008 Target
Web developer staff time saved uploading Executive and Adopted budget books	N/A	N/A	N/A	24 hours

Administrative Services

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	11.80	11.30	11.30	10.80	(0.50)
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$581,271	\$566,423	\$566,423	\$535,193	(\$31,230)
Total Revenues	\$581,271	\$566,423	\$566,423	\$535,193	(\$31,230)
Personnel Costs	\$556,846	\$497,290	\$485,408	\$468,482	(\$28,808)
Operating Expenses	\$20,239	\$38,550	\$38,000	\$36,610	(\$1,940)
Interdept. Charges	\$27,713	\$30,583	\$30,583	\$30,101	(\$482)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$604,798	\$566,423	\$553,991	\$535,193	(\$31,230)

Rev. Over (Under) Exp.	(\$23,527)	-	\$12,432	-	-
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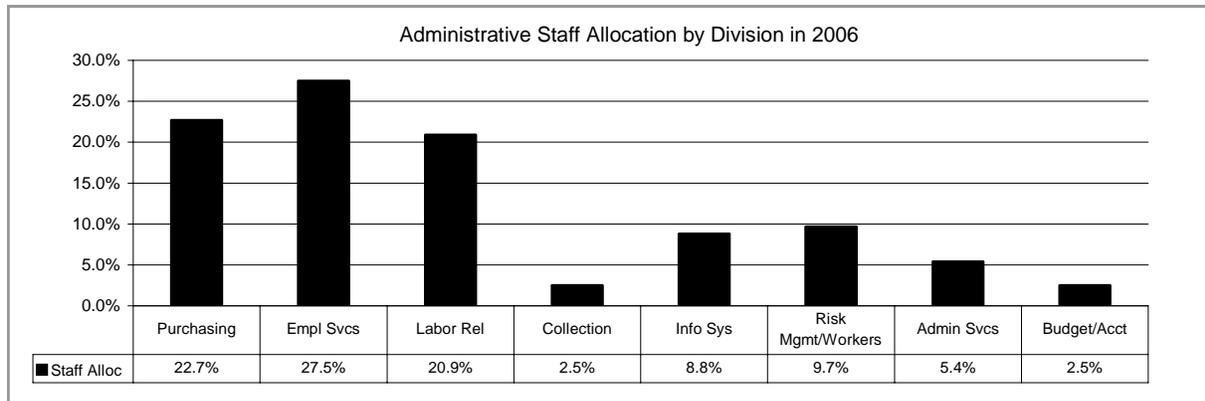
Program Highlights

County tax levy funding is reduced by approximately \$31,200 mainly due to lower expenditures budgeted as outlined below.

Personnel costs decrease mainly due to transferring 0.25 FTE Office Services Coordinator to Records Management, 0.25 FTE Clerk Typist I-II to Risk Management and Vacancy and Turnover increase by \$11,900, partially offset by cost to continue existing staff. These actions facilitate organizational changes that have occurred in Risk Management, Purchasing and Records Management. Operating costs decrease mainly due to reduced contracted services to reflect actual usage. Interdepartmental charges decrease mainly due to decreased End User Technology Fund charges.



Activity



Business Office

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	5.50	5.50	5.50	5.50	0.00
General Government	\$364,242	\$364,242	\$364,242	\$274,014	(\$90,228)
Charges for Services	\$128,283	\$140,835	\$142,385	\$146,384	\$5,549
Interdepartmental	\$477,127	\$524,383	\$524,383	\$651,642	\$127,259
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$25,000	\$0	\$0	\$0	\$0
County Tax Levy	(\$467,246)	(\$513,852)	(\$513,852)	(\$532,068)	(\$18,216)
Total Revenues	\$527,406	\$515,608	\$517,158	\$539,972	\$24,364
Personnel Costs	\$459,596	\$487,180	\$488,326	\$513,677	\$26,497
Operating Expenses	\$16,832	\$18,950	\$18,106	\$18,510	(\$440)
Interdept. Charges	\$9,238	\$9,478	\$9,478	\$7,785	(\$1,693)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$485,666	\$515,608	\$515,910	\$539,972	\$24,364

Rev. Over (Under) Exp.	\$41,740	-	\$1,248	-	-
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Program Highlights

General Government revenues decrease by \$90,200 due to a decrease in Income Maintenance indirect revenues. Charges for Services increase by \$5,500 mainly due to an increase in the tax billing rate and a slight increase in number of parcels billed. Interdepartmental revenues increase by \$127,300 mainly from a higher percentage of indirect cost charges budgeted in 2008.

County tax levy funding is reduced by approximately \$18,200 mainly due to increased revenues, partially offset by higher expenditures budgeted as outlined below.

