

**ROADS & TRANSPORTATION
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SERVICE AREA: Roads & Transportation

PROGRAM: Administration & Engineering (27A)

ACTIVITY: Secondary Roads Admin & Engineering

ORGANIZATION: Secondary Roads

PROGRAM MISSION: To provide equal, fair and courteous service for all citizens of Scott County by being accessible, accommodating and responding to the needs of the public by following established policies and procedures

PROGRAM OBJECTIVES:

1. To maintain administration cost under 4% of budget.
2. To maintain engineering cost under 8% of budget.
3. To complete 100% of department projects.
4. To hold project cost to under 100% of budgeted amount.

PERFORMANCE INDICATORS	1998-99 ACTUAL	1999-00 PROJECTED	2000-01 REQUESTED	2000-01 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	33.1	33.1	33.4	33.4
2. Department budget	\$3,893,521	\$3,726,500	\$4,048,700	\$4,048,700
3. Administrative and engineering expenses (excluding salaries)	\$168,504	\$34,000	\$37,200	\$37,200
WORKLOAD				
1. Percent of time spent on administration	31.60%	33.50%	33.00%	33.00%
2. Percent of time spent on planning and plan preparation	32.90%	31.70%	32.10%	32.10%
3. Percent of time spent surveying and construction supervision	23.30%	23.20%	23.50%	23.50%
4. Percent of time spent on maint engr/traffic engr/other misc engr	12.20%	11.60%	11.40%	11.40%
PRODUCTIVITY				
1. Cost for administration-salaries	\$120,545	\$128,000	\$132,000	\$132,000
2. Cost for planning and plan preparation-salaries	\$125,090	\$120,904	\$127,893	\$127,893
3. Cost for surveying and construction supervision-salaries	\$88,605	\$88,392	\$93,450	\$93,450
4. Cost for maintenance engr/traffic engr/other misc engr-salaries	\$46,909	\$44,198	\$45,657	\$45,657
5. Cost for administration & engineering expenses (excluding salaries)	\$168,504	\$34,000	\$37,200	\$37,200
EFFECTIVENESS				
1. Administrative cost as a percent of total budget expenditures	3.00%	3.20%	3.20%	3.20%
2. Engineering cost as a percent of total budget expenditures	6.60%	6.40%	6.50%	6.50%
3. Engineering cost as a percent of construction cost (including FM)	30.50%	12.30%	15.70%	15.70%
4. Actual project cost as a percent of construction budget cost	84.40%	83%	100%	100%
5. Percent of department programs/projects accomplished	100%	100%	100%	100%

ANALYSIS:

The property tax levy was calculated by increasing both rural levy amount and county-wide levy amount from last year by 3%. Total inter-governmental revenues are expected to increase \$166,595 or 10.2% primarily due to a \$96,595 increase in Road Use Tax receipts and \$70,000 in reimbursements from several cities for construction projects. All other revenues are recommended to stay at FY'00 levels. Total fiscal year revenues for the department are recommended to increase \$227,781 or 6.2% from the FY'00 budget.

The department submitted one organizational change request for a seasonal maintenance worker (0.3 FTE) which has recommended by the Human Resources department. This has changed the requested authorized personnel (D.1) in the department from 33.1 to 33.4. The budget for administration and engineering (27A) is recommended to increase \$20,200 or 4.9% due mainly from increased salaries

The total departmental budget (D.2) is recommended to increase \$122,200 or 3.1% from the original 1999/2000 budget and 8.6% from the 1999/2000 projected. The increase is

primarily due to a recommended \$150,000 increase in local construction (27D). There is also a recommended increase in general roadway expenditures (27C) of \$20,000 or 2.1%, and a recommended decrease of \$68,000 or 3.8% in roadway maintenance.

The recommended departmental budget will decrease the secondary roads fund balance by \$136,078 for FY'01 leaving a projected fund balance of \$488,903, which includes reserves for operations and equipment. According to financial management policies, the Secondary Roads Fund must maintain a fund balance of at least 10% of annual operating expenses, which would be \$309,870 for FY'01.

