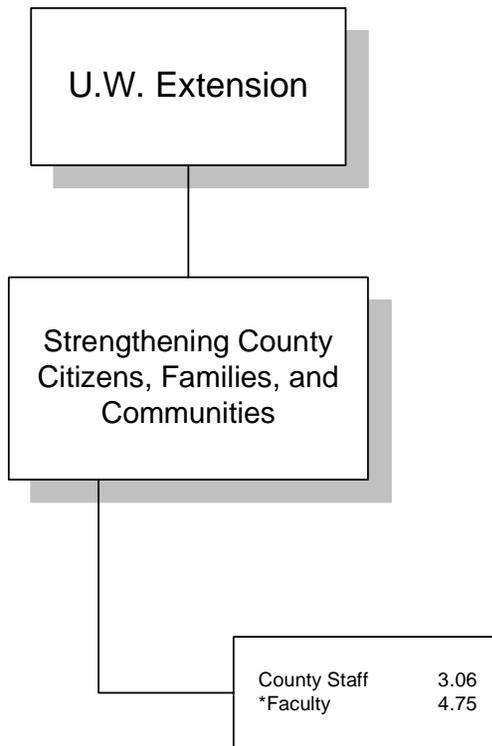


U.W. EXTENSION OFFICE

FUNCTION / PROGRAM CHART



3.06 TOTAL FTE'S

* State 133 Contract UW-Extension Faculty and Academic Staff funded by State/County/Grant/Fee sources.

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

Waukesha County University of Wisconsin–Extension (UWEX) delivers research based information to improve the quality of life for families in the areas of youth development, family living, community resource development, horticulture, nutrition, and health. UWEX provides community based education for families, businesses, governments, and organizations using non-traditional educational methods.

| Financial Summary | 2007 | 2008 | 2008 | 2009 | Change From 2008 | |
|-------------------------------------|------------------|--------------------------|--------------------|------------------|------------------|-------------|
| | Actual (a) | Adopted Budget (b)(c) | Estimate (b)(c) | Budget | \$ | % |
| Revenues | | | | | | |
| General Government (b)(d) | \$348,488 | \$172,500 | \$138,000 | \$159,150 | (\$13,350) | -7.7% |
| Fine/Licenses | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Charges for Services (a) | \$62,244 | \$4,967 | \$19,112 | \$35,854 | \$30,887 | 621.8% |
| Interdepartmental | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Other Revenue (a) | \$79,663 | \$7,062 | \$14,675 | \$29,299 | \$22,237 | 314.9% |
| Appr. Fund Balance (c) | \$55,612 | \$0 | \$83,325 | \$0 | \$0 | N/A |
| County Tax Levy | \$270,731 | \$307,426 | \$307,426 | \$312,646 | \$5,220 | 1.7% |
| Total Revenue Sources | \$816,738 | \$491,955 | \$562,538 | \$536,949 | \$44,994 | 9.1% |
| Expenditures | | | | | | |
| Personnel Costs (b)(c) | \$152,545 | \$168,129 | \$169,408 | \$170,085 | \$1,956 | 1.2% |
| Operating Expenses (b)(c) | \$433,272 | \$243,853 | \$307,192 | \$289,558 | \$45,705 | 18.7% |
| Interdept. Charges (b) | \$50,357 | \$79,973 | \$78,311 | \$77,306 | (\$2,667) | -3.3% |
| Fixed Assets | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Total Expenditures | \$636,174 | \$491,955 | \$554,911 | \$536,949 | \$44,994 | 9.1% |
| Rev. Over (Under) Exp. | \$180,564 | - | \$7,627 | - | - | N/A |
| Position Summary (FTE) | | | | | | |
| Regular Positions | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | |
| Extra Help | 0.30 | 0.30 | 0.30 | 0.06 | (0.24) | |
| Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total County Positions | 3.30 | 3.30 | 3.30 | 3.06 | (0.24) | |
| Additional Human Res. | | | | | | |
| State 133 Contract (d) | 4.75 | 4.75 | 4.75 | 4.75 | 0.00 | |
| Grant Funded State 144 Contract (d) | 4.50 | 2.75 | 2.75 | 1.75 | (1.00) | |
| Americorp VISTA Workers | 2.60 | 3.45 | 3.45 | 3.45 | 0.00 | |
| Family Nutrition Program (e) | 7.10 | 7.60 | 7.60 | 7.60 | 0.00 | |
| Total (Non-County) | 18.95 | 18.55 | 18.55 | 17.55 | (1.00) | |

