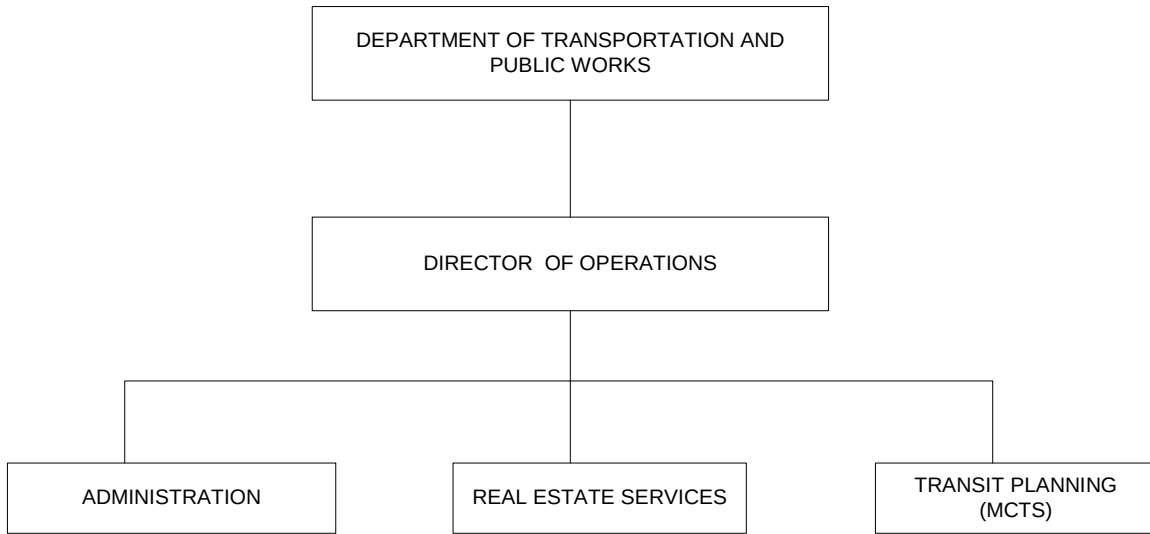


DTPW-DIRECTOR'S OFFICE (5800)



MISSION

The mission of the Department of Transportation and Public Works (DTPW) - Director's Office is to provide essential management and support services to DTPW divisions through oversight, coordination and technical assistance.

Budget Summary

	2010	2009/2010 Change
Expenditures	1,469,768	(273,637)
Revenue	2,176,500	(102,897)
Levy	(706,732)	(170,740)
FTE's	12.0	0.7

Major Programmatic Changes

- None

OBJECTIVES

- Strive to maintain all core services provided by all of the divisions DTPW.
- Enhance the use of technology throughout the department to improve efficiency and responsiveness.
- Achieve fiscal savings through energy conservation initiatives.
- Expand and create new opportunities to increase and/or secure new revenue sources within all areas of operations.
- Review DTPW operational procedures and implement process improvements to eliminate duplication, create efficiencies and maximize resources.
- Develop and implement written policies and procedure manuals, succession planning and cross training for all critical positions in the department.

COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: DTPW-Director's Office

UNIT NO. 5800
FUND: General - 0001

- Provide fiscal and operational oversight in all DTPW divisions to maximize the quality of services provided.
- Consolidate fiscal and administrative staff throughout DTPW to create work distribution efficiencies.

DEPARTMENTAL PROGRAM DESCRIPTION

The DTPW – Director's Office (Director's Office) is responsible for the management of the Department of Transportation and Public Works administrative functions, transportation planning, and real estate services. Administrative functions include establishment and implementation of department policies and procedures, personnel administration, accounting, safety and training and general public information services. Budgeting functions are provided to the department by the Department of Administrative Services – Fiscal Affairs.

The Transportation Planning Section provides technical and professional expertise for multimodal and transit planning and coordination, as well as transit system development and oversight. The Transportation Planning aggressively seeks out, applies for and professionally manages state and federal grant funds that reduce tax levy support for County transportation projects.

In 2009, DTPW – Real Estate Services section was created. The Real Estate Services section is responsible for property management and oversight and approval of lease/lease extensions for all County-owned facilities. To facilitate the review and approval process, departments will be required to notify the Real Estate Services section prior to the commencement of negotiations of leases or lease extensions.

The Real Estate Service section will establish and provide the due diligence procedures and standards, which are the sole responsibility of the departments to follow prior to executing lease agreements.