Administrative and engineering expenses (excluding salaries) are recommended to increase slightly from FY'00. Workload percentages (W.1 - W.4) are recommended to remain approximately at FY'00 levels. All productivity indicators (P.1 - P.5) are recommended to increase slightly from FY'00 reflecting the higher salary expenditures. Administrative and engineering costs as a percentage of the total budget (E.1 and E.2)

are recommended to remain at FY'00 levels. Engineering cost as a percent of construction cost (E.3) is recommended to increase 3.4% over last fiscal year. All departmental programs and projects (E.5) are recommended to be completed.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	1998-99	1999-00	1999-00	2000-01	2000-01
PROGRAM: Administration & Engineering (27A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
864-A County Engineer	1.00	1.00	1.00	1.00	1.00
634-A Assistant County Engineer	1.00	1.00	1.00	1.00	1.00
300-A Engineering Aide II	3.00	3.00	3.00	3.00	3.00
204-A Office Leader	1.00	1.00	1.00	1.00	1.00
162-A Clerk III	0.50	0.50	0.50	0.50	0.50
TOTAL POSITIONS	6.50	6.50	6.50	6.50	6.50
REVENUE SUMMARY:					
Intergovernmental	\$1,992,788	\$1,630,305	\$1,630,305	\$1,796,900	\$1,796,900
Licenses and Permits	1,016	1,000	1,000	1,000	1,000
Fees and Charges	38,810	9,000	9,000	9,000	9,000
Miscellaneous	28,969	5,000	5,000	5,000	5,000
General Basic Fund Transfer	522,543	538,219	538,219	554,366	554,366
Rural Service Basic Transfer	1,457,589	1,501,317	1,501,317	1,546,356	1,546,356
TOTAL REVENUES	\$4,041,715	\$3,684,841	\$3,684,841	\$3,912,622	\$3,912,622
APPROPRIATION SUMMARY:					
Administration	\$274,153	\$141,000	\$141,000	\$150,200	\$150,200
Engineering	281,908	275,000	275,000	286,000	286,000
Holding Accounts	1,736	-	-	-	-
TOTAL APPROPRIATIONS	\$557,797	\$416,000	\$416,000	\$436,200	\$436,200