- (a) Higher than normal 2007 Actuals reflect Charges for Service and Other Revenues that include some one-time prior year and other on-going unbudgeted revenues in operating budget accounts.
- (b) After County Board adoption of the 2008 Budget, the Department was informed they would not receive \$20,000 worth of Community Development Block Grant (CDBG) funds for the Neighborhood Beautification Project and \$4,000 of CDBG grant funds for the 2008 Sussex Community Development project. Further, CDBG grant funding was reduced for the City of Waukesha West Side Neighborhood Revitalization Strategic Area by \$10,000 and for Farmers' Market Garden Gleaning by \$500. Therefore, General Government revenues and corresponding expenditures for 2008 will be lower by \$34,500, and the corresponding expenditures will be lower by \$34,500.
- (c) 2008 Estimate for expenditures and revenues exceed the 2008 Adopted Budget due to 2007 carryover and purchase orders and additional expenditure authority added to the budget by approved ordinances. These include \$42,690 in carried over funds, including \$24,582 of Roundy's donated funds for horticulture and nutritional education projects; \$17,366 of prior year Going Solo grant revenue from the Milwaukee Foundation; and \$742 of Federal Substance Abuse and Mental Health Services Administration (SAMHSA) grant funding, funded with appropriated Fund Balance. The 2008 Estimate also includes \$40,635 of prior year funds appropriated during the 2008 Budget year, including \$21,293 for the Quad County Food Insecurity project; \$11,563 donated from the 4-H Leaders' Association and the UW System for professional development and to fund Volunteer in Service to America (VISTA) volunteers; and \$7,779 for the Quad County Latino Training project, also funded with appropriated Fund Balance.
- (d) State 133 Contract for UW-Extension faculty represents about 40% of faculty salary and benefit costs, including County Tax Levy for 2.75 FTEs and County grant or fee revenues to fund 2.00 FTEs. A decrease in grant funds has resulted in the reduction of one State 144 contract FTE.
- (e) The Family Nutrition Program (FNP) operates out of the County UW Extension Office, but is a federally funded program operated by the State's UW Extension Office. Therefore, FNP operations and personnel are not included in the County Budget.

Strengthening County Citizens, Families & Communities

County-Wide Key Strategic Outcome: Quality programs and services delivered with competence and skill

Program Description

Extension educational programs apply the research and resources from the Wisconsin University System to strengthen Waukesha County citizens, families, and communities. The programs are planned and implemented through developing partnerships with community organizations, building collaborations, and incorporating teamwork. Faculty and staff design and implement educational programs, conduct local research, train leaders and volunteers, and build networks for the benefit of the citizens in Waukesha County.

Education is provided to protect the environment, assist communities with growth and change, increase agriculture and horticulture productivity, and economic development. Waukesha County UW Extension also teaches programs to build strong families, develop youth and adult leaders, improve nutrition and mental health, promote family and public safety, strengthen neighborhoods, and provide opportunities for developing life skills and workforce development. The number of educational program participants served in 2007 was 36,641, budgeted for in 2008 is 39,900, estimated for 2008 is 33,632, and budgeted for 2009 is 35,435.



Program Highlights

General Government net revenues decline by \$13,350 or 7.7% to \$159,150, mostly due to a \$56,650 reduction of federal Community Development Block Grant (CDBG) funding from the 2008 Budget. This decrease is partially offset by an increase in various grant funding or other revenue sources to be achieved or carried over for 2009 of \$43,300.

Charges for Service revenues increase by \$30,887 to \$35,854, mostly due a \$29,120 increase in class fees for providing horticultural, community planning and zoning training and various other classes to industry professionals, government officials and the general public. Other Revenues are estimated to increase by \$22,237 to \$29,299, mostly due to an increase in budgeting reimbursements and cost recoveries for office supplies, materials and computer maintenance costs from outside support agencies that utilize County UW Extensions resources. County Tax Levy increases by \$5,220 to \$312,646 to assist in funding higher cost of programs indicated below.