Personnel costs increase \$26,500 due to cost to continue existing staff. Interdepartmental charges decrease mainly due to decreased End User Technology Fund charges.



Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
# Tax Billing Customers	34	34	34	34	0
# Property Tax Bills	101,766	105,000	102,850	103,700	(1,300)
# Notice of Assessment Customers	17	17	17	17	0
# Notice of Assessments	5,724	6,000	4,400	5,000	(1,000)
# Online Payments	2,781	3,200	3,000	3,300	100
\$ Online Payments	\$9,247,638	\$9,300,000	\$10,000,000	\$10,500,000	\$1,200,000
# Municipalities participating with County's online payment program	0	0	1	1	1

Payroll

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	2.52	2.52	2.52	2.52	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$40,115	\$0	\$0	\$0	\$0
County Tax Levy	\$268,587	\$266,064	\$266,064	\$270,664	\$4,600
Total Revenues	\$308,702	\$266,064	\$266,064	\$270,664	\$4,600
Personnel Costs	\$149,551	\$165,440	\$167,912	\$177,150	\$11,710
Operating Expenses	\$128,678	\$94,816	\$94,816	\$87,509	(\$7,307)
Interdept. Charges	\$5,908	\$5,808	\$5,808	\$6,005	\$197
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$284,137	\$266,064	\$268,536	\$270,664	\$4,600
Rev. Over (Under) Exp.	\$24,565	-	(\$2,472)	-	-



Program Highlights

County tax levy funding increases by \$4,600 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase \$11,700 due to cost to continue existing staff. Operating expenses decrease \$7,300 mainly due to lower costs for contract services with Ceridian.



Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Paychecks Processed	44,170	44,000	45,000	45,000	1,000
Payroll Exception Checks	61	5	30	30	25
W2s Processed	2,090	2,100	2,100	2,100	0

Accounting Services/Accounts Payable

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	6.51	6.50	6.50	6.50	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$1,096	\$878	\$0	\$662	(\$216)
Interdepartmental	\$39,000	\$45,494	\$45,494	\$53,888	\$8,394
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$10,000	\$0	\$0	\$0	\$0
County Tax Levy	\$586,093	\$599,088	\$599,088	\$628,646	\$29,558
Total Revenues	\$636,189	\$645,460	\$644,582	\$683,196	\$37,736
Personnel Costs	\$508,183	\$526,464	\$538,535	\$561,544	\$35,080
Operating Expenses	\$96,358	\$107,259	\$107,259	\$109,601	\$2,342
Interdept. Charges	\$12,011	\$11,737	\$11,688	\$12,051	\$314
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$616,552	\$645,460	\$657,482	\$683,196	\$37,736
Rev. Over (Under) Exp.	\$19,637	-	(\$12,900)	-	-

**Program Highlights**

Interdepartmental revenues increase by \$8,400 mainly due to increased financial services provided to the Treasurer. This includes DOA investment services charged to the investment program budgeted in the Treasurer's office.

County tax levy funding increases by approximately \$29,600 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase \$35,100 due to the cost to continue for existing staff and an increase in health and dental insurance for a family plan from a single plan for an existing employee. Operating expenses increase \$2,300 mainly due to an increase of \$6,600 for audit services, partially offset by a decrease of \$2,000 for printing and a decrease of \$2,000 for software maintenance (new contacts in 2008). Interdepartmental charges increase mainly due to increased records center box storage and retrieval costs by \$1,200, increased charges for imaging software maintenance, partially offset by decreased End User Technology Fund charges.



Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Budget Entries Prepared	1,282	1,200	1,300	1,200	0
Journal Entries Audited	2,826	3,000	2,900	3,000	0
Requisition Lines Audited	1,973	2,400	1,900	2,400	0
Invoice Lines (Direct Buys) Audited	82,665	84,000	80,000	84,000	0
Procard Lines Entered/Audited	9,260	9,700	9,800	9,900	200

Budget Management

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	5.48	5.57	5.60	5.54	(0.03)
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$408	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$15,000	\$0	\$0	\$0	\$0
County Tax Levy	\$529,963	\$519,454	\$519,454	\$542,767	\$23,313
Total Revenues	\$545,371	\$519,454	\$519,454	\$542,767	\$23,313
Personnel Costs	\$451,320	\$477,496	\$476,687	\$502,667	\$25,171
Operating Expenses	\$24,438	\$30,735	\$26,709	\$29,985	(\$750)
Interdept. Charges	\$10,968	\$11,223	\$11,223	\$10,115	(\$1,108)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$486,726	\$519,454	\$514,619	\$542,767	\$23,313
Rev. Over (Under) Exp.	\$58,645	-	\$4,835	-	-



Program Highlights

County tax levy funding increases by approximately \$23,300 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase by \$25,200 mainly due to cost to continue existing staff, partially offset by a Sr. Financial Analyst position turnover with a new hire starting at a lower salary resulting in base budget cost savings. Operating expenses decrease by nearly \$800 mainly due to decreased contract services for budget studies by \$2,200, partially offset by increased computer hardware and software and training. Interdepartmental charges decrease by \$1,100 mainly due to decreased End User Technology Fund charges.