SERVICE AREA: Roads & Transportation		PROGRAM: Roadway Maintenance (27B)			
ACTIVITY: Roadway Maintenance		ORGANIZATION: Secondary Roads			
PROGRAM MISSION: To provide a safe, well-maintained road system by utilizing the latest in maintenance techniques and practices at a reasonable cost while providing the least possible inconvenience to the traveling public					
PROGRAM OBJECTIVES:					
1. To hold cost per mile for rock road, blading and resurfacing to under \$2,200/mi.					
2. To hold cost per mile for signs, paint and traffic service to under \$275/mi.					
3. To hold cost per mile for roadside maintenance to under \$250/mi.					
4. To maintain asphalt/concrete roads to at least 60% of that required.					
PERFORMANCE INDICATORS		1998-99	1999-00	2000-01	2000-01
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Number of bridges and culverts (over 48" diameter)		642	642	642	642
2. Miles of rock/earth roads		398	398	398	398
3. Miles of asphalt/concrete roads		156	156	156	156
4. Miles of snow routes		554	554	554	554
5. Number of traffic signs/miles of pavement painting		4800/156	4850/156	4850/156	4850/156
6. Miles of roadside		1,108	1,108	1,108	1,108
WORKLOAD					
1. Number of bridges/culverts to receive maintenance		27/64	25/50	25/50	25/50
2. Miles of rock/earth to be bladed and re-rocked as required		398	398	398	398
3. Miles of asphalt/concrete roads to receive maintenance		156	156	156	156
4. Miles of snow plowing/tons of sand and salt applied		554/2240	554/3000	554/3000	554/3000
5. Number of signs install-replace/mile pavement paint/mile traffic serve		374/156/554	300/156/554	300/156/554	300/156/554
6. Miles of roadsides maint (ditch clean/shlds rock/mow-spray etc)		1,108	1,108	1,108	1,108
PRODUCTIVITY					
1. Cost per bridge maintained/cost per culvert maintained		\$544/\$1430	800/440	800/1040	800/1040
2. Cost per miles of rock/earth road blading and resurfacing		\$1,643	\$2,053	\$1,915	\$1,915
3. Cost per miles of asphalt/concrete surface maintenance		\$451	\$833	\$577	\$577
4. Cost per mile for snow plowing, sand and salt, etc.		\$264	\$349	\$349	\$349
5. Cost per mile for signs installed/pavement paint/traffic serv		\$249	\$240	\$253	\$253
6. Cost per mile of roadside maint (ditch clean/shlds/mow-spray/etc)		\$174	\$212	\$203	\$203
EFFECTIVENESS					
1. Percent of bridges & culverts requiring maintenance acutally maint		61%	50%	50%	50%
2. Cost of blading/re-rocking as percent of that needed		73%	90%	80%	80%
3. Dollar of asphalt/concrete maint as % of that needed or required		57%	75%	70%	70%
ANALYSIS:					
<p>Total appropriations for the program are recommended to decrease \$68,000 or 3.8% as compared to FY'00. Bridge and culvert maintenance is recommended to increase \$30,000 or 71.4% due to maintenance or replacement of existing culverts on the following years resurfacing projects. Total road maintenance is recommended to decrease \$105,000 or 8.0% this is due to decreases in granular and concrete patching. Road clearing and snow and ice control are recommended to remain at FY'00 levels. Total traffic control appropriations are recommended to increase \$7,000 or 5.3%</p> <p>All demand indicators (D.1-D.6) and workload indicators (W.1-W.6) are recommended to remain the same as 1999/2000. Cost per culvert maintained (P.1) is recommended to increase due to repairing with liners or replacing existing culverts on the following years resurfacing projects. These are more expensive than normal culvert maintenance. Cost per mile of rock resurfacing (P.2) is recommended to decrease as fewer tons are to be hauled. Cost per mile of asphalt/concrete maintenance (P.3) is also recommended to decrease due to less concrete patching being necessary. Remaining productivity items (P.4-P.6) are recommended to remain about the same as 1999/2000. Effectiveness items (E.2-E.3) reflect these changes.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	1998-99	1999-00	1999-00	2000-01	2000-01
PROGRAM: Roadway Maintenance (27B)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
430-A Secondary Roads Superintendent	1.00	1.00	1.00	1.00	1.00
213-B Special Project Crew Leader	1.00	1.00	1.00	1.00	1.00
199-B Crew Leader/Heavy Equipment Operator	-	-	-	3.00	3.00
187-B Heavy Equipment Operator II	3.00	3.00	3.00	-	-
174-B Heavy Equipment Operator III	7.00	7.00	7.00	7.00	7.00
163-B Truck Crew Coordinator	1.00	1.00	1.00	1.00	1.00
153-B Truck Driver/Laborer	9.00	9.00	9.00	9.00	9.00
Z Seasonal Maint	0.30	0.30	0.30	0.60	0.60
TOTAL POSITIONS	22.30	22.30	22.30	22.60	22.60
APPROPRIATION SUMMARY:					
Bridges/Culverts	\$114,583	\$42,000	\$42,000	\$72,000	\$72,000
Road Maintenance	1,057,091	1,312,000	1,312,000	1,207,000	1,207,000
Road Clearing	96,489	95,000	95,000	95,000	95,000
Snow/Ice Control	146,910	193,000	193,000	193,000	193,000
Traffic Control	138,070	133,000	133,000	140,000	140,000
TOTAL APPROPRIATIONS	\$1,553,143	\$1,775,000	\$1,775,000	\$1,707,000	\$1,707,000