Personnel costs increase \$1,956 or 1.2% to \$170,085, and includes the cost continue 3.00 FTE County employed clerical and office support staff, partially offset by a reduction in CDBG grant funded temporary extra help and related benefits costs of \$5,367 or 0.24 FTE (about 500 hours). Budgeted temporary extra help and related benefits total \$1,410 or 0.06 FTE (about 125 hours), to assist with the Farmers' Market Garden Gleaning project.

Operating expenses increase by \$45,705 to \$289,558, mostly due to an increases in contracted services by \$48,119, due to the department fully budgeting for the County's 40% share of State 133 Contract faculty educator position costs in 2009, to be funded with grant and other revenues. (See Faculty & Clerical Support Position summary section, below).

Interdepartmental charge expenses decline by \$2,667 to \$77,306, mostly due to a reduction in County-wide indirect cost recovery charges, related to the decrease in CDBG grant funding, mentioned above, on which these charges are based.

Faculty and Clerical Support Positions

The County Tax Levy Supports 58% of the UW Extension budget. State support is primarily the 60% of position costs for the UW Extension Director, the Community Resource Development Educator, the 4-H & Youth Development Educator, the Commercial Horticulture Educator and the Consumer Horticulture Educator.

| Position | Local Share Amounts paid by County Tax Levy | Local Share Amounts Paid by County Grants/Fees/Contracts |
|--|--|---|
| UW Extension Director | \$51,019 | \$0 |
| Community Resource Development Educator | \$0 | \$35,250 |
| 4-H & Youth Development Educator | \$33,529 | \$0 |
| Commercial Horticulture Educator | \$0 | \$29,447 |
| Consumer Horticulture Educator | \$15,198 | \$0 |
| County Employed Clerical Support (3.0 FTE) | \$153,881 | \$14,794 |
| Total | \$253,627 | \$79,491 |

Major Departmental Strategic Outcomes and Objectives for 2009**County-Wide Key Strategic Outcome: An economically vibrant county**

Objective 1: To continue to increase small business development by teaching Going Solo: Building a Family Business to families in the Neighborhood Revitalization Strategy Areas of Waukesha. (Community Resource Development Educator, pending grant funding)

Key Outcome Indicator: Assist in the startup of two new businesses.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--------------------------|----------------|----------------|------------------|----------------|
| Number of new businesses | 3 | 5 | 5 | 2 |
| Number of employees | 6 | 10 | 18 | 4 |

Objective 2: Provide specialized training for farmers' market managers to increase sales and sustainability in the business. (Commercial Horticulture Educator)

Key Outcome Indicator: The success of farmers' markets are dependent upon the skills and effectiveness of the market manager. In Waukesha County, the market manager retention rate averages less than 5 years. Farmers' markets managers and vendors will develop skills to design marketing strategies to increase consumer sales.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|---|----------------|----------------|------------------|----------------|
| Farmers market managers developing marketing strategies | N/A | N/A | N/A | 6 (20%) |

Objective 3: In partnership with Jefferson County UW Extension, provide university resources to the Waukesha County Agriculture Industry, efficiently delivering education with a minimal tax levy investment.

Key Outcome Indicator: In conjunction with educational newsletters, survey agriculture community (over 400) to determine satisfaction of joint county program and identify emerging agriculture/horticulture issues. (Horticulture Team)

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--|----------------|----------------|------------------|----------------|
| Reports Satisfaction with County Program | N/A | N/A | N/A | 75% |

County-Wide Key Strategic Outcome: A county that assists at-risk citizens

Objective 4: Improve nutritional health of participants (low income) in the Waukesha County Nutrition Education program. (Nutrition Educators)

Key Outcome Indicators 4a: Percent increase in consumption of fruits and vegetables by program participants. 4b: A 2% increase in fresh produce collected through farmers' markets and collection sites for donations to at risk families. 4c: Through participation in the County-wide food pantry survey, participants will identify barriers to accessing healthy, affordable food and community services.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--|----------------|----------------|------------------|----------------|
| 4a: Percentage of participants who report an increase in fruit and vegetable consumption | 60% | 54% | 50% | 50% |
| 4b: Pounds of produce donated | 27,919 lbs | 28,000 lbs | 14,000 lbs | 28,560 lbs |
| 4c: % of participants identifying barriers | N/A | N/A | N/A | 60% |