2010 BUDGET

Approach and Priorities

- The Director's Office will continue responsibility for County lease management including the review and approval of all County leases/lease extensions to protect the financial interest of the County and to ensure that leases are coordinated with the countywide space plan.
- In 2010, all expenditures not related to the Real Estate Section in the Director's Office are fully crosscharged to all DTPW divisions. Thirty-five percent of the Director's Office expenditures are charged to the Transit Division for transit-planning services provided by the Division. The remaining 65 percent of expenditures are crosscharged to all division in the DTPW for administrative and management services.

Budget Highlights

Wage and Benefit Modifications

(\$44,202)

This budget includes an expenditure reduction of \$44,202 based on the changes described in the non-departmental account for wage and benefit modifications (org-1972), resulting in a total tax levy savings of \$44,202.

Accountant 4 Position

(\$97,814)

In 2009, the department consolidated of two fiscal positions in the DTPW – Transportation Services Division and the Director's Office by combining 1.0 FTE Accountant 4 position and 1.0 FTE Accountant 2 position into 1.0 FTE Accountant 4 position in 2009. The remaining vacant 1.0 FTE Accountant 4 position is abolished in 2010 for a salary, social security and active fringe benefits savings of \$97,814.

COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: DTPW-Director's Office

UNIT NO. 5800
FUND: General - 0001

Human Resources Positions

\$0

In 2010, 1.0 FTE Management Assistant (Human Resources) position and 1.0 FTE Human Resources Coordinator – TPW position is transferred from to the Director's Office in order to improve responsiveness to departmental human resource activities. Departmental human resource staff will continue to follow the policies and procedures established by DAS Human Resources and participate in professional development activities in order to ensure standard and consistent practices.

Professional Services

(\$45,000)

Professional Services fees are reduced by \$45,000 based on the actual costs experienced in 2008.

The Director's Office will cross-charge the Highway Maintenance Division for transportation-planning services related to long-term planning for County-trunk highways.

County Land Sales

(\$400,000)

Historically, a 10 percent service charge was levied against the County's first \$4,000,000 in Land Sales in order to help offset the cost of County staff and other real estate related expenses necessary for the management of County-owned property. In 2010, the first \$400,000 of County Land Sale proceeds not assigned to other purposes will be used to offset the costs of the Real Estate Services Section.

Cell Tower Revenue

(\$4,103)

Revenue from Cellular Tower contracts increases \$4,103 from \$183,897 to \$188,000.

Parking Revenue

(\$100,000)

Total parking revenue decreases from \$1,500,000 to \$1,400,000 due to pending litigation related to a disputed parking lot area. The parking revenue of \$1,400,000 is divided equally between the County and the State.

Dwelling Revenue

\$8,000

Dwelling revenues decline from \$14,000 to \$6,000 due to the sale of properties acquired through tax foreclosure action by the County Treasurer.

Capital Investments

None

COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: DTPW-Director's Office

UNIT NO. 5800
FUND: General - 0001

BUDGET SUMMARY				
Account Summary	2008 Actual	2009 Budget	2010 Budget	2009/2010 Change
Personal Services (w/o EFB)	\$ 311,928	\$ 872,254	\$ 863,792	\$ (8,462)
Employee Fringe Benefits (EFB)	164,224	457,136	541,999	84,863
Services	6,313	1,129,649	972,949	(156,700)
Commodities	5,341	12,156	10,750	(1,406)
Other Charges	50	16,500	41,000	24,500
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	369,960	709,852	527,159	(182,693)
Abatements	(522,500)	(1,454,142)	(1,487,881)	(33,739)
Total Expenditures	\$ 335,316	\$ 1,743,405	\$ 1,469,768	\$ (273,637)
Direct Revenue	212,777	2,279,397	2,176,500	(102,897)
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 212,777	\$ 2,279,397	\$ 2,176,500	\$ (102,897)
Direct Total Tax Levy	122,539	(535,992)	(706,732)	(170,740)

PERSONNEL SUMMARY				
	2008 Actual	2009 Budget	2010 Budget	2009/2010 Change
Position Equivalent (Funded)*	3.3	11.3	12.0	0.7
% of Gross Wages Funded	84.1	100.0	100.0	0.0
Overtime (Dollars)	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2008 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Management Assistant (HR)	00019	Transfer-In	1	1.00	Director's Office	\$ 42,613
Human Resources Coord - TPW	05735	Transfer-In	1	1.00	Director's Office	67,156
Accountant IV	04330	Abolish	(1)	(1.00)	Director's Office	(64,290)
					TOTAL	\$ 45,479

All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."