SERVICE AREA: Roads & Transportation		PROGRAM: General Roadway Expenditures (27C)			
ACTIVITY: General Road Expenditures		ORGANIZATION: Secondary Roads			
PROGRAM MISSION: To provide modern, functional and dependable equipment in a ready state of repair so that general maintenance of County roads can be accomplished at the least possible cost and without interruption					
PROGRAM OBJECTIVES:					
1. To maintain cost per unit repaired to below \$175.					
2. To maintain cost per unit serviced to below \$150.					
3. To maintain cost per unit for equipment supplies below \$2,700.					
4. To maintain cost per unit for tools, materials and shop operation below \$3,000.					
PERFORMANCE INDICATORS		1998-99	1999-00	2000-01	2000-01
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Pieces of heavy/medium equipment		26	26	26	26
2. Number of heavy/medium trucks		21	21	21	21
3. Number of miscellaneous pieces of equipment, cars and pick-up		20	20	20	20
4. Cost of new equipment required		\$429,422	\$360,000	\$372,000	\$372,000
5. Cost of tools, materials, supplies and shop operation		\$164,379	\$184,000	\$187,000	\$187,000
6. Building and grounds expense		\$48,482	\$20,000	\$20,000	\$20,000
WORKLOAD					
1. Number of units repaired-major (work orers)		838	900	900	900
2. Number of units serviced (oil change, etc.)		280	300	300	300
3. Equipment supplies required (excluding parts)		\$113,046	\$161,500	\$164,000	\$164,000
4. Number of new equipment purchases		6	6	7	7
5. Shop expenses, tools, materials and supplies		\$164,379	\$184,000	\$187,000	\$187,000
6. Building and grounds expense		\$48,482	\$20,000	\$20,000	\$20,000
PRODUCTIVITY					
1. Cost per unit repaired (including parts and outside service)		\$163.28	\$158.89	\$158.89	\$158.89
2. Cost per unit for servicing		\$121.69	\$140.00	\$140.00	\$140.00
3. Cost per unit for equipment supplies		\$1,687.25	\$2,410.45	\$2,447.76	\$2,447.76
4. Cost per unit for new equipment		\$71,570	\$60,000	\$53,143	\$53,143
5. Cost of tools, materials, supplies and shop operation/unit		\$2,553.42	\$2,746.27	\$2,791.04	\$2,791.04
6. Cost for buildings and grounds		\$48,462	\$20,000	\$20,000	\$20,000
EFFECTIVENESS					
1. Percent of change in cost per unit repaired		+10.1%	-2.6%	0.00%	0.00%
2. Percent change in cost per unit serviced		-18.10%	+15.0%	0.00%	0.00%
3. Percent change in cost per unit for equipment supplies		+13.2%	+42.8%	+1.5%	+1.5%
4. Percent change in cost per unit for new equipment		+8.9%	-16.1%	-11.4%	-11.4%
5. Percent change in cost per unit tools/materials/supplies/shop cost		+1.7%	+7.5%	+1.6%	+1.6%
6. Percent change in cost for buildings and grounds		+47.7%	-58.7%	0.00%	0.00%
ANALYSIS:					
<p>Total appropriations for the program (excluding equipment) are recommended to increase \$8,000 or 1.4%. This increase is due to a \$5,000 increase in equipment operations needed for service contracts with the new radio system, and a \$3,000 increase in tools/materials/supplies required for corrugated metal pipe for the culvert maintenance projects referred to in 27B. Appropriations for buildings and grounds (D.6) are recommended to remain at the \$20,000 level approved for FY'00.</p> <p>In FY'94 the department established an equipment reserve fund for the replacement of equipment. Each year the department would allocate \$350,000 to the fund and if expenditures were less than the allocated \$350,000 the fund balance would increase and accordingly if expenditures were greater than \$350,000 the fund balance would decrease at the end of the year. For FY'01 equipment purchases (D.4) are recommended for \$372,000 which is a \$12,000 increase over last fiscal year. If the department makes the anticipated purchases, this will be the third consecutive year the equipment has exceeded</p>			<p>the \$350,000 allocation and will leave an approximate zero balance in the equipment fund.</p> <p>If this trend is expected to continue the department will have to make an adjustment the annual allocation amount in order to avoid a negative fund balance, or revisit the concept of an equipment fund all together.</p> <p>The Board decided to increase the equipment annual funding amount to \$400,000 beginning in FY2002.</p> <p>Pieces of heavy/medium equipment (D.1) are recommended to stay at 26. Scheduled purchases for FY'01 include one each of the following: crawler backhoe, lowboy trailer, semi-tractor (used), 4WD vehicle, 1/2 ton pick-up truck, utility trailer, 3/4 ton pick-up truck, and \$40,000 in miscellaneous smaller pieces of equipment. All performance indicators are recommended to remain approximately at FY'00 levels except for the examples mentioned above.</p>		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	1998-99	1999-00	1999-00	2000-01	2000-01
PROGRAM: General Roadway Expenditures (27C)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
233-A Shop Supervisor	1.00	1.00	1.00	1.00	1.00
187-B Mechanic	2.00	2.00	2.00	2.00	2.00
162-B Shop Control Clerk	1.00	1.00	1.00	1.00	1.00
Z Eldridge Garage Caretaker	0.30	0.30	0.30	0.30	0.30
TOTAL POSITIONS	4.30	4.30	4.30	4.30	4.30
APPROPRIATION SUMMARY:					
New Equipment	\$429,422	\$360,000	\$360,000	\$372,000	\$372,000
Equipment Operation	412,503	506,500	506,500	511,500	511,500
Tools/Materials/Supplies	46,466	49,000	49,000	52,000	52,000
Property/Assessment	48,482	20,000	20,000	20,000	20,000
TOTAL APPROPRIATIONS	\$936,873	\$935,500	\$935,500	\$955,500	\$955,500