Objective 5: Increase family self-sufficiency through participation in community gardening. (Consumer Horticulture Educator)

Key Outcome Indicators 5a: Participant assessment of economic savings realized by gardening. A survey will be taken of participants to report their progress. 5b: Explore expansion of community garden, with the addition of 12 new rental garden plots.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--|----------------|----------------|------------------|----------------|
| 5a: Percentage of participants who report a savings (number of participants) | 75% (60) | 70% | 70% (105) | 70% (150) |
| 5b: Garden Plot Revenue Generator | \$2,555 | \$2,667 | \$2,712 | \$3,334 |
| 5b: Garden Plots Rented | 80 | 80 | 80 | 92 |

Objective 6: Design a curriculum to develop the capacity of adult and youth residents to provide leadership in their neighborhoods and reduce crime by training residents to develop four new neighborhood block clubs and three youth clubs. Conduct advanced educational training with neighborhood leaders. (Community Development Block Grant)

Key Outcome Indicator: Train 18 adult neighborhood residents with 35% assuming a leadership role within their community. Create four new neighborhood block clubs to increase community engagement and stability in the neighborhoods. Develop 3 youth leadership clubs with 25% of graduates assuming a leadership role.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|---------------------------------------|----------------|----------------|------------------|----------------|
| New Neighborhood Block Clubs | 3 | 7 | 6 | 4 |
| Adult Graduates in Leadership Roles | N/A | N/A | N/A | 35% |
| Increase in Youth Leadership Clubs | N/A | 1 | 1 | 3 |
| % Youth Graduates in Leadership Roles | N/A | 20% | 20% | 25% |

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

Objective 7: Conduct training series on Latino Culture and Values to increase staff effectiveness when working with Latino families. (Latino Project Coordinator; Year 3 of 3 Quad County grant funding).

Key Outcome indicator: By conducting a post program survey, participants will evaluate the usefulness of the information received during the training. The Department will measure the percentage of program respondents who indicate the training will be **very useful** in their interactions with people from Latino/Hispanic cultures and the percentage who indicate the program will be **very useful** in providing services to Latino/Hispanic audiences.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--|----------------|----------------|------------------|----------------|
| The training was very useful during interactions | N/A | 50% | 70% | 72% |
| The training was very useful in providing services | N/A | 50% | 62% | 65% |

Objective 8: Respond to critical and emerging issues by developing and delivering research-based education in cooperation with UW Extension Specialists and the University of Wisconsin System. (UW Extension Staff)

Key Outcome Indicator: Total hours and dollar estimates invested in Waukesha County by UW Extension Specialists in educational consultation, professional development trainings, research and analysis.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|--|----------------|----------------|------------------|----------------|
| Survey Analysis | 185 | 150 | 175 | 100 |
| Comprehensive & Strategic Planning | 302 | 200 | 165 | 175 |
| 4-H Volunteer Training | 141 | 150 | 155 | 150 |
| Horticulture Business & Volunteer Training | 195 | 174 | 179 | 174 |
| UW Ext. Staff Professional Development | 256 | 250 | 225 | 275 |
| Community Education Consultation | 226 | 150 | 165 | 160 |
| Total Hours of UWEX Specialist Support | 1,305 | 1,074 | 1,064 | 1,034 |
| Estimated dollar value (\$75.00/hour) | \$97,875 | \$80,550 | \$79,800 | \$77,550 |

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

Objective 9: Membership in the 29 Waukesha County 4-H Clubs has remained constant with 76% living in cities, while 24% of the members live in small rural communities, in a country setting or on a farm. Expand youth participation by 10% and adult leadership by 5% in 4-H. Increase number of age appropriate projects for youth. (4-H and Youth Development Educator)

Key Outcome Indicator: Five percent increase in the number of adult leaders and 10% increase in the number of youth participants. One new educational project developed, annually.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|------------------------|----------------|----------------|------------------|----------------|
| Adults | 390 | 446 | 390 | 410 |
| Youth | 1,050 | 1,316 | 1,100 | 1,155 |
| New Projects Developed | 0 | 1 | 3 | 1 |