Employment Services / Training

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	4.00	4.00	4.00	4.00	0.00
Charges for Services	\$3,340	\$1,050	\$3,050	\$1,550	\$500
Other Revenue	\$42,127	\$32,500	\$27,500	\$32,500	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$8,700	\$8,700
County Tax Levy	\$563,277	\$569,863	\$569,863	\$587,670	\$17,807
Total Revenues	\$608,744	\$603,413	\$600,413	\$630,420	\$27,007
Personnel Costs	\$395,605	\$414,201	\$415,616	\$436,415	\$22,214
Operating Expenses	\$139,624	\$151,256	\$140,242	\$157,925	\$6,669
Interdept. Charges	\$36,536	\$37,956	\$36,654	\$36,080	(\$1,876)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$571,765	\$603,413	\$592,512	\$630,420	\$27,007

Rev. Over (Under) Exp.	\$36,979	-	\$7,901	-	-
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Program Highlights

Charges for Services increase due to increased training programs with municipalities. Fund balance of \$5,000 is from prior year wellness revenues for upgrading the wellness center, and \$3,700 is from prior year cafeteria/vending revenues for a new stove and replacement of the cooler floor in the cafeteria.

County tax levy funding increases by approximately \$17,800 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase by \$22,200 due to cost to continue existing staff. Operating expenses increase \$6,700 mainly due to \$5,000 for upgrading the wellness center and \$3,700 for the stove and cooler floor, partially offset by decreased pre-employment costs by \$1,000 and decreased printing costs by \$1,000. Interdepartmental charges decrease by \$1,900 mainly due to decreased End User Technology Fund charges.



Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
#of Seasonal, Temporary Employees Hired	332	330	300	325	(5)
# of Regular Full-Time Employees Hired	72	90	84	90	0
Promotions/Demotions/Transfers	96	90	106	100	10
Peak # of Employees on Payroll	1,928	1,900	1,947	1,900	0
# of Employee/Family Medical Leaves	155	160	190	175	15
# of non-County participants trained	81	50	100	75	25

Employee Benefits / Labor Relations

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	3.00	3.00	3.00	3.00	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$50,000	\$15,000	\$15,000	\$97,400	\$82,400
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$399,339	\$409,353	\$409,353	\$426,009	\$16,656
Total Revenues	\$449,339	\$424,353	\$424,353	\$523,409	\$99,056
Personnel Costs	\$348,037	\$360,069	\$363,020	\$376,525	\$16,456
Operating Expenses	\$38,497	\$55,201	\$54,701	\$137,101	\$81,900
Interdept. Charges	\$9,176	\$9,083	\$9,083	\$9,783	\$700
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$395,710	\$424,353	\$426,804	\$523,409	\$99,056
Rev. Over (Under) Exp.	\$53,629	-	(\$2,451)	-	-



Program Highlights

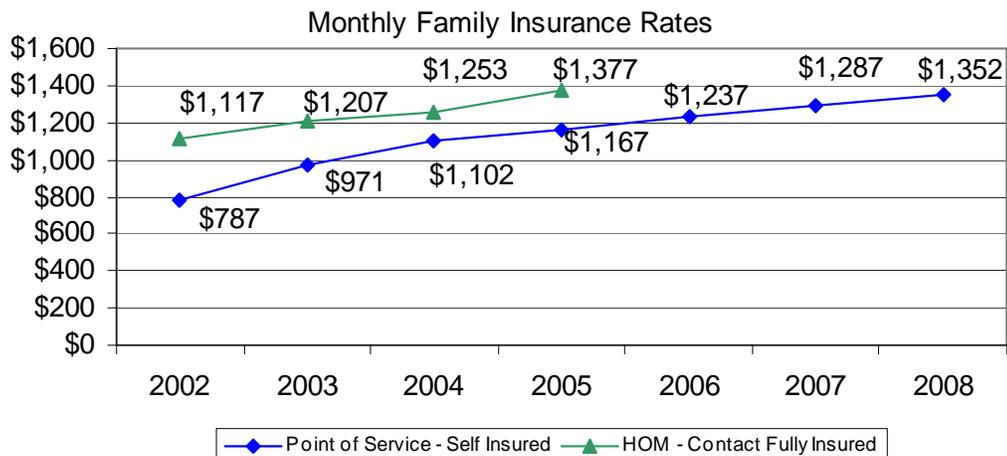
Interdepartmental revenues increase by \$82,400 from the health insurance fund for a pharmacy audit by \$32,400 and for a health & wellness lifestyle initiative by \$50,000.