SERVICE AREA: Capital Projects		PROGRAM: Road Construction (27D)			
ACTIVITY: Roadway Construction		ORGANIZATION: Secondary Roads			
PROGRAM MISSION: To provide for the best possible use of tax dollars for road and bridge construction by (A) using the most up to date construction techniques and practices therefore extending life and causing less repairs, (B) analyzing the existing system to determine best possible benefit to cost ratio and (C) by providing timely repairs to prolong life of system					
PROGRAM OBJECTIVES:					
1. To control actual cost for day labor bridge const. To below \$60.00/sq.ft.					
2. To control cost for resurfacing to below \$40.00/lin.ft.					
3. To control actual cost of construction to not to exceed budget by 10%.					
4. To complete 100% of annual program.					
PERFORMANCE INDICATORS		1998-99 ACTUAL	1999-00 PROJECTED	2000-01 REQUESTED	2000-01 ADOPTED
DEMAND					
1. Roads/bridges/culverts below standards (based/needs study in \$		\$21,171,000	\$30,908,000	\$30,908,000	\$30,908,000
2. Number of bridges with sufficiency ratings below 50 (requiring repl)		4	4	4	4
3. # of bridges with sufficiency ratings 50-75 (requiring rehab/repl		28	22	22	22
4. \$ value of projects requiring construction in County 5-Year Plan		\$7,100,000	\$8,470,000	\$8,220,000	\$8,220,000
WORKLOAD					
1. Cost/roads prosd for patch & edge drain (1st yr of 5-yr plan) FM		-	-	750,000	750,000
2. Cost/bridges proposed for construction (1st yr of 5-yr plan) BRS/FM		\$203,308	-	-	-
3. Cost of misc/culvert/bridge construction (1st yr of 5-yr plan) Local		\$235,642	\$200,000	\$200,000	\$200,000
4. Cost of road rehabilitation resurfacing/local (1st yr of 5-yr plan)		\$413,835	\$400,000	\$0	\$0
5. Cost of roads proposed for resurfacing (1st yr of 5-yr plan)FM&STP		\$0	\$1,150,000	\$800,000	\$800,000
PRODUCTIVITY					
1. Cost/mile of edge drain & patching (FM) 21.5ml.		-	-	\$34,884	\$34,884
2. Cost/sq foot of bridge construction/rehab (BRS/FM)		\$43.72	-	-	-
3. Cost/sq ft of culvert/bridge const. (Local) 3650sq ft.		\$64.55	\$51.28	\$54.79	\$54.79
4. Cost/lineal ft road rehabilitation resurfacing/local (0) (66,802 ft.)		\$34.07	\$23.20	\$0.00	\$0.00
5. Cost/lineal ft resurface/repair FM 22,176ft.		-	\$23.20	\$36.08	\$36.08
EFFECTIVENESS					
1. Actual cost as percent of budget cost (excluding FM)		84.40%	100%	100%	100%
2. Percent of construction projects completed		100%	100%	100%	100%
3. % of roads/bridges/culverts constructed vs those below standard		4.00%	5.60%	5.60%	5.60%
4. % of bridges replaced/rehabilitated vs those below standard		8.80%	3.80%	7.60%	7.60%
5. Dollar value of construction as percent of 5 year plan		11.90%	20.60%	21.20%	21.20%
ANALYSIS:					
<p>Total appropriations for the program are recommended to increase \$150,000 or 18.8% over last fiscal year. The cost of Roads/Bridges/Culverts below standard (D.1) has been changed to reflect the new 1998 IDOT needs study report. The remaining demand indicators are recommended to stay at FY'00 levels. Cost of bridge construction (W.3) represents \$150,000 for a contract bridge and \$50,000 for a single day labor bridge. For FY'01, \$750,000 is recommended for tile line projects (W.1) and \$800,000 is recommended for Farm to Market and STP funds (W.5). Cost per lineal ft. for resurfacing (P.5) is recommended to increased due to proposed "crack and seat" and 5" of asphalt compared to "cold-in-place" and 3" of asphalt for 1999/2000. Effectiveness items (E.1-E.5) reflect cost of these construction projects.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	1998-99	1999-00	1999-00	2000-01	2000-01
PROGRAM: Roadway Construction (27D)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
APPROPRIATION SUMMARY:					
Construction	\$852,115	\$800,000	\$600,000	\$950,000	\$950,000
TOTAL APPROPRIATIONS	\$852,115	\$800,000	\$600,000	\$950,000	\$950,000