Objective 10: To become a Master Gardener Volunteer individuals receive 36 hours of training by UW Extension Horticulture Educators. In addition, annually the volunteers receive an additional 18 hours of advanced training. Trained Master Gardener Volunteers donate time, providing educational programs to residents, families, schools, organizations and community groups in Waukesha County. (Commercial and Consumer Horticulture)

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|---------------------------------------|----------------|----------------|------------------|----------------|
| Trained Master Gardener Volunteers | 225 | 225 | 238 | 245 |
| Volunteer hours donated | 10,393 | 10,000 | 10,500 | 10,600 |
| Estimated dollar value (\$10.00/hour) | \$103,390 | \$100,000 | \$105,000 | \$106,000 |

Objective 11: Recruit, train and retain volunteers to support educational programs and outreach. (UW Extension and Volunteer in Service to America (VISTA) Staff)

Key Outcome Indicator: Number of trained volunteers and investment of hours in educational outreach.

| Performance Measure: | 2007 Actual | 2008 Target | 2008 Estimate | 2009 Target |
|---------------------------------------|----------------|----------------|------------------|----------------|
| Trained volunteers | 1,076 | 700 | 1,104 | 850 |
| Volunteer hours donated | 53,777 | 51,320 | 53,232 | 51,114 |
| Estimated dollar value (\$10.00/hour) | \$537,770 | \$513,200 | \$532,320 | \$511,140 |

Grant Funding

| Grant Title | Funding Source | Funding Administration | Amounts Awarded in 2007 | Amounts Awarded for 2008(a)(c) | Amounts Awarded for 2009(b)(c) |
|---|----------------|------------------------|-------------------------|--------------------------------|--------------------------------|
| Parks and Land Use/State of Wisconsin Comprehensive Planning Grant assistance | State | County | \$35,000 | N/A* | N/A |
| CDBG West-Side Neighborhood Revitalization Strategy Area (a) | CDBG | County | \$52,000 | \$45,000 | \$39,850 |
| CDBG Neighborhood Beautification Project (a) | CDBG | County | \$12,000 | \$0 | \$0 |
| CDBG Haertel Field Revitalization | CDBG | County | \$50,000 | \$45,000 | \$35,000 |
| CDBG Phoenix Heights Revitalization | CDBG | County | \$50,000 | \$45,000 | \$35,000 |
| CDBG Sussex Community Development (a)(b) | CDBG | Village of Sussex | \$0 | \$0 | \$4,000 |
| CDBG Grant/Farmers Market-Gleaning (a) | CDBG | County | \$3,500 | \$3,000 | \$2,000 |
| Drug Free Communities Coalition Grant (c) | Federal | County | N/A | \$125,000 | (c) |
| Business Improvement District Strategic Planning for Waukesha Grant | City | County | N/A | \$7,500 | N/A |
| Total County UW Ext. Administered Grants | | | \$202,500 | \$270,500 | \$115,850 |

N/A – Not Applicable * For 2008, approximately \$23,000 in Comprehensive Planning grant funding budgeted in the Parks and Land Use General Fund is estimated to fund the UW Extension's Community Resource Development Educator's staff time for work related to the Comprehensive Plan.

- (a) After County Board adoption of the 2008 Budget, the Department was informed that they would not receive CDBG grant funding worth \$20,000 for the Neighborhood Beautification Project and \$4,000 for the 2008 Sussex Community Development project. Further, the Department was notified that CDBG funding for the City of Waukesha Westside Neighborhood Revitalization Project and the Farmers' Market Garden Gleaning Project would be reduced by \$10,000 to \$45,000 and by \$500 to \$3,000, respectively, in 2008.
- (b) 2009 CDBG Sussex Community Development award was made to the Village of Sussex. Waukesha County UW Extension is a subcontractor on this project.
- (c) Federal Drug Free Communities Coalition Grant (\$125,000) was awarded after the Executive Budget figures were final. The Department will propose an ordinance to authorize accepting and appropriating this federal grant award in the fourth quarter of 2008. Unspent funds will be requested to be carried over into 2009 Budget year to complete grant objectives. According to staff, the Federal Government may allow award recipients to request renewal of this grant annually for up to 10 years. If renewed for 2009, the Department will need to propose an ordinance to appropriate funds awarded at that time.