County tax levy funding is increased by approximately \$16,700 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase \$16,500 due to cost to continue existing staff. Operating expenses increase by \$81,900 mainly due to the pharmacy audit and health & wellness lifestyle initiative. Interdepartmental charges increase mainly due to increased End User Technology Fund charges.



Activity



	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual
Number of active employees participating						
POS	1,117	1,153	1,100	1,097	1,168	1,239
HMO	106	113	174	213	82	N/A
HSA	N/A	N/A	N/A	N/A	N/A	8

Purchasing

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	4.10	3.50	3.50	3.25	(0.25)
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$54	\$100	\$0	\$0	(\$100)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$24,828	\$12,200	\$12,000	\$12,000	(\$200)
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$414,896	\$348,675	\$348,675	\$330,347	(\$18,328)
Total Revenues	\$439,778	\$360,975	\$360,675	\$342,347	(\$18,628)
Personnel Costs	\$352,223	\$295,586	\$290,387	\$280,538	(\$15,048)
Operating Expenses	\$17,648	\$41,004	\$38,475	\$39,970	(\$1,034)
Interdept. Charges	\$18,582	\$24,385	\$24,356	\$21,839	(\$2,546)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$388,453	\$360,975	\$353,218	\$342,347	(\$18,628)
Rev. Over (Under) Exp.	\$51,325	-	\$7,457	-	-



Program Highlights

County tax levy funding decreases by approximately \$18,300 mainly due to lower expenditures budgeted as outlined below.

Personnel costs decrease \$15,000 mainly due to abolishment of the Purchasing Manager position in June 2007 (0.42 FTE in 2008), a change from a family health plan to a single plan for an existing employee and reducing 0.08 FTE extra temporary help, partially offset by transferring in 0.25 FTE Risk/Purchasing Manager and cost to continue existing staff. Operating expenses decrease by \$1,000 mainly due to decreased third party temp help. Interdepartmental charges decrease \$2,500 mainly due to decreased End User Technology Fund charges.



Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Requisitions Processed	674	750	610	560	(190)
Purchase Orders Issued	792	850	770	750	(100)
Bids/Proposals Issued	114	120	150	130	10
Procard Transactions	\$1,000,000	\$1,250,000	\$1,400,000	\$1,500,000	\$250,000

Information Technology Solutions

Program Description

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

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE) (a)	21.20	11.00	11.00	11.50	0.50
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental (b)	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$35,834	\$0	\$0	\$0	\$0
County Tax Levy (a) (b)	\$2,609,669	\$1,430,372	\$1,430,372	\$1,476,212	\$45,840
Total Revenues	\$2,645,503	\$1,430,372	\$1,430,372	\$1,476,212	\$45,840
Personnel Costs (a)	\$2,111,485	\$1,092,017	\$1,089,562	\$1,161,608	\$69,591
Operating Expenses	\$171,448	\$148,529	\$148,129	\$144,515	(\$4,014)
Interdept. Charges	\$184,223	\$189,826	\$188,827	\$170,089	(\$19,737)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,467,156	\$1,430,372	\$1,426,518	\$1,476,212	\$45,840
Rev. Over (Under) Exp.	\$178,347	-	\$3,854	-	-

(a) Staffing (FTE), Personnel costs and tax levy reflect the transfer of positions and related costs to End User Technology Fund based on the reorganization in 2007.

(b) 2007 Budget and 2007 Estimate have been restated for comparative purposes to reflect the elimination of a \$155,153 crosscharge for two positions reorganized from End User Technology Fund to General Fund budgets.



Program Highlights

County tax levy funding increases by approximately \$45,800 mainly due to higher expenditures budgeted as outlined below.

Personnel costs increase \$69,600 mainly due to the transfer in of 1.00 FTE Senior Information Systems Professional from End User Technology Fund and cost to continues existing staff, partially offset by unfunding 0.50 FTE Senior Systems Analyst as a result of the technical activities of Records Management being performed in Information Technology (IT) and the Record Management audits and other related business functions being properly aligned with Records Management. Operating expenses decrease \$4,000 mainly due to decreased contract services by \$15,800, decreased computer equipment by \$1,200 and decreased third party computer charges by \$1,000, partially offset by increased tuition and registration by \$15,000. Interdepartmental charges decrease \$19,700 mainly due to decreased End User Technology Fund charges by \$18,700 and decreased records retrieval charges by \$1,